

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

**THE MEETING WILL BEGIN AT 7:00 PM VIA ZOOM, INSTRUCTIONS TO JOIN POSTED
AT WWW.WINNETKALIBRARY.ORG**

**Pursuant to the Governor’s Covid-19 Executive Order No. 5, issued March 16, 2020, the provision
of the Open Meetings Act, 5 ILCS 120, requiring or relating to in-person attendance by members of
a public body are suspended.**

AGENDA

Monday, May 18, 2020

7:00 PM

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

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

 - Minutes of the April 20, 2020 Regular Meeting*
 - Minutes of the May 6, 2020 Study Session*
- V. Financial Report**
 - Approve April 2020 Financial Statements*
- VI. Library Reports**
 - Director’s Report (Interim Director Compton-Dzak)*
 - Board President’s Comments (President Ruiz-Funes)
- VII. Liaisons to Other Organizations – Reports**
 - Winnetka Village (Trustee Johnson)
 - Northfield Village (Trustee Shoup)
- VIII. Unfinished Business**
 - Discussion of library reopening plans, beginning with curbside service
 - Discussion of Working Budget Draft for Fiscal Year 2020-2021*
- IX. New Business**
 - Presentation and Discussion of the Director Search Process by Bradbury Miller Associates*
- X. Communications**
 - The District remains closed to the public due to the COVID-19 pandemic.
 - Contactless pickup, or “curbside service” is scheduled to begin on June 1, 2020.
- XI. Public Comments**
- XII. Adjournment**

*Attachments

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

April 20, 2020

I. Call to Order

The meeting was held virtually via Zoom due to the COVID-19 pandemic. President Ruiz-Funes called the meeting to order at 7:01 p.m. A quorum was present.

II. Roll Call

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

Absent:

Present were library employees; Nicola White (Administrative Assistant) and Mark Swenson (Head of Information Technology). Present was Winnetka resident Joanne Jahant. Present were Northfield residents Sue Kelly, Lois Neustadt, Ruth Lucchesi and Samantha Tideman. Present was Northbrook resident Susan Kelly.

III. Public Comments

President Ruiz-Funes read public comments that had been emailed by Northfield residents Carol Ritchell and Jan Churchwell opposing the proposed resolution delegating authority to the Board President to make decisions, a comment from Northfield resident Amy Richmond regarding staffing decisions at the Northfield Branch Library, and a comment from Winnetka resident Ginny Daut regarding curbside pick-up service.

Northfield resident Lois Neustadt commented that she is against the proposed resolution delegating authority to the Board President to make decisions, and also commented on staffing decisions at the Northfield Branch Library.

Northbrook resident Susan Kelly commented that she is against the proposed resolution delegating authority to the Board President to make decisions, and also commented on staffing decisions at the Northfield Branch Library.

Northfield resident Sue Kelly commented that she is against the proposed resolution delegating authority to the Board President to make decisions, and also commented on staffing decisions at the Northfield Branch Library.

IV. Vote to Approve Minutes of February 17, 2020 Regular Meeting

A MOTION was made by Trustee Shoup to approve the Minutes of February 17, 2020 Regular Meeting and seconded by Trustee Johnson.

The MOTION passed on a voice vote.

V. Financial Report

Interim Director Compton-Dzak presented the February 2020 Financial Statements.

A MOTION was made by Trustee Vandergrift to approve the February 2020 Financial Statements and seconded by Trustee Anwar.

The MOTION passed on a voice vote.

Interim Director Compton-Dzak presented the March 2020 Financial Statements.

A MOTION was made by Trustee Vandergrift to approve the March 2020 Financial Statements and seconded by Trustee Gosselin.

The MOTION passed on a voice vote.

VI. Library Report

LIBRARY DIRECTOR'S REPORT:

Interim Director Compton-Dzak reported:

- Staff miss our patrons but are working diligently to provide service from their homes.
- Head of Circulation Katie Cangelosi submitted an impact story about Assistant Head of Circulation Brandon Marshall helping a patron over the phone to set up Hoopla and Kanopy on their TV.
- The District has received encouraging messages of appreciation from patrons who were able to access digital collections through temporary library cards.
- Physical checkouts are down, however, digital circulation is rising.
- The District is offering Wi-Fi in both parking lots.
- Staff are working on developing and booking virtual programming and are rethinking Summer Reading to be a virtual program as well.
- The Youth Services team has provided virtual story time elements; Youth Services Librarians Maddy Belk and Lindsay Goldstein got the District started with story time songs.
- Staff in all departments have contributed to community engagement efforts.
- Programming Librarian Steve Kline is using the District's 3D printer to contribute to a face-shield drive based in Oak Park.
- Collection Development Librarians Kate Fuentes and Nick Mall have been reworking the collection budget and purchasing digital titles.
- The Circulation team has been working on inventory and online library card applications.
- The Youth Services team has reached out to local teachers to brainstorm ways the District can work with our schools to fill any learning gaps. They also partnered with the police and fire departments to coordinate virtual story times.
- Staff in all departments are participating in virtual meetings and training opportunities.
- Studio staff have been taking virtual maker classes.
- The new District app was delivered; the team is working through bugs before moving to the next testing phase.
- The District is working on a website redesign.

- The Facilities team is considered essential and has been deep cleaning both buildings.
- Interim Director Compton-Dzak has been in close contact with both villages and the District's community partners. She is also meeting with the Winnetka Village taxing bodies every Monday by phone. All are monitoring news on the statewide stay-at-home order and recommendations from the state government on when businesses and libraries can safely reopen.
- The management team is gathering information from other libraries, RAILS and ILA and is discussing a tiered reopening; they are still working through what that would look like.

BOARD PRESIDENT'S REPORT:

President Ruiz-Funes reported:

- There have been 89 COVID-19 cases reported in the 60093 zip code, with no fatalities. President Ruiz-Funes gave his best wishes to those directly affected.
- President Ruiz-Funes thanked all healthcare workers, first responders, and essential workers.
- President Ruiz-Funes thanked Interim Director Compton-Dzak, the District's management team, and all District staff for their hard work over the past month and stated that the services provided online have been terrific.

VII. Liaisons to Other Organizations-Reports

- *Winnetka Village*- Trustee Johnson reported that the Winnetka Village Council is having a virtual meeting on April 21, 2020. He also reported that the Village Board President is encouraging local businesses to require masks, but it is not currently mandated.
- *Northfield Village*- Trustee Shoup reported that the Northfield Village is also not mandating the use of masks, however, everyone is encouraged to follow the CDC guidelines. She also reported that 100% of Mariano's employees will wear masks. Trustee Shoup commended Northfield residents on their generosity for providing meals to first responders. She also mentioned that the Stepan Company donated sanitation soaps to various Northfield facilities. Trustee Shoup also reported that the Northfield Village will hold a teleconference meeting April 21, 2020.

VIII. Unfinished Business

IX. New Business

- *Discussion and vote on Director Search Proposal*
Trustee Gosselin presented Bradbury Miller as the recommended search firm for the District's Director Search.

A MOTION was made by Trustee Shoup to Approve the Director Search Proposal and seconded by Trustee Johnson.

ROLL CALL VOTE

AYES: Trustees Casale MacNally, Shoup, Johnson, Gosselin, Anwar, Vandergrift and Ruiz-Funes

NAYS: 0
ABSENT:
MOTION CARRIED

- *Discussion and vote on Resolution Delegating Authority to Board President to Make Decisions*
The Board discussed and elected not to vote to Approve the Resolution Delegating Authority to Board President to Make Decisions.
- *Discussion and vote on Board meeting dates, July through December 2020*
A MOTION was made by Trustee Shoup to Approve Board meeting dates, July through December 2020 and seconded by Trustee Casale MacNally.

The MOTION passed on a voice vote.

- *Discussion and vote on the Lakota Group Construction Observation/Administration Services Contract*
A MOTION was made by Trustee Gosselin to Approve the Lakota Group Construction Observation/Administration Services Contract and seconded by Trustee Shoup.

ROLL CALL VOTE

AYES: Trustees Casale MacNally, Shoup, Johnson, Gosselin, Anwar, Vandergrift and Ruiz-Funes

NAYS: 0

ABSENT:

MOTION CARRIED

- *Discussion of Budget reforecast FY 2019/2020*
The Board discussed the Budget reforecast for fiscal year 2019/2020.
- *Discussion of Budget draft FY 2020/2021*
The Board discussed the Budget draft for fiscal year 2020/2021.

X. Communications

- *The District remains closed to the public due to the COVID-19 pandemic until further notice.*

XI. Public Comments

Northbrook resident Susan Kelly suggested that the Board subscribe to email lists from other libraries to see what they are doing in terms of digital programming. She also suggested that the District consider sending out a weekly newsletter with public health information.

Northfield resident Ruth Lucchesi suggested that the Director search firm invite prior employees to interview for the position. She also commented on staffing decisions at the Northfield Branch Library.

Winnetka resident Joanne Jahant commented that she misses the library and staff and is looking forward to when the District reopens.

Northfield resident Samantha Tideman commented that her family misses story times but thanked the District for the clear communication about the changes and the increase in digital materials and programming. She suggested the District send out more emails when digital programming is occurring.

XII. Adjournment

There being no further business to come before the Board, a MOTION to adjourn was made by Trustee Casale MacNally and seconded by Trustee Shoup. The MOTION passed on a voice vote and President Ruiz-Funes adjourned the meeting at 8:20 p.m.

Respectfully submitted,

Nicola White
Recording Secretary

_____ Jean-Paul Ruiz-Funes, President

_____ Suzanne Shoup, Secretary

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

May 6, 2020

I. Call to Order

The meeting was held virtually via Zoom due to the COVID-19 pandemic. President Ruiz-Funes called the meeting to order at 7:03 p.m. A quorum was present.

II. Roll Call

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

Absent:

Present were library employees; Nicola White (Administrative Assistant) and Mark Swenson (Head of Information Technology). Present were Winnetka residents Jeffrey Liss and Joan Esposito.

III. Public Comments

No public comments.

IV. Presentation and Discussion of District Update, Including Progress on Reopening Plans by Interim Director Compton-Dzak

Interim Director Compton-Dzak reported:

- Collection Services Acquisitions Associate Stephanie Girardi donated 30 homemade masks to the Village of Northfield.
- Construction has begun on the patio project at the Winnetka Library.
- The District has a lineup of virtual summer programs, including summer reading.
- The Facilities team is preparing the building for reopening by deep cleaning, increasing the airflow in the HVAC system, and planning for social distancing practices amongst staff and patrons.

The Board discussed reopening plans, operating under the following guiding principles:

- The safety of District staff and community members is of the utmost importance.
- The District will reopen in phases, starting with curbside pickup.
- The District will comply with executive orders from the State of Illinois.
- The District will solicit advice and guidance from a certified Human Resources professional on decisions regarding how and when staff will work on and offsite.
- The District will follow guidelines and recommendations from RAILS and CCS.
 - RAILS has not started delivery yet; they are waiting on results to determine how long the virus can live on materials.
 - CCS Governing Board is meeting virtually on May 20, 2020 to make decisions about coordinating reopening efforts across all libraries.
- The District will coordinate curbside reopening efforts with local village officials and will have plans cleared by the Winnetka and Northfield police departments.

V. Discussion of Director Search Process

Trustee Gosselin gave an update on the director search process.

VI. Discussion of the Winnetka Caucus Annual Survey

The Board discussed the next steps for the Winnetka Caucus annual survey.

VII. Discussion of Budget Progress for Fiscal Year 2020-2021

The Board discussed the budget progress for fiscal year 2020-2021.

VIII. Public Comments

Winnetka resident Joan Esposito commented on the director search process.

IX. Adjournment

There being no further business to come before the Board, a MOTION to adjourn was made by Trustee Vandergrift and seconded by Trustee Johnson. The MOTION passed on a voice vote and President Ruiz-Funes adjourned the meeting at 8:05 p.m.

Respectfully submitted,

Nicola White
Recording Secretary

_____ Jean-Paul Ruiz-Funes, President

_____ Suzanne Shoup, Secretary

Winnetka-Northfield Public Library District

All Funds Summary

For the 10 Months Ended April 30, 2020

Ideal Budget Percentage Spent: 83.33%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Current Year-to-Date</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
Revenues					
Library Fund	4,093,135.00	3,410,945.83	4,205,235.12	102.74 %	794,289.29
IMRF Fund	88,200.00	73,500.00	90,274.42	102.35 %	16,774.42
FICA Fund	24,500.00	20,416.67	25,076.17	102.35 %	4,659.50
Building Fund	147,000.00	122,500.00	150,456.99	102.35 %	27,956.99
Unemployment Fund	10.00	8.33	9.97	99.70 %	1.64
Total Revenues	<u>4,352,845.00</u>	<u>3,627,370.83</u>	<u>4,471,052.67</u>	<u>102.72 %</u>	<u>843,681.84</u>
Expenses					
Library Fund	3,798,154.00	3,165,128.33	2,489,597.11	65.55 %	(675,531.22)
IMRF Fund	111,000.00	92,500.00	84,047.39	75.72 %	(8,452.61)
FICA Fund	123,000.00	102,500.00	96,877.19	78.76 %	(5,622.81)
Building Fund	286,146.00	238,455.00	251,196.70	87.79 %	12,741.70
Unemployment Fund	<u>1,000.00</u>	<u>833.33</u>	<u>3,502.00</u>	<u>350.20 %</u>	<u>2,668.67</u>
Total Expenses	<u>4,319,300.00</u>	<u>3,599,416.67</u>	<u>2,925,220.39</u>	<u>67.72 %</u>	<u>(674,196.28)</u>
Total Revenues	4,352,845.00	3,627,370.83	4,471,052.67	102.72 %	843,681.84
Total Expenses	<u>4,319,300.00</u>	<u>3,599,416.67</u>	<u>2,925,220.39</u>	<u>67.72 %</u>	<u>674,196.28</u>
Excess Revenues less Expenses	<u>33,545.00</u>	<u>27,954.16</u>	<u>1,545,832.28</u>	<u>4,608.23 %</u>	<u>1,517,878.12</u>

Winnetka-Northfield Public Library District

Library Fund Summary

For the 10 Months Ended April 30, 2020

Ideal Budget Percentage Spent: 83.33%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year-to-Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
Operating Revenue					
Property Tax	3,835,439.00	3,196,199.17	3,983,053.10	103.85 %	786,853.93
Replacement Tax	20,000.00	16,666.67	22,971.53	114.86 %	6,304.86
Collections	155,696.00	129,746.67	87,009.86	55.88 %	(42,736.81)
Materials	12,000.00	10,000.00	6,938.96	57.82 %	(3,061.04)
Other Income	70,000.00	58,333.33	105,261.67	150.37 %	46,928.34
Total Operating Revenue	<u>4,093,135.00</u>	<u>3,410,945.83</u>	<u>4,205,235.12</u>	<u>102.74 %</u>	<u>794,289.29</u>
Operating Expenses					
Personnel	1,790,000.00	1,491,666.67	1,425,769.55	79.65 %	(65,897.12)
Administration	214,204.00	178,503.33	188,147.91	87.84 %	9,644.58
Utilities	97,700.00	81,416.67	61,498.65	62.95 %	(19,918.02)
IT Services	171,250.00	142,708.33	141,340.20	82.53 %	(1,368.13)
Public Relations	45,000.00	37,500.00	28,575.41	63.50 %	(8,924.59)
Library Materials - Adult	561,000.00	467,500.00	447,380.69	79.75 %	(20,119.31)
Library Materials - Youth	89,900.00	74,916.67	58,306.64	64.86 %	(16,610.03)
Programs	79,100.00	65,916.67	54,975.18	69.50 %	(10,941.49)
Capital	750,000.00	625,000.00	81,137.78	10.82 %	(543,862.22)
Total Operating Expenses	<u>3,798,154.00</u>	<u>3,165,128.33</u>	<u>2,489,597.11</u>	<u>65.55 %</u>	<u>(675,531.22)</u>
Total Revenues	4,093,135.00	3,410,945.83	4,205,235.12	102.74 %	794,289.29
Total Expenses	<u>3,798,154.00</u>	<u>3,165,128.33</u>	<u>2,489,597.11</u>	<u>65.55 %</u>	<u>(675,531.22)</u>
Excess Revenues less Expenses	<u>294,981.00</u>	<u>245,817.50</u>	<u>1,715,638.01</u>	<u>581.61 %</u>	<u>1,469,820.51</u>

Winnetka-Northfield Public Library District

Statement of Revenues and Expenditures - Modified Cash Basis

For the 10 Months Ended April 30, 2020

Ideal Budget Percentage Spent: 83.33%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year to Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
GENERAL FUND					
Revenues					
Taxes					
Property Taxes Collections	3,835,439.00	3,196,199.17	3,965,499.37	103.39 %	769,300.20
Property Taxes Collections-Liability	0.00	0.00	12,538.08	0.00	12,538.08
Property Taxes Collections-Audit	0.00	0.00	5,015.65	0.00	5,015.65
Replacement Tax	<u>20,000.00</u>	<u>16,666.67</u>	<u>22,971.53</u>	<u>114.86 %</u>	<u>6,304.86</u>
Total Taxes	<u>3,855,439.00</u>	<u>3,212,865.83</u>	<u>4,006,024.63</u>	<u>103.91 %</u>	<u>793,158.80</u>
Collections					
Per Capita Grant	21,696.00	18,080.00	21,696.25	100.00 %	3,616.25
Kenilworth Services	100,000.00	83,333.33	50,793.76	50.79	(32,539.57)
Fines - Winnetka	25,000.00	20,833.33	13,273.86	53.10	(7,559.47)
Studio Fees	4,500.00	3,750.00	1,003.17	22.29	(2,746.83)
Lost/Damaged Mat.-Winnetka	4,500.00	3,750.00	91.58	2.04	(3,658.42)
Library Programs - Winnetka	<u>0.00</u>	<u>0.00</u>	<u>151.24</u>	<u>0.00</u>	<u>151.24</u>
Total Collections	<u>155,696.00</u>	<u>129,746.67</u>	<u>87,009.86</u>	<u>55.88 %</u>	<u>(42,736.81)</u>
Materials					
Copy/Printing - Winnetka	10,000.00	8,333.33	4,834.98	48.35 %	(3,498.35)
Book Sales - Winnetka	<u>2,000.00</u>	<u>1,666.67</u>	<u>2,103.98</u>	<u>105.20</u>	<u>437.31</u>
Total Materials	<u>12,000.00</u>	<u>10,000.00</u>	<u>6,938.96</u>	<u>57.82 %</u>	<u>(3,061.04)</u>
Other Income					
Checking Interest Income	45,000.00	37,500.00	2,272.95	5.05 %	(35,227.05)
Byline Bank IMA Interest	0.00	0.00	96,949.94	0.00	96,949.94
Change on Investment Value	0.00	0.00	2,961.51	0.00	2,961.51
Money Market-Interest	0.00	0.00	528.54	0.00	528.54
Misc. Revenue - Winnetka	0.00	0.00	2,383.02	0.00	2,383.02
Contributions	25,000.00	20,833.33	0.00	0.00	(20,833.33)
Gift Fund (under \$100)	<u>0.00</u>	<u>0.00</u>	<u>165.71</u>	<u>0.00</u>	<u>165.71</u>
Total Other Income	<u>70,000.00</u>	<u>58,333.33</u>	<u>105,261.67</u>	<u>150.37 %</u>	<u>46,928.34</u>
Total Revenue	<u>4,093,135.00</u>	<u>3,410,945.83</u>	<u>4,205,235.12</u>	<u>102.74 %</u>	<u>794,289.29</u>

Winnetka-Northfield Public Library District

Statement of Revenues and Expenditures - Modified Cash Basis

For the 10 Months Ended April 30, 2020

Ideal Budget Percentage Spent: 83.33%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year to Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
GENERAL FUND					
Expenses					
Personnel					
Personnel	0.00	0.00	450.00	0.00 %	450.00
Salaries	1,610,000.00	1,341,666.67	1,317,247.22	81.82	(24,419.45)
Health Insurance	155,000.00	129,166.67	100,972.23	65.14	(28,194.44)
Flu Vaccination	500.00	416.67	80.41	16.08	(336.26)
Employee Asst. Program	1,500.00	1,250.00	320.00	21.33	(930.00)
Conferences	20,000.00	16,666.67	6,273.19	31.37	(10,393.48)
Flexible Spending Account	<u>3,000.00</u>	<u>2,500.00</u>	<u>426.50</u>	<u>14.22</u>	<u>(2,073.50)</u>
Total Personnel	<u>1,790,000.00</u>	<u>1,491,666.67</u>	<u>1,425,769.55</u>	<u>79.65 %</u>	<u>(65,897.12)</u>
Administration					
Audit Fees	11,050.00	9,208.33	9,850.00	89.14 %	641.67
Library Supplies	35,000.00	29,166.67	29,842.99	85.27	676.32
Office Supplies	8,000.00	6,666.67	4,106.88	51.34	(2,559.79)
Breakroom Supplies	1,500.00	1,250.00	2,114.52	140.97	864.52
Postage	4,500.00	3,750.00	2,579.73	57.33	(1,170.27)
Hospitality	6,000.00	5,000.00	157.05	2.62	(4,842.95)
Accounting and Bookkeeping	20,004.00	16,670.00	11,669.00	58.33	(5,001.00)
Legal Notices	1,000.00	833.33	756.54	75.65	(76.79)
Delivery Service	8,000.00	6,666.67	5,496.00	68.70	(1,170.67)
Payroll Services	9,000.00	7,500.00	7,956.54	88.41	456.54
Liability Insurance Costs	30,000.00	25,000.00	15,137.00	50.46	(9,863.00)
Workers Compensation Insurance	0.00	0.00	3,302.00	0.00	3,302.00
ILL Fees	150.00	125.00	(21.95)	(14.63)	(146.95)
Board Expenses	1,000.00	833.33	24.99	2.50	(808.34)
Memberships	6,000.00	5,000.00	2,077.00	34.62	(2,923.00)
Staff Recognition/Events/Meetings	5,000.00	4,166.67	7,819.69	156.39	3,653.02
Director's Expenses	500.00	416.67	0.00	0.00	(416.67)
Legal	12,000.00	10,000.00	20,060.25	167.17	10,060.25
Architects	0.00	0.00	6,157.90	0.00	6,157.90
Building Appraisal	500.00	416.67	0.00	0.00	(416.67)
Other Consultations	15,000.00	12,500.00	23,582.76	157.22	11,082.76
Investment Fees	0.00	0.00	6,206.58	0.00	6,206.58
HR Consultant	40,000.00	33,333.33	28,852.50	72.13	(4,480.83)
Miscellaneous	<u>0.00</u>	<u>0.00</u>	<u>419.94</u>	<u>0.00</u>	<u>419.94</u>
Total Administration	<u>214,204.00</u>	<u>178,503.33</u>	<u>188,147.91</u>	<u>87.84 %</u>	<u>9,644.58</u>
Utilities					
Electricity - Winnetka	49,000.00	40,833.33	34,160.71	69.72 %	(6,672.62)
Water - Winnetka	5,700.00	4,750.00	2,534.99	44.47	(2,215.01)
Storm Sewer - Winnetka	1,900.00	1,583.33	1,331.60	70.08	(251.73)
Natural Gas - Winnetka	14,000.00	11,666.67	6,891.87	49.23	(4,774.80)
Telephone - Winnetka	10,000.00	8,333.33	8,308.13	83.08	(25.20)
Internet Services	<u>17,100.00</u>	<u>14,250.00</u>	<u>8,271.35</u>	<u>48.37</u>	<u>(5,978.65)</u>
Total Utilities	<u>97,700.00</u>	<u>81,416.67</u>	<u>61,498.65</u>	<u>62.95 %</u>	<u>(19,918.02)</u>
Information Technology					
CCS Operating	83,250.00	69,375.00	75,902.00	91.17 %	6,527.00
Software	35,000.00	29,166.67	20,403.55	58.30	(8,763.12)
LAN Management	50,000.00	41,666.67	42,527.80	85.06	861.13
Hardware	0.00	0.00	316.95	0.00	316.95

Winnetka-Northfield Public Library District

Statement of Revenues and Expenditures - Modified Cash Basis

For the 10 Months Ended April 30, 2020

Ideal Budget Percentage Spent: 83.33%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year to Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
GENERAL FUND					
Technology/Website	3,000.00	2,500.00	2,189.90	73.00	(310.10)
Total Information Technology	<u>171,250.00</u>	<u>142,708.33</u>	<u>141,340.20</u>	<u>82.53 %</u>	<u>(1,368.13)</u>
Public Relations					
PR E-Marketing	1,500.00	1,250.00	1,695.16	113.01 %	445.16
PR Promotional	7,000.00	5,833.33	2,053.29	29.33	(3,780.04)
PR Source	25,000.00	20,833.33	16,686.55	66.75	(4,146.78)
PR Supplies	8,000.00	6,666.67	5,822.27	72.78	(844.40)
PR Advertising	<u>3,500.00</u>	<u>2,916.67</u>	<u>2,318.14</u>	<u>66.23</u>	<u>(598.53)</u>
Total Public Relations	<u>45,000.00</u>	<u>37,500.00</u>	<u>28,575.41</u>	<u>63.50 %</u>	<u>(8,924.59)</u>
Library Materials - Adult					
Books-Fiction-Adult-Winnetka	79,000.00	65,833.33	56,568.11	71.61 %	(9,265.22)
Books-Non-Fiction-Adult-Winnetka	77,000.00	64,166.67	57,261.35	74.37	(6,905.32)
Periodicals-Winnetka	28,000.00	23,333.33	26,727.78	95.46	3,394.45
DVDs-Adult-Winnetka	53,000.00	44,166.67	37,790.09	71.30	(6,376.58)
Audio Books-Adult-Winnetka	34,000.00	28,333.33	22,352.92	65.74	(5,980.41)
Books-Digital-Winnetka	185,000.00	154,166.67	167,249.78	90.41	13,083.11
Online Database	<u>105,000.00</u>	<u>87,500.00</u>	<u>79,430.66</u>	<u>75.65</u>	<u>(8,069.34)</u>
Total Library Materials - Adult	<u>561,000.00</u>	<u>467,500.00</u>	<u>447,380.69</u>	<u>79.75 %</u>	<u>(20,119.31)</u>
Library Materials - Youth					
Books-Fiction-Juv-Winnetka	18,000.00	15,000.00	11,308.63	62.83 %	(3,691.37)
Books-Non-Fiction, Easy, & JH-Winnetka	17,000.00	14,166.67	2,520.03	14.82	(11,646.64)
DVDs-Juv-Winnetka	12,500.00	10,416.67	10,040.71	80.33	(375.96)
Audio Books-Juv-Winnetka	12,000.00	10,000.00	9,859.64	82.16	(140.36)
Music-Juv-Winnetka	900.00	750.00	368.10	40.90	(381.90)
Books-Easy-Winnetka	18,500.00	15,416.67	12,334.81	66.67	(3,081.86)
Books-Jr. High-Winnetka	11,000.00	9,166.67	5,756.15	52.33	(3,410.52)
Books-Non-Fiction-Winnetka	<u>0.00</u>	<u>0.00</u>	<u>6,118.57</u>	<u>0.00</u>	<u>6,118.57</u>
Total Library Materials - Youth	<u>89,900.00</u>	<u>74,916.67</u>	<u>58,306.64</u>	<u>64.86 %</u>	<u>(16,610.03)</u>
Programs					
Summer Reading	11,100.00	9,250.00	7,167.81	64.57 %	(2,082.19)
Program Supplies-Winnetka	0.00	0.00	711.06	0.00	711.06
Program Performers Fees-Winnetka	0.00	0.00	965.00	0.00	965.00
Program Supplies-Winnetka	0.00	0.00	(300.00)	0.00	(300.00)
Program Performers Fee-Winnetka	0.00	0.00	(275.00)	0.00	(275.00)
Studio General Supplies	7,500.00	6,250.00	6,133.63	81.78	(116.37)
OBTV	17,000.00	14,166.67	12,516.19	73.62	(1,650.48)
Programming - Youth	16,500.00	13,750.00	9,039.16	54.78	(4,710.84)
Programming - Adult	22,000.00	18,333.33	17,051.09	77.50	(1,282.24)
Studio Maintenance/Repair	<u>5,000.00</u>	<u>4,166.67</u>	<u>1,966.24</u>	<u>39.32</u>	<u>(2,200.43)</u>
Total Programs	<u>79,100.00</u>	<u>65,916.67</u>	<u>54,975.18</u>	<u>69.50 %</u>	<u>(10,941.49)</u>

Winnetka-Northfield Public Library District
Statement of Revenues and Expenditures - Modified Cash Basis
For the 10 Months Ended April 30, 2020

Ideal Budget Percentage Spent: 83.33%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year to Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
<u>GENERAL FUND</u>					
Capital					
Building	155,000.00	129,166.67	0.00	0.00 %	(129,166.67)
Equipment/Furniture	500,000.00	416,666.67	11,305.43	2.26	(405,361.24)
Computer Equipment	<u>95,000.00</u>	<u>79,166.67</u>	<u>69,832.35</u>	<u>73.51</u>	<u>(9,334.32)</u>
Total Capital	<u>750,000.00</u>	<u>625,000.00</u>	<u>81,137.78</u>	<u>10.82 %</u>	<u>(543,862.22)</u>
Total Expenses	<u>3,798,154.00</u>	<u>3,165,128.33</u>	<u>2,489,597.11</u>	<u>65.55 %</u>	<u>(675,531.22)</u>
Excess Revenues less Expenses	<u>294,981.00</u>	<u>245,817.50</u>	<u>1,715,638.01</u>	<u>581.61 %</u>	<u>1,469,820.51</u>

Winnetka-Northfield Public Library District
Statement of Revenues and Expenditures - Modified Cash Basis
For the 10 Months Ended April 30, 2020

Ideal Budget Percentage Spent: 83.33%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year to Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
BUILDING FUND					
Revenues					
Property Taxes Collections-Building	147,000.00	122,500.00	150,456.99	102.35 %	27,956.99
Total Revenue	<u>147,000.00</u>	<u>122,500.00</u>	<u>150,456.99</u>	<u>102.35 %</u>	<u>27,956.99</u>
Expenses					
Northfield Lease	66,196.00	55,163.33	48,061.89	72.61 %	(7,101.44)
Janitorial Supplies	8,500.00	7,083.33	9,105.63	107.13	2,022.30
Snow Removal	8,000.00	6,666.67	4,278.73	53.48	(2,387.94)
Photocopier Leases	40,000.00	33,333.33	27,274.58	68.19	(6,058.75)
Phone Lease	9,600.00	8,000.00	7,999.80	83.33	(0.20)
Building Maintenance Service	110,000.00	91,666.67	107,119.75	97.38	15,453.08
Elevators	8,000.00	6,666.67	4,299.21	53.74	(2,367.46)
Landscaping	5,000.00	4,166.67	3,226.60	64.53	(940.07)
HVAC	10,000.00	8,333.33	9,421.69	94.22	1,088.36
Automatic Doors	3,500.00	2,916.67	2,829.82	80.85	(86.85)
Roof	600.00	500.00	333.00	55.50	(167.00)
Alarms	2,750.00	2,291.67	4,673.61	169.95	2,381.94
Equipment	4,000.00	3,333.33	2,068.91	51.72	(1,264.42)
Misc Services	10,000.00	8,333.33	20,503.48	205.03	12,170.15
Total Expenses	<u>286,146.00</u>	<u>238,455.00</u>	<u>251,196.70</u>	<u>87.79 %</u>	<u>12,741.70</u>
Excess Revenues less Expenses	<u>\$ (139,146.00)</u>	<u>\$ (115,955.00)</u>	<u>\$ (100,739.71)</u>	<u>72.40 %</u>	<u>15,215.29</u>

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

April 1, 2020 - April 30, 2020

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Vendor Checks						
First Bankcard				1005	04/30/20	<u>2,097.44</u>
10-0-5908	Programming - Adult	First Bankcard - Compton-Dzak	6.96			
10-0-5908	Programming - Adult	First Bankcard - Compton-Dzak	61.15			
10-0-5908	Programming - Adult	First Bankcard - Compton-Dzak	20.96			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	First Bankcard - Compton-Dzak	14.24			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	First Bankcard - Compton-Dzak	32.99			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	First Bankcard - Compton-Dzak	11.95			
10-1-5522	Studio General Supplies	First Bankcard - Swenson	9.99			
10-1-5522	Studio General Supplies	First Bankcard - Compton-Dzak	9.99			
10-1-5522	Studio General Supplies	First Bankcard - Compton-Dzak	46.98			
10-1-5522	Studio General Supplies	First Bankcard - Compton-Dzak	47.97			
10-0-5120	Library Supplies	First Bankcard - Swenson	119.00			
10-0-5120	Library Supplies	First Bankcard - Compton-Dzak	25.22			
10-0-5134	Software	First Bankcard - Swenson	243.92			
10-0-5134	Software	First Bankcard - Wolf	70.00			
10-0-5177	Technology/Website	First Bankcard - Swenson	25.00			
10-0-5308	Summer Reading	First Bankcard - Swenson	4.00			
10-0-5308	Summer Reading	First Bankcard - Garrity	104.95			
10-0-5720	PR E-Marketing	First Bankcard - Quish	55.99			
10-0-5721	PR Promotional	First Bankcard - Quish	9.56			
10-0-5721	PR Promotional	First Bankcard - Quish	-0.56			
10-0-5723	PR Supplies	First Bankcard - Quish	19.79			
10-0-5723	PR Supplies	First Bankcard - Quish	63.76			
10-0-5732	Staff Recognition/Events/Meetings	First Bankcard - Garrity	154.55			
10-0-5732	Staff Recognition/Events/Meetings	First Bankcard - Compton-Dzak	75.00			
10-0-5884	Equipment/Furniture	First Bankcard - Compton-Dzak	53.94			
10-0-5884	Equipment/Furniture	First Bankcard - Compton-Dzak	49.99			
10-0-5884	Equipment/Furniture	First Bankcard - Compton-Dzak	119.98			
10-0-5907	Programming - Youth	First Bankcard - Garrity	14.95			
10-0-5907	Programming - Youth	First Bankcard - Garrity	59.28			
10-0-5907	Programming - Youth	First Bankcard - Garrity	17.18			
10-0-5907	Programming - Youth	First Bankcard - Garrity	340.64			
10-0-5907	Programming - Youth	First Bankcard - Garrity	16.99			
10-0-5907	Programming - Youth	First Bankcard - Garrity	20.48			
10-0-5907	Programming - Youth	First Bankcard - Garrity	34.23			
10-0-5907	Programming - Youth	First Bankcard - Garrity	59.64			
10-0-5907	Programming - Youth	First Bankcard - Garrity	25.95			
10-0-5907	Programming - Youth	First Bankcard - Garrity	17.26			
10-0-5907	Programming - Youth	First Bankcard - Garrity	33.57			
Alison Phillips				2793	04/30/20	<u>283.48</u>
10-0-5111	Health Insurance	Alison Phillips	162.84			
10-0-5114	Conferences	Alison Phillips	120.64			
WT. Cox Subscriptions, Inc.				15729	04/06/20	<u>19.34</u>
10-1-5342	Periodicals-Winnetka	Acct # 2035749	19.34			
BIBLIOTHECA, LLC				15730	04/06/20	<u>66.50</u>
10-1-5345	Books-Digital-Winnetka	INV-US30614	66.50			

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

April 1, 2020 - April 30, 2020

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
City Wide of Chicago 70-0-5725	Janitorial Supplies	inv # I00004827	166.14	15731	04/06/20	<u>166.14</u>
BIBLIOTHECA, LLC 10-1-5345	Books-Digital-Winnetka	INV-US30616	201.47	15732	04/06/20	<u>201.47</u>
City Wide of Chicago 70-0-5799	Misc Services	inv # I00004813	253.73	15733	04/06/20	<u>253.73</u>
City Wide of Chicago 10-1-5345	Books-Digital-Winnetka	INV-US30615	358.10	15734	04/06/20	<u>358.10</u>
City Wide of Chicago 70-0-5725	Janitorial Supplies	inv # I00004824	387.50	15735	04/06/20	<u>387.50</u>
City Wide of Chicago 70-0-5748	Building Maintenance Service	Inv # I00004849	462.50	15736	04/06/20	<u>462.50</u>
Kanopy 10-1-5345	Books-Digital-Winnetka	inv # 192008-PPU	537.00	15737	04/06/20	<u>537.00</u>
Daniel Rosa Top Note Music Academy 10-0-5908	Programming - Adult	Daniel Rosa Top Note Music Academy	600.00	15738	04/06/20	<u>600.00</u>
DE LAGE LANDEN FINANCIALSVCS. 70-0-5746	Photocopier Leases	inv # 67326852	665.00	15739	04/06/20	<u>665.00</u>
OVERDRIVE INC. 10-1-5345	Books-Digital-Winnetka	OVERDRIVE INC.	992.25	15740	04/06/20	<u>992.25</u>
BIBLIOTHECA, LLC 10-1-5345	Books-Digital-Winnetka	INV-US30617	2,489.24	15741	04/06/20	<u>2,489.24</u>
OVERDRIVE INC. 10-1-5345	Books-Digital-Winnetka	OVERDRIVE INC.	4,901.13	15742	04/15/20	<u>4,901.13</u>
RingCentral Inc 10-0-5885	Computer Equipment	INV1306047	12,288.45	15743	04/09/20	<u>12,288.45</u>
DIGITAL INSURANCE, INC. 10-0-5115	Flexible Spending Account	inv # 05850	35.50	15744	04/20/20	<u>35.50</u>
CCI Solutions 10-0-5120	Library Supplies	inv # 30439804	104.19	15745	04/20/20	<u>104.19</u>
City Wide of Chicago 70-0-5748	Building Maintenance Service	inv # I00004896	270.00	15746	04/20/20	<u>270.00</u>
Thompson Reuters 10-1-5341	Books-Non-Fiction-Adult-Winnetka	inv # 480619369	273.10	15747	04/20/20	<u>273.10</u>
PITNEY BOWES 10-0-5123	Postage	inv # 3103866892	329.46	15748	04/20/20	<u>329.46</u>

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

April 1, 2020 - April 30, 2020

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Warehouse Direct 70-0-5725	Janitorial Supplies	inv # 4603392-1	454.60	15749	04/20/20	<u>454.60</u>
City Wide of Chicago 70-0-5799	Misc Services	inv # 100004895	477.61	15750	04/20/20	<u>477.61</u>
FIRST COMMUNICATIONS 10-1-5175	Telephone - Winnetka	inv # 119312458	478.30	15751	04/20/20	<u>478.30</u>
ROTARY CLUB OF WINNETKA-NORTHFIELD 10-0-5731	Memberships	inv # 3623,3691	550.00	15752	04/20/20	<u>550.00</u>
RECORDED BOOKS, INC. 10-1-5342	Periodicals-Winnetka	inv # 76633945	567.00	15753	04/20/20	<u>567.00</u>
DE LAGE LANDEN FINANCIALSVC. 70-0-5746	Photocopier Leases	inv # 67659047	1,614.63	15754	04/22/20	<u>1,614.63</u>
3 Points, LLC 10-0-5135	LAN Management	inv # 34207	2,507.00	15755	04/22/20	<u>2,507.00</u>
City Wide of Chicago 70-0-5799	Misc Services	inv # 100004893	2,686.57	15756	04/22/20	<u>2,686.57</u>
VILLAGE OF WINNETKA 10-0-5111	Health Insurance	VILLAGE OF WINNETKA	2,901.32	15757	04/22/20	<u>2,901.32</u>
COOPERATIVE COMPUTER SERVICES 10-0-5132	CCS Operating	inv # 1710	5,174.84	15758	04/22/20	<u>5,174.84</u>
City Wide of Chicago 70-0-5748	Building Maintenance Service	inv # 100004875	9,000.00	15759	04/22/20	<u>9,000.00</u>
OVERDRIVE INC. 10-1-5345	Books-Digital-Winnetka	OVERDRIVE INC.	9,027.38	15760	04/22/20	<u>9,027.38</u>
RECORDED BOOKS, INC. 10-1-5342	Periodicals-Winnetka	inv # 76633944	12,000.00	15761	04/22/20	<u>12,000.00</u>
COOPERATIVE COMPUTER SERVICES 10-0-5132	CCS Operating	inv # 1710	15,000.00	15762	04/22/20	<u>15,000.00</u>
VILLAGE OF WINNETKA 10-0-5111	Health Insurance	inv # 2020-00000004	15,000.00	15763	04/22/20	<u>15,000.00</u>
Daniel Hubbard 10-0-5908	Programming - Adult	Daniel Hubbard - Developing a Sixth Census	160.00	15764	04/23/20	<u>160.00</u>
COMED 10-2-5171	Electricity - Northfield	COMED	378.51	15765	04/30/20	<u>378.51</u>
CALL ONE 10-1-5175	Telephone - Winnetka	CALL ONE	443.84	15766	04/30/20	<u>443.84</u>

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

April 1, 2020 - April 30, 2020

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
NORTH SHORE GAS 10-1-5174	Natural Gas - Winnetka	NORTH SHORE GAS	694.78	15767	04/30/20	<u>694.78</u>
COMCAST 10-0-5176	Internet Services	COMCAST	69.95	15768	04/30/20	<u>69.95</u>
NICOR 10-2-5174	Natural Gas - Northfield	NICOR	243.80	15769	04/30/20	<u>243.80</u>
COMCAST 10-0-5176	Internet Services	COMCAST	237.85	15770	04/30/20	<u>237.85</u>
VILLAGE OF NORTHFIELD 10-2-5172	Water - Northfield	VILLAGE OF NORTHFIELD	109.08	15771	04/30/20	<u>109.08</u>
VILLAGE OF WINNETKA 10-1-5171	Electricity - Winnetka	VILLAGE OF WINNETKA	1,729.30	15772	04/30/20	<u>2,020.67</u>
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	158.21			
10-1-5173	Storm Sewer - Winnetka	VILLAGE OF WINNETKA	133.16			
GREAT AMERICA FINANCIAL SERVICES 70-0-5747	Phone Lease	GREAT AMERICA FINANCIAL SERVICES	799.98	15773	04/01/20	<u>799.98</u>
Check List Total						<u><u>110,379.23</u></u>

Impact Story

We have received several messages from patrons thanking us for the maintenance of our digital collections and quick addition of requested titles. Spotlight on Youth Collection Development Librarian II Kate Fuentes, who has done a remarkable job transitioning youth digital collections during this time. In addition to adding titles, Kate has cleaned up the physical look of our Cloud Library and Overdrive youth pages, and initiated a new Kids area in Overdrive which has already been updated to include lists of our Summer Reading Recommendations.

<https://winnetkalibrary.overdrive.com/library/kids>

Financial Report

April 2020

Financial highlights

- The District has received 102% of budgeted revenue for the fiscal year.
- Digital Materials are running high at 90%, though overall collection spending is on track with reduced spending on physical materials. This trend will continue through the end of the fiscal year.
- The next budget draft for FY 20/21 is attached to this packet for discussion. Final edits and vote due at the June 2020 regular board meeting.

Circulation Services

56 temporary library cards were issued in April, and **123** temporary library cards were issued total since the library closure.

Virtual Branch circulation for the month of April FY 2019/2020 was **8,224** compared to **4,690** for the same month last year.

This represents a net change of **75.35 %**.

Cumulative virtual branch circulation through April FY 2019/2020 is **52,400** compared to **46,169** for the previous fiscal year to date. This represents a net change of **13.50 %**.

Digital Resource	February Circulation	April Circulation	% Increase
Kanopy Film	95	400	321%
Hoopla Movies/TV	89	368	313%
Hoopla eBooks	185	652	252%
Overdrive eBooks	1167	2180	87%
Cloud Library eBooks	615	1100	79%
Hoopla Music	45	80	78%
Cloud Library eAudiobooks	278	496	78%
Hoopa eAudiobooks	311	531	70%
RB Digital Magazines	1260	1625	29%
Overdrive eAudiobooks	640	792	24%

Technology

Winnetka had 1,513 hotspot sessions from 245 distinct devices. The average session time was 54 minutes. These sessions used a total of about 5 GB of downstream bandwidth and about 1 GB of upstream bandwidth. This represents about 8% of last year’s wireless activity at the Main Library for the month of April.

Northfield had 549 hotspot sessions from 139 distinct devices. The average session time was 37 minutes. These sessions used a total of about 61 GB of downstream bandwidth and about 11 GB of upstream bandwidth. This represents about 9% of last year’s wireless activity at Northfield for the month of April.

We had 5,690 web sessions with 2,960 website users as counted by Google Analytics. The sessions number is down greatly from last year's 8,783 sessions, and the unique visitors count is down greatly from last year's 5,507 unique users.

Website: Most Visited Pages

Home Page | Digital/ebooks-eaudiobooks | Library Updates | Digital/New York Times | Digital/Movies-Music

Programs and Activities

Youth Services continued providing virtual programming in April, including story time songs and stories, an at-home scavenger hunt, and virtual resources that were compiled, shared, or suggested by our regular presenters. These can all be found at Facebook (<https://www.facebook.com/winnlib/>) and Instagram (<https://www.instagram.com/winnlib/>).

Youth (Virtual) Program statistics for April 2020: **1,588 views; 5 comments; 12 shares; 64 reactions**

The Summer Reading Committee worked to reimagine Summer Reading to be entirely virtual. The District will collaborate with The Book Stall to provide electronic gift cards as finishing prizes and all other grand prizes will benefit local Winnetka-Northfield businesses.

Outreach

District staff have reached out in creative ways to engage with the community, including:

- Youth Services staff have reached out to our local school partners to offer virtual visits, filmed book talks and other "in-person" (virtual) support
- Studio Associate Jimmy Gonzalez-Vicker created a video on our CreativeBug database to encourage making and learning at home.
- Steve Kline continued to 3d print frames for face shields to help in the effort to get personal protection equipment to people at risk. As of 5/1, the collective that he is working with has delivered over 5,000 face shields. Steve is also 3d printing ear-savers for the Winnetka Fire Department.
- Emily Compton-Dzak joined a virtual Rotary Club meeting to share staff good-read suggestions that are all available via digital platforms.

Professional Development and Training

Staff continue to take advantage of training opportunities while working remotely. These are just a few examples of learning opportunities staff are taking advantage of:

- Courtney Volny, Branch Services Coordinator, joined the virtual workshop *Managing the Impact of COVID-19 on Nonprofits*
- Jim Young, Library Page, attended the *Demystifying Genre: How to Help Every Type of Reader* webinar led by Becky Spratford and sponsored by RAILS.
- Erin Collins, Adult Services Librarian, and Steve Kline, Programming Librarian II, attended the webinar *Virtual Advisory: Online Book Clubs*
- Jill Brasseur, Adult Services Librarian, completed Lynda.com courses on *Working Remotely* and *Time Management: Working from Home*
- Stephanie Girardi, Acquisitions Associate, attended the RAILS webinar *COVID-19 and Collections Care* and completed a Lynda.com course on using Zoom.

Library App

The App Committee began to review bugs/issues and created a final list of required changes to Capira. The most sizeable of existing bugs is the search and display of ematerials. The search results are inconsistent and do not display the provider name. Capira is looking into workarounds to try to get ematerials to display properly. Once the initial list of required changes has been completed by Capira we will move on to larger staff and trustee testing.

The Source

We are in the final editing stage of The Source. This issue will be 12 pages instead of the usual 16, as our programming has shifted to virtual. They will be in District homes by May 23.

Reopening Plans

Winnetka-Northfield Public Library District Reopening

Guiding Principles

1. The safety of District staff and community members is of the utmost importance. Safety will be the primary consideration for all elements of the reopening plan.
2. The District will reopen in phases, starting with curbside pickup then progressing to limited access to the Winnetka building, and so on.
3. The District will comply with State of Illinois executive orders regarding stay-at-home, non-essential business operations, and other safety requirements in light of the COVID-19 pandemic.
4. The District will solicit advice and guidance from certified human resources professionals when making decisions about how and when staff will work, both on and off-site.
5. The District will follow guidelines and consider recommendations from the Reaching Across Illinois Libraries System and our consortium, Cooperative Computer Systems about the safe handling of library materials.
6. The District will coordinate curbside and reopening efforts with local village officials, and have plans cleared by Winnetka and Northfield Police Departments, respectively, before finalizing them.
7. The District will communicate reopening phase plans via multiple channels, including the library website and email updates.
8. Considering increased awareness and usage of the District's digital resources, we will continue to monitor and respond to digital resource demand through reopening and beyond.

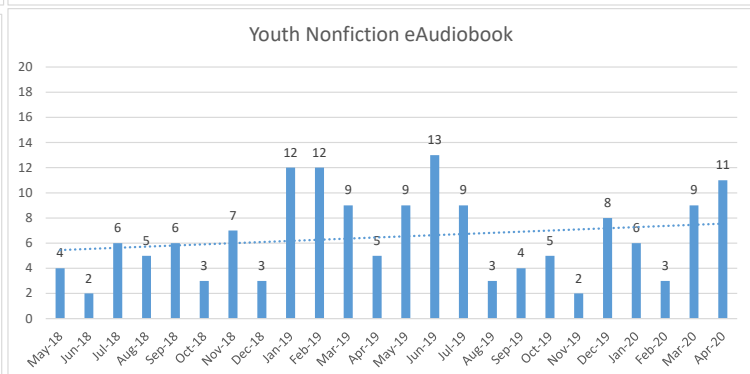
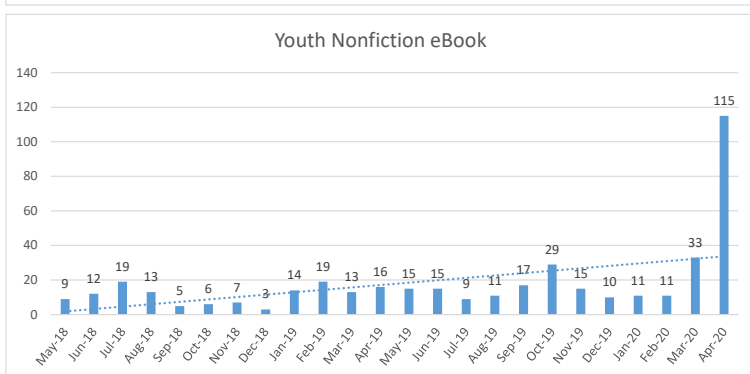
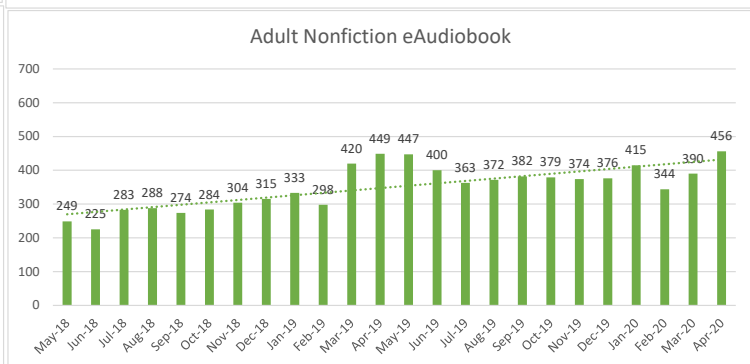
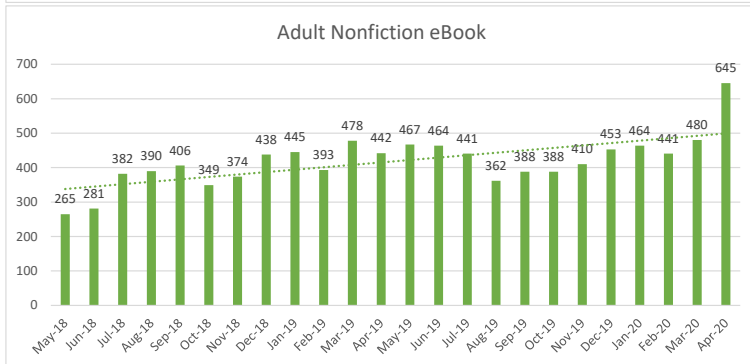
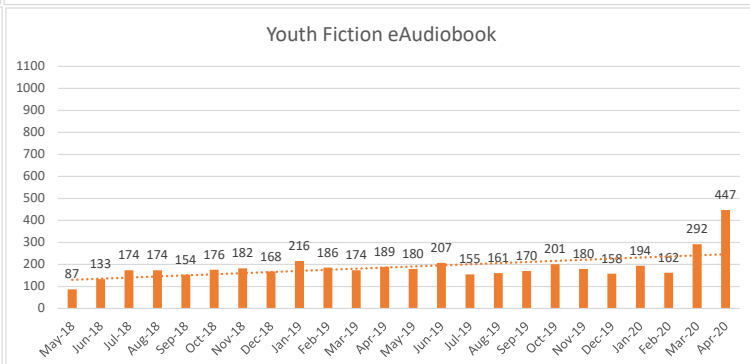
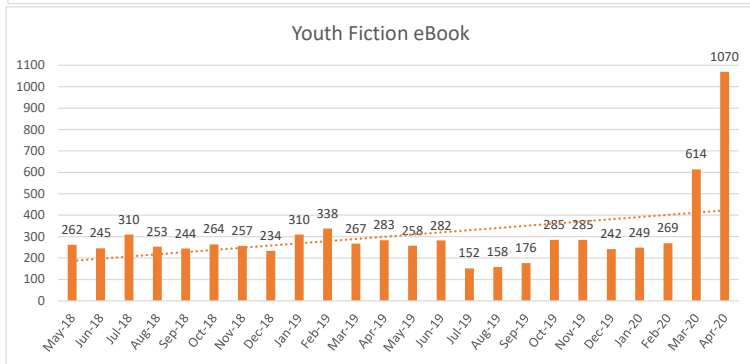
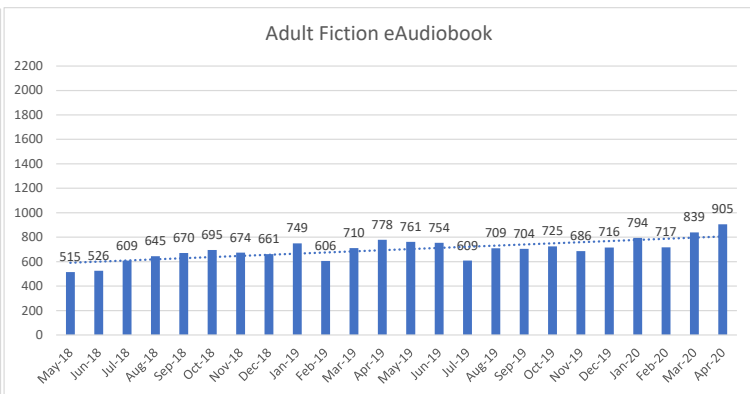
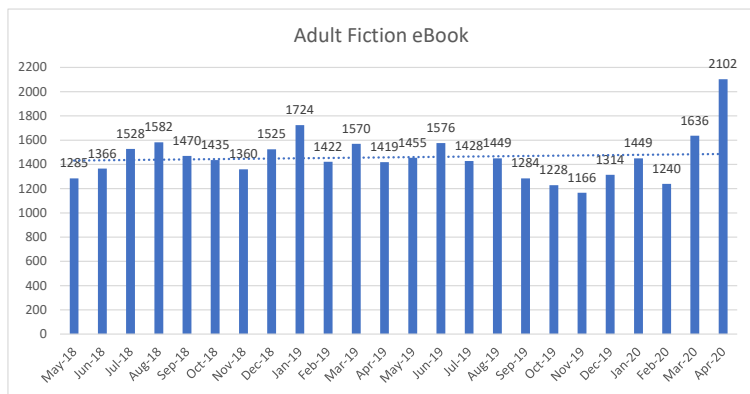
The first phase of reopening is curbside service. The District is preparing to offer limited curbside service beginning Monday, June 1st. Curbside hours will be 1:00-5:00 by appointment only, every day of the week. Curbside guidelines are posted at www.winnetkalibrary.org. Highlights include:

- Curbside services are limited to Winnetka-Northfield Public Library District cardholders.
- There is a limit of 5 adult and 15 youth items per order in one day.
- Staff will be scheduling patrons into timed slots for pickup and explaining pickup procedures to each patron before their appointment.
- There is a contactless pickup system for those in cars and walk-ups.
- Staff will not accept returned items at this time.

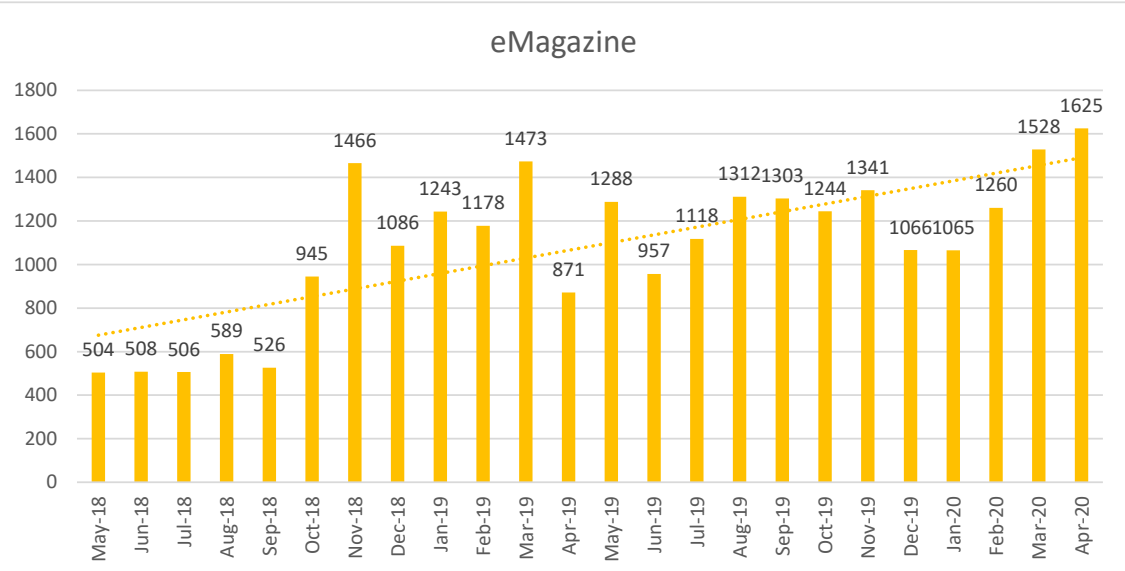
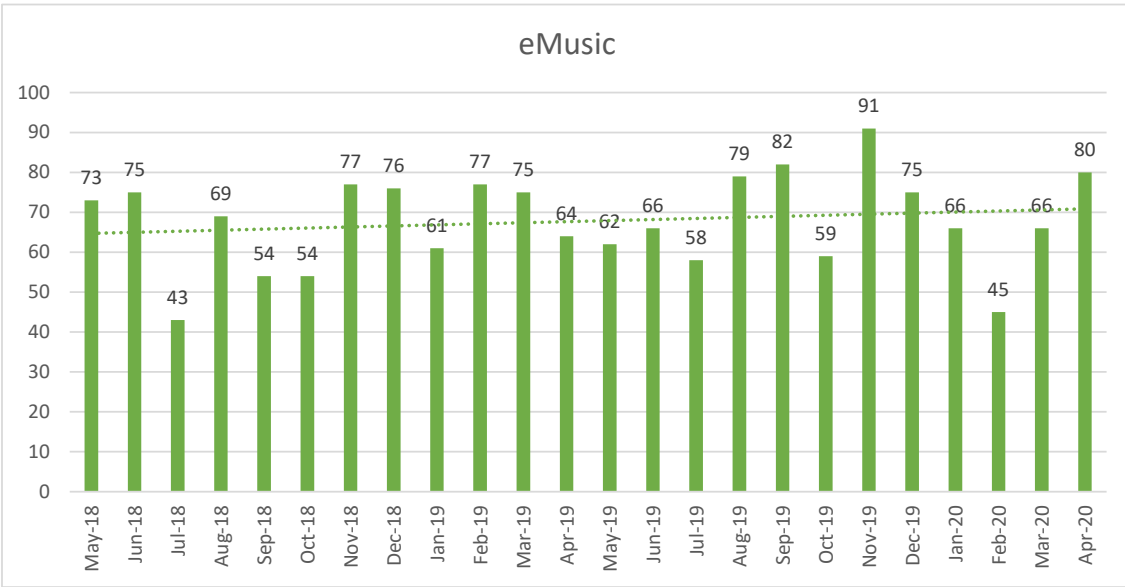
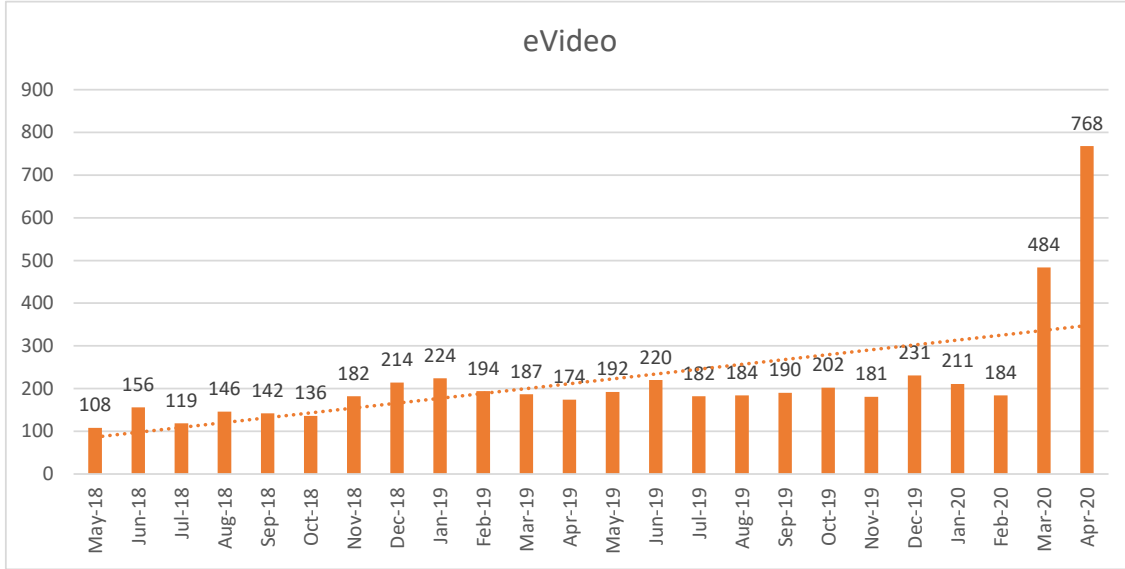
Safety precautions taken for staff include:

- The number of staff working in the building is limited to allow for strict social distancing measures.
- Staff are assigned workspaces that are at least 6 feet apart and will not rotate among spaces.
- Masks and gloves are provided for all staff.
- The facility has been deep cleaned, carpets and air ducts have been cleaned, air flow has been increased in the building, and the facilities schedule allows for more touchpoint disinfecting.

Digital April 2020



Digital April 2020 Continued



**Winnetka-Northfield Public Library District
Budget Narrative FY 20/21**

Revenues

The financial projections predict a total income of approximately \$4,414,370. Based on the Levy Ordinance, property tax revenue is estimated at \$3,916,860. Kenilworth budget is still in draft and shows increased revenue. Considering current events, Kenilworth revenue is estimated flat at \$100,000. Per Capita Grant is estimated lower than FY19/20 as well. It is also assumed we will receive less fine, studio fee, lost/damaged materials, and copy/printing income.

Total revenue increase budget to budget is: 2%

Expenses

Personnel

The personnel line assumes a flat retention of employees with a 2% increase budget to budget in the personnel line.

Administrative Services

This line was increased by 10% from our projected Administrative Services expenditures FY19/20 to account for potential HR services and the director search fees.

Programming

Programming was decreased by 10% budget to budget assuming fewer program costs for the first half of the fiscal year.

Materials

Digital Books budget was increased by 15% budget to budget to account for increased awareness of digital materials and usage due to the building closures. Decreases in the programming budget and from the audiobooks on CD budgets make up for this increase.

Capital Outlay

Patio construction before change orders is estimated at \$282,481. Based on projected spending for FY19/20 on building equipment, furniture, and computer equipment plus cost of the patio and potential change orders, this line is budgeted at \$410,000. This is a decrease of 45% from FY19/20 because Northfield renovation and patio were budgeted for and not completed.

Totals

	FY19/20	FY20/21	Difference
Total Revenues	\$4,327,845	\$4,414,370	+2%
Total Expenses	\$4,319,300	\$4,037,842	-6.5%
Total Expenses (Minus Capital Outlay)	\$3,569,300	\$3,627,842	+1.6%

Winnetka-Northfield Public Library District
DRAFT WORKING BUDGET July 2020 - June 2021

	Budget FY 19-20	Projected 6/30/20	Projected % of Budget	Projected vs. Budget	Working Budget FY 20-21	vs. Projected FY19-20	Difference vs. Projected FY19-20	% Change vs. Budget FY19-20	Difference vs. Budget FY19-20
Revenues (General Fund)									
Property Taxes Collections	\$ 3,835,439	\$ 3,890,039	101.4%	\$ 54,600	\$ 3,916,860	0.7%	\$ 26,821	2.1%	\$ 81,421
IMRF Collection	\$ 88,200	\$ 88,557	100.4%	\$ 357	\$ 100,000	12.9%	\$ 11,443	13.4%	\$ 11,800
FICA Collection	\$ 24,500	\$ 24,599	100.4%	\$ 99	\$ 40,000	62.6%	\$ 15,401	63.3%	\$ 15,500
Building/Equipment Fund Collection	\$ 147,000	\$ 147,594	100.4%	\$ 594	\$ 152,000	3.0%	\$ 4,406	3.4%	\$ 5,000
Unemployment Fund Collection	\$ 10	\$ 10	97.9%	\$ (0)	\$ 10	2.1%	\$ 0	0.0%	\$ -
Interest	\$ 45,000	\$ 87,146	193.7%	\$ 42,146	\$ 50,000	-42.6%	\$ (37,146)	11.1%	\$ 5,000
Replacement Tax	\$ 20,000	\$ 22,972	114.9%	\$ 2,972	\$ 20,000	-12.9%	\$ (2,972)	0.0%	\$ -
Per Capita Grant	\$ 21,696	\$ 21,696	100.0%	\$ -	\$ 15,000	-30.9%	\$ (6,696)	-30.9%	\$ (6,696)
Kenilworth Services	\$ 100,000	\$ 97,000	97.0%	\$ (3,000)	\$ 100,000	3.1%	\$ 3,000	0.0%	\$ -
Fines	\$ 25,000	\$ 16,485	65.9%	\$ (8,515)	\$ 8,000	-51.5%	\$ (8,485)	-68.0%	\$ (17,000)
Studio Fees	\$ 4,500	\$ 1,254	27.9%	\$ (3,246)	\$ 1,000	-20.3%	\$ (254)	-77.8%	\$ (3,500)
Lost/Damaged Materials	\$ 4,500	\$ 2,000	44.4%	\$ (2,500)	\$ 2,000	0.0%	\$ -	-55.6%	\$ (2,500)
Copy/Printing	\$ 10,000	\$ 6,044	60.4%	\$ (3,956)	\$ 7,500	24.1%	\$ 1,456	-25.0%	\$ (2,500)
Book Sales	\$ 2,000	\$ 2,104	105.2%	\$ 104	\$ 2,000	-4.9%	\$ (104)	0.0%	\$ -
Miscellaneous Revenue	\$ -	\$ 2,016		\$ 2,016	\$ -	-100.0%	\$ (2,016)		\$ -
Total Revenues	\$ 4,327,845	\$ 4,409,515	101.9%	\$ 81,670	\$ 4,414,370	0.1%	\$ 4,855	2.0%	\$ 86,525
Expenses (General Fund)									
IT Services	\$ 171,250	\$ 159,235	93.0%	\$ (12,015)	\$ 171,250	7.5%	\$ 12,015	0.0%	\$ -
Administrative Services	\$ 356,904	\$ 338,005	94.7%	\$ (18,899)	\$ 371,806	10.0%	\$ 33,801	4.2%	\$ 14,902
Personnel	\$ 1,790,000	\$ 1,601,275	89.5%	\$ (188,725)	\$ 1,825,800	14.0%	\$ 224,525	2.0%	\$ 35,800
IMRF Expenses	\$ 111,000	\$ 103,230	93.0%	\$ (7,770)	\$ 111,000	7.5%	\$ 7,770	0.0%	\$ -
FICA Expenses	\$ 123,000	\$ 114,390	93.0%	\$ (8,610)	\$ 123,000	7.5%	\$ 8,610	0.0%	\$ -
Programming-District Initiative	\$ 79,100	\$ 67,607	85.5%	\$ (11,493)	\$ 71,190	5.3%	\$ 3,583	-10.0%	\$ (7,910)
Adult Services - Winnetka	\$ 315,000	\$ 285,000	90.5%	\$ (30,000)	\$ 305,000	7.0%	\$ 20,000	-3.2%	\$ (10,000)
Books-Digital	\$ 185,000	\$ 199,676	107.9%	\$ 14,676	\$ 212,750	6.5%	\$ 13,074	15.0%	\$ 27,750
Youth/Child-Winnetka	\$ 57,400	\$ 51,660	90.0%	\$ (5,740)	\$ 55,400	7.2%	\$ 3,740	-3.5%	\$ (2,000)
Adult - Northfield	\$ 61,000	\$ 54,900	90.0%	\$ (6,100)	\$ 59,000	7.5%	\$ 4,100	-3.3%	\$ (2,000)
Youth/Children's Sv.-Northfield	\$ 32,500	\$ 29,250	90.0%	\$ (3,250)	\$ 30,500	4.3%	\$ 1,250	-6.2%	\$ (2,000)
Capital Outlay	\$ 750,000	\$ 100,000	13.3%	\$ (650,000)	\$ 410,000	310.0%	\$ 310,000	-45.3%	\$ (340,000)
Total General Expenses	\$ 4,032,154	\$ 3,104,228	77.0%	\$ (927,926)	\$ 3,746,696	20.7%	\$ 642,468	-7.1%	\$ (285,459)

Other Funds Expenses

Building/Equipment Fund	\$ 286,146	\$ 313,143	109.4%	\$ 26,997	\$ 286,146	-8.6%	\$ (26,997)	0.0%	\$ -
Unemployment Fund	\$ 1,000	\$ 5,000	500.0%	\$ 4,000	\$ 5,000	0.0%	\$ -	400.0%	\$ 4,000
Total Revenues	\$ 4,327,845	\$ 4,409,515	101.9%	\$ 81,670	\$ 4,414,370	0.1%	\$ 4,855	2.0%	\$ 86,525
Total Expenses	\$ 4,319,300	\$ 3,422,371	79.2%	\$ (896,929)	\$ 4,037,842	18.0%	\$ 615,471	-6.5%	\$ (281,459)
Net Operating Income	\$ 8,545	\$ 987,144	11552.3%	\$ 978,599	\$ 376,529	-61.9%	\$ (610,615)	4306.4%	\$ 367,984
Total Expenses (Excluding Capital)	\$ 3,569,300	\$ 3,322,371	93.1%	\$ 978,599	\$ 3,627,842	9.2%	\$ 305,471	1.6%	\$ 58,542
Total Capital Expenditures	\$ 750,000	\$ 100,000	13.3%	\$ (978,599)	\$ 410,000	310.0%	\$ 310,000	-45.3%	\$ (340,000)

**WINNETKA NORTHFIELD PUBLIC LIBRARY DISTRICT – DIRECTOR SEARCH
SEARCH TEAM AGENDA
May 18, 2020; 7:00pm**

1. INTRODUCTIONS

2. CONFIRM STRUCTURE FOR THE SEARCH

3. CONFIRM TENTATIVE SCHEDULE FOR SEARCH CONSULTANTS' WORK:
Review the proposed search schedule and process; set and confirm dates.

4. JOB ADVERTISEMENT/ANNOUNCEMENT: Review the basic elements of the job announcement—including starting salary range and closing date. Establish deadline and final input for announcement approval.

5. CONFIDENTIALITY: Reach consensus on the confidentiality of the applications and the process.

8. ADDITIONAL AGENDA ITEMS

TENTATIVE SEARCH SCHEDULE
WINNETKA-NORTHFIELD PUBLIC
LIBRARY DISTRICT (IL)
DIRECTOR SEARCH

Activity	Target Date:
Consultant has initial meeting with the Board (via Zoom) to establish the schedule for the search and discuss process.	May 18, 2020
Advertisement is approved by Library	May 27, 2020
Post ads, actively recruit candidate pool	May 28 – July 19, 2020
Applications Close	July 19, 2020
All candidate documents sent to Board/Search Committee	July 22, 2020
All pre-screening interviews (by consultants) completed	July 22, 2020
Meet with Board/Search Committee and present the pool of candidates; select 6-8 semifinalists- meeting (consultant connects via Zoom)	July 30, 2020
Semi-final Interviews via Zoom w/Search Committee & Consultants	Aug. 4 & 5, 2020
Reference Reports to Board	August 17, 2020
Final Interviews	August 19, 2020
Negotiations Completed	August 26, 2020
New Library Director Start Date	TBD