

**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, December 10, 2018  
7:00 PM

- I. Call to Order**
- II. Roll Call**
- III. Public Comments**
- IV. Vote to Approve Minutes of November 19, 2018 Regular Meeting\***
- V. Financial Report**
  - Approve November 2018 Financial Statements\*
- VI. Library Report**
  - Board President's Comments (President Johnson)
  - Director's Report (Director Wolf) \*
- VII. Liaisons to Other Organizations – Reports**
  - RAILS – Reaching Across Illinois Library System (Director Wolf)
  - Winnetka Village (Trustee Anwar)
  - Northfield Village (Trustee Neustadt)
- VIII. Unfinished Business**
  - Discussion of Proposed Patio Project feedback
  - Discussion and Vote to Approve Library Staff Health Insurance Coverage Change\*
  - Discussion on Fiscal Year 2018-2019 Per Capita Grant Requirements\*
- IX. New Business**
  - Discussion and Vote on final payment application to Shales McNutt, LLC for work done for the Renovation Project\*
  - Presentation and Discussion of Digital Materials Strategy
  - Presentation on the Progress of the Strategic Plan and discussion on steps for creating the next plan
- X. Communications**
  - The District will be closed Monday, December 24 and Tuesday, December 25 in observance of the Christmas holiday. The District will be closed on Monday, December 31 and Tuesday, January 1 in observance of the New Year's holiday.
- XI. Public Comments**
- XII. Adjournment**

\*Attachments

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

November 19, 2018

**I. Call to Order**

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

**II. Roll Call**

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

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

**III. Public Comments**

No public comments.

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

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

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

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

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

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

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

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

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

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

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

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

The MOTION passed on a voice vote.

**VI. Financial Report**

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

Director Wolf stated that interest is higher than anticipated.

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

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

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

The MOTION passed on a voice vote.

**VII. Library Report**

**BOARD PRESIDENT'S REPORT:**

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

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

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

#### LIBRARY DIRECTOR'S REPORT:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

#### **VIII. Liaisons to Other Organizations-Reports**

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

#### **IX. Unfinished Business**

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

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

ROLL CALL:

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

NAY:

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

**X. New Business**

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

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

ROLL CALL:

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

NAY:

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

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

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

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

The MOTION passed on a voice vote.

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

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

ROLL CALL:

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

NAY:

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

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

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

ROLL CALL:

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

NAY:

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

ROLL CALL:

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

NAY:

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

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

Trustee Ruiz-Funes asked how much the District would have to budget in order to change the health insurance coverage. Director Wolf stated that we do not currently budget for all eligible staff to have health insurance because typically not everyone elects to use it.

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

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

## **XI. Communications**

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

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

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

**XII. Public Comments**

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

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

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

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

**XIII. Adjournment**

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

Respectfully submitted,

Nicola White  
Recording Secretary

\_\_\_\_\_ Brian Johnson, President

\_\_\_\_\_ Suzanne Shoup, Secretary

Winnetka-Northfield Public Library District  
Library Fund - Cash  
July 2018 - June 2019  
November 2018 - 41%

	Budget 2018-19		Actual November 2018		
	Full Year	Prorated Through November 2018	November 2018	% of Budget	Variance vs. Prorated Budget
<b>Revenues</b>					
Total 0004000 Property Taxes Collections	\$ 3,729,392	\$ 1,559,122	\$ 1,792,743	48.1%	\$ 233,621
Total 0004500 Interest	\$ 18,000	\$ 7,500	\$ 30,143	167.5%	\$ 22,643
1004040 Replacement Tax	\$ 20,000	\$ 8,333	\$ 10,484	52.4%	\$ 2,151
Total 1004050 Per Capita Grant	\$ 14,107	\$ 5,878	\$ 22,890	162.3%	\$ 17,012
1004060 Kenilworth Services	\$ 100,000	\$ 41,667	\$ 24,291	24.3%	\$ (17,375)
Total 1004100 Fines	\$ 35,000	\$ 14,583	\$ 8,580	24.5%	\$ (6,004)
1004120 Studio Fees	\$ 4,500	\$ 1,875	\$ 737	16.4%	\$ (1,138)
Total 1004150 Lost/Damaged Materials	\$ 4,500	\$ 1,875	\$ (220)	-4.9%	\$ (2,095)
Total 1004300 Copy/Printing	\$ 9,000	\$ 3,750	\$ 2,886	32.1%	\$ (864)
Total 1004700 Book Sales	\$ 2,000	\$ 833	\$ 1,038	51.9%	\$ 204
1004775 Miscellaneous Revenue	\$ -	\$ -	\$ 222		\$ 222
Total 1004800 Contributions	\$ 30,000	\$ 12,500	\$ 62	0.2%	\$ (12,438)
<b>Total Revenues</b>	<b>\$ 3,966,499</b>	<b>\$ 1,657,916</b>	<b>\$ 1,893,857</b>	<b>47.7%</b>	<b>\$ 235,941</b>
<b>Expenses</b>					
<b>1000000 Fund 10 General Expenses</b>					
Total 10.5100 IT Services	173,150	72,146	84,722	48.9%	(12,576)
Total 1005000 Administrative Services	356,425	148,510	142,235	39.9%	6,276
Total 1005100 Personnel	1,835,000	764,583	710,690	38.7%	53,893
Total 1005900 Programming-District Initiative	81,100	33,792	29,995	37.0%	3,797
Total 1015300 Adult Services - Winnetka	475,000	197,917	257,617	54.2%	(59,700)
Total 1015400 Youth/Children's Svcs.- Winnetka	56,900	23,708	23,856	41.9%	(148)
Total 1025300 Adult Services - Northfield	61,000	25,417	25,271	41.4%	146
Total 1025400 Youth/Children's Sv.- Northfield	32,500	13,542	11,535	35.5%	2,007
Total 1035800 Capital Outlay	650,000	270,833	258,268	39.7%	12,566
<b>Total 1000000 Fund 10 General Expenses</b>	<b>3,721,075</b>	<b>1,550,448</b>	<b>1,544,188</b>	<b>41.5%</b>	<b>6,260</b>
<b>Total Revenues</b>	<b>3,966,499</b>	<b>1,657,916</b>	<b>1,893,857</b>	<b>47.7%</b>	<b>235,941</b>
<b>Total Expenses</b>	<b>3,721,075</b>	<b>1,550,448</b>	<b>1,544,188</b>	<b>41.5%</b>	<b>6,260</b>
<b>Net Operating Income</b>	<b>245,424</b>	<b>107,468</b>	<b>349,669</b>	<b>142.5%</b>	<b>\$ 242,201</b>
7005000 Fund 70 Building/Equipment	\$ 304,788.00	\$ 50,798.00	\$ 37,940.21	12%	\$ (12,857.79)
2005100 Fund 30 IMRF	\$ 105,000.00	\$ 17,500.00	\$ 26,313.56	25.1%	\$ 8,813.56
4005100 Fund 40 Liability	\$ 35,000.00	\$ 5,833.33	\$ 15,070.00	43.1%	\$ 9,236.67
3005100 Fund 30 FICA	\$ 125,000.00	\$ 20,833.33	\$ 17,780.45	14%	\$ (3,052.88)
6005100 Unemployment Payment	\$ 1,000.00	\$ 166.67	\$ -	0	\$ (166.67)

**Winnetka-Northfield Public Library District**  
**General Fund Income Statement**  
July, 2018 - June, 2019  
November 2018 - 41%

	Budget 2018-19		Actual November 2018		Variance vs. Prorated Budget
	Full Year	Prorated Through November 2018	November 2018	% of Budget	
<b>Income</b>					
0004000 Property Taxes Collections					
1004000 GF -Property Taxes	\$ 3,741,892	\$ 1,559,122	\$ 1,792,743	48%	\$ 233,621
<b>Total 0004000 Property Taxes Collections</b>	<b>\$ 3,741,892</b>	<b>\$ 1,559,122</b>	<b>\$ 1,792,743</b>	<b>48%</b>	<b>\$ 233,621</b>
0004500 Interest	18,000	7,500			
0004501 Checking Interest Income					
1004501 Checking Interest Income-GF			1,278		
1004525 FT Money Market-Interest			657		
1004595 FT Investment Interest Income			28,207		
<b>Total 0004500 Interest</b>	<b>\$ 18,000</b>	<b>\$ 7,500</b>	<b>\$ 30,143</b>	<b>167%</b>	<b>\$ 22,643</b>
1004040 Replacement Tax	\$ 20,000	\$ 8,333	\$ 10,484	52%	\$ 2,151
1004050 Per Capita Grant					
1004051 Per Capita Grant-WNK	14,107	5,878	21,696		2
1004052 Per Capita Grant-KNK	-	-	1,194		(1,194)
<b>Total 1004050 Per Capita Grant</b>	<b>\$ 14,107</b>	<b>\$ 5,878</b>	<b>\$ 22,890</b>	<b>162%</b>	<b>\$ 17,012</b>
1004060 Kenilworth Services	100,000	41,667	24,291	24%	(17,375)
1004100 Fines	35,000				
1014100 Fines - Winnetka			7,375		
1024100 Fines - Northfield			1,205		
<b>Total 1004100 Fines</b>	<b>\$ 35,000</b>	<b>\$ 14,583</b>	<b>\$ 8,580</b>	<b>25%</b>	<b>\$ (6,004)</b>
1004120 Studio Fees	4,500	1,875	737	16%	(1,138)
1004150 Lost/Damaged Materials	4,500	1,875			-
1014150 Lost/Damaged Mat.-Winnetka			(174)		
1024150 Lost/Damaged Mat.-Northfield			(46)		
<b>Total 1004150 Lost/Damaged Materials</b>	<b>\$ 4,500</b>	<b>\$ 1,875</b>	<b>\$ (220)</b>	<b>-5%</b>	<b>\$ (2,095)</b>
1004200 Non Resident Fees	\$ -	-	\$ 1,166		1,166
1004300 Copy/Printing	9,000	3,750			
1014300 Copy/Printing - Winnetka			2,069		
1024300 Copy/Printing - Northfield			818		
<b>Total 1004300 Copy/Printing</b>	<b>\$ 9,000</b>	<b>\$ 3,750</b>	<b>\$ 2,886</b>	<b>32%</b>	<b>\$ (864)</b>
1004700 Book Sales	2,000	833			
1014700 Book Sales - Winnetka			1,038		
<b>Total 1004700 Book Sales</b>	<b>\$ 2,000</b>	<b>\$ 833</b>	<b>\$ 1,038</b>	<b>52%</b>	<b>\$ 204</b>
1004775 Miscellaneous Revenue			\$ 222		\$ 222
1004800 Contributions	30,000	12,500			
1004880 Gift Fund (over \$100)					
1004885 Gift Fund (under \$100)			0		
1004895 Friends Donations			61		
<b>Total 1004800 Contributions</b>	<b>\$ 30,000</b>	<b>\$ 12,500</b>	<b>\$ 62</b>	<b>0%</b>	<b>\$ (12,438)</b>
<b>Total Income</b>	<b>\$ 3,978,999</b>	<b>\$ 1,657,916</b>	<b>\$ 1,895,023</b>	<b>48%</b>	<b>\$ 237,107</b>
<b>Gross Profit</b>	<b>\$ 3,978,999</b>	<b>\$ 1,657,916</b>	<b>\$ 1,895,023</b>	<b>48%</b>	<b>\$ 237,107</b>
<b>Expenses</b>					
1000000 Fund 10 General Expenses					
10.5100 IT Services					
1005132 CCS Operating	72,000	30,000	5,711	8%	(24,289)

	Budget 2018-19		Actual November 2018		
		Prorated Through November 2018	November 2018	% of Budget	Variance vs. Prorated Budget
	Full Year				
1005133 OCLC	11,250	4,688	34,714	309%	30,026
1005134 Software	31,000	12,917	19,855	64%	6,938
1005135 LAN Management	55,000	22,917	23,434	43%	517
1005136 Hardware	1,900	792	969	51%	178
1005177 Technology/Website	2,000	833	40	2%	(793)
<b>Total 10.5100 IT Services</b>	<b>\$ 173,150</b>	<b>\$ 72,146</b>	<b>\$ 84,722</b>	<b>49%</b>	<b>12,576.17</b>
<b>1005000 Administrative Services</b>					
1005101 Audit Fees	9,800	4,083	-	0%	(4,083)
1005120 Library Supplies	30,000	12,500	11,343	38%	(1,157)
1005121 Office Supplies	8,000	3,333	4,779	60%	1,446
1005122 Breakroom Supplies	1,500	625	505	34%	(120)
1005123 Postage	6,000	2,500	2,183	36%	(317)
1005124 Hospitality	6,000	2,500	138	2%	(2,362)
1005131 Accounting and Bookkeeping	15,000	6,250	8,879	59%	2,629
1005137 Legal Notices	1,500	625	372	25%	(253)
1005138 Delivery Service	7,700	3,208	3,150	41%	(58)
1005140 Payroll Services	8,500	3,542	3,387	40%	(155)
1005150 Liability Insurance Costs	35,000	14,583			
1005151 Liability Ins. - D & O			6,087		
1005153 Workers Compensation			668		
1005154 Liability Insurance			13,793		
<b>Total 1005150 Liability Insurance Costs</b>	<b>35,000</b>	<b>14,583</b>	<b>20,548</b>	<b>59%</b>	<b>5,964</b>
<b>1005170 Utilities</b>					
1005171 Electricity	45,000				
1015171 Electricity - Winnetka			25,169		
1025171 Electricity - Northfield			3,128		
<b>Total 1005171 Electricity</b>	<b>45,000</b>	<b>18,750</b>	<b>28,297</b>	<b>63%</b>	<b>9,547</b>
1005172 Water	5,625				
1015172 Water - Winnetka	-		1,030		
1025172 Water - Northfield			105		
<b>Total 1005172 Water</b>	<b>5,625</b>	<b>2,344</b>	<b>1,135</b>	<b>20%</b>	<b>(1,209)</b>
1005173 Storm Sewer	1,900				
1015173 Storm Sewer - Winnetka			666		
<b>Total 1005173 Storm Sewer</b>	<b>1,900</b>	<b>792</b>	<b>666</b>	<b>35%</b>	<b>(126)</b>
1005174 Natural Gas	11,000				
1015174 Natural Gas - Winnetka			3,039		
1025174 Natural Gas - Northfield			215		
<b>Total 1005174 Natural Gas</b>	<b>11,000</b>	<b>4,583</b>	<b>3,255</b>	<b>30%</b>	<b>(1,329)</b>
1005175 Telephone	9,250				
1015175 Telephone - Winnetka			4,278		
<b>Total 1005175 Telephone</b>	<b>9,250</b>	<b>3,854</b>	<b>4,278</b>	<b>46%</b>	<b>424</b>
1005176 Internet Services	16,500	6,875	8,213	50%	1,338
<b>Total 1005170 Utilities</b>	<b>89,275</b>	<b>37,198</b>	<b>45,844</b>	<b>51%</b>	<b>8,646</b>
<b>1005700 Public Relations</b>					
1005720 PR E-Marketing	1,500	625	-	0%	(625)
1005721 PR Promotional	6,000	2,500	5,701	95%	3,201
1005722 PR Source	25,000	10,417	-	0%	(10,417)
1005723 PR Supplies	8,000	3,333	3,071	38%	(263)
1005724 PR Advertising	3,500	1,458	31	1%	(1,428)
<b>Total 1005700 Public Relations</b>	<b>44,000</b>	<b>18,333</b>	<b>8,803</b>	<b>20%</b>	<b>(9,531)</b>

	Budget 2018-19		Actual November 2018		
	Full Year	Prorated	November 2018	% of Budget	Variance vs. Prorated Budget
		Through November 2018			
1005703 ILL Fees	150	63	100	67%	38
1005713 Credit Card Processing Fees	-	-	504	0%	504
1005719 Board Expenses	1,000	417	-	0%	(417)
1005731 Memberships	6,500	2,708	(82)	-1%	(2,790)
1005732 Staff Meetings	5,000	2,083	449	9%	(1,635)
1005734 Staff Recognition		-	19		19
1005735 Director's Expenses	1,000	417	300	30%	(117)
1005736 Legal	15,000	6,250	1,050	7%	(5,200)
1005741 Architects		-	9,352		9,352
1005742 Building Appraisal	500	208	-	0%	(208)
1005743 Other Consultations	15,000	6,250	3,127	21%	(3,123)
1005744 Investment Fees	-	-	1,524	0%	1,524
1005745 HR Consultant	50,000	20,833	15,961	32%	(4,872)
<b>Total 1005000 Administrative Services</b>	<b>356,425</b>	<b>148,510</b>	<b>142,235</b>	<b>40%</b>	<b>(6,276)</b>
<b>1005100 Personnel</b>					
1005110 Salaries	1,670,000	695,833	668,073	40%	(27,761)
1005111 Health Insurance	140,000	58,333	38,308	27%	(20,025)
1005112 Flu Vaccination	500	208	-	0%	(208)
1005113 Employee Asst. Program	1,500	625	113	8%	(513)
1005114 Conferences	20,000	8,333	4,085	20%	(4,249)
1005115 Flexible Spending Account	3,000	1,250	113	4%	(1,138)
<b>Total 1005100 Personnel</b>	<b>1,835,000</b>	<b>764,583</b>	<b>710,690</b>	<b>39%</b>	<b>(53,893)</b>
<b>1005900 Programming-District Initiative</b>					
1005308 Summer Reading	11,100	4,625	2,145	19%	(2,480)
1005716 OBTV	17,000	7,083	12,759	75%	5,675
1005907 Programming - Youth	15,500	6,458	4,225	27%	(2,233)
1005908 Programming - Adult	20,000	8,333	10,410	52%	2,076
1005910 Programming - Studio	10,000	4,167	28	0%	(4,139)
1005913 Studio General Supplies	7,500	3,125	428	6%	(2,697)
<b>Total 1005900 Programming-District Initiative</b>	<b>81,100</b>	<b>33,792</b>	<b>29,995</b>	<b>37%</b>	<b>(3,797)</b>
<b>1015300 Adult Services - Winnetka</b>					
1015340 Books-Fiction	55,000	22,917	28,863	52%	5,946
1015341 Books-Non-Fiction	65,000	27,083	30,482	47%	3,399
1015342 Periodicals	28,000	11,667	14,592	52%	2,926
1015343 DVDs	37,000	15,417	17,306	47%	1,889
1015344 Audio Books	25,000	10,417	9,495	38%	(921)
1015345 Books-Digital	170,000	70,833	71,743	42%	910
1015346 Online Database	95,000	39,583	85,135	90%	45,552
<b>Total 1015300 Adult Services - Winnetka</b>	<b>475,000</b>	<b>197,917</b>	<b>257,617</b>	<b>54%</b>	<b>59,700</b>
<b>1015400 Youth/Children's Svcs.-Winnetka</b>					
1015440 Books-Fiction	10,500	4,375	3,805	36%	(570)
1015441 Books-Non-Fiction, Easy, & JH					-
101544E Books-Easy	13,000	5,417	4,916	38%	(501)
101544J Books-Jr. High	6,000	2,500	3,847	64%	1,347
101544N Books-Non Fiction	12,000	5,000	4,435	37%	(565)
<b>Total 1015441 Books-Non-Fiction, Easy, &amp; JH</b>	<b>31,000</b>	<b>12,917</b>	<b>13,198</b>	<b>43%</b>	<b>282</b>
1015443 DVDs	8,000	3,333	3,477	43%	144
1015444 Audio Books	7,000	2,917	2,712	39%	(204)

	Budget 2018-19		Actual November 2018		
	Full Year	Prorated Through November 2018	November 2018	% of Budget	Variance vs. Prorated Budget
1015445 Music	400	167	663	166%	497
<b>Total 1015400 Youth/Children's Svcs.-Winnetka</b>	<b>56,900</b>	<b>23,708</b>	<b>23,856</b>	<b>42%</b>	<b>148</b>
<b>1025300 Adult Services - Northfield</b>					
1025340 Books-Fiction-Adult	24,000	10,000	9,955	41%	(45)
1025341 Books-Non-Fiction-Adult	12,000	5,000	4,312	36%	(688)
1025342 Periodicals	-	-	285	#DIV/0!	285
1025343 DVDs-Adult	16,000	6,667	6,463	40%	(203)
1025344 Audio Books-Adult	9,000	3,750	4,256	47%	506
<b>Total 1025300 Adult Services - Northfield</b>	<b>61,000</b>	<b>25,417</b>	<b>25,271</b>	<b>41%</b>	<b>(146)</b>
<b>1025400 Youth/Children's Sv.-Northfield</b>					
1025440 Books-Fiction-Juv	7,000	2,917	2,512	36%	(405)
1025441 Books-Non-Fiction, Easy, & JH					
102544E Books-Easy	5,000	2,083	2,143	43%	60
102544J Books-Jr. High	5,500	2,292	1,622	29%	(670)
102544N Books-Non Fiction	5,000	2,083	1,780	36%	(303)
<b>Total 1025441 Books-Non-Fiction, Easy, &amp; JH</b>	<b>15,500</b>	<b>6,458</b>	<b>5,546</b>	<b>36%</b>	<b>(913)</b>
1025443 DVDs-Juv	4,500	1,875	1,555	35%	(320)
1025444 Audio Books-Juv	5,000	2,083	1,723	34%	(361)
1025445 Music - Juv	500	208	199	40%	(9)
<b>Total 1025400 Youth/Children's Sv.-Northfield</b>	<b>32,500</b>	<b>13,542</b>	<b>11,535</b>	<b>35%</b>	<b>(2,007)</b>
<b>1035800 Capital Outlay</b>					
1005882 Building	155,000	64,583	134,485	87%	69,902
1005884 Equipment/Furniture	400,000	166,667	80,216	20%	(86,451)
1005885 Computer Equipment	95,000	39,583	43,567	46%	3,984
<b>Total 1035800 Capital Outlay</b>	<b>650,000</b>	<b>270,833</b>	<b>258,268</b>	<b>40%</b>	<b>(12,566)</b>
<b>Total 1000000 Fund 10 General Expenses</b>	<b>3,721,075</b>	<b>1,550,448</b>	<b>1,544,188</b>	<b>41%</b>	<b>(6,260)</b>
<b>Total Expenses</b>	<b>3,721,075</b>	<b>1,550,448</b>	<b>1,544,188</b>	<b>41%</b>	<b>(6,260)</b>
<b>Net Operating Income</b>	<b>257,924</b>	<b>107,468</b>	<b>350,835</b>	<b>136%</b>	<b>243,366</b>

Winnetka-Northfield Public Library District  
 Building Fund  
 July, 2018 - June, 2019  
 November 2018 - 41%

	Budget 2018-19		Actual November 2018		Variance vs. Prorated Budget
	Full Year	Prorated Through November 2018	November 2018	% of Budget	
<b>Income</b>					
<b>0004000 Property Taxes Collections</b>					
7004000 BEF-Property Taxes	\$ 150,000	\$ 62,500	\$ 70,148	47%	\$ 7,648
<b>Total 0004000 Property Taxes Collections</b>	<b>150,000</b>	<b>62,500</b>	<b>70,148</b>	<b>47%</b>	<b>7,648</b>
<b>Total Income</b>	<b>150,000</b>	<b>62,500</b>	<b>70,148</b>	<b>47%</b>	<b>7,648</b>
<b>Expenses</b>					
<b>7005000 Fund 70 Building/Equipment</b>					
7005725 Janitorial Supplies	\$ 8,500	\$ 3,542	\$ 2,376	28%	\$ (1,165)
7005732 Snow Removal	8,500	3,542	0.00	0%	(3,542)
7005735 Photocopier Leases	40,000	16,667	14,999.08	37%	(1,668)
7005736 Phone Lease	9,600	4,000	3,999.90	42%	(0)
7005737 Building Maintenance Service	111,440	46,433	35,350.00	32%	(11,083)
7005738 Elevators	8,000	3,333	3,911.06	49%	578
7005739 Landscaping	15,000	6,250	2,283.87	15%	(3,966)
7005752 HVAC	12,000	5,000	0.00	0%	(5,000)
7005755 Automatic Doors	3,500	1,458	4,222.28	121%	2,764
7005756 Roof	600	250	0.00	0%	(250)
7005758 Alarms	2,750	1,146	1,635.00	59%	489
7005782 Equipment	4,000	1,667	371.31	9%	(1,295)
7005799 Misc Services	16,000	6,667	875.00	5%	(5,792)
7025159 Northfield Lease	64,898	27,041	41,960.43	65%	14,920
<b>Total 7005000 Fund 70 Building/Equipment</b>	<b>304,788</b>	<b>126,995</b>	<b>111,984</b>	<b>37%</b>	<b>(15,011)</b>
<b>Total Expenses</b>	<b>304,788</b>	<b>126,995</b>	<b>111,984</b>	<b>37%</b>	<b>(15,011)</b>
<b>Net Operating Income</b>	<b>(154,788)</b>	<b>(64,495)</b>	<b>(41,837)</b>	<b>27%</b>	<b>15,011</b>
<b>Net Income</b>	<b>(154,788)</b>	<b>(64,495)</b>	<b>(41,837)</b>	<b>27%</b>	<b>15,011</b>

**Winnetka-Northfield Public Library District**  
**Budget vs. Actuals: 2018 Budget - FY18 P&L**  
 July, 2018 - June, 2019  
 November 2018 - 41%

	Budget 2018-19		Actual November 2018		
	Full Year	Prorated Through November 2018	November 2018	% of Budget	Variance vs. Prorated Budget
<b>Income</b>					
0004000 Property Taxes Collections					
2004000 IF-Property Taxes	\$ 90,000	\$ 37,500	\$ 42,089	47%	\$ 4,589
<b>Total 0004000 Property Taxes Collections</b>	<b>\$ 90,000</b>	<b>\$ 37,500</b>	<b>\$ 42,089</b>	<b>47%</b>	<b>\$ 4,589</b>
<b>Total Income</b>	<b>\$ 90,000</b>	<b>\$ 37,500</b>	<b>\$ 42,089</b>	<b>47%</b>	<b>\$ 4,589</b>
<b>Gross Profit</b>	<b>\$ 90,000</b>	<b>\$ 37,500</b>	<b>\$ 42,089</b>	<b>47%</b>	<b>\$ 4,589</b>
<b>Expenses</b>					
2005100 Fund 20 IMRF Expenses					
2005113 IMRF-Payroll	\$ 105,000	\$ 43,750	\$ 56,987	54%	\$ 13,237
<b>Total 2005100 Fund 20 IMRF Expenses</b>	<b>\$ 105,000</b>	<b>\$ 43,750</b>	<b>\$ 56,987</b>	<b>54%</b>	<b>\$ 13,237</b>
<b>Total Expenses</b>	<b>\$ 105,000</b>	<b>\$ 43,750</b>	<b>\$ 56,987</b>	<b>54%</b>	<b>\$ 13,237</b>
<b>Net Operating Income</b>	<b>\$ (15,000)</b>	<b>\$ (6,250)</b>	<b>\$ (14,898)</b>	<b>99%</b>	<b>\$ (8,648)</b>
<b>Net Income</b>	<b>\$ (15,000)</b>	<b>\$ (6,250)</b>	<b>\$ (14,898)</b>	<b>99%</b>	<b>\$ (8,648)</b>

**Winnetka-Northfield Public Library District**  
**Budget vs. Actuals: 2018 Budget - FY18 P&L**  
**July, 2018 - June, 2019**  
**November 2018 - 41%**

	Budget 2018-19		Actual November 2018		Variance vs. Prorated Budget
	Full Year	Prorated Through November 2018	November 2018	% of Budget	
<b>Income</b>					
<b>0004000 Property Taxes Collections</b>					
<b>3004000 FF-Property Taxes</b>	\$ 20,000	\$ 8,333	\$ 9,353	47%	\$ 1,020
<b>Total 0004000 Property Taxes</b>					
<b>Collections</b>	\$ 20,000	\$ 8,333	\$ 9,353	47%	\$ 1,020
<b>Total Income</b>	\$ 20,000	\$ 8,333	\$ 9,353	47%	\$ 1,020
<b>Gross Profit</b>	\$ 20,000	\$ 8,333	\$ 9,353	47%	\$ 1,020
<b>Expenses</b>					
<b>3005100 Fund 30 FICA</b>					
<b>3005114 FICA-Payroll</b>	\$ 125,000	\$ 52,083	\$ 49,993	40%	\$ (2,091)
<b>Total 3005100 Fund 30 FICA</b>	\$ 125,000	\$ 52,083	\$ 49,993	40%	\$ (2,091)
<b>Total Expenses</b>	\$ 125,000	\$ 52,083	\$ 49,993	40%	\$ (2,091)
<b>Net Operating Income</b>	\$ (105,000)	\$ (43,750)	\$ (40,640)	39%	\$ 3,110
<b>Net Income</b>	\$ (105,000)	\$ (43,750)	\$ (40,640)	39%	\$ 3,110

**Winnetka-Northfield Public Library District**  
**Budget vs. Actuals: 2018 Budget - FY18 P&L**  
**July, 2018 - June, 2019**  
**November 2018 - 41%**

	Budget 2018-19		Actual November 2018			Variance vs. Prorated Budget
	Full Year	Prorated Through November 2018	November 2018	% of Budget		
<b>Income</b>						
<b>Total Income</b>	\$ 10	\$ 4	0	-1000%	-	
<b>Gross Profit</b>	\$ 10	\$ 4	\$ 0	-1000%	-	
<b>Expenses</b>						
<b>6005100 Unemployment</b>	\$ 1,000	\$ 417	5,038	0%	4,621.33	
<b>Total Expenses</b>	\$ 1,000	\$ 417	5,038	0%	4,621.33	
<b>Net Operating Income</b>	\$ (990)	\$ (413)	-5,038	-1000%	4,621.33	
<b>Net Income</b>	\$ (990)	\$ (413)	-5,038	-1000%	4,621.33	

# Winnetka-Northfield Public Library District

## CHECK DETAIL

November 2018

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
0001001	Operating Checking - FT					
11/02/2018	Bill Payment (Check)	2458	Carla M. Thorpe			-50.00 -50.00
11/02/2018	Bill Payment (Check)	2459	Gary Wenstrup		R	-150.00 -150.00
11/02/2018	Bill Payment (Check)	2460	The Alliance For Early Childhood		R	-90.00 -90.00
11/02/2018	Bill Payment (Check)	2461	Communication Revolving Fund		R	-450.00 -450.00
11/02/2018	Bill Payment (Check)	2462	Jeanne Beckman			-11.95 -11.95
11/02/2018	Bill Payment (Check)	2463	Lincolnwood Public Library		R	-8.99 -8.99
11/02/2018	Bill Payment (Check)	2464	Highland Park Public Library		R	-11.97 -11.97
11/02/2018	Bill Payment (Check)	2465	Glencoe Public Library		R	-33.10 -33.10
11/02/2018	Bill Payment (Check)	2466	Glenview Public Library		R	-9.00 -9.00
11/02/2018	Bill Payment (Check)	2467	Evanston Public Library		R	-4.01 -4.01
11/02/2018	Bill Payment (Check)	2468	Lake Villa Public Library District		R	-19.01 -19.01
11/02/2018	Bill Payment (Check)	2469	Park Ridge Public Library		R	-19.00 -19.00
11/02/2018	Bill Payment (Check)	2470	Crystal Lake Public Library			-12.00 -12.00
11/02/2018	Bill Payment (Check)	2471	Wilmette Public Library District		R	-32.58 -32.58

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
11/02/2018	Bill Payment (Check)	2472	Lake Forest Public Library		R	-165.00 -165.00
11/02/2018	Bill Payment (Check)	2473	LACONI			-100.00 -100.00
11/02/2018	Bill Payment (Check)	2474	McHenry Public Library			-61.94 -61.94
11/02/2018	Bill Payment (Check)	2475	Illinois Library Association		R	-300.00 -300.00
11/02/2018	Bill Payment (Check)	2476	SASI		R	-300.00 -300.00
11/02/2018	Bill Payment (Check)	2477	Susan K. Klock		R	-37.09 -37.09
11/05/2018	Bill Payment (Check)	ACH	DELTA DENTAL PLAN OF ILLINOIS		R	-849.00 -849.00
11/05/2018	Bill Payment (Check)	ACH	ANTHONY SCOPELLITI LANDSCAPING, INC.		R	-945.00 -945.00
11/05/2018	Bill Payment (Check)	ACH	DE LAGE LANDEN FINANCIALSVCS.		R	-698.25 -698.25
11/05/2018	Bill Payment (Check)	ACH	GALE/CENGAGE LEARNING		R	-102.71 -102.71
11/05/2018	Bill Payment (Check)	ACH	ASSA ABLOY Entrance Systems US Inc.		R	-848.98 -848.98
11/05/2018	Bill Payment (Check)	ACH	EMILY COMPTON-DZAK		R	-180.94 -180.94
11/05/2018	Bill Payment (Check)	ACH	AMANDA GARRITY		R	-41.99 -41.99
11/05/2018	Bill Payment (Check)	ACH	NAOMI WOLFSON.		R	-46.63 -46.63
11/05/2018	Bill Payment (Check)	ACH	STEPHANIE GIRARDI.		R	-78.87 -78.87
11/05/2018	Bill Payment (Check)	ACH	ANNA JAICH-WESTINE.		R	-23.11 -23.11

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
11/05/2018	Bill Payment (Check)	DD	U.S. Postal Service			-100.00 -100.00
11/05/2018	Bill Payment (Check)	ACH	QUILL CORPORATION		R	-63.34 -63.34
11/05/2018	Bill Payment (Check)	ACH	Alison Phillips		R	-174.65 -174.65
11/05/2018	Bill Payment (Check)	ACH	NCPERS GROUP LIFE INS.		R	-16.00 -16.00
11/05/2018	Bill Payment (Check)	ACH	FIRST COMMUNICATIONS		R	-475.01 -475.01
11/05/2018	Bill Payment (Check)	ACH	RAILS		R	-82.50 -82.50
11/05/2018	Bill Payment (Check)	ACH	DE LAGE LANDEN FINANCIALSVCS.		R	-665.00 -665.00
11/05/2018	Bill Payment (Check)	EFT	BIBLIOTHECA, LLC		R	-70.00 -70.00
11/06/2018	Bill Payment (Check)	DD	NICOR		R	-57.93 -57.93
11/09/2018	Bill Payment (Check)	ACH	COOPERATIVE COMPUTER SERVICES		R	-6,862.57 -6,862.57
11/09/2018	Bill Payment (Check)	ACH	MANAGEMENT ASSOCIATION		R	-2,141.25 -2,141.25
11/09/2018	Bill Payment (Check)	ACH	VILLAGE OF WINNETKA		R	-10,388.75 -10,388.75
11/09/2018	Bill Payment (Check)	ACH	BAKER & TAYLOR		R	-3,189.66 -3,189.66
11/09/2018	Bill Payment (Check)	ACH	MIDWEST TAPE	Customer #2000007094 - Library Materials	R	-1,856.62 -1,856.62
11/09/2018	Bill Payment (Check)	ACH	VILLAGE OF NORTHFIELD		R	-10,168.79 -10,168.79
11/09/2018	Bill Payment (Check)	ACH	MIDWEST TAPE	Customer #2000007094 - Library Materials	R	-4,153.20

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
						-4,153.20
11/09/2018	Bill Payment (Check)	ACH	BAKER & TAYLOR		R	-5,279.24
						-5,279.24
11/09/2018	Bill Payment (Check)	ACH	3 Points, LLC		R	-5,000.00
						-5,000.00
11/09/2018	Bill Payment (Check)	ACH	NewsBank		R	-1,957.00
						-1,957.00
11/09/2018	Bill Payment (Check)	ACH	DIGITAL INSURANCE, INC.		R	-37.50
						-37.50
11/09/2018	Bill Payment (Check)	ACH	VILLAGE OF NORTHFIELD		R	-5,297.83
						-5,297.83
11/09/2018	Bill Payment (Check)		Illinois Department of Employment Security			-5,038.00
						-5,038.00
11/09/2018	Bill Payment (Check)	2479	GREAT AMERICA FINANCIAL SERVICES		R	-799.98
						-799.98
11/09/2018	Bill Payment (Check)	2480	Quench USA, Inc.		R	-204.00
						-204.00
11/09/2018	Bill Payment (Check)	EFT	VILLAGE OF NORTHFIELD		R	-10,168.79
						-10,168.79
11/12/2018	Bill Payment (Check)	ACH	OVERDRIVE INC.		R	-744.48
						-744.48
11/13/2018	Bill Payment (Check)	ACH	MERCHANTS DELIVERY SERVICE		R	-648.00
						-648.00
11/13/2018	Bill Payment (Check)	ACH	22ND CENTURY MEDIA, LLC		R	-343.08
						-343.08
11/13/2018	Bill Payment (Check)	ACH	TODAY'S BUSINESS SOLUTIONS INC.		R	-394.70
						-394.70
11/15/2018	Bill Payment (Check)	ACH	VILLAGE OF NORTHFIELD		R	-5,297.83
						-5,297.83
11/15/2018	Bill Payment (Check)	ACH	MIDWEST TAPE	Customer #2000007094 - Library Materials	R	-3,132.50
						-3,132.50

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
11/15/2018	Bill Payment (Check)	ACH	BAKER & TAYLOR		R	-6,901.71 -6,901.71
11/15/2018	Bill Payment (Check)	ACH	THYSSENKRUPP ELEVATOR CORP.		R	-1,770.53 -1,770.53
11/15/2018	Bill Payment (Check)	ACH	3 Points, LLC		R	-2,266.00 -2,266.00
11/15/2018	Bill Payment (Check)	2436	Cheryl Rich Heisler			-175.00 -175.00
11/16/2018	Bill Payment (Check)	2481	U.S. Postal Service		R	-722.91 -722.91
11/16/2018	Bill Payment (Check)	2482	Apple Inc.		R	-1,049.00 -1,049.00
11/19/2018	Bill Payment (Check)	ACH	BIBLIOTHECA, LLC		R	-70.00 -70.00
11/19/2018	Bill Payment (Check)	ACH	GALE/CENGAGE LEARNING		R	-531.49 -531.49
11/19/2018	Bill Payment (Check)	ACH	OVERDRIVE INC.		R	-1,193.86 -1,193.86
11/19/2018	Bill Payment (Check)	ACH	MANAGEMENT ASSOCIATION		R	-1,187.50 -1,187.50
11/19/2018	Bill Payment (Check)	ACH	NATALIE A. ROCHE		R	-23.50 -23.50
11/20/2018	Bill Payment (Check)	DD	CALL ONE		R	-403.33 -403.33
11/21/2018	Bill Payment (Check)	DD	First Bankcard		R	-7,035.44 -7,035.44
11/23/2018	Bill Payment (Check)	ACH	BAKER & TAYLOR		R	-3,186.71 -3,186.71
11/23/2018	Bill Payment (Check)	ACH	MIDWEST TAPE	Customer #2000007094 - Library Materials	R	-1,579.92 -1,579.92
11/23/2018	Bill Payment (Check)	ACH	COOPERATIVE COMPUTER SERVICES		R	-6,862.57 -6,862.57

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
11/23/2018	Bill Payment (Check)	ACH	DE LAGE LANDEN FINANCIALSVCS.		R	-1,614.63 -1,614.63
11/26/2018	Bill Payment (Check)	2483	AT&T (Phone Service)			-443.32 -443.32
11/26/2018	Bill Payment (Check)	2484	Belinda W. Potoma			-50.00 -50.00
11/26/2018	Bill Payment (Check)	2485	Carol Mackey			-350.00 -350.00
11/26/2018	Bill Payment (Check)	2487	Christine Thornton			-300.00 -300.00
11/26/2018	Bill Payment (Check)	2488	De Marr Sealcoating Inc.			-400.00 -400.00
11/26/2018	Bill Payment (Check)	2489	Ivan Figueredo			-210.00 -210.00
<hr/>						
1001001	GF - Operating Checking - FT					
11/05/2018	Bill Payment (Check)	ACH	Batteries Plus LLC		R	-60.68 -60.68
11/05/2018	Bill Payment (Check)	DD	COMCAST		R	-254.85 -254.85
11/05/2018	Bill Payment (Check)	ACH	QUILL CORPORATION		R	-63.34 -63.34
11/05/2018	Bill Payment (Check)	DD	Deluxe Business System		R	-91.03 -91.03
11/06/2018	Bill Payment (Check)	DD	NORTH SHORE GAS		R	-699.83 -699.83
11/06/2018	Bill Payment (Check)	EFT	NATIONWIDE RETIREMENT SOLUTIONS		R	-1,006.00 -1,006.00
11/09/2018	Bill Payment (Check)	ACH	AV Techsource, Inc.		R	-9,477.09 -9,477.09
11/13/2018	Bill Payment (Check)	DD	COMCAST		R	-237.85 -237.85

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
11/21/2018	Bill Payment (Check)	DD	VILLAGE OF WINNETKA		R	-4,157.11 -4,157.11
11/28/2018	Bill Payment (Check)	DD	COMED		R	-435.14 -435.14
11/30/2018	Bill Payment (Check)	2501	Aqua Chill of Chicago			-37.00 -37.00
11/30/2018	Bill Payment (Check)	2494	Brian Michalski			-195.00 -195.00
11/30/2018	Bill Payment (Check)	2502	Eric M. Lancy			-50.00 -50.00
11/30/2018	Bill Payment (Check)	2495	The Lakota Group, Inc.			-3,126.58 -3,126.58
11/30/2018	Bill Payment (Check)	2496	Third Chapter Partners, LLC.			-8,400.00 -8,400.00
11/30/2018	Bill Payment (Check)	2497	Tom Tubekis			-640.00 -640.00
11/30/2018	Bill Payment (Check)	2498	Zabinski Consulting Services, Inc,			-1,250.00 -1,250.00
11/30/2018	Bill Payment (Check)	2503	Communication Revolving Fund			-450.00 -450.00

### **Impact Story**

A patron came to the library with his own laptop, he expressed that he was embarrassed to ask me for help saving his Power Point presentation to a portable memory stick. I assured him that it was nothing to be embarrassed about, I would be happy to show him how it is done. He was so relieved, explaining to me he was asked to do a presentation and to make a slideshow, which he had never done before but had figured it out nicely. The hard part came when he had to save it to portable stick.

He then said he was worried that the font was not big enough to see on the big screen. I offered to show him how it would look on our projector screen which would be similar to the screen used for his presentation. He was so thrilled and was more at ease. We went over slideshow mode and how to make the slides go forward. He left very cheerful and with so much more confidence that his presentation would go well. He was very appreciative that the library had the equipment and the expertise to help him in his profession. ---Erin Collins, Librarian

### **Financial Report**

The revenues are slightly above what was anticipated with total revenues at 48%.

- The liability insurance costs have been moved into the general fund as per our change in the audit.
- There is a correction pending to the classification of OCLC and CCS accounts. We pay them to the same vendor, but the GLs are different. This will be corrected.

### **Building and Grounds**

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

### **Staff Training and Personnel Updates:**

We are excited to offer three newly created Librarian II positions. We are offering these positions first to our internal staff as we are confident that we have a team that can take on these new roles and excel. Applications for internal candidates are due in December, with interviews projected in early January.

The librarian role is evolving. Only a few short years ago the maker movement forever changed our District, challenging staff to grow their skill sets and offering innovative services to the community. The district continued improving with a new service model, made possible by training and promoting Clerk staff to Associates who partner with our librarians at centralized services points. With the creation of these new Librarian II roles we will be changing our current structure and in so doing creating new opportunities for growth both professionally and with our services Districtwide.

These positions are opportunities for growth for those who would like to expand into new roles and who seek new responsibilities and challenges. We see these roles as an opportunity to craft a new path forward for our District and expand our ability to bring new and expanding services to our community.

**Job Identification:** Programming Specialist Librarian II

**Purpose of Work:** The Programming Specialist develops, plans, coordinates, assists with the execution, and evaluates programs for all ages District-wide based on analytical data. They also lead large scale programs and events that involve multiple departments. This position also assists patrons of all ages at public service desks.

**Job Identification:** Adult Collection Development Librarian II

**Purpose of Work:** The Adult Collection Development Librarian is responsible for assuring high patron satisfaction with all aspects of Library collections in all formats for ages 18 plus. The Adult Collection Development Librarian supports the goals of the Library in accordance with current policies and procedures, and coordinates effectively with relevant departments to effectively maintain Adult collections throughout the district. This position also assists patrons of all ages at public service desks.

**Job Identification:** Youth Collection Development Librarian II

**Purpose of Work:** The Youth Collection Development Librarian is responsible for assuring high patron satisfaction with all

aspects of Library collections in all formats for ages 0-18. The Youth Collection Development Librarian supports the goals of the Library in accordance with current policies and procedures, and coordinates with relevant departments to effectively maintain Youth collections throughout the district. This position also assists patrons of all ages at public service desks.

Per Capita Requirement Met: provide access to one free online resource focusing on safety in the library.

The Public Library Association has a free on-demand webinar entitled Violence Prevention in the Public Library. The link to the webinar was shared with all staff, as well as an offer to coordinate a shared listen of the program at the library.

Program Description

*As free, public institutions, libraries welcome all. This founding principle is a wonderful quality; however it can also leave staff vulnerable to encountering difficult and sometimes dangerous individuals. This on-demand webinar discusses violence risk factors in terms of both customers and employees and helps enhance situational awareness skills. Learn about warning signs—verbal and non-verbal behaviors—of risk and potential aggression; as well as verbal diffusion strategies and actions to prepare for and react to active shooter incidents. Learn how to keep you, your colleagues, and your customers safe.*

**Circulation Services**

Total circulation for the month of November FY 2018/2019 was **41,286** compared to **33,397** for the same month last year. This represents a net change of **23.62 %**

Cumulative circulation through November FY 2018/2019 is **251,890** compared to **171,397** for the previous fiscal year to date. This represents a net change of **46.96 %**.

Virtual Branch circulation for the month of November FY 2018/2019 was **4,876** compared to **3,178** for the same month last year.

This represents a net change of **53.43 %**.

Cumulative virtual branch circulation through November FY 2018/2019 is **21,224** compared to **16,136** for the previous fiscal year to date. This represents a net change of **31.53 %**.

Selfcheck % at Winnetka November 2018: **65.16%**

**Technology**

Computer Usage

There were 1,050 public computer sessions at Winnetka with 48 percent of those occurring on laptops. There were 531 public computer sessions at Northfield with 3.5 percent of those occurring on laptops. There were 33 Chromebook sessions in the Youth Services department.

Winnetka had 16,933 recorded hotspot sessions from 2051 distinct devices. The average session time was 39 minutes. These sessions used a total of 352 GB of downstream bandwidth and 88 GB of upstream bandwidth.

Northfield had 5,337 hotspot sessions from 955 distinct devices. The average session time was 46 minutes. These sessions used a total of about 255 GB of downstream bandwidth and about 40 GB of upstream bandwidth.

**Website: Most Visited Pages**

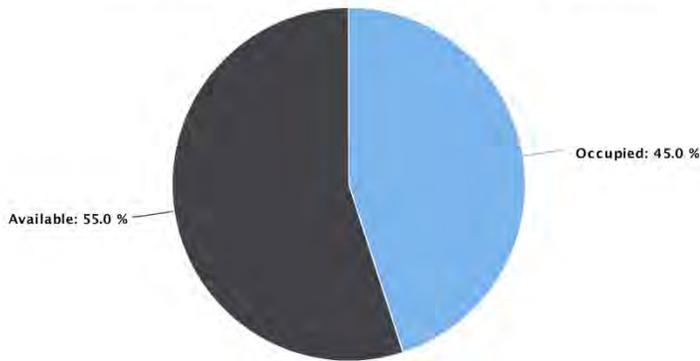
Home Page | Patio Project | Movies | All Research A – Z | digital-library/ebooks-audiobooks | Digital – NYT

We had 8,958 web sessions with 5,619 unique website users as counted by Google Analytics.

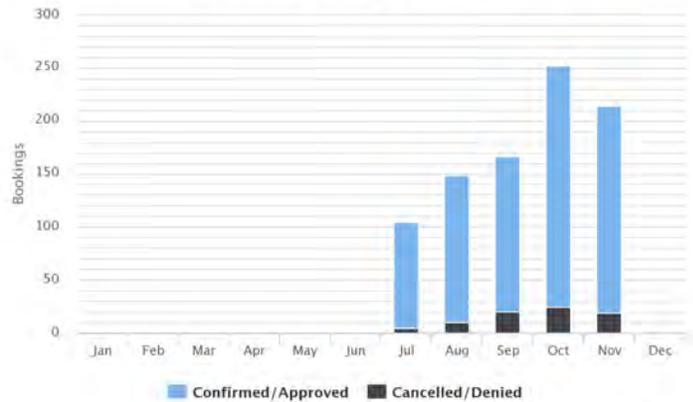
**Study Room Usage**

Library Director's Report and Staff Activities  
for the December 10, 2018 Board Meeting

Aggregate Occupancy Ratio for  
Thursday, November 1, 2018 to Friday, November 30, 2018



Monthly Booking Statistics



**Bookings Summary**

Unique Users	101
Total Bookings	195
Time Available	49,680
Time Booked	22,365
Average Booking Duration	115
User Showed Up - Yes	171
User Showed Up - No	2

**Programs and Activities**

Outreach

On October 19<sup>th</sup>, Amanda Garrity presented to the Student Service Club at Sunset Ridge School about libraries and literacy; she also promoted eBooks, eAudiobooks, and databases, talked about volunteer opportunities, and promoted the Studio makerspace and Library programs.

Program Attendance

October corrected (issue with youth services entry)

Total District Program Attendance for the month of October FY 2018/2019 was **1,805** compared to **1,788** for the same month last year.

This represents a net change of **0.95 %**

Cumulative District Program Attendance through October FY 2018/2019 is **5,981** compared to **6,021** for the same month last year.

This represents a net change of **-0.66 %**

November

Total District Program Attendance for the month of November FY 2018/2019 was **1,277** compared to **1,310** for the same month last year.

This represents a net change of **-2.52 %**

Cumulative District Program Attendance through November FY 2018/2019 is **7,258** compared to **7,331** for the same month last year.

This represents a net change of **-1.00 %**

Current Month	Same Month Last FY	Percent Change	Current FY	Last FY to Date	Percent Change
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Library Director's Report and Staff Activities  
for the December 10, 2018 Board Meeting

<b>Adult Program Count - Winnetka</b>	33	29	13.79%	103	95	8.42%
<b>Adult Program Attendance - Winnetka</b>	350	353	-0.85%	1,135	1,333	-14.85%
<b>Youth Program Count - Winnetka</b>	41	40	2.50%	150	143	4.90%
<b>Youth Program Attendance - Winnetka</b>	895	969	-7.64%	2,943	3,063	-3.92%
<b>Adult Program Count - Northfield</b>	11	15	-26.67%	35	42	-16.67%
<b>Adult Program Attendance - Northfield</b>	116	146	-20.55%	351	421	-16.63%
<b>Youth Program Count - Northfield</b>	29	25	16.00%	111	96	15.63%
<b>Youth Program Attendance - Northfield</b>	444	320	38.75%	1,552	1,204	28.90%

Programming Highlights

- **Tinker Time** was attended by **22** patrons. Sheila Cody, Head of Youth Services and Natalie Roche, Youth Library Assistant led an interactive family tinker session to demonstrate Ozobot, Makey Makey, Oculus Go, Snap Circuits, and more.
- **Painting Landscapes with Pastels** was attended by **26** patrons. Participants created landscapes using pastels with artist Frances Vail.
- **Gustav Klimt and the Woman in Gold** was attended by **35** patrons. Art historian Dr. Michelle Mishur discussed important examples of Klimt's work including The Kiss and The Portrait of Adele Bloch-Bauer (aka "The Woman in Gold"). She also placed Klimt within the historical context of late nineteenth century French painting including the Impressionist, Post-Impressionist and Symbolist movements.
- Jewelry Workshop was attended by **10** patrons. Librarian Erin Collins taught participants how to create a unique piece of jewelry using a variety of beads and other jewelry supplies.

**Communications and Marketing**

We are working on long-term planning for The Source and promotional campaigns in our short break before we start the spring issue just after the New Year. We have been mapping out covers and potential topics to highlight in each issue. The Patron Point software switch is getting started. We are anxious to get things moving. Our next step is to connect the Polaris system and current contact lists for email authentication. We are also starting to develop content for the welcome emails, which will highlight some of the many services that are offered free with the WNPLD library card. Finals week is coming in January, and we are working with the Youth/Teen staff in prepping for some fun (small) giveaways and potentially a survey for our teens. We are also busy working on program promotion and looking ahead to plan out our promotional products for the year.

# Summary Report for November 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 % +/-
<b>Books</b>	10,270	8,151	26.00 %	55,235	43,161	27.97 %	<b>Books</b>	13,499	10,857	24.33 %	71,749	56,646	26.66 %
<b>Book - Fiction</b>	5,616	4,424	26.94 %	30,817	24,330	26.66 %	<b>Book - Fiction</b>	11,570	9,454	22.38 %	61,984	49,805	24.45 %
<b>Book - Nonfiction</b>	4,654	3,727	24.87 %	24,418	18,831	29.67 %	<b>Book - Nonfiction</b>	1,929	1,403	37.49 %	9,765	6,841	42.74 %
<b>Audiobook - CD</b>	827	828	-0.12 %	4,756	4,578	3.89 %	<b>Audiobook - CD</b>	128	94	36.17 %	619	547	13.16 %
<b>Music CD</b>	207	185	11.89 %	729	1,018	-28.39 %	<b>Music CD</b>	122	87	40.23 %	660	621	6.28 %
<b>Playaway</b>	211	206	2.43 %	1,201	1,143	5.07 %	<b>Playaway</b>	270	236	14.41 %	1,447	1,444	0.21 %
<b>DVD/Blu-Ray</b>	6,925	4,852	42.72 %	36,423	24,421	49.15 %	<b>DVD/Blu-Ray</b>	3,154	1,923	64.01 %	15,302	9,127	67.66 %
<b>Magazine</b>	221	111	99.10 %	1,041	638	63.17 %	<b>Magazine</b>	-	2	-	1	7	-
<b>Other</b>	30	31	-3.23 %	96	257	-62.65 %	<b>Other</b>	39	64	-39.06 %	193	361	-46.54 %
<b>Sent Out</b>	1,066	2,592	-58.87 %	5,803	11,937	-51.39 %	<b>Sent Out</b>						
<b>Total</b>	<b>19,757</b>	<b>16,956</b>	<b>16.52 %</b>	<b>105,284</b>	<b>86,515</b>	<b>21.69 %</b>	<b>Total</b>	<b>17,212</b>	<b>13,261</b>	<b>29.79 %</b>	<b>89,970</b>	<b>68,746</b>	<b>30.87 %</b>

Kenilworth patron usage for the month of November FY 2018/2019 was **1,478**.

Items borrowed from other libraries for the month of November FY 2018/2019 was **1,585**.

Total circulation for the month of November FY 2018/2019 was **41,845** compared to **33,397** for the same month last year. This represents a net change of **25.30 %**

Cumulative circulation through November FY 2018/2019 is **216,479** compared to **171,397** for the previous fiscal year to date. This represents a net change of **26.30 %**.

### 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 % +/-
<b>Books</b>	6,591	5,257	25.38 %	35,570	27,563	29.05 %	<b>Books</b>	9,855	7,141	38.01 %	50,988	39,799	28.11 %
<b>Book - Fiction</b>	3,112	2,494	24.78 %	17,400	13,711	26.91 %	<b>Book - Fiction</b>	8,648	6,337	36.47 %	44,798	35,524	26.11 %
<b>Book - Nonfiction</b>	3,479	2,763	25.91 %	18,170	13,852	31.17 %	<b>Book - Nonfiction</b>	1,207	804	50.12 %	6,190	4,275	44.80 %
<b>Audiobook - CD</b>	474	481	-1.46 %	2,866	2,777	3.20 %	<b>Audiobook - CD</b>	86	51	68.63 %	447	358	24.86 %
<b>Music CD</b>	70	122	-42.62 %	460	587	-21.64 %	<b>Music CD</b>	81	46	76.09 %	402	345	16.52 %
<b>Playaway</b>	157	155	1.29 %	999	919	8.71 %	<b>Playaway</b>	194	174	11.49 %	1,111	1,104	0.63 %
<b>DVD/Blu-Ray</b>	4,604	3,237	42.23 %	24,579	15,722	56.34 %	<b>DVD</b>	1,998	1,186	68.47 %	9,637	5,749	67.63 %
<b>Magazine</b>	102	70	45.71 %	596	405	47.16 %	<b>Magazine</b>	-	-	-	1	2	-50.00 %
<b>Other</b>	30	24	25.00 %	88	215	-59.07 %	<b>Other</b>	35	55	-36.36 %	169	306	-44.77 %
<b>Sent Out</b>	781	1,439	-45.73 %	4,115	7,502	-45.15 %	<b>Sent Out</b>						
<b>Total</b>	<b>12,809</b>	<b>10,785</b>	<b>18.77 %</b>	<b>69,273</b>	<b>55,690</b>	<b>24.39 %</b>	<b>Total</b>	<b>12,249</b>	<b>8,653</b>	<b>41.56 %</b>	<b>62,755</b>	<b>47,663</b>	<b>31.66 %</b>

Winnetka Library's circulation for the month of November FY 2018/2019 was **25,058** compared to **19,438** for the same month last year. This represents a net change of **28.91 %**.

### 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 % +/-
<b>Books</b>	3,679	2,894	27.13 %	19,665	15,598	26.07 %	<b>Books</b>	3,644	3,716	23.23 %	20,761	16,847	23.23 %
<b>Book - Fiction</b>	2,504	1,930	29.74 %	13,417	10,619	26.35 %	<b>Book - Fiction</b>	2,922	3,117	-6.26 %	17,186	14,281	20.34 %
<b>Book - Nonfiction</b>	1,175	964	21.89 %	6,248	4,979	25.49 %	<b>Book - Nonfiction</b>	722	599	20.53 %	3,575	2,566	39.32 %
<b>Audiobook - CD</b>	353	347	1.73 %	1,890	1,801	4.94 %	<b>Audiobook - CD</b>	42	43	-2.33 %	172	189	-8.99 %
<b>Music CD</b>	137	63	117.46 %	269	431	-37.59 %	<b>Music CD</b>	41	41	0.00 %	258	276	-6.52 %
<b>Playaway</b>	54	51	5.88 %	202	224	-9.82 %	<b>Playaway</b>	76	62	22.58 %	336	340	-1.18 %
<b>DVD</b>	2,321	1,615	43.72 %	11,844	8,699	36.15 %	<b>DVD/Blu-Ray</b>	1,156	737	56.85 %	5,665	3,378	67.70 %
<b>Magazine</b>	119	41	190.24 %	445	233	90.99 %	<b>Magazine</b>	-	2	-	-	5	-
<b>Other</b>	-	7	-	8	42	-80.95 %	<b>Other</b>	4	9	-55.56 %	24	55	-56.36 %
<b>Sent Out</b>	724	1,421	-49.05 %	3,931	7,413	-46.97 %	<b>Sent Out</b>						
<b>Total</b>	<b>6,663</b>	<b>5,018</b>	<b>32.78 %</b>	<b>34,323</b>	<b>27,028</b>	<b>26.99 %</b>	<b>Total</b>	<b>4,963</b>	<b>4,610</b>	<b>7.66 %</b>	<b>27,216</b>	<b>21,090</b>	<b>29.05 %</b>

Northfield Library's circulation for the month of November FY 2018/2019 was **11,626** compared to **9,628** for the same month last year. This represents a net change of **20.75 %**.

**Virtual Branch Circulation**

E-Books Downloaded						E-Audiobooks Downloaded						Magazines Downloaded					
Current Mo. Circ	Same Mo. Last Year	Mo. % +/-	FY To Date	Previous FY To Date	FY % +/-	Current Mo. Circ	Same Mo. Last Year	Mo. % +/-	FY To Date	Previous FY To Date	FY % +/-	Current Mo. Circ	Same Mo. Last Year	Mo. % +/-	FY To Date	Previous FY To Date	FY % +/-
1,990	1,622	22.69 %	10,601	8,371	26.64 %	1,161	789	47.15 %	5,579	3,988	39.89 %	1,466	625	134.56 %	4,032	3,079	30.95 %

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 % +/-
182	68	167.65 %	715	353	102.55 %	77	74	4.05 %	297	345	-13.91 %

Virtual Branch circulation for the month of November FY 2018/2019 was **4,876** compared to **3,178** for the same month last year. This represents a net change of **53.43 %**.

Cumulative virtual branch circulation through November FY 2018/2019 is **21,224** compared to **16,136** for the previous fiscal year to date. This represents a net change of **31.53 %**.

# 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	9,701	12,003	-19.18 %	41,559	63,294	-34.34 %	People Counter							9,701
Reference Questions	950	915	3.83 %	4,830	5,054	-4.81 %	Reference Questions	627	655	-4.27 %	3,294	3,420	-3.68 %	1,577
Studio	411	358	14.80 %	2,303	1,174	96.17 %	Studio							411
Genealogy	2	5	-60.00 %	25	20	25.00 %	Genealogy							2
Program Attendance	153	116	31.90 %	1,288	1,449	-11.11 %	Program Attendance	821	770	6.62 %	3,764	3,833	-1.80 %	974

## 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	6,738	6,768	-0.44 %	20,088	34,925	-42.48 %	People Counter							6,738
Reference Questions	1,227	977	25.59 %	5,964	4,878	22.26 %	Reference Questions	157	109	44.04 %	722	588	22.79 %	1,384
Program Attendance	53	87	-39.08 %	404	508	-20.47 %	Program Attendance	250	337	-25.82 %	1,802	1,541	16.94 %	303

A total of **986** holds were placed for patrons in the month of November FY 2018/2019.

There were a total of **8,958** website sessions in the month of November FY 2018/2019.

Total District Program Attendance for the month of November FY 2018/2019 was **1,277** compared to **1,310** for the same month last year. This represents a net change of **-2.52 %**

Cumulative District Program Attendance through November FY 2018/2019 is **7,258** compared to **7,331** for the same month last year. This represents a net change of **-1.00 %**

**APPLICATION AND CERTIFICATE FOR PAYMENT**

**TO (OWNER):**  
 Winnetka-Northfield Library  
 768 Oak Street  
 Winnetka, IL 60093

**PROJECT:**  
 2018 Renovation Projects

**FROM (CONTRACTOR):**  
 Shales McNutt LLC  
 425 Renner Drive  
 Elgin, IL 60123

**VIA (Architect):**  
 Product Architecture + Design  
 811 Evergreen, Suite 405  
 Chicago, IL 60642

**APPLICATION NO. 7**

**PERIOD TO: September 30, 2018**

**ARCHITECTS PROJECT NO:**

**CONTRACT FOR:**

**CONTRACT DATE:**



**CONTRACTOR'S APPLICATION FOR PAYMENT**

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

CHANGE ORDER SUMMARY		ADDITIONS	DEDUCTIONS
Change Orders approved in previous months by Owner			
TOTAL			
Approved this Month	Date Approved		
1	Sep-18		36,173.30
TOTALS		0.00	36,173.30
		(36,173.30)	

1. ORIGINAL CONTRACT SUM \$ 1,730,891.60
2. Net change by change orders \$ (36,173.30)
3. CONTRACT SUM TO DATE (Line 1+/- 2) \$ 1,694,718.30
4. TOTAL COMPLETED & STORED TO DATE \$ 1,694,718.30  
(Column G on Continuation Sheet)

5. RETAINAGE:
  - a. Variable of Completed Work \$ 0.00  
(Column D + E on Continuation Sheet)
  - b. 10% of Stored Material \$ 0.00  
(Column F on Continuation Sheet)

Total Retainage (Line 5a + 5b) \$ 0.00

6. TOTAL EARNED LESS RETAINAGE \$ 1,694,718.30  
(Line 4 less Line 5 Total)

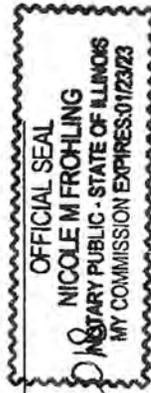
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate) \$ 1,620,355.66
8. CURRENT PAYMENT DUE \$ 74,362.64
9. BALANCE TO FINISH, PLUS RETAINAGE \$ 0.00  
(Line 3 less Line 6)

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

**CONTRACTOR:**

By: Wm. Shales Date: 10/17/18

State of: Illinois County of: DeKalb  
 Subscribed and sworn to before me this 4th day of October, 2018  
 Notary Public: Nicole M Frohling  
 My Commission Expires: Jan 23 2023



**ARCHITECT'S CERTIFICATE FOR PAYMENT**

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

AMOUNT CERTIFIED \$ 74,362.64

ARCHITECT:

By: [Signature] Date: 10.07.18

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



A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		E THIS PERIOD	F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% COMP.	H BALANCE TO FINISH (C-G)	I RETAINAGE (IF VARIABLE RATE)	Net Payout
			FROM PREV. APPLICATION (D+E)								
	Carpentry/General Trades, includes DFH (Ostrander)	255,293.00	255,293.00				255,293.00	100.0%	0.00	0.00	12,764.50
	Aluminum/Glazing (McHenry County Glass)	112,141.00	112,141.00				112,141.00	100.0%	0.00	0.00	5,607.00
	Framing/Drywall (LJ Morse)	106,290.37	106,290.37				106,290.37	100.0%	0.00	0.00	5,314.52
	Acoustical Ceilings (Just Rite)	268,654.00	268,654.00				268,654.00	100.0%	0.00	0.00	13,432.70
	Painting/Wallcovering (Nedrow)	26,505.00	26,505.00				26,505.00	100.0%	0.00	0.00	1,325.25
	Flooring/Wall Tile (Douglas)	138,370.00	138,370.00				138,370.00	100.0%	0.00	0.00	6,918.50
	Plumbing (Jensen's)	35,600.00	35,600.00				35,600.00	100.0%	0.00	0.00	1,780.00
	HVAC (Jensen's)	65,075.50	65,075.50				65,075.50	100.0%	0.00	0.00	3,253.78
	Electrical/Low Voltage (Associated)	479,327.83	479,327.83				479,327.83	100.0%	0.00	0.00	23,966.39
	Construction Contingency	13,573.30		13,573.30			13,573.30	100.0%	0.00	0.00	13,573.30
	SMC Field/Office Administration	87,500.00	87,500.00				87,500.00	100.0%	0.00	0.00	0.00
	General Conditions/Clean Up	22,850.00	22,850.00				22,850.00	100.0%	0.00	0.00	0.00
	O&P/Insurance	87,611.60	87,611.60				87,611.60	100.0%	0.00	0.00	0.00
	Preconstruction Fee	9,500.00	9,500.00				9,500.00	100.0%	0.00	0.00	0.00
	Shoring Allowance	10,000.00		10,000.00			10,000.00	100.0%	0.00	0.00	10,000.00
	Temporary Protection	11,600.00		11,600.00			11,600.00	100.0%	0.00	0.00	11,600.00
	Signage Allowance	1,000.00		1,000.00			1,000.00	100.0%	0.00	0.00	1,000.00
	CHANGE ORDER 1 - ZERO UNUSED ALLOWANCES	(36,173.30)		(36,173.30)			(36,173.30)	100.0%	0.00	0.00	(36,173.30)
		1,694,718.30	1,694,718.30	0.00			1,694,718.30	100.0%	0.00	0.00	74,362.64

Winnetka-Northfield Library  
 Contingency  
 09/30/18

Original Contingency Balance 128,000.00

<u>Prior Months Contingency Used (Provided):</u>		<u>Title</u>	<u>Change Event</u>
<u>CCO #</u>	<u>Sub</u>		
001	Ostrander	Revisions to hardware per submittal review comments	CE#001 4,587.00
001	LJ Morse	Additional costs from Village of Winnetka permit	CE#002 2,782.00
001	Associated	Additional costs from Village of Winnetka permit	CE#002 532.47
001	Nedrow	Additional costs from Village of Winnetka permit	CE#002 850.00
002	Ostrander	Additional costs from Village of Winnetka permit	CE#002 7,316.00
001	McHenry Cty	Change in auto door operators	CE#003 1,243.00
2	Associated	Lighting control changer per ASI 004	3,219.48
3	Associated	ASI-005 floor boxes	2,057.71
4	Associated	Fees Associated with Drawing Review for Fire Alarm Permit	1,250.00
5	Associated	ASI 008 - Furnish and Install (2) Type C Boxes in Reading Area 109	2,920.05
6	Associated	ASI-006 Furnish and Install (1) Quad Outlet & (2) Data for the copier	1,075.73
7	Associated	ASI-009 - Change in switching requirements for the F1 fixtures @ Northfield (now dimmable)	1,358.20
2	LJ Morse	Top-Off Walls Within Room 105	10,059.00
3	LJ Morse	Various Revisions to Wall Elevation 7/A6.1	2,723.00
4	LJ Morse	Top-Off Walls Within Rooms 102 & 103	5,784.00
5	LJ Morse	Repair/address the bottom of an existing plaster soffit for new acoustical ceiling tie-in (2)	3,211.00
2	McHenry Cty	Change in auto-door hardware	(635.00)
3	McHenry Cty	Reverse CCO 001	(1,243.00)
4	McHenry Cty	Change in handle size from 36" to 66"	64.00
5	McHenry Cty	New "winter switch" for the automatic sliding door	712.00
2	Nedrow	Additional Cost Associated with Village of Winnetka Permit	875.00
3	Ostrander	Re-keying/Changing Cores of Existing Locksets	999.00
8	All Five	Concrete cutting by All Five Concrete Cutting put into General Conditions	1,350.00
8	Associated	Place two (2) existing parking lot poles on the lighting control system	455.00
9	Associated	Furnish and Install a new FA Annunciator Panel	1,338.98

10	Associated	Remove and Replace 2 existing parking lot light poles	3,532.94
11	Associated	Costs to re-pull and terminate existing cable runs & provide new cables	7,379.81
6	LJ Morse	Cost to skim coat existing columns	1,725.37
3	Nedrow	ASI - 16 - Paint Spandrel Panels	1,980.00
1	Just Rite	Ceiling Patch Work after Casework Demo	331.00
2	Just Rite	ASI #19 Pricing	1,323.00
12	Associated	ASI #19 Pricing	2,587.42
4	Ostrander	ASI #19 Pricing	1,760.00
13	Associated	Provide & Install Intrusion and Access Control System	16,410.98
14	Associated	Provide and Install Shunt Trip Breaker	2,512.38
15	Associated	Provide Cable Manager Tray Under Desks	796.68
1	Douglas	New Carpet Selection	4,470.00
2	Douglas	Floor Demo Work - T&M	3,900.00
1	Jensen's	Relocation of Existing Thermostats	401.50
4	Nedrow	Paint Exterior Railings per Owner Request	2,800.00
5	Ostrander	Removal & Disposal of the Existing Plaster Ceiling	550.00
6	Ostrander	Furnish and Install New Wood Base around Lloyd Room	7,081.00
<u>Total Contingency Used Prior Months</u>			<u>114,426.70</u>

Current Month Contingency Used (Provided):

<u>CCO #</u>	<u>Sub</u>	<u>Title</u>
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Total Contingency Used This Month

0.00

Contingency Balance End of Month

13,573.30

Our Current premiums and rates of contribution

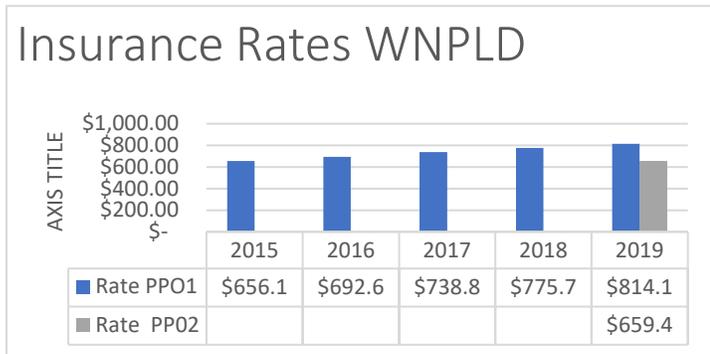
Premiums PPO1 2019 (monthly)	District Portion	District Portion - Liability PPO1 (Yearly)	District Portion - %	Staff Contribution Additional Coverage	Staff Portion Monthly	Staff Yearly
814.19	80%	7,816.22	80% Single		162.84	1,954.06
1,628.38		7,816.22	0% Single+1	977.03	977.03	11,724.36
2,324.55		7,816.22	0% Family	1,673.20	1,673.20	20,078.40
Premiums PPO2 2019 (monthly)	District Portion	District Portion - Liability PPO1 (Yearly)	District Portion - %	Staff Contribution for Additional Coverage	Staff Portion Monthly	Staff Yearly
659.49	80%	6,331.10	80% Single		131.90	1,582.78
1,318.99		6,331.10	0% Single+1	791.40	791.40	9,496.78
1,882.89		6,331.10	0% Family	1,355.30	1,355.30	16,263.58

**Additional Information:**

As we discussed the number employees taking advantage of family coverage in every organization is predicated on many factors including cost and coverage. In looking to this issue further,

Usage

- Libraries that offer family coverage with cost to staff under 20% typically had 15% to 26% take advantage of the coverage. (the Village has about 49% electing family coverage.)
- Libraries that offer family coverage with cost to staff at 50% or more typically had 0% to 10% take advantage.



○ Of note is that the largest of the survey sample has 125 employees, 42 that elect coverage. The library covers 85% of the cost. Of that 42, 26% elect family coverage, with 7% electing PPO family and 3% HMO family.

Rates

- Most libraries are part of a pool with other libraries or their Towns/Villages. Premiums were consistent with what we are seeing with the average being \$850 for PPO1 to \$600 for HMO coverage.
- The observation is that moving to a different pool

would not lower costs, however for the first time this year we have an option for staff PPO2.

Budget for Insurance

2017-18	Actual	2018-19	18-19 Projected	(if One Moved to Family)
150,000	115,582	140,000	110,492	120,807

Current Eligible

19

**Current Elected**

**13**

All Have Single

Future Possibilities

If all eligible take single (19)

Single

\$161,488

If all eligible take single (10) & (9) single+1

Single +1

\$205,456

If all eligible take single (10) & (5) Family

Family

\$213,064

**TOTAL WAGE & BENEFITS ANALYSIS**

	Salary	Hours	Monthly Vacation Leave	Vision Insurance	Dental Insurance	Medical Insurance (employee 20%)	Life Insurance	Total Annual Insurance Benefit*	IMRF Benefit	Social Security Benefits	Annual Pers. Bus. Leave Benefit*	Annual Vacation Leave Benefit*	Annual Sick Leave Benefit*	Total Wage & Benefits	Package Worth	
FT	\$55,000.00	37.50	12.50	\$9.42	\$42.45	\$651.35	\$5.06	\$8,499	\$3,101	\$3,443	\$635	\$4,231	\$2,538	\$77,446	\$22,446	29%
Single + 1 65% (employee 35%)																
FT	\$55,000.00	37.50	12.50	\$9.42	\$42.45	1,058.46	\$5.06	\$13,385	\$3,101	\$3,443	\$635	\$4,231	\$2,538	\$82,332	\$27,332	33%
Single + 1 50% (employee 50%)																
FT	\$55,000.00	37.50	12.50	\$9.42	\$42.45	814.19	\$5.06	\$10,453	\$3,101	\$3,443	\$635	\$4,231	\$2,538	\$79,400	\$24,400	31%
Family 65% (employee 35%)																
FT	\$55,000.00	37.50	12.50	\$9.42	\$42.45	1,510.96	\$5.06	\$18,815	\$3,101	\$3,443	\$635	\$4,231	\$2,538	\$87,762	\$32,762	37%
Family 50% (employee 50%)																
FT	\$55,000.00	37.50	12.50	\$9.42	\$42.45	1162.28	\$5.06	\$14,630	\$3,101	\$3,443	\$635	\$4,231	\$2,538	\$83,577	\$28,577	34%

## Recommendation for a Change in Insurance Contribution Rate for Library District Employees

Based on conversations with our current staff and our colleagues in other library institutions, we recommend that consideration be given to changing our staff contributions for health insurance, particularly regarding family coverage. We feel that this will position us to increase retention and offer a competitive benefits package.

*The recommendation is a starting point for discussion.*

### Currently

- 19 Employees are currently eligible (max level of full-time employees is currently 20)
  - **Currently 13** employees have elected Coverage (all 13 are single coverage)
- Of the 19 eligible employees 9 could potentially take advantage of +1 coverage and/or 5 of the 9 could take family coverage (only 2 have expressed interest at this time)

Librarian - Average Starting Salary | \$44,000

Average Salary of Eligible | \$55,000

### Recommendation of Contribution Rate effective January 2019

District Portion - Liability PPO1 (Monthly)	District Portion - Liability PPO1 (Yearly)	District Portion - %	Staff Portion 2019 Monthly	Staff Contribution %	Staff Yearly
692.06	8,304.74	85% Single	122.13	15%	1,465.54
1,058.45	12,701.36	65% Single+1	569.93	35%	6,839.20
1,510.96	18,131.49	65% Family	813.59	35%	9,763.11

