

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

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

AGENDA

Monday, December 16, 2019
7:00 PM

- I. Call to Order**
- II. Roll Call**
- III. Public Comments**
Public comments will be limited to 20 minutes.
- IV. Presentation and Discussion of the Winnetka Caucus 2019 Planks***
- V. Vote to Approve Minutes of November 18, 2019 Regular Meeting***
- VI. Financial Report**
 - Approve November 2019 Financial Statements*
- VII. Library Report**
 - Board President's Comments (President Ruiz-Funes)
 - Director's Report (Director Wolf)*
- VIII. Liaisons to Other Organizations – Reports**
 - Winnetka Village (Trustee Johnson)
 - Northfield Village (Trustee Shoup)
- IX. Unfinished Business**
 - Report on Community Engagement and Responsiveness
 - Discussion of Strategic Plan*
- X. New Business**
 - Presentation and Discussion of Collection Development Strategy
- XI. Communications**
The District will be closed Tuesday, December 24 and Wednesday, December 25 in observance of the Christmas holiday. The District will be closed on Tuesday, December 31 and Wednesday, January 1 in observance of the New Year's holiday.
- XII. Public Comments**
Public comments will be limited to 20 minutes.
- XIII. Adjourn to Closed Session**
 - **Closed Session**
5 ILCS 120/2(c)(1): To consider the appointment, employment, compensation, discipline, performance, or dismissal of a specific employee of the library district
- XIV. Return to Open Session**
- XV. Adjournment**

*Attachments

2019 WINNETKA CAUCUS SURVEY “Pulse of Winnetka”

WINNETKA-NORTHFIELD PUBLIC LIBRARY DISTRICT

Summary: Winnetkans are avid users of our Libraries and view them as valuable assets to the community. Over 225 general comments were posted, many complimenting the staff. Respondents have enjoyed the move towards digital offerings and want more communication from the Library - both in e-mail and social media form - especially with respect to programming and resources available to Library patrons, such as apps.

- 90% have used at least one branch of the Library in the last year.
- 58% were aware of and have utilized access to materials from 26 other facilities.
- 60% have not participated in any Library programs in the past year, with time constraints being the primary reason listed for why respondents did not participate.
- 59% have not downloaded any of the apps available through the Library, with many respondents indicating that they were unaware that such apps are available to Library users.
- 67% have never visited The Studio.
- 57% learn about the Library through The Source and other print materials, and 44% learn about the Library through its website.

Winnetka/Northfield Library Caucus Committee

2019 Planks

PLANK #1

The Board of Trustees of the Winnetka-Northfield Public Library District (the “Library Board”) should endeavor to cooperate with the boards and finance committees of the other three taxing authorities (i.e., the Village of Winnetka Council, the Winnetka Park District Board of Commissioners, and the School Board of The Winnetka Public Schools) regarding the order and priority of projected major capital expenditures.

PLANK #2

The Winnetka-Northfield Public Library District (the “Library District”) should better publicize, promote, and explain how Library patrons can borrow e-books, audiobooks, newspapers, magazines, movies, and music from the Library District by downloading them to their smartphones, home computers, laptops, Kindles, iPads, or similar devices.

PLANK #3

The Library District should better publicize, promote, and explain how Library patrons can utilize the equipment available in The Studio and the types of projects that can be done with such equipment.

PLANK #4

The Library District should increase its use of e-mail communications and social media outreach to publicize, promote, and educate Library patrons about the Library District’s available materials and programs.

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

November 18, 2019

I. Call to Order

The meeting was held at the Northfield Branch Library, 1785 Orchard Lane Northfield, Illinois. President Ruiz-Funes called the meeting to order at 7:00 p.m. A quorum was present.

II. Roll Call

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

Absent: None

Present were library employees; Nicola White (Administrative Assistant), Sarah Quish (Head of Communications & Marketing) and Stephanie Girardi (Collection Services Acquisitions Associate). Present were Winnetka residents Jeffrey Liss, Joan Esposito and Mary Shields. Present were Northfield residents Pat Doherty, Jeanne Doherty, Carol Ritchell, Amy Richmond, Ronda Franks, Sue Kelly, Patricia Andrew, Cricket Hauff, Patty Dodson, Fran Hersh, Nancy Blake, Greg Lungmus, Denise Gibson, Patti Morrell, Lois Neustadt, Robert Neustadt, Carla Pfister and Matt Pfister. Present was Wilmette resident Joan Scaccia. Present was Evanston resident Frank Biancalana. Present was Northbrook resident Susan Kelly. Present was Nancy Fox from the League of Women Voters. Present was Karen Ann Cullotta from the Chicago Tribune. Present was Tim Gavin from Lauterbach & Amen. Present was Sarah Keister Armstrong from Sarah Keister Armstrong & Associates.

III. Public Comments

Winnetka resident Joan Esposito expressed interest in meeting with the HR Committee.

Northfield resident Carol Ritchell expressed her disappointment with how the public comments are being recorded in the minutes and asked that the trustees not approve the minutes until their comments are recorded verbatim.

Northfield resident Amy Richmond expressed her concern with the amount of interlibrary loans occurring in the District.

Northfield resident Pattie Morrell expressed her unhappiness with the Library Director and the Board of Trustees and asked what avenues are available for her to effect change.

President Ruiz-Funes stated that the audio recordings from the past two meetings have been uploaded to the library website; the Board plans to videotape future meetings and upload those to the website as well. The board is not required to capture comments verbatim; the purpose of the minutes is to create an official record of the actions taken at a meeting.

IV. Vote to Approve Consent Agenda

- Vote to Approve Minutes of October 21, 2019 Regular Meeting
- Vote to Approve Minutes of November 4, 2019 Study Session

A MOTION was made by Trustee Gosselin to approve the Consent Agenda and seconded by Trustee Vandergrift.

The MOTION passed on a voice vote.

V. Financial Report

- Director Wolf presented the October 2019 Financial Statements. A MOTION was made by Trustee Anwar to approve the October 2019 Financial Statements and seconded by Trustee Vandergrift.

The MOTION passed on a voice vote.

VI. Library Report

BOARD PRESIDENT'S REPORT:

President Ruiz-Funes addressed some of the concerns given during the Public Comments:

- The Special HR Committee is a committee of the Board, comprised of Trustee Casale MacNally, Trustee Vandergrift and the District's HR representative. They are not planning to have outside members; however, any input can be sent to them through email or by contacting directly
 - The Special HR Committee is on track to report to the Board at the December meeting.
- The HR committee will report in closed session to the Board and that the public will be given the information at the January meeting.
- In response to the public comment about replacing the trustees, President Ruiz-Funes stated that patrons are free to pursue that with the Caucus.

LIBRARY DIRECTOR'S REPORT:

Director Wolf reported:

- Erin Collins, Adult Services Librarian and Katie Cangelosi, Head of Circulation Services submitted impact stories about a jewelry making class and a new friend in Youth Services.
- Overall circulation is down 3%; however, the District continues to see growth in virtual circulation.
- Library Associates Meghan White and Lindsay Goldstein have been promoted internally and are now full-time librarians in the District.
- Maddy Belk has joined the District as a full-time Youth Services Librarian.
- Youth Services Associate Kathy Hargrave has retired from the District.
- The next Fireside Chat will be held on December 12 featuring Mark Swenson, Head of Information Technology.
- Meeting room usage has picked up again; the District is prepping for finals week.
- Virtual Services Coordinator Michael Cianfrani continues to work with staff on developing a new app for the District.
- The patio project has been put on hold until April due to weather conditions.
- The Source will be in homes by November 23.

VII. Liaisons to Other Organizations-Reports

- *Winnetka Village*- Trustee Johnson reported that the Village will be discussing the budget tomorrow evening. He also reported that the Village is taking proposals for 93 Green Bay Road.
- *Northfield Village*- Trustee Shoup reported that abstract artist Susan Bennett will have an exhibition at the Northfield Village Hall; the grand opening is December 3.

VIII. Unfinished Business

- *Report on Community Engagement and Responsiveness*

Director Wolf presented the November 2019 Monthly Report on Community Engagement and Responsiveness.

- *Next Steps from November 4, 2019 Study Session on Board Continuous Improvement*
The trustees discussed the next steps for Board Continuous Improvement.
- *Discussion of Strategic Plan*
Sarah Keister Armstrong, Strategic Planning Consultant presented the draft of the District's 2020-2022 Strategic Plan. The draft focused on four areas:
 - Strengthening community engagement
 - Expanding library service beyond its walls
 - Enhancing the library's ability to fit into community members' lives
 - Adopting a data-informed decision-making framework

President Ruiz-Funes asked for a more robust analysis of the data from the community survey and from the District's circulation statistics. He also suggested that a portion of the plan focus on the operations of the District, i.e. collections and budget. He asked that the library develop a specific step-by-step schedule for the completion of the strategic plan.

Trustee Anwar agreed and stated that she would like to see a refresh of the metrics they viewed during last strategic plan.

Sarah Keister Armstrong stated that she can work with staff to build a specific implementation plan and will provide the trustees with a suggested set of metrics for measuring progress.

IX. New Business

- *Presentation of Annual Audit by Lauterbach & Amen*
Tim Gavin, Senior Audit Manager from Lauterbach & Amen presented the District's 2018-2019 Financial Audit. The District was given an unmodified audit opinion, which is the highest level of assurance that Lauterbach & Amen can provide.
- *Discussion and Vote to Approve Annual Audit for Fiscal Year 2018-2019*
A MOTION was made by Trustee Vandergrift to Approve the Annual Audit for Fiscal Year 2018-2019 and seconded by Trustee Johnson.

ROLL CALL VOTE

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

NAYS: 0

ABSENT:

MOTION CARRIED

- *Discussion and Vote on Fiscal Year 2019-2020 Tax Levy*
A MOTION was made by Trustee Anwar to Approve the Fiscal Year 2019-2020 Tax Levy and seconded by Trustee Gosselin.

ROLL CALL VOTE

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

NAYS: 0

ABSENT:
MOTION CARRIED

- *Discussion of Per Capita 2020 Requirements*
Director Wolf discussed with the board the 2020 Per Capita Grant requirements. The requirements have been completed and the application is ready to be submitted.

X. Communications

- *The District will close at 5 p.m. on Wednesday, November 27. The District will be closed on Thursday, November 28 in observance of the Thanksgiving holiday.*

XI. Public Comments

Northbrook resident Susan Kelly provided data and addressed the District turnover rate, visitorship, collection and performance with library cards. She also stated that she was disappointed that requests to add verbatim comments to the minutes were not granted.

Northfield resident Lois Neustadt expressed her unhappiness with Director Wolf.

Northfield resident Robert Neustadt asked the trustees about the checks to the PR firm that are listed in the board packet.

XII. Adjournment

There being no further business to come before the Board, a MOTION to adjourn was made by Trustee Anwar and seconded by Trustee Shoup. The MOTION passed on a voice vote and President Ruiz-Funes adjourned the meeting at 9:02 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 5 Months Ended November 30, 2019

Ideal Budget Percentage Spent: 41.67%

	<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	1,705,472.92	1,982,911.53	48.44 %	277,438.61
IMRF Fund	88,200.00	36,750.00	42,526.08	48.22 %	5,776.08
FICA Fund	24,500.00	10,208.33	11,812.78	48.22 %	1,604.45
Building Fund	147,000.00	61,250.00	70,876.62	48.22 %	9,626.62
Unemployment Fund	10.00	4.17	4.70	47.00 %	0.53
Total Revenues	<u>4,352,845.00</u>	<u>1,813,685.42</u>	<u>2,108,131.71</u>	<u>48.43 %</u>	<u>294,446.29</u>
Expenses					
Library Fund	3,798,154.00	1,582,564.17	1,385,337.95	36.47 %	(197,226.22)
IMRF Fund	111,000.00	46,250.00	30,493.59	27.47 %	(15,756.41)
FICA Fund	123,000.00	51,250.00	47,846.59	38.90 %	(3,403.41)
Building Fund	286,146.00	119,227.50	128,705.82	44.98 %	9,478.32
Unemployment Fund	<u>1,000.00</u>	<u>416.67</u>	<u>2,104.00</u>	<u>210.40 %</u>	<u>1,687.33</u>
Total Expenses	<u>4,319,300.00</u>	<u>1,799,708.33</u>	<u>1,594,487.95</u>	<u>36.92 %</u>	<u>(205,220.38)</u>
Total Revenues	4,352,845.00	1,813,685.42	2,108,131.71	48.43 %	294,446.29
Total Expenses	<u>4,319,300.00</u>	<u>1,799,708.33</u>	<u>1,594,487.95</u>	<u>36.92 %</u>	<u>205,220.38</u>
Excess Revenues less Expenses	<u>33,545.00</u>	<u>13,977.09</u>	<u>513,643.76</u>	<u>1,531.21 %</u>	<u>499,666.67</u>

Winnetka-Northfield Public Library District

Library Fund Summary

For the 5 Months Ended November 30, 2019

Ideal Budget Percentage Spent: 41.67%

	<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	1,598,099.58	1,876,319.81	48.92 %	278,220.23
Replacement Tax	20,000.00	8,333.33	15,621.29	78.11 %	7,287.96
Collections	155,696.00	64,873.33	34,613.10	22.23 %	(30,260.23)
Materials	12,000.00	5,000.00	3,062.07	25.52 %	(1,937.93)
Other Income	70,000.00	29,166.67	53,295.26	76.14 %	24,128.59
Total Operating Revenue	<u>4,093,135.00</u>	<u>1,705,472.92</u>	<u>1,982,911.53</u>	<u>48.44 %</u>	<u>277,438.61</u>
Operating Expenses					
Personnel	1,790,000.00	745,833.33	694,710.38	38.81 %	(51,122.95)
Administration	214,204.00	89,251.67	129,746.49	60.57 %	40,494.82
Utilities	97,700.00	40,708.33	34,970.96	35.79 %	(5,737.37)
IT Services	171,250.00	71,354.17	82,576.60	48.22 %	11,222.43
Public Relations	45,000.00	18,750.00	16,628.79	36.95 %	(2,121.21)
Library Materials - Adult	561,000.00	233,750.00	306,443.19	54.62 %	72,693.19
Library Materials - Youth	89,900.00	37,458.33	36,531.10	40.64 %	(927.23)
Programs	79,100.00	32,958.33	36,736.93	46.44 %	3,778.60
Capital	750,000.00	312,500.00	44,626.14	5.95 %	(267,873.86)
Total Operating Expenses	<u>3,798,154.00</u>	<u>1,582,564.17</u>	<u>1,385,337.95</u>	<u>36.47 %</u>	<u>(197,226.22)</u>
Total Revenues	4,093,135.00	1,705,472.92	1,982,911.53	48.44 %	277,438.61
Total Expenses	<u>3,798,154.00</u>	<u>1,582,564.17</u>	<u>1,385,337.95</u>	<u>36.47 %</u>	<u>(197,226.22)</u>
Excess Revenues less Expenses	<u>294,981.00</u>	<u>122,908.75</u>	<u>597,573.58</u>	<u>202.58 %</u>	<u>474,664.83</u>

Winnetka-Northfield Public Library District
Statement of Revenues and Expenditures - Modified Cash Basis
For the 5 Months Ended November 30, 2019

Ideal Budget Percentage Spent: 41.67%

	<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	1,598,099.58	1,868,050.67	48.71 %	269,951.09
Property Taxes Collections-Liability	0.00	0.00	5,906.39	0.00	5,906.39
Property Taxes Collections-Audit	0.00	0.00	2,362.75	0.00	2,362.75
Replacement Tax	<u>20,000.00</u>	<u>8,333.33</u>	<u>15,621.29</u>	<u>78.11 %</u>	<u>7,287.96</u>
Total Taxes	<u>3,855,439.00</u>	<u>1,606,432.92</u>	<u>1,891,941.10</u>	<u>49.07 %</u>	<u>285,508.18</u>
Collections					
Per Capita Grant	21,696.00	9,040.00	0.00	0.00 %	(9,040.00)
Kenilworth Services	100,000.00	41,666.67	26,040.88	26.04	(15,625.79)
Fines - Winnetka	25,000.00	10,416.67	7,869.31	31.48	(2,547.36)
Studio Fees	4,500.00	1,875.00	493.30	10.96	(1,381.70)
Lost/Damaged Mat.-Winnetka	4,500.00	1,875.00	59.07	1.31	(1,815.93)
Library Programs - Winnetka	<u>0.00</u>	<u>0.00</u>	<u>150.54</u>	<u>0.00</u>	<u>150.54</u>
Total Collections	<u>155,696.00</u>	<u>64,873.33</u>	<u>34,613.10</u>	<u>22.23 %</u>	<u>(30,260.23)</u>
Materials					
Copy/Printing - Winnetka	10,000.00	4,166.67	3,062.07	30.62 %	(1,104.60)
Book Sales - Winnetka	<u>2,000.00</u>	<u>833.33</u>	<u>0.00</u>	<u>0.00</u>	<u>(833.33)</u>
Total Materials	<u>12,000.00</u>	<u>5,000.00</u>	<u>3,062.07</u>	<u>25.52 %</u>	<u>(1,937.93)</u>
Other Income					
Checking Interest Income	45,000.00	18,750.00	881.63	1.96 %	(17,868.37)
Byline Bank IMA Interest	0.00	0.00	51,361.58	0.00	51,361.58
Change on Investment Value	0.00	0.00	198.40	0.00	198.40
Money Market-Interest	0.00	0.00	472.99	0.00	472.99
Misc. Revenue - Winnetka	0.00	0.00	318.83	0.00	318.83
Contributions	25,000.00	10,416.67	0.00	0.00	(10,416.67)
Gift Fund (under \$100)	<u>0.00</u>	<u>0.00</u>	<u>61.83</u>	<u>0.00</u>	<u>61.83</u>
Total Other Income	<u>70,000.00</u>	<u>29,166.67</u>	<u>53,295.26</u>	<u>76.14 %</u>	<u>24,128.59</u>
Total Revenue	<u>4,093,135.00</u>	<u>1,705,472.92</u>	<u>1,982,911.53</u>	<u>48.44 %</u>	<u>277,438.61</u>

Winnetka-Northfield Public Library District

Statement of Revenues and Expenditures - Modified Cash Basis

For the 5 Months Ended November 30, 2019

Ideal Budget Percentage Spent: 41.67%

	<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	670,833.33	645,648.75	40.10	(25,184.58)
Health Insurance	155,000.00	64,583.33	44,592.47	28.77	(19,990.86)
Flu Vaccination	500.00	208.33	0.00	0.00	(208.33)
Employee Asst. Program	1,500.00	625.00	320.00	21.33	(305.00)
Conferences	20,000.00	8,333.33	3,480.16	17.40	(4,853.17)
Flexible Spending Account	<u>3,000.00</u>	<u>1,250.00</u>	<u>219.00</u>	<u>7.30</u>	<u>(1,031.00)</u>
Total Personnel	<u>1,790,000.00</u>	<u>745,833.33</u>	<u>694,710.38</u>	<u>38.81 %</u>	<u>(51,122.95)</u>
Administration					
Audit Fees	11,050.00	4,604.17	850.00	7.69 %	(3,754.17)
Library Supplies	35,000.00	14,583.33	24,400.13	69.71	9,816.80
Office Supplies	8,000.00	3,333.33	3,497.77	43.72	164.44
Breakroom Supplies	1,500.00	625.00	1,411.73	94.12	786.73
Postage	4,500.00	1,875.00	850.29	18.90	(1,024.71)
Hospitality	6,000.00	2,500.00	58.70	0.98	(2,441.30)
Accounting and Bookkeeping	20,004.00	8,335.00	5,001.00	25.00	(3,334.00)
Legal Notices	1,000.00	416.67	597.04	59.70	180.37
Delivery Service	8,000.00	3,333.33	3,120.00	39.00	(213.33)
Payroll Services	9,000.00	3,750.00	3,622.46	40.25	(127.54)
Liability Insurance Costs	30,000.00	12,500.00	18,721.00	62.40	6,221.00
Workers Compensation Insurance	0.00	0.00	3,302.00	0.00	3,302.00
ILL Fees	150.00	62.50	0.00	0.00	(62.50)
Board Expenses	1,000.00	416.67	0.00	0.00	(416.67)
Memberships	6,000.00	2,500.00	1,468.00	24.47	(1,032.00)
Staff Recognition/Events/Meetings	5,000.00	2,083.33	4,106.60	82.13	2,023.27
Director's Expenses	500.00	208.33	0.00	0.00	(208.33)
Legal	12,000.00	5,000.00	9,695.00	80.79	4,695.00
Architects	0.00	0.00	6,157.90	0.00	6,157.90
Building Appraisal	500.00	208.33	0.00	0.00	(208.33)
Other Consultations	15,000.00	6,250.00	20,282.76	135.22	14,032.76
Investment Fees	0.00	0.00	3,209.11	0.00	3,209.11
HR Consultant	<u>40,000.00</u>	<u>16,666.67</u>	<u>19,395.00</u>	<u>48.49</u>	<u>2,728.33</u>
Total Administration	<u>214,204.00</u>	<u>89,251.67</u>	<u>129,746.49</u>	<u>60.57 %</u>	<u>40,494.82</u>
Utilities					
Electricity - Winnetka	49,000.00	20,416.67	21,861.25	44.61 %	1,444.58
Water - Winnetka	5,700.00	2,375.00	1,424.40	24.99	(950.60)
Storm Sewer - Winnetka	1,900.00	791.67	665.80	35.04	(125.87)
Natural Gas - Winnetka	14,000.00	5,833.33	1,809.51	12.93	(4,023.82)
Telephone - Winnetka	10,000.00	4,166.67	4,277.65	42.78	110.98
Internet Services	<u>17,100.00</u>	<u>7,125.00</u>	<u>4,932.35</u>	<u>28.84</u>	<u>(2,192.65)</u>
Total Utilities	<u>97,700.00</u>	<u>40,708.33</u>	<u>34,970.96</u>	<u>35.79 %</u>	<u>(5,737.37)</u>
Information Technology					
CCS Operating	83,250.00	34,687.50	37,151.44	44.63 %	2,463.94
Software	35,000.00	14,583.33	17,214.39	49.18	2,631.06
LAN Management	50,000.00	20,833.33	27,822.80	55.65	6,989.47
Hardware	0.00	0.00	242.99	0.00	242.99
Technology/Website	<u>3,000.00</u>	<u>1,250.00</u>	<u>144.98</u>	<u>4.83</u>	<u>(1,105.02)</u>

Winnetka-Northfield Public Library District

Statement of Revenues and Expenditures - Modified Cash Basis

For the 5 Months Ended November 30, 2019

Ideal Budget Percentage Spent: 41.67%

	<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>					
Total Information Technology	171,250.00	71,354.17	82,576.60	48.22 %	11,222.43
Public Relations					
PR E-Marketing	1,500.00	625.00	681.69	45.45 %	56.69
PR Promotional	7,000.00	2,916.67	254.98	3.64	(2,661.69)
PR Source	25,000.00	10,416.67	6,951.66	27.81	(3,465.01)
PR Supplies	8,000.00	3,333.33	7,203.46	90.04	3,870.13
PR Advertising	3,500.00	1,458.33	1,537.00	43.91	78.67
Total Public Relations	45,000.00	18,750.00	16,628.79	36.95 %	(2,121.21)
Library Materials - Adult					
Books-Fiction-Adult-Winnetka	79,000.00	32,916.67	35,866.19	45.40 %	2,949.52
Books-Non-Fiction-Adult-Winnetka	77,000.00	32,083.33	30,065.55	39.05	(2,017.78)
Periodicals-Winnetka	28,000.00	11,666.67	13,306.93	47.52	1,640.26
DVDs-Adult-Winnetka	53,000.00	22,083.33	23,288.56	43.94	1,205.23
Audio Books-Adult-Winnetka	34,000.00	14,166.67	16,875.45	49.63	2,708.78
Books-Digital-Winnetka	185,000.00	77,083.33	107,759.85	58.25	30,676.52
Online Database	105,000.00	43,750.00	79,280.66	75.51	35,530.66
Total Library Materials - Adult	561,000.00	233,750.00	306,443.19	54.62 %	72,693.19
Library Materials - Youth					
Books-Fiction-Juv-Winnetka	18,000.00	7,500.00	6,295.79	34.98 %	(1,204.21)
Books-Non-Fiction, Easy, & JH-Winnetka	17,000.00	7,083.33	557.20	3.28	(6,526.13)
DVDs-Juv-Winnetka	12,500.00	5,208.33	8,228.27	65.83	3,019.94
Audio Books-Juv-Winnetka	12,000.00	5,000.00	6,718.35	55.99	1,718.35
Music-Juv-Winnetka	900.00	375.00	205.02	22.78	(169.98)
Books-Easy-Winnetka	18,500.00	7,708.33	7,067.62	38.20	(640.71)
Books-Jr. High-Winnetka	11,000.00	4,583.33	3,501.26	31.83	(1,082.07)
Books-Non-Fiction-Winnetka	0.00	0.00	3,957.59	0.00	3,957.59
Total Library Materials - Youth	89,900.00	37,458.33	36,531.10	40.64 %	(927.23)
Programs					
Summer Reading	11,100.00	4,625.00	7,042.86	63.45 %	2,417.86
Program Supplies-Winnetka	0.00	0.00	711.06	0.00	711.06
Program Performers Fees-Winnetka	0.00	0.00	2,065.00	0.00	2,065.00
Program Performers Fee-Winnetka	0.00	0.00	300.00	0.00	300.00
Studio General Supplies	7,500.00	3,125.00	3,686.58	49.15	561.58
OBTV	17,000.00	7,083.33	8,153.69	47.96	1,070.36
Programming - Youth	16,500.00	6,875.00	3,944.13	23.90	(2,930.87)
Programming - Adult	22,000.00	9,166.67	10,230.86	46.50	1,064.19
Studio Maintenance/Repair	5,000.00	2,083.33	602.75	12.06	(1,480.58)
Total Programs	79,100.00	32,958.33	36,736.93	46.44 %	3,778.60
Capital					
Building	155,000.00	64,583.33	0.00	0.00 %	(64,583.33)
Equipment/Furniture	500,000.00	208,333.33	2,900.02	0.58	(205,433.31)
Computer Equipment	95,000.00	39,583.33	41,726.12	43.92	2,142.79
Total Capital	750,000.00	312,500.00	44,626.14	5.95 %	(267,873.86)
Total Expenses	3,798,154.00	1,582,564.17	1,385,337.95	36.47 %	(197,226.22)
Excess Revenues less Expenses	294,981.00	122,908.75	597,573.58	202.58 %	474,664.83

Winnetka-Northfield Public Library District
Statement of Revenues and Expenditures - Modified Cash Basis
For the 5 Months Ended November 30, 2019

Ideal Budget Percentage Spent: 41.67%

	<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	61,250.00	70,876.62	48.22 %	9,626.62
Total Revenue	<u>147,000.00</u>	<u>61,250.00</u>	<u>70,876.62</u>	<u>48.22 %</u>	<u>9,626.62</u>
Expenses					
Northfield Lease	66,196.00	27,581.67	26,701.05	40.34 %	(880.62)
Janitorial Supplies	8,500.00	3,541.67	3,870.25	45.53	328.58
Snow Removal	8,000.00	3,333.33	0.00	0.00	(3,333.33)
Photocopier Leases	40,000.00	16,666.67	16,541.43	41.35	(125.24)
Phone Lease	9,600.00	4,000.00	3,999.90	41.67	(0.10)
Building Maintenance Service	110,000.00	45,833.33	58,208.74	52.92	12,375.41
Elevators	8,000.00	3,333.33	482.00	6.03	(2,851.33)
Landscaping	5,000.00	2,083.33	2,848.02	56.96	764.69
HVAC	10,000.00	4,166.67	5,322.00	53.22	1,155.33
Automatic Doors	3,500.00	1,458.33	2,049.82	58.57	591.49
Roof	600.00	250.00	0.00	0.00	(250.00)
Alarms	2,750.00	1,145.83	3,163.65	115.04	2,017.82
Equipment	4,000.00	1,666.67	485.91	12.15	(1,180.76)
Misc Services	10,000.00	4,166.67	5,033.05	50.33	866.38
Total Expenses	<u>286,146.00</u>	<u>119,227.50</u>	<u>128,705.82</u>	<u>44.98 %</u>	<u>9,478.32</u>
 Excess Revenues less Expenses	 <u>\$ (139,146.00)</u>	 <u>\$ (57,977.50)</u>	 <u>\$ (57,829.20)</u>	 <u>41.56 %</u>	 <u>148.30</u>

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

November 1, 2019 - November 30, 2019

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Vendor Checks						
First Bankcard				1000	11/30/19	<u>6,746.09</u>
10-1-5340	Books-Fiction-Adult-Winnetka	First Bankcard - Compton-Dzak	23.39			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	First Bankcard - Compton-Dzak	38.70			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	First Bankcard - Compton-Dzak	14.95			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	First Bankcard - Compton-Dzak	19.28			
10-1-5522	Studio General Supplies	First Bankcard - Swenson	22.18			
10-1-5522	Studio General Supplies	First Bankcard - Compton-Dzak	9.98			
10-1-5522	Studio General Supplies	First Bankcard - Compton-Dzak	14.99			
10-1-5522	Studio General Supplies	First Bankcard - Compton-Dzak	37.85			
10-1-5522	Studio General Supplies	First Bankcard - Compton-Dzak	13.98			
10-1-5522	Studio General Supplies	First Bankcard - Compton-Dzak	22.50			
10-1-5522	Studio General Supplies	First Bankcard - Compton-Dzak	28.92			
10-1-5522	Studio General Supplies	First Bankcard - Compton-Dzak	11.07			
10-1-5522	Studio General Supplies	First Bankcard - Compton-Dzak	14.88			
10-0-5100	Personnel	First Bankcard - Quish	450.00			
10-0-5122	Breakroom Supplies	First Bankcard - Quish	358.49			
10-0-5123	Postage	First Bankcard - Swenson	11.85			
10-0-5134	Software	First Bankcard - Compton-Dzak	20.00			
10-0-5134	Software	First Bankcard - Swenson	432.78			
10-0-5134	Software	First Bankcard - Swenson	239.92			
10-0-5134	Software	First Bankcard - Swenson	1,106.73			
10-0-5177	Technology/Website	First Bankcard - Swenson	25.00			
10-0-5308	Summer Reading	First Bankcard - Swenson	4.00			
10-0-5716	OBTV	First Bankcard - Compton-Dzak	53.45			
10-0-5716	OBTV	First Bankcard - Compton-Dzak	79.50			
10-0-5716	OBTV	First Bankcard - Compton-Dzak	82.50			
10-0-5716	OBTV	First Bankcard - Compton-Dzak	82.50			
10-0-5716	OBTV	First Bankcard - Compton-Dzak	99.50			
10-0-5723	PR Supplies	First Bankcard - Quish	120.55			
10-0-5723	PR Supplies	First Bankcard - Quish	198.09			
10-0-5723	PR Supplies	First Bankcard - Quish	125.95			
10-0-5723	PR Supplies	First Bankcard - Quish	15.52			
10-0-5723	PR Supplies	First Bankcard - Quish	20.99			
10-0-5723	PR Supplies	First Bankcard - Quish	7.99			
10-0-5731	Memberships	First Bankcard - Quish	110.00			
10-0-5732	Staff Recognition/Events/Meetings	First Bankcard - Quish	79.38			
10-0-5732	Staff Recognition/Events/Meetings	First Bankcard - Quish	502.50			
10-0-5732	Staff Recognition/Events/Meetings	First Bankcard - Quish	100.44			
10-0-5732	Staff Recognition/Events/Meetings	First Bankcard - Garrity	34.19			
10-0-5732	Staff Recognition/Events/Meetings	First Bankcard - Wolf	20.00			
10-0-5732	Staff Recognition/Events/Meetings	First Bankcard - Wolf	30.00			

Winnetka-Northfield Public Library District

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5732	Staff Recognition/Events/Meetings	First Bankcard - Compton-Dzak	55.49			
10-0-5732	Staff Recognition/Events/Meetings	First Bankcard - Compton-Dzak	10.21			
10-0-5732	Staff Recognition/Events/Meetings	First Bankcard - Garrity	80.31			
10-0-5885	Computer Equipment	First Bankcard - Swenson	399.00			
10-0-5907	Programming - Youth	First Bankcard - Garrity	9.99			
10-0-5907	Programming - Youth	First Bankcard - Garrity	32.97			
10-0-5907	Programming - Youth	First Bankcard - Garrity	14.73			
10-0-5907	Programming - Youth	First Bankcard - Garrity	78.53			
10-0-5907	Programming - Youth	First Bankcard - Garrity	14.54			
10-0-5907	Programming - Youth	First Bankcard - Garrity	17.99			
10-0-5907	Programming - Youth	First Bankcard - Garrity	8.48			
10-0-5907	Programming - Youth	First Bankcard - Garrity	5.66			
10-0-5907	Programming - Youth	First Bankcard - Garrity	8.99			
10-0-5907	Programming - Youth	First Bankcard - Garrity	18.95			
10-0-5907	Programming - Youth	First Bankcard - Garrity	63.90			
10-0-5907	Programming - Youth	First Bankcard - Garrity	7.83			
10-0-5907	Programming - Youth	First Bankcard - Garrity	20.90			
10-0-5907	Programming - Youth	First Bankcard - Garrity	7.72			
10-0-5907	Programming - Youth	First Bankcard - Garrity	17.99			
10-0-5907	Programming - Youth	First Bankcard - Garrity	35.50			
10-0-5907	Programming - Youth	First Bankcard - Garrity	5.29			
10-0-5907	Programming - Youth	First Bankcard - Garrity	12.88			
10-0-5908	Programming - Adult	First Bankcard - Compton-Dzak	66.36			
10-0-5908	Programming - Adult	First Bankcard - Compton-Dzak	26.47			
10-0-5908	Programming - Adult	First Bankcard - Compton-Dzak	50.94			
10-0-5908	Programming - Adult	First Bankcard - Compton-Dzak	50.76			
10-0-5908	Programming - Adult	First Bankcard - Compton-Dzak	6.99			
10-0-5908	Programming - Adult	First Bankcard - Compton-Dzak	41.33			
10-0-5908	Programming - Adult	First Bankcard - Compton-Dzak	21.58			
10-0-5908	Programming - Adult	First Bankcard - Compton-Dzak	49.63			
10-0-5908	Programming - Adult	First Bankcard - Compton-Dzak	22.02			
10-0-5908	Programming - Adult	First Bankcard - Compton-Dzak	39.83			
10-0-5908	Programming - Adult	First Bankcard - Compton-Dzak	72.71			
10-0-5908	Programming - Adult	First Bankcard - Compton-Dzak	80.70			
10-0-5908	Programming - Adult	First Bankcard - Compton-Dzak	91.91			
10-0-5908	Programming - Adult	First Bankcard - Compton-Dzak	184.20			
10-0-5908	Programming - Adult	First Bankcard - Compton-Dzak	186.05			
10-0-5908	Programming - Adult	First Bankcard - Compton-Dzak	38.98			
10-0-5908	Programming - Adult	First Bankcard - Compton-Dzak	69.93			
10-0-5908	Programming - Adult	First Bankcard - Compton-Dzak	19.98			
10-0-5908	Programming - Adult	First Bankcard - Compton-Dzak	13.38			
Jessica Litman				2673	11/14/19	<u>(200.00)</u>
10-0-5732	Staff Recognition/Events/Meetings	Jessica Litman - The Organized Mama	-200.00			
Theresa Masse				2792	11/05/19	<u>200.00</u>
10-0-5908	Programming - Adult	Whiskey 101	200.00			
Alison Phillips				2793	11/14/19	<u>283.48</u>

Winnetka-Northfield Public Library District

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5111	Health Insurance	Alison Phillips - Medical Reimbursement	162.84			
10-0-5114	Conferences	Alison Phillips - Mileage Reimbursement # of round trips 40	120.64			
Anna M Elfman 10-0-5110	Salaries	Anna M Elfman - payroll check	227.20	2794	11/14/19	<u>227.20</u>
Chicago Tribune 10-1-5342	Periodicals-Winnetka	Chicago Tribune - Acct # 10046207	364.00	2795	11/14/19	<u>364.00</u>
Grainger 70-0-5782	Equipment	Inv # 9341926377	133.04	2796	11/14/19	<u>133.04</u>
GREAT AMERICA FINANCIAL SERVICES 70-0-5747	Phone Lease	Inv # 25874303	799.98	2797	11/14/19	<u>799.98</u>
ID Cards Unlimited 10-0-5120	Library Supplies	Inv # 2019175	695.95	2798	11/14/19	<u>695.95</u>
Illinois Department of Employment Security 10-0-5104	Unemployment	Acct # 800390	2,104.00	2799	11/14/19	<u>2,104.00</u>
Intellicorp Records Inc. 10-0-5736	Legal	Inv # 1077307	39.60	2800	11/14/19	<u>39.60</u>
Jessica Litman 10-0-5732	Staff Recognition/Events/Meetings	Jessica Litman The Organized Mamas	200.00	2801	11/14/19	<u>200.00</u>
Jimmy Gonzalez-Vicker 10-0-5114	Conferences	Jimmy Gonzalez-Vicker - travel reimbursement 10/24/2019	45.47	2802	11/14/19	<u>45.47</u>
Kathy Hargrave 10-0-5114	Conferences	Kathy Hargrave - Mileage Reimbursement # of Round Trips 39	117.62	2803	11/14/19	<u>117.62</u>
Lindemann Chimney Co. 70-0-5748	Building Maintenance Service	Inv # INV109747	149.00	2804	11/14/19	<u>149.00</u>
Natalie Lev 10-0-4150	Lost/Damaged Materials	Natalie Lev - Book returned after paying for it	15.99	2805	11/14/19	<u>15.99</u>
Robbins Schwartz 10-0-5736	Legal	Inv # 857739	56.25	2806	11/14/19	<u>56.25</u>
Terrence Lynch 10-0-5908	Programming - Adult	Terrence Lynch - Pierre Salinger & the 1000 Days of Kennedy's Camelot	275.00	2807	11/14/19	<u>275.00</u>
U.S. Postal Service 10-0-5722	PR Source	Postage for the Source	723.72	2808	11/14/19	<u>723.72</u>
Aqua Chill of Chicago 10-0-5122	Breakroom Supplies	Inv # 2258060	37.00	2809	11/25/19	<u>37.00</u>

Winnetka-Northfield Public Library District

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November 1, 2019 - November 30, 2019

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Art Excursions, Inc. 10-0-5908	Programming - Adult	Art Excursions, Inc. - Warhol	350.00	2810	11/25/19	<u>350.00</u>
Carol Mackey 10-0-5908	Programming - Adult	Carol Mackey - plan and make ahead apps	350.00	2811	11/25/19	<u>350.00</u>
Cheryl Rich Heisler 10-0-5908	Programming - Adult	Cheryl Rich Heisler - Holiday Hosting	175.00	2812	11/25/19	<u>175.00</u>
Ivan Figueredo 10-0-5907	Programming - Youth	Ivan Figueredo - Learn & Play Chess	210.00	2813	11/25/19	<u>210.00</u>
J. Huber & Associates 10-0-5120	Library Supplies	PO # 11221901	2,700.00	2814	11/25/19	<u>2,700.00</u>
Natalie Lev 10-0-4150	Lost/Damaged Materials	Natalie Lev - Playaway of the Maze Runner	54.99	2815	11/25/19	<u>54.99</u>
OpenGov, Inc 10-0-5134	Software	Inv # 003825	2,674.00	2816	11/25/19	<u>2,674.00</u>
Roberta Randall 10-0-5908	Programming - Adult	Roberta Randall - Jackie Kennedy	250.00	2817	11/25/19	<u>250.00</u>
Theresa Masse 10-0-5908	Programming - Adult	Theresa Masse - whisky 101 reimbursement for materials	198.00	2818	11/25/19	<u>198.00</u>
Cheryl Rich Heisler 10-0-5908	Programming - Adult	Cheryl Rich Heisler - Holiday Hosting	175.00	2819	11/26/19	<u>175.00</u>
Cheryl Rich Heisler 10-0-5732	Staff Recognition/Events/Meetings	Cheryl Rich Heisler - Holiday Party	175.00	2820	11/26/19	<u>175.00</u>
Cheryl Rich Heisler 10-0-5732	Staff Recognition/Events/Meetings	Cheryl Rich Heisler - Holiday Party	175.00	2821	11/26/19	<u>175.00</u>
OVERDRIVE INC. 10-1-5345	Books-Digital-Winnetka	Inv # 08871CO19204947	68.99	15364	11/01/19	<u>68.99</u>
Cengage Learning 10-1-5341	Books-Non-Fiction-Adult-Winnetka	Inv # 68751554	74.97	15365	11/01/19	<u>74.97</u>
Batteries Plus LLC 70-0-5725	Janitorial Supplies	Inv # P20131139	4.50	15366	11/04/19	<u>4.50</u>
OVERDRIVE INC. 10-1-5345	Books-Digital-Winnetka	Inv # 08871DA19201063	9.99	15367	11/04/19	<u>9.99</u>
OVERDRIVE INC.				15368	11/04/19	<u>15.99</u>

Winnetka-Northfield Public Library District

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-1-5345	Books-Digital-Winnetka	Inv # 088871CO19200296	15.99			
OVERDRIVE INC. 10-1-5345	Books-Digital-Winnetka	Inv # 08871DA19198630	17.99	15369	11/04/19	<u>17.99</u>
Erin Collins 10-0-5114	Conferences	Erin Collins	19.65	15370	11/04/19	<u>19.65</u>
MIDWEST TAPE 10-0-5120	Library Supplies	Cust # 2000007094	23.92	15371	11/04/19	<u>23.92</u>
OVERDRIVE INC. 10-1-5345	Books-Digital-Winnetka	Inv # 08871DA19203266	35.99	15372	11/04/19	<u>35.99</u>
OVERDRIVE INC. 10-1-5345	Books-Digital-Winnetka	Inv # 08871CO19199037	40.00	15373	11/04/19	<u>40.00</u>
OVERDRIVE INC. 10-1-5345	Books-Digital-Winnetka	Inv # 08871CO19203596	51.99	15374	11/04/19	<u>51.99</u>
OVERDRIVE INC. 10-1-5345	Books-Digital-Winnetka	inv # 08871CO19204905	51.99	15375	11/04/19	<u>51.99</u>
OVERDRIVE INC. 10-1-5345	Books-Digital-Winnetka	Inv # 08871DA19207986	52.48	15376	11/04/19	<u>52.48</u>
OVERDRIVE INC. 10-1-5345	Books-Digital-Winnetka	Inv # 08871DA19198629	55.00	15377	11/04/19	<u>55.00</u>
OVERDRIVE INC. 10-1-5345	Books-Digital-Winnetka	Inv # 08871CO19205729	55.00	15378	11/04/19	<u>55.00</u>
QUILL CORPORATION 10-0-5122	Breakroom Supplies	Inv # 2018411	70.54	15379	11/04/19	<u>70.54</u>
RAILS 10-1-5346	Online Database - Winnetka	Inv # 6408	82.50	15380	11/04/19	<u>82.50</u>
QUILL CORPORATION 10-0-5120	Library Supplies	Inv # 2029814	106.24	15381	11/04/19	<u>106.24</u>
OVERDRIVE INC. 10-1-5345	Books-Digital-Winnetka	Inv # 08871CO19200836	134.99	15382	11/04/19	<u>134.99</u>
CDW-G 10-0-5885	Computer Equipment	Inv # VNJ2798	159.00	15383	11/04/19	<u>159.00</u>
CDW-G 10-0-5136	Hardware	Inv # VLH2635	185.00	15384	11/04/19	<u>185.00</u>
OVERDRIVE INC. 10-1-5345	Books-Digital-Winnetka	Inv # 08871CO19207085	267.97	15385	11/04/19	<u>267.97</u>
OVERDRIVE INC. 10-1-5345	Books-Digital-Winnetka	Inv # 08871CO19206158	290.97	15386	11/04/19	<u>290.97</u>

Winnetka-Northfield Public Library District

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
OVERDRIVE INC. 10-1-5345	Books-Digital-Winnetka	Inv # 08871CO19201987	368.47	15387	11/04/19	<u>368.47</u>
FIRST COMMUNICATIONS 10-1-5175	Telephone - Winnetka	Inv # 118508575	481.90	15388	11/04/19	<u>481.90</u>
ANTHONY SCOPELLITI LANDSCAPING, INC. 70-0-5750	Landscaping	Inv # 22047	520.50	15389	11/04/19	<u>520.50</u>
OVERDRIVE INC. 10-1-5345	Books-Digital-Winnetka	Inv # 08871CO19201375	605.47	15390	11/04/19	<u>605.47</u>
OVERDRIVE INC. 10-1-5345	Books-Digital-Winnetka	Inv # 08871CO19202024	605.98	15391	11/04/19	<u>605.98</u>
DE LAGE LANDEN FINANCIALSVCS. 70-0-5747	Phone Lease	Inv # 65464105	665.00	15392	11/04/19	<u>665.00</u>
DELTA DENTAL PLAN OF ILLINOIS 10-0-5111	Health Insurance	Inv # 1283975	752.84	15393	11/04/19	<u>752.84</u>
OVERDRIVE INC. 10-1-5345	Books-Digital-Winnetka	Inv # 08871DA19207985	1,182.79	15394	11/04/19	<u>1,182.79</u>
HR Source 10-0-5745	HR Consultant	Inv # 1430	1,425.00	15395	11/04/19	<u>1,425.00</u>
Brandon Marshall 10-0-5110	Salaries	Brandon Marshall	1,196.24	15396	11/04/19	<u>1,196.24</u>
Lauterbach & Amen, LLP 10-0-5131	Accounting and Bookkeeping	September 2019	1,667.00	15397	11/04/19	<u>1,667.00</u>
OVERDRIVE INC. 10-1-5345	Books-Digital-Winnetka	Inv # 08871DA19203265	1,688.81	15398	11/04/19	<u>1,688.81</u>
NewsBank 10-1-5346	Online Database - Winnetka	Cust # 10874 Annual Subscription - March 2020-Feb2021	2,016.00	15399	11/04/19	<u>2,016.00</u>
OVERDRIVE INC. 10-1-5345	Books-Digital-Winnetka	Inv # 08871CO19197560	2,537.84	15400	11/04/19	<u>2,537.84</u>
City Wide of Chicago 70-0-5748	Building Maintenance Service	Inv # 100004570	9,000.00	15401	11/06/19	<u>9,000.00</u>
3 Points, LLC 10-0-5135	LAN Management	3 Points, LLC	5,292.80	15402	11/06/19	<u>5,292.80</u>
3 Points, LLC 10-0-5135	LAN Management	3 Points, LLC	8,000.00	15403	11/06/19	<u>8,000.00</u>
QUILL CORPORATION 10-0-5120	Library Supplies	Inv # 2378152	15.38	15404	11/21/19	<u>15.38</u>

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OVERDRIVE INC. 10-1-5345	Books-Digital-Winnetka	Inv # 08871DA19212136	16.95	15405	11/21/19	<u>16.95</u>
OVERDRIVE INC. 10-1-5345	Books-Digital-Winnetka	Inv # 08871CO19212639	25.99	15406	11/21/19	<u>25.99</u>
OVERDRIVE INC. 10-1-5345	Books-Digital-Winnetka	inv # 08871DA19210286	38.97	15407	11/21/19	<u>38.97</u>
OVERDRIVE INC. 10-1-5345	Books-Digital-Winnetka	inv # 08871CO19212362	40.00	15408	11/21/19	<u>40.00</u>
DIGITAL INSURANCE, INC. 10-0-5115	Flexible Spending Account	Inv # 7061	43.00	15409	11/21/19	<u>43.00</u>
QUILL CORPORATION 10-0-5121	Office Supplies	Inv # 2614733	51.02	15410	11/21/19	<u>51.02</u>
OVERDRIVE INC. 10-1-5345	Books-Digital-Winnetka	Inv # 08871CO19208335	51.99	15411	11/21/19	<u>51.99</u>
AMANDA GARRITY 10-0-5732	Staff Recognition/Events/Meetings	Expense Reimbursement	54.44	15412	11/21/19	<u>54.44</u>
OVERDRIVE INC. 10-1-5345	Books-Digital-Winnetka	Inv # 08871CO19212358	55.00	15413	11/21/19	<u>55.00</u>
OVERDRIVE INC. 10-1-5345	Books-Digital-Winnetka	inv # 08871CO19208570	65.00	15414	11/21/19	<u>65.00</u>
QUILL CORPORATION 10-0-5121	Office Supplies	Inv # 2564961	28.34	15415	11/21/19	<u>85.39</u>
10-0-5122	Breakroom Supplies	Inv # 2564961	57.05			
OVERDRIVE INC. 10-1-5345	Books-Digital-Winnetka	inv # 08871CO19209020	90.00	15416	11/21/19	<u>90.00</u>
OVERDRIVE INC. 10-1-5345	Books-Digital-Winnetka	inv # 088701CO19208327	95.00	15417	11/21/19	<u>95.00</u>
OVERDRIVE INC. 10-1-5345	Books-Digital-Winnetka	inv # 08871CP19210230	95.94	15418	11/21/19	<u>95.94</u>
OVERDRIVE INC. 10-1-5345	Books-Digital-Winnetka	inv # 08871CO19212156	100.00	15419	11/21/19	<u>100.00</u>
OVERDRIVE INC. 10-1-5345	Books-Digital-Winnetka	inv # 08871DA19214740	110.00	15420	11/21/19	<u>110.00</u>
City Wide of Chicago 70-0-5748	Building Maintenance Service	inv # 100004602	111.94	15421	11/21/19	<u>111.94</u>
OVERDRIVE INC. 10-1-5345	Books-Digital-Winnetka	inv # 08871CO19209010	135.99	15422	11/21/19	<u>135.99</u>

Winnetka-Northfield Public Library District

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OVERDRIVE INC. 10-1-5345	Books-Digital-Winnetka	inv # 08871CO19212242	150.00	15423	11/21/19	<u>150.00</u>
QUILL CORPORATION 10-0-5120	Library Supplies	inv # 2394501	164.37	15424	11/21/19	<u>164.37</u>
OVERDRIVE INC. 10-1-5345	Books-Digital-Winnetka	inv # 08871CO19213792	173.89	15425	11/21/19	<u>173.89</u>
OVERDRIVE INC. 10-1-5345	Books-Digital-Winnetka	inv # 08871CO19209118	191.97	15426	11/21/19	<u>191.97</u>
OVERDRIVE INC. 10-1-5345	Books-Digital-Winnetka	inv # 08871CO19213964	220.00	15427	11/21/19	<u>220.00</u>
DEMCO 10-0-5120	Library Supplies	inv # 6716018	228.12	15428	11/21/19	<u>228.12</u>
Kanopy 10-1-5345	Books-Digital-Winnetka	inv # 172660 - PPU	239.00	15429	11/21/19	<u>239.00</u>
City Wide of Chicago 70-0-5748	Building Maintenance Service	inv # 100004599	283.33	15430	11/21/19	<u>283.33</u>
OVERDRIVE INC. 10-1-5345	Books-Digital-Winnetka	inv # 08871CO19217728	326.96	15431	11/21/19	<u>326.96</u>
THYSSENKRUPP ELEVATOR CORP. 70-0-5749	Elevators	inv # 6000392176	382.00	15432	11/21/19	<u>382.00</u>
OVERDRIVE INC. 10-1-5345	Books-Digital-Winnetka	inv # 08871CO19212525	511.97	15433	11/21/19	<u>511.97</u>
City Wide of Chicago 70-0-5799	Misc Services	inv # 100004574	573.09	15434	11/21/19	<u>573.09</u>
MERCHANTS DELIVERY SERVICE 10-0-5138	Delivery Service	27 days book transfer	648.00	15435	11/21/19	<u>648.00</u>
CALL ONE 10-1-5175	Telephone - Winnetka	inv # 151863	769.04	15436	11/21/19	<u>769.04</u>
Warehouse Direct 70-0-5725	Janitorial Supplies	inv # 4472062-0	1,077.09	15437	11/21/19	<u>1,077.09</u>
HOOPLA (MIDWEST TAPE) 10-1-5345	Books-Digital-Winnetka	inv # 98144613	1,316.03	15438	11/21/19	<u>1,316.03</u>
OVERDRIVE INC. 10-1-5345	Books-Digital-Winnetka	inv # 08871DA19214739	1,477.80	15439	11/21/19	<u>1,477.80</u>
NCPERS GROUP LIFE INS. 10-0-5111	Health Insurance	Inv # 5130122019	16.00	15440	11/21/19	<u>16.00</u>
NEWEGG BUSINESS, INC.				15441	11/21/19	<u>29.99</u>

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10-0-5136	Hardware	inv # 1302506474	29.99			
BIBLIOTHECA, LLC				15443	11/27/19	<u>264.98</u>
10-1-5345	Books-Digital-Winnetka	inv # US26488	264.98			
Sarah Quish				15444	11/27/19	<u>297.36</u>
10-0-5114	Conferences	reimbursement	297.36			
BIBLIOTHECA, LLC				15445	11/27/19	<u>335.31</u>
10-1-5345	Books-Digital-Winnetka	inv # US26489	335.31			
BIBLIOTHECA, LLC				15446	11/27/19	<u>409.95</u>
10-1-5345	Books-Digital-Winnetka	inv # US26491	409.95			
ANTHONY SCOPELLITI LANDSCAPING, INC.				15447	11/27/19	<u>420.00</u>
70-0-5750	Landscaping	Inv # 22135	420.00			
DE LAGE LANDEN FINANCIALSVC.				15448	11/27/19	<u>665.00</u>
70-0-5747	Phone Lease	inv # 65844719	665.00			
DELTA DENTAL PLAN OF ILLINOIS				15449	11/27/19	<u>795.29</u>
10-0-5111	Health Insurance	inv #1292701	795.29			
ALARM DETECTION SYSTEMS, INC.				15450	11/27/19	<u>1,061.50</u>
70-0-5758	Alarms	inv # SI-517600	1,061.50			
DE LAGE LANDEN FINANCIALSVC.				15451	11/29/19	<u>1,614.63</u>
70-0-5747	Phone Lease	inv # 65665972	1,614.63			
3 Points, LLC				15452	11/29/19	<u>1,960.00</u>
10-0-5135	LAN Management	Inv # 33144	1,960.00			
HR Source				15453	11/29/19	<u>2,331.25</u>
10-0-5745	HR Consultant	inv # 10543	2,331.25			
3 Points, LLC				15454	11/29/19	<u>2,437.00</u>
10-0-5135	LAN Management	inv # 32920	2,437.00			
HR Source				15455	11/29/19	<u>2,620.00</u>
10-0-5745	HR Consultant	Inv # 10627	2,620.00			
BIBLIOTHECA, LLC				15456	11/29/19	<u>2,637.28</u>
10-1-5345	Books-Digital-Winnetka	inv # US26490	2,637.28			
OVERDRIVE INC.				15457	11/29/19	<u>3,651.71</u>
10-1-5345	Books-Digital-Winnetka	OVERDRIVE INC.	3,651.71			
The Lakota Group, Inc.				15458	11/29/19	<u>4,157.90</u>
10-0-5741	Architects	inv # 18043-06	4,157.90			
VILLAGE OF NORTHFIELD				15459	11/29/19	<u>5,340.21</u>
70-2-5159	Northfield Lease	inv # 2019159	5,340.21			
BIBLIOTHECA, LLC				15460	11/29/19	<u>6,528.62</u>
10-1-5345	Books-Digital-Winnetka	inv # US26492	6,528.62			

Winnetka-Northfield Public Library District

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VILLAGE OF WINNETKA 10-0-5111	Health Insurance	Monthly Health Insurance	11,898.78	15461	11/29/19	<u>11,898.78</u>
COMCAST 10-0-5176	Internet Services	COMCAST	69.95	15462	11/04/19	<u>69.95</u>
PITNEY BOWES 10-0-5123	Postage	PITNEY BOWES	100.00	15463	11/04/19	<u>100.00</u>
NORTH SHORE GAS 10-1-5174	Natural Gas - Winnetka	NORTH SHORE GAS	345.34	15464	11/06/19	<u>345.34</u>
NICOR 10-2-5174	Natural Gas - Northfield	NICOR	37.60	15465	11/12/19	<u>37.60</u>
COMCAST 10-0-5176	Internet Services	COMCAST	237.85	15466	11/12/19	<u>237.85</u>
NATIONWIDE RETIREMENT SOLUTIONS 10-0-2040	457 withholding	NATIONWIDE RETIREMENT SOLUTIONS	926.00	15467	11/13/19	<u>926.00</u>
NATIONWIDE RETIREMENT SOLUTIONS 10-0-2040	457 withholding	NATIONWIDE RETIREMENT SOLUTIONS	926.00	15468	11/13/19	<u>926.00</u>
NATIONWIDE RETIREMENT SOLUTIONS 10-0-2040	457 withholding	NATIONWIDE RETIREMENT SOLUTIONS	926.00	15469	11/13/19	<u>926.00</u>
NATIONWIDE RETIREMENT SOLUTIONS 10-0-2040	457 withholding	NATIONWIDE RETIREMENT SOLUTIONS	926.00	15470	11/13/19	<u>926.00</u>
VILLAGE OF WINNETKA 10-1-5171	Electricity - Winnetka	VILLAGE OF WINNETKA	37.76	15471	11/21/19	<u>2,917.39</u>
10-1-5171	Electricity - Winnetka	VILLAGE OF WINNETKA	2,465.19			
10-1-5171	Electricity - Winnetka	VILLAGE OF WINNETKA	76.54			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	72.00			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	36.94			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	2.00			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	83.60			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	10.20			
10-1-5173	Storm Sewer - Winnetka	VILLAGE OF WINNETKA	133.16			
BAKER & TAYLOR 10-1-5340	Books-Fiction-Adult-Winnetka	BAKER & TAYLOR	1,309.68	15472	11/30/19	<u>6,907.48</u>
10-2-5340	Books-Fiction-Adult-Northfield	BAKER & TAYLOR	550.49			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	BAKER & TAYLOR	2,287.90			
10-2-5341	Books-Non-Fiction-Adult-Northfield	BAKER & TAYLOR	1,231.84			
10-1-5440	Books-Fiction-Juv-Winnetka	BAKER & TAYLOR	309.27			
10-2-5440	Books-Fiction-Juv-Northfield	BAKER & TAYLOR	312.08			
10-1-5447	Books-Easy-Winnetka	BAKER & TAYLOR	46.58			

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10-2-5447	Books-Easy-Northfield	BAKER & TAYLOR	52.83			
10-1-5448	Books-Jr. High-Winnetka	BAKER & TAYLOR	74.09			
10-1-5449	Books-Non-Fiction-Winnetka	BAKER & TAYLOR	285.62			
10-2-5449	Books-Non Fiction-Northfield	BAKER & TAYLOR	140.29			
10-0-5120	Library Supplies	BAKER & TAYLOR	306.81			
MIDWEST TAPE				15473	11/30/19	<u>3,496.71</u>
10-2-5343	DVDs-Adult-Northfield	MIDWEST TAPE	694.40			
10-2-5344	Audio Books-Adult-Northfield	MIDWEST TAPE	1,718.65			
10-2-5443	DVDs-Juv-Northfield	MIDWEST TAPE	514.98			
10-2-5444	Audio Books-Juv-Northfield	MIDWEST TAPE	209.94			
10-2-5445	Music - Juv-Northfield	MIDWEST TAPE	76.44			
10-0-5120	Library Supplies	MIDWEST TAPE	282.30			
BAKER & TAYLOR				15474	11/30/19	<u>5,706.08</u>
10-1-5340	Books-Fiction-Adult-Winnetka	BAKER & TAYLOR	1,617.84			
10-2-5340	Books-Fiction-Adult-Northfield	BAKER & TAYLOR	809.35			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	BAKER & TAYLOR	344.97			
10-2-5341	Books-Non-Fiction-Adult-Northfield	BAKER & TAYLOR	114.41			
10-1-5440	Books-Fiction-Juv-Winnetka	BAKER & TAYLOR	265.05			
10-2-5440	Books-Fiction-Juv-Northfield	BAKER & TAYLOR	235.39			
10-1-5447	Books-Easy-Winnetka	BAKER & TAYLOR	533.55			
10-1-5448	Books-Jr. High-Winnetka	BAKER & TAYLOR	57.81			
10-1-5449	Books-Non-Fiction-Winnetka	BAKER & TAYLOR	1,045.65			
10-2-5449	Books-Non Fiction-Northfield	BAKER & TAYLOR	376.59			
10-0-5120	Library Supplies	BAKER & TAYLOR	305.47			
MIDWEST TAPE				15475	11/30/19	<u>3,245.60</u>
10-1-5343	DVDs-Adult-Winnetka	MIDWEST TAPE	967.31			
10-2-5343	DVDs-Adult-Northfield	MIDWEST TAPE	216.66			
10-1-5344	Audio Books-Adult-Winnetka	MIDWEST TAPE	787.81			
10-2-5344	Audio Books-Adult-Northfield	MIDWEST TAPE	99.97			
10-1-5443	DVDs-Juv-Winnetka	MIDWEST TAPE	209.89			
10-2-5443	DVDs-Juv-Northfield	MIDWEST TAPE	150.68			
10-1-5444	Audio Books-Juv-Winnetka	MIDWEST TAPE	292.93			
10-2-5444	Audio Books-Juv-Northfield	MIDWEST TAPE	225.95			
10-0-5120	Library Supplies	MIDWEST TAPE	294.40			
BAKER & TAYLOR				15476	11/30/19	<u>6,712.83</u>
10-1-5340	Books-Fiction-Adult-Winnetka	BAKER & TAYLOR	1,946.74			
10-2-5340	Books-Fiction-Adult-Northfield	BAKER & TAYLOR	880.31			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	BAKER & TAYLOR	2,272.60			

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-2-5341	Books-Non-Fiction-Adult-Northfield	BAKER & TAYLOR	699.26			
10-1-5440	Books-Fiction-Juv-Winnetka	BAKER & TAYLOR	253.79			
10-2-5440	Books-Fiction-Juv-Northfield	BAKER & TAYLOR	228.15			
10-1-5447	Books-Easy-Winnetka	BAKER & TAYLOR	113.05			
10-0-5120	Library Supplies	BAKER & TAYLOR	318.93			
MIDWEST TAPE				15477	11/30/19	<u>2,235.26</u>
10-1-5343	DVDs-Adult-Winnetka	MIDWEST TAPE	660.44			
10-2-5343	DVDs-Adult-Northfield	MIDWEST TAPE	737.65			
10-1-5344	Audio Books-Adult-Winnetka	MIDWEST TAPE	170.96			
10-2-5344	Audio Books-Adult-Northfield	MIDWEST TAPE	84.98			
10-1-5444	Audio Books-Juv-Winnetka	MIDWEST TAPE	303.94			
10-2-5444	Audio Books-Juv-Northfield	MIDWEST TAPE	59.99			
10-0-5120	Library Supplies	MIDWEST TAPE	217.30			
BAKER & TAYLOR				15478	11/30/19	<u>5,233.97</u>
10-1-5340	Books-Fiction-Adult-Winnetka	BAKER & TAYLOR	969.58			
10-2-5340	Books-Fiction-Adult-Northfield	BAKER & TAYLOR	474.75			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	BAKER & TAYLOR	2,626.93			
10-2-5341	Books-Non-Fiction-Adult-Northfield	BAKER & TAYLOR	593.18			
10-1-5440	Books-Fiction-Juv-Winnetka	BAKER & TAYLOR	75.55			
10-2-5440	Books-Fiction-Juv-Northfield	BAKER & TAYLOR	65.95			
10-1-5447	Books-Easy-Winnetka	BAKER & TAYLOR	40.45			
10-2-5447	Books-Easy-Northfield	BAKER & TAYLOR	29.82			
10-1-5449	Books-Non-Fiction-Winnetka	BAKER & TAYLOR	64.54			
10-2-5449	Books-Non Fiction-Northfield	BAKER & TAYLOR	39.91			
10-0-5120	Library Supplies	BAKER & TAYLOR	253.31			
MIDWEST TAPE				15479	11/30/19	<u>3,441.85</u>
10-1-5343	DVDs-Adult-Winnetka	MIDWEST TAPE	843.68			
10-2-5343	DVDs-Adult-Northfield	MIDWEST TAPE	483.54			
10-1-5344	Audio Books-Adult-Winnetka	MIDWEST TAPE	712.81			
10-2-5344	Audio Books-Adult-Northfield	MIDWEST TAPE	696.82			
10-1-5443	DVDs-Juv-Winnetka	MIDWEST TAPE	183.67			
10-2-5443	DVDs-Juv-Northfield	MIDWEST TAPE	172.43			
10-0-5120	Library Supplies	MIDWEST TAPE	348.90			
BAKER & TAYLOR				15480	11/30/19	<u>848.32</u>
10-1-5341	Books-Non-Fiction-Adult-Winnetka	BAKER & TAYLOR	307.54			
10-2-5341	Books-Non-Fiction-Adult-Northfield	BAKER & TAYLOR	175.35			
10-1-5448	Books-Jr. High-Winnetka	BAKER & TAYLOR	29.86			
10-2-5448	Books-Jr. High-Northfield	BAKER & TAYLOR	29.86			

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10-1-5449	Books-Non-Fiction-Winnetka	BAKER & TAYLOR	187.48			
10-2-5449	Books-Non Fiction-Northfield	BAKER & TAYLOR	76.45			
10-0-5120	Library Supplies	BAKER & TAYLOR	41.78			
MIDWEST TAPE				15481	11/30/19	<u>2,811.91</u>
10-1-5343	DVDs-Adult-Winnetka	MIDWEST TAPE	1,731.25			
10-2-5343	DVDs-Adult-Northfield	MIDWEST TAPE	102.67			
10-2-5344	Audio Books-Adult-Northfield	MIDWEST TAPE	101.97			
10-1-5443	DVDs-Juv-Winnetka	MIDWEST TAPE	368.16			
10-1-5444	Audio Books-Juv-Winnetka	MIDWEST TAPE	67.98			
10-2-5444	Audio Books-Juv-Northfield	MIDWEST TAPE	67.98			
10-0-5120	Library Supplies	MIDWEST TAPE	371.90			
Deluxe				15482	11/30/19	<u>97.93</u>
10-0-5120	Library Supplies	Deluxe	97.93			
Check List Total						<u><u>168,020.17</u></u>

Library Director's Report and Staff Activities
for the December 16, 2019 Board Meeting

Impact Stories

Youth Services Librarian Lindsay Goldstein was complimented by a written comment in the suggestion box at the Northfield Branch. The patron was thrilled by the service that he or she received from Lindsay.

Youth Services Librarian Maddy Belk has also already made an impression on the Winnetka community with a noted comment from a family of regulars that they were excited about her interest and knowledge of Dungeons & Dragons, an upcoming Youth programming series.

Financial Report

December 2019

Financial highlights

- Expenses are running under with the library fund at 36.47%; this is due to the lack of capital expenditures
- The building fund is running slightly high at 45%, this is mainly due to maintenance issues that were addressed in the building including carpet cleaning etc.
- Studio Supplies have been moved into the program's category and from the administration category.

Circulation Services

Total circulation for the month of November FY 2019/2020 was **39,311** compared to **41,831** for the same month last year. This represents a net change of **-6.02 %**

Cumulative circulation through November FY 2019/2020 is **204,703** compared to **215,462** for the previous fiscal year to date. This represents a net change of **-4.99 %**.

Virtual Branch circulation for the month of November FY 2019/2020 was **4,731** compared to **4,890** for the same month last year. This represents a net change of **-3.25 %**.

Cumulative virtual branch circulation through November FY 2019/2020 is **23,513** compared to **21,326** for the previous fiscal year to date. This represents a net change of **10.26 %**.

Self-checkout at the Winnetka Library for the month of November was **70.88%**

Personnel

Steve Kline has accepted the Adult Programming Librarian II position and will start on December 27. Many of you may remember Steve, who was an Adult Services Librarian here at Winnetka-Northfield. A little over a year ago, Steve took on the role of Information Services Manager at the Riverside Public Library. Among other initiatives Steve revamped adult programming at Riverside, establishing community partnerships to provide engaging programming based on local interest. We are excited to have him back in our community.

New Employee Onboarding Program:

Meghan White began her new role, Adult Services Librarian, on November 4. Meghan's focus is training, and her first project is to develop an improved onboarding process for new employees. Meghan jumped in, meeting with several management and staff members to gather feedback and input about the district's onboarding process.

Adult Services Librarian Focuses:

One goal for district librarians this year was to propose a personal focus for each position. Erin Collins proposed a focus on senior services, and Jill Brasseur proposed a focus on the small business community. Both will start work on their focuses this December.

Library Director's Report and Staff Activities for the December 16, 2019 Board Meeting

Fireside Chat Dates

We are excited to get to know the community at a series of Fireside Chats at the Northfield Branch Library.

Name	Title	Date	Time
Katie Cangelosi	Head of Circulation	Tuesday, Jan. 7	2-3pm
Emily Compton-Dzak	Assistant Director	Tuesday, Feb. 4	4-5pm
Sarah Quish	Head of Marketing & Communications	Tuesday, March 10	1-2pm

Technology

There were 1509 public computer sessions in the month of November at Winnetka with 72% of those occurring on library laptops. There were 525 public computer sessions at Northfield with 17 percent of those occurring on laptops. There were 21 Chromebook sessions in Youth Services.

Winnetka had 18,968 hotspot sessions from 2,154 distinct devices. The average session time was 46 minutes. These sessions used a total of about 575 GB of downstream bandwidth and about 86 GB of upstream bandwidth.

Northfield had 5,331 hotspot sessions from 897 distinct devices. The average session time was 33 minutes. These sessions used a total of about 362 GB of downstream bandwidth and about 29 GB of upstream bandwidth.

We had 8,388 web sessions with 5,166 website users as counted by Google Analytics. The sessions number is down from last year's 8,958 sessions, and the unique visitors count is up down slightly last year's 5,226 unique users.

Phone System

Mark Swenson, Head of Information Technology and Emily Compton-Dzak, Assistant Director are working together to establish a timeline for the phone system evaluation and migration and scheduled demos with several different companies. The final recommendation will be presented in January.

Website: Most Visited Pages

Home Page | digital/ New York Times | Movies | Jobs | digital-library/ebooks-eaudiobooks

Study Room Usage

Bookings Summary

<i>Unique Users</i>	108
<i>Total Bookings</i>	2228
<i>Time Available</i>	48,960
<i>Time Booked</i>	25,545
<i>Average Booking Duration</i>	112
<i>User Showed Up - Yes</i>	208
<i>User Showed Up - No</i>	2

Programs and Activities

The District will be staying open later to accommodate studying students on December 15th. This is our first time staying open later to accommodate Students from Loyola and Regina High Schools.

Library Director's Report and Staff Activities
for the December 16, 2019 Board Meeting

Total District Program Attendance for the month of November FY 2019/2020 was **1,588** compared to **1,271** for the same month last year. This represents a net change of **24.94 %**

Cumulative District Program Attendance through November FY 2019/2020 is **8,961** compared to **7,252** for the same month last year. This represents a net change of **23.57 %**

Programming Highlights

- ***Jewelry Workshop*** was attended by **10** patrons. Attendees created their own fun jewelry and laser cutting some pieces for their designs.
- ***Frozen 2*** was attended by **25** patrons. Amanda Garrity and Lindsay Goldstein provided crafts and activities based upon the upcoming film Frozen 2. We also welcomed a visit from a costumed character.
- ***Berlin at 30: Celebrating the Fall of the Wall*** was attended by **24** patrons. German historian Anette Isaacs looked back at the amazing history of the Peaceful Revolution of 1989 and examined how Germany's capital has evolved over the last three decades.
- ***Story Time continues to thrill!*** Our attendance during story times across the District was over was attended by over **611** patrons. Our youth services team present songs, stories and dancing.

CCS User Experience:

On behalf of the Library Sarah Quish, Head of Communication has been participating in the User Experience Advisory Group at Cooperative Computer Services (CCS) who manages the integrated library catalog system for our consortium. Our goal is to streamline and simplify the patron experience, and to recommend action items to the Executive Board based on survey data.

The Source:

The winter issue of *The Source* is out in District homes. We have received many compliments about the changes in the publication, and specifically the staff spotlight. We will continue to spotlight staff in upcoming issues, as we've heard positive response from the first few spotlights. Patrons have enjoyed getting to know the staff in such an easy and relatable way, and it helps them put faces with names. We look forward to continuing to evolve the publication to represent the Library's services and engage our patrons.

Library Marketing and Communications Conference:

Sarah Quish, Head of Communication was happy to attend her first Library Marketing Conference in St. Louis in November. She enjoyed getting to know other library marketing professionals and learning more about the inner workings of other library systems. She enjoyed learning about Crisis PR, building community outreach, data driven decision making, engaging patrons through displays (specifically staff picks), the importance of a brand refresh and style guide, social media and staff communication among other topics. I enjoyed the opportunity to learn more library specific information and hope to use it to create a more robust and engaging marketing and communications strategy moving forward.

Summary Report for November FY 2019/2020

Circulation Report

Total District

Adult							Youth						
Material	Current Mo. Circ	Same Mo. Last Year	Mo. % +/-	FY To Date	Previous FY To Date	FY % +/-	Material	Current Mo. Circ	Same Mo. Last Year	Mo. % +/-	FY To Date	Previous FY To Date	FY % +/-
Books	9,449	10,270	-7.99 %	52,925	55,235	-4.18 %	Books	13,732	13,499	1.73 %	69,502	71,749	-3.13 %
Book - Fiction	4,831	5,616	-13.98 %	28,767	30,817	-6.65 %	Book - Fiction	11,821	11,570	2.17 %	60,182	61,984	-2.91 %
Book - Nonfiction	4,618	4,654	-0.77 %	24,158	24,418	-1.06 %	Book - Nonfiction	1,911	1,929	-0.93 %	9,320	9,765	-4.56 %
Audiobook - CD	669	827	-19.11 %	3,954	4,756	-16.86 %	Audiobook - CD	86	128	-32.81 %	497	619	-19.71 %
Music CD	155	207	-25.12 %	664	729	-8.92 %	Music CD	115	122	-5.74 %	570	660	-13.64 %
Playaway	146	211	-30.81 %	1,003	1,201	-16.49 %	Playaway	261	270	-3.33 %	1,840	1,447	27.16 %
DVD/Blu-Ray	5,746	6,925	-17.03 %	29,024	36,423	-20.31 %	DVD/Blu-Ray	2,995	3,175	-5.67 %	14,400	15,391	-6.44 %
Magazine	135	221	-38.91 %	825	1,041	-	Magazine	-	-	-	-	1	-
Other	14	2	600.00 %	58	19	205.26 %	Other	22	4	450.00 %	129	37	248.65 %
Non-CCS ILL	28	67	-58.21 %	175	274	-36.13 %	Non-CCS ILL						
Sent Out	993	999	-0.60 %	5,479	5,529	-0.90 %	Sent Out						
STEAM Kits							STEAM Kits	34	14	142.86 %	145	67	116.42 %
Total	17,335	19,729	-12.13 %	94,107	104,166	-9.66 %	Total	17,245	17,212	0.19 %	87,083	89,970	-3.21 %

Kenilworth patron usage for the month of November FY 2019/2020 was **1,458**.

Items borrowed from other libraries for the month of November FY 2019/2020 was **1,765**.

Total circulation for the month of November FY 2019/2020 was **39,311** compared to **41,831** for the same month last year. This represents a net change of **-6.02 %**

Cumulative circulation through November FY 2019/2020 is **204,703** compared to **215,462** for the previous fiscal year to date. This represents a net change of **-4.99 %**.

Winnetka Library

Adult							Youth						
Material	Current Mo. Circ	Same Mo. Last Year	Mo. % +/-	FY To Date	Previous FY To Date	FY % +/-	Material	Current Mo. Circ	Same Mo. Last Year	Mo. % +/-	FY To Date	Previous FY To Date	FY % +/-
Books	6,139	6,591	-6.86 %	34,842	35,570	-2.05 %	Books	10,147	9,855	2.96 %	52,107	50,988	2.19 %
Book - Fiction	2,761	3,112	-11.28 %	16,777	17,400	-3.58 %	Book - Fiction	8,785	8,648	1.58 %	45,178	44,798	0.85 %
Book - Nonfiction	3,378	3,479	-2.90 %	18,065	18,170	-0.58 %	Book - Nonfiction	1,362	1,207	12.84 %	6,929	6,190	11.94 %
Audiobook - CD	365	474	-23.00 %	2,317	2,866	-19.16 %	Audiobook - CD	70	86	-18.60 %	378	447	-15.44 %
Music CD	136	70	94.29 %	516	460	12.17 %	Music CD	58	81	-28.40 %	320	402	-20.40 %
Playaway	107	157	-31.85 %	755	999	-24.42 %	Playaway	218	194	12.37 %	1,426	1,111	28.35 %
DVD/Blu-Ray	3,865	4,604	-16.05 %	19,514	24,579	-20.61 %	DVD	1,805	2,019	-10.60 %	9,153	9,720	-5.83 %
Magazine	75	102	-26.47 %	395	596	-33.72 %	Magazine	-	-	-	-	1	-
Other	7	2	250.00 %	40	11	263.64 %	Other	19	2	850.00 %	117	22	431.82 %
Non-CCS ILL	20	62	-67.74 %	126	229	-44.98 %	Non-CCS&ILL						
Sent Out	692	719	-3.76 %	3,731	3,886	-3.99 %	Sent Out						
STEAM Kits							STEAM&Kits	29	12	141.67 %	118	64	84.38 %
Total	11,406	12,781	-10.76 %	62,236	69,196	-10.06 %	Total	12,346	12,249	0.79 %	63,619	62,755	1.38 %

Winnetka Library's circulation for the month of November FY 2019/2020 was **23,752** compared to **25,030** for the same month last year. This represents a net change of **-5.11 %**.

Northfield Library

Adult							Youth						
Material	Current Mo. Circ	Same Mo. Last Year	Mo. % +/-	FY To Date	Previous FY To Date	FY % +/-	Material	Current Mo. Circ	Same Mo. Last Year	Mo. % +/-	FY To Date	Previous FY To Date	FY % +/-
Books	3,310	3,679	-10.03 %	18,083	19,665	-8.04 %	Books	3,585	3,644	-1.62 %	17,395	20,761	-16.21 %
Book - Fiction	2,070	2,504	-17.33 %	11,990	13,417	-10.64 %	Book - Fiction	3,036	2,922	3.90 %	15,004	17,186	-12.70 %
Book - Nonfiction	1,240	1,175	5.53 %	6,093	6,248	-2.48 %	Book - Nonfiction	549	722	-23.96 %	2,391	3,575	-33.12 %
Audiobook - CD	304	353	-13.88 %	1,637	1,890	-13.39 %	Audiobook - CD	16	42	-61.90 %	119	172	-30.81 %
Music CD	19	137	-86.13 %	148	269	-44.98 %	Music CD	57	41	39.02 %	250	258	-3.10 %
Playaway	39	54	-27.78 %	248	202	22.77 %	Playaway	43	76	-43.42 %	414	336	23.21 %
DVD	1,881	2,321	-18.96 %	9,510	11,844	-19.71 %	DVD/Blu-Ray	1,190	1,156	2.94 %	5,247	5,671	-7.48 %
Magazine	60	119	-49.58 %	430	445	-3.37 %	Magazine	-	-	-	-	-	-
Other	7	-	-	18	8	125.00 %	Other	3	2	50.00 %	12	15	-20.00 %
Non-CCS ILL	8	5	60.00 %	49	45	8.89 %	Non-CCS&ILL						
Sent Out	301	280	7.50 %	1,748	1,643	6.39 %	Sent Out						
STEAM Kits							STEAM&Kits	5	2	150.00 %	27	3	800.00 %
Total	5,620	6,663	-15.65 %	30,074	34,323	-12.38 %	Total	4,894	4,961	-1.35 %	23,437	27,213	-13.88 %

Northfield Library's circulation for the month of November FY 2019/2020 was **10,514** compared to **11,624** for the same month last year. This represents a net change of **-9.55 %**.

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 % +/-
1,876	1,998	-6.11 %	9,691	10,654	-9.04 %	1,242	1,167	6.43 %	6,196	5,618	10.29 %	1,341	1,466	-8.53 %	6,318	4,032	56.70 %

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 % +/-
181	182	-0.55 %	939	725	29.52 %	91	77	18.18 %	369	297	24.24 %

Virtual Branch circulation for the month of November FY 2019/2020 was **4,731** compared to **4,890** for the same month last year. This represents a net change of **-3.25 %**.

Cumulative virtual branch circulation through November FY 2019/2020 is **23,513** compared to **21,326** for the previous fiscal year to date. This represents a net change of **10.26 %**.

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	9,460	9,701	-2.48 %	51,697	41,559	24.39 %	People Counter							9,460
Reference Questions	1,122	950	18.11 %	6,687	4,701	38.45 %	Reference Questions	511	627	-18.50 %	2,833	3,294	-14.00 %	1,633
Studio	516	411	25.55 %	2,554	2,303	10.90 %	Studio							516
Genealogy	4	2	100.00 %	15	25	-40.00 %	Genealogy							4
Program Attendance	174	147	18.37 %	1,313	1,282	2.42 %	Program Attendance	816	821	-0.61 %	4,589	3,764	21.92 %	990

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	-	6,737	-	25,919	20,087	29.03 %	People Counter							-
Reference Questions	454	1,227	-63.00 %	3,366	5,964	-43.56 %	Reference Questions	38	157	-75.80 %	237	722	-67.17 %	492
Program Attendance	49	53	-7.55 %	335	404	-17.08 %	Program Attendance	549	250	119.60 %	2,724	1,802	51.17 %	598

A total of **3,879** holds were placed for patrons in the month of November FY 2019/2020.

There were a total of **8,388** website sessions in the month of November FY 2019/2020.

Total District Program Attendance for the month of November FY 2019/2020 was **1,588** compared to **1,271** for the same month last year. This represents a net change of **24.94 %**

Cumulative District Program Attendance through November FY 2019/2020 is **8,961** compared to **7,252** for the same month last year. This represents a net change of **23.57 %**

DECEMBER 2019 MONTHLY UPDATE ON COMMUNITY ENGAGEMENT AND RESPONSIVENESS

SUMMARY: STRATEGY & STATUS.

This report addresses the main areas of our community engagement plan:

1. Enhanced active community engagement and listening.

Goal: Identify and engage community concerns and perceptions; use that information to drive strategy, service, and programming.

2. Internal (staff) dialogue on culture, practices, priorities and customer experience.

Goal: Ensure open communication with staff; ensure passionate commitment to customer service; establish standards to assess performance of staff and management towards goals.

The following items are highlights of our actions and plans on these issues.

1. General directions for community engagement.

We are continuing our expanded community engagement and listening campaign.

2. Internal (staff) dialogue around community concerns and customer experience.

Our dialogue on values and customer experience has continued and enhanced our Draft Strategic Plan. We continue to collaborate with and support the work of our human resources representative from HR Source.

DECEMBER ACTIONS ON PLAN

The following are specific and noteworthy actions taken in execution of the plan.

1. Enhanced active community engagement and listening.

We have continued the following community engagement actions:

- Community Engagement and Listening Meetings;
- Fireside chats (three have been held);
- The first event on “how the library works” has been scheduled and posted; and
- Names are being received for the Community Advisory Task Force.

Community Engagement and Listening Meetings.

Goals: Continue outreach and meeting with top community leaders.

Timeframe: Ongoing.

Status: We have now met with the Northfield Village President; the Winnetka-Northfield Chamber Executive Director; the District 29 Superintendent; the North Shore Senior Center; Northfield Community Church; Northfield’s Church of the Ascension and District 29 Librarian.

Outcomes: We continued to hear a high sense of satisfaction in the Library, its programs and its facilities. We heard that people in the community are proud of their library and enjoy their experience when they use it. We hope to engage the youth of Northfield in deciding what next steps the library should take to serve them better.

Key Milestones: Six meetings have been completed. There is discussion of a collaborative lunch with community leaders to continue discussions regarding the Library, community perceptions, and community engagement.

Next steps: Plan additional community meetings and explore a Leaders Lunch event.

Fireside Chats.

Goals: To give community members an opportunity to meet with the Library Director and key staff for wide-ranging discussions about the Library’s operations, facilities, its programs, and the overall experience. These discussions will give Library management more information regarding community concerns and priorities.

Timeframe: These events were intended to be monthly through March and starting in November. Considering a lack of attendance, we evaluated their value after three sessions.

Key Milestones: Three fireside chats have been held, and additional chats are scheduled, and the dates posted.

Outcomes: These are non-events. One or two people participated, and it isn't clear that they came specifically for the event.

Next Steps: Following the December Fireside Chat, we feel the events are not being attended, we are recommending that we discontinue them.

Presentations, lectures and workshops on "how the library works."

Goals: To create greater transparency of the Library's operations, and to better inform the Library's customers regarding operational options and constraints.

Timeframe: By the beginning of year, we will develop an initial set of programs on these topics, post them on our website and in the libraries, and hold an inaugural event by January of the new year.

Status: The inaugural event has been scheduled and posted. The event will address collections: the library's goals and practices.

Key Milestones: Statement of purpose for these events; announcement of initial events; and an inaugural event by January of the new year.

Next Steps: First event is scheduled for January 15, on Collections.

Suggested Action: Community Advisory Task Force.

Concept: We are moving ahead on the creation of a seven- to ten-person Community Advisory Task Force to facilitate better community engagement and responsiveness by the Library.

Charge: The task force will discuss and evaluate community responsiveness, customer experience, facilities, programs and broad library policy issues. The Task Force will report back to the Board within six months.

Composition: Seven to ten persons, with a balance of members from each village. In order to ensure the autonomy of this body, the Library will not nominate its members. Nominations will be made by public leaders from each community (*e.g.*, Village president, chamber executive, school superintendent or Rotary), and one at large from each community.

Timing: We have obtained a number of nominations from those public leaders and we are attempting to confirm their willingness to serve. The goal is to have the Advisory Task Force convene at the beginning of the new year.

Term: The Task Force shall have a term of six months; at which time it can recommend to the Board that it be disbanded or that it be made a standing institution.

Key Milestones: The Task Force shall report its findings at or before the April Board meeting.

Status: Candidates are reluctant to engage our situation. They need to hear from their neighbors before they will engage the situation directly. The reluctance of said candidates will likely affect the task force timeline.

3. Internal (staff) dialogue on culture, practices, priorities and customer experience.

Internal (staff) dialogue and engagement.

Goals: To establish an open dialogue with staff regarding the priorities and values of the Library, in order to ensure alignment with and open dialogue regarding the customer and staff experience. We value our staff's insights and experiences and seek their feedback in order to respect staff's front-line role in creating that experience.

Timeframe: There are bi-weekly management meetings to address the business of the library. At this month's District all-staff meeting we addressed staff priorities with respect to workplace conditions.

Status: We are incorporating this discussion in our staff meetings. We have also established an independent and confidential process whereby staff can communicate with our outside HR consultant; to date no issues have presented through this channel.

Outcomes: Following HR Source's employee dialogues, the library environment was found to be not atypical for an institution of its size and nature. Although every organization can improve its employee culture,

nothing immoral, illegal or unethical was found, and we did not hear any reports of a toxic work environment. Like most organizations, employee concerns are focused on scheduling, compensation and rewards.

Key Milestones: Develop a statement of staff priorities with respect to workplace conditions. Establish formal statement of workplace values and expectations.

Next Steps: The goals and values dialogue will be a recurring, monthly event at staff meetings. The open line to our outside HR consultant remains open.

Update on HR and Personnel Issues.

Goals: To respect the commitment and initiative of our staff as the front line of our service to our customers, with all appropriate openness and transparency.

Timeframe: We have compiled data from the past six years.

Status: These figures show that by far the biggest reason why people leave the library is for a better job: According to the data in our payroll service files, employees left for a variety of reasons, most of which were for positive life changes: better job, retirement, or moving out of state accounts for 63% of departures.

Context: Our staff is largely part-time. We are in a community with high cost of living, and in a time of low unemployment: it is a seller’s market for labor. We are proud and happy when our pages and library assistants move up in their careers: many of them are in school in order to enter more lucrative careers, and many of them leverage the skills and experience they get with us to move up their own career ladder.

A number of libraries in northeastern Illinois recently received FOIA requests regarding their turnover rates. While their reporting methods varied, turnover at these institutions varied from 4–29%. Median turnover was 20% for 2015–2018 (the years for which there was complete information from all institutions).

	Headcount	Aggregate Annual Turnover	Paylocity Benchmark
Glencoe	36	5%	38%
Wilmette	93	7%	38%
Cary	41	7%	38%
Libertyville	135	8%	38%
Mount Prospect	207	12%	38%
Glenview	118	18%	38%
Northbrook	120	20%	38%
Highland Park	88	20%	38%
Deerfield	61	22%	38%
Palatine	101	23%	38%
Winnetka-Northfield	53	25%	38%
Fox River	58	29%	38%
Skokie	167	29%	38%

While this is a small sample size, it shows a range of turnover rates, and it shows that our library is not outside the norm.

TAKEAWAYS.

We are pleased with the results of our ongoing community engagement. We continue to confirm high levels of satisfaction with the library, its programming, its levels of service, and most of all with the current Winnetka-Northfield district.

We continue to hear validation of the feedback we received in our caucus survey: the library is a valued institution with high customer satisfaction. We are continuing the process of engaging with the larger Northfield and Winnetka communities.



Winnetka-Northfield Public Library District

STRATEGIC PLAN: 2020 – 2022

OUR MISSION

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

OUR VISION

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

STRENGTHEN OUR CAPACITY TO ENGAGE WITH OUR COMMUNITY AND WITH EACH OTHER

Use a comprehensive approach to marketing and communications for all audiences.

- Rebrand and create a visual identity that can be used across all communications platforms.
- Strengthen internal communications and committee structure.
- Develop communications that target niche audiences.
- Implement engaging social media strategies.
- Develop robust and experiential physical displays.

EXPAND LIBRARY SERVICE BEYOND ITS WALLS

Incorporate a philosophy of facing outward to expand the library's reach.

- Develop new and expand existing community-centered partnerships.
- Explore ways to issue library cards outside the library buildings.
- Develop preliminary homebound delivery program.
- Pilot offsite programming to attract non- and infrequent users.

ENHANCE THE LIBRARY'S ABILITY TO FIT INTO COMMUNITY MEMBERS' LIVES

Prioritize experiences and opportunities that provide value and impact.

- Develop and promote programming that reflects community demand.
- Balance programming and service offerings at Winnetka and Northfield locations.
- Increase promotion and engagement around books and reading.
- Promote the library's Readers 'Advisory services.

ADOPT A DATA-INFORMED DECISION MAKING FRAMEWORK

Regularly utilize data and community feedback to provide optimal user experience.

- Collect and incorporate patron stories and relevant qualitative data into decision making.
- Explore ways to provide digital resources that best align with community demand.
- Identify best practices and implement procedures for the systematic collection and analysis of data regarding library space, collection, programming, and technology usage.
- Develop strategies to consistently communicate the library's value to the Winnetka-Northfield community.

STRENGTHEN OUR CAPACITY TO ENGAGE WITH OUR COMMUNITY AND WITH EACH OTHER

The library's social media accounts currently include:



Facebook
1,793 followers



Twitter
2,328 followers



Instagram
1,091 followers

Plank #2 of the 2019 Winnetka Caucus Survey: "The Winnetka-Northfield Public Library District (the "Library District") should better publicize, promote, and explain how Library patrons can borrow e-books, audiobooks, newspapers, magazines, movies, and music from the Library District by downloading them to their smartphones, home computers, laptops, Kindles, iPads, or similar devices."

Plank #3 of the 2019 Winnetka Caucus Survey: "The Library District should better publicize, promote, and explain how Library patrons can utilize the equipment available in The Studio and the types of projects that can be done with such equipment."

Plank #4 of the 2019 Winnetka Caucus Survey: "The Library District should increase its use of e-mail communications and social media outreach to publicize, promote, and educate Library patrons about the Library District's available materials and programs."

STRATEGIES

Use a comprehensive approach to marketing and communications for all audiences.

1. Rebrand and create a visual identity that can be used across all communications platforms.
2. Strengthen internal communications and committee structure.
3. Develop communications that target niche audiences.
4. Implement engaging social media strategies.
5. Develop robust and experiential physical displays.

METHODS OF EVALUATION

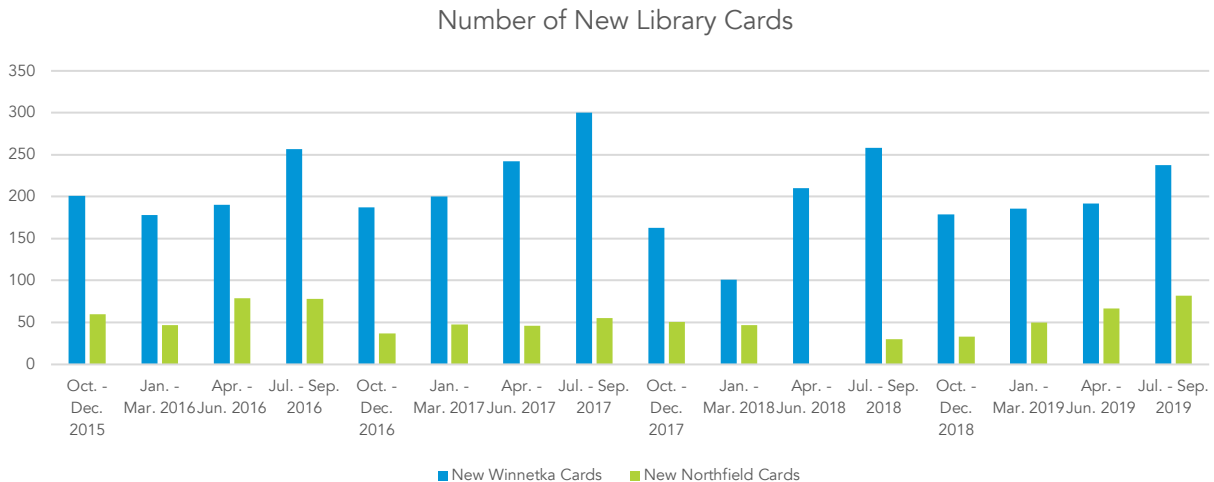
1. Periodic surveys and program evaluations.
2. Annual review of Winnetka Annual Caucus Survey results.
3. Analysis of social media engagement, including "likes," "follows," comments, etc.

TARGET QUANTITATIVE METRICS

1. Increase the number of survey respondents who report they are aware of The Studio from 81% to 90%.
2. Increase engagements on social media by 15% each fiscal year.
3. Decrease the number of Winnetka Caucus Survey respondents who have never visited The Studio from 67% to 45%.
4. Increase the percentage of Winnetka Caucus Survey respondents who learn about the library through The Source from 57% to 70%.

EXPAND LIBRARY SERVICE BEYOND ITS WALLS

- 90% of 2019 Winnetka Caucus Survey respondents reported that they had used at least one branch of the library in the last year.
- 58% of 2019 Winnetka Caucus Survey respondents reported they were aware of and have utilized access to materials from 26 other facilities.



STRATEGIES

Incorporate a philosophy of facing outward to expand the library’s reach.

1. Develop new and expand existing community-centered partnerships.
2. Explore ways to issue library cards outside the library buildings.
3. Develop preliminary homebound delivery program.
4. Pilot offsite programming to attract non- and infrequent users.

METHODS OF EVALUATION

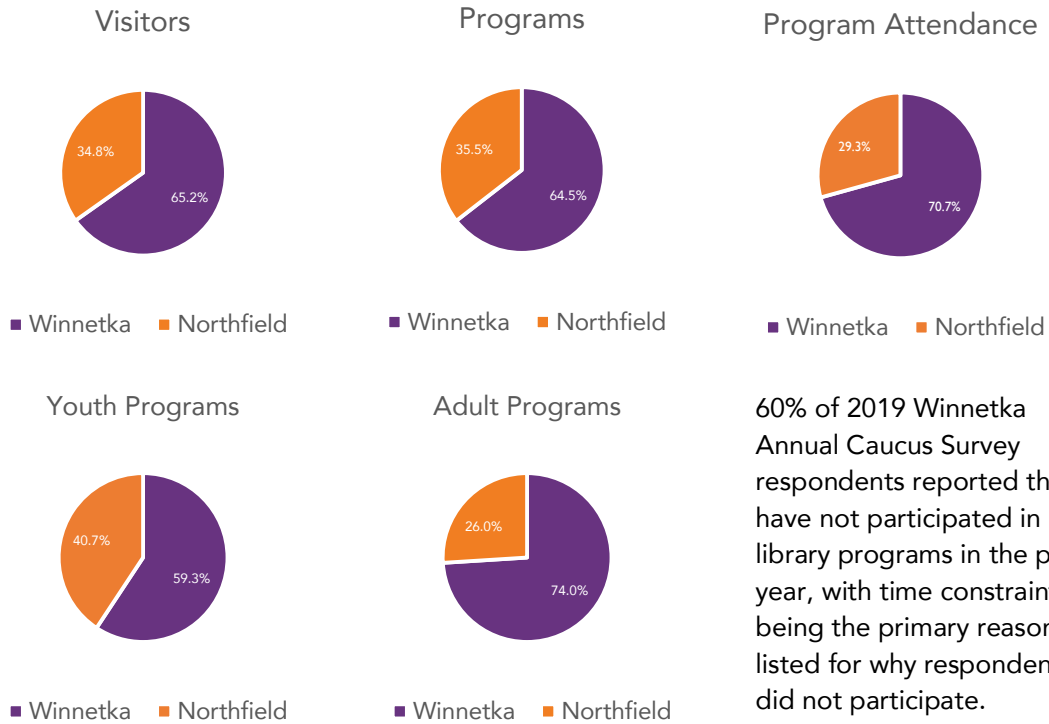
1. Survey of community leaders.
2. Analysis of library cardholder and usage data.
3. Analysis of library usage provided outside library facilities, including but not limited to: cards issued, programs held, and community engagement events attended.
4. Periodic library-administered surveys.

TARGET QUANTITATIVE METRICS

1. Increase the number of library cardholders by 5% each fiscal year.
2. Aim to achieve: 85% of community leaders will view the library as a valued collaborative partner.
3. Increase the number of survey respondents who identify the library as being “enriching” from 54% to 70%.

ENHANCE THE LIBRARY'S ABILITY TO FIT INTO COMMUNITY MEMBERS' LIVES

FY 2019: PERCENTAGE USAGE BY WINNETKA AND NORTHFIELD LOCATIONS



STRATEGIES

Prioritize experiences and opportunities that provide value and impact.

1. Develop and promote programming that reflects community demand.
2. Balance programming and service offerings at Winnetka and Northfield locations.
3. Increase promotion and engagement around books and reading.
4. Promote the library's Readers' Advisory services.

METHODS OF EVALUATION

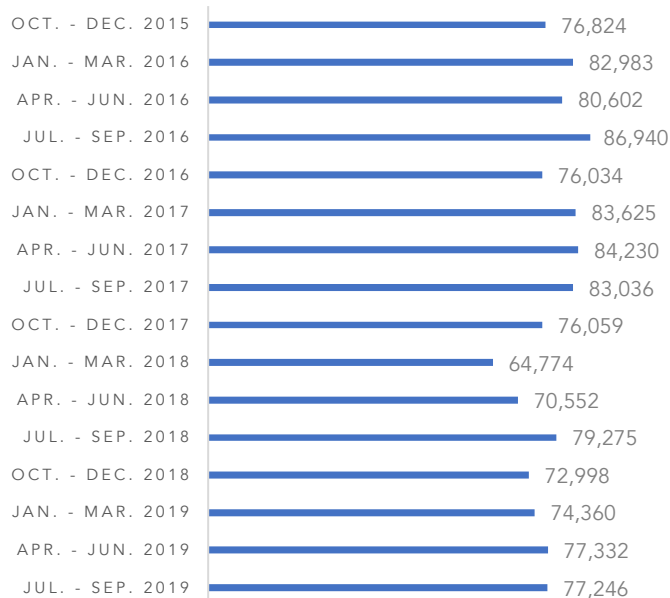
1. Ongoing analysis of comparison data between Winnetka and Northfield locations.
2. Trend analysis of Readers' Advisory services.
3. Trend analysis of fill rates of programming.
4. Periodic surveys and program evaluations.
5. Annual review of Winnetka Annual Caucus Survey results.

TARGET QUANTITATIVE METRICS

1. Parity in percentage of youth and adult programs offered at Northfield location.
2. Increase the use of Readers' Advisory services by 10% each fiscal year.
3. Increase the number of survey respondents who report having participated in a program offered at the library in the past 12 months from 40% to 55%.

ADOPT A DATA-INFORMED DECISION MAKING FRAMEWORK

Physical Initial Checkouts and Digital Checkouts



- 61% of library survey respondents selected "None of the above" when asked which library databases they had used.
- 40% of library respondents identify the library as "forward thinking."
- The total number of physical checkouts and renewals increase by 23.6% from FY 2018 (356,040) to FY 2019 (439,890).
- The number of adult programs held decreased by 3.4% from FY 2018 (406) to FY 2019 (392).
- The number of youth programs held increased by 7.3% from FY 2018 (662) to FY 2019 (710).

STRATEGIES

Regularly utilize data and community feedback to provide optimal user experience.

1. Collect and incorporate patron stories and relevant qualitative data into decision making.
2. Explore ways to provide digital resources that best align with community demand.
3. Identify best practices and implement procedures for the systematic collection and analysis of data regarding library space, collection, programming, and technology usage.
4. Develop strategies to consistently communicate the library's value to the Winnetka-Northfield community.

METHODS OF EVALUATION

1. Periodic surveys and program evaluations.
2. Annual review of Winnetka Annual Caucus Survey results.
3. Analysis of circulation data and wait times.
4. Patron stories.

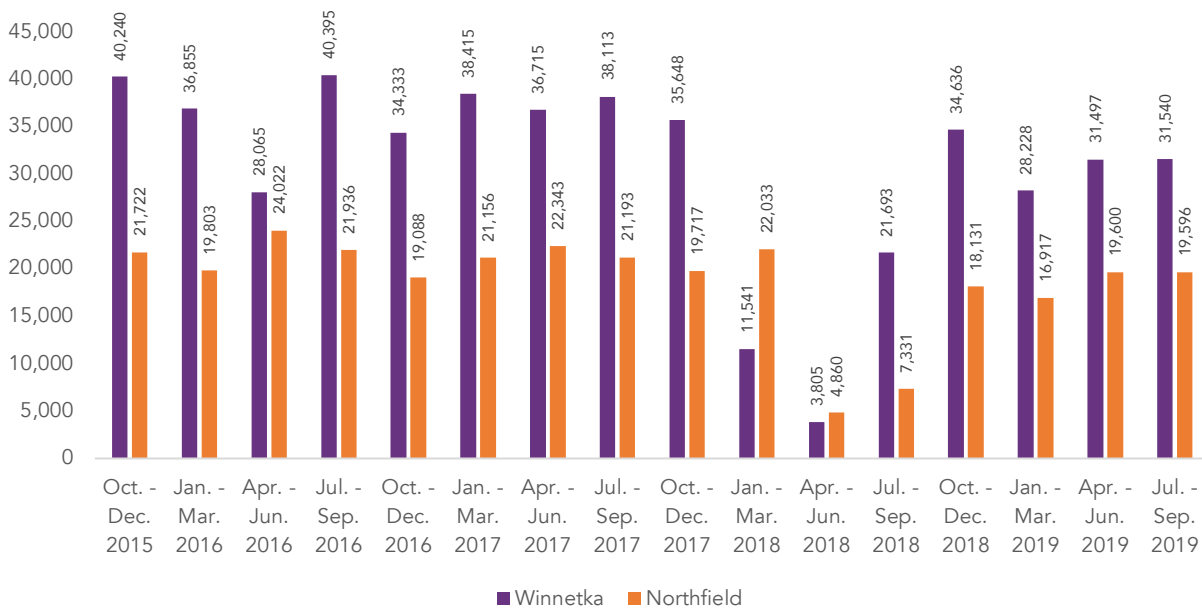
TARGET QUANTITATIVE METRICS

1. Increase the number of survey respondents who report having downloaded any of the apps available through the library from 59% to 74%.
2. Increase overall circulation by 10% in three years.
3. Decrease average wait times for materials on hold by 10% each fiscal year.
4. Increase the number of survey respondents who identify the library as being "forward thinking" from 40% to 60%.

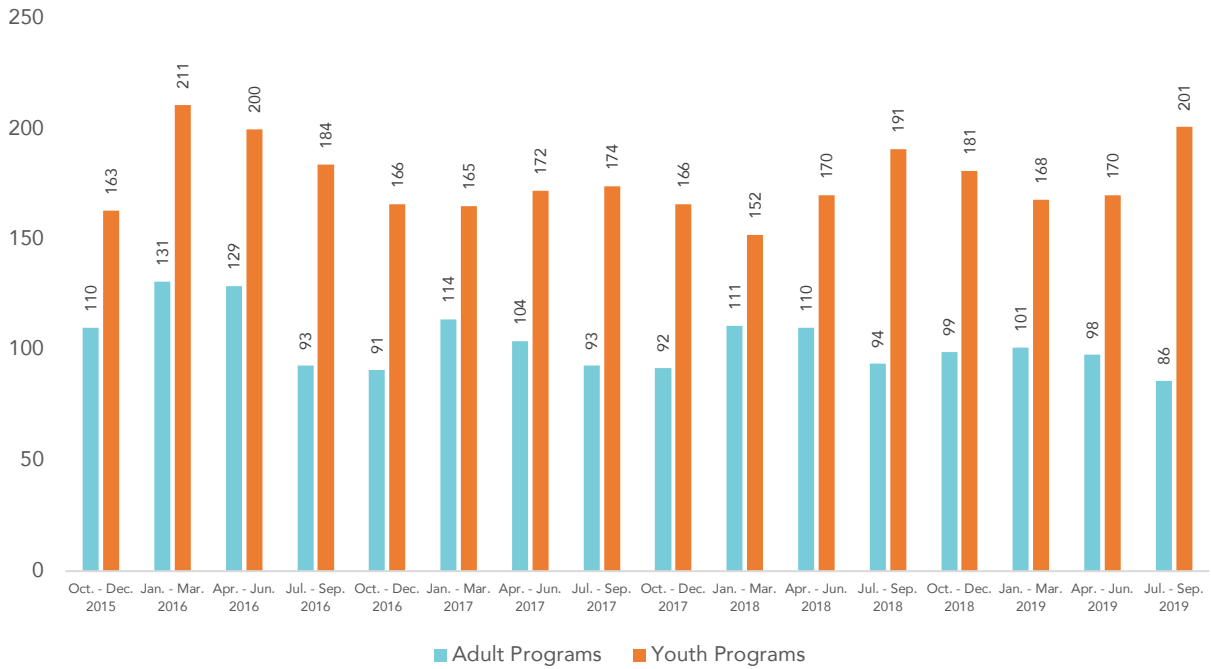
CIRCULATION

Time Period	Fiscal Year	Quarter	Total Physical Checkouts and Renewals	Initial Physical Checkouts and Digital Checkouts	Digital Checkouts	Percentage Digital Checkouts of Total Initial Physical Checkouts + Digital Checkouts
Oct. - Dec. 2015	2016	2	87,756	76,824	8,965	11.7%
Jan. - Mar. 2016	2016	3	92,936	82,983	9,558	11.5%
Apr. - Jun. 2016	2016	4	90,666	80,602	8,677	10.8%
Jul. - Sep. 2016	2017	1	98,947	86,940	9,243	10.6%
Oct. - Dec. 2016	2017	2	88,048	76,034	8,740	11.5%
Jan. - Mar. 2017	2017	3	93,553	83,625	10,028	12.0%
Apr. - Jun. 2017	2017	4	95,694	84,230	9,271	11.0%
Jul. - Sep. 2017	2018	1	95,514	83,036	9,825	11.8%
Oct. - Dec. 2017	2018	2	86,732	76,059	9,493	12.5%
Jan. - Mar. 2018	2018	3	72,399	64,774	10,636	16.4%
Apr. - Jun. 2018	2018	4	101,395	70,552	10,159	14.4%
Jul. - Sep. 2018	2019	1	121,010	79,275	12,089	15.2%
Oct. - Dec. 2018	2019	2	107,550	72,998	13,960	19.1%
Jan. - Mar. 2019	2019	3	103,357	74,360	15,430	20.8%
Apr. - Jun. 2019	2019	4	107,973	77,332	14,778	19.1%
Jul. - Sep. 2019	2020	1	111,019	77,246	14,024	18.2%

NUMBER OF VISITORS



NUMBER OF PROGRAMS



PROGRAM ATTENDANCE

