

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

**THE MEETING WILL BEGIN AT 7:00 PM AND WILL BE HELD AT THE WINNETKA LIBRARY.
INSTRUCTIONS TO JOIN VIRTUALLY POSTED AT WWW.WNPLD.ORG**

AGENDA

Monday, June 3, 2024

- I. Call to Order**
- II. Roll Call**
- III. Public Comments**
- IV. New Business**
 - Review of Draft FY24-25 Working Budget
- V. Communications**
 - The next regular meeting will be on Tuesday, June 18th at 7pm at the Northfield Library.
- VI. Public Comments**
- VII. 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.
- VIII. Adjourn to Closed Session**
 - **Closed Session**
5 ILCS 120/2(c)(5): To consider the purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired.
- IX. Return to Open Session**
- X. Adjournment**

	FY23-24	FY23-24	FY23-24	FY24-25	FY24-25	% of
	APPROVED	Projected	% to Budget	PROPOSED	% Change	Budget
	7/1/23-6/30/24			7/1/24-6/30/25		
INCOME						
TAX REVENUE						
Replacement Tax	\$ 90,000.00	\$76,375.78	84.9%	\$ 45,000.00	-50.0%	1.0%
Property Tax Collections	\$ 4,106,860.00	\$4,319,178.76	105.2%	\$ 4,238,279.52	3.2%	91.4%
TOTAL	\$ 4,196,860.00	\$4,395,554.54	104.7%	\$ 4,283,279.52	2.1%	92.4%
COLLECTIONS						
Per Capita Grant	\$ 27,280.00	\$27,280.13	100.0%	\$ 27,280.00	0.0%	0.6%
Kenilworth Services	\$ 129,663.00	\$129,663.00	100.0%	\$ 134,850.00	4.0%	2.9%
Studio Fees	\$ 1,000.00	\$948.34	94.8%	\$ 1,250.00	25.0%	0.0%
Lost/Damaged Materials	\$ 2,500.00	\$3,069.71	122.8%	\$ 2,750.00	10.0%	0.1%
TOTAL	\$ 160,443.00	\$160,961.18	100.3%	\$ 166,130.00	3.5%	3.6%
MATERIALS						
Copying/Printing	\$ 4,000.00	\$7,002.43	175.1%	\$ 6,500.00	62.5%	0.1%
Book Sales	\$ 1,000.00	\$882.87	88.3%	\$ 1,500.00	50.0%	0.0%
TOTAL	\$ 5,000.00	\$7,885.30	157.7%	\$ 8,000.00	60.0%	0.2%
ACCT EARNINGS						
Interest- Checking	\$ 3,500.00	\$10,818.13	309.1%	\$ 6,000.00	71.4%	0.1%
Interest- Byline Bank IMA	\$ 164,000.00	\$275,766.40	168.2%	\$ 153,000.00	-6.7%	3.3%
Interest- Money Market	\$ 2,000.00	\$2,228.06	111.4%	\$ 2,000.00	0.0%	0.0%
TOTAL	\$ 169,500.00	\$288,812.59	170.4%	\$ 161,000.00	-5.0%	3.5%
OTHER REVENUE						
Gift Fund	\$ 500.00	\$1,200.00	240.0%	\$ 1,000.00	100.0%	0.0%
Friends Donations	\$ 20,000.00	\$15,318.18	76.6%	\$ 17,500.00	-12.5%	0.4%
TOTAL	\$ 20,500.00	\$16,518.18	80.6%	\$ 18,500.00	-9.8%	0.4%
TOTAL REVENUE	\$ 4,552,303.00	\$4,869,731.79	107.0%	\$ 4,636,909.52	1.9%	100.0%
EXPENSES						
PERSONNEL						
Salaries	\$ 2,040,000.00	\$1,966,810.57	96.4%	\$ 2,275,000.00	11.5%	49.1%
Health Insurance	\$ 335,000.00	\$257,087.89	76.7%	\$ 275,000.00	-17.9%	5.9%

FICA	\$ 84,000.00	\$76,628.17	91.2%	\$ 175,000.00	108.3%	3.8%
IMRF	\$ -		#DIV/0!	\$ 75,000.00	#DIV/0!	1.6%
Employee Assistance Program	\$ 500.00	\$0.00	0.0%	\$ 500.00	0.0%	0.0%
Professional Development	\$ 30,000.00	\$28,317.63	94.4%	\$ 30,000.00	0.0%	0.6%
Staff Recognition/Events/Mtgs	\$ 6,000.00	\$5,880.68	98.0%	\$ 6,000.00	0.0%	0.1%
Flexible Spending Account	\$ 750.00	\$768.00	102.4%	\$ 1,250.00	66.7%	0.0%
TOTAL	\$ 2,496,250.00	\$2,335,492.94	93.6%	\$ 2,837,750.00	13.7%	61.2%

ADMINISTRATION

Audit Fees	\$ 12,950.00	\$12,950.00	100.0%	\$ 13,430.00	3.7%	0.3%
Library Supplies	\$ 38,000.00	\$32,323.21	85.1%	\$ 32,000.00	-15.8%	0.7%
Office Supplies	\$ 6,500.00	\$5,465.46	84.1%	\$ 5,800.00	-10.8%	0.1%
Breakroom Supplies	\$ 4,000.00	\$2,942.33	73.6%	\$ 3,400.00	-15.0%	0.1%
Postage	\$ 2,500.00	\$2,993.33	119.7%	\$ 3,250.00	30.0%	0.1%
Hospitality	\$ 500.00	\$244.78	49.0%	\$ 500.00	0.0%	0.0%
Accounting & Bookkeeping	\$ 24,000.00	\$19,676.00	82.0%	\$ 24,000.00	0.0%	0.5%
Delivery Services	\$ 6,000.00	\$5,149.04	85.8%	\$ 5,500.00	-8.3%	0.1%
Payroll Services	\$ 9,500.00	\$9,500.00	100.0%	\$ 6,500.00	-31.6%	0.1%
Liability Insurance	\$ 33,000.00	\$32,474.00	98.4%	\$ 36,250.00	9.8%	0.8%
Board Expenses	\$ 1,500.00	\$1,500.00	100.0%	\$ 5,000.00	233.3%	0.1%
Memberships	\$ 7,000.00	\$5,798.23	82.8%	\$ 6,500.00	-7.1%	0.1%
Legal	\$ 30,000.00	\$21,400.89	71.3%	\$ 15,000.00	-50.0%	0.3%
Consultants	\$ 5,000.00	\$1,500.00	30.0%	\$ 7,000.00	40.0%	0.2%
Investment Fees	\$ 16,800.00	\$19,571.77	116.5%	\$ 8,500.00	-49.4%	0.2%
Miscellaneous	\$ 500.00	\$67.27	13.5%	\$ 500.00	0.0%	0.0%
TOTAL	\$ 197,750.00	\$173,556.31	87.8%	\$ 173,130.00	-12.5%	3.7%

UTILITIES

Electricity	\$ 42,000.00	\$37,299.59	88.8%	\$ 40,000.00	-4.8%	0.9%
Water	\$ 9,000.00	\$4,635.44	51.5%	\$ 5,000.00	-44.4%	0.1%
Storm Sewer	\$ 1,500.00	\$1,461.71	97.4%	\$ 1,500.00	0.0%	0.0%
Natural Gas	\$ 13,500.00	\$7,381.44	54.7%	\$ 8,000.00	-40.7%	0.2%
Telephone	\$ 16,500.00	\$17,219.52	104.4%	\$ 17,500.00	6.1%	0.4%

Internet Services	\$	24,000.00	\$17,659.02	73.6%	\$	24,000.00	0.0%	0.5%
TOTAL	\$	106,500.00	\$85,656.72	80.4%	\$	96,000.00	-9.9%	2.1%
INFORMATION TECHNOLOGY								
CCS Operating	\$	79,000.00	\$81,000.00	102.5%	\$	79,000.00	0.0%	1.7%
Software	\$	90,000.00	\$91,796.75	102.0%	\$	35,000.00	-61.1%	0.8%
LAN Management	\$	40,000.00	\$37,148.03	92.9%	\$	40,000.00	0.0%	0.9%
Hardware	\$	4,000.00	\$3,727.61	93.2%	\$	4,000.00	0.0%	0.1%
Computer Equipment	\$	38,570.11	\$31,177.84	80.8%	\$	30,000.00	-22.2%	0.6%
Website/Platform Fees	\$	100,000.00	\$76,465.75	76.5%	\$	60,000.00	-40.0%	1.3%
Photocopier Leases	\$	23,000.00	\$21,450.53	93.3%	\$	25,000.00	8.7%	0.5%
TOTAL	\$	374,570.11	\$342,766.51	91.5%	\$	273,000.00	-27.1%	5.9%
PUBLIC RELATIONS								
Marketing/Advertising	\$	7,000.00	\$8,015.73	114.5%	\$	11,000.00	57.1%	0.2%
Promotional	\$	11,000.00	\$11,000.00	100.0%	\$	11,000.00	0.0%	0.2%
Newsletter/Mailers	\$	29,750.00	\$29,110.21	97.8%	\$	35,000.00	17.6%	0.8%
PR Supplies	\$	4,000.00	\$3,310.92	82.8%	\$	4,000.00	0.0%	0.1%
TOTAL	\$	51,750.00	\$51,436.86	99.4%	\$	61,000.00	17.9%	1.3%
COLLECTIONS- ADULT								
Books-Fiction	\$	85,000.00	\$85,000.00	100.0%	\$	79,000.00	-7.1%	1.7%
Books-Non-Fiction	\$	75,000.00	\$75,000.00	100.0%	\$	69,000.00	-8.0%	1.5%
Periodicals	\$	20,200.00	\$24,302.83	120.3%	\$	20,200.00	0.0%	0.4%
DVDs	\$	25,000.00	\$21,810.26	87.2%	\$	23,000.00	-8.0%	0.5%
Video Games	\$	2,000.00	\$1,926.64	96.3%	\$	2,000.00	0.0%	0.0%
Audiobooks	\$	6,500.00	\$9,029.35	138.9%	\$	5,250.00	-19.2%	0.1%
eBooks (eResources)	\$	255,800.00	\$278,300.00	108.8%	\$	300,000.00	17.3%	6.5%
Online Databases	\$	65,000.00	\$64,408.68	99.1%	\$	65,000.00	0.0%	1.4%
TOTAL	\$	534,500.00	\$559,777.76	104.7%	\$	563,450.00	5.4%	12.2%
COLLECTIONS- YOUTH								
Books-Fiction	\$	45,000.00	\$42,018.83	93.4%	\$	42,500.00	-5.6%	0.9%
Books-Non-Fiction	\$	13,000.00	\$13,755.30	105.8%	\$	13,000.00	0.0%	0.3%
DVDs	\$	1,500.00	\$938.12	62.5%	\$	750.00	-50.0%	0.0%

Audiobooks/Talking Books	\$ 15,000.00	\$19,082.56	127.2%	\$ 17,500.00	16.7%	0.4%
Kits	\$ 5,000.00	\$4,568.03	91.4%	\$ 3,500.00	-30.0%	0.1%
Video Games	\$ 5,500.00	\$5,484.83	99.7%	\$ 5,000.00	-9.1%	0.1%
TOTAL	\$ 85,000.00	\$85,847.67	101.0%	\$ 82,250.00	-3.2%	1.8%
PROGRAMS						
Reading Programs	\$ 10,000.00	\$10,000.00	100.0%	\$ 11,000.00	10.0%	0.2%
Programming- Studio	\$ 11,750.00	\$12,500.00	106.4%	\$ 14,500.00	23.4%	0.3%
Programming-Youth	\$ 30,000.00	\$36,049.79	120.2%	\$ 40,000.00	33.3%	0.9%
Programming-Adult	\$ 37,500.00	\$34,397.57	91.7%	\$ 35,500.00	-5.3%	0.8%
Studio Maintenance/Repair	\$ 1,429.89	\$1,699.79	118.9%	\$ 2,000.00	39.9%	0.0%
TOTAL	\$ 90,679.89	\$94,647.15	104.4%	\$ 103,000.00	13.6%	2.2%
CAPITAL						
Capital Outlay	\$ 435,250.00	\$160,000.00	36.8%	\$ 150,000.00	-65.5%	3.2%
Building	\$ 155,000.00	\$100,059.32	64.6%	\$ 255,000.00	64.5%	5.5%
Equipment/Furniture	\$ 25,000.00	\$24,554.30	98.2%	\$ 42,000.00	68.0%	0.9%
TOTAL	\$ 615,250.00	\$284,613.62	46.3%	\$ 447,000.00	-27.3%	9.6%
TOTAL EXPENSES	\$ 4,552,250.00	\$4,013,795.54	88.2%	\$ 4,636,580.00	1.9%	100.0%