

**Winnetka-Northfield Public Library District  
Regular 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.WINNETKALIBRARY.ORG](http://WWW.WINNETKALIBRARY.ORG)**

**AGENDA**

Monday, August 21, 2023

- I. Call to Order**
- II. Roll Call**
- III. Public Comments**
- IV. Approval of Minutes**
  - Approval of Minutes of the July 17, 2023 Regular Meeting\* (1 min)
- V. Financial Report**
  - July 2023 Financial Statements\* (5 mins)
- VI. Library Reports**
  - Director's Report\* (10 minutes)
  - Board President's Comments (10 minutes)
- VII. Liaisons to Other Organizations – Reports**
  - Winnetka Village (5 mins)
  - Northfield Village (5 mins)
- VIII. Unfinished Business**
- IX. New Business**
  - Review Draft FY23-24 Budget and Appropriation Ordinance\*
  - Adopt Certified Estimate of Revenues by Source for Fiscal Year 2023-2024\*
  - Northfield Library Update & Discussion
- X. Communications**
  - The next regular meeting will be on Monday, September 18<sup>th</sup> at 7 p.m. at the Northfield Library.
  - The library will be closed on the following upcoming dates:
    - Sunday, August 20<sup>th</sup> (End of Summer Party)
    - Sunday, September 3<sup>rd</sup> and Monday, September 4<sup>th</sup> (Labor Day)
- XI. Public Comments**

\*Attachments

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

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**XII. Adjournment**

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

July 17, 2023

**I. Call to Order**

The meeting was held at the Winnetka Library, 11768 Oak St., Winnetka, Illinois. President Mitchell called the meeting to order at 7:03 p.m. A quorum was present.

**II. Roll Call**

Present: Trustees Travis Gosselin, Matt Kinnich, Sarah Munoz, Ranjini Shankar, Thomas Sundell, Deborah Vandergrift, and Board President Melissa Mitchell; and Library Director Monica Dombrowski.

Present was library employee Mark Swenson (IT Manager).

**III. Public Comments**

No public comments.

**IV. Approval of Minutes**

*Approve minutes of the June 19, 2023 regular meeting.*

President Mitchell announced approval of the June 19, 2023 Regular Meeting Minutes.

**V. Financial Report**

Trustee Munoz and Director Dombrowski presented the June 2023 Financial Statement.

**VI. Library Reports**

*Library Director's Report*

Director Dombrowski presented the June 2023 Director's Report, which was included in the July 2023 board packet.

*Board President's Report*

President Mitchell provided an update regarding the Northfield branch.

**VII. Liaison Reports**

*Winnetka Village* – Trustee Gosselin reported on street construction.

*Northfield Village* – Trustee Kinnich reported on village signage plans and the change of village manager and consequent special projects assignment, including the Northfield Library project.

## VIII. Unfinished Business

### *Approval of revised Program Policy*

A Motion to Approve the revised Program Policy, subject to the substitution of 'reconsideration process' for 'escalation process' was made by Trustee Munoz.

The Motion passed on a voice vote.

## IX. New Business

- *Approval of a change to the FY23-24 November Board Meeting Date*  
As requested by Director Dombrowski, a Motion to Approve the shift the November Board Meeting from Monday the 13th to Tuesday the 14<sup>th</sup> was made by Trustee Gosselin.

The Motion passed on a voice vote.

- *Approval of Minutes, as revised, of Meetings Lawfully Closed under the Open Meeting Act for August 16, 2021 and November 22, 2021*  
A Motion to Approve such Minutes was made by Trustee Vandergrift.

The Motion passed on a voice vote.

- *Approval of Resolution determining release of Closed Session Minutes for August 16, 2021 and November 22 2021*  
A Motion to lawfully not release said Minutes was made by Trustee Gosselin.

The Motion passed on a voice vote.

- *Approval of Resolution approving destruction of Closed Session Recordings for August 16, 2021 and November 22, 2021*  
A Motion to approve destruction of said closed session recordings was made by Trustee Gosselin.

The Motion passed on a voice vote.

- *Approval of Building & Maintenance Tax (.02% special tax) Ordinance*  
A Motion to approve the Building & Maintenance Tax (.02% special tax) Ordinance was made by Trustee Vandergrift.

The Motion passed on a roll call vote:

Ayes: Trustees Gosselin, Kinnich, Munoz, Shankar, Sundell, Vandergrift

Nays: None

Abstain [no tie vote]: President Mitchell

- Update on FY22-23 investments was provided by Trustee Munoz and Director Dombrowski.
- Update on Q4 Strategic Plan progress was provided by Director Dombrowski.

**X. Communications**

The next regular meeting of the board will be held on Monday, August 21<sup>st</sup> at 7 p.m. at the Winnetka Library.

**XI. Public Comments**

No public comments.

**XII. 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.

A Motion to adjourn to closed session was made by Trustee Sundell.

The Motion passed on a voice vote and President Mitchell adjourned to closed session at 8:08 p.m.

**XIII. Return to Open Session**

Returned to open session from closed session at 10:07 p.m.

**XIV. Adjournment**

There being no further business to come before the Board, a Motion to adjourn was made by Trustee Kinnich.

The Motion passed on voice vote and President Mitchell adjourned the meeting at 10:08 p.m.

Respectfully submitted,

Thomas Sundell  
Board Secretary

\_\_\_\_\_ Melissa Mitchell, President

\_\_\_\_\_ Thomas Sundell, Secretary

# Winnetka-Northfield Public Library District

## All Funds Summary

For the 1 Month Ended July 31, 2023

Prorated Budget Percentage Spent: 8.33%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Current Year-to-Date</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
<b>Revenues</b>					
Library Fund	4,598,223.00	383,185.25	65,029.83	1.41 %	(318,155.42)
IMRF Fund	1.00	0.08	0.00	0.00 %	(0.08)
FICA Fund	1.00	0.08	0.00	0.00 %	(0.08)
Building Fund	380,000.00	31,666.67	0.00	0.00 %	(31,666.67)
Unemployment Fund	1.00	0.08	0.00	0.00 %	(0.08)
<b>Total Revenues</b>	<u>4,978,226.00</u>	<u>414,852.17</u>	<u>65,029.83</u>	<u>1.31 %</u>	<u>(349,822.34)</u>
<b>Expenses</b>					
Library Fund	4,308,250.00	359,020.83	166,171.13	3.86 %	(192,849.70)
IMRF Fund	1.00	0.08	3,610.96	361,096.00 %	3,610.88
FICA Fund	84,000.00	7,000.00	10,565.52	12.58 %	3,565.52
Building Fund	380,000.00	31,666.67	12,839.57	3.38 %	(18,827.10)
Unemployment Fund	1.00	0.08	0.00	0.00 %	(0.08)
Special Reserve Fund	0.00	433,333.33	0.00	0.00 %	(433,333.33)
<b>Total Expenses</b>	<u>9,972,252.00</u>	<u>831,021.00</u>	<u>193,187.18</u>	<u>1.94 %</u>	<u>(637,833.82)</u>
<b>Total Revenues</b>	4,978,226.00	414,852.17	65,029.83	1.31 %	(349,822.34)
<b>Total Expenses</b>	<u>9,972,252.00</u>	<u>831,021.00</u>	<u>193,187.18</u>	<u>1.94 %</u>	<u>637,833.82</u>
<b>Excess Revenues less Expenses</b>	<u>(4,994,026.00)</u>	<u>(416,168.83)</u>	<u>(128,157.35)</u>	<u>2.57 %</u>	<u>288,011.48</u>

# Winnetka-Northfield Public Library District

## Library Fund Summary

**For the 1 Month Ended July 31, 2023**

Prorated Budget Percentage Spent: 8.33%

	Annual Budget	Prorated Budget	Year-to-Date Actual	% of Budget	Variance vs. Prorated Budget
<b>Operating Revenue</b>					
Property Tax	4,152,810.00	346,067.50	0.00	0.00 %	(346,067.50)
Replacement Tax	90,000.00	7,500.00	18,297.26	20.33 %	10,797.26
Collections	160,413.00	13,367.75	27,837.46	17.35 %	14,469.71
Materials	5,000.00	416.67	470.61	9.41 %	53.94
Other Income	190,000.00	15,833.33	18,424.50	9.70 %	2,591.17
<b>Total Operating Revenue</b>	<b>4,598,223.00</b>	<b>383,185.25</b>	<b>65,029.83</b>	<b>1.41 %</b>	<b>(318,155.42)</b>
<b>Operating Expenses</b>					
Personnel	2,406,250.00	200,520.83	101,758.75	4.23 %	(98,762.08)
Administration	203,750.00	16,979.17	8,355.85	4.10 %	(8,623.32)
Utilities	106,500.00	8,875.00	535.17	0.50 %	(8,339.83)
IT Services	335,000.00	27,916.67	11,433.40	3.41 %	(16,483.27)
Public Relations	47,000.00	3,916.67	0.00	0.00 %	(3,916.67)
Library Materials - Adult	532,500.00	44,375.00	16,936.34	3.18 %	(27,438.66)
Library Materials - Youth	85,000.00	7,083.33	2,334.91	2.75 %	(4,748.42)
Programs	90,250.00	7,520.83	5,024.00	5.57 %	(2,496.83)
Capital	502,000.00	41,833.33	19,792.71	3.94 %	(22,040.62)
<b>Total Operating Expenses</b>	<b>4,308,250.00</b>	<b>359,020.83</b>	<b>166,171.13</b>	<b>3.86 %</b>	<b>(192,849.70)</b>
<b>Total Revenues</b>	4,598,223.00	383,185.25	65,029.83	1.41 %	(318,155.42)
<b>Total Expenses</b>	4,308,250.00	359,020.83	166,171.13	3.86 %	(192,849.70)
<b>Excess Revenues less Expenses</b>	<b>289,973.00</b>	<b>24,164.42</b>	<b>(101,141.30)</b>	<b>(34.88)%</b>	<b>(125,305.72)</b>

**Winnetka-Northfield Public Library District**  
**Statement of Revenues and Expenditures - Modified Cash Basis**  
**For the 1 Month Ended July 31, 2023**

Prorated Budget Percentage Spent: 8.33%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year to Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
<b><u>LIBRARY FUND</u></b>					
<b>Revenues</b>					
<b>Taxes</b>					
Property Taxes Collections	4,106,860.00	342,238.33	0.00	0.00 %	(342,238.33)
Property Taxes Collections-Liability	33,000.00	2,750.00	0.00	0.00	(2,750.00)
Property Taxes Collections-Audit	12,950.00	1,079.17	0.00	0.00	(1,079.17)
Replacement Tax	<u>90,000.00</u>	<u>7,500.00</u>	<u>18,297.26</u>	<u>20.33 %</u>	<u>10,797.26</u>
<b>Total Taxes</b>	<u>4,242,810.00</u>	<u>353,567.50</u>	<u>18,297.26</u>	<u>0.43 %</u>	<u>(335,270.24)</u>
<b>Collections</b>					
Per Capita Grant	27,250.00	2,270.83	27,280.13	100.11 %	25,009.30
Kenilworth Services	129,663.00	10,805.25	0.00	0.00	(10,805.25)
Studio Fees	1,000.00	83.33	49.65	4.97	(33.68)
Lost/Damaged Mat.	<u>2,500.00</u>	<u>208.33</u>	<u>507.68</u>	<u>20.31</u>	<u>299.35</u>
<b>Total Collections</b>	<u>160,413.00</u>	<u>13,367.75</u>	<u>27,837.46</u>	<u>17.35 %</u>	<u>14,469.71</u>
<b>Materials</b>					
Copy/Printing	4,000.00	333.33	470.61	11.77 %	137.28
Book Sales	<u>1,000.00</u>	<u>83.33</u>	<u>0.00</u>	<u>0.00</u>	<u>(83.33)</u>
<b>Total Materials</b>	<u>5,000.00</u>	<u>416.67</u>	<u>470.61</u>	<u>9.41 %</u>	<u>53.94</u>
<b>Other Income</b>					
Checking Interest Income	3,500.00	291.67	965.44	27.58 %	673.77
Byline Bank IMA Interest	164,000.00	13,666.67	17,002.65	10.37	3,335.98
Money Market-Interest	2,000.00	166.67	188.36	9.42	21.69
Misc. Revenue	0.00	0.00	2.90	0.00	2.90
Gift Fund (over \$100)	500.00	41.67	0.00	0.00	(41.67)
Friends Donations	<u>20,000.00</u>	<u>1,666.67</u>	<u>265.15</u>	<u>1.33</u>	<u>(1,401.52)</u>
<b>Total Other Income</b>	<u>190,000.00</u>	<u>15,833.33</u>	<u>18,424.50</u>	<u>9.70 %</u>	<u>2,591.17</u>
<b>Total Revenue</b>	<u>4,598,223.00</u>	<u>383,185.25</u>	<u>65,029.83</u>	<u>1.41 %</u>	<u>(318,155.42)</u>



# Winnetka-Northfield Public Library District

## Statement of Revenues and Expenditures - Modified Cash Basis

For the 1 Month Ended July 31, 2023

Prorated Budget Percentage Spent: 8.33%

	Annual Budget	Prorated Budget	Year to Date Actual	% of Budget	Variance vs. Prorated Budget
<b>LIBRARY FUND</b>					
<b>Expenses</b>					
<b>Personnel</b>					
Salaries	2,040,000.00	170,000.00	83,367.57	4.09 %	(86,632.43)
Health Insurance	335,000.00	27,916.67	18,313.30	5.47	(9,603.37)
Employee Asst. Program	500.00	41.67	0.00	0.00	(41.67)
Professional Development	30,000.00	2,500.00	77.88	0.26	(2,422.12)
Flexible Spending Account	750.00	62.50	0.00	0.00	(62.50)
<b>Total Personnel</b>	<b>2,406,250.00</b>	<b>200,520.83</b>	<b>101,758.75</b>	<b>4.23 %</b>	<b>(98,762.08)</b>
<b>Administration</b>					
Audit Fees	12,950.00	1,079.17	0.00	0.00 %	(1,079.17)
Library Supplies	38,000.00	3,166.67	1,278.45	3.36	(1,888.22)
Office Supplies	6,500.00	541.67	26.40	0.41	(515.27)
Breakroom Supplies	4,000.00	333.33	61.58	1.54	(271.75)
Postage	2,500.00	208.33	100.00	4.00	(108.33)
Hospitality	500.00	41.67	0.00	0.00	(41.67)
Accounting and Bookkeeping	24,000.00	2,000.00	1,725.00	7.19	(275.00)
Delivery Service	6,000.00	500.00	0.00	0.00	(500.00)
Payroll Services	9,500.00	791.67	726.66	7.65	(65.01)
Liability Insurance Costs	33,000.00	2,750.00	0.00	0.00	(2,750.00)
Board Expenses	1,500.00	125.00	0.00	0.00	(125.00)
Memberships	7,000.00	583.33	0.00	0.00	(583.33)
Staff Recognition/Events/Meetings	6,000.00	500.00	0.00	0.00	(500.00)
Legal	30,000.00	2,500.00	0.00	0.00	(2,500.00)
Consultants	5,000.00	416.67	0.00	0.00	(416.67)
Investment Fees	16,800.00	1,400.00	2,157.76	12.84	757.76
HR Consultant	0.00	0.00	2,280.00	0.00	2,280.00
Miscellaneous	500.00	41.67	0.00	0.00	(41.67)
<b>Total Administration</b>	<b>203,750.00</b>	<b>16,979.17</b>	<b>8,355.85</b>	<b>4.10 %</b>	<b>(8,623.32)</b>
<b>Utilities</b>					
Electricity	42,000.00	3,500.00	0.00	0.00 %	(3,500.00)
Water	9,000.00	750.00	0.00	0.00	(750.00)
Storm Sewer	1,500.00	125.00	0.00	0.00	(125.00)
Natural Gas	13,500.00	1,125.00	0.00	0.00	(1,125.00)
Telephone	16,500.00	1,375.00	284.54	1.72	(1,090.46)
Internet Services	24,000.00	2,000.00	250.63	1.04	(1,749.37)
<b>Total Utilities</b>	<b>106,500.00</b>	<b>8,875.00</b>	<b>535.17</b>	<b>0.50 %</b>	<b>(8,339.83)</b>
<b>Information Technology</b>					
CCS Operating	79,000.00	6,583.33	0.00	0.00 %	(6,583.33)
Software	90,000.00	7,500.00	2,109.60	2.34	(5,390.40)
LAN Management	40,000.00	3,333.33	2,941.41	7.35	(391.92)
Hardware	3,000.00	250.00	0.00	0.00	(250.00)
Website/Platform Fees	100,000.00	8,333.33	4,475.45	4.48	(3,857.88)
Photocopier Leases	23,000.00	1,916.67	1,906.94	8.29	(9.73)
<b>Total Information Technology</b>	<b>335,000.00</b>	<b>27,916.67</b>	<b>11,433.40</b>	<b>3.41 %</b>	<b>(16,483.27)</b>

**Winnetka-Northfield Public Library District**  
**Statement of Revenues and Expenditures - Modified Cash Basis**  
**For the 1 Month Ended July 31, 2023**

Prorated Budget Percentage Spent: 8.33%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year to Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
<b>LIBRARY FUND</b>					
<b>Public Relations</b>					
Promotional	11,000.00	916.67	0.00	0.00 %	(916.67)
Newsletter/Mailers	25,000.00	2,083.33	0.00	0.00	(2,083.33)
PR Supplies	4,000.00	333.33	0.00	0.00	(333.33)
Marketing/Advertising	<u>7,000.00</u>	<u>583.33</u>	<u>0.00</u>	<u>0.00</u>	<u>(583.33)</u>
<b>Total Public Relations</b>	<u>47,000.00</u>	<u>3,916.67</u>	<u>0.00</u>	<u>0.00 %</u>	<u>(3,916.67)</u>
<b>Library Materials - Adult</b>					
Books-Fiction-Adult	85,000.00	7,083.33	6,396.90	7.53 %	(686.43)
Books-Non-Fiction-Adult	75,000.00	6,250.00	3,359.55	4.48	(2,890.45)
Periodicals	20,200.00	1,683.33	1,441.49	7.14	(241.84)
DVDs-Adult	25,000.00	2,083.33	1,824.35	7.30	(258.98)
Audio Books-Adult	6,500.00	541.67	878.79	13.52	337.12
Online Database	65,000.00	5,416.67	3,035.26	4.67	(2,381.41)
E Books	<u>255,800.00</u>	<u>21,316.67</u>	<u>0.00</u>	<u>0.00</u>	<u>(21,316.67)</u>
<b>Total Library Materials - Adult</b>	<u>532,500.00</u>	<u>44,375.00</u>	<u>16,936.34</u>	<u>3.18 %</u>	<u>(27,438.66)</u>
<b>Library Materials - Youth</b>					
Kits	5,000.00	416.67	0.00	0.00 %	(416.67)
Books-Fiction-Juv	45,000.00	3,750.00	1,666.79	3.70	(2,083.21)
Books-Non-Fiction-Juv	13,000.00	1,083.33	668.12	5.14	(415.21)
DVDs-Juv	1,500.00	125.00	0.00	0.00	(125.00)
Audio Books-Juv	15,000.00	1,250.00	0.00	0.00	(1,250.00)
Video Games-Juv	<u>5,500.00</u>	<u>458.33</u>	<u>0.00</u>	<u>0.00</u>	<u>(458.33)</u>
<b>Total Library Materials - Youth</b>	<u>85,000.00</u>	<u>7,083.33</u>	<u>2,334.91</u>	<u>2.75 %</u>	<u>(4,748.42)</u>
<b>Programs</b>					
Reading Programs	10,000.00	833.33	0.00	0.00 %	(833.33)
Programming - Studio	11,750.00	979.17	0.00	0.00	(979.17)
Programming - Youth	30,000.00	2,500.00	2,584.00	8.61	84.00
Programming - Adult	37,500.00	3,125.00	2,440.00	6.51	(685.00)
Studio Maintenance/Repair	<u>1,000.00</u>	<u>83.33</u>	<u>0.00</u>	<u>0.00</u>	<u>(83.33)</u>
<b>Total Programs</b>	<u>90,250.00</u>	<u>7,520.83</u>	<u>5,024.00</u>	<u>5.57 %</u>	<u>(2,496.83)</u>
<b>Capital</b>					
Capital Outlay	282,000.00	23,500.00	0.00	0.00 %	(23,500.00)
Building	155,000.00	12,916.67	9,876.50	6.37	(3,040.17)
Equipment/Furniture	25,000.00	2,083.33	2,617.41	10.47	534.08
Computer Equipment	<u>40,000.00</u>	<u>3,333.33</u>	<u>7,298.80</u>	<u>18.25</u>	<u>3,965.47</u>
<b>Total Capital</b>	<u>502,000.00</u>	<u>41,833.33</u>	<u>19,792.71</u>	<u>3.94 %</u>	<u>(22,040.62)</u>
<b>Total Expenses</b>	<u>4,308,250.00</u>	<u>359,020.83</u>	<u>166,171.13</u>	<u>3.86 %</u>	<u>(192,849.70)</u>
<b>Excess Revenues less Expenses</b>	<u>289,973.00</u>	<u>24,164.42</u>	<u>(101,141.30)</u>	<u>(34.88)%</u>	<u>(125,305.72)</u>

**Winnetka-Northfield Public Library District**  
**Statement of Revenues and Expenditures - Modified Cash Basis**  
**For the 1 Month Ended July 31, 2023**

Prorated Budget Percentage Spent: 8.33%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year to Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
<b>BUILDING FUND</b>					
<b>Revenues</b>					
Property Taxes Collections-Building	380,000.00	31,666.67	0.00	0.00 %	(31,666.67)
<b>Total Revenue</b>	<u>380,000.00</u>	<u>31,666.67</u>	<u>0.00</u>	<u>0.00 %</u>	<u>(31,666.67)</u>
<b>Expenses</b>					
Northfield Lease	0.00	0.00	5,682.42	0.00 %	5,682.42
Building Maintenance Service	0.00	0.00	8,000.00	0.00	8,000.00
Elevators	0.00	0.00	(994.85)	0.00	(994.85)
Alarms	0.00	0.00	(183.00)	0.00	(183.00)
Misc Services	380,000.00	31,666.67	335.00	0.09	(31,331.67)
<b>Total Expenses</b>	<u>380,000.00</u>	<u>31,666.67</u>	<u>12,839.57</u>	<u>3.38 %</u>	<u>(18,827.10)</u>
<b>Excess Revenues less Expenses</b>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ (12,839.57)</u>	<u>0.00 %</u>	<u>(12,839.57)</u>
<b>IMRF FUND</b>					
<b>Revenues</b>					
Property Taxes Collections-IMRF	1.00	0.08	0.00	0.00 %	(0.08)
<b>Total Revenue</b>	<u>1.00</u>	<u>0.08</u>	<u>0.00</u>	<u>0.00 %</u>	<u>(0.08)</u>
<b>Expenses</b>					
IMRF Expenses	1.00	0.08	3,610.96	361,096.00 %	3,610.88
<b>Total Expenses</b>	<u>1.00</u>	<u>0.08</u>	<u>3,610.96</u>	<u>361,096.00 %</u>	<u>3,610.88</u>
<b>Excess Revenues less Expenses</b>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ (3,610.96)</u>	<u>0.00 %</u>	<u>(3,610.96)</u>
<b>FICA FUND</b>					
<b>Revenues</b>					
Property Taxes Collections-FICA	1.00	0.08	0.00	0.00 %	(0.08)
<b>Total Revenue</b>	<u>1.00</u>	<u>0.08</u>	<u>0.00</u>	<u>0.00 %</u>	<u>(0.08)</u>
<b>Expenses</b>					
FICA	84,000.00	7,000.00	10,565.52	12.58 %	3,565.52
<b>Total Expenses</b>	<u>84,000.00</u>	<u>7,000.00</u>	<u>10,565.52</u>	<u>12.58 %</u>	<u>3,565.52</u>
<b>Excess Revenues less Expenses</b>	<u>\$ (83,999.00)</u>	<u>\$ (6,999.92)</u>	<u>\$ (10,565.52)</u>	<u>12.58 %</u>	<u>(3,565.60)</u>

**Winnetka-Northfield Public Library District**  
**Statement of Revenues and Expenditures - Modified Cash Basis**  
**For the 1 Month Ended July 31, 2023**

Prorated Budget Percentage Spent: 8.33%

	<b>Annual Budget</b>	<b>Prorated Budget</b>	<b>Year to Date Actual</b>	<b>% of Budget</b>	<b>Variance vs. Prorated Budget</b>
<b>UNEMPLOYMENT FUND</b>					
<b>Revenues</b>					
Property Taxes Collections-Unemployment	1.00	0.08	0.00	0.00 %	(0.08)
<b>Total Revenue</b>	1.00	0.08	0.00	0.00 %	(0.08)
<b>Expenses</b>					
Unemployment	1.00	0.08	0.00	0.00 %	(0.08)
<b>Total Expenses</b>	1.00	0.08	0.00	0.00 %	(0.08)
 <b>Excess Revenues less Expenses</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>0.00 %</b>	<b>0.00</b>
<b>SPECIAL RESERVE FUND</b>					
<b>Revenues</b>					
Transfer In	0.00	0.00	0.00	0.00 %	0.00
<b>Expenses</b>					
Capital Outlay	5,200,000.00	433,333.33	0.00	0.00 %	(433,333.33)
<b>Total Expenses</b>	5,200,000.00	433,333.33	0.00	0.00 %	(433,333.33)
 <b>Excess Revenues less Expenses</b>	<b>\$ (5,200,000.00)</b>	<b>\$ (433,333.33)</b>	<b>\$ 0.00</b>	<b>0.00 %</b>	<b>433,333.33</b>

# Winnetka-Northfield Public Library District

## Check Register

All Bank Accounts  
July 1, 2023 - July 31, 2023

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
<b>Vendor Checks</b>						
Fox Valley Fire & Safety 70-0-5758	Alarms	To void check #4031	-183.00	4031	07/31/23	<u>(183.00)</u>
Animal Quest Entertainment Inc. 10-0-5907	Programming - Youth	Library Presentation: Animal Quest Entertainment Inc.	403.00	4043	07/06/23	<u>403.00</u>
Background Screening Consultants LLC 10-0-5736	Legal	Inv # 22255	61.00	4044	07/06/23	<u>61.00</u>
Chef Cherise LLC 10-0-5908	Programming - Adult	Library Presentation: Garden Appetizers	455.00	4045	07/06/23	<u>455.00</u>
Clarence Goodman 10-0-5908	Programming - Adult	Chicago sports outside the lines	225.00	4046	07/06/23	<u>225.00</u>
Colley Elevator Co. 70-0-5749	Elevators	INV# 2442023	440.00	4047	07/06/23	<u>440.00</u>
Cupello Mechanical 70-0-5799 70-0-5783	Misc Services Plumbing	INV# 2432 INV# 2375	335.00 160.00	4048	07/06/23	<u>495.00</u>
Debra Ann Miller 10-0-5908	Programming - Adult	Library Presentation: A Tale of Beatrix Potter	350.00	4049	07/06/23	<u>350.00</u>
Declan Prommer 10-0-4150	Lost/Damaged Materials	Patron Reimbursement	4.99	4050	07/06/23	<u>4.99</u>
Engberg Anderson, Inc. 10-0-5743	Consultants	INV# 23358401-2	3,241.24	4051	07/06/23	<u>3,241.24</u>
GUY SCOPELLITI LANDSCAPE 70-0-5750	Landscaping	INV# 42368	1,555.00	4052	07/06/23	<u>1,555.00</u>
Jessica McClure 10-0-5907	Programming - Youth	Library Presentation: Parties with Character	381.00	4053	07/06/23	<u>381.00</u>
Kevin Griebenow 10-0-5908	Programming - Adult	Library Presentation: A history of human intervention	50.00	4054	07/06/23	<u>50.00</u>
KOREAN SPIRIT & CULTURE PROMOTION PROJECT 10-0-5908	Programming - Adult	Program: Lotus Lantern Craft	360.00	4055	07/06/23	<u>360.00</u>
Mark Swenson 10-0-5114	Professional Development	Travel Reimbursement	77.88	4056	07/06/23	<u>77.88</u>
Marsha's Music Inc. 10-0-5907	Programming - Youth	Library Presentation: Marsha's Music	200.00	4057	07/06/23	<u>200.00</u>
Mary Colleen Klimczak 10-0-5908	Programming - Adult	Library Presentation: College Dorm Organizing	150.00	4058	07/06/23	<u>150.00</u>

# Winnetka-Northfield Public Library District

## Check Register

All Bank Accounts  
July 1, 2023 - July 31, 2023

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Nicola White 10-0-5114	Professional Development	Travel Expense Reimbursement	82.34	4059	07/06/23	<u>82.34</u>
OurDigitalWorld 10-0-5177	Website/Platform Fees	INV# 2023-144	4,250.00	4060	07/06/23	<u>4,250.00</u>
Peregrine, Stime, Newman, Ritzman & Bruckner, LTD 10-0-5736	Legal	INV # 62412	2,025.00	4061	07/06/23	<u>2,025.00</u>
Pioneer Press 10-1-5342	Periodicals-Winnetka	Account #168189160	37.49	4062	07/06/23	<u>37.49</u>
Sydney Clark 10-0-5114	Professional Development	Train to ALA conference	6.25	4063	07/06/23	<u>641.10</u>
10-0-5114	Professional Development	Dinner	6.97			
10-0-5114	Professional Development	Uber	30.32			
10-0-5114	Professional Development	Lunch	8.75			
10-0-5114	Professional Development	Dinner	45.57			
10-0-5114	Professional Development	Lunch	5.50			
10-0-5114	Professional Development	Hotel	528.32			
10-0-5138	Delivery Service	Travel Expense Reimbursement	9.42			
Testing Service Corporation 10-0-5882	Building	Job# 095720-1140	3,200.00	4064	07/06/23	<u>9,541.00</u>
10-0-5882	Building	Job# 095719-1130	6,341.00			
The Book Stall 10-2-5341	Books-Non-Fiction-Adult-Northfield	The Book Stall	48.00	4065	07/06/23	<u>48.00</u>
Kathryn Freemond 10-0-5114	Professional Development	Employee Reimbursement	326.73	4066	07/11/23	<u>326.73</u>
Sandy Penn 10-0-5114	Professional Development	Employee Reimbursement	23.75	4067	07/11/23	<u>23.75</u>
Stephanie Girardi 10-0-5732	Staff Recognition/Events/Meetings	Employee Reimbursement	496.50	4068	07/11/23	<u>496.50</u>
B.H. Suhr & Company, Inc. 10-0-5882	Building	INV #2061	2,247.50	4069	07/21/23	<u>2,247.50</u>
Claire Evans 10-0-5908	Programming - Adult	Library Presentation: The Simple Life	275.00	4070	07/21/23	<u>275.00</u>
Courtney Volny 10-0-5114	Professional Development	Travel expense reimbursement	127.09	4071	07/21/23	<u>127.09</u>
Debbie Kroopkin 10-0-5908	Programming - Adult	Assembling the Pieces of Your Family History Puzzle	150.00	4072	07/21/23	<u>150.00</u>
Engberg Anderson, Inc. 10-0-5743	Consultants	INV# 23358402-1	900.00	4073	07/21/23	<u>900.00</u>

# Winnetka-Northfield Public Library District

## Check Register

All Bank Accounts

July 1, 2023 - July 31, 2023

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Environmental Consulting Group, Inc.				4074	07/21/23	<u>7,629.00</u>
10-0-5882	Building	INV #2023-628	1,950.00			
10-0-5882	Building	INV #2023-644	5,679.00			
Marsha's Music Inc.				4075	07/21/23	<u>400.00</u>
10-0-5907	Programming - Youth	Library Presentation: Marsha's Music remaining balance	400.00			
Natalie Blaser				4076	07/21/23	<u>547.10</u>
10-0-5114	Professional Development	Hotel Reimbursement	547.10			
New York Times				4077	07/21/23	<u>1,404.00</u>
10-1-5342	Periodicals-Winnetka	INV# 17DAFC8C2326	1,404.00			
Oconee Regional Library				4078	07/21/23	<u>25.00</u>
10-0-4150	Lost/Damaged Materials	INV# VBL ILL 002	25.00			
Our Music LLC				4079	07/21/23	<u>600.00</u>
10-0-5907	Programming - Youth	Library Presentation: Let's play remaining balance	600.00			
Rock 'n' Kids, inc				4080	07/21/23	<u>400.00</u>
10-0-5907	Programming - Youth	Library Presentation: Rock 'n' Roll Storytime	400.00			
Tee Jay Service Company, Inc				4081	07/21/23	<u>206.25</u>
70-0-5755	Automatic Doors	INV #199296	206.25			
The Book Stall				4082	07/21/23	<u>68.80</u>
10-1-5341	Books-Non-Fiction-Adult-Winnetka	INV# 473189	20.80			
10-2-5341	Books-Non-Fiction-Adult-Northfield	INV# 472463	48.00			
Valerie Gugala				4083	07/21/23	<u>200.00</u>
10-0-5908	Programming - Adult	From Queen Victoria to the Modern Royals	200.00			
Yale Sun				4084	07/21/23	<u>18.99</u>
10-0-4150	Lost/Damaged Materials	Yale Sun	18.99			
ElliePresents				4085	07/25/23	<u>275.00</u>
10-0-5908	Programming - Adult	Program - Phyllis Diller ON! - Remaining balance	275.00			
Warehouse Direct				17738	07/14/23	<u>101.22</u>
70-0-5725	Janitorial Supplies	INV #5480608-1	101.22			
MERCHANTS DELIVERY SERVICE				17739	07/14/23	<u>550.00</u>
10-0-5138	Delivery Service	MERCHANTS DELIVERY SERVICE	550.00			
Robbins Schwartz				17740	07/14/23	<u>61.25</u>
10-0-5736	Legal	INV# 951224	61.25			
Today's Business Solutions INC				17741	07/14/23	<u>1,395.00</u>
10-0-5134	Software	Today's Business Solutions INC INV# 14960	1,395.00			

# Winnetka-Northfield Public Library District

## Check Register

All Bank Accounts

July 1, 2023 - July 31, 2023

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
HR Source 10-0-5745	HR Consultant	INV# 18447	2,280.00	17742	07/14/23	<u>2,280.00</u>
RingCentral Inc 10-0-5175	Telephone	RingCentral Inc	243.65	17743	07/14/23	<u>243.65</u>
RAILS 10-1-5346	Online Database - Winnetka	INV # 10961	660.00	17744	07/14/23	<u>660.00</u>
OVERDRIVE INC. 10-1-5345 10-1-5345 10-1-5345	Books-Digital-Winnetka Books-Digital-Winnetka Books-Digital-Winnetka	INV# 01018MA23207629 INV# 01018MA23205260 INV# 01018CP23206964	12,309.03 1,501.33 10,865.95	17745	07/14/23	<u>24,676.31</u>
PROQUEST LLC 10-1-5346	Online Database - Winnetka	INV# 70791465	2,375.26	17746	07/14/23	<u>2,375.26</u>
Lauterbach & Amen, LLP 10-0-5131	Accounting and Bookkeeping	INV# 80101	1,725.00	17747	07/14/23	<u>1,725.00</u>
HOOPLA (MIDWEST TAPE) 10-1-5345	Books-Digital-Winnetka	INV# 504010740	2,043.61	17748	07/14/23	<u>2,043.61</u>
Baker & Taylor 10-1-5341 10-1-5341 10-1-5341 10-1-5341 10-1-5341 10-1-5341 10-2-5341 10-2-5341 10-2-5341 10-2-5341 10-2-5341 10-2-5341 10-2-5341 10-2-5341 10-1-5440 10-1-5440 10-1-5440 10-1-5440 10-1-5440	Books-Non-Fiction-Adult- Winnetka Books-Non-Fiction-Adult- Winnetka Books-Non-Fiction-Adult- Winnetka Books-Non-Fiction-Adult- Winnetka Books-Non-Fiction-Adult- Winnetka Books-Non-Fiction-Adult- Winnetka Books-Non-Fiction-Adult- Northfield Books-Non-Fiction-Adult- Northfield Books-Non-Fiction-Adult- Northfield Books-Non-Fiction-Adult- Northfield Books-Fiction-Juv- Winnetka Books-Fiction-Juv- Winnetka Books-Fiction-Juv- Winnetka Books-Fiction-Juv- Winnetka Books-Fiction-Juv- Winnetka	2037575766 2037587980 2037595441 2037601068 2037605653 2037590377 2037590377 2037605653 2037601068 2037595441 2037587980 2037575766 2037598828 2037598829 2037599772 2037583961 2037622849	452.38 311.14 146.67 322.37 382.67 472.89 99.77 125.95 50.28 88.64 189.59 84.71 14.24 9.74 127.49 62.46 81.46	17749	07/14/23	<u>11,171.30</u>



# Winnetka-Northfield Public Library District

## Check Register

All Bank Accounts

July 1, 2023 - July 31, 2023

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-1-5440	Books-Fiction-Juv-Winnetka	2037606330	91.79			
10-1-5440	Books-Fiction-Juv-Winnetka	2037598827	14.24			
10-1-5440	Books-Fiction-Juv-Winnetka	2037549566	29.98			
10-1-5440	Books-Fiction-Juv-Winnetka	2037571609	12.74			
10-1-5440	Books-Fiction-Juv-Winnetka	2037571610	14.24			
10-1-5440	Books-Fiction-Juv-Winnetka	2037571608	14.24			
10-1-5440	Books-Fiction-Juv-Winnetka	2037566246	141.58			
10-1-5440	Books-Fiction-Juv-Winnetka	2037582015	231.76			
10-1-5440	Books-Fiction-Juv-Winnetka	2037549566	29.98			
10-2-5440	Books-Fiction-Juv-Northfield	2037582015	68.75			
10-2-5440	Books-Fiction-Juv-Northfield	2037566246	84.49			
10-2-5440	Books-Fiction-Juv-Northfield	2037622849	79.12			
10-2-5440	Books-Fiction-Juv-Northfield	2037606330	207.81			
10-2-5440	Books-Fiction-Juv-Northfield	2037599772	94.57			
10-2-5440	Books-Fiction-Juv-Northfield	2037583961	22.02			
10-2-5440	Books-Fiction-Juv-Northfield	2037598826	24.95			
10-2-5440	Books-Fiction-Juv-Northfield	2037598825	14.99			
10-0-5120	Library Supplies	2037574708	33.22			
10-0-5120	Library Supplies	2037582466	6.95			
10-0-5120	Library Supplies	2037566246	27.98			
10-0-5120	Library Supplies	2037590377	35.36			
10-0-5120	Library Supplies	2037575861	27.52			
10-0-5120	Library Supplies	2037585976	45.57			
10-0-5120	Library Supplies	2037549566	2.95			
10-0-5120	Library Supplies	2037573490	28.36			
10-0-5120	Library Supplies	2037589868	12.33			
10-0-5120	Library Supplies	2037582015	38.06			
10-0-5120	Library Supplies	2037588595	13.16			
10-0-5120	Library Supplies	2037571610	1.47			
10-0-5120	Library Supplies	2037571609	1.46			
10-0-5120	Library Supplies	2037549566	2.95			
10-0-5120	Library Supplies	2037578614	20.64			
10-0-5120	Library Supplies	2037571608	1.47			
10-0-5120	Library Supplies	2037616172	46.02			
10-0-5120	Library Supplies	2037611970	8.62			
10-0-5120	Library Supplies	2037605653	26.33			
10-0-5120	Library Supplies	2037608905	32.37			
10-0-5120	Library Supplies	2037622849	29.42			
10-0-5120	Library Supplies	2037598827	1.47			
10-0-5120	Library Supplies	2037606330	41.24			
10-0-5120	Library Supplies	2037603585	15.80			
10-0-5120	Library Supplies	2037600892	19.41			
10-0-5120	Library Supplies	2037583961	10.42			
10-0-5120	Library Supplies	2037601068	20.05			

# Winnetka-Northfield Public Library District

## Check Register

All Bank Accounts

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5120	Library Supplies	2037605564	18.46			
10-0-5120	Library Supplies	2037598825	0.68			
10-0-5120	Library Supplies	2037597732	36.28			
10-0-5120	Library Supplies	2037595441	11.49			
10-0-5120	Library Supplies	2037598826	2.92			
10-0-5120	Library Supplies	2037598828	1.47			
10-0-5120	Library Supplies	2037599772	34.49			
10-0-5120	Library Supplies	2037598829	0.66			
10-0-5120	Library Supplies	2037575766	30.41			
10-0-5120	Library Supplies	2037578614	20.64			
10-0-5120	Library Supplies	2037594399	18.09			
10-0-5120	Library Supplies	2037587980	30.25			
10-0-5120	Library Supplies	2037582466	6.95			
10-1-5340	Books-Fiction-Adult-Winnetka	2037578614	233.07			
10-1-5340	Books-Fiction-Adult-Winnetka	2037582466	15.26			
10-1-5340	Books-Fiction-Adult-Winnetka	2037594399	226.01			
10-1-5340	Books-Fiction-Adult-Winnetka	2037597732	411.32			
10-1-5340	Books-Fiction-Adult-Winnetka	2037600892	180.15			
10-1-5340	Books-Fiction-Adult-Winnetka	2037603585	205.05			
10-1-5340	Books-Fiction-Adult-Winnetka	2037605564	169.75			
10-1-5340	Books-Fiction-Adult-Winnetka	2037608905	331.42			
10-1-5340	Books-Fiction-Adult-Winnetka	2037616172	458.46			
10-1-5340	Books-Fiction-Adult-Winnetka	2037578614	233.07			
10-1-5340	Books-Fiction-Adult-Winnetka	2037582466	15.26			
10-1-5340	Books-Fiction-Adult-Winnetka	2037575861	188.65			
10-1-5340	Books-Fiction-Adult-Winnetka	2037588595	179.83			
10-1-5340	Books-Fiction-Adult-Winnetka	2037585976	521.72			
10-1-5340	Books-Fiction-Adult-Winnetka	2037573490	296.92			
10-2-5340	Books-Fiction-Adult-Northfield	2037608905	120.35			
10-2-5340	Books-Fiction-Adult-Northfield	2037616172	193.13			
10-2-5340	Books-Fiction-Adult-Northfield	2037605564	31.63			
10-2-5340	Books-Fiction-Adult-Northfield	2037603585	104.98			
10-2-5340	Books-Fiction-Adult-Northfield	2037600892	54.71			
10-2-5340	Books-Fiction-Adult-Northfield	2037597732	202.76			
10-2-5340	Books-Fiction-Adult-Northfield	2037594399	66.64			
10-2-5340	Books-Fiction-Adult-Northfield	2037578614	96.39			
10-2-5340	Books-Fiction-Adult-Northfield	2037582466	110.71			
10-2-5340	Books-Fiction-Adult-Northfield	2037573490	151.75			

# Winnetka-Northfield Public Library District

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July 1, 2023 - July 31, 2023

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-2-5340	Books-Fiction-Adult-Northfield	2037585976	203.76			
10-2-5340	Books-Fiction-Adult-Northfield	2037588595	82.46			
10-2-5340	Books-Fiction-Adult-Northfield	2037578614	96.39			
10-2-5340	Books-Fiction-Adult-Northfield	2037582466	110.71			
10-2-5340	Books-Fiction-Adult-Northfield	2037575861	247.78			
10-1-5441	Books-Non-Fiction-Juv-Winnetka	2037574708	178.40			
10-1-5441	Books-Non-Fiction-Juv-Winnetka	2037589868	122.50			
10-1-5441	Books-Non-Fiction-Juv-Winnetka	2037611970	94.41			
10-2-5441	Books-Non-Fiction-Juv-Northfield	2037611970	44.07			
10-2-5441	Books-Non-Fiction-Juv-Northfield	2037589868	119.71			
10-2-5441	Books-Non-Fiction-Juv-Northfield	2037574708	109.03			
Midwest Tape				17750	07/14/23	<u>2,182.89</u>
10-2-5344	Audio Books-Adult-Northfield	504029614	44.99			
10-2-5344	Audio Books-Adult-Northfield	504029611	34.99			
10-2-5344	Audio Books-Adult-Northfield	503993965	42.99			
10-2-5344	Audio Books-Adult-Northfield	503993960	79.98			
10-2-5344	Audio Books-Adult-Northfield	503962985	84.98			
10-2-5344	Audio Books-Adult-Northfield	503962709	79.98			
10-1-5343	DVDs-Adult-Winnetka	503962980	209.90			
10-1-5343	DVDs-Adult-Winnetka	503962986	84.72			
10-1-5343	DVDs-Adult-Winnetka	503962989	29.99			
10-1-5343	DVDs-Adult-Winnetka	503993964	50.23			
10-1-5343	DVDs-Adult-Winnetka	504029612	14.99			
10-1-5343	DVDs-Adult-Winnetka	504029613	294.62			
10-1-5343	DVDs-Adult-Winnetka	504029620	29.99			
10-1-5343	DVDs-Adult-Winnetka	504029619	176.19			
10-0-5120	Library Supplies	504029619	19.90			
10-0-5120	Library Supplies	504029618	7.96			
10-0-5120	Library Supplies	504029617	13.93			
10-0-5120	Library Supplies	504029620	1.99			
10-0-5120	Library Supplies	503993965	1.99			
10-0-5120	Library Supplies	503993966	1.99			
10-0-5120	Library Supplies	504029611	1.99			
10-0-5120	Library Supplies	504029610	1.99			
10-0-5120	Library Supplies	504029614	1.99			
10-0-5120	Library Supplies	504029616	1.99			
10-0-5120	Library Supplies	504029613	25.87			
10-0-5120	Library Supplies	504029612	1.99			
10-0-5120	Library Supplies	503962709	3.98			
10-0-5120	Library Supplies	503962980	23.70			
10-0-5120	Library Supplies	503962985	3.98			
10-0-5120	Library Supplies	503962983	5.97			
10-0-5120	Library Supplies	503962982	1.99			

# Winnetka-Northfield Public Library District

## Check Register

All Bank Accounts

July 1, 2023 - July 31, 2023

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5120	Library Supplies	503962981	7.78			
10-0-5120	Library Supplies	503993960	3.98			
10-0-5120	Library Supplies	503993962	3.98			
10-0-5120	Library Supplies	503993963	3.98			
10-0-5120	Library Supplies	503993964	3.98			
10-0-5120	Library Supplies	503962987	1.99			
10-0-5120	Library Supplies	503962986	7.96			
10-0-5120	Library Supplies	503962988	1.99			
10-0-5120	Library Supplies	503962989	1.99			
10-2-5343	DVDs-Adult-Northfield	504029617	119.96			
10-2-5343	DVDs-Adult-Northfield	504029618	87.71			
10-2-5343	DVDs-Adult-Northfield	503993966	29.99			
10-2-5343	DVDs-Adult-Northfield	503962988	29.99			
10-2-5343	DVDs-Adult-Northfield	503962987	29.24			
10-2-5343	DVDs-Adult-Northfield	503962981	45.73			
10-1-5344	Audio Books-Adult-Winnetka	503962982	42.99			
10-1-5344	Audio Books-Adult-Winnetka	503962983	124.97			
10-1-5344	Audio Books-Adult-Winnetka	503993963	92.98			
10-1-5344	Audio Books-Adult-Winnetka	503993962	79.98			
10-1-5344	Audio Books-Adult-Winnetka	504029610	34.99			
10-1-5344	Audio Books-Adult-Winnetka	504029616	44.99			
BIBLIOTHECA, LLC				17769	07/28/23	<u>469.05</u>
10-1-5345	Books-Digital-Winnetka	INV# US66793	469.05			
VILLAGE OF WINNETKA				17770	07/28/23	<u>32,534.25</u>
10-0-5111	Health Insurance	INV# 2023-00000008	32,534.25			
DD Facility Services				17771	07/28/23	<u>8,000.00</u>
70-0-5748	Building Maintenance Service	INV# 0718-0020	8,000.00			
CDW-G				17772	07/28/23	<u>8,013.40</u>
10-0-5885	Computer Equipment	INV# KR26575	6,279.75			
10-0-5885	Computer Equipment	INV# KQ66477	1,019.05			
10-0-5134	Software	INV# KQ20324	714.60			
DEMCO				17773	07/28/23	<u>163.84</u>
10-0-5120	Library Supplies	INV# 7332156	163.84			
QUILL CORPORATION				17774	07/28/23	<u>87.98</u>
10-0-5121	Office Supplies	INV# 33422110	26.40			
10-0-5122	Breakroom Supplies	INV# 33448351	61.58			
Ntiva				17775	07/28/23	<u>2,941.41</u>
10-0-5135	LAN Management	INV# 211695	2,941.41			
Baker & Taylor				17776	07/28/23	<u>1,674.36</u>
10-1-5341	Books-Non-Fiction-Adult-Winnetka	2037620249	441.94			
10-2-5341	Books-Non-Fiction-Adult-Northfield	2037620249	73.75			
10-0-5120	Library Supplies	2037610479	5.60			

# Winnetka-Northfield Public Library District

## Check Register

All Bank Accounts

July 1, 2023 - July 31, 2023

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5120	Library Supplies	2037607093	17.67			
10-0-5120	Library Supplies	2037621528	34.61			
10-0-5120	Library Supplies	2037620249	35.09			
10-0-5120	Library Supplies	2037628087	14.74			
10-1-5440	Books-Fiction-Juv-Winnetka	2037607093	103.63			
10-2-5440	Books-Fiction-Juv-Northfield	2037610479	39.31			
10-2-5440	Books-Fiction-Juv-Northfield	2037607093	51.21			
10-1-5340	Books-Fiction-Adult-Winnetka	2037621528	450.28			
10-1-5340	Books-Fiction-Adult-Winnetka	2037628087	213.31			
10-2-5340	Books-Fiction-Adult-Northfield	2037621528	146.91			
10-2-5340	Books-Fiction-Adult-Northfield	2037628087	46.31			
Midwest Tape				17777	07/28/23	<u>763.76</u>
10-2-5344	Audio Books-Adult-Northfield	504057973	44.99			
10-1-5343	DVDs-Adult-Winnetka	504053899	23.99			
10-1-5343	DVDs-Adult-Winnetka	504057970	199.52			
10-1-5343	DVDs-Adult-Winnetka	504057975	157.43			
10-0-5120	Library Supplies	504057976	17.55			
10-0-5120	Library Supplies	504057973	1.99			
10-0-5120	Library Supplies	504057971	1.99			
10-0-5120	Library Supplies	504057974	11.94			
10-0-5120	Library Supplies	504057975	25.33			
10-0-5120	Library Supplies	504057970	21.89			
10-0-5120	Library Supplies	504053899	1.99			
10-2-5343	DVDs-Adult-Northfield	504057974	97.71			
10-2-5343	DVDs-Adult-Northfield	504057976	112.45			
10-1-5344	Audio Books-Adult-Winnetka	504057971	44.99			
Kanopy				17778	07/28/23	<u>814.00</u>
10-1-5345	Books-Digital-Winnetka	INV #355733-PPU	814.00			
VILLAGE OF NORTHFIELD				17779	07/28/23	<u>5,682.42</u>
70-2-5159	Northfield Lease	INV #0701LIB	5,682.42			
DE LAGE LANDEN FINANCIALSVCS.				17780	07/28/23	<u>1,906.94</u>
10-0-5766	Photocopier Leases	INV #80400985	1,906.94			
Interior Investments, LLC				17781	07/28/23	<u>2,617.41</u>
10-0-5884	Equipment/Furniture	INV# 184599	2,617.41			
COMCAST				17798	07/31/23	<u>339.95</u>
10-0-5176	Internet Services	COMCAST	339.95			
COMCAST				17799	07/31/23	<u>71.95</u>
10-0-5176	Internet Services	COMCAST	71.95			
First Bankcard				17800	07/31/23	<u>18,829.56</u>
10-0-5721	Promotional	Quish - Promotional giveaways	3,054.71			
10-0-5721	Promotional	Quish - Paper rolls for large format printer	320.39			

# Winnetka-Northfield Public Library District

## Check Register

All Bank Accounts

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5721	Promotional	Quish - Reorder branded fleece pullovers	504.87			
10-0-5723	PR Supplies	Quish - Stock photography annual fee	639.00			
10-0-5724	Marketing/Advertising	Quish - Branded kids sunglasses	338.90			
10-0-5724	Marketing/Advertising	Quish - Branded light up bouncy balls	1,051.33			
10-0-5724	Marketing/Advertising	Quish - Updated 1000 Books reading lists	210.97			
70-0-5725	Janitorial Supplies	Karwowska - Janitorial supplies	11.98			
10-0-5731	Memberships	Volney - ILA Membership	150.00			
10-0-5731	Memberships	Dombrowski - NB ALA Conference Reg	260.00			
10-0-5731	Memberships	Mall - Professional membership dues	100.00			
10-0-5731	Memberships	Mall - Professional membership dues	100.00			
10-0-5731	Memberships	Mall - Professional membership dues	222.00			
10-0-5731	Memberships	Karwowska - AK - ILA membership renewal	150.00			
10-0-5732	Staff Recognition/Events/Meetings	Morgan - Paul McDonald's last day	12.26			
10-0-5732	Staff Recognition/Events/Meetings	Morgan - youth librarian for a day - lunch with Amelia	23.62			
10-0-5732	Staff Recognition/Events/Meetings	Dombrowski - June Staff Birthday GC's	70.00			
10-0-5732	Staff Recognition/Events/Meetings	Volney - Goodbye Gift for Student Volunteer	36.99			
10-0-5732	Staff Recognition/Events/Meetings	White - Bereavement Basket Supplies	16.99			
10-0-5732	Staff Recognition/Events/Meetings	White - Bereavement Basket Supplies	117.36			
10-0-5732	Staff Recognition/Events/Meetings	White - Card for Student Volunteer	6.49			
70-0-5750	Landscaping	Mall - Repellent for library garden	22.49			
70-0-5750	Landscaping	Mall - Garden stakes for library garden	9.78			
70-0-5782	Equipment	Dombrowski - Vacuum	83.00			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Mall - Materials	14.99			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Mall - Materials	14.99			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Mall - Materials	14.99			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Mall - Materials	28.80			
10-1-5445	Video Games-Juv-Winnetka	Karwowska - WNK youth Videogames	59.98			
10-1-5342	Periodicals-Winnetka	Mall - Materials	78.25			
10-0-5885	Computer Equipment	Swenson - Paging speakers and controller	5,245.00			
10-0-5898	Miscellaneous	White - Village Parking Passes for Staff	50.00			
10-0-5898	Miscellaneous	White - Sidewalk Sale Application	100.00			
10-0-5906	Programming - Studio	Kline - Gorilla Glue	8.98			
10-0-5906	Programming - Studio	Kline - Fabric for patches and examples	17.98			
10-0-5906	Programming - Studio	Kline - Storage for filament	11.99			
10-0-5906	Programming - Studio	Kline - Acrylic and totes for prog	150.82			

# Winnetka-Northfield Public Library District

## Check Register

All Bank Accounts

July 1, 2023 - July 31, 2023

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5906	Programming - Studio	Kline - Acrylic and totes for prog	5.00			
10-0-5906	Programming - Studio	Kline - Vinyl	5.66			
10-0-5906	Programming - Studio	Kline - Vinyl	5.66			
10-0-5906	Programming - Studio	Kline - Vinyl	28.16			
10-0-5906	Programming - Studio	Kline - Vinyl and Transfer Tape	68.70			
10-0-5906	Programming - Studio	Kline - Program supplies and LoT replacement	246.94			
10-0-5906	Programming - Studio	Kline - Empty spice jars for program	29.69			
10-0-5906	Programming - Studio	Kline - Notions and LED light strip	31.41			
10-0-5906	Programming - Studio	Kline - Flash drives for resin program	49.85			
10-0-5906	Programming - Studio	Kline - LED Program material	135.96			
10-0-5906	Programming - Studio	Kline - Popsockets for iMovie programs	69.85			
10-0-5906	Programming - Studio	Kline - 3 Hole Punch	13.19			
10-0-5906	Programming - Studio	Kline - Flash drive sets	59.98			
10-0-5906	Programming - Studio	Kline - PLA filament for 3d printer	22.99			
10-0-5906	Programming - Studio	Kline - Plant pots for Program	35.99			
10-0-5906	Programming - Studio	Kline - Compressed Air cans	26.56			
10-0-5906	Programming - Studio	Kline - Replace mice & SD cards for NF	172.79			
10-0-5906	Programming - Studio	Kline - Plant pots for Program2	35.99			
10-0-5906	Programming - Studio	Kline - Planter boxes for program	50.36			
10-0-5906	Programming - Studio	Kline - Krylon and alcohol ink sets	136.65			
10-0-5906	Programming - Studio	Kline - Cases for LoT sewing machines	105.59			
10-0-5906	Programming - Studio	Kline - Leather and Photo albums for programs	45.96			
10-0-5906	Programming - Studio	Kline - Leather and Photo albums for programs	54.75			
10-1-5440	Books-Fiction-Juv-Winnetka	Karwowska - WNK Jfic replacement copy	20.99			
10-2-5440	Books-Fiction-Juv-Northfield	Karwowska - Early lit kits - Northfield	36.99			
10-0-5120	Library Supplies	Morgan - office supplies - dry erase markers	5.99			
10-0-5120	Library Supplies	White - Tech Services Supplies	233.25			
10-0-5120	Library Supplies	White - Key Rings for Staff Lanyards	8.99			
10-0-5120	Library Supplies	Volney - Teen Finals Week Study Supplies	52.55			
10-0-5121	Office Supplies	Morgan - office supplies - TUL refill items	60.47			
10-0-5121	Office Supplies	Morgan - office supplies - TUL refill items, bird anti-collision clings for windows, replacement blades for paper cutter	41.58			
10-0-5121	Office Supplies	Mall - Index cards for patron use	8.99			
10-0-5121	Office Supplies	Karwowska - Office supplies	8.99			
10-0-5114	Professional Development	Dombrowski - Data Mini-Conference	25.75			
10-0-5124	Hospitality	Dombrowski - MD/AK Program Dinner	38.83			
10-0-5124	Hospitality	Dombrowski - Snacks for Board Meeting	30.43			
10-0-5134	Software	Dombrowski - Scheduling Software	90.00			
10-0-5134	Software	Mall - Virtual event hosting	127.97			
10-0-5134	Software	Swenson - PowerBI subscriptions	30.00			
10-0-5134	Software	Swenson - Creative Cloud Subscriptions	295.90			
10-0-5907	Programming - Youth	Morgan - youth programming supplies - Family Science	47.92			

# Winnetka-Northfield Public Library District

## Check Register

All Bank Accounts

July 1, 2023 - July 31, 2023

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5907	Programming - Youth	Morgan - youth programming supplies - for Market & Music and scavenger hunt	16.64			
10-0-5907	Programming - Youth	Morgan - youth programming supplies - scavenger hunt	37.59			
10-0-5907	Programming - Youth	Morgan - youth programming supplies - stickers	11.99			
10-0-5907	Programming - Youth	Morgan - youth programming supplies - stickers	8.99			
10-0-5907	Programming - Youth	Karowska - WNK YS program supplies	21.70			
10-0-5907	Programming - Youth	Karowska - WNK/WBK youth videogames	332.86			
10-0-5907	Programming - Youth	Karowska - WBK YS Program supplies	25.30			
10-0-5907	Programming - Youth	Karowska - WNK YS program supplies	21.00			
10-0-5907	Programming - Youth	Karowska - WBK YS Program supplies	365.23			
10-0-5907	Programming - Youth	Karowska - WNK YS program supplies	43.21			
10-0-5907	Programming - Youth	Karowska - WNK YS program supplies	23.98			
10-0-5907	Programming - Youth	Karowska - WNK/WBK YS Program supplies	499.00			
10-0-5907	Programming - Youth	Karowska - WNK YS program supplies	72.87			
10-0-5907	Programming - Youth	Karowska - WBK YS Program supplies	48.58			
10-0-5907	Programming - Youth	Karowska - WNK YS program supplies	12.94			
10-0-5907	Programming - Youth	Karowska - WNK YS program supplies	48.58			
10-0-5907	Programming - Youth	Karowska - WNK YS program supplies	56.94			
10-0-5907	Programming - Youth	Karowska - WNK YS program supplies	125.89			
10-0-5907	Programming - Youth	Karowska - WNK YS program supplies	55.26			
10-0-5907	Programming - Youth	Karowska - WNK YS program supplies	41.97			
10-0-5907	Programming - Youth	Karowska - WNK YS program supplies	24.86			
10-0-5907	Programming - Youth	Karowska - WNK YS program supplies	283.17			
10-0-5907	Programming - Youth	Karowska - WNK YS program supplies	21.99			
10-0-5907	Programming - Youth	Karowska - WBK YS Program supplies	17.66			
10-0-5908	Programming - Adult	Mall - Programming supplies (prize for Family and Friends Trivia Night, 5/31)	35.00			
10-0-5908	Programming - Adult	Mall - Programming supplies (prize for Family and Friends Trivia Night, 5/31)	10.00			
10-0-5908	Programming - Adult	Mall - Programming supplies (prize for Family and Friends Trivia Night, 5/31)	35.00			
10-1-5441	Books-Non-Fiction-Juv-Winnetka	Karowska - WNK STEAM Kits	31.86			
10-0-5177	Website/Platform Fees	Swenson - Website hosting and backup	29.00			
10-0-5308	Reading Programs	Karowska - WNK/WBK youth videogames	112.33			

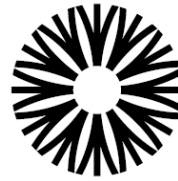


# Winnetka-Northfield Public Library District

## Check Register

All Bank Accounts  
July 1, 2023 - July 31, 2023

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5308	Reading Programs	White - End of Summer Party Ice Cream	445.00			
NATIONWIDE RETIREMENT SOLUTIONS				17801	07/31/23	<u>1,475.00</u>
10-0-2040	457 withholding	NATIONWIDE RETIREMENT SOLUTIONS	1,475.00			
NATIONWIDE RETIREMENT SOLUTIONS				17802	07/31/23	<u>1,475.00</u>
10-0-2040	457 withholding	NATIONWIDE RETIREMENT SOLUTIONS	1,475.00			
NICOR				17803	07/31/23	<u>146.75</u>
10-2-5174	Natural Gas - Northfield	NICOR	146.75			
NORTH SHORE GAS				17804	07/31/23	<u>210.80</u>
10-1-5174	Natural Gas - Winnetka	NORTH SHORE GAS	210.80			
VILLAGE OF WINNETKA				17805	07/31/23	<u>3,625.90</u>
10-1-5171	Electricity - Winnetka	VILLAGE OF WINNETKA	3,191.26			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	301.48			
10-1-5173	Storm Sewer - Winnetka	VILLAGE OF WINNETKA	133.16			
Peerless Network				17806	07/31/23	<u>40.89</u>
10-1-5175	Telephone - Winnetka	Peerless Network	40.89			
PITNEY BOWES				17807	07/31/23	<u>100.00</u>
10-0-5123	Postage	PITNEY BOWES	100.00			
VILLAGE OF NORTHFIELD				17808	07/31/23	<u>41.43</u>
10-2-5172	Water - Northfield	VILLAGE OF NORTHFIELD	41.43			
<b>Check List Total</b>						<u><u>182,703.29</u></u>



## JULY 2023 DIRECTOR’S REPORT

### STAFF UPDATES

Anniversaries: Molly Schoenherr, Adult Services Librarian 7/5 (2 years) and Melissa Morgan, Branch Services Manager 7/7 (20 years).

Coming: Donna Bozzo will be joining us at the Northfield Library on 8/28 as a Branch Services Assistant.

Goings: Branch Services Assistant Margie Surpless has retired from her position after 14 years; she will continue on as a sub at both locations.

### STAFF SHOUT OUTS

- Business Services Coordinator Nicola was promoted to HR & Business Manager effective 7/2.
- Part-time Branch Services Librarian Rebecca was promoted to full-time effective 7/2.

### FINANCES (Target = 8.3% based on 1 month into our fiscal year)


- We are at 1.41% of our expected operating revenues (below budget).
- We are at 3.86% of our budgeted operating expenses (below budget).

### PROGRAMMING

#### Youth

Category	23JUL	22JUL	Mo. % +/-	FY23-24 YTD	FY22-23 YTD	FY % +/-
Programs	54	60	-10.00 %	54	60	-10.00 %
Live Attendees	1,521	982	54.89 %	1,521	982	54.89 %
Passive Programming	3,510	1,941	80.83 %	3,150	1,941	80.83 %

### Highlights

<p>Librarian for a Day</p>	<p>Winner of a drawing at Avoca school, Abigail got a glimpse of a day in the life of a Librarian at Northfield. · Abigail created a display of their favorite books, graphic novels, and movies. · They also created and copied Dog Man coloring pages for others to use.</p> 
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Taylor Swift Dance Party	85 patrons attended and loved this event! It was not published in The Source but done as a pop-up and ran concurrently with our sidewalk sale. Very successful!
Animal Quest Petting	121 patrons attended this event. Lots of families expressed how wonderful this program was, especially in comparison to last summer's animal program where kids were not able to have as much 1:1 time with the animals. It was a big hit and allowed families to create so many fond memories.

### Adults

Category	23JUL	22JUL	Mo. % +/-	FY23-24 YTD	FY22-23 YTD	FY % +/-
Programs	17	18	-5.56 %	17	18	-5.56 %
Live Attendees	376	366	2.73 %	376	366	2.73 %
Recording Attendees	73	64	14.06 %	73	64	14.06 %

### Highlights

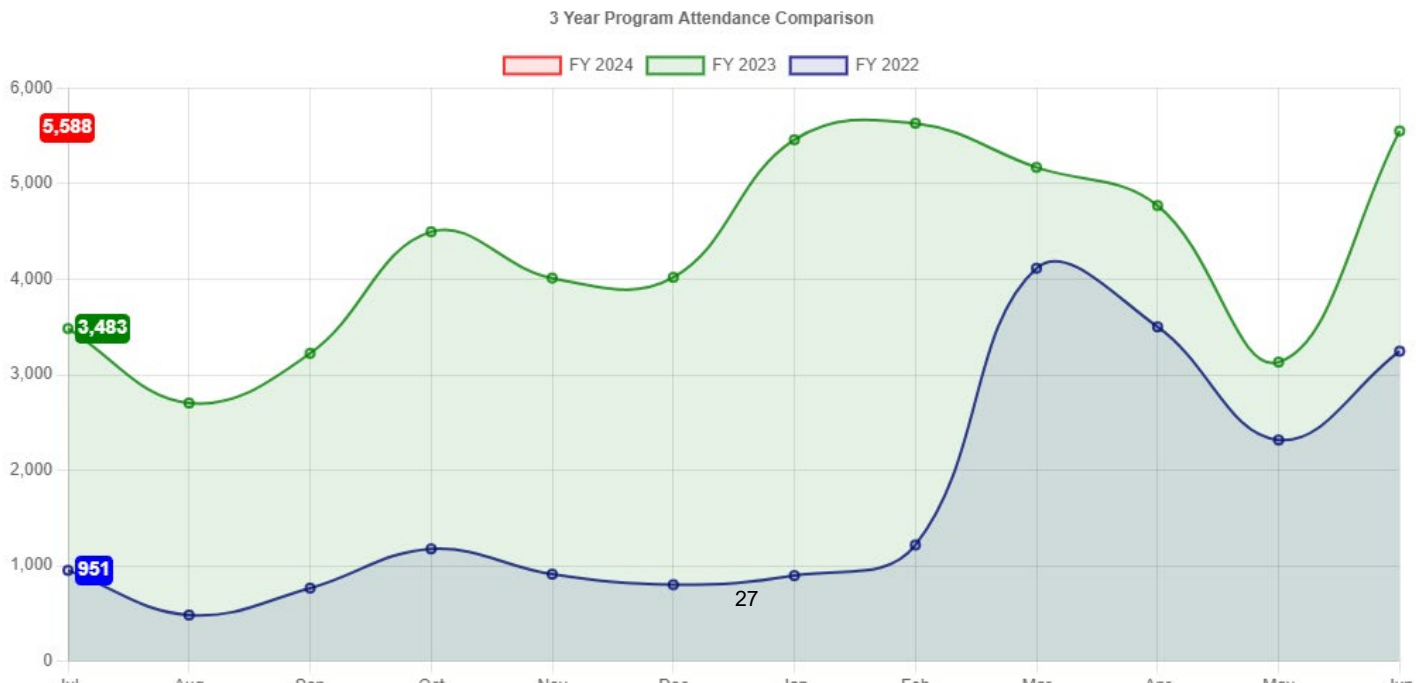
After Hours at Northfield Heatwave Summer Concert	Patrons cooled off in the library and enjoyed live music performed by Nostalgia Entertains. Comments from event survey: <i>"This is such a wonderful service for people of the Northshore. I am so grateful. This program was fabulous. The performers were talented &amp; engaging."</i>
Vincent van Gogh in the City of Light	Art historian Jeff Mishur presented the works Vincent van Gogh made while living in Paris. 87 people attended.
The History of Fleetwood Mac	Using interview and performance video, attendees traced the band's career with a focus on their blockbuster album "Rumours". 57 people attended.

### Studio (Digital Services)

Category	23JUL	22JUL	Mo. % +/-	FY23-24 YTD	FY22-23 YTD	FY % +/-
1:1s	276	83	232.53 %	276	83	232.53 %
Programs	15	13	15.38 %	15	13	15.38 %
Attendees	108	130	-16.92 %	108	130	-16.92 %

### Highlights

Screen Printing Tote Bags	Patrons learned the basics of multicolor screen printing while creating designs for their own tote bags.
Spice Jar Lid Engraving	Patrons learned more practical uses of the laser engraver by engraving the names of spices on each jar's lid so they could quickly find what they are looking for while cooking.



## Community Engagement

Category	23JUL	22JUL	Mo. % +/-	FY23-24 YTD	FY22-23 YTD	FY % +/-
Youth Events	4	3	33.33 %	4	3	33.33 %
Adult Events	7	1	600.00 %	7	1	600.00 %
Family Events	1	1	0.00 %	1	6	-83.33 %
<b>Total Events</b>	<b>12</b>	<b>5</b>	<b>140.00 %</b>	<b>12</b>	<b>10</b>	<b>20.00 %</b>
Youth Attendance	218	325	-32.92 %	218	325	-32.92 %
Adult Attendance	158	12	1,216.67 %	158	12	1,216.67 %
Family Attendance	234	390	-40.00 %	234	390	-40.00 %
<b>Total Attendance</b>	<b>610</b>	<b>727</b>	<b>-16.09 %</b>	<b>610</b>	<b>727</b>	<b>-16.09 %</b>

## Highlights

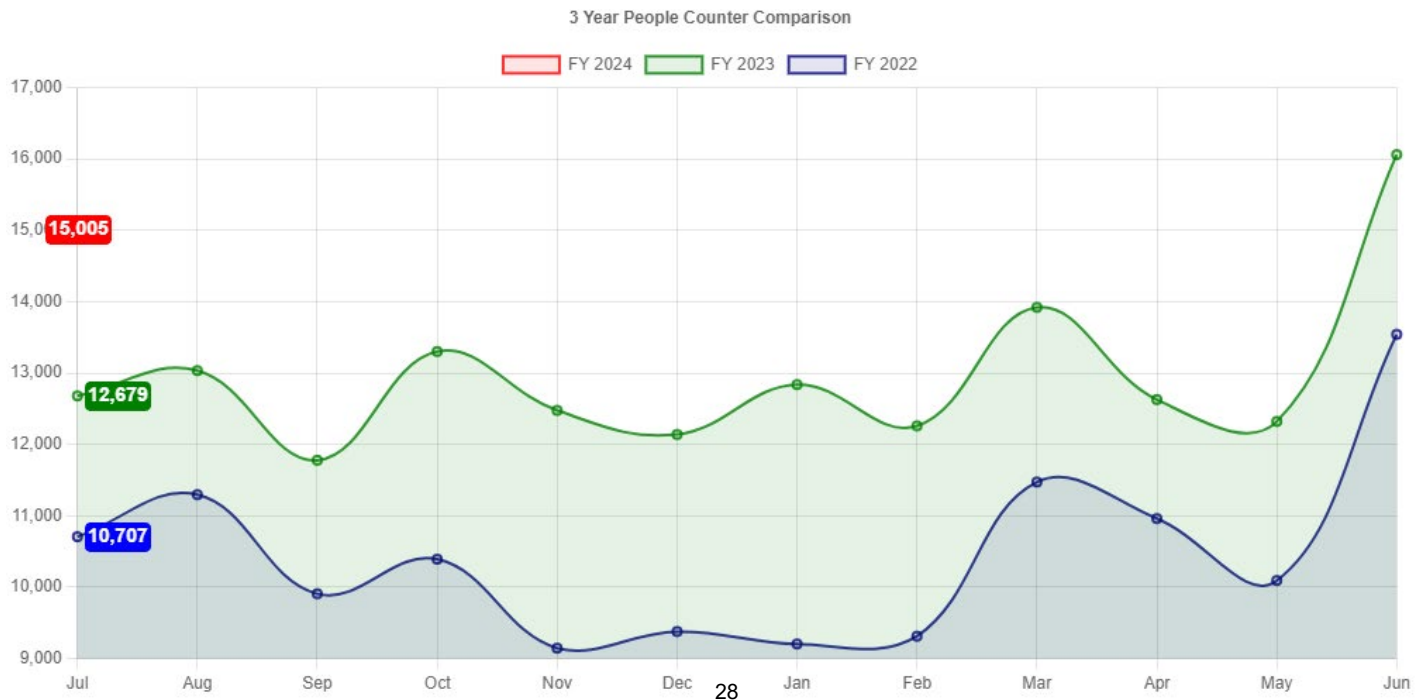
Sidewalk Sale (Chamber of Commerce)	This was a used Book Sale (library discards) benefiting the Friends of the Library. It was held in the lobby at WNK, during our open hours Friday and Saturday. 136 patrons stopped by, and the Friends made \$265.15 in sales.
Books at the Beach	17 attendees, 5 checkouts, 3 holds from this event! Comment from a patron: "It was a great day at the library yesterday. I'm so glad I attended books at the beach!" Ellen, a longtime patron.

## SERVICES

### Visitors

Location	23JUL	22JUL	Mo. % +/-	FY23-24 YTD	FY22-23 YTD	FY % +/-
Winnetka In-Person	10,537	8,706	21.03 %	10,537	8,706	21.03 %
Northfield In-Person	4,233	3,715	13.94 %	4,233	3,715	13.94 %
<b>Total In-Person</b>	<b>14,770</b>	<b>12,421</b>	<b>18.91 %</b>	<b>14,770</b>	<b>12,421</b>	<b>18.91 %</b>
Virtual Visitors	235	258	-8.91 %	235	258	-8.91 %
<b>Total</b>	<b>15,005</b>	<b>12,679</b>	<b>18.35 %</b>	<b>15,005</b>	<b>12,679</b>	<b>18.35 %</b>

Note: Closed July 4<sup>th</sup> for Independence Day.



## Patron Interactions

Category	23JUL	22JUL	Mo. % +/-	FY22-23 YTD	FY21-22 YTD	FY % +/-
Adult	2,502	2,522	-0.79 %	2,502	2,522	-0.79 %
Youth	528	671	-21.31 %	528	671	-21.31 %
Digital Services	93	166	-43.98 %	93	166	-43.98 %
<b>Total</b>	<b>3,123</b>	<b>3,359</b>	<b>-7.03 %</b>	<b>3,123</b>	<b>3,359</b>	<b>-7.03 %</b>

## Cardholder Penetration

Activity	23JUL	22JUL	Mo. % +/-	FY23-24 YTD	FY22-23 YTD	FY % +/-
New Cards	125	92	35.87 %	125	92	35.87 %
Community	23JUL	22JUL	Mo. % +/-	24JUN %POP	23JUN %POP	% Change
Winnetka	6,321	6,276	0.72 %	49.60%	49.25%	0.35%
Northfield	2,388	2,124	12.43 %	41.52%	36.93%	4.59%
<i>District</i>	<i>8,709</i>	<i>8,400</i>	<i>3.68 %</i>	<i>47.09%</i>	<i>45.42%</i>	<i>1.67%</i>
Kenilworth	401	326	23.01 %	15.95%	12.97%	2.98%

## Technology

### Public Computer Usage

Location	23JUL	22JUL	Mo. % +/-	FY23-24 YTD	FY22-23 YTD	FY % +/-
Winnetka	413	405	1.98 %	413	405	1.98 %
Northfield	230	209	10.05 %	230	209	10.05 %
<b>Total</b>	<b>643</b>	<b>614</b>	<b>4.72 %</b>	<b>643</b>	<b>614</b>	<b>4.72 %</b>

### Hotspot Usage

Location	23JUL	22JUL	Mo. % +/-	FY23-24 YTD	FY22-23 YTD	FY % +/-
Winnetka Sessions	18,692	18,692	0.00 %	18,692	18,692	0.00 %
Northfield Sessions	4,236	4,236	0.00 %	4,236	4,236	0.00 %
<b>Total Sessions</b>	<b>22,928</b>	<b>22,928</b>	<b>0.00 %</b>	<b>22,928</b>	<b>22,928</b>	<b>0.00 %</b>
Winnetka Devices	962	962	0.00 %	962	962	0.00 %
Northfield Devices	406	406	0.00 %	406	406	0.00 %
<b>Total Devices</b>	<b>1,368</b>	<b>1,368</b>	<b>0.00 %</b>	<b>1,368</b>	<b>1,368</b>	<b>0.00 %</b>

### Website Reach/App Usage

Activity	23JUL	22JUL	Mo. % +/-	FY23-24 YTD	FY22-23 YTD	FY % +/-
Website Visits	8,857	8,279	6.98 %	8,857	8,279	6.98 %
Unique Visitors	5,626	5,239	7.39 %	5,626	5,239	7.39 %

### Email Reach

23JUL Subscribers	% of Cardholders	22JUL Subscribers	Open Rate	Click Rate
10,813	118.69 %	10,205	55%	2%

\*Industry averages for not-for-profits = 40% Open Rate, 2% Click Rate

## COLLECTIONS

### Physical Adult (By Location)

Location	23JUL	22JUL	Mo. % +/-	FY23-24 YTD	FY22-23 YTD	FY % +/-
Winnetka	11,143	9,817	13.51 %	11,143	9,817	13.51 %
Northfield	4,089	4,371	-6.45 %	4,089	4,371	-6.45 %

### Physical Youth (By Location)

Location	23JUL	22JUL	Mo. % +/-	FY23-24 YTD	FY22-23 YTD	FY % +/-
Winnetka	14,710	14,689	0.14 %	14,710	14,689	0.14 %
Northfield	3,639	4,589	-20.70 %	3,639	4,589	-20.70 %

### Physical Miscellaneous

Lending Type	23JUL	22JUL	Mo. % +/-	FY23-24 YTD	FY22-23 YTD	FY % +/-
Kenilworth Patrons	1,158	1,247	-7.14 %	1,158	1,247	-7.14 %
Borrowed from Other Libraries	1,673	1,589	5.29 %	1,673	1,589	5.29 %

### Physical Adult (By Type)

Material Type	23JUL	22JUL	Mo. % +/-	FY23-24 YTD	FY22-23 YTD	FY % +/-
Books	9,172	9,233	-0.66 %	9,172	9,233	-0.66 %
Book - Fiction	5,515	5,408	1.98 %	5,515	5,408	1.98 %
Book - Nonfiction	3,657	3,825	-4.39 %	3,657	3,825	-4.39 %
Audiobook - CD	264	351	-24.79 %	264	351	-24.79 %
Music CD	66	175	-62.29 %	66	175	-62.29 %
Playaway	30	67	-55.22 %	30	67	-55.22 %
DVD/Blu-Ray	2,943	2,678	9.90 %	2,943	2,678	9.90 %
Magazine	328	268	22.39 %	328	268	22.39 %
Videogame	21	21	0.00 %	21	21	0.00 %
Computing Device	8	3	166.67 %	8	3	166.67 %
Library of Things	22	0	n/a	22	0	n/a
Other	0	17	-100.00 %	0	17	-100.00 %
Non-CCS ILL	29	23	26.09 %	29	23	26.09 %
Sent Out	2,349	1,352	73.74 %	2,349	1,352	73.74 %
<b>Total</b>	<b>15,232</b>	<b>14,188</b>	<b>7.36 %</b>	<b>15,232</b>	<b>14,188</b>	<b>7.36 %</b>

### Physical Youth (By Type)

Material Type	23JUL	22JUL	Mo. % +/-	FY23-24 YTD	FY22-23 YTD	FY % +/-
Books	14,424	15,010	-3.90 %	14,424	15,010	-3.90 %
Book - Fiction	12,121	12,816	-5.42 %	12,121	12,816	-5.42 %
Book - Nonfiction	2,303	2,194	4.97 %	2,303	2,194	4.97 %
Audiobook - CD	12	27	-55.56 %	12	27	-55.56 %
Music CD	0	8	-100.00 %	0	8	-100.00 %
Playaway	331	293	12.97 %	331	293	12.97 %
DVD/Blu-Ray	1,053	1,316	-19.98 %	1,053	1,316	-19.98 %
Magazine	0	9	-100.00 %	0	9	-100.00 %

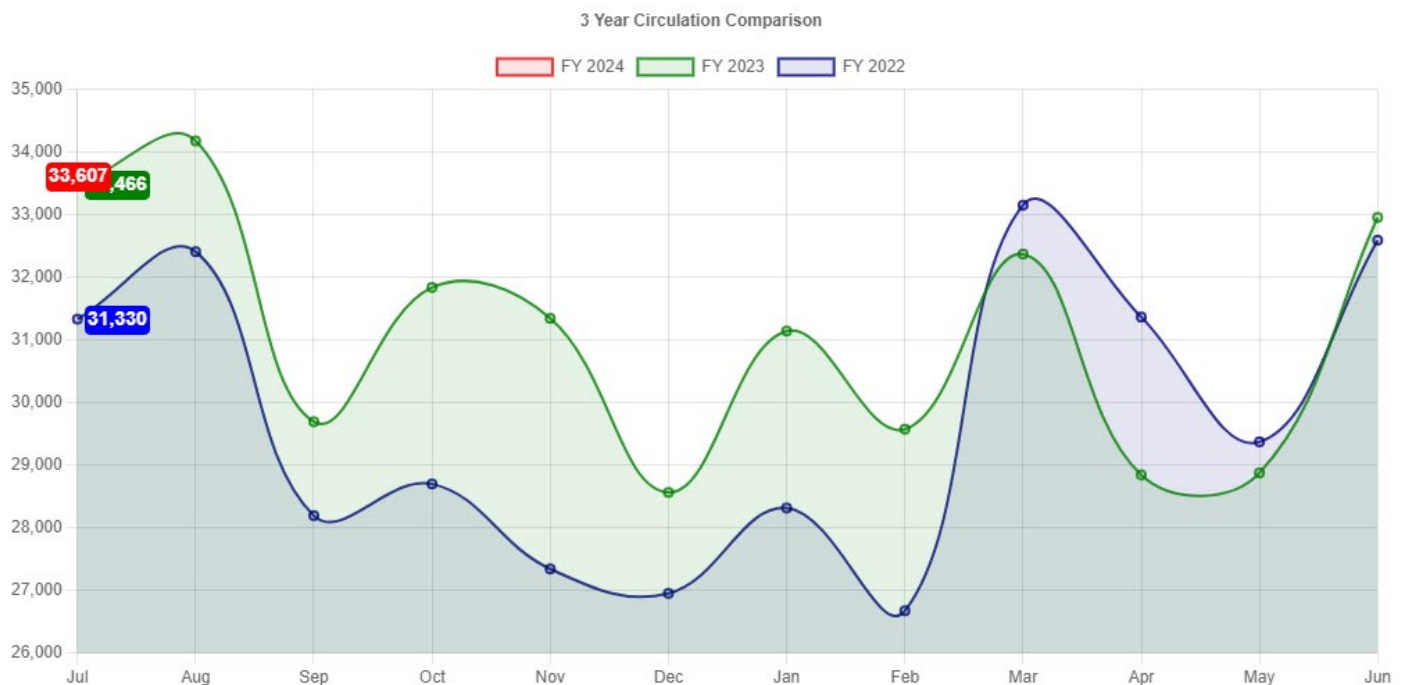
Videogame	255	321	-20.56 %	255	321	-20.56 %
Computing Device	0	0	-	0	0	-
Vox Reader	238	327	-27.22 %	238	327	-27.22 %
STEAM Kits	33	24	37.50 %	33	24	37.50 %
Early Literacy Kits	40	0	n/a	40	0	n/a
Other	36	82	-56.10 %	36	82	-56.10 %
In House Circulation	1,927	1,861	3.55 %	1,927	1,861	3.55 %
<b>Total</b>	<b>18,349</b>	<b>19,278</b>	<b>-4.82 %</b>	<b>18,349</b>	<b>19,278</b>	<b>-4.82 %</b>

### MTD Total Physical Circulation

23JUL Physical Circulation	22JUL Physical Circulation	Net Change
33,581	33,466	0.34 %

### YTD Total Physical Circulation

FY23-24 YTD Physical Circulation	FY22-23 YTD Physical Circulation	Net Change
33,581	33,466	0.34 %

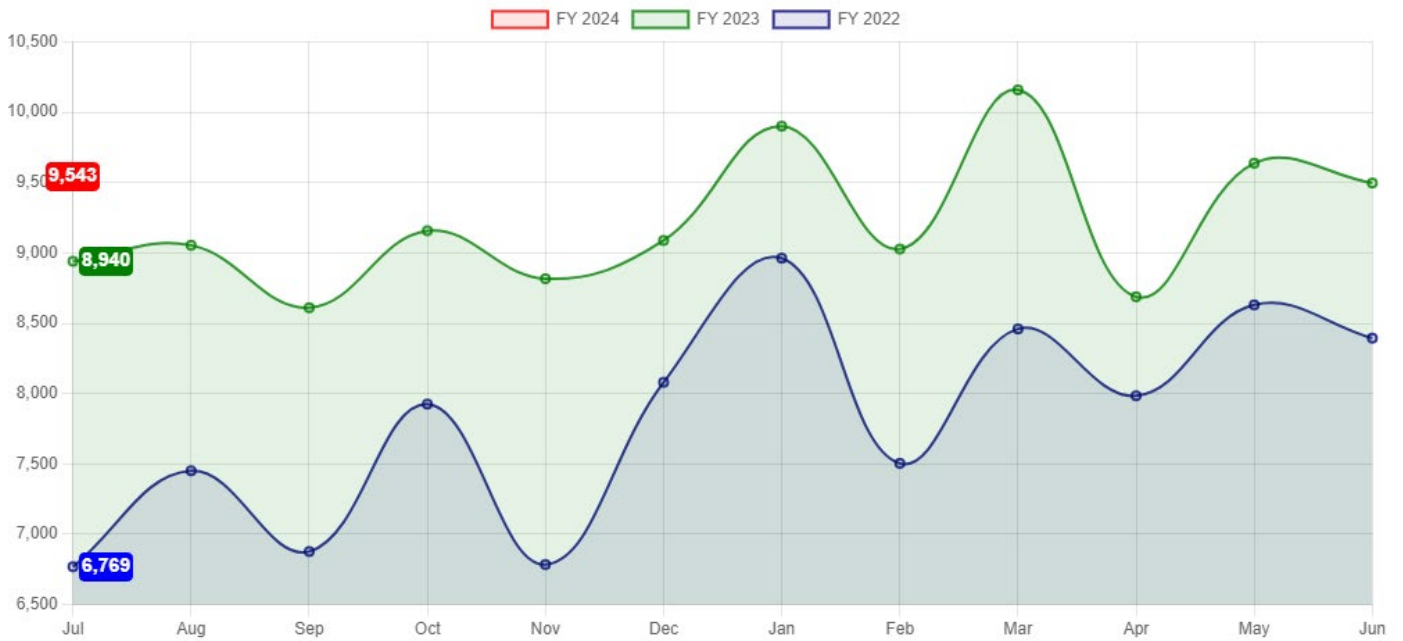


### Digital Circulation

Material Type	23JUL	22JUL	Mo. % +/-	FY23-24 YTD	FY21-22 YTD	FY % +/-
eBooks	4,538	4,029	12.63 %	4,538	4,029	12.63 %
eAudiobooks	3,792	2,929	29.46 %	3,792	2,929	29.46 %
eMagazines	644	1,503	-57.15 %	644	1,503	-57.15 %
eVideos	527	441	19.50 %	527	441	19.50 %
eMusic	42	38	10.53 %	42	38	10.53 %
<b>Total</b>	<b>9,543</b>	<b>8,940</b>	<b>6.74 %</b>	<b>9,543</b>	<b>8,940</b>	<b>6.74 %</b>



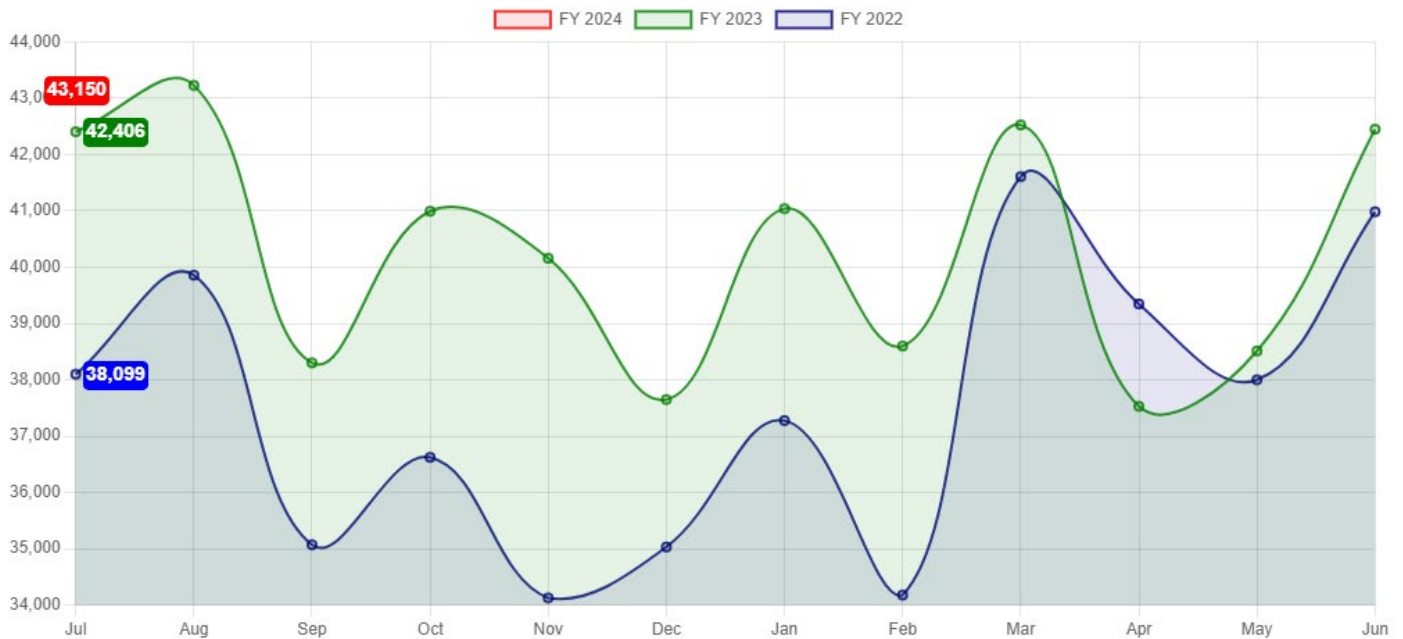
3 Year eResource Comparison



**MTD Total District Circulation**

23JUL District Circulation	22JUL District Circulation	Net Change
43,124	42,406	1.69 %

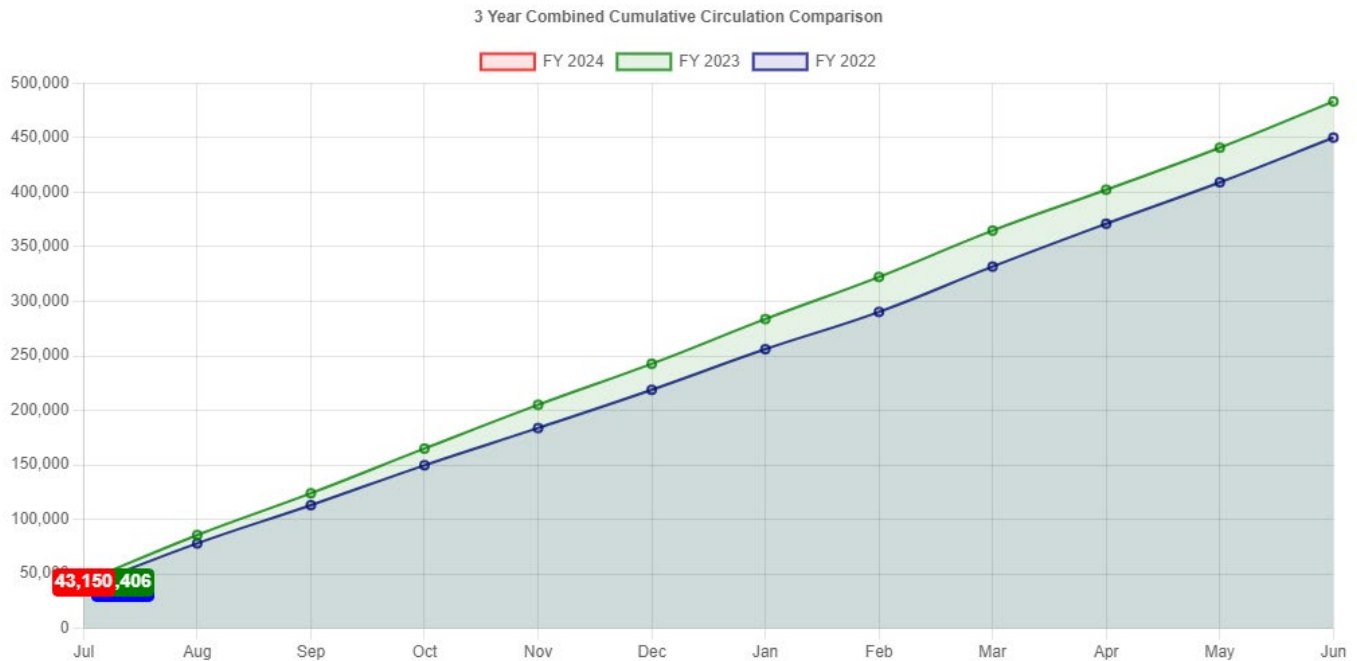
3 Year Combined Circulation Comparison



**YTD Total District Circulation**

FY23-24 YTD District Circulation	FY22-23 YTD District Circulation	Net Change
43,124	42,406	1.69 %





## **IMPACT STORIES**

### • **Branch Services/Community Engagement**

- *“I just want to thank you for having such pleasant people (and surroundings!) at the Northfield branch. My husband has daycare twice a week at the House of Welcome just down the street from that branch, so even though it's not my home library I've been spending some time there. Today Mark [W] checked out my books, and started riffing on something I said--before I knew it I was laughing out loud! Because of his dementia, my husband no longer talks much so that laugh was much appreciated. In a world that seems to be bent on minimizing human contact, your staff is bucking that trend and I, for one, am delighted. Please pass on my sincerest compliments to them all!”*
- *“I just love the selection you have at this library. I can just cruise along the top (displays) and pick out so many good things.”* From a Glenview patron.
- Feedback on Amelia, Branch Services Youth Librarian: *“Amelia is so creative! This was delicious and a lot of fun! Thanks for having this creative program!”*
- Feedback from Books on the Beach: *“This is always an interesting event and gives good info suggestions for future reading. I appreciate knowing which books might not be available right away but can plan ahead when I might get them. The "Block Party" is listed in Costco's current magazine as a book group recommendation. It was nice to know they were referring to a book I have heard about recently. Also, I appreciated getting the email with your recommendations and the other ones we discussed that we have been reading. Thanks, Vicky”*

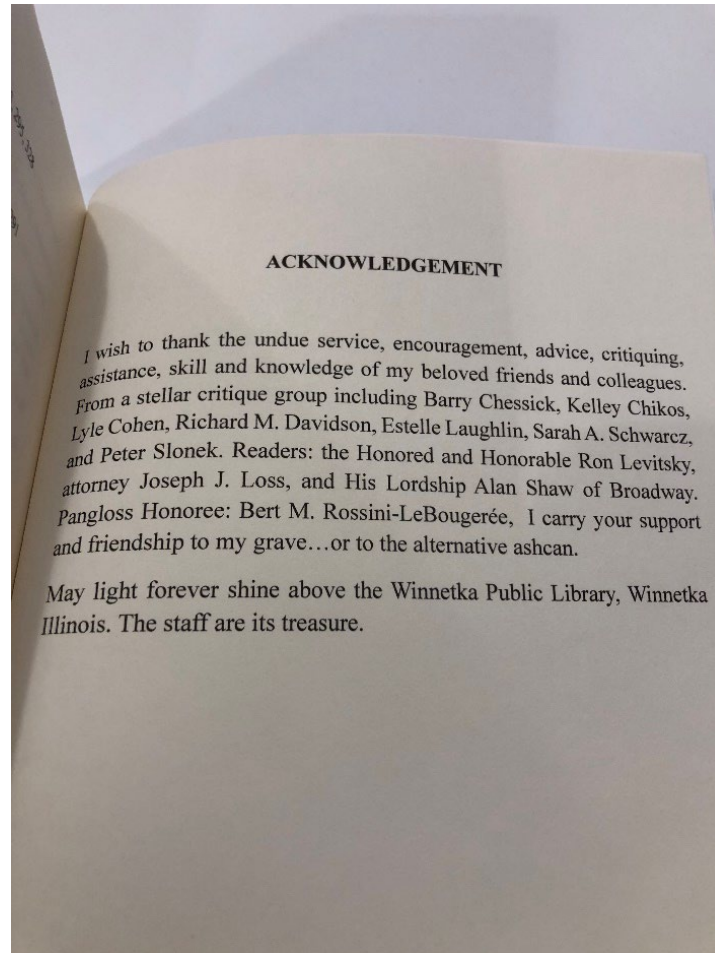
### • **Youth Services**

- *“Deerfield also has a sensory thing but yours is so much better. We really love coming to yours and appreciate that it's year-round!”* - Sensory Shenanigans WBK feedback.

- *“This is my first ever time attending a Storytime and wow you are so engaging. Thank you for such a fun hour”* - Storytime feedback from a grandparent.
- A mom told us she loves coming to our Youth department over other area libraries’ because our collection is a lot more curated, and she feels like she is always able to find what she needs!

- **Adult Services**

- The library and its staff received a lovely acknowledgement in a recent publication by patron Brenda Rossini.



- Thank you note given to Molly, Adult Services Librarian by patron Rita for helping with several print jobs: *“Molly! Your warmth and kindness as Yoda helping me with my copier issues on Halloween (& other times as well!) meant more to me than words can express! I have been blessed to ‘discover’ you and your library!”*
- Betsy helped a patron who was struggling with her Libby/Kindle – she helped diagnose the problem which involved deleting and reinstalling the Libby App and helping the patron find books to download to her Kindle for an upcoming trip. She was very appreciative of the help.
- Feedback for George Lowman, our technology class volunteer: *“Always love George's technical programs, very useful tips and details on how to use various technology to their fullest, the handouts are easy to follow and understand. Thank you for offering these programs.”*
- Feedback for Vincent van Gogh in the City of Light with Jeff Mishur: *“First of all, thank you for doing these Zoom programs. I don't drive after dark any more so wouldn't be able to attend in person. And I always enjoy Jeff Mishur's presentations. He's knowledgeable and comfortable speaking on his subjects. He doesn't just sit there and read to us. (My pet peeve.)”*

- Feedback for Extreme Exoplanets: Exploring Alien Worlds: *“The presentation was quite interesting. He was very gracious in answering questions. The librarian was lovely to give us extra time to write our questions. Interesting topic, engaging speaker, and learned a lot! Would love to see more STEM lectures offered at the library. Thanks!”*
- Feedback for Lotus Lantern Craft: *“It's so much fun to make a lantern from scratch, it's so beautiful and easy to make, and in the process, learned a lot about Korean culture and even travel tips from fellow participants. I'm truly grateful that Winnetka Library offered such a great program and hope the library continues to offer more arts & craft programs.”*

- **Digital Services**

- Studio Specialist Mikayla helped a woman make vases for her daughter's wedding shower. She sent a picture to the library of them all decorated afterward and was so grateful!



- Studio Specialist Mikayla helped a patron with PowerPoint. The patron began the interaction feeling down about her abilities, but by the time they got to the finished product, she was so happy!
- Three small sisters and their nanny came in. The oldest sister had visited the Studio a few days earlier when she came in with her best friend. She brought in her sisters - 6 and 3. The eldest wanted to show her younger sisters what she learned about making stickers on the Silhouette vinyl cutter. We made three stickers of their names, and everyone was entertained, happy, and VERY well-behaved. The nanny was so appreciative.

- **Patron Services**

- Patron Services Assistant Pattie helped a patron find a non-fiction book, then chatted with the patron about various topics and helped her find a few more she recommended. Afterward, as the patron was leaving, she thanked Pattie for always giving her great recommendations, lovely chats, and how much she looks forward to coming in and speaking with her.
- Patron Services Assistants Tyler and Lisa helped an elderly patron during a terrible storm. She came in to check out books and wanted to go home to enjoy them in the rain but was worried

about walking to her car during the storm with her books and her cane. Lisa went around the library and found an available umbrella that she could borrow, and Tyler walked her to the car.



(Tentative)\*

**BUDGET AND APPROPRIATION ORDINANCE****ORDINANCE NO. 2023-2024/2****WINNETKA-NORTHFIELD PUBLIC LIBRARY DISTRICT  
COOK COUNTY, ILLINOIS****FISCAL YEAR JULY 1, 2023 to JUNE 30, 2024**

This Ordinance constitutes the Budget and Appropriation Ordinance for the Winnetka-Northfield Public Library District, Cook County, Illinois, for the fiscal year beginning July 1, 2023 and ending June 30, 2024.

**BE IT ORDAINED** by the Board of Library Trustees of the Winnetka-Northfield Public Library District as follows:

SECTION 1. The following budget and appropriation amounts are adopted for the fiscal year beginning July 1, 2023 and ending June 30, 2024.

	<u>Budget</u>	<u>Appropriation</u>
A. <u>GENERAL FUND</u>		
1. IT Services	\$375,000	\$412,500
2. Administrative Services	\$351,250	\$335,830
3. Personnel Salaries and Benefits	\$2,496,250	\$2,745,875
4. Programming	\$90,250	\$99,275
5. Materials	\$617,500	\$679,250
6. Capital Outlay	\$462,000	\$508,200
<b>TOTAL</b>	<b>\$4,392,250</b>	<b>\$4,780,930</b>
	<u>Budget</u>	<u>Appropriation</u>
B. <u>SPECIAL RESERVE FUND</u>		
1. Capital	\$5,200,000	\$7,500,000

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\*All figures contained in this Budget and Appropriation Ordinance are tentative and subject to change prior to final approval by the Board. Final approval of the Board is expected on September 18, 2023.



	<u>Budget</u>	<u>Appropriation</u>
<b>C. SPECIAL FUND TAX FUNDS</b>		
1. IMRF	\$1	\$66,000
2. FICA	\$154,000	\$176,000
3. Unemployment Insurance Fund	\$1	\$100,000
4. Liability Insurance	\$33,000	\$34,000
5. Audit Fund	\$12,950	\$13,950
6. Building and Equipment (.02%)	<u>\$380,000</u>	<u>\$ 418,000</u>
<b>TOTAL</b>	<b>\$579,952</b>	<b>\$807,950</b>
TOTAL BUDGET	\$10,172,202	
TOTAL APPROPRIATIONS		\$13,088,880

SECTION 2. As part of the annual budget, it is stated:

- a. The cash on hand at the beginning of the fiscal year is \$7,872,088.
- b. The estimated cash expected to be received during the fiscal year from all sources is \$4,978,225.
- c. The estimated expenditures for the fiscal year are \$10,172,202.
- d. The estimated cash expected to be on hand at the end of the fiscal year is \$2,678,111.
- e. The estimated amount of taxes to be received during the fiscal year is \$4,622,812<sup>1</sup>
- f. The estimated amount of income to be received from sources other than library taxes during the fiscal year is \$355,413.

SECTION 3. Funds in the total amount of \$13,088,880 or so much thereof as may be authorized by law, be and the same are hereby appropriated as specified.

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<sup>1</sup> Latest tax levy of \$4,818,202 (to be received in 2024 from levy filed in 2023) plus \$90,000 from corporate replacement tax.

SECTION 4. All unexpended balances of proceeds received annually from public library taxes not in excess of statutory limits may be transferred to the Special Reserve Fund.

PASSED by the Board of Library Trustees on September 18, 2023.

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

\_\_\_\_\_  
Melissa Mitchell, President  
Board of Library Trustees  
Winnetka-Northfield Public Library District

ATTEST:

\_\_\_\_\_  
Thomas Sundell, Secretary  
Board of Library Trustees  
Winnetka-Northfield Public Library District

(SEAL)





**Winnetka-Northfield Public Library District  
Certified Estimate of Anticipated Revenue by Source**

The anticipated revenue by source for the Winnetka-Northfield Public Library District for the Fiscal Year beginning July 1, 2023 and ending June 30, 2024:

Tax Receipts	\$ 4,532,812.00
Interest	\$ 169,500.00
Kenilworth Service Contract	\$ 129,663.00
Corporate Replacement Tax	\$ 90,000.00
Fines	\$ 0.00
Illinois Public Library Per Capita Grant	\$ 27,250.00
Friends of the Library Contributions	\$ 20,000.00
Other Income	<u>\$ 9,000.00</u>
Total Anticipated Revenue	<u><u>\$ 4,978,225.00</u></u>

In accordance with 35 ILCS 200/18-50, I hereby certify that I am the elected Treasurer of the Winnetka- Northfield Public Library District and that the above figures are a true and accurate estimate of the anticipated revenue taken from information available to me.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Sarah Munoz, Treasurer  
Library Board of Trustees  
Winnetka-Northfield Public Library District