

**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 NORTHFIELD LIBRARY.
INSTRUCTIONS TO JOIN VIRTUALLY POSTED AT WWW.WNPLD.ORG**

AGENDA

Monday, March 18, 2024

- I. Call to Order**
- II. Roll Call**
- III. Organizational Meeting of the Board**
 - Resolution to Appoint a New Trustee*
 - Oath of Office
- IV. Public Comments**
- V. Approval of Minutes**
 - Approval of Minutes of the February 19, 2024 Regular Meeting* (1 min)
- VI. Financial Report**
 - February 2024 Financial Statements* (5 mins)
- VII. Library Reports**
 - Director's Report* (10 mins)
 - President's Comments (5 mins)
- VIII. Liaisons to Other Organizations – Reports**
 - Winnetka Village (5 mins)
 - Northfield Village (5 mins)
- IX. Unfinished Business**
 - Update & Discussion on Northfield Library Renovation Project (30 mins)-
Joe Huberty (Engberg Anderson) & John Shales (SMC)
- X. New Business**
 - Approval of Minutes of Meetings Lawfully Closed Under the Open Meetings Act (2 mins)
 - Approval of Resolution Determining Release of Closed Session Minutes* (2 mins)
 - Approval of Resolution Approving Destruction of Closed Session Recordings* (2 mins)
 - Discussion & Approval of FY24-25 Meeting Dates (5 mins)*
- XI. Communications**
 - The next regular meeting will be on Monday, April 15th at 7 p.m. at the Winnetka Library.

*Attachments

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

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INSTRUCTIONS TO JOIN VIRTUALLY POSTED AT WWW.WNPLD.ORG**

XII. Public Comments

XIII. 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.

XIV. Return to Open Session

XV. Adjournment

THE WINNETKA-NORTHFIELD PUBLIC LIBRARY DISTRICT
RESOLUTION NO. 2023-2024/5

A RESOLUTION TO APPOINT A NEW LIBRARY TRUSTEE

(Deborah Vandergrift/ “Sarah Tegel” Appointment)

WHEREAS, Deborah Vandergrift (Vandergrift) previously served as a Library Trustee; and

WHEREAS, Vandergrift resigned; and

WHEREAS, the Library District Act, 75 ILCS 16/30-25, provides that, following a resignation, a vacancy in the office of Library Trustee shall be declared by the Library Board; and

WHEREAS, the Library Board declared Vandergrift’s seat to be vacant at its regular meeting on January 22, 2024; and

WHEREAS, vacancies shall be filled by appointment of the Library Trustees until the next regular library election.

NOW, THEREFORE, BE IT RESOLVED that the Library Trustees hereby:

A. Appoint “**Sarah Tegel**” to fill the vacancy effective March 18, 2024 and until the next regular election of Library Trustees in April, 2025.

This Resolution adopted this 18th day of March, 2024

AYES:

NAYS:

ABSENT:

ABSTAIN:

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

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

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

February 19, 2024

I. Call to Order

The meeting was held at the Winnetka Library, 768 Oak St., Winnetka, Illinois. President Mitchell called the meeting to order at 7:10 p.m. A quorum was present.

II. Roll Call

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

Present were library employees Mark Swenson, Laura Munoz, and Luvia Melero. Present were Shaun Kelly, Jason Cooper, and Pearl May of Engberg Anderson Architects.

III. Public Comments

No public comments.

IV. Approval of Minutes

Approve minutes of the January 22, 2024 regular meeting.

President Mitchell announced approval of the January 22, 2024 Regular Meetings Minutes.

V. Financial Report

Trustee Munoz presented the October 2023 Financial Statement.

VI. Library Reports

Library Director's Report

Director Dombrowski presented the January 2024 Director's Report, which was included in the board packet for February 19, 2024.

Board President's Report

President Mitchell had nothing to report.

VII. Liaison Reports

Winnetka Village – Trustee Gosselin had nothing to report. Director Dombrowski stated that she met with the new executive director of the Park District to coordinate partnering on events.

Northfield Village – Trustee Kinnich had nothing to report but will attend the village’s Feb. 20 meeting.

VIII. Unfinished Business

- *Update on the Northfield Library Renovation Project*
Shaun Kelly of Engberg Anderson, assisted by Jason Cooper of that firm, presented the architectural package and adjusted project timeline, as well as discussed with the Board the storm water issue for the Northfield Library site (the building being grandfathered as it is out of compliance with the current village ordinance, which would be triggered by new construction). Agreement that further discussion with the Village of Northfield is needed to resolve how to handle the storm water requirements.

IX. New Business

- *Introduction of New Library Staff*
Director Dombrowski introduced Laura Munoz, the new Digital Services Manager, and Luvia Melero, the new Business Manager, to the Board.

X. Communications

The next regular meeting of the board will be held on Monday, March 18th at 7 p.m. at the Northfield Library.

XI. Public Comments

No comments

XII. Adjournment

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

The Motion passed on voice vote and President Mitchell adjourned the meeting at 8:15 p.m.

Respectfully submitted,

Thomas Sundell
Board Secretary

_____ Melissa Mitchell, President

_____ Thomas Sundell, Secretary

Winnetka-Northfield Public Library District

All Funds Summary

For the 8 Months Ended February 29, 2024

Prorated Budget Percentage Spent: 66.67%

	<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	4,552,273.00	3,034,848.67	3,183,369.28	69.93 %	148,520.61
IMRF Fund	66,000.00	44,000.00	12,646.62	19.16 %	(31,353.38)
FICA Fund	0.00	0.00	74,437.65	0.00 %	74,437.65
Building Fund	380,000.00	253,333.33	0.00	0.00 %	(253,333.33)
Unemployment Fund	1.00	0.67	0.63	63.00 %	(0.04)
Total Revenues	<u>4,998,274.00</u>	<u>3,332,182.67</u>	<u>3,270,454.18</u>	<u>65.43 %</u>	<u>(61,728.49)</u>
Expenses					
Library Fund	4,552,250.00	3,034,833.33	2,599,059.47	57.09 %	(435,773.86)
IMRF Fund	66,000.00	44,000.00	29,936.57	45.36 %	(14,063.43)
FICA Fund	70,000.00	46,666.67	70,000.00	100.00 %	23,333.33
Building Fund	380,000.00	253,333.33	292,175.94	76.89 %	38,842.61
Unemployment Fund	1.00	0.67	0.00	0.00 %	(0.67)
Special Reserve Fund	<u>5,200,000.00</u>	<u>3,466,666.67</u>	<u>0.00</u>	<u>0.00 %</u>	<u>(3,466,666.67)</u>
Total Expenses	<u>10,268,251.00</u>	<u>6,845,500.67</u>	<u>2,991,171.98</u>	<u>29.13 %</u>	<u>(3,854,328.69)</u>
Total Revenues	4,998,274.00	3,332,182.67	3,270,454.18	65.43 %	(61,728.49)
Total Expenses	<u>10,268,251.00</u>	<u>6,845,500.67</u>	<u>2,991,171.98</u>	<u>29.13 %</u>	<u>3,854,328.69</u>
Excess Revenues less Expenses	<u>(5,269,977.00)</u>	<u>(3,513,318.00)</u>	<u>279,282.20</u>	<u>(5.30)%</u>	<u>3,792,600.20</u>

Winnetka-Northfield Public Library District

Library Fund Summary

For the 8 Months Ended February 29, 2024

Prorated Budget Percentage Spent: 66.67%

	Annual Budget	Prorated Budget	Year-to-Date Actual	% of Budget	Variance vs. Prorated Budget
Operating Revenue					
Property Tax	4,106,860.00	2,737,906.67	2,831,542.67	68.95 %	93,636.00
Replacement Tax	90,000.00	60,000.00	51,527.92	57.25 %	(8,472.08)
Collections	160,413.00	106,942.00	95,481.74	59.52 %	(11,460.26)
Materials	5,000.00	3,333.33	5,334.24	106.68 %	2,000.91
Other Income	190,000.00	126,666.67	199,482.71	104.99 %	72,816.04
Total Operating Revenue	4,552,273.00	3,034,848.67	3,183,369.28	69.93 %	148,520.61
Operating Expenses					
Personnel	2,496,250.00	1,664,166.67	1,533,519.77	61.43 %	(130,646.90)
Administration	197,750.00	131,833.33	122,863.58	62.13 %	(8,969.75)
Utilities	106,500.00	71,000.00	49,589.79	46.56 %	(21,410.21)
IT Services	374,570.11	249,713.41	275,379.53	73.52 %	25,666.12
Public Relations	51,750.00	34,500.00	30,404.50	58.75 %	(4,095.50)
Library Materials - Adult	534,500.00	356,333.33	347,735.27	65.06 %	(8,598.06)
Library Materials - Youth	85,000.00	56,666.67	56,228.65	66.15 %	(438.02)
Programs	90,679.89	60,453.26	67,238.20	74.15 %	6,784.94
Capital	615,250.00	410,166.67	115,971.19	18.85 %	(294,195.48)
Total Operating Expenses	4,552,250.00	3,034,833.33	2,599,059.47	57.09 %	(435,773.86)
Total Revenues	4,552,273.00	3,034,848.67	3,183,369.28	69.93 %	148,520.61
Total Expenses	4,552,250.00	3,034,833.33	2,599,059.47	57.09 %	(435,773.86)
Excess Revenues less Expenses	23.00	15.34	584,309.81	2,540,477.43 %	584,294.47

Winnetka-Northfield Public Library District
Statement of Revenues and Expenditures - Modified Cash Basis
For the 8 Months Ended February 29, 2024

Prorated Budget Percentage Spent: 66.67%

	<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>LIBRARY FUND</u>					
Revenues					
Taxes					
Property Taxes Collections	4,106,860.00	2,737,906.67	2,802,897.12	68.25 %	64,990.45
Property Taxes Collections-Liability	0.00	0.00	20,843.64	0.00	20,843.64
Property Taxes Collections-Audit	0.00	0.00	7,801.91	0.00	7,801.91
Replacement Tax	<u>90,000.00</u>	<u>60,000.00</u>	<u>51,527.92</u>	<u>57.25</u>	<u>(8,472.08)</u>
Total Taxes	<u>4,196,860.00</u>	<u>2,797,906.67</u>	<u>2,883,070.59</u>	<u>68.70 %</u>	<u>85,163.92</u>
Collections					
Per Capita Grant	27,250.00	18,166.67	27,280.13	100.11 %	9,113.46
Kenilworth Services	129,663.00	86,442.00	64,831.50	50.00	(21,610.50)
Studio Fees	1,000.00	666.67	654.46	65.45	(12.21)
Lost/Damaged Mat.	2,500.00	1,666.67	2,265.65	90.63	598.98
Library Programs - Winnetka	<u>0.00</u>	<u>0.00</u>	<u>450.00</u>	<u>0.00</u>	<u>450.00</u>
Total Collections	<u>160,413.00</u>	<u>106,942.00</u>	<u>95,481.74</u>	<u>59.52 %</u>	<u>(11,460.26)</u>
Materials					
Copy/Printing	4,000.00	2,666.67	4,451.37	111.28 %	1,784.70
Book Sales	<u>1,000.00</u>	<u>666.67</u>	<u>882.87</u>	<u>88.29</u>	<u>216.20</u>
Total Materials	<u>5,000.00</u>	<u>3,333.33</u>	<u>5,334.24</u>	<u>106.68 %</u>	<u>2,000.91</u>
Other Income					
Checking Interest Income	3,500.00	2,333.33	6,055.11	173.00 %	3,721.78
Byline Bank IMA Interest	164,000.00	109,333.33	188,539.79	114.96	79,206.46
Money Market-Interest	2,000.00	1,333.33	1,484.76	74.24	151.43
Misc. Revenue	0.00	0.00	2,137.90	0.00	2,137.90
Gift Fund (over \$100)	500.00	333.33	1,000.00	200.00	666.67
Friends Donations	<u>20,000.00</u>	<u>13,333.33</u>	<u>265.15</u>	<u>1.33</u>	<u>(13,068.18)</u>
Total Other Income	<u>190,000.00</u>	<u>126,666.67</u>	<u>199,482.71</u>	<u>104.99 %</u>	<u>72,816.04</u>
Total Revenue	<u>4,552,273.00</u>	<u>3,034,848.67</u>	<u>3,183,369.28</u>	<u>69.93 %</u>	<u>148,520.61</u>

Winnetka-Northfield Public Library District

Statement of Revenues and Expenditures - Modified Cash Basis

For the 8 Months Ended February 29, 2024

Prorated Budget Percentage Spent: 66.67%

	Annual Budget	Prorated Budget	Year to Date Actual	% of Budget	Variance vs. Prorated Budget
LIBRARY FUND					
Expenses					
Personnel					
Salaries	2,040,000.00	1,360,000.00	1,323,862.98	64.90 %	(36,137.02)
Health Insurance	335,000.00	223,333.33	165,131.07	49.29	(58,202.26)
Employee Asst. Program	500.00	333.33	0.00	0.00	(333.33)
Professional Development	30,000.00	20,000.00	11,352.93	37.84	(8,647.07)
Flexible Spending Account	750.00	500.00	590.00	78.67	90.00
Payroll Taxes	84,000.00	56,000.00	29,763.27	35.43	(26,236.73)
Staff Recognition/Events/Meetings	6,000.00	4,000.00	2,819.52	46.99	(1,180.48)
Total Personnel	2,496,250.00	1,664,166.67	1,533,519.77	61.43 %	(130,646.90)
Administration					
Audit Fees	12,950.00	8,633.33	12,400.00	95.75 %	3,766.67
Library Supplies	38,000.00	25,333.33	20,842.66	54.85	(4,490.67)
Office Supplies	6,500.00	4,333.33	3,963.56	60.98	(369.77)
Breakroom Supplies	4,000.00	2,666.67	2,058.40	51.46	(608.27)
Postage	2,500.00	1,666.67	2,294.19	91.77	627.52
Hospitality	500.00	333.33	14.32	2.86	(319.01)
Accounting and Bookkeeping	24,000.00	16,000.00	13,005.00	54.19	(2,995.00)
Delivery Service	6,000.00	4,000.00	3,765.87	62.76	(234.13)
Payroll Services	9,500.00	6,333.33	6,694.22	70.47	360.89
Liability Insurance Costs	33,000.00	22,000.00	32,474.00	98.41	10,474.00
Board Expenses	1,500.00	1,000.00	210.00	14.00	(790.00)
Memberships	7,000.00	4,666.67	3,996.86	57.10	(669.81)
Legal	30,000.00	20,000.00	4,062.99	13.54	(15,937.01)
Consultants	5,000.00	3,333.33	0.00	0.00	(3,333.33)
Investment Fees	16,800.00	11,200.00	17,063.87	101.57	5,863.87
Miscellaneous	500.00	333.33	17.64	3.53	(315.69)
Total Administration	197,750.00	131,833.33	122,863.58	62.13 %	(8,969.75)
Utilities					
Utilities	0.00	0.00	1,703.03	0.00 %	1,703.03
Electricity	42,000.00	28,000.00	26,583.95	63.30	(1,416.05)
Water	9,000.00	6,000.00	3,171.48	35.24	(2,828.52)
Storm Sewer	1,500.00	1,000.00	938.67	62.58	(61.33)
Natural Gas	13,500.00	9,000.00	3,656.26	27.08	(5,343.74)
Telephone	16,500.00	11,000.00	833.35	5.05	(10,166.65)
Internet Services	24,000.00	16,000.00	12,703.05	52.93	(3,296.95)
Total Utilities	106,500.00	71,000.00	49,589.79	46.56 %	(21,410.21)
Information Technology					
CCS Operating	79,000.00	52,666.67	57,029.55	72.19 %	4,362.88
Software	90,000.00	60,000.00	88,783.05	98.65	28,783.05
LAN Management	40,000.00	26,666.67	20,652.87	51.63	(6,013.80)
Hardware	3,000.00	2,000.00	3,455.98	115.20	1,455.98
Website/Platform Fees	100,000.00	66,666.67	60,885.79	60.89	(5,780.88)
Photocopier Leases	23,000.00	15,333.33	18,590.76	80.83	3,257.43
Computer Equipment	39,570.11	26,380.07	25,981.53	65.66	(398.54)
Total Information Technology	374,570.11	249,713.41	275,379.53	73.52 %	25,666.12

Winnetka-Northfield Public Library District

Statement of Revenues and Expenditures - Modified Cash Basis

For the 8 Months Ended February 29, 2024

Prorated Budget Percentage Spent: 66.67%

	Annual Budget	Prorated Budget	Year to Date Actual	% of Budget	Variance vs. Prorated Budget
LIBRARY FUND					
Public Relations					
Promotional	11,000.00	7,333.33	6,663.74	60.58 %	(669.59)
Newsletter/Mailers	29,750.00	19,833.33	19,216.17	64.59	(617.16)
PR Supplies	4,000.00	2,666.67	2,564.66	64.12	(102.01)
Marketing/Advertising	7,000.00	4,666.67	1,959.93	28.00	(2,706.74)
Total Public Relations	51,750.00	34,500.00	30,404.50	58.75 %	(4,095.50)
Library Materials - Adult					
Books-Fiction-Adult	85,000.00	56,666.67	51,439.03	60.52 %	(5,227.64)
Books-Non-Fiction-Adult	75,000.00	50,000.00	41,508.88	53.35	(8,491.12)
Periodicals	20,200.00	13,466.67	15,347.30	75.98	1,880.63
DVDs-Adult	25,000.00	16,666.67	13,089.65	52.36	(3,577.02)
Audio Books-Adult	6,500.00	4,333.33	7,200.82	110.78	2,867.49
Books-Digital	255,800.00	170,533.33	164,143.31	64.17	(6,390.02)
Online Database	65,000.00	43,333.33	53,673.90	82.58	10,340.57
Adult Videogames	0.00	0.00	34.99	0.00	34.99
Video Games-Adults	2,000.00	1,333.33	1,297.39	64.87	(35.94)
Total Library Materials - Adult	534,500.00	356,333.33	347,735.27	65.06 %	(8,598.06)
Library Materials - Youth					
Kits	5,000.00	3,333.33	2,936.14	58.72 %	(397.19)
Books-Fiction-Juv	45,000.00	30,000.00	28,174.71	62.61	(1,825.29)
Books-Non-Fiction-Juv	13,000.00	8,666.67	10,139.14	77.99	1,472.47
DVDs-Juv	1,500.00	1,000.00	582.76	38.85	(417.24)
Audio Books/Talking Books Juv	15,000.00	10,000.00	10,908.14	72.72	908.14
Video Games-Juv	5,500.00	3,666.67	3,487.76	63.41	(178.91)
Total Library Materials - Youth	85,000.00	56,666.67	56,228.65	66.15 %	(438.02)
Programs					
Reading Programs	10,000.00	6,666.67	5,500.33	55.00 %	(1,166.34)
Programming - Studio	11,750.00	7,833.33	8,934.36	76.04	1,101.03
Programming - Youth	30,000.00	20,000.00	26,873.28	89.58	6,873.28
Programming - Adult	37,500.00	25,000.00	24,500.34	65.33	(499.66)
Studio Maintenance/Repair	1,429.89	953.26	1,429.89	100.00	476.63
Total Programs	90,679.89	60,453.26	67,238.20	74.15 %	6,784.94
Capital					
Capital Outlay	435,250.00	290,166.67	26,528.16	6.09 %	(263,638.51)
Building	155,000.00	103,333.33	75,206.10	48.52	(28,127.23)
Equipment/Furniture	25,000.00	16,666.67	14,236.93	56.95	(2,429.74)
Total Capital	615,250.00	410,166.67	115,971.19	18.85 %	(294,195.48)
Total Expenses	4,552,250.00	3,034,833.33	2,599,059.47	57.09 %	(435,773.86)
Excess Revenues less Expenses	23.00	15.34	584,309.81	2,540,477.43 %	584,294.47

Winnetka-Northfield Public Library District
Statement of Revenues and Expenditures - Modified Cash Basis
For the 8 Months Ended February 29, 2024

Prorated Budget Percentage Spent: 66.67%

	<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	380,000.00	253,333.33	0.00	0.00 %	(253,333.33)
Total Revenue	<u>380,000.00</u>	<u>253,333.33</u>	<u>0.00</u>	<u>0.00 %</u>	<u>(253,333.33)</u>
Expenses					
Northfield Lease	69,000.00	46,000.00	46,823.12	67.86 %	823.12
Janitorial Supplies	10,800.00	7,200.00	6,523.38	60.40	(676.62)
Snow Removal	9,000.00	6,000.00	1,435.00	15.94	(4,565.00)
Building Appraisal	300.00	200.00	285.00	95.00	85.00
Building Maintenance Service	100,000.00	66,666.67	64,600.00	64.60	(2,066.67)
Elevators	135,000.00	90,000.00	137,124.20	101.57	47,124.20
Landscaping	25,000.00	16,666.67	12,021.61	48.09	(4,645.06)
HVAC	11,200.00	7,466.67	9,006.69	80.42	1,540.02
Automatic Doors	5,000.00	3,333.33	6,485.32	129.71	3,151.99
Roof	700.00	466.67	366.00	52.29	(100.67)
Alarms & Security	6,000.00	4,000.00	2,536.14	42.27	(1,463.86)
Equipment	4,000.00	2,666.67	1,895.16	47.38	(771.51)
Plumbing	500.00	333.33	390.42	78.08	57.09
Electrical	1,500.00	1,000.00	1,500.00	100.00	500.00
Misc Services	2,000.00	1,333.33	1,183.90	59.20	(149.43)
Total Expenses	<u>380,000.00</u>	<u>253,333.33</u>	<u>292,175.94</u>	<u>76.89 %</u>	<u>38,842.61</u>
Excess Revenues less Expenses	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ (292,175.94)</u>	<u>0.00 %</u>	<u>(292,175.94)</u>
IMRF FUND					
Revenues					
Property Taxes Collections-IMRF	66,000.00	44,000.00	12,646.62	19.16 %	(31,353.38)
Total Revenue	<u>66,000.00</u>	<u>44,000.00</u>	<u>12,646.62</u>	<u>19.16 %</u>	<u>(31,353.38)</u>
Expenses					
IMRF Expenses	66,000.00	44,000.00	29,936.57	45.36 %	(14,063.43)
Total Expenses	<u>66,000.00</u>	<u>44,000.00</u>	<u>29,936.57</u>	<u>45.36 %</u>	<u>(14,063.43)</u>
Excess Revenues less Expenses	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ (17,289.95)</u>	<u>0.00 %</u>	<u>(17,289.95)</u>

Winnetka-Northfield Public Library District
Statement of Revenues and Expenditures - Modified Cash Basis
For the 8 Months Ended February 29, 2024

Prorated Budget Percentage Spent: 66.67%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year to Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
FICA FUND					
Revenues					
Property Taxes Collections-FICA	0.00	0.00	74,437.65	0.00 %	74,437.65
Total Revenue	<u>0.00</u>	<u>0.00</u>	<u>74,437.65</u>	<u>0.00 %</u>	<u>74,437.65</u>
Expenses					
FICA	70,000.00	46,666.67	70,000.00	100.00 %	23,333.33
Total Expenses	<u>70,000.00</u>	<u>46,666.67</u>	<u>70,000.00</u>	<u>100.00 %</u>	<u>23,333.33</u>
Excess Revenues less Expenses	<u>\$ (70,000.00)</u>	<u>\$ (46,666.67)</u>	<u>\$ 4,437.65</u>	<u>(6.34)%</u>	<u>51,104.32</u>
UNEMPLOYMENT FUND					
Revenues					
Property Taxes Collections-Unemployment	1.00	0.67	0.63	63.00 %	(0.04)
Total Revenue	<u>1.00</u>	<u>0.67</u>	<u>0.63</u>	<u>63.00 %</u>	<u>(0.04)</u>
Expenses					
Unemployment	1.00	0.67	0.00	0.00 %	(0.67)
Total Expenses	<u>1.00</u>	<u>0.67</u>	<u>0.00</u>	<u>0.00 %</u>	<u>(0.67)</u>
Excess Revenues less Expenses	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.63</u>	<u>0.00 %</u>	<u>0.63</u>

Winnetka-Northfield Public Library District
Statement of Revenues and Expenditures - Modified Cash Basis
For the 8 Months Ended February 29, 2024

Prorated Budget Percentage Spent: 66.67%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year to Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
SPECIAL RESERVE FUND					
Revenues					
Transfer In	0.00	0.00	0.00	0.00 %	0.00
Expenses					
Capital Outlay	5,200,000.00	3,466,666.67	0.00	0.00 %	(3,466,666.67)
Total Expenses	<u>5,200,000.00</u>	<u>3,466,666.67</u>	<u>0.00</u>	<u>0.00 %</u>	<u>(3,466,666.67)</u>
Excess Revenues less Expenses	<u>\$ (5,200,000.00)</u>	<u>\$ (3,466,666.67)</u>	<u>\$ 0.00</u>	<u>0.00 %</u>	<u>3,466,666.67</u>

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

February 1, 2024 - February 29, 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Vendor Checks						
Annette Bochenek 10-0-5908	Programming - Adult	Annette Bochenek	300.00	4372	02/08/24	<u>300.00</u>
Annie Chu 10-0-5906	Programming - Studio	Program Supplies	34.50	4373	02/08/24	<u>34.50</u>
Background Screening Consultants LLC 10-0-5736	Legal	Inv 23210	130.00	4374	02/08/24	<u>130.00</u>
Bokeum Ko 10-0-5908	Programming - Adult	Bokeum Ko	300.00	4375	02/08/24	<u>300.00</u>
Chaos to Memories 10-0-5908	Programming - Adult	Event Presentation	100.00	4376	02/08/24	<u>100.00</u>
Chicago Tribune 10-1-5342	Periodicals-Winnetka	Acct 40046140	344.59	4377	02/08/24	<u>344.59</u>
Cyndee Schaffer 10-0-5908	Programming - Adult	Event Presentation	150.00	4378	02/08/24	<u>150.00</u>
Debra Ann Miller 10-0-5908	Programming - Adult	Event Presentation	375.00	4379	02/08/24	<u>375.00</u>
FedEx 10-0-5123	Postage	Inv 8-392-36724	22.69	4380	02/08/24	<u>22.69</u>
Isabel Raci 10-0-5908	Programming - Adult	Event Presentation	510.00	4381	02/08/24	<u>510.00</u>
J. Kevin Chapman 10-0-5908	Programming - Adult	Event Presentation	295.00	4382	02/08/24	<u>295.00</u>
James Young 10-0-5732	Staff Recognition/Events/Meetings	James Young	10.21	4383	02/08/24	<u>10.21</u>
Jeff Mishur 10-0-5908	Programming - Adult	Event Presentation	360.00	4384	02/08/24	<u>360.00</u>
Kelli Marshall 10-0-5908	Programming - Adult	Event Presentation	200.00	4385	02/08/24	<u>200.00</u>
Kelly Dull 10-0-5908	Programming - Adult	Event Presentation	400.00	4386	02/08/24	<u>400.00</u>
Kerry Rogers 10-0-4150	Lost/Damaged Materials	Kerry Rogers	7.34	4387	02/08/24	<u>7.34</u>
Mikayla Contreras 10-0-5906	Programming - Studio	Reimbursement	13.27	4388	02/08/24	<u>13.27</u>
Monica Dombrowski				4389	02/08/24	<u>55.85</u>

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

February 1, 2024 - February 29, 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5732	Staff Recognition/Events/Meetings	Monica Dombrowski	14.21			
10-0-5732	Staff Recognition/Events/Meetings	Event Reimbursement	41.64			
Niche Academy 10-0-5134	Software	Inv 9334	1,600.00	4390	02/08/24	<u>1,600.00</u>
Olga Caradmone 10-0-5908	Programming - Adult	Event Presentation	250.00	4391	02/08/24	<u>250.00</u>
Technology Management Rev Fund 10-0-5176	Internet Services	Inv T2413350	1,000.00	4392	02/08/24	<u>1,000.00</u>
The Book Stall 10-1-5341	Books-Non-Fiction-Adult-Winnetka	Inv 507640	23.20	4393	02/08/24	<u>49.20</u>
10-2-5341	Books-Non-Fiction-Adult-Northfield	Inv 506795	26.00			
Tim Joyce 10-0-5908	Programming - Adult	Event Presentation	175.00	4394	02/08/24	<u>175.00</u>
Tugboat Music LLC 10-0-5907	Programming - Youth	Tugboat Music LLC	525.00	4395	02/08/24	<u>525.00</u>
U.S. Postal Service 10-0-5722	Newsletter/Mailers	U.S. Postal Service	950.70	4396	02/08/24	<u>950.70</u>
Zbigniew Banas 10-0-5908	Programming - Adult	Event Presentation	300.00	4397	02/08/24	<u>300.00</u>
WP Company LLC 10-0-5177	Website/Platform Fees	Inv 3002	2,036.00	4398	02/08/24	<u>2,036.00</u>
AT&T 10-0-5176	Internet Services	Inv S663007007-24010	659.80	4399	02/20/24	<u>659.80</u>
Amber Mechanical Contractors Inc. 70-0-5752	HVAC	Inv W35356	1,918.19	4400	02/26/24	<u>1,918.19</u>
AT&T 10-0-5176	Internet Services	Inv S663007007-24041	1,143.94	4401	02/26/24	<u>1,143.94</u>
Blackstone Publishing 10-1-5344	Audio Books-Adult-Winnetka	Inv 2113811	34.45	4402	02/26/24	<u>34.45</u>
Chicago Tribune 10-1-5342	Periodicals-Winnetka	Subscriptions thru 05.05.24	424.00	4403	02/26/24	<u>854.99</u>
10-1-5342	Periodicals-Winnetka	Subscriptions thru 05.05.24	430.99			
Engberg Anderson, Inc. 10-0-5800	Capital Outlay	Inv 23358401-7	4,701.25	4404	02/26/24	<u>13,156.25</u>
10-0-5800	Capital Outlay	Inv 23358403-1	8,455.00			

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

February 1, 2024 - February 29, 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Fox Valley Fire & Safety				4405	02/26/24	<u>2,698.15</u>
10-0-5882	Building	Inv IN00655970	2,069.00			
10-0-5882	Building	Inv IN00648341	629.15			
Monica Dombrowski				4406	02/26/24	<u>33.71</u>
10-0-5114	Professional Development	Reimbursement	19.39			
10-0-5124	Hospitality	Reimbursement	14.32			
Stephanie Girardi				4407	02/26/24	<u>179.96</u>
10-0-5732	Staff Recognition/Events/Meetings	Reimbursements	145.69			
10-0-5732	Staff Recognition/Events/Meetings	Reimbursements	34.27			
Sydney Clark				4408	02/26/24	<u>82.34</u>
10-0-5138	Delivery Service	Reimbursement	3.22			
10-0-5908	Programming - Adult	Reimbursement	12.97			
10-0-5908	Programming - Adult	Reimbursement	22.17			
10-0-5908	Programming - Adult	Reimbursement	43.98			
Technology Management Rev Fund				4409	02/26/24	<u>1,000.00</u>
10-0-5176	Internet Services	Inv T2415999	1,000.00			
The Linden Patio Homes Association				4410	02/26/24	<u>600.00</u>
70-0-5748	Building Maintenance Service	DeMuth, Inc - V-3417 Reimbursement	600.00			
SENSOURCE				18018	02/01/24	<u>216.00</u>
10-0-5134	Software	Inv 58569	216.00			
QUILL CORPORATION				18019	02/01/24	<u>142.53</u>
10-0-5121	Office Supplies	Inv 36778552	142.53			
Warehouse Direct				18020	02/01/24	<u>627.81</u>
10-0-5121	Office Supplies	Inv 5654446-0	627.81			
DE LAGE LANDEN FINANCIALSVCS.				18021	02/01/24	<u>2,898.84</u>
10-0-5766	Photocopier Leases	Inv 393215	2,898.84			
Baker & Taylor				18022	02/01/24	<u>14,123.45</u>
10-0-5120	Library Supplies	2038021985	2.63			
10-0-5120	Library Supplies	2038015584	22.95			
10-0-5120	Library Supplies	2038013932	25.47			
10-0-5120	Library Supplies	2038010402	56.90			
10-0-5120	Library Supplies	2038010256	106.97			
10-0-5120	Library Supplies	2038009348	12.40			
10-0-5120	Library Supplies	2038007422	31.60			
10-0-5120	Library Supplies	2038000024	7.24			
10-0-5120	Library Supplies	2038009349	4.14			
10-0-5120	Library Supplies	2038010060	47.81			
10-0-5120	Library Supplies	2038002239	3.98			
10-0-5120	Library Supplies	2038030416	15.57			
10-0-5120	Library Supplies	2038030845	49.22			
10-0-5120	Library Supplies	2038025720	80.26			
10-0-5120	Library Supplies	2038023720	59.94			

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

February 1, 2024 - February 29, 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5120	Library Supplies	2038027905	19.77			
10-0-5120	Library Supplies	2038022204	21.92			
10-0-5120	Library Supplies	2038025069	103.88			
10-0-5120	Library Supplies	2038025486	133.38			
10-0-5120	Library Supplies	2038021294	38.27			
10-0-5120	Library Supplies	2038022256	6.17			
10-0-5120	Library Supplies	2038018210	34.35			
10-0-5120	Library Supplies	2038040643	25.22			
10-0-5120	Library Supplies	2038039990	64.57			
10-0-5120	Library Supplies	2038046012	15.53			
10-0-5120	Library Supplies	2038031065	11.30			
10-0-5120	Library Supplies	2038033300	45.48			
10-0-5120	Library Supplies	2038035590	50.27			
10-0-5120	Library Supplies	2038034961	42.05			
10-0-5120	Library Supplies	2038043150	14.03			
10-0-5120	Library Supplies	2038039557	47.06			
10-0-5120	Library Supplies	2038007337	12.48			
10-0-5120	Library Supplies	2038006141	22.89			
10-0-5120	Library Supplies	2038002184	85.21			
10-0-5120	Library Supplies	2038005074	22.81			
10-0-5120	Library Supplies	2037991112	8.63			
10-0-5120	Library Supplies	2037988941	5.79			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	2038010060	502.37			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	2038007422	304.51			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	2038025069	1,428.54			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	2038021294	363.57			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	2038034961	503.88			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	2038039557	252.47			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	2038043150	154.75			
10-2-5341	Books-Non-Fiction-Adult-Northfield	2038034961	106.77			
10-2-5341	Books-Non-Fiction-Adult-Northfield	2038039557	347.01			
10-2-5341	Books-Non-Fiction-Adult-Northfield	2038043150	51.97			
10-2-5341	Books-Non-Fiction-Adult-Northfield	2038021294	40.67			
10-2-5341	Books-Non-Fiction-Adult-Northfield	2038025069	81.93			
10-2-5341	Books-Non-Fiction-Adult-Northfield	2038007422	83.59			
10-2-5341	Books-Non-Fiction-Adult-Northfield	2038010060	32.18			
10-1-5441	Books-Non-Fiction-Juv-Winnetka	2038021985	11.99			
10-1-5441	Books-Non-Fiction-Juv-Winnetka	2038030416	216.55			
10-2-5441	Books-Non-Fiction-Juv-Northfield	2038030416	3.56			
10-2-5441	Books-Non-Fiction-Juv-Northfield	2038021985	16.76			
10-2-5441	Books-Non-Fiction-Juv-Northfield	2038007337	62.06			
10-1-5340	Books-Fiction-Adult-Winnetka	2037988941	84.35			

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

February 1, 2024 - February 29, 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-1-5340	Books-Fiction-Adult-Winnetka	2038005074	182.78			
10-1-5340	Books-Fiction-Adult-Winnetka	2038002239	33.33			
10-1-5340	Books-Fiction-Adult-Winnetka	2038010256	1,118.31			
10-1-5340	Books-Fiction-Adult-Winnetka	2038013932	222.01			
10-1-5340	Books-Fiction-Adult-Winnetka	2038015584	216.73			
10-1-5340	Books-Fiction-Adult-Winnetka	2038025486	196.54			
10-1-5340	Books-Fiction-Adult-Winnetka	2038027905	164.06			
10-1-5340	Books-Fiction-Adult-Winnetka	2038023720	585.97			
10-1-5340	Books-Fiction-Adult-Winnetka	2038033300	291.95			
10-1-5340	Books-Fiction-Adult-Winnetka	2038035590	310.44			
10-1-5340	Books-Fiction-Adult-Winnetka	2038039990	543.00			
10-2-5340	Books-Fiction-Adult-Northfield	2038039990	175.68			
10-2-5340	Books-Fiction-Adult-Northfield	2038033300	182.48			
10-2-5340	Books-Fiction-Adult-Northfield	2038035590	261.95			
10-2-5340	Books-Fiction-Adult-Northfield	2038025486	1,152.09			
10-2-5340	Books-Fiction-Adult-Northfield	2038027905	81.92			
10-2-5340	Books-Fiction-Adult-Northfield	2038015584	32.78			
10-2-5340	Books-Fiction-Adult-Northfield	2038010256	33.90			
10-2-5340	Books-Fiction-Adult-Northfield	2038013932	50.85			
10-2-5340	Books-Fiction-Adult-Northfield	2038002239	16.95			
10-2-5340	Books-Fiction-Adult-Northfield	2038005074	59.85			
10-1-5440	Books-Fiction-Juv-Winnetka	2037991112	11.30			
10-1-5440	Books-Fiction-Juv-Winnetka	2038002184	281.81			
10-1-5440	Books-Fiction-Juv-Winnetka	2038006141	123.53			
10-1-5440	Books-Fiction-Juv-Winnetka	2038046012	67.76			
10-1-5440	Books-Fiction-Juv-Winnetka	2038040643	77.29			
10-1-5440	Books-Fiction-Juv-Winnetka	2038031065	44.60			
10-1-5440	Books-Fiction-Juv-Winnetka	2038010402	136.10			
10-1-5440	Books-Fiction-Juv-Winnetka	2038009349	24.97			
10-1-5440	Books-Fiction-Juv-Winnetka	2038000024	11.29			
10-1-5440	Books-Fiction-Juv-Winnetka	2038022204	102.74			
10-1-5440	Books-Fiction-Juv-Winnetka	2038018210	115.58			

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

February 1, 2024 - February 29, 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-1-5440	Books-Fiction-Juv-Winnetka	2038030845	83.41			
10-1-5440	Books-Fiction-Juv-Winnetka	2038025720	450.32			
10-2-5440	Books-Fiction-Juv-Northfield	2038025720	59.74			
10-2-5440	Books-Fiction-Juv-Northfield	2038030845	143.48			
10-2-5440	Books-Fiction-Juv-Northfield	2038031065	17.27			
10-2-5440	Books-Fiction-Juv-Northfield	2038022256	35.70			
10-2-5440	Books-Fiction-Juv-Northfield	2038018210	18.32			
10-2-5440	Books-Fiction-Juv-Northfield	2038022204	45.17			
10-2-5440	Books-Fiction-Juv-Northfield	2038002184	50.27			
10-2-5440	Books-Fiction-Juv-Northfield	2038000024	29.75			
10-2-5440	Books-Fiction-Juv-Northfield	2038009348	81.96			
10-2-5440	Books-Fiction-Juv-Northfield	2038010402	47.53			
10-2-5440	Books-Fiction-Juv-Northfield	2038040643	63.29			
10-2-5440	Books-Fiction-Juv-Northfield	2038046012	33.88			
10-2-5440	Books-Fiction-Juv-Northfield	2037991112	45.20			
Midwest Tape				18023	02/01/24	<u>2,540.28</u>
10-2-5343	DVDs-Adult-Northfield	504900438	18.74			
10-2-5343	DVDs-Adult-Northfield	504871463	52.48			
10-2-5343	DVDs-Adult-Northfield	504871464	19.49			
10-2-5343	DVDs-Adult-Northfield	504926781	58.48			
10-1-5344	Audio Books-Adult-Winnetka	504867737	49.99			
10-1-5344	Audio Books-Adult-Winnetka	504867738	49.99			
10-1-5344	Audio Books-Adult-Winnetka	504838177	39.99			
10-1-5344	Audio Books-Adult-Winnetka	504838176	39.99			
10-1-5344	Audio Books-Adult-Winnetka	504926718	39.99			
10-1-5344	Audio Books-Adult-Winnetka	504926782	39.99			
10-1-5344	Audio Books-Adult-Winnetka	504926715	39.99			
10-1-5344	Audio Books-Adult-Winnetka	504878090	19.98			
10-0-5120	Library Supplies	504926719	5.97			
10-0-5120	Library Supplies	504926781	7.78			
10-0-5120	Library Supplies	504926718	1.99			
10-0-5120	Library Supplies	504926717	23.52			
10-0-5120	Library Supplies	504926782	1.99			
10-0-5120	Library Supplies	504926783	1.99			
10-0-5120	Library Supplies	504926785	1.99			
10-0-5120	Library Supplies	504926784	1.99			
10-0-5120	Library Supplies	504900731	1.99			
10-0-5120	Library Supplies	504900733	5.97			
10-0-5120	Library Supplies	504900730	7.96			

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

February 1, 2024 - February 29, 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5120	Library Supplies	504900439	3.98			
10-0-5120	Library Supplies	504926716	1.99			
10-0-5120	Library Supplies	504926715	1.99			
10-0-5120	Library Supplies	504926714	1.99			
10-0-5120	Library Supplies	504900734	5.79			
10-0-5120	Library Supplies	504871465	1.99			
10-0-5120	Library Supplies	504871464	1.99			
10-0-5120	Library Supplies	504871463	7.96			
10-0-5120	Library Supplies	504871462	5.97			
10-0-5120	Library Supplies	504900438	3.98			
10-0-5120	Library Supplies	504900437	7.96			
10-0-5120	Library Supplies	504871467	13.93			
10-0-5120	Library Supplies	504871466	61.69			
10-0-5120	Library Supplies	504871460	1.99			
10-0-5120	Library Supplies	504871461	11.94			
10-0-5120	Library Supplies	504867738	1.99			
10-0-5120	Library Supplies	504867737	1.99			
10-0-5120	Library Supplies	504838177	1.99			
10-0-5120	Library Supplies	504838179	1.99			
10-0-5120	Library Supplies	504867736	1.99			
10-0-5120	Library Supplies	504838240	21.71			
10-0-5120	Library Supplies	504838174	3.98			
10-0-5120	Library Supplies	504838176	1.99			
10-0-5120	Library Supplies	504838175	5.97			
10-0-5120	Library Supplies	504926787	1.99			
10-0-5120	Library Supplies	504926786	1.99			
10-2-5344	Audio Books-Adult-Northfield	504871460	49.99			
10-2-5344	Audio Books-Adult-Northfield	504871465	49.99			
10-2-5344	Audio Books-Adult-Northfield	504926716	39.99			
10-2-5344	Audio Books-Adult-Northfield	504900731	42.99			
10-2-5344	Audio Books-Adult-Northfield	504926719	124.97			
10-1-5443	DVDs-Juv-Winnetka	504926787	11.24			
10-1-5343	DVDs-Adult-Winnetka	504900439	42.73			
10-1-5343	DVDs-Adult-Winnetka	504900730	86.21			
10-1-5343	DVDs-Adult-Winnetka	504900733	25.47			
10-1-5343	DVDs-Adult-Winnetka	504900734	35.24			
10-1-5343	DVDs-Adult-Winnetka	504926714	22.49			
10-1-5343	DVDs-Adult-Winnetka	504926717	172.42			
10-1-5343	DVDs-Adult-Winnetka	504926783	29.99			
10-1-5343	DVDs-Adult-Winnetka	504926784	7.49			
10-1-5343	DVDs-Adult-Winnetka	504926785	11.24			
10-1-5343	DVDs-Adult-Winnetka	504926786	21.74			
10-1-5343	DVDs-Adult-Winnetka	504838174	89.98			
10-1-5343	DVDs-Adult-Winnetka	504838175	50.22			
10-1-5343	DVDs-Adult-Winnetka	504838179	22.49			
10-1-5343	DVDs-Adult-Winnetka	504838240	149.16			
10-1-5343	DVDs-Adult-Winnetka	504866420	11.99			
10-1-5343	DVDs-Adult-Winnetka	504867736	22.49			
10-1-5343	DVDs-Adult-Winnetka	504871461	78.72			
10-1-5343	DVDs-Adult-Winnetka	504871462	53.22			
10-1-5343	DVDs-Adult-Winnetka	504871466	459.44			
10-1-5343	DVDs-Adult-Winnetka	504871467	75.94			
10-1-5343	DVDs-Adult-Winnetka	504900437	37.48			

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

February 1, 2024 - February 29, 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Midwest Tape 10-0-5120	Library Supplies	504926787	1.99	18023	02/01/24	<u>1.99</u>
Midwest Tape 10-0-5120	Library Supplies	504926787	1.99	18023	02/01/24	<u>1.99</u>
Midwest Tape 10-0-5120	Library Supplies	504926787	1.99	18023	02/01/24	<u>1.99</u>
Warehouse Direct 10-0-5121	Office Supplies	Inv 5654725-0	662.23	18035	02/15/24	<u>662.23</u>
DD Facility Services 70-0-5748	Building Maintenance Service	Inv 0718-0028	8,000.00	18036	02/15/24	<u>8,000.00</u>
Kanopy 10-1-5345	Books-Digital-Winnetka	Inv 385925-PPU	757.00	18037	02/15/24	<u>757.00</u>
VILLAGE OF NORTHFIELD 70-2-5159	Northfield Lease	07.23 - 01.24	1,193.29	18038	02/15/24	<u>7,046.18</u>
70-2-5159	Northfield Lease	Feb 2024	5,852.89			
OVERDRIVE INC. 10-1-5344	Audio Books-Adult-Winnetka	Inv 01018MA24033357	3,013.56	18039	02/15/24	<u>20,528.20</u>
10-1-5345	Books-Digital-Winnetka	Inv 01018MA24033357	2,870.29			
10-0-5346	Online Database	Inv 01018CP24031519	11,983.73			
10-0-5346	Online Database	Inv 01018MA2403618	2,660.62			
Lauterbach & Amen, LLP 10-0-5131	Accounting and Bookkeeping	Inv 86683	1,725.00	18040	02/15/24	<u>1,725.00</u>
HOOPLA (MIDWEST TAPE) 10-1-5345	Books-Digital-Winnetka	Inv 504993318	2,358.07	18041	02/15/24	<u>2,358.07</u>
VILLAGE OF WINNETKA 10-0-5111	Health Insurance	Inv 2024-00000002	29,079.59	18042	02/15/24	<u>29,079.59</u>
MERCHANTS DELIVERY SERVICE 10-0-5138	Delivery Service	01.2024	550.00	18043	02/15/24	<u>550.00</u>
Baker & Taylor 10-0-5120	Library Supplies	2038047062	43.65	18044	02/15/24	<u>6,267.89</u>
10-0-5120	Library Supplies	2038047329	45.06			
10-0-5120	Library Supplies	2038045805	2.03			
10-0-5120	Library Supplies	2038045804	4.21			
10-0-5120	Library Supplies	2038044027	15.85			
10-0-5120	Library Supplies	2038049535	38.41			
10-0-5120	Library Supplies	2038052487	0.47			
10-0-5120	Library Supplies	2038052486	28.23			
10-0-5120	Library Supplies	2038052483	2.12			
10-0-5120	Library Supplies	2038050013	29.78			
10-0-5120	Library Supplies	2038052484	4.14			
10-0-5120	Library Supplies	2038052485	2.12			

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

February 1, 2024 - February 29, 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5120	Library Supplies	2038065587	44.89			
10-0-5120	Library Supplies	2038062233	69.34			
10-0-5120	Library Supplies	2038063171	18.58			
10-0-5120	Library Supplies	2038043076	4.38			
10-0-5120	Library Supplies	2038040987	2.12			
10-0-5120	Library Supplies	2038040986	8.81			
10-0-5120	Library Supplies	2038048017	7.57			
10-0-5120	Library Supplies	2038053529	61.50			
10-0-5120	Library Supplies	2038051346	46.69			
10-0-5120	Library Supplies	2038062132	74.64			
10-0-5120	Library Supplies	2038058217	57.76			
10-0-5120	Library Supplies	2038055146	21.58			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	2038047062	433.00			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	2038055146	250.26			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	2038051346	469.41			
10-2-5341	Books-Non-Fiction-Adult-Northfield	2038051346	51.41			
10-2-5341	Books-Non-Fiction-Adult-Northfield	2038055146	15.81			
10-2-5341	Books-Non-Fiction-Adult-Northfield	2038047062	91.59			
10-1-5441	Books-Non-Fiction-Juv-Winnetka	2038063171	90.16			
10-2-5441	Books-Non-Fiction-Juv-Northfield	2038063171	22.58			
10-2-5441	Books-Non-Fiction-Juv-Northfield	2038045804	14.24			
10-2-5441	Books-Non-Fiction-Juv-Northfield	2038043076	14.01			
10-1-5340	Books-Fiction-Adult-Winnetka	2038044027	235.88			
10-1-5340	Books-Fiction-Adult-Winnetka	2038047329	365.11			
10-1-5340	Books-Fiction-Adult-Winnetka	2038049535	276.55			
10-1-5340	Books-Fiction-Adult-Winnetka	2038058217	425.16			
10-1-5340	Books-Fiction-Adult-Winnetka	2038062233	596.73			
10-1-5340	Books-Fiction-Adult-Winnetka	2038065587	393.62			
10-2-5340	Books-Fiction-Adult-Northfield	2038065587	157.61			
10-2-5340	Books-Fiction-Adult-Northfield	2038062233	116.39			
10-2-5340	Books-Fiction-Adult-Northfield	2038058217	207.43			
10-2-5340	Books-Fiction-Adult-Northfield	2038049535	148.67			
10-2-5340	Books-Fiction-Adult-Northfield	2038047329	81.35			
10-2-5340	Books-Fiction-Adult-Northfield	2038044027	156.96			
10-1-5440	Books-Fiction-Juv-Winnetka	2038040987	14.99			
10-1-5440	Books-Fiction-Juv-Winnetka	2038052486	186.80			
10-1-5440	Books-Fiction-Juv-Winnetka	2038052487	14.24			

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

February 1, 2024 - February 29, 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-1-5440	Books-Fiction-Juv-Winnetka	2038050013	155.72			
10-1-5440	Books-Fiction-Juv-Winnetka	2038052485	14.99			
10-1-5440	Books-Fiction-Juv-Winnetka	2038062132	235.45			
10-1-5440	Books-Fiction-Juv-Winnetka	2038048017	30.28			
10-1-5440	Books-Fiction-Juv-Winnetka	2038053529	137.18			
10-2-5440	Books-Fiction-Juv-Northfield	2038048017	11.29			
10-2-5440	Books-Fiction-Juv-Northfield	2038062132	71.63			
10-2-5440	Books-Fiction-Juv-Northfield	2038052484	24.97			
10-2-5440	Books-Fiction-Juv-Northfield	2038052483	14.99			
10-2-5440	Books-Fiction-Juv-Northfield	2038053529	11.28			
10-2-5440	Books-Fiction-Juv-Northfield	2038045804	14.24			
10-2-5440	Books-Fiction-Juv-Northfield	2038045805	10.73			
10-2-5440	Books-Fiction-Juv-Northfield	2038050013	4.16			
10-2-5440	Books-Fiction-Juv-Northfield	2038040986	67.09			
Midwest Tape				18045	02/15/24	<u>346.53</u>
10-2-5343	DVDs-Adult-Northfield	504961520	12.74			
10-1-5344	Audio Books-Adult-Winnetka	504957986	34.99			
10-1-5344	Audio Books-Adult-Winnetka	504957988	39.99			
10-0-5120	Library Supplies	504957984	3.98			
10-0-5120	Library Supplies	504957987	1.99			
10-0-5120	Library Supplies	504957986	1.99			
10-0-5120	Library Supplies	504988026	1.99			
10-0-5120	Library Supplies	504961520	1.99			
10-0-5120	Library Supplies	504957988	1.99			
10-0-5120	Library Supplies	504957989	1.99			
10-0-5120	Library Supplies	504988029	1.99			
10-0-5120	Library Supplies	504988028	1.99			
10-0-5120	Library Supplies	504988070	1.99			
10-2-5344	Audio Books-Adult-Northfield	504988026	39.99			
10-2-5344	Audio Books-Adult-Northfield	504957987	34.99			
10-2-5344	Audio Books-Adult-Northfield	504957984	79.98			
10-1-5343	DVDs-Adult-Winnetka	504988070	11.24			
10-1-5343	DVDs-Adult-Winnetka	504988028	27.99			
10-1-5343	DVDs-Adult-Winnetka	504988029	18.74			
10-1-5343	DVDs-Adult-Winnetka	504957989	23.99			
COOPERATIVE COMPUTER SERVICES				18046	02/15/24	<u>39,457.38</u>
10-0-5132	CCS Operating & OCLC	Inv 2199	19,728.69			
10-0-5132	CCS Operating & OCLC	Inv 2241	19,728.69			
QUILL CORPORATION				18047	02/15/24	<u>113.00</u>

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

February 1, 2024 - February 29, 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
70-0-5725	Janitorial Supplies	Inv 35185723	70.39			
10-0-5121	Office Supplies	Inv 35186396	42.61			
PITNEY BOWES				18048	02/29/24	<u>299.01</u>
10-0-5123	Postage	Inv 3106523952; 12.30.23 - 03.29.24	299.01			
Warehouse Direct				18049	02/29/24	<u>451.93</u>
70-0-5725	Janitorial Supplies	Inv 5659762-0	405.84			
70-0-5725	Janitorial Supplies	Inv 5664966-0	46.09			
QUILL CORPORATION				18050	02/29/24	<u>46.78</u>
10-0-5121	Office Supplies	Inv 37178183	46.78			
DE LAGE LANDEN FINANCIALSVCS.				18051	02/29/24	<u>2,481.83</u>
10-0-5766	Photocopier Leases	Inv 395075	613.36			
10-0-5766	Photocopier Leases	Inv 82004775	1,868.47			
DEMCO				18052	02/29/24	<u>312.39</u>
10-0-5121	Office Supplies	Inv 7422122	312.39			
COMED				18053	02/29/24	<u>688.76</u>
10-2-5171	Electricity - Northfield	12.14 - 1.18	688.76			
COMCAST				18054	02/29/24	<u>71.95</u>
10-0-5176	Internet Services	1.11 - 2.10	71.95			
Peerless Network				18055	02/29/24	<u>41.25</u>
10-0-5176	Internet Services	INV 2024-02-01	41.25			
COMCAST				18056	02/29/24	<u>434.45</u>
10-0-5176	Internet Services	1.20.24 - 2.19.24	434.45			
PITNEY BOWES				18057	02/29/24	<u>100.00</u>
10-0-5123	Postage	PITNEY BOWES	100.00			
North Shore Center				18058	02/29/24	<u>1,703.03</u>
10-0-5170	Utilities	North Shore Center 12.22 - 1.26	1,703.03			
NICOR				18059	02/29/24	<u>296.99</u>
10-2-5174	Natural Gas - Northfield	NICOR 11.21 - 12.21	296.99			
VILLAGE OF WINNETKA				18060	02/29/24	<u>2,557.10</u>
10-1-5171	Electricity - Winnetka	VILLAGE OF WINNETKA	71.01			
10-1-5171	Electricity - Winnetka	VILLAGE OF WINNETKA	2,288.51			
10-1-5171	Electricity - Winnetka	VILLAGE OF WINNETKA	-261.60			
10-1-5171	Electricity - Winnetka	VILLAGE OF WINNETKA	55.81			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	98.65			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	33.98			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	2.00			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA 12.20 - 1.24	102.91			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	26.12			
10-1-5173	Storm Sewer - Winnetka	VILLAGE OF WINNETKA	139.71			
PITNEY BOWES				18061	02/29/24	<u>100.00</u>
10-0-5123	Postage	PITNEY BOWES	100.00			

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

February 1, 2024 - February 29, 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
VILLAGE OF NORTHFIELD				18062	02/29/24	41.43
10-2-5172	Water - Northfield	VILLAGE OF NORTHFIELD 1.22	41.43			
First Bankcard				18063	02/29/24	7,487.66
10-0-5114	Professional Development	Dombrowski - MD PLA Conf Cancellation Refund	-582.00			
10-0-5114	Professional Development	Morgan - professional development-registration for Public Library Association conference	454.00			
10-0-5114	Professional Development	Karowska - prof dev (t malinowski ALA)	612.00			
10-0-5114	Professional Development	Dombrowski - MD ALA Conf Plane Ticket	350.98			
10-0-5114	Professional Development	Dombrowski - MD ALA Conf Plane Ticket	361.98			
10-0-5120	Library Supplies	Volny - ILL Supplies	40.19			
10-0-5120	Library Supplies	Morgan - library supplies-rewriting barcodes on playaways, cartridges, etc	9.70			
10-0-5120	Library Supplies	Mall - Tech Services supplies	11.49			
10-0-5120	Library Supplies	Mall - Tech Services supplies	25.99			
10-0-5120	Library Supplies	Mall - Tech Services supplies	79.98			
10-0-5120	Library Supplies	Mall - Tech Services supplies	25.99			
10-0-5120	Library Supplies	Mall - Tech Services supplies	35.74			
10-0-5120	Library Supplies	Mall - Tech Services supplies	4.95			
10-0-5121	Office Supplies	Dombrowski - MD 2024 Planner Supplies	48.36			
10-0-5121	Office Supplies	Dombrowski - Office Supplies	19.56			
10-0-5121	Office Supplies	Volny - Workroom Supplies	51.90			
10-0-5121	Office Supplies	Volny - Workroom Supplies	198.25			
10-0-5121	Office Supplies	Volny - Workroom Supplies	21.86			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Mall - Materials	8.34			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Mall - Materials	19.99			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Mall - Materials	20.99			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Mall - Materials	27.00			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Mall - Materials	16.99			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Mall - Materials	32.26			
10-1-5443	DVDs-Juv-Winnetka	Karowska - juv dvd	7.99			
10-0-5134	Software	Swenson - Creative Cloud Subscriptions	295.90			
10-0-5134	Software	Swenson - Microsoft Entra Subscriptions	7.20			
10-0-5134	Software	Swenson - PowerBI Subscriptions	30.00			
10-0-5134	Software	Swenson - Office 365 Subscriptions	192.50			
10-0-5134	Software	Mall - Virtual event hosting	127.97			
10-0-5906	Programming - Studio	White - Studio Programming Supplies	50.19			
10-0-5906	Programming - Studio	White - Studio Programming Supplies	47.98			
10-0-5906	Programming - Studio	White - Studio Programming Supplies	22.39			
10-0-5906	Programming - Studio	White - Studio Programming Supplies	18.88			
10-0-5906	Programming - Studio	White - Studio Programming Supplies	50.15			
10-0-5906	Programming - Studio	White - Studio Programming Supplies	55.75			
10-0-5906	Programming - Studio	Dombrowski - Studio Programming Supplies	144.92			
10-0-5906	Programming - Studio	Mall - Seed Library supplies	355.50			

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

February 1, 2024 - February 29, 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5906	Programming - Studio	Karwowska - library of things replacement for Studio	9.99			
10-0-5906	Programming - Studio	Dombrowski - Studio Programming Supplies	45.80			
10-0-5906	Programming - Studio	Dombrowski - Studio Programming Supplies	16.05			
10-1-5347	Adult Videogames	Mall - Materials	34.99			
10-1-5439	Kits	Karwowska - teen kit replacement	6.45			
10-1-5439	Kits	Karwowska - steam kit replacement	35.96			
10-1-5439	Kits	Karwowska - steam kit replacement	16.99			
10-1-5439	Kits	Karwowska - steam kit replacement	49.99			
10-1-5439	Kits	Karwowska - teen kit replacement	16.18			
10-1-5439	Kits	Karwowska - early lit kit replacements	84.47			
10-1-5439	Kits	Karwowska - steam kit replacement	14.99			
10-1-5445	Video Games-Juv-Winnetka	Karwowska - youth videogames	59.99			
10-1-5445	Video Games-Juv-Winnetka	Karwowska - youth videogames	48.61			
10-1-5445	Video Games-Juv-Winnetka	Karwowska - youth videogames	18.99			
10-2-5445	Video Games- Juv-Northfield	Karwowska - youth videogames	18.99			
10-2-5445	Video Games- Juv-Northfield	Karwowska - youth videogames	48.60			
10-2-5445	Video Games- Juv-Northfield	Karwowska - youth videogames	59.99			
10-0-5177	Website/Platform Fees	Dombrowski - Annual Software Subscription	1,149.35			
10-0-5177	Website/Platform Fees	Swenson - Script website	5.00			
10-0-5177	Website/Platform Fees	Swenson - Script website backup	0.71			
10-0-5177	Website/Platform Fees	Swenson - OneBookTwoVillages Domain	15.92			
10-0-5177	Website/Platform Fees	White - Scheduling Software 24JAN Payment	90.00			
10-0-5907	Programming - Youth	Karwowska - youth programming	16.99			
10-0-5907	Programming - Youth	Karwowska - youth programming	6.99			
10-0-5907	Programming - Youth	Karwowska - youth programming	10.99			
10-0-5907	Programming - Youth	Karwowska - youth programming	-10.99			
10-0-5907	Programming - Youth	Karwowska - youth programming	118.18			
10-0-5907	Programming - Youth	Karwowska - youth programming	35.98			
10-0-5907	Programming - Youth	Karwowska - youth programming	35.98			
10-0-5907	Programming - Youth	Karwowska - youth programming	18.98			
10-0-5907	Programming - Youth	Karwowska - steam kit replacement	-19.97			
10-0-5907	Programming - Youth	Karwowska - youth programming	32.99			
10-0-5907	Programming - Youth	Karwowska - youth programming	17.61			
10-0-5907	Programming - Youth	Karwowska - youth programming	26.22			
10-0-5907	Programming - Youth	Karwowska - youth programming	6.97			
10-0-5907	Programming - Youth	Morgan - youth programming supplies-scavenger hunt prizes	65.96			
10-0-5907	Programming - Youth	Karwowska - youth programming	44.43			
10-0-5907	Programming - Youth	Karwowska - youth programming	8.72			
10-0-5907	Programming - Youth	Karwowska - youth programming	43.94			
10-0-5907	Programming - Youth	Karwowska - youth programming	82.56			
10-0-5908	Programming - Adult	Mall - Programming supplies (Best Books of 2023, 1/11)	90.45			
10-0-5908	Programming - Adult	Mall - Programming supplies (Best Books of 2023, 1/11)	155.75			
10-1-5340	Books-Fiction-Adult-Winnetka	Mall - Materials	81.00			

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

February 1, 2024 - February 29, 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-1-5440	Books-Fiction-Juv-Winnetka	Karwowska - juv fic book	7.98			
10-0-5719	Board Expenses	Dombrowski - DVandergrift Farewell Gift	44.63			
10-0-5723	PR Supplies	Quish - Labels and Clips for dept. supplies	22.94			
10-0-5731	Memberships	Morgan - professional membership - Rebecca Ganellen	143.00			
10-0-5731	Memberships	Mall - Professional membership dues	247.00			
10-0-5731	Memberships	Mall - Professional membership dues	150.00			
10-0-5731	Memberships	Mall - Professional membership dues	15.00			
10-0-5732	Staff Recognition/Events/Meetings	Volny - Staff Meeting	51.62			
10-0-5732	Staff Recognition/Events/Meetings	Dombrowski - Nicola Farewell Party Treats	66.78			
10-0-5732	Staff Recognition/Events/Meetings	Dombrowski - Steve Farewell Party Treats	32.76			
10-0-5732	Staff Recognition/Events/Meetings	Dombrowski - Nicola Farewell Gift	22.05			
10-0-5732	Staff Recognition/Events/Meetings	Dombrowski - Staff Recognition Lunch	32.70			
10-0-5732	Staff Recognition/Events/Meetings	Dombrowski - Jan-Feb-Mar Staff Birthdays	80.00			
10-0-5910	Studio Maintenance/Repair	Dombrowski - Studio Sewing Machine Repair	309.80			
10-0-5910	Studio Maintenance/Repair	Dombrowski - Studio Sewing Machine Repair	239.85			

Check List Total 187,416.64



FEBRUARY 2024 DIRECTOR’S REPORT

STAFF UPDATES

Anniversaries: Jill Brasseur, Adult Services Librarian, 38 years (2/18); Tyler Steinemann, Patron Services Assistant, 8 years (2/29)

Comings: Debbie Burns joined us on 3/12 as our new PT Branch Services Librarian! Debbie’s past experience includes archives, academic libraries, and school libraries.

Goings: Mark Winter, Branch Services Assistant (2/26).

STAFF SHOUT OUTS

- The article *Reading Rewards*, which featured Erin as the lead interview, was selected as #3 in Caregiving Magazine’s Top 10 articles of 2023: <https://chicagocaregiving.com/our-top-10-stories-of-2023>
- Librarian Maddy Belk was featured in an interview with ALA titled “Gaming Librarian Spotlight: Madeleine Belk.” <https://games.ala.org/gaming-librarian-spotlight-madeleine-belk>
- Youth Services Manager Anna Karwowska presented [*Book Talk with the Librarians: Building Community Culture & Connections*](#), with colleagues from Wilmette & Glencoe libraries at The Alliance for Early Childhood’s Preschool-Kindergarten Summit.
- Youth Services Manager Anna Karwowska presented [*What’s New in Series, Early Readers & Beginning Graphic Novels*](#), as part of The Alliance for Early Childhood’s *What’s New in Children’s Literature* event.
- Tech Services Supervisor Stephanie Girardi’s seed library initiative was launched to an incredibly warm reception from the community, who checked out 325 of the available 1,400 seed packets in the first month!

FINANCES (Target = 66.67% based on 8 months into our fiscal year)

- We are at 69.93% of our expected operating revenues (above budget).
- We are at 57.09% of our budgeted operating expenses (below budget).


PROGRAMMING

Youth

Category	24FEB	23FEB	Mo. % +/-	FY23-24 YTD	FY22-23 YTD	FY % +/-
Programs	53	61	-13.11%	406	434	-6.45%
Live Attendees	1,558	1,386	12.41%	11,896	8,676	37.11%
Passive Programming	4,382	2,874	52.47%	33,250	17,536	89.61%

Highlights

Fairy Wing Decorating 2/5	36 attendees decorated their own set of butterfly or fairy wings.
Stickerpalooza 2/26	34 attendees came for an awesome afternoon of sticker fun! Each participant received a booklet to decorate and collect stickers.

Valentine's Day Cookie Decorating	Our second annual event! Children had a great time decorating cookies with sprinkles, conversation hearts & frosting. 69 attended across 2 sessions.	
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Adults

Category	24FEB	23FEB	Mo. % +/-	FY23-24 YTD	FY22-23 YTD	FY % +/-
Programs	27	22	22.73%	154	151	1.99%
Live Attendees	546	584	-6.51%	3,628	3,645	-0.47%
Recording Attendees	234	688	-65.99%	1,776	2,471	-28.13%

Highlights

An Unfinished Journey: African American Music in Its Pivotal Decades (V)	Spanning 400 years, Clarence Goodman's half-performance, half-lecture highlighted African American music through slavery, Reconstruction, Jim Crow, the Civil Rights Movement, and various moments of societal change. 13 attended.
Crowned in Brilliance: Tiaras and Jewelry of the British Royal Family (V)	Attendees learned the history, significance, and stories behind some of the most iconic and cherished pieces in the royal jewelry collection. 74 attended.
A Poisoner's Afternoon Tea (IP)	Use a combination of science, true crime, and murder mystery. Neil Bradbury discussed the cultural role of teatime favorites (such as scones and Dundee cake) in murder. Expect scandal, deadly doctors, and Vincent van Gogh. 36 attended.

(IP)= In-Person Program (V)=Virtual Program

Studio

Category	24FEB	23FEB	Mo. % +/-	FY23-24 YTD	FY22-23 YTD	FY % +/-
1:1s	244	90	171.11%	2,136	737	189.82%
Programs	6	10	-40.00%	104	101	2.97%
Attendees	32	94	-65.96%	615	697	-11.76%

Highlights

Friendship Soup	12 patrons assembled a layered soup base then affixed laser-engraved tags to the jars that can be given as gifts. Patrons were able to sample the soup as they worked, giving them a taste of their treat!
Art Deco Style Painting	3 patrons used a tape painting technique to create stunning art deco period creations to keep or give as gifts.

Community Engagement

Category	24FEB	23FEB	Mo. % +/-	FY23-24 YTD	FY22-23 YTD	FY % +/-
Youth Events	2	2	0.00%	17	19	-10.53%
Adult Events	4	2	100.00%	31	15	106.67%
Family Events	0	-	-	9	14	-35.71%
Total Events	6	4	50.00%	57	48	18.75%

Youth Attendance	26	30	-13.33%	497	749	-33.64%
Adult Attendance	97	14	592.86%	666	183	263.93%
Family Attendance	0	-	-	1,586	1,383	14.68%
Total Attendance	123	44	179.55%	2,749	2,315	18.75%

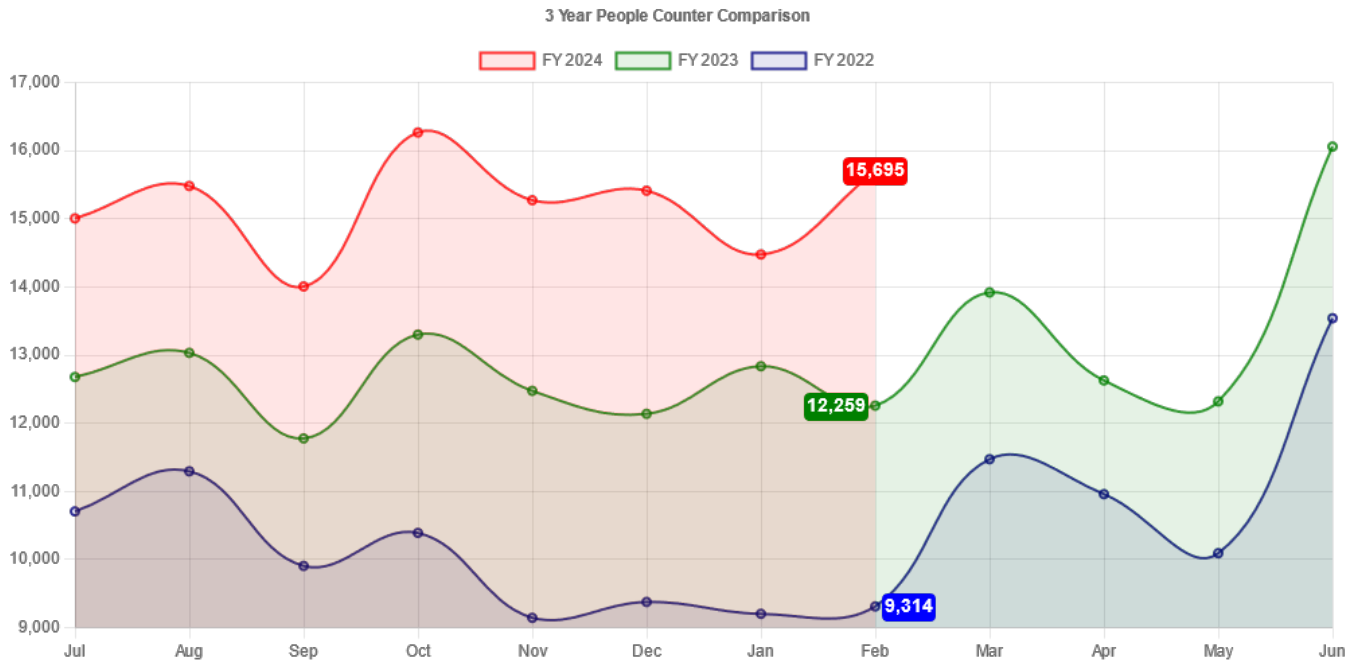
Highlights

Alliance for Early Childhood Pre-K Summit	During this annual educator conference, Youth Services Manager, Anna, was a panelist for the session “Book Talk with the Librarians: Building Community and Culture” with her counterparts at the Glencoe and Wilmette Libraries. 25 teachers left with lists of books that help foster peer, classroom, and community connections, and knowledge about library offerings.
Alliance for Early Childhood: What’s New in Children’s Literature	Youth Services Manager, Anna, was a panelist at this annual AEC workshop - an opportunity for 50 educators to hear about new children’s books, including new fiction, non-fiction, picture and story books, finding inspiration for their classrooms and school libraries.

SERVICES

Visitors

Building	24FEB	23FEB	Mo. % +/-	FY23-24 YTD	FY22-23 YTD	FY % +/-
Winnetka	11,033	8,578	28.62%	85,170	71,121	19.75%
Northfield	4,342	3,248	33.68%	34,124	26,599	28.29%
Total	15,375	11,826	30.01%	119,294	97,720	22.08%
Virtual	320	433	-26.10%	2,317	2,782	-16.71%
Total	15,695	12,259	28.03%	121,611	100,502	21.00%



Cardholders

Activity	24FEB	23FEB	Mo. % +/-	FY23-24 YTD	FY22-23 YTD	FY % +/-
New Cards	66	102	-35.29%	777	2,782	-5.93%
Community	24FEB	23FEB	Mo. % +/-	24FEB %POP	23FEB %POP	% Change
Winnetka	6,373	6,322	0.81%	50.01%	49.61%	0.00%
Northfield	2,445	2,351	4.00%	42.51%	40.88%	0.02%
Total District	8,818	8,673	1.67%	47.68%	46.89%	0.01%
Kenilworth	402	388	3.61%	15.99%	15.43%	0.01%
Total Library Cards	9,220	9,061	1.75%	43.89%	43.13%	0.01%

Desk Questions

Category	24FEB	23FEB	Mo. % +/-	FY23-24 YTD	FY22-23 YTD	FY % +/-
Adult	2,304	2,089	10.29%	18,353	16,642	10.28%
Youth	432	496	-12.90%	3,710	5,208	-28.76%
Digital Services	72	120	-40.00%	581	1,159	-49.87%
Total	2,808	2,705	3.81%	22,644	23,009	-1.59%

TECHNOLOGY

Computer Usage

Location	24FEB	23FEB	Mo. % +/-	FY23-24 YTD	FY22-23 YTD	FY % +/-
Winnetka	346	410	-15.61%	3,385	3,433	-1.40%
Northfield	222	215	3.26%	1,760	1,744	0.92%
Total	568	625	-9.12%	5,145	5,177	-0.62%

Hotspot Usage

Location	24FEB	23FEB	Mo. % +/-	FY23-24 YTD	FY22-23 YTD	FY % +/-
Winnetka Sessions	16,791	18,987	-11.57%	159,182	174,511	-8.78%
Northfield Sessions	1,927	4,444	-56.64%	29,026	34,324	-15.44%
Total	18,718	23,431	-20.11%	188,208	208,835	-9.88%
Winnetka Bandwidth	443 GB	556 GB	-20.32%	4,455 GB	4,064 GB	9.62%
Northfield Bandwidth	111 GB	81 GB	37.04%	834 GB	615 GB	35.61%
Total	554 GB	637 GB	-13.03%	5,289 GB	4,679 GB	13.04%

Website Visits

Activity	24FEB	23FEB	Mo. % +/-	FY23-24 YTD	FY22-23 YTD	FY % +/-
Total Visits	12,159	8,433	44.18%	91,012	69,525	30.91%
Unique Visits	7,510	5,463	37.47%	56,703	45,352	25.03%

MARKETING

Email Subscribers

24FEB	% Cardholders	23FEB	Open Rate	Click Rate
10,673	115.76%	10,571	57%	2%

Open Rate: % who opened the email. Click Rate: % who clicked on links inside the email.

Social Media Activity

Platform	24FEB Impres.	24FEB Reach	24FEB Engage.
YouTube	69,544	1,684	0
Facebook	8,398	1,272	168
Instagram	7,848	878	234
Twitter/X	2,040	0	226
LinkedIn	516	340	56
Total	88,346	4,174	684

Impressions: # of times the content has been seen/viewed.

Reach: # of people seeing content for the first time.

Engagements: # of comments, likes, shares, & click-throughs.

COLLECTIONS

Physical Adult (By Location)

Location	24FEB	23FEB	Mo. % +/-	FY23-24 YTD	FY22-23 YTD	FY % +/-
Winnetka	10,297	9,183	12.13%	83,181	76,276	9.05%
Northfield	3,589	3,357	6.91%	30,131	31,832	-5.34%

Physical Youth (By Location)

Location	24FEB	23FEB	Mo. % +/-	FY23-24 YTD	FY22-23 YTD	FY % +/-
Winnetka	14,570	13,726	6.15%	115,692	111,380	3.87%
Northfield	3,029	3,307	-8.41%	26,889	30,294	-11.24%

Physical Miscellaneous

Lending Type	24FEB	23FEB	Mo. % +/-	FY23-24 YTD	FY22-23 YTD	FY % +/-
Kenilworth Patrons	773	1,025	-24.59%	8,455	8,717	-3.01%
Borrowed from Other Libraries	1,786	1,812	-1.43%	14,049	13,642	2.98%

Physical Adult (By Type)

Material Type	24FEB	23FEB	Mo. % +/-	FY23-24 YTD	FY22-23 YTD	FY % +/-
Books	7,876	7,816	0.77%	67,860	68,090	-0.34%
Book - Fiction	4,166	4,024	3.53%	38,627	38,111	1.35%
Book - Nonfiction	3,710	3,792	-2.16%	29,233	29,979	-2.49%
Audiobook - CD	184	188	-2.13%	1,628	2,264	-28.09%
Music CD	114	106	7.55%	742	1,000	-25.80%
Playaway	28	36	-22.22%	218	397	-45.09%
DVD/Blu-Ray	2,736	2,428	12.69%	22,166	22,013	0.70%
Magazine	184	219	-15.98%	1,767	1,651	7.03%
Videogame	29	23	26.09%	187	231	-19.05%
Computing Device	8	4	100.00%	49	32	53.12%
Library of Things	28	13	115.38%	184	152	21.05%
Other	292	0	-	319	64	398.44%
Non-CCS ILL	44	41	7.32%	283	299	-5.35%
Sent Out	2,363	1,666	41.84%	17,909	11,914	50.32%
Total	13,886	12,540	10.73%	113,312	108,107	4.81%

Physical Youth (By Type)

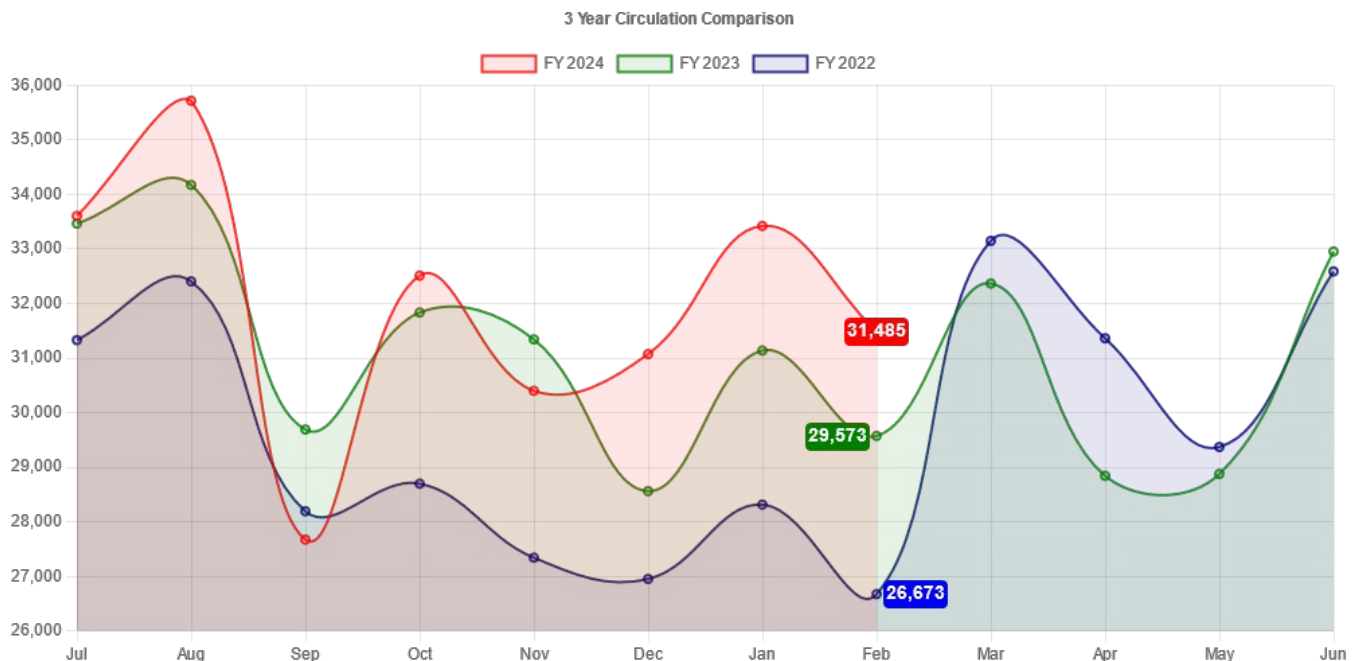
Material Type	24FEB	23FEB	Mo. % +/-	FY23-24 YTD	FY22-23 YTD	FY % +/-
Books	12,566	12,578	-0.10%	105,680	107,136	-1.36%
Book - Fiction	10,423	10,567	-1.36%	88,880	91,208	-2.55%
Book - Nonfiction	2,143	2,011	6.56%	16,800	15,928	5.47%
Audiobook - CD	2	23	-91.30%	34	172	-80.23%
Playaway	160	171	-6.43%	1,819	1,730	5.14%
DVD/Blu-Ray	550	907	-39.36%	5,919	7,965	-25.69%
Videogame	318	289	10.03%	2,148	1,928	11.41%
Computing Device	71	90	-21.11%	508	378	34.39%
Vox Reader	389	314	23.89%	2,994	2,371	26.28%
Youth Kits	65	60	8.33%	551	389	41.65%
Other	23	41	-43.90%	238	360	-33.89%
In House Circulation	3,444	2,558	34.64%	22,670	19,036	19.09%
Total	17,599	17,033	3.32%	142,581	141,674	0.64%

MTD Total Physical Circulation

24FEB Physical Circulation	23FEB Physical Circulation	Net Change
31,485	29,573	6.47%

YTD Total Physical Circulation

FY23-24 YTD Physical Circulation	FY22-23 YTD Physical Circulation	Net Change
255,893	249,781	2.45%

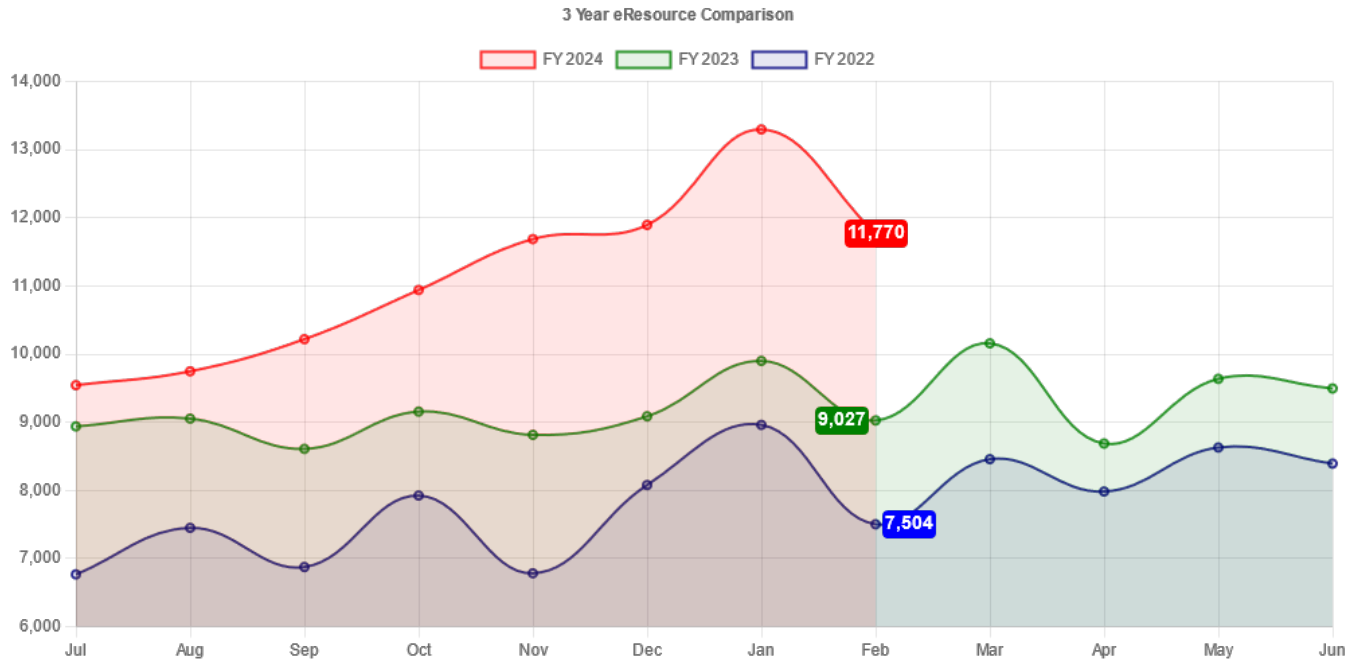


Digital Circulation

Material Type	24FEB	23FEB	Mo. % +/-	FY23-24 YTD	FY22-23 YTD	FY % +/-
eBooks	4,684	4,059	15.40%	37,129	32,703	13.53%
eAudiobooks	4,021	3,154	27.49%	31,739	24,743	28.27%
eMagazines*	2,478	1,298	90.91%	15,937	11,532	38.20%

eVideos	544	441	23.36%	3,923	3,276	19.75%
eMusic	43	75	-42.67%	370	338	9.47%
Total	11,770	9,027	30.39%	89,098	72,592	22.74%

*Vendor made a change & now auto delivers new issues of eMags to those with a copy checked out.

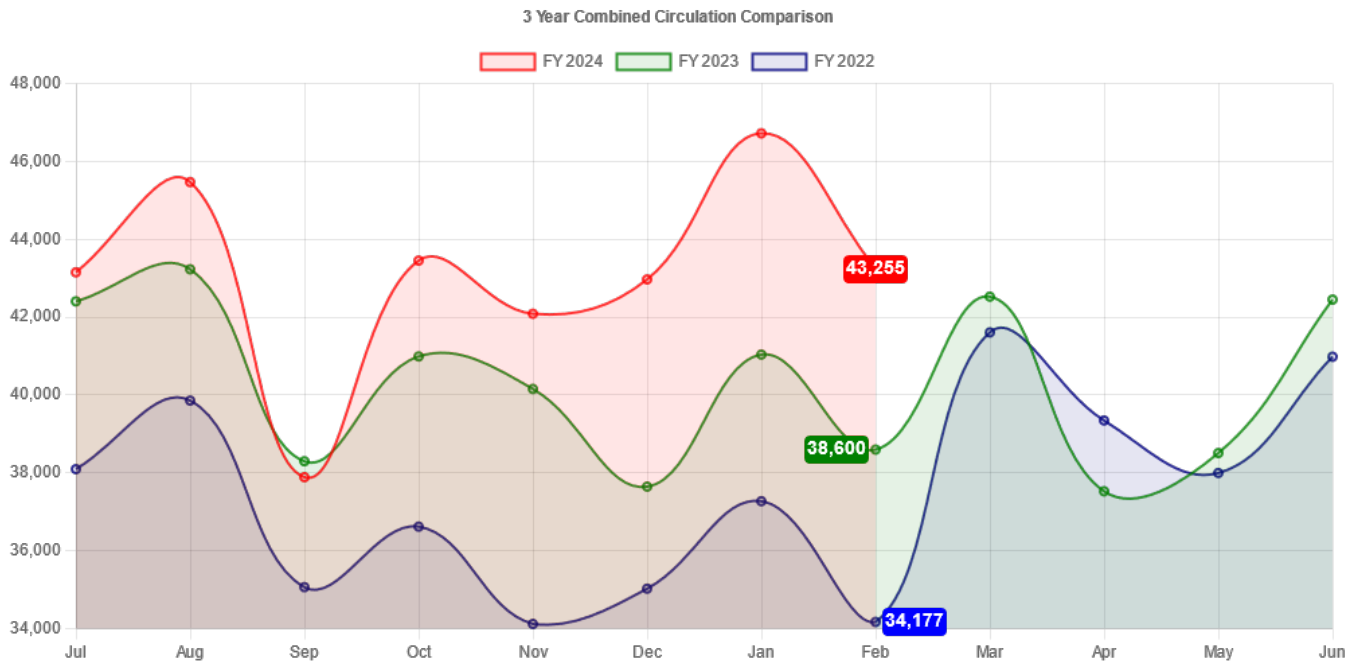


MTD Total District Circulation

24FEB District Circulation	23FEB District Circulation	Net Change
43,255	38,600	12.06%

YTD Total District Circulation

FY23-24 YTD District Circulation	FY22-23 YTD District Circulation	Net Change
344,991	322,374	7.02%



IMPACT STORIES

Branch Services

- General Feedback:
 - Branch Services Librarian Amelia helped a father find books to go be a “secret reader” at his daughter’s school and provided tips for keeping the kids engaged and excited during the story.
 - A patron was impressed with the range of diverse youth books and excited to find so many about the Chinese New Year. *“It’s great how many multicultural books you have. It’s really important to me to raise my daughter with our culture.”*
- Feedback for The Rich and Romantic History of Valentines: *“Presenter was very knowledgeable and passionate about the subject matter. Loved the DIY element at the end.”*
- Feedback for A Poisoner’s Afternoon Tea: *“We thoroughly enjoyed this engaging presentation and look forward to future presentations.”*

Community Engagement

- Feedback on our Homebound Delivery Service: *“I just wanted to thank you for helping pick out and deliver books to my mom last year. You have no idea how that seemingly little thing made such a big difference for her (and me). I never would have thought to ask, so thank you for knowing to suggest it.”*

Youth Services

- Feedback for Fairy Wing Decorating: *“Yet another incredible Amber program. Just give this woman all the Amazon access in the world - she’s great.”*
- Feedback for Stickerpallooza: *“Like that it was open. And loved the music. Would be nice to have chairs available for caregivers.”*
- Feedback on our collections: *“We just discovered the Switch games today! We’re so excited to buy less of them for the kids to ultimately try and not like and check them out from the library instead!”*

Adult Services

- Feedback for the Seed Library Collection:
 - *“This is such a great project. I had lunch with friends and one had already picked up marigolds and was absolutely delighted!”*
- From Betsy at the reference desk: *“A patron just checked out a bunch of seeds and said to say thank you for putting the library together. She said the library was just mentioned in the Garden Guild meeting.”*
- Feedback for An Unfinished Journey: African American Music in Its Pivotal Decades: *“Clarence is a fantastic artist!!! Great performance. Inspiring music history. Thanks so much. For sure have him back!”*
- Feedback for Chair Yoga: *“I am grateful for the online programs--as I am aging, they are increasingly important. Thank you from the bottom of my heart!”*
- Feedback for More Extreme Exoplanets: Exploring Alien Worlds:
 - *“Thank you for inviting me to this event. I liked Mr. Kovac’s presentation on the different types of exoplanets and the special traits they have. Especially that question about stars and light in the end too, I didn’t know light worked like that. It’s good to know you guys have those kinds of things available!”*
 - *“Learned a lot! More STEM events, please!”*
 - *“More classes on astronomy and other sciences.”*
- Feedback for Chicago’s Role in Romantic Movies:
 - *“Erin is such a terrific host to the library’s virtual events.!! She brings so much warmth and enthusiasm to her programs. Thank you, Erin!!”*

- *“Appreciate these programs being available via Zoom.”*
- *“Great topics and presentations! I ♥ the library!”*
- Feedback for Chicago's Sweet Candy History with Leslie Goddard:
 - *“Really engaging speaker! The time just flew by. Love these stories on Chicago History. My husband and I just used this program as a Valentine’s ‘date night’ while hanging out in our pajamas. Appreciate all the efforts of the staff to make these programs happen!”*
 - *“Very interesting-brings back lots of happy memories! As a Chicago born and raised individual, many names of candy companies have meaning to me. Thanks for the wonderful research! Thanks for the joyful memories!”*
 - *“An interesting topic, especially given that it was about our home town and the big part that they played in making and inventing candies. But I think that the biggest plus to this presentation was Leslie Goddard who was both highly knowledgeable of this area and was an enthusiastic and animated speaker. I bet she could make a presentation of recycling plastic (!?) into a riveting demonstration. Kudos to her and to the Winnetka/Northfield libraries!!!”*
 - *“Glad these programs are available. History of our city/state is so important. Also thanks for having on zoom.”*
- Feedback for The History of Bob Marley:
 - *“I love the Zoom Presentations as I am handicapped and it’s difficult for me to get out. Thank you so much for providing this service. It’s much appreciated.”*
 - *“Keep up the good work - always interesting and enlightening.”*
 - *“Gary is a wonderful presenter and I agree it is nice to learn about the different types of music.”*
 - *“Love Gary’s presentations. Does he do Tom Petty or The Boss (Bruce Springsteen)?”*
- Feedback for Crowned in Brilliance: Tiaras and Jewelry of the British Royal Family:
 - *“These online programs are so wonderful for those of us who have mobility issues. Thanks soooo much!”*
 - *“This was an excellent and interesting presentation, so many details and wonderful photos. Thank you for offering this program, hope to see more of this type of presentations.”*
 - *“I have been to the Tower of London, and it is wonderful to get explanations for all the jewels. Thank you.”*
 - *“Thank you to the library for making such presentations possible.”*
- Feedback for Deep Sea Life: *“Just a great and interesting talk. Please have the presenter back again.”*
- Feedback for Medicare 101: *“I appreciate the library providing this service to us. I have met with other financial professionals at area libraries and appreciate the library meeting place very much.”*
- Feedback for Jazz from the Roaring Twenties
 - *“This program was exceptionally wonderful, with professional musicians who entertained and educated the audience. Petra’s beautiful voice and articulate explanations were amazing. Thoroughly enjoyed every minute and feel lucky to live in a community where I can go to my local library and experience such a high-quality performance.”*
 - *“What a bonus to have the trombone player. Petra and her husband are always a treat especially because I’M not willing to go to Chicago to see them.”*

Digital Services

- Studio specialist Mikayla empowered a long-time patron to discover international roaming for their phone, ensuring they could stay connected while traveling to Turkey. Their gratitude highlighted the importance of our digital literacy resources and staff expertise in helping patrons navigate the digital world.

- A patron who regularly uses the Studio for various projects used the Janome embroidery machine to create personalized blankets for a local family recovering from a car accident. This act of kindness exemplifies how the Studio empowers patrons to give back to the community and connect with those in need.

Patron Services

- Patron Services Assistant Jeanine put up her first official contribution to the adult displays (a riff on Dante's Inferno) and received HIGH praise from an esteemed long-time patron who approached the reference desk with this comment: *"That display in the corner is exceptional, I have already taken 4 books from there that I want to read. You do not see libraries have these kinds of displays too often, displays of substance."*
- A patron called around 8:15 p.m. on a Thursday, distraught that her son just told her he needed a book for school the following day. Youth Librarian Amber pulled the book for the patron, and we had it waiting at the counter for her by 8:30 p.m. She was very thankful that we were open and had the book, saying she knew she could count on the library to help!

General Patron Survey Comments:

- *"Everything is good! Erin is very helpful."*
- *"Nothing... I just love coming here!"*
- *"It's already great!"*

THE WINNETKA-NORTHFIELD PUBLIC LIBRARY DISTRICT
RESOLUTION NO. 2023-2024/4

RESOLUTION DETERMINING RELEASE OF CLOSED SESSION MINUTES

WHEREAS, the Board of Library Trustees met from time to time in closed session for purposes authorized by the Illinois Open Meetings Act; and

WHEREAS, the Board has determined that the minutes of the closed session meetings listed on the attached Schedule A no longer require confidential treatment and should be made available for public inspection; and

WHEREAS, the Board has determined that a need for confidentiality exists as to the minutes from the closed session meetings listed on the attached Schedule B.

NOW, THEREFORE, BE IT RESOLVED as follows:

Section 1: The minutes from the closed session meetings listed on the attached Schedule A are hereby released/available for public inspection.

Section 2: This Resolution is in full force and effect from and after its passage.

Passed by the Board the Board of Library Trustees this 18th day of March, 2024.

Ayes:

Nays:

Absent:

Abstaining:

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

ATTEST:

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

SCHEDULE A

Closed Session Minutes Recommended for Release

Date:

None.

SCHEDULE B

Closed Session Minutes Not Eligible for Release due to a Need for Confidentiality

Date:

June 15, 2020

August 18, 2020

November 16, 2020

THE WINNETKA-NORTHFIELD PUBLIC LIBRARY DISTRICT
RESOLUTION NO. 2023-2024/5

RESOLUTION APPROVING DESTRUCTION OF CLOSED SESSION RECORDINGS

WHEREAS, the Board of Library Trustees met from time to time in closed session for purposes authorized by the Illinois Open Meetings Act; and

WHEREAS, closed session meetings were recorded in accordance with the Open Meetings Act.; and

WHEREAS, the Board may destroy closed session recordings not less than eighteen (18) months after the closed session provided the Board:

1. Approved written minutes of the closed session; and
2. Approves destruction of the recording.

NOW, THEREFORE, BE IT RESOLVED as follows:

Section 1: The recordings of the closed session meetings listed on the attached Schedule A shall be destroyed promptly by the Library Director.

Section 2: This Resolution is in full force and effect from and after its passage.

Passed by the Board the Board of Library Trustees this 18th day of March 2024.

Ayes: _____
Nays: _____
Absent: _____
Abstaining: _____

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

ATTEST:

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

SCHEDULE A

Closed Session Recordings to be Destroyed

Date:

February 21, 2022

April 18, 2022

June 20, 2022

**THE BOARD OF TRUSTEES
OF THE WINNETKA-NORTHFIELD PUBLIC LIBRARY DISTRICT
COOK COUNTY, ILLINOIS**

ORDINANCE NO. 2023-2024/4

SCHEDULE OF REGULAR MEETINGS OF THE BOARD OF TRUSTEES
OF THE WINNETKA-NORTHFIELD PUBLIC LIBRARY DISTRICT
COOK COUNTY, ILLINOIS
FOR FISCAL YEAR 2024-2025

WHEREAS, the Illinois Public Library District Act (75 ILCS 16/30-50) requires this Board to establish a regular schedule of meetings at the beginning of the fiscal year, stating the regular dates, times, and places of such meetings; and

WHEREAS, the Illinois Public Library District Act provides that the Secretary of this Board shall maintain at a public place specified by ordinance certified copies of all ordinances, and it is therefore necessary to establish a public place for maintenance of said certified copies;

NOW THEREFORE, BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE WINNETKA-NORTHFIELD PUBLIC LIBRARY DISTRICT, COOK COUNTY, ILLINOIS, that:

Section 1. Unless otherwise changed by this Board pursuant to said statutes, all meetings of this Board shall be held at the Winnetka-Northfield Public Library District, 768 Oak Street, Winnetka, Illinois 60093 or the Northfield Library, 1785 Orchard Lane, Northfield, Illinois 60093, whichever is indicated, at the time of 7:00 p.m.

Section 2. The following is a schedule of the dates of the regular meetings for the 2024-2025 fiscal year:

July 15, 2024	Winnetka	*January 20, 2025	Winnetka
August 19, 2024	Winnetka	*February 17, 2025	Winnetka
September 16, 2024	Northfield	March 17, 2025	Northfield
October 21, 2024	Winnetka	April 21, 2025	Winnetka
November 18, 2024	Winnetka	May 19, 2025	Winnetka
December 16, 2024	Northfield	June 16, 2025	Northfield

**Meeting dates fall on holidays*

Section 3. Any changes in these regular meeting dates on a temporary or permanent basis shall be according to the aforesaid statutes and with notices as set forth in said statutes. Public notice of this schedule shall be given by posting a copy of the notice at the Winnetka - Northfield Public Library, main library and branch, and a copy of said notice shall be supplied to a newspaper published within the District. This schedule shall be available at the Winnetka - Northfield Public Library District for public inspection throughout the fiscal year.

Section 4. The following public place shall be the repository to which the Secretary of this Board shall maintain certified copies of all ordinances passed by this Board and make such available for public inspection:

Winnetka - Northfield Public Library District
768 Oak Street
Winnetka, Illinois 60093

Section 5. This ordinance shall be in full force and effect from and after its passage and approval, according to law; and any resolutions or ordinances in conflict herewith are hereby repealed; and should any part of this ordinance be adjudged invalid or unconstitutional, such adjudication shall affect only that part of this act specifically covered thereby and shall not affect any other provisions or part of this act.

Passed by the Board of Trustees of the Winnetka-Northfield Public Library District, Cook County, Illinois, on the 18th day of March, 2024 by a vote of:

Ayes:
Nays:
Absent or Not Voting:

STATE OF
ILLINOIS)
) SS

COUNTY OF
COOK)

APPROVED:

Melissa Mitchell
President, Board of Library Trustees
Winnetka-Northfield Public Library District
Cook County, Illinois

ATTEST:

Thomas Sundell
Secretary, Board of Library Trustees
Winnetka-Northfield Public Library District
Cook County, Illinois