

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

**THE MEETING WILL BEGIN AT 7:00 PM VIA ZOOM  
INSTRUCTIONS TO JOIN POSTED AT [WWW.WINNETKALIBRARY.ORG](http://WWW.WINNETKALIBRARY.ORG)**

**The Board meeting will be conducted as a virtual meeting consistent with the Governor's Executive Orders and recent amendments to the Open Meetings Act.**

**AGENDA**

Monday, February 15, 2021

- I. Call to Order**
- II. Roll Call**
- III. Public Comments**
- IV. Vote to Approve Minutes**
  - Approve Minutes of the January 18, 2021 Regular Meeting\*
- V. Financial Report**
  - Approve January 2021 Financial Statements\*
- VI. Library Reports**
  - Director's Report\* (Director Dombrowski)
  - Board President's Comments (President Ruiz-Funes)
- VII. Liaisons to Other Organizations – Reports**
  - Winnetka Village (Trustee Johnson)
  - Northfield Village (?)
- VIII. Unfinished Business**
  - Update on tree root issue with Linden Patio Homes
  - Update on leak in basement at Winnetka Branch
  - Renovations/refresh for Northfield Branch
- IX. New Business**
  - Winnetka Building Windows
  - Findings on Serving Our Public 4.0, Chapter 2: Governance & Administration
  - Discussion on guidelines for approving quotes
  - Strategic Planning Consultants\*

\*Attachments

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

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INSTRUCTIONS TO JOIN POSTED AT [WWW.WINNETKALIBRARY.ORG](http://WWW.WINNETKALIBRARY.ORG)**

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**X. Communications**

- Re-opening update
- Winner of the library's app contest
- Next issue of The Source will hit homes on March 1<sup>st</sup>
- Study session is scheduled for Monday, March 1 at 7pm
- The next regular meeting will be held on Monday, March 15 at 7pm

**XI. Public Comments**

**XII. Adjournment**

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

January 18, 2021

**I. Call to Order**

The meeting was held virtually via Zoom due to the COVID-19 pandemic. President Ruiz-Funes called the meeting to order at 7:01 p.m. A quorum was present.

**II. Roll Call**

Present: President Jean-Paul Ruiz-Funes, and Trustees Travis Gosselin, Brian Johnson, Sarah Munoz and Katherine Casale MacNally; and Library Director Monica Dombrowski.

Absent: Trustees Deborah Vandergrift and Raheela Anwar

Present was library employee Nicola White (Administrative Assistant). Present was Winnetka resident Jeffrey Liss.

**III. Public Comments**

No public comments.

**IV. Vote to Approve Minutes**

- Vote to Approve Minutes of the December 14, 2020 Regular Meeting

A MOTION was made by Trustee Casale MacNally to approve the Minutes of the December 14, 2020 Regular Meeting and seconded by Trustee Gosselin.

The MOTION passed on a voice vote.

**V. Financial Report**

Director Dombrowski presented the December 2020 Financial Statements.

A MOTION was made by Trustee Casale MacNally to approve the December 2020 Financial Statements and seconded by Trustee Johnson.

The MOTION passed on a voice vote.

## VI. **Library Report**

### LIBRARY DIRECTOR'S REPORT:

Director Dombrowski reported:

- The District was closed for the entire month; however, things are going well and there continues to be strong program attendance and WiFi usage, as well as numerous curbside pickup and virtual Studio appointments
- There have been 984 app downloads year-to-date
- There were several impact stories this month; staff have been receiving positive feedback from patrons
- The District is continuing to push the Found4You service
- District staff are looking into virtual browsing and hope to have a pilot by the end of the month
- The District has partnered with Unique Management Services to streamline the library card renewal process for patrons and staff
- Virtual circulation is continuing to do well
  - President Ruiz-Funes recommended the District consider the possibility of the downward trend in physical checkouts continuing post-pandemic
- Director Dombrowski has assisted drafting letters to Doctor Ezike and Cook County, and has reached out to the Village of Winnetka in an attempt to add library staff to the COVID-19 vaccine queue
- Director Dombrowski reported that in her first 90 days she:
  - Conducted one-on-one meetings with each staff member to hear concerns and ideas
  - Addressed concerns regarding the organization structure, scheduling and workload and realigned departments to improve communication and right-size the reporting structure
  - Created formal job descriptions and pay ranges based on industry standards and data from the surrounding area and adjusted salaries accordingly
  - Promoted seven staff members internally and is implementing leadership training for new managers
  - Plans to launch a new professional development plan for all staff
- Director Dombrowski reported that staff seem happier and that she is receiving positive verbal feedback on the direction of the library and the changes that have been implemented
  - The trustees recommended conducting an employee engagement survey right away to have a baseline that can be compared to future surveys

BOARD PRESIDENT'S COMMENTS:

President Ruiz-Funes reported:

- The trustees' thoughts are with those directly affected by COVID-19 and they wish to thank the first responders and essential workers for their efforts, as well as all library staff.

**VII. Liaisons to Other Organizations-Reports**

- *Winnetka Village*- Trustee Johnson reported that the Winnetka Village submitted their tax levy and is going for a decrease. He also reported that New Trier School is currently out for remote exams but will be returning at 50% attendance. Trustee Munoz reported that District 36 will be reopening on January 19 using a hybrid in-person/remote model.
- *Northfield Village*- Nothing reported.

**VIII. Unfinished Business**

Trustee Casale MacNally reminded the trustees of the new process for reviewing closed session minutes. The Board discussed updating the process in the bylaws when they are reviewed later in the year.

- *Vote to Approve Minutes of Meetings Lawfully Closed Under the Open Meetings Act*

A MOTION was made by Trustee Casale MacNally to Approve the Minutes of Meetings Lawfully Closed Under the Open Meetings Act and seconded by Trustee Munoz.

The MOTION passed on a voice vote.

- *Vote to Approve Resolution Determining Release of Closed Session Minutes*  
A MOTION was made by Trustee Casale MacNally to Approve the Resolution Determining Release of Closed Session Minutes and seconded by Trustee Johnson.

The MOTION passed on a voice vote.

- *Vote to Approve Resolution Approving Destruction of Closed Session Recordings*

A MOTION was made by Trustee Casale MacNally to Approve the Resolution Approving Destruction of Closed Session Recordings and seconded by Trustee Munoz.

The MOTION passed on a voice vote.

- *Update on Linden Patio Homes Request*  
Director Dombrowski reported that Linden Patio Homes will be meeting the second week of February to decide between two proposals:
  - Proposal A: Linden Patio Homes and the Winnetka-Northfield Public Library District will complete the full rooting work that was begun in August and split the cost (the library's portion is not to exceed \$4,000)
  - Proposal B: Linden Patio Homes forgoes completing the full rooting work and the Winnetka-Northfield Public Library District will split the cost of yearly maintenance (the library's portion would be \$450)
- The District's attorney is drafting a letter which will state that if Linden Patio Homes chooses proposal B, the District will not be liable for any additional costs beyond the scheduled yearly maintenance.

## **IX. New Business**

- *Leak in basement at Winnetka Branch*  
Director Dombrowski reported that there was water coming into the basement from cracks in the foundation. The facilities team found that the ejector pump needs replacement, and the foundation will be inspected to ensure there are no larger issues.
- *Renovations/Updates for Northfield Branch*  
Director Dombrowski reported that the carpet and paint at the Northfield Branch Library need to be addressed. She has begun reviewing previous renovation plans and feedback and hopes to use them as a jumping off point to start revisiting the Northfield Branch renovation project.
  - President Ruiz-Funes mentioned that the trustees are in support of a renovation at the Northfield Branch Library; however, he also suggested the District consider how circulation and visitorship trends post-pandemic might influence renovation plans
    - Director Dombrowski stated that she is in favor of portable shelving and furniture that can be moved to allow for changes in the future

## **X. Communications**

- *All email communication to the Board of Trustees should be sent to the email address: [trustees@winnetkalibrary.org](mailto:trustees@winnetkalibrary.org).*
- *Update on library's app contest*
  - *269 new users since contest started*
- *The next meeting will be held on Monday, February 15 at 7pm*

**XI. Public Comments**

Winnetka resident Jeffrey Liss commented on the 2019 Northfield renovation plans.

**XII. Adjournment**

There being no further business to come before the Board, a MOTION to adjourn was made by Trustee Casale MacNally and seconded by Trustee Munoz.

The MOTION passed on a voice vote and President Ruiz-Funes adjourned the meeting at 8:17 p.m.

Respectfully submitted,

Nicola White  
Recording Secretary

\_\_\_\_\_ Jean-Paul Ruiz-Funes, President

\_\_\_\_\_ Katherine Casale MacNally, Secretary

# Winnetka-Northfield Public Library District

## All Funds Summary

For the 7 Months Ended January 31, 2021

Ideal Budget Percentage Spent: 58.33%

	<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	4,142,360.00	2,416,376.67	2,036,310.55	49.16 %	(380,066.12)
IMRF Fund	100,000.00	58,333.33	46,069.40	46.07 %	(12,263.93)
FICA Fund	40,000.00	23,333.33	18,428.03	46.07 %	(4,905.30)
Building Fund	152,000.00	88,666.67	70,025.65	46.07 %	(18,641.02)
Unemployment Fund	10.00	5.83	4.57	45.70 %	(1.26)
<b>Total Revenues</b>	<u>4,434,370.00</u>	<u>2,586,715.83</u>	<u>2,170,838.20</u>	<u>48.95 %</u>	<u>(415,877.63)</u>
<b>Expenses</b>					
Library Fund	3,476,896.00	2,028,189.33	1,734,685.90	49.89 %	(293,503.43)
IMRF Fund	111,000.00	64,750.00	69,386.93	62.51 %	4,636.93
FICA Fund	123,000.00	71,750.00	59,444.48	48.33 %	(12,305.52)
Building Fund	320,000.00	186,666.67	140,862.44	44.02 %	(45,804.23)
Unemployment Fund	<u>5,000.00</u>	<u>2,916.67</u>	<u>6,292.00</u>	<u>125.84 %</u>	<u>3,375.33</u>
<b>Total Expenses</b>	<u>4,035,896.00</u>	<u>2,354,272.67</u>	<u>2,010,671.75</u>	<u>49.82 %</u>	<u>(343,600.92)</u>
<b>Total Revenues</b>	4,434,370.00	2,586,715.83	2,170,838.20	48.95 %	(415,877.63)
<b>Total Expenses</b>	<u>4,035,896.00</u>	<u>2,354,272.67</u>	<u>2,010,671.75</u>	<u>49.82 %</u>	<u>343,600.92</u>
<b>Excess Revenues less Expenses</b>	<u>398,474.00</u>	<u>232,443.16</u>	<u>160,166.45</u>	<u>40.19 %</u>	<u>(72,276.71)</u>



# Winnetka-Northfield Public Library District

## Library Fund Summary

For the 7 Months Ended January 31, 2021

Ideal Budget Percentage Spent: 58.33%

	<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>Operating Revenue</b>					
Property Tax	3,916,860.00	2,284,835.00	1,869,722.49	47.74 %	(415,112.51)
Replacement Tax	20,000.00	11,666.67	21,426.76	107.13 %	9,760.09
Collections	126,000.00	73,500.00	90,902.31	72.14 %	17,402.31
Materials	9,500.00	5,541.67	978.63	10.30 %	(4,563.04)
Other Income	70,000.00	40,833.33	53,280.36	76.11 %	12,447.03
<b>Total Operating Revenue</b>	<u>4,142,360.00</u>	<u>2,416,376.67</u>	<u>2,036,310.55</u>	<u>49.16 %</u>	<u>(380,066.12)</u>
<b>Operating Expenses</b>					
Personnel	1,790,000.00	1,044,166.67	910,735.02	50.88 %	(133,431.65)
Administration	229,106.00	133,645.17	139,078.34	60.70 %	5,433.17
Utilities	97,700.00	56,991.67	40,986.08	41.95 %	(16,005.59)
IT Services	171,250.00	99,895.83	83,811.92	48.94 %	(16,083.91)
Public Relations	45,000.00	26,250.00	19,780.42	43.96 %	(6,469.58)
Library Materials - Adult	576,750.00	336,437.50	341,581.72	59.23 %	5,144.22
Library Materials - Youth	85,900.00	50,108.33	37,963.71	44.20 %	(12,144.62)
Programs	71,190.00	41,527.50	22,094.80	31.04 %	(19,432.70)
Capital	410,000.00	239,166.67	138,653.89	33.82 %	(100,512.78)
<b>Total Operating Expenses</b>	<u>3,476,896.00</u>	<u>2,028,189.33</u>	<u>1,734,685.90</u>	<u>49.89 %</u>	<u>(293,503.43)</u>
<b>Total Revenues</b>	4,142,360.00	2,416,376.67	2,036,310.55	49.16 %	(380,066.12)
<b>Total Expenses</b>	<u>3,476,896.00</u>	<u>2,028,189.33</u>	<u>1,734,685.90</u>	<u>49.89 %</u>	<u>(293,503.43)</u>
<b>Excess Revenues less Expenses</b>	<u>665,464.00</u>	<u>388,187.34</u>	<u>301,624.65</u>	<u>45.33 %</u>	<u>(86,562.69)</u>

**Winnetka-Northfield Public Library District**  
**Statement of Revenues and Expenditures - Modified Cash Basis**  
**For the 7 Months Ended January 31, 2021**

Ideal Budget Percentage Spent: 58.33%

	<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	3,916,860.00	2,284,835.00	1,860,277.74	47.49 %	(424,557.26)
Property Taxes Collections-Liability	0.00	0.00	5,989.17	0.00	5,989.17
Property Taxes Collections-Audit	0.00	0.00	3,455.58	0.00	3,455.58
Replacement Tax	<u>20,000.00</u>	<u>11,666.67</u>	<u>21,426.76</u>	<u>107.13 %</u>	<u>9,760.09</u>
<b>Total Taxes</b>	<u>3,936,860.00</u>	<u>2,296,501.67</u>	<u>1,891,149.25</u>	<u>48.04 %</u>	<u>(405,352.42)</u>
<b>Collections</b>					
Per Capita Grant	15,000.00	8,750.00	23,172.25	154.48 %	14,422.25
Kenilworth Services	100,000.00	58,333.33	66,290.47	66.29	7,957.14
Fines - Winnetka	8,000.00	4,666.67	1,430.72	17.88	(3,235.95)
Studio Fees	1,000.00	583.33	0.00	0.00	(583.33)
Lost/Damaged Mat.-Winnetka	<u>2,000.00</u>	<u>1,166.67</u>	<u>8.87</u>	<u>0.44</u>	<u>(1,157.80)</u>
<b>Total Collections</b>	<u>126,000.00</u>	<u>73,500.00</u>	<u>90,902.31</u>	<u>72.14 %</u>	<u>17,402.31</u>
<b>Materials</b>					
Copy/Printing - Winnetka	7,500.00	4,375.00	0.00	0.00 %	(4,375.00)
Book Sales - Winnetka	<u>2,000.00</u>	<u>1,166.67</u>	<u>978.63</u>	<u>48.93</u>	<u>(188.04)</u>
<b>Total Materials</b>	<u>9,500.00</u>	<u>5,541.67</u>	<u>978.63</u>	<u>10.30 %</u>	<u>(4,563.04)</u>
<b>Other Income</b>					
Checking Interest Income	50,000.00	29,166.67	2,972.98	5.95 %	(26,193.69)
Byline Bank IMA Interest	0.00	0.00	36,066.56	0.00	36,066.56
Change on Investment Value	0.00	0.00	(1,572.00)	0.00	(1,572.00)
Money Market-Interest	0.00	0.00	17.09	0.00	17.09
Misc. Revenue - Winnetka	0.00	0.00	555.73	0.00	555.73
Gift Fund (over \$100)	0.00	0.00	200.00	0.00	200.00
Gift Fund (under \$100)	0.00	0.00	40.00	0.00	40.00
Friends Donations	<u>20,000.00</u>	<u>11,666.67</u>	<u>15,000.00</u>	<u>75.00</u>	<u>3,333.33</u>
<b>Total Other Income</b>	<u>70,000.00</u>	<u>40,833.33</u>	<u>53,280.36</u>	<u>76.11 %</u>	<u>12,447.03</u>
<b>Total Revenue</b>	<u>4,142,360.00</u>	<u>2,416,376.67</u>	<u>2,036,310.55</u>	<u>49.16 %</u>	<u>(380,066.12)</u>

# Winnetka-Northfield Public Library District

## Statement of Revenues and Expenditures - Modified Cash Basis

For the 7 Months Ended January 31, 2021

Ideal Budget Percentage Spent: 58.33%

	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	1,610,000.00	939,166.67	836,913.82	51.98 %	(102,252.85)
Health Insurance	155,000.00	90,416.67	71,245.21	45.96	(19,171.46)
Flu Vaccination	500.00	291.67	125.52	25.10	(166.15)
Employee Asst. Program	1,500.00	875.00	0.00	0.00	(875.00)
Conferences	20,000.00	11,666.67	1,745.00	8.73	(9,921.67)
Flexible Spending Account	3,000.00	1,750.00	705.47	23.52	(1,044.53)
<b>Total Personnel</b>	<b>1,790,000.00</b>	<b>1,044,166.67</b>	<b>910,735.02</b>	<b>50.88 %</b>	<b>(133,431.65)</b>
<b>Administration</b>					
Audit Fees	12,000.00	7,000.00	12,000.00	100.00 %	5,000.00
Library Supplies	38,500.00	22,458.33	14,154.44	36.76	(8,303.89)
Office Supplies	8,000.00	4,666.67	3,482.41	43.53	(1,184.26)
Breakroom Supplies	1,500.00	875.00	780.02	52.00	(94.98)
Postage	4,500.00	2,625.00	1,470.34	32.67	(1,154.66)
Hospitality	5,400.00	3,150.00	161.27	2.99	(2,988.73)
Accounting and Bookkeeping	20,000.00	11,666.67	15,836.00	79.18	4,169.33
Legal Notices	1,000.00	583.33	2,786.00	278.60	2,202.67
Delivery Service	8,000.00	4,666.67	1,716.67	21.46	(2,950.00)
Payroll Services	10,000.00	5,833.33	4,745.96	47.46	(1,087.37)
Liability Insurance Costs	30,000.00	17,500.00	20,742.00	69.14	3,242.00
ILL Fees	150.00	87.50	0.00	0.00	(87.50)
Board Expenses	1,000.00	583.33	213.07	21.31	(370.26)
Memberships	6,000.00	3,500.00	2,434.00	40.57	(1,066.00)
Staff Recognition/Events/Meetings	5,000.00	2,916.67	917.48	18.35	(1,999.19)
Director's Expenses	500.00	291.67	0.00	0.00	(291.67)
Legal	15,000.00	8,750.00	8,842.50	58.95	92.50
Architects	0.00	0.00	4,844.30	0.00	4,844.30
Building Appraisal	500.00	291.67	0.00	0.00	(291.67)
Other Consultations	62,056.00	36,199.33	18,038.05	29.07	(18,161.28)
Investment Fees	0.00	0.00	6,113.74	0.00	6,113.74
HR Consultant	0.00	0.00	18,493.75	0.00	18,493.75
Telephone Equipment Expenses	0.00	0.00	300.00	0.00	300.00
Miscellaneous	0.00	0.00	1,006.34	0.00	1,006.34
<b>Total Administration</b>	<b>229,106.00</b>	<b>133,645.17</b>	<b>139,078.34</b>	<b>60.70 %</b>	<b>5,433.17</b>
<b>Utilities</b>					
Electricity - Winnetka	49,000.00	28,583.33	24,442.85	49.88 %	(4,140.48)
Water - Winnetka	5,700.00	3,325.00	1,361.54	23.89	(1,963.46)
Storm Sewer - Winnetka	1,900.00	1,108.33	798.96	42.05	(309.37)
Natural Gas - Winnetka	14,000.00	8,166.67	3,990.22	28.50	(4,176.45)
Telephone - Winnetka	10,000.00	5,833.33	3,508.07	35.08	(2,325.26)
Internet Services	17,100.00	9,975.00	6,884.44	40.26	(3,090.56)
<b>Total Utilities</b>	<b>97,700.00</b>	<b>56,991.67</b>	<b>40,986.08</b>	<b>41.95 %</b>	<b>(16,005.59)</b>
<b>Information Technology</b>					
CCS Operating	83,250.00	48,562.50	55,289.55	66.41 %	6,727.05
Software	35,000.00	20,416.67	11,440.05	32.69	(8,976.62)
LAN Management	50,000.00	29,166.67	15,390.67	30.78	(13,776.00)
Hardware	0.00	0.00	671.73	0.00	671.73

# Winnetka-Northfield Public Library District

## Statement of Revenues and Expenditures - Modified Cash Basis

For the 7 Months Ended January 31, 2021

Ideal Budget Percentage Spent: 58.33%

	Annual Budget	Prorated Budget	Year to Date Actual	% of Budget	Variance vs. Prorated Budget
<b>LIBRARY FUND</b>					
Technology/Website	3,000.00	1,750.00	1,019.92	34.00	(730.08)
<b>Total Information Technology</b>	171,250.00	99,895.83	83,811.92	48.94 %	(16,083.91)
<b>Public Relations</b>					
PR E-Marketing	1,500.00	875.00	925.00	61.67 %	50.00
PR Promotional	7,000.00	4,083.33	2,481.82	35.45	(1,601.51)
PR Source	25,000.00	14,583.33	14,172.09	56.69	(411.24)
PR Supplies	8,000.00	4,666.67	1,110.51	13.88	(3,556.16)
PR Advertising	3,500.00	2,041.67	1,091.00	31.17	(950.67)
<b>Total Public Relations</b>	45,000.00	26,250.00	19,780.42	43.96 %	(6,469.58)
<b>Library Materials - Adult</b>					
Books-Fiction-Adult-Winnetka	79,000.00	46,083.33	51,366.56	65.02 %	5,283.23
Books-Non-Fiction-Adult-Winnetka	77,000.00	44,916.67	47,964.88	62.29	3,048.21
Periodicals-Winnetka	28,000.00	16,333.33	3,446.85	12.31	(12,886.48)
DVDs-Adult-Winnetka	53,000.00	30,916.67	18,320.58	34.57	(12,596.09)
Audio Books-Adult-Winnetka	22,000.00	12,833.33	12,539.88	57.00	(293.45)
Books-Digital-Winnetka	212,750.00	124,104.17	122,878.31	57.76	(1,225.86)
Online Database	105,000.00	61,250.00	85,064.66	81.01	23,814.66
<b>Total Library Materials - Adult</b>	576,750.00	336,437.50	341,581.72	59.23 %	5,144.22
<b>Library Materials - Youth</b>					
Books-Fiction-Juv-Winnetka	18,000.00	10,500.00	9,104.77	50.58 %	(1,395.23)
Books-Non-Fiction, Easy, & JH-Winnetka	17,000.00	9,916.67	5,569.05	32.76	(4,347.62)
DVDs-Juv-Winnetka	12,500.00	7,291.67	4,025.31	32.20	(3,266.36)
Audio Books-Juv-Winnetka	8,000.00	4,666.67	5,823.99	72.80	1,157.32
Music-Juv-Winnetka	900.00	525.00	0.00	0.00	(525.00)
Books-Easy-Winnetka	18,000.00	10,500.00	9,636.77	53.54	(863.23)
Books-Jr. High-Winnetka	11,500.00	6,708.33	3,803.82	33.08	(2,904.51)
<b>Total Library Materials - Youth</b>	85,900.00	50,108.33	37,963.71	44.20 %	(12,144.62)
<b>Programs</b>					
Summer Reading	9,990.00	5,827.50	3,184.33	31.88 %	(2,643.17)
Program Supplies-Winnetka	0.00	0.00	69.00	0.00	69.00
Studio General Supplies	6,750.00	3,937.50	0.00	0.00	(3,937.50)
OBTV	15,300.00	8,925.00	637.50	4.17	(8,287.50)
Programming - Youth	14,850.00	8,662.50	7,886.86	53.11	(775.64)
Programming - Adult	19,800.00	11,550.00	10,190.00	51.46	(1,360.00)
Studio Maintenance/Repair	4,500.00	2,625.00	0.00	0.00	(2,625.00)
Programming Supplies	0.00	0.00	127.11	0.00	127.11
<b>Total Programs</b>	71,190.00	41,527.50	22,094.80	31.04 %	(19,432.70)
<b>Capital</b>					
Capital Outlay	0.00	0.00	107,037.55	0.00 %	107,037.55
Building	84,785.00	49,457.92	945.00	1.11	(48,512.92)
Equipment/Furniture	250,000.00	145,833.33	15,160.65	6.06	(130,672.68)
Computer Equipment	75,215.00	43,875.42	15,510.69	20.62	(28,364.73)
<b>Total Capital</b>	410,000.00	239,166.67	138,653.89	33.82 %	(100,512.78)

**Winnetka-Northfield Public Library District**  
**Statement of Revenues and Expenditures - Modified Cash Basis**  
**For the 7 Months Ended January 31, 2021**

Ideal Budget Percentage Spent: 58.33%

	<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>Total Expenses</b>	3,476,896.00	2,028,189.33	1,734,685.90	49.89 %	(293,503.43)
<b>Excess Revenues less Expenses</b>	<u>665,464.00</u>	<u>388,187.34</u>	<u>301,624.65</u>	<u>45.33 %</u>	<u>(86,562.69)</u>

**Winnetka-Northfield Public Library District**  
**Statement of Revenues and Expenditures - Modified Cash Basis**  
**For the 7 Months Ended January 31, 2021**

Ideal Budget Percentage Spent: 58.33%

	<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	152,000.00	88,666.67	70,025.65	46.07 %	(18,641.02)
<b>Total Revenue</b>	<u>152,000.00</u>	<u>88,666.67</u>	<u>70,025.65</u>	<u>46.07 %</u>	<u>(18,641.02)</u>
<b>Expenses</b>					
Northfield Lease	66,000.00	38,500.00	26,701.05	40.46 %	(11,798.95)
Janitorial Supplies	13,176.00	7,686.00	6,072.41	46.09	(1,613.59)
Snow Removal	8,960.00	5,226.67	0.00	0.00	(5,226.67)
Photocopier Leases	44,800.00	26,133.33	2,989.78	6.67	(23,143.55)
Phone Lease	10,752.00	6,272.00	2,679.90	24.92	(3,592.10)
Building Maintenance Service	123,200.00	71,866.67	78,046.97	63.35	6,180.30
Elevators	8,960.00	5,226.67	4,375.20	48.83	(851.47)
Landscaping	5,600.00	3,266.67	4,026.16	71.90	759.49
HVAC	11,200.00	6,533.33	6,378.50	56.95	(154.83)
Automatic Doors	3,920.00	2,286.67	1,612.37	41.13	(674.30)
Roof	672.00	392.00	0.00	0.00	(392.00)
Alarms	3,080.00	1,796.67	1,689.19	54.84	(107.48)
Equipment	4,480.00	2,613.33	0.00	0.00	(2,613.33)
Misc Services	15,200.00	8,866.67	6,290.91	41.39	(2,575.76)
<b>Total Expenses</b>	<u>320,000.00</u>	<u>186,666.67</u>	<u>140,862.44</u>	<u>44.02 %</u>	<u>(45,804.23)</u>
<b>Excess Revenues less Expenses</b>	<u>\$ (168,000.00)</u>	<u>\$ (98,000.00)</u>	<u>\$ (70,836.79)</u>	<u>42.16 %</u>	<u>27,163.21</u>

# Winnetka-Northfield Public Library District

## Check Register

All Bank Accounts

January 1, 2021 - January 31, 2021

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
<b>Vendor Checks</b>						
Annette Bochenek 10-0-5908	Programming - Adult	Virtual Dressing the Stars	200.00	3067	01/07/21	<u>200.00</u>
Art Excursions, Inc. (Jeff Mishur) 10-0-5908	Programming - Adult	Camille Pissarro: Impressionist Leader	350.00	3068	01/07/21	<u>350.00</u>
AT&T 10-0-5176	Internet Services	Inv # S663007007-20345	337.08	3069	01/07/21	<u>337.08</u>
Industrial Appraisal Company 70-0-5799	Misc Services	Inv # 8502670	170.00	3070	01/07/21	<u>170.00</u>
Leslie Goddard 10-0-5908	Programming - Adult	Virtual Eleanor Roosevelt	250.00	3071	01/07/21	<u>250.00</u>
Lyon College 10-0-4150	Lost/Damaged Materials	Whale Nation hardcover replacement	28.11	3072	01/07/21	<u>28.11</u>
Nicola White 10-0-5732	Staff Recognition/Events/Meetings	Sympathy Flowers	70.09	3073	01/07/21	<u>74.04</u>
10-0-5732	Staff Recognition/Events/Meetings	Sympathy Card	3.95			
Shari Pontillo 10-0-5908	Programming - Adult	Homemade Valentine's Day Postcards	75.00	3074	01/07/21	<u>75.00</u>
Technology Management Rev Fund 10-0-5176	Internet Services	Inv # T2111310	450.00	3075	01/07/21	<u>450.00</u>
Alicia D. Williams 10-0-5907	Programming - Youth	Virtual Author/Illustrator Event with Alicia Williams	250.00	3076	01/21/21	<u>250.00</u>
Amber Mechanical Contractors Inc. 70-0-5752	HVAC	Inv # C009074	1,999.50	3077	01/21/21	<u>1,999.50</u>
COOPERATIVE COMPUTER SERVICES 10-0-5132	CCS Operating	Jan-Mar 2021 CCC/OCLC	19,470.69	3078	01/21/21	<u>19,470.69</u>
GREAT AMERICA FINANCIAL SERVICES 70-0-5747	Phone Lease	Inv # 28525191	579.98	3079	01/21/21	<u>579.98</u>
InfoUSA Marketing, Inc. 10-1-5346	Online Database - Winnetka	Inv # 10003738782	2,040.00	3080	01/21/21	<u>2,040.00</u>
McClure Inserra & Company 10-0-5101	Audit Fees	Inv # 11670	1,500.00	3081	01/21/21	<u>1,500.00</u>
Social Security Administration 10-0-2000	Payroll Liabilities	Jaime H Gonzalez Vicker - *8933 (12/24/20 PR)	87.93	3082	01/21/21	<u>263.79</u>

# Winnetka-Northfield Public Library District

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-2000	Payroll Liabilities	Jaime H Gonzalez Vicker - *8933 (1/8/21 PR)	87.93			
10-0-2000	Payroll Liabilities	Jaime H Gonzalez Vicker - *8933 (1/22/21 PR)	87.93			
Team One Repair, Inc. 10-0-5120	Library Supplies	Inv # 1082736	175.00	3083	01/21/21	<u>175.00</u>
WP Company LLC 10-1-5346	Online Database - Winnetka	Acct # 2010301451	1,759.00	3084	01/21/21	<u>1,759.00</u>
Lauterbach & Amen, LLP 10-0-5131	Accounting and Bookkeeping	Inv # 51059	2,500.00	16243	01/08/21	<u>4,167.00</u>
10-0-5131	Accounting and Bookkeeping	Inv # 51584	1,667.00			
Dow Jones & Company Inc. 10-1-5346	Online Database - Winnetka	Inv # 96976546	2,160.00	16244	01/08/21	<u>2,160.00</u>
Linkedin 10-1-5346	Online Database - Winnetka	Inv # 10111084972	7,000.00	16245	01/08/21	<u>7,000.00</u>
BIBLIOTHECA, LLC 10-1-5345	Books-Digital-Winnetka	Inv # INV-US38846	1,906.27	16246	01/08/21	<u>1,906.27</u>
QUILL CORPORATION 10-0-5120	Library Supplies	Inv # 13011709	10.96	16247	01/08/21	<u>21.78</u>
10-0-5121	Office Supplies	Inv # 13146024	10.82			
City Wide of Chicago 70-0-5725	Janitorial Supplies	Inv # I00006252	440.00	16248	01/08/21	<u>440.00</u>
DIGITAL INSURANCE, INC. 10-0-5115	Flexible Spending Account	Inv # 11588	35.00	16249	01/08/21	<u>35.00</u>
DELTA DENTAL PLAN OF ILLINOIS 10-0-5111	Health Insurance	January Dental	1,132.30	16250	01/08/21	<u>1,132.30</u>
VOGUE PRINTERS 10-0-5722	PR Source	Inv # 16921	4,483.00	16251	01/08/21	<u>4,483.00</u>
ASSA ABLOY Entrance Systems US Inc. 70-0-5755	Automatic Doors	Inv # SE11393114	636.04	16252	01/08/21	<u>636.04</u>
ANTHONY SCOPELLITI LANDSCAPING, INC. 70-0-5750	Landscaping	Inv # 23002	420.00	16253	01/08/21	<u>420.00</u>
Baker & Taylor 10-1-5340	Books-Fiction-Adult- Winnetka	2035675560	271.62	16254	01/08/21	<u>927.62</u>
10-2-5340	Books-Fiction-Adult- Northfield	2035675560	71.97			
10-1-5341	Books-Non-Fiction-Adult- Winnetka	2035678076	413.85			



# Winnetka-Northfield Public Library District

## Check Register

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January 1, 2021 - January 31, 2021

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-2-5341	Books-Non-Fiction-Adult-Northfield	2035678076	117.73			
10-0-5120	Library Supplies	2035678076	33.70			
10-0-5120	Library Supplies	2035675560	18.75			
Midwest Tape				16255	01/08/21	<u>1,169.12</u>
10-1-5343	DVDs-Adult-Winnetka	99726110	170.16			
10-1-5343	DVDs-Adult-Winnetka	99726111	18.74			
10-1-5343	DVDs-Adult-Winnetka	99726112	92.94			
10-1-5343	DVDs-Adult-Winnetka	99726113	51.72			
10-2-5343	DVDs-Adult-Northfield	99726114	27.73			
10-2-5343	DVDs-Adult-Northfield	99726115	17.24			
10-2-5343	DVDs-Adult-Northfield	99726116	11.24			
10-0-5120	Library Supplies	99726106	2.50			
10-0-5120	Library Supplies	99726105	2.50			
10-0-5120	Library Supplies	99726104	2.50			
10-0-5120	Library Supplies	99726103	10.00			
10-0-5120	Library Supplies	99726107	5.00			
10-0-5120	Library Supplies	99726109	5.00			
10-0-5120	Library Supplies	99726111	2.50			
10-0-5120	Library Supplies	99726110	22.50			
10-0-5120	Library Supplies	99726116	2.50			
10-0-5120	Library Supplies	99726115	2.50			
10-0-5120	Library Supplies	99726114	5.00			
10-0-5120	Library Supplies	99726113	7.50			
10-0-5120	Library Supplies	99726112	15.00			
10-0-5120	Library Supplies	99726101	2.50			
10-0-5120	Library Supplies	99726102	2.50			
10-0-5120	Library Supplies	99726100	2.50			
10-0-5120	Library Supplies	99726099	2.50			
10-1-5344	Audio Books-Adult-Winnetka	99726109	94.98			
10-2-5344	Audio Books-Adult-Northfield	99726107	94.98			
10-1-5443	DVDs-Juv-Winnetka	99726099	5.24			
10-2-5443	DVDs-Juv-Northfield	99726100	5.24			
10-1-5444	Audio Books-Juv-Winnetka	99726102	47.99			
10-1-5444	Audio Books-Juv-Winnetka	99726103	191.96			
10-1-5444	Audio Books-Juv-Winnetka	99726104	67.99			
10-2-5444	Audio Books-Juv-Northfield	99726105	59.99			
10-2-5444	Audio Books-Juv-Northfield	99726106	67.99			
10-2-5444	Audio Books-Juv-Northfield	99726101	47.99			
Baker & Taylor				16256	01/08/21	<u>300.23</u>
10-1-5340	Books-Fiction-Adult-Winnetka	2035654304	204.19			
10-2-5340	Books-Fiction-Adult-Northfield	2035654304	81.20			
10-0-5120	Library Supplies	2035654304	14.84			
Midwest Tape				16257	01/08/21	<u>931.49</u>
10-2-5444	Audio Books-Juv-Northfield	99754330	51.99			
10-1-5343	DVDs-Adult-Winnetka	99754321	102.70			

# Winnetka-Northfield Public Library District

## Check Register

All Bank Accounts

January 1, 2021 - January 31, 2021

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-1-5343	DVDs-Adult-Winnetka	99754323	151.44			
10-1-5343	DVDs-Adult-Winnetka	99754325	21.74			
10-1-5343	DVDs-Adult-Winnetka	99754326	26.99			
10-1-5343	DVDs-Adult-Winnetka	99754320	184.41			
10-2-5343	DVDs-Adult-Northfield	99754329	80.97			
10-2-5343	DVDs-Adult-Northfield	99754324	79.46			
10-2-5343	DVDs-Adult-Northfield	99754322	41.98			
10-0-5120	Library Supplies	99754330	2.50			
10-0-5120	Library Supplies	99754329	15.00			
10-0-5120	Library Supplies	99754328	2.50			
10-0-5120	Library Supplies	99754327	5.00			
10-0-5120	Library Supplies	99754326	5.00			
10-0-5120	Library Supplies	99754325	2.50			
10-0-5120	Library Supplies	99754322	7.40			
10-0-5120	Library Supplies	99754321	14.90			
10-0-5120	Library Supplies	99754324	10.00			
10-0-5120	Library Supplies	99754323	22.50			
10-0-5120	Library Supplies	99753718	2.50			
10-0-5120	Library Supplies	99754320	27.30			
10-1-5344	Audio Books-Adult-Winnetka	99753718	44.99			
10-1-5443	DVDs-Juv-Winnetka	99754327	20.23			
10-2-5443	DVDs-Juv-Northfield	99754328	7.49			
Baker & Taylor				16258	01/08/21	<u>8,242.66</u>
10-1-5447	Books-Easy-Winnetka	2035610195	119.18			
10-1-5447	Books-Easy-Winnetka	2035628444	58.03			
10-1-5447	Books-Easy-Winnetka	2035628446	51.18			
10-1-5447	Books-Easy-Winnetka	2035628447	27.73			
10-1-5447	Books-Easy-Winnetka	2035628448	2.82			
10-1-5447	Books-Easy-Winnetka	2035666121	74.12			
10-1-5447	Books-Easy-Winnetka	2035651480	104.67			
10-1-5447	Books-Easy-Winnetka	2035642220	10.16			
10-1-5447	Books-Easy-Winnetka	2035642221	13.49			
10-1-5447	Books-Easy-Winnetka	2035655018	13.49			
10-1-5447	Books-Easy-Winnetka	2035635628	77.02			
10-1-5447	Books-Easy-Winnetka	2035635629	282.46			
10-1-5447	Books-Easy-Winnetka	2035635627	101.99			
10-1-5447	Books-Easy-Winnetka	2035642222	26.98			
10-2-5447	Books-Easy-Northfield	2035628447	27.73			
10-2-5447	Books-Easy-Northfield	2035628445	12.74			
10-2-5447	Books-Easy-Northfield	2035628443	45.29			
10-2-5447	Books-Easy-Northfield	2035610195	24.04			
10-2-5447	Books-Easy-Northfield	2035642221	13.49			
10-2-5447	Books-Easy-Northfield	2035642222	13.49			
10-2-5447	Books-Easy-Northfield	2035635627	88.50			
10-2-5447	Books-Easy-Northfield	2035635628	53.95			
10-2-5447	Books-Easy-Northfield	2035635629	236.49			
10-2-5447	Books-Easy-Northfield	2035655018	13.49			
10-2-5447	Books-Easy-Northfield	2035651480	84.83			
10-2-5447	Books-Easy-Northfield	2035666121	57.86			
10-1-5448	Books-Jr. High-Winnetka	2035611166	94.85			
10-1-5448	Books-Jr. High-Winnetka	2035610195	49.88			
10-1-5448	Books-Jr. High-Winnetka	2035629151	10.16			
10-1-5448	Books-Jr. High-Winnetka	2035628538	44.99			
10-1-5448	Books-Jr. High-Winnetka	2035641926	82.25			
10-1-5448	Books-Jr. High-Winnetka	2035662990	17.27			

# Winnetka-Northfield Public Library District

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-2-5448	Books-Jr. High-Northfield	2035610195	20.72			
10-2-5448	Books-Jr. High-Northfield	2035611166	73.39			
10-2-5448	Books-Jr. High-Northfield	2035628538	28.58			
10-2-5448	Books-Jr. High-Northfield	2035641926	10.16			
10-2-5448	Books-Jr. High-Northfield	2035629151	10.16			
10-2-5448	Books-Jr. High-Northfield	2035651480	9.51			
10-1-5340	Books-Fiction-Adult-Winnetka	2035627572	221.87			
10-1-5340	Books-Fiction-Adult-Winnetka	2035638854	578.79			
10-1-5340	Books-Fiction-Adult-Winnetka	2035651621	319.37			
10-1-5340	Books-Fiction-Adult-Winnetka	2035640602	109.05			
10-1-5340	Books-Fiction-Adult-Winnetka	2035655753	150.32			
10-2-5340	Books-Fiction-Adult-Northfield	2035655753	45.33			
10-2-5340	Books-Fiction-Adult-Northfield	2035640602	18.44			
10-2-5340	Books-Fiction-Adult-Northfield	2035651621	55.83			
10-2-5340	Books-Fiction-Adult-Northfield	2035638854	188.08			
10-2-5340	Books-Fiction-Adult-Northfield	2035627572	67.38			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	2035615893	664.66			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	2035657804	392.48			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	2035638870	745.94			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	2035627255	1,009.40			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	2035647981	183.66			
10-2-5341	Books-Non-Fiction-Adult-Northfield	2035647981	60.64			
10-2-5341	Books-Non-Fiction-Adult-Northfield	2035627255	78.85			
10-2-5341	Books-Non-Fiction-Adult-Northfield	2035638870	107.52			
10-2-5341	Books-Non-Fiction-Adult-Northfield	2035657804	109.87			
10-2-5341	Books-Non-Fiction-Adult-Northfield	2035615893	103.54			
10-0-5120	Library Supplies	2035628448	0.01			
10-0-5120	Library Supplies	2035628447	4.24			
10-0-5120	Library Supplies	2035628446	3.23			
10-0-5120	Library Supplies	2035628443	3.89			
10-0-5120	Library Supplies	2035615893	30.12			
10-0-5120	Library Supplies	2035628445	1.05			
10-0-5120	Library Supplies	2035628444	4.64			
10-0-5120	Library Supplies	2035611166	14.27			
10-0-5120	Library Supplies	2035610195	17.41			
10-0-5120	Library Supplies	2035629151	12.47			
10-0-5120	Library Supplies	2035651480	30.70			
10-0-5120	Library Supplies	2035628538	9.03			
10-0-5120	Library Supplies	2035627572	16.84			
10-0-5120	Library Supplies	2035655018	2.11			
10-0-5120	Library Supplies	2035627255	21.05			
10-0-5120	Library Supplies	2035638854	69.79			

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5120	Library Supplies	2035642221	0.73			
10-0-5120	Library Supplies	2035642220	1.04			
10-0-5120	Library Supplies	2035638870	36.22			
10-0-5120	Library Supplies	2035641926	7.23			
10-0-5120	Library Supplies	2035657459	5.64			
10-0-5120	Library Supplies	2035655753	10.25			
10-0-5120	Library Supplies	2035640602	12.71			
10-0-5120	Library Supplies	2035635629	39.59			
10-0-5120	Library Supplies	2035635628	11.84			
10-0-5120	Library Supplies	2035662990	3.22			
10-0-5120	Library Supplies	2035651621	22.62			
10-0-5120	Library Supplies	2035635627	13.04			
10-0-5120	Library Supplies	2035642222	3.17			
10-0-5120	Library Supplies	2035647981	10.49			
10-0-5120	Library Supplies	2035666121	14.43			
10-0-5120	Library Supplies	2035657804	28.98			
10-1-5440	Books-Fiction-Juv-Winnetka	2035666121	7.12			
10-1-5440	Books-Fiction-Juv-Winnetka	2035651480	26.29			
10-1-5440	Books-Fiction-Juv-Winnetka	2035610195	60.01			
10-2-5440	Books-Fiction-Juv-Northfield	2035651480	8.47			
10-2-5440	Books-Fiction-Juv-Northfield	2035662990	10.73			
10-2-5440	Books-Fiction-Juv-Northfield	2035666121	29.99			
10-2-5440	Books-Fiction-Juv-Northfield	2035611166	10.73			
10-2-5440	Books-Fiction-Juv-Northfield	2035610195	22.02			
10-1-5441	Books-Non-Fiction, Easy, & JH-Winnetka	2035657459	38.12			
10-1-5441	Books-Non-Fiction, Easy, & JH-Winnetka	2035629151	139.44			
10-2-5441	Books-Non-Fiction, Easy, & JH-Northfield	2035629151	91.41			
10-2-5441	Books-Non-Fiction, Easy, & JH-Northfield	2035657459	38.12			
Midwest Tape				16259	01/08/21	<u>951.43</u>
10-1-5343	DVDs-Adult-Winnetka	99790249	35.23			
10-1-5343	DVDs-Adult-Winnetka	99793003	134.92			
10-1-5343	DVDs-Adult-Winnetka	99793006	74.97			
10-1-5343	DVDs-Adult-Winnetka	99793010	26.24			
10-2-5343	DVDs-Adult-Northfield	99793007	23.99			
10-2-5343	DVDs-Adult-Northfield	99793004	54.72			
10-0-5120	Library Supplies	99793000	12.50			
10-0-5120	Library Supplies	99790249	5.00			
10-0-5120	Library Supplies	99793002	5.00			
10-0-5120	Library Supplies	99793003	20.00			
10-0-5120	Library Supplies	99793011	2.50			
10-0-5120	Library Supplies	99793010	5.00			
10-0-5120	Library Supplies	99793009	5.00			
10-0-5120	Library Supplies	99793008	2.50			
10-0-5120	Library Supplies	99793005	5.00			
10-0-5120	Library Supplies	99793004	7.50			
10-0-5120	Library Supplies	99793007	2.50			
10-0-5120	Library Supplies	99793006	7.50			

# Winnetka-Northfield Public Library District

## Check Register

All Bank Accounts

January 1, 2021 - January 31, 2021

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5120	Library Supplies	99793013	2.50			
10-0-5120	Library Supplies	99793012	5.00			
10-1-5344	Audio Books-Adult-Winnetka	99793002	89.98			
10-1-5344	Audio Books-Adult-Winnetka	99793000	209.95			
10-2-5344	Audio Books-Adult-Northfield	99793005	74.98			
10-1-5443	DVDs-Juv-Winnetka	99793008	17.24			
10-1-5443	DVDs-Juv-Winnetka	99793009	26.24			
10-2-5443	DVDs-Juv-Northfield	99793011	17.24			
10-2-5443	DVDs-Juv-Northfield	99793012	26.24			
10-1-5444	Audio Books-Juv-Winnetka	99793013	51.99			
ROTARY CLUB OF WINNETKA-NORTHFIELD				16260	01/15/21	<u>550.00</u>
10-0-5731	Memberships	Oct-Dec Dues	125.00			
10-0-5731	Memberships	Oct-Dec Meals	150.00			
10-0-5731	Memberships	July-Aug Dues	125.00			
10-0-5731	Memberships	July-Aug Meals	150.00			
MERCHANTS DELIVERY SERVICE				16261	01/15/21	<u>975.00</u>
10-0-5138	Delivery Service	20 Days book transfer	500.00			
10-0-5138	Delivery Service	19 Days book transfer	475.00			
City Wide of Chicago				16262	01/15/21	<u>9,814.96</u>
70-0-5748	Building Maintenance Service	Inv # CON004530	9,000.00			
70-0-5799	Misc Services	Inv # I00006402	814.96			
NCPERS GROUP LIFE INS.				16263	01/15/21	<u>16.00</u>
10-0-5111	Health Insurance	January Premium	16.00			
DE LAGE LANDEN FINANCIALSVCS.				16264	01/15/21	<u>1,943.47</u>
70-0-5746	Photocopier Leases	Inv # 70790292	1,943.47			
RingCentral Inc				16265	01/15/21	<u>34.07</u>
10-0-5123	Postage	Inv # CD_000198906	34.07			
PITNEY BOWES				16266	01/15/21	<u>329.46</u>
10-0-5123	Postage	Lease Inv #3104464359	329.46			
HR Source				16267	01/15/21	<u>2,125.00</u>
10-0-5745	HR Consultant	Inv # 12883	2,125.00			
MIDWEST TAPE				16268	01/15/21	<u>2,159.01</u>
10-1-5345	Books-Digital-Winnetka	Hoopla Inv # 99839898	2,159.01			
3 Points, LLC				16269	01/15/21	<u>2,680.67</u>
10-0-5135	LAN Management	Inv # 36101	2,680.67			
Kanopy				16270	01/15/21	<u>901.00</u>
10-1-5345	Books-Digital-Winnetka	Inv # 228657-PPU	901.00			
Baker & Taylor				16271	01/15/21	<u>1,622.82</u>
10-1-5447	Books-Easy-Winnetka	2035682254	150.13			
10-1-5447	Books-Easy-Winnetka	2035688425	78.41			
10-2-5447	Books-Easy-Northfield	2035688425	34.97			

# Winnetka-Northfield Public Library District

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All Bank Accounts

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-2-5447	Books-Easy-Northfield	2035682254	59.03			
10-1-5448	Books-Jr. High-Winnetka	2035688425	10.11			
10-2-5448	Books-Jr. High-Northfield	2035688425	10.11			
10-1-5340	Books-Fiction-Adult-Winnetka	2035680380	423.23			
10-2-5340	Books-Fiction-Adult-Northfield	2035680380	231.87			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	2035688487	404.87			
10-2-5341	Books-Non-Fiction-Adult-Northfield	2035688487	77.77			
10-0-5120	Library Supplies	2035688487	20.26			
10-0-5120	Library Supplies	2035688425	19.76			
10-0-5120	Library Supplies	2035682254	16.07			
10-0-5120	Library Supplies	2035680380	37.69			
10-1-5440	Books-Fiction-Juv-Winnetka	2035688425	33.30			
10-2-5440	Books-Fiction-Juv-Northfield	2035688425	9.60			
10-2-5440	Books-Fiction-Juv-Northfield	2035682254	5.64			
VILLAGE OF NORTHFIELD				16272	01/15/21	<u>5,340.21</u>
70-2-5159	Northfield Lease	December Lease	5,340.21			
OVERDRIVE INC.				16273	01/15/21	<u>10,815.12</u>
10-1-5345	Books-Digital-Winnetka	See Detail Sheet	10,815.12			
Lauterbach & Amen, LLP				16274	01/29/21	<u>1,667.00</u>
10-0-5131	Accounting and Bookkeeping	Inv # 52214	1,667.00			
Warehouse Direct				16275	01/29/21	<u>165.90</u>
70-0-5725	Janitorial Supplies	Inv # 4801102-1	165.90			
QUILL CORPORATION				16276	01/29/21	<u>182.91</u>
10-0-5120	Library Supplies	Inv # 13757150	113.49			
10-0-5121	Office Supplies	Inv # 13737165	7.99			
10-0-5121	Office Supplies	Inv # 13779521	61.43			
VOGUE PRINTERS				16277	01/29/21	<u>1,362.00</u>
10-0-5721	PR Promotional	Inv # 17062	1,362.00			
DEMCO				16278	01/29/21	<u>22.67</u>
10-0-5120	Library Supplies	Inv # 6894449	22.67			
DELTA DENTAL PLAN OF ILLINOIS				16279	01/29/21	<u>1,016.21</u>
10-0-5111	Health Insurance	February 2021	1,016.21			
BIBLIOTHECA, LLC				16280	01/29/21	<u>1,386.82</u>
10-1-5345	Books-Digital-Winnetka	Inv # US39683	120.94			
10-1-5345	Books-Digital-Winnetka	Inv # US39685	1,237.93			
10-1-5345	Books-Digital-Winnetka	Inv # US39684	27.95			
City Wide of Chicago				16281	01/29/21	<u>475.65</u>
70-0-5725	Janitorial Supplies	Inv # I00006432	475.65			
Robbins Schwartz				16282	01/29/21	<u>165.00</u>
10-0-5736	Legal	Inv # 878969	165.00			

# Winnetka-Northfield Public Library District

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All Bank Accounts

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
ROTARY CLUB OF WINNETKA-NORTHFIELD				16283	01/29/21	<u>275.00</u>
10-0-5731	Memberships	Jan 2021 Dues	125.00			
10-0-5731	Memberships	Jan-Mar 2021 Meals	150.00			
Midwest Tape				16284	01/29/21	<u>539.56</u>
10-2-5444	Audio Books-Juv-Northfield	99830745	49.99			
10-1-5343	DVDs-Adult-Winnetka	99831051	22.49			
10-1-5343	DVDs-Adult-Winnetka	99831052	26.24			
10-1-5343	DVDs-Adult-Winnetka	99831053	26.24			
10-1-5343	DVDs-Adult-Winnetka	99830746	122.18			
10-1-5343	DVDs-Adult-Winnetka	99830748	22.49			
10-2-5343	DVDs-Adult-Northfield	99831054	52.48			
10-2-5343	DVDs-Adult-Northfield	99831055	29.98			
10-0-5120	Library Supplies	99831054	10.00			
10-0-5120	Library Supplies	99831053	5.00			
10-0-5120	Library Supplies	99831052	5.00			
10-0-5120	Library Supplies	99831051	2.50			
10-0-5120	Library Supplies	99830745	2.50			
10-0-5120	Library Supplies	99830744	2.50			
10-0-5120	Library Supplies	99830747	2.50			
10-0-5120	Library Supplies	99830746	17.50			
10-0-5120	Library Supplies	99830749	2.50			
10-0-5120	Library Supplies	99830748	2.50			
10-0-5120	Library Supplies	99831055	5.00			
10-1-5344	Audio Books-Adult-Winnetka	99830749	34.99			
10-1-5344	Audio Books-Adult-Winnetka	99830747	44.99			
10-1-5444	Audio Books-Juv-Winnetka	99830744	49.99			
Baker & Taylor				16285	01/29/21	<u>1,600.37</u>
10-1-5340	Books-Fiction-Adult-Winnetka	2035696025	288.39			
10-1-5340	Books-Fiction-Adult-Winnetka	2035698548	393.79			
10-2-5340	Books-Fiction-Adult-Northfield	2035696025	147.87			
10-2-5340	Books-Fiction-Adult-Northfield	2035698548	219.27			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	2035696211	357.80			
10-2-5341	Books-Non-Fiction-Adult-Northfield	2035696211	111.27			
10-0-5120	Library Supplies	2035696211	21.15			
10-0-5120	Library Supplies	2035696025	25.12			
10-0-5120	Library Supplies	2035698548	35.71			
Midwest Tape				16286	01/29/21	<u>310.41</u>
10-1-5343	DVDs-Adult-Winnetka	99860937	29.99			
10-1-5343	DVDs-Adult-Winnetka	99860934	14.99			
10-1-5343	DVDs-Adult-Winnetka	99860936	41.98			
10-2-5343	DVDs-Adult-Northfield	99860935	14.99			
10-0-5120	Library Supplies	99860937	2.50			
10-0-5120	Library Supplies	99860932	2.50			
10-0-5120	Library Supplies	99860934	2.50			
10-0-5120	Library Supplies	99860935	2.50			

# Winnetka-Northfield Public Library District

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All Bank Accounts

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5120	Library Supplies	99860936	5.00			
10-0-5120	Library Supplies	99860930	2.50			
10-0-5120	Library Supplies	99860931	2.50			
10-0-5120	Library Supplies	99860929	2.50			
10-1-5344	Audio Books-Adult-Winnetka	99860929	66.99			
10-1-5344	Audio Books-Adult-Winnetka	99860931	36.99			
10-2-5344	Audio Books-Adult-Northfield	99860930	36.99			
10-2-5344	Audio Books-Adult-Northfield	99860932	44.99			
Baker & Taylor				16287	01/29/21	<u>934.80</u>
10-1-5340	Books-Fiction-Adult-Winnetka	2035688493	556.99			
10-2-5340	Books-Fiction-Adult-Northfield	2035688493	330.23			
10-0-5120	Library Supplies	2035688493	47.58			
Midwest Tape				16288	01/29/21	<u>645.02</u>
10-2-5444	Audio Books-Juv-Northfield	99882459	34.99			
10-1-5343	DVDs-Adult-Winnetka	99884090	29.99			
10-1-5343	DVDs-Adult-Winnetka	99884086	165.65			
10-0-5120	Library Supplies	99882459	2.50			
10-0-5120	Library Supplies	99884080	2.50			
10-0-5120	Library Supplies	99884081	2.50			
10-0-5120	Library Supplies	99884082	2.50			
10-0-5120	Library Supplies	99884083	5.00			
10-0-5120	Library Supplies	99884089	2.50			
10-0-5120	Library Supplies	99884090	2.50			
10-0-5120	Library Supplies	99884087	2.50			
10-0-5120	Library Supplies	99884088	2.50			
10-0-5120	Library Supplies	99884085	7.50			
10-0-5120	Library Supplies	99884086	25.00			
10-1-5344	Audio Books-Adult-Winnetka	99884081	19.99			
10-1-5344	Audio Books-Adult-Winnetka	99884083	74.98			
10-1-5344	Audio Books-Adult-Winnetka	99884085	109.97			
10-1-5344	Audio Books-Adult-Winnetka	99884089	31.99			
10-2-5344	Audio Books-Adult-Northfield	99884088	39.99			
10-2-5344	Audio Books-Adult-Northfield	99884082	29.99			
10-2-5443	DVDs-Juv-Northfield	99884087	14.99			
10-1-5444	Audio Books-Juv-Winnetka	99884080	34.99			
First Bankcard				16299	01/31/21	<u>5,640.83</u>
10-0-5732	Staff Recognition/Events/Meetings	Dombrowski - Amazon	37.95			
10-0-5732	Staff Recognition/Events/Meetings	Dombrowski - Amazon	29.99			



# Winnetka-Northfield Public Library District

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All Bank Accounts

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5732	Staff Recognition/Events/Meetings	Dombrowski - Amazon	4.00			
10-0-5732	Staff Recognition/Events/Meetings	Dombrowski - Amazon	25.94			
10-0-5732	Staff Recognition/Events/Meetings	Dombrowski - Amazon	146.84			
10-0-5732	Staff Recognition/Events/Meetings	Dombrowski - Dollartree	45.20			
10-0-5732	Staff Recognition/Events/Meetings	Dombrowski - Marianos	30.21			
10-0-5732	Staff Recognition/Events/Meetings	Dombrowski - Pro Flowers	76.66			
10-0-5898	Miscellaneous	Compton-Dzak - FPA.org	776.34			
10-0-5898	Miscellaneous	Compton-Dzak - The Long Shadow	100.00			
10-0-5898	Miscellaneous	Compton-Dzak - Paypal - Evans Design	30.00			
10-0-5907	Programming - Youth	Compton-Dzark - Amazon	26.99			
10-0-5907	Programming - Youth	Garrity - Amazon	38.61			
10-0-5907	Programming - Youth	Garrity - Amazon	39.96			
10-0-5907	Programming - Youth	Garrity - Amazon	88.80			
10-0-5907	Programming - Youth	Garrity - Amazon	174.87			
10-0-5907	Programming - Youth	Garrity - Amazon	14.28			
10-0-5907	Programming - Youth	Garrity - Amazon	26.94			
10-0-5907	Programming - Youth	Garrity - Amazon	24.94			
10-0-5907	Programming - Youth	Garrity - Amazon	119.90			
10-0-5907	Programming - Youth	Garrity - Amazon	55.05			
10-0-5907	Programming - Youth	Garrity - Amazon	59.94			
10-0-5907	Programming - Youth	Garrity - Amazon	71.33			
10-0-5907	Programming - Youth	Garrity - Amazon	20.75			
70-0-5725	Janitorial Supplies	Compton-Dzark - Amazon	43.98			
70-0-5725	Janitorial Supplies	Compton-Dzark - Amazon	76.72			
10-0-5114	Conferences	Cangelosi - Library Works	49.00			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Compton-Dzark - Amazon	20.73			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Compton-Dzark - Amazon	33.00			
10-0-5120	Library Supplies	Dombrowski - Uline	302.08			
10-0-5122	Breakroom Supplies	Compton-Dzark - Target	65.84			
10-0-5134	Software	Compton-Dzark - Zoom	309.98			
10-0-5134	Software	Compton-Dzark - WhenIWork.com	1,008.00			
10-0-5134	Software	Compton-Dzark - Calendly	15.00			
10-0-5134	Software	Quish - Quick Books Access	70.00			
10-0-5134	Software	Swenson - Adobe creative cloud	243.92			
10-0-5177	Technology/Website	Swenson - Linode.com	25.00			
10-0-5177	Technology/Website	Swenson - Vimeo - hosting	84.00			
10-0-5719	Board Expenses	Compton-Dzark - Amazon	39.98			
10-0-5721	PR Promotional	Quish - Vistaprint - business cards	171.08			
10-0-5721	PR Promotional	Quish - Customlinks - tshirts	559.76			
10-0-5721	PR Promotional	Quish - Amazon - airpods	124.99			
10-0-5721	PR Promotional	Quish - Vistaprint - bookmarks	79.69			
10-0-5721	PR Promotional	Quish - Vistaprint - bookmarks	98.79			
10-0-5723	PR Supplies	Quish - Amazon - labels	11.19			
10-0-5723	PR Supplies	Quish - Chicago Tribune	7.96			

# Winnetka-Northfield Public Library District

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5732	Staff Recognition/Events/Meetings	Dombrowski - Pro Flowers	87.46			
10-0-5732	Staff Recognition/Events/Meetings	Cangelosi - The Grand	47.19			
COMCAST 10-0-5176	Internet Services	COMCAST	237.85	16310	01/31/21	<u>237.85</u>
COMCAST 10-0-5176	Internet Services	COMCAST	69.95	16311	01/31/21	<u>69.95</u>
CALL ONE 10-0-5175	Telephone	CALL ONE	53.33	16312	01/31/21	<u>53.33</u>
NORTH SHORE GAS 10-0-5174	Natural Gas	NORTH SHORE GAS	842.03	16313	01/31/21	<u>842.03</u>
NICOR 10-0-5174	Natural Gas	NICOR	182.77	16314	01/31/21	<u>182.77</u>
PITNEY BOWES 10-0-5123	Postage	PITNEY BOWES	100.00	16315	01/31/21	<u>100.00</u>
NATIONWIDE RETIREMENT SOLUTIONS 10-0-2040	457 withholding	NATIONWIDE RETIREMENT SOLUTIONS	901.00	16316	01/31/21	<u>901.00</u>
NATIONWIDE RETIREMENT SOLUTIONS 10-0-2040	457 withholding	NATIONWIDE RETIREMENT SOLUTIONS	901.00	16317	01/31/21	<u>901.00</u>
VILLAGE OF WINNETKA 10-1-5171	Electricity - Winnetka	VILLAGE OF WINNETKA	47.80	16318	01/31/21	<u>2,913.83</u>
10-1-5171	Electricity - Winnetka	VILLAGE OF WINNETKA	2,304.96			
10-1-5171	Electricity - Winnetka	VILLAGE OF WINNETKA	230.40			
10-1-5171	Electricity - Winnetka	VILLAGE OF WINNETKA	73.73			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	72.00			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	10.58			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	2.00			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	23.85			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	15.35			
10-1-5173	Storm Sewer - Winnetka	VILLAGE OF WINNETKA	133.16			

**Check List Total** 126,794.83

## JANUARY 2021 DIRECTOR'S REPORT

### Staff Updates

- Anniversaries
  - Lisa Bendoff 1/3 (1 year)
  - Betsy Griebenow 1/4 (5 years)
  - Nancy Stern 1/4 (5 years)
  - Stephanie Gonzalez-Diaz 1/6 (1 year)
  - Sue Hurley 1/9 (37 years)

### Organizational Changes

- Branch Services Assistant Sydney Clark was promoted to full-time, effective 1/3/21.
- Customer Relations Assistants Betsy Griebenow, Stephanie Gonzalez-Diaz, and Customer Relations Page Shannon Hahle were both promoted to 25-hour Library Assistant positions within their department.
- Librarian Nick Mall was promoted to Adult Services Manager, effective 1/4/21.
- Customer Relations Manager Katie Cangelosi has submitted her resignation, effective 2/9/21. She is leaving to take the newly created position of Collection Services Manager at Hinsdale Public Library. Courtney Volny, Branch Services Supervisor, was promoted to take her place as the new Customer Relations Manager, effective 2/15/21.
- Customer Relations Assistant Lisa Bendoff was promoted to Adult Services Librarian, effective 2/8/21.

### Finances

- We are at 48.95% of our expected operating revenues for the year.
- We are at 49.82% of our budgeted operating expenses for the year (goal is 58.3%).

### Programming

**Youth:** 535 attendees at 35 programs (vs. 301 attendees at 35 programs in DEC)  
Take & Make Craft Kits: 306 (vs. 244 in DEC)

### Highlights

Firefly Family Theater Presents "A Tiny Spark"	Family-friendly show including original music, audience interaction, puppets, and more
Bright Beginnings	Songs and stories for babies and their caregivers
Author/Illustrator Event with Alicia D. Williams Jacqueline Alcantara	Interactive presentation about the art and craft of making books featuring author Alicia D. Williams and illustrator Jacqueline Alcantara ( <i>Jump at the Sun: The True-Life Tale of Unstoppable Storycatcher Zora Neale Hurston</i> ).

**Adults:** 424 attendees at 16 programs (vs. 177 attendees at 12 programs in DEC)

**Highlights**

Winston Churchill: Britain's Bulldog	Actor Terry Lynch portrayed Winston Churchill in a discussion of his life and career.
True Story: Nonfiction Author Book Discussion	Local author and library patron Catherine Grace Katz discussed her bestselling book, <i>The Daughters of Yalta</i> .
Camille Pissarro: Impressionist Leader	Art historian Jeff Mishur discussed the life of painter Camille Pissarro.

Category	21JAN	20JAN	Mo. % + / -	FY20-21 YTD	FY19-20 YTD	FY % + / -
Total Programs Offered	51	-	-	345	-	-
Total Program Attendees	1,078	2,182	-50.60%	3,938	12,579	-68.69%

**Services**

**Library Visitors**

Location	21JAN	20JAN	Mo. % + / -	FY20-21 YTD	FY19-20 YTD	FY % + / -
Winnetka	0	11,616	-100.00%	24,747	71,970	-65.61%
Northfield	0	6,234	-70.27%	242	42,785	-94.57%
<b>TOTAL</b>	0	17,850	-	24,989	114,755	-

Note: Both Buildings closed to the public on 11/18/20

**Curbside Pick Ups**

**Winnetka:** 1,856 (up from 1,646 in DEC)    **Northfield:** 579 (up from 494 in DEC)

**Reference Questions**

Location	21JAN	20JAN	Mo. % + / -	FY20-21 YTD	FY19-20 YTD	FY % + / -
Winnetka-Adult	1,085	1,248	-13.06%	7,224	8,884	-18.69%
Winnetka-Youth	775	490	58.16%	2,332	3,666	-36.39%
Northfield	190	639	-70.27%	242	4,457	-94.57%
<b>TOTAL</b>	2,050	2,377	-13.76%	9,798	17,007	-42.39%

**Technology**

- Public Computer Sessions: 0 (Winnetka) 0 (Northfield)
- Hotspot Sessions: 5,399 from 270 devices (Winnetka), 1,440 from 146 devices (Northfield)
- Bandwidth Used: 48GB (Winnetka), 85GB (Northfield)
- Website Hits: 15,006 from 12,348 users (up from 12,614 and 10,078 in DEC)
- YTD App Downloads: 1,592 (up from 984 in DEC)
- Active App Users: 979 (up from 418 in DEC)
- Email Reach (Constant Contact): 10,080 (up from 9,779 in DEC) of 12,667 cardholders

**Studio Appointments:** 33 (34 in DEC)

Category	21JAN	20JAN	Mo. % + / -	FY20-21 YTD	FY19-20 YTD	FY % + / -
Studio Patrons	12	455	-92.75%	56	3,133	-98.21%


Note: In FY19-20, anyone who entered the Studio was included in their count. This year the number was changed to reflect the number of patrons actually using the Studio.

**Outreach:** 18 attendees from North Shore Senior Center at our virtual book clubs

### **Professional Development Highlights**

- Director Dombrowski introduced the management team to a professional development plan template that we will begin using with staff over the next 1-2 months. The template will be used to facilitate quarterly two-way conversations between managers and staff about development activities that help support the district's goals.
- Youth Services Assistant Amelia Kmeic and Youth Services Librarian Lindsay Goldstein attended the ALA 2021 Midwinter Meeting & Exhibits Virtual Event.
- Youth Services staff watched a variety of webinars including "Your Antiracism Toolkit: The Educator's Playbook to Talking Diversity," and "Fearless Conversations with Toddlers: How to Open a Can of Worms with Little Ones."
- Adult /Tech Services staff watched a variety of webinars including "Spring Book Club Picks," "Be Your Best Self: Reads to Help You Find Peace," and "New Features in Polaris 6.7."
- Branch Services staff watched a variety of webinars including "Patron Satisfaction or Staff Efficiency: You Don't Have to Choose," and "Assessing Virtual Programs."

### **Impact Stories**

- Staff helped several patrons find and register for COVID-19 vaccine waitlists.
- Comments from patrons this month included the following:
  - "Thank you for these wonderful programs! They take the gray out of these relentlessly gray days."
  - "You guys are wonderful - you are saving so many book lovers' lives, marching out into the snow."
  - "I have been heavily relying on my library at this time to engage my two young kids."
  - "I can't believe you did this for us! My kids are already so excited about this kit."
  - "My tradition for Valentine's Day has included Studio projects for the past 5 years, I couldn't let the pandemic stop that, and I love that I have now learned virtually as so many others have."
  - "I'm impressed; I feel like I'm there the way you set up the cameras. I'm so appreciative, I know it's a lot of effort. It makes for fun during COVID when there isn't much we can do. You guys are library rock stars."
- A patron complimented the customer service at Northfield and appreciated the handouts in the curbside bags.
- The Northfield team received a beautiful handmade note from a patron. 



## January FY 2020/2021 Collection Statistics

### District Circulation- Physical Collections

#### ADULT

Material Type	21JAN Circulation	20JAN Circulation	Mo. % + / -	FY20-21 YTD	FY19-20 YTD	FY % + / -
<b>Books</b>	5,037	10,680	-52.84%	38,885	72,913	-46.67%
<b>Book - Fiction</b>	2,699	5,388	-49.91%	21,801	39,137	-44.30%
<b>Book - Nonfiction</b>	2,338	5,292	-55.82%	17,084	33,776	-49.42%
<b>Audiobook - CD</b>	141	683	-79.36%	1,591	5,251	-69.70%
<b>Music CD</b>	152	199	-23.62%	768	1,031	-25.51%
<b>Playaway</b>	18	141	-87.23%	379	1,282	-70.44%
<b>DVD/Blu-Ray</b>	1,217	5,887	-79.33%	16,462	40,290	-59.14%
<b>Magazine</b>	15	172	-91.28%	469	1,092	-57.05%
<b>Other</b>	7	21	-66.67%	45	104	-56.73%
<b>Non-CCS ILL</b>	20	44	-54.55%	127	243	-47.74%
<b>Sent Out</b>	1,946	1,381	40.91%	7,140	7,852	-9.07%
<b>Total</b>	<b>8,553</b>	<b>19,208</b>	<b>-55.47%</b>	<b>65,866</b>	<b>130,058</b>	<b>-49.36%</b>

#### YOUTH

Material Type	21JAN Circulation	20JAN Circulation	Mo. % + / -	FY20-21 YTD	FY19-20 YTD	FY % + / -
<b>Books</b>	5866	12,557	-53.29%	54,146	92,934	-41.74%
<b>Book - Fiction</b>	5,044	10,439	-51.68%	46,777	79,846	-41.42%
<b>Book - Nonfiction</b>	822	2,118	-61.19%	7,369	13,088	-43.70%
<b>Audiobook - CD</b>	25	73	-65.75%	366	622	-41.16%
<b>Music CD</b>	6	113	-94.69%	214	782	-72.63%
<b>Playaway</b>	96	261	-63.22%	1,103	2,396	-53.96%
<b>DVD/Blu-Ray</b>	274	2,412	-88.64%	4,592	18,937	-75.75%
<b>Magazine</b>	-	-	-	-	-	-
<b>Other</b>	24	28	-14.29%	177	332	-46.69%
<b>STEAM Kits</b>	-	28	-	-	191	-
<b>Total</b>	<b>6,291</b>	<b>15,468</b>	<b>-59.33%</b>	<b>60,598</b>	<b>116,194</b>	<b>-47.85%</b>

21JAN District Circulation	20JAN District Circulation	Net Change
23,853	39,606	<b>-39.77%</b>

FY20-21 District Circulation YTD	FY19-20 District Circulation YTD	Net Change
184,850	279,358	<b>-33.83%</b>

- Kenilworth patron usage = 651 (down from 824 in DEC)
- Items borrowed from other libraries = **1,993**

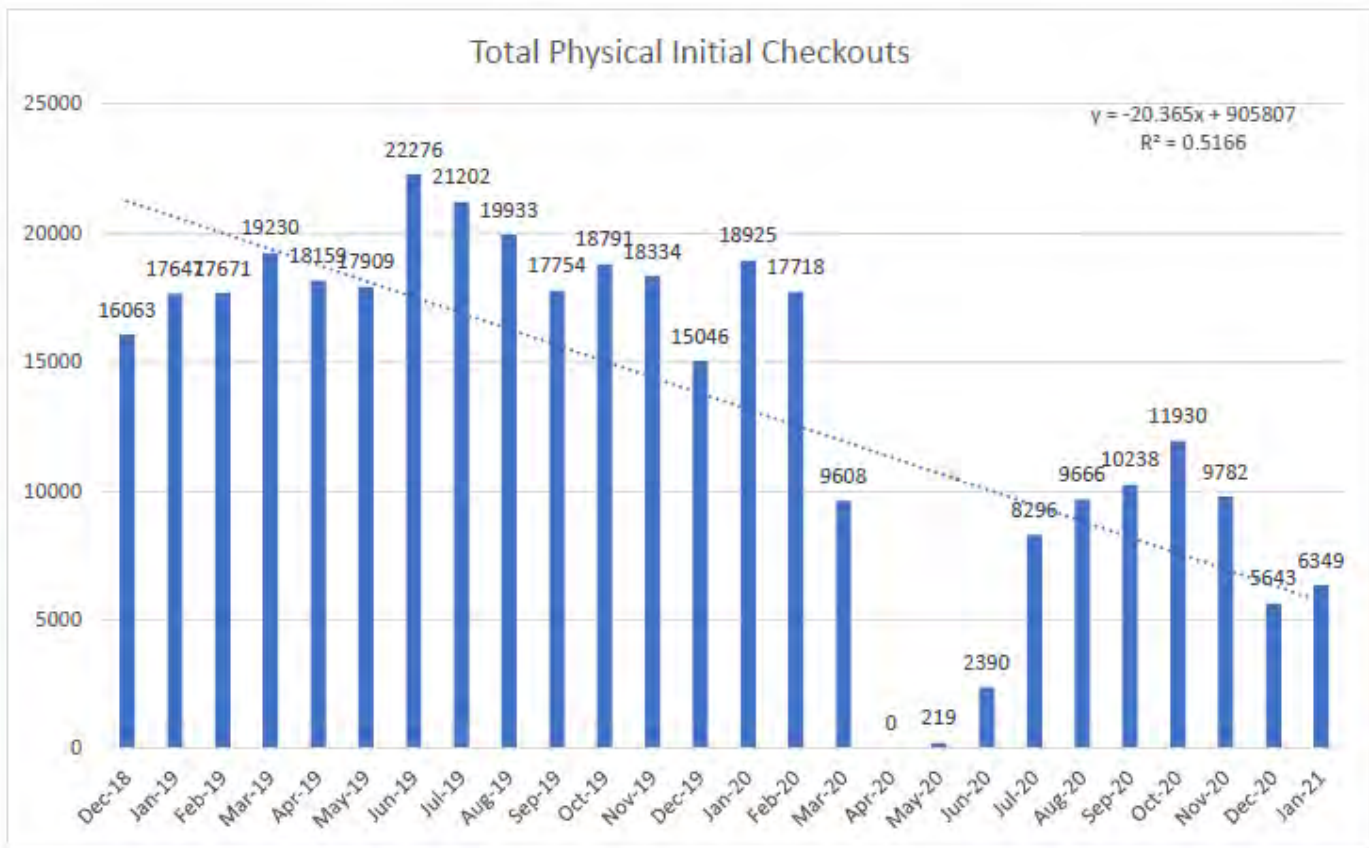
## Circulation by Location- Physical Collections

### ADULT

Location	21JAN Circulation	20JAN Circulation	Mo. % + / -	FY20-21 YTD	FY19-20 YTD	FY % + / -
Winnetka	6,374	12,821	-50.28%	57,678	86,249	-33.13%
Northfield	1,349	5,871	-77.02%	5,324	41,149	-87.06%

### YOUTH

Location	21JAN Circulation	20JAN Circulation	Mo. % + / -	FY20-21 YTD	FY19-20 YTD	FY % + / -
Winnetka	4,907	11,010	-55.43%	54,809	84,290	-34.98%
Northfield	1,384	4,453	-68.92%	5,789	31,868	-81.83%



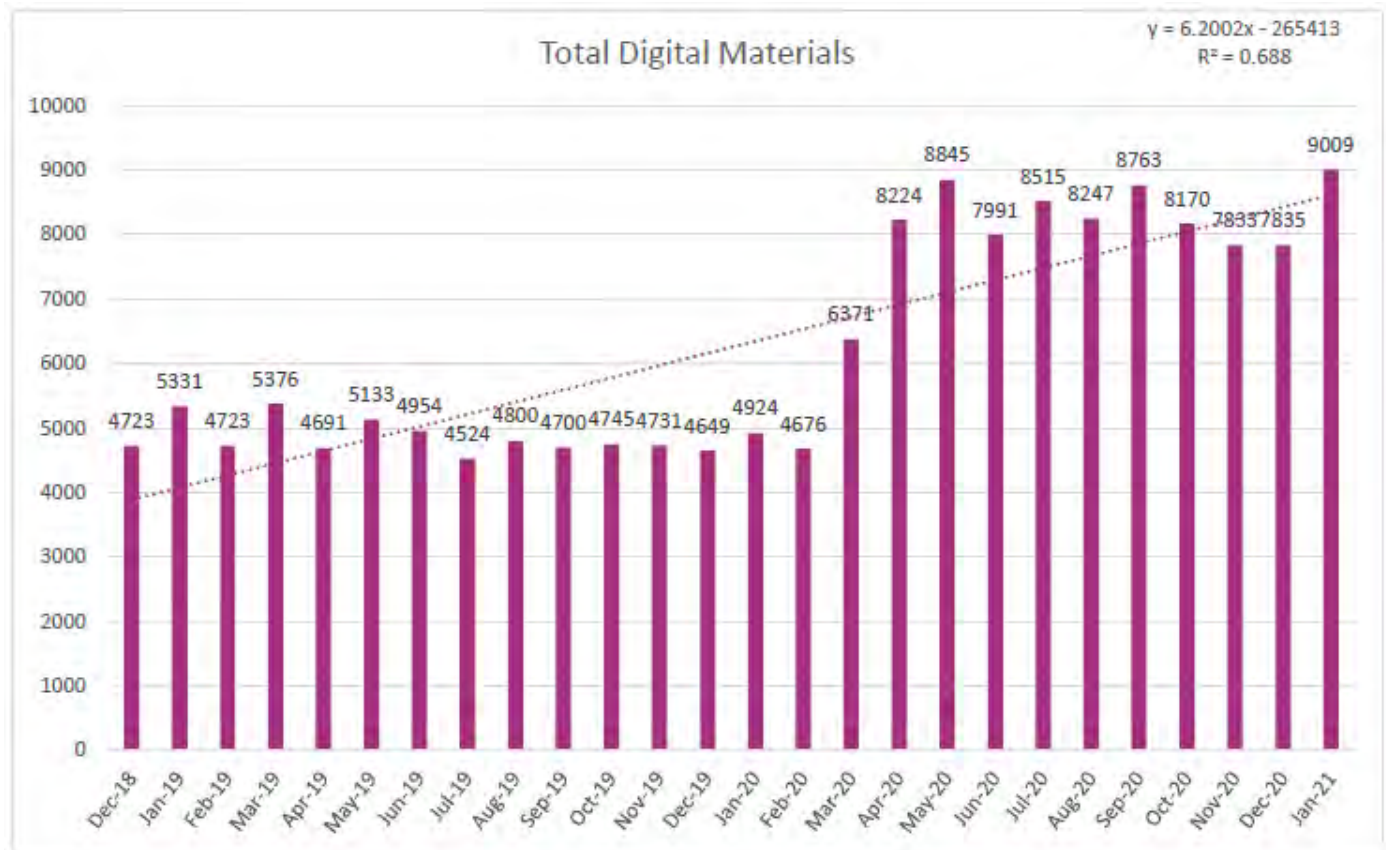
### Notes:

#### Adult

- January Adult circs up 13% over December numbers (largest gains= books & audiobooks) and Youth circs up 16% (largest gain = books)
- Adult curbside circs were up 160% over June 2020 numbers, the last summer month the library was fully closed to the public and doing curbside pickup; we expect numbers to begin rebounding again as soon as we open, as they did in the fall.

## District Circulation- Virtual Collections

Material Type	21JAN Circulation	20JAN Circulation	Mo. % + / -	FY20-21 YTD	FY19-20 YTD	FY % + / -
eBooks	3,780	2,176	<b>73.71%</b>	24,517	13,891	<b>76.50%</b>
eAudiobooks	2,119	1,412	<b>50.07%</b>	13,341	8,875	<b>50.32%</b>
eMagazines	2,312	1,065	<b>117.09%</b>	15,783	8,449	<b>86.80%</b>
eVideos	171	211	<b>239.81%</b>	4,185	1,381	<b>203.04%</b>
eMusic	81	66	<b>22.73%</b>	560	510	<b>9.80%</b>
<b>Total</b>	<b>9,009</b>	<b>4,930</b>	<b>82.74%</b>	<b>58,386</b>	<b>33,106</b>	<b>76.36%</b>



**Note:** We broke the record for most digital circs in a single month!



## SARAH KEISTER ARMSTRONG & ASSOCIATES, LLC

February 10, 2021

Monica Dombrowski  
Winnetka-Northfield Public Library District  
768 Oak Street  
Winnetka, IL 60093

Dear Monica:

Thank you for considering our enclosed proposal to provide strategic planning consulting services to Winnetka-Northfield Public Library District. Your vision for a strategic plan that is inclusive of and responsive to your community aligns strongly with our approach to planning. It is the approach Sarah Keister Armstrong & Associates has advocated in our many successful strategic planning projects with public library clients. Our backgrounds in community outreach, data and statistical analysis, quantitative and qualitative evaluation, and planning for public libraries provide us with the expertise to lead a successful, community-focused strategic planning project for the library district.

While the COVID-19 pandemic has introduced a major disruption to the library industry and our society, I believe it is prudent for libraries to strategically plan for a potentially altered future resulting from this crisis. Libraries will be forced to calibrate their roles in this new reality, and having an informed understanding of their communities' usage, needs, and desires will be key to sound decision making.

We believe that our firm's experience, including facilitation of numerous public library community needs assessment and strategic planning projects, positions us well to understand the current moment WNPLD faces. As the library moves forward in its work to evaluate how it can most effectively provide public library service, we look forward to the opportunity to help it plan for its future. Please see our detailed proposal outlining a scope of work intended to be conducted virtually.

Thank you for your consideration.

Sincerely,



Sarah Keister Armstrong  
Principal & Owner

## OUR APPROACH AND QUALIFICATIONS

Sarah Keister Armstrong & Associates, LLC specializes in community needs assessments and strategic planning, program evaluation, and communications for libraries and public and nonprofit organizations.

We're planners who embrace data and an outcomes-driven approach. We understand the challenges facing today's public libraries and the changes in how communities interact with them. We also know that every community is different, and our intentionally small size allows us to provide our clients with customized services and solutions.

We believe it is essential that libraries have a focused understanding of the roles they play within the communities they serve. Like other mission-driven organizations, libraries will be most successful when they maximize their relevance to their stakeholders. Thoughtful engagement with stakeholder groups and analysis of available data will guide development of informed planning tools that will support their missions and reflect the needs of those they serve.

### OUR EXPERIENCE

We're proud to have led a number of successful strategic planning projects for public libraries with the belief that when their operations are aligned with identified needs, libraries can be instrumental institutions in the communities they serve. Our modern perspectives on community needs assessments and strategic planning result in straight-forward, dynamic documents that will be regularly referenced and assessed rather than put away on a high shelf.

### OUR APPROACH TO PROJECT MANAGEMENT

Our approach to project management actively engages those meaningfully influenced by the project, includes regular communication with project leads, and results in high-quality products that help organizations chart meaningful progress for the future.

Our philosophy as a firm is to be lean, results-focused, efficient, and effective for our clients. In working with public institutions, we maintain a strong commitment to fiscal responsibility and accountability to the residents of the communities we assist.

Our approach goes beyond basic transparency to the public and strives to engage all parts of the community as active participants in the process. To do so, we advocate using modern communications tools and innovative strategies, rather than top-heavy and expensive methods often recommended by larger and less nimble firms. In projects such as these, we work not only for the organization but also on behalf of the community, facilitating a process that truly serves all. In working with public and nonprofit organizations, we tailor our services to the needs, desires, and philosophies of each organization.

## KEY PERSONNEL

Our team's comprehensive background has enabled us to complete actionable projects in a variety of fields, including evaluations of nonprofit program management, library service delivery, and educational and training capacity and learning outcomes. The success of our work stems from our ability to design customized evaluation tools, effectively implement them, and analyze results intended to inform decision-making. This end-to-end servicing of client needs reflects our philosophy of working with clients to meet their needs rather than for clients using pre-packaged evaluation tools and methods.

**SARAH KEISTER ARMSTRONG** has worked in a variety of private, state, and federal government offices and nonprofit organizations. She is experienced in statistical analysis and using quantitative and qualitative measures to evaluate public policies and programs. Sarah holds a Master of Public Policy and Administration degree from the University of Massachusetts Amherst and a Bachelor of Arts degree in Political Science and Sociology from Illinois Wesleyan University and was a recipient of the federal government's prestigious Presidential Management Fellowship. Sarah has presented and published the following:

- Using Data for Storytelling: Data for Driving Strategy & Measuring Impact  
Panel Presentation for Forefront and the Association of Consultants to Nonprofits, February 2021
- Embracing Strategic Planning as a Community Engagement Tool  
Presentation at *Lead the Way: Libraries at the Heart of Community Engagement*, November 2020
- Strategic Planning as a Community Engagement Tool  
Published in the *Illinois Library Association Connector*
- The Importance of Stories When Measuring Success  
Published in the *Illinois Library Association Connector*
- Engaging Your Board, Staff and Community in Strategic Planning  
Presented during the Wisconsin Library Association Trustee Training Week, August 2017
- Advocacy from the Top: Spring Your Board to Action  
Presentation at the Wisconsin Association of Public Libraries Conference, April 2017  
Presentation at the Illinois Library Association Annual Conference, October 2017  
Presentation at the Michigan Library Association Annual Conference, October 2017
- Survey Says: Writing Questionnaires and Avoiding Common Pitfalls  
Presentation at Madison Nonprofit Day, October 2017  
Presentation at the Wisconsin Library Association Annual Conference, October 2016
- From Quantity to Quality: How Libraries Can Unearth the Meaning of Their Data  
Panel Presentation at A Library State of Mind: 2015 Illinois Academic, Public, School & Special Libraries Conference
- Are We There Yet? Five Steps Along a Nonprofit's Journey Through Strategic Planning  
Published in *Nonprofit Information*

Sarah has served in the following leadership roles:

- Board of Directors, Illinois Library Association, 2016 – 2019
- Board of Directors, Reaching Across Illinois Library System (RAILS), 2014 – 2016
- Board of Trustees, Fremont Public Library District, 2013 – 2017

**BETH KEISTER** also brings a mix of technical expertise and consulting experience to the firm. After earning a Bachelor of Science degree in Mathematics and a Master of Science degree in Statistics, Beth worked in various technical positions for commercial and non-profit organizations, taught university level mathematics, and consulted with major educational publishers. She has trained the staffs of several libraries and organizations on a variety of software packages and consulted with libraries on creating programs and reports that support daily operations. She also is experienced in using survey design and research methodologies for evaluation purposes.

**DAN ARMSTRONG** is a skilled information professional with experience working in educational and nonprofit organizations. He is experienced in developing and implementing public relations, community engagement, and social media strategies. Dan holds a Master of Library and Information Science degree and a Bachelor of Arts degree in English-writing and Sociology and has been recognized for his accomplishments in writing and media relations.

## REFERENCES

Sandy Whitmer  
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Warrenville Public Library District  
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Warrenville, IL 60555  
Phone: (630) 393-1171 x118  
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Betsy Adamowski  
Executive Director  
Wheaton Public Library  
225 N. Cross St.  
Wheaton, IL 60187  
Phone: (630) 868-7591  
Email: betsy@wheatonlibrary.org

Stephanie Ramirez  
Library Director  
Delafield Public Library  
500 Genesee Street  
Delafield, WI 53018  
Phone: (262) 646-6230  
Email: sramirez@delafieldlibrary.org

Some of our past and current clients include:

Addison Public Library, Addison, Ill.  
American Library Association, Chicago, Ill.  
Antioch Area Healthcare Accessibility Alliance, Antioch, Ill.  
Arlington Heights Memorial Library, Arlington Heights, Ill.  
Bartlett Public Library District, Bartlett, Ill.  
Bensenville Community Public Library, Bensenville, Ill.  
Burlington Public Library, Burlington, Wis.  
City of Glendale, Glendale, Wis.  
Delafield Public Library, Delafield, Wis.  
ElderCARE Lake County, Waukegan, Ill.  
Ella Johnson Memorial Public Library District, Hampshire, Ill.  
Forest Park Public Library, Forest Park, Ill.  
Fox River Valley Public Library District, East Dundee, Ill.  
Glencoe Public Library, Glencoe, Ill.  
Glenwood-Lynwood Public Library District, Lynwood, Ill.  
Grayslake Area Public Library District, Grayslake, Ill.  
Green Hills Public Library District, Palos Hills, Ill.  
Hillside Public Library, Hillside, Ill.  
Itasca Community Library, Itasca, Ill.  
Jacksonville Public Library, Jacksonville, Ill.  
Lake Forest Library, Lake Forest, Ill.  
Lake Geneva Public Library, Lake Geneva, Wis.  
Lansing Public Library, Lansing, Ill.  
Large Unit District Association, Springfield, Ill.  
Mano a Mano Family Resource Center, Round Lake Park, Ill.  
McHenry Public Library District, McHenry, Ill.  
Messenger Public Library, North Aurora, Ill.  
Morton Grove Public Library, Morton Grove, Ill.  
Mukwonago Community Library, Mukwonago, Wis.  
National Stuttering Association, New York, New York  
Palos Heights Public Library, Palos Heights, Ill.  
Pekin Public Library, Pekin, Ill.  
Round Lake Area Public Library, Round Lake, Ill.  
Stillwater Public Library, Stillwater, Minn.  
Warren-Newport Public Library District, Gurnee, Ill.  
Warrenville Public Library, Warrenville, Ill.  
Watertown Public Library, Watertown, Wis.  
West Suburban Senior Services, Bellwood, Ill.  
Wheaton Public Library, Wheaton, Ill.  
Winnetka-Northfield Public Library District, Winnetka, Ill.  
Youth & Family Counseling, Libertyville, Ill.  
Zion Benton Children's Service, Zion, Ill.

## SCOPE OF WORK

To develop the new strategic plan of Winnetka-Northfield Public Library District in a way that leads the library forward in a visionary manner and is responsive to the needs of its community, we propose a community-based and data-driven planning process. We will engage staff, community members, local stakeholders, and library leadership in a collaborative process to develop a written strategic plan with goals and strategies that align with the library’s mission, vision, and values.

The following scope of services includes two phases: Data Gathering & Stakeholder Engagement, and Strategic Plan Development.

### PHASE ONE: DATA GATHERING & STAKEHOLDER ENGAGEMENT

Effective analysis of the communities served by WNPLD and the role the library plays within them will provide us with context as we begin soliciting input from community stakeholders. This process also will include a thorough review of background information, best practices, and current successes and shortcomings to help envision the environment in which the library should expect to operate during the time period of its next strategic plan. Understanding external opportunities and challenges will provide context to the input solicited from the groups of stakeholders listed below.

A trend analysis of library usage will be conducted using patron counts and circulation statistics and any other available and relevant library usage data. This information, in addition to demographic data, will be used to create a community profile of the library’s service area. Secondary data will be collected from external data sources, such as the U.S. Census Bureau and the Illinois State Board of Education. The collected data will include commonly referenced demographic characteristics, such as age, income, school lunch data, language, educational attainment, and employment. Longitudinal trends will be analyzed to understand where any significant demographic change exists.

In addition, we intend to incorporate the feedback of the following stakeholder groups:

TYPE OF DATA	DATA COLLECTION METHOD
Community Residents	Survey; community conversation
Board of Trustees	Survey; planning session(s)
Community Leaders	Survey and/or individual interviews
Staff	Survey; planning session(s)

More details about the Community Residents, Board of Trustees, Community Leaders, and Staff components are discussed below.

## COMMUNITY SURVEY

To guide the development of the library's new strategic plan in a way that leads the library forward in a visionary manner and is responsive to the needs of its community, we propose a community survey.

A community survey will be designed to gauge not only residents' current use of the library, but also what is desired in future library service. The survey may contain questions including, but not limited to, those regarding use (and non-use) of the library; barriers to increased use of the building, services, and programs; use of technology; and the library's collection. Demographic questions such as age, household size, and educational attainment may allow for more detailed analysis of the community needs and usage of different segments of the population. Open-ended questions will provide respondents with opportunities to provide their own unrestricted feedback.

Surveys will be administered via email using the library's existing email distribution list and also can be posted on the library's website and social media networks, including active community-based groups. We can provide recommendations regarding marketing and communications strategies to achieve an optimal level of engagement, as well as options for reaching non-library users in the community served by the library. It is recommended that a nominal prize, such as a gift card, be offered by the library to attract attention to the survey and increase the response rate. We also can facilitate additional means of survey distribution, such as direct mail promotion, for an additional fee.

In addition, physical copies of the questionnaire can be distributed to avoid alienation of residents who do not use computers or who would prefer to fill out a paper questionnaire rather than an online version.

To encourage participation in the survey by non- and infrequent users of the library, physical copies of the survey and access to the online version also may be made available to local schools and community organizations for increased outreach, and we encourage other community organizations to share the link to the online survey and promote it among their networks. This process will provide opportunities for the library to determine its strengths, its appeal, and which segments of the community may be underrepresented in library usage, as well as determining the most effective means of communicating with the community.

We recommend the process for designing and disseminating the survey and analyzing the survey data include the following steps:

1. Consultant discusses potential survey question topics with library administration and develops draft of the survey in online (e.g., using SurveyMonkey) and printable form.
2. Once finalized, library staff distribute the survey via library email distribution list, social media, and website and provide hard copies at various points of service within both library facility locations (circulation, youth area desk, etc.) and at community locations as applicable and as public health guidelines allow.
3. After the open survey period concludes, library staff will provide any hard copies of the survey to consultant.
4. Consultant will input and analyze data to be included in a written report provided to the library.

### SURVEY OF THE BOARD OF TRUSTEES

During the beginning of the planning process, we propose conducting a preliminary survey of the members of the Board of Trustees. The survey will solicit feedback from board members, mining the unique perspective that each brings to the library district's planning process and their observations made as leaders of the community.

Surveys will solicit feedback about the library's strengths, opportunities available to the District, results of its future success, and aspirations for its future. This SOAR (Strengths, Opportunities, Aspirations, and Results) analysis is our preferred method analogous to a SWOT analysis. If trustees prefer, we can conduct individual interviews as an alternative to a written survey questionnaire.

### SURVEY OF COMMUNITY LEADERS

A survey of community leaders will include municipal, civic, and service organizations; leaders of the local business community, and the organizations with which the library district has partnered.

Surveys will be administered via email, and conducted via phone or paper as necessary. This survey will be designed to not only solicit feedback regarding the role the library plays within the community, but also to identify priorities within its future service.

### SURVEY OF LIBRARY STAFF

We believe that staff are critical to the success of any strategic plan and should be engaged in the strategic planning process. Learning from staff about the strengths and weaknesses of the library, as well as aspirations for its future success, will provide context to develop goals and strategies that will move the organization forward.

We propose conducting a survey of library staff to identify and better understand the needs and desires of the community through the perspectives of library staff. The survey will include a variety of questions to solicit feedback about these unmet needs, gauge satisfaction with current library operations, and explore the potential for increased efficiencies and improvements. We will craft the survey using best practices in survey design, along with input from the organization on the types of questions from which it will be able to draw the most meaning.

We recommend the survey be distributed in a convenient electronic format to maximize the availability to all staff, including those with part-time schedules and those at both the Winnetka location and the Northfield location. If staff indicate interest, we also can conduct a staff SOAR analysis session via Zoom.

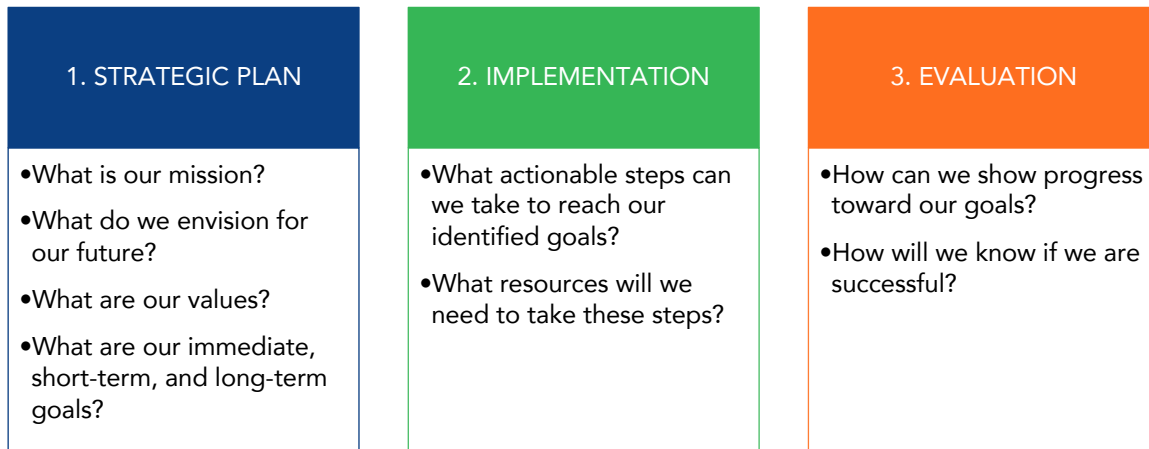
### COMMUNITY CONVERSATION

To further engage community members in a conversation about the future of the library, we propose conducting a virtual community conversation open to the public, in a town hall format over a platform such as Zoom. This session will allow community members to directly ask questions of library leaders and be moderated by the consultant. If sufficient community interest allows, and to reduce barriers to participation, we may host two of these town hall community conversations.



## PHASE TWO: STRATEGIC PLAN DEVELOPMENT

To lead the library forward, we will facilitate conversations that build upon the research, data collection, and analysis work completed during the first two phases of the strategic planning process. To facilitate the second phase of the library's strategic planning process, we propose the following tasks. We welcome the participation of the Board of Trustees, as well as staff leadership, during this phase.



1. **Facilitate a planning session with the Board of Trustees and staff planning team.** This session will include a review of the community survey data, staff survey data, and findings from the stakeholder feedback. It will provide an opportunity for the following actions:
  - Review the library's mission, vision, and values statements, as desired;
  - Determine overarching goals and corresponding strategies; and
  - Identify desired outcomes and service priorities.

Following the planning session with the Board of Trustees and staff planning team, we will develop an outline of the strategic plan.

2. **Facilitate a second planning session to revise the draft strategic plan as necessary and to identify actionable steps to take to work toward the drafted goals.** These actionable steps will consider budgetary restraints, staff availability, and timeline. They will provide the structure needed to take initial steps and guide decision making throughout the duration of the strategic plan. Following this session, we will prepare a full strategic plan.
3. **Provide recommendations regarding the development of evaluation metrics and stakeholder communications.** Evaluation metrics will be developed to chart progress toward goals. Strategies will be developed to communicate progress to staff, the Board of Trustees, the community, and other relevant stakeholders. Understanding that data can comprise quantitative metrics, patron stories, photos, and other qualitative information, we can provide suggestions and resources to most appropriately evaluate progress toward the goals developed in the strategic plan.

## PROJECT TIMELINE

The following timeline is flexible and dependent upon the determined needs of the library, as well as collective availability. The planning sessions listed below are intended to be conducted virtually to minimize risk of exposure to COVID-19, with the acknowledgement that public health guidelines may change within the duration of this project.

MONTH	TASKS
February – March 2021	<ul style="list-style-type: none"><li>▪ Gather and review existing data, including background information, best practices, and current successes and shortcomings</li><li>▪ Convene staff and/or board for initial meeting(s)</li><li>▪ Conduct survey of Board of Trustees</li><li>▪ Conduct survey of library staff</li><li>▪ Conduct survey of community leaders</li></ul>
April 2021	<ul style="list-style-type: none"><li>▪ Conduct community survey</li></ul>
May 2021	<ul style="list-style-type: none"><li>▪ Conduct SOAR session with library staff, if desired</li><li>▪ Conduct virtual community conversation</li></ul>
June 2021	<ul style="list-style-type: none"><li>▪ Facilitate planning session with Board of Trustees and staff planning team<ul style="list-style-type: none"><li>○ Present findings from collected data and stakeholder engagement</li><li>○ Discuss library’s mission and vision</li><li>○ Determine overarching planning goals</li></ul></li><li>▪ Develop draft outline of strategic plan</li></ul>
July 2021	<ul style="list-style-type: none"><li>▪ Facilitate second planning session with Board of Trustees and staff planning team<ul style="list-style-type: none"><li>○ Identify actionable steps to reach planning goals</li><li>○ Identify necessary resources to implement actionable steps</li></ul></li><li>▪ Develop full strategic plan</li></ul>
August 2021	<ul style="list-style-type: none"><li>▪ Work with staff team to make any remaining revisions</li><li>▪ Provide recommendations regarding evaluation metrics</li><li>▪ Submit completed strategic plan document</li></ul>

A draft plan will be provided to the Board of Trustees for anticipated approval in August 2021.

Deliverables will include:

- A written report detailing findings from collected data and stakeholder engagement; and
- A completed strategic plan document.

## PROJECT FEE AND ADDITIONAL INFORMATION

Sarah Keister Armstrong & Associates sets its fees as total project costs, which include labor, travel, and materials used by Sarah Keister Armstrong & Associates. The total project cost of the approach and work schedule outlined above is not to exceed \$16,500.

The project will be invoiced as follows: 30% at contract award; 30% at completion of the stakeholder engagement phase; and 40% at submission of the final draft of the strategic plan.

For more information, please contact:

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Strategic Planning Proposal for the  
Winnetka-Northfield Public Library District  
January 28, 2021



**Proposal submitted by:**



\*a project of Standerfer Consulting

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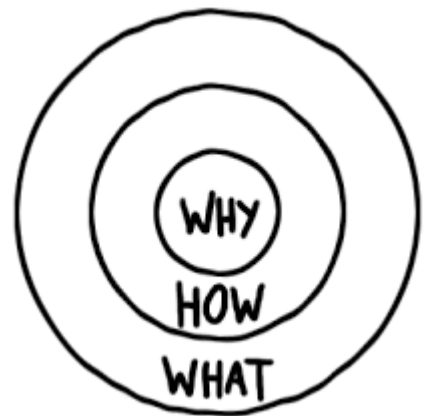
## Cover Letter

I am pleased to submit this proposal to the Winnetka-Northfield Public Library District (WNPLD) for strategic planning process facilitation and consulting. I am the founder and lead consultant for this small consulting group specializing in assisting libraries and nonprofits over the past 15 years with focused, flexible planning processes to increase their performance and impact. Besides strategic planning, I assist organizations with fundraising and development planning, capacity building/organizational development, policy and procedure development, staff training and team building, data collection and analysis, and grant writing.

This proposal details a planning process that will result in a focused, actionable 3-year strategic plan for WNPLD. My [StrengthsFinder](#) profile – **Learner – Focus – Significance – Futuristic – Strategic** – makes me uniquely qualified to facilitate this process. I specialize processes leading to a graphical one-page strategic plan (see examples provided), which is vital for community and stakeholder communication and a visual reminder of the strategic direction during the life of the plan.

I have extensive experience working with public libraries and strive to maximize community and stakeholder input, reflection, and learning so the resulting strategic plan is compelling, responsive, and focused. Throughout my career, I've immersed myself in organizational development methods and group dynamics, both essential elements of the strategic planning process.

The graphical one-page plan is supported by an annual activity plan to guide the day-to-day management of the plan that roll up to the established strategic directions, mission, and vision. Using a modified version of [Simon Sinek's "Golden Circle"](#) (*Why? How? What?*) model as a framework for the process, stakeholders at all levels find connection and purpose in the plan which makes success achievable.



Each process I facilitate is customized to achieve shared goals. Since I work alone or with a small team, I am able to keep costs low and provide maximum responsiveness to my clients. Helping libraries develop their strengths and become learning organizations is my passion because libraries are the anchor of democracy in our society and we need to evolve to respond to community needs in holistic ways that honors the complexities of our society. Adopting the practices of a learning organization during the planning process will equip WNPLD to be a flexible, nimble, and vital institution for decades to come.

It's exciting that WNPLD is engaging in strategic planning and considering library impact in the community. Strategic planning is a crucial development activity and will positively impact WNPLD for years to come. I think you will find that my proposal closely aligns with your needs. Please do not hesitate to email or call with any questions. I look forward to hearing from you!

**Amanda E. Standerfer**

Lead Consultant

January 28, 2021

## Executive Summary

The Winnetka-Northfield Public Library District (WNPLD) seeks to develop a strategic plan that will guide the next 3-years of library activities to positively impact individuals and the community as a whole. With a new director recently taking over and the current strategic plan expired, it's a good time to celebrate success, assess what's working, deepen community connections, and set a course for the next three years. Using a fresh, streamlined strategic planning process, WNPLD can consider what opportunities exist and how to evolve to increase impact in the community and broaden partnerships, especially focusing on reaching underserved populations. To that end, this proposed community-grounded, learning-focused strategic planning process will result in a clear, adaptive plan that is grounded in the library's strengths to streamline decision-making and focus on impact. The planning process is organized into three phases:

**LEARN:** Core to the planning process is learning. Learning requires research, information gathering, dialogue, and analysis. A considerable amount of time is devoted to learning during this process to help participants deeply connect with all things WNPLD. My role as the process facilitator is the keeper of the learning and to serve as a guide during the process. By gathering focused input through surveys, targeted focus groups, and interviews, this plan will move beyond statistics and allow creation of stories centered on impact. I will look for strengths and connections to help staff and the Board consider WNPLD's role in new ways. During this portion of the process, we will seek to connect with underserved populations by identifying leaders or organizations that can help organize focus groups and encourage participation in the process. While library essentials will remain the same, in many ways this planning process offers a blank slate. My role is to help planning participants see beyond the current state and consider *what is possible* in new ways.

**DREAM:** Sometimes the way forward is not clear, even messy, and data gathered to inform the strategic direction can be overwhelming. It's my role as the process facilitator to help make sense of the data and guide learning for the staff and Board. During this phase, the Board and staff will synthesize the learning and dream about the future during retreat sessions. The retreat sessions allow for dedicated time and space to step back and think strategically, working through ideas together to build strategic plan elements. By trusting the planning process, connection with the plan's strategic direction will emerge and the results will lead to transformation.

**DO:** Finally, the plan will start to take shape, and we'll spend time during this phase developing and revising documents and graphics that make the plan come to life. We'll develop an activity plan that will guide implementation over the life of the plan and help WNPLD think about the plan's narrative and milestones. We'll also develop an evaluation framework and talk about reporting structures to communicate success to stakeholders. When the plan is complete, the excitement generated during the planning process will carry-over to implementation and focused energy for the life of the plan that will extend throughout the community.

This is an adaptive process with regular check-ins to ensure accountability and progress, considering ways to maximize community and stakeholder participation. Besides using the Golden Circle framework during the process, I also use elements of [“The Performance Imperative: A Framework for Social Sector Excellence”](#) (Leap of Reason Ambassadors Community) and [“The Fifth Discipline: The Art and Practice of the Learning Organization”](#) (Peter M. Senge) throughout the plan to incorporate all elements leading to a high-performance organization.

The final product will be a comprehensive, evidence-based, outcome-focused strategic plan (one-page – graphical version and complete written plan) that is realistic in scope and a recommended activity plan draft with an evaluation framework. Committing to this process and way of operating will require clear communication and buy-in from staff and the Board. The results will unify and energize all involved!

## Your Strategic Plan Overview / Summary of Deliverables

<b>Deliverable</b>	<b>Purpose</b>
<p><b>One-page Graphical Plan</b></p> <ul style="list-style-type: none"> <li>• High-level graphical version of the strategic plan.</li> <li>• Quick reference for:               <ul style="list-style-type: none"> <li>○ Values</li> <li>○ Vision</li> <li>○ Mission</li> <li>○ Strategic Directions</li> <li>○ Goals</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• For communication about strategic direction.</li> <li>• Use in library (as a flyer and poster), on website, and in publications.</li> <li>• Use in Board reports as reminder of high-level strategy.</li> <li>• Use in staff areas as reminder of high-level strategy.</li> <li>• Use with library users/the community in publications and at meetings as a reminder of high-level strategy.</li> </ul>
<p><b>Strategic Plan Document</b></p> <ul style="list-style-type: none"> <li>• This is the expanded, more traditional text-heavy strategic planning document for Board approval.</li> <li>• It provides additional context and detail about the planning process and other plan components.</li> </ul>	<ul style="list-style-type: none"> <li>• Use on your website as the “full plan” for community/stakeholders to review.</li> <li>• Staff should have access to this document so they can understand their role in implementation.</li> </ul>
<p><b>Implementation Elements: Activity Plan and Evaluation Framework</b></p> <ul style="list-style-type: none"> <li>• The activity plan is an internal document for staff/Board to use when planning annual activities that will help meet the plan goals, timeline, and staff responsibilities for the activity.</li> <li>• The activity plan can also be used for internal updates/reports to streamline strategic plan management.</li> <li>• The activity plan changes and is updated annually by staff.</li> <li>• The evaluation framework breaks down which metrics will show progress for each goal.</li> </ul>	<ul style="list-style-type: none"> <li>• Staff use the activity plan to detail annual activities and accomplishments.</li> <li>• The activity plan can also be used to set individual performance goals.</li> <li>• The activity plan can be used to develop progress reporting using template.</li> <li>• Evaluation framework, aligned with goals, helps stakeholders understand metrics that show strategic plan success.</li> </ul>



## Key Personnel and Qualifications/Experience

### Amanda E. Standerfer, MA, MLIS



Amanda's passion is helping libraries and nonprofit organizations advance so they can create meaningful impact in their communities. Since 2002, Amanda has served as a consultant and facilitator, working with libraries, nonprofits, and small businesses on strategic planning, fundraising, organizational development, and capacity building. Recent clients include [PrairieCat](#) (library consortium in Illinois), [Indian Trails Public Library District](#) (Wheeling, IL), and [Spring Lake District Library](#) (MI).

Amanda is the Director of Development & Promotion for [The Urbana \(IL\) Free Library](#). She's spent about half of her career working in philanthropy (as Program Officer for [The Lumpkin Family Foundation](#) based in Mattoon, IL and as Program Director with the [Southeastern Illinois Community Foundation](#), serving Effingham and Mattoon, IL) and the other half in libraries (as Head of the Adult Division at the [Decatur \(IL\) Public Library](#) and as Director of the [Helen Matthes Library](#) in Effingham, IL). She loves melding her library and philanthropy knowledge – a self-proclaimed “philanthro-brarian.”

Amanda is a frequent presenter at library and philanthropy conferences and workshops, as well as a guest speaker for library science and business/management courses. She developed a simple donor-tracking program used by several small libraries as part of their development and fundraising programs. In addition, she has taught courses at both [Lake Land College](#) (history) and [Millikin University](#) (team dynamics).

Amanda has twice been elected to the Board of the [Illinois Library Association](#) (ILA), most recently completing a three-year term in 2016. During her term, she assisted ILA with an update of their strategic plan. She has been active on a variety of other ILA Committees and Forums, including the Conference Program Committee (member and co-chair), Fundraising Committee (chair), and Public Policy Committee (member). Amanda was also selected as a member of the first class of *Synergy: The Illinois Library Leadership Initiative* and one of only two librarians ever selected for participation in *Leadership Illinois*.

Amanda holds a B.A. and an M.A. in history from [Eastern Illinois University](#) and an M.S. in library and information science from the [University of Illinois at Urbana-Champaign](#).

You can find out more about Amanda on [LinkedIn](#).

Amanda is the lead consultant for this project and will manage all aspects of the process.

### Sarah Forbes, PhD



Dr. Sarah Forbes is the founding Director of Student Academic Success at [Rose-Hulman Institute of Technology](#), helping students to discover new strategies to achieve their academic goals. Prior to this, Sarah spent 10 years as the Director of Data Management and Reporting. Her role in the Office of Institutional Research, Planning and Assessment was to manage data collection and reporting to all functional units on campus as well as to external constituents. She also served as a liaison between Academic Affairs and Enterprise Information Technology, helping each group to identify their needs and streamline both data entry and reporting processes.

Prior to working at Rose-Hulman, Sarah worked at the [Helen Matthes Library](#) in Effingham, Illinois. There she focused on marketing, outreach, and adult education.

In her spare time, Sarah serves as a research consultant to non-profit organizations. Sarah earned a B.A. in Psychology from [McKendree University](#), an M.A. in Experimental Psychology from [Indiana State University](#), and a Ph.D. in Curriculum and Instruction from [Indiana State University](#).

Sarah assists with community survey development and compiles data for the Learning Report.

### **Laura Huddleston, BA, MLIS**



Laura Huddleston is an experienced children’s librarian, having served over ten years at the [Mattoon Public Library](#) as the Children’s Department Head. During her tenure at MPL she handled all aspects of the department including community outreach, grant writing, and collections management. Laura currently works for the [Lumpkin Family Foundation](#), a private family foundation in Mattoon, Illinois. As the Program Associate, she is both grants manager and web administrator for the foundation while also dabbling in some program work and supervising interns.

Laura holds a B.A. in Spanish from [Eastern Illinois University](#) and a MLIS from [IUPUI](#). In her spare time, Laura works as a contractual consultant for [Fast Forward Libraries](#) and manages two teenagers and a beagle at home.

Laura’s role is to draft and review documents as the plan elements come together.

### **Stepheny McMahon, BA, MA**



Stepheny McMahon is the Facilitator for the [Douglas County CEO](#) program where she guides high school students in resourcefulness, teamwork, networking, and soft skills. CEO stands for Creating Entrepreneurship Opportunities and focuses on business skills, careers and leadership through coordinated meetings with community business owners and leaders.

Stepheny’s background of community and economic development began when she served as Director of the [Sullivan Chamber & Economic Development](#) for 13 years where she developed a passion in improving the viability of small towns through downtown development, the arts, and workforce development. Her accomplishments were recognized in 2016 when she was awarded both the Distinguished Economic Developer Award from the Illinois Economic Development Association and the Illinois Workforce Partnership Innovative Solutions Award. Her love of learning and a desire for professional development led her to seek a master’s degree in Community Development from [Western Illinois University](#) which she completed in 2019.

Stepheny believes in the power of communities to build their own future by capitalizing on local assets, collaborating with fellow residents, and continuously striving for improvement. Stepheny and her husband of 30 years, Mark, love to travel and find inspiration by driving the backroads through country towns before returning to their home in Sullivan, IL (pop. 4500). They have two adult children, Madeline and Layne.

Stepheny provides administrative support.

## Work Plan

**NOTE:** These are unprecedented times – and the nature of strategic planning has changed! The below work plan is written with the assumption that in-person meetings will be possible. However, we are a team deeply experienced in online facilitation and process management and can easily adapt all aspects to an online environment with some minor modifications. For example, a 4-hour retreat session may need to be split into multiple online sessions, but the cost would remain the same.

Also, some libraries are wary of creating 3-year plans in this environment, but the deliverables from this process allow for ultimate flexibility. Your plan anchors (vision, mission, strategic directions, and goals) are not likely to change over 3-years (and even 10!), but the way you make progress towards your goals may change drastically. These tactics can evolve in the activity plan so the library can respond to the current context and community needs over the life of the plan.

In summary, the proposed process and deliverables offer maximum flexibility to help the library through these unusual times and allow for the library to confidently move forward with meaningful, impactful strategy.

### **Phase I: LEARN**

First, the Library Director will form a small Planning Team (5-6 staff and Board members) to work with Amanda to guide and manage the planning process. The Team meets regularly throughout the process (as a group and via email) to give input about various aspects of the process and to edit/refine process/plan documents. To get started, we'll hold a kick-off meeting to finalize the timeline, get some initial input, and start planning the community survey and focus groups/interviews. The Planning Team will gather internal and external documents to inform the process, like library policies, data, and operational documents, evaluation reports, previous strategic plan reports, sector reports, strategic plans from similar libraries, community demographic data, and strategic plans for other community organizations.



It is key to generate excitement about the process with the Board and staff and to involve them early in the process. To do this, we'll focus inward. Amanda will hold initial input sessions with the Board and staff to conduct an environmental scan, SOAR analysis (strengths, opportunities, aspirations, and results), and get input on what else the Board wants to learn as part of the process. Paired with these sessions is a Board and staff survey to allow for further reflection and input after these initial discussions.

Next, we'll focus outward to learn more about the community and stakeholders. Gathering community and stakeholder feedback is also key to understanding WNPLD's current state, strengths, and potential future direction. Amanda will develop a community survey (edited and approved by the Planning Team) to get input on:

1. **Awareness of Library Services** – How aware are respondents of the various library services? Where do they learn about what's going on at the library? (This data can be benchmarked for future evaluations.)
2. **Value and Satisfaction** – What aspects of WNPLD's work do respondents value the most? Are they satisfied with WNPLD's work? (This data can be benchmarked for future evaluations.)
3. **Community Needs** – What are top community needs? How might the library address these needs?

4. **Future Focus** – What’s important going forward? What are WNPLD’s strengths? How should WNPLD measure success?
5. **Other relevant questions** – Operating hours? Facilities? Accessibility? TBD by the Planning Team  
*\*exact questions developed and reviewed by the Planning Team*

After the community survey, we will hold targeted focus groups and conduct individual interviews (volunteers recruited through the survey along with specific organizations asked to hold a group/participate in an interview) to dig deeper into survey responses and emerging themes. Key at this stage in the process is to reach out to leaders and groups working with underserved populations to ask for their assistance in organizing specific focus groups and encouraging participation in the process. While we may not get an overwhelming number of underserved people to participate, we will make an intentional effort to weave in these voices to learn about their needs and what ongoing, sustained efforts can be made to encourage increased engagement.

At the end of this phase, Amanda, Sarah, and Stepheny (with assistance from library staff) will gather all information into a Learning Report that will include an up-to-date community profile, identification of community markets, along with the results of the environmental scan and SOAR analysis. The Learning Report will identify gaps in services and provide findings that will ground the Board and staff retreats in the next phase.

<b>Deliverables:</b>	Finalized planning process timeline with meeting dates. Learning Report that includes analysis and findings from information gathered/reviewed, survey, focus groups, and interviews. Regular check-ins with Library Director.
<b>Timeframe:</b>	March – May 2021

**Phase II: DREAM**

This phase starts with a Planning Team meeting to review the Learning Report and plan for the Board and staff retreats.

The 4-hour Board retreat will focus on reviewing learning and dreaming about the future. During the retreat, we’ll get the Board up to speed on the planning process, review the Learning Report, review and update the values, vision, and mission, affirm strategic directions, and set plan goals. During the session, the Board will also talk about possible activities that will help achieve plan goals. We’ll use our time to critically think about what’s most important for WNPLD, including new services that will address priorities, services to discontinue, capacity building strategies, methods of outreach that might attract underserved populations, and funding implications.

During this phase, we’ll also hold a 4-hour staff retreat (or multiple, shorter retreats to maximize staff participation) to also share the Learning Report and dream about the next five years. Staff will reflect on the Board’s progress in developing the plan and spend time brainstorming activities that will help achieve plan goals. This input is valuable to the activity plan that will guide implementation. (Note: While it’s best to have the Board retreat before the staff retreat, we are flexible with the timeline for these sessions as which retreat is held first is not critical for the overall development of the plan.)

It’s important that everyone feel engaged at the retreats and that their perspectives are expressed and respected, so the facilitation will be flexible to accommodate for multiple input methods. At the end of the sessions, participants will feel confident that WNPLD is on the right track for transformative change, rooted in strategies for equity, innovation, and flexibility in the delivery of library services.

The final piece of this phase is another Planning Team meeting to debrief the retreats and discuss a draft strategic plan outline.

<b>Deliverables:</b>	Board and staff retreats. Strategic plan outline. Regular check-ins with Library Director.
<b>Timeframe:</b>	June – July 2021

**Phase III: DO**

In this phase, we’ll draft and revise the various plan documents. Amanda and Laura will prepare drafts of the graphical and written versions of the plan and the activity plan. The Planning Team will review and edit the drafts. In addition, we will share the drafts with key staff and stakeholders for feedback.

After Planning Team review, we’ll present the draft plan documents to the Board for final comment/revisions. This session will allow the Board to clarify next steps and discuss an implementation and communication strategy for the plan.

After the Board session, Amanda will make revisions and present final plan documents for approval. Final implementation steps, like finalizing the activity plan, and developing the evaluation framework will take place with the Planning Team around the time of Board approval to move from strategic planning to implementation.

<b>Deliverables:</b>	All draft plan documents approximately one month after the retreat sessions with final documents presented a month after presentation of the drafts. Regular check-ins with Library Director.
<b>Timeframe:</b>	July – August 2021

**Phase IV: IMPLEMENTATION**

Transitioning from the planning process to implementation is critical and often where the library’s management team struggles. Without a clear plan of how to transition to implementation, a strategic plan can get set aside and the momentum of the planning process is lost. We recommend reading [“Managing Transitions: Making the Most of Change” by William Bridges](#) for guidance during this period. Amanda is also available for transition coaching support for the Library Director or staff teams working on implementation plans.

**Exclusions or Exceptions**

Fast Forward Libraries excludes any translation service related to the community survey, focus groups, or interviews. Translation functions for the community survey can be purchased through Survey Monkey at an additional fee upon request provided translated documents are provided. The library is responsible to provide any on-site translation services required.

Fast Forward Libraries excludes any cost related to the printing and mailing of the community survey. While a printed/mailed survey is not recommended, the library may choose to print and mail the survey at their own expense. Fast Forward Libraries would advise the library during this process, but not be responsible for any cost associated with the final product. In addition, the library is responsible for entering all printed surveys into Survey Monkey.

## Schedule of Costs and Timeline

\*Often staff members have experience in strategic planning and have capacity to take on certain aspect of the process. I've included several notes about **OPTIONAL** pieces of the process that could be staff led and therefore reduce the overall cost of the process.

<b>Phase I: LEARN</b>			
<b>Goal:</b> To finalize the planning process and receive community/stakeholder feedback that will inform the strategic planning process.			
<b>What</b>	<b>Who</b>	<b>When/Duration</b>	<b>Cost</b>
<b>Planning Team Kick-Off Meeting:</b> Review process and timeline, discuss information gathering needs, and initial information gathering.	Amanda and Planning Team	March 2021 <i>2 hour preparation</i> <i>1.5-hour meeting (via Zoom videoconference)</i> <i>1 hour follow-up</i>	\$500
<b>Community Survey Development and Administration:</b> Develop survey instrument and refine with Planning Team. Administer and monitor survey with Planning Team assistance with link distribution.  <i>*Print survey available for distribution. Library staff enter responses.</i> <i>**Mailed survey not recommended. Mailing cost not included.</i>	Amanda and Sarah with assistance from Planning Team	March – April 2021 <i>10 hours survey development</i> <i>10 hours survey administration/monitoring</i> <i>Email/phone meeting(s) as needed</i>	\$2,000
<b>Initial Board and staff sessions:</b> Conduct environmental scan, SOAR analysis, and get input on vision and mission.	Amanda	April 2021 <i>4 hours preparation</i> <i>2-hour session with Board</i> <i>1-hour session with staff (may need multiple staff sessions)</i> <i>4 hours follow-up</i> <i>1 day on-site</i>	\$2,000
<b>OPTIONAL* Board and staff Survey:</b> Develop and administer survey/s as approved by Planning team specific to internal feedback, especially related to future training needs of staff.	Amanda and Sarah with assistance from Planning Team	April 2021 <i>4 hours survey development, administration, and monitoring</i>	\$400



<p><b>OPTIONAL* Focus Groups:</b> 6-8 focus group sessions (one-hour each, virtual and in-person), develop focus group questions, review agenda with Planning Team, compile notes.</p> <p>*Staff can conduct the focus groups using an agenda provided by Amanda. Staff will provide notes to Amanda for the Learning Report. Cost for this option is \$200.</p>	<p>Amanda (with logistical assistance from Planning Team)</p>	<p>May 2021  <i>2 hours preparation</i>  <i>6-8 – 1-hour sessions</i>  <i>4 hours notes/reporting</i>  <i>1 day on-site</i></p>	<p>\$2,000</p>
<p><b>OPTIONAL* Stakeholder Interviews:</b> Conduct up to 10 interviews (15 minutes each) with key stakeholders identified by Planning Team.</p> <p>*Staff can conduct these interviews with a script/agenda from Amanda. Staff will provide notes to Amanda for the Learning Report. Cost for this option is \$50.</p>	<p>Amanda (with logistical assistance from Planning Team)</p>	<p>May 2021  <i>1 hour interview preparation/scheduling</i>  <i>10 interviews (15 minutes each, 2.5 hours total)</i>  <i>1 hour follow-up reporting</i></p>	<p>\$450</p>
<p><b>OPTIONAL* Learning Report:</b> Develop report that analyzes and synthesizes all information gathered (including library and community data supplied by library staff).</p> <p>*Staff can create the Learning Report with review/editing provided by Amanda. Cost for this option is \$200.</p>	<p>Amanda, Sarah, and Stepheny with editing assistance from Planning Team</p>	<p>May 2021  <i>15 hours learning report</i></p>	<p>\$1,500</p>
<p><b>Phase I total (inclusive of supplies, excluding travel (see travel note at the end)):</b></p>			<p><b>\$8,850</b></p>

<p><b>Phase II: DREAM</b></p>			
<p><b>Goal:</b> To report learning to the Board and staff and build plan elements at retreat sessions.</p>			
<p><u>What</u></p>	<p><u>Who</u></p>	<p><u>When/Duration</u></p>	<p><u>Cost</u></p>
<p><b>Planning Meeting:</b> Review Learning Report and prepare for Board and staff retreats.</p>	<p>Amanda and Planning Team</p>	<p>June 2021  <i>1 hour preparation</i>  <i>1-hour meeting (via Zoom videoconference)</i>  <i>1 hour follow-up</i></p>	<p>\$300</p>

<p><b>Board Retreat Session:</b> 4-hour, in-person session with Board to review learning and develop strategic plan elements.</p>	Amanda	June or July 2021 <i>4 hours preparation</i> <i>4-hour meeting with Board</i> <i>2 hours follow-up</i> <i>1 day on-site</i>	\$2,000
<p><b>Staff Retreat Session:</b> 2-4-hour, in-person session (if gathering all staff in one meeting is not possible, we can hold multiple, shorter sessions to maximize participation) with staff to review learning, review strategic plan elements developed by Board, and brainstorm activities to achieve plan goals.</p> <p><i>*To keep travel costs low, the Board and staff retreat sessions will be held on consecutive days.</i></p>	Amanda	June or July 2021 <i>4 hours preparation</i> <i>4-hour meeting with staff</i> <i>2 hours follow-up</i> <i>1 day on-site</i>	\$2,000
<p><b>Planning Team Debrief Meeting:</b> Check-in with Planning Team to review strategic plan outline document.</p> <p><b>Deliverable:</b> Strategic plan outline.</p>	Amanda and Planning Team	July 2021 <i>4 hour preparation</i> <i>1-hour meeting (via Zoom videoconference)</i> <i>1 hour follow-up</i>	\$600
<p><b>Phase II total (inclusive of supplies, excluding travel (see travel note at the end)):</b></p>			<p><b>\$4,900</b></p>

<p><b>Phase III: DO</b></p>			
<p><b>Goal:</b> To develop and refine all plan documents, develop activity plan aligned with evaluation framework, and prepare for plan approval.</p>			
<p><u>What</u></p>	<p><u>Who</u></p>	<p><u>When/Duration</u></p>	<p><u>Cost</u></p>
<p><b>Document Development:</b> Develop graphical and written plan for review by Board. Develop activity plan for use by Director/staff. Staff professional development strategy incorporated into activity plan.</p> <p><b>Deliverable:</b> Draft plan documents for review in July or August.</p>	Amanda and Laura	July 2021 <i>20 hours</i>	\$2,000



<p><b>Board Meeting:</b> Meeting with Board to review all plan documents and make final revisions.</p> <p><b>Deliverable:</b> Final plan documents for approval in August or September.</p>	Amanda with Board	<p>August or September 2021</p> <p><i>2 hours preparation</i></p> <p><i>1-2 hour meeting with Board (in-person)</i></p> <p><i>2 hours follow-up</i></p> <p><i>½ day on-site</i></p>	\$1,000
<p><b>Evaluation Framework:</b> Develop draft document for review by Director/Planning Team.</p> <p><b>Deliverable:</b> Draft evaluation framework.</p>	Amanda and Director/Planning Team	<p>August 2021</p> <p><i>1-hour meeting with Director/Planning Team/staff</i></p> <p><i>4 hours document development</i></p>	\$500
<b>Phase III total (inclusive of supplies):</b>			<b>\$3,500</b>
<b>Grand total: (inclusive of supplies, excluding travel (see travel notes below)):</b>			<b>\$17,250</b>

<b>Estimated travel costs (billed as actual with receipts)</b>	<b>Cost</b>
Mileage for four trips: (420 miles round trip per trip @ 57.5-cents per mile)	\$966
Hotel (4 nights over 4 trips, \$120/night):	\$480
<b>Travel estimate total:</b>	<b>\$1,446</b>

**Note on travel:** Final travel cost TBD depending on final schedule. We will make all efforts to schedule meetings on consecutive days to minimize travel costs.

## Phase IV: IMPLEMENTATION

**Goal:** To support the transition from planning to implementation.

<u>What</u>	<u>Who</u>	<u>When/Duration</u>	<u>Cost</u>
<b>Coaching Sessions:</b> Meet with Director or designated staff working on implementation to support the transition from planning to implementation.	Amanda and Director or designated staff	As needed, August 2021 and beyond <i>1-hour per meeting with pre- and post-call support (via Zoom)</i>	\$150/each

## References

**Mr. Brian Shepard**

Executive Director  
Indian Trails Public Library District  
847-279-2202  
[bshepard@indiantrailslibrary.org](mailto:bshepard@indiantrailslibrary.org)

Facilitated comprehensive strategic planning process for public library serving 67,000 residents.

**Ms. Shelley Grace**

Executive Director, Prairielands Library Exchange  
President, Minnesota Multicounty Multitype Library Systems Coordinating Council  
507-532-9013  
[shelly@prairielands.org](mailto:shelly@prairielands.org)

Provided facilitation for seven multicounty multitype library systems across Minnesota to create the group's first member-informed, joint strategic plan.

**Ms. Carolyn Coulter**

LLSAP Services Manager / Director  
PrairieCat  
309-623-4176  
[carolyn.coulter@railslibraries.info](mailto:carolyn.coulter@railslibraries.info)

Provided strategic planning facilitation for multi-type library automation consortium.

**Ms. Annie Hernandez**

Family Philanthropy Consultant  
317-460-6200  
[andrea@granjalibertad.com](mailto:andrea@granjalibertad.com)

Provided planning assistance for Good Works CONNECT nonprofit capacity building network and consulting services to foundation microgrant recipients for strategic planning and collaboration projects.

*I am happy to provide contact information for any client listed on the following page – just ask!*



## Client List

### Library Strategic Planning:

- Bellwood Public Library (IL)
- Black River Falls Public Library (WI)
- Cary Area Public Library District (IL)
- Chillicothe Public Library District (IL)
- Des Plaines Public Library (IL) (department-level strategic planning)
- Duluth Public Library (MN) – Every Child Ready Duluth Initiative
- Elk Grove Village Public Library (IL)
- Helen Plum Library (Lombard, IL)
- Highland Park Public Library (IL)
- Illinois Prairie District Public Library (Metamora, IL)
- Indian Trails Public Library District (Wheeling, IL)
- Lakeland Library Cooperative (ILS only) (Grand Rapids, MI)
- Lake Villa District Library (IL)
- Lapeer District Library (MI)
- Mahomet Public Library (IL)
- Minnesota Library Association
- Minnesota Multicounty Multitype Library Systems
- Mt. Zion Public Library District (IL)
- Norfolk Public Library (NE)
- Palatine Public Library District (IL)
- Plainfield Public Library District (IL)
- PrairieCat ILS (northern IL)
- Prairielands Library Exchange (MN)
- Resource Sharing Alliance NFP (central IL)
- Spring Lake District Library (MI)
- Tippecanoe County Public Library (Lafayette, IN)
- Traverse des Sioux Regional Library System (MN)

### Nonprofits (strategic planning facilitation unless noted):

- Amish Country Convention and Visitors Bureau (IL)
- Coles County Community Coalition (Charleston, IL)
- Coles County Habitat for Humanity (Charleston, IL, board retreat)
- Coles County United Way (Mattoon, IL, board reorganization and strategic planning)
- Effingham County Museum (IL)
- Family Service of Lake County (IL)
- Fit-2-Serve (Mattoon, IL)
- Illinois Environmental Council / Education Fund

### Library Organizational Capacity Building:

- Broadview Public Library District (IL, community survey)
- Elmhurst College (IL) (Staff retreat)
- Grayslake Area Public Library District (IL) (unified service desk reorganization)
- Helen Plum Library (Lombard, IL) (culture code)
- Indian Prairie Public Library (IL) (Board and Staff retreat facilitation)
- Indian Trails Public Library District Foundation (Wheeling, IL) (fundraising planning)
- Lillie M. Evans Public Library District (Princeville, IL, focus groups)
- Mahomet Public Library (IL) (fundraising planning)

### Library Training, Workshop, Webinar, or Coaching:

- Illinois Library Association (Trustee Day)
- InfoPeople (webinar)
- LACONI consortium in northern IL (strategic planning workshop)
- Next Level Library Leadership Institute (FL) (coaching)
- Reaching Across Illinois Library System (webinar)

- Illinois Stewardship Alliance (Springfield, IL)
- Lincoln Memorial Garden (IL)
- Mid Illinois Big Brothers Big Sisters (Effingham, IL division)
- Sullivan Chamber and Economic Development (IL, board retreat and strategic planning)
- The Little Theatre on the Square (Sullivan, IL, board retreat, strategic planning, fundraising planning, grantwriting)