

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

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

AGENDA

Tuesday, March 21, 2023

- I. Call to Order**
- II. Roll Call**
- III. Public Comments**
- IV. Approval of Minutes**
 - Approval of Minutes of the February 20, 2023 Regular Meeting* (1 min)
- V. Financial Report**
 - February 2023 Financial Statements* (5 mins)
- VI. Library Reports**
 - Director's Report* (10 minutes)
 - Board President's Comments (5 minutes)
- VII. Liaisons to Other Organizations – Reports**
 - Winnetka Village (5 mins)
 - Northfield Village (5 mins)
- VIII. Unfinished Business**
 - Library Park Sign Update (10 mins)
- IX. New Business**
 - Winnetka Elevator Rehab Project Bid Recommendation & Vote* (10 mins)
 - Decennial Committee on Local Government Efficiency Act (10 mins)
 - Discussion and Vote on Revised Patron Behavior Policy* (15 mins)
- X. Communications**
 - The next regular meeting will be on Monday, April 17th at 7 p.m. at the Winnetka Branch

*Attachments

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

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

XI. Public Comments

XII. Adjourn to Closed Session

- **Closed Session**

5 ILCS 120/2(c)(5): To consider the purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired.

XIII. Return to Open Session

XIV. Adjournment

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

February 20, 2023

I. Call to Order

The meeting was held at the Winnetka Library, 768 Oak St, Winnetka, Illinois. President Mitchell called the meeting to order at 7:03 p.m. A quorum was present.

II. Roll Call

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

Absent:

Present were library employees Nicola White (Business Services Coordinator) and Mark Swenson (Information Technology Manager). Present was Joe Huberty from Engberg Anderson. Present was Winnetka resident Marc Hecht.

III. Public Comments

Winnetka resident Marc Hecht commented on the homebound delivery service and on the proposed facility plans.

IV. Approval of Minutes

- Approve Minutes of the January 16, 2023 Regular Meeting

President Mitchell announced the approval of the January 16, 2023 Regular Meeting Minutes.

V. Financial Report

Director Dombrowski and Trustee Vandergrift presented the January 2023 Financial Statements.

VI. Library Report

LIBRARY DIRECTOR'S REPORT:

Director Dombrowski presented the January 2023 Director's Report, which is included in the February 2023 Board Packet.

VII. Liaisons to Other Organizations-Reports

- *Winnetka Village*- President Mitchell stated that there was nothing new to report.
- *Northfield Village*- Trustee Munoz stated that there was nothing new to report.

VIII. Unfinished Business

- *Northfield Branch Update*
Joe Huberty from Engberg Anderson presented the proposed facility plan renderings of the Northfield Library.
- *Library Park Sign Update*
Director Dombrowski provided samples for signage to place along Green Bay Road and gathered feedback from the trustees.
- *Digitization Project Update*
Director Dombrowski reported that the digitization project is underway and is expected to be completed in November of 2023.
- *Website Project Update*
Director Dombrowski reported that the library has chosen the firm Library Market for the website redesign.

IX. New Business

- *Discussion and Vote on Updated Photography & Videography Policy*
A MOTION to Approve the Updated Photography & Videography Policy given the recommended corrections was made by Trustee Gosselin.

The MOTION passed on a voice vote.

- *Winnetka Elevator Rehab Project*
Director Dombrowski reported that SMC has begun the bidding for the elevator project and will be attending the board meeting in March with their recommendations.
- *Succession Plan for Office Roles*
President Mitchell stated that the officer terms will be ending in a few months and recommended that the trustees begin thinking about their succession plans.

X. Communications

- *The next regular meeting will be held on Tuesday, March 21st at 7 p.m. at the Northfield Branch.*

XI. Public Comments

No public comments.

XII. Adjourn to Closed Session

- **Closed Session**

5 ILCS 120/2(c)(5): To consider the purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired.

A MOTION to adjourn to closed session was made by Trustee Gosselin.

The MOTION passed on a voice vote and President Mitchell adjourned to closed session at 8:19 p.m.

XIII. Return to Open Session

XIV. Adjournment

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

The MOTION passed on a voice vote and President Mitchell adjourned the meeting at 9:05 p.m.

Respectfully submitted,

Nicola White
Recording Secretary

_____ Melissa Mitchell, President

_____ Thomas Sundell, Secretary

Winnetka-Northfield Public Library District

All Funds Summary

For the 8 Months Ended February 28, 2023

Prorated Budget Percentage Spent: 66.67%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Current Year-to-Date</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
Revenues					
Library Fund	4,288,700.00	2,859,133.33	2,334,082.09	54.42 %	(525,051.24)
IMRF Fund	69,805.00	46,536.67	51,145.48	73.27 %	4,608.81
FICA Fund	75,623.00	50,415.33	63,340.80	83.76 %	12,925.47
Building Fund	218,143.00	145,428.67	181,468.56	83.19 %	36,039.89
Unemployment Fund	6.00	4.00	665.97	11,099.50 %	661.97
Total Revenues	<u>4,652,277.00</u>	<u>3,101,518.00</u>	<u>2,630,702.90</u>	<u>56.55 %</u>	<u>(470,815.10)</u>
Expenses					
Library Fund	4,033,378.00	2,688,918.67	2,521,008.31	62.50 %	(167,910.36)
IMRF Fund	20,100.00	13,400.00	47,010.33	233.88 %	33,610.33
FICA Fund	118,308.00	78,872.00	80,027.05	67.64 %	1,155.05
Building Fund	0.00	0.00	169,523.18	0.00 %	169,523.18
Unemployment Fund	1.00	0.67	0.00	0.00 %	(0.67)
Special Reserve Fund	0.00	0.00	316,000.00	0.00 %	316,000.00
Total Expenses	<u>4,171,787.00</u>	<u>2,781,191.33</u>	<u>3,133,568.87</u>	<u>75.11 %</u>	<u>352,377.54</u>
Total Revenues	4,652,277.00	3,101,518.00	2,630,702.90	56.55 %	(470,815.10)
Total Expenses	<u>4,171,787.00</u>	<u>2,781,191.33</u>	<u>3,133,568.87</u>	<u>75.11 %</u>	<u>(352,377.54)</u>
Excess Revenues less Expenses	<u>480,490.00</u>	<u>320,326.67</u>	<u>(502,865.97)</u>	<u>(104.66)%</u>	<u>(823,192.64)</u>

Winnetka-Northfield Public Library District

Library Fund Summary

For the 8 Months Ended February 28, 2023

Prorated Budget Percentage Spent: 66.67%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year-to-Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
Operating Revenue					
Property Tax	3,937,220.00	2,624,813.33	1,764,249.14	44.81 %	(860,564.19)
Replacement Tax	33,000.00	22,000.00	70,591.85	213.91 %	48,591.85
Collections	175,480.00	116,986.67	102,949.43	58.67 %	(14,037.24)
Materials	7,500.00	5,000.00	3,880.88	51.75 %	(1,119.12)
Other Income	135,500.00	90,333.33	392,410.79	289.60 %	302,077.46
Total Operating Revenue	<u>4,288,700.00</u>	<u>2,859,133.33</u>	<u>2,334,082.09</u>	<u>54.42 %</u>	<u>(525,051.24)</u>
Operating Expenses					
Personnel	2,131,350.00	1,420,900.00	1,239,016.06	58.13 %	(181,883.94)
Administration	261,528.00	174,352.00	187,152.86	71.56 %	12,800.86
Utilities	94,000.00	62,666.67	48,459.70	51.55 %	(14,206.97)
IT Services	251,869.40	167,912.93	223,323.72	88.67 %	55,410.79
Public Relations	47,000.00	31,333.33	16,907.74	35.97 %	(14,425.59)
Library Materials - Adult	509,000.00	339,333.33	325,540.65	63.96 %	(13,792.68)
Library Materials - Youth	83,000.00	55,333.33	45,515.72	54.84 %	(9,817.61)
Programs	87,250.00	58,166.67	54,338.04	62.28 %	(3,828.63)
Capital	568,380.60	378,920.40	380,753.82	66.99 %	1,833.42
Total Operating Expenses	<u>4,033,378.00</u>	<u>2,688,918.67</u>	<u>2,521,008.31</u>	<u>62.50 %</u>	<u>(167,910.36)</u>
Total Revenues	4,288,700.00	2,859,133.33	2,334,082.09	54.42 %	(525,051.24)
Total Expenses	4,033,378.00	2,688,918.67	2,521,008.31	62.50 %	(167,910.36)
Excess Revenues less Expenses	<u>255,322.00</u>	<u>170,214.66</u>	<u>(186,926.22)</u>	<u>(73.21)%</u>	<u>(357,140.88)</u>

Winnetka-Northfield Public Library District
Statement of Revenues and Expenditures - Modified Cash Basis
For the 8 Months Ended February 28, 2023

Prorated Budget Percentage Spent: 66.67%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year to Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
<u>LIBRARY FUND</u>					
Revenues					
Taxes					
Property Taxes Collections	3,916,860.00	2,611,240.00	1,748,576.04	44.64 %	(862,663.96)
Property Taxes Collections-Liability	13,379.00	8,919.33	10,214.02	76.34	1,294.69
Property Taxes Collections-Audit	6,981.00	4,654.00	5,459.08	78.20	805.08
Replacement Tax	<u>33,000.00</u>	<u>22,000.00</u>	<u>70,591.85</u>	<u>213.91 %</u>	<u>48,591.85</u>
Total Taxes	<u>3,970,220.00</u>	<u>2,646,813.33</u>	<u>1,834,840.99</u>	<u>46.22 %</u>	<u>(811,972.34)</u>
Collections					
Per Capita Grant	27,280.00	18,186.67	27,250.13	99.89 %	9,063.46
Kenilworth Services	145,000.00	96,666.67	72,554.50	50.04	(24,112.17)
Studio Fees	1,000.00	666.67	878.48	87.85	211.81
Lost/Damaged Mat.	<u>2,200.00</u>	<u>1,466.67</u>	<u>2,266.32</u>	<u>103.01</u>	<u>799.65</u>
Total Collections	<u>175,480.00</u>	<u>116,986.67</u>	<u>102,949.43</u>	<u>58.67 %</u>	<u>(14,037.24)</u>
Materials					
Copy/Printing	7,000.00	4,666.67	3,122.90	44.61 %	(1,543.77)
Book Sales	<u>500.00</u>	<u>333.33</u>	<u>757.98</u>	<u>151.60</u>	<u>424.65</u>
Total Materials	<u>7,500.00</u>	<u>5,000.00</u>	<u>3,880.88</u>	<u>51.75 %</u>	<u>(1,119.12)</u>
Other Income					
Checking Interest Income	5,500.00	3,666.67	2,522.73	45.87 %	(1,143.94)
Byline Bank IMA Interest	90,000.00	60,000.00	70,362.25	78.18	10,362.25
Money Market-Interest	19,500.00	13,000.00	1,799.66	9.23	(11,200.34)
Misc. Revenue	0.00	0.00	176.15	0.00	176.15
Gift Fund (over \$100)	500.00	333.33	1,500.00	300.00	1,166.67
Friends Donations	20,000.00	13,333.33	50.00	0.25	(13,283.33)
Transfer from Other Fund	<u>0.00</u>	<u>0.00</u>	<u>316,000.00</u>	<u>0.00</u>	<u>316,000.00</u>
Total Other Income	<u>135,500.00</u>	<u>90,333.33</u>	<u>392,410.79</u>	<u>289.60 %</u>	<u>302,077.46</u>
Total Revenue	<u>4,288,700.00</u>	<u>2,859,133.33</u>	<u>2,334,082.09</u>	<u>54.42 %</u>	<u>(525,051.24)</u>

Winnetka-Northfield Public Library District

Statement of Revenues and Expenditures - Modified Cash Basis

For the 8 Months Ended February 28, 2023

Prorated Budget Percentage Spent: 66.67%

	Annual Budget	Prorated Budget	Year to Date Actual	% of Budget	Variance vs. Prorated Budget
LIBRARY FUND					
Expenses					
Personnel					
Salaries	1,825,000.00	1,216,666.67	1,063,457.07	58.27 %	(153,209.60)
Health Insurance	280,000.00	186,666.67	168,354.72	60.13	(18,311.95)
Flu Vaccination	100.00	66.67	0.00	0.00	(66.67)
Employee Asst. Program	500.00	333.33	0.00	0.00	(333.33)
Professional Development	25,000.00	16,666.67	6,709.27	26.84	(9,957.40)
Flexible Spending Account	750.00	500.00	495.00	66.00	(5.00)
Total Personnel	2,131,350.00	1,420,900.00	1,239,016.06	58.13 %	(181,883.94)
Administration					
Audit Fees	12,400.00	8,266.67	12,950.00	104.44 %	4,683.33
Library Supplies	30,000.00	20,000.00	16,248.24	54.16	(3,751.76)
Office Supplies	6,000.00	4,000.00	4,028.82	67.15	28.82
Breakroom Supplies	2,200.00	1,466.67	1,895.59	86.16	428.92
Postage	2,500.00	1,666.67	2,272.85	90.91	606.18
Hospitality	500.00	333.33	90.27	18.05	(243.06)
Accounting and Bookkeeping	26,000.00	17,333.33	14,725.00	56.63	(2,608.33)
Legal Notices	3,500.00	2,333.33	877.00	25.06	(1,456.33)
Delivery Service	7,200.00	4,800.00	3,825.00	53.13	(975.00)
Payroll Services	9,000.00	6,000.00	6,099.62	67.77	99.62
Liability Insurance Costs	33,128.00	22,085.33	30,726.00	92.75	8,640.67
Board Expenses	1,000.00	666.67	135.86	13.59	(530.81)
Memberships	5,700.00	3,800.00	3,216.39	56.43	(583.61)
Staff Recognition/Events/Meetings	6,000.00	4,000.00	3,687.58	61.46	(312.42)
Legal	15,000.00	10,000.00	15,363.78	102.43	5,363.78
Consultants	45,000.00	30,000.00	35,265.02	78.37	5,265.02
Investment Fees	30,000.00	20,000.00	18,940.84	63.14	(1,059.16)
HR Consultant	25,900.00	17,266.67	16,755.00	64.69	(511.67)
Miscellaneous	500.00	333.33	50.00	10.00	(283.33)
Total Administration	261,528.00	174,352.00	187,152.86	71.56 %	12,800.86
Utilities					
Electricity	42,000.00	28,000.00	28,720.46	68.38 %	720.46
Water	3,000.00	2,000.00	2,620.31	87.34	620.31
Storm Sewer	1,500.00	1,000.00	1,029.77	68.65	29.77
Natural Gas	17,000.00	11,333.33	7,919.12	46.58	(3,414.21)
Telephone	16,000.00	10,666.67	246.33	1.54	(10,420.34)
Internet Services	14,500.00	9,666.67	7,923.71	54.65	(1,742.96)
Total Utilities	94,000.00	62,666.67	48,459.70	51.55 %	(14,206.97)
Information Technology					
CCS Operating	83,250.00	55,500.00	54,612.87	65.60 %	(887.13)
Software	89,619.40	59,746.27	107,467.77	119.92	47,721.50
LAN Management	40,000.00	26,666.67	31,099.60	77.75	4,432.93
Hardware	2,000.00	1,333.33	683.87	34.19	(649.46)
Technology - Website	15,000.00	10,000.00	13,639.84	90.93	3,639.84
Photocopier Leases	22,000.00	14,666.67	15,819.77	71.91	1,153.10
Total Information Technology	251,869.40	167,912.93	223,323.72	88.67 %	55,410.79

Winnetka-Northfield Public Library District
Statement of Revenues and Expenditures - Modified Cash Basis
For the 8 Months Ended February 28, 2023

Prorated Budget Percentage Spent: 66.67%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year to Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
LIBRARY FUND					
Public Relations					
PR Promotional	11,000.00	7,333.33	2,458.35	22.35 %	(4,874.98)
PR Source/Mailers	25,000.00	16,666.67	12,188.26	48.75	(4,478.41)
PR Supplies	4,000.00	2,666.67	1,725.75	43.14	(940.92)
PR Marketing/Advertising	<u>7,000.00</u>	<u>4,666.67</u>	<u>535.38</u>	<u>7.65</u>	<u>(4,131.29)</u>
Total Public Relations	<u>47,000.00</u>	<u>31,333.33</u>	<u>16,907.74</u>	<u>35.97 %</u>	<u>(14,425.59)</u>
Library Materials - Adult					
Books-Fiction-Adult	82,000.00	54,666.67	49,675.16	60.58 %	(4,991.51)
Books-Non-Fiction-Adult	70,000.00	46,666.67	36,521.99	52.17	(10,144.68)
Periodicals	18,000.00	12,000.00	8,478.48	47.10	(3,521.52)
DVDs-Adult	27,000.00	18,000.00	14,913.34	55.23	(3,086.66)
Audio Books-Adult	10,000.00	6,666.67	5,414.68	54.15	(1,251.99)
Books-Digital	245,000.00	163,333.33	150,439.20	61.40	(12,894.13)
Online Database	55,000.00	36,666.67	60,097.80	109.27	23,431.13
Adult Videogames	<u>2,000.00</u>	<u>1,333.33</u>	<u>0.00</u>	<u>0.00</u>	<u>(1,333.33)</u>
Total Library Materials - Adult	<u>509,000.00</u>	<u>339,333.33</u>	<u>325,540.65</u>	<u>63.96 %</u>	<u>(13,792.68)</u>
Library Materials - Youth					
Books-Fiction-Juv	45,000.00	30,000.00	25,528.69	56.73 %	(4,471.31)
Books-Non-Fiction-Juv	15,000.00	10,000.00	8,957.95	59.72	(1,042.05)
DVDs-Juv	3,000.00	2,000.00	1,528.27	50.94	(471.73)
Audio Books-Juv	15,000.00	10,000.00	7,613.28	50.76	(2,386.72)
Video Games-Juv	<u>5,000.00</u>	<u>3,333.33</u>	<u>1,887.53</u>	<u>37.75</u>	<u>(1,445.80)</u>
Total Library Materials - Youth	<u>83,000.00</u>	<u>55,333.33</u>	<u>45,515.72</u>	<u>54.84 %</u>	<u>(9,817.61)</u>
Programs					
Reading Programs	10,000.00	6,666.67	4,036.38	40.36 %	(2,630.29)
Programming - Studio	11,750.00	7,833.33	5,261.71	44.78	(2,571.62)
Programming - Youth	25,000.00	16,666.67	16,640.88	66.56	(25.79)
Programming - Adult	35,000.00	23,333.33	27,417.48	78.34	4,084.15
Studio Maintenance/Repair	<u>5,500.00</u>	<u>3,666.67</u>	<u>981.59</u>	<u>17.85</u>	<u>(2,685.08)</u>
Total Programs	<u>87,250.00</u>	<u>58,166.67</u>	<u>54,338.04</u>	<u>62.28 %</u>	<u>(3,828.63)</u>
Capital					
Capital Outlay	240,000.00	160,000.00	327,601.75	136.50 %	167,601.75
Building	168,380.60	112,253.73	13,561.23	8.05	(98,692.50)
Equipment/Furniture	100,000.00	66,666.67	11,942.42	11.94	(54,724.25)
Computer Equipment	<u>60,000.00</u>	<u>40,000.00</u>	<u>27,648.42</u>	<u>46.08</u>	<u>(12,351.58)</u>
Total Capital	<u>568,380.60</u>	<u>378,920.40</u>	<u>380,753.82</u>	<u>66.99 %</u>	<u>1,833.42</u>
Total Expenses	<u>4,033,378.00</u>	<u>2,688,918.67</u>	<u>2,521,008.31</u>	<u>62.50 %</u>	<u>(167,910.36)</u>
Excess Revenues less Expenses	<u>255,322.00</u>	<u>170,214.66</u>	<u>(186,926.22)</u>	<u>(73.21)%</u>	<u>(357,140.88)</u>

Winnetka-Northfield Public Library District

Statement of Revenues and Expenditures - Modified Cash Basis

For the 8 Months Ended February 28, 2023

Prorated Budget Percentage Spent: 66.67%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year to Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
BUILDING FUND					
Revenues					
Property Taxes Collections-Building	218,143.00	145,428.67	181,468.56	83.19 %	36,039.89
Total Revenue	<u>218,143.00</u>	<u>145,428.67</u>	<u>181,468.56</u>	<u>83.19 %</u>	<u>36,039.89</u>
Expenses					
Northfield Lease	0.00	0.00	45,459.36	0.00 %	45,459.36
Janitorial Supplies	0.00	0.00	5,887.58	0.00	5,887.58
Snow Removal	0.00	0.00	179.00	0.00	179.00
Building Maintenance Service	0.00	0.00	64,000.00	0.00	64,000.00
Elevators	0.00	0.00	6,114.07	0.00	6,114.07
Landscaping	0.00	0.00	14,702.77	0.00	14,702.77
HVAC	0.00	0.00	9,367.45	0.00	9,367.45
Automatic Doors	0.00	0.00	5,681.75	0.00	5,681.75
Roof	0.00	0.00	349.00	0.00	349.00
Alarms	0.00	0.00	2,197.77	0.00	2,197.77
Equipment	0.00	0.00	12,226.43	0.00	12,226.43
Plumbing	0.00	0.00	280.00	0.00	280.00
Electrical	0.00	0.00	1,170.00	0.00	1,170.00
Misc Services	<u>0.00</u>	<u>0.00</u>	<u>1,908.00</u>	<u>0.00</u>	<u>1,908.00</u>
Total Expenses	<u>0.00</u>	<u>0.00</u>	<u>169,523.18</u>	<u>0.00 %</u>	<u>169,523.18</u>
Excess Revenues less Expenses	<u>\$ 218,143.00</u>	<u>\$ 145,428.67</u>	<u>\$ 11,945.38</u>	<u>5.48 %</u>	<u>(133,483.29)</u>
IMRF FUND					
Revenues					
Property Taxes Collections-IMRF	69,805.00	46,536.67	51,145.48	73.27 %	4,608.81
Total Revenue	<u>69,805.00</u>	<u>46,536.67</u>	<u>51,145.48</u>	<u>73.27 %</u>	<u>4,608.81</u>
Expenses					
IMRF Expenses	20,100.00	13,400.00	47,010.33	233.88 %	33,610.33
Total Expenses	<u>20,100.00</u>	<u>13,400.00</u>	<u>47,010.33</u>	<u>233.88 %</u>	<u>33,610.33</u>
Excess Revenues less Expenses	<u>\$ 49,705.00</u>	<u>\$ 33,136.67</u>	<u>\$ 4,135.15</u>	<u>8.32 %</u>	<u>(29,001.52)</u>
FICA FUND					
Revenues					
Property Taxes Collections-FICA	75,623.00	50,415.33	63,340.80	83.76 %	12,925.47
Total Revenue	<u>75,623.00</u>	<u>50,415.33</u>	<u>63,340.80</u>	<u>83.76 %</u>	<u>12,925.47</u>
Expenses					

Winnetka-Northfield Public Library District
Statement of Revenues and Expenditures - Modified Cash Basis
For the 8 Months Ended February 28, 2023

Prorated Budget Percentage Spent: 66.67%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year to Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
FICA FUND					
FICA	<u>118,308.00</u>	<u>78,872.00</u>	<u>80,027.05</u>	<u>67.64 %</u>	<u>1,155.05</u>
Total Expenses	<u>118,308.00</u>	<u>78,872.00</u>	<u>80,027.05</u>	<u>67.64 %</u>	<u>1,155.05</u>
Excess Revenues less Expenses	<u>\$ (42,685.00)</u>	<u>\$ (28,456.67)</u>	<u>\$ (16,686.25)</u>	<u>39.09 %</u>	<u>11,770.42</u>
UNEMPLOYMENT FUND					
Revenues					
Property Taxes Collections-Unemployment	<u>6.00</u>	<u>4.00</u>	<u>665.97</u>	<u>11,099.50 %</u>	<u>661.97</u>
Total Revenue	<u>6.00</u>	<u>4.00</u>	<u>665.97</u>	<u>11,099.50 %</u>	<u>661.97</u>
Expenses					
Unemployment	<u>1.00</u>	<u>0.67</u>	<u>0.00</u>	<u>0.00 %</u>	<u>(0.67)</u>
Total Expenses	<u>1.00</u>	<u>0.67</u>	<u>0.00</u>	<u>0.00 %</u>	<u>(0.67)</u>
Excess Revenues less Expenses	<u>\$ 5.00</u>	<u>\$ 3.33</u>	<u>\$ 665.97</u>	<u>13,319.40 %</u>	<u>662.64</u>

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

February 1, 2023 - February 28, 2023

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Vendor Checks						
Be40Strong 10-0-5908	Programming - Adult	To void check #3780	-200.00	3780	02/28/23	<u>(200.00)</u>
Be40Strong 10-0-5908	Programming - Adult	To void check #3794	-200.00	3794	02/28/23	<u>(200.00)</u>
EZ Surveying, Inc. 10-0-5882	Building	To void check #3825	-825.00	3825	02/28/23	<u>(825.00)</u>
Be40Strong 10-0-5908	Programming - Adult	To void check #3835	-200.00	3835	02/28/23	<u>(200.00)</u>
Adam Selzer 10-0-5908	Programming - Adult	Program - History of Graceland Cemetery	400.00	3855	02/03/23	<u>400.00</u>
Amber Mechanical Contractors Inc. 70-0-5752	HVAC	INV #W31393	414.00	3856	02/03/23	<u>2,328.55</u>
70-0-5752	HVAC	INV #W31557	1,914.55			
Annette Bochenek 10-0-5908	Programming - Adult	Program - How'd they do that?	250.00	3857	02/03/23	<u>250.00</u>
AT&T 10-0-5176	Internet Services	INV #S663007007-23010	341.29	3858	02/03/23	<u>341.29</u>
Book Stall 10-1-5341	Books-Non-Fiction-Adult-Winnetka	INV #450752	23.19	3859	02/03/23	<u>23.19</u>
Brian Michalski 10-0-5908	Programming - Adult	Program - Cuisine Quest: South and Central America	350.00	3860	02/03/23	<u>350.00</u>
Catapult 10-0-5115	Flexible Spending Account	INV #00120171	285.00	3861	02/03/23	<u>285.00</u>
Chicago Sun-Times 10-1-5342	Periodicals-Winnetka	Account #179853	728.00	3862	02/03/23	<u>728.00</u>
Debra Ann Miller 10-0-5908	Programming - Adult	Program - Mrs. Lincoln's Salon	350.00	3863	02/03/23	<u>350.00</u>
Erica Hornthal 10-0-5908	Programming - Adult	Program - Body Aware: Rediscover Your Mind-Body Connection	250.00	3864	02/03/23	<u>250.00</u>
Isabel Raci 10-0-5908	Programming - Adult	Program - Chair Yoga	450.00	3865	02/03/23	<u>450.00</u>
Jennifer Barnes 10-0-5908	Programming - Adult	Program - Organizing Your Life	225.00	3866	02/03/23	<u>225.00</u>
Jenny Riddle 10-0-5908	Programming - Adult	Program - The Palace Papers	300.00	3867	02/03/23	<u>300.00</u>

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

February 1, 2023 - February 28, 2023

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Jenny Riddle 10-0-5908	Programming - Adult	To void check #3867	-300.00	3867	02/03/23	<u>(300.00)</u>
Kinnucan Company 70-0-5750	Landscaping	INV #394089	6,450.00	3868	02/03/23	<u>6,450.00</u>
Library Ideas, LLC 10-1-5444	Audio Books-Juv-Winnetka	INV #94633	1,622.52	3869	02/03/23	<u>1,890.12</u>
10-1-5444	Audio Books-Juv-Winnetka	INV #94634	267.60			
Library Market LLC 10-0-5177	Technology - Website	INV #2553	12,450.00	3870	02/03/23	<u>12,450.00</u>
Niche Academy 10-0-5134	Software	INV #7759	1,600.00	3871	02/03/23	<u>1,600.00</u>
Parties with Characters 10-0-5907	Programming - Youth	Program - Parties with Characters	1,180.00	3872	02/03/23	<u>1,180.00</u>
Parties with Characters 10-0-5907	Programming - Youth	To void check #3872	-1,180.00	3872	02/03/23	<u>(1,180.00)</u>
Perrine Collette 10-0-5907	Programming - Youth	Program - French Storytime	150.00	3873	02/03/23	<u>150.00</u>
Technology Management Rev Fund 10-0-5176	Internet Services	INV #T2313802	450.00	3874	02/03/23	<u>450.00</u>
Wall Street Journal 10-1-5342	Periodicals-Winnetka	Account #030894028431	659.88	3875	02/03/23	<u>659.88</u>
Parties with Character 10-0-5907	Programming - Youth	Parties with Character	590.00	3876	02/03/23	<u>590.00</u>
Jenny Riddle 10-0-5908	Programming - Adult	Program - The Palace Papers	300.00	3877	02/09/23	<u>300.00</u>
U.S. Postal Service 10-0-5722	PR Source/Mailers	Permit #85 Account #551619	854.08	3878	02/10/23	<u>854.08</u>
Book Stall 10-1-5341	Books-Non-Fiction-Adult-Winnetka	INV #453133	19.99	3879	02/16/23	<u>319.10</u>
10-1-5341	Books-Non-Fiction-Adult-Winnetka	INV #453146	45.56			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	INV #452422	24.00			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	INV #452514	14.39			
10-2-5341	Books-Non-Fiction-Adult-Northfield	INV #452514	24.00			
10-2-5341	Books-Non-Fiction-Adult-Northfield	INV #452422	47.99			
10-2-5341	Books-Non-Fiction-Adult-Northfield	INV #453133	23.99			
10-2-5341	Books-Non-Fiction-Adult-Northfield	INV #453557	23.99			

Winnetka-Northfield Public Library District**Check Register**

All Bank Accounts

February 1, 2023 - February 28, 2023

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5908	Programming - Adult	INV #453089	80.00			
10-1-5340	Books-Fiction-Adult-Winnetka	INV #453557	15.19			
Claire Evans				3880	02/16/23	<u>275.00</u>
10-0-5908	Programming - Adult	Program - In Cod We Trust	275.00			
Computype, Inc.				3881	02/16/23	<u>1,466.40</u>
10-0-5120	Library Supplies	INV #687096	1,466.40			
Emma Forquer				3882	02/16/23	<u>300.00</u>
10-0-5907	Programming - Youth	Program - Mandarin Storytime	300.00			
Engberg Anderson, Inc.				3883	02/16/23	<u>45.36</u>
10-0-5743	Consultants	INV #22344600-8	45.36			
Jeff Mishur				3884	02/16/23	<u>350.00</u>
10-0-5908	Programming - Adult	Program - Artemisia Gentileschi	350.00			
Monica Dombrowski				3885	02/16/23	<u>28.40</u>
10-0-5114	Professional Development	Mileage Reimbursement 2-9-23	28.40			
Our Music LLC				3886	02/16/23	<u>600.00</u>
10-0-5907	Programming - Youth	Program - OMi Presents: Let's Play! Deposit	600.00			
Pioneer Press				3887	02/16/23	<u>42.03</u>
10-1-5342	Periodicals-Winnetka	Account #168189160	42.03			
sr4 Partners LLC				3888	02/16/23	<u>150.00</u>
10-0-5114	Professional Development	Invoice #1860	150.00			
Stewart Memorial Library - Coe College				3889	02/16/23	<u>36.52</u>
10-0-4150	Lost/Damaged Materials	INV #1245	36.52			
Team One Repair, Inc.				3890	02/16/23	<u>211.00</u>
10-0-5120	Library Supplies	INV #1387057	211.00			
The Digital Archive Group LLC				3891	02/16/23	<u>57,500.00</u>
10-0-5134	Software	INV #93567	57,500.00			
TK Elevators				3892	02/16/23	<u>2,085.03</u>
70-0-5749	Elevators	INV #30070507915	2,085.03			
Valerie Gugala				3893	02/16/23	<u>200.00</u>
10-0-5908	Programming - Adult	Program - Style Icons	200.00			
Zbigniew Banas				3894	02/16/23	<u>300.00</u>
10-0-5908	Programming - Adult	Program - 2023 Oscars Preview	300.00			
VILLAGE OF WINNETKA				17528	02/09/23	<u>24,892.86</u>
10-0-5111	Health Insurance	INV #2023-00000001	24,892.86			
NEWEGG BUSINESS, INC.				17529	02/09/23	<u>139.99</u>
10-0-5885	Computer Equipment	INV #1304313052	139.99			
QUILL CORPORATION				17530	02/09/23	<u>82.70</u>

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

February 1, 2023 - February 28, 2023

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5122	Breakroom Supplies	INV #30412844	19.11			
10-0-5122	Breakroom Supplies	INV #30555169	47.58			
10-0-5121	Office Supplies	INV #30412844	16.01			
Warehouse Direct				17531	02/09/23	<u>261.44</u>
70-0-5725	Janitorial Supplies	INV #5423415-0	201.44			
70-0-5725	Janitorial Supplies	INV #5424424-0	60.00			
OVERDRIVE INC.				17532	02/09/23	<u>18,275.94</u>
10-1-5345	Books-Digital-Winnetka	INV #01018CP23030786	11,994.93			
10-1-5345	Books-Digital-Winnetka	INV #01018MA23030948	1,785.13			
10-1-5345	Books-Digital-Winnetka	INV #01018MA23034412	4,495.88			
HOOPLA (MIDWEST TAPE)				17533	02/09/23	<u>2,150.48</u>
10-1-5345	Books-Digital-Winnetka	INV #503310010	2,150.48			
HR Source				17534	02/09/23	<u>2,280.00</u>
10-0-5745	HR Consultant	INV #17380	2,280.00			
Shales McNutt Construction				17535	02/09/23	<u>4,800.00</u>
10-0-5743	Consultants	INV #MISC 03	4,800.00			
Kanopy				17536	02/09/23	<u>559.00</u>
10-1-5345	Books-Digital-Winnetka	INV #334800-PPU	559.00			
DD Facility Services				17537	02/09/23	<u>8,050.00</u>
70-0-5748	Building Maintenance Service	INV #0718-0015	8,000.00			
10-0-5882	Building	INV #0718-0015	50.00			
VILLAGE OF NORTHFIELD				17538	02/09/23	<u>5,682.42</u>
70-2-5159	Northfield Lease	INV #0822LIB	5,682.42			
Baker & Taylor				17539	02/09/23	<u>7,356.66</u>
10-1-5341	Books-Non-Fiction-Adult-Winnetka	2037262678	327.50			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	2037254636	609.27			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	2037274765	668.30			
10-2-5341	Books-Non-Fiction-Adult-Northfield	2037274765	184.97			
10-2-5341	Books-Non-Fiction-Adult-Northfield	2037262678	99.34			
10-2-5341	Books-Non-Fiction-Adult-Northfield	2037254636	138.85			
10-1-5440	Books-Fiction-Juv-Winnetka	2037267542	66.99			
10-1-5440	Books-Fiction-Juv-Winnetka	2037272675	180.83			
10-1-5440	Books-Fiction-Juv-Winnetka	2037247047	100.60			
10-1-5440	Books-Fiction-Juv-Winnetka	2037266246	254.34			
10-1-5440	Books-Fiction-Juv-Winnetka	2037213046	11.29			
10-1-5440	Books-Fiction-Juv-Winnetka	2037253413	14.24			
10-1-5440	Books-Fiction-Juv-Winnetka	2037253415	37.89			

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

February 1, 2023 - February 28, 2023

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-1-5440	Books-Fiction-Juv-Winnetka	2037253416	215.58			
10-2-5440	Books-Fiction-Juv-Northfield	2037253414	93.92			
10-2-5440	Books-Fiction-Juv-Northfield	2037213046	32.18			
10-2-5440	Books-Fiction-Juv-Northfield	2037266246	18.36			
10-2-5440	Books-Fiction-Juv-Northfield	2037272675	59.30			
10-0-5120	Library Supplies	2037272675	21.01			
10-0-5120	Library Supplies	2037271186	27.07			
10-0-5120	Library Supplies	2037269551	32.44			
10-0-5120	Library Supplies	2037267542	7.53			
10-0-5120	Library Supplies	2037267129	37.62			
10-0-5120	Library Supplies	2037248740	26.66			
10-0-5120	Library Supplies	2037278202	5.97			
10-0-5120	Library Supplies	2037275024	37.97			
10-0-5120	Library Supplies	2037274765	46.26			
10-0-5120	Library Supplies	2037277783	19.63			
10-0-5120	Library Supplies	2037262678	20.32			
10-0-5120	Library Supplies	2037259682	34.98			
10-0-5120	Library Supplies	2037247047	11.65			
10-0-5120	Library Supplies	2037213046	4.82			
10-0-5120	Library Supplies	2037266246	34.72			
10-0-5120	Library Supplies	2037253414	9.48			
10-0-5120	Library Supplies	2037253413	1.47			
10-0-5120	Library Supplies	2037253416	21.90			
10-0-5120	Library Supplies	2037253415	4.39			
10-0-5120	Library Supplies	2037254636	47.34			
10-1-5340	Books-Fiction-Adult-Winnetka	2037259682	357.47			
10-1-5340	Books-Fiction-Adult-Winnetka	2037248740	307.13			
10-1-5340	Books-Fiction-Adult-Winnetka	2037267129	280.06			
10-1-5340	Books-Fiction-Adult-Winnetka	2037269551	348.03			
10-1-5340	Books-Fiction-Adult-Winnetka	2037275024	410.39			
10-1-5340	Books-Fiction-Adult-Winnetka	2037277783	179.27			
10-2-5340	Books-Fiction-Adult-Northfield	2037275024	220.27			
10-2-5340	Books-Fiction-Adult-Northfield	2037277783	103.34			
10-2-5340	Books-Fiction-Adult-Northfield	2037267129	272.95			
10-2-5340	Books-Fiction-Adult-Northfield	2037269551	284.30			
10-2-5340	Books-Fiction-Adult-Northfield	2037259682	164.96			
10-2-5340	Books-Fiction-Adult-Northfield	2037248740	119.20			
10-1-5441	Books-Non-Fiction-Juv-Winnetka	2037271186	269.43			
10-1-5441	Books-Non-Fiction-Juv-Winnetka	2037278202	397.21			
10-2-5441	Books-Non-Fiction-Juv-Northfield	2037278202	3.56			
10-2-5441	Books-Non-Fiction-Juv-Northfield	2037271186	72.11			

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

February 1, 2023 - February 28, 2023

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Midwest Tape				17540	02/09/23	<u>936.07</u>
10-1-5343	DVDs-Adult-Winnetka	503242774	9.74			
10-1-5343	DVDs-Adult-Winnetka	503252132	49.98			
10-1-5343	DVDs-Adult-Winnetka	503252133	145.43			
10-1-5343	DVDs-Adult-Winnetka	503252137	95.46			
10-1-5343	DVDs-Adult-Winnetka	503277779	21.74			
10-1-5343	DVDs-Adult-Winnetka	503282341	41.98			
10-1-5343	DVDs-Adult-Winnetka	503282347	59.98			
10-1-5343	DVDs-Adult-Winnetka	503282348	44.98			
10-0-5120	Library Supplies	503252130	1.99			
10-0-5120	Library Supplies	503252132	3.98			
10-0-5120	Library Supplies	503282346	5.97			
10-0-5120	Library Supplies	503282345	9.95			
10-0-5120	Library Supplies	503282343	1.99			
10-0-5120	Library Supplies	503282342	1.99			
10-0-5120	Library Supplies	503282349	1.99			
10-0-5120	Library Supplies	503282348	7.78			
10-0-5120	Library Supplies	503282347	3.98			
10-0-5120	Library Supplies	503252136	1.99			
10-0-5120	Library Supplies	503252135	1.99			
10-0-5120	Library Supplies	503252134	3.98			
10-0-5120	Library Supplies	503252133	13.93			
10-0-5120	Library Supplies	503282340	1.99			
10-0-5120	Library Supplies	503282341	3.98			
10-0-5120	Library Supplies	503277779	1.99			
10-0-5120	Library Supplies	503252137	7.96			
10-2-5343	DVDs-Adult-Northfield	503282349	29.99			
10-2-5343	DVDs-Adult-Northfield	503282342	20.99			
10-2-5343	DVDs-Adult-Northfield	503282340	21.74			
10-2-5343	DVDs-Adult-Northfield	503252134	41.23			
10-1-5344	Audio Books-Adult-Winnetka	503252135	39.99			
10-1-5344	Audio Books-Adult-Winnetka	503252130	39.99			
10-1-5443	DVDs-Juv-Winnetka	503282345	65.22			
10-1-5443	DVDs-Juv-Winnetka	503282346	50.22			
10-2-5344	Audio Books-Adult-Northfield	503252136	39.99			
10-2-5344	Audio Books-Adult-Northfield	503282343	39.99			
MERCHANTS DELIVERY SERVICE				17551	02/23/23	<u>550.00</u>
10-0-5138	Delivery Service	MERCHANTS DELIVERY SERVICE	550.00			
Ntiva				17552	02/23/23	<u>9,225.00</u>
10-0-5743	Consultants	INV #199478	4,510.00			
10-0-5743	Consultants	INV #200972	4,715.00			
DE LAGE LANDEN FINANCIALSVCS.				17553	02/23/23	<u>1,868.47</u>
10-0-5766	Photocopier Leases	INV #78954090	1,868.47			
VILLAGE OF NORTHFIELD				17554	02/23/23	<u>5,682.42</u>
70-2-5159	Northfield Lease	INV #1122LIB	5,682.42			
Warehouse Direct				17555	02/23/23	<u>496.92</u>
70-0-5725	Janitorial Supplies	INV #5434237-0	252.19			

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

February 1, 2023 - February 28, 2023

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
70-0-5725	Janitorial Supplies	INV #5429851-0	244.73			
DELTA DENTAL PLAN OF ILLINOIS				17556	02/23/23	<u>725.05</u>
10-0-5111	Health Insurance	INV #1654869	725.05			
QUILL CORPORATION				17557	02/23/23	<u>60.48</u>
10-0-5120	Library Supplies	INV #30584654	60.48			
Lauterbach & Amen, LLP				17558	02/23/23	<u>1,725.00</u>
10-0-5131	Accounting and Bookkeeping	INV #74499	1,725.00			
VILLAGE OF WINNETKA				17559	02/23/23	<u>24,892.86</u>
10-0-5111	Health Insurance	INV #2023-00000002	24,892.86			
BIBLIOTHECA, LLC				17560	02/23/23	<u>648.53</u>
10-1-5345	Books-Digital-Winnetka	INV #US62403	648.53			
Baker & Taylor				17561	02/23/23	<u>7,415.24</u>
10-1-5341	Books-Non-Fiction-Adult-Winnetka	2037284469	433.64			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	2037292847	442.20			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	2037298588	372.34			
10-2-5341	Books-Non-Fiction-Adult-Northfield	2037292847	82.46			
10-2-5341	Books-Non-Fiction-Adult-Northfield	2037298588	178.82			
10-2-5341	Books-Non-Fiction-Adult-Northfield	2037284469	94.07			
10-1-5440	Books-Fiction-Juv-Winnetka	2037302665	65.49			
10-1-5440	Books-Fiction-Juv-Winnetka	2037302704	368.98			
10-1-5440	Books-Fiction-Juv-Winnetka	2037278913	31.47			
10-1-5440	Books-Fiction-Juv-Winnetka	2037278914	68.95			
10-1-5440	Books-Fiction-Juv-Winnetka	2037290156	180.14			
10-1-5440	Books-Fiction-Juv-Winnetka	2037290923	75.66			
10-1-5440	Books-Fiction-Juv-Winnetka	2037298606	374.31			
10-1-5440	Books-Fiction-Juv-Winnetka	2037300042	73.33			
10-1-5440	Books-Fiction-Juv-Winnetka	2037300043	39.69			
10-2-5440	Books-Fiction-Juv-Northfield	2037302703	17.80			
10-2-5440	Books-Fiction-Juv-Northfield	2037302665	67.76			
10-2-5440	Books-Fiction-Juv-Northfield	2037300041	59.77			
10-2-5440	Books-Fiction-Juv-Northfield	2037298606	45.53			
10-2-5440	Books-Fiction-Juv-Northfield	2037290156	96.45			
10-2-5440	Books-Fiction-Juv-Northfield	2037278911	135.89			
10-2-5440	Books-Fiction-Juv-Northfield	2037278912	41.97			

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

February 1, 2023 - February 28, 2023

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5120	Library Supplies	2037309312	9.37			
10-0-5120	Library Supplies	2037307124	21.32			
10-0-5120	Library Supplies	2037302665	14.47			
10-0-5120	Library Supplies	2037302703	2.10			
10-0-5120	Library Supplies	2037302704	40.37			
10-0-5120	Library Supplies	2037281990	24.63			
10-0-5120	Library Supplies	2037284469	26.18			
10-0-5120	Library Supplies	2037284210	13.76			
10-0-5120	Library Supplies	2037278912	6.54			
10-0-5120	Library Supplies	2037278911	14.68			
10-0-5120	Library Supplies	2037278914	7.34			
10-0-5120	Library Supplies	2037278913	5.16			
10-0-5120	Library Supplies	2037300615	2.05			
10-0-5120	Library Supplies	2037296573	31.15			
10-0-5120	Library Supplies	2037298606	76.02			
10-0-5120	Library Supplies	2037300041	8.10			
10-0-5120	Library Supplies	2037299213	34.66			
10-0-5120	Library Supplies	2037300043	4.40			
10-0-5120	Library Supplies	2037300042	7.98			
10-0-5120	Library Supplies	2037290156	22.79			
10-0-5120	Library Supplies	2037290923	8.43			
10-0-5120	Library Supplies	2037285022	26.33			
10-0-5120	Library Supplies	2037298588	21.72			
10-0-5120	Library Supplies	2037292847	27.96			
10-0-5120	Library Supplies	2037291748	78.46			
10-1-5340	Books-Fiction-Adult-Winnetka	2037307124	254.66			
10-1-5340	Books-Fiction-Adult-Winnetka	2037309312	66.38			
10-1-5340	Books-Fiction-Adult-Winnetka	2037281990	240.57			
10-1-5340	Books-Fiction-Adult-Winnetka	2037284210	184.48			
10-1-5340	Books-Fiction-Adult-Winnetka	2037285022	313.24			
10-1-5340	Books-Fiction-Adult-Winnetka	2037291748	751.71			
10-1-5340	Books-Fiction-Adult-Winnetka	2037296573	311.04			
10-1-5340	Books-Fiction-Adult-Winnetka	2037299213	301.19			
10-2-5340	Books-Fiction-Adult-Northfield	2037296573	227.67			
10-2-5340	Books-Fiction-Adult-Northfield	2037291748	190.17			
10-2-5340	Books-Fiction-Adult-Northfield	2037284210	31.08			
10-2-5340	Books-Fiction-Adult-Northfield	2037285022	211.37			
10-2-5340	Books-Fiction-Adult-Northfield	2037281990	90.87			
10-2-5340	Books-Fiction-Adult-Northfield	2037307124	48.60			
10-1-5441	Books-Non-Fiction-Juv-Winnetka	2037300615	92.47			
10-2-5441	Books-Non-Fiction-Juv-Northfield	2037278912	24.68			
10-2-5340	Books-Fiction-Adult-Northfield	2037309312	64.72			
10-2-5340	Books-Fiction-Adult-Northfield	2037299213	127.65			

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

February 1, 2023 - February 28, 2023

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Midwest Tape				17562	02/23/23	<u>1,871.57</u>
10-1-5343	DVDs-Adult-Winnetka	503343146	15.74			
10-1-5343	DVDs-Adult-Winnetka	503313925	60.73			
10-1-5343	DVDs-Adult-Winnetka	503340729	50.22			
10-1-5343	DVDs-Adult-Winnetka	503343143	194.93			
10-1-5343	DVDs-Adult-Winnetka	503343144	80.21			
10-1-5343	DVDs-Adult-Winnetka	503343145	129.19			
10-1-5343	DVDs-Adult-Winnetka	503313235	22.49			
10-1-5343	DVDs-Adult-Winnetka	503313923	91.45			
10-0-5120	Library Supplies	503343146	1.99			
10-0-5120	Library Supplies	503340728	5.97			
10-0-5120	Library Supplies	503313925	3.98			
10-0-5120	Library Supplies	503343140	11.94			
10-0-5120	Library Supplies	503340729	13.57			
10-0-5120	Library Supplies	503343142	5.97			
10-0-5120	Library Supplies	503343143	21.89			
10-0-5120	Library Supplies	503343145	11.94			
10-0-5120	Library Supplies	503343144	7.96			
10-0-5120	Library Supplies	503313921	5.97			
10-0-5120	Library Supplies	503313922	5.97			
10-0-5120	Library Supplies	503313924	3.98			
10-0-5120	Library Supplies	503313923	9.95			
10-0-5120	Library Supplies	503313238	11.94			
10-0-5120	Library Supplies	503313239	9.95			
10-0-5120	Library Supplies	503313237	1.99			
10-0-5120	Library Supplies	503313236	1.99			
10-0-5120	Library Supplies	503313235	1.99			
10-2-5343	DVDs-Adult-Northfield	503313924	46.48			
10-2-5343	DVDs-Adult-Northfield	503343142	59.97			
10-2-5343	DVDs-Adult-Northfield	503343140	112.46			
10-1-5344	Audio Books-Adult-Winnetka	503313922	129.97			
10-1-5344	Audio Books-Adult-Winnetka	503313236	49.99			
10-1-5443	DVDs-Juv-Winnetka	503313238	65.94			
10-1-5443	DVDs-Juv-Winnetka	503320838	77.98			
10-1-5444	Audio Books-Juv-Winnetka	503340728	159.97			
10-1-5444	Audio Books-Juv-Winnetka	503313921	124.97			
10-2-5344	Audio Books-Adult-Northfield	503313237	49.99			
10-2-5344	Audio Books-Adult-Northfield	503313239	209.95			
COMED				17575	02/28/23	<u>540.58</u>
10-2-5171	Electricity - Northfield	COMED	540.58			
COMCAST				17576	02/28/23	<u>71.95</u>
10-0-5176	Internet Services	COMCAST	71.95			
Peerless Network				17577	02/28/23	<u>41.10</u>
10-1-5175	Telephone - Winnetka	Peerless Network	41.10			
NICOR				17578	02/28/23	<u>466.12</u>
10-2-5174	Natural Gas - Northfield	NICOR	466.12			

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

February 1, 2023 - February 28, 2023

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
COMCAST				17579	02/28/23	<u>339.95</u>
10-0-5176	Internet Services	COMCAST	339.95			
PITNEY BOWES				17580	02/28/23	<u>100.00</u>
10-0-5123	Postage	PITNEY BOWES	100.00			
VILLAGE OF WINNETKA				17581	02/28/23	<u>2,502.75</u>
10-1-5171	Electricity - Winnetka	VILLAGE OF WINNETKA	2,094.65			
10-1-5171	Electricity - Winnetka	VILLAGE OF WINNETKA	-70.72			
10-1-5171	Electricity - Winnetka	VILLAGE OF WINNETKA	56.58			
10-1-5171	Electricity - Winnetka	VILLAGE OF WINNETKA	65.15			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	77.43			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	24.41			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	91.77			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	28.32			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	2.00			
10-1-5173	Storm Sewer - Winnetka	VILLAGE OF WINNETKA	133.16			
VILLAGE OF NORTHFIELD				17582	02/28/23	<u>40.42</u>
10-2-5172	Water - Northfield	VILLAGE OF NORTHFIELD	40.42			
First Bankcard				17583	02/28/23	<u>8,117.09</u>
10-1-5341	Books-Non-Fiction-Adult-Winnetka	MALL - Materials	22.09			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	MALL - Materials	21.99			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	MALL - Materials	24.10			
10-0-5908	Programming - Adult	MALL - Food for program (Best Books of 2022 event)	28.95			
10-0-5908	Programming - Adult	MALL - Program supplies (Best Books of 2022 event)	27.96			
10-0-5908	Programming - Adult	MALL - Food for program (Best Books of 2022 event)	246.75			
10-0-5908	Programming - Adult	MALL - Program supplies (Seed Starting for Beginners event)	12.99			
10-0-5134	Software	DOMBROWSKI - Library Zoom Account	14.99			
10-0-5134	Software	DOMBROWSKI - WhenIWork Scheduling Software	90.00			
10-0-5134	Software	MALL - Virtual event hosting	124.97			
10-0-5134	Software	SWENSON - Creative Cloud Subscriptions	295.90			
10-0-5137	Legal Notices	DOMBROWSKI - Required Audit Availabilty Posting	210.00			
10-0-5910	Studio Maintenance/Repair	KLINE - Credit - Epilog Laser Payment	-450.00			
10-0-5910	Studio Maintenance/Repair	KLINE - Embroidery machine tray replacement	59.50			
10-1-5440	Books-Fiction-Juv-Winnetka	KARWOWSKA - Write-On Wipe-Offs (early lit kits)	71.06			
10-1-5440	Books-Fiction-Juv-Winnetka	KARWOWSKA - Write-On Wipe-Offs (early lit kits)	11.41			
10-1-5440	Books-Fiction-Juv-Winnetka	KARWOWSKA - Early Lit Kit replacement item	5.95			
10-1-5440	Books-Fiction-Juv-Winnetka	KARWOWSKA - NF Write-On Wipe-Offs (early lit kits)	86.67			
10-0-5114	Professional Development	KARWOWSKA - YS prof dev andersons	68.31			
10-0-5114	Professional Development	KARWOWSKA - YS Prof Dev books	29.96			
10-0-5114	Professional Development	KARWOWSKA - YS Prof Dev books	59.92			

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

February 1, 2023 - February 28, 2023

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5114	Professional Development	KARWOWSKA - YS Prof dev AK Leadership Seminar	550.00			
10-0-5120	Library Supplies	MORGAN - acrylic sign holders	69.98			
10-0-5177	Technology - Website	SWENSON - Website hosting and backup	25.00			
10-0-5177	Technology - Website	SWENSON - Domain name renewal (onebooktwovillages)	15.92			
10-0-5719	Board Expenses	DOMBROWSKI - New Trustee Name Plate	12.93			
70-0-5725	Janitorial Supplies	KARWOWSKA - janitorial supplies	7.99			
10-0-5721	PR Promotional	QUISH - Facebook	13.03			
10-0-5731	Memberships	MORGAN - ALA/PLA membership for Amelia Kmiec	168.00			
10-0-5731	Memberships	MALL - Professional membership dues	150.00			
10-0-5731	Memberships	MALL - Professional membership dues	225.00			
10-0-5731	Memberships	MALL - Professional membership dues	150.00			
70-0-5782	Equipment	DOMBROWSKI - Ladder for Facilities	344.00			
10-0-5906	Programming - Studio	KLINE - Thread Snippers	6.97			
10-0-5906	Programming - Studio	KLINE - Rolling pins for program	59.97			
10-0-5906	Programming - Studio	KLINE - Display for showing off projects	11.99			
10-0-5906	Programming - Studio	KLINE - Materials for various Sandy programs	152.41			
10-0-5906	Programming - Studio	KLINE - Silicone molds	9.99			
10-0-5906	Programming - Studio	KLINE - Silicone molds 2	9.99			
10-0-5906	Programming - Studio	KLINE - Engraver trays for program	32.38			
10-0-5906	Programming - Studio	KLINE - Heat transfer paper	32.97			
10-0-5906	Programming - Studio	KLINE - Rolling pins for program	33.43			
10-0-5906	Programming - Studio	KLINE - Bobbin case and tools	49.04			
10-0-5906	Programming - Studio	KLINE - Engraveable acrylic	53.28			
10-0-5906	Programming - Studio	KLINE - felt albums for program	25.98			
10-0-5906	Programming - Studio	KLINE - Stabilizer set for embroidery	68.97			
10-0-5906	Programming - Studio	KLINE - Bamboo charger for program	13.99			
10-0-5906	Programming - Studio	KLINE - Hot chocolate program mats	47.05			
10-1-5340	Books-Fiction-Adult-Winnetka	MALL - Materials	17.00			
10-1-5340	Books-Fiction-Adult-Winnetka	MALL - Materials	188.20			
10-1-5340	Books-Fiction-Adult-Winnetka	MALL - Materials	89.15			
10-1-5340	Books-Fiction-Adult-Winnetka	MALL - Materials	97.20			
10-1-5441	Books-Non-Fiction-Juv-Winnetka	KARWOWSKA - STEM Kits replacement parts	12.99			
10-1-5441	Books-Non-Fiction-Juv-Winnetka	KARWOWSKA - STEM Kits replacement parts	22.70			
10-0-5732	Staff Recognition/Events/Meetings	DOMBROWSKI - Staff Holiday Party Food/Supplies	117.48			
10-0-5732	Staff Recognition/Events/Meetings	DOMBROWSKI - Staff Holiday Party Food/Supplies	244.99			
10-0-5732	Staff Recognition/Events/Meetings	DOMBROWSKI - Staff Holiday Party Food/Supplies	58.11			
10-0-5732	Staff Recognition/Events/Meetings	DOMBROWSKI - Staff Holiday Party Food/Supplies	69.19			

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

February 1, 2023 - February 28, 2023

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5732	Staff Recognition/Events/Meetings	DOMBROWSKI - Staff Holiday Party Food/Supplies	265.66			
10-0-5732	Staff Recognition/Events/Meetings	DOMBROWSKI - Staff Holiday Party Food/Supplies	63.60			
10-0-5732	Staff Recognition/Events/Meetings	DOMBROWSKI - Staff Holiday Party Food/Supplies	123.69			
10-0-5884	Equipment/Furniture	DOMBROWSKI - Shelf Brackets	13.99			
10-0-5884	Equipment/Furniture	DOMBROWSKI - Circulation Workroom Furniture	100.00			
10-0-5884	Equipment/Furniture	DOMBROWSKI - Circulation Workroom Furniture	35.00			
10-0-5884	Equipment/Furniture	DOMBROWSKI - Circulation Workroom Furniture	45.00			
10-0-5884	Equipment/Furniture	DOMBROWSKI - Circulation Workroom Furniture	211.98			
10-0-5884	Equipment/Furniture	DOMBROWSKI - Circulation Workroom Furniture	617.98			
10-0-5884	Equipment/Furniture	KARWOWSKA - storytime furniture	229.25			
10-0-5884	Equipment/Furniture	KARWOWSKA - storytime furniture	259.12			
10-0-5885	Computer Equipment	SWENSON - Replacement Paylocity iPads	897.00			
10-1-5444	Audio Books-Juv-Winnetka	KARWOWSKA - Youth videogames	59.88			
10-1-5444	Audio Books-Juv-Winnetka	KARWOWSKA - Youth videogames	34.89			
10-1-5445	Video Games-Juv-Winnetka	MALL - Youth Materials	59.88			
10-2-5445	Video Games- Juv-Northfield	KARWOWSKA - Youth videogames	34.88			
10-0-5121	Office Supplies	DOMBROWSKI - Mousepad	7.99			
10-0-5121	Office Supplies	VOLNY - Office Supplies	26.76			
10-0-5121	Office Supplies	VOLNY - Office Supplies	13.95			
10-0-5121	Office Supplies	VOLNY - Office Supplies	6.99			
10-0-5121	Office Supplies	VOLNY - Workroom Remodel Office Supplies	278.13			
10-0-5121	Office Supplies	DOMBROWSKI - Mousepad	7.99			
10-0-5121	Office Supplies	KLINE - Big wall calendar	14.99			
10-0-5121	Office Supplies	KLINE - 2023 planner	19.00			
10-0-5907	Programming - Youth	KARWOWSKA - Youth Programming Supplies	16.99			
10-0-5907	Programming - Youth	KARWOWSKA - Youth Programming Supplies	8.30			
10-0-5907	Programming - Youth	KARWOWSKA - Youth Programming Supplies	15.53			
10-0-5907	Programming - Youth	KARWOWSKA - Youth Programming Supplies	51.12			
10-0-5907	Programming - Youth	KARWOWSKA - Youth Programming Supplies	8.87			
10-0-5907	Programming - Youth	KARWOWSKA - Youth Programming Supplies	19.55			
10-0-5907	Programming - Youth	KARWOWSKA - Youth Programming Supplies	8.30			
10-0-5907	Programming - Youth	KARWOWSKA - Youth Programming Supplies	17.98			
10-0-5907	Programming - Youth	KARWOWSKA - Youth Programming Supplies	21.99			
10-0-5907	Programming - Youth	KARWOWSKA - Youth Programming Supplies	56.84			
10-0-5907	Programming - Youth	MORGAN - youth programming supplies for Family Science	19.56			

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

February 1, 2023 - February 28, 2023

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5907	Programming - Youth	MORGAN - youth programming supplies for valentine's day cookie decorating	28.47			
10-0-5907	Programming - Youth	KARWOWSKA - Youth Programming Supplies	9.99			
10-0-5907	Programming - Youth	KARWOWSKA - Youth Programming Supplies	28.31			
10-0-5907	Programming - Youth	KARWOWSKA - Youth Programming Supplies	25.98			
10-0-5907	Programming - Youth	KARWOWSKA - Youth Programming Supplies	25.98			
10-0-5907	Programming - Youth	KARWOWSKA - Youth Programming Supplies	4.99			
NATIONWIDE RETIREMENT SOLUTIONS				17584	02/28/23	<u>1,375.00</u>
10-0-2040	457 withholding	NATIONWIDE RETIREMENT SOLUTIONS	1,375.00			
NATIONWIDE RETIREMENT SOLUTIONS				17585	02/28/23	<u>1,375.00</u>
10-0-2040	457 withholding	NATIONWIDE RETIREMENT SOLUTIONS	1,375.00			
NORTH SHORE GAS				17586	02/28/23	<u>1,955.42</u>
10-1-5174	Natural Gas - Winnetka	NORTH SHORE GAS	1,955.42			
Check List Total						<u><u>241,413.43</u></u>

FEBRUARY 2023 DIRECTOR’S REPORT

Staff Updates

Anniversaries: Jill Brasseur, Adult Services Librarian at Winnetka, 2/18 (37 years); Shannon Hahle, Customer Relations Assistant at Winnetka, 2/22 (7 years); Tyler Steinemann, Customer Relations Assistant at Winnetka, 2/29 (7 years).

Comings: Annie Chu joined us on 3/2 as our new Studio Specialist. Annie comes to us from Chicago Public Library where she also works as a DIY Workshop Instructor.

Staff Shout Outs

- Business Services Coordinator Nicola earned her aPHR (Associate Professional in Human Resources) certification after several months of classes, studies, and tests! We are thrilled, as this will allow Nicola to provide full-time HR support for the District as of July 1st. Awesome job, Nicola!
- Branch Services Librarian Amelia collaborated with Middlefork School’s librarian to create a “Love Your Library” scavenger hunt which encouraged students to find resources in both libraries. This activity contributed to a 25% increase in visitors over February 2022 numbers. Well done, Amelia!
- Youth Services Librarian Maddy collaborated with Washburne’s librarian to create an on-site, after-school Dungeons and Dragons Club. The inaugural meeting had 16 tweens attend. Way to go, Maddy!



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

- We are at 56.55% of our expected operating revenues.
- We are at 62.50% of our budgeted operating expenses.

Programming

Youth

Category	23FEB	22FEB	Mo. % +/-	FY22-23 YTD	FY21-22 YTD	FY % +/-
Programs	61	39	56.41%	435	241	80.50%
Live Attendees	1,393	486	186.63%	8,764	3,439	154.84%
Recording Attendees	0	2	-100.00%	0	30	-100.00%
Passive Programming	2,874	179	1,505.59%	17,536	583	2,907.89%

Highlights

Valentine’s Day Cookie Decorating	82 toddlers and their caregivers gathered with Pastry Chef Kelly Dull to decorate cookies together for Valentine’s Day.
Beach Party	26 littles gathered with their caregivers to shake away the winter blues with dancing, games, and summer-themed fun!
Hair Clip Painting	6 kids and tweens gathered to select laser cut hair clips that they were then able to paint and decorate to create customized clips.

Adults

Category	23FEB	23FEB	Mo. % +/-	FY22-23 YTD	FY21-22 YTD	FY % +/-
Programs	22	22	0.00%	151	144	4.86%
Live Attendees	584	334	74.85%	3,645	2,179	67.28%
Recording Attendees	688	29	2,272.41%	2,471	162	1,425.31%

Highlights

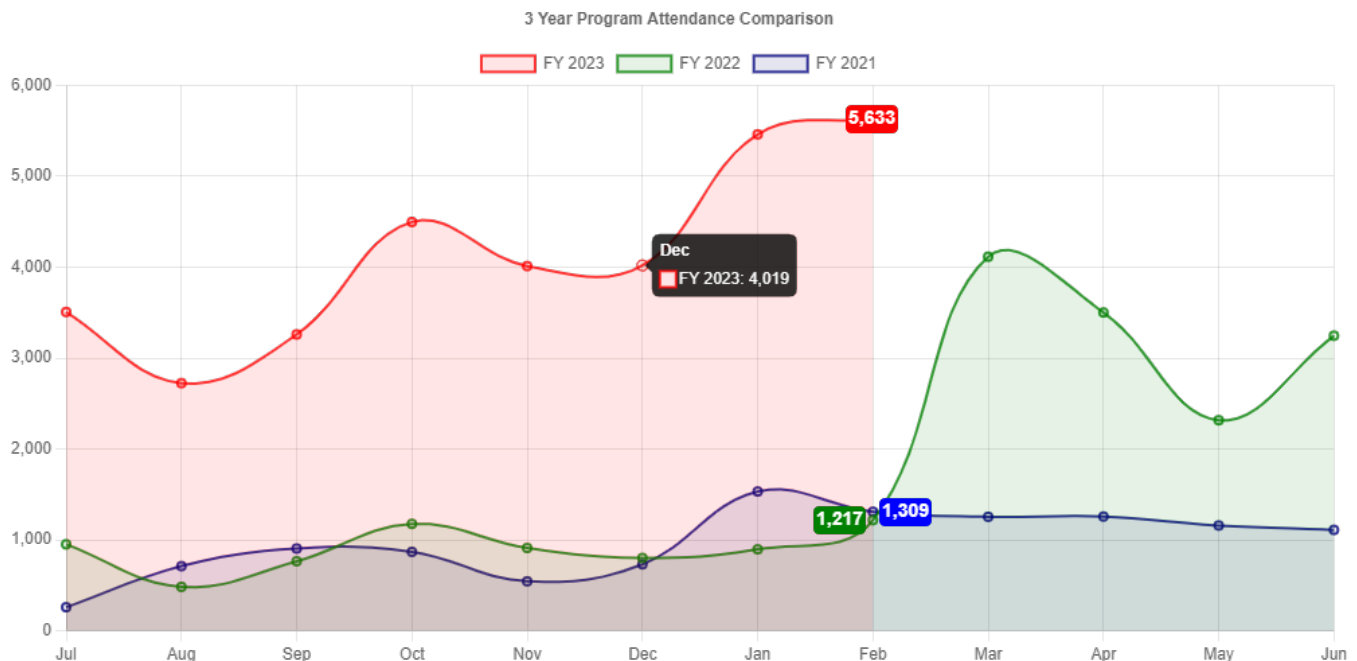
An Exploration of Severe Weather	Licensed storm chaser Nick Bartholomew shared the science of severe weather, local climatology, and past tornadic events with 25 patrons.
Emancipation to Inauguration	Chicago historian Clarence Goodman shared stories of Black musicians, publishers, and politicians who helped shape American culture with 15 patrons.
Jacqueline Kennedy: A Living History Portrayal	In this fascinating first-person performance by Leslie Goddard, First Lady Jacqueline Kennedy shared stories about her marriage, her fight for privacy, and her attempts to showcase the arts with 80 patrons.

Studio (Digital Services)

Category	23FEB	22FEB	Mo. % +/-	FY22-23 YTD	FY21-22 YTD	FY % +/-
1:1s	90	42	114.29%	737	533	38.27%
Programs	10	11	-9.09%	101	77	31.17%
Attendees	94	187	-49.73%	697	807	-13.63%

Highlights

Valentine's Felt Fortune Cookies	6 patrons fashioned their own fortune cookies out of felt and inserted their own personalized fortunes.
"Think Spring" Snow Globes	6 patrons created sunny, festive, glittery snow globes with a spring theme.
DIY Hot Chocolate in a Jar	6 patrons created custom cocoa jars with engraved recipe markers.



Community Engagement (Outreach)

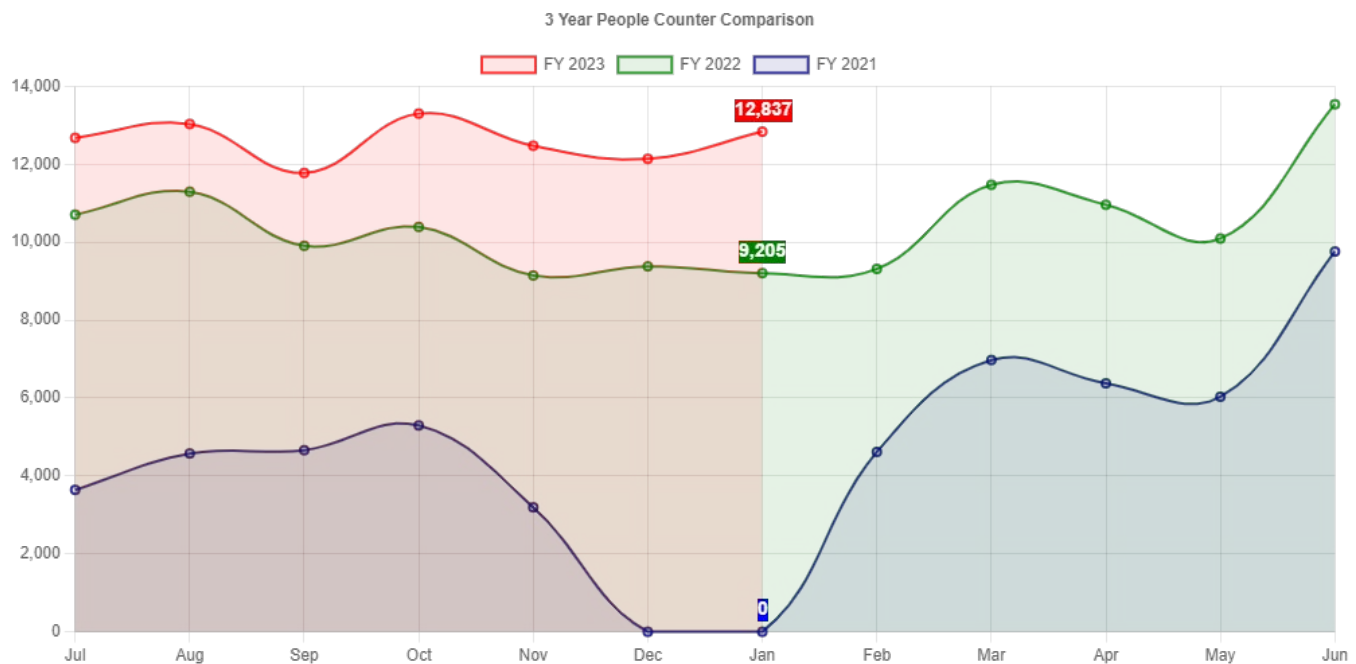
Category	23FEB	22FEB	Mo. % +/-	FY22-23 YTD	FY21-22 YTD	FY % +/-
Youth Events	2	0	n/a	9	13	46.15%
Adult Events	2	2	0.00%	15	8	87.50%
Family Events	n/a	0	n/a	14	19	-17.65%
TOTAL	4	2	100.00%	48	38	26.32%
Youth Attendance	30	12	150.00%	749	785	-4.59%
Adult Attendance	14	10	40.00%	183	45	306.67%
Family Attendance	n/a	n/a	n/a	1,383	1,011	36.80%
TOTAL	44	22	100.00%	2,315	1,841	25.75%

Notable Events: Manga Club at Washburne; Dungeons & Dragons Club at Washburne.

Services

Visitors

Location	23FEB	22FEB	Mo. % +/-	FY22-23 YTD	FY21-22 YTD	FY % +/-
Winnetka In-Person	8,578	6,445	33.10%	71,121	55,545	28.04%
Northfield In-Person	3,248	2,592	25.31%	26,599	21,755	22.27%
TOTAL IN-PERSON	11,826	9,037	30.86%	97,720	77,300	26.42%
Virtual Visitors	426	248	71.77	2,775	1,537	80.55%
TOTAL VISITORS	12,252	9,285	31.95%	100,495	78,837	27.47%



Patron Interactions

Category	23FEB	22FEB	Mo. % +/-	FY22-23 YTD	FY21-22 YTD	FY % +/-
Adult	2,089	2,178	-4.09%	16,642	19,722	-15.62%
Youth	496	540	-8.15%	5,208	3,867	34.68%
Digital Services	120	119	0.84%	1,159	1,213	-4.45%

TOTAL	2,705	2,837	-4.65%	23,009	24,802	-7.23%
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Cardholder Penetration

Activity	23FEB	22FEB	Mo. % +/-	FY22-23 YTD	FY21-22 YTD	FY % +/-
New Cards	102	76	34.21%	826	639	29.26%
Community	23FEB	22FEB	Mo. % +/-	23FEB %POP	22FEB %POP	% Change
Winnetka	6,322	6,022	4.98%	49.61%	47.25%	2.35%
Northfield	3,351	2,035	15.53%	40.88%	35.39%	5.49%
TOTAL DISTRICT	8,673	8,057	7.65%	46.89%	43.56%	3.33%
Kenilworth	388	329	17.93%	15.43%	13.09%	2.35%

Technology

Public Computer Usage

Location	23FEB	22FEB	Mo. % +/-	FY22-23 YTD	FY21-22 YTD	FY % +/-
Winnetka	410	345	18.84%	3,433	3,250	5.63%
Northfield	215	173	24.28%	1,744	1,461	19.37%
TOTAL	625	518	20.66%	5,177	4,711	9.89%

Hotspot Usage

Location	23FEB	22FEB	Mo. % +/-	FY22-23 YTD	FY21-22 YTD	FY % +/-
Winnetka Sessions	18,987	18,562	2.29%	174,511	162,325	7.51%
Northfield Sessions	4,444	4,779	-7.01%	34,324	37,387	-8.19%
TOTAL	23,431	23,341	0.39%	208,835	199,712	4.57%
Winnetka Bandwidth	556GB	272GB	104.11%	4,064GB	2,442GB	66.39%
Northfield Bandwidth	81GB	44GB	85.03%	614GB	650GB	-5.54%
TOTAL	636GB	316GB	101.47%	4,678GB	3,092GB	51.27%

Website Reach/App Usage

Activity	23FEB	22FEB	Mo. % +/-	FY22-23 YTD	FY21-22 YTD	FY % +/-
Website Visits	8,433	7,258	16.19%	69,525	65,532	6.09%
Unique Visitors	5,463	4,605	18.63%	45,352	40,724	11.36%

Email Reach

23FEB Subscribers	% of Cardholders	22FEB Subscribers	Open Rate	Click Rate
10,571	116.66%	10,341	57%	2%

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

Collections

PHYSICAL ADULT (BY LOCATION)

Location	23FEB	22FEB	Mo. % +/-	FY22-23 YTD	FY21-22 YTD	FY % +/-
Winnetka	9,183	8,849	3.77%	76,276	76,644	-0.48%
Northfield	3,357	3,677	-8.70%	31,832	31,873	-0.13%

PHYSICAL YOUTH (BY LOCATION)

Location	23FEB	22FEB	Mo. % +/-	FY22-23 YTD	FY21-22 YTD	FY % +/-
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Winnetka	13,726	10,806	27.02%	111,382	94,188	18.25%
Northfield	3,307	3,341	-1.02%	30,294	27,202	11.37%

PHYSICAL MISCELLANEOUS

Lending Type	23FEB	22FEB	Mo. & +/-	FY22-23 YTD	FY21-22 YTD	FY % +/-
Kenilworth Patrons	1,025	1,111	-7.74%	8,717	11,944	-27.02%
Borrowed from Other Libraries	1,812	1,641	10.42%	13,642	14,642	-6.83%

PHYSICAL ADULT (BY TYPE)

Material Type	23FEB	22FEB	Mo. % +/-	FY22-23 YTD	FY21-22 YTD	FY % +/-
Books	7,816	7,493	4.31%	68,090	67,445	0.96%
Book - Fiction	4,024	3,851	4.49%	38,111	37,569	1.44%
Book - Nonfiction	3,792	3,642	4.12%	29,979	29,876	0.34%
Audiobook - CD	188	289	-34.95%	2,264	2,456	-7.82%
Music CD	106	127	-16.54%	1,000	1,011	-1.09%
Playaway	36	63	-42.86%	397	475	-16.42%
DVD/Blu-Ray	2,428	2,880	-15.69%	22,013	24,196	-9.02%
Magazine	219	216	1.39%	1,651	1,568	5.29%
Videogame	23	22	4.55%	231	194	19.07%
Computing Device	4	15	-73.33%	32	86	-62.79%
Library of Things	13	0	n/a	152	0	n/a
Other	0	1	-100.00%	65	21	209.52%
Non-CCS ILL	41	46	-10.87%	299	304	-1.64%
Sent Out	1,666	1,374	21.25%	11,914	10,761	10.71%
TOTAL	12,540	12,526	0.11%	108,108	108,517	-0.38%

PHYSICAL YOUTH (BY TYPE)

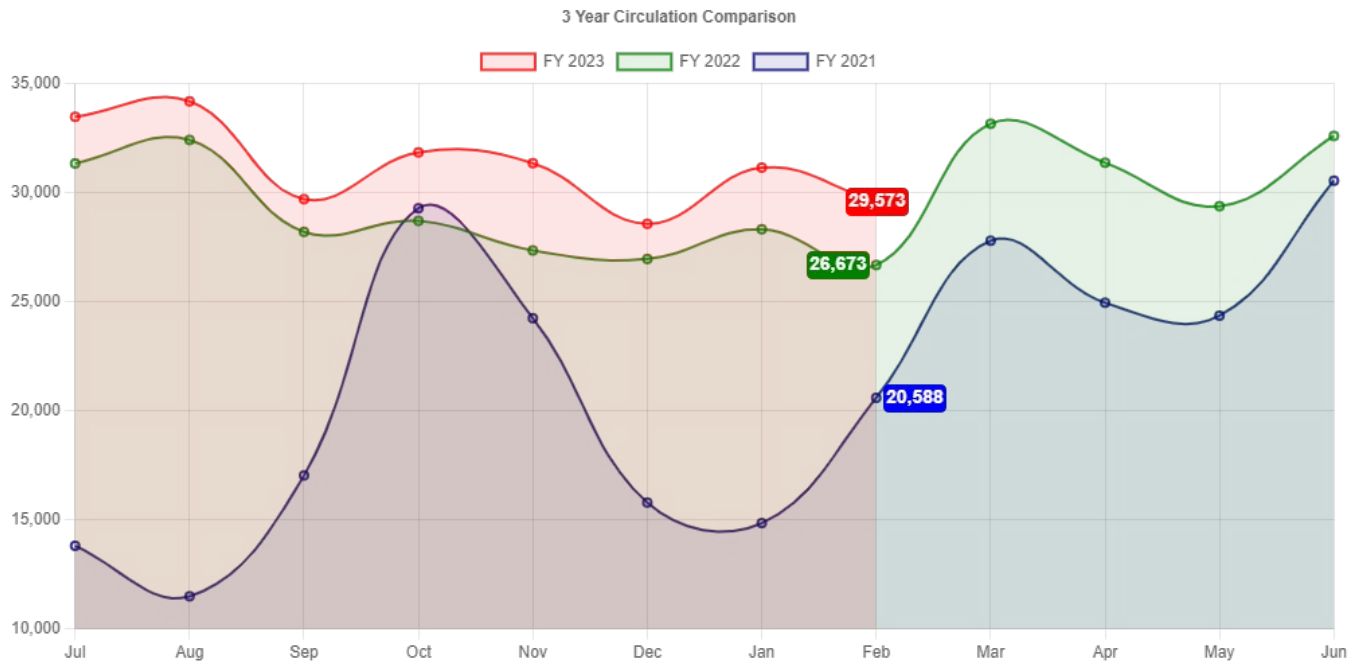
Material Type	23FEB	22FEB	Mo. % +/-	FY22-23 YTD	FY21-22 YTD	FY % +/-
Books	12,578	12,613	-0.28%	107,136	107,269	-0.12%
Book - Fiction	10,567	10,591	-0.23%	91,208	92,328	-1.21%
Book - Nonfiction	2,011	2,022	-0.54%	15,928	14,941	6.61%
Audiobook - CD	23	26	-11.54%	172	414	-58.45%
Music CD	2	34	-94.12%	100	257	-61.09%
Playaway	171	126	35.71%	1,730	1,506	14.87%
DVD/Blu-Ray	907	780	16.28%	7,965	7,818	1.88%
Magazine	0	0	n/a	109	7	1,457.14%
Videogame	289	228	26.75%	1,928	1,300	48.31%
Computing Device	0	0	n/a	0	6	-100.00%
Vox Reader	314	205	53.17%	2,371	1,588	49.31%
STEAM Kits	24	29	-17.24%	47	249	-81.12%
Early Literacy Kits	36	0	n/a	202	0	n/a
Other	95	106	-10.38%	694	976	-28.89%
In-House Circulation	2,558	0	n/a	19,036	0	n/a
TOTAL	16,997	14,147	20.15%	141,490	121,390	16.56%

MTD TOTAL PHYSICAL CIRCULATION

23FEB Physical Circulation	22FEB Physical Circulation	Net Change
29,573	26,673	10.87%

YTD TOTAL PHYSICAL CIRCULATION

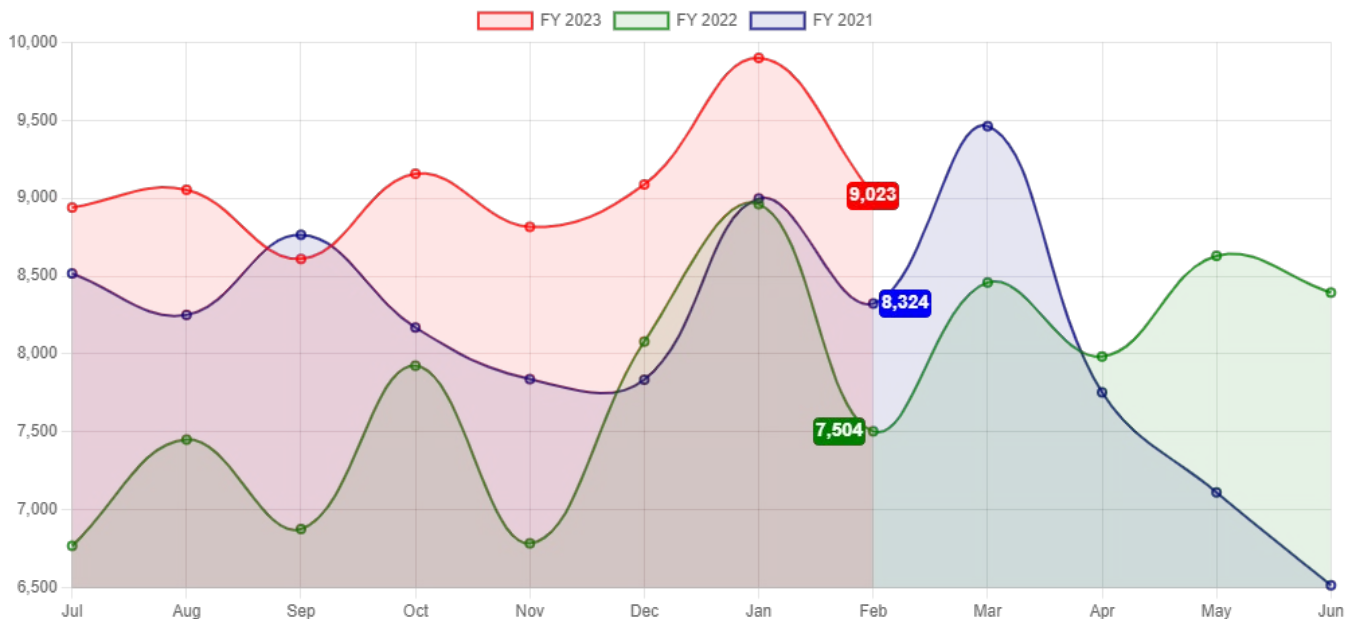
FY22-23 YTD Physical Circulation	FY21-22 YTD Physical Circulation	Net Change
249,784	229,907	8.65%



DIGITAL CIRCULATION

Material Type	23FEB	22FEB	Mo. % +/-	FY22-23 YTD	FY21-22 YTD	FY % +/-
eBooks	4,056	3,559	13.96%	32,700	28,479	14.82%
eAudiobooks	3,153	2,385	32.20%	24,742	19,427	27.36%
eMagazines	1,298	1,077	20.52%	11,532	8,426	36.86%
eVideos	441	468	-5.77%	3,276	3,748	-12.59%
eMusic	75	15	400.00%	338	273	23.81%
TOTAL	9,023	7,504	20.24%	72,588	60,353	20.27%

3 Year eResource Comparison

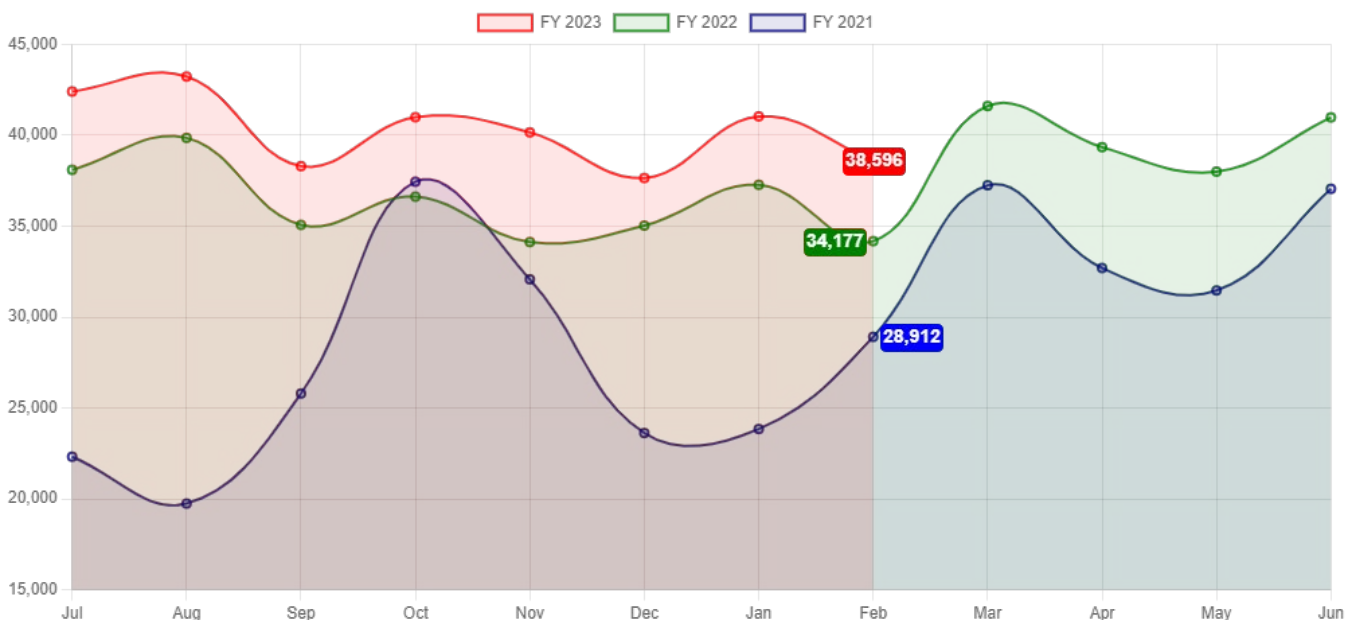


TOTAL DISTRICT CIRCULATION

23FEB District Circulation	22FEB District Circulation	Net Change
38,596	34,177	12.82%

FY22-23 YTD District Circulation	FY21-22 YTD District Circulation	Net Change
322,186	290,260	11.00%

3 Year Combined Circulation Comparison



Impact Stories

- Northfield- Three generations of family came to our Valentine's Day cookie decorating program. They loved how well it worked for all the children, ranging in age from 18 months to 4 years. The grandparents and grandchildren have become regular visitors of the Northfield Library!
- Youth Services- We celebrated the one-year anniversary of the launch of our 1,000 Books Before Kindergarten Program with a party on 2/11. To date, we have had 83 littles register, 89 milestone check-ins (milestones = increments of 100 books read), over 10,000 books finished, and 3 participants complete the program!
- Adult Services
 - Librarian Molly helped a patron and his family find the names of their great-grandparents that lived in Italy their whole lives but whose son lived in Winnetka. After searching Ancestry, Family Search, and Winnetka Talk Microfilm, she was able to locate their names on an old birth certificate in the Italian National Archives database. Said the patron, *"That's it!!! His WWII registration card did list March 18th as his birthday, although the others listed the 17th. I know it was very common back then to use the middle name as the given name... Wow!! Thank you so much! I never would have found this information without you!!"*
 - Feedback on Jackie Kennedy: A Living History Portrayal: *"I just recently discovered your wonderful online programs. I've enjoyed them and hope they continue!"*
 - Feedback on Cinematic Chicago and its Architecture in Film: *"This was very interesting. Some of the movies I did not realize were filmed in Chicago. I will have to rewatch some of them. Thank you for the virtual programs. Ken is a great presenter. Hope you have him again."*
 - Feedback on An Exploration of Severe Weather: *"This was great-very interesting-learned so many new things and to take weather threats seriously."*
 - Feedback on Seed Starting for Beginners: *"Such a great event. Very informative and helpful. Stephanie shared so many good ideas, hints, and tips with us. She was very organized and had a great presentation. She answered our questions and I walked away with many good ideas that I can't wait to use. She inspired all of us! Would love to have more events like this topic in future."*
 - Feedback on Graceland Cemetery: A History: *"I like to attend programs on Zoom. I have chronic illnesses that make it hard to get out and attend in person. I enjoyed this program. Thank you!"*
- Digital Services- A patron who checked out the telescope from our Library of Things reported that she was able to spot at least two of Jupiter's moons when viewing it from her house! She was thrilled to be able to check out this kind of equipment from the library!
- Customer Relations- A 90-year-old new resident sent her son into the library to get her library card, saying it was her "Highest Priority" to get it when moving back to Winnetka. She was excited to learn that we offer homebound delivery as she is not mobile and will be taking advantage of the service.





Winnetka-Northfield Public Library Elevator Modernization



Thursday, March 9, 2023

BID PACKAGE #14 - Elevators

BIDDERS	BOND	ADDEND.	BASE BID	Alternate #1		Voluntary Alternate
				New Hydraulic Power Unit		
Colley Elevator	X		\$138,571.00	\$	9,085.00	
Logic Elevator Solutions, Inc	X	X	\$153,178.00	\$	18,500.00	

March 16, 2023

Mrs. Monica Dombrowski
Library Director
Winnetka-Northfield Public Library District
768 Oak St
Winnetka, IL 60093

Re: Winnetka-Northfield Public Library District Elevator Modernization

Subject: Recommendation to Award Bids

Dear Monica:

Based on the bids received on March 9, 2023, we recommend awarding a contract to the following firm for the Winnetka-Northfield Public Library District Elevator Modernization:

<u>Bid Package</u>	<u>Description, Firm, and No. of Bids Received</u>	<u>Base Bid</u>
14	Elevator – Colley Elevator Company (2 Bids)	\$138,571

With respect to this bid package, we have reviewed the bid with the firm and confirmed that they appear to understand the scope, schedule, and requirements of the work. The firm was pre-qualified for this work and has successfully completed similar work on other projects with SMC Construction Services. We recommend approval of their bid as the lowest responsible bidder. The bid tabulation sheet from the March 9, 2023, bid opening with base bid amounts is attached.

The following alternate was included in the bids and may be accepted by the library. Please indicate if you wish to accept or reject these alternates.

<u>No.</u>	<u>Description</u>	<u>Alternate Price</u>
1	New Hydraulic Power Unit	\$9,085

Please indicate the library's approval of the above by signing below and returning a copy to our office. If you have any questions, please do not hesitate to call.

Sincerely,
SMC Construction



Brooke Irving
Assistant Project Manager

Please indicate if you wish to accept or reject this alternate:

<u>No.</u>	<u>Description</u>	<u>Accept</u>	<u>Reject</u>
1.	New Hydraulic Power Unit	_____	_____

Approved:

Winnetka- Northfield Public Library District

Sign: _____

Date: _____

Winnetka-Northfield Public Library District Elevator Modernization



Trade Item	Base Bid	Base Bid w/ Alt 1
14A Elevators	\$ 138,571	\$ 147,656
HVAC Allowance	\$ 5,000	\$ 5,000
Sub-Total	\$ 143,571	\$ 152,656
Construction Contingency	\$ 14,357	\$ 15,266
Sub-Total	\$ 157,928	\$ 167,922
SMC Preconstruction, Bidding & Supervision	\$ 18,378	\$ 18,378
Sub-Total	\$ 18,378	\$ 18,378
Total Construction Costs	\$ 176,306	\$ 186,300
Permits	\$ -	\$ -
Design Fee	\$ -	\$ -
Sub-Total	\$ -	\$ -
Project Total	\$ 176,306	\$ 186,300

The Winnetka-Northfield Public Library District (“The District”) is dedicated to providing a safe, welcoming, positive environment for staff and members of the public. The Board of Library Trustees (“The Board”) has established a conduct policy that prohibits the following behaviors to ensure the library can be enjoyed by everyone:

- Committing or attempting to commit any activity in violation of library policies or other local, state, or federal laws, statutes, ordinances, or regulations.
- Damaging, defacing, or stealing library property.
- Bringing weapons, simulated or real, onto library property.
- Harassing, intimidating, abusing, or threatening others or engaging in any other disrespectful behavior which can reasonably be expected to disturb others.
- Creating noise that would disturb reasonable use of the library for others.
- Entering the library without proper attire and shoes. Footwear must be worn at all times.
- Entering the library with bodily hygiene so offensive as to constitute a nuisance to others will be asked to leave the building until the condition is remedied. Once the condition is remedied, the patron is welcomed back into the library.
- Applying perfumes and aerosol sprays in the library.
- Entering unaccompanied into staff-only areas.
- Smoking, vaping, or using matches or lighters on library property. Consumption of alcohol is prohibited unless part of an approved library event.
- Eating in the following areas:
 - a. Quiet Reading Room (Winnetka Library)
 - b. Public Computer Area (Both libraries)
 - c. Youth Services Department (Winnetka Library)

NOTE: Small snacks are permitted in other areas of the library.
- Solicitation outside of library-sponsored events.
- Unauthorized distribution or posting of leaflets, flyers, or information.
- Bringing animals into the library, except those defined in the Americans with Disabilities Act or associated with a library-sponsored event. Animals left outside the library may not impede safe access to the building for others.
- Sleeping in a manner that disturbs or interferes with the use of the library by others.
- Using furniture, doors, elevators, floors, or stairways in an inappropriate or unsafe manner.

- Using bathroom facilities for bathing, shaving, or laundry.
- Changing children or adults outside of the bathrooms.
- As a guardian or caregiver, failing to address behaviors of children or vulnerable adults that violate the Patron Behavior Policy.
- Leaving personal items unattended in the library. Staff are not responsible for personal items that are lost, stolen, or damaged.

Enforcement of Policy

All staff are authorized to ask patrons whose choices violate this policy to correct their behavior and act in a respectful manner. In the event the behaviors are not corrected, staff may ask patrons to leave the library for the remainder of the day. All staff are authorized to call 9-1-1 for assistance, if needed.

Those engaging in repeat behaviors, or behaviors that are severely disruptive or dangerous to others, may have their library privileges limited or suspended for up to a year at the discretion of the Library Director. In the event the patron is a minor, parents will be notified of this action.

Patrons whose library privileges are limited or suspended may appeal the decision, in writing, to The Board. A hearing will be held at the next regularly scheduled Board meeting and the decision of The Board is final.