

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

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

AGENDA

Tuesday, June 18, 2024

- I. Call to Order**
- II. Roll Call**
- III. Public Comments**
- IV. Approval of Minutes**
 - Approval of Minutes of the May 20, 2024 Regular Meeting* (1 min)
 - Approval of Minutes of the June 3, 2024 Special Meeting* (1 min)
- V. Financial Report**
 - May 2024 Financial Statements* (5 mins)
- VI. Library Reports**
 - Director’s Report* (10 mins)
 - President’s Comments (5 mins)
- VII. Liaisons to Other Organizations – Reports**
 - Winnetka Village (5 mins)
 - Northfield Village (5 mins)
- VIII. Unfinished Business**
 - Update on Northfield Renovation Project (5 mins)
 - Discussion & Approval of FY24-25 Operating Budget (10 mins)
- IX. New Business**
 - Discussion & Approval of Revised Meeting Room Policy (10 mins)
- X. Communications**
 - The next regular meeting will be on Monday, July 15th at 7 p.m. at the Winnetka Library.
- XI. Public Comments**
- XII. Adjourn to Closed Session**
- XIII. Closed Session**

5 ILCS 120/2(c)(5): To consider the purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired.
- XIV. Return to Open Session**
- XV. Adjourn to Closed Session**

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

XVI. Closed Session

5 ILCS 120/2(c)(1): To consider the appointment, employment, compensation, discipline, performance, or dismissal of a specific employee of the library district.

XVII. Adjournment

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

May 20, 2024

I. Call to Order

The meeting was held at the Winnetka Library, 768 Oak St., Winnetka, Illinois. President Mitchell called the meeting to order at 6:59 p.m. A quorum was present.

II. Roll Call

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

Absent: Trustee Travis Gosselin

Present were library employees Mark Swenson and Luvia Melero.

Present were Girl Scout Troop 47008 and Kenilworth resident Marcus Franklin.

III. Public Comments

Girl Scout Troop 47008 members presented a mini-pantry to be housed in the library vestibule for the benefit of those in need of foodstuffs. Marcus Franklin of the Cook Co. Dept. of Public Health provided a container for Fentanyl Strip testing if the library decides to have a kit.

IV. Approval of Minutes

Approve minutes of the April 15, 2024 regular meeting.

President Mitchell announced approval of the April 15, 2024 Regular Meeting Minutes.

V. Financial Report

Trustee Munoz presented the April 2024 Financial Statement.

VI. Library Reports

Library Director's Report

Director Dombrowski presented the April 2024 Director's Report, which was included in the board packet for May, 2024.

Board President's Report

President Mitchell reported on participation in the Winnetka Caucus spring meeting, and requested thoughts on questions regarding the library district for the Caucus annual survey.

VII. Liaison Reports

Winnetka Village – In the absence of Trustee Gosselin, Director Dombrowski and President Mitchell spoke of upcoming village events in which the library will have representation, such as the Children’s Fair. Trustee Shankar spoke of the book sale that will form part of the library district’s end of summer party.

Northfield Village – Trustee Kinnich reported on the welcome for the new Northfield village manager.

VIII. Unfinished Business

- *Update on Northfield renovation project*

President Mitchell shared that a proposal is expected shortly from the village of Northfield with respect to the Northfield library, following their May 21 board meeting. Director Dombrowski spoke of the improvements needed at the Winnetka library and the related estimate of \$450,000.

- *Paid Parental Leave Policy*

Following discussion of the second policy draft and several suggested revisions, on a motion by Trustee Kinnich that the policy be approved as newly revised, the policy was so approved by voice vote of the board.

- *Winnetka Independence Day Parade*

Director Dombrowski stated that no library employee was willing to march in the Day parade and only one Board member was available and willing to march so there will be no library presence in the parade this year.

IX. Communications

The next meeting of the board of trustees will be on Monday, June 3rd, at 7 pm at the Winnetka library to discuss the draft of the FY24-25 budget.

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

X. Public Comments

No comments

XI. Adjournment

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

The Motion passed on voice vote and President Mitchell adjourned the meeting at 8:18 p.m.

XII. Return to Open Session

Returning to Open Session at 9:14 p.m.

XIII. Adjournment

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

The Motion passed on voice vote and President Mitchell adjourned the meeting at 9:14 p.m.

Respectfully submitted,

Thomas Sundell
Board Secretary

_____ Melissa Mitchell, President

_____ Thomas Sundell, Secretary

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

June 3, 2024

I. Call to Order

The meeting was held at the Winnetka Library, 768 Oak St., Winnetka, Illinois. President Mitchell called the meeting to order at 7:04 p.m. A quorum was present.

II. Roll Call

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

Absent: Trustee Travis Gosselin

Present were library employees Mark Swenson and Luvia Melero.

Present were Northfield Village Manager Patrick Brennan, Northfield Board Member Todd Fowler, and Michael Caruso of LJ Sheridan & Co.

III. Public Comments

No public comments.

IV. Adjourn to Closed Session

5 ILCS 120/2(c)(1): To consider the purchase or lease of real property for use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired.

A motion to adjourn to Closed Session was made by Trustee Sundell. The motion was passed on voice vote and President Mitchell adjourned the meeting at 7:06 p.m.

V. Return to Open Session

At 8:21 p.m., the Board of Trustees returned to Open Session. Guests Patrick Brennan, Todd Fowler, and Michael Caruso were no longer present.

VI. New Business

Review of the Draft FY24-25 Working Budget

Director Dombrowski presented the draft budget, explaining the salient points and responding to Trustee questions. At the request of the Trustees, the draft will be modified prior to the regular June board meeting with respect to allocated amounts in the Capital Outlay and Building items of the budget.

VII. Communications

The next meeting of the board of trustees will be on Tuesday, June 18th at 7 pm at the Northfield library.

VIII. Public Comments

No comments

IX. Adjournment

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

The Motion passed on voice vote and President Mitchell adjourned the meeting at 9:10 p.m.

X. Return to Open Session

Returning to Open Session at 9:49 p.m.

XI. Adjournment

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

The Motion passed on voice vote and President Mitchell adjourned the meeting at 9:50 p.m.

Respectfully submitted,

Thomas Sundell
Board Secretary

_____ Melissa Mitchell, President

_____ Thomas Sundell, Secretary

Winnetka-Northfield Public Library District

All Funds Summary

For the 11 Months Ended May 31, 2024

Prorated Budget Percentage Spent: 91.67%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Current Year-to-Date</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
Revenues					
Library Fund	4,552,273.00	4,172,916.92	4,970,728.33	109.19 %	797,811.41
IMRF Fund	66,000.00	60,500.00	19,982.32	30.28 %	(40,517.68)
FICA Fund	0.00	0.00	117,615.35	0.00 %	117,615.35
Building Fund	380,000.00	348,333.33	0.00	0.00 %	(348,333.33)
Unemployment Fund	1.00	0.92	0.97	97.00 %	0.05
Total Revenues	<u>4,998,274.00</u>	<u>4,581,751.17</u>	<u>5,108,326.97</u>	<u>102.20 %</u>	<u>526,575.80</u>
Expenses					
Library Fund	4,552,250.00	4,172,895.83	3,549,400.00	77.97 %	(623,495.83)
IMRF Fund	66,000.00	60,500.00	47,818.40	72.45 %	(12,681.60)
FICA Fund	70,000.00	64,166.67	70,000.00	100.00 %	5,833.33
Building Fund	380,000.00	348,333.33	355,226.59	93.48 %	6,893.26
Unemployment Fund	1.00	0.92	0.00	0.00 %	(0.92)
Special Reserve Fund	<u>5,200,000.00</u>	<u>4,766,666.67</u>	<u>0.00</u>	<u>0.00 %</u>	<u>(4,766,666.67)</u>
Total Expenses	<u>10,268,251.00</u>	<u>9,412,563.42</u>	<u>4,022,444.99</u>	<u>39.17 %</u>	<u>(5,390,118.43)</u>
Total Revenues	4,998,274.00	4,581,751.17	5,108,326.97	102.20 %	526,575.80
Total Expenses	<u>10,268,251.00</u>	<u>9,412,563.42</u>	<u>4,022,444.99</u>	<u>39.17 %</u>	<u>5,390,118.43</u>
Excess Revenues less Expenses	<u>(5,269,977.00)</u>	<u>(4,830,812.25)</u>	<u>1,085,881.98</u>	<u>(20.61)%</u>	<u>5,916,694.23</u>

Winnetka-Northfield Public Library District

Library Fund Summary

For the 11 Months Ended May 31, 2024

Prorated Budget Percentage Spent: 91.67%

	<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	4,106,860.00	3,764,621.67	4,473,983.56	108.94 %	709,361.89
Replacement Tax	90,000.00	82,500.00	76,374.78	84.86 %	(6,125.22)
Collections	160,413.00	147,045.25	128,674.71	80.21 %	(18,370.54)
Materials	5,000.00	4,583.33	8,332.45	166.65 %	3,749.12
Other Income	190,000.00	174,166.67	283,362.83	149.14 %	109,196.16
Total Operating Revenue	<u>4,552,273.00</u>	<u>4,172,916.92</u>	<u>4,970,728.33</u>	<u>109.19 %</u>	<u>797,811.41</u>
Operating Expenses					
Personnel	2,496,250.00	2,288,229.17	2,124,527.29	85.11 %	(163,701.88)
Administration	197,750.00	181,270.83	168,597.24	85.26 %	(12,673.59)
Utilities	106,500.00	97,625.00	83,353.18	78.27 %	(14,271.82)
IT Services	374,570.11	343,355.93	324,049.49	86.51 %	(19,306.44)
Public Relations	51,750.00	47,437.50	41,457.59	80.11 %	(5,979.91)
Library Materials - Adult	534,500.00	489,958.33	460,006.73	86.06 %	(29,951.60)
Library Materials - Youth	85,000.00	77,916.67	78,121.75	91.91 %	205.08
Programs	90,679.89	83,123.23	89,637.25	98.85 %	6,514.02
Capital	615,250.00	563,979.17	179,470.50	29.17 %	(384,508.67)
Total Operating Expenses	<u>4,552,250.00</u>	<u>4,172,895.83</u>	<u>3,549,400.00</u>	<u>77.97 %</u>	<u>(623,495.83)</u>
Total Revenues	4,552,273.00	4,172,916.92	4,970,728.33	109.19 %	797,811.41
Total Expenses	4,552,250.00	4,172,895.83	3,549,400.00	77.97 %	(623,495.83)
Excess Revenues less Expenses	<u>23.00</u>	<u>21.09</u>	<u>1,421,328.33</u>	<u>6,179,688.39 %</u>	<u>1,421,307.24</u>

Winnetka-Northfield Public Library District
Statement of Revenues and Expenditures - Modified Cash Basis
For the 11 Months Ended May 31, 2024

Prorated Budget Percentage Spent: 91.67%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year to Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
<u>LIBRARY FUND</u>					
Revenues					
Taxes					
Property Taxes Collections	4,106,860.00	3,764,621.67	4,428,722.11	107.84 %	664,100.44
Property Taxes Collections-Liability	0.00	0.00	32,934.04	0.00	32,934.04
Property Taxes Collections-Audit	0.00	0.00	12,327.41	0.00	12,327.41
Replacement Tax	<u>90,000.00</u>	<u>82,500.00</u>	<u>76,374.78</u>	<u>84.86</u>	<u>(6,125.22)</u>
Total Taxes	<u>4,196,860.00</u>	<u>3,847,121.67</u>	<u>4,550,358.34</u>	<u>108.42 %</u>	<u>703,236.67</u>
Collections					
Per Capita Grant	27,250.00	24,979.17	27,280.13	100.11 %	2,300.96
Kenilworth Services	129,663.00	118,857.75	97,247.50	75.00	(21,610.25)
Studio Fees	1,000.00	916.67	899.11	89.91	(17.56)
Lost/Damaged Mat.	2,500.00	2,291.67	2,797.97	111.92	506.30
Library Programs	<u>0.00</u>	<u>0.00</u>	<u>450.00</u>	<u>0.00</u>	<u>450.00</u>
Total Collections	<u>160,413.00</u>	<u>147,045.25</u>	<u>128,674.71</u>	<u>80.21 %</u>	<u>(18,370.54)</u>
Materials					
Copy/Printing	4,000.00	3,666.67	7,497.08	187.43 %	3,830.41
ILL Materials - Winnetka	0.00	0.00	(47.50)	0.00	(47.50)
Book Sales	<u>1,000.00</u>	<u>916.67</u>	<u>882.87</u>	<u>88.29</u>	<u>(33.80)</u>
Total Materials	<u>5,000.00</u>	<u>4,583.33</u>	<u>8,332.45</u>	<u>166.65 %</u>	<u>3,749.12</u>
Other Income					
Checking Interest Income	3,500.00	3,208.33	10,370.37	296.30 %	7,162.04
Byline Bank IMA Interest	164,000.00	150,333.33	250,272.74	152.61	99,939.41
Money Market-Interest	2,000.00	1,833.33	2,045.87	102.29	212.54
Misc. Revenue	0.00	0.00	4,408.70	0.00	4,408.70
Gift Fund (over \$100)	500.00	458.33	1,000.00	200.00	541.67
Friends Donations	<u>20,000.00</u>	<u>18,333.33</u>	<u>15,265.15</u>	<u>76.33</u>	<u>(3,068.18)</u>
Total Other Income	<u>190,000.00</u>	<u>174,166.67</u>	<u>283,362.83</u>	<u>149.14 %</u>	<u>109,196.16</u>
Total Revenue	<u>4,552,273.00</u>	<u>4,172,916.92</u>	<u>4,970,728.33</u>	<u>109.19 %</u>	<u>797,811.41</u>

Winnetka-Northfield Public Library District

Statement of Revenues and Expenditures - Modified Cash Basis

For the 11 Months Ended May 31, 2024

Prorated Budget Percentage Spent: 91.67%

	Annual Budget	Prorated Budget	Year to Date Actual	% of Budget	Variance vs. Prorated Budget
LIBRARY FUND					
Expenses					
Personnel					
Salaries	2,040,000.00	1,870,000.00	1,797,374.97	88.11 %	(72,625.03)
Health Insurance	335,000.00	307,083.33	235,857.40	70.41	(71,225.93)
Employee Asst. Program	500.00	458.33	0.00	0.00	(458.33)
Professional Development	30,000.00	27,500.00	22,113.06	73.71	(5,386.94)
Flexible Spending Account	750.00	687.50	690.00	92.00	2.50
Payroll Taxes	84,000.00	77,000.00	63,977.10	76.16	(13,022.90)
Staff Recognition/Events/Meetings	6,000.00	5,500.00	4,514.76	75.25	(985.24)
Total Personnel	2,496,250.00	2,288,229.17	2,124,527.29	85.11 %	(163,701.88)
Administration					
Audit Fees	12,950.00	11,870.83	12,400.00	95.75 %	529.17
Library Supplies	38,000.00	34,833.33	29,133.87	76.67	(5,699.46)
Office Supplies	6,500.00	5,958.33	4,608.23	70.90	(1,350.10)
Breakroom Supplies	4,000.00	3,666.67	2,451.94	61.30	(1,214.73)
Postage	2,500.00	2,291.67	2,594.19	103.77	302.52
Hospitality	500.00	458.33	203.98	40.80	(254.35)
Accounting and Bookkeeping	24,000.00	22,000.00	16,455.00	68.56	(5,545.00)
Delivery Service	6,000.00	5,500.00	4,815.87	80.26	(684.13)
Payroll Services	9,500.00	8,708.33	8,825.92	92.90	117.59
Liability Insurance Costs	33,000.00	30,250.00	32,474.00	98.41	2,224.00
Board Expenses	1,500.00	1,375.00	339.29	22.62	(1,035.71)
Memberships	7,000.00	6,416.67	6,588.86	94.13	172.19
Legal	30,000.00	27,500.00	25,690.89	85.64	(1,809.11)
Consultants	5,000.00	4,583.33	2,056.74	41.13	(2,526.59)
Investment Fees	16,800.00	15,400.00	19,891.19	118.40	4,491.19
Miscellaneous	500.00	458.33	67.27	13.45	(391.06)
Total Administration	197,750.00	181,270.83	168,597.24	85.26 %	(12,673.59)
Utilities					
Electricity	42,000.00	38,500.00	34,226.94	81.49 %	(4,273.06)
Water	9,000.00	8,250.00	4,139.05	45.99	(4,110.95)
Storm Sewer	1,500.00	1,375.00	1,351.25	90.08	(23.75)
Natural Gas	13,500.00	12,375.00	8,615.65	63.82	(3,759.35)
Telephone	16,500.00	15,125.00	17,283.23	104.75	2,158.23
Internet Services	24,000.00	22,000.00	17,737.06	73.90	(4,262.94)
Total Utilities	106,500.00	97,625.00	83,353.18	78.27 %	(14,271.82)
Information Technology					
CCS Operating	79,000.00	72,416.67	76,758.24	97.16 %	4,341.57
Software	90,000.00	82,500.00	95,708.32	106.34	13,208.32
LAN Management	40,000.00	36,666.67	33,908.60	84.77	(2,758.07)
Hardware	4,000.00	3,666.67	3,792.88	94.82	126.21
Website/Platform Fees	100,000.00	91,666.67	68,228.45	68.23	(23,438.22)
Photocopier Leases	23,000.00	21,083.33	19,406.46	84.38	(1,676.87)
Computer Equipment	38,570.11	35,355.93	26,246.54	68.05	(9,109.39)
Total Information Technology	374,570.11	343,355.93	324,049.49	86.51 %	(19,306.44)

Winnetka-Northfield Public Library District

Statement of Revenues and Expenditures - Modified Cash Basis

For the 11 Months Ended May 31, 2024

Prorated Budget Percentage Spent: 91.67%

	Annual Budget	Prorated Budget	Year to Date Actual	% of Budget	Variance vs. Prorated Budget
LIBRARY FUND					
Public Relations					
Promotional	11,000.00	10,083.33	7,312.02	66.47 %	(2,771.31)
Newsletter/Mailers	29,750.00	27,270.83	24,258.51	81.54	(3,012.32)
PR Supplies	4,000.00	3,666.67	2,887.06	72.18	(779.61)
Marketing/Advertising	7,000.00	6,416.67	7,000.00	100.00	583.33
Total Public Relations	51,750.00	47,437.50	41,457.59	80.11 %	(5,979.91)
Library Materials - Adult					
Books-Fiction-Adult	85,000.00	77,916.67	72,816.05	85.67 %	(5,100.62)
Books-Non-Fiction-Adult	75,000.00	68,750.00	62,056.62	82.74	(6,693.38)
Periodicals	20,200.00	18,516.67	18,406.46	91.12	(110.21)
DVDs-Adult	25,000.00	22,916.67	19,634.89	78.54	(3,281.78)
Audio Books-Adult	6,500.00	5,958.33	6,759.81	104.00	801.48
Books-Digital	255,800.00	234,483.33	221,551.39	86.61	(12,931.94)
Online Database	65,000.00	59,583.33	56,687.46	87.21	(2,895.87)
Adult Videogames	0.00	0.00	167.41	0.00	167.41
Video Games-Adults	2,000.00	1,833.33	1,926.64	96.33	93.31
Total Library Materials - Adult	534,500.00	489,958.33	460,006.73	86.06 %	(29,951.60)
Library Materials - Youth					
Kits	5,000.00	4,583.33	3,964.43	79.29 %	(618.90)
Books-Fiction-Juv	45,000.00	41,250.00	38,406.41	85.35	(2,843.59)
Books-Non-Fiction-Juv	13,000.00	11,916.67	13,378.60	102.91	1,461.93
DVDs-Juv	1,500.00	1,375.00	938.12	62.54	(436.88)
Audio Books/Talking Books Juv	15,000.00	13,750.00	16,453.96	109.69	2,703.96
Video Games-Juv	5,500.00	5,041.67	4,980.23	90.55	(61.44)
Total Library Materials - Youth	85,000.00	77,916.67	78,121.75	91.91 %	205.08
Programs					
Reading Programs	10,000.00	9,166.67	10,409.02	104.09 %	1,242.35
Programming - Studio	11,750.00	10,770.83	11,971.95	101.89	1,201.12
Programming - Youth	30,000.00	27,500.00	32,791.85	109.31	5,291.85
Programming - Adult	37,500.00	34,375.00	32,764.64	87.37	(1,610.36)
Studio Maintenance/Repair	1,429.89	1,310.73	1,699.79	118.88	389.06
Total Programs	90,679.89	83,123.23	89,637.25	98.85 %	6,514.02
Capital					
Capital Outlay	435,250.00	398,979.17	78,102.36	17.94 %	(320,876.81)
Building	155,000.00	142,083.33	76,813.84	49.56	(65,269.49)
Equipment/Furniture	25,000.00	22,916.67	24,554.30	98.22	1,637.63
Total Capital	615,250.00	563,979.17	179,470.50	29.17 %	(384,508.67)
Total Expenses	4,552,250.00	4,172,895.83	3,549,400.00	77.97 %	(623,495.83)
Excess Revenues less Expenses	23.00	21.09	1,421,328.33	6,179,688.39 %	1,421,307.24

Winnetka-Northfield Public Library District

Statement of Revenues and Expenditures - Modified Cash Basis

For the 11 Months Ended May 31, 2024

Prorated Budget Percentage Spent: 91.67%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year to Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
BUILDING FUND					
Revenues					
Property Taxes Collections-Building	380,000.00	348,333.33	0.00	0.00 %	(348,333.33)
Total Revenue	<u>380,000.00</u>	<u>348,333.33</u>	<u>0.00</u>	<u>0.00 %</u>	<u>(348,333.33)</u>
Expenses					
Northfield Lease	69,000.00	63,250.00	64,381.79	93.31 %	1,131.79
Janitorial Supplies	10,800.00	9,900.00	8,192.81	75.86	(1,707.19)
Snow Removal	9,000.00	8,250.00	6,055.00	67.28	(2,195.00)
Building Appraisal	300.00	275.00	285.00	95.00	10.00
Building Maintenance Service	100,000.00	91,666.67	89,210.00	89.21	(2,456.67)
Elevators	135,000.00	123,750.00	145,502.20	107.78	21,752.20
Landscaping	25,000.00	22,916.67	13,968.44	55.87	(8,948.23)
HVAC	11,200.00	10,266.67	11,150.19	99.56	883.52
Automatic Doors	5,000.00	4,583.33	6,485.32	129.71	1,901.99
Roof	700.00	641.67	732.00	104.57	90.33
Alarms & Security	6,000.00	5,500.00	3,357.21	55.95	(2,142.79)
Equipment	4,000.00	3,666.67	1,895.16	47.38	(1,771.51)
Plumbing	500.00	458.33	390.42	78.08	(67.91)
Electrical	1,500.00	1,375.00	1,500.00	100.00	125.00
Misc Services	2,000.00	1,833.33	2,121.05	106.05	287.72
Total Expenses	<u>380,000.00</u>	<u>348,333.33</u>	<u>355,226.59</u>	<u>93.48 %</u>	<u>6,893.26</u>
Excess Revenues less Expenses	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ (355,226.59)</u>	<u>0.00 %</u>	<u>(355,226.59)</u>
IMRF FUND					
Revenues					
Property Taxes Collections-IMRF	66,000.00	60,500.00	19,982.32	30.28 %	(40,517.68)
Total Revenue	<u>66,000.00</u>	<u>60,500.00</u>	<u>19,982.32</u>	<u>30.28 %</u>	<u>(40,517.68)</u>
Expenses					
IMRF Expenses	66,000.00	60,500.00	47,818.40	72.45 %	(12,681.60)
Total Expenses	<u>66,000.00</u>	<u>60,500.00</u>	<u>47,818.40</u>	<u>72.45 %</u>	<u>(12,681.60)</u>
Excess Revenues less Expenses	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ (27,836.08)</u>	<u>0.00 %</u>	<u>(27,836.08)</u>

Winnetka-Northfield Public Library District
Statement of Revenues and Expenditures - Modified Cash Basis
For the 11 Months Ended May 31, 2024

Prorated Budget Percentage Spent: 91.67%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year to Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
FICA FUND					
Revenues					
Property Taxes Collections-FICA	0.00	0.00	117,615.35	0.00 %	117,615.35
Total Revenue	<u>0.00</u>	<u>0.00</u>	<u>117,615.35</u>	<u>0.00 %</u>	<u>117,615.35</u>
Expenses					
FICA	70,000.00	64,166.67	70,000.00	100.00 %	5,833.33
Total Expenses	<u>70,000.00</u>	<u>64,166.67</u>	<u>70,000.00</u>	<u>100.00 %</u>	<u>5,833.33</u>
Excess Revenues less Expenses	<u>\$ (70,000.00)</u>	<u>\$ (64,166.67)</u>	<u>\$ 47,615.35</u>	<u>(68.02)%</u>	<u>111,782.02</u>
UNEMPLOYMENT FUND					
Revenues					
Property Taxes Collections-Unemployment	1.00	0.92	0.97	97.00 %	0.05
Total Revenue	<u>1.00</u>	<u>0.92</u>	<u>0.97</u>	<u>97.00 %</u>	<u>0.05</u>
Expenses					
Unemployment	1.00	0.92	0.00	0.00 %	(0.92)
Total Expenses	<u>1.00</u>	<u>0.92</u>	<u>0.00</u>	<u>0.00 %</u>	<u>(0.92)</u>
Excess Revenues less Expenses	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.97</u>	<u>0.00 %</u>	<u>0.97</u>

Winnetka-Northfield Public Library District
Statement of Revenues and Expenditures - Modified Cash Basis
For the 11 Months Ended May 31, 2024

Prorated Budget Percentage Spent: 91.67%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year to Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
SPECIAL RESERVE FUND					
Revenues					
Transfer In	0.00	0.00	0.00	0.00 %	0.00
Expenses					
Capital Outlay	5,200,000.00	4,766,666.67	0.00	0.00 %	(4,766,666.67)
Total Expenses	<u>5,200,000.00</u>	<u>4,766,666.67</u>	<u>0.00</u>	<u>0.00 %</u>	<u>(4,766,666.67)</u>
Excess Revenues less Expenses	<u>\$ (5,200,000.00)</u>	<u>\$ (4,766,666.67)</u>	<u>\$ 0.00</u>	<u>0.00 %</u>	<u>4,766,666.67</u>

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts
May 1, 2024 - May 31, 2024

Payee/Account #	Account Description	Description	Amount	Check Nurr	Check Date	Check Amour
Vendor Checks						
Engberg Anderson, Inc. 10-0-5800	Capital Outlay	To VOID check 4424	-8,275.28	4424	05/31/24	<u>(8,275.28)</u>
Amber Mechanical Contractors Inc. 70-0-5752	HVAC	Inv C016846	1,999.50	4471	05/02/24	<u>2,143.50</u>
70-0-5752	HVAC	Inv W35870	144.00			
AT&T 10-0-5176	Internet Services	Inv S663007007-24101	292.39	4472	05/02/24	<u>292.39</u>
Barbara Rinella 10-0-5908	Programming - Adult	Event Presentation	350.00	4473	05/02/24	<u>350.00</u>
Bokeum Moon 10-0-5908	Programming - Adult	Event Presentation	300.00	4474	05/02/24	<u>300.00</u>
Engberg Anderson, Inc. 10-0-5800	Capital Outlay	Inv 23358403-3	28,252.62	4475	05/02/24	<u>28,252.62</u>
Esscoe L.L.C. 10-0-5882	Building	Inv 65108	1,347.74	4476	05/02/24	<u>1,347.74</u>
Library Ideas, LLC 10-1-5444	Audio Books-Juv-Winnetka	Inv 105512	87.92	4477	05/02/24	<u>87.92</u>
Lisa Martin 10-0-5114	Professional Development	Lisa Martin	541.09	4478	05/02/24	<u>768.31</u>
10-0-5114	Professional Development	Lisa Martin	227.22			
Lisa Martin 10-0-5114	Professional Development	To VOID check 4478	-768.31	4478	05/31/24	<u>(768.31)</u>
Lynn Rymarz 10-0-5908	Programming - Adult	Event Presentation	300.00	4479	05/02/24	<u>300.00</u>
Michelle Nichols-Yehling 10-0-5908	Programming - Adult	Michelle Nichols-Yehling	150.00	4480	05/02/24	<u>150.00</u>
Perkins Coie LLP 10-0-5736	Legal	Inv 7015733	2,090.00	4481	05/02/24	<u>4,290.00</u>
10-0-5736	Legal	Inv 7007255	2,200.00			
Raul Negrete Moyo 70-0-5740	Snow Removal	Inv 1	420.00	4482	05/02/24	<u>4,620.00</u>
70-0-5740	Snow Removal	Inv 2	1,680.00			
70-0-5740	Snow Removal	Inv 3	2,100.00			
70-0-5740	Snow Removal	Inv 4	420.00			
Sarah Munoz 10-0-5114	Professional Development	ALA Memebership	73.00	4483	05/02/24	<u>333.00</u>
10-0-5114	Professional Development	ALA Registration	260.00			
Scholastic Inc. 10-0-5308	Reading Programs	Inv 59054859	1,257.43	4484	05/02/24	<u>1,257.43</u>

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts
May 1, 2024 - May 31, 2024

Payee/Account #	Account Description	Description	Amount	Check Nurr	Check Date	Check Amour
Technology Management Rev Fund 10-0-5176	Internet Services	Inv T2421214	1,000.00	4485	05/02/24	<u>1,000.00</u>
The Book Stall 10-1-5341	Books-Non-Fiction-Adult-W	Inv 517342	76.00	4486	05/02/24	<u>125.56</u>
10-2-5341	Books-Non-Fiction-Adult-N	Inv 518174	25.60			
10-2-5341	Books-Non-Fiction-Adult-N	Inv 516254	23.96			
Alyssa Martin 10-0-5114	Professional Development	Reimbursement	541.09	4487	05/10/24	<u>768.31</u>
10-0-5114	Professional Development	Reimbursement	227.22			
Amber Urich 10-0-5114	Professional Development	Reimbursement	314.10	4488	05/16/24	<u>314.10</u>
Chicago Hearing Society 10-0-5732	Staff Recognition/Events/M	Inv C99904	450.00	4489	05/16/24	<u>450.00</u>
Ellen Shubart 10-0-5908	Programming - Adult	Ellen Shubart	150.00	4490	05/16/24	<u>150.00</u>
ElliePresents 10-0-5908	Programming - Adult	Event Presentation Deposit	100.00	4491	05/16/24	<u>100.00</u>
Engberg Anderson, Inc. 10-0-5800	Capital Outlay	Inv 23358403-2 - Reissue	8,275.28	4492	05/16/24	<u>8,275.28</u>
Fox Valley Fire & Safety 70-0-5758	Alarms & Security	Inv IN00667776	183.00	4493	05/16/24	<u>183.00</u>
French Battlefields 10-0-5908	Programming - Adult	Event Presentation	200.00	4494	05/16/24	<u>200.00</u>
GUY SCOPELLITI LANDSCAPE 70-0-5750	Landscaping	Inv 44004	1,209.00	4495	05/16/24	<u>1,209.00</u>
Isabel Raci 10-0-5908	Programming - Adult	Event Presentation	510.00	4496	05/16/24	<u>510.00</u>
Jeff Mishur 10-0-5908	Programming - Adult	Event Presentation	360.00	4497	05/16/24	<u>360.00</u>
Jo Ann Tufo 10-0-5908	Programming - Adult	Event Presentation	200.00	4498	05/16/24	<u>200.00</u>
Kathy Skiba 10-0-5723	PR Supplies	Reimbursements	43.97	4499	05/16/24	<u>43.97</u>
Neil Bradbury 10-0-5908	Programming - Adult	Event Presentation	130.00	4500	05/16/24	<u>130.00</u>
New York Times 10-0-5177	Website/Platform Fees	New York Times	2,204.80	4501	05/16/24	<u>2,204.80</u>

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts
May 1, 2024 - May 31, 2024

Payee/Account #	Account Description	Description	Amount	Check Nurr	Check Date	Check Amour
Non-Stop Entertainment 10-0-5308	Reading Programs	Event Presentation Deposit	125.00	4502	05/16/24	<u>125.00</u>
Rebecca Ganellen 10-1-5342	Periodicals-Winnetka	Rebecca Ganellen	5.00	4503	05/16/24	<u>5.00</u>
Stephanie Girardi 10-0-5114	Professional Development	Reimbursements	62.85	4504	05/16/24	<u>66.85</u>
10-0-5114	Professional Development	Reimbursements	4.00			
Sydney Clark 10-0-5114	Professional Development	Sydney Clark	10.05	4505	05/16/24	<u>10.05</u>
Team One Repair, Inc. 10-0-5120	Library Supplies	Inv 1543241	211.00	4506	05/16/24	<u>211.00</u>
Valerie Gugala 10-0-5908	Programming - Adult	Event Presentation	200.00	4507	05/16/24	<u>200.00</u>
Amelia Kmiec 10-0-5114	Professional Development	Reimbursement	16.75	4508	05/30/24	<u>16.75</u>
AT&T 10-0-5176	Internet Services	Inv S663007007-24131, 05/10/24	181.26	4509	05/30/24	<u>181.26</u>
Catapult 10-0-5115	Flexible Spending Account	Inv 00148048, 05/20/24	50.00	4510	05/30/24	<u>50.00</u>
Catharine Savage 10-0-5908	Programming - Adult	Event Presentation	100.00	4511	05/30/24	<u>100.00</u>
Catherine Dana 10-0-5908	Programming - Adult	Event Presentation	350.00	4512	05/30/24	<u>350.00</u>
Chicago Hearing Society 10-0-5732	Staff Recognition/Events/M	Inv C100308, 5/20/24	150.00	4513	05/30/24	<u>150.00</u>
Chicago Tribune 10-1-5342	Periodicals-Winnetka	Subscriptions through 08/07/24	430.99	4514	05/30/24	<u>430.99</u>
Evan Haller 10-0-5907	Programming - Youth	Mr. Evan Music at Blissful	430.00	4515	05/30/24	<u>430.00</u>
Fairway Laser Systems Inc. 10-0-5800	Capital Outlay	Epilog Laser System, 5/14/24	16,030.00	4516	05/30/24	<u>16,030.00</u>
Gayle Walsworth 10-0-5907	Programming - Youth	Miss Make Believe's Imagination Ways	600.00	4517	05/30/24	<u>600.00</u>
Image Systems & Business Solutions Leasing a Progr 10-0-5766	Photocopier Leases	Inv 82400805, 05/15/24	1,031.56	4518	05/30/24	<u>1,031.56</u>
Invengo American Corporation				4519	05/30/24	<u>2,054.00</u>

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts
May 1, 2024 - May 31, 2024

Payee/Account #	Account Description	Description	Amount	Check Nurr	Check Date	Check Amour
10-0-5177	Website/Platform Fees	Inv 1013456	2,054.00			
Jacksonville Public Library				4520	05/30/24	<u>47.50</u>
10-0-4590	ILL Materials	5/7/2024	47.50			
Kelly Dull				4521	05/30/24	<u>400.00</u>
10-0-5908	Programming - Adult	Kelly Dull- Cookie Decorating	400.00			
Leslie Goddard				4522	05/30/24	<u>300.00</u>
10-0-5908	Programming - Adult	Event Presentation	300.00			
New York Times				4523	05/30/24	<u>1,118.00</u>
10-1-5342	Periodicals-Winnetka	05.18.24 - 05.16.25	1,118.00			
Technology Management Rev Fund				4524	05/30/24	<u>1,000.00</u>
10-0-5176	Internet Services	Inv T2423746, 5/13/24	1,000.00			
The Book Stall				4525	05/30/24	<u>110.35</u>
10-1-5341	Books-Non-Fiction-Adult-W	Inv 522981	51.99			
10-2-5341	Books-Non-Fiction-Adult-Nr	Inv 521209, 05/13/24	58.36			
Thomson Reuters				4526	05/30/24	<u>125.38</u>
10-1-5341	Books-Non-Fiction-Adult-W	Inv 850213358, 05/14/24	125.38			
BAKER & TAYLOR				18108	05/09/24	<u>5,981.34</u>
10-2-5440	Books-Fiction-Juv-Northfiel	BAKER & TAYLOR	264.09			
10-1-5341	Books-Non-Fiction-Adult-W	BAKER & TAYLOR	1,610.19			
10-0-5120	Library Supplies	BAKER & TAYLOR	553.96			
10-2-5341	Books-Non-Fiction-Adult-Nr	BAKER & TAYLOR	777.29			
10-2-5441	Books-Non-Fiction-Juv-Nor	BAKER & TAYLOR	21.71			
10-1-5340	Books-Fiction-Adult-Winnet	BAKER & TAYLOR	1,111.42			
10-2-5340	Books-Fiction-Adult-Northfi	BAKER & TAYLOR	398.69			
10-1-5440	Books-Fiction-Juv-Winnetka	BAKER & TAYLOR	1,243.99			
MIDWEST TAPE				18109	05/09/24	<u>1,512.86</u>
10-1-5344	Audio Books-Adult-Winnetka	MIDWEST TAPE	165.96			
10-0-5120	Library Supplies	MIDWEST TAPE	111.59			
10-2-5344	Audio Books-Adult-Northfie	MIDWEST TAPE	122.97			
10-2-5344	Audio Books-Adult-Northfie	MIDWEST TAPE	305.13			
10-1-5343	DVDs-Adult-Winnetka	MIDWEST TAPE	807.21			
DD Facility Services				18110	05/09/24	<u>16,000.00</u>
70-0-5748	Building Maintenance Servi	Inv 0718-0030	8,000.00			
70-0-5748	Building Maintenance Servi	Inv 0718-0029	8,000.00			

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts
May 1, 2024 - May 31, 2024

Payee/Account #	Account Description	Description	Amount	Check Nurr	Check Date	Check Amour
DE LAGE LANDEN FINANCIALSVCS. 10-0-5766	Photocopier Leases	DE LAGE LANDEN FINANCIALSVCS.	499.46	18111	05/09/24	<u>499.46</u>
BIBLIOTHECA, LLC 10-1-5345	Books-Digital-Winnetka	Inv US75156	385.96	18112	05/09/24	<u>385.96</u>
MERCHANTS DELIVERY SERVICE 10-0-5138	Delivery Service	03/2024	525.00	18113	05/09/24	<u>525.00</u>
COOPERATIVE COMPUTER SERVICES 10-0-5132	CCS Operating & OCLC	Inv 2272	19,728.69	18114	05/09/24	<u>19,728.69</u>
QUILL CORPORATION 10-0-5121	Office Supplies	Inv 38267887	53.68	18115	05/09/24	<u>53.68</u>
Lauterbach & Amen, LLP 10-0-5131	Accounting and Bookkeepi	Inv 89642	1,725.00	18116	05/09/24	<u>1,725.00</u>
Ntiva 10-0-5135	LAN Management	Inv 229082	2,951.91	18117	05/09/24	<u>2,951.91</u>
RingCentral Inc 10-0-5175	Telephone	Inv CD_000804534	63.71	18118	05/09/24	<u>63.71</u>
BAKER & TAYLOR 10-2-5440	Books-Fiction-Juv-Northfiel	BAKER & TAYLOR	284.00	18135	05/23/24	<u>10,226.31</u>
10-1-5341	Books-Non-Fiction-Adult-W	BAKER & TAYLOR	2,054.64			
10-0-5120	Library Supplies	BAKER & TAYLOR	881.72			
10-2-5341	Books-Non-Fiction-Adult-Nr	BAKER & TAYLOR	730.98			
10-1-5441	Books-Non-Fiction-Juv-Win	BAKER & TAYLOR	517.93			
10-2-5441	Books-Non-Fiction-Juv-Nor	BAKER & TAYLOR	45.71			
10-1-5340	Books-Fiction-Adult-Winnet	BAKER & TAYLOR	3,085.56			
10-2-5340	Books-Fiction-Adult-Northfi	BAKER & TAYLOR	1,042.84			
10-1-5440	Books-Fiction-Juv-Winnetk	BAKER & TAYLOR	1,582.93			
MIDWEST TAPE 10-2-5343	DVDs-Adult-Northfield	MIDWEST TAPE	184.41	18136	05/23/24	<u>1,351.90</u>
10-1-5344	Audio Books-Adult-Winnetk	MIDWEST TAPE	74.98			
10-0-5120	Library Supplies	MIDWEST TAPE	85.57			
10-2-5344	Audio Books-Adult-Northfie	MIDWEST TAPE	74.98			
10-1-5343	DVDs-Adult-Winnetka	MIDWEST TAPE	468.05			
10-1-5444	Audio Books-Juv-Winnetka	MIDWEST TAPE	207.96			
10-2-5444	Audio Books-Juv-Northfield	MIDWEST TAPE	255.95			
Children's Plus Inc. 10-1-5441	Books-Non-Fiction-Juv-Win	Children's Plus Inc.	1,330.50	18137	05/23/24	<u>1,330.50</u>

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts
May 1, 2024 - May 31, 2024

Payee/Account #	Account Description	Description	Amount	Check Nurr	Check Date	Check Amour
SENSOURCE 10-0-5134	Software	Inv 59478	1,410.00	18138	05/23/24	<u>1,410.00</u>
CDW-G 10-0-5885 10-0-5885 10-0-5885	Computer Equipment Computer Equipment Computer Equipment	Inv QX64089 Inv RD21811 Inv RC59800	167.92 8.47 88.62	18139	05/23/24	<u>265.01</u>
NIR ROOF CARE, INC. 70-0-5756	Roof	Inv 167526	366.00	18140	05/23/24	<u>366.00</u>
VILLAGE OF NORTHFIELD 70-2-5159	Northfield Lease	Inv 501LIB	5,852.89	18141	05/23/24	<u>5,852.89</u>
Shales McNutt Construction 70-0-5749	Elevators	Project #23-002	8,378.00	18142	05/23/24	<u>8,378.00</u>
Kanopy 10-1-5345	Books-Digital-Winnetka	Inv 398968-PPU	643.00	18143	05/23/24	<u>643.00</u>
HR Source 10-0-5731	Memberships	Inv FY25-58694	1,260.00	18144	05/23/24	<u>1,260.00</u>
HOOPLA (MIDWEST TAPE) 10-1-5345	Books-Digital-Winnetka	Inv 505410586	2,148.05	18145	05/23/24	<u>2,148.05</u>
DD Facility Services 70-0-5748	Building Maintenance Servi	Inv 0718-0031	8,610.00	18146	05/23/24	<u>8,610.00</u>
VILLAGE OF WINNETKA 10-0-5111	Health Insurance	Inv 2024-00000005	30,469.61	18147	05/23/24	<u>30,469.61</u>
QUILL CORPORATION 10-0-5120	Library Supplies	Inv 38509334	239.89	18148	05/23/24	<u>239.89</u>
First Bankcard 10-0-5308 10-0-5308 10-0-5308 10-0-5308 10-0-5308 10-0-5721 10-0-5721 10-0-5800 10-0-5800 10-0-5800 10-0-5800 10-0-5800 10-0-5800 10-0-5800 10-0-5800 10-0-5800 10-0-5800 10-0-5800 10-0-5800 10-0-5800 10-0-5800 10-0-5800 10-0-5731	Reading Programs Reading Programs Reading Programs Reading Programs Reading Programs Promotional Promotional Capital Outlay Capital Outlay Capital Outlay Capital Outlay Capital Outlay Capital Outlay Capital Outlay Capital Outlay Capital Outlay Capital Outlay Capital Outlay Capital Outlay Capital Outlay Capital Outlay Capital Outlay Capital Outlay Memberships	Mall - Summer Reading prize Karwowska - Summer Reading Prize Karwowska - Summer Reading craft Karwowska - Summer Reading prize Karwowska - Summer Reading Prizes Quish - Business cards for new emplo Quish - Seed library brochure reprint Melero - Gift Card Melero - Gift Card Melero - Library Week Melero - Library Week Melero - Donna's farewell flowers Melero - All Staff Day Melero - All Staff Day Melero - All Staff Day Melero - All Staff Day Melero - All Staff Day Melero - All Staff Day Melero - Amazon GC for game prizes Mall - Professional membership dues	110.99 67.99 167.94 100.00 208.56 52.67 231.61 1,000.00 1,000.00 9.18 103.36 33.01 508.50 58.50 29.37 9.60 120.00 100.00	18158	05/31/24	<u>16,421.98</u>

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts
May 1, 2024 - May 31, 2024

Payee/Account #	Account Description	Description	Amount	Check Nurr	Check Date	Check Amour
10-0-5731	Memberships	Mall - Professional membership dues	150.00			
10-0-5731	Memberships	Mall - Professional membership dues	247.00			
10-0-5732	Staff Recognition/Events/M	Melero - New Employee Snacks	10.59			
10-0-5732	Staff Recognition/Events/M	Dombrowski - Camber lunch	600.00			
10-0-5732	Staff Recognition/Events/M	Dombrowski - New employee treat	6.33			
10-0-5732	Staff Recognition/Events/M	Dombrowski - April staff gift cards	65.00			
10-0-5732	Staff Recognition/Events/M	Dombrowski - Staff recognition snacks	54.95			
10-0-5732	Staff Recognition/Events/M	Dombrowski - New employee treat	5.94			
10-0-5732	Staff Recognition/Events/M	Dombrowski - Staff Recognition- Sunc	92.19			
10-0-5732	Staff Recognition/Events/M	Dombrowski - Staff- Library Week	26.12			
10-0-5732	Staff Recognition/Events/M	Dombrowski - Staff Meeting	28.07			
10-1-5341	Books-Non-Fiction-Adult-W	Mall - Materials	35.00			
10-1-5341	Books-Non-Fiction-Adult-W	Mall - Materials	22.48			
10-1-5341	Books-Non-Fiction-Adult-W	Mall - Materials	24.99			
10-0-5114	Professional Development	Morgan - professional development - l	578.10			
10-0-5114	Professional Development	Swenson - Conference Dining	24.71			
10-0-5114	Professional Development	Swenson - Conference Dining	25.50			
10-0-5114	Professional Development	Swenson - Conference Dining	21.00			
10-0-5114	Professional Development	Swenson - Conference Dining	23.33			
10-0-5114	Professional Development	Swenson - Conference Dining	19.00			
10-0-5114	Professional Development	Swenson - Conference Lodging	674.49			
10-0-5114	Professional Development	First Bankcard	209.92			
10-0-5114	Professional Development	Karowska - Prof Development	13.78			
10-0-5114	Professional Development	Karowska - Prof Development	21.27			
10-0-5114	Professional Development	Karowska - Prof Development	7.20			
10-0-5114	Professional Development	Karowska - Prof Development	21.83			
10-0-5114	Professional Development	Karowska - Prof Development	12.74			
10-0-5114	Professional Development	Karowska - Prof Development	14.43			
10-0-5114	Professional Development	Karowska - Prof Development	22.34			
10-0-5114	Professional Development	Karowska - Prof Development	751.77			
10-0-5114	Professional Development	Karowska - Prof Development	71.51			
10-0-5114	Professional Development	Karowska - Prof Development	7.91			
10-0-5114	Professional Development	Karowska - Prof Development	29.21			
10-0-5114	Professional Development	Karowska - Prof Development	7.91			
10-0-5114	Professional Development	Karowska - Prof Development	521.04			
10-0-5114	Professional Development	Mall - Conference flight	557.42			
10-0-5114	Professional Development	Mall - Insurance for conference flight	36.23			
10-0-5120	Library Supplies	Mall - Seed Library supplies	49.90			
10-0-5120	Library Supplies	Melero - Banking Bags	33.99			

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

May 1, 2024 - May 31, 2024

<u>Payee/Account #</u>	<u>Account Description</u>	<u>Description</u>	<u>Amount</u>	<u>Check Nurr</u>	<u>Check Date</u>	<u>Check Amour</u>
10-0-5120	Library Supplies	Mall - Tech Services supplies	11.29			
10-0-5120	Library Supplies	Karwowska - Library Supplies	18.95			
70-0-5725	Janitorial Supplies	Karwowska - Janitorial supplies	-28.63			
70-0-5725	Janitorial Supplies	Karwowska - Janitorial supplies	43.82			
70-0-5725	Janitorial Supplies	Karwowska - Janitorial supplies	14.30			
70-0-5725	Janitorial Supplies	Karwowska - Janitorial supplies	29.85			
70-0-5725	Janitorial Supplies	Karwowska - Janitorial supplies	17.82			
70-0-5750	Landscaping	Mall - Hose for Winnetka	59.99			
70-0-5750	Landscaping	Mall - EarthBoxes for Northfield	43.34			
10-1-5342	Periodicals-Winnetka	Mall - Materials	169.00			
10-1-5340	Books-Fiction-Adult-Winnet	Mall - Materials	55.12			
10-1-5340	Books-Fiction-Adult-Winnet	Mall - Materials	20.99			
10-1-5445	Video Games-Juv-Winnetka	Karwowska - Youth Videogames	-0.08			
10-1-5445	Video Games-Juv-Winnetka	Karwowska - Youth Videogames	59.88			
10-1-5445	Video Games-Juv-Winnetka	Karwowska - Youth Videogames	144.97			
10-0-5134	Software	Quish - Annual renewal for service	1,848.00			
10-0-5134	Software	Swenson - Microsoft Entra Licenses	7.20			
10-0-5134	Software	Swenson - Microsoft PowerBi Licenses	30.00			
10-0-5134	Software	Swenson - Microsoft Office 365 Licens	192.50			
10-0-5134	Software	Swenson - Creative Cloud Licenses	295.90			
10-0-5134	Software	Mall - Virtual event hosting	127.97			
10-2-5445	Video Games- Juv-Northfie	Karwowska - Youth Videogames	144.97			
10-2-5445	Video Games- Juv-Northfie	Karwowska - Youth Videogames	59.88			
10-2-5445	Video Games- Juv-Northfie	Karwowska - Youth Videogames	-0.08			
10-0-5136	Hardware	Swenson - Lightning to HDMI cable	39.00			
10-0-5136	Hardware	Melero - Copies of NF keys for new st	26.27			
10-0-5906	Programming - Studio	Munoz - Flashdrives	24.81			
10-0-5906	Programming - Studio	Munoz - CRICUT Venture Machine	1,442.94			
10-0-5906	Programming - Studio	Munoz - Glass cups (program supplies	15.00			
10-0-5906	Programming - Studio	Munoz - Earring hooks,Ironing Board	62.98			
10-0-5906	Programming - Studio	Munoz - Cardstock paper for program	69.06			
10-0-5906	Programming - Studio	Munoz - Silouhette (replacement)	329.99			
10-0-5906	Programming - Studio	Munoz - CRICUT tax refund	-74.94			
10-1-5347	Adult Videogames	Mall - Materials	48.99			
10-1-5347	Adult Videogames	Mall - Materials	42.85			
10-1-5347	Adult Videogames	Mall - Materials	75.57			
10-1-5439	Kits	Karwowska - STEAM Kit replacement	84.62			
10-1-5439	Kits	Karwowska - Early Lit Kit Replacemen	19.59			
10-1-5439	Kits	Karwowska - STEAM Kit replacement	14.99			
10-1-5439	Kits	Karwowska - STEAM Kit replacement	25.18			
10-1-5439	Kits	Karwowska - Teen Kit replacement	13.36			
10-1-5440	Books-Fiction-Juv-Winnetka	Karwowska - Juv fic book	15.71			
10-0-5177	Website/Platform Fees	Swenson - Script Website Hosting	5.00			
10-0-5177	Website/Platform Fees	Swenson - Script Website Backup	1.31			

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts
May 1, 2024 - May 31, 2024

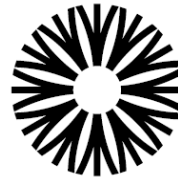
Payee/Account #	Account Description	Description	Amount	Check Nurr	Check Date	Check Amour
10-0-5177	Website/Platform Fees	Swenson - Kenilworthlibrary.org doma	15.92			
10-0-5907	Programming - Youth	Karowska - Youth Programming	24.99			
10-0-5907	Programming - Youth	Karowska - Youth Programming	8.99			
10-0-5907	Programming - Youth	Karowska - Youth Programming	24.99			
10-0-5907	Programming - Youth	Karowska - Youth Programming	24.99			
10-0-5907	Programming - Youth	Karowska - Youth Programming	25.97			
10-0-5907	Programming - Youth	Karowska - Youth Programming - Nf	35.98			
10-0-5907	Programming - Youth	Karowska - Youth Programming	107.88			
10-0-5907	Programming - Youth	Karowska - Youth Programming	13.99			
10-0-5907	Programming - Youth	Karowska - Youth Programming	26.00			
10-0-5907	Programming - Youth	Karowska - Youth Programming	168.01			
10-0-5907	Programming - Youth	Karowska - Youth Programming	349.11			
10-0-5907	Programming - Youth	Karowska - Youth Programming	19.99			
10-0-5907	Programming - Youth	Karowska - Youth Programming	23.97			
10-0-5907	Programming - Youth	Karowska - Youth Programming - Nf	112.75			
10-0-5907	Programming - Youth	Karowska - Youth Programming	25.46			
10-0-5907	Programming - Youth	Morgan - programming, youth - perfo	600.00			
10-0-5907	Programming - Youth	Morgan - programming, youth - famil	8.58			
10-0-5907	Programming - Youth	Morgan - programming, youth - scave	53.74			
10-0-5907	Programming - Youth	Morgan - programming, youth - scave	47.98			
10-0-5907	Programming - Youth	Karowska - Youth Programming	16.99			
Peerless Network				18159	05/31/24	<u>41.16</u>
10-0-5176	Internet Services	Inv 43488	41.16			
PITNEY BOWES				18160	05/31/24	<u>100.00</u>
10-0-5123	Postage	PITNEY BOWES	100.00			
COMCAST				18161	05/31/24	<u>71.95</u>
10-0-5176	Internet Services	05.11 - 06.10.24	71.95			
NATIONWIDE RETIREMENT SOLUTIONS				18162	05/31/24	<u>1,225.00</u>
10-0-2040	457 withholding	NATIONWIDE RETIREMENT SOLUTIO	1,225.00			
NATIONWIDE RETIREMENT SOLUTIONS				18163	05/31/24	<u>1,225.00</u>
10-0-2040	457 withholding	NATIONWIDE RETIREMENT SOLUTIO	1,225.00			
NATIONWIDE RETIREMENT SOLUTIONS				18164	05/31/24	<u>1,225.00</u>
10-0-2040	457 withholding	NATIONWIDE RETIREMENT SOLUTIO	1,225.00			
COMCAST				18165	05/31/24	<u>434.45</u>
10-0-5176	Internet Services	04.20 - 05.19.24	434.45			
NICOR				18166	05/31/24	<u>192.90</u>
10-2-5174	Natural Gas - Northfield	NICOR	192.90			
COMED				18167	05/31/24	<u>635.20</u>
10-2-5171	Electricity - Northfield	COMED	635.20			

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts
May 1, 2024 - May 31, 2024

Payee/Account #	Account Description	Description	Amount	Check Num	Check Date	Check Amount
NORTH SHORE GAS						
10-1-5174	Natural Gas - Winnetka	03.25 - 04.22.24	568.52	18168	05/31/24	<u>568.52</u>
VILLAGE OF WINNETKA						
10-1-5171	Electricity - Winnetka	VILLAGE OF WINNETKA	65.15	18169	05/31/24	<u>2,872.89</u>
10-1-5171	Electricity - Winnetka	VILLAGE OF WINNETKA	2,460.64			
10-1-5171	Electricity - Winnetka	VILLAGE OF WINNETKA	-71.82			
10-1-5171	Electricity - Winnetka	VILLAGE OF WINNETKA	54.78			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	82.59			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	24.41			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	30.21			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	2.00			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	91.77			
10-1-5173	Storm Sewer - Winnetka	VILLAGE OF WINNETKA	133.16			
VILLAGE OF NORTHFIELD						
10-2-5172	Water - Northfield	VILLAGE OF NORTHFIELD	45.20	18170	05/31/24	<u>45.20</u>
Check List Total						<u><u>223,855.05</u></u>



JUNE 2024 DIRECTOR'S REPORT

STAFF UPDATES

Coming: Carolyn Crabb joined us as our new Branch Services Assistant on 5/21/24. Carolyn joined us most recently from the Deerfield Public Library where she spent the last 4 years as a Patron Services Assistant.

STAFF SHOUT OUTS

- Branch Services Librarian Amelia coordinated a month-long art exhibit featuring Alebrijes created by students at the Avoca school district. Many families visited to see their child's work and the rest of the exhibit, contributing to a 33% increase in monthly visitorship over May 2023. Due to the event's success, we plan to make this an annual event!
- Youth Services Librarian Tom & Tech Services Manager Stephanie both had their proposals accepted for the 2024 ILA Conference this fall! Congratulations to both on this honor!

FINANCES (Target = 91.67% based on 11 months into our fiscal year)

- We are at 109.19% of our expected operating revenues (above budget).
- We are at 77.72% of our budgeted operating expenses (below budget).

PROGRAMMING

Youth

Category	24MAY	23MAY	Mo. % +/-	FY23-24 YTD	FY22-23 YTD	FY % +/-
Programs	50	29	72.41%	556	563	-1.24%
Live Attendees	1,357	642	111.37%	16,428	11,815	39.04%
Passive Programming	5,328	1,928	176.35%	48,403	24,854	94.75%

Highlights

Fruit Rocketship (NF)	21 attendees got creative with fruit & crafted fun, edible rocket ships.
Art Explorers (NF)	8 attendees used plates, paint, & stars turn their names into constellations.
Playdough Party (WN)	13 attendees joined us to sculpt, squish, & work on fine motor skills!
Alien Dissection (WN)	13 attendees joined us to put on "lab coats" & dissect aliens in search of a hidden prize!

Adults

Category	24MAY	23MAY	Mo. % +/-	FY23-24 YTD	FY22-23 YTD	FY % +/-
Programs	22	17	29.41%	226	206	9.71%
Live Attendees	316	299	5.69%	5,040	4,906	2.73%
Recording Attendees	790	112	605.36%	3,023	3,434	-11.97%

Highlights

Top 10 Ways to Reduce Your Carbon Footprint (IP @ NF)	6 attendees learned to reduce their carbon footprint as part of an ongoing series with community partner, Go Green Northfield.
---	--

Relaxing Watercolors (IP @ NF)	18 attendees learned to slow down with simple watercolor techniques with Audrey Ra of Audrey Ra Design.
Starved Rock Native American History (IP @ WN)	24 attendees learned the history of the Starved Rock region from Gerald Savage, known as Chief White Winnebago, a member of the HoChunk Nation.
Chicago Gangster Movies (IP @ WN)	23 attendees explored the cinematic portrayals of Chicago gangsters with the guidance of Ken Dombrowski, movie buff & lecturer.

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

Studio

Category	24MAY	23MAY	Mo. % +/-	FY23-24 YTD	FY22-23 YTD	FY % +/-
1:1s	160	203	-21.18%	2,662	1,126	136.41%
Programs	14	16	-12.50%	148	152	-2.63%
Attendees	31	151	-79.47%	795	1,090	-27.06%

Highlights

Mother's Day Jewelry Holder	8 attendees learned the basics of CorelDRAW to create & personalize an acrylic jewelry holder using the laser cutting machine.
Mother's Day Wreath	8 attendees created a Mother's Day wreath using laser cut paper flowers.
Goth Earrings	5 attendees used CorelDRAW to design their own acrylic earrings.

Community Engagement

Category	24MAY	23MAY	Mo. % +/-	FY23-24 YTD	FY22-23 YTD	FY % +/-
Youth Events	12	3	300.00%	34	26	30.77%
Adult Events	2	2	0.00%	37	21	76.19%
Family Events	1	-	-	12	16	-25.00%
Total Events	15	5	200.00%	83	63	31.75%
Youth Attendance	1,078	195	452.82%	1,700	986	72.41%
Adult Attendance	22	15	46.67%	729	228	219.74%
Family Attendance	175	-	-	1,940	1,580	22.78%
Total Attendance	1,275	210	507.14%	4,369	2,794	56.37%

Highlights

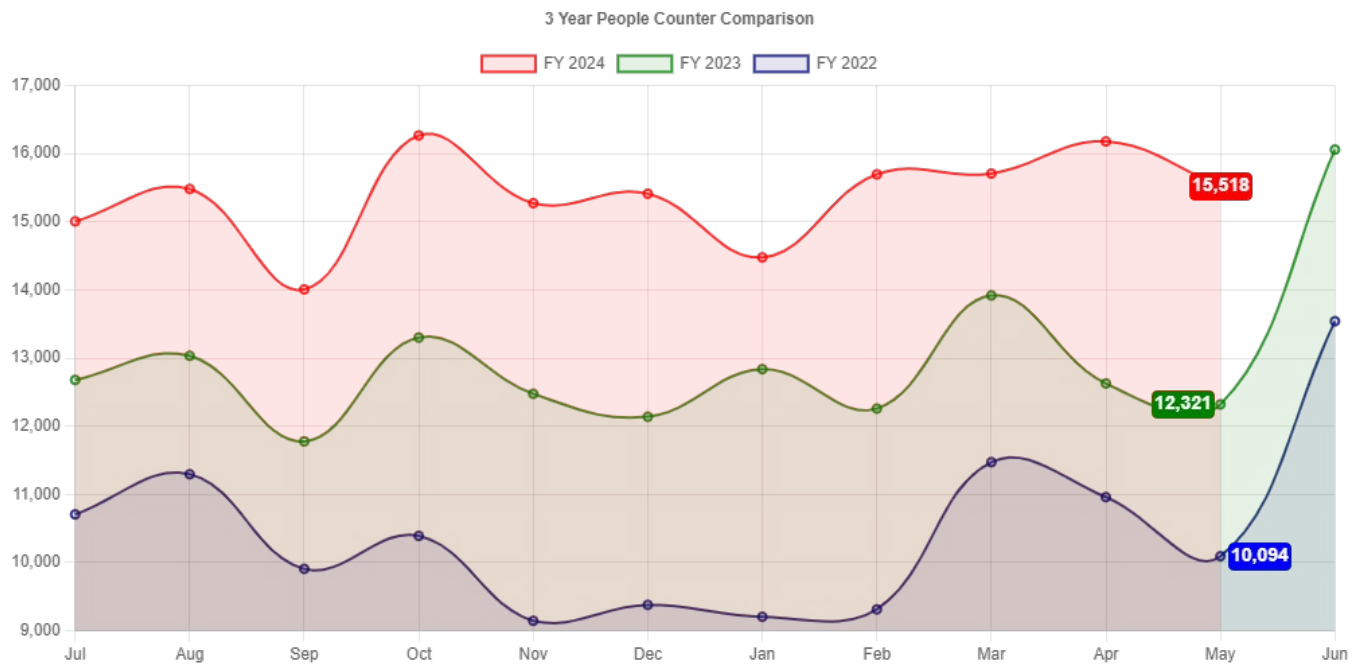
Little Free Pantry	Local Girl Scouts created & presented to the Library Board a Little Free Food Pantry, now housed in the Green Bay Road vestibule at the Winnetka Library. The pantry—managed by the New Trier Township Food Pantry—is a give and take resource where community members can donate or pick up non-perishable goods during the library's open hours.
Summer Reading School Visits	NF Youth Librarians Amelia & Rebecca visited Middlefork, Sunset Ridge, Avoca West, & Marie Murphy to share information about our Summer Reading Program while WN Youth Librarian Tom targeted Sacred Heart School's students. In 3 weeks, they connected with over 1000 students in our district! We were particularly excited to be invited to present at Avoca West for the first time and we look forward to enhancing our partnership with them over the next year.

SERVICES

Visitors

Building	24MAY	23MAY	Mo. % +/-	FY23-24 YTD	FY22-23 YTD	FY % +/-
Winnetka	11,029	8,845	24.69%	118,109	98,346	20.10%
Northfield	4,368	3,273	33.46%	47,882	37,288	28.41%
Total	15,397	12,118	27.06%	165,991	135,634	22.38%
Virtual	121	203	-40.39%	3,021	3,736	-19.14%
Total	15,518	12,321	25.95%	169,012	139,370	21.27%

Note: Closed on 5/26 & 5/27 for Memorial Day.



Cardholders

Activity	24MAY	23MAY	Mo. % +/-	FY23-24 YTD	FY22-23 YTD	FY % +/-
New Cards	67	72	-6.94%	999	3,736	-8.01%
Community	24MAY	23MAY	Mo. % +/-	24MAY %POP	23MAY %POP	% Change
Winnetka	6,405	6,250	2.48%	50.26%	49.04%	1.22%
Northfield	2,482	2,337	6.20%	43.16%	40.64%	2.52%
Total District	8,887	8,587	3.49%	48.05%	46.43%	1.62%
Kenilworth	406	387	4.91%	16.15%	15.39%	0.76%
Total Library Cards	9,293	8,974	3.55%	44.23%	42.72%	1.62%

Desk Questions

Category	24MAY	23MAY	Mo. % +/-	FY23-24 YTD	FY22-23 YTD	FY % +/-
Adult	2,106	2,747	-23.33%	25,507	23,519	8.45%
Youth	344	504	-31.75%	4,931	6,690	-26.29%
Digital Services	37	49	-24.49%	669	1,549	-56.81%
Total	2,487	3,300	-24.64%	31,107	31,758	-2.05%

TECHNOLOGY

Computer Usage

Location	24MAY	23MAY	Mo. % +/-	FY23-24 YTD	FY22-23 YTD	FY % +/-
Winnetka	383	455	-15.82%	4,532	4,750	-4.59%
Northfield	196	214	-8.41%	2,427	2,441	-0.57%
Total	579	669	-13.45%	6,959	7,191	-3.23%

Hotspot Usage

Location	24MAY	23MAY	Mo. % +/-	FY23-24 YTD	FY22-23 YTD	FY % +/-
Winnetka Sessions	18,808	28,232	-33.38%	212,514	242,862	-12.50%
Northfield Sessions	2,777	4,521	-38.58%	36,952	47,295	-21.87%
Total	21,585	32,753	-34.10%	249,466	290,157	-14.02%
Winnetka Bandwidth	555 GB	646 GB	-14.09%	6,083 GB	5,997 GB	1.43%
Northfield Bandwidth	191 GB	73 GB	161.64%	1,264 GB	834 GB	51.56%
Total	746 GB	719 GB	3.76%	7,347 GB	6,831 GB	7.55%

Website Visits

Activity	24MAY	23MAY	Mo. % +/-	FY23-24 YTD	FY22-23 YTD	FY % +/-
Total Visits	10,896	8,524	27.83%	126,254	94,440	33.69%
Unique Visits	6,961	5,385	29.27%	79,543	61,256	29.85%

MARKETING

Email Subscribers

24MAY	% Cardholders	23MAY	Open Rate	Click Rate
10,564	113.68%	10,717	52%	2%

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

Social Media Activity

Platform	24MAY Impres.	23MAY Impres.	Mo. % +/-	24MAY Reach	23MAY Reach	Mo. % +/-	24MAY Engage.	23MAY Engage.	Mo. % +/-
YouTube	80,208	-	-	2,340	-	-	0	-	-
Facebook	6,046	-	-	5,809	-	-	132	-	-
Instagram	7,935	-	-	1,791	-	-	158	-	-
Twitter/X	2,951	-	-	0	-	-	208	-	-
LinkedIn	705	-	-	360	-	-	80	-	-
Total	97,845	-	-	10,300	-	-	578	-	-

Impressions: # of times the content has been seen/viewed. Reach: # of people seeing content for the first time.

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

COLLECTIONS

Physical Adult (By Location)

Location	24MAY	23MAY	Mo. % +/-	FY23-24 YTD	FY22-23 YTD	FY % +/-
Winnetka	10,047	9,610	4.55%	114,695	106,044	8.16%
Northfield	3,629	3,762	-3.54%	41,178	42,567	-3.26%

Physical Youth (By Location)

Location	24MAY	23MAY	Mo. % +/-	FY23-24 YTD	FY22-23 YTD	FY % +/-
----------	-------	-------	-----------	-------------	-------------	----------

Winnetka	13,118	12,389	5.88%	158,225	151,421	4.49%
Northfield	2,593	3,114	-16.73%	35,569	39,835	-10.71%

Physical Miscellaneous

Lending Type	24MAY	23MAY	Mo. % +/-	FY23-24 YTD	FY22-23 YTD	FY % +/-
Kenilworth Patrons	630	1,027	-38.66%	10,620	12,127	-12.43%
Borrowed from Other Libraries	1,628	1,670	-2.51%	19,077	18,804	1.45%

Physical Adult (By Type)

Material Type	24MAY	23MAY	Mo. % +/-	FY23-24 YTD	FY22-23 YTD	FY % +/-
Books	8,489	8,590	-1.18%	93,548	93,636	-0.09%
Book - Fiction	4,757	4,802	-0.94%	52,416	51,978	0.84%
Book - Nonfiction	3,732	3,788	-1.48%	41,132	41,658	-1.26%
Audiobook - CD	186	235	-20.85%	2,228	2,936	-24.11%
Music CD	108	56	92.86%	999	1,260	-20.71%
Playaway	11	10	10.00%	260	449	-42.09%
DVD/Blu-Ray	2,140	2,092	2.29%	29,649	29,172	1.64%
Magazine	297	257	15.56%	2,476	2,377	4.16%
Videogame	5	24	-79.17%	235	298	-21.14%
Computing Device	0	5	-100.00%	56	50	12.00%
Library of Things	33	20	65.00%	275	207	32.85%
Other	79	0	-	917	64	1332.81%
Non-CCS ILL	47	28	67.86%	414	409	1.22%
Sent Out	2,281	2,055	11.00%	24,816	17,752	39.79%
Total	13,676	13,372	2.27%	155,873	148,610	4.89%

Physical Youth (By Type)

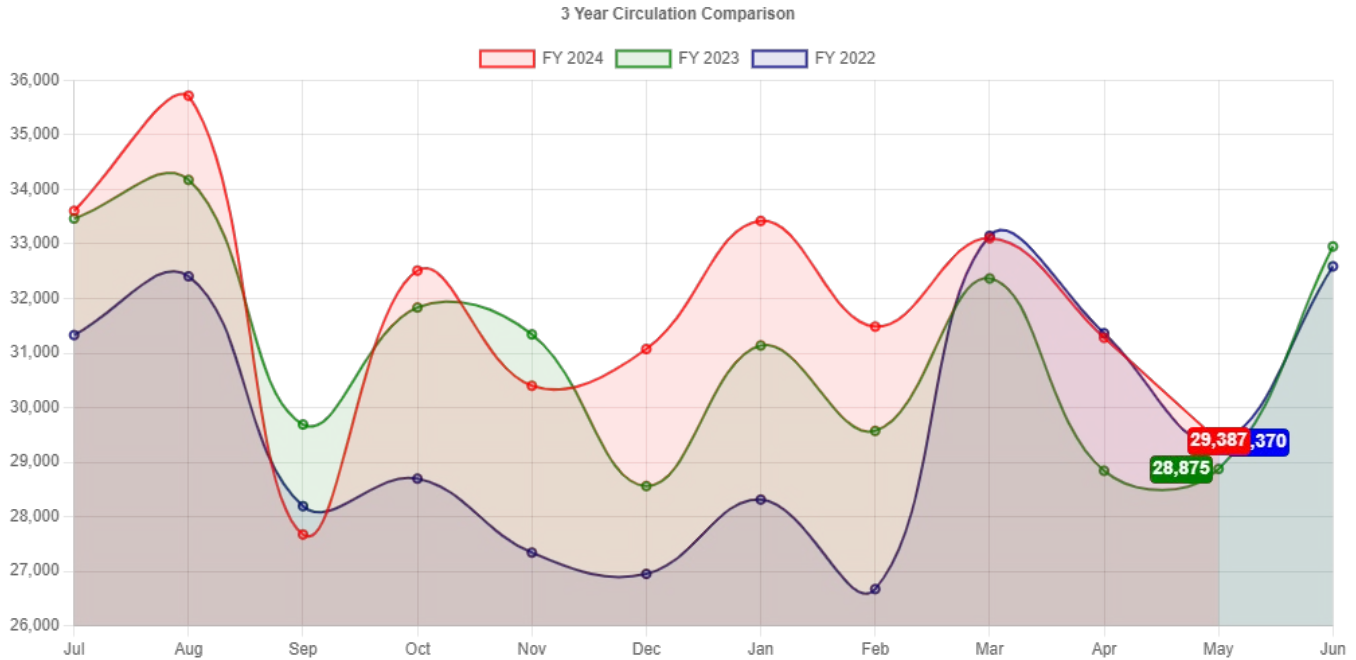
Material Type	24MAY	23MAY	Mo. % +/-	FY23-24 YTD	FY22-23 YTD	FY % +/-
Books	11,577	11,981	-3.37%	142,081	144,936	-1.97%
Book - Fiction	9,689	10,085	-3.93%	119,040	122,711	-2.99%
Book - Nonfiction	1,888	1,896	-0.42%	23,041	22,225	3.67%
Audiobook - CD	5	10	-50.00%	46	235	-80.43%
Playaway	176	262	-32.82%	2,414	2,507	-3.71%
DVD/Blu-Ray	548	622	-11.90%	7,860	10,239	-23.23%
Videogame	241	268	-10.07%	3,059	2,640	15.87%
Computing Device	87	38	128.95%	749	571	31.17%
Vox Reader	347	241	43.98%	4,091	3,168	29.14%
Youth Kits	58	48	20.83%	759	543	39.78%
Other	3	15	-80.00%	262	412	-36.41%
In House Circulation	2,664	2,005	32.87%	32,442	25,781	25.84%
Total	15,711	15,503	1.34%	193,794	191,256	1.33%

MTD Total Physical Circulation

24MAY Physical Circulation	23MAY Physical Circulation	Net Change
29,387	28,875	1.77%

YTD Total Physical Circulation

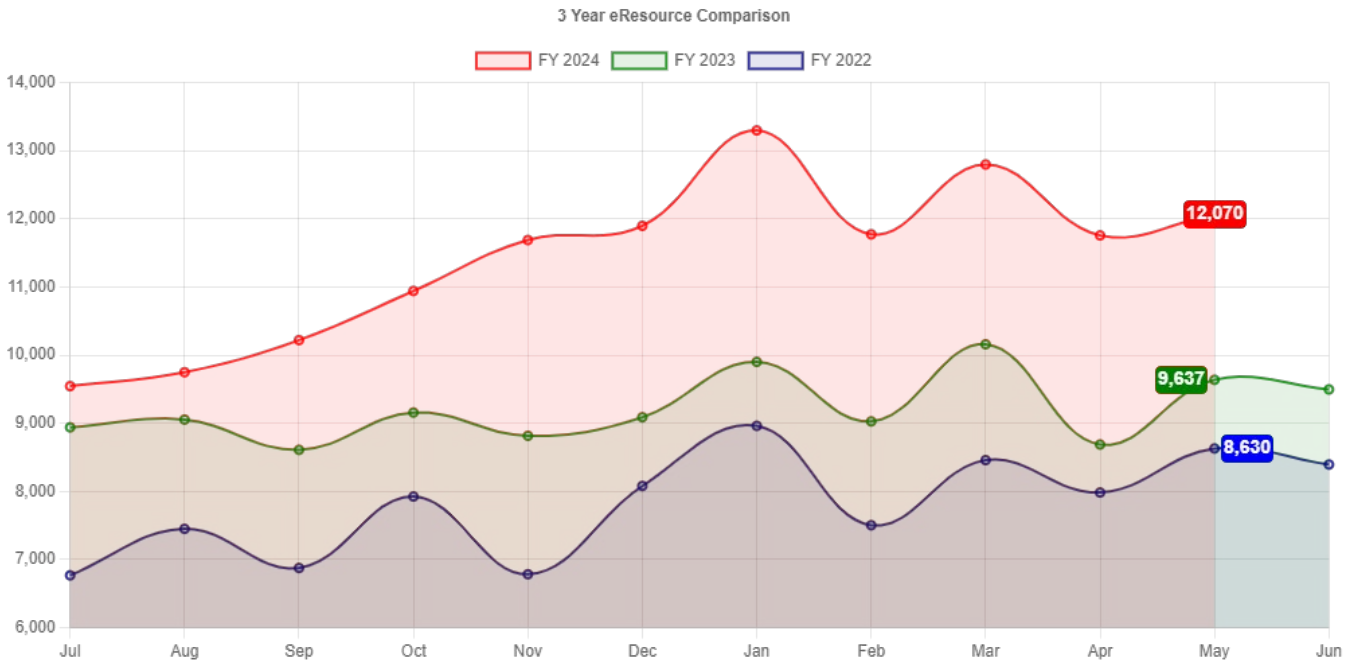
FY23-24 YTD Physical Circulation	FY22-23 YTD Physical Circulation	Net Change
349,667	339,866	2.88%



Digital Circulation

Material Type	24MAY	23MAY	Mo. % +/-	FY23-24 YTD	FY22-23 YTD	FY % +/-
eBooks	4,825	4,175	15.57%	51,667	45,678	13.11%
eAudiobooks	4,353	3,558	22.34%	44,885	35,324	27.07%
eMagazines*	2,270	1,443	57.31%	23,121	15,041	53.72%
eVideos	575	401	43.39%	5,524	4,514	22.37%
eMusic	47	60	-21.67%	521	518	0.58%
Total	12,070	9,637	25.25%	125,718	101,075	24.38%

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

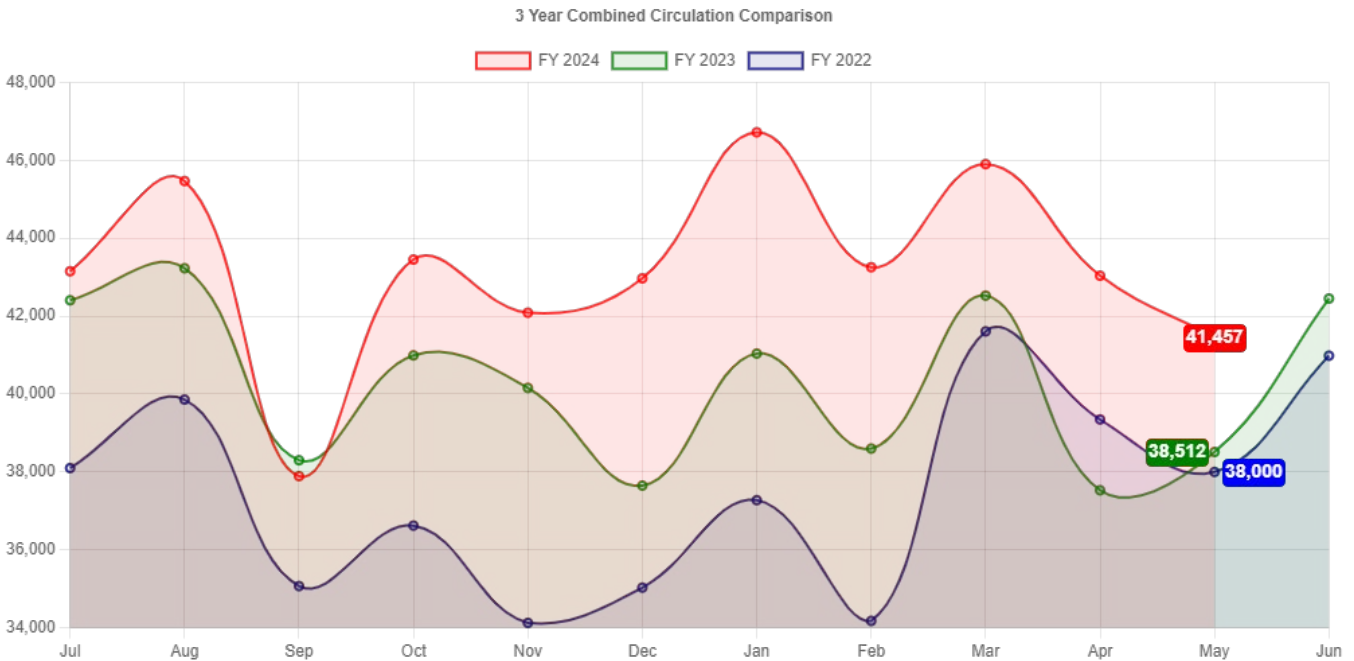


MTD Total District Circulation

24MAY District Circulation	23MAY District Circulation	Net Change
41,457	38,512	7.65%

YTD Total District Circulation

FY23-24 YTD District Circulation	FY22-23 YTD District Circulation	Net Change
475,385	440,942	7.81%



IMPACT STORIES

Branch Services

General Feedback

- A patron expressed appreciation of Branch Services Librarian Lisa's help with finding items about anxiety and ADHD on Libby.
- A patron shared her Autism diagnosis with Branch Services Librarian Lisa and said their conversation *"...made [her] feel so seen."*
- A patron was so pleased when a Google search revealed that her home library has a seed library!
- A patron, with a new baby at home, joined the Sit & Knit group to enjoy a low stress event in the company of like-minded folks (grown-ups).
- Branch Services Librarian Rebecca enhanced the visual appeal of collections to improve the patron experience finding material. We observed families taking advantage of those enhancements, brightly colored signs offering reader's advisory suggestions, "If you like *Spy School* by Stuart Gibbs, you might like these other books!"

Feedback on Relaxing Watercolors with Audrey Ra:

- *"Amazing, very well organized and fun!! Plus, I learned a LOT and left with a beautiful painting."*
- *"That was great, she had a meditation thing going, and I'm so relaxed now!"*

Feedback on Spring Cookie Decorating Demonstration: *"I really enjoyed the presentation and each time I attend one of Kelly's classes I am inspired to decorate cookies. I make a batch of cookies before class so after class I am ready to decorate."*

Youth Services

Feedback on Scavenger Hunt:

- *"We loved coming in tonight to do the scavenger hunt as a pre-bedtime activity!"*
- *"We call this library the treasure chest library!"*

Feedback on Paint 'n' Sip Jr: Mom: *"There's a program at the library today, do you want to go there?"* Daughter: *"Oh good, I always feel better at the library."*

Feedback on Bubble Party: *"You guys are the best. I didn't know what to do on a Friday morning and the bubbles sure delivered!"*

Feedback on Early Literacy Kits:

- *"These backpacks are just so wonderful and the staff who recommended this one (Things That Go) was spot on that my child would be enamored"*
- *"Whoever's idea this was, it was BRILLIANT!!"*

Adult Services

General Feedback

- Betsy visited for an extended amount of time with a longtime patron who stopped in after months of medical challenges. He said it was important to him to see his library friends and it brightened his spirits to be back in the building. Betsy found some books for him and put some others on hold; he said he looks forward to coming back when his holds come in.
- Molly helped a French journalist and author research a painter named Guy Ferris Maynard who grew up in Winnetka and moved to France in the 1920s. She sent him 23 historical documents of information from

the Winnetka Talk, Chicago Daily Tribune, etc. The patron responded, *“Thank you again very much. I now have a clearer idea of the career of Edwin MAYNARD, his wife and his children, in particular of course Guy in whom I am interested. I continue to collect a lot of documentation every day and I hope that this book will see the light of day in a reasonable time. Thank you, a lot. I am very touched by your help.”*

- A patron recently dropped off a bag of Teardrop Pea seeds for inclusion in the Seed Library. When contacted, he said that these peas are grown for him in New Mexico, and provided an extensive amount of information about them, including the fact that this particular pea is known by some as Green Caviar. These Teardrop Peas are now available for checkout at both branches.

Feedback for The Webb Space Telescope:

- *“Michelle was an excellent teacher--in addition, her enthusiasm was very infectious, and she was extremely knowledgeable.”*
- *“Brilliant lady and superb teacher! On a scale of 1 to 10 she is an 11!”*

Feedback for Wallis Simpson, Duchess of Style: A Dramatic Portrayal by Lynn Rymarz:

- *“Interesting topic. Library beautifully remodeled. Gave up car so can't enjoy it as I used to.”*
- *“I really enjoy events like this, they really give me an insight into a point in history.”*

Feedback for Starved Rock Native American History:

- *“Gerald Savage educated us about the history of Starved Rock SP going back to the 1600's - a place many of us have been going to since we were children - through the HoChunk perspective. The combination of his captivating personal stories and slides with realia (from regional maps to images of Native Americans being handed smallpox infused blankets) really helped to understand all the events and issues surrounding the formation of Starved Rock. Gerald is an engaging and perceptive speaker and I really hope you invite him back soon! Thank you for providing this program.”*
- *“Gerald Savage was engaging and informative. His presentation style created a comfortable atmosphere, was open-ended and gave participants the opportunity to interject inquiries and personal recollections. He is a wonderful cultural ambassador.”*
- *“This was a very interesting presenter and he said he has another program to give if he were to be invited back. He was very engaging and offers a perspective which is unique. The audience appeared to enjoy the program*
- *have an interest in Native Americans and their experiences in the past. To my knowledge, little is taught in schools. I appreciate your providing these experiences.”*
- *“Keep up with your programs!”*
- *“I like the small group setting.”*

Feedback for Susan Benjamin Presents Tony Bennett: Timeless Troubadour:

- *“It was delightful, and I learned new information about the singer. Susan Benjamin was an excellent speaker. Thank you.”*
- *“Fabulous presentation 🍷”*

Feedback for Chair Yoga: *“Please keep doing these (sessions) and thank Isabel for this time. Thanks!”*

Feedback for Magnificent Lives of Marjorie Post: A Dramatic Book Review by Barbara Rinella:

- *“Barbara Rinella always brings her unique perspective to memorable women. Always interested in her presentations.”*
- *“More Barbara Rinella! Thank you for these programs”*

Feedback for Friends and Family Virtual Trivia Night:

- *“Thank you to librarians Molly and Erin for making this such a fun event! This was our first time participating in a library trivia program, so we appreciated the detailed instructions about how to join the game. Lots of interesting questions, perfect pace. So glad we signed up!”*
- *“Fun & educational. Leaders do a great job and make the program very enjoyable.”*
- *“More virtual trivia events throughout the year!”*
- *“We love these trivia nights! This was the best one yet.”*

Digital Services

General Feedback

- A participant in Mikayla’s sewing classes recently purchased their own sewing machine, excited to tackle projects independently. The supportive environment at The Studio has clearly sparked a creative passion!
- A patron embarked on a project to digitize family memories for their mother’s estate. Not only did they preserve cherished moments, but they also gained valuable computer skills with our staff’s help.
- Three young girls, with Zoe’s guidance, designed and personalized glasses for their moms using the laser cutting machine. This project empowered the girls to create unique Mother’s Day gifts, fostering creativity and technological skills.

Feedback for Washer Necklace: *“Learned something new- I appreciated that!”*

Feedback for Goth Earrings: *“Let’s do more! Please. This was fun! Thanks!”*

Patron Services

- A patron came in and spoke with Patron Services Assistant Scott, telling him how wonderful and easy our self-checkouts are and complimenting us on our DVD selection, particularly our foreign films!
- An email from a patron regarding Patron Services Assistant Tyler: *“One of your librarians was very helpful to us today. Tyler got us a study room. All of the study rooms were full, but the occupants had been in there for more than two hours. He got a student out of study room C so that we could begin our time there. Another librarian might’ve simply said that all the study rooms were taken. Tyler was very affirmatively helpful to us. Please let his manager know. Thank you!”*

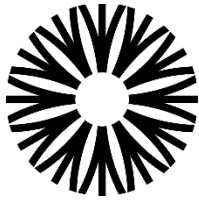
iPad Survey Comment: *“Love this Library!”*

	FY23-24	FY23-24	FY23-24	FY24-25	FY24-25	% of
	APPROVED	Projected	% to Budget	PROPOSED	% Change	Budget
	7/1/23-6/30/24			7/1/24-6/30/25		
INCOME						
TAX REVENUE						
Replacement Tax	\$ 90,000.00	\$76,375.78	84.9%	\$ 45,000.00	-50.0%	1.0%
Property Tax Collections	\$ 4,106,860.00	\$4,319,178.76	105.2%	\$ 4,238,279.52	3.2%	91.2%
TOTAL	\$ 4,196,860.00	\$4,395,554.54	104.7%	\$ 4,283,279.52	2.1%	92.1%
COLLECTIONS						
Per Capita Grant	\$ 27,280.00	\$27,280.13	100.0%	\$ 27,465.00	0.7%	0.6%
Kenilworth Services	\$ 129,663.00	\$129,663.00	100.0%	\$ 134,850.00	4.0%	2.9%
Studio Fees	\$ 1,000.00	\$948.34	94.8%	\$ 1,250.00	25.0%	0.0%
Lost/Damaged Materials	\$ 2,500.00	\$3,069.71	122.8%	\$ 2,750.00	10.0%	0.1%
TOTAL	\$ 160,443.00	\$160,961.18	100.3%	\$ 166,315.00	3.7%	3.6%
MATERIALS						
Copying/Printing	\$ 4,000.00	\$7,002.43	175.1%	\$ 6,500.00	62.5%	0.1%
Book Sales	\$ 1,000.00	\$882.87	88.3%	\$ 1,500.00	50.0%	0.0%
TOTAL	\$ 5,000.00	\$7,885.30	157.7%	\$ 8,000.00	60.0%	0.2%
ACCT EARNINGS						
Interest- Checking	\$ 3,500.00	\$10,818.13	309.1%	\$ 6,000.00	71.4%	0.1%
Interest- Byline Bank IMA	\$ 164,000.00	\$275,766.40	168.2%	\$ 165,000.00	0.6%	3.5%
Interest- Money Market	\$ 2,000.00	\$2,228.06	111.4%	\$ 2,000.00	0.0%	0.0%
TOTAL	\$ 169,500.00	\$288,812.59	170.4%	\$ 173,000.00	2.1%	3.7%
OTHER REVENUE						
Gift Fund	\$ 500.00	\$1,200.00	240.0%	\$ 1,000.00	100.0%	0.0%
Friends Donations	\$ 20,000.00	\$15,318.18	76.6%	\$ 17,500.00	-12.5%	0.4%
TOTAL	\$ 20,500.00	\$16,518.18	80.6%	\$ 18,500.00	-9.8%	0.4%
TOTAL REVENUE	\$ 4,552,303.00	\$4,869,731.79	107.0%	\$ 4,649,094.52	2.1%	100.0%
EXPENSES						
PERSONNEL						
Salaries	\$ 2,040,000.00	\$1,966,810.57	96.4%	\$ 2,275,000.00	11.5%	49.0%
Health Insurance	\$ 335,000.00	\$257,087.89	76.7%	\$ 275,000.00	-17.9%	5.9%
FICA	\$ 84,000.00	\$76,628.17	91.2%	\$ 175,000.00	108.3%	3.8%
IMRF	\$ -		#DIV/0!	\$ 75,000.00	#DIV/0!	1.6%

Employee Assistance Program	\$ 500.00	\$0.00	0.0%	\$ 500.00	0.0%	0.0%
Professional Development	\$ 30,000.00	\$28,317.63	94.4%	\$ 30,000.00	0.0%	0.6%
Staff Recognition/Events/Mtgs	\$ 6,000.00	\$5,880.68	98.0%	\$ 6,000.00	0.0%	0.1%
Flexible Spending Account	\$ 750.00	\$768.00	102.4%	\$ 1,250.00	66.7%	0.0%
TOTAL	\$ 2,496,250.00	\$2,335,492.94	93.6%	\$ 2,837,750.00	13.7%	61.1%
ADMINISTRATION						
Audit Fees	\$ 12,950.00	\$12,950.00	100.0%	\$ 13,430.00	3.7%	0.3%
Library Supplies	\$ 38,000.00	\$32,323.21	85.1%	\$ 32,000.00	-15.8%	0.7%
Office Supplies	\$ 6,500.00	\$5,465.46	84.1%	\$ 5,800.00	-10.8%	0.1%
Breakroom Supplies	\$ 4,000.00	\$2,942.33	73.6%	\$ 3,400.00	-15.0%	0.1%
Postage	\$ 2,500.00	\$2,993.33	119.7%	\$ 3,250.00	30.0%	0.1%
Hospitality	\$ 500.00	\$244.78	49.0%	\$ 500.00	0.0%	0.0%
Accounting & Bookkeeping	\$ 24,000.00	\$19,676.00	82.0%	\$ 24,000.00	0.0%	0.5%
Delivery Services	\$ 6,000.00	\$5,149.04	85.8%	\$ 5,500.00	-8.3%	0.1%
Payroll Services	\$ 9,500.00	\$9,500.00	100.0%	\$ 6,500.00	-31.6%	0.1%
Liability Insurance	\$ 33,000.00	\$32,474.00	98.4%	\$ 36,250.00	9.8%	0.8%
Board Expenses	\$ 1,500.00	\$1,500.00	100.0%	\$ 5,000.00	233.3%	0.1%
Memberships	\$ 7,000.00	\$5,798.23	82.8%	\$ 6,500.00	-7.1%	0.1%
Legal	\$ 30,000.00	\$21,400.89	71.3%	\$ 15,000.00	-50.0%	0.3%
Consultants	\$ 5,000.00	\$1,500.00	30.0%	\$ 7,000.00	40.0%	0.2%
Investment Fees	\$ 16,800.00	\$19,571.77	116.5%	\$ 11,000.00	-34.5%	0.2%
Miscellaneous	\$ 500.00	\$67.27	13.5%	\$ 500.00	0.0%	0.0%
TOTAL	\$ 197,750.00	\$173,556.31	87.8%	\$ 175,630.00	-11.2%	3.8%
UTILITIES						
Electricity	\$ 42,000.00	\$37,299.59	88.8%	\$ 40,000.00	-4.8%	0.9%
Water	\$ 9,000.00	\$4,635.44	51.5%	\$ 5,000.00	-44.4%	0.1%
Storm Sewer	\$ 1,500.00	\$1,461.71	97.4%	\$ 1,500.00	0.0%	0.0%
Natural Gas	\$ 13,500.00	\$7,381.44	54.7%	\$ 8,000.00	-40.7%	0.2%
Telephone	\$ 16,500.00	\$17,219.52	104.4%	\$ 17,500.00	6.1%	0.4%
Internet Services	\$ 24,000.00	\$17,659.02	73.6%	\$ 24,000.00	0.0%	0.5%
TOTAL	\$ 106,500.00	\$85,656.72	80.4%	\$ 96,000.00	-9.9%	2.1%
INFORMATION TECHNOLOGY						
CCS Operating	\$ 79,000.00	\$81,000.00	102.5%	\$ 79,000.00	0.0%	1.7%

Software	\$ 90,000.00	\$91,796.75	102.0%	\$ 35,000.00	-61.1%	0.8%
LAN Management	\$ 40,000.00	\$37,148.03	92.9%	\$ 40,000.00	0.0%	0.9%
Hardware	\$ 4,000.00	\$3,727.61	93.2%	\$ 4,000.00	0.0%	0.1%
Computer Equipment	\$ 38,570.11	\$31,177.84	80.8%	\$ 30,000.00	-22.2%	0.6%
Website/Platform Fees	\$ 100,000.00	\$76,465.75	76.5%	\$ 60,000.00	-40.0%	1.3%
Photocopier Leases	\$ 23,000.00	\$21,450.53	93.3%	\$ 25,000.00	8.7%	0.5%
TOTAL	\$ 374,570.11	\$342,766.51	91.5%	\$ 273,000.00	-27.1%	5.9%
PUBLIC RELATIONS						
Marketing/Advertising	\$ 7,000.00	\$8,015.73	114.5%	\$ 11,000.00	57.1%	0.2%
Promotional	\$ 11,000.00	\$11,000.00	100.0%	\$ 11,000.00	0.0%	0.2%
Newsletter/Mailers	\$ 29,750.00	\$29,110.21	97.8%	\$ 35,000.00	17.6%	0.8%
PR Supplies	\$ 4,000.00	\$3,310.92	82.8%	\$ 4,000.00	0.0%	0.1%
TOTAL	\$ 51,750.00	\$51,436.86	99.4%	\$ 61,000.00	17.9%	1.3%
COLLECTIONS- ADULT						
Books-Fiction	\$ 85,000.00	\$85,000.00	100.0%	\$ 79,000.00	-7.1%	1.7%
Books-Non-Fiction	\$ 75,000.00	\$75,000.00	100.0%	\$ 69,000.00	-8.0%	1.5%
Periodicals	\$ 20,200.00	\$24,302.83	120.3%	\$ 20,200.00	0.0%	0.4%
DVDs	\$ 25,000.00	\$21,810.26	87.2%	\$ 23,000.00	-8.0%	0.5%
Video Games	\$ 2,000.00	\$1,926.64	96.3%	\$ 2,000.00	0.0%	0.0%
Audiobooks	\$ 6,500.00	\$9,029.35	138.9%	\$ 5,250.00	-19.2%	0.1%
eBooks (eResources)	\$ 255,800.00	\$278,300.00	108.8%	\$ 305,000.00	19.2%	6.6%
Online Databases	\$ 65,000.00	\$64,408.68	99.1%	\$ 65,000.00	0.0%	1.4%
TOTAL	\$ 534,500.00	\$559,777.76	104.7%	\$ 568,450.00	6.4%	12.2%
COLLECTIONS- YOUTH						
Books-Fiction	\$ 45,000.00	\$42,018.83	93.4%	\$ 42,500.00	-5.6%	0.9%
Books-Non-Fiction	\$ 13,000.00	\$13,755.30	105.8%	\$ 13,000.00	0.0%	0.3%
DVDs	\$ 1,500.00	\$938.12	62.5%	\$ 750.00	-50.0%	0.0%
Audiobooks/Talking Books	\$ 15,000.00	\$19,082.56	127.2%	\$ 17,500.00	16.7%	0.4%
Kits	\$ 5,000.00	\$4,568.03	91.4%	\$ 3,500.00	-30.0%	0.1%
Video Games	\$ 5,500.00	\$5,484.83	99.7%	\$ 6,000.00	9.1%	0.1%
TOTAL	\$ 85,000.00	\$85,847.67	101.0%	\$ 83,250.00	-2.1%	1.8%
PROGRAMS						
Reading Programs	\$ 10,000.00	\$10,000.00	100.0%	\$ 11,000.00	10.0%	0.2%

Programming- Studio	\$ 11,750.00	\$12,500.00	106.4%	\$ 14,500.00	23.4%	0.3%
Programming-Youth	\$ 30,000.00	\$36,049.79	120.2%	\$ 40,000.00	33.3%	0.9%
Programming-Adult	\$ 37,500.00	\$34,397.57	91.7%	\$ 35,500.00	-5.3%	0.8%
Studio Maintenance/Repair	\$ 1,429.89	\$1,699.79	118.9%	\$ 2,000.00	39.9%	0.0%
TOTAL	\$ 90,679.89	\$94,647.15	104.4%	\$ 103,000.00	13.6%	2.2%
CAPITAL						
Capital Outlay	\$ 435,250.00	\$160,000.00	36.8%	\$ 250,000.00	-42.6%	5.4%
Building	\$ 155,000.00	\$100,059.32	64.6%	\$ 155,000.00	0.0%	3.3%
Equipment/Furniture	\$ 25,000.00	\$24,554.30	98.2%	\$ 42,000.00	68.0%	0.9%
TOTAL	\$ 615,250.00	\$284,613.62	46.3%	\$ 447,000.00	-27.3%	9.6%
TOTAL EXPENSES	\$ 4,552,250.00	\$4,013,795.54	88.2%	\$ 4,645,080.00	2.0%	100.0%



Meeting Room Policy

The Winnetka-Northfield Public Library District (“the District”) provides public meeting space to support the mission of being a community resource for the advancement of knowledge and cultural enrichment. While the primary use of our meeting rooms is for Library activities and functions, meeting rooms are available to District residents and organizations operating within the District’s boundaries when not otherwise in use.

Availability & Use

Priority for any meeting room is assigned as follows:

- District-sponsored programs and activities including functions of the District;
- Educational, informational, cultural, and civic programs sponsored or co-sponsored by the District and related to its mission, collections, and services;
- Meetings of organizations, businesses, and other groups in need of space to conduct an event consistent with the District’s mission, on a first-come, first-served basis.

Limitations

The District’s meeting rooms are not available for uses, events, or activities that are contrary to the District’s mission. Examples of prohibited uses of the meeting rooms include but are not limited to:

1. Uses, events, or other activities which, by their nature, may be disruptive to normal library operations unless approved in advance by the Executive Director.
2. Social or private parties, such as birthday and graduation parties, and bridal/baby showers.
3. Fundraising activities, except for those that result in a direct benefit to the Library and have received prior approval from the Executive Director.
4. Political rallies and/or meetings organized for the purpose of urging action such as voting for or against any candidate, position, question, or referendum.
5. Religious worship services, ceremonies, or prayer services.
6. Commercial and for-profit purposes, e.g. programs or events (including but not limited to workshops or seminars) involving the sale, advertising, solicitation, or promotion of commercial products or services.
7. Any use or activity that is in violation of local, state, or federal law.

General Rules

- Meetings may begin no earlier than 30 minutes after the Library opens and must end no later than 15 minutes before the library closes. The Executive Director may approve exceptions.
- All meetings must be open to the public free of charge. Donations or fees may not be solicited as a condition of attendance.
- District staff are not responsible for staffing or coordinating any aspect of meetings that are not sponsored by the Library. Patrons are responsible for setting up tables, chairs, and any equipment.
- The District reserves the right to observe all meetings conducted on the premises to ensure compliance with Library regulations and policies.
- The District reserves the right to request copies of any materials a group is planning to distribute while using the room to ensure compliance with this policy. Failure to provide this information, if requested, may result in cancellation of the room reservation.
- All users of the rooms are expected to comply with the District's [Patron Conduct Policy](#).
- The District reserves the right to disallow further reservations by any person or group that repeatedly or knowingly violates District policy.

Room Etiquette

- Activities taking place in the meeting rooms must be contained within the rooms and must not create safety hazards nor interfere with normal library operations or other patrons' use of the library.
- People or groups using the rooms are responsible for their setup and cleanup.
- Any equipment not listed in the [Book a Room](#) application on our website is not available for patron use without advance permission from District staff.
- Groups may serve simple food items and beverages. No alcohol may be served and smoking and vaping are prohibited.

Reservations

- Any person or group wishing to use a meeting room is required to complete the [Book a Room](#) application on the District's website.
- Rooms may be reserved by those 18 years of age and older.
- Rooms may be reserved up to two times per month per group, for up to four hours each time. This limit applies across all meeting rooms in the District; there is not a separate limit for each room.
- Attendance in any meeting room is limited to the occupancy limits established by the Fire Marshall.
- Any person or group wishing to use a meeting room must complete a meeting room application no more than 60 days in advance of their requested meeting date.

- The person reserving the room needs to check in at the front desk 15 minutes prior to the room reservation and must be present for the duration of the event.
- No reservation holder may transfer a reservation to another patron.
- The Library reserves the right to change or cancel a reservation as well as to reassign a meeting to another room if circumstances necessitate.

Endorsement

The District is not responsible for the content of the meetings held at their facilities. Use of the meeting rooms does not constitute the District’s endorsement of the philosophies, practices, or viewpoints of the meeting participants. The District’s phone number may not be listed on any publicity materials and staff must not be expected to answer any questions about meetings held in our rooms. In addition, the following disclaimer must be included in all written or electronic publicity materials:

“The Winnetka-Northfield Public Library District provides meeting space as a community service. The District neither sponsors nor endorses this event nor the presenting individual(s) or organization(s).”

Rooms and Equipment

Winnetka Lloyd Room

Equipment Available:

- Projector & screen
- Tables and chairs
- Laptop
- Whiteboard, eraser, & markers
- Hearing loop
- Speaker system with microphone
- Patio access

Winnetka Community Room

Equipment Available:

- Tables and chairs
- Laptop
- TV screen & projector
- Microphone
- Table-top podium

Northfield Community Room

Equipment Available:

- TV screen & projector
- Tables and chairs
- Laptop

Indemnification

For and in consideration of the use of the meeting rooms and Library facilities, any person of group using them agrees to indemnify and hold the District harmless from any and all actions or suits relating to its use of such rooms and facilities.

DRAFT