

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

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

AGENDA

Monday, October 21, 2024

- I. Call to Order**
- II. Roll Call**
- III. Public Comments**
- IV. Approval of Minutes**
 - Approval of Minutes of September 16, 2024 Special Meeting* (1 min)
 - Approval of Minutes of September 16, 2024 Regular Meeting* (1 min)
- V. Financial Report**
 - September 2024 Financial Statements* (5 mins)
- VI. Library Reports**
 - Director's Report* (10 minutes)
 - Board President's Comments (10 minutes)
- VII. Liaisons to Other Organizations – Reports**
 - Winnetka Village (5 mins)
 - Northfield Village (5 mins)
- VIII. Unfinished Business**
 - Update on Northfield Library Renovation Project
 - Update on Winnetka Library Safety Project
 - Discussion & Vote on Updated Meeting Room Policy*
- IX. New Business**
 - Update on FY24-25 Q1 Strategic Planning Activities*
 - Discussion of Draft FY24-25 Levy*
- X. Communications**
 - The next regular meeting will be on Monday, November 18th at 7 p.m. at the Winnetka Library.
- XI. Public Comments**
- XII. Adjournment**

*Attachments

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

September 16, 2024

I. Call to Order

The meeting was held at the Northfield Library, 1785 Orchard Ln., Northfield, Illinois. President Mitchell called the meeting to order at 7:01 p.m. A quorum was present.

II. Roll Call

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

Absent: Trustee Sarah Munoz

Present were library employees Mark Swenson and Luvia Melero.

Present online was District resident Jeffrey Liss.

III. Public Comments

No public comments.

VI. Public Hearing

Proposed Budget & Appropriation Ordinance for Fiscal Year 2024-2025

Ordinance content was included in the Special Meeting board packet.

VII. Vote to Adopt Budget & Appropriation Ordinance for Fiscal Year 2024-2025

A motion to adopt the ordinance as stated in the board packet was made by Trustee Sundell and approved by roll call vote:

The Motion passed on a roll call vote:

Ayes: Trustees Gosselin, Kinnich, Shankar, Sundell, Tegel

Nays: None

Abstain [no tie vote]: President Mitchell

Absent Trustee Munoz

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 Gosselin.

The Motion passed on voice vote and President Mitchell adjourned the meeting at 7:05 p.m.

Respectfully submitted,

Thomas Sundell
Board Secretary

_____ Melissa Mitchell, President

_____ Thomas Sundell, Secretary

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

September 16, 2024

I. Call to Order

The meeting was held at the Northfield Library, 1785 Orchard Ln., Northfield, Illinois. President Mitchell called the meeting to order at 7:05 p.m. A quorum was present.

II. Roll Call

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

Absent: Trustee Sarah Munoz

Present were library employees Mark Swenson and Luvia Melero.

Present online was District resident Jeffrey Liss.

III. Public Comments

Jeffrey Liss asked for an explanation of other revenue sources in addition to taxation.

IV. Approval of Minutes

Approve minutes of the August 19, 2024 regular meeting.

President Mitchell announced approval of the August 19, 2024 Regular Meeting Minutes.

V. Financial Report

Executive Director Dombrowski presented the August 2024 Financial Statement.

VI. Library Reports

Library Director's Report

Executive Director Dombrowski presented the August 2024 Director's Report, which was included in the board packet for September 16, 2024.

Board President's Report

President Mitchell had nothing to report.

VII. Liaison Reports

Winnetka Village – Trustee Gosselin had nothing to report other than the Caucus survey being open until the 19th.

Northfield Village – Trustee Kinnich reported that controversy in Northfield over the proposed roundabout makes it unlikely that construction of it and the library renovation will coincide.

VIII. Unfinished Business

- *Update on Northfield Library Expansion Project*
Executive Director Dombrowski reported that she expects to receive the draft RFQ for architectural firm candidates from Patrick Brennan, the Northfield Village Manager, this week.

IX. New Business

- *Discussion and approval of the Updated Circulation Policy*
Executive Director Dombrowski stated the change in content, as previously requested by the board. The motion by Trustee Gosselin to approve the revised policy was approved by voice vote.
- *Update in Winnetka Library safety upgrade project*
Executive Director Dombrowski reported on the meeting which she attended with the architect firm on safety upgrades and outlined the proposed upgrades, which included: 1. an emergency exit on the library's east side, which would entail a shift of shelving, a concrete pad outside the door, and a concrete walkway to the public sidewalk, the latter requiring IDOT approval, an expensive and lengthy process; 2. a change of placement of the central reception desk; 3. combining the plats for the library property and library park; 4. replacing the north side entry walkway and steps with a ramp.

The board requested further exploration of alternatives to 1. the sidewalk connection and 2. the proposed ramp, due to the expense and timing of the proposed solutions.

- *Potential revisions to the Meeting Room policy*
Added as a new business item during the meeting in light of recent incidents at the Northfield library and at the neighboring library in Northbrook, which incidents were described by Executive Director Dombrowski and President Mitchell. The question raised was whether to revise the policy to reflect meeting security when topics are contentious and over adherence to policies by meeting room users.

The board requested that Executive Director Dombrowski determine and then report to the board the language used in such policies by other libraries, such as Northbrook Public Library's referral of security need determination by the local police department.

X. Communications

The next regular meeting of the board will be held on Monday, October 21st at 7 p.m. at the Winnetka Library.

XI. Public Comments

No comments

XII. Adjournment

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

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.

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

XII. Return to Open Session

Returning to Open Session at 9:00 p.m.

XIII. Adjournment

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

The Motion passed on voice vote and President Mitchell adjourned the meeting at 9:01 p.m.

Respectfully submitted,

Thomas Sundell
Board Secretary

_____ Melissa Mitchell, President

_____ Thomas Sundell, Secretary

Winnetka-Northfield Public Library District

All Funds Summary

For the 3 Months Ended September 30, 2024

Prorated Budget Percentage Spent: 25.00%

	<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	5,047,935.00	1,261,983.75	2,200,116.76	43.58 %	938,133.01
Building Fund	399,690.00	99,922.50	182,176.50	45.58 %	82,254.00
Total Revenues	<u>5,447,625.00</u>	<u>1,361,906.25</u>	<u>2,382,293.26</u>	<u>43.73 %</u>	<u>1,020,387.01</u>
Expenses					
Library Fund	4,910,230.00	1,227,557.50	1,002,237.30	20.41 %	(225,320.20)
Building Fund	399,000.00	99,750.00	52,194.05	13.08 %	(47,555.95)
Special Reserve Fund	0.00	0.00	0.00	0.00 %	0.00
Total Expenses	<u>5,309,230.00</u>	<u>1,327,307.50</u>	<u>1,054,431.35</u>	<u>19.86 %</u>	<u>(272,876.15)</u>
Total Revenues	5,447,625.00	1,361,906.25	2,382,293.26	43.73 %	1,020,387.01
Total Expenses	<u>5,309,230.00</u>	<u>1,327,307.50</u>	<u>1,054,431.35</u>	<u>19.86 %</u>	<u>272,876.15</u>
Excess Revenues less Expenses	<u>138,395.00</u>	<u>34,598.75</u>	<u>1,327,861.91</u>	<u>959.47 %</u>	<u>1,293,263.16</u>

Winnetka-Northfield Public Library District

Library Fund Summary

For the 3 Months Ended September 30, 2024

Prorated Budget Percentage Spent: 25.00%

	Annual Budget	Prorated Budget	Year-to-Date Actual	% of Budget	Variance vs. Prorated Budget
Operating Revenue					
Property Tax	4,551,670.00	1,137,917.50	2,081,921.68	45.74 %	944,004.18
Replacement Tax	45,000.00	11,250.00	14,050.79	31.22 %	2,800.79
Collections	166,315.00	41,578.75	30,018.25	18.05 %	(11,560.50)
Materials	8,000.00	2,000.00	3,088.64	38.61 %	1,088.64
Other Income	276,950.00	69,237.50	71,037.40	25.65 %	1,799.90
Total Operating Revenue	5,047,935.00	1,261,983.75	2,200,116.76	43.58 %	938,133.01
Operating Expenses					
Personnel	2,837,750.00	709,437.50	627,252.30	22.10 %	(82,185.20)
Administration	193,930.00	48,482.50	55,900.75	28.83 %	7,418.25
Utilities	98,000.00	24,500.00	15,747.05	16.07 %	(8,752.95)
IT Services	273,000.00	68,250.00	62,043.30	22.73 %	(6,206.70)
Public Relations	61,000.00	15,250.00	10,153.53	16.65 %	(5,096.47)
Library Materials - Adult	633,700.00	158,425.00	175,248.46	27.65 %	16,823.46
Library Materials - Youth	83,750.00	20,937.50	16,472.21	19.67 %	(4,465.29)
Programs	109,100.00	27,275.00	27,805.53	25.49 %	530.53
Capital	620,000.00	155,000.00	11,614.17	1.87 %	(143,385.83)
Total Operating Expenses	4,910,230.00	1,227,557.50	1,002,237.30	20.41 %	(225,320.20)
Total Revenues	5,047,935.00	1,261,983.75	2,200,116.76	43.58 %	938,133.01
Total Expenses	4,910,230.00	1,227,557.50	1,002,237.30	20.41 %	(225,320.20)
Excess Revenues less Expenses	137,705.00	34,426.25	1,197,879.46	869.89 %	1,163,453.21

Winnetka-Northfield Public Library District
Statement of Revenues and Expenditures - Modified Cash Basis
For the 3 Months Ended September 30, 2024

Prorated Budget Percentage Spent: 25.00%

	<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	4,551,670.00	1,137,917.50	2,081,921.68	45.74 %	944,004.18
Replacement Tax	45,000.00	11,250.00	14,050.79	31.22	2,800.79
Total Taxes	<u>4,596,670.00</u>	<u>1,149,167.50</u>	<u>2,095,972.47</u>	<u>45.60 %</u>	<u>946,804.97</u>
Collections					
Per Capita Grant	27,465.00	6,866.25	27,465.08	100.00 %	20,598.83
Kenilworth Services	134,850.00	33,712.50	1,531.26	1.14	(32,181.24)
Studio Fees	1,250.00	312.50	260.75	20.86	(51.75)
Lost/Damaged Mat.	2,750.00	687.50	761.16	27.68	73.66
Total Collections	<u>166,315.00</u>	<u>41,578.75</u>	<u>30,018.25</u>	<u>18.05 %</u>	<u>(11,560.50)</u>
Materials					
Copy/Printing	6,500.00	1,625.00	3,088.64	47.52 %	1,463.64
Book Sales	1,500.00	375.00	0.00	0.00	(375.00)
Total Materials	<u>8,000.00</u>	<u>2,000.00</u>	<u>3,088.64</u>	<u>38.61 %</u>	<u>1,088.64</u>
Other Income					
Checking Interest Income	6,000.00	1,500.00	4,676.85	77.95 %	3,176.85
Byline Bank IMA Interest	250,000.00	62,500.00	65,762.07	26.30	3,262.07
Money Market-Interest	2,000.00	500.00	562.05	28.10	62.05
Misc. Revenue	450.00	112.50	36.43	8.10	(76.07)
Gift Fund (over \$100)	1,000.00	250.00	0.00	0.00	(250.00)
Friends Donations	17,500.00	4,375.00	0.00	0.00	(4,375.00)
Total Other Income	<u>276,950.00</u>	<u>69,237.50</u>	<u>71,037.40</u>	<u>25.65 %</u>	<u>1,799.90</u>
Total Revenue	<u>5,047,935.00</u>	<u>1,261,983.75</u>	<u>2,200,116.76</u>	<u>43.58 %</u>	<u>938,133.01</u>

Winnetka-Northfield Public Library District

Statement of Revenues and Expenditures - Modified Cash Basis

For the 3 Months Ended September 30, 2024

Prorated Budget Percentage Spent: 25.00%

	Annual Budget	Prorated Budget	Year to Date Actual	% of Budget	Variance vs. Prorated Budget
LIBRARY FUND					
Expenses					
Personnel					
IMRF Expenses	75,000.00	18,750.00	13,648.99	18.20 %	(5,101.01)
FICA	175,000.00	43,750.00	42,326.22	24.19	(1,423.78)
Salaries	2,275,000.00	568,750.00	498,146.46	21.90	(70,603.54)
Health Insurance	275,000.00	68,750.00	67,011.02	24.37	(1,738.98)
Employee Asst. Program	500.00	125.00	0.00	0.00	(125.00)
Professional Development	30,000.00	7,500.00	4,655.97	15.52	(2,844.03)
Flexible Spending Account	1,250.00	312.50	200.00	16.00	(112.50)
Staff Recognition/Events/Meetings	6,000.00	1,500.00	1,263.64	21.06	(236.36)
Total Personnel	2,837,750.00	709,437.50	627,252.30	22.10 %	(82,185.20)
Administration					
Audit Fees	13,430.00	3,357.50	0.00	0.00 %	(3,357.50)
Library Supplies	46,000.00	11,500.00	9,308.92	20.24	(2,191.08)
Office Supplies	5,800.00	1,450.00	1,450.15	25.00	0.15
Breakroom Supplies	3,400.00	850.00	409.50	12.04	(440.50)
Postage	3,500.00	875.00	603.75	17.25	(271.25)
Hospitality	500.00	125.00	0.00	0.00	(125.00)
Accounting and Bookkeeping	24,000.00	6,000.00	5,175.00	21.56	(825.00)
Delivery Service	5,500.00	1,375.00	1,192.81	21.69	(182.19)
Payroll Services	9,000.00	2,250.00	1,564.59	17.38	(685.41)
Liability Insurance Costs	30,500.00	7,625.00	30,675.00	100.57	23,050.00
Board Expenses	5,000.00	1,250.00	17.08	0.34	(1,232.92)
Memberships	7,000.00	1,750.00	1,888.24	26.97	138.24
Legal	18,000.00	4,500.00	237.40	1.32	(4,262.60)
Consultants	5,000.00	1,250.00	0.00	0.00	(1,250.00)
Investment Fees	16,800.00	4,200.00	3,286.44	19.56	(913.56)
Miscellaneous	500.00	125.00	91.87	18.37	(33.13)
Total Administration	193,930.00	48,482.50	55,900.75	28.83 %	7,418.25
Utilities					
Electricity	40,000.00	10,000.00	9,667.36	24.17 %	(332.64)
Water	5,000.00	1,250.00	1,532.74	30.65	282.74
Storm Sewer	1,500.00	375.00	218.88	14.59	(156.12)
Natural Gas	10,000.00	2,500.00	914.53	9.15	(1,585.47)
Telephone	17,500.00	4,375.00	82.50	0.47	(4,292.50)
Internet Services	24,000.00	6,000.00	3,331.04	13.88	(2,668.96)
Total Utilities	98,000.00	24,500.00	15,747.05	16.07 %	(8,752.95)
Information Technology					
CCS Operating	79,000.00	19,750.00	19,343.12	24.48 %	(406.88)
Software	35,000.00	8,750.00	9,725.00	27.79	975.00
LAN Management	40,000.00	10,000.00	7,900.73	19.75	(2,099.27)
Hardware	4,000.00	1,000.00	465.10	11.63	(534.90)
Website/Platform Fees	60,000.00	15,000.00	19,856.87	33.09	4,856.87
Photocopier Leases	25,000.00	6,250.00	1,853.60	7.41	(4,396.40)
Computer Equipment	30,000.00	7,500.00	2,898.88	9.66	(4,601.12)
Total Information Technology	273,000.00	68,250.00	62,043.30	22.73 %	(6,206.70)

Winnetka-Northfield Public Library District

Statement of Revenues and Expenditures - Modified Cash Basis

For the 3 Months Ended September 30, 2024

Prorated Budget Percentage Spent: 25.00%

	Annual Budget	Prorated Budget	Year to Date Actual	% of Budget	Variance vs. Prorated Budget
LIBRARY FUND					
Public Relations					
Promotional	11,000.00	2,750.00	1,585.88	14.42 %	(1,164.12)
Newsletter/Mailers	35,000.00	8,750.00	6,985.91	19.96	(1,764.09)
PR Supplies	4,000.00	1,000.00	0.00	0.00	(1,000.00)
Marketing/Advertising	11,000.00	2,750.00	1,581.74	14.38	(1,168.26)
Total Public Relations	61,000.00	15,250.00	10,153.53	16.65 %	(5,096.47)
Library Materials - Adult					
Books-Fiction-Adult	85,000.00	21,250.00	24,950.27	29.35 %	3,700.27
Books-Non-Fiction-Adult	75,000.00	18,750.00	16,221.70	21.63	(2,528.30)
Periodicals	20,200.00	5,050.00	14,376.28	71.17	9,326.28
DVDs-Adult	25,000.00	6,250.00	5,625.02	22.50	(624.98)
Audio Books-Adult	6,500.00	1,625.00	636.85	9.80	(988.15)
Books-Digital	355,000.00	88,750.00	74,651.70	21.03	(14,098.30)
Online Database	65,000.00	16,250.00	38,786.64	59.67	22,536.64
Video Games-Adults	2,000.00	500.00	0.00	0.00	(500.00)
Total Library Materials - Adult	633,700.00	158,425.00	175,248.46	27.65 %	16,823.46
Library Materials - Youth					
Kits	3,500.00	875.00	324.02	9.26 %	(550.98)
Books-Fiction-Juv	42,500.00	10,625.00	8,766.96	20.63	(1,858.04)
Books-Non-Fiction-Juv	14,000.00	3,500.00	3,381.54	24.15	(118.46)
DVDs-Juv	750.00	187.50	124.46	16.59	(63.04)
Audio Books/Talking Books Juv	17,500.00	4,375.00	3,875.23	22.14	(499.77)
Video Games-Juv	5,500.00	1,375.00	0.00	0.00	(1,375.00)
Total Library Materials - Youth	83,750.00	20,937.50	16,472.21	19.67 %	(4,465.29)
Programs					
Reading Programs	11,000.00	2,750.00	3,131.26	28.47 %	381.26
OBTV	0.00	0.00	473.65	0.00	473.65
Programming - Studio	17,600.00	4,400.00	1,494.57	8.49	(2,905.43)
Programming - Youth	42,000.00	10,500.00	11,194.65	26.65	694.65
Programming - Adult	35,500.00	8,875.00	11,301.50	31.84	2,426.50
Studio Maintenance/Repair	3,000.00	750.00	209.90	7.00	(540.10)
Total Programs	109,100.00	27,275.00	27,805.53	25.49 %	530.53
Capital					
Capital Outlay	400,000.00	100,000.00	10,485.62	2.62 %	(89,514.38)
Building	155,000.00	38,750.00	234.12	0.15	(38,515.88)
Equipment/Furniture	65,000.00	16,250.00	894.43	1.38	(15,355.57)
Total Capital	620,000.00	155,000.00	11,614.17	1.87 %	(143,385.83)
Total Expenses	4,910,230.00	1,227,557.50	1,002,237.30	20.41 %	(225,320.20)
Excess Revenues less Expenses	137,705.00	34,426.25	1,197,879.46	869.89 %	1,163,453.21

Winnetka-Northfield Public Library District
Statement of Revenues and Expenditures - Modified Cash Basis
For the 3 Months Ended September 30, 2024

Prorated Budget Percentage Spent: 25.00%

	<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	399,690.00	99,922.50	182,176.50	45.58 %	82,254.00
Total Revenue	<u>399,690.00</u>	<u>99,922.50</u>	<u>182,176.50</u>	<u>45.58 %</u>	<u>82,254.00</u>
Expenses					
Northfield Lease	72,500.00	18,125.00	18,085.44	24.95 %	(39.56)
Janitorial Supplies	11,000.00	2,750.00	2,293.84	20.85	(456.16)
Snow Removal	9,000.00	2,250.00	0.00	0.00	(2,250.00)
Building Appraisal	500.00	125.00	0.00	0.00	(125.00)
Building Maintenance Service	113,000.00	28,250.00	24,000.00	21.24	(4,250.00)
Elevators	10,000.00	2,500.00	0.00	0.00	(2,500.00)
Landscaping	20,000.00	5,000.00	4,539.13	22.70	(460.87)
HVAC	11,200.00	2,800.00	1,999.50	17.85	(800.50)
Flooring & Painting	125,000.00	31,250.00	0.00	0.00	(31,250.00)
Automatic Doors	7,500.00	1,875.00	0.00	0.00	(1,875.00)
Roof	700.00	175.00	0.00	0.00	(175.00)
Alarms & Security	6,000.00	1,500.00	1,276.14	21.27	(223.86)
Equipment	2,100.00	525.00	0.00	0.00	(525.00)
Plumbing	1,500.00	375.00	0.00	0.00	(375.00)
Electrical	7,000.00	1,750.00	0.00	0.00	(1,750.00)
Misc Services	2,000.00	500.00	0.00	0.00	(500.00)
Total Expenses	<u>399,000.00</u>	<u>99,750.00</u>	<u>52,194.05</u>	<u>13.08 %</u>	<u>(47,555.95)</u>
Excess Revenues less Expenses	<u>\$ 690.00</u>	<u>\$ 172.50</u>	<u>\$ 129,982.45</u>	<u>18,838.04 %</u>	<u>129,809.95</u>
IMRF FUND					
Revenues					
Total Revenue	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00 %</u>	<u>0.00</u>
Expenses					
IMRF Expenses	75,000.00	18,750.00	13,648.99	18.20 %	(5,101.01)
Total Expenses	<u>75,000.00</u>	<u>18,750.00</u>	<u>13,648.99</u>	<u>18.20 %</u>	<u>(5,101.01)</u>
Excess Revenues less Expenses	<u>\$ (75,000.00)</u>	<u>\$ (18,750.00)</u>	<u>\$ (13,648.99)</u>	<u>18.20 %</u>	<u>5,101.01</u>

Winnetka-Northfield Public Library District
Statement of Revenues and Expenditures - Modified Cash Basis
For the 3 Months Ended September 30, 2024

Prorated Budget Percentage Spent: 25.00%

	Annual Budget	Prorated Budget	Year to Date Actual	% of Budget	Variance vs. Prorated Budget
FICA FUND					
Revenues					
Total Revenue	0.00	0.00	0.00	0.00 %	0.00
Expenses					
FICA	175,000.00	43,750.00	42,326.22	24.19 %	(1,423.78)
Excess Revenues less Expenses	\$ 0.00	\$ 0.00	\$ 0.00	0.00 %	0.00
UNEMPLOYMENT FUND					
Revenues					
Total Revenue	0.00	0.00	0.00	0.00 %	0.00
Expenses					
Excess Revenues less Expenses	\$ 0.00	\$ 0.00	\$ 0.00	0.00 %	0.00

Winnetka-Northfield Public Library District
Statement of Revenues and Expenditures - Modified Cash Basis
For the 3 Months Ended September 30, 2024

Prorated Budget Percentage Spent: 25.00%

	Annual Budget	Prorated Budget	Year to Date Actual	% of Budget	Variance vs. Prorated Budget
SPECIAL RESERVE FUND					
Revenues					
Transfer In	0.00	0.00	0.00	0.00 %	0.00
Expenses					
Excess Revenues less Expenses	\$ 0.00	\$ 0.00	\$ 0.00	0.00 %	0.00

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

September 1, 2024 - September 30, 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Vendor Checks						
Invengo American Corporation 10-0-5177	Website/Platform Fees	To VOID check 4570	-2,054.00	4570	09/30/24	<u>(2,054.00)</u>
OurDigitalWorld 10-0-5177	Website/Platform Fees	To VOID check 4575	-4,037.50	4575	09/30/24	<u>(4,037.50)</u>
Annette Bochenek 10-0-5908	Programming - Adult	Event Presenter; 09.24.24	300.00	4648	09/05/24	<u>300.00</u>
AT&T 10-0-5716	OBTV	Inv S663007007-24223; 08.10.24	473.65	4649	09/05/24	<u>473.65</u>
Background Screening Consultants LLC 10-0-5736	Legal	Inv 24293; 09.01.24	237.40	4650	09/05/24	<u>237.40</u>
Chicago Tribune 10-1-5342	Periodicals-Winnetka	Periodicals through 11/28/24	424.00	4651	09/05/24	<u>424.00</u>
Colley Elevator Co. 70-0-5749	Elevators	Project 23-002	7,208.00	4652	09/05/24	<u>7,208.00</u>
Debra Ann Miller 10-0-5908	Programming - Adult	Event Presenter; 09.28.24	375.00	4653	09/05/24	<u>375.00</u>
Gayle Byck 10-0-5908	Programming - Adult	Event Presenter; 09.25.24	220.00	4654	09/05/24	<u>220.00</u>
Greg Borzo 10-0-5908	Programming - Adult	Event Presenter; 09.23.24	300.00	4655	09/05/24	<u>300.00</u>
Hal Tinberg 10-0-5908	Programming - Adult	Event Presenter; 09.16.24	250.00	4656	09/05/24	<u>250.00</u>
Harvey Moshman 10-0-5908	Programming - Adult	Event Presenter; 09.22.24	250.00	4657	09/05/24	<u>250.00</u>
Image Systems & Business Solutions Leasing a Progr 10-0-5766	Photocopier Leases	Contract #500-50129209	2,944.91	4658	09/05/24	<u>2,944.91</u>
Invengo American Corporation 10-0-5177	Website/Platform Fees	Inv 1013456	2,054.00	4659	09/05/24	<u>2,054.00</u>
Jenny Riddle 10-0-5908	Programming - Adult	Event Presenter; 09.21.24	400.00	4660	09/05/24	<u>400.00</u>
Kolosok Bookstore 10-1-5441	Books-Non-Fiction-Juv-Winnetka	Inv A101; 08.21.24	40.00	4661	09/05/24	<u>40.00</u>
Kona Ice of Arlington Heights 10-0-5308	Reading Programs	Event; 08.25.24	645.00	4662	09/05/24	<u>645.00</u>
Madeleine Belk 10-0-5114	Professional Development	Reimbursement; 08.05.24	21.44	4663	09/05/24	<u>21.44</u>
MUSEEC				4664	09/05/24	<u>1,130.00</u>

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

September 1, 2024 - September 30, 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-1-5346	Online Database - Winnetka	Inv F2024INS198; 08.01.24	1,130.00			
MUSEEC				4664	09/30/24	<u>(1,130.00)</u>
10-1-5346	Online Database - Winnetka	To VOID check 4664	-1,130.00			
OCLC Inc				4665	09/05/24	<u>355.38</u>
10-1-5345	Books-Digital-Winnetka	Inv 1000396566; 07.31.24	355.38			
Our Music LLC				4666	09/05/24	<u>750.00</u>
10-0-5907	Programming - Youth	Event Presenter;09.21.24	750.00			
OurDigitalWorld				4667	09/05/24	<u>4,037.50</u>
10-0-5177	Website/Platform Fees	Inv 2023-338	4,037.50			
Quench USA, Inc.				4668	09/05/24	<u>3.61</u>
10-0-5121	Office Supplies	Inv 07890365; 09.01.24	3.61			
Red Hill Birding				4669	09/05/24	<u>250.00</u>
10-0-5908	Programming - Adult	Event Presenter; 09.30.24	250.00			
Sarah Munoz				4670	09/05/24	<u>1,528.15</u>
10-0-5114	Professional Development	Reimbursement; 06.24.24	1,528.15			
Schillers				4671	09/05/24	<u>960.00</u>
10-0-5134	Software	Inv 4279444-01; 08.22.24	960.00			
Stephen Quandt				4672	09/05/24	<u>200.00</u>
10-0-5908	Programming - Adult	Event Presenter; 09.26.24	200.00			
Team One Repair, Inc.				4673	09/05/24	<u>211.00</u>
10-0-5120	Library Supplies	Inv 1574941; 09.03.24	211.00			
The Book Stall				4674	09/05/24	<u>77.18</u>
10-2-5440	Books-Fiction-Juv-Northfield	Inv 533959; 08.20.24	7.99			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Inv 534292; 08.23.24	46.79			
10-2-5341	Books-Non-Fiction-Adult-Northfield	Inv 534885; 08.28.24	22.40			
Winnetka-Northfield Chamber of Commerce				4675	09/05/24	<u>250.00</u>
10-0-5721	Promotional	Inv 47737; 08.21.24	250.00			
Algonquin Area Library				4676	09/19/24	<u>21.50</u>
10-0-5908	Programming - Adult	10.21.24 Zoom Program	21.50			
Bokeum Moon				4677	09/19/24	<u>300.00</u>
10-0-5908	Programming - Adult	Event Presenter; 10-09-24	300.00			
Bruce W. Mainzer				4678	09/19/24	<u>200.00</u>
10-0-5908	Programming - Adult	Event Presenter; 10.17.24	200.00			
Continental Transportation Solutions				4679	09/19/24	<u>142.81</u>
10-0-5138	Delivery Service	Inv 5743-10353	142.81			
Cook and Kocher Insurance Group				4680	09/19/24	<u>5,638.00</u>

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

September 1, 2024 - September 30, 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5150	Liability Insurance	Inv 95993; 09.11.24	5,638.00			
Engberg Anderson, Inc.				4681	09/19/24	<u>6,471.53</u>
10-0-5800	Capital Outlay	Inv 23358406-1	1,197.78			
10-0-5800	Capital Outlay	Inv 24373700-1	5,273.75			
Fox Valley Fire & Safety				4682	09/19/24	<u>183.00</u>
10-0-5882	Building	Inv 00708438; 09.01.24	183.00			
Grainger				4683	09/19/24	<u>51.12</u>
10-0-5882	Building	Inv 9243275915; 09.10.24	51.12			
Great Oaks Landscaping, Inc.				4684	09/19/24	<u>390.00</u>
70-0-5750	Landscaping	Inv 6302; 09.09.24	390.00			
GUY SCOPELLITI LANDSCAPE				4685	09/19/24	<u>1,500.00</u>
70-0-5750	Landscaping	Inv 45093; 09.01.24	1,500.00			
Image Systems & Business Solutions	Leasing a Progr			4686	09/19/24	<u>565.08</u>
10-0-5766	Photocopier Leases	Inv 406603	565.08			
Kaleen Elizabeth Dolan				4687	09/19/24	<u>300.00</u>
10-0-5908	Programming - Adult	Event Presenter; 10.13.24	300.00			
Kevin J. Wood				4688	09/19/24	<u>350.00</u>
10-0-5908	Programming - Adult	Event Presenter; 10.16.24	350.00			
Leslie Goddard				4689	09/19/24	<u>300.00</u>
10-0-5908	Programming - Adult	Event Presenter; 10-15.24	300.00			
MUSEEC				4690	09/19/24	<u>1,130.00</u>
10-1-5346	Online Database - Winnetka	MUSEEC	1,130.00			
OCLC Inc				4691	09/19/24	<u>323.71</u>
10-1-5345	Books-Digital-Winnetka	Inv 1000401611	323.71			
Petra van Nuis				4692	09/19/24	<u>400.00</u>
10-0-5908	Programming - Adult	Event Presenter; 10.19.24	400.00			
SkillPath				4693	09/19/24	<u>597.00</u>
10-0-5114	Professional Development	Inv 41669	597.00			
Stephen Quandt				4694	09/19/24	<u>200.00</u>
10-0-5908	Programming - Adult	Event Presenter; 10.10.24	200.00			
Technology Management Rev Fund				4695	09/19/24	<u>1,000.00</u>
10-0-5176	Internet Services	Inv T2500122	1,000.00			
The Book Stall				4696	09/19/24	<u>228.80</u>
10-2-5341	Books-Non-Fiction-Adult-Northfield	Inv 536456	54.00			
10-1-5340	Books-Fiction-Adult-Winnetka	Inv 537282	24.00			
10-2-5340	Books-Fiction-Adult-Northfield	Inv 537282	24.00			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Inv 535510	24.80			

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

September 1, 2024 - September 30, 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-2-5341	Books-Non-Fiction-Adult-Northfield	Inv 535905	28.00			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Inv 535905	74.00			
Troy Taylor 10-0-5908	Programming - Adult	Event Presenter; 10.02.24	100.00	4697	09/19/24	<u>100.00</u>
USA Today 10-1-5342	Periodicals-Winnetka	10.01.24 - 09.30.25	398.79	4698	09/19/24	<u>398.79</u>
U.S. Postal Service 10-0-5722	Newsletter/Mailers	Acct # 1005722	972.18	4699	09/27/24	<u>972.18</u>
DEMCO 10-0-5120 10-0-5120	Library Supplies Library Supplies	Inv 7522765; 08.20.24 Inv 7506446; 07.12.24	154.89 477.55	18258	09/12/24	<u>632.44</u>
VOGUE PRINTERS 10-0-5724 10-0-5722	Marketing/Advertising Newsletter/Mailers	Inv 24-2849; 08.14.24 Inv 24-2864; 08.21.24	371.83 5,042.34	18259	09/12/24	<u>5,414.17</u>
Ntiva 10-0-5135 10-0-5135	LAN Management LAN Management	Inv 244742; 08.22.24 Inv 245823; 09.04.24	320.00 2,351.91	18260	09/12/24	<u>2,671.91</u>
Today's Business Solutions INC 10-0-5134	Software	Inv 082624-50; 08.29.24	23.76	18261	09/12/24	<u>23.76</u>
Warehouse Direct 70-0-5725 70-0-5725	Janitorial Supplies Janitorial Supplies	Inv 5774048-2 Inv 5774048-1; 08.23.24	42.95 25.73	18262	09/12/24	<u>68.68</u>
OVERDRIVE INC. 10-1-5345 10-1-5345 10-1-5345 10-1-5345 10-1-5345	Books-Digital-Winnetka Books-Digital-Winnetka Books-Digital-Winnetka Books-Digital-Winnetka Books-Digital-Winnetka	Inv 01018CP24225432; 07.31.24 Inv 01018CP24255794; 08.34.24 Inv 01018MA24226337; 07.31.24 Inv 01018MA24254441; 08.31.24 Inv 01018MA24257036; 08.31.24	9,966.10 11,835.19 3,368.65 2,652.15 9,080.48	18263	09/12/24	<u>36,902.57</u>
Kanopy 10-1-5345	Books-Digital-Winnetka	Inv 414646; 08.31.24	621.00	18264	09/12/24	<u>621.00</u>
HOOPLA (MIDWEST TAPE) 10-1-5345	Books-Digital-Winnetka	Inv 505982891; 08.31.24	2,257.24	18265	09/12/24	<u>2,257.24</u>
BAKER & TAYLOR 10-2-5341 10-1-5341 10-0-5120 10-1-5340 10-2-5340 10-2-5440	Books-Non-Fiction-Adult-Northfield Books-Non-Fiction-Adult-Winnetka Library Supplies Books-Fiction-Adult-Winnetka Books-Fiction-Adult-Northfield Books-Fiction-Juv-Northfield	BAKER & TAYLOR BAKER & TAYLOR BAKER & TAYLOR BAKER & TAYLOR BAKER & TAYLOR BAKER & TAYLOR	600.82 2,711.79 1,039.06 3,054.01 1,287.66 447.16	18266	09/12/24	<u>11,422.42</u>

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

September 1, 2024 - September 30, 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-1-5444	Audio Books-Juv-Winnetka	BAKER & TAYLOR	62.95			
10-1-5440	Books-Fiction-Juv-Winnetka	BAKER & TAYLOR	1,856.21			
10-2-5441	Books-Non-Fiction-Juv-Northfield	BAKER & TAYLOR	77.15			
10-1-5441	Books-Non-Fiction-Juv-Winnetka	BAKER & TAYLOR	285.61			
MIDWEST TAPE				18267	09/12/24	<u>1,341.11</u>
10-0-5120	Library Supplies	MIDWEST TAPE	112.71			
10-1-5343	DVDs-Adult-Winnetka	MIDWEST TAPE	744.31			
10-2-5343	DVDs-Adult-Northfield	MIDWEST TAPE	212.16			
10-2-5443	DVDs-Juv-Northfield	MIDWEST TAPE	29.99			
10-1-5443	DVDs-Juv-Winnetka	MIDWEST TAPE	29.99			
10-1-5344	Audio Books-Adult-Winnetka	MIDWEST TAPE	211.95			
PROQUEST LLC				18268	09/12/24	<u>21,972.83</u>
10-1-5346	Online Database - Winnetka	Inv 70848814; 09.01.24	21,972.83			
MERCHANTS DELIVERY SERVICE				18269	09/12/24	<u>550.00</u>
10-0-5138	Delivery Service	08.2024	550.00			
DD Facility Services				18270	09/12/24	<u>8,000.00</u>
70-0-5748	Building Maintenance Service	Inv 1039; 09.01.24	8,000.00			
Lauterbach & Amen, LLP				18271	09/12/24	<u>1,725.00</u>
10-0-5131	Accounting and Bookkeeping	Inv 95286; 09.01.24	1,725.00			
VILLAGE OF NORTHFIELD				18272	09/12/24	<u>6,028.48</u>
70-2-5159	Northfield Lease	Inv 901LIB; 09.01.24	6,028.48			
VILLAGE OF WINNETKA				18286	09/26/24	<u>29,003.66</u>
10-0-5111	Health Insurance	Inv 2024-00000009	29,003.66			
ALARM DETECTION SYSTEMS, INC.				18287	09/26/24	<u>638.07</u>
70-0-5758	Alarms & Security	Inv 57525-1110	638.07			
QUILL CORPORATION				18288	09/26/24	<u>179.86</u>
10-0-5121	Office Supplies	Inv 40555864; 09.13.24	29.91			
10-0-5121	Office Supplies	Inv 40414201; 09.05.24	149.95			
Warehouse Direct				18289	09/26/24	<u>506.10</u>
70-0-5725	Janitorial Supplies	Inv 5792113-0; 09.17.24	506.10			
COOPERATIVE COMPUTER SERVICES				18290	09/26/24	<u>1,953.00</u>
10-0-5132	CCS Operating & OCLC	09.2024	1,953.00			
BAKER & TAYLOR				18291	09/26/24	<u>5,008.92</u>
10-2-5340	Books-Fiction-Adult-Northfield	BAKER & TAYLOR	431.81			
10-1-5340	Books-Fiction-Adult-Winnetka	BAKER & TAYLOR	1,350.37			
10-0-5120	Library Supplies	BAKER & TAYLOR	428.20			

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

September 1, 2024 - September 30, 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-2-5440	Books-Fiction-Juv-Northfield	BAKER & TAYLOR	261.24			
10-1-5440	Books-Fiction-Juv-Winnetka	BAKER & TAYLOR	698.57			
10-2-5341	Books-Non-Fiction-Adult-Northfield	BAKER & TAYLOR	325.03			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	BAKER & TAYLOR	756.21			
10-2-5441	Books-Non-Fiction-Juv-Northfield	BAKER & TAYLOR	71.29			
10-1-5441	Books-Non-Fiction-Juv-Winnetka	BAKER & TAYLOR	215.65			
10-2-5444	Audio Books-Juv-Northfield	BAKER & TAYLOR	470.55			
MIDWEST TAPE				18292	09/26/24	<u>939.66</u>
10-0-5120	Library Supplies	MIDWEST TAPE	63.50			
10-2-5343	DVDs-Adult-Northfield	MIDWEST TAPE	284.81			
10-1-5343	DVDs-Adult-Winnetka	MIDWEST TAPE	349.91			
10-1-5444	Audio Books-Juv-Winnetka	MIDWEST TAPE	51.99			
10-1-5344	Audio Books-Adult-Winnetka	MIDWEST TAPE	124.97			
10-2-5443	DVDs-Juv-Northfield	MIDWEST TAPE	32.24			
10-1-5443	DVDs-Juv-Winnetka	MIDWEST TAPE	32.24			
PITNEY BOWES				18303	09/30/24	<u>100.00</u>
10-0-5123	Postage	PITNEY BOWES	100.00			
First Bankcard				18304	09/30/24	<u>15,385.62</u>
10-0-5114	Professional Development	Dombrowski - ILA Annual Conference Registration	345.00			
10-0-5731	Memberships	Dombrowski - Annual Discount Pass Renewal	21.24			
10-0-5732	Staff Recognition/Events/Meetings	Dombrowski - Treats for Annie's Bridal Shower	42.45			
10-0-5884	Equipment/Furniture	Dombrowski - Table for Director's Office	235.44			
10-0-5719	Board Expenses	Dombrowski - Treats for Matt's Birthday	17.08			
10-0-5907	Programming - Youth	Karwoska - Youth Programming Supplies	9.99			
10-0-5907	Programming - Youth	Karwoska - Youth Programming Supplies	19.99			
10-1-5441	Books-Non-Fiction-Juv-Winnetka	Karwoska - Juv Nonfiction Book	22.49			
10-0-5308	Reading Programs	Karwoska - Winter Reading Prizes	157.48			
10-0-5907	Programming - Youth	Karwoska - Youth Programming Supplies	158.78			
10-0-5907	Programming - Youth	Karwoska - Youth Programming Supplies	239.37			
10-0-5121	Office Supplies	Karwoska - Office Supplies	6.99			
10-0-5907	Programming - Youth	Karwoska - Youth Programming Supplies	27.99			
10-0-5907	Programming - Youth	Karwoska - Youth Programming Supplies	-10.19			
10-1-5439	Kits	Karwoska - Early Lit Kit Replacement	15.99			
10-1-5444	Audio Books-Juv-Winnetka	Karwoska - Juv Audiobook	63.99			
10-2-5444	Audio Books-Juv-Northfield	Karwoska - Juv Audiobook	63.99			

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

September 1, 2024 - September 30, 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5907	Programming - Youth	Karwoska - Youth Programming Supplies	20.70			
10-0-5907	Programming - Youth	Karwoska - Youth Programming Supplies	39.95			
10-0-5308	Reading Programs	Karwoska - Summer Reading Prize	1,000.00			
10-0-5907	Programming - Youth	Karwoska - Youth Programming Supplies	9.99			
10-0-5907	Programming - Youth	Karwoska - Youth Programming Supplies	77.47			
10-0-5907	Programming - Youth	Karwoska - Youth Programming Supplies	356.77			
10-0-5907	Programming - Youth	Karwoska - Youth Programming Supplies	12.99			
10-0-5907	Programming - Youth	Karwoska - Youth Programming Supplies	18.99			
10-0-5907	Programming - Youth	Karwoska - Youth Programming Supplies	38.97			
10-0-5907	Programming - Youth	Karwoska - Youth Programming Supplies	65.96			
10-0-5114	Professional Development	Karwoska - Prof Dev M Belk Gencon FY24-25	21.44			
10-0-5114	Professional Development	Karwoska - Prof Dev M Belk Gencon FY24-25	11.45			
10-0-5907	Programming - Youth	Karwoska - Youth Programming Supplies	94.00			
10-0-5114	Professional Development	Karwoska - Prof Dev M Belk Gencon FY24-25	945.16			
10-0-5114	Professional Development	Karwoska - Prof Dev M Belk Gencon FY24-25	30.00			
10-1-5444	Audio Books-Juv-Winnetka	Karwoska - Juv Audiobook	1,098.12			
10-2-5444	Audio Books-Juv-Northfield	Karwoska - Juv Audiobook	1,098.11			
10-0-5907	Programming - Youth	Karwoska - Youth Programming Supplies	23.83			
10-0-5907	Programming - Youth	Karwoska - Youth Programming Supplies	30.12			
10-0-5907	Programming - Youth	Karwoska - Youth Programming Supplies	63.78			
10-0-5308	Reading Programs	Karwoska - Summer Reading Prize	200.00			
10-0-5898	Miscellaneous	Karwoska -	39.00			
10-0-5120	Library Supplies	Karwoska - Library Supplies	6.99			
10-0-5907	Programming - Youth	Karwoska - Youth Programming Supplies	11.99			
10-0-5907	Programming - Youth	Karwoska - Youth Programming Supplies	51.96			
10-0-5907	Programming - Youth	Karwoska - Youth Programming Supplies	93.75			
10-0-5907	Programming - Youth	Karwoska - Juv Audiobook	16.58			
10-0-5907	Programming - Youth	Karwoska - Juv Audiobook	16.58			
10-0-5308	Reading Programs	Karwoska - Summer Reading Prize	88.00			
10-0-5308	Reading Programs	Karwoska - Summer Reading Prize	155.00			
70-0-5750	Landscaping	Mall - Library garden supplies	140.97			
10-0-5121	Office Supplies	Mall - Printer paper	120.70			
10-1-5340	Books-Fiction-Adult-Winnetka	Mall - Materials	77.88			
10-0-5134	Software	Mall - Virtual event hosting	127.97			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Mall - Materials	19.99			
10-0-5898	Miscellaneous	Mall - Bird food	25.96			
10-1-5342	Periodicals-Winnetka	Mall - Materials	103.49			
10-1-5343	DVDs-Adult-Winnetka	Mall - Materials	179.60			

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

September 1, 2024 - September 30, 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-1-5340	Books-Fiction-Adult-Winnetka	Mall - Materials	238.99			
10-1-5444	Audio Books-Juv-Winnetka	Mall - Youth audio materials	23.98			
10-2-5444	Audio Books-Juv-Northfield	Mall - Youth audio materials	23.98			
10-0-5898	Miscellaneous	Mall - Bird food	24.66			
10-0-5308	Reading Programs	Mall - Wristbands for Summer Reading Party	10.78			
10-0-5120	Library Supplies	Mall - Tech Services supplies	7.97			
10-0-5724	Marketing/Advertising Staff	Melero - Tax Ordinance	714.00			
10-0-5732	Recognition/Events/Meetings	Melero - Staff sympathy flowers	58.94			
10-0-5139	Subscriptions Staff	Melero - Subscription Renewal	-753.30			
10-0-5732	Recognition/Events/Meetings Staff	Melero - Staff Birthday Cards	70.00			
10-0-5732	Recognition/Events/Meetings Staff	Melero - Staff celebratory flutes	21.24			
10-0-5732	Recognition/Events/Meetings Staff	Melero - Staff Hallmark Cards	46.32			
10-0-5732	Recognition/Events/Meetings Staff	Melero - Staff engagement party	31.60			
10-0-5732	Recognition/Events/Meetings Staff	Melero - Farewell flowers	53.11			
10-0-5121	Office Supplies	Morgan - bags for intralibrary delivery - Office Supplies	24.99			
10-0-5907	Programming - Youth	Morgan - scavenger hunt prizes - Programming - Youth	14.98			
10-0-5121	Office Supplies	Morgan - glue & bags for intralibrary delivery - Office Supplies	88.46			
10-0-5907	Programming - Youth	Morgan - supplies for program - Programming - Youth	13.99			
10-0-5907	Programming - Youth	Morgan - scavenger hunt prizes - Programming - Youth	14.97			
10-0-5114	Professional Development	Morgan - MMorgan's hotel reservation for CORE Focum conference - Professional Development	399.00			
10-0-5114	Professional Development	Morgan - MMorgan's airfare to CORE Focum conference - Professional Development	146.96			
10-0-5732	Staff Recognition/Events/Meetings	Morgan - NStern's retirement - Staff Recognition/Events/Meetings	17.90			
10-0-5731	Memberships	Morgan - ILA annual membership for MMorgan -	150.00			
10-0-5907	Programming - Youth	Morgan - supplies for program - Programming - Youth	46.98			
10-0-5121	Office Supplies	Morgan - curtains - Office Supplies	-31.95			
10-0-5907	Programming - Youth	Morgan - supplies for play area - Programming - Youth	59.78			
10-0-5121	Office Supplies	Morgan - storage containers - Office Supplies	69.30			
10-0-5907	Programming - Youth	Morgan - supplies for play area - Programming - Youth	133.92			
10-0-5907	Programming - Youth	Morgan - supplies for play area - Programming - Youth	195.22			

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

September 1, 2024 - September 30, 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5121	Office Supplies	Morgan - storage containers & shelves - Office Supplies	100.97			
10-0-5120	Library Supplies	Morgan - container & labels for circulating items - library supplies	93.97			
10-0-5884	Equipment/Furniture	Munoz - Sublimation Printer	589.00			
10-0-5906	Programming - Studio	Munoz - Click Counter, Presentation Clicker	24.98			
10-0-5732	Staff Recognition/Events/Meetings	Munoz - Staff Meeting Snacks	37.82			
10-0-5906	Programming - Studio	Munoz - Studio Supplies:rags, memory card, stabilizer	61.94			
10-0-5906	Programming - Studio	Munoz - Studio supplies: sublimation Printer INK	286.25			
10-0-5134	Software	Munoz - Hatch (embroidery Software)	599.00			
10-0-5906	Programming - Studio	Munoz - Programming Supplies: Glass tumblers (DENNIS)	13.78			
10-0-5121	Office Supplies	Munoz - "BLUEAIR" Air Filter	69.99			
10-0-5732	Staff Recognition/Events/Meetings	Munoz - Celebration Cake (Annie's wedding shower)	52.80			
10-0-5120	Library Supplies	Munoz - Library of Games Storage Bags	70.97			
10-0-5884	Equipment/Furniture	Munoz - Puzzle Table	69.99			
10-0-5906	Programming - Studio	Munoz - Stabilizer (diff. size)	10.99			
10-0-5906	Programming - Studio	Munoz - CRICUT	10.61			
10-0-5906	Programming - Studio	Munoz - Studio Supplies: Paint Brushes	9.99			
10-0-5906	Programming - Studio	Munoz - Programming Supplies:Parchment paper; clay	14.79			
10-0-5906	Programming - Studio	Munoz - Studio Supplies: BLACK filament	19.99			
10-0-5906	Programming - Studio	Munoz - Studio Supplies: paint brushes,vinyl transfer tape	25.67			
10-0-5906	Programming - Studio	Munoz - Programming Supplies: Hats; Clay Tools (ZOE)	70.98			
10-0-5906	Programming - Studio	Munoz - Studio Supplies: RED Heat Transfer Vinyl	6.38			
10-0-5906	Programming - Studio	Munoz - End of Summer Party Supplies: magnetic squares	19.98			
10-0-5906	Programming - Studio	Munoz - End of Summer Party Supplies: wood cutouts	48.96			
10-0-5906	Programming - Studio	Munoz - Programming Supplies: HTV, Led lights, Clay, Exacto knives, wood sheets, vellum paper, glue (ZOE)	170.19			
10-0-5906	Programming - Studio	Munoz - Studio Supplies: Foot Pedal for sewing machine (REPLACEMENT)	19.99			
10-0-5906	Programming - Studio	Munoz - Programming Supplies: LED tea lights, mason jars (MIKAYLA)	34.98			
10-0-5724	Marketing/Advertising	Munoz - Yard signs for End of Summer Party	287.98			
10-0-5724	Marketing/Advertising	Quish - Kiosk Poster Display	100.00			
10-0-5724	Marketing/Advertising	Quish - Youth Dept. Postcards for Schools	107.93			
10-0-5721	Promotional	Quish - Promotional items: Bouncy balls & beach balls	1,335.88			
10-0-5134	Software	Quish - Power BI Licenses	30.00			
10-0-5134	Software	Swenson - Office 365 Licenses	192.50			
10-0-5134	Software	Swenson - Entra Licenses	7.20			
10-0-5114	Professional Development	Swenson - CORE Forum Registration	329.00			
10-0-5177	Website/Platform Fees	Swenson - Content website hosting	4.95			
10-0-5177	Website/Platform Fees	Swenson - Content website backup	0.78			

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

September 1, 2024 - September 30, 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5121	Office Supplies	Swenson - Command Strips	37.49			
10-0-5134	Software	Swenson - Creative Cloud Licenses	295.90			
10-0-5731	Memberships	Swenson - Swenson ALA-CORE membership FY24-25	232.00			
Peerless Network 10-1-5175	Telephone - Winnetka	Peerless Network	41.25	18305	09/30/24	<u>41.25</u>
COMCAST 10-0-5176	Internet Services	08.11.24 - 09.10.24	71.95	18306	09/30/24	<u>71.95</u>
NICOR 10-2-5174	Natural Gas - Northfield	NICOR	53.17	18307	09/30/24	<u>53.17</u>
COMCAST 10-0-5176	Internet Services	08.20.24 - 09.19.24	434.45	18308	09/30/24	<u>434.45</u>
NATIONWIDE RETIREMENT SOLUTIONS 10-0-2040	457 withholding	NATIONWIDE RETIREMENT SOLUTIONS	1,225.00	18309	09/30/24	<u>1,225.00</u>
NATIONWIDE RETIREMENT SOLUTIONS 10-0-2040	457 withholding	NATIONWIDE RETIREMENT SOLUTIONS	1,225.00	18310	09/30/24	<u>1,225.00</u>
VILLAGE OF NORTHFIELD 10-2-5172	Water - Northfield	VILLAGE OF NORTHFIELD	42.47	18311	09/30/24	<u>42.47</u>
VILLAGE OF WINNETKA 10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	417.34	18312	09/30/24	<u>5,635.06</u>
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	26.12			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	71.01			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	137.82			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	2.00			
10-1-5173	Storm Sewer - Winnetka	VILLAGE OF WINNETKA	139.71			
10-1-5171	Electricity - Winnetka	VILLAGE OF WINNETKA	5,133.23			
10-1-5171	Electricity - Winnetka	VILLAGE OF WINNETKA	-496.80			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	105.98			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	98.65			
COMED 10-2-5171	Electricity - Northfield	COMED	954.52	18313	09/30/24	<u>954.52</u>
PITNEY BOWES 10-0-5123	Postage	PITNEY BOWES	100.00	18314	09/30/24	<u>100.00</u>
NORTH SHORE GAS 10-1-5174	Natural Gas - Winnetka	NORTH SHORE GAS	237.31	18315	09/30/24	<u>237.31</u>
Check List Total						<u><u>203,804.92</u></u>



OCTOBER 2024 DIRECTOR’S REPORT

STAFF UPDATES

Anniversaries: Mark Swenson, IT Manager, 9/15 (27 years); Natalie Blaser, Tech Services Assistant, 9/17 (5 years); Nick Mall, Adult Services Manager, 9/29 (16 years).

Comings: Jamie Heslin, PT Patron Services Assistant, joined us on September 4th.

Goings: Maddy Belk, Youth Services Librarian, left to take her dream position at Evanston Public Library as a teen/makerspace librarian. Her last day was October 2nd and a search for her replacement is underway.

STAFF SHOUT OUTS

- Executive Director Monica—along with Executive Director Annie from Schaumburg District Library—did a session on Dealing with Difficult Patrons for DeKalb Public Library staff at their 2024 Staff Day on 9/19.
- Branch Services Librarian Rebecca added visual wayfinding signs to youth nonfiction to improve discovery for browsers.



Pets



Dinosaurs

FINANCES (Target = 25% based on 3 months into our fiscal year)

- We are at 43.38% of our expected operating revenues & 20.39% of our budgeted operating expenses.

PROGRAMMING

Youth

Category	SEP24/25	SEP23/24	Mo. % +/-	FY24-25 YTD	FY23-24 YTD	FY % +/-
Programs	48	52	-7.69%	158	142	11.27%
Live Attendees	1,362	1,413	-3.61%	5,281	4,062	30.01%
Passive Programming	3,705	2,994	23.75%	13,327	10,265	29.83%

Highlights

Miss Make-Believe's Imagination Waystation	Miss Make-Believe captivated the imaginations of 40 toddlers & caregivers with magic, handmade props, and laughter.
Art Play	22 toddlers and caregivers used apples and paint to stamp on paper, practicing hand-eye coordination and learning about color theory.
After School Free Play 9/11	30 attendees joined us for an hour of interactive free play.

Adults

Category	SEP24/25	SEP23/24	Mo. % +/-	FY24-25 YTD	FY23-24 YTD	FY % +/-
Programs	22	18	22.22%	61	48	27.08%
Live Attendees	336	335	0.30%	1,032	1,146	-9.95%
Recording Attendees	35	21	66.67%	228	996	-77.11%

Highlights

Lost Restaurants of Chicago (IP)	18 patrons enjoyed Greg Borzo's presentation about favorite dishes from restaurants like Maxim's, Charlie Trotter's, & The Blackhawk.
The History of the Hollywood Musical with Annette Bochenek (V)	38 patron joined historian Dr. Annette Bochenek as she explored the history of classic Hollywood musicals and some of the top musical stars.
Heroes on Deck: World War II on Lake Michigan (IP)	31 patrons learned the true story of a little-known US Navy program that recruited and trained 15,000 aircraft carrier pilots on Lake Michigan.

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

Studio

Category	SEP24/25	SEP23/24	Mo. % +/-	FY24-25 YTD	FY23-24 YTD	FY % +/-
1:1s	213	257	-17.12%	657	854	-23.07%
Programs	9	15	-40.00%	29	45	-35.56%
Attendees	61	152	-59.87%	152	337	-54.90%

Highlights

Window Hats	7 patrons created custom hats using laser-cut acrylic and vinyl elements tailored to their individual styles.
Fall Luminary	9 patrons designed their own stencil to transform a plain mason jar into a beautiful autumn decoration.
Wooden Icosahedron Lamp	7 patrons created unique wooden lamps using the laser cutter. The experience was so enjoyable that they returned to make more during open hours.

Community Engagement

Category	SEP24/25	SEP23/24	Mo. % +/-	FY24-25 YTD	FY23-24 YTD	FY % +/-
Youth Events	1	3	-66.67%	5	8	-37.50%
Adult Events	1	7	-85.71%	6	18	-66.67%
Family Events	1	3	-66.67%	5	6	-16.67%
Total Events	3	13	-76.92%	16	32	-50.00%
Youth Attendance	10	59	-83.05%	330	317	4.10%
Adult Attendance	65	98	-33.67%	307	388	-20.88%
Family Attendance	0	747	-100.00%	745	1,300	-42.69%
Total Attendance	75	904	-91.70%	1,382	2,005	-31.07%

Highlights

D36 Skokie School (5 th & 6 th grade)	Librarians Sydney and Tom shared info about WNPLD's teacher resources at the Skokie School staff meeting. To date, we've signed up 37 staff and 65 students for library cards & provided 25 books for a unit in Spanish class.
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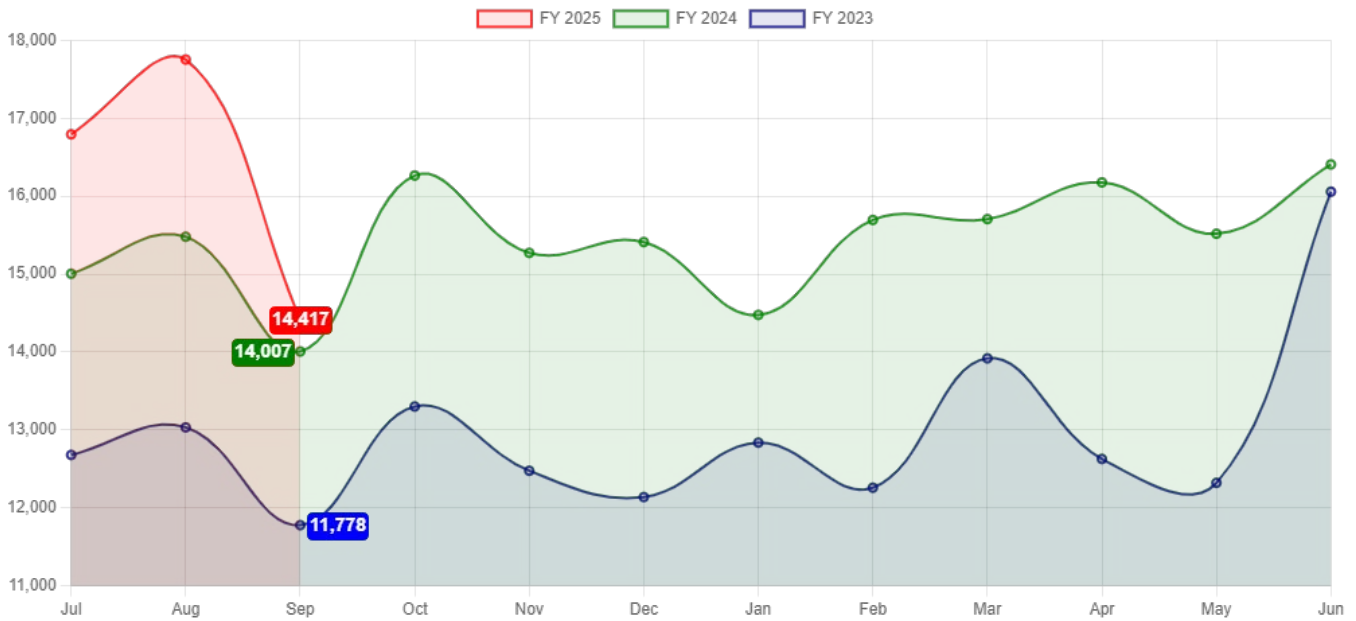
SERVICES

Visitors

Building	SEP24/25	SEP23/24	Mo. % +/-	FY24-25 YTD	FY23-24 YTD	FY % +/-
Winnetka	10,328	9,828	5.09%	34,707	31,128	11.50%
Northfield	3,993	4,022	-0.72%	13,763	12,660	8.71%
Total	14,321	13,850	3.40%	48,470	43,788	10.69%
Virtual	96	157	-38.85%	495	704	-29.69%
Total	14,417	14,007	2.93%	48,965	44,492	10.05%

Note: Closed on 9/1 & 9/2 for Labor Day.

3 Year People Counter Comparison



Cardholders (by Household)

Community	Number of Households	Households w/Cards	% Households w/Cards
Winnetka	4,242	3,174	74.82%
Northfield	2,340	1,412	60.34%
Total District	6,582	4,586	69.67%
Kenilworth	789	215	27.25%
Total	7,371	4,801	65.13%

Desk Questions

Category	SEP24/25	SEP23/24	Mo. % +/-	FY24-25 YTD	FY23-24 YTD	FY % +/-
Adult	1,951	2,337	-16.52%	6,609	7,359	-10.19%
Youth	467	476	-1.89%	1,548	1,519	1.91%
Digital Services	53	70	-24.29%	168	253	-33.60%
Total	2,471	2,883	-14.29%	8,325	9,131	-8.83%

TECHNOLOGY

Computer Usage

Location	SEP24/25	SEP23/24	Mo. % +/-	FY24-25 YTD	FY23-24 YTD	FY % +/-
Winnetka	353	394	-10.41%	1,394	1,341	3.95%
Northfield	237	243	-2.47%	739	728	1.51%
Total	590	637	-7.38%	2,133	2,069	3.09%

Hotspot Usage

Location	SEP24/25	SEP23/24	Mo. % +/-	FY24-25 YTD	FY23-24 YTD	FY % +/-
Winnetka Sessions	14,561	19,637	-25.85%	36,445	57,738	-36.88%
Northfield Sessions	1,626	4,140	-60.72%	5,258	12,469	-57.83%
Total	16,187	23,777	-31.92%	41,703	70,207	-40.60%
Winnetka Bandwidth	175 GB	524 GB	-66.60%	706 GB	1,697 GB	-58.40%

Northfield Bandwidth	97 GB	91 GB	6.59%	276 GB	322 GB	-14.29%
Total	272 GB	615 GB	-55.77%	982 GB	2,019 GB	-51.36%

Website Visits

Activity	SEP24/25	SEP23/24	Mo. % +/-	FY24-25 YTD	FY23-24 YTD	FY % +/-
Total Visits	10,693	12,196	-12.32%	32,092	31,665	1.35%
Unique Visits	6,085	7,417	-17.96%	18,753	20,005	-6.26%

MARKETING

Email Subscribers

SEP24/25	% Cardholders	SEP23/24	Open Rate	Click Rate
10,475	112.99%	10,722	55%	3%

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

Social Media Activity

Platform	SEP24/25 Impressions	SEP24/25 Reach	SEP24/25 Engagement
YouTube	13,710	787	N/A
Facebook	4,845	4,731	97
Instagram	4,587	4,220	184
LinkedIn	524	249	48
Total	23,666	9,987	329

Impressions: # of times content seen/viewed

Reach: # of people seeing content for the 1st time

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

COLLECTIONS

Physical Adult (By Location)

Location	SEP24/25	SEP23/24	Mo. % +/-	FY24-25 YTD	FY23-24 YTD	FY % +/-
Winnetka	9,636	8,988	7.21%	32,174	31,664	1.61%
Northfield	3,431	3,387	1.30%	11,414	11,605	-1.65%

Physical Youth (By Location)

Location	SEP24/25	SEP23/24	Mo. % +/-	FY24-25 YTD	FY23-24 YTD	FY % +/-
Winnetka	12,391	12,725	-2.62%	41,873	43,931	-4.68%
Northfield	2,457	2,573	-4.51%	9,362	9,799	-4.46%

Physical Miscellaneous

Lending Type	SEP24/25	SEP23/24	Mo. % +/-	FY24-25 YTD	FY23-24 YTD	FY % +/-
Kenilworth Patrons	705	1,195	-41.00%	2,310	3,799	-39.19%
Borrowed from Other Libraries	1,498	1,722	-13.01%	4,780	5,174	-7.61%

Physical Adult (By Type)

Material Type	SEP24/25	SEP23/24	Mo. % +/-	FY24-25 YTD	FY23-24 YTD	FY % +/-
Books	8,025	7,839	2.37%	26,355	26,974	-2.29%
Book - Fiction	4,498	4,641	-3.08%	15,448	16,114	-4.13%
Book - Nonfiction	3,527	3,198	10.29%	10,907	10,860	0.43%
Audiobook - CD	133	208	-36.06%	431	731	-41.04%
Music CD	49	79	-37.97%	208	214	-2.80%
Playaway	19	26	-26.92%	65	99	-34.34%
DVD/Blu-Ray	2,024	2,065	-1.99%	7,130	7,845	-9.11%
Magazine	217	177	22.60%	625	692	-9.68%
Videogame	18	15	20.00%	149	60	148.33%
Computing Device	0	7	-100.00%	20	22	-9.09%
Library of Things	7	16	-56.25%	57	59	-3.39%
Other	97	2	4750.00%	490	2	24400.00%
Non-CCS ILL	41	31	32.26%	134	84	59.52%
Sent Out	2,437	1,910	27.59%	7,924	6,487	22.15%
Studio Equipment	126	0	-	0	0	-
Total	13,193	12,375	6.61%	43,588	43,269	0.74%

Physical Youth (By Type)

Material Type	SEP24/25	SEP23/24	Mo. % +/-	FY24-25 YTD	FY23-24 YTD	FY % +/-
Books	11,597	11,924	-2.74%	38,306	41,624	-7.97%
Book - Fiction	9,851	10,149	-2.94%	32,353	35,063	-7.73%
Book - Nonfiction	1,746	1,775	-1.63%	5,953	6,561	-9.27%
Audiobook - CD	1	2	-50.00%	3	23	-86.96%
Playaway	174	188	-7.45%	820	914	-10.28%
DVD/Blu-Ray	522	536	-2.61%	2,451	2,624	-6.59%
Videogame	221	203	8.87%	1,056	767	37.68%
Computing Device	65	52	25.00%	189	160	18.12%
Vox Reader	316	340	-7.06%	1,090	948	14.98%
Youth Kits	68	66	3.03%	197	202	-2.48%
Other	1	8	-87.50%	18	46	-60.87%
In House Circulation	1,882	1,978	-4.85%	7,098	6,421	10.54%
Total	14,848	15,298	-2.94%	51,235	53,730	-4.64%

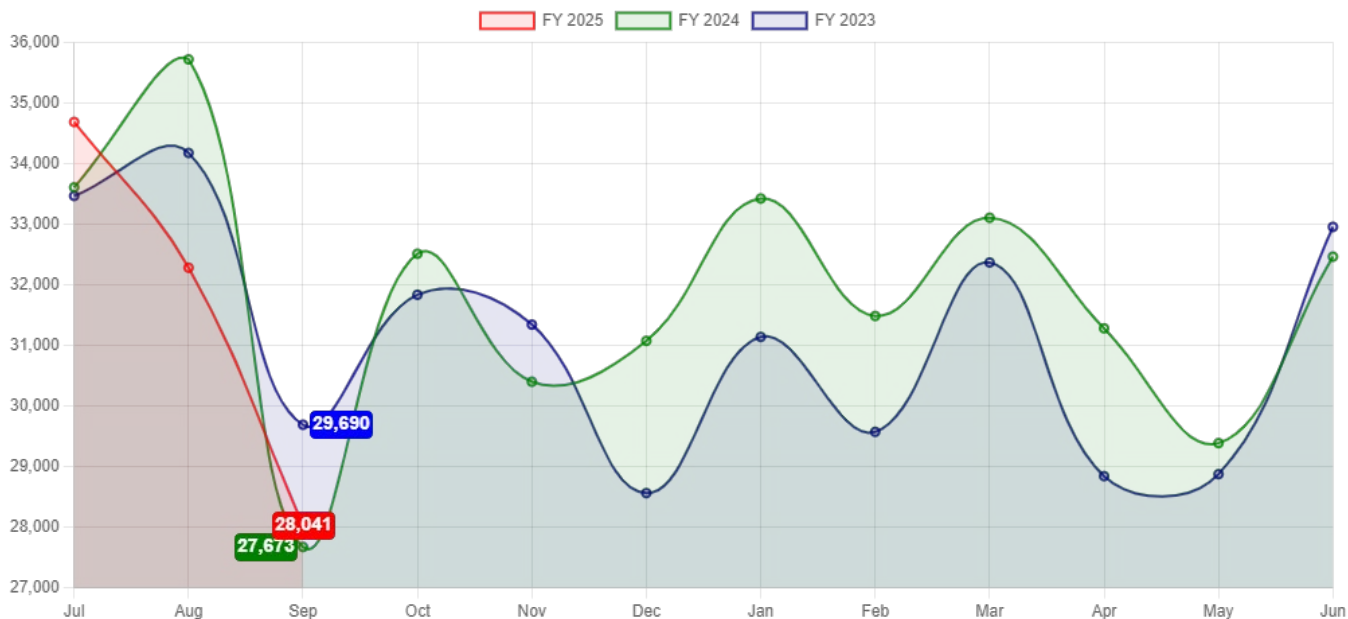
MTD Total Physical Circulation

SEP24/25 Physical Circulation	SEP23/24 Physical Circulation	Net Change
28,041	27,673	1.33%

YTD Total Physical Circulation

FY24-25 YTD Physical Circulation	FY23-24 YTD Physical Circulation	Net Change
94,823	96,999	-2.24%

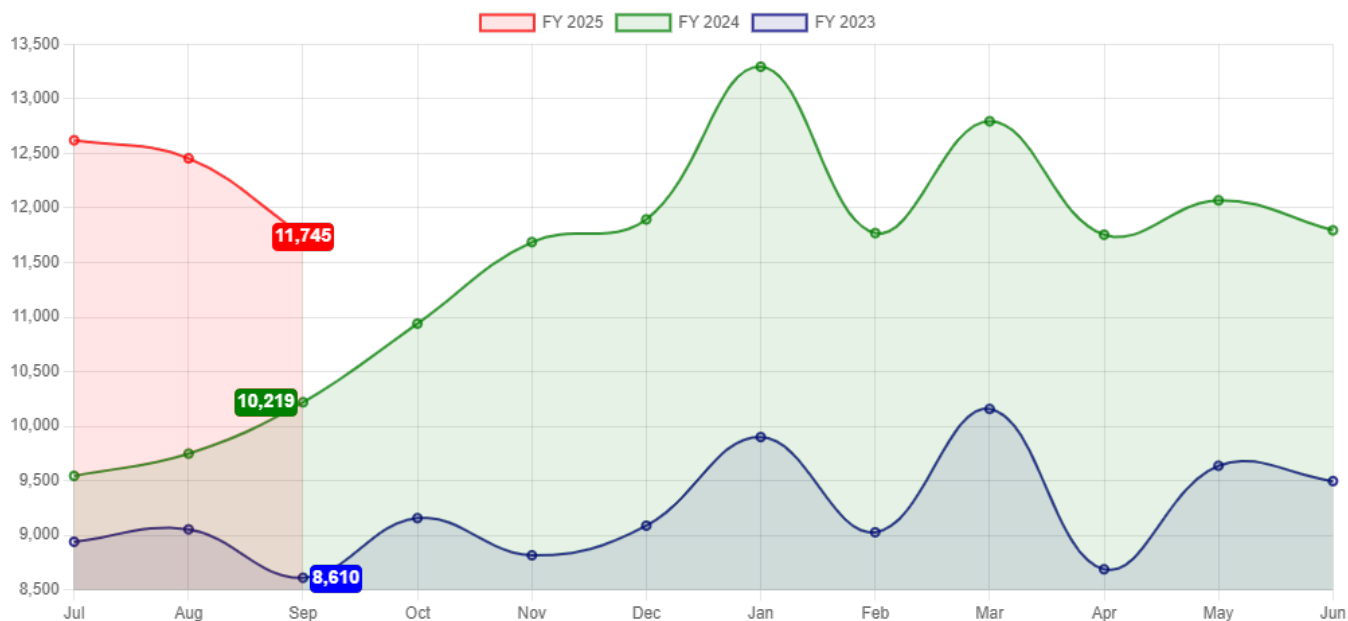
3 Year Circulation Comparison



Digital Circulation

Material Type	SEP24/25	SEP23/24	Mo. % +/-	FY24-25 YTD	FY23-24 YTD	FY % +/-
eBooks	4,802	4,191	14.58%	14,985	13,244	13.15%
eAudiobooks	4,317	3,803	13.52%	13,878	11,546	20.20%
eMagazines*	2,168	1,668	29.98%	6,410	3,016	112.53%
eVideos	427	512	-16.60%	1,463	1,556	-5.98%
eMusic	31	45	-31.11%	85	149	-42.95%
Total	11,745	10,219	14.93%	36,821	29,511	24.77%

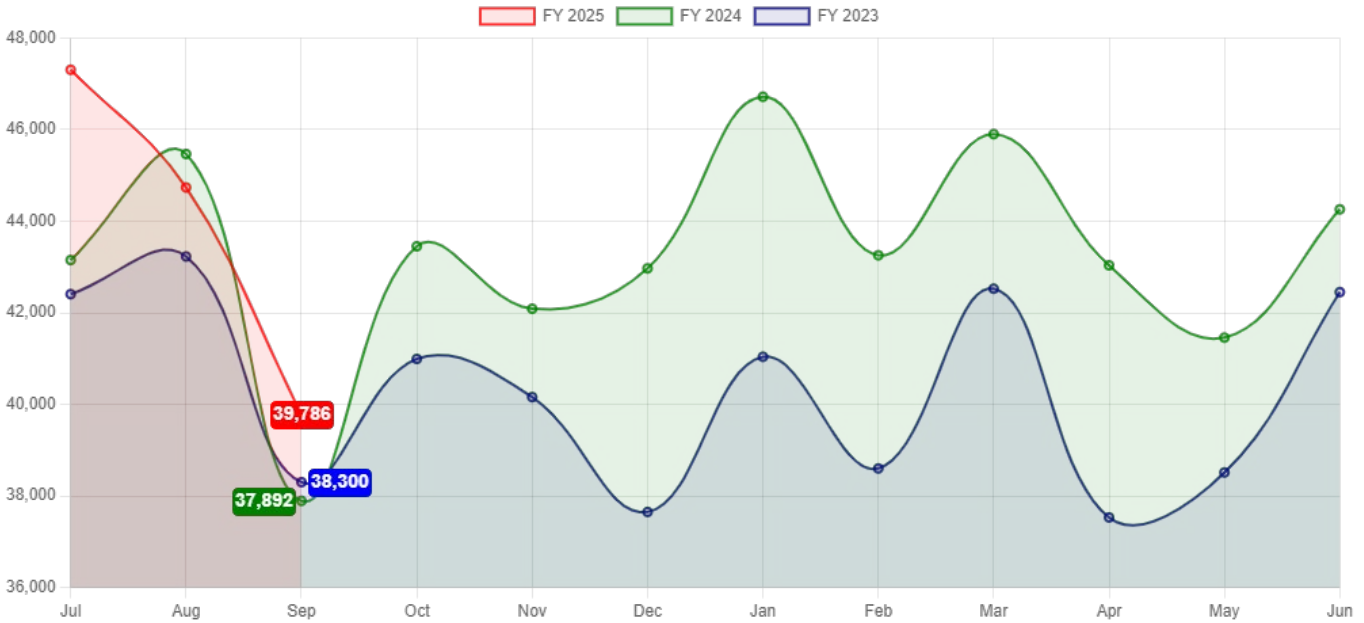
3 Year eResource Comparison



MTD Total District Circulation

SEP24/25 District Circulation	SEP23/24 District Circulation	Net Change
39,660	37,892	4.67%

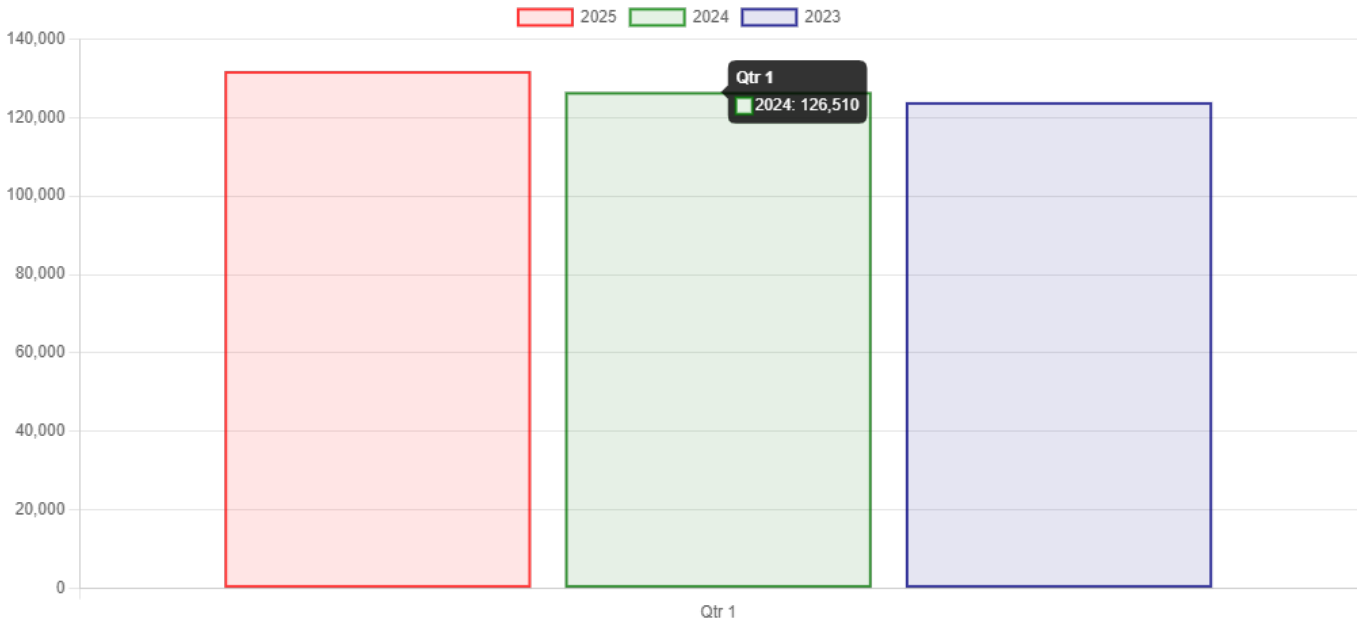
3 Year Combined Circulation Comparison



YTD Total District Circulation

FY24-25 YTD District Circulation	FY23-24 YTD District Circulation	Net Change
131,644	126,510	4.06%

3 Year Cumulative Circulation to Date



IMPACT STORIES

Branch Services

General Feedback

- A patron attended Sit & Knit hoping for assistance repairing her beloved baby blanket from her grandmother. One of the group's participants was able to restore it and now the family can keep it as a cherished heirloom.
- *"Thank you for the use of your comfortable chair. You have a wonderful library here, it's really lovely."*

Feedback for Savor & Share:

- *"Had a delicious lunch and enjoyed meeting new people. Looking forward to the next one."*
- *"This is such a nice way to meet people and socialize. I always learn something new!"*

Feedback for Lost Restaurants of Chicago:

- *"The speaker gave a nice mix of food styles -- elegant, ethnic, etc. -- and memory-evoking photos."*
- *"[That was] really good! I just wanted to let you know. That was terrific!"*
- *"The program was excellent. It was very good. So many memories of so many restaurants I went to as a child."*
- *"This was really, really good. Is he coming back?"*

Youth Services

General Feedback

- We had overwhelmingly positive feedback for the new additions this month to our Sensory Shenanigans program! They included foam stepping stones, water building blocks, and a rainbow sequin wall.
- The new signage for Storytime indicating where patrons should line up is making a huge impact already. It has eased the congestion and make it easier to access the desk for both patrons and staff.
- A patron came in looking for Persian history books, which we were able to help her find. She then also asked for activity ideas to do in conjunction with the books, and we were able to help by suggesting drawing buildings incorporating Persian architectural elements and acting out Persian fables/myths.

Adult Services

Seed Library End of Season Statistics:

- 100 cataloged varieties with 1,527 individual seed packets available on 02/14/24.
- 1,014 seed packets were checked out by 127 individual patrons: 49 WBK, 63 WNK, and 15 other libraries.
- 397 seed packets left the buildings without being checked out.
- Only 116 seed packets remained available on 10/1/24.

A patron inquired for research help on a very niche subject – identifying the design of a curling pin that he believed had been used by The Indian Hill Club in the 1960s. Reference Librarian Jill Brasseur was able to track this information down using our Winnetka Talk Digital Archive, and received the following reply:

Hi there;

First, thank you for the quick reply.

Second, a HUGE THANK YOU for the information that you provided. If you had attached reference points, I would have done a search myself, as I fully expected to do. Admittedly, I probably would have taken a lot more time to come up with the information 😊.

So your time and effort to do this for me.....well, (and I have said this more than once while checking the provenance of some of the curling pins on the site) God Bless Librarians, Archivists and Historians!!!!

This is so nice.

Regards,

Feedback for Wine & Whine, With IL State Senators Laura Fine & Julie Morrison:

- *The Wine and Whine program held by the League of Women Voters of Winnetka-Northfield- Kenilworth was excellent. It is very important for local citizens to be able to meet and discuss issues with the State Legislators who represent them in Springfield Illinois. In a Democracy it is necessary for all citizens who have the right to vote to be well informed on all the issues which affect their lives before they go to the polls. Because of the distance it is wonderful that the legislators come to our local community library.*
- *This event was very successful due, in large part, to the outstanding coordination, help & support of the library staff: first, Nick Mall (who set it up with the LWV & got it into the online Events Calendar & into The Fall Source right away; Anna Karwowska, who printed out the registration list & assisted w/our needs; Courtney Volny, who assisted us throughout (helped us bring the mic back from the dead by contacting the NF Branch, I think); the young man behind the desk (who, I believe, was Mark Swenson-?) who helped us put up our stand (as he always does!); &, of course, Director Monica Dombrowski, who approved the event for the 2nd year in a row (all wine drinkers were well-behaved!) & who stayed & assisted throughout-- thank you! Kudos to all! We're very lucky to have such a well-run & wonderful library system.*
- *I appreciate the opportunity to attend various types of events at the local libraries. So thank you for hosting.*
- *Library manager and staff so helpful, and much timely information from the legislators in a safe and welcoming space.*
- *Thank you for the opportunity to hear from two outstanding State Senators. We are truly well represented.*
- *Wish I could have stayed longer for rest of questions. Great opportunity*
- *Fabulous speaker--great event--inspiring!*
- *The room works well for events like this.*

Feedback for So, you want to write a book: A workshop for curious writers

- *John Wendell Adams was a perfect presenter. He was authoritative yet still accessible and personable (and local). He was overly generous with his advice and the offer of future assistance. He will be a crucial networking contact for my book-writing ambitions. Thanks for offering this event!*
- *This was a great overview and John Wendell Adam's was very good!*

Feedback for Understanding Mindfulness and Meditation:

- *Nice to see a real, ordinary person —a lawyer!— that uses mindfulness and meditation. Makes me want to try it. Thanks for a program on mental health.*
- *More well being events like this one. More meditation practice.*

Feedback for Forensic Detectives: The Search for the Baton Rouge Serial Killer:

- *Dr. Tinberg is a knowledgeable and engaging speaker. His presentation was both interesting and informative. Would definitely enjoy hearing him speak again on other topics*

Feedback for Mozart's Women: His Family, His Friends, His Music:

- *It was a wonderful hour! Jenny Riddle has an amazing memory & really connected with her audience. I loved her book recommendations too. Thank you!*
- *Fantastic presentation. Please bring Jeny Riddle back soon.... perhaps for Vivian Meier or Barbra Streisand*
- *I loved this program performed by Jenny Riddle. I hope that the library will schedule Jenny's return with another one of her programs soon.*
- *She was wonderful. Thanks to the library for having these kind of programs in person.*
- *Jenny Riddle was fabulous. Reminds me of the younger Barbara Rinella.*

- *It was a great performance. We really enjoyed it!!*
- *The Mozart presenter was excellent. Interesting and informative.*
- *Excellent job!*

Feedback for Heroes on Deck: World War II on Lake Michigan

- *Your in-person and remote presentations are quite good. We're from Skokie and come up a few times per year and make a donation to the your foundation.*
- *Great command of the subject -- best speaker I have seen at one of the library talks!*
- *It was very interesting!*

Feedback for The History of the Hollywood Musical with Annette Bochenek

- *Dr. Bochenek is a high-quality performer who never disappoints with her various takes on classic films! I love that you offer programs that focus on both classic and modern films and regularly use them as date nights with my spouse! I appreciate the library's increased focus on programming over the last few years and could fill many of my nights with free events from the comfort of my home! Thanks for offering so much with my tax dollars! Truly the best value in town!*
- *Annette always made wonderful presentations and interesting facts and film clips, thank you for offering this programs. (we love to attend programs on Zoom so we don't have to drive to the library in person).*
- *Another great program from Annette. I always learn something new. Thank you for having virtual programs. Your library has some of the best.*
- *I always enjoy programs presented by Dr. Annette B... Thank you for offering them.*
- *Presenter was extremely knowledgeable and informative.*
- *Love her presentations. Knowledgeable, entertaining and fun!*

Feedback for Forest Therapy:

- *I appreciate that the public library has expanded past the narrow definition of repository and lending service of media, to become an educational resource of goods, ideas, skills, experiences, and services.*
- *This was a unique and fabulous experience. Gail was very knowledgeable. I recommend offering more frequent sessions with Gail.*
- *Leader was knowledgeable and an excellent presenter. Shared references to related subjects like meditation.*
- *This was a great experience. Gail did a great job facilitating and the group that attended was diverse and harmonious. Thank You!*
- *Was well run, interesting and fun.*

Feedback for Just Jane: A Visit with Jane Austen by Debra Ann Miller:

- *the actor was wonderful who portrayed Jane Austen. Amazing to stay in her character for an hour. Learned things I did not know about Austen. Tks for sponsoring this event on a sat afternoon.*
- *Excellent, emotional presentation about the life of Jane Austen.*
- *Fabulous interpreter. Her work is meticulously researched*

Feedback for Migration Birding Walk:

- *Thank you for offering this wonderful event. The instructor was certainly an expert in the field and he did a great job conducting the class. I can't think of anything nicer than strolling along a trail in the forest preserve on a beautiful fall morning.*
- *Loved this program!!!! Great to be outdoors. Hope there is a walk next May. One suggestion, because it's a library program, is a sheet of references. The Merlin app for example.*
- *Presenter was knowledgeable patient and fun. Enjoyed it very much*

Feedback for Chair Yoga:

- *We are so fortunate to have all of the wonderful programs available to us!*

Digital Services

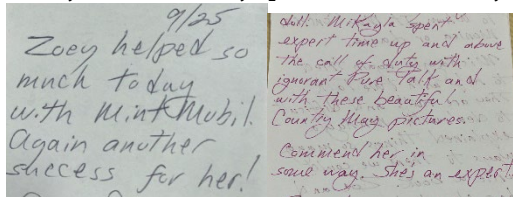
- Studio Specialist Zoe Caggianno helped a Winnetka patron customize sweatpants for the Winnetka Warriors hockey team using our vinyl cutter, they turned out fantastic!



- Studio Specialist Mikayla Contreras successfully taught an elderly patron the basics of Excel, enabling them to become more digitally literate.
- A patron was assisted in identifying and preventing a phone scam, saving the patron both time and money.

General Patron Feedback:

- "Please tell whoever needs to know that Zoe just helped me downstairs in the studio and I have no words. She was so amazing and helped me out so much, it was so easy and painless, I need everyone to know how amazing she was."
- "The employee down there, I don't know their name (Zoe), but she is amazing. She is so helpful and always answers my questions. Thank you"



Feedback for Window Hats:

- *It was so fun! Zoë was an excellent teacher and made the process both easy and enjoyable. We'll definitely be back for future events! 😊*
- *Very fun, creative project today. Window hats, definitely a success!*
- *Fantastic event!! Very fun and Zoe managed the amount of people perfectly to keep the class flowing! Everyone's hats look so nice!!*

- *Zoe was amazing! There were so many parts and moving. Everyone had fun and truly unique experiences. When I couldn't find what I wanted to do, Zoe helped me redirect and I'm so happy with how my hat came out!! It was such a fun event and I'll definitely be back!!*
- *It was so fun! I wore my hat today and got several compliments on how good it looked!*

Patron Services: A patron came in looking for a book that she could not remember the title of Patron Services Assistant Jeanine McCarthy was able to sleuth and discover that she was looking for "What I Learned About Life While Shearing Sheep, Dyeing Wool, and Making the World's Ugliest Sweater" by Peggy Orenstein. Jeanine pulled the book for her, and they began talking about sheep shearing, the patron said she didn't know anything about it, but it sounded interesting. Jeanine mentioned that she had seen Larry the sheep being shorn at Wagner Farm in Glenview. The patron said she hadn't been there in years, but she would have to make a trip soon to see if they still have any sheep. She thanked Jeanine for the book and for reminding her about the farm.



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 District activities and functions, meeting rooms are available to District residents and organizations operating within the District’s boundaries who possess a valid District library card when not otherwise in use.

Availability & Use

- Use of the District’s meeting rooms shall be in accordance with Article IV of the American Library Association’s [Library Bill of Rights](#). 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.
- Users must comply with the Americans with Disabilities Act and, upon request, provide (and if necessary, pay for) accommodations that would enable attendees to participate in the event in compliance with the act.

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 activities which, by their nature, may be disruptive to normal library operations.
2. Private parties, gatherings, events, performances, or viewings.
3. Fundraising activities, except those that result in a direct benefit to the District.
4. Political rallies and/or partisan political meetings or events organized for the purpose of urging action such as voting for or against any candidate, position, question, or referendum.
5. Religious services, ceremonies, or events.
6. Programs or events requiring a paid ticket or involving the sale, advertising, solicitation, and/or promotion of commercial or for-profit products or services.
7. Any use or activity that is in violation of local, state, or federal law.

General Rules

- Meetings at the Northfield Library may begin no earlier than 15 minutes after the library opens and must end no later than 15 minutes before the library closes. Meetings at the Winnetka Library may be scheduled during all open hours, though early entry or late exit will not be permitted.
- All meetings must be open to the public free of charge. Tickets may not be sold and no donations or fees—nor personal information—may 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 District.
- The District is not responsible for personal injury, damage, or loss of personal property during the applicant's use of the meeting rooms.
- Groups holding meetings involving children—such as scouts—must provide adequate supervision.
- The District reserves the right to observe all meetings conducted on the premises to ensure compliance with District policies. The District reserves the right to interrupt or terminate any meeting, program, or event that disrupts or interferes with normal library operations or violates District 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](#).
- All exceptions to the Meeting Room Policy must be requested and approved in advance by the District's Executive Director.

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 District operations or other patrons' use of the library.
- 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.
- Patrons reserving a meeting room may provide food and non-alcoholic beverages. They are also responsible for the setup and cleanup of the room including tables, chairs, equipment, and any food/beverage service they provide.

Reservations

- Patrons 18 and older wishing to reserve and use a meeting room are required to review the District’s Meeting Room Policy, complete the [Book a Room](#) application on the District’s website, and accept the terms of the Policy prior to using the room.
- 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.
- Patrons 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 reservation holder needs to check in at the front desk and must be present for the duration of the event.
- No reservation holder may transfer a reservation to another patron.
- The District reserves the right to change or cancel a reservation as well as to reassign a meeting to another room if circumstances necessitate.
- The District reserves the right to suspend or deny reservations by any person or group that repeatedly or knowingly violates the Meeting Room and/or other District policies.

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 | • Hearing loop |
| • Tables & chairs | • Speaker system with microphone |
| • Laptop | • Patio access |
| • Whiteboard, eraser, & markers | |

Winnetka Community Room

Equipment Available:

- TV with HDMI hookup
- Tables & chairs
- Laptop

Northfield Community Room

Equipment Available:

- TV with HDMI hookup
- Tables & chairs
- Laptop

Fees & Fines

While the District typically provides meeting rooms at no charge to residents, it reserves the right to charge fees should safety concerns arise that may necessitate security to be present for an event. In those cases, the District will consult with and defer to local law enforcement to determine what is appropriate and advise the requestor of any associated fees.

Reservation holders are responsible for the orderliness of those in their group and the condition of the room they are using. They agree to reimburse the District for any expenses that may be incurred to replace or repair any fixtures, furniture, or equipment that is damaged while using the meeting room.

FY24-25 Q1 Strategic Planning Updates (7/1/24 – 9/30/24)

Align Key Elements

- Completed:
 - Replaced Tyler's FT Patron Services Assistant position with 3 PT 25-hour positions.
 - Hired, onboarded, and trained 3 new Patron Services Assistants.
 - Converted PT 18-hour Branch Librarian to 25 hours.
 - Posted replacement FT Youth Services Librarian for Winnetka.
- In-Progress/Up Next:
 - Hire, onboard, and train new FT Youth Services Librarian.
 - Hire a Page for Northfield.

Rebrand & Marketing Plan

- Completed:
 - Crisis Communication Plan.
 - Annual Report.
- In-Progress/Up Next:
 - 50th Anniversary exhibit.
 - Winnetka signage updates.

Productivity Tools

- Completed:
 - Created youth event ticketing kiosk.
 - Created historical stats dashboard.
- In-Progress/Up Next:
 - Testing/rollout of youth event ticketing kiosk.
 - Continue restructuring K & S drives.

Enhance Customer Experience In-Building

- Completed:
 - Revised Meeting Room Policy.
 - Added Xbox video game collection for youth.
 - Approved resolution to offer library cards to children living in unincorporated areas of our zip code.
 - Implemented collaborative puzzle table in Adult Services.
 - Added self-care kits to Little Food Pantry.
- In-Progress/Up Next:

- Create Security Camera Policy.
- Revise Meeting Room Policy.

Facilities Development

- Completed:
 - Began work on Winnetka Safety Upgrade Project.
 - Continued working on Northfield project.
- In-Progress/Up Next:
 - Review and update Emergency Procedures Guide, including creating a Northfield-specific guide.
 - Continue work on Northfield renovation project.

Staff Development Tools

- Completed:
 - 1 staff member attended ALSC Conference in Denver.
 - Completed autism and CPR training for youth services staff.
- In-Progress/Up Next:
 - 3 staff attending ILA Conference in Peoria, 2 of whom are presenting.
 - 4 staff attending CORE Forum in Minneapolis (November).
 - Business Manager attending aPHR certification class.
 - FY24-25 Staff Day (Thursday, December 7th).

Focused Community Engagement

- Completed:
 - Created teacher flyer outlining library offerings and distributed at new teacher welcome days.
 - Finalized content of outreach kits and created replenishment process.
 - Piloted online form for D36 teachers to get library cards (37 so far).
 - Piloted online form for Skokie students to get library cards (65 so far).
 - Piloted Storytimes in the Park (summer).
 - Implemented online materials request form for teachers.
 - Finalized engagement activity list and staffing for FY24-25.
- In-Progress/Up Next:
 - Implement Outreach Event Request matrix.
 - Expand teacher and student library card initiative to additional D36 schools.
 - Meet with Winnetka Park District to plan out 2025 partnership events.

Innovation Tools

- Completed:

- Added a sublimation printer and accessories to the Studio (to enable heat transfer to fabric and ceramic items).
- Added QR Code for patrons to provide feedback on Library of Things collection.
- Purchased and are piloting a Framework laptop for staff.
- Implemented Mario Kart program that tied in Studio equipment (3D printed trophies).
- In-Progress/Up Next:
 - Implement 3D printing at Northfield.
 - Add circulating board games, yard games, and puzzles to our Library of Things.
 - Add teen “Learn It” Kits at Northfield.
 - Introduce Tonies and YOTOs to the youth collection (digital screen-free listening devices for children that play stories and songs).

**TAX LEVY ORDINANCE
ORDINANCE NO. 2024-2025/3**

**WINNETKA-NORTHFIELD PUBLIC LIBRARY DISTRICT
COOK COUNTY, ILLINOIS**

FISCAL YEAR JULY 1, 2024 TO JUNE 30, 2025

This Ordinance constitutes the Tax Levy Ordinance of the Winnetka-Northfield Public Library District, Cook County, Illinois, for the fiscal year beginning July 1, 2024 and ending June 30, 2025.

Section 1: Ordinance 2024-2025/2 (Budget & Appropriation Ordinance) is incorporated by reference.

Section 2: A tax in the sum of \$5,112,778.00 is levied upon all taxable property within the District, said tax levied to defray expenses and liabilities of the District for the fiscal year beginning July 1, 2024 ending June 30, 2025 for the specific objects and purposes indicated as follows:

A.	<u>CORPORATE FUND</u>	<u>Levy</u>
	1. Personnel Expenses	\$2,837,750
	2. Administrative Services	\$352,930
	3. IT Services	\$273,000
	4. Materials	\$717,450
	5. Programming	\$109,100
	6. Capital Outlay	\$422,857
	TOTAL	\$4,713,087
B.	<u>SPECIAL RESERVE FUND</u>	<u>Levy</u>
	1. Capital Outlay	\$0
	TOTAL	\$0
C.	<u>SPECIAL FUNDS</u>	<u>Levy</u>
	1. Unemployment Insurance Fund	\$1
	2. Building & Equipment (.02%)	\$399,690
	TOTAL	\$399,691
		<u>Summary</u>
	Total Appropriation	\$10,854,940
	Appropriated From Sources Other Than Taxation	\$5,742,162
	Total Levy- General Fund (\$4,713,087) & Special Funds (\$399,691)	\$5,112,778

Section 3: The Board Secretary is hereby directed to file a certified copy of this Ordinance with the County Clerk of Cook County within the time specified by law.

Section 4: The Board Secretary shall publicly post this Ordinance in the main office of the Library District.

Section 5: This Ordinance shall be in full force and effect from and after its passage.

Passed November 18, 2024, pursuant to a roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

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

ATTEST:

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

WINNETKA-NORTHFIELD PUBLIC LIBRARY DISTRICT

**CERTIFICATE OF COMPLIANCE
WITH TRUTH IN TAXATION LAW**

I, Melissa Mitchell, certify that I am the President of the Board of Library Trustees of Winnetka-Northfield Public Library District

I further certify that the attached Ordinance No. 2024-2025/3 (Tax Levy Ordinance) was adopted in compliance with the provisions of the Truth in Taxation Law, 35 ILCS 200/18-55 *et seq.*

This Certificate applies to the 2024 levy.

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

Date signed: November 18, 2024