

**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 16, 2023

- I. Call to Order**
- II. Roll Call**
- III. Public Comments**
- IV. Approval of Minutes**
 - Approval of Minutes of the September 18, 2023 Special Meeting* (1 min)
 - Approval of Minutes of the September 18, 2023 Regular Meeting* (1 min)
- V. Financial Report**
 - September 2023 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 & Discussion on Northfield Library Renovation Project
- IX. New Business**
 - Proposed Date Change for December Meeting
 - Discussion of Draft FY23-24 Levy*
 - Update on FY23-24 Q1 Strategic Planning Activities
- X. Communications**
 - The next regular meeting will be on Monday, November 13th at 7 p.m. at the Winnetka Library.
- XI. Public Comments**

*Attachments

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

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

XII. Adjourn to Closed Session

- **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.

XIII. Return to Open Session

XIV. Adjournment

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

September 18, 2023

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 7:00 p.m. A quorum was present.

II. Roll Call

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

Absent: Trustee Travis Gosselin.

Present was library employee Mark Swenson (IT Manager).

Present were Northfield residents Matt Galin and Tracey Mendrek.

III. Public Comments

No public comments.

IV. Public Hearing on Proposed Budget and Appropriation Ordinance for Fiscal Year 2023-2024

Director Dombrowski presented the updated proposed budget and appropriation ordinance.

V. Vote to Adopt Budget and Appropriation Ordinance for Fiscal Year 2023-2024

A MOTION was made by Trustee Vandergrift to adopt the Annual Budget and Appropriation Ordinance for Fiscal Year 2023-2024.

ROLL CALL VOTE

AYES: Trustees Munoz, Vandergrift, Kinnich, Shankar, Sundell

NAYS: 0

ABSENT: Trustee Gosselin

VI. Adjournment

There being no further business to come before the Special Meeting of the Board, a Motion to adjourn was made by Trustee Sndell.

The Motion passed on voice vote and President Mitchell adjourned the meeting at 7:03 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 18, 2023

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 7:04 p.m. A quorum was present.

II. Roll Call

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

Present was library employee Mark Swenson (IT Manager).
Present were Northfield residents Matt Galin and Tracey Mendrek.

III. Public Comments

No public comments.

IV. Approval of Minutes

Approve minutes of the August 21, 2023 regular meeting.

President Mitchell announced approval of the August 21, 2023 Regular Meeting Minutes.

V. Financial Report

Trustee Munoz and Director Dombrowski presented the August 2023 Financial Statement.

VI. Library Reports

Library Director's Report

Director Dombrowski presented the August 2023 Director's Report, which was included in the September 2023 board packet.

Board President's Report

President Mitchell had nothing to report.

VII. Liaison Reports

Winnetka Village – Trustee Gosselin urged participation in the Winnetka Caucus Survey

Northfield Village – Trustee Kinnich reported on the limited mention at the Village board meeting regarding the Northfield Library.

VIII. Unfinished Business

- *East Lawn Sign Update*
Director Dombrowski provided an update on the completion of the Winnetka branch signage.
- *Northfield Library Update and Discussion*
President Mitchell stated the current status of the Northfield Library negotiations with the Village of Northfield. In the ensuing discussion, the next step was agreed to be securing a nine-month extension of the current lease, with direction to Director Dombrowski to pursue that extension by call and in writing in the established channel with the interim village manager and copying the village's special project manager. With respect to the long-term lease negotiations, direction was given to Director Dombrowski for the respective roles of the realtor and the attorney, with the attorney to take the lead in those negotiations, as well as confirming the content for a second letter of intent, which responds to the village response to the first letter of intent.

IX. New Business

- *Discussion and vote on L. Garcia Artwork Donation*
As included in the board meeting packet, Director Dombrowski presented the images of the artwork under consideration. Confirming that the donation is unconditional, and that Director Dombrowski would confirm the library policy on donations with the L. Garcia and on motion by Trustee Vandergrift, the donation was approved by the board vote, with which two of the four artworks under consideration to be donated to be decided by L. Garcia.
- *Discussion and vote on Social Media Policy*
The board discussed the draft of the Social Media Policy, confirming legal review of the policy, and requested specific amendments to the policy. On motion by Trustee Gosselin that the amended Social Media Policy be accepted, it was approved by the board vote.

X. Communications

The next regular meeting of the board will be held on Monday, October 16th at 7 p.m. at the Winnetka Library.

XI. Public Comments

No public comments.

XII. Adjournment

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

The Motion passed on voice vote and President Mitchell adjourned the meeting at 8:52 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, 2023

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	4,552,273.00	1,138,068.25	210,960.15	4.63 %	(927,108.10)
IMRF Fund	1.00	0.25	399.03	39,903.00 %	398.78
FICA Fund	0.00	0.00	2,348.68	0.00 %	2,348.68
Building Fund	380,000.00	95,000.00	0.00	0.00 %	(95,000.00)
Unemployment Fund	1.00	0.25	0.03	3.00 %	(0.22)
Total Revenues	<u>4,932,275.00</u>	<u>1,233,068.75</u>	<u>213,707.89</u>	<u>4.33 %</u>	<u>(1,019,360.86)</u>
Expenses					
Library Fund	4,552,250.00	1,138,062.50	946,941.62	20.80 %	(191,120.88)
IMRF Fund	1.00	0.25	13,061.65	1,306,165.00 %	13,061.40
FICA Fund	70,000.00	17,500.00	38,302.03	54.72 %	20,802.03
Building Fund	380,000.00	95,000.00	59,940.86	15.77 %	(35,059.14)
Unemployment Fund	1.00	0.25	0.00	0.00 %	(0.25)
Special Reserve Fund	5,200,000.00	1,300,000.00	0.00	0.00 %	(1,300,000.00)
Total Expenses	<u>10,202,252.00</u>	<u>2,550,563.00</u>	<u>1,058,246.16</u>	<u>10.37 %</u>	<u>(1,492,316.84)</u>
Total Revenues	4,932,275.00	1,233,068.75	213,707.89	4.33 %	(1,019,360.86)
Total Expenses	<u>10,202,252.00</u>	<u>2,550,563.00</u>	<u>1,058,246.16</u>	<u>10.37 %</u>	<u>1,492,316.84</u>
Excess Revenues less Expenses	<u>(5,269,977.00)</u>	<u>(1,317,494.25)</u>	<u>(844,538.27)</u>	<u>16.03 %</u>	<u>472,955.98</u>

Winnetka-Northfield Public Library District

Library Fund Summary

For the 3 Months Ended September 30, 2023

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>
Operating Revenue					
Property Tax	4,106,860.00	1,026,715.00	89,341.73	2.18 %	(937,373.27)
Replacement Tax	90,000.00	22,500.00	21,247.26	23.61 %	(1,252.74)
Collections	160,413.00	40,103.25	28,419.82	17.72 %	(11,683.43)
Materials	5,000.00	1,250.00	2,065.95	41.32 %	815.95
Other Income	190,000.00	47,500.00	69,885.39	36.78 %	22,385.39
Total Operating Revenue	<u>4,552,273.00</u>	<u>1,138,068.25</u>	<u>210,960.15</u>	<u>4.63 %</u>	<u>(927,108.10)</u>
Operating Expenses					
Personnel	2,496,250.00	624,062.50	530,701.63	21.26 %	(93,360.87)
Administration	197,750.00	49,437.50	65,322.55	33.03 %	15,885.05
Utilities	106,500.00	26,625.00	17,400.51	16.34 %	(9,224.49)
IT Services	375,000.00	93,750.00	113,193.56	30.18 %	19,443.56
Public Relations	47,000.00	11,750.00	10,086.71	21.46 %	(1,663.29)
Library Materials - Adult	534,500.00	133,625.00	135,887.24	25.42 %	2,262.24
Library Materials - Youth	85,000.00	21,250.00	27,159.59	31.95 %	5,909.59
Programs	90,250.00	22,562.50	24,274.33	26.90 %	1,711.83
Capital	620,000.00	155,000.00	22,888.76	3.69 %	(132,111.24)
Total Operating Expenses	<u>4,552,250.00</u>	<u>1,138,062.50</u>	<u>946,941.62</u>	<u>20.80 %</u>	<u>(191,120.88)</u>
Total Revenues	4,552,273.00	1,138,068.25	210,960.15	4.63 %	(927,108.10)
Total Expenses	4,552,250.00	1,138,062.50	946,941.62	20.80 %	(191,120.88)
Excess Revenues less Expenses	<u>23.00</u>	<u>5.75</u>	<u>(735,981.47)</u>	<u>(3,199,919.43)%</u>	<u>(735,987.22)</u>

Winnetka-Northfield Public Library District
Statement of Revenues and Expenditures - Modified Cash Basis
For the 3 Months Ended September 30, 2023

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	4,106,860.00	1,026,715.00	88,437.91	2.15 %	(938,277.09)
Property Taxes Collections-Liability	0.00	0.00	657.66	0.00	657.66
Property Taxes Collections-Audit	0.00	0.00	246.16	0.00	246.16
Replacement Tax	<u>90,000.00</u>	<u>22,500.00</u>	<u>21,247.26</u>	<u>23.61</u>	<u>(1,252.74)</u>
Total Taxes	<u>4,196,860.00</u>	<u>1,049,215.00</u>	<u>110,588.99</u>	<u>2.64 %</u>	<u>(938,626.01)</u>
Collections					
Per Capita Grant	27,250.00	6,812.50	27,280.13	100.11 %	20,467.63
Kenilworth Services	129,663.00	32,415.75	0.00	0.00	(32,415.75)
Studio Fees	1,000.00	250.00	220.33	22.03	(29.67)
Lost/Damaged Mat.	<u>2,500.00</u>	<u>625.00</u>	<u>919.36</u>	<u>36.77</u>	<u>294.36</u>
Total Collections	<u>160,413.00</u>	<u>40,103.25</u>	<u>28,419.82</u>	<u>17.72 %</u>	<u>(11,683.43)</u>
Materials					
Copy/Printing	4,000.00	1,000.00	1,740.47	43.51 %	740.47
Book Sales	<u>1,000.00</u>	<u>250.00</u>	<u>325.48</u>	<u>32.55</u>	<u>75.48</u>
Total Materials	<u>5,000.00</u>	<u>1,250.00</u>	<u>2,065.95</u>	<u>41.32 %</u>	<u>815.95</u>
Other Income					
Checking Interest Income	3,500.00	875.00	2,464.97	70.43 %	1,589.97
Byline Bank IMA Interest	164,000.00	41,000.00	65,554.37	39.97	24,554.37
Money Market-Interest	2,000.00	500.00	559.24	27.96	59.24
Misc. Revenue	0.00	0.00	41.66	0.00	41.66
Gift Fund (over \$100)	500.00	125.00	1,000.00	200.00	875.00
Friends Donations	<u>20,000.00</u>	<u>5,000.00</u>	<u>265.15</u>	<u>1.33</u>	<u>(4,734.85)</u>
Total Other Income	<u>190,000.00</u>	<u>47,500.00</u>	<u>69,885.39</u>	<u>36.78 %</u>	<u>22,385.39</u>
Total Revenue	<u>4,552,273.00</u>	<u>1,138,068.25</u>	<u>210,960.15</u>	<u>4.63 %</u>	<u>(927,108.10)</u>

Winnetka-Northfield Public Library District
Statement of Revenues and Expenditures - Modified Cash Basis
For the 3 Months Ended September 30, 2023

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>
LIBRARY FUND					
Expenses					
Personnel					
Salaries	2,040,000.00	510,000.00	465,627.62	22.82 %	(44,372.38)
Health Insurance	335,000.00	83,750.00	61,510.42	18.36	(22,239.58)
Employee Asst. Program	500.00	125.00	0.00	0.00	(125.00)
Professional Development	30,000.00	7,500.00	3,221.65	10.74	(4,278.35)
Flexible Spending Account	750.00	187.50	105.00	14.00	(82.50)
Payroll Taxes	84,000.00	21,000.00	0.00	0.00	(21,000.00)
Staff Recognition/Events/Meetings	<u>6,000.00</u>	<u>1,500.00</u>	<u>236.94</u>	<u>3.95</u>	<u>(1,263.06)</u>
Total Personnel	<u>2,496,250.00</u>	<u>624,062.50</u>	<u>530,701.63</u>	<u>21.26 %</u>	<u>(93,360.87)</u>
Administration					
Audit Fees	12,950.00	3,237.50	3,700.00	28.57 %	462.50
Library Supplies	38,000.00	9,500.00	8,955.83	23.57	(544.17)
Office Supplies	6,500.00	1,625.00	1,069.51	16.45	(555.49)
Breakroom Supplies	4,000.00	1,000.00	339.09	8.48	(660.91)
Postage	2,500.00	625.00	699.01	27.96	74.01
Hospitality	500.00	125.00	0.00	0.00	(125.00)
Accounting and Bookkeeping	24,000.00	6,000.00	4,380.00	18.25	(1,620.00)
Delivery Service	6,000.00	1,500.00	1,100.00	18.33	(400.00)
Payroll Services	9,500.00	2,375.00	2,372.04	24.97	(2.96)
Liability Insurance Costs	33,000.00	8,250.00	32,474.00	98.41	24,224.00
Board Expenses	1,500.00	375.00	40.90	2.73	(334.10)
Memberships	7,000.00	1,750.00	2,521.86	36.03	771.86
Legal	30,000.00	7,500.00	254.70	0.85	(7,245.30)
Consultants	5,000.00	1,250.00	1,012.50	20.25	(237.50)
Investment Fees	16,800.00	4,200.00	6,401.47	38.10	2,201.47
Miscellaneous	<u>500.00</u>	<u>125.00</u>	<u>1.64</u>	<u>0.33</u>	<u>(123.36)</u>
Total Administration	<u>197,750.00</u>	<u>49,437.50</u>	<u>65,322.55</u>	<u>33.03 %</u>	<u>15,885.05</u>
Utilities					
Electricity	42,000.00	10,500.00	12,107.04	28.83 %	1,607.04
Water	9,000.00	2,250.00	1,317.04	14.63	(932.96)
Storm Sewer	1,500.00	375.00	266.32	17.75	(108.68)
Natural Gas	13,500.00	3,375.00	685.52	5.08	(2,689.48)
Telephone	16,500.00	4,125.00	366.36	2.22	(3,758.64)
Internet Services	<u>24,000.00</u>	<u>6,000.00</u>	<u>2,658.23</u>	<u>11.08</u>	<u>(3,341.77)</u>
Total Utilities	<u>106,500.00</u>	<u>26,625.00</u>	<u>17,400.51</u>	<u>16.34 %</u>	<u>(9,224.49)</u>
Information Technology					
CCS Operating	79,000.00	19,750.00	17,673.93	22.37 %	(2,076.07)
Software	90,000.00	22,500.00	24,299.59	27.00	1,799.59
LAN Management	40,000.00	10,000.00	8,845.23	22.11	(1,154.77)
Hardware	3,000.00	750.00	1,349.08	44.97	599.08
Website/Platform Fees	100,000.00	25,000.00	34,838.54	34.84	9,838.54
Photocopier Leases	23,000.00	5,750.00	5,644.71	24.54	(105.29)
Computer Equipment	<u>40,000.00</u>	<u>10,000.00</u>	<u>20,542.48</u>	<u>51.36</u>	<u>10,542.48</u>
Total Information Technology	<u>375,000.00</u>	<u>93,750.00</u>	<u>113,193.56</u>	<u>30.18 %</u>	<u>19,443.56</u>

Winnetka-Northfield Public Library District
Statement of Revenues and Expenditures - Modified Cash Basis

For the 3 Months Ended September 30, 2023

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>
LIBRARY FUND					
Public Relations					
Promotional	11,000.00	2,750.00	1,105.63	10.05 %	(1,644.37)
Newsletter/Mailers	25,000.00	6,250.00	6,061.62	24.25	(188.38)
PR Supplies	4,000.00	1,000.00	2,372.88	59.32	1,372.88
Marketing/Advertising	<u>7,000.00</u>	<u>1,750.00</u>	<u>546.58</u>	<u>7.81</u>	<u>(1,203.42)</u>
Total Public Relations	<u>47,000.00</u>	<u>11,750.00</u>	<u>10,086.71</u>	<u>21.46 %</u>	<u>(1,663.29)</u>
Library Materials - Adult					
Books-Fiction-Adult	85,000.00	21,250.00	20,437.61	24.04 %	(812.39)
Books-Non-Fiction-Adult	75,000.00	18,750.00	12,928.96	17.24	(5,821.04)
Periodicals	20,200.00	5,050.00	10,799.46	53.46	5,749.46
DVDs-Adult	25,000.00	6,250.00	4,675.08	18.70	(1,574.92)
Audio Books-Adult	6,500.00	1,625.00	1,969.54	30.30	344.54
Books-Digital	255,800.00	63,950.00	47,481.69	18.56	(16,468.31)
Online Database	65,000.00	16,250.00	37,594.90	57.84	21,344.90
Video Games-Adults	<u>2,000.00</u>	<u>500.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(500.00)</u>
Total Library Materials - Adult	<u>534,500.00</u>	<u>133,625.00</u>	<u>135,887.24</u>	<u>25.42 %</u>	<u>2,262.24</u>
Library Materials - Youth					
Kits	5,000.00	1,250.00	1,754.51	35.09 %	504.51
Books-Fiction-Juv	45,000.00	11,250.00	11,766.83	26.15	516.83
Books-Non-Fiction-Juv	13,000.00	3,250.00	6,832.55	52.56	3,582.55
DVDs-Juv	1,500.00	375.00	231.41	15.43	(143.59)
Audio Books/Talking Books Juv	15,000.00	3,750.00	5,748.98	38.33	1,998.98
Video Games-Juv	<u>5,500.00</u>	<u>1,375.00</u>	<u>825.31</u>	<u>15.01</u>	<u>(549.69)</u>
Total Library Materials - Youth	<u>85,000.00</u>	<u>21,250.00</u>	<u>27,159.59</u>	<u>31.95 %</u>	<u>5,909.59</u>
Programs					
Reading Programs	10,000.00	2,500.00	3,027.43	30.27 %	527.43
Programming - Studio	11,750.00	2,937.50	1,622.82	13.81	(1,314.68)
Programming - Youth	30,000.00	7,500.00	10,933.52	36.45	3,433.52
Programming - Adult	37,500.00	9,375.00	8,096.56	21.59	(1,278.44)
Studio Maintenance/Repair	<u>1,000.00</u>	<u>250.00</u>	<u>594.00</u>	<u>59.40</u>	<u>344.00</u>
Total Programs	<u>90,250.00</u>	<u>22,562.50</u>	<u>24,274.33</u>	<u>26.90 %</u>	<u>1,711.83</u>
Capital					
Capital Outlay	440,000.00	110,000.00	4,230.04	0.96 %	(105,769.96)
Building	155,000.00	38,750.00	13,209.66	8.52	(25,540.34)
Equipment/Furniture	<u>25,000.00</u>	<u>6,250.00</u>	<u>5,449.06</u>	<u>21.80</u>	<u>(800.94)</u>
Total Capital	<u>620,000.00</u>	<u>155,000.00</u>	<u>22,888.76</u>	<u>3.69 %</u>	<u>(132,111.24)</u>
Total Expenses	<u>4,552,250.00</u>	<u>1,138,062.50</u>	<u>946,941.62</u>	<u>20.80 %</u>	<u>(191,120.88)</u>
Excess Revenues less Expenses	<u>23.00</u>	<u>5.75</u>	<u>(735,981.47)</u>	<u>(3,199,919.43)%</u>	<u>(735,987.22)</u>

Winnetka-Northfield Public Library District
Statement of Revenues and Expenditures - Modified Cash Basis
For the 3 Months Ended September 30, 2023

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	380,000.00	95,000.00	0.00	0.00 %	(95,000.00)
Total Revenue	<u>380,000.00</u>	<u>95,000.00</u>	<u>0.00</u>	<u>0.00 %</u>	<u>(95,000.00)</u>
Expenses					
Northfield Lease	69,000.00	17,250.00	17,047.26	24.71 %	(202.74)
Janitorial Supplies	10,800.00	2,700.00	2,731.37	25.29	31.37
Snow Removal	9,000.00	2,250.00	0.00	0.00	(2,250.00)
Building Appraisal	300.00	75.00	285.00	95.00	210.00
Building Maintenance Service	100,000.00	25,000.00	24,000.00	24.00	(1,000.00)
Elevators	135,000.00	33,750.00	(224.84)	(0.17)	(33,974.84)
Landscaping	25,000.00	6,250.00	6,920.60	27.68	670.60
HVAC	11,200.00	2,800.00	0.00	0.00	(2,800.00)
Automatic Doors	5,000.00	1,250.00	4,726.50	94.53	3,476.50
Roof	700.00	175.00	0.00	0.00	(175.00)
Alarms & Security	6,000.00	1,500.00	1,313.07	21.88	(186.93)
Equipment	4,000.00	1,000.00	658.00	16.45	(342.00)
Plumbing	500.00	125.00	0.00	0.00	(125.00)
Electrical	1,500.00	375.00	1,300.00	86.67	925.00
Misc Services	2,000.00	500.00	1,183.90	59.20	683.90
Total Expenses	<u>380,000.00</u>	<u>95,000.00</u>	<u>59,940.86</u>	<u>15.77 %</u>	<u>(35,059.14)</u>
Excess Revenues less Expenses	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ (59,940.86)</u>	<u>0.00 %</u>	<u>(59,940.86)</u>
IMRF FUND					
Revenues					
Property Taxes Collections-IMRF	1.00	0.25	399.03	39,903.00 %	398.78
Total Revenue	<u>1.00</u>	<u>0.25</u>	<u>399.03</u>	<u>39,903.00 %</u>	<u>398.78</u>
Expenses					
IMRF Expenses	1.00	0.25	13,061.65	1,306,165.00 %	13,061.40
Total Expenses	<u>1.00</u>	<u>0.25</u>	<u>13,061.65</u>	<u>1,306,165.00 %</u>	<u>13,061.40</u>
Excess Revenues less Expenses	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ (12,662.62)</u>	<u>0.00 %</u>	<u>(12,662.62)</u>

Winnetka-Northfield Public Library District
Statement of Revenues and Expenditures - Modified Cash Basis
For the 3 Months Ended September 30, 2023

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>
FICA FUND					
Revenues					
Property Taxes Collections-FICA	0.00	0.00	2,348.68	0.00 %	2,348.68
Total Revenue	<u>0.00</u>	<u>0.00</u>	<u>2,348.68</u>	<u>0.00 %</u>	<u>2,348.68</u>
Expenses					
FICA	70,000.00	17,500.00	38,302.03	54.72 %	20,802.03
Total Expenses	<u>70,000.00</u>	<u>17,500.00</u>	<u>38,302.03</u>	<u>54.72 %</u>	<u>20,802.03</u>
Excess Revenues less Expenses	<u>\$ (70,000.00)</u>	<u>\$ (17,500.00)</u>	<u>\$ (35,953.35)</u>	<u>51.36 %</u>	<u>(18,453.35)</u>
UNEMPLOYMENT FUND					
Revenues					
Property Taxes Collections-Unemployment	1.00	0.25	0.03	3.00 %	(0.22)
Total Revenue	<u>1.00</u>	<u>0.25</u>	<u>0.03</u>	<u>3.00 %</u>	<u>(0.22)</u>
Expenses					
Unemployment	1.00	0.25	0.00	0.00 %	(0.25)
Total Expenses	<u>1.00</u>	<u>0.25</u>	<u>0.00</u>	<u>0.00 %</u>	<u>(0.25)</u>
Excess Revenues less Expenses	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.03</u>	<u>0.00 %</u>	<u>0.03</u>

Winnetka-Northfield Public Library District
Statement of Revenues and Expenditures - Modified Cash Basis
For the 3 Months Ended September 30, 2023

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					
Capital Outlay	5,200,000.00	1,300,000.00	0.00	0.00 %	(1,300,000.00)
Total Expenses	5,200,000.00	1,300,000.00	0.00	0.00 %	(1,300,000.00)
Excess Revenues less Expenses	\$ (5,200,000.00)	\$ (1,300,000.00)	\$ 0.00	0.00 %	1,300,000.00

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

September 1, 2023 - September 30, 2023

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Vendor Checks						
AT&T				4158	09/18/23	<u>683.80</u>
10-0-5176	Internet Services	Inv S663007007-23222	341.90			
10-0-5176	Internet Services	Inv S663007007-23253	341.90			
ATA Group, LLP				4159	09/18/23	<u>3,700.00</u>
10-0-5101	Audit Fees	Inv 11671	3,700.00			
Bach to Rock				4160	09/18/23	<u>1,100.00</u>
10-0-5907	Programming - Youth	Satellite Rock City Classes	1,100.00			
Background Screening Consultants LLC				4161	09/18/23	<u>70.95</u>
10-0-5736	Legal	Inv 22546	70.95			
Carl P Crooks				4162	09/18/23	<u>150.00</u>
10-0-5908	Programming - Adult	Presentation Fee	150.00			
Cook and Kocher Insurance Group				4163	09/18/23	<u>5,638.00</u>
10-0-5150	Liability Insurance	Inv 88252	5,638.00			
Engberg Anderson, Inc.				4164	09/18/23	<u>1,012.50</u>
10-0-5743	Consultants	Inv 23358402-3	1,012.50			
Flying Fox Conservation Fund				4165	09/18/23	<u>375.00</u>
10-0-5907	Programming - Youth	Presentation Fee	375.00			
Fox Valley Fire & Safety				4166	09/18/23	<u>183.00</u>
70-0-5758	Alarms & Security	Inv 00625530	183.00			
Greenfield Consulting, LLC				4167	09/18/23	<u>75.00</u>
10-0-5908	Programming - Adult	Greenfield Consulting, LLC	75.00			
Illinois Library Association				4168	09/18/23	<u>300.00</u>
10-0-5731	Memberships	Inv 248522	300.00			
Jessica McClure				4169	09/18/23	<u>361.50</u>
10-0-5907	Programming - Youth	Presenter Fee Deposit	234.50			
10-0-5907	Programming - Youth	Presenter Fee Deposit	127.00			
Julie Callahan				4170	09/18/23	<u>1,050.00</u>
10-0-5907	Programming - Youth	Presensation Fee	1,050.00			
Kelli Marshall				4171	09/18/23	<u>350.00</u>
10-0-5908	Programming - Adult	Presenter Fee	350.00			
Lenovo				4172	09/18/23	<u>133.00</u>
10-0-5136	Hardware	Inv 6465466185	133.00			
Library Ideas, LLC				4173	09/18/23	<u>276.06</u>
10-1-5444	Audio Books-Juv-Winnetka	Inv 101977	276.06			
Linda Maria Frank				4174	09/18/23	<u>150.00</u>
10-0-5908	Programming - Adult	Presenter Fee	150.00			
Lindemann Chimney Co.				4175	09/18/23	<u>249.00</u>
70-0-5799	Misc Services	Inv 227180	249.00			

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

September 1, 2023 - September 30, 2023

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Parvin-Clauss Sign Company 10-0-5882	Building	Inv 11604	3,333.16	4176	09/18/23	<u>3,333.16</u>
Petra van Nuis 10-0-5908	Programming - Adult	Petra van Nuis	300.00	4177	09/18/23	<u>300.00</u>
Pioneer Press 10-1-5342	Periodicals-Winnetka	Acct 168203901	37.49	4178	09/18/23	<u>37.49</u>
Robin's Dog Stars 10-0-5907	Programming - Youth	Remainder of bill	375.00	4179	09/18/23	<u>375.00</u>
Team One Repair, Inc. 10-0-5120	Library Supplies	Inv 1447743	211.00	4180	09/18/23	<u>211.00</u>
Technology Management Rev Fund 10-0-5176	Internet Services	Inv T2400123	450.00	4181	09/18/23	<u>450.00</u>
Tee Jay Service Company, Inc 70-0-5755	Automatic Doors	Inv 200812	4,314.00	4182	09/18/23	<u>4,314.00</u>
The Book Stall 10-2-5341	Books-Non-Fiction-Adult-Northfield	Inv 480970	46.40	4183	09/18/23	<u>46.40</u>
True Air 70-0-5784 70-0-5784	Electrical Electrical	New Wire/Outlet Installation LED Fixture Installation	980.00 320.00	4184	09/18/23	<u>1,300.00</u>
USA Today 10-1-5342	Periodicals-Winnetka	Acct UT4183221	399.18	4185	09/18/23	<u>399.18</u>
Winnetka-Northfield Chamber of Commerce 10-0-5731	Memberships	Inv 46981	125.00	4186	09/18/23	<u>125.00</u>
GUY SCOPELLITI LANDSCAPE 70-0-5750	Landscaping	Inv 42860	4,563.00	4187	09/25/23	<u>4,563.00</u>
CDW-G 10-0-5136	Hardware	Inv LT88033	48.52	17832	09/25/23	<u>48.52</u>
BIBLIOTHECA, LLC 10-1-5345	Books-Digital-Winnetka	Inv US68450	483.75	17833	09/25/23	<u>483.75</u>
PITNEY BOWES 10-0-5123	Postage	Inv 3106240155	299.01	17834	09/07/23	<u>299.01</u>
Robbins Schwartz 10-0-5736	Legal	Inv 955919	183.75	17835	09/07/23	<u>183.75</u>
VOGUE PRINTERS 10-0-5722	Newsletter/Mailers	Inv 21072	5,119.00	17836	09/07/23	<u>5,119.00</u>
QUILL CORPORATION 10-0-5122 10-0-5122	Breakroom Supplies Breakroom Supplies	Inv 34310854 Inv 34284644	29.55 34.48	17837	09/07/23	<u>167.84</u>

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

September 1, 2023 - September 30, 2023

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5122	Breakroom Supplies	Inv 34236777	36.95			
10-0-5122	Breakroom Supplies	Inv 34336023	66.86			
Baker & Taylor				17838	09/07/23	<u>9,005.84</u>
10-1-5441	Books-Non-Fiction-Juv-Winnetka	2037707635	28.26			
10-1-5441	Books-Non-Fiction-Juv-Winnetka	2037725923	168.63			
10-2-5441	Books-Non-Fiction-Juv-Northfield	2037725923	98.19			
10-2-5441	Books-Non-Fiction-Juv-Northfield	2037707635	152.33			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	2037717607	113.92			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	2037710962	115.01			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	2037722546	15.26			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	2037736331	308.38			
10-2-5341	Books-Non-Fiction-Adult-Northfield	2037736331	20.83			
10-2-5341	Books-Non-Fiction-Adult-Northfield	2037722546	23.35			
10-2-5341	Books-Non-Fiction-Adult-Northfield	2037710962	29.74			
10-2-5341	Books-Non-Fiction-Adult-Northfield	2037717607	26.78			
10-1-5340	Books-Fiction-Adult-Winnetka	2037706509	23.52			
10-1-5340	Books-Fiction-Adult-Winnetka	2037715467	6.10			
10-1-5340	Books-Fiction-Adult-Winnetka	2037720177	184.97			
10-1-5340	Books-Fiction-Adult-Winnetka	2037727382	222.23			
10-1-5340	Books-Fiction-Adult-Winnetka	2037729898	205.07			
10-1-5340	Books-Fiction-Adult-Winnetka	2037732960	172.88			
10-1-5340	Books-Fiction-Adult-Winnetka	2037712976	18.24			
10-2-5340	Books-Fiction-Adult-Northfield	2037732960	205.81			
10-2-5340	Books-Fiction-Adult-Northfield	2037727382	93.55			
10-2-5340	Books-Fiction-Adult-Northfield	2037729898	338.75			
10-2-5340	Books-Fiction-Adult-Northfield	2037720177	71.19			
10-2-5340	Books-Fiction-Adult-Northfield	2037715467	54.99			
10-2-5340	Books-Fiction-Adult-Northfield	2037712976	290.94			
10-2-5340	Books-Fiction-Adult-Northfield	2037706509	311.16			
10-1-5440	Books-Fiction-Juv-Winnetka	2037686789	1.47			
10-1-5440	Books-Fiction-Juv-Winnetka	2037696798	34.90			
10-1-5440	Books-Fiction-Juv-Winnetka	2037696799	188.20			
10-1-5440	Books-Fiction-Juv-Winnetka	2037696800	95.98			

Winnetka-Northfield Public Library District

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All Bank Accounts

September 1, 2023 - September 30, 2023

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-1-5440	Books-Fiction-Juv-Winnetka	2037707635	296.11			
10-1-5440	Books-Fiction-Juv-Winnetka	2037714234	33.90			
10-1-5440	Books-Fiction-Juv-Winnetka	2037683255	0.68			
10-1-5440	Books-Fiction-Juv-Winnetka	2037683256	211.62			
10-1-5440	Books-Fiction-Juv-Winnetka	2037727249	77.28			
10-1-5440	Books-Fiction-Juv-Winnetka	2037736512	121.96			
10-1-5440	Books-Fiction-Juv-Winnetka	2037713775	41.97			
10-2-5440	Books-Fiction-Juv-Northfield	2037713774	98.18			
10-2-5440	Books-Fiction-Juv-Northfield	2037727249	18.19			
10-2-5440	Books-Fiction-Juv-Northfield	2037683253	11.74			
10-2-5440	Books-Fiction-Juv-Northfield	2037683254	73.07			
10-2-5440	Books-Fiction-Juv-Northfield	2037696797	91.62			
10-2-5440	Books-Fiction-Juv-Northfield	2037714234	43.78			
10-2-5440	Books-Fiction-Juv-Northfield	2037686789	14.24			
10-2-5440	Books-Fiction-Juv-Northfield	2037650308	234.17			
10-2-5440	Books-Fiction-Juv-Northfield	2037736512	54.68			
10-0-5120	Library Supplies	2037650308	65.56			
10-0-5120	Library Supplies	2037686789	27.69			
10-0-5120	Library Supplies	2037712976	106.06			
10-0-5120	Library Supplies	2037706509	97.46			
10-0-5120	Library Supplies	2037714234	178.39			
10-0-5120	Library Supplies	2037707635	520.34			
10-0-5120	Library Supplies	2037683254	13.49			
10-0-5120	Library Supplies	2037683253	683.59			
10-0-5120	Library Supplies	2037683256	22.25			
10-0-5120	Library Supplies	2037683255	119.72			
10-0-5120	Library Supplies	2037710962	291.95			
10-0-5120	Library Supplies	2037717607	11.77			
10-0-5120	Library Supplies	2037696797	545.66			
10-0-5120	Library Supplies	2037696798	118.32			
10-0-5120	Library Supplies	2037696800	81.54			
10-0-5120	Library Supplies	2037696799	20.48			
10-0-5120	Library Supplies	2037720177	15.19			
10-0-5120	Library Supplies	2037725923	14.34			
10-0-5120	Library Supplies	2037727382	21.84			
10-0-5120	Library Supplies	2037727249	430.89			
10-0-5120	Library Supplies	2037722546	202.43			
10-0-5120	Library Supplies	2037715467	261.80			
10-0-5120	Library Supplies	2037713774	13.23			
10-0-5120	Library Supplies	2037713775	4.41			
10-0-5120	Library Supplies	2037729898	33.61			
10-0-5120	Library Supplies	2037736512	26.06			
10-0-5120	Library Supplies	2037736331	15.65			
10-0-5120	Library Supplies	2037732960	18.30			

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

September 1, 2023 - September 30, 2023

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Midwest Tape				17839	09/07/23	<u>1,979.77</u>
10-1-5443	DVDs-Juv-Winnetka	504248838	23.24			
10-1-5443	DVDs-Juv-Winnetka	504187490	29.99			
10-2-5443	DVDs-Juv-Northfield	504187496	31.99			
10-2-5443	DVDs-Juv-Northfield	504248831	11.24			
10-1-5343	DVDs-Adult-Winnetka	504248840	74.97			
10-1-5343	DVDs-Adult-Winnetka	504248831	184.42			
10-1-5343	DVDs-Adult-Winnetka	504248836	118.46			
10-1-5343	DVDs-Adult-Winnetka	504248839	29.99			
10-1-5343	DVDs-Adult-Winnetka	504187491	209.90			
10-1-5343	DVDs-Adult-Winnetka	504187493	16.49			
10-1-5343	DVDs-Adult-Winnetka	504187494	26.24			
10-1-5343	DVDs-Adult-Winnetka	504187497	22.49			
10-1-5343	DVDs-Adult-Winnetka	504215027	134.94			
10-1-5343	DVDs-Adult-Winnetka	504215028	46.73			
10-1-5343	DVDs-Adult-Winnetka	504248831	18.74			
10-0-5120	Library Supplies	504248840	9.77			
10-0-5120	Library Supplies	504248838	1.99			
10-0-5120	Library Supplies	504248839	1.99			
10-0-5120	Library Supplies	504248837	3.98			
10-0-5120	Library Supplies	504248836	7.96			
10-0-5120	Library Supplies	504248835	1.99			
10-0-5120	Library Supplies	504248833	7.96			
10-0-5120	Library Supplies	504248832	7.96			
10-0-5120	Library Supplies	504248831	15.92			
10-0-5120	Library Supplies	504248831	1.99			
10-0-5120	Library Supplies	504248833	1.99			
10-0-5120	Library Supplies	504248832	3.98			
10-0-5120	Library Supplies	504248831	3.98			
10-0-5120	Library Supplies	504215030	1.99			
10-0-5120	Library Supplies	504215029	13.93			
10-0-5120	Library Supplies	504215028	5.97			
10-0-5120	Library Supplies	504215027	11.94			
10-0-5120	Library Supplies	504187496	3.98			
10-0-5120	Library Supplies	504187494	3.98			
10-0-5120	Library Supplies	504215026	1.99			
10-0-5120	Library Supplies	504187497	1.99			
10-0-5120	Library Supplies	504187490	3.98			
10-0-5120	Library Supplies	504187491	23.70			
10-0-5120	Library Supplies	504187492	7.78			
10-0-5120	Library Supplies	504187493	1.99			
10-2-5343	DVDs-Adult-Northfield	504248832	18.74			
10-2-5343	DVDs-Adult-Northfield	504248833	14.99			
10-2-5343	DVDs-Adult-Northfield	504187492	35.98			
10-2-5343	DVDs-Adult-Northfield	504248837	59.23			
10-2-5343	DVDs-Adult-Northfield	504248832	88.46			
10-1-5344	Audio Books-Adult-Winnetka	504248833	167.96			
10-1-5344	Audio Books-Adult-Winnetka	504248835	39.99			
10-1-5344	Audio Books-Adult-Winnetka	504215026	38.99			
10-1-5344	Audio Books-Adult-Winnetka	504215029	345.93			
10-1-5344	Audio Books-Adult-Winnetka	504215030	34.99			
Today's Business Solutions INC				17840	09/07/23	<u>15.96</u>

Winnetka-Northfield Public Library District

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September 1, 2023 - September 30, 2023

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5134	Software	INV #081423-79	15.96			
First Bankcard				17842	09/30/23	<u>16,169.11</u>
10-0-5121	Office Supplies	Morgan - whiteboard-office supplies	62.69			
10-0-5121	Office Supplies	Morgan - TUL notebook supplies	9.99			
10-0-5731	Memberships	Dombrowski - Annual Membership Renewal	60.00			
10-0-5731	Memberships	Dombrowski - Annual Membership Renewal	31.86			
10-0-5732	Staff Recognition/Events/Meetings	Dombrowski - Staff Birthday Gift Cards	40.00			
10-0-5732	Staff Recognition/Events/Meetings	White - Annual Passport Discount Fee	21.24			
10-0-5732	Staff Recognition/Events/Meetings	Morgan - staff recognition-retirement of Margie Surpluss	28.50			
70-0-5782	Equipment	White - Tool Cart for Facilities Team	408.00			
10-0-5906	Programming - Studio	Kline - Cat Prog materials	58.71			
10-0-5906	Programming - Studio	Kline - Tearaway Stabilizer	20.99			
10-0-5906	Programming - Studio	Kline - Prewound bobbins	22.79			
10-0-5906	Programming - Studio	Kline - squeeze bottles for screenprinting	16.97			
10-0-5906	Programming - Studio	Kline - Paint and canvases	31.88			
10-0-5906	Programming - Studio	Kline - Stabilizer	188.52			
10-0-5906	Programming - Studio	Kline - credit/refund	-10.66			
10-0-5906	Programming - Studio	Kline - Keyboard cleaning gel	12.98			
10-0-5906	Programming - Studio	Kline - AC Adapter Replacement	13.99			
10-0-5906	Programming - Studio	Kline - Materials for Summer Party Craft	58.98			
10-0-5906	Programming - Studio	Kline - 3Doodler Pen	89.94			
10-0-5906	Programming - Studio	Kline - Interfacing and clips	15.19			
10-0-5906	Programming - Studio	Kline - Compressed Air	21.99			
10-0-5906	Programming - Studio	Kline - Collars for Laser Program	57.96			
10-0-5906	Programming - Studio	Kline - Yupo paper for program	58.68			
10-0-5906	Programming - Studio	Kline - Collars for second laser program	9.99			
10-0-5906	Programming - Studio	Kline - Vinyl cutter supplies	17.79			
10-0-5906	Programming - Studio	Kline - Vinyl cutter supplies	24.60			
10-0-5906	Programming - Studio	Kline - Embroidery machine hoops	100.38			
10-0-5906	Programming - Studio	Kline - Kraft Paper roll	11.67			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Mall - Materials	100.76			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Mall - Materials	22.24			
10-1-5439	Kits	Karowska - kits - Learn It!	62.70			
10-1-5439	Kits	Karowska - kits - Learn It!	554.67			
10-1-5439	Kits	Karowska - kits - replacement pieces for backpacks	33.60			
10-1-5439	Kits	Karowska - kits - Learn It!	19.38			
10-1-5439	Kits	Karowska - kits - Learn It!	19.81			
10-1-5431	Mall - Materials	First Bankcard	26.74			
10-1-5445	Video Games-Juv-Winnetka	Karowska - refund for youth videogames	-0.11			
10-1-5445	Video Games-Juv-Winnetka	Karowska - youth videogames	39.88			
10-1-5445	Video Games-Juv-Winnetka	Karowska - youth videogames	34.99			
10-1-5445	Video Games-Juv-Winnetka	Karowska - youth videogames	181.75			

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10-2-5445	Video Games- Juv-Northfield	Karwowska - youth videogames	181.75			
10-2-5445	Video Games- Juv-Northfield	Karwowska - youth videogames	34.99			
10-2-5445	Video Games- Juv-Northfield	Karwowska - youth videogames	39.88			
10-2-5445	Video Games- Juv-Northfield	Karwowska - refund for youth videogames	-0.11			
10-0-5134	Software	Mall - Virtual event hosting	127.97			
10-0-5134	Software	Swenson - PowerBI Subscription	30.00			
10-0-5134	Software	Swenson - Microsoft Entra P2 licenses	7.20			
10-0-5134	Software	Swenson - Office 365 Subscriptions	192.50			
10-0-5134	Software	Swenson - Creative Cloud Subscriptions	295.90			
10-0-5134	Software	White - WhenIWork Scheduling Software	90.00			
10-0-5136	Hardware	Swenson - Yubikey 2FA Keys	200.00			
10-0-5136	Hardware	Swenson - Yubikey 2FA Keys	232.00			
10-0-5884	Equipment/Furniture	Kline - LoT VHS converter replacement	90.03			
10-0-5884	Equipment/Furniture	Kline - Photo/film scanner replacement	366.98			
10-0-5884	Equipment/Furniture	Kline - IoT hotspot replacement	66.00			
10-0-5885	Computer Equipment	Swenson - Mac Studio	1,934.00			
10-0-5885	Computer Equipment	Swenson - Mac Laptops	2,930.38			
10-0-5885	Computer Equipment	Swenson - Extended Apple Warranties	193.62			
10-1-5342	Periodicals-Winnetka	Mall - Periodical subscription	103.49			
10-0-5177	Website/Platform Fees	Swenson - Website Hosting and Backup	29.00			
10-0-5308	Reading Programs	Karwowska - summer reading prizes for youth	456.00			
10-0-5308	Reading Programs	Karwowska - summer reading prizes for adults/teens	300.00			
10-0-5719	Board Expenses	Dombrowski - Treats for Matt's Birthday	22.00			
10-0-5723	PR Supplies	Quish - Sandwich board signs	353.80			
10-0-5723	PR Supplies	Quish - Lamination sheets	24.99			
10-0-5723	PR Supplies	Quish - Key rings for 2-factor fobs	7.58			
10-0-5724	Marketing/Advertising	Quish - Yard signs for End of Summer Party	296.58			
10-0-5724	Marketing/Advertising	White - Chamber of Commerce Fall Banner Application	250.00			
10-0-5907	Programming - Youth	Morgan - supplies for youth programming	52.47			
10-0-5907	Programming - Youth	Morgan - art explorers supplies for Fall quarter	35.98			
10-0-5907	Programming - Youth	Morgan - youth program-Illinois Storm Chasers	409.81			
10-0-5907	Programming - Youth	Morgan - art explorers supplies for Fall quarter	8.99			
10-0-5907	Programming - Youth	Morgan - art play, art explorers, family science, photo booth supplies for Fall quarter	69.93			
10-0-5907	Programming - Youth	Morgan - family science supplies for Fall quarter	49.96			
10-0-5907	Programming - Youth	Morgan - art play, art explorers, family science, photo booth supplies for Fall quarter	645.98			
10-0-5907	Programming - Youth	Karwowska - youth program supplies	3.97			
10-0-5907	Programming - Youth	Karwowska - youth program supplies	44.22			

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10-0-5907	Programming - Youth	Karwowska - youth program supplies - nfld	57.35			
10-0-5907	Programming - Youth	Karwowska - youth program supplies	39.98			
10-0-5907	Programming - Youth	Karwowska - youth program supplies	28.56			
10-0-5907	Programming - Youth	Karwowska - youth program supplies	42.74			
10-0-5907	Programming - Youth	Karwowska - refund - youth program supplies	-39.98			
10-0-5907	Programming - Youth	Karwowska - youth program supplies	8.39			
10-0-5907	Programming - Youth	Karwowska - youth program supplies - nfld	26.97			
10-0-5907	Programming - Youth	Karwowska - youth program supplies	41.27			
10-0-5907	Programming - Youth	Karwowska - youth program supplies	146.49			
10-0-5907	Programming - Youth	Karwowska - youth program supplies	167.76			
10-0-5907	Programming - Youth	Karwowska - youth program supplies	213.65			
10-1-5340	Books-Fiction-Adult-Winnetka	Mall - Materials	143.72			
10-1-5340	Books-Fiction-Adult-Winnetka	Mall - Materials	35.61			
10-1-5440	Books-Fiction-Juv-Winnetka	Karwowska - books - fic - juv - wnk	19.99			
10-1-5440	Books-Fiction-Juv-Winnetka	Karwowska - books - fic - juv - wnk	27.17			
10-2-5440	Books-Fiction-Juv-Northfield	Morgan - youth collection development	40.40			
10-2-5440	Books-Fiction-Juv-Northfield	Morgan - youth collection development	8.99			
10-0-5120	Library Supplies	Morgan - batteries-office supplies	24.98			
10-0-5910	Studio Maintenance/Repair	Kline - Replacement Motor for Laser	236.00			
10-0-5910	Studio Maintenance/Repair	Kline - Second Motor Replacement for Laser	358.00			
10-0-5114	Professional Development	Morgan - housing for RIPL conference	654.90			
10-0-5114	Professional Development	Swenson - Conference Hotel	250.95			
10-0-5114	Professional Development	Swenson - Conference Hotel	504.12			
70-0-5725	Janitorial Supplies	Karwowska - library supplies - bodily fluid cleanup kits	219.28			
70-0-5725	Janitorial Supplies	Karwowska - library supplies - bodily fluid cleanup kits for Nfld	64.96			
70-0-5725	Janitorial Supplies	Karwowska - janitorial supplies (wipes, magic erasers, etc)	62.33			
70-0-5750	Landscaping	Mall - Bird food	24.66			
QUILL CORPORATION				17851	09/25/23	<u>521.67</u>
10-0-5121	Office Supplies	Inv 34516613	374.90			
10-0-5121	Office Supplies	Inv 34465112	36.39			
10-0-5121	Office Supplies	Inv 33449302	25.92			
10-0-5122	Breakroom Supplies	Inv 33448585	52.79			
10-0-5122	Breakroom Supplies	Inv 34544981	31.67			
MERCHANTS DELIVERY SERVICE				17852	09/25/23	<u>575.00</u>
10-0-5138	Delivery Service	08/2023	575.00			
OVERDRIVE INC.				17853	09/25/23	<u>22,302.38</u>
10-1-5345	Books-Digital-Winnetka	Inv 01018MA23306776	8,457.81			
10-1-5345	Books-Digital-Winnetka	Inv 01018CP23305077	11,996.74			
10-1-5345	Books-Digital-Winnetka	Inv 01018MA23304191	1,847.83			
HOOPLA (MIDWEST TAPE)				17854	09/25/23	<u>2,355.46</u>
10-1-5345	Books-Digital-Winnetka	Inv 504293184	2,355.46			

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ALARM DETECTION SYSTEMS, INC.				17855	09/25/23	<u>638.07</u>
70-0-5758	Alarms & Security	Inv 57525-1106	638.07			
DD Facility Services				17856	09/25/23	<u>8,000.00</u>
70-0-5748	Building Maintenance Service	Inv 0718-0022	8,000.00			
Kanopy				17857	09/25/23	<u>827.00</u>
10-1-5345	Books-Digital-Winnetka	Inv 363703- PPU	827.00			
PROQUEST LLC				17858	09/25/23	<u>21,229.79</u>
10-1-5346	Online Database - Winnetka	Inv 70799891	21,229.79			
Ntiva				17859	09/25/23	<u>2,951.91</u>
10-0-5135	LAN Management	Inv 216474	2,951.91			
VILLAGE OF NORTHFIELD				17860	09/25/23	<u>5,682.42</u>
70-0-5159	Lease Payment	Sept.23 Lease Payment	5,682.42			
DEMCO				17861	09/25/23	<u>475.30</u>
10-1-5439	Kits	Inv 7357434	17.59			
10-0-5120	Library Supplies	Inv 7357434	168.76			
10-0-5120	Library Supplies	Inv 7363269	288.95			
Lauterbach & Amen, LLP				17862	09/25/23	<u>1,725.00</u>
10-0-5131	Accounting and Bookkeeping	Inv 82261	1,725.00			
VILLAGE OF WINNETKA				17863	09/25/23	<u>28,712.57</u>
10-0-5111	Health Insurance	Inv 2023-00000010	28,712.57			
NewsBank				17864	09/25/23	<u>2,268.00</u>
10-1-5346	Online Database - Winnetka	Notice #RN110944	2,268.00			
Warehouse Direct				17865	09/25/23	<u>990.20</u>
70-0-5725	Janitorial Supplies	Inv 5572122-0	630.01			
70-0-5725	Janitorial Supplies	Inv 5530465-0	360.19			
Midwest Tape				17866	09/25/23	<u>1,450.53</u>
10-0-5120	Library Supplies	504318302	11.94			
10-1-5443	DVDs-Juv-Winnetka	504286292	29.99			
10-1-5443	DVDs-Juv-Winnetka	504286291	26.24			
10-2-5443	DVDs-Juv-Northfield	504286293	26.24			
10-1-5343	DVDs-Adult-Winnetka	504318304	26.24			
10-1-5343	DVDs-Adult-Winnetka	504286301	5.24			
10-1-5343	DVDs-Adult-Winnetka	504318298	29.99			
10-1-5343	DVDs-Adult-Winnetka	504318301	294.60			
10-1-5343	DVDs-Adult-Winnetka	504318302	130.45			
10-1-5343	DVDs-Adult-Winnetka	504318303	22.49			
10-1-5343	DVDs-Adult-Winnetka	504285247	31.48			
10-1-5343	DVDs-Adult-Winnetka	504286298	47.98			
10-1-5343	DVDs-Adult-Winnetka	504286299	62.97			
10-1-5343	DVDs-Adult-Winnetka	504286300	52.47			
10-0-5120	Library Supplies	504286293	1.99			

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10-0-5120	Library Supplies	504286292	3.98			
10-0-5120	Library Supplies	504286294	3.98			
10-0-5120	Library Supplies	504286296	1.99			
10-0-5120	Library Supplies	504286297	7.78			
10-0-5120	Library Supplies	504286298	3.98			
10-0-5120	Library Supplies	504286300	9.77			
10-0-5120	Library Supplies	504286299	9.77			
10-0-5120	Library Supplies	504286291	1.99			
10-0-5120	Library Supplies	504286290	3.98			
10-0-5120	Library Supplies	504285249	1.99			
10-0-5120	Library Supplies	504285248	3.98			
10-0-5120	Library Supplies	504285247	3.98			
10-0-5120	Library Supplies	504318304	1.99			
10-0-5120	Library Supplies	504318296	1.99			
10-0-5120	Library Supplies	504286301	1.99			
10-0-5120	Library Supplies	504318299	11.94			
10-0-5120	Library Supplies	504318298	1.99			
10-0-5120	Library Supplies	504318300	7.96			
10-0-5120	Library Supplies	504318301	33.65			
10-0-5120	Library Supplies	504318303	1.99			
10-2-5343	DVDs-Adult-Northfield	504286297	42.73			
10-2-5343	DVDs-Adult-Northfield	504286296	23.99			
10-2-5343	DVDs-Adult-Northfield	504285248	31.48			
10-2-5343	DVDs-Adult-Northfield	504318300	80.22			
10-2-5343	DVDs-Adult-Northfield	504318299	101.19			
10-1-5344	Audio Books-Adult-Winnetka	504318296	39.99			
10-1-5344	Audio Books-Adult-Winnetka	504285249	39.99			
10-1-5344	Audio Books-Adult-Winnetka	504286290	79.98			
10-1-5344	Audio Books-Adult-Winnetka	504286294	89.98			
Baker & Taylor				17867	09/25/23	<u>11,453.60</u>
10-1-5441	Books-Non-Fiction-Juv-Winnetka	2037741186	145.47			
10-2-5441	Books-Non-Fiction-Juv-Northfield	2037741186	124.29			
10-2-5441	Books-Non-Fiction-Juv-Northfield	2037737776	2.97			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	2037762630	628.00			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	2037765836	713.47			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	2037751533	534.42			
10-2-5341	Books-Non-Fiction-Adult-Northfield	2037751533	36.17			
10-2-5341	Books-Non-Fiction-Adult-Northfield	2037765836	1,195.94			
10-2-5341	Books-Non-Fiction-Adult-Northfield	2037762630	165.81			
10-1-5340	Books-Fiction-Adult-Winnetka	2037738999	362.66			
10-1-5340	Books-Fiction-Adult-Winnetka	2037743853	192.95			
10-1-5340	Books-Fiction-Adult-Winnetka	2037746536	196.98			
10-1-5340	Books-Fiction-Adult-Winnetka	2037749275	171.73			

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10-1-5340	Books-Fiction-Adult-Winnetka	2037752231	229.62			
10-1-5340	Books-Fiction-Adult-Winnetka	2037759769	491.78			
10-1-5340	Books-Fiction-Adult-Winnetka	2037762747	253.27			
10-2-5340	Books-Fiction-Adult-Northfield	2037759769	65.51			
10-2-5340	Books-Fiction-Adult-Northfield	2037762747	118.65			
10-2-5340	Books-Fiction-Adult-Northfield	2037749275	130.24			
10-2-5340	Books-Fiction-Adult-Northfield	2037752231	111.30			
10-2-5340	Books-Fiction-Adult-Northfield	2037746536	123.50			
10-2-5340	Books-Fiction-Adult-Northfield	2037743853	151.82			
10-2-5340	Books-Fiction-Adult-Northfield	2037738999	99.99			
10-1-5440	Books-Fiction-Juv-Winnetka	2037696971	51.15			
10-1-5440	Books-Fiction-Juv-Winnetka	2037736773	27.73			
10-1-5440	Books-Fiction-Juv-Winnetka	2037736772	13.48			
10-1-5440	Books-Fiction-Juv-Winnetka	2037766022	166.21			
10-1-5440	Books-Fiction-Juv-Winnetka	2037754643	254.19			
10-1-5440	Books-Fiction-Juv-Winnetka	2037737776	219.49			
10-1-5440	Books-Fiction-Juv-Winnetka	2037737898	495.90			
10-1-5440	Books-Fiction-Juv-Winnetka	2037751506	1,700.95			
10-1-5440	Books-Fiction-Juv-Winnetka	2037741186	20.89			
10-1-5440	Books-Fiction-Juv-Winnetka	2037744919	26.23			
10-1-5440	Books-Fiction-Juv-Winnetka	2037744920	14.99			
10-1-5440	Books-Fiction-Juv-Winnetka	2037744921	243.99			
10-1-5440	Books-Fiction-Juv-Winnetka	2037741170	26.04			
10-2-5440	Books-Fiction-Juv-Northfield	2037741170	82.91			
10-2-5440	Books-Fiction-Juv-Northfield	2037737776	70.37			
10-2-5440	Books-Fiction-Juv-Northfield	2037744917	36.96			
10-2-5440	Books-Fiction-Juv-Northfield	2037744918	46.28			
10-2-5440	Books-Fiction-Juv-Northfield	2037737898	7.49			
10-2-5440	Books-Fiction-Juv-Northfield	2037751506	81.10			
10-2-5440	Books-Fiction-Juv-Northfield	2037754643	60.00			
10-2-5440	Books-Fiction-Juv-Northfield	2037766022	195.17			
10-2-5440	Books-Fiction-Juv-Northfield	2037736771	71.40			

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10-2-5440	Books-Fiction-Juv-Northfield	2037736770	14.24			
10-2-5440	Books-Fiction-Juv-Northfield	2037696971	7.73			
10-0-5120	Library Supplies	2037736770	1.47			
10-0-5120	Library Supplies	2037696971	9.75			
10-0-5120	Library Supplies	2037736771	11.28			
10-0-5120	Library Supplies	2037736772	0.29			
10-0-5120	Library Supplies	2037736773	2.94			
10-0-5120	Library Supplies	2037738999	27.03			
10-0-5120	Library Supplies	2037752231	26.46			
10-0-5120	Library Supplies	2037749275	14.78			
10-0-5120	Library Supplies	2037746536	29.14			
10-0-5120	Library Supplies	2037741170	26.73			
10-0-5120	Library Supplies	2037744921	31.17			
10-0-5120	Library Supplies	2037741186	13.07			
10-0-5120	Library Supplies	2037743853	21.99			
10-0-5120	Library Supplies	2037744918	6.59			
10-0-5120	Library Supplies	2037744917	4.65			
10-0-5120	Library Supplies	2037744920	1.89			
10-0-5120	Library Supplies	2037744919	2.14			
10-0-5120	Library Supplies	2037766022	82.29			
10-0-5120	Library Supplies	2037751533	38.38			
10-0-5120	Library Supplies	2037765836	154.53			
10-0-5120	Library Supplies	2037762630	45.93			
10-0-5120	Library Supplies	2037751506	462.59			
10-0-5120	Library Supplies	2037737898	75.55			
10-0-5120	Library Supplies	2037737776	58.36			
10-0-5120	Library Supplies	2037754643	53.35			
10-0-5120	Library Supplies	2037762747	27.21			
10-0-5120	Library Supplies	2037759769	42.61			
Childrens Plus				17868	09/25/23	<u>1,670.73</u>
10-1-5441	Books-Non-Fiction-Juv-Winnetka	230390	1,154.90			
10-1-5441	Books-Non-Fiction-Juv-Winnetka	230391	499.85			
10-1-5440	Books-Fiction-Juv-Winnetka	229024	15.98			
Peerless Network				17869	09/30/23	<u>40.91</u>
10-1-5175	Telephone - Winnetka	Inv 31937	40.91			
VILLAGE OF WINNETKA				17870	09/30/23	<u>5,492.31</u>
10-1-5171	Electricity - Winnetka	VILLAGE OF WINNETKA	65.15			
10-1-5171	Electricity - Winnetka	VILLAGE OF WINNETKA	4,965.57			
10-1-5171	Electricity - Winnetka	VILLAGE OF WINNETKA	-333.60			
10-1-5171	Electricity - Winnetka	VILLAGE OF WINNETKA	106.75			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	91.77			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	117.06			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	2.00			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	320.04			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	24.41			
10-1-5173	Storm Sewer - Winnetka	VILLAGE OF WINNETKA	133.16			
NORTH SHORE GAS				17871	09/30/23	<u>212.41</u>
10-1-5174	Natural Gas - Winnetka	07.25.23 - 08.22.23	212.41			

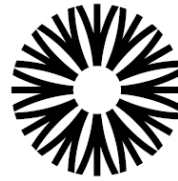
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NICOR 10-2-5174	Natural Gas - Northfield	07.25.23 - 08.23.23	80.49	17872	09/30/23	<u>80.49</u>
DE LAGE LANDEN FINANCIALSVCS. 10-0-5766	Photocopier Leases	DE LAGE LANDEN FINANCIALSVCS.	1,868.47	17873	09/30/23	<u>1,868.47</u>
PITNEY BOWES 10-0-5123	Postage	PITNEY BOWES	100.00	17874	09/30/23	<u>100.00</u>
VILLAGE OF NORTHFIELD 10-2-5172	Water - Northfield	VILLAGE OF NORTHFIELD	41.43	17875	09/30/23	<u>41.43</u>
DELTA DENTAL PLAN OF ILLINOIS 10-0-5111	Health Insurance	Inv 1724763	1,469.84	17876	09/25/23	<u>1,469.84</u>
NATIONWIDE RETIREMENT SOLUTIONS 10-0-2040	457 withholding	NATIONWIDE RETIREMENT SOLUTIONS	1,475.00	17887	09/30/23	<u>1,475.00</u>
NATIONWIDE RETIREMENT SOLUTIONS 10-0-2040	457 withholding	NATIONWIDE RETIREMENT SOLUTIONS	1,475.00	17888	09/30/23	<u>1,475.00</u>
COMCAST 10-0-5176	Internet Services	COMCAST	71.95	17889	09/30/23	<u>71.95</u>
COMCAST 10-0-5176	Internet Services	08.20 - 09.19.23	339.95	17890	09/30/23	<u>339.95</u>
NICOR 10-2-5174	Natural Gas - Northfield	06.23 - 07.11.23	83.46	17891	09/30/23	<u>83.46</u>
PITNEY BOWES 10-0-5123	Postage	PITNEY BOWES	100.00	17892	09/30/23	<u>100.00</u>
COMED 10-2-5171	Electricity - Northfield	08.15 - 09.14.23	849.55	17893	09/30/23	<u>849.55</u>
NATIONWIDE RETIREMENT SOLUTIONS 10-0-2040	457 withholding	NATIONWIDE RETIREMENT SOLUTIONS	1,475.00	17894	09/30/23	<u>1,475.00</u>
Check List Total						<u><u>193,789.99</u></u>



SEPTEMBER 2023 DIRECTOR'S REPORT

STAFF UPDATES

Anniversaries: Nicola White, HR & Business Manager 9/17 (5 years) and Natalie Blaser, Youth Services Assistant 9/17 (4 years); Nick Mall, Adult Services Manager 9/29 (15 years).

Comings, Goings & Promotions:

- Andy Richardson, Studio Specialist, will be leaving us for Glenview Public Library; his last day will be 10/15.
- Dennis Tracy will be joining the Studio team as a full-time Studio Specialist; his first day will be 10/30.

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

- We are at 4.63% of our expected operating revenues (below budget).
- We are at 20.80% of our budgeted operating expenses (below budget).

PROGRAMMING

Youth

Category	23SEP	22SEP	Mo. % +/-	FY23-24 YTD	FY22-23 YTD	FY % +/-
Programs	52	60	-13.33%	142	154	-7.79%
Live Attendees	1,413	1,089	29.75%	4,062	2,718	49.45%
Passive Programming	2,994	1,428	109.66%	10,265	4,693	118.73%

Highlights

Art Explorers	15 patrons joined librarian Rebecca as she led them in the creation of decorative pencil cases.
Baby Play & Wiggles	114 patrons joined us for 4 sessions of our new program, which includes nursery rhymes & play time for babies who are learning to sit and crawl.
Move & Groove	133 patrons joined us for 4 sessions of our new program, which focuses on family time to dance, sing, and be silly together.

Adults

Category	23SEP	22SEP	Mo. % +/-	FY23-24 YTD	FY22-23 YTD	FY % +/-
Programs	18	22	-18.18%	48	58	-17.24%
Live Attendees	335	349	-4.01%	1,146	1,245	-7.95%
Recording Attendees	21	252	-91.67%	996	487	104.52%

Highlights

The Surreal World of Salvador Dali	Art historian Jeff Mishur shared info on Salvador Dali's masterpieces & his role in the 20 th Century Surrealist art movement with 77 attendees.
Chicago- Morning, Noon, & Night with Barry Butler	Photographer Barry Butler discussed his newest book, which includes 100 images of the prettiest city in America, with 31 attendees.
Goode Rebeka: A Story of the Salem Witch Trials with Jessica Michna	22 people came to see performer Jessica Michna discuss the Salem Witch Trials & the life of Rebeka Nurse, one of Salem's unlucky residents.

Studio

Category	23SEP	22SEP	Mo. % +/-	FY23-24 YTD	FY22-23 YTD	FY % +/-
1:1s	257	127	102.36%	854	342	149.71%
Programs	16	16	-6.25%	45	39	15.38%
Attendees	152	106	43.40%	337	267	26.22%

Highlights

3D Printed Storage	6 patrons learned the basics of 3D modeling by creating a personalized knickknack container in TinkerCAD.
Art Deco Light Switch Cover	6 patrons created a 2-color acrylic art deco light switch plate for their homes.

Community Engagement

Category	23SEP	22SEP	Mo. % +/-	FY23-24 YTD	FY22-23 YTD	FY % +/-
Youth Events	3	5	-40.00%	8	11	-27.27%
Adult Events	7	3	133.33%	18	6	200.00%
Family Events	3	1	200.00%	6	11	-45.45%
Total Events	13	9	44.44%	32	28	14.29%
Youth Attendance	59	115	-48.70%	317	500	-36.60%
Adult Attendance	98	19	415.79%	388	65	496.92%
Family Attendance	747	529	41.21%	1,300	1,253	3.75%
Total Attendance	904	663	36.35%	2,005	1,818	10.29%

Highlights

Skokie School Village Walking Field Trip	44 5 th graders came to learn about the services offered to residents, community needs they address, & how collaboration can help drive community transformation.
Winnetka Fall Fest	521 residents visited our booth to participate in an activity & learn about what the library is offering.
Fair Housing 101	Evanston-based Open Communities spoke to 8 patrons about housing rights & responsibilities for both renters & lessors. WNPLD co-sponsored the event at Wilmette Public Library.

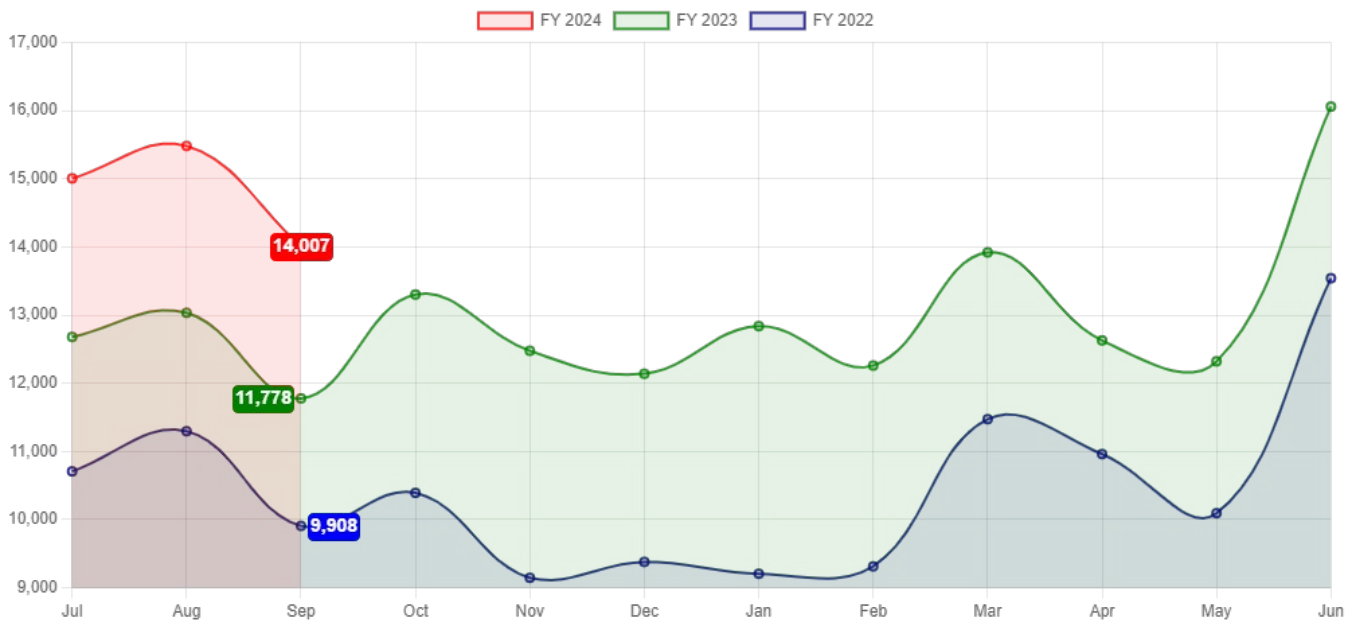
SERVICES

Visitors

Building	23SEP	22SEP	Mo. % +/-	FY23-24 YTD	FY22-23 YTD	FY % +/-
Winnetka	9,828	8,468	16.06%	31,128	26,111	19.21%
Northfield	4,022	3,077	30.71%	12,660	10,493	20.65%
Total	13,850	11,545	19.97%	43,788	36,604	19.63%
Virtual	157	233	-32.62%	704	886	-20.54%
Total	14,007	11,778	18.93%	44,492	37,490	18.68%

Note: Closed September 3rd and 4th for the Labor Day Holiday.

3 Year People Counter Comparison



Cardholders

Activity	23SEP	22SEP	Mo. % +/-	FY23-24 YTD	FY22-23 YTD	FY % +/-
New Cards	103	157	-34.39%	355	398	-10.80%
Community	23SEP	22SEP	Mo. % +/-	23SEP %POP	22SEP %POP	% Change
Winnetka	6,304	6,463	-2.46%	49.47%	50.71%	-1.25%
Northfield	2,398	2,181	9.95%	41.70%	37.92%	3.77%
Total District	8,702	8,644	0.67%	47.05%	46.74%	0.31%
Kenilworth	401	329	21.88%	15.95%	13.09%	2.86%
Total Library Cards	9,103	8,973	1.45%	-	-	-

Desk Questions

Category	23SEP	22SEP	Mo. % +/-	FY22-23 YTD	FY21-22 YTD	FY % +/-
Adult	2,337	1,944	20.22%	7,359	6,999	5.14%
Youth	476	719	-33.80%	1,519	2,053	-26.01%
Digital Services	70	134	-47.76%	253	471	-46.28%
Total	2,883	2,797	3.07%	9,131	9,523	-4.12%

TECHNOLOGY

Computer Usage

Location	23SEP	22SEP	Mo. % +/-	FY23-24 YTD	FY22-23 YTD	FY % +/-
Winnetka	394	465	-15.27%	1,341	1,398	-4.08%
Northfield	243	181	34.25%	728	636	14.47%
Total	637	646	-1.39%	2,069	2,034	1.72%

Hotspot Usage

Location	23SEP	22SEP	Mo. % +/-	FY23-24 YTD	FY22-23 YTD	FY % +/-
Winnetka Sessions	19,637	19,510	0.65%	57,738	68,911	-16.21%

Northfield Sessions	4,140	3,785	9.38%	12,469	11,873	5.02%
Total	23,777	23,295	2.07%	70,207	80,784	-13.09%
Winnetka Bandwidth	524GB	510GB	2.85%	1,697GB	1,321GB	28.44%
Northfield Bandwidth	91GB	47GB	93.29%	322GB	195GB	65.03%
Total	615GB	557GB	10.50%	2,019GB	1,516GB	33.14%

Website Visits

Activity	23SEP	22SEP	Mo. % +/-	FY23-24 YTD	FY22-23 YTD	FY % +/-
Total Visits	12,196	8,273	47.42%	31,665	25,495	24.20%
Unique Visits	7,417	5,361	38.35%	20,005	16,253	23.08%

MARKETING

Email Subscribers

23SEP	% Cardholders	22SEP	Open Rate	Click Rate
10,722	117.79%	10,350	55%	2%

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

Social Media Activity

Platform	23SEP Impres.	22SEP Impres.	Mo. % +/-	23SEP Reach	22SEP Reach	Mo. % +/-	23SEP Engage.	22SEP Engage.	Mo. % +/-
YouTube	330,249	-	-	13,833	-	-	-	-	-
Facebook	6,368	-	-	6,072	-	-	181	-	-
Instagram	4,800	-	-	4,469	-	-	310	-	-
Twitter/X	3,892	-	-	0	-	-	193	-	-
LinkedIn	509	-	-	286	-	-	66	-	-
Total	53,610	-	-	24,660	-	-	750	-	-

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	23SEP	22SEP	Mo. % +/-	FY23-24 YTD	FY22-23 YTD	FY % +/-
Winnetka	8,988	8,898	1.01%	31,664	29,024	9.10%
Northfield	3,387	3,942	-14.08%	11,605	12,948	-10.37%

Physical Youth (By Location)

Location	23SEP	22SEP	Mo. % +/-	FY23-24 YTD	FY22-23 YTD	FY % +/-
Winnetka	12,701	13,132	-3.28%	43,855	43,040	1.89%
Northfield	2,573	3,697	-30.40%	9,770	12,286	-20.48%

Physical Miscellaneous

Lending Type	23SEP	22SEP	Mo. % +/-	FY23-24 YTD	FY22-23 YTD	FY % +/-
Kenilworth Patrons	1,195	927	28.91%	3,799	3,372	12.66%
Borrowed from Other Libraries	1,722	1,616	6.56%	5,174	5,084	1.77%

Physical Adult (By Type)

Material Type	23SEP	22SEP	Mo. % +/-	FY23-24 YTD	FY22-23 YTD	FY % +/-
Books	7,839	8,275	-5.27%	26,974	27,013	-0.14%
Book - Fiction	4,641	4,700	-1.26%	16,114	15,614	3.20%
Book - Nonfiction	3,198	3,575	-10.55%	10,860	11,399	-4.73%
Audiobook - CD	208	298	-30.20%	731	1,037	-29.51%
Music CD	79	113	-30.09%	214	484	-55.79%
Playaway	26	52	-50.00%	99	201	-50.75%
DVD/Blu-Ray	2,065	2,433	-15.13%	7,845	8,037	-2.39%
Magazine	177	224	-20.98%	692	688	0.58%
Videogame	26	3+	-42.31%	60	88	-31.82%
Computing Device	7	2	250.00%	22	13	69.23%
Library of Things	16	23	-30.43%	59	23	156.52%
Other	2	0	-	2	49	-95.92%
Non-CCS ILL	31	45	-31.11%	84	124	-32.26%
Sent Out	1,910	1,349	41.59%	6,487	4,215	53.90%
Total	12,375	12,840	-3.62%	43,269	41,972	3.09%

Physical Youth (By Type)

Material Type	23SEP	22SEP	Mo. % +/-	FY23-24 YTD	FY22-23 YTD	FY % +/-
Books	11,924	13,145	-9.29%	41,624	42,562	-2.20%
Book - Fiction	10,149	11,285	-10.07%	35,063	36,607	-4.22%
Book - Nonfiction	1,775	1,860	-4.57%	6,561	5,955	10.18%
Audiobook - CD	2	17	-88.24%	23	76	-69.74%
Playaway	188	190	-1.05%	914	798	14.54%
DVD/Blu-Ray	536	848	-36.79%	2,624	3,400	-22.82%
Videogame	203	226	-10.18%	767	806	-4.84%
Vox Reader	340	286	18.88%	948	922	2.82%
STEAM Kits	35	5	600.00%	97	39	148.72%
Early Literacy Kits	31	34	-8.82%	105	34	208.82%
Other	36	40	-10.00%	101	183	-44.81%
In House Circulation	1,978	2,012	-1.69%	6,421	6,411	0.16%
Total	15,274	16829	-9.24%	53,625	55,326	-3.07%

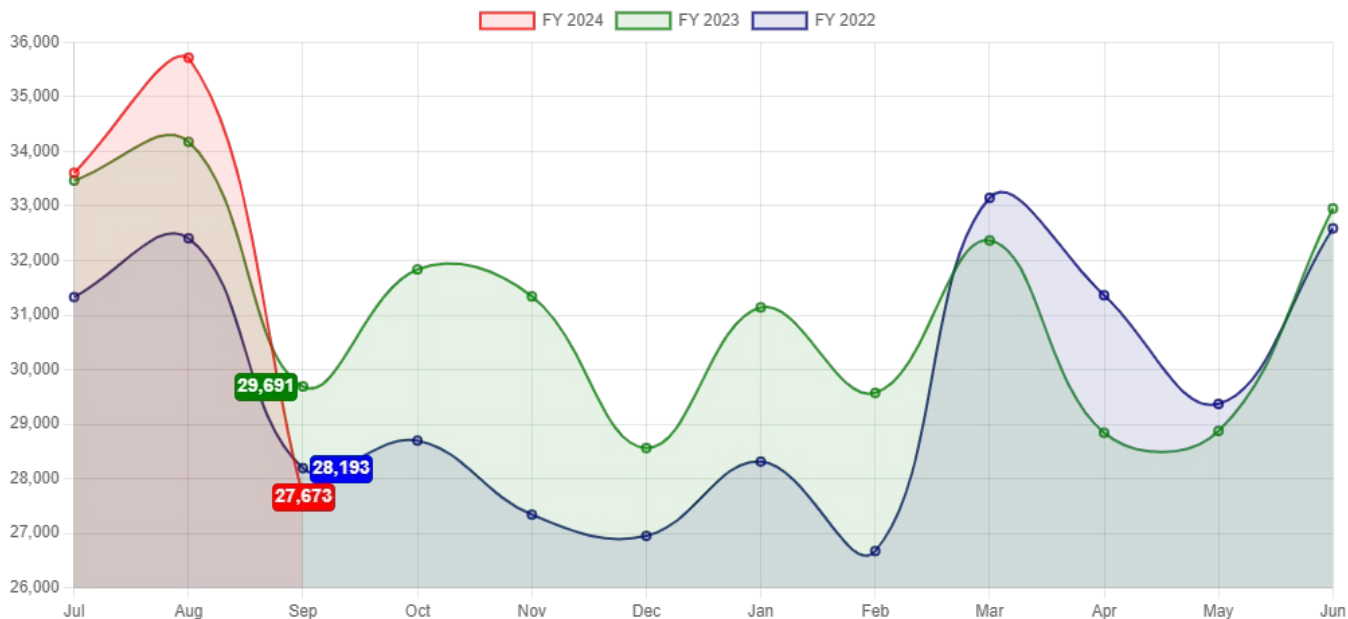
MTD Total Physical Circulation

23SEP Physical Circulation	22SEP Physical Circulation	Net Change
27,649	29,669	-6.81%

YTD Total Physical Circulation

FY23-24 YTD Physical Circulation	FY22-23 YTD Physical Circulation	Net Change
96,894	97,298	-0.42

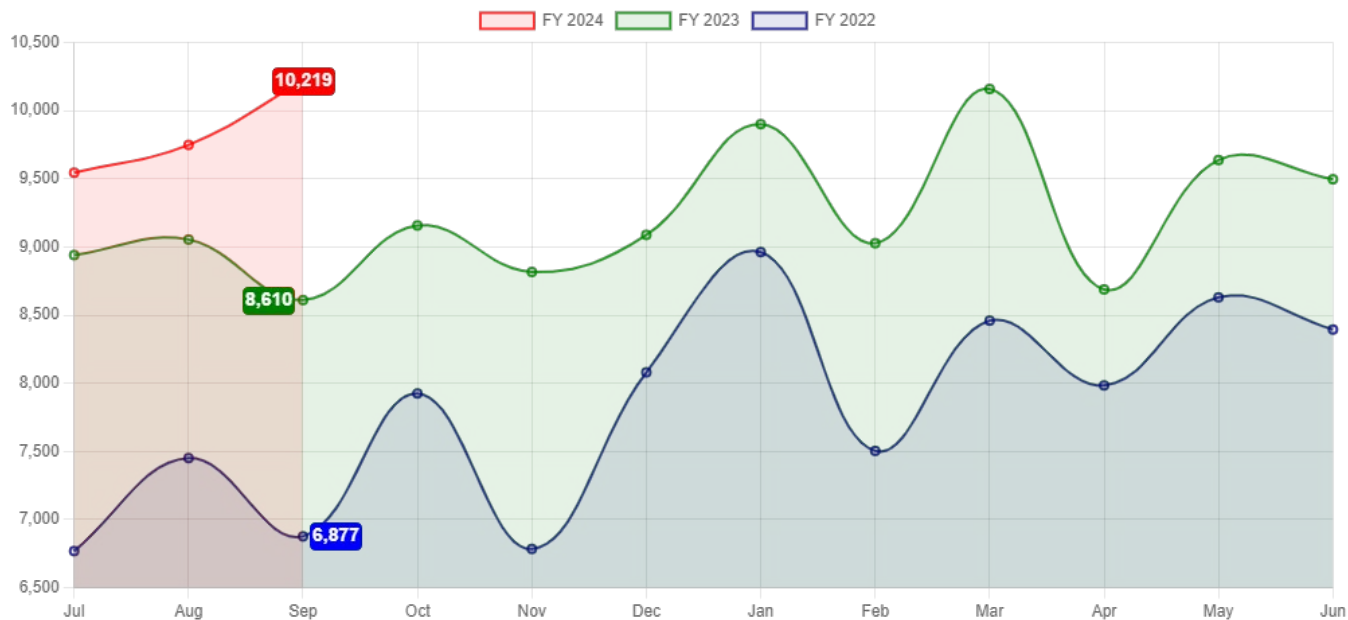
3 Year Circulation Comparison



Digital Circulation

Material Type	23SEP	22SEP	Mo. % +/-	FY23-24 YTD	FY21-22 YTD	FY % +/-
eBooks	4,191	3,878	8.07%	13,244	12,080	9.64%
eAudiobooks	3,803	3,019	25.97%	11,546	9,017	28.05%
eMagazines	1,668	1,367	22.02%	3,016	4,230	-28.70%
eVideos	512	334	53.29%	1,556	1,197	29.99%
eMusic	45	12	275.00%	149	80	86.25%
Total	10,219	8,610	18.69%	29,511	26,604	10.93%

3 Year eResource Comparison

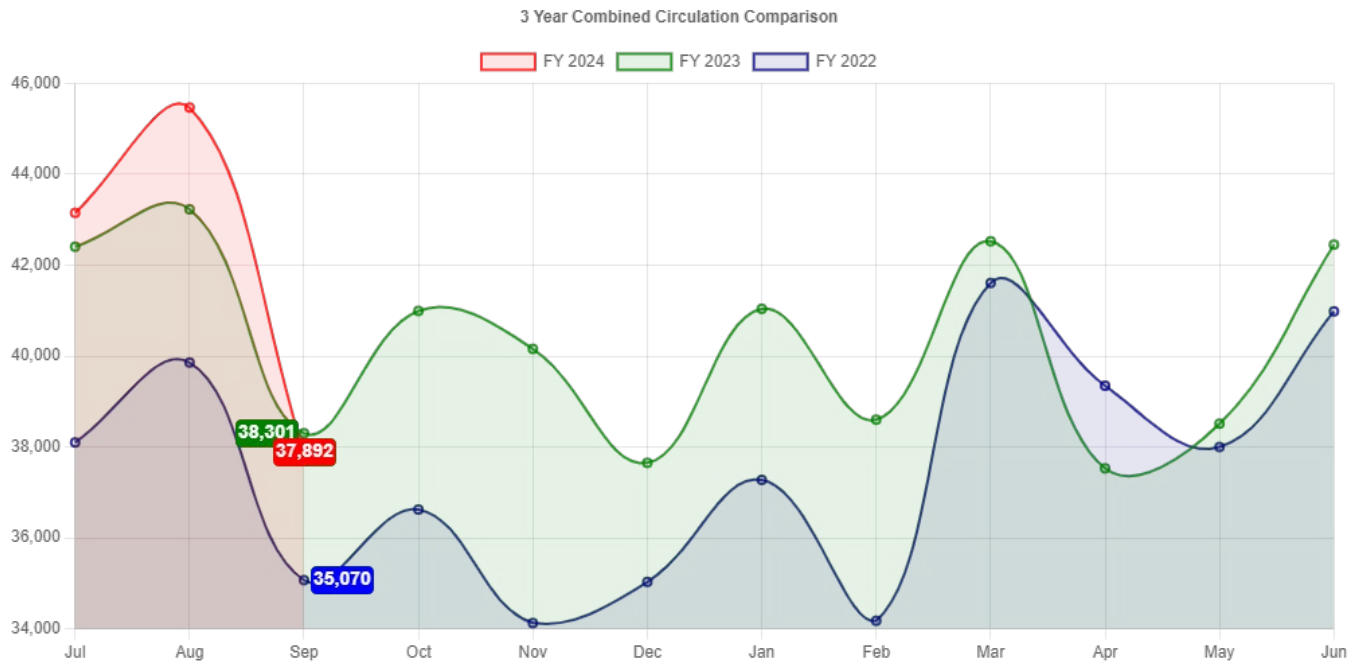


MTD Total District Circulation

23SEP District Circulation	22SEP District Circulation	Net Change
37,868	38,279	-1.07%

YTD Total District Circulation

FY23-24 YTD District Circulation	FY22-23 YTD District Circulation	Net Change
126,405	123,902	2.02%



IMPACT STORIES

Branch Services

- A patron expressed her gratitude for the computers offered by the library as her son used them to assist him in looking for a new job.
- During Family Storytime, a 3-year-old, completely unprompted, read aloud the text of a song that was shown on the screen! Apparently, she is an avid reader who regularly visits the library.
- A Northfield resident of 35 years learned how to use the copier with Librarian Rebecca’s assistance! She had come in to copy photographs for a poster she was making for her daughter’s 60th birthday. She said that the Northfield Library and its friendly staff are a “godsend.” On this visit, staff also helped her learn to use Libby since she is an avid reader and can no longer hold the books.
- Feedback for Eclipses: “Presenter was knowledgeable and engaging. Great visuals. Answered all questions. Good handouts. Would come hear him again. Thanks for the glasses.”

Community Engagement: Sydney connected with two new partners at the Alliance for Early Childhood Networking Event:

- Bridget Lewis, Executive Director at the Volunteer Center; she and Sydney will be meeting to see how they can help each other grow their newly formed volunteer programs.
- Kristin Hammargren, Associate Director of Art Engagement at Glencoe’s Writer’s Theater; she will be doing a pop-up program for kids at our Northfield location in December.

Youth Services

- A New Trier student approached Adult Services Assistant Betsy and Youth Librarian Amber with a “*kinda weird*” printing request that morphed into them spending an hour to help her create a 3D pop-out picture for an AP Environmental Science project. She left very pleased with her finished project and the ideas the two had provided.
- Feedback on our STEAM Kits: a mother and child came in and stated that they loved the Zoob Builderz STEAM Kit so much that they bought their own set! She said “*...All companies should give you guys toys for free advertising because we loved trying before buying!*”
- An older woman come in and looked around one afternoon and said she grew up here and wanted to know if we still did a summer reading program for the kids. We told her all about it and that we also have one for adults! We told her she could come back and participate next summer, and she was very excited about it. She said she’s so happy to hear we do so much of what she remembers from her childhood and even more now for kids.



Adult Services

- Feedback for The Surreal World of Salvador Dali with Jeff Mishur: “*Great talk. His explanations of Dali’s art were very informative and enjoyable.*”
- Feedback for Britain's Hidden Treasures: Unearthing the Relics of An Ancient Past: “*I enjoy historic presentations, it's a great way to learn about the past. Tonight's pictures were great, lots of details... I also like travel presentations, discovering the world from home as it is not as pleasant to travel anymore due to so many reasons... Thank you so much for inviting Claire, hope you have her again...*”
- Feedback for The Queen, Her Life: A Dramatic Book Review by Barbara Rinella: “*It's great to have in-person activities again! I don't do virtual events as the social component is more than 1/2 my objective!! It was great to have Barbara Rinella put this on! I miss seeing her yearly while my daughter was at Hubbard Woods School-- the PTO used to have a luncheon fundraiser with her as our guest speaker.*”
- Feedback for All-Request Piano Show by Kaleen Dolan: “*Kaleen was delightful. Enjoyed it very much. Would also like to see it in the evening with low lights and wine!*”
- Feedback for Chicago - Morning, Noon & Night, with Barry Butler: “*Good afternoon! Yes, yes. First, your library is a fine one. This was the first time that my Jill & I have visited. We were definitely pleased. Second, it was great to be a part of the Barry Butler seminar on his photography! Not only is he skilled as a photographer but is also skilled in the social graces: polite, funny, intelligent, and allowed us to interact. It was a great presentation. Also, he was kind with me to briefly discuss my own, first book, which recently came out. And the structure of his seminar helped to give me a little more guidance for a class that I will also give, at the NSSC in Northfield, in April. It will be about my book, but also photography and traveling in general. It is all about autumn splendor in both far-northern Wisconsin and the UP; but even more so... about the philosophy of autumn travel in general 😊*”
- Feedback for Miep Gies: On Finding and Protecting the Diary of Anne Frank: “*She was very very realistic & knowledgeable. The discussion following her presentation was meaningful too.*”
- Feedback for Books at the Beach: “*Despite the drizzle, it was a lovely morning discussing books. Lots of good suggestions from the librarians. A real treat!*”

Digital Services

- Studio Specialist Mikayla helped a patron set up a Spotify account and make a playlist for her 30th high school reunion. She had come in for tech help, as she didn't know how to use the app, but after learning how easy it was, happily made it herself!
- Studio Specialist Annie shared the following interactions:
 - *"A patron, who seemed shy, came into the Studio for the first time with her mom with a plan to make stickers. A couple of days later, she brought in a friend and showed that friend how to make stickers. Later, the two returned with a third friend and showed her how to make stickers! It was so beautiful!"*
 - *"A patron came down into The Studio because she heard the jazz music I had playing. I mentioned to her that it was just a free jazz YouTube channel and offered to email the link to her. We then talked about jazz musicians and concerts. The next day she replied to my email with the following: "Annie thank you so much for my "gift". I just love it! You are so very kind."*
 - *"My Stitch Pics program attendees were SO HAPPY to learn about and use a needle-threader for the first time. I had no idea it would be such a big deal, but they both said this was a game changer for them for threading needles in the future. The little things can have a big impact."*

Patron Services

- Patron Services Manager Courtney & Youth Librarian Tom created teacher cards for 28 staffers at Northfield's Christian Heritage Academy.
- A patron came in to attend the Chicago - Morning, Noon & Night with Barry Butler program (another twitter triumph of Betsy's 😊). She was so excited that we booked him and offered the program for free. She thanked us profusely for giving her the opportunity to hear him speak.
- Patron Services Assistant Shannon helped a mother and her two daughters, who had just moved to Northfield, get library cards. They were very excited about our storytimes and children's program options and are looking forward to being residents of our District!

TAX LEVY ORDINANCE

ORDINANCE NO. 2023-2024/3

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

FISCAL YEAR JULY 1, 2023 TO JUNE 30, 2024

This Ordinance constitutes the Tax Levy Ordinance of the Winnetka-Northfield Public Library District, Cook County, Illinois, for the fiscal year beginning July 1, 2023 and ending June 30, 2024.

Section 1. Ordinance 2023-2024/2 (Budget and Appropriation Ordinance) is incorporated by reference.

Section 2. A tax in the sum of \$4,917,202.00 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, 2023 ending June 30, 2024 for the specific objects and purposes indicated as follows:

A.	<u>GENERAL FUND</u>	<u>Levy</u>	<u>Appropriation</u>
1.	IT Services	\$375,000	\$412,500
2.	Administrative Services	\$351,250	\$386,375
3.	Personnel Salaries & Benefits	\$2,496,250	\$2,745,875
4.	Programming	\$90,250	\$99,275
6.	Materials	\$617,500	\$679,250
7.	Capital Outlay	\$586,950	\$682,000
	TOTAL	\$4,517,200	\$5,005,275
B.	<u>SPECIAL RESERVE FUND</u>	<u>Levy</u>	<u>Appropriation</u>
1.	Capital Outlay	\$0	\$7,500,000
	TOTAL	\$0	\$7,500,000

C.	<u>SPECIAL FUNDS</u>	<u>Levy</u>	<u>Appropriation</u>
1.	IMRF	\$1	\$66,000
2.	FICA	\$0	\$176,000
3.	Unemployment Insurance Fund	\$1	\$100,000
4.	Building & Equipment (.02%)	\$400,000	\$440,000
	TOTAL	\$400,002	\$782,000

	<u>Summary</u>
Total Appropriation	\$13,287,275
Appropriated from sources other than taxation	\$8,370,073
Total Levy- General Fund (\$4,517,200) & Special Funds (\$400,002)	\$4,917,202

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 13, 2023, 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
Winnetka-Northfield Public Library District

I further certify that the attached Ordinance No. 2023-2024/3 (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 2023 levy.

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

Date signed: November 13, 2023