

**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.WNPLD.ORG**

AGENDA

Monday, April 15, 2024

- I. Call to Order**
- II. Roll Call**
- III. Public Comments**
- IV. Approval of Minutes**
 - Approval of Minutes of the March 18, 2024 Regular Meeting* (1 min)
 - Approval of Minutes of the January 22, 2024 Decennial Committee Meeting Minutes (1 min)
 - Approval of Minutes of the February 19, 2024 Decennial Committee Meeting Minutes (1 min)
- V. Financial Report**
 - March 2024 Financial Statements* (5 mins)
- VI. Library Reports**
 - Director's Report* (10 mins)
 - President's Comments (5 mins)
- VII. Liaisons to Other Organizations – Reports**
 - Winnetka Village (5 mins)
 - Northfield Village (5 mins)
- VIII. Unfinished Business**
 - Approval of Resolution Determining Release of Closed Session Minutes* (2 mins)
- IX. New Business**
 - Discussion & Approval of FY24-25 Library Closure Dates (5 mins)*
 - Library Participation in Winnetka Independence Day Parade (10 mins)
 - Discussion & Approval of Paid Parental Leave Policy (15 mins)
 - FY23-24 Q3 Strategic Planning Updates (10 mins)
 - Discussion of Special Meeting for FY24-25 Budget Review (5 mins)
- X. Communications**
 - The next regular meeting will be on Monday, May 20th at 7 p.m. at the Winnetka Library.

*Attachments

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

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

XI. Public Comments

XII. Adjourn to Closed Session

- **Closed Session**

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

XIII. Return to Open Session

XIV. Adjournment

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

March 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 7:01 p.m. A quorum was present.

II. Roll Call

Present: President Melissa Mitchell, Trustees Matt Kinnich, Ranjini Shankar, Travis Gosselin, Thomas Sundell, Sarah Munoz (arrived after the meeting's beginning, during the Financial Report), and Library Director Monica Dombrowski.

Present were library employees Mark Swenson (IT Manager) and Luvia Melero (Business Manager). Present were Village of Northfield Trustees Matt Galin and Tracey Mendrik. Present were Shaun Kelly and Nicole Horn of Engberg Anderson Architects and John Shales of SMC Construction Services. Present were district residents Sarah Tegel and Jeffrey Liss; following the resolution and oath of office, Sarah Tegel became a Board Trustee.

III. Organizational Meeting of the Board

Resolution to appoint a new trustee member of the board

Resolution appointing Sarah Tegel as the new trustee member, filling the term for the position opened by former trustee Deborah Vandergrift's resignation, was approved by voice vote.

Oath of office

Sarah Tegel completed the oath of office administered by Trustee Sundell as Secretary of the Board.

IV. Public Comments

No public comments.

V. Approval of Minutes

Approve minutes of the January 22, 2024 regular meeting.

President Mitchell announced approval of the February 19, 2024 Regular Meetings Minutes.

VI. Financial Report

Director Dombrowski presented the February 2024 Financial Statement, supplemented by Trustee Munoz upon her arrival.

VI. Library Reports

Library Director's Report

Director Dombrowski presented the February 2024 Director's Report, which was included in the March 2024 board packet.

Board President's Report

President Mitchell had nothing to report.

VII. Liaison Reports

Winnetka Village – Trustee Gosselin reported on the coming Willow Rd. closure and the new executive for the Winnetka Caucus.

Northfield Village – Trustee Kinnich reported that the Village of Northfield, meeting on March 19, will consider a budget allocation to support the Northfield library renovation of a proposed \$700,00.

VIII. Unfinished Business

- *Update on the Northfield Library Renovation Project*

Shaun Kelly of Engberg Anderson Architects presented the deeper design development for the renovation, which was used by SMC Construction Services to secure more accurate estimates for a working budget. John Shales of SMC then presented the working budget, explaining significant changes from the original concept budget.

X. New Business

- *Approval of Minutes of Meetings Lawfully Closed under the Open Meetings Act*
- *Approval of Resolution Determining Release of Closed Session Minutes*
- *Approval of Resolution Approving Destruction of Closed Session Recordings*

Based on the review of closed session minutes prior to July 1, 2022 by Trustees Shankar and Kinnich, Trustee Sundell made a motion to approve such minutes and to not release such minutes, which was approved by voice vote, subject to a modification of the resolution to list all such prior minutes (back to July 1, 2011). A motion by Trustee Sundell to destroy such minutes recordings, not previously destroyed under prior resolutions, was approved by voice vote.

- *Discussion & approval of FY24-25 Board Meeting Dates*

Director Dombrowski presented the proposed meeting dates as appended in the board packet. Trustee Gosselin made a motion to approve such dates subject to modifications for January, February, and June to January 22, 2025, February 19, 2025, and June 18, 2024. The motion carried on voice vote.

XI. Communications

The next regular meeting of the board will be held on Monday, April 15th at 7 p.m. at the Winnetka Library

XII. Public Comments

Jeffrey Liss commented on the Northfield Library renovation with respect to the relative responsibility of the Village of Northfield as landlord and the Library District as tenant, and regarding the anticipated period of the branch library’s shutdown during construction.

XII. Adjournment

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

The Motion passed on voice vote and President Mitchell adjourned the meeting at 8:53 p.m.

XIII. Return to Open Session

Returning to Open Session at 10:13 p.m.

XIV. Adjournment

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

The Motion passed on voice vote and President Mitchell adjourned the meeting at 10:14 p.m.

Respectfully submitted,

Thomas Sundell
Board Secretary

_____ Melissa Mitchell, President

_____ Thomas Sundell, Secretary

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

January 22, 2024

I. Call to Order

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

II. Roll Call

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

Absent: Trustees Thomas Sundell, Deborah Vandergrift

Present was library employees Mark Swenson (Information Technology Manager). Present were Winnetka resident Katherine Casale MacNally and Northfield resident Samantha Tideman.

III. Public Comments

No public comments.

IV. Decennial Committee Meeting

Review Preliminary Report

The committee reviewed progress on the draft report an update to numbers as appropriate.

Next Steps

Following the updates, the final report will be reviewed for approval at the next Special Decennial Committee meeting slated for February 19, 2024.

V. Public Comments

No public comments.

VI. Adjournment

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

The MOTION passed on voice vote and President Mitchell adjourned the meeting at 7:11 p.m.

Respectfully submitted,

Thomas Sundell
Board Secretary

_____ Melissa Mitchell, President

_____ Thomas Sundell, Secretary

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

February 19, 2024

I. Call to Order

The meeting was held at the Winnetka Library, 768 Oak Street, Winnetka, Illinois. President Mitchell called the meeting to order at 7:01 p.m. A quorum was present.

II. Roll Call

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

Absent: None

Present were Decennial Committee Members Winnetka resident Katherine Casale MacNally and Northfield resident Samantha Tideman.

Present were library employees Mark Swenson, Laura Munoz, and Luvia Melero; present were Shaun Kelly, Jason Cooper, and Pearl May of Engberg Anderson Architects.

III. Public Comments

No public comments.

IV. Decennial Committee Meeting

Review Final Report

The committee reviewed the final report in its two version, the second reflecting partial year-to-date entries, as well requesting the removal of former Trustee Deb Vandergrift and the making of a grammatical revision.

Approval of Final Report

A motion to approve the second version report, with the noted corrections, was made by Committee Member MacNally. The MOTION passed on voice vote.

Next Steps

Following the inclusion of the corrections, the report will be signed on behalf of the committee and library district by Trustee Gosselin for submission to Cook County.

V. Public Comments

No public comments.

VI. Adjournment

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

The MOTION passed on voice vote and President Mitchell adjourned the meeting at 7:09 p.m.

Respectfully submitted,

Thomas Sundell
Board Secretary

_____ Melissa Mitchell, President

_____ Thomas Sundell, Secretary

Winnetka-Northfield Public Library District

All Funds Summary

For the 9 Months Ended March 31, 2024

Prorated Budget Percentage Spent: 75.00%

	<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	3,414,204.75	4,744,302.82	104.22 %	1,330,098.07
IMRF Fund	66,000.00	49,500.00	19,488.06	29.53 %	(30,011.94)
FICA Fund	0.00	0.00	114,706.16	0.00 %	114,706.16
Building Fund	380,000.00	285,000.00	0.00	0.00 %	(285,000.00)
Unemployment Fund	1.00	0.75	0.97	97.00 %	0.22
Total Revenues	<u>4,998,274.00</u>	<u>3,748,705.50</u>	<u>4,878,498.01</u>	<u>97.60 %</u>	<u>1,129,792.51</u>
Expenses					
Library Fund	4,552,250.00	3,414,187.50	2,873,535.35	63.12 %	(540,652.15)
IMRF Fund	66,000.00	49,500.00	34,859.25	52.82 %	(14,640.75)
FICA Fund	70,000.00	52,500.00	70,000.00	100.00 %	17,500.00
Building Fund	380,000.00	285,000.00	300,717.57	79.14 %	15,717.57
Unemployment Fund	1.00	0.75	0.00	0.00 %	(0.75)
Special Reserve Fund	<u>5,200,000.00</u>	<u>3,900,000.00</u>	<u>0.00</u>	<u>0.00 %</u>	<u>(3,900,000.00)</u>
Total Expenses	<u>10,268,251.00</u>	<u>7,701,188.25</u>	<u>3,279,112.17</u>	<u>31.93 %</u>	<u>(4,422,076.08)</u>
Total Revenues	4,998,274.00	3,748,705.50	4,878,498.01	97.60 %	1,129,792.51
Total Expenses	<u>10,268,251.00</u>	<u>7,701,188.25</u>	<u>3,279,112.17</u>	<u>31.93 %</u>	<u>4,422,076.08</u>
Excess Revenues less Expenses	<u>(5,269,977.00)</u>	<u>(3,952,482.75)</u>	<u>1,599,385.84</u>	<u>(30.35)%</u>	<u>5,551,868.59</u>

Winnetka-Northfield Public Library District

Library Fund Summary

For the 9 Months Ended March 31, 2024

Prorated Budget Percentage Spent: 75.00%

	Annual Budget	Prorated Budget	Year-to-Date Actual	% of Budget	Variance vs. Prorated Budget
Operating Revenue					
Property Tax	4,106,860.00	3,080,145.00	4,363,320.68	106.24 %	1,283,175.68
Replacement Tax	90,000.00	67,500.00	57,665.55	64.07 %	(9,834.45)
Collections	160,413.00	120,309.75	95,662.86	59.64 %	(24,646.89)
Materials	5,000.00	3,750.00	5,876.45	117.53 %	2,126.45
Other Income	190,000.00	142,500.00	221,777.28	116.72 %	79,277.28
Total Operating Revenue	4,552,273.00	3,414,204.75	4,744,302.82	104.22 %	1,330,098.07
Operating Expenses					
Personnel	2,496,250.00	1,872,187.50	1,698,477.61	68.04 %	(173,709.89)
Administration	197,750.00	148,312.50	130,523.64	66.00 %	(17,788.86)
Utilities	106,500.00	79,875.00	70,024.80	65.75 %	(9,850.20)
IT Services	374,570.11	280,927.58	287,631.24	76.79 %	6,703.66
Public Relations	51,750.00	38,812.50	36,175.78	69.90 %	(2,636.72)
Library Materials - Adult	534,500.00	400,875.00	384,291.06	71.90 %	(16,583.94)
Library Materials - Youth	85,000.00	63,750.00	62,572.22	73.61 %	(1,177.78)
Programs	90,679.89	68,009.92	70,151.18	77.36 %	2,141.26
Capital	615,250.00	461,437.50	133,508.84	21.70 %	(327,928.66)
Total Operating Expenses	4,552,250.00	3,414,187.50	2,873,535.35	63.12 %	(540,652.15)
Total Revenues	4,552,273.00	3,414,204.75	4,744,302.82	104.22 %	1,330,098.07
Total Expenses	4,552,250.00	3,414,187.50	2,873,535.35	63.12 %	(540,652.15)
Excess Revenues less Expenses	23.00	17.25	1,870,767.47	8,133,771.61 %	1,870,750.22

Winnetka-Northfield Public Library District
Statement of Revenues and Expenditures - Modified Cash Basis
For the 9 Months Ended March 31, 2024

Prorated Budget Percentage Spent: 75.00%

	<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	3,080,145.00	4,319,178.76	105.17 %	1,239,033.76
Property Taxes Collections-Liability	0.00	0.00	32,119.42	0.00	32,119.42
Property Taxes Collections-Audit	0.00	0.00	12,022.50	0.00	12,022.50
Replacement Tax	<u>90,000.00</u>	<u>67,500.00</u>	<u>57,665.55</u>	<u>64.07</u>	<u>(9,834.45)</u>
Total Taxes	<u>4,196,860.00</u>	<u>3,147,645.00</u>	<u>4,420,986.23</u>	<u>105.34 %</u>	<u>1,273,341.23</u>
Collections					
Per Capita Grant	27,250.00	20,437.50	27,280.13	100.11 %	6,842.63
Kenilworth Services	129,663.00	97,247.25	64,831.50	50.00	(32,415.75)
Studio Fees	1,000.00	750.00	723.24	72.32	(26.76)
Lost/Damaged Mat.	2,500.00	1,875.00	2,377.99	95.12	502.99
Library Programs	<u>0.00</u>	<u>0.00</u>	<u>450.00</u>	<u>0.00</u>	<u>450.00</u>
Total Collections	<u>160,413.00</u>	<u>120,309.75</u>	<u>95,662.86</u>	<u>59.64 %</u>	<u>(24,646.89)</u>
Materials					
Copy/Printing	4,000.00	3,000.00	4,993.58	124.84 %	1,993.58
Book Sales	<u>1,000.00</u>	<u>750.00</u>	<u>882.87</u>	<u>88.29</u>	<u>132.87</u>
Total Materials	<u>5,000.00</u>	<u>3,750.00</u>	<u>5,876.45</u>	<u>117.53 %</u>	<u>2,126.45</u>
Other Income					
Checking Interest Income	3,500.00	2,625.00	7,561.07	216.03 %	4,936.07
Byline Bank IMA Interest	164,000.00	123,000.00	209,018.81	127.45	86,018.81
Money Market-Interest	2,000.00	1,500.00	1,673.75	83.69	173.75
Misc. Revenue	0.00	0.00	2,258.50	0.00	2,258.50
Gift Fund (over \$100)	500.00	375.00	1,000.00	200.00	625.00
Friends Donations	<u>20,000.00</u>	<u>15,000.00</u>	<u>265.15</u>	<u>1.33</u>	<u>(14,734.85)</u>
Total Other Income	<u>190,000.00</u>	<u>142,500.00</u>	<u>221,777.28</u>	<u>116.72 %</u>	<u>79,277.28</u>
Total Revenue	<u>4,552,273.00</u>	<u>3,414,204.75</u>	<u>4,744,302.82</u>	<u>104.22 %</u>	<u>1,330,098.07</u>

Winnetka-Northfield Public Library District

Statement of Revenues and Expenditures - Modified Cash Basis

For the 9 Months Ended March 31, 2024

Prorated Budget Percentage Spent: 75.00%

	Annual Budget	Prorated Budget	Year to Date Actual	% of Budget	Variance vs. Prorated Budget
LIBRARY FUND					
Expenses					
Personnel					
Salaries	2,040,000.00	1,530,000.00	1,481,117.40	72.60 %	(48,882.60)
Health Insurance	335,000.00	251,250.00	160,075.43	47.78	(91,174.57)
Employee Asst. Program	500.00	375.00	0.00	0.00	(375.00)
Professional Development	30,000.00	22,500.00	12,156.47	40.52	(10,343.53)
Flexible Spending Account	750.00	562.50	640.00	85.33	77.50
Payroll Taxes	84,000.00	63,000.00	41,363.91	49.24	(21,636.09)
Staff Recognition/Events/Meetings	6,000.00	4,500.00	3,124.40	52.07	(1,375.60)
Total Personnel	2,496,250.00	1,872,187.50	1,698,477.61	68.04 %	(173,709.89)
Administration					
Audit Fees	12,950.00	9,712.50	12,400.00	95.75 %	2,687.50
Library Supplies	38,000.00	28,500.00	22,552.03	59.35	(5,947.97)
Office Supplies	6,500.00	4,875.00	4,253.59	65.44	(621.41)
Breakroom Supplies	4,000.00	3,000.00	2,058.40	51.46	(941.60)
Postage	2,500.00	1,875.00	2,394.19	95.77	519.19
Hospitality	500.00	375.00	61.64	12.33	(313.36)
Accounting and Bookkeeping	24,000.00	18,000.00	14,730.00	61.38	(3,270.00)
Delivery Service	6,000.00	4,500.00	4,290.87	71.51	(209.13)
Payroll Services	9,500.00	7,125.00	7,452.80	78.45	327.80
Liability Insurance Costs	33,000.00	24,750.00	32,474.00	98.41	7,724.00
Board Expenses	1,500.00	1,125.00	339.29	22.62	(785.71)
Memberships	7,000.00	5,250.00	4,785.86	68.37	(464.14)
Legal	30,000.00	22,500.00	4,130.94	13.77	(18,369.06)
Consultants	5,000.00	3,750.00	0.00	0.00	(3,750.00)
Investment Fees	16,800.00	12,600.00	18,532.76	110.31	5,932.76
Miscellaneous	500.00	375.00	67.27	13.45	(307.73)
Total Administration	197,750.00	148,312.50	130,523.64	66.00 %	(17,788.86)
Utilities					
Utilities	0.00	0.00	1,703.03	0.00 %	1,703.03
Electricity	42,000.00	31,500.00	28,229.83	67.21	(3,270.17)
Water	9,000.00	6,750.00	3,588.34	39.87	(3,161.66)
Storm Sewer	1,500.00	1,125.00	1,078.38	71.89	(46.62)
Natural Gas	13,500.00	10,125.00	5,037.50	37.31	(5,087.50)
Telephone	16,500.00	12,375.00	17,178.27	104.11	4,803.27
Internet Services	24,000.00	18,000.00	13,209.45	55.04	(4,790.55)
Total Utilities	106,500.00	79,875.00	70,024.80	65.75 %	(9,850.20)
Information Technology					
CCS Operating	79,000.00	59,250.00	57,029.55	72.19 %	(2,220.45)
Software	90,000.00	67,500.00	90,905.18	101.01	23,405.18
LAN Management	40,000.00	30,000.00	28,604.78	71.51	(1,395.22)
Hardware	4,000.00	3,000.00	3,727.61	93.19	727.61
Website/Platform Fees	100,000.00	75,000.00	63,507.15	63.51	(11,492.85)
Photocopier Leases	23,000.00	17,250.00	17,875.44	77.72	625.44
Computer Equipment	38,570.11	28,927.58	25,981.53	67.36	(2,946.05)
Total Information Technology	374,570.11	280,927.58	287,631.24	76.79 %	6,703.66

Winnetka-Northfield Public Library District

Statement of Revenues and Expenditures - Modified Cash Basis

For the 9 Months Ended March 31, 2024

Prorated Budget Percentage Spent: 75.00%

	Annual Budget	Prorated Budget	Year to Date Actual	% of Budget	Variance vs. Prorated Budget
LIBRARY FUND					
Public Relations					
Promotional	11,000.00	8,250.00	6,869.83	62.45 %	(1,380.17)
Newsletter/Mailers	29,750.00	22,312.50	24,258.51	81.54	1,946.01
PR Supplies	4,000.00	3,000.00	2,681.71	67.04	(318.29)
Marketing/Advertising	7,000.00	5,250.00	2,365.73	33.80	(2,884.27)
Total Public Relations	51,750.00	38,812.50	36,175.78	69.90 %	(2,636.72)
Library Materials - Adult					
Books-Fiction-Adult	85,000.00	63,750.00	55,600.61	65.41 %	(8,149.39)
Books-Non-Fiction-Adult	75,000.00	56,250.00	45,803.79	61.07	(10,446.21)
Periodicals	20,200.00	15,150.00	16,259.47	80.49	1,109.47
DVDs-Adult	25,000.00	18,750.00	14,127.85	56.51	(4,622.15)
Audio Books-Adult	6,500.00	4,875.00	7,566.70	116.41	2,691.70
Books-Digital	255,800.00	191,850.00	189,926.36	74.25	(1,923.64)
Online Database	65,000.00	48,750.00	53,673.90	82.58	4,923.90
Adult Videogames	0.00	0.00	34.99	0.00	34.99
Video Games-Adults	2,000.00	1,500.00	1,297.39	64.87	(202.61)
Total Library Materials - Adult	534,500.00	400,875.00	384,291.06	71.90 %	(16,583.94)
Library Materials - Youth					
Kits	5,000.00	3,750.00	3,356.42	67.13 %	(393.58)
Books-Fiction-Juv	45,000.00	33,750.00	29,544.97	65.66	(4,205.03)
Books-Non-Fiction-Juv	13,000.00	9,750.00	10,368.28	79.76	618.28
DVDs-Juv	1,500.00	1,125.00	582.76	38.85	(542.24)
Audio Books/Talking Books Juv	15,000.00	11,250.00	14,587.36	97.25	3,337.36
Video Games-Juv	5,500.00	4,125.00	4,132.43	75.14	7.43
Total Library Materials - Youth	85,000.00	63,750.00	62,572.22	73.61 %	(1,177.78)
Programs					
Reading Programs	10,000.00	7,500.00	5,871.11	58.71 %	(1,628.89)
Programming - Studio	11,750.00	8,812.50	9,520.15	81.02	707.65
Programming - Youth	30,000.00	22,500.00	28,359.79	94.53	5,859.79
Programming - Adult	37,500.00	28,125.00	24,700.34	65.87	(3,424.66)
Studio Maintenance/Repair	1,429.89	1,072.42	1,699.79	118.88	627.37
Total Programs	90,679.89	68,009.92	70,151.18	77.36 %	2,141.26
Capital					
Capital Outlay	435,250.00	326,437.50	39,328.44	9.04 %	(287,109.06)
Building	155,000.00	116,250.00	75,206.10	48.52	(41,043.90)
Equipment/Furniture	25,000.00	18,750.00	18,974.30	75.90	224.30
Total Capital	615,250.00	461,437.50	133,508.84	21.70 %	(327,928.66)
Total Expenses	4,552,250.00	3,414,187.50	2,873,535.35	63.12 %	(540,652.15)
Excess Revenues less Expenses	23.00	17.25	1,870,767.47	8,133,771.61 %	1,870,750.22

Winnetka-Northfield Public Library District

Statement of Revenues and Expenditures - Modified Cash Basis

For the 9 Months Ended March 31, 2024

Prorated Budget Percentage Spent: 75.00%

	Annual Budget	Prorated Budget	Year to Date Actual	% of Budget	Variance vs. Prorated Budget
BUILDING FUND					
Revenues					
Property Taxes Collections-Building	380,000.00	285,000.00	0.00	0.00 %	(285,000.00)
Total Revenue	380,000.00	285,000.00	0.00	0.00 %	(285,000.00)
Expenses					
Northfield Lease	69,000.00	51,750.00	52,676.01	76.34 %	926.01
Janitorial Supplies	10,800.00	8,100.00	7,939.55	73.51	(160.45)
Snow Removal	9,000.00	6,750.00	1,435.00	15.94	(5,315.00)
Building Appraisal	300.00	225.00	285.00	95.00	60.00
Building Maintenance Service	100,000.00	75,000.00	64,600.00	64.60	(10,400.00)
Elevators	135,000.00	101,250.00	137,124.20	101.57	35,874.20
Landscaping	25,000.00	18,750.00	12,656.11	50.62	(6,093.89)
HVAC	11,200.00	8,400.00	9,006.69	80.42	606.69
Automatic Doors	5,000.00	3,750.00	6,485.32	129.71	2,735.32
Roof	700.00	525.00	366.00	52.29	(159.00)
Alarms & Security	6,000.00	4,500.00	3,174.21	52.90	(1,325.79)
Equipment	4,000.00	3,000.00	1,895.16	47.38	(1,104.84)
Plumbing	500.00	375.00	390.42	78.08	15.42
Electrical	1,500.00	1,125.00	1,500.00	100.00	375.00
Misc Services	2,000.00	1,500.00	1,183.90	59.20	(316.10)
Total Expenses	380,000.00	285,000.00	300,717.57	79.14 %	15,717.57
 Excess Revenues less Expenses	\$ 0.00	\$ 0.00	\$ (300,717.57)	0.00 %	(300,717.57)
IMRF FUND					
Revenues					
Property Taxes Collections-IMRF	66,000.00	49,500.00	19,488.06	29.53 %	(30,011.94)
Total Revenue	66,000.00	49,500.00	19,488.06	29.53 %	(30,011.94)
Expenses					
IMRF Expenses	66,000.00	49,500.00	34,859.25	52.82 %	(14,640.75)
Total Expenses	66,000.00	49,500.00	34,859.25	52.82 %	(14,640.75)
 Excess Revenues less Expenses	\$ 0.00	\$ 0.00	\$ (15,371.19)	0.00 %	(15,371.19)

Winnetka-Northfield Public Library District
Statement of Revenues and Expenditures - Modified Cash Basis
For the 9 Months Ended March 31, 2024

Prorated Budget Percentage Spent: 75.00%

	<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	114,706.16	0.00 %	114,706.16
Total Revenue	<u>0.00</u>	<u>0.00</u>	<u>114,706.16</u>	<u>0.00 %</u>	<u>114,706.16</u>
Expenses					
FICA	70,000.00	52,500.00	70,000.00	100.00 %	17,500.00
Total Expenses	<u>70,000.00</u>	<u>52,500.00</u>	<u>70,000.00</u>	<u>100.00 %</u>	<u>17,500.00</u>
Excess Revenues less Expenses	<u>\$ (70,000.00)</u>	<u>\$ (52,500.00)</u>	<u>\$ 44,706.16</u>	<u>(63.87)%</u>	<u>97,206.16</u>
UNEMPLOYMENT FUND					
Revenues					
Property Taxes Collections-Unemployment	1.00	0.75	0.97	97.00 %	0.22
Total Revenue	<u>1.00</u>	<u>0.75</u>	<u>0.97</u>	<u>97.00 %</u>	<u>0.22</u>
Expenses					
Unemployment	1.00	0.75	0.00	0.00 %	(0.75)
Total Expenses	<u>1.00</u>	<u>0.75</u>	<u>0.00</u>	<u>0.00 %</u>	<u>(0.75)</u>
Excess Revenues less Expenses	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.97</u>	<u>0.00 %</u>	<u>0.97</u>

Winnetka-Northfield Public Library District
Statement of Revenues and Expenditures - Modified Cash Basis
For the 9 Months Ended March 31, 2024

Prorated Budget Percentage Spent: 75.00%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year to Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
SPECIAL RESERVE FUND					
Revenues					
Transfer In	0.00	0.00	0.00	0.00 %	0.00
Expenses					
Capital Outlay	5,200,000.00	3,900,000.00	0.00	0.00 %	(3,900,000.00)
Total Expenses	<u>5,200,000.00</u>	<u>3,900,000.00</u>	<u>0.00</u>	<u>0.00 %</u>	<u>(3,900,000.00)</u>
Excess Revenues less Expenses	<u>\$ (5,200,000.00)</u>	<u>\$ (3,900,000.00)</u>	<u>\$ 0.00</u>	<u>0.00 %</u>	<u>3,900,000.00</u>

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

March 1, 2024 - March 31, 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Vendor Checks						
Animal Quest Entertainment Inc. 10-0-5907	Programming - Youth	Event Presenter	200.00	4411	03/12/24	<u>200.00</u>
Background Screening Consultants LLC 10-0-5736	Legal	Inv 23364	67.95	4412	03/12/24	<u>67.95</u>
BookPage 10-1-5342	Periodicals-Winnetka	Inv S82235	414.00	4413	03/12/24	<u>414.00</u>
Catapult 10-0-5115	Flexible Spending Account	Inv 00143486	50.00	4414	03/12/24	<u>50.00</u>
Engberg Anderson, Inc. 10-0-5800	Capital Outlay	INV# 23358401-8	3,875.00	4415	03/12/24	<u>3,875.00</u>
LACONI 10-0-5731	Memberships	Inv 02.28.24	150.00	4416	03/12/24	<u>150.00</u>
Library Ideas, LLC 10-1-5444	Audio Books-Juv-Winnetka	Inv 110435	1,853.56	4417	03/12/24	<u>3,679.22</u>
10-1-5444	Audio Books-Juv-Winnetka	Inv 110641	867.76			
10-1-5444	Audio Books-Juv-Winnetka	Inv 110642	848.96			
10-1-5444	Audio Books-Juv-Winnetka	Inv 110643	108.94			
Sandy Penn 10-0-5906	Programming - Studio	Reimbursement	26.07	4418	03/12/24	<u>28.48</u>
10-0-5906	Programming - Studio	Reimbursement	2.41			
Team One Repair, Inc. 10-0-5120	Library Supplies	Inv 1503540	211.00	4419	03/12/24	<u>211.00</u>
The Book Stall 10-1-5341	Books-Non-Fiction-Adult-Winnetka	Inv 511504	27.96	4420	03/12/24	<u>136.74</u>
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Inv 510528	20.79			
10-2-5341	Books-Non-Fiction-Adult-Northfield	Inv 510263	38.39			
10-2-5341	Books-Non-Fiction-Adult-Northfield	Inv 511504	25.60			
10-1-5340	Books-Fiction-Adult-Winnetka	Inv 510263	24.00			
USA Today 10-1-5342	Periodicals-Winnetka	04.01.24 - 03.31.25	398.68	4421	03/12/24	<u>398.68</u>
Amber Ulrich 10-0-5907	Programming - Youth	Reimbursement	10.59	4422	03/21/24	<u>10.59</u>
B.H. Suhr & Company, Inc. 10-0-5800	Capital Outlay	Retainer	650.00	4423	03/21/24	<u>650.00</u>
Engberg Anderson, Inc. 10-0-5800	Capital Outlay	Inv 23358403-2	8,275.28	4424	03/21/24	<u>8,275.28</u>

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

March 1, 2024 - March 31, 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Invengo American Corporation 10-0-5177	Website/Platform Fees	Inv SVIP028262	248.00	4425	03/21/24	<u>248.00</u>
Pioneer Press 10-1-5342	Periodicals-Winnetka	Acct 168203901	39.49	4426	03/21/24	<u>39.49</u>
The Book Stall 10-2-5341	Books-Non-Fiction-Adult-Northfield	Inv 512253	22.40	4427	03/21/24	<u>22.40</u>
DE LAGE LANDEN FINANCIALSVCS. 10-0-5766	Photocopier Leases	To VOID Check 17873	-1,868.47	17873	03/31/24	<u>(1,868.47)</u>
QUILL CORPORATION 10-0-5121	Office Supplies	Inv 37326483	10.20	18064	03/14/24	<u>109.11</u>
10-0-5121	Office Supplies	Inv 37359079	56.30			
10-0-5121	Office Supplies	Inv 37359125	42.61			
Warehouse Direct 70-0-5725	Janitorial Supplies	Inv 5664962-0	189.23	18065	03/14/24	<u>920.81</u>
70-0-5725	Janitorial Supplies	Inv 5675078-0	453.16			
70-0-5725	Janitorial Supplies	INV 5682257-0	278.42			
DEMCO 10-0-5120	Library Supplies	Inv 7422122	312.39	18066	03/14/24	<u>312.39</u>
VOGUE PRINTERS 10-0-5722	Newsletter/Mailers	Inv 24-2010	5,042.34	18067	03/14/24	<u>5,042.34</u>
RingCentral Inc 10-0-5175	Telephone	Inv CD_000761681	16,303.67	18068	03/14/24	<u>16,303.67</u>
OVERDRIVE INC. 10-1-5345	Books-Digital-Winnetka	Inv 01018CP240665855	11,971.86	18069	03/14/24	<u>22,403.02</u>
10-1-5345	Books-Digital-Winnetka	Inv 01018MA24067130	7,227.79			
10-1-5345	Books-Digital-Winnetka	Inv 01018MA24064162	3,203.37			
Today's Business Solutions INC 10-0-5134	Software	Inv 021224-44	28.56	18070	03/14/24	<u>28.56</u>
CDW-G 10-2-5172	Water - Northfield	Inv 2989104	168.84	18071	03/14/24	<u>337.68</u>
10-0-5136	Hardware	Inv PC70580	168.84			
VILLAGE OF NORTHFIELD 70-2-5159	Northfield Lease	Inv 301Lib	5,852.89	18072	03/14/24	<u>5,852.89</u>
Kanopy 10-1-5345	Books-Digital-Winnetka	Inv 390382-PPU	708.00	18073	03/14/24	<u>708.00</u>
HOOPLA (MIDWEST TAPE) 10-1-5345	Books-Digital-Winnetka	Inv 505126615	2,132.72	18074	03/14/24	<u>2,132.72</u>
QUILL CORPORATION 10-0-5121	Office Supplies	Inv 37526111	44.37	18075	03/14/24	<u>44.37</u>

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

March 1, 2024 - March 31, 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Lauterbach & Amen, LLP				18076	03/14/24	<u>1,725.00</u>
10-0-5131	Accounting and Bookkeeping	Inv 88487	1,725.00			
BIBLIOTHECA, LLC				18077	03/14/24	<u>2,539.31</u>
10-0-5177	Website/Platform Fees	Inv US74277	2,000.00			
10-1-5345	Books-Digital-Winnetka	Inv US74169	65.00			
10-1-5345	Books-Digital-Winnetka	Inv US74170	474.31			
Baker & Taylor				18078	03/14/24	<u>10,629.72</u>
10-1-5440	Books-Fiction-Juv-Winnetka	2038076802	203.84			
10-1-5440	Books-Fiction-Juv-Winnetka	2038073921	52.70			
10-1-5440	Books-Fiction-Juv-Winnetka	2038083852	66.61			
10-1-5440	Books-Fiction-Juv-Winnetka	2038081469	55.30			
10-1-5440	Books-Fiction-Juv-Winnetka	2038073922	4.75			
10-1-5440	Books-Fiction-Juv-Winnetka	2038073923	32.19			
10-1-5440	Books-Fiction-Juv-Winnetka	2038077433	184.85			
10-1-5440	Books-Fiction-Juv-Winnetka	2038095208	27.33			
10-1-5440	Books-Fiction-Juv-Winnetka	2038095209	13.49			
10-1-5440	Books-Fiction-Juv-Winnetka	2038095210	45.91			
10-1-5440	Books-Fiction-Juv-Winnetka	2038095211	5.35			
10-1-5440	Books-Fiction-Juv-Winnetka	2038096932	90.47			
10-1-5440	Books-Fiction-Juv-Winnetka	2038101517	103.06			
10-2-5440	Books-Fiction-Juv-Northfield	2038101517	45.74			
10-2-5440	Books-Fiction-Juv-Northfield	2038096932	42.74			
10-2-5440	Books-Fiction-Juv-Northfield	2038095207	49.33			
10-2-5440	Books-Fiction-Juv-Northfield	2038077433	88.70			
10-2-5440	Books-Fiction-Juv-Northfield	2038081469	35.68			
10-2-5440	Books-Fiction-Juv-Northfield	2038083852	100.36			
10-2-5440	Books-Fiction-Juv-Northfield	2038073920	41.22			
10-2-5440	Books-Fiction-Juv-Northfield	2038076802	60.65			
10-0-5120	Library Supplies	2038073011	72.11			
10-0-5120	Library Supplies	2038095904	63.41			
10-0-5120	Library Supplies	2038096932	24.15			
10-0-5120	Library Supplies	2038101517	23.54			
10-0-5120	Library Supplies	2038100665	38.07			
10-0-5120	Library Supplies	2038095914	32.15			
10-0-5120	Library Supplies	2038082090	18.47			
10-0-5120	Library Supplies	2038095207	8.27			
10-0-5120	Library Supplies	2038090092	44.86			
10-0-5120	Library Supplies	2038095211	2.35			

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

March 1, 2024 - March 31, 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5120	Library Supplies	2038095210	5.23			
10-0-5120	Library Supplies	2038095209	2.09			
10-0-5120	Library Supplies	2038095208	4.19			
10-0-5120	Library Supplies	2038083852	22.71			
10-0-5120	Library Supplies	2038081469	20.40			
10-0-5120	Library Supplies	2038073923	5.11			
10-0-5120	Library Supplies	2038073922	2.98			
10-0-5120	Library Supplies	2038080156	31.27			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	2038075048	458.67			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	2038082791	355.75			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	2038089286	486.76			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	2038095904	1,074.26			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	2038072693	813.21			
10-2-5341	Books-Non-Fiction-Adult-Northfield	2038072693	136.72			
10-2-5341	Books-Non-Fiction-Adult-Northfield	2038095904	84.75			
10-2-5341	Books-Non-Fiction-Adult-Northfield	2038089286	179.13			
10-2-5341	Books-Non-Fiction-Adult-Northfield	2038082791	295.66			
10-2-5341	Books-Non-Fiction-Adult-Northfield	2038075048	98.27			
10-0-5120	Library Supplies	2038075597	42.17			
10-0-5120	Library Supplies	2038077433	53.54			
10-0-5120	Library Supplies	2038089286	56.52			
10-0-5120	Library Supplies	2038087259	104.04			
10-0-5120	Library Supplies	2038083137	30.82			
10-0-5120	Library Supplies	2038082791	52.51			
10-0-5120	Library Supplies	2038075048	43.10			
10-0-5120	Library Supplies	2038076802	43.09			
10-0-5120	Library Supplies	2038073920	8.41			
10-0-5120	Library Supplies	2038073921	5.71			
10-0-5120	Library Supplies	2038072693	68.28			
10-1-5340	Books-Fiction-Adult-Winnetka	2038075597	352.81			
10-1-5340	Books-Fiction-Adult-Winnetka	2038080156	290.84			
10-1-5340	Books-Fiction-Adult-Winnetka	2038083137	254.47			
10-1-5340	Books-Fiction-Adult-Winnetka	2038087259	321.29			
10-1-5340	Books-Fiction-Adult-Winnetka	2038090092	274.40			
10-1-5340	Books-Fiction-Adult-Winnetka	2038095914	214.07			
10-1-5340	Books-Fiction-Adult-Winnetka	2038100665	266.48			
10-1-5340	Books-Fiction-Adult-Winnetka	2038073011	598.11			
10-1-5340	Books-Fiction-Adult-Winnetka	2038072693	14.12			
10-1-5441	Books-Non-Fiction-Juv-Winnetka	2038082090	162.66			
10-2-5441	Books-Non-Fiction-Juv-Northfield	2038082090	43.41			

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

March 1, 2024 - March 31, 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-2-5441	Books-Non-Fiction-Juv-Northfield	2038073920	23.07			
10-2-5340	Books-Fiction-Adult-Northfield	2038100665	197.99			
10-2-5340	Books-Fiction-Adult-Northfield	2038095914	81.68			
10-2-5340	Books-Fiction-Adult-Northfield	2038090092	204.52			
10-2-5340	Books-Fiction-Adult-Northfield	2038087259	789.99			
10-2-5340	Books-Fiction-Adult-Northfield	2038083137	84.75			
10-2-5340	Books-Fiction-Adult-Northfield	2038075597	44.60			
10-2-5340	Books-Fiction-Adult-Northfield	2038073011	147.46			
Midwest Tape				18079	03/14/24	<u>1,539.22</u>
10-2-5343	DVDs-Adult-Northfield	505024386	89.97			
10-2-5343	DVDs-Adult-Northfield	505024387	50.98			
10-2-5343	DVDs-Adult-Northfield	505024388	65.82			
10-2-5343	DVDs-Adult-Northfield	505056322	29.99			
10-2-5343	DVDs-Adult-Northfield	505055929	101.93			
10-1-5344	Audio Books-Adult-Winnetka	505055928	42.99			
10-1-5344	Audio Books-Adult-Winnetka	505024309	38.99			
10-1-5344	Audio Books-Adult-Winnetka	505024383	44.99			
10-1-5344	Audio Books-Adult-Winnetka	505024380	47.99			
10-1-5344	Audio Books-Adult-Winnetka	505019349	15.96			
10-0-5120	Library Supplies	505024391	1.99			
10-0-5120	Library Supplies	505024390	11.94			
10-0-5120	Library Supplies	505024389	7.96			
10-0-5120	Library Supplies	505055926	1.99			
10-0-5120	Library Supplies	505055928	1.99			
10-0-5120	Library Supplies	505055929	13.93			
10-0-5120	Library Supplies	505056320	3.98			
10-0-5120	Library Supplies	505024309	1.99			
10-0-5120	Library Supplies	505056323	3.98			
10-0-5120	Library Supplies	505056322	3.98			
10-0-5120	Library Supplies	505056321	25.69			
10-0-5120	Library Supplies	505024382	5.97			
10-0-5120	Library Supplies	505024380	1.99			
10-0-5120	Library Supplies	505024383	1.99			
10-0-5120	Library Supplies	505024384	5.97			
10-0-5120	Library Supplies	505024388	7.96			
10-0-5120	Library Supplies	505024387	3.98			
10-0-5120	Library Supplies	505024386	11.94			
10-0-5120	Library Supplies	505024385	15.92			
10-2-5344	Audio Books-Adult-Northfield	505024382	131.97			
10-2-5344	Audio Books-Adult-Northfield	505055926	42.99			
10-1-5343	DVDs-Adult-Winnetka	505024389	95.96			
10-1-5343	DVDs-Adult-Winnetka	505024390	113.25			
10-1-5343	DVDs-Adult-Winnetka	505024391	29.99			
10-1-5343	DVDs-Adult-Winnetka	505056320	44.98			

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

March 1, 2024 - March 31, 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-1-5343	DVDs-Adult-Winnetka	505056321	190.39			
10-1-5343	DVDs-Adult-Winnetka	505056323	29.99			
10-1-5343	DVDs-Adult-Winnetka	505024384	74.99			
10-1-5343	DVDs-Adult-Winnetka	505024385	119.96			
MERCHANTS DELIVERY SERVICE				18080	03/14/24	<u>525.00</u>
10-0-5138	Delivery Service	MERCHANTS DELIVERY SERVICE	525.00			
ALARM DETECTION SYSTEMS, INC.				18081	03/28/24	<u>638.07</u>
70-0-5758	Alarms & Security	Inv 57525-1108	638.07			
CDW-G				18082	03/28/24	<u>102.79</u>
10-0-5136	Hardware	Inv QC52970	102.79			
DE LAGE LANDEN FINANCIALSVCS.				18083	03/28/24	<u>1,153.15</u>
10-0-5766	Photocopier Leases	Inv 396907	836.91			
10-0-5766	Photocopier Leases	Inv 82197199	316.24			
Ntiva				18084	03/28/24	<u>2,351.91</u>
10-0-5135	LAN Management	Inv 231240	2,351.91			
COMCAST				18085	03/31/24	<u>71.95</u>
10-0-5176	Internet Services	02.11.24 - 03.10.24	71.95			
Webit Services Inc				18086	03/31/24	<u>5,600.00</u>
10-0-5135	LAN Management	Inv 20122	5,600.00			
Peerless Network				18087	03/31/24	<u>41.25</u>
10-1-5175	Telephone - Winnetka	Peerless Network	41.25			
COMCAST				18088	03/31/24	<u>434.45</u>
10-0-5176	Internet Services	02.20.24 - 03.19.24	434.45			
NICOR				18089	03/31/24	<u>434.48</u>
10-2-5174	Natural Gas - Northfield	NICOR	434.48			
NORTH SHORE GAS				18090	03/31/24	<u>946.76</u>
10-1-5174	Natural Gas - Winnetka	NORTH SHORE GAS	946.76			
PITNEY BOWES				18091	03/31/24	<u>100.00</u>
10-0-5123	Postage	PITNEY BOWES	100.00			
VILLAGE OF WINNETKA				18092	03/31/24	<u>1,988.41</u>
10-1-5171	Electricity - Winnetka	VILLAGE OF WINNETKA	71.01			
10-1-5171	Electricity - Winnetka	VILLAGE OF WINNETKA	1,712.69			
10-1-5171	Electricity - Winnetka	VILLAGE OF WINNETKA	-175.20			
10-1-5171	Electricity - Winnetka	VILLAGE OF WINNETKA	37.38			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	98.65			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	57.17			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	26.12			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	18.88			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	2.00			
10-1-5173	Storm Sewer - Winnetka	VILLAGE OF WINNETKA	139.71			
VILLAGE OF NORTHFIELD				18093	03/31/24	<u>45.20</u>
10-2-5172	Water - Northfield	VILLAGE OF NORTHFIELD	45.20			

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

March 1, 2024 - March 31, 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
First Bankcard				18094	03/31/24	<u>15,122.50</u>
10-0-5177	Website/Platform Fees	Dombrowski - Annual Zoom License	149.90			
10-0-5177	Website/Platform Fees	Swenson - Web Hosting	5.00			
10-0-5177	Website/Platform Fees	Swenson - Website backup	0.93			
10-0-5907	Programming - Youth	Morgan - programming, youth-supplies for Valentine's cookie decorating programs	24.95			
10-0-5907	Programming - Youth	Morgan - programming, youth-supplies for Valentine's cookie decorating programs	20.41			
10-0-5907	Programming - Youth	Morgan - refund for tax exempt status	0.45			
10-0-5907	Programming - Youth	First Bankcard	8.97			
10-0-5907	Programming - Youth	Morgan - programming, youth-supplies for Next Stop Library	19.92			
10-0-5907	Programming - Youth	Morgan - programming, youth-supplies for family science, character parties, scavenger hunts	205.06			
10-0-5907	Programming - Youth	Morgan - library supplies-pen w/white ink for switch cartridges	5.30			
10-0-5907	Programming - Youth	Morgan - programming, youth-Next Stop Library and season craft supplies	132.25			
10-0-5907	Programming - Youth	Morgan - programming, youth-supplies for take & make and art explorers	41.02			
10-0-5907	Programming - Youth	Morgan - programming, youth-art explorers and/or art play	16.49			
10-0-5907	Programming - Youth	Karowska - Youth Programming (Nfld)	20.99			
10-0-5907	Programming - Youth	Karowska - Youth Programming	16.99			
10-0-5907	Programming - Youth	Karowska - Youth Programming	20.51			
10-0-5907	Programming - Youth	Karowska - Youth Programming	227.69			
10-0-5907	Programming - Youth	Karowska - Youth Programming	35.00			
10-0-5907	Programming - Youth	Karowska - Youth Programming	-35.98			
10-0-5907	Programming - Youth	Karowska - Youth Programming	-35.98			
10-0-5907	Programming - Youth	Karowska - Youth Programming	41.98			
10-0-5907	Programming - Youth	Karowska - Youth Programming	39.99			
10-0-5907	Programming - Youth	Karowska - Youth Programming	67.04			
10-0-5907	Programming - Youth	Karowska - Youth Programming	214.09			
10-0-5907	Programming - Youth	Karowska - STEAM Kit replacement	20.00			
10-0-5907	Programming - Youth	Karowska - Youth Programming	22.97			
10-0-5907	Programming - Youth	Karowska - Youth Programming	41.98			
10-0-5907	Programming - Youth	Karowska - Youth Programming	49.98			
10-0-5907	Programming - Youth	Karowska - Youth Programming	53.85			
10-1-5440	Books-Fiction-Juv-Winnetka	Karowska - Juv Fic (Picturebook)	19.99			
10-0-5308	Reading Programs	Karowska - Reading Programs - 1000 BBK	57.60			
10-0-5308	Reading Programs	Karowska - Reading Programs WR giftcards	250.00			
10-0-5308	Reading Programs	Karowska - Reading Programs - 1000 BBK	29.98			
10-0-5308	Reading Programs	Quish - Selfie frames for 1000 Books	33.20			
10-0-5719	Board Expenses	Quish - Board nameplate	13.83			
10-0-5719	Board Expenses	Melero - Board Snacks	115.46			
10-0-5721	Promotional	Quish - Bags for Rockstar Reads	206.09			
10-0-5908	Programming - Adult	First Bankcard	200.00			
10-0-5723	PR Supplies	Quish - Department supplies	6.99			
10-0-5723	PR Supplies	Quish - Department supplies	96.07			

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

March 1, 2024 - March 31, 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5723	PR Supplies	Mall - PR supplies	13.99			
10-0-5724	Marketing/Advertising	Quish - Quarterly programming bookmarks	220.98			
10-0-5724	Marketing/Advertising	Quish - Seed Library brochure	131.73			
10-0-5724	Marketing/Advertising	Quish - Business cards for new managers	53.09			
10-0-5731	Memberships	Mall - Professional membership dues	232.00			
10-0-5731	Memberships	Mall - Professional membership dues	15.00			
10-0-5731	Memberships	Mall - Professional membership dues	15.00			
10-0-5731	Memberships	Morgan - membership-renewal of American library association for Amelia Kmiec	215.00			
10-0-5731	Memberships	Karowska - Memberships - T Malinowski	162.00			
10-0-5732	Staff Recognition/Events/Meetings	Dombrowski - New Hire Lunch	56.84			
10-0-5732	Staff Recognition/Events/Meetings	Karowska - Staff Recognition New Staff Welcome party	37.94			
10-0-5732	Staff Recognition/Events/Meetings	Karowska - Staff Recognition New Staff Welcome party	72.90			
10-0-5732	Staff Recognition/Events/Meetings	Dombrowski - Valentine Candy for Team	39.70			
10-0-5732	Staff Recognition/Events/Meetings	Dombrowski - New Hire Coffee	15.00			
10-0-5732	Staff Recognition/Events/Meetings	Dombrowski - New Hire Coffee	12.54			
10-0-5732	Staff Recognition/Events/Meetings	Mall - Supplies for staff event	19.99			
10-0-5732	Staff Recognition/Events/Meetings	Mall - Supplies for staff event	18.69			
10-0-5732	Staff Recognition/Events/Meetings	Volny - Staff Thank You	31.28			
10-0-5910	Studio Maintenance/Repair	Dombrowski - Sewing Machine Maintenance	119.95			
10-0-5910	Studio Maintenance/Repair	Dombrowski - Sewing Machine Maintenance	149.95			
70-0-5725	Janitorial Supplies	Morgan - janitorial supplies-body fluid kits and liquid spill kits for both locations	399.93			
70-0-5725	Janitorial Supplies	Karowska - Janitorial / Cleaning supplies	55.43			
70-0-5725	Janitorial Supplies	Karowska - Janitorial / Cleaning supplies	40.00			
70-0-5750	Landscaping	Dombrowski - Irrigation Annual Hookup	634.50			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Mall - Materials	20.62			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Mall - Materials	22.05			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Mall - Materials	15.99			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Mall - Materials	89.95			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Mall - Materials	12.99			

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

March 1, 2024 - March 31, 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Mall - Materials	14.99			
10-0-5114	Professional Development	Volny - ALA Membership Renewal	123.00			
10-0-5114	Professional Development	Karwowska - Prof Dev - T Malinowski	328.86			
10-0-5114	Professional Development	Karwowska - Prof Dev - M Belk	272.30			
10-0-5114	Professional Development	Karwowska - 33 Prof Dev - T Malinowski	21.38			
10-0-5114	Professional Development	Karwowska - Prof Dev - T Malinowski	29.00			
10-0-5114	Professional Development	Karwowska - Prof Dev - T Malinowski	29.00			
10-0-5120	Library Supplies	Volny - Library Supplies	18.57			
10-0-5120	Library Supplies	Volny - Library Supplies	3.99			
10-0-5120	Library Supplies	Volny - Ice Packs	21.88			
10-0-5120	Library Supplies	Volny - Library Supplies	15.28			
10-0-5120	Library Supplies	Mall - Tech Services supplies	19.99			
10-0-5120	Library Supplies	Morgan - library supplies-laminating sheets	41.58			
10-0-5121	Office Supplies	Morgan - office supplies for Rebecca Ganellen	58.93			
10-0-5121	Office Supplies	Mall - Door hangers	14.28			
10-0-5121	Office Supplies	Mall - Markers for patron use	20.44			
10-0-5121	Office Supplies	Mall - Markers for patron use	33.00			
10-0-5121	Office Supplies	Mall - Graph paper for patron use	9.90			
10-0-5884	Equipment/Furniture	Dombrowski - YS Lego Table	4,737.37			
10-0-5898	Miscellaneous	Mall - Bird food	24.66			
10-0-5898	Miscellaneous	Mall - Bird feeder	24.97			
10-1-5342	Periodicals-Winnetka	Mall - Materials	60.00			
10-0-5124	Hospitality	Dombrowski - January Director's Meeting	47.32			
10-0-5134	Software	Mall - Virtual event hosting	127.97			
10-0-5134	Software	Swenson - Office 365 Entra Licenses	7.20			
10-0-5134	Software	Swenson - Office 365 PowerBI Licenses	30.00			
10-0-5134	Software	Swenson - Office 365 Licenses	192.50			
10-0-5134	Software	Swenson - Acrobat Licenses	180.00			
10-0-5134	Software	Swenson - Acrobat License	60.00			
10-0-5134	Software	Swenson - Adobe Creative Cloud Licenses	295.90			
10-0-5134	Software	Swenson - Basecamp Subscription	1,200.00			
10-0-5906	Programming - Studio	Munoz - Programming Supplies	205.06			
10-0-5906	Programming - Studio	Munoz - Programming Supplies	26.53			
10-0-5906	Programming - Studio	Mall - Studio supplies	46.66			
10-0-5906	Programming - Studio	Mall - Studio supplies	69.94			
10-0-5906	Programming - Studio	Quish - Supplies for Studio program	20.87			
10-0-5906	Programming - Studio	Dombrowski - Studio Program Supplies	3.19			
10-0-5906	Programming - Studio	Dombrowski - Studio Program Supplies	50.32			
10-0-5906	Programming - Studio	Dombrowski - Studio Program Supplies	33.99			
10-0-5906	Programming - Studio	Mall - Studio supplies	14.99			
10-0-5906	Programming - Studio	Mall - Studio supplies	55.76			
10-0-5906	Programming - Studio	Mall - Seed Library supplies	30.00			
10-1-5439	Kits	Karwowska - STEAM Kit return	-19.99			
10-1-5439	Kits	Karwowska - STEAM Kits	100.89			
10-1-5439	Kits	Karwowska - Teen Learn it Kit	50.96			
10-1-5439	Kits	Karwowska - STEAM Kit replacement	35.28			
10-1-5439	Kits	Karwowska - STEAM Kit replacement	69.08			
10-1-5439	Kits	Karwowska - STEAM Kits	96.99			
10-1-5439	Kits	Karwowska - STEAM Kit replacement	14.99			

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

March 1, 2024 - March 31, 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-1-5439	Kits	Karwowska - Early Lit Kit replacement	33.91			
10-1-5439	Kits	Karwowska - Teen Learn it Kit	30.18			
10-1-5439	Kits	Karwowska - Early Lit Kit replacement	7.99			
10-2-5455	Karwowska - Youth Videogames	First Bankcard	49.99			
10-1-5445	Video Games-Juv-Winnetka	Karwowska - Youth Videogames	59.99			
10-1-5445	Video Games-Juv-Winnetka	Karwowska - Youth Videogames	52.49			
10-1-5445	Video Games-Juv-Winnetka	Karwowska - Youth Videogames	49.99			
10-1-5445	Video Games-Juv-Winnetka	Karwowska - Youth Videogames	49.94			
10-1-5445	Video Games-Juv-Winnetka	Karwowska - Youth Videogames	49.94			
10-1-5445	Video Games-Juv-Winnetka	Karwowska - Youth Videogames	84.98			
10-2-5445	Video Games- Juv-Northfield	Karwowska - Youth Videogames	84.98			
10-2-5445	Video Games- Juv-Northfield	Karwowska - Youth Videogames	49.94			
10-2-5445	Video Games- Juv-Northfield	Karwowska - Youth Videogames	49.94			
10-2-5445	Video Games- Juv-Northfield	Karwowska - Youth Videogames	52.49			
10-2-5445	Video Games- Juv-Northfield	Karwowska - Youth Videogames	59.99			

Check List Total 116,773.09



MARCH 2024 DIRECTOR’S REPORT

STAFF UPDATES

Anniversaries: Erin Collins, Adult Services Librarian, 3/14 (8 years); Tom Malinowski, Youth Services Librarian, 3/27 (1 year).

Comings: Debbie Burns, Branch Services Librarian, 3/12; Becca Brunstad, Branch Services Assistant, 3/28.

Goings: Sandy Penn, Studio Specialist, retired after 4 years with the District.

STAFF SHOUT OUTS

- Youth Services Manager Anna submitted a proposal for the 2024 Illinois Library Association (ILA) Conference titled *"Using Books to Build Culture & Connections."*
- Tech Services Supervisor Stephanie submitted a proposal for the 2024 ILA Conference titled *"Seed Libraries are Growing!"*
- Branch Services Librarian Lisa submitted a proposal for the 2024 ILA Conference titled *"Unscripted Engagement: Fostering Partnerships with Local Improvisors."*
- Youth Services Librarian Tom submitted a proposal for the 2024 ILA Conference titled *"Movin' & Groovin': Tips on How a Dance Storytime in Engaging and Fun!"*
- Branch Librarian Amelia sourced over 140 books for the 8th grade decades project. Sunset Ridge Librarian Lauren Gray wrote in an email to Amelia, *"This is AMAZING!! Thank you SO much. I cannot thank you enough for taking the time to organize and request all of these titles for us - you are absolutely the best."*

FINANCES (Target = 75.0% based on 9 months into our fiscal year)

- We are at 104.2% of our expected operating revenues (above budget).
- We are at 62.9% of our budgeted operating expenses (below budget).

PROGRAMMING

Youth

Category	24MAR	23MAR	Mo. % +/-	FY23-24 YTD	FY22-23 YTD	FY % +/-
Programs	50	45	11.11%	456	479	-4.80%
Live Attendees	1,552	1,145	35.55%	13,448	9,821	36.93%
Passive Programming	5,212	2,890	80.35%	38,462	20,426	88.30%

Highlights

Unicorn Party	62 attendees came to our event featuring everything unicorn!
Super Smash Bros. & Mario Kart Racing Tournaments	14 tweens attended a Smash Bros. videogame tournament while 11 of their younger peers later enjoyed their own Mario Kart tournament.
K-9 Reading Buddies of the North Shore	Youth Services Librarian Tom organized a reading session with two therapy dogs, Leo and Sadie. 10 kids had the chance to read to the dogs.

Adults

Category	24MAR	23MAR	Mo. % +/-	FY23-24 YTD	FY22-23 YTD	FY % +/-
Programs	26	22	18.18%	180	173	4.05%
Live Attendees	513	537	-4.47%	4,141	4,182	-0.98%
Recording Attendees	75	470	-84.04%	1,851	2,941	-37.06%

Highlights

96th Academy Awards Preview (V)	Loyola University professor Zbigniew Banas examined this year's nominees and the changing landscape of cinema. 77 people attended.
The History & Sounds of Bagpipes (IP)	J. Kevin Chapman provided a bagpiping demonstration for 32 attendees and explained the regalia, origins, construction, and styles of bagpipes.
Nellie Bly: Around the World in 72 Days with Debra Ann Miller (IP)	Debra Ann Miller portrayed Nellie Bly, a pioneer of investigative journalism. 30 people attended.

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

Studio

Category	24MAR	23MAR	Mo. % +/-	FY23-24 YTD	FY22-23 YTD	FY % +/-
1:1s	198	91	117.58%	2,334	828	181.88%
Programs	11	16	-31.25%	119	117	1.71%
Attendees	77	129	-40.31%	722	826	-12.59%

Highlights

Easter Mugs	10 attendees added custom engraving to personalize an Easter mug.
Bunny Wreath	5 attendees came to the Studio to make a spring-themed paper wreath to decorate their homes for the season.

Community Engagement

Category	24MAR	23MAR	Mo. % +/-	FY23-24 YTD	FY22-23 YTD	FY % +/-
Youth Events	2	2	0.00%	19	21	-9.52%
Adult Events	2	2	0.00%	33	17	94.12%
Family Events	2	2	0.00%	11	16	-31.25%
Total Events	6	6	0.00%	63	54	16.67%
Youth Attendance	27	23	17.39%	524	772	-32.12%
Adult Attendance	22	14	57.14%	688	197	249.24%
Family Attendance	179	197	-9.14%	1,765	1,580	11.71%
Total Attendance	228	234	-2.56%	2,977	2,549	16.79%

Highlights

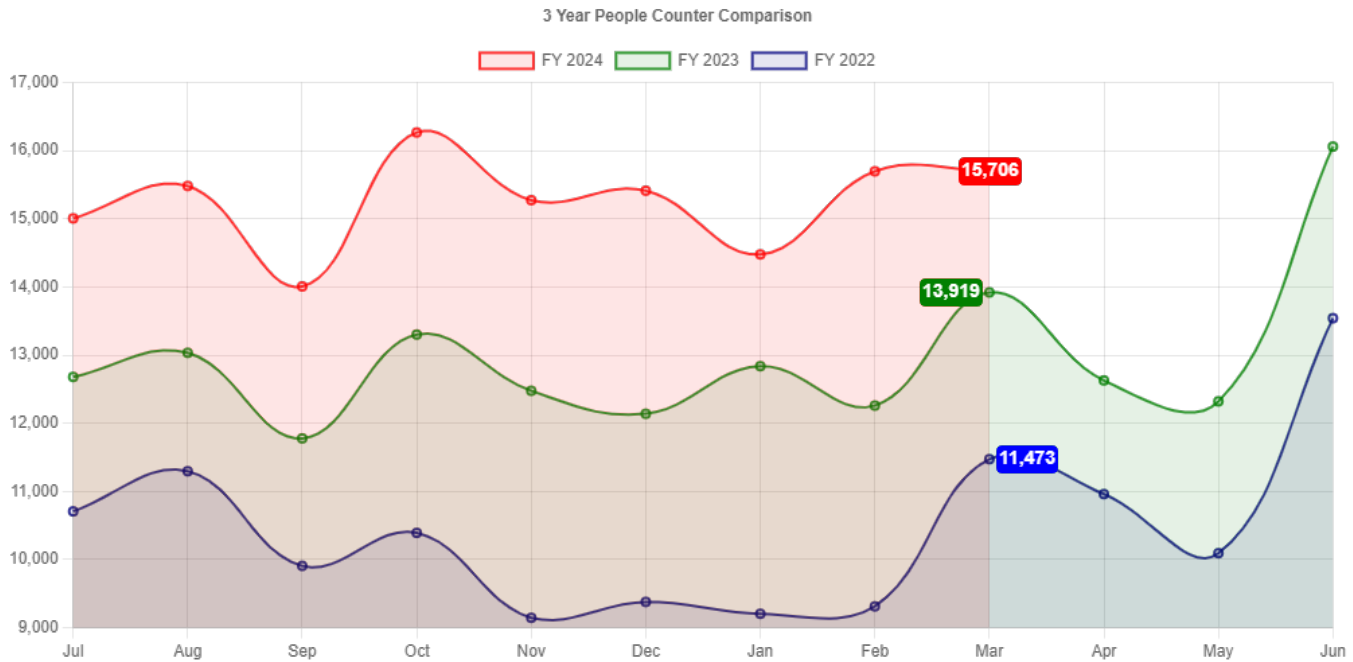
D36 - Greeley School STEM Night (IP)	143 elementary school students and their families participated in STEM learning activities, with WNPLD Youth staff sharing STEM kits and Studio-made crafts.
Eclipse Dome	NASA Solar System Ambassador Sean Fisher-Rohde brought his solar system dome to the NF Park District gym to help 36 attendees learn about the upcoming eclipse.

SERVICES

Visitors

Building	24MAR	23MAR	Mo. % +/-	FY23-24 YTD	FY22-23 YTD	FY % +/-
Winnetka	10,816	9,592	12.76%	95,986	80,713	18.92%
Northfield	4,627	3,888	19.01%	38,751	30,487	27.11%
Total	15,443	13,480	14.56%	134,737	111,200	21.17%
Virtual	263	439	-40.09%	2,580	3,221	-19.90%
Total	15,706	13,919	12.84%	137,317	114,421	20.01%

Note: Closed on 3/31.



Cardholders

Activity	24MAR	23MAR	Mo. % +/-	FY23-24 YTD	FY22-23 YTD	FY % +/-
New Cards	84	105	-20.00%	861	3,221	-7.52%
Community	24MAR	23MAR	Mo. % +/-	24MAR %POP	23MAR %POP	% Change
Winnetka	6,381	6,289	1.46%	50.07%	49.35%	0.01%
Northfield	2,467	2,343	5.29%	42.90%	40.74%	0.02%
Total District	8,848	8,632	2.50%	47.84%	46.67%	0.01%
Kenilworth	405	389	4.11%	16.11%	15.47%	0.01%
Total Library Cards	9,253	9,021	2.57%	44.04%	42.94%	0.01%

Desk Questions

Category	24MAR	23MAR	Mo. % +/-	FY23-24 YTD	FY22-23 YTD	FY % +/-
Adult	2,143	2,160	-0.79%	20,496	18,802	9.01%
Youth	460	487	-5.54%	4,170	5,695	-26.78%
Digital Services	37	164	-77.44%	618	1,323	-53.29%
Total	2,640	2,811	-6.08%	25,284	25,820	-2.08%

TECHNOLOGY

Computer Usage

Location	24MAR	23MAR	Mo. % +/-	FY23-24 YTD	FY22-23 YTD	FY % +/-
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Winnetka	371	472	-21.40%	3,756	3,905	-3.82%
Northfield	240	245	-2.04%	2,000	1,989	0.55%
Total	611	717	-14.78%	5,756	5,894	-2.34%

Hotspot Usage

Location	24MAR	23MAR	Mo. % +/-	FY23-24 YTD	FY22-23 YTD	FY % +/-
Winnetka Sessions	15,984	19,265	-17.03%	175,166	193,776	-9.60%
Northfield Sessions	2,693	4,647	-42.05%	31,719	38,971	-18.61%
Total	18,677	23,912	-21.89%	206,885	232,747	-11.11%
Winnetka Bandwidth	488 GB	649 GB	-24.81%	4,944 GB	4,712 GB	4.92%
Northfield Bandwidth	105 GB	80 GB	31.25%	940 GB	695 GB	35.25%
Total	593 GB	729 GB	-18.66%	5,884 GB	5,407 GB	8.82%

Website Visits

Activity	24MAR	23MAR	Mo. % +/-	FY23-24 YTD	FY22-23 YTD	FY % +/-
Total Visits	13,641	8,521	60.09%	104,653	78,046	34.09%
Unique Visits	9,305	5,479	69.83%	66,008	50,831	29.86%

Note: there was an unusual spike in sessions/users on March 3; these numbers are higher than normal.

MARKETING

Email Subscribers

24MAR	% Cardholders	23MAR	Open Rate	Click Rate
10,645	115.04%	10,659	55%	2%

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

Social Media Activity

Platform	24MAR Impres.	23MAR Impres.	Mo. % +/-	24MAR Reach	23MAR Reach	Mo. % +/-	24MAR Engage.	23MAR Engage.	Mo. % +/-
YouTube	33,251	-	-	1,031	-	-	0	-	-
Facebook	11,075	-	-	10,909	-	-	205	-	-
Instagram	7,234	-	-	546	-	-	185	-	-
Twitter/X	2,490	-	-	0	-	-	250	-	-
LinkedIn	1,370	-	-	838	-	-	1,370	-	-
Total	55,420	-	-	13,324	-	-	2,010	-	-

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	24MAR	23MAR	Mo. % +/-	FY23-24 YTD	FY22-23 YTD	FY % +/-
Winnetka	11,056	10,492	5.38%	94,237	86,768	8.61%
Northfield	3,770	3,624	4.03%	33,901	35,456	-4.39%

Physical Youth (By Location)

Location	24MAR	23MAR	Mo. % +/-	FY23-24 YTD	FY22-23 YTD	FY % +/-
Winnetka	15,160	14,611	3.76%	130,852	125,991	3.86%
Northfield	3,120	3,641	-14.31%	30,009	33,935	-11.57%

Physical Miscellaneous

Lending Type	24MAR	23MAR	Mo. % +/-	FY23-24 YTD	FY22-23 YTD	FY % +/-
Kenilworth Patrons	803	1,149	-30.11%	9,258	9,866	-6.16%
Borrowed from Other Libraries	1,751	2,012	-12.97%	15,800	15,654	0.93%

Physical Adult (By Type)

Material Type	24MAR	23MAR	Mo. % +/-	FY23-24 YTD	FY22-23 YTD	FY % +/-
Books	8,713	8,720	-0.08%	76,573	76,810	-0.31%
Book - Fiction	4,421	4,506	-1.89%	43,048	42,617	1.01%
Book - Nonfiction	4,292	4,214	1.85%	33,525	34,193	-1.95%
Audiobook - CD	214	227	-5.73%	1,842	2,491	-26.05%
Music CD	66	109	-39.45%	808	1,109	-27.14%
Playaway	23	29	-20.69%	241	426	-43.43%
DVD/Blu-Ray	2,908	2,735	6.33%	25,074	24,748	1.32%
Magazine	190	287	-33.80%	1,957	1,938	0.98%
Videogame	25	29	-13.79%	212	260	-18.46%
Computing Device	4	6	-33.33%	53	38	39.47%
Library of Things	29	21	38.10%	213	173	23.12%
Other	276	0	-	595	64	829.69%
Non-CCS ILL	55	43	27.91%	338	342	-1.17%
Sent Out	2,323	1,910	21.62%	20,232	13,824	46.35%
Total	14,826	14,116	5.03%	128,138	122,223	4.84%

Physical Youth (By Type)

Material Type	24MAR	23MAR	Mo. % +/-	FY23-24 YTD	FY22-23 YTD	FY % +/-
Books	12,515	13,492	-7.24%	118,195	120,628	-2.02%
Book - Fiction	10,311	11,173	-7.72%	99,191	102,381	-3.12%
Book - Nonfiction	2,204	2,319	-4.96%	19,004	18,247	4.15%
Audiobook - CD	3	28	-89.29%	37	200	-81.50%
Playaway	223	272	-18.01%	2,042	2,002	2.00%
DVD/Blu-Ray	795	998	-20.34%	6,714	8,963	-25.09%
Videogame	385	231	66.67%	2,533	2,159	17.32%
Computing Device	85	118	-27.97%	593	496	19.56%
Vox Reader	331	284	16.55%	3,325	2,655	25.24%
Youth Kits	71	56	26.79%	622	445	39.78%
Other	15	17	-11.76%	253	377	-32.89%
In House Circulation	3,854	2,754	39.94%	26,524	21,790	21.73%
Total	18,280	18,252	0.15%	160,861	159,926	0.58%

MTD Total Physical Circulation

24MAR Physical Circulation	23MAR Physical Circulation	Net Change
33,106	32,368	2.28%

YTD Total Physical Circulation

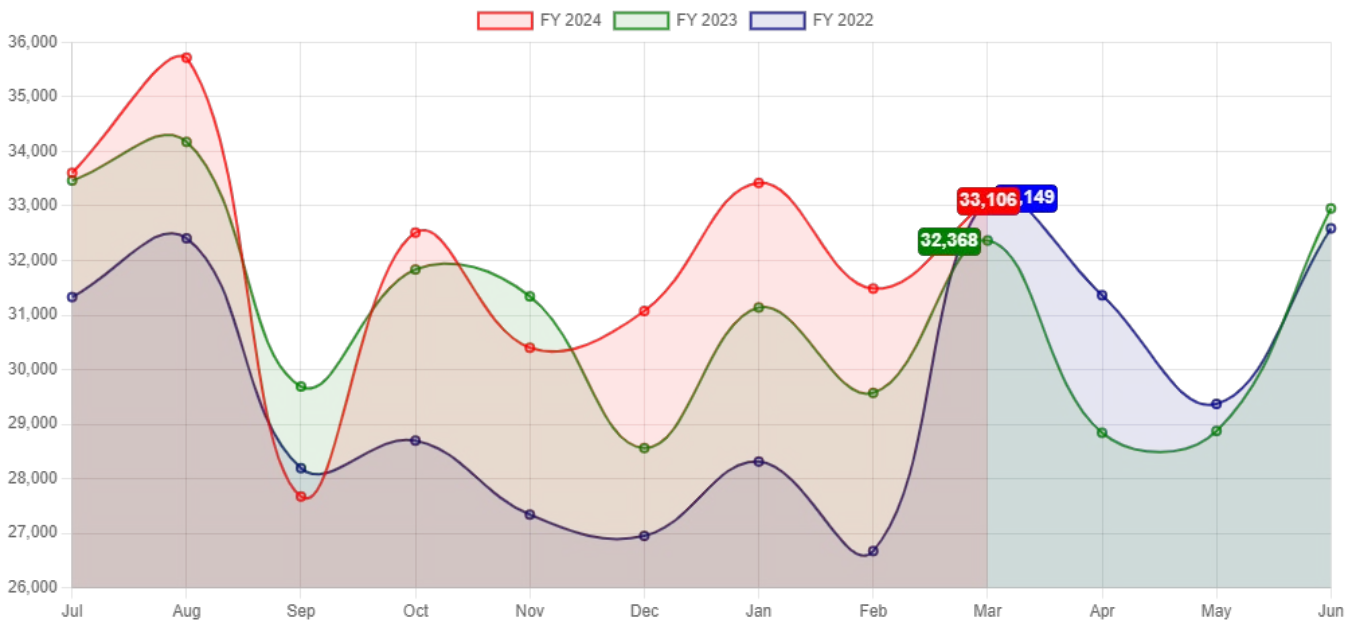
FY23-24 YTD Physical Circulation	FY22-23 YTD Physical Circulation	Net Change

288,999

282,149

2.43%

3 Year Circulation Comparison

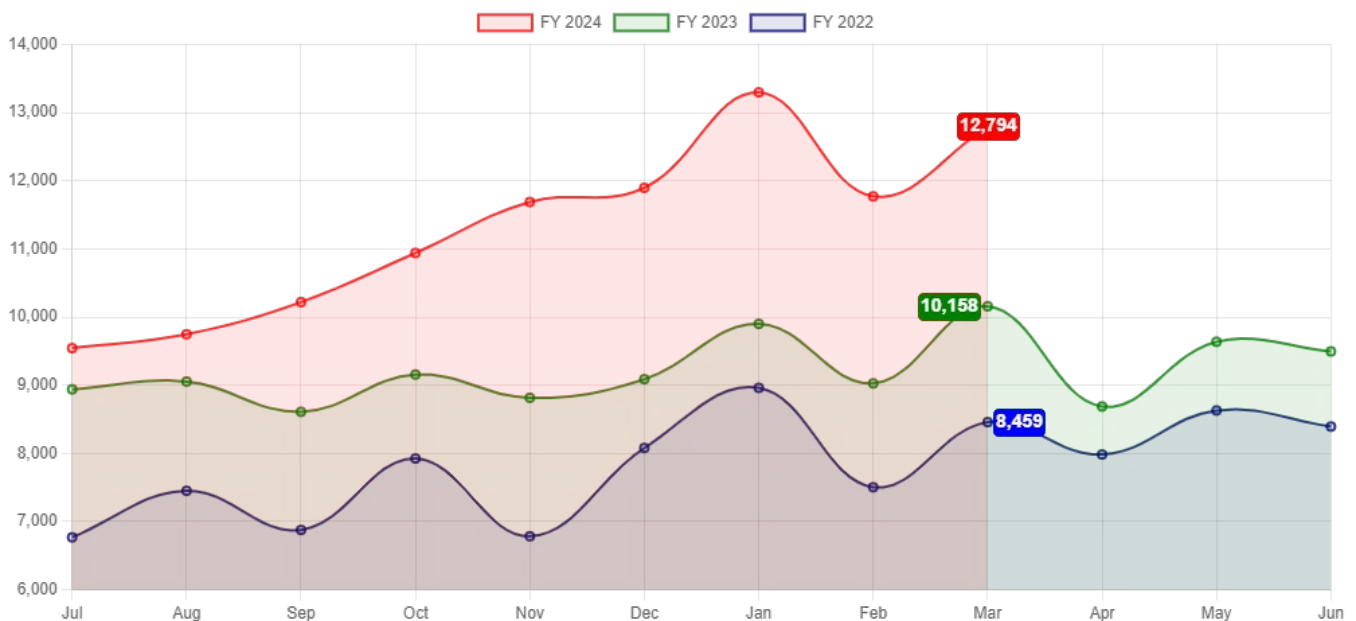


Digital Circulation

Material Type	24MAR	23MAR	Mo. % +/-	FY23-24 YTD	FY22-23 YTD	FY % +/-
eBooks	4,976	4,613	7.87%	42,105	37,316	12.83%
eAudiobooks	4,546	3,579	27.02%	36,285	28,322	28.12%
eMagazines*	2,690	1,441	86.68%	18,627	12,973	43.58%
eVideos	524	446	17.49%	4,447	3,722	19.48%
eMusic	58	79	-26.58%	428	417	2.64%
Total	12,794	10,158	25.95%	101,892	82,750	23.13%

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

3 Year eResource Comparison

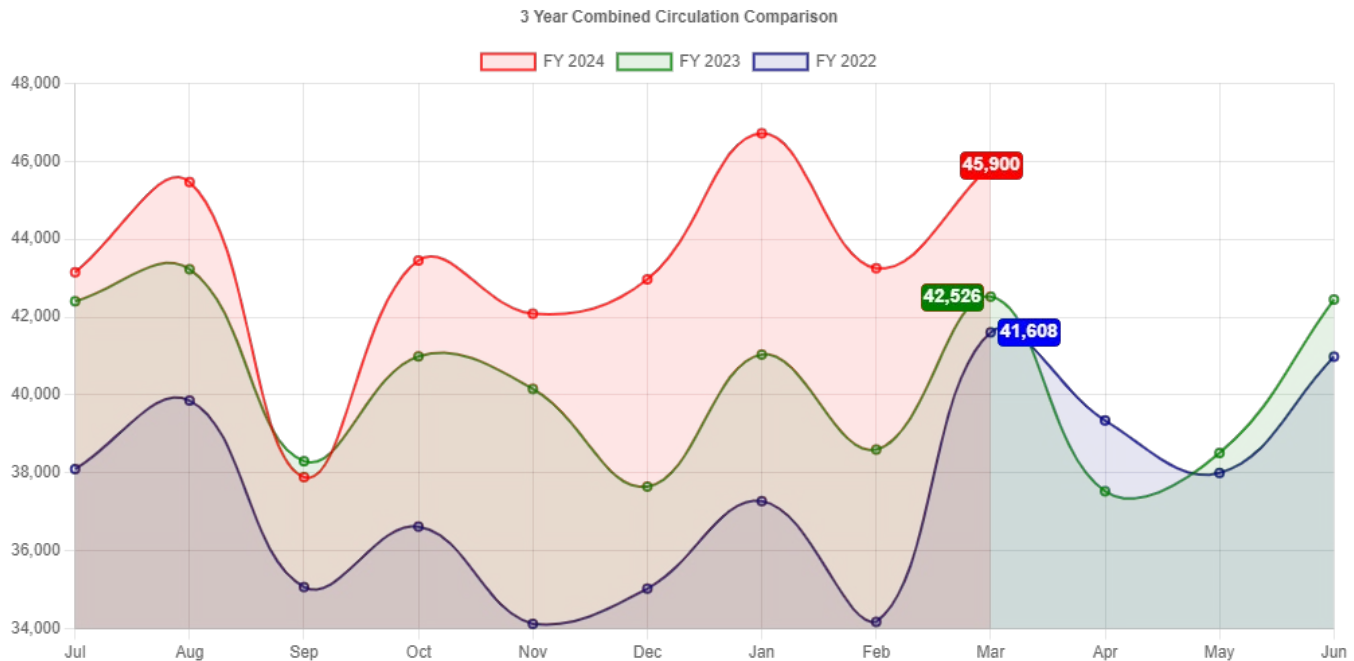


MTD Total District Circulation

24MAR District Circulation	23MAR District Circulation	Net Change
45,900	42,526	7.93%

YTD Total District Circulation

FY23-24 YTD District Circulation	FY22-23 YTD District Circulation	Net Change
390,891	364,900	7.12%



IMPACT STORIES

Branch Services

General Feedback

- A patron came in asking for help communicating with teachers at her child’s high school. She explained to Branch Librarian Rebecca that the school reached out because her child has not been completing their assignments and risks losing a scholarship. The patron was worried that because English isn’t her first language, the school might think she’s “stupid” or that she doesn’t care about her child’s grades. Rebecca shared some information about teenage development and talked through some potential responses to the teacher’s emails with the patron, who was not only grateful for Rebecca’s help but said she felt better about interacting with her daughter’s teachers afterwards.
- A patron was very appreciative of the personalized book suggestions Lisa made for her. She is an avid sports fan, and Lisa showed her the newest books on baseball. “*You guys are so sweet. Being here feels like being home.*” The patron reminisced about going to Cubs games in her youth and shared that she used to attend 20 games a year.
- Patrons are raving about our readers’ advisory and our Community Favorites selection. One said: “*Your staff always has spot on recommendations. I loved this book and the other that was suggested to me. I was actually laughing out loud with this one.*”

- A patron shared what a wonderful time she had at a program recently with her grandson. The program was fantastic and the staff amazingly helpful. *“The library looks better than I’ve ever seen!”*

Feedback for Sit and Knit:

- A patron said she had joined Sit & Knit because when she was receiving chemo for breast cancer, she remembered the hospital having baskets of warm cozy things available for patients and she wanted to learn how to make things to give back to other chemo patients.
- During Sit & Knit, one of the patrons shared that her son (a freshman at New Trier) is dyslexic, and she had really struggled to get him academic accommodations when he was in grade school. Another patron expressed some confusion, so Branch Librarian Lisa (whose sister was a dyslexic student at New Trier) assisted the first patron in explaining how dyslexia works and sharing her family’s experience with special education at New Trier. It was a nice moment of bonding and support for the group.
- *“I’ve been sick, but the kids were asking about knitting so much my husband had to take them in my place.”*

Feedback for Preparing for the Spring Bird Migration:

- *“Tim was fabulous! His knowledge and enthusiasm for birds is amazing. Please keep him coming back for more bird lectures!”*
- *“I really enjoyed this because I’m interested in birds but intimidated about going on bird walks. Went home and followed up with some more research.”*
- *“Wonderful presentation! Enthusiastic & knowledgeable presenter, also very entertaining. Perhaps he has more bird topics he might offer. I feel children would also enjoy the program and benefit from the information. Hope for more!”*

Feedback for Composting with Go Green Northfield:

- *“This event was helpful and motivating. Would love a recycling program focused on plastics.”*
- *“Thank you so much for taking the time to impart your experience and knowledge. It certainly made me think about things I had not considered before. I did check out the village website today to see what options are available to me. For that, I thank you! I hope you do your presentation a few more times and can get more people on board! You’re doing great work!”*

Feedback for Cookie Decorating with Kelly Dull:

- *“Watercolor painting and cookie decorating are my two favorite events. Thank you for offering them!”*
- *“Kelly is a wonderful teacher, and I really enjoyed her classes. Please continue to have her on the schedule.”*

Community Engagement

Feedback from the Eclipse Dome program:

- *“This event was an incredible experience for my sons, ages 7 and 5. Really inspiring. Thanks for the great programming.”*
- *“This was a fantastic event. The teacher did a great job of teaching the kids the basics of the solar system and how eclipses happen. Our whole family loved it!”*

Youth Services

General Feedback

- *“You are creating a sense of community at the library for a wide variety of ages and generations to play and communicate and be together.”*
- *“It’s so exciting to see so many tweens and teens using the library lately!”*

Feedback on collections:

- A patron was thankful that we had early literacy kits for check out. They were babysitting their nephew for the weekend and didn't own any toys, and he had a blast playing with them all weekend!
- One of the adults said that he loved the Magnatiles (STEAM Kit) and was going to buy some for himself after playing with them.

Adult Services

General Feedback

Betsy recently posted a picture of a new book ("Off the Air" by Christina Estes) on X, tagging the author and the library. The author responded saying she was in tears, so happy to see her book on a library shelf for the first time and thanked us for making her day.

Betsy took a call from a former North Shore resident who was looking for a recipe from one of the Ravinia Festival Cookbooks. She was overjoyed when Betsy scanned and emailed the page she needed so she could make a special meal for her family for Easter. She said it brought back wonderful memories.

Feedback for *The Journey of Mollie's War: The Women's Army Corps and WWII*:

- *"Oh just wonderful. A real experience learning all that woman did in the service. Thank you so much!"*
- *"Thank you so much for offering this fascinating and informative program!"*
- *"Will have to add this book to my list."*

Feedback for *The Oscars and Chicago*:

- *"Thank you for continuing with zoom programs. Because I am homebound they are especially important to me and this was interesting and entertaining."*
- *"Interesting program about Oscar awards, its history, and the Chicago connection. Hope we'll see Kelli Marshall back for other fun presentations."*

Feedback for *The Art of Pablo Picasso with Jeff Mishur*:

- *"Thank you, a very interesting presentation, one of your best. Thank you to the library for offering the presentation on zoom and making it accessible."*
- *"Please continue to offer these types of programs in the Arts & Architecture on zoom. Thank you."*
- *"Jeff Mazur is an excellent teacher of the Arts. I learnt new and interesting information about Picasso. Thank you so much it was most enjoyable."*
- *"I'd like to see more contemporary art and photography virtual events."*
- *"More art and music talks please!"*

Feedback for *96th Academy Awards Preview*:

- *"Ziggy Banas is great! I have been a fan of his talks for many years, and he is excellent! Thanks! Looking forward to his next talk! And thank you for making this event possible to all of us at home."*
- *"We have generally been quite pleased with the library events and appreciate being able to watch them virtually."*

Feedback for *Hollywood Goes to Space with Annette Bochenek*:

- *"This was a fun program! I added a couple of films to my wishlist."*
- *"Virtual programing brings conversation and life enriching programs into my home. Prior to Covid I was lonely, depressed and had little outside world contact due to my disability. Virtual programming has allowed me to be a part of the community again and have meaningful conversations on all types of topics thanks to your programing."*

Feedback for Declutter Your Photo Life: *“This was a particularly excellent event, but the few library-hosted events that I have attended so far in the last year have all been very good.”*

Feedback for The History & Sounds of Bagpipes: *“Winnetka library's adult events surpass in interest those of the surrounding libraries.”*

Feedback for Flushing Out the Facts: A History and Overview of the Metropolitan Water Reclamation District of Greater Chicago:

- *“Good presentation on a critically important topic - the care of our most precious resource - water! Thank you for the program.”*
- *“Time well spent enlarging our limited understanding of water reclamation. We want to learn more and hope to visit one of the facilities. Thank you for offering.”*

Feedback for Nellie Bly: Around the World in 72 Days with Debra Ann Miller: *“I have attended three Deb Miller Historical Women presentations. Her research, preparation, and performance of these women, some now rarely spoken of, are superb.”*

Digital Services

- Studio Specialist Dennis helped a patron who was struggling to print from their older iPhone. Dennis helped this patron overcome this technical hurdle; the patron was very grateful for the service provided.
- Studio Specialist Dennis helped a patron digitize a precious radio interview of her WWII veteran father on VHS. Now, this piece of family history and a valuable record of service is safeguarded for future generations.
- Studio Specialist Mikayla welcomed a first-time laser user. The patron mastered the software incredibly quickly and has already returned for multiple projects. This rapid learning curve highlights the supportive environment we foster, where members can learn and create together.

Patron Services

- A former Winnetka resident came in looking for a copy of the book Winnetka 60093: Stories of Our Village by Holly Marihugh. Patron Services Assistant Jeanine McCarthy found the book on our shelf for him. He said the author is a childhood friend of his and he was featured in the book on page 66! He looked through the book with lots of interest and asked for help with making a copy of "his" page, so Jeanine directed him to Adult Services Librarian Molly, who was able to help him get the copies he wanted. He left very happy!
- An 8-year-old patron came in to get their very first library card, and very proudly presented their father's driver's license. After creating her card, she then handed me back her father's drivers' license and told him that he needed to get a library card too. When he protested, she said *“No; you said a library card was very important, you need one as well!”*
- Survey Comments:
 - *You're wonderful!*
 - *Travis G is Emperor*
 - *Xbox Video Games* (which we just added!)

THE WINNETKA-NORTHFIELD PUBLIC LIBRARY DISTRICT
RESOLUTION NO. 2023-2024/4

RESOLUTION DETERMINING RELEASE OF CLOSED SESSION MINUTES

WHEREAS, the Board of Library Trustees met from time to time in closed session for purposes authorized by the Illinois Open Meetings Act; and

WHEREAS, the Board has determined that the minutes of the closed session meetings listed on the attached Schedule A no longer require confidential treatment and should be made available for public inspection; and

WHEREAS, the Board has determined that a need for confidentiality exists as to the minutes from the closed session meetings listed on the attached Schedule B.

NOW, THEREFORE, BE IT RESOLVED as follows:

Section 1: The minutes from the closed session meetings listed on the attached Schedule A are hereby released/available for public inspection.

Section 2: This Resolution is in full force and effect from and after its passage.

Passed by the Board the Board of Library Trustees this 15th day of April, 2024.

Ayes:

Nays:

Absent:

Abstaining:

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

ATTEST:

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

SCHEDULE A

Closed Session Minutes Recommended for Release

Date:
None.



District Closing Dates for FY2024-2025

Independence Day	Friday 7/4/24
End of Summer Party	Sunday 8/24/24
Labor Day Weekend	Sunday 9/2/24 & Monday 9/3/24
Thanksgiving	Thursday 11/28/24 & Friday 11/29/24
Note: Early Closing at 5pm 11/27/24	
Staff Training Day	Thursday 12/5/24
Christmas Eve	Tuesday 12/24/24
Christmas Day	Wednesday 12/25/24
New Year's Eve	Tuesday 12/31/24
New Year's Day	Wednesday 1/1/25
Easter	Sunday 4/20/25
Memorial Day Weekend	Sunday 5/25/25 & Monday 5/26/25
Juneteenth	Thursday 6/19/25

13 paid holidays

DRAFT

Paid Parental Leave Policy

Purpose

At Winnetka-Northfield Public Library District, we are committed to providing a supportive and family-friendly workplace. Our paid parental leave policy aims to allow employees to take the necessary time off to care for and bond with a new child without the stress of financial strain.

Eligibility & Accruals

Full-time staff who have completed at least 12 months of employment are eligible for up to twelve (12) weeks of paid parental leave. Part-time staff who have completed at least 12 months of employment are eligible for up to six (6) weeks of paid parental leave.

Paid parental leave will begin on the first day following the birth, adoption, or placement of the child and accrues on a rolling twelve (12) month basis.

Paid parental leave is provided in addition to existing vacation, sick, and personal time accruals, though vacation and sick time will not accrue while paid parental leave is being used.

Compensation

Paid parental leave time is compensated at the employee's current hourly rate. Payment will be made on regularly scheduled pay dates and standard payroll taxes and deductions will apply.

Approval Process

Employees wishing to use paid parental leave should email the library's Business Manager at least 45 days prior to the expected start date of their leave. The request should include the anticipated start date, return date, and be accompanied by any necessary medical or legal documentation. The Business Manager will notify the employee of the approval dates within two weeks following submission.

**THE BOARD OF TRUSTEES
OF THE WINNETKA-NORTHFIELD PUBLIC LIBRARY DISTRICT
COOK COUNTY, ILLINOIS**

ORDINANCE NO. 2023-2024/4

SCHEDULE OF REGULAR MEETINGS OF THE BOARD OF TRUSTEES
OF THE WINNETKA-NORTHFIELD PUBLIC LIBRARY DISTRICT
COOK COUNTY, ILLINOIS
FOR FISCAL YEAR 2024-2025

WHEREAS, the Illinois Public Library District Act (75 ILCS 16/30-50) requires this Board to establish a regular schedule of meetings at the beginning of the fiscal year, stating the regular dates, times, and places of such meetings; and

WHEREAS, the Illinois Public Library District Act provides that the Secretary of this Board shall maintain at a public place specified by ordinance certified copies of all ordinances, and it is therefore necessary to establish a public place for maintenance of said certified copies;

NOW THEREFORE, BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE WINNETKA-NORTHFIELD PUBLIC LIBRARY DISTRICT, COOK COUNTY, ILLINOIS, that:

Section 1. Unless otherwise changed by this Board pursuant to said statutes, all meetings of this Board shall be held at the Winnetka-Northfield Public Library District, 768 Oak Street, Winnetka, Illinois 60093 or the Northfield Library, 1785 Orchard Lane, Northfield, Illinois 60093, whichever is indicated, at the time of 7:00 p.m.

Section 2. The following is a schedule of the dates of the regular meetings for the 2024-2025 fiscal year:

July 15, 2024	Winnetka	January 22, 2025	Winnetka
August 19, 2024	Winnetka	February 19, 2025	Winnetka
September 16, 2024	Northfield	March 17, 2025	Northfield
October 21, 2024	Winnetka	April 21, 2025	Winnetka
November 18, 2024	Winnetka	May 19, 2025	Winnetka
December 16, 2024	Northfield	June 18, 2025	Northfield

Section 3. Any changes in these regular meeting dates on a temporary or permanent basis shall be according to the aforesaid statutes and with notices as set forth in said statutes. Public notice of this schedule shall be given by posting a copy of the notice at the Winnetka - Northfield Public Library, main library and branch, and a copy of said notice shall be supplied to a newspaper published within the District. This schedule shall be available at the Winnetka - Northfield Public Library District for public inspection throughout the fiscal year.

Section 4. The following public place shall be the repository to which the Secretary of this Board shall maintain certified copies of all ordinances passed by this Board and make such available for public inspection:

Winnetka - Northfield Public Library District
768 Oak Street
Winnetka, Illinois 60093

Section 5. This ordinance shall be in full force and effect from and after its passage and approval, according to law; and any resolutions or ordinances in conflict herewith are hereby repealed; and should any part of this ordinance be adjudged invalid or unconstitutional, such adjudication shall affect only that part of this act specifically covered thereby and shall not affect any other provisions or part of this act.

Passed by the Board of Trustees of the Winnetka-Northfield Public Library District, Cook County, Illinois, on the 18th day of March, 2024 by a vote of:

Ayes:
Nays:
Absent or Not Voting:

STATE OF
ILLINOIS)
) SS
COUNTY OF
COOK)

APPROVED:

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

ATTEST:

Thomas Sundell
Secretary, Board of Library Trustees
Winnetka-Northfield Public Library District
Cook County, Illinois