

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

**THE MEETING WILL BEGIN AT 7:15 PM AND WILL BE HELD AT THE WINNETKA LIBRARY.
INSTRUCTIONS TO JOIN VIRTUALLY POSTED AT WWW.WNPLD.ORG**

AGENDA

Monday, February 19, 2024

- I. Call to Order**
- II. Roll Call**
- III. Public Comments**
- IV. Approval of Minutes**
 - Approval of Minutes of the January 22, 2024 Regular Meeting* (1 min)
- V. Financial Report**
 - January 2024 Financial Statements* (5 mins)
- VI. Library Reports**
 - Director's Report* (10 mins)
 - President's Comments (5 mins)
- VII. Liaisons to Other Organizations – Reports**
 - Winnetka Village (5 mins)
 - Northfield Village (5 mins)
- VIII. Unfinished Business**
 - Update on Northfield Library Renovation Project (15 mins)
- IX. New Business**
 - Introduction of New Staff (5 mins)
- X. Communications**
 - The next regular meeting will be on Monday, March 19th at 7 p.m. at the Northfield Library.
- XI. Public Comments**
- XII. Adjournment**

*Attachments

**WINNETKA-NORTHFIELD PUBLIC LIBRARY DISTRICT
MINUTES OF A REGULAR 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 7:11 p.m. A quorum was present.

II. Roll Call

Present: In-person Trustees Ranjini Shankar, Travis Gosselin, Sarah Munoz, and Matt Kinnich; and Library Director Monica Dombrowski; via Zoom President Melissa Mitchell and Trustee Deborah Vandergrift.

Absent: Trustee Thomas Sundell

Present was library employee Mark Swenson (IT Manager).

III. Public Comments

No public comments.

IV. Approval of Minutes

Approve minutes of the December 11, 2023 regular meeting.

President Mitchell announced approval of the December 11, 2023 Regular Meetings Minutes.

V. Financial Report

Trustee Munoz presented the December 2023 Financial Statement.

VI. Library Reports

Library Director's Report

Director Dombrowski presented the December 2023 Director's Report, which was included in the January 2024 board packet.

Board President's Report

President Mitchell had nothing to report

VII. Liaison Reports

Winnetka Village –

- Trustee Gosselin reported that there will be a return to the discussion of the post office redevelopment project as well as the One Winnetka project that could impact areas surrounding the library. Targeted completion date is January 2025
- Park District has voted to approve funds from multiple sources for the Elder Lane and Centennial Beach projects

Northfield Village – Trustee Kinnich

- The Northfield Village Sidewalk committee met to discuss mid-road crossings
- The Village continues to move forward on the search process for a new village manager
- A new park has been proposed on North side of Willow and could possibly be connected to the bike path that would lead to the library

VIII. Unfinished Business

- *Update and Discussion on Northfield Library Renovation Project*

Trustee Munoz and Director Dombrowski met with the building and engineering team and have identified a few areas that require additional discussion with the village engineering teams. A meeting has been scheduled this week with both teams.

Updated renovation estimates will be provided once architects and staff finalize plans and major elements and get the information to the library's general contractor. The goal is to secure all levels of Village approval on the project by May 2024.

IX. New Business

- *Q2 Strategic Plan Update*

Director Dombrowski provided Q2 update on Strategic plan that indicated good progress towards target goal

- *Assignment of Two Trustees to Review Closed Session Recordings & Summaries*

Matt Kinnich and Ranjini Shankar will review Closed Session Recordings

X. Organizational Meeting of the Board

- *Resolution to Accept a Resignation & Declare a Vacancy*

Resolution was passed to accept the resignation of Deborah Vandergrift and declare a vacancy with all votes in favor

XI. Communications

Final Decennial meeting will be held at the beginning of the regular board meeting on February 19th at 7PM at the Winnetka Library.

The next regular meeting of the board will be held on Monday, February 19th following the conclusion of the Decennial meeting at the Winnetka Library.

XI. Public Comments

Jeffrey Liss commented with ideas for community input on the Northfield renovation plans.

XII. Adjournment

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

The Motion passed on voice vote and President Mitchell adjourned the meeting at 8:13 p.m.

XIII. Return to Open Session

Returning to Open Session at 8:36 P.M.

XIV. 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 8:37 p.m.

Respectfully submitted,

Ranjini Shankar
Board Vice President and Secretary Pro-Tem

_____ Melissa Mitchell, President

_____ Thomas Sundell, Secretary

Winnetka-Northfield Public Library District

All Funds Summary

For the 7 Months Ended January 31, 2024

Prorated Budget Percentage Spent: 58.33%

	<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	2,655,492.58	2,384,065.68	52.37 %	(271,426.90)
IMRF Fund	66,000.00	38,500.00	9,188.72	13.92 %	(29,311.28)
FICA Fund	0.00	0.00	54,084.51	0.00 %	54,084.51
Building Fund	380,000.00	221,666.67	0.00	0.00 %	(221,666.67)
Unemployment Fund	1.00	0.58	0.46	46.00 %	(0.12)
Total Revenues	<u>4,998,274.00</u>	<u>2,915,659.83</u>	<u>2,447,339.37</u>	<u>48.96 %</u>	<u>(468,320.46)</u>
Expenses					
Library Fund	4,552,250.00	2,655,479.17	2,190,212.87	48.11 %	(465,266.30)
IMRF Fund	66,000.00	38,500.00	29,936.57	45.36 %	(8,563.43)
FICA Fund	70,000.00	40,833.33	70,000.00	100.00 %	29,166.67
Building Fund	380,000.00	221,666.67	274,089.25	72.13 %	52,422.58
Unemployment Fund	1.00	0.58	0.00	0.00 %	(0.58)
Special Reserve Fund	<u>5,200,000.00</u>	<u>3,033,333.33</u>	<u>0.00</u>	<u>0.00 %</u>	<u>(3,033,333.33)</u>
Total Expenses	<u>10,268,251.00</u>	<u>5,989,813.08</u>	<u>2,564,238.69</u>	<u>24.97 %</u>	<u>(3,425,574.39)</u>
Total Revenues	4,998,274.00	2,915,659.83	2,447,339.37	48.96 %	(468,320.46)
Total Expenses	<u>10,268,251.00</u>	<u>5,989,813.08</u>	<u>2,564,238.69</u>	<u>24.97 %</u>	<u>3,425,574.39</u>
Excess Revenues less Expenses	<u>(5,269,977.00)</u>	<u>(3,074,153.25)</u>	<u>(116,899.32)</u>	<u>2.22 %</u>	<u>2,957,253.93</u>

Winnetka-Northfield Public Library District

Library Fund Summary

For the 7 Months Ended January 31, 2024

Prorated Budget Percentage Spent: 58.33%

	<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	2,395,668.33	2,057,327.12	50.09 %	(338,341.21)
Replacement Tax	90,000.00	52,500.00	51,527.92	57.25 %	(972.08)
Collections	160,413.00	93,574.25	94,686.48	59.03 %	1,112.23
Materials	5,000.00	2,916.67	4,144.48	82.89 %	1,227.81
Other Income	190,000.00	110,833.33	176,379.68	92.83 %	65,546.35
Total Operating Revenue	<u>4,552,273.00</u>	<u>2,655,492.58</u>	<u>2,384,065.68</u>	<u>52.37 %</u>	<u>(271,426.90)</u>
Operating Expenses					
Personnel	2,496,250.00	1,456,145.83	1,266,379.86	50.73 %	(189,765.97)
Administration	197,750.00	115,354.17	111,632.69	56.45 %	(3,721.48)
Utilities	106,500.00	62,125.00	39,951.09	37.51 %	(22,173.91)
IT Services	375,000.00	218,750.00	224,571.90	59.89 %	5,821.90
Public Relations	51,750.00	30,187.50	29,430.86	56.87 %	(756.64)
Library Materials - Adult	534,500.00	311,791.67	305,234.32	57.11 %	(6,557.35)
Library Materials - Youth	85,000.00	49,583.33	52,047.04	61.23 %	2,463.71
Programs	90,250.00	52,645.83	60,719.33	67.28 %	8,073.50
Capital	615,250.00	358,895.83	100,116.79	16.27 %	(258,779.04)
Total Operating Expenses	<u>4,552,250.00</u>	<u>2,655,479.17</u>	<u>2,190,212.87</u>	<u>48.11 %</u>	<u>(465,266.30)</u>
Total Revenues	4,552,273.00	2,655,492.58	2,384,065.68	52.37 %	(271,426.90)
Total Expenses	4,552,250.00	2,655,479.17	2,190,212.87	48.11 %	(465,266.30)
Excess Revenues less Expenses	<u>23.00</u>	<u>13.41</u>	<u>193,852.81</u>	<u>842,838.30 %</u>	<u>193,839.40</u>

Winnetka-Northfield Public Library District
Statement of Revenues and Expenditures - Modified Cash Basis
For the 7 Months Ended January 31, 2024

Prorated Budget Percentage Spent: 58.33%

	<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	2,395,668.33	2,036,514.00	49.59 %	(359,154.33)
Property Taxes Collections-Liability	0.00	0.00	15,144.46	0.00	15,144.46
Property Taxes Collections-Audit	0.00	0.00	5,668.66	0.00	5,668.66
Replacement Tax	<u>90,000.00</u>	<u>52,500.00</u>	<u>51,527.92</u>	<u>57.25</u>	<u>(972.08)</u>
Total Taxes	<u>4,196,860.00</u>	<u>2,448,168.33</u>	<u>2,108,855.04</u>	<u>50.25 %</u>	<u>(339,313.29)</u>
Collections					
Per Capita Grant	27,250.00	15,895.83	27,280.13	100.11 %	11,384.30
Kenilworth Services	129,663.00	75,636.75	64,831.50	50.00	(10,805.25)
Studio Fees	1,000.00	583.33	630.62	63.06	47.29
Lost/Damaged Mat.	<u>2,500.00</u>	<u>1,458.33</u>	<u>1,944.23</u>	<u>77.77</u>	<u>485.90</u>
Total Collections	<u>160,413.00</u>	<u>93,574.25</u>	<u>94,686.48</u>	<u>59.03 %</u>	<u>1,112.23</u>
Materials					
Copy/Printing	4,000.00	2,333.33	3,623.38	90.58 %	1,290.05
Book Sales	<u>1,000.00</u>	<u>583.33</u>	<u>521.10</u>	<u>52.11</u>	<u>(62.23)</u>
Total Materials	<u>5,000.00</u>	<u>2,916.67</u>	<u>4,144.48</u>	<u>82.89 %</u>	<u>1,227.81</u>
Other Income					
Checking Interest Income	3,500.00	2,041.67	5,256.78	150.19 %	3,215.11
Byline Bank IMA Interest	164,000.00	95,666.67	168,472.83	102.73	72,806.16
Money Market-Interest	2,000.00	1,166.67	1,308.03	65.40	141.36
Misc. Revenue	0.00	0.00	76.89	0.00	76.89
Gift Fund (over \$100)	500.00	291.67	1,000.00	200.00	708.33
Friends Donations	<u>20,000.00</u>	<u>11,666.67</u>	<u>265.15</u>	<u>1.33</u>	<u>(11,401.52)</u>
Total Other Income	<u>190,000.00</u>	<u>110,833.33</u>	<u>176,379.68</u>	<u>92.83 %</u>	<u>65,546.35</u>
Total Revenue	<u>4,552,273.00</u>	<u>2,655,492.58</u>	<u>2,384,065.68</u>	<u>52.37 %</u>	<u>(271,426.90)</u>

Winnetka-Northfield Public Library District

Statement of Revenues and Expenditures - Modified Cash Basis

For the 7 Months Ended January 31, 2024

Prorated Budget Percentage Spent: 58.33%

	Annual Budget	Prorated Budget	Year to Date Actual	% of Budget	Variance vs. Prorated Budget
LIBRARY FUND					
Expenses					
Personnel					
Salaries	2,040,000.00	1,190,000.00	1,092,132.91	53.54 %	(97,867.09)
Health Insurance	335,000.00	195,416.67	148,133.14	44.22	(47,283.53)
Employee Asst. Program	500.00	291.67	0.00	0.00	(291.67)
Professional Development	30,000.00	17,500.00	10,136.58	33.79	(7,363.42)
Flexible Spending Account	750.00	437.50	590.00	78.67	152.50
Payroll Taxes	84,000.00	49,000.00	13,099.64	15.59	(35,900.36)
Staff Recognition/Events/Meetings	6,000.00	3,500.00	2,287.59	38.13	(1,212.41)
Total Personnel	2,496,250.00	1,456,145.83	1,266,379.86	50.73 %	(189,765.97)
Administration					
Audit Fees	12,950.00	7,554.17	12,400.00	95.75 %	4,845.83
Library Supplies	38,000.00	22,166.67	18,342.84	48.27	(3,823.83)
Office Supplies	6,500.00	3,791.67	1,789.28	27.53	(2,002.39)
Breakroom Supplies	4,000.00	2,333.33	2,058.40	51.46	(274.93)
Postage	2,500.00	1,458.33	1,772.49	70.90	314.16
Hospitality	500.00	291.67	0.00	0.00	(291.67)
Accounting and Bookkeeping	24,000.00	14,000.00	11,280.00	47.00	(2,720.00)
Delivery Service	6,000.00	3,500.00	3,212.65	53.54	(287.35)
Payroll Services	9,500.00	5,541.67	5,387.16	56.71	(154.51)
Liability Insurance Costs	33,000.00	19,250.00	32,474.00	98.41	13,224.00
Board Expenses	1,500.00	875.00	165.37	11.02	(709.63)
Memberships	7,000.00	4,083.33	3,441.86	49.17	(641.47)
Legal	30,000.00	17,500.00	3,932.99	13.11	(13,567.01)
Consultants	5,000.00	2,916.67	0.00	0.00	(2,916.67)
Investment Fees	16,800.00	9,800.00	15,358.01	91.42	5,558.01
Miscellaneous	500.00	291.67	17.64	3.53	(274.03)
Total Administration	197,750.00	115,354.17	111,632.69	56.45 %	(3,721.48)
Utilities					
Electricity	42,000.00	24,500.00	23,741.46	56.53 %	(758.54)
Water	9,000.00	5,250.00	2,866.39	31.85	(2,383.61)
Storm Sewer	1,500.00	875.00	798.96	53.26	(76.04)
Natural Gas	13,500.00	7,875.00	3,359.27	24.88	(4,515.73)
Telephone	16,500.00	9,625.00	833.35	5.05	(8,791.65)
Internet Services	24,000.00	14,000.00	8,351.66	34.80	(5,648.34)
Total Utilities	106,500.00	62,125.00	39,951.09	37.51 %	(22,173.91)
Information Technology					
CCS Operating	79,000.00	46,083.33	17,572.17	22.24 %	(28,511.16)
Software	90,000.00	52,500.00	86,313.48	95.90	33,813.48
LAN Management	40,000.00	23,333.33	20,652.87	51.63	(2,680.46)
Hardware	3,000.00	1,750.00	3,455.98	115.20	1,705.98
Website/Platform Fees	100,000.00	58,333.33	57,385.78	57.39	(947.55)
Photocopier Leases	23,000.00	13,416.67	13,210.09	57.44	(206.58)
Computer Equipment	40,000.00	23,333.33	25,981.53	64.95	2,648.20
Total Information Technology	375,000.00	218,750.00	224,571.90	59.89 %	5,821.90

Winnetka-Northfield Public Library District

Statement of Revenues and Expenditures - Modified Cash Basis

For the 7 Months Ended January 31, 2024

Prorated Budget Percentage Spent: 58.33%

	Annual Budget	Prorated Budget	Year to Date Actual	% of Budget	Variance vs. Prorated Budget
LIBRARY FUND					
Public Relations					
Promotional	11,000.00	6,416.67	6,663.74	60.58 %	247.07
Newsletter/Mailers	29,750.00	17,354.17	18,265.47	61.40	911.30
PR Supplies	4,000.00	2,333.33	2,541.72	63.54	208.39
Marketing/Advertising	7,000.00	4,083.33	1,959.93	28.00	(2,123.40)
Total Public Relations	51,750.00	30,187.50	29,430.86	56.87 %	(756.64)
Library Materials - Adult					
Books-Fiction-Adult	85,000.00	49,583.33	42,198.65	49.65 %	(7,384.68)
Books-Non-Fiction-Adult	75,000.00	43,750.00	35,768.42	47.69	(7,981.58)
Periodicals	20,200.00	11,783.33	14,147.72	70.04	2,364.39
DVDs-Adult	25,000.00	14,583.33	11,339.61	45.36	(3,243.72)
Audio Books-Adult	6,500.00	3,791.67	3,295.03	50.69	(496.64)
Books-Digital	255,800.00	149,216.67	143,513.60	56.10	(5,703.07)
Online Database	65,000.00	37,916.67	53,673.90	82.58	15,757.23
Video Games-Adults	2,000.00	1,166.67	1,297.39	64.87	130.72
Total Library Materials - Adult	534,500.00	311,791.67	305,234.32	57.11 %	(6,557.35)
Library Materials - Youth					
Kits	5,000.00	2,916.67	2,711.11	54.22 %	(205.56)
Books-Fiction-Juv	45,000.00	26,250.00	24,944.44	55.43	(1,305.56)
Books-Non-Fiction-Juv	13,000.00	7,583.33	9,687.23	74.52	2,103.90
DVDs-Juv	1,500.00	875.00	563.53	37.57	(311.47)
Audio Books/Talking Books Juv	15,000.00	8,750.00	10,908.14	72.72	2,158.14
Video Games-Juv	5,500.00	3,208.33	3,232.59	58.77	24.26
Total Library Materials - Youth	85,000.00	49,583.33	52,047.04	61.23 %	2,463.71
Programs					
Reading Programs	10,000.00	5,833.33	5,500.33	55.00 %	(333.00)
Programming - Studio	11,750.00	6,854.17	8,072.99	68.71	1,218.82
Programming - Youth	30,000.00	17,500.00	25,805.75	86.02	8,305.75
Programming - Adult	37,500.00	21,875.00	20,460.02	54.56	(1,414.98)
Studio Maintenance/Repair	1,000.00	583.33	880.24	88.02	296.91
Total Programs	90,250.00	52,645.83	60,719.33	67.28 %	8,073.50
Capital					
Capital Outlay	435,250.00	253,895.83	13,371.91	3.07 %	(240,523.92)
Building	155,000.00	90,416.67	72,507.95	46.78	(17,908.72)
Equipment/Furniture	25,000.00	14,583.33	14,236.93	56.95	(346.40)
Total Capital	615,250.00	358,895.83	100,116.79	16.27 %	(258,779.04)
Total Expenses	4,552,250.00	2,655,479.17	2,190,212.87	48.11 %	(465,266.30)
Excess Revenues less Expenses	23.00	13.41	193,852.81	842,838.30 %	193,839.40

Winnetka-Northfield Public Library District
Statement of Revenues and Expenditures - Modified Cash Basis
For the 7 Months Ended January 31, 2024

Prorated Budget Percentage Spent: 58.33%

	<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	221,666.67	0.00	0.00 %	(221,666.67)
Total Revenue	<u>380,000.00</u>	<u>221,666.67</u>	<u>0.00</u>	<u>0.00 %</u>	<u>(221,666.67)</u>
Expenses					
Northfield Lease	69,000.00	40,250.00	39,776.94	57.65 %	(473.06)
Janitorial Supplies	10,800.00	6,300.00	6,001.06	55.57	(298.94)
Snow Removal	9,000.00	5,250.00	1,435.00	15.94	(3,815.00)
Building Appraisal	300.00	175.00	285.00	95.00	110.00
Building Maintenance Service	100,000.00	58,333.33	56,000.00	56.00	(2,333.33)
Elevators	135,000.00	78,750.00	137,124.20	101.57	58,374.20
Landscaping	25,000.00	14,583.33	12,021.61	48.09	(2,561.72)
HVAC	11,200.00	6,533.33	7,088.50	63.29	555.17
Automatic Doors	5,000.00	2,916.67	6,485.32	129.71	3,568.65
Roof	700.00	408.33	366.00	52.29	(42.33)
Alarms & Security	6,000.00	3,500.00	2,536.14	42.27	(963.86)
Equipment	4,000.00	2,333.33	1,895.16	47.38	(438.17)
Plumbing	500.00	291.67	390.42	78.08	98.75
Electrical	1,500.00	875.00	1,500.00	100.00	625.00
Misc Services	2,000.00	1,166.67	1,183.90	59.20	17.23
Total Expenses	<u>380,000.00</u>	<u>221,666.67</u>	<u>274,089.25</u>	<u>72.13 %</u>	<u>52,422.58</u>
Excess Revenues less Expenses	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ (274,089.25)</u>	<u>0.00 %</u>	<u>(274,089.25)</u>
IMRF FUND					
Revenues					
Property Taxes Collections-IMRF	66,000.00	38,500.00	9,188.72	13.92 %	(29,311.28)
Total Revenue	<u>66,000.00</u>	<u>38,500.00</u>	<u>9,188.72</u>	<u>13.92 %</u>	<u>(29,311.28)</u>
Expenses					
IMRF Expenses	66,000.00	38,500.00	29,936.57	45.36 %	(8,563.43)
Total Expenses	<u>66,000.00</u>	<u>38,500.00</u>	<u>29,936.57</u>	<u>45.36 %</u>	<u>(8,563.43)</u>
Excess Revenues less Expenses	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ (20,747.85)</u>	<u>0.00 %</u>	<u>(20,747.85)</u>

Winnetka-Northfield Public Library District
Statement of Revenues and Expenditures - Modified Cash Basis
For the 7 Months Ended January 31, 2024

Prorated Budget Percentage Spent: 58.33%

	<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	54,084.51	0.00 %	54,084.51
Total Revenue	<u>0.00</u>	<u>0.00</u>	<u>54,084.51</u>	<u>0.00 %</u>	<u>54,084.51</u>
Expenses					
FICA	70,000.00	40,833.33	70,000.00	100.00 %	29,166.67
Total Expenses	<u>70,000.00</u>	<u>40,833.33</u>	<u>70,000.00</u>	<u>100.00 %</u>	<u>29,166.67</u>
Excess Revenues less Expenses	<u>\$ (70,000.00)</u>	<u>\$ (40,833.33)</u>	<u>\$ (15,915.49)</u>	<u>22.74 %</u>	<u>24,917.84</u>
UNEMPLOYMENT FUND					
Revenues					
Property Taxes Collections-Unemployment	1.00	0.58	0.46	46.00 %	(0.12)
Total Revenue	<u>1.00</u>	<u>0.58</u>	<u>0.46</u>	<u>46.00 %</u>	<u>(0.12)</u>
Expenses					
Unemployment	1.00	0.58	0.00	0.00 %	(0.58)
Total Expenses	<u>1.00</u>	<u>0.58</u>	<u>0.00</u>	<u>0.00 %</u>	<u>(0.58)</u>
Excess Revenues less Expenses	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.46</u>	<u>0.00 %</u>	<u>0.46</u>

Winnetka-Northfield Public Library District
Statement of Revenues and Expenditures - Modified Cash Basis
For the 7 Months Ended January 31, 2024

Prorated Budget Percentage Spent: 58.33%

	<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	3,033,333.33	0.00	0.00 %	(3,033,333.33)
Total Expenses	<u>5,200,000.00</u>	<u>3,033,333.33</u>	<u>0.00</u>	<u>0.00 %</u>	<u>(3,033,333.33)</u>
Excess Revenues less Expenses	<u>\$ (5,200,000.00)</u>	<u>\$ (3,033,333.33)</u>	<u>\$ 0.00</u>	<u>0.00 %</u>	<u>3,033,333.33</u>

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

January 1, 2024 - January 31, 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Vendor Checks						
Agati, Inc. 10-0-5884	Equipment/Furniture	Inv 19479	4,755.80	4339	01/11/24	<u>4,755.80</u>
Amber Mechanical Contractors Inc. 70-0-5752	HVAC	Inv C016457	1,999.50	4340	01/11/24	<u>1,999.50</u>
Annie Chu 10-0-5906	Programming - Studio	Annie Chu	154.00	4341	01/11/24	<u>163.50</u>
10-0-5906	Programming - Studio	Annie Chu	9.50			
ATA Group, LLP 10-0-5101	Audit Fees	Inv 11823	1,200.00	4342	01/11/24	<u>6,200.00</u>
10-0-5101	Audit Fees	Inv 11803	5,000.00			
Book Stall 10-1-5341	Books-Non-Fiction-Adult-Winnetka	Inv 503831	28.00	4343	01/11/24	<u>307.95</u>
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Inv 503151	24.00			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Inv 503403	20.00			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Inv 502317	28.00			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Inv 487615	20.76			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Inv 487421	24.00			
10-2-5341	Books-Non-Fiction-Adult-Northfield	Inv 499770	22.39			
10-2-5341	Books-Non-Fiction-Adult-Northfield	Inv 503403	20.00			
10-2-5341	Books-Non-Fiction-Adult-Northfield	Inv 503151	24.00			
10-2-5341	Books-Non-Fiction-Adult-Northfield	Inv 500454	28.00			
10-2-5341	Books-Non-Fiction-Adult-Northfield	Inv 486811	28.00			
10-2-5341	Books-Non-Fiction-Adult-Northfield	Inv 469840	15.20			
10-1-5340	Books-Fiction-Adult-Winnetka	Inv 500454	11.20			
10-2-5340	Books-Fiction-Adult-Northfield	iNV 503451	14.40			
Chicago Flooring 10-0-5882	Building	Inv 01957	4,844.00	4344	01/11/24	<u>4,844.00</u>
Chicago Tribune 10-1-5342	Periodicals-Winnetka	Acct 40046140	330.99	4345	01/11/24	<u>330.99</u>
Clarence Goodman 10-0-5908	Programming - Adult	Event Presenter	300.00	4346	01/11/24	<u>300.00</u>
Cupello Mechanical 10-0-5882	Building	Inv 2597	3,370.00	4347	01/11/24	<u>3,370.00</u>
Engberg Anderson, Inc. 10-0-5800	Capital Outlay	Inv 23358401-6	4,469.37	4348	01/11/24	<u>4,469.37</u>

Winnetka-Northfield Public Library District

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All Bank Accounts

January 1, 2024 - January 31, 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Gary Wenstrup 10-0-5908	Programming - Adult	Event Presenter	250.00	4349	01/11/24	<u>250.00</u>
Kim Hiller 10-0-5908	Programming - Adult	Event Presenter	300.00	4350	01/11/24	<u>300.00</u>
Leslie Goddard 10-0-5908	Programming - Adult	Leslie Goddard	300.00	4351	01/11/24	<u>300.00</u>
Library Ideas, LLC 10-1-5444	Audio Books-Juv-Winnetka	Inv 105473	102.00	4352	01/11/24	<u>102.00</u>
Peregrine, Stime, Newman, Ritzman & Bruckner, LTD 10-0-5736	Legal	Inv 62541	2,700.00	4353	01/11/24	<u>2,700.00</u>
Pioneer Press 10-1-5342	Periodicals-Winnetka	Acct 168189160	39.49	4354	01/11/24	<u>39.49</u>
Quench USA, Inc. 10-0-5122	Breakroom Supplies	Inv 06761141	393.54	4355	01/11/24	<u>393.54</u>
Smarty Pants 10-0-5907	Programming - Youth	Event Presenter	550.00	4356	01/11/24	<u>550.00</u>
Technology Management Rev Fund 10-0-5176	Internet Services	Inv T2410741	1,000.00	4357	01/11/24	<u>1,000.00</u>
Tee Jay Service Company, Inc 70-0-5755	Automatic Doors	Inv 203715	1,382.00	4358	01/11/24	<u>1,382.00</u>
Amber Mechanical Contractors Inc. 70-0-5752	HVAC	Inv W35059	990.00	4359	01/25/24	<u>990.00</u>
Annie Chu 10-0-5906	Programming - Studio	Reimbursement	413.58	4360	01/25/24	<u>413.58</u>
Catapult 10-0-5115	Flexible Spending Account	Inv 00142098	300.00	4361	01/25/24	<u>300.00</u>
Chicago Sun-Times 10-1-5342	Periodicals-Winnetka	Acct 179853	834.00	4362	01/25/24	<u>834.00</u>
Colley Elevator Co. 70-0-5749	Elevators	Inv 253677	63,925.60	4363	01/25/24	<u>63,925.60</u>
Cupello Mechanical 10-0-5882	Building	Inv 2597	3,370.00	4364	01/25/24	<u>3,370.00</u>
Greenfield Consulting, LLC 10-0-5908	Programming - Adult	Greenfield Consulting, LLC	75.00	4365	01/25/24	<u>75.00</u>
Jeffrey Marlow 10-0-5908	Programming - Adult	Jeffrey Marlow	350.00	4366	01/25/24	<u>350.00</u>
Neil Bradbury 10-0-5908	Programming - Adult	Neil Bradbury	130.00	4367	01/25/24	<u>130.00</u>

Winnetka-Northfield Public Library District

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All Bank Accounts

January 1, 2024 - January 31, 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Peter Van Nuis 10-0-5908	Programming - Adult	Peter Van Nuis	600.00	4368	01/25/24	<u>600.00</u>
Rock 'n' Kids, inc 10-0-5907	Programming - Youth	Rock 'n' Kids, inc	400.00	4369	01/25/24	<u>400.00</u>
The Book Stall 10-2-5341	Books-Non-Fiction-Adult-Northfield	Inv 505583	28.00	4370	01/25/24	<u>28.00</u>
Valerie Gugala 10-0-5908	Programming - Adult	Valerie Gugala	200.00	4371	01/25/24	<u>200.00</u>
Baker & Taylor 10-0-5120	Library Supplies	2037870294	14.46	17985	01/08/24	<u>26,342.09</u>
10-0-5120	Library Supplies	2037871219	31.07			
10-0-5120	Library Supplies	2037882538	40.13			
10-0-5120	Library Supplies	2037879179	64.34			
10-0-5120	Library Supplies	2037936235	50.11			
10-0-5120	Library Supplies	2037885938	31.02			
10-0-5120	Library Supplies	2037887063	41.64			
10-0-5120	Library Supplies	2037886992	38.72			
10-0-5120	Library Supplies	2037903247	96.76			
10-0-5120	Library Supplies	2037891617	27.51			
10-0-5120	Library Supplies	2037909098	22.80			
10-0-5120	Library Supplies	2037908470	29.48			
10-0-5120	Library Supplies	2037906653	80.20			
10-0-5120	Library Supplies	2037916839	12.57			
10-0-5120	Library Supplies	2037910365	17.29			
10-0-5120	Library Supplies	2037916841	2.10			
10-0-5120	Library Supplies	2037916840	2.10			
10-0-5120	Library Supplies	2037943310	84.95			
10-0-5120	Library Supplies	2037911083	35.81			
10-0-5120	Library Supplies	2037942874	51.21			
10-0-5120	Library Supplies	2037933499	86.69			
10-0-5120	Library Supplies	2037932458	34.11			
10-0-5120	Library Supplies	2037925788	62.13			
10-0-5120	Library Supplies	2037928805	51.44			
10-0-5120	Library Supplies	2037931319	60.73			
10-0-5120	Library Supplies	2037916842	6.34			
10-0-5120	Library Supplies	2037919232	19.58			
10-0-5120	Library Supplies	2037924017	17.09			
10-0-5120	Library Supplies	2037948198	53.56			
10-0-5120	Library Supplies	2037930866	9.40			
10-0-5120	Library Supplies	2037917843	47.82			
10-0-5120	Library Supplies	2037941309	14.03			
10-0-5120	Library Supplies	2037956151	30.64			
10-0-5120	Library Supplies	2037950873	28.99			
10-0-5120	Library Supplies	2037937568	1.11			
10-0-5120	Library Supplies	2037937566	2.00			
10-0-5120	Library Supplies	2037937567	40.78			
10-0-5120	Library Supplies	2037942303	66.33			
10-0-5120	Library Supplies	2037950589	60.88			
10-0-5120	Library Supplies	2037948415	37.30			
10-0-5120	Library Supplies	2037948819	17.07			
10-0-5120	Library Supplies	2037959336	40.07			

Winnetka-Northfield Public Library District

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January 1, 2024 - January 31, 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5120	Library Supplies	2037950024	17.72			
10-0-5120	Library Supplies	2037952871	30.55			
10-0-5120	Library Supplies	2037956317	33.24			
10-0-5120	Library Supplies	2037952872	4.21			
10-0-5120	Library Supplies	2037963335	9.36			
10-0-5120	Library Supplies	2037977957	18.89			
10-0-5120	Library Supplies	2037967633	4.21			
10-0-5120	Library Supplies	2037967634	1.05			
10-0-5120	Library Supplies	2037969973	22.43			
10-0-5120	Library Supplies	2037958951	64.40			
10-0-5120	Library Supplies	2037992724	43.24			
10-0-5120	Library Supplies	2037985526	2.36			
10-0-5120	Library Supplies	2037992068	39.14			
10-0-5120	Library Supplies	2037996858	31.01			
10-0-5120	Library Supplies	2037994479	30.90			
10-0-5120	Library Supplies	2037973462	17.39			
10-0-5120	Library Supplies	2037968260	48.92			
10-0-5120	Library Supplies	2037972921	86.06			
10-0-5120	Library Supplies	2037983906	40.74			
10-0-5120	Library Supplies	2037972897	92.49			
10-0-5120	Library Supplies	2037973653	6.89			
10-0-5120	Library Supplies	2037985524	2.10			
10-0-5120	Library Supplies	2037985525	2.10			
10-0-5120	Library Supplies	2037982879	31.38			
10-0-5120	Library Supplies	2037987815	27.54			
10-0-5120	Library Supplies	2037987865	35.04			
10-0-5120	Library Supplies	2037991695	9.62			
10-0-5120	Library Supplies	2037996664	53.32			
10-0-5120	Library Supplies	2037998691	48.57			
10-0-5120	Library Supplies	2038002256	40.27			
10-0-5120	Library Supplies	2038000864	30.17			
10-1-5441	Books-Non-Fiction-Juv-Winnetka	2037992724	20.89			
10-1-5441	Books-Non-Fiction-Juv-Winnetka	2037991695	69.66			
10-1-5441	Books-Non-Fiction-Juv-Winnetka	2037973462	240.86			
10-1-5441	Books-Non-Fiction-Juv-Winnetka	2037870294	166.53			
10-1-5441	Books-Non-Fiction-Juv-Winnetka	2037885938	90.91			
10-1-5441	Books-Non-Fiction-Juv-Winnetka	2037908470	223.16			
10-1-5441	Books-Non-Fiction-Juv-Winnetka	2037930866	139.20			
10-1-5441	Books-Non-Fiction-Juv-Winnetka	2037948819	26.12			
10-2-5441	Books-Non-Fiction-Juv-Northfield	2037948819	60.46			
10-2-5441	Books-Non-Fiction-Juv-Northfield	2037930866	23.46			
10-2-5441	Books-Non-Fiction-Juv-Northfield	2037908470	77.52			
10-2-5441	Books-Non-Fiction-Juv-Northfield	2037885938	188.16			
10-2-5441	Books-Non-Fiction-Juv-Northfield	2037870294	54.47			
10-2-5441	Books-Non-Fiction-Juv-Northfield	2037973462	24.32			

Winnetka-Northfield Public Library District

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All Bank Accounts

January 1, 2024 - January 31, 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-2-5441	Books-Non-Fiction-Juv-Northfield	2037991695	4.75			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	2037911083	455.64			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	2037932458	380.42			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	2037924017	209.20			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	2037886992	494.77			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	2037887063	544.88			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	2037903247	957.75			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	2037910365	277.55			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	2037917843	392.31			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	2037948415	261.95			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	2037950589	541.59			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	2037942303	795.35			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	2037959336	397.06			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	2037972897	1,215.66			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	2037983906	377.51			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	2037987865	398.17			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	2037992068	471.17			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	2037998691	442.89			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	2037871219	518.64			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	2037882538	403.58			
10-2-5341	Books-Non-Fiction-Adult-Northfield	2037882538	163.94			
10-2-5341	Books-Non-Fiction-Adult-Northfield	2037871219	123.30			
10-2-5341	Books-Non-Fiction-Adult-Northfield	2037998691	108.55			
10-2-5341	Books-Non-Fiction-Adult-Northfield	2037992068	135.17			
10-2-5341	Books-Non-Fiction-Adult-Northfield	2037987865	81.55			
10-2-5341	Books-Non-Fiction-Adult-Northfield	2037983906	86.66			
10-2-5341	Books-Non-Fiction-Adult-Northfield	2037972897	71.87			
10-2-5341	Books-Non-Fiction-Adult-Northfield	2037959336	104.06			
10-2-5341	Books-Non-Fiction-Adult-Northfield	2037950589	147.01			
10-2-5341	Books-Non-Fiction-Adult-Northfield	2037942303	66.59			
10-2-5341	Books-Non-Fiction-Adult-Northfield	2037948415	222.96			
10-2-5341	Books-Non-Fiction-Adult-Northfield	2037903247	299.01			

Winnetka-Northfield Public Library District

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All Bank Accounts

January 1, 2024 - January 31, 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-2-5341	Books-Non-Fiction-Adult-Northfield	2037887063	16.95			
10-2-5341	Books-Non-Fiction-Adult-Northfield	2037886992	84.25			
10-2-5341	Books-Non-Fiction-Adult-Northfield	2037910365	35.31			
10-2-5341	Books-Non-Fiction-Adult-Northfield	2037924017	40.65			
10-2-5341	Books-Non-Fiction-Adult-Northfield	2037932458	15.82			
10-2-5341	Books-Non-Fiction-Adult-Northfield	2037911083	46.92			
10-2-5341	Books-Non-Fiction-Adult-Northfield	2037917843	132.23			
10-2-5344	Audio Books-Adult-Northfield	2037932458	20.80			
10-1-5340	Books-Fiction-Adult-Winnetka	2037931319	629.03			
10-1-5340	Books-Fiction-Adult-Winnetka	2037943310	418.36			
10-1-5340	Books-Fiction-Adult-Winnetka	2037948198	307.97			
10-1-5340	Books-Fiction-Adult-Winnetka	2037950873	165.80			
10-1-5340	Books-Fiction-Adult-Winnetka	2037956151	197.64			
10-1-5340	Books-Fiction-Adult-Winnetka	2037950024	136.46			
10-1-5340	Books-Fiction-Adult-Winnetka	2037977957	152.30			
10-1-5340	Books-Fiction-Adult-Winnetka	2037958951	467.11			
10-1-5340	Books-Fiction-Adult-Winnetka	2037969973	150.06			
10-1-5340	Books-Fiction-Adult-Winnetka	2037982879	148.33			
10-1-5340	Books-Fiction-Adult-Winnetka	2037994479	174.16			
10-1-5340	Books-Fiction-Adult-Winnetka	2037996858	241.41			
10-1-5340	Books-Fiction-Adult-Winnetka	2038000864	243.00			
10-1-5340	Books-Fiction-Adult-Winnetka	2037936235	357.79			
10-2-5340	Books-Fiction-Adult-Northfield	2037996858	114.11			
10-2-5340	Books-Fiction-Adult-Northfield	2037994479	49.07			
10-2-5340	Books-Fiction-Adult-Northfield	2037982879	102.19			
10-2-5340	Books-Fiction-Adult-Northfield	2037969973	116.06			
10-2-5340	Books-Fiction-Adult-Northfield	2037977957	99.43			
10-2-5340	Books-Fiction-Adult-Northfield	2037958951	126.46			
10-2-5340	Books-Fiction-Adult-Northfield	2037950024	42.34			
10-2-5340	Books-Fiction-Adult-Northfield	2037952871	14.24			
10-2-5340	Books-Fiction-Adult-Northfield	2037950873	64.35			
10-2-5340	Books-Fiction-Adult-Northfield	2037956151	185.30			

Winnetka-Northfield Public Library District

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-2-5340	Books-Fiction-Adult-Northfield	2037948198	206.26			
10-2-5340	Books-Fiction-Adult-Northfield	2037943310	417.67			
10-2-5340	Books-Fiction-Adult-Northfield	2037936235	136.09			
10-1-5440	Books-Fiction-Juv-Winnetka	2037879179	144.22			
10-1-5440	Books-Fiction-Juv-Winnetka	2037933499	368.47			
10-1-5440	Books-Fiction-Juv-Winnetka	2037942874	121.41			
10-1-5440	Books-Fiction-Juv-Winnetka	2037925788	352.06			
10-1-5440	Books-Fiction-Juv-Winnetka	2037928805	334.50			
10-1-5440	Books-Fiction-Juv-Winnetka	2037916842	44.22			
10-1-5440	Books-Fiction-Juv-Winnetka	2037919232	81.32			
10-1-5440	Books-Fiction-Juv-Winnetka	2037891617	105.98			
10-1-5440	Books-Fiction-Juv-Winnetka	2037916840	14.24			
10-1-5440	Books-Fiction-Juv-Winnetka	2037916841	14.24			
10-1-5440	Books-Fiction-Juv-Winnetka	2037906653	81.31			
10-1-5440	Books-Fiction-Juv-Winnetka	2037909098	142.24			
10-1-5440	Books-Fiction-Juv-Winnetka	2037937568	14.24			
10-1-5440	Books-Fiction-Juv-Winnetka	2037937567	298.91			
10-1-5440	Books-Fiction-Juv-Winnetka	2037941309	53.47			
10-1-5440	Books-Fiction-Juv-Winnetka	2037952872	28.48			
10-1-5440	Books-Fiction-Juv-Winnetka	2037956317	225.75			
10-1-5440	Books-Fiction-Juv-Winnetka	2037963335	54.76			
10-1-5440	Books-Fiction-Juv-Winnetka	2037967634	11.24			
10-1-5440	Books-Fiction-Juv-Winnetka	2038002256	258.12			
10-1-5440	Books-Fiction-Juv-Winnetka	2037996664	50.54			
10-1-5440	Books-Fiction-Juv-Winnetka	2037985526	5.94			
10-1-5440	Books-Fiction-Juv-Winnetka	2037992724	158.06			
10-1-5440	Books-Fiction-Juv-Winnetka	2037968260	225.22			
10-1-5440	Books-Fiction-Juv-Winnetka	2037972921	246.62			
10-1-5440	Books-Fiction-Juv-Winnetka	2037973653	23.16			
10-1-5440	Books-Fiction-Juv-Winnetka	2037985525	14.24			
10-1-5440	Books-Fiction-Juv-Winnetka	2037987815	60.87			
10-2-5440	Books-Fiction-Juv-Northfield	2037987815	128.43			

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10-2-5440	Books-Fiction-Juv-Northfield	2037985524	14.24			
10-2-5440	Books-Fiction-Juv-Northfield	2037973653	17.86			
10-2-5440	Books-Fiction-Juv-Northfield	2037972921	90.58			
10-2-5440	Books-Fiction-Juv-Northfield	2037968260	98.10			
10-2-5440	Books-Fiction-Juv-Northfield	2037992724	58.47			
10-2-5440	Books-Fiction-Juv-Northfield	2037996664	159.09			
10-2-5440	Books-Fiction-Juv-Northfield	2038002256	47.79			
10-2-5440	Books-Fiction-Juv-Northfield	2037967633	28.48			
10-2-5440	Books-Fiction-Juv-Northfield	2037956317	34.83			
10-2-5440	Books-Fiction-Juv-Northfield	2037963335	11.29			
10-2-5440	Books-Fiction-Juv-Northfield	2037952871	205.59			
10-2-5440	Books-Fiction-Juv-Northfield	2037930866	3.56			
10-2-5440	Books-Fiction-Juv-Northfield	2037937566	9.03			
10-2-5440	Books-Fiction-Juv-Northfield	2037941309	17.27			
10-2-5440	Books-Fiction-Juv-Northfield	2037909098	30.91			
10-2-5440	Books-Fiction-Juv-Northfield	2037916839	82.68			
10-2-5440	Books-Fiction-Juv-Northfield	2037891617	20.21			
10-2-5440	Books-Fiction-Juv-Northfield	2037906653	351.83			
10-2-5440	Books-Fiction-Juv-Northfield	2037885938	2.97			
10-2-5440	Books-Fiction-Juv-Northfield	2037919232	38.33			
10-2-5440	Books-Fiction-Juv-Northfield	2037925788	67.98			
10-2-5440	Books-Fiction-Juv-Northfield	2037942874	194.53			
10-2-5440	Books-Fiction-Juv-Northfield	2037879179	193.39			
Midwest Tape				17986	01/08/24	<u>2,932.19</u>
10-2-5343	DVDs-Adult-Northfield	504782626	95.20			
10-2-5343	DVDs-Adult-Northfield	504782627	116.45			
10-2-5343	DVDs-Adult-Northfield	504748307	34.48			
10-2-5343	DVDs-Adult-Northfield	504748306	70.47			
10-2-5343	DVDs-Adult-Northfield	504748247	22.49			
10-2-5343	DVDs-Adult-Northfield	504712406	19.49			
10-2-5343	DVDs-Adult-Northfield	504712404	29.99			
10-2-5343	DVDs-Adult-Northfield	504696309	41.23			
10-2-5343	DVDs-Adult-Northfield	504696307	78.72			
10-2-5343	DVDs-Adult-Northfield	504808269	29.99			
10-2-5343	DVDs-Adult-Northfield	504808330	22.49			
10-2-5343	DVDs-Adult-Northfield	504808332	45.73			
10-1-5344	Audio Books-Adult-Winnetka	504808331	44.99			

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10-1-5344	Audio Books-Adult-Winnetka	504712400	89.98			
10-1-5344	Audio Books-Adult-Winnetka	504712402	39.99			
10-1-5344	Audio Books-Adult-Winnetka	504712403	44.99			
10-1-5344	Audio Books-Adult-Winnetka	504748248	39.99			
10-1-5344	Audio Books-Adult-Winnetka	504808262	32.99			
10-0-5120	Library Supplies	504696307	5.97			
10-0-5120	Library Supplies	504696308	27.68			
10-0-5120	Library Supplies	504808335	19.72			
10-0-5120	Library Supplies	504808334	1.99			
10-0-5120	Library Supplies	504808333	1.99			
10-0-5120	Library Supplies	504808265	1.99			
10-0-5120	Library Supplies	504808264	3.98			
10-0-5120	Library Supplies	504808268	3.98			
10-0-5120	Library Supplies	504808267	1.99			
10-0-5120	Library Supplies	504808331	1.99			
10-0-5120	Library Supplies	504808332	3.98			
10-0-5120	Library Supplies	504808330	1.99			
10-0-5120	Library Supplies	504808269	1.99			
10-0-5120	Library Supplies	504748305	1.99			
10-0-5120	Library Supplies	504748306	9.95			
10-0-5120	Library Supplies	504748304	1.99			
10-0-5120	Library Supplies	504748303	1.99			
10-0-5120	Library Supplies	504748307	3.98			
10-0-5120	Library Supplies	504748308	13.93			
10-0-5120	Library Supplies	504748310	1.99			
10-0-5120	Library Supplies	504748309	5.97			
10-0-5120	Library Supplies	504808262	1.99			
10-0-5120	Library Supplies	504808263	5.97			
10-0-5120	Library Supplies	504808261	1.99			
10-0-5120	Library Supplies	504782751	1.99			
10-0-5120	Library Supplies	504782627	11.94			
10-0-5120	Library Supplies	504782626	9.95			
10-0-5120	Library Supplies	504782629	29.85			
10-0-5120	Library Supplies	504782628	23.88			
10-0-5120	Library Supplies	504748302	1.99			
10-0-5120	Library Supplies	504748301	1.99			
10-0-5120	Library Supplies	504748300	1.99			
10-0-5120	Library Supplies	504748248	1.99			
10-0-5120	Library Supplies	504748247	1.99			
10-0-5120	Library Supplies	504748246	3.98			
10-0-5120	Library Supplies	504748245	3.98			
10-0-5120	Library Supplies	504712407	7.78			
10-0-5120	Library Supplies	504712403	1.99			
10-0-5120	Library Supplies	504712404	3.98			
10-0-5120	Library Supplies	504712406	5.79			
10-0-5120	Library Supplies	504712405	3.98			
10-0-5120	Library Supplies	504712402	1.99			
10-0-5120	Library Supplies	504712400	3.98			
10-0-5120	Library Supplies	504696309	3.98			
10-0-5120	Library Supplies	504696821	5.97			
10-2-5344	Audio Books-Adult-Northfield	504808265	31.99			
10-1-5343	DVDs-Adult-Winnetka	504808333	14.39			

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-1-5343	DVDs-Adult-Winnetka	504808334	20.99			
10-1-5343	DVDs-Adult-Winnetka	504808335	80.17			
10-1-5343	DVDs-Adult-Winnetka	504808264	48.73			
10-1-5343	DVDs-Adult-Winnetka	504808267	29.99			
10-1-5343	DVDs-Adult-Winnetka	504808268	45.73			
10-1-5343	DVDs-Adult-Winnetka	504696308	269.13			
10-1-5343	DVDs-Adult-Winnetka	504696821	89.97			
10-1-5343	DVDs-Adult-Winnetka	504712405	29.99			
10-1-5343	DVDs-Adult-Winnetka	504712407	38.23			
10-1-5343	DVDs-Adult-Winnetka	504748245	43.48			
10-1-5343	DVDs-Adult-Winnetka	504748246	57.98			
10-1-5343	DVDs-Adult-Winnetka	504748308	130.45			
10-1-5343	DVDs-Adult-Winnetka	504748309	67.47			
10-1-5343	DVDs-Adult-Winnetka	504748310	11.24			
10-1-5343	DVDs-Adult-Winnetka	504782628	241.38			
10-1-5343	DVDs-Adult-Winnetka	504782629	261.89			
10-1-5343	DVDs-Adult-Winnetka	504782751	22.49			
10-1-5343	DVDs-Adult-Winnetka	504808261	18.74			
10-1-5343	DVDs-Adult-Winnetka	504808263	52.47			
10-1-5443	DVDs-Juv-Winnetka	504748303	29.99			
10-1-5443	DVDs-Juv-Winnetka	504748300	23.24			
10-1-5443	DVDs-Juv-Winnetka	504748301	29.99			
10-1-5443	DVDs-Juv-Winnetka	504748302	23.24			
10-2-5443	DVDs-Juv-Northfield	504748304	23.24			
10-2-5443	DVDs-Juv-Northfield	504748305	29.99			
CDW-G				17987	01/08/24	<u>287.26</u>
10-0-5136	Hardware	Inv NQ28465	167.92			
10-0-5136	Hardware	Inv NP75995	119.34			
QUILL CORPORATION				17988	01/08/24	<u>260.95</u>
10-0-5120	Library Supplies	Inv 36168967	137.79			
10-0-5122	Breakroom Supplies	Inv 36186080	123.16			
Warehouse Direct				17989	01/08/24	<u>684.47</u>
70-0-5725	Janitorial Supplies	Inv 5630894-0	684.47			
Today's Business Solutions INC				17990	01/08/24	<u>20.52</u>
10-0-5134	Software	Inv 112723-231	20.52			
RAILS				17991	01/08/24	<u>516.00</u>
10-1-5346	Online Database - Winnetka	Inv 11872	516.00			
VILLAGE OF NORTHFIELD				18004	01/18/24	<u>5,682.42</u>
70-2-5159	Northfield Lease	Inv 124LIB	5,682.42			
MERCHANTS DELIVERY SERVICE				18005	01/18/24	<u>500.00</u>
10-0-5138	Delivery Service	12/2023	500.00			
QUILL CORPORATION				18006	01/18/24	<u>65.10</u>
10-0-5122	Breakroom Supplies	Inv 36314009	65.10			
Lauterbach & Amen, LLP				18007	01/18/24	<u>1,725.00</u>
10-0-5131	Accounting and Bookkeeping	Inv 86461	1,725.00			

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Warehouse Direct				18008	01/18/24	<u>267.20</u>
70-0-5725	Janitorial Supplies	Inv 5626695-0	50.00			
70-0-5725	Janitorial Supplies	Inv 5636320-0	217.20			
DD Facility Services				18009	01/18/24	<u>13,826.06</u>
70-0-5748	Building Maintenance Service	Inv 0718-0027	8,000.00			
10-0-5882	Building	Inv 0718-0026	5,510.64			
70-0-5783	Plumbing	Inv 0718-0028	315.42			
OVERDRIVE INC.				18010	01/18/24	<u>17,339.82</u>
10-1-5345	Books-Digital-Winnetka	Inv 01018CP23463430	11,985.20			
10-1-5345	Books-Digital-Winnetka	Inv 01018MA23465795	4,828.14			
10-1-5345	Books-Digital-Winnetka	Inv 01018MA23463454	526.48			
HOOPLA (MIDWEST TAPE)				18011	01/18/24	<u>2,260.37</u>
10-1-5345	Books-Digital-Winnetka	Inv 504858403	2,260.37			
Kanopy				18012	01/18/24	<u>795.00</u>
10-1-5345	Books-Digital-Winnetka	Inv 381013- PPU	795.00			
RAILS				18013	01/18/24	<u>201.17</u>
10-0-5134	Software	Inv 11898	201.17			
Ntiva				18014	01/18/24	<u>2,951.91</u>
10-0-5135	LAN Management	Inv 226394	2,951.91			
VILLAGE OF WINNETKA				18015	01/18/24	<u>29,079.59</u>
10-0-5111	Health Insurance	Inv 2024-00000001	29,079.59			
VOGUE PRINTERS				18016	01/18/24	<u>4,749.00</u>
10-0-5722	Newsletter/Mailers	Inv 21656	4,749.00			
BIBLIOTHECA, LLC				18017	01/18/24	<u>2,766.67</u>
10-0-5884	Equipment/Furniture	Inv US68681	2,766.67			
First Bankcard				18024	01/31/24	<u>10,938.51</u>
10-0-5723	PR Supplies	Quish - Department supplies	95.09			
10-0-5723	PR Supplies	Morgan - outreach - Northfield Park District winter fest	10.49			
10-0-5724	Marketing/Advertising	Quish - Reorder bus. cards for Karwowska	30.90			
10-0-5724	Marketing/Advertising	Quish - Bookmarks or NF hours	176.36			
10-0-5731	Memberships	Swenson - ILA Membership	200.00			
10-0-5731	Memberships	Morgan - professional membership - KF	15.00			
10-0-5731	Memberships	Morgan - professional membership - Sydney Clark	166.00			
70-0-5725	Janitorial Supplies	Morgan - janitorial supplies-magic eraser	10.96			
10-0-5732	Staff Recognition/Events/Meetings	Dombrowski - Accidental Charge - Reimbursed Library	4.22			
10-0-5732	Staff Recognition/Events/Meetings	White - Staff Birthday/Work Anniversary Lunch	490.62			
10-1-5441	Books-Non-Fiction-Juv-Winnetka	Karwowska - Juv NF book	4.78			

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10-0-5114	Professional Development	Dombrowski - Mdombrowski PLA Registration	612.00			
10-0-5114	Professional Development	Karwowska - Prof. Development	179.31			
10-0-5114	Professional Development	Mall - Professional development course	46.61			
10-0-5114	Professional Development	Morgan - conference-PLA 2024 for Sydney Clark	347.00			
10-0-5120	Library Supplies	Volny - Front Desk Supplies	87.49			
10-0-5120	Library Supplies	Morgan - library supplies-Menorah	26.99			
10-0-5120	Library Supplies	Morgan - library supplies - delivery bags	95.77			
10-0-5120	Library Supplies	Morgan - library supplies - delivery bags	24.99			
10-0-5120	Library Supplies	Mall - Tech Services supplies	9.75			
10-0-5120	Library Supplies	Karwowska - Library Supplies	-22.99			
10-0-5120	Library Supplies	Karwowska - Library Supplies	-79.99			
10-0-5882	Building	White - Security Camera Stickers for Doors	13.14			
10-0-5882	Building	Dombrowski - Refund- Bathroom Faucet	-249.00			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Mall - Materials	39.93			
10-0-5120	Library Supplies	Karwowska - Library supplies - first aid restock	35.72			
10-0-5120	Library Supplies	Karwowska - Library supplies	22.99			
10-0-5120	Library Supplies	Karwowska - Library Supplies	79.99			
10-0-5121	Office Supplies	Karwowska - Office supplies	15.67			
10-0-5121	Office Supplies	Mall - Mailing labels	28.16			
10-0-5121	Office Supplies	Morgan - office supplies-file folder	9.80			
10-0-5121	Office Supplies	Morgan - office supplies-paper for Tul notebooks	17.48			
10-0-5121	Office Supplies	Morgan - office supplies-hole punchers, markers	43.86			
10-0-5121	Office Supplies	Volny - Workroom Supplies	64.31			
10-0-5121	Office Supplies	White - Interoffice Envelopes	37.46			
10-1-5342	Periodicals-Winnetka	Mall - Materials	103.49			
10-1-5340	Books-Fiction-Adult-Winnetka	Mall - Materials	121.74			
10-1-5445	Video Games-Juv-Winnetka	Karwowska - Youth Videogames	44.95			
10-1-5445	Video Games-Juv-Winnetka	Karwowska - Youth Videogames	38.99			
10-1-5445	Video Games-Juv-Winnetka	Karwowska - Youth Videogames	39.97			
10-1-5445	Video Games-Juv-Winnetka	Karwowska - Youth Videogames	49.99			
10-2-5445	Video Games- Juv-Northfield	Karwowska - Youth Videogames	49.99			
10-2-5445	Video Games- Juv-Northfield	Karwowska - Youth Videogames	39.97			
10-2-5445	Video Games- Juv-Northfield	Karwowska - Youth Videogames	38.99			
10-2-5445	Video Games- Juv-Northfield	Karwowska - Youth Videogames	44.95			
10-0-5134	Software	White - WhenIWork Scheduling Software	90.00			
10-0-5134	Software	Swenson - Video hosting for board meetings	84.00			
10-0-5134	Software	Swenson - Creative Cloud Licenses	295.90			
10-0-5134	Software	Swenson - Entra admin licenses	7.20			
10-0-5134	Software	Swenson - Power BI licenses	30.00			
10-0-5134	Software	Swenson - Office 365 licenses	192.50			

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10-0-5134	Software	Mall - Virtual event hosting	127.97			
10-0-5906	Programming - Studio	Kline - Silhouette Cameo 5	329.99			
10-0-5906	Programming - Studio	Kline - Rainbow Filament	21.99			
10-0-5906	Programming - Studio	Kline - Tiles and Sharpies	38.58			
10-0-5906	Programming - Studio	Kline - Permanent Vinyl	19.62			
10-0-5906	Programming - Studio	Kline - Acrylic Sheets for Laser	254.36			
10-0-5906	Programming - Studio	Kline - Starbond	21.99			
10-0-5906	Programming - Studio	Kline - Adhesive Transfer Tape	42.85			
10-0-5906	Programming - Studio	Kline - Tiles for Program	79.96			
10-0-5906	Programming - Studio	Kline - Telescope Knob Replacement	12.89			
10-0-5906	Programming - Studio	Kline - Adhesive and Gorilla Tape	20.60			
10-0-5906	Programming - Studio	Kline - Stabilizer Replacement	62.85			
10-0-5906	Programming - Studio	Kline - Initial Stabilizer Order	79.48			
10-0-5906	Programming - Studio	Kline - Bone Folders	36.87			
10-0-5906	Programming - Studio	Kline - Stabilizer Replacement	46.94			
10-0-5906	Programming - Studio	Kline - Acrylic Sheets for Laser	88.17			
10-0-5906	Programming - Studio	Kline - Scrapbook Adhesives	36.17			
10-0-5906	Programming - Studio	Kline - Grommet Kit	18.99			
10-0-5906	Programming - Studio	Kline - Wood Planks for Laser	167.88			
10-1-5347	Adult Videogames	Mall - Materials	24.19			
10-1-5347	Adult Videogames	Mall - Materials	19.97			
10-1-5347	Adult Videogames	Mall - Materials	126.97			
10-1-5347	Adult Videogames	Mall - Materials	58.99			
10-1-5347	Adult Videogames	Mall - Materials	110.00			
10-1-5347	Adult Videogames	Mall - Materials	563.87			
10-1-5347	Adult Videogames	Mall - Materials	49.99			
10-1-5347	Adult Videogames	Mall - Materials	35.00			
10-2-5347	Adult Videogames	Mall - Materials	29.99			
10-2-5347	Adult Videogames	Mall - Materials	49.99			
10-2-5347	Adult Videogames	Mall - Materials	34.99			
10-2-5347	Adult Videogames	Mall - Materials	35.00			
10-2-5347	Adult Videogames	Mall - Materials	49.99			
10-2-5347	Adult Videogames	Mall - Materials	58.99			
10-0-5907	Programming - Youth	Karowska - Youth Programming	16.99			
10-0-5907	Programming - Youth	Karowska - Youth Programming	139.99			
10-0-5907	Programming - Youth	Karowska - Youth programming	44.85			
10-0-5907	Programming - Youth	Karowska - Youth Programming	53.97			
10-0-5907	Programming - Youth	Karowska - Youth Programming	41.58			
10-0-5907	Programming - Youth	Karowska - Youth Programming	192.34			
10-0-5907	Programming - Youth	Karowska - Youth Programming	281.96			
10-0-5907	Programming - Youth	Karowska - Youth Programming	83.90			
10-0-5907	Programming - Youth	Karowska - Youth Programming	351.30			
10-0-5907	Programming - Youth	Karowska - Youth Programming	13.47			
10-0-5907	Programming - Youth	Karowska - Youth Programming	15.98			
10-0-5907	Programming - Youth	Karowska - Youth Programming	8.99			
10-0-5907	Programming - Youth	Karowska - Youth Programming	62.18			
10-0-5907	Programming - Youth	Karowska - Youth Programming	30.03			
10-0-5907	Programming - Youth	Karowska - Youth Programming	59.53			
10-0-5907	Programming - Youth	Karowska - Youth Programming	66.85			
10-0-5907	Programming - Youth	Morgan - youth programming supplies-scavenger hunt prizes	46.98			
10-0-5907	Programming - Youth	Morgan - youth programming-Miss Dawn Marie \$200/event x 4	800.00			
10-0-5907	Programming - Youth	Morgan - youth programming supplies-after-school program	73.70			
10-0-5907	Programming - Youth	Morgan - youth programming supplies-counter for scavenger hunts	25.99			

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10-0-5907	Programming - Youth	Morgan - youth programming supplies-valentine's program & cardstock	270.02			
10-0-5907	Programming - Youth	Morgan - youth programming supplies-counting chips, make & take supplies, ducks for scavenger hunt	58.87			
10-0-5907	Programming - Youth	Karowska - Youth Programming	77.97			
10-0-5908	Programming - Adult	Morgan - adult programming-blind date with a book	19.28			
10-0-5908	Programming - Adult	Morgan - coupon	-1.91			
10-0-5908	Programming - Adult	Mall - Programming supplies (Great Decisions series, beginning 1/31)	838.39			
10-1-5439	Kits	Karowska - Kits - teen kit items	36.86			
10-1-5439	Kits	Karowska - Kits - early literacy replacements	47.15			
10-0-5177	Website/Platform Fees	Swenson - Script server hosting	5.00			
10-0-5177	Website/Platform Fees	Swenson - Script server backup	0.49			
10-0-5308	Reading Programs	Quish - 1000 Books Prizes (plastic cups)	408.44			
10-0-5719	Board Expenses	Dombrowski - MMitchell Baby Gift	47.80			
Peerless Network				18025	01/31/24	<u>82.28</u>
10-1-5175	Telephone - Winnetka	Peerless Network	41.14			
10-1-5175	Telephone - Winnetka	Peerless Network	41.14			
COMCAST				18026	01/31/24	<u>71.95</u>
10-0-5176	Internet Services	01.11.24 - 02.10.24	71.95			
NATIONWIDE RETIREMENT SOLUTIONS				18027	01/31/24	<u>1,475.00</u>
10-0-2040	457 withholding	NATIONWIDE RETIREMENT SOLUTIONS	1,475.00			
NATIONWIDE RETIREMENT SOLUTIONS				18028	01/31/24	<u>1,475.00</u>
10-0-2040	457 withholding	NATIONWIDE RETIREMENT SOLUTIONS	1,475.00			
COMCAST				18029	01/31/24	<u>431.45</u>
10-0-5176	Internet Services	12.20.23 - 01.19.24	431.45			
NICOR				18030	01/31/24	<u>177.52</u>
10-2-5174	Natural Gas - Northfield	10.23.23 - 11.21.23	177.52			
PITNEY BOWES				18031	01/31/24	<u>100.00</u>
10-0-5123	Postage	Jan 2024	100.00			
NORTH SHORE GAS				18032	01/31/24	<u>1,213.70</u>
10-1-5174	Natural Gas - Winnetka	11.18.23 - 12.21.23	1,213.70			
VILLAGE OF WINNETKA				18033	01/31/24	<u>2,087.01</u>
10-1-5171	Electricity - Winnetka	VILLAGE OF WINNETKA	1,822.04			
10-1-5171	Electricity - Winnetka	VILLAGE OF WINNETKA	-226.80			
10-1-5171	Electricity - Winnetka	VILLAGE OF WINNETKA	48.38			
10-1-5171	Electricity - Winnetka	VILLAGE OF WINNETKA	65.15			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	33.98			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	2.00			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	91.77			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	92.92			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	24.41			
10-1-5173	Storm Sewer - Winnetka	VILLAGE OF WINNETKA	133.16			

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

January 1, 2024 - January 31, 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
VILLAGE OF NORTHFIELD 10-2-5172	Water - Northfield	VILLAGE OF NORTHFIELD	45.20	18034	01/31/24	<u>45.20</u>
					Check List Total	<u><u>236,724.73</u></u>



JANUARY 2024 DIRECTOR’S REPORT

STAFF UPDATES

Anniversaries: Betsy Griebenow, Adult Services Assistant, 8 years (1/4); Nancy Stern, Branch Services Page, 8 years (1/4), Stephanie Gonzalez Diaz, Branch Services Sub, 4 years (1/6).

Comings:

- Laura Munoz joined us on 2/7 as our new Digital Services Manager! Laura comes to us most recently from Steger-South Chicago Heights Library in Steger where she is the Head of Adult Services.
- Luvia Melero joined us on 2/16 as our new Business Manager! Luvia comes to us from the healthcare industry, most recently from Dimensions Living in Prospect Heights where she was the Director of HR.

STAFF SHOUT OUTS & NEWS

- We had two staff members submit proposals for this year’s ILA Conference. Youth Services Librarian Tom proposed a session on his dance storytimes (with another possible on youth graphic novels), and Youth Services Manager Anna proposed a session on using books to build culture and connections in conjunction with Wilmette and Glencoe libraries. We may have a few other staff submitting proposals as well.
- Winter Reading was a HUGE success with 368 participants, more than 100 more than last year! Of those, 46% were children, 44% were adults, and 10% were teens.
- Our newest addition to the Library of Things is a seed library, where patrons can check out seeds to grow plants in their home gardens.

FINANCES (Target = 58.3% based on 7 months into our fiscal year)

- We are at 52.37% of our expected operating revenues (below budget).
- We are at 47.82% of our budgeted operating expenses (below budget).

PROGRAMMING

Youth

Category	24JAN	23JAN	Mo. % +/-	FY23-24 YTD	FY22-23 YTD	FY % +/-
Programs	49	55	-10.91%	353	373	-5.36%
Live Attendees	1,414	1,332	6.16%	10,338	7,290	41.81%
Passive Programming	4,780	2,938	62.70%	28,868	14,662	96.89%

Highlights

Art Play: Shapes	10 kids worked on motor skills and learned about color theory by dipping foam blocks in paint and decorating paper plates to take home.
Sensory Shenanigans	41 patrons came to Northfield to participate in organized messy activities focused on fostering fine and gross motor skills.
Glow Party	14 tweens came to do a glow-in-the-dark scavenger hunt through the library and make glow-in-the-dark crafts.

Adults

Category	24JAN	23JAN	Mo. % +/-	FY23-24 YTD	FY22-23 YTD	FY % +/-
Programs	24	13	84.62%	127	129	-1.55%
Live Attendees	640	420	52.38%	3,082	420	0.69%
Recording Attendees	145	678	-78.61%	1,542	1,783	-13.52%

Highlights

Sit & Knit (IP)	19 patrons—ranging in skill level—came to the Northfield Library for Librarian Lisa’s new drop-in knitting program.
Reflections on the News with Michael Lev (V)	31 patrons heard from the former Chicago Tribune foreign correspondent and editor about his career in journalism and how a changing news business impacts our world today.
Electric Vehicle Buyer's Guide (V)	The Citizens Utility Board (CUB) shared valuable tips and tricks to become a more informed and savvy EV shopper for 85 attendees.

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

Studio

Category	24JAN	23JAN	Mo. % +/-	FY23-24 YTD	FY22-23 YTD	FY % +/-
1:1s	198	78	153.85%	1,892	647	192.43%
Programs	14	11	27.27%	98	91	7.69%
Attendees	74	93	-20.43%	583	603	-3.32%

Highlights

Cosmic Wreath	7 patrons joined us to make paper wreaths with galactic vibes and details that made them shine in the dark.
Speakeasy Champagne Flutes	6 patrons participated in an engraving project covering two different 20’s styles and hand painting techniques.

Community Engagement

Category	24JAN	23JAN	Mo. % +/-	FY23-24 YTD	FY22-23 YTD	FY % +/-
Youth Events	1	2	-50.00%	15	17	-11.76%
Adult Events	3	3	0.00%	27	13	107.69%
Family Events	1	-	-	9	14	-35.71%
Total Events	5	5	0.00%	51	44	15.91%
Youth Attendance	14	151	-90.73%	471	719	-34.49%
Adult Attendance	83	74	12.16%	569	169	236.69%
Family Attendance	161	-	-	1,586	1,383	14.68%
Total Attendance	258	225	14.67%	2,626	2,271	15.63%

Highlights

Cardboard Design Experience (IP @ Sears School)	160 children & their families built cardboard forts & structures. In partnership with Alliance for Early Childhood & the Sears School.
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Best Books of 2023 (IP @ The Book Stall)

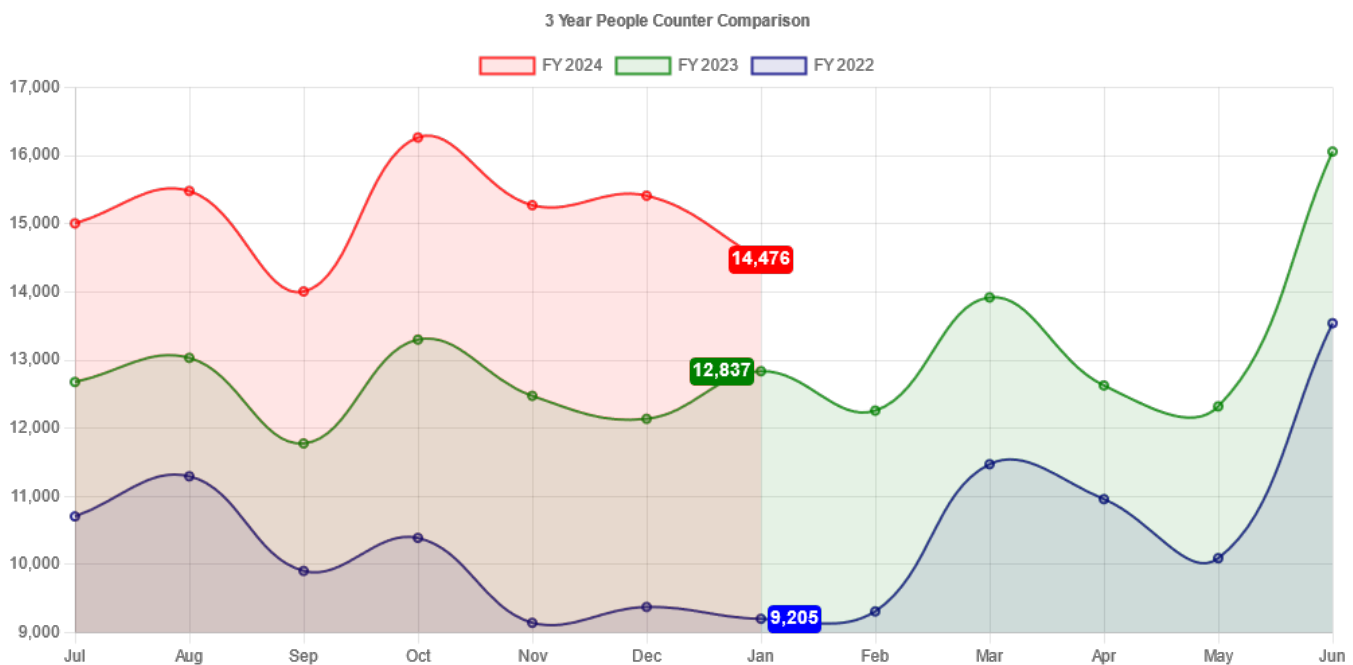
63 attendees came to listen to WNPLD & Book Stall staff share info about their favorite reads from 2023.

SERVICES

Visitors

Building	24JAN	23JAN	Mo. % +/-	FY23-24 YTD	FY22-23 YTD	FY % +/-
Winnetka	9,578	9,152	4.65%	74,137	62,543	18.54%
Northfield	4,438	3,354	32.32%	29,782	23,351	27.54%
Total	14,016	12,506	12.07%	103,919	85,894	20.99%
Virtual	460	331	38.97%	1,997	2,349	-14.99%
Total	14,476	12,837	12.77%	105,916	88,243	20.03%

Note: Closed on 1/1 for the holiday and 1/12 for the snow/ice storm.



Cardholders

Activity	24JAN	23JAN	Mo. % +/-	FY23-24 YTD	FY22-23 YTD	FY % +/-
New Cards	96	92	4.35%	711	2,349	-1.80%
Community	24JAN	23JAN	Mo. % +/-	24JAN %POP	23JAN %POP	% Change
Winnetka	6,465	6,309	2.47%	50.73%	49.51%	0.01%
Northfield	2,295	2,347	-2.22%	39.91%	40.81%	-0.01%
Total District	8,760	8,656	1.20%	47.36%	46.80%	0.01%
Kenilworth	337	395	-14.68%	13.40%	15.71%	-0.02%
Total Cards	9,097	9,051	0.51%	43.30%	43.08%	0.01%

Desk Questions

Category	24JAN	23JAN	Mo. % +/-	FY23-24 YTD	FY22-23 YTD	FY % +/-
Adult	2,235	2,113	5.77%	16,049	14,553	10.28%

Youth	433	773	-43.98%	3,278	4,712	-30.43%
Digital Services	40	130	-69.23%	509	1,039	-51.01%
Total	2,708	3,016	-10.21%	19,836	20,304	-2.30%

TECHNOLOGY

Computer Usage

Location	24JAN	23JAN	Mo. % +/-	FY23-24 YTD	FY22-23 YTD	FY % +/-
Winnetka	296	427	-30.68%	3,039	3,023	0.53%
Northfield	202	223	-9.42%	1,538	1,529	0.59%
Total	498	650	-23.38%	4,577	4,552	0.55%

Hotspot Usage

Location	24JAN	23JAN	Mo. % +/-	FY23-24 YTD	FY22-23 YTD	FY % +/-
Winnetka Sessions	12,678	17,902	-29.18%	142,391	155,524	-8.44%
Northfield Sessions	2,604	4,655	-44.06%	27,099	29,880	-9.31%
Total	15,282	22,557	-32.25%	169,490	185,404	-8.58%
Winnetka Bandwidth	399 GB	519 GB	-23.24%	4,012 GB	3,508 GB	14.35%
Northfield Bandwidth	97 GB	87 GB	11.17%	723 GB	533 GB	35.68%
Total	496 GB	606 GB	-18.28%	4,735 GB	4,042 GB	17.17%

Website Visits

Activity	24JAN	23JAN	Mo. % +/-	FY23-24 YTD	FY22-23 YTD	FY % +/-
Total Visits	13,636	9,429	44.62%	78,853	61,092	29.07%
Unique Visits	8,651	6,090	42.05%	49,193	39,889	23.32%

MARKETING

Email Subscribers

24JAN	% Cardholders	23JAN	Open Rate	Click Rate
10,684	117.45%	10,515	56%	2%

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

Social Media Activity

Platform	24JAN Impres.	23JAN Impres.	Mo. % +/-	24JAN Reach	23JAN Reach	Mo. % +/-	24JAN Engage.	23JAN Engage.	Mo. % +/-
YouTube	44,424	-	-	1,117	-	-	0	-	-
Facebook	6,140	-	-	5,933	-	-	96	-	-
Instagram	10,947	-	-	687	-	-	253	-	-
Twitter/X	24,785	-	-	0	-	-	189	-	-
LinkedIn	471	-	-	199	-	-	29	-	-
Total	86,767	-	-	7,936	-	-	567	-	-

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	24JAN	23JAN	Mo. % +/-	FY23-24 YTD	FY22-23 YTD	FY % +/-
Winnetka	11,364	10,315	10.17%	72,884	67,093	8.63%
Northfield	3,777	3,764	0.35%	26,542	28,475	-6.79%

Physical Youth (By Location)

Location	24JAN	23JAN	Mo. % +/-	FY23-24 YTD	FY22-23 YTD	FY % +/-
Winnetka	14,952	13,717	9.00%	101,122	97,654	3.55%
Northfield	3,330	3,343	-0.39%	23,860	26,987	-11.59%

Physical Miscellaneous

Lending Type	24JAN	23JAN	Mo. % +/-	FY23-24 YTD	FY22-23 YTD	FY % +/-
Kenilworth Patrons	863	1,047	-17.57%	7,682	7,692	-0.13%
Borrowed from Other Libraries	1,834	1,939	-5.42%	12,263	11,830	3.66%

Physical Adult (By Type)

Material Type	24JAN	23JAN	Mo. % +/-	FY23-24 YTD	FY22-23 YTD	FY % +/-
Books	8,530	8,542	-0.14%	59,984	60,274	-0.48%
Book - Fiction	4,559	4,602	-0.93%	34,461	34,087	1.10%
Book - Nonfiction	3,971	3,940	0.79%	25,523	26,187	-2.54%
Audiobook - CD	150	237	-36.71%	1,444	2,076	-30.44%
Music CD	105	73	43.84%	628	894	-29.75%
Playaway	25	35	-28.57%	190	361	-47.37%
DVD/Blu-Ray	3,271	2,958	10.58%	19,430	19,585	-0.79%
Magazine	186	229	-18.78%	1,583	1,432	10.54%
Videogame	37	47	-21.28%	158	208	-24.04%
Computing Device	9	5	80.00%	41	28	46.43%
Library of Things	22	25	-12.00%	156	139	12.23%
Other	6	0	-	27	64	-57.81%
Non-CCS ILL	57	44	29.55%	239	258	-7.36%
Sent Out	2,743	1,884	45.59%	15,546	10,248	51.70%
Total	15,141	14,079	7.54%	99,426	95,567	4.04%

Physical Youth (By Type)

Material Type	24JAN	23JAN	Mo. % +/-	FY23-24 YTD	FY22-23 YTD	FY % +/-
Books	12,637	12,516	0.97%	93,114	94,558	-1.53%
Book - Fiction	10,518	10,577	-0.56%	78,457	80,641	-2.71%
Book - Nonfiction	2,119	1,939	9.28%	14,657	13,917	5.32%
Audiobook - CD	2	14	-85.71%	32	149	-78.52%
Playaway	183	155	18.06%	1,659	1,559	6.41%
DVD/Blu-Ray	649	958	-32.25%	5,369	7,058	-23.93%
Videogame	334	268	24.63%	1,830	1,639	11.65%
Computing Device	44	71	-38.03%	437	288	51.74%

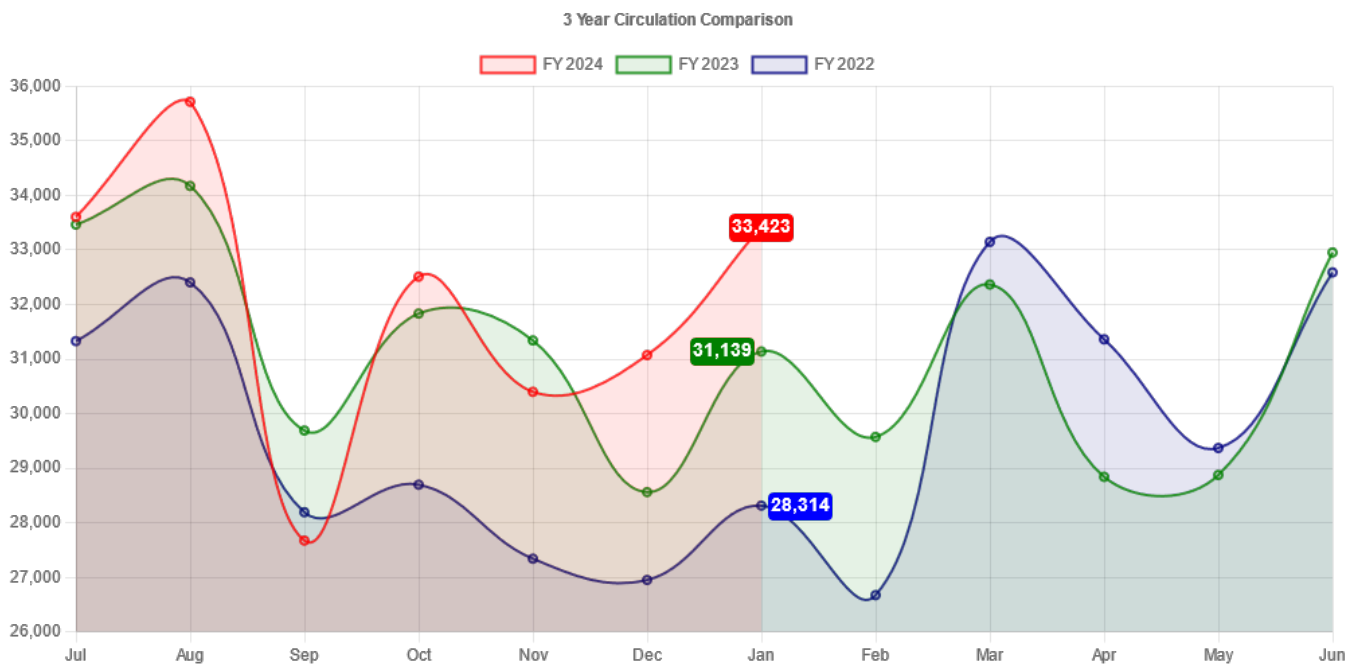
Vox Reader	525	324	62.04%	2,605	2,057	26.64%
Youth Kits	83	58	43.10%	486	329	47.72%
Other	20	42	-52.38%	215	319	-32.60%
In House Circulation	3,801	2,639	44.03%	19,226	16,478	16.68%
Total	18,282	17,060	7.16%	124,982	124,641	0.27%

MTD Total Physical Circulation

24JAN Physical Circulation	23JAN Physical Circulation	Net Change
33,423	31,139	7.33%

YTD Total Physical Circulation

FY23-24 YTD Physical Circulation	FY22-23 YTD Physical Circulation	Net Change
224,408	220,208	1.91%

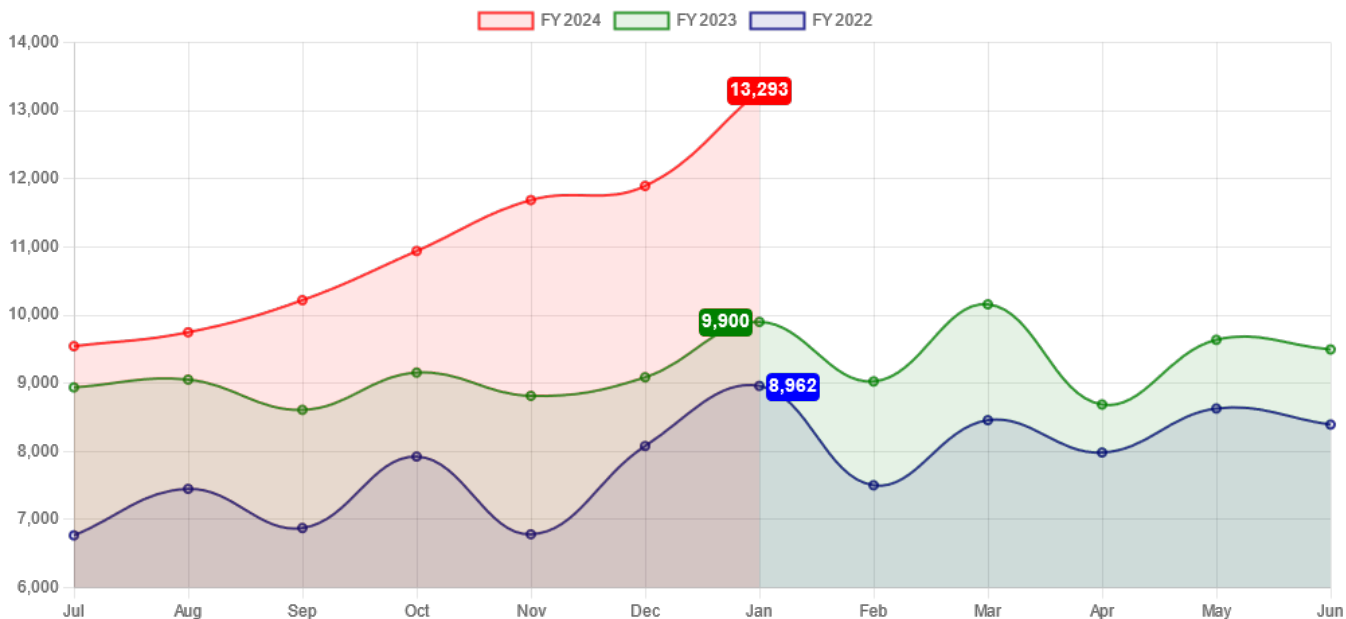


Digital Circulation

Material Type	24JAN	23JAN	Mo. % +/-	FY23-24 YTD	FY22-23 YTD	FY % +/-
eBooks	5,563	4,515	23.21%	32,443	28,644	13.26%
eAudiobooks	4,212	3,354	25.58%	27,718	21,589	28.39%
eMagazines*	2,936	1,563	87.84%	13,459	10,234	31.51%
eVideos	528	397	33.00%	3,379	2,835	19.19%
eMusic	54	71	-23.94%	327	263	24.33%
Total	13,293	9,900	34.27%	77,326	63,565	21.65%

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

3 Year eResource Comparison



Note: Record high!

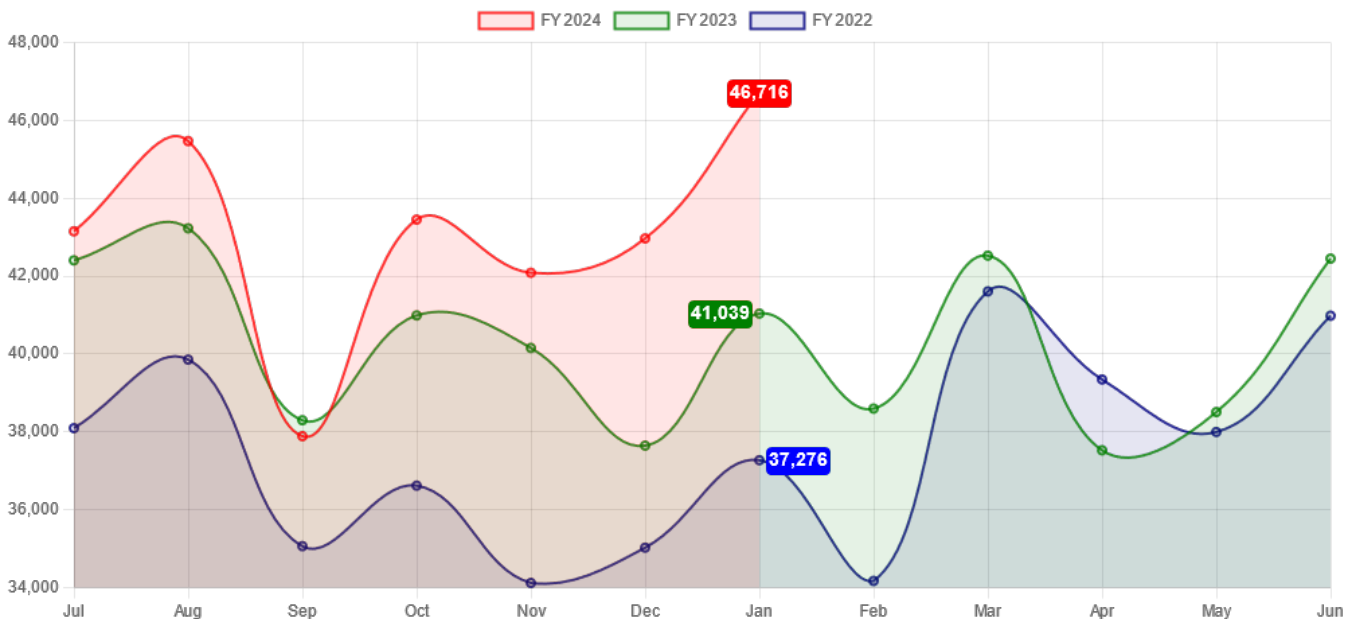
MTD Total District Circulation

24JAN District Circulation	23JAN District Circulation	Net Change
46,716	41,039	13.83%

YTD Total District Circulation

FY23-24 YTD District Circulation	FY22-23 YTD District Circulation	Net Change
301,734	283,774	6.33%

3 Year Combined Circulation Comparison



IMPACT STORIES

Branch Services

- General patron feedback:
 - A five-year-old helped a younger child (neither sibling or friend) with the duck scavenger hunt and made sure the younger got a prize. The nanny was so touched she videoed the exchange to show the parents.
 - A parent expressed appreciation for STEAM kits and the opportunity for her child to think creatively, use their imagination and play without structure.
 - *“When my kids were growing up, a librarian here shushed them, and I didn’t return for 10 years. I’m so glad I came back because now the Northfield Library is my favorite place to be.”*
 - A local community theater actor attended Sit & Knit, Northfield’s new drop-in program for experienced and new knitters, to learn to knit for an upcoming role.
 - A patron accidentally provided personal information to a scam artist posing as his attorney. Branch Services Librarian Lisa explained that phishing has evolved beyond spam emails, made sure the patron changed *all* his passwords and recommended cancelling his credit cards ASAP. He was very grateful for the assistance and thoroughness of Lisa’s explanation.
- Feedback from Reflections on the News with Michael Lev: *“Very interesting seeing just what foreign reporters have to go through. All the dangers we never think of or know.”*
- Feedback from Flappers & Fedoras! Songs of the Roaring Twenties: *“The program was outstanding. It was also incredible that they covered so much 1920s history. I thoroughly enjoyed it.”*
- Feedback from Jewelry Making: *“This was a fabulous event! The instructor [Community Engagement Librarian Sydney] was SO HELPFUL and informative. I loved attending and appreciate that the library hosts events that help us move in creative ways. Thank you!”*

Community Engagement

- On a monthly basis, since September 2022, Northfield librarians provide 40 books (mix of picture books, readers, emerging graphic novels, beginning chapter, and graphic novels) for the Club Dolphin childcare program at the Northfield Park District. The kids love the selection, enthusiastically ask for the next batch, and are excited to read new books in a beloved series.

Feedback from The Best Books of 2023 (IP at The Bookstall):

- *“Loved everything about it - the pace was great - to the point and informative. Great suggestions and overviews. I wouldn't change a thing! I got some of my favorite reads from this event last year! THANK YOU.”*
- *“This is my second time/year attending the Best Books event and it is delightful. It is obvious how much effort and care went into preparing the book list. The addition of a raffle this year made things even more fun! Will be back next year with more friends!”*

Youth Services

- Feedback from Sensory Shenanigans: *“Oh potato flakes!!! I saw that online recently and wanted to try this but it seemed like it would be way too much of a disaster to try at home.”*
- Feedback from Move & Groove (IP): *“Thanks so much for playing my jam!”*

- Feedback from Glow Party: *“I really loved this event it was very fun. In fact, it was FUNTASTIC. But next time I would like it to be a bit longer, so we have time for more rounds of scavenger hunting. But other than that, I thought it was really fun especially the part where we were finding sneaky ducks. I also liked the crafts that we were doing, and I loved the glow-in-the-dark tattoos [I got a bunch],” AND “There are a lot great events for kids at Winnetka Public Library. My son is always waiting for new one 😊.”*

Adult Services

Feedback from The Rivalry of the 1920s: Chicago Gangsters versus Eliot Ness:

- *“Jim Gibbons’ presentations are entertaining, and I always learn something even if it is a wild ride. Your selection of interesting topics and virtual availability makes the library one of my favorite places.”*
- *“Jim is an excellent presenter, and his excitement and enthusiasm brings us along on deep dives into our shared American and World history. He makes it interesting and educational! Can't wait to see/hear him again...and learn something new.”*

Feedback from The Sinking of the Lady Elgin:

- *“Presentation was very interesting. Paul’s delivery was personable, and he connected with the audience.”*
- *“YOU ARE DOING A GREAT JOB KEEP IT UP!”*
- *“Local history events are particularly interesting, and the library is uniquely suited to host.”*
- *“The presenter did a fabulous job. His passion for the subject was contagious. I really enjoy these types of local interest presentations. I would love to see a presentation on the background of the names of the streets and parks in the area.”*

Feedback from The Sculpture of Camille Claudel with Jeff Mishur:

- *“I thought it very organized and informative and fun. I had not been familiar with this artist and it was a great introduction till our balmy weather really moves in. Thank you for hosting it. More, more, more.”*
- *“These lectures are fantastic. I have seen this exhibit, but this further discussion was extremely helpful.”*
- *“Jeff is very knowledgeable, speaks very well, and clearly, at a good pace, and it's just excellent and enjoyable.”*
- *“Keep on doing such a great work.”*

Feedback from Bake Along: Galettes:

- *“Love online classes. So much to learn. especially cooking.”*

Feedback from Eco-Friendly Clear the Clutter:

- *“This event was well worth the time! So much pertinent, usable information. Highly recommend.”*
- *“Keep up the great work!”*

Feedback from Electric Vehicle Buyer's Guide:

- *“I love how the local libraries are sharing events! TY Winnetka-Northfield for this program. Looking forward to seeing the recording!”*
- *“I am not interested in purchasing an EV, but I did want to hear about the impact of EVs on the environment and grid overload. The presentation was very informative.”*
- *“This was a wonderful and informative event regarding electric vehicles. I've wanted an electric vehicle for about 20 years. Still don't own one, but now they are available. I'm a little concerned about the battery function relating to our extreme cold of late. I had heard there were many stalled Tesla cars during our cold freeze.”*

Wonder if that was true. Thank you for this program. I look forward to getting the link to this program and to the CUB guide.”

Feedback from Chair Yoga:

- *“I’m grateful to be able to attend library events via Zoom. It allows me to attend more than I would have otherwise.”*

Feedback from The Roaring Twenties: From Silents to Sound with Dr. Annette Bochenek:

- *“Excellent entertainment and loads of rollicking fun! Singers were charming and the song selections were delightful.”*
- *“Simply delightful experience! I’m so glad that I attended.”*
- *“Campy but a lot of fun. Thank you for booking this event.”*

Feedback from Chicago True Stories of the 1920s with Martina Mathisen:

- *“I enjoyed Martina’s lively presentation: learned some new facts, had a few laughs, enjoyed the walk down memory lane. Thank you for a very entertaining program.”*
- *“This was a fantastic event. I loved the host’s costume and her enthusiasm for her character. I learned many new things about Chicago.”*
- *“Martina told very interesting stories and had magnificent costumes, great program.”*
- *“Thank you for providing programs on Zoom.”*
- *“Fantastic job! Best online talk ever! Thanks”*

Digital Services

- Studio Specialist Dennis had a chance to help with homework when a local student interviewed him about the Studio and how it operates for a school project!
- A patron came in to show Studio Specialist Annie some photos from her summer trip to Tokyo. The patron had taken one of Annie’s classes on making floral crowns and taken them to Tokyo as gifts for some of her family, who wore them in an immersive floral installation by Team Lab!

Patron Services

- A patron came in and asked if we had any more bags with our logo on them. She said that she was going to a baby shower and wanted a library bag to put the gifts and new books in. She thought it would be a perfect gift for the new family!
- Patron came in looking for the telescope; he was in a hurry and desperate to check it out because the space station would pass by in three hours. He said he found out about the Library of Things and was *“...over the Moon about being able to check out the telescope!”*

Survey Comments

- *Sooo good!*
- *Could you add more Taylor Swift books please?*
- *Everything good. Erin most helpful.*
- *Nothing, I just love coming here!!*