

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

AGENDA

Monday, January 16, 2023

- I. Call to Order**
- II. Roll Call**
- III. Public Comments**
- IV. Approval of Minutes**
 - Approval of Minutes of the December 12, 2022 Regular Meeting* (1 minute)
- V. Financial Report**
 - December 2022 Financial Statements* (5 minutes)
- VI. Library Reports**
 - Director's Report* (10 minutes)
 - Board President's Comments (5 minutes)
- VII. Liaisons to Other Organizations – Reports**
 - Winnetka Village (5 minutes)
 - Northfield Village (5 minutes)
- VIII. Unfinished Business**
 - Approval of Minutes of Meetings Lawfully Closed Under the Open Meetings Act (5 mins)
 - Approval of Resolution Determining Release of Closed Session Minutes* (1 min)
 - Approval of Resolution Approving Destruction of Closed Session Recordings* (1 min)
 - Revised Facility Plan Presentation & Discussion [Joe Huberty, Engberg Anderson] (60 mins)
- IX. New Business**
 - Caucus Presentation (Alex Ross, 5 mins)
 - Strategic Planning Quarterly Update (10 mins)
- X. Communications**
 - The next regular meeting will be on Monday, February 16th at 7 p.m. at the Winnetka Branch

*Attachments

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

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

XI. Public Comments

XII. Adjournment

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

December 12, 2022

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 7:02 p.m. A quorum was present.

II. Roll Call

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

Absent: Trustee Travis Gosselin

Present were library employees Nicola White (Business Services Coordinator), Mark Swenson (Information Technology Manager) and Sarah Quish (PR & Marketing Manager). Present were Raj Nagaraja, Janet Troher, and Chris McClure from ATA Group. Present was John Harris from a5. Present was Winnetka resident Marc Hecht.

III. Public Comments

No public comments.

IV. Approval of Minutes

- Approve Minutes of the November 14, 2022 Regular Meeting

President Mitchell announced the approval of the November 14, 2022 Regular Meeting Minutes.

V. Financial Report

Trustee Deborah Vandergrift and Director Dombrowski presented the November 2022 Financial Statements.

VI. Library Report

LIBRARY DIRECTOR'S REPORT:

Director Dombrowski presented the November 2022 Director's Report, which is included in the December 2022 Board Packet.

VII. Liaisons to Other Organizations-Reports

- *Winnetka Village*- President Mitchell reported that utility costs will be increasing in the Village, and that students will be out of school the week between Christmas and New Years and the first week of January. Director Dombrowski reported that Chief Hornstein is retiring.
- *Northfield Village*- Trustee Munoz stated that there is nothing to report.

VIII. Unfinished Business

- *Update on Winnetka Talk Digitization Project*
Director Dombrowski reported that she signed the digitization contract; the project is estimated to be completed in 9 – 12 months.

IX. New Business

- *FY21-22 Audit Presentation*
Raj Nagaraja, Janet Troher, and Chris McClure from ATA Group presented the audit results for Fiscal Year 2021-2022. The District was given a clean opinion.
- *Branding Project Presentation*
John Harris from a5 presented the new library brand platform.
- *Assignment of Two Trustees to Review Closed Session Recordings and Summaries*
Trustees Sundell and Kinnich were assigned to review the closed session recordings and summaries.

X. Communications

- *The next regular meeting will be held on Monday, January 16th at 7 p.m. at the Winnetka Branch.*
- *The library will be closed on Saturday, December 24th and Sunday, December 25th for the Christmas holiday and on Saturday, December 31st and Sunday, January 1st for the New Year holiday.*

XI. Public Comments

Winnetka resident Marc Hecht commented on the open and closed session records and minutes.

XII. Adjournment

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

The MOTION passed on a voice vote and President Mitchell adjourned the meeting at 8:32 p.m.

Respectfully submitted,

Nicola White
Recording Secretary

_____ Melissa Mitchell, President

_____ Thomas Sundell, Secretary

Winnetka-Northfield Public Library District

All Funds Summary

For the 6 Months Ended December 31, 2022

Prorated Budget Percentage Spent: 50.00%

	<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	4,288,700.00	2,144,350.00	1,571,217.35	36.64 %	(573,132.65)
IMRF Fund	69,805.00	34,902.50	31,534.06	45.17 %	(3,368.44)
FICA Fund	75,623.00	37,811.50	38,954.53	51.51 %	1,143.03
Building Fund	218,143.00	109,071.50	109,070.60	50.00 %	(0.90)
Unemployment Fund	6.00	3.00	410.47	6,841.17 %	407.47
Total Revenues	<u>4,652,277.00</u>	<u>2,326,138.50</u>	<u>1,751,187.01</u>	<u>37.64 %</u>	<u>(574,951.49)</u>
Expenses					
Library Fund	4,033,378.00	2,016,689.00	1,922,288.57	47.66 %	(94,400.43)
IMRF Fund	20,100.00	10,050.00	40,809.27	203.03 %	30,759.27
FICA Fund	118,308.00	59,154.00	61,470.00	51.96 %	2,316.00
Building Fund	0.00	0.00	118,801.05	0.00 %	118,801.05
Unemployment Fund	1.00	0.50	0.00	0.00 %	(0.50)
Special Reserve Fund	0.00	0.00	316,000.00	0.00 %	316,000.00
Total Expenses	<u>4,171,787.00</u>	<u>2,085,893.50</u>	<u>2,459,368.89</u>	<u>58.95 %</u>	<u>373,475.39</u>
Total Revenues	4,652,277.00	2,326,138.50	1,751,187.01	37.64 %	(574,951.49)
Total Expenses	<u>4,171,787.00</u>	<u>2,085,893.50</u>	<u>2,459,368.89</u>	<u>58.95 %</u>	<u>(373,475.39)</u>
Excess Revenues less Expenses	<u>480,490.00</u>	<u>240,245.00</u>	<u>(708,181.88)</u>	<u>(147.39)%</u>	<u>(948,426.88)</u>

Winnetka-Northfield Public Library District

Library Fund Summary

For the 6 Months Ended December 31, 2022

Prorated Budget Percentage Spent: 50.00%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year-to-Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
Operating Revenue					
Property Tax	3,937,220.00	1,968,610.00	1,085,017.20	27.56 %	(883,592.80)
Replacement Tax	33,000.00	16,500.00	52,867.53	160.20 %	36,367.53
Collections	175,480.00	87,740.00	66,823.41	38.08 %	(20,916.59)
Materials	7,500.00	3,750.00	2,728.01	36.37 %	(1,021.99)
Other Income	135,500.00	67,750.00	363,781.20	268.47 %	296,031.20
Total Operating Revenue	<u>4,288,700.00</u>	<u>2,144,350.00</u>	<u>1,571,217.35</u>	<u>36.64 %</u>	<u>(573,132.65)</u>
Operating Expenses					
Personnel	2,131,350.00	1,065,675.00	915,110.94	42.94 %	(150,564.06)
Administration	261,528.00	130,764.00	158,594.94	60.64 %	27,830.94
Utilities	94,000.00	47,000.00	36,663.07	39.00 %	(10,336.93)
IT Services	215,250.00	107,625.00	110,608.93	51.39 %	2,983.93
Public Relations	47,000.00	23,500.00	15,755.92	33.52 %	(7,744.08)
Library Materials - Adult	509,000.00	254,500.00	247,233.50	48.57 %	(7,266.50)
Library Materials - Youth	83,000.00	41,500.00	30,642.97	36.92 %	(10,857.03)
Programs	82,250.00	41,125.00	43,962.68	53.45 %	2,837.68
Capital	610,000.00	305,000.00	363,715.62	59.63 %	58,715.62
Total Operating Expenses	<u>4,033,378.00</u>	<u>2,016,689.00</u>	<u>1,922,288.57</u>	<u>47.66 %</u>	<u>(94,400.43)</u>
Total Revenues	4,288,700.00	2,144,350.00	1,571,217.35	36.64 %	(573,132.65)
Total Expenses	4,033,378.00	2,016,689.00	1,922,288.57	47.66 %	(94,400.43)
Excess Revenues less Expenses	<u>255,322.00</u>	<u>127,661.00</u>	<u>(351,071.22)</u>	<u>(137.50)%</u>	<u>(478,732.22)</u>

Winnetka-Northfield Public Library District
Statement of Revenues and Expenditures - Modified Cash Basis
For the 6 Months Ended December 31, 2022

Prorated Budget Percentage Spent: 50.00%

	<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	3,916,860.00	1,958,430.00	1,075,414.51	27.46 %	(883,015.49)
Property Taxes Collections-Liability	13,379.00	6,689.50	6,257.94	46.77	(431.56)
Property Taxes Collections-Audit	6,981.00	3,490.50	3,344.75	47.91	(145.75)
Replacement Tax	<u>33,000.00</u>	<u>16,500.00</u>	<u>52,867.53</u>	<u>160.20 %</u>	<u>36,367.53</u>
Total Taxes	<u>3,970,220.00</u>	<u>1,985,110.00</u>	<u>1,137,884.73</u>	<u>28.66 %</u>	<u>(847,225.27)</u>
Collections					
Per Capita Grant	27,280.00	13,640.00	29,024.13	106.39 %	15,384.13
Kenilworth Services	145,000.00	72,500.00	35,390.25	24.41	(37,109.75)
Studio Fees	1,000.00	500.00	677.14	67.71	177.14
Lost/Damaged Mat.	<u>2,200.00</u>	<u>1,100.00</u>	<u>1,731.89</u>	<u>78.72</u>	<u>631.89</u>
Total Collections	<u>175,480.00</u>	<u>87,740.00</u>	<u>66,823.41</u>	<u>38.08 %</u>	<u>(20,916.59)</u>
Materials					
Copy/Printing	7,000.00	3,500.00	2,253.53	32.19 %	(1,246.47)
Book Sales	<u>500.00</u>	<u>250.00</u>	<u>474.48</u>	<u>94.90</u>	<u>224.48</u>
Total Materials	<u>7,500.00</u>	<u>3,750.00</u>	<u>2,728.01</u>	<u>36.37 %</u>	<u>(1,021.99)</u>
Other Income					
Checking Interest Income	5,500.00	2,750.00	1,264.75	23.00 %	(1,485.25)
Byline Bank IMA Interest	90,000.00	45,000.00	43,351.30	48.17	(1,648.70)
Money Market-Interest	19,500.00	9,750.00	1,440.72	7.39	(8,309.28)
Misc. Revenue	0.00	0.00	174.43	0.00	174.43
Gift Fund (over \$100)	500.00	250.00	1,500.00	300.00	1,250.00
Friends Donations	20,000.00	10,000.00	50.00	0.25	(9,950.00)
Transfer from Other Fund	<u>0.00</u>	<u>0.00</u>	<u>316,000.00</u>	<u>0.00</u>	<u>316,000.00</u>
Total Other Income	<u>135,500.00</u>	<u>67,750.00</u>	<u>363,781.20</u>	<u>268.47 %</u>	<u>296,031.20</u>
Total Revenue	<u>4,288,700.00</u>	<u>2,144,350.00</u>	<u>1,571,217.35</u>	<u>36.64 %</u>	<u>(573,132.65)</u>

Winnetka-Northfield Public Library District

Statement of Revenues and Expenditures - Modified Cash Basis

For the 6 Months Ended December 31, 2022

Prorated Budget Percentage Spent: 50.00%

	Annual Budget	Prorated Budget	Year to Date Actual	% of Budget	Variance vs. Prorated Budget
LIBRARY FUND					
Expenses					
Personnel					
Salaries	1,825,000.00	912,500.00	802,132.08	43.95 %	(110,367.92)
Health Insurance	280,000.00	140,000.00	107,146.18	38.27	(32,853.82)
Flu Vaccination	100.00	50.00	0.00	0.00	(50.00)
Employee Asst. Program	500.00	250.00	0.00	0.00	(250.00)
Professional Development	25,000.00	12,500.00	5,622.68	22.49	(6,877.32)
Flexible Spending Account	750.00	375.00	210.00	28.00	(165.00)
Total Personnel	2,131,350.00	1,065,675.00	915,110.94	42.94 %	(150,564.06)
Administration					
Audit Fees	12,400.00	6,200.00	12,950.00	104.44 %	6,750.00
Library Supplies	30,000.00	15,000.00	10,301.95	34.34	(4,698.05)
Office Supplies	6,000.00	3,000.00	2,795.30	46.59	(204.70)
Breakroom Supplies	2,200.00	1,100.00	1,393.40	63.34	293.40
Postage	2,500.00	1,250.00	2,072.85	82.91	822.85
Hospitality	500.00	250.00	90.27	18.05	(159.73)
Accounting and Bookkeeping	26,000.00	13,000.00	11,275.00	43.37	(1,725.00)
Legal Notices	3,500.00	1,750.00	667.00	19.06	(1,083.00)
Delivery Service	7,200.00	3,600.00	2,725.00	37.85	(875.00)
Payroll Services	9,000.00	4,500.00	4,327.88	48.09	(172.12)
Liability Insurance Costs	33,128.00	16,564.00	30,726.00	92.75	14,162.00
Board Expenses	1,000.00	500.00	122.93	12.29	(377.07)
Memberships	5,700.00	2,850.00	2,198.39	38.57	(651.61)
Staff Recognition/Events/Meetings	6,000.00	3,000.00	2,290.38	38.17	(709.62)
Legal	15,000.00	7,500.00	13,104.28	87.36	5,604.28
Consultants	45,000.00	22,500.00	34,451.66	76.56	11,951.66
Investment Fees	30,000.00	15,000.00	13,812.65	46.04	(1,187.35)
HR Consultant	25,900.00	12,950.00	13,240.00	51.12	290.00
Miscellaneous	500.00	250.00	50.00	10.00	(200.00)
Total Administration	261,528.00	130,764.00	158,594.94	60.64 %	27,830.94
Utilities					
Electricity	42,000.00	21,000.00	24,127.07	57.45 %	3,127.07
Water	3,000.00	1,500.00	2,113.79	70.46	613.79
Storm Sewer	1,500.00	750.00	763.45	50.90	13.45
Natural Gas	17,000.00	8,500.00	3,931.05	23.12	(4,568.95)
Telephone	16,000.00	8,000.00	205.23	1.28	(7,794.77)
Internet Services	14,500.00	7,250.00	5,522.48	38.09	(1,727.52)
Total Utilities	94,000.00	47,000.00	36,663.07	39.00 %	(10,336.93)
Information Technology					
CCS Operating	83,250.00	41,625.00	36,408.58	43.73 %	(5,216.42)
Software	63,000.00	31,500.00	47,129.00	74.81	15,629.00
LAN Management	30,000.00	15,000.00	15,956.20	53.19	956.20
Hardware	2,000.00	1,000.00	683.87	34.19	(316.13)
Technology - Website	15,000.00	7,500.00	216.92	1.45	(7,283.08)
Photocopier Leases	22,000.00	11,000.00	10,214.36	46.43	(785.64)
Total Information Technology	215,250.00	107,625.00	110,608.93	51.39 %	2,983.93

Winnetka-Northfield Public Library District
Statement of Revenues and Expenditures - Modified Cash Basis
For the 6 Months Ended December 31, 2022

Prorated Budget Percentage Spent: 50.00%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year to Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
LIBRARY FUND					
Public Relations					
PR Promotional	11,000.00	5,500.00	2,445.32	22.23 %	(3,054.68)
PR Source/Mailers	25,000.00	12,500.00	11,334.18	45.34	(1,165.82)
PR Supplies	4,000.00	2,000.00	1,442.96	36.07	(557.04)
PR Marketing/Advertising	<u>7,000.00</u>	<u>3,500.00</u>	<u>533.46</u>	<u>7.62</u>	<u>(2,966.54)</u>
Total Public Relations	<u>47,000.00</u>	<u>23,500.00</u>	<u>15,755.92</u>	<u>33.52 %</u>	<u>(7,744.08)</u>
Library Materials - Adult					
Books-Fiction-Adult	82,000.00	41,000.00	34,063.36	41.54 %	(6,936.64)
Books-Non-Fiction-Adult	70,000.00	35,000.00	24,402.69	34.86	(10,597.31)
Periodicals	18,000.00	9,000.00	6,734.90	37.42	(2,265.10)
DVDs-Adult	27,000.00	13,500.00	8,809.14	32.63	(4,690.86)
Audio Books-Adult	10,000.00	5,000.00	4,109.99	41.10	(890.01)
Books-Digital	245,000.00	122,500.00	109,870.62	44.85	(12,629.38)
Online Database	55,000.00	27,500.00	59,242.80	107.71	31,742.80
Adult Videogames	<u>2,000.00</u>	<u>1,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(1,000.00)</u>
Total Library Materials - Adult	<u>509,000.00</u>	<u>254,500.00</u>	<u>247,233.50</u>	<u>48.57 %</u>	<u>(7,266.50)</u>
Library Materials - Youth					
Books-Fiction-Juv	45,000.00	22,500.00	16,525.21	36.72 %	(5,974.79)
Books-Non-Fiction-Juv	15,000.00	7,500.00	6,290.23	41.93	(1,209.77)
DVDs-Juv	3,000.00	1,500.00	1,268.91	42.30	(231.09)
Audio Books-Juv	15,000.00	7,500.00	5,111.50	34.08	(2,388.50)
Video Games-Juv	<u>5,000.00</u>	<u>2,500.00</u>	<u>1,447.12</u>	<u>28.94</u>	<u>(1,052.88)</u>
Total Library Materials - Youth	<u>83,000.00</u>	<u>41,500.00</u>	<u>30,642.97</u>	<u>36.92 %</u>	<u>(10,857.03)</u>
Programs					
Reading Programs	10,000.00	5,000.00	3,286.38	32.86 %	(1,713.62)
Programming - Studio	11,750.00	5,875.00	4,165.70	35.45	(1,709.30)
Programming - Youth	25,000.00	12,500.00	14,846.50	59.39	2,346.50
Programming - Adult	30,000.00	15,000.00	21,166.58	70.56	6,166.58
Studio Maintenance/Repair	<u>5,500.00</u>	<u>2,750.00</u>	<u>497.52</u>	<u>9.05</u>	<u>(2,252.48)</u>
Total Programs	<u>82,250.00</u>	<u>41,125.00</u>	<u>43,962.68</u>	<u>53.45 %</u>	<u>2,837.68</u>
Capital					
Capital Outlay	240,000.00	120,000.00	323,095.00	134.62 %	203,095.00
Building	200,000.00	100,000.00	7,663.43	3.83	(92,336.57)
Equipment/Furniture	100,000.00	50,000.00	7,398.15	7.40	(42,601.85)
Computer Equipment	<u>70,000.00</u>	<u>35,000.00</u>	<u>25,559.04</u>	<u>36.51</u>	<u>(9,440.96)</u>
Total Capital	<u>610,000.00</u>	<u>305,000.00</u>	<u>363,715.62</u>	<u>59.63 %</u>	<u>58,715.62</u>
Total Expenses	<u>4,033,378.00</u>	<u>2,016,689.00</u>	<u>1,922,288.57</u>	<u>47.66 %</u>	<u>(94,400.43)</u>
Excess Revenues less Expenses	<u>255,322.00</u>	<u>127,661.00</u>	<u>(351,071.22)</u>	<u>(137.50)%</u>	<u>(478,732.22)</u>

Winnetka-Northfield Public Library District
Statement of Revenues and Expenditures - Modified Cash Basis
For the 6 Months Ended December 31, 2022

Prorated Budget Percentage Spent: 50.00%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year to Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
BUILDING FUND					
Revenues					
Property Taxes Collections-Building	218,143.00	109,071.50	109,070.60	50.00 %	(0.90)
Total Revenue	<u>218,143.00</u>	<u>109,071.50</u>	<u>109,070.60</u>	<u>50.00 %</u>	<u>(0.90)</u>
Expenses					
Northfield Lease	0.00	0.00	28,412.10	0.00 %	28,412.10
Janitorial Supplies	0.00	0.00	4,425.67	0.00	4,425.67
Building Maintenance Service	0.00	0.00	48,000.00	0.00	48,000.00
Elevators	0.00	0.00	4,029.04	0.00	4,029.04
Landscaping	0.00	0.00	8,208.63	0.00	8,208.63
HVAC	0.00	0.00	3,999.00	0.00	3,999.00
Automatic Doors	0.00	0.00	5,367.50	0.00	5,367.50
Roof	0.00	0.00	349.00	0.00	349.00
Alarms	0.00	0.00	1,587.18	0.00	1,587.18
Equipment	0.00	0.00	11,882.43	0.00	11,882.43
Electrical	0.00	0.00	1,170.00	0.00	1,170.00
Misc Services	0.00	0.00	1,370.50	0.00	1,370.50
Total Expenses	<u>0.00</u>	<u>0.00</u>	<u>118,801.05</u>	<u>0.00 %</u>	<u>118,801.05</u>
Excess Revenues less Expenses	<u>\$ 218,143.00</u>	<u>\$ 109,071.50</u>	<u>\$ (9,730.45)</u>	<u>(4.46)%</u>	<u>(118,801.95)</u>
IMRF FUND					
Revenues					
Property Taxes Collections-IMRF	69,805.00	34,902.50	31,534.06	45.17 %	(3,368.44)
Total Revenue	<u>69,805.00</u>	<u>34,902.50</u>	<u>31,534.06</u>	<u>45.17 %</u>	<u>(3,368.44)</u>
Expenses					
IMRF Expenses	20,100.00	10,050.00	40,809.27	203.03 %	30,759.27
Total Expenses	<u>20,100.00</u>	<u>10,050.00</u>	<u>40,809.27</u>	<u>203.03 %</u>	<u>30,759.27</u>
Excess Revenues less Expenses	<u>\$ 49,705.00</u>	<u>\$ 24,852.50</u>	<u>\$ (9,275.21)</u>	<u>(18.66)%</u>	<u>(34,127.71)</u>
FICA FUND					
Revenues					
Property Taxes Collections-FICA	75,623.00	37,811.50	38,954.53	51.51 %	1,143.03
Total Revenue	<u>75,623.00</u>	<u>37,811.50</u>	<u>38,954.53</u>	<u>51.51 %</u>	<u>1,143.03</u>
Expenses					
FICA	118,308.00	59,154.00	61,470.00	51.96 %	2,316.00
Total Expenses	<u>118,308.00</u>	<u>59,154.00</u>	<u>61,470.00</u>	<u>51.96 %</u>	<u>2,316.00</u>
Excess Revenues less Expenses	<u>\$ (42,685.00)</u>	<u>\$ (21,342.50)</u>	<u>\$ (22,515.47)</u>	<u>52.75 %</u>	<u>(1,172.97)</u>

Winnetka-Northfield Public Library District
Statement of Revenues and Expenditures - Modified Cash Basis
For the 6 Months Ended December 31, 2022

Prorated Budget Percentage Spent: 50.00%

	Annual Budget	Prorated Budget	Year to Date Actual	% of Budget	Variance vs. Prorated Budget
UNEMPLOYMENT FUND					
Revenues					
Property Taxes Collections-Unemployment	6.00	3.00	410.47	6,841.17 %	407.47
Total Revenue	6.00	3.00	410.47	6,841.17 %	407.47
Expenses					
Unemployment	1.00	0.50	0.00	0.00 %	(0.50)
Total Expenses	1.00	0.50	0.00	0.00 %	(0.50)
 Excess Revenues less Expenses	 \$ 5.00	 \$ 2.50	 \$ 410.47	 8,209.40 %	 407.97

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

December 1, 2022 - December 31, 2022

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Vendor Checks						
ANTHONY SCOPELLITI LANDSCAPING, INC.				3752	12/31/22	<u>(1,076.00)</u>
70-0-5750	Landscaping	To void check #3752	-1,076.00			
Be40Strong				3794	12/08/22	<u>200.00</u>
10-0-5908	Programming - Adult	Program - Exercise with Be40Strong - January	200.00			
Cheryl Rich Heisler				3795	12/08/22	<u>225.00</u>
10-0-5732	Staff Recognition/Events/Meetings	Mixed metaPours	225.00			
Claire Evans				3796	12/08/22	<u>275.00</u>
10-0-5908	Programming - Adult	Program - From Merlin to Doc Martin	275.00			
Laura Rocklyn				3797	12/08/22	<u>250.00</u>
10-0-5908	Programming - Adult	Program - Dolley Madison	250.00			
Matt Kinnich				3798	12/08/22	<u>75.00</u>
10-0-5731	Memberships	Membership reimbursement - Matt Kinnich	75.00			
Petra van Nuis				3799	12/08/22	<u>300.00</u>
10-0-5908	Programming - Adult	Program - A Jazzy New Year	300.00			
Zbigniew Banas				3800	12/08/22	<u>300.00</u>
10-0-5908	Programming - Adult	Program - Turbulent History of Foreign Films in America	300.00			
ATA Group, LLP				3801	12/09/22	<u>6,450.00</u>
10-0-5101	Audit Fees	INV #10998	6,450.00			
Background Screening Consultants LLC				3802	12/09/22	<u>48.00</u>
10-0-5736	Legal	INV #21202	48.00			
Book Stall				3803	12/09/22	<u>20.00</u>
10-1-5341	Books-Non-Fiction-Adult-Winnetka	INV #439953	20.00			
Illinois Office of the State Fire Marshal				3804	12/09/22	<u>130.00</u>
10-0-5884	Equipment/Furniture	INV #5125131615	130.00			
LACONI				3805	12/09/22	<u>150.00</u>
10-0-5114	Professional Development	Winnetka membership Jan-Dec 2023	150.00			
Pioneer Press				3806	12/09/22	<u>36.00</u>
10-1-5342	Periodicals-Winnetka	Account #168189160	36.00			
ANTHONY SCOPELLITI LANDSCAPING, INC.				3807	12/28/22	<u>2,826.00</u>
70-0-5750	Landscaping	Acc 768oak Stmt Date 12/14/2022	2,826.00			
Aunt Flow				3808	12/28/22	<u>785.00</u>
10-0-5884	Equipment/Furniture	#SO1840	785.00			
Catapult				3809	12/28/22	<u>35.00</u>
10-0-5115	Flexible Spending Account	INV #00118651	35.00			

Winnetka-Northfield Public Library District

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All Bank Accounts

December 1, 2022 - December 31, 2022

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Cheryl Rich Heisler				3810	12/28/22	<u>126.43</u>
10-0-5732	Staff Recognition/Events/Meetings	Employee Reimbursement - Cheryl Rich Heisler	115.78			
10-0-5732	Staff Recognition/Events/Meetings	Employee Reimbursement - Cheryl Rich Heisler	10.65			
Chicago Tribune				3811	12/28/22	<u>163.92</u>
10-1-5342	Periodicals-Winnetka	Acc #10046207	163.92			
Engberg Anderson, Inc.				3812	12/28/22	<u>3,575.72</u>
10-0-5743	Consultants	INV #22344600-6	3,575.72			
Fox Valley Fire & Safety				3813	12/28/22	<u>183.00</u>
70-0-5758	Alarms	INV #00564956	183.00			
Gary Wenstrup				3814	12/28/22	<u>250.00</u>
10-0-5908	Programming - Adult	Program - The History of Carole King	250.00			
Jessica Michna				3815	12/28/22	<u>230.00</u>
10-0-5908	Programming - Adult	Program - Eleanor Roosevelt: First lady of the World	230.00			
Monica Dombrowski				3816	12/28/22	<u>17.57</u>
10-0-5732	Staff Recognition/Events/Meetings	Employee Reimbursement - Monica Dombrowski	17.57			
Nicola White				3817	12/28/22	<u>416.45</u>
10-0-5732	Staff Recognition/Events/Meetings	Employee Reimbursement - Nicola White - Staff Holiday Gifts	320.00			
10-0-5732	Staff Recognition/Events/Meetings	Employee Reimbursement - Nicola White - Staff Holiday Gifts	90.00			
10-0-5732	Staff Recognition/Events/Meetings	Mileage Reimbursement - Nicola White	6.45			
Parties with Characters				3818	12/28/22	<u>590.00</u>
10-0-5907	Programming - Youth	Parties with Characters - Deposit	590.00			
Shermann Thomas				3819	12/28/22	<u>250.00</u>
10-0-5908	Programming - Adult	Program - Everything Dope about America comes from Chicago	250.00			
QUILL CORPORATION				17425	12/06/22	<u>53.86</u>
10-0-5121	Office Supplies	Invoice #28931623	36.95			
10-0-5121	Office Supplies	Invoice #29105159	16.91			
DE LAGE LANDEN FINANCIALSVCS.				17426	12/06/22	<u>1,868.47</u>
10-0-5766	Photocopier Leases	Invoice #78191991	1,868.47			
DEMCO				17427	12/06/22	<u>169.77</u>
10-0-5120	Library Supplies	Invoice #7218856	169.77			
DELTA DENTAL PLAN OF ILLINOIS				17428	12/06/22	<u>725.05</u>
10-0-5111	Health Insurance	Invoice #1624742	725.05			

Winnetka-Northfield Public Library District

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December 1, 2022 - December 31, 2022

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Warehouse Direct				17429	12/06/22	<u>557.44</u>
70-0-5725	Janitorial Supplies	Invoice #5374086-0	305.44			
70-0-5725	Janitorial Supplies	Invoice #5342936-0	252.00			
HR Source				17430	12/06/22	<u>100.00</u>
10-0-5745	HR Consultant	Invoice #17035	100.00			
Shales McNutt Construction				17431	12/06/22	<u>11,683.43</u>
10-0-5882	Building	Invoice #MISC 03	4,588.43			
10-0-5800	Capital Outlay	Invoice #MISC 02	7,095.00			
NIR ROOF CARE, INC.				17432	12/06/22	<u>349.00</u>
70-0-5756	Roof	Invoice #158555	349.00			
Midwest Tape				17433	12/06/22	<u>29.97</u>
10-2-5344	Audio Books-Adult-Northfield	502915227	29.97			
Baker & Taylor				17434	12/06/22	<u>3,208.06</u>
10-1-5441	Books-Non-Fiction-Juv-Winnetka	2037134349	380.44			
10-2-5441	Books-Non-Fiction-Juv-Northfield	2037134349	14.20			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	2037129518	514.14			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	2037124204	718.68			
10-2-5341	Books-Non-Fiction-Adult-Northfield	2037124204	120.33			
10-2-5341	Books-Non-Fiction-Adult-Northfield	2037129518	196.49			
10-1-5340	Books-Fiction-Adult-Winnetka	2037129622	220.87			
10-1-5340	Books-Fiction-Adult-Winnetka	2037132401	137.30			
10-2-5340	Books-Fiction-Adult-Northfield	2037129622	75.71			
10-2-5340	Books-Fiction-Adult-Northfield	2037132401	114.81			
10-1-5440	Books-Fiction-Juv-Winnetka	2037132438	230.97			
10-1-5440	Books-Fiction-Juv-Winnetka	2037108940	10.73			
10-1-5440	Books-Fiction-Juv-Winnetka	2037108941	14.99			
10-1-5440	Books-Fiction-Juv-Winnetka	2037108942	10.73			
10-1-5440	Books-Fiction-Juv-Winnetka	2037108944	14.24			
10-2-5440	Books-Fiction-Juv-Northfield	2037108943	36.39			
10-2-5440	Books-Fiction-Juv-Northfield	2037108939	10.73			
10-2-5440	Books-Fiction-Juv-Northfield	2037108938	63.61			
10-2-5440	Books-Fiction-Juv-Northfield	2037132438	106.40			
10-2-5440	Books-Fiction-Juv-Northfield	2037134349	65.81			
10-0-5120	Library Supplies	2037132438	24.67			
10-0-5120	Library Supplies	2037134349	11.01			

Winnetka-Northfield Public Library District

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All Bank Accounts

December 1, 2022 - December 31, 2022

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5120	Library Supplies	2037108938	6.53			
10-0-5120	Library Supplies	2037108939	1.45			
10-0-5120	Library Supplies	2037108940	0.95			
10-0-5120	Library Supplies	2037108942	1.45			
10-0-5120	Library Supplies	2037108941	1.47			
10-0-5120	Library Supplies	2037108943	3.88			
10-0-5120	Library Supplies	2037108944	1.47			
10-0-5120	Library Supplies	2037124204	31.92			
10-0-5120	Library Supplies	2037129518	32.86			
10-0-5120	Library Supplies	2037129622	17.30			
10-0-5120	Library Supplies	2037132401	15.53			
Midwest Tape				17435	12/06/22	<u>788.74</u>
10-2-5343	DVDs-Adult-Northfield	502939415	109.45			
10-2-5343	DVDs-Adult-Northfield	502939416	59.98			
10-1-5344	Audio Books-Adult-Winnetka	502939417	39.99			
10-1-5344	Audio Books-Adult-Winnetka	502939418	79.98			
10-1-5343	DVDs-Adult-Winnetka	502939413	323.87			
10-1-5343	DVDs-Adult-Winnetka	502939414	89.97			
10-1-5343	DVDs-Adult-Winnetka	502940180	23.99			
10-0-5120	Library Supplies	502939413	29.67			
10-0-5120	Library Supplies	502939417	1.99			
10-0-5120	Library Supplies	502939416	5.97			
10-0-5120	Library Supplies	502939415	9.95			
10-0-5120	Library Supplies	502939414	7.96			
10-0-5120	Library Supplies	502939418	3.98			
10-0-5120	Library Supplies	502940180	1.99			
Baker & Taylor				17436	12/06/22	<u>1,785.31</u>
10-1-5341	Books-Non-Fiction-Adult-Winnetka	2037135156	844.96			
10-2-5341	Books-Non-Fiction-Adult-Northfield	2037135156	163.28			
10-1-5340	Books-Fiction-Adult-Winnetka	2037141305	248.31			
10-2-5340	Books-Fiction-Adult-Northfield	2037141305	68.89			
10-1-5440	Books-Fiction-Juv-Winnetka	2037127567	57.71			
10-1-5440	Books-Fiction-Juv-Winnetka	2037127568	9.03			
10-1-5440	Books-Fiction-Juv-Winnetka	2037127569	54.71			
10-1-5440	Books-Fiction-Juv-Winnetka	2037127570	41.22			
10-1-5440	Books-Fiction-Juv-Winnetka	2037127572	44.82			
10-1-5440	Books-Fiction-Juv-Winnetka	2037127574	13.49			
10-1-5440	Books-Fiction-Juv-Winnetka	2037127575	14.24			
10-1-5440	Books-Fiction-Juv-Winnetka	2037127578	27.73			
10-1-5440	Books-Fiction-Juv-Winnetka	2037127579	19.13			
10-2-5440	Books-Fiction-Juv-Northfield	2037127571	13.49			
10-2-5440	Books-Fiction-Juv-Northfield	2037127566	14.99			

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

December 1, 2022 - December 31, 2022

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-2-5440	Books-Fiction-Juv-Northfield	2037127576	14.24			
10-2-5440	Books-Fiction-Juv-Northfield	2037127577	14.24			
10-2-5440	Books-Fiction-Juv-Northfield	2037127573	13.49			
10-0-5120	Library Supplies	2037127571	1.47			
10-0-5120	Library Supplies	2037127570	4.41			
10-0-5120	Library Supplies	2037127569	5.87			
10-0-5120	Library Supplies	2037127568	1.45			
10-0-5120	Library Supplies	2037127566	1.47			
10-0-5120	Library Supplies	2037127567	5.89			
10-0-5120	Library Supplies	2037127573	1.47			
10-0-5120	Library Supplies	2037127572	4.42			
10-0-5120	Library Supplies	2037127575	1.47			
10-0-5120	Library Supplies	2037127574	1.47			
10-0-5120	Library Supplies	2037127577	1.47			
10-0-5120	Library Supplies	2037127576	1.47			
10-0-5120	Library Supplies	2037127579	2.11			
10-0-5120	Library Supplies	2037127578	2.94			
10-0-5120	Library Supplies	2037135156	50.16			
10-0-5120	Library Supplies	2037141305	19.80			
OpenGov, Inc				17437	12/06/22	<u>2,674.00</u>
10-0-5134	Software	Invoice #INV00009182	2,674.00			
HR Source				17450	12/15/22	<u>4,298.75</u>
10-0-5745	HR Consultant	INV #16939	2,992.50			
10-0-5745	HR Consultant	INV #17108	1,306.25			
DD Facility Services				17451	12/15/22	<u>16,000.00</u>
70-0-5748	Building Maintenance Service	INV #0718-0013	8,000.00			
70-0-5748	Building Maintenance Service	INV #0718-0012	8,000.00			
MERCHANTS DELIVERY SERVICE				17452	12/15/22	<u>550.00</u>
10-0-5138	Delivery Service	22 days book transfer	550.00			
Robbins Schwartz				17453	12/15/22	<u>506.25</u>
10-0-5736	Legal	INV #935612	506.25			
PITNEY BOWES				17454	12/15/22	<u>299.01</u>
10-0-5123	Postage	INV #3105812550	299.01			
DEMCO				17455	12/15/22	<u>177.53</u>
10-0-5884	Equipment/Furniture	INV #7225205	177.53			
HOOPLA (MIDWEST TAPE)				17456	12/15/22	<u>1,838.42</u>
10-1-5345	Books-Digital-Winnetka	INV #503038123	1,838.42			
OVERDRIVE INC.				17457	12/15/22	<u>18,164.03</u>
10-1-5345	Books-Digital-Winnetka	INV #01018MA22430864	2,039.29			
10-1-5345	Books-Digital-Winnetka	INV #01018MA22433374	6,185.13			
10-1-5345	Books-Digital-Winnetka	INV #01018CP22431798	9,939.61			
Kanopy				17458	12/15/22	<u>644.00</u>
10-1-5345	Books-Digital-Winnetka	INV #325868	644.00			

Winnetka-Northfield Public Library District

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
VILLAGE OF NORTHFIELD 70-2-5159	Northfield Lease	INV #1122LIB	5,682.42	17459	12/15/22	<u>5,682.42</u>
Lauterbach & Amen, LLP 10-0-5131	Accounting and Bookkeeping	INV #73332	1,725.00	17460	12/15/22	<u>1,725.00</u>
Warehouse Direct 70-0-5725	Janitorial Supplies	INV #5374739-0	279.73	17461	12/15/22	<u>279.73</u>
VOGUE PRINTERS 10-0-5722	PR Source/Mailers	INV #19941	5,297.00	17462	12/15/22	<u>5,297.00</u>
PITNEY BOWES 10-0-5123	Postage	PITNEY BOWES	50.00	17492	12/31/22	<u>50.00</u>
COMCAST 10-0-5176	Internet Services	COMCAST	71.95	17493	12/31/22	<u>71.95</u>
Peerless Network 10-1-5175	Telephone - Winnetka	Peerless Network	41.10	17494	12/31/22	<u>41.10</u>
NORTH SHORE GAS 10-1-5174	Natural Gas - Winnetka	NORTH SHORE GAS	1,135.42	17495	12/31/22	<u>1,135.42</u>
COMCAST 10-0-5176	Internet Services	COMCAST	319.57	17496	12/31/22	<u>319.57</u>
NICOR 10-2-5174	Natural Gas - Northfield	NICOR	239.45	17497	12/31/22	<u>239.45</u>
PITNEY BOWES 10-0-5123	Postage	PITNEY BOWES	100.00	17498	12/31/22	<u>100.00</u>
VILLAGE OF WINNETKA 10-1-5171	Electricity - Winnetka	VILLAGE OF WINNETKA	2,253.56	17499	12/31/22	<u>2,766.69</u>
10-1-5171	Electricity - Winnetka	VILLAGE OF WINNETKA	56.58			
10-1-5171	Electricity - Winnetka	VILLAGE OF WINNETKA	60.60			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	79.38			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	78.71			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	22.60			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	48.00			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	32.10			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	2.00			
10-1-5173	Storm Sewer - Winnetka	VILLAGE OF WINNETKA	133.16			
VILLAGE OF NORTHFIELD 10-2-5172	Water - Northfield	VILLAGE OF NORTHFIELD	40.42	17500	12/31/22	<u>40.42</u>
COMED 10-2-5171	Electricity - Northfield	COMED	527.78	17501	12/31/22	<u>527.78</u>
Peerless Network 10-1-5175	Telephone - Winnetka	Peerless Network	41.10	17502	12/31/22	<u>41.10</u>
NATIONWIDE RETIREMENT SOLUTIONS				17503	12/31/22	<u>1,375.00</u>

Winnetka-Northfield Public Library District

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-2040	457 withholding	NATIONWIDE RETIREMENT SOLUTIONS	1,375.00			
NATIONWIDE RETIREMENT SOLUTIONS				17504	12/31/22	<u>1,375.00</u>
10-0-2040	457 withholding	NATIONWIDE RETIREMENT SOLUTIONS	1,375.00			
First Bankcard				17505	12/31/22	<u>3,849.91</u>
10-0-5884	Equipment/Furniture	DOMBROWSKI - Comand Strips	11.17			
10-0-5884	Equipment/Furniture	DOMBROWSKI - Caution Sign for Lift	13.71			
10-0-5884	Equipment/Furniture	DOMBROWSKI - Mounting Tape for Lift Sign	17.14			
10-0-5884	Equipment/Furniture	DOMBROWSKI - Bumper Guard for Lift	44.19			
10-0-5884	Equipment/Furniture	VOLNY - Cord Organizer	27.99			
10-0-5906	Programming - Studio	MORGAN - studio programming supplies - leaf stamped napkins	49.94			
10-0-5906	Programming - Studio	MORGAN - studio programming supplies - leaf stamped napkins	139.93			
10-0-5906	Programming - Studio	KLINE - Printer Ink	73.98			
10-0-5906	Programming - Studio	KLINE - 3d Printer Filament	83.92			
10-0-5906	Programming - Studio	KLINE - S Cable	9.49			
10-0-5906	Programming - Studio	KLINE - Sharps Container	16.99			
10-0-5906	Programming - Studio	KLINE - Organizers, cotton swabs	45.45			
10-0-5885	Computer Equipment	SWENSON - Television for Branch Signage	119.99			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	MALL - Materials	17.06			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	MALL - Refund on Amazon Order #114-7777508-8773833	-0.07			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	MALL - Materials	29.00			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	MALL - Materials	21.43			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	MALL - Materials	21.33			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	MALL - Materials	17.91			
10-0-5907	Programming - Youth	MORGAN - youth programming supplies - glue sticks	17.82			
10-0-5907	Programming - Youth	MORGAN - youth programming supplies - stickers	6.99			
10-0-5907	Programming - Youth	MORGAN - youth programming supplies - for edible haunted houses & family science	113.88			
10-0-5907	Programming - Youth	MORGAN - youth programming supplies - for edible haunted houses	6.29			
10-0-5907	Programming - Youth	KARWOWSKA - Youth Program Supplies	9.95			
10-0-5907	Programming - Youth	KARWOWSKA - Youth Program Supplies	9.95			
10-0-5907	Programming - Youth	KARWOWSKA - Youth Program Supplies	49.98			
10-0-5907	Programming - Youth	KARWOWSKA - Youth Program Supplies	49.98			
10-0-5907	Programming - Youth	KARWOWSKA - Youth Program Supplies	46.17			
10-0-5907	Programming - Youth	KARWOWSKA - Youth Program Supplies	57.98			
10-0-5907	Programming - Youth	KARWOWSKA - Youth Program Supplies	9.99			
10-0-5907	Programming - Youth	KARWOWSKA - Youth Program Supplies	155.68			

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

December 1, 2022 - December 31, 2022

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5907	Programming - Youth	KARWOWSKA - Youth Program Supplies	83.08			
10-0-5907	Programming - Youth	KARWOWSKA - Youth Program Supplies	20.56			
10-0-5907	Programming - Youth	KARWOWSKA - Youth Program Supplies	16.47			
10-0-5907	Programming - Youth	KARWOWSKA - Youth Program Supplies	31.96			
10-1-5445	Video Games-Juv-Winnetka	KARWOWSKA - JUV Videogames	59.99			
10-1-5445	Video Games-Juv-Winnetka	MALL - Refund on Amazon Order# 113-0074770-8893037	-2.26			
10-1-5445	Video Games-Juv-Winnetka	MALL - Materials	99.98			
10-1-5445	Video Games-Juv-Winnetka	MALL - Materials	49.99			
10-1-5445	Video Games-Juv-Winnetka	KARWOWSKA - JUV Videogames	119.76			
10-1-5445	Video Games-Juv-Winnetka	KARWOWSKA - JUV Videogames	-0.16			
10-2-5445	Video Games- Juv-Northfield	KARWOWSKA - JUV Videogames	-0.16			
10-2-5445	Video Games- Juv-Northfield	MALL - Materials	59.99			
10-2-5445	Video Games- Juv-Northfield	KARWOWSKA - JUV Videogames	119.76			
10-0-5121	Office Supplies	DOMBROWSKI - Office Supplies	32.23			
10-0-5121	Office Supplies	VOLNY - Bubble Mailers for ILL Books	15.99			
10-0-5908	Programming - Adult	MALL - Program supplies (Cookie Exchange event)	72.86			
10-0-5908	Programming - Adult	MALL - Program supplies (Cookie Exchange event)	14.99			
10-1-5340	Books-Fiction-Adult-Winnetka	MALL - Materials	12.72			
10-1-5340	Books-Fiction-Adult-Winnetka	MALL - Materials	55.97			
10-2-5343	DVDs-Adult-Northfield	MALL - Materials	19.96			
10-0-5122	Breakroom Supplies	DOMBROWSKI - Keurig for Breakroom	138.11			
10-0-5124	Hospitality	MALL - Tablecloths for public and internal events	51.99			
10-0-5120	Library Supplies	VOLNY - Library Supplies	133.43			
10-0-5120	Library Supplies	VOLNY - Halloween Candy for Public Service Desks	41.74			
10-0-5723	PR Supplies	QUISH - Snacks for new hire party	20.23			
10-0-5724	PR Marketing/Advertising	QUISH - Homebound Delivery Rack Cards	126.00			
10-0-5732	Staff Recognition/Events/Meetings	DOMBROWSKI - Get Well Flowers for Staff	67.98			
10-1-5342	Periodicals-Winnetka	MALL - Periodical subscription	149.00			
10-1-5342	Periodicals-Winnetka	MALL - Periodical subscription	149.00			
10-1-5343	DVDs-Adult-Winnetka	MALL - Materials	19.96			
10-0-5308	Reading Programs	QUISH - Puzzles for Winter Reading	43.58			
10-0-5134	Software	MALL - Virtual event hosting	124.97			
10-0-5134	Software	DOMBROWSKI - Library Zoom Account	14.99			
10-0-5134	Software	SWENSON - Creative Cloud Subscription	295.90			
10-0-5134	Software	SWENSON - Digital Signage Subscription	117.60			
10-0-5134	Software	DOMBROWSKI - WhenIWork Scheduling Software	90.00			

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

December 1, 2022 - December 31, 2022

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5177	Technology - Website	SWENSON - Domain name renewal	17.92			
10-0-5177	Technology - Website	SWENSON - Website hosting and backup	25.00			
70-0-5750	Landscaping	MALL - Bird food	43.62			
Check List Total						<u><u>108,220.72</u></u>

DECEMBER 2022 DIRECTOR'S REPORT

Staff Updates

- Anniversaries: Steve Kline, 12/27 (3 years)
- Coming: Andy Richardson (12/5) and Sabrina Nizzi (12/6), Studio Specialists

Staff Shout Outs

- Branch Services Manager Melissa had her proposal accepted for the American Library Association (ALA) Annual Conference in June. This will be her first time presenting at a national conference and we are VERY proud of her!

Finances (Target = 50.00% based on 6 months into our fiscal year)

- We are at 37.64% of our expected operating revenues (below budget due to Cook County shortfall).
- We are at 47.66% of our budgeted operating expenses (below budget).

Programming

Youth

Category	22DEC	21DEC	Mo. % +/-	FY22-23 YTD	FY21-22 YTD	FY % +/-
Programs	28	23	21.74%	319	187	70.59%
Live Attendees	477	445	7.19%	6,039	2,796	115.99%
Recording Attendees	0	6	-100.00%	0	23	-100.00%
Passive Programming	2,480	0	n/a	11,724	330	3,452.73%

Highlights

Gingerbread House Decorating	187 attendees visited the library to spend time together creating their own gingerbread houses.
Music & Movement with Teacher Dan	Teacher Dan from Top Note Music Academy regaled 83 children & caregivers with songs, fingerplays, and movement during our winter storytime break.
Messy Mondays	56 attendees stopped in to participate in messy holiday-themed crafts.

Adults

Category	22DEC	21DEC	Mo. % +/-	FY22-23 YTD	FY21-22 YTD	FY % +/-
Programs	15	17	-11.76%	116	100	16.00%
Live Attendees	609	242	151.65%	2,641	1,414	86.78%
Recording Attendees	432	68	535.29%	1,105	91	1,114.29%

Highlights

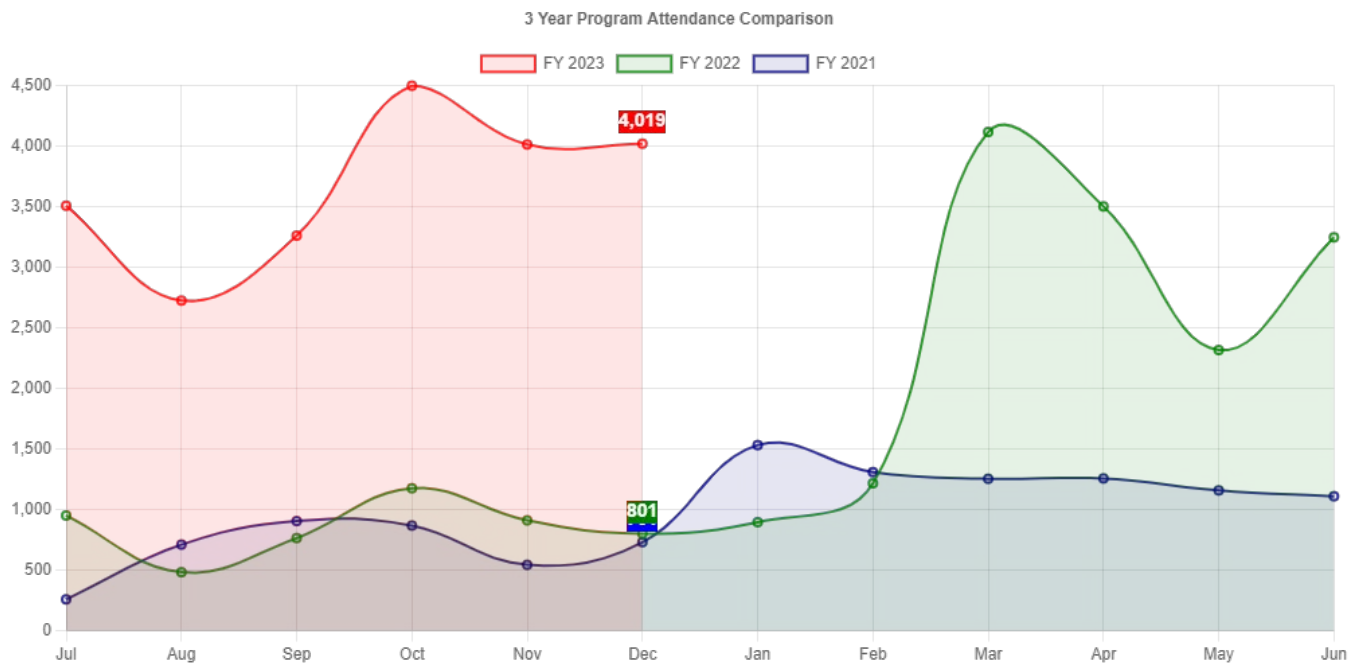
Making the Movie: Home Alone & Trivia Too	320 attendees joined Mary Treishmann of the Winnetka Historical Society who shared local filmmaker John Newcombe's documentary on the making of Home Alone followed by some Home Alone Trivia.
Hollywood Style: Icons of Fashion	74 attendees joined Dr. Annette Bochenek for a program on classic Hollywood stars, their outfits, and how they influenced popular fashion.
Shipwrecks of the Great Lakes	64 attendees joined award-winning shipwreck photographer, Cal Kothrade, for a visual tour of ten of the most dived shipwrecks in the Great Lakes.

Studio (Digital Services)

Category	22DEC	21DEC	Mo. % +/-	FY22-23 YTD	FY21-22 YTD	FY % +/-
1:1s	81	93	-12.90%	569	417	36.45%
Programs	6	8	-25.00%	80	57	40.35%
Attendees	21	40	-47.50%	510	433	17.78%

Highlights

DIY Engraved Recipe Card	6 patrons scanned a treasured recipe card then engraved it on wood to turn it into an heirloom for their home recipe boxes.
DIY Holiday Light Box	5 patrons created a small multi-layered holiday scene using various studio materials, then added LEDs to create a backlight for the scene.



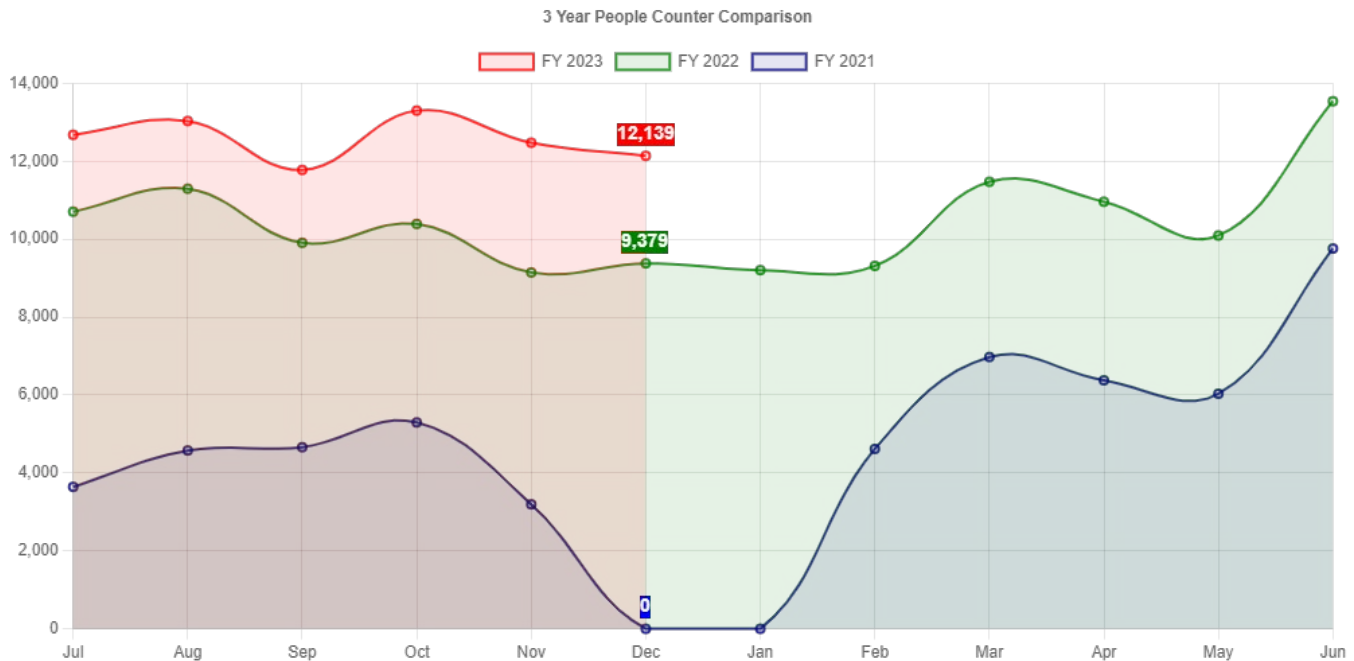
Community Engagement (Outreach)

Category	22DEC	21DEC	Mo. % +/-	FY22-23 YTD	FY21-22 YTD	FY % +/-
Youth Events	2	0	0.00%	15	12	8.33%
Adult Events	0	0	0.00%	10	4	150.00%
Family Events	0	0	0.00%	14	17	-17.65%
TOTAL	0	0	0.00%	39	33	12.12%
Youth Attendance	46	0	0.00%	568	773	-32.47%
Adult Attendance	0	0	0.00%	95	22	331.82%
Family Attendance	0	0	0.00%	1,383	1,011	36.80%
TOTAL	0	0	0.00%	2,046	1,806	10.74%

Services

Visitors

Location	22DEC	21DEC	Mo. % +/-	FY22-23 YTD	FY21-22 YTD	FY % +/-
Winnetka In-Person	8,690	6,654	30.60%	53,391	42,851	24.60%
Northfield In-Person	2,896	2,537	14.15%	19,997	16,605	20.43%
TOTAL IN-PERSON	11,586	9,191	26.06%	73,388	59,456	23.43%
Virtual Visitors	553	188	194.15%	2,018	1,372	47.08%
TOTAL VISITORS	13,798	9,538	44.66%	81,460	62,990	29.32%



Email Reach

22DEC Subscribers	% of Cardholders	21DEC Subscribers	Open Rate	Click Rate
10,431	114.90%	10,240	55%	1%

*Industry averages for not-for-profits = 38% Open Rate, 1% Click Rate

Active Cardholders

Activity	22DEC	21DEC	Mo. % +/-	FY22-23 YTD	FY21-22 YTD	FY % +/-
New Cards	58	50	16.00%	496	407	21.87%
Community	22DEC	21DEC	Mo. % +/-	22DEC %POP	21DEC %POP	% Change
Winnetka	6,516	8,933	-27.06%	51.13%	70.10%	-18.97%
Northfield	2,219	3,115	-28.76%	38.58%	54.16%	-15.58%
TOTAL DISTRICT	8,735	12,048	-27.50%	47.23%	65.14%	-17.91%
Kenilworth	343	545	-37.06%	13.64%	21.68%	-8.04%

Website Reach/App Usage

Activity	22DEC	21DEC	Mo. % +/-	FY22-23 YTD	FY21-22 YTD	FY % +/-
Website Visits	11,822	7,853	50.54%	55,199	49,505	11.50%
Unique Visitors	5,591	4,911	13.85%	33,799	30,913	9.34%

Patron Interactions

Category	22DEC	21DEC	Mo. % +/-	FY22-23 YTD	FY21-22 YTD	FY % +/-
Adult	1,682	2,262	-25.64%	12,440	15,200	-18.16%
Youth	486	410	18.54%	3,939	2,901	35.78%
Digital Services	144	203	-29.06%	909	912	-0.33%
TOTAL	2,312	2,875	-19.58%	17,288	19,013	-9.07%

Public Computer Usage

Location	22DEC	21DEC	Mo. % +/-	FY22-23 YTD	FY21-22 YTD	FY % +/-
Winnetka	395	475	-16.84%	2,596	2,595	0.04%
Northfield	212	165	28.48%	1,306	1,119	16.71%
TOTAL	607	640	-5.16%	3,902	3,714	5.06%

Hotspot Usage

Location	22DEC	21DEC	Mo. % +/-	FY22-23 YTD	FY21-22 YTD	FY % +/-
Winnetka Sessions	22,659	27,856	-18.66%	137,622	118,657	15.98%
Northfield Sessions	3,939	5,545	-27.74%	25,225	28,309	-10.89%
TOTAL	26,598	33,307	-20.17%	162,847	146,966	10.81%
Winnetka Bandwidth	592 GB	414 GB	43.06%	2,989 GB	1,834 GB	62.94%
Northfield Bandwidth	98 GB	39 GB	151.73%	446 GB	560 GB	-20.29%
TOTAL	690 GB	453 GB	52.45%	3,435 GB	2,394 GB	43.48%

Collections

MTD TOTAL PHYSICAL CIRCULATION

22DEC Physical Circulation	21DEC Physical Circulation	Net Change
28,538	26,955	5.87%

YTD TOTAL PHYSICAL CIRCULATION

FY22-23 YTD Physical Circulation	FY21-22 YTD Physical Circulation	Net Change
189,072	174,924	8.09%

PHYSICAL ADULT (BY LOCATION)

Location	22DEC	21DEC	Mo. % +/-	FY22-23 YTD	FY21-22 YTD	FY % +/-
Winnetka	9,322	9,546	-2.35%	56,778	57,819	-1.80%
Northfield	3,783	3,785	-0.05%	24,711	24,135	2.39%

PHYSICAL YOUTH (BY LOCATION)

Location	22DEC	21DEC	Mo. % +/-	FY22-23 YTD	FY21-22 YTD	FY % +/-
Winnetka	11,968	10,593	12.98%	83,939	71,874	16.79%
Northfield	3,465	3,031	14.32%	23,644	21,096	12.08%

PHYSICAL MISCELLANEOUS

Lending Type	22DEC	21DEC	Mo. & +/-	FY22-23 YTD	FY21-22 YTD	FY % +/-
Kenilworth Patrons	1,012	1,168	-13.36%	6,645	9,599	-30.77%
Borrowed from Other Libraries	1,651	1,627	1.48%	9,891	10,816	-8.55%

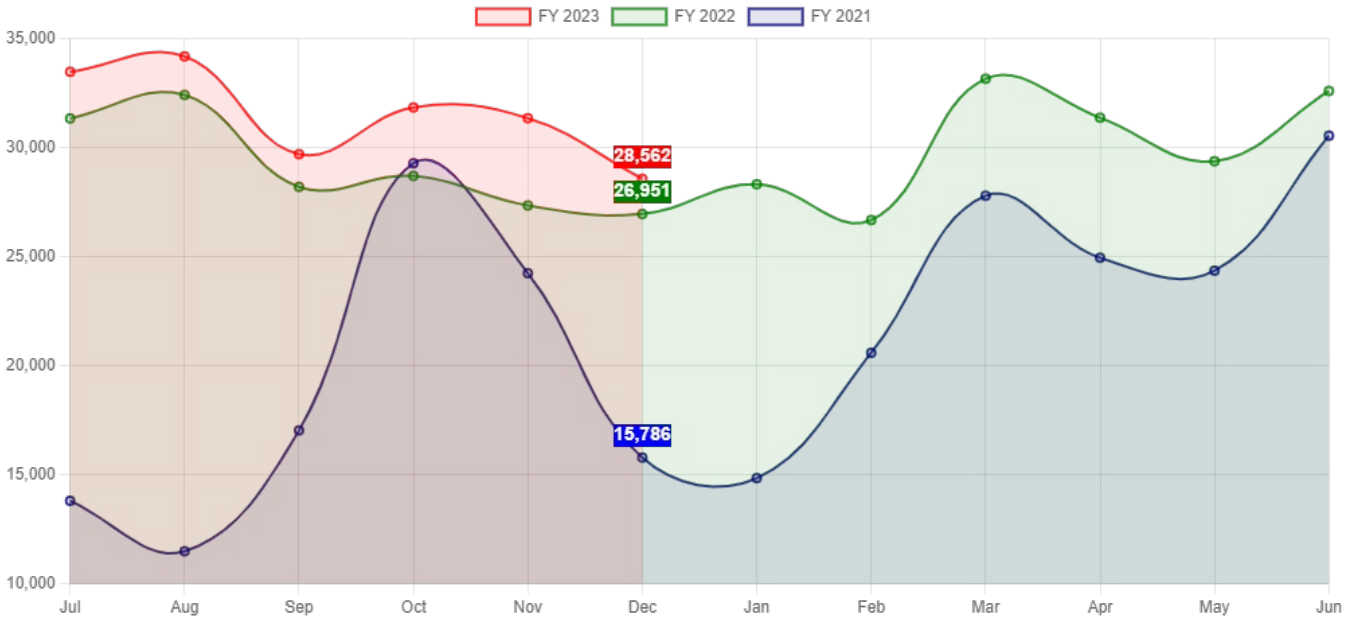
PHYSICAL ADULT (BY TYPE)

Material Type	22DEC	21DEC	Mo. % +/-	FY22-23 YTD	FY21-22 YTD	FY % +/-
Books	8,033	8,165	-1.62%	51,732	51,437	0.57%
Book - Fiction	4,507	4,494	0.29%	29,485	29,260	0.77%
Book - Nonfiction	3,526	3,671	-3.95%	22,247	22,177	0.32%
Audiobook - CD	223	275	-18.91%	1,839	1,900	-3.21%
Music CD	100	165	-39.02%	821	745	10.20%
Playaway	44	41	7.32%	326	374	-12.83%
DVD/Blu-Ray	3,009	3,185	-5.53%	16,627	18,048	-7.87%
Magazine	142	204	-30.39%	1,203	1,183	1.95%
Videogame	43	31	38.71%	161	143	12.59%
Computing Device	3	13	-76.92%	23	59	-61.02%
Library of Things	31	0	n/a	114	0	n/a
Other	12	18	-33.33%	65	21	209.52%
Non-CCS ILL	23	28	-17.86%	214	227	-5.73%
Sent Out	1,442	1,207	19.47%	8,364	7,820	6.96%
TOTAL	13,105	13,331	-1.70%	81,489	81,954	-0.57%

PHYSICAL YOUTH (BY TYPE)

Material Type	22DEC	21DEC	Mo. % +/-	FY22-23 YTD	FY21-22 YTD	FY % +/-
Books	11,760	11,758	0.02%	82,042	81,943	0.12%
Book - Fiction	9,948	10,084	-1.35%	70,064	71,124	-1.49%
Book - Nonfiction	1,812	1,674	8.24%	11,978	10,819	10.71%
Audiobook - CD	7	29	-75.86%	135	358	-62.29%
Music CD	7	33	-78.79%	135	358	-62.29%
Playaway	174	173	0.58%	1,404	1,216	15.46%
DVD/Blu-Ray	698	1,009	-30.82%	6,100	6,263	-2.60%
Magazine	29	0	n/a	102	0	n/a
Videogame	140	188	-25.53%	1,371	862	59.05%
Computing Device	0	0	0.00%	0	6	-100.00%
Vox Reader	246	212	16.04%	1,733	1,177	47.24%
STEAM Kits	21	37	-43.24%	143	181	-20.99%
Early Literacy Kits	24	0	n/a	130	0	n/a
Other	142	185	-23.24%	494	796	-37.94%
In-House Circulation	2,185	0	n/a	13,839	0	n/a
TOTAL	15,433	13,624	13.28%	107,583	92,970	15.72%

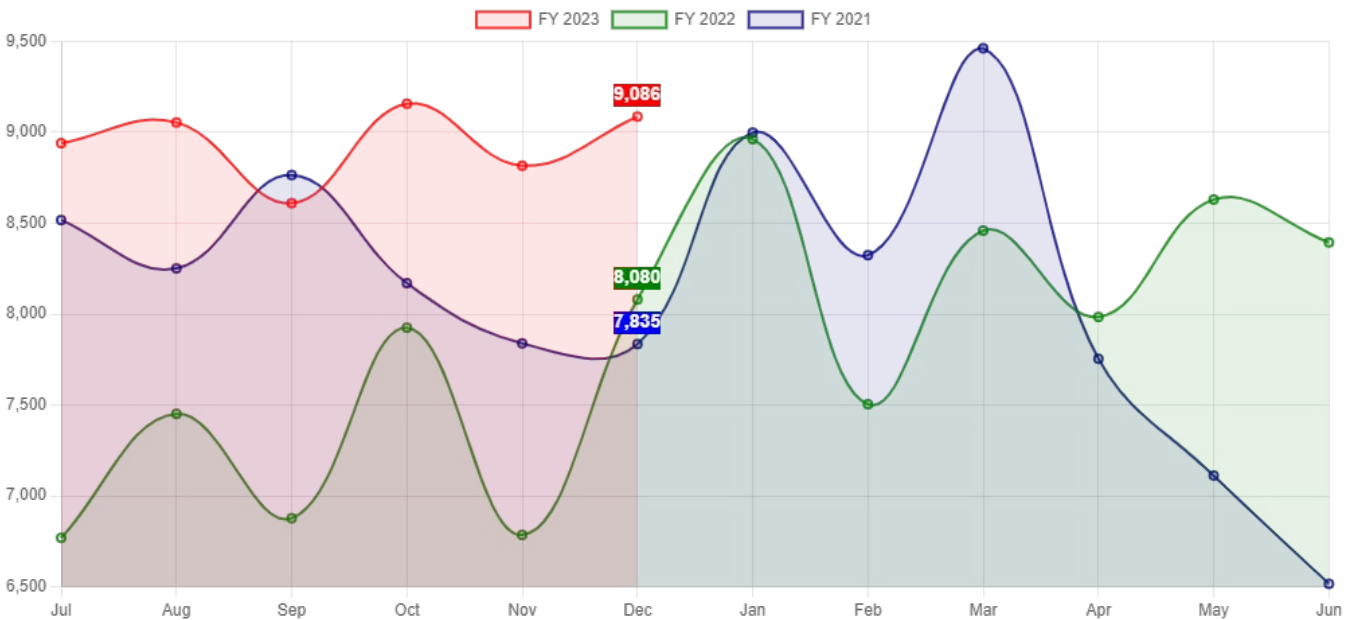
3 Year Circulation Comparison



DIGITAL CIRCULATION

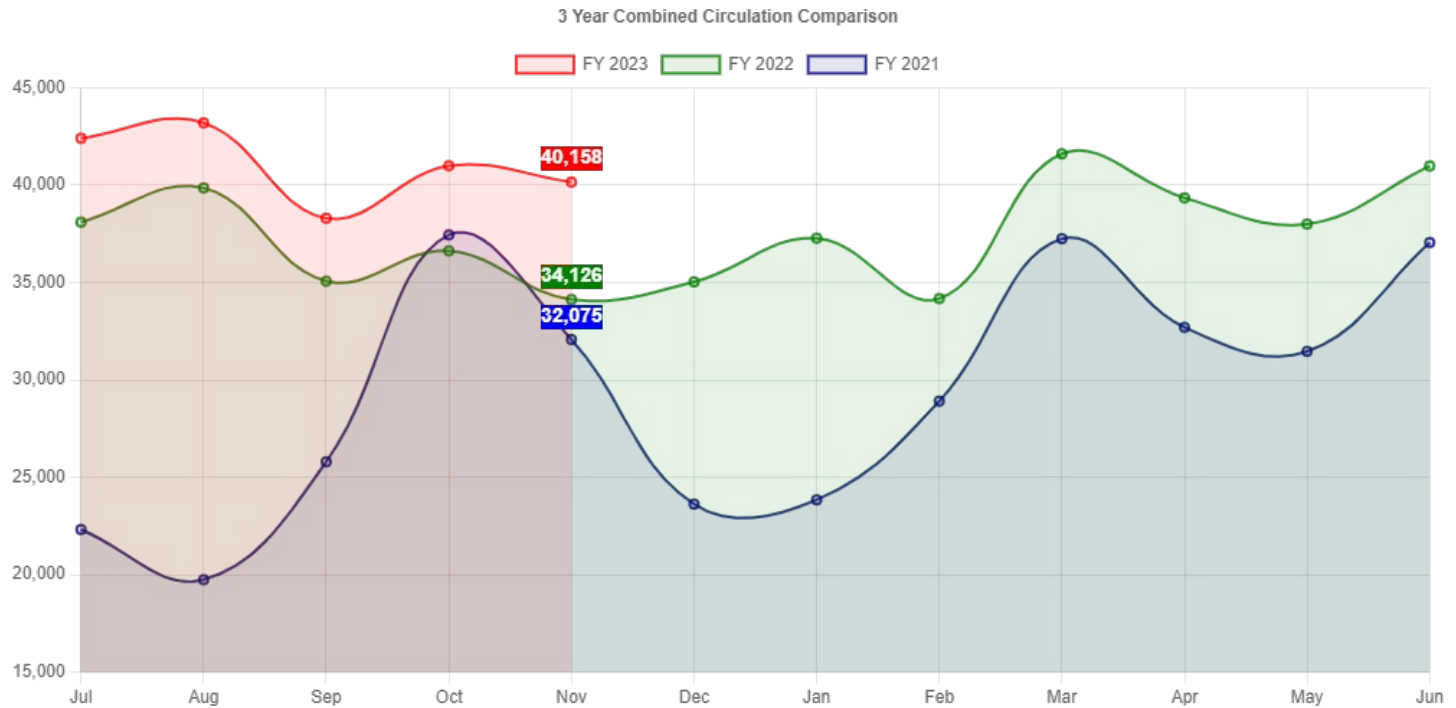
Material Type	22DEC	21DEC	Mo. % +/-	FY22-23 YTD	FY21-22 YTD	FY % +/-
eBooks	4,147	3,740	10.88%	24,128	20,606	17.09%
eAudiobooks	3,003	2,597	15.63%	18,234	14,287	27.63%
eMagazines	1,458	1,190	22.52%	8,671	6,056	43.18%
eVideos	427	502	-14.94%	2,438	2,733	-10.79%
eMusic	51	51	0.00%	192	205	-6.34%
TOTAL	9,086	8,080	12.45%	53,663	43,887	22.28%

3 Year eResource Comparison



TOTAL DISTRICT CIRCULATION

22DEC	21DEC	Mo. % +/-	FY22-23 YTD	FY21-22 YTD	FY % +/-
37,624	35,035	7.39%	242,735	218,811	10.93%



Impact Stories

- Customer Relations- A patron came in asking if it was true that she could borrow a Nintendo Switch. When the staff said yes and highlighted some of the other items in our Library of Things, she was beyond excited! She told us that she is so proud that her library is becoming a hub of the community and that we are continuing to offer different things to stay with the times!
- Northfield- "Melissa, I wanted you to know how much I appreciated your specific book suggestion, *THE BILLION DOLLAR SPY* by David Hoffman. It is one of the best books I've read in the last five years. I also have great luck with consistent high-quality suggestions from your Northfield staff."
- Youth Services
 - From Decorate Your Own Gingerbread House
 - "I have a newfound appreciation for municipal government and all the amazing things the library offers beyond just books."
 - "It was wonderful. I believe that programs such as this are a great way to bring in library patrons that don't usually attend events and/or check out books regularly. Keep these events up so that we keep getting more folks in the door."
 - "I love the hands-on events for kids at the Northfield library. The space isn't that great, but I do love when the events are in Northfield, and we get to see so many of our neighbors and school friends."



- Adult Services

- From Shipwrecks of the Great Lakes

- *"As usual, another fantastic and informative presentation from your library. My wife and I (getting to the age where we are not comfortable driving at night) Zoom all your presentations and congratulate and thank your entire staff of workers who are involved in scheduling your presentations. Great job. Please keep it up."*

- From the Cookie Exchange

- *"It was great fun and a super way to meet new people and to hear about other library events. And of course, the cookies were delicious!!!!"*

- From Making the Movie: Home Alone & Trivia Too

- *"Enjoyed the event. I will pay more attention to the newsletter and check out the website for other events."*
 - *"Fabulous Program!!!! So deeply cherished by many, especially those who live in Winnetka. Please keep virtual programming forever! It's a special gift to seniors, especially those living alone or in facilities - the virtual is possible everywhere! Moms who can't get a babysitter can enjoy from home."*
 - *"Our family LOVED this - only regret was that it was not taped to watch later - one son was at a wedding and another at another event - they were bummed to miss it. The other adult kids were home and 5 of us watched together from home and loved it!"*

- Digital Services- A patron let us know that because of taking sewing classes in our Studio, she was now making Christmas stockings for her grandchildren, something she would never have attempted before. She said Studio Specialist Sandy's instruction and help gave her the courage and skills to try it!

- Photo from *DIY Engraved Recipe Card Program*:



THE WINNETKA-NORTHFIELD PUBLIC LIBRARY DISTRICT
RESOLUTION NO. 2022-2023/7

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 16th day of January, 2023.

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.

SCHEDULE B

Closed Session Minutes Not Eligible for Release due to a Need for Confidentiality

Date:

November 16, 2020

April 19, 2021

THE WINNETKA-NORTHFIELD PUBLIC LIBRARY DISTRICT
RESOLUTION NO. 2022-2023/8

RESOLUTION APPROVING DESTRUCTION OF CLOSED SESSION RECORDINGS

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, closed session meetings were recorded in accordance with the Open Meetings Act.; and

WHEREAS, the Board may destroy closed session recordings not less than eighteen (18) months after the closed session provided the Board:

1. Approved written minutes of the closed session; and
2. Approves destruction of the recording.

NOW, THEREFORE, BE IT RESOLVED as follows:

Section 1: The recordings of the closed session meetings listed on the attached Schedule A shall be destroyed promptly by the Library Director.

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 16th day of January 2023.

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 Recordings to be Destroyed

Date:

November 16, 2020

April 19, 2021