

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

**THE MEETING WILL BEGIN AT 7:00 PM VIA ZOOM
INSTRUCTIONS TO JOIN POSTED AT WWW.WINNETKALIBRARY.ORG**

The Board meeting will be conducted as a virtual meeting consistent with the Governor's Executive Orders and recent amendments to the Open Meetings Act.

AGENDA

Monday, March 15, 2021

- I. Call to Order**
- II. Roll Call**
- III. Public Comments**
- IV. Vote to Approve Minutes**
 - Approve Minutes of the February 15, 2021 Regular Meeting*
 - Approve Minutes of the March 1, 2021 Study Session*
- V. Financial Report**
 - Approve February 2021 Financial Statements*
- VI. Library Reports**
 - Director's Report* (Director Dombrowski)
 - Board President's Comments (President Ruiz-Funes)
- VII. Liaisons to Other Organizations – Reports**
 - Winnetka Village (Trustee Johnson)
 - Northfield Village (?)
- VIII. Unfinished Business**
 - Update on leak in basement at Winnetka Branch
 - Budget for Northfield Branch Refresh*
 - Winnetka Building Window Replacement Estimate/Timeline (John Shales)*
- IX. New Business**
 - Strategic Planning Proposal from CIVICTechnologies (Marc Futterman)*

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

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X. Communications

- The next regular meeting will be held on Monday, April 19 at 7pm

XI. Public Comments

XII. Adjournment

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

February 15, 2021

I. Call to Order

The meeting was held virtually via Zoom due to the COVID-19 pandemic. President Ruiz-Funes called the meeting to order at 7:03 p.m. A quorum was present.

II. Roll Call

Present: President Jean-Paul Ruiz-Funes, and Trustees Travis Gosselin, Brian Johnson, Deborah Vandergrift, Raheela Anwar, Sarah Munoz and Katherine Casale MacNally; and Library Director Monica Dombrowski.

Absent:

Present were library employees Nicola White (Administrative Assistant) and Steve Kline (Digital Services Manager).

III. Public Comments

No public comments.

IV. Vote to Approve Minutes

- Vote to Approve Minutes of the January 18, 2021 Regular Meeting

A MOTION was made by Trustee Anwar to approve the Minutes of the January 18, 2021 Regular Meeting and seconded by Trustee Casale MacNally.

The MOTION passed on a voice vote.

V. Financial Report

Director Dombrowski presented the January 2021 Financial Statements.

A MOTION was made by Trustee Vandergrift to approve the January 2021 Financial Statements and seconded by Trustee Casale MacNally.

The MOTION passed on a voice vote.

VI. **Library Report**

LIBRARY DIRECTOR'S REPORT:

Director Dombrowski reported:

- There were several staff work anniversaries this month highlighted in her written report
- Adult Services Librarian Nick Mall was promoted to Adult Services Manager
- Customer Relations Assistants Betsy Griebenow and Stephanie Gonzalez-Diaz and Customer Relations Page Shannon Hahle were all promoted to 25-hour Library Assistant positions within their department
- Branch Services Assistant Sydney Clark was promoted to full-time
- Customer Relations Manager Katie Cangelosi submitted her resignation; Branch Services Supervisor Courtney Volny was promoted to take her place
- Customer Relations Assistant Lisa Bendoff was promoted to Adult Services Librarian
- Virtual program attendance continues to be strong
- Visitorship numbers at both library locations are rebounding strongly
- The District's active app users have more than doubled this month
- The District's email reach was up to 10,080 out of 12,660 cardholders, which indicates a high percentage of cardholders are signed up for emails
- Adult circulation is up 13% from last month, while Youth circulation is up 16%
- District staff worked hard this month to help patrons find vaccination sites
- Director Dombrowski attended the North Suburban ILA Legislators meet-up; they have been lobbying on our behalf to try to get libraries in the vaccine queue

BOARD PRESIDENT'S COMMENTS:

President Ruiz-Funes reported:

- The trustees' thoughts are with those directly affected by COVID-19 and they wish to thank the first responders and essential workers for their efforts, as well as all library staff.
- The trustees would like to thank Director Dombrowski and the staff for the great effort that went into reopening both branches of the library.
- President Ruiz-Funes congratulated staff on their promotions, and thanked Director Dombrowski for promoting from within to ensure staff are appreciated, developed, and given greater opportunities while also being budget-conscious.
- President Ruiz-Funes congratulated the District on the upward trend in circulation and app users.

VII. Liaisons to Other Organizations-Reports

- *Winnetka Village*- Trustee Johnson reported that the Village Council is debating what to do with the demolition of landmarks. He also reported that Good Grapes is receiving a license to sell hard liquor, but it cannot take up more than 20% of their shelf space.
- *Northfield Village*- Nothing reported.

VIII. Unfinished Business

- *Update on Tree Root Issue with Linden Patio Homes*
Director Dombrowski reported that Linden Patio Homes has elected not to finish the major tree rooting project. The District’s lawyer has drafted an agreement which states that the library will only split the cost of regular maintenance going forward; we are waiting to hear back.
- *Update on Leak in Basement at Winnetka Branch*
Director Dombrowski reported that the new ejector pump has been installed; however, when Shales McNutt Construction came to inspect the foundation, they found a separate issue with the drainage system. A plumber will be sent to the facility on February 24, 2021 to inspect all drains for any damage or clogs.
- *Renovations/Refresh for Northfield Branch*
Director Dombrowski reported that she reviewed the survey that was conducted in 2019 and based on the comments, she does not believe the District should go ahead with a renovation at this time. She suggested repainting the interior and replacing the carpet, and then incorporate any remodeling project into the new strategic plan to fully scope it out and gather further input from the community.

The Board agreed with this plan and discussed looking at the ADA accessibility of both library facilities as part of the new strategic plan as well.

IX. New Business

- *Winnetka Building Windows*
Director Dombrowski reported that one window at the Winnetka Library has shattered, and six more have cracked. She explained that the windows are single pane, which results in significant heat loss and damage to materials over time.

The Board agreed to gather quotes for a full window replacement, and Trustee Johnson recommended looking into green grants because it will be an energy efficiency project.

- *Findings on Serving Our Public 4.0, Chapter 2: Governance & Administration*

Director Dombrowski reported that the management team will be working through the Serving Our Public 4.0 chapters on a month-by-month basis. After reviewing *Chapter 2: Governance & Administration*, the team suggested implementing the following to remain in compliance:

- Library Board reviews library policies on regular basis
- Library develops a formal orientation program for new trustees
- Library has a written succession plan
- Library trustees participate in local, state, regional, and national education and decision-making

President Ruiz-Funes suggested inviting Nancy Sylvester back to the library to hold a program on trustee training that could be open to community members as well.

- *Discussion on Guidelines for Approving Quotes*

Director Dombrowski asked the Board how they would prefer she handle approving quotes for the District.

The Board agreed that if the expense is covered in the budget there is no need to bring it to the trustees' attention. However, larger and more important projects such as a window replacement or hiring a strategic planning consultant should be brought to the Board for approval.

- *Strategic Planning Consultants*

Director Dombrowski presented proposals from two strategic planning consulting firms: Sarah Keister Armstrong and Associates, and Amanda Standerfer from FastForward Libraries.

The Board discussed the proposals and asked Monica to invite the candidate who she believes would be better able to deliver on data analysis to the Board Study Session on March 1, 2021.

X. Communications

- *Re-opening update: The District had 1,618 visitors since re-opening*
- *The winner of the library's app contest was Bob Vorwald*
- *The next issue of The Source will hit homes on February 20*
- *The Board Study Session will be held Monday, March 1 at 7pm*
- *The next Board Meeting will be held on Monday, March 15 at 7pm*

XI. Public Comments

No public comments.

XII. Adjournment

There being no further business to come before the Board, a MOTION to adjourn was made by Trustee Casale MacNally and seconded by Trustee Gosselin.

The MOTION passed on a voice vote and President Ruiz-Funes adjourned the meeting at 8:49 p.m.

Respectfully submitted,

Nicola White
Recording Secretary

_____ Jean-Paul Ruiz-Funes, President

_____ Katherine Casale MacNally, Secretary

**WINNETKA-NORTHFIELD PUBLIC LIBRARY DISTRICT
MINUTES OF A STUDY SESSION
OF THE BOARD OF TRUSTEES**

March 1, 2021

I. Call to Order

The meeting was held virtually via Zoom due to the COVID-19 pandemic. President Ruiz-Funes called the meeting to order at 7:01 p.m. A quorum was present.

II. Roll Call

Present: President Jean-Paul Ruiz-Funes, and Trustees Sarah Munoz, Brian Johnson, Deborah Vandergrift, Travis Gosselin, Raheela Anwar, and Katherine Casale MacNally; and Library Director Monica Dombrowski.

Absent:

Present were library employees; Nicola White (Administrative Assistant) and Mark Swenson (Information Technology Manager).

III. Public Comments

No public comments.

IV. Discussion of Strategic Planning Proposal from FastForward Libraries

i. Presentation by Amanda Standerfer

ii. Q&A

iii. Discussion of Trustee Expectations

The trustees expressed the following expectations:

Trustee Anwar

- 1) We have a lot of data available; how do we frame it and augment it where needed to help inform our direction?
- 2) How do we define a user and what they use; how do we convert casual users into champions and what metrics should we be looking at surrounding usage?
- 3) What does it mean to be engaged? What does engagement look like in other communities? What are we doing well and what do we need to be doing differently?

Trustee Casale MacNally

- 1) We have two villages and two flavors; how do we orient goals for our unique situation that aren't generic in nature, such as "we like books"?
- 2) How do we involve library staff early in the process since they are the key to successfully implementing the plan?
- 3) How do we secure input from tweens and teens and keep them coming to the library when they are older?

Trustee Gosselin

- 1) How do we sell our programming and services to adults with or without children, so they know that the library offers something for them too?
- 2) What can we do post-COVID to bring people back into the physical building and reactivate the library as the third space?
- 3) How do we better market our programs and offerings outside of our newsletter and email?
- 4) How do we improve the library's ability to quickly react to the needs of the community?

Trustee Munoz

- 1) Should we take steps toward environmental sustainability in our facilities?
- 2) How do we put more power in student's hands? How do we leverage partnerships with our schools to get more library cards into kids' hands? How can we offer a wider variety of diversity programs to students to help supplement what they're not being taught as part of their curricula?
- 3) How do we increase opportunities for parents to get their needs met while coming to the library with their children?

Trustee Vandergrift

- 1) How do we clearly articulate the vision and mission for the library?
- 2) What does post-COVID engagement and service look like?

Trustee Johnson

- 1) How do we get a good statistical community underpinning overlaid on power user data to see what they are doing so we can provide more of that?
- 2) How does this tie into our mission?

- 3) What would a library with no books look like for staff? If we had no physical items, what would the work be and what would staff need to be successful?

President Ruiz-Funes

- 1) How do we create a foundation of analytic fact-based values? For example, what is our actual current library card penetration rate and what should it be? Where should we be with circulation? Where are other north shore libraries in comparison to us? How do we put more emphasis on patrons and create more value for heavy and medium library users?
- 2) How do we frame things in terms of SMAC objectives (Specific, Measurable, Actionable, Consistent)?
- 3) How do we develop both a plan a (all our former visitors return the library post-COVID) and plan b (diminished number of former visitors return to the library)? How does that change allocated resources?
- 4) How do we use the strategic planning process to scrutinize resources and ensure they are aligned to what we determine is important?
- 5) How can our work be infused with outside perspectives from organizations such as ALA, ILA, other libraries, and even other types of industries?

iv. Next Steps

Director Dombrowski will meet with Amanda to discuss whether Amanda wishes to proceed with the process. If so, they will determine some data points for Amanda to use in a revised proposal, due to the Board on March 8, 2021.

V. Public Comments

No public comments.

VI. Adjournment

There being no further business to come before the Board, a MOTION to adjourn was made by Trustee Casale MacNally and seconded by Trustee Vandergrift. The MOTION passed on a voice vote and President Ruiz-Funes adjourned the meeting at 8:34 p.m.

Respectfully submitted,

Nicola White
Recording Secretary

_____ Jean-Paul Ruiz-Funes, President

_____ Katherine Casale MacNally, Secretary

Winnetka-Northfield Public Library District

All Funds Summary

For the 8 Months Ended February 28, 2021

Ideal Budget Percentage Spent: 66.67%

	<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	4,142,360.00	2,761,573.33	2,577,884.81	62.23 %	(183,688.52)
IMRF Fund	100,000.00	66,666.67	59,396.84	59.40 %	(7,269.83)
FICA Fund	40,000.00	26,666.67	23,759.08	59.40 %	(2,907.59)
Building Fund	152,000.00	101,333.33	90,283.42	59.40 %	(11,049.91)
Unemployment Fund	10.00	6.67	5.89	58.90 %	(0.78)
Total Revenues	<u>4,434,370.00</u>	<u>2,956,246.67</u>	<u>2,751,330.04</u>	<u>62.05 %</u>	<u>(204,916.63)</u>
Expenses					
Library Fund	3,476,896.00	2,317,930.67	1,945,292.33	55.95 %	(372,638.34)
IMRF Fund	111,000.00	74,000.00	78,010.93	70.28 %	4,010.93
FICA Fund	123,000.00	82,000.00	67,775.21	55.10 %	(14,224.79)
Building Fund	320,000.00	213,333.33	165,488.33	51.72 %	(47,845.00)
Unemployment Fund	5,000.00	3,333.33	6,292.00	125.84 %	2,958.67
Total Expenses	<u>4,035,896.00</u>	<u>2,690,597.33</u>	<u>2,262,858.80</u>	<u>56.07 %</u>	<u>(427,738.53)</u>
Total Revenues	4,434,370.00	2,956,246.67	2,751,330.04	62.05 %	(204,916.63)
Total Expenses	<u>4,035,896.00</u>	<u>2,690,597.33</u>	<u>2,262,858.80</u>	<u>56.07 %</u>	<u>427,738.53</u>
Excess Revenues less Expenses	<u>398,474.00</u>	<u>265,649.34</u>	<u>488,471.24</u>	<u>122.59 %</u>	<u>222,821.90</u>

Winnetka-Northfield Public Library District

Library Fund Summary

For the 8 Months Ended February 28, 2021

Ideal Budget Percentage Spent: 66.67%

	<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	3,916,860.00	2,611,240.00	2,410,615.36	61.54 %	(200,624.64)
Replacement Tax	20,000.00	13,333.33	21,426.76	107.13 %	8,093.43
Collections	126,000.00	84,000.00	92,023.55	73.03 %	8,023.55
Materials	9,500.00	6,333.33	1,218.87	12.83 %	(5,114.46)
Other Income	70,000.00	46,666.67	52,600.27	75.14 %	5,933.60
Total Operating Revenue	<u>4,142,360.00</u>	<u>2,761,573.33</u>	<u>2,577,884.81</u>	<u>62.23 %</u>	<u>(183,688.52)</u>
Operating Expenses					
Personnel	1,790,000.00	1,193,333.33	1,056,154.57	59.00 %	(137,178.76)
Administration	229,106.00	152,737.33	151,089.09	65.95 %	(1,648.24)
Utilities	97,700.00	65,133.33	49,043.08	50.20 %	(16,090.25)
IT Services	171,250.00	114,166.67	90,036.44	52.58 %	(24,130.23)
Public Relations	45,000.00	30,000.00	21,039.50	46.75 %	(8,960.50)
Library Materials - Adult	576,750.00	384,500.00	371,664.06	64.44 %	(12,835.94)
Library Materials - Youth	85,900.00	57,266.67	41,218.75	47.98 %	(16,047.92)
Programs	71,190.00	47,460.00	24,697.65	34.69 %	(22,762.35)
Capital	410,000.00	273,333.33	140,349.19	34.23 %	(132,984.14)
Total Operating Expenses	<u>3,476,896.00</u>	<u>2,317,930.67</u>	<u>1,945,292.33</u>	<u>55.95 %</u>	<u>(372,638.34)</u>
Total Revenues	4,142,360.00	2,761,573.33	2,577,884.81	62.23 %	(183,688.52)
Total Expenses	3,476,896.00	2,317,930.67	1,945,292.33	55.95 %	(372,638.34)
Excess Revenues less Expenses	<u>665,464.00</u>	<u>443,642.66</u>	<u>632,592.48</u>	<u>95.06 %</u>	<u>188,949.82</u>

Winnetka-Northfield Public Library District

Statement of Revenues and Expenditures - Modified Cash Basis

For the 8 Months Ended February 28, 2021

Ideal Budget Percentage Spent: 66.67%

	Annual Budget	Prorated Budget	Year to Date Actual	% of Budget	Variance vs. Prorated Budget
LIBRARY FUND					
Revenues					
Taxes					
Property Taxes Collections	3,916,860.00	2,611,240.00	2,398,438.33	61.23 %	(212,801.67)
Property Taxes Collections-Liability	0.00	0.00	7,721.78	0.00	7,721.78
Property Taxes Collections-Audit	0.00	0.00	4,455.25	0.00	4,455.25
Replacement Tax	20,000.00	13,333.33	21,426.76	107.13 %	8,093.43
Total Taxes	3,936,860.00	2,624,573.33	2,432,042.12	61.78 %	(192,531.21)
Collections					
Per Capita Grant	15,000.00	10,000.00	23,172.25	154.48 %	13,172.25
Kenilworth Services	100,000.00	66,666.67	66,290.47	66.29	(376.20)
Fines - Winnetka	8,000.00	5,333.33	1,067.64	13.35	(4,265.69)
Studio Fees	1,000.00	666.67	129.08	12.91	(537.59)
Lost/Damaged Mat.-Winnetka	2,000.00	1,333.33	1,337.11	66.86	3.78
Library Programs - Winnetka	0.00	0.00	27.00	0.00	27.00
Total Collections	126,000.00	84,000.00	92,023.55	73.03 %	8,023.55
Materials					
Copy/Printing - Winnetka	7,500.00	5,000.00	53.65	0.72 %	(4,946.35)
Book Sales - Winnetka	2,000.00	1,333.33	1,165.22	58.26	(168.11)
Total Materials	9,500.00	6,333.33	1,218.87	12.83 %	(5,114.46)
Other Income					
Checking Interest Income	50,000.00	33,333.33	3,076.57	6.15 %	(30,256.76)
Byline Bank IMA Interest	0.00	0.00	35,836.38	0.00	35,836.38
Change on Investment Value	0.00	0.00	(1,572.00)	0.00	(1,572.00)
Money Market-Interest	0.00	0.00	19.32	0.00	19.32
Gift Fund (over \$100)	0.00	0.00	200.00	0.00	200.00
Gift Fund (under \$100)	0.00	0.00	40.00	0.00	40.00
Friends Donations	20,000.00	13,333.33	15,000.00	75.00	1,666.67
Total Other Income	70,000.00	46,666.67	52,600.27	75.14 %	5,933.60
Total Revenue	4,142,360.00	2,761,573.33	2,577,884.81	62.23 %	(183,688.52)

Winnetka-Northfield Public Library District

Statement of Revenues and Expenditures - Modified Cash Basis

For the 8 Months Ended February 28, 2021

Ideal Budget Percentage Spent: 66.67%

	Annual Budget	Prorated Budget	Year to Date Actual	% of Budget	Variance vs. Prorated Budget
LIBRARY FUND					
Expenses					
Personnel					
Salaries	1,610,000.00	1,073,333.33	952,339.29	59.15 %	(120,994.04)
Health Insurance	155,000.00	103,333.33	99,559.46	64.23	(3,773.87)
Flu Vaccination	500.00	333.33	125.52	25.10	(207.81)
Employee Asst. Program	1,500.00	1,000.00	0.00	0.00	(1,000.00)
Conferences	20,000.00	13,333.33	1,745.00	8.73	(11,588.33)
Flexible Spending Account	3,000.00	2,000.00	2,385.30	79.51	385.30
Total Personnel	1,790,000.00	1,193,333.33	1,056,154.57	59.00 %	(137,178.76)
Administration					
Audit Fees	12,000.00	8,000.00	12,000.00	100.00 %	4,000.00
Library Supplies	38,500.00	25,666.67	16,062.32	41.72	(9,604.35)
Office Supplies	8,000.00	5,333.33	4,409.50	55.12	(923.83)
Breakroom Supplies	1,500.00	1,000.00	1,166.99	77.80	166.99
Postage	4,500.00	3,000.00	1,588.24	35.29	(1,411.76)
Hospitality	5,400.00	3,600.00	161.27	2.99	(3,438.73)
Accounting and Bookkeeping	20,000.00	13,333.33	15,836.00	79.18	2,502.67
Legal Notices	1,000.00	666.67	2,786.00	278.60	2,119.33
Delivery Service	8,000.00	5,333.33	2,316.67	28.96	(3,016.66)
Payroll Services	10,000.00	6,666.67	5,727.44	57.27	(939.23)
Liability Insurance Costs	30,000.00	20,000.00	20,742.00	69.14	742.00
ILL Fees	150.00	100.00	0.00	0.00	(100.00)
Board Expenses	1,000.00	666.67	213.07	21.31	(453.60)
Memberships	6,000.00	4,000.00	2,498.00	41.63	(1,502.00)
Staff Recognition/Events/Meetings	5,000.00	3,333.33	1,243.66	24.87	(2,089.67)
Director's Expenses	500.00	333.33	0.00	0.00	(333.33)
Legal	15,000.00	10,000.00	13,117.50	87.45	3,117.50
Architects	0.00	0.00	4,844.30	0.00	4,844.30
Building Appraisal	500.00	333.33	0.00	0.00	(333.33)
Other Consultations	62,056.00	41,370.67	18,038.05	29.07	(23,332.62)
Investment Fees	0.00	0.00	4,925.49	0.00	4,925.49
HR Consultant	0.00	0.00	22,106.25	0.00	22,106.25
Telephone Equipment Expenses	0.00	0.00	300.00	0.00	300.00
Miscellaneous	0.00	0.00	1,006.34	0.00	1,006.34
Total Administration	229,106.00	152,737.33	151,089.09	65.95 %	(1,648.24)
Utilities					
Electricity - Winnetka	49,000.00	32,666.67	27,568.00	56.26 %	(5,098.67)
Water - Winnetka	5,700.00	3,800.00	1,545.60	27.12	(2,254.40)
Storm Sewer - Winnetka	1,900.00	1,266.67	932.12	49.06	(334.55)
Natural Gas - Winnetka	14,000.00	9,333.33	7,272.91	51.95	(2,060.42)
Telephone - Winnetka	10,000.00	6,666.67	3,562.03	35.62	(3,104.64)
Internet Services	17,100.00	11,400.00	8,162.42	47.73	(3,237.58)
Total Utilities	97,700.00	65,133.33	49,043.08	50.20 %	(16,090.25)
Information Technology					
CCS Operating	83,250.00	55,500.00	55,289.55	66.41 %	(210.45)
Software	35,000.00	23,333.33	15,117.98	43.19	(8,215.35)
LAN Management	50,000.00	33,333.33	17,896.34	35.79	(15,436.99)
Hardware	0.00	0.00	671.73	0.00	671.73

Winnetka-Northfield Public Library District
Statement of Revenues and Expenditures - Modified Cash Basis
For the 8 Months Ended February 28, 2021

Ideal Budget Percentage Spent: 66.67%

	<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					
Technology/Website	3,000.00	2,000.00	1,060.84	35.36	(939.16)
Total Information Technology	<u>171,250.00</u>	<u>114,166.67</u>	<u>90,036.44</u>	<u>52.58 %</u>	<u>(24,130.23)</u>
Public Relations					
PR E-Marketing	1,500.00	1,000.00	925.00	61.67 %	(75.00)
PR Promotional	7,000.00	4,666.67	2,975.18	42.50	(1,691.49)
PR Source	25,000.00	16,666.67	14,916.59	59.67	(1,750.08)
PR Supplies	8,000.00	5,333.33	1,131.73	14.15	(4,201.60)
PR Advertising	<u>3,500.00</u>	<u>2,333.33</u>	<u>1,091.00</u>	<u>31.17</u>	<u>(1,242.33)</u>
Total Public Relations	<u>45,000.00</u>	<u>30,000.00</u>	<u>21,039.50</u>	<u>46.75 %</u>	<u>(8,960.50)</u>
Library Materials - Adult					
Books-Fiction-Adult-Winnetka	79,000.00	52,666.67	56,673.64	71.74 %	4,006.97
Books-Non-Fiction-Adult-Winnetka	77,000.00	51,333.33	50,775.83	65.94	(557.50)
Periodicals-Winnetka	28,000.00	18,666.67	3,568.61	12.75	(15,098.06)
DVDs-Adult-Winnetka	53,000.00	35,333.33	20,160.49	38.04	(15,172.84)
Audio Books-Adult-Winnetka	22,000.00	14,666.67	13,169.84	59.86	(1,496.83)
Books-Digital-Winnetka	212,750.00	141,833.33	142,250.99	66.86	417.66
Online Database	<u>105,000.00</u>	<u>70,000.00</u>	<u>85,064.66</u>	<u>81.01</u>	<u>15,064.66</u>
Total Library Materials - Adult	<u>576,750.00</u>	<u>384,500.00</u>	<u>371,664.06</u>	<u>64.44 %</u>	<u>(12,835.94)</u>
Library Materials - Youth					
Books-Fiction-Juv-Winnetka	18,000.00	12,000.00	9,472.53	52.63 %	(2,527.47)
Books-Non-Fiction, Easy, & JH-Winnetka	17,000.00	11,333.33	6,857.17	40.34	(4,476.16)
DVDs-Juv-Winnetka	12,500.00	8,333.33	4,083.02	32.66	(4,250.31)
Audio Books-Juv-Winnetka	8,000.00	5,333.33	5,823.99	72.80	490.66
Music-Juv-Winnetka	900.00	600.00	0.00	0.00	(600.00)
Books-Easy-Winnetka	18,000.00	12,000.00	11,067.14	61.48	(932.86)
Books-Jr. High-Winnetka	<u>11,500.00</u>	<u>7,666.67</u>	<u>3,914.90</u>	<u>34.04</u>	<u>(3,751.77)</u>
Total Library Materials - Youth	<u>85,900.00</u>	<u>57,266.67</u>	<u>41,218.75</u>	<u>47.98 %</u>	<u>(16,047.92)</u>
Programs					
Summer Reading	9,990.00	6,660.00	3,184.33	31.88 %	(3,475.67)
Studio General Supplies	6,750.00	4,500.00	0.00	0.00	(4,500.00)
OBTV	15,300.00	10,200.00	637.50	4.17	(9,562.50)
Programming - Youth	14,850.00	9,900.00	9,750.66	65.66	(149.34)
Programming - Adult	19,800.00	13,200.00	11,125.16	56.19	(2,074.84)
Studio Maintenance/Repair	<u>4,500.00</u>	<u>3,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(3,000.00)</u>
Total Programs	<u>71,190.00</u>	<u>47,460.00</u>	<u>24,697.65</u>	<u>34.69 %</u>	<u>(22,762.35)</u>
Capital					
Capital Outlay	0.00	0.00	107,037.55	0.00 %	107,037.55
Building	84,785.00	56,523.33	1,756.73	2.07	(54,766.60)
Equipment/Furniture	250,000.00	166,666.67	16,044.22	6.42	(150,622.45)
Computer Equipment	<u>75,215.00</u>	<u>50,143.33</u>	<u>15,510.69</u>	<u>20.62</u>	<u>(34,632.64)</u>
Total Capital	<u>410,000.00</u>	<u>273,333.33</u>	<u>140,349.19</u>	<u>34.23 %</u>	<u>(132,984.14)</u>
Total Expenses	<u>3,476,896.00</u>	<u>2,317,930.67</u>	<u>1,945,292.33</u>	<u>55.95 %</u>	<u>(372,638.34)</u>
Excess Revenues less Expenses	<u>665,464.00</u>	<u>443,642.66</u>	<u>632,592.48</u>	<u>95.06 %</u>	<u>188,949.82</u>

Winnetka-Northfield Public Library District
Statement of Revenues and Expenditures - Modified Cash Basis
For the 8 Months Ended February 28, 2021

Ideal Budget Percentage Spent: 66.67%

	<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	152,000.00	101,333.33	90,283.42	59.40 %	(11,049.91)
Total Revenue	<u>152,000.00</u>	<u>101,333.33</u>	<u>90,283.42</u>	<u>59.40 %</u>	<u>(11,049.91)</u>
Expenses					
Northfield Lease	66,000.00	44,000.00	37,381.47	56.64 %	(6,618.53)
Janitorial Supplies	13,176.00	8,784.00	6,567.05	49.84	(2,216.95)
Snow Removal	8,960.00	5,973.33	3,015.05	33.65	(2,958.28)
Photocopier Leases	44,800.00	29,866.67	6,726.72	15.02	(23,139.95)
Phone Lease	10,752.00	7,168.00	3,259.88	30.32	(3,908.12)
Building Maintenance Service	123,200.00	82,133.33	78,046.97	63.35	(4,086.36)
Elevators	8,960.00	5,973.33	6,325.74	70.60	352.41
Landscaping	5,600.00	3,733.33	4,026.16	71.90	292.83
HVAC	11,200.00	7,466.67	6,456.00	57.64	(1,010.67)
Automatic Doors	3,920.00	2,613.33	1,612.37	41.13	(1,000.96)
Roof	672.00	448.00	0.00	0.00	(448.00)
Alarms	3,080.00	2,053.33	1,689.19	54.84	(364.14)
Equipment	4,480.00	2,986.67	4,090.82	91.31	1,104.15
Misc Services	15,200.00	10,133.33	6,290.91	41.39	(3,842.42)
Total Expenses	<u>320,000.00</u>	<u>213,333.33</u>	<u>165,488.33</u>	<u>51.72 %</u>	<u>(47,845.00)</u>
Excess Revenues less Expenses	<u>\$ (168,000.00)</u>	<u>\$ (112,000.00)</u>	<u>\$ (75,204.91)</u>	<u>44.76 %</u>	<u>36,795.09</u>

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

February 1, 2021 - February 28, 2021

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Vendor Checks						
David Rutter				3085	02/04/21	<u>200.00</u>
10-0-5908	Programming - Adult	How to Write a Memoir - I'd Like to be Funny	200.00			
Delta Building Technologies				3086	02/04/21	<u>77.50</u>
70-0-5752	HVAC	Delta Building Technologies - SV101395	77.50			
Quench USA, Inc.				3087	02/04/21	<u>216.00</u>
10-0-5122	Breakroom Supplies	Quench USA, Inc. - INV02903510	216.00			
Technology Management Rev Fund				3088	02/04/21	<u>450.00</u>
10-0-5176	Internet Services	Technology Management Rev Fund	450.00			
Charmm'd Foundation				3089	02/05/21	<u>2,000.00</u>
10-0-5114	Conferences	Charmm'd Foundation - Leadership Academy	2,000.00			
Charmm'd Foundation				3089	02/05/21	<u>(2,000.00)</u>
10-0-5114	Conferences	Charmm'd Foundation - VOID Check 3089	-2,000.00			
Jez Layman				3090	02/05/21	<u>150.00</u>
10-0-5908	Programming - Adult	Intro to Astrology	150.00			
U.S. Postal Service				3091	02/11/21	<u>744.50</u>
10-0-5722	PR Source	Permit #85 account # 551619	744.50			
Amara Leonard				3092	02/18/21	<u>700.00</u>
10-0-5907	Programming - Youth	Amara Leonard - Improv for T(w)eens	700.00			
GREAT AMERICA FINANCIAL SERVICES				3093	02/18/21	<u>579.98</u>
70-0-5747	Phone Lease	INV# 28715323	579.98			
Keir Graff				3094	02/18/21	<u>100.00</u>
10-0-5907	Programming - Youth	Keir Graff - Interactive Writing Workshop	100.00			
Nicola White				3095	02/18/21	<u>92.39</u>
10-0-5732	Staff Recognition/Events/Meetings	Staff Card	3.50			
10-0-5732	Staff Recognition/Events/Meetings	Staff Gift for Departing Employee	42.98			
10-0-5732	Staff Recognition/Events/Meetings	Fruit for Staff Party for Departing Employee	28.01			
10-0-5123	Postage	Postage for Youth Craft & Give Back Program	17.90			
OpenGov, Inc				3096	02/18/21	<u>2,674.00</u>
10-0-5134	Software	INV# INV-003826	2,674.00			
Peregrine, Stime, Newman, Ritzman & Bruckner, LTD				3097	02/18/21	<u>4,275.00</u>
10-0-5736	Legal	Peregrine, Stime, Newman, Ritzman & Bruckner, LTD 10/1/20-12/31/20	4,275.00			

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Sticky Fingers Cooking 10-0-5907	Programming - Youth	Sticky Fingers Cooking - Cooks and Books	450.00	3098	02/18/21	<u>450.00</u>
Wayne Endre Contracting, Inc. 70-0-5740	Snow Removal	Wayne Endre Contracting, Inc.	2,850.00	3099	02/18/21	<u>2,850.00</u>
Social Security Administration 10-0-2000	Payroll Liabilities	Jaime H Gonzalez Vicker - *8933 (2/5/21 PR)	87.93	3100	02/18/21	<u>175.86</u>
10-0-2000	Payroll Liabilities	Jaime H Gonzalez Vicker - *8933 (2/19/21 PR)	87.93			
QUILL CORPORATION 10-0-5120	Library Supplies	QUILL CORPORATION - 14051872	73.03	16289	02/10/21	<u>73.03</u>
DIGITAL INSURANCE, INC. 10-0-5115	Flexible Spending Account	DIGITAL INSURANCE, INC.	35.00	16291	02/10/21	<u>35.00</u>
VILLAGE OF WINNETKA 10-0-5111	Health Insurance	VILLAGE OF WINNETKA - 2021-00000001	16,436.27	16292	02/10/21	<u>16,436.27</u>
DEMCO 10-0-5884	Equipment/Furniture	DEMCO - 6897165	883.57	16294	02/10/21	<u>883.57</u>
NORTH SHORE GAS 10-1-5174	Natural Gas - Winnetka	NORTH SHORE GAS	1,225.59	16295	02/10/21	<u>1,225.59</u>
NICOR 10-2-5174	Natural Gas - Northfield	NICOR	345.31	16296	02/10/21	<u>345.31</u>
DEMCO 10-0-5120	Library Supplies	DEMCO - 6899889	253.89	16297	02/10/21	<u>253.89</u>
VILLAGE OF NORTHFIELD 70-2-5159	Northfield Lease	VILLAGE OF NORTHFIELD - 20210014	5,340.21	16299	02/10/21	<u>5,340.21</u>
HOOPLA (MIDWEST TAPE) 10-1-5345	Books-Digital-Winnetka	HOOPLA (MIDWEST TAPE)	2,670.71	16300	02/10/21	<u>2,670.71</u>
Warehouse Direct 70-0-5725	Janitorial Supplies	Warehouse Direct - 4878194-0	454.24	16301	02/10/21	<u>454.24</u>
Kanopy 10-1-5345	Books-Digital-Winnetka	Kanopy - 233633-PPU	933.00	16302	02/10/21	<u>933.00</u>
QUILL CORPORATION 10-0-5121	Office Supplies	QUILL CORPORATION	13.02	16303	02/10/21	<u>13.02</u>
OVERDRIVE INC. 10-1-5345	Books-Digital-Winnetka	See detail sheet	14,036.48	16304	02/10/21	<u>14,036.48</u>
DE LAGE LANDEN FINANCIALSVC.S. 70-0-5746	Photocopier Leases	DE LAGE LANDEN FINANCIALSVC.S.- 71101503	1,868.47	16305	02/10/21	<u>1,868.47</u>

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Michelle Maurer 10-0-5908	Programming - Adult	Modern Hand Lettering 101	200.00	16306	02/10/21	<u>200.00</u>
WT. Cox Subscriptions, Inc. 10-1-5342	Periodicals-Winnetka	WT. Cox Subscriptions, Inc.2035749	121.76	16308	02/10/21	<u>121.76</u>
HR Source 10-0-5745	HR Consultant	HR Source	2,061.25	16309	02/10/21	<u>2,061.25</u>
MERCHANTS DELIVERY SERVICE 10-0-5138	Delivery Service	24 Days book transfer	600.00	16319	02/24/21	<u>600.00</u>
HR Source 10-0-5745	HR Consultant	INV# 12827	1,551.25	16320	02/24/21	<u>1,551.25</u>
3 Points, LLC 10-0-5135	LAN Management	INV# 36323	2,505.67	16321	02/24/21	<u>2,505.67</u>
CAVENDISH SQUARE PUBLISHING 10-1-5441	Books-Non-Fiction, Easy, & JH-Winnetka	INV# CAL3279621	177.93	16322	02/24/21	<u>177.93</u>
QUILL CORPORATION 10-0-5122	Breakroom Supplies	INV# 14519191	14.10	16323	02/24/21	<u>14.10</u>
VILLAGE OF NORTHFIELD 70-2-5159	Northfield Lease	INV# 2021001	5,340.21	16324	02/24/21	<u>5,340.21</u>
DE LAGE LANDEN FINANCIALSVC. 70-0-5746	Photocopier Leases	INV# 71420413	1,868.47	16325	02/24/21	<u>1,868.47</u>
THYSSENKRUPP ELEVATOR CORP. 70-0-5749	Elevators	INV# 3005734224	1,950.54	16326	02/24/21	<u>1,950.54</u>
BIBLIOTHECA, LLC 10-1-5345	Books-Digital-Winnetka	INV# INV-US40574	1,424.31	16327	02/24/21	<u>1,424.31</u>
BIBLIOTHECA, LLC 10-1-5345	Books-Digital-Winnetka	INV# INV-US40573	308.18	16328	02/24/21	<u>308.18</u>
City Wide of Chicago 70-0-5740	Snow Removal	INV# I00006585	75.65	16329	02/24/21	<u>75.65</u>
City Wide of Chicago 70-0-5740	Snow Removal	INV# I00006584	89.40	16330	02/24/21	<u>89.40</u>
DELTA DENTAL PLAN OF ILLINOIS 10-0-5111	Health Insurance	INV# 1426336	931.31	16331	02/24/21	<u>931.31</u>
SENSOURCE 10-0-5134	Software	INV# 47335	180.00	16332	02/24/21	<u>180.00</u>
QUILL CORPORATION 10-0-5121	Office Supplies	INV# 14343411	1.75	16333	02/24/21	<u>1.75</u>
QUILL CORPORATION 10-0-5121	Office Supplies	INV# 14351063	8.43	16334	02/24/21	<u>8.43</u>

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
VILLAGE OF WINNETKA 10-0-5111	Health Insurance	Health Insurance Premiums	17,136.03	16335	02/24/21	<u>17,136.03</u>
QUILL CORPORATION 10-0-5121	Office Supplies	INV# 14465529	16.81	16336	02/24/21	<u>16.81</u>
City Wide of Chicago 70-0-5782	Equipment	INV# I00006570	4,090.82	16337	02/24/21	<u>4,090.82</u>
QUILL CORPORATION 10-0-5122	Breakroom Supplies	INV# 14498908	12.82	16338	02/24/21	<u>12.82</u>
RAILS 10-0-5134	Software	INV# 7683	184.56	16339	02/24/21	<u>184.56</u>
QUILL CORPORATION 10-0-5121	Office Supplies	INV# 14500074	4.97	16340	02/24/21	<u>4.97</u>
Warehouse Direct 70-0-5725	Janitorial Supplies	INV# 4878194-1	40.40	16341	02/24/21	<u>40.40</u>
QUILL CORPORATION 10-0-5122	Breakroom Supplies	INV# 14494167	5.94	16342	02/24/21	<u>5.94</u>
City Wide of Chicago 10-0-5882	Building	INV# I00006576	811.73	16343	02/24/21	<u>811.73</u>
Greenfield Consulting, LLC 10-0-5908	Programming - Adult	Greenfield Consulting, LLC - Medicare 101	75.00	16344	02/24/21	<u>75.00</u>
Baker & Taylor 10-1-5447	Books-Easy-Winnetka	Baker & Taylor	140.52	16345	02/24/21	<u>3,083.87</u>
10-1-5447	Books-Easy-Winnetka	Baker & Taylor	18.02			
10-1-5447	Books-Easy-Winnetka	Baker & Taylor	27.50			
10-2-5447	Books-Easy-Northfield	Baker & Taylor	21.51			
10-2-5447	Books-Easy-Northfield	Baker & Taylor	51.68			
10-2-5447	Books-Easy-Northfield	Baker & Taylor	12.42			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	269.02			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	87.56			
10-1-5448	Books-Jr. High-Winnetka	Baker & Taylor	7.73			
10-1-5448	Books-Jr. High-Winnetka	Baker & Taylor	58.81			
10-2-5448	Books-Jr. High-Northfield	Baker & Taylor	24.22			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Baker & Taylor	1,111.60			
10-2-5341	Books-Non-Fiction-Adult-Northfield	Baker & Taylor	138.41			
10-2-5341	Books-Non-Fiction-Adult-Northfield	Baker & Taylor	18.08			
10-0-5120	Library Supplies	Baker & Taylor	20.51			
10-0-5120	Library Supplies	Baker & Taylor	8.26			
10-0-5120	Library Supplies	Baker & Taylor	15.37			
10-0-5120	Library Supplies	Baker & Taylor	21.34			
10-0-5120	Library Supplies	Baker & Taylor	44.67			
10-0-5120	Library Supplies	Baker & Taylor	2.31			

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5120	Library Supplies	Baker & Taylor	9.34			
10-0-5120	Library Supplies	Baker & Taylor	16.27			
10-0-5120	Library Supplies	Baker & Taylor	9.15			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	4.75			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	92.76			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	19.71			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	101.17			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	51.77			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	26.54			
10-1-5441	Books-Non-Fiction, Easy, & JH-Winnetka	Baker & Taylor	263.56			
10-1-5441	Books-Non-Fiction, Easy, & JH-Winnetka	Baker & Taylor	48.14			
10-1-5441	Books-Non-Fiction, Easy, & JH-Winnetka	Baker & Taylor	14.24			
10-2-5441	Books-Non-Fiction, Easy, & JH-Northfield	Baker & Taylor	17.82			
10-2-5441	Books-Non-Fiction, Easy, & JH-Northfield	Baker & Taylor	32.98			
10-2-5441	Books-Non-Fiction, Easy, & JH-Northfield	Baker & Taylor	276.13			
Midwest Tape				16346	02/24/21	<u>1,101.84</u>
10-1-5443	DVDs-Juv-Winnetka	Midwest Tape	14.99			
10-2-5443	DVDs-Juv-Northfield	Midwest Tape	14.99			
10-2-5443	DVDs-Juv-Northfield	Midwest Tape	14.99			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	191.91			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	71.97			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	37.48			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	76.46			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	29.99			
10-1-5344	Audio Books-Adult-Winnetka	Midwest Tape	74.98			
10-1-5344	Audio Books-Adult-Winnetka	Midwest Tape	104.97			
10-1-5344	Audio Books-Adult-Winnetka	Midwest Tape	71.99			
10-1-5344	Audio Books-Adult-Winnetka	Midwest Tape	39.99			
10-2-5344	Audio Books-Adult-Northfield	Midwest Tape	34.99			
10-2-5344	Audio Books-Adult-Northfield	Midwest Tape	39.99			
10-2-5344	Audio Books-Adult-Northfield	Midwest Tape	39.99			
10-2-5344	Audio Books-Adult-Northfield	Midwest Tape	144.96			
10-0-5120	Library Supplies	Midwest Tape	4.90			
10-0-5120	Library Supplies	Midwest Tape	7.50			
10-0-5120	Library Supplies	Midwest Tape	7.50			
10-0-5120	Library Supplies	Midwest Tape	5.00			
10-0-5120	Library Supplies	Midwest Tape	10.00			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	10.00			
10-0-5120	Library Supplies	Midwest Tape	5.00			
10-0-5120	Library Supplies	Midwest Tape	4.90			

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	4.90			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	22.50			
Baker & Taylor				16347	02/24/21	<u>4,994.18</u>
10-1-5447	Books-Easy-Winnetka	Baker & Taylor	16.79			
10-1-5447	Books-Easy-Winnetka	Baker & Taylor	35.97			
10-1-5447	Books-Easy-Winnetka	Baker & Taylor	76.53			
10-1-5447	Books-Easy-Winnetka	Baker & Taylor	10.16			
10-1-5447	Books-Easy-Winnetka	Baker & Taylor	129.15			
10-1-5447	Books-Easy-Winnetka	Baker & Taylor	10.73			
10-1-5447	Books-Easy-Winnetka	Baker & Taylor	60.21			
10-1-5447	Books-Easy-Winnetka	Baker & Taylor	10.14			
10-1-5447	Books-Easy-Winnetka	Baker & Taylor	12.74			
10-1-5447	Books-Easy-Winnetka	Baker & Taylor	5.64			
10-1-5447	Books-Easy-Winnetka	Baker & Taylor	26.98			
10-1-5447	Books-Easy-Winnetka	Baker & Taylor	78.95			
10-1-5447	Books-Easy-Winnetka	Baker & Taylor	23.47			
10-1-5447	Books-Easy-Winnetka	Baker & Taylor	27.73			
10-1-5447	Books-Easy-Winnetka	Baker & Taylor	37.14			
10-1-5447	Books-Easy-Winnetka	Baker & Taylor	53.96			
10-1-5447	Books-Easy-Winnetka	Baker & Taylor	14.24			
10-1-5447	Books-Easy-Winnetka	Baker & Taylor	34.49			
10-2-5447	Books-Easy-Northfield	Baker & Taylor	33.82			
10-2-5447	Books-Easy-Northfield	Baker & Taylor	46.72			
10-2-5447	Books-Easy-Northfield	Baker & Taylor	10.73			
10-2-5447	Books-Easy-Northfield	Baker & Taylor	48.80			
10-2-5447	Books-Easy-Northfield	Baker & Taylor	10.16			
10-2-5447	Books-Easy-Northfield	Baker & Taylor	5.99			
10-2-5447	Books-Easy-Northfield	Baker & Taylor	16.79			
10-2-5447	Books-Easy-Northfield	Baker & Taylor	9.01			
10-2-5447	Books-Easy-Northfield	Baker & Taylor	5.64			
10-2-5447	Books-Easy-Northfield	Baker & Taylor	14.24			
10-2-5447	Books-Easy-Northfield	Baker & Taylor	14.24			
10-2-5447	Books-Easy-Northfield	Baker & Taylor	13.49			
10-2-5447	Books-Easy-Northfield	Baker & Taylor	12.74			
10-2-5447	Books-Easy-Northfield	Baker & Taylor	10.14			
10-2-5447	Books-Easy-Northfield	Baker & Taylor	13.49			
10-2-5447	Books-Easy-Northfield	Baker & Taylor	26.98			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	82.35			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	511.96			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	275.57			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	286.23			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	434.84			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	167.73			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	9.51			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	171.34			

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	142.98			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	125.53			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	108.18			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	285.30			
10-1-5448	Books-Jr. High-Winnetka	Baker & Taylor	10.16			
10-2-5448	Books-Jr. High-Northfield	Baker & Taylor	10.16			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Baker & Taylor	586.62			
10-2-5341	Books-Non-Fiction-Adult-Northfield	Baker & Taylor	39.57			
10-0-5120	Library Supplies	Baker & Taylor	11.40			
10-0-5120	Library Supplies	Baker & Taylor	0.76			
10-0-5120	Library Supplies	Baker & Taylor	43.49			
10-0-5120	Library Supplies	Baker & Taylor	8.37			
10-0-5120	Library Supplies	Baker & Taylor	3.15			
10-0-5120	Library Supplies	Baker & Taylor	0.76			
10-0-5120	Library Supplies	Baker & Taylor	2.26			
10-0-5120	Library Supplies	Baker & Taylor	2.88			
10-0-5120	Library Supplies	Baker & Taylor	3.88			
10-0-5120	Library Supplies	Baker & Taylor	0.76			
10-0-5120	Library Supplies	Baker & Taylor	4.69			
10-0-5120	Library Supplies	Baker & Taylor	21.41			
10-0-5120	Library Supplies	Baker & Taylor	4.23			
10-0-5120	Library Supplies	Baker & Taylor	0.66			
10-0-5120	Library Supplies	Baker & Taylor	25.30			
10-0-5120	Library Supplies	Baker & Taylor	7.16			
10-0-5120	Library Supplies	Baker & Taylor	25.16			
10-0-5120	Library Supplies	Baker & Taylor	1.58			
10-0-5120	Library Supplies	Baker & Taylor	0.17			
10-0-5120	Library Supplies	Baker & Taylor	0.74			
10-0-5120	Library Supplies	Baker & Taylor	3.15			
10-0-5120	Library Supplies	Baker & Taylor	11.15			
10-0-5120	Library Supplies	Baker & Taylor	0.35			
10-0-5120	Library Supplies	Baker & Taylor	13.98			
10-0-5120	Library Supplies	Baker & Taylor	0.74			
10-0-5120	Library Supplies	Baker & Taylor	10.53			
10-0-5120	Library Supplies	Baker & Taylor	0.35			
10-0-5120	Library Supplies	Baker & Taylor	1.04			
10-0-5120	Library Supplies	Baker & Taylor	7.46			
10-0-5120	Library Supplies	Baker & Taylor	6.03			
10-0-5120	Library Supplies	Baker & Taylor	36.92			
10-0-5120	Library Supplies	Baker & Taylor	15.91			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	27.89			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	26.52			
10-1-5441	Books-Non-Fiction, Easy, & JH-Winnetka	Baker & Taylor	174.19			
10-1-5441	Books-Non-Fiction, Easy, & JH-Winnetka	Baker & Taylor	60.40			
10-2-5441	Books-Non-Fiction, Easy, & JH-Northfield	Baker & Taylor	69.32			
10-2-5441	Books-Non-Fiction, Easy, & JH-Northfield	Baker & Taylor	153.41			

Winnetka-Northfield Public Library District

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-2-5443	DVDs-Juv-Northfield	Midwest Tape	12.74			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	52.97			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	14.99			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	283.36			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	123.67			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	32.98			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	58.48			
10-1-5344	Audio Books-Adult-Winnetka	Midwest Tape	38.99			
10-1-5344	Audio Books-Adult-Winnetka	Midwest Tape	114.97			
10-1-5344	Audio Books-Adult-Winnetka	Midwest Tape	59.98			
10-2-5344	Audio Books-Adult-Northfield	Midwest Tape	44.99			
10-2-5344	Audio Books-Adult-Northfield	Midwest Tape	14.99			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	7.50			
10-0-5120	Library Supplies	Midwest Tape	7.50			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	9.80			
10-0-5120	Library Supplies	Midwest Tape	5.00			
10-0-5120	Library Supplies	Midwest Tape	20.00			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	39.80			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	5.00			
Baker & Taylor				16349	02/24/21	<u>1,044.14</u>
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	769.01			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	222.21			
10-0-5120	Library Supplies	Baker & Taylor	52.92			
Midwest Tape				16350	02/24/21	<u>474.13</u>
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	25.59			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	86.95			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	18.74			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	14.99			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	26.24			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	22.49			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	34.48			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	22.49			
10-1-5344	Audio Books-Adult-Winnetka	Midwest Tape	84.98			
10-2-5344	Audio Books-Adult-Northfield	Midwest Tape	84.98			
10-0-5120	Library Supplies	Midwest Tape	5.00			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	5.00			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	5.00			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	14.90			
10-0-5120	Library Supplies	Midwest Tape	4.90			
10-0-5120	Library Supplies	Midwest Tape	7.40			

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5120	Library Supplies	Midwest Tape	2.50			
Baker & Taylor				16351	02/24/21	<u>1,546.02</u>
10-1-5447	Books-Easy-Winnetka	Baker & Taylor	118.60			
10-2-5447	Books-Easy-Northfield	Baker & Taylor	82.12			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	275.11			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	62.72			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Baker & Taylor	343.26			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Baker & Taylor	372.05			
10-2-5341	Books-Non-Fiction-Adult-Northfield	Baker & Taylor	98.31			
10-2-5341	Books-Non-Fiction-Adult-Northfield	Baker & Taylor	103.05			
10-0-5120	Library Supplies	Baker & Taylor	12.73			
10-0-5120	Library Supplies	Baker & Taylor	22.10			
10-0-5120	Library Supplies	Baker & Taylor	16.87			
10-0-5120	Library Supplies	Baker & Taylor	22.45			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	16.65			
Midwest Tape				16352	02/24/21	<u>911.03</u>
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	11.24			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	178.16			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	124.42			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	14.99			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	26.24			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	22.49			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	26.24			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	112.44			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	97.46			
10-1-5344	Audio Books-Adult-Winnetka	Midwest Tape	39.99			
10-1-5344	Audio Books-Adult-Winnetka	Midwest Tape	74.98			
10-2-5344	Audio Books-Adult-Northfield	Midwest Tape	74.98			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	5.00			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	12.40			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	5.00			
10-0-5120	Library Supplies	Midwest Tape	5.00			
10-0-5120	Library Supplies	Midwest Tape	15.00			
10-0-5120	Library Supplies	Midwest Tape	5.00			
10-0-5120	Library Supplies	Midwest Tape	20.00			
10-0-5120	Library Supplies	Midwest Tape	30.00			
Baker & Taylor				16353	02/24/21	<u>1,073.67</u>
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	348.70			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	404.38			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	135.52			

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	Baker & Taylor	131.33			
10-0-5120	Library Supplies	Baker & Taylor	24.65			
10-0-5120	Library Supplies	Baker & Taylor	29.09			
COMCAST				16355	02/28/21	<u>294.95</u>
10-0-5176	Internet Services	COMCAST - February	294.95			
COMED				16357	02/28/21	<u>433.30</u>
10-2-5171	Electricity - Northfield	COMED - February	433.30			
NORTH SHORE GAS				16359	02/28/21	<u>1,445.83</u>
10-1-5174	Natural Gas - Winnetka	NORTH SHORE GAS - February	1,445.83			
COMED				16381	02/28/21	<u>459.04</u>
10-2-5171	Electricity - Northfield	COMED	459.04			
CALL ONE				16382	02/28/21	<u>53.96</u>
10-1-5175	Telephone - Winnetka	CALL ONE	53.96			
COMCAST				16383	02/28/21	<u>463.08</u>
10-0-5176	Internet Services	COMCAST	463.08			
NICOR				16384	02/28/21	<u>265.96</u>
10-2-5174	Natural Gas - Northfield	NICOR	265.96			
VILLAGE OF WINNETKA				16385	02/28/21	<u>2,550.03</u>
10-1-5171	Electricity - Winnetka	VILLAGE OF WINNETKA	2,077.87			
10-1-5171	Electricity - Winnetka	VILLAGE OF WINNETKA	86.08			
10-1-5171	Electricity - Winnetka	VILLAGE OF WINNETKA	68.86			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	21.25			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	21.55			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	58.00			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	9.26			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	2.00			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	72.00			
10-1-5173	Storm Sewer - Winnetka	VILLAGE OF WINNETKA	133.16			
PITNEY BOWES				16386	02/28/21	<u>100.00</u>
10-0-5123	Postage	PITNEY BOWES	100.00			
COMCAST				16387	02/28/21	<u>69.95</u>
10-0-5176	Internet Services	COMCAST	69.95			
NATIONWIDE RETIREMENT SOLUTIONS				16388	02/28/21	<u>901.00</u>
10-0-2040	457 withholding	NATIONWIDE RETIREMENT SOLUTIONS	901.00			
NATIONWIDE RETIREMENT SOLUTIONS				16389	02/28/21	<u>901.00</u>
10-0-2040	457 withholding	NATIONWIDE RETIREMENT SOLUTIONS	901.00			
NATIONWIDE RETIREMENT SOLUTIONS				16390	02/28/21	<u>225.89</u>
10-0-5732	Staff Recognition/Events/Meetings	NATIONWIDE RETIREMENT SOLUTIONS	225.89			
First Bankcard				16391	02/28/21	<u>2,832.03</u>

Winnetka-Northfield Public Library District

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5134	Software	Compton-Dzak - Zoom	309.98			
10-0-5134	Software	Mall - Zoom	9.67			
10-0-5134	Software	Mall - Zoom	25.81			
10-0-5134	Software	Compton-Dzak - Calendly	15.00			
10-0-5134	Software	Swenson - Adobe Creative Cloud	278.91			
10-0-5177	Technology/Website	Swenson - Linode	25.00			
10-0-5177	Technology/Website	Swenson - Hover	15.92			
10-0-5721	PR Promotional	Quish - Vistaprint	343.79			
10-0-5721	PR Promotional	Quish - Vistaprint	149.57			
10-0-5723	PR Supplies	Quish - USPS	5.30			
10-0-5723	PR Supplies	Quish - Chicago Tribune	7.96			
10-0-5723	PR Supplies	Quish - Chicago Tribune	7.96			
10-0-5731	Memberships	Garrity - AmerLibAssoc	64.00			
10-0-5732	Staff Recognition/Events/Meetings	Dombrowski - Grand Food- card for staff	4.31			
10-0-5732	Staff Recognition/Events/Meetings	Dombrowski - Edible Arrangements	49.49			
10-0-5907	Programming - Youth	Garrity - Amazon	7.99			
10-0-5907	Programming - Youth	Garrity - Amazon	12.98			
10-0-5907	Programming - Youth	Garrity - Grand Food	4.36			
10-0-5907	Programming - Youth	Garrity - Amazon	7.86			
10-0-5907	Programming - Youth	Garrity - Amazon	49.30			
10-0-5907	Programming - Youth	Garrity - Amazon	80.12			
10-0-5907	Programming - Youth	Garrity - Amazon	12.98			
10-0-5907	Programming - Youth	Garrity - Amazon	40.04			
10-0-5907	Programming - Youth	Garrity - Amazon	13.97			
10-0-5907	Programming - Youth	Garrity - Amazon	18.98			
10-0-5907	Programming - Youth	Garrity - Amazon	19.99			
10-0-5907	Programming - Youth	Garrity - Amazon	29.83			
10-0-5907	Programming - Youth	Garrity - Amazon	19.99			
10-0-5907	Programming - Youth	Garrity - Amazon	143.20			
10-0-5907	Programming - Youth	Garrity - Amazon	53.98			
10-0-5907	Programming - Youth	Garrity - Amazon	98.23			
10-0-5908	Programming - Adult	Compton-Dzak - supplies for studio program	22.98			
10-0-5908	Programming - Adult	Compton-Dzak - supplies for studio program	75.49			
10-0-5908	Programming - Adult	Compton-Dzak - supplies for studio program	6.59			
10-0-5908	Programming - Adult	Compton-Dzak - supplies for studio program	8.99			
10-0-5120	Library Supplies	Dombrowski - Uline	159.24			
10-0-5120	Library Supplies	Dombrowski - Amazon - batteries and clipboard	24.05			
10-0-5120	Library Supplies	Garrity - Amazon	11.99			
10-0-5120	Library Supplies	Kline - Red Rock Threads	355.45			
10-0-5120	Library Supplies	Kline - Amazon	61.88			
10-0-5121	Office Supplies	Dombrowski - Amazon	19.90			
10-0-5121	Office Supplies	Dombrowski - Amazon	20.89			
10-0-5122	Breakroom Supplies	Dombrowski - Keurig	138.11			

Check List Total 126,278.42

FEBRUARY 2021 DIRECTOR'S REPORT

Staff Updates

- Anniversaries
 - Jill Brasseur 2/18 (35 years)
 - Shannon Hahle 2/22 (5 years)
 - Tyler Steinemann 2/29 (5 years)

Organizational Changes

- None

Finances

- We are at 62.05% of our expected operating revenues for the year.
- We are at 56.07% of our budgeted operating expenses for the year (goal is 66.67%).

Programming

Youth

Category	21FEB	20FEB	Mo. % + / -	FY20-21 YTD	FY19-20 YTD	FY % + / -
Programs	35	70	-50.00%	765	547	39.85%
Attendees	465	1,461	-68.17%	2,780	11,912	-76.66%
Take & Make Craft Kits	393	-	-	1,556	-	-

Highlights

Improv for Tweens	Presenter Amara Leonard shared short games that encourage development of improv skills and give tweens a break.
Learn and Play Chess	Presenter Ivan Figueiredo provided a chess lesson and supervised virtual play.
Saturday Morning Dance Party w/Mr. Jon & Friends	Children's musician Mr. Jon provided songs, movement, and activities to kick off a Saturday morning.

Adults

Category	21FEB	20FEB	Mo. % + / -	FY20-21 YTD	FY19-20 YTD	FY % + / -
Programs	25	36	-30.56%	177	229	-22.71%
Attendees	451	404	11.63%	2,629	2,532	3.83%

Highlights

Eleanor Roosevelt with Leslie Goddard	Eleanor, as portrayed by historian Leslie Goddard, shared stories of her childhood, her marriage, her work, and Franklin's death.
Chicago's Haunted Valentine's Day	Author and Chicago Hauntings founder Ursula Bielski discussed the spookier sides of the holiday.
Kitchen Knife Skills	Attendees learned how to recognize, use, and care for different styles of knives, along with some cool knife techniques.

Studio

Category	21FEB	20FEB	Mo. % + / -	FY20-21 YTD	FY19-20 YTD	FY % + / -
Appointments	55	304	-81.91%	144	3,771	-96.18%
Programs	6	-	100%	6	-	100%
Attendees	76	-	100%	76	-	100%

Highlights

Virtual Hand Embroidery Pick-Up Project	Used Zoom to collaboratively embroider astrological constellations and compare results.
Maker-At-Home Project Sharing	Patrons shared various projects they are working on and brainstormed ideas for new creations.

Services

Library Visitors

Location	21FEB	20FEB	Mo. % + / -	FY20-21 YTD	FY19-20 YTD	FY % + / -
Winnetka	3,237	8,053	-59.80%	24,429	71,361	-65.77%
Northfield	1,380	4,532	-69.55%	1,557	42,723	-96.36%
TOTAL	4,617	12,585	-63.31%	25,986	114,084	-77.22%

Note: Both Buildings were closed to the public from 11/18/20-2/8/21

Curbside Pick Ups

Winnetka: 584 (down from 1,856 in JAN) **Northfield:** 218 (down from 579 in JAN)

Reference Questions

Location	21FEB	20FEB	Mo. % + / -	FY20-21 YTD	FY19-20 YTD	FY % + / -
Adult	1,176	1,729	-31.98%	8,645	15,087	-42.70%
Youth	283	444	-36.26%	2,621	4,426	-40.78%
TOTAL	1,459	2,173	-32.86%	11,266	19,513	-42.26%

Technology

- Public Computer Sessions: 183 (Winnetka) 59 (Northfield)
- Hotspot Sessions: 5,878 from 299 devices (Winnetka), 1,432 from 155 devices (Northfield)
- Bandwidth Used: 50GB (Winnetka), 44GB (Northfield)
- Website Hits: 8,489 from 4,876 users (down from 8,943 and 5,341 in 20FEB)
- YTD App Downloads: 1,796 (up from 1,592 in JAN)
- Active App Users: 773 (down from 979 in JAN)
- Email Reach (Constant Contact): 10,043 (steady with 10,080 in JAN) of 12,667 cardholders

Outreach

- 21 attendees from North Shore Senior Center joined us at our virtual book clubs.
- We facilitated two Great Decisions events for the Winnetka-Northfield-Kenilworth chapter of the League of Women Voters.
- We are working on a postcard for patrons who have not used the library in a while to remind them of what we offer and encourage them to use the library in person and/or digitally.

Professional Development Highlights

- Five of our Department Heads started the Charrm'd Foundation's Leadership Academy this month. It is a two-year program to help them build a network of support among area peers and gain skills on a variety of leadership topics.
- Adult Services: Librarian Jill Basseur attended the Business Librarians Information Group meeting and a webinar on favorite spring adult book titles while new librarian Lisa Bendoff attended several webinars on readers' advisory for adults. In addition, we have implemented a quarterly programming meeting to talk about programming across all departments in the library and share ideas and presenter information.
- Tech Services: Supervisor Stephanie Girardi attended the Tech Services Networking Group meeting while Assistant Anna Jaich-Westine attended Dewey training courses.
- Youth Services: Staff watched a variety of webinars this month including, *"Grab and Go Library Programs"*, *"Drawing Across the Color Line with Kids"*, and *"Anderson's Bookshop Children's Literature Breakfast"*.
- Branch Services: Branch Manager Melissa Morgan attended the CCS User Experience Advisory Group meeting and staff watched *"Market Your Library: Promote with PowerPAC."*

Impact Stories

- Staff continued to help patrons find and register for COVID-19 vaccines.
- Adult Services staff had a conversation with a recently widowed patron who shared that the library sustained her husband in his final years.
- Scott Siegel, our CR Assistant highlighted in the Spring newsletter, has had numerous patrons tell him how much they have appreciated his movie recommendations!
- Comments from patrons this month included the following:
 - *"I just received and read The Source. Very well done and good reading. I have some thoughts I would like to pass along. Since I don't physically come into the library nor check out books or audiotapes, I have discovered Cloud Library and Libby. As an avid audiobook reader, these two resources are fantastic. I now download audiobooks to my iPhone and iPad, both which help me get through the seemingly never ending hunker down."*
 - *"Thank you so much for arranging the financial planning on Zoom. We were impressed and found it very helpful. Much appreciated!"*
 - *"Of Youth Services' Interactive Writing Presentation, "Many thanks for organizing events like these. What a great inspiration for little writers in the making!"*
 - *"Thank you so much! I had such fun making this (take and make sewing project). It's not perfect, but we love learning."*
- Patrons are pleased with the new configuration at Northfield calling it "spacious, open, and welcoming."

February FY 2020/2021 Collection Statistics

District Circulation- Physical Collections

ADULT

Material Type	21FEB Circulation	20FEB Circulation	Mo. % + / -	FY20-21 YTD	FY19-20 YTD	FY % + / -
Books - Fiction	3,172	4,917	-35.49%	24,973	44,054	-43.31%
Books - Nonfiction	2,719	4,812	-43.50%	19,803	38,588	-48.68%
Audiobook - CD	175	578	-69.72%	1,766	5,829	-69.70%
Music CD	132	178	-25.84%	900	1,209	-25.56%
Playaway	30	124	-75.81%	409	1,406	-70.91%
DVD/Blu-Ray	2,581	6,028	-57.18%	19,043	46,318	-58.89%
Magazine	175	106	65.09%	644	1,198	-46.24%
Other	17	16	6.25%	62	120	-48.33%
Non-CCS ILL	29	35	-17.14%	156	278	-43.88%
Sent Out	1,643	1,146	43.37%	8,783	8,998	-2.39%
Total	10,673	17,940	-40.51%	76,539	147,998	-48.28%

YOUTH

Material Type	21FEB Circulation	20FEB Circulation	Mo. % + / -	FY20-21 YTD	FY19-20 YTD	FY % + / -
Books - Fiction	7,669	10,191	-24.75%	54,446	90,037	-39.53%
Books - Nonfiction	1,328	2,153	-38.32%	8,697	15,241	-42.94%
Audiobook - CD	40	70	-42.86%	406	692	-41.33%
Music CD	11	81	-86.42%	225	863	-73.93%
Playaway	107	278	-61.51%	1,210	2,674	-54.75%
DVD/Blu-Ray	696	2,246	-69.01%	5,288	21,183	-75.04%
Magazine	-	-	-	-	-	-
Other	64	23	178.26%	241	355	-32.11%
STEAM Kits	-	28	-	-	219	-
Total	9,915	15,070	-34.21%	70,513	131,264	-46.28%

21FEB Physical Circulation	20FEB Physical Circulation	Net Change
20,588	33,010	-37.63%

FY20-21 Physical Circulation YTD	FY19-20 Physical Circulation YTD	Net Change
147,052	279,262	-47.34%

- Kenilworth patron usage = 853 (up from 651 in JAN)
- Items borrowed from other libraries = 2,075

Circulation by Location- Physical Collections

ADULT

Location	21FEB Circulation	20FEB Circulation	Mo. % + / -	FY20-21 YTD	FY19-20 YTD	FY % + / -
Winnetka	8,049	12,106	-33.51%	65,727	98,355	-33.17%
Northfield	2,624	5,834	-55.02%	10,812	49,643	-78.22%

Notes:

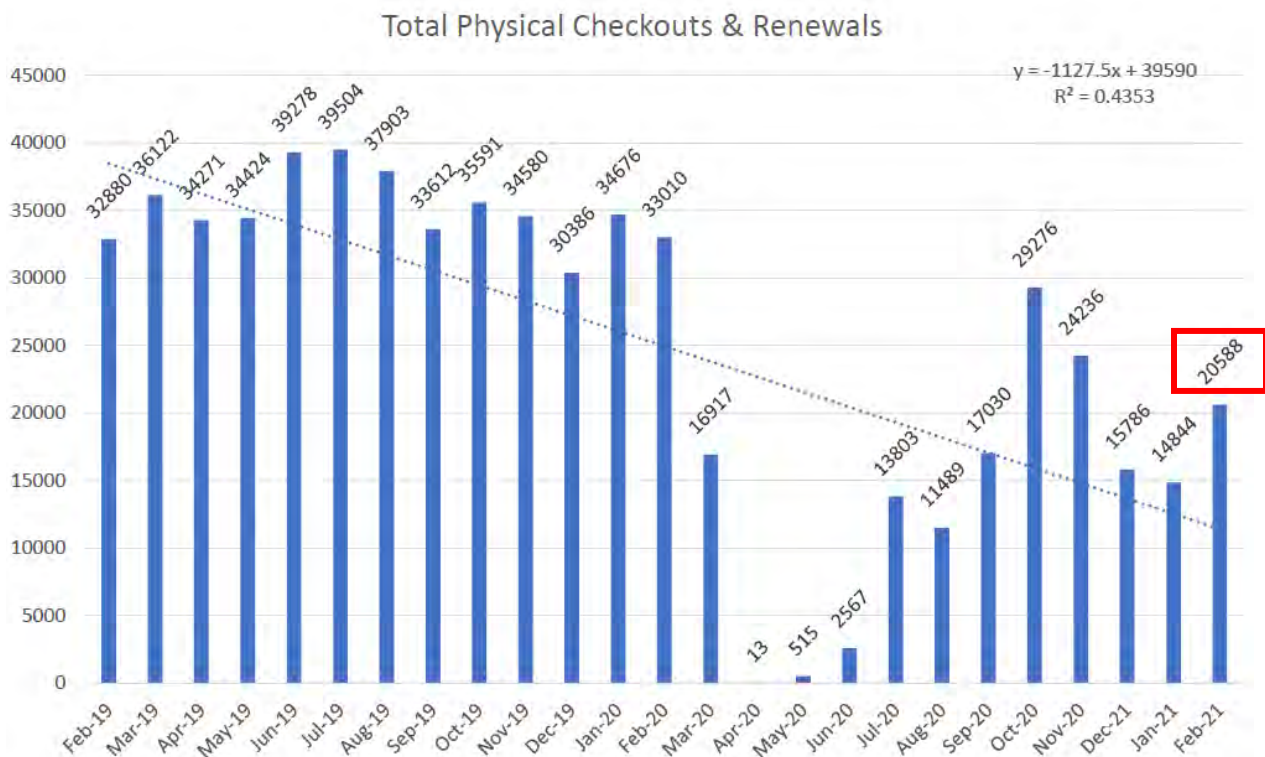
- We saw an immediate rise in adult circulation upon re-opening. The largest gains were in DVD's (up 80%) and Audiobooks (up 60%). In addition, we saw a 60% gain in New Book circulation this month; we believe this is largely due to moving the shelves and re-organizing the collection prior to re-opening based on all the positive patron feedback.
- We saw renewed interest in travel guides this month (74 versus 22 in January).

YOUTH

Location	21FEB Circulation	20FEB Circulation	Mo. % + / -	FY20-21 YTD	FY19-20 YTD	FY % + / -
Winnetka	7,871	10,689	-26.36%	62,680	94,979	-34.01%
Northfield	2,044	4,381	-53.34%	7,833	36,285	-78.41%

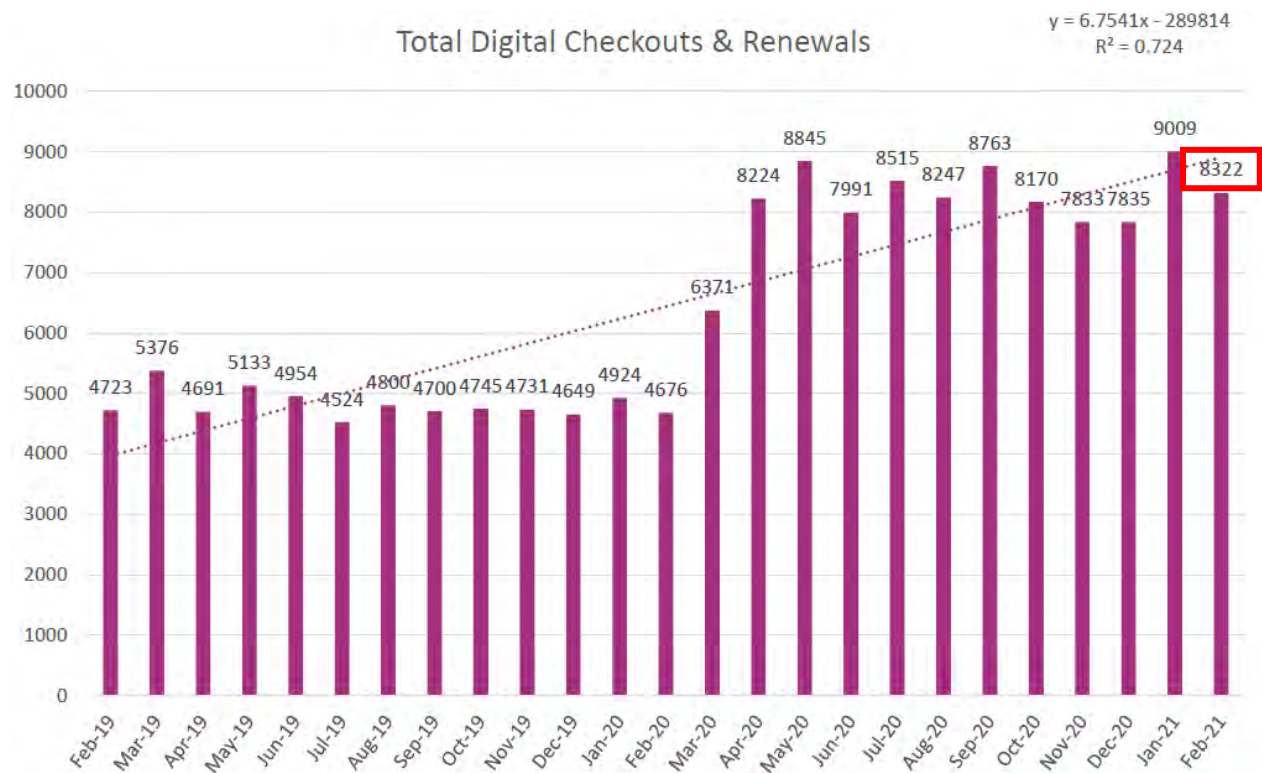
Notes:

- We saw an immediate rise in youth circulation upon re-opening. Largest gains were in Fiction (101%), Multimedia (169%), and Non-Fiction (96%).
- Patron feedback on the use of the Lloyd Room for Youth's new materials has been positive.



District Circulation- Virtual Collections

Material Type	21FEB Circulation	20FEB Circulation	Mo. % + / -	FY20-21 YTD	FY19-20 YTD	FY % + / -
eBooks	3,317	1,967	68.63%	27,828	15,863	75.43%
eAudiobooks	1,732	1,229	40.93%	15,068	10,104	49.13%
eMagazines	2,524	1,260	100.32%	18,307	9,709	88.56%
eVideos	679	184	269.02%	4,864	1,565	210.80%
eMusic	70	45	55.56%	630	555	13.51%
Total	8,322	4,685	77.63%	66,697	37,796	76.47%





March 11, 2021

Ms. Monica Dombrowski
Winnetka-Northfield Public Library District
768 Oak St.
Winnetka, IL 60093

Re: Northfield Work

Dear Monica,

Per our conversation, we are pleased to offer the following scope of work and pricing.

Scope of Work

- 1. Demolish existing carpet by phases
- 2. Provide a full skim coat over existing adhesives to prepare for new carpet by others.
- 3. Provide part time supervision and coordination for the work

Total cost for this proposal is \$15,071. Our price excludes any new flooring, painting, or collection / furniture moving; all assumed to be by others. Please review and let me know if you have any questions. If you want to accept this scope of work, please sign your acceptance below.

Thank You,

John M. Shales

Accepted By:

Authorized Signature: _____

Name: _____

Date: _____



200 Alder Drive
North Aurora, IL 60542

Phone: (630) 892-8620 Fax: (630) 630-897-8387

Date: 2/26/2021

Billing Name:
Address:
City,State,Zip:
Phone# :

Job Name: Winnetka/Northfield Library
Address: 1785 Orchard Lane
City,State,Zip: Wilmette, Illinois 60093
Phone#:
Job Number:

Proposal

We Propose hereby to furnish material and labor - complete in accordance with specifications below, for the sum of \$22,000.00
Note: This proposal may be withdrawn if not accepted within 20 days.

Salesperson: Jeff Yurs

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from specification below involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Worker's Compensation Insurance.

Area	Description	Price
At all existing carpet areas.	Mohawk First One Up II 848 Beginning carpet tile with Spectrum V 30 Broadloom on the stairs. New 4" Vinyl Cove Base. Install all Carpet and Base	\$22,000.00

DEDUCT \$2,100.00 if Alladin Authentic Format is used instead of First One Up II carpet tile.

Thanks,
Jeff Yurs
Douglas Floor Covering, Inc.
jeff@douglasflooring.com

Unless otherwise stated, this bid does not include moving any furniture, prep time, cleanup to start the job, or removal of existing flooring. Any additional work that is necessary to complete the job, but not specified in the contract will incur a charge that will be added to the final bill.

(Includes applicable labor & taxes) **Proposal Total:** \$22,000.00

Acceptance of Proposal -- The above prices, specifications and conditions are satisfactory and are hereby accepted.
You are authorized to do the work as specified. Payment will be made as outlined above.

Date Accepted: _____

Signature: _____

NEDROW decorating inc.

BID SUBMISSION

DATE	March 10, 2021
PROJECT	Winnetka Northfield Library
ARCHITECT	
ADDENDUM	N / A
SECTION(S) BEING BID	Painting
BASE BID	\$14,900.00

Scope of Work -

- Paint Gypsum Walls Two Coats
- Paint H.M Frames
- Paint Blue Duct Work
- Exclude Bathrooms

ALT 1	Paint Ceilings-Soffits	ADD \$3,400.00
--------------	-------------------------------	-----------------------



Mike Lorenz

Mike Lorenz
Authorized Signature

SPRAY PAINTING • SAND BLASTING • PROTECTIVE COATINGS • VINYL WALL COVERINGS • GRAINING AND MARBLING •

HALLETT MOVERS



Hallett Movers
Shales McNutt Construction
Re: Winnetka Public Library
Northfield Branch
July 1, 2019



February 12, 2021

Jason Kolisch
Citywide

Dear Mr. Kolisch.

Thank you for the opportunity to provide a quote on the pending **Winnetka Public Library – Northfield Branch** project. Please accept this letter of transmittal as our acknowledgement and understanding of the scope of work, project timelines, General Terms and Conditions as outlined during my recent walkthrough. This proposal is sent in an effort to provide all requested information and to effectively prove Hallett to be of the highest quality experience and service in library relocations.

Hallett Movers was established in 1937. We are a family owned business operated by the 2nd and 3rd generations. We provide hands-on management that reflects our pride in our family tradition and past performance. Hallett's workforce, along with our supervisory staff, is loyal to the company and dedicated to providing the finest moving service available. As nationally known Library Relocation Specialists, we know what it takes and have the experience to design, prepare and execute a smooth, successful, cost effective relocation.

Hallett are longstanding members in many professional associations including Illinois Movers' and Warehousemen's Association, as well as the American Library Association. We have long been **rated A+ with 0 complaints** with the Illinois Better Business Bureau where more information is available on their website.

If you find you need more or different information do not hesitate to call us at 708-458-8600 if we can be of further assistance. Our web site is www.hallettmovers.com. We look forward to being of service to you.

Sincerely,

Richard Benda

535 W. 59th Street. Summit, IL 60501 ph. 1.800.645.6683 fx. 708.458.7116

MOVE PLAN & PRICING (All rates are based on prevailing wages)

Library Move

Phase #1

Temporary relocation and clear out of all books, shelving etc. from the main area on the right and the middle area on the left, to the back area and community room. This includes tagging, packing and relocation of approximately 195 shelves of books and the relocation all library shelving. This will be completed in one day.

PHASE #1 TOTAL: \$2,500.00

Phase #2

Return of the right and middle areas to their original locations. Temporary relocation and clear out of all books, shelving etc. from the back area to the middle area community room and the middle area on the left, to the back area and community room. This includes tagging, packing and relocation of approximately 153 shelves of books and the relocation all library shelving. This will be completed in one day.

PHASE #2 TOTAL: \$4,200.00

Phase #3

Return of the back area to its original location.

PHASE #3 TOTAL: \$1,800.00

Phase #4

Relocation and return of all furniture etc. from the community room. This can be done during the other phases.

PHASE #4 TOTAL: \$500.00

GRAND TOTAL: \$9,000.00

Winnetka /northfield Public Library District
 2021 Window Replacement
 Cost Projection Summary



3/3/21
 v1

Items	Anticipated Cost
Carpentry - remove / replace sills & ceiling framing	\$ 19,300
Temporary Board-up & Safety (Exterior Only)	\$ 44,875
Thermal & Moisture Protection, Roofing - none anticipated	\$ -
Windows & Glazing	\$ 230,455
Finishes	
Flooring Patch Allowance	\$ 7,500
Painting & Patching Allowance	\$ 4,500
Electrical Allowance	\$ 3,500
Subtotal	\$ 310,130
Design & Construction Contingency 15%	\$ 46,519
SMC Management & Supervision (Part Time)	\$ 27,360
SMC OH&P + Insurance (5% + .75%)	\$ 23,806
Subtotal	\$ 407,814
SMC Pre-Construction	\$ 18,164
Asbestos Abatement Work Allowance	\$ 30,000
Subtotal	\$ 455,978
Design Fee	\$ -
Permit Costs	\$ -
Total Project Costs	\$ 455,978
Add Alternate for New Solid Surface Sills (net of above)	\$ 27,169

March 10, 2021

17700 Karen Drive, Encino, CA 91316
818.881.2400
marc@civicttechnologies.com

Ms. Monica Dombrowski
Director | Winnetka-Northfield Public Library District
(847) 386-5270 mdombrowski@winnetkalibrary.org

Re: Strategic Plan Proposal

Dear Monica,

We are pleased to submit this proposal for the Library's strategic plan. We hope to have the opportunity to work with you again and create a successful strategic plan like we did at the Gail Borden Public Library District.

We have substantial experience, knowledge, and expertise [leading public library strategic plans](#) with national leading libraries including not only Gail Borden but Topeka-Shawnee County (KS), Henderson (NV), North Las Vegas, Las Vegas-Clark County, Virginia Beach, Denver, Milwaukee, Skokie, Omaha, San Antonio, Solano County (CA), Washington County (MN), DC Library, Huntsville-Madison County, and Fairfax County, among many others.

As part of and in addition to our strategic planning portfolio we also have substantial experience in public library service area planning, service plans, implementation plans, organizational development plans, staffing plans, strategic budgeting, operational plans, branding/marketing plans, facilities plans, and community engagement/outreach. By selecting us, we will position the Library to proactively evolve an innovative service culture that meets changing community needs in a cost-effective manner, and to educate the community and stakeholders about Library services. Public library customers nationally select us, and return to us again with repeat business because we listen; understand their needs, market and customers; enthusiastically innovate; deliver the right combination of technology and hands-on services; passionately execute; and deliver superior quality work products.

We are library innovators -- here's a link to our ground-breaking research "[Core Customers: Public Library Reach, Relevance, and Resilience](#)," the library industry's first big-data study funded by IMLS with ten of our customers.

The following are links to sample strategic planning and other related documents:

- [North Las Vegas Strategic Plan](#)
- [Henderson District Libraries Strategic Plan](#)
- [Las Vegas-Clark County Library District Strategic Plan](#)
- [Las Vegas-Clark County Library District Facilities Master Plan](#)
- [Washington County Library Restructuring Plan](#)
- [Washington County Library Marketing Plan Framework](#)
- [Washington County Library Strategic Plan Implementation Logic Models](#)
- [Solano County Strategic Plan](#)

Our approach can be summarized as developing a customer-focused service model that fits the citizens of Winnetka and Northfield communities, like we've successfully done for the libraries mentioned above. A fitting customer-focused approach results from the carefully orchestrated planning process described in our proposal.

As principal in charge and project manager, I will "own" this project from beginning to end responsible for all aspects of the work from contract administration to work product delivery. This includes library services analysis and planning including community outreach and engagement; organizational development, capacity, and staff leadership development; community, market segmentation, and other data analysis; strategy development, strategic planning, strategic plan preparation, and document preparation.

We will be pleased to submit references upon your request.

We are prepared to start work immediately and will work aggressively to exceed your expectations within the six month project schedule. We look forward to working with you and making this a very successful project.

Sincerely Yours,

Marc Futterman
Principal

marc@civictechnologies.com

Executive Summary

Our proposal presents a [statement of qualifications](#) including an overview, areas of focus, and sample list of clients. The [scope of work](#) is presented with specific tasks and subtasks and [schedule](#). [Compensation](#) information is presented with labor cost by task and information about reimbursable expenses and invoicing. We anticipate that the Library will provide a standard form of contract or we can provide our standard letter agreement.

We estimate the project can be completed in six months at a labor budget of approximately \$30,000 plus reimbursable expenses. This includes, as requested by the Library, an approach that combines and integrates community engagement, staff engagement, and community market segmentation integrated with library usage data. The resulting strategic plan will include alignment with community needs including target market segments, confirmed mission and vision statements, organizational values statement, strategy framework, market (community) strategies, organizational and staff development strategies, partnership strategies, implementation “logic models” with actions, and implementation rollout.

A key element of our approach is that staff will be charged with preparing the plan under our guidance. Our carefully orchestrated and calibrated process, even in Covid times, will assure that staff “owns” implementation since they will have written the plan.

Another key element of our approach is the preparation of implementation logic models. Logic models create a robust framework or structure that organizes thinking across both the service delivery and organizational development parts of the strategic plan. It also evolves an innovative language that gets everyone -- Library staff, leadership, administration, the Board, and partners -- on the same page.

We have prepared innovative, ground-breaking strategic plans pioneering this approach for America’s leading libraries, setting the standard for this methodology nationwide. [Please refer to our sample projects linked in the cover letter.](#)

While preparing a strategic plan will be challenging due to Covid we have been expertly working remotely through web conferencing technology from the “good old” days of WebEx and GoToMeeting, before Zoom. While this will present some challenges we have organized the scope of work flexibly to allow for in-person workshops if possible, or Zoom web sessions if needed. At any rate, we’re very excited for the opportunity to work with the Winnetka-Northfield Public Library District.

Statement of Qualifications

Overview

CIVICTechnologies is the national leader applying market segmentation data for public libraries. We are a Los Angeles-based company working with public libraries at the intersection of data and customer-driven market segmentation and analytics, strategic planning, service alignment, facilities planning, organizational development, and community engagement.

In short, we help libraries understand who they're serving and not serving, and what the implications are with respect to services, collection development, customer development, programs, technologies, staff alignment, partnerships, and marketing and communications. We work with a range of public libraries to turn data analysis and interpretation into planning documents designed to achieve actionable results.

Our company was founded in 1994. Marc Futterman co-founded the company and continues as principal. Our background includes experience in strategic planning, geographic information systems mapping, livable communities, architectural programming, master planning, site planning, and community consensus building processes. We have substantial experience integrating multiple data sources to creatively position organizations to succeed. We provide services that assist our public library clients deliver more relevant services, save money, increase efficiencies, make better informed decisions, and allocate resources more wisely.

We provide strategic planning and other consulting services to public libraries nationally. Other consulting services have included things like collection development planning, demographic analyses, library usage studies, building siting studies, facilities planning, master planning, community input and consensus building process, and voting data analysis, among others. Strategic planning and other consulting services are specifically tailored to unique needs of each customer.

Areas of Focus

Experience identifying and assessing behavioral characteristics of library users and non-users

We have substantial experience identifying and assessing both the quantitative and qualitative behavioral characteristics of library users and non-users. After years of experience doing this on a consulting services basis for public libraries, we developed a software application called CommunityConnect. With CommunityConnect, demographic and market segmentation data is integrated with the library's ILS data (e.g., patron address, checkout, collections, and materials). The data is updated monthly, it's easy to use, and it's always available online. CommunityConnect is designed to address common problems faced by librarians: find customers, increase services, identify literacy challenged populations, compare outlet service areas, undertake market research, and dig deep into segment information.

Strong qualitative and quantitative research skills to produce statistically valid data

CIVICTechnologies has substantial experience in working with a range of statistical data, applying this data, and deriving valid results. We have been involved with researching demographic, market segmentation and library data

for over a decade. We employ standard data methodologies and validation procedures including such indicators as market share, market potential, patron potential checkout potential, use rate, and average patron checkouts. Innovative approaches that assist the Library with the development of actionable and measurable strategies. Every one of our projects focuses on developing innovative and appropriate services that are actionable and measurable to achieve desired outcomes. Successful initiatives and solutions have been developed for clients of all sizes, from less than 10,000 people to over 2 million people. Successful solutions include marketing and communications solutions, programs, siting facilities, reaching un-served and underserved populations, reaching literacy challenged populations, focusing collection development, and so forth. We help libraries achieve customer, organizational, and community outcomes.

Experience in presenting findings to Library staff and stakeholders and conducting workshops for staff

We have successfully presented findings to and conducted workshops with Library staff, stakeholders, board members, and elected officials for over 10 years; and for other public agency clients for over 20 years. We are highly skilled at organizing presentations and workshops for success. This includes superior capabilities for listening to client issues, “setting the table” in structuring arguments, verbal and graphical communications skills, and answering questions. We take the mystery out of what it takes to achieve a successful result because we know how to get there, communicate about it well, and tailor what needs to be the situation at hand. In addition to dozens of library clients, we have presented findings and conducted workshops for the California Department of Transportation, Los Angeles County Metropolitan Transportation Agency, City of Los Angeles, City of Pasadena, Southern California Association of Governments, San Bernardino Associated Governments, Riverside County Association of Governments, Imperial Valley Association of Governments, among many others.

Expertise in predictive modeling, segment development, service development and business consulting

We have substantial expertise in predictive modeling, service development, and business consulting. Our CommunityConnect software-as-a-service solution sits in the middle of the triangle with local/community data at one apex and collection development and customer service at the other two.

- With respect to **community data**, we provide Tapestry market segmentation data. We take an evidence-based approach to community data, positioning the library to develop policy (prescriptive) objectives that reflect desirable community outcomes. In addition, market research enables library staff to bring new information to gain a seat at the local decision-makers table.
- With respect to **collection development**, our data and tools provide the basis for matching Tapestry market segments with collection level usage data. Using this information we benchmark demand by geography and segment, predict latent demand, evolve collection development strategies, and help the library intelligently budget collections to achieve its policy (prescriptive) objectives.
- With respect to **customer service**, we see it as our mission to get the librarian out from behind the desk to interact with customers. Using our data and tools, the library’s customer service strategy will be integrated with its collection development strategy, segment by segment and neighborhood by neighborhood. The library will provide staff the ability to distinguish between and reach both un-served and underserved populations, and have an increased ability to reach high challenge literacy populations.

Experience interpreting data and providing strategic plans to implement results of data analysis

We have been involved in urban planning, consensus planning, and strategic planning; and, have been engaged in some form of planning with public, private, and non-profit organizations for over 20 years. In fact, we began utilizing data and developing software solutions (e.g., geographic information systems, software-as-a-service, etc.) in order to inform our client's planning processes. We have worked dozens of nationally leading libraries to turn data analysis and interpretation into strategic plans designed to achieve actionable results.

CIVICTechnologies Sample Clients

Over the last decade we've engaged with over 125 public libraries nationally in 30 states. These include city, county, district, and state libraries in urban, suburban, exurban, and rural areas. It also includes library associations and cooperatives. A few of our leading library clients are listed below. The following clients include strategic planning, CommunityConnect, and/or other consulting related and relevant services:

- Fairfax County Public Library Community Outreach and Strategic Plan Framework
- Solano County (CA) Public Library Strategic Plan
- Washington County (MN) Strategic Plan, Organizational Development Plan
- Virginia Beach Public Library Strategic Plan and CommunityConnect
- Denver Public Library Strategic Plan
- Milwaukee Public Library Strategic Plan
- Las Vegas-Clark County Library District CommunityConnect, Literacy Needs Assessment, Strategic Plan, Facilities Master Plan, Branding/Marketing Framework, and Market Segmentation Workshops
- Pierce County Library System CommunityConnect and Strategic Plan Implementation
- Gail Borden Library District (IL) CommunityConnect and Strategic Plan
- San Antonio Public Library Strategic Plan
- Omaha Public Library Strategic Plan and CommunityConnect
- Huntsville Madison County Strategic Plan
- Topeka and Shawnee County Public Library Strategic Plan
- Deschutes County Library Strategic Plan and CommunityConnect
- Washington County Cooperative Library Services CommunityConnect and Library Usage Study
- Atlanta Public Library Opening Day Collections
- Des Moines Public Library Strategic Plan SnapShot
- Gwinnett County Public Library Strategic Plan SnapShot
- Anythink Libraries, CommunityConnect
- Nevada State Library and Archives CommunityConnect
- King County Public Library CommunityConnect
- Houston Public Library CommunityConnect
- Skokie Public Library CommunityConnect and Library Usage Study
- Spokane Public Library CommunityConnect
- Spokane County Library CommunityConnect
- St. Joseph Public Library (IN) Library Usage Study
- Carmel Clay Public Library CommunityConnect and Library Usage Study (needs assessment)
- County of Los Angeles Public Library Service Area Plan
- Glendale Public Library Facilities Master Plan

Scope of Work

1.0 Work Process

1.1 Overview

We've designed a coherent, sequential project process organized as a scope of work with specific tasks that result in defined deliverables (also called work products). To keep the project on track, we work by and take measure of each task and their subtasks. Tasks intentionally overlap to save time and leverage effort. We are always focused on completing tasks and deliverables.

We know this project is a priority for the Library. We're ready, and excited to start work immediately. We'll prepare a refined schedule with specific dates at the kickoff meeting, described below. We'll work closely with the Library to refine potential schedule conflicts and provide sufficient work product review periods needed by the Library.

1.2 Communications

At the outset of the project we'll set up Slack. This tool will be extensively used to undertake daily communications and to manage documents, calendar/schedule, workflows, tasks, and more. Our expectation is that Library staff will self-train.

1.3 Project Organization

The scope is based upon the Library staff being organized into four "teams" each with a unique project function:

- **Project management:** Monica will be the project manager.
- **Leadership team:** this will be the Library's management team who will lead strategy and service development, guide implementation planning, and coordinate with the rest of Library staff.
- **All staff:** all Library staff.

1.4 Library Board Meetings

CIVIC and the Library will work together to schedule Library Board meetings at the Board's regularly scheduled meetings if possible, noting that some meetings may be workshops that need extended time (one hour or more).

2.0 Scope of Work

The scope of work is organized in a series of tasks each with a product, schedule (see schedule section), and budget (see budget section). The tasks are organized to be sequential or to overlap, to the extent possible, to reduce time.

Task 1: Kick Off (web)

We'll hold a one-hour kick off webinar with the Library Leadership Team. We'll set up an agenda in advance including such things as introductions, project objectives, scope of work, products, detailed draft schedule and onsite meetings, roles and responsibilities, Library staffing, communications, project management protocols including review meetings, and next steps. After the meeting we'll prepare brief meeting minutes focused on action items and owners.

Product: webinar and meeting minutes.

Task 2: Plan Key Project Elements (web)

Working closely with the Library, we'll prepare a plan as follows:

Task 2.1: Community Engagement

This task will prepare a plan for the stakeholder interviews and focused conversations. It will set out the parameters of each engagement method, detailed schedule, people who will be invited, roles and responsibilities of CIVICTechnologies and the Library, and related logistical information. We'll prepare a talking points memo for the Library to use in explaining what we're doing and what's expected of stakeholders and focused conversation participants.

Each of the four (4) focused conversations will have a defined theme for which participants will be invited. The four themes will be selected during this task; examples include seniors, teens, families with children, business, social service providers, Foundation and/or Friends, and so forth. Each focused conversation should have a minimum of five and maximum of 10 attendees.

There will be six (6) stakeholder interviews from the public, private, and nonprofit sectors. Specific individuals will be identified during this task.

Product: Community Engagement Plan.

Task 2.2: Organizational Assessment

This task will prepare a plan for undertaking the organizational assessment including who will be interviewed, who will attend workshops/web sessions, and how communications will be organized. We'll also prepare initial documentation so staff is prepared in advance to offer their best input. The Library will handle all of the invitations and logistics. We'll prepare talking points in advance for the Library to use when inviting staff.

Product: Organizational Assessment Plan.

Task 2.3: Library Communications

We'll prepare a memo for strategic planning process communications within the Library (Leadership Team and staff, for example) and with CIVIC. This will include means of communication, messages, schedule, related information, and use of Slack.

Product: Library Communications Plan.

Task 2.4: Library Data Collection

We'll work closely with the Leadership Team to collect Library data. We'll jointly make a list of the data that will be provided by the Library to CIVIC and segmentation/demographic data procured by CIVIC from outside sources. Data will include Library statistics, public and staff survey results including the Winnetka Caucus Library Survey, and application of the Serving our Public 4.0 Standards for Illinois Public Libraries.

Product: Library data collection.

Task 3: Community Engagement (web)

Task 3.1: Stakeholder Interviews

We'll interview six (6) community stakeholders determined in Task 2.1, above. The Library will prepare and send the invitations, manage the RSVPs, and coordinate the logistics. Each interview will be 45 minutes in duration. We'll take notes during the meeting. It's important to note that we won't be discussing the Library per se; instead, we'll ask the following initial question of each stakeholder to understand the context in which the Library operates: what do you foresee as the major social/economic/political issue facing Winnetka-Northfield in the next three years. From their answer, we'll engage in a conversation with additional questions. At the conclusion of all interviews we'll prepare a memo with a brief one paragraph summary of each interview, and our observations and findings from all of the interviews combined.

Product: Six (6) stakeholder interviews and findings.

Task 3.2: Focused Conversations

We'll hold four (4) focused conversations with groups determined in Task 2.2, above. The Library will prepare and send the invitations, manage the RSVPs, and coordinate the logistics. Marc will lead each 1.5 hour focused conversation. Prior to each conversation we'll prepare a discussion guideline and review with the Library. At the conclusion of all four conversations we'll prepare a memo with a brief one paragraph summary of each interview, our observations and findings for each conversation, and our observations and findings in total.

Product: Four (4) focused conversations and findings.

Task 3.3: Prepare Overall Findings Memo

We'll prepare an overall findings memo summarizing the entire community engagement process describing what has been learned from each of the three methods and in total.

Product: Memo with observations and findings.

Task 4: Organizational Engagement and Development

Task 4.1: Staff Townhalls (Web)

We'll facilitate two (2) staff townhalls to introduce the strategic planning project to all staff. We'll give a brief introductory presentation and engage in an interactive work session. Prior to the meetings we'll prepare a discussion guide and review with the Library.

Product: Two (2) staff townhalls.

Task 4.2: Staff Group Interviews (Web)

We'll provide four (4) staff group interviews. The Library can select the topics and themes to be addressed such as teen services, children's services, facilities management, virtual services and social media, and so forth. Similar or parallel themes can be grouped into the same interview to maximize input. Each interview will be one hour. Prior to the interviews we'll prepare a discussion guide for review with the Library. We'll take notes during the interviews. At the conclusion of all interviews we'll prepare a memo with a brief one paragraph summary of each interview.

Product: Memo with observations and findings.

Task 4.3: Organizational Assessment Workshop (Trip #1)

We'll engage the Leadership Team in an organizational assessment workshop. This will be a day long session that will address some or all of the following:

- SWOT/PEST analysis
- Library culture
- What is/what was/what could be
- Gallup engaged workforce
- Workflows and work processes
- Communicating with customers
- Perceived staff alignment with community needs
- Library staff needs and career development

We'll prepare a detailed agenda and discussion guide for review with the Library prior to the session. The session will be a series of interactive engagements with staff. Large format notes will be taken as a group and during breakout sessions. After the workshop we'll prepare a memo describing our observations and findings, and a workbook documenting the activities.

Product: Workbook and memo of observations and findings.

Task 4.4: Prepare Findings Memo

We'll prepare an overall findings memo summarizing the entire staff engagement process describing what has been learned from each of the four methods and in total.

Product: Memo with observations and findings.

Task 5: Segmentation/Usage Analysis

Task 5.1: Prepare Project Database

We'll prepare a project geodatabase of segmentation, demographic, geographic, and library data.

Product: Project geodatabase.

Task 5.2: Prepare Analysis

Outlet service areas will align with census block group and city boundaries. We'll prepare a market segmentation and demographic analysis (needs assessment) districtwide and for each of the two service areas utilizing current year estimate of population. We'll prepare an analysis that correlates population, customers, noncustomers, and checkouts by segment. We'll prepare appropriate indicators such as market share, market potential, customer potential to get a solid handle on users and non users by segment and location. We'll also identify checkout information by segment and location including checkout potential, average checkouts per capita, average checkouts per patron, materials and collection types by segment. This information will be presented in a range of formats such as maps, tables, and figures.

Product: Analytics.

Task 5.3: Prepare Briefing Book

We'll prepare a workshop briefing book for the next task. The briefing book will be delivered to the Library in PDF format for the Library to make copies for the workshop and to post on a secure drive for digital use during and after the workshop.

Product: Briefing book in digital PDF format.

Task 6: Analysis Workshop

Task 6.1: Preparation

We'll prepare for the workshop or web session including agenda and list of supplies, and review with the Library. Assuming it will be a workshop, the Library will secure the venue and provide supplies.

Product: Agenda.

Task 6.2: Hold Workshop (Trip #1)

We'll facilitate an all-day analytics workshop or web session. The workshop or web session will immerse staff in the language of market segmentation, develop clarity about community needs district wide and for each service area, and prioritize services to meet those needs.

Product: Workshop or web session.

Task 6.3: Prepare Workbook and Findings Memo

The workshop results will be collated into a workbook including notes and photographs. We'll also prepare a memo summarizing our observations and findings from the workshop and implications for the strategic plan.

Product: Workbook and memo.

Task 7: Gaps and Opportunities Memo

We'll prepare a gaps and opportunities memo and review it with the Leadership Team. This document will 1) summarize everything we've learned to date from the previous work; and, 2) identify the key issues and focus areas the Library needs to address in the strategic plan (e.g., mission, vision, and public facing and organizational development strategies, investments, initiatives).

Product: gaps and opportunities memo.

Task 8: Library Board Review and Input (web)

We'll prepare a brief presentation to the Library Board. We'll work with the Leadership Team to refine the presentation. The presentation will summarize the work to date focusing on observations, findings, and gaps and opportunities including key issues and areas of focus for strategic planning. We'll engage the Board in an interactive work session soliciting their thinking. We'll make the presentation to the Library Board. We'll debrief the meeting with the Library.

Product: Library Board presentation, meeting, and debrief.

Task 9: Strategy and Service Development Workshop

Task 9.1: Prepare Draft Scenarios/Review with Library

The purpose of this task is to prepare initial planning scenarios (scenarios are broad ideas or themes about the role and purpose of the Library serving its constituents as a whole; and, within that, serving multiple and diverse locales and segments). These themes are positioned within the context of a vision about Winnetka-Northfield and what we collectively think the future holds for the District. We'll prepare a memo describing possible futures and corresponding service/segment themes and submit it to the Library for review and then make revisions.

Building upon the scenarios, we'll outline the strategic direction (where we're going), the strategic framework (what we'll do), the service strategies (how we'll get there), and the investments needed (resources we need to do it). We'll focus on the unique residential market segments. We'll build this story utilizing logic models that correlate strategies, framework, services, investments, and segments. We'll prepare a draft memo and submit it to the Library for review and then make revisions.

Product: Scenario and strategies memo.

Task 9.2: Hold Workshop (Trip #2)

We'll start this one-day workshop by confirming the scenario (vision and context). Then, utilizing the memo prepared above, we'll work interactively with participants to develop the strategic direction for the Library, strategic framework, service strategies, and investments. The workshop will also address organizational impacts and staff skills and behaviors that will be needed to meet community needs in light of the strategic direction, framework, and services.

Product: Workshop.

Task 9.3: Prepare Workbook and Findings Memo

To document the workshop we'll prepare a workbook and submit to the Library in PDF format. We'll also prepare a findings memo describing what was learned during the workshop and how it can be applied to the next task.

Product: Workbook and findings memo.

Task 12: Service Strategy Development

Task 12.1: Prepare Draft Service Strategies

Using our established logic model framework, we'll develop draft service strategies for review and work session (web) with the Leadership Team. After the session we'll prepare a memo describing the draft service strategies and then submit it to the Library for review.

Product: Draft strategy and service memo.

Task 12.2: Prepare Revised Strategies and Services

Based upon the Library's comments, we'll revise the draft logic models memo and issue a final version.

Product: Final strategy and services memo.

Task 13: Implementation Logic Models Workshop

Task 13.1: Prepare Draft Logic Models

We'll finalize the logic models by preparing implementation logic models. These logic models will extend and implement the strategic investments and initiatives prepared in previous tasks. The Leadership Team will assign owners and staff to each initiative. We'll prepare an agenda in consultation with the Library for Task 13.2.

Task 13.2: Hold Workshop (Trip #3)

This one-day workshop will focus on developing the draft logic models prepared in Task 13.1.

Task 13.3: Prepare Workbook and Findings Memo

To document the process we'll prepare a workbook and submit to the Library in PDF format. We'll also prepare a findings memo describing what was learned during the workshop and how it can be applied to the next task.

Product: Workbook and findings memo.

Task 12: Finalize Implementation Plan Logic Models

Task 12.1: Prepare Draft Logic Models

Based upon the results of the Task 11.2 workshop/web session we'll prepare draft final logic models for each service initiative. As part of this work we'll prepare an overview of all service initiatives including the implementation framework with priorities and schedule.

Product: draft final logic models and district-wide summary.

Task 12.2: Library Review and Revisions

We'll submit the work completed in Task 12.1 for Library review. We'll update the logic models based upon Library comments and submit a final version.

Product: Final implementation logic models.

Task 13: Strategic Plan Document

Task 13.1: Document Design

The plan will be in Google slides. There will be two documents: 1) an Executive Summary and 2) the full plan. We'll use our existing strategic plan slides format. The format is designed to work across all audiences (staff, public, Board, elected and other officials support, and so forth). We'll submit to the Library a draft table of contents and specifications as we start work on the document. Both documents will be PDF ready from Google Slides.

Note: a high-design value public marketing document is not included in the scope but can be prepared as an additional service.

Product: Table of contents and document specs.

Task 13.2: Prepare Draft Documents

We'll prepare the two documents including appropriate text, maps, graphics, tables, and figures. We'll submit the draft in digital form for Library review. We'll go through a maximum of two review rounds with the Library. Additional reviews will be done as an additional service.

Product: Draft plan document with maximum two review rounds.

Task 13.3: Deliver Final Documents

We'll deliver the final plan documents as Google Slides for subsequent Library distribution in print and digital formats. CIVICTechnologies will not provide any printed versions.

Product: Final documents in digital Google Slides.

Task 14: Library Board Approval Web

Task 14.1: Review with Leadership Team

In a web session we'll review the agenda and the Plan document and presentation with the Leadership Team to get a handle on potential questions and discussion points.

Product: Board presentation.

Task 14.2: Web Session with Library Board

We'll present the strategic plan to the Board in a web session.

Product: Board presentation.

Task 15: Roll Out Plan Web

Task 15.1: Prepare Rollout Plan

We'll prepare a draft implementation rollout plan. It will assist the Library with both the public and internal steps to launch the strategic plan. We'll prepare a draft and submit it for your review and revisions and then update it.

Product: Rollout Plan.

Task 15.2: Hold Rollout Web Session

We'll facilitate an implementation rollout web session with the Leadership Team. We'll work out an agenda in advance with the Library. The session will be 4 hours.

Product: web session.

3.0 Schedule

The following is our proposed schedule for the project. We estimate approximately six (6) months to undertake and complete the project. The schedule is tentative and will be refined with Library approval.

Please note that delays typically occur due to challenges scheduling meetings including workshops and web sessions including Board reviews. With Covid-19, other schedule delays may occur. CIVIC and the Library will work closely to coordinate the schedule and make best efforts to finish in six months.

Also, as discussed with the Library Director, CIVIC staff may be unavailable for family reasons for up to 30 days during summer months, thereby pushing out the schedule by a commensurate period. This item will be determined by CIVIC no later than late-May.

Task	Task Name	Apr	May	Jun	Jul	Aug	Sep
1	Kick Off (web)	█					
2	Plan Key Project Elements (web)	█					
3	Community Engagement (web)	█	█				
3.1	Stakeholder Interviews	█					
3.2	Focused Conversations		█				
3.3	Findings Memo		█				
4	Organizational Engagement and Development	█	█				
4.1	Staff Townhalls (Web)	█					
4.2	Staff Interviews (Web)	█					
4.3	Organizational Development Workshop (Trip #1)		█				
4.4	Findings Memo		█				
5	Segmentation/Usage Analysis	█	█	█			
6	Analysis Workshop (Trip #1)			█			
7	Gaps and Opportunities Memo			█			
8	Library Board Review and Input (web)			█			
9	Strategy/Service Development Workshop (Trip #2)			█	█		
10	Service Strategy Development				█	█	
11	Implementation Logic Models Workshop (Trip #3)				█	█	
12	Finalize Implementation Plan Logic Models					█	█
13	Strategic Plan Documents						█
14	Library Board Approval (web)						█
15	Roll Out Plan (web)						█

Compensation

The budget is organized into two parts: Labor Fee and Reimbursable Expenses.

1.0 Labor Fee

The Labor Fee is organized by task described in the following table. Note that for Task 3, the line item amounts for subtasks 3.1, 3.2, and 3.3 “roll up” to the total for Task 3 heading; same for Task 4.

Task	Task Name	Hours	Amount	Notes
1	Kick Off Meeting (web)	1	\$225	
2	Plan Key Project Elements (web)	1	\$225	
3	Community Engagement	14	\$3,150	
3.1	Stakeholder Interviews (web)	6	\$1,350	
3.2	Focused Conversations (web)	6	\$1,350	
3.3	Findings Memo	2	\$450	
4	Organizational Assessment	22	\$4,950	
4.1	Staff Townhalls (web)	4	\$900	
4.2	Staff Interviews (web)	8	\$1,800	
4.3	Organizational Development Workshop	8	\$1,800	Trip #1
4.4	Findings Memo	2	\$450	
5	Segmentation/Usage Analysis	20	\$4,500	
6	Analysis Workshop	10	\$2,250	Trip #1
7	Gaps and Opportunities Memo	4	\$900	
8	Library Board Review and Input (web)	2	\$450	
9	Strategy and Service Development Workshop	10	\$2,250	Trip #2
10	Service Strategy Development	10	\$2,250	
11	Implementation Logic Models Workshop	8	\$1,800	Trip #3
12	Finalize Implementation Plan Logic Models	16	\$3,600	
13	Strategic Plan Document(s)	8	\$1,800	
14	Library Board Approval (web)	2	\$450	
15	Roll Out Plan (web)	6	\$1,350	
Labor Subtotal		134	\$30,150	

2.0 Reimbursable Expenses

These include market segmentation and other data, and travel expenses if in person workshops are held.

We estimate approximately \$2,000 for the data.

We estimate approximately \$7,200 for the travel expenses, if the workshops are held on site. If the workshops are not held those funds will not be expended. Determination of tasks to be either workshop or web sessions will be jointly made by CIVICTechnologies and the Library as the project progresses. Based upon the scope above we're planning for three trips to the Library at two days each including airfare, rental car, hotel, gas, taxi/Lyft, and meals:

Trip	Tasks	Days OnSite	Amount
1	Tasks 4.3 and 6	2	\$2,400
2	Task 9	2	\$2,400
3	Task 11	2	\$2,400
R.E. Subtotal		6	\$7,200

Note: client initiated changes to the travel schedule that necessitates revised plane flights and/or hotel room rates that incur a change charge will be passed onto the Library at cost.

3.0 Invoicing, Payment, Hourly Rates

3.1 Invoicing and Payment Terms

For the Labor Fee, CIVIC will invoice the Library monthly by task for the percentage of work completed. Each invoice will display by task the percent completed during the period and the corresponding dollar amount.

For the Reimbursable Expenses, CIVIC will invoice the Library immediately after the data is procured or after each trip. Each invoice will describe the item and dollar amount spent. Receipts will be included. Reimbursable expenses will be invoiced at cost with no markup.

In both cases, payment shall be made by the Library within 30 days of each invoice date.

3.2 Hourly Rates

For your information, CIVIC utilizes the following hourly rates, which it updates annually on January 1.

Marc Futterman: \$225.00 per hour
Senior Staff: \$170.00 per hour
Intermediate Staff: \$135.00 per hour

4.0 Additional Services

Additional Services are professional services in addition to those defined in the Scope of Work above. This includes both labor fees and reimbursable expenses, if applicable. Additional Services shall in all cases be agreed to in writing by the parties in advance of any service performance. Agreement shall include scope of work, products, schedule, and fees/reimbursement. Please note that Additional Services will likely extend the project schedule.