

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

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

AGENDA

Monday, January 22, 2024

- I. Call to Order**
- II. Roll Call**
- III. Public Comments**
- IV. Approval of Minutes**
 - Approval of Minutes of the December 11, 2023 Regular Meeting* (1 min)
- V. Financial Report**
 - December 2023 Financial Statements* (5 mins)
- VI. Library Reports**
 - Director's Report* (10 mins)
 - President's Comments (5 mins)
- VII. Liaisons to Other Organizations – Reports**
 - Winnetka Village (5 mins)
 - Northfield Village (5 mins)
- VIII. Unfinished Business**
 - Update & Discussion on Northfield Library Renovation Project (15 mins)
- IX. New Business**
 - Q2 Strategic Plan Updates (10 mins)
 - Assignment of Two Trustees to Review Closed Session Recordings & Summaries (2 mins)
- X. Organizational Meeting of the Board**
 - Resolution to Accept a Resignation & Declare a Vacancy* (2 mins)
- XI. Communications**
 - The next regular meeting will be on Monday, February 19th at 7 p.m. at the Winnetka Library.
- XII. Public Comments**
- XIII. Adjourn to Closed Session**
 - **Closed Session**
 - 5 ILCS 120/2(c)(3): To consider the selection of a person to fill a public office when the public body is given power to appoint under law or ordinance.
- XIV. Adjournment**

*Attachments

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

December 11, 2023

I. Call to Order

The meeting was held at the Northfield Library, 1785 Orchard Ln., Northfield, Illinois. Vice President Shankar called the meeting to order at 7:00 p.m. A quorum was present.

II. Roll Call

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

Absent: President Melissa Mitchell

Present was library employee Mark Swenson (IT Manager).

Present was ATA Group (Auditors) representative Raj Nagaraja

III. Public Comments

No public comments.

IV. Approval of Minutes

Approve minutes of the November 14, 2023 regular meeting.

Vice President Shankar announced approval of the November 14, 2023 Regular Meetings Minutes.

V. Financial Report

Trustee Munoz presented the November 2023 Financial Statement.

VI. Library Reports

Library Director's Report

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

Board President's Report

No report due to President Mitchell's absence.

VII. Liaison Reports

Winnetka Village – Trustee Gosselin had nothing to report. Director Dombrowski stated the new executive director of the Park District will be in place on January 20, 2024.

Northfield Village – Trustee Kinnich reported that the village manager search is ongoing for Northfield.

VIII. Unfinished Business

- *Update on Internet Policy notification on mobile devices*
Mark Swenson demonstrated the appearance of the Internet Policy pop-up on first use of the Library WIFI on mobile devices.
- *Update on the Northfield Library Renovation Project*
Trustee Gosselin and Director Dombrowski provided an update on negotiations with the Village of Northfield, with respect to the library district’s attorney, Daniel Marre, providing the revised letter of intent to Northfield village board’s attorney, and the quick response from the Village board and, in turn, our reply. While confident we are mutually proceeding amicably there remain questions with respect to potential contractor overage, with the suggestion that the escrow be increased by 30% over contractor estimates.

IX. New Business

- *FY 22-23 Financial Audit*
Mr. Raj Nagaraja presented the auditor’s report, with the opinion that the financial statements fairly represented the District’s financial position as of June 30, 2023.
- *2023 Review – Standards for Illinois Libraries*
Director Dombrowski presented the 2023 review, noting the respective exceptions and explanations.
- *Feedback on Draft Annual Report*
Director Dombrowski presented the few revisions based on Trustee input to the draft annual report, with the report accepted by the Trustees.

X. Communications

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

Director Dombrowski outlined the new appointment and drop-in schedule for the Studio that will become effective January 2nd, providing for appointments only Monday through Thursday and drop-ins Friday through Sunday, the change the result of the rising volume of Studio users.

XI. Public Comments

No public comments.

XII. Adjournment

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

The Motion passed on voice vote and Vice President Shankar adjourned the meeting at 7:48 p.m.

XIII. Return to Open Session

Returning to Open Session at 8:18 P.M.

XIV. Adjournment

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

The Motion passed on voice vote and Vice President Shankar adjourned the meeting at 8:18 p.m.

Respectfully submitted,

Thomas Sundell
Board Secretary

_____ Melissa Mitchell, President

_____ Thomas Sundell, Secretary

Winnetka-Northfield Public Library District

All Funds Summary

For the 6 Months Ended December 31, 2023

Prorated Budget Percentage Spent: 50.00%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Current Year-to-Date</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
Revenues					
Library Fund	4,552,273.00	2,276,136.50	2,318,602.77	50.93 %	42,466.27
IMRF Fund	66,000.00	33,000.00	9,188.72	13.92 %	(23,811.28)
FICA Fund	0.00	0.00	54,084.51	0.00 %	54,084.51
Building Fund	380,000.00	190,000.00	0.00	0.00 %	(190,000.00)
Unemployment Fund	1.00	0.50	0.46	46.00 %	(0.04)
Total Revenues	<u>4,998,274.00</u>	<u>2,499,137.00</u>	<u>2,381,876.46</u>	<u>47.65 %</u>	<u>(117,260.54)</u>
Expenses					
Library Fund	4,552,250.00	2,276,125.00	1,874,407.26	41.18 %	(401,717.74)
IMRF Fund	66,000.00	33,000.00	24,452.72	37.05 %	(8,547.28)
FICA Fund	70,000.00	35,000.00	71,798.40	102.57 %	36,798.40
Building Fund	380,000.00	190,000.00	190,831.68	50.22 %	831.68
Unemployment Fund	1.00	0.50	0.00	0.00 %	(0.50)
Special Reserve Fund	<u>5,200,000.00</u>	<u>2,600,000.00</u>	<u>0.00</u>	<u>0.00 %</u>	<u>(2,600,000.00)</u>
Total Expenses	<u>10,268,251.00</u>	<u>5,134,125.50</u>	<u>2,161,490.06</u>	<u>21.05 %</u>	<u>(2,972,635.44)</u>
Total Revenues	4,998,274.00	2,499,137.00	2,381,876.46	47.65 %	(117,260.54)
Total Expenses	<u>10,268,251.00</u>	<u>5,134,125.50</u>	<u>2,161,490.06</u>	<u>21.05 %</u>	<u>2,972,635.44</u>
Excess Revenues less Expenses	<u>(5,269,977.00)</u>	<u>(2,634,988.50)</u>	<u>220,386.40</u>	<u>(4.18)%</u>	<u>2,855,374.90</u>

Winnetka-Northfield Public Library District

Library Fund Summary

For the 6 Months Ended December 31, 2023

Prorated Budget Percentage Spent: 50.00%

	Annual Budget	Prorated Budget	Year-to-Date Actual	% of Budget	Variance vs. Prorated Budget
Operating Revenue					
Property Tax	4,106,860.00	2,053,430.00	2,057,327.12	50.09 %	3,897.12
Replacement Tax	90,000.00	45,000.00	41,119.88	45.69 %	(3,880.12)
Collections	160,413.00	80,206.50	61,896.41	38.59 %	(18,310.09)
Materials	5,000.00	2,500.00	3,963.41	79.27 %	1,463.41
Other Income	190,000.00	95,000.00	154,295.95	81.21 %	59,295.95
Total Operating Revenue	4,552,273.00	2,276,136.50	2,318,602.77	50.93 %	42,466.27
Operating Expenses					
Personnel	2,496,250.00	1,248,125.00	1,073,299.30	43.00 %	(174,825.70)
Administration	197,750.00	98,875.00	93,338.14	47.20 %	(5,536.86)
Utilities	106,500.00	53,250.00	34,841.98	32.72 %	(18,408.02)
IT Services	375,000.00	187,500.00	216,914.17	57.84 %	29,414.17
Public Relations	51,750.00	25,875.00	24,369.02	47.09 %	(1,505.98)
Library Materials - Adult	534,500.00	267,250.00	261,710.91	48.96 %	(5,539.09)
Library Materials - Youth	85,000.00	42,500.00	44,497.02	52.35 %	1,997.02
Programs	90,250.00	45,125.00	51,225.43	56.76 %	6,100.43
Capital	615,250.00	307,625.00	74,082.30	12.04 %	(233,542.70)
Total Operating Expenses	4,552,250.00	2,276,125.00	1,874,407.26	41.18 %	(401,717.74)
 Total Revenues	 4,552,273.00	 2,276,136.50	 2,318,602.77	 50.93 %	 42,466.27
Total Expenses	4,552,250.00	2,276,125.00	1,874,407.26	41.18 %	(401,717.74)
Excess Revenues less Expenses	23.00	11.50	444,195.51	1,931,284.83 %	444,184.01

Winnetka-Northfield Public Library District
Statement of Revenues and Expenditures - Modified Cash Basis
For the 6 Months Ended December 31, 2023

Prorated Budget Percentage Spent: 50.00%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year to Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
<u>LIBRARY FUND</u>					
Revenues					
Taxes					
Property Taxes Collections	4,106,860.00	2,053,430.00	2,036,514.00	49.59 %	(16,916.00)
Property Taxes Collections-Liability	0.00	0.00	15,144.46	0.00	15,144.46
Property Taxes Collections-Audit	0.00	0.00	5,668.66	0.00	5,668.66
Replacement Tax	<u>90,000.00</u>	<u>45,000.00</u>	<u>41,119.88</u>	<u>45.69</u>	<u>(3,880.12)</u>
Total Taxes	<u>4,196,860.00</u>	<u>2,098,430.00</u>	<u>2,098,447.00</u>	<u>50.00 %</u>	<u>17.00</u>
Collections					
Per Capita Grant	27,250.00	13,625.00	27,280.13	100.11 %	13,655.13
Kenilworth Services	129,663.00	64,831.50	32,415.75	25.00	(32,415.75)
Studio Fees	1,000.00	500.00	580.59	58.06	80.59
Lost/Damaged Mat.	<u>2,500.00</u>	<u>1,250.00</u>	<u>1,619.94</u>	<u>64.80</u>	<u>369.94</u>
Total Collections	<u>160,413.00</u>	<u>80,206.50</u>	<u>61,896.41</u>	<u>38.59 %</u>	<u>(18,310.09)</u>
Materials					
Copy/Printing	4,000.00	2,000.00	3,442.31	86.06 %	1,442.31
Book Sales	<u>1,000.00</u>	<u>500.00</u>	<u>521.10</u>	<u>52.11</u>	<u>21.10</u>
Total Materials	<u>5,000.00</u>	<u>2,500.00</u>	<u>3,963.41</u>	<u>79.27 %</u>	<u>1,463.41</u>
Other Income					
Checking Interest Income	3,500.00	1,750.00	4,316.85	123.34 %	2,566.85
Byline Bank IMA Interest	164,000.00	82,000.00	147,522.82	89.95	65,522.82
Money Market-Interest	2,000.00	1,000.00	1,119.19	55.96	119.19
Misc. Revenue	0.00	0.00	71.94	0.00	71.94
Gift Fund (over \$100)	500.00	250.00	1,000.00	200.00	750.00
Friends Donations	<u>20,000.00</u>	<u>10,000.00</u>	<u>265.15</u>	<u>1.33</u>	<u>(9,734.85)</u>
Total Other Income	<u>190,000.00</u>	<u>95,000.00</u>	<u>154,295.95</u>	<u>81.21 %</u>	<u>59,295.95</u>
Total Revenue	<u>4,552,273.00</u>	<u>2,276,136.50</u>	<u>2,318,602.77</u>	<u>50.93 %</u>	<u>42,466.27</u>

Winnetka-Northfield Public Library District

Statement of Revenues and Expenditures - Modified Cash Basis

For the 6 Months Ended December 31, 2023

Prorated Budget Percentage Spent: 50.00%

	Annual Budget	Prorated Budget	Year to Date Actual	% of Budget	Variance vs. Prorated Budget
LIBRARY FUND					
Expenses					
Personnel					
Salaries	2,040,000.00	1,020,000.00	933,750.90	45.77 %	(86,249.10)
Health Insurance	335,000.00	167,500.00	128,513.99	38.36	(38,986.01)
Employee Asst. Program	500.00	250.00	0.00	0.00	(250.00)
Professional Development	30,000.00	15,000.00	8,951.66	29.84	(6,048.34)
Flexible Spending Account	750.00	375.00	290.00	38.67	(85.00)
Payroll Taxes	84,000.00	42,000.00	0.00	0.00	(42,000.00)
Staff Recognition/Events/Meetings	6,000.00	3,000.00	1,792.75	29.88	(1,207.25)
Total Personnel	2,496,250.00	1,248,125.00	1,073,299.30	43.00 %	(174,825.70)
Administration					
Audit Fees	12,950.00	6,475.00	6,200.00	47.88 %	(275.00)
Library Supplies	38,000.00	19,000.00	15,170.73	39.92	(3,829.27)
Office Supplies	6,500.00	3,250.00	1,572.54	24.19	(1,677.46)
Breakroom Supplies	4,000.00	2,000.00	1,476.60	36.92	(523.40)
Postage	2,500.00	1,250.00	1,672.49	66.90	422.49
Hospitality	500.00	250.00	0.00	0.00	(250.00)
Accounting and Bookkeeping	24,000.00	12,000.00	9,555.00	39.81	(2,445.00)
Delivery Service	6,000.00	3,000.00	2,712.65	45.21	(287.35)
Payroll Services	9,500.00	4,750.00	4,648.58	48.93	(101.42)
Liability Insurance Costs	33,000.00	16,500.00	32,474.00	98.41	15,974.00
Board Expenses	1,500.00	750.00	117.57	7.84	(632.43)
Memberships	7,000.00	3,500.00	3,060.86	43.73	(439.14)
Legal	30,000.00	15,000.00	1,232.99	4.11	(13,767.01)
Consultants	5,000.00	2,500.00	0.00	0.00	(2,500.00)
Investment Fees	16,800.00	8,400.00	13,426.49	79.92	5,026.49
Miscellaneous	500.00	250.00	17.64	3.53	(232.36)
Total Administration	197,750.00	98,875.00	93,338.14	47.20 %	(5,536.86)
Utilities					
Electricity	42,000.00	21,000.00	22,032.69	52.46 %	1,032.69
Water	9,000.00	4,500.00	2,576.11	28.62	(1,923.89)
Storm Sewer	1,500.00	750.00	665.80	44.39	(84.20)
Natural Gas	13,500.00	6,750.00	1,968.05	14.58	(4,781.95)
Telephone	16,500.00	8,250.00	751.07	4.55	(7,498.93)
Internet Services	24,000.00	12,000.00	6,848.26	28.53	(5,151.74)
Total Utilities	106,500.00	53,250.00	34,841.98	32.72 %	(18,408.02)
Information Technology					
CCS Operating	79,000.00	39,500.00	17,572.17	22.24 %	(21,927.83)
Software	90,000.00	45,000.00	97,385.59	108.21	52,385.59
LAN Management	40,000.00	20,000.00	17,700.96	44.25	(2,299.04)
Hardware	3,000.00	1,500.00	3,828.72	127.62	2,328.72
Website/Platform Fees	100,000.00	50,000.00	44,001.78	44.00	(5,998.22)
Photocopier Leases	23,000.00	11,500.00	13,210.09	57.44	1,710.09
Computer Equipment	40,000.00	20,000.00	23,214.86	58.04	3,214.86
Total Information Technology	375,000.00	187,500.00	216,914.17	57.84 %	29,414.17

Winnetka-Northfield Public Library District

Statement of Revenues and Expenditures - Modified Cash Basis

For the 6 Months Ended December 31, 2023

Prorated Budget Percentage Spent: 50.00%

	Annual Budget	Prorated Budget	Year to Date Actual	% of Budget	Variance vs. Prorated Budget
LIBRARY FUND					
Public Relations					
Promotional	11,000.00	5,500.00	6,663.74	60.58 %	1,163.74
Newsletter/Mailers	29,750.00	14,875.00	13,516.47	45.43	(1,358.53)
PR Supplies	4,000.00	2,000.00	2,436.14	60.90	436.14
Marketing/Advertising	7,000.00	3,500.00	1,752.67	25.04	(1,747.33)
Total Public Relations	51,750.00	25,875.00	24,369.02	47.09 %	(1,505.98)
Library Materials - Adult					
Books-Fiction-Adult	85,000.00	42,500.00	36,588.32	43.05 %	(5,911.68)
Books-Non-Fiction-Adult	75,000.00	37,500.00	23,899.25	31.87	(13,600.75)
Periodicals	20,200.00	10,100.00	12,839.75	63.56	2,739.75
DVDs-Adult	25,000.00	12,500.00	9,157.97	36.63	(3,342.03)
Audio Books-Adult	6,500.00	3,250.00	2,949.31	45.37	(300.69)
Books-Digital	255,800.00	127,900.00	123,118.41	48.13	(4,781.59)
Online Database	65,000.00	32,500.00	53,157.90	81.78	20,657.90
Video Games-Adults	2,000.00	1,000.00	0.00	0.00	(1,000.00)
Total Library Materials - Adult	534,500.00	267,250.00	261,710.91	48.96 %	(5,539.09)
Library Materials - Youth					
Kits	5,000.00	2,500.00	2,627.10	52.54 %	127.10
Books-Fiction-Juv	45,000.00	22,500.00	19,503.17	43.34	(2,996.83)
Books-Non-Fiction-Juv	13,000.00	6,500.00	8,271.98	63.63	1,771.98
DVDs-Juv	1,500.00	750.00	403.84	26.92	(346.16)
Audio Books/Talking Books Juv	15,000.00	7,500.00	10,806.14	72.04	3,306.14
Video Games-Juv	5,500.00	2,750.00	2,884.79	52.45	134.79
Total Library Materials - Youth	85,000.00	42,500.00	44,497.02	52.35 %	1,997.02
Programs					
Reading Programs	10,000.00	5,000.00	5,091.89	50.92 %	91.89
Programming - Studio	11,750.00	5,875.00	6,115.73	52.05	240.73
Programming - Youth	30,000.00	15,000.00	22,038.31	73.46	7,038.31
Programming - Adult	37,500.00	18,750.00	17,099.26	45.60	(1,650.74)
Studio Maintenance/Repair	1,000.00	500.00	880.24	88.02	380.24
Total Programs	90,250.00	45,125.00	51,225.43	56.76 %	6,100.43
Capital					
Capital Outlay	435,250.00	217,625.00	8,902.54	2.05 %	(208,722.46)
Building	155,000.00	77,500.00	55,649.17	35.90	(21,850.83)
Equipment/Furniture	25,000.00	12,500.00	9,530.59	38.12	(2,969.41)
Total Capital	615,250.00	307,625.00	74,082.30	12.04 %	(233,542.70)
Total Expenses	4,552,250.00	2,276,125.00	1,874,407.26	41.18 %	(401,717.74)
Excess Revenues less Expenses	23.00	11.50	444,195.51	1,931,284.83 %	444,184.01

Winnetka-Northfield Public Library District
Statement of Revenues and Expenditures - Modified Cash Basis
For the 6 Months Ended December 31, 2023

Prorated Budget Percentage Spent: 50.00%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year to Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
BUILDING FUND					
Revenues					
Property Taxes Collections-Building	380,000.00	190,000.00	0.00	0.00 %	(190,000.00)
Total Revenue	<u>380,000.00</u>	<u>190,000.00</u>	<u>0.00</u>	<u>0.00 %</u>	<u>(190,000.00)</u>
Expenses					
Northfield Lease	69,000.00	34,500.00	34,094.52	49.41 %	(405.48)
Janitorial Supplies	10,800.00	5,400.00	5,038.43	46.65	(361.57)
Snow Removal	9,000.00	4,500.00	1,435.00	15.94	(3,065.00)
Building Appraisal	300.00	150.00	285.00	95.00	135.00
Building Maintenance Service	100,000.00	50,000.00	48,000.00	48.00	(2,000.00)
Elevators	135,000.00	67,500.00	73,198.60	54.22	5,698.60
Landscaping	25,000.00	12,500.00	12,021.61	48.09	(478.39)
HVAC	11,200.00	5,600.00	4,099.00	36.60	(1,501.00)
Automatic Doors	5,000.00	2,500.00	5,103.32	102.07	2,603.32
Roof	700.00	350.00	366.00	52.29	16.00
Alarms & Security	6,000.00	3,000.00	2,536.14	42.27	(463.86)
Equipment	4,000.00	2,000.00	1,895.16	47.38	(104.84)
Plumbing	500.00	250.00	75.00	15.00	(175.00)
Electrical	1,500.00	750.00	1,500.00	100.00	750.00
Misc Services	2,000.00	1,000.00	1,183.90	59.20	183.90
Total Expenses	<u>380,000.00</u>	<u>190,000.00</u>	<u>190,831.68</u>	<u>50.22 %</u>	<u>831.68</u>
Excess Revenues less Expenses	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ (190,831.68)</u>	<u>0.00 %</u>	<u>(190,831.68)</u>
IMRF FUND					
Revenues					
Property Taxes Collections-IMRF	66,000.00	33,000.00	9,188.72	13.92 %	(23,811.28)
Total Revenue	<u>66,000.00</u>	<u>33,000.00</u>	<u>9,188.72</u>	<u>13.92 %</u>	<u>(23,811.28)</u>
Expenses					
IMRF Expenses	66,000.00	33,000.00	24,452.72	37.05 %	(8,547.28)
Total Expenses	<u>66,000.00</u>	<u>33,000.00</u>	<u>24,452.72</u>	<u>37.05 %</u>	<u>(8,547.28)</u>
Excess Revenues less Expenses	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ (15,264.00)</u>	<u>0.00 %</u>	<u>(15,264.00)</u>

Winnetka-Northfield Public Library District
Statement of Revenues and Expenditures - Modified Cash Basis
For the 6 Months Ended December 31, 2023

Prorated Budget Percentage Spent: 50.00%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year to Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
FICA FUND					
Revenues					
Property Taxes Collections-FICA	0.00	0.00	54,084.51	0.00 %	54,084.51
Total Revenue	<u>0.00</u>	<u>0.00</u>	<u>54,084.51</u>	<u>0.00 %</u>	<u>54,084.51</u>
Expenses					
FICA	70,000.00	35,000.00	71,798.40	102.57 %	36,798.40
Total Expenses	<u>70,000.00</u>	<u>35,000.00</u>	<u>71,798.40</u>	<u>102.57 %</u>	<u>36,798.40</u>
Excess Revenues less Expenses	<u>\$ (70,000.00)</u>	<u>\$ (35,000.00)</u>	<u>\$ (17,713.89)</u>	<u>25.31 %</u>	<u>17,286.11</u>
UNEMPLOYMENT FUND					
Revenues					
Property Taxes Collections-Unemployment	1.00	0.50	0.46	46.00 %	(0.04)
Total Revenue	<u>1.00</u>	<u>0.50</u>	<u>0.46</u>	<u>46.00 %</u>	<u>(0.04)</u>
Expenses					
Unemployment	1.00	0.50	0.00	0.00 %	(0.50)
Total Expenses	<u>1.00</u>	<u>0.50</u>	<u>0.00</u>	<u>0.00 %</u>	<u>(0.50)</u>
Excess Revenues less Expenses	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.46</u>	<u>0.00 %</u>	<u>0.46</u>

Winnetka-Northfield Public Library District
Statement of Revenues and Expenditures - Modified Cash Basis
For the 6 Months Ended December 31, 2023

Prorated Budget Percentage Spent: 50.00%

	Annual Budget	Prorated Budget	Year to Date Actual	% of Budget	Variance vs. Prorated Budget
SPECIAL RESERVE FUND					
Revenues					
Transfer In	0.00	0.00	0.00	0.00 %	0.00
Expenses					
Capital Outlay	5,200,000.00	2,600,000.00	0.00	0.00 %	(2,600,000.00)
Total Expenses	5,200,000.00	2,600,000.00	0.00	0.00 %	(2,600,000.00)
Excess Revenues less Expenses	\$ (5,200,000.00)	\$ (2,600,000.00)	\$ 0.00	0.00 %	2,600,000.00

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

December 1, 2023 - December 31, 2023

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Vendor Checks						
Linda Gorham 10-0-5908	Programming - Adult	To void check #3402	-400.00	3402	12/31/23	<u>(400.00)</u>
Gregory Kolb 10-0-4150	Lost/Damaged Materials	To void check #3642	-63.99	3642	12/31/23	<u>(63.99)</u>
Pioneer Press 10-1-5342	Periodicals-Winnetka	To void check #3806	-36.00	3806	12/31/23	<u>(36.00)</u>
Claire Winnard 10-0-4150	Lost/Damaged Materials	To void check #3838	-12.99	3838	12/31/23	<u>(12.99)</u>
Annie Chu 10-0-5906	Programming - Studio	To void check #4010	-237.47	4010	12/31/23	<u>(237.47)</u>
Annie Chu 10-0-5906	Programming - Studio	Annie Chu	237.47	4291	12/08/23	<u>237.47</u>
Annie Chu 10-0-5906	Programming - Studio	Reimbursement	18.99	4292	12/14/23	<u>25.36</u>
10-0-5906	Programming - Studio	Annie Chu	4.99			
10-0-5906	Programming - Studio	Annie Chu	1.38			
AT&T 10-0-5176	Internet Services	Inv S663007007-23314	398.22	4293	12/14/23	<u>398.22</u>
Background Screening Consultants LLC 10-0-5736	Legal	Inv 22956	42.00	4294	12/14/23	<u>42.00</u>
Chicagoland Paving Contractors 10-0-5882	Building	Inv 235601-F	3,500.00	4295	12/14/23	<u>3,500.00</u>
Comprise Technologies, Inc 10-0-5136	Hardware	Inv 2023-470	660.00	4296	12/14/23	<u>660.00</u>
Esscoe L.L.C. 10-0-5882	Building	Inv 62309	537.50	4297	12/14/23	<u>537.50</u>
Fox Valley Fire & Safety 70-0-5758	Alarms & Security	Inv 00646719	183.00	4298	12/14/23	<u>585.00</u>
70-0-5758	Alarms & Security	Inv 00646469	402.00			
Jim Gibbons 10-0-5908	Programming - Adult	Event Presentation	300.00	4299	12/14/23	<u>300.00</u>
Kathryn Freemond 10-0-5114	Professional Development	Reimbursement	64.68	4300	12/14/23	<u>64.68</u>
LIBRARIES FIRST (Innovation Experts) 10-0-5177	Website/Platform Fees	Inv 8803	195.00	4301	12/14/23	<u>195.00</u>
Library Ideas, LLC 10-1-5444	Audio Books-Juv-Winnetka	Inv 101713	278.88	4302	12/14/23	<u>1,122.20</u>
10-1-5444	Audio Books-Juv-Winnetka	Inv 101712	843.32			

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

December 1, 2023 - December 31, 2023

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Magic of Gary Kantor 10-0-5907	Programming - Youth	Event Presentation	650.00	4303	12/14/23	<u>650.00</u>
Monica Dombrowski 10-0-5114	Professional Development	Monica Dombrowski	29.51	4304	12/14/23	<u>29.51</u>
Stephanie Girardi 10-0-5732	Staff Recognition/Events/Meetings	Reimbursement	95.17	4305	12/14/23	<u>95.17</u>
Technology Management Rev Fund 10-0-5176	Internet Services	Inv T2408101	450.00	4306	12/14/23	<u>450.00</u>
Tee Jay Service Company, Inc 70-0-5755	Automatic Doors	INV 201704	376.82	4307	12/14/23	<u>376.82</u>
The Book Stall 10-1-5341	Books-Non-Fiction-Adult-Winnetka	Inv 495953	26.00	4308	12/14/23	<u>168.74</u>
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Inv 497339	43.16			
10-2-5341	Books-Non-Fiction-Adult-Northfield	Inv 497339	25.60			
10-2-5341	Books-Non-Fiction-Adult-Northfield	Inv 495953	73.98			
U.S. Postal Service 10-0-5722	Newsletter/Mailers	Annual Report Printing	1,167.99	4309	12/14/23	<u>1,167.99</u>
William Reichman 10-0-5908	Programming - Adult	Event Presentation	225.00	4310	12/14/23	<u>225.00</u>
Marsha's Music Inc. 10-0-5907	Programming - Youth	Event Presentation - Deposit	200.00	4311	12/20/23	<u>200.00</u>
Amelia Kmiec 10-0-5732	Staff Recognition/Events/Meetings	Reimbursement	17.82	4312	12/28/23	<u>17.82</u>
Annette Bochenek 10-0-5908	Programming - Adult	Event Presentation	300.00	4313	12/28/23	<u>300.00</u>
Annie Chu 10-0-5906	Programming - Studio	Programming Supplies Travel Reimb.	31.00	4314	12/28/23	<u>31.00</u>
AT&T 10-0-5176	Internet Services	Inv S663007007-23344	398.22	4315	12/28/23	<u>398.22</u>
Catapult 10-0-5115	Flexible Spending Account	Inv 00140890	50.00	4316	12/28/23	<u>50.00</u>
Chef Cherise LLC 10-0-5908	Programming - Adult	Event Presentation	425.00	4317	12/28/23	<u>425.00</u>
Chia Leah LLC				4318	12/28/23	<u>350.00</u>

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

December 1, 2023 - December 31, 2023

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5908	Programming - Adult	Event Presentation	350.00			
Chicago Tribune 10-1-5342	Periodicals-Winnetka	Acct 10046207	324.00	4319	12/28/23	<u>324.00</u>
Dow Jones & Company Inc. 10-1-5346	Online Database - Winnetka	Inv 97033329	2,268.00	4320	12/28/23	<u>2,268.00</u>
Engberg Anderson, Inc. 10-0-5800	Capital Outlay	Inv 23358401-5	660.00	4321	12/28/23	<u>660.00</u>
GUY SCOPELLITI LANDSCAPE 70-0-5750	Landscaping	Inv 43535	1,188.00	4322	12/28/23	<u>1,188.00</u>
Invengo American Corporation 10-0-5177	Website/Platform Fees	Inv SVIP027785	4,200.00	4323	12/28/23	<u>4,200.00</u>
Investor's Business Daily 10-1-5342	Periodicals-Winnetka	Investor's Business Daily	225.00	4324	12/28/23	<u>225.00</u>
Jeff Mishur 10-0-5908	Programming - Adult	Event Presentation	360.00	4325	12/28/23	<u>360.00</u>
John Lynn 10-0-5908	Programming - Adult	Event Presentation	187.50	4326	12/28/23	<u>187.50</u>
Kathryn Freemond 10-0-5908	Programming - Adult	Reimbursement	30.00	4327	12/28/23	<u>30.00</u>
Library Ideas, LLC 10-1-5444	Audio Books-Juv- Winnetka	Inv 104924	108.94	4328	12/28/23	<u>108.94</u>
Martina Jae Mathisen 10-0-5908	Programming - Adult	Event Presentation	275.00	4329	12/28/23	<u>275.00</u>
Mary Colleen Klimczak 10-0-5908	Programming - Adult	Event Presentation	175.00	4330	12/28/23	<u>175.00</u>
Michael Lev 10-0-5908	Programming - Adult	Michael Lev	250.00	4331	12/28/23	<u>250.00</u>
Nostalgia Entertainment 10-0-5908	Programming - Adult	Event Presentation	375.00	4332	12/28/23	<u>375.00</u>
Parties with Character 10-0-5907	Programming - Youth	Parties with Character	234.50	4333	12/28/23	<u>234.50</u>
Paul Timm 10-0-5908	Programming - Adult	Event Presentation	200.00	4334	12/28/23	<u>200.00</u>
Rhiannon Gurley 10-0-5907	Programming - Youth	Event Presentation	200.00	4335	12/28/23	<u>200.00</u>
Sydney Clark 10-0-5138	Delivery Service	Travel Exp. Reimbursement	5.83	4336	12/28/23	<u>69.76</u>

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

December 1, 2023 - December 31, 2023

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5114	Professional Development	Travel Exp. Reimbursement	63.93			
The Book Stall				4337	12/28/23	<u>23.99</u>
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Inv 494592	23.99			
True Air				4338	12/28/23	<u>6,630.00</u>
10-0-5882	Building	New Light Fixture	1,480.00			
10-0-5882	Building	Install Emergency Canlight Fixture	1,950.00			
10-0-5882	Building	Install Light Fixture/Wiremold	3,200.00			
Midwest Tape				17948	12/07/23	<u>1,024.32</u>
10-2-5343	DVDs-Adult-Northfield	504647645	94.47			
10-2-5343	DVDs-Adult-Northfield	504647646	17.99			
10-2-5343	DVDs-Adult-Northfield	504647642	22.49			
10-2-5343	DVDs-Adult-Northfield	504647627	50.23			
10-1-5344	Audio Books-Adult-Winnetka	504647624	122.97			
10-1-5344	Audio Books-Adult-Winnetka	504647626	31.99			
10-0-5120	Library Supplies	504647624	5.97			
10-0-5120	Library Supplies	504647646	5.79			
10-0-5120	Library Supplies	504647645	11.94			
10-0-5120	Library Supplies	504647644	1.99			
10-0-5120	Library Supplies	504647626	1.99			
10-0-5120	Library Supplies	504647627	3.98			
10-0-5120	Library Supplies	504647629	19.90			
10-0-5120	Library Supplies	504647628	31.66			
10-0-5120	Library Supplies	504647642	1.99			
10-0-5120	Library Supplies	504647643	1.99			
10-0-5120	Library Supplies	504647641	1.99			
10-0-5120	Library Supplies	504647640	3.98			
10-1-5343	DVDs-Adult-Winnetka	504647628	301.36			
10-1-5343	DVDs-Adult-Winnetka	504647629	180.69			
10-1-5343	DVDs-Adult-Winnetka	504647640	32.24			
10-1-5343	DVDs-Adult-Winnetka	504647641	26.24			
10-1-5343	DVDs-Adult-Winnetka	504647643	22.49			
10-1-5343	DVDs-Adult-Winnetka	504647644	27.99			
Childrens Plus				17949	12/07/23	<u>395.10</u>
10-1-5440	Books-Fiction-Juv-Winnetka	237612	395.10			
Baker & Taylor				17950	12/07/23	<u>1,859.75</u>
10-1-5440	Books-Fiction-Juv-Winnetka	2037864431	208.80			
10-1-5440	Books-Fiction-Juv-Winnetka	2037888499	81.89			
10-1-5440	Books-Fiction-Juv-Winnetka	2037892129	25.72			
10-1-5440	Books-Fiction-Juv-Winnetka	2037892128	13.49			
10-2-5440	Books-Fiction-Juv-Northfield	2037892127	14.99			
10-2-5440	Books-Fiction-Juv-Northfield	2037892126	83.45			
10-2-5440	Books-Fiction-Juv-Northfield	2037888499	11.29			
10-2-5440	Books-Fiction-Juv-Northfield	2037864431	132.69			

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

December 1, 2023 - December 31, 2023

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5120	Library Supplies	2037929825	58.38			
10-0-5120	Library Supplies	2037892127	2.12			
10-0-5120	Library Supplies	2037892128	2.09			
10-0-5120	Library Supplies	2037892129	4.15			
10-0-5120	Library Supplies	2037923521	34.42			
10-0-5120	Library Supplies	2037864431	63.06			
10-0-5120	Library Supplies	2037892126	8.34			
10-0-5120	Library Supplies	2037888499	13.54			
10-1-5340	Books-Fiction-Adult-Winnetka	2037923521	291.62			
10-1-5340	Books-Fiction-Adult-Winnetka	2037929825	440.07			
10-2-5340	Books-Fiction-Adult-Northfield	2037923521	135.52			
10-2-5340	Books-Fiction-Adult-Northfield	2037929825	234.12			
DE LAGE LANDEN FINANCIALSVCS.				17951	12/07/23	<u>1,959.97</u>
10-0-5766	Photocopier Leases	Inv 81383686	1,959.97			
DELTA DENTAL PLAN OF ILLINOIS				17952	12/07/23	<u>1,512.49</u>
10-0-5111	Health Insurance	Inv 1744608	1,512.49			
DEMCO				17953	12/07/23	<u>52.88</u>
10-1-5439	Kits	Inv 7399737	52.88			
QUILL CORPORATION				17954	12/07/23	<u>63.34</u>
10-0-5122	Breakroom Supplies	Inv 35752140	63.34			
DD Facility Services				17955	12/07/23	<u>8,000.00</u>
70-0-5748	Building Maintenance Service	Inv 0718- 0025	8,000.00			
OpenGov, Inc				17967	12/21/23	<u>2,674.00</u>
10-0-5134	Software	Inv 11574	2,674.00			
MERCHANTS DELIVERY SERVICE				17968	12/21/23	<u>525.00</u>
10-0-5138	Delivery Service	11/2023	525.00			
VOGUE PRINTERS				17969	12/21/23	<u>5,655.00</u>
10-0-5722	Newsletter/Mailers	Inv 21470	5,345.00			
10-0-5123	Postage	Inv 21470	310.00			
PITNEY BOWES				17970	12/21/23	<u>299.01</u>
10-0-5123	Postage	Inv 3106404044	299.01			
NIR ROOF CARE, INC.				17971	12/21/23	<u>366.00</u>
70-0-5756	Roof	Inv 164667	366.00			
OVERDRIVE INC.				17972	12/21/23	<u>21,035.15</u>
10-1-5345	Books-Digital-Winnetka	Inv 01018MA23434089	2,778.35			
10-1-5345	Books-Digital-Winnetka	Inv 01018MA23437095	6,312.19			
10-1-5345	Books-Digital-Winnetka	Inv 01018CP23435299	11,944.61			
HOOPLA (MIDWEST TAPE)				17973	12/21/23	<u>2,193.87</u>
10-1-5345	Books-Digital-Winnetka	Inv 504719420	2,193.87			
Kanopy				17974	12/21/23	<u>708.00</u>

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

December 1, 2023 - December 31, 2023

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-1-5345	Books-Digital-Winnetka	Inv 377403- PPU	708.00			
ALARM DETECTION SYSTEMS, INC.				17975	12/21/23	<u>638.07</u>
70-0-5758	Alarms & Security	Inv 57525-1107	638.07			
Lauterbach & Amen, LLP				17976	12/21/23	<u>1,725.00</u>
10-0-5131	Accounting and Bookkeeping	Inv 85259	1,725.00			
VILLAGE OF NORTHFIELD				17977	12/21/23	<u>5,682.42</u>
70-2-5159	Northfield Lease	Inv 1001LIB - Dec. 23	5,682.42			
DE LAGE LANDEN FINANCIALSVCS.				17978	12/21/23	<u>1,868.47</u>
10-0-5766	Photocopier Leases	Inv 81598390	1,868.47			
QUILL CORPORATION				17979	12/21/23	<u>399.90</u>
10-0-5121	Office Supplies	Inv 35884724	399.90			
Ntiva				17980	12/21/23	<u>2,951.91</u>
10-0-5135	LAN Management	Inv 224418	2,951.91			
DEMCO				17981	12/21/23	<u>380.28</u>
10-0-5120	Library Supplies	Inv 7407436	380.28			
VILLAGE OF WINNETKA				17982	12/21/23	<u>33,012.49</u>
10-0-5111	Health Insurance	Inv 2023-00000013	33,012.49			
BIBLIOTHECA, LLC				17983	12/21/23	<u>552.84</u>
10-1-5345	Books-Digital-Winnetka	Inv US71487	552.84			
COOPERATIVE COMPUTER SERVICES				17984	12/21/23	<u>1,953.00</u>
10-0-5132	CCS Operating & OCLC	Inv 2140	1,953.00			
COMED				17992	12/31/23	<u>572.45</u>
10-2-5171	Electricity - Northfield	11.13.23 - 12.14.23	572.45			
VILLAGE OF NORTHFIELD				17993	12/31/23	<u>56.50</u>
10-2-5172	Water - Northfield	10.19.23 - 11.20.23	56.50			
PITNEY BOWES				17994	12/31/23	<u>100.00</u>
10-0-5123	Postage	Dec. 2023	100.00			
NATIONWIDE RETIREMENT SOLUTIONS				17995	12/31/23	<u>1,475.00</u>
10-0-2040	457 withholding	NATIONWIDE RETIREMENT SOLUTIONS	1,475.00			
NATIONWIDE RETIREMENT SOLUTIONS				17996	12/31/23	<u>1,475.00</u>
10-0-2040	457 withholding	NATIONWIDE RETIREMENT SOLUTIONS	1,475.00			
VILLAGE OF WINNETKA				17997	12/31/23	<u>2,471.74</u>
10-1-5171	Electricity - Winnetka	VILLAGE OF WINNETKA	65.15			
10-1-5171	Electricity - Winnetka	VILLAGE OF WINNETKA	2,179.95			
10-1-5171	Electricity - Winnetka	VILLAGE OF WINNETKA	-219.60			
10-1-5171	Electricity - Winnetka	VILLAGE OF WINNETKA	46.85			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	39.65			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	2.00			

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

December 1, 2023 - December 31, 2023

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	108.40			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	24.41			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	91.77			
10-1-5173	Storm Sewer - Winnetka	VILLAGE OF WINNETKA	133.16			
NICOR				17998	12/31/23	<u>120.00</u>
10-2-5174	Natural Gas - Northfield	09.22.23 - 10.23.23	120.00			
NORTH SHORE GAS				17999	12/31/23	<u>564.80</u>
10-1-5174	Natural Gas - Winnetka	10.20.23 - 11.17.23	564.80			
COMCAST				18000	12/31/23	<u>358.26</u>
10-0-5176	Internet Services	11.20.23 - 12.19.23	358.26			
PITNEY BOWES				18001	12/31/23	<u>50.00</u>
10-0-5123	Postage	PITNEY BOWES	50.00			
COMCAST				18002	12/31/23	<u>71.95</u>
10-0-5176	Internet Services	COMCAST	71.95			
First Bankcard				18003	12/31/23	<u>13,715.60</u>
10-0-5907	Programming - Youth	White - Youth Programming Supplies	77.76			
10-0-5907	Programming - Youth	Morgan - youth programming supplies	215.40			
10-0-5907	Programming - Youth	Morgan - coupon	-2.00			
10-0-5907	Programming - Youth	Morgan - youth programming supplies	29.96			
10-0-5907	Programming - Youth	Morgan - youth programming supplies	33.01			
10-0-5907	Programming - Youth	Morgan - youth programming supplies	138.46			
10-0-5907	Programming - Youth	Karowska - Youth Program Supplies	60.93			
10-0-5907	Programming - Youth	Karowska - Youth Program Supplies	5.99			
10-0-5907	Programming - Youth	Karowska - Youth Program Supplies	49.05			
10-0-5907	Programming - Youth	Karowska - Youth Program Supplies	17.99			
10-0-5907	Programming - Youth	Karowska - Youth Program Supplies	42.94			
10-0-5907	Programming - Youth	Karowska - Youth Program Supplies	68.34			
10-0-5907	Programming - Youth	Karowska - Youth Program Supplies	61.84			
10-0-5907	Programming - Youth	Karowska - Youth Program Supplies	42.94			
10-0-5907	Programming - Youth	Karowska - Youth Program Supplies	20.23			
10-0-5907	Programming - Youth	Karowska - Youth Program Supplies	108.91			
10-0-5907	Programming - Youth	Karowska - Youth Program Supplies	202.52			
10-0-5907	Programming - Youth	Karowska - Youth Program Supplies	20.53			
10-0-5907	Programming - Youth	Karowska - Youth Program Supplies	11.96			
10-0-5907	Programming - Youth	Karowska - Youth Program Supplies	26.59			
10-0-5907	Programming - Youth	Karowska - Youth Program Supplies	317.74			
10-0-5907	Programming - Youth	Karowska - Youth Program Supplies	19.98			
10-0-5907	Programming - Youth	Karowska - Youth Program Supplies	69.94			
10-0-5908	Programming - Adult	Morgan - adult programming supplies	54.70			
10-0-5908	Programming - Adult	Mall - Holiday decorations + Programming supplies (Holiday Cookie Exchange, 12/9)	45.97			
10-0-5908	Programming - Adult	Mall - Programming supplies (Holiday Cookie Exchange, 12/9)	7.98			
10-0-5908	Programming - Adult	Mall - Programming supplies (Holiday Cookie Exchange, 12/9)	13.98			
10-0-5177	Website/Platform Fees	Swenson - Website hosting (content + old website)	34.00			

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

December 1, 2023 - December 31, 2023

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5177	Website/Platform Fees	Swenson - Content website backup	0.27			
10-0-5177	Website/Platform Fees	Swenson - wnpld.info renewal	24.92			
10-0-5308	Reading Programs	Karowska - winter reading prize	-180.00			
10-0-5308	Reading Programs	Karowska - winter reading prize	1,080.00			
10-0-5719	Board Expenses	Dombrowski - ILA Legislative Breakfast- SM	45.00			
10-0-5719	Board Expenses	Dombrowski - Treats for Board Birthdays	31.67			
10-0-5723	PR Supplies	Quish - Department Supplies	25.73			
10-0-5724	Marketing/Advertising	Quish - Bookmarks for adult theme events	67.55			
10-0-5724	Marketing/Advertising	Quish - Bookmarks for program promo	493.85			
10-0-5731	Memberships	Morgan - professional membership- Alyssa "Lisa" Martin	15.00			
10-0-5731	Memberships	Morgan - professional membership- Alyssa "Lisa" Martin	100.00			
10-0-5731	Memberships	Morgan - professional membership- Alyssa "Lisa" Martin	166.00			
10-0-5731	Memberships	Mall - Professional membership dues	58.00			
10-0-5732	Staff Recognition/Events/Meetings	Kline - Welcome to the Library food	42.12			
70-0-5725	Janitorial Supplies	Morgan - diaper genie refill bags	41.97			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Mall - Materials	39.99			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Mall - Materials	10.43			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Mall - Materials	15.00			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Mall - Materials	24.95			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Mall - Materials	29.21			
10-0-5114	Professional Development	Karowska - ILA - legislative breakfast - prof dev	45.00			
10-0-5114	Professional Development	Dombrowski - IL Conf Parking	9.00			
10-0-5114	Professional Development	Dombrowski - ILA Conf Dinner- MD	24.84			
10-0-5114	Professional Development	Dombrowski - ILA Conf Breakfast- MD	15.92			
10-0-5114	Professional Development	Dombrowski - ILA Conf Dinner- MD	20.16			
10-0-5114	Professional Development	Dombrowski - ILA Conf Dinner- MD	8.31			
10-0-5114	Professional Development	Dombrowski - ILA Conf Breakfast- MD	18.69			
10-0-5114	Professional Development	Dombrowski - IL Conf Parking	14.00			
10-0-5114	Professional Development	Dombrowski - ILA Conf Gas- MD Reimbursed	34.46			
10-0-5114	Professional Development	Dombrowski - ILA Conf Hotel- MD	406.98			
10-0-5114	Professional Development	Karowska - ILA - prof dev	14.09			
10-0-5114	Professional Development	Karowska - ILA - prof dev	81.90			
10-0-5114	Professional Development	Karowska - ILA - prof dev	28.54			
10-0-5114	Professional Development	Karowska - ILA - prof dev	65.99			
10-0-5114	Professional Development	Karowska - ILA - prof dev	20.86			
10-0-5114	Professional Development	Karowska - ILA - prof dev	421.25			
10-0-5114	Professional Development	Karowska - ILA - prof dev	465.52			
10-0-5114	Professional Development	Dombrowski - ILA Conf Dinner- MD & AK	58.66			
10-0-5114	Professional Development	Dombrowski - ILA Conf Breakfast- MD	15.30			
10-0-5114	Professional Development	Dombrowski - Cust Service Book for Staff	26.23			

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

December 1, 2023 - December 31, 2023

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5114	Professional Development	Mall - Professional Development - ALA Technical Services training	71.10			
10-0-5114	Professional Development	Kline - Hotel room for conference	339.16			
10-1-5342	Periodicals-Winnetka	Mall - Materials	149.00			
10-0-5120	Library Supplies	Mall - Holiday decorations + Programming supplies (Holiday Cookie Exchange, 12/9)	63.40			
10-0-5120	Library Supplies	Volny - Workroom Supplies	98.88			
10-0-5120	Library Supplies	White - Laundry Pods	21.31			
10-0-5120	Library Supplies	Mall - Holiday decorations	36.99			
10-0-5120	Library Supplies	Morgan - chamber of commerce window decorating contest-outreach/partnerships	49.89			
10-0-5120	Library Supplies	Volny - Library Supplies	85.08			
10-0-5121	Office Supplies	Volny - TUL Supplies	42.99			
10-0-5121	Office Supplies	Volny - ILL Supplies	29.72			
10-0-5121	Office Supplies	Morgan - electric pencil sharpener	19.99			
10-0-5121	Office Supplies	Dombrowski - MD 2024 Planner Inserts	45.09			
10-0-5882	Building	Dombrowski - Bathroom Appliances/Fixtures	2,388.62			
70-0-5750	Landscaping	Mall - Bird food	24.66			
10-1-5340	Books-Fiction-Adult-Winnetka	Mall - Materials	14.95			
10-0-5884	Equipment/Furniture	Dombrowski - Desks & Shelving for Staff	1,586.19			
10-1-5445	Video Games-Juv-Winnetka	Karowska - Youth Videogames	59.99			
10-1-5445	Video Games-Juv-Winnetka	Karowska - Youth Videogames	119.98			
10-1-5445	Video Games-Juv-Winnetka	Karowska - Youth Videogames	14.99			
10-1-5445	Video Games-Juv-Winnetka	Karowska - Youth Videogames	48.95			
10-1-5445	Video Games-Juv-Winnetka	Karowska - Youth Videogames	49.94			
10-1-5445	Video Games-Juv-Winnetka	Karowska - Youth Videogames	-2.00			
10-1-5445	Video Games-Juv-Winnetka	Karowska - Youth Videogames	34.99			
10-1-5445	Video Games-Juv-Winnetka	Karowska - Youth Videogames	30.00			
10-1-5445	Video Games-Juv-Winnetka	Karowska - Youth Videogames	49.99			
10-1-5445	Video Games-Juv-Winnetka	Karowska - Youth Videogames	-0.11			
10-2-5445	Video Games- Juv-Northfield	Karowska - Youth Videogames	-0.11			
10-2-5445	Video Games- Juv-Northfield	Karowska - Youth Videogames	49.99			
10-2-5445	Video Games- Juv-Northfield	Karowska - Youth Videogames	29.99			
10-2-5445	Video Games- Juv-Northfield	Karowska - Youth Videogames	34.99			
10-2-5445	Video Games- Juv-Northfield	Karowska - Youth Videogames	-2.00			
10-2-5445	Video Games- Juv-Northfield	Karowska - Youth Videogames	49.94			
10-2-5445	Video Games- Juv-Northfield	Karowska - Youth Videogames	48.95			
10-2-5445	Video Games- Juv-Northfield	Karowska - Youth Videogames	14.99			
10-2-5445	Video Games- Juv-Northfield	Karowska - Youth Videogames	119.98			

Winnetka-Northfield Public Library District

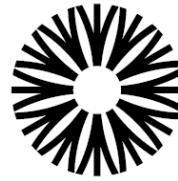
Check Register

All Bank Accounts

December 1, 2023 - December 31, 2023

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-2-5445	Video Games- Juv- Northfield	Karwowska - Youth Videogames	59.99			
10-0-5134	Software	White - WhenIWork Scheduling Software	90.00			
10-0-5134	Software	Swenson - Creative Cloud Subscription	295.90			
10-0-5134	Software	Swenson - Microsoft Entra Licenses	7.20			
10-0-5134	Software	Swenson - PowerBI Licenses	30.00			
10-0-5134	Software	Swenson - Office 365 Subscription	192.50			
10-0-5134	Software	Mall - Virtual event hosting	127.97			
10-0-5906	Programming - Studio	Kline - Acrylics	160.29			
10-0-5906	Programming - Studio	Kline - Wood Slice Coasters for prog	37.98			
10-0-5906	Programming - Studio	Kline - Jewelry making rings	20.37			
10-0-5906	Programming - Studio	Kline - Template for Einstein puzzle prog	4.98			
10-0-5906	Programming - Studio	Kline - Assorted Sharpies	18.18			
10-0-5906	Programming - Studio	Kline - Permanent Vinyl	98.69			
10-0-5906	Programming - Studio	Kline - Heat Transfer Vinyl	43.61			
10-0-5906	Programming - Studio	Kline - Tshirt Transfer Paper	36.57			
10-0-5906	Programming - Studio	Kline - Aprons and Twine	95.96			
10-0-5906	Programming - Studio	Kline - Folder Dividers	6.04			
10-0-5906	Programming - Studio	Kline - USB Hubs	39.98			
10-0-5906	Programming - Studio	Kline - Wood for Laser	178.48			
10-1-5439	Kits	Morgan - replacement item for early lit backpack	20.69			
10-1-5439	Kits	Karwowska - Youth Steam Kits	94.99			
10-1-5439	Kits	Karwowska - Youth Steam Kits	247.93			
10-1-5439	Kits	Karwowska - Youth Steam Kits	184.80			
10-1-5439	Kits	Karwowska - Youth Steam Kits	77.04			

Check List Total 148,356.50



DECEMBER 2023 DIRECTOR’S REPORT

STAFF UPDATES

Goings:

- Steve Kline, Digital Services Manager, left us on January 5th for Hinsdale Public Library where he will be their new Adult Services Assistant Manager. A search is currently underway for his replacement.
- Nicola White, HR & Business Manager, left us on January 19th for a fully remote HR position at an east coast firm.
- Deb Vandergrift, Library Board Trustee, will be resigning her position due to a job move. The Board will be meeting to discuss her replacement at the January 22nd meeting.

Comings:

- Luvia Melero will be joining our team on February 16th as our new Business Manager. Luvia comes to us from an HR Director position in the healthcare industry.

STAFF SHOUT OUTS

- Youth Services Librarian Maddy launched our Teen Learn It Kits, which allow teens to learn skills like crocheting, sewing, felting, cross-stitching, and beading, plus keep the project they create.
- Director Monica was nominated to run for the Illinois Library Association’s Executive Board. The election will occur in the spring and if elected, she will serve a 3-year term beginning July 1, 2024.

FINANCES (Target = 50% based on 6 months into our fiscal year)

- We are at 50.93 % of our expected operating revenues (at budget).
- We are at 41.18% of our budgeted operating expenses (below budget).

PROGRAMMING

Youth

Category	23DEC	22DEC	Mo. % +/-	FY23-24 YTD	FY22-23 YTD	FY % +/-
Programs	45	28	60.71%	304	318	-4.40%
Live Attendees	1,531	477	220.96%	8,925	5,958	49.80%
Passive Programming	2,569	2,480	3.59%	22,161	11,724	89.02%

Highlights

It’s All in the Cards	36 patrons came and made special occasion cards with crafting supplies.
Gingerbread House Decorating	210 patrons came to decorate their own holiday houses with candy and frosting.
Miss Make-Believe’s Imagination Waystation	Miss Make Believe led 36 toddlers and caregivers through imaginative play that included magic, handmade props, and laughter.

Adults

Category	23DEC	22DEC	Mo. % +/-	FY23-24 YTD	FY22-23 YTD	FY % +/-
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Programs	16	15	6.67%	103	116	-11.21%
Live Attendees	290	609	-52.38%	2,442	2,641	-7.54%
Recording Attendees	15	432	-96.53%	1,397	1,105	26.43%

Highlights

Holiday Cookie Decorating Techniques (IP)	Pastry chef & culinary instructor Kelly Dull showed 13 patrons tips & tricks for decorating beautiful holiday cookies. Demand was so big, we will be adding a second session to the one already planned for spring.
Caravaggio & the Italian Baroque with Jeff Mishur (V)	58 patrons joined Jeff as he discussed several paintings by Italian Baroque master Caravaggio including two varieties on loan to Chicago.
Zelda Fitzgerald: This Side of Paradise (IP)	Dramatic actor Lynn Rymarz portrayed the life and accomplishments of Zelda Fitzgerald, wife of author F. Scott, for 20 attendees.

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

Studio

Category	23DEC	22DEC	Mo. % +/-	FY23-24 YTD	FY22-23 YTD	FY % +/-
1:1s	285	81	251.85%	1,694	569	197.72%
Programs	5	6	-16.67%	84	80	5.00%
Attendees	23	21	9.52%	509	510	-0.20%

Highlights

Heirloom Recipe Aprons	11 patrons brought in treasured family recipes that they digitized, printed on transferable material, and ironed onto aprons that could be given as gifts.
Firework Earrings	In prep for the New Year, 6 patrons learned how to cut firework shapes onto colorful acrylic, then turn the acrylic into festive holiday earrings.

Community Engagement

Category	23DEC	22DEC	Mo. % +/-	FY23-24 YTD	FY22-23 YTD	FY % +/-
Youth Events	3	2	50.00%	14	15	-6.67%
Adult Events	-	-	-	24	10	140.00%
Family Events	-	-	-	8	14	-42.86%
Total Events	3	2	50.00%	46	39	17.95%
Youth Attendance	112	46	143.48%	457	568	-19.54%
Adult Attendance	-	-	-	486	95	411.58%
Family Attendance	-	-	-	1,425	1,383	3.04%
Total Attendance	112	46	143.48	2,368	2,046	15.74%

Highlights

Read-A-Palooza	Librarians Sydney & Amelia attended Sunset Ridge's ½ day reading event, which took place the last day before winter break. They provided books for the themed classrooms, staffed a table showcasing new releases, Library of Things, STEM Kits, etc. and promoted Winter Reading. They saw 75 students and 10 staff during the event and handed out library card applications, signed up 5 teachers for cards, and replaced 2 student cards.
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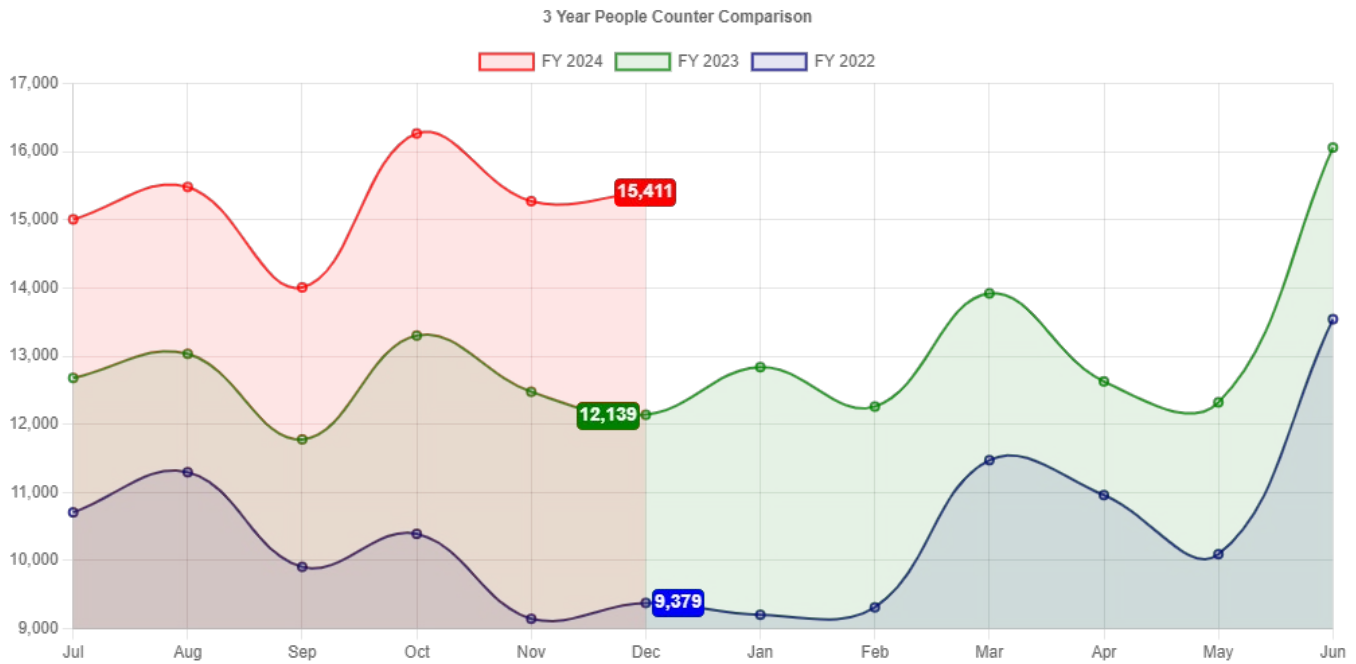
SERVICES

Visitors

Building	23DEC	22DEC	Mo. % +/-	FY23-24 YTD	FY22-23 YTD	FY % +/-
Winnetka	11,123	8,690	28.00%	64,559	53,391	20.92%

Northfield	4,138	2,896	42.89%	25,344	19,997	26.74%
Total	15,261	11,586	31.72%	89,903	73,388	22.50%
Virtual	150	553	-72.88%	1,537	2,018	-23.84%
Total	15,411	12,139	26.95%	91,440	75,406	21.26%

Note: Closed on 12/24, 12/25, and 12/31 for the holidays.



Cardholders

Activity	23DEC	22DEC	Mo. % +/-	FY23-24 YTD	FY22-23 YTD	FY % +/-
New Cards	89	54	64.81%	615	632	-2.69%
Community	23DEC	22DEC	Mo. % +/-	23DEC %POP	22DEC %POP	% Change
Winnetka	6,343	6,317	0.41%	49.77%	49.57%	0.20%
Northfield	2,420	2,356	2.72%	42.08%	40.97%	1.11%
Total District	8,763	8,673	1.04%	47.38%	46.89%	0.49%
Kenilworth	401	397	1.01%	15.95%	15.79%	0.16%
Total Library Cards	9,164	9,070	1.04%	-	-	-

Desk Questions

Category	23DEC	22DEC	Mo. % +/-	FY22-23 YTD	FY21-22 YTD	FY % +/-
Adult	2,161	1,628	28.48%	13,814	12,440	11.05%
Youth	389	486	-19.96%	2,845	3,939	-27.77%
Digital Services	50	144	-65.28%	469	909	-48.40%
Total	2,600	2,312	12.46%	17,128	17,288	-0.93%

TECHNOLOGY

Computer Usage

Location	23DEC	22DEC	Mo. % +/-	FY23-24 YTD	FY22-23 YTD	FY % +/-
Winnetka	469	395	18.73%	2,743	2,596	5.66%

Northfield	193	212	-8.96%	1,336	1,306	2.30%
Total	662	607	9.06%	4,079	3,902	4.54%

Hotspot Usage

Location	23DEC	22DEC	Mo. % +/-	FY23-24 YTD	FY22-23 YTD	FY % +/-
Winnetka Sessions	24,873	22,659	9.77%	129,713	137,622	-5.75%
Northfield Sessions	3,941	3,939	0.05%	24,495	25,225	-2.89%
Total	28,814	26,598	8.33%	154,208	162,847	-5.30%
Winnetka Bandwidth	770GB	592GB	30.15%	3,613GB	2,989GB	20.88%
Northfield Bandwidth	86GB	98GB	-12.36%	627GB	446GB	40.48%
Total	856GB	690GB	24.09%	4,240GB	3,435GB	23.43%

Website Visits

Activity	23DEC	22DEC	Mo. % +/-	FY23-24 YTD	FY22-23 YTD	FY % +/-
Total Visits	10,134	8,286	22.30%	65,217	51,663	26.24%
Unique Visits	6,297	5,591	12.63%	40,542	33,799	19.95%

MARKETING

Email Subscribers

23DEC	% Cardholders	22DEC	Open Rate	Click Rate
10,731	117.10%	10,431	56%	2%

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

Social Media Activity

Platform	23DEC Impres.	22DEC Impres.	Mo. % +/-	23DEC Reach	22DEC Reach	Mo. % +/-	23DEC Engage.	22DEC Engage.	Mo. % +/-
YouTube	7,990	-	-	856	-	-	-	-	-
Facebook	6,959	-	-	6,959	-	-	209	-	-
Instagram	6,973	-	-	797	-	-	168	-	-
Twitter/X	1,943	-	-	-	-	-	160	-	-
LinkedIn	719	-	-	-	-	-	98	-	-
Total	24,584	-	-	8,612	-	-	635	-	-

Impressions: # of times the content has been seen/viewed. Reach: # of people seeing content for the first time.

Engagements: # of comments, likes, shares, & click-throughs.

COLLECTIONS

Physical Adult (By Location)

Location	23DEC	22DEC	Mo. % +/-	FY23-24 YTD	FY22-23 YTD	FY % +/-
Winnetka	10,224	9,322	9.68%	61,520	56,778	8.35%
Northfield	3,656	3,758	-2.71%	22,765	24,711	-7.88%

Physical Youth (By Location)

Location	23DEC	22DEC	Mo. % +/-	FY23-24 YTD	FY22-23 YTD	FY % +/-
Winnetka	13,281	11,968	10.97%	86,170	83,937	2.66%
Northfield	3,913	3,489	12.15%	20,530	23,644	-13.17%

Physical Miscellaneous

Lending Type	23DEC	22DEC	Mo. % +/-	FY23-24 YTD	FY22-23 YTD	FY % +/-
Kenilworth Patrons	949	1,012	-6.23%	6,819	6,645	2.62%
Borrowed from Other Libraries	1,830	1,651	10.84%	10,429	9,891	5.44%

Physical Adult (By Type)

Material Type	23DEC	22DEC	Mo. % +/-	FY23-24 YTD	FY22-23 YTD	FY % +/-
Books	8,076	8,033	0.54%	51,454	51,732	-0.54%
Book - Fiction	4,406	4,507	-2.24%	29,902	29,485	1.41%
Book - Nonfiction	3,670	3,526	4.08%	21,552	22,247	-3.12%
Audiobook - CD	157	223	-29.60%	1,294	1,839	-29.64%
Music CD	114	100	14.00%	523	821	-36.30%
Playaway	16	44	-63.64%	165	326	-49.39%
DVD/Blu-Ray	3,051	3,009	1.40%	16,159	16,627	-2.81%
Magazine	190	142	33.80%	1,397	1,203	16.13%
Videogame	26	43	-39.53%	121	161	-24.84%
Computing Device	7	3	133.33%	32	23	39.13%
Library of Things	25	31	-19.35%	134	114	17.54%
Other	10	-	-	21	65	-67.69%
Non-CCS ILL	36	23	56.52%	182	214	-14.95%
Sent Out	2,172	1,442	50.62%	12,803	8,364	53.07%
Total	13,880	13,093	6.01%	84,285	81,489	3.43%

Physical Youth (By Type)

Material Type	23DEC	22DEC	Mo. % +/-	FY23-24 YTD	FY22-23 YTD	FY % +/-
Books	12,325	11,760	4.80%	80,477	82,042	-1.91%
Book - Fiction	10,332	9,948	3.86%	67,939	70,064	-3.03%
Book - Nonfiction	1,993	1,812	9.99%	12,538	11,978	4.68%
Audiobook - CD	1	7	-85.71%	30	135	-77.78%
Music CD	3	7	-57.14%	5	90	-94.44%
Playaway	216	174	24.14%	1,476	1,404	5.13%
DVD/Blu-Ray	706	698	1.15%	4,720	6,100	-22.62%
Videogame	260	140	85.71%	1,496	1,371	9.12%
Computing Device	76	47	61.70%	393	217	81.11%
Vox Reader	384	246	56.10%	2,080	1,733	20.02%
Youth Kits	69	45	53.33%	403	271	48.71%
Other	90	119	-24.37%	195	277	-29.60%
In House Circulation	3,064	2,185	40.23%	15,425	13,839	11.46%
Total	17,194	15,457	11.24%	106,700	107,581	-0.82%

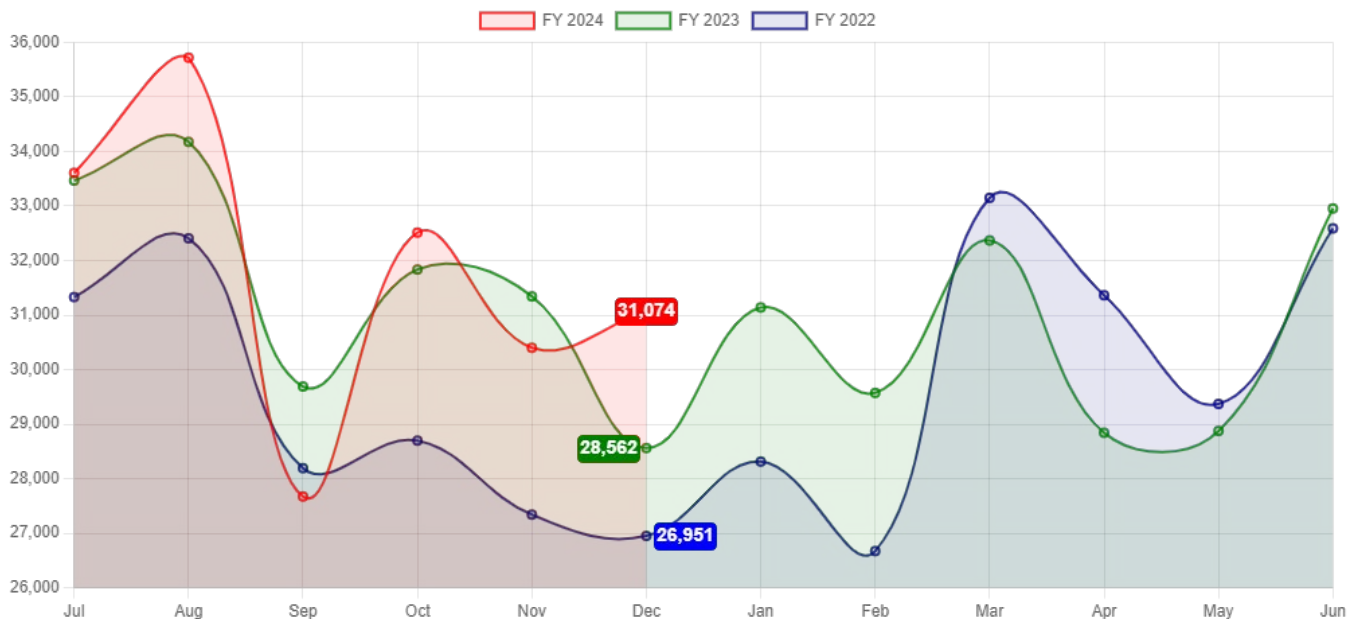
MTD Total Physical Circulation

23DEC Physical Circulation	22DEC Physical Circulation	Net Change
31,074	28,537	8.89%

YTD Total Physical Circulation

FY23-24 YTD Physical Circulation	FY22-23 YTD Physical Circulation	Net Change
190,985	189,070	1.01%

3 Year Circulation Comparison

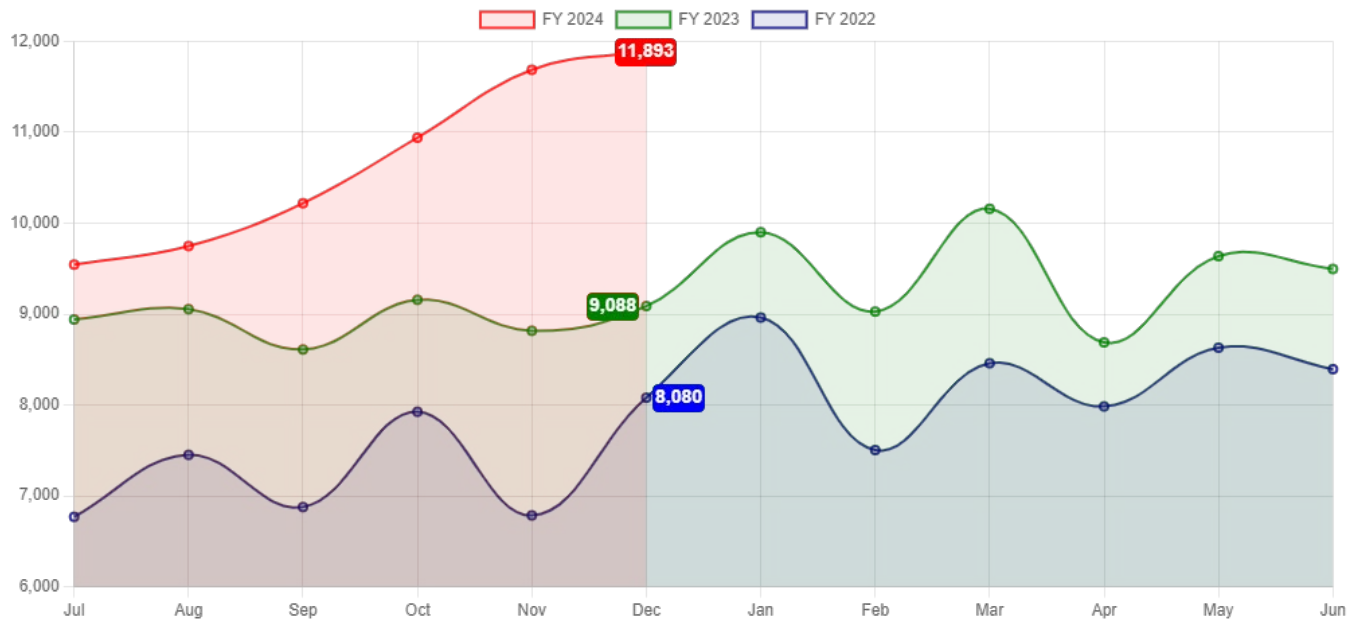


Digital Circulation

Material Type	23DEC	22DEC	Mo. % +/-	FY23-24 YTD	FY21-22 YTD	FY % +/-
eBooks	4,674	4,148	12.68%	26,878	24,129	11.39%
eAudiobooks	4,028	3,004	34.09%	23,506	18,235	28.91%
eMagazines*	2,637	1,458	80.86%	10,523	8,671	21.36%
eVideos	512	427	19.91%	2,851	2,438	16.94%
eMusic	42	51	-17.65%	273	192	42.19%
Total	11,893	9,088	30.86%	64,031	53,665	19.32%

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

3 Year eResource Comparison

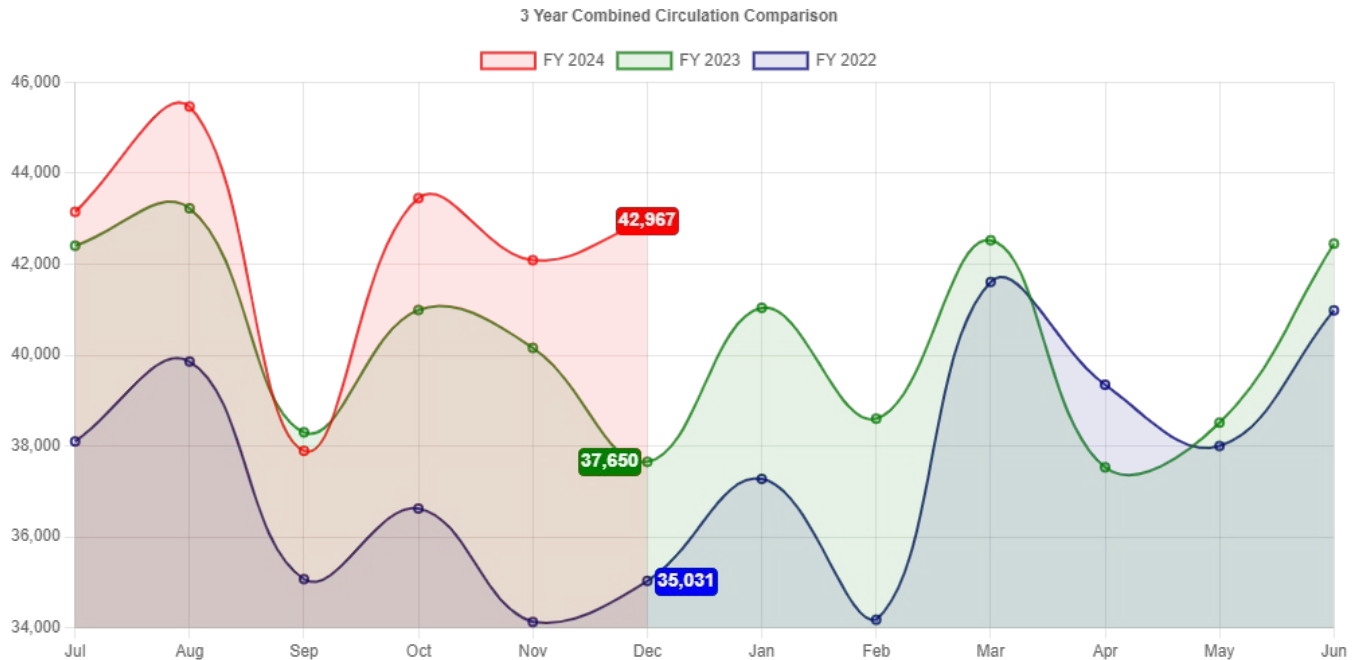


MTD Total District Circulation

23DEC District Circulation	22DEC District Circulation	Net Change
42,967	37,625	14.20%

YTD Total District Circulation

FY23-24 YTD District Circulation	FY22-23 YTD District Circulation	Net Change
255,016	242,735	5.06%



IMPACT STORIES

Branch Services

- General patron feedback:
 - A patron called Northfield to provide some general feedback on the library and our annual report. He said he and his wife just moved to Northfield after living in Glenview for 25 years. He said they LOVE our library and that their experience with us is so much better than at their old one. He shared that he is a former ad executive and that our annual report is so good it gets an A+! He asked Sydney to pass along his appreciation to the team for the hard work that must have gone into its preparation.
 - A caregiver took pictures of our storytime slideshow to use at home with her toddler. She added that Branch Services Librarian Rebecca’s session is “...the best one of her life.”
 - A 5-year-old patron begs to visit the library after school so she can get books that “...read to her,” (i.e., Vox Readalongs). She reads along while listening to the audio which is helping her develop independent reading skills.
 - After receiving tech help for her iPhone, a patron happily said, “This library can just do everything and anything for us!”
- Feedback from Holiday Cookie Decorating Techniques: “What makes this class different, and exceptional, is the instructor came with cookies to decorate, frosting, and sprinkles. Not a demonstration, but a hands-on class.”
- Feedback on Holiday Cookie Exchange: “It was fantastic! I love that my friends were there, and I made new friends! I loved that I didn’t have to set up or clean up because I know how much work it is to host anything at

my own home! I appreciate all the effort and details like the hot cocoa/coffee and the take-home cookie boxes. I'm really enjoying all the offerings the library has! Thank you so much!"

Community Engagement

- Community Engagement Librarian Sydney and Branch Services Librarian Amelia met with Sunset Ridge School's Library/Media Specialist, Lauren Gray. Lauren has started a successful Student Library Advisory Board (SLAB) with 25+ students (grades 4-6) and Sydney/Amelia will be collaborating with them on ideas for programs, spaces, and resources at the Northfield Library, as well as offering them some summer opportunities to continue their work while school is out.

Youth Services

- General patron feedback:
 - *"This library is just so good for my son. The things he gets to experience here and the things he learns from the books we check out... just mean so much to our family."*
 - *"We love that so many of your programs ultimately end up working on so many life skills...like patience, working together, etc."*
 - *"We've lived in nearly 100 places, and this is the best library we've ever been members of by far. It's amazing the amount of programs you guys do for us!"*
 - *"The library is the BEST. It's so underrated and brings so much value to our lives."*
 - Feedback on new Teen Kits: *"Anna, I'm slow to email, but wanted to reach out to you after our conversation and reinforce how awesome the teen kits are. My daughter spent much of the afternoon yesterday making bracelets while listening to an audiobook. It was awesome that she could have the opportunity to pursue an interest by checking out shared equipment. We have watched as the library has evolved into a community resource center, branching out from exclusive devotion to books and periodicals to include other materials. Not only has it allowed us all to try new things from bracelet making to engraving without fully investing in a new hobby, it has given us a chance to expand our knowledge base. This new addition is major for our family and our kids, so... thank you. We are grateful for the work that you and the team at the library do!"*
- Feedback on Gingerbread House Decorating:
 - *"I was a girl scout leader for 30 years and this is the most efficient way I've seen this type of event done."*
 - *"This gingerbread house looks like it could be in a Nationwide commercial."*
 - *"We love all of the youth programming by the staff. This event was especially fun (and one that we really look forward to each year). I know Amber assembled each one of those houses carefully by hand and with love. She also had awesome choices for the kids to use to decorate their houses. Albanese gummy bear...?! Yes, please. Awesome and premium. Thank you, again, and we look forward to the next event."*
 - *"Thank you for adding to this holiday's magic!"*

Adult Services

- General patron feedback:
 - Adult Services Assistant Betsy and Adult Services Librarian Erin helped a patron with printing some official documents. This patron has come to the U.S. from Ukraine, has been learning English and has been visiting our library frequently to use our computers and to have help printing. As she was leaving the library this day, she said, *"Thank you so much, I love coming here, I am always so happy when I come here."*
 - Molly connected two patrons with Gerald Savage, also known as Chief White Winnebago of the Ho-Chunk Nation. The patrons wanted to know more about two Ho-Chunk stories he shared at his previous library program. Gerald wrote up the stories and shared them with the patrons. Their

responses: *“Thank you for reaching out to Gerald. I so enjoyed his presentation and delighted in reading his stories,”* and, *“Thank you, Molly! This is exactly what I was looking for!”*

- Feedback on Caravaggio & the Italian Baroque with Jeff Mishur: *“Jeff Mishur always offers great programs. Thank you for supporting his presentations. Also, thank you for allowing day-of registration; that's important for those of us whose work schedules are variable.”*
- Feedback for ‘Tis the Season: Holiday Traditions from Radio’s Golden Age: *“Excellent presentation, fascinating history, truly entertaining and left wanting to hear more!”*

Digital Services

- General patron feedback:
 - A patron used our old light table in the basement to draw her own sewing patterns and make felt Christmas ornaments for family and friends. The project was so unique that we moved the light table into the Studio and added it to the Library of Things.
 - A frequent flyer patron who is a whiz at using our CorelDraw software was stumped by a specific process. Digital Services Manager Steve and the patron sat down together and watched some YouTube videos until they both understood what to do. Steve learned something new and so did she!

Patron Services

- A mother came in with her daughter and asked if her daughter could get her first library card. After registering her, the daughter told her mom she should get a card as well so they could read books together. Her mom was initially reluctant, saying she doesn’t read physical books, but when Patron Services Manager Courtney told her about Libby and all the eResources available, she agreed to sign up. Courtney helped her download the app and as the mom started browsing, she couldn’t believe all our offerings! She thanked Courtney for telling her about it and she and her daughter sat in the lobby and picked out a book that they could start reading together!
- Comment from patron survey: *“Excellent experience today, and how fun are these stitching kits! What a great addition!”*

**WINNETKA-NORTHFIELD PUBLIC LIBRARY DISTRICT
RESOLUTION NO. 2023-2024/3**

**A RESOLUTION TO ACCEPT A RESIGNATION AND DECLARE A VACANCY
(Deborah Vandergrift Resignation)**

WHEREAS, Deborah Vandergrift was elected Library Trustee to a term expiring in 2027;
and

WHEREAS, Deborah Vandergrift submitted her resignation to be effective January 2,
2024; and

WHEREAS, the Public Library District Act of 1991, 75 ILCS 16/1-1 et seq. (the “Act”) provides that vacancies in the office of Library Trustee shall be declared by the Library Board;
and

WHEREAS, under the Act vacancies shall be filled by appointment of the remaining Library Trustees until the next regular library election.

NOW, THEREFORE, the Library Board hereby ordains as follows:

- A. A vacancy in the office of Library Trustee is declared effective as of January 22, 2024; and
- B. By separate Ordinance, the Library Board will appoint someone to serve as Library Trustee until the next regular election in April 2025.

This Ordinance adopted January 22, 2024.

AYES:

NAYS:

ABSENT:

Melissa Mitchell, President
Board of Library Trustees

ATTEST:

By: _____
Thomas Sundell, Secretary
Board of Library Trustees