

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

**THE MEETING WILL BEGIN AT 6:00 PM AND WILL BE HELD AT THE NORTHFIELD LIBRARY.  
INSTRUCTIONS TO JOIN VIRTUALLY POSTED AT [WWW.WINNETKALIBRARY.ORG](http://WWW.WINNETKALIBRARY.ORG)**

## **AGENDA**

Wednesday, June 18, 2025

- I. Call to Order**
- II. Roll Call**
- III. Public Comments**
- IV. Meeting Minutes**
  - Approve May 19<sup>th</sup>, 2025 Regular Meeting Minutes\*
  - Approve June 2<sup>nd</sup>, 2025 Special Meeting Minutes\*
- V. Financial Report**
  - Review May 2025 Financial Statements\*
- VI. Library Reports**
  - Director's Report\*
  - President's Comments
  - Winnetka Board Liaison
  - Northfield Board Liaison
- VII. Unfinished Business**
  - Approval of FY25-26 Working Budget\*
  - Update on Winnetka & Northfield Building Projects
- VIII. New Business**
  - Presentation of FY25-26 Draft Building Fund Budget\*
- IX. Communications**
  - District facilities will be closed on Thursday, June 19<sup>th</sup> in observance of Juneteenth and Friday, July 4<sup>th</sup> in observance of Independence Day
  - The next regular meeting will be held on Monday, July 21<sup>st</sup> at 7 pm at Winnetka Library
- X. Public Comments**
- XI. Move into Closed Session**
  - 5 ILCS 120/2(c)(1): To consider the appointment, employment, compensation, discipline, performance, or dismissal of a specific employee of the library district.
- XII. Return to Open Session**
- XIII. Adjournment**

\*Attachments

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

May 19, 2025

**I. Call to Order**

The meeting was held at the Winnetka Library, 768 Oak Street, Winnetka, Illinois. President Mitchell called the meeting to order at 7:00 p.m. A quorum was present.

**II. Roll Call**

Present were Trustees Matt Kinnich, Sarah Munoz, Ranjini Shankar, Thomas Sundell, Laura Freechack, and Sarah Tegel; Board President Melissa Mitchell; and Library Executive Director Monica Dombrowski.

Present were Trustee-elect, Lindsay Jenkins, and incoming appointed Trustee, Jenny Fisher.

Present were library employees Mark Swenson and Anna Karwowska.

Present was Winnetka resident Jude Offerle.

**III. Organizational Meeting of the Board**

• *Oaths of Office for Elected Trustees*

Board Secretary Thomas Sundell administered the Oath of Office to elected Trustees Lindsay Jenkins, Sarah Munoz and Sarah Tegel, and appointed Trustee Jenny Fisher.

• *Ordinance to Declare a Vacancy & Appoint a New Trustee*

Acting President Shankar read the Ordinance to Declare a Vacancy and Appoint a New Trustee. The Ordinance was adopted on voice vote.

• *Oath of Office for Appointed Trustee*

Acting President Shankar noted that the Oath of Office had already been administered to appointed Trustee, Jenny Fisher.

• *Election of Board Officers*

Acting President Shankar called for nominations for the office of Board President. Trustee Tegel nominated Trustee Freechack, and the nomination was seconded by Trustee Munoz. The election was confirmed by unanimous voice vote.

President Freechack called for nominations for the office of Board Vice President. Trustee Shankar self-nominated, and the nomination was seconded by Trustee Kinnich. The election was confirmed by unanimous voice vote.

President Freechack called for nominations for the office of Board Secretary. Trustee Tegel self-nominated, and the nomination was seconded by Trustee Shankar. The election was confirmed by unanimous voice vote.

President Freechack called for nominations for the office of Board Treasurer. Trustee Shankar nominated Trustee Kinnich, and the nomination was seconded by Trustee Munoz. The election was confirmed by unanimous voice vote.

- *Appointment of Village Liaisons*

Trustee Fisher was named Winnetka liaison, and Trustee Jenkins was named Northfield liaison.

**IV. Roll Call**

Present were Trustees Matt Kinnich, Sarah Munoz, Ranjini Shankar, Lindsay Jenkins, Jenny Fisher and Sarah Tegel; Board President Laura Freechack; and Library Executive Director Monica Dombrowski.

**V. Public Comment**

Winnetka resident Jeffrey Liss offered a message of congratulations to the new trustees and officers.

**VI. Approval of Minutes**

- *Approve April 21, 2025 Regular Meeting Minutes*

President Freechack announced approval of the April 21, 2025 Regular Meeting Minutes.

**VII. Financial Report**

- *Review April 2025 Financial Statements*

Outgoing Treasurer Munoz and new Treasurer Kinnich presented the April 2025 Financial Statement as included in the board packet for May 19, 2025. Trustee Kinnick also reported on recent investments and Executive Director Dombrowski reported on the annual Friends of the Library donation.

**VIII. Library Reports**

- *Director's Report*

Exec. Director Dombrowski presented the May 2025 Director's Report, which was included in the board packet for May 19, 2025.

- *President's Report*

President Freechack noted that the Winnetka Caucus spring town hall event had taken place and featured presentations from all four village board presidents. She also asked for library table volunteers for the upcoming Winnetka Children's Fair on June 6.

- *Winnetka Report*

Trustee Tegel noted that Robert Dearborn is the new Winnetka village president. She shared that the IMEA contract discussion regarding electricity supply to the village after 2035 is still ongoing.

- *Northfield Report*

Trustee Kinnich shared that new Northfield village trustees are supportive of library initiatives. There is a scheduled meet-and-greet event on May 20 for the new trustees. Trustee Shankar shared that the Northfield Schools PTO is sourcing speakers for events.

## **IX. Unfinished Business**

- *Update on Winnetka & Northfield Building Projects*

Exec. Director Dombrowski shared that the Northfield building roof repair project is nearly complete and that an RFP from among the four received by the Village of Northfield for the Library District's expansion project is expected to be presented to the Northfield Village Trustees at their June meeting. The planned Winnetka space improvements are scheduled to begin May 29 and are expected to be completed by early fall.

- *Discussion & Approval of FY25-30 Strategic Plan*

Exec. Director Dombrowski presented data from the library and Winnetka caucus surveys that support the FY25-30 strategic plan priorities, as requested by trustees at the April regular board meeting. Following discussion, the FY25-30 Strategic Plan was approved on motion of Trustee Shankar and by voice vote.

## **X. New Business**

- *Discussion & Approval of FY25-26 District Closure Dates*

Exec. Director Dombrowski presented a draft list of district closure dates for FY25-26. Following discussion, the FY25-26 District Closure Dates were approved on motion by Trustee Munoz and by voice vote.

## **XI. Communications**

The Library will be closed on Sunday, May 25, and Monday, May 26, in observance of Memorial Day.

A study session on the FY25-26 Working Budget will be held on Monday, June 2, at the Northfield Library at 7 p.m.

The next regular meeting will be held on Wednesday, June 18, at 7 p.m. at the Northfield Library.

## **XII. Public Comments**

No public comment.

**XIII. Adjournment**

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

The motion passed on voice vote and President Freechack adjourned the meeting at 8:06 p.m.

Respectfully submitted,

Sarah Tegel  
Board Secretary

\_\_\_\_\_ Laura Freechack, President

\_\_\_\_\_ Sarah Tegel, Secretary

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

June 2, 2025

**I. Call to Order**

The meeting was held at the Northfield Library, 1785 Orchard Lane, Northfield, Illinois. President Freechack called the meeting to order at 7:04 p.m. A quorum was present.

**II. Roll Call**

Present were Trustees Matt Kinnich, Sarah Munoz, Ranjini Shankar, Jenny Fisher and Sarah Tegel; Board President Laura Freechack; and Library Executive Director Monica Dombrowski.

Absent was Trustee Lindsay Jenkins.

Present were library employees Mark Swenson and Luvia Melero.

Present was Northfield resident and Northfield Village Library liaison, Matt Galin.

**III. Public Comments**

No public comments.

**IV. New Business**

• *Review of Draft FY25-26 Working Budget*

Exec. Director presented the Draft FY25-26 Working Budget, included in the board packet for June 2, 2025, discussing salient points and answering Trustee questions. At the request of the Board, Director Dombrowski will amend the Board Expenses line and bring it back to the June 18, 2025 meeting for approval.

**V. Communications**

The next regular meeting will be on Wednesday, June 18, at 7 p.m. at the Northfield Library.

Exec. Director Dombrowski noted that two volunteers were still needed for the library table at the Winnetka Children's Fair on Friday, June 6.

**VI. Public Comments**

No public comments.

**VII. Adjournment**

There being no further business to come before the Board, a motion to adjourn was made by Trustee Kinnich and President Freechack adjourned the meeting at 8:34 p.m.

Respectfully submitted,

Sarah Tegel  
Board Secretary

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Laura Freechack, President

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Sarah Tegel, Secretary

# Winnetka-Northfield Public Library District

## All Funds Summary

For the 11 Months Ended May 31, 2025

Prorated Budget Percentage Spent: 91.67%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Current Year-to-Date</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
<b>Revenues</b>					
Library Fund	5,047,935.00	4,627,273.75	5,129,719.00	101.62 %	502,445.25
Building Fund	399,690.00	366,382.50	405,733.68	101.51 %	39,351.18
<b>Total Revenues</b>	<u>5,447,625.00</u>	<u>4,993,656.25</u>	<u>5,535,452.68</u>	<u>101.61 %</u>	<u>541,796.43</u>
<b>Expenses</b>					
Library Fund	4,910,230.00	4,501,044.17	3,758,968.96	76.55 %	(742,075.21)
Building Fund	399,000.00	365,750.00	236,791.68	59.35 %	(128,958.32)
Special Reserve Fund	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00 %</u>	<u>0.00</u>
<b>Total Expenses</b>	<u>5,309,230.00</u>	<u>4,866,794.17</u>	<u>3,996,678.36</u>	<u>75.28 %</u>	<u>(870,115.81)</u>
<b>Total Revenues</b>	5,447,625.00	4,993,656.25	5,535,452.68	101.61 %	541,796.43
<b>Total Expenses</b>	<u>5,309,230.00</u>	<u>4,866,794.17</u>	<u>3,996,678.36</u>	<u>75.28 %</u>	<u>870,115.81</u>
<b>Excess Revenues less Expenses</b>	<u>138,395.00</u>	<u>126,862.08</u>	<u>1,538,774.32</u>	<u>1,111.87 %</u>	<u>1,411,912.24</u>



# Winnetka-Northfield Public Library District

## Library Fund Summary

For the 11 Months Ended May 31, 2025

Prorated Budget Percentage Spent: 91.67%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year-to-Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
<b>Operating Revenue</b>					
Property Tax	4,551,670.00	4,172,364.17	4,636,743.65	101.87 %	464,379.48
Replacement Tax	45,000.00	41,250.00	50,643.31	112.54	9,393.31
Collections	166,315.00	152,455.42	135,427.83	81.43	(17,027.59)
Materials	8,000.00	7,333.33	8,739.19	109.24	1,405.86
Other Income	276,950.00	253,870.83	298,165.02	107.66	44,294.19
<b>Total Operating Revenue</b>	<u>5,047,935.00</u>	<u>4,627,273.75</u>	<u>5,129,719.00</u>	<u>101.62 %</u>	<u>502,445.25</u>
<b>Operating Expenses</b>					
Personnel	2,837,750.00	2,601,270.83	2,407,293.55	84.83 %	(193,977.28)
Administration	193,930.00	177,769.17	152,222.28	78.49	(25,546.89)
Utilities	98,000.00	89,833.33	91,731.53	93.60	1,898.20
IT Services	273,000.00	250,250.00	215,847.72	79.07	(34,402.28)
Public Relations	61,000.00	55,916.67	40,022.77	65.61	(15,893.90)
Library Materials - Adult	633,700.00	580,891.67	571,968.20	90.26	(8,923.47)
Library Materials - Youth	83,750.00	76,770.83	64,303.36	76.78	(12,467.47)
Programs	109,100.00	100,008.33	87,777.77	80.46	(12,230.56)
Capital	620,000.00	568,333.33	127,801.78	20.61	(440,531.55)
<b>Total Operating Expenses</b>	<u>4,910,230.00</u>	<u>4,501,044.17</u>	<u>3,758,968.96</u>	<u>76.55 %</u>	<u>(742,075.21)</u>
<b>Total Revenues</b>	5,047,935.00	4,627,273.75	5,129,719.00	101.62 %	502,445.25
<b>Total Expenses</b>	<u>4,910,230.00</u>	<u>4,501,044.17</u>	<u>3,758,968.96</u>	<u>76.55 %</u>	<u>(742,075.21)</u>
<b>Excess Revenues less Expenses</b>	<u>137,705.00</u>	<u>126,229.58</u>	<u>1,370,750.04</u>	<u>995.43 %</u>	<u>1,244,520.46</u>

# Winnetka-Northfield Public Library District

## Statement of Revenues and Expenditures - Modified Cash Basis

For the 11 Months Ended May 31, 2025

Prorated Budget Percentage Spent: 91.67%

### LIBRARY FUND

#### Revenues

##### Taxes

Property Taxes Collections	4,551,670.00	4,172,364.17	4,636,743.65	101.87 %	464,379.48
Replacement Tax	45,000.00	41,250.00	50,643.31	112.54	9,393.31
<b>Total Taxes</b>	<u>4,596,670.00</u>	<u>4,213,614.17</u>	<u>4,687,386.96</u>	<u>101.97 %</u>	<u>473,772.79</u>

##### Collections

Per Capita Grant	27,465.00	25,176.25	27,465.08	100.00 %	2,288.83
Kenilworth Services	134,850.00	123,612.50	103,543.26	76.78	(20,069.24)
Studio Fees	1,250.00	1,145.83	943.63	75.49	(202.20)
Lost/Damaged Mat.	2,750.00	2,520.83	2,935.86	106.76	415.03
Library Programs	0.00	0.00	540.00	0.00	540.00
<b>Total Collections</b>	<u>166,315.00</u>	<u>152,455.42</u>	<u>135,427.83</u>	<u>81.43 %</u>	<u>(17,027.59)</u>

##### Materials

Copy/Printing	6,500.00	5,958.33	7,763.55	119.44 %	1,805.22
Book Sales	1,500.00	1,375.00	975.64	65.04	(399.36)
<b>Total Materials</b>	<u>8,000.00</u>	<u>7,333.33</u>	<u>8,739.19</u>	<u>109.24 %</u>	<u>1,405.86</u>

##### Other Income

Rails Support Grant	0.00	0.00	5,316.40	0.00 %	5,316.40
Checking Interest Income	6,000.00	5,500.00	16,709.76	278.50	11,209.76
Byline Bank IMA Interest	250,000.00	229,166.67	244,039.28	97.62	14,872.61
Money Market-Interest	2,000.00	1,833.33	2,050.02	102.50	216.69
Misc. Revenue	450.00	412.50	49.56	11.01	(362.94)
Gift Fund (over \$100)	1,000.00	916.67	0.00	0.00	(916.67)
Friends Donations	17,500.00	16,041.67	30,000.00	171.43	13,958.33
<b>Total Other Income</b>	<u>276,950.00</u>	<u>253,870.83</u>	<u>298,165.02</u>	<u>107.66 %</u>	<u>44,294.19</u>

<b>Total Revenue</b>	<u>5,047,935.00</u>	<u>4,627,273.75</u>	<u>5,129,719.00</u>	<u>101.62 %</u>	<u>502,445.25</u>
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# Winnetka-Northfield Public Library District

## Statement of Revenues and Expenditures - Modified Cash Basis

**For the 11 Months Ended May 31, 2025**

Prorated Budget Percentage Spent: 91.67%

### **LIBRARY FUND**

#### **Expenses**

##### **Personnel**

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year to Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
IMRF Expenses	75,000.00	68,750.00	64,200.31	85.60 %	(4,549.69)
FICA	175,000.00	160,416.67	147,711.60	84.41	(12,705.07)
Salaries	2,275,000.00	2,085,416.67	1,949,662.49	85.70	(135,754.18)
Health Insurance	275,000.00	252,083.33	215,009.19	78.19	(37,074.14)
Employee Asst. Program	500.00	458.33	250.00	50.00	(208.33)
Professional Development	30,000.00	27,500.00	26,329.02	87.76	(1,170.98)
Flexible Spending Account	1,250.00	1,145.83	700.00	56.00	(445.83)
Staff Recognition/Events/Meetings	<u>6,000.00</u>	<u>5,500.00</u>	<u>3,430.94</u>	<u>57.18</u>	<u>(2,069.06)</u>
<b>Total Personnel</b>	<u>2,837,750.00</u>	<u>2,601,270.83</u>	<u>2,407,293.55</u>	<u>84.83 %</u>	<u>(193,977.28)</u>

##### **Administration**

Audit Fees	13,430.00	12,310.83	13,430.00	100.00 %	1,119.17
Library Supplies	46,000.00	42,166.67	28,976.47	62.99	(13,190.20)
Office Supplies	5,800.00	5,316.67	4,978.42	85.83	(338.25)
Breakroom Supplies	3,400.00	3,116.67	3,708.14	109.06	591.47
Postage	3,500.00	3,208.33	4,070.06	116.29	861.73
Hospitality	500.00	458.33	249.28	49.86	(209.05)
Accounting and Bookkeeping	24,000.00	22,000.00	21,863.32	91.10	(136.68)
Delivery Service	5,500.00	5,041.67	5,342.81	97.14	301.14
Payroll Services	9,000.00	8,250.00	6,025.27	66.95	(2,224.73)
Liability Insurance Costs	30,500.00	27,958.33	30,675.00	100.57	2,716.67
Board Expenses	5,000.00	4,583.33	792.75	15.86	(3,790.58)
Memberships	7,000.00	6,416.67	8,805.39	125.79	2,388.72
Legal	18,000.00	16,500.00	6,986.42	38.81	(9,513.58)
Consultants	5,000.00	4,583.33	5,040.00	100.80	456.67
Investment Fees	16,800.00	15,400.00	10,802.32	64.30	(4,597.68)
Miscellaneous	<u>500.00</u>	<u>458.33</u>	<u>476.63</u>	<u>95.33</u>	<u>18.30</u>
<b>Total Administration</b>	<u>193,930.00</u>	<u>177,769.17</u>	<u>152,222.28</u>	<u>78.49 %</u>	<u>(25,546.89)</u>

##### **Utilities**

Electricity	40,000.00	36,666.67	36,839.29	92.10 %	172.62
Water	5,000.00	4,583.33	5,591.68	111.83	1,008.35
Storm Sewer	1,500.00	1,375.00	1,508.37	100.56	133.37
Natural Gas	10,000.00	9,166.67	10,959.00	109.59	1,792.33
Telephone	17,500.00	16,041.67	16,449.91	94.00	408.24
Internet Services	<u>24,000.00</u>	<u>22,000.00</u>	<u>20,383.28</u>	<u>84.93</u>	<u>(1,616.72)</u>
<b>Total Utilities</b>	<u>98,000.00</u>	<u>89,833.33</u>	<u>91,731.53</u>	<u>93.60 %</u>	<u>1,898.20</u>

##### **Information Technology**

CCS Operating	79,000.00	72,416.67	36,733.24	46.50 %	(35,683.43)
Software	28,000.00	25,666.67	24,069.87	85.96	(1,596.80)
LAN Management	45,000.00	41,250.00	44,887.23	99.75	3,637.23
Hardware	6,000.00	5,500.00	6,158.13	102.64	658.13
Website/Platform Fees	60,000.00	55,000.00	46,970.72	78.28	(8,029.28)
Photocopier Leases	25,000.00	22,916.67	25,671.18	102.68	2,754.51
Computer Equipment	<u>30,000.00</u>	<u>27,500.00</u>	<u>31,357.35</u>	<u>104.52</u>	<u>3,857.35</u>
<b>Total Information Technology</b>	<u>273,000.00</u>	<u>250,250.00</u>	<u>215,847.72</u>	<u>79.07 %</u>	<u>(34,402.28)</u>

# Winnetka-Northfield Public Library District

## Statement of Revenues and Expenditures - Modified Cash Basis

**For the 11 Months Ended May 31, 2025**

Prorated Budget Percentage Spent: 91.67%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year to Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
<b><u>LIBRARY FUND</u></b>					
<b>Public Relations</b>					
Promotional	11,000.00	10,083.33	5,306.00	48.24 %	(4,777.33)
Newsletter/Mailers	35,000.00	32,083.33	24,122.07	68.92	(7,961.26)
PR Supplies	4,000.00	3,666.67	3,483.99	87.10	(182.68)
Marketing/Advertising	<u>11,000.00</u>	<u>10,083.33</u>	<u>7,110.71</u>	<u>64.64</u>	<u>(2,972.62)</u>
<b>Total Public Relations</b>	<u>61,000.00</u>	<u>55,916.67</u>	<u>40,022.77</u>	<u>65.61 %</u>	<u>(15,893.90)</u>
<b>Library Materials - Adult</b>					
Books-Fiction-Adult	85,000.00	77,916.67	75,048.49	88.29 %	(2,868.18)
Books-Non-Fiction-Adult	75,000.00	68,750.00	63,382.58	84.51	(5,367.42)
Periodicals	20,200.00	18,516.67	20,667.31	102.31	2,150.64
DVDs-Adult	25,000.00	22,916.67	22,036.33	88.15	(880.34)
Audio Books-Adult	6,500.00	5,958.33	5,560.49	85.55	(397.84)
Books-Digital	355,000.00	325,416.67	322,372.95	90.81	(3,043.72)
Online Database	65,000.00	59,583.33	62,615.97	96.33	3,032.64
Video Games-Adults	<u>2,000.00</u>	<u>1,833.33</u>	<u>284.08</u>	<u>14.20</u>	<u>(1,549.25)</u>
<b>Total Library Materials - Adult</b>	<u>633,700.00</u>	<u>580,891.67</u>	<u>571,968.20</u>	<u>90.26 %</u>	<u>(8,923.47)</u>
<b>Library Materials - Youth</b>					
Kits	3,500.00	3,208.33	3,049.57	87.13 %	(158.76)
Books-Fiction-Juv	42,000.00	38,500.00	30,046.19	71.54	(8,453.81)
Books-Non-Fiction-Juv	14,000.00	12,833.33	13,404.03	95.74	570.70
DVDs-Juv	1,250.00	1,145.83	961.77	76.94	(184.06)
Audio Books/Talking Books Juv	15,500.00	14,208.33	11,429.88	73.74	(2,778.45)
Video Games-Juv	<u>7,500.00</u>	<u>6,875.00</u>	<u>5,411.92</u>	<u>72.16</u>	<u>(1,463.08)</u>
<b>Total Library Materials - Youth</b>	<u>83,750.00</u>	<u>76,770.83</u>	<u>64,303.36</u>	<u>76.78 %</u>	<u>(12,467.47)</u>
<b>Programs</b>					
Reading Programs	11,000.00	10,083.33	6,655.51	60.50 %	(3,427.82)
Programming - Studio	17,600.00	16,133.33	10,087.04	57.31	(6,046.29)
Programming - Youth	42,000.00	38,500.00	35,738.54	85.09	(2,761.46)
Programming - Adult	35,500.00	32,541.67	35,086.78	98.84	2,545.11
Studio Maintenance/Repair	<u>3,000.00</u>	<u>2,750.00</u>	<u>209.90</u>	<u>7.00</u>	<u>(2,540.10)</u>
<b>Total Programs</b>	<u>109,100.00</u>	<u>100,008.33</u>	<u>87,777.77</u>	<u>80.46 %</u>	<u>(12,230.56)</u>
<b>Capital</b>					
Capital Outlay	400,000.00	366,666.67	81,558.01	20.39 %	(285,108.66)
Building	155,000.00	142,083.33	2,245.92	1.45	(139,837.41)
Equipment/Furniture	<u>65,000.00</u>	<u>59,583.33</u>	<u>43,997.85</u>	<u>67.69</u>	<u>(15,585.48)</u>
<b>Total Capital</b>	<u>620,000.00</u>	<u>568,333.33</u>	<u>127,801.78</u>	<u>20.61 %</u>	<u>(440,531.55)</u>
<b>Total Expenses</b>	<u>4,910,230.00</u>	<u>4,501,044.17</u>	<u>3,758,968.96</u>	<u>76.55 %</u>	<u>(742,075.21)</u>
<b>Excess Revenues less Expenses</b>	<u>137,705.00</u>	<u>126,229.58</u>	<u>1,370,750.04</u>	<u>995.43 %</u>	<u>1,244,520.46</u>

**Winnetka-Northfield Public Library District**  
**Statement of Revenues and Expenditures - Modified Cash Basis**  
**For the 11 Months Ended May 31, 2025**

Prorated Budget Percentage Spent: 91.67%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year to Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
<b>BUILDING FUND</b>					
<b>Revenues</b>					
Property Taxes Collections-Building	<u>399,690.00</u>	<u>366,382.50</u>	<u>405,733.68</u>	<u>101.51 %</u>	<u>39,351.18</u>
<b>Total Revenue</b>	<u>399,690.00</u>	<u>366,382.50</u>	<u>405,733.68</u>	<u>101.51 %</u>	<u>39,351.18</u>
<b>Expenses</b>					
Northfield Lease	72,500.00	66,458.33	60,284.80	83.15 %	(6,173.53)
Janitorial Supplies	11,000.00	10,083.33	8,503.77	77.31	(1,579.56)
Snow Removal	9,000.00	8,250.00	12,125.00	134.72	3,875.00
Building Appraisal	500.00	458.33	0.00	0.00	(458.33)
Building Maintenance Service	113,000.00	103,583.33	83,043.00	73.49	(20,540.33)
Elevators	10,000.00	9,166.67	8,193.00	81.93	(973.67)
Landscaping	20,000.00	18,333.33	13,027.19	65.14	(5,306.14)
HVAC	11,200.00	10,266.67	15,957.50	142.48	5,690.83
Flooring & Painting	125,000.00	114,583.33	16,612.85	13.29	(97,970.48)
Automatic Doors	7,500.00	6,875.00	815.98	10.88	(6,059.02)
Roof	700.00	641.67	732.00	104.57	90.33
Alarms & Security	6,000.00	5,500.00	4,746.96	79.12	(753.04)
Equipment	2,100.00	1,925.00	1,066.15	50.77	(858.85)
Plumbing	1,500.00	1,375.00	2,052.00	136.80	677.00
Electrical	7,000.00	6,416.67	8,178.48	116.84	1,761.81
Misc Services	<u>2,000.00</u>	<u>1,833.33</u>	<u>1,453.00</u>	<u>72.65</u>	<u>(380.33)</u>
<b>Total Expenses</b>	<u>399,000.00</u>	<u>365,750.00</u>	<u>236,791.68</u>	<u>59.35 %</u>	<u>(128,958.32)</u>
<b>Excess Revenues less Expenses</b>	<u>\$ 690.00</u>	<u>\$ 632.50</u>	<u>\$ 168,942.00</u>	<u>24,484.35 %</u>	<u>168,309.50</u>
<b>UNEMPLOYMENT FUND</b>					
<b>Revenues</b>					
<b>Total Revenue</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00 %</u>	<u>0.00</u>
<b>Expenses</b>					
<b>Excess Revenues less Expenses</b>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>0.00 %</u>	<u>0.00</u>

**Winnetka-Northfield Public Library District**  
**Statement of Revenues and Expenditures - Modified Cash Basis**  
**For the 11 Months Ended May 31, 2025**

Prorated Budget Percentage Spent: 91.67%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year to Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
<b>SPECIAL RESERVE FUND</b>					
<b>Revenues</b>					
Transfer In	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00 %</u>	<u>0.00</u>
<b>Expenses</b>					
<b>Excess Revenues less Expenses</b>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>0.00 %</u>	<u>0.00</u>

# Winnetka-Northfield Public Library District

## Check Register

All Bank Accounts  
May 1, 2025 - May 31, 2025

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
<b>BookPage</b>				4987	05/01/25	<u>420.00</u>
10-1-5342	Periodicals-Winnetka	Inv S85277; 03.25.25	420.00			
<b>Cheers to Cheese LLC</b>				4988	05/01/25	<u>400.00</u>
10-0-5908	Programming - Adult	Event Presentation; 05.17.25	400.00			
<b>Chicago Hearing Society</b>				4989	05/01/25	<u>180.00</u>
10-0-5743	Consultants	Inv C205909; 04.13.25	180.00			
<b>Chicago Tribune</b>				4990	05/01/25	<u>721.99</u>
10-1-5342	Periodicals-Winnetka	Acct 40046140	721.99			
<b>New York Times</b>				4991	05/01/25	<u>2,314.00</u>
10-0-5177	Website/Platform Fees	Acct #901619494	2,314.00			
<b>Petra van Nuis</b>				4992	05/01/25	<u>400.00</u>
10-0-5907	Programming - Youth	Event Presentation; 05.31.25	400.00			
<b>The Book Stall</b>				4993	05/01/25	<u>192.38</u>
10-2-5341	Books-Non-Fiction-Adult-Northfield	Inv 569212; 04.16.25	79.59			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Inv 570304; 04.25.25	44.79			
10-2-5341	Books-Non-Fiction-Adult-Northfield	Inv 570304; 04.25.25	68.00			
<b>Tori Telfer</b>				4994	05/01/25	<u>300.00</u>
10-0-5908	Programming - Adult	Event Presentation; 02.25.25	300.00			
<b>WT. Cox Subscriptions, Inc.</b>				4995	05/01/25	<u>8,500.47</u>
10-1-5342	Periodicals-Winnetka	Inv 3147792; 04.19.25	2,023.03			
10-1-5342	Periodicals-Winnetka	Inv 3147885; 04.28.25	6,477.44			
<b>Technology Management Rev Fund</b>				4996	05/01/25	<u>1,000.00</u>
10-0-5176	Internet Services	Inv T2519625	1,000.00			
<b>U.S. Postal Service</b>				4997	05/06/25	<u>971.88</u>
10-0-5722	Newsletter/Mailers	Permit #85; Acct 551619	971.88			
<b>Amber Urich</b>				4999	05/15/25	<u>312.76</u>
10-0-5114	Professional Development	Reimbursement	312.76			
<b>Amelia Kmiec</b>				5000	05/15/25	<u>148.61</u>
10-0-5114	Professional Development	Reimbursement	148.61			
<b>Chicago Tribune</b>				5001	05/15/25	<u>695.99</u>
10-1-5342	Periodicals-Winnetka	Acct 10046207	695.99			
<b>Colley Elevator Co.</b>				5002	05/15/25	<u>330.00</u>
70-0-5749	Elevators	Inv 279926	330.00			
<b>Cupello Mechanical</b>				5003	05/15/25	<u>1,650.00</u>
10-0-5882	Building	Inv 1500; 05.01.25	1,650.00			
<b>Fox Valley Fire &amp; Safety</b>				5004	05/15/25	<u>961.60</u>
10-0-5882	Building	Inv 00731394; 12.03.24	183.00			
10-0-5882	Building	Inv 00742525; 01.16.25	408.00			
10-0-5882	Building	Inv 00745505; 02.03.25	187.60			
10-0-5882	Building	Inv 00752640; 03.03.25	183.00			
<b>GUY SCOPELLITI LANDSCAPE</b>				5005	05/15/25	<u>1,125.00</u>
70-0-5750	Landscaping	Inv 46273; 05.01.25	1,125.00			
<b>Illinois Library Association</b>				5006	05/15/25	<u>1,230.00</u>
10-0-5731	Memberships	In 309074; 04.17.25	1,230.00			
<b>Jamie Heslin</b>				5007	05/15/25	<u>32.42</u>

# Winnetka-Northfield Public Library District

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All Bank Accounts  
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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5114	Professional Development	Reimbursement	32.42			
<b>Kathryn Freemond</b>				5008	05/15/25	<u>29.81</u>
10-0-5114	Professional Development	Reimbursement	29.81			
<b>Kelli Marshall</b>				5009	05/15/25	<u>250.00</u>
10-0-5908	Programming - Adult	Event Presentation; 06.03.25	250.00			
<b>Kelly Dull</b>				5010	05/15/25	<u>400.00</u>
10-0-5908	Programming - Adult	Event Presentation	400.00			
<b>Library Furniture International, Inc.</b>				5011	05/15/25	<u>8,374.50</u>
10-0-5884	Equipment/Furniture	Inv 10185; 04.30.25	8,374.50			
<b>Monica Dombrowski</b>				5012	05/15/25	<u>11.66</u>
10-0-5124	Hospitality	Reimbursement	11.66			
<b>OCLC Inc</b>				5013	05/15/25	<u>447.45</u>
10-1-5345	Books-Digital-Winnetka	Inv	447.45			
<b>Stephanie Girardi</b>				5014	05/15/25	<u>61.10</u>
10-0-5114	Professional Development	Reimbursement	61.10			
<b>Sylvia Taflove</b>				5015	05/15/25	<u>320.00</u>
10-0-5908	Programming - Adult	Event Presentation	320.00			
<b>Sylvia Taflove</b>				5016	05/15/25	<u>320.00</u>
10-0-5908	Programming - Adult	Event Presentation	320.00			
<b>The Book Stall</b>				5017	05/15/25	<u>48.00</u>
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Inv 572591; 05.09.25	48.00			
<b>VILLAGE OF WINNETKA</b>				5018	05/15/25	<u>450.00</u>
10-0-5114	Professional Development	Inv 2025-0000001 - CPR Training	450.00			
<b>Carrie Hoza</b>				5019	05/16/25	<u>100.00</u>
10-0-5908	Programming - Adult	Event Presentation; 05.20.25	100.00			
<b>AT&amp;T</b>				5020	05/29/25	<u>472.89</u>
10-0-5176	Internet Services	Invoice #S663007007-25130 5/10/25	472.89			
<b>Charles Bethea</b>				5021	05/29/25	<u>250.00</u>
10-0-5908	Programming - Adult	Event Presenter; 06.16.25	250.00			
<b>Chicago Hearing Society</b>				5022	05/29/25	<u>180.00</u>
10-0-5743	Consultants	Invoice C206484 5/11/25	180.00			
<b>Cupello Mechanical</b>				5023	05/29/25	<u>365.00</u>
10-0-5882	Building	Invoice #3651 5/22/25	365.00			
<b>Gary Santella</b>				5024	05/29/25	<u>200.00</u>
10-0-5908	Programming - Adult	Event Presenter; 6/12/25	200.00			
<b>IHLS-OCLC</b>				5025	05/29/25	<u>10.00</u>
10-0-5114	Professional Development	Invoice #2025-1404 5/22/25 Laura Munoz	10.00			
<b>IHLS-OCLC</b>				5026	05/29/25	<u>10.00</u>
10-0-5114	Professional Development	Invoice #2025-1404 5/22/25 Melissa Morgan	10.00			
<b>IMAGETEC LP</b>				5027	05/29/25	<u>952.32</u>
10-0-5766	Photocopier Leases	Invoice #762200-4 4/15/25	952.32			
<b>Invengo American Corporation</b>				5028	05/29/25	<u>248.00</u>
10-0-5177	Website/Platform Fees	Invoice #SVIP028262 3/15/24	248.00			
<b>Leslie Goddard</b>				5029	05/29/25	<u>300.00</u>



# Winnetka-Northfield Public Library District

## Check Register

All Bank Accounts  
May 1, 2025 - May 31, 2025

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5908	Programming - Adult	Event Presenter; 6/17/25	300.00			
<b>MORNINGSTAR</b>				5030	05/29/25	<u>6,158.00</u>
10-1-5346	Online Database - Winnetka	Bill for renewal 7/1/25-7/1/26	6,158.00			
<b>NIR ROOF CARE, INC.</b>				5031	05/29/25	<u>366.00</u>
70-0-5756	Roof	Invoice #180253 5/19/25	366.00			
<b>OCLC Inc</b>				5032	05/29/25	<u>2,294.74</u>
10-0-5177	Website/Platform Fees	Invoice #1000431677 5/18/25	2,294.74			
<b>Ojeda Welding Company</b>				5033	05/29/25	<u>1,650.00</u>
70-0-5748	Building Maintenance Service	Invoice #309 5/20/25	1,650.00			
<b>Our Music LLC</b>				5034	05/29/25	<u>2,000.00</u>
10-0-5907	Programming - Youth	Event Presenter; various dates	2,000.00			
<b>Outsource IT Solutions Group</b>				5035	05/29/25	<u>2,629.32</u>
10-0-5136	Hardware	Inv 83966; 05.23.25	2,629.32			
<b>Petra van Nuis</b>				5036	05/29/25	<u>400.00</u>
10-0-5908	Programming - Adult	Event Presentation; 5/31/25	400.00			
<b>The Book Stall</b>				5037	05/29/25	<u>429.56</u>
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Invoice #573990 5/20/25	227.96			
10-2-5341	Books-Non-Fiction-Adult-Northfield	Invoice #573990 5/20/25	120.00			
10-2-5341	Books-Non-Fiction-Adult-Northfield	Invoice #571421; 05.02.25	21.60			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Invoice #571421; 05.02.25	60.00			
<b>Wall Street Journal</b>				5038	05/29/25	<u>719.88</u>
10-1-5342	Periodicals-Winnetka	Subscription Renewal Account #030894028431	719.88			
<b>Jeanne Bishop</b>				5039	05/29/25	<u>15.82</u>
10-0-5114	Professional Development	Patron Reimbursement	15.82			
<b>PROQUEST LLC</b>				18526	05/08/25	<u>26,373.27</u>
10-1-5346	Online Database - Winnetka	HeritageQuest Online 07.01.25 - 06.30.26	1,086.95			
10-1-5346	Online Database - Winnetka	Ancestry Library - 07.01.25 - 06.30.26	2,544.44			
10-1-5346	Online Database - Winnetka	Multiple Subscriptions - 09.01.25 - 08.31.26	22,741.88			
<b>MIDWEST TAPE</b>				18527	05/08/25	<u>1,879.01</u>
10-0-5120	Library Supplies	MIDWEST TAPE	145.09			
10-1-5343	DVDs-Adult-Winnetka	MIDWEST TAPE	1,083.65			
10-2-5343	DVDs-Adult-Northfield	MIDWEST TAPE	443.83			
10-1-5344	Audio Books-Adult-Winnetka	MIDWEST TAPE	87.98			
10-1-5443	DVDs-Juv-Winnetka	MIDWEST TAPE	59.23			
10-2-5443	DVDs-Juv-Northfield	MIDWEST TAPE	59.23			
<b>Warehouse Direct</b>				18528	05/08/25	<u>178.68</u>
70-0-5725	Janitorial Supplies	Inv 5919525-0	178.68			
<b>DD Facility Services</b>				18529	05/08/25	<u>8,160.00</u>
70-0-5748	Building Maintenance Service	Inv 1123; 05.01.25	8,160.00			
<b>BAKER &amp; TAYLOR</b>				18530	05/08/25	<u>9,763.08</u>
10-1-5440	Books-Fiction-Juv-Winnetka	BAKER & TAYLOR	710.18			
10-0-5120	Library Supplies	BAKER & TAYLOR	834.56			
10-2-5440	Books-Fiction-Juv-Northfield	BAKER & TAYLOR	142.01			
10-2-5341	Books-Non-Fiction-Adult-Northfield	BAKER & TAYLOR	488.97			
10-2-5340	Books-Fiction-Adult-Northfield	BAKER & TAYLOR	1,550.51			
10-1-5340	Books-Fiction-Adult-Winnetka	BAKER & TAYLOR	2,279.24			
10-2-5441	Books-Non-Fiction-Juv-Northfield	BAKER & TAYLOR	130.06			
10-1-5441	Books-Non-Fiction-Juv-Winnetka	BAKER & TAYLOR	442.09			

# 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
10-1-5444	Audio Books-Juv-Winnetka	BAKER & TAYLOR	132.90			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	BAKER & TAYLOR	2,982.61			
10-2-5444	Audio Books-Juv-Northfield	BAKER & TAYLOR	69.95			
<b>CDW-G</b>				18543	05/22/25	<u>74.20</u>
10-0-5885	Computer Equipment	Inv AE1LD1K	74.20			
<b>VILLAGE OF WINNETKA</b>				18545	05/22/25	<u>30,471.77</u>
10-0-5111	Health Insurance	Inv 2025-0000004	30,471.77			
<b>Kanopy</b>				18547	05/22/25	<u>648.00</u>
10-1-5345	Books-Digital-Winnetka	Inv 450618; 04.30.25	648.00			
<b>HOOPLA (MIDWEST TAPE)</b>				18548	05/22/25	<u>2,249.59</u>
10-1-5345	Books-Digital-Winnetka	Inv 507109922	2,249.59			
<b>HR Source</b>				18549	05/22/25	<u>1,320.00</u>
10-0-5731	Memberships	Inv FY26-58694; 05.01.25	1,320.00			
<b>Lauterbach &amp; Amen, LLP</b>				18550	05/22/25	<u>1,725.00</u>
10-0-5131	Accounting and Bookkeeping	Inv 103661	1,725.00			
<b>MERCHANTS DELIVERY SERVICE</b>				18551	05/22/25	<u>500.00</u>
10-0-5138	Delivery Service	04.2025	500.00			
<b>Today's Business Solutions INC</b>				18552	05/22/25	<u>32.28</u>
10-0-5134	Software	Inv 050725-16	32.28			
<b>OVERDRIVE INC.</b>				18553	05/22/25	<u>30,463.80</u>
10-1-5345	Books-Digital-Winnetka	Inv 01018CP25137827	7,484.07			
10-1-5345	Books-Digital-Winnetka	Inv 01018CP25138314	7,480.12			
10-1-5345	Books-Digital-Winnetka	Inv 01018MA25136073	6,171.87			
10-1-5345	Books-Digital-Winnetka	Inv 01018MA25141203	9,327.74			
<b>BAKER &amp; TAYLOR</b>				18554	05/22/25	<u>12,343.01</u>
10-2-5440	Books-Fiction-Juv-Northfield	BAKER & TAYLOR	793.94			
10-1-5440	Books-Fiction-Juv-Winnetka	BAKER & TAYLOR	2,070.70			
10-0-5120	Library Supplies	BAKER & TAYLOR	1,120.97			
10-2-5340	Books-Fiction-Adult-Northfield	BAKER & TAYLOR	1,593.66			
10-1-5340	Books-Fiction-Adult-Winnetka	BAKER & TAYLOR	2,074.38			
10-2-5341	Books-Non-Fiction-Adult-Northfield	BAKER & TAYLOR	943.67			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	BAKER & TAYLOR	2,288.43			
10-1-5444	Audio Books-Juv-Winnetka	BAKER & TAYLOR	706.84			
10-2-5441	Books-Non-Fiction-Juv-Northfield	BAKER & TAYLOR	169.12			
10-1-5441	Books-Non-Fiction-Juv-Winnetka	BAKER & TAYLOR	581.30			
<b>MIDWEST TAPE</b>				18555	05/22/25	<u>1,525.49</u>
10-0-5120	Library Supplies	MIDWEST TAPE	93.17			
10-1-5343	DVDs-Adult-Winnetka	MIDWEST TAPE	505.30			
10-1-5344	Audio Books-Adult-Winnetka	MIDWEST TAPE	553.89			
10-2-5344	Audio Books-Adult-Northfield	MIDWEST TAPE	118.98			
10-2-5344	Audio Books-Adult-Northfield	MIDWEST TAPE	254.15			
<b>VILLAGE OF WINNETKA</b>				18565	05/31/25	<u>2,883.71</u>
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	88.45			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	27.88			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	76.34			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	27.73			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	2.00			
10-1-5173	Storm Sewer - Winnetka	VILLAGE OF WINNETKA	139.71			
10-1-5171	Electricity - Winnetka	VILLAGE OF WINNETKA	2,696.23			
10-1-5171	Electricity - Winnetka	VILLAGE OF WINNETKA	-331.20			

# Winnetka-Northfield Public Library District

## Check Register

All Bank Accounts

May 1, 2025 - May 31, 2025

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	52.99			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	103.58			
<b>First Bankcard</b>				18566	05/31/25	<u>15,617.48</u>
10-0-5719	Board Expenses	Dombrowski - Stegel- Laconi Trustee Banquet Ticket	70.00			
10-0-5731	Memberships	Dombrowski - Mdombrowski ILA Annual Renewal	150.00			
10-0-5731	Memberships	Dombrowski - Accidental Purchase- Library Reimbursed	6.15			
10-0-5139	Subscriptions	Dombrowski - ChatGPT Subscription	20.00			
10-0-5114	Professional Development	Karowska - Prof Dev Customer Service Course S Hahle FY2425	24.15			
10-0-5907	Programming - Youth	Karowska - Youth Spring Quarter Programming - monthly storytime music subscription	19.99			
10-1-5439	Kits	Karowska - replacement STEAM kit	23.21			
10-1-5445	Video Games-Juv-Winnetka	Karowska - replacement youth video game	49.40			
10-0-5907	Programming - Youth	Karowska - Youth Spring Quarter Programming department toys	49.99			
10-0-5907	Programming - Youth	Karowska - Youth Spring Quarter Programming Pet Rocks	69.99			
10-0-5120	Library Supplies	Karowska - cleaning supplies for youth and facilitites - towels and magic erasers	24.93			
10-1-5440	Books-Fiction-Juv-Winnetka	Karowska - Youth Fiction Picture Book Order	14.99			
10-1-5440	Books-Fiction-Juv-Winnetka	Karowska - Youth Fiction Picture Book Order	14.99			
10-0-5907	Programming - Youth	Karowska - Youth Spring Quarter Programming department toys	78.46			
10-0-5907	Programming - Youth	Karowska - Youth Spring Quarter Programming replacement activity board	57.99			
10-0-5907	Programming - Youth	Karowska - Youth Spring Quarter Programming scavenger hunt prizes	151.92			
10-1-5439	Kits	Karowska - replacement STEAM kit	34.99			
10-0-5907	Programming - Youth	Karowska - refund Youth Spring Quarter Programming	-14.97			
10-0-5907	Programming - Youth	Karowska - refund Youth Spring Quarter Programming	-4.99			
10-0-5907	Programming - Youth	Karowska - Youth Spring Quarter Programming stickers	11.99			
10-0-5907	Programming - Youth	Karowska - Youth Spring Quarter Programming stickers	35.97			
10-1-5439	Kits	Karowska - replacement early lit kit	19.00			
10-0-5731	Memberships	Karowska - ALA renewal TMalinowski FY2425	125.00			
10-1-5440	Books-Fiction-Juv-Winnetka	Karowska - Youth Fiction Chapter Book Order	13.00			
10-1-5440	Books-Fiction-Juv-Winnetka	Karowska - Youth Fiction Picture Book Order	14.99			
10-1-5444	Audio Books-Juv-Winnetka	Karowska - Replacement Tonie Figure	14.99			
10-1-5439	Kits	Karowska -	465.00			
10-2-5439	Kits	Karowska -	79.06			
10-0-5907	Programming - Youth	Karowska -	11.98			
10-1-5439	Kits	Karowska -	24.98			
10-0-5731	Memberships	Karowska -	150.00			
10-0-5731	Memberships	Karowska -	242.00			
10-0-5907	Programming - Youth	Karowska -	13.99			
10-0-5907	Programming - Youth	Karowska -	31.98			
10-1-5439	Kits	Karowska -	37.49			
10-0-5907	Programming - Youth	Karowska -	55.72			
10-0-5907	Programming - Youth	Karowska -	55.96			

# Winnetka-Northfield Public Library District

## Check Register

All Bank Accounts

May 1, 2025 - May 31, 2025

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5907	Programming - Youth	Karowska -	105.93			
10-0-5907	Programming - Youth	Karowska -	33.94			
10-0-5907	Programming - Youth	Karowska -	55.96			
10-0-5114	Professional Development	Karowska -	6.75			
10-0-5114	Professional Development	Karowska -	9.99			
10-0-5907	Programming - Youth	Karowska -	35.84			
10-0-5114	Professional Development	Karowska -	8.20			
10-0-5114	Professional Development	Karowska -	24.20			
10-0-5114	Professional Development	Karowska -	21.09			
10-0-5114	Professional Development	Karowska -	28.45			
10-0-5114	Professional Development	Karowska -	544.17			
10-0-5120	Library Supplies	Karowska -	15.00			
10-0-5907	Programming - Youth	Karowska -	28.97			
10-0-5120	Library Supplies	Karowska -	43.88			
10-0-5907	Programming - Youth	Karowska -	16.99			
10-1-5439	Kits	Karowska -	33.99			
10-1-5444	Audio Books-Juv-Winnetka	Karowska -	23.88			
10-1-5340	Books-Fiction-Adult-Winnetka	Mall - Materials	17.28			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Mall - Materials	34.99			
10-0-5134	Software	Mall - Virtual event hosting	127.98			
10-1-5340	Books-Fiction-Adult-Winnetka	Mall - Materials	9.99			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Mall - Materials	10.60			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Mall - Materials	33.78			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Mall - Materials	52.78			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Mall - Materials	11.51			
10-0-5731	Memberships	Mall - Professional membership dues - Stephanie Girardi	75.00			
10-0-5731	Memberships	Mall - Professional membership dues - Erin Collins	100.00			
10-0-5719	Board Expenses	Mall - Name plates for board members	13.83			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Mall - Materials	32.00			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Mall - Materials	12.10			
10-0-5898	Miscellaneous	Mall - Bird food	25.96			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Mall - Materials	27.95			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Mall - Materials	54.46			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Mall - Materials	87.68			
10-0-5884	Equipment/Furniture	Melero - Shelves Reinbursement	-226.59			
10-0-5884	Equipment/Furniture	Melero - Basement Shelves	439.98			
10-0-5136	Hardware	Melero - Thermal printing cards register	28.23			
10-0-5732	Staff Recognition/Events/Meetings	Melero - Staff Ice Cream	347.20			
10-0-5122	Breakroom Supplies	Melero - Breakroom Supplies	99.97			
10-0-5719	Board Expenses	Melero - Board Snacks	57.22			
10-0-5121	Office Supplies	Melero - Bank Bags	25.99			
10-0-5884	Equipment/Furniture	Melero - Youth Tables	237.16			
10-0-5884	Equipment/Furniture	Melero - Youth Chairs	547.76			
10-0-5732	Staff Recognition/Events/Meetings	Melero - Birthday Gift Cards	55.00			
10-0-5719	Board Expenses	Melero - Board Snacks	65.29			
10-0-5114	Professional Development	Melero - HR Conf.	615.96			
10-0-5732	Staff Recognition/Events/Meetings	Melero - Manager Lunch	90.93			
10-0-5121	Office Supplies	Morgan - Office Supplies - AAA batteries	33.50			
10-0-5121	Office Supplies	Morgan - Office Supplies - dry erase markers	14.01			
70-0-5725	Janitorial Supplies	Morgan - Janitorial Supplies - air purifiers	233.59			
10-0-5732	Staff Recognition/Events/Meetings	Recognition/Events/Meetings- strategic plan meeting	141.50			
10-0-5114	Professional Development	Morgan - Professional Development - AKniec to attend Reaching Forward	160.00			

# Winnetka-Northfield Public Library District

## Check Register

All Bank Accounts

May 1, 2025 - May 31, 2025

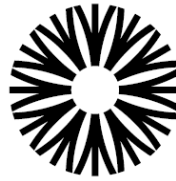
Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5732	Staff Recognition/Events/Meetings	Morgan - Staff Recognition/Events/Meetings- strategic plan meeting	11.20			
10-0-5114	Professional Development	Morgan - Professional Development - KFremond to attend Reaching Forward	160.00			
10-0-5121	Office Supplies	Morgan - office supplies - hygiene kits for Little Free Pantry	100.00			
10-2-5439	Kits	Morgan - Kits - Northfield - replacement part	24.99			
70-0-5725	Janitorial Supplies	Morgan - Janitorial Supplies - poo-pourri toilet spray	16.99			
10-0-5114	Professional Development	Morgan - Professional Development - ALA webinars for Rganellen	142.20			
70-0-5799	Misc Services	Morgan - Janitorial Supplies - baby changing stations for community room bathrooms	404.00			
10-0-5121	Office Supplies	Morgan - office supplies - zip ties and folding stools	41.17			
10-0-5906	Programming - Studio	Munoz - Studio supplies: vinyl	26.97			
10-0-5906	Programming - Studio	Munoz - Studio supplies: 3D filament	48.98			
10-0-5906	Programming - Studio	Munoz - Programming: Easter basket	25.99			
10-0-5114	Professional Development	Munoz - Travel per diem (FOOD)	22.07			
10-0-5114	Professional Development	Munoz - Travel per diem LM+MS (FOOD)	81.46			
10-0-5114	Professional Development	Munoz - Travel per diem (FOOD)	19.80			
10-0-5114	Professional Development	Munoz - Travel Per diem (FOOD)	58.19			
10-0-5114	Professional Development	Munoz - Travel per diem (FOOD)	14.10			
10-0-5114	Professional Development	Munoz - Travel per diem (FOOD)	29.08			
10-0-5114	Professional Development	Munoz - Travel per diem (FOOD)	58.19			
10-0-5114	Professional Development	Munoz - Travel per diem (FOOD)	8.69			
10-0-5114	Professional Development	Munoz - Conference: Computers in Libraries	1,393.84			
10-0-5906	Programming - Studio	Munoz - Programming: Star Wars Wreath	40.37			
10-0-5906	Programming - Studio	Munoz - Studio Supplies: Sublimation mugs	65.99			
10-0-5906	Programming - Studio	Munoz - Studio Supplies: Circle punch	15.99			
10-0-5906	Programming - Studio	Munoz - Studio Supplies: Flash Drives	72.00			
10-0-5884	Equipment/Furniture	Munoz - Return - Creative Station Furniture	-224.99			
10-0-5906	Programming - Studio	Munoz - Studio Supplies: Circle punch	14.73			
10-0-5906	Programming - Studio	Munoz - Studio supplies: 3D filament	29.99			
10-0-5906	Programming - Studio	Munoz - Programming Supplies: Paper Wreaths	47.98			
10-0-5906	Programming - Studio	Munoz - Studio Supplies: Putty	14.95			
10-0-5906	Programming - Studio	Munoz - Studio Supplies: Cord cover	33.50			
10-0-5906	Programming - Studio	Munoz - Studio Supplies: Embroidery replacement screw	12.97			
10-0-5732	Staff Recognition/Events/Meetings	Munoz - Dept. Meeting Snacks	29.12			
10-0-5124	Hospitality	Munoz - Hospitality: Yeti tumblers	70.00			
10-0-5884	Equipment/Furniture	Munoz - Furniture - Community Room	159.90			
10-0-5732	Staff Recognition/Events/Meetings	Munoz - Dept. Programming Meeting Snacks	28.20			
10-0-5906	Programming - Studio	Munoz - Studio Supplies: Embroidery Stabilizer	10.99			
10-0-5884	Equipment/Furniture	Munoz - Furniture - 3D printing station & Creative Station	329.81			
10-0-5732	Staff Recognition/Events/Meetings	Quish - Staff lunch	40.41			
10-0-5723	PR Supplies	Quish - Paper rolls for poster printer	315.06			
10-0-5114	Professional Development	Quish - Staff training registration: email newsletters	79.00			
10-0-5721	Promotional	Quish - Book Lights for Outreach	1,785.07			
10-0-5134	Software	Swenson - Power BI Licenses	30.00			
10-0-5134	Software	Swenson - Entra Licenses	7.20			
10-0-5134	Software	Swenson - Microsoft 365 Licenses	192.50			
10-0-5114	Professional Development	Swenson - Checked Luggage	40.00			

# Winnetka-Northfield Public Library District

## Check Register

All Bank Accounts  
May 1, 2025 - May 31, 2025

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5114	Professional Development	Swenson - Transport to Airport	44.85			
10-0-5114	Professional Development	Swenson - Conference Dinner - Monday (MS + LM)	72.70			
10-0-5114	Professional Development	Swenson - Conference Lunch - Tuesday	23.09			
10-0-5114	Professional Development	Swenson - Conference Dinner - Wednesday	19.79			
10-0-5114	Professional Development	Swenson - Conference Lunch - Wednesday	15.40			
10-0-5114	Professional Development	Swenson - Conference Lunch - Thursday	22.50			
10-0-5114	Professional Development	Swenson - Conference Breakfast - Friday	17.88			
10-0-5114	Professional Development	Swenson - Transport from Airport	55.03			
10-0-5114	Professional Development	Swenson - Checked Luggage (MS + LM)	85.00			
10-0-5114	Professional Development	Swenson - Conference Hotel	1,370.66			
10-0-5177	Website/Platform Fees	Swenson - Content website hosting	5.00			
10-0-5177	Website/Platform Fees	Swenson - Content website backup	1.42			
10-0-5134	Software	Swenson - Creative Cloud Subscriptions	278.91			
10-0-5177	Website/Platform Fees	Swenson - Kenilworth.org domain renewal	15.92			
10-0-5114	Professional Development	Volny - ALA Conference CV	430.00			
10-0-5732	Staff Recognition/Events/Meetings	Volny - SP Mtg Snacks	22.14			
10-0-5121	Office Supplies	Volny - WR Supplies	52.18			
10-0-5732	Staff Recognition/Events/Meetings	Volny - Staff Lunch	106.37			
10-0-5120	Library Supplies	Volny - Front Desk Supplies	5.98			
10-0-5120	Library Supplies	Volny - Front Desk Supplies	31.59			
10-0-5732	Staff Recognition/Events/Meetings	Volny - Staff Lunch	16.91			
10-0-5732	Staff Recognition/Events/Meetings	Volny - Staff Snacks	19.40			
<b>PITNEY BOWES</b>				18567	05/31/25	<u>300.00</u>
10-0-5123	Postage	PITNEY BOWES	300.00			
<b>COMED</b>				18568	05/31/25	<u>1,397.61</u>
10-2-5171	Electricity - Northfield	5/19 Payment	1,397.61			
<b>NICOR</b>				18569	05/31/25	<u>1,081.34</u>
10-1-5174	Natural Gas - Winnetka	NICOR	1,081.34			
<b>COMCAST</b>				18570	05/31/25	<u>454.75</u>
10-0-5176	Internet Services	COMCAST	454.75			
<b>QUILL CORPORATION</b>				18571	05/31/25	<u>208.87</u>
10-0-5121	Office Supplies	QUILL CORPORATION	208.87			
<b>Peerless Network</b>				18572	05/31/25	<u>41.37</u>
10-0-5176	Internet Services	Peerless Network	41.37			
<b>COMCAST</b>				18573	05/31/25	<u>75.90</u>
10-0-5176	Internet Services	COMCAST	75.90			
<b>NATIONWIDE RETIREMENT SOLUTIONS</b>				18574	05/31/25	<u>1,225.00</u>
10-0-2040	457 withholding	NATIONWIDE RETIREMENT SOLUTIONS	1,225.00			
<b>Check List Total</b>						<u>203,344.36</u>



## MAY 2025 DIRECTOR'S REPORT

### STAFF UPDATES

Anniversaries: Carolyn Crabb, Branch Services Assistant, 5/21 (1 yr).

### STAFF SHOUT OUTS

- Northfield Library finally topped 5,000 in-person visitors in May! Shout out to the Branch Services team for the collections, programs, services, and facility offerings that have proved so welcoming to patrons!
- The Winnetka Library Youth Services department update began in late May. Thanks to the staff in Patron Services, Tech Services, and Youth Services for pulling together to serve patrons, offer curated collections, and provide ongoing programming while the upgrades are happening!

### PROGRAMMING

#### Youth

Category	MAY24/25	MAY23/24	Mo. % +/-	FY24-25 YTD	FY23-24 YTD	FY % +/-
Programs	51	50	2.00%	578	556	3.96%
Live Attendees	1,572	1,357	15.84%	18,711	16,428	13.90%
Passive Programming	4,093	5,328	-23.18%	55,953	48,403	15.60%

#### Highlights

Sculpt a Sensory Stone	14 attendees sculpted quick-drying clay into sensory stones, which they could slip into their pockets and use when they need to get the wiggles out!
Fruit Rocketship	24 children got creative with grapes, strawberries and blueberries and made edible rocket ships.
No Escape!	21 attendees across 6 sessions came together to see if they could follow the clues to puzzle their way out of the room!
Sensory Splash	45 attendees came together for an hour of hands-on interactive water play.

#### Adults

Category	MAY24/25	MAY23/24	Mo. % +/-	FY24-25 YTD	FY23-24 YTD	FY % +/-
Programs	20	22	-9.09%	236	226	4.42%
Live Attendees	323	316	2.22%	4,659	5,040	-7.56%
Recording Attendees	33	790	-95.82%	1,630	3,023	-46.08%

#### Highlights

Savor and Share (IP)	7 attendees came together to talk cooking and share their creations from a shared cookbook.
Petra Sings, Andy Swing (IP)	25 people came to enjoy the dynamic duo's jazzy offerings, their highest attended event in over 3 years!
Friends & Family Trivia Night (V)	25 participants enjoyed a lively trivia competition for all ages, with questions on movies, pop culture, history, literature, and more.

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

## Studio

Category	MAY24/25	MAY23/24	Mo. % +/-	FY24-25 YTD	FY23-24 YTD	FY % +/-
1:1s	276	160	72.50%	2,659	2,662	-0.11%
Programs	11	14	-21.43%	109	148	-26.35%
Attendees	71	31	129.03%	693	795	-12.83%

## Highlights

Galactic Wreath	9 patrons came to make a one-of-a-kind galaxy themed paper wreath.
Rain or Shine: Umbrella Art	10 patrons learned decorating techniques to transform plain umbrellas into works of art.
Google Docs Basics	8 patrons learned how to create and edit online text documents with Google Docs and effectively manage their files using Google Drive.

## Community Engagement

Category	MAY24/25	MAY23/24	Mo. % +/-	FY24-25 YTD	FY23-24 YTD	FY % +/-
Youth Events	1	12	-91.67%	13	34	-61.76%
Adult Events	2	2	0.00%	24	37	-35.14%
Family Events	0	1	-100.00%	29	12	141.67%
<b>Total Events</b>	<b>3</b>	<b>15</b>	<b>-80.00%</b>	<b>66</b>	<b>83</b>	<b>-20.48%</b>
Youth Attendance	30	1,078	-97.22%	755	1,700	-55.59%
Adult Attendance	20	22	-9.09%	564	729	-22.63%
Family Attendance	0	175	-100.00%	973	1,940	-49.85%
<b>Total Attendance</b>	<b>50</b>	<b>1,275</b>	<b>-96.08%</b>	<b>2,292</b>	<b>4,369</b>	<b>-47.54%</b>

## Highlights

Alebrijes	Branch Services Librarian Amelia coordinated the 2 <sup>nd</sup> annual Alebrijes art exhibit, featuring 30 projects created by students at the Avoca school district.
Winnetka Park District's Summer Kickoff	Youth Services Manager Anna, Board President Laura, and Friends member Lyanna represented the library at Winnetka Park District's Summer Kickoff at Tower Beach, which featured beach cleanup, safety lessons, and a vendor showcase. 30 attendees.
Summer Reading Visits	Branch Services Librarians Amelia & Rebecca and Branch Services Manager Melissa visited students at Middlefork (230 students), Sunset Ridge (x students), and Marie Murphy (x students) schools to promote WNPLD's summer reading program.
Sunset Ridge Maker Faire	Branch Services Librarian Denise and Digital Services Manager Laura were visited by 98 participants at Sunset Ridge School's annual Maker Faire, where they brought the ever-popular button maker so attendees could add some flair to their wardrobes!

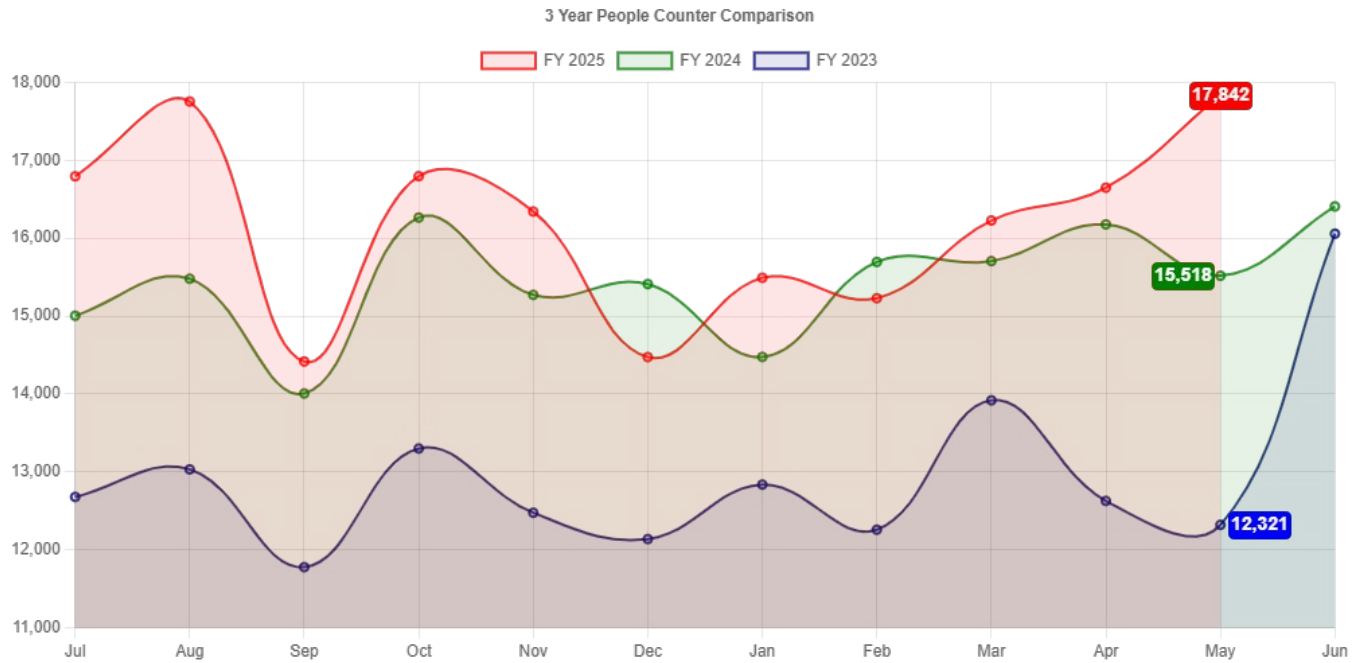
## SERVICES

### Visitors

Building	MAY24/25	MAY23/24	Mo. % +/-	FY24-25 YTD	FY23-24 YTD	FY % +/-
Winnetka	12,670	11,029	14.88%	124,508	118,109	5.42%
Northfield	5,050	4,368	15.61%	50,549	47,882	5.57%
<b>Total</b>	<b>17,720</b>	<b>15,397</b>	<b>15.09%</b>	<b>175,057</b>	<b>165,991</b>	<b>5.46%</b>
Virtual	122	121	0.83%	2,959	3,021	-2.05%
<b>Total</b>	<b>17,842</b>	<b>15,518</b>	<b>14.98%</b>	<b>178,016</b>	<b>169,012</b>	<b>5.33%</b>

Note: Closed on 5/25 & 5/26 for Memorial Day Holiday. WN Youth Services Dept (kind of) closed 5/28-5/31.





### Cardholders (by Household)

Community	Number of Households	Households w/Cards	% Households w/Cards
Winnetka	4,242	3,243	76.45%
Northfield	2,340	1,451	62.01%
<b>Total District</b>	<b>6,582</b>	<b>4,694</b>	<b>71.32%</b>
Kenilworth	789	219*	27.76%
<b>Total</b>	<b>7,371</b>	<b>4,913</b>	<b>66.65%</b>

### Desk Questions

Category	MAY24/25	MAY23/24	Mo. % +/-	FY24-25 YTD	FY23-24 YTD	FY % +/-
Adult	1,932	2,106	-8.26%	23,021	25,507	-9.75%
Youth	533	344	54.94%	6,257	4,931	26.89%
Digital Services	79	46	71.74%	860	742	15.90%
<b>Total</b>	<b>2,544</b>	<b>2,496</b>	<b>1.92%</b>	<b>30,138</b>	<b>31,180</b>	<b>-3.34%</b>

## TECHNOLOGY

### Computer Usage

Location	MAY24/25	MAY23/24	Mo. % +/-	FY24-25 YTD	FY23-24 YTD	FY % +/-
Winnetka	382	383	-0.26%	4,509	4,532	-0.51%
Northfield	238	196	21.43%	2,487	2,427	2.47%
<b>Total</b>	<b>620</b>	<b>579</b>	<b>7.08%</b>	<b>6,996</b>	<b>6,959</b>	<b>0.53%</b>

### Hotspot Usage

Location	MAY24/25	MAY23/24	Mo. % +/-	FY24-25 YTD	FY23-24 YTD	FY % +/-
Winnetka Sessions	16,970	18,808	-9.77%	142,488	212,514	-32.95%
Northfield Sessions	2,635	2,777	-5.11%	24,271	36,952	-34.32%
<b>Total</b>	<b>19,605</b>	<b>21,585</b>	<b>-9.17%</b>	<b>166,759</b>	<b>249,466</b>	<b>-33.15%</b>

Winnetka Bandwidth	290 GB	555 GB	-47.75%	2,650 GB	6,083 GB	-56.44%
Northfield Bandwidth	229 GB	191 GB	19.90%	1,368 GB	1,264 GB	8.23%
<b>Total</b>	<b>519 GB</b>	<b>746 GB</b>	<b>-30.43%</b>	<b>4,018 GB</b>	<b>7,347 GB</b>	<b>-45.31%</b>

## Website Visits

Activity	MAY24/25	MAY23/24	Mo. % +/-	FY24-25 YTD	FY23-24 YTD	FY % +/-
Total Visits	12,383	10,896	13.65%	120,344	126,254	-4.68%
Unique Visits	7,481	6,961	7.47%	69,276	79,543	-12.91%

## MARKETING

### Email Subscribers

MAY24/25	% Cardholders	MAY23/24	Open Rate	Click Rate
10,377	109.22%	10,564	60%	1%

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

### Social Media Activity

Platform	MAY24/25 Impres.	MAY24/25 Reach	MAY24/25 Engage.
YouTube	31,156	1,195	N/A
Facebook	5,321	3,290	186
Instagram	6,158	1,735	257
LinkedIn	846	506	23
<b>Total</b>	<b>43,481</b>	<b>6,726</b>	<b>466</b>

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	MAY24/25	MAY23/24	Mo. % +/-	FY24-25 YTD	FY23-24 YTD	FY % +/-
Winnetka	10,473	10,047	4.24%	113,955	114,695	-0.65%
Northfield	3,488	3,629	-3.89%	39,204	41,178	-4.79%

### Physical Youth (By Location)

Location	MAY24/25	MAY23/24	Mo. % +/-	FY24-25 YTD	FY23-24 YTD	FY % +/-
Winnetka	10,801	13,118	-17.66%	148,397	158,225	-6.21%
Northfield	2,984	2,593	15.08%	32,418	35,569	-8.86%

### Physical Miscellaneous

Lending Type	MAY24/25	MAY23/24	Mo. % +/-	FY24-25 YTD	FY23-24 YTD	FY % +/-
Kenilworth Patrons	592	630	-6.03%	8,096	10,620	-23.77%
Borrowed from Other Libs	1,576	1,628	-3.19%	17,901	19,077	-6.16%

### Physical Adult (By Type)

Material Type	MAY24/25	MAY23/24	Mo. % +/-	FY24-25 YTD	FY23-24 YTD	FY % +/-
Books	8,327	8,489	-1.91%	90,922	93,548	-2.81%
Book - Fiction	4,613	4,757	-3.03%	50,542	52,416	-3.58%
Book - Nonfiction	3,714	3,732	-0.48%	40,380	41,132	-1.83%
Audiobook - CD	130	186	-30.11%	1,706	2,228	-23.43%
Music CD	107	108	-0.93%	627	999	-37.24%
Playaway	19	11	72.73%	234	260	-10.00%
DVD/Blu-Ray	2,450	2,140	14.49%	26,466	29,649	-10.74%
Magazine	269	297	-9.43%	2,305	2,476	-6.91%
Videogame	31	5	520.00%	467	235	98.72%
Computing Device	5	0	-	80	56	42.86%
Library of Things	24	33	-27.27%	291	275	5.82%
Other	135	79	70.89%	2,289	917	149.62%
Non-CCS ILL	56	47	19.15%	529	414	27.78%
Sent Out	2,408	2,281	5.57%	27,243	24,816	9.78%
Studio Equipment	126	0	-	1,160	0	-
<b>Total</b>	<b>14,087</b>	<b>13,676</b>	<b>3.01%</b>	<b>154,319</b>	<b>155,873</b>	<b>-1.00%</b>

### Physical Youth (By Type)

Material Type	MAY24/25	MAY23/24	Mo. % +/-	FY24-25 YTD	FY23-24 YTD	FY % +/-
Books	9,748	11,577	-15.80%	131,442	142,081	-7.49%
Book - Fiction	8,199	9,689	-15.38%	109,718	119,040	-7.83%
Book - Nonfiction	1,549	1,888	-17.96%	21,724	23,041	-5.72%
Audiobook - CD	0	5	-100.00%	11	46	-76.09%
Playaway	267	176	51.70%	2,901	2,414	20.17%
DVD/Blu-Ray	278	548	-49.27%	6,152	7,860	-21.73%
Videogame	240	241	-0.41%	3,654	3,059	19.45%
Computing Device	62	87	-28.74%	785	749	4.81%
Vox Reader	293	347	-15.56%	3,790	4,091	-7.36%
Youth Kits	100	58	72.41%	956	759	25.96%
Other	20	3	566.67%	127	262	-51.53%
In-House Circulation	2,777	2,664	4.24%	30,935	32,442	-4.65%
<b>Total</b>	<b>13,785</b>	<b>15,711</b>	<b>-12.26%</b>	<b>180,815</b>	<b>193,794</b>	<b>-6.70%</b>

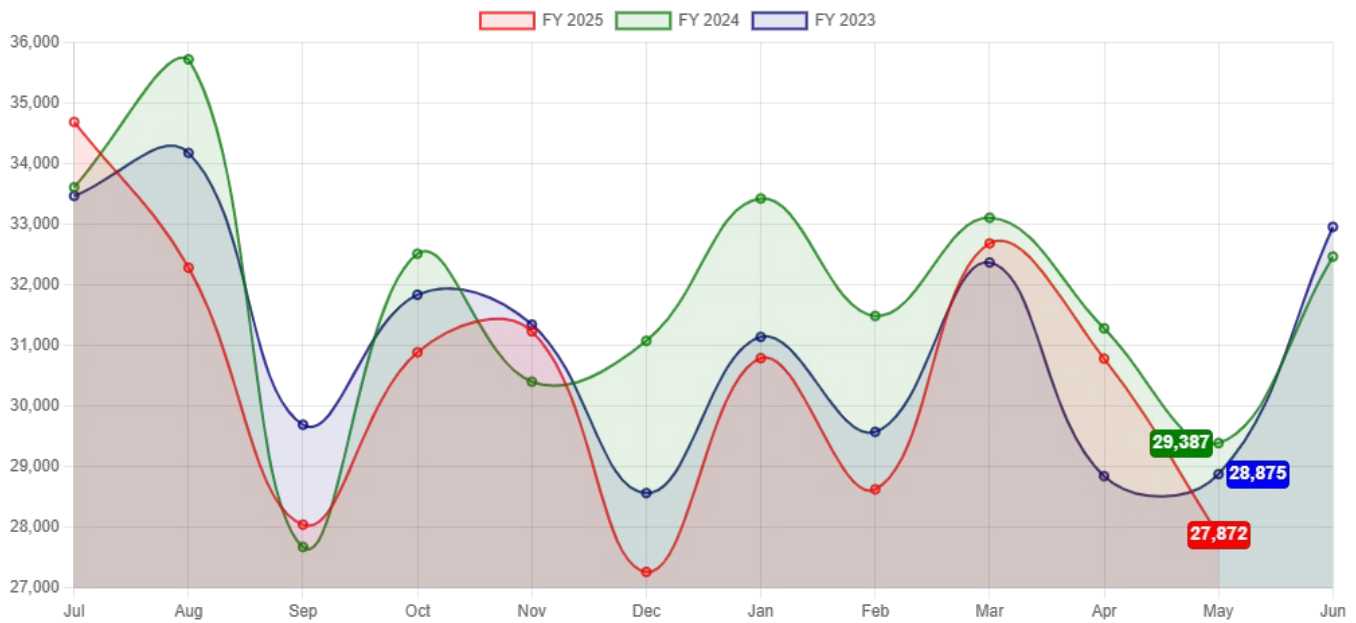
### MTD Total Physical Circulation

MAY24/25 Physical Circulation	MAY23/24 Physical Circulation	Net Change
27,872	29,387	-5.16%

### YTD Total Physical Circulation

FY24-25 YTD Physical Circulation	FY23-24 YTD Physical Circulation	Net Change
335,134	349,667	-4.16%

3 Year Physical Circulation Comparison

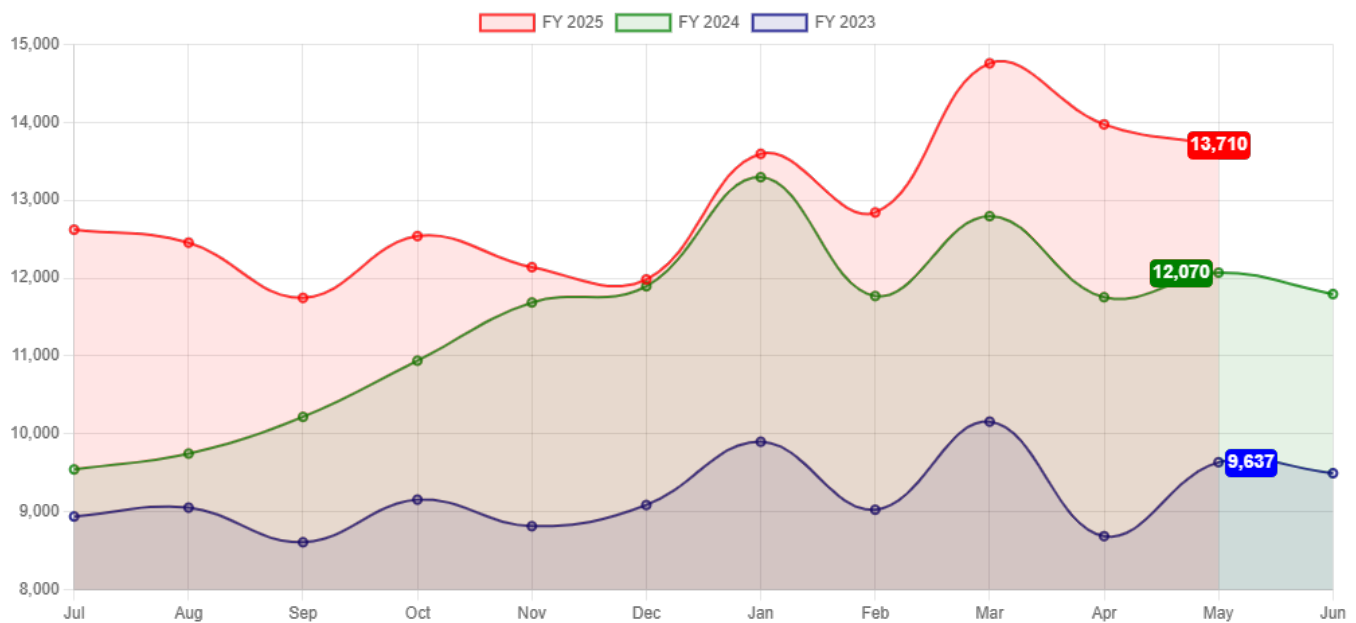


## Digital Circulation

Material Type	MAY24/25	MAY23/24	Mo. % +/-	FY24-25 YTD	FY23-24 YTD	FY % +/-
eBooks	5,529	4,825	14.59%	57,697	51,667	11.67%
eAudiobooks	5,184	4,353	19.09%	52,479	44,885	16.92%
eMagazines*	2,327	2,270	2.51%	25,615	23,121	10.79%
eVideos	603	575	4.87%	5,978	5,524	8.22%
eMusic	67	47	42.55%	591	521	13.44%
<b>Total</b>	<b>13,710</b>	<b>12,070</b>	<b>13.59%</b>	<b>142,360</b>	<b>125,718</b>	<b>13.24%</b>

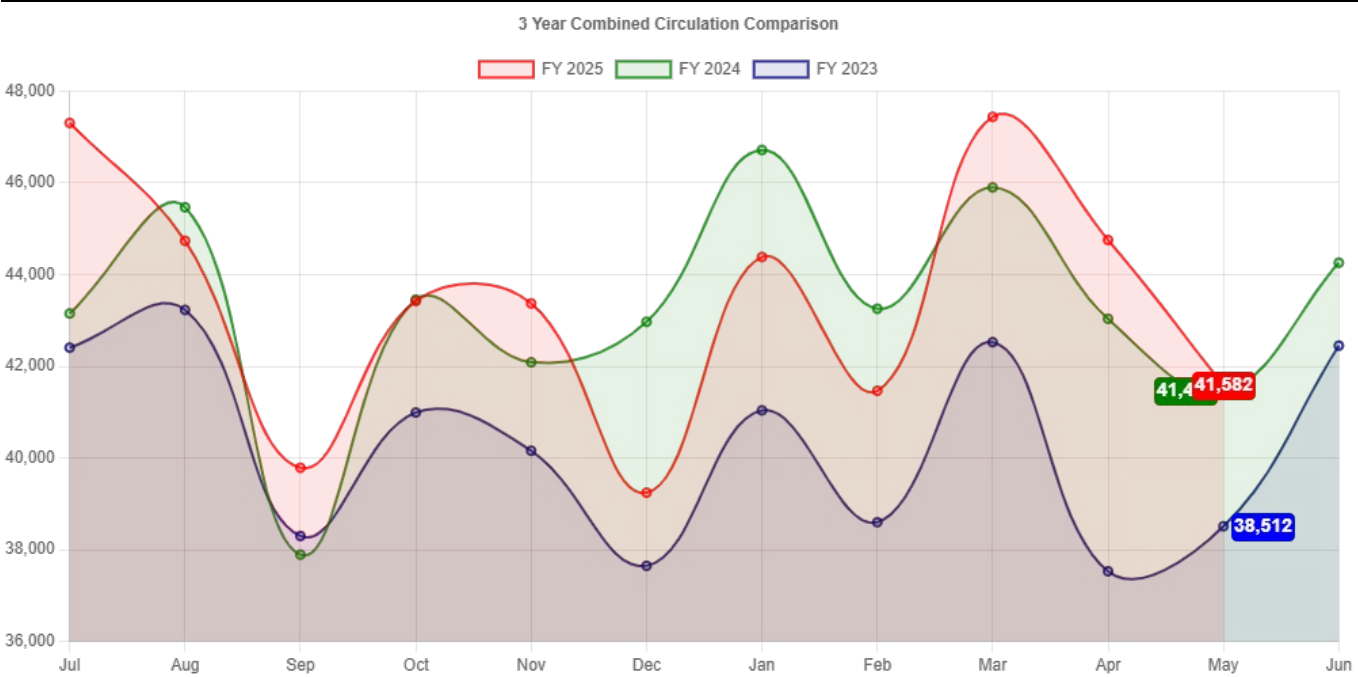
\*Vendor made a change & now auto delivers new issues of eMags to those with a copy checked out.

3 Year eResource Comparison



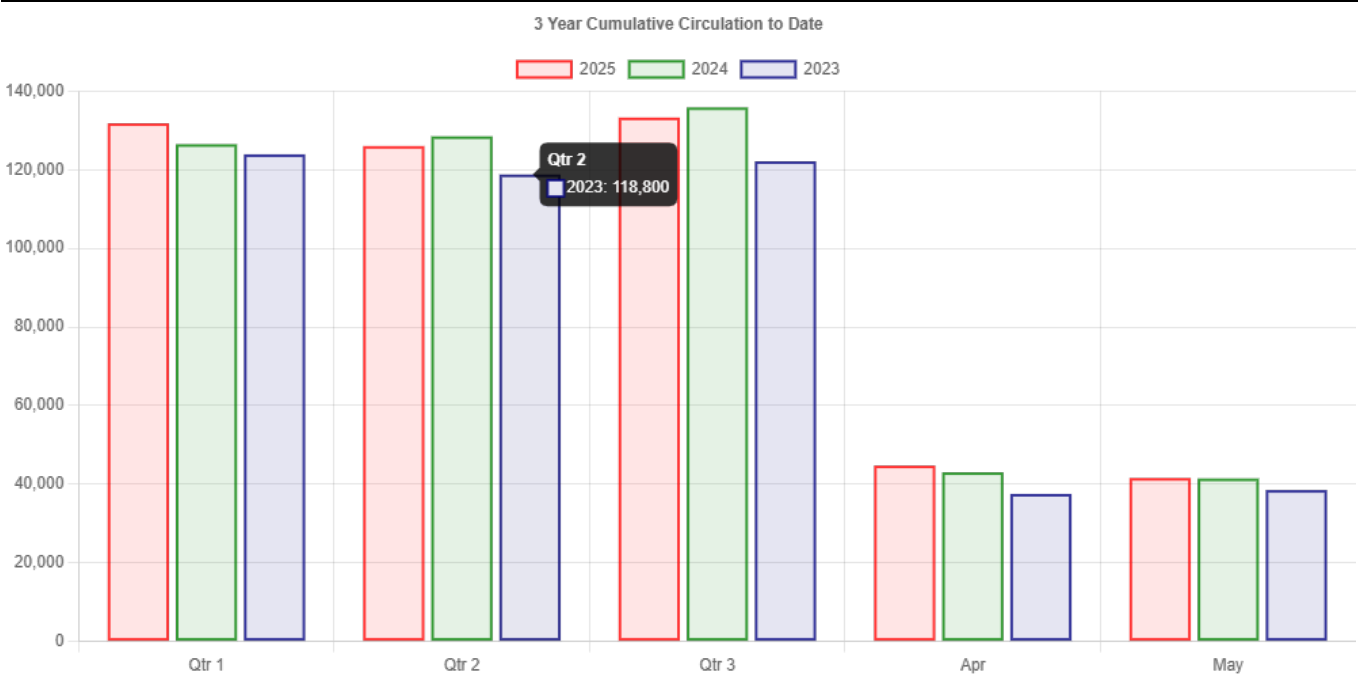
MTD Total District Circulation

MAY24/25 District Circulation	MAY23/24 District Circulation	Net Change
41,456	41,457	-0.00%



YTD Total District Circulation

FY24-25 YTD District Circulation	FY23-24 YTD District Circulation	Net Change
476,334	475,385	0.20%

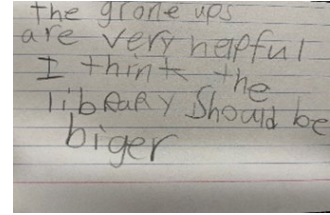


## **IMPACT STORIES**

### **Branch Services**

#### **General Feedback**

- A patron locked herself out of her car and, with assistance from another patron & a random library tool, was able to unlock it without calling the police or a locksmith.
- *"I came in with a list of things to ask you to get for me, but you had everything I wanted right here!"*
- *"If I wasn't here, I would be sitting at home in my pajamas all day. This is better."*
- *"The grone ups are very helpful. I think the library should be bigger."*
- *"Isn't it wonderful? I'm introduced to so many new books here!"*
- *"Whoever came to promote Summer Reading to Middlefork did an excellent job. My son came home raving about it!"*
- A patron, after using the computer for a few hours, said:  
*"Thanks for all your help. I love you guys and this library!"*



#### **Programming**

- Feedback for Petra Sings, Andy Swings:
  - *"I didn't know the Northfield lib did this, I enjoyed it. Thank you very much."*
  - *"They are a delightful duo we very much enjoyed the performance."*
- Feedback for Sculpt a Sensory Stone:
  - *"Thank you so much for doing this, this is really nice. I can see my child relaxing. It really is so soothing!"*
  - *"This is the most fun STEM thing. I think I like these even more than LEGOS, and I have like 1,000 LEGOS."*

### **Community Engagement**

- Feedback from Sunset Ridge Maker Faire: Patrons loved the booklight giveaways and shared their love of the Studio. Some were also excited to learn about it after seeing it on the cover of the Source.
- Feedback from School Visits: Students were excited to see Branch Services Librarian Rebecca and Branch Services Manager Melissa in the Middlefork School Learning Center. They said they love visiting the Northfield Library to check out books, do scavenger hunts, and play with lava tiles. One student was excited about attending the Fruit Rocketship program that very afternoon! Others mentioned their favorite books were Max Meow, Diary of a Wimpy Kid, and Dog Man.

### **Youth Services**

#### **General Feedback**

- *"We came in specifically because it's a new month and it's time to do the new scavenger hunt! I really love that you guys do this every month!"*
- *"You always have fantastic storytimes!"*
- *"Thanks for finding a way to accommodate us [during renovation]!"*

### **Adult Services**

#### **General Feedback**

- A regular attendee of Stephanie's Food For Thought Cookbook Book Club said, *"This is the high point of the month for many of these people. I hope you know that what you do makes a difference."*
- Librarian Erin & Studio Specialist Dennis were able to delight a patron who needed help with a technology task and came in *"...prepared to fail."* The two received a handwritten note of thanks.

## Programming

- Feedback for Passionate Mothers, Powerful Sons: A Dramatic Book Review by Barbara Rinella:
  - *"Amazing Barbara Rinella presenting two historical personalities. Hopefully she won't retire so we can enjoy more of her incredibly entertaining and informative programs. Barbara's reading lists are a goldmine of treasures."*
  - *"I enjoy seeing Barbara Rinella and have seen her for many years. Thanks for providing this program and please schedule another event with her in the future. Thank you."*
- Feedback for Mississippi River Adventures: *"The speaker was very good, very knowledgeable and fun. His slides containing photos and narratives were clear and very good. He seems to know a lot about Illinois and the Midwest. I would attend his future presentations although I prefer virtual. I came in person because that was the only option, and I really wanted to hear this topic because I am planning a trip to the area."*
- Feedback for Vivian Maier: Out of the Shadows with Jenny Riddle:
  - *"Very well performed—and written—event. Loved learning about a lesser-known Chicago personality. The book reviews at the end were priceless!!! Lovely tie into the library and importance of reading. Thanks for an engaging presentation!"*
  - *"Thank you for this program. Please have Jenny Riddle back again. The presentation was terrific and loved her book recommendations at the end!"*
  - *"Good job of highlighting Vivian Maier's unusual career and love of photography. Nice touch to do book recommendations at the end."*
- Feedback for Food For Thought Cookbook Book Club:
  - *"I LOVE this club and group! Stephanie is fabulous. It's super organized, joyful, fun, communal, and engaging. We all gain from it (in more ways than one!). :). We expand our horizons by attending. People have brought friends. It's a very welcoming group. Love it, and the library!"*
  - *"As I've stated on many occasions, I thoroughly enjoy participating in this group & look forward to it every month!"*
  - *"The cookbook club is one of my favorite things about the library!"*
- Feedback for Virtual Friends & Family Trivia Night
  - *"This was such a fun event! We did terribly (must practice Kahoot technique) but had a blast. Erin and Molly did a fantastic job as emcees and made it enjoyable for all. We can't wait for the next Trivia event and especially love the virtual format."*
  - *"Thank you for always providing fun, new, innovative events."*
  - *"Many thanks to Erin (the Librarian) & Mollie for a great evening of fun and trivia and WNPLD for hosting this event!"*
  - *"This was a wonderful event! I love trivia, there was a good mix of tricky questions, and the hosts were very engaging and entertaining. I really appreciate all the effort they clearly put into it."*
- Feedback for Chair Yoga:
  - *"We are so grateful for the wide range of wonderful programs, especially the virtual ones since we can't easily get around!"*
  - *"I'm a first timer. Enjoyed and will try to do again. Thanks."*
- Feedback for The Movie Palaces/Theatre Meccas of Historic Chicago:
  - *"Grateful for the info on the Roseland Theater. It was a big part of my youth. Loved the box seats on either side of the stage and the luxurious red velvet curtains across the stage."*
  - *"Since I am in my 90s I could identify with so many. It was reminiscing time, and I thank you."*
  - *"I love Chicago history."*

- *“Very interesting topic. I like that Ken TOLD about the theaters instead of reading.”*
- *“Terrific event combining Chicago architecture, history, and entertainment.”*
- *“Very informative presentation of so many beautiful landmarks with great architecture.”*

## **Digital Services**

### General Feedback

- *"Love the new updated space! It just feels so much bigger!"*
- *"You are so lucky to work here! I love this place so much! I would love to work here someday."*
- *"You guys are the best! Everyone is so kind and patient. We love coming here!"*
- *"You all are so nice here! Thanks for all the help today!"*
- *"I love coming to The Studio! Mikayla is very helpful!"*
- *"You have the greatest group of people working down in the Studio!"*
- A library employee grabbing lunch at Tag's Bakery recently heard directly from a patron how much they loved Zoe's embroidery class, calling it a huge inspiration!
- Studio Specialist Zoe helped a student learn how to use Illustrator software and our laser cutter to create precision pieces for their architecture project. Both the students and their parents were thrilled to gain these new, valuable skills right here at the library!
- Our new embroidery machine is already making a huge difference for a regular Studio user who creates baptism bibs for her church. She was absolutely thrilled with its speed and all the new features, compared to our previous model.
- Studio Specialist Dennis assisted a patron with limited home technology in creating a Craigslist post for their garage sale. They were super happy with Dennis's help in getting the word out.

### Programming

- Feedback for Galactic Wreath:
  - *"Annie goes above and beyond in her efforts to design fun, engaging studio events. Her attention to detail, warmth and professionalism are unparalleled. She indeed is a valuable asset to the library staff."*
  - *"Annie always has such fun and creative projects and this was no exception! She's wonderful to work with and I hope to participate in more of her projects in the future! Thanks for a nice afternoon!"*
  - *"Fun project!"*
  - *"Annie has always given fantastic classes, and this last one was no exception. How she develops the crafts for her classes is unknown to us, but she never fails to produce winning topics. Annie has always been friendly, outgoing and has a great sense of humor. She is a pleasure to be with, and we look forward to her craft workshops."*
- Feedback for Star Wars Sublimation:
  - *"Great class! I appreciate Dennis's thorough prep work and tips; it really helps with the finished product. He's also very helpful and encouraging when patrons create their own designs. I am very happy with my mug! Thank you, Dennis! And of course, may the force be with you."*



## Patron Services

- As a patron was leaving, she started tapping away at our survey but then turned to Molly and Ash and said, *"You guys always do a good job and answer all of our questions."*
- A patron came in and admired our Pride display in the lobby. He was pleased that we were highlighting LGBTQ+ Pride month and doing so prominently. He then asked if we do something like this every month, so we let him know about the monthly heritage displays, which he was thrilled to hear about.
- Patron Services Assistant Jeanine was working the combo desk when a patron came in who hadn't picked up their holds in time. Jeanine overheard them mention the titles and remembered that she had just checked them in, so she went in the back and grabbed them and offered them to the patron, who was ecstatic about such personalized service!
- Feedback from Survey Kiosk: *"This is the best library I have ever been to. I especially liked the scavenger hunt for my brother and the people here are so kind and helpful and now i come back every week!"*

# Winnetka-Northfield Public Library District Draft FY25-26 Working Budget

		FY24-25	% of	FY25-26	FY25-26	% of
		APPROVED	Budget	DRAFT	% Change	Budget
INCOME		7/1/24-6/30/25		7/1/25-6/30/26		
TAX REVENUE						
	Replacement Tax	\$ 45,000.00	0.9%	\$ 45,000.00	0.0%	0.9%
	Property Tax Collections	\$ 4,551,670.00	90.2%	\$ 4,684,000.00	2.9%	91.6%
	<b>Total</b>	<b>\$ 4,596,670.00</b>	<b>91.1%</b>	<b>\$ 4,729,000.00</b>	<b>2.9%</b>	<b>92.5%</b>
COLLECTIONS						
	Per Capita Grant	\$ 27,465.00	0.5%	\$ 27,465.00	0.0%	0.5%
	Kenilworth Services	\$ 134,850.00	2.7%	\$ 105,000.00	-22.1%	2.1%
	Studio Fees	\$ 1,250.00	0.0%	\$ 1,100.00	-12.0%	0.0%
	Lost/Damaged Materials	\$ 2,750.00	0.1%	\$ 3,000.00	9.1%	0.1%
	<b>Total</b>	<b>\$ 166,315.00</b>	<b>3.3%</b>	<b>\$ 136,565.00</b>	<b>-17.9%</b>	<b>2.7%</b>
MATERIALS						
	Copying/Printing	\$ 6,500.00	0.1%	\$ 8,300.00	27.7%	0.2%
	Book Sales	\$ 1,500.00	0.0%	\$ 1,000.00	-33.3%	0.0%
	<b>Total</b>	<b>\$ 8,000.00</b>	<b>0.2%</b>	<b>\$ 9,300.00</b>	<b>16.3%</b>	<b>0.2%</b>
ACCT EARNINGS						
	Interest- Checking	\$ 6,000.00	0.1%	\$ 15,000.00	150.0%	0.3%
	Interest- Byline Bank IMA	\$ 250,000.00	5.0%	\$ 199,000.00	-20.4%	3.9%
	Interest- Money Market	\$ 2,000.00	0.0%	\$ 2,000.00	0.0%	0.0%
	<b>Total</b>	<b>\$ 258,000.00</b>	<b>5.1%</b>	<b>\$ 216,000.00</b>	<b>-16.3%</b>	<b>4.2%</b>
OTHER REVENUE						
	Gift Fund	\$ 1,000.00	0.0%	\$ 1,000.00	0.0%	0.0%
	RAILS Support Grant			\$ -	#DIV/0!	0.0%
	Friends Donations	\$ 17,500.00	0.3%	\$ 20,000.00	14.3%	0.4%
	Miscellaneous	\$ 450.00	0.0%	\$ 100.00	-77.8%	0.0%
	<b>Total</b>	<b>\$ 18,950.00</b>	<b>0.4%</b>	<b>\$ 21,100.00</b>	<b>11.3%</b>	<b>0.4%</b>
	<b>Total Revenue</b>	<b>\$ 5,047,935.00</b>	<b>100.0%</b>	<b>\$ 5,111,965.00</b>	<b>1.3%</b>	<b>100.0%</b>
EXPENSES						
PERSONNEL						
	Salaries	\$ 2,275,000.00	46.3%	\$ 2,420,000.00	6.4%	47.6%
	Health Insurance	\$ 275,000.00	5.6%	\$ 290,000.00	5.5%	5.7%
	FICA	\$ 175,000.00	3.6%	\$ 185,000.00	5.7%	3.6%
	IMRF	\$ 75,000.00	1.5%	\$ 130,000.00	73.3%	2.6%
	Employee Assistance Program	\$ 500.00	0.0%	\$ 500.00	0.0%	0.0%
	Professional Development	\$ 30,000.00	0.6%	\$ 32,000.00	6.7%	0.6%
	Staff Recognition/Events/Mtgs	\$ 6,000.00	0.1%	\$ 6,000.00	0.0%	0.1%
	Flexible Spending Account	\$ 1,250.00	0.0%	\$ 1,250.00	0.0%	0.0%
	<b>Total</b>	<b>\$ 2,837,750.00</b>	<b>57.8%</b>	<b>\$ 3,064,750.00</b>	<b>8.0%</b>	<b>60.2%</b>
ADMINISTRATION						
	Audit Fees	\$ 13,430.00	0.3%	\$ 13,430.00	0.0%	0.3%

# Winnetka-Northfield Public Library District Draft FY25-26 Working Budget

Library Supplies	\$	46,000.00	0.9%	\$	35,000.00	-23.9%	0.7%
Office Supplies	\$	5,800.00	0.1%	\$	5,500.00	-5.2%	0.1%
Breakroom Supplies	\$	3,400.00	0.1%	\$	4,400.00	29.4%	0.1%
Postage	\$	3,500.00	0.1%	\$	4,300.00	22.9%	0.1%
Hospitality	\$	500.00	0.0%	\$	500.00	0.0%	0.0%
Accounting & Bookkeeping	\$	24,000.00	0.5%	\$	24,312.00	1.3%	0.5%
Delivery Services	\$	5,500.00	0.1%	\$	7,000.00	27.3%	0.1%
Payroll Services	\$	9,000.00	0.2%	\$	7,500.00	-16.7%	0.1%
Liability Insurance	\$	30,500.00	0.6%	\$	34,200.00	12.1%	0.7%
Board Expenses	\$	5,000.00	0.1%	\$	5,000.00	0.0%	0.1%
Memberships	\$	7,000.00	0.1%	\$	9,500.00	35.7%	0.2%
Legal	\$	18,000.00	0.4%	\$	8,000.00	-55.6%	0.2%
Consultants	\$	5,000.00	0.1%	\$	4,000.00	-20.0%	0.1%
Investment Fees	\$	16,800.00	0.3%	\$	4,500.00	-73.2%	0.1%
Miscellaneous	\$	500.00	0.0%	\$	500.00	0.0%	0.0%
<b>Total</b>	<b>\$</b>	<b>193,930.00</b>	<b>3.9%</b>	<b>\$</b>	<b>167,642.00</b>	<b>-13.6%</b>	<b>3.3%</b>
<b><u>UTILITIES</u></b>							
Electricity	\$	40,000.00	0.8%	\$	42,000.00	5.0%	0.8%
Water	\$	5,000.00	0.1%	\$	7,000.00	40.0%	0.1%
Storm Sewer	\$	1,500.00	0.0%	\$	1,750.00	16.7%	0.0%
Natural Gas	\$	10,000.00	0.2%	\$	11,000.00	10.0%	0.2%
Telephone	\$	17,500.00	0.4%	\$	15,300.00	-12.6%	0.3%
Internet Services	\$	24,000.00	0.5%	\$	23,100.00	-3.8%	0.5%
<b>Total</b>	<b>\$</b>	<b>98,000.00</b>	<b>2.0%</b>	<b>\$</b>	<b>100,150.00</b>	<b>2.2%</b>	<b>2.0%</b>
<b><u>INFORMATION TECHNOLOGY</u></b>							
CCS Operating	\$	79,000.00	1.6%	\$	73,000.00	-7.6%	1.4%
Software	\$	35,000.00	0.7%	\$	30,000.00	-14.3%	0.6%
LAN Management	\$	40,000.00	0.8%	\$	45,000.00	12.5%	0.9%
Hardware	\$	4,000.00	0.1%	\$	5,000.00	25.0%	0.1%
Computer Equipment	\$	30,000.00	0.6%	\$	55,000.00	83.3%	1.1%
Website/Platform Fees	\$	60,000.00	1.2%	\$	45,000.00	-25.0%	0.9%
Photocopier Leases	\$	25,000.00	0.5%	\$	27,000.00	8.0%	0.5%
<b>Total</b>	<b>\$</b>	<b>273,000.00</b>	<b>5.6%</b>	<b>\$</b>	<b>280,000.00</b>	<b>2.6%</b>	<b>5.5%</b>
<b><u>PUBLIC RELATIONS</u></b>							
Marketing/Advertising	\$	11,000.00	0.2%	\$	11,000.00	0.0%	0.2%
Promotional	\$	11,000.00	0.2%	\$	11,000.00	0.0%	0.2%
Newsletter/Mailers	\$	35,000.00	0.7%	\$	35,000.00	0.0%	0.7%
PR Supplies	\$	4,000.00	0.1%	\$	4,000.00	0.0%	0.1%
<b>Total</b>	<b>\$</b>	<b>61,000.00</b>	<b>1.2%</b>	<b>\$</b>	<b>61,000.00</b>	<b>0.0%</b>	<b>1.2%</b>
<b><u>COLLECTIONS- ADULT</u></b>							
Books-Fiction	\$	85,000.00	1.7%	\$	85,000.00	0.0%	1.7%
Books-Non-Fiction	\$	75,000.00	1.5%	\$	75,000.00	0.0%	1.5%

# Winnetka-Northfield Public Library District Draft FY25-26 Working Budget

Periodicals	\$	20,200.00	0.4%	\$	25,000.00	23.8%	0.5%
DVDs	\$	25,000.00	0.5%	\$	25,000.00	0.0%	0.5%
Video Games	\$	2,000.00	0.0%	\$	2,000.00	0.0%	0.0%
Audiobooks	\$	6,500.00	0.1%	\$	4,500.00	-30.8%	0.1%
eBooks (eResources)	\$	355,000.00	7.2%	\$	495,000.00	39.4%	9.7%
Online Databases	\$	65,000.00	1.3%	\$	38,000.00	-41.5%	0.7%
Library of Things	\$	-		\$	3,000.00	#DIV/0!	0.1%
<b>Total</b>	<b>\$</b>	<b>633,700.00</b>	<b>12.9%</b>	<b>\$</b>	<b>752,500.00</b>	<b>18.7%</b>	<b>14.8%</b>
<b><u>COLLECTIONS- YOUTH</u></b>							
Books-Fiction	\$	42,500.00	0.9%	\$	42,500.00	0.0%	0.8%
Books-Non-Fiction	\$	14,000.00	0.3%	\$	20,000.00	42.9%	0.4%
DVDs	\$	750.00	0.0%	\$	1,250.00	66.7%	0.0%
Audiobooks/Talking Books	\$	17,500.00	0.4%	\$	13,000.00	-25.7%	0.3%
Kits	\$	3,500.00	0.1%	\$	1,500.00	-57.1%	0.0%
Video Games	\$	5,500.00	0.1%	\$	10,000.00	81.8%	0.2%
<b>Total</b>	<b>\$</b>	<b>83,750.00</b>	<b>1.7%</b>	<b>\$</b>	<b>88,250.00</b>	<b>5.4%</b>	<b>1.7%</b>
<b><u>PROGRAMS</u></b>							
Reading Programs	\$	11,000.00	0.2%	\$	11,000.00	0.0%	0.2%
Programming- Studio	\$	17,600.00	0.4%	\$	17,600.00	0.0%	0.3%
Programming-Youth	\$	42,000.00	0.9%	\$	42,000.00	0.0%	0.8%
Programming-Adult	\$	35,500.00	0.7%	\$	35,500.00	0.0%	0.7%
Studio Maintenance/Repair	\$	3,000.00	0.1%	\$	3,000.00	0.0%	0.1%
<b>Total</b>	<b>\$</b>	<b>109,100.00</b>	<b>2.2%</b>	<b>\$</b>	<b>109,100.00</b>	<b>0.0%</b>	<b>2.1%</b>
<b><u>CAPITAL</u></b>							
Capital Improvement	\$	400,000.00	7.4%	\$	375,000.00	-6.3%	7.4%
Building	\$	155,000.00	6.5%	\$	30,000.00	-80.6%	0.6%
Furniture & Equipment	\$	65,000.00	2.6%	\$	60,000.00	-7.7%	1.2%
<b>Total</b>	<b>\$</b>	<b>620,000.00</b>	<b>12.6%</b>	<b>\$</b>	<b>465,000.00</b>	<b>-25.0%</b>	<b>9.1%</b>
<b>Total Expenses</b>	<b>\$</b>	<b>4,910,230.00</b>	<b>100.0%</b>	<b>\$</b>	<b>5,088,392.00</b>	<b>3.6%</b>	<b>100.0%</b>

		FY24-25	% of	FY25-26	FY25-26	% of
		APPROVED	Budget	DRAFT	% Change	Budget
INCOME		7/1/24-6/30/25		7/1/25-6/30/26		
REVENUE						
Property Tax Collections		\$ 399,690.00	100.0%	\$478,670.00	19.8%	100.0%
TOTAL		\$ 399,690.00	100.0%	\$478,670.00	19.8%	100.0%
EXPENSES						
EXPENSES						
Northfield Lease		\$ 72,500.00	18.2%	\$74,602.00	2.9%	15.6%
Janitorial Supplies		\$ 11,000.00	2.8%	\$9,500.00	-13.6%	2.0%
Snow Removal		\$ 9,000.00	2.3%	\$13,000.00	44.4%	2.7%
Building Maintenance		\$ 113,000.00	28.3%	\$113,000.00	0.0%	23.6%
Elevators		\$ 10,000.00	2.5%	\$3,000.00	-70.0%	0.6%
Landscaping		\$ 20,000.00	5.0%	\$15,000.00	-25.0%	3.1%
HVAC		\$ 11,200.00	2.8%	\$23,000.00	105.4%	4.8%
Automatic Doors		\$ 7,500.00	1.9%	\$7,500.00	0.0%	1.6%
Roof		\$ 700.00	0.2%	\$1,400.00	100.0%	0.3%
Alarms & Security		\$ 6,000.00	1.5%	\$15,000.00	150.0%	3.1%
Equipment		\$ 2,100.00	0.5%	\$2,100.00	0.0%	0.4%
Electrical		\$ 7,000.00	1.8%	\$55,000.00	685.7%	11.5%
Plumbing		\$ 1,500.00	0.4%	\$3,700.00	146.7%	0.8%
Building Appraisal		\$ 500.00	0.1%	\$500.00	0.0%	0.1%
Flooring & Painting		\$ 125,000.00	31.3%	\$10,000.00	-92.0%	2.1%
Furniture & Shelving		\$ -	0.0%	\$130,000.00	#DIV/0!	27.2%
Miscellaneous		\$ 2,000.00	0.5%	\$2,000.00	0.0%	0.4%
TOTAL		\$ 399,000.00	100.0%	\$478,302.00	19.9%	100.0%