

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

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

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

AGENDA

Monday, April 19, 2021

- I. Call to Order**
- II. Roll Call**
- III. Public Comments**
- IV. Vote to Approve Minutes**
 - Approve Minutes of the March 15, 2021 Regular Meeting*
- V. Financial Report**
 - Approve March 2021 Financial Statements*
- VI. Library Reports**
 - Director's Report* (Director Dombrowski)
 - Board President's Comments (President Ruiz-Funes)
- VII. Liaisons to Other Organizations – Reports**
 - Winnetka Village (Trustee Johnson)
 - Northfield Village (?)
- VIII. Unfinished Business**
 - Update on Northfield Refresh Project
 - Update on Window Replacement Project
 - Update on Strategic Plan
- IX. New Business**
 - Approval of Succession Plan*
 - Adoption of Revised Investment Policy*
 - Question of Returning to In-Person Meetings
- X. Communications**
 - The Library will be closing one hour early on Friday, May 7th, so staff can participate in a strategic planning workshop that evening.
 - The next regular meeting will be held on Monday, May 17 at 7pm.

*Attachments

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

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

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

- Statements of Economic Interest must be filed by May 1. If you have not already, please check your library email (and spam folder) and file as soon as possible

XI. Public Comments

XII. Adjourn to Closed Session

- **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.

XIII. Return to Open Session

XIV. Adjournment

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

March 15, 2021

I. Call to Order

The meeting was held virtually via Zoom due to the COVID-19 pandemic. President Ruiz-Funes called the meeting to order at 7:02 p.m. A quorum was present.

II. Roll Call

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

Absent: Trustee Raheela Anwar

Present were library employees Nicola White (Administrative Assistant) and Mark Swenson (Information Technology Manager). Present was Marc Futterman from CIVICTechnologies. Present was John Shales from SMC. Present was Winnetka resident Jeffrey Liss. Present was Northfield resident Sue Kelly.

III. Public Comments

No public comments.

IV. Vote to Approve Minutes

- Vote to Approve Minutes of the February 15, 2021 Regular Meeting
- Vote to Approve Minutes of the March 1, 2021 Study Session

A MOTION was made by Trustee Casale MacNally to approve the Minutes of the February 15, 2021 Regular Meeting and seconded by Trustee Vandergrift.

The MOTION passed on a voice vote.

A MOTION was made by Trustee Casale MacNally to approve the Minutes of the March 1, 2021 Study Session and seconded by Trustee Gosselin.

The MOTION passed on a voice vote.

V. Financial Report

Director Dombrowski presented the February 2021 Financial Statements.

A MOTION was made by Trustee Vandergrift to approve the February 2021 Financial Statements and seconded by Trustee Munoz.

The MOTION passed on a voice vote.

VI. Library Report

LIBRARY DIRECTOR'S REPORT:

Director Dombrowski reported:

- The District was thrilled to reopen both buildings to patrons this month
- There were several work anniversaries this month highlighted in her written report
- Program attendance continues to trend upward, and the District offered less programs this February compared to February 2020 but had more attendees
- Director Dombrowski has been monitoring visitorship trends using the District's people counter
- The District saw an immediate spike in physical circulation after reopening
- Director Dombrowski has been communicating with the Village of Winnetka in hopes of receiving COVID-19 vaccines for District staff

BOARD PRESIDENT'S COMMENTS:

President Ruiz-Funes reported:

- The trustees' thoughts are with those directly affected by COVID-19 and they wish to thank the first responders and essential workers for their efforts, as well as all library staff.
- President Ruiz-Funes thanked the trustees for their input on the upcoming strategic plan
- There is a new Winnetka Caucus administration

VII. Liaisons to Other Organizations-Reports

- *Winnetka Village*- Trustee Johnson reported on the planned unit development of a three-story building on Green Bay Road.
- *Northfield Village*- Nothing reported.

VIII. Unfinished Business

- *Update on Leak in Basement at Winnetka Branch*
Director Dombrowski reported that after the new ejector pump was installed, it was discovered that the floats that determine the water level

were not functioning correctly. The plumbing company came back out to replace them, and we do not anticipate any more water leaks going forward.

- *Budget for Northfield Branch Refresh*
Director Dombrowski reported that the total cost for adding a new skim coat and replacing the carpet and tile, new paint, shelving removal, and project supervision comes out to \$64,371.00 and is expected to be completed in May.

The Board agreed to move forward with Northfield Branch refresh.

- *Winnetka Building Window Replacement Estimate/Timeline*
John Shales from SMC presented the Winnetka Building Window Replacement project proposal. He expects the asbestos work to begin in late June and the new windows to start being installed in July.

Trustee Casale MacNally suggested reaching out to the Village, the District's insurance company, and the District's power company to see if there will be any cost savings by completing this project and becoming more energy efficient. She also suggested looking into green grants.

Trustee Johnson suggested finding a New Trier student to take on the project of determining how much the District would be saving in utility costs as a result of the new windows.

The Board agreed to proceed with the Winnetka building window replacement project.

IX. New Business

- *Strategic Planning Proposal from CIVICTechnologies*
Marc Futterman from CIVICTechnologies presented his proposal to the trustees.

The Board agreed to move forward with CIVICTechnologies as their strategic planning consultant.

X. Communications

- *The next regular meeting will be held on Monday, April 19 at 7 p.m.*

XI. Public Comments

Winnetka resident Jeffrey Liss commented on the window replacement project and strategic planning proposal.

Northfield resident Sue Kelly complimented Director Dombrowski for promoting from within and expressed excitement about the Studio being reopened.

XII. Adjournment

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

The MOTION passed on a voice vote and President Ruiz-Funes adjourned the meeting at 8:59 p.m.

Respectfully submitted,

Nicola White
Recording Secretary

_____ Jean-Paul Ruiz-Funes, President

_____ Katherine Casale MacNally, Secretary

Winnetka-Northfield Public Library District

All Funds Summary

For the 9 Months Ended March 31, 2021

Ideal Budget Percentage Spent: 75.00%

| | <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 | 4,142,360.00 | 3,106,770.00 | 3,811,802.41 | 92.02 % | 705,032.41 |
| IMRF Fund | 100,000.00 | 75,000.00 | 88,842.01 | 88.84 % | 13,842.01 |
| FICA Fund | 40,000.00 | 30,000.00 | 35,537.33 | 88.84 % | 5,537.33 |
| Building Fund | 152,000.00 | 114,000.00 | 135,040.17 | 88.84 % | 21,040.17 |
| Unemployment Fund | 10.00 | 7.50 | 8.81 | 88.10 % | 1.31 |
| Total Revenues | <u>4,434,370.00</u> | <u>3,325,777.50</u> | <u>4,071,230.73</u> | <u>91.81 %</u> | <u>745,453.23</u> |
| Expenses | | | | | |
| Library Fund | 3,476,896.00 | 2,607,672.00 | 2,140,863.06 | 61.57 % | (466,808.94) |
| IMRF Fund | 111,000.00 | 83,250.00 | 86,548.25 | 77.97 % | 3,298.25 |
| FICA Fund | 123,000.00 | 92,250.00 | 75,615.16 | 61.48 % | (16,634.84) |
| Building Fund | 320,000.00 | 240,000.00 | 187,197.22 | 58.50 % | (52,802.78) |
| Unemployment Fund | 5,000.00 | 3,750.00 | 6,292.00 | 125.84 % | 2,542.00 |
| Total Expenses | <u>4,035,896.00</u> | <u>3,026,922.00</u> | <u>2,496,515.69</u> | <u>61.86 %</u> | <u>(530,406.31)</u> |
| Total Revenues | 4,434,370.00 | 3,325,777.50 | 4,071,230.73 | 91.81 % | 745,453.23 |
| Total Expenses | <u>4,035,896.00</u> | <u>3,026,922.00</u> | <u>2,496,515.69</u> | <u>61.86 %</u> | <u>530,406.31</u> |
| Excess Revenues less Expenses | <u>398,474.00</u> | <u>298,855.50</u> | <u>1,574,715.04</u> | <u>395.19 %</u> | <u>1,275,859.54</u> |

Winnetka-Northfield Public Library District
Library Fund Summary

For the 9 Months Ended March 31, 2021

Ideal Budget Percentage Spent: 75.00%

| | <u>Annual Budget</u> | <u>Prorated Budget</u> | <u>Year-to-Date Actual</u> | <u>% of Budget</u> | <u>Variance vs. Prorated Budget</u> |
|--------------------------------------|--------------------------|----------------------------|--------------------------------|------------------------|---|
| Operating Revenue | | | | | |
| Property Tax | 3,916,860.00 | 2,937,645.00 | 3,605,644.77 | 92.05 % | 667,999.77 |
| Replacement Tax | 20,000.00 | 15,000.00 | 23,619.32 | 118.10 % | 8,619.32 |
| Collections | 126,000.00 | 94,500.00 | 126,034.21 | 100.03 % | 31,534.21 |
| Materials | 9,500.00 | 7,125.00 | 1,238.57 | 13.04 % | (5,886.43) |
| Other Income | 70,000.00 | 52,500.00 | 55,265.54 | 78.95 % | 2,765.54 |
| Total Operating Revenue | <u>4,142,360.00</u> | <u>3,106,770.00</u> | <u>3,811,802.41</u> | <u>92.02 %</u> | <u>705,032.41</u> |
| Operating Expenses | | | | | |
| Personnel | 1,790,000.00 | 1,342,500.00 | 1,190,309.29 | 66.50 % | (152,190.71) |
| Administration | 229,106.00 | 171,829.50 | 163,943.67 | 71.56 % | (7,885.83) |
| Utilities | 97,700.00 | 73,275.00 | 52,503.75 | 53.74 % | (20,771.25) |
| IT Services | 171,250.00 | 128,437.50 | 91,616.56 | 53.50 % | (36,820.94) |
| Public Relations | 45,000.00 | 33,750.00 | 21,622.44 | 48.05 % | (12,127.56) |
| Library Materials - Adult | 576,750.00 | 432,562.50 | 389,095.32 | 67.46 % | (43,467.18) |
| Library Materials - Youth | 85,900.00 | 64,425.00 | 47,199.74 | 54.95 % | (17,225.26) |
| Programs | 71,190.00 | 53,392.50 | 28,304.61 | 39.76 % | (25,087.89) |
| Capital | 410,000.00 | 307,500.00 | 156,267.68 | 38.11 % | (151,232.32) |
| Total Operating Expenses | <u>3,476,896.00</u> | <u>2,607,672.00</u> | <u>2,140,863.06</u> | <u>61.57 %</u> | <u>(466,808.94)</u> |
| Total Revenues | 4,142,360.00 | 3,106,770.00 | 3,811,802.41 | 92.02 % | 705,032.41 |
| Total Expenses | <u>3,476,896.00</u> | <u>2,607,672.00</u> | <u>2,140,863.06</u> | <u>61.57 %</u> | <u>(466,808.94)</u> |
| Excess Revenues less Expenses | <u>665,464.00</u> | <u>499,098.00</u> | <u>1,670,939.35</u> | <u>251.09 %</u> | <u>1,171,841.35</u> |

Winnetka-Northfield Public Library District

Statement of Revenues and Expenditures - Modified Cash Basis

For the 9 Months Ended March 31, 2021

Ideal Budget Percentage Spent: 75.00%

| | Annual Budget | Prorated Budget | Year to Date Actual | % of Budget | Variance vs. Prorated Budget |
|--------------------------------------|------------------|--------------------|------------------------|----------------|------------------------------------|
| LIBRARY FUND | | | | | |
| Revenues | | | | | |
| Taxes | | | | | |
| Property Taxes Collections | 3,916,860.00 | 2,937,645.00 | 3,587,431.15 | 91.59 % | 649,786.15 |
| Property Taxes Collections-Liability | 0.00 | 0.00 | 11,549.75 | 0.00 | 11,549.75 |
| Property Taxes Collections-Audit | 0.00 | 0.00 | 6,663.87 | 0.00 | 6,663.87 |
| Replacement Tax | 20,000.00 | 15,000.00 | 23,619.32 | 118.10 % | 8,619.32 |
| Total Taxes | 3,936,860.00 | 2,952,645.00 | 3,629,264.09 | 92.19 % | 676,619.09 |
| Collections | | | | | |
| Per Capita Grant | 15,000.00 | 11,250.00 | 23,172.25 | 154.48 % | 11,922.25 |
| Kenilworth Services | 100,000.00 | 75,000.00 | 99,529.97 | 99.53 | 24,529.97 |
| Fines - Winnetka | 8,000.00 | 6,000.00 | 1,226.15 | 15.33 | (4,773.85) |
| Studio Fees | 1,000.00 | 750.00 | 249.43 | 24.94 | (500.57) |
| Lost/Damaged Mat.-Winnetka | 2,000.00 | 1,500.00 | 1,829.41 | 91.47 | 329.41 |
| Library Programs - Winnetka | 0.00 | 0.00 | 27.00 | 0.00 | 27.00 |
| Total Collections | 126,000.00 | 94,500.00 | 126,034.21 | 100.03 % | 31,534.21 |
| Materials | | | | | |
| Copy/Printing - Winnetka | 7,500.00 | 5,625.00 | 73.35 | 0.98 % | (5,551.65) |
| Book Sales - Winnetka | 2,000.00 | 1,500.00 | 1,165.22 | 58.26 | (334.78) |
| Total Materials | 9,500.00 | 7,125.00 | 1,238.57 | 13.04 % | (5,886.43) |
| Other Income | | | | | |
| Checking Interest Income | 50,000.00 | 37,500.00 | 3,896.89 | 7.79 % | (33,603.11) |
| Byline Bank IMA Interest | 0.00 | 0.00 | 37,678.87 | 0.00 | 37,678.87 |
| Change on Investment Value | 0.00 | 0.00 | (1,572.00) | 0.00 | (1,572.00) |
| Money Market-Interest | 0.00 | 0.00 | 21.78 | 0.00 | 21.78 |
| Gift Fund (over \$100) | 0.00 | 0.00 | 200.00 | 0.00 | 200.00 |
| Gift Fund (under \$100) | 0.00 | 0.00 | 40.00 | 0.00 | 40.00 |
| Friends Donations | 20,000.00 | 15,000.00 | 15,000.00 | 75.00 | 0.00 |
| Total Other Income | 70,000.00 | 52,500.00 | 55,265.54 | 78.95 % | 2,765.54 |
| Total Revenue | 4,142,360.00 | 3,106,770.00 | 3,811,802.41 | 92.02 % | 705,032.41 |

Winnetka-Northfield Public Library District

Statement of Revenues and Expenditures - Modified Cash Basis

For the 9 Months Ended March 31, 2021

Ideal Budget Percentage Spent: 75.00%

| | Annual Budget | Prorated Budget | Year to Date Actual | % of Budget | Variance vs. Prorated Budget |
|-----------------------------------|---------------------|---------------------|------------------------|----------------|------------------------------------|
| LIBRARY FUND | | | | | |
| Expenses | | | | | |
| Personnel | | | | | |
| Salaries | 1,610,000.00 | 1,207,500.00 | 1,063,891.86 | 66.08 % | (143,608.14) |
| Health Insurance | 155,000.00 | 116,250.00 | 118,378.45 | 76.37 | 2,128.45 |
| Flu Vaccination | 500.00 | 375.00 | 125.52 | 25.10 | (249.48) |
| Employee Asst. Program | 1,500.00 | 1,125.00 | 0.00 | 0.00 | (1,125.00) |
| Conferences | 20,000.00 | 15,000.00 | 5,410.02 | 27.05 | (9,589.98) |
| Flexible Spending Account | 3,000.00 | 2,250.00 | 2,503.44 | 83.45 | 253.44 |
| Total Personnel | 1,790,000.00 | 1,342,500.00 | 1,190,309.29 | 66.50 % | (152,190.71) |
| Administration | | | | | |
| Audit Fees | 12,000.00 | 9,000.00 | 12,000.00 | 100.00 % | 3,000.00 |
| Library Supplies | 38,500.00 | 28,875.00 | 17,746.00 | 46.09 | (11,129.00) |
| Office Supplies | 8,000.00 | 6,000.00 | 4,661.84 | 58.27 | (1,338.16) |
| Breakroom Supplies | 1,500.00 | 1,125.00 | 1,415.09 | 94.34 | 290.09 |
| Postage | 4,500.00 | 3,375.00 | 1,688.24 | 37.52 | (1,686.76) |
| Hospitality | 5,400.00 | 4,050.00 | 161.27 | 2.99 | (3,888.73) |
| Accounting and Bookkeeping | 20,000.00 | 15,000.00 | 15,836.00 | 79.18 | 836.00 |
| Legal Notices | 1,000.00 | 750.00 | 3,094.00 | 309.40 | 2,344.00 |
| Delivery Service | 8,000.00 | 6,000.00 | 2,891.67 | 36.15 | (3,108.33) |
| Payroll Services | 10,000.00 | 7,500.00 | 6,325.47 | 63.25 | (1,174.53) |
| Liability Insurance Costs | 30,000.00 | 22,500.00 | 20,742.00 | 69.14 | (1,758.00) |
| ILL Fees | 150.00 | 112.50 | 0.00 | 0.00 | (112.50) |
| Board Expenses | 1,000.00 | 750.00 | 213.07 | 21.31 | (536.93) |
| Memberships | 6,000.00 | 4,500.00 | 2,551.00 | 42.52 | (1,949.00) |
| Staff Recognition/Events/Meetings | 5,000.00 | 3,750.00 | 1,898.32 | 37.97 | (1,851.68) |
| Director's Expenses | 500.00 | 375.00 | 0.00 | 0.00 | (375.00) |
| Legal | 15,000.00 | 11,250.00 | 13,137.30 | 87.58 | 1,887.30 |
| Architects | 0.00 | 0.00 | 4,844.30 | 0.00 | 4,844.30 |
| Building Appraisal | 500.00 | 375.00 | 0.00 | 0.00 | (375.00) |
| Other Consultations | 62,056.00 | 46,542.00 | 20,038.05 | 32.29 | (26,503.95) |
| Investment Fees | 0.00 | 0.00 | 5,536.21 | 0.00 | 5,536.21 |
| HR Consultant | 0.00 | 0.00 | 27,857.50 | 0.00 | 27,857.50 |
| Telephone Equipment Expenses | 0.00 | 0.00 | 300.00 | 0.00 | 300.00 |
| Miscellaneous | 0.00 | 0.00 | 1,006.34 | 0.00 | 1,006.34 |
| Total Administration | 229,106.00 | 171,829.50 | 163,943.67 | 71.56 % | (7,885.83) |
| Utilities | | | | | |
| Electricity - Winnetka | 49,000.00 | 36,750.00 | 29,859.17 | 60.94 % | (6,890.83) |
| Water - Winnetka | 5,700.00 | 4,275.00 | 1,671.66 | 29.33 | (2,603.34) |
| Storm Sewer - Winnetka | 1,900.00 | 1,425.00 | 1,065.28 | 56.07 | (359.72) |
| Natural Gas - Winnetka | 14,000.00 | 10,500.00 | 7,272.91 | 51.95 | (3,227.09) |
| Telephone - Winnetka | 10,000.00 | 7,500.00 | 3,615.99 | 36.16 | (3,884.01) |
| Internet Services | 17,100.00 | 12,825.00 | 9,018.74 | 52.74 | (3,806.26) |
| Total Utilities | 97,700.00 | 73,275.00 | 52,503.75 | 53.74 % | (20,771.25) |
| Information Technology | | | | | |
| CCS Operating | 83,250.00 | 62,437.50 | 53,728.36 | 64.54 % | (8,709.14) |
| Software | 35,000.00 | 26,250.00 | 15,661.85 | 44.75 | (10,588.15) |
| LAN Management | 50,000.00 | 37,500.00 | 17,896.34 | 35.79 | (19,603.66) |
| Hardware | 0.00 | 0.00 | 3,138.98 | 0.00 | 3,138.98 |

Winnetka-Northfield Public Library District

Statement of Revenues and Expenditures - Modified Cash Basis

For the 9 Months Ended March 31, 2021

Ideal Budget Percentage Spent: 75.00%

| | Annual Budget | Prorated Budget | Year to Date Actual | % of Budget | Variance vs. Prorated Budget |
|--|------------------|--------------------|------------------------|----------------|------------------------------------|
| LIBRARY FUND | | | | | |
| Technology/Website | 3,000.00 | 2,250.00 | 1,191.03 | 39.70 | (1,058.97) |
| Total Information Technology | 171,250.00 | 128,437.50 | 91,616.56 | 53.50 % | (36,820.94) |
| Public Relations | | | | | |
| PR E-Marketing | 1,500.00 | 1,125.00 | 975.00 | 65.00 % | (150.00) |
| PR Promotional | 7,000.00 | 5,250.00 | 3,036.36 | 43.38 | (2,213.64) |
| PR Source | 25,000.00 | 18,750.00 | 14,916.59 | 59.67 | (3,833.41) |
| PR Supplies | 8,000.00 | 6,000.00 | 1,603.49 | 20.04 | (4,396.51) |
| PR Advertising | 3,500.00 | 2,625.00 | 1,091.00 | 31.17 | (1,534.00) |
| Total Public Relations | 45,000.00 | 33,750.00 | 21,622.44 | 48.05 % | (12,127.56) |
| Library Materials - Adult | | | | | |
| Books-Fiction-Adult-Winnetka | 79,000.00 | 59,250.00 | 53,449.86 | 67.66 % | (5,800.14) |
| Books-Non-Fiction-Adult-Winnetka | 77,000.00 | 57,750.00 | 50,992.42 | 66.22 | (6,757.58) |
| Periodicals-Winnetka | 28,000.00 | 21,000.00 | 3,628.61 | 12.96 | (17,371.39) |
| DVDs-Adult-Winnetka | 53,000.00 | 39,750.00 | 21,313.42 | 40.21 | (18,436.58) |
| Audio Books-Adult-Winnetka | 22,000.00 | 16,500.00 | 13,236.82 | 60.17 | (3,263.18) |
| Books-Digital-Winnetka | 212,750.00 | 159,562.50 | 161,259.53 | 75.80 | 1,697.03 |
| Online Database | 105,000.00 | 78,750.00 | 85,214.66 | 81.16 | 6,464.66 |
| Total Library Materials - Adult | 576,750.00 | 432,562.50 | 389,095.32 | 67.46 % | (43,467.18) |
| Library Materials - Youth | | | | | |
| Books-Fiction-Juv-Winnetka | 18,000.00 | 13,500.00 | 11,073.64 | 61.52 % | (2,426.36) |
| Books-Non-Fiction, Easy, & JH-Winnetka | 17,000.00 | 12,750.00 | 7,373.84 | 43.38 | (5,376.16) |
| DVDs-Juv-Winnetka | 12,500.00 | 9,375.00 | 4,380.39 | 35.04 | (4,994.61) |
| Audio Books-Juv-Winnetka | 8,000.00 | 6,000.00 | 5,823.99 | 72.80 | (176.01) |
| Music-Juv-Winnetka | 900.00 | 675.00 | 0.00 | 0.00 | (675.00) |
| Books-Easy-Winnetka | 18,000.00 | 13,500.00 | 12,907.61 | 71.71 | (592.39) |
| Books-Jr. High-Winnetka | 11,500.00 | 8,625.00 | 5,640.27 | 49.05 | (2,984.73) |
| Total Library Materials - Youth | 85,900.00 | 64,425.00 | 47,199.74 | 54.95 % | (17,225.26) |
| Programs | | | | | |
| Summer Reading | 9,990.00 | 7,492.50 | 3,184.33 | 31.88 % | (4,308.17) |
| Studio General Supplies | 6,750.00 | 5,062.50 | 155.19 | 2.30 | (4,907.31) |
| OBTV | 15,300.00 | 11,475.00 | 637.50 | 4.17 | (10,837.50) |
| Programming - Youth | 14,850.00 | 11,137.50 | 11,362.43 | 76.51 | 224.93 |
| Programming - Adult | 19,800.00 | 14,850.00 | 12,965.16 | 65.48 | (1,884.84) |
| Studio Maintenance/Repair | 4,500.00 | 3,375.00 | 0.00 | 0.00 | (3,375.00) |
| Total Programs | 71,190.00 | 53,392.50 | 28,304.61 | 39.76 % | (25,087.89) |
| Capital | | | | | |
| Capital Outlay | 0.00 | 0.00 | 107,037.55 | 0.00 % | 107,037.55 |
| Building | 84,785.00 | 63,588.75 | 1,756.73 | 2.07 | (61,832.02) |
| Equipment/Furniture | 250,000.00 | 187,500.00 | 16,554.75 | 6.62 | (170,945.25) |
| Computer Equipment | 75,215.00 | 56,411.25 | 30,918.65 | 41.11 | (25,492.60) |
| Total Capital | 410,000.00 | 307,500.00 | 156,267.68 | 38.11 % | (151,232.32) |
| Total Expenses | 3,476,896.00 | 2,607,672.00 | 2,140,863.06 | 61.57 % | (466,808.94) |
| Excess Revenues less Expenses | 665,464.00 | 499,098.00 | 1,670,939.35 | 251.09 % | 11 1,171,841.35 |

Winnetka-Northfield Public Library District
Statement of Revenues and Expenditures - Modified Cash Basis
For the 9 Months Ended March 31, 2021

Ideal Budget Percentage Spent: 75.00%

| | <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 | 152,000.00 | 114,000.00 | 135,040.17 | 88.84 % | 21,040.17 |
| Total Revenue | <u>152,000.00</u> | <u>114,000.00</u> | <u>135,040.17</u> | <u>88.84 %</u> | <u>21,040.17</u> |
| Expenses | | | | | |
| Northfield Lease | 66,000.00 | 49,500.00 | 42,721.68 | 64.73 % | (6,778.32) |
| Janitorial Supplies | 13,176.00 | 9,882.00 | 7,301.21 | 55.41 | (2,580.79) |
| Snow Removal | 8,960.00 | 6,720.00 | 9,319.17 | 104.01 | 2,599.17 |
| Photocopier Leases | 44,800.00 | 33,600.00 | 8,595.19 | 19.19 | (25,004.81) |
| Phone Lease | 10,752.00 | 8,064.00 | 3,839.86 | 35.71 | (4,224.14) |
| Building Maintenance Service | 123,200.00 | 92,400.00 | 82,046.97 | 66.60 | (10,353.03) |
| Elevators | 8,960.00 | 6,720.00 | 6,325.74 | 70.60 | (394.26) |
| Landscaping | 5,600.00 | 4,200.00 | 4,026.16 | 71.90 | (173.84) |
| HVAC | 11,200.00 | 8,400.00 | 6,456.00 | 57.64 | (1,944.00) |
| Automatic Doors | 3,920.00 | 2,940.00 | 1,612.37 | 41.13 | (1,327.63) |
| Roof | 672.00 | 504.00 | 0.00 | 0.00 | (504.00) |
| Alarms | 3,080.00 | 2,310.00 | 2,428.54 | 78.85 | 118.54 |
| Equipment | 4,480.00 | 3,360.00 | 5,499.32 | 122.75 | 2,139.32 |
| Misc Services | 15,200.00 | 11,400.00 | 7,025.01 | 46.22 | (4,374.99) |
| Total Expenses | <u>320,000.00</u> | <u>240,000.00</u> | <u>187,197.22</u> | <u>58.50 %</u> | <u>(52,802.78)</u> |
| Excess Revenues less Expenses | <u>\$ (168,000.00)</u> | <u>\$ (126,000.00)</u> | <u>\$ (52,157.05)</u> | <u>31.05 %</u> | <u>73,842.95</u> |

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

March 1, 2021 - March 31, 2021

| Payee/Account # | Account Description | Description | Amount | Check Number | Check Date | Check Amount |
|------------------------------------|-----------------------------------|---|--------|--------------|------------|---------------|
| Vendor Checks | | | | | | |
| Art Excursions, Inc. (Jeff Mishur) | | | | 3102 | 03/04/21 | <u>350.00</u> |
| 10-0-5908 | Programming - Adult | Art Excursions, Inc. (Jeff Mishur) - Images of the Roaring Twenties | 350.00 | | | |
| AT&T | | | | 3103 | 03/04/21 | <u>336.37</u> |
| 10-0-5176 | Internet Services | INV# S663007007-21041 | 336.37 | | | |
| Brian Michalski | | | | 3104 | 03/04/21 | <u>250.00</u> |
| 10-0-5908 | Programming - Adult | Brian Michalski - Pristine Patagonia | 250.00 | | | |
| Cheryl Rich Heisler | | | | 3105 | 03/04/21 | <u>200.00</u> |
| 10-0-5908 | Programming - Adult | Cheryl Rich Heisler - Learn the ABC's of Mixology | 200.00 | | | |
| Illinois Library Association | | | | 3106 | 03/04/21 | <u>500.00</u> |
| 10-0-5114 | Conferences | INV# 191415 | 500.00 | | | |
| Isabel Raci | | | | 3107 | 03/04/21 | <u>195.00</u> |
| 10-0-5908 | Programming - Adult | Isabel Raci - Chair Yoga | 195.00 | | | |
| Ivan Figueredo | | | | 3108 | 03/04/21 | <u>210.00</u> |
| 10-0-5907 | Programming - Youth | Ivan Figueredo - Learn & Play Class | 210.00 | | | |
| Scott Vrablik | | | | 3109 | 03/04/21 | <u>300.00</u> |
| 10-0-5907 | Programming - Youth | Scott Vrablik - Minecraft Mania | 300.00 | | | |
| Tigerlily Music | | | | 3110 | 03/04/21 | <u>500.00</u> |
| 10-0-5907 | Programming - Youth | Tigerlily Music - Wendy & DB in Concert | 500.00 | | | |
| Amara Leonard | | | | 3111 | 03/18/21 | <u>200.00</u> |
| 10-0-5907 | Programming - Youth | Amara Leonard - Improve for Tweens | 200.00 | | | |
| Cheryl Rich Heisler | | | | 3112 | 03/18/21 | <u>200.00</u> |
| 10-0-5908 | Programming - Adult | Cheryl Rich Heisler - ABC's of Mixology | 200.00 | | | |
| Gary Wenstrup | | | | 3113 | 03/18/21 | <u>220.00</u> |
| 10-0-5908 | Programming - Adult | Gary Wenstrup - Simon & Garfunkel | 220.00 | | | |
| GREAT AMERICA FINANCIAL SERVICES | | | | 3114 | 03/18/21 | <u>579.98</u> |
| 70-0-5747 | Phone Lease | INV# 28905470 | 579.98 | | | |
| Jim Gibbons | | | | 3115 | 03/18/21 | <u>275.00</u> |
| 10-0-5908 | Programming - Adult | Jim Gibbons - Notorious: The Life of RBG | 275.00 | | | |
| Jimmy Gonzalez-Vicker | | | | 3116 | 03/18/21 | <u>53.00</u> |
| 10-0-5731 | Memberships | ALA Renewal | 53.00 | | | |
| Nicola White | | | | 3117 | 03/18/21 | <u>66.55</u> |
| 10-0-5732 | Staff Recognition/Events/Meetings | Grand Food Center - Cards for staff | 14.90 | | | |
| 10-0-5732 | Staff Recognition/Events/Meetings | Grand Food Center - Fruit Salads | 19.70 | | | |

Winnetka-Northfield Public Library District

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All Bank Accounts

March 1, 2021 - March 31, 2021

| Payee/Account # | Account Description | Description | Amount | Check Number | Check Date | Check Amount |
|--------------------------------|-----------------------------------|---|----------|--------------|------------|------------------|
| 10-0-5732 | Staff Recognition/Events/Meetings | Grand Food Center - Card for staff | 4.95 | | | |
| 10-0-5732 | Staff Recognition/Events/Meetings | Victor Hlavacek - plant & pot | 27.00 | | | |
| Technology Management Rev Fund | | | | 3118 | 03/18/21 | <u>450.00</u> |
| 10-0-5176 | Internet Services | INV# T2116892 | 450.00 | | | |
| Tina Beaird | | | | 3119 | 03/18/21 | <u>150.00</u> |
| 10-0-5908 | Programming - Adult | Tina Beaird - Internet Archives for the Family Historian | 150.00 | | | |
| Wayne Endre Contracting, Inc. | | | | 3120 | 03/18/21 | <u>5,725.00</u> |
| 70-0-5740 | Snow Removal | 2/1/21 - 2/18/21 work | 5,725.00 | | | |
| Social Security Administration | | | | 3121 | 03/18/21 | <u>87.93</u> |
| 10-0-2000 | Payroll Liabilities | Jaime H Gonzalez Vicker - *8933 (3/5/21 PR) | 87.93 | | | |
| 10-0-2000 | Payroll Liabilities | Jaime H Gonzalez Vicker - *8933 (3/19/21 PR) | 87.93 | | | |
| 10-0-2000 | Payroll Liabilities | Jaime H Gonzalez Vicker - *8933 (duplicate 12/24/20 remittance) | -87.93 | | | |
| J&R Lock & Safe, Inc. | | | | 3122 | 03/22/21 | <u>175.00</u> |
| 10-0-5884 | Equipment/Furniture | INV# 0000417100 | 175.00 | | | |
| Shales McNutt Construction | | | | 3123 | 03/22/21 | <u>1,408.50</u> |
| 70-0-5782 | Equipment | INV 21-005-01 | 1,408.50 | | | |
| HR Source | | | | 16356 | 03/10/21 | <u>2,486.25</u> |
| 10-0-5745 | HR Consultant | INV# 13161 | 2,486.25 | | | |
| City Wide of Chicago | | | | 16361 | 03/10/21 | <u>10,139.25</u> |
| 70-0-5725 | Janitorial Supplies | INV# I00006644 | 197.90 | | | |
| 70-0-5725 | Janitorial Supplies | INV# I00006656 | 207.25 | | | |
| 70-0-5748 | Building Maintenance Service | INV# CON004701 | 9,000.00 | | | |
| 70-0-5799 | Misc Services | INV# I00006639 | 734.10 | | | |
| DEMCO | | | | 16362 | 03/10/21 | <u>137.71</u> |
| 10-0-5120 | Library Supplies | INV# 6913757 | 137.71 | | | |
| Warehouse Direct | | | | 16363 | 03/10/21 | <u>39.15</u> |
| 70-0-5725 | Janitorial Supplies | INV# 4899262-0 | 39.15 | | | |
| Kanopy | | | | 16364 | 03/10/21 | <u>798.00</u> |
| 10-1-5345 | Books-Digital-Winnetka | INV# 237895-PPU | 798.00 | | | |
| Baker & Taylor | | | | 16365 | 03/10/21 | <u>5,560.70</u> |
| 10-1-5447 | Books-Easy-Winnetka | Baker & Taylor | 79.05 | | | |
| 10-1-5447 | Books-Easy-Winnetka | Baker & Taylor | 12.74 | | | |
| 10-1-5447 | Books-Easy-Winnetka | Baker & Taylor | 13.49 | | | |
| 10-1-5447 | Books-Easy-Winnetka | Baker & Taylor | 16.14 | | | |
| 10-1-5447 | Books-Easy-Winnetka | Baker & Taylor | 36.36 | | | |
| 10-1-5447 | Books-Easy-Winnetka | Baker & Taylor | 12.74 | | | |
| 10-1-5447 | Books-Easy-Winnetka | Baker & Taylor | 38.07 | | | |
| 10-1-5447 | Books-Easy-Winnetka | Baker & Taylor | 2.97 | | | |

Winnetka-Northfield Public Library District

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March 1, 2021 - March 31, 2021

| Payee/Account # | Account Description | Description | Amount | Check Number | Check Date | Check Amount |
|-----------------|----------------------------------|----------------|--------|--------------|------------|--------------|
| 10-1-5447 | Books-Easy-Winnetka | Baker & Taylor | 12.74 | | | |
| 10-1-5447 | Books-Easy-Winnetka | Baker & Taylor | 78.18 | | | |
| 10-1-5447 | Books-Easy-Winnetka | Baker & Taylor | 109.42 | | | |
| 10-1-5447 | Books-Easy-Winnetka | Baker & Taylor | 74.28 | | | |
| 10-1-5447 | Books-Easy-Winnetka | Baker & Taylor | 55.70 | | | |
| 10-1-5447 | Books-Easy-Winnetka | Baker & Taylor | 53.96 | | | |
| 10-1-5447 | Books-Easy-Winnetka | Baker & Taylor | 34.33 | | | |
| 10-1-5447 | Books-Easy-Winnetka | Baker & Taylor | 26.23 | | | |
| 10-1-5447 | Books-Easy-Winnetka | Baker & Taylor | 37.14 | | | |
| 10-1-5447 | Books-Easy-Winnetka | Baker & Taylor | 38.46 | | | |
| 10-1-5447 | Books-Easy-Winnetka | Baker & Taylor | 39.72 | | | |
| 10-2-5447 | Books-Easy-Northfield | Baker & Taylor | 26.98 | | | |
| 10-2-5447 | Books-Easy-Northfield | Baker & Taylor | 24.97 | | | |
| 10-2-5447 | Books-Easy-Northfield | Baker & Taylor | 39.72 | | | |
| 10-2-5447 | Books-Easy-Northfield | Baker & Taylor | 26.23 | | | |
| 10-2-5447 | Books-Easy-Northfield | Baker & Taylor | 26.23 | | | |
| 10-2-5447 | Books-Easy-Northfield | Baker & Taylor | 5.94 | | | |
| 10-2-5447 | Books-Easy-Northfield | Baker & Taylor | 2.97 | | | |
| 10-2-5447 | Books-Easy-Northfield | Baker & Taylor | 12.74 | | | |
| 10-2-5447 | Books-Easy-Northfield | Baker & Taylor | 24.22 | | | |
| 10-2-5447 | Books-Easy-Northfield | Baker & Taylor | 11.85 | | | |
| 10-2-5447 | Books-Easy-Northfield | Baker & Taylor | 41.97 | | | |
| 10-2-5447 | Books-Easy-Northfield | Baker & Taylor | 26.23 | | | |
| 10-2-5447 | Books-Easy-Northfield | Baker & Taylor | 12.74 | | | |
| 10-2-5447 | Books-Easy-Northfield | Baker & Taylor | 16.14 | | | |
| 10-2-5447 | Books-Easy-Northfield | Baker & Taylor | 13.49 | | | |
| 10-2-5447 | Books-Easy-Northfield | Baker & Taylor | 41.95 | | | |
| 10-1-5340 | Books-Fiction-Adult-Winnetka | Baker & Taylor | 53.25 | | | |
| 10-1-5340 | Books-Fiction-Adult-Winnetka | Baker & Taylor | 179.60 | | | |
| 10-1-5340 | Books-Fiction-Adult-Winnetka | Baker & Taylor | 232.18 | | | |
| 10-2-5340 | Books-Fiction-Adult-Northfield | Baker & Taylor | 85.69 | | | |
| 10-2-5340 | Books-Fiction-Adult-Northfield | Baker & Taylor | 7.73 | | | |
| 10-2-5340 | Books-Fiction-Adult-Northfield | Baker & Taylor | 102.98 | | | |
| 10-1-5448 | Books-Jr. High-Winnetka | Baker & Taylor | 27.78 | | | |
| 10-1-5448 | Books-Jr. High-Winnetka | Baker & Taylor | 134.73 | | | |
| 10-1-5448 | Books-Jr. High-Winnetka | Baker & Taylor | 7.73 | | | |
| 10-1-5448 | Books-Jr. High-Winnetka | Baker & Taylor | 81.74 | | | |
| 10-1-5448 | Books-Jr. High-Winnetka | Baker & Taylor | 30.49 | | | |
| 10-1-5448 | Books-Jr. High-Winnetka | Baker & Taylor | 10.11 | | | |
| 10-1-5448 | Books-Jr. High-Winnetka | Baker & Taylor | 86.41 | | | |
| 10-1-5448 | Books-Jr. High-Winnetka | Baker & Taylor | 23.04 | | | |
| 10-1-5448 | Books-Jr. High-Winnetka | Baker & Taylor | 99.65 | | | |
| 10-1-5448 | Books-Jr. High-Winnetka | Baker & Taylor | 39.56 | | | |
| 10-1-5448 | Books-Jr. High-Winnetka | Baker & Taylor | 49.79 | | | |
| 10-2-5448 | Books-Jr. High-Northfield | Baker & Taylor | 97.12 | | | |
| 10-2-5448 | Books-Jr. High-Northfield | Baker & Taylor | 16.10 | | | |
| 10-2-5448 | Books-Jr. High-Northfield | Baker & Taylor | 72.65 | | | |
| 10-2-5448 | Books-Jr. High-Northfield | Baker & Taylor | 11.88 | | | |
| 10-2-5448 | Books-Jr. High-Northfield | Baker & Taylor | 6.54 | | | |
| 10-1-5341 | Books-Non-Fiction-Adult-Winnetka | Baker & Taylor | 491.31 | | | |
| 10-1-5341 | Books-Non-Fiction-Adult-Winnetka | Baker & Taylor | 245.89 | | | |

Winnetka-Northfield Public Library District

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|-----------------|------------------------------------|----------------|--------|--------------|------------|--------------|
| 10-1-5341 | Books-Non-Fiction-Adult-Winnetka | Baker & Taylor | 491.73 | | | |
| 10-1-5341 | Books-Non-Fiction-Adult-Winnetka | Baker & Taylor | 332.68 | | | |
| 10-2-5341 | Books-Non-Fiction-Adult-Northfield | Baker & Taylor | 31.07 | | | |
| 10-2-5341 | Books-Non-Fiction-Adult-Northfield | Baker & Taylor | 52.55 | | | |
| 10-2-5341 | Books-Non-Fiction-Adult-Northfield | Baker & Taylor | 64.40 | | | |
| 10-0-5120 | Library Supplies | Baker & Taylor | 19.11 | | | |
| 10-0-5120 | Library Supplies | Baker & Taylor | 6.77 | | | |
| 10-0-5120 | Library Supplies | Baker & Taylor | 20.05 | | | |
| 10-0-5120 | Library Supplies | Baker & Taylor | 23.20 | | | |
| 10-0-5120 | Library Supplies | Baker & Taylor | 17.98 | | | |
| 10-0-5120 | Library Supplies | Baker & Taylor | 12.86 | | | |
| 10-0-5120 | Library Supplies | Baker & Taylor | 17.53 | | | |
| 10-0-5120 | Library Supplies | Baker & Taylor | 46.04 | | | |
| 10-0-5120 | Library Supplies | Baker & Taylor | 4.22 | | | |
| 10-0-5120 | Library Supplies | Baker & Taylor | 0.77 | | | |
| 10-0-5120 | Library Supplies | Baker & Taylor | 7.10 | | | |
| 10-0-5120 | Library Supplies | Baker & Taylor | 5.27 | | | |
| 10-0-5120 | Library Supplies | Baker & Taylor | 5.28 | | | |
| 10-0-5120 | Library Supplies | Baker & Taylor | 5.27 | | | |
| 10-0-5120 | Library Supplies | Baker & Taylor | 11.43 | | | |
| 10-0-5120 | Library Supplies | Baker & Taylor | 13.41 | | | |
| 10-0-5120 | Library Supplies | Baker & Taylor | 15.03 | | | |
| 10-0-5120 | Library Supplies | Baker & Taylor | 6.12 | | | |
| 10-0-5120 | Library Supplies | Baker & Taylor | 1.05 | | | |
| 10-0-5120 | Library Supplies | Baker & Taylor | 8.43 | | | |
| 10-0-5120 | Library Supplies | Baker & Taylor | 5.41 | | | |
| 10-0-5120 | Library Supplies | Baker & Taylor | 11.05 | | | |
| 10-0-5120 | Library Supplies | Baker & Taylor | 2.11 | | | |
| 10-0-5120 | Library Supplies | Baker & Taylor | 15.87 | | | |
| 10-0-5120 | Library Supplies | Baker & Taylor | 14.08 | | | |
| 10-0-5120 | Library Supplies | Baker & Taylor | 4.39 | | | |
| 10-0-5120 | Library Supplies | Baker & Taylor | 2.24 | | | |
| 10-0-5120 | Library Supplies | Baker & Taylor | 1.43 | | | |
| 10-0-5120 | Library Supplies | Baker & Taylor | 14.51 | | | |
| 10-0-5120 | Library Supplies | Baker & Taylor | 1.06 | | | |
| 10-0-5120 | Library Supplies | Baker & Taylor | 12.56 | | | |
| 10-0-5120 | Library Supplies | Baker & Taylor | 13.62 | | | |
| 10-0-5120 | Library Supplies | Baker & Taylor | 2.14 | | | |
| 10-0-5120 | Library Supplies | Baker & Taylor | 1.06 | | | |
| 10-0-5120 | Library Supplies | Baker & Taylor | 2.11 | | | |
| 10-1-5440 | Books-Fiction-Juv-Winnetka | Baker & Taylor | 114.33 | | | |
| 10-1-5440 | Books-Fiction-Juv-Winnetka | Baker & Taylor | 66.07 | | | |
| 10-1-5440 | Books-Fiction-Juv-Winnetka | Baker & Taylor | 7.73 | | | |
| 10-2-5440 | Books-Fiction-Juv-Northfield | Baker & Taylor | 303.61 | | | |
| 10-2-5440 | Books-Fiction-Juv-Northfield | Baker & Taylor | 31.14 | | | |
| 10-2-5440 | Books-Fiction-Juv-Northfield | Baker & Taylor | 32.07 | | | |
| 10-2-5440 | Books-Fiction-Juv-Northfield | Baker & Taylor | 29.61 | | | |

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|-------------------------|--|-----------------|----------|--------------|------------|-----------------|
| 10-1-5441 | Books-Non-Fiction, Easy, & JH-Winnetka | Baker & Taylor | 54.71 | | | |
| 10-1-5441 | Books-Non-Fiction, Easy, & JH-Winnetka | Baker & Taylor | 24.78 | | | |
| 10-1-5441 | Books-Non-Fiction, Easy, & JH-Winnetka | Baker & Taylor | 83.17 | | | |
| 10-2-5441 | Books-Non-Fiction, Easy, & JH-Northfield | Baker & Taylor | 54.71 | | | |
| 10-2-5441 | Books-Non-Fiction, Easy, & JH-Northfield | Baker & Taylor | 73.94 | | | |
| 10-2-5441 | Books-Non-Fiction, Easy, & JH-Northfield | Baker & Taylor | 41.80 | | | |
| Midwest Tape | | | | 16366 | 03/10/21 | <u>572.41</u> |
| 10-1-5443 | DVDs-Juv-Winnetka | Midwest Tape | 78.71 | | | |
| 10-2-5443 | DVDs-Juv-Northfield | Midwest Tape | 17.24 | | | |
| 10-2-5443 | DVDs-Juv-Northfield | Midwest Tape | 56.22 | | | |
| 10-1-5343 | DVDs-Adult-Winnetka | Midwest Tape | 260.88 | | | |
| 10-2-5343 | DVDs-Adult-Northfield | Midwest Tape | 40.48 | | | |
| 10-2-5343 | DVDs-Adult-Northfield | Midwest Tape | 19.49 | | | |
| 10-2-5344 | Audio Books-Adult-Northfield | Midwest Tape | 36.99 | | | |
| 10-0-5120 | Library Supplies | Midwest Tape | 7.50 | | | |
| 10-0-5120 | Library Supplies | Midwest Tape | 2.50 | | | |
| 10-0-5120 | Library Supplies | Midwest Tape | 5.00 | | | |
| 10-0-5120 | Library Supplies | Midwest Tape | 4.90 | | | |
| 10-0-5120 | Library Supplies | Midwest Tape | 10.00 | | | |
| 10-0-5120 | Library Supplies | Midwest Tape | 2.50 | | | |
| 10-0-5120 | Library Supplies | Midwest Tape | 30.00 | | | |
| Baker & Taylor | | | | 16367 | 03/10/21 | <u>411.46</u> |
| 10-1-5340 | Books-Fiction-Adult-Winnetka | Baker & Taylor | 228.94 | | | |
| 10-2-5340 | Books-Fiction-Adult-Northfield | Baker & Taylor | 160.95 | | | |
| 10-0-5120 | Library Supplies | Baker & Taylor | 21.57 | | | |
| Midwest Tape | | | | 16368 | 03/10/21 | <u>33.63</u> |
| 10-1-5443 | DVDs-Juv-Winnetka | Midwest Tape | 33.63 | | | |
| Baker & Taylor | | | | 16369 | 03/10/21 | <u>355.15</u> |
| 10-1-5340 | Books-Fiction-Adult-Winnetka | Baker & Taylor | 199.58 | | | |
| 10-2-5340 | Books-Fiction-Adult-Northfield | Baker & Taylor | 138.70 | | | |
| 10-0-5120 | Library Supplies | Baker & Taylor | 16.87 | | | |
| DIGITAL INSURANCE, INC. | | | | 16370 | 03/10/21 | <u>35.00</u> |
| 10-0-5115 | Flexible Spending Account | INV# 14132 | 35.00 | | | |
| Batteries Plus LLC | | | | 16371 | 03/10/21 | <u>89.35</u> |
| 70-0-5725 | Janitorial Supplies | INV# P370590141 | 89.35 | | | |
| QUILL CORPORATION | | | | 16372 | 03/10/21 | <u>153.10</u> |
| 10-0-5120 | Library Supplies | INV# 14931734 | 153.10 | | | |
| HR Source | | | | 16373 | 03/10/21 | <u>2,000.00</u> |
| 10-0-5743 | Other Consultations | INV# 13204 | 2,000.00 | | | |

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|--|--|--|--|--------------|------------|------------------|
| RingCentral Inc 10-0-5885 | Computer Equipment | INV# CD_000220181 | 15,407.96 | 16374 | 03/10/21 | <u>15,407.96</u> |
| Intellicorp Records Inc. 10-0-5736 | Legal | INV\$ 1161286 | 19.80 | 16375 | 03/10/21 | <u>19.80</u> |
| HOOPLA (MIDWEST TAPE) 10-1-5345 | Books-Digital-Winnetka | INV# 500092635 | 2,253.36 | 16376 | 03/10/21 | <u>2,253.36</u> |
| HR Source 10-0-5745 | HR Consultant | INV# 13259 | 892.50 | 16377 | 03/10/21 | <u>892.50</u> |
| LIBRARIES FIRST (Innovation Experts) 10-1-5346 | Online Database - Winnetka | INV# 7888 | 150.00 | 16378 | 03/10/21 | <u>150.00</u> |
| CDW-G 10-0-5136 | Hardware | INV# 8757677 | 38.18 | 16379 | 03/10/21 | <u>38.18</u> |
| OVERDRIVE INC. 10-1-5345 | Books-Digital-Winnetka | INV# 08871MA21075163, 08871CP21076986, 08871MA21074804 | 14,951.75 | 16380 | 03/10/21 | <u>14,951.75</u> |
| MERCHANTS DELIVERY SERVICE 10-0-5138 | Delivery Service | 23 Days book transfer | 575.00 | 16392 | 03/24/21 | <u>575.00</u> |
| 3 Points, LLC 10-0-5136 | Hardware | INV# 36508 | 2,400.67 | 16393 | 03/24/21 | <u>2,400.67</u> |
| QUILL CORPORATION 10-0-5121 10-0-5121 10-0-5120 | Office Supplies Office Supplies Library Supplies | INV# 15147264 INV# 15147172 INV# 15042149 | 14.60 75.30 182.81 | 16394 | 03/24/21 | <u>272.71</u> |
| BIBLIOTHECA, LLC 10-1-5345 | Books-Digital-Winnetka | INV# INV-US41365 | 1,005.43 | 16395 | 03/24/21 | <u>1,005.43</u> |
| ALARM DETECTION SYSTEMS, INC. 70-0-5758 | Alarms | INV# 57525-1095 | 739.35 | 16396 | 03/24/21 | <u>739.35</u> |
| VILLAGE OF WINNETKA 10-0-5111 | Health Insurance | INV# 2021-00000003 | 22,018.74 | 16397 | 03/24/21 | <u>22,018.74</u> |
| Baker & Taylor 10-1-5448 10-2-5448 10-1-5341 10-2-5341 10-0-5120 10-0-5120 | Books-Jr. High-Winnetka Books-Jr. High-Northfield Books-Non-Fiction-Adult-Winnetka Books-Non-Fiction-Adult-Northfield Library Supplies Library Supplies | Baker & Taylor Baker & Taylor Baker & Taylor Baker & Taylor Baker & Taylor Baker & Taylor | 461.50 82.14 790.59 87.83 28.71 48.06 | 16398 | 03/24/21 | <u>1,498.83</u> |
| Midwest Tape 10-1-5443 | DVDs-Juv-Winnetka | Midwest Tape | 33.63 | 16399 | 03/24/21 | <u>33.63</u> |
| Baker & Taylor | | | | 16400 | 03/24/21 | <u>862.57</u> |

Winnetka-Northfield Public Library District

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March 1, 2021 - March 31, 2021

| Payee/Account # | Account Description | Description | Amount | Check Number | Check Date | Check Amount |
|-----------------|--------------------------------|----------------|--------|--------------|------------|-----------------|
| 10-1-5447 | Books-Easy-Winnetka | Baker & Taylor | 83.20 | | | |
| 10-2-5447 | Books-Easy-Northfield | Baker & Taylor | 44.88 | | | |
| 10-1-5340 | Books-Fiction-Adult-Winnetka | Baker & Taylor | 199.58 | | | |
| 10-2-5340 | Books-Fiction-Adult-Northfield | Baker & Taylor | 138.70 | | | |
| 10-0-5120 | Library Supplies | Baker & Taylor | 40.02 | | | |
| 10-0-5120 | Library Supplies | Baker & Taylor | 16.87 | | | |
| 10-1-5440 | Books-Fiction-Juv-Winnetka | Baker & Taylor | 64.53 | | | |
| 10-2-5440 | Books-Fiction-Juv-Northfield | Baker & Taylor | 274.79 | | | |
| Midwest Tape | | | | 16401 | 03/24/21 | <u>323.85</u> |
| 10-2-5443 | DVDs-Juv-Northfield | Midwest Tape | 11.24 | | | |
| 10-1-5343 | DVDs-Adult-Winnetka | Midwest Tape | 41.23 | | | |
| 10-2-5343 | DVDs-Adult-Northfield | Midwest Tape | 117.69 | | | |
| 10-2-5343 | DVDs-Adult-Northfield | Midwest Tape | 42.72 | | | |
| 10-2-5343 | DVDs-Adult-Northfield | Midwest Tape | 17.24 | | | |
| 10-2-5343 | DVDs-Adult-Northfield | Midwest Tape | 26.24 | | | |
| 10-1-5344 | Audio Books-Adult-Winnetka | Midwest Tape | 29.99 | | | |
| 10-0-5120 | Library Supplies | Midwest Tape | 2.50 | | | |
| 10-0-5120 | Library Supplies | Midwest Tape | 7.50 | | | |
| 10-0-5120 | Library Supplies | Midwest Tape | 2.50 | | | |
| 10-0-5120 | Library Supplies | Midwest Tape | 2.50 | | | |
| 10-0-5120 | Library Supplies | Midwest Tape | 2.50 | | | |
| 10-0-5120 | Library Supplies | Midwest Tape | 5.00 | | | |
| 10-0-5120 | Library Supplies | Midwest Tape | 15.00 | | | |
| Baker & Taylor | | | | 16402 | 03/24/21 | <u>1,526.03</u> |
| 10-1-5340 | Books-Fiction-Adult-Winnetka | Baker & Taylor | 507.80 | | | |
| 10-1-5340 | Books-Fiction-Adult-Winnetka | Baker & Taylor | 184.29 | | | |
| 10-1-5340 | Books-Fiction-Adult-Winnetka | Baker & Taylor | 350.36 | | | |
| 10-2-5340 | Books-Fiction-Adult-Northfield | Baker & Taylor | 205.90 | | | |
| 10-2-5340 | Books-Fiction-Adult-Northfield | Baker & Taylor | 79.62 | | | |
| 10-2-5340 | Books-Fiction-Adult-Northfield | Baker & Taylor | 108.18 | | | |
| 10-0-5120 | Library Supplies | Baker & Taylor | 24.11 | | | |
| 10-0-5120 | Library Supplies | Baker & Taylor | 46.73 | | | |
| 10-0-5120 | Library Supplies | Baker & Taylor | 19.04 | | | |
| Midwest Tape | | | | 16403 | 03/24/21 | <u>372.61</u> |
| 10-1-5443 | DVDs-Juv-Winnetka | Midwest Tape | 14.99 | | | |
| 10-1-5343 | DVDs-Adult-Winnetka | Midwest Tape | 80.96 | | | |
| 10-1-5343 | DVDs-Adult-Winnetka | Midwest Tape | 164.19 | | | |
| 10-2-5343 | DVDs-Adult-Northfield | Midwest Tape | 22.49 | | | |
| 10-2-5343 | DVDs-Adult-Northfield | Midwest Tape | 29.99 | | | |
| 10-2-5343 | DVDs-Adult-Northfield | Midwest Tape | 14.99 | | | |
| 10-0-5120 | Library Supplies | Midwest Tape | 2.50 | | | |
| 10-0-5120 | Library Supplies | Midwest Tape | 22.50 | | | |
| 10-0-5120 | Library Supplies | Midwest Tape | 2.50 | | | |
| 10-0-5120 | Library Supplies | Midwest Tape | 2.50 | | | |
| 10-0-5120 | Library Supplies | Midwest Tape | 5.00 | | | |

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|-----------------|------------------------------------|----------------|--------|--------------|------------|-----------------|
| 10-0-5120 | Library Supplies | Midwest Tape | 10.00 | | | |
| Baker & Taylor | | | | 16404 | 03/24/21 | <u>5,411.50</u> |
| 10-1-5447 | Books-Easy-Winnetka | Baker & Taylor | 54.85 | | | |
| 10-1-5447 | Books-Easy-Winnetka | Baker & Taylor | 46.12 | | | |
| 10-1-5447 | Books-Easy-Winnetka | Baker & Taylor | 231.36 | | | |
| 10-1-5447 | Books-Easy-Winnetka | Baker & Taylor | 34.14 | | | |
| 10-1-5447 | Books-Easy-Winnetka | Baker & Taylor | 13.49 | | | |
| 10-1-5447 | Books-Easy-Winnetka | Baker & Taylor | 67.45 | | | |
| 10-2-5447 | Books-Easy-Northfield | Baker & Taylor | 23.98 | | | |
| 10-2-5447 | Books-Easy-Northfield | Baker & Taylor | 11.96 | | | |
| 10-2-5447 | Books-Easy-Northfield | Baker & Taylor | 61.09 | | | |
| 10-2-5447 | Books-Easy-Northfield | Baker & Taylor | 20.94 | | | |
| 10-2-5447 | Books-Easy-Northfield | Baker & Taylor | 20.92 | | | |
| 10-1-5340 | Books-Fiction-Adult-Winnetka | Baker & Taylor | 516.53 | | | |
| 10-2-5340 | Books-Fiction-Adult-Northfield | Baker & Taylor | 197.70 | | | |
| 10-1-5448 | Books-Jr. High-Winnetka | Baker & Taylor | 10.71 | | | |
| 10-1-5448 | Books-Jr. High-Winnetka | Baker & Taylor | 55.91 | | | |
| 10-1-5448 | Books-Jr. High-Winnetka | Baker & Taylor | 10.40 | | | |
| 10-2-5448 | Books-Jr. High-Northfield | Baker & Taylor | 41.21 | | | |
| 10-2-5448 | Books-Jr. High-Northfield | Baker & Taylor | 268.18 | | | |
| 10-1-5341 | Books-Non-Fiction-Adult-Winnetka | Baker & Taylor | 456.71 | | | |
| 10-1-5341 | Books-Non-Fiction-Adult-Winnetka | Baker & Taylor | 586.59 | | | |
| 10-1-5341 | Books-Non-Fiction-Adult-Winnetka | Baker & Taylor | 393.29 | | | |
| 10-1-5341 | Books-Non-Fiction-Adult-Winnetka | Baker & Taylor | 772.29 | | | |
| 10-2-5341 | Books-Non-Fiction-Adult-Northfield | Baker & Taylor | 106.23 | | | |
| 10-2-5341 | Books-Non-Fiction-Adult-Northfield | Baker & Taylor | 107.73 | | | |
| 10-2-5341 | Books-Non-Fiction-Adult-Northfield | Baker & Taylor | 66.08 | | | |
| 10-2-5341 | Books-Non-Fiction-Adult-Northfield | Baker & Taylor | 90.30 | | | |
| 10-0-5120 | Library Supplies | Baker & Taylor | 3.56 | | | |
| 10-0-5120 | Library Supplies | Baker & Taylor | 5.02 | | | |
| 10-0-5120 | Library Supplies | Baker & Taylor | 8.51 | | | |
| 10-0-5120 | Library Supplies | Baker & Taylor | 4.30 | | | |
| 10-0-5120 | Library Supplies | Baker & Taylor | 1.06 | | | |
| 10-0-5120 | Library Supplies | Baker & Taylor | 21.03 | | | |
| 10-0-5120 | Library Supplies | Baker & Taylor | 20.97 | | | |
| 10-0-5120 | Library Supplies | Baker & Taylor | 39.23 | | | |
| 10-0-5120 | Library Supplies | Baker & Taylor | 23.00 | | | |
| 10-0-5120 | Library Supplies | Baker & Taylor | 26.37 | | | |
| 10-0-5120 | Library Supplies | Baker & Taylor | 21.22 | | | |
| 10-0-5120 | Library Supplies | Baker & Taylor | 25.44 | | | |
| 10-0-5120 | Library Supplies | Baker & Taylor | 26.67 | | | |
| 10-0-5120 | Library Supplies | Baker & Taylor | 36.20 | | | |
| 10-0-5120 | Library Supplies | Baker & Taylor | 21.97 | | | |
| 10-1-5440 | Books-Fiction-Juv-Winnetka | Baker & Taylor | 232.00 | | | |
| 10-1-5440 | Books-Fiction-Juv-Winnetka | Baker & Taylor | 83.16 | | | |
| 10-1-5440 | Books-Fiction-Juv-Winnetka | Baker & Taylor | 116.91 | | | |

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|---------------------------------|--|---------------------------------|----------|--------------|------------|-----------------|
| 10-1-5440 | Books-Fiction-Juv-Winnetka | Baker & Taylor | 131.27 | | | |
| 10-2-5440 | Books-Fiction-Juv-Northfield | Baker & Taylor | 29.98 | | | |
| 10-2-5440 | Books-Fiction-Juv-Northfield | Baker & Taylor | 78.67 | | | |
| 10-2-5440 | Books-Fiction-Juv-Northfield | Baker & Taylor | 5.24 | | | |
| 10-1-5441 | Books-Non-Fiction, Easy, & JH-Winnetka | Baker & Taylor | 98.90 | | | |
| 10-2-5441 | Books-Non-Fiction, Easy, & JH-Northfield | Baker & Taylor | 84.66 | | | |
| Midwest Tape | | | | 16405 | 03/24/21 | <u>378.45</u> |
| 10-1-5443 | DVDs-Juv-Winnetka | Midwest Tape | 12.74 | | | |
| 10-2-5443 | DVDs-Juv-Northfield | Midwest Tape | 38.97 | | | |
| 10-1-5343 | DVDs-Adult-Winnetka | Midwest Tape | 52.47 | | | |
| 10-1-5343 | DVDs-Adult-Winnetka | Midwest Tape | 134.17 | | | |
| 10-2-5343 | DVDs-Adult-Northfield | Midwest Tape | 17.24 | | | |
| 10-2-5343 | DVDs-Adult-Northfield | Midwest Tape | 70.46 | | | |
| 10-0-5120 | Library Supplies | Midwest Tape | 7.50 | | | |
| 10-0-5120 | Library Supplies | Midwest Tape | 20.00 | | | |
| 10-0-5120 | Library Supplies | Midwest Tape | 2.50 | | | |
| 10-0-5120 | Library Supplies | Midwest Tape | 9.90 | | | |
| 10-0-5120 | Library Supplies | Midwest Tape | 10.00 | | | |
| 10-0-5120 | Library Supplies | Midwest Tape | 2.50 | | | |
| DE LAGE LANDEN FINANCIALSVCS. | | | | 16406 | 03/24/21 | <u>1,868.47</u> |
| 70-0-5746 | Photocopier Leases | INV# 71792002 | 1,868.47 | | | |
| VILLAGE OF NORTHFIELD | | | | 16407 | 03/24/21 | <u>5,340.21</u> |
| 70-2-5159 | Northfield Lease | INV# 20210026 | 5,340.21 | | | |
| DELTA DENTAL PLAN OF ILLINOIS | | | | 16408 | 03/24/21 | <u>1,163.49</u> |
| 10-0-5111 | Health Insurance | INV# 1435549 | 1,163.49 | | | |
| HR Source | | | | 16409 | 03/24/21 | <u>2,372.50</u> |
| 10-0-5745 | HR Consultant | INV# 12990 | 2,372.50 | | | |
| CALL ONE | | | | 16416 | 03/31/21 | <u>53.96</u> |
| 10-1-5175 | Telephone - Winnetka | CALL ONE | 53.96 | | | |
| PITNEY BOWES | | | | 16417 | 03/31/21 | <u>100.00</u> |
| 10-0-5123 | Postage | PITNEY BOWES | 100.00 | | | |
| COMCAST | | | | 16418 | 03/31/21 | <u>69.95</u> |
| 10-0-5176 | Internet Services | COMCAST | 69.95 | | | |
| NATIONWIDE RETIREMENT SOLUTIONS | | | | 16419 | 03/31/21 | <u>901.00</u> |
| 10-0-2040 | 457 withholding | NATIONWIDE RETIREMENT SOLUTIONS | 901.00 | | | |
| NATIONWIDE RETIREMENT SOLUTIONS | | | | 16420 | 03/31/21 | <u>901.00</u> |
| 10-0-2040 | 457 withholding | NATIONWIDE RETIREMENT SOLUTIONS | 901.00 | | | |
| VILLAGE OF WINNETKA | | | | 16421 | 03/31/21 | <u>2,550.39</u> |
| 10-1-5171 | Electricity - Winnetka | VILLAGE OF WINNETKA | 58.00 | | | |
| 10-1-5171 | Electricity - Winnetka | VILLAGE OF WINNETKA | 2,083.99 | | | |

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|-----------------|-----------------------------------|---|--------|--------------|------------|-----------------|
| 10-1-5171 | Electricity - Winnetka | VILLAGE OF WINNETKA | 82.88 | | | |
| 10-1-5171 | Electricity - Winnetka | VILLAGE OF WINNETKA | 66.30 | | | |
| 10-1-5172 | Water - Winnetka | VILLAGE OF WINNETKA | 72.00 | | | |
| 10-1-5172 | Water - Winnetka | VILLAGE OF WINNETKA | 9.26 | | | |
| 10-1-5172 | Water - Winnetka | VILLAGE OF WINNETKA | 2.00 | | | |
| 10-1-5172 | Water - Winnetka | VILLAGE OF WINNETKA | 21.25 | | | |
| 10-1-5172 | Water - Winnetka | VILLAGE OF WINNETKA | 21.55 | | | |
| 10-1-5173 | Storm Sewer - Winnetka | VILLAGE OF WINNETKA | 133.16 | | | |
| First Bankcard | | | | 16422 | 03/31/21 | <u>8,381.63</u> |
| 10-0-5122 | Breakroom Supplies | Dombrowski - Amazon - microwave | 109.99 | | | |
| 10-0-5122 | Breakroom Supplies | Dombrowski - Keurig | 138.11 | | | |
| 10-0-5134 | Software | Mall - Zoom - virtual event hosting | 279.96 | | | |
| 10-0-5134 | Software | Compton-Dzak - Calendly - refund | -15.00 | | | |
| 10-0-5134 | Software | Swenson - Adobe - Creative Cloud | 278.91 | | | |
| 10-0-5136 | Hardware | Swenson - Amazon - washable keyboard | 28.40 | | | |
| 10-0-5137 | Legal Notices | Quish - Sun-Times - audit report | 308.00 | | | |
| 10-0-5177 | Technology/Website | Swenson - Linode - website hosting | 25.00 | | | |
| 10-0-5177 | Technology/Website | Swenson - Apple - Apple Developer renewal | 105.19 | | | |
| 10-0-5720 | PR E-Marketing | Quish - Facebook - ads for app | 50.00 | | | |
| 10-0-5721 | PR Promotional | Quish - Vistaprint - Courtney & Nick business cards | 61.18 | | | |
| 10-0-5723 | PR Supplies | Quish - HP.com - credit | -29.00 | | | |
| 10-0-5723 | PR Supplies | Quish - Tribune - subscription | 7.96 | | | |
| 10-0-5723 | PR Supplies | Quish - HP.com - ink | 492.80 | | | |
| 10-0-5732 | Staff Recognition/Events/Meetings | Morgan - Three Tarts Bakery - private tour treats | 56.40 | | | |
| 10-0-5732 | Staff Recognition/Events/Meetings | Dombrowski - Bennisons Bakery | 36.07 | | | |
| 10-0-5732 | Staff Recognition/Events/Meetings | Dombrowski - Do-rite Donuts | 34.81 | | | |
| 10-0-5732 | Staff Recognition/Events/Meetings | Dombrowski - Proflowers | 89.62 | | | |
| 10-0-5732 | Staff Recognition/Events/Meetings | Dombrowski - Edible Arrangements | 76.98 | | | |
| 10-0-5732 | Staff Recognition/Events/Meetings | Dombrowski - Amazon - baby shower giftcard | 175.00 | | | |
| 10-0-5732 | Staff Recognition/Events/Meetings | Dombrowski - Grand Food Center - card | 3.82 | | | |
| 10-0-5732 | Staff Recognition/Events/Meetings | Dombrowski - Amazon - party treats | 73.41 | | | |
| 10-1-5340 | Books-Fiction-Adult-Winnetka | Mall - Amazon - materials | 26.93 | | | |
| 10-1-5340 | Books-Fiction-Adult-Winnetka | Mall - Amazon - materials | 78.95 | | | |
| 10-1-5340 | Books-Fiction-Adult-Winnetka | Mall - Barnes & Noble - materials | 372.44 | | | |
| 10-1-5522 | Studio General Supplies | Kline - Amazon - book stapler | 34.64 | | | |
| 10-1-5522 | Studio General Supplies | Kline - Amazon - 2 hdmi display ports | 37.97 | | | |
| 10-1-5522 | Studio General Supplies | Kline - Epson - ink | 73.98 | | | |
| 10-1-5522 | Studio General Supplies | Kline - Amazon - embroidery thread | 8.60 | | | |

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|-----------------|----------------------------------|--|----------|--------------|------------|--------------|
| 10-0-5884 | Equipment/Furniture | Dombrowski - Amazon - rope barrier | 55.99 | | | |
| 10-0-5884 | Equipment/Furniture | Swenson - Amazon - rope barriers | 55.99 | | | |
| 10-0-5884 | Equipment/Furniture | Mall - Amazon - computer help | 26.99 | | | |
| 10-0-5884 | Equipment/Furniture | Kline - Amazon - recording equipment | 96.57 | | | |
| 10-0-5884 | Equipment/Furniture | Kline - Amazon - webcam | 99.99 | | | |
| 10-0-5907 | Programming - Youth | Garrity - Amazon - Take and Makes | 17.37 | | | |
| 10-0-5907 | Programming - Youth | Garrity - Amazon - Take and Makes | 278.08 | | | |
| 10-0-5907 | Programming - Youth | Garrity - Amazon - Take and Makes | 7.99 | | | |
| 10-0-5907 | Programming - Youth | Garrity - Amazon - winter survival kits | 36.00 | | | |
| 10-0-5907 | Programming - Youth | Garrity - Amazon - Young Writers Club | 49.95 | | | |
| 10-0-5907 | Programming - Youth | Garrity - Amazon - lip gloss | 15.27 | | | |
| 10-0-5907 | Programming - Youth | Garrity - Amazon - bags for take and make crafts | 55.98 | | | |
| 10-0-5907 | Programming - Youth | Garrity - Amazon - Take and Makes | 19.75 | | | |
| 10-0-5907 | Programming - Youth | Garrity - Amazon - Take and Makes | 19.78 | | | |
| 10-0-5907 | Programming - Youth | Garrity - Amazon - lip gloss | 22.26 | | | |
| 10-0-5907 | Programming - Youth | Garrity - Amazon - lip gloss | 32.84 | | | |
| 10-0-5907 | Programming - Youth | Garrity - Amazon - Take and Makes | 124.09 | | | |
| 10-0-5907 | Programming - Youth | Garrity - Amazon - Take and Makes | 4.89 | | | |
| 10-0-5907 | Programming - Youth | Garrity - Amazon - Sensory Saturdays | 14.99 | | | |
| 10-0-5907 | Programming - Youth | Garrity - Amazon - Light Up circuit | 15.97 | | | |
| 10-0-5907 | Programming - Youth | Garrity - Amazon - light up circuit | 17.38 | | | |
| 10-0-5907 | Programming - Youth | Garrity - Amazon - Sensory Saturdays | 9.68 | | | |
| 10-0-5907 | Programming - Youth | Garrity - Amazon - Sensory Saturdays | 23.97 | | | |
| 10-0-5907 | Programming - Youth | Garrity - Amazon - Early Literacy Activity | 16.98 | | | |
| 10-0-5907 | Programming - Youth | Garrity - Amazon - Take and Makes | 7.81 | | | |
| 10-0-5907 | Programming - Youth | Garrity - Amazon - Take and Makes | 10.74 | | | |
| 10-1-5341 | Books-Non-Fiction-Adult-Winnetka | Mall - Amazon - materials | 18.86 | | | |
| 10-1-5341 | Books-Non-Fiction-Adult-Winnetka | Mall - Amazon - materials | 26.09 | | | |
| 10-1-5341 | Books-Non-Fiction-Adult-Winnetka | Mall - Amazon - materials | 28.99 | | | |
| 10-1-5341 | Books-Non-Fiction-Adult-Winnetka | Mall - Amazon - materials | 28.95 | | | |
| 10-1-5342 | Periodicals-Winnetka | Mall - The Record North Shore - periodical subscription | 60.00 | | | |
| 10-0-5114 | Conferences | Kline - Amazon - conference ticket Michael Cianfrani | 299.00 | | | |
| 10-0-5114 | Conferences | Garrity - Event Combous - Anderson's Children's Literature | 67.02 | | | |
| 10-0-5114 | Conferences | Dombrowski - Charmmd Foundation | 2,500.00 | | | |
| 10-0-5114 | Conferences | Swenson - Informatio - computers in library conference | 299.00 | | | |
| 70-0-5725 | Janitorial Supplies | Dombrowski - Amazon - vacuum filter bags | 23.16 | | | |
| 70-0-5725 | Janitorial Supplies | Dombrowski - Amazon - mop & bucket | 73.38 | | | |
| 70-0-5725 | Janitorial Supplies | Dombrowski - Amazon - handsanitizer | 27.48 | | | |
| 70-0-5725 | Janitorial Supplies | Swenson - Amazon - isopropyl alcohol | 76.49 | | | |
| 70-0-5740 | Snow Removal | Dombrowski - Amazon - snow thrower | 499.00 | | | |

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|-------------------------|----------------------------|--|---------------|---------------------|-------------------|---------------------|
| 70-0-5740 | Snow Removal | Dombrowski - Home Depot - gas for snow thrower | 10.89 | | | |
| 70-0-5740 | Snow Removal | Dombrowski - Home Depot - salt | 69.23 | | | |
| 10-0-5120 | Library Supplies | Kline - Amazon - X-tra furniture sliders | 8.49 | | | |
| 10-0-5120 | Library Supplies | Kline - Amazon - wall hooks | 36.88 | | | |
| 10-0-5120 | Library Supplies | Mall - Amazon - tech services supplies | 70.30 | | | |
| Check List Total | | | | | | <u>130,079.01</u> |

MARCH 2021 DIRECTOR'S REPORT

Staff Updates

- Anniversaries: Anny Rusk 3/2 (1 year); Erin Collins 3/14 (5 years)

General News

- We had 5 available spots on our Board of Trustees for the April 6th Consolidated Election. The ballot will be certified April 27 at 5 p.m. The Trustees expected to be sworn in at the May meeting are Melissa Mitchell, Sarah Munoz, Jean-Paul Ruiz-Funes, Thomas Sundell, and Todd Van Neck.
- Based on RAILS and CCS recommendations, we have ceased quarantining all library materials effective 4/12.

Organizational Changes

- Amelia Kmiec promoted to Branch Services Librarian- Youth
- Amber Ulrich hired as Youth Services Librarian (Winnetka)
- Mark Winter promoted to 25-hour Branch Services Assistant

Finances

- We are at 91.81% of our expected operating revenues for the year.
- We are at 61.86% of our budgeted operating expenses for the year (goal is 75%).

Programming

Youth

| Category | 21MAR | 20MAR | Mo. % + / - | FY20-21 YTD | FY19-20 YTD | FY % + / - |
|------------------------|-------|-------|----------------|-------------|-------------|----------------|
| Programs | 46 | 26 | 76.92% | 311 | 573 | -45.72% |
| Attendees | 514 | 588 | -12.59% | 3,294 | 12,500 | -73.65% |
| Take & Make Craft Kits | 385 | - | - | 1,941 | - | - |

Note: This year's Summer Reading Theme will be "Reading Colors Your World."

Highlights

| | |
|-------------------------------------|---|
| Interactive Writing with Keir Graff | Local author Keir Graff shared his writing process through an interactive presentation that included Q&A with participants. |
| DIY Lip Gloss | Librarian Maddy walked teens through how to make their own lip gloss using a take-and-make kit. |
| All Ages Storytime | Youth Services Manager Amanda led singing, dancing, and stories for a 5 and under audience. |

Adults

| Category | 21MAR | 20MAR | Mo. % + / - | FY20-21 YTD | FY19-20 YTD | FY % + / - |
|-----------|-------|-------|----------------|-------------|-------------|----------------|
| Programs | 28 | 10 | 180% | 205 | 239 | -14.23% |
| Attendees | 355 | 53 | 569.81% | 2,984 | 2,585 | 15.44% |

Highlights

| | |
|---|---|
| Clue Mystery Book Club | Participants discussed <i>Murder in Chianti</i> by Camilla Trinchieri |
| Images of the Roaring 20's: A Centennial Celebration | An illustrated lecture on the newly "liberated" women of the 20's whose rebellious attitudes inspired fashion, behavior, & culture. |
| Pristine Patagonia | World traveler Brian Michalski took attendees along on his spellbinding five-week journey through Patagonia. |

Studio

| Category | 21MAR | 20MAR | Mo. % + / - | FY20-21 YTD | FY19-20 YTD | FY % + / - |
|--------------|-------|-------|-------------|-------------|-------------|------------|
| Appointments | 144 | 134 | 7.46% | 288 | 3,905 | -92.62% |
| Programs | 7 | - | 100% | 13 | - | 100% |
| Attendees | 45 | - | 100% | 121 | - | 100% |

Highlights

| | |
|-------------------------------|--|
| Two-Layer Laser Cut Keychain | Patrons were taught how to use the laser engraver to create objects with multiple layers that create depth when stacked. |
| Maker-At-Home Project Sharing | Patrons shared various projects they are working on and brainstormed ideas for new creations. |

Services

Library Visitors

| Location | 21MAR | 20MAR | Mo. % + / - | FY20-21 YTD | FY19-20 YTD | FY % + / - |
|--------------|--------------|--------------|---------------|---------------|----------------|----------------|
| Winnetka | 4,995 | 3,703 | 34.92% | 29,425 | 75,064 | -60.80% |
| Northfield | 1,980 | 1,969 | 0.56% | 3,537 | 44,692 | -92.09% |
| TOTAL | 6,976 | 5,672 | 22.99% | 32,962 | 119,756 | -72.48% |

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

Curbside Pick Ups

Winnetka: 84 (down from 584 in FEB)

Northfield: 88 (down from 218 in FEB)

Reference Questions

| Location | 21MAR | 20MAR | Mo. % + / - | FY20-21 YTD | FY19-20 YTD | FY % + / - |
|--------------|--------------|--------------|---------------|---------------|---------------|----------------|
| Adult | 1,148 | 1,113 | 3.14% | 9,793 | 16,200 | -39.55% |
| Youth | 464 | 155 | 199.35% | 3,085 | 4,581 | -32.66% |
| TOTAL | 1,612 | 1,268 | 27.13% | 12,878 | 20,781 | -38.03% |

Technology

- Public Computer Sessions: 357 (WN, up from 183 in FEB) and 83 (NF, up from 59 in FEB)
- Hotspot Sessions: 8,065 from 373 devices (WN, up from 5,878 & 299 in FEB) and 2,024 from 219 devices (NF, up from 1,432 & 155 in FEB)
- Bandwidth Used: 75GB (WN, up from 50GB in FEB) and 52GB (NF, up from 44GB)
- Website Hits: 8,191 from 4,752 users (down from 10,041 and 5,886 in 20MAR)

- YTD App Downloads: 1,895 (up from 1,796 in FEB)
- Active App Users: 641 (down from 773 in FEB)
- Email Reach (Constant Contact): 10,040 (steady with 10,043 in FEB) of 12,667 cardholders

Outreach

- 21 attendees from North Shore Senior Center joined us at our virtual book clubs.
- We facilitated five Great Decisions events for the Winnetka-Northfield-Kenilworth chapter of the League of Women Voters.
- We facilitated a candidate forum for the Kenilworth Village Board in partnership with the Winnetka-Northfield-Kenilworth chapter of the League of Women Voters and The Record North Shore, a local news outlet.
- We formed a partnership with D36 to provide twice weekly morning and afternoon read-alouds for kindergarten students for the remainder of the school year.

Professional Development Highlights

- Adult Services: Librarians attended multiple webinars including "Strong women and girls," and "Crash course in historical fiction," while Tech Services staff attended training on OCLC Connexion Client and Polaris upgrades.
- Youth Services: Manager Amanda attended RAILS' monthly *Equity, Diversity, & Inclusion* meeting, while staff attended webinars such as "*Rethinking how we measure the impact of libraries,*" and "*Spring picture books for young readers.*"
- Branch Services: Manager Melissa attended a leadership workshop titled "*The Relentless Pursuit of an Ethical Culture,*" while Librarian Brandon and Library Assistant Sydney attended the library-wide programming and book-club meetings for summer.
- Digital Services: Web Services Specialist Michael attended the virtual "Computers in Libraries" conference while Tech Librarian Jimmy attended the Makerspace Networking Group.

Impact Stories

- To assist all the customers calling and coming in for vaccine help, Adult Services Librarian Erin created a list of [COVID-19 Vaccine Resources](#) for the website.
- A patron who did not own a computer came to the library needing to book an airline reservation, select seats, and print tickets for herself and one other. In the past she was able to do this by phone. She came into the library nervous, frustrated, and overwhelmed. With a little time and our help, we were able to obtain her airline reservations, seats, and tickets. She was very grateful and said she did not know what she would do if we were not there.
- Youth Services staff had a patron reach out to share pictures from Winnetka Scout Troop 20's three year-long service project: a community library in Ghana. Youth Services contributed to the project by supplying weeded books to help start the library.
- Patrons living outside of our district have been using the Northfield Branch, saying they like visiting us because of the atmosphere, our staff, and our book choices.
- A Digital Services patron sent a thank you card for helping him secure and learn how to use the apps on his phone including the Uber app, so he could get a ride in case of emergency.
- Scott in CR had a chat with a patron about older films, foreign classics etc., & the two discussed the idea of a Zoom movie/movie book club.

March FY 2020/2021 Collection Statistics

District Circulation- Physical Collections

ADULT

| Material Type | 21MAR Circulation | 20MAR Circulation | Mo. % + / - | FY20-21 YTD | FY19-20 YTD | FY % + / - |
|--------------------|-------------------|-------------------|---------------|---------------|----------------|----------------|
| Books - Fiction | 8,052 | 5,147 | 56.44% | 52,828 | 87,789 | -39.82% |
| Books - Nonfiction | 4,348 | 2,687 | 61.82% | 29,321 | 46,741 | -37.27% |
| Audiobook - CD | 281 | 308 | -8.77% | 2,047 | 6,137 | -66.64% |
| Music CD | 84 | 81 | 3.70% | 984 | 1,290 | -23.72% |
| Playaway | 54 | 64 | -15.63% | 463 | 1,470 | -68.50% |
| DVD/Blu-Ray | 3,580 | 3,055 | 17.18% | 22,623 | 49,373 | -54.18% |
| Magazine | 205 | 38 | 439.47% | 849 | 1,236 | -31.31% |
| Other | 13 | 5 | 160.00% | 75 | 125 | -40.00% |
| Non-CCS ILL | 63 | 23 | 173.91% | 219 | 301 | -27.24% |
| Sent Out | 1,554 | 531 | 192.66% | 10,337 | 9,529 | 8.48% |
| Total | 13,886 | 9,252 | 50.09% | 90,425 | 157,250 | -42.50% |

YOUTH

| Material Type | 21MAR Circulation | 20MAR Circulation | Mo. % + / - | FY20-21 YTD | FY19-20 YTD | FY % + / - |
|--------------------|-------------------|-------------------|---------------|---------------|----------------|----------------|
| Books - Fiction | 10,651 | 5,338 | 99.53% | 65,097 | 95,375 | -31.75% |
| Books - Nonfiction | 1,748 | 1,017 | 71.88% | 10,445 | 16,258 | -35.75% |
| Audiobook - CD | 49 | 58 | -15.52% | 455 | 750 | -39.33% |
| Music CD | 24 | 30 | -20.00% | 249 | 893 | -72.12% |
| Playaway | 214 | 185 | 15.68% | 1,424 | 2,859 | -50.19% |
| DVD/Blu-Ray | 1,140 | 1,013 | 12.54% | 6,428 | 22,196 | -71.04% |
| Other | 75 | 13 | 476.92% | 316 | 368 | -14.13% |
| STEAM Kits | - | 11 | - | - | 230 | - |
| Total | 13,901 | 7,665 | 81.36% | 84,414 | 138,929 | -39.24% |

| 21MAR Physical Circulation | 20MAR Physical Circulation | Net Change |
|----------------------------|----------------------------|------------|
| 27,787 | 16,917 | 64.25% |

| FY20-21 Physical Circulation YTD | FY19-20 Physical Circulation YTD | Net Change |
|----------------------------------|----------------------------------|------------|
| 174,839 | 296,179 | -40.97% |

- Kenilworth patron usage = 1,320 (up from 853 in FEB)
- Items borrowed from other libraries = 1,970

Circulation by Location- Physical Collections

ADULT

| Location | 21MAR Circulation | 20MAR Circulation | Mo. % + / - | FY20-21 YTD | FY19-20 YTD | FY % + / - |
|------------|-------------------|-------------------|-------------|-------------|-------------|------------|
| Winnetka | 10,642 | 6,696 | 58.93% | 76,369 | 105,051 | -27.30% |
| Northfield | 3,244 | 2,556 | 26.92% | 14,056 | 52,199 | -73.07% |

Notes:

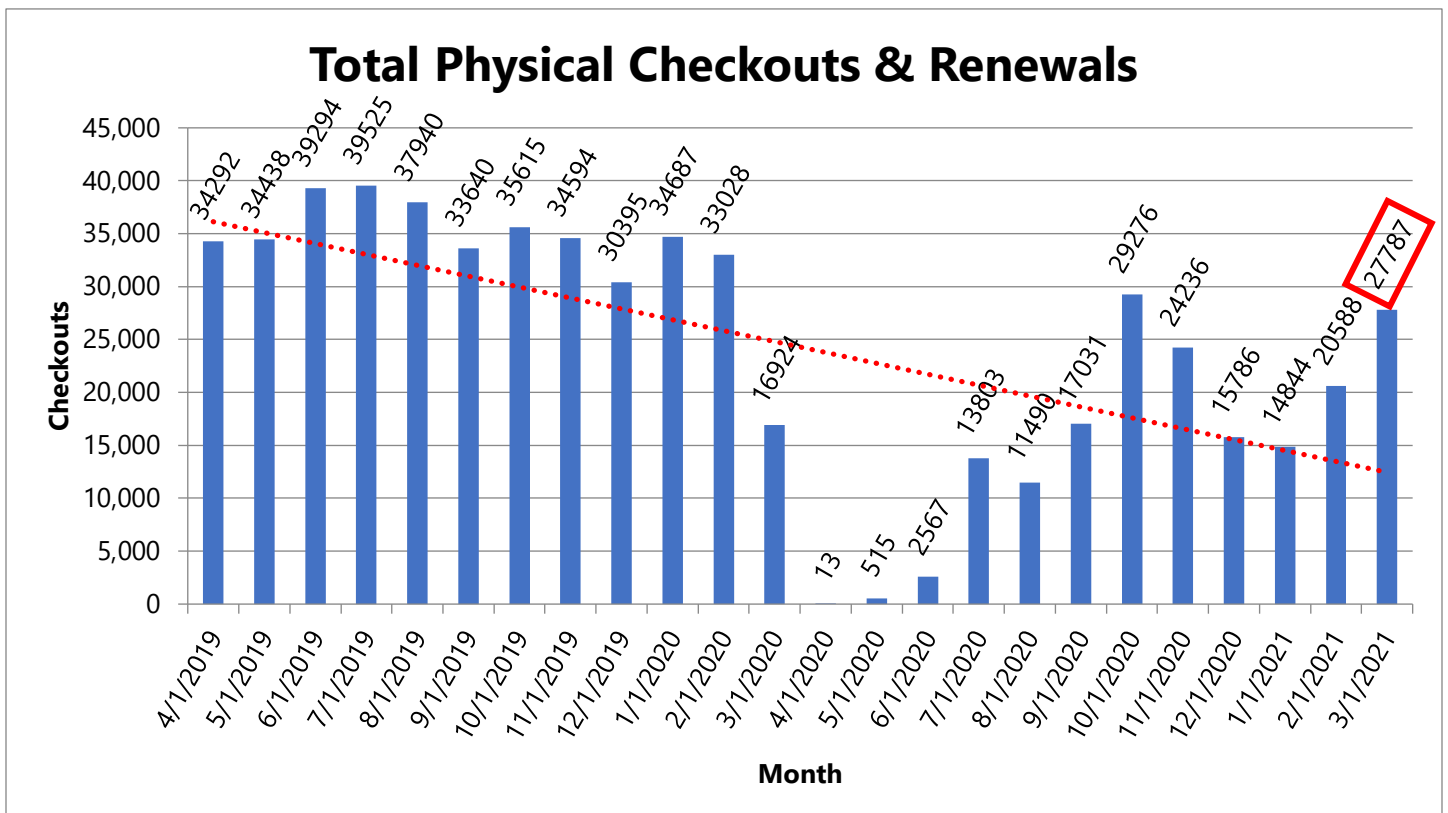
- We saw a 19% increase in physical circulation this month over last month. New Book circs stayed strong (up 32% over FEB), while Travel Books (up 84% over FEB) and Mysteries (up 53% over FEB) saw sharp increases.

YOUTH

| Location | 21MAR Circulation | 20MAR Circulation | Mo. % + / - | FY20-21 YTD | FY19-20 YTD | FY % + / - |
|------------|-------------------|-------------------|-------------|-------------|-------------|------------|
| Winnetka | 11,103 | 5,671 | 95.79% | 73,783 | 100,650 | -26.69% |
| Northfield | 2,798 | 1,994 | 40.32% | 10,631 | 38,279 | -72.23% |

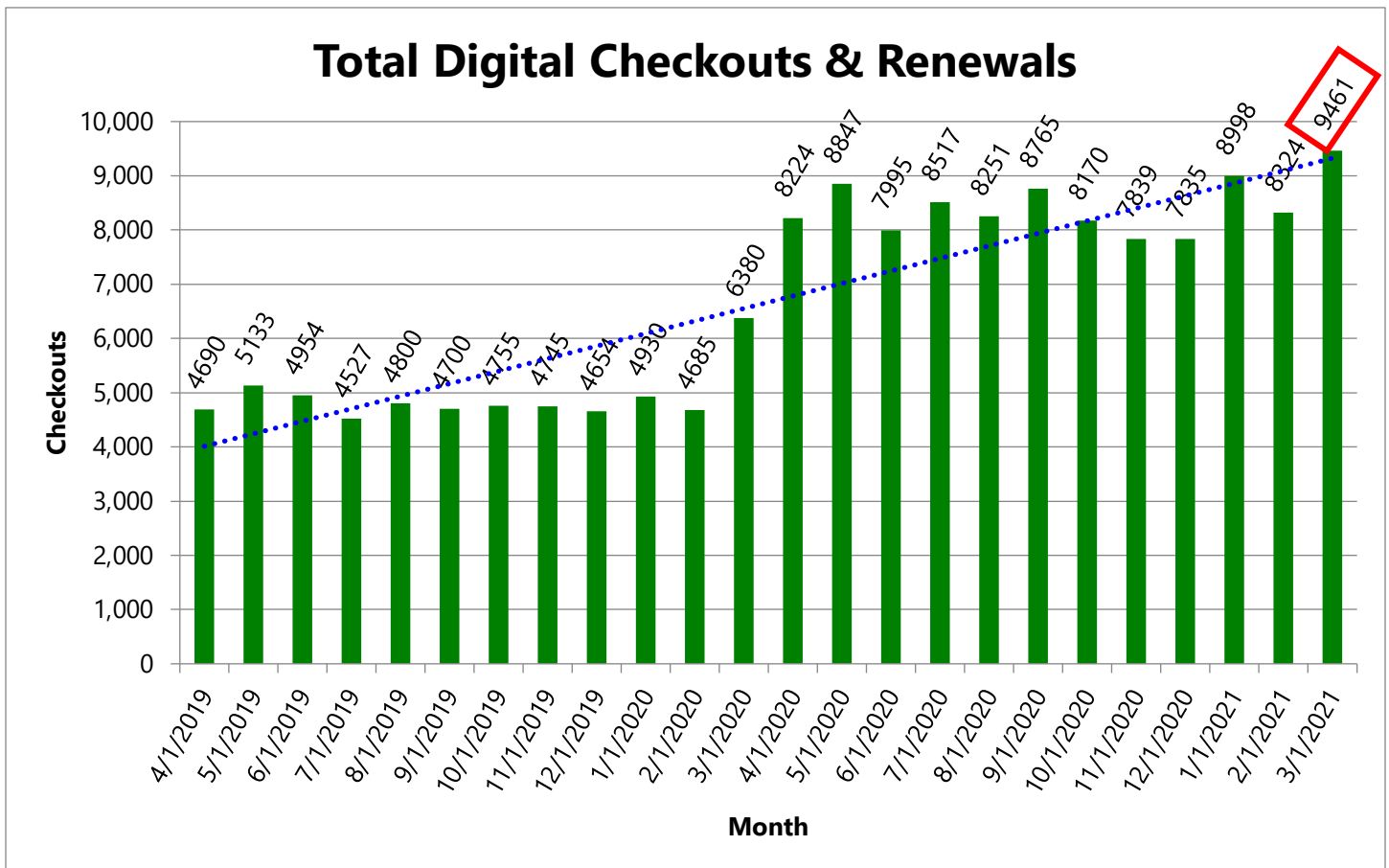
Notes:

- We continued to see a rise in physical item circulation. Largest gains were in Youth Playaways (up 90% over FEB), New Youth Fiction (up 42% over FEB%), and New Teen Fiction (up 29% over FEB).
- We added Vox picture books to the collection this month. Vox books combine a picture book with an electronic audio component, so children can both listen and read.



District Circulation- Virtual Collections

| Material Type | 21MAR Circulation | 20MAR Circulation | Mo. % + / - | FY20-21 YTD | FY19-20 YTD | FY % + / - |
|---------------|-------------------|-------------------|---------------|---------------|---------------|---------------|
| eBooks | 3,766 | 2,764 | 36.25% | 31,595 | 18,627 | 69.62% |
| eAudiobooks | 2,111 | 1,532 | 37.79% | 17,180 | 11,636 | 47.65% |
| eMagazines | 2,840 | 1,534 | 85.14% | 21,147 | 11,243 | 88.09% |
| eVideos | 656 | 484 | 35.54% | 5,520 | 2,049 | 169.40% |
| eMusic | 88 | 66 | 33.33% | 718 | 621 | 15.62% |
| Total | 9,461 | 6,380 | 48.29% | 76,160 | 44,176 | 72.40% |



Notes:

Largest gains this month were in Hoopla (32%) and Overdrive (25%) audiobooks. Some of this increase is attributed to D36 student use of Overdrive through Sora, a partnership program that gives students access to our eBooks/eAudiobooks through their library catalog with their school IDs.

District Circulation- All Collections

| 21MAR | 20MAR | Mo. % + / - | FY20-21 YTD | FY19-20 YTD | FY % + / - |
|--------|--------|-------------|-------------|-------------|------------|
| 37,248 | 23,297 | 59.88% | 250,999 | 340,355 | -26.25% |

| Winnetka Visitor Map-March 2021 | | | | | | | | |
|---------------------------------|-----|-----|-----|----|----|----|----|----|
| Day | 10a | 11a | 12p | 1p | 2p | 3p | 4p | 5p |
| Sunday | 0 | 0 | 4 | 51 | 30 | 38 | 43 | 4 |
| Monday | 34 | 23 | 30 | 31 | 24 | 29 | 43 | 24 |
| Tuesday | 28 | 27 | 29 | 27 | 28 | 38 | 33 | 26 |
| Wednesday | 36 | 23 | 25 | 24 | 26 | 26 | 38 | 31 |
| Thursday | 32 | 35 | 25 | 24 | 29 | 36 | 34 | 29 |
| Friday | 32 | 40 | 32 | 40 | 26 | 35 | 39 | 17 |
| Saturday | 33 | 31 | 30 | 32 | 36 | 29 | 37 | 10 |

| March 21 Totals | |
|--|-------------------|
| Total People Count: | 4996 |
| Total Days Open: | 31 |
| Total Hours Open: | 232 |
| Percentage Increase from Previous Month: | 54.3% |
| Busiest Day: | Friday and Sunday |
| Busiest Hour of the Day: | 4pm-5pm |

| Feb 21: Average Per Day | March 21: Average Per Day | Average Per Day Increase/Decrease % from Previous Month |
|-------------------------|---------------------------|---|
| Sunday: 125 | Sunday: 166 | Sunday: 32.8% |
| Monday: 170 | Monday: 238 | Monday: 40% |
| Tuesday: 162 | Tuesday: 236 | Tuesday: 45.7% |
| Wednesday: 215 | Wednesday: 229 | Wednesday: 6.5% |
| Thursday: 212 | Thursday: 244 | Thursday: 15.1% |
| Friday: 206 | Friday: 261 | Friday: 26.7% |
| Saturday: 196 | Saturday: 238 | Saturday: 21.4% |

| Average Per Hour | |
|------------------|------|
| 10am-11am: | 27.9 |
| 11am-12pm: | 25.6 |
| 12pm-1pm: | 25 |
| 1pm-2pm: | 32.7 |
| 2pm-3pm: | 28.4 |
| 3pm-4pm: | 33 |
| 4pm-5pm: | 38.1 |
| 5pm-6pm: | 20.1 |

| Average Per Day Based on Hours Open | |
|-------------------------------------|------|
| Sunday: | 41.5 |
| Monday: | 29.8 |
| Tuesday: | 29.5 |
| Wednesday: | 28.6 |
| Thursday: | 30.5 |
| Friday: | 32.6 |
| Saturday: | 29.8 |

| Northfield Visitor Map-March 2021 | | | | | | | | |
|-----------------------------------|-----|-----|-----|----|----|----|----|----|
| Day | 10a | 11a | 12p | 1p | 2p | 3p | 4p | 5p |
| Monday | 19 | 8 | 8 | 10 | 6 | 9 | 7 | 7 |
| Tuesday | 14 | 10 | 7 | 10 | 8 | 6 | 7 | 6 |
| Wednesday | 14 | 6 | 6 | 8 | 10 | 10 | 8 | 6 |
| Thursday | 13 | 10 | 9 | 7 | 9 | 6 | 9 | 6 |
| Friday | 13 | 9 | 7 | 11 | 7 | 8 | 5 | 7 |
| Saturday | 9 | 12 | 10 | 12 | 7 | 11 | 8 | 6 |

| March 21 Totals | |
|--|---------------------|
| Total People Count: | 1980 |
| Total Days Open: | 27 |
| Total Hours Open: | 216 |
| Percentage Increase from Previous Month: | 43.5% |
| Busiest Day: | Monday and Saturday |
| Busiest Hour of the Day: | 10am-11am |

| Feb 21: Average Per Day | March 21: Average Per Day | Average Per Day |
|-------------------------|---------------------------|------------------|
| Monday: 46 | Monday: 74 | Monday: 60.9% |
| Tuesday: 54 | Tuesday: 68 | Tuesday: 25.9% |
| Wednesday: 56 | Wednesday: 68 | Wednesday: 21.4% |
| Thursday: 90 | Thursday: 69 | Thursday: -23.3% |
| Friday: 60 | Friday: 67 | Friday: 11.7% |
| Saturday: 42 | Saturday: 75 | Saturday: 78.6% |

| Average Per Hour | |
|------------------|------|
| 10am-11am: | 13.7 |
| 11am-12pm: | 9.2 |
| 12pm-1pm: | 7.8 |
| 1pm-2pm: | 9.7 |
| 2pm-3pm: | 7.8 |
| 3pm-4pm: | 8.3 |
| 4pm-5pm: | 7.3 |
| 5pm-6pm: | 6.3 |

| Average Per Day Based on Hours Open | |
|-------------------------------------|-----|
| Monday: | 9.3 |
| Tuesday: | 8.5 |
| Wednesday: | 8.5 |
| Thursday: | 8.6 |
| Friday: | 8.4 |
| Saturday: | 9.4 |

Library Director Succession Plan

2021



Winnetka-
Northfield
Public Library
District

Purpose

This plan is intended to establish procedures and contingencies due to the absence, disability, death, or departure of the Library Director and to facilitate the transition to both interim and long-term leadership.

Succession Plan in the Event of a Temporary Absence: Short-Term

A short-term, temporary leave of absence is defined as being three months or less in length in which it is expected that the Director will return to their position once the events precipitating the absence are resolved. An unplanned absence is one that arises unexpectedly, in contrast to a planned leave, such as a vacation or a sabbatical.

In the event of an unplanned absence of the Director, a member of the staff Management Team is to immediately inform the Board President if the Director is unable to do it themselves. As soon as it is feasible, the President should convene a meeting of the Board to affirm the procedures prescribed in this plan or to make modifications as the Board deems appropriate.

At the time that this plan was approved, the position of Acting Library Director would be filled by the Adult Services Manager.

Should the Adult Services Manager be unable to serve, the first and second back-up appointees for the position of Acting Library Director will be:

- 1) Youth Services Manager
- 2) Digital Services Manger

If this Acting Library Director is new to their position and fairly inexperienced with the library (less than one year), the Board may decide to appoint one or more of the back-up appointees in their place. The Board may also decide to split executive duties among the designated appointees.

Authority and Compensation of the Acting Library Director

The person appointed as Acting Library Director shall have the full authority for decision-making and independent action as the regular Library Director.

The Acting Library Director may be offered *one* of the following, to be determined by the board at the time of succession:

- A temporary salary increase to the entry-level salary of the Library Director position; or
- A bi-weekly payroll bonus while serving as Acting Library Director

Board Oversight

The Board President will be responsible for monitoring the work of the Acting Library Director during the leave of absence period and will be sensitive to the special support needs of the Acting Library Director in their temporary leadership role.

Communications Plan

Immediately upon transferring the responsibilities to the Acting Library Director, the Board President will notify staff and Board members of the delegation of authority.

As soon as possible after the Acting Library Director has begun covering the unplanned absence, Board members and the Acting Library Director shall communicate the temporary leadership structure to key library partners and supporters of Winnetka-Northfield Public Library District. This may include (but not be limited to):

1. Winnetka Village Manager & Northfield Village Manger
2. Jason Kolisch, CityWide (Facilities Contractor)
3. Steve Litko, Lauterbach & Amen (Accounting Contractor)
4. Roger Ritzman, Library Attorney
5. Jackie Throop, HR Source (Human Resources Contractor)

Completion of Short-Term Emergency Succession Period

The decision about when the absent Library Director returns will be determined by the Director and the Board. A reduced schedule for a set period of time is permissible, with the intention that the Director will work their way back to a full-time schedule.

Succession Plan in the Event of a Temporary, Unplanned Absence: Long-Term

A long-term absence is one that is expected to last more than three months. The procedures and conditions should be the same as for a short-term absence with one addition: the Board will consult with the Acting Library Director to determine whether or not an Interim Library Director or Consultant for the Acting Director should be hired while the Director is out. Factors they should consider when making this decision include current and upcoming projects assigned to both the Library Director and the Acting Library Director, experience needed to fulfill the duties of the Library Director position, and overall library staffing.

When an Interim Library Director is Needed

In the event the Library Board and Acting Library Director determine that it is in the library's best interest to hire an Interim Director or Consultant for the Acting Director, the Board President will contact RAILS to seek guidance and resources related to their hiring. Skills and qualifications they should look for include:

1. Previous experience as the director of an Illinois public library (preferably a District library)
2. Ideally, previous experience as an Interim Library Director
3. Flexible schedule to allow for on-site presence and attend board meetings

Completion of Long-Term Emergency Succession Period

The decision about when the absent Library Director returns will be determined by the Director and the Board. A reduced schedule for a set period of time is permissible, with the intention that the Director will work their way back to a full-time schedule.

The Board should also consult the Leave of Absence Policy contained in the library’s Personnel Manual for guidance and may reach out to HR Source and/or the library’s attorney, should specific questions arise that are not addressed in the policy.

Succession Plan in the Event of a Resignation/Termination

In the event the Library Director resigns their position or the Board terminates the Library Director’s employment, the procedures for a long-term unplanned absence will be activated with one addition: the Board will convene their Personnel Committee to begin the search for a permanent replacement within one week of the resignation/termination of the existing Library Director. In the event of a resignation, the Board may opt to involve the existing Library Director in recruitment and on-boarding efforts for their replacement if the decision is made not to hire an Interim Director. In addition, the existing Library Director will create a list for the Board President of outstanding projects/upcoming commitments and suggested hand-offs prior to their last day of employment.

Review of Succession Plan

The library’s financial calendar of annual deadlines shall be included in this document along with other succession related information that would be necessary for the plan to be placed into immediate action.

Due to the sensitive nature of the information contained in this document, a physical copy will be printed and kept locked in the administrative office. One additional physical copy may be kept by the Library Board President and Library Board Secretary in the Trustee safe. A digital copy for editing shall be kept on the Library Director’s desktop computer. The plan should be reviewed every two years for ongoing suitability.

This succession plan must be approved by the library’s Board of Trustees and signed by the Board President, the Board Secretary, and the Library Director upon its approval.

Signatures of Approval for Winnetka-Northfield Public Library District

Board President: _____ Date: _____

Board Secretary: _____ Date: _____

Library Director: _____ Date: _____

INFORMATION AND CONTACTS

Knowing where our organization's key information is located is critical so that if an emergency succession should occur, our library would be able to quickly continue work in the most efficient and effective way.

Bylaws: Digital copy on WNPLD website (<https://www.winnetkalibrary.org/pdf/board/trustee-bylaws-10-2016.pdf>); original on network drive (S:\Administration\Board of Trustees\Board By-Laws)

Strategic Plan: Digital copy on WNPLD website (<https://www.winnetkalibrary.org/pdf/board/2016-2020-Winnetka-Northfield-strategic-plan.pdf>); original on network drive (S:\Administration\Strategic Plan 2016-2020)

Board Meeting Minutes and Recordings (<https://www.winnetkalibrary.org/connect/board-of-trustees/board-meeting-schedule-and-minutes/>)

FINANCES

- Bank Account: #####, Routing: #####
- Employer Identification Number: ##-#####
- DUNS: #####
- Sam.gov: email/password
- GATA portal: username/password ID: ##### (email)

Bank

- Name: Byline Bank
- Accounts: *Operating, Money Market, Trust*
- Branch Representative(s): Redacted Information

Auditor

- Name: McClure, Inserra & Co.; Chtd.
- Contact: Redacted Information
- Phone Number/Email: Redacted Information

Payroll

- Company Name: Paylocity
- Paylocity Account Rep: Redacted Information
- Contact Info: Redacted Information
- Lauterbach & Amen Payroll Contact: Redacted Information
- Contact Info: Redacted Information

Fiscal Authority

Authorized to sign checks:

- Board President, Vice President, Treasurer

Authorized to perform bank transfers:

- Library Director

Library Safe

Redacted information.

| Item | Location |
|---------------------------------------|---|
| Current and previous financial audits | https://www.winnetkalibrary.org/library-info/finances/ |
| Financial Statements | Online through banking web portal |
| Tax Exemption Certificate | S:\Administration\Tax Exempt Letter - State |
| Blank Checks | Locked filing cabinet in Admin Office (Library Director and Administrative Assistant have keys) |

LEGAL

- Attorney: Peregrine, Stime, Newman, Ritzman, & Bruckner Ltd.
- Name: Redacted Information
- Phone Number/Email: Redacted Information

ACCOUNTING

- Company Name: Lauterbach & Amen
- Account Rep: Redacted Information
- Contact Info: Redacted Information

PERSONNEL

- Employee records/personnel info: Admin Office in locked filing cabinet
- I-9's: Admin Office in locked filing cabinet

Human Resources

- Company Name: HR Source
- Account Rep: Redacted Information
- Contact Info: Redacted Information

Employee Assistance Program

- Company Name: Northwestern Medicine Behavioral Health Services
- Account Rep: Redacted Information
- Contact Info: Redacted Information

Health Insurance

- Company Name: Blue Cross Blue Shield of Illinois
- Benefits Coordinator: Redacted Information
- Contact Info: Redacted Information

Retirement/Pension Plan

- Company Name: IMRF (Illinois Municipal Retirement Fund)
- Contact Info: Redacted Information
- Account Administrator: Library Director & Administrative Assistant

BUILDING/FACILITIES

Facility Management

- Company Name: CityWide
- Facilities Manager: Jason Kolisch
- Facilities Supervisor: Redacted Information
- Contact Info: Redacted Information

Property & Liability Insurance

- Company Name: Cook and Kocher Insurance Group
- Insured through: Philadelphia Insurance and Utica National Insurance Group
- Account Rep: Redacted Information
- Contact Info: Redacted Information

Snow Removal

- Company Name: CityWide
- Facilities Manager: Jason Kolisch
- Contact Info: Redacted Information

TECHNOLOGY

- Company Name: 3Points/NTiva
- Contact: Redacted Information
- Contact Info: Redacted Information

As a District library, we are on a July 1st- June 30th budget cycle. Some critical times and tasks to note are as follows:

- **July-August**
 - Complete the IPLAR report and file with the state library (due 9/1)
 - Create the Annual Report and post to the website/send a copy to the Team and the Board
 - Draft, Hold Hearing, and Submit Budget & Appropriation to County (B&A)
 - Begin annual financial audit
 - Adopt the Non-Resident Fee Card Ordinance
 - Adopt Building and Maintenance Tax (.02% special tax) Ordinance
 - Adopt Annual Disclosure of Receipts and Disbursements
- **September-November**
 - Work with attorney to create draft levy
 - Have Board approve levy at November meeting
 - Adopt a Certified Estimate of Revenues by Source and file with County Clerk
 - Adopt a Resolution to Determine Estimate of Funds Needed
- **December**
 - Submit 2 copies of the levy ordinance and certification (along with a self-addressed stamped envelope) to the County Assessor by 2nd Tuesday of the month
 - Have auditor present findings to the Board of Trustees
 - Begin Per Capita Grant application
 - Ensure all employees have completed required anti-harassment training
- **January**
 - Complete and submit the Per Capita Grant application to the state library (due 1/15)
- **March-April**
 - Begin working on upcoming fiscal year's draft budget; schedule Study Session with Board to discuss in April
- **May-June**
 - Ask staff to complete purchases on library credit cards and with Amazon by 5/31 so they do not have to be backdated during the audit
 - Finalize and have the Board vote to adopt the upcoming fiscal year's working budget; post it to the website and save in Budget folder on network; send in all-staff email
 - Conduct annual reviews for staff and notify them of any increases that will take effect during the first pay period of July
 - Have Board determine closed days/Board Meeting dates for upcoming fiscal year and post to the library website/send in an email to the Team
 - Adopt Prevailing Wage Ordinance

General Policy

It is the policy of the Winnetka-Northfield Public Library District to invest public funds as necessary and appropriate for the provision and maintenance of collections, services, programs, facilities, equipment, staffing, and other expenditures related to the operation of the library as authorized by the Public Library District Act (75 ILCS 10/1-1 *et seq.*), the Public Funds Investment Act (30 ILCS 235/0.01 *et seq.*) and other applicable laws and regulations.

Scope

This policy applies to all funds maintained by the Winnetka-Northfield Public Library District.

Investment Standard

The standard for investment of funds shall be the “prudent person” standard. Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation but for investment, considering the safety of their capital as well as the income to be derived.

Objectives

The primary objectives for investment of funds, in order of priority, shall be:

1. Legality – conformance with applicable statutes and regulations.
2. Safety – protection of investment principal.
3. Liquidity – maintenance of liquidity sufficient to meet operating requirements.
4. Yield - maximizing the return on the portfolio while avoiding unreasonable investment risk.

Portfolio Review and Reporting

The portfolio should be reviewed at least annually as to the portfolio’s effectiveness in meeting the Library’s objectives as stated above. The Treasurer shall provide an annual report for the Board in a format suitable for review by the general public.

Delegation of Authority

Management and administrative responsibility for investment of public funds is delegated to the Treasurer of the Board.

Ethics and Conflicts of Interest

Trustees and employees involved in the investment process shall abstain from personal business or investments which could conflict with the proper execution and management of the investment program or which could impair their ability to make impartial decisions.

Authorized Financial Dealers and Institutions

The Treasurer shall maintain a list of financial institutions authorized as depositors for funds and to provide investment services.

If it becomes necessary to use an investment advisor or money manager, the Treasurer and Director shall recommend a policy to the Board regarding their selection.

Authorized and Suitable Investments

Investments may be made in any type of security allowed for by applicable statutes. The Board is aware that the Public Funds Investment Act, 30 ICLS 235/1 *et seq.*, applies to the Library's investment of public funds. By way of example only, the following investments are among those currently authorized by the Public Funds Investment Act:

- (a) Bank or Savings and Loan Certificates of Deposit (FDIC insured) – the Library may invest up to the maximum amount insured by the FDIC (currently \$250,000), minus the expected accrued interest. The Library may invest more than the FDIC insured amount (minus expected accrued interest) with any one Bank or Savings and Loan Association, provided that the Library receives collateral (see Paragraph 10);
- (b) U.S. Government and Government Agency Securities – the Library may invest in bonds, notes, certificates of indebtedness, treasury bills, or other securities, which are guaranteed by the full faith and credit of the United States of America as to principal and interest;
- (c) Illinois Funds –the Library may invest with any of The Illinois Funds whereby the Treasurer of the State of Illinois invests funds pooled by local governments.
- (d) Money market mutual funds registered under the Investment Company Act of 1940 with a portfolio consisting of investments in categories (a) and (b) (above)

Collateralization

All public funds on deposit must be protected by insurance (e.g., FDIC) or pledged collateral. The amount of collateral will be 110% of the amount not protected by insurance. The guidelines of the Government Finance Officers Association (GFOA) will be given consideration.

Collateral shall be held by an independent third-party depository approved by the Board and evidenced by a written collateral agreement. The pledged collateral shall be of the type authorized by applicable statutes.

Substitutions of collateral must be approved in writing prior to release, and the collateral should not be released until the replacement collateral has been received.

Safety

All investment transactions shall be conducted in a manner that ensures reasonable safety. The Treasurer and Director shall keep written receipts or have access to electronic receipts for all transactions.

Diversification

The Library shall diversify its investments to the best of its ability based on the nature of the funds invested and the Library's cash flow needs.

Maturities and Strategy

In keeping with the Library's Objectives (Section 4), as a general rule the investment portfolio shall have the following maximum maturities:

1. Final maturity of investments should not exceed five years.
2. At least 50% of the cash and investment balance should mature within three years.

The Library shall carry an operating reserve in the General Fund of not less than 6 months and no more than 12 months of operating expenses.

Operational Procedures/Internal Control

Investments are reviewed each month noting when investments are maturing and the Library's cash flow needs. The Treasurer and Library Director shall determine which funds to reinvest or cash out and keep the Board apprised of any liquidated funds.

The Library Director executes investment decisions as approved by the Treasurer.

No Library funds are to be transferred into any accounts other than accounts owned by the Library. Bank confirmations are necessary for all investment transactions and all transfers between funds.

The Treasurer is responsible for establishing and maintaining internal controls to ensure that Library investments are protected from loss, theft, or misuse. Internal controls should address the following points:

- Control of collusion
- Separation of transaction authority from accounting and record keeping
- Custodial safekeeping
- Avoidance of physical delivery of securities
- Delegation of authority to Library Director and his/her staff
- Written confirmation of telephone and online transactions
- Development of wire transfer protocols as necessary

Portfolio Management

The Library's portfolio will be managed in accordance with the parameters specified in this Investment Policy.

Personal Liability

Investment officers acting in accordance with this Policy and the written procedures of the Library District and exercising due diligence shall be relieved of personal responsibility for a security's credit risk or market price/value changes, provided any deviation from expectations is reported to the Board no later than 10 calendar days after the matter is discovered and appropriate action is taken to control adverse developments.

Local Institutions

The Board will attempt to place investments with financial institutions located in the Library District provided the rate of return and security are comparable to the best rates offered by other financial institutions, in compliance with this policy's parameters of legality, safety and liquidity.

Investment Policy Review

The Board of Trustees shall review this Investment Policy annually or more frequently as needed. Modifications to this Policy must be approved by the Board of Trustees.