

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

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

AGENDA

Monday, May 16, 2022

- I. Call to Order**
- II. Roll Call**
- III. Public Comments**
- IV. Approval of Minutes**
 - Approval of Minutes of the April 18, 2022 Regular Meeting* (2 mins)
 - Approval of Minutes of the May 2, 2022 Budget Study Session* (1 min)
- V. Financial Report**
 - April 2022 Financial Statements* (5 mins)
- VI. Library Reports**
 - Director's Report* (10 minutes)
- VII. Liaisons to Other Organizations – Reports**
 - Winnetka Village [Trustee Mitchell] (5 mins)
 - Northfield Village [Trustee Munoz] (5 mins)
- VIII. Unfinished Business**
- IX. New Business**
 - Digitization Partnership with Winnetka Historical Society* [Mary Treischmann] (15 mins.)
 - Discussion & Vote on FY22-23 Working Budget* (15 mins.)
 - Discussion & Vote on Updating Trustee Bylaws* (10 mins.)
 - Review Draft Ordinance Board Meeting Schedule for FY22/23* (5 mins.)
- X. Communications**
 - The next regular meeting will be on Monday, June 20th at 7 p.m. at the Northfield Branch
- XI. Public Comments**
- XII. Adjournment**

*Attachments

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

April 18, 2022

I. Call to Order

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

II. Roll Call

Present: Trustees Sarah Munoz, Todd Van Neck, Travis Gosselin, Katherine Casale MacNally, Thomas Sundell and President Melissa Mitchell; and Library Director Monica Dombrowski.

Absent: Trustee Deborah Vandergrift

Present were library employees Nicola White (Business Services Coordinator), Mark Swenson (Information Technology Manager), and Melissa Morgan (Branch Services Manager). Present were Winnetka residents Marc Hecht, Jeffrey Liss, and Alexandra Ross.

III. Public Comments

Winnetka resident Marc Hecht commented on the Library Park land.

IV. Approval of Minutes

- Approve Minutes of the March 21, 2022 Regular Meeting

President Mitchell announced the approval of the March 21, 2022 Regular Meeting Minutes.

V. Financial Report

Director Dombrowski presented the March 2022 Financial Statements.

VI. Library Report

LIBRARY DIRECTOR'S REPORT:

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

VII. Liaisons to Other Organizations-Reports

- *Winnetka Village*- President Mitchell reported that the Village of Winnetka has announced that the Independence Day parade will be happening this year, along with the fireworks. She also reported that the Winnetka Public Nursery School Children’s Fair is returning this year from June 9th-11th, and the Music Festival will be held on June 18th.
- *Northfield Village*- Trustee Munoz stated that there was nothing new to report. President Mitchell reported that the Northfield Market Music and More will be every Wednesday for 10 weeks starting in June; the library will be attending.

VIII. Unfinished Business

- *Committees & Assignments*

The following Board committees were assigned:

- Budget & Facilities: Trustees Vandergrift & Casale MacNally
- Personnel: Trustees Gosselin & Van Neck
- Community Outreach: Trustees Munoz & Sundell

President Mitchell may assist and attend committee meetings, as needed.

- *Update on Selection of Facility Feasibility Study Firm*

Director Dombrowski reported that the team selected Engberg Anderson to complete the Facility Feasibility Study.

IX. New Business

- *Stats Comparison in Board Report*

The Board decided that in future board reports, the comparisons of statistics would be solely to the immediately preceding year’s statistics.

- *Conversion of May 2nd Study Session to Finance Committee Meeting*

The Board decided to convert the Study Session on May 2nd to a Budget Study Session.

- *Q3 Strategic Planning Update*

Director Dombrowski reported on the progress made on the Strategic Plan during the third quarter of the fiscal year.

X. Communications

- *The next regular meeting will be held on Monday, May 16th at 7 p.m. at the Winnetka Branch.*
- *The budget study session will be held on Monday, May 2nd at 7 p.m. at the Winnetka Branch.*

XI. Public Comments

Winnetka resident Marc Hecht commented on the PLA conference and the potential acquisition of Library Park land.

Winnetka resident Jeffrey Liss commented on the use of the phrase "Fourth of July" as opposed to "Independence Day" in both Village and Library communications surrounding the holiday.

Winnetka resident Marc Hecht commented on the board meeting minutes.

Resident Alexandra Ross commented on the facilities feasibility study.

XII. Adjourn to Closed Session

- **Closed Session**

5 ILCS 120/2(c)(5): To consider the purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired.

A MOTION to adjourn to Closed Session was made by Trustee Sundell.

President Mitchell adjourned to Closed Session at 8:44 p.m.

XIII. Return to Open Session

XIV. Vote to Explore/Pursue Acquisition of Library Park

A MOTION to Explore/Pursue Acquisition of Library Park was made by Trustee Gosselin.

The MOTION passed on voice vote.

A MOTION to Conduct an Independent Appraisal of Library Park Land was made by Trustee Casale MacNally.

ROLL CALL VOTE:

AYES: Trustees Munoz, Van Neck, Gosselin, Casale MacNally and Sundell

NAYS:

ABSENT/ABSTAINING: Trustee Vandergrift

MOTION CARRIED

XV. Adjournment

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

President Mitchell adjourned the meeting at 9:17 p.m.

Respectfully submitted,

Nicola White
Recording Secretary

_____ Melissa Mitchell, President

_____ Thomas Sundell, Secretary

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

May 2, 2022

I. Call to Order

The meeting was held at the Winnetka Library, 768 Oak Street, Winnetka, Illinois. Trustee Vandergrift called the meeting to order at 7:02 p.m. A quorum was present.

II. Roll Call

Present: Trustees Katherine Casale MacNally and Deborah Vandergrift; and Library Director Monica Dombrowski.

Absent:

Present were library employees Nicola White (Business Services Coordinator) and Mark Swenson (Information Technology Manager).

III. Public Comments

No public comments.

IV. Discussion of Draft FY22-23 Library Operating Budget

Director Dombrowski presented the draft FY22-23 operating budget.

V. Public Comments

No public comments.

VI. Adjournment

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

Trustee Vandergrift adjourned the meeting at 7:53 p.m.

Respectfully submitted,

Nicola White
Recording Secretary

_____ Melissa Mitchell, President

_____ Thomas Sundell, Secretary

Winnetka-Northfield Public Library District

All Funds Summary

For the 10 Months Ended April 30, 2022

Ideal Budget Percentage Spent: 83.33%

	<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	4,151,556.25	3,459,630.21	4,040,123.97	97.32 %	580,493.76
IMRF Fund	176,750.00	147,291.67	178,372.10	100.92 %	31,080.43
FICA Fund	131,300.00	109,416.67	132,505.04	100.92 %	23,088.37
Building Fund	403,994.00	336,661.67	407,701.64	100.92 %	71,039.97
Unemployment Fund	2,020.00	1,683.33	2,038.56	100.92 %	355.23
Total Revenues	<u>4,865,620.25</u>	<u>4,054,683.54</u>	<u>4,760,741.31</u>	<u>97.84 %</u>	<u>706,057.77</u>
Expenses					
Library Fund	3,859,150.00	3,215,958.33	3,259,215.13	84.45 %	43,256.80
IMRF Fund	102,750.00	85,625.00	87,566.13	85.22 %	1,941.13
FICA Fund	133,000.00	110,833.33	92,037.98	69.20 %	(18,795.35)
Building Fund	320,000.00	266,666.67	208,366.54	65.11 %	(58,300.13)
Unemployment Fund	10.00	8.33	0.00	0.00 %	(8.33)
Total Expenses	<u>4,414,910.00</u>	<u>3,679,091.67</u>	<u>3,647,185.78</u>	<u>82.61 %</u>	<u>(31,905.89)</u>
Total Revenues	4,865,620.25	4,054,683.54	4,760,741.31	97.84 %	706,057.77
Total Expenses	<u>4,414,910.00</u>	<u>3,679,091.67</u>	<u>3,647,185.78</u>	<u>82.61 %</u>	<u>31,905.89</u>
Excess Revenues less Expenses	<u>450,710.25</u>	<u>375,591.87</u>	<u>1,113,555.53</u>	<u>247.07 %</u>	<u>737,963.66</u>

Winnetka-Northfield Public Library District

Library Fund Summary

For the 10 Months Ended April 30, 2022

Ideal Budget Percentage Spent: 83.33%

	<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	3,264,050.00	3,821,240.61	97.56 %	557,190.61
Replacement Tax	30,000.00	25,000.00	61,304.88	204.35 %	36,304.88
Collections	130,196.25	108,496.88	124,866.24	95.91 %	16,369.36
Materials	6,500.00	5,416.67	5,530.94	85.09 %	114.27
Other Income	68,000.00	56,666.67	27,181.30	39.97 %	(29,485.37)
Total Operating Revenue	<u>4,151,556.25</u>	<u>3,459,630.21</u>	<u>4,040,123.97</u>	<u>97.32 %</u>	<u>580,493.76</u>
Operating Expenses					
Personnel	1,871,100.00	1,559,250.00	1,495,899.52	79.95 %	(63,350.48)
Administration	197,400.00	164,500.00	158,430.04	80.26 %	(6,069.96)
Utilities	91,400.00	76,166.67	66,081.58	72.30 %	(10,085.09)
IT Services	163,000.00	135,833.33	105,037.69	64.44 %	(30,795.64)
Public Relations	43,000.00	35,833.33	32,710.24	76.07 %	(3,123.09)
Library Materials - Adult	519,000.00	432,500.00	441,305.63	85.03 %	8,805.63
Library Materials - Youth	75,000.00	62,500.00	57,888.62	77.18 %	(4,611.38)
Programs	69,250.00	57,708.33	57,800.55	83.47 %	92.22
Capital	830,000.00	691,666.67	844,061.26	101.69 %	152,394.59
Total Operating Expenses	<u>3,859,150.00</u>	<u>3,215,958.33</u>	<u>3,259,215.13</u>	<u>84.45 %</u>	<u>43,256.80</u>
Total Revenues	4,151,556.25	3,459,630.21	4,040,123.97	97.32 %	580,493.76
Total Expenses	<u>3,859,150.00</u>	<u>3,215,958.33</u>	<u>3,259,215.13</u>	<u>84.45 %</u>	<u>43,256.80</u>
Excess Revenues less Expenses	<u>292,406.25</u>	<u>243,671.88</u>	<u>780,908.84</u>	<u>267.06 %</u>	<u>537,236.96</u>

Winnetka-Northfield Public Library District

Statement of Revenues and Expenditures - Modified Cash Basis

For the 10 Months Ended April 30, 2022

Ideal Budget Percentage Spent: 83.33%

	Annual Budget	Prorated Budget	Year to Date Actual	% of Budget	Variance vs. Prorated Budget
<u>LIBRARY FUND</u>					
Revenues					
Taxes					
Property Taxes Collections	3,916,860.00	3,264,050.00	3,821,240.61	97.56 %	557,190.61
Replacement Tax	30,000.00	25,000.00	61,304.88	204.35 %	36,304.88
Total Taxes	3,946,860.00	3,289,050.00	3,882,545.49	98.37 %	593,495.49
Collections					
Per Capita Grant	21,696.25	18,080.21	27,232.58	125.52 %	9,152.37
Kenilworth Services	105,000.00	87,500.00	94,660.70	90.15	7,160.70
Studio Fees	1,000.00	833.33	745.26	74.53	(88.07)
Lost/Damaged Mat.-Winnetka	2,500.00	2,083.33	2,227.70	89.11	144.37
Total Collections	130,196.25	108,496.88	124,866.24	95.91 %	16,369.36
Materials					
Copy/Printing - Winnetka	5,000.00	4,166.67	5,226.00	104.52 %	1,059.33
Book Sales - Winnetka	1,500.00	1,250.00	304.94	20.33	(945.06)
Total Materials	6,500.00	5,416.67	5,530.94	85.09 %	114.27
Other Income					
Checking Interest Income	5,000.00	4,166.67	4,839.34	96.79 %	672.67
Byline Bank IMA Interest	45,000.00	37,500.00	3,884.17	8.63	(33,615.83)
Change on Investment Value	0.00	0.00	(516.12)	0.00	(516.12)
Money Market-Interest	0.00	0.00	16,924.31	0.00	16,924.31
Misc. Revenue - Winnetka	0.00	0.00	799.60	0.00	799.60
Gift Fund (over \$100)	500.00	416.67	1,250.00	250.00	833.33
Friends Donations	17,500.00	14,583.33	0.00	0.00	(14,583.33)
Total Other Income	68,000.00	56,666.67	27,181.30	39.97 %	(29,485.37)
Total Revenue	4,151,556.25	3,459,630.21	4,040,123.97	97.32 %	580,493.76

Winnetka-Northfield Public Library District

Statement of Revenues and Expenditures - Modified Cash Basis

For the 10 Months Ended April 30, 2022

Ideal Budget Percentage Spent: 83.33%

	Annual Budget	Prorated Budget	Year to Date Actual	% of Budget	Variance vs. Prorated Budget
LIBRARY FUND					
Expenses					
Personnel					
Salaries	1,620,000.00	1,350,000.00	1,311,124.30	80.93 %	(38,875.70)
Health Insurance	240,000.00	200,000.00	177,947.52	74.14	(22,052.48)
Flu Vaccination	100.00	83.33	0.00	0.00	(83.33)
Employee Asst. Program	500.00	416.67	0.00	0.00	(416.67)
Conferences	10,000.00	8,333.33	6,157.70	61.58	(2,175.63)
Flexible Spending Account	500.00	416.67	670.00	134.00	253.33
Total Personnel	1,871,100.00	1,559,250.00	1,495,899.52	79.95 %	(63,350.48)
Administration					
Audit Fees	12,400.00	10,333.33	12,400.00	100.00 %	2,066.67
Library Supplies	34,500.00	28,750.00	22,796.62	66.08	(5,953.38)
Office Supplies	7,000.00	5,833.33	4,279.66	61.14	(1,553.67)
Breakroom Supplies	2,000.00	1,666.67	1,770.57	88.53	103.90
Postage	3,200.00	2,666.67	2,196.44	68.64	(470.23)
Hospitality	1,500.00	1,250.00	878.30	58.55	(371.70)
Accounting and Bookkeeping	23,000.00	19,166.67	14,813.38	64.41	(4,353.29)
Legal Notices	3,500.00	2,916.67	2,457.00	70.20	(459.67)
Delivery Service	6,800.00	5,666.67	5,325.00	78.31	(341.67)
Payroll Services	9,000.00	7,500.00	7,314.60	81.27	(185.40)
Liability Insurance Costs	23,000.00	19,166.67	23,180.00	100.78	4,013.33
Board Expenses	1,000.00	833.33	43.69	4.37	(789.64)
Memberships	3,500.00	2,916.67	3,976.66	113.62	1,059.99
Staff Recognition/Events/Meetings	6,000.00	5,000.00	2,988.64	49.81	(2,011.36)
Legal	12,000.00	10,000.00	7,499.11	62.49	(2,500.89)
Building Appraisal	500.00	416.67	0.00	0.00	(416.67)
Other Consultations	5,000.00	4,166.67	17,424.64	348.49	13,257.97
Investment Fees	5,000.00	4,166.67	2,613.23	52.26	(1,553.44)
HR Consultant	38,000.00	31,666.67	26,622.50	70.06	(5,044.17)
Miscellaneous	500.00	416.67	(150.00)	(30.00)	(566.67)
Total Administration	197,400.00	164,500.00	158,430.04	80.26 %	(6,069.96)
Utilities					
Electricity - Winnetka	41,000.00	34,166.67	31,957.61	77.95 %	(2,209.06)
Water - Winnetka	3,500.00	2,916.67	2,363.96	67.54	(552.71)
Storm Sewer - Winnetka	1,600.00	1,333.33	1,198.44	74.90	(134.89)
Natural Gas - Winnetka	11,000.00	9,166.67	13,688.52	124.44	4,521.85
Telephone - Winnetka	16,800.00	14,000.00	4,829.43	28.75	(9,170.57)
Internet Services	17,500.00	14,583.33	12,043.62	68.82	(2,539.71)
Total Utilities	91,400.00	76,166.67	66,081.58	72.30 %	(10,085.09)
Information Technology					
CCS Operating	80,000.00	66,666.67	54,479.69	68.10 %	(12,186.98)
Software	23,000.00	19,166.67	23,996.96	104.33	4,830.29
LAN Management	50,000.00	41,666.67	24,110.32	48.22	(17,556.35)
Hardware	0.00	0.00	928.78	0.00	928.78
Technology - Website	10,000.00	8,333.33	1,521.94	15.22	(6,811.39)
Total Information Technology	163,000.00	135,833.33	105,037.69	64.44 %	(30,795.64)
Public Relations					

Winnetka-Northfield Public Library District

Statement of Revenues and Expenditures - Modified Cash Basis

For the 10 Months Ended April 30, 2022

Ideal Budget Percentage Spent: 83.33%

	Annual Budget	Prorated Budget	Year to Date Actual	% of Budget	Variance vs. Prorated Budget
LIBRARY FUND					
PR Promotional	7,000.00	5,833.33	4,795.62	68.51 %	(1,037.71)
PR Source/Mailers	23,000.00	19,166.67	20,676.12	89.90	1,509.45
PR Supplies	8,000.00	6,666.67	3,335.18	41.69	(3,331.49)
PR Marketing/Advertising	5,000.00	4,166.67	3,903.32	78.07	(263.35)
Total Public Relations	43,000.00	35,833.33	32,710.24	76.07 %	(3,123.09)
Library Materials - Adult					
Books-Fiction-Adult-Winnetka	79,000.00	65,833.33	55,968.55	70.85 %	(9,864.78)
Books-Non-Fiction-Adult-Winnetka	70,000.00	58,333.33	54,603.31	78.00	(3,730.02)
Periodicals-Winnetka	20,000.00	16,666.67	20,156.30	100.78	3,489.63
DVDs-Adult-Winnetka	38,000.00	31,666.67	24,794.41	65.25	(6,872.26)
Audio Books-Adult-Winnetka	17,000.00	14,166.67	13,752.81	80.90	(413.86)
Books-Digital-Winnetka	200,000.00	166,666.67	178,852.99	89.43	12,186.32
Online Database	95,000.00	79,166.67	93,177.26	98.08	14,010.59
Total Library Materials - Adult	519,000.00	432,500.00	441,305.63	85.03 %	8,805.63
Library Materials - Youth					
Books-Fiction-Juv-Winnetka	40,000.00	33,333.33	32,429.43	81.07 %	(903.90)
Books-Non-Fiction, Easy, & JH-Winnetka	14,000.00	11,666.67	10,784.96	77.04	(881.71)
DVDs-Juv-Winnetka	8,000.00	6,666.67	3,432.05	42.90	(3,234.62)
Audio Books-Juv-Winnetka	10,000.00	8,333.33	7,992.73	79.93	(340.60)
Video Games-Juv-Winnetka	3,000.00	2,500.00	3,224.51	107.48	724.51
Books-Easy-Winnetka	0.00	0.00	14.24	0.00	14.24
Books-Jr. High-Winnetka	0.00	0.00	10.70	0.00	10.70
Total Library Materials - Youth	75,000.00	62,500.00	57,888.62	77.18 %	(4,611.38)
Programs					
Summer Reading	8,000.00	6,666.67	6,420.00	80.25 %	(246.67)
Studio General Supplies	0.00	0.00	12.50	0.00	12.50
OBTV	15,000.00	12,500.00	10,322.44	68.82	(2,177.56)
Programming - Studio	6,750.00	5,625.00	6,255.88	92.68	630.88
Programming - Youth	15,000.00	12,500.00	11,196.15	74.64	(1,303.85)
Programming - Adult	20,000.00	16,666.67	19,520.08	97.60	2,853.41
Studio Maintenance/Repair	4,500.00	3,750.00	4,073.50	90.52	323.50
Total Programs	69,250.00	57,708.33	57,800.55	83.47 %	92.22
Capital					
Capital Outlay	400,000.00	333,333.33	769,521.23	192.38 %	436,187.90
Building	250,000.00	208,333.33	28,883.94	11.55	(179,449.39)
Equipment/Furniture	100,000.00	83,333.33	11,456.79	11.46	(71,876.54)
Computer Equipment	80,000.00	66,666.67	34,199.30	42.75	(32,467.37)
Total Capital	830,000.00	691,666.67	844,061.26	101.69 %	152,394.59
Total Expenses	3,859,150.00	3,215,958.33	3,259,215.13	84.45 %	43,256.80
Excess Revenues less Expenses	292,406.25	243,671.88	780,908.84	267.06 %	537,236.96

Winnetka-Northfield Public Library District
Statement of Revenues and Expenditures - Modified Cash Basis
For the 10 Months Ended April 30, 2022

Ideal Budget Percentage Spent: 83.33%

	<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	403,994.00	336,661.67	407,701.64	100.92 %	71,039.97
Total Revenue	<u>403,994.00</u>	<u>336,661.67</u>	<u>407,701.64</u>	<u>100.92 %</u>	<u>71,039.97</u>
Expenses					
Northfield Lease	66,000.00	55,000.00	55,169.10	83.59 %	169.10
Janitorial Supplies	13,176.00	10,980.00	5,073.75	38.51	(5,906.25)
Snow Removal	8,960.00	7,466.67	3,249.74	36.27	(4,216.93)
Photocopier Leases	44,800.00	37,333.33	18,684.70	41.71	(18,648.63)
Phone Lease	10,752.00	8,960.00	10,752.00	100.00	1,792.00
Building Maintenance Service	123,200.00	102,666.67	77,000.00	62.50	(25,666.67)
Elevators	8,960.00	7,466.67	6,501.10	72.56	(965.57)
Landscaping	5,600.00	4,666.67	2,904.11	51.86	(1,762.56)
HVAC	11,200.00	9,333.33	9,323.58	83.25	(9.75)
Automatic Doors	3,920.00	3,266.67	1,960.00	50.00	(1,306.67)
Roof	672.00	560.00	333.00	49.55	(227.00)
Alarms	3,080.00	2,566.67	3,331.60	108.17	764.93
Equipment	4,480.00	3,733.33	5,698.50	127.20	1,965.17
Misc Services	15,200.00	12,666.67	8,385.36	55.17	(4,281.31)
Total Expenses	<u>320,000.00</u>	<u>266,666.67</u>	<u>208,366.54</u>	<u>65.11 %</u>	<u>(58,300.13)</u>
Excess Revenues less Expenses	<u>\$ 83,994.00</u>	<u>\$ 69,995.00</u>	<u>\$ 199,335.10</u>	<u>237.32 %</u>	<u>129,340.10</u>

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

April 1, 2022 - April 30, 2022

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Vendor Checks						
Book Stall				3487	04/01/22	<u>131.95</u>
10-1-5340	Books-Fiction-Adult-Winnetka	INV# 405353	107.96			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	INV# 405907	23.99			
Brittany Hogan				3488	04/01/22	<u>250.00</u>
10-0-5908	Programming - Adult	Brittany Hogan - Aromatherapy Blending	250.00			
Cupello Mechanical				3489	04/01/22	<u>1,580.00</u>
10-0-5882	Building	Service on 1/12/22	150.00			
10-0-5882	Building	Service on 12/16/21	695.00			
10-0-5882	Building	Service on 12/17/21	330.00			
10-0-5882	Building	Service on 12/21/21	255.00			
70-0-5799	Misc Services	INV# 1820	150.00			
Esscoe L.L.C.				3490	04/01/22	<u>57.50</u>
10-0-5135	LAN Management	INV# 51115	57.50			
Molly Schoenherr				3491	04/01/22	<u>304.86</u>
10-0-5114	Conferences	Molly Schoenherr - travel reimbursement	206.51			
10-0-5114	Conferences	Molly Schoenherr - travel reimbursement	98.35			
Quench USA, Inc.				3492	04/01/22	<u>347.10</u>
10-0-5122	Breakroom Supplies	INV# INV03887868	347.10			
Team One Repair, Inc.				3493	04/01/22	<u>175.00</u>
10-0-5120	Library Supplies	INV# 1257842	175.00			
Technology Management Rev Fund				3494	04/01/22	<u>450.00</u>
10-0-5176	Internet Services	INV# T2220223	450.00			
A&A Professional Roofers LLC				3495	04/14/22	<u>688.00</u>
10-0-5882	Building	INV #107	688.00			
Amber Mechanical Contractors Inc.				3496	04/14/22	<u>1,999.50</u>
70-0-5752	HVAC	INV#C012387	1,999.50			
Amelia Kmiec				3497	04/14/22	<u>143.92</u>
10-0-5114	Conferences	Conference Expenses	143.92			
Art Excursions, Inc. (Jeff Mishur)				3498	04/14/22	<u>350.00</u>
10-0-5908	Programming - Adult	William and Jane Morris and the Arts and Crafts Movement	350.00			
Chicago Tribune				3499	04/14/22	<u>235.42</u>
10-1-5342	Periodicals-Winnetka	Pays through 6-29	235.42			
Dan Rosa				3500	04/14/22	<u>700.00</u>
10-0-5907	Programming - Youth	Music and Movement	700.00			
Mark Alvey				3501	04/14/22	<u>150.00</u>
10-0-5908	Programming - Adult	From Fair to Field Presentation	150.00			

Winnetka-Northfield Public Library District

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Melissa Mitchell				3502	04/14/22	<u>220.19</u>
10-0-5732	Staff Recognition/Events/Meetings	Potbelly Reimbursement 4/8/22	220.19			
Monica Dombrowski				3503	04/14/22	<u>1,617.76</u>
10-0-5114	Conferences	Reimbursement for Dinner and breakfasts	133.60			
10-0-5114	Conferences	Reimbursement for meals	368.80			
10-0-5114	Conferences	Travel Reimbursement	1,115.36			
Rapid Rooter Sewer and Drain Inc				3504	04/14/22	<u>1,900.00</u>
10-0-5882	Building	INV #1505	1,250.00			
10-0-5882	Building	INV #1504	650.00			
Terrence Lynch				3505	04/14/22	<u>300.00</u>
10-0-5908	Programming - Adult	Teddy Roosevelt	300.00			
The Book Stall				3506	04/14/22	<u>54.38</u>
10-1-5341	Books-Non-Fiction-Adult-Winnetka	INV#405997	22.40			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	INV#406666	31.98			
Fiberglass Engineering Company				3507	04/14/22	<u>2,561.91</u>
10-0-5882	Building	INV#15858	2,561.91			
AT&T				3508	04/28/22	<u>336.55</u>
10-0-5176	Internet Services	INV# S66300700722100	336.55			
Catapult				3509	04/28/22	<u>35.00</u>
10-0-5115	Flexible Spending Account	INV# 00105047	35.00			
Ehris Urban				3510	04/28/22	<u>185.00</u>
10-0-5908	Programming - Adult	Stoned! A crash-course in crystals	185.00			
Happiness Forward LLC				3511	04/28/22	<u>42.02</u>
10-1-5440	Books-Fiction-Juv-Winnetka	INV# WNPL-001	42.02			
Heidi Stevens				3512	04/28/22	<u>250.00</u>
10-0-5908	Programming - Adult	Parenting Your Teen	250.00			
John Boda				3513	04/28/22	<u>200.00</u>
10-0-5908	Programming - Adult	1933-34 Chicago World Fair	200.00			
John F Lyons				3514	04/28/22	<u>100.00</u>
10-0-5908	Programming - Adult	The Beatles, Chicago and the 1960's	100.00			
National Elevator Inspection Services				3515	04/28/22	<u>71.50</u>
70-0-5749	Elevators	Annual Insections 3/8/22	71.50			
Peregrine, Stime, Newman, Ritzman & Bruckner, LTD				3516	04/28/22	<u>6,525.00</u>
10-0-5736	Legal	Services from 10/1/21 - 3/31/22	6,525.00			
Pioneer Press				3517	04/28/22	<u>44.57</u>
10-1-5342	Periodicals-Winnetka	ACCT #: 168203901	44.57			

Winnetka-Northfield Public Library District

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
The Book Stall				3518	04/28/22	<u>239.90</u>
10-1-5341	Books-Non-Fiction-Adult-Winnetka	INV# 407639	46.38			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	INV# 407826	26.36			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	INV# 408163	23.19			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	INV# 508365	11.99			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	INV# 408462	46.38			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	INV# 408567	12.80			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	INV# 409006	72.80			
TK Elevators				3519	04/28/22	<u>514.00</u>
70-0-5749	Elevators	INV# 6000570639	514.00			
True Air				3520	04/28/22	<u>2,780.00</u>
10-0-5882	Building	Work on 4/25/22	580.00			
10-0-5882	Building	Work on 4/27/22	2,200.00			
ULINE				3521	04/28/22	<u>33.75</u>
10-0-5906	Programming - Studio	INV# 147717307	33.75			
Victoria Pelarenos				3522	04/28/22	<u>150.00</u>
10-0-5908	Programming - Adult	Watercolor Painting Class	150.00			
Technology Management Rev Fund				3523	04/28/22	<u>450.00</u>
10-0-5176	Internet Services	INV# T2220223	450.00			
CDW-G				17057	04/06/22	<u>1,134.00</u>
10-0-5885	Computer Equipment	INV# V144553	1,134.00			
Baker & Taylor				17058	04/06/22	<u>2,852.23</u>
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	35.07			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	595.69			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	189.75			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	165.36			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	73.96			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	16.46			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	55.46			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	41.22			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	26.23			
10-0-5120	Library Supplies	Baker & Taylor	5.18			
10-0-5120	Library Supplies	Baker & Taylor	1.04			
10-0-5120	Library Supplies	Baker & Taylor	31.31			
10-0-5120	Library Supplies	Baker & Taylor	3.18			
10-0-5120	Library Supplies	Baker & Taylor	4.24			
10-0-5120	Library Supplies	Baker & Taylor	2.11			
10-0-5120	Library Supplies	Baker & Taylor	3.18			

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5120	Library Supplies	Baker & Taylor	3.17			
10-0-5120	Library Supplies	Baker & Taylor	1.06			
10-0-5120	Library Supplies	Baker & Taylor	1.06			
10-0-5120	Library Supplies	Baker & Taylor	2.11			
10-0-5120	Library Supplies	Baker & Taylor	2.62			
10-0-5120	Library Supplies	Baker & Taylor	23.19			
10-0-5120	Library Supplies	Baker & Taylor	6.10			
10-0-5120	Library Supplies	Baker & Taylor	34.58			
10-0-5120	Library Supplies	Baker & Taylor	5.39			
10-0-5120	Library Supplies	Baker & Taylor	41.10			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Baker & Taylor	433.43			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Baker & Taylor	122.30			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Baker & Taylor	518.13			
10-2-5341	Books-Non-Fiction-Adult-Northfield	Baker & Taylor	16.38			
10-2-5341	Books-Non-Fiction-Adult-Northfield	Baker & Taylor	51.40			
10-2-5341	Books-Non-Fiction-Adult-Northfield	Baker & Taylor	83.24			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	13.49			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	13.49			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	39.72			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	26.98			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	41.22			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	10.16			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	112.47			
Midwest Tape				17059	04/06/22	<u>1,107.83</u>
10-1-5443	DVDs-Juv-Winnetka	Midwest Tape	52.48			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	44.98			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	53.98			
10-1-5344	Audio Books-Adult-Winnetka	Midwest Tape	49.99			
10-1-5344	Audio Books-Adult-Winnetka	Midwest Tape	129.97			
10-1-5344	Audio Books-Adult-Winnetka	Midwest Tape	119.97			
10-1-5344	Audio Books-Adult-Winnetka	Midwest Tape	29.99			
10-1-5344	Audio Books-Adult-Winnetka	Midwest Tape	47.99			
10-2-5344	Audio Books-Adult-Northfield	Midwest Tape	29.99			
10-2-5344	Audio Books-Adult-Northfield	Midwest Tape	204.95			
10-0-5120	Library Supplies	Midwest Tape	5.00			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	12.50			
10-0-5120	Library Supplies	Midwest Tape	7.50			
10-0-5120	Library Supplies	Midwest Tape	5.00			

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5120	Library Supplies	Midwest Tape	22.40			
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	10.00			
10-0-5120	Library Supplies	Midwest Tape	10.00			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	23.99			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	53.98			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	173.17			
Baker & Taylor				17060	04/06/22	<u>1,010.06</u>
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	406.04			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	107.94			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	177.36			
10-0-5120	Library Supplies	Baker & Taylor	15.91			
10-0-5120	Library Supplies	Baker & Taylor	31.89			
10-0-5120	Library Supplies	Baker & Taylor	7.34			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	97.86			
10-1-5441	Books-Non-Fiction, Easy, & JH-Winnetka	Baker & Taylor	110.42			
10-2-5441	Books-Non-Fiction, Easy, & JH-Northfield	Baker & Taylor	55.30			
Robbins Schwartz				17073	04/20/22	<u>56.25</u>
10-0-5736	Legal	INV #917422	56.25			
HOOPLA (MIDWEST TAPE)				17074	04/20/22	<u>1,999.17</u>
10-1-5345	Books-Digital-Winnetka	INV #501910557	1,999.17			
Ntiva				17075	04/20/22	<u>382.67</u>
10-0-5885	Computer Equipment	INV #25428	382.67			
Kanopy				17076	04/20/22	<u>721.00</u>
10-1-5345	Books-Digital-Winnetka	INV#292122-PPU	721.00			
Lauterbach & Amen, LLP				17077	04/20/22	<u>1,667.00</u>
10-0-5131	Accounting and Bookkeeping	INV #65479	1,667.00			
QUILL CORPORATION				17078	04/20/22	<u>26.06</u>
10-0-5121	Office Supplies	INV#24212274	26.06			
BIBLIOTHECA, LLC				17079	04/20/22	<u>1,404.09</u>
10-1-5345	Books-Digital-Winnetka	INV-US51796 Remaining Amount Due	800.00			
10-1-5345	Books-Digital-Winnetka	INV-US53440	604.09			
OVERDRIVE INC.				17080	04/20/22	<u>16,852.64</u>
10-1-5345	Books-Digital-Winnetka	INV#0108MA22107059	2,087.84			
10-1-5345	Books-Digital-Winnetka	INV#0108MA22106598	6,153.53			
10-1-5345	Books-Digital-Winnetka	INV#0108CP22107510	8,611.27			
MERCHANTS DELIVERY SERVICE				17081	04/20/22	<u>575.00</u>
10-0-5138	Delivery Service	23 Days book transfer	575.00			

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
HR Source 10-0-5745	HR Consultant	INV#15704	3,166.25	17082	04/20/22	<u>3,166.25</u>
VILLAGE OF NORTHFIELD 70-2-5159	Northfield Lease	INV#0422LIB	5,516.91	17083	04/20/22	<u>5,516.91</u>
Ntiva 10-0-5135	LAN Management	INV#25607	2,406.20	17084	04/20/22	<u>2,406.20</u>
DE LAGE LANDEN FINANCIALSVCS. 70-0-5746	Photocopier Leases	INV#76065613	1,868.47	17085	04/20/22	<u>1,868.47</u>
Warehouse Direct 70-0-5725	Janitorial Supplies	INV#5213467-0	46.50	17086	04/20/22	<u>46.50</u>
VILLAGE OF WINNETKA 10-0-5111	Health Insurance	INV#2022-00000004	25,019.12	17087	04/20/22	<u>25,019.12</u>
SENSOURCE 10-0-5134	Software	INV#52491	1,340.00	17088	04/20/22	<u>1,340.00</u>
Warehouse Direct 70-0-5725 70-0-5725	Janitorial Supplies Janitorial Supplies	INV#5214822-0 INV#5212014-0	56.77 38.00	17089	04/20/22	<u>94.77</u>
Baker & Taylor 10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	356.96	17090	04/20/22	<u>3,255.49</u>
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	225.15			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	419.86			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	157.60			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	62.69			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	111.26			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	25.48			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	10.16			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	13.49			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	41.22			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	26.98			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	117.57			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	13.49			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	11.99			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Baker & Taylor	554.10			
10-2-5341	Books-Non-Fiction-Adult-Northfield	Baker & Taylor	135.20			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	13.49			

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10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	170.56			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	13.49			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	14.99			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	26.98			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	23.63			
10-0-5120	Library Supplies	Baker & Taylor	13.62			
10-0-5120	Library Supplies	Baker & Taylor	27.81			
10-0-5120	Library Supplies	Baker & Taylor	21.72			
10-0-5120	Library Supplies	Baker & Taylor	14.44			
10-0-5120	Library Supplies	Baker & Taylor	1.06			
10-0-5120	Library Supplies	Baker & Taylor	0.36			
10-0-5120	Library Supplies	Baker & Taylor	1.06			
10-0-5120	Library Supplies	Baker & Taylor	14.53			
10-0-5120	Library Supplies	Baker & Taylor	2.10			
10-0-5120	Library Supplies	Baker & Taylor	1.42			
10-0-5120	Library Supplies	Baker & Taylor	1.06			
10-0-5120	Library Supplies	Baker & Taylor	1.04			
10-0-5120	Library Supplies	Baker & Taylor	0.37			
10-0-5120	Library Supplies	Baker & Taylor	3.18			
10-0-5120	Library Supplies	Baker & Taylor	1.06			
10-0-5120	Library Supplies	Baker & Taylor	1.42			
10-0-5120	Library Supplies	Baker & Taylor	2.11			
10-0-5120	Library Supplies	Baker & Taylor	30.10			
10-1-5441	Books-Non-Fiction, Easy, & JH-Winnetka	Baker & Taylor	2.97			
10-1-5441	Books-Non-Fiction, Easy, & JH-Winnetka	Baker & Taylor	429.92			
10-2-5441	Books-Non-Fiction, Easy, & JH-Northfield	Baker & Taylor	137.80			
Midwest Tape				17091	04/20/22	<u>1,393.07</u>
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	91.46			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	143.95			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	26.24			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	36.73			
10-1-5344	Audio Books-Adult-Winnetka	Midwest Tape	74.98			
10-1-5344	Audio Books-Adult-Winnetka	Midwest Tape	29.99			
10-1-5344	Audio Books-Adult-Winnetka	Midwest Tape	114.97			
10-2-5344	Audio Books-Adult-Northfield	Midwest Tape	29.99			
10-2-5344	Audio Books-Adult-Northfield	Midwest Tape	149.96			
10-0-5120	Library Supplies	Midwest Tape	10.00			
10-0-5120	Library Supplies	Midwest Tape	5.00			
10-0-5120	Library Supplies	Midwest Tape	5.00			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	5.00			
10-0-5120	Library Supplies	Midwest Tape	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	7.50			

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	12.50			
10-0-5120	Library Supplies	Midwest Tape	10.00			
10-0-5120	Library Supplies	Midwest Tape	22.50			
10-0-5120	Library Supplies	Midwest Tape	7.40			
10-0-5120	Library Supplies	Midwest Tape	17.50			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	70.87			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	36.73			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	11.24			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	29.99			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	172.41			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	197.93			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	53.23			
Baker & Taylor				17092	04/20/22	<u>4,062.54</u>
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	15.23			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	122.64			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	168.65			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	258.75			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	192.53			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	77.39			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	127.12			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	32.48			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	110.74			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	164.03			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	85.26			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	102.08			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	90.40			
10-0-5120	Library Supplies	Baker & Taylor	25.78			
10-0-5120	Library Supplies	Baker & Taylor	18.78			
10-0-5120	Library Supplies	Baker & Taylor	10.13			
10-0-5120	Library Supplies	Baker & Taylor	43.63			
10-0-5120	Library Supplies	Baker & Taylor	19.73			
10-0-5120	Library Supplies	Baker & Taylor	14.55			
10-0-5120	Library Supplies	Baker & Taylor	13.54			
10-0-5120	Library Supplies	Baker & Taylor	13.66			
10-0-5120	Library Supplies	Baker & Taylor	10.76			
10-0-5120	Library Supplies	Baker & Taylor	21.29			
10-0-5120	Library Supplies	Baker & Taylor	8.94			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Baker & Taylor	482.51			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Baker & Taylor	1,097.66			
10-2-5341	Books-Non-Fiction-Adult-Northfield	Baker & Taylor	187.88			
10-2-5341	Books-Non-Fiction-Adult-Northfield	Baker & Taylor	42.35			

Winnetka-Northfield Public Library District

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All Bank Accounts

April 1, 2022 - April 30, 2022

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	75.11			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	22.02			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	76.88			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	7.34			
10-1-5441	Books-Non-Fiction, Easy, & JH-Winnetka	Baker & Taylor	271.15			
10-2-5441	Books-Non-Fiction, Easy, & JH-Northfield	Baker & Taylor	51.55			
Midwest Tape				17093	04/20/22	<u>9.99</u>
10-1-5344	Audio Books-Adult-Winnetka	Midwest Tape	9.99			
Baker & Taylor				17094	04/20/22	<u>342.28</u>
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	198.07			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	121.82			
10-0-5120	Library Supplies	Baker & Taylor	22.39			
Midwest Tape				17095	04/20/22	<u>1,370.73</u>
10-2-5443	DVDs-Juv-Northfield	Midwest Tape	52.48			
10-1-5444	Audio Books-Juv-Winnetka	Midwest Tape	147.97			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	72.85			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	23.24			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	41.98			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	122.95			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	14.99			
10-1-5344	Audio Books-Adult-Winnetka	Midwest Tape	39.99			
10-1-5344	Audio Books-Adult-Winnetka	Midwest Tape	39.99			
10-1-5344	Audio Books-Adult-Winnetka	Midwest Tape	44.99			
10-2-5344	Audio Books-Adult-Northfield	Midwest Tape	79.98			
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	5.00			
10-0-5120	Library Supplies	Midwest Tape	20.00			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	5.00			
10-0-5120	Library Supplies	Midwest Tape	25.00			
10-0-5120	Library Supplies	Midwest Tape	34.80			
10-0-5120	Library Supplies	Midwest Tape	5.00			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	5.00			
10-0-5120	Library Supplies	Midwest Tape	10.00			
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	14.90			
10-0-5120	Library Supplies	Midwest Tape	5.00			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	14.99			

Winnetka-Northfield Public Library District

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April 1, 2022 - April 30, 2022

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	22.49			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	191.28			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	162.68			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	29.99			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	66.71			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	46.48			
Baker & Taylor				17096	04/20/22	<u>1,321.21</u>
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	77.40			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	8.92			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	61.57			
10-0-5120	Library Supplies	Baker & Taylor	34.46			
10-0-5120	Library Supplies	Baker & Taylor	29.04			
10-0-5120	Library Supplies	Baker & Taylor	9.60			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Baker & Taylor	352.45			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Baker & Taylor	540.13			
10-2-5341	Books-Non-Fiction-Adult-Northfield	Baker & Taylor	108.79			
10-2-5341	Books-Non-Fiction-Adult-Northfield	Baker & Taylor	98.85			
NATIONWIDE RETIREMENT SOLUTIONS				17097	04/01/22	<u>1,375.00</u>
10-0-2040	457 withholding	NATIONWIDE RETIREMENT SOLUTIONS	1,375.00			
NATIONWIDE RETIREMENT SOLUTIONS				17098	04/14/22	<u>1,375.00</u>
10-0-2040	457 withholding	NATIONWIDE RETIREMENT SOLUTIONS	1,375.00			
NATIONWIDE RETIREMENT SOLUTIONS				17099	04/29/22	<u>1,375.00</u>
10-0-2040	457 withholding	NATIONWIDE RETIREMENT SOLUTIONS	1,375.00			
COMED				17100	04/04/22	<u>573.03</u>
10-2-5171	Electricity - Northfield	COMED	573.03			
COMCAST				17101	04/11/22	<u>314.95</u>
10-0-5176	Internet Services	COMCAST	314.95			
COMCAST				17102	04/11/22	<u>69.95</u>
10-0-5176	Internet Services	COMCAST	69.95			
PITNEY BOWES				17103	04/08/22	<u>100.00</u>
10-0-5123	Postage	PITNEY BOWES	100.00			
PITNEY BOWES				17104	04/28/22	<u>100.00</u>
10-0-5123	Postage	PITNEY BOWES	100.00			
NORTH SHORE GAS				17105	04/11/22	<u>1,187.84</u>
10-1-5174	Natural Gas - Winnetka	NORTH SHORE GAS	1,187.84			
NICOR				17106	04/12/22	<u>638.84</u>
10-2-5174	Natural Gas - Northfield	NICOR	638.84			

Winnetka-Northfield Public Library District

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All Bank Accounts

April 1, 2022 - April 30, 2022

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
VILLAGE OF WINNETKA				17107	04/21/22	<u>2,456.16</u>
10-1-5171	Electricity - Winnetka	VILLAGE OF WINNETKA	60.60			
10-1-5171	Electricity - Winnetka	VILLAGE OF WINNETKA	1,995.25			
10-1-5171	Electricity - Winnetka	VILLAGE OF WINNETKA	58.88			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	79.38			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	74.08			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	22.60			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	30.21			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	2.00			
10-1-5173	Storm Sewer - Winnetka	VILLAGE OF WINNETKA	133.16			
VILLAGE OF NORTHFIELD				17108	04/27/22	<u>38.50</u>
10-2-5172	Water - Northfield	VILLAGE OF NORTHFIELD	38.50			
First Bankcard				17109	04/21/22	<u>9,921.32</u>
10-0-5176	Internet Services	Swenson - Annual Hotspot Subscription	360.00			
10-0-5177	Technology - Website	Swenson - Website hosting and backup	25.00			
10-0-5177	Technology - Website	Swenson - Apple developer renewal (for app)	105.19			
10-0-5177	Technology - Website	Swenson - Creative Cloud Subscription	278.91			
10-1-5445	Video Games-Juv-Winnetka	Morgan - Youth coll. Dev. - video game	29.99			
10-0-5723	PR Supplies	Quish - Northfield Signage	341.03			
10-0-5723	PR Supplies	Quish - Display of 1,000 Books book lists	107.54			
10-0-5723	PR Supplies	Quish - Summer reading promotion	15.00			
10-0-5723	PR Supplies	Quish - Department supplies	30.90			
10-0-5723	PR Supplies	Quish - Display for NLW	24.30			
10-0-5724	PR Marketing/Advertising	Quish - Promotion & readers advisory	198.54			
10-0-5731	Memberships	Quish - Continuing Education & Networking	150.00			
10-0-5731	Memberships	Mall - Professional membership dues	150.00			
10-0-5731	Memberships	Mall - Professional membership dues	150.00			
10-0-5731	Memberships	Morgan - Professional membership dues	228.00			
10-0-5732	Staff Recognition/Events/Meetings	Morgan - Recognition of Amelia's MLIS degree	-5.28			
10-0-5732	Staff Recognition/Events/Meetings	Morgan - Recognition of Amelia's MLIS degree	49.28			
10-0-5732	Staff Recognition/Events/Meetings	Dombrowski - Giftcards for All-Staff Meeting Prize	50.00			
10-0-5732	Staff Recognition/Events/Meetings	Dombrowski - Lunch for All-Staff Meeting	8.71			
10-0-5732	Staff Recognition/Events/Meetings	Dombrowki - Lunch for All-Staff Meeting	317.31			
10-0-5736	Legal	Dombrowski - Required HR Law Posters	59.91			
10-0-5884	Equipment/Furniture	Dombrowski - Computer Stand for Director's Office	19.99			
10-0-5884	Equipment/Furniture	Kline - Organizer - Steel drawers	29.97			
10-0-5884	Equipment/Furniture	Kline - Sewing Machines with walking feet	571.51			
10-0-5884	Equipment/Furniture	Kline - Shelves for space	161.78			

Winnetka-Northfield Public Library District

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5884	Equipment/Furniture	Kline - Serger Thread	17.95			
10-0-5884	Equipment/Furniture	Kline - Serger for Studio	369.00			
10-0-5884	Equipment/Furniture	Dombrowski - Benches for Winnetka Garden Area	3,031.64			
10-1-5340	Books-Fiction-Adult-Winnetka	Mall - Materials	15.99			
10-1-5340	Books-Fiction-Adult-Winnetka	Mall - Materials	34.18			
10-0-5898	Miscellaneous	Mall - Accidental purchase - Reimbursed Library	67.95			
10-0-5114	Conferences	Morgan - Conference - Breakfast for Amelia & Melissa	33.30			
10-0-5114	Conferences	Morgan - Airline ticket to PLA conference	469.20			
10-0-5114	Conferences	Mall - Professional conference pass	75.00			
10-0-5114	Conferences	Dombrowski - PLA Conference Meal	23.00			
10-0-5114	Conferences	Dombrowski - PLA Conference Meal for Team	122.40			
10-0-5907	Programming - Youth	Morgan - Youth programming supplies - family science	11.37			
10-0-5907	Programming - Youth	Garrity - Programming Supplies	12.49			
10-0-5907	Programming - Youth	Garrity - Desk Supplies	21.69			
10-0-5907	Programming - Youth	Garrity - Programming Supplies	17.36			
10-0-5907	Programming - Youth	Garrity - Programming Supplies	8.99			
10-0-5907	Programming - Youth	Garrity - Passive Programming Supplies	39.95			
10-0-5907	Programming - Youth	Garrity - Programming Supplies	23.94			
10-0-5907	Programming - Youth	Garrity - STEAM Kit Supplies	14.98			
10-0-5907	Programming - Youth	Garrity - Programming Supplies	12.95			
10-0-5907	Programming - Youth	Garrity - Passive Programming Supplies	17.93			
10-0-5907	Programming - Youth	Garrity - Programming Supplies	17.99			
10-0-5907	Programming - Youth	Garrity - Programming Supplies	35.98			
10-0-5907	Programming - Youth	Garrity - STEAM Kit Supplies	21.95			
10-0-5907	Programming - Youth	Garrity - Programming Supplies	118.99			
10-0-5907	Programming - Youth	Garrity - Programming Supplies	92.93			
10-0-5907	Programming - Youth	Garrity - Programming Supplies	123.16			
10-0-5908	Programming - Adult	Mall - Event Supplies	46.80			
10-0-5908	Programming - Adult	Mall - Office and event supplies	23.05			
10-1-5440	Books-Fiction-Juv-Winnetka	Garrity - Beginning Chapter Added	17.98			
10-0-5120	Library Supplies	Mall - Office and event supplies	44.68			
10-0-5120	Library Supplies	Morgan - Office supplies - TUL accessories	34.94			
10-0-5120	Library Supplies	Swenson - Misc cables and other parts	63.67			
10-0-5121	Office Supplies	Morgan - Office supplies - TUL planner	37.77			
10-0-5121	Office Supplies	Morgan - Office supplies - TUL accessories	29.69			
70-0-5750	Landscaping	Mall - Birdfeeder and supplies	98.49			
10-1-5342	Periodicals-Winnetka	Dombrowski - Chicago Sun-Times Subscription	83.28			
10-0-5123	Postage	Swenson - Amazon prime subscription	119.00			
10-0-5134	Software	Swenson - Apple refund for renewal	-6.19			
10-0-5134	Software	Mall - Virtual event hosting	124.97			
10-0-5134	Software	Dombrowski - WhenIWork Account	80.00			
10-0-5134	Software	Dombrowski - Library Zoom Account	14.99			
10-0-5906	Programming - Studio	Kline - Pckets for Program	33.98			
10-0-5906	Programming - Studio	Kline - Vinyl Restock	74.47			

Winnetka-Northfield Public Library District

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5906	Programming - Studio	Kline - 3d Filament	97.00			
10-0-5906	Programming - Studio	Kline - Rotary Cutters for Fabric	65.23			
10-0-5906	Programming - Studio	Kline - Fabric	5.33			
10-0-5906	Programming - Studio	Kline - Fabric	90.93			
10-0-5906	Programming - Studio	Kline - Fabric	17.82			
10-0-5906	Programming - Studio	Kline - Fabric	132.36			
10-0-5906	Programming - Studio	Kline - Fabric	17.64			
10-0-5906	Programming - Studio	Kline - Notebooks and styluses for program	88.87			
10-0-5906	Programming - Studio	Kline - Fabric folders for program	33.98			
10-0-5906	Programming - Studio	Kline - Fabric quarters for program	19.99			
10-0-5906	Programming - Studio	Kline - Fabric for programs - Sandy	44.96			
10-0-5906	Programming - Studio	Kline - Seed balls for program	27.14			
10-0-5906	Programming - Studio	Kline - Seeds for spring program	12.56			
10-0-5906	Programming - Studio	Kline - Embroidery Thread	8.60			
10-0-5906	Programming - Studio	Kline - Program supplies - mugs	12.50			
10-0-5906	Programming - Studio	Kline - Artober program supplies	15.00			

Check List Total 126,701.90

APRIL 2022 DIRECTOR'S REPORT

Staff Updates

- Anniversaries: Marketing & PR Graphic Designer Kathy Skiba (4 years), Marketing & PR Manager Sarah Quish (5 years), Customer Relations Assistant Pattie Phelan (5 years)
- Comings: Youth Services Librarian Jane Friess started on 4/25. Welcome Jane!

Staff Shout-Outs

- Branch Services Manager Melissa Morgan and Digital Services Tech Librarian Jimmy Gonzalez-Vicker both had their proposals accepted for the 2022 Illinois Library Association Conference (to be held at Rosemont in Oct)!
- Adult Services Librarian Erin Collins was chosen to select Adult Fiction for Illinois' Digital Library Consortium, which benefits over 100 member libraries serving over 2 million people! The appointment is for 2 years.

Finances (Target = 83.3% based on 10 months into our fiscal year)

- We are at 97.84% of our expected operating revenues, which follows our typical annual pattern.
- We are at 82.61% of our budgeted operating expenses.

Programming

Youth

Category	22APR	21APR	Mo. % +/-	FY21-22 YTD	FY20-21 YTD	FY % +/-
Programs	50	48	4.17%	347	359	-3.34%
Live Attendees	1,268	509	149.12%	5,921	3,803	55.69%
Recording Attendees	21	-	-	53	-	-
Passive Programs	1,645	334	392.51%	4,467	2,275	96.35%

Highlights

Caregiver & Me Sign Language Class	Patrons learned how sign language can enhance communication with young children before they learn to speak.
Egg Decorating	Librarian Amber provided hard boiled eggs for families to decorate in celebration of Easter.
Sensory Shenanigans	Librarian Amber provided a room full of baby-friendly sensory activities.

Adults

Category	22APR	21APR	Mo. % +/-	FY21-22 YTD	FY20-21 YTD	FY % +/-
Programs	26	18	44.44%	193	178	8.43%
Live Attendees	395	296	33.45%	3,061	2,498	22.54%
Recording Attendees	10	10	0.00%	213	10	2,030.00%

Highlights

Instantly Amazing Cooking Demo	Emily Paster cooked and served two dishes from her cookbook, Instantly Mediterranean.
William and Jane Morris & the Arts & Crafts Movement	Art Historian Jeff Mishur presented a lecture on the legacy and influence of British home furnishings company Morris & Co.

The Archaeology of Garbage & Consumerism During Chicago's 1893 World's Fair

Rebecca Graff, author and archaeologist, presented research from sites associated with the Columbian Exposition.

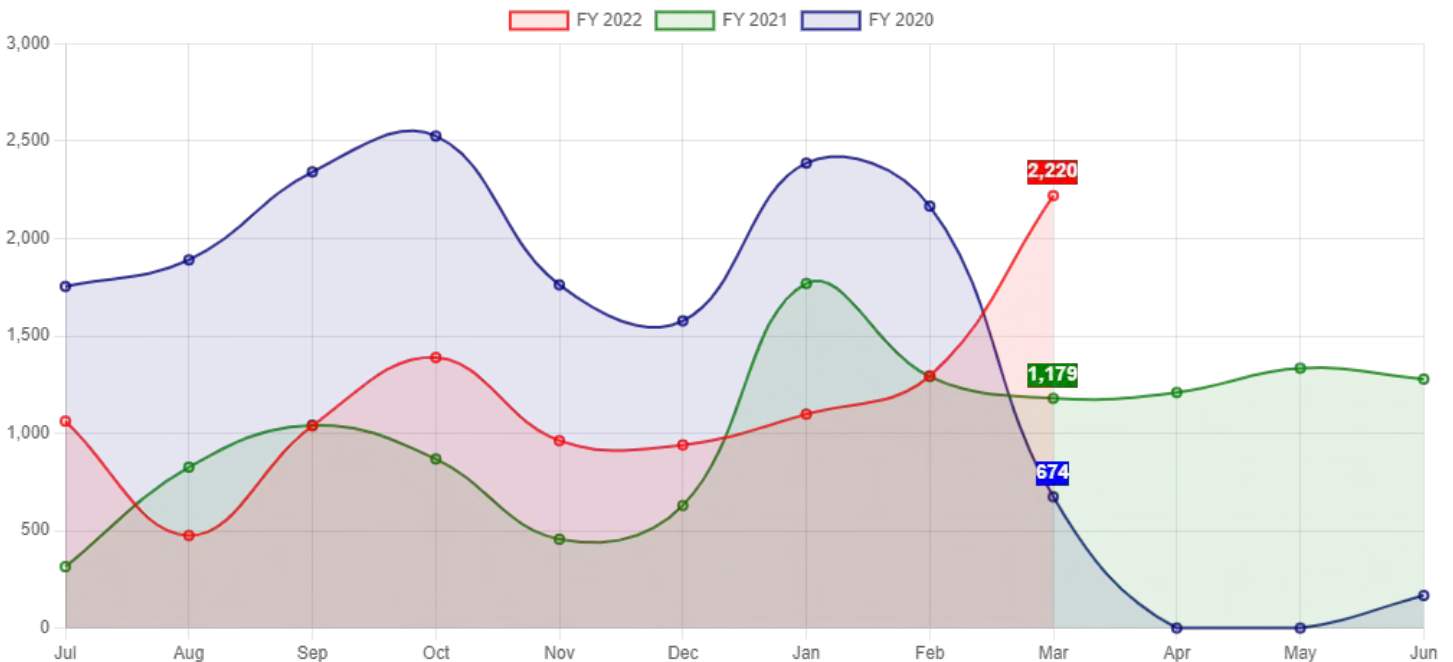
Studio (Digital Services)

Category	22APR	21APR	Mo. % +/-	FY21-22 YTD	FY20-21 YTD	FY % +/-
Appointments	28	72	-61.11%	590	257	129.57%
Programs	13	9	44.44%	109	54	101.85%
Attendees	162	108	50.00%	1,101	784	40.43%

Highlights

Pop-Up Mother's Day Cards	Patrons learned how to create paper bouquets from inside a card that would pop out when the cards were opened.
Wildflower Seed Bombs	Patrons learned how to create balls of seed & clay that can be tossed into soil to easily plant and grow wildflowers.

3 Year Program Attendance Comparison



Community Engagement (Outreach)

Category	22APR	21APR	Mo. % +/-	FY21-22 YTD	FY20-21 YTD	FY % +/-
Youth Events	3	0	n/a	18	0	n/a
Adult Events	3	0	n/a	13	0	n/a
Family Events	2	0	n/a	19	0	n/a
Total Events	8	0	n/a	50	0	n/a
Adult Events	3	0	n/a	13	0	n/a
Adult Attendance	12	0	n/a	69	0	n/a
Family Events	2	0	n/a	19	0	n/a
Family Attendance	290	0	n/a	1,301	0	n/a
Total Attendance	318	0	n/a	2,193	0	n/a

Email Reach/Cardholder Penetration

22APR Subscribers	% Cardholders	Total Cardholders	New Cards	Click Rate	Open Rate
10,224	78.08%	12,834	82	1%	53%

Note: Industry averages for not-for-profits = 2% Click Rate, 35% Open Rate

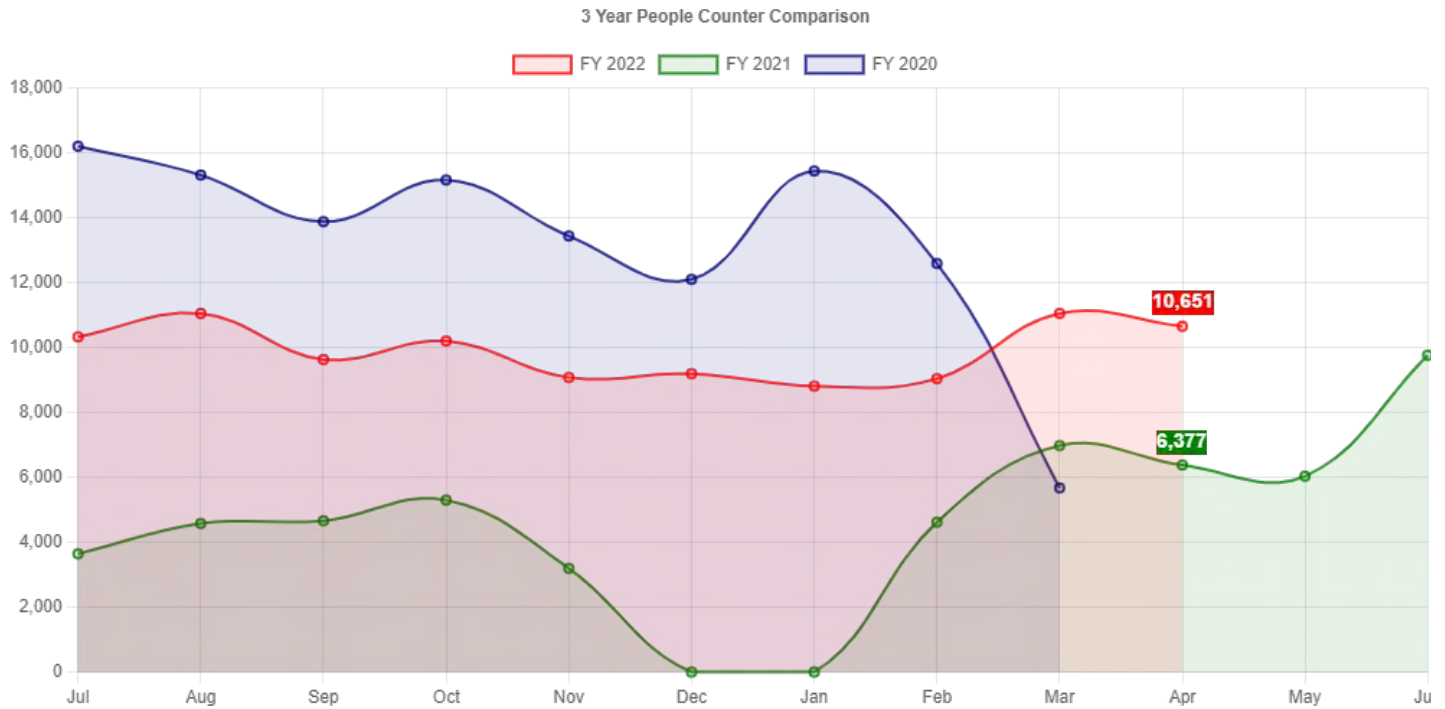
Website Reach/App Usage

Activity	22APR	21APR	Mo. % +/-	FY21-22 YTD	FY20-21 YTD	FY % +/-
Website Visits	7,482	7,155	4.57%	80,883	83,581	-3.23%
Active App Users	532	-	-	-	-	-

Services

Visitors

Location	22APR	21APR	Mo. % +/-	FY21-22 YTD	FY20-21 YTD	FY % +/-
Winnetka	7,661	4,583	67.16%	71,283	34,008	109.61%
Northfield	2,990	1,794	66.67%	27,715	5,331	419.88%
Total	10,651	6,377	67.02%	98,998	39,339	151.65%



Notes: Winnetka closed 1.5 days (Easter and ½ day for water main work), Northfield closed 1 (Easter)

Curbside Pick Ups

Location	22APR	FY21-22 YTD
Winnetka	0	176
Northfield	0	86
Total	0	262

Patron Interactions

Category	22APR	21APR	Mo. % +/-	FY21-22 YTD	FY20-21 YTD	FY % +/-
Adult	2,147	1,193	79.97%	24,165	10,986	119.96%
Youth	467	423	10.40%	4,947	3,508	41.02%
Digital Services	149	72	106.94%	1,482	435	240.69%
Total	2,763	1,688	63.68%	30,594	14,929	104.93%

Public Computer Usage

Location	22APR	21APR	Mo. % +/-	FY21-22 YTD	FY20-21 YTD	FY % +/-
Winnetka	455	317	43.53%	4,150	2,311	79.58%
Northfield	180	75	140.00%	1,841	227	711.01%
Total	635	392	61.99%	5,991	2,538	136.05%

Hotspot Usage

Location	22APR	21APR	Mo. % +/-	FY21-22 YTD	FY20-21 YTD	FY % +/-
Winnetka Sessions	21,633	8,504	154.39%	207,864	67,290	208.91%
Northfield Sessions	5,227	1,949	168.19%	48,115	12,524	284.18%
Total Sessions	26,860	10,453	156.96%	255,979	79,814	220.72%
Winnetka Bandwidth	306GB	76GB	299.99%	3,187GB	561GB	468.05%
Northfield Bandwidth	50GB	38GB	32.73%	751GB	665GB	12.91%
Total Bandwidth	356GB	114GB	211.45%	3,938GB	1,226GB	221.23%

Collections

MTD TOTAL PHYSICAL CIRCULATION

22APR Physical Circulation	20APR Physical Circulation	Net Change
31,356	24,946	25.70%

YTD TOTAL PHYSICAL CIRCULATION

FY22-22 YTD Physical Circulation	FY20-21 YTD Physical Circulation	Net Change
294,405	199,787	47.36%

PHYSICAL ADULT (BY LOCATION)

Location	22APR	21APR	Mo. % +/-	FY21-22 YTD	FY2021 YTD	FY % +/-
Winnetka	8,206	7,879	4.15%	83,517	68,281	22.31%
Northfield	5,339	4,438	20.30%	52,695	34,463	52.90%

PHYSICAL YOUTH (BY LOCATION)

Location	22APR	21APR	Mo. % +/-	FY21-22 YTD	FY20-21 YTD	FY % +/-
Winnetka	15,160	10,812	40.21%	134,197	83,761	60.21%
Northfield	2,651	1,817	45.90%	23,996	13,282	80.67%

PHYSICAL MISCELLANEOUS

Lending Type	22APR	21APR	Mo. & +/-	FY21-22 YTD	FY20-21 YTD	FY % +/-
Kenilworth Patrons	1,154	1,426	-19.07%	14,457	10,955	31.97%
Borrowed from Other Libraries	1,741	1,557	11.82%	18,451	13,808	33.63%

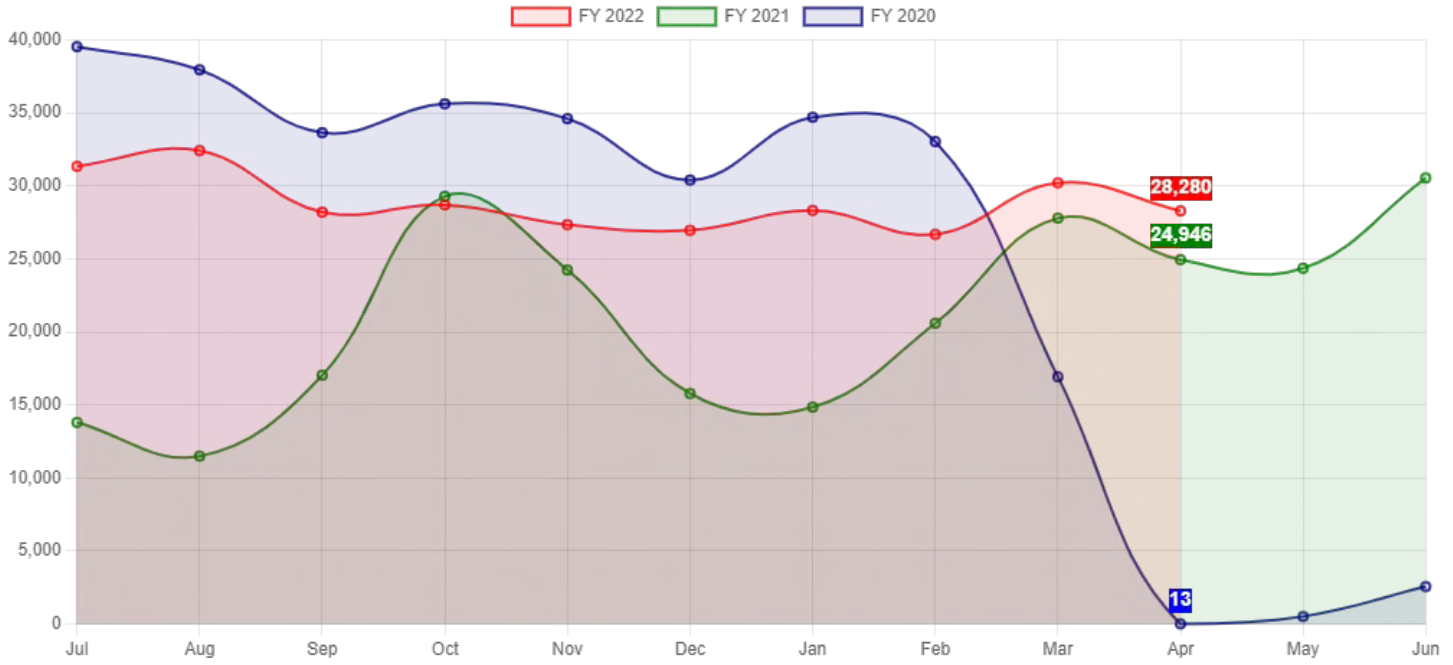
PHYSICAL ADULT (BY TYPE)

Material Type	22APR	21APR	Mo. % +/-	FY21-22 YTD	FY20-21 YTD	FY % +/-
Books	8,588	7,281	17.95%	84,765	60,109	41.02%
Book - Fiction	4,655	4,006	16.20%	46,774	33,327	40.35%
Book - Nonfiction	3,933	3,275	20.09%	37,991	26,782	41.85%
Audiobook - CD	276	243	13.58%	3,045	2,290	32.97%
Music CD	214	101	111.88%	1,477	1,085	36.13%
Playaway	51	50	2.00%	577	513	12.48%
DVD/Blu-Ray	2,802	3,048	-8.07%	30,078	25,671	17.17%
Magazine	179	212	-15.57%	1,962	1,061	84.92%
Videogame	22	5	340.00%	271	77	251.95%
Devices	8	0	n/a	109	2	5350.00%
Non-CCS ILL	27	33	-18.18%	366	252	45.24%
Sent Out	1,377	1,344	2.46%	13,540	11,681	15.91%
Total	13,545	12,317	9.97%	136,212	102,744	32.57%

PHYSICAL YOUTH (BY TYPE)

Material Type	22APR	21APR	Mo. % +/-	FY21-22 YTD	FY20-21 YTD	FY % +/-
Books	13,234	11,322	16.89%	134,622	86,858	54.99%
Book - Fiction	11,302	9,726	16.20%	115,526	74,817	54.41%
Book - Nonfiction	1,932	1,596	21.05%	19,096	12,041	58.59%
In-Library Circulation	3,083	0	n/a	6,030	0	n/a
Audiobook - CD	31	32	-3.13%	4469	487	-3.70%
Music CD	32	25	28.00%	332	274	21.17%
Playaway	150	163	-7.98%	1,847	1,587	16.38%
DVD/Blu-Ray	832	872	-4.59%	9,706	7,300	32.96%
Videogame	186	9	1,966.67	1,749	98	1,684.69%
Vox Reader	191	159	20.13%	2,028	165	1,129.09%
Other	50	29	72.41%	1,108	256	332.81%
STEAM Kits	22	18	22.22%	296	18	1,544.44%
Total	17,811	12,629	41.03%	158,193	97,043	63.01%

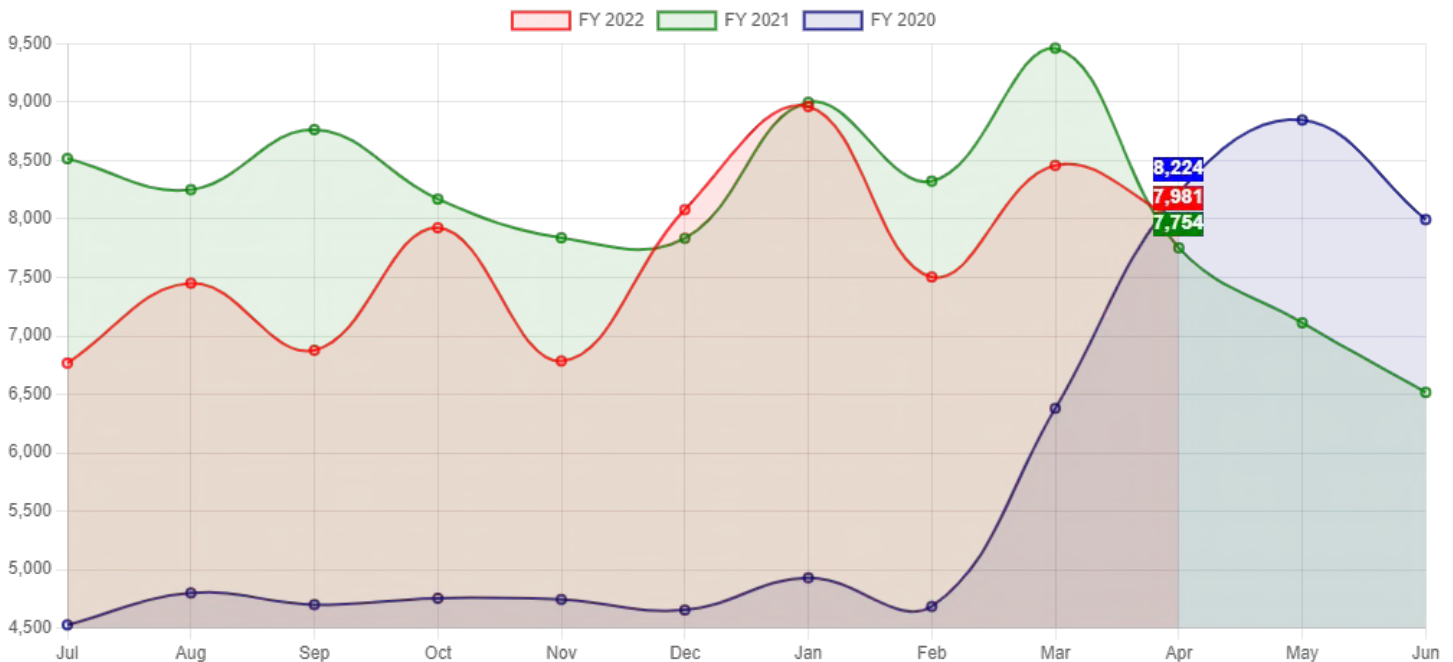
3 Year Circulation Comparison



DIGITAL CIRCULATION

Material Type	22APR	20APR	Mo. % +/-	FY21-22 YTD	FY20-21 YTD	FY % +/-
eBooks	3,831	3,495	9.61%	36,355	35,091	3.60%
eAudiobooks	2,593	1,958	32.43%	24,662	19,138	28.86%
eMagazines	1,021	1,673	-38.97%	10,650	22,820	-53.33%
eVideos	509	512	-0.59%	4,803	6,032	-20.37%
eMusic	27	116	-76.72%	321	834	-61.51%
Total	7,981	7,754	2.93%	76,791	83,915	-8.49%

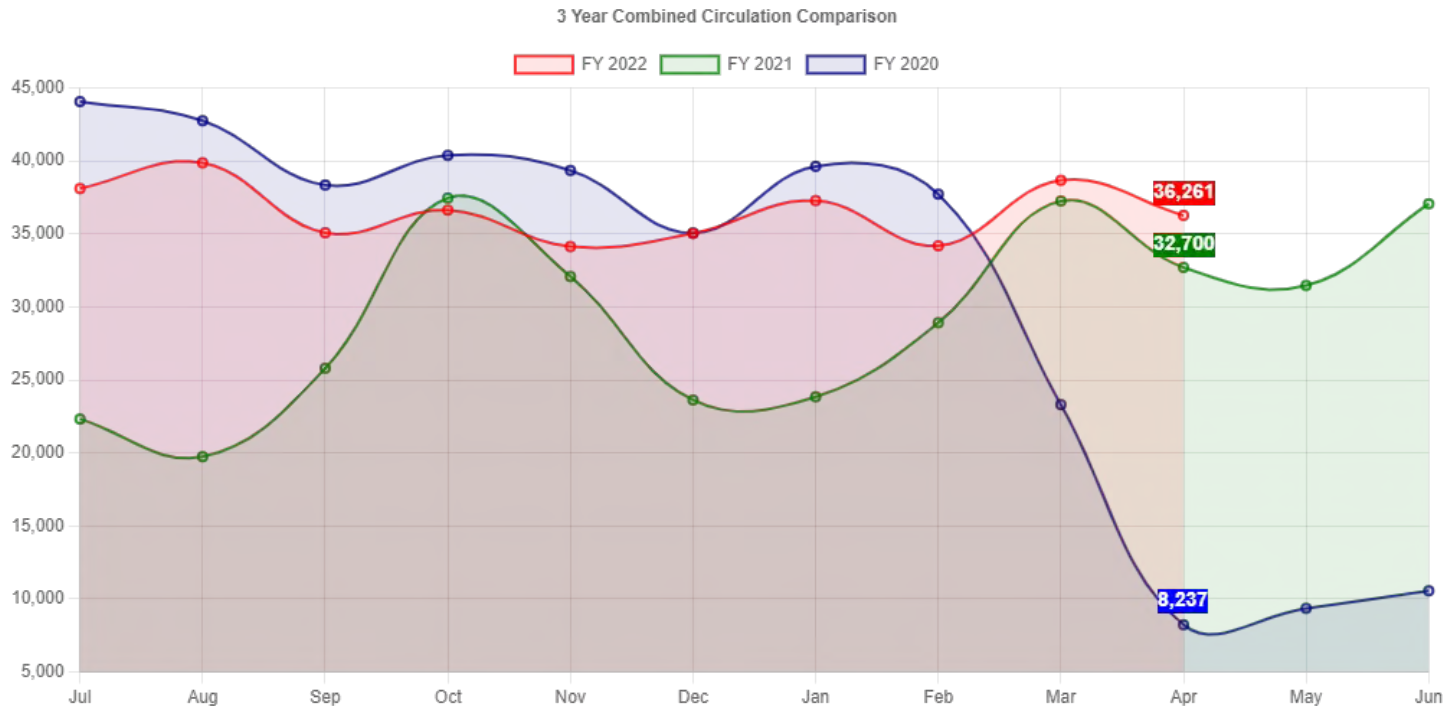
3 Year eResource Comparison



TOTAL DISTRICT CIRCULATION

22APR District Circulation	21APR District Circulation	Net Change
51,846	32,700	20.30%

FY21-22 YTD District Circulation	FY20-21 YTD District Circulation	Net Change
371,196	283,702	30.84%

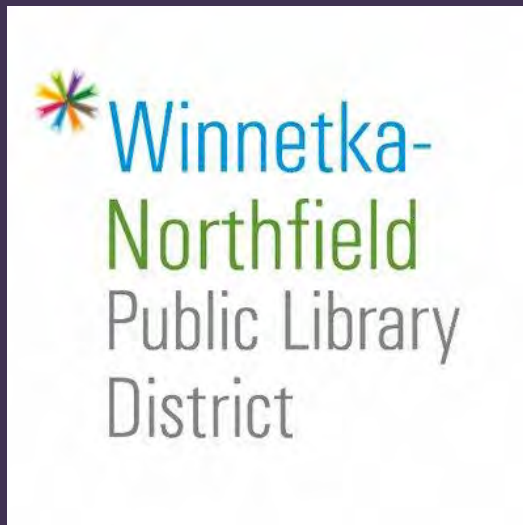


Impact Stories

- Adult Services: *"You have many wonderful and diverse programs. Every program that I have attended I have enjoyed. The arts programs with Jeff Misher are wonderful as are the historical programs with Clarence Goodman. Every one of the reenactors has been great."*
- Youth Services: Youth Services Manager Amanda, Customer Relations Manager Courtney, and Digital Services Manager Steve spent a morning with the Avoca West 3rd grader who won the "Librarian for a Day" prize at Avoca's PTO Fundraising Auction. This is our first time participating in the event and we plan to repeat it again next year!
- Digital Services: A patron brought in 45-year-old VHS tapes and was THRILLED to learn that they were able to convert them to DVD's using library equipment.
- Customer Relations: The ILL team (Customer Relations Assistants Ben & Scott) received a note from a patron regarding their help extending his loan periods with the lending institutions to accommodate his recent trip. He wrote, *"I am very grateful for this update, as well as for the extraordinary service. This is just one of the many reasons why I have been a Friend of the Library for many years. Thank you!"*
- Northfield Branch: The Library partnered with Village of Northfield to host a Zoom meeting about the Community Solar Program, a statewide green initiative. 9 people attended and the recording was provided to the Village.

Winnetka Talk Digitization Proposed Project

Partnership between Winnetka-Northfield Public Library
and the Winnetka Historical Society



Shared Goals in Strategic Plans

- Strengthen our digital presence
- Strengthen and grow partnerships



WHS



Supporters

90% of our Revenue comes from Individuals like you.

Our Board

Peter Butler, *President*

Joan Evanich, *Vice President*

Holly Marihugh, *Secretary*

Christine Murdoch, *Treasurer*

Tom Flemma, *At-Large*

Paige Dooley

Jim Herrmann

Carrie Hoza

Tim Ring

Susan Sullivan

Peter Tyor

Helen Weaver

Mary Westerman

Staff

Mary Trieschmann, MS.Ed. Executive Director

Meagan McChesney, Ph.D. Curator

Jennifer Duvall, Program Coordinator

Jennifer Miller, Administrative Assistant/Communication Specialist

Mission

In order to strengthen our community and increase civic pride the Winnetka Historical Society honors and preserves the village's heritage, gathers and shares the artifacts and stories of its past, and fosters meaningful connections among Winnetkans and the broader community.

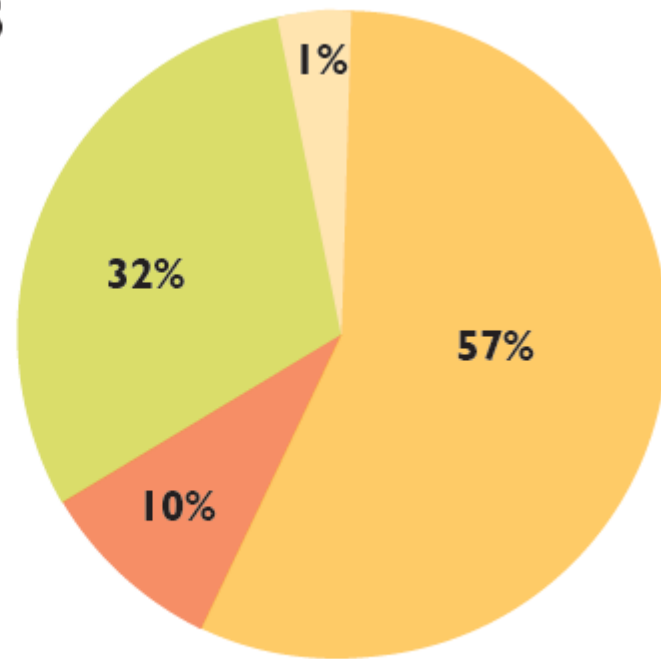


Finances 2021

Revenues

\$3,126,672

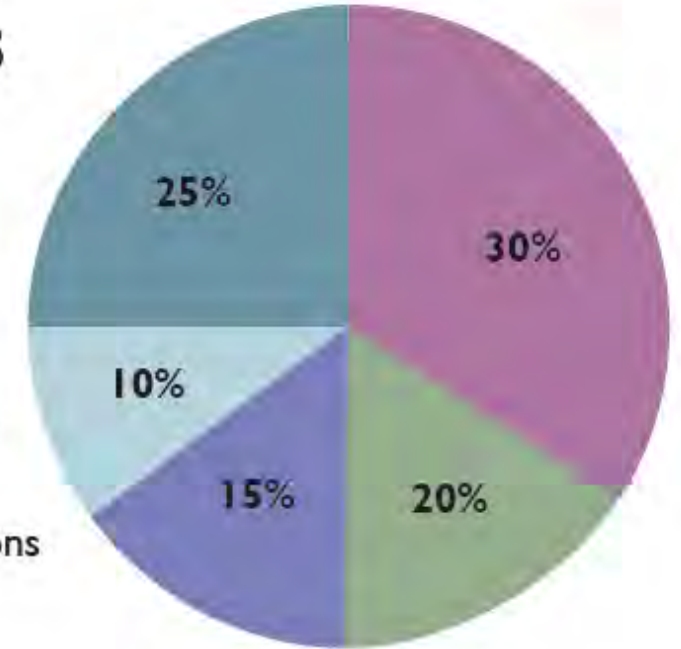
- Public Support
- Fundraising Events
- Earned Revenue
- Grants



Expenses

\$226,292

- Programs/Exhibits
- Research/Collections
- Administration
- Log House/Museum
- Fundraising/Events



HOW?



Facebook Interactions **68,547**
up from 29,597

Website Users **42,158**
up from 32,997

Gazette Distribution **9,240**

Hours of Video Viewed **7,500**
up from 4,057

Virtual Event Participants **575**

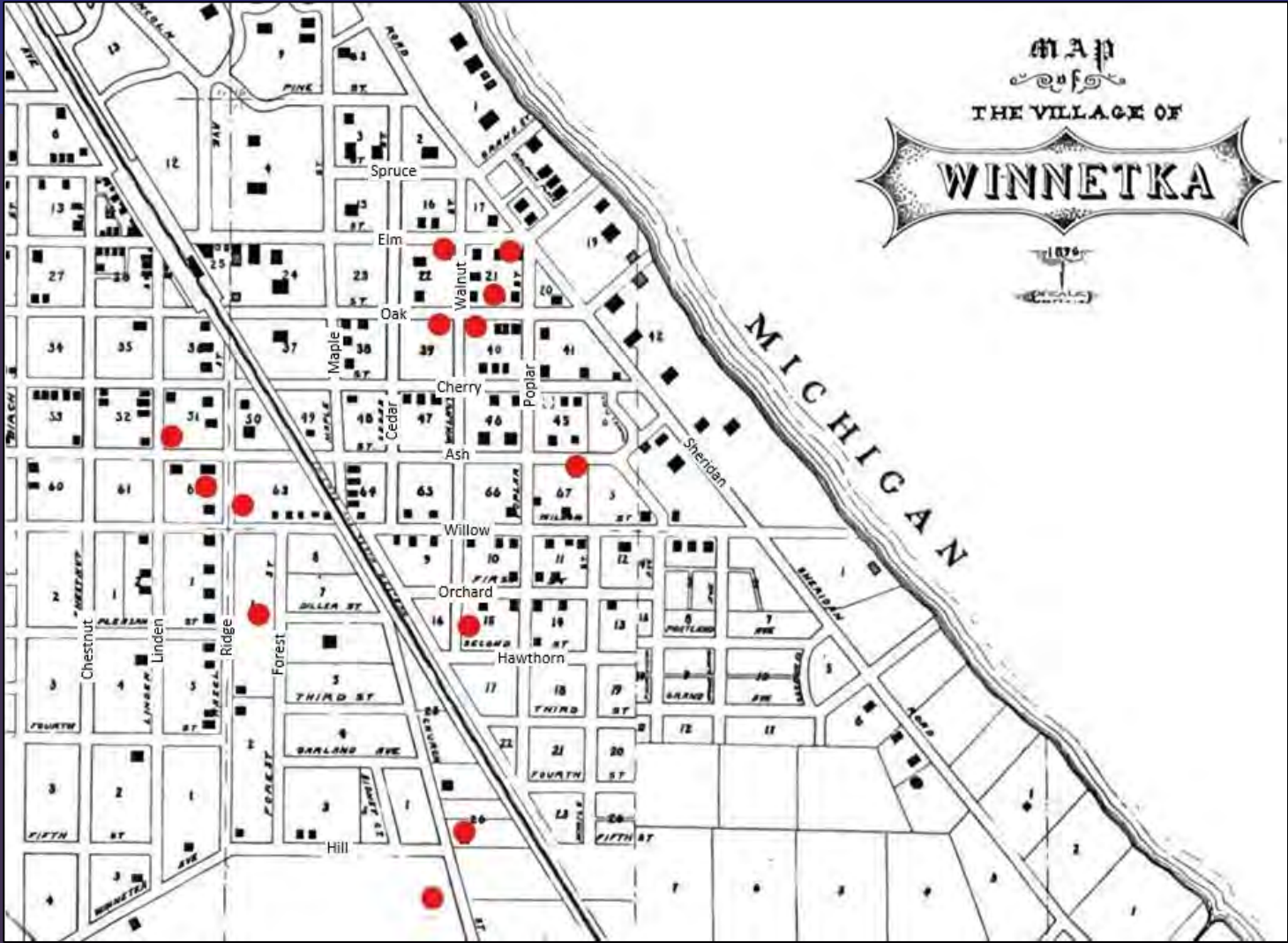
Research Requests **194**

PROGRAMS



530 Cherry Street, 1896

VIRTUAL



Winnetka's oldest homes still standing (in red)

HISTORIC HOMES



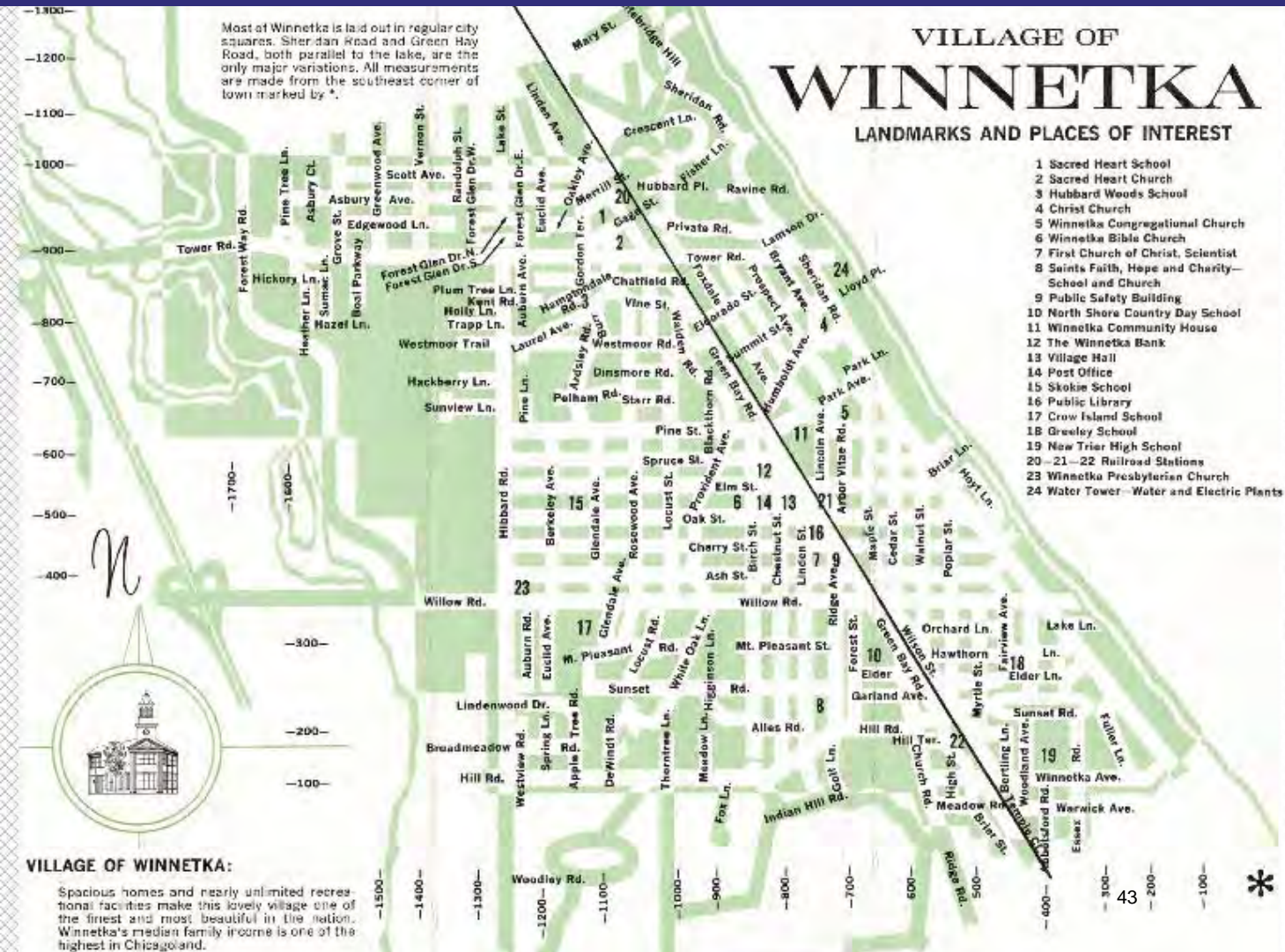
Winnetka Historical Society Headquarters & Museum at 411 Linden: 1857



Schmidt-Burnham Log House at 1140 Willow: 1837



COLLECTIONS



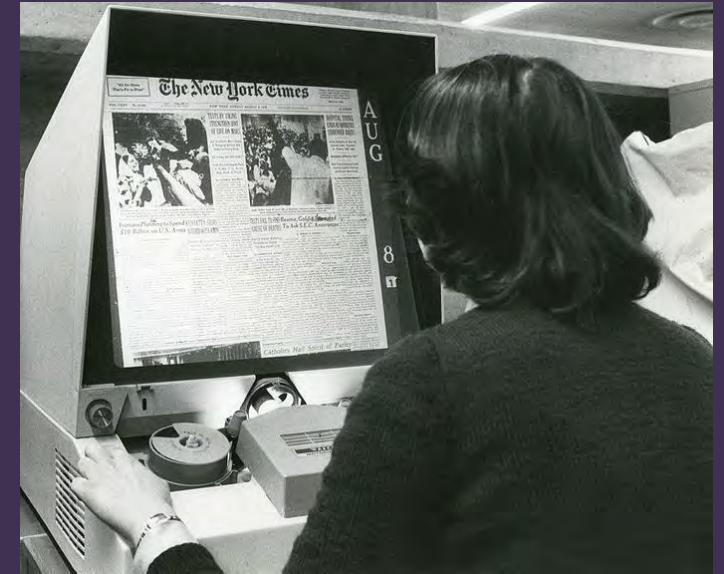
Rationale for Digitization Project

- The Winnetka Historical Society maintains the largest, most complete collection of the Winnetka Talks in existence.
- The Winnetka Talks used to be held by the Winnetka Public Library (Date of transfer to WHS unknown)
- Because WHS's collection is unmatched, coupled with the fact that many issues are in unstable condition, it is imperative that the collection be digitized to ensure their survival for present and future use for library patrons, students and researchers.



Rationale

- The Winnetka Historical Society's collection of Winnetka Talks consist of approximately 500,000 pages and spans from 1913 through the present.
- The Winnetka Talk is currently owned by the Tribune Publishing Company. We have not found any evidence that they maintain a digital, hard-copy, or microfilm archive of the periodical.
- The Abraham Lincoln Presidential Library in Springfield, IL has an incomplete collection of Winnetka Talks on microfilm and hard-copy from 1925 through the present.
- The Winnetka/Northfield Public Library maintains an incomplete microfilm collection of the issues published from 1919 through the present.



Benefits to the Community

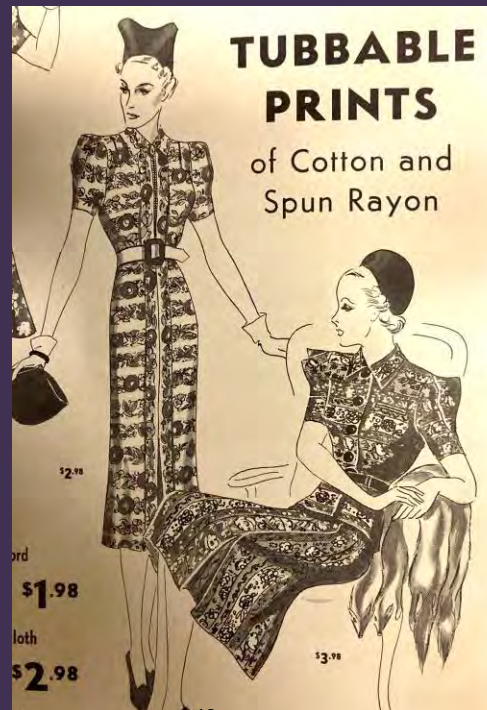
Unique searchable resource that provides an in depth history of the village from 1913 to the present (full articles, advertisements & photographs)!!

ELECTRIC CARS
TO
MILWAUKEE
EVERY 40 MINUTES

Fares from Winnetka
One way \$1.10 Round trip \$1.85

TICKETS SOLD BY
WINNETKA DRUG CO.
Agents Chicago & Milwaukee Electric Railroad

TUBBABLE PRINTS
of Cotton and Spun Rayon



\$2.98
\$1.98
\$2.98

Thor Washer

for 1938

For Better Home Laundering



- Equipped with the new Thor Multi-Action 'Gentle Hand' reversing agitator.
- Thor's 'Gentle Hand' water action offers new speed — new thoroughness and far greater gentleness.
- Rounded corners of square tub break up circular current—giving more turbulence.
- You can see the difference in time — in the speed — in the clothes ● Nine-pound capacity.

\$49⁵⁰
up

USE OUR
CONVENIENT
TIME PAYMENT
PLAN

Allowance for
used machine

PORTER'S ELECTRIC SHOP
797 Elm Street Winnetka 44

Benefits to the Community

Provides a means for patrons to independently conduct local genealogy research at home and at the library (obituaries, wedding announcements, real estate etc.).

133 FOR RENT—HOUSES

128 CHURCH RD.
WINNETKA

ONE OF THE LOVELIEST AND lightest owner-built large "small" homes on a 100-ft. beautifully landscaped lot, with 3 airy bedrms., htd. sun and sleep. pchs. as well as open screened pch., 2 tile bs. Rent furnished too. See

SEARS REAL ESTATE
Exclusive Agents
421 Richmond Rd. Kenilworth 5288
133LTN5-1tc

A REAL PARADISE

MISS MARY MAGDALENA ALLES, 85, of 763 Hill rd., Winnetka, the last direct descendant of a pioneer Illinois family, will be buried Wednesday in the family plot in old St. Joseph's cemetery, Lake and Ridge roads, Wilmette, after mass in SS. Faith, Hope and Charity church, 191 Linden av., Wilmette. Miss Alles died Saturday [Nov. 14, 1959] in St. Francis hospital, Evanston. Her grandfather, Wendell Alles, and his wife, came to this Indian country in 1795—eight years before

Bride-to-Be



Ray Photo

Mr. and Mrs. William H. Ellis, 823 Greenwood avenue, Wilmette, announce the engagement of their daughter, Katherine, to Stuart A. Ludlow, son of Mr. and Mrs. William G. Ludlow of Evanston.

Benefits to the Community

Provides patrons, researchers, universities and local students with access to primary source material on the village related to business homes, entertainment, family, fashion, health, politics, religion, science, sports, travel and national & world events.



Benefits to the Community

Provides public library and WHS staff with unique resources on the villages past to develop both in-person and digital programs.



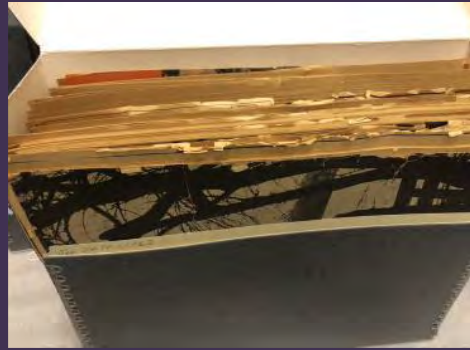
*Image of 830 Sheridan (Wayside), 1897.
Henry Demarest Lloyd's House*



Windes home at 530 Cherry, c. 1896.

Priority for Digitization

The collection has been evaluated by The Digital Archive Group



Category 1: 1968-1990

Rapidly deteriorating due to age, use and poor quality of the original paper. The bindings have released on many volumes and edges of the pages have become brittle and “dog-eared”.



Category 2: 1912-1968

Relatively stable condition but There are age & condition issues for about 40%.

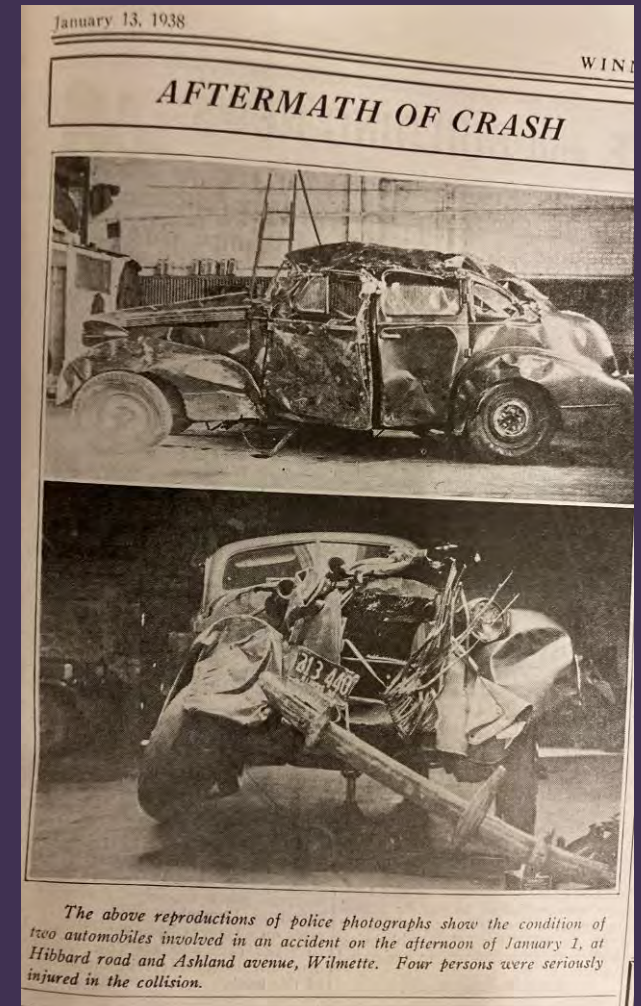


Category 3: 1990-Present

Good to very good condition.

Digitization Plan: Who?

- WHS suggests we utilize The Digital Archive Group (TDAG) company that operates a climate-controlled digitization and storage facility in Buffalo Grove, IL.
- TDAG employs a team of fully trained archivists, image technicians, asset managers, researchers, and metadata specialists.
- TDAG uses a wide variety of state-of-the-art scanning and digitization equipment approved by the National Archives and Smithsonian Institution with the ability to adhere to strict FADGI guidelines.
- TDAG Clients include the Harpo Studios / Oprah Winfrey Image Archive, Billy Graham Archive and Research Center, The Chicago Blackhawks, Brown University, Mount Holyoake College, Jim Beam Brands, John Deere, MetLife and The Chicago Cubs.



Cost Estimate

Phase	Description	Cost
1	Digitize Category 1 (Approximately 130,00 pages)	\$62,400
2	Digitize Category 2 (Approximately 200,000 pages)	\$92,000
3	Digitize Category 3 (Approximately 147,900 pages)	\$62,118
	TOTAL Digitization	\$200,718
	PDF Searchable Conversion for All	\$66,906
	Hard Drives	\$250
	TOTAL Project Cost	\$267,874

Estimates for an ANNUAL Hosting fee range from \$4,000-\$7,000 to allow for searchability to library patrons.

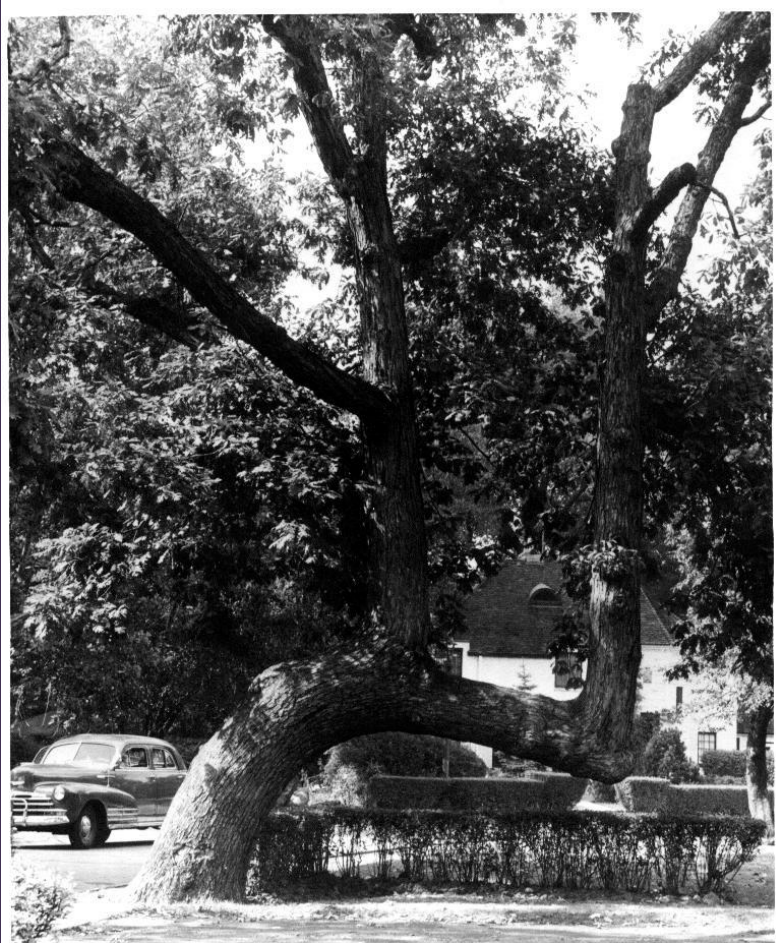
Recommendations

- WHS manages the digitization portion of the project.
- WHS continues to store and care for the hard-copy collection of the Winnetka Talks in a climate controlled storage facility after the digitization project is complete.
- The Winnetka-Northfield Public Library fund the majority of the cost to digitize and convert files into searchable documents.
- We recommend that Winnetka-Northfield Public Library fund the annual hosting fees and include WHS staff as administrators to the hosting site.



Thank You

for your commitment to the advancement of knowledge in our community



Winnetka-Northfield Public Library Board of Trustees

Melissa Mitchell
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Todd Van Neck
Katherine Casale MacNally

Winnetka-Northfield Public Library Staff

Monica Dombrowski
Nick Mall

	FY21-22	FY21-22	FY22-23	FY22-23	% of
	BUDGET	Proj. Actual	DRAFT	% Increase	Budget
	7/1/21-6/30/22		7/1/22-6/30/23		
INCOME					
TAX REVENUE					
Replacement Tax	\$ 30,000.00	\$ 73,565.86	\$ 33,000.00	10.0%	0.7%
Property Tax Collections	\$ 3,916,860.00	\$ 3,916,860.61	\$ 3,916,860.00	0.0%	94.2%
TOTAL	\$ 3,946,860.00	\$ 3,990,426.47	\$ 3,949,860.00	0.1%	94.9%
COLLECTIONS					
Per Capita Grant	\$ 21,696.25	\$ 27,232.58	\$ 27,280.00	25.7%	0.5%
Kenilworth Services	\$ 105,000.00	\$ 124,472.00	\$ 145,000.00	38.1%	2.6%
Studio Fees	\$ 1,000.00	\$ 894.31	\$ 1,000.00	0.0%	0.0%
Lost/Damaged Materials	\$ 2,500.00	\$ 2,673.24	\$ 2,200.00	-12.0%	0.1%
TOTAL	\$ 130,196.25	\$ 155,272.13	\$ 175,480.00	34.8%	3.2%
MATERIALS					
Copying/Printing	\$ 5,000.00	\$ 6,271.20	\$ 7,000.00	40.0%	0.1%
Book Sales	\$ 1,500.00	\$ 365.93	\$ 500.00	-66.7%	0.0%
TOTAL	\$ 6,500.00	\$ 6,637.13	\$ 7,500.00	15.4%	0.2%
ACCT EARNINGS					
Interest- Checking	\$ 5,000.00	\$ 5,807.21	\$ 5,500.00	10.0%	0.1%
Interest- Byline Bank IMA	\$ 45,000.00	\$ 4,763.36	\$ -	-100.0%	-1.1%
Change on Investment Value		\$ (619.34)		#DIV/0!	
Interest- Money Market	\$ -	\$ 20,309.17	\$ 19,500.00	#DIV/0!	0.0%
TOTAL	\$ 50,000.00	\$ 30,260.40	\$ 25,000.00	-50.0%	1.2%
OTHER REVENUE					
Gift Fund	\$ 500.00	\$ 1,250.00	\$ 500.00	0.0%	0.0%
Misc. Revenue	\$ -	\$ 959.52	\$ -	#DIV/0!	0.0%
Friends Donations	\$ 17,500.00	\$ 20,000.00	\$ 20,000.00	14.3%	0.4%
TOTAL	\$ 18,000.00	\$ 22,209.52	\$ 18,000.00	0.0%	0.4%
TOTAL REVENUE	\$ 4,151,556.25	\$ 4,204,805.65	\$ 4,175,840.00	0.6%	100.0%
EXPENSES					
PERSONNEL					
Salaries	\$ 1,620,000.00	\$ 1,585,055.41	\$ 1,825,000.00	12.7%	42.0%
Health Insurance	\$ 240,000.00	\$ 242,541.29	\$ 280,000.00	16.7%	6.2%
Flu Vaccination	\$ 100.00	\$ -	\$ 100.00	0.0%	0.0%
Employee Assistance Program	\$ 500.00	\$ -	\$ 500.00	0.0%	0.0%
Professional Development	\$ 10,000.00	\$ 7,246.40	\$ 25,000.00	150.0%	0.3%
Flexible Spending Account	\$ 500.00	\$ 893.33	\$ 750.00	50.0%	0.0%
TOTAL	\$ 1,871,100.00	\$ 1,835,736.43	\$ 2,131,350.00	13.9%	53.3%
ADMINISTRATION					
Audit Fees	\$ 12,400.00	\$ 12,400.00	\$ 12,400.00	0.0%	0.3%
Library Supplies	\$ 34,500.00	\$ 30,204.44	\$ 30,000.00	-13.0%	0.9%
Office Supplies	\$ 7,000.00	\$ 5,339.72	\$ 6,000.00	-14.3%	0.2%
Breakroom Supplies	\$ 2,000.00	\$ 2,360.76	\$ 2,200.00	10.0%	0.1%
Postage	\$ 3,200.00	\$ 2,503.25	\$ 2,500.00	-21.9%	0.1%
Hospitality	\$ 1,500.00	\$ 1,000.00	\$ 500.00	-66.7%	0.0%
Accounting & Bookkeeping	\$ 23,000.00	\$ 19,751.17	\$ 26,000.00	13.0%	0.6%
Legal Notices	\$ 3,500.00	\$ 3,276.00	\$ 3,500.00	0.0%	0.1%
Delivery Services	\$ 6,800.00	\$ 7,100.00	\$ 7,200.00	5.9%	0.2%

Payroll Services	\$ 9,000.00	\$ 8,889.83	\$ 9,000.00	0.0%	0.2%
Liability Insurance Costs	\$ 23,000.00	\$ 23,180.00	\$ 23,180.00	0.8%	0.6%
Board Expenses	\$ 1,000.00	\$ 58.25	\$ 1,000.00	0.0%	0.0%
Memberships	\$ 3,500.00	\$ 3,500.00	\$ 4,500.00	28.6%	0.1%
Staff Recognition/Events/Mtgs	\$ 6,000.00	\$ 3,587.39	\$ 6,000.00	0.0%	0.2%
Director's Expenses	\$ —		\$ —	#DIV/0!	0.0%
Legal	\$ 12,000.00	\$ 9,918.93	\$ 10,000.00	-16.7%	0.3%
Architects	\$ -		\$ -	#DIV/0!	0.0%
Consultants	\$ 5,000.00	\$ 23,232.85	\$ 45,000.00	800.0%	0.1%
Investment Fees	\$ 5,000.00		\$ —	-100.0%	0.1%
HR Consultant	\$ 38,000.00	\$ 35,496.67	\$ 40,000.00	5.3%	1.0%
Miscellaneous	\$ 500.00	\$ (290.60)	\$ 500.00	0.0%	0.0%
TOTAL	\$ 197,400.00	\$ 191,508.66	\$ 229,480.00	16.3%	5.7%
UTILITIES					
Electricity	\$ 41,000.00	\$ 39,026.47	\$ 42,000.00	2.4%	1.1%
Water	\$ 3,500.00	\$ 2,822.92	\$ 3,000.00	-14.3%	0.1%
Storm Sewer	\$ 1,600.00	\$ 1,420.37	\$ 1,500.00	-6.3%	0.0%
Natural Gas	\$ 11,000.00	\$ 15,815.79	\$ 15,000.00	36.4%	0.3%
Telephone	\$ 16,800.00	\$ 6,439.24	\$ 16,000.00	-4.8%	0.4%
Internet Services	\$ 17,500.00	\$ 15,064.96	\$ 14,500.00	-17.1%	0.5%
TOTAL	\$ 91,400.00	\$ 80,589.75	\$ 92,000.00	0.7%	2.3%
INFORMATION TECHNOLOGY					
CCS Operating	\$ 80,000.00	\$ 72,639.59	\$ 83,250.00	4.1%	2.1%
Software	\$ 23,000.00	\$ 23,783.19	\$ 63,000.00	173.9%	0.6%
LAN Management	\$ 50,000.00	\$ 32,147.09	\$ 30,000.00	-40.0%	1.3%
Hardware	\$ -	\$ 571.71	\$ 2,000.00	#DIV/0!	0.0%
Technology-Website	\$ 10,000.00	\$ 1,483.79	\$ 15,000.00	50.0%	0.3%
Photocopier Leases	\$ -	\$ -	\$ 22,000.00	#DIV/0!	0.3%
TOTAL	\$ 163,000.00	\$ 130,625.37	\$ 215,250.00	32.1%	5.4%
PUBLIC RELATIONS					
PR Marketing/Advertising	\$ 5,000.00	\$ 4,939.71	\$ 7,000.00	40.0%	0.1%
PR Promotional	\$ 7,000.00	\$ 6,394.16	\$ 11,000.00	57.1%	0.2%
PR Source/Mailers	\$ 23,000.00	\$ 27,568.16	\$ 25,000.00	8.7%	0.6%
PR Supplies	\$ 8,000.00	\$ 3,755.21	\$ 4,000.00	-50.0%	0.2%
TOTAL	\$ 43,000.00	\$ 42,657.24	\$ 47,000.00	9.3%	1.1%
COLLECTIONS- ADULT					
Books-Fiction	\$ 79,000.00	\$ 74,557.84	\$ 82,000.00	3.8%	2.0%
Books-Non-Fiction	\$ 70,000.00	\$ 72,804.41	\$ 70,000.00	0.0%	1.8%
Periodicals	\$ 20,000.00	\$ 20,073.02	\$ 18,000.00	-10.0%	0.5%
DVDs	\$ 38,000.00	\$ 33,059.21	\$ 27,000.00	-28.9%	1.0%
Video Games	\$ -	\$ -	\$ 2,000.00	#DIV/0!	
Audiobooks	\$ 17,000.00	\$ 18,337.08	\$ 10,000.00	-41.2%	0.4%
eBooks	\$ 200,000.00	\$ 238,470.65	\$ 245,000.00	22.5%	5.2%
Online Databases	\$ 95,000.00	\$ 93,177.26	\$ 55,000.00	-42.1%	2.5%
TOTAL	\$ 519,000.00	\$ 550,479.47	\$ 509,000.00	-1.9%	12.7%
COLLECTIONS- YOUTH					
Books-Fiction	\$ 40,000.00	\$ 43,215.27	\$ 45,000.00	12.5%	1.0%
Books-Non-Fiction	\$ 14,000.00	\$ 14,379.95	\$ 15,000.00	7.1%	0.4%

DVDs	\$ 8,000.00	\$ 4,576.07	\$ 3,000.00	-62.5%	0.2%
Audiobooks/Talking Books	\$ 10,000.00	\$ 10,656.97	\$ 15,000.00	50.0%	0.3%
Video Games	\$ 3,000.00	\$ 3,194.52	\$ 5,000.00	66.7%	0.1%
TOTAL	\$ 75,000.00	\$ 76,022.78	\$ 83,000.00	10.7%	2.1%
PROGRAMS					
Reading Programs	\$ 8,000.00	\$8,560.00	\$ 10,000.00	25.0%	0.2%
Programming- Studio	\$ 6,750.00	\$7,276.69	\$ 11,750.00	74.1%	0.2%
OBTV	\$ 15,000.00	\$10,572.44	\$ —	-100.0%	0.4%
Programming-Youth	\$ 15,000.00	\$14,138.00	\$ 25,000.00	66.7%	0.4%
Programming-Adult	\$ 20,000.00	\$25,933.64	\$ 30,000.00	50.0%	0.5%
Studio Maintenance/Repair	\$ 4,500.00	\$4,073.50	\$ 5,500.00	22.2%	0.1%
TOTAL	\$ 69,250.00	\$70,554.27	\$ 82,250.00	18.8%	2.1%
CAPITAL					
Capital Outlay	\$ 400,000.00	\$769,521.23	\$ 240,000.00	-40.0%	10.4%
Building	\$ 250,000.00	\$160,000.00	\$ 200,000.00	-20.0%	6.5%
Equipment/Furniture	\$ 100,000.00	\$77,254.95	\$ 100,000.00	0.0%	2.6%
Computer Equipment	\$ 80,000.00	\$57,000.00	\$ 70,000.00	-12.5%	2.1%
TOTAL	\$ 830,000.00	\$1,063,776.18	\$ 610,000.00	-26.5%	15.3%
TOTAL EXPENSES	\$ 3,859,150.00	\$4,041,950.15	\$ 3,999,330.00	3.6%	100.0%

\$369,521.23 pulled from operating reserves for window/parking lot projects

REVENUE NOTES

Tax Revenue

- Replacement Tax is unpredictable but has been running over forecast for last 3 years so seems likely to increase

Collections

- Per Capita Grant adjusted to reflect award increase (\$1.475 per resident x 18,495 residents)
- Kenilworth revenue will increase due to contractual obligation based on CPI

EXPENSE NOTES

Personnel

Target per *Serving Our Public 4.0: Standards for Illinois Libraries* is **60-70%** of total operating budget spent on salaries and benefits. Proposed for FY22-23 = **53.5%**

Raises

- \$66,250 (4% across the board, additional .5-1% for merit)

Planned Promotions

- 1 PT [25 hr] to FT for the Studio (Payroll: \$12,912)

Planned Additions

- 1 PT [25 hr] for Marketing/PR/Outreach (Payroll: \$17,875)
- 1 PT [25 hr] Librarian for Branch Services (Payroll=\$28,600)

NOTE: Reserving option to make librarian position FT to support community engagement, if needed; additional payroll and insurance allocated in those budget lines

Health Insurance

- Premium Increases: 6.5% as of 1/1/23
- Additional for Planned Promotion: \$15,515

Professional Development

- Allows for attendance at in-person conferences [ALA2023 (Chicago) and ILA2022 (Rosemont)] and supports some additional classes and training (ex. Project Management training, online marketing, etc.); everyone will get to attend something

Administration

- Accounting & Bookkeeping: Price increased with contract renewal (locked in for 3 years)
- Memberships: Increased to accommodate additional staff
- Consultants: Increased to accommodate Facility Feasibility Study (Engberg Anderson & SMC), Branding Firm (new Branding Collateral), Website (TBD), and place holder for Data Consultant to help us launch a data warehouse, if needed
- HR Consultant: Price increased with contract renewal (locked in for 2 years)

Utilities

- Natural Gas: Pricing adjusted to reflect this year's increases

Information Technology

- CCS Operating: Will experience a pricing increase this year (TBD)
- Software: Expenses were allocated in several budget lines; condensed for better transparency. Also, backup system price increased with contract renewal (locked in for 3 years @ \$27,200)
- Technology-Website: Increased to accommodate new website costs (spread out over two fiscal years and at this time, unknown)
- Photocopier Leases: Moved from Building Fund to Operations

Public Relations

- Planned increase in community engagement, supplemental mailings, and social media engagement/promotion

Collections- Adult

- Increased eBooks and Fiction based on circulation statistics
- Decreased DVD's, Audiobooks, and Online Databases based on circulation statistics

Collections- Youth

- Increased Fiction, Talking Books, and Video Games based on circulation statistics
- Decreased DVD's based on circulation statistics

Programs

- Increased all based on program demand/attendance numbers

Capital

- Capital outlay: placeholder for results of Facility Feasibility Study
- Building
 - Elevator Rehab (est. \$70,000)
 - Smart Hold Shelf & Smart Bin for book drop (est. \$35,000)
 - Customer Relations workroom reconfiguration (est. \$15,000)
 - Lift for Basement (est. \$18,000)
 - Mobile workstations for Studio (\$10,000)
 - New flooring for The Studio: (est. \$12,000)
- Computer (Tech) Equipment: Server upgrade (\$60,000)

NAME AND GOVERNANCE OF ORGANIZATION

This organization shall be called "The Board of Trustees of the Winnetka-Northfield Public Library District," Cook County, Illinois, ("the Board") existing by virtue of the provisions of the laws of the State of Illinois, and exercising the powers and authority and assuming the responsibilities delegated to it under these statutes.

Statutory Authority

All matters of membership, election, duties, powers etc., of the Board are governed by Illinois Compiled Statutes, Chapter 75, Act 16, *The Illinois Public Library District Act of 1991*.

Purpose of Bylaws

These Bylaws have been established to govern and help guide the activities of the Board and its officers.

1.0 TRUSTEES AND OFFICERS

- 1.1 Trustees must reside in the District. The Board consists of seven people.
- 1.2 At least two of the Trustees shall reside in the Village of Northfield and at least three shall reside in the Village of Winnetka.
- 1.3 Trustee terms will be four years.
- 1.4 Vacancies on the Board may be filled by appointment of the remaining Trustees, as specified by Illinois Law.
- 1.5 The Board shall retain the names of alternate candidates nominated by the Winnetka Caucus Council or the Northfield Caucus, as appropriate, and shall consult the alternate slate in the event of a vacancy.
- 1.6 The offices shall be President, Vice-President, Secretary, and Treasurer. All officers shall be members of the Board.
- 1.7 The slate of officers shall be nominated by the Trustees following the Oath of Office after the election of Trustees.

- 1.8 Officers of the Board of Trustees shall be elected to a two-year term on the third Monday in May and shall take office immediately. No officer shall hold that office for more than two consecutive terms. In case of the resignation of an officer or inability to perform the duties of the office, the successor shall be elected to fill the unexpired term at the next meeting of the Board.
- 1.9 Two Trustees will be appointed liaisons to the Village of Winnetka and the Village of Northfield.

2.0 DUTIES AND AUTHORITIES

- 2.1 The President shall preside over all meetings of the Board and work with the Library Director to set the Board meeting agenda. The President shall appoint Trustees to Committees based on the recommendations of, and in consultation with, the Board. The President shall abstain from voting unless there is a tie, in which case, they act as the tie breaker.
- 2.2 The Vice-President shall serve as President in the President's absence.
- 2.3 The Secretary shall oversee records, including the minutes of all meetings, the names of those in attendance, the ordinances enacted, resolutions, rules and regulations adopted, and all other pertinent written matter as affect the operation of the District.
- 2.4 The Treasurer shall be the financial officer of the Board. The Treasurer shall oversee records of the District, including a record of all receipts, disbursements, and balances in any funds. At the end of the fiscal year, an audit shall be performed and accompanied by the professional opinion of an accountant certified to practice public accounting under the laws of the State of Illinois. The Treasurer shall give bond to the District to discharge faithfully the duties of the office. The minimum amount of the bond shall be based upon 50% of the total annual library taxes collected by the District. The cost of any surety bond shall be borne by the District.
- 2.5 The Library Director shall have charge of library administration and operations under general oversight of the Board. The Director shall prepare an annual budget, a Budget and Appropriation Ordinance, and a Levy Ordinance for Board approval, see that books of account are kept in which all financial transactions of the Library District are accurately recorded, all bills are received and correct, and all necessary checks and drafts are prepared in payment. The Director shall ensure that minutes of all meetings are prepared for Board approval and signed by the Secretary.

The Library Director shall attend the meetings of the Board and shall submit a monthly report of library operations . The Library Director shall submit an Illinois Public Library Annual Report (IPLAR) on behalf of the library district on or before September 1st of each year.

The Library Director shall keep the Board informed of all changes in applicable legislation and regulations.

3.0 COMMITTEES

- 3.1 Any recommendation by a Committee must be presented to the Board of Trustees for action.
- 3.2 Any proposed expenses incurred by a Committee must be approved in advance by the Board of Trustees.
- 3.3 Persons who are not Trustees may be appointed to Committees.
- 3.4 The Board of Trustees may add, delete, or change the duties of a Committee by an affirmative vote of a majority of the quorum.
- 3.5 Special Committees may be created by the Board of Trustees to address a specific issue or issues by an affirmative vote of a majority of the quorum. Each such Special Committee shall be disbanded upon completion of its assigned task(s) or by vote of a majority of the quorum.

4.0 MEETINGS

- 4.1 The regular monthly meeting of the Board of Trustees shall be held in the main library or the branch at 7:00pm on the third Monday of each month. Additionally, the board may hold study sessions to discuss specific topics per a schedule determined at the beginning of the fiscal year. Study Sessions will be listed on the Regular Meeting Ordinance adopted by the Board prior to the start of the next fiscal year. The Board may, by majority vote, change the date, time, or place of any Board meeting or Study Session, as needed.
- 4.2 A quorum for the transaction of business shall consist of four (4) Trustees.
- 4.3 If a quorum is physically present, a majority of the Board members present may allow another Board member to attend the meeting using an audio or video link (Other Means) if that member is prevented from physically attending because of (i) personal

Updated 7/19/21

illness or disability, (ii) employment purposes or the business of the Library Board, or (iii) a family or another emergency. If a member wishes to attend a meeting by Other Means, the member must notify the Library Director or a Board officer no less than one hour before the meeting is scheduled to begin.

- 4.4 Special Meetings may be called by the President or the Secretary or by any four (4) Trustees, by written notice posted at least 48 hours immediately preceding the day of the Special Meeting, or by oral notice to all Trustees in the case of a stated emergency.
- 4.5 A Trustee who misses more than three regular monthly meetings in a calendar year may be asked by the Board of Trustees, at its discretion, to submit his or her resignation.
- 4.6 All meetings must comply with the Illinois Open Meetings Act. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Board in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the Board may adopt.
- 4.7 No Trustee or employee of the Library shall engage in any business or transaction, or have a financial or personal interest, whether directly or indirectly, that is incompatible with the proper discharge of his or her official duties in the public interest, or that may tend to impair his or her independence of judgment or action in the performance of such official duties. Any member of the Board who has any interest of a financial or personal nature in a matter before the Board shall recuse him/herself from discussion and abstain from voting on said matter.

All Trustees must file the Disclosure of Economic Interests Statement as required by the Illinois Governmental Ethics Act. [5 ILCS 420/4A-101]

5.0 ORDER OF BUSINESS

THE ORDER OF BUSINESS AT A REGULAR MEETING OF THE BOARD SHALL BE AT LEAST AS FOLLOWS:

- | | |
|--------------------------------|--------------------------------|
| I. Call to Order | VII. Liaison/Committee Reports |
| II. Roll Call | VIII. Unfinished Business |
| III. Public Comments | IX. New Business |
| IV. Approval of Consent Agenda | X. Public Comments |
| V. Financial Report | XI. Adjournment |
| VI. Director's Report | |

6.0 DISBURSEMENTS

- 6.1 Disbursements of funds drawn against the General Fund of the Library for amounts exceeding \$15,000.00 shall be authorized by any two of the following: President, Vice-President, Treasurer, and Library Director.
- 6.2 Disbursements of funds drawn against the General Fund for amounts equal to or less than \$15,000.00 shall be authorized by any one of the officials designated above.
- 6.3 Trustee expenses in excess of \$200 per expense for library-related matters, such as membership in library associations, education activities, and attendance at meetings, shall not be paid by the District without prior approval of the Board.

7.0 RULES AND REGULATIONS

- 7.1 The Board of Trustees shall set the policies for use of the library and designate the days and hours of service. This information shall be publicly posted on the Library's website and at its facilities. The Board shall equip and maintain the Library for the benefit of the greatest number of residents in the District.
- 7.2 Communications to and from the Board:
 - 7.2.1 Board members' substantive questions or communications to staff shall be channeled through the Director's Office.
 - 7.2.2 All communications, including electronic communications, to, by, and between Board members, in their capacity as Board members, shall be conducted in accordance with the provisions of the Illinois Open Meetings Act.

8.0 AMENDMENTS

These By-laws may be amended by a vote of a majority of a quorum of the Board.

**THE BOARD OF TRUSTEES
OF THE WINNETKA-NORTHFIELD PUBLIC LIBRARY DISTRICT
COOK COUNTY, ILLINOIS**

ORDINANCE NO. 2021-2022/4

ORDINANCE SETTING SCHEDULE OF REGULAR MEETINGS
OF THE BOARD OF TRUSTEES
THE WINNETKA-NORTHFIELD PUBLIC LIBRARY DISTRICT
COOK COUNTY, ILLINOIS
FOR FISCAL YEAR 2022-2023

WHEREAS, the Illinois Public Library District Act (75 ILCS 16/30-50) requires this Board to establish a regular schedule of meetings at the beginning of the fiscal year, stating the regular dates, times, and places of such meetings; and

WHEREAS, the Illinois Public Library District Act provides that the Secretary of this Board shall maintain at a public place specified by ordinance certified copies of all ordinances, and it is therefore necessary to establish a public place for maintenance of said certified copies;

NOW THEREFORE, BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE WINNETKA-NORTHFIELD PUBLIC LIBRARY DISTRICT, COOK COUNTY, ILLINOIS, that:

Section 1. Unless otherwise changed by this Board pursuant to said statutes, all meetings of this Board shall be held at the Winnetka-Northfield Public Library District, 768 Oak Street, Winnetka, Illinois 60093 or the Northfield Branch Facility, 1785 Orchard Lane, Northfield, Illinois 60093, whichever is indicated, at the time of 7:00 p.m.

Section 2. The following is a schedule of the dates of the regular meetings for the 2022-2023 fiscal year:

July 18, 2022	Winnetka	January 16, 2023	Northfield
August 15, 2022	Winnetka	February 20, 2023	Winnetka
September 19, 2022	Northfield	March 20, 2023	Winnetka
October 17, 2022	Winnetka	April 17, 2023	Northfield
November 21, 2022	Northfield	May 15, 2023	Winnetka
December 19, 2022	Winnetka	June 19, 2023	Northfield

Section 3. The following is a schedule of the dates of the study sessions for the 2022-2023 fiscal year:

Section 4. Any changes in these regular meeting dates or study sessions on a temporary or permanent basis shall be according to the aforesaid statutes and with notices as set forth in said statutes. Public notice of this schedule shall be given by posting a copy of the notice at the Winnetka - Northfield Public Library, main library and branch, and a copy of said notice shall be supplied to a newspaper published within the District. This schedule shall be available at the Winnetka - Northfield Public Library District for public inspection throughout the fiscal year.

Section 5. The following public place shall be the repository to which the Secretary of this Board shall maintain certified copies of all ordinances passed by this Board and make such available for public inspection:

Winnetka - Northfield Public Library District
768 Oak Street
Winnetka, Illinois 60093

Section 6. This ordinance shall be in full force and effect from and after its passage and approval, according to law; and any resolutions or ordinances in conflict herewith are hereby repealed; and should any part of this ordinance be adjudged invalid or unconstitutional, such adjudication shall affect only that part of this act specifically covered thereby and shall not affect any other provisions or part of this act.

Passed by the Board of Trustees of the Winnetka-Northfield Public Library District, Cook County, Illinois, on the 20th day of June, 2022 by a vote of:

Ayes:
Nays:
Absent or Not Voting:

STATE OF
ILLINOIS)
) SS

COUNTY OF
COOK)

APPROVED:

Melissa Mitchell
President, Board of Library Trustees
Winnetka-Northfield Public Library District
Cook County, Illinois

ATTEST:

Thomas Sundell
Secretary, Board of Library Trustees
Winnetka-Northfield Public Library District
Cook County, Illinois