

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

**THE MEETING WILL BEGIN AT 7:00 PM VIA ZOOM  
INSTRUCTIONS TO JOIN POSTED AT [WWW.WINNETKALIBRARY.ORG](http://WWW.WINNETKALIBRARY.ORG)**

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

**AGENDA**

Monday, June 21, 2021

- I. Call to Order**
- II. Roll Call**
- III. Public Comments**
- IV. Vote to Approve Minutes**
  - Approval of Minutes of the May 17, 2021 Regular Meeting\*
- V. Financial Report**
  - May 2021 Financial Statements\*
- VI. Library Reports**
  - Director's Report\* (Director Dombrowski)
  - Board President's Comments (President Ruiz-Funes)
- VII. Liaisons to Other Organizations – Reports**
  - Winnetka Village (Trustee Mitchell)
  - Northfield Village (Trustee Munoz)
- VIII. Unfinished Business**
  - Approval of Board of Trustees Meeting Calendar for Fiscal Year 2021-2022\*
  - Return to In-Person Meetings
- IX. New Business**
  - Approval of District Closure Dates for Fiscal Year 2021-2022\*
  - Approval of Annual Ordinance Authorizing Non-Resident Cards\*
  - Assignment of Two Trustees to Review Closed Session Recordings and Summaries (Trustee Sundell)
  - Assignment of Two Trustees to Review Secretary's Records for Fiscal Year 2020-2021 (Trustee Sundell)
  - Discussion of Updated Trustee Bylaws\*
  - Approval of Updated Meeting Room Policy\*
  - Approval of Updated Circulation Policy\*
  - Approval of Patron Privacy & Confidentiality Policy\*

\*Attachments

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

**THE MEETING WILL BEGIN AT 7:00 PM VIA ZOOM  
INSTRUCTIONS TO JOIN POSTED AT [WWW.WINNETKALIBRARY.ORG](http://WWW.WINNETKALIBRARY.ORG)**

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

- Capturing Patron Feedback

**X. Communications**

- The next Study Session will be held on Monday, June 28<sup>th</sup> at 7pm; the topic will be strategic planning
- The next regular meeting will be held on Monday, July 19<sup>th</sup> at 7pm
- The library will be participating in the 4<sup>th</sup> of July parade on Sunday, July 4<sup>th</sup>

**XI. Public Comments**

**XII. Adjournment**

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

May 17, 2021

**I. Call to Order**

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

**II. Roll Call**

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

Absent:

Present were library employees Nicola White (Administrative Assistant) and Mark Swenson (Information Technology Manager). Present were trustee elects Melissa Mitchell, Thomas Sundell and Todd Van Neck. Present were John Shales and Brooke Irving from SMC. Present was Winnetka resident Jeffrey Liss.

**III. Public Comments**

No public comments.

**IV. Vote to Approve Minutes**

- Vote to Approve Minutes of the April 19, 2021 Regular Meeting
- Vote to Approve Minutes of the May 3, 2021 Study Session

A MOTION was made by Trustee Gosselin to approve the Minutes of the April 19, 2021 Regular Meeting and seconded by Trustee Munoz.

The MOTION passed on a voice vote.

A MOTION was made by Trustee Casale MacNally to approve the Minutes of the May 3, 2021 Study Session and seconded by Trustee Vandergrift.

The MOTION passed on a voice vote.

**V. Financial Report**

- Approve April 2021 Financial Statements  
Director Dombrowski presented the April 2021 Financial Statements.

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

The MOTION passed on a voice vote.

- Change in Investment Funds  
Director Dombrowski reported that Byline Bank recommended converting the District's Public Funds Money Market account and Operating account to a 0.50% yield and cashing out the CD's as they mature in order to receive a higher return on investment and reduce fees. Director Dombrowski and Trustee Vandergrift approved the change and will authorize the money from the matured CD's to be moved into the money market account on behalf of the Board.

**VI. Library Report**

LIBRARY DIRECTOR'S REPORT:

Director Dombrowski reported:

- 2021 data is now being compared to 2019 stats
- Visitorship and circulation were down this month; this happens every year in April due to spring break and Easter
- The Studio became the go-to spot for personalizing confirmation banners this month
- Summer Reading begins June 1; goal is to read for 20 minutes per day for 40 of the 60 days of the challenge
- The District should make analyzing data a strategic priority and allocate resources toward it

BOARD PRESIDENT'S COMMENTS:

President Ruiz-Funes reported:

- The trustees' thoughts are with those directly affected by COVID-19 and they wish to thank the first responders and essential workers for their efforts, as well as all library staff.
- The District should continue to promote digital resources.

**VII. Liaisons to Other Organizations-Reports**

- *Winnetka Village*- Trustee Johnson reported that the Village of Winnetka will be holding their annual 4<sup>th</sup> of July parade, but there will be no

fireworks this year. He also reported that the Memorial Day ceremony will be registration only, and there is a discussion regarding adding additional plantings on the parkways.

- *Northfield Village*- Trustee Munoz reported that the Northfield Village is working on an ordinance for a seasonal ban on gas leaf blowers.

## **VIII. Unfinished Business**

- *Discussion and Vote on Window Bid Approval*  
John Shales and Brooke Irving from SMC presented the bids for the Winnetka window project and recommended Reliant Contract Glass, whose bid came in under budget.

A MOTION was made by Trustee Anwar to Approve the Reliant Contract Glass Window Bid and seconded by Trustee Casale MacNally.

ROLL CALL VOTE

AYES: Trustees Ruiz-Funes, Munoz, Gosselin, Johnson, Anwar, Casale MacNally and Vandergrift

NAYS: 0

ABSENT: 0

MOTION CARRIED

- *Update on Strategic Plan*  
Director Dombrowski gave an update on the strategic planning process. She reported that Strategic Planning Consultant Marc Futterman plans to report the draft gaps and opportunities memo to the Board in late June.
- *Update on Linden Patio Homes Tree Root Issue*  
Director Dombrowski reported that the District's attorney reviewed the agreement and recommends the library pay the total cost of the plumbing repairs and service necessitated by the growth of the tree roots in the sewers (\$8,620) and then share the cost of annual maintenance work with Linden Patio Homes up to \$1,000 each year through 2031. After that, the agreement will be reassessed.

The Board supported the agreement and recommended the health of the trees be inspected.

**IX. New Business**

- *Discussion and Vote on Auditor Engagement Letter*  
Director Dombrowski reported that McClure Inserra & Company proposed a 3-year contract with a fee of \$12,400.00 per year.

A MOTION was made by Trustee Vandergrift to Approve the Auditor Engagement Letter and seconded by Trustee Munoz.

ROLL CALL VOTE

AYES: Trustees Ruiz-Funes, Munoz, Gosselin, Johnson, Anwar, Casale MacNally and Vandergrift

NAYS: 0

ABSENT: 0

MOTION CARRIED

- *Approval of FY21-22 Budget*  
A MOTION was made by Trustee Vandergrift to Approve the Fiscal Year 2021-2022 Budget and seconded by Trustee Johnson.

ROLL CALL VOTE

AYES: Trustees Ruiz-Funes, Munoz, Gosselin, Anwar, Johnson, Casale MacNally and Vandergrift

NAYS: 0

ABSENT: 0

MOTION CARRIED

- *Recognition of Outgoing Trustees Johnson, Casale MacNally, and Anwar*  
President Ruiz-Funes thanked Trustee Anwar for her eight years of service on the Board; stating that she was a voice for the employees and represented staff thoughtfully with each Board decision.

President Ruiz-Funes thanked Trustee Johnson for his eight years of service on the Board; stating that his legacy is visible and lasting in the renovation of the Winnetka Library.

President Ruiz-Funes thanked Trustee Casale MacNally for her two years of service on the Board; stating that she was the voice of young families and children and thanked her for her diligent work as Board Secretary.

- *Organizational Meeting of the Library Board*
  - *Oaths of Office for Incoming Trustees*  
Outgoing secretary Katherine Casale MacNally swore in incoming trustees Mitchell, Munoz, Ruiz-Funes, Sundell, and Van Neck
  - *Election of Officers to two-year terms*  
For the office of President, Trustee Ruiz-Funes self-nominated.

A MOTION was made by Trustee Vandergrift to elect Trustee Ruiz-Funes to the office of President for a two-year term and seconded by Trustee Gosselin.

ROLL CALL VOTE

AYES: Trustees Ruiz-Funes, Munoz, Gosselin, Sundell, Mitchell, Van Neck and Vandergrift

NAYS: 0

ABSENT: 0

MOTION CARRIED

For the office of Vice President, Trustee Gosselin self-nominated.

A MOTION was made by Trustee Vandergrift to elect Trustee Gosselin to the office of Vice President for a two-year term and seconded by Trustee Munoz.

ROLL CALL VOTE

AYES: Trustees Ruiz-Funes, Munoz, Gosselin, Sundell, Mitchell, Van Neck and Vandergrift

NAYS: 0

ABSENT: 0

MOTION CARRIED

For the office of Treasurer, Trustee Vandergrift self-nominated.

A MOTION was made by Trustee Van Neck to elect Trustee Vandergrift to the office of Treasurer for a two-year term and seconded by Trustee Munoz.

ROLL CALL VOTE

AYES: Trustees Ruiz-Funes, Munoz, Gosselin, Sundell, Mitchell, Van Neck and Vandergrift

NAYS: 0  
ABSENT: 0  
MOTION CARRIED

For the office of Secretary, Trustee Sundell self-nominated.

A MOTION was made by Trustee Vandergrift to elect Trustee Sundell to the office of Secretary for a two-year term and seconded by Trustee Munoz.

ROLL CALL VOTE  
AYES: Trustees Ruiz-Funes, Munoz, Gosselin, Sundell, Mitchell, Van Neck and Vandergrift  
NAYS: 0  
ABSENT: 0  
MOTION CARRIED

- *Community Liaison appointments*  
For the role of Winnetka Village Liaison, Trustee Mitchell self-nominated.

A MOTION was made by Trustee Vandergrift to appoint Trustee Mitchell as the Winnetka Village Liaison and seconded by Trustee Sundell.

ROLL CALL VOTE  
AYES: Trustees Ruiz-Funes, Munoz, Gosselin, Sundell, Mitchell, Van Neck and Vandergrift  
NAYS: 0  
ABSENT: 0  
MOTION CARRIED

For the role of Northfield Village Liaison, Trustee Munoz self-nominated.

A MOTION was made by Trustee Vandergrift to appoint Trustee Munoz as the Northfield Village Liaison and seconded by Trustee Sundell.

ROLL CALL VOTE



AYES: Trustees Ruiz-Funes, Munoz, Gosselin, Sundell, Mitchell, Van Neck and Vandergrift

NAYS: 0

ABSENT: 0

MOTION CARRIED

- *Discussion Regarding Proposed Board of Trustees Meeting Calendar for Fiscal Year 2021-2022*

The Board reviewed the proposed Fiscal Year 2021-2022 meeting calendar. Director Dombrowski will determine the study session dates and the Board will vote on the meeting ordinance at the June meeting.

- *Vote to Move Study Session from June 7<sup>th</sup> at 7 p.m. to June 28<sup>th</sup> at 7 p.m. and Use for Board Review of Strategic Planning Gaps & Opportunities Findings*

A MOTION was made by Trustee Van Neck to approve moving the Study Session from June 7<sup>th</sup> at 7 p.m. to June 28<sup>th</sup> at 7 p.m. and seconded by Trustee Munoz.

The MOTION passed on a voice vote.

- *Discussion Regarding Mask Requirements for Library Users*

The Board discussed whether to require masks for library users and elected to leave the decision up to Director Dombrowski after providing their opinions.

- *Question of Returning to In-Person Meetings*

The Board discussed whether to return to in-person meetings and elected to hold the June Board Meeting on Zoom. They also asked if there is a technology platform that will allow the public to easily attend online if the Board is meeting in person. IT Manager Mark Swenson will investigate options.

## **X. Communications**

- *The library will be closed on Sunday, May 30<sup>th</sup> and Monday, May 31<sup>st</sup> in observance of Memorial Day*
- *Expanded hours/services begin on Monday, June 7<sup>th</sup>*
- *Nancy Sylvester training session for new and existing board members on Saturday, June 5<sup>th</sup> from 8:30 a.m. – 12:30 p.m. Will be recorded for those who cannot attend.*
- *Open house at Northfield on Saturday, June 5<sup>th</sup> from 1 p.m. – 3 p.m.*

- *The next regular meeting will be held on Monday, June 21<sup>st</sup> at 7 p.m.*

**XI. Public Comments**

Winnetka resident Jeffrey Liss thanked the departing members of the Board and commented on mask requirements at the library.

**XII. Adjournment**

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

The MOTION passed on a voice vote and President Ruiz-Funes adjourned the meeting at 9:13 p.m.

Respectfully submitted,

Nicola White  
Recording Secretary

\_\_\_\_\_ Jean-Paul Ruiz-Funes, President

\_\_\_\_\_ Thomas Sundell, Secretary

# Winnetka-Northfield Public Library District

## All Funds Summary

For the 11 Months Ended May 31, 2021

Ideal Budget Percentage Spent: 91.67%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Current Year-to-Date</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
<b>Revenues</b>					
Library Fund	4,142,360.00	3,797,163.33	4,252,049.29	102.65 %	454,885.96
IMRF Fund	100,000.00	91,666.67	99,002.14	99.00 %	7,335.47
FICA Fund	40,000.00	36,666.67	39,601.43	99.00 %	2,934.76
Building Fund	152,000.00	139,333.33	150,483.57	99.00 %	11,150.24
Unemployment Fund	10.00	9.17	9.82	98.20 %	0.65
<b>Total Revenues</b>	<u>4,434,370.00</u>	<u>4,064,839.17</u>	<u>4,541,146.25</u>	<u>102.41 %</u>	<u>476,307.08</u>
<b>Expenses</b>					
Library Fund	3,476,896.00	3,187,154.67	2,661,865.67	76.56 %	(525,289.00)
IMRF Fund	111,000.00	101,750.00	99,996.40	90.09 %	(1,753.60)
FICA Fund	123,000.00	112,750.00	96,651.90	78.58 %	(16,098.10)
Building Fund	320,000.00	293,333.33	235,292.01	73.53 %	(58,041.32)
Unemployment Fund	5,000.00	4,583.33	6,292.00	125.84 %	1,708.67
<b>Total Expenses</b>	<u>4,035,896.00</u>	<u>3,699,571.33</u>	<u>3,100,097.98</u>	<u>76.81 %</u>	<u>(599,473.35)</u>
<b>Total Revenues</b>	4,434,370.00	4,064,839.17	4,541,146.25	102.41 %	476,307.08
<b>Total Expenses</b>	<u>4,035,896.00</u>	<u>3,699,571.33</u>	<u>3,100,097.98</u>	<u>76.81 %</u>	<u>599,473.35</u>
<b>Excess Revenues less Expenses</b>	<u>398,474.00</u>	<u>365,267.84</u>	<u>1,441,048.27</u>	<u>361.64 %</u>	<u>1,075,780.43</u>

# Winnetka-Northfield Public Library District

## Library Fund Summary

**For the 11 Months Ended May 31, 2021**

Ideal Budget Percentage Spent: 91.67%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year-to-Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
<b>Operating Revenue</b>					
Property Tax	3,916,860.00	3,590,455.00	4,017,991.91	102.58 %	427,536.91
Replacement Tax	20,000.00	18,333.33	47,067.08	235.34 %	28,733.75
Collections	126,000.00	115,500.00	126,610.13	100.48 %	11,110.13
Materials	9,500.00	8,708.33	1,590.20	16.74 %	(7,118.13)
Other Income	70,000.00	64,166.67	58,789.97	83.99 %	(5,376.70)
<b>Total Operating Revenue</b>	<u>4,142,360.00</u>	<u>3,797,163.33</u>	<u>4,252,049.29</u>	<u>102.65 %</u>	<u>454,885.96</u>
<b>Operating Expenses</b>					
Personnel	1,790,000.00	1,640,833.33	1,494,840.04	83.51 %	(145,993.29)
Administration	229,106.00	210,013.83	200,864.77	87.67 %	(9,149.06)
Utilities	97,700.00	89,558.33	65,342.39	66.88 %	(24,215.94)
IT Services	171,250.00	156,979.17	117,820.61	68.80 %	(39,158.56)
Public Relations	45,000.00	41,250.00	26,376.31	58.61 %	(14,873.69)
Library Materials - Adult	576,750.00	528,687.50	469,654.45	81.43 %	(59,033.05)
Library Materials - Youth	85,900.00	78,741.67	56,165.33	65.38 %	(22,576.34)
Programs	71,190.00	65,257.50	41,889.13	58.84 %	(23,368.37)
Capital	410,000.00	375,833.33	188,912.64	46.08 %	(186,920.69)
<b>Total Operating Expenses</b>	<u>3,476,896.00</u>	<u>3,187,154.67</u>	<u>2,661,865.67</u>	<u>76.56 %</u>	<u>(525,289.00)</u>
<b>Total Revenues</b>	4,142,360.00	3,797,163.33	4,252,049.29	102.65 %	454,885.96
<b>Total Expenses</b>	<u>3,476,896.00</u>	<u>3,187,154.67</u>	<u>2,661,865.67</u>	<u>76.56 %</u>	<u>(525,289.00)</u>
<b>Excess Revenues less Expenses</b>	<u>665,464.00</u>	<u>610,008.66</u>	<u>1,590,183.62</u>	<u>238.96 %</u>	<u>980,174.96</u>

**Winnetka-Northfield Public Library District**  
**Statement of Revenues and Expenditures - Modified Cash Basis**  
**For the 11 Months Ended May 31, 2021**

Ideal Budget Percentage Spent: 91.67%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year to Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
<b><u>LIBRARY FUND</u></b>					
<b>Revenues</b>					
<b>Taxes</b>					
Property Taxes Collections	3,916,860.00	3,590,455.00	3,997,695.37	102.06 %	407,240.37
Property Taxes Collections-Liability	0.00	0.00	12,870.59	0.00	12,870.59
Property Taxes Collections-Audit	0.00	0.00	7,425.95	0.00	7,425.95
Replacement Tax	<u>20,000.00</u>	<u>18,333.33</u>	<u>47,067.08</u>	<u>235.34 %</u>	<u>28,733.75</u>
<b>Total Taxes</b>	<u>3,936,860.00</u>	<u>3,608,788.33</u>	<u>4,065,058.99</u>	<u>103.26 %</u>	<u>456,270.66</u>
<b>Collections</b>					
Per Capita Grant	15,000.00	13,750.00	23,172.25	154.48 %	9,422.25
Kenilworth Services	100,000.00	91,666.67	99,529.97	99.53	7,863.30
Fines - Winnetka	8,000.00	7,333.33	1,465.75	18.32	(5,867.58)
Studio Fees	1,000.00	916.67	401.43	40.14	(515.24)
Lost/Damaged Mat.-Winnetka	2,000.00	1,833.33	2,013.73	100.69	180.40
Library Programs - Winnetka	<u>0.00</u>	<u>0.00</u>	<u>27.00</u>	<u>0.00</u>	<u>27.00</u>
<b>Total Collections</b>	<u>126,000.00</u>	<u>115,500.00</u>	<u>126,610.13</u>	<u>100.48 %</u>	<u>11,110.13</u>
<b>Materials</b>					
Copy/Printing - Winnetka	7,500.00	6,875.00	82.85	1.10 %	(6,792.15)
Book Sales - Winnetka	<u>2,000.00</u>	<u>1,833.33</u>	<u>1,507.35</u>	<u>75.37</u>	<u>(325.98)</u>
<b>Total Materials</b>	<u>9,500.00</u>	<u>8,708.33</u>	<u>1,590.20</u>	<u>16.74 %</u>	<u>(7,118.13)</u>
<b>Other Income</b>					
Checking Interest Income	50,000.00	45,833.33	5,371.20	10.74 %	(40,462.13)
Byline Bank IMA Interest	0.00	0.00	39,646.85	0.00	39,646.85
Change on Investment Value	0.00	0.00	(1,572.00)	0.00	(1,572.00)
Money Market-Interest	0.00	0.00	81.02	0.00	81.02
Gift Fund (over \$100)	0.00	0.00	200.00	0.00	200.00
Gift Fund (under \$100)	0.00	0.00	62.90	0.00	62.90
Friends Donations	<u>20,000.00</u>	<u>18,333.33</u>	<u>15,000.00</u>	<u>75.00</u>	<u>(3,333.33)</u>
<b>Total Other Income</b>	<u>70,000.00</u>	<u>64,166.67</u>	<u>58,789.97</u>	<u>83.99 %</u>	<u>(5,376.70)</u>
<b>Total Revenue</b>	<u>4,142,360.00</u>	<u>3,797,163.33</u>	<u>4,252,049.29</u>	<u>102.65 %</u>	<u>454,885.96</u>

# Winnetka-Northfield Public Library District

## Statement of Revenues and Expenditures - Modified Cash Basis

For the 11 Months Ended May 31, 2021

Ideal Budget Percentage Spent: 91.67%

	Annual Budget	Prorated Budget	Year to Date Actual	% of Budget	Variance vs. Prorated Budget
<b>LIBRARY FUND</b>					
<b>Expenses</b>					
<b>Personnel</b>					
Salaries	1,610,000.00	1,475,833.33	1,356,864.07	84.28 %	(118,969.26)
Health Insurance	155,000.00	142,083.33	128,517.94	82.91	(13,565.39)
Flu Vaccination	500.00	458.33	125.52	25.10	(332.81)
Employee Asst. Program	1,500.00	1,375.00	0.00	0.00	(1,375.00)
Conferences	20,000.00	18,333.33	9,149.61	45.75	(9,183.72)
Flexible Spending Account	3,000.00	2,750.00	182.90	6.10	(2,567.10)
<b>Total Personnel</b>	<b>1,790,000.00</b>	<b>1,640,833.33</b>	<b>1,494,840.04</b>	<b>83.51 %</b>	<b>(145,993.29)</b>
<b>Administration</b>					
Audit Fees	12,000.00	11,000.00	12,000.00	100.00 %	1,000.00
Library Supplies	38,500.00	35,291.67	20,812.00	54.06	(14,479.67)
Office Supplies	8,000.00	7,333.33	5,207.46	65.09	(2,125.87)
Breakroom Supplies	1,500.00	1,375.00	1,673.58	111.57	298.58
Postage	4,500.00	4,125.00	3,082.18	68.49	(1,042.82)
Hospitality	5,400.00	4,950.00	251.21	4.65	(4,698.79)
Accounting and Bookkeeping	20,000.00	18,333.33	20,837.00	104.19	2,503.67
Legal Notices	1,000.00	916.67	3,094.00	309.40	2,177.33
Delivery Service	8,000.00	7,333.33	4,016.67	50.21	(3,316.66)
Payroll Services	10,000.00	9,166.67	7,742.03	77.42	(1,424.64)
Liability Insurance Costs	30,000.00	27,500.00	20,742.00	69.14	(6,758.00)
Tablets/Portable Devices	0.00	0.00	598.00	0.00	598.00
ILL Fees	150.00	137.50	0.00	0.00	(137.50)
Board Expenses	1,000.00	916.67	213.07	21.31	(703.60)
Memberships	6,000.00	5,500.00	4,217.00	70.28	(1,283.00)
Staff Recognition/Events/Meetings	5,000.00	4,583.33	2,575.48	51.51	(2,007.85)
Director's Expenses	500.00	458.33	13.85	2.77	(444.48)
Legal	15,000.00	13,750.00	18,901.90	126.01	5,151.90
Architects	0.00	0.00	4,844.30	0.00	4,844.30
Building Appraisal	500.00	458.33	0.00	0.00	(458.33)
Other Consultations	62,056.00	56,884.67	23,483.05	37.84	(33,401.62)
Investment Fees	0.00	0.00	6,774.90	0.00	6,774.90
HR Consultant	0.00	0.00	38,478.75	0.00	38,478.75
Telephone Equipment Expenses	0.00	0.00	300.00	0.00	300.00
Miscellaneous	0.00	0.00	1,006.34	0.00	1,006.34
<b>Total Administration</b>	<b>229,106.00</b>	<b>210,013.83</b>	<b>200,864.77</b>	<b>87.67 %</b>	<b>(9,149.06)</b>
<b>Utilities</b>					
Electricity - Winnetka	49,000.00	44,916.67	35,530.85	72.51 %	(9,385.82)
Water - Winnetka	5,700.00	5,225.00	1,966.48	34.50	(3,258.52)
Storm Sewer - Winnetka	1,900.00	1,741.67	1,331.60	70.08	(410.07)
Natural Gas - Winnetka	14,000.00	12,833.33	9,963.00	71.16	(2,870.33)
Telephone - Winnetka	10,000.00	9,166.67	3,724.13	37.24	(5,442.54)
Internet Services	17,100.00	15,675.00	12,826.33	75.01	(2,848.67)
<b>Total Utilities</b>	<b>97,700.00</b>	<b>89,558.33</b>	<b>65,342.39</b>	<b>66.88 %</b>	<b>(24,215.94)</b>
<b>Information Technology</b>					
CCS Operating	83,250.00	76,312.50	61,637.85	74.04 %	(14,674.65)
Software	35,000.00	32,083.33	28,434.94	81.24	(3,648.39)
LAN Management	50,000.00	45,833.33	22,697.68	45.40	(23,135.65)

# Winnetka-Northfield Public Library District

## Statement of Revenues and Expenditures - Modified Cash Basis

For the 11 Months Ended May 31, 2021

Ideal Budget Percentage Spent: 91.67%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year to Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
<b>LIBRARY FUND</b>					
Hardware	0.00	0.00	3,815.30	0.00	3,815.30
Technology/Website	<u>3,000.00</u>	<u>2,750.00</u>	<u>1,234.84</u>	<u>41.16</u>	<u>(1,515.16)</u>
<b>Total Information Technology</b>	<u>171,250.00</u>	<u>156,979.17</u>	<u>117,820.61</u>	<u>68.80 %</u>	<u>(39,158.56)</u>
<b>Public Relations</b>					
PR E-Marketing	1,500.00	1,375.00	979.00	65.27 %	(396.00)
PR Promotional	7,000.00	6,416.67	4,503.21	64.33	(1,913.46)
PR Source	25,000.00	22,916.67	15,974.84	63.90	(6,941.83)
PR Supplies	8,000.00	7,333.33	1,958.26	24.48	(5,375.07)
PR Advertising	<u>3,500.00</u>	<u>3,208.33</u>	<u>2,961.00</u>	<u>84.60</u>	<u>(247.33)</u>
<b>Total Public Relations</b>	<u>45,000.00</u>	<u>41,250.00</u>	<u>26,376.31</u>	<u>58.61 %</u>	<u>(14,873.69)</u>
<b>Library Materials - Adult</b>					
Books-Fiction-Adult-Winnetka	79,000.00	72,416.67	63,393.19	80.24 %	(9,023.48)
Books-Non-Fiction-Adult-Winnetka	77,000.00	70,583.33	57,890.22	75.18	(12,693.11)
Periodicals-Winnetka	28,000.00	25,666.67	19,613.46	70.05	(6,053.21)
DVDs-Adult-Winnetka	53,000.00	48,583.33	25,610.37	48.32	(22,972.96)
Audio Books-Adult-Winnetka	22,000.00	20,166.67	16,074.08	73.06	(4,092.59)
Books-Digital-Winnetka	212,750.00	195,020.83	199,142.47	93.60	4,121.64
Online Database	<u>105,000.00</u>	<u>96,250.00</u>	<u>87,930.66</u>	<u>83.74</u>	<u>(8,319.34)</u>
<b>Total Library Materials - Adult</b>	<u>576,750.00</u>	<u>528,687.50</u>	<u>469,654.45</u>	<u>81.43 %</u>	<u>(59,033.05)</u>
<b>Library Materials - Youth</b>					
Books-Fiction-Juv-Winnetka	18,000.00	16,500.00	12,684.74	70.47 %	(3,815.26)
Books-Non-Fiction, Easy, & JH-Winnetka	17,000.00	15,583.33	8,866.78	52.16	(6,716.55)
DVDs-Juv-Winnetka	12,500.00	11,458.33	4,785.89	38.29	(6,672.44)
Audio Books-Juv-Winnetka	8,000.00	7,333.33	8,429.21	105.37	1,095.88
Music-Juv-Winnetka	900.00	825.00	0.00	0.00	(825.00)
Books-Easy-Winnetka	18,000.00	16,500.00	15,114.83	83.97	(1,385.17)
Books-Jr. High-Winnetka	<u>11,500.00</u>	<u>10,541.67</u>	<u>6,283.88</u>	<u>54.64</u>	<u>(4,257.79)</u>
<b>Total Library Materials - Youth</b>	<u>85,900.00</u>	<u>78,741.67</u>	<u>56,165.33</u>	<u>65.38 %</u>	<u>(22,576.34)</u>
<b>Programs</b>					
Summer Reading	9,990.00	9,157.50	3,792.12	37.96 %	(5,365.38)
Studio General Supplies	6,750.00	6,187.50	1,461.14	21.65	(4,726.36)
OBTV	15,300.00	14,025.00	5,137.50	33.58	(8,887.50)
Programming - Youth	14,850.00	13,612.50	14,040.20	94.55	427.70
Programming - Adult	19,800.00	18,150.00	17,349.99	87.63	(800.01)
Studio Maintenance/Repair	<u>4,500.00</u>	<u>4,125.00</u>	<u>108.18</u>	<u>2.40</u>	<u>(4,016.82)</u>
<b>Total Programs</b>	<u>71,190.00</u>	<u>65,257.50</u>	<u>41,889.13</u>	<u>58.84 %</u>	<u>(23,368.37)</u>
<b>Capital</b>					
Capital Outlay	0.00	0.00	108,837.55	0.00 %	108,837.55
Building	84,785.00	77,719.58	2,214.06	2.61	(75,505.52)
Equipment/Furniture	250,000.00	229,166.67	22,479.38	8.99	(206,687.29)
Computer Equipment	<u>75,215.00</u>	<u>68,947.08</u>	<u>55,381.65</u>	<u>73.63</u>	<u>(13,565.43)</u>
<b>Total Capital</b>	<u>410,000.00</u>	<u>375,833.33</u>	<u>188,912.64</u>	<u>46.08 %</u>	<u>(186,920.69)</u>

**Winnetka-Northfield Public Library District**  
**Statement of Revenues and Expenditures - Modified Cash Basis**  
**For the 11 Months Ended May 31, 2021**

Ideal Budget Percentage Spent: 91.67%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year to Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
<b><u>LIBRARY FUND</u></b>					
<b>Total Expenses</b>	3,476,896.00	3,187,154.67	2,661,865.67	76.56 %	(525,289.00)
<b>Excess Revenues less Expenses</b>	<u>665,464.00</u>	<u>610,008.66</u>	<u>1,590,183.62</u>	<u>238.96 %</u>	<u>980,174.96</u>



**Winnetka-Northfield Public Library District**  
**Statement of Revenues and Expenditures - Modified Cash Basis**  
**For the 11 Months Ended May 31, 2021**

Ideal Budget Percentage Spent: 91.67%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year to Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
<b>BUILDING FUND</b>					
<b>Revenues</b>					
Property Taxes Collections-Building	152,000.00	139,333.33	150,483.57	99.00 %	11,150.24
<b>Total Revenue</b>	<u>152,000.00</u>	<u>139,333.33</u>	<u>150,483.57</u>	<u>99.00 %</u>	<u>11,150.24</u>
<b>Expenses</b>					
Northfield Lease	66,000.00	60,500.00	53,402.10	80.91 %	(7,097.90)
Janitorial Supplies	13,176.00	12,078.00	9,793.53	74.33	(2,284.47)
Snow Removal	8,960.00	8,213.33	9,544.17	106.52	1,330.84
Photocopier Leases	44,800.00	41,066.67	10,463.66	23.36	(30,603.01)
Phone Lease	10,752.00	9,856.00	4,999.82	46.50	(4,856.18)
Building Maintenance Service	123,200.00	112,933.33	100,334.97	81.44	(12,598.36)
Elevators	8,960.00	8,213.33	8,404.09	93.80	190.76
Landscaping	5,600.00	5,133.33	6,719.53	119.99	1,586.20
HVAC	11,200.00	10,266.67	8,775.90	78.36	(1,490.77)
Automatic Doors	3,920.00	3,593.33	6,809.37	173.71	3,216.04
Roof	672.00	616.00	0.00	0.00	(616.00)
Alarms	3,080.00	2,823.33	3,169.54	102.91	346.21
Equipment	4,480.00	4,106.67	5,599.32	124.98	1,492.65
Misc Services	15,200.00	13,933.33	7,276.01	47.87	(6,657.32)
<b>Total Expenses</b>	<u>320,000.00</u>	<u>293,333.33</u>	<u>235,292.01</u>	<u>73.53 %</u>	<u>(58,041.32)</u>
<b>Excess Revenues less Expenses</b>	<u>\$ (168,000.00)</u>	<u>\$ (154,000.00)</u>	<u>\$ (84,808.44)</u>	<u>50.48 %</u>	<u>69,191.56</u>

# Winnetka-Northfield Public Library District

## Check Register

All Bank Accounts  
May 1, 2021 - May 31, 2021

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
<b>Vendor Checks</b>						
Amber Mechanical Contractors Inc. 70-0-5752	HVAC	INV# W24356	320.40	3159	05/13/21	<u>320.40</u>
Andrea Pracht 10-0-5908	Programming - Adult	Andrea Pracht - Pizza @ Home	150.00	3160	05/13/21	<u>150.00</u>
Art Excursions, Inc. (Jeff Mishur) 10-0-5908	Programming - Adult	Art Excursions, Inc. (Jeff Mishur) - Art of Frida Kahlo	350.00	3161	05/13/21	<u>350.00</u>
AT&T 10-0-5176	Internet Services	INV# S66300700721010	340.47	3162	05/13/21	<u>340.47</u>
Clear Loss Prevention, Inc 70-0-5758	Alarms	INV# 66804	441.00	3163	05/13/21	<u>441.00</u>
Daniel Hubbard 10-0-5908	Programming - Adult	Daniel Hubbard - DNA Behind the Scenes	170.00	3164	05/13/21	<u>170.00</u>
Esscoe L.L.C. 70-0-5758	Alarms	INV# 46243	300.00	3165	05/13/21	<u>300.00</u>
GenX Generator 70-0-5782	Equipment	INV# 77808050321	100.00	3166	05/13/21	<u>100.00</u>
GREAT AMERICA FINANCIAL SERVICES 70-0-5747	Phone Lease	INV# 29285276	579.98	3167	05/13/21	<u>579.98</u>
Illinois Library Association 10-0-5114	Conferences	INV# 197588	50.00	3168	05/13/21	<u>50.00</u>
Interior Effects 10-0-5743	Other Consultations	INV# 6464	150.00	3169	05/13/21	<u>150.00</u>
Kim Hack 10-0-5908	Programming - Adult	Kim Hack - Mini Taste of Place	812.50	3170	05/13/21	<u>812.50</u>
Midwest Environmental Consulting Services, Inc. 10-0-5800	Capital Outlay	INV# 21-269	1,800.00	3171	05/13/21	<u>1,800.00</u>
New York Times 10-1-5346	Online Database - Winnetka	April 2021 - April 2022	2,002.00	3172	05/13/21	<u>2,002.00</u>
Ntiva 10-0-5135	LAN Management	INV# 36958	2,400.67	3173	05/13/21	<u>2,400.67</u>
Penguin Random House, LLC 10-0-5716	OBTV	OBTV Contract deposit	4,500.00	3174	05/13/21	<u>4,500.00</u>
Peregrine, Stime, Newman, Ritzman & Bruckner, LTD 10-0-5736	Legal	INV# 61038	3,037.50	3175	05/13/21	<u>3,037.50</u>
Quench USA, Inc. 10-0-5122	Breakroom Supplies	INV# INV03088408	216.00	3176	05/13/21	<u>216.00</u>

# Winnetka-Northfield Public Library District

## Check Register

All Bank Accounts  
May 1, 2021 - May 31, 2021

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Social Security Administration				3177	05/13/21	<u>175.86</u>
10-0-2000	Payroll Liabilities	Jaime H Gonzalez Vicker - *8933 (4/30/21 PR)	87.93			
10-0-2000	Payroll Liabilities	Jaime H Gonzalez Vicker - *8933 (5/14/21 PR)	87.93			
Swank Movie Licensing				3178	05/13/21	<u>714.00</u>
10-1-5346	Online Database - Winnetka	INV# 3013809	714.00			
Tee Jay Service Company, Inc				3179	05/13/21	<u>4,847.00</u>
70-0-5755	Automatic Doors	INV# 178074	4,847.00			
U.S. Postal Service				3180	05/20/21	<u>745.48</u>
10-0-5123	Postage	Permit No. 85, Acct 1005722	745.48			
Amara Leonard				3181	05/27/21	<u>450.00</u>
10-0-5907	Programming - Youth	Amara Leonard - Summer Improv Bootcamp - 3 classes	450.00			
AT&T				3182	05/27/21	<u>343.86</u>
10-0-5176	Internet Services	INV# S663007007-21130	343.86			
Cheryl Rich Heisler				3183	05/27/21	<u>400.00</u>
10-0-5908	Programming - Adult	Cheryl Rich Heisler - Party on the Patio	400.00			
Isabel Raci				3184	05/27/21	<u>390.00</u>
10-0-5908	Programming - Adult	Isabel Raci - Chair Yoga	390.00			
Ivan Figueredo				3185	05/27/21	<u>140.00</u>
10-0-5907	Programming - Youth	Ivan Figueredo - Learn & Play Chess	140.00			
OCLC Inc				3186	05/27/21	<u>2,000.00</u>
10-0-5134	Software	INV# 1000122223	2,000.00			
Progressive Tree Service				3187	05/27/21	<u>1,790.00</u>
70-0-5750	Landscaping	INV# 5307	1,790.00			
Robert Mueller				3188	05/27/21	<u>175.00</u>
10-0-5908	Programming - Adult	Robert Mueller - Spy vs Spy	175.00			
Social Security Administration				3189	05/27/21	<u>87.93</u>
10-0-2000	Payroll Liabilities	Jaime H Gonzalez Vicker - *8933 (5/28/21 PR)	87.93			
Technology Management Rev Fund				3190	05/27/21	<u>450.00</u>
10-0-5176	Internet Services	INV# T2125211	450.00			
Today's Business Solutions INC				3191	05/27/21	<u>100.00</u>
10-0-5134	Software	INV# 11885	100.00			
VOGUE PRINTERS				16454	05/05/21	<u>1,325.90</u>
10-0-5721	PR Promotional	INV# 17353	1,325.90			
HR Source				16455	05/05/21	<u>2,273.75</u>
10-0-5745	HR Consultant	INV# 13579	2,273.75			

# Winnetka-Northfield Public Library District

## Check Register

All Bank Accounts

May 1, 2021 - May 31, 2021

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
CDW-G				16456	05/05/21	<u>13,367.00</u>
10-0-5885	Computer Equipment	INV# C222362	2,950.00			
10-0-5885	Computer Equipment	INV# C179759	1,720.00			
10-0-5885	Computer Equipment	INV# B906396	5,132.00			
10-0-5885	Computer Equipment	INV# B935373	2,950.00			
10-0-5885	Computer Equipment	INV# C046323	615.00			
DELTA DENTAL PLAN OF ILLINOIS				16457	05/05/21	<u>1,503.09</u>
10-0-5111	Health Insurance	INV# 1444739	1,503.09			
Michelle Maurer				16458	05/05/21	<u>300.00</u>
10-0-5907	Programming - Youth	Michelle Maurer - Modern Hand Lettering	300.00			
Baker & Taylor				16459	05/05/21	<u>2,163.53</u>
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	48.62			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	101.07			
10-0-5120	Library Supplies	Baker & Taylor	15.96			
10-0-5120	Library Supplies	Baker & Taylor	27.76			
10-0-5120	Library Supplies	Baker & Taylor	32.94			
10-0-5120	Library Supplies	Baker & Taylor	18.58			
10-0-5120	Library Supplies	Baker & Taylor	26.01			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	335.94			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	389.08			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	318.28			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	158.17			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	75.14			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	223.30			
10-1-5447	Books-Easy-Winnetka	Baker & Taylor	59.93			
10-2-5447	Books-Easy-Northfield	Baker & Taylor	13.49			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Baker & Taylor	235.69			
10-2-5341	Books-Non-Fiction-Adult-Northfield	Baker & Taylor	83.57			
Midwest Tape				16460	05/05/21	<u>1,263.54</u>
10-1-5443	DVDs-Juv-Winnetka	Midwest Tape	14.99			
10-2-5443	DVDs-Juv-Northfield	Midwest Tape	14.99			
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	64.80			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	5.00			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	20.00			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	7.50			
10-0-5120	Library Supplies	Midwest Tape	7.50			
10-0-5120	Library Supplies	Midwest Tape	2.50			

# Winnetka-Northfield Public Library District

## Check Register

All Bank Accounts

May 1, 2021 - May 31, 2021

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	7.50			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	14.99			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	59.97			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	147.67			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	356.01			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	76.76			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	20.97			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	18.74			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	23.24			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	29.98			
10-1-5344	Audio Books-Adult-Winnetka	Midwest Tape	44.99			
10-1-5344	Audio Books-Adult-Winnetka	Midwest Tape	139.98			
10-1-5344	Audio Books-Adult-Winnetka	Midwest Tape	118.97			
10-2-5344	Audio Books-Adult-Northfield	Midwest Tape	38.99			
Baker & Taylor				16461	05/05/21	<u>1,453.21</u>
10-0-5120	Library Supplies	Baker & Taylor	5.84			
10-0-5120	Library Supplies	Baker & Taylor	4.21			
10-0-5120	Library Supplies	Baker & Taylor	2.08			
10-0-5120	Library Supplies	Baker & Taylor	7.09			
10-0-5120	Library Supplies	Baker & Taylor	31.64			
10-0-5120	Library Supplies	Baker & Taylor	0.11			
10-0-5120	Library Supplies	Baker & Taylor	6.31			
10-0-5120	Library Supplies	Baker & Taylor	31.30			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	337.42			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	416.32			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	92.65			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	150.74			
10-1-5447	Books-Easy-Winnetka	Baker & Taylor	50.45			
10-1-5447	Books-Easy-Winnetka	Baker & Taylor	10.16			
10-1-5447	Books-Easy-Winnetka	Baker & Taylor	65.62			
10-1-5447	Books-Easy-Winnetka	Baker & Taylor	37.14			
10-1-5447	Books-Easy-Winnetka	Baker & Taylor	10.71			
10-2-5447	Books-Easy-Northfield	Baker & Taylor	10.71			
10-2-5447	Books-Easy-Northfield	Baker & Taylor	26.98			
10-2-5447	Books-Easy-Northfield	Baker & Taylor	37.14			
10-2-5447	Books-Easy-Northfield	Baker & Taylor	10.16			
10-1-5448	Books-Jr. High-Winnetka	Baker & Taylor	56.61			
10-2-5448	Books-Jr. High-Northfield	Baker & Taylor	51.82			
Midwest Tape				16462	05/05/21	<u>855.47</u>
10-1-5443	DVDs-Juv-Winnetka	Midwest Tape	7.49			
10-1-5443	DVDs-Juv-Winnetka	Midwest Tape	11.24			
10-0-5120	Library Supplies	Midwest Tape	5.00			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	5.00			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	7.50			
10-0-5120	Library Supplies	Midwest Tape	2.50			

# Winnetka-Northfield Public Library District

## Check Register

All Bank Accounts  
May 1, 2021 - May 31, 2021

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5120	Library Supplies	Midwest Tape	19.90			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	12.40			
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	7.50			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	22.49			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	98.93			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	18.74			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	18.74			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	32.98			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	17.99			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	14.99			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	69.71			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	22.49			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	22.49			
10-1-5344	Audio Books-Adult-Winnetka	Midwest Tape	94.97			
10-1-5344	Audio Books-Adult-Winnetka	Midwest Tape	119.97			
10-2-5344	Audio Books-Adult-Northfield	Midwest Tape	74.98			
10-2-5344	Audio Books-Adult-Northfield	Midwest Tape	119.97			
Baker & Taylor				16463	05/05/21	<u>434.00</u>
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	63.18			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	29.89			
10-1-5441	Books-Non-Fiction, Easy, & JH-Winnetka	Baker & Taylor	115.93			
10-2-5441	Books-Non-Fiction, Easy, & JH-Northfield	Baker & Taylor	115.93			
10-0-5120	Library Supplies	Baker & Taylor	20.68			
10-0-5120	Library Supplies	Baker & Taylor	10.56			
10-1-5447	Books-Easy-Winnetka	Baker & Taylor	42.61			
10-2-5447	Books-Easy-Northfield	Baker & Taylor	35.22			
WT. Cox Subscriptions, Inc.				16464	05/05/21	<u>4,022.61</u>
10-1-5342	Periodicals-Winnetka	INV# 3092974	4,022.61			
Lauterbach & Amen, LLP				16465	05/05/21	<u>1,667.00</u>
10-0-5131	Accounting and Bookkeeping	INV# 53783	1,667.00			
NCPERS GROUP LIFE INS.				16466	05/05/21	<u>16.00</u>
10-0-5111	Health Insurance	INV# 5130052021	16.00			
QUILL CORPORATION				16467	05/05/21	<u>31.05</u>
10-0-5121	Office Supplies	INV# 16305136	31.05			
City Wide of Chicago				16468	05/05/21	<u>9,248.33</u>
10-0-5882	Building	INV# 42025000047	248.33			
70-0-5748	Building Maintenance Service	INV# 32025000101	9,000.00			

# Winnetka-Northfield Public Library District

## Check Register

All Bank Accounts  
May 1, 2021 - May 31, 2021

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
VILLAGE OF NORTHFIELD				16481	05/19/21	<u>10,680.42</u>
70-2-5159	Northfield Lease	INV# 0421LIB - 5/1/21	5,340.21			
70-2-5159	Northfield Lease	INV# 0421LIB - 4/1/21	5,340.21			
MERCHANTS DELIVERY SERVICE				16482	05/19/21	<u>550.00</u>
10-0-5138	Delivery Service	22 Days book transfer	550.00			
Batteries Plus LLC				16483	05/19/21	<u>32.10</u>
70-0-5725	Janitorial Supplies	INV# P38300950	32.10			
SENSOURCE				16484	05/19/21	<u>920.00</u>
10-0-5134	Software	INV# 48521	920.00			
Warehouse Direct				16485	05/19/21	<u>1,537.18</u>
70-0-5725	Janitorial Supplies	INV# 4654286-0	157.60			
70-0-5725	Janitorial Supplies	INV# 4947364-0	54.38			
70-0-5725	Janitorial Supplies	INV# 4946775-0	93.00			
70-0-5725	Janitorial Supplies	INV# 4946685-0	1,232.20			
QUILL CORPORATION				16486	05/19/21	<u>14.04</u>
10-0-5121	Office Supplies	INV# 16406645	14.04			
City Wide of Chicago				16487	05/19/21	<u>309.19</u>
70-0-5725	Janitorial Supplies	INV# 72025000006	309.19			
HR Source				16488	05/19/21	<u>3,505.00</u>
10-0-5745	HR Consultant	INV# 13702	2,125.00			
10-0-5745	HR Consultant	INV# FY22-58694	1,380.00			
HOOPLA (MIDWEST TAPE)				16489	05/19/21	<u>2,232.11</u>
10-1-5345	Books-Digital-Winnetka	INV# 500378343	2,232.11			
Robbins Schwartz				16490	05/19/21	<u>347.50</u>
10-0-5736	Legal	INV# 886094, 886095, 886096	347.50			
OVERDRIVE INC.				16491	05/19/21	<u>14,426.66</u>
10-1-5345	Books-Digital-Winnetka	INV# 08871MA21207345	3,632.38			
10-1-5345	Books-Digital-Winnetka	INV# 08871MA21209953	5,108.67			
10-1-5345	Books-Digital-Winnetka	INV# 08871CP21208927	5,685.61			
Collection HQ				16492	05/19/21	<u>4,500.00</u>
10-0-5134	Software	INV# SIN005189	4,500.00			
Kanopy				16493	05/19/21	<u>698.00</u>
10-1-5345	Books-Digital-Winnetka	INV# 246401-PPU	698.00			
DEMCO				16494	05/19/21	<u>365.29</u>
10-0-5120	Library Supplies	INV# 6947545	260.58			
10-0-5120	Library Supplies	INV# 6948620	104.71			
Lauterbach & Amen, LLP				16495	05/19/21	<u>1,667.00</u>
10-0-5131	Accounting and Bookkeeping	INV# 55476	1,667.00			
THYSSENKRUPP ELEVATOR CORP.				16496	05/19/21	<u>1,950.54</u>
70-0-5749	Elevators	INV# 30059033253	1,950.54			

# Winnetka-Northfield Public Library District

## Check Register

All Bank Accounts

May 1, 2021 - May 31, 2021

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
CDW-G				16497	05/19/21	<u>11,096.00</u>
10-0-5885	Computer Equipment	INV# C738990	165.00			
10-0-5885	Computer Equipment	INV# C750793	225.00			
10-0-5885	Computer Equipment	INV# C770971	25.00			
10-0-5885	Computer Equipment	INV# C837063	7,551.00			
10-0-5885	Computer Equipment	INV# C910485	2,250.00			
10-0-5885	Computer Equipment	INV# C623066	880.00			
ANTHONY SCOPELLITI LANDSCAPING, INC.				16498	05/19/21	<u>105.00</u>
70-0-5750	Landscaping	INV# 23109	105.00			
RAILS				16499	05/19/21	<u>4,440.84</u>
10-0-5134	Software	INV# 8040	3,653.71			
10-1-5342	Periodicals-Winnetka	INV# 8040	787.13			
Baker & Taylor				16500	05/19/21	<u>5,061.81</u>
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	60.23			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	81.26			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	253.23			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	241.21			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	372.62			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	127.88			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	187.61			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	221.26			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	180.45			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	129.62			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	118.81			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	167.56			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	214.02			
10-1-5447	Books-Easy-Winnetka	Baker & Taylor	65.43			
10-1-5447	Books-Easy-Winnetka	Baker & Taylor	25.48			
10-1-5447	Books-Easy-Winnetka	Baker & Taylor	93.75			
10-1-5447	Books-Easy-Winnetka	Baker & Taylor	65.41			
10-1-5447	Books-Easy-Winnetka	Baker & Taylor	26.98			
10-1-5447	Books-Easy-Winnetka	Baker & Taylor	44.45			
10-1-5447	Books-Easy-Winnetka	Baker & Taylor	14.24			
10-2-5447	Books-Easy-Northfield	Baker & Taylor	13.49			
10-2-5447	Books-Easy-Northfield	Baker & Taylor	14.21			
10-2-5447	Books-Easy-Northfield	Baker & Taylor	65.44			
10-2-5447	Books-Easy-Northfield	Baker & Taylor	14.24			
10-2-5447	Books-Easy-Northfield	Baker & Taylor	27.10			
10-2-5447	Books-Easy-Northfield	Baker & Taylor	41.97			
10-0-5120	Library Supplies	Baker & Taylor	4.15			
10-0-5120	Library Supplies	Baker & Taylor	27.78			
10-0-5120	Library Supplies	Baker & Taylor	22.57			
10-0-5120	Library Supplies	Baker & Taylor	15.83			



# Winnetka-Northfield Public Library District

## Check Register

All Bank Accounts

May 1, 2021 - May 31, 2021

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5120	Library Supplies	Baker & Taylor	16.10			
10-0-5120	Library Supplies	Baker & Taylor	9.09			
10-0-5120	Library Supplies	Baker & Taylor	2.11			
10-0-5120	Library Supplies	Baker & Taylor	38.33			
10-0-5120	Library Supplies	Baker & Taylor	28.34			
10-0-5120	Library Supplies	Baker & Taylor	10.25			
10-0-5120	Library Supplies	Baker & Taylor	8.00			
10-0-5120	Library Supplies	Baker & Taylor	3.17			
10-0-5120	Library Supplies	Baker & Taylor	2.12			
10-0-5120	Library Supplies	Baker & Taylor	4.25			
10-0-5120	Library Supplies	Baker & Taylor	49.73			
10-0-5120	Library Supplies	Baker & Taylor	21.54			
10-0-5120	Library Supplies	Baker & Taylor	21.33			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Baker & Taylor	830.23			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Baker & Taylor	427.61			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Baker & Taylor	255.37			
10-2-5341	Books-Non-Fiction-Adult-Northfield	Baker & Taylor	91.79			
10-2-5341	Books-Non-Fiction-Adult-Northfield	Baker & Taylor	76.36			
10-2-5341	Books-Non-Fiction-Adult-Northfield	Baker & Taylor	182.52			
10-1-5448	Books-Jr. High-Winnetka	Baker & Taylor	45.29			
Midwest Tape				16501	05/19/21	<u>8.97</u>
10-1-5344	Audio Books-Adult-Winnetka	Midwest Tape	8.97			
Baker & Taylor				16502	05/19/21	<u>2,190.27</u>
10-1-5441	Books-Non-Fiction, Easy, & JH-Winnetka	Baker & Taylor	160.52			
10-2-5441	Books-Non-Fiction, Easy, & JH-Northfield	Baker & Taylor	192.36			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	187.61			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	221.26			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	180.45			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	129.62			
10-0-5120	Library Supplies	Baker & Taylor	21.54			
10-0-5120	Library Supplies	Baker & Taylor	21.33			
10-0-5120	Library Supplies	Baker & Taylor	13.10			
10-0-5120	Library Supplies	Baker & Taylor	49.73			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Baker & Taylor	830.23			
10-2-5341	Books-Non-Fiction-Adult-Northfield	Baker & Taylor	182.52			
Midwest Tape				16503	05/19/21	<u>8.97</u>
10-1-5344	Audio Books-Adult-Winnetka	Midwest Tape	8.97			
Baker & Taylor				16504	05/19/21	<u>1,865.52</u>
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	148.99			

# Winnetka-Northfield Public Library District

## Check Register

All Bank Accounts

May 1, 2021 - May 31, 2021

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	30.68			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	15.80			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	53.05			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	189.58			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	81.12			
10-1-5447	Books-Easy-Winnetka	Baker & Taylor	30.16			
10-1-5447	Books-Easy-Winnetka	Baker & Taylor	67.84			
10-2-5447	Books-Easy-Northfield	Baker & Taylor	2.97			
10-2-5447	Books-Easy-Northfield	Baker & Taylor	13.49			
10-0-5120	Library Supplies	Baker & Taylor	42.68			
10-0-5120	Library Supplies	Baker & Taylor	19.07			
10-0-5120	Library Supplies	Baker & Taylor	31.41			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Baker & Taylor	832.75			
10-2-5341	Books-Non-Fiction-Adult-Northfield	Baker & Taylor	62.70			
10-1-5448	Books-Jr. High-Winnetka	Baker & Taylor	18.18			
10-1-5448	Books-Jr. High-Winnetka	Baker & Taylor	76.79			
10-2-5448	Books-Jr. High-Northfield	Baker & Taylor	122.82			
10-0-5120	Library Supplies	Baker & Taylor	17.22			
10-0-5120	Library Supplies	Baker & Taylor	8.22			
Midwest Tape				16505	05/19/21	<u>1,679.33</u>
10-1-5443	DVDs-Juv-Winnetka	Midwest Tape	11.24			
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	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			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	20.00			
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	5.00			
10-0-5120	Library Supplies	Midwest Tape	5.00			
10-0-5120	Library Supplies	Midwest Tape	37.10			
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			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	46.98			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	22.49			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	76.46			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	21.74			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	80.97			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	43.48			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	195.64			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	53.98			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	62.96			
10-1-5344	Audio Books-Adult-Winnetka	Midwest Tape	39.99			
10-1-5344	Audio Books-Adult-Winnetka	Midwest Tape	243.96			

# Winnetka-Northfield Public Library District

## Check Register

All Bank Accounts  
May 1, 2021 - May 31, 2021

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-1-5344	Audio Books-Adult-Winnetka	Midwest Tape	324.92			
10-1-5344	Audio Books-Adult-Winnetka	Midwest Tape	39.99			
10-1-5344	Audio Books-Adult-Winnetka	Midwest Tape	119.97			
10-2-5344	Audio Books-Adult-Northfield	Midwest Tape	154.96			
Baker & Taylor				16506	05/19/21	<u>554.86</u>
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	354.16			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	172.92			
10-0-5120	Library Supplies	Baker & Taylor	27.78			
Midwest Tape				16507	05/19/21	<u>48.48</u>
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	21.74			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	21.74			
Baker & Taylor				16508	05/19/21	<u>1,268.87</u>
10-1-5441	Books-Non-Fiction, Easy, & JH-Winnetka	Baker & Taylor	93.24			
10-2-5441	Books-Non-Fiction, Easy, & JH-Northfield	Baker & Taylor	13.49			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	498.65			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	91.11			
10-0-5120	Library Supplies	Baker & Taylor	30.72			
10-0-5120	Library Supplies	Baker & Taylor	18.21			
10-0-5120	Library Supplies	Baker & Taylor	3.98			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Baker & Taylor	303.51			
10-2-5341	Books-Non-Fiction-Adult-Northfield	Baker & Taylor	215.96			
COMED				16527	05/03/21	<u>491.29</u>
10-2-5171	Electricity - Northfield	COMED	491.29			
North Shore Center				16528	05/04/21	<u>797.35</u>
10-1-5174	Natural Gas - Winnetka	North Shore Center	797.35			
COMCAST				16529	05/04/21	<u>69.95</u>
10-0-5176	Internet Services	COMCAST	69.95			
CALL ONE				16530	05/04/21	<u>54.18</u>
10-1-5175	Telephone - Winnetka	CALL ONE	54.18			
COMCAST				16531	05/04/21	<u>294.95</u>
10-0-5176	Internet Services	COMCAST	294.95			
PITNEY BOWES				16532	05/12/21	<u>100.00</u>
10-0-5123	Postage	PITNEY BOWES	100.00			
NATIONWIDE RETIREMENT SOLUTIONS				16533	05/14/21	<u>1,325.00</u>
10-0-2040	457 withholding	NATIONWIDE RETIREMENT SOLUTIONS	1,325.00			

# Winnetka-Northfield Public Library District

## Check Register

All Bank Accounts  
May 1, 2021 - May 31, 2021

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
NICOR				16534	05/14/21	<u>197.12</u>
10-2-5174	Natural Gas - Northfield	NICOR	197.12			
VILLAGE OF WINNETKA				16535	05/21/21	<u>2,707.91</u>
10-1-5171	Electricity - Winnetka	VILLAGE OF WINNETKA	58.00			
10-1-5171	Electricity - Winnetka	VILLAGE OF WINNETKA	2,210.26			
10-1-5171	Electricity - Winnetka	VILLAGE OF WINNETKA	101.76			
10-1-5171	Electricity - Winnetka	VILLAGE OF WINNETKA	54.27			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	72.00			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	16.66			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	2.00			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	38.25			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	21.55			
10-1-5173	Storm Sewer - Winnetka	VILLAGE OF WINNETKA	133.16			
NATIONWIDE RETIREMENT SOLUTIONS				16536	05/28/21	<u>1,325.00</u>
10-0-2040	457 withholding	NATIONWIDE RETIREMENT SOLUTIONS	1,325.00			
First Bankcard				16537	05/21/21	<u>10,776.32</u>
10-1-5340	Books-Fiction-Adult-Winnetka	Mall - Amazon - materials	11.80			
10-1-5340	Books-Fiction-Adult-Winnetka	Mall - Amazon - materials	10.47			
10-1-5340	Books-Fiction-Adult-Winnetka	Mall - Amazon - materials	14.09			
10-1-5340	Books-Fiction-Adult-Winnetka	Mall - Amazon - materials	7.50			
10-1-5340	Books-Fiction-Adult-Winnetka	Mall - Amazon - materials	20.05			
10-0-5120	Library Supplies	Mall - Amazon - tech supplies	8.99			
10-0-5120	Library Supplies	Dombrowski - Amazon - batteries	23.99			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Mall - Amazon - materials	22.99			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Mall - Amazon - materials	14.99			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Mall - Amazon - materials	236.39			
10-1-5522	Studio General Supplies	Kline - Amazon - sewing organization	104.99			
10-1-5522	Studio General Supplies	Kline - Inventables - acrylic for NF	69.74			
10-1-5522	Studio General Supplies	Kline - Amazon - materials	85.46			
10-1-5522	Studio General Supplies	Kline - Amazon - materials	32.97			
10-1-5522	Studio General Supplies	Kline - Amazon - plastic cement	12.90			
10-0-5124	Hospitality	Kline - Amazon - mugs	89.94			
10-0-5134	Software	Mall - Zoom - event hosting	279.96			
10-0-5134	Software	Swenson - Adobe - Creative Cloud licenses	278.91			
10-0-5134	Software	Swenson - TechSoup - Windows Enterprise licenses	400.00			
10-0-5134	Software	Dombrowski - Zoom - monthly	14.99			
10-0-5136	Hardware	Swenson - Protect Covers - keyboard covers	161.35			
10-0-5136	Hardware	Swenson - Amazon - USB Headsets	74.97			
10-1-5343	DVDs-Adult-Winnetka	Mall - Amazon - materials	94.12			
10-1-5343	DVDs-Adult-Winnetka	Mall - Amazon - materials	186.64			
10-0-5177	Technology/Website	Swenson - Linode - website hosting/backup	25.00			
10-0-5308	Summer Reading	Garrity - KiwiCo - youth summer reading prize	110.00			

# Winnetka-Northfield Public Library District

## Check Register

All Bank Accounts

May 1, 2021 - May 31, 2021

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5308	Summer Reading	Garrity - Ravinia - adult summer reading prize	100.00			
10-0-5308	Summer Reading	Garrity - Book of Month - staff summer reading prize	98.09			
10-0-5308	Summer Reading	Garrity - Aerogarden - staff summer reading prize	130.76			
10-0-5308	Summer Reading	Garrity - Apple - Tween summer reading prize	168.94			
10-0-5721	PR Promotional	Quish - Vistaprint - bookmarks	140.95			
10-0-5723	PR Supplies	Quish - Tribune - subscription	7.96			
10-0-5723	PR Supplies	Quish - AP Stylebook - subscription	55.99			
10-0-5723	PR Supplies	Quish - ILA - meeting fee	10.00			
10-0-5723	PR Supplies	Quish - ILA - summer reading graphics	15.00			
10-0-5731	Memberships	Morgan - Adult Reading Round Table - membership	5.00			
10-0-5731	Memberships	Morgan - ALA - membership	148.00			
10-0-5731	Memberships	Morgan - ALA - membership	151.00			
10-0-5731	Memberships	Morgan - Adult Reading Round Table - membership	15.00			
10-0-5731	Memberships	Mall - ILA - membership	100.00			
10-0-5731	Memberships	Mall - ALA - membership	151.00			
10-0-5731	Memberships	Mall - PLA - membership	77.00			
10-0-5731	Memberships	Mall - ALA - membership	148.00			
10-0-5731	Memberships	Mall - ILA - membership	150.00			
10-0-5731	Memberships	Mall - Ala - membership	225.00			
10-0-5731	Memberships	Mall - Adult Reading Round Table - membership	15.00			
10-0-5731	Memberships	Mall - Adult Reading Round Table - membership	15.00			
10-0-5731	Memberships	Mall - ILA - membership	150.00			
10-0-5731	Memberships	Mall - ALA - membership	151.00			
10-1-5522	Studio General Supplies	Kline - Inventables - acrylic for NF	44.97			
10-1-5522	Studio General Supplies	Kline - Amazon - sewing materials	10.69			
10-1-5522	Studio General Supplies	Kline - Inventables - acrylic for NF	108.12			
10-1-5522	Studio General Supplies	Kline - Amazon - photo paper	21.00			
10-1-5522	Studio General Supplies	Kline - Amazon - photo ink	39.99			
10-0-5114	Conferences	Dombrowski - Amer Lib Assoc - ALA conference	2,506.00			
10-0-5114	Conferences	Dombrowski - Amer Lib Assoc - ALA conference credit	-179.00			
10-0-5114	Conferences	Dombrowski - MGMT Assoc of IL - HR Conference- Nicola	895.00			
10-0-5114	Conferences	Garrity - AmerLibAssoc - ALA membership	74.00			
10-0-5114	Conferences	Garrity - Illinois Lib Assoc - membership	150.00			
10-0-5114	Conferences	Garrity - ALA - professional title	53.59			
10-0-5114	Conferences	Garrity - ALA - Amber Urich membership	290.00			
10-0-5732	Staff Recognition/Events/Meetings	Dombrowski - Proflowers - flowers	89.62			
10-0-5732	Staff Recognition/Events/Meetings	Morgan - Three Tarts - welcome treats	68.25			
10-0-5732	Staff Recognition/Events/Meetings	Dombrowski - La Taquiza Y Mas - work party	314.38			
10-0-5882	Building	Dombrowski - Proshreb - document shredding	145.00			
10-0-5884	Equipment/Furniture	Dombrowski - Amazon - step stool	18.99			

# Winnetka-Northfield Public Library District

## Check Register

All Bank Accounts

May 1, 2021 - May 31, 2021

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5884	Equipment/Furniture	Volny - 1Thrive - wall organizer	238.70			
10-0-5907	Programming - Youth	Garrity - Amazon - author event	13.98			
10-0-5907	Programming - Youth	Garrity - Joann Stores - craft and give back	65.74			
10-0-5907	Programming - Youth	Garrity - Amazon - Let's Make at Home	31.97			
10-0-5907	Programming - Youth	Garrity - Amazon - Storytime at Home	53.06			
10-0-5907	Programming - Youth	Garrity - Amazon - Hodpodge Art	54.08			
10-0-5907	Programming - Youth	Garrity - Amazon - D&D kits	63.61			
10-0-5907	Programming - Youth	Garrity - Amazon - caterpillars	18.99			
10-0-5907	Programming - Youth	Garrity - Amazon - D&D kits	45.94			
10-0-5907	Programming - Youth	Garrity - Letsticktogether - youth activities	127.39			
10-0-5907	Programming - Youth	Garrity - Amazon- take and make	28.99			
10-0-5907	Programming - Youth	Garrity - Amazon - take and make	15.99			
10-0-5907	Programming - Youth	Garrity - Amazon - take and make	8.90			
10-0-5907	Programming - Youth	Garrity - Amazon - caterpillars	15.99			
10-0-5907	Programming - Youth	Garrity - Michaels- take and make	39.44			
10-0-5907	Programming - Youth	Garrity - Amazon - books	71.29			
10-0-5907	Programming - Youth	Garrity - Amazon - Let's Make at Home	19.79			
10-0-5907	Programming - Youth	Garrity - Amazon - books	175.91			
10-0-5907	Programming - Youth	Garrity - Amazon - take and make	10.99			
10-0-5907	Programming - Youth	Garrity - Amazon - Author event	88.93			
10-0-5907	Programming - Youth	Garrity - Amazon - take and make	73.87			
10-0-5908	Programming - Adult	Mall - Amazon - program supplies	12.34			
10-0-5908	Programming - Adult	Mall - Amazon - program supplies	29.99			
10-0-5910	Studio Maintenance/Repair	Kline - Amazon - trim for lights	29.99			
10-0-5910	Studio Maintenance/Repair	Kline - Epilog LAser - replacement parts	66.20			
10-0-5910	Studio Maintenance/Repair	Kline - Amazon - 3d printer parts	11.99			
70-0-5725	Janitorial Supplies	Dombrowski - Amazon - facilities supplies	14.95			
70-0-5725	Janitorial Supplies	Dombrowski - Amazon - facilities supplies	74.82			

**Check List Total**      160,657.15

## MAY 2021 DIRECTOR'S REPORT

### Staff Updates

- Anniversaries: Amanda Garrity (5/7, 6 years), Margie Surpless (5/27, 12 years)
- Our Winnetka-Northfield family suffered a terrible loss with the sudden passing of Adult Services Librarian Lisa Bendoff on 5/4.

### General News

- Molly Schoenherr will be joining the team in early July as our newest Adult Services Librarian.
- Marc Futterman has been working on compiling all the input he has received for the Gaps & Opportunities memo that he will be presenting at the 6/28 Board study session.

### Finances

- We are at 102.41% of our expected operating revenues for the year.
- We are at 76.81% of our budgeted operating expenses for the year (goal is 91.67%).

### Programming

#### Youth

Category	21MAY	19MAY	Mo. % +/-	FY20-21 YTD	FY18-19 YTD	FY % +/-
<b>Programs</b>	54	55	<b>-1.82%</b>	413	656	<b>-37.04%</b>
<b>Attendees</b>	512	1,279	<b>-59.97%</b>	4,315	12,365	<b>-65.10%</b>
<b>Take &amp; Make Craft Kits</b>	180	-	<b>100%</b>	2,455	-	<b>100%</b>

#### Highlights

Star Wars Day	Librarian Lindsay read Star Wars stories and led a droid-themed craft.
Craft & Give Back	Librarian Lindsay walked teens through making quilt squares that will be sewn together and turned into blankets for hospitalized children.
Take & Make Puppets	Librarian Amelia created a fun puppet craft for participants to assemble and use at home.

#### Adults

Category	21MAY	19MAY	Mo. % +/-	FY20-21 YTD	FY18-19 YTD	FY % +/-
<b>Programs</b>	19	32	<b>-40.63%</b>	197	358	<b>-44.97%</b>
<b>Attendees</b>	356	325	<b>33.83%</b>	2,960	3,241	<b>-8.67%</b>

#### Highlights

Food for Thought Cookbook Club	The group met to discuss meal prep cookbooks, back yard chickens, and other topics of interest.
Lizzie Borden: A Living History Portrayal	Historian Leslie Goddard, a patron favorite, offered a dramatic portrayal of one of America's most controversial women.
Fireside Chat with Alex Kotlowitz	The journalist & author discussed his books with Mary Schmich of the Chicago Tribune. Offered in partnership with other area libraries.

## Studio (Digital Services)

Category	21MAY	19MAY	Mo. % +/-	FY20-21 YTD	FY18-19 YTD	FY % +/-
Appointments	115	-	-	372	-	-
Programs	9	-	-	63	-	-
Attendees	110	-	-	894	-	-

## Highlights

Laser Cut a Puzzle	Patrons were taught how to use simple software and our laser cutter to make their own wooden puzzles.
--------------------	---

## Services

### Visitors

Location	21MAY	19MAY	Mo. % +/-	FY20-21 YTD	FY18-19 YTD	FY % +/-
Winnetka	4,586	9,569	-52.07%	38,594	112,617	-65.73%
Northfield	1,447	6,438	-77.52%	6,778	60,414	-88.78%
<b>Total</b>	<b>6,033</b>	<b>16,007</b>	<b>-62.31%</b>	<b>45,372</b>	<b>173,031</b>	<b>-73.78%</b>

### Curbside Pick Ups

Location	21MAY	21APR	21MAR	FY20-21 YTD
Winnetka	3	4	84	3,895
Northfield	16	32	88	1,645
<b>Total</b>	<b>19</b>	<b>36</b>	<b>172</b>	<b>7,790</b>

### Reference Questions

Category	21MAY	19MAY	Mo. % +/-	FY20-21 YTD	FY18-19 YTD	FY % +/-
Adult	1,247	2,005	-37.81%	12,233	23,612	-48.19%
Youth	460	542	-15.13%	3,968	7,773	-48.95%
Digital Services	115	469	-75.48%	458	4,600	-90.04%
<b>Total</b>	<b>1,822</b>	<b>3,016</b>	<b>-39.59%</b>	<b>16,659</b>	<b>35,985</b>	<b>-53.71%</b>

### Public Computer Usage

Location	21MAY	19MAY	Mo. % +/-	FY20-21 YTD	FY18-19 YTD	FY % +/-
Winnetka	399	832	-52.04%	2,710	2,720	-0.37%
Northfield	81	500	-83.80%	308	1,855	-83.40%
<b>Total</b>	<b>480</b>	<b>1,332</b>	<b>-63.96%</b>	<b>3,018</b>	<b>4,575</b>	<b>-34.03%</b>

### Website/App Usage

Activity	21MAY	19MAY	Mo. % +/-	FY20-21 YTD	FY18-19 YTD	FY % +/-
Website Visits	7,670	8,967	-14.46%	91,251	98,776	-7.62%
Active App Users	570	-	-	-	-	-



## Hotspot Usage

Location	21MAY	19MAY	Mo. % +/-	FY20-21 YTD	FY18-19 YTD	FY % +/-
Winnetka Sessions	9,139	19,327	-52.71%	76,429	99,666	-23.31%
Northfield Sessions	1,856	7,984	-76.75%	14,380	31,135	-53.81%
<b>Total Sessions</b>	<b>10,995</b>	<b>27,311</b>	<b>-59.74%</b>	<b>90,809</b>	<b>130,801</b>	<b>-30.57%</b>
Winnetka Bandwidth	99GB	437GB	-50.87%	660GB	2,191GB	-69.89%
Northfield Bandwidth	51GB	199GB	-74.47%	716GB	966GB	-25.94%
<b>Total Bandwidth</b>	<b>149GB</b>	<b>671GB</b>	<b>-77.75%</b>	<b>1,375</b>	<b>3,157</b>	<b>-56.44%</b>

## Email Reach/Cardholder Penetration

21MAY Subscribers	% Cardholders	Total Cardholders	Click Rate	Open Rate
10,061	83.29%	12,667	7%	33%

Note: Industry averages for not-for-profits = 2% Click Rate, 22% Open Rate

## Outreach/Partnerships

- 22 members of the North Shore Senior Center logged into Librarian Erin's virtual book discussion.
- Youth Librarians continued to provide twice-weekly am/pm virtual read-alouds for D36 kindergarteners in support of their hybrid attendance model.

## Impact Stories

- Northfield Branch staff spent considerable amounts of time rearranging and cleaning at the branch following the refresh project. They welcomed 45 people to the open house and have been receiving positive feedback on the changes from lots of excited patrons!
- A patron who works at an assisted living center comes in every Thursday so Assistant Sandy can help her find classic movies for her residents. She said she is very grateful that Sandy is there to help her out!
- An Adult Services Patron commented on our author talk with Alex Kotlowitz, *"The conversation was wonderful. Thank you very, very much for reaching out to the community for this...I was really looking forward to this event and it met my expectations."*
- Multiple patrons expressed that they are THRILLED to see the return of in-person storytimes, coming in June. They also appreciate the thoughtful consideration of how the program will be run to help keep children as safe as possible while helping life get back to normal.
- In Digital Services, a local woodworker has been using the laser engraver to make personalized gifts for teachers at his local school. In addition, another patron was unable to attend their niece's out-of-state wedding, so they used the embroidery machine to put the couple's wedding logo onto a gift to send to them. The patron said, *"They're going to freak! I'm going to get to be the cool aunt!"*
- A vendor—who works with lots of other libraries—came in and remarked that he can tell how much our staff likes working here based on how they interact with the customers and each other. He wanted to commend us on creating a positive workplace culture that is visible to those walking in!

## Collections

### PHYSICAL

#### Adult- By Type

Material Type	21MAY	19MAY	Mo. % +/-	FY20-21 YTD	FY18-19 YTD	FY % +/-
<b>Books</b>	7,482	10,370	<b>-27.85%</b>	67,591	115,617	<b>-41.54</b>
<b>Book - Fiction</b>	4,083	5,477	<b>-25.45%</b>	37,410	62,602	<b>-40.24</b>
<b>Book - Nonfiction</b>	3,399	4,893	<b>-30.53%</b>	30,181	53,015	<b>-43.07%</b>
<b>Audiobook - CD</b>	236	790	<b>-70.13%</b>	2,526	9,154	<b>-72.41%</b>
<b>Music CD</b>	81	147	<b>-44.90%</b>	1,166	1,679	<b>-30.55%</b>
<b>Playaway</b>	34	154	<b>-77.92%</b>	547	2,244	<b>-75.62%</b>
<b>DVD/Blu-Ray</b>	2,938	5,988	<b>-50.94%</b>	28,609	76,461	<b>-62.58%</b>
<b>Magazine</b>	199	158	<b>25.95%</b>	1,260	2,087	<b>-39.63%</b>
<b>Other</b>	5	16	<b>-68.75%</b>	85	87	<b>-2.30%</b>
<b>Non-CCS ILL</b>	26	32	<b>-18.75%</b>	278	495	<b>-43.84%</b>
<b>Sent Out</b>	1,033	1079	<b>-4.26%</b>	12,714	12,034	<b>5.65%</b>
<b>Total</b>	<b>12,034</b>	<b>18,734</b>	<b>-35.76%</b>	<b>114,776</b>	<b>219,858</b>	<b>-47.80%</b>

#### Youth- By Type

Material Type	21MAY	19MAY	Mo. % +/-	FY20-21 YTD	FY18-19 YTD	FY % +/-
<b>Books</b>	11,329	12,682	<b>-10.67%</b>	98,352	143,556	<b>-31.49%</b>
<b>Book - Fiction</b>	9,908	10,534	<b>-5.94%</b>	84,890	121,229	<b>-29.98%</b>
<b>Book - Nonfiction</b>	1,421	2,148	<b>-33.85%</b>	13,462	22,327	<b>-39.71%</b>
<b>Audiobook - CD</b>	21	100	<b>-79.00%</b>	508	1,353	<b>-62.45%</b>
<b>Music CD</b>	29	104	<b>-72.12%</b>	303	1,310	<b>-76.87%</b>
<b>Playaway</b>	136	229	<b>-40.61%</b>	1,723	2,893	<b>-40.44%</b>
<b>DVD/Blu-Ray</b>	762	2,530	<b>-69.88%</b>	8,062	31,272	<b>-74.22%</b>
<b>Other</b>	14	24	<b>-41.67%</b>	368	173	<b>112.72%</b>
<b>STEAM Kits</b>	27	21	<b>28.57%</b>	45	195	<b>-76.92%</b>
<b>Total</b>	<b>12,318</b>	<b>15,690</b>	<b>-21.49%</b>	<b>109,361</b>	<b>180,752</b>	<b>-39.50%</b>

#### Adult- By Location

Location	21MAY	19MAY	Mo. % +/-	FY20-21 YTD	FY18-19 YTD	FY % +/-
<b>Winnetka</b>	9,375	12,363	<b>-24.17%</b>	95,060	144,626	<b>-34.27%</b>
<b>Northfield</b>	2,659	6,371	<b>-58.26%</b>	19,716	75,232	<b>-73.79%</b>

#### Youth- By Location

Location	21MAY	19MAY	Mo. % +/-	FY20-21 YTD	FY18-19 YTD	FY % +/-
<b>Winnetka</b>	10,449	11,511	<b>-9.23%</b>	94,675	127,351	<b>-25.66%</b>
<b>Northfield</b>	1,869	4,179	<b>-55.28%</b>	14,686	53,401	<b>-72.50%</b>

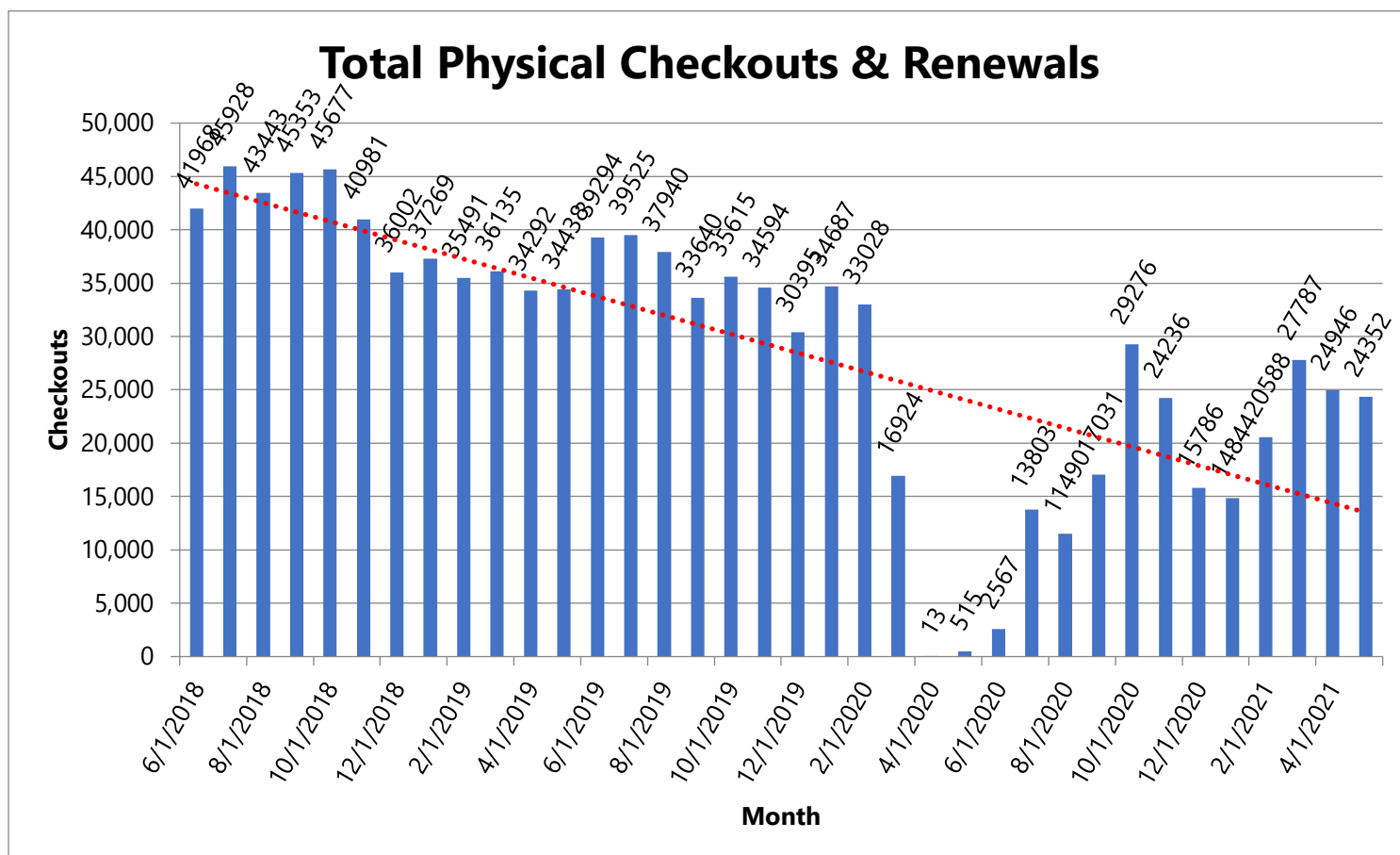
### MISCELLANEOUS LENDING

Lending Type	21MAY	19MAY	Mo. & +/-	FY20-21 YTD	FY18-19 YTD	FY % +/-
Kenilworth Patrons	1,153	1,174	-1.79%	12,108	13,935	-13.11%
Borrowed from Other Libraries	1,536	1,686	-8.90%	15,344	18,071	-15.09%

### TOTAL PHYSICAL CIRCS- DISTRICT

21MAY Physical Circulation	19MAY Physical Circulation	Net Change
24,352	34,424	-29.26%

FY20-21 YTD Physical Circulation	FY18-19 YTD Physical Circulation	Net Change
224,137	400,610	-44.05%



### Notes

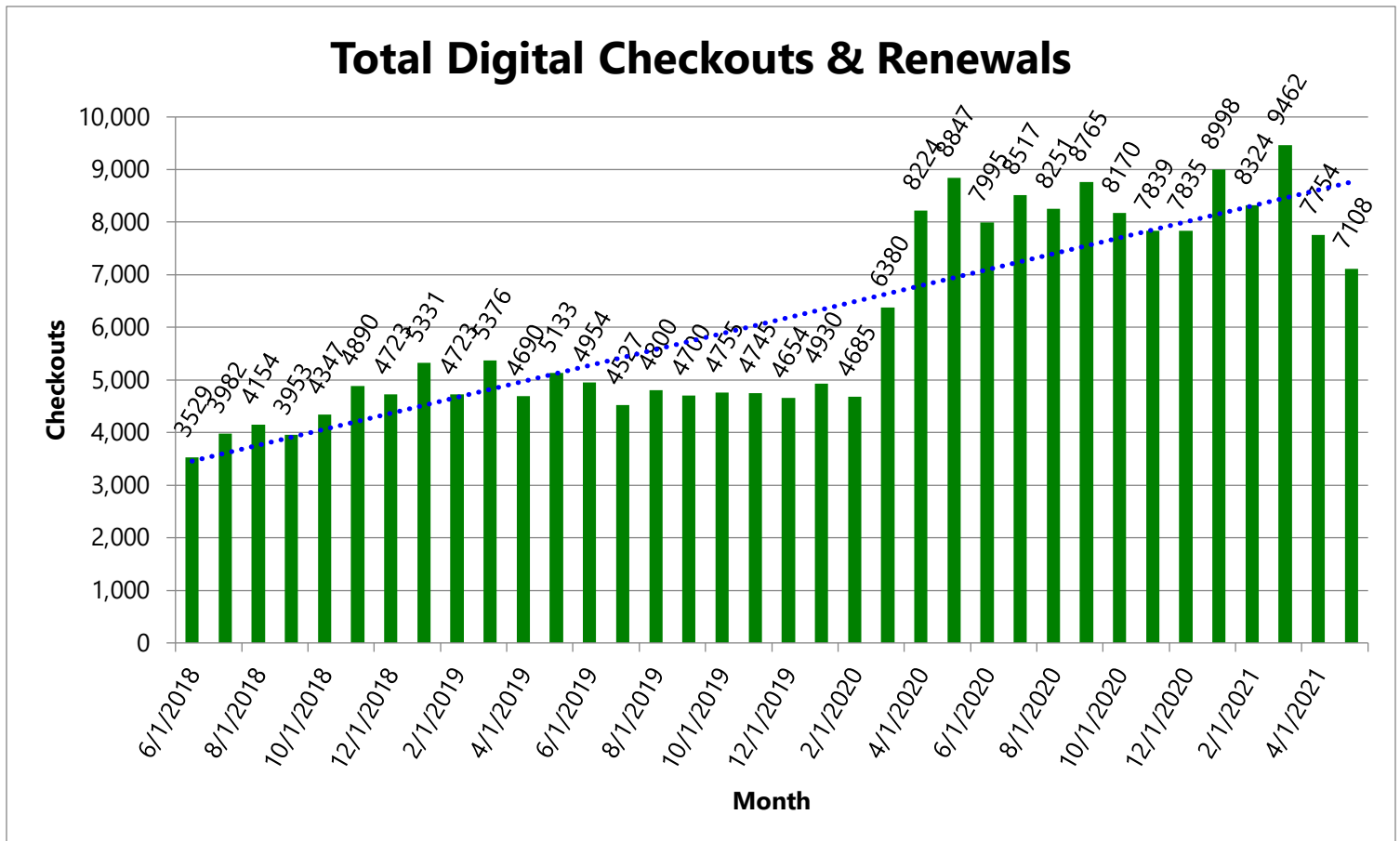
**Adult:** New books up 11% and new movies up 19% over April; 2021 TV Series circulation has been higher than 2019 circulation for last three months.

**Youth:** Additional shelving was added at Winnetka to allow for the expansion of the non-fiction collection as well as multi-volume serials, board books, playaways, and junior high collection.

**Library-Wide:** Closed two days for Memorial Day holiday.

## DIGITAL

Material Type	21MAY	19MAY	Mo. % +/-	FY20-21 YTD	FY18-19 YTD	FY % +/-
eBooks	3,304	2,195	50.52%	38,395	24,202	58.64%
eAudiobooks	2,052	1,396	46.99%	21,190	13,307	59.24%
eMagazines	1,195	1,288	-7.22%	24,015	11,171	114.98%
eVideos	491	192	155.73%	6,523	1,910	241.52%
eMusic	66	62	6.45%	900	712	26.40%
<b>Total</b>	<b>7,108</b>	<b>5,133</b>	<b>38.48%</b>	<b>91,023</b>	<b>51,302</b>	<b>77.43%</b>



### TOTAL DISTRICT CIRCULATION

21MAY District Circulation	19MAY District Circulation	Net Change
31,460	39,557	-20.47%

FY20-21 YTD District Circulation	FY18-19 YTD District Circulation	Net Change
315,160	451,912	-30.26%

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

ORDINANCE NO. 2020-2021/5

ORDINANCE SETTING SCHEDULE OF REGULAR MEETINGS  
OF THE BOARD OF TRUSTEES  
THE WINNETKA-NORTHFIELD PUBLIC LIBRARY DISTRICT  
COOK COUNTY, ILLINOIS  
FOR FISCAL YEAR 2021-2022

---

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 2021-2022 fiscal year:

July 19, 2021	Winnetka	January 17, 2022	Northfield
August 16, 2021	Winnetka	February 21, 2022	Winnetka
September 20, 2021	Northfield	March 21, 2022	Winnetka
October 18, 2021	Winnetka	April 18, 2022	Northfield
November 15, 2021	Northfield	May 16, 2022	Winnetka
December 20, 2021	Winnetka	June 20, 2022	Northfield

Section 3. The following is a schedule of the dates of the study sessions for the 2021-2022 fiscal year:

November 1, 2021	Winnetka	May 2, 2022	Winnetka
------------------	----------	-------------	----------

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 21st day of June, 2021 by a vote of:

Ayes:  
Nays:  
Absent or Not Voting:

STATE OF  
ILLINOIS            )  
                              ) SS  
COUNTY OF  
COOK                 )

APPROVED:

\_\_\_\_\_  
Jean-Paul Ruiz-Funes  
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

## District Closing Dates for FY2021-2022

Independence Day	Sunday 7/4/21
Labor Day Weekend	Sunday 9/5/21 & Monday 9/6/21
Thanksgiving	Thursday 11/25/21
Note: Early Closing at 5pm 11/24/21	
Christmas Eve	Friday 12/24/21
Christmas Day	Saturday 12/25/21
New Year's Eve	Friday 12/31/21
New Year's Day	Saturday 1/1/22
Easter	Sunday 4/17/21
Memorial Day Weekend	Sunday 5/29/22 & Monday 5/30/22

## 8 paid holidays

## Staff Training Dates

Monday 8/30/21	(Late open at 1:00 pm)
Tuesday 11/30/21	(Late open at 1:00 pm)
Wednesday 2/23/22	(Late open at 1:00 pm)
Thursday 5/26/22	(Late open at 1:00 pm)

**WINNETKA-NORTHFIELD PUBLIC LIBRARY DISTRICT  
ORDINANCE NO. 2020-2021/6**

**ANNUAL ORDINANCE AUTHORIZING  
PUBLIC LIBRARY DISTRICT NON-RESIDENT CARDS**

**WHEREAS**, the Winnetka-Northfield Public Library District is a tax-supported Public Library District; and

**WHEREAS**, people residing within the jurisdictional boundaries of the Winnetka-Northfield Public Library District pay taxes to support the library, and so need pay no additional fee to be eligible to receive a library card; and

**WHEREAS**, PA 92-0166 stipulates that "A person residing outside of a public library service area must apply for a non-resident card at the public library located closest to the person's principal residence"; and

**WHEREAS**, the Office of the Illinois Secretary of State has issued regulations defining the "closest public library" and also providing three formulae which public libraries can use to determine the non-resident fee; and

**WHEREAS**, the Board of Library Trustees of the Winnetka-Northfield Public Library District has determined for its 2021-2022 fiscal year, commencing July 1, 2021 and ending June 30, 2022 to participate in the non-resident reciprocal borrowing program of its regional library system and to issue non-resident library cards;

**NOW, THEREFORE, BE IT AND IT IS HEREBY ORDAINED BY THE BOARD OF LIBRARY TRUSTEES OF THE WINNETKA-NORTHFIELD PUBLIC LIBRARY DISTRICT** as follows:

**Section 1:** Individuals residing beyond the jurisdictional boundaries of the Winnetka-Northfield Public Library District and not residing within the boundaries of another public library, and owning no taxable property within the jurisdictional boundaries of the Winnetka-Northfield Public Library District, may purchase a nonresident fee card for the fee calculated according to the Tax Bill Method (23 Ad. Code 3050.60{b}).

**Section 2:** Individuals residing beyond the jurisdictional boundaries of the Winnetka-Northfield Public Library District, but owning (as an individual, a partner, the principal stockholder, or other joint owner) taxable property within the jurisdictional boundaries of the Winnetka-Northfield Public Library District, or serving as a Senior Administrative Officer of a firm, business, or other corporation owning taxable property within the jurisdictional boundaries of the Winnetka-Northfield Public Library District, notwithstanding anything to the contrary in this Ordinance, may obtain one (1) non-resident library card without payment of the non-



resident fee upon presentation of the most recent tax bill upon that taxable property; provided, however, that in no event shall the privileges and use of the Library be extended to more than one (1) individual non-resident for each parcel of taxable property. Each non-resident library card issued pursuant to this Section is limited to the exclusive use of the individual whose name appears on its face.

**Section 3:** The President of the Board of Library Trustees shall notify the regional library system in writing within 30 days of the adoption of this Ordinance, stating (a) the effective date of this Ordinance, (b) the beginning and ending dates of the 12-month period of validity for non-resident library cards issued pursuant to this Ordinance, and (c) the fee formula as set forth herein.

**Section 4:** The Winnetka-Northfield Public Library District shall continue to honor all non-resident library cards heretofore issued by the Library, for the full term of purchase.

**Section 5:** The Winnetka-Northfield Public Library District shall cooperate with other participating area public libraries and the regional library system and adjacent regional library systems to determine the appropriate non-resident service areas, as stated in 23 Ad. Code 3050.25.

**Section 6:** The Policy of the Winnetka-Northfield Public Library District for service to non-residents, including a description of the Library's service areas and the methods of calculating fees, shall be available for public inspection at the library.

**Section 7:** A valid non-resident library card issued by the Winnetka-Northfield Public Library District pursuant to this Ordinance shall accord a non-resident library cardholder all the services which this Library provides to its residents, including reciprocal borrowing privileges.

**Section 8:** No non-resident is eligible to receive a "local use" library card from the Winnetka-Northfield Public Library District.

Adopted by the Board of Trustees of the Winnetka-Northfield Public Library District, Cook County, Illinois, on the 21<sup>st</sup> day of June 2021 by a vote of:

AYES: \_\_\_\_\_

NAYES: \_\_\_\_\_

ABSENT: \_\_\_\_\_

APPROVED by the Board of Library Trustees of the Winnetka-Northfield Public Library District.

---

Jean-Paul Ruiz-Funes  
President of the Board of Library Trustees  
Winnetka-Northfield Public Library District  
Cook County, Illinois

ATTEST:

---

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

### 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 1<sup>st</sup> 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 6/21/21

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 Winnetka-Northfield Public Library District provides public meeting space to support the mission of being a community resource for the advancement of knowledge and cultural enrichment. While the primary use of our meeting rooms is for Library activities and functions, meeting rooms are available to community members for educational, informational, cultural, and civic purposes when not in use by the Library by patrons with a valid library card.

### Availability & Use

Priority for any meeting room is assigned as follows:

- Library-sponsored programs and activities including functions of Winnetka-Northfield Public Library District;
- Educational, informational, cultural, and civic programs sponsored or co-sponsored by the Library and related to its mission, collections, and services;
- Meetings of other organizations, such as the Rotary or Chamber of Commerce, of which the library is a member and active partner;
- Meetings of organizations whose purposes are educational, cultural, or civic in nature and/or classified as a not-for-profit 501(c)(3);
- Businesses and other groups within the district boundaries in need of space to conduct a meeting or seminar consistent with the Library's mission.

### Limitations

The Library's meeting rooms are not available for uses, events, or activities which are contrary to the Library's mission. Examples of uses and/or activities meeting rooms may not be used for include but are not limited to:

1. Uses, events, or other activities which, by their nature, may be disruptive to normal Library operations unless approved in advance by the Library Director.
2. Social or private parties, such as birthday and graduation parties, and bridal/baby showers.
3. Fundraising activities, except for those that result in a direct benefit to the Library and have received prior approval from the Library Director.
4. Political rallies and/or meetings organized for the purpose of urging action such as voting for or against any candidate, position, question, or referendum.
5. Religious worship services, ceremonies, or prayer services.
6. Commercial and for-profit purposes e.g. programs or events (including but not limited to workshops or seminars) held by for-profit organizations involving the sale, advertising, solicitation, or promotion of commercial products or services.
7. Any use or activity that is in violation of local, state, or federal law.



## **General Rules**

- A Meeting Room Waiver must be completed for each reservation. In the event of a recurring reservation, one waiver must be filled out per year & kept on file at the library. The signer must be 18 or older and willing to assume responsibility for any fees or damages.
- Meetings may begin no earlier than 30 minutes after the Library opens and must end no later than 15 minutes before the Library closes.
- All meetings must be open to the public free of charge. Donations or fees may not be solicited as a condition of attendance.
- The Library reserves the right to observe all meetings conducted on the premises to ensure compliance with library regulations and policies.
- The Library reserves the right to request copies of any materials a group is planning to distribute while using the room to ensure compliance with this policy. Failure to provide this information, if requested, may result in cancellation of the room reservation.
- All users of the rooms are expected to comply with the District's Patron Behavior Policy.

## **Room Etiquette**

- Activities taking place in the meeting rooms must be contained within the rooms and must not create safety hazards nor interfere with normal library operations or other patrons' use of the library.
- People or groups using the rooms are responsible for their set up and clean-up. If assistance is required with the library's equipment, it must be indicated on the Meeting Room Application form.
- Groups may serve simple food items and beverages. No alcohol may be served and smoking or and vaping are prohibited.

## **Reservations**

- Rooms may be reserved for by those 18 years of age and older.
- Rooms may be reserved for up to four hours up to two times per month.
- Attendance in any meeting room is limited to occupancy limits established the Fire Marshall.
- Any person or group wishing to use a meeting room must complete a meeting room application no more than 60 days in advance of their requested meeting date.
- The person reserving the room needs to check in at the front desk 15 minutes prior to the room reservation and must be present for the duration of the event.
- No reservation holder may transfer a reservation to another patron.
- The Library reserves the right to change or cancel a reservation as well as to reassign a meeting to another room if circumstances necessitate.

## Endorsement

The library is not responsible for the content of the meetings held at their facility. Use of the meeting rooms does not constitute library endorsement of the philosophies, practices, or viewpoints of the meeting participants. The library's phone number must not be listed on any publicity materials and staff must not be expected to answer any questions about meetings held in our rooms. In addition, the following disclaimer must be included in all written or electronic publicity materials:

*"The Winnetka-Northfield Public Library District provides meeting space as a community service. The library neither sponsors nor endorses this event nor the presenting individual(s) or organization(s)."*

## Rooms and Equipment

### Winnetka Lloyd Room

Max Capacity: 37

#### Equipment Available

- Projector & screen
- Tables and chairs
- Laptop
- Whiteboard, eraser, & markers
- Hearing loop
- Speaker system with microphone
- Patio access

### Winnetka Community Room

Max Capacity: 29

#### Equipment Available

- Tables and chairs
- Laptop
- TV screen & projector
- Microphone
- Table-top podium

### Northfield Community Room

Max Capacity: 40

#### Equipment Available:

- TV screen & projector
- Tables and chairs
- Laptop
- Table-top podium

## Indemnification

For and in consideration of the use of the meeting rooms and Library facilities, any person of group using them agrees to indemnify and hold harmless the Winnetka-Northfield Public Library District from any and all actions or suits relating to its use of such rooms and facilities.

### **Types of Cards**

#### **Resident Cards**

Library cards are available at no additional cost to residents of and those owning property within the Winnetka-Northfield Public Library's taxing district. Proof of residency or ownership is required at the time of application and may be requested at the time of renewal. A parent/guardian must sign the application for children under 16 and provide proof of residency on the child's behalf. Resident cards are valid for three years from the date of issue and will be auto-renewed unless a change of address occurs.

#### **Kenilworth Cards**

Kenilworth residents may receive a library card from the Library District. The library card will be valid for the length of the current contract between the Village of Kenilworth and the Library District.

#### **Nanny Cards**

Nannies/Au Pairs employed by a Library District resident are eligible for a limited-use Nanny card at no extra charge. A letter from their employer accepting full responsibility for the use of the card and a valid ID are required at the time of application. Nanny/Au Pair cards are valid for up to one year and renewable.

#### **Teacher Cards**

Teachers employed by Winnetka-Northfield Public Schools are eligible for a limited-use Teacher card at no extra charge. Proof of employment is required at the time of application. Teacher cards are valid for one year and renewable every July, if still employed by the School District.

#### **Business Cards**

Businesses located in Winnetka or Northfield are eligible for a limited-use Business Card at no extra charge. One card will be issued for each business. A lease or proof of ownership is required at the time of application. Business cards are valid for one year and renewable.

#### **Reciprocal Borrower Cards**

Patrons who hold a valid library card from a library within the Reaching Across Illinois Library System (RAILS) can register as reciprocal borrowers of the Winnetka-Northfield Public Library District. Home library card and a valid ID are required at the time of application. Reciprocal borrowing privileges are valid for the same duration as cards issued by their home libraries (verified at the time of application).

### **Non-District Resident Cards**

Patrons who do not fit into one of the above categories may apply for a fee-based nonresident library card, which entitles users to all the privileges enjoyed by residents of the Library District. One non-resident card will be issued per household with all residents of the household added to the card as authorized users. Cost of the card will be determined by the equalized assessed value (EAV) of the property multiplied by the current tax rate for library service to residents of the Library District.

Ex: \$563,167.08 [EAV] X 0.00217 [Library Tax Rate] = \$1,267.13 [Cost of Non-Resident Card]

Cards may be paid for in quarterly, bi-annual, or annual installments.

### **Interlibrary Loan (ILL)**

The Library provides district cardholders in good standing access to materials from libraries through interlibrary loan (ILL). As a member of Reaching Across Illinois Systems (RAILS) the Library District adheres to the policies and procedures established by that group.

### **Loan Periods**

Library materials circulate according to the following rules. An item will not be renewed if a hold has been placed or the patron has a block on their library card.

<b>Type of Material</b>	<b>Limit</b>	<b>Loan Period</b>	<b>Renewals</b>
New Adult Books	150	2 Weeks	3
All other Books, Audiobooks, Playaways and CDs, & TV Series	150	3 Weeks	3
DVD & Blu-Ray: Adult & Youth	150	1 Week	3
New DVD's, Blu-Rays and Magazines: Adult & Youth	150	1 Week	1
Seasonal Items	150	1 Week	0
STEAM Kits Note: STEAM kits cannot be placed in book drops and must be returned inside.	1	3 Weeks	0

## **Vacation Loans**

Most items are eligible for a vacation loan, which is 6 weeks in length. Exceptions are anything with a NEW sticker, any item with a hold on it and STEAM Kits.

## **Holds**

Patrons will be notified when a hold item becomes available. Items will be held for four days before it will be placed back in circulation. Patrons may pick up holds on behalf of another patron if they are authorized to do so on the cardholder's account. Materials will be checked out on the card present.

## **Incomplete Items**

Cardholders are responsible for damage to items they borrow including cases, containers, multiple parts, or additional contents. Damaged items are billed to the patron account at the replacement cost. Damaged items will be offered to the patron to keep. Replacement copies are not accepted in lieu of payment. The library is not responsible for any damage to patron's personal equipment, such as DVD players, through the use of library materials.

Items not returned after being overdue for 45 days are considered lost. Cardholders are responsible for lost items including cases, containers, multiple parts, or additional contents. Lost items are billed to the patron account at the replacement cost. Lost items may be returned to the library in good condition within three months of payment. Replacement copies are not accepted in lieu of payment.

A patron may claim an item was either never checked out or was returned. A maximum of five claims per life of a patron's card is set for all libraries within CCS (Cooperative Computer Services).

## **Patron Privacy & Confidentiality Policy**

The Winnetka-Northfield Public Library District complies with all applicable laws governing privacy and confidentiality of patron records, including the Illinois Library Records Confidentiality Act (75 ILCS 70/), and follows the American and Illinois Library Associations' recommendations on protection of patrons' privacy and confidentiality.

All patron records and their associations with particular Library materials and services will be treated as confidential information. Records will be kept only as long as necessary for services to be provided and to ensure that Library materials and equipment are returned to the Library in good condition. Records will be reviewed on a regular basis and deleted as soon as they are no longer needed.

Staff will limit access and use of patron information (such as email address, phone number, address, etc.) to activities which are required to maintain patron accounts or conduct official library business. Additionally, staff will not provide patron information to third party vendors or library presenters, though patrons may elect to provide information themselves.