

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

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

AGENDA

Monday, July 18, 2022

- I. Call to Order**
- II. Roll Call**
- III. Public Comments**
- IV. Approval of Minutes**
 - Approval of Minutes of the June 20, 2022 Regular Meeting* (1 min)
- V. Financial Report**
 - June 2022 Financial Statements* (5 mins)
- VI. Library Reports**
 - Director's Report* (10 minutes)
 - Board President's Comments (5 minutes)
- VII. Liaisons to Other Organizations – Reports**
 - Winnetka Village (5 mins)
 - Northfield Village (5 mins)
- VIII. Unfinished Business**
 - Finance/Facilities Committee Update
 - Community Engagement Committee Update
 - Personnel Committee Update
 - Discussion & Vote on Updated Trustee Bylaws* (15 mins)
 - Update on Digitization Partnership with Winnetka Historical Society (10 mins)
- IX. New Business**
 - Strategic Planning Updates (10 mins)
 - Presentation on eResources by Nick Mall (20 mins)
 - Discussion & Approval of Closure Date for End of Summer Party (5 mins)
 - Discussion & Approval of Updated Fiscal Accountability Policy* (15 mins)
 - Approval of Minutes of Meetings Lawfully Closed Under the Open Meetings Act
 - Approval of Resolution Determining Release of Closed Session Minutes*
 - Approval of Resolution Approving Destruction of Closed Session Recordings*

*Attachments

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

X. Communications

- The next regular meeting will be on Monday, August 15th at 7 p.m. at the Winnetka Branch

XI. Public Comments

XII. Adjourn to Closed Session

- **Closed Session**

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

XIII. Return to Open Session

XIV. Adjourn to Closed Session

- 5 ILCS 120/2(c)(1): To consider the appointment, employment, compensation, discipline, performance, or dismissal of a specific employee of the library district.

XV. Return to Open Session

XVI. Vote to Approve Resolution to Accept a Resignation and Declare a Vacancy*

XVII. Adjournment

*Attachments

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

June 20, 2022

I. Call to Order

The meeting was held at the Northfield Library, 1785 Orchard Lane, Northfield, Illinois. President Mitchell called the meeting to order at 7:02 p.m. A quorum was present.

II. Roll Call

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

Absent:

Present were library employees Nicola White (Business Services Coordinator), Mark Swenson (Information Technology Manager), and Courtney Volny (Customer Relations Manager). Present was Winnetka resident Jeffrey Liss.

III. Public Comments

Winnetka resident Jeffrey Liss commented on the closed session relating to the possible acquisition of real estate, and on the rebranding proposal.

IV. Approval of Minutes

- Approve Minutes of the May 16, 2022 Regular Meeting

President Mitchell announced the approval of the May 16, 2022 Regular Meeting Minutes.

V. Financial Report

Director Dombrowski and Trustee Vandergrift presented the May 2022 Financial Statements.

VI. Library Report

LIBRARY DIRECTOR'S REPORT:

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

BOARD PRESIDENT'S COMMENTS:

President Mitchell commented:

- The Park District approached the library about purchasing Library Park
- The library has since conducted an independent appraisal of the land, which the Board will be discussing in the closed session tonight
- No decisions have been made at this time

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

- *Winnetka Village*- President Mitchell reported that the library will be at the Farmer's Market this week. She also reported that there has been some disappointment with the new beach design and the Park District has withdrawn their application, however, the library confirmed that they are still interested in selling Library Park. President Mitchell also reported that there was a good turnout at the Music Festival this past Saturday.
- *Northfield Village*- Trustee Munoz had nothing from the Village to report, however, she stated that she spoke with several Northfield residents that are excited for the upcoming space planning meetings.

VIII. **Unfinished Business**

- *Finance Committee Update*
Nothing to report.
- *Community Engagement Committee Update*
Trustees Sundell and Munoz shared their list of community organizations and draft communication and received the Board's support to proceed with reaching out to those listed.
- *Personnel Committee Update*
Monica submitted her self-assessment and goals for the upcoming year; the trustees will be meeting in closed session to begin her annual review.
- *Discussion & Vote on Board Meeting Ordinance for FY22/23*
A MOTION was made by Trustee Sundell to approve the Board Meeting Ordinance for Fiscal Year 2022/2023.

The MOTION passed on a voice vote.

- *Discussion & Vote on Updated Trustee Bylaws*
The Board discussed term limits when filling a vacancy; Director Dombrowski will draft updated language to the Trustee Bylaws for the July Board Meeting.

- *Update on Digitization Partnership with Winnetka Historical Society*
Director Dombrowski reported that Adult Services Manager Nick Mall and Mary Trieschmann from the Winnetka Historical Society are conferring back and forth on the project, and the library has a copywrite attorney looking into the logistics with the Chicago Tribune.

IX. New Business

- *Approval of District Closure Dates for Fiscal Year 2022-2023*
The Board recommended the library begin to pay staff for all eleven of the district closure dates, as opposed to eight.

A MOTION to approve the District Closure Dates for Fiscal Year 2022-2023 was made by Trustee Van Neck.

The MOTION passed on a voice vote.

- *Approval of Annual Ordinance Authorizing Non-Resident Cards*
A MOTION to approve the Annual Ordinance Authorizing Non-Resident Cards was made by Trustee Casale MacNally.

The MOTION passed on a voice vote.

- *Approval of Rebranding Quote*
A MOTION to Approve the Rebranding Quote was made by Trustee Casale MacNally.

ROLL CALL VOTE:

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

NAYS:

ABSENT/ABSTAINING:

MOTION CARRIED

- *Discussion & Approval of FE Technologies Quote*
A MOTION to Approve the FE Technologies Quote was made by Trustee Gosselin.

ROLL CALL VOTE:

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

NAYS:

ABSENT/ABSTAINING:

MOTION CARRIED

- *Approval of Ordinance Transferring Funds to the Special Reserve Account*
A MOTION to Approve the Ordinance Transferring Funds to the Special Reserve Account was made by Trustee Vandergrift.

ROLL CALL VOTE:

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

NAYS:

ABSENT/ABSTAINING:

MOTION CARRIED

- *Assignment of Two Trustees to Review Closed Session Recordings and Summaries*
Trustees Sundell and Van Neck were assigned to review the closed session recordings and summaries.
- *Assignment of Two Trustees to Review Secretary's Records for Fiscal Year 2021-2022*
Trustees Vandergrift and Munoz were assigned to review the secretary's records for fiscal year 2021-2022.

X. Communications

- *The next regular meeting will be held on Monday, July 18th at 7 p.m. at the Winnetka Branch.*

XI. Public Comments

No public comments.

XII. Adjourn to Closed Session

- **Closed Session**

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

A MOTION to adjourn to closed session was made by Trustee Vandergrift.

The MOTION passed on a voice vote and President Mitchell adjourned to closed session at 8:37 p.m.

XIII. Return to Open Session

A MOTION to Authorize President Mitchell and Director Dombrowski to Negotiate with the Park District for Acquisition of the Library Park, Subject to the Final Terms Being Presented Back to the Board Before Execution of the Purchasing Sale Agreement was made by Trustee Van Neck.

ROLL CALL VOTE:

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

NAYS:

ABSENT/ABSTAINING:

MOTION CARRIED

XIV. Adjourn to Closed Session

- **Closed Session**

5 ILCS 120/2(c)(1): To consider the appointment, employment, compensation, discipline, performance, or dismissal of a specific employee of the library district.

A MOTION to adjourn to closed session was made by Trustee Van Neck.

The MOTION passed on a voice vote and President Mitchell adjourned to closed session at 9:24 p.m.

XV. Return to Open Session

XVI. Adjournment

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

President Mitchell adjourned the meeting at 10:18 p.m.

Respectfully submitted,

Nicola White
Recording Secretary

_____ Melissa Mitchell, President

_____ Thomas Sundell, Secretary

Winnetka-Northfield Public Library District

All Funds Summary

For the 12 Months Ended June 30, 2022

Prorated Budget Percentage Spent: 100.00%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Current Year-to-Date</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
Revenues					
Library Fund	4,151,556.25	4,151,556.25	4,181,045.95	100.71 %	29,489.70
IMRF Fund	176,750.00	176,750.00	180,911.53	102.35 %	4,161.53
FICA Fund	131,300.00	131,300.00	134,391.47	102.35 %	3,091.47
Building Fund	403,994.00	403,994.00	413,505.97	102.35 %	9,511.97
Unemployment Fund	2,020.00	2,020.00	2,067.57	102.35 %	47.57
Total Revenues	<u>4,865,620.25</u>	<u>4,865,620.25</u>	<u>4,911,922.49</u>	<u>100.95 %</u>	<u>46,302.24</u>
Expenses					
Library Fund	3,859,150.00	3,859,150.00	6,274,222.38	162.58 %	2,415,072.38
IMRF Fund	102,750.00	102,750.00	93,700.83	91.19 %	(9,049.17)
FICA Fund	133,000.00	133,000.00	113,699.14	85.49 %	(19,300.86)
Building Fund	320,000.00	320,000.00	262,036.33	81.89 %	(57,963.67)
Unemployment Fund	10.00	10.00	0.00	0.00 %	(10.00)
Total Expenses	<u>4,414,910.00</u>	<u>4,414,910.00</u>	<u>6,743,658.68</u>	<u>152.75 %</u>	<u>2,328,748.68</u>
Total Revenues	4,865,620.25	4,865,620.25	4,911,922.49	100.95 %	46,302.24
Total Expenses	4,414,910.00	4,414,910.00	6,743,658.68	152.75 %	(2,328,748.68)
Excess Revenues less Expenses	<u>450,710.25</u>	<u>450,710.25</u>	<u>(1,831,736.19)</u>	<u>(406.41)%</u>	<u>(2,282,446.44)</u>

Winnetka-Northfield Public Library District

Library Fund Summary

For the 12 Months Ended June 30, 2022

Prorated Budget Percentage Spent: 100.00%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year-to-Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
Operating Revenue					
Property Tax	3,916,860.00	3,916,860.00	3,875,642.50	98.95 %	(41,217.50)
Replacement Tax	30,000.00	30,000.00	86,607.32	288.69 %	56,607.32
Collections	130,196.25	130,196.25	157,156.25	120.71 %	26,960.00
Materials	6,500.00	6,500.00	7,115.75	109.47 %	615.75
Other Income	68,000.00	68,000.00	54,524.13	80.18 %	(13,475.87)
Total Operating Revenue	<u>4,151,556.25</u>	<u>4,151,556.25</u>	<u>4,181,045.95</u>	<u>100.71 %</u>	<u>29,489.70</u>
Operating Expenses					
Personnel	1,871,100.00	1,871,100.00	1,839,982.28	98.34 %	(31,117.72)
Administration	197,400.00	197,400.00	2,576,721.69	1,305.33 %	2,379,321.69
Utilities	91,400.00	91,400.00	77,689.55	85.00 %	(13,710.45)
IT Services	163,000.00	163,000.00	131,464.07	80.65 %	(31,535.93)
Public Relations	43,000.00	43,000.00	45,858.59	106.65 %	2,858.59
Library Materials - Adult	519,000.00	519,000.00	520,042.66	100.20 %	1,042.66
Library Materials - Youth	75,000.00	75,000.00	68,812.75	91.75 %	(6,187.25)
Programs	69,250.00	69,250.00	66,967.14	96.70 %	(2,282.86)
Capital	830,000.00	830,000.00	946,683.65	114.06 %	116,683.65
Total Operating Expenses	<u>3,859,150.00</u>	<u>3,859,150.00</u>	<u>6,274,222.38</u>	<u>162.58 %</u>	<u>2,415,072.38</u>
Total Revenues	4,151,556.25	4,151,556.25	4,181,045.95	100.71 %	29,489.70
Total Expenses	<u>3,859,150.00</u>	<u>3,859,150.00</u>	<u>6,274,222.38</u>	<u>162.58 %</u>	<u>2,415,072.38</u>
Excess Revenues less Expenses	<u>292,406.25</u>	<u>292,406.25</u>	<u>(2,093,176.43)</u>	<u>(715.85)%</u>	<u>(2,385,582.68)</u>

Winnetka-Northfield Public Library District

Statement of Revenues and Expenditures - Modified Cash Basis

For the 12 Months Ended June 30, 2022

Prorated Budget Percentage Spent: 100.00%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year to Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
LIBRARY FUND					
Revenues					
Taxes					
Property Taxes Collections	3,916,860.00	3,916,860.00	3,875,642.50	98.95 %	(41,217.50)
Replacement Tax	30,000.00	30,000.00	86,607.32	288.69 %	56,607.32
Total Taxes	<u>3,946,860.00</u>	<u>3,946,860.00</u>	<u>3,962,249.82</u>	<u>100.39 %</u>	<u>15,389.82</u>
Collections					
Per Capita Grant	21,696.25	21,696.25	27,232.58	125.52 %	5,536.33
Kenilworth Services	105,000.00	105,000.00	126,214.20	120.20	21,214.20
Studio Fees	1,000.00	1,000.00	892.28	89.23	(107.72)
Lost/Damaged Mat.-Winnetka	2,500.00	2,500.00	2,817.19	112.69	317.19
Total Collections	<u>130,196.25</u>	<u>130,196.25</u>	<u>157,156.25</u>	<u>120.71 %</u>	<u>26,960.00</u>
Materials					
Copy/Printing - Winnetka	5,000.00	5,000.00	6,356.56	127.13 %	1,356.56
Book Sales - Winnetka	1,500.00	1,500.00	759.19	50.61	(740.81)
Total Materials	<u>6,500.00</u>	<u>6,500.00</u>	<u>7,115.75</u>	<u>109.47 %</u>	<u>615.75</u>
Other Income					
Checking Interest Income	5,000.00	5,000.00	5,858.02	117.16 %	858.02
Byline Bank IMA Interest	45,000.00	45,000.00	3,956.68	8.79	(41,043.32)
Change on Investment Value	0.00	0.00	(516.12)	0.00	(516.12)
Money Market-Interest	0.00	0.00	21,667.05	0.00	21,667.05
Misc. Revenue - Winnetka	0.00	0.00	808.50	0.00	808.50
Gift Fund (over \$100)	500.00	500.00	1,250.00	250.00	750.00
Friends Donations	17,500.00	17,500.00	21,500.00	122.86	4,000.00
Total Other Income	<u>68,000.00</u>	<u>68,000.00</u>	<u>54,524.13</u>	<u>80.18 %</u>	<u>(13,475.87)</u>
Total Revenue	<u>4,151,556.25</u>	<u>4,151,556.25</u>	<u>4,181,045.95</u>	<u>100.71 %</u>	<u>29,489.70</u>

Winnetka-Northfield Public Library District

Statement of Revenues and Expenditures - Modified Cash Basis

For the 12 Months Ended June 30, 2022

Prorated Budget Percentage Spent: 100.00%

	Annual Budget	Prorated Budget	Year to Date Actual	% of Budget	Variance vs. Prorated Budget
LIBRARY FUND					
Expenses					
Personnel					
Salaries	1,620,000.00	1,620,000.00	1,612,489.09	99.54 %	(7,510.91)
Health Insurance	240,000.00	240,000.00	216,497.82	90.21	(23,502.18)
Flu Vaccination	100.00	100.00	0.00	0.00	(100.00)
Employee Asst. Program	500.00	500.00	0.00	0.00	(500.00)
Conferences	10,000.00	10,000.00	9,923.80	99.24	(76.20)
Flexible Spending Account	500.00	500.00	1,071.57	214.31	571.57
Total Personnel	1,871,100.00	1,871,100.00	1,839,982.28	98.34 %	(31,117.72)
Administration					
Audit Fees	12,400.00	12,400.00	12,400.00	100.00 %	0.00
Library Supplies	34,500.00	34,500.00	27,828.76	80.66	(6,671.24)
Office Supplies	7,000.00	7,000.00	4,923.41	70.33	(2,076.59)
Breakroom Supplies	2,000.00	2,000.00	2,008.55	100.43	8.55
Postage	3,200.00	3,200.00	2,496.44	78.01	(703.56)
Hospitality	1,500.00	1,500.00	878.30	58.55	(621.70)
Accounting and Bookkeeping	23,000.00	23,000.00	18,147.38	78.90	(4,852.62)
Legal Notices	3,500.00	3,500.00	2,457.00	70.20	(1,043.00)
Delivery Service	6,800.00	6,800.00	6,400.00	94.12	(400.00)
Payroll Services	9,000.00	9,000.00	8,750.22	97.22	(249.78)
Liability Insurance Costs	23,000.00	23,000.00	23,180.00	100.78	180.00
Board Expenses	1,000.00	1,000.00	43.69	4.37	(956.31)
Memberships	3,500.00	3,500.00	5,193.66	148.39	1,693.66
Staff Recognition/Events/Meetings	6,000.00	6,000.00	4,247.90	70.80	(1,752.10)
Legal	12,000.00	12,000.00	7,678.11	63.98	(4,321.89)
Building Appraisal	500.00	500.00	0.00	0.00	(500.00)
Other Consultations	5,000.00	5,000.00	17,424.64	348.49	12,424.64
Investment Fees	5,000.00	5,000.00	2,928.38	58.57	(2,071.62)
HR Consultant	38,000.00	38,000.00	29,885.25	78.65	(8,114.75)
Miscellaneous	500.00	500.00	(150.00)	(30.00)	(650.00)
Transfer to Other Funds	0.00	0.00	2,400,000.00	0.00	2,400,000.00
Total Administration	197,400.00	197,400.00	2,576,721.69	1,305.33 %	2,379,321.69
Utilities					
Electricity - Winnetka	41,000.00	41,000.00	37,684.22	91.91 %	(3,315.78)
Water - Winnetka	3,500.00	3,500.00	2,846.38	81.33	(653.62)
Storm Sewer - Winnetka	1,600.00	1,600.00	1,464.76	91.55	(135.24)
Natural Gas - Winnetka	11,000.00	11,000.00	16,013.60	145.58	5,013.60
Telephone - Winnetka	16,800.00	16,800.00	4,962.09	29.54	(11,837.91)
Internet Services	17,500.00	17,500.00	14,718.50	84.11	(2,781.50)
Total Utilities	91,400.00	91,400.00	77,689.55	85.00 %	(13,710.45)
Information Technology					
CCS Operating	80,000.00	80,000.00	66,212.32	82.77 %	(13,787.68)
Software	23,000.00	23,000.00	25,182.95	109.49	2,182.95
LAN Management	50,000.00	50,000.00	28,940.72	57.88	(21,059.28)
Hardware	0.00	0.00	928.78	0.00	928.78
Technology - Website	10,000.00	10,000.00	10,199.30	101.99	199.30
Total Information Technology	163,000.00	163,000.00	131,464.07	80.65 %	(31,535.93)

Winnetka-Northfield Public Library District

Statement of Revenues and Expenditures - Modified Cash Basis

For the 12 Months Ended June 30, 2022

Prorated Budget Percentage Spent: 100.00%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year to Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
LIBRARY FUND					
Public Relations					
PR Promotional	7,000.00	7,000.00	6,928.63	98.98 %	(71.37)
PR Source/Mailers	23,000.00	23,000.00	27,112.64	117.88	4,112.64
PR Supplies	8,000.00	8,000.00	7,858.01	98.23	(141.99)
PR Marketing/Advertising	<u>5,000.00</u>	<u>5,000.00</u>	<u>3,959.31</u>	<u>79.19</u>	<u>(1,040.69)</u>
Total Public Relations	<u>43,000.00</u>	<u>43,000.00</u>	<u>45,858.59</u>	<u>106.65 %</u>	<u>2,858.59</u>
Library Materials - Adult					
Books-Fiction-Adult-Winnetka	79,000.00	79,000.00	70,091.08	88.72 %	(8,908.92)
Books-Non-Fiction-Adult-Winnetka	70,000.00	70,000.00	66,010.13	94.30	(3,989.87)
Periodicals-Winnetka	20,000.00	20,000.00	20,747.53	103.74	747.53
DVDs-Adult-Winnetka	38,000.00	38,000.00	31,614.96	83.20	(6,385.04)
Audio Books-Adult-Winnetka	17,000.00	17,000.00	16,600.14	97.65	(399.86)
Books-Digital-Winnetka	200,000.00	200,000.00	218,274.66	109.14	18,274.66
Online Database	<u>95,000.00</u>	<u>95,000.00</u>	<u>96,704.16</u>	<u>101.79</u>	<u>1,704.16</u>
Total Library Materials - Adult	<u>519,000.00</u>	<u>519,000.00</u>	<u>520,042.66</u>	<u>100.20 %</u>	<u>1,042.66</u>
Library Materials - Youth					
Books-Fiction-Juv-Winnetka	40,000.00	40,000.00	39,630.77	99.08 %	(369.23)
Books-Non-Fiction, Easy, & JH-Winnetka	14,000.00	14,000.00	12,340.62	88.15	(1,659.38)
DVDs-Juv-Winnetka	8,000.00	8,000.00	3,935.02	49.19	(4,064.98)
Audio Books-Juv-Winnetka	10,000.00	10,000.00	9,656.89	96.57	(343.11)
Video Games-Juv-Winnetka	3,000.00	3,000.00	3,224.51	107.48	224.51
Books-Easy-Winnetka	0.00	0.00	14.24	0.00	14.24
Books-Jr. High-Winnetka	<u>0.00</u>	<u>0.00</u>	<u>10.70</u>	<u>0.00</u>	<u>10.70</u>
Total Library Materials - Youth	<u>75,000.00</u>	<u>75,000.00</u>	<u>68,812.75</u>	<u>91.75 %</u>	<u>(6,187.25)</u>
Programs					
Summer Reading	8,000.00	8,000.00	7,456.80	93.21 %	(543.20)
Studio General Supplies	0.00	0.00	12.50	0.00	12.50
OBTV	15,000.00	15,000.00	13,435.86	89.57	(1,564.14)
Programming - Studio	6,750.00	6,750.00	6,816.30	100.98	66.30
Programming - Youth	15,000.00	15,000.00	14,972.20	99.81	(27.80)
Programming - Adult	20,000.00	20,000.00	20,000.00	100.00	0.00
Studio Maintenance/Repair	<u>4,500.00</u>	<u>4,500.00</u>	<u>4,273.48</u>	<u>94.97</u>	<u>(226.52)</u>
Total Programs	<u>69,250.00</u>	<u>69,250.00</u>	<u>66,967.14</u>	<u>96.70 %</u>	<u>(2,282.86)</u>
Capital					
Capital Outlay	400,000.00	400,000.00	769,521.23	192.38 %	369,521.23
Building	250,000.00	250,000.00	44,537.90	17.82	(205,462.10)
Equipment/Furniture	100,000.00	100,000.00	76,237.14	76.24	(23,762.86)
Computer Equipment	<u>80,000.00</u>	<u>80,000.00</u>	<u>56,387.38</u>	<u>70.48</u>	<u>(23,612.62)</u>
Total Capital	<u>830,000.00</u>	<u>830,000.00</u>	<u>946,683.65</u>	<u>114.06 %</u>	<u>116,683.65</u>
Total Expenses	<u>3,859,150.00</u>	<u>3,859,150.00</u>	<u>6,274,222.38</u>	<u>162.58 %</u>	<u>2,415,072.38</u>
Excess Revenues less Expenses	<u>292,406.25</u>	<u>292,406.25</u>	<u>(2,093,176.43)</u>	<u>(715.85)%</u>	<u>(2,385,582.68)</u>

Winnetka-Northfield Public Library District
Statement of Revenues and Expenditures - Modified Cash Basis
For the 12 Months Ended June 30, 2022

Prorated Budget Percentage Spent: 100.00%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year to Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
BUILDING FUND					
Revenues					
Property Taxes Collections-Building	403,994.00	403,994.00	413,505.97	102.35 %	9,511.97
Total Revenue	<u>403,994.00</u>	<u>403,994.00</u>	<u>413,505.97</u>	<u>102.35 %</u>	<u>9,511.97</u>
Expenses					
Northfield Lease	66,000.00	66,000.00	66,202.92	100.31 %	202.92
Janitorial Supplies	13,176.00	13,176.00	7,086.49	53.78	(6,089.51)
Snow Removal	8,960.00	8,960.00	5,237.53	58.45	(3,722.47)
Photocopier Leases	44,800.00	44,800.00	22,421.64	50.05	(22,378.36)
Phone Lease	10,752.00	10,752.00	10,752.00	100.00	0.00
Building Maintenance Service	123,200.00	123,200.00	100,732.97	81.76	(22,467.03)
Elevators	8,960.00	8,960.00	8,643.43	96.47	(316.57)
Landscaping	5,600.00	5,600.00	5,983.47	106.85	383.47
HVAC	11,200.00	11,200.00	9,323.58	83.25	(1,876.42)
Automatic Doors	3,920.00	3,920.00	2,297.50	58.61	(1,622.50)
Roof	672.00	672.00	682.00	101.49	10.00
Alarms	3,080.00	3,080.00	4,125.19	133.93	1,045.19
Equipment	4,480.00	4,480.00	3,387.45	75.61	(1,092.55)
Misc Services	<u>15,200.00</u>	<u>15,200.00</u>	<u>15,160.16</u>	<u>99.74</u>	<u>(39.84)</u>
Total Expenses	<u>320,000.00</u>	<u>320,000.00</u>	<u>262,036.33</u>	<u>81.89 %</u>	<u>(57,963.67)</u>
Excess Revenues less Expenses	<u>\$ 83,994.00</u>	<u>\$ 83,994.00</u>	<u>\$ 151,469.64</u>	<u>180.33 %</u>	<u>67,475.64</u>

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

June 1, 2022 - June 30, 2022

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Vendor Checks						
Ariz Remodeling 10-0-5882	Building	Invoice #789263	675.00	3544	06/09/22	<u>675.00</u>
Arlington Heights Memorial Library 10-0-5908	Programming - Adult	Invoice #612217	138.89	3545	06/09/22	<u>138.89</u>
Book Stall 10-1-5341	Books-Non-Fiction-Adult-Winnetka	Invoice #414586	23.96	3546	06/09/22	<u>223.11</u>
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Invoice #414863	21.59			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Invoice #413806	43.19			
10-0-5908	Programming - Adult	Invoice #413990	80.00			
10-1-5340	Books-Fiction-Adult-Winnetka	Invoice #413755	54.37			
Chicago Hearing Society 10-0-5732	Staff Recognition/Events/Meetings	Invoice C85585	384.00	3547	06/09/22	<u>384.00</u>
Chicago Tribune 10-1-5342	Periodicals-Winnetka	Account #40046140	235.42	3548	06/09/22	<u>235.42</u>
Chicago Tribune 10-1-5342	Periodicals-Winnetka	Account #10046207	124.00	3549	06/09/22	<u>124.00</u>
Claire Evans 10-0-5908	Programming - Adult	Paleontologist program	275.00	3550	06/09/22	<u>275.00</u>
Core Health & Wellness, Inc. 10-0-5908	Programming - Adult	Exercise Program - 4 sessions	250.00	3551	06/09/22	<u>250.00</u>
Great Oaks Landscaping, Inc. 70-0-5750	Landscaping	Invoice #14767	463.05	3552	06/09/22	<u>463.05</u>
ID Cards Unlimited 10-0-5120	Library Supplies	Invoice #2002247	530.50	3553	06/09/22	<u>530.50</u>
Leslie Goddard 10-0-5908	Programming - Adult	Remembering Route 66	300.00	3554	06/09/22	<u>300.00</u>
Library Ideas, LLC 10-1-5444	Audio Books-Juv-Winnetka	Invoice #89667	791.10	3555	06/09/22	<u>1,582.20</u>
10-2-5444	Audio Books-Juv-Northfield	Invoice #89667	791.10			
Mariposa Photo Organizing 10-0-5908	Programming - Adult	How to Organize Your Printed Photos Program	225.00	3556	06/09/22	<u>225.00</u>
New York Times 10-1-5342	Periodicals-Winnetka	Account #400184685	987.94	3557	06/09/22	<u>987.94</u>
Rachel Havrelock 10-0-5908	Programming - Adult	How to Govern the Great Lakes	225.00	3558	06/09/22	<u>225.00</u>

Winnetka-Northfield Public Library District**Check Register**

All Bank Accounts

June 1, 2022 - June 30, 2022

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Raluca Barbu 10-0-5908	Programming - Adult	American Vacation: 12,000 Miles into the Wild West	50.00	3559	06/09/22	<u>50.00</u>
Scott Heinrichs 10-0-5907	Programming - Youth	Mammals and More Program	375.00	3560	06/09/22	<u>375.00</u>
Technology Management Rev Fund 10-0-5176	Internet Services	Invoice #T2224972	450.00	3561	06/09/22	<u>450.00</u>
Woodland Valuation Services, LLC 70-0-5799	Misc Services	Invoice-Appraisal Services 768 Oak Street Winnetka, IL	3,000.00	3562	06/09/22	<u>3,000.00</u>
Book Stall 10-1-5341	Books-Non-Fiction-Adult-Winnetka	INV# 383805	48.00	3563	06/09/22	<u>220.80</u>
10-1-5341	Books-Non-Fiction-Adult-Winnetka	INV# 398694	172.80			
Ali Wenzke 10-0-5908	Programming - Adult	Program - Declutter your home	250.00	3567	06/22/22	<u>250.00</u>
Amelia Kmiec 10-0-5907	Programming - Youth	Employee Reimbursement	12.50	3568	06/22/22	<u>12.50</u>
Art Excursions, Inc. (Jeff Mishur) 10-0-5908	Programming - Adult	Program - Art of Paul Cezanne	350.00	3569	06/22/22	<u>350.00</u>
AT&T 10-0-5176	Internet Services	Invoice #S663007007-22161	636.37	3570	06/22/22	<u>636.37</u>
Catapult 10-0-5115	Flexible Spending Account	Invoice #00108437	35.00	3571	06/22/22	<u>35.00</u>
Christopher Benda 10-0-5908	Programming - Adult	Program - Hidden Natural Treasures of Illinois	200.00	3572	06/22/22	<u>200.00</u>
EBSCO Information Services 10-1-5346	Online Database - Winnetka	Invoice #1000185523-1	2,833.00	3573	06/22/22	<u>2,833.00</u>
Fox Valley Fire & Safety 70-0-5758	Alarms	Invoice #IN00524625	183.00	3574	06/22/22	<u>183.00</u>
Gary Wenstrup 10-0-5908	Programming - Adult	Gary Wenstrup	225.00	3575	06/22/22	<u>225.00</u>
Highland Park Public Library 10-0-5908	Programming - Adult	Invoice #1222	71.42	3576	06/22/22	<u>71.42</u>
OCLC Inc 10-0-5134	Software	OCLC Inc	4,150.00	3577	06/22/22	<u>4,150.00</u>
Scott Heinrichs 10-0-5907	Programming - Youth	Program - Mammals and More	375.00	3578	06/22/22	<u>375.00</u>

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

June 1, 2022 - June 30, 2022

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
St. Louis County Library 10-0-4150	Lost/Damaged Materials	Lost book barcode #123654634	24.95	3579	06/22/22	<u>24.95</u>
Stephanie Girardi 70-0-5750	Landscaping	Employee Reimbursement	613.92	3580	06/22/22	<u>613.92</u>
Treehouse Island Inc. 10-1-5346	Online Database - Winnetka	Invoice # INV-003222	1,475.00	3581	06/22/22	<u>1,475.00</u>
DD Facility Services 70-0-5748	Building Maintenance Service	Invoice #0718-0005	7,732.97	17166	06/15/22	<u>18,068.92</u>
70-0-5748	Building Maintenance Service	Invoice #0718-0004	8,000.00			
70-0-5782	Equipment	Invoice #0718-0007	2,335.95			
MERCHANTS DELIVERY SERVICE 10-0-5138	Delivery Service	Invoice 5/22 22 Days book transfer	550.00	17167	06/15/22	<u>550.00</u>
HR Source 10-0-5745	HR Consultant	Invoice #16000	150.00	17168	06/15/22	<u>150.00</u>
QUILL CORPORATION 10-0-5120	Library Supplies	Invoice #25373725	28.79	17169	06/15/22	<u>37.58</u>
10-0-5122	Breakroom Supplies	Invoice #25451697	8.79			
VOGUE PRINTERS 10-0-5722	PR Source/Mailers	Invoice #19136	5,231.00	17170	06/15/22	<u>5,231.00</u>
OVERDRIVE INC. 10-1-5345	Books-Digital-Winnetka	Invoice #01018CP22176223	9,145.30	17171	06/15/22	<u>15,580.62</u>
10-1-5345	Books-Digital-Winnetka	Invoice #01018MA22178866	4,854.43			
10-1-5345	Books-Digital-Winnetka	Invoice #01018MA22175244	1,580.89			
HOOPLA (MIDWEST TAPE) 10-1-5345	Books-Digital-Winnetka	Invoice #502191101	2,090.34	17172	06/15/22	<u>2,090.34</u>
Kanopy 10-1-5345	Books-Digital-Winnetka	Invoice #300226	553.00	17173	06/15/22	<u>553.00</u>
LAUTERBACH & AMEN, LLP 10-0-5131	Accounting and Bookkeeping	Invoice #66964	1,667.00	17174	06/15/22	<u>1,667.00</u>
TODAY'S BUSINESS SOLUTIONS INC. 10-0-5134	Software	Invoice #13342	1,395.00	17175	06/15/22	<u>1,395.00</u>
CDW-G 10-0-5884	Equipment/Furniture	Invoice #Z129651	139.52	17176	06/15/22	<u>167.49</u>
10-0-5884	Equipment/Furniture	Invoice #Z089567	27.97			
ALARM DETECTION SYSTEMS, INC. 70-0-5758	Alarms	Invoice #57525-1101	610.59	17177	06/15/22	<u>610.59</u>
VILLAGE OF NORTHFIELD				17178	06/15/22	<u>5,516.91</u>

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

June 1, 2022 - June 30, 2022

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
70-2-5159	Northfield Lease	Invoice #0622LIB	5,516.91			
VILLAGE OF WINNETKA				17179	06/15/22	<u>25,956.25</u>
10-0-5111	Health Insurance	Invoice #2022-00000006	25,956.25			
Shales McNutt Construction				17180	06/15/22	<u>337.50</u>
10-0-5884	Equipment/Furniture	Invoice #350074439	337.50			
Baker & Taylor				17181	06/15/22	<u>1,479.62</u>
10-0-5120	Library Supplies	Baker & Taylor	2.92			
10-0-5120	Library Supplies	Baker & Taylor	2.92			
10-0-5120	Library Supplies	Baker & Taylor	14.53			
10-0-5120	Library Supplies	Baker & Taylor	1.45			
10-0-5120	Library Supplies	Baker & Taylor	2.92			
10-0-5120	Library Supplies	Baker & Taylor	1.47			
10-0-5120	Library Supplies	Baker & Taylor	1.67			
10-0-5120	Library Supplies	Baker & Taylor	4.37			
10-0-5120	Library Supplies	Baker & Taylor	1.67			
10-0-5120	Library Supplies	Baker & Taylor	32.65			
10-0-5120	Library Supplies	Baker & Taylor	1.67			
10-0-5120	Library Supplies	Baker & Taylor	1.45			
10-0-5120	Library Supplies	Baker & Taylor	5.38			
10-0-5120	Library Supplies	Baker & Taylor	3.89			
10-0-5120	Library Supplies	Baker & Taylor	28.37			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	334.55			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	311.30			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	83.99			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	24.22			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	24.22			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	13.49			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	13.49			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	13.49			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	10.73			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	37.71			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	95.86			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	158.17			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	56.50			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	13.49			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	34.95			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	10.16			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	24.22			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	111.75			

Winnetka-Northfield Public Library District

Check Register

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June 1, 2022 - June 30, 2022

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Midwest Tape				17182	06/15/22	<u>1,094.56</u>
10-1-5443	DVDs-Juv-Winnetka	Midwest Tape	14.99			
10-0-5120	Library Supplies	Midwest Tape	39.70			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	5.00			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	7.50			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	10.00			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	12.40			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-2-5344	Audio Books-Adult-Northfield	Midwest Tape	55.99			
10-2-5344	Audio Books-Adult-Northfield	Midwest Tape	129.97			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	11.24			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	67.46			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	16.79			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	273.62			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	14.99			
10-1-5344	Audio Books-Adult-Winnetka	Midwest Tape	44.99			
10-1-5344	Audio Books-Adult-Winnetka	Midwest Tape	47.99			
10-1-5344	Audio Books-Adult-Winnetka	Midwest Tape	84.98			
10-1-5344	Audio Books-Adult-Winnetka	Midwest Tape	44.99			
10-1-5344	Audio Books-Adult-Winnetka	Midwest Tape	191.96			
Baker & Taylor				17183	06/15/22	<u>3,078.10</u>
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Baker & Taylor	589.47			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Baker & Taylor	561.95			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Baker & Taylor	441.49			
10-2-5341	Books-Non-Fiction-Adult-Northfield	Baker & Taylor	49.15			
10-2-5341	Books-Non-Fiction-Adult-Northfield	Baker & Taylor	32.77			
10-2-5341	Books-Non-Fiction-Adult-Northfield	Baker & Taylor	103.36			
10-1-5441	Books-Non-Fiction, Easy, & JH-Winnetka	Baker & Taylor	100.82			
10-2-5441	Books-Non-Fiction, Easy, & JH-Northfield	Baker & Taylor	235.67			
10-0-5120	Library Supplies	Baker & Taylor	10.72			
10-0-5120	Library Supplies	Baker & Taylor	49.61			
10-0-5120	Library Supplies	Baker & Taylor	14.53			
10-0-5120	Library Supplies	Baker & Taylor	7.25			
10-0-5120	Library Supplies	Baker & Taylor	15.95			
10-0-5120	Library Supplies	Baker & Taylor	1.47			
10-0-5120	Library Supplies	Baker & Taylor	1.65			
10-0-5120	Library Supplies	Baker & Taylor	3.40			

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

June 1, 2022 - June 30, 2022

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5120	Library Supplies	Baker & Taylor	22.99			
10-0-5120	Library Supplies	Baker & Taylor	12.77			
10-0-5120	Library Supplies	Baker & Taylor	19.94			
10-0-5120	Library Supplies	Baker & Taylor	36.54			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	46.29			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	227.02			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	105.59			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	10.16			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	33.32			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	13.49			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	146.68			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	67.97			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	10.16			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	98.58			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	7.34			
Midwest Tape				17184	06/15/22	<u>29.99</u>
10-1-5443	DVDs-Juv-Winnetka	Midwest Tape	29.99			
Baker & Taylor				17185	06/15/22	<u>842.13</u>
10-0-5120	Library Supplies	Baker & Taylor	54.80			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	613.33			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	174.00			
Midwest Tape				17186	06/15/22	<u>910.53</u>
10-1-5443	DVDs-Juv-Winnetka	Midwest Tape	89.96			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	7.50			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	4.90			
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	2.50			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	14.90			
10-0-5120	Library Supplies	Midwest Tape	10.00			
10-0-5120	Library Supplies	Midwest Tape	5.00			
10-0-5120	Library Supplies	Midwest Tape	5.00			
10-0-5120	Library Supplies	Midwest Tape	10.00			
10-2-5344	Audio Books-Adult-Northfield	Midwest Tape	29.99			
10-2-5344	Audio Books-Adult-Northfield	Midwest Tape	79.98			
10-2-5344	Audio Books-Adult-Northfield	Midwest Tape	89.98			
10-1-5444	Audio Books-Juv-Winnetka	Midwest Tape	51.99			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	11.24			

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

June 1, 2022 - June 30, 2022

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	78.71			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	121.45			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	29.99			
10-1-5344	Audio Books-Adult-Winnetka	Midwest Tape	39.99			
10-1-5344	Audio Books-Adult-Winnetka	Midwest Tape	49.99			
10-1-5344	Audio Books-Adult-Winnetka	Midwest Tape	124.97			
10-1-5344	Audio Books-Adult-Winnetka	Midwest Tape	39.99			
Baker & Taylor				17187	06/15/22	<u>359.73</u>
10-0-5120	Library Supplies	Baker & Taylor	12.24			
10-0-5120	Library Supplies	Baker & Taylor	26.99			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	85.81			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	67.81			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	21.45			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	145.43			
MORNINGSTAR				17188	06/29/22	<u>5,529.00</u>
10-1-5346	Online Database - Winnetka	Subscriber ID #6739528	5,529.00			
Ntiva				17189	06/29/22	<u>2,415.20</u>
10-0-5135	LAN Management	Invoice #27255	2,415.20			
DEMCO				17190	06/29/22	<u>1,215.50</u>
10-0-5884	Equipment/Furniture	Invoice #7141732	1,215.50			
Warehouse Direct				17191	06/29/22	<u>616.28</u>
70-0-5725	Janitorial Supplies	Invoice #5261859-0	420.28			
70-0-5725	Janitorial Supplies	Invoice #5258189-0	196.00			
ANTHONY SCOPELLITI LANDSCAPING, INC.				17192	06/29/22	<u>494.00</u>
70-0-5750	Landscaping	Invoice #23888	494.00			
BIBLIOTHECA, LLC				17193	06/29/22	<u>733.77</u>
10-1-5345	Books-Digital-Winnetka	Invoice #INV-US55022	733.77			
DE LAGE LANDEN FINANCIALSVCS.				17194	06/29/22	<u>1,868.47</u>
70-0-5746	Photocopier Leases	Invoice #76675971	1,868.47			
Baker & Taylor				17195	06/29/22	<u>2,338.29</u>
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Baker & Taylor	695.43			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Baker & Taylor	387.58			
10-2-5341	Books-Non-Fiction-Adult-Northfield	Baker & Taylor	125.94			
10-2-5341	Books-Non-Fiction-Adult-Northfield	Baker & Taylor	264.68			
10-0-5120	Library Supplies	Baker & Taylor	38.50			
10-0-5120	Library Supplies	Baker & Taylor	43.90			
10-0-5120	Library Supplies	Baker & Taylor	24.60			
10-0-5120	Library Supplies	Baker & Taylor	25.57			

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10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	295.25			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	259.43			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	65.56			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	111.85			
Midwest Tape				17196	06/29/22	<u>1,272.58</u>
10-0-5120	Library Supplies	Midwest Tape	15.00			
10-0-5120	Library Supplies	Midwest Tape	45.00			
10-0-5120	Library Supplies	Midwest Tape	15.00			
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	37.50			
10-0-5120	Library Supplies	Midwest Tape	7.50			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-2-5344	Audio Books-Adult-Northfield	Midwest Tape	39.99			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	263.70			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	50.96			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	377.07			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	119.94			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	107.96			
10-1-5344	Audio Books-Adult-Winnetka	Midwest Tape	39.99			
10-1-5344	Audio Books-Adult-Winnetka	Midwest Tape	137.97			
Baker & Taylor				17197	06/29/22	<u>1,005.30</u>
10-2-5441	Books-Non-Fiction, Easy, & JH-Northfield	Baker & Taylor	14.68			
10-0-5120	Library Supplies	Baker & Taylor	1.46			
10-0-5120	Library Supplies	Baker & Taylor	1.45			
10-0-5120	Library Supplies	Baker & Taylor	2.91			
10-0-5120	Library Supplies	Baker & Taylor	1.67			
10-0-5120	Library Supplies	Baker & Taylor	4.41			
10-0-5120	Library Supplies	Baker & Taylor	1.47			
10-0-5120	Library Supplies	Baker & Taylor	2.93			
10-0-5120	Library Supplies	Baker & Taylor	27.65			
10-0-5120	Library Supplies	Baker & Taylor	26.80			
10-0-5120	Library Supplies	Baker & Taylor	1.47			
10-0-5120	Library Supplies	Baker & Taylor	2.92			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	333.82			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	48.25			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	22.90			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	41.49			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	25.53			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	13.49			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	137.85			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	217.87			

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	13.49			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	10.16			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	12.74			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	23.65			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	14.24			
Midwest Tape				17198	06/29/22	<u>1,272.58</u>
10-0-5120	Library Supplies	Midwest Tape	10.00			
10-0-5120	Library Supplies	Midwest Tape	15.00			
10-0-5120	Library Supplies	Midwest Tape	37.50			
10-0-5120	Library Supplies	Midwest Tape	45.00			
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	2.50			
10-0-5120	Library Supplies	Midwest Tape	15.00			
10-2-5344	Audio Books-Adult-Northfield	Midwest Tape	39.99			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	377.07			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	263.70			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	50.96			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	107.96			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	119.94			
10-1-5344	Audio Books-Adult-Winnetka	Midwest Tape	39.99			
10-1-5344	Audio Books-Adult-Winnetka	Midwest Tape	137.97			
Baker & Taylor				17199	06/29/22	<u>1,156.81</u>
10-2-5441	Books-Non-Fiction, Easy, & JH-Northfield	Baker & Taylor	14.68			
10-0-5120	Library Supplies	Baker & Taylor	2.92			
10-0-5120	Library Supplies	Baker & Taylor	1.47			
10-0-5120	Library Supplies	Baker & Taylor	4.41			
10-0-5120	Library Supplies	Baker & Taylor	1.67			
10-0-5120	Library Supplies	Baker & Taylor	2.93			
10-0-5120	Library Supplies	Baker & Taylor	27.65			
10-0-5120	Library Supplies	Baker & Taylor	26.80			
10-0-5120	Library Supplies	Baker & Taylor	1.45			
10-0-5120	Library Supplies	Baker & Taylor	1.47			
10-0-5120	Library Supplies	Baker & Taylor	1.46			
10-0-5120	Library Supplies	Baker & Taylor	2.91			
10-0-5120	Library Supplies	Baker & Taylor	16.77			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	333.82			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	41.49			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	25.53			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	92.39			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	48.25			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	13.49			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	22.90			

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	137.85			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	12.74			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	10.16			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	217.87			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	42.35			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	13.49			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	14.24			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	23.65			
Midwest Tape				17200	06/29/22	<u>1,079.64</u>
10-1-5443	DVDs-Juv-Winnetka	Midwest Tape	89.96			
10-1-5443	DVDs-Juv-Winnetka	Midwest Tape	26.24			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	22.50			
10-0-5120	Library Supplies	Midwest Tape	37.50			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	15.00			
10-0-5120	Library Supplies	Midwest Tape	5.00			
10-0-5120	Library Supplies	Midwest Tape	5.00			
10-0-5120	Library Supplies	Midwest Tape	10.00			
10-0-5120	Library Supplies	Midwest Tape	5.00			
10-2-5344	Audio Books-Adult-Northfield	Midwest Tape	37.99			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	22.48			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	280.40			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	211.41			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	14.99			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	107.96			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	23.24			
10-1-5344	Audio Books-Adult-Winnetka	Midwest Tape	82.98			
10-1-5344	Audio Books-Adult-Winnetka	Midwest Tape	71.99			
COMED				17212	06/30/22	<u>682.43</u>
10-2-5171	Electricity - Northfield	COMED	682.43			
Peerless Network				17213	06/30/22	<u>92.68</u>
10-1-5175	Telephone - Winnetka	Peerless Network	92.68			
COMCAST				17214	06/30/22	<u>71.95</u>
10-0-5176	Internet Services	COMCAST	71.95			
NORTH SHORE GAS				17215	06/30/22	<u>603.47</u>
10-1-5174	Natural Gas - Winnetka	NORTH SHORE GAS	603.47			
NATIONWIDE RETIREMENT SOLUTIONS				17216	06/30/22	<u>1,375.00</u>
10-0-2040	457 withholding	NATIONWIDE RETIREMENT SOLUTIONS	1,375.00			

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
NICOR				17217	06/30/22	<u>367.26</u>
10-2-5174	Natural Gas - Northfield	NICOR	367.26			
COMCAST				17218	06/30/22	<u>314.95</u>
10-0-5176	Internet Services	COMCAST	314.95			
VILLAGE OF WINNETKA				17219	06/30/22	<u>2,860.85</u>
10-1-5171	Electricity - Winnetka	VILLAGE OF WINNETKA	60.60			
10-1-5171	Electricity - Winnetka	VILLAGE OF WINNETKA	2,394.96			
10-1-5171	Electricity - Winnetka	VILLAGE OF WINNETKA	57.34			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	79.38			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	78.71			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	22.60			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	32.10			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	2.00			
10-1-5173	Storm Sewer - Winnetka	VILLAGE OF WINNETKA	133.16			
PITNEY BOWES				17220	06/30/22	<u>100.00</u>
10-0-5123	Postage	PITNEY BOWES	100.00			
NATIONWIDE RETIREMENT SOLUTIONS				17221	06/30/22	<u>1,375.00</u>
10-0-2040	457 withholding	NATIONWIDE RETIREMENT SOLUTIONS	1,375.00			
VILLAGE OF NORTHFIELD				17222	06/30/22	<u>40.42</u>
10-2-5172	Water - Northfield	VILLAGE OF NORTHFIELD	40.42			
Peerless Network				17223	06/30/22	<u>39.98</u>
10-1-5175	Telephone - Winnetka	Peerless Network	39.98			
First Bankcard				17224	06/30/22	<u>13,723.29</u>
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Mall - Materials	12.49			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Mall - Materials	14.39			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Morgan - collection development - WNK adult NF	13.99			
10-2-5341	Books-Non-Fiction-Adult-Northfield	Morgan - collection development - NFLD adult NF	13.99			
10-0-5745	HR Consultant	Dombrowski - Survey Tool for Employee Engagement Survey	384.00			
10-0-5884	Equipment/Furniture	Kline - S Cable	8.99			
10-0-5884	Equipment/Furniture	Kline - CD Player for LOT	58.00			
10-0-5884	Equipment/Furniture	Kline - Switch Case for LOT	16.14			
10-0-5884	Equipment/Furniture	Kline - Roku Stick for LOT	127.00			
10-0-5884	Equipment/Furniture	Kline - Carrying Cases for Sewing Machines LOT	214.95			
10-0-5884	Equipment/Furniture	Kline - Storage for LOT	79.05			
10-0-5884	Equipment/Furniture	Kline - Speaker & Storage for LOT	179.93			
10-0-5884	Equipment/Furniture	Kline - Paper Shredder for LOT	42.49			
10-0-5884	Equipment/Furniture	Kline - Storage Bins	134.49			
10-0-5884	Equipment/Furniture	Kline - Storage Bins	17.99			
10-0-5884	Equipment/Furniture	Kline - Carrying Case for Telescope LOT	94.75			
10-0-5884	Equipment/Furniture	Kline - Cases for Speakers LOT	53.98			
10-0-5884	Equipment/Furniture	Kline - Power Adapters and Memory Cards for LOT	93.97			
10-0-5884	Equipment/Furniture	Kline - VCR and Storage for LOT	319.94			
10-0-5884	Equipment/Furniture	Kline - Storage for LOT	60.86			

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10-0-5120	Library Supplies	Dombrowski - Cold Packs for Library First Aid	74.07			
10-0-5120	Library Supplies	Dombrowski - Detergent for Breakroom Dishwasher	21.77			
10-0-5120	Library Supplies	Dombrowski - Laundry Supplies for Washer/Dryer	31.43			
10-0-5120	Library Supplies	Garrity - Cleaning Supplies	33.99			
10-0-5120	Library Supplies	Garrity - Cleaning Supplies	9.99			
10-0-5120	Library Supplies	Garrity - Washing Machine Supplies	8.99			
10-0-5120	Library Supplies	Volny - Dry-Erase Markers for Study Rooms	44.48			
10-0-5121	Office Supplies	Volny - Envelopes for ILL Books	15.99			
10-0-5121	Office Supplies	Volny - Envelopes for ILL Books	17.03			
10-0-5907	Programming - Youth	Garrity - Display Materials	51.10			
10-0-5907	Programming - Youth	Garrity - Desk Supplies	12.99			
10-0-5907	Programming - Youth	Garrity - Programming Supplies	33.61			
10-0-5907	Programming - Youth	Garrity - Programming Supplies (Returned Item)	-18.85			
10-0-5907	Programming - Youth	Garrity - Programming Supplies	11.98			
10-0-5907	Programming - Youth	Garrity - Programming Supplies	92.54			
10-0-5907	Programming - Youth	Garrity - Programming Supplies	40.65			
10-0-5907	Programming - Youth	Garrity - Display Materials	37.99			
10-0-5907	Programming - Youth	Garrity - Programming Supplies	185.28			
10-0-5907	Programming - Youth	Garrity - Display materials	26.57			
10-0-5907	Programming - Youth	Garrity - Programming Supplies	65.95			
10-0-5907	Programming - Youth	Garrity - Programming Supplies	21.27			
10-0-5907	Programming - Youth	Garrity - Programming Supplies	51.04			
10-0-5907	Programming - Youth	Garrity - Programming Supplies	164.44			
10-0-5907	Programming - Youth	Garrity - Programming Supplies	40.98			
10-0-5907	Programming - Youth	Garrity - Programming Supplies	12.89			
10-0-5907	Programming - Youth	Garrity - Programming Supplies	29.67			
10-0-5907	Programming - Youth	Garrity - Programming Supplies	41.12			
10-0-5907	Programming - Youth	Garrity - Programming Supplies	292.42			
10-0-5907	Programming - Youth	Garrity - Programming Supplies	149.34			
10-0-5907	Programming - Youth	Garrity - Programming Supplies	19.98			
10-0-5907	Programming - Youth	Garrity - Programming Supplies	27.99			
10-0-5907	Programming - Youth	Garrity - Programming Supplies	109.94			
10-0-5907	Programming - Youth	Garrity - Programming Supplies	44.99			
10-0-5907	Programming - Youth	Garrity - Programming Supplies	60.06			
10-0-5907	Programming - Youth	Garrity - Programming Supplies	77.87			
10-0-5908	Programming - Adult	Mall - Program supplies (Watercolor Painting)	15.98			
10-0-5908	Programming - Adult	Mall - Program supplies (Watercolor Painting)	22.47			
10-0-5908	Programming - Adult	Mall - Program supplies (Watercolor Painting)	91.99			
10-0-5908	Programming - Adult	Mall - Program supplies (Watercolor Painting)	-7.39			
10-0-5908	Programming - Adult	Mall - Program supplies (Watercolor Painting)	15.99			
10-0-5908	Programming - Adult	Mall - Program supplies (Family Trivia Night)	25.00			
10-0-5908	Programming - Adult	Morgan - program giveaway - adult	13.99			
10-1-5340	Books-Fiction-Adult-Winnetka	Mall - Materials	20.91			
10-0-5114	Conferences	Volny - Back in Circulation Conference	321.10			
70-0-5750	Landscaping	Mall - Bird Food	25.17			
10-0-5177	Technology - Website	Swenson - Website hosting and backup	25.00			

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5177	Technology - Website	Swenson - Domain Name Renewals	127.36			
10-0-5308	Summer Reading	Garrity - SRP grand prizes	36.07			
10-0-5308	Summer Reading	Garrity - SRP added books	228.19			
10-0-5308	Summer Reading	Garrity - SRP voting boxes	109.90			
10-0-5308	Summer Reading	Garrity - SRP grand prizes	192.00			
10-0-5308	Summer Reading	Garrity - SRP grand prizes	404.05			
10-0-5308	Summer Reading	Garrity - SRP grand prizes	66.59			
10-0-5721	PR Promotional	Quish - Outreach, promo & supplies	327.66			
10-0-5721	PR Promotional	Quish - Social Media	90.00			
10-0-5721	PR Promotional	Quish - Storytime tickets/supplies	19.39			
10-0-5721	PR Promotional	Quish - Storytime tickets/supplies	17.49			
10-0-5721	PR Promotional	Quish - Outreach Supplies	431.64			
10-0-5721	PR Promotional	Quish - Outreach Supplies	29.49			
10-0-5721	PR Promotional	Quish - Outreach Supplies	39.99			
10-0-5722	PR Source/Mailers	Quish - Website to post newsletter online	420.00			
10-0-5906	Programming - Studio	Kline - Blotting Paper	12.99			
10-0-5906	Programming - Studio	Kline - Screenprinting Materials	100.05			
10-0-5906	Programming - Studio	Kline - Quilting Fabric	21.23			
10-0-5906	Programming - Studio	Kline - Quilting Supplies	83.34			
10-0-5906	Programming - Studio	Kline - Stavilizer for Embroidery	20.99			
10-0-5906	Programming - Studio	Kline - Nightlight Supplies	73.14			
10-0-5906	Programming - Studio	Kline - Tacky Glue for Studio	12.49			
10-0-5906	Programming - Studio	Kline - NF Program Materials	43.97			
10-0-5134	Software	Dombrowski - WhenIWork Scheduling Software	80.00			
10-0-5134	Software	Dombrowski - Library Zoom Account	14.99			
10-0-5134	Software	Swenson - Adobe Creative Cloud	278.91			
10-0-5134	Software	Mall - Virtual event hosting	124.97			
10-0-5723	PR Supplies	Quish - Supplies	1,680.00			
10-0-5723	PR Supplies	Quish - Finals & Outreach supplies	2,842.83			
10-0-5724	PR Marketing/Advertising	Quish - Marketing/PR supplies	55.99			
10-0-5731	Memberships	Mall - Professional membership dues	15.00			
10-0-5731	Memberships	Mall - Professional membership dues	100.00			
10-0-5731	Memberships	Mall - Professional membership dues	181.00			
10-0-5731	Memberships	Mall - Professional membership dues	15.00			
10-0-5731	Memberships	Dombrowski - Monica Dombrowski ILA Membership	150.00			
10-0-5731	Memberships	Garrity - Professional membership renewal - AU	200.00			
10-0-5732	Staff Recognition/Events/Meetings	Dombrowski - Self-Care Kit Supplies for All-Staff	39.95			
10-0-5732	Staff Recognition/Events/Meetings	Dombrowski - Self-Care Kit Supplies for All-Staff	29.90			
10-0-5732	Staff Recognition/Events/Meetings	Dombrowski - Self-Care Kit Supplies for All-Staff	363.83			
10-0-5732	Staff Recognition/Events/Meetings	Dombrowski - Self-Care Kit Supplies for All-Staff	16.99			
10-0-5732	Staff Recognition/Events/Meetings	Dombrowski - Self-Care Kit Supplies for All-Staff	74.83			
10-0-5732	Staff Recognition/Events/Meetings	Dombrowski - Self-Care Kit Supplies for All-Staff	7.99			

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

June 1, 2022 - June 30, 2022

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5732	Staff Recognition/Events/Meetings	Dombrowski - Self-Care Kit Supplies for All-Staff	67.96			
10-0-5732	Staff Recognition/Events/Meetings	Morgan - Illinois Libraries Present Booth	21.98			
Check List Total						<u>150,501.63</u>

JUNE 2022 DIRECTOR'S REPORT

Staff Updates

- Anniversaries: Amelia Kmiec, Branch Services Librarian 6/17 (3 years), Lisa Porter, Customer Relations Assistant 6/24 (14 years)

Staff Shout-Outs

- Customer Relations Manager Courtney Volny was appointed to the ILA Reporter Committee from June 2022-July 2024. In addition, she was appointed as a Judge for the 2022 Soon-to-be-Famous Illinois Author Contest!
- Director Monica Dombrowski completed a 3-year appointment to the ILA Public Policy Committee in June. She will be presenting two sessions at the ILA's Director's University 2.0 Conference in Springfield in August.

Finances (Target = 100% based on 12 months into our fiscal year)

- We are at 100.95% of our expected operating revenues.
- We are at 152.75% of our budgeted operating expenses with the Special Reserve transfer.

Programming

Youth

Category	22JUN	21JUN	Mo. % +/-	FY21-22 YTD	FY20-21 YTD	FY % +/-
Programs	59	59	0.00%	430	472	-8.90%
Live Attendees	992	618	60.52%	7,287	4,933	47.72%
Recording Attendees	0	0	n/a	54	0	n/a
Passive Programs	1,608	106	1,416.98%	7,433	2,561	190.24%

Highlights

Total-T Magic Show	Local magician Terrence Hunter shared comedy & magic for all ages.
Books & Bugs	Youth Services Manager Amanda provided crafts & activities related to bugs including a sensory table with real dirt and worms!
Flying Fox Mammals	Families met unique creatures from around the world including armadillos, sloths, rabbits, snakes, kinkajous, and more.

Adults

Category	22JUN	21JUN	Mo. % +/-	FY21-22 YTD	FY20-21 YTD	FY % +/-
Programs	25	20	25.00%	237	217	9.22%
Live Attendees	398	274	45.26%	3,771	3,128	20.56%
Recording Attendees	109	0	n/a	450	10	4,400.00%

Highlights

Organize Your Printed Photos	Certified photo organizer Bonnie Hillman Shay showed participants how to organize and curate printed photos.
Books at the Beach	Branch Librarian Sydney & Library Assistant Betsy met with patrons at Tower Rd. Beach to discuss the summer's best reads.

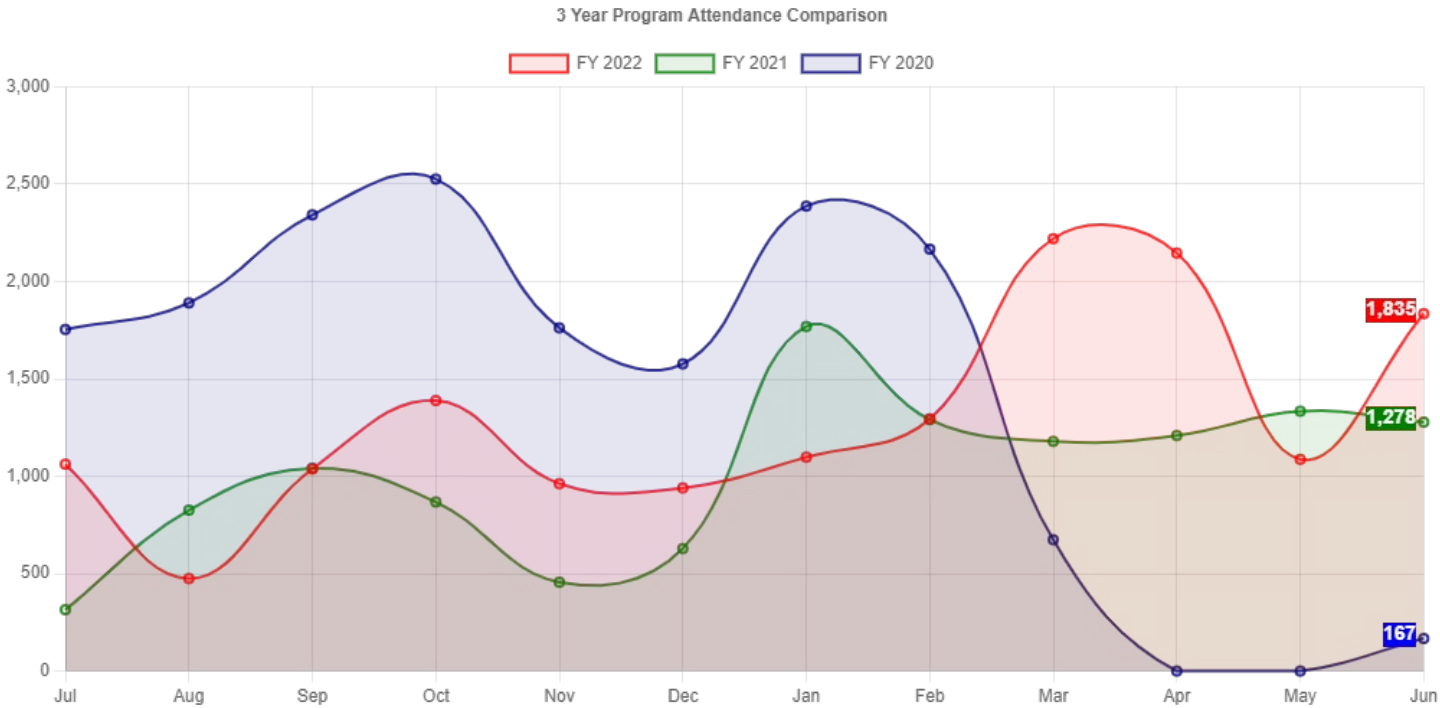
Remembering Route 66	Historian Leslie Goddard explored the history of Route 66, the iconic road that linked Chicago & L.A. from 1926 – mid 1980's.
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Studio (Digital Services)

Category	22JUN	21JUN	Mo. % +/-	FY21-22 YTD	FY20-21 YTD	FY % +/-
Appointments	23	49	-53.06%	636	421	51.07%
Programs	16	12	33.33%	137	75	82.67%
Attendees	119	112	6.25%	1,363	1,006	35.49%

Highlights

Make a signature hot sauce for Father's Day	Patrons chose or made a custom spice blend to create a hot sauce for Dad in a keepsake, engraved bottle.
One-Season Birdhouses	Patrons used the laser cutter to create a custom birdhouse which they then weather-sealed and decorated.



Community Engagement (Outreach)

Category	22JUN	21JUN	Mo. % +/-	FY21-22 YTD	FY20-21 YTD	FY % +/-
Youth Events	3	0	n/a	43	0	n/a
Adult Events	2	0	n/a	16	0	n/a
Family Events	7	0	n/a	26	0	n/a
Total Events	12	0	n/a	26	0	n/a
Youth Attendance	265	0	n/a	1,564	0	n/a
Adult Attendance	12	0	n/a	93	0	n/a
Family Attendance	870	0	n/a	2,171	0	n/a
Total Attendance	1,147	0	n/a	3,828	0	n/a

Events included Winnetka Farmer's Market, Northfield Music & More, Winnetka Children's Fair, Books at the Beach, and Winnetka Park District's Summer Camps.

Email Reach/Cardholder Penetration

22JUN Subscribers	% Cardholders	Total Cardholders	New Cards	Click Rate	Open Rate
10,267	79.17%	12,968	135	2%	48%

Note: Industry averages for not-for-profits = 1% Click Rate, 34% Open Rate

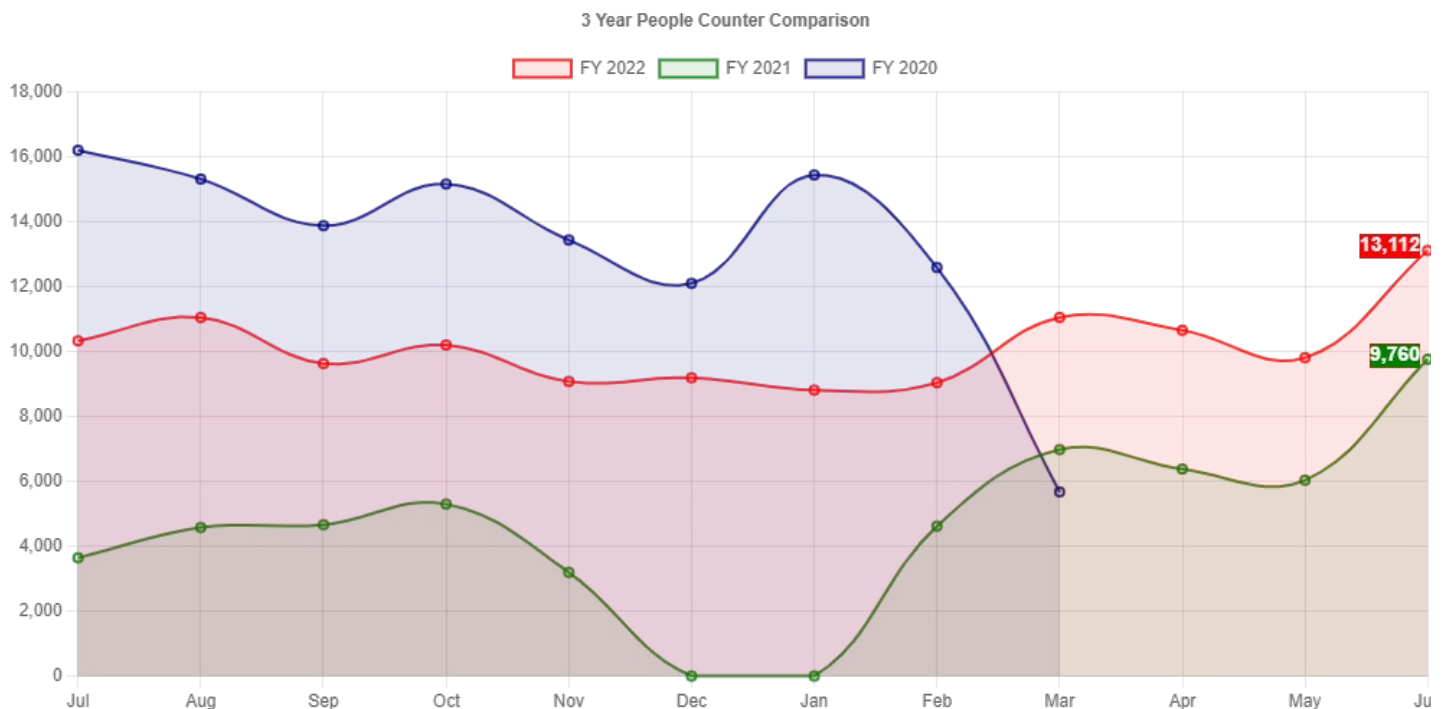
Website Reach/App Usage

Activity	22JUN	21JUN	Mo. % +/-	FY21-22 YTD	FY20-21 YTD	FY % +/-
Website Visits	9,205	8,571	7.40%	98,781	99,822	-1.04%
Active App Users	599	-	-	-	-	-

Services

Visitors

Location	22JUN	21JUN	Mo. % +/-	FY21-22 YTD	FY20-21 YTD	FY % +/-
Winnetka	9,533	7,077	34.70%	87,922	45,671	92.51%
Northfield	3,579	2,683	33.40%	33,995	9,461	259.32%
Total	13,112	9,760	34.34%	121,917	55,132	121.14%



Notes: We had our highest visitor month since the pandemic began, even *without* storytime! Year-end visitorship was at 70.5% of pre-pandemic numbers with Winnetka at 78.1% and Northfield at 56.3%.

Curbside Pick Ups

Location	22JUN	21JUN	Mo. % +/-	FY21-22 YTD	FY20-21 YTD	FY % +/-
Winnetka	7	5	40.00%	186	3,900	-95.23%
Northfield	3	4	-25.00%	99	1,649	-94.00%
Total	10	9	11.11%	285	5,549	-94.86%

Patron Interactions

Category	22JUN	21JUN	Mo. % +/-	FY21-22 YTD	FY20-21 YTD	FY % +/-
Adult	2,390	1,838	30.03%	28,509	14,071	102.61%
Youth	814	817	-0.37%	6,196	4,785	29.49%
Digital Services	209	86	143.02%	1,831	636	187.89%
Total	3,413	2,741	24.52%	36,536	19,492	87.44%

Public Computer Usage

Location	22JUN	21JUN	Mo. % +/-	FY21-22 YTD	FY20-21 YTD	FY % +/-
Winnetka	477	405	17.78%	5,015	3,115	61.00%
Northfield	217	149	45.64%	2,227	457	387.31%
Total	694	554	25.27%	7,242	3,572	102.74%

Hotspot Usage

Location	22JUN	21JUN	Mo. % +/-	FY21-22 YTD	FY20-21 YTD	FY % +/-
Winnetka Sessions	38,702	13,600	184.57%	276,989	90,029	207.67%
Northfield Sessions	6,013	3,457	73.94%	59,569	17,837	233.96%
Total Sessions	44,715	17,057	162.15%	336,558	107,866	212.01%
Winnetka Bandwidth	604GB	175GB	245.59%	4,221GB	834GB	405.87%
Northfield Bandwidth	65GB	81GB	-19.45%	887GB	796GB	11.34%
Total Bandwidth	669GB	255GB	161.79%	5,108GB	1,631GB	213.22%

Collections

MTD TOTAL PHYSICAL CIRCULATION

22JUN Physical Circulation	20JUN Physical Circulation	Net Change
32,590	30,540	6.71%

YTD TOTAL PHYSICAL CIRCULATION

FY22-22 YTD Physical Circulation	FY20-21 YTD Physical Circulation	Net Change
356,379	254,679	39.93%

PHYSICAL ADULT (BY LOCATION)

Location	22JUN	21JUN	Mo. % +/-	FY21-22 YTD	FY2021 YTD	FY % +/-
Winnetka	8,148	8,577	-5.00%	99,779	84,717	17.78%
Northfield	4,936	5,161	-4.36%	62,660	43,799	43.06%

PHYSICAL YOUTH (BY LOCATION)

Location	22JUN	21JUN	Mo. % +/-	FY21-22 YTD	FY20-21 YTD	FY % +/-
Winnetka	16,175	14,643	10.46%	163,958	109,192	50.16%
Northfield	3,331	2,159	54.28%	29,982	16,971	76.67%

PHYSICAL MISCELLANEOUS

Lending Type	22JUN	21JUN	Mo. & +/-	FY21-22 YTD	FY20-21 YTD	FY % +/-
Kenilworth Patrons	934	1,178	-20.71%	16,325	13,286	22.87%
Borrowed from Other Libraries	1,458	1,802	-19.09%	21,367	17,146	24.62%

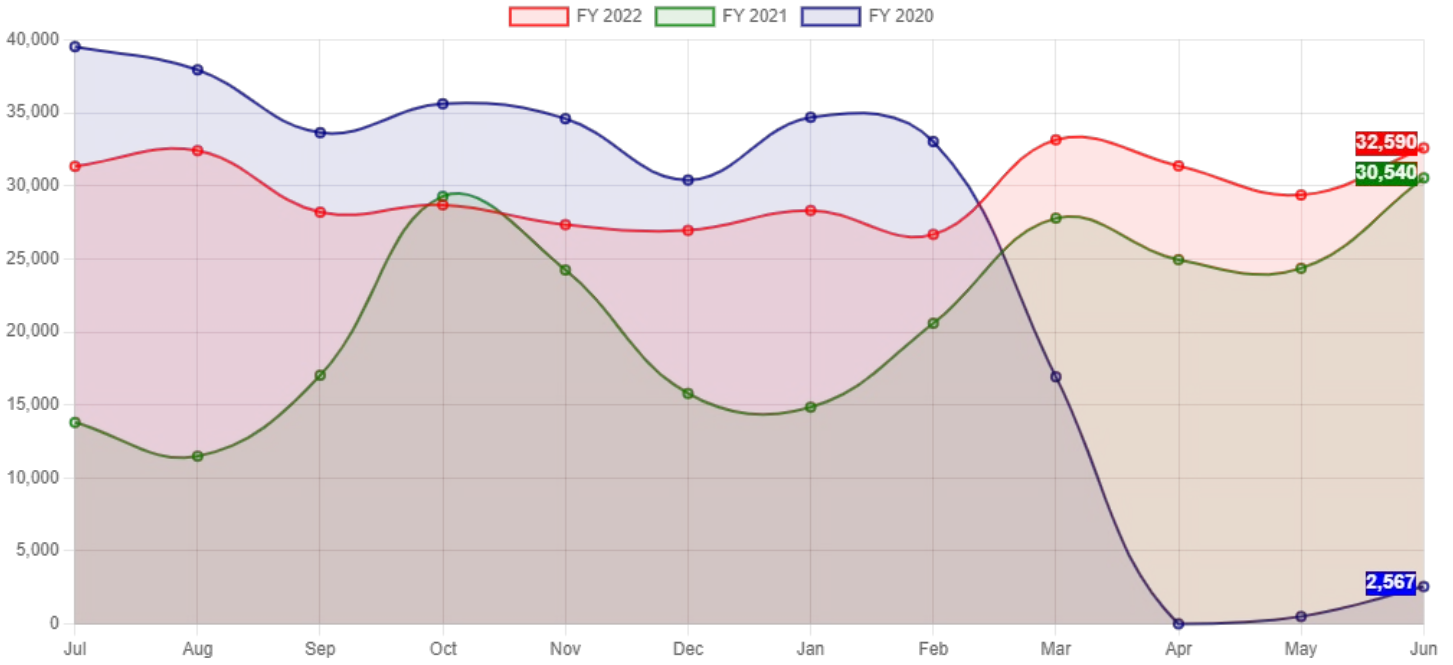
PHYSICAL ADULT (BY TYPE)

Material Type	22JUN	21JUN	Mo. % +/-	FY21-22 YTD	FY20-21 YTD	FY % +/-
Books	8,643	8,499	1.69%	101,803	76,090	33.79%
Book - Fiction	5,023	4,714	6.55%	56,481	42,124	34.08%
Book - Nonfiction	3,620	3,785	-4.36%	45,322	33,966	33.43%
Audiobook - CD	302	297	1.68%	3,644	2,823	29.08%
Music CD	83	55	50.91%	1,650	1,221	35.14%
Playaway	56	51	9.80%	687	598	14.88%
DVD/Blu-Ray	2,522	3,096	-18.54%	35,500	31,705	11.97%
Magazine	248	231	7.36%	2,397	1,491	60.76%
Videogame	22	2	1,000.00%	310	84	269.05%
Devices	4	0	n/a	122	2	6,000.00%
Non-CCS ILL	36	43	-16.28%	430	321	33.96%
Sent Out	1,147	1,464	-21.65%	15,834	14,178	11.68%
Total	13,084	13,738	-4.76%	162,439	128,516	26.40%

PHYSICAL YOUTH (BY TYPE)

Material Type	22JUN	21JUN	Mo. % +/-	FY21-22 YTD	FY20-21 YTD	FY % +/-
Books	15,630	15,065	3.75%	162,920	113,122	44.02%
Book - Fiction	13,433	13,260	1.30%	139,799	97,855	42.86%
Book - Nonfiction	2,197	1,805	21.72%	23,121	15,267	51.44%
In-Library Circulation	1,816	0	n/a	10,052	0	n/a
Audiobook - CD	36	50	-28.00%	535	558	-4.12
Music CD	17	47	-63.83%	377	350	7.71%
Playaway	263	286	-8.04%	2,258	2,009	12.39%
DVD/Blu-Ray	1,042	1,091	-4.49%	11,439	9,153	24.98%
Magazine	12	0	n/a	31	0	n/a
Videogame	296	7	4,128.57%	2,239	109	1,954.13%
Vox Reader	328	196	67.35%	2,551	491	419.55%
Other	42	18	133.33%	1,188	284	318.31%
STEAM Kits	24	32	-25.00%	344	77	346.75%
Total	19,506	16,802	16.09%	193,940	126,163	53.72%

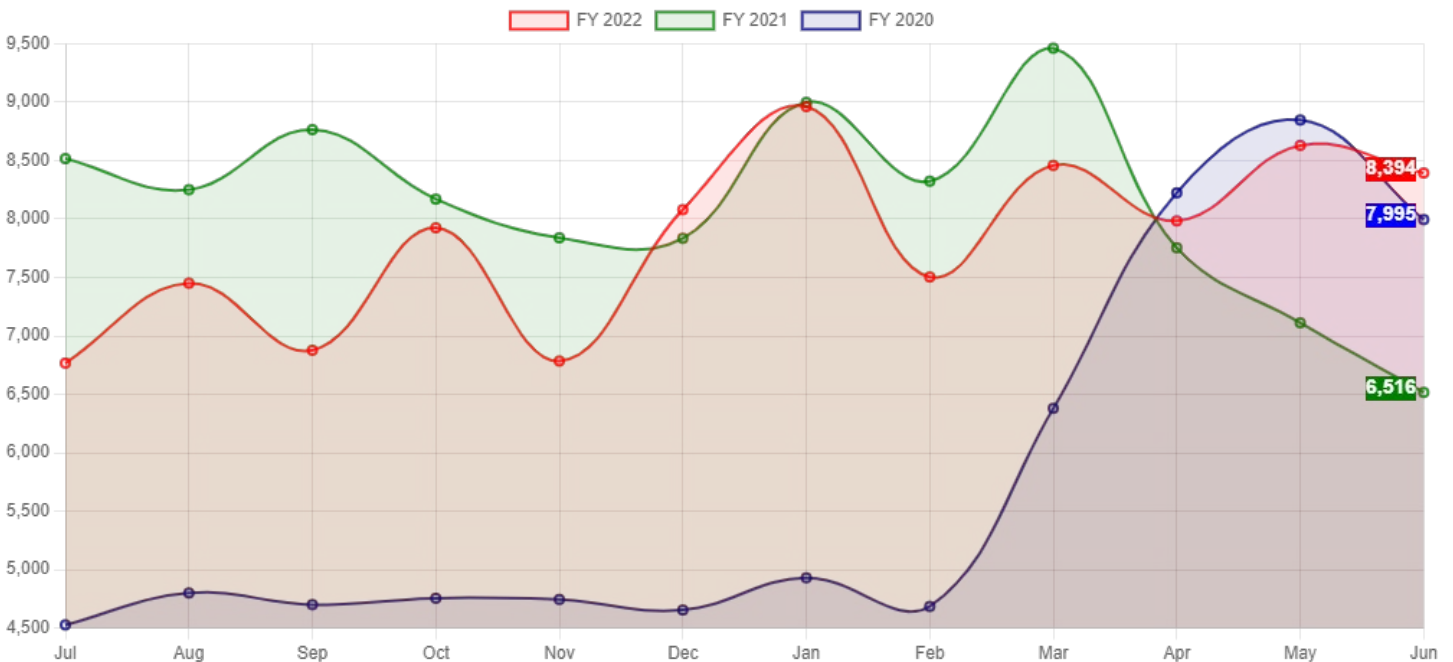
3 Year Circulation Comparison



DIGITAL CIRCULATION

Material Type	22JUN	21JUN	Mo. % +/-	FY21-22 YTD	FY20-21 YTD	FY % +/-
eBooks	3,715	2,889	28.59%	43,977	41,286	6.52%
eAudiobooks	2,810	2,069	35.81%	30,268	23,261	30.12%
eMagazines	1,368	1,057	29.42%	13,413	25,072	-46.50%
eVideos	460	454	1.32%	5,765	6,977	-17.37%
eMusic	41	47	-12.77%	395	947	-58.29%
Total	8,394	6,516	28.82%	93,818	97,543	-3.82%

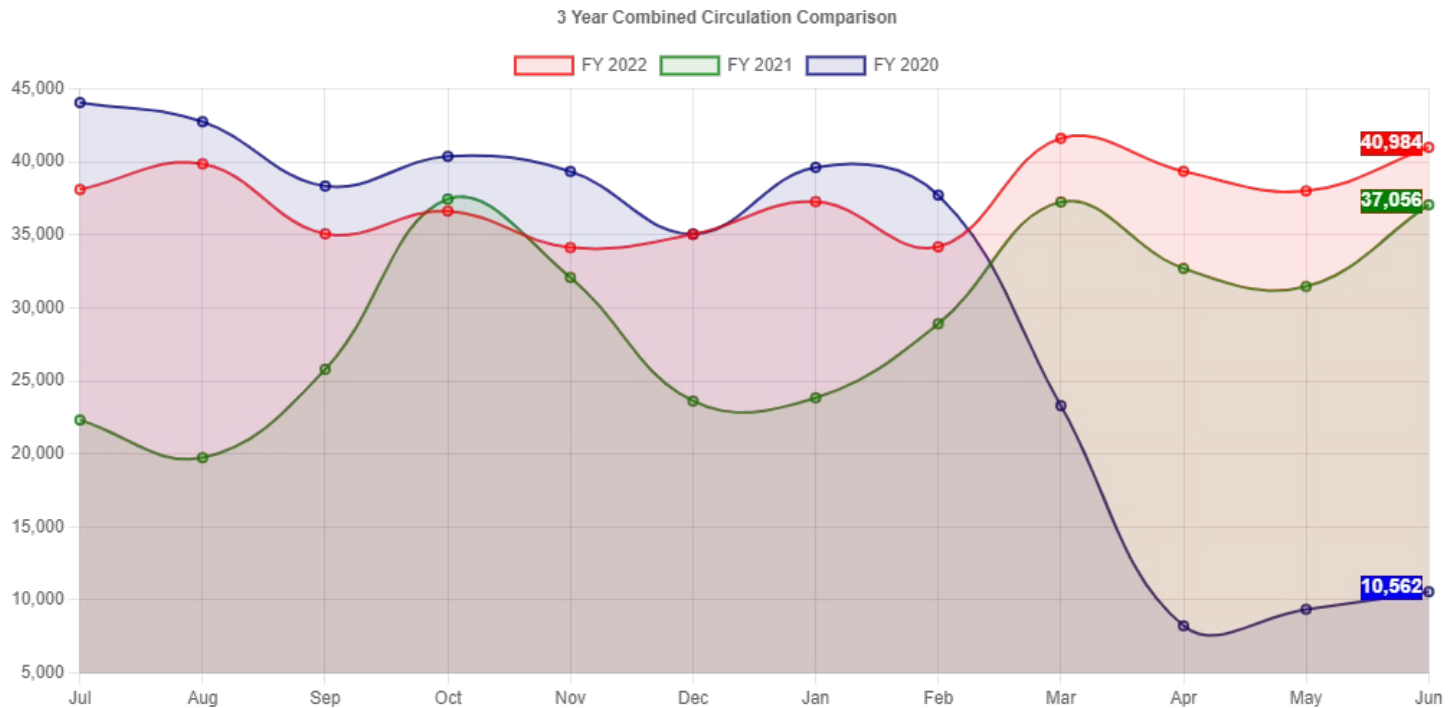
3 Year eResource Comparison



TOTAL DISTRICT CIRCULATION

22JUN District Circulation	21JUN District Circulation	Net Change
40,984	37,056	10.60%

FY21-22 YTD District Circulation	FY20-21 YTD District Circulation	Net Change
450,197	352,222	27.82%



Note: We are at 99.6% of pre-pandemic circulation overall with physical circulation at 88.9% and digital circulation at 182.9%!

Impact Stories

- Northfield- From Books at the Beach, "Loved that we were able to check out books right there at the beach!", and "I truly enjoyed it! What a great idea and location!"
- Youth- Youth Services Manager Amanda received glowing feedback from the League of Women Voters for a finals week partnership that allowed them to share info with and register teens to vote. Said the League, "We're so lucky to have a such a wonderful library staff and to live in a community with such a fantastic library system."
- Adult- From Remembering Route 66: "Leslie Goddard's presentation on Route 66 was one of the VERY BEST I have seen in a long time... I was delighted to view some of the neon signs and buildings still standing...it made for a very uplifting feeling on a day when so many negative happenings were occurring. I look forward to further presentations and I thank the Winnetka Library."
- Digital Services- A new patron toured the space and was so impressed by another patron's embroidery project that she attempted to get the patron to sell it to her before it was even finished!
- Customer Relations- A patron who signed up for a card last year at the Farmer's Market saw us there and remembered that she hadn't yet used her library card. She went home and put a bunch of books on hold and then came in to pick them up. She said she was excited to finally start using the library!

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. Once their initial term is completed, they will then be eligible to be re-elected to two consecutive terms for the same office.
- 1.9 Two Trustees will be appointed liaisons to the Village of Winnetka and the Village of Northfield.

2.0 DUTIES AND AUTHORITIES

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

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

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

3.0 COMMITTEES

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

4.0 MEETINGS

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

Updated 7/18/22

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.

Purpose

The purpose of the Winnetka-Northfield Public Library District's (District) Fiscal Accountability Policy is to provide a framework for the Board of Library Trustees (Board) and Staff for the fiscal operations of the library, to assure sound fiscal management and to outline responsibilities for management of the District's public funds.

Scope

This policy applies to all funds maintained by the District.

General

1. District financial policies and procedures will be in accordance with Illinois law.
2. As per (75 ILCS 16/30-45), and as stated in District Bylaws, District Treasurer shall be bonded in an amount and with sureties approved by the Board.
3. The current and past seven years' financial records of District shall be maintained and kept at the library. District will maintain records in accordance with the Local Records Act (50 ILCS 205).
4. District will secure and protect employee and vendor bank data in a locked file cabinet located in the administrative office.
5. Vendor information will be secured, stored, and retained in accordance with the Local Records Act (50 ILCS 205).
6. District will maintain an inventory of capital purchases.
7. Roll call action will be taken by the Board on all financial matters.
8. Trustees with conflicts of interest shall abstain from voting in accordance with the Public Officer Prohibited Activities Act (50 ILCS 105) and any other applicable statutes.
9. The total budget by fund will be approved by the Board on an annual basis.

Deposits

1. All revenue received by District will be deposited to appropriate accounts at least monthly or whenever receipts total more than \$500, in accordance with internal control procedures.
2. Deposits in any one institution may not exceed the FDIC insured amount without a signed collateralization agreement (see Section VI. G).

Expenditures and Other Financial Transactions

1. Authorized signatories are the Board President, Vice-President, Treasurer, and Library Director (Director).
2. Financial transactions for expenses up to \$15,000 require the Director's signature and/or authorization. Financial transactions of \$15,000 or more require both the Director's signature/authorization and that of another authorized signatory.
3. The Director has the authority to approve operational contracts and spend the budget that has been established by the Board without additional approval unless it involves capital projects that must go out for competitive bid.
4. Under no circumstances may a signatory sign a document for which that signatory is a payee.
5. All financial transactions will be reported to the Board at its regularly scheduled meetings.
6. The District will give all vendors the option to be paid by ACH credit. A list of vendors paid by ACH credit will be reported to the Board at its regularly scheduled meetings. The District will keep a record of all vendor relationships, indicating whether the vendor is paid by check, ACH credit, paid online via their website, or by auto-debit from the District's operating checking account.
7. Personnel-related items will be paid semi-monthly. A payment cycle of no more than once a week will be used for all other financial transactions.
8. All Library Trustees, the Director, and all full-time staff with purchasing authority shall file statements of economic interest with the County Clerk or state authorities on an annual basis.

Purchasing/Sale of Goods and Services

1. All purchases for goods and services for the District shall be authorized by the Director through established procedures.
2. The District shall follow the guidelines set forth in (75 ILCS 16/40-45) for construction/improvement projects and equipment purchases that exceed \$25,000.
3. The District shall seek a minimum of three competitive quotes for professional services contracts that exceed \$15,000, whenever feasible.
4. District will dispose of any real or personal property in accordance with (75 ILCS 16/30-55.32).

Credit Cards/Accounts

1. The District may maintain a credit card account for use by the Director and members of the Management Team for the purpose of conducting District business. Such business must be documented with receipts to support all purchases. Credit card use is limited to purchases where a (house) credit account is not available, or the vendor is unable to invoice the Library.

2. District may maintain credit accounts with suppliers to meet regular operating needs, with authorization of the Director.

Board of Library Trustees

As provided by statute, Trustees shall serve without compensation, but shall be reimbursed from Library funds for their actual and necessary expenses incurred in the performance of their duties (75 ILCS 16/30-30).

Library Staff

Employees shall be reimbursed for reasonable authorized expenses incurred by them in the performance of their duties. All such expenses must be approved in advance by the employee's immediate supervisor or the Director. Purchases made without the appropriate advance approval will not be considered reimbursable.

Travel

1. Effective December 12, 2016 the Board of Library Trustees of the Winnetka-Northfield Public Library District adopted Ordinance 2016-201/5 (Ordinance Regulating Reimbursement of Travel, Meal and Lodging Expenses) responsive to the requirements of The Local Government Travel Expense Control Act (the Act), 50 ILCS 150/1.
2. All travel, meal and lodging expenses are subject to the Expense Reimbursement Policy; per diem allowances for lodging, meals, and incidentals can be found at gsa.gov.. Travel for in District purposes is not reimbursable.

Budget

1. Pursuant to (75 ILCS 16/35-40), the District's fiscal year shall be July 1 through June 30.
2. The draft budget shall be created by the Director and members of the Board's Finance Committee, then presented to the entire Board for approval each May.
3. The District may maintain a Special Reserve Fund pursuant to (75 ILCS 16/4050). The Board will determine the fund transfer to the Special Reserve account on an annual basis and authorize the transfer prior to the end of the fiscal year.
- 4.

Audit

1. An outside audit of all District accounts will be conducted annually and reviewed by the Board.
2. At least every 7 years, the District shall solicit proposals from at least three auditing firms qualified to conduct an audit of District accounts.

Updated 7/18/22

THE WINNETKA-NORTHFIELD PUBLIC LIBRARY DISTRICT
RESOLUTION NO. 2022-2023/1

RESOLUTION DETERMINING RELEASE OF CLOSED SESSION MINUTES

WHEREAS, the Board of Library Trustees met from time to time in closed session for purposes authorized by the Illinois Open Meetings Act; and

WHEREAS, the Board has determined that the minutes of the closed session meetings listed on the attached Schedule A no longer require confidential treatment and should be made available for public inspection; and

WHEREAS, the Board has determined that a need for confidentiality exists as to the minutes from the closed session meetings listed on the attached Schedule B.

NOW, THEREFORE, BE IT RESOLVED as follows:

Section 1: The minutes from the closed session meetings listed on the attached Schedule A are hereby released/available for public inspection.

Section 2: This Resolution is in full force and effect from and after its passage.

Passed by the Board the Board of Library Trustees this 18th day of July, 2022.

Ayes: _____
Nays: _____
Absent: _____
Abstaining: _____

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

ATTEST:

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

SCHEDULE A

Closed Session Minutes Recommended for Release

Date:

None.

SCHEDULE B

Closed Session Minutes Not Eligible for Release due to a Need for Confidentiality

Date:

June 15, 2020

August 18, 2020

November 16, 2020

THE WINNETKA-NORTHFIELD PUBLIC LIBRARY DISTRICT
RESOLUTION NO. 2022-2023/2

RESOLUTION APPROVING DESTRUCTION OF CLOSED SESSION RECORDINGS

WHEREAS, the Board of Library Trustees met from time to time in closed session for purposes authorized by the Illinois Open Meetings Act; and

WHEREAS, closed session meetings were recorded in accordance with the Open Meetings Act.; and

WHEREAS, the Board may destroy closed session recordings not less than eighteen (18) months after the closed session provided the Board:

1. Approved written minutes of the closed session; and
2. Approves destruction of the recording.

NOW, THEREFORE, BE IT RESOLVED as follows:

Section 1: The recordings of the closed session meetings listed on the attached Schedule A shall be destroyed promptly by the Library Director.

Section 2: This Resolution is in full force and effect from and after its passage.

Passed by the Board the Board of Library Trustees this 18th day of July 2022.

Ayes: _____
Nays: _____
Absent: _____
Abstaining: _____

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

ATTEST:

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

SCHEDULE A

Closed Session Recordings to be Destroyed

Date:

June 15, 2020

August 18, 2020

November 16, 2020

**WINNETKA-NORTHFIELD PUBLIC LIBRARY DISTRICT
RESOLUTION NO. 2022-2023/3**

**A RESOLUTUION TO ACCEPT A RESIGNATION AND DECLARE A VACANCY
(Todd Van Neck Resignation)**

WHEREAS, Todd Van Neck was elected Library Trustee to a term expiring in 2025; and

WHEREAS, Todd Van Neck submitted his resignation to be effective July 18, 2022; and

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

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

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

- A. A vacancy in the office of Library Trustee is declared effective as of July 18, 2022;
- B. By separate Ordinance, the Library Board will appoint someone to serve as Library Trustee until the next regular election in April 2023.

This Ordinance adopted July 18, 2022.

AYES: _____

NAYS: _____

ABSENT: _____

Melissa Mitchell, President
Board of Library Trustees

ATTEST:

By: _____
Thomas Sundell, Secretary
Board of Library Trustees