

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

**The meeting will begin at 7:00 PM at the Winnetka Library  
Instructions to join online via Zoom are posted at [www.winnetkalibrary.org](http://www.winnetkalibrary.org)**

**AGENDA**

Monday, July 19, 2021

- I. Call to Order**
- II. Roll Call**
- III. Public Comments**
- IV. Approval of Minutes**
  - Approval of Minutes of the June 21, 2021 Regular Meeting\*
  - Approval of Minutes of the June 28, 2021 Study Session\*
- V. Financial Report**
  - June 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 Updated Meeting Room Policy\*
  - Approval of Updated Circulation Policy\*
  - Approval of Updated Trustee Bylaws\*
  - Capturing Patron Feedback
- IX. New Business**
  - Discussion & Approval of Parking Lot Project/Garden Refresh and Preliminary Budget\* (John Shales)
  - Approval of Building and Maintenance Tax (.02% special tax) Ordinance\*
  - Approval of Director Review/Evaluation Process for FY21-22
  - 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  
Regular Meeting of The Board of Trustees**

**The meeting will begin at 7:00 PM at the Winnetka Library  
Instructions to join online via Zoom are posted at [www.winnetkalibrary.org](http://www.winnetkalibrary.org)**

**X. Communications**

- The next regular meeting will be held on Monday, August 16<sup>th</sup> at 7pm
- Reminder to trustees to review the Secretary's Records for Fiscal Year 2020-2021

**XI. Public Comments**

**XII. Adjournment**

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

June 21, 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: Trustees Thomas Sundell, Todd Van Neck, Melissa Mitchell, Deborah Vandergrift, Sarah Munoz, Travis Gosselin and President Jean-Paul Ruiz-Funes; and Library Director Monica Dombrowski.

Absent:

Present were library employees Nicola White (Administrative Assistant) and Mark Swenson (Information Technology Manager). Present was Winnetka resident Jeffrey Liss.

**III. Public Comments**

No public comments.

**IV. Vote to Approve Minutes**

- Vote to Approve Minutes of the May 17, 2021 Regular Meeting

A MOTION was made by Trustee Sundell to approve the Minutes of the May 17, 2021 Regular Meeting.

The MOTION passed on a voice vote.

**V. Financial Report**

Director Dombrowski and Trustee Vandergrift presented the May 2021 Financial Statements.

**VI. Library Report**

LIBRARY DIRECTOR'S REPORT:

Director Dombrowski presented her May 2021 Director's Report, which is included in the June 21, 2021 Board Packet.

Director Dombrowski also reported the procedural adjustments the Board will be making as a result of Nancy Sylvester's training on Robert's Rules of Order:

- The Board will receive the previous meeting(s)' minutes in advance and given a deadline to respond with any corrections. At the next Board meeting, the Presiding Officer will ask if there are any corrections; if none are identified, the Presiding Officer will announce that the minutes are approved.
- The Board will cease seconding any motions.
- The Board will review but not approve all reports with the exception of the Annual Auditor's Report which requires approval.
- Only items the Board voted to continue at the last meeting will be listed under Unfinished Business; everything else will be placed under New Business.
- The Presiding Officer will refrain from voting except when their vote affects the result, such as in the event of a tie.

#### BOARD PRESIDENT'S COMMENTS:

President Ruiz-Funes commented on the success of the Northfield Library refresh project and open house. He also commented on remaining fiscally conservative as the District rebounds post-pandemic.

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

- *Winnetka Village*- Trustee Mitchell reported that the Village of Winnetka will not be having fireworks this year but is still going forward with the 4<sup>th</sup> of July parade.
- *Northfield Village*- Trustee Munoz reported that the Village of Northfield has cancelled the 4<sup>th</sup> of July parade this year. She also reported that the Village is continuing to work on green initiatives and sustainable practices.

#### **VIII. Unfinished Business**

- *Approval of Board of Trustees Meeting Calendar Ordinance for Fiscal Year 2021-2022*

A MOTION was made by Trustee Vandergrift to Approve the Board of Trustees Meeting Calendar Ordinance for Fiscal Year 2021-2022.

The MOTION passed on a voice vote.

- *Return to In-Person Meetings*  
The Board decided to meet in-person for the July 19, 2021 Regular Meeting.

## IX. **New Business**

- *Approval of District Closure Dates for Fiscal Year 2021-2022*  
A MOTION was made by Trustee Van Neck to Approve the District Closure Dates for Fiscal Year 2021-2022.

The MOTION passed on a voice vote.

- *Approval of Annual Ordinance Authorizing Non-Resident Cards*  
A MOTION was made by Trustee Van Neck to Approve the Ordinance Authorizing Non-Resident Cards.

The MOTION passed on a voice vote.

- *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 2020-2021*  
Trustees Munoz and Mitchell were assigned to review the Secretary's records for Fiscal Year 2020-2021.
- *Discussion of Updated Trustee Bylaws*  
A MOTION was made by Trustee Sundell to table the vote of the Updated Trustee Bylaws until the July 19, 2021 Regular Meeting.
- *Approval of Updated Meeting Room Policy*  
A MOTION was made by Trustee Gosselin to table the vote of the Updated Meeting Room Policy until the July 19, 2021 Regular Meeting.
- *Approval of Updated Circulation Policy*  
A MOTION was made by Trustee Munoz to table the vote of the Updated Meeting Room Policy until the July 19, 2021 Regular Meeting.
- *Approval of Patron Privacy & Confidentiality Policy*  
A MOTION was made by Trustee Gosselin to Approve the Patron Privacy & Confidentiality Policy.

The MOTION passed on a voice vote.

- *Capturing Patron Feedback*  
A MOTION was made by Trustee Gosselin to table the discussion on capturing patron feedback until the July 19, 2021 Regular Meeting.

**X. Communications**

- *The next Study Session will be held on Monday, June 28<sup>th</sup> at 7 p.m.; the topic will be strategic planning*
- *The next Regular Meeting will be held on Monday, July 19<sup>th</sup> at 7 p.m.*
- *The library will be participating in the Winnetka 4<sup>th</sup> of July Parade on Sunday, July 4<sup>th</sup>*

**XI. Public Comments**

Winnetka resident Jeffrey Liss commented on the trustee bylaws and updated policy drafts.

**XII. Adjournment**

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

The MOTION passed on a voice vote and President Ruiz-Funes adjourned the meeting at 9:26 p.m.

Respectfully submitted,

Nicola White  
Recording Secretary

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

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

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

June 28, 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: Trustees Thomas Sundell, Todd Van Neck, Deborah Vandergrift, Melissa Mitchell, Sarah Munoz and President Jean-Paul Ruiz-Funes; and Library Director Monica Dombrowski.

Absent: Trustees Travis Gosselin

Present were library employees; Nicola White (Administrative Assistant) and Mark Swenson (Information Technology Manager). Present were Winnetka residents Peter Tyor and Jeffrey Liss.

**III. Public Comments**

Winnetka resident Peter Tyor commented on the Winnetka Caucus survey.

**IV. Presentation by Marc Futterman on Strategic Plan Gaps & Opportunities Findings**

Strategic Plan Consultant Marc Futterman from CIVICTechnologies presented the Gaps & Opportunities Findings for the District's upcoming Strategic Plan.

**V. Public Comments**

Winnetka resident Jeffrey Liss commented on the data used as part of the strategic planning process and the patron privacy policy.

**VI. Adjournment**

There being no further business to come before the Board, a MOTION to adjourn was made by Trustee Van Neck. The MOTION passed on a voice vote and President Ruiz-Funes adjourned the meeting at 8:59 p.m.

Respectfully submitted,

Nicola White  
Recording Secretary

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

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



# Winnetka-Northfield Public Library District

## All Funds Summary

For the 12 Months Ended June 30, 2021

Ideal 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>
<b>Revenues</b>					
Library Fund	4,142,360.00	4,142,360.00	4,320,731.54	104.31 %	178,371.54
IMRF Fund	100,000.00	100,000.00	99,002.14	99.00 %	(997.86)
FICA Fund	40,000.00	40,000.00	39,601.43	99.00 %	(398.57)
Building Fund	152,000.00	152,000.00	150,483.57	99.00 %	(1,516.43)
Unemployment Fund	10.00	10.00	9.82	98.20 %	(0.18)
<b>Total Revenues</b>	<u>4,434,370.00</u>	<u>4,434,370.00</u>	<u>4,609,828.50</u>	<u>103.96 %</u>	<u>175,458.50</u>
<b>Expenses</b>					
Library Fund	3,476,896.00	3,476,896.00	3,042,785.44	87.51 %	(434,110.56)
IMRF Fund	111,000.00	111,000.00	117,944.79	106.26 %	6,944.79
FICA Fund	123,000.00	123,000.00	105,052.61	85.41 %	(17,947.39)
Building Fund	320,000.00	320,000.00	256,120.17	80.04 %	(63,879.83)
Unemployment Fund	5,000.00	5,000.00	6,292.00	125.84 %	1,292.00
<b>Total Expenses</b>	<u>4,035,896.00</u>	<u>4,035,896.00</u>	<u>3,528,195.01</u>	<u>87.42 %</u>	<u>(507,700.99)</u>
<b>Total Revenues</b>	4,434,370.00	4,434,370.00	4,609,828.50	103.96 %	175,458.50
<b>Total Expenses</b>	<u>4,035,896.00</u>	<u>4,035,896.00</u>	<u>3,528,195.01</u>	<u>87.42 %</u>	<u>507,700.99</u>
<b>Excess Revenues less Expenses</b>	<u>398,474.00</u>	<u>398,474.00</u>	<u>1,081,633.49</u>	<u>271.44 %</u>	<u>683,159.49</u>

# Winnetka-Northfield Public Library District

## Library Fund Summary

**For the 12 Months Ended June 30, 2021**

Ideal 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>
<b>Operating Revenue</b>					
Property Tax	3,916,860.00	3,916,860.00	4,017,991.91	102.58 %	101,131.91
Replacement Tax	20,000.00	20,000.00	47,067.08	235.34 %	27,067.08
Collections	126,000.00	126,000.00	160,711.82	127.55 %	34,711.82
Materials	9,500.00	9,500.00	2,137.35	22.50 %	(7,362.65)
Other Income	<u>70,000.00</u>	<u>70,000.00</u>	<u>92,823.38</u>	<u>132.60 %</u>	<u>22,823.38</u>
<b>Total Operating Revenue</b>	<u>4,142,360.00</u>	<u>4,142,360.00</u>	<u>4,320,731.54</u>	<u>104.31 %</u>	<u>178,371.54</u>
<b>Operating Expenses</b>					
Personnel	1,790,000.00	1,790,000.00	1,652,470.12	92.32 %	(137,529.88)
Administration	229,106.00	229,106.00	224,109.14	97.82 %	(4,996.86)
Utilities	97,700.00	97,700.00	70,598.24	72.26 %	(27,101.76)
IT Services	171,250.00	171,250.00	125,395.05	73.22 %	(45,854.95)
Public Relations	45,000.00	45,000.00	33,173.19	73.72 %	(11,826.81)
Library Materials - Adult	576,750.00	576,750.00	518,814.88	89.95 %	(57,935.12)
Library Materials - Youth	85,900.00	85,900.00	66,595.00	77.53 %	(19,305.00)
Programs	71,190.00	71,190.00	48,587.86	68.25 %	(22,602.14)
Capital	<u>410,000.00</u>	<u>410,000.00</u>	<u>303,041.96</u>	<u>73.91 %</u>	<u>(106,958.04)</u>
<b>Total Operating Expenses</b>	<u>3,476,896.00</u>	<u>3,476,896.00</u>	<u>3,042,785.44</u>	<u>87.51 %</u>	<u>(434,110.56)</u>
<b>Total Revenues</b>	4,142,360.00	4,142,360.00	4,320,731.54	104.31 %	178,371.54
<b>Total Expenses</b>	<u>3,476,896.00</u>	<u>3,476,896.00</u>	<u>3,042,785.44</u>	<u>87.51 %</u>	<u>(434,110.56)</u>
<b>Excess Revenues less Expenses</b>	<u>665,464.00</u>	<u>665,464.00</u>	<u>1,277,946.10</u>	<u>192.04 %</u>	<u>612,482.10</u>

# Winnetka-Northfield Public Library District

## Statement of Revenues and Expenditures - Modified Cash Basis

For the 12 Months Ended June 30, 2021

Ideal Budget Percentage Spent: 100.00%

	Annual Budget	Prorated Budget	Year to Date Actual	% of Budget	Variance vs. Prorated Budget
<b>LIBRARY FUND</b>					
<b>Revenues</b>					
<b>Taxes</b>					
Property Taxes Collections	3,916,860.00	3,916,860.00	3,997,695.37	102.06 %	80,835.37
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	20,000.00	20,000.00	47,067.08	235.34 %	27,067.08
<b>Total Taxes</b>	<b>3,936,860.00</b>	<b>3,936,860.00</b>	<b>4,065,058.99</b>	<b>103.26 %</b>	<b>128,198.99</b>
<b>Collections</b>					
Per Capita Grant	15,000.00	15,000.00	23,172.25	154.48 %	8,172.25
Kenilworth Services	100,000.00	100,000.00	132,769.47	132.77	32,769.47
Fines - Winnetka	8,000.00	8,000.00	1,675.39	20.94	(6,324.61)
Studio Fees	1,000.00	1,000.00	560.67	56.07	(439.33)
Lost/Damaged Mat.-Winnetka	2,000.00	2,000.00	2,502.04	125.10	502.04
Library Programs - Winnetka	0.00	0.00	32.00	0.00	32.00
<b>Total Collections</b>	<b>126,000.00</b>	<b>126,000.00</b>	<b>160,711.82</b>	<b>127.55 %</b>	<b>34,711.82</b>
<b>Materials</b>					
Copy/Printing - Winnetka	7,500.00	7,500.00	630.00	8.40 %	(6,870.00)
Book Sales - Winnetka	2,000.00	2,000.00	1,507.35	75.37	(492.65)
<b>Total Materials</b>	<b>9,500.00</b>	<b>9,500.00</b>	<b>2,137.35</b>	<b>22.50 %</b>	<b>(7,362.65)</b>
<b>Other Income</b>					
Checking Interest Income	50,000.00	50,000.00	5,913.56	11.83 %	(44,086.44)
Byline Bank IMA Interest	0.00	0.00	40,491.73	0.00	40,491.73
Change on Investment Value	0.00	0.00	(1,572.00)	0.00	(1,572.00)
Money Market-Interest	0.00	0.00	707.19	0.00	707.19
Gift Fund (over \$100)	0.00	0.00	14,200.00	0.00	14,200.00
Gift Fund (under \$100)	0.00	0.00	82.90	0.00	82.90
Friends Donations	20,000.00	20,000.00	33,000.00	165.00	13,000.00
<b>Total Other Income</b>	<b>70,000.00</b>	<b>70,000.00</b>	<b>92,823.38</b>	<b>132.60 %</b>	<b>22,823.38</b>
<b>Total Revenue</b>	<b>4,142,360.00</b>	<b>4,142,360.00</b>	<b>4,320,731.54</b>	<b>104.31 %</b>	<b>178,371.54</b>

# Winnetka-Northfield Public Library District

## Statement of Revenues and Expenditures - Modified Cash Basis

For the 12 Months Ended June 30, 2021

Ideal Budget Percentage Spent: 100.00%

	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	1,610,000.00	1,473,701.15	91.53 %	(136,298.85)
Health Insurance	155,000.00	155,000.00	168,979.94	109.02	13,979.94
Flu Vaccination	500.00	500.00	125.52	25.10	(374.48)
Employee Asst. Program	1,500.00	1,500.00	0.00	0.00	(1,500.00)
Conferences	20,000.00	20,000.00	9,445.61	47.23	(10,554.39)
Flexible Spending Account	3,000.00	3,000.00	217.90	7.26	(2,782.10)
<b>Total Personnel</b>	<b>1,790,000.00</b>	<b>1,790,000.00</b>	<b>1,652,470.12</b>	<b>92.32 %</b>	<b>(137,529.88)</b>
<b>Administration</b>					
Audit Fees	12,000.00	12,000.00	12,000.00	100.00 %	0.00
Library Supplies	38,500.00	38,500.00	23,960.01	62.23	(14,539.99)
Office Supplies	8,000.00	8,000.00	5,928.22	74.10	(2,071.78)
Breakroom Supplies	1,500.00	1,500.00	1,798.48	119.90	298.48
Postage	4,500.00	4,500.00	3,209.98	71.33	(1,290.02)
Hospitality	5,400.00	5,400.00	400.37	7.41	(4,999.63)
Accounting and Bookkeeping	20,000.00	20,000.00	22,762.31	113.81	2,762.31
Legal Notices	1,000.00	1,000.00	3,094.00	309.40	2,094.00
Delivery Service	8,000.00	8,000.00	4,516.67	56.46	(3,483.33)
Payroll Services	10,000.00	10,000.00	8,421.84	84.22	(1,578.16)
Liability Insurance Costs	30,000.00	30,000.00	20,742.00	69.14	(9,258.00)
Tablets/Portable Devices	0.00	0.00	598.00	0.00	598.00
ILL Fees	150.00	150.00	0.00	0.00	(150.00)
Board Expenses	1,000.00	1,000.00	213.07	21.31	(786.93)
Memberships	6,000.00	6,000.00	4,356.00	72.60	(1,644.00)
Staff Recognition/Events/Meetings	5,000.00	5,000.00	2,814.18	56.28	(2,185.82)
Director's Expenses	500.00	500.00	13.85	2.77	(486.15)
Legal	15,000.00	15,000.00	21,038.15	140.25	6,038.15
Architects	0.00	0.00	4,844.30	0.00	4,844.30
Building Appraisal	500.00	500.00	0.00	0.00	(500.00)
Other Consultations	62,056.00	62,056.00	32,258.05	51.98	(29,797.95)
Investment Fees	0.00	0.00	7,392.07	0.00	7,392.07
HR Consultant	0.00	0.00	42,441.25	0.00	42,441.25
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>229,106.00</b>	<b>224,109.14</b>	<b>97.82 %</b>	<b>(4,996.86)</b>
<b>Utilities</b>					
Electricity - Winnetka	49,000.00	49,000.00	38,610.51	78.80 %	(10,389.49)
Water - Winnetka	5,700.00	5,700.00	2,389.68	41.92	(3,310.32)
Storm Sewer - Winnetka	1,900.00	1,900.00	1,464.76	77.09	(435.24)
Natural Gas - Winnetka	14,000.00	14,000.00	10,826.13	77.33	(3,173.87)
Telephone - Winnetka	10,000.00	10,000.00	3,778.31	37.78	(6,221.69)
Internet Services	17,100.00	17,100.00	13,528.85	79.12	(3,571.15)
<b>Total Utilities</b>	<b>97,700.00</b>	<b>97,700.00</b>	<b>70,598.24</b>	<b>72.26 %</b>	<b>(27,101.76)</b>
<b>Information Technology</b>					
CCS Operating	83,250.00	83,250.00	61,637.85	74.04 %	(21,612.15)
Software	35,000.00	35,000.00	33,378.13	95.37	(1,621.87)
LAN Management	50,000.00	50,000.00	25,098.35	50.20	(24,901.65)

# Winnetka-Northfield Public Library District

## Statement of Revenues and Expenditures - Modified Cash Basis

For the 12 Months Ended June 30, 2021

Ideal Budget Percentage Spent: 100.00%

	Annual Budget	Prorated Budget	Year to Date Actual	% of Budget	Variance vs. Prorated Budget
<b>LIBRARY FUND</b>					
Hardware	0.00	0.00	3,897.52	0.00	3,897.52
Technology/Website	3,000.00	3,000.00	1,383.20	46.11	(1,616.80)
<b>Total Information Technology</b>	171,250.00	171,250.00	125,395.05	73.22 %	(45,854.95)
<b>Public Relations</b>					
PR E-Marketing	1,500.00	1,500.00	1,069.00	71.27 %	(431.00)
PR Promotional	7,000.00	7,000.00	4,503.21	64.33	(2,496.79)
PR Source	25,000.00	25,000.00	20,081.84	80.33	(4,918.16)
PR Supplies	8,000.00	8,000.00	4,558.14	56.98	(3,441.86)
PR Advertising	3,500.00	3,500.00	2,961.00	84.60	(539.00)
<b>Total Public Relations</b>	45,000.00	45,000.00	33,173.19	73.72 %	(11,826.81)
<b>Library Materials - Adult</b>					
Books-Fiction-Adult-Winnetka	79,000.00	79,000.00	72,789.81	92.14 %	(6,210.19)
Books-Non-Fiction-Adult-Winnetka	77,000.00	77,000.00	67,444.30	87.59	(9,555.70)
Periodicals-Winnetka	28,000.00	28,000.00	20,678.64	73.85	(7,321.36)
DVDs-Adult-Winnetka	53,000.00	53,000.00	17,383.18	32.80	(35,616.82)
Audio Books-Adult-Winnetka	22,000.00	22,000.00	19,320.31	87.82	(2,679.69)
Books-Digital-Winnetka	212,750.00	212,750.00	232,518.52	109.29	19,768.52
Online Database	105,000.00	105,000.00	88,680.12	84.46	(16,319.88)
<b>Total Library Materials - Adult</b>	576,750.00	576,750.00	518,814.88	89.95 %	(57,935.12)
<b>Library Materials - Youth</b>					
Books-Fiction-Juv-Winnetka	18,000.00	18,000.00	14,815.71	82.31 %	(3,184.29)
Books-Non-Fiction, Easy, & JH-Winnetka	17,000.00	17,000.00	11,873.96	69.85	(5,126.04)
DVDs-Juv-Winnetka	12,500.00	12,500.00	5,454.29	43.63	(7,045.71)
Audio Books-Juv-Winnetka	8,000.00	8,000.00	8,697.16	108.71	697.16
Music-Juv-Winnetka	900.00	900.00	0.00	0.00	(900.00)
Juvenile Non-Fiction	0.00	0.00	71.93	0.00	71.93
Books-Easy-Winnetka	18,000.00	18,000.00	18,117.40	100.65	117.40
Books-Jr. High-Winnetka	11,500.00	11,500.00	7,564.55	65.78	(3,935.45)
<b>Total Library Materials - Youth</b>	85,900.00	85,900.00	66,595.00	77.53 %	(19,305.00)
<b>Programs</b>					
Summer Reading	9,990.00	9,990.00	6,155.37	61.62 %	(3,834.63)
Studio General Supplies	6,750.00	6,750.00	1,840.64	27.27	(4,909.36)
OBTV	15,300.00	15,300.00	5,137.50	33.58	(10,162.50)
Programming - Youth	14,850.00	14,850.00	14,866.95	100.11	16.95
Programming - Adult	19,800.00	19,800.00	20,429.28	103.18	629.28
Studio Maintenance/Repair	4,500.00	4,500.00	158.12	3.51	(4,341.88)
<b>Total Programs</b>	71,190.00	71,190.00	48,587.86	68.25 %	(22,602.14)
<b>Capital</b>					
Capital Outlay	0.00	0.00	109,572.55	0.00 %	109,572.55
Building	84,785.00	84,785.00	75,348.06	88.87	(9,436.94)
Equipment/Furniture	250,000.00	250,000.00	55,859.70	22.34	(194,140.30)
Computer Equipment	75,215.00	75,215.00	62,261.65	82.78	(12,953.35)
<b>Total Capital</b>	410,000.00	410,000.00	303,041.96	73.91 %	(106,958.04)

**Winnetka-Northfield Public Library District**  
**Statement of Revenues and Expenditures - Modified Cash Basis**  
**For the 12 Months Ended June 30, 2021**

Ideal 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>
<b><u>LIBRARY FUND</u></b>					
<b>Total Expenses</b>	3,476,896.00	3,476,896.00	3,042,785.44	87.51 %	(434,110.56)
<b>Excess Revenues less Expenses</b>	<u>665,464.00</u>	<u>665,464.00</u>	<u>1,277,946.10</u>	<u>192.04 %</u>	<u>612,482.10</u>

**Winnetka-Northfield Public Library District**  
**Statement of Revenues and Expenditures - Modified Cash Basis**  
**For the 12 Months Ended June 30, 2021**

Ideal 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>
<b>BUILDING FUND</b>					
<b>Revenues</b>					
Property Taxes Collections-Building	152,000.00	152,000.00	150,483.57	99.00 %	(1,516.43)
<b>Total Revenue</b>	<u>152,000.00</u>	<u>152,000.00</u>	<u>150,483.57</u>	<u>99.00 %</u>	<u>(1,516.43)</u>
<b>Expenses</b>					
Northfield Lease	66,000.00	66,000.00	58,742.31	89.00 %	(7,257.69)
Janitorial Supplies	13,176.00	13,176.00	11,186.56	84.90	(1,989.44)
Snow Removal	8,960.00	8,960.00	9,544.17	106.52	584.17
Photocopier Leases	44,800.00	44,800.00	14,200.60	31.70	(30,599.40)
Phone Lease	10,752.00	10,752.00	4,009.46	37.29	(6,742.54)
Building Maintenance Service	123,200.00	123,200.00	109,334.97	88.75	(13,865.03)
Elevators	8,960.00	8,960.00	8,404.09	93.80	(555.91)
Landscaping	5,600.00	5,600.00	7,893.78	140.96	2,293.78
HVAC	11,200.00	11,200.00	9,162.90	81.81	(2,037.10)
Automatic Doors	3,920.00	3,920.00	6,809.37	173.71	2,889.37
Roof	672.00	672.00	0.00	0.00	(672.00)
Alarms	3,080.00	3,080.00	3,956.63	128.46	876.63
Equipment	4,480.00	4,480.00	5,599.32	124.98	1,119.32
Misc Services	15,200.00	15,200.00	7,276.01	47.87	(7,923.99)
<b>Total Expenses</b>	<u>320,000.00</u>	<u>320,000.00</u>	<u>256,120.17</u>	<u>80.04 %</u>	<u>(63,879.83)</u>
<b>Excess Revenues less Expenses</b>	<u>\$ (168,000.00)</u>	<u>\$ (168,000.00)</u>	<u>\$ (105,636.60)</u>	<u>62.88 %</u>	<u>62,363.40</u>

# Winnetka-Northfield Public Library District

## Check Register

All Bank Accounts

June 1, 2021 - June 30, 2021

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
<b>Vendor Checks</b>						
Cheryl Rich Heisler 10-0-5908	Programming - Adult	Void Check # 3183	-400.00	3192	06/10/21	<u>(400.00)</u>
Cheryl Rich Heisler 10-0-5908	Programming - Adult	Cheryl Rich Heisler - Party on the Patio	400.00	3192	06/10/21	<u>400.00</u>
Christine Thornton 10-0-5907	Programming - Youth	Christine Thornton - Tie-Dyed Animal Paintings	300.00	3193	06/10/21	<u>300.00</u>
DOUGLAS FLOOR COVERING 10-0-5882	Building	INV# CO000243	22,000.00	3194	06/10/21	<u>22,000.00</u>
Landworks Limited 10-0-5882	Building	INV# 6222	10,763.00	3195	06/10/21	<u>10,763.00</u>
Midwest Environmental Consulting Service 10-0-5800	Capital Outlay	INV# 21-308	735.00	3196	06/10/21	<u>735.00</u>
Nedrow Decorating, Inc. 10-0-5882	Building	INV# 21024	18,300.00	3197	06/10/21	<u>18,300.00</u>
New York Times 10-1-5342	Periodicals-Winnetka	Acct # 400184685 - 5/22/21 - 5/20/22	1,017.48	3198	06/10/21	<u>1,017.48</u>
Shales McNutt Construction 10-0-5882	Building	INV# 21-005-02	15,071.00	3199	06/10/21	<u>15,071.00</u>
Social Security Administration 10-0-2000	Payroll Liabilities	Jaime H Gonzalez Vicker - *8933 (6/11/21 PR)	87.93	3200	06/10/21	<u>87.93</u>
Terrence Lynch 10-0-5908	Programming - Adult	Terrence Lynch - Benjamin Franklin	300.00	3201	06/10/21	<u>300.00</u>
ULINE 10-1-5522	Studio General Supplies	INV# 134061620	83.37	3202	06/10/21	<u>83.37</u>
GREAT AMERICA FINANCIAL SERVICES 70-0-5747	Phone Lease	INV# 29472192	579.98	3203	06/10/21	<u>579.98</u>
Amber Mechanical Contractors Inc. 70-0-5752	HVAC	INV# W24701	387.00	3204	06/24/21	<u>387.00</u>
Amelia Kmiec 10-0-5124	Hospitality	Amelia Kmiec - Farwell to Jorge cards/treats	16.48	3205	06/24/21	<u>16.48</u>
AT&T 10-0-5176	Internet Services	INV# S663007007-21161	337.62	3206	06/24/21	<u>337.62</u>
John Lynn 10-0-5908	Programming - Adult	John Lynn - Great American Trailways	150.00	3207	06/24/21	<u>150.00</u>



# Winnetka-Northfield Public Library District

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June 1, 2021 - June 30, 2021

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Leslie Goddard 10-0-5908	Programming - Adult	Leslie Goddard - Betty Crocker	250.00	3208	06/24/21	<u>250.00</u>
Library Furniture International, Inc. 10-0-5884 10-0-5884	Equipment/Furniture Equipment/Furniture	INV# 7415 INV# 7416	11,732.00 20,958.00	3209	06/24/21	<u>32,690.00</u>
Mark Anderson - Andertoons 10-0-5907	Programming - Youth	Mark Anderson - Andertoons - Draw your Own Coloring Book	200.00	3210	06/24/21	<u>200.00</u>
Mark Lyons 10-0-5908 10-0-5908	Programming - Adult Programming - Adult	Mark Lyons - Growing and Using Corn Mark Lyons - Sprouts and Microgreens	300.00 300.00	3211	06/24/21	<u>600.00</u>
Midwest Irrigation Co., LLC 70-0-5750	Landscaping	INV# 136168	109.50	3212	06/24/21	<u>109.50</u>
Nancy Sylvester 10-0-5908	Programming - Adult	June 5 virtual presentation - 6 hours @ \$250	1,500.00	3213	06/24/21	<u>1,500.00</u>
OCLC Inc 10-0-5134	Software	INV# 1000128799	1,957.00	3214	06/24/21	<u>1,957.00</u>
Pioneer Press 10-1-5342	Periodicals-Winnetka	ACCT# 168189160	36.00	3215	06/24/21	<u>36.00</u>
Quench USA, Inc. 10-0-5124	Hospitality	INV# INV03169567	32.26	3216	06/24/21	<u>32.26</u>
Shales McNutt Construction 10-0-5882	Building	INV# 21-005-03	7,000.00	3217	06/24/21	<u>7,000.00</u>
Social Security Administration 10-0-2000	Payroll Liabilities	Jaime H Gonzalez Vicker - *8933 (6/25/21 PR)	87.93	3218	06/24/21	<u>87.93</u>
Sydney Clark 10-0-5114 10-0-5731	Conferences Memberships	ALA Conference Registration ALA Annual Membership	59.00 39.00	3219	06/24/21	<u>98.00</u>
Tumbleweed press, Inc 10-1-5346	Online Database - Winnetka	INV# 105554	749.46	3220	06/24/21	<u>749.46</u>
United States Treasury 10-0-5131	Accounting and Bookkeeping	ID: 36-6006161, September 30, 2020, Form: 941	258.31	3221	06/24/21	<u>258.31</u>
Hungry Bunny 10-0-5907	Programming - Youth	Hungry Bunny - Visit with Candace Fleming	500.00	3222	06/24/21	<u>500.00</u>
City Wide of Chicago 70-0-5725 70-0-5725	Janitorial Supplies Janitorial Supplies	INV# 72025000013 INV# I00006497	145.74 368.89	16509	06/02/21	<u>514.63</u>

# Winnetka-Northfield Public Library District

## Check Register

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June 1, 2021 - June 30, 2021

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
NCPERS GROUP LIFE INS.						
10-0-5111	Health Insurance	INV# 5130062021	16.00	16510	06/02/21	<u>16.00</u>
BIBLIOTHECA, LLC						
10-1-5345	Books-Digital-Winnetka	INV# INV-US43360	1,153.59	16511	06/02/21	<u>1,321.57</u>
10-1-5345	Books-Digital-Winnetka	INV# INV-US43359	167.98			
DE LAGE LANDEN FINANCIALSVCS.						
70-0-5746	Photocopier Leases	INV# 72516627	1,868.47	16512	06/02/21	<u>1,868.47</u>
VILLAGE OF WINNETKA						
10-0-5111	Health Insurance	INV# 2021-00000005	22,193.55	16513	06/02/21	<u>22,193.55</u>
ALARM DETECTION SYSTEMS, INC.						
70-0-5758	Alarms	INV# SI-549244	47.74	16514	06/02/21	<u>47.74</u>
Warehouse Direct						
70-0-5725	Janitorial Supplies	INV# 4957225-0	56.36	16515	06/02/21	<u>85.31</u>
70-0-5725	Janitorial Supplies	INV# 4957223-0	28.95			
QUILL CORPORATION						
10-0-5120	Library Supplies	INV# 16768021	22.42	16516	06/02/21	<u>190.48</u>
10-0-5121	Office Supplies	INV# 16956222	26.39			
10-0-5121	Office Supplies	INV# 16898130	2.44			
10-0-5121	Office Supplies	INV# 16897604	11.92			
10-0-5122	Breakroom Supplies	INV# 16900260	59.49			
10-0-5122	Breakroom Supplies	INV# 16960803	51.83			
10-0-5884	Equipment/Furniture	INV# 16959499	15.99			
CDW-G						
10-0-5885	Computer Equipment	INV# D316180	3,150.00	16517	06/02/21	<u>3,150.00</u>
RAILS						
10-0-5908	Programming - Adult	INV# 8098	76.80	16518	06/02/21	<u>76.80</u>
DEMCO						
10-0-5120	Library Supplies	INV# 6955163	146.78	16519	06/02/21	<u>244.00</u>
10-0-5120	Library Supplies	INV# 6958124	97.22			
CCI Solutions						
10-0-5120	Library Supplies	INV# 30451368	130.62	16520	06/02/21	<u>130.62</u>
DELTA DENTAL PLAN OF ILLINOIS						
10-0-5111	Health Insurance	INV# 1453863	1,364.48	16521	06/02/21	<u>1,364.48</u>
IMPACT NETWORKING						
10-0-5121	Office Supplies	INV# 2143765	344.50	16522	06/02/21	<u>344.50</u>
Midwest Tape						
10-1-5443	DVDs-Juv-Winnetka	Midwest Tape	29.99	16523	06/02/21	<u>3,044.35</u>
10-1-5443	DVDs-Juv-Winnetka	Midwest Tape	27.99			
10-1-5443	DVDs-Juv-Winnetka	Midwest Tape	65.22			
10-1-5443	DVDs-Juv-Winnetka	Midwest Tape	26.99			
10-0-5120	Library Supplies	Midwest Tape	7.50			
10-0-5120	Library Supplies	Midwest Tape	10.00			

# Winnetka-Northfield Public Library District

## Check Register

All Bank Accounts

June 1, 2021 - June 30, 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			
10-0-5120	Library Supplies	Midwest Tape	7.50			
10-0-5120	Library Supplies	Midwest Tape	10.00			
10-0-5120	Library Supplies	Midwest Tape	14.90			
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	7.50			
10-0-5120	Library Supplies	Midwest Tape	5.00			
10-0-5120	Library Supplies	Midwest Tape	4.90			
10-0-5120	Library Supplies	Midwest Tape	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	5.00			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	25.00			
10-0-5120	Library Supplies	Midwest Tape	12.50			
10-0-5120	Library Supplies	Midwest Tape	4.90			
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	17.50			
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	47.40			
10-0-5120	Library Supplies	Midwest Tape	40.00			
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	15.00			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	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	5.00			
10-2-5443	DVDs-Juv-Northfield	Midwest Tape	27.99			
10-2-5443	DVDs-Juv-Northfield	Midwest Tape	88.47			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	105.70			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	173.28			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	22.49			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	14.23			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	275.12			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	330.57			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	22.49			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	16.49			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	14.99			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	22.49			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	14.99			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	97.44			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	26.24			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	113.93			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	42.73			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	22.49			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	107.20			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	26.24			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	37.49			

# Winnetka-Northfield Public Library District

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All Bank Accounts

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	29.98			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	17.24			
10-1-5344	Audio Books-Adult-Winnetka	Midwest Tape	144.96			
10-1-5344	Audio Books-Adult-Winnetka	Midwest Tape	251.96			
10-1-5344	Audio Books-Adult-Winnetka	Midwest Tape	119.97			
10-1-5344	Audio Books-Adult-Winnetka	Midwest Tape	64.98			
10-1-5344	Audio Books-Adult-Winnetka	Midwest Tape	34.99			
10-1-5344	Audio Books-Adult-Winnetka	Midwest Tape	39.99			
10-2-5344	Audio Books-Adult-Northfield	Midwest Tape	39.99			
10-2-5344	Audio Books-Adult-Northfield	Midwest Tape	69.98			
10-2-5344	Audio Books-Adult-Northfield	Midwest Tape	39.99			
10-2-5344	Audio Books-Adult-Northfield	Midwest Tape	124.97			
Baker & Taylor				16524	06/02/21	<u>2,444.76</u>
10-1-5441	Books-Non-Fiction, Easy, & JH-Winnetka	Baker & Taylor	162.84			
10-1-5441	Books-Non-Fiction, Easy, & JH-Winnetka	Baker & Taylor	58.03			
10-2-5441	Books-Non-Fiction, Easy, & JH-Northfield	Baker & Taylor	20.89			
10-2-5441	Books-Non-Fiction, Easy, & JH-Northfield	Baker & Taylor	140.12			
10-0-5120	Library Supplies	Baker & Taylor	23.68			
10-0-5120	Library Supplies	Baker & Taylor	3.85			
10-0-5120	Library Supplies	Baker & Taylor	3.17			
10-0-5120	Library Supplies	Baker & Taylor	3.60			
10-0-5120	Library Supplies	Baker & Taylor	4.22			
10-0-5120	Library Supplies	Baker & Taylor	2.20			
10-0-5120	Library Supplies	Baker & Taylor	4.56			
10-0-5120	Library Supplies	Baker & Taylor	22.57			
10-0-5120	Library Supplies	Baker & Taylor	19.69			
10-0-5120	Library Supplies	Baker & Taylor	16.43			
10-0-5120	Library Supplies	Baker & Taylor	1.06			
10-0-5120	Library Supplies	Baker & Taylor	2.11			
10-0-5120	Library Supplies	Baker & Taylor	4.53			
10-0-5120	Library Supplies	Baker & Taylor	1.08			
10-0-5120	Library Supplies	Baker & Taylor	2.10			
10-0-5120	Library Supplies	Baker & Taylor	21.25			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	286.22			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	297.67			
10-1-5447	Books-Easy-Winnetka	Baker & Taylor	17.10			
10-1-5447	Books-Easy-Winnetka	Baker & Taylor	24.40			
10-1-5447	Books-Easy-Winnetka	Baker & Taylor	35.06			
10-1-5447	Books-Easy-Winnetka	Baker & Taylor	43.80			
10-1-5447	Books-Easy-Winnetka	Baker & Taylor	58.87			
10-1-5447	Books-Easy-Winnetka	Baker & Taylor	47.82			
10-1-5447	Books-Easy-Winnetka	Baker & Taylor	34.89			
10-1-5447	Books-Easy-Winnetka	Baker & Taylor	26.98			
10-1-5447	Books-Easy-Winnetka	Baker & Taylor	13.49			

# Winnetka-Northfield Public Library District

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-1-5447	Books-Easy-Winnetka	Baker & Taylor	13.49			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	94.89			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	138.05			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Baker & Taylor	490.97			
10-2-5341	Books-Non-Fiction-Adult-Northfield	Baker & Taylor	32.20			
10-2-5447	Books-Easy-Northfield	Baker & Taylor	13.49			
10-2-5447	Books-Easy-Northfield	Baker & Taylor	13.49			
10-2-5447	Books-Easy-Northfield	Baker & Taylor	10.49			
10-2-5447	Books-Easy-Northfield	Baker & Taylor	21.40			
10-2-5447	Books-Easy-Northfield	Baker & Taylor	25.48			
10-1-5448	Books-Jr. High-Winnetka	Baker & Taylor	176.37			
10-2-5448	Books-Jr. High-Northfield	Baker & Taylor	10.16			
Midwest Tape				16525	06/02/21	<u>63.99</u>
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	63.99			
Baker & Taylor				16526	06/02/21	<u>7,575.01</u>
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	21.94			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	132.99			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	80.08			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	115.56			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	243.04			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	16.35			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	20.32			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	33.90			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	44.11			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	9.60			
10-1-5441	Books-Non-Fiction, Easy, & JH-Winnetka	Baker & Taylor	202.68			
10-2-5441	Books-Non-Fiction, Easy, & JH-Northfield	Baker & Taylor	28.19			
10-0-5120	Library Supplies	Baker & Taylor	33.60			
10-0-5120	Library Supplies	Baker & Taylor	0.77			
10-0-5120	Library Supplies	Baker & Taylor	1.52			
10-0-5120	Library Supplies	Baker & Taylor	2.11			
10-0-5120	Library Supplies	Baker & Taylor	18.33			
10-0-5120	Library Supplies	Baker & Taylor	26.41			
10-0-5120	Library Supplies	Baker & Taylor	7.00			
10-0-5120	Library Supplies	Baker & Taylor	2.53			
10-0-5120	Library Supplies	Baker & Taylor	8.61			
10-0-5120	Library Supplies	Baker & Taylor	39.26			
10-0-5120	Library Supplies	Baker & Taylor	29.96			
10-0-5120	Library Supplies	Baker & Taylor	18.92			
10-0-5120	Library Supplies	Baker & Taylor	85.70			
10-0-5120	Library Supplies	Baker & Taylor	38.58			
10-0-5120	Library Supplies	Baker & Taylor	18.79			
10-0-5120	Library Supplies	Baker & Taylor	32.54			

# Winnetka-Northfield Public Library District

## Check Register

All Bank Accounts

June 1, 2021 - June 30, 2021

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5120	Library Supplies	Baker & Taylor	37.42			
10-0-5120	Library Supplies	Baker & Taylor	1.05			
10-0-5120	Library Supplies	Baker & Taylor	0.76			
10-0-5120	Library Supplies	Baker & Taylor	3.17			
10-0-5120	Library Supplies	Baker & Taylor	32.71			
10-0-5120	Library Supplies	Baker & Taylor	18.13			
10-0-5120	Library Supplies	Baker & Taylor	0.68			
10-0-5120	Library Supplies	Baker & Taylor	3.17			
10-0-5120	Library Supplies	Baker & Taylor	5.28			
10-0-5120	Library Supplies	Baker & Taylor	2.12			
10-0-5120	Library Supplies	Baker & Taylor	4.23			
10-0-5120	Library Supplies	Baker & Taylor	3.27			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	384.55			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	127.92			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	413.22			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	255.86			
10-1-5447	Books-Easy-Winnetka	Baker & Taylor	83.70			
10-1-5447	Books-Easy-Winnetka	Baker & Taylor	13.49			
10-1-5447	Books-Easy-Winnetka	Baker & Taylor	14.24			
10-1-5447	Books-Easy-Winnetka	Baker & Taylor	33.98			
10-1-5447	Books-Easy-Winnetka	Baker & Taylor	79.48			
10-1-5447	Books-Easy-Winnetka	Baker & Taylor	46.04			
10-1-5447	Books-Easy-Winnetka	Baker & Taylor	79.47			
10-1-5447	Books-Easy-Winnetka	Baker & Taylor	12.74			
10-1-5447	Books-Easy-Winnetka	Baker & Taylor	26.98			
10-1-5447	Books-Easy-Winnetka	Baker & Taylor	13.49			
10-1-5447	Books-Easy-Winnetka	Baker & Taylor	53.21			
10-1-5447	Books-Easy-Winnetka	Baker & Taylor	26.98			
10-1-5447	Books-Easy-Winnetka	Baker & Taylor	8.47			
10-1-5447	Books-Easy-Winnetka	Baker & Taylor	14.24			
10-1-5447	Books-Easy-Winnetka	Baker & Taylor	31.05			
10-1-5447	Books-Easy-Winnetka	Baker & Taylor	26.98			
10-1-5447	Books-Easy-Winnetka	Baker & Taylor	91.04			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	260.96			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	177.22			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	180.91			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	104.23			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Baker & Taylor	16.38			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Baker & Taylor	270.94			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Baker & Taylor	606.24			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Baker & Taylor	335.92			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Baker & Taylor	1,577.77			
10-2-5341	Books-Non-Fiction-Adult-Northfield	Baker & Taylor	110.55			
10-2-5341	Books-Non-Fiction-Adult-Northfield	Baker & Taylor	123.70			
10-2-5341	Books-Non-Fiction-Adult-Northfield	Baker & Taylor	76.83			

# Winnetka-Northfield Public Library District

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-2-5341	Books-Non-Fiction-Adult-Northfield	Baker & Taylor	55.76			
10-2-5447	Books-Easy-Northfield	Baker & Taylor	39.58			
10-2-5447	Books-Easy-Northfield	Baker & Taylor	47.58			
10-2-5447	Books-Easy-Northfield	Baker & Taylor	14.24			
10-2-5447	Books-Easy-Northfield	Baker & Taylor	10.16			
10-2-5447	Books-Easy-Northfield	Baker & Taylor	13.49			
10-2-5447	Books-Easy-Northfield	Baker & Taylor	8.47			
10-2-5447	Books-Easy-Northfield	Baker & Taylor	26.98			
10-2-5447	Books-Easy-Northfield	Baker & Taylor	13.49			
10-2-5447	Books-Easy-Northfield	Baker & Taylor	5.94			
10-2-5447	Books-Easy-Northfield	Baker & Taylor	6.53			
10-2-5447	Books-Easy-Northfield	Baker & Taylor	14.24			
10-2-5447	Books-Easy-Northfield	Baker & Taylor	13.49			
10-2-5447	Books-Easy-Northfield	Baker & Taylor	13.49			
10-2-5447	Books-Easy-Northfield	Baker & Taylor	10.46			
10-1-5448	Books-Jr. High-Winnetka	Baker & Taylor	10.11			
10-1-5448	Books-Jr. High-Winnetka	Baker & Taylor	23.21			
10-1-5448	Books-Jr. High-Winnetka	Baker & Taylor	21.46			
10-2-5448	Books-Jr. High-Northfield	Baker & Taylor	63.80			
10-2-5448	Books-Jr. High-Northfield	Baker & Taylor	8.92			
10-2-5448	Books-Jr. High-Northfield	Baker & Taylor	49.45			
Marc Futterman				16538	06/16/21	<u>8,775.00</u>
10-0-5743	Other Consultations	INV# WN02	8,775.00			
DIGITAL INSURANCE, INC.				16539	06/16/21	<u>35.00</u>
10-0-5115	Flexible Spending Account	INV# 17922	35.00			
MERCHANTS DELIVERY SERVICE				16540	06/16/21	<u>500.00</u>
10-0-5138	Delivery Service	20 Days book transfer	500.00			
HOOPLA (MIDWEST TAPE)				16541	06/16/21	<u>2,140.27</u>
10-1-5345	Books-Digital-Winnetka	INV# 500518154	2,140.27			
Ntiva				16542	06/16/21	<u>2,400.67</u>
10-0-5135	LAN Management	INV# 37165	2,400.67			
OVERDRIVE INC.				16543	06/16/21	<u>15,987.49</u>
10-1-5345	Books-Digital-Winnetka	INV# 08871MA21244639	2,737.16			
10-1-5345	Books-Digital-Winnetka	INV# 08871MA21245821	6,434.66			
10-1-5345	Books-Digital-Winnetka	INV# 08871CP21244217	6,815.67			
HR Source				16544	06/16/21	<u>3,812.50</u>
10-0-5745	HR Consultant	INV# 13884	3,812.50			
Kanopy				16545	06/16/21	<u>590.00</u>
10-1-5345	Books-Digital-Winnetka	INV# 249822 - PPU	590.00			
Lauterbach & Amen, LLP				16546	06/16/21	<u>1,667.00</u>
10-0-5131	Accounting and Bookkeeping	INV# 56269	1,667.00			
VOGUE PRINTERS				16547	06/16/21	<u>4,107.00</u>
10-0-5722	PR Source	INV# 17554	4,107.00			
NEWEGG BUSINESS, INC.				16548	06/16/21	<u>54.03</u>

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5136	Hardware	INV# 1204275227	54.03			
City Wide of Chicago				16549	06/16/21	<u>9,000.00</u>
70-0-5748	Building Maintenance Service	INV# 32025000185	9,000.00			
CDW-G				16550	06/16/21	<u>3,730.00</u>
10-0-5885	Computer Equipment	INV# F319958	1,420.00			
10-0-5885	Computer Equipment	INV# D962766	2,310.00			
VILLAGE OF NORTHFIELD				16551	06/16/21	<u>5,340.21</u>
70-2-5159	Northfield Lease	INV# 0621LIB - 6/2021	5,340.21			
QUILL CORPORATION				16552	06/16/21	<u>18.45</u>
10-0-5121	Office Supplies	INV# 17177910	18.45			
DEMCO				16553	06/16/21	<u>96.46</u>
10-0-5120	Library Supplies	INV# 6961366	54.52			
10-0-5308	Summer Reading	INV# 6963539	41.94			
ANTHONY SCOPELLITI LANDSCAPING, INC.				16554	06/16/21	<u>1,050.00</u>
70-0-5750	Landscaping	INV# 23193	1,050.00			
Warehouse Direct				16555	06/16/21	<u>460.80</u>
70-0-5725	Janitorial Supplies	INV# 4974022-0	460.80			
ALARM DETECTION SYSTEMS, INC.				16556	06/16/21	<u>739.35</u>
70-0-5758	Alarms	INV# 57525-1096	739.35			
Midwest Tape				16557	06/16/21	<u>1,344.49</u>
10-1-5443	DVDs-Juv-Winnetka	Midwest Tape	11.24			
10-1-5443	DVDs-Juv-Winnetka	Midwest Tape	52.48			
10-1-5443	DVDs-Juv-Winnetka	Midwest Tape	20.24			
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	17.50			
10-0-5120	Library Supplies	Midwest Tape	39.80			
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	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	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	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	5.00			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-2-5443	DVDs-Juv-Northfield	Midwest Tape	20.24			
10-2-5443	DVDs-Juv-Northfield	Midwest Tape	14.99			
10-2-5443	DVDs-Juv-Northfield	Midwest Tape	52.47			



# Winnetka-Northfield Public Library District

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	11.24			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	12.73			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	20.24			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	48.73			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	19.49			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	281.11			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	168.68			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	63.71			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	73.46			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	16.49			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	56.22			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	19.49			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	21.59			
10-1-5344	Audio Books-Adult-Winnetka	Midwest Tape	154.96			
10-2-5344	Audio Books-Adult-Northfield	Midwest Tape	44.99			
Baker & Taylor				16558	06/16/21	<u>4,639.07</u>
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	101.90			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	68.20			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	83.70			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	44.35			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	354.74			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	13.72			
10-1-5441	Books-Non-Fiction, Easy, & JH-Winnetka	Baker & Taylor	14.12			
10-0-5120	Library Supplies	Baker & Taylor	14.96			
10-0-5120	Library Supplies	Baker & Taylor	17.76			
10-0-5120	Library Supplies	Baker & Taylor	28.36			
10-0-5120	Library Supplies	Baker & Taylor	14.92			
10-0-5120	Library Supplies	Baker & Taylor	16.63			
10-0-5120	Library Supplies	Baker & Taylor	37.42			
10-0-5120	Library Supplies	Baker & Taylor	3.14			
10-0-5120	Library Supplies	Baker & Taylor	2.11			
10-0-5120	Library Supplies	Baker & Taylor	5.89			
10-0-5120	Library Supplies	Baker & Taylor	23.47			
10-0-5120	Library Supplies	Baker & Taylor	7.43			
10-0-5120	Library Supplies	Baker & Taylor	23.34			
10-0-5120	Library Supplies	Baker & Taylor	32.48			
10-0-5120	Library Supplies	Baker & Taylor	1.04			
10-0-5120	Library Supplies	Baker & Taylor	2.11			
10-0-5120	Library Supplies	Baker & Taylor	4.68			
10-0-5120	Library Supplies	Baker & Taylor	1.82			
10-0-5120	Library Supplies	Baker & Taylor	2.09			
10-0-5120	Library Supplies	Baker & Taylor	19.48			
10-0-5120	Library Supplies	Baker & Taylor	24.87			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	218.91			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	255.51			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	48.02			

# Winnetka-Northfield Public Library District

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All Bank Accounts

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	174.96			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	168.46			
10-1-5447	Books-Easy-Winnetka	Baker & Taylor	95.46			
10-1-5447	Books-Easy-Winnetka	Baker & Taylor	11.98			
10-1-5447	Books-Easy-Winnetka	Baker & Taylor	32.16			
10-1-5447	Books-Easy-Winnetka	Baker & Taylor	23.65			
10-1-5447	Books-Easy-Winnetka	Baker & Taylor	64.87			
10-1-5447	Books-Easy-Winnetka	Baker & Taylor	26.30			
10-1-5447	Books-Easy-Winnetka	Baker & Taylor	13.49			
10-1-5447	Books-Easy-Winnetka	Baker & Taylor	10.16			
10-1-5447	Books-Easy-Winnetka	Baker & Taylor	65.95			
10-1-5447	Books-Easy-Winnetka	Baker & Taylor	10.73			
10-1-5447	Books-Easy-Winnetka	Baker & Taylor	28.48			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	76.84			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	55.83			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	92.02			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	83.86			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	81.15			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Baker & Taylor	382.95			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Baker & Taylor	697.15			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Baker & Taylor	378.14			
10-2-5341	Books-Non-Fiction-Adult-Northfield	Baker & Taylor	59.31			
10-2-5341	Books-Non-Fiction-Adult-Northfield	Baker & Taylor	24.70			
10-2-5341	Books-Non-Fiction-Adult-Northfield	Baker & Taylor	73.74			
10-2-5341	Books-Non-Fiction-Adult-Northfield	Baker & Taylor	76.58			
10-2-5447	Books-Easy-Northfield	Baker & Taylor	26.23			
10-2-5447	Books-Easy-Northfield	Baker & Taylor	10.73			
10-2-5447	Books-Easy-Northfield	Baker & Taylor	13.49			
10-2-5447	Books-Easy-Northfield	Baker & Taylor	10.16			
10-2-5447	Books-Easy-Northfield	Baker & Taylor	14.08			
10-2-5447	Books-Easy-Northfield	Baker & Taylor	47.25			
10-1-5448	Books-Jr. High-Winnetka	Baker & Taylor	11.89			
10-1-5448	Books-Jr. High-Winnetka	Baker & Taylor	145.49			
10-1-5448	Books-Jr. High-Winnetka	Baker & Taylor	7.73			
10-2-5448	Books-Jr. High-Northfield	Baker & Taylor	44.04			
10-2-5448	Books-Jr. High-Northfield	Baker & Taylor	11.89			
Midwest Tape				16559	06/16/21	<u>1,389.42</u>
10-1-5443	DVDs-Juv-Winnetka	Midwest Tape	12.74			
10-1-5443	DVDs-Juv-Winnetka	Midwest Tape	40.47			
10-0-5120	Library Supplies	Midwest Tape	12.50			
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			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	7.50			

# Winnetka-Northfield Public Library District

## Check Register

All Bank Accounts

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	9.90			
10-0-5120	Library Supplies	Midwest Tape	15.00			
10-0-5120	Library Supplies	Midwest Tape	35.00			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	15.00			
10-2-5443	DVDs-Juv-Northfield	Midwest Tape	12.74			
10-2-5443	DVDs-Juv-Northfield	Midwest Tape	62.95			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	11.24			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	7.49			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	35.22			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	14.99			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	115.44			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	14.99			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	53.97			
10-1-5344	Audio Books-Adult-Winnetka	Midwest Tape	559.86			
10-1-5344	Audio Books-Adult-Winnetka	Midwest Tape	44.99			
10-1-5344	Audio Books-Adult-Winnetka	Midwest Tape	34.99			
10-2-5344	Audio Books-Adult-Northfield	Midwest Tape	244.94			
Baker & Taylor				16560	06/16/21	<u>4,907.66</u>
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	160.70			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	81.63			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	9.60			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	35.84			
10-1-5441	Books-Non-Fiction, Easy, & JH-Winnetka	Baker & Taylor	483.29			
10-1-5441	Books-Non-Fiction, Easy, & JH-Winnetka	Baker & Taylor	256.66			
10-1-5441	Books-Non-Fiction, Easy, & JH-Winnetka	Baker & Taylor	658.25			
10-2-5441	Books-Non-Fiction, Easy, & JH-Northfield	Baker & Taylor	271.38			
10-2-5441	Books-Non-Fiction, Easy, & JH-Northfield	Baker & Taylor	47.37			
10-2-5441	Books-Non-Fiction, Easy, & JH-Northfield	Baker & Taylor	55.46			
10-0-5120	Library Supplies	Baker & Taylor	17.97			
10-0-5120	Library Supplies	Baker & Taylor	26.83			
10-0-5120	Library Supplies	Baker & Taylor	27.44			
10-0-5120	Library Supplies	Baker & Taylor	14.15			
10-0-5120	Library Supplies	Baker & Taylor	20.38			
10-0-5120	Library Supplies	Baker & Taylor	26.07			
10-0-5120	Library Supplies	Baker & Taylor	22.84			
10-0-5120	Library Supplies	Baker & Taylor	6.53			
10-0-5120	Library Supplies	Baker & Taylor	25.94			
10-0-5120	Library Supplies	Baker & Taylor	38.05			
10-0-5120	Library Supplies	Baker & Taylor	13.94			

# Winnetka-Northfield Public Library District

## Check Register

All Bank Accounts

June 1, 2021 - June 30, 2021

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	295.69			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	261.02			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	207.90			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	154.03			
10-1-5447	Books-Easy-Winnetka	Baker & Taylor	13.49			
10-1-5447	Books-Easy-Winnetka	Baker & Taylor	72.49			
10-1-5447	Books-Easy-Winnetka	Baker & Taylor	154.77			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	65.90			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	155.62			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	107.23			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	105.48			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Baker & Taylor	454.00			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Baker & Taylor	218.50			
10-2-5341	Books-Non-Fiction-Adult-Northfield	Baker & Taylor	51.12			
10-2-5341	Books-Non-Fiction-Adult-Northfield	Baker & Taylor	126.82			
10-2-5447	Books-Easy-Northfield	Baker & Taylor	57.49			
10-1-5448	Books-Jr. High-Winnetka	Baker & Taylor	47.52			
10-1-5448	Books-Jr. High-Winnetka	Baker & Taylor	58.27			
Robbins Schwartz				16561	06/30/21	<u>2,136.25</u>
10-0-5736	Legal	INV# 888508 - 888513	2,136.25			
HR Source				16562	06/30/21	<u>150.00</u>
10-0-5745	HR Consultant	INV# 13997	150.00			
BIBLIOTHECA, LLC				16563	06/30/21	<u>1,336.72</u>
10-1-5345	Books-Digital-Winnetka	INV# INV-US44436	1,238.72			
10-1-5345	Books-Digital-Winnetka	INV# INV-US44434	48.00			
10-1-5345	Books-Digital-Winnetka	INV# INV-US44435	50.00			
VILLAGE OF WINNETKA				16564	06/30/21	<u>22,193.55</u>
10-0-5111	Health Insurance	INV# 2021-000000006	22,193.55			
QUILL CORPORATION				16565	06/30/21	<u>53.35</u>
10-0-5120	Library Supplies	INV# 17397672	13.72			
10-0-5120	Library Supplies	INV# 17351083	6.06			
10-0-5120	Library Supplies	INV# 17517490	19.99			
10-0-5122	Breakroom Supplies	INV# 17517995	13.58			
DE LAGE LANDEN FINANCIALSVCS.				16566	06/30/21	<u>1,868.47</u>
70-0-5746	Photocopier Leases	INV# 72838897	1,868.47			
COOPERATIVE COMPUTER SERVICES				16567	06/30/21	<u>1,953.00</u>
10-0-5134	Software	INV# 1850	1,953.00			
NCPERS GROUP LIFE INS.				16568	06/30/21	<u>16.00</u>
10-0-5111	Health Insurance	INV# 5130072021	16.00			

# Winnetka-Northfield Public Library District

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
DEMCO				16569	06/30/21	<u>553.69</u>
10-0-5120	Library Supplies	INV# 6969493	35.51			
10-0-5884	Equipment/Furniture	INV# 6966332	518.18			
City Wide of Chicago				16570	06/30/21	<u>272.32</u>
70-0-5725	Janitorial Supplies	INV# 72025000021	119.19			
70-0-5725	Janitorial Supplies	INV# 72025000025	21.94			
70-0-5725	Janitorial Supplies	INV# 72025000023	30.70			
70-0-5725	Janitorial Supplies	INV# 72025000022	38.93			
70-0-5725	Janitorial Supplies	INV# 72025000024	61.56			
DELTA DENTAL PLAN OF ILLINOIS				16571	06/30/21	<u>1,364.48</u>
10-0-5111	Health Insurance	INV# 1462972	1,364.48			
NEWEGG BUSINESS, INC.				16572	06/30/21	<u>180.74</u>
10-0-5136	Hardware	INV# 1303363183	20.72			
10-0-5136	Hardware	INV# 1303362618	37.97			
10-0-5136	Hardware	INV# 1303363182	122.05			
Batteries Plus LLC				16573	06/30/21	<u>59.97</u>
70-0-5725	Janitorial Supplies	INV# P40983842	45.36			
70-0-5725	Janitorial Supplies	INV# P40839684	14.61			
VILLAGE OF NORTHFIELD				16574	06/30/21	<u>266.64</u>
10-2-5172	Water - Northfield	ACCT # 190100013000	266.64			
Midwest Tape				16575	06/30/21	<u>1,321.50</u>
10-1-5443	DVDs-Juv-Winnetka	Midwest Tape	18.74			
10-1-5443	DVDs-Juv-Winnetka	Midwest Tape	22.48			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	7.50			
10-0-5120	Library Supplies	Midwest Tape	5.00			
10-0-5120	Library Supplies	Midwest Tape	5.00			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	10.00			
10-0-5120	Library Supplies	Midwest Tape	7.50			
10-0-5120	Library Supplies	Midwest Tape	10.00			
10-0-5120	Library Supplies	Midwest Tape	30.00			
10-0-5120	Library Supplies	Midwest Tape	5.00			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	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	5.00			
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			
10-2-5443	DVDs-Juv-Northfield	Midwest Tape	11.24			
10-2-5443	DVDs-Juv-Northfield	Midwest Tape	26.99			
10-2-5443	DVDs-Juv-Northfield	Midwest Tape	21.74			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	20.24			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	11.24			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	9.73			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	165.94			

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	91.46			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	22.49			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	89.96			
10-1-5344	Audio Books-Adult-Winnetka	Midwest Tape	119.97			
10-1-5344	Audio Books-Adult-Winnetka	Midwest Tape	79.98			
10-1-5344	Audio Books-Adult-Winnetka	Midwest Tape	183.97			
10-1-5344	Audio Books-Adult-Winnetka	Midwest Tape	39.99			
10-1-5344	Audio Books-Adult-Winnetka	Midwest Tape	67.99			
10-2-5344	Audio Books-Adult-Northfield	Midwest Tape	39.99			
10-2-5344	Audio Books-Adult-Northfield	Midwest Tape	74.98			
10-2-5344	Audio Books-Adult-Northfield	Midwest Tape	84.98			
Baker & Taylor				16576	06/30/21	<u>245.29</u>
10-0-5120	Library Supplies	Baker & Taylor	11.52			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	169.96			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	63.81			
Midwest Tape				16577	06/30/21	<u>1,567.28</u>
10-0-5120	Library Supplies	Midwest Tape	10.00			
10-0-5120	Library Supplies	Midwest Tape	27.50			
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	20.00			
10-0-5120	Library Supplies	Midwest Tape	7.50			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	27.50			
10-0-5120	Library Supplies	Midwest Tape	5.00			
10-0-5120	Library Supplies	Midwest Tape	7.50			
10-0-5120	Library Supplies	Midwest Tape	10.00			
10-0-5120	Library Supplies	Midwest Tape	7.50			
10-1-5444	Audio Books-Juv-Winnetka	Midwest Tape	71.99			
10-1-5444	Audio Books-Juv-Winnetka	Midwest Tape	195.96			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	180.65			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	171.69			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	23.99			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	65.97			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	119.18			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	59.98			
10-1-5344	Audio Books-Adult-Winnetka	Midwest Tape	95.97			
10-1-5344	Audio Books-Adult-Winnetka	Midwest Tape	123.98			
10-1-5344	Audio Books-Adult-Winnetka	Midwest Tape	104.97			
10-1-5344	Audio Books-Adult-Winnetka	Midwest Tape	67.99			
10-2-5344	Audio Books-Adult-Northfield	Midwest Tape	144.96			

# Winnetka-Northfield Public Library District

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Baker & Taylor				16578	06/30/21	<u>6,453.15</u>
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	81.65			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	80.57			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	43.21			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	49.65			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	19.18			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	25.07			
10-1-5441	Books-Non-Fiction, Easy, & JH-Winnetka	Baker & Taylor	10.12			
10-0-5120	Library Supplies	Baker & Taylor	17.29			
10-0-5120	Library Supplies	Baker & Taylor	24.68			
10-0-5120	Library Supplies	Baker & Taylor	7.96			
10-0-5120	Library Supplies	Baker & Taylor	27.00			
10-0-5120	Library Supplies	Baker & Taylor	13.58			
10-0-5120	Library Supplies	Baker & Taylor	17.29			
10-0-5120	Library Supplies	Baker & Taylor	20.24			
10-0-5120	Library Supplies	Baker & Taylor	27.75			
10-0-5120	Library Supplies	Baker & Taylor	1.51			
10-0-5120	Library Supplies	Baker & Taylor	3.64			
10-0-5120	Library Supplies	Baker & Taylor	30.52			
10-0-5120	Library Supplies	Baker & Taylor	67.25			
10-0-5120	Library Supplies	Baker & Taylor	13.70			
10-0-5120	Library Supplies	Baker & Taylor	30.16			
10-0-5120	Library Supplies	Baker & Taylor	25.54			
10-0-5120	Library Supplies	Baker & Taylor	2.12			
10-0-5120	Library Supplies	Baker & Taylor	1.06			
10-0-5120	Library Supplies	Baker & Taylor	4.24			
10-0-5120	Library Supplies	Baker & Taylor	2.08			
10-0-5120	Library Supplies	Baker & Taylor	3.02			
10-0-5120	Library Supplies	Baker & Taylor	11.04			
10-0-5120	Library Supplies	Baker & Taylor	2.12			
10-0-5120	Library Supplies	Baker & Taylor	2.11			
10-0-5120	Library Supplies	Baker & Taylor	21.68			
10-0-5120	Library Supplies	Baker & Taylor	1.48			
10-0-5120	Library Supplies	Baker & Taylor	2.12			
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	4.23			
10-0-5120	Library Supplies	Baker & Taylor	4.24			
10-0-5120	Library Supplies	Baker & Taylor	1.04			
10-0-5120	Library Supplies	Baker & Taylor	1.49			
10-0-5120	Library Supplies	Baker & Taylor	1.06			
10-0-5120	Library Supplies	Baker & Taylor	1.07			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	352.73			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	56.40			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	229.85			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	251.14			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	165.42			

# Winnetka-Northfield Public Library District

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	134.07			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	15.82			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	742.12			
10-1-5447	Books-Easy-Winnetka	Baker & Taylor	47.68			
10-1-5447	Books-Easy-Winnetka	Baker & Taylor	14.24			
10-1-5447	Books-Easy-Winnetka	Baker & Taylor	27.73			
10-1-5447	Books-Easy-Winnetka	Baker & Taylor	26.23			
10-1-5447	Books-Easy-Winnetka	Baker & Taylor	20.28			
10-1-5447	Books-Easy-Winnetka	Baker & Taylor	27.73			
10-1-5447	Books-Easy-Winnetka	Baker & Taylor	81.69			
10-1-5447	Books-Easy-Winnetka	Baker & Taylor	13.49			
10-1-5447	Books-Easy-Winnetka	Baker & Taylor	14.24			
10-1-5447	Books-Easy-Winnetka	Baker & Taylor	16.68			
10-1-5447	Books-Easy-Winnetka	Baker & Taylor	10.14			
10-1-5447	Books-Easy-Winnetka	Baker & Taylor	14.24			
10-1-5447	Books-Easy-Winnetka	Baker & Taylor	39.72			
10-1-5447	Books-Easy-Winnetka	Baker & Taylor	14.24			
10-1-5447	Books-Easy-Winnetka	Baker & Taylor	40.47			
10-1-5447	Books-Easy-Winnetka	Baker & Taylor	9.01			
10-1-5447	Books-Easy-Winnetka	Baker & Taylor	41.22			
10-1-5447	Books-Easy-Winnetka	Baker & Taylor	16.14			
10-1-5447	Books-Easy-Winnetka	Baker & Taylor	13.49			
10-1-5447	Books-Easy-Winnetka	Baker & Taylor	40.47			
10-1-5447	Books-Easy-Winnetka	Baker & Taylor	46.80			
10-1-5447	Books-Easy-Winnetka	Baker & Taylor	27.73			
10-1-5447	Books-Easy-Winnetka	Baker & Taylor	13.49			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	92.06			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	60.42			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	15.81			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	280.83			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	84.38			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	107.96			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	70.57			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Baker & Taylor	486.99			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Baker & Taylor	273.41			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Baker & Taylor	364.31			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Baker & Taylor	376.77			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Baker & Taylor	15.23			
10-2-5341	Books-Non-Fiction-Adult-Northfield	Baker & Taylor	119.77			
10-2-5341	Books-Non-Fiction-Adult-Northfield	Baker & Taylor	63.28			
10-2-5447	Books-Easy-Northfield	Baker & Taylor	14.24			
10-2-5447	Books-Easy-Northfield	Baker & Taylor	2.97			
10-2-5447	Books-Easy-Northfield	Baker & Taylor	14.24			
10-2-5447	Books-Easy-Northfield	Baker & Taylor	14.24			



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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-2-5447	Books-Easy-Northfield	Baker & Taylor	14.24			
10-2-5447	Books-Easy-Northfield	Baker & Taylor	10.14			
10-2-5447	Books-Easy-Northfield	Baker & Taylor	68.20			
10-2-5447	Books-Easy-Northfield	Baker & Taylor	13.49			
10-2-5447	Books-Easy-Northfield	Baker & Taylor	26.23			
10-2-5447	Books-Easy-Northfield	Baker & Taylor	27.73			
10-2-5447	Books-Easy-Northfield	Baker & Taylor	17.95			
10-2-5447	Books-Easy-Northfield	Baker & Taylor	14.24			
10-2-5447	Books-Easy-Northfield	Baker & Taylor	13.49			
10-2-5447	Books-Easy-Northfield	Baker & Taylor	27.73			
10-2-5447	Books-Easy-Northfield	Baker & Taylor	8.91			
10-1-5448	Books-Jr. High-Winnetka	Baker & Taylor	369.65			
10-1-5448	Books-Jr. High-Winnetka	Baker & Taylor	58.86			
10-2-5448	Books-Jr. High-Northfield	Baker & Taylor	27.35			
10-2-5448	Books-Jr. High-Northfield	Baker & Taylor	11.29			
10-2-5448	Books-Jr. High-Northfield	Baker & Taylor	12.42			
Midwest Tape				16579	06/30/21	<u>85.96</u>
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			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	15.99			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	21.99			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	21.99			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	15.99			
Baker & Taylor				16580	06/30/21	<u>1,156.28</u>
10-1-5441	Books-Non-Fiction, Easy, & JH-Winnetka	Baker & Taylor	279.93			
10-2-5441	Books-Non-Fiction, Easy, & JH-Northfield	Baker & Taylor	164.13			
10-0-5120	Library Supplies	Baker & Taylor	15.20			
10-0-5120	Library Supplies	Baker & Taylor	17.36			
10-0-5120	Library Supplies	Baker & Taylor	7.17			
10-0-5120	Library Supplies	Baker & Taylor	15.61			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	244.71			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	213.96			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	78.49			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	30.48			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Baker & Taylor	13.56			
10-1-5448	Books-Jr. High-Winnetka	Baker & Taylor	10.70			
10-1-5448	Books-Jr. High-Winnetka	Baker & Taylor	54.82			
10-2-5448	Books-Jr. High-Northfield	Baker & Taylor	10.16			
COMED				16603	06/01/21	<u>504.45</u>
10-2-5171	Electricity - Northfield	COMED	504.45			
NORTH SHORE GAS				16604	06/02/21	<u>692.04</u>
10-1-5174	Natural Gas - Winnetka	NORTH SHORE GAS	692.04			
CALL ONE				16605	06/03/21	<u>54.18</u>
10-1-5175	Telephone - Winnetka	CALL ONE	54.18			

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
COMCAST 10-0-5176	Internet Services	COMCAST	69.95	16606	06/04/21	<u>69.95</u>
COMCAST 10-0-5176	Internet Services	COMCAST	294.95	16607	06/11/21	<u>294.95</u>
NICOR 10-2-5174	Natural Gas - Northfield	NICOR	171.09	16608	06/11/21	<u>171.09</u>
PITNEY BOWES 10-0-5123	Postage	PITNEY BOWES	100.00	16609	06/11/21	<u>100.00</u>
NATIONWIDE RETIREMENT SOLUTIONS 10-0-2040	457 withholding	NATIONWIDE RETIREMENT SOLUTIONS	1,375.00	16610	06/11/21	<u>1,375.00</u>
NATIONWIDE RETIREMENT SOLUTIONS 10-0-2040	457 withholding	NATIONWIDE RETIREMENT SOLUTIONS	1,375.00	16611	06/25/21	<u>1,375.00</u>
VILLAGE OF WINNETKA 10-1-5171	Electricity - Winnetka	VILLAGE OF WINNETKA	58.00	16612	06/30/21	<u>2,864.93</u>
10-1-5171	Electricity - Winnetka	VILLAGE OF WINNETKA	2,303.47			
10-1-5171	Electricity - Winnetka	VILLAGE OF WINNETKA	157.68			
10-1-5171	Electricity - Winnetka	VILLAGE OF WINNETKA	56.06			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	42.50			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	21.55			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	72.00			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	18.51			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	2.00			
10-1-5173	Storm Sewer - Winnetka	VILLAGE OF WINNETKA	133.16			
First Bankcard 10-0-5907	Programming - Youth	Garrity - Amazon - program materials	64.53	16613	06/30/21	<u>11,389.35</u>
10-0-5907	Programming - Youth	Garrity - Amazon - storytime materials	90.95			
10-0-5907	Programming - Youth	Garrity - Amazon - program materials	60.19			
10-0-5907	Programming - Youth	Garrity - Amazon - program materials	13.38			
10-0-5907	Programming - Youth	Garrity - Amazon - program materials	50.54			
10-0-5907	Programming - Youth	Garrity - Amazon - program materials	55.98			
10-0-5907	Programming - Youth	Garrity - Amazon - program materials	55.98			
10-0-5907	Programming - Youth	Garrity - Amazon - program materials	387.62			
10-0-5907	Programming - Youth	Garrity - Amazon - program materials	37.57			
10-0-5907	Programming - Youth	Garrity - Amazon - program materials	12.16			
10-0-5907	Programming - Youth	Garrity - OTC - program materials	27.98			
10-0-5907	Programming - Youth	Garrity - Amazon - storytime materials	113.88			
10-0-5907	Programming - Youth	Garrity - Amazon - storytime materials	14.99			
10-0-5907	Programming - Youth	Garrity - Amazon - program materials	24.97			
10-0-5907	Programming - Youth	Garrity - Amazon - program materials	9.98			
10-0-5907	Programming - Youth	Morgan - Amazon - supplies for youth programming	6.05			
10-0-5908	Programming - Adult	Mall - Amazon - program supplies	11.76			
10-0-5908	Programming - Adult	Mall - Amazon - program supplies	164.75			
10-0-5908	Programming - Adult	Mall - Amazon - program supplies	14.99			
10-0-5908	Programming - Adult	Mall - Amazon - program supplies	10.99			

# Winnetka-Northfield Public Library District

## Check Register

All Bank Accounts

June 1, 2021 - June 30, 2021

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-2-5440	Books-Fiction-Juv-Northfield	Morgan - Amazon - materials	80.13			
10-2-5440	Books-Fiction-Juv-Northfield	Morgan - Amazon - materials	42.77			
10-2-5440	Books-Fiction-Juv-Northfield	Morgan - Amazon - air conditioner	4.99			
10-2-5440	Books-Fiction-Juv-Northfield	Morgan - Amazon - materials	31.48			
10-1-5441	Books-Non-Fiction, Easy, & JH-Winnetka	Garrity - Amazon - storytime book collection	120.84			
10-1-5441	Books-Non-Fiction, Easy, & JH-Winnetka	Garrity - Amazon - storytime book collection	22.99			
10-2-5441	Books-Non-Fiction, Easy, & JH-Northfield	Morgan - Amazon - materials	9.89			
10-0-5910	Studio Maintenance/Repair	Kline - Prusa - 3D printer pads	49.94			
10-1-5340	Books-Fiction-Adult-Winnetka	Mall - Amazon - materials	123.00			
10-1-5340	Books-Fiction-Adult-Winnetka	Mall - Amazon - materials	411.90			
10-1-5340	Books-Fiction-Adult-Winnetka	Morgan - Amazon - materials	16.48			
10-1-5446	Juvenile Non-Fiction	Garrity - Amazon - STEAM kit replacement	8.50			
10-1-5446	Juvenile Non-Fiction	Garrity - Amazon - STEAM kit replacement	24.20			
10-1-5446	Juvenile Non-Fiction	Garrity - Amazon- STEAM Kit replacement	17.99			
10-1-5446	Juvenile Non-Fiction	Garrity - UnitedScope - STEAM kit replacement	21.24			
70-0-5750	Landscaping	Mall - Amazon - earth box supplies	14.75			
10-2-5340	Books-Fiction-Adult-Northfield	Morgan - Amazon - materials	54.12			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Mall - Amazon - materials	9.63			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Mall - Amazon - materials	59.11			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Mall - Amazon - materials	854.89			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Mall - Amazon - materials	21.99			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Mall - Amazon - materials	25.99			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Mall - Amazon - materials	101.00			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Mall - Amazon - materials	17.61			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Mall - Amazon - materials	212.79			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Kline - Amazon - book from ALA publisher	74.99			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Kline - Amazon - book for staff	41.70			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Mall - Amazon - materials	180.79			
10-0-5120	Library Supplies	Morgan - Amazon - air conditioner	57.99			
10-0-5120	Library Supplies	Morgan - Amazon - credit	-1.51			
10-0-5120	Library Supplies	Garrity - Amazon - stickers for youth services desk	8.99			
10-0-5120	Library Supplies	Dombrowski - Amazon - chalkboard	46.38			
10-0-5120	Library Supplies	Dombrowski - Amazon - batteries	22.20			
10-0-5120	Library Supplies	Dombrowski - Amazon - batteries	22.20			
10-1-5342	Periodicals-Winnetka	Mall - Crain's - materials	11.70			
10-1-5448	Books-Jr. High-Winnetka	Morgan - Amazon - materials	8.23			

# Winnetka-Northfield Public Library District

## Check Register

All Bank Accounts

June 1, 2021 - June 30, 2021

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-1-5448	Books-Jr. High-Winnetka	Morgan - Amazon - materials	26.88			
10-0-5121	Office Supplies	Dombrowski - Pitney Bowes - postage machine	104.96			
10-0-5123	Postage	Dombrowski - USPS - craft & give back postage	19.00			
10-0-5123	Postage	Swenson - USPS - postage to return keyboard covers	8.80			
10-0-5124	Hospitality	Dombrowski - ProFlowers - sympathy flowers	100.42			
10-0-5134	Software	Dombrowski - Zoom - library account	29.33			
10-0-5134	Software	Mall - Zoom - virtual event hosting	279.96			
10-0-5134	Software	Dombrowski - Zoom - library account	54.99			
10-0-5134	Software	Swenson - Adobe - Creative Cloud subscriptions	278.91			
10-0-5134	Software	Swenson - Techsoup - office for new public computers	390.00			
10-0-5136	Hardware	Swenson - Protect Covers - keyboard covers refund	-152.55			
10-1-5522	Studio General Supplies	Kline - Amazon - mats for silhouette cutter	19.78			
10-1-5522	Studio General Supplies	Kline - Amazon - sewing supplies	6.99			
10-1-5522	Studio General Supplies	Kline - Amazon - program supplies	47.89			
10-1-5522	Studio General Supplies	Kline - Amazon - thread for embroidery	14.60			
10-1-5522	Studio General Supplies	Kline - Amazon - ink for photo printer	79.98			
10-1-5522	Studio General Supplies	Kline - Amazon - program supplies	109.90			
10-1-5522	Studio General Supplies	Kline - Amazon - organizer for thread	16.99			
10-0-5114	Conferences	Garrity - ALA - conferences	237.00			
10-0-5177	Technology/Website	Swenson - Hover - domain name renewals	123.36			
10-0-5177	Technology/Website	Swenson - Linode - website hosting/backup	25.00			
10-0-5308	Summer Reading	Quish - Amazon - summer reading prizes	423.07			
10-0-5308	Summer Reading	Quish - Crate & Barrel - insulated wine glasses	49.45			
10-0-5308	Summer Reading	Quish - Grateful Bites - gift card	50.00			
10-0-5308	Summer Reading	Quish - Good Grapes - gift card	50.00			
10-0-5308	Summer Reading	Quish - Amazon - ballot boxes	65.98			
10-0-5308	Summer Reading	Quish - Backyard BBQ Store - summer reading prizes	184.99			
10-0-5308	Summer Reading	Garrity - ILA - summer reading shirts	141.90			
10-0-5308	Summer Reading	Garrity - Spikeball - summer reading prize	98.23			
10-0-5308	Summer Reading	Garrity - Apple - summer reading prize	100.00			
10-0-5308	Summer Reading	Garrity - Target - summer reading prize	318.74			
10-0-5308	Summer Reading	Garrity - Amazon - summer reading prize	647.54			
10-0-5308	Summer Reading	Garrity - Amazon - program materials	21.42			
10-0-5308	Summer Reading	Garrity - Amazon - summer reading prize	119.99			
10-0-5308	Summer Reading	Garrity - Taco Nano - summer reading prize	50.00			
10-0-5720	PR E-Marketing	Quish - Later - annual scheduling subscription	90.00			
10-0-5723	PR Supplies	Quish - EIG - yearly subscription	1,680.00			
10-0-5723	PR Supplies	Quish - Amazon - laminator	244.45			
10-0-5723	PR Supplies	Quish - Amazon - magnetic cart tape	10.97			
10-0-5723	PR Supplies	Quish - BreezyBadges - name badge supplies	211.50			

# Winnetka-Northfield Public Library District

## Check Register

All Bank Accounts

June 1, 2021 - June 30, 2021

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5723	PR Supplies	Quish - Issuu - yearly subscription	420.00			
10-0-5723	PR Supplies	Quish - Chicago Tribune - monthly subscription	7.96			
10-0-5723	PR Supplies	Mall - Amazon - staff recognition - Tyler	25.00			
10-0-5731	Memberships	Mall - ILA - professional membership dues	100.00			
10-0-5732	Staff Recognition/Events/Meetings	Dombrowski - Grateful Bites - pizza	125.35			
10-0-5732	Staff Recognition/Events/Meetings	Mall - Amazon - staff recognition - Lisa	50.00			
10-0-5732	Staff Recognition/Events/Meetings	Morgan - Stormy's - staff appreciation lunch	63.35			
10-0-5884	Equipment/Furniture	Dombrowski - Amazon - clock and lamp	39.98			
10-0-5884	Equipment/Furniture	Dombrowski - Amazon - cart for workroom	45.99			
10-0-5884	Equipment/Furniture	Dombrowski - Amazon - table for break room	35.99			
10-0-5884	Equipment/Furniture	Garrity - Amazon - new drawer units for youth desks	34.19			

**Check List Total**      295,784.03

## JUNE 2021 DIRECTOR'S REPORT

### Staff Updates

- Anniversaries: Amelia Kmiec (6/17, 2 years), Lisa Porter (6/24, 13 years), Michael Cianfrani (6/24, 8 years).

### General News

- We joined the local Overdrive consortium, more than quadrupling the number of books and audiobooks available to our patrons through Libby.
- We implemented EZproxy, a service that will allow us to more easily and accurately track database usage.
- New shelving was installed at both Winnetka (Youth Services) and Northfield (Youth & Adult).

### Finances

- We are at 103.96% of our expected operating revenues for the year.
- We are at 87.42% of our budgeted operating expenses for the year (goal is 100%).

### Programming

#### Youth

Category	21JUN	19JUN	Mo. % +/-	FY20-21 YTD	FY18-19 YTD	FY % +/-
Programs	59	54	9.26%	472	710	-33.52%
Attendees	618	1,187	-47.94%	4,933	13,552	-63.60%
Take & Make Craft Kits	106	-	100%	2,635	-	100%

#### Highlights

Pre-School Storytime	Librarian Amber led in-person storytimes with songs, dancing, and stories.
Craft & Give Back (Virtual)	Librarian Lindsay led attendees through designing custom thank-you notes for local non-profit organizations.
Sensory Saturdays at Home (Kits)	Librarian Lindsay provided sensory play activities in take-home kits to enrich at-home learning over the summer.

#### Adults

Category	21JUN	19JUN	Mo. % +/-	FY20-21 YTD	FY18-19 YTD	FY % +/-
Programs	20	34	-41.18%	217	392	-44.64%
Attendees	264	387	-31.78%	3,224	3,628	-11.14%

#### Highlights

The Art of Frida Kahlo & Diego Rivera	Art historian Jeff Mishur discussed the artists' paintings and how key moments in their lives were reflected in specific works.
A World of Chocolate Tasting	Local chocolatier Kim Hack discussed the environmental & production factors that contribute to the taste of chocolate as participants sampled.
Spy vs. Spy: Espionage in the Second World War	Author & Historian Robert Mueller reviewed some famous and obscure espionage efforts during World War II.

### Studio (Digital Services)

Category	21JUN	19JUN	Mo. % +/-	FY20-21 YTD	FY18-19 YTD	FY % +/-
Appointments	49	-	N/A	536	-	N/A
Programs	12	-	N/A	82	-	N/A
Attendees	112	-	N/A	1109	-	N/A

### Highlights

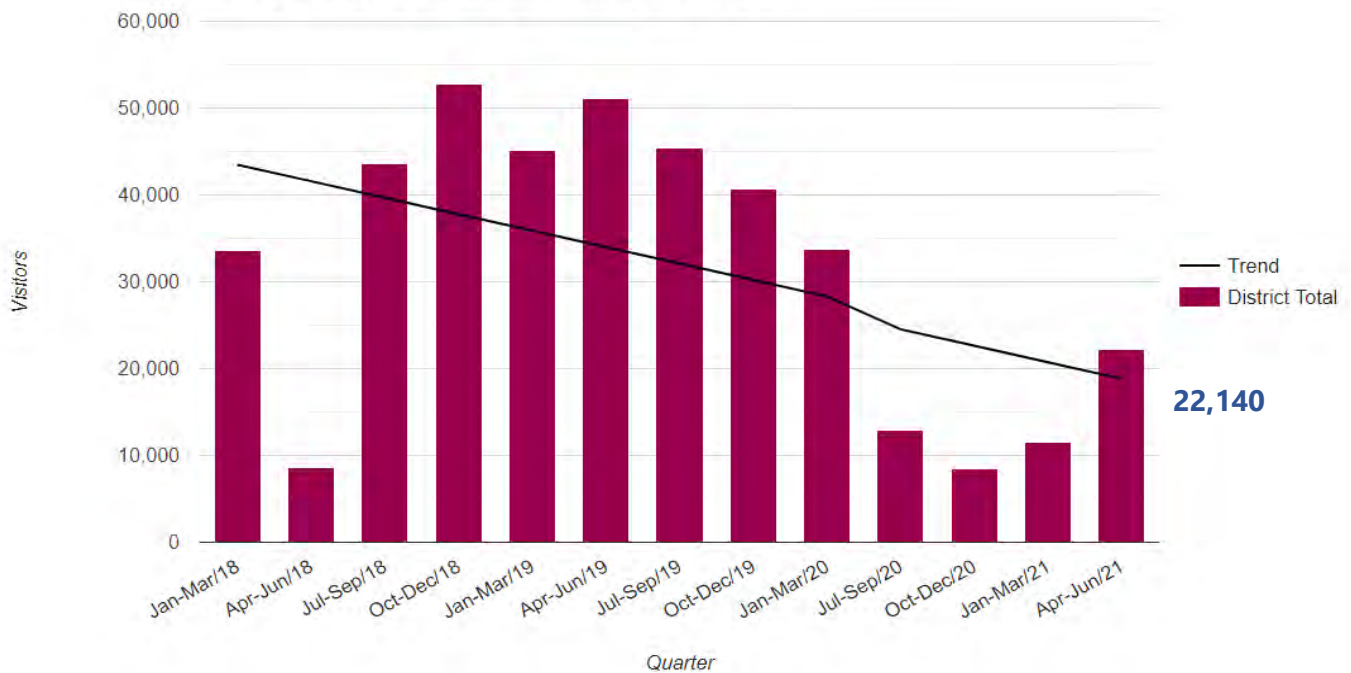
Personalized Father's Day Cards	Attendees learned how to use customize templates and add photos to make unique cards for the dads in their lives.
Engrave a Phrase	Attendees learned how to convert fonts into files for the laser cutter and make customized fridge magnets.

### Services

#### Visitors

Location	21JUN	19JUN	Mo. % +/-	FY20-21 YTD	FY18-19 YTD	FY % +/-
Winnetka	7,077	12,460	-43.20%	45,671	125,077	-63.49%
Northfield	2,683	7,162	-62.54%	9,461	67,576	-86.00%
<b>Total</b>	<b>9,760</b>	<b>19,622</b>	<b>-50.26%</b>	<b>55,132</b>	<b>192,653</b>	<b>-71.38%</b>

**Total District People Counter Tallies**



### Curbside Pick Ups

Location	21JUN	FY20-21 YTD
Winnetka	5	3,900
Northfield	4	1,649
<b>Total</b>	<b>9</b>	<b>7,800</b>

## Reference Questions

Category	21JUN	19JUN	Mo. % +/-	FY20-21 YTD	FY18-19 YTD	FY % +/-
Adult	1,838	2,269	-19.00%	14,071	25,881	-45.63%
Youth	817	963	-15.16%	4,785	8,736	-45.23%
Digital Services	86	505	-82.97%	636	5,105	-87.54%
<b>Total</b>	<b>2,741</b>	<b>3,737</b>	<b>-26.65%</b>	<b>19,492</b>	<b>39,722</b>	<b>-50.93%</b>

## Public Computer Usage

Location	21JUN	19JUN	Mo. % +/-	FY20-21 YTD	FY18-19 YTD	FY % +/-
Winnetka	405	943	-57.05%	3,115	3,663	-14.96%
Northfield	149	562	-73.49%	457	2,471	-81.09%
<b>Total</b>	<b>554</b>	<b>1,505</b>	<b>-63.19%</b>	<b>3,572</b>	<b>6,080</b>	<b>-41.25%</b>

## Website/App Usage

Activity	21JUN	19JUN	Mo. % +/-	FY20-21 YTD	FY18-19 YTD	FY % +/-
Website Visits	8,571	9,855	-13.03%	99,822	108,631	-8.11%
Active App Users	599	-	-	-	-	-

## Hotspot Usage

Location	21JUN	19JUN	Mo. % +/-	FY20-21 YTD	FY18-19 YTD	FY % +/-
Winnetka Sessions	13,600	35,958	-62.18%	90,029	135,624	-33.62%
Northfield Sessions	3,457	7,887	-56.17%	17,837	39,022	-54.29%
<b>Total Sessions</b>	<b>17,057</b>	<b>43,845</b>	<b>-61.10%</b>	<b>107,866</b>	<b>174,646</b>	<b>-38.24%</b>
Winnetka Bandwidth	175 GB	534 GB	-38.72%	834 GB	2,725 GB	-69.38%
Northfield Bandwidth	81 GB	199 GB	-59.40%	796 GB	1,165 GB	-31.65%
<b>Total Bandwidth</b>	<b>255 GB</b>	<b>733 GB</b>	<b>-65.15%</b>	<b>1,631 GB</b>	<b>3,890 GB</b>	<b>-58.08%</b>

## Email Reach/Cardholder Penetration

21JUN Subscribers	% Cardholders	Total Cardholders	Click Rate	Open Rate
10,033	82.14%	12,667	7%	31%

Note: Industry averages for not-for-profits = 2% Click Rate, 21% Open Rate

## Outreach/Partnerships

- Adult: Librarian Erin led book discussions for 15 members of the North Shores Senior Center.
- Youth: Librarians Lindsay and Amelia provided multiple in-person storytimes at Winnetka Park District's *Happiness Is...* summer camps for pre-school and kindergarten age children.

## Impact Stories

- Northfield Branch: Patrons compliment the new paint & carpet on a daily basis, remarking how open and inviting the Northfield branch feels. One patron said she had an emotional reaction to returning after eighteen months and was overjoyed to be back.
- Adult Services: Two separate families came to the library when their air conditioning went out at their homes. Feedback from a patron on the Organizing Your Financial Life program: *"Thank you very much for the program with Edward Gjertsen and for the follow-up PDF and YouTube links. Mr. Gjertsen gave*



*a really good presentation with a 'wealth' of information. Since there was so much to digest, it is quite helpful to have the recording so that we can zero in on the parts that are most pertinent to us."*

- Youth Services: Librarians Maddy, Amber, & Lindsay worked together to pull resources for a patron who is teaching English to a teenage refugee from another country. The librarians will continue to collaborate and provide literacy resources for the patron throughout the remainder of the summer.
- Digital Services: Two different Boy Scouts used the Studio equipment to create projects required to advance to the rank of Eagle Scout.

### **Professional Development**

- Several librarians and department managers attended sessions of the ALA Virtual Conference.

### **Collections**

#### **PHYSICAL**

##### **Adult- By Type**

<b>Material Type</b>	<b>21JUN</b>	<b>19JUN</b>	<b>Mo. % +/-</b>	<b>FY20-21 YTD</b>	<b>FY18-19 YTD</b>	<b>FY % +/-</b>
<b>Books</b>	8,499	10,863	<b>-21.76%</b>	76,090	126,480	<b>-39.84%</b>
<b>Book - Fiction</b>	4,714	5,838	<b>-19.25%</b>	42,124	68,440	<b>-38.45%</b>
<b>Book - Nonfiction</b>	3,785	5,025	<b>-24.68%</b>	33,966	58,040	<b>-41.48%</b>
<b>Audiobook - CD</b>	297	790	<b>-62.41%</b>	2,823	9,944	<b>-71.61%</b>
<b>Music CD</b>	55	94	<b>-41.49%</b>	1,221	1,773	<b>-31.13%</b>
<b>Playaway</b>	51	233	<b>-78.11%</b>	598	2,477	<b>-75.86%</b>
<b>DVD/Blu-Ray</b>	3,096	6,058	<b>-48.89%</b>	31,705	82,519	<b>-61.58%</b>
<b>Magazine</b>	231	174	<b>32.76%</b>	1,491	2,261	<b>-34.06%</b>
<b>Other</b>	2	7	<b>-71.43%</b>	87	94	<b>-7.45%</b>
<b>Non-CCS ILL</b>	43	20	<b>115%</b>	321	515	<b>-37.67%</b>
<b>Sent Out</b>	1,464	1,145	<b>27.86%</b>	14,178	13,179	<b>7.58%</b>
<b>Total</b>	<b>13,738</b>	<b>19,384</b>	<b>-29.13%</b>	<b>128,514</b>	<b>239,242</b>	<b>-46.28%</b>

##### **Youth- By Type**

<b>Material Type</b>	<b>21JUN</b>	<b>19JUN</b>	<b>Mo. % +/-</b>	<b>FY20-21 YTD</b>	<b>FY18-19 YTD</b>	<b>FY % +/-</b>
<b>Books</b>	15,261	16,086	<b>-5.13%</b>	113,613	159,642	<b>-28.83%</b>
<b>Book - Fiction</b>	13,456	13,841	<b>-2.78%</b>	98,346	135,070	<b>-27.19%</b>
<b>Book - Nonfiction</b>	1,805	2,245	<b>-19.60%</b>	15,267	24,572	<b>-37.87%</b>
<b>Audiobook - CD</b>	50	123	<b>-59.35%</b>	558	1,476	<b>-62.20%</b>
<b>Music CD</b>	47	66	<b>-28.79%</b>	350	1,376	<b>-74.56%</b>
<b>Playaway</b>	286	465	<b>-38.49%</b>	2,009	3,358	<b>-40.17%</b>
<b>DVD/Blu-Ray</b>	1,091	3,125	<b>-65.09%</b>	9,153	34,397	<b>-73.39%</b>
<b>Other</b>	25	12	<b>108.33%</b>	393	185	<b>112.43%</b>
<b>STEAM Kits</b>	32	17	<b>88.24%</b>	77	212	<b>-63.68%</b>
<b>Total</b>	<b>16,792</b>	<b>19,894</b>	<b>-15.59%</b>	<b>126,153</b>	<b>200,646</b>	<b>-37.13%</b>

### Adult- By Location

Location	21JUN	19JUN	Mo. % +/-	FY20-21 YTD	FY18-19 YTD	FY % +/-
Winnetka	10,189	12,754	-20.11%	105,249	157,380	-33.12%
Northfield	3,549	6,630	-46.47%	23,265	81,862	-71.58%

### Youth- By Location

Location	21JUN	19JUN	Mo. % +/-	FY20-21 YTD	FY18-19 YTD	FY % +/-
Winnetka	13,284	14,378	-7.61%	107,959	141,729	-23.83%
Northfield	3,508	5,516	-36.40%	18,194	58,917	-69.12%

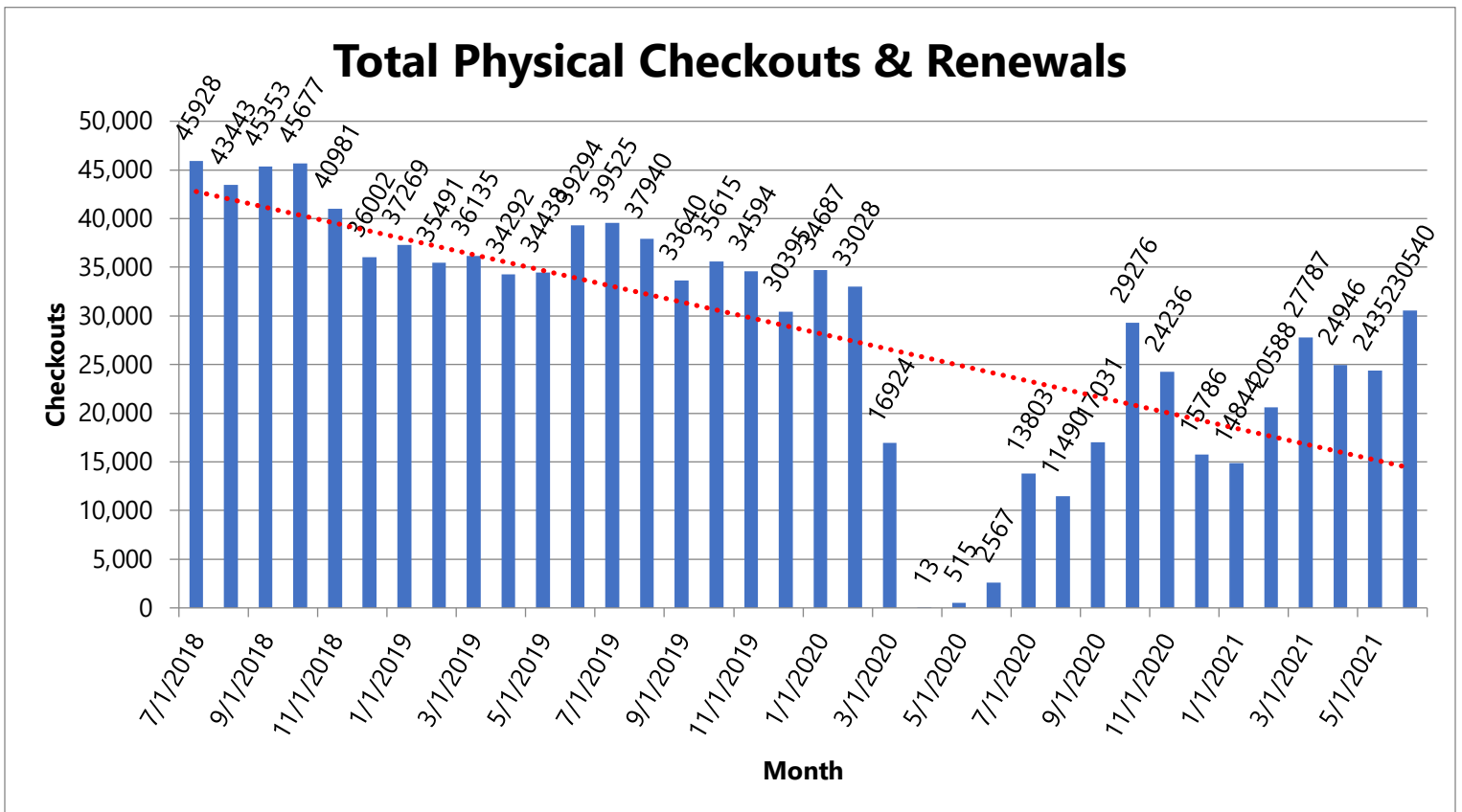
### MISCELLANEOUS LENDING

Lending Type	21JUN	19JUN	Mo. & +/-	FY20-21 YTD	FY18-19 YTD	FY % +/-
Kenilworth Patrons	1,178	1,270	-7.24%	13,286	15,205	-12.62%
Borrowed from Other Libraries	1,802	1598	12.77%	17,146	19,669	-12.83%

### TOTAL PHYSICAL CIRCS- DISTRICT

21JUN Physical Circulation	19JUN Physical Circulation	Net Change
30,530	39,278	-22.27%

FY20-21 YTD Physical Circulation	FY18-19 YTD Physical Circulation	Net Change
254,667	439,888	-42.11%



**Notes**

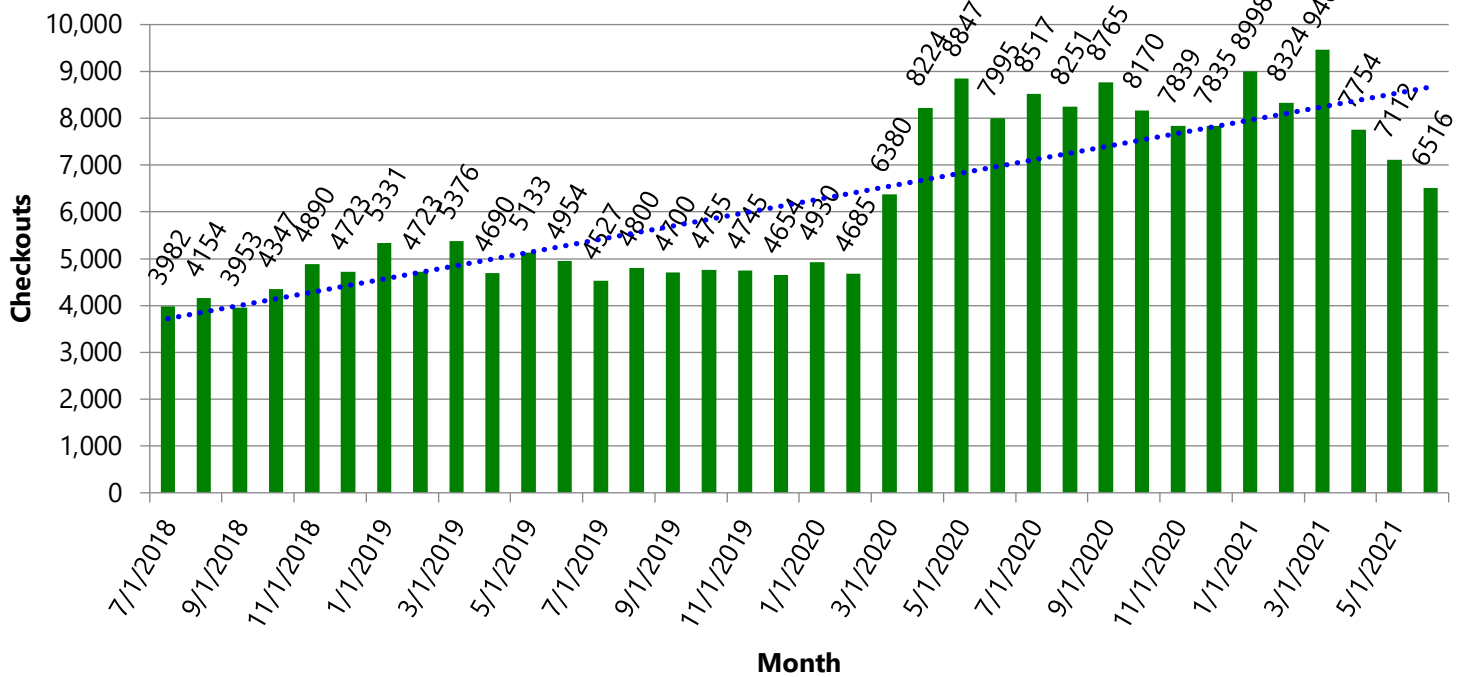
**Adult:** Adult circulation was higher in June than in any month since the pandemic began. Initial book circulation rebounded to 87% of our June 2019 number and audiobooks surpassed it at 102% of our June 2019 results. In addition, physical item circs were up 21% over May and Northfield’s physical item circs were up 38% following their recent refresh/reorganization.

**Youth:** Youth circulation surpassed 15,000 checkouts, a number we have not seen since June of 2019! 20% of those circs belonged to picture books, which alone boasted 3,160 checkouts.

**DIGITAL**

Material Type	21JUN	19JUN	Mo. % +/-	FY20-21 YTD	FY18-19 YTD	FY % +/-
eBooks	2,889	2,337	23.62%	41,286	26,539	55.57%
eAudiobooks	2,069	1,374	50.58%	23,261	14,681	58.44%
eMagazines	1,057	957	10.45%	25,072	12,128	106.73%
eVideos	454	220	106.36%	6,977	2,130	227.56%
eMusic	47	66	-28.79%	947	778	21.72%
<b>Total</b>	<b>6,516</b>	<b>4,954</b>	<b>31.53%</b>	<b>97,543</b>	<b>56,256</b>	<b>73.39%</b>

**Total Digital Checkouts & Renewals**



**TOTAL DISTRICT CIRCULATION**

21JUN District Circulation	19JUN District Circulation	Net Change
37,046	44,232	-16.25%

FY20-21 YTD District Circulation	FY18-19 YTD District Circulation	Net Change
352,210	496,144	-29.01%

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).

### 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.

Winnetka - Northfield Public Library District  
 Parking Lot & Sidewalks  
 Cost Projection



7/9/21

DRAFT

Items	Anticipated Cost
Grind / Resurface Parking Lot	\$ 32,517
Landscape Retaining Wall	\$ 60,720
Remove / Replace Sidewalks & Stairs	\$ 59,919
Snow Melt System in Sidewalks (hot water)	\$ 89,640
New Handrails	\$ 70,070
Landscape Repair Allowance	\$ 25,000
Landscape Lighting & Power Allowance	\$ -
Site Fixtures Allowance	\$ -
Subtotal	\$ 337,865
Design & Construction Contingency	\$ 46,519
Temporary Barriers / Protection	\$ 10,000
SMC Management & Supervision (Part Time)	\$ 27,360
SMC OH&P + Insurance (5% + .75%)	\$ 24,250
SMC Pre-Construction	\$ 18,164
Subtotal	\$ 464,159
Design Fee Allowance	
Permit Costs	\$ -
<b>Total Project Costs</b>	<b>\$ 464,159</b>

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

ORDINANCE NO. 2021-2022/1:

AN ORDINANCE DETERMINING TO LEVY AN ADDITIONAL  
TAX OF .02% FOR THE 2021-2022 FISCAL YEAR

WHEREAS, the Public Library District Act of 1991 (75 ILCS 16/35-5) authorizes the Board of Trustees to levy a special tax in addition to the annual public library district tax for the purchase of sites and buildings, the construction and equipment of buildings, the rental of buildings required for library purposes, and maintenance, repairs and alterations of library buildings and equipment; and

WHEREAS, the amount of said special tax is .02% of the value of all the taxable property in the District as equalized or assessed by the Department of Revenue; and

WHEREAS, the Board of Trustees deems it advisable and necessary to levy said special tax for the 2021-2022 fiscal year for the purposes herein before set forth.

NOW, THEREFORE, BE IT ORDAINED AND DETERMINED by the Board of Trustees of the Winnetka-Northfield Public Library District that for the purchase of sites and buildings, the construction and equipment of buildings, the rental of buildings required for library purposes, and maintenance, repairs and alterations of library buildings and equipment, a special tax of .02% of the value of all taxable property in the District, as equalized or assessed, shall be levied for the fiscal year 2021-2022.

FURTHER, a copy of this Ordinance shall be published in a newspaper of general circulation within the District within fifteen (15) days after the date of adoption of the Ordinance in the form provided by law.

FURTHER, this Ordinance shall be in full force and effect from and after its adoption as provided by law.

ADOPTED this 19th day of July 2021, pursuant to a roll call vote as follows:

AYES:

NAYS:

ABSENT OR NOT VOTING:



APPROVED:

---

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

ATTEST:

---

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

STATE OF ILLINOIS        )  
                                  ) SS  
COUNTY OF COOK        )

CERTIFICATION OF AUTHENTICITY

I, Thomas Sundell, hereby certify that I am the duly qualified and acting Secretary of the Board of Trustees of the Winnetka-Northfield Public Library District, Cook County, Illinois and as such I am the custodian and keeper of the records and files of said Library District.

I do further certify that the attached is a true and correct copy of an Ordinance adopted on the 19th day of July 2021, at a meeting of the Board of Trustees of the Winnetka-Northfield Public Library District. I further certify that the Ordinance will be published in a newspaper of general circulation within the District by the 31st day of July 2021.

IN WITNESS WHEREOF, I have hereunto affixed my official signature and corporate seal of the Winnetka-Northfield Public Library District, Cook County, Illinois, on this 19th day of July 2021.

\_\_\_\_\_  
Thomas Sundell, Secretary  
Board of Trustees  
Winnetka-Northfield Public Library District  
Cook County, IL

(SEAL)

PUBLIC NOTICE

PUBLIC NOTICE is hereby given that, by Ordinance adopted on the 19th day of July, 2021, the Board of Trustees of the Winnetka-Northfield Public Library District determined to levy an additional tax of .02% of the value of all the taxable property in the District, as equalized or assessed by the Department of Revenue, for the purchase of sites and buildings, the construction and equipment of buildings, the rental of buildings required for library purposes, and maintenance, repairs and alterations of library buildings and equipment, said tax levy to be effective for the 2021-2022 fiscal year. The text of said Ordinance is set forth below.

The question of levying a .02% tax shall be submitted to the electors of the District if a petition is filed with the Board signed by 1,452 registered voters in the District asking that the question of levying said .02% tax be submitted to the electors of the District. Said petition must be filed within thirty (30) days after publication of this Public Notice. The date of the prospective referendum is June 28, 2022.

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

(SEAL)

THE WINNETKA-NORTHFIELD PUBLIC LIBRARY DISTRICT  
RESOLUTION NO. 2021-2022/1

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 19<sup>th</sup> day of July, 2021.

Ayes: \_\_\_\_\_  
Nays: \_\_\_\_\_  
Absent: \_\_\_\_\_  
Abstaining: \_\_\_\_\_

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

August 19, 2019

September 4, 2019

September 16, 2019

October 21, 2019

December 16, 2019

THE WINNETKA-NORTHFIELD PUBLIC LIBRARY DISTRICT  
RESOLUTION NO. 2021-2022/2

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 19<sup>th</sup> day of July 2021.

Ayes: \_\_\_\_\_  
Nays: \_\_\_\_\_  
Absent: \_\_\_\_\_  
Abstaining: \_\_\_\_\_

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

August 19, 2019  
September 4, 2019  
September 16, 2019  
October 21, 2019  
December 16, 2019