

**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**

AGENDA

Monday, August 16, 2021

- I. Call to Order**
- II. Roll Call**
- III. Public Comments**
- IV. Approval of Minutes**
 - Approval of Minutes of the July 19, 2021 Regular Meeting*
- V. Financial Report**
 - July 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**
- IX. New Business**
 - Presentation of Parking Lot and Garden Project Bids (John Shales)*
 - Presentation of Capital Asset Study (John Shales)*
 - Review Draft of Budget and Appropriation Ordinance*
 - Adopt Certified Estimate of Revenues by Source for Fiscal Year 2021-2022*
 - Discuss & Approve Photography & Videography Policy*
 - Discuss & Approve Updated Unattended Child/Vulnerable Adult Policy*
 - Update on Annual Report (IPLAR) to the State Library
 - Discuss & Schedule Special Meeting for Review/Adoption of Strategic Plan

*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**

X. Communications

- The next regular meeting will be held on Monday, September 20th at 7pm at the Northfield Library

XI. Public Comments

XII. Adjourn to Closed Session

- **Closed Session**

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

XIII. Return to Open Session

XIV. Adjournment

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

July 19, 2021

I. Call to Order

The meeting was held at the Winnetka Library, 768 Oak Street Winnetka, Illinois. President Ruiz-Funes called the meeting to order at 7:01 p.m. A quorum was present.

II. Roll Call

Present: Trustees Thomas Sundell, Melissa Mitchell, Deborah Vandergrift, Sarah Munoz, Travis Gosselin and President Jean-Paul Ruiz-Funes; and Library Director Monica Dombrowski. Trustee Todd Van Neck attended remotely via Zoom.

Absent:

Present were library employees Nicola White (Business Services Coordinator) and Mark Swenson (Information Technology Manager). Present was John Shales from SMC Construction Services. Present was Winnetka resident Jeffrey Liss.

III. Public Comments

No public comments.

IV. Approve Minutes

- Approve Minutes of the June 21, 2021 Regular Meeting
- Approve Minutes of the June 28, 2021 Study Session

President Ruiz-Funes announced the approval of the June 21, 2021 Regular Meeting Minutes and the June 28, 2021 Study Session Minutes.

V. Financial Report

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

VI. Library Report

LIBRARY DIRECTOR'S REPORT:

Director Dombrowski presented the June 2021 Director's Report, which is included in the July 19, 2021 Board Packet.

BOARD PRESIDENT'S COMMENTS:

President Ruiz-Funes commended library staff for a great presence at the 4th of July parade and also confirmed how trustees would prefer to receive board packets going forward.

VII. Liaisons to Other Organizations-Reports

- *Winnetka Village*- Trustee Mitchell stated that there was nothing new to report.
- *Northfield Village*- Trustee Munoz reported that the Village of Northfield is investing in new trucks for waste management and a new roof for the police station.

VIII. Unfinished Business

- *Approval of Updated Meeting Room Policy*
A MOTION was made by Trustee Sundell to Approve the Updated Meeting Room Policy.

The MOTION passed on a voice vote.

- *Approval of Updated Circulation Policy*
A MOTION was made by Trustee Gosselin to Approve the Updated Circulation Policy.

The MOTION passed on a voice vote.

- *Approval of Updated Trustee Bylaws*
A MOTION was made by Trustee Vandergrift to Approve the Updated Trustee Bylaws.

The MOTION passed on a voice vote.

- *Capturing Patron Feedback*
Director Dombrowski will begin summarizing patron feedback in future Director's reports. If Board discussions or decisions are needed at the meeting, she will send the feedback in advance.

IX. New Business

- *Approval of Parking Lot Project & Garden Refresh*
John Shales from SMC Construction Services presented the Parking Lot & Garden Refresh Proposal.

A MOTION was made by Trustee Vandergrift to Approve the Parking Lot Project & Garden Refresh.

ROLL CALL VOTE

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

NAYS: 0

ABSENT: 0

MOTION CARRIED

- *Approval of Building and Maintenance Tax (.02% special tax) Ordinance*
A MOTION was made by Trustee Sundell to Approve the Building and Maintenance Tax (.02% special tax) Ordinance.

ROLL CALL VOTE

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

NAYS: 0

ABSENT: 0

MOTION CARRIED

- *Approval of Director Review/Evaluation Process for Fiscal Year 2021-2022*
The Board approved the proposed process for the Director review/evaluation process.
- *Approval of Minutes of Meetings Lawfully Closed Under the Open Meetings Act*
A MOTION was made by Trustee Munoz to Approve Minutes of Meetings Lawfully Closed Under the Open Meetings Act.

The MOTION passed on a voice vote.

- *Approval of Resolution Determining Release of Closed Session Minutes*
A MOTION was made by Trustee Gosselin to Approve the Resolution Determining Release of Closed Session Minutes.

The MOTION passed on a voice vote.

- *Approval of Resolution Approving Destruction of Closed Session Recordings*
A MOTION was made by Trustee Mitchell to Approve the Resolution Approving Destruction of Closed Session Recordings.

The MOTION passed on a voice vote.

X. Communications

- *The next regular meeting will be held on Monday, August 16th at 7 p.m.*
- *Reminder to trustees to review the Secretary's Records for Fiscal Year 2020-2021*

XI. Public Comments

No public comments.

XII. Adjournment

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

The MOTION passed on a voice vote and President Ruiz-Funes adjourned the meeting at 8:23 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 1 Month Ended July 31, 2021

Ideal Budget Percentage Spent: 8.33%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Current Year-to-Date</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
Revenues					
Library Fund	4,021,186.25	335,098.85	12,398.46	0.31 %	(322,700.39)
IMRF Fund	176,750.00	14,729.17	0.00	0.00 %	(14,729.17)
FICA Fund	131,300.00	10,941.67	0.00	0.00 %	(10,941.67)
Building Fund	403,994.00	33,666.17	0.00	0.00 %	(33,666.17)
Unemployment Fund	10.00	0.83	0.00	0.00 %	(0.83)
Total Revenues	<u>4,733,240.25</u>	<u>394,436.69</u>	<u>12,398.46</u>	<u>0.26 %</u>	<u>(382,038.23)</u>
Expenses					
Library Fund	3,852,400.00	321,033.33	215,304.94	5.59 %	(105,728.39)
IMRF Fund	102,750.00	8,562.50	9,379.01	9.13 %	816.51
FICA Fund	133,000.00	11,083.33	8,825.02	6.64 %	(2,258.31)
Building Fund	320,000.00	26,666.67	11,199.03	3.50 %	(15,467.64)
Unemployment Fund	10.00	0.83	0.00	0.00 %	(0.83)
Total Expenses	<u>4,414,910.00</u>	<u>367,909.17</u>	<u>244,708.00</u>	<u>5.54 %</u>	<u>(123,201.17)</u>
Total Revenues	4,733,240.25	394,436.69	12,398.46	0.26 %	(382,038.23)
Total Expenses	<u>4,414,910.00</u>	<u>367,909.17</u>	<u>244,708.00</u>	<u>5.54 %</u>	<u>123,201.17</u>
Excess Revenues less Expenses	<u>318,330.25</u>	<u>26,527.52</u>	<u>(232,309.54)</u>	<u>(72.98)%</u>	<u>(258,837.06)</u>

Winnetka-Northfield Public Library District

Library Fund Summary

For the 1 Month Ended July 31, 2021

Ideal Budget Percentage Spent: 8.33%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year-to-Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
Operating Revenue					
Property Tax	3,786,490.00	315,540.83	0.00	0.00 %	(315,540.83)
Replacement Tax	30,000.00	2,500.00	9,620.80	32.07 %	7,120.80
Collections	130,196.25	10,849.69	423.93	0.33 %	(10,425.76)
Materials	6,500.00	541.67	61.95	0.95 %	(479.72)
Other Income	68,000.00	5,666.67	2,291.78	3.37 %	(3,374.89)
Total Operating Revenue	<u>4,021,186.25</u>	<u>335,098.85</u>	<u>12,398.46</u>	<u>0.31 %</u>	<u>(322,700.39)</u>
Operating Expenses					
Personnel	1,871,100.00	155,925.00	95,129.75	5.08 %	(60,795.25)
Administration	197,400.00	16,450.00	11,980.21	6.07 %	(4,469.79)
Utilities	91,400.00	7,616.67	2,141.34	2.34 %	(5,475.33)
IT Services	163,000.00	13,583.33	27,508.99	16.88 %	13,925.66
Public Relations	43,000.00	3,583.33	0.00	0.00 %	(3,583.33)
Library Materials - Adult	519,000.00	43,250.00	61,609.35	11.87 %	18,359.35
Library Materials - Youth	75,000.00	6,250.00	4,711.30	6.28 %	(1,538.70)
Programs	62,500.00	5,208.33	2,700.00	4.32 %	(2,508.33)
Capital	830,000.00	69,166.67	9,524.00	1.15 %	(59,642.67)
Total Operating Expenses	<u>3,852,400.00</u>	<u>321,033.33</u>	<u>215,304.94</u>	<u>5.59 %</u>	<u>(105,728.39)</u>
Total Revenues	4,021,186.25	335,098.85	12,398.46	0.31 %	(322,700.39)
Total Expenses	3,852,400.00	321,033.33	215,304.94	5.59 %	(105,728.39)
Excess Revenues less Expenses	<u>168,786.25</u>	<u>14,065.52</u>	<u>(202,906.48)</u>	<u>(120.22)%</u>	<u>(216,972.00)</u>

Winnetka-Northfield Public Library District
Statement of Revenues and Expenditures - Modified Cash Basis

For the 1 Month Ended July 31, 2021

Ideal Budget Percentage Spent: 8.33%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year to Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
<u>LIBRARY FUND</u>					
Revenues					
Taxes					
Property Taxes Collections	3,786,490.00	315,540.83	0.00	0.00 %	(315,540.83)
Replacement Tax	<u>30,000.00</u>	<u>2,500.00</u>	<u>9,620.80</u>	<u>32.07 %</u>	<u>7,120.80</u>
Total Taxes	<u>3,816,490.00</u>	<u>318,040.83</u>	<u>9,620.80</u>	<u>0.25 %</u>	<u>(308,420.03)</u>
Collections					
Per Capita Grant	21,696.25	1,808.02	0.00	0.00 %	(1,808.02)
Kenilworth Services	105,000.00	8,750.00	0.00	0.00	(8,750.00)
Fines - Winnetka	0.00	0.00	77.95	0.00	77.95
Studio Fees	1,000.00	83.33	82.70	8.27	(0.63)
Lost/Damaged Mat.-Winnetka	<u>2,500.00</u>	<u>208.33</u>	<u>263.28</u>	<u>10.53</u>	<u>54.95</u>
Total Collections	<u>130,196.25</u>	<u>10,849.69</u>	<u>423.93</u>	<u>0.33 %</u>	<u>(10,425.76)</u>
Materials					
Copy/Printing - Winnetka	5,000.00	416.67	61.95	1.24 %	(354.72)
Book Sales - Winnetka	<u>1,500.00</u>	<u>125.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(125.00)</u>
Total Materials	<u>6,500.00</u>	<u>541.67</u>	<u>61.95</u>	<u>0.95 %</u>	<u>(479.72)</u>
Other Income					
Checking Interest Income	5,000.00	416.67	419.21	8.38 %	2.54
Byline Bank IMA Interest	45,000.00	3,750.00	819.76	1.82	(2,930.24)
Money Market-Interest	0.00	0.00	1,051.21	0.00	1,051.21
Misc. Revenue - Winnetka	0.00	0.00	1.60	0.00	1.60
Gift Fund (over \$100)	500.00	41.67	0.00	0.00	(41.67)
Friends Donations	<u>17,500.00</u>	<u>1,458.33</u>	<u>0.00</u>	<u>0.00</u>	<u>(1,458.33)</u>
Total Other Income	<u>68,000.00</u>	<u>5,666.67</u>	<u>2,291.78</u>	<u>3.37 %</u>	<u>(3,374.89)</u>
Total Revenue	<u>4,021,186.25</u>	<u>335,098.85</u>	<u>12,398.46</u>	<u>0.31 %</u>	<u>(322,700.39)</u>

Winnetka-Northfield Public Library District
Statement of Revenues and Expenditures - Modified Cash Basis

For the 1 Month Ended July 31, 2021

Ideal Budget Percentage Spent: 8.33%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year to Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
LIBRARY FUND					
Expenses					
Personnel					
Salaries	1,620,000.00	135,000.00	78,343.34	4.84 %	(56,656.66)
Health Insurance	240,000.00	20,000.00	16,716.41	6.97	(3,283.59)
Flu Vaccination	100.00	8.33	0.00	0.00	(8.33)
Employee Asst. Program	500.00	41.67	0.00	0.00	(41.67)
Conferences	10,000.00	833.33	0.00	0.00	(833.33)
Flexible Spending Account	<u>500.00</u>	<u>41.67</u>	<u>70.00</u>	<u>14.00</u>	<u>28.33</u>
Total Personnel	<u>1,871,100.00</u>	<u>155,925.00</u>	<u>95,129.75</u>	<u>5.08 %</u>	<u>(60,795.25)</u>
Administration					
Audit Fees	12,400.00	1,033.33	0.00	0.00 %	(1,033.33)
Library Supplies	34,500.00	2,875.00	754.49	2.19	(2,120.51)
Office Supplies	7,000.00	583.33	779.40	11.13	196.07
Breakroom Supplies	2,000.00	166.67	0.00	0.00	(166.67)
Postage	3,200.00	266.67	200.00	6.25	(66.67)
Hospitality	1,500.00	125.00	215.20	14.35	90.20
Accounting and Bookkeeping	23,000.00	1,916.67	1,667.00	7.25	(249.67)
Legal Notices	3,500.00	291.67	1,722.00	49.20	1,430.33
Delivery Service	6,800.00	566.67	550.00	8.09	(16.67)
Payroll Services	9,000.00	750.00	679.17	7.55	(70.83)
Liability Insurance Costs	23,000.00	1,916.67	0.00	0.00	(1,916.67)
Board Expenses	1,000.00	83.33	0.00	0.00	(83.33)
Memberships	3,500.00	291.67	675.00	19.29	383.33
Staff Recognition/Events/Meetings	6,000.00	500.00	0.00	0.00	(500.00)
Legal	12,000.00	1,000.00	19.80	0.17	(980.20)
Building Appraisal	500.00	41.67	0.00	0.00	(41.67)
Other Consultations	5,000.00	416.67	354.56	7.09	(62.11)
Investment Fees	5,000.00	416.67	453.59	9.07	36.92
HR Consultant	38,000.00	3,166.67	3,910.00	10.29	743.33
Miscellaneous	<u>500.00</u>	<u>41.67</u>	<u>0.00</u>	<u>0.00</u>	<u>(41.67)</u>
Total Administration	<u>197,400.00</u>	<u>16,450.00</u>	<u>11,980.21</u>	<u>6.07 %</u>	<u>(4,469.79)</u>
Utilities					
Electricity - Winnetka	41,000.00	3,416.67	653.21	1.59 %	(2,763.46)
Water - Winnetka	3,500.00	291.67	0.00	0.00	(291.67)
Storm Sewer - Winnetka	1,600.00	133.33	0.00	0.00	(133.33)
Natural Gas - Winnetka	11,000.00	916.67	732.68	6.66	(183.99)
Telephone - Winnetka	16,800.00	1,400.00	54.18	0.32	(1,345.82)
Internet Services	<u>17,500.00</u>	<u>1,458.33</u>	<u>701.27</u>	<u>4.01</u>	<u>(757.06)</u>
Total Utilities	<u>91,400.00</u>	<u>7,616.67</u>	<u>2,141.34</u>	<u>2.34 %</u>	<u>(5,475.33)</u>
Information Technology					
CCS Operating	80,000.00	6,666.67	19,927.77	24.91 %	13,261.10
Software	23,000.00	1,916.67	5,110.00	22.22	3,193.33
LAN Management	50,000.00	4,166.67	2,421.67	4.84	(1,745.00)
Hardware	0.00	0.00	49.55	0.00	49.55
Technology - Website	<u>10,000.00</u>	<u>833.33</u>	<u>0.00</u>	<u>0.00</u>	<u>(833.33)</u>
Total Information Technology	<u>163,000.00</u>	<u>13,583.33</u>	<u>27,508.99</u>	<u>16.88 %</u>	<u>13,925.66</u>
Public Relations					

Winnetka-Northfield Public Library District
Statement of Revenues and Expenditures - Modified Cash Basis

For the 1 Month Ended July 31, 2021

Ideal Budget Percentage Spent: 8.33%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year to Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
LIBRARY FUND					
PR Promotional	7,000.00	583.33	0.00	0.00 %	(583.33)
PR Source/Mailers	23,000.00	1,916.67	0.00	0.00	(1,916.67)
PR Supplies	8,000.00	666.67	0.00	0.00	(666.67)
PR Marketing/Advertising	<u>5,000.00</u>	<u>416.67</u>	<u>0.00</u>	<u>0.00</u>	<u>(416.67)</u>
Total Public Relations	<u>43,000.00</u>	<u>3,583.33</u>	<u>0.00</u>	<u>0.00 %</u>	<u>(3,583.33)</u>
Library Materials - Adult					
Books-Fiction-Adult-Winnetka	79,000.00	6,583.33	1,602.04	2.03 %	(4,981.29)
Books-Non-Fiction-Adult-Winnetka	70,000.00	5,833.33	2,396.84	3.42	(3,436.49)
Periodicals-Winnetka	20,000.00	1,666.67	4,099.77	20.50	2,433.10
DVDs-Adult-Winnetka	38,000.00	3,166.67	1,103.41	2.90	(2,063.26)
Audio Books-Adult-Winnetka	17,000.00	1,416.67	304.92	1.79	(1,111.75)
Books-Digital-Winnetka	200,000.00	16,666.67	6,348.00	3.17	(10,318.67)
Online Database	<u>95,000.00</u>	<u>7,916.67</u>	<u>45,754.37</u>	<u>48.16</u>	<u>37,837.70</u>
Total Library Materials - Adult	<u>519,000.00</u>	<u>43,250.00</u>	<u>61,609.35</u>	<u>11.87 %</u>	<u>18,359.35</u>
Library Materials - Youth					
Books-Fiction-Juv-Winnetka	40,000.00	3,333.33	1,599.59	4.00 %	(1,733.74)
Books-Non-Fiction, Easy, & JH-Winnetka	14,000.00	1,166.67	1,214.97	8.68	48.30
DVDs-Juv-Winnetka	8,000.00	666.67	151.40	1.89	(515.27)
Audio Books-Juv-Winnetka	10,000.00	833.33	1,038.80	10.39	205.47
Video Games-Juv-Winnetka	3,000.00	250.00	0.00	0.00	(250.00)
Books-Easy-Winnetka	0.00	0.00	580.43	0.00	580.43
Books-Jr. High-Winnetka	<u>0.00</u>	<u>0.00</u>	<u>126.11</u>	<u>0.00</u>	<u>126.11</u>
Total Library Materials - Youth	<u>75,000.00</u>	<u>6,250.00</u>	<u>4,711.30</u>	<u>6.28 %</u>	<u>(1,538.70)</u>
Programs					
Summer Reading	8,000.00	666.67	0.00	0.00 %	(666.67)
OBTV	15,000.00	1,250.00	0.00	0.00	(1,250.00)
Programming - Youth	15,000.00	1,250.00	1,500.00	10.00	250.00
Programming - Adult	20,000.00	1,666.67	1,200.00	6.00	(466.67)
Studio Maintenance/Repair	<u>4,500.00</u>	<u>375.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(375.00)</u>
Total Programs	<u>62,500.00</u>	<u>5,208.33</u>	<u>2,700.00</u>	<u>4.32 %</u>	<u>(2,508.33)</u>
Capital					
Capital Outlay	400,000.00	33,333.33	0.00	0.00 %	(33,333.33)
Building	250,000.00	20,833.33	9,000.00	3.60	(11,833.33)
Equipment/Furniture	100,000.00	8,333.33	239.00	0.24	(8,094.33)
Computer Equipment	<u>80,000.00</u>	<u>6,666.67</u>	<u>285.00</u>	<u>0.36</u>	<u>(6,381.67)</u>
Total Capital	<u>830,000.00</u>	<u>69,166.67</u>	<u>9,524.00</u>	<u>1.15 %</u>	<u>(59,642.67)</u>
Total Expenses	<u>3,852,400.00</u>	<u>321,033.33</u>	<u>215,304.94</u>	<u>5.59 %</u>	<u>(105,728.39)</u>
Excess Revenues less Expenses	<u>168,786.25</u>	<u>14,065.52</u>	<u>(202,906.48)</u>	<u>(120.22)%</u>	<u>(216,972.00)</u>

Winnetka-Northfield Public Library District
Statement of Revenues and Expenditures - Modified Cash Basis
For the 1 Month Ended July 31, 2021

Ideal Budget Percentage Spent: 8.33%

LIBRARY FUND

Annual Budget	Prorated Budget	Year to Date Actual	% of Budget	Variance vs. Prorated Budget
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Winnetka-Northfield Public Library District
Statement of Revenues and Expenditures - Modified Cash Basis
For the 1 Month Ended July 31, 2021

Ideal Budget Percentage Spent: 8.33%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year to Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
BUILDING FUND					
Revenues					
Property Taxes Collections-Building	403,994.00	33,666.17	0.00	0.00 %	(33,666.17)
Total Revenue	<u>403,994.00</u>	<u>33,666.17</u>	<u>0.00</u>	<u>0.00 %</u>	<u>(33,666.17)</u>
Expenses					
Northfield Lease	66,000.00	5,500.00	5,516.91	8.36 %	16.91
Janitorial Supplies	13,176.00	1,098.00	95.71	0.73	(1,002.29)
Snow Removal	8,960.00	746.67	0.00	0.00	(746.67)
Photocopier Leases	44,800.00	3,733.33	1,868.47	4.17	(1,864.86)
Phone Lease	10,752.00	896.00	0.00	0.00	(896.00)
Building Maintenance Service	123,200.00	10,266.67	0.00	0.00	(10,266.67)
Elevators	8,960.00	746.67	0.00	0.00	(746.67)
Landscaping	5,600.00	466.67	460.44	8.22	(6.23)
HVAC	11,200.00	933.33	1,999.50	17.85	1,066.17
Automatic Doors	3,920.00	326.67	0.00	0.00	(326.67)
Roof	672.00	56.00	333.00	49.55	277.00
Alarms	3,080.00	256.67	0.00	0.00	(256.67)
Equipment	4,480.00	373.33	0.00	0.00	(373.33)
Misc Services	<u>15,200.00</u>	<u>1,266.67</u>	<u>925.00</u>	<u>6.09</u>	<u>(341.67)</u>
Total Expenses	<u>320,000.00</u>	<u>26,666.67</u>	<u>11,199.03</u>	<u>3.50 %</u>	<u>(15,467.64)</u>
Excess Revenues less Expenses	<u>\$ 83,994.00</u>	<u>\$ 6,999.50</u>	<u>\$ (11,199.03)</u>	<u>(13.33)%</u>	<u>(18,198.53)</u>

Winnetka-Northfield Public Library District

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Vendor Checks						
Catapult				3223	07/08/21	<u>35.00</u>
10-0-5115	Flexible Spending Account	INV# 00083236	35.00			
Cole Infomration Services, Inc.				3224	07/08/21	<u>466.95</u>
10-1-5341	Books-Non-Fiction-Adult-Winnetka	INV# INV40069744	466.95			
Grainger				3225	07/08/21	<u>(111.51)</u>
70-0-5725	Janitorial Supplies	Void Check# 3225	-111.51			
Grainger				3225	07/08/21	<u>111.51</u>
70-0-5725	Janitorial Supplies	INV# 9945167345	111.51			
Greenfield Consulting LLC				3226	07/08/21	<u>75.00</u>
10-0-5908	Programming - Adult	Robin Dawson - Medicare 101	75.00			
Jennifer Evans				3227	07/08/21	<u>200.00</u>
10-0-5908	Programming - Adult	Jennifer Evans - Watercolor Greeting Cards	200.00			
Martina Jae Mathisen				3228	07/08/21	<u>250.00</u>
10-0-5908	Programming - Adult	Martina Jae Mathisen - Architectural Tour of the World	250.00			
Quench USA, Inc.				3230	07/08/21	<u>215.20</u>
10-0-5124	Hospitality	INV# INV03206303	215.20			
Spice of Life Tours				3231	07/08/21	<u>200.00</u>
10-0-5908	Programming - Adult	Mohammad Ali - Glimpse of Indian Culture	200.00			
Cengage Learning				3232	07/08/21	<u>25,651.42</u>
10-1-5346	Online Database - Winnetka	INV# 74626295	10,370.21			
10-1-5346	Online Database - Winnetka	INV# 74626297	3,238.26			
10-1-5346	Online Database - Winnetka	INV# 74626294	3,445.16			
10-1-5346	Online Database - Winnetka	INV# 74626298	3,591.72			
10-1-5346	Online Database - Winnetka	INV# 74626296	5,006.07			
Social Security Administration				3233	07/08/21	<u>87.93</u>
10-0-2000	Payroll Liabilities	Jaime H Gonzalez Vicker - *8933 (7/9/21 PR)	87.93			
Amber Mechanical Contractors Inc.				3234	07/22/21	<u>1,999.50</u>
70-0-5752	HVAC	INV# C010478	1,999.50			
Associated Electrical Contractors				3235	07/22/21	<u>375.00</u>
70-0-5799	Misc Services	INV# 350073149	375.00			
AT&T				3236	07/22/21	<u>336.37</u>
10-0-5176	Internet Services	INV# S663007007-21191	336.37			
Catapult				3237	07/22/21	<u>35.00</u>
10-0-5115	Flexible Spending Account	INV# 00089280	35.00			

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CHICAGO BACKFLOW INC. 70-0-5799	Misc Services	INV# 360937	550.00	3238	07/22/21	<u>550.00</u>
Dan Santat 10-0-5907	Programming - Youth	Dan Santat - Author Visit	1,500.00	3239	07/22/21	<u>1,500.00</u>
Hallett & Sons Expert Movers 10-0-5882	Building	INV# 62583	9,000.00	3240	07/22/21	<u>9,000.00</u>
Illinois Library Association 10-0-5731	Memberships	2021-2022 ILA Institutional Membership	300.00	3241	07/22/21	<u>300.00</u>
Jim Gibbons 10-0-5908	Programming - Adult	Jim Gibbons - Chicago's Yesteryear	275.00	3242	07/22/21	<u>275.00</u>
Kim Frezados 10-0-4150	Lost/Damaged Materials	Kim Frezados - Sticker Magic refund	13.99	3243	07/22/21	<u>13.99</u>
Library Ideas, LLC 10-1-5444	Audio Books-Juv-Winnetka	INV# 82521	1,038.80	3244	07/22/21	<u>1,038.80</u>
MANGO LANGUAGES 10-1-5346	Online Database - Winnetka	INV# INV008730	3,878.04	3245	07/22/21	<u>3,878.04</u>
Shales McNutt Construction 10-0-5137	Legal Notices	INV# 21-005-04	1,722.00	3246	07/22/21	<u>1,722.00</u>
Social Security Administration 10-0-2000	Payroll Liabilities	Jaime H Gonzalez Vicker - *8933 (7/23/21 PR)	87.93	3247	07/22/21	<u>87.93</u>
USA Today 10-1-5342	Periodicals-Winnetka	Acct # UT4183221	101.77	3248	07/22/21	<u>101.77</u>
Winnetka Historical Society 10-0-5908	Programming - Adult	Winnetka Historical Society - Your Winnetka Home	200.00	3249	07/22/21	<u>200.00</u>
OCLC Inc 10-0-5134	Software	INV# 1000129186	4,150.00	3250	07/22/21	<u>4,150.00</u>
CDW-G 10-0-5884 10-0-5885	Equipment/Furniture Computer Equipment	INV# G143108 INV# B921923	264.00 285.00	16581	07/14/21	<u>549.00</u>
MERCHANTS DELIVERY SERVICE 10-0-5138	Delivery Service	22 Days book transfer	550.00	16582	07/14/21	<u>550.00</u>
City Wide of Chicago 70-0-5725 70-0-5725 70-0-5725	Janitorial Supplies Janitorial Supplies Janitorial Supplies	INV# 72025000033 INV# 72025000032 INV# 72025000030	58.98 16.76 19.97	16584	07/14/21	<u>95.71</u>
LIBRARIES FIRST (Innovation Experts)				16585	07/14/21	<u>4,167.00</u>

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10-1-5346	Online Database - Winnetka	INV# 7934	4,167.00			
SENSOURCE				16587	07/14/21	<u>320.00</u>
10-0-5134	Software	INV# 49097	320.00			
MORNINGSTAR				16588	07/14/21	<u>5,368.00</u>
10-1-5346	Online Database - Winnetka	INV# 1	5,368.00			
ENCYCLOPAEDIA BRITANNICA, INC.				16591	07/14/21	<u>760.00</u>
10-1-5346	Online Database - Winnetka	INV# 65265	760.00			
HOOPLA (MIDWEST TAPE)				16592	07/14/21	<u>2,089.54</u>
10-1-5345	Books-Digital-Winnetka	INV# 500653152	2,089.54			
HR Source				16593	07/14/21	<u>3,910.00</u>
10-0-5745	HR Consultant	INV# 14124	3,910.00			
Kanopy				16594	07/14/21	<u>555.00</u>
10-1-5345	Books-Digital-Winnetka	INV# 253189 - PPU	555.00			
EBSCO Information Services				16595	07/14/21	<u>2,750.00</u>
10-1-5346	Online Database - Winnetka	INV# 1000157590-1	2,750.00			
VILLAGE OF NORTHFIELD				16596	07/14/21	<u>5,516.91</u>
70-2-5159	Northfield Lease	INV# 0621LIB	5,516.91			
Thompson Reuters				16597	07/14/21	<u>289.40</u>
10-1-5341	Books-Non-Fiction-Adult-Winnetka	INV# 0844691811	289.40			
Intellicorp Records Inc.				16615	07/28/21	<u>19.80</u>
10-0-5736	Legal	INV# 1187262	19.80			
Ntiva				16616	07/28/21	<u>2,421.67</u>
10-0-5135	LAN Management	INV# 37365	2,421.67			
NIR ROOF CARE, INC.				16617	07/28/21	<u>333.00</u>
70-0-5756	Roof	INV# 150514	333.00			
NCPERS GROUP LIFE INS.				16618	07/28/21	<u>16.00</u>
10-0-5111	Health Insurance	INV# 5130082021	16.00			
OVERDRIVE INC.				16619	07/28/21	<u>2,595.54</u>
10-1-5345	Books-Digital-Winnetka	INV# 01018DA21296735	88.98			
10-1-5345	Books-Digital-Winnetka	INV# 01018CO21289000	596.94			
10-1-5345	Books-Digital-Winnetka	INV# 01018CO21281973	174.98			
10-1-5345	Books-Digital-Winnetka	INV# 01018DA21290924	159.99			
10-1-5345	Books-Digital-Winnetka	INV# 01018DA21290925	28.99			
10-1-5345	Books-Digital-Winnetka	INV# 01018CO21290431	73.34			
10-1-5345	Books-Digital-Winnetka	INV# 01018CO21292171	119.98			
10-1-5345	Books-Digital-Winnetka	INV# 01018DA21292576	134.96			
10-1-5345	Books-Digital-Winnetka	INV# 01018CO21293395	54.04			
10-1-5345	Books-Digital-Winnetka	INV# 01018CO21293974	143.48			
10-1-5345	Books-Digital-Winnetka	INV# 01018CO21293938	706.93			

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10-1-5345	Books-Digital-Winnetka	INV# 01018CO21283056	15.99			
10-1-5345	Books-Digital-Winnetka	INV# 01018DA21284774	268.95			
10-1-5345	Books-Digital-Winnetka	INV# 01018DA21284775	27.99			
Lauterbach & Amen, LLP				16620	07/28/21	<u>1,667.00</u>
10-0-5131	Accounting and Bookkeeping	INV# 56504	1,667.00			
PROQUEST LLC				16621	07/28/21	<u>3,179.91</u>
10-1-5346	Online Database - Winnetka	INV# 70683871	2,228.10			
10-1-5346	Online Database - Winnetka	INV# 70683288	951.81			
DEMCO				16622	07/28/21	<u>120.19</u>
10-0-5120	Library Supplies	INV# 6973892	53.17			
10-0-5120	Library Supplies	INV# 6975691	67.02			
DE LAGE LANDEN FINANCIALSVCS.				16623	07/28/21	<u>1,868.47</u>
70-0-5746	Photocopier Leases	INV# 73162799	1,868.47			
QUILL CORPORATION				16624	07/28/21	<u>314.21</u>
10-0-5121	Office Supplies	INV# 18011754	26.92			
10-0-5121	Office Supplies	INV# 17995535	34.31			
10-0-5121	Office Supplies	INV# 18011617	47.68			
10-0-5121	Office Supplies	INV# 18108107	118.08			
10-0-5121	Office Supplies	INV# 18108270	14.76			
10-0-5121	Office Supplies	INV# 18173938	23.25			
10-0-5121	Office Supplies	INV# 17882587	22.22			
10-0-5121	Office Supplies	INV# 17944484	26.99			
CIVICTechnologies				16625	07/28/21	<u>354.56</u>
10-0-5743	Other Consultations	INV# WN04	354.56			
COOPERATIVE COMPUTER SERVICES				16626	07/28/21	<u>19,927.77</u>
10-0-5132	CCS Operating	INV# 1880	19,927.77			
VILLAGE OF WINNETKA				16627	07/28/21	<u>23,918.19</u>
10-0-5111	Health Insurance	INV# 2021-00000007	23,918.19			
DELTA DENTAL PLAN OF ILLINOIS				16628	07/28/21	<u>1,364.48</u>
10-0-5110	Salaries	INV# 1472152	1,364.48			
NEWEGG BUSINESS, INC.				16629	07/28/21	<u>49.55</u>
10-0-5136	Hardware	INV# 1303400455	49.55			
CDW-G				16630	07/28/21	<u>640.00</u>
10-0-5134	Software	INV# G464734	640.00			
RAILS				16631	07/28/21	<u>3,998.00</u>
10-1-5342	Periodicals-Winnetka	INV# 8347	3,998.00			
IMPACT NETWORKING				16632	07/28/21	<u>235.00</u>
10-0-5121	Office Supplies	INV# 2191179	235.00			
ANTHONY SCOPELLITI LANDSCAPING, INC.				16633	07/28/21	<u>460.44</u>
70-0-5750	Landscaping	INV# 23286	460.44			

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
BIBLIOTHECA, LLC				16634	07/28/21	<u>1,107.92</u>
10-1-5345	Books-Digital-Winnetka	INV# INV-US45423	1,107.92			
Midwest Tape				16636	07/28/21	<u>719.63</u>
10-1-5443	DVDs-Juv-Winnetka	Midwest Tape	5.24			
10-2-5443	DVDs-Juv-Northfield	Midwest Tape	5.24			
10-0-5120	Library Supplies	Midwest Tape	5.00			
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	5.00			
10-0-5120	Library Supplies	Midwest Tape	24.80			
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	4.90			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	7.50			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	5.00			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	87.70			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	23.99			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	142.42			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	53.98			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	8.98			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	11.24			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	11.24			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	22.49			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	12.74			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	17.24			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	37.48			
10-1-5344	Audio Books-Adult-Winnetka	Midwest Tape	74.98			
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	34.99			
Baker & Taylor				16637	07/28/21	<u>3,284.99</u>
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	381.50			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	294.61			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	89.63			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	22.93			
10-1-5441	Books-Non-Fiction, Easy, & JH-Winnetka	Baker & Taylor	269.15			
10-2-5441	Books-Non-Fiction, Easy, & JH-Northfield	Baker & Taylor	68.06			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	183.78			

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10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	215.94			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	359.29			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	197.90			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	95.41			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	288.11			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Baker & Taylor	23.79			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Baker & Taylor	310.73			
10-1-5447	Books-Easy-Winnetka	Baker & Taylor	99.32			
10-1-5447	Books-Easy-Winnetka	Baker & Taylor	17.47			
10-2-5341	Books-Non-Fiction-Adult-Northfield	Baker & Taylor	96.59			
10-0-5120	Library Supplies	Baker & Taylor	16.19			
10-0-5120	Library Supplies	Baker & Taylor	30.24			
10-0-5120	Library Supplies	Baker & Taylor	25.85			
10-0-5120	Library Supplies	Baker & Taylor	16.84			
10-0-5120	Library Supplies	Baker & Taylor	49.15			
10-0-5120	Library Supplies	Baker & Taylor	36.86			
10-0-5120	Library Supplies	Baker & Taylor	22.65			
10-0-5120	Library Supplies	Baker & Taylor	4.47			
10-1-5448	Books-Jr. High-Winnetka	Baker & Taylor	10.11			
10-1-5448	Books-Jr. High-Winnetka	Baker & Taylor	5.35			
10-1-5448	Books-Jr. High-Winnetka	Baker & Taylor	53.07			
Midwest Tape				16638	07/28/21	<u>1,059.70</u>
10-1-5443	DVDs-Juv-Winnetka	Midwest Tape	20.99			
10-1-5443	DVDs-Juv-Winnetka	Midwest Tape	17.24			
10-1-5443	DVDs-Juv-Winnetka	Midwest Tape	14.99			
10-1-5443	DVDs-Juv-Winnetka	Midwest Tape	16.49			
10-2-5443	DVDs-Juv-Northfield	Midwest Tape	16.49			
10-2-5443	DVDs-Juv-Northfield	Midwest Tape	17.24			
10-2-5443	DVDs-Juv-Northfield	Midwest Tape	20.99			
10-2-5443	DVDs-Juv-Northfield	Midwest Tape	16.49			
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	7.40			
10-0-5120	Library Supplies	Midwest Tape	7.50			
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	5.00			
10-0-5120	Library Supplies	Midwest Tape	7.50			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	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	5.00			
10-0-5120	Library Supplies	Midwest Tape	5.00			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	5.00			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	5.00			
10-0-5120	Library Supplies	Midwest Tape	2.50			

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10-0-5120	Library Supplies	Midwest Tape	10.00			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	7.49			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	47.98			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	11.24			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	18.74			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	274.36			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	104.96			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	18.74			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	14.99			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	105.69			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	26.24			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	43.48			
10-1-5344	Audio Books-Adult-Winnetka	Midwest Tape	74.98			
10-2-5344	Audio Books-Adult-Northfield	Midwest Tape	39.99			
Baker & Taylor				16639	07/28/21	<u>3,893.34</u>
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	140.29			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	340.88			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	79.95			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	30.33			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	7.73			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	211.74			
10-1-5441	Books-Non-Fiction, Easy, & JH-Winnetka	Baker & Taylor	795.73			
10-2-5441	Books-Non-Fiction, Easy, & JH-Northfield	Baker & Taylor	82.03			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	167.82			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	93.79			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Baker & Taylor	10.11			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Baker & Taylor	1,152.94			
10-1-5447	Books-Easy-Winnetka	Baker & Taylor	30.51			
10-1-5447	Books-Easy-Winnetka	Baker & Taylor	12.71			
10-1-5447	Books-Easy-Winnetka	Baker & Taylor	152.08			
10-1-5447	Books-Easy-Winnetka	Baker & Taylor	26.23			
10-1-5447	Books-Easy-Winnetka	Baker & Taylor	26.98			
10-1-5447	Books-Easy-Winnetka	Baker & Taylor	10.71			
10-1-5447	Books-Easy-Winnetka	Baker & Taylor	13.49			
10-1-5447	Books-Easy-Winnetka	Baker & Taylor	13.49			
10-2-5341	Books-Non-Fiction-Adult-Northfield	Baker & Taylor	46.33			
10-0-5120	Library Supplies	Baker & Taylor	1.08			
10-0-5120	Library Supplies	Baker & Taylor	37.78			
10-0-5120	Library Supplies	Baker & Taylor	14.34			
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	1.06			
10-0-5120	Library Supplies	Baker & Taylor	2.11			
10-0-5120	Library Supplies	Baker & Taylor	2.11			

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

July 1, 2021 - July 31, 2021

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5120	Library Supplies	Baker & Taylor	52.05			
10-0-5120	Library Supplies	Baker & Taylor	20.47			
10-0-5120	Library Supplies	Baker & Taylor	20.12			
10-0-5120	Library Supplies	Baker & Taylor	58.78			
10-2-5447	Books-Easy-Northfield	Baker & Taylor	10.71			
10-2-5447	Books-Easy-Northfield	Baker & Taylor	17.09			
10-2-5447	Books-Easy-Northfield	Baker & Taylor	14.24			
10-2-5447	Books-Easy-Northfield	Baker & Taylor	121.91			
10-2-5447	Books-Easy-Northfield	Baker & Taylor	13.49			
10-1-5448	Books-Jr. High-Winnetka	Baker & Taylor	45.16			
10-2-5448	Books-Jr. High-Northfield	Baker & Taylor	12.42			
COMED				16653	07/01/21	<u>653.21</u>
10-0-5171	Electricity	COMED	653.21			
NORTH SHORE GAS				16654	07/06/21	<u>611.55</u>
10-1-5174	Natural Gas - Winnetka	NORTH SHORE GAS	611.55			
PITNEY BOWES				16655	07/12/21	<u>100.00</u>
10-0-5123	Postage	PITNEY BOWES	100.00			
COMCAST				16656	07/12/21	<u>294.95</u>
10-0-5176	Internet Services	COMCAST	294.95			
NICOR				16657	07/12/21	<u>121.13</u>
10-2-5174	Natural Gas - Northfield	NICOR	121.13			
PITNEY BOWES				16658	07/21/21	<u>100.00</u>
10-0-5123	Postage	PITNEY BOWES	100.00			
NATIONWIDE RETIREMENT SOLUTIONS				16659	07/09/21	<u>1,375.00</u>
10-0-2040	457 withholding	NATIONWIDE RETIREMENT SOLUTIONS	1,375.00			
NATIONWIDE RETIREMENT SOLUTIONS				16660	07/23/21	<u>1,375.00</u>
10-0-2040	457 withholding	NATIONWIDE RETIREMENT SOLUTIONS	1,375.00			
First Bankcard				16662	07/31/21	<u>375.00</u>
10-0-5731	Memberships	Dombrowski - ILA - membership	150.00			
10-0-5731	Memberships	Dombrowski - ALA - membership	225.00			
COMCAST				16663	07/06/21	<u>69.95</u>
10-0-5176	Internet Services	COMCAST	69.95			
CALL ONE				16664	07/06/21	<u>54.18</u>
10-1-5175	Telephone - Winnetka	CALL ONE	54.18			
Check List Total						<u><u>158,344.79</u></u>

JULY 2021 DIRECTOR'S REPORT

Staff Updates

- Anniversaries: Melissa Morgan (7/7, 18 years)

General News

- We instituted Explore More Illinois, which grants patrons access to discounts on various cultural institutions in the Chicagoland area, including the Chicago Children's Museum.
- Summer Reading was a big success with 632 finishers! The last time we had this level of participation was in 2017 when we had 624 finishers.

Finances

- We are at 0.26% of our expected operating revenues for the year.
- We are at 5.54% of our budgeted operating expenses for the year (goal is 8.33%).

Programming

Youth

Category	21JUL	19JUL	Mo. % +/-	FY21-22 YTD	FY19-20 YTD	FY % +/-
Programs	34	73	-53.42%	34	73	-53.42%
Attendees	359	1,382	-74.02%	359	1,382	-74.02%
Take & Make Craft Kits	170	0	100%	170	0	100%

Highlights

Family Storytime	Librarian Maddy lead families with children ages 0-5 in reading, singing, and learning together.
Investigating Tutankhamun's Tomb	Author Candace Fleming discussed her book on King Tut's tomb and led participants in a mummy-themed activity.
Draw Your Own Coloring Book	Mark Anderson of Andertoons led a class where kids created their own coloring book featuring their own made-up character.

Adults

Category	21JUL	19JUL	Mo. % +/-	FY21-22 YTD	FY19-20 YTD	FY % +/-
Programs	19	27	-29.63%	19	27	-29.63%
Attendees	341	227	50.22%	341	227	50.22%

Highlights

Identity Theft Protection	A detective from the Winnetka Police Department presented on how to protect against identity fraud.
Architectural Tour of the World	Presenter Martina Mathisen took attendees on a tour around the globe to explore fantastic architectural superstructures.
Betty Crocker & Her Cook That Changed America	Historian Leslie Goddard celebrated the 100 th anniversary of the popular cookbook with a look at her influence on modern cooking.

Studio (Digital Services)

Category	21JUL	19JUN	Mo. % +/-	FY21-22 YTD	FY19-20 YTD	FY % +/-
Appointments	65	-	N/A	65	-	N/A
Programs	10	-	N/A	10	-	N/A
Attendees	81	-	N/A	81	-	N/A

Highlights

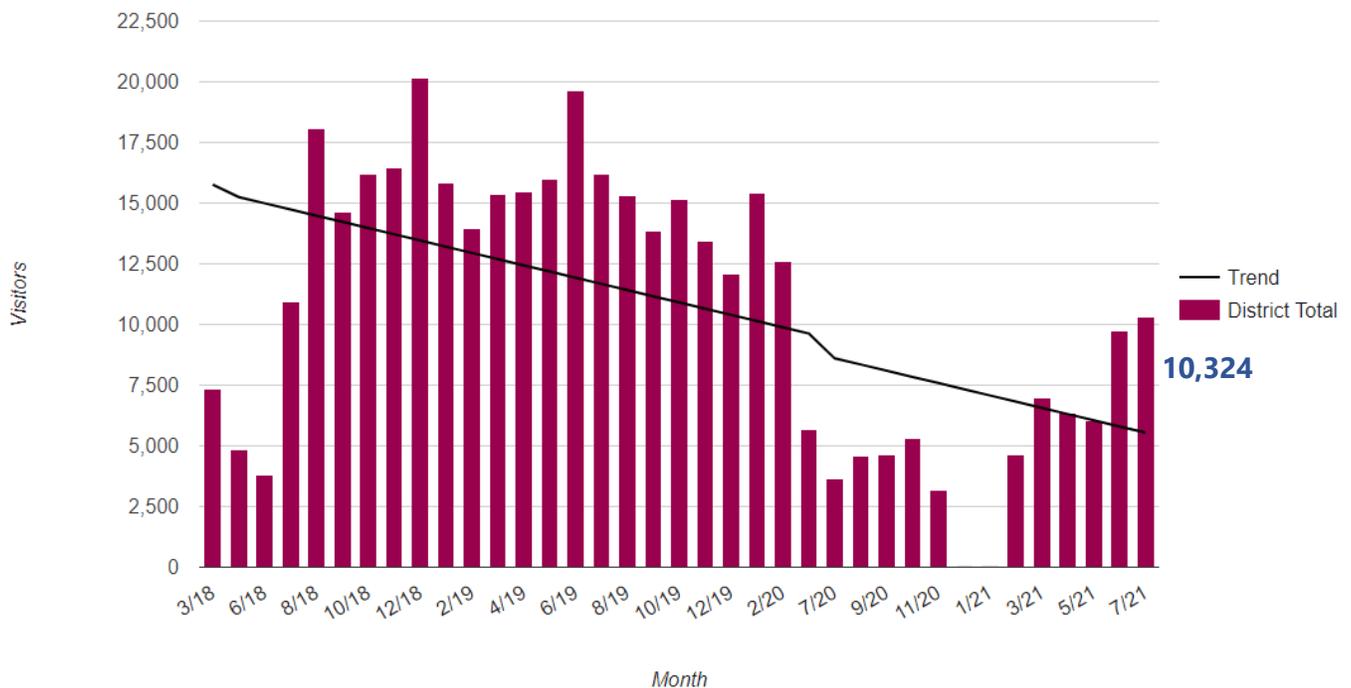
Advanced Embroidery Digitizing	Participants learned how to use our software to create embroidery from a piece of digital art.
Laser Cut a Puzzle	Participants designed their own jigsaw puzzle then watched as the designs were cut out of wood using our laser cutter.

Services

Visitors

Location	21JUL	19JUL	Mo. % +/-	FY21-22 YTD	FY19-20 YTD	FY % +/-
Winnetka	7,282	9,577	-23.96%	7,282	9,577	-23.96%
Northfield	3,042	6,620	-50.05%	3,042	6,620	-50.05%
Total	10,324	16,197	-36.26%	10,324	16,1697	-36.26%

Total District People Counter Tallies



Curbside Pick Ups

Location	21JUL	FY21-22 YTD
Winnetka	10	10
Northfield	7	7
Total	17	17

Patron Interactions

Category	21JUL	19JUN	Mo. % +/-	FY21-22 YTD	FY19-20 YTD	FY % +/-
Adult	2,129	2,294	-7.19%	2,129	2,294	-7.19%
Youth	663	739	-10.28%	663	739	-10.28%
Digital Services	115	506	-77.27%	115	506	-77.27%
Total	2,839	3,539	-19.78%	2,839	3,539	-19.78%

Public Computer Usage

Location	21JUL	19JUN	Mo. % +/-	FY21-22 YTD	FY19-20 YTD	FY % +/-
Winnetka	394	1,025	-61.56%	394	1,025	-61.56%
Northfield	204	682	-70.09%	204	682	-70.09%
Total	598	1,707	-64.97%	598	1,707	-64.97%

Website/App Usage

Activity	21JUL	19JUN	Mo. % +/-	FY21-22 YTD	FY19-20 YTD	FY % +/-
Website Visits	7,612	9,672	-21.30%	7,612	9,672	-21.30%
Active App Users	610	-	-	610	-	-

Hotspot Usage

Location	21JUL	19JUN	Mo. % +/-	FY21-22 YTD	FY19-20 YTD	FY % +/-
Winnetka Sessions	16,151	21,091	-23.42%	16,151	21,091	-23.42%
Northfield Sessions	3,554	8,025	-55.71%	3,554	8,025	-55.71%
Total Sessions	19,705	29,116	-32.32%	19,705	29,116	-32.32%
Winnetka Bandwidth	290 GB	582 GB	-23.70%	290 GB	582 GB	-23.70%
Northfield Bandwidth	115 GB	238 GB	-51.69%	115 GB	238 GB	-51.69%
Total Bandwidth	405 GB	819 GB	-50.60%	405 GB	819 GB	-50.60%

Email Reach/Cardholder Penetration

21JUL Subscribers	% Cardholders	Total Cardholders	Click Rate	Open Rate
9,999	81.21%	12,148	6%	31%

Note: Industry averages for not-for-profits = 2% Click Rate, 20% Open Rate

Outreach/Partnerships

- Adult: Director Monica, Library Assistant Sydney, and Librarian Amelia worked the WNPLD table at Northfield's Market & Music event on Wednesday evenings. To date, we have signed up 6 people for library cards (adult & youth)!
- Youth: Librarians Amber, Amelia, and Maddy continued storytimes for Winnetka PD's Happiness Is... camp and Librarian Amber provided storytimes at Willow Woods Preschool and Harkness House.

Impact Stories

- Northfield Branch: First comment in our new comment box was, "I just took all 3 of the books on display. You guys always do the best job!"
- Adult Services: An elderly patron called the library asking us to look up phone numbers online to see if they had been reported as spam. Librarians determined that there were fraud alerts for the numbers, and the patron was so grateful, saying she doesn't know what she would do if it was not for

the library. In addition, 3 other patrons came in to use study rooms and equipment when their internet crashed at home; our tech, spaces, and help allowed them all to keep working!

- Youth Services: A parent gave positive feedback on the newly created Non-Fiction Reader collection. She said pulling the collection out made it easier for her child to find age-appropriate books.
- Digital Services: A patron provided feedback about Web Services Specialist Michael, who helped her with her cutting board project in the Studio. He worked with her to create a custom font and she was so thrilled, she wanted to let the Library Director know. Great job Michael!
- Customer Relations: A patron called to commend Library Assistant Scott for the phone help he provided. She said she was having a *horrible* day and the conversation with him turned it around!

Collections

PHYSICAL

Adult- By Type

Material Type	21JUL	19JUN	Mo. % +/-	FY21-22 YTD	FY19-20 YTD	FY % +/-
Books	9,070	11,775	-22.97%	9,070	11,775	-22.97%
Book - Fiction	5,189	6,545	-20.72%	5,189	6,545	-20.72%
Book - Nonfiction	3,881	5,230	-25.79%	3,881	5,230	-25.79%
Audiobook - CD	322	835	-61.44%	322	835	-61.44%
Music CD	87	142	-38.73%	87	142	-38.73%
Playaway	68	278	-75.54%	68	278	-75.54%
DVD/Blu-Ray	3,102	6,313	-50.86%	3,102	6,313	-50.86%
Magazine	196	190	3.16%	196	190	3.16%
Other	3	6	-50.00%	3	6	-50.00%
Non-CCS ILL	56	39	43.59%	56	39	43.59%
Sent Out	1,710	1,150	48.70%	1,710	1,150	48.70%
Total	14,614	20,728	-29.50%	14,614	20,728	-29.50%

Youth- By Type

Material Type	21JUL	19JUN	Mo. % +/-	FY21-22 YTD	FY19-20 YTD	FY % +/-
Books	14,953	14,903	0.30%	14,953	14,908	0.30%
Book - Fiction	13,109	12,903	1.60%	13,109	12,903	1.60%
Book - Nonfiction	1,844	2,005	-8.03%	1,844	2,005	-8.03%
Audiobook - CD	94	149	-36.91%	94	149	-36.91%
Music CD	36	106	-66.04%	36	106	-66.04%
Playaway	315	502	-37.25%	315	502	-37.25%
DVD/Blu-Ray	1,254	3,077	-59.25%	1,254	3,077	-59.25%
Other	30	15	100%	30	15	100%
STEAM Kits	26	19	36.84%	26	19	36.84%
Total	16,708	18,776	-11.01%	16,708	18,776	-11.01%

Adult- By Location

Location	21JUL	19JUN	Mo. % +/-	FY21-22 YTD	FY19-20 YTD	FY % +/-
Winnetka	10,132	13,859	-26.89%	10,132	13,859	-26.89%
Northfield	4,482	6,869	-34.75%	4,482	6,869	-34.75%

Youth- By Location

Location	21JUL	19JUN	Mo. % +/-	FY21-22 YTD	FY18-19 YTD	FY % +/-
Winnetka	12,596	13,726	-8.23%	12,596	13,726	-8.23%
Northfield	4,112	5,050	-18.57%	4,112	5,050	-18.57%

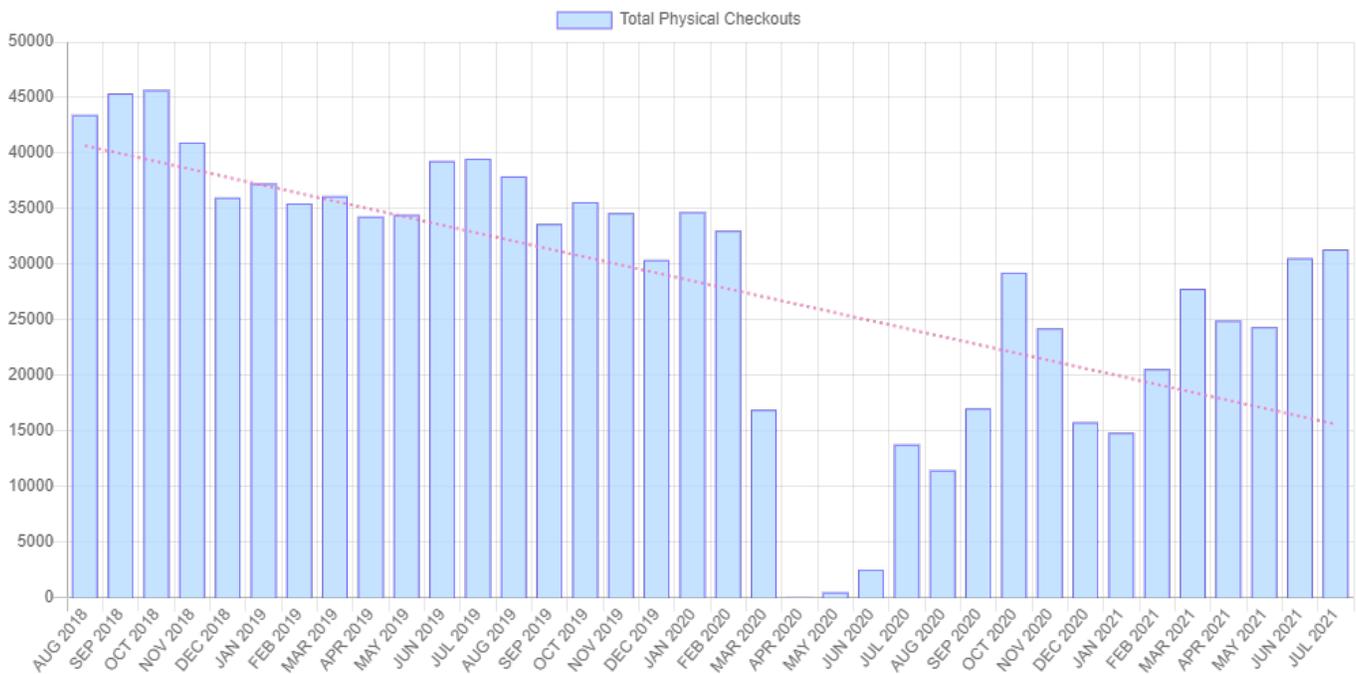
MISCELLANEOUS LENDING

Lending Type	21JUL	19JUN	Mo. & +/-	FY21-22 YTD	FY19-20 YTD	FY % +/-
Kenilworth Patrons	3,169	1,506	110.42%	3,169	1,506	110.42%
Borrowed from Other Libraries	2,056	1,542	33.33%	2,056	1,542	33.33%

TOTAL PHYSICAL CIRCS- DISTRICT

21JUL Physical Circulation	19JUL Physical Circulation	Net Change
31,322	39,504	-20.71%

FY22-22 YTD Physical Circulation	FY19-20 YTD Physical Circulation	Net Change
31,322	39,504	-20.71%



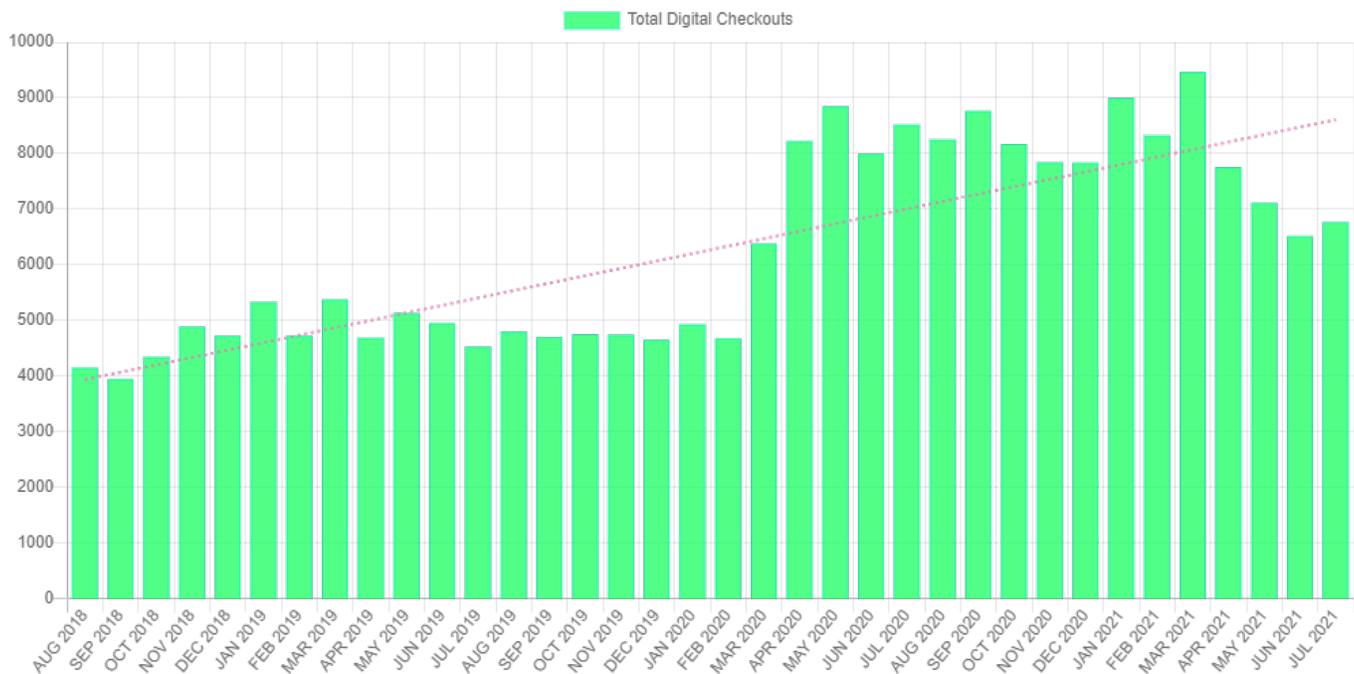
Notes

Adult: Adult circulation was higher in July than in any month since the pandemic began. Initial book circulation rebounded to 93% of our July 2019 number. We saw a 12% increase at Northfield and a 10% increase in audiobooks since joining the Overdrive consortium last month. Collections of interest this month were biographies, political science, art/interior design, and foreign films.

Youth: Youth circulation surpassed 16,000 checkouts, 1,000 more than June checkouts and continuing our upward trend. In addition, our Vox book collection has reached almost 700 checkouts since debuting in April with an average of 7.1 checkouts per title!

DIGITAL

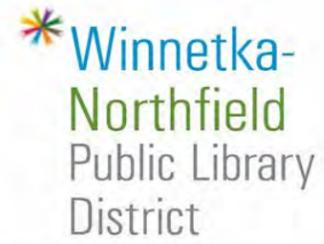
Material Type	21JUL	19JUL	Mo. % +/-	FY21-22 YTD	FY19-20 YTD	FY % +/-
eBooks	3,033	2,032	49.26%	3,033	2,032	49.26%
eAudiobooks	2,182	1,137	91.91%	2,182	1,137	91.91%
eMagazines	969	1,118	-13.33%	969	1,118	-13.33%
eVideos	535	182	193.96%	535	182	193.96%
eMusic	47	58	-18.97%	47	58	-18.97%
Total	6,766	4,527	49.46%	6,766	4,527	49.46%



TOTAL DISTRICT CIRCULATION

21JUL District Circulation	19JUL District Circulation	Net Change
38,088	44,031	-13.50%

FY21-22 YTD District Circulation	FY19-20 YTD District Circulation	Net Change
38,088	44,031	-13.50%



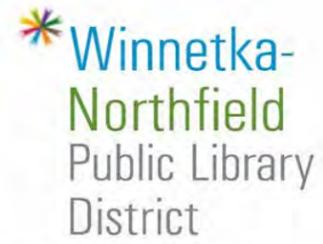
Winnetka-Northfield Public Library District Sitework 2021 Project

Friday, August 6, 2021



BID PACKAGE #02 - Asphalt

BIDDERS	BOND	ADDEND.	BASE BID	Base Bid w/ Alternates	Voluntary Alternate		
Chicagoland Paving Contractors, Inc	X	X	\$28,000.00		n/a		
A Lamp Concrete Contractors, Inc	X	X	\$47,420.00		n/a		



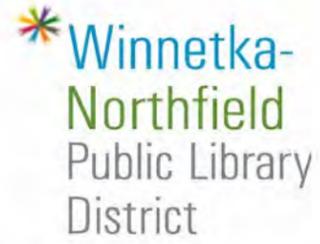
Winnetka-Northfield Public Library District Sitework 2021 Project

Friday, August 6, 2021



BID PACKAGE #03 - Site Concrete

BIDDERS	BOND	ADDEND.	BASE BID	Base Bid w/ Alternates	Voluntary Alternate		
A Lamp Concrete	X	X	\$130,350.00		n/a		
Eagle Concrete	X	X	\$180,400.00		n/a		
Manusos General Contracting, Inc	X	X	\$153,000.00		n/a		



Winnetka-Northfield Public Library District Sitework 2021 Project

Friday, August 6, 2021



BID PACKAGE #23 - Snowmelt

BIDDERS	BOND	ADDEND.	BASE BID	Base Bid w/ Alternates	Voluntary Alternate		
ACSI Mechanical	X	X	\$74,021.00		n/a		
Hartwig	X	X	\$74,800.00		n/a		
1 Source Mechanical	X	X	\$95,400.00	\$94,900.00	(\$500.00)		



August 10, 2021

Ms. Monica Dombrowski
Library Director
Winnetka-Northfield Public Library District
768 Oak Street
Winnetka, IL 60093

Re: Winnetka-Northfield Public Library District – Sitework 2021 Project

Subject: Recommendation to Award Bids

Dear Monica:

Based on the bids we received on August 6, 2021, we recommend awarding a contract to the following firms for the Winnetka-Northfield Public Library District – Sitework 2021 Project which is listed below:

<u>Bid Package</u>	<u>Description, Firm, and No. of Bids Received</u>	<u>Total Bid</u>
02	Asphalt - Chicagoland Paving (2)	\$28,000.00
03	Site Concrete - A Lamp Concrete (3)	\$130,350.00
23	Snowmelt Systems - ACSI Mechanical (3)	\$74,021.00
32	Retaining Wall - Landworks (1)	\$59,000.00
	TOTAL	\$291,371.00

With respect to these bid packages, we have reviewed the bid with each firm and confirmed that they appear to understand the scope, schedule, and requirements of the work. Each firm was pre-qualified for this work and has successfully completed similar work on other projects. We recommend approval of their bids as the lowest responsible bidder. The bid tabulation sheet from the August 6th, 2021, bid opening with base bid amounts is attached.

Please indicate the library’s approval of the above by signing below and returning a copy to our office. If you have any questions, please do not hesitate to call.

Sincerely,
SMC Construction Services

Brooke Irving
Assistant Project Manager

Approved:
Winnetka-Northfield Public Library District

Date: _____

Cc: Monica Dombrowski, Winnetka-Northfield Public Library District
John Shales, SMC Construction Services

Winnekta- Northfield Public Library District
 Parking Lot & Sidewalks
 Cost Projection & Bid Results



8/10/21

Items	Anticipated Cost 7/9/21	Antic. Cost/Bid Packages	Lowest Bids Total	Budgeted vs Actual
Grind/Resurface Parking Lot	\$ 32,517	\$ 32,517	\$ 28,000	\$ (4,517)
Landscape Retaining Wwall	\$ 60,720	\$ 60,720	\$ 59,000	\$ (1,720)
Remove/Replace Sidewalks & Stairs	\$ 59,919	\$ 129,989	\$ 130,350	\$ 361
Snow Melt System in Sidewalks (hot water)	\$ 89,640	\$ 89,640	\$ 74,021	\$ (15,619)
New Handrails	\$ 70,070	in Conc	in Conc	
Landscape Allowance	\$ 25,000	\$ 25,000	\$ 25,000	\$ -
Landscape Lighting & Power Allowance	\$ -			
Site Fixture Allowance	\$ -			
Subtotal	\$ 337,866	\$ 337,866	\$ 316,371	\$ (21,495)
Design & Construction Contingency	\$ 46,519	\$ 46,519	\$ 46,519	
Temporary Barriers/Protection	\$ 10,000	\$ 10,000	\$ 10,000	
SMC Management & Supervision (Part Time)	\$ 27,360	\$ 27,360	\$ 27,360	
SMC OH&P + Insurance (5% + .75%)	\$ 24,250	\$ 24,250	\$ 23,014	\$ (1,236)
SMC Pre-Construction	\$ 18,164	\$ 18,164	\$ 18,164	
Subtotal	\$ 464,159	\$ 464,159	\$ 441,428	\$ (22,731)
Deisgn Fee Allowance	\$ -	\$ -	\$ -	
Permit Costs	\$ -	\$ -	\$ -	
Total Project Costs	\$ 464,159	\$ 464,159	\$ 441,428	\$ (22,731)

UNDER BUDGET \$ **(22,731)**

Winnetka Public Library Facility Review

Findings

By visual inspection on June 22 (architectural) and June 30 (Roof & MEP), 2021, the following items were identified as needing or likely to need attention in the next several years. We have included the cost items in a spreadsheet format directly following this summary. There is obviously flexibility in when costs are incurred so this is more a road map of possibilities as opposed to defining an exact program.

Exterior

Masonry – The masonry and stone veneer is in good condition overall benefitting from the large roof overhang but, like all masonry, needs periodic attention. There was one area that should be tuckpointed to limit water infiltration near the main east entrance. A1. There is a freestanding, partial height wall at the bike rack on the north side of the building. The masonry has moved off of its foundation either by being hit or pushed (possibly by snow removal equipment). This wall needs to be either re-built or removed. Removal may increase visibility and reduce blind spots but would also eliminate some screening of the parking lot. A2



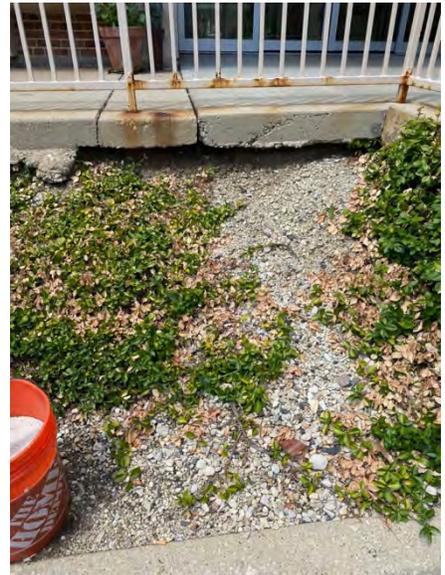
Windows – The building has two different types of windows currently. The office and children’s areas have more modern aluminum storefront type windows with insulated glass while the remainder of the building has the original aluminum framed, single pane windows. The office and children’s windows are in good condition and are weather tight. This type of window requires some attention over time as the gaskets and seals tend to shrink. The interior gasket is showing signs of shrinking while the exterior gasket is not, therefore the windows are weather tight and not in need of immediate attention. A3



The aluminum and single pane glazing is original to the building and requires replacement as the glazing compound (asbestos containing) and perimeter caulking (asbestos containing) are failing and for improved thermal / energy efficiency. All of these windows are under contract to be replaced this fall (2021) and therefore the costs are excluded from this report.

Sidewalks – The main east entry sidewalks are all new as of fall 2020. The west side sidewalks, which is the only ADA accessible entrance to the building, are in poor condition. The handrails are deteriorated, sidewalks spalling, and, due to the configuration, are being undermined by erosion. These sidewalks and handrails need to be replaced and it is recommended that a retaining wall between the sidewalk and parking lot be added to prevent future undermining of the sidewalk. When the sidewalks are replaced, consideration should be given to add an integral snow melt system as this is the main ADA entrance. A4

Additionally, there is a significant section of concrete spalling below the threshold of the door into the office area. This area needs to be patched and repaired to prevent water and pest infiltration. A5



Asphalt – The asphalt parking lot is in need of attention. The surface is showing signs of wear and some cracking or cold joints (from previous patches) are open allowing water infiltration. The parking seems to be level and not showing signs of the stone base failing so an asphalt surface removal and replacement seems appropriate. A6. At the time the asphalt is replaced, the manhole structures should be inspected for structural integrity and attended to if needed.

Additionally, we recommend that the pavement be sealed and re-striped every 2-3 years to maximize the service life. A7



Exterior Soffits – The exterior soffits around the perimeter of the building appear to be solid but the finish is peeling off. These areas need to be cleaned, prepped and refinished. A8. The metal fascia panels appear to be in good shape and not requiring any attention.

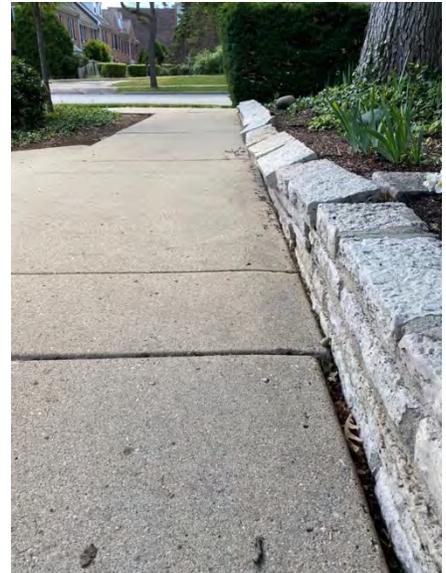


Aluminum Entrances – the entrances appear to be in very good shape and not in need of immediate maintenance. However, it is normal for these types of entrances – especially with auto operators - to require periodic maintenance for proper operation. A9

Site Drainage – apparently as a means to control water infiltration into the lower level, the west side of the building includes a site drain with a pump to control ground water levels. Because of the nature of this system, its exposure to the elements, and it being relatively critical to keeping the lower level dry, this system should be inspected and tested at least twice per year to remove debris and exercise the pump. All of the sites catch basins as well as air intake structures should be cleared of debris at least yearly to ensure rainwater drains properly. This work can be done by maintenance staff or hired out as a service. A10



Landscaping – Overall the landscaping around the facility is in good shape and well maintained. Three areas needing attention include 1) clearing weeds and unwanted growth around the cooling unit on the west side (the debris of which clogs the cooling unit and shortens service life), 2) trimming of trees away from the roof area to reduce the clogging of roof drains, and 3) realigning the stone retaining wall to the north. A11



Interior

Overall, the interior of the building was in good condition. We visually spot reviewed the structure of the building and found no apparent concerns – no significant cracking, displacement, unevenness, signs of settlement, etc.

Flooring & Painting – the flooring and wall finishes throughout the facility are in good condition and will need only periodic cleaning and replacement due to wear. A12

Ceilings – note there are a couple of areas with the old acoustic ceiling panels still in place: Children’s main area and below the mezzanine in the Adult area. Although these ceilings are in good condition now and appear to be maintainable, the library may wish to remove and update these areas in the near future. A13



Electrical Safety Concerns – In the lower level, several electrical safety concerns – open electric boxes, covered smoke detector, etc. - were identified. A competent maintenance person or a licensed electrician should work their way through the lower level making safe the existing conditions.
A14



Roof

(Weatherguard)

Existing Roof System

The roof system is comprised of predominately a sloped shingle roof with low-slope membrane roofs for a gutter system. The shingle roof looks to be +/- 5 years old and looks to be in good condition. You can expect to get another at least 10 to 15 years of life.

Existing low-slope roof system at the perimeter consists of fully adhered EPDM. The existing roof system is approx. 5 years old. An average lifespan of a roof system is 20 to 25 years. The existing roof systems appears to be in good condition and recommend only minor repairs.

We recommend a yearly roof inspection be conducted to identify and address concerns proactively.
R1

Immediate Recommended Repairs R2

- Clean and remove debris from drains and roof area.
- Repair any popped nails.
- Strip and re-wrap the conduit for the thermal cable system in downspouts
- Repair the damaged metal coping on the NE corner

Elevator

(Smart Elevator)

The elevator in the building dates from 1984 – 35+ years old. Elevators have about a 20-25 year life expectancy. It appears to be working well and continues to pass its yearly inspection, which is great, but planning for updates is critical. A modernization of the controllers, power units, door operators, etc. is recommended. EL1 Additionally the elevator cab can be updated for aesthetic purposes. EL2

Heating, Ventilating, and Air Conditioning

(2010 Engineering)

Existing Conditions

Central Heating Plant

The central heating plant consists of (2) 700 MBH input Lochinvar Knight boilers with modulating burners installed in 2015. The primary boiler loop is circulated by (2) Armstrong hot water pumps with variable frequency drives in a lead/stand by configuration. The hot water system serves the air handling unit coil, VAV box coils, and hot water terminal units throughout the building. There is a glycol fill system in place indicating the system contains glycol. The hot water system was installed in 2015.

Air Handling System

The building is heated, cooled, and ventilated by a Carrier 39MN50 central station variable air volume air handling unit that was installed in 2015. It includes a hot water heating coil and DX cooling coil with associated Carrier 38APD0605 air cooled condensing unit located on grade south of the building. The condensing unit was installed in 2015 and utilizes R-410a refrigerant.

There is no return fan for the system. An inline exhaust fan provides building pressure relief.

The air distribution system consists of Price Variable Air Volume boxes with hot water coils. The VAV boxes were installed in 2015.

The Workroom, Administration Office, and Director Office have no return air path back to the air handling unit.

Miscellaneous Heating

Electric finned tube heaters are located below the windows in the lower level.

MDF Closet

The MDF Closet has no dedicated cooling equipment. The equipment is located in a closet with louvered doors and ceiling open to the office space.

Exhaust Fans

Toilet rooms are exhausted by ceiling mounted exhaust fans. The elevator equipment room is exhausted by an inline exhaust fan.

Temperature Controls

A Delta Building Automation System provides temperature control for the building HVAC system. It was installed in 2015.

Revision Recommendations:

Central Heating Plant

The central heating plant equipment is 6 years old and in very good condition. It shouldn't need to be replaced for at least 15 years.

Air Handling Unit

The air handling unit is 6 years old and in very good condition. It shouldn't need to be replaced for another 30 years. The variable frequency drive for the air handling unit and exhaust fan shouldn't need to be replaced for at least 15 years.

The VAV boxes are 6 years old and in very good condition. They shouldn't need to be replaced for another 20-25 years.

Although not required maintenance, we recommend providing a return air path back to the air handling unit for the Workroom, Administrative Office, and the Director's Office preferably by adding branch ductwork connecting to the return main if ceiling space allows. This would cost approximately \$10,000 (2021 dollars).

MDF Room HVAC System

The MDF is in a closet with open ceiling and louvered doors, but with no mechanical cooling. During unoccupied times when the central fan system is off, if the temperature in the space rises to an unacceptable level, it could be that dedicated mechanical cooling would be beneficial. If that is the case, we would recommend the addition of a duct free split system cooling unit to serve the space which would cost approximately \$20,000 (in 2021 dollars).

Preventative Maintenance & Inspection

As is good practice, we recommend having a trusted HVAC contractor do a full system inspection and routine preventative maintenance at least once per year and preferably twice a year. This will help to reduce unexpected down time and increase the life of the equipment. H1

Temperature Controls

The existing Delta Building Automation System is relatively new and should be provided with software updates as required. We assume that the library has a service contract with Delta for regular system maintenance. H2

Existing Conditions

Electrical Service

The main service entrance conductors are routed underground to a service entrance rated disconnect switch located in the lower level mechanical room. The service disconnect switch is rated 600 amperes at 208/120V-3Ph-4W with a 600 ampere main bolted pressure switch. It is manufactured by Erickson Electrical Equipment Company and appears to be in good condition.

A grounding electrode conductor is observed to be bonded to the domestic water service metal pipe where it enters the building. However, a grounding electrode conductor bonding both sides of the water meter is missing to maintain continuity of the water pipe should it be removed for service/replacement.

Electrical Power Distribution

The main service disconnect switch feeds a main distribution panel containing fusible switches. This distribution panel is rated 600 amperes at 208/120V-3Ph-4W. It is manufactured by Square D and appears to be in good condition but there are no more physical room to add switches for additional loads. This panel feeds branch panels to distribute power throughout the building. The electrical distribution equipment ranges in various condition and is manufactured by various manufacturers. There is (1) electrical panel in lower level that is manufactured by Chicago Switchboard Company and appears to be in fair condition. There is (1) electrical panel in the lower level that is manufactured by Challenger. It was installed in 1995 per nameplate info and appears to be in fair condition. There are (4) electrical panels of various ages in the lower level that are manufactured by Square D and appear to be in good/fair condition. There are (2) electrical panels in the building that are manufactured by Cutler- Hammer and appear to be in fair condition.

An outdoor, natural-gas generator is installed at the north side of the building. It feeds a combination transfer switch and circuit breaker panel located in the lower level mechanical room. It provides back-up power to sump pumps and sewage ejector pumps. The generator appears to be rated 20kW at 208/120V-1Ph and manufactured by Generac. It is a Guardian series residential type standby generator but appears to be in fair condition.

Lighting

There are varying styles of luminaires inside the building including 1'x4' lay-in troffers, strip lights, recessed square/round downlights, suspended/recessed linear lights, wall mounted linear lights, cantilever book-stack lights, decorative pendants, decorative vanity lights, etc. LED is the primary source of lighting in the building except a few areas where fluorescent source is observed; they include the children's area, and the cantilever book-stack lights. Interior lighting appears to be in fair/good condition and provides adequate light levels throughout the building.

Majority of the lighting on the main level is tied to a central lighting system with time schedule, while other spaces were observed to be provided with occupancy sensor control. Manual operated on/off

toggle switches were observed to control children's area lights, cantilever book-stack lights, lower level maker space, lower level administration area, and lower level mechanical room.

Exterior lighting is installed around the outside of the building including wall packs, canopy square lights, step-lights, and parking lot poles. Majority of exterior lighting has been upgraded or retrofitted to LED source. It is unknown if the canopy square lights are LED as the lamp source is not visible. All the exterior lighting appears to be controlled by a time clock; however, the lights were observed to be turned on when there is sufficient daylight outside. The exterior lighting appears to be in fair/good condition.

Exit signs and emergency lighting appears to be adequately provided throughout the building. Integral battery units are used as the emergency power source for the exit signs and emergency lighting.

Fire Alarm System

The building is protected throughout with smoke/heat detectors and audio/visual notification devices that are tied to a control panel located in the main level circulation workroom. The fire alarm control panel is manufactured by Notifier #NFW2-100 and is an addressable system. The system appears to be in good condition.

Telecommunication System

The main server rack is located in the lower level administration area. The horizontal structured cabling appears to be CAT5E/CAT6. The system appears to be functional and in fair condition.

Security System

Motion sensors and door contacts are installed in the building. The system appears to be functional and in fair condition.

Security cameras are installed inside and outside the building. The system appears to be functional and in good condition. Consideration should be given to adding more cameras to increase coverage due to the layout out of the facility.

Revision Recommendations

Thermal imaging service is recommended at the panels as a preventative measure to ensure all connections are secure and properly terminated. E1

Provide bonding jumper on either side of domestic water meter to ensure continuity of grounding path. E2

(2) fusible switches in the distribution panel are missing covers which could result in accidental contact with live electrical components. Provide covers listed and approved for use with the distribution panel. E3

The distribution panel has no more physical room to add switches for additional loads. Consideration should be given to replacing the panel with spaces for future loads. The 600 ampere electrical service size should be analyzed at the same time to determine if it needs to be upgraded for the added electrical loads. E4

Lighting in the Children's area and those cantilevered from the book-stacks in the adult area should be considered to be upgraded to energy efficient LED lighting. E5

Provide new lens on (1) light fixture in lower level Office 009 with a missing lens. E6

Time clock controlling exterior lighting should be investigated such that exterior lighting are not turned on when there is sufficient daylight outside. Consider migrating exterior lighting circuits to the same central lighting system controlling interior lighting such that they can be programmed under the same platform. E7

Emergency battery units serving the lower level, Children's area, and stairwells appear to be older with incandescent lamp source. Consider replacing the battery units with newer LED type to match those in the renovated area of the building. E8

Consider adding security cameras to improve coverage for the safety and security of your patrons. E9

Plumbing

(2010 Engineering)

Existing Conditions

The 6" combined water service enters on the west side of the building from a Village water main located in Linden Street. The water enters as a 6" combined water service through the south wall of the Crawlspace 001. The 6" water service splits to 4" fire protection and 3" domestic water services in the Crawlspace. The 4" fire protection service is equipped with a 4" reduced pressure detector assembly backflow preventer, Wilkins Model 475STDA (SN: 0165M) with a metered and protected bypass. Bypass backflow preventer is a 3/4" reduced pressure principal backflow preventer, Wilkins Model 975XL2 (SN: 4698807). Backflow preventers are tested and certified with the last test date 8/12/2020. The 3" domestic water service is equipped with a Village of Winnetka Master Meter water meter (2" in size) with reducers. Domestic water meter has an exterior remote reader located on the southeast side of the building. Domestic water is not equipped with a backflow preventer.

Domestic water is distributed from the service with galvanized domestic water piping. Portions of galvanized piping have been repaired with copper piping. Renovated first floor toilet rooms appear to be fully piped with copper piping.

The domestic water heater for the building is located in the basement lower level, Mechanical Room 003. The domestic water heater is a 40 gallon Bradford White water heater, Model RG240T6N (SN: NK38419872), 40,000 BTU gas fired tank type water heater. Water heater is in good condition and was installed 2/18/2017. Domestic water heater has a ProFlo PFXT5I expansion tank. Domestic hot

water circulation is accomplished with a lead free Bell and Gossett Series 100 (SN: 106197LF) domestic water circulation pump located at the domestic water heater. Domestic water recirculation pump is in good condition and was installed on 5/21/2015.

The basement is protected from ground water infiltration by a drain tile piping system. Drain tile pump system is a simplex submersible system in a basin located in Mechanical Room 003. The capacity and age of pump is unknown. The pump is controlled by a submersible float. Basin cover is not sealed. Paperwork is tucked into conduits near sanitary basin indicating Ion Technologies pumps, Series SE40-SE-60 pump model number. Ion Technologies website indicates pump series are cast iron pumps with cast iron impeller, 4/10HP or 6/10 HP pumps. A label on the pump control panel indicates that pumps were replaced on 1/19/2021.

The basement floor drains and toilet rooms are routed to a duplex submersible system in a basin located in Mechanical Room 003. The capacity of pumps is unknown. The duplex pump control panel is not labeled with a manufacturer or electrical characteristics.

Sanitary drainage for the building, where exposed, is mainly cast iron piping. Piping is in good condition and waste flows well under normal conditions. Newer piping for toilet room improvements is Schedule 40 PVC sanitary piping.

Public toilet room plumbing fixtures are commercial quality fixtures in good condition. Domestic water supply piping to fixtures appears to be primarily galvanized piping. Water closets and urinals are floor mounted china fixtures with manual flush valves. Lavatories are both individual bowls and integral counters with manually activated faucets. Lavatories are not provided with ASSE thermostatic mixing valves to prevent scalding. Toilet rooms are not equipped with floor drains. The exception to the list and fixtures above is the ADA toilet rooms at the main entrance. ADA toilet rooms at main entrance have infrared sensor flush valves and sensor faucets. Lavatories are provided with ASSE thermostatic mixing valves. ADA toilet rooms also each are equipped with a floor drain.

The building does not have any electric water coolers. A "quench" water filter system is located at main entrance toilet rooms and provides drinking water with paper cups. Break room is also equipped with a "quench" water filter system and a water line to the refrigerator. None of these water system connections are protected. In-line check valves should be provided at system connections.

Break rooms and work rooms are equipped with stainless steel sinks with gooseneck and swing spout faucets. Some sinks are equipped with drinking water filters and dispensers located on the sink deck. Sinks do not appear to have thermostatic mixing valves in either staff or public areas.

Janitors' closets are located throughout the building with service sinks and faucets with integral vacuum breakers. First floor janitor closet is equipped with a chemical soap system. Domestic water system should be provided with RPZ backflow preventer device at soap system location.

The roof drainage is accomplished by storm piping from an edge gutter system on the building . Storm piping from drains runs thru the eaves and is exposed outside the building. Piping runs to underground then into the building to storm piping on the Basement Level.

Exterior hose bibbs are located around the perimeter of the building for lawn irrigation and sidewalk wash down. The hose bibbs do not have integral vacuum breakers. An exterior RPZ backflow feeds a lawn irrigation sprinkler system. Backflow preventer was last tested in 2019 according to testing tag on backflow.

Revision Recommendations:

Provide 3" RPZ backflow preventer on incoming water service. Pressure and flow will need to be checked to see if a booster system is needed to maintain pressure. P1

Replace all galvanized piping in building with new copper piping. Piping will have new valves, insulation and hangers. P2

Re-gasket and seal storm and sanitary ejector pit in basement. Pit is currently open to room in basement. P3

Existing janitor closet service sink should not have chemical soap system directly connected to the service sink faucet per IDPH and Illinois Plumbing Code Cross Connection requirements. An independent water connection and RPZ backflow preventer should be provided at all chemical soap systems. (One location.) P4

Replace exterior hose bibbs with newer models that have integral vacuum breakers to prevent backflow into building. (Five locations.) P5

All faucets and flush valves in older toilet rooms are manually operated. Faucets and flush valves could be converted to battery operated hands free infrared activated devices. This would eliminate one point of physical contact with possible sources of germs. P6

Fire Sprinkler**(2010 Engineering)****Existing Conditions:**

The basement of the building is the only area of the building protected by sprinkler system. Sprinkler heads are different in different areas of the building. Sprinklers in ceilings are chrome plated recessed heads. Mechanical areas have exposed upright heads. Sprinklers appear to be in good condition. There are no sprinklers provided below ductwork in mechanical areas that is over 4'-0" wide.

The water enters as a 6" combined water service through the south wall of the Crawlspace 001. The 6" water service splits to 4" fire protection and 3" domestic water services in the Crawlspace. The 4" fire protection service is equipped with a 4" reduced pressure detector assembly backflow preventer, Wilkins Model 475STDA (SN: 0165M) with a metered and protected bypass. Bypass backflow

preventer is a 3/4" reduced pressure principal backflow preventer, Wilkins Model 975XL2 (SN: 4698807). The static pressure of the sprinkler system is at 48 PSI.

Fire department connection is located on the south side of the building along the parking lot and handicapped ramp. The fire department connection is a free standing dual siamese connection fitting with alarm bell and strobe located above the fire department connection. Fire department connection is blocked by movable pots filled with plants.

Revision Recommendations:

Provide additional sprinklers below 4'-0" and wider ductwork in mechanical spaces. Remove pots and planters concealing fire department connection. F1

**Winnetka Public Library
Facility Report June 2021**



		Total Projected Cost (2021 \$)											
Building Aspect	Item	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
	Escalation Multiplier: 3.5% escalation per year, compounded	1.00	1.035	1.071	1.109	1.148	1.188	1.229	1.272	1.317	1.363	1.411	1.460
Architectural													
Exterior													
A1	Masonry repair & caulking	\$ 7,500		\$ 7,763								\$ 10,579	
A2	Masonry screen wall removal	\$ 7,500	\$ 7,500										
A3	Window caulk and gaskets	\$ 15,000				\$ 17,213							
A4	West side sidewalk & rail replacement including retaining wall & snowmelt system	\$ 400,000	\$ 400,000										
A5	Concrete repair at entry door	\$ 2,500	\$ 2,500										
A6	Asphalt resurface	\$ 45,000	\$ 45,000										
A7	Asphalt seal and stripe	\$ 5,000		\$ 5,175			\$ 5,938			\$ 6,584			\$ 7,300
A8	Soffit finishes	\$ 20,000			\$ 21,425								
A9	Aluminum entrance maintenance	\$ 6,000				\$ 6,652		\$ 7,376			\$ 8,177		
A10	Site drainage maintenance & testing	\$ 1,500	\$ 1,500	\$ 1,553	\$ 1,607	\$ 1,663	\$ 1,721	\$ 1,782	\$ 1,844	\$ 1,908	\$ 1,975	\$ 2,044	\$ 2,116
A11	Landscaping repairs, trimming	\$ 7,500		\$ 7,763					\$ 9,542				
Interior													
A12	Flooring & Painting Updates (partial bldg.)	\$ 65,000				\$ 72,067				\$ 85,593			
A13	Replace old acoustic ceilings	\$ 85,000				\$ 94,241							
A14	Misc. electrical safety items	\$ 4,000		\$ 4,140									
Total Architectural		\$ 456,500	\$ 26,393	\$ 23,031	\$ 174,623	\$ 18,934	\$ 7,720	\$ 9,219	\$ 11,451	\$ 94,152	\$ 10,222	\$ 12,695	\$ 9,490
Elevators - None													
EL1	Modernize equipment	\$ 115,000		\$ 119,025									
EL2	Modernize cab	\$ 15,000		\$ 15,525									
Total Elevators		\$ -	\$ 134,550	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Roofing - Weatherguard													
R1	Regular Roof Inspection	\$ 1,500		\$ 1,553	\$ 1,607	\$ 1,663	\$ 1,721	\$ 1,782	\$ 1,844	\$ 1,908	\$ 1,975	\$ 2,044	\$ 2,116
R2	Immediate Repairs	\$ 3,000	\$ 3,000										
Total Roofing		\$ 3,000	\$ 1,553	\$ 1,607	\$ 1,663	\$ 1,721	\$ 1,782	\$ 1,844	\$ 1,908	\$ 1,975	\$ 2,044	\$ 2,116	\$ 2,190
MEPFP - 2010 Engineering													
HVAC													
H1	Preventative Maintenance & Inspections	\$ 7,500	\$ 7,500	\$ 7,763	\$ 8,034	\$ 8,315	\$ 8,606	\$ 8,908	\$ 9,219	\$ 9,542	\$ 9,876	\$ 10,222	\$ 10,579
H2	Update Controls Software	\$ 5,000		\$ 5,175			\$ 5,738			\$ 6,361			\$ 7,053
Total HVAC		\$ 7,500	\$ 12,938	\$ 8,034	\$ 8,315	\$ 14,344	\$ 8,908	\$ 9,219	\$ 15,903	\$ 9,876	\$ 10,222	\$ 17,632	\$ 10,950
Electrical & Fire Alarm													
E1	Thermo-scan switchboards and panel boards to identify any loose connections	\$ 5,000			\$ 5,356								
E2	Add bonding jumper at water meter	\$ 1,500	\$ 1,500										
E3	Provide missing covers at distribution panel	\$ 1,000	\$ 1,000										
E4	Replace distribution panel to add spaces for expansion	\$ 25,000				\$ 27,718							
E5	Upgrade fluorescent lighting to LED	\$ 70,000				\$ 77,610							
E6	Add lens on existing light fixture	\$ 300		\$ 311									
E7	Revise exterior lighting to central lighting system for interior lighting	\$ 18,000		\$ 18,630									

Building Aspect	Item	Total Projected	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
		Cost (2021 \$)												
E8	Replace emergency and exit lighting with LED (+/- 15ea)	\$ 15,000				\$ 16,631								
E9	Expand security camera system	\$ 10,000	\$ 10,000											
Total Electrical & FA		\$ 12,500	\$ 18,941	\$ 5,356	\$ 121,959	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Plumbing														
P1	Add RPZ Backflow preventer to water service	\$ 6,000		\$ 6,210										
P2	Replace galvanized pipe in lower level	\$ 125,000					\$ 143,440							
P3	Add gaskets & seals to storm and sanitary sump pump systems	\$ 2,000		\$ 2,070										
P4	Add RPZ backflow protection to chemical feed system	\$ 2,000		\$ 2,070										
P5	Replace exterior hose bibbs with backflow prevention (5 ea.)	\$ 2,500					\$ 2,869							
P6	Replace faucets with hands free battery powered faucets	\$ 6,000					\$ 6,885							
Total Plumbing		\$ -	\$ 10,350	\$ -	\$ -	\$ 153,194	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fire Protection														
FP1	Add sprinkler heads below duct in mechanical room	\$ 10,000		\$ 10,350										
Total Fire Protection		\$ -	\$ 10,350	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Report Summary		Total Report	\$479,500	\$ 215,073	\$ 38,028	\$ 306,560	\$ 188,194	\$ 18,409	\$ 20,283	\$ 29,262	\$ 106,003	\$ 22,488	\$ 32,444	\$ 22,630

(Tentative)*

BUDGET AND APPROPRIATION ORDINANCE**ORDINANCE NO. 2021-2022/2****WINNETKA-NORTHFIELD PUBLIC LIBRARY DISTRICT
COOK COUNTY, ILLINOIS****FISCAL YEAR JULY 1, 2021 to JUNE 30, 2022**

This Ordinance constitutes the Budget and Appropriation Ordinance for the Winnetka-Northfield Public Library District, Cook County, Illinois, for the fiscal year beginning July 1, 2021 and ending June 30, 2022.

BE IT ORDAINED by the Board of Library Trustees of the Winnetka-Northfield Public Library District as follows:

SECTION 1. The following budget and appropriation amounts are adopted for the fiscal year beginning July 1, 2021 and ending June 30, 2022.

	<u>Budget</u>	<u>Appropriation</u>
A. <u>GENERAL FUND</u>		
1. IT Services	\$ 163,000	\$ 187,450
2. Administrative Services	\$ 331,800	\$ 475,000
3. Personnel Salaries and Benefits	\$1,871,100	\$2,151,765
4. Programming	\$ 69,250	\$ 79,638
5. Materials	\$ 594,000	\$ 647,050
6. Capital Outlay	\$ 792,740	\$ 2,000,000
TOTAL	\$3,859,490	\$5,540,903

*All figures contained in this Budget and Appropriation Ordinance are tentative and subject to change prior to final approval of the Board. Final approval of the Board is expected on September 20, 2021.

	<u>Budget</u>	<u>Appropriation</u>
B. <u>SPECIAL FUND TAX FUNDS</u>		
1. IMRF	\$119,000	\$155,000
2. FICA	\$131,030	\$160,000
3. Unemployment Insurance Fund	\$10	\$100,000
4. Liability Insurance	\$23,200	\$25,520
5. Audit Fund	\$12,400	\$14,260
6. Building and Equipment (.02%)	<u>\$387,140</u>	<u>\$ 640,000</u>
 TOTAL	 \$672,780	 \$1,094,780
TOTAL BUDGET	\$4,532,270	
TOTAL APPROPRIATIONS		\$6,635,683

SECTION 2. As part of the annual budget, it is stated:

- a. The cash on hand at the beginning of the fiscal year is \$6,900,000.
- b. The estimated cash expected to be received during the fiscal year from all sources is \$4,700,000.
- c. The estimated expenditures for the fiscal year are \$4,450,510.
- d. The estimated cash expected to be on hand at the end of the fiscal year is \$7,149,490
- e. The estimated amount of taxes to be received during the fiscal year is \$4,506,100¹
- f. The estimated amount of income to be received from sources other than library taxes during the fiscal year is \$193,900.

SECTION 3. Funds in the total amount of \$6,542,253 or so much thereof as may be authorized by law, be and the same are hereby appropriated as specified.

¹ Latest tax levy of \$4,121,090 (to be received in 2022 from levy filed in 2020) plus \$30,000 from corporate replacement tax.

SECTION 4. All unexpended balances of proceeds received annually from public library taxes not in excess of statutory limits may be transferred to the Special Reserve Fund.

PASSED by the Board of Library Trustees on September 20, 2021.

AYES: _____

NAYS: _____

ABSENT: _____

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

ATTEST:

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

(SEAL)

**Winnetka-Northfield Public Library District
Certified Estimate of Anticipated Revenue by Source**

The anticipated revenue by source for the Winnetka-Northfield Public Library District for the Fiscal Year beginning July 1, 2021 and ending June 30, 2022:

Tax Receipts	\$	4,500,554.00
Interest	\$	50,000.00
Kenilworth Service Contract	\$	105,000.00
Corporate Replacement Tax	\$	30,000.00
Fines	\$	0.00
Illinois Public Library Per Capita Grant	\$	21,696.25
Friends of the Library Contributions	\$	17,500.00
Other Income	\$	<u>10,500.00</u>
Total Anticipated Revenue	\$	<u><u>4,735,250.25</u></u>

In accordance with 35 ILCS 200/18-50, I hereby certify that I am the elected Treasurer of the Winnetka-Northfield Public Library District and that the above figures are a true and accurate estimate of the anticipated revenue taken from information available to me.

Date

Deborah Vandergrift, Treasurer
Library Board of Trustees
Winnetka-Northfield Public Library District

Public Photography & Videos

Members of the public may take photographs or videos in all public areas of the library and on library grounds provided they do not impede or disturb others' use of the library or interfere with normal library operations. If specialized equipment is required (such as tripods or lights), requests must be made to the Administration office (bizoffice@winnetkalibrary.org) at least 24 hours in advance. Equipment may not block walkways, obstruct views, or create hazards of any kind.

In addition, photographers and videographers must respect others' wishes not to be photographed or filmed and obtain permission from them (or their legal representatives) before including them in photos or videos.

Taking photographs or filming copyrighted (or otherwise protected) materials for the purpose of redistribution without the express permission of the copyright (or other) holder is prohibited.

Commercial photography and videography may be permitted if the project does not interfere with the mission of the library and complies with the rest of this policy. When permitted, the library will charge a fee to offset costs incurred to provide access to the facility. All commercial requests should be sent to the Administration office (bizoffice@winnetkalibrary.org) at least one week in advance.

Library Photography & Videos

Library staff use photographs and videos to help convey the story of the library's impact on the community. Attendance at our programs and events constitutes consent to be photographed and/or filmed for use in our promotional materials (including social media platforms). Names and personally identifying information will not be used without the express permission of the subject or the subject's parent, legal guardian, or caregiver. Participants (or their legal representatives on their behalf) may opt out of being photographed or filmed by informing the staff member coordinating the program or event.

Performer Photography & Videos

Performers wishing to bring in professional equipment to record their performance must email their request to the Administration office (bizoffice@winnetkalibrary.org) at least one week in advance. The Library Director will determine whether to grant the request and if so, where the equipment shall be placed. The library will assume no liability for the damage/destruction of any equipment brought in by outside performers. A certificate of liability insurance listing the Library as an additional insured is required for any recordings that are permitted by the Library.

Library Board Meetings

Pursuant to Section 120/2.05 of the Illinois Open Meetings Act (5 ILCS 120/1 et seq.), any person may record the proceedings of the Board of Trustees and other meetings required by the Act to be open to the public. The recordings may be made by audio, video, or other means and shall not disrupt the meeting or create a safety hazard.

Liability

Members of the public taking photographs or videos are solely responsible for any injuries to persons or damages to property that result from their activities on library property. They also have to sole responsibility for obtaining all necessary releases and permissions required by law from persons who can be identified in any photograph or video or for copyrighted materials.

The library reserves the right to ask any individual or group violating this policy to cease taking photographs or videos in the library.

Unattended Child / Vulnerable Adult Policy

The Winnetka-Northfield Public Library District is dedicated to providing a safe and welcoming environment for all community members.

All persons aged 9 and older who are able to care for themselves and understand and follow the [Patron Behavior Policy](#) are welcome to use the library without accompaniment.

Children under the age of 9 must be accompanied and directly supervised by a parent, guardian, or responsible caregiver while in the library, including during library events, unless directed by staff. The caregiver must be a responsible person aged 14 or older.

Vulnerable adults must be accompanied and directly supervised by an adult over the age of 18 while using the library or attending library events. A vulnerable adult is functionally, mentally, or physically unable to care for themselves without supervision. Library facilities are not licensed to provide adult care and staff is not trained to assist with care-related tasks.

“Directly supervised” means the child and the parent or caregiver or vulnerable adult and caregiver must be able to observe one another at all times.

If it is determined that a child under the age of 9 or a vulnerable adult is in the library without an appropriate parent, guardian, or caregiver, staff will attempt to locate or contact the parent, guardian, or caregiver. If the parent, guardian, or caregiver cannot be located or contacted within 30 minutes, the police will be contacted and asked to assist. In addition, staff is authorized to contact the police at any time the safety of a child under 9 or vulnerable adult is in doubt.

In the event a parent, guardian, or caregiver cannot be contacted or located at the time the library closes, staff will contact the police for assistance and two staff members will wait with the child under 9 or vulnerable adult until police arrive.

Violation of this policy is grounds for suspension of library privileges.