

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

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

AGENDA

Monday, October 17, 2022

- I. Call to Order**
- II. Roll Call**
- III. Public Comments**
- IV. Approval of Minutes**
 - Approval of Minutes of the September 19, 2022 Special Meeting* (1 min)
 - Approval of Minutes of the September 19, 2022 Regular Meeting* (1 min)
- V. Financial Report**
 - September 2022 Financial Statements* (5 mins)
- VI. Library Reports**
 - Director's Report* (10 minutes)
 - Board President's Comments (5 minutes)
- VII. Liaisons to Other Organizations – Reports**
 - Winnetka Village (5 mins)
 - Northfield Village (5 mins)
- VIII. Unfinished Business**
 - Reconsideration of Committees
 - Discussion & Approval of Revised Circulation Policy*
 - Presentation & Discussion re: Winnetka Talk Digitization Project
- IX. New Business**
 - Strategic Plan Quarterly Update
 - Serving Our Public Standards 4.0 Audit/Review
 - Discussion on Draft Levy Ordinance*
 - Discussion & Vote on Resolution to Determine Estimate of Funds Needed for Fiscal Year 2022-2023*

*Attachments

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

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

X. Communications

- The next regular meeting will be on Monday, November 14th at 7 p.m. at the Winnetka Branch

XI. Public Comments

XII. Return to Open Session

XIII. Adjournment

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

September 19, 2022

I. CALL TO ORDER

The meeting was held at the Northfield Library, 1785 Orchard Ln, Northfield, Illinois. President Mitchell called the meeting to order at 7:01 p.m. A quorum was present.

II. ROLL CALL

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

Absent: Trustee Deborah Vandergrift

Present were library employees Nicola White (Business Services Coordinator), Mark Swenson (Information Technology Manager), and Courtney Volny (Customer Relations Manager). Present were Winnetka residents Marc Hecht and Stu Cohn. Present was Northfield resident Ranjini Shankar.

III. PUBLIC COMMENTS

Winnetka resident Marc Hecht commented on the proposed Budget and Appropriation Ordinance.

Winnetka resident Stu Cohn commented on the public comment procedure.

IV. PUBLIC HEARING ON PROPOSED BUDGET AND APPROPRIATION ORDINANCE FOR FISCAL YEAR 2022-2023

V. Vote to Adopt Budget and Appropriation Ordinance for Fiscal Year 2022-2023

A MOTION was made by Trustee Gosselin to adopt the Annual Budget and Appropriation Ordinance for Fiscal Year 2022-2023.

ROLL CALL VOTE

AYES: Trustees Gosselin, Sundell, Munoz, Casale MacNally

NAYS: 0

ABSENT: Trustee Vandergrift

MOTION CARRIED

VI. Adjournment

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

The MOTION passed on voice vote and President Mitchell adjourned the meeting at 7:17 p.m.

Respectfully submitted,

Nicola White
Recording Secretary

_____ Melissa Mitchell, President

_____ Thomas Sundell, Secretary

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

September 19, 2022

I. Call to Order

The meeting was held at the Northfield Library, 1785 Orchard Ln, Northfield, Illinois. President Mitchell called the meeting to order at 7:17 p.m. A quorum was present.

II. Roll Call

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

Absent: Trustee Deborah Vandergrift

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

III. Organizational Meeting of the Library Board

- *Resolution to Appoint a New Trustee*

A MOTION to Approve the Resolution to Appoint a New Library Trustee was made by Trustee Casale MacNally.

The MOTION passed on a voice vote.

- *Oath of Office*

Trustee Sundell swore in incoming Trustee Shankar.

IV. Public Comments

Winnetka resident Jeffrey Liss commented on the proposed revised Circulation Policy.

V. Approval of Minutes

- Approve Minutes of the August 15, 2022 Regular Meeting

President Mitchell announced the approval of the August 15, 2022 Regular Meeting Minutes.

VI. Financial Report

Director Dombrowski presented the August 2022 Financial Statements.

VII. Library Report

LIBRARY DIRECTOR'S REPORT:

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

BOARD PRESIDENT'S COMMENTS:

President Mitchell commented:

- The library is seeking as much input as possible from the community on the draft space plans that Engberg Anderson has put together for both buildings and she encouraged residents to visit the library website to provide feedback.

VIII. Liaisons to Other Organizations-Reports

- *Winnetka Village*- President Mitchell reported that on September 22, 2022 the Village is holding an input session at the Community House to obtain resident input on the Winnetka Futures 2040 plan. She also reported that Bike Winnetka and Fall Fest are this weekend; the library will be present at Fall Fest. Trustee Casale MacNally reported that the Village Council is holding a hearing on gun policies in Winnetka on September 20, 2022.
- *Northfield Village*- Trustee Munoz reported that Northfield Village has been performing landscaping improvements in the Village Center, including the library grounds. She also reported that there will be an Autumn Market through the Northfield Park District on November 11, 2022 from 4 p.m. – 9 p.m. and November 12, 2022 from 10 a.m. – 5 p.m. There will also be a Boo Bash on October 28, 2022 from 6 p.m. – 7:30 p.m.

IX. Unfinished Business

X. New Business

- *Reconsideration of Committees*

The Board discussed the logistics surrounding Board Committees and will seek guidance from outside council and determine how to proceed.

- *Adopt Ordinance Confirming Plans for Property Purchase & Proposing Finance Plan*

A MOTION to Adopt the Ordinance Confirming Plans for Property Purchase & Proposing Finance Plan was made by Trustee Casale MacNally.

ROLL CALL VOTE:

AYES: Trustees Munoz, Sundell, Casale MacNally, Gosselin, Shankar

NAYS:

ABSENT/ABSTAINING: Trustee Vandergrift

MOTION CARRIED

- *Adopt Ordinance Requesting Transfer of Property from Winnetka Park District to Library District*

A MOTION to Adopt the Ordinance Requesting Transfer of Property from Winnetka Park District to Library District was made by Trustee Gosselin.

ROLL CALL VOTE:

AYES: Trustees Shankar, Gosselin, Casale MacNally, Sundell, Munoz

NAYS:

ABSENT/ABSTAINING: Trustee Vandergrift

MOTION CARRIED

- *Discussion & Approval of Revised Collection Development Policy*

A MOTION to Approve the Revised Collection Development Policy was made by Trustee Casale MacNally.

The MOTION passed on a voice vote.

- *Discussion & Approval of Revised Reconsideration of Materials Policy*

A MOTION to Approve the Revised Reconsideration of Materials Policy as amended during the meeting was made by Trustee Casale MacNally.

The MOTION passed on a voice vote.

- *Discussion & Approval of Revised Gift Policy*

A MOTION to Approve the Revised Gift Policy as amended during the meeting was made by Trustee Casale MacNally.

The MOTION passed on a voice vote.

- *Discussion & Approval of Revised Circulation Policy*

The Board discussed further revisions to the Revised Circulation Policy and will review it again at the October board meeting.

XI. Communications

- *The next regular meeting will be held on Monday, October 17th at 7 p.m. at the Winnetka Branch.*

XII. Public Comments

Winnetka resident Jeffrey Liss commented on the Board Committees, Library Park land, and the revised Reconsideration of Materials Policy.

Winnetka resident Marc Hecht commented on the proposed revised Circulation Policy.

XIII. Adjournment

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

President Mitchell adjourned the meeting at 9:25 p.m.

Respectfully submitted,

Nicola White
Recording Secretary

_____ Melissa Mitchell, President

_____ Thomas Sundell, Secretary

Winnetka-Northfield Public Library District

All Funds Summary

For the 3 Months Ended September 30, 2022

Prorated Budget Percentage Spent: 25.00%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Current Year-to-Date</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
Revenues					
Library Fund	4,268,340.00	1,067,085.00	100,077.16	2.34 %	(967,007.84)
IMRF Fund	0.00	0.00	514.14	0.00 %	514.14
FICA Fund	0.00	0.00	381.93	0.00 %	381.93
Building Fund	0.00	0.00	1,175.17	0.00 %	1,175.17
Unemployment Fund	0.00	0.00	5.88	0.00 %	5.88
Total Revenues	<u>4,268,340.00</u>	<u>1,067,085.00</u>	<u>102,154.28</u>	<u>2.39 %</u>	<u>(964,930.72)</u>
Expenses					
Library Fund	4,033,378.00	1,008,344.50	848,759.68	21.04 %	(159,584.82)
IMRF Fund	20,100.00	5,025.00	22,352.47	111.21 %	17,327.47
FICA Fund	118,308.00	29,577.00	33,076.78	27.96 %	3,499.78
Building Fund	0.00	0.00	57,059.18	0.00 %	57,059.18
Unemployment Fund	1.00	0.25	0.00	0.00 %	(0.25)
Special Reserve Fund	0.00	0.00	0.00	0.00 %	0.00
Total Expenses	<u>4,171,787.00</u>	<u>1,042,946.75</u>	<u>961,248.11</u>	<u>23.04 %</u>	<u>(81,698.64)</u>
Total Revenues	4,268,340.00	1,067,085.00	102,154.28	2.39 %	(964,930.72)
Total Expenses	<u>4,171,787.00</u>	<u>1,042,946.75</u>	<u>961,248.11</u>	<u>23.04 %</u>	<u>81,698.64</u>
Excess Revenues less Expenses	<u>96,553.00</u>	<u>24,138.25</u>	<u>(859,093.83)</u>	<u>(889.76)%</u>	<u>(883,232.08)</u>

Winnetka-Northfield Public Library District

Library Fund Summary

For the 3 Months Ended September 30, 2022

Prorated Budget Percentage Spent: 25.00%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year-to-Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
Operating Revenue					
Property Tax	3,916,860.00	979,215.00	11,014.43	0.28 %	(968,200.57)
Replacement Tax	33,000.00	8,250.00	20,296.99	61.51 %	12,046.99
Collections	175,480.00	43,870.00	65,823.85	37.51 %	21,953.85
Materials	7,500.00	1,875.00	975.59	13.01 %	(899.41)
Other Income	135,500.00	33,875.00	1,966.30	1.45 %	(31,908.70)
Total Operating Revenue	<u>4,268,340.00</u>	<u>1,067,085.00</u>	<u>100,077.16</u>	<u>2.34 %</u>	<u>(967,007.84)</u>
Operating Expenses					
Personnel	2,131,350.00	532,837.50	488,240.88	22.91 %	(44,596.62)
Administration	261,528.00	65,382.00	75,870.33	29.01 %	10,488.33
Utilities	94,000.00	23,500.00	18,940.61	20.15 %	(4,559.39)
IT Services	215,250.00	53,812.50	66,763.17	31.02 %	12,950.67
Public Relations	47,000.00	11,750.00	9,222.16	19.62 %	(2,527.84)
Library Materials - Adult	509,000.00	127,250.00	132,555.17	26.04 %	5,305.17
Library Materials - Youth	83,000.00	20,750.00	14,603.15	17.59 %	(6,146.85)
Programs	82,250.00	20,562.50	24,830.89	30.19 %	4,268.39
Capital	610,000.00	152,500.00	17,733.32	2.91 %	(134,766.68)
Total Operating Expenses	<u>4,033,378.00</u>	<u>1,008,344.50</u>	<u>848,759.68</u>	<u>21.04 %</u>	<u>(159,584.82)</u>
Total Revenues	4,268,340.00	1,067,085.00	100,077.16	2.34 %	(967,007.84)
Total Expenses	4,033,378.00	1,008,344.50	848,759.68	21.04 %	(159,584.82)
Excess Revenues less Expenses	<u>234,962.00</u>	<u>58,740.50</u>	<u>(748,682.52)</u>	<u>(318.64)%</u>	<u>(807,423.02)</u>

Winnetka-Northfield Public Library District
Statement of Revenues and Expenditures - Modified Cash Basis
For the 3 Months Ended September 30, 2022

Prorated Budget Percentage Spent: 25.00%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year to Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
LIBRARY FUND					
Revenues					
Taxes					
Property Taxes Collections	3,916,860.00	979,215.00	11,014.43	0.28 %	(968,200.57)
Replacement Tax	33,000.00	8,250.00	20,296.99	61.51 %	12,046.99
Total Taxes	<u>3,949,860.00</u>	<u>987,465.00</u>	<u>31,311.42</u>	<u>0.79 %</u>	<u>(956,153.58)</u>
Collections					
Per Capita Grant	27,280.00	6,820.00	29,024.13	106.39 %	22,204.13
Kenilworth Services	145,000.00	36,250.00	35,390.25	24.41	(859.75)
Studio Fees	1,000.00	250.00	449.59	44.96	199.59
Lost/Damaged Mat.	2,200.00	550.00	959.88	43.63	409.88
Total Collections	<u>175,480.00</u>	<u>43,870.00</u>	<u>65,823.85</u>	<u>37.51 %</u>	<u>21,953.85</u>
Materials					
Copy/Printing	7,000.00	1,750.00	975.59	13.94 %	(774.41)
Book Sales	500.00	125.00	0.00	0.00	(125.00)
Total Materials	<u>7,500.00</u>	<u>1,875.00</u>	<u>975.59</u>	<u>13.01 %</u>	<u>(899.41)</u>
Other Income					
Checking Interest Income	5,500.00	1,375.00	861.87	15.67 %	(513.13)
Byline Bank IMA Interest	90,000.00	22,500.00	164.10	0.18	(22,335.90)
Money Market-Interest	19,500.00	4,875.00	749.68	3.84	(4,125.32)
Misc. Revenue	0.00	0.00	190.65	0.00	190.65
Gift Fund (over \$100)	500.00	125.00	0.00	0.00	(125.00)
Friends Donations	20,000.00	5,000.00	0.00	0.00	(5,000.00)
Total Other Income	<u>135,500.00</u>	<u>33,875.00</u>	<u>1,966.30</u>	<u>1.45 %</u>	<u>(31,908.70)</u>
Total Revenue	<u>4,268,340.00</u>	<u>1,067,085.00</u>	<u>100,077.16</u>	<u>2.34 %</u>	<u>(967,007.84)</u>

Winnetka-Northfield Public Library District

Statement of Revenues and Expenditures - Modified Cash Basis

For the 3 Months Ended September 30, 2022

Prorated Budget Percentage Spent: 25.00%

	Annual Budget	Prorated Budget	Year to Date Actual	% of Budget	Variance vs. Prorated Budget
LIBRARY FUND					
Expenses					
Personnel					
Salaries	1,825,000.00	456,250.00	406,036.24	22.25 %	(50,213.76)
Health Insurance	280,000.00	70,000.00	80,780.39	28.85	10,780.39
Flu Vaccination	100.00	25.00	0.00	0.00	(25.00)
Employee Asst. Program	500.00	125.00	0.00	0.00	(125.00)
Professional Development	25,000.00	6,250.00	1,031.56	4.13	(5,218.44)
Flexible Spending Account	750.00	187.50	105.00	14.00	(82.50)
Professional Development	0.00	0.00	287.69	0.00	287.69
Total Personnel	2,131,350.00	532,837.50	488,240.88	22.91 %	(44,596.62)
Administration					
Audit Fees	12,400.00	3,100.00	0.00	0.00 %	(3,100.00)
Library Supplies	30,000.00	7,500.00	3,743.75	12.48	(3,756.25)
Office Supplies	6,000.00	1,500.00	1,226.27	20.44	(273.73)
Breakroom Supplies	2,200.00	550.00	678.80	30.85	128.80
Postage	2,500.00	625.00	673.84	26.95	48.84
Hospitality	500.00	125.00	0.00	0.00	(125.00)
Accounting and Bookkeeping	26,000.00	6,500.00	3,450.00	13.27	(3,050.00)
Legal Notices	3,500.00	875.00	319.00	9.11	(556.00)
Delivery Service	7,200.00	1,800.00	1,100.00	15.28	(700.00)
Payroll Services	9,000.00	2,250.00	2,216.24	24.62	(33.76)
Liability Insurance Costs	33,128.00	8,282.00	25,128.00	75.85	16,846.00
Liability Insurance	0.00	0.00	5,600.00	0.00	5,600.00
Board Expenses	1,000.00	250.00	35.00	3.50	(215.00)
Memberships	5,700.00	1,425.00	2,193.00	38.47	768.00
Staff Recognition/Events/Meetings	6,000.00	1,500.00	403.01	6.72	(1,096.99)
Legal	10,000.00	2,500.00	1,316.25	13.16	(1,183.75)
Consultants	45,000.00	11,250.00	17,751.91	39.45	6,501.91
Investment Fees	30,000.00	7,500.00	5,801.51	19.34	(1,698.49)
HR Consultant	30,900.00	7,725.00	4,183.75	13.54	(3,541.25)
Miscellaneous	500.00	125.00	50.00	10.00	(75.00)
Total Administration	261,528.00	65,382.00	75,870.33	29.01 %	10,488.33
Utilities					
Electricity	42,000.00	10,500.00	14,001.10	33.34 %	3,501.10
Water	3,000.00	750.00	1,065.52	35.52	315.52
Storm Sewer	1,500.00	375.00	363.97	24.26	(11.03)
Natural Gas	17,000.00	4,250.00	1,144.86	6.73	(3,105.14)
Telephone	16,000.00	4,000.00	40.43	0.25	(3,959.57)
Internet Services	14,500.00	3,625.00	2,324.73	16.03	(1,300.27)
Total Utilities	94,000.00	23,500.00	18,940.61	20.15 %	(4,559.39)
Information Technology					
CCS Operating	83,250.00	20,812.50	18,204.29	21.87 %	(2,608.21)
Software	63,000.00	15,750.00	40,468.64	64.24	24,718.64
LAN Management	30,000.00	7,500.00	7,858.60	26.20	358.60
Hardware	2,000.00	500.00	181.64	9.08	(318.36)
Technology - Website	15,000.00	3,750.00	50.00	0.33	(3,700.00)
Photocopier Leases	22,000.00	5,500.00	0.00	0.00	(5,500.00)
Total Information Technology	215,250.00	53,812.50	66,763.17	31.02 %	12,950.67

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

For the 3 Months Ended September 30, 2022

Prorated Budget Percentage Spent: 25.00%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year to Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
LIBRARY FUND					
Public Relations					
PR Promotional	11,000.00	2,750.00	1,871.91	17.02 %	(878.09)
PR Source/Mailers	25,000.00	6,250.00	5,745.23	22.98	(504.77)
PR Supplies	4,000.00	1,000.00	1,222.55	30.56	222.55
PR Marketing/Advertising	<u>7,000.00</u>	<u>1,750.00</u>	<u>382.47</u>	<u>5.46</u>	<u>(1,367.53)</u>
Total Public Relations	<u>47,000.00</u>	<u>11,750.00</u>	<u>9,222.16</u>	<u>19.62 %</u>	<u>(2,527.84)</u>
Library Materials - Adult					
Books-Fiction-Adult	82,000.00	20,500.00	12,366.15	15.08 %	(8,133.85)
Books-Non-Fiction-Adult	70,000.00	17,500.00	7,896.19	11.28	(9,603.81)
Periodicals	18,000.00	4,500.00	4,906.84	27.26	406.84
DVDs-Adult	27,000.00	6,750.00	3,287.76	12.18	(3,462.24)
Audio Books-Adult	10,000.00	2,500.00	1,538.62	15.39	(961.38)
Books-Digital	0.00	0.00	45,344.86	0.00	45,344.86
Online Database	55,000.00	13,750.00	57,214.75	104.03	43,464.75
E Books	245,000.00	61,250.00	0.00	0.00	(61,250.00)
Video Games-Adults	<u>2,000.00</u>	<u>500.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(500.00)</u>
Total Library Materials - Adult	<u>509,000.00</u>	<u>127,250.00</u>	<u>132,555.17</u>	<u>26.04 %</u>	<u>5,305.17</u>
Library Materials - Youth					
Books-Fiction-Juv	45,000.00	11,250.00	6,346.04	14.10 %	(4,903.96)
Books-Non-Fiction, Easy, & JH	15,000.00	3,750.00	2,805.58	18.70	(944.42)
DVDs-Juv	3,000.00	750.00	776.40	25.88	26.40
Audio Books-Juv	15,000.00	3,750.00	4,045.72	26.97	295.72
Video Games-Juv	<u>5,000.00</u>	<u>1,250.00</u>	<u>629.41</u>	<u>12.59</u>	<u>(620.59)</u>
Total Library Materials - Youth	<u>83,000.00</u>	<u>20,750.00</u>	<u>14,603.15</u>	<u>17.59 %</u>	<u>(6,146.85)</u>
Programs					
Reading Programs	10,000.00	2,500.00	1,348.80	13.49 %	(1,151.20)
Programming-District Initiative	0.00	0.00	515.55	0.00	515.55
Programming - Studio	11,750.00	2,937.50	1,820.88	15.50	(1,116.62)
Programming - Youth	25,000.00	6,250.00	8,656.60	34.63	2,406.60
Programming - Adult	30,000.00	7,500.00	12,040.02	40.13	4,540.02
Studio Maintenance/Repair	<u>5,500.00</u>	<u>1,375.00</u>	<u>449.04</u>	<u>8.16</u>	<u>(925.96)</u>
Total Programs	<u>82,250.00</u>	<u>20,562.50</u>	<u>24,830.89</u>	<u>30.19 %</u>	<u>4,268.39</u>
Capital					
Capital Outlay	240,000.00	60,000.00	0.00	0.00 %	(60,000.00)
Building	200,000.00	50,000.00	3,075.00	1.54	(46,925.00)
Equipment/Furniture	100,000.00	25,000.00	1,297.39	1.30	(23,702.61)
Computer Equipment	<u>70,000.00</u>	<u>17,500.00</u>	<u>13,360.93</u>	<u>19.09</u>	<u>(4,139.07)</u>
Total Capital	<u>610,000.00</u>	<u>152,500.00</u>	<u>17,733.32</u>	<u>2.91 %</u>	<u>(134,766.68)</u>
Total Expenses	<u>4,033,378.00</u>	<u>1,008,344.50</u>	<u>848,759.68</u>	<u>21.04 %</u>	<u>(159,584.82)</u>
Excess Revenues less Expenses	<u>234,962.00</u>	<u>58,740.50</u>	<u>(748,682.52)</u>	<u>(318.64)%</u>	<u>(807,423.02)</u>

Winnetka-Northfield Public Library District
Statement of Revenues and Expenditures - Modified Cash Basis
For the 3 Months Ended September 30, 2022

Prorated Budget Percentage Spent: 25.00%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year to Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
BUILDING FUND					
Revenues					
Property Taxes Collections-Building	0.00	0.00	1,175.17	0.00 %	1,175.17
Total Revenue	<u>0.00</u>	<u>0.00</u>	<u>1,175.17</u>	<u>0.00 %</u>	<u>1,175.17</u>
Expenses					
Northfield Lease	0.00	0.00	5,682.42	0.00 %	5,682.42
Janitorial Supplies	0.00	0.00	2,002.58	0.00	2,002.58
Photocopier Leases	0.00	0.00	4,608.95	0.00	4,608.95
Building Maintenance Service	0.00	0.00	24,000.00	0.00	24,000.00
Elevators	0.00	0.00	2,014.52	0.00	2,014.52
Landscaping	0.00	0.00	2,703.10	0.00	2,703.10
HVAC	0.00	0.00	3,999.00	0.00	3,999.00
Automatic Doors	0.00	0.00	1,388.50	0.00	1,388.50
Alarms	0.00	0.00	1,404.18	0.00	1,404.18
Equipment	0.00	0.00	6,715.43	0.00	6,715.43
Electrical	0.00	0.00	1,170.00	0.00	1,170.00
Misc Services	0.00	0.00	1,370.50	0.00	1,370.50
Total Expenses	<u>0.00</u>	<u>0.00</u>	<u>57,059.18</u>	<u>0.00 %</u>	<u>57,059.18</u>
Excess Revenues less Expenses	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ (55,884.01)</u>	<u>0.00 %</u>	<u>(55,884.01)</u>
IMRF FUND					
Revenues					
Property Taxes Collections-IMRF	0.00	0.00	514.14	0.00 %	514.14
Total Revenue	<u>0.00</u>	<u>0.00</u>	<u>514.14</u>	<u>0.00 %</u>	<u>514.14</u>
Expenses					
IMRF Expenses	20,100.00	5,025.00	22,352.47	111.21 %	17,327.47
Total Expenses	<u>20,100.00</u>	<u>5,025.00</u>	<u>22,352.47</u>	<u>111.21 %</u>	<u>17,327.47</u>
Excess Revenues less Expenses	<u>\$ (20,100.00)</u>	<u>\$ (5,025.00)</u>	<u>\$ (21,838.33)</u>	<u>108.65 %</u>	<u>(16,813.33)</u>
FICA FUND					
Revenues					
Property Taxes Collections-FICA	0.00	0.00	381.93	0.00 %	381.93
Total Revenue	<u>0.00</u>	<u>0.00</u>	<u>381.93</u>	<u>0.00 %</u>	<u>381.93</u>
Expenses					
FICA	118,308.00	29,577.00	33,076.78	27.96 %	3,499.78
Total Expenses	<u>118,308.00</u>	<u>29,577.00</u>	<u>33,076.78</u>	<u>27.96 %</u>	<u>3,499.78</u>

Winnetka-Northfield Public Library District
Statement of Revenues and Expenditures - Modified Cash Basis
For the 3 Months Ended September 30, 2022

Prorated Budget Percentage Spent: 25.00%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year to Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
FICA FUND					
Excess Revenues less Expenses	<u>\$ (118,308.00)</u>	<u>\$ (29,577.00)</u>	<u>\$ (32,694.85)</u>	<u>27.64 %</u>	<u>(3,117.85)</u>
UNEMPLOYMENT FUND					
Revenues					
Property Taxes Collections-Unemployment	<u>0.00</u>	<u>0.00</u>	<u>5.88</u>	<u>0.00 %</u>	<u>5.88</u>
Total Revenue	<u>0.00</u>	<u>0.00</u>	<u>5.88</u>	<u>0.00 %</u>	<u>5.88</u>
Expenses					
Unemployment	<u>1.00</u>	<u>0.25</u>	<u>0.00</u>	<u>0.00 %</u>	<u>(0.25)</u>
Total Expenses	<u>1.00</u>	<u>0.25</u>	<u>0.00</u>	<u>0.00 %</u>	<u>(0.25)</u>
Excess Revenues less Expenses	<u>\$ (1.00)</u>	<u>\$ (0.25)</u>	<u>\$ 5.88</u>	<u>(588.00)%</u>	<u>6.13</u>

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

September 1, 2022 - September 30, 2022

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Vendor Checks						
Susan Gibberman 10-0-5908	Programming - Adult	Susan Gibberman	-150.00	3598	09/30/22	<u>(150.00)</u>
a5 10-0-5743	Consultants	Invoice #22-0940	8,500.00	3691	09/15/22	<u>8,500.00</u>
Be40Strong 10-0-5908	Programming - Adult	Program - Exercise	150.00	3692	09/15/22	<u>150.00</u>
Book Stall 10-1-5340	Books-Fiction-Adult-Winnetka	Invoice #425894	28.00	3693	09/15/22	<u>299.88</u>
10-1-5340	Books-Fiction-Adult-Winnetka	Invoice #427473	69.58			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Invoice #426688	74.40			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Invoice #426975	16.32			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Invoice #427038	22.00			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Invoice #426041	22.39			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Invoice #426018	45.60			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Invoice #425924	21.59			
Engberg Anderson, Inc. 10-0-5743	Consultants	Invoice #22344600-4	7,540.00	3694	09/15/22	<u>7,540.00</u>
Family Action Network 10-0-5907 10-0-5908	Programming - Youth Programming - Adult	Invoice #814 Invoice #814	500.00 500.00	3695	09/15/22	<u>1,000.00</u>
Fox Valley Fire & Safety 70-0-5758	Alarms	Invoice #IN00545119	183.00	3696	09/15/22	<u>183.00</u>
Incrediblebats, Inc. 10-0-5907	Programming - Youth	Program - Bats and Other Misunderstood Creatures	370.00	3697	09/15/22	<u>370.00</u>
Jennifer Evans 10-0-5908	Programming - Adult	Program - Artful Abstracts Class	250.00	3698	09/15/22	<u>250.00</u>
Kelly Dull 10-0-5908	Programming - Adult	Program - Fall Cookie Decorating	300.00	3699	09/15/22	<u>300.00</u>
Kristyn Slick 10-0-5908	Programming - Adult	Program - Classroom Kitchen Fall Seasonal Series	405.00	3700	09/15/22	<u>405.00</u>
Marcie Hill 10-0-5908	Programming - Adult	Program - Chicago Roller Skating History	250.00	3701	09/15/22	<u>250.00</u>
Ojeda Welding Company 70-0-5782	Equipment	Invoice #191	1,300.00	3702	09/15/22	<u>1,300.00</u>

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

September 1, 2022 - September 30, 2022

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Susan Gibberman 10-0-5908	Programming - Adult	Program - Chicago Murders	150.00	3703	09/15/22	<u>150.00</u>
Team One Repair, Inc. 10-0-5120	Library Supplies	Invoice #1323805	185.00	3704	09/15/22	<u>185.00</u>
Technology Management Rev Fund 10-0-5176	Internet Services	Invoice #T2300132	450.00	3705	09/15/22	<u>450.00</u>
USA Today 10-1-5342	Periodicals-Winnetka	Account #UT4183221	409.95	3706	09/15/22	<u>409.95</u>
Amber Mechanical Contractors Inc. 70-0-5752	HVAC	Invoice #C013733	1,999.50	3707	09/28/22	<u>1,999.50</u>
ANTHONY SCOPELLITI LANDSCAPING, INC. 70-0-5750	Landscaping	Invoice #24139	1,327.60	3708	09/28/22	<u>1,327.60</u>
AT&T 10-0-5176	Internet Services	Invoice #S663007007-22253	341.29	3709	09/28/22	<u>341.29</u>
Book Stall 10-1-5340	Books-Fiction-Adult-Winnetka	Invoice #428706	23.19	3710	09/28/22	<u>271.04</u>
10-1-5340	Books-Fiction-Adult-Winnetka	Invoice #428626	24.80			
10-1-5340	Books-Fiction-Adult-Winnetka	Invoice #428777	46.38			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Invoice #428775	55.96			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Invoice #428683	47.99			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Invoice #428785	28.00			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Invoice #428726	23.96			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Invoice #428620	20.76			
Catapult 10-0-5115	Flexible Spending Account	Invoice #00113665	35.00	3711	09/28/22	<u>35.00</u>
Chicago Tribune 10-1-5342	Periodicals-Winnetka	Account #40046140	235.42	3712	09/28/22	<u>235.42</u>
Clarence Goodman 10-0-5908	Programming - Adult	Program - Public Enemy: Dillinger in Chicago	290.00	3713	09/28/22	<u>290.00</u>
Cook and Kocher Insurance Group 10-0-5154	Liability Insurance	Invoice #81234	5,600.00	3714	09/28/22	<u>5,600.00</u>
Jeff Mishur 10-0-5908	Programming - Adult	Program - Berthe Morisot	350.00	3715	09/28/22	<u>350.00</u>
Linden Patio Homes Condominium 70-0-5799	Misc Services	Invoice #22-04218	305.00	3716	09/28/22	<u>680.00</u>
70-0-5799	Misc Services	Invoice #V-2760	375.00			

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

September 1, 2022 - September 30, 2022

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Michael Cianfrani				3717	09/28/22	<u>145.86</u>
10-0-5906	Programming - Studio	Michael Cianfrani Reimbursement - Screen Printing Class	65.88			
10-0-5906	Programming - Studio	Michael Cianfrani Reimbursement - Organizer Cabinets	79.98			
Pioneer Press				3718	09/28/22	<u>36.00</u>
10-1-5342	Periodicals-Winnetka	Account #168203901	36.00			
Shari Pontillo				3719	09/28/22	<u>350.00</u>
10-0-5908	Programming - Adult	Program - Circle to Circle	350.00			
Tee Jay Service Company, Inc				3720	09/28/22	<u>187.50</u>
70-0-5755	Automatic Doors	Invoice #191574	187.50			
Willaim T. Anderson				3721	09/28/22	<u>250.00</u>
10-0-5908	Programming - Adult	Program - The Real Von Trapps	250.00			
PITNEY BOWES				17293	09/08/22	<u>598.02</u>
10-0-5123	Postage	Invoice #3105652215	299.01			
10-0-5123	Postage	Invoice #3105510670	299.01			
Warehouse Direct				17294	09/08/22	<u>561.57</u>
70-0-5725	Janitorial Supplies	Invoice #5309395-0	137.50			
70-0-5725	Janitorial Supplies	Invoice #5314179-0	52.00			
70-0-5725	Janitorial Supplies	Invoice #5315680-0	99.43			
70-0-5725	Janitorial Supplies	Invoice #5306734-0	272.64			
Shales McNutt Construction				17295	09/08/22	<u>1,077.47</u>
70-0-5782	Equipment	Install new book drop	1,077.47			
VOGUE PRINTERS				17296	09/08/22	<u>4,930.00</u>
10-0-5722	PR Source/Mailers	Invoice #19480	4,930.00			
MICROSOFT				17297	09/08/22	<u>1,080.00</u>
10-0-5134	Software	Invoice #E0600JY9RB	1,080.00			
QUILL CORPORATION				17298	09/08/22	<u>55.24</u>
10-0-5122	Breakroom Supplies	Invoice #27364884	55.24			
Ntiva				17299	09/08/22	<u>2,726.20</u>
10-0-5135	LAN Management	Invoice #186606	2,726.20			
Baker & Taylor				17300	09/08/22	<u>3,043.89</u>
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	18.99			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	56.21			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	14.24			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	14.24			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	42.72			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	322.83			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	-56.67			

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

September 1, 2022 - September 30, 2022

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	-175.38			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	20.48			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	137.17			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	13.49			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	17.99			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	41.97			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	14.99			
10-0-5120	Library Supplies	Baker & Taylor	4.41			
10-0-5120	Library Supplies	Baker & Taylor	0.70			
10-0-5120	Library Supplies	Baker & Taylor	1.47			
10-0-5120	Library Supplies	Baker & Taylor	1.47			
10-0-5120	Library Supplies	Baker & Taylor	5.88			
10-0-5120	Library Supplies	Baker & Taylor	1.47			
10-0-5120	Library Supplies	Baker & Taylor	3.91			
10-0-5120	Library Supplies	Baker & Taylor	1.69			
10-0-5120	Library Supplies	Baker & Taylor	43.82			
10-0-5120	Library Supplies	Baker & Taylor	35.32			
10-0-5120	Library Supplies	Baker & Taylor	5.12			
10-0-5120	Library Supplies	Baker & Taylor	10.15			
10-0-5120	Library Supplies	Baker & Taylor	48.34			
10-0-5120	Library Supplies	Baker & Taylor	24.66			
10-0-5120	Library Supplies	Baker & Taylor	-34.53			
10-1-5441	Books-Non-Fiction, Easy, & JH-Winnetka	Baker & Taylor	234.46			
10-1-5441	Books-Non-Fiction, Easy, & JH-Winnetka	Baker & Taylor	312.71			
10-2-5441	Books-Non-Fiction, Easy, & JH-Northfield	Baker & Taylor	111.87			
10-2-5441	Books-Non-Fiction, Easy, & JH-Northfield	Baker & Taylor	90.71			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	11.87			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	73.43			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	547.21			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	144.07			
10-0-5120	Library Supplies	Baker & Taylor	3.22			
10-0-5120	Library Supplies	Baker & Taylor	1.47			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Baker & Taylor	250.12			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Baker & Taylor	477.07			
10-2-5341	Books-Non-Fiction-Adult-Northfield	Baker & Taylor	78.75			
10-2-5341	Books-Non-Fiction-Adult-Northfield	Baker & Taylor	69.78			
Midwest Tape				17301	09/08/22	<u>758.96</u>
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	56.23			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	22.49			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	29.99			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	191.15			

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

September 1, 2022 - September 30, 2022

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	22.49			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	29.99			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	7.50			
10-0-5120	Library Supplies	Midwest Tape	5.00			
10-0-5120	Library Supplies	Midwest Tape	7.50			
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	25.00			
10-0-5120	Library Supplies	Midwest Tape	5.00			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	10.00			
10-0-5120	Library Supplies	Midwest Tape	10.00			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	56.97			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	56.23			
10-1-5344	Audio Books-Adult-Winnetka	Midwest Tape	59.98			
10-1-5443	DVDs-Juv-Winnetka	Midwest Tape	29.97			
10-2-5444	Audio Books-Juv-Northfield	Midwest Tape	55.99			
10-2-5344	Audio Books-Adult-Northfield	Midwest Tape	59.98			
Baker & Taylor				17302	09/08/22	<u>3,416.94</u>
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	211.22			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	99.80			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	96.10			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	12.48			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	22.79			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	21.46			
10-0-5120	Library Supplies	Baker & Taylor	31.31			
10-0-5120	Library Supplies	Baker & Taylor	16.31			
10-0-5120	Library Supplies	Baker & Taylor	35.90			
10-0-5120	Library Supplies	Baker & Taylor	27.58			
10-0-5120	Library Supplies	Baker & Taylor	38.14			
10-0-5120	Library Supplies	Baker & Taylor	30.80			
10-0-5120	Library Supplies	Baker & Taylor	18.80			
10-0-5120	Library Supplies	Baker & Taylor	30.85			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	350.95			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	327.01			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	319.70			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	131.40			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	150.47			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	130.89			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Baker & Taylor	592.21			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Baker & Taylor	400.60			

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

September 1, 2022 - September 30, 2022

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-2-5341	Books-Non-Fiction-Adult-Northfield	Baker & Taylor	135.49			
10-2-5341	Books-Non-Fiction-Adult-Northfield	Baker & Taylor	184.68			
Midwest Tape				17303	09/08/22	<u>384.70</u>
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	80.77			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	45.57			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	78.71			
10-0-5120	Library Supplies	Midwest Tape	7.50			
10-0-5120	Library Supplies	Midwest Tape	5.00			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	5.00			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	10.00			
10-0-5120	Library Supplies	Midwest Tape	10.00			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	16.79			
10-1-5344	Audio Books-Adult-Winnetka	Midwest Tape	39.99			
10-1-5344	Audio Books-Adult-Winnetka	Midwest Tape	39.99			
10-1-5443	DVDs-Juv-Winnetka	Midwest Tape	18.39			
10-1-5443	DVDs-Juv-Winnetka	Midwest Tape	19.49			
Baker & Taylor				17304	09/08/22	<u>149.54</u>
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	12.74			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	53.96			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	13.49			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	14.24			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	14.24			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	13.49			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	13.49			
10-0-5120	Library Supplies	Baker & Taylor	1.47			
10-0-5120	Library Supplies	Baker & Taylor	1.47			
10-0-5120	Library Supplies	Baker & Taylor	1.46			
10-0-5120	Library Supplies	Baker & Taylor	1.47			
10-0-5120	Library Supplies	Baker & Taylor	5.08			
10-0-5120	Library Supplies	Baker & Taylor	1.47			
10-0-5120	Library Supplies	Baker & Taylor	1.47			
RAILS				17317	09/22/22	<u>5,050.82</u>
10-0-5134	Software	Invoice #9342	5,050.82			
PROQUEST LLC				17318	09/22/22	<u>23,787.18</u>
10-1-5346	Online Database - Winnetka	Invoice #70742182	20,511.88			
10-1-5346	Online Database - Winnetka	Invoice #70734752	2,294.94			
10-1-5346	Online Database - Winnetka	Invoice #70734830	980.36			
MERCHANTS DELIVERY SERVICE				17319	09/22/22	<u>575.00</u>

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

September 1, 2022 - September 30, 2022

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5138	Delivery Service	Book Transfer	575.00			
Robbins Schwartz				17320	09/22/22	<u>1,316.25</u>
10-0-5736	Legal	Invoices #929152, #929153	1,316.25			
QUILL CORPORATION				17321	09/22/22	<u>33.24</u>
10-0-5121	Office Supplies	Invoice #27517692	17.91			
10-0-5122	Breakroom Supplies	Invoice #27427667	15.33			
OVERDRIVE INC.				17322	09/22/22	<u>17,330.00</u>
10-1-5345	Books-Digital-Winnetka	Invoice #01018MA22322729	1,565.24			
10-1-5345	Books-Digital-Winnetka	Invoice #01018MA22324325	5,824.12			
10-1-5345	Books-Digital-Winnetka	Invoice #01018CP22324459	9,940.64			
HR Source				17323	09/22/22	<u>1,591.25</u>
10-0-5745	HR Consultant	Invoice #16623	1,591.25			
HOOPLA (MIDWEST TAPE)				17324	09/22/22	<u>1,999.31</u>
10-1-5345	Books-Digital-Winnetka	Invoice #502613972	1,999.31			
Warehouse Direct				17325	09/22/22	<u>39.99</u>
70-0-5725	Janitorial Supplies	Invoice #5317478-0	39.99			
Kanopy				17326	09/22/22	<u>600.00</u>
10-1-5345	Books-Digital-Winnetka	Invoice #311928	600.00			
ALARM DETECTION SYSTEMS, INC.				17327	09/22/22	<u>610.59</u>
70-0-5758	Alarms	Invoice #57525-1102	610.59			
DD Facility Services				17328	09/22/22	<u>8,163.00</u>
70-0-5748	Building Maintenance Service	Invoice #0718-0010	8,000.00			
70-0-5782	Equipment	Invoice #0718-0010	163.00			
Today's Business Solutions INC				17329	09/22/22	<u>3,902.37</u>
10-0-5134	Software	Invoice #13837	2,202.37			
10-0-5134	Software	Invoice #13804	1,700.00			
VILLAGE OF WINNETKA				17330	09/22/22	<u>24,090.59</u>
10-0-5111	Health Insurance	Invoice #2022-00000010	24,090.59			
Lauterbach & Amen, LLP				17331	09/22/22	<u>1,725.00</u>
10-0-5131	Accounting and Bookkeeping	Invoice #70234	1,725.00			
BIBLIOTHECA, LLC				17332	09/22/22	<u>695.24</u>
10-1-5345	Books-Digital-Winnetka	Invoice #INV-US57772	695.24			
Midwest Tape				17333	09/22/22	<u>1,658.56</u>
10-1-5343	DVDs-Adult-Winnetka	502574346	18.74			
10-1-5343	DVDs-Adult-Winnetka	502574347	214.38			
10-1-5343	DVDs-Adult-Winnetka	502574955	19.99			
10-1-5343	DVDs-Adult-Winnetka	502606530	21.74			
10-1-5343	DVDs-Adult-Winnetka	502606531	18.74			
10-1-5343	DVDs-Adult-Winnetka	502606542	78.71			
10-0-5120	Library Supplies	502574349	2.50			
10-0-5120	Library Supplies	502574348	5.00			

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

September 1, 2022 - September 30, 2022

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5120	Library Supplies	502574347	32.40			
10-0-5120	Library Supplies	502574346	2.50			
10-0-5120	Library Supplies	502574954	2.50			
10-0-5120	Library Supplies	502574953	2.50			
10-0-5120	Library Supplies	502574950	2.50			
10-0-5120	Library Supplies	502574951	2.50			
10-0-5120	Library Supplies	502574958	15.00			
10-0-5120	Library Supplies	502574957	2.50			
10-0-5120	Library Supplies	502574956	5.00			
10-0-5120	Library Supplies	502574955	2.50			
10-0-5120	Library Supplies	502606538	10.00			
10-0-5120	Library Supplies	502606537	10.00			
10-0-5120	Library Supplies	502606536	7.50			
10-0-5120	Library Supplies	502606535	7.50			
10-0-5120	Library Supplies	502606534	7.50			
10-0-5120	Library Supplies	502606532	2.50			
10-0-5120	Library Supplies	502606531	2.50			
10-0-5120	Library Supplies	502606530	2.50			
10-0-5120	Library Supplies	502606544	2.50			
10-0-5120	Library Supplies	502606543	5.00			
10-0-5120	Library Supplies	502606541	5.00			
10-0-5120	Library Supplies	502606542	10.00			
10-0-5120	Library Supplies	502606540	5.00			
10-0-5120	Library Supplies	502606539	2.50			
10-2-5343	DVDs-Adult-Northfield	502606543	44.98			
10-2-5343	DVDs-Adult-Northfield	502574956	32.98			
10-1-5344	Audio Books-Adult-Winnetka	502574951	46.99			
10-1-5344	Audio Books-Adult-Winnetka	502606532	39.99			
10-1-5344	Audio Books-Adult-Winnetka	502606535	124.97			
10-1-5344	Audio Books-Adult-Winnetka	502606536	159.97			
10-1-5443	DVDs-Juv-Winnetka	502606539	14.99			
10-1-5443	DVDs-Juv-Winnetka	502574348	29.24			
10-1-5443	DVDs-Juv-Winnetka	502574349	23.24			
10-1-5443	DVDs-Juv-Winnetka	502574957	7.49			
10-1-5443	DVDs-Juv-Winnetka	502606537	104.96			
10-1-5443	DVDs-Juv-Winnetka	502606538	59.98			
10-2-5443	DVDs-Juv-Northfield	502574958	67.44			
10-2-5443	DVDs-Juv-Northfield	502606540	29.99			
10-2-5443	DVDs-Juv-Northfield	502606541	52.48			
10-2-5443	DVDs-Juv-Northfield	502585849	19.49			
10-2-5443	DVDs-Juv-Northfield	502606544	9.74			
10-1-5444	Audio Books-Juv-Winnetka	502574950	43.99			
10-2-5444	Audio Books-Juv-Northfield	502574954	43.99			
10-2-5344	Audio Books-Adult-Northfield	502606534	124.97			
10-2-5344	Audio Books-Adult-Northfield	502574953	46.99			
Ntiva				17334	09/22/22	<u>2,717.20</u>
10-0-5135	LAN Management	Invoice #188356	2,717.20			
Peerless Network				17346	09/30/22	<u>40.43</u>
10-1-5175	Telephone - Winnetka	Invoice #7747	40.43			

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

September 1, 2022 - September 30, 2022

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
COMCAST 10-0-5176	Internet Services	Account #8771100620045615	71.95	17347	09/30/22	<u>71.95</u>
NORTH SHORE GAS 10-1-5174	Natural Gas - Winnetka	Account #0603375136-00001	425.47	17348	09/30/22	<u>425.47</u>
COMCAST 10-0-5176	Internet Services	Account #8771101300116031	314.95	17349	09/30/22	<u>314.95</u>
NICOR 10-2-5174	Natural Gas - Northfield	Account #14-82-55-0000-3	130.64	17350	09/30/22	<u>130.64</u>
PITNEY BOWES 10-0-5123	Postage	PITNEY BOWES	100.00	17351	09/30/22	<u>100.00</u>
VILLAGE OF WINNETKA 10-1-5171	Electricity - Winnetka	VILLAGE OF WINNETKA	3,827.60	17352	09/30/22	<u>4,475.66</u>
10-1-5171	Electricity - Winnetka	VILLAGE OF WINNETKA	89.60			
10-1-5171	Electricity - Winnetka	VILLAGE OF WINNETKA	60.60			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	75.52			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	2.00			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	185.20			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	22.60			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	79.38			
10-1-5173	Storm Sewer - Winnetka	VILLAGE OF WINNETKA	133.16			
VILLAGE OF NORTHFIELD 10-2-5172	Water - Northfield	VILLAGE OF NORTHFIELD	40.42	17353	09/30/22	<u>40.42</u>
COMED 10-2-5171	Electricity - Northfield	COMED	753.56	17354	09/30/22	<u>753.56</u>
NATIONWIDE RETIREMENT SOLUTIONS 10-0-2040	457 withholding	NATIONWIDE RETIREMENT SOLUTIONS	1,375.00	17355	09/30/22	<u>1,375.00</u>
NATIONWIDE RETIREMENT SOLUTIONS 10-0-2040	457 withholding	NATIONWIDE RETIREMENT SOLUTIONS	1,375.00	17356	09/30/22	<u>1,375.00</u>
NATIONWIDE RETIREMENT SOLUTIONS 10-0-2040	457 withholding	NATIONWIDE RETIREMENT SOLUTIONS	1,375.00	17357	09/30/22	<u>1,375.00</u>
First Bankcard 10-1-5342	Periodicals-Winnetka	MALL - Periodical subscription	76.25	17358	09/30/22	<u>12,717.86</u>
10-1-5342	Periodicals-Winnetka	MALL - Periodical subscription	3.00			
10-1-5343	DVDs-Adult-Winnetka	MALL - Materials	31.93			
10-1-5343	DVDs-Adult-Winnetka	MALL - Materials	19.79			
10-1-5343	DVDs-Adult-Winnetka	MALL - Materials	7.95			
10-1-5343	DVDs-Adult-Winnetka	MALL - Materials	35.94			
10-1-5440	Books-Fiction-Juv-Winnetka	GARRITY - Youth materials	17.88			
10-1-5440	Books-Fiction-Juv-Winnetka	GARRITY - Teen materials	18.46			
10-0-5114	Professional Development	GARRITY - Jane Friess ILA Conference	200.00			

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

September 1, 2022 - September 30, 2022

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5114	Professional Development	DOMBROWSKI - ILA Conference Registration	275.00			
10-0-5114	Professional Development	DOMBROWSKI - Professional Development Materials	26.98			
10-0-5114	Professional Development	MALL - Professional conference	200.00			
10-0-5114	Professional Development	MALL - Professional conference	200.00			
10-0-5120	Library Supplies	DOMBROWSKI - Band-aids for First Aid	13.94			
10-0-5120	Library Supplies	DOMBROWSKI - Packing Tape for CR Department	28.90			
10-0-5120	Library Supplies	DOMBROWSKI - Rack for Board Packets in Reference	14.54			
10-0-5120	Library Supplies	MALL - Tech Services supplies	22.99			
10-0-5120	Library Supplies	MALL - Tech Services supplies	12.54			
10-0-5120	Library Supplies	MORGAN - library supplies (AAA batteries)	11.99			
10-0-5120	Library Supplies	MORGAN - library supplies (gone)	15.98			
10-0-5120	Library Supplies	MORGAN - library supplies (laminating sheets)	16.02			
10-0-5120	Library Supplies	VOLNY - New boxes for study rooms	104.07			
10-0-5120	Library Supplies	VOLNY - New boxes for study rooms	27.99			
10-0-5308	Reading Programs	GARRITY - End of Summer Party supplies	16.88			
10-0-5308	Reading Programs	DOMBROWSKI - Food for End of Summer Party	124.94			
10-0-5308	Reading Programs	GARRITY - End of Summer Party supplies	104.82			
10-0-5308	Reading Programs	GARRITY - End of Summer Party supplies	93.91			
10-0-5721	PR Promotional	QUISH - Bags for Library Card sign up month	1,788.00			
10-0-5723	PR Supplies	QUISH - Hanging poster fram for NF	117.93			
10-0-5723	PR Supplies	QUISH - Tree tier brochure holders	43.80			
10-0-5723	PR Supplies	QUISH - Magnetic tap	11.99			
10-0-5723	PR Supplies	QUISH - Ink for large format printer	104.90			
10-0-5723	PR Supplies	QUISH - Ink for large format printer	524.50			
10-0-5906	Programming - Studio	KLINE - Acrylic for Program	158.10			
10-0-5906	Programming - Studio	KLINE - Silhouette Supplies	61.86			
10-0-5906	Programming - Studio	KLINE - ARTober Supplies	26.99			
10-0-5906	Programming - Studio	KLINE - ARTober Supplies	162.92			
10-0-5906	Programming - Studio	KLINE - Pressed Flowers for Program	13.08			
10-0-5906	Programming - Studio	KLINE - Cutting Mat for Silhouette	13.00			
10-0-5906	Programming - Studio	KLINE - Blades for Silhouette	13.20			
10-0-5906	Programming - Studio	KLINE - Vinyl and Flash Drives	43.17			
10-0-5906	Programming - Studio	KLINE - Mini Canvases	135.82			
10-0-5906	Programming - Studio	KLINE - Seeds for Program	16.64			
10-0-5906	Programming - Studio	KLINE - Fabric for Programs	91.54			
10-0-5906	Programming - Studio	KLINE - Acrylic for Program	132.12			
10-0-5906	Programming - Studio	KLINE - Embroider Supplies	15.00			
10-0-5906	Programming - Studio	KLINE - Photo Paper	21.00			
10-0-5906	Programming - Studio	KLINE - Embroider Supplies	68.52			
10-0-5906	Programming - Studio	KLINE - Fabric for Programs	26.57			
10-0-5906	Programming - Studio	KLINE - Photo Paper	98.05			
10-0-5906	Programming - Studio	KLINE - Iron-On Adhesive	2.97			
10-0-5724	PR Marketing/Advertising	QUISH - End of Summer Banner	151.47			
10-0-5724	PR Marketing/Advertising	QUISH - Social media event promotion	31.00			
10-0-5731	Memberships	GARRITY - Jane Friess Membership Application Fee	100.00			

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

September 1, 2022 - September 30, 2022

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5731	Memberships	DOMBROWSKI - Monica Dombrowski Membership Renewal	228.00			
10-0-5731	Memberships	DOMBROWSKI - Library Costco Membership	60.00			
10-0-5731	Memberships	SWENSON - ALA Membership	220.00			
10-0-5731	Memberships	VOLNY - ILA Membership	150.00			
10-0-5731	Memberships	MORGAN - membership fee to Illinois Library Assoc.	150.00			
10-0-5731	Memberships	GARRITY - Jane Friess Membership Application Fee	150.00			
10-0-5732	Staff Recognition/Events/Meetings	DOMBROWSKI - Staff Bereavement Flowers	99.84			
10-0-5884	Equipment/Furniture	DOMBROWSKI - Gender Neutral Bathroom Signs	47.48			
10-0-5884	Equipment/Furniture	KLINE - LoT Supplies	107.98			
10-0-5884	Equipment/Furniture	KLINE - LoT Supplies	159.99			
10-0-5884	Equipment/Furniture	KLINE - Auger for LoT	18.99			
10-0-5884	Equipment/Furniture	KLINE - Fabric for Walls	119.90			
10-0-5884	Equipment/Furniture	KLINE - Storage Bins	8.69			
10-0-5884	Equipment/Furniture	KLINE - Storage Bins	33.08			
10-0-5884	Equipment/Furniture	KLINE - LoT Outdoor Movie	107.97			
10-0-5884	Equipment/Furniture	KLINE - LoT Bins	62.36			
10-0-5885	Computer Equipment	MALL - Headphones for patron use	33.98			
10-0-5885	Computer Equipment	MALL - Charging cables for patron use	10.69			
10-1-5441	Books-Non-Fiction, Easy, & JH-Winnetka	MALL - Materials	21.98			
10-1-5443	DVDs-Juv-Winnetka	GARRITY - Bluray replacement	30.19			
10-0-5900	Programming-District Initiative	GARRITY - (Adult) Summer Reading grand prize item	50.00			
10-0-5900	Programming-District Initiative	GARRITY - (Adult) Summer Reading grand prize item	50.00			
10-0-5900	Programming-District Initiative	GARRITY - (Adult) Summer Reading grand prize item	50.00			
10-0-5900	Programming-District Initiative	GARRITY - SRP Youth finishing prizes	365.55			
10-0-5907	Programming - Youth	GARRITY - Programming supplies	123.64			
10-0-5907	Programming - Youth	GARRITY - Programming supplies	7.99			
10-0-5907	Programming - Youth	GARRITY - Programming supplies	13.95			
10-0-5907	Programming - Youth	GARRITY - Programming supplies	56.93			
10-0-5907	Programming - Youth	GARRITY - Programming supplies	25.18			
10-0-5907	Programming - Youth	GARRITY - Material for Early Lit Kits	9.40			
10-0-5907	Programming - Youth	GARRITY - Programming supplies	28.04			
10-0-5907	Programming - Youth	GARRITY - Material for Early Lit Kits	86.79			
10-0-5907	Programming - Youth	GARRITY - Material for Early Lit Kits	722.20			
10-0-5907	Programming - Youth	GARRITY - Material for Early Lit Kits	15.99			
10-0-5907	Programming - Youth	GARRITY - Material for Early Lit Kits	19.79			
10-0-5907	Programming - Youth	GARRITY - Material for Early Lit Kits	22.99			
10-0-5907	Programming - Youth	GARRITY - Material for Early Lit Kits	743.41			
10-0-5907	Programming - Youth	GARRITY - Programming supplies	40.62			
10-0-5907	Programming - Youth	GARRITY - STEAM Kit	39.95			
10-0-5907	Programming - Youth	GARRITY - STEAM Kit	59.95			
10-0-5907	Programming - Youth	GARRITY - Programming supplies	24.59			
10-0-5907	Programming - Youth	GARRITY - STEAM Kit	72.66			
10-0-5907	Programming - Youth	GARRITY - Programming supplies	25.99			
10-0-5907	Programming - Youth	GARRITY - Programming supplies	12.89			
10-0-5907	Programming - Youth	GARRITY - STEAM Kit supplies	37.45			
10-0-5907	Programming - Youth	GARRITY - Programming supplies	8.95			
10-0-5907	Programming - Youth	GARRITY - Programming supplies	8.92			

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

September 1, 2022 - September 30, 2022

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5907	Programming - Youth	GARRITY - Material for Early Lit Kits	14.99			
10-0-5907	Programming - Youth	GARRITY - Programming supplies	23.98			
10-0-5907	Programming - Youth	GARRITY - Programming supplies	15.02			
10-0-5907	Programming - Youth	GARRITY - Material for Early Lit Kits	3.50			
10-0-5907	Programming - Youth	GARRITY - Programming supplies	4.99			
10-0-5907	Programming - Youth	GARRITY - Programming supplies	14.98			
10-0-5907	Programming - Youth	GARRITY - Programming supplies	73.92			
10-0-5907	Programming - Youth	GARRITY - Programming supplies	20.98			
10-0-5907	Programming - Youth	GARRITY - Programming supplies	238.72			
10-0-5907	Programming - Youth	GARRITY - Returned programming items	-20.15			
10-0-5907	Programming - Youth	GARRITY - Programming supplies	13.58			
10-0-5907	Programming - Youth	GARRITY - Programming supplies	24.99			
10-0-5907	Programming - Youth	GARRITY - Programming supplies	7.59			
10-0-5907	Programming - Youth	GARRITY - Programming supplies	14.95			
10-0-5907	Programming - Youth	GARRITY - Programming supplies	32.98			
10-0-5907	Programming - Youth	MORGAN - youth programming supplies (stickers)	9.99			
10-0-5907	Programming - Youth	MORGAN - youth programming supplies (stickers)	7.98			
10-1-5340	Books-Fiction-Adult-Winnetka	MALL - Materials	9.99			
10-1-5445	Video Games-Juv-Winnetka	GARRITY - Video games	39.99			
10-1-5445	Video Games-Juv-Winnetka	GARRITY - Video games	203.80			
10-0-5121	Office Supplies	DOMBROWSKI - Office Supplies	36.99			
10-0-5121	Office Supplies	DOMBROWSKI - Office Supplies	44.05			
10-0-5121	Office Supplies	DOMBROWSKI - Office Supplies	26.49			
10-0-5122	Breakroom Supplies	DOMBROWSKI - Freshener for Fridge	6.49			
10-0-5123	Postage	DOMBROWSKI - Postage for ILL	15.34			
10-0-5910	Studio Maintenance/Repair	KLINE - New 3d printer bed	62.02			
10-0-5910	Studio Maintenance/Repair	KLINE - New 3d Printer Head	387.02			
10-0-5134	Software	DOMBROWSKI - WhenIWork Scheduling Software	80.00			
10-0-5134	Software	DOMBROWSKI - Library Zoom Account	14.99			
10-0-5134	Software	SWENSON - Adobe Creative Cloud Subscriptions	278.91			
10-0-5134	Software	MALL - Virtual event hosting	124.97			
10-0-5137	Legal Notices	QUISH - Publishing B&A	319.00			
10-0-5177	Technology - Website	SWENSON - Website hosting and Backup	25.00			
70-0-5750	Landscaping	MALL - Bird food	41.62			
70-0-5782	Equipment	DOMBROWSKI - Telescoping Control Rod for Studio Windo	71.16			
70-0-5782	Equipment	DOMBROWSKI - Adapter for Studio Windows	103.80			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	MALL - Materials	10.21			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	MALL - Materials	38.90			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	MALL - Materials	32.36			

Check List Total 171,556.10

SEPTEMBER 2022 DIRECTOR'S REPORT

Staff Updates

- Anniversaries: Natalie Blaser, Youth Services Assistant, 9/17 (3 years); Nicola White, Business Services Coordinator, 9/17 (4 years); Nick Mall, Adult Services Manager, 9/29 (14 years)
- Going: Web Services Specialist Michael Cianfrani left to take his dream job at Northwestern. His last day was 10/1. His position has been eliminated and will be filled with two PT Studio Specialist positions.
- Coming: Anna Karwowska will be joining us on Monday 10/17 as our new Youth Services Manager. Anna comes to us most recently from McHenry Public Library, where she was acting Youth Services Manager for the last 4 years. We look forward to welcoming Anna to our WNPLD family!

Staff Shout Outs

Branch Services Youth Librarian Amelia was selected to introduce & lead the Q&A portion of Marlee Matlin's Illinois Libraries Present (ILP) program, which had more than 1,000 viewers from libraries across the state!

Finances (Target = 25.00% based on 3 months into our fiscal year)

- We are at 2.39% of our expected operating revenues (below budget due to Cook County shortfall).
- We are at 23.13% of our budgeted operating expenses (below budget).

Programming

Youth

Category	22SEP	21SEP	Mo. % +/-	FY22-23 YTD	FY21-22 YTD	FY % +/-
Programs	60	30	100.00%	155	78	98.72%
Live Attendees	1,125	380	196.05%	2,799	875	219.89%
Recording Attendees	0	2	-100.00%	0	2	-100.00%
Passive Programs	1,203	0	N/A	4,468	330	1,253.94%

Highlights

Music & Movement	Teacher Dan led post-storytime music activities for toddlers & preschoolers.
Family Science	Librarian Amelia taught parents & children about the distribution of force and strength through an experiment involving walking on raw eggs!
Cardboard Construction	YS Assistant Natalie led families in a building project of creating cars from cardboard tubes and other found objects.

Adults

Category	22SEP	21SEP	Mo. % +/-	FY22-23 YTD	FY21-22 YTD	FY % +/-
Programs	22	18	22.22%	58	50	16.00%
Live Attendees	349	313	11.50%	1,245	815	52.76%
Recording Attendees	252	1	25,100.00%	487	1	48,600.00%

Highlights

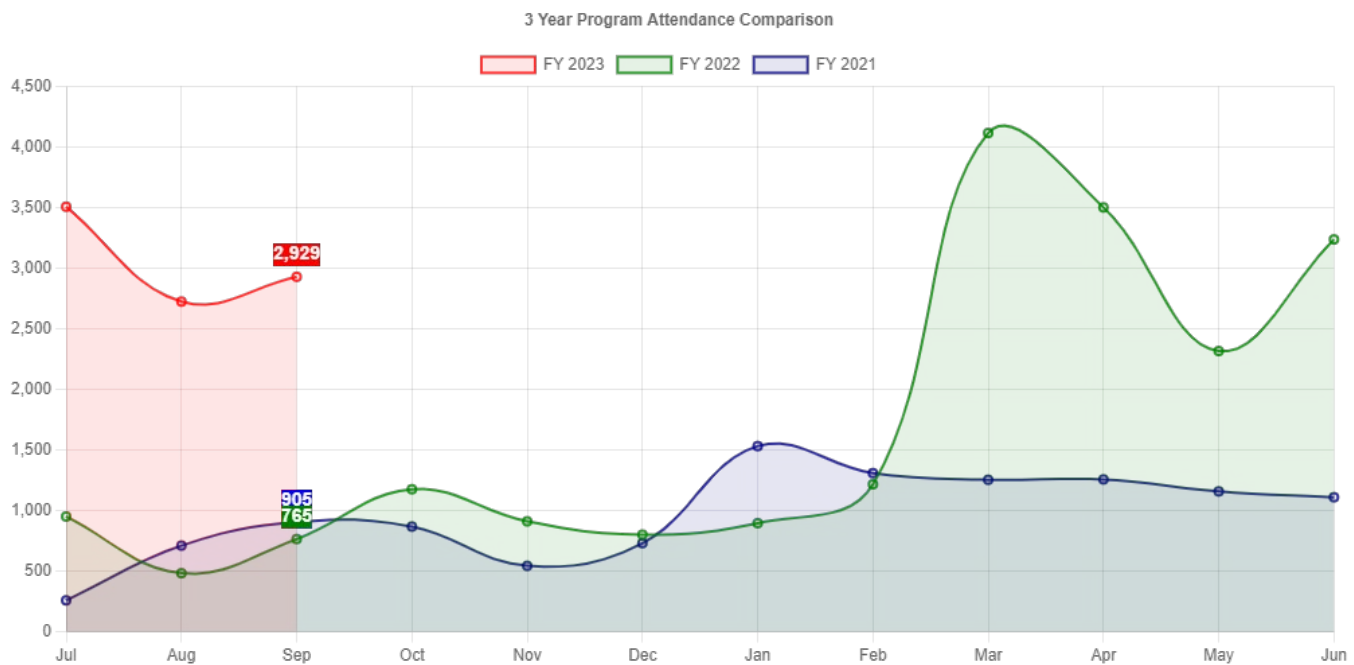
U-505 Submarine: An Inside Look	Educators from the Museum of Science & Industry gave attendees a virtual tour of the sub while regaling them with its history.
If The Walls Could Talk: The True Crime History of Edgewater Hospital	Todd Ganz and Stephanie Young of the If the Walls Could Talk Podcast™ share Edgewater Hospital's tangled history and the true crimes that destroyed it.
The Windy City on Air: Chicago & the Golden Age of Radio	This event explored the many groundbreaking efforts of early Chicago's radio programs and shows.

Studio (Digital Services)

Category	22SEP	21SEP	Mo. % +/-	FY22-23 YTD	FY21-22 YTD	FY % +/-
Appointments/Walk-Ins	127	56	126.79%	342	210	62.86%
Programs	16	10	60.00%	39	25	56.00%
Attendees	106	69	53.62%	267	176	51.70%

Highlights

Animal Plushies	Patrons learned how to use the sewing and embroidery machines to create their own stuffed animals from soft fleece.
Personalized Water Tumbler	Patrons created wave-like designs with Corel Draw and engraved them on a silicone wrap for their water tumblers.



Community Engagement (Outreach)

Category	22SEP	21SEP	Mo. % +/-	FY22-23 YTD	FY21-22 YTD	FY % +/-
Youth Events	5	N/A	N/A	11	10	10.00%
Adult Events	3	N/A	N/A	6	N/A	N/A
Family Events	3	3	0.00%	11	16	-31.25%
TOTAL	11	3	266.67%	28	26	7.69%

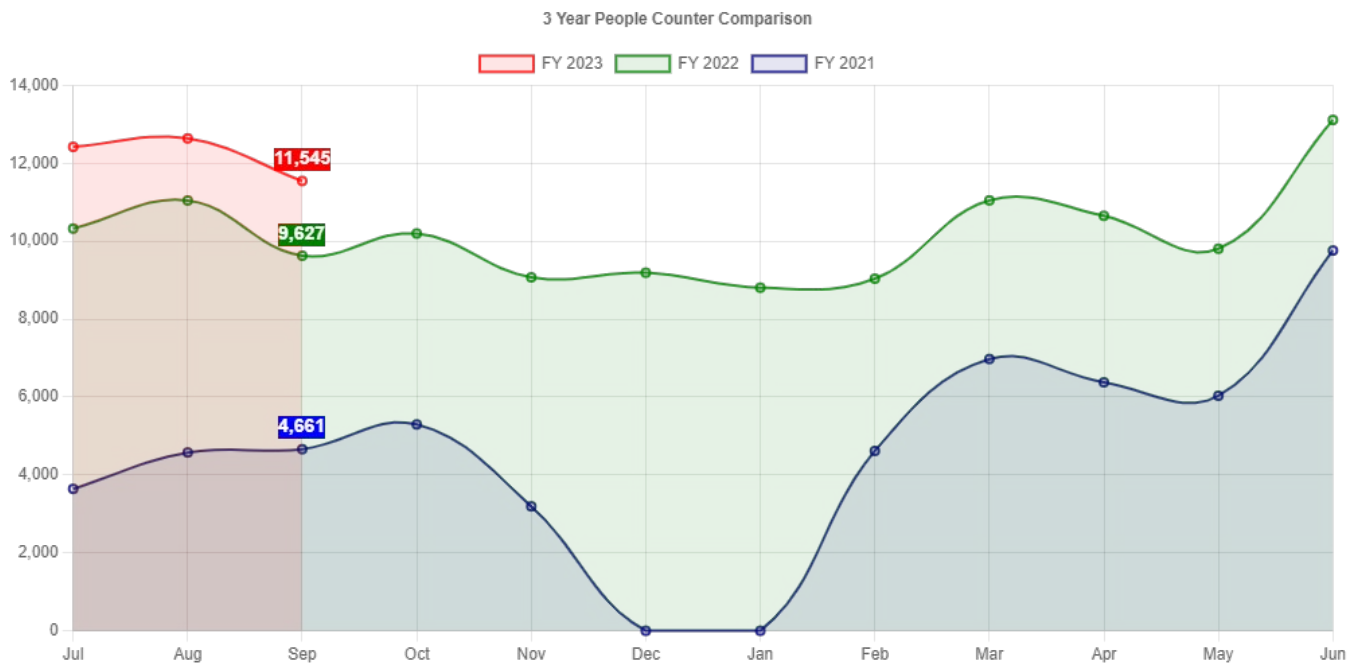
Youth Attendance	115	34	238.24%	500	734	-31.88%
Adult Attendance	19	N/A	N/A	65	N/A	N/A
Family Attendance	279	586	-52.39%	1,003	971	3.30%
TOTAL	413	620	-33.39%	1,568	1,705	-8.04%

Events: WN Farmer's Market & Fall Fest, Books at the Beach, North Shore Senior Ctr Book Club & Back-to-School Nights.

Services

Visitors

Location	22SEP	21SEP	Mo. % +/-	FY22-23 YTD	FY21-22 YTD	FY % +/-
Winnetka In-Person	8,468	6,922	22.33%	26,111	22,189	17.68%
Northfield In-Person	3,077	2,705	13.75%	10,493	8,807	19.14%
TOTAL IN-PERSON	11,545	9,627	19.92%	36,604	30,996	18.09%
Virtual Visitors	233	N/A	N/A	233	N/A	N/A
TOTAL VISITORS	12,244	9,627	N/A	37,303	30,996	N/A



Email Reach

22SEP Subscribers	% of Cardholders	21SEP Subscribers	Open Rate	Click Rate
10,350	78%	10,086	52%	2%

*Industry averages for not-for-profits = 37% Open Rate, 2% Click Rate

Cardholder Penetration

Activity	22SEP	21SEP	Mo. % +/-	FY22-23 YTD	FY21-22 YTD	FY % +/-
New Cards	157	154	1.95%	398	296	34.46%
Community	22SEP	21SEP	Mo. % +/-	22SEP %POP	21SEP %POP	% Change
Winnetka	9,474	8,814	7.49%	74.34%	69.16%	5.18%
Northfield	3,268	3,083	6.00%	56.82%	53.61%	3.22%
TOTAL DISTRICT	12,742	11,897	7.10%	68.89%	64.33%	4.57%

Kenilworth	545	523	4.21%	21.68%	20.80%	0.88%
------------	-----	-----	-------	--------	--------	-------

Website Reach/App Usage

Activity	22SEP	21SEP	Mo. % +/-	FY22-23 YTD	FY21-22 YTD	FY % +/-
Website Visits	8,273	8,865	-6.68%	25,495	24,822	2.71%
Active App Users	578	576			-	-

Patron Interactions

Category	22SEP	21SEP	Mo. % +/-	FY22-23 YTD	FY21-22 YTD	FY % +/-
Adult	1,944	2,771	-29.84%	6,999	8,300	-15.67%
Youth	719	467	53.96%	2,053	1,766	16.25%
Digital Services	134	121	10.74%	471	410	14.88%
TOTAL	2,797	3,359	-16.73%	9,523	10,476	-9.10%

Public Computer Usage

Location	22SEP	21SEP	Mo. % +/-	FY22-23 YTD	FY21-22 YTD	FY % +/-
Winnetka	465	430	8.14%	1,398	1,302	7.37%
Northfield	181	172	5.23%	636	574	10.80%
TOTAL	646	602	7.31%	2,034	1,876	8.42%

Hotspot Usage

Location	22SEP	21SEP	Mo. % +/-	FY22-23 YTD	FY21-22 YTD	FY % +/-
Winnetka Sessions	19,510	13,606	43.39%	68,911	45,518	51.39%
Northfield Sessions	3,785	3,289	15.08%	11,873	10,720	10.76%
TOTAL	23,295	16,895	37.88%	80,784	56,238	43.56%
Winnetka Bandwidth	510GB	200GB	154.75%	1,321GB	751GB	75.99%
Northfield Bandwidth	47GB	140GB	-66.37%	195GB	388GB	-49.72%
TOTAL	557GB	340GB	63.76%	1,516GB	1,138GB	33.19%

Collections

MTD TOTAL PHYSICAL CIRCULATION

22SEP Physical Circulation	21SEP Physical Circulation	Net Change
29,694	28,195	5.32%

YTD TOTAL PHYSICAL CIRCULATION

FY22-23 YTD Physical Circulation	FY21-22 YTD Physical Circulation	Net Change
97,334	91,933	5.87%

PHYSICAL ADULT (BY LOCATION)

Location	22SEP	21SEP	Mo. % +/-	FY22-23 YTD	FY21-22 YTD	FY % +/-
Winnetka	8,898	9,042	-1.58%	29,024	30,118	-3.63%
Northfield	3,942	4,001	-1.47%	12,949	12,682	2.11%

PHYSICAL YOUTH (BY LOCATION)

Location	22SEP	21SEP	Mo. % +/-	FY22-23 YTD	FY21-22 YTD	FY % +/-
Winnetka	13,154	11,650	12.91%	43,075	37,708	14.23%
Northfield	3,663	3,502	4.60%	12,287	11,425	7.54%

PHYSICAL MISCELLANEOUS

Lending Type	22SEP	21SEP	Mo. & +/-	FY22-23 YTD	FY21-22 YTD	FY % +/-
Kenilworth Patrons	927	1,340	-30.82%	3,372	5,896	-42.81%
Borrowed from Other Libraries	1,616	1,829	-11.65%	5,084	5,840	-12.95%

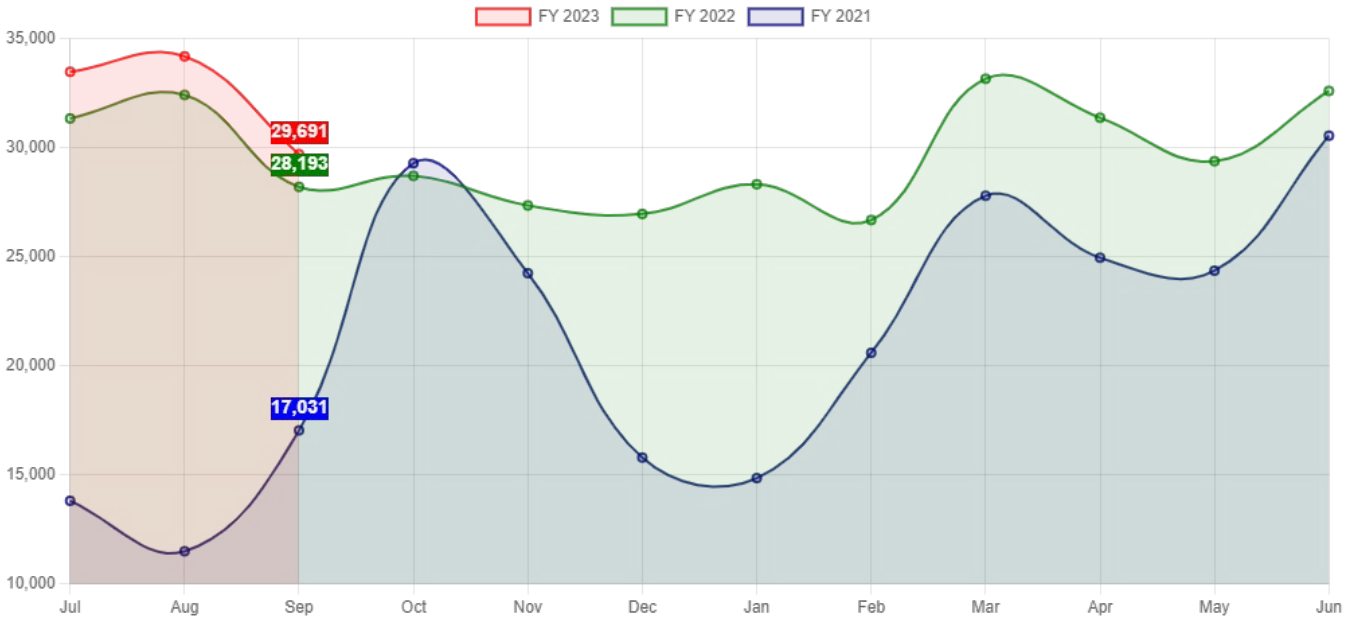
PHYSICAL ADULT (BY TYPE)

Material Type	22SEP	21SEP	Mo. % +/-	FY22-23 YTD	FY21-22 YTD	FY % +/-
Books	8,275	8,118	1.93%	27,013	26,860	0.57%
Book - Fiction	4,700	4,757	-1.20%	15,614	15,535	0.51%
Book - Nonfiction	3,575	3,361	6.37%	11,399	11,325	0.65%
Audiobook - CD	298	344	-13.37%	1,037	997	4.01%
Music CD	113	108	4.63%	484	357	35.57%
Playaway	52	82	36.59%	201	229	-12.23%
DVD/Blu-Ray	2,433	2,759	-11.82%	8,037	9,144	-12.11%
Magazine	224	256	-12.50%	688	643	7.00%
Videogame	26	46	-43.48%	88	63	39.68%
Devices	2	19	-89.47%	13	32	-59.38%
Non-CCS ILL	45	40	12.50%	124	145	-14.48%
Sent Out	1,349	1,271	6.14%	4,215	4,328	-2.61%
TOTAL	12,841	13,043	-1.55%	41,972	42,800	-1.93%

PHYSICAL YOUTH (BY TYPE)

Material Type	22SEP	21SEP	Mo. % +/-	FY22-23 YTD	FY21-22 YTD	FY % +/-
Books	13,145	13,349	-1.53%	42,562	43,191	-1.46%
Book - Fiction	11,285	11,537	-2.18%	36,607	37,563	-2.55%
Book - Nonfiction	1,860	1,812	2.65%	5,999	5,628	5.81%
In-Library Circulation	2,012	0	N/A	6,411	0	N/A
Audiobook - CD	17	50	-66.00%	76	230	-66.96%
Music CD	12	14	-14.29%	54	76	-28.95%
Playaway	190	179	6.15%	798	790	1.01%
DVD/Blu-Ray	848	930	-8.82%	3,400	3,618	-6.03%
Magazine	14	0	N/A	41	0	N/A
Videogame	226	182	24.18%	806	307	162.54%
Vox Reader	286	182	46.67%	922	560	64.64%
STEAM Kits	27	21	28.57%	73	80	-8.75%
Early Literacy Kits	34	0	100.00%	34	0	100.00%
Other	6	232	-67.24%	184	275	-20.36%
TOTAL	16,817	15,152	10.99%	55,361	49,133	12.68%

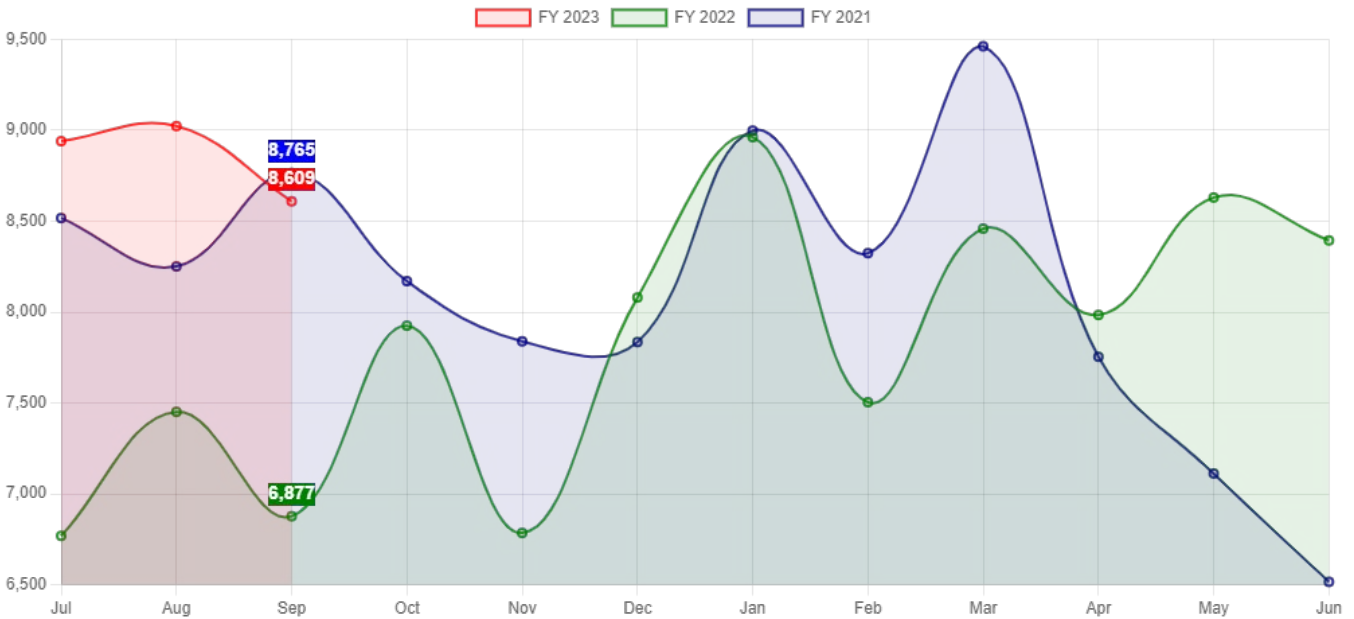
3 Year Circulation Comparison



DIGITAL CIRCULATION

Material Type	22SEP	21SEP	Mo. % +/-	FY22-23 YTD	FY21-22 YTD	FY % +/-
eBooks	3,877	3,263	18.82%	12,048	9,649	24.86%
eAudiobooks	3,019	2,305	30.98%	9,017	6,924	30.23%
eMagazines	1,367	855	59.88%	4,230	2,916	45.06%
eVideos	334	426	-21.60%	1,197	1,482	-19.23%
eMusic	12	28	-57.14%	80	126	-36.51%
TOTAL	8,609	6,877	25.19%	26,572	21,097	25.95%

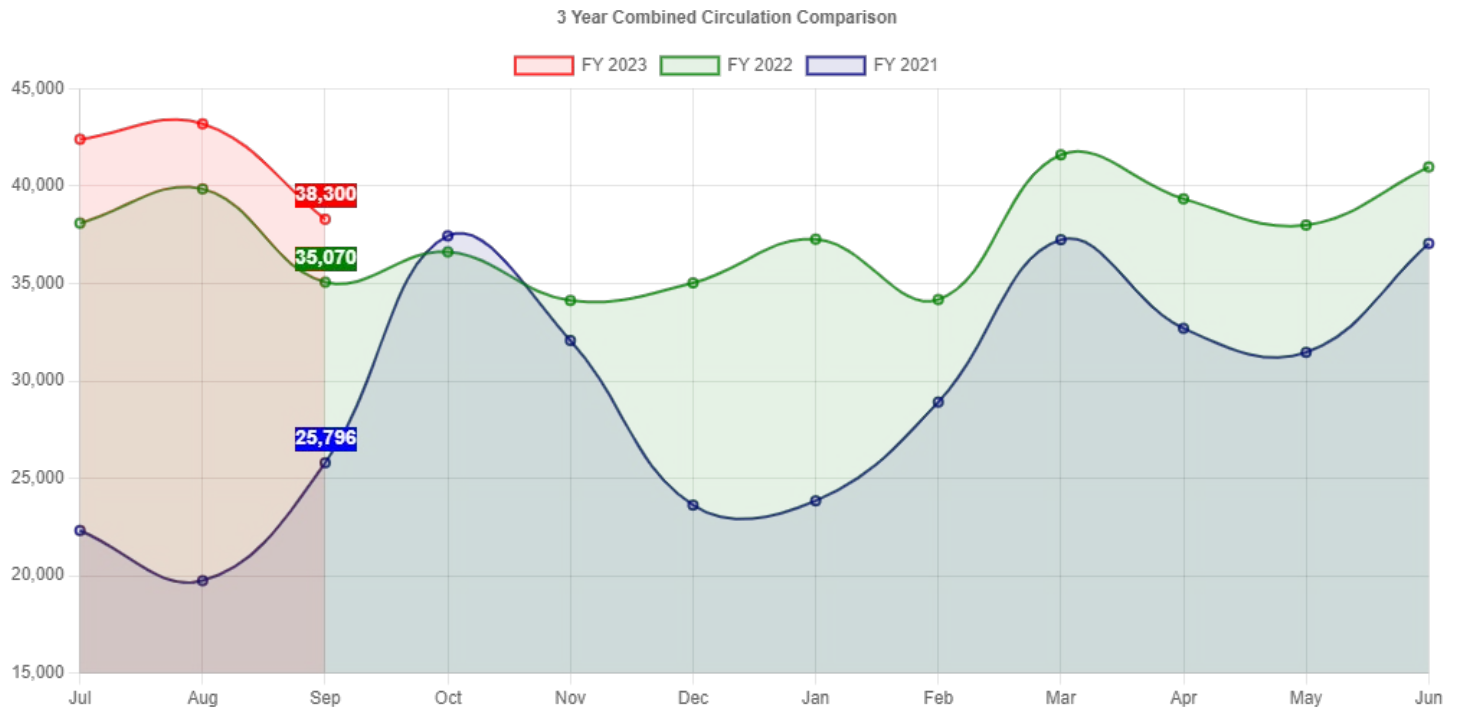
3 Year eResource Comparison



TOTAL DISTRICT CIRCULATION

22SEP District Circulation	21SEP District Circulation	Net Change
38,266	35,072	9.11%

FY22-23 YTD District Circulation	FY21-22 YTD District Circulation	Net Change
123,906	113,030	9.62%



Impact Stories

- Northfield- We received a lovely note from a patron outlining the many ways the library team has helped her stay in touch—and bond with—her grandkids in Hawaii.
- Youth- Feedback from a patron on our early literacy kits, which have almost NEVER been in since they started circulating: "This program you're doing is phenomenal!"
- Adult- One of the patrons from Books on the Beach liked it so much she used her tiny canvas to paint a beach scene with a set of books and a note that said, "Meet me at Tower Beach!"
- Digital Services- A patron used the LOT "Outdoor Movie Pack" to host a Bears watch party for his neighbors!
- Customer Relations- A new au pair came in with her completed form to get a library card and thanked us profusely for offering this service. She said she couldn't imagine not having a library card and it made her day!



TYPES OF CARDS

Library Cards

Library cards are available at no additional cost to residents of, and those owning property within, the Winnetka-Northfield Public Library District (the "District") boundaries. Proof of residency or ownership is required in-person at the time of application and may be requested at the time of renewal. A parent or guardian must sign the application for children under 16 and provide proof of residency on the child's behalf. So long as a library card holder remains a resident in the District, the library card will not expire, except for library cards that have not been used for at least three (3) years. A library card provides access to both physical and electronic materials.

eCards

Residents of, and those owning property within, the District are eligible to apply for an eCard, which limits the holder to use of the District's electronic materials only (such as eBooks, eAudiobooks, and streaming videos). An eCard is available online at no additional cost. If a resident registers for an eCard and wishes to check out physical materials, they will need to change their card to a library card by following the application rules as detailed above in "Library Cards."

Teacher Cards

Teachers employed by any of the schools located in the District's boundaries are eligible for a teacher card at no extra charge. Proof of such employment is required at the time of application. Teacher cards are valid for one (1) year and are renewable every July if the applicant provides proof of continued employment by a school located within the District's boundaries.

Nanny Cards

Nannies/Au Pairs employed by a District resident are eligible for a nanny card at no extra charge. A valid ID and a form completed by their employer, indicating they accept full responsibility for the use of the card, are required at the time of application. Nanny/Au Pair cards are valid for up to one (1) year and renewable if the applicant provides proof of continued employment by the same resident.

Business Cards

Businesses located within the District's boundaries are eligible for a business card at no extra charge. One card will be issued for each business. A lease or proof of ownership is required at the time of application. Business cards are valid for one year and renewable.

Kenilworth Cards

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

Reciprocal Borrower Cards

Patrons who hold a valid library card from a non-District library within the Reaching Across Illinois Library System ("RAILS") can register as reciprocal borrowers of the District. Such persons must present their home library card and a valid ID at the time of application. Reciprocal borrowing privileges are valid for the same duration as cards issued by their home library (verified at the time of application).

Non-Resident Cards

By law, people living in areas unserved by a public library may purchase a fee-based card at the library in closest proximity to their residence. A non-resident fee-based card entitles users to all the privileges enjoyed by residents of the District.

The cost of a library card will be determined by the equalized assessed value ("EAV") of the property owned multiplied by the current tax rate for District residents.

Example: \$563,167.08 (EAV) X 0.00217 (Tax Rate) = \$1,267.13 (Cost of non-resident card)

Property owners will need to provide a valid photo ID and a copy of their most recent tax bill at the time of application.

For those renting property, the cost of a library card will be \$200 per year. Renters will need to provide a valid photo ID and a copy of a current lease at the time of application.

Cards may be paid for in quarterly, bi-annual, or annual installments, based on the applicant's preference at the time of application. Only one non-resident card will be issued per household, with all residents of the household added to the card as authorized users.

INTERLIBRARY LOAN (ILL)

The District provides library card holders in good standing with access to materials from libraries through ILL. As a member of RAILS, the District adheres to the policies and procedures established by that group.

Circulation Policy

HOLDS

Patrons will be notified when a hold item becomes available. Items will be held for four days before they are placed back in circulation. Patrons may pick up holds on behalf of another patron if they are authorized to do so on the cardholder's account. Patrons may speak with a Customer Relations Assistant in person to add a designee to their account. The materials being picked up will be checked out to whichever library card is presented at the time of pick up.

LENDING PERIODS

Library materials circulate according to the following rules. An item will not be renewed if a hold has been placed on the item by another patron, or if the patron has a block on their library card. Otherwise, items are automatically renewed, if not returned by their due date, as outlined below.

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

VACATION LOANS

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

LOST, DAMAGED, & INCOMPLETE ITEMS

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

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

A patron may claim an item was either never checked out or was returned. A maximum of five claims per life of a patron's card is set for all libraries within our consortium.

Serving Our Public 4.0: Standards for Illinois Public Libraries

= standard met

= standard partially met but needs improvement

= standard not met

Chapter 1 - Core Standards

- The library provides uniformly gracious, friendly, timely, and reliable service to all users.
- The library is established and operates in compliance with Chapter 75 of the *Illinois Compiled Statutes*.
- The library is governed by a board of trustees elected or appointed and constituted in compliance with the relevant sections of Chapter 75 of the *Illinois Compiled Statutes*.
- The library complies with all other state and federal laws that affect library operations. (See Appendix A)
- The library adopts and adheres to the principles set forth in the American Library Association's (ALA) *Library Bill of Rights* and other ALA intellectual freedom statements and interpretations.
- The library adopts and adheres to the *Code of Ethics of the American Library Association*. The library adopts and adheres to the *Public Library Trustee Ethics Statement*, developed by United for Libraries, a division of ALA.
- The board of trustees adopts written bylaws that outline the board's purpose and operational procedures and address conflict-of-interest issues.
- The board of trustees appoints a qualified librarian as library administrator and delegates active management of the library to the library administrator. (For the purposes of this document, a qualified librarian is a person holding a Master of Library Science (MLS), Master Science in LIS, Master of Library and Information Science (MLIS), or other comparable degree from an ALA-accredited program and/or actively participates in continuing education opportunities each year offered by the Illinois State Library, regional library systems, and the Illinois Library Association. Library boards and communities should strive to have a minimum of one staff member holding an ALA accredited master's degree.)
- The board of trustees meets regularly, in accordance with the Illinois Compiled Statutes, with the library administrator in attendance. All board meetings and board committee meetings shall comply with the Open Meetings Act.
- The board of trustees has exclusive control of the expenditure of all monies collected, donated, or appropriated for the library fund and all property owned by the library.

- ☒ The library has a board-approved written budget. The budget is developed annually by the library administrator and the board with input from the staff.
- ☒ The board of trustees annually determines if the library's revenues are sufficient to meet the needs of the community. If the revenues are not sufficient, the board of trustees will take action to increase the library's revenues.
- ☒ The library has a board-approved mission statement, a long-range/strategic plan, disaster prevention and recovery plan, collection management policy, personnel policy, technology plan, and other policies as appropriate to the library's operation and regularly updates and maintains them as appropriate.
- ☒ The library administrator presents written monthly reports, including statistics, on library operations to the board of trustees. In addition, monthly fiscal reports are presented by the library administrator and/or the library board treasurer.
- ☒ The board of trustees annually reviews the performance of the library administrator.
- ☒ The library is a member of an Illinois regional library system, fulfills the membership requirements of its system, is a responsible partner in the Illinois Library and Information Network (ILLINET), and participates in resource sharing through interlibrary loan and reciprocal borrowing.
- ☒ The library provides access to resource sharing databases, participates in resource sharing by entering the library's collections into a regional, statewide, or national database, and actively promotes resource sharing via interlibrary loan and reciprocal borrowing.
- ☒ The library utilizes a variety of methods to communicate with its community.
- ☒ The library is located in a facility designed or renovated for library purposes and complies with all applicable local, state, and federal codes.
- ☒ A library is open a minimum of fifteen hours per week according to the *Illinois Administrative Code* [23 Ill. Adm. Code 3030.110].
- ☒ As a baseline, the library appropriates money to major budget categories (personnel, benefits, library materials, other operating expenditures) using the *Illinois Public Library Annual Report* statewide percentages analysis.
- ☒ The library board and staff promote the collections and services available to its community.
- ☒ At least every five years, and more frequently, if necessary, the library conducts a review to determine if the library is providing facilities, collections and services in a quantity, at a time, and in a manner that meets the needs of the community.

Chapter 2 - Governance and Administration

- ☒ Library has an elected or appointed board of trustees.
- ☒ Library has a qualified library administrator.
- ☒ Library administrator files an *Illinois Public Library Annual Report* (IPLAR) with the Illinois State Library.
- ☒ Library administrator prepares monthly reports (including statistics) of operations and services for the board's review.
- ☒ Library administrator and/or library board treasurer prepares monthly fiscal reports for the board's review.
- ☒ Library has a mission statement and a long-range/strategic plan.
- ☒ Library maintains an understanding of the community by surveys, hearings, and other means.
- ☒ Library board reviews library policies on a regular basis.
- ☒ Library board members participate in local, state, regional, and national decision making that will benefit libraries.
- ☒ Library develops an orientation program for new board members.
- ☒ Library board members attend local, regional, state, and national conferences pertinent to libraries when fiscally possible.
- ☒ Library keeps adequate records of library operations and follows proper procedures for disposal of records.
- ☒ Library complies and keeps current with appropriate Illinois and federal laws pertaining to public libraries.
- ☒ Library has a board-approved set of written by laws that govern the conduct of the board of trustees and its relationship to the library and staff.
- ☒ Library maintains insurance covering property and liability, including volunteer liability.
- ☒ Library has a written succession plan focused on both internal and external talent development to fill anticipated needs for library leadership and other key personnel.

Chapter 3 - Personnel

- ☒ Library has a board-approved personnel policy.
- ☒ Library has staffing levels that are sufficient to carry out the library's mission.
- ☒ Library has job descriptions and a salary schedule for all library positions. The job descriptions and salary schedule are periodically reviewed and revised as needed.
- ☒ Library's hiring practices are in compliance with EEOC guidelines and the Americans with Disabilities Act.
- ☒ Library salaries and fringe benefits account for up to 70 percent of total operations budget. (Increased this year; currently at 52.8% and will re-evaluate prior to FY23-24)
- ☒ Library gives each new employee a thorough orientation.
- ☒ Library evaluates staff annually.
- ☒ Library staff and administration attend local, regional, state, and national conferences as well as training workshops and seminars where feasible.
- ☒ Library provides staff access to library literature and other professional development materials.
- ☒ Public library trustees and administrators are aware of federal, state, and local statutes and regulations relevant to personnel administration.
- ☒ The library complies with state and federal laws that affect library operations.

Chapter 4 - Access

- The library provides the right amount of space of the right kind to meet the provisions of its long-range/strategic plan.
- At least once every five years, the board directs a review of the library's long-term space needs.
- The staff are familiar with the requirements contained in the *Americans with Disabilities Act* (ADA) and work to address deficiencies in order to provide universal access to all patrons.
- The library, including branches or other service points, is located at a site that is determined to be most convenient for the community.
- The library provides adequate, safe, well-lit, and convenient parking during all hours of service.
- The library has the minimum required number of parking spaces.
- The library's entrance is easily identified, clearly visible, and well lit.
- The library has an identifying sign clearly visible from the street. Additional signs guide users from arterial streets to the library.
- The library has adequate internal signage.
- The library's lighting levels comply with lighting standards.
- All signage is in compliance with applicable federal, state, and local regulations.
- The library building supports the implementation of current and future telecommunications and electronic information technologies.
- The library has sturdy and comfortable furnishings in sufficient quantity to meet user needs.
- Space is allocated for child and family use with furniture and equipment designed for use by children.
- The library has enough shelving and other types of display and storage to provide patrons with easy access to all materials.
- Shelving in the areas serving young children is scaled to their needs.

Chapter 5 – Building Infrastructure and Maintenance

- ☒ The library maintains an inventory of all facility systems, including sufficient basic information that can be used in maintenance operations. This list should be prepared by the library administrator.
- ☒ The library's facility inventory system list should be consolidated in an easily accessible document which is made available in electronic format such that it can be accessed by key staff at all times remotely.
- ☒ An ongoing maintenance checklist of building maintenance that needs to be done on a routine or ongoing basis should be kept.
- ☒ The library's operating budget should include funds for all ongoing maintenance costs.
- ☒ The library should maintain a periodic repair checklist of repairs to the facility that may be required on a periodic basis, typically more than one-year intervals.
- ☒ The library budget should allocate funds for periodic repairs in either its operating budget or special reserve fund.
- ☒ The library should have a list of all projected building capital projects. Capital projects are those projects that involve major repairs, rehabilitation, and/or replacement of facility systems. Such projects are implemented when a facility system has reached the end of its service life, or when defects in the original construction necessitate major repairs/replacement.
- ☒ The library develops a capital reserve fund that will fund major capital projects. Annual contributions to such a fund will allow the library to have sufficient funding to take care of the needed project. In general, any item that cannot be accounted for in the library's operating budget should be accounted for in the library's capital reserve fund.
- ☒ The library should have a capital asset plan. This plan can be written by the library administrator or by an outside professional. A capital asset plan will project facility funding needs over a ten, fifteen, and twenty-year period.
- ☒ The board of trustees should review the library capital plan on annual basis to ensure all projects are addressed.
- ☒ Every three to five years, review and update the capital asset plan to be certain all costs and interest rates are current.
- ☒ All warranties, manuals, contact information, and other such documentation should be organized and consolidated for easy access.
- ☒ The library should strive to make its building as environmentally friendly as possible.

Chapter 6 - Safety

- The library provides a list of emergency call numbers at all staff phones in the library.
- The library has a floor plan that shows entrances, exits, location of emergency supplies, fire alarms, and fire extinguishers.
- The library has an emergency manual and disaster plan.
- The library provides emergency training for staff, including fire and tornado drills, use of fire extinguishers, and location of the first aid kit, NARCAN® kit, and an automated external defibrillator.
- The library provides a call list and contact information that is reviewed biannually.
- Emergency medical supplies are stored in a designated location and are accessible to staff.
- Emergency equipment such as electric, gas and water switches, fire extinguishers, and fire alarms are noted on a library floor plan and are tested biannually.
- A prioritization list shows what should be salvaged in order of importance.
- A building safety checklist includes daily, weekly, quarterly, semi-annual, and annual safety procedures.
- A procedure exists for letting staff know when it is unsafe to enter the building.
- The library has a designated tornado shelter.
- Emergency exits and evacuation routes out of the library and to the tornado shelter are clearly marked. Fire extinguishers are clearly marked.
- The library provides adequate security for staff, users, and collections.
- The library has a strong relationship with local police and community safety personnel and communicates with them on a regular basis about safety issues affecting the library.
- At least two people (one of whom may be a volunteer) shall be on duty during all open hours of operation.
- Copies of the emergency manual and disaster plan are provided to community safety personnel.
- A policy for security camera usage has been adopted and signage is posted.

Chapter 7 - Collection Management

- ☒ The library board of trustees ensures that the library has a publicly funded budget to purchase materials.
- ☒ The minimum annual expenditure for materials for any size library should be a minimum of 8 to 12 percent of the operating budget. Library budgets should put priority on purchasing materials that best serve their community.
- ☒ The library has a written collection development policy approved by the board.
- ☒ Materials are cataloged according to standard library practices utilizing MARC 21, AACR2 Rules, Sears/LC subject headings, and RDA.
- ☒ Library collections are evaluated annually to measure the effectiveness of community use of the collection and weeded if deemed appropriate.
- ☒ The library considers forming a cooperative collection plan with other libraries in close proximity to one another.
- ☒ The library strives to complement its print collection by purchasing electronic materials and making them available to patrons through a variety of methods.
- ☒ The library publicizes and promotes interlibrary loan to its patrons.
- ☒ Library staff is trained in and follows policies and procedures related to the ILLINET *Interlibrary Loan Code* and the ALA *Interlibrary Loan Code*. Libraries agree to be responsible borrowers and lenders.

Chapter 8 – System Member Responsibilities and Resource Sharing

- ☒ Library staff and library board members are aware of the services offered by the regional library systems and the Illinois State Library. The library promotes statewide cooperative services in addition to their own local services.
- ☒ Library resources, information, and expertise are available via interlibrary loan, reciprocal borrowing, and other formal cooperative agreements; and the library participates in system delivery.
- ☒ The library abides by the ILLINET Interlibrary Loan Code as well as other formal regional/consortial agreements.
- ☒ The library administrator, library staff, and library board members actively participate as members of boards, committees, task forces, advisory councils, etc., at various levels, including the regional library system, the Illinois State Library, and the Illinois Library Association, and bring a regional and statewide perspective that envisions all types of libraries, not just their local library and library type issues.
- ☒ The library, in cooperation with regional library systems and the Illinois State Library, promotes statewide tax-supported public library service for every Illinois resident.
- ☒ If a legally established public library currently does not meet the eligibility requirements for Illinois State Library/Illinois Office of the Secretary of State grants, the library should work in cooperation with its regional library system regarding grant eligibility and compliance.

Chapter 9 – Public Services: Reference and Reader’s Advisory Services

Reference Services

- ☒ All basic services are available when the library is open.
- ☒ The library has a reference service policy.
- ☒ The library provides staff trained in reference service to meet the needs of patrons who have challenges with disabilities, language, and literacy.
- ☒ The library participates in interlibrary loan and resource sharing to help provide accurate and timely reference service.
- ☒ The library is aware of the importance of accuracy in reference service and relies on information sources of demonstrated currency and authority.
- ☒ The library supports training in the use of technologies necessary to access electronic resources, including training for persons with disabilities in the use of adaptive equipment and software.
- ☒ The library provides easy access to accurate and up-to-date community information.
- ☒ The library provides current issues of at least one community or local newspaper and retains hard copy or online back issues for a minimum of six months.
- ☒ The library provides access to local ordinances or codes of all municipalities within its service boundaries.
- ☒ The library provides access to local and state maps.
- ☒ The library provides access to the minutes of local government meetings. These include but are not limited to municipal (village, township, or city) and school board meetings.
- ☒ The library provides voter information, including precinct boundaries and location of polling places.
- ☒ The library provides information about local history and events.
- ☒ The library has at least one current reference resource for each subject area.
- ☒ Staff has access to a telephone or computer to receive and respond to requests for information and materials and to contact other agencies for information.
- ☒ Staff members are encouraged to attend at least one relevant continuing education event each year.
- ☒ The library evaluates its reference service on an annual basis.

Reader's Advisory Service

- All basic services are available when the library is open.
- The library has competently trained staff that has thorough knowledge of popular authors and titles.
- The library maintains a well-rounded collection of both fiction and nonfiction titles.
- The library participates in interlibrary loan and resource sharing to help provide accurate and timely reader's advisory service.
- The library maintains a basic collection of reader's advisory reference materials.
- All staff members attend at least one relevant continuing education event each year.
- Staff members who are responsible for reader's advisory service in their library join at least one community organization, club, or council.
- Staff members who are responsible for reader's advisory service in their library attend at least one workshop, reading roundtable, or continuing education event.
- The library accepts and responds to reader's advisory requests received in person, on the phone, or electronically.

Chapter 10 - Programming

- ☒ Library programs are provided free of charge, or on a cost recovery basis.
- ☒ Library programs are located in a physically accessible location.
- ☒ Provisions are made, as needed, to enable persons with disabilities to participate in the program. The availability of these provisions is noted with other information about the program.
- ☒ The library considers community demographics, special populations, and the availability of programming from other social, cultural, and recreational organizations in the community when planning and evaluating programs.
- ☒ The library presents educational, cultural, and recreational programs that reflect community needs and interests.
- ☒ Programming is designed to address the diversity within the community, to increase the awareness and use of library resources and services, and to attract new users.
- ☒ The library provides outreach programs to specific populations who cannot visit the library.
- ☒ The library has programming that seeks to serve children and their caregivers.
- ☒ The library has programming that seeks to serve young adults.
- ☒ The library has programming that seeks to serve adults and senior citizens.
- ☒ The library provides programs on library instruction for all ages. This includes online catalog and online database training opportunities.
- ☒ The library is encouraged to partner with other organizations to offer programs.

Chapter 11 - Youth/Young Adult Services

- ☒ All basic youth services are available when the library is open.
- ☒ The library provides staff trained in serving youth.
- ☒ The library has policies towards serving youth which it reviews at least every two years, and youth staff have input in these policy revisions and creations.
- ☒ The library actively promotes respect for diversity and creates an inclusive, welcoming, and respectful library atmosphere for all patrons.
- ☒ The library provides staff trained in assisting youth with disabilities, language, and literacy barriers.
- ☒ The library provides staff trained to assist youth with adaptive equipment and software as needed for accessibility of resources.
- ☒ The library strives to eliminate barriers of service for youth, including regularly reviewing any content restrictions, library card requirements, and Internet policies.
- ☒ The library regularly, and at least annually, evaluates its services for youth with regard to popularity, effectiveness, accuracy, timeliness, and patron ease. The library seeks input from staff serving youth—as well as the community—regarding these services.
- ☒ The library provides programming for youth which is developmentally appropriate and meets the needs of the community.
- ☒ The library's programming is designed to reflect the needs and interests of youth in the community.
- ☒ Library programs are provided free of charge or on a cost-recovery basis.
- ☒ The library makes provisions that enable persons with disabilities to attend programming and lists these provisions with other programming information.
- ☒ The library considers community demographics, special populations, and the availability of resources from social, cultural, and recreational organizations in the community when planning and evaluating library services for youth.
- ☒ The library strives to partner with youth-facing organizations in the community.
- ☒ The library provides youth with research and information literacy instruction through tours, training sessions, and one-on-one interactions.
- ☒ The library has staff who have knowledge of popular authors, titles, and resources to provide these services.

- ☒ Youth staff have access to a telephone and computer to receive and respond to requests for information and to contact other agencies.
- ☒ Youth staff responsible for collection management have access to review journals and tools specifically targeting youth materials.
- ☒ The library includes at least one current resource created and intended for youth for each subject area. Electronic resources also fulfill this requirement.
- ☒ The library provides computer access for all youth and provides guidance on digital literacy and technology use to youth.
- ☒ The library provides outreach services towards youth to increase awareness of services, attract new users, and reach underserved populations.
- ☒ The library strives to partner with and support local schools, including private schools and homeschoolers.
- ☒ Staff members are encouraged to attend as many continuing education workshops and events as possible to stay current on trends and best practices for serving youth.
- ☒ The library provides a space specifically for use by children and families.
- ☒ The shelving used for housing children's materials is appropriately sized to allow for easier access.
- ☒ The library provides early literacy programming, including regular story time, for children and families.
- ☒ The library provides programming which facilitates play and fun for children and families.
- ☒ The library provides toys and interactive materials for use in the library, during programs, and/or at home that facilitate play, fun, and imagination.
- ☒ The library provides a summer reading opportunity to encourage reading and learning during the summer.
- ☒ The library provides a welcoming environment for young adults both individually and in groups.
- ☒ The library provides developmentally appropriate programming for young adults that encourage self-identity and positive interactions while providing opportunities to socialize and have fun.
- ☒ The library provides materials both physical and digital for young adults that are intended for them.
- ☒ The library partners with young adults in the community to provide opportunities for leadership such as a young adult (or teen) advisory board, volunteer group, or other formal or informal opportunities.

Chapter 12 - Technology

- ☒ Based on local technology planning, the library ensures adequate technological access and maintains appropriate hardware/software that effectively accommodates both library operations and patron need.
- ☒ The library has:
 - ☒ a telephone, with a listing in the phone book;
 - ☒ a telephone voice mail and/or answering machine;
 - ☒ a fax and/or scanner;
 - ☒ a photocopier;
 - ☒ effective Internet access with sufficient capacity to meet the needs of both the staff and the public;
 - ☒ library and/or departmental email accounts for patron communication with the library (the library email account is reviewed and responded to during library hours);
 - ☒ an *Americans with Disabilities Act* (ADA) compliant library website that is updated at least monthly;
 - ☒ up-to-date computers for staff and public access with sufficient capacity to meet needs;
 - ☒ up-to-date printers for staff and public access with sufficient capacity to meet needs;
 - ☒ up-to-date antivirus and Internet security software protection installed on every library computer;
 - ☒ up-to-date Internet browsers, web applications, and plug-ins;
 - ☒ a valid email address, accessible via the library's website, for the library administrator; and
 - ☒ a website that includes basic library information such as hours, location, contact, official name of library, and content required by the *Open Meetings Act*.
- ☒ The library provides a sufficient number of patron-accessible workstations/devices on a per capita basis.
- ☒ The wait time for patron workstations does not exceed 15 to 30 minutes.
- ☒ The library annually evaluates and, if necessary, updates its Internet connectivity options for service impact and cost-effectiveness.
- ☒ The library provides 24/7 remote access to library services and resources through:
 - a web-accessible library catalog;

- an Americans with Disabilities Act (ADA) compliant library website that is updated at least monthly;
- appropriate regional, state, national, and international bibliographic databases;
- other authenticated electronic resources that are available for direct patron use;
- virtual reference service, and/or text messaging services, and/or a library email account.
- The library staff must be:
 - computer literate;
 - trained to use and assist patrons in the use of electronic resources and materials; and
 - accessible via email and/or through messaging services.
- The library provides or partners with other community agencies to offer its patrons instruction (workshops, classes) in the use of computers, email, productivity software, and the Internet.
- The library provides web links and access to regional and/or statewide initiatives including:
 - regional library system consortial web-based catalogs;
 - the CARLI academic library catalog (I-Share)
 - Illinois State Library-sponsored databases/e-resources; other electronic collections as available; and
 - virtual reference service.
- As an equal partner in resource sharing, the library inputs and makes its collection holdings accessible for resource sharing within a regional, statewide, national, and/or international database.
- The library has a board-adopted Internet acceptable use policy.
- The Internet acceptable use policy is reviewed annually.
- The library budgets for ongoing technology needs including but not limited to: hardware and software purchases, upgrades, ongoing maintenance, services, and connectivity.
- The library maintains, troubleshoots, repairs, and replaces computer hardware and software. This ongoing maintenance is handled by trained library staff and/or via a contractual service agreement with an appropriate service provider.
- The library develops and updates, at regular intervals, a long-range/strategic plan for its future technology needs. The plan is based on community needs and priorities.

- ☒ The library continuously strives to improve its technological services, resources, and access. An ongoing planning cycle includes a needs assessment that examines current and emerging technologies and service enhancements including but not limited to:
 - ☒ wireless access (Wi-Fi);
 - ☒ Internet connectivity upgrades sufficient for patron and staff use;
 - ☒ networking (local area vs. wide area);
 - ☒ library Intranet;
 - ☒ an *Americans with Disabilities Act* (ADA) compliant library website that is updated at least monthly, highlights library services and programs, includes hyperlinks, is mobile compatible, and is interactive;
 - ☒ patron self-checkout functionality;
 - ☒ new technologies/potential services; for example, social networking, makerspace, and mobile apps;
 - ☒ current and functional meeting room technology;
 - ☒ adaptive technologies that accommodate service needs for persons with disabilities and special populations, including but not limited to: accessible computer hardware, deaf interpreters, language translators, open captioning; and
 - ☒ ongoing staff continuing education/training related to all aspects of technological services.
- ☒ The library protects the integrity, safety, and security of its technological environment.
- ☒ The library's automated catalog and its components comply with current state, national, and international standards.
- ☒ The library is aware of E-rate discounts (telecommunications/connectivity services and/or Internet access) as available through the Schools and Libraries Program of the Universal Service Fund, administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC).

Marketing, Promotion, and Collaboration

- The library has a communications plan that supports the library's long-range/strategic plan.
- The library staff and trustees participate in two or more cooperative activities with other community organizations.
- The library's services and programs are promoted in the community. Check the applicable publicity methods.
 - flyers
 - brochures
 - website
 - newsletter
 - posters
 - banners
 - displays
 - podcasting
 - presentations and/or speeches
 - Billboards/other
- The library maintains at least one social media account.
- The library invites local, state, and federal officials to visit the library.
- The library's website is updated at least monthly.
- The board, administration, and staff conduct an annual library walk-through.
- The board, administration, and appropriate staff visit other libraries.
- The budget includes funds for public relations and marketing activities.
- The library's promotional methods and services are ADA compliant.
- A designated staff member coordinates the library's marketing efforts.
- The library's staff receives customer service and marketing training.
- The library's orientation for staff and trustees includes the library's public relations, customer service philosophy, library history, funding sources, and long-range/strategic plan.
- The library surveys patrons and the community to judge awareness of the library's programs and services.

TAX LEVY ORDINANCE

ORDINANCE NO. 2022-2023/4

**WINNETKA-NORTHFIELD PUBLIC LIBRARY DISTRICT
COOK COUNTY, ILLINOIS**

FISCAL YEAR JULY 1, 2022 TO JUNE 30, 2023

This Ordinance constitutes the Tax Levy Ordinance of the Winnetka-Northfield Public Library District, Cook County, Illinois, for the fiscal year beginning July 1, 2022 and ending June 30, 2023.

Section 1. Ordinance 2022-2023/1 (Budget and Appropriation Ordinance) is incorporated by reference.

Section 2. A tax in the sum of \$4,594,600.00 is levied upon all taxable property within the District, said tax levied to defray expenses and liabilities of the District for the fiscal year beginning July 1, 2022 ending June 30, 2023 for the specific objects and purposes indicated as follows:

A.	<u>GENERAL FUND</u>	<u>Appropriation</u>	<u>Levy</u>
1.	IT Services	\$511,775	\$215,250
2.	Administrative Services	\$405,328	\$357,000
3.	Personnel Salaries & Benefits	\$2,231,350	\$2,131,350
4.	Programming	\$90,475	\$82,250
6.	Materials	\$651,200	\$592,000
7.	Capital Outlay	\$2,725,000	\$1,032,813
	TOTAL	\$6,615,128	\$4,410,663
B.	<u>SPECIAL FUNDS</u>	<u>Appropriation</u>	<u>Levy</u>
1.	IMRF	\$117,016	\$20,100
2.	FICA	\$139,000	\$118,308
3.	Unemployment Insurance Fund	\$54,000	\$1
4.	Liability Insurance	\$33,128	\$33,128
5.	Audit	\$12,400	\$12,400
6.	Building & Equipment (.02%)	\$161,000	\$0
	TOTAL	\$516,544	\$183,937

	<u>Summary</u>
Total Appropriation	\$7,131,672
Appropriated from sources other than taxation	\$2,411,525
Total Levy- General Fund (\$4,410,663) & Special Funds (\$183,937)	\$4,594,600

Section 3: The Board Secretary is hereby directed to file a certified copy of this Ordinance with the County Clerk of Cook County within the time specified by law.

Section 4: The Board Secretary shall publicly post this Ordinance in the main office of the Library District.

Section 5: This Ordinance shall be in full force and effect from and after its passage.

Passed November 14, 2022, pursuant to a roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

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

ATTEST:

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

WINNETKA-NORTHFIELD PUBLIC LIBRARY DISTRICT

CERTIFICATE OF COMPLIANCE
WITH TRUTH IN TAXATION LAW

I, Melissa Mitchell, certify that I am the President of the Board of Library Trustees
Winnetka-Northfield Public Library District

I further certify that the attached Ordinance No. 2022/2023/4 (Tax Levy Ordinance) was
adopted in compliance with the provisions of the Truth in Taxation Law, 35 ILCS 200/18-55 *et*
seq.

This Certificate applies to the 2022 levy.

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

Date signed: November 14, 2022

WINNETKA-NORTHFIELD PUBLIC LIBRARY DISTRICT
RESOLUTION NO. 2022-2023/4

A RESOLUTION TO DETERMINE AN ESTIMATE
OF FUNDS NEEDED FOR FISCAL YEAR 2022-2023

WHEREAS, The Winnetka-Northfield Public Library District must adopt on or before December 6, 2022 and file on or before December 27, 2022 its Levy Ordinance for the 2022-2023 fiscal year; and

WHEREAS, pursuant to the Truth in Taxation Law, The Winnetka-Northfield Public Library District must determine not fewer than 20 days prior to adoption of its Levy Ordinance the amount of money, exclusive of any portion of the levy attributable to election costs, necessary to be raised by taxation for the 2022-2023 fiscal year;

NOW, THEREFORE BE IT RESOLVED AND DETERMINED by the Board of Trustees of The Winnetka-Northfield Public Library District that the estimated amounts of money, exclusive of election costs, to be raised by taxation for the 2022-2023 fiscal year shall be no greater than 4.99% percent above the prior year's tax extension grand total as determined by the Office of the Clerk of Cook County, Illinois.

ADOPTED on the 17th day of October 2022.

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

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

AYES:

NAYS:

ABSENT: