

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

**THE MEETING WILL BEGIN AT 6:00 PM VIA ZOOM.
INSTRUCTIONS TO JOIN POSTED AT WWW.WINNETKALIBRARY.ORG**

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

AGENDA

Monday, November 1, 2021

Rescheduled from Monday, October 18, 2021

- I. Call to Order**
- II. Roll Call**
- III. Public Comments**
- IV. Approval of Minutes**
 - Approval of Minutes of the September 20, 2021 Special Meeting*
 - Approval of Minutes of the September 20, 2021 Regular Meeting*
- V. Financial Report**
 - September 2021 Financial Statements*
- VI. Library Reports**
 - Director's Report* (Director Dombrowski)
 - Board President's Comments (President Ruiz-Funes)
- VII. Liaisons to Other Organizations – Reports**
 - Winnetka Village (Trustee Mitchell)
 - Northfield Village (Trustee Munoz)
- VIII. Unfinished Business**
- IX. New Business**
 - Discuss December Board Meeting Date
 - Presentation and Discussion of Draft Strategic Plan by Marc Futterman*
 - Discuss Draft Levy Ordinance*
- X. Communications**
 - The next regular meeting will be held on Monday, November 15th at 7pm at the Northfield Library if the mask mandate has been lifted. If it has not, it will be online.

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

**THE MEETING WILL BEGIN AT 6:00 PM VIA ZOOM.
INSTRUCTIONS TO JOIN POSTED AT WWW.WINNETKALIBRARY.ORG**

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

XI. Public Comments

XII. Adjourn to Closed Session

- **Closed Session**

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

XIII. Return to Open Session

XIV. Adjournment

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

September 20, 2021

I. CALL TO ORDER

The meeting was held virtually via Zoom due to the COVID-19 pandemic. President Ruiz-Funes called the meeting to order at 6:03 p.m. A quorum was present.

II. ROLL CALL

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

Absent:

Present were library employees Nicola White (Business Services Coordinator) and Mark Swenson (Information Technology Manager). Present was Marc Futterman from CIVICTechnologies.

III. PUBLIC COMMENTS

No public comments.

**IV. PUBLIC HEARING ON PROPOSED BUDGET AND APPROPRIATION
ORDINANCE FOR FISCAL YEAR 2021-2022**

V. Vote to Adopt Budget and Appropriation Ordinance for Fiscal Year 2021-2022

A MOTION was made by Trustee Vandergrift to adopt the Annual Budget and Appropriation Ordinance for Fiscal Year 2021-2022.

ROLL CALL VOTE

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

NAYS: 0

ABSENT: 0

MOTION CARRIED

VI. Adjournment

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

The MOTION passed on voice vote and President Ruiz-Funes adjourned the meeting at 6:07 p.m.

Respectfully submitted,

Nicola White
Recording Secretary

_____ Jean-Paul Ruiz-Funes, President

_____ Thomas Sundell, Secretary

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

September 20, 2021

I. Call to Order

The meeting was held virtually via ZOOM due to the COVID-19 pandemic. President Ruiz-Funes called the meeting to order at 6:07 p.m. A quorum was present.

II. Roll Call

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

Absent:

Present were library employees Nicola White (Business Services Coordinator) and Mark Swenson (Information Technology Manager). Present was Marc Futterman from CIVICTechnologies.

III. Public Comments

No public comments.

IV. Approve Minutes

- Approve Minutes of the August 16, 2021 Regular Meeting

President Ruiz-Funes announced the approval of the August 16, 2021 Regular Meeting Minutes.

V. Financial Report

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

VI. Library Report

LIBRARY DIRECTOR'S REPORT:

Director Dombrowski presented the August 2021 Director's Report, which is included in the September 2021 Board Packet.

BOARD PRESIDENT'S COMMENTS:

President Ruiz-Funes proposed creating a Compensation Committee of the Board comprised of Trustees Mitchell and Gosselin to determine and recommend the compensation of the Library Director, and to also provide advice to the Library Director on any compensation matters.

VII. Liaisons to Other Organizations-Reports

- *Winnetka Village*- Trustee Mitchell stated that the Village of Winnetka will be reopening the conversation of their comprehensive plan.
- *Northfield Village*- Trustee Munoz stated that there was nothing new to report.

VIII. Unfinished Business

IX. New Business

- *Discuss & Approve Updated Patron Privacy & Confidentiality Policy*
A MOTION was made by Trustee Sundell to Approve the Updated Patron Privacy & Confidentiality Policy.

The MOTION passed on a voice vote.

- *Patron Statue Donation*
Director Dombrowski reported that Winnetka sculptor James Wolter reached out and offered to donate his sculpture, "The Reader" to the library.

The Board expressed their gratitude and asked Director Dombrowski to view the sculpture and decide where to best showcase it at the Winnetka Library. They also requested that Director Dombrowski obtain a plaque and determine a plan to best unveil it to the community.

- *Discussion and Vote on Resolution to Determine an Estimate of Funds Needed for Fiscal Year 2021-2022*
A MOTION was made by Trustee Van Neck to Approve the Resolution to Determine an Estimate of Funds Needed for Fiscal Year 2021-2022.

ROLL CALL VOTE

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

NAYS: 0

ABSENT: 0

MOTION CARRIED

- *Discuss Strategic Planning Documents*
The Board discussed the strategic planning documents, and came to the following consensus:

Board of Trustees Consensus Guidance on Library Strategic Plan

Services

- Services are at the core of fulfilling the library's mission
- Services need to be rooted in a deep, insightful understanding of the patron segments (e.g., older adults, families with children, teens...). The "community" is not a monolith, and the needs and characteristics of the various segments need to be recognized and addressed individually
- Services need to be relevant and unique – the library's primary focus is on those services that no other community organization can deliver
- The library needs to maintain an appropriate balance between traditional services (e.g., physical books) and new services (e.g., ebooks) – recognizing, however, that the growth of the 24/7 digital library is a key priority

Staff

- Staff is the embodiment of the library
- Patrons value staff immensely for the excellent service they provide
- The library must demand excellent service from staff
- In return, the library needs to ensure that staff has access to the tools, training and coaching it needs to provide excellent service, with supporting organizational processes and managerial direction
- Staff needs to be compensated competitively, but not just monetarily – e.g., convey the community's emotional appreciation for a job well done
- The library should invest in staff capacity and capability, as needed to deliver excellent service, and measure the return on investment as with any other use of community resources

Facilities and Technology Support

- Facilities are a key dimension of the library's identity and service delivery. The library is not just a website
- The physical library needs to be a welcoming place where visitors develop and nurture a love of books and learning

- Continuing to improve the physical library experience is a key priority
- The physical space needs to recognize the specific needs of patrons, and especially those patron segments that value the physical library most
- Facilities are an extension of services. Space for the sake of space is not an objective
- Adequacy of technology tools (computers, networks, software, licensing, etc.) through maintenance and upgrades to support both internal staff needs and digital and other technology dependent services

Community Engagement

- Engaging with patrons, to understand their need and desires, is the library's primary vector of community engagement
- Engaging with other local organizations is important as a mean to understand our patrons' needs even better, and to optimize across the various organizations that serve the community at large
- Effective communications to inform and interest the community in the library's services, events, programs, collections

Financials

- Avoid fiduciary extremes – on the one hand, spend-because-we-can, and on the other hand, reckless conservatism
- Recognize general community aversion to tax/levy increases
- Ensure that every element of spend delivers value, and that any new investment delivers excellent return for the community
- Increasingly use sustainability/environmental stewardship as a lens to assess spend and investments, especially regarding facilities

Vision of Success

- Ensure that the library has a clear vision of what constitutes success 3-5 years out
- Define specific dimensions of success and associated relevant metrics to measure achievement

- *Discuss Schedule Adjustments for Review/Adoption of Strategic Plan*
The Board decided to discuss the Strategic Plan at the October Board Meeting and to hold a vote for final approval at the November Board Meeting.

X. Communications

- *The next regular meeting will be held on Monday, October 18th at 6 p.m. at the Northfield Library if the mask mandate is lifted. Otherwise, it will be held online as a virtual meeting.*
- *The Winnetka Library parking lot will be closed from 9/13 – 10/1 to install the new sidewalks and resurface the parking lot.*

XI. Public Comments

No public comments.

XII. Adjournment

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

The MOTION passed on a voice vote and President Ruiz-Funes adjourned the meeting at 8:02 p.m.

Respectfully submitted,

Nicola White
Recording Secretary

_____ Jean-Paul Ruiz-Funes, President

_____ Thomas Sundell, Secretary

Winnetka-Northfield Public Library District

All Funds Summary

For the 3 Months Ended September 30, 2021

Ideal 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	4,021,186.25	1,005,296.56	912,877.48	22.70 %	(92,419.08)
IMRF Fund	176,750.00	44,187.50	40,590.88	22.97 %	(3,596.62)
FICA Fund	131,300.00	32,825.00	30,153.22	22.97 %	(2,671.78)
Building Fund	403,994.00	100,998.50	92,777.77	22.97 %	(8,220.73)
Unemployment Fund	2,020.00	505.00	463.90	22.97 %	(41.10)
Total Revenues	<u>4,735,250.25</u>	<u>1,183,812.56</u>	<u>1,076,863.25</u>	<u>22.74 %</u>	<u>(106,949.31)</u>
Expenses					
Library Fund	3,859,150.00	964,787.50	895,172.80	23.20 %	(69,614.70)
IMRF Fund	102,750.00	25,687.50	27,850.70	27.11 %	2,163.20
FICA Fund	133,000.00	33,250.00	30,476.75	22.91 %	(2,773.25)
Building Fund	320,000.00	80,000.00	65,109.42	20.35 %	(14,890.58)
Unemployment Fund	10.00	2.50	0.00	0.00 %	(2.50)
Total Expenses	<u>4,414,910.00</u>	<u>1,103,727.50</u>	<u>1,018,609.67</u>	<u>23.07 %</u>	<u>(85,117.83)</u>
Total Revenues	4,735,250.25	1,183,812.56	1,076,863.25	22.74 %	(106,949.31)
Total Expenses	<u>4,414,910.00</u>	<u>1,103,727.50</u>	<u>1,018,609.67</u>	<u>23.07 %</u>	<u>85,117.83</u>
Excess Revenues less Expenses	<u>320,340.25</u>	<u>80,085.06</u>	<u>58,253.58</u>	<u>18.18 %</u>	<u>(21,831.48)</u>

Winnetka-Northfield Public Library District

Library Fund Summary

For the 3 Months Ended September 30, 2021

Ideal 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	3,786,490.00	946,622.50	869,572.72	22.97 %	(77,049.78)
Replacement Tax	30,000.00	7,500.00	10,844.25	36.15 %	3,344.25
Collections	130,196.25	32,549.06	26,784.93	20.57 %	(5,764.13)
Materials	6,500.00	1,625.00	2,001.21	30.79 %	376.21
Other Income	<u>68,000.00</u>	<u>17,000.00</u>	<u>3,674.37</u>	<u>5.40 %</u>	<u>(13,325.63)</u>
Total Operating Revenue	<u>4,021,186.25</u>	<u>1,005,296.56</u>	<u>912,877.48</u>	<u>22.70 %</u>	<u>(92,419.08)</u>
Operating Expenses					
Personnel	1,871,100.00	467,775.00	428,353.10	22.89 %	(39,421.90)
Administration	197,400.00	49,350.00	62,637.54	31.73 %	13,287.54
Utilities	91,400.00	22,850.00	15,399.68	16.85 %	(7,450.32)
IT Services	163,000.00	40,750.00	39,583.25	24.28 %	(1,166.75)
Public Relations	43,000.00	10,750.00	7,994.26	18.59 %	(2,755.74)
Library Materials - Adult	519,000.00	129,750.00	156,317.07	30.12 %	26,567.07
Library Materials - Youth	75,000.00	18,750.00	19,103.86	25.47 %	353.86
Programs	69,250.00	17,312.50	20,614.12	29.77 %	3,301.62
Capital	<u>830,000.00</u>	<u>207,500.00</u>	<u>145,169.92</u>	<u>17.49 %</u>	<u>(62,330.08)</u>
Total Operating Expenses	<u>3,859,150.00</u>	<u>964,787.50</u>	<u>895,172.80</u>	<u>23.20 %</u>	<u>(69,614.70)</u>
Total Revenues	4,021,186.25	1,005,296.56	912,877.48	22.70 %	(92,419.08)
Total Expenses	<u>3,859,150.00</u>	<u>964,787.50</u>	<u>895,172.80</u>	<u>23.20 %</u>	<u>(69,614.70)</u>
Excess Revenues less Expenses	<u>162,036.25</u>	<u>40,509.06</u>	<u>17,704.68</u>	<u>10.93 %</u>	<u>(22,804.38)</u>

Winnetka-Northfield Public Library District
Statement of Revenues and Expenditures - Modified Cash Basis
For the 3 Months Ended September 30, 2021

Ideal 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>
<u>LIBRARY FUND</u>					
Revenues					
Taxes					
Property Taxes Collections	3,786,490.00	946,622.50	869,572.72	22.97 %	(77,049.78)
Replacement Tax	30,000.00	7,500.00	10,844.25	36.15 %	3,344.25
Total Taxes	<u>3,816,490.00</u>	<u>954,122.50</u>	<u>880,416.97</u>	<u>23.07 %</u>	<u>(73,705.53)</u>
Collections					
Per Capita Grant	21,696.25	5,424.06	25,601.58	118.00 %	20,177.52
Kenilworth Services	105,000.00	26,250.00	0.00	0.00	(26,250.00)
Fines - Winnetka	0.00	0.00	91.35	0.00	91.35
Studio Fees	1,000.00	250.00	294.58	29.46	44.58
Lost/Damaged Mat.-Winnetka	2,500.00	625.00	797.42	31.90	172.42
Total Collections	<u>130,196.25</u>	<u>32,549.06</u>	<u>26,784.93</u>	<u>20.57 %</u>	<u>(5,764.13)</u>
Materials					
Copy/Printing - Winnetka	5,000.00	1,250.00	2,001.21	40.02 %	751.21
Book Sales - Winnetka	1,500.00	375.00	0.00	0.00	(375.00)
Total Materials	<u>6,500.00</u>	<u>1,625.00</u>	<u>2,001.21</u>	<u>30.79 %</u>	<u>376.21</u>
Other Income					
Checking Interest Income	5,000.00	1,250.00	979.94	19.60 %	(270.06)
Byline Bank IMA Interest	45,000.00	11,250.00	1,827.05	4.06	(9,422.95)
Change on Investment Value	0.00	0.00	(278.47)	0.00	(278.47)
Money Market-Interest	0.00	0.00	3,574.87	0.00	3,574.87
Misc. Revenue - Winnetka	0.00	0.00	783.91	0.00	783.91
Gift Fund (over \$100)	500.00	125.00	0.00	0.00	(125.00)
Friends Donations	17,500.00	4,375.00	(3,212.93)	(18.36)	(7,587.93)
Total Other Income	<u>68,000.00</u>	<u>17,000.00</u>	<u>3,674.37</u>	<u>5.40 %</u>	<u>(13,325.63)</u>
Total Revenue	<u>4,021,186.25</u>	<u>1,005,296.56</u>	<u>912,877.48</u>	<u>22.70 %</u>	<u>(92,419.08)</u>

Winnetka-Northfield Public Library District
Statement of Revenues and Expenditures - Modified Cash Basis
For the 3 Months Ended September 30, 2021

Ideal 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					
Expenses					
Personnel					
Salaries	1,620,000.00	405,000.00	380,155.79	23.47 %	(24,844.21)
Health Insurance	240,000.00	60,000.00	48,013.78	20.01	(11,986.22)
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)
Conferences	10,000.00	2,500.00	78.53	0.79	(2,421.47)
Flexible Spending Account	<u>500.00</u>	<u>125.00</u>	<u>105.00</u>	<u>21.00</u>	<u>(20.00)</u>
Total Personnel	<u>1,871,100.00</u>	<u>467,775.00</u>	<u>428,353.10</u>	<u>22.89 %</u>	<u>(39,421.90)</u>
Administration					
Audit Fees	12,400.00	3,100.00	0.00	0.00 %	(3,100.00)
Library Supplies	34,500.00	8,625.00	6,205.13	17.99	(2,419.87)
Office Supplies	7,000.00	1,750.00	1,396.32	19.95	(353.68)
Breakroom Supplies	2,000.00	500.00	635.60	31.78	135.60
Postage	3,200.00	800.00	299.96	9.37	(500.04)
Hospitality	1,500.00	375.00	804.88	53.66	429.88
Accounting and Bookkeeping	23,000.00	5,750.00	5,947.74	25.86	197.74
Legal Notices	3,500.00	875.00	1,995.00	57.00	1,120.00
Delivery Service	6,800.00	1,700.00	1,625.00	23.90	(75.00)
Payroll Services	9,000.00	2,250.00	2,191.38	24.35	(58.62)
Liability Insurance Costs	23,000.00	5,750.00	23,180.00	100.78	17,430.00
Board Expenses	1,000.00	250.00	43.69	4.37	(206.31)
Memberships	3,500.00	875.00	1,641.00	46.89	766.00
Staff Recognition/Events/Meetings	6,000.00	1,500.00	695.02	11.58	(804.98)
Legal	12,000.00	3,000.00	(2,627.70)	(21.90)	(5,627.70)
Building Appraisal	500.00	125.00	0.00	0.00	(125.00)
Other Consultations	5,000.00	1,250.00	10,202.14	204.04	8,952.14
Investment Fees	5,000.00	1,250.00	979.88	19.60	(270.12)
HR Consultant	38,000.00	9,500.00	7,522.50	19.80	(1,977.50)
Miscellaneous	<u>500.00</u>	<u>125.00</u>	<u>(100.00)</u>	<u>(20.00)</u>	<u>(225.00)</u>
Total Administration	<u>197,400.00</u>	<u>49,350.00</u>	<u>62,637.54</u>	<u>31.73 %</u>	<u>13,287.54</u>
Utilities					
Electricity - Winnetka	41,000.00	10,250.00	10,703.07	26.11 %	453.07
Water - Winnetka	3,500.00	875.00	429.04	12.26	(445.96)
Storm Sewer - Winnetka	1,600.00	400.00	266.32	16.65	(133.68)
Natural Gas - Winnetka	11,000.00	2,750.00	1,236.42	11.24	(1,513.58)
Telephone - Winnetka	16,800.00	4,200.00	125.92	0.75	(4,074.08)
Internet Services	<u>17,500.00</u>	<u>4,375.00</u>	<u>2,638.91</u>	<u>15.08</u>	<u>(1,736.09)</u>
Total Utilities	<u>91,400.00</u>	<u>22,850.00</u>	<u>15,399.68</u>	<u>16.85 %</u>	<u>(7,450.32)</u>
Information Technology					
CCS Operating	80,000.00	20,000.00	18,100.07	22.63 %	(1,899.93)
Software	23,000.00	5,750.00	16,389.99	71.26	10,639.99
LAN Management	50,000.00	12,500.00	4,843.34	9.69	(7,656.66)
Hardware	0.00	0.00	199.85	0.00	199.85
Technology - Website	<u>10,000.00</u>	<u>2,500.00</u>	<u>50.00</u>	<u>0.50</u>	<u>(2,450.00)</u>
Total Information Technology	<u>163,000.00</u>	<u>40,750.00</u>	<u>39,583.25</u>	<u>24.28 %</u>	<u>(1,166.75)</u>
Public Relations					

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

For the 3 Months Ended September 30, 2021

Ideal 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					
PR Promotional	7,000.00	1,750.00	1,691.19	24.16 %	(58.81)
PR Source/Mailers	23,000.00	5,750.00	5,348.80	23.26	(401.20)
PR Supplies	8,000.00	2,000.00	754.27	9.43	(1,245.73)
PR Marketing/Advertising	<u>5,000.00</u>	<u>1,250.00</u>	<u>200.00</u>	<u>4.00</u>	<u>(1,050.00)</u>
Total Public Relations	<u>43,000.00</u>	<u>10,750.00</u>	<u>7,994.26</u>	<u>18.59 %</u>	<u>(2,755.74)</u>
Library Materials - Adult					
Books-Fiction-Adult-Winnetka	79,000.00	19,750.00	13,636.06	17.26 %	(6,113.94)
Books-Non-Fiction-Adult-Winnetka	70,000.00	17,500.00	11,054.58	15.79	(6,445.42)
Periodicals-Winnetka	20,000.00	5,000.00	6,168.52	30.84	1,168.52
DVDs-Adult-Winnetka	38,000.00	9,500.00	4,065.22	10.70	(5,434.78)
Audio Books-Adult-Winnetka	17,000.00	4,250.00	2,671.41	15.71	(1,578.59)
Books-Digital-Winnetka	200,000.00	50,000.00	50,487.45	25.24	487.45
Online Database	<u>95,000.00</u>	<u>23,750.00</u>	<u>68,233.83</u>	<u>71.83</u>	<u>44,483.83</u>
Total Library Materials - Adult	<u>519,000.00</u>	<u>129,750.00</u>	<u>156,317.07</u>	<u>30.12 %</u>	<u>26,567.07</u>
Library Materials - Youth					
Books-Fiction-Juv-Winnetka	40,000.00	10,000.00	10,177.26	25.44 %	177.26
Books-Non-Fiction, Easy, & JH-Winnetka	14,000.00	3,500.00	3,749.82	26.78	249.82
DVDs-Juv-Winnetka	8,000.00	2,000.00	1,038.25	12.98	(961.75)
Audio Books-Juv-Winnetka	10,000.00	2,500.00	2,676.71	26.77	176.71
Video Games-Juv-Winnetka	<u>3,000.00</u>	<u>750.00</u>	<u>1,461.82</u>	<u>48.73</u>	<u>711.82</u>
Total Library Materials - Youth	<u>75,000.00</u>	<u>18,750.00</u>	<u>19,103.86</u>	<u>25.47 %</u>	<u>353.86</u>
Programs					
Summer Reading	8,000.00	2,000.00	6,420.00	80.25 %	4,420.00
OBTV	15,000.00	3,750.00	6,161.24	41.07	2,411.24
Programming - Studio	6,750.00	1,687.50	800.17	11.85	(887.33)
Programming - Youth	15,000.00	3,750.00	1,294.91	8.63	(2,455.09)
Programming - Adult	20,000.00	5,000.00	5,912.55	29.56	912.55
Studio Maintenance/Repair	<u>4,500.00</u>	<u>1,125.00</u>	<u>25.25</u>	<u>0.56</u>	<u>(1,099.75)</u>
Total Programs	<u>69,250.00</u>	<u>17,312.50</u>	<u>20,614.12</u>	<u>29.77 %</u>	<u>3,301.62</u>
Capital					
Capital Outlay	400,000.00	100,000.00	133,689.00	33.42 %	33,689.00
Building	250,000.00	62,500.00	0.00	0.00	(62,500.00)
Equipment/Furniture	100,000.00	25,000.00	4,287.92	4.29	(20,712.08)
Computer Equipment	<u>80,000.00</u>	<u>20,000.00</u>	<u>7,193.00</u>	<u>8.99</u>	<u>(12,807.00)</u>
Total Capital	<u>830,000.00</u>	<u>207,500.00</u>	<u>145,169.92</u>	<u>17.49 %</u>	<u>(62,330.08)</u>
Total Expenses	<u>3,859,150.00</u>	<u>964,787.50</u>	<u>895,172.80</u>	<u>23.20 %</u>	<u>(69,614.70)</u>
Excess Revenues less Expenses	<u>162,036.25</u>	<u>40,509.06</u>	<u>17,704.68</u>	<u>10.93 %</u>	<u>(22,804.38)</u>

Winnetka-Northfield Public Library District
Statement of Revenues and Expenditures - Modified Cash Basis
For the 3 Months Ended September 30, 2021

Ideal 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	403,994.00	100,998.50	92,777.77	22.97 %	(8,220.73)
Total Revenue	<u>403,994.00</u>	<u>100,998.50</u>	<u>92,777.77</u>	<u>22.97 %</u>	<u>(8,220.73)</u>
Expenses					
Northfield Lease	66,000.00	16,500.00	16,550.73	25.08 %	50.73
Janitorial Supplies	13,176.00	3,294.00	1,355.67	10.29	(1,938.33)
Snow Removal	8,960.00	2,240.00	0.00	0.00	(2,240.00)
Photocopier Leases	44,800.00	11,200.00	5,605.41	12.51	(5,594.59)
Phone Lease	10,752.00	2,688.00	0.00	0.00	(2,688.00)
Building Maintenance Service	123,200.00	30,800.00	27,000.00	21.92	(3,800.00)
Elevators	8,960.00	2,240.00	1,950.54	21.77	(289.46)
Landscaping	5,600.00	1,400.00	1,545.62	27.60	145.62
HVAC	11,200.00	2,800.00	3,325.08	29.69	525.08
Automatic Doors	3,920.00	980.00	385.00	9.82	(595.00)
Roof	672.00	168.00	0.00	0.00	(168.00)
Alarms	3,080.00	770.00	1,198.35	38.91	428.35
Equipment	4,480.00	1,120.00	0.00	0.00	(1,120.00)
Misc Services	<u>15,200.00</u>	<u>3,800.00</u>	<u>6,193.02</u>	<u>40.74</u>	<u>2,393.02</u>
Total Expenses	<u>320,000.00</u>	<u>80,000.00</u>	<u>65,109.42</u>	<u>20.35 %</u>	<u>(14,890.58)</u>
Excess Revenues less Expenses	<u>\$ 83,994.00</u>	<u>\$ 20,998.50</u>	<u>\$ 27,668.35</u>	<u>32.94 %</u>	<u>6,669.85</u>

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

September 1, 2021 - September 30, 2021

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Vendor Checks						
10-0-4775	Miscellaneous Revenue	Void Check# 2594	-26.00	2594	09/27/21	<u>(26.00)</u>
10-0-4775	Miscellaneous Revenue	Void Check# 2595	-195.00	2595	09/27/21	<u>(195.00)</u>
10-0-4775	Miscellaneous Revenue	Void Check# 2645	-195.00	2645	09/27/21	<u>(195.00)</u>
10-0-4775	Miscellaneous Revenue	Void Check# 2649	-350.00	2646	09/27/21	<u>(350.00)</u>
Jimmy Gonzalez-Vicker 10-0-5114	Conferences	Void Check# 2802	-45.47	2802	09/27/21	<u>(45.47)</u>
Cash 10-0-5898	Miscellaneous	Void Check# 2862	-100.00	2862	09/27/21	<u>(100.00)</u>
Robbins Schwartz 10-0-5736	Legal	Void Check# 2880	-1,510.00	2880	09/27/21	<u>(1,510.00)</u>
Daniel Rosa Top Note Music Academy 10-0-5907	Programming - Youth	Void Check# 2887	-600.00	2887	09/27/21	<u>(600.00)</u>
Robbins Schwartz 10-0-5736	Legal	Void Check# 2892	-3,537.50	2892	09/27/21	<u>(3,537.50)</u>
Art Excursions, Inc. (Jeff Mishur) 10-0-5908	Programming - Adult	Void Check# 2897	-350.00	2897	09/27/21	<u>(350.00)</u>
Martina Jae Mathisen 10-0-5908	Programming - Adult	Void Check# 2899	-300.00	2899	09/27/21	<u>(300.00)</u>
Cheryl Rich Heisler 10-0-5908	Programming - Adult	Void Check# 2901	-175.00	2901	09/27/21	<u>(175.00)</u>
Lynn Rymarz 10-0-5908	Programming - Adult	Void Check# 2905	-300.00	2905	09/27/21	<u>(300.00)</u>
Mark Lyons 10-0-5907	Programming - Youth	Void Check# 2906	-350.00	2906	09/27/21	<u>(350.00)</u>
AT&T 10-0-5176	Internet Services	INV# S663007007-21222	336.37	3272	09/02/21	<u>336.37</u>
Charlotte Digregorio 10-0-5908	Programming - Adult	Charlotte Digregorio - Writing Haiku	250.00	3273	09/02/21	<u>250.00</u>
Chicago Tribune 10-1-5342	Periodicals-Winnetka	ACCT# 40046140	115.50	3274	09/02/21	<u>115.50</u>
Crystal Mack 10-0-5908	Programming - Adult	Crystal Mack - Author visit	250.00	3275	09/02/21	<u>250.00</u>
Filter Services In.				3276	09/02/21	<u>1,325.58</u>

Winnetka-Northfield Public Library District

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
70-0-5752	HVAC	INV# INV273577	1,325.58			
ID Cards Unlimited				3277	09/02/21	<u>733.85</u>
10-0-5120	Library Supplies	INV# 202178	733.85			
Isabel Raci				3278	09/02/21	<u>390.00</u>
10-0-5908	Programming - Adult	Isabel Raci - Chair Yoga	390.00			
Ivan Figueredo				3279	09/02/21	<u>630.00</u>
10-0-5907	Programming - Youth	Ivan Figueredo - Learn & Play Chess	210.00			
10-0-5908	Programming - Adult	Ivan Figueredo - Duplicate Bridge	420.00			
Jeff Mishur				3280	09/02/21	<u>350.00</u>
10-0-5908	Programming - Adult	Jeff Mishur - Art Institute	350.00			
Library Ideas, LLC				3281	09/02/21	<u>1,627.92</u>
10-1-5444	Audio Books-Juv-Winnetka	INV# 84340	767.10			
10-1-5444	Audio Books-Juv-Winnetka	INV# 82634	43.95			
10-2-5444	Audio Books-Juv-Northfield	INV# 84340	767.10			
10-2-5444	Audio Books-Juv-Northfield	INV# 84483	49.77			
Pioneer Press				3282	09/02/21	<u>36.00</u>
10-1-5342	Periodicals-Winnetka	ACCT# 168203901	36.00			
Sanaiya Khatwani				3283	09/02/21	<u>300.00</u>
10-0-5908	Programming - Adult	Sanaiya Khatwani - Charcuterie Board	300.00			
Social Security Administration				3284	09/02/21	<u>87.93</u>
10-0-2000	Payroll Liabilities	Jaime H Gonzalez Vicker - *8933 (9/3/21 PR)	87.93			
Technology Management Rev Fund				3285	09/02/21	<u>450.00</u>
10-0-5176	Internet Services	INV# T2200144	450.00			
ANTHONY SCOPELLITI LANDSCAPING, INC.				3286	09/17/21	<u>(641.00)</u>
70-0-5750	Landscaping	Void Check # 3286	-641.00			
ANTHONY SCOPELLITI LANDSCAPING, INC.				3286	09/17/21	<u>641.00</u>
70-0-5750	Landscaping	INV# 23448	641.00			
Beth C. Sair				3287	09/17/21	<u>175.00</u>
10-0-5908	Programming - Adult	Beth C. Sair - Chicago's Newest Murals	175.00			
Chicago Hearing Society				3288	09/17/21	<u>128.00</u>
10-0-5732	Staff Recognition/Events/Meetings	INV# C81406	128.00			
Computype, Inc.				3289	09/17/21	<u>1,023.75</u>
10-0-5120	Library Supplies	INV# 671954	1,023.75			
Greenfield Consulting, LLC				3290	09/17/21	<u>75.00</u>

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5908	Programming - Adult	Greenfield Consulting, LLC - Medicare 101	75.00			
Henrichsen's 70-0-5799	Misc Services	INV# 112222	283.43	3291	09/17/21	<u>283.43</u>
Jim Gibbons 10-0-5908	Programming - Adult	Jim Gibbons - The Great Chicago Fire	275.00	3292	09/17/21	<u>275.00</u>
John D'Emilio 10-0-5907	Programming - Youth	John D'Emilio - Queer History and Heros	250.00	3293	09/17/21	<u>250.00</u>
John Lynn 10-0-5908	Programming - Adult	John Lynn - Mississippi River to the Pacific	100.00	3294	09/17/21	<u>100.00</u>
Leslie Goddard 10-0-5908	Programming - Adult	Leslie Goddard - Queen Elizabeth II	250.00	3295	09/17/21	<u>250.00</u>
Mark Lyons 10-0-5908	Programming - Adult	Mark Lyons - Herbal Bounty	300.00	3296	09/17/21	<u>300.00</u>
Social Security Administration 10-0-2000	Payroll Liabilities	Jaime H Gonzalez Vicker - *8933 (9/17/21 PR)	87.93	3298	09/17/21	<u>87.93</u>
Team One Repair, Inc. 10-0-5120	Library Supplies	INV# 1178409	350.00	3299	09/17/21	<u>350.00</u>
Tee Jay Service Company, Inc 70-0-5755	Automatic Doors	INV# 182253	385.00	3300	09/17/21	<u>385.00</u>
The Book Stall 10-1-5341	Books-Non-Fiction-Adult-Winnetka	INV# 377510	79.80	3301	09/17/21	<u>79.80</u>
AnimalSense 10-0-5908	Programming - Adult	AnimalSense - Dog Training Program	250.00	3302	09/30/21	<u>250.00</u>
AT&T 10-0-5176	Internet Services	INV# S663007007-21253	336.37	3303	09/30/21	<u>336.37</u>
Catapult 10-0-5115	Flexible Spending Account	INV# 00092329	35.00	3304	09/30/21	<u>35.00</u>
Cheryl Rich Heisler 10-0-5908	Programming - Adult	Cheryl Rich Heisler - Foray into Fall Cocktails	400.00	3305	09/30/21	<u>400.00</u>
Consumer's Checkbook 10-1-5346	Online Database - Winnetka	INV# CHI1321938V2021	525.00	3306	09/30/21	<u>525.00</u>
Debra Ann Miller 10-0-5908	Programming - Adult	Debra Ann Miller - Mary Shelley	350.00	3307	09/30/21	<u>350.00</u>
Fox Valley Fire & Safety				3308	09/30/21	<u>459.00</u>

Winnetka-Northfield Public Library District

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
70-0-5758	Alarms	INV# IN00465147	276.00			
70-0-5758	Alarms	INV# IN00466295	183.00			
Gary Wenstrup				3309	09/30/21	<u>225.00</u>
10-0-5908	Programming - Adult	Gary Wenstrup - James Taylor & Carly Simon	225.00			
Lindemann Chimney Co.				3310	09/30/21	<u>149.00</u>
70-0-5799	Misc Services	INV# INV152270	149.00			
Midwest Environmental Consulting Service				3311	09/30/21	<u>24,850.00</u>
10-0-5800	Capital Outlay	INV# 13722	24,850.00			
Quench USA, Inc.				3312	09/30/21	<u>315.40</u>
10-0-5122	Breakroom Supplies	INV# INV03463366	315.40			
St. Louis County Library				3313	09/30/21	<u>16.98</u>
10-0-4150	Lost/Damaged Materials	The rill thing - unreturned	16.98			
Susan Gibberman				3314	09/30/21	<u>150.00</u>
10-0-5908	Programming - Adult	Susan Gibberman - Unsolved Hollywood Murders	150.00			
Technology Management Rev Fund				3315	09/30/21	<u>450.00</u>
10-0-5176	Internet Services	INV# T2202919	450.00			
The Book Stall				3316	09/30/21	<u>462.40</u>
10-1-5340	Books-Fiction-Adult-Winnetka	INV# 380503	112.00			
10-1-5340	Books-Fiction-Adult-Winnetka	INV# 378600	134.40			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	INV# 380503	216.00			
Very Smart People LLC				3317	09/30/21	<u>200.00</u>
10-0-5908	Programming - Adult	Very Smart People LLC - Cryptocurrency	200.00			
Winnetka-Northfield Chamber of Commerce				3318	09/30/21	<u>750.00</u>
10-0-5724	PR Marketing/Advertising	4 seasons paid for at one time	200.00			
10-0-5731	Memberships	10/1/21 - 9/30/22 Membership Dues	440.00			
10-0-5731	Memberships	10/1/21 - 9/30/22 Membership Dues	110.00			
City Wide of Chicago				16692	09/10/21	<u>27,000.00</u>
70-0-5748	Building Maintenance Service	INV# 32025000275	9,000.00			
70-0-5748	Building Maintenance Service	INV# 320025000369	9,000.00			
70-0-5748	Building Maintenance Service	INV# 32025000463	9,000.00			
NCPERS GROUP LIFE INS.				16693	09/10/21	<u>16.00</u>
10-0-5110	Salaries	INV# 5130092021	16.00			
QUILL CORPORATION				16694	09/10/21	<u>90.67</u>
10-0-5121	Office Supplies	INV# 18941691	18.62			
10-0-5121	Office Supplies	INV# 18974310	20.22			
10-0-5122	Breakroom Supplies	INV# 19113401	51.83			

Winnetka-Northfield Public Library District

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Batteries Plus LLC 70-0-5725	Janitorial Supplies	INV# P42852997	63.36	16695	09/10/21	<u>63.36</u>
MICROSOFT 10-0-5134	Software	INV# E0600FMKK5	1,080.00	16696	09/10/21	<u>1,080.00</u>
OVERDRIVE INC. 10-1-5345	Books-Digital-Winnetka	INV# 01018MA21347608	1,417.88	16697	09/10/21	<u>13,193.05</u>
10-1-5345	Books-Digital-Winnetka	INV# 01018MA21349359	4,910.43			
10-1-5345	Books-Digital-Winnetka	INV# 01018CP21346497	6,864.74			
HOOPLA (MIDWEST TAPE) 10-1-5345	Books-Digital-Winnetka	INV# 500926648	2,137.00	16698	09/10/21	<u>2,137.00</u>
CIVICTechnologies 10-0-5743	Other Consultations	INV# WN07	5,040.00	16699	09/10/21	<u>5,040.00</u>
Kanopy 10-1-5345	Books-Digital-Winnetka	INV# 261025-PPU	549.00	16700	09/10/21	<u>549.00</u>
Shales McNutt Construction 10-0-5800	Capital Outlay	PROJ.# 21-005	98,035.00	16701	09/10/21	<u>98,035.00</u>
Baker & Taylor				16702	09/10/21	<u>5,633.55</u>
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	346.47			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	214.47			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	232.71			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	13.49			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	15.81			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	101.89			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	27.73			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	13.49			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	120.20			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	10.71			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	78.45			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	23.65			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	36.94			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	13.49			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	12.74			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	40.47			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	72.78			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	137.80			

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	23.65			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	380.29			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	34.74			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	13.49			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	26.86			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	160.29			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	108.44			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	86.84			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	74.59			
10-1-5441	Books-Non-Fiction, Easy, & JH-Winnetka	Baker & Taylor	48.19			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Baker & Taylor	410.05			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Baker & Taylor	579.90			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Baker & Taylor	601.40			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Baker & Taylor	520.14			
10-1-5447	Books-Easy-Winnetka	Baker & Taylor	6.74			
10-1-5447	Books-Easy-Winnetka	Baker & Taylor	13.49			
10-1-5447	Books-Easy-Winnetka	Baker & Taylor	13.49			
10-1-5447	Books-Easy-Winnetka	Baker & Taylor	13.49			
10-1-5447	Books-Easy-Winnetka	Baker & Taylor	14.24			
10-2-5341	Books-Non-Fiction-Adult-Northfield	Baker & Taylor	83.65			
10-2-5341	Books-Non-Fiction-Adult-Northfield	Baker & Taylor	44.32			
10-2-5341	Books-Non-Fiction-Adult-Northfield	Baker & Taylor	63.28			
10-2-5341	Books-Non-Fiction-Adult-Northfield	Baker & Taylor	183.34			
10-2-5447	Books-Easy-Northfield	Baker & Taylor	13.49			
10-1-5448	Books-Jr. High-Winnetka	Baker & Taylor	118.01			
10-1-5448	Books-Jr. High-Winnetka	Baker & Taylor	107.28			
10-0-5120	Library Supplies	Baker & Taylor	24.92			
10-0-5120	Library Supplies	Baker & Taylor	28.67			
10-0-5120	Library Supplies	Baker & Taylor	31.10			
10-0-5120	Library Supplies	Baker & Taylor	0.38			
10-0-5120	Library Supplies	Baker & Taylor	0.76			
10-0-5120	Library Supplies	Baker & Taylor	38.58			
10-0-5120	Library Supplies	Baker & Taylor	17.08			
10-0-5120	Library Supplies	Baker & Taylor	38.48			
10-0-5120	Library Supplies	Baker & Taylor	1.06			
10-0-5120	Library Supplies	Baker & Taylor	1.06			
10-0-5120	Library Supplies	Baker & Taylor	2.12			
10-0-5120	Library Supplies	Baker & Taylor	12.00			
10-0-5120	Library Supplies	Baker & Taylor	21.39			
10-0-5120	Library Supplies	Baker & Taylor	0.93			
10-0-5120	Library Supplies	Baker & Taylor	27.71			
10-0-5120	Library Supplies	Baker & Taylor	42.23			
10-0-5120	Library Supplies	Baker & Taylor	2.10			

Winnetka-Northfield Public Library District

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5120	Library Supplies	Baker & Taylor	0.05			
10-0-5120	Library Supplies	Baker & Taylor	19.03			
10-0-5120	Library Supplies	Baker & Taylor	10.89			
10-0-5120	Library Supplies	Baker & Taylor	5.04			
10-0-5120	Library Supplies	Baker & Taylor	5.61			
10-0-5120	Library Supplies	Baker & Taylor	1.41			
10-0-5120	Library Supplies	Baker & Taylor	1.06			
10-0-5120	Library Supplies	Baker & Taylor	1.06			
10-0-5120	Library Supplies	Baker & Taylor	1.06			
10-0-5120	Library Supplies	Baker & Taylor	3.15			
10-0-5120	Library Supplies	Baker & Taylor	1.06			
10-0-5120	Library Supplies	Baker & Taylor	3.17			
10-0-5120	Library Supplies	Baker & Taylor	1.05			
10-0-5120	Library Supplies	Baker & Taylor	1.06			
10-2-5448	Books-Jr. High-Northfield	Baker & Taylor	31.30			
Midwest Tape				16703	09/10/21	<u>1,823.78</u>
10-1-5344	Audio Books-Adult-Winnetka	Midwest Tape	109.97			
10-1-5344	Audio Books-Adult-Winnetka	Midwest Tape	159.96			
10-1-5344	Audio Books-Adult-Winnetka	Midwest Tape	750.89			
10-1-5344	Audio Books-Adult-Winnetka	Midwest Tape	34.99			
10-2-5344	Audio Books-Adult-Northfield	Midwest Tape	159.96			
10-1-5443	DVDs-Juv-Winnetka	Midwest Tape	87.72			
10-2-5443	DVDs-Juv-Northfield	Midwest Tape	23.24			
10-2-5443	DVDs-Juv-Northfield	Midwest Tape	29.24			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	11.24			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	52.47			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	191.14			
10-0-5120	Library Supplies	Midwest Tape	10.00			
10-0-5120	Library Supplies	Midwest Tape	27.50			
10-0-5120	Library Supplies	Midwest Tape	7.50			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	5.00			
10-0-5120	Library Supplies	Midwest Tape	5.00			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	15.00			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	27.50			
10-0-5120	Library Supplies	Midwest Tape	10.00			
10-0-5120	Library Supplies	Midwest Tape	7.50			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	44.98			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	26.24			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	14.24			
Baker & Taylor				16704	09/10/21	<u>265.21</u>
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	180.36			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	46.75			
10-1-5447	Books-Easy-Winnetka	Baker & Taylor	13.49			
10-0-5120	Library Supplies	Baker & Taylor	24.61			

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Midwest Tape 10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	14.99	16705	09/10/21	<u>14.99</u>
Baker & Taylor 10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	457.75	16706	09/10/21	<u>2,158.57</u>
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	243.29			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	12.74			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	10.14			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	198.62			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	59.47			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	51.95			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	50.63			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	13.49			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	107.63			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	12.74			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	71.09			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	258.58			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Baker & Taylor	406.57			
10-2-5341	Books-Non-Fiction-Adult-Northfield	Baker & Taylor	83.31			
10-0-5120	Library Supplies	Baker & Taylor	0.37			
10-0-5120	Library Supplies	Baker & Taylor	3.52			
10-0-5120	Library Supplies	Baker & Taylor	3.92			
10-0-5120	Library Supplies	Baker & Taylor	19.44			
10-0-5120	Library Supplies	Baker & Taylor	24.87			
10-0-5120	Library Supplies	Baker & Taylor	17.05			
10-0-5120	Library Supplies	Baker & Taylor	39.50			
10-0-5120	Library Supplies	Baker & Taylor	1.05			
10-0-5120	Library Supplies	Baker & Taylor	1.05			
10-0-5120	Library Supplies	Baker & Taylor	8.76			
10-0-5120	Library Supplies	Baker & Taylor	1.04			
MERCHANTS DELIVERY SERVICE 10-0-5138	Delivery Service	22 Days book transfer	550.00	16719	09/22/21	<u>550.00</u>
HR Source 10-0-5745	HR Consultant	INV# 14486	3,272.50	16720	09/22/21	<u>3,272.50</u>
VILLAGE OF WINNETKA 10-0-5111	Health Insurance	INV# 2021-00000009	23,925.81	16721	09/22/21	<u>23,925.81</u>
Lauterbach & Amen, LLP 10-0-5131	Accounting and Bookkeeping	INV# 58791	1,667.00	16722	09/22/21	<u>1,667.00</u>
PROQUEST LLC				16723	09/22/21	<u>19,914.46</u>

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10-1-5346	Online Database - Winnetka	INV# 70694685	19,914.46			
VILLAGE OF NORTHFIELD				16724	09/22/21	<u>5,516.91</u>
70-2-5159	Northfield Lease	INV# 0921LIB	5,516.91			
DE LAGE LANDEN FINANCIALSVCS.				16725	09/22/21	<u>1,868.47</u>
70-0-5746	Photocopier Leases	INV# 73816383	1,868.47			
QUILL CORPORATION				16726	09/22/21	<u>6.15</u>
10-0-5121	Office Supplies	INV# 19451594	6.15			
Warehouse Direct				16727	09/22/21	<u>191.70</u>
70-0-5725	Janitorial Supplies	INV# 5053425-0	191.70			
City Wide of Chicago				16728	09/22/21	<u>775.00</u>
70-0-5799	Misc Services	INV# 42025000569	775.00			
VOGUE PRINTERS				16729	09/22/21	<u>4,564.00</u>
10-0-5722	PR Source/Mailers	INV# 17922	4,564.00			
ALARM DETECTION SYSTEMS, INC.				16730	09/22/21	<u>739.35</u>
70-0-5758	Alarms	INV# 57525-1097	739.35			
BIBLIOTHECA, LLC				16731	09/22/21	<u>974.26</u>
10-1-5345	Books-Digital-Winnetka	INV# INV-US47306	974.26			
Today's Business Solutions INC				16732	09/22/21	<u>3,866.97</u>
10-0-5134	Software	INV# 12360	2,166.97			
10-0-5885	Computer Equipment	INV# 12366	1,700.00			
Baker & Taylor				16733	09/22/21	<u>1,325.37</u>
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	99.15			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	66.41			
10-1-5441	Books-Non-Fiction, Easy, & JH-Winnetka	Baker & Taylor	1,118.00			
10-1-5448	Books-Jr. High-Winnetka	Baker & Taylor	8.92			
10-0-5120	Library Supplies	Baker & Taylor	18.38			
10-0-5120	Library Supplies	Baker & Taylor	5.59			
10-2-5448	Books-Jr. High-Northfield	Baker & Taylor	8.92			
Midwest Tape				16734	09/22/21	<u>1,011.28</u>
10-1-5344	Audio Books-Adult-Winnetka	Midwest Tape	39.99			
10-1-5344	Audio Books-Adult-Winnetka	Midwest Tape	69.98			
10-1-5344	Audio Books-Adult-Winnetka	Midwest Tape	71.99			
10-2-5344	Audio Books-Adult-Northfield	Midwest Tape	29.99			
10-2-5344	Audio Books-Adult-Northfield	Midwest Tape	39.99			
10-1-5443	DVDs-Juv-Winnetka	Midwest Tape	44.98			
10-2-5443	DVDs-Juv-Northfield	Midwest Tape	44.98			
10-2-5443	DVDs-Juv-Northfield	Midwest Tape	26.24			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	75.72			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	14.99			

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10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	256.38			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	5.00			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	5.00			
10-0-5120	Library Supplies	Midwest Tape	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	2.50			
10-0-5120	Library Supplies	Midwest Tape	32.40			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	5.00			
10-0-5120	Library Supplies	Midwest Tape	5.00			
10-0-5120	Library Supplies	Midwest Tape	5.00			
10-0-5120	Library Supplies	Midwest Tape	7.50			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	41.98			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	23.24			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	14.99			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	88.46			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	29.98			
Baker & Taylor				16735	09/22/21	<u>1,873.34</u>
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	202.02			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	214.78			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	292.12			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	77.96			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	79.63			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	48.57			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Baker & Taylor	763.94			
10-2-5341	Books-Non-Fiction-Adult-Northfield	Baker & Taylor	59.27			
10-1-5448	Books-Jr. High-Winnetka	Baker & Taylor	31.30			
10-0-5120	Library Supplies	Baker & Taylor	34.95			
10-0-5120	Library Supplies	Baker & Taylor	39.13			
10-0-5120	Library Supplies	Baker & Taylor	16.26			
10-0-5120	Library Supplies	Baker & Taylor	13.41			
Midwest Tape				16736	09/22/21	<u>817.99</u>
10-1-5344	Audio Books-Adult-Winnetka	Midwest Tape	114.97			
10-1-5344	Audio Books-Adult-Winnetka	Midwest Tape	63.99			
10-1-5344	Audio Books-Adult-Winnetka	Midwest Tape	84.98			
10-2-5344	Audio Books-Adult-Northfield	Midwest Tape	39.99			
10-1-5443	DVDs-Juv-Winnetka	Midwest Tape	59.98			
10-1-5443	DVDs-Juv-Winnetka	Midwest Tape	44.98			
10-2-5443	DVDs-Juv-Northfield	Midwest Tape	37.47			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	89.97			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	44.98			

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	23.99			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	41.23			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	23.24			
10-0-5120	Library Supplies	Midwest Tape	5.00			
10-0-5120	Library Supplies	Midwest Tape	5.00			
10-0-5120	Library Supplies	Midwest Tape	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	2.50			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	5.00			
10-0-5120	Library Supplies	Midwest Tape	7.50			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	10.00			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	10.00			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	23.24			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	22.49			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	29.99			
Baker & Taylor				16737	09/22/21	<u>5,191.06</u>
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	544.49			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	275.06			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	392.68			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	203.98			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	616.11			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	124.91			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	14.24			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	13.49			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	150.54			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	78.07			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	10.73			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	10.16			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	10.73			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	13.49			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	29.86			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	13.49			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	26.98			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	26.98			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	37.71			

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10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	13.49			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	10.16			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	10.16			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	41.78			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	30.37			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	22.90			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	13.49			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	66.17			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	50.81			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	13.49			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	24.22			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	12.74			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	13.49			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	54.15			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	207.09			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	80.68			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	124.81			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	31.64			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	96.00			
10-1-5441	Books-Non-Fiction, Easy, & JH-Winnetka	Baker & Taylor	168.00			
10-2-5441	Books-Non-Fiction, Easy, & JH-Northfield	Baker & Taylor	113.12			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Baker & Taylor	19.78			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Baker & Taylor	452.43			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Baker & Taylor	350.00			
10-2-5341	Books-Non-Fiction-Adult-Northfield	Baker & Taylor	47.43			
10-2-5341	Books-Non-Fiction-Adult-Northfield	Baker & Taylor	97.73			
10-1-5448	Books-Jr. High-Winnetka	Baker & Taylor	140.02			
10-0-5120	Library Supplies	Baker & Taylor	36.66			
10-0-5120	Library Supplies	Baker & Taylor	3.48			
10-0-5120	Library Supplies	Baker & Taylor	15.54			
10-0-5120	Library Supplies	Baker & Taylor	20.07			
10-0-5120	Library Supplies	Baker & Taylor	15.04			
10-0-5120	Library Supplies	Baker & Taylor	24.44			
10-0-5120	Library Supplies	Baker & Taylor	1.06			
10-0-5120	Library Supplies	Baker & Taylor	1.06			
10-0-5120	Library Supplies	Baker & Taylor	27.53			
10-0-5120	Library Supplies	Baker & Taylor	27.27			

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10-0-5120	Library Supplies	Baker & Taylor	1.06			
10-0-5120	Library Supplies	Baker & Taylor	1.05			
10-0-5120	Library Supplies	Baker & Taylor	1.04			
10-0-5120	Library Supplies	Baker & Taylor	1.04			
10-0-5120	Library Supplies	Baker & Taylor	8.82			
10-0-5120	Library Supplies	Baker & Taylor	1.11			
10-0-5120	Library Supplies	Baker & Taylor	0.74			
10-0-5120	Library Supplies	Baker & Taylor	1.06			
10-0-5120	Library Supplies	Baker & Taylor	0.37			
10-0-5120	Library Supplies	Baker & Taylor	46.29			
10-0-5120	Library Supplies	Baker & Taylor	18.03			
10-0-5120	Library Supplies	Baker & Taylor	2.11			
10-0-5120	Library Supplies	Baker & Taylor	1.06			
10-0-5120	Library Supplies	Baker & Taylor	2.43			
10-0-5120	Library Supplies	Baker & Taylor	16.21			
10-0-5120	Library Supplies	Baker & Taylor	5.28			
10-0-5120	Library Supplies	Baker & Taylor	1.81			
10-0-5120	Library Supplies	Baker & Taylor	1.06			
10-0-5120	Library Supplies	Baker & Taylor	3.16			
10-0-5120	Library Supplies	Baker & Taylor	1.79			
10-0-5120	Library Supplies	Baker & Taylor	1.06			
10-0-5120	Library Supplies	Baker & Taylor	1.74			
10-0-5120	Library Supplies	Baker & Taylor	0.74			
ANTHONY SCOPELLITI LANDSCAPING, INC.				16738	09/22/21	<u>641.00</u>
70-0-5750	Landscaping	ANTHONY SCOPELLITI LANDSCAPING, INC.	641.00			
NATIONWIDE RETIREMENT SOLUTIONS				16750	09/03/21	<u>1,375.00</u>
10-0-2040	457 withholding	NATIONWIDE RETIREMENT SOLUTIONS	1,375.00			
CALL ONE				16751	09/03/21	<u>62.93</u>
10-1-5175	Telephone - Winnetka	CALL ONE	62.93			
North Shore Center				16752	09/07/21	<u>480.06</u>
10-1-5174	Natural Gas - Winnetka	North Shore Center	480.06			
COMCAST				16753	09/07/21	<u>69.95</u>
10-0-5176	Internet Services	COMCAST	69.95			
COMCAST				16754	09/13/21	<u>294.95</u>
10-0-5176	Internet Services	COMCAST	294.95			
NICOR				16755	09/13/21	<u>83.34</u>
10-2-5174	Natural Gas - Northfield	NICOR	83.34			
NATIONWIDE RETIREMENT SOLUTIONS				16756	09/17/21	<u>1,375.00</u>
10-0-2040	457 withholding	NATIONWIDE RETIREMENT SOLUTIONS	1,375.00			
First Bankcard				16757	09/21/21	<u>11,362.17</u>
10-0-5114	Conferences	Garrity - ISLMA - membership renewal	25.00			
10-0-5114	Conferences	Kline - EdX - Cont. education course for staff	99.00			
10-0-5124	Hospitality	Dombrowski - Prairie Moon - dinner with Marc Futterman	55.77			

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10-0-5124	Hospitality	Dombrowski - Noodles & Co - strategic plan lunch	124.74			
10-0-5134	Software	Mall - Zoom - monthly fee	279.96			
10-0-5134	Software	Swenson - PayPro - deepfreeze for Mac	76.22			
10-0-5134	Software	Swenson - PayPro - deepfreeze for PC	346.50			
10-0-5134	Software	Swenson - PayPro - credit	-6.92			
10-0-5134	Software	Swenson - PayPro - credit	-31.50			
10-0-5134	Software	Swenson - Adobe - Creative Cloud	278.91			
10-0-5134	Software	Dombrowski - Zoom - monthly fee	54.99			
10-0-5136	Hardware	Swenson - Amazon - replacement lock for iPad stand	9.49			
10-0-5136	Hardware	Swenson - Amazon - bags for meeting owl kits	73.98			
10-0-5137	Legal Notices	Quish - Chicago Sun Times - .02% B&M ordinance	1,995.00			
10-0-4775	Miscellaneous Revenue	Garrity - Amazon - credit	-10.00			
10-0-5177	Technology - Website	Swenson - Linode - website hosting and backup	25.00			
10-0-5308	Summer Reading	Volny - Book Stall - giftcards	400.00			
10-0-5308	Summer Reading	Volny - Book Stall - giftcards	600.00			
10-0-5308	Summer Reading	Quish - Book Stall - gift cards	500.00			
10-0-5308	Summer Reading	Quish - Book Stall - gift cards	600.00			
10-0-5308	Summer Reading	Quish - Book Stall - gift cards	300.00			
10-0-5308	Summer Reading	Quish - Book Stall - gift cards	1,500.00			
10-0-5308	Summer Reading	Quish - Book Stall - gift cards	520.00			
10-0-5716	OBTV	Mall - Amazon - one book two villages material	82.00			
10-0-5716	OBTV	Mall - Amazon - one book two villages material	38.68			
10-0-5716	OBTV	Mall - Amazon - one book two villages material	38.68			
10-0-5716	OBTV	Mall - Amazon - one book two villages material	38.68			
10-0-5721	PR Promotional	Quish - Apple - iPad	423.94			
10-0-5723	PR Supplies	Quish - Amazon - bags for summer reading prizes	45.29			
10-0-5731	Memberships	Kline - ILA - membership renewal	150.00			
10-0-5732	Staff Recognition/Events/Meetings	Swenson - ALA - membership	218.00			
10-0-5732	Staff Recognition/Events/Meetings	Dombrowski - Amazon - staff baby shower giftcard	195.00			
10-0-5884	Equipment/Furniture	Dombrowski - Amazon - Northfield sound machine	49.99			
10-0-5884	Equipment/Furniture	Dombrowski - Amazon - furniture for admin office	32.99			
10-0-5884	Equipment/Furniture	Dombrowski - Amazon - furniture for admin office	135.99			
10-1-5340	Books-Fiction-Adult-Winnetka	Mall - Amazon - materials	12.99			
10-1-5340	Books-Fiction-Adult-Winnetka	Mall - Amazon - materials	11.99			
10-1-5340	Books-Fiction-Adult-Winnetka	Mall - Amazon - materials	25.95			
10-1-5340	Books-Fiction-Adult-Winnetka	Mall - Amazon - materials	100.80			
10-1-5340	Books-Fiction-Adult-Winnetka	Mall - Amazon - materials	39.08			
10-1-5340	Books-Fiction-Adult-Winnetka	Mall - Amazon - materials	15.26			

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

September 1, 2021 - September 30, 2021

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-1-5441	Books-Non-Fiction, Easy, & JH-Winnetka	Garrity - Amazon - STEAM kit replacement parts	10.14			
10-1-5441	Books-Non-Fiction, Easy, & JH-Winnetka	Garrity - Staples - Steam kit replacement parts	58.43			
10-1-5441	Books-Non-Fiction, Easy, & JH-Winnetka	Garrity - Amazon - patron request	14.42			
10-0-5907	Programming - Youth	Dombrowski - Amazon - Northfield program supplies	28.98			
10-0-5907	Programming - Youth	Dombrowski - USPS - shipping for craft and give back	9.55			
10-0-5907	Programming - Youth	Dombrowski - Amazon - Northfield program supplies	25.99			
10-0-5907	Programming - Youth	Garrity - Amazon - programming materials	29.98			
10-0-5907	Programming - Youth	Garrity - Amazon - programming materials	25.98			
10-0-5907	Programming - Youth	Garrity - Amazon - programming materials	78.63			
10-0-5908	Programming - Adult	Mall - Amazon - event supplies	79.84			
10-0-5908	Programming - Adult	Morgan - Amazon - refund for boxes	-265.65			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Mall - Amazon - materials	32.90			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Mall - Amazon - materials	15.99			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Morgan - Amazon - adult materials	14.99			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Mall - Amazon - materials	11.52			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Mall - Amazon - materials	34.99			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Mall - Amazon - materials	15.23			
10-2-5341	Books-Non-Fiction-Adult-Northfield	Morgan - Amazon - adult materials	14.99			
10-1-5445	Video Games-Juv-Winnetka	Garrity - Amazon - videogame collection	196.80			
10-1-5445	Video Games-Juv-Winnetka	Garrity - Amazon - videogame collection	59.99			
10-1-5445	Video Games-Juv-Winnetka	Garrity - Amazon - videogame collection	45.99			
10-1-5445	Video Games-Juv-Winnetka	Garrity - Amazon - videogame collection	249.44			
10-1-5445	Video Games-Juv-Winnetka	Garrity - Amazon - videogame collection	54.60			
10-0-5910	Studio Maintenance/Repair	Kline - Prusa Research - 3D printer part	25.25			
10-1-5342	Periodicals-Winnetka	Garrity - Magazine Direct - renewal of Country Life	321.99			
10-0-5906	Programming - Studio	Kline - Amazon - sewing supplies	31.96			
10-0-5906	Programming - Studio	Kline - Amazon - embroidery thread	8.60			
10-0-5906	Programming - Studio	Kline - Amazon - label maker	29.99			
10-0-5906	Programming - Studio	Kline - Amazon - aaa batteries	10.99			
10-0-5906	Programming - Studio	Kline - Amazon - paper bags	21.50			
10-0-5906	Programming - Studio	Kline - Amazon - embroidery thread	8.60			
10-0-5120	Library Supplies	Dombrowski - Label Value - DVD labels	205.75			
10-0-5120	Library Supplies	Morgan - Amazon - library supplies	9.95			
10-0-5120	Library Supplies	Morgan - Amazon - library supplies	222.30			
10-0-5120	Library Supplies	Mall - Amazon - tech services supplies	12.40			
10-0-5120	Library Supplies	Mall - Amazon - tech services supplies	96.23			
10-0-5120	Library Supplies	Mall - Amazon - signage supplies	26.50			

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

September 1, 2021 - September 30, 2021

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5122	Breakroom Supplies	Garrity - Amazon - Descaler kit for staff area Keurig	14.99			
VILLAGE OF WINNETKA				16758	09/21/21	<u>4,751.46</u>
10-1-5171	Electricity - Winnetka	VILLAGE OF WINNETKA	58.00			
10-1-5171	Electricity - Winnetka	VILLAGE OF WINNETKA	3,933.47			
10-1-5171	Electricity - Winnetka	VILLAGE OF WINNETKA	300.80			
10-1-5171	Electricity - Winnetka	VILLAGE OF WINNETKA	96.26			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	21.55			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	93.50			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	72.00			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	40.72			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	2.00			
10-1-5173	Storm Sewer - Winnetka	VILLAGE OF WINNETKA	133.16			
PITNEY BOWES				16759	09/21/21	<u>99.96</u>
10-0-5123	Postage	PITNEY BOWES	99.96			
COMED				16760	09/30/21	<u>734.05</u>
10-2-5171	Electricity - Northfield	COMED	734.05			
				Check List Total		<u><u>289,017.91</u></u>

SEPTEMBER 2021 DIRECTOR'S REPORT

Staff Updates

- Anniversaries: Mark Swenson (9/15, 24 years), Nicola White (9/17, 3 years), Natalie Blaser (9/17, 2 years), Nick Mall (9/29, 13 years), Brandon Marshall (9/30, 2 years).
- Youth Services Librarian Lindsay Goldstein will be leaving to take a job at Chicago Public Library. Her last day will be 11/5.

General News

- We launched a new Adult Graphic Novels collection with over 125 titles and more on the way. This collection is on display in the lobby by the Reference Desk.
- Progress on the window project continued, and the parking lot and sidewalk project got underway.
- We registered 154 people for library cards during September (National Library Card Signup Month) through a combination of outreach events (Farmer's Market, Winnetka Fall Fest) and in-building marketing efforts!

Finances

- We are at 22.75% of our expected operating revenues for the year.
- We are at 23.07% of our budgeted operating expenses for the year (goal is 25%).

Programming

Youth

Category	21SEP	19SEP	Mo. % +/-	FY21-22 YTD	FY19-20 YTD	FY % +/-
Programs	30	69	-56.52%	78	201	-61.19%
Live Attendees	380	1,467	-74.10%	875	4,274	-79.53%
Recording Attendees	2	-	N/A	2	-	N/A
Take & Make Craft Kits	0	-	N/A	330	-	N/A

Highlights

Family Storytime	Youth Services Librarian Maddy and special guests from the Winnetka Fire Department provided singing, dancing, and stories for the whole family. A second pop-up event was provided based on demand.
Crafternoons	Youth Services Librarians Lindsay and Amber provided drop-in crafts on dates that local students were off from school.

Adults

Category	21SEP	19SEP	Mo. % +/-	FY21-22 YTD	FY19-20 YTD	FY % +/-
Programs	18	35	-48.57%	50	86	-41.86%
Attendees	313	448	-30.13%	815	928	-12.18%
Recording Attendees	1	-	N/A	1	-	N/A

Highlights

Highlights of the Art Institute of Chicago:	Art historian Jeff Mishur covered a selection of museum highlights from the nineteenth and twentieth centuries.
One Book, Two Villages: Such a Fun Age	Adult Services Librarian Erin Collins moderated a conversation with bestselling author Kiley Reid.

Studio (Digital Services)

Category	21SEP	19SEP	Mo. % +/-	FY21-22 YTD	FY19-20 YTD	FY % +/-
Appointments	56	-	N/A	210	-	N/A
Programs	10	-	N/A	25	-	N/A
Attendees	69	-	N/A	176	-	N/A

Highlights

Laser Engraving Choose Your Own Adventure	Patrons were presented with a buffet of engravable materials and challenged to collaborate on different ways to combine & customize the items to create fun and/or useful things for home.
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Community Engagement (Outreach)

Category	21SEP	19SEP	Mo. % +/-	FY21-22 YTD	FY19-20 YTD	FY % +/-
Youth Events	0	-	N/A	10	-	N/A
Youth Attendance	34	-	N/A	734	-	N/A
Family Events	8	-	N/A	16	-	N/A
Family Attendance	586	-	N/A	971	-	N/A

Highlights

Winnetka Farmer's Market	Customer Relations staff spent every Saturday of September at the Winnetka Farmer's Market and got 31 people registered for their library cards as part of Library Card Signup Month! Youth Services staff also provided storytimes and had great conversations with attendees about library services for children.
Alliance for Early Childhood	Youth Services Manager Amanda presented on Early Readers and Beginning Chapter Books for one of their PD events.
Winnetka Fall Fest	Staff from numerous departments promoted services, a children's craft, and had conversations with patrons while promoting Library Card Signup Month. We also highlighted some items customized and created in the Studio.

Services

Visitors

Location	21SEP	19SEP	Mo. % +/-	FY21-22 YTD	FY19-20 YTD	FY % +/-
Winnetka	6,922	8,783	-21.19%	22,189	27,737	-20.00%
Northfield	2,705	5,090	-46.86%	8,807	17,643	-50.08%
Total	9,627	13,873	-30.61%	30,996	45,380	-31.70%

3 Year People Counter Comparison



Curbside Pick Ups

Location	21SEP	FY21-22 YTD
Winnetka	23	53
Northfield	14	32
Total	37	85

Patron Interactions

Category	21SEP	19SEP	Mo. % +/-	FY21-22 YTD	FY19-20 YTD	FY % +/-
Adult	2,771	2,042	35.70%	8,300	6,358	30.54%
Youth	467	592	-21.11%	1,766	1,976	-10.63%
Digital Services	121	436	-72.25%	410	1,464	-71.99%
Total	3,359	3,070	9.41%	10,476	9,798	6.92%

Public Computer Usage

Location	21SEP	19SEP	Mo. % +/-	FY21-22 YTD	FY19-20 YTD	FY % +/-
Winnetka	430	1,003	-57.13%	1,302	3,009	-56.73%
Northfield	172	624	-72.44%	574	2,058	-72.11%
Total	602	1,627	-63.00%	1,876	5,067	-62.98%

Website/App Usage

Activity	21SEP	19SEP	Mo. % +/-	FY21-22 YTD	FY19-20 YTD	FY % +/-
Website Visits	8,865	9,131	-2.91%	24,822	28,533	-13.01%
Active App Users	549	-	-	-	-	-

Hotspot Usage

Location	21SEP	19SEP	Mo. % +/-	FY21-22 YTD	FY19-20 YTD	FY % +/-
Winnetka Sessions	13,606	20,795	-34.57%	45,518	62,830	-27.55%
Northfield Sessions	3,289	7,657	-57.05%	10,720	23,514	-54.41%
Total Sessions	16,895	28,452	-40.62%	56,238	86,344	-34.87%
Winnetka Bandwidth	200 GB	543 GB	-26.67%	751 GB	1,816 GB	-58.67%
Northfield Bandwidth	140 GB	308 GB	-54.51%	388 GB	822 GB	-52.85%
Total Bandwidth	340 GB	850 GB	-60.00%	1,138 GB	2,638 GB	-56.85%

Email Reach/Cardholder Penetration

21SEP Subscribers	% Cardholders	Total Cardholders	Click Rate	Open Rate
10,086	80.01%	12,420	2%	30%

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

Impact Stories

- Northfield Branch: We received a compliment regarding Branch Manager Melissa for helping out with a book request and also continue to receive compliments on the new layout of the library and staff's book recommendations.
- Adult Services: A patron reached out to share the following comment regarding our OBTV event, *"This event was wonderful. The author was a wonderful and engaging speaker and the questions that Erin asked her were perfect. I just want to thank the library for hosting such great programs."*
- Youth Services: A patron reached out to share, *"Our family is very impressed with the library's various offerings of which we have availed ourselves. The virtual visit with the award-winning author/illustrator of over 100 books, Dan Santat was very amusing & engaging. The Craft & Give Back: Operation Gratitude, paracord bracelet was especially of interest; the crafting of the project was well modeled; and having had no idea about the project's existence, we appreciated learning of a new opportunity to show gratitude to our first responders and troops. And Mini Macramé, a craft still in progress... We are grateful to be living in an area where the consortium of Public Libraries offer excellent services."*
- Digital Services: A patron reached out to share, *"This is to let you know what a great help Michael was in scanning old photos and newspaper clippings of family interest. Great technology and great teacher! Many thanks to him."*
- Customer Relations: A patron was very grateful for the study rooms at the Winnetka Library and said that while she works from home it is so nice to be able to escape for a while and focus at the library.

Collections

PHYSICAL

Adult- By Type

Material Type	21SEP	19SEP	Mo. % +/-	FY21-22 YTD	FY19-20 YTD	FY % +/-
Books	8,118	10,109	-19.70%	26,860	33,324	-19.40%
Book - Fiction	4,757	5,524	-13.88%	15,535	18,542	-16.22%
Book - Nonfiction	3,361	4,585	-26.70%	11,325	14,782	-23.39%
Audiobook - CD	344	740	-53.51%	997	2,456	-59.41%
Music CD	108	86	25.58%	357	354	0.85%
Playaway	82	153	-46.41%	229	685	-66.57%
DVD/Blu-Ray	2,759	5,309	-48.03%	9,144	17,651	-48.20%
Magazine	256	180	42.22%	643	536	19.96%
Videogame	46	7	557.14%	63	22	186.36%
Devices	19	28	-32.14%	32	86	-62.79%
Non-CCS ILL	40	22	81.82%	145	102	42.16%
Sent Out	1,271	1,074	18.34%	4,328	3,351	29.16%
Total	13,043	17,712	-26.36%	42,799	58,577	-26.94%

Youth- By Type

Material Type	21SEP	19SEP	Mo. % +/-	FY21-22 YTD	FY19-20 YTD	FY % +/-
Books	13,349	13,038	2.39%	43,191	41,998	2.84%
Book - Fiction	11,537	11,225	2.78%	37,563	36,262	3.59%
Book - Nonfiction	1,812	1,813	-0.06%	5,628	5,736	-1.88%
Audiobook - CD	50	64	-21.88%	230	344	-33.14%
Music CD	14	112	-87.50%	76	336	-77.38%
Playaway	179	295	-39.32%	790	1,256	-37.10%
DVD/Blu-Ray	930	2,368	-60.73%	3,618	8,474	-57.30%
Videogame	182	-	N/A	307	-	N/A
Device	0	0	N/A	6	-	N/A
Vox Reader	195	-	N/A	560	-	N/A
Other	230	15	1,433.33%	273	34	702.94%
STEAM Kits	21	35	-40.00%	80	84	-4.76%
Total	15,150	15,928	-4.88%	49,131	52,528	-6.47%

Adult- By Location

Location	21SEP	19SEP	Mo. % +/-	FY21-22 YTD	FY19-20 YTD	FY % +/-
Winnetka	9,042	11,597	-22.03%	30,117	38,884	-22.55%
Northfield	4,001	6,115	-34.57%	12,682	19,693	-35.60%

Youth- By Location

Location	21SEP	19SEP	Mo. % +/-	FY21-22 YTD	FY18-19 YTD	FY % +/-
Winnetka	11,649	11,789	-1.19%	37,707	38,764	-2.73%
Northfield	3,501	4,139	-15.41%	11,424	13,764	-17.00%

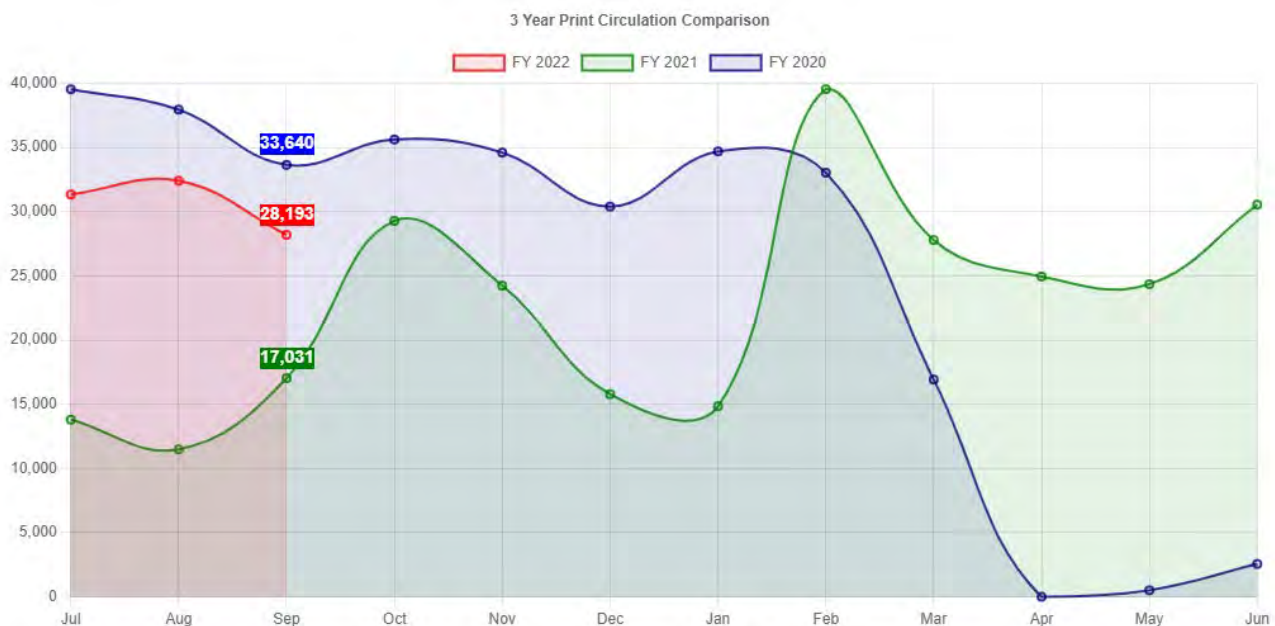
MISCELLANEOUS LENDING

Lending Type	21SEP	19SEP	Mo. & +/-	FY21-22 YTD	FY19-20 YTD	FY % +/-
Kenilworth Patrons	1,340	1,598	-16.15%	5,896	4,586	28.57%
Borrowed from Other Libraries	1,829	1,593	14.81%	5,840	4,791	21.90%

TOTAL PHYSICAL CIRCS- DISTRICT

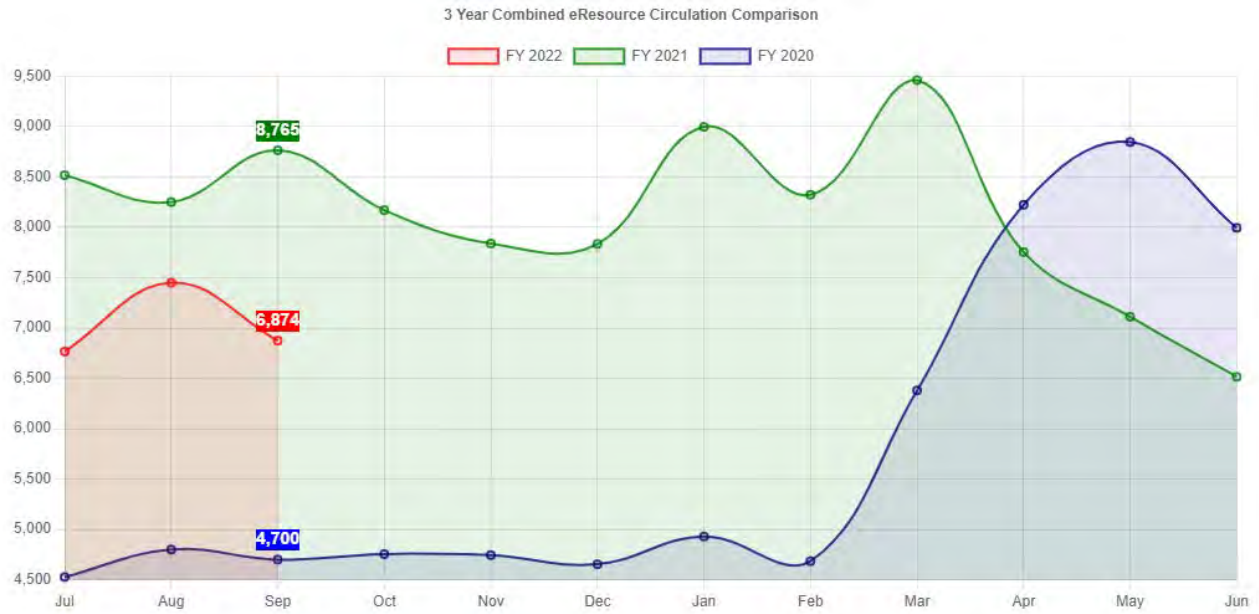
21SEP Physical Circulation	19SEP Physical Circulation	Net Change
28,193	33,640	-16.19

FY22-22 YTD Physical Circulation	FY19-20 YTD Physical Circulation	Net Change
91,930	111,105	-17.26%



DIGITAL

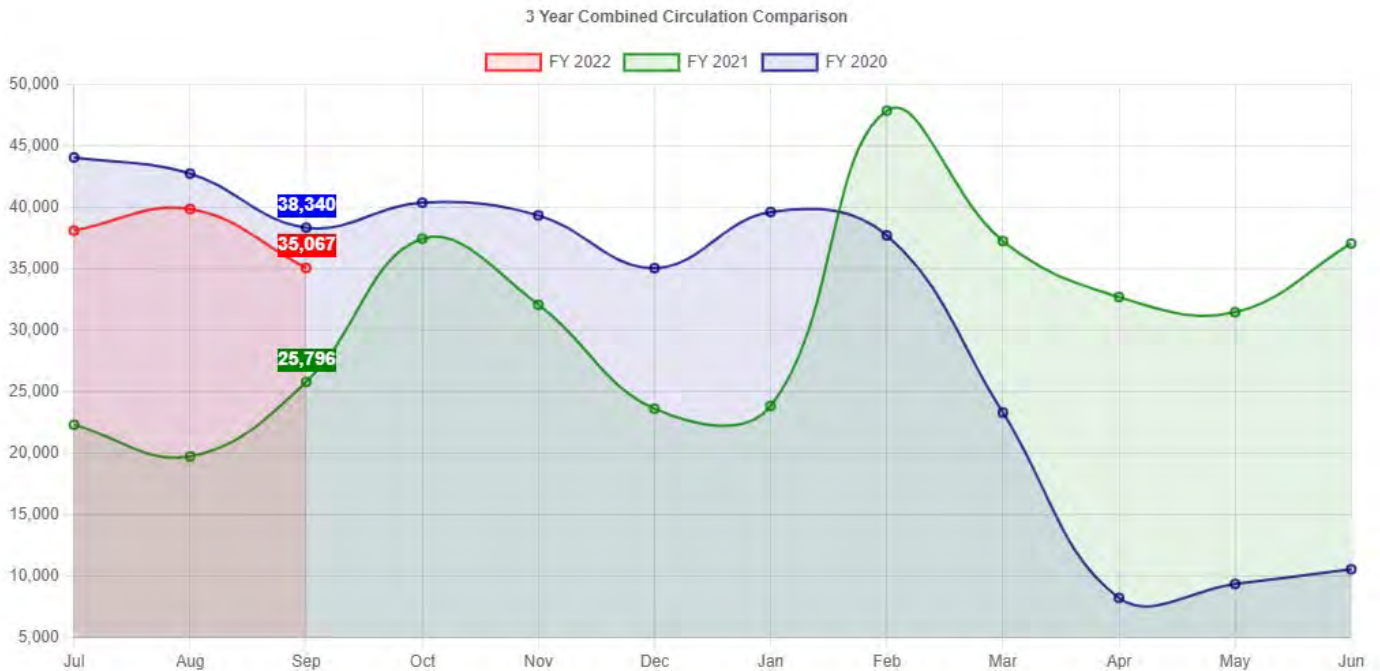
Material Type	21SEP	19SEP	Mo. % +/-	FY21-22 YTD	FY19-20 YTD	FY % +/-
eBooks	3,260	1,865	74.80%	9,644	5,877	64.10%
eAudiobooks	2,305	1,260	82.94%	6,924	3,642	90.12%
eMagazines	855	1,303	-34.38%	2,916	3,733	-21.89%
eVideos	426	190	124.21%	1,482	556	166.55%
eMusic	28	82	-65.85%	126	219	-42.47%
Total	6,874	4,700	46.26%	21,092	14,027	50.37%



TOTAL DISTRICT CIRCULATION

21SEP District Circulation	19SEP District Circulation	Net Change
35,067	38,340	-8.54%

FY21-22 YTD District Circulation	FY19-20 YTD District Circulation	Net Change
113,022	125,132	-9.68%



Notes

- Adult: Initial physical circulation was down 22% over August. We attribute this to our Labor Day and parking lot project closures. Biggest upticks were in medicine, foreign films, and documentaries as well as in our digital platform Kanopy, up 20% following the addition of Warner Brothers movies to their catalog.
- Youth: Video games were hot and Vox books continued to make a strong showing.

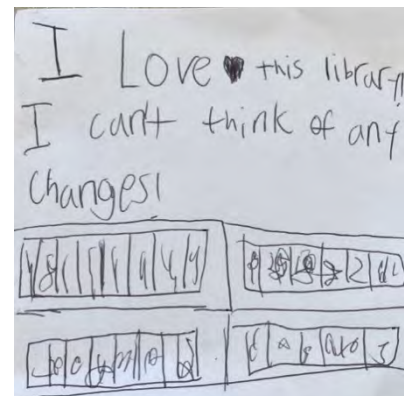
Customer Comments

Winnetka

- A patron who had complained about the visibility of the stairs leading down to the Studio thanked us for changing the color of the safety strips to blue, so they can be more easily seen.
- A patron reached out about the limited registration slots for storytimes. As we had that feedback several times, we immediately added another session of each storytime to the calendar to ensure the overflow would be able to attend.
- A patron from another library contacted us stating that he should be allowed to enter the library without a mask because he meets the county's medical exemption requirement. Both the Cook County Health Department and the library's attorney confirmed that requiring masks for all who enter is both in compliance with the order and the recommended course of action. The patron was emailed in response.
- Patron Email: *"I just wanted to voice a huge "thank you" and show my support for the 10/12/21 Queer History and Heros event for teens. It brought a huge smile to my face to see it today when the Source was delivered to our house. I so appreciate the library's (and YOUR) leadership in the community, and your dedication to being a safe space of information and inclusion for all!"* An acknowledgement email was sent.

Northfield

- Patrons requested in-person programs at Northfield, such as the cookbook book club and storytimes. In response, the Cookbook Club will start meeting at the Northfield branch in November and storytimes will begin there in October.
- A patron requested the Northfield Library open on Sundays to better accommodate her work schedule. As we have now had this feedback several times, we have reworked our current schedule and will begin opening Northfield on Sundays November 7th.
- Suggestion Box: *"I love this library, I can't think of any changes!"*



Presentation to the Library Board of Trustees

Proposed Strategic Plan

CIVICTechnologies

Marc Futterman

Version: October 13, 2021



LOOKING *to the* **FUTURE**
Winnetka-Northfield Public Library District's 2021 Strategic Plan

Introduction

Steering Committee

Sydney Clark, Assistant, Branch Services

Monica Dombrowski, Library Director, Administration

Amanda Garrity, Manager, Youth Services

Lindsay Goldstein, Librarian, Youth Services

Steve Kline, Manager, Digital Services

Nick Mall, Manager, Adult Services

Sarah Quish, Manager, Marketing & PR

Mark Swenson, Manager, Information Technology

Courtney Volny, Manager, Customer Relations

Nicola White, Business Services Coordinator, Administration

All Other Staff

Maddy Belk, Librarian, Youth Services

Natalie Blaser, Assistant, Youth Services

Jill Brasseur, Librarian, Adult Services

Michael Cianfrani, Web Services Specialist, Digital Services

Erin Collins, Librarian, Adult Services

Rebecca Ganellen, Page, Customer Relations

Stephanie Girardi, Supervisor, Tech Services

Stephanie Gonzalez, Assistant, Branch Services

Jimmy Gonzalez-Vicker, Technology Librarian, Digital Services

Betsy Griebenow, Assistant, Adult Services

Shannon Hahle, Assistant, Customer Relations

Sue Hurley, Page, Customer Relations

Anna Jaich-Westine, Assistant, Tech Services

Amelia Kmiec, Librarian, Branch Services

Lindsay Goldstein, Librarian, Youth Services

Brandon Marshall, Librarian, Branch Services

Melissa Morgan, Manager, Branch Services

Sandy Penn, Specialist, Digital Services

Pattie Phelan, Assistant, Customer Relations

Lisa Porter, Assistant, Customer Relations

Molly Schoenherr, Librarian, Adult Services

Scott Siegel, Assistant, Customer Relations

Kathy Skiba, Graphic Designer, Marketing & PR

Tyler Steinemann, Assistant, Customer Relations

Nancy Stern, Page, Branch Services

Mike Strohm, Page, Customer Relations

Margie Surpress, Assistant, Branch Services

Amber Urich, Librarian, Youth Services

Ben Weinstein, Assistant, Customer Relations

Mark Winter, Assistant, Branch Services

Jim Young, Page, Customer Relations

Process and Approach

The plan includes...

Alignment with community needs.

Mission, vision, and organizational values statements.

Strategy framework.

Institutional, Service, and Organizational strategies with investments, initiatives, and implementation actions.

3-year strategic budget.

Phasing with priorities.

Rollout plan.

The plan is data-driven and customer focused

Held stakeholder conversations and interviewed participants across the community.

Gathered, mapped, and studied community, segmentation, and library usage data.

Incorporated public library best practices and key industry trends.

Engaged staff-based steering committee through workshops, weekly meetings, and multiple communication channels.

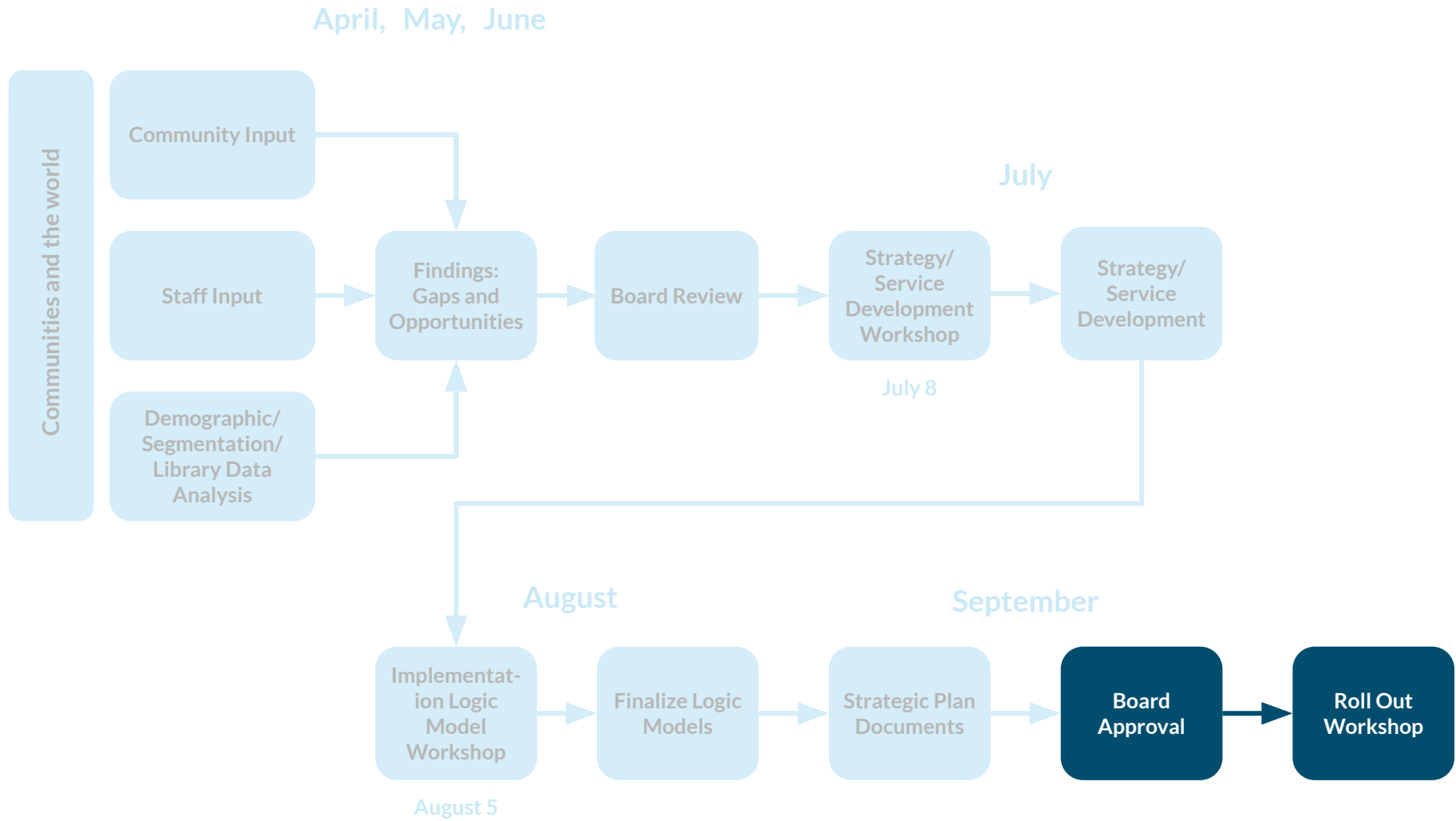
Engaged all staff in multiple interactive workshops and communication channels.

Prepared key findings and identified gaps and opportunities.

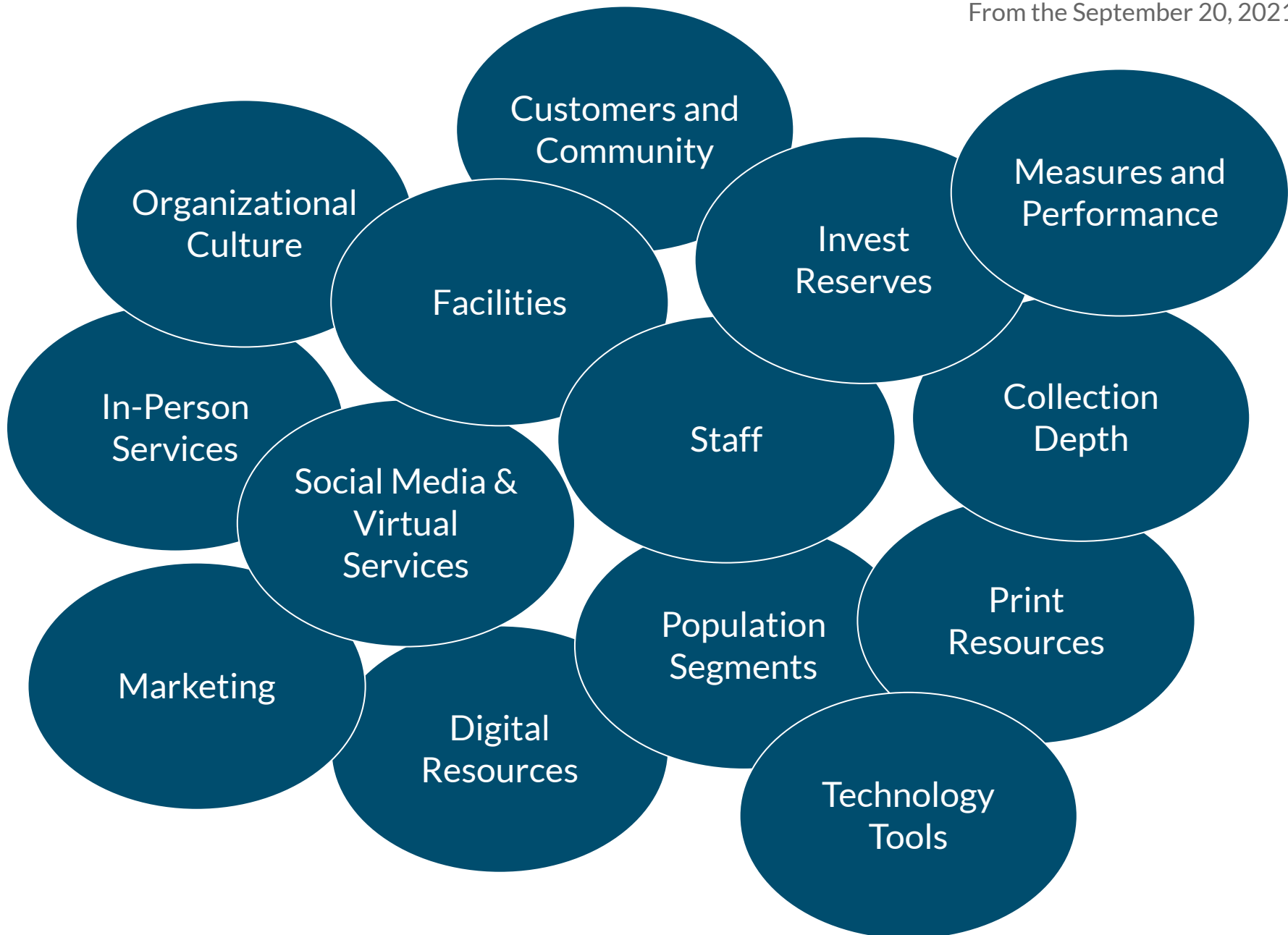
Evolved strategies based upon community and staff findings.

Addressed customer, community, organizational, and staff priorities.

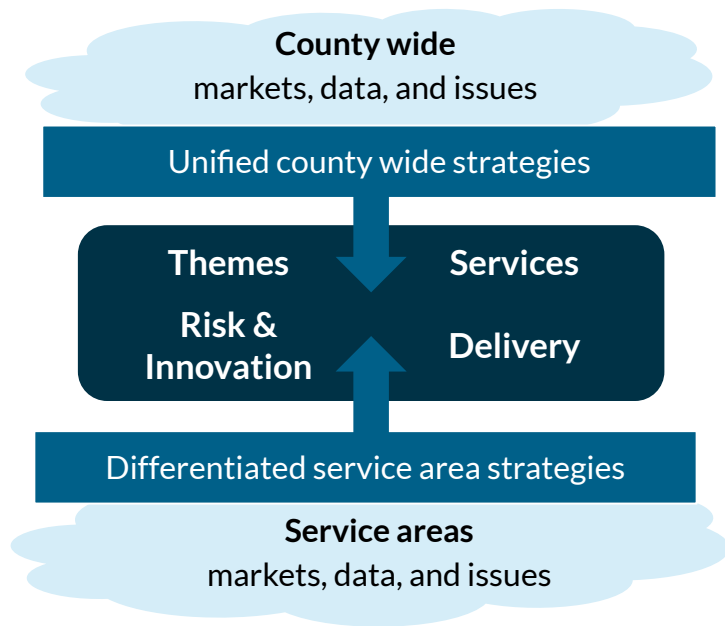
Utilized a logic-model based approach.



From the September 20, 2021 meeting



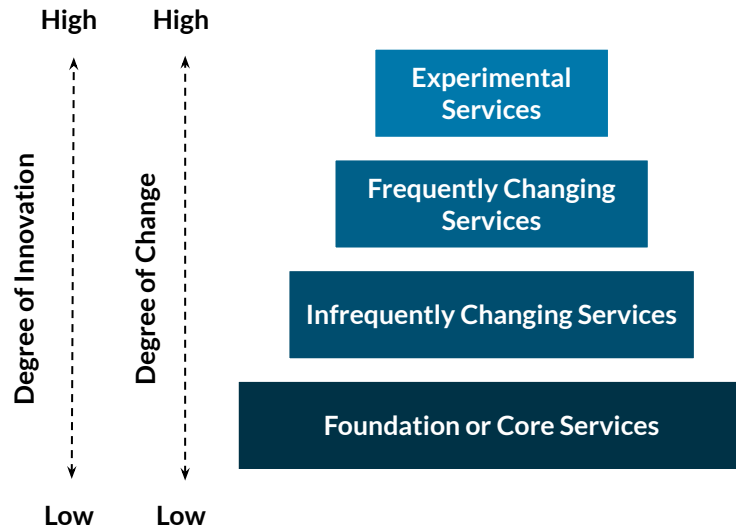
Top down/bottom up approach



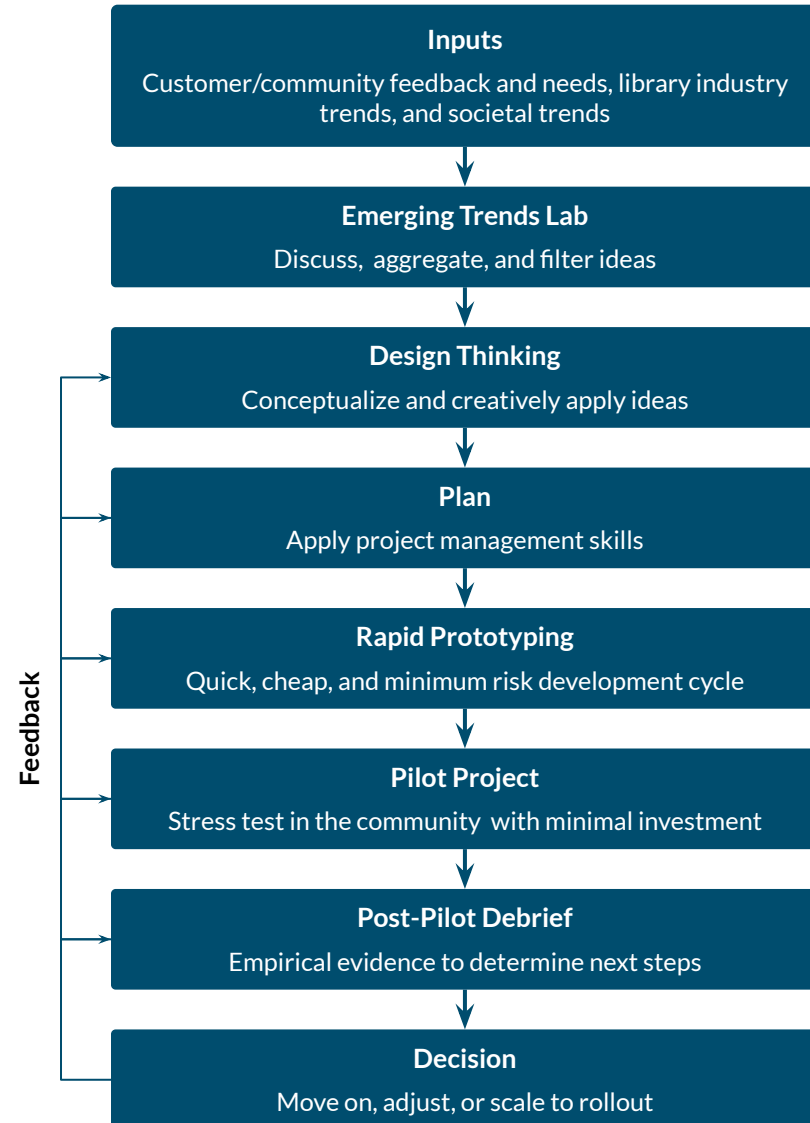
Organizational & staff alignment model



Risk and innovation model



Idea-to-implementation model

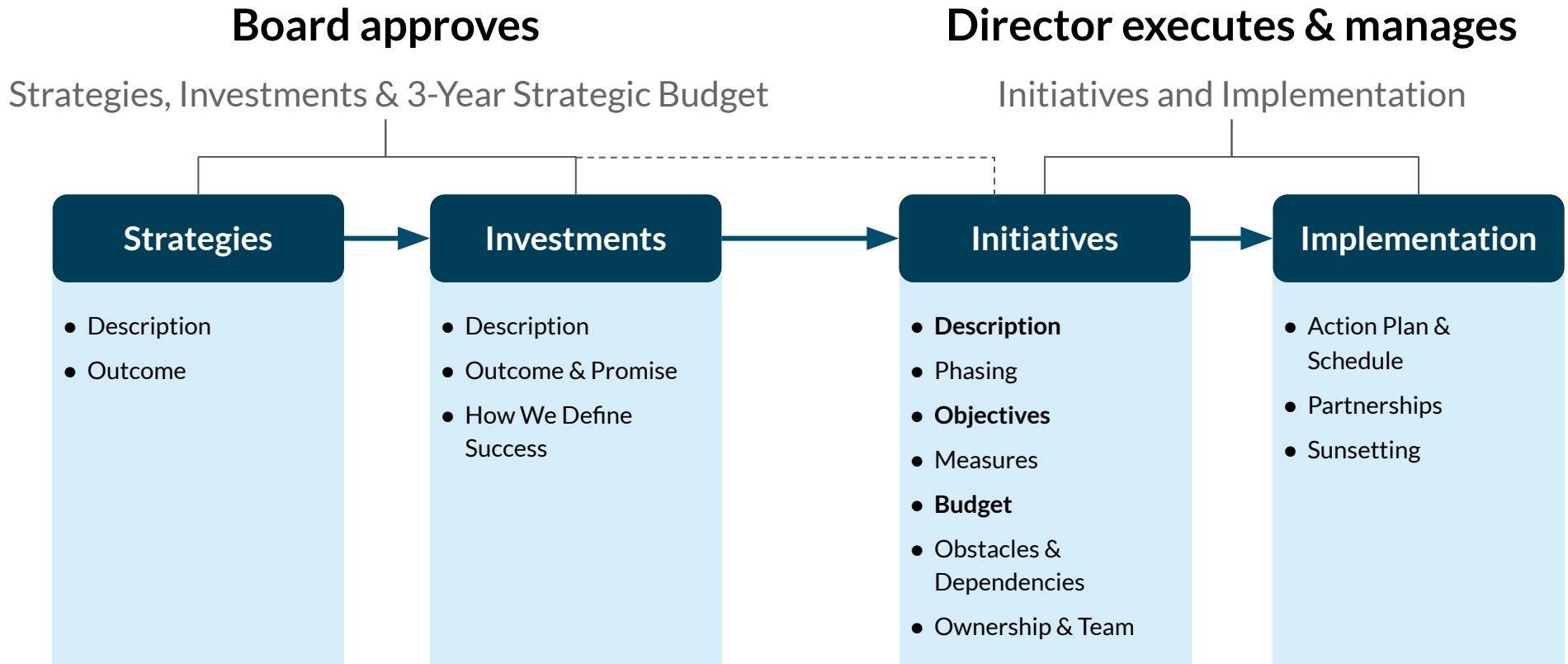


Components of a customer & community-driven approach



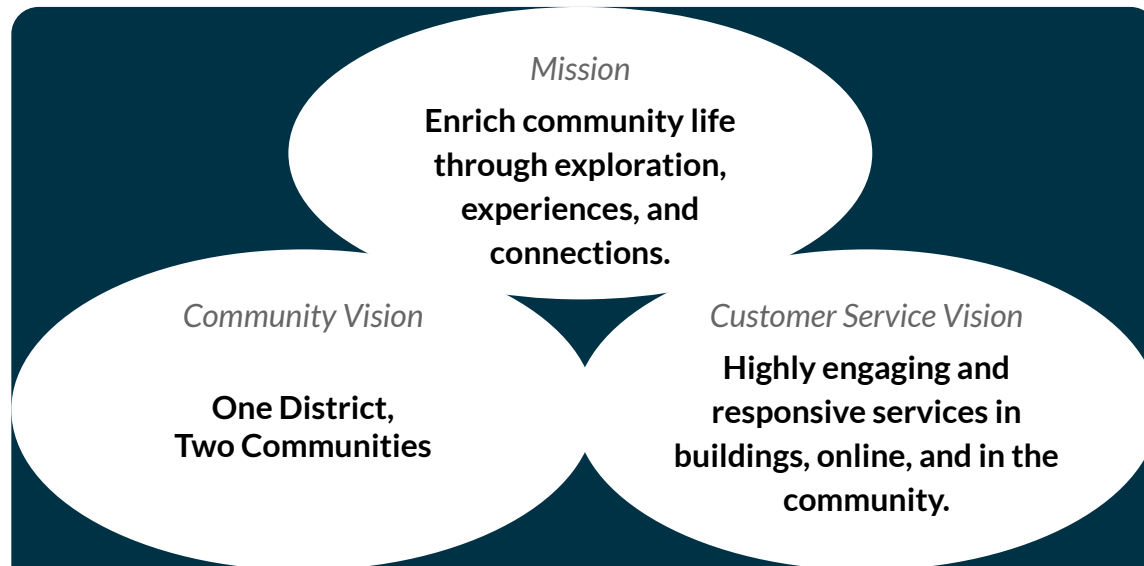
Business approach to library services

- Services are not permanent.
- All services:
 - Are reviewed and updated annually.
 - Are performance based.
 - Must demonstrate customer or community need or interest.
 - Must include “hard-cost” and staff-time allocations.
- All new and enhanced services follow the idea-to-implementation model and are ranked on the risk and innovation model.
- All staff:
 - Utilize “cascading levels of leadership.”
 - Apply project management skills including understandings of opportunity cost in time and dollars.



- Director retains flexibility and discretion to execute and manage implementation including making continuous updates and revisions, as needed.
- Logic model approach
 - Systematic
 - Customer segment- and market-driven
 - Business-like methods
- Implementation will occur through initiative teams, with each staff member assigned to two teams.

Mission, Vision, Values



Workplace Culture

Values

To meet the expectations of our customers and community, these values guide, inspire, and nourish us:

Passion Creativity Excellence Responsiveness

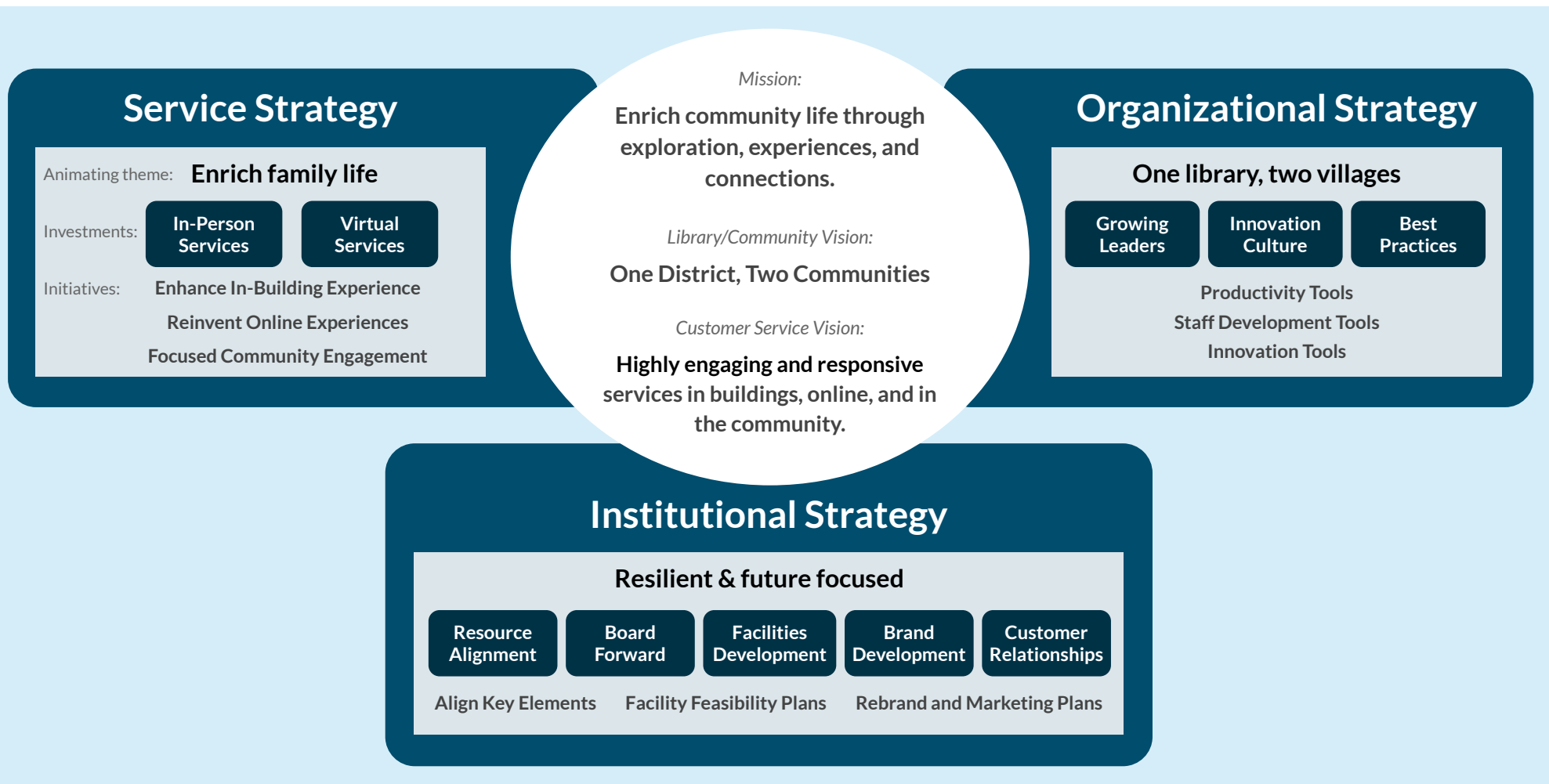
Who We Are

- We are generous with our time, talents, support for our customers, and support for each other.
- We share a passion for learning and connecting people to resources that teach, inspire, and entertain.
- We are innovative, responsive, flexible, engaged, and dedicated to our work.
- We are defenders of intellectual freedom and the right for everyone to enjoy our diverse collections, programs, and services.
- We are stewards of our facilities and take pride in how they serve our community.
- We employ professional standards for library work to guide our ideas, decisions, and actions.

How We Work

- We work with empathy and respect for individual experiences and perspectives.
- We partner with our community to expand and enhance collections, programs, services, and facilities.
- We are open to change, listen to understand, and collaborate with others to find better solutions.
- We look for the bright side in every person and every situation.
- We are trustworthy stewards of resources and use them to provide something of interest for everyone in our community.
- We find joy in representing our library and seek opportunities to spread the word about all the great things we offer.

Strategies, Investment, and Initiatives



Institutional Strategy

Description	The Library is one system comprised of multiple integrated service delivery methods including two buildings, digital services, and community engagement. The service approach is to provide highly engaging and responsive services both in-person and online. These investments will create a thriving, resilient, and future-focused organization with a robust foundation for service evolution during the life of the strategic plan (2022 and 2025) and beyond.
Outcome	An organization that act as "One District" with a single, shared vision and inspired culture.

Institutional Strategy: Investments Overview

<i>Item</i>	<i>Investment 1</i>	<i>Investment 2</i>	<i>Investment 3</i>	<i>Investment 4</i>	<i>Investment 5</i>
Investment	Resource Alignment	Board Forward	Facilities Development	Brand Development	Customer Communications
Initiative	IS1: Align Key Elements		IS2: Facility Feasibility Plans	IS3: Rebrand and Marketing Plans	
Description	The Library's resources are aligned to implement the strategic plan, including staff, organization, budget, and services.	The Board is visionary in approach, affirmative in implementing the strategic plan, respectful of the library's operational boundaries, and educated on roles and responsibilities.	The two library buildings are expanded and/or revitalized with affirmative customer, community, and Village support.	The Library grows community and customer mindshare through a comprehensive brand program.	The Library expands on its history of successful highly engaging and responsive services with existing and new customers using continual customer feedback.
Outcome and Promise	A thriving, resilient, and future-focused organization with bandwidth to sustain and grow library services.	A visionary Board that stewards strategic plan implementation and supports staff in their drive to serve the community.	Library buildings that are inspirational, comfortable, and flexible in order to meet evolving customer and community needs.	The Library is seen as the "go-to" place -- in-person, online, and in the community.	An organization that builds customer loyalty and use by making meaningful connections through physical, virtual, and community-based communication and interactions.
How We Define Success	In six months, resource alignment is completed. In three years, fully funded digital services, community engagement, and support services.	In six months, implementation of a new annual staff survey that provides feedback on Board performance.	In two years, demonstrated community consensus and funding commitment for implementing building expansion plans.	In three months, completion of brand strategy project. Updated marketing efforts commence immediately upon completion of the new brand strategy.	In six months, implement enhanced statistical tracking/analysis tools to provide information about library usage and trends based upon strategic plan investments.

Initiative Implementation:

IS1: Align Key Elements

<i>Elements</i>	<i>Description</i>
Description	Functionally align staff, organization, and budget to implement the Strategic Plan.
Phase	Priority 1: start in FY21-22 Q2 (Oct, Nov, Dec 2021)
Objectives	<p>By 12.31.21:</p> <ul style="list-style-type: none"> Align existing staff positions to deliver in-building, online, community, and support services. Secure approval for a three-year spending plan that leverages operating budget and capital reserves to fund the implementation of the strategic plan. Create a formal on-boarding and training plan for new and existing Trustees.
Measures	Completion of tasks within allocated timeframes.
Budget	3-year total: \$62,000 (staff: \$62,000 + other implementation: \$0)
Obstacles & Dependencies	<ul style="list-style-type: none"> Lack of funding and staff. Board approval.
Ownership	Owner: Monica/Nicola. Assistant: Amber/Molly. Team: Lisa, Rebecca, Stephanie GD.

Initiative Implementation:

IS2: Facility Feasibility Plans

<i>Elements</i>	<i>Description</i>
Description	Investigate short-term and long-term facility expansion, renovation, and utilization at both locations.
Phase	Priority 2: start in FY21-22 Q3 (Jan, Feb, Mar 2022)
Objectives	<ul style="list-style-type: none"> By 3.31.22: Complete a short-term improvement feasibility study for each location to explore immediate needs such as space use, wayfinding, and customer flow, among others. By 6.30.22: <ul style="list-style-type: none"> Prepare a long-term expansion/revitalization study for each location. Prepare a teen center pre-feasibility study for each location.
Measures	Completion of tasks within allocated timeframes.
Budget	3-year total: \$35,000 (staff: \$0 + other implementation: \$35,000).
Obstacles & Dependencies	<ul style="list-style-type: none"> Lack of funding and staff. Board approval.
Ownership	Owner: Nicola/Amanda. Assistant: Jill. Team: Jimmy, Maddy, Margie, Nancy, Tyler.

Initiative Implementation:

IS3: Rebrand and Marketing Plans

<i>Elements</i>	<i>Description</i>
Description	Develop comprehensive brand, marketing, and customer communications strategies that implements the strategic plan and creates operational efficiencies.
Phase	Priority 1: start in FY21-22 Q3 (Jan, Feb, Mar 2022)
Objectives	<ul style="list-style-type: none"> By 6.30.22: <ul style="list-style-type: none"> Identify, select, and implement tools to improve customer communication and feedback (e.g., chat/remote assistance, CRM/software tools, website, PLA Project Outcome). Complete a comprehensive branding strategy for the library that includes positioning, visual identity package, language and style guide, and staff rollout/training. By 9.30.22: Complete a comprehensive marketing strategy that identifies target audiences, messaging, communication channels, and frequency guidelines.
Measures	<ul style="list-style-type: none"> Marketing Plan <ul style="list-style-type: none"> Completion of tasks within allocated timeframes. Increased customer responsiveness to targeted communication channels and campaigns. Increased internal productivity related to marketing efforts. Brand Plan <ul style="list-style-type: none"> Completion of tasks within allocated timeframes. Increased internal productivity related to marketing efforts. eNewsletter <ul style="list-style-type: none"> Growth in the District's (12-month) Open Rate and Click Rates .
Budget	3-year total: \$35,000 (staff: \$0 + other implementation: \$35,000).
Obstacles & Dependencies	<ul style="list-style-type: none"> Lack of funding and staff. Lack of cohesive style guide and brand strategy. Lack of understanding among staff about branding and marketing's role in the Library.
Ownership	Owner: Sarah/Steve. Assistant: Kathy/Tyler. Team: Anna, Betsy, Jimmy, Margie, Mike, Nancy, Rebecca, Sandy, Scott.

Service Strategy

Description

The Library provides robust, responsive, engaging customer experiences through both in-person and virtual channels inside and outside of its buildings. Services evolve over time based on customer feedback and community needs and wants. Staff engages with the community in targeted ways with the goal of building customer relationships that drive library use.

Outcome

A literate and engaged community that uses their library.

Service Strategy:

Investments Overview

Item	Investment 1	Investment 2
Investment	In-Person Services	
Initiative	SS1: Enhance In-Building Experience SS2: Reinvent Online Experiences SS3: Focused Community Engagement	
Description	<p>Develop two types of in-person services: one for in-building patrons and one for patrons engaging with us outside of our buildings.</p> <ul style="list-style-type: none"> • In-building focus: meeting patrons’ wants/needs and delivering excellent customer service; providing self-service options. • Community engagement focus: getting direct feedback and sharing information about what the library offers in terms of collections, programs, services, and spaces. 	<p>Develop two types of virtual services: one for community engagement and one for digital collections:</p> <ul style="list-style-type: none"> • Community engagement focus: interactive with an array of targeted content and digital platforms including website, social media, and app. • Digital collection focus: providing material access--including eBooks, eAudiobooks, videos, and music--to those who “visit” the library on their devices.
Outcome and Promise	<p>People of all ages have fun, broaden their range of experiences, discover new things, and build relationships with staff, as desired.</p> <ul style="list-style-type: none"> • For in-building, relevant, well-organized, updated collections that meet community needs and interests; engaging, responsive programs; friendly, well-trained staff; accessible, adequate, welcoming spaces. • For community engagement, friendly, enthusiastic staff knowledgeable about library services and programs focused on listening to ideas and bringing library services outside of our buildings. 	<p>People of all ages have fun, broaden their range of virtual experiences, discover new things, and engage with the library, as desired.</p> <ul style="list-style-type: none"> • For website, social media and app, relevant and well-organized information; an engaged Library community; early presence on new platforms; and a voice with tone and messaging that’s uniquely ours. • For digital collections, a relevant, updated, and appropriately sized collection that meets community needs and interests.
How We Define Success	<ul style="list-style-type: none"> • Increase in ongoing community feedback. • Increased responsiveness and sustained satisfaction scores on patron surveys. • Growth in users and collection use. 	<ul style="list-style-type: none"> • For website, social media, and app, use industry-standard analytics. • Growth in users and collection use.

Initiative Implementation:

SS1: Enhance In-Building Experience

Elements	Description
Description	Develop an in-person customer experience that prioritizes high-quality personalized interactions with staff, and enables customers to engage services on their own terms.
Phase	Priority 1: start in FY21-22 Q2 (Oct, Nov, Dec 2021)
Objectives	<ul style="list-style-type: none"> • By 12.31.21: Create and implement a feedback tool at all public service desks. • By 3.31.22: <ul style="list-style-type: none"> • Using customer feedback and usage statistics, establish an on-going process for evaluating and documenting recommendations that address service gaps. Items to evaluate include way-finding signage, service points, circulation, programs/event spaces, displays/merchandising, and furnishings/fixtures/equipment. • Review and update collection development policies and procedures. • By 6.30.22: Prepare and begin to implement a prioritized action plan for enhanced and new services that address gaps. • On-going: Provide input to and work with IS2. Facility Feasibility Plans.
Measures	<ul style="list-style-type: none"> • Implementation of feedback tools within allocated timeframes and increase in ongoing customer feedback. • Completion and implementation of action plan for enhanced and new services within allocated timeframes. • Implementation of evaluation criteria that tracks improvements in the Library's physical collections. • Completion of updated collection development policies and procedures within allocated timeframes.
Budget	3-year total: \$251,000 (staff: \$162,000 + other implementation: \$89,000).
Obstacles & Dependencies	<ul style="list-style-type: none"> • Lack of funding and staff. • Lack of space in circulation workroom. • Current staff at and over work-load capacity. • Inefficient space layout, outdated physical shelving, and lack of space at Winnetka building. • Lack of space to expand collection or services at Northfield building. • Lack of programming feedback tool. • Lack of staff training on statistical analysis.
Ownership	Owner: Nick/Courtney. Assistant: Melissa. Team: Erin, Lisa, Natalie, Scott, Stephanie G.

Initiative Implementation:

SS2: Reinvent Online Experiences

<i>Elements</i>	<i>Description</i>
Description	Develop and implement a dynamic, integrated, and comprehensive digital presence including a new content rich website, social networking, a comprehensive library app, and e-resources.
Phase	Priority 2: start in FY21-22 Q3 (Jan, Feb, Mar 2022)
Objectives	<ul style="list-style-type: none"> • By 3.31.22: Complete a comprehensive digital strategy that includes the following elements: website, mobile app, social media channels, digital library card, and online content including e-resources, databases, and virtual/hybrid programs, among others. • Following completion of the digital strategy, complete an implementation plan for strategy elements as follows: <ul style="list-style-type: none"> • 6.30.22: Website, digital library card, and social media channels. • 9.30.22: Mobile app, e-resources, databases, and virtual/hybrid programs.
Measures	<ul style="list-style-type: none"> • Increased usage in digital collections and resources. • Increased website and app usage. • Increased social media engagement and followers on selected platforms.
Budget	3-year total: \$123,000 (staff: \$28,000 + other implementation: \$95,000).
Obstacles & Dependencies	<ul style="list-style-type: none"> • Lack of funding and staff. • Homegrown platform that is inefficient and ineffective. • Database stats are inconsistent and difficult to access and track. • Lack of cohesive digital platform strategy and investment.
Ownership	Owner: Sarah./Mark Assistant: Erin. Team: Ben, Kathy, Michael, Mike, Shannon.

Initiative Implementation:

SS3: Focused Community Engagement

<i>Elements</i>	<i>Description</i>
Description	Directly engage community members outside of the buildings in both formal and informal settings, including service delivery, community events, and partnerships.
Phase	Priority 3: start in FY21-22 Q4 (Apr, May, Jun 2022)
Objectives	<ul style="list-style-type: none"> By 6.30.22: <ul style="list-style-type: none"> Create an annual community events calendar that identifies at least three events in each community that the Library will attend annually. Create a standardized engagement kit for each location. Design and implement a pilot program for homebound delivery. Work with Park District Partners to identify ways of engaging with their members that support the Library's mission and strategic plan. Work with School District Partners to identify ways of engaging with students and teachers that support the Library's mission and strategic plan. By 9.30.22: work with other Community Partners (i.e., Chamber of Commerce, North Shore Senior Center, Book Stall, Winnetka Community House) to identify ways of engaging with their clients that support the Library's mission and strategic plan.
Measures	<ul style="list-style-type: none"> Completion of annual community events calendar within the allocated timeframes; presence at targeted number of events. Implementation of outreach kit for both locations within the allocated timeframes. Completion of homebound delivery pilot project within the allocated timeframes. Partnership plans and success measures in place with park districts, school districts, and other community partners within the allocated timeframes.
Budget	3-year total: \$108,000 (staff: \$108,000 + other implementation: \$0).
Obstacles & Dependencies	<ul style="list-style-type: none"> Lack of funding and staff. Lack of defined community engagement approach or plan. Lack of methodical process and mutual expectations for working with partners. Lack of administrative prioritization on partnership activities. Lack of cohesive community calendar.
Ownership	Owner: Sydney/Amanda. Assistant: Betsy/Stephanie G. Team: Amelia, Ben, Jim. Molly, Natalie, Pattie.

Organizational Strategy

Description	Evolve a culture of innovation and professional practices across the organization with staff mindsets and work methods focused on sustained excellence and continual process improvement. Develop staff capacity and capabilities by actively building on strengths, creating career pathways, and promoting learning opportunities to better meet new challenges.
Outcome	Self-motivated staff who embrace change, take risks, and proactively engage in ongoing learning in an effort to deliver high-level customer services.

Organizational Strategy: Investments Overview

Item	Investment 1	Investment 2	Investment 3
Investment	Growing Leaders	Innovation Culture	Best Practices
Initiative	OS1: Productivity Tools OS2: Staff Development Tools OS3: Innovation Tools		
Description	Develop staff capacity and capabilities to support Library investments and initiatives by actively: <ul style="list-style-type: none"> • Building on individual staff strengths. • Pursuing personal career objectives. • Learning new skills to meet new challenges. 	Evolve a culture of innovation and design thinking that leads to new service delivery and internal process improvements.	<ul style="list-style-type: none"> • Utilize library industry best practices to improve professional practices. • Utilize private sector concepts to improve existing front-end and back-of-house workflows and work processes.
Outcome and Promise	Self-motivated, evolving, and resilient staff who: <ul style="list-style-type: none"> • Embrace change to support Library investments and initiatives. • Actively engage in career development. • Seek new challenges and skills. • Apply professional strengths to new challenges. An organization that provides staff with career development opportunities, resources, and training.	Services aligned with evolving community needs and interests. Staff is: <ul style="list-style-type: none"> • Open to ideas • Adopts a learning-based "fail-fast" mindset • Actively pursues design thinking • Moves from a scarcity to an abundance mentality. 	<ul style="list-style-type: none"> • Organization: invest in resources that standardize general and departmental processes and procedures and that result in well trained, prepared, and knowledge staff, in order to reduce behind-the-scenes staff time and convert it to direct customer service. • Staff: actively seek and engage in work process improvements and increase personal productivity.
How We Define Success	<ul style="list-style-type: none"> • Career pathways are discussed on a quarterly/annual basis. • Individual staff are well prepared to deal with changing conditions and move into new roles. • Bench of strength for internal promotions. • Sustained staff engagement. • Lower controllable turnover. 	Develop metrics for: <ul style="list-style-type: none"> • Learning from failure • Risk seeking behavior • Front-running trends • Identifying customer and community needs 	Develop metrics for: <ul style="list-style-type: none"> • Process time savings and productivity improvements including converted time to customer services. • Staff confidence in training, confidence, and knowledge. • High praise customer feedback.

Initiative Implementation:

OS1: Productivity Tools

<i>Elements</i>	<i>Description</i>
Description	Develop staff-supporting workplace tools that continually improve back-end work processes, promote communications, and maintain updated policies and procedures.
Phase	Priority 1: start in FY21-22 Q2 (Oct, Nov, Dec 2021)
Objectives	<p>Establish the following on-going processes:</p> <ul style="list-style-type: none"> • By 12.31.21: Analyze department workflows and processes and modify them to implement "lean" principles. • By 3.31.22: Identify, select, and implement project management software. • By 6.30.22: <ul style="list-style-type: none"> • Streamline and standardize existing communications systems across the organization. • Establish a schedule to review and update policies and procedures and a process for updating staff.
Measures	<ul style="list-style-type: none"> • Improvements in back-of-house workflows and processes. • Implementation of project management software within allocated timeframes. • Implementation of quarterly staff communication surveys by 9.30.22. • Implementation of review schedule and sign-off method for all policy and procedure updates within allocated timeframe.
Budget	3-year total: \$9,000 (staff: \$0 + other implementation: \$9,000).
Obstacles & Dependencies	<ul style="list-style-type: none"> • Lack of funding and staff. • Shift staff mindset from crisis control to advance planning and execution. • Lack of staff awareness of project management methodologies and how they'll improve workflows and processes. • Lack of standardized internal communications platform.
Ownership	Owner: Mark. Assistant: Stephanie GD. Team: Amelia, Anna, Jill, Mark.

Initiative Implementation:

OS2: Staff Development Tools

<i>Elements</i>	<i>Description</i>
Description	Produce highly engaged team by aligning individual skills to organizational objectives, providing career paths, and promoting internal talent.
Phase	Priority 2: start in FY21-22 Q3 (Jan, Feb, Mar 2022)
Objectives	<ul style="list-style-type: none"> • By 3.31.22: <ul style="list-style-type: none"> • Create and implement a comprehensive onboarding and training checklist for all new staff members. • For each staff member, create professional development plan that aligns to applicable strategic objectives. • By 6.30.22: <ul style="list-style-type: none"> • Create career path roadmap for all positions in each department. • Provide tools including coaching, continuing education, and networking opportunities to achieve career path objectives.
Measures	<ul style="list-style-type: none"> • Implementation of on-boarding and training checklists within allocated timeframes. • Implementation of 90-day post-hire new staff survey. • Implementation of revised professional development plans and career roadmaps for all staff within the allocated timeframes. • Creation and launch of resource list to support career pathways within the allocated timeframes. • Implementation of annual staff engagement survey in May of each year.
Budget	3-year total: \$17,000 (staff: \$0 + other implementation: \$17,000).
Obstacles & Dependencies	<ul style="list-style-type: none"> • Lack of funding and staff. • Residual lack of focus on career path development and continuing education. • Mindset shift to engaged workplace culture. • Lack of onboarding and training procedures.
Ownership	Owner: Courtney/Nick. Assistant: Brandon. Team: Amber, Jim, Melissa, Sandy.

Initiative Implementation:

OS3: Innovation Tools

<i>Elements</i>	<i>Description</i>
Description	Develop and implement innovation tools in which staff seek new challenges and develop new skills; use design-thinking to encourage creativity; adopt a “fail-fast” mindset to learn from any experience; and a pilot-project approach to stress test new ideas.
Phase	Priority 3: start in FY21-22 Q4 (Apr, May, Jun 2022)
Objectives	<ul style="list-style-type: none"> By 6.30.22: <ul style="list-style-type: none"> Train library staff on selected project management software and methodologies. Train three to five staff in design-thinking methodologies and use train-the-trainer model for district-wide rollout to remaining staff. By 9.30.22: <ul style="list-style-type: none"> Design and implement an emerging trends discussion group for all staff. Design and implement a rapid prototyping model to test and roll out new and enhanced services.
Measures	<ul style="list-style-type: none"> Implement "Idea-to-Implementation Model" for vetting new ideas within allocated timeframes. Complete rollout of one pilot project each for in-building services, online services, and community engagement services by 12.31.22.
Budget	3-year total: \$10,000 (staff: \$0 + other implementation: \$10,000).
Obstacles & Dependencies	<ul style="list-style-type: none"> Lack of funding and staff. Mindset shift to customer/community-driven service initiatives. Service development process shift to design thinking methodologies. Mindset shift to failure as a learning opportunity.
Ownership	Owner: Steve. Assistant: Maddy. Team: Brandon, Mark, Michael, Shannon.

Phasing, Budget, and Next Steps

Institutional Strategy

	Priority	FY21-22				FY22-23				FY23-24				FY24-25				FY25-26			
		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
		Jul Aug Sep	Oct Nov Dec	Jan Feb Mar	Apr May Jun	Jul Aug Sep	Oct Nov Dec	Jan Feb Mar	Apr May Jun	Jul Aug Sep	Oct Nov Dec	Jan Feb Mar	Apr May Jun	Jul Aug Sep	Oct Nov Dec	Jan Feb Mar	Apr May Jun	Jul Aug Sep	Oct Nov Dec	Jan Feb Mar	Apr May Jun
IS1. Align Key Elements	1		L	R	W	W	W		OG/ DR		OG/ DR		OG/ DR		OG/ DR		OG/ DR		OG/ DR		OG/ DR
IS2. Facilities Feasibility Plans	2			L	R	W	W	W		OG/ DR		OG/ DR		OG/ DR		OG/ DR		OG/ DR		OG/ DR	
IS3. Rebrand and Marketing Plans	1		L	R	W	W	W		OG/ DR		OG/ DR		OG/ DR		OG/ DR		OG/ DR		OG/ DR		OG/ DR

Service Strategy

	Priority	FY21-22				FY22-23				FY23-24				FY24-25				FY25-26			
		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
		Jul Aug Sep	Oct Nov Dec	Jan Feb Mar	Apr May Jun	Jul Aug Sep	Oct Nov Dec	Jan Feb Mar	Apr May Jun	Jul Aug Sep	Oct Nov Dec	Jan Feb Mar	Apr May Jun	Jul Aug Sep	Oct Nov Dec	Jan Feb Mar	Apr May Jun	Jul Aug Sep	Oct Nov Dec	Jan Feb Mar	Apr May Jun
SS1. Enhance In-Building Experience	1		L	R	W	W	W		OG/ DR		OG/ DR		OG/ DR		OG/ DR		OG/ DR		OG/ DR		OG/ DR
SS2. Reinvent Online Experiences	2			L	R	W	W	W		OG/ DR		OG/ DR		OG/ DR		OG/ DR		OG/ DR		OG/ DR	
SS3. Focused Community Engagement	2			L	R	W	W	W		OG/ DR		OG/ DR		OG/ DR		OG/ DR		OG/ DR		OG/ DR	

Organizational Strategy

	Priority	FY21-22				FY22-23				FY23-24				FY24-25				FY25-26			
		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
		Jul Aug Sep	Oct Nov Dec	Jan Feb Mar	Apr May Jun	Jul Aug Sep	Oct Nov Dec	Jan Feb Mar	Apr May Jun	Jul Aug Sep	Oct Nov Dec	Jan Feb Mar	Apr May Jun	Jul Aug Sep	Oct Nov Dec	Jan Feb Mar	Apr May Jun	Jul Aug Sep	Oct Nov Dec	Jan Feb Mar	Apr May Jun
OS1. Productivity Tools	1		L	R	W	W	W		OG/ DR		OG/ DR		OG/ DR		OG/ DR		OG/ DR		OG/ DR		OG/ DR
OS2. Staff Development Tools	2			L	R	W	W	W		OG/ DR		OG/ DR		OG/ DR		OG/ DR		OG/ DR		OG/ DR	
OS3. Innovation Tools	3				L	R	W	W	W		OG/ DR		OG/ DR		OG/ DR		OG/ DR		OG/ DR		OG/ DR

Key Map

Definitions

Launch (L)	Launch: period to prepare, procure things, test/stress test, refine, and launch.
Rollout (R)	Rollout: period to quickly adjust to feedback and scale.
Workout (W)	Workout: period to mature and evolve into stability.
Ongoing (OG/DR)	OnGoing and Decision Review: review each initiative for a decision of continue or sunset. If continue, what changes need to be made to maintain performance or if under performing, to meet intended metrics.

Fiscal Year	Investments		Total	Share
	Staff	Other Implementation		
FY21-22	\$90,000	\$155,000	\$245,000	38%
FY22-23	\$135,000	\$75,000	\$210,000	32%
FY23-24	\$135,000	\$60,000	\$195,000	30%
Total	\$360,000	\$290,000	\$650,000	100%

Strategic budget assumptions:

- 3-year strategic budget.
- “Staff” assumes: 2-full time librarians, 2-library assistants at 25 hours each, 3-specialists at 25 hours each, and realignment of some existing staff.
- “Other Implementation” assumes: consultants, software, professional development, rapid prototyping, hardware, e-resources, and materials/programs.
- The strategic budget only includes the first year within which staff would be hired or a cost would be incurred; beyond that, any recurring costs would be absorbed into the operating budget.
- Director will confirm strategic budget as part of the annual budget approval process.
- The cost of new services and related investments (e.g., staff time and support) that result from the idea-to-implementation process is not currently known.
- The strategic budget does not include capital improvements.

Finalize plan documentation.

Prepare rollout plan.

Finalize initiative implementation logic models including actions, detailed schedule, partnerships, and sunseting.

Begin implementing initiatives per the phasing schedule.

Plan approval of:

- 3 strategies and their respective investments.
- 3-year strategic budget
 - Including Director flexibility and discretion to execute and manage initiative implementation including continuous updates and revisions.

Thank you!



Notes For Board Discussion on 2021-2022 Fiscal Year Levy Amount

A. Most recent tax extension/revenue (tax year 2020) (attached): \$4,504,537
 (from Levy Ordinance filed in 2020)

B. Examples of levy increases (approx.)

Increase of 1%	\$4,549,583
Increase of 2%	\$4,594,628
Increase of 3%	\$4,639,673
Increase of 4%	\$4,684,719
Increase of 4.99%	\$4,729,313

C. Notes:

1. The Consumer Price Index for the purposes of tax cap (PTELL) per the Illinois Department of Revenue (attached) is 1.4%;
2. Even if our proposed levy increase is 3% or more, our actual revenue will be limited by the tax cap/PTELL increase of 1.4%;
3. A reason to adopt a levy increase of more than 1.4% is that the County Clerk's extension (calculate) will include new property/additions to equalized assessed value so that our actual revenue could be slightly higher than 1.4%.
4. A levy increase of 5% or more requires a public hearing and publication of a "black border notice" per the Truth in Taxation Law.

CLRTM539-A

OFFICE OF THE COUNTY CLERK

DATE 08/19/21

TAX YEAR 2020

AGENCY TAX RATE REPORT

			PRIOR YEAR COOK COUNTY EAV	2,020,309,853	COOK COUNTY	2020 EAV
AGENCY 06-0540-000 WINNETKA-NORTHFIELD PUBLIC LIBRARY DISTRICT			CURR NEW PROP, ANNEX., REC. TIF VAL,		DUPAGE	2,019,971,967
			EXP. INCENTIVES MINUS DISCONNECT PROP	13,474,470	LAKE	
PROPERTY TAX EXTENSION LIMITING LAW (PTELL) LIMITING RATE CALCULATION			TOTAL	2,033,784,323	WILL	
					KANE	
2019 AGGREGATE EXTENSION X 1.0230	2020 EAV MINUS NEW PROP, ANNEX., REC TIF VAL, EXP. INCENTIVES PLUS DISCONNECTIONS				MCHENRY	
					DEKALB	
					GRUNDY	
					KANKAKEE	
					KENDALL	
					LA SALLE	
					LIVINGSTON	

4,484,906 / 2,006,497,497 = 0.224

AGENCY OVERALL EAV 2,019,971,967 TOTAL 2,019,971,967

FUND DESCRIPTION OF FUND	LEVY AMOUNT LOSS AMOUNT	LOSS %	TOTAL LEVY	TAX RATE CEILING	MAXIMUM ALLOWABLE LEVY	PRELIMINARY TAX RATE	PTELL REDUCED LEVY NO REDUCTION	100.00% OF BURDEN IN COOK COUNTY	FINAL TAX RATE
001 CORPORATE	3,749,000 37,490	1	3,786,490	0.6000	3,786,490	0.1875		3,786,490	0.1875
008 I.M.R.F.	175,000 1,750	1	176,750	0.0000	176,750	0.0088		176,750	0.0088
016 SOCIAL SECURITY	130,000 1,300	1	131,300	0.0000	131,300	0.0065		131,300	0.0065
018 AUDITING	0 0	1	0	0.0050	0	0.0000		0	0.0000
019 LIABILITY INSURANCE	0 0	1	0	0.0000	0	0.0000		0	0.0000
254 LIBRARY BUILDING AND SITES	420,000 4,200	1	424,200	0.0200	403,994	0.0200		403,994	0.0200
262 UNEMPLOYMENT INSURANCE	2,000 20	1	2,020	0.0000	2,020	0.0001		2,020	0.0001
TOTAL CAP FUNDS			4,520,760		4,500,554	0.223		4,500,554	0.223
TOTAL NON CAP FUNDS			0		0	0.0000		0	0.0000
AGENCY GRAND TOTAL			4,520,760		4,500,554	0.223		4,500,554	0.223

2020 TAX EXTENSION GRAND TOTAL 4,504,537.49

Illinois Dept. of Revenue
History of CPI's Used for the PTELL
01/13/2021

Year	December CPI-U	% Change From Previous December	% Use for PTELL	Comments	Levy Year	Years Taxes Paid
1991	137.900	--				
1992	141.900	2.9%	2.9%		1993	1994
1993	145.800	2.7%	2.7%	(5 % for Cook)	1994	1995
1994	149.700	2.7%	2.7%		1995	1996
1995	153.500	2.5%	2.5%		1996	1997
1996	158.960	3.6%	3.6%		1997	1998
1997	161.300	1.5%	1.5%		1998	1999
1998	163.900	1.6%	1.6%		1999	2000
1999	168.300	2.7%	2.7%		2000	2001
2000	174.000	3.4%	3.4%		2001	2002
2001	176.700	1.6%	1.6%		2002	2003
2002	180.900	2.4%	2.4%		2003	2004
2003	184.300	1.9%	1.9%		2004	2005
2004	190.300	3.3%	3.3%		2005	2006
2005	196.800	3.4%	3.4%		2006	2007
2006	201.800	2.5%	2.5%		2007	2008
2007	210.036	4.08%	4.1%		2008	2009
2008	210.228	0.1%	0.1%		2009	2010
2009	215.949	2.7%	2.7%		2010	2011
2010	219.179	1.5%	1.5%		2011	2012
2011	225.672	3.0%	3.0%		2012	2013
2012	229.601	1.7%	1.7%		2013	2014
2013	233.049	1.5%	1.5%		2014	2015
2014	234.812	0.8%	0.8%		2015	2016
2015	236.525	0.7%	0.7%		2016	2017
2016	241.432	2.1%	2.1%		2017	2018
2017	246.524	2.1%	2.1%		2018	2019
2018	251.233	1.9%	1.9%		2019	2020
2019	256.974	2.3%	2.3%		2020	2021
2020	260.474	1.4%	1.4%		2021	2022

TAX LEVY ORDINANCE

ORDINANCE NO. 2021-2022/3

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

FISCAL YEAR JULY 1, 2021 TO JUNE 30, 2022

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

Section 1. Ordinance 2021-2022/2 (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, 2021 ending June 30, 2022 for the specific objects and purposes indicated as follows:

A.	<u>GENERAL FUND</u>	<u>Appropriation</u>	<u>Levy</u>
1.	IT Services	\$ 187,500.00	\$ 175,500
2.	Administrative Services	\$ 475,000.00	\$ 340,00
3.	Personnel Salaries and Benefits	\$2,151,765.00	\$ 1,984,500
4.	Programming	\$ 79,638.00	\$ 79,500
5.	Insurance (OMITTED/ NOT IN B&A)	\$ 00.00	\$ 0
6.	Materials	\$ 647,050.00	\$ 645,000
7.	Capital Outlay	\$2,000,000.00	\$ 675,000
	Total	\$5,540,903.00	\$3,899,500

	<u>Appropriation</u>	<u>Levy</u>
B. <u>SPECIAL FUND TAX FUNDS</u>		
1. IMRF	\$155,000	\$ 115,000
2. FICA	\$160,000	\$ 143,000
3. Unemployment Insurance Fund	\$100,000	\$ 1,500
4. Liability Insurance	\$25,520	\$23,200
5. Audit	\$14,260	\$12,400
6. Building and Equipment (.02%)	<u>\$640,000</u>	<u>\$ 400,000</u>
TOTAL	\$1,094,780	\$ 695,100
	<u>Summary</u>	
Total Appropriation	\$6,635,683	
Appropriated from sources other than taxation	\$2,041,083	
Total Levy – General Fund (\$3,899,500) and Special Funds (\$695,100)		\$4,594,600.00

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 October 18, 2021, pursuant to a roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

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

ATTEST:

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

WINNETKA-NORTHFIELD PUBLIC LIBRARY DISTRICT

CERTIFICATE OF COMPLIANCE
WITH TRUTH IN TAXATION LAW

I, Jean-Paul Ruiz-Funes, 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. 2020/2021/2 (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 2021 levy.

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

Date signed: October 18, 2021