

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

**THE MEETING WILL BEGIN FOLLOWING THE SPECIAL MEETING AT 7:00 PM AND WILL BE HELD AT THE
NORTHFIELD LIBRARY BRANCH.**

INSTRUCTIONS TO JOIN VIRTUALLY POSTED AT WWW.WINNETKALIBRARY.ORG

AGENDA

Monday, September 19, 2022

- I. Call to Order**
- II. Roll Call**
- III. Organizational Meeting of the Library Board**
 - Resolution to Appoint a New Trustee* (5 minutes)
 - Oath of Office (5 minutes)
- IV. Public Comments**
- V. Approval of Minutes**
 - Approval of Minutes of the August 15, 2022 Regular Meeting* (1 min)
- VI. Financial Report**
 - August 2022 Financial Statements* (5 mins)
- VII. Library Reports**
 - Director's Report* (5 minutes)
 - Board President's Comments (3 minutes)
- VIII. Liaisons to Other Organizations – Reports**
 - Winnetka Village (5 mins)
 - Northfield Village (5 mins)
- IX. Unfinished Business**
 - Finance/Facilities Committee Update
 - Community Engagement Committee Update
 - Personnel Committee Update
- X. New Business**
 - Reconsideration of Committees
 - Adopt Ordinance Confirming Plans for Property Purchase & Proposing Finance Plan*
 - Adopt Ordinance Requesting Transfer of Property From Winnetka Park District to Library District*

*Attachments

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

**THE MEETING WILL BEGIN FOLLOWING THE SPECIAL MEETING AT 7:00 PM AND WILL BE HELD AT THE
NORTHFIELD LIBRARY BRANCH.**

INSTRUCTIONS TO JOIN VIRTUALLY POSTED AT WWW.WINNETKALIBRARY.ORG

- Discussion & Approval of Revised Collection Development Policy*
- Discussion & Approval of Revised Reconsideration of Materials Policy*
- Discussion & Approval of Revised Gift Policy*
- Discussion & Approval of Revised Circulation Policy*

XI. Communications

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

XII. Public Comments

XIII. Adjournment

*Attachments

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

A RESOLUTION TO APPOINT A NEW LIBRARY TRUSTEE

(Todd Van Neck / "Ranjini Shankar" Appointment)

WHEREAS, Todd Van Neck (Van Neck) previously served as a Library Trustee; and

WHEREAS, Van Neck resigned; and

WHEREAS, the Library District Act, 75 ILCS 16/30-25, provides that, following a resignation, a vacancy in the office of Library Trustee shall be declared by the Library Board; and

WHEREAS, the Library Board declared Van Neck's seat to be vacant at its regular meeting on August 18, 2022; and

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

NOW, THEREFORE, BE IT RESOLVED that the Library Trustees hereby:

A. Appoint "**Ranjini Shankar**" to fill the vacancy effective September 19, 2022 and until the next regular election of Library Trustees in April, 2023.

This Resolution adopted this 19th day of September, 2022

AYES: _____

NAYS: _____

ABSENT: _____

ABSTAIN: _____

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

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

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

August 15, 2022

I. Call to Order

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

II. Roll Call

Present: Trustees Sarah Munoz, Travis Gosselin, Thomas Sundell, Deborah Vandergrift; and Library Director Monica Dombrowski. President Melissa Mitchell attended virtually via Zoom.

Absent: Trustee Katherine Casale MacNally

Present were library employees Nicola White (Business Services Coordinator) and Steve Kline (Digital Services Manager). Present were Winnetka residents Jessica Curry and Marc Hecht. Present was Northfield resident Ranjini Shankar.

III. Public Comments

No public comments.

IV. Approval of Minutes

- Approve Minutes of the July 18, 2022 Regular Meeting

President Mitchell announced the approval of the July 18, 2022 Regular Meeting Minutes.

V. Financial Report

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

VI. Library Report

LIBRARY DIRECTOR'S REPORT:

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

BOARD PRESIDENT'S COMMENTS:

President Mitchell commented:

- There will be two closed sessions at the end of the meeting addressing:
 - The consideration of a new library trustee to fill Trustee Van Neck's vacancy
 - The third appraisal that came in for Library Park

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

- *Winnetka Village*- President Mitchell had nothing to report. Trustee Sundell reported that there was a special meeting held on gun safety.
- *Northfield Village*- Trustee Munoz reported that the Northfield State Fair will be held on September 10th.

VIII. **Unfinished Business**

- *Finance/Facilities Committee Update*
Trustee Vandergrift reported that she and Trustee Casale MacNally met with library staff to hear what emergency procedures are in place and provided resources and suggestions to build on those procedures.
- *Community Engagement Committee Update*
Trustee Sundell reported that he and Trustee Munoz met with New Trier Township and the Winnetka School District and provided summaries of those meetings to the trustees. Trustee Munoz reported that they plan to continue reaching out to other Winnetka and Northfield organizations moving forward.
- *Personnel Committee Update*
Trustee Gosselin stated that there was nothing to report.

IX. **New Business**

- *Linden Patio Homes Request*
Director Dombrowski reported that the HOA President from Linden Patio Homes informed the library that the tree roots were only cleared from one section of pipes last year, and not the entire line. They are requesting that the library split the cost of the additional work. The Board agreed to make a one-time addendum to the agreement in place and would like an inspection performed once it is completed.
- *Review Draft of Budget and Appropriation Ordinance*
The Board reviewed the draft ordinance that will be up for approval at the September 19th special meeting.

- *Adopt Certified Estimate of Revenues by Source for Fiscal Year 2022-2023*
A MOTION to Adopt the Certified Estimate of Revenues by Source for Fiscal Year 2022-2023 was made by Trustee Vandergrift.

ROLL CALL VOTE:

AYES: Trustees Munoz, Gosselin, Sundell and Vandergrift

NAYS:

ABSENT/ABSTAINING: Trustee Casale MacNally

MOTION CARRIED

X. Communications

- *The next regular meeting will be held on Monday, September 19th at 7 p.m. at the Northfield Branch.*
- *The library will be closed on the following upcoming dates:*
 - *Sunday, August 21st (End of Summer Party)*
 - *Sunday, September 4th and Monday, September 5th (Labor Day)*

XI. Public Comments

Winnetka resident Marc Hecht commented on the draft Budget & Appropriation ordinance.

XII. Adjourn to Closed Session

- **Closed Session**
5 ILCS 120/2(c)(3): To consider the selection of a person to fill a public office, including a vacancy in a public office, when the public body is given power to appoint under law or ordinance.

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

The MOTION passed on a voice vote and President Mitchell adjourned to closed session at 7:57 p.m.

XIII. Return to Open Session

XIV. Adjourn to Closed Session

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

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

The MOTION passed on a voice vote and President Mitchell adjourned to closed session at 9:09 p.m.

XV. Return to Open Session

XVI. Adjournment

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

President Mitchell adjourned the meeting at 9:15 p.m.

Respectfully submitted,

Nicola White
Recording Secretary

_____ Melissa Mitchell, President

_____ Thomas Sundell, Secretary

Winnetka-Northfield Public Library District

All Funds Summary

For the 2 Months Ended August 31, 2022

Prorated Budget Percentage Spent: 16.67%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Current Year-to-Date</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
Revenues					
Library Fund	4,268,340.00	711,390.00	59,566.90	1.40 %	(651,823.10)
IMRF Fund	0.00	0.00	514.14	0.00 %	514.14
FICA Fund	0.00	0.00	381.93	0.00 %	381.93
Building Fund	0.00	0.00	1,175.17	0.00 %	1,175.17
Unemployment Fund	0.00	0.00	5.88	0.00 %	5.88
Total Revenues	<u>4,268,340.00</u>	<u>711,390.00</u>	<u>61,644.02</u>	<u>1.44 %</u>	<u>(649,745.98)</u>
Expenses					
Library Fund	4,033,378.00	672,229.67	508,757.28	12.61 %	(163,472.39)
IMRF Fund	20,100.00	3,350.00	12,710.50	63.24 %	9,360.50
FICA Fund	118,308.00	19,718.00	18,606.83	15.73 %	(1,111.17)
Building Fund	0.00	0.00	40,712.38	0.00 %	40,712.38
Unemployment Fund	1.00	0.17	0.00	0.00 %	(0.17)
Special Reserve Fund	0.00	0.00	0.00	0.00 %	0.00
Total Expenses	<u>4,171,787.00</u>	<u>695,297.83</u>	<u>580,786.99</u>	<u>13.92 %</u>	<u>(114,510.84)</u>
Total Revenues	4,268,340.00	711,390.00	61,644.02	1.44 %	(649,745.98)
Total Expenses	<u>4,171,787.00</u>	<u>695,297.83</u>	<u>580,786.99</u>	<u>13.92 %</u>	<u>114,510.84</u>
Excess Revenues less Expenses	<u>96,553.00</u>	<u>16,092.17</u>	<u>(519,142.97)</u>	<u>(537.68)%</u>	<u>(535,235.14)</u>

Winnetka-Northfield Public Library District

Library Fund Summary

For the 2 Months Ended August 31, 2022

Prorated Budget Percentage Spent: 16.67%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year-to-Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
Operating Revenue					
Property Tax	3,916,860.00	652,810.00	11,014.43	0.28 %	(641,795.57)
Replacement Tax	33,000.00	5,500.00	20,296.99	61.51 %	14,796.99
Collections	175,480.00	29,246.67	28,319.52	16.14 %	(927.15)
Materials	7,500.00	1,250.00	1,302.43	17.37 %	52.43
Other Income	<u>135,500.00</u>	<u>22,583.33</u>	<u>(1,366.47)</u>	<u>(1.01)%</u>	<u>(23,949.80)</u>
Total Operating Revenue	<u>4,268,340.00</u>	<u>711,390.00</u>	<u>59,566.90</u>	<u>1.40 %</u>	<u>(651,823.10)</u>
Operating Expenses					
Personnel	2,131,350.00	355,225.00	273,189.01	12.82 %	(82,035.99)
Administration	261,528.00	43,588.00	41,948.01	16.04 %	(1,639.99)
Utilities	94,000.00	15,666.67	11,896.24	12.66 %	(3,770.43)
IT Services	215,250.00	35,875.00	52,825.80	24.54 %	16,950.80
Public Relations	47,000.00	7,833.33	1,518.57	3.23 %	(6,314.76)
Library Materials - Adult	509,000.00	84,833.33	80,367.67	15.79 %	(4,465.66)
Library Materials - Youth	83,000.00	13,833.33	11,807.47	14.23 %	(2,025.86)
Programs	82,250.00	13,708.33	17,366.74	21.11 %	3,658.41
Capital	<u>610,000.00</u>	<u>101,666.67</u>	<u>17,837.77</u>	<u>2.92 %</u>	<u>(83,828.90)</u>
Total Operating Expenses	<u>4,033,378.00</u>	<u>672,229.67</u>	<u>508,757.28</u>	<u>12.61 %</u>	<u>(163,472.39)</u>
Total Revenues	4,268,340.00	711,390.00	59,566.90	1.40 %	(651,823.10)
Total Expenses	<u>4,033,378.00</u>	<u>672,229.67</u>	<u>508,757.28</u>	<u>12.61 %</u>	<u>(163,472.39)</u>
Excess Revenues less Expenses	<u><u>234,962.00</u></u>	<u><u>39,160.33</u></u>	<u><u>(449,190.38)</u></u>	<u><u>(191.18)%</u></u>	<u><u>(488,350.71)</u></u>

Winnetka-Northfield Public Library District

Statement of Revenues and Expenditures - Modified Cash Basis

For the 2 Months Ended August 31, 2022

Prorated Budget Percentage Spent: 16.67%

	Annual Budget	Prorated Budget	Year to Date Actual	% of Budget	Variance vs. Prorated Budget
LIBRARY FUND					
Revenues					
Taxes					
Property Taxes Collections	3,916,860.00	652,810.00	11,014.43	0.28 %	(641,795.57)
Replacement Tax	33,000.00	5,500.00	20,296.99	61.51 %	14,796.99
Total Taxes	3,949,860.00	658,310.00	31,311.42	0.79 %	(626,998.58)
Collections					
Per Capita Grant	27,280.00	4,546.67	27,280.13	100.00 %	22,733.46
Kenilworth Services	145,000.00	24,166.67	0.00	0.00	(24,166.67)
Studio Fees	1,000.00	166.67	319.78	31.98	153.11
Lost/Damaged Mat.	2,200.00	366.67	719.61	32.71	352.94
Total Collections	175,480.00	29,246.67	28,319.52	16.14 %	(927.15)
Materials					
Copy/Printing	7,000.00	1,166.67	735.63	10.51 %	(431.04)
Book Sales	500.00	83.33	566.80	113.36	483.47
Total Materials	7,500.00	1,250.00	1,302.43	17.37 %	52.43
Other Income					
Checking Interest Income	5,500.00	916.67	568.44	10.34 %	(348.23)
Byline Bank IMA Interest	90,000.00	15,000.00	(2,447.79)	(2.72)	(17,447.79)
Money Market-Interest	19,500.00	3,250.00	505.12	2.59	(2,744.88)
Misc. Revenue	0.00	0.00	7.76	0.00	7.76
Gift Fund (over \$100)	500.00	83.33	0.00	0.00	(83.33)
Friends Donations	20,000.00	3,333.33	0.00	0.00	(3,333.33)
Total Other Income	135,500.00	22,583.33	(1,366.47)	(1.01)%	(23,949.80)
Total Revenue	4,268,340.00	711,390.00	59,566.90	1.40 %	(651,823.10)

Winnetka-Northfield Public Library District

Statement of Revenues and Expenditures - Modified Cash Basis

For the 2 Months Ended August 31, 2022

Prorated Budget Percentage Spent: 16.67%

	Annual Budget	Prorated Budget	Year to Date Actual	% of Budget	Variance vs. Prorated Budget
LIBRARY FUND					
Expenses					
Personnel					
Salaries	1,825,000.00	304,166.67	207,653.48	11.38 %	(96,513.19)
Health Insurance	280,000.00	46,666.67	65,048.26	23.23	18,381.59
Flu Vaccination	100.00	16.67	0.00	0.00	(16.67)
Employee Asst. Program	500.00	83.33	0.00	0.00	(83.33)
Professional Development	25,000.00	4,166.67	129.58	0.52	(4,037.09)
Flexible Spending Account	750.00	125.00	70.00	9.33	(55.00)
Professional Development	0.00	0.00	287.69	0.00	287.69
Total Personnel	2,131,350.00	355,225.00	273,189.01	12.82 %	(82,035.99)
Administration					
Audit Fees	12,400.00	2,066.67	0.00	0.00 %	(2,066.67)
Library Supplies	30,000.00	5,000.00	2,612.73	8.71	(2,387.27)
Office Supplies	6,000.00	1,000.00	880.58	14.68	(119.42)
Breakroom Supplies	2,200.00	366.67	601.74	27.35	235.07
Postage	2,500.00	416.67	359.49	14.38	(57.18)
Hospitality	500.00	83.33	0.00	0.00	(83.33)
Accounting and Bookkeeping	26,000.00	4,333.33	1,725.00	6.63	(2,608.33)
Legal Notices	3,500.00	583.33	0.00	0.00	(583.33)
Delivery Service	7,200.00	1,200.00	525.00	7.29	(675.00)
Payroll Services	9,000.00	1,500.00	1,361.02	15.12	(138.98)
Liability Insurance Costs	33,128.00	5,521.33	25,128.00	75.85	19,606.67
Board Expenses	1,000.00	166.67	35.00	3.50	(131.67)
Memberships	5,700.00	950.00	1,135.00	19.91	185.00
Staff Recognition/Events/Meetings	6,000.00	1,000.00	303.17	5.05	(696.83)
Legal	10,000.00	1,666.67	0.00	0.00	(1,666.67)
Consultants	45,000.00	7,500.00	1,711.91	3.80	(5,788.09)
Investment Fees	30,000.00	5,000.00	2,926.87	9.76	(2,073.13)
HR Consultant	30,900.00	5,150.00	2,592.50	8.39	(2,557.50)
Miscellaneous	500.00	83.33	50.00	10.00	(33.33)
Total Administration	261,528.00	43,588.00	41,948.01	16.04 %	(1,639.99)
Utilities					
Electricity	42,000.00	7,000.00	9,269.74	22.07 %	2,269.74
Water	3,000.00	500.00	660.40	22.01	160.40
Storm Sewer	1,500.00	250.00	230.81	15.39	(19.19)
Natural Gas	17,000.00	2,833.33	588.75	3.46	(2,244.58)
Telephone	16,000.00	2,666.67	0.00	0.00	(2,666.67)
Internet Services	14,500.00	2,416.67	1,146.54	7.91	(1,270.13)
Total Utilities	94,000.00	15,666.67	11,896.24	12.66 %	(3,770.43)
Information Technology					
CCS Operating	83,250.00	13,875.00	20,142.41	24.20 %	6,267.41
Software	63,000.00	10,500.00	30,061.55	47.72	19,561.55
LAN Management	30,000.00	5,000.00	2,415.20	8.05	(2,584.80)
Hardware	2,000.00	333.33	181.64	9.08	(151.69)
Technology - Website	15,000.00	2,500.00	25.00	0.17	(2,475.00)
Photocopier Leases	22,000.00	3,666.67	0.00	0.00	(3,666.67)
Total Information Technology	215,250.00	35,875.00	52,825.80	24.54 %	16,950.80

Winnetka-Northfield Public Library District
Statement of Revenues and Expenditures - Modified Cash Basis
For the 2 Months Ended August 31, 2022

Prorated Budget Percentage Spent: 16.67%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year to Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
LIBRARY FUND					
Public Relations					
PR Promotional	11,000.00	1,833.33	83.91	0.76 %	(1,749.42)
PR Source/Mailers	25,000.00	4,166.67	815.23	3.26	(3,351.44)
PR Supplies	4,000.00	666.67	419.43	10.49	(247.24)
PR Marketing/Advertising	<u>7,000.00</u>	<u>1,166.67</u>	<u>200.00</u>	<u>2.86</u>	<u>(966.67)</u>
Total Public Relations	<u>47,000.00</u>	<u>7,833.33</u>	<u>1,518.57</u>	<u>3.23 %</u>	<u>(6,314.76)</u>
Library Materials - Adult					
Books-Fiction-Adult	82,000.00	13,666.67	9,977.21	12.17 %	(3,689.46)
Books-Non-Fiction-Adult	70,000.00	11,666.67	5,247.05	7.50	(6,419.62)
Periodicals	18,000.00	3,000.00	4,146.22	23.03	1,146.22
DVDs-Adult	27,000.00	4,500.00	2,054.51	7.61	(2,445.49)
Audio Books-Adult	10,000.00	1,666.67	794.80	7.95	(871.87)
Books-Digital	0.00	0.00	24,720.31	0.00	24,720.31
Online Database	55,000.00	9,166.67	33,427.57	60.78	24,260.90
E Books	245,000.00	40,833.33	0.00	0.00	(40,833.33)
Video Games-Adults	<u>2,000.00</u>	<u>333.33</u>	<u>0.00</u>	<u>0.00</u>	<u>(333.33)</u>
Total Library Materials - Adult	<u>509,000.00</u>	<u>84,833.33</u>	<u>80,367.67</u>	<u>15.79 %</u>	<u>(4,465.66)</u>
Library Materials - Youth					
Books-Fiction-Juv	45,000.00	7,500.00	5,226.93	11.62 %	(2,273.07)
Books-Non-Fiction, Easy, & JH	15,000.00	2,500.00	2,033.85	13.56	(466.15)
DVDs-Juv	3,000.00	500.00	259.32	8.64	(240.68)
Audio Books-Juv	15,000.00	2,500.00	3,901.75	26.01	1,401.75
Video Games-Juv	<u>5,000.00</u>	<u>833.33</u>	<u>385.62</u>	<u>7.71</u>	<u>(447.71)</u>
Total Library Materials - Youth	<u>83,000.00</u>	<u>13,833.33</u>	<u>11,807.47</u>	<u>14.23 %</u>	<u>(2,025.86)</u>
Programs					
Reading Programs	10,000.00	1,666.67	2,684.25	26.84 %	1,017.58
Programming - Studio	11,750.00	1,958.33	585.46	4.98	(1,372.87)
Programming - Youth	25,000.00	4,166.67	5,152.01	20.61	985.34
Programming - Adult	30,000.00	5,000.00	8,945.02	29.82	3,945.02
Studio Maintenance/Repair	<u>5,500.00</u>	<u>916.67</u>	<u>0.00</u>	<u>0.00</u>	<u>(916.67)</u>
Total Programs	<u>82,250.00</u>	<u>13,708.33</u>	<u>17,366.74</u>	<u>21.11 %</u>	<u>3,658.41</u>
Capital					
Capital Outlay	240,000.00	40,000.00	0.00	0.00 %	(40,000.00)
Building	200,000.00	33,333.33	3,075.00	1.54	(30,258.33)
Equipment/Furniture	100,000.00	16,666.67	1,446.51	1.45	(15,220.16)
Computer Equipment	<u>70,000.00</u>	<u>11,666.67</u>	<u>13,316.26</u>	<u>19.02</u>	<u>1,649.59</u>
Total Capital	<u>610,000.00</u>	<u>101,666.67</u>	<u>17,837.77</u>	<u>2.92 %</u>	<u>(83,828.90)</u>
Total Expenses	<u>4,033,378.00</u>	<u>672,229.67</u>	<u>508,757.28</u>	<u>12.61 %</u>	<u>(163,472.39)</u>
Excess Revenues less Expenses	<u>234,962.00</u>	<u>39,160.33</u>	<u>(449,190.38)</u>	<u>(191.18)%</u>	<u>(488,350.71)</u>

Winnetka-Northfield Public Library District
Statement of Revenues and Expenditures - Modified Cash Basis
For the 2 Months Ended August 31, 2022

Prorated Budget Percentage Spent: 16.67%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year to Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
BUILDING FUND					
Revenues					
Property Taxes Collections-Building	0.00	0.00	1,175.17	0.00 %	1,175.17
Total Revenue	<u>0.00</u>	<u>0.00</u>	<u>1,175.17</u>	<u>0.00 %</u>	<u>1,175.17</u>
Expenses					
Northfield Lease	0.00	0.00	5,682.42	0.00 %	5,682.42
Janitorial Supplies	0.00	0.00	1,401.02	0.00	1,401.02
Photocopier Leases	0.00	0.00	4,608.95	0.00	4,608.95
Building Maintenance Service	0.00	0.00	16,000.00	0.00	16,000.00
Elevators	0.00	0.00	2,014.52	0.00	2,014.52
Landscaping	0.00	0.00	1,333.88	0.00	1,333.88
HVAC	0.00	0.00	1,999.50	0.00	1,999.50
Automatic Doors	0.00	0.00	1,201.00	0.00	1,201.00
Alarms	0.00	0.00	610.59	0.00	610.59
Equipment	0.00	0.00	4,000.00	0.00	4,000.00
Electrical	0.00	0.00	1,170.00	0.00	1,170.00
Misc Services	0.00	0.00	690.50	0.00	690.50
Total Expenses	<u>0.00</u>	<u>0.00</u>	<u>40,712.38</u>	<u>0.00 %</u>	<u>40,712.38</u>
Excess Revenues less Expenses	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ (39,537.21)</u>	<u>0.00 %</u>	<u>(39,537.21)</u>
IMRF FUND					
Revenues					
Property Taxes Collections-IMRF	0.00	0.00	514.14	0.00 %	514.14
Total Revenue	<u>0.00</u>	<u>0.00</u>	<u>514.14</u>	<u>0.00 %</u>	<u>514.14</u>
Expenses					
IMRF Expenses	20,100.00	3,350.00	12,710.50	63.24 %	9,360.50
Total Expenses	<u>20,100.00</u>	<u>3,350.00</u>	<u>12,710.50</u>	<u>63.24 %</u>	<u>9,360.50</u>
Excess Revenues less Expenses	<u>\$ (20,100.00)</u>	<u>\$ (3,350.00)</u>	<u>\$ (12,196.36)</u>	<u>60.68 %</u>	<u>(8,846.36)</u>
FICA FUND					
Revenues					
Property Taxes Collections-FICA	0.00	0.00	381.93	0.00 %	381.93
Total Revenue	<u>0.00</u>	<u>0.00</u>	<u>381.93</u>	<u>0.00 %</u>	<u>381.93</u>
Expenses					
FICA	118,308.00	19,718.00	18,606.83	15.73 %	(1,111.17)
Total Expenses	<u>118,308.00</u>	<u>19,718.00</u>	<u>18,606.83</u>	<u>15.73 %</u>	<u>(1,111.17)</u>

Winnetka-Northfield Public Library District
Statement of Revenues and Expenditures - Modified Cash Basis
For the 2 Months Ended August 31, 2022

Prorated Budget Percentage Spent: 16.67%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year to Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
FICA FUND					
Excess Revenues less Expenses	<u>\$ (118,308.00)</u>	<u>\$ (19,718.00)</u>	<u>\$ (18,224.90)</u>	<u>15.40 %</u>	<u>1,493.10</u>
UNEMPLOYMENT FUND					
Revenues					
Property Taxes Collections-Unemployment	<u>0.00</u>	<u>0.00</u>	<u>5.88</u>	<u>0.00 %</u>	<u>5.88</u>
Total Revenue	<u>0.00</u>	<u>0.00</u>	<u>5.88</u>	<u>0.00 %</u>	<u>5.88</u>
Expenses					
Unemployment	<u>1.00</u>	<u>0.17</u>	<u>0.00</u>	<u>0.00 %</u>	<u>(0.17)</u>
Total Expenses	<u>1.00</u>	<u>0.17</u>	<u>0.00</u>	<u>0.00 %</u>	<u>(0.17)</u>
Excess Revenues less Expenses	<u>\$ (1.00)</u>	<u>\$ (0.17)</u>	<u>\$ 5.88</u>	<u>(588.00)%</u>	<u>6.05</u>

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

August 1, 2022 - August 31, 2022

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Vendor Checks						
MANGO LANGUAGES				3590	08/31/22	<u>4,071.95</u>
10-1-5346	Online Database - Winnetka	Voided check - cashed by the vendor	4,071.95			
Book Stall				3637	08/04/22	<u>215.20</u>
10-1-5340	Books-Fiction-Adult-Winnetka	Invoice #421810	140.80			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Invoice #420727	46.40			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Invoice #421395	28.00			
Clarence Goodman				3638	08/04/22	<u>290.00</u>
10-0-5908	Programming - Adult	Murder, Mayhem, and the Mob	290.00			
Core Health & Wellness, Inc.				3639	08/04/22	<u>400.00</u>
10-0-5908	Programming - Adult	Exercise (4 sessions)	200.00			
10-0-5908	Programming - Adult	Exercise (4 sessions)	200.00			
Esscoe L.L.C.				3640	08/04/22	<u>668.60</u>
10-0-5134	Software	Invoice #53526	486.96			
10-0-5136	Hardware	Invoice #53562	181.64			
Great Oaks Landscaping, Inc.				3641	08/04/22	<u>175.00</u>
70-0-5750	Landscaping	Invoice #15175	175.00			
Gregory Kolb				3642	08/04/22	<u>63.99</u>
10-0-4150	Lost/Damaged Materials	Gregory Kolb	63.99			
Jennifer Barnes				3643	08/04/22	<u>200.00</u>
10-0-5908	Programming - Adult	Organizing Quick Tips and Cool Hacks	200.00			
Library Pass, Inc.				3644	08/04/22	<u>1,293.75</u>
10-1-5345	Books-Digital-Winnetka	Invoice #4460567000067966649	1,293.75			
MANGO LANGUAGES				3645	08/04/22	<u>4,071.95</u>
10-1-5346	Online Database - Winnetka	Invoice #INV010472	4,071.95			
Petra van Nuis				3646	08/04/22	<u>300.00</u>
10-0-5908	Programming - Adult	Hot Summer Swing	300.00			
Quench USA, Inc.				3647	08/04/22	<u>7.85</u>
10-0-5122	Breakroom Supplies	Invoice #INV04231805	7.85			
SkillShare, Inc.				3648	08/04/22	<u>3,975.00</u>
10-1-5346	Online Database - Winnetka	Invoice #INV408	3,975.00			
Stephanie Girardi				3649	08/04/22	<u>158.88</u>
70-0-5750	Landscaping	Plants for new staff garden	158.88			
Technology Management Rev Fund				3650	08/04/22	<u>450.00</u>
10-0-5176	Internet Services	Invoice #T2230519	450.00			
TK Elevators				3651	08/04/22	<u>2,014.52</u>

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

All Bank Accounts

August 1, 2022 - August 31, 2022

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
70-0-5749	Elevators	Invoice #3006732875	2,014.52			
Winnetka Historical Society				3652	08/04/22	<u>200.00</u>
10-0-5908	Programming - Adult	Winnetka's Oldest Houses	200.00			
Monica Dombrowski				3653	08/04/22	<u>287.69</u>
10-0-5116	Professional Development	Travel and meal reimbursement	287.69			
U.S. Postal Service				3654	08/04/22	<u>815.23</u>
10-0-5722	PR Source/Mailers	Permit #85	815.23			
Be40Strong				3656	08/18/22	<u>250.00</u>
10-0-5908	Programming - Adult	September exercise program	250.00			
Book Stall				3657	08/18/22	<u>73.56</u>
10-1-5340	Books-Fiction-Adult-Winnetka	Invoice #422469	57.60			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Invoice #424179	15.96			
Chicago Elevator & Lift, Inc.				3658	08/18/22	<u>4,000.00</u>
70-0-5782	Equipment	Invoice #4164	4,000.00			
Cupello Mechanical				3659	08/18/22	<u>3,075.00</u>
10-0-5882	Building	Invoice #2018	1,325.00			
10-0-5882	Building	Invoice #2017	1,750.00			
Dan Rosa				3660	08/18/22	<u>900.00</u>
10-0-5907	Programming - Youth	Program - Music & Movement	900.00			
Danville Area Community College				3661	08/18/22	<u>50.00</u>
10-0-4150	Lost/Damaged Materials	Lost Item Replacement	50.00			
Emma Forquer				3662	08/18/22	<u>300.00</u>
10-0-5907	Programming - Youth	Program - Mandarin Bilingual Storytime	300.00			
Engberg Anderson, Inc.				3663	08/18/22	<u>1,711.91</u>
10-0-5743	Consultants	Invoice #22344600-3	1,711.91			
Eugene Flynn				3664	08/18/22	<u>150.00</u>
10-0-5908	Programming - Adult	Program - A Visit to the Netherlands and Belgium	150.00			
Greenfield Consulting, LLC				3665	08/18/22	<u>75.00</u>
10-0-5908	Programming - Adult	Program - Medicare 101	75.00			
Gregory Kolb				3666	08/18/22	<u>63.99</u>
10-0-4150	Lost/Damaged Materials	WNK Patron refund	63.99			
Isabel Raci				3667	08/18/22	<u>450.00</u>
10-0-5908	Programming - Adult	Program - Chair Yoga	450.00			
Tee Jay Service Company, Inc				3668	08/18/22	<u>863.50</u>
70-0-5755	Automatic Doors	Invoice #190491	863.50			
Winnetka-Northfield Chamber of Commerce				3669	08/18/22	<u>435.00</u>

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

All Bank Accounts

August 1, 2022 - August 31, 2022

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5731	Memberships	Membership Dues 10/1/22 - 9/30/23	435.00			
ANTHONY SCOPELLITI LANDSCAPING, INC.				3670	08/31/22	<u>1,000.00</u>
70-0-5750	Landscaping	Invoice #24048	1,000.00			
AT&T				3671	08/31/22	<u>336.37</u>
10-0-5176	Internet Services	Invoice #S663007007-22222	336.37			
Book Stall				3672	08/31/22	<u>21.60</u>
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Invoice #425070	21.60			
Buckletown Productions LLC				3673	08/31/22	<u>100.00</u>
10-0-5908	Programming - Adult	Program - If the walls could talk	100.00			
Catapult				3674	08/31/22	<u>35.00</u>
10-0-5115	Flexible Spending Account	Invoice #00112298	35.00			
Cheryl Bickford				3675	08/31/22	<u>200.00</u>
10-0-5908	Programming - Adult	Program - Create a Forever Paper Flower	200.00			
Chicago Tribune				3676	08/31/22	<u>168.89</u>
10-1-5342	Periodicals-Winnetka	Invoice #10046207	168.89			
Christopher Daley				3677	08/31/22	<u>325.00</u>
10-0-5908	Programming - Adult	Program - Bonnie and Clyde	325.00			
Funny Valentine Press				3678	08/31/22	<u>225.00</u>
10-0-5908	Programming - Adult	Program - Windy City on the Air	225.00			
Gary Wenstrup				3679	08/31/22	<u>225.00</u>
10-0-5908	Programming - Adult	Program - History of Rod Stewart	225.00			
Henrichsen's				3680	08/31/22	<u>120.50</u>
70-0-5799	Misc Services	Invoice #114262	120.50			
Lee Bey				3681	08/31/22	<u>500.00</u>
10-0-5908	Programming - Adult	Program - Southern Exposure	500.00			
Library Ideas, LLC				3682	08/31/22	<u>2,667.00</u>
10-1-5444	Audio Books-Juv-Winnetka	Invoice #92145	1,618.20			
10-1-5444	Audio Books-Juv-Winnetka	Invoice #92516	515.40			
10-1-5444	Audio Books-Juv-Winnetka	Invoice #92515	533.40			
Mary Colleen Klimczak				3683	08/31/22	<u>150.00</u>
10-0-5908	Programming - Adult	Program - Get Organized and Stress Less	150.00			
Monica Dombrowski				3684	08/31/22	<u>33.94</u>
10-0-5308	Reading Programs	Dombrowski - Walgreens supplies end of summer party	11.98			
10-0-5308	Reading Programs	Dombrowski - Jewel supplies for end of summer party	21.96			
Quench USA, Inc.				3685	08/31/22	<u>7.14</u>

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

August 1, 2022 - August 31, 2022

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5122	Breakroom Supplies	Invoice #INV04298045	7.14			
Ryan Kleczynski				3686	08/31/22	<u>230.00</u>
10-0-5308	Reading Programs	R and B City DJ - end of summer party	230.00			
Sydney Clark				3687	08/31/22	<u>12.50</u>
10-0-5308	Reading Programs	Employee Reimbursement - Balloons - end of summer party	12.50			
Tee Jay Service Company, Inc				3688	08/31/22	<u>337.50</u>
70-0-5755	Automatic Doors	Invoice #191030	337.50			
Terrence Lynch				3689	08/31/22	<u>300.00</u>
10-0-5908	Programming - Adult	Program - Andrew Carnegie's Gospel of Wealth	300.00			
Winnetka-Northfield Chamber of Commerce				3690	08/31/22	<u>325.00</u>
10-0-5724	PR Marketing/Advertising	Invoice #46193	200.00			
10-0-5731	Memberships	Invoice #45953	125.00			
MERCHANTS DELIVERY SERVICE				17248	08/11/22	<u>525.00</u>
10-0-5138	Delivery Service	Merchants Delivery Service	525.00			
CDW-G				17249	08/11/22	<u>1,326.07</u>
10-0-5885	Computer Equipment	Invoice #BP42523	1,326.07			
COOPERATIVE COMPUTER SERVICES				17250	08/11/22	<u>1,953.00</u>
10-0-5134	Software	Reference #2024	1,953.00			
DEMCO				17251	08/11/22	<u>511.11</u>
10-0-5120	Library Supplies	Invoice #7157322	511.11			
PITNEY BOWES				17252	08/11/22	<u>100.00</u>
10-0-5123	Postage	PITNEY BOWES	100.00			
Warehouse Direct				17253	08/11/22	<u>1,003.98</u>
70-0-5725	Janitorial Supplies	Invoice #5295503-0	116.50			
70-0-5725	Janitorial Supplies	Invoice #5296133-0	154.52			
70-0-5725	Janitorial Supplies	Invoice #5295496-0	600.16			
70-0-5725	Janitorial Supplies	Invoice #5288765-0	132.80			
Oxford University Press				17254	08/11/22	<u>1,578.27</u>
10-1-5346	Online Database - Winnetka	Invoice #X115475303	1,578.27			
OVERDRIVE INC.				17255	08/11/22	<u>20,095.39</u>
10-1-5345	Books-Digital-Winnetka	Invoice #01018MA22288652	1,089.63			
10-1-5345	Books-Digital-Winnetka	Invoice #01018MA22290050	9,393.78			
10-1-5345	Books-Digital-Winnetka	Invoice #01018CP22291321	9,611.98			
HR Source				17256	08/11/22	<u>1,457.50</u>
10-0-5745	HR Consultant	Invoice #16442	1,457.50			
HOOPLA (MIDWEST TAPE)				17257	08/11/22	<u>2,106.91</u>
10-1-5345	Books-Digital-Winnetka	Invoice #502469090	2,106.91			

Winnetka-Northfield Public Library District

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August 1, 2022 - August 31, 2022

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Kanopy				17258	08/11/22	<u>569.00</u>
10-1-5345	Books-Digital-Winnetka	Invoice #307145-PPU	569.00			
QUILL CORPORATION				17259	08/11/22	<u>140.39</u>
10-0-5121	Office Supplies	Invoice #26755451	22.26			
10-0-5122	Breakroom Supplies	Invoice #26754859	118.13			
Baker & Taylor				17260	08/11/22	<u>4,026.20</u>
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	687.79			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	154.65			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	15.26			
10-0-5120	Library Supplies	Baker & Taylor	47.36			
10-0-5120	Library Supplies	Baker & Taylor	29.36			
10-0-5120	Library Supplies	Baker & Taylor	34.53			
10-0-5120	Library Supplies	Baker & Taylor	6.84			
10-0-5120	Library Supplies	Baker & Taylor	4.53			
10-0-5120	Library Supplies	Baker & Taylor	11.07			
10-0-5120	Library Supplies	Baker & Taylor	62.26			
10-0-5120	Library Supplies	Baker & Taylor	59.25			
10-0-5120	Library Supplies	Baker & Taylor	1.47			
10-0-5120	Library Supplies	Baker & Taylor	16.28			
10-0-5120	Library Supplies	Baker & Taylor	9.78			
10-0-5120	Library Supplies	Baker & Taylor	28.63			
10-0-5120	Library Supplies	Baker & Taylor	1.47			
10-0-5120	Library Supplies	Baker & Taylor	2.92			
10-0-5120	Library Supplies	Baker & Taylor	0.97			
10-0-5120	Library Supplies	Baker & Taylor	5.88			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Baker & Taylor	874.58			
10-2-5341	Books-Non-Fiction-Adult-Northfield	Baker & Taylor	189.51			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	44.10			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	187.66			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	95.93			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	153.72			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	23.65			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	55.46			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	57.15			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	56.67			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	217.16			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	474.10			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	175.38			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	138.55			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	13.49			

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

August 1, 2022 - August 31, 2022

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	14.24			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	13.49			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	61.06			
Midwest Tape				17261	08/11/22	<u>850.23</u>
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	23.24			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	29.99			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	23.98			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	168.67			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	220.42			
10-1-5443	DVDs-Juv-Winnetka	Midwest Tape	11.24			
10-2-5443	DVDs-Juv-Northfield	Midwest Tape	12.73			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	113.21			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	41.98			
10-1-5344	Audio Books-Adult-Winnetka	Midwest Tape	44.99			
10-1-5344	Audio Books-Adult-Winnetka	Midwest Tape	29.99			
10-2-5344	Audio Books-Adult-Northfield	Midwest Tape	44.99			
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	2.50			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	5.00			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	10.00			
10-0-5120	Library Supplies	Midwest Tape	20.00			
10-0-5120	Library Supplies	Midwest Tape	24.80			
Baker & Taylor				17262	08/11/22	<u>6,449.63</u>
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	5.64			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	13.49			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	13.49			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	14.24			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	46.37			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	5.64			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	66.35			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	16.76			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	13.49			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	58.37			
10-1-5441	Books-Non-Fiction, Easy, & JH-Winnetka	Baker & Taylor	59.85			
10-1-5441	Books-Non-Fiction, Easy, & JH-Winnetka	Baker & Taylor	204.71			

Winnetka-Northfield Public Library District

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August 1, 2022 - August 31, 2022

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-2-5441	Books-Non-Fiction, Easy, & JH-Northfield	Baker & Taylor	83.43			
10-2-5441	Books-Non-Fiction, Easy, & JH-Northfield	Baker & Taylor	222.09			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	247.51			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	320.90			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	11.89			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	541.77			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	142.50			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	354.49			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	111.26			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	100.23			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	409.17			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	15.82			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	47.46			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	32.52			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	516.44			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	110.14			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	123.41			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	45.77			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	117.21			
10-0-5120	Library Supplies	Baker & Taylor	18.98			
10-0-5120	Library Supplies	Baker & Taylor	15.29			
10-0-5120	Library Supplies	Baker & Taylor	22.47			
10-0-5120	Library Supplies	Baker & Taylor	30.70			
10-0-5120	Library Supplies	Baker & Taylor	38.86			
10-0-5120	Library Supplies	Baker & Taylor	35.31			
10-0-5120	Library Supplies	Baker & Taylor	8.56			
10-0-5120	Library Supplies	Baker & Taylor	9.30			
10-0-5120	Library Supplies	Baker & Taylor	29.86			
10-0-5120	Library Supplies	Baker & Taylor	1.47			
10-0-5120	Library Supplies	Baker & Taylor	1.47			
10-0-5120	Library Supplies	Baker & Taylor	12.62			
10-0-5120	Library Supplies	Baker & Taylor	42.87			
10-0-5120	Library Supplies	Baker & Taylor	36.03			
10-0-5120	Library Supplies	Baker & Taylor	10.68			
10-0-5120	Library Supplies	Baker & Taylor	6.02			
10-0-5120	Library Supplies	Baker & Taylor	11.65			
10-0-5120	Library Supplies	Baker & Taylor	0.97			
10-0-5120	Library Supplies	Baker & Taylor	1.47			
10-0-5120	Library Supplies	Baker & Taylor	82.04			
10-0-5120	Library Supplies	Baker & Taylor	30.54			
10-0-5120	Library Supplies	Baker & Taylor	0.64			
10-0-5120	Library Supplies	Baker & Taylor	1.47			

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10-0-5120	Library Supplies	Baker & Taylor	1.47			
10-0-5120	Library Supplies	Baker & Taylor	1.47			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Baker & Taylor	402.73			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Baker & Taylor	385.02			
10-2-5341	Books-Non-Fiction-Adult-Northfield	Baker & Taylor	117.34			
10-2-5341	Books-Non-Fiction-Adult-Northfield	Baker & Taylor	80.02			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	94.86			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	13.49			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	151.63			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	57.58			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	87.90			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	492.47			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	14.24			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	14.24			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	13.49			
Midwest Tape				17263	08/11/22	<u>398.36</u>
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	113.94			
10-1-5443	DVDs-Juv-Winnetka	Midwest Tape	18.73			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	18.74			
10-1-5344	Audio Books-Adult-Winnetka	Midwest Tape	119.97			
10-2-5344	Audio Books-Adult-Northfield	Midwest Tape	79.98			
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	4.90			
10-0-5120	Library Supplies	Midwest Tape	24.60			
10-0-5120	Library Supplies	Midwest Tape	7.50			
Baker & Taylor				17264	08/11/22	<u>470.31</u>
10-0-5120	Library Supplies	Baker & Taylor	39.11			
10-0-5120	Library Supplies	Baker & Taylor	44.68			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	191.45			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	184.91			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	10.16			
ROTARY CLUB OF WINNETKA-NORTHFIELD				17277	08/25/22	<u>125.00</u>
10-0-5731	Memberships	Rotary Club Dues July - September 2022	125.00			
QUILL CORPORATION				17278	08/25/22	<u>102.81</u>
10-0-5121	Office Supplies	Invoice #26955102	54.54			
10-0-5121	Office Supplies	Invoice #26855858	26.30			
10-0-5121	Office Supplies	Invoice #26827947	21.97			

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DD Facility Services				17279	08/25/22	<u>8,000.00</u>
70-0-5748	Building Maintenance Service	Invoice #0718-0009	8,000.00			
Philadelphia Insurance Companies				17280	08/25/22	<u>8,917.00</u>
10-0-5150	Liability Insurance Costs	Invoice #2004787612	8,917.00			
DE LAGE LANDEN FINANCIALSVCS.				17281	08/25/22	<u>1,868.47</u>
70-0-5746	Photocopier Leases	Invoice #77297091	1,868.47			
IMPACT NETWORKING				17282	08/25/22	<u>264.75</u>
10-0-5121	Office Supplies	Invoice #2645550	264.75			
VILLAGE OF WINNETKA				17283	08/25/22	<u>26,711.97</u>
10-0-5111	Health Insurance	Invoice #2022-00000008	26,711.97			
BIBLIOTHECA, LLC				17284	08/25/22	<u>655.26</u>
10-1-5345	Books-Digital-Winnetka	Invoice #INV-US56909	655.26			
CDW-G				17285	08/25/22	<u>635.76</u>
10-0-5134	Software	Invoice #BX38585	635.76			
Lauterbach & Amen, LLP				17286	08/25/22	<u>1,725.00</u>
10-0-5131	Accounting and Bookkeeping	Invoice #68956	1,725.00			
DocuFree Corporation				17287	08/25/22	<u>2,400.00</u>
10-0-5134	Software	Invoice #202200923	2,400.00			
Warehouse Direct				17288	08/25/22	<u>113.04</u>
70-0-5725	Janitorial Supplies	Invoice #5304563-0	113.04			
DELTA DENTAL PLAN OF ILLINOIS				17289	08/25/22	<u>725.05</u>
10-0-5111	Health Insurance	Invoice #1595748	725.05			
Baker & Taylor				17290	08/25/22	<u>1,929.83</u>
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	405.56			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	272.49			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	186.38			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	145.28			
10-0-5120	Library Supplies	Baker & Taylor	36.39			
10-0-5120	Library Supplies	Baker & Taylor	6.19			
10-0-5120	Library Supplies	Baker & Taylor	46.31			
10-0-5120	Library Supplies	Baker & Taylor	2.43			
10-0-5120	Library Supplies	Baker & Taylor	4.40			
10-0-5120	Library Supplies	Baker & Taylor	15.33			
10-0-5120	Library Supplies	Baker & Taylor	7.49			
10-0-5120	Library Supplies	Baker & Taylor	3.58			
10-0-5120	Library Supplies	Baker & Taylor	3.06			
10-0-5120	Library Supplies	Baker & Taylor	41.76			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Baker & Taylor	110.71			
10-2-5341	Books-Non-Fiction-Adult-Northfield	Baker & Taylor	18.99			

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	314.58			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	26.98			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	75.16			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	45.83			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	30.04			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	33.94			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	26.98			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	56.48			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	13.49			
Midwest Tape				17291	08/25/22	<u>960.38</u>
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	29.99			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	137.20			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	21.74			
10-1-5443	DVDs-Juv-Winnetka	Midwest Tape	69.72			
10-1-5443	DVDs-Juv-Winnetka	Midwest Tape	29.99			
10-2-5443	DVDs-Juv-Northfield	Midwest Tape	53.97			
10-2-5443	DVDs-Juv-Northfield	Midwest Tape	29.99			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	20.99			
10-1-5344	Audio Books-Adult-Winnetka	Midwest Tape	44.99			
10-1-5344	Audio Books-Adult-Winnetka	Midwest Tape	39.99			
10-1-5444	Audio Books-Juv-Winnetka	Midwest Tape	371.92			
10-2-5344	Audio Books-Adult-Northfield	Midwest Tape	39.99			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	7.50			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	7.50			
10-0-5120	Library Supplies	Midwest Tape	20.00			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	14.90			
10-0-5120	Library Supplies	Midwest Tape	2.50			
Baker & Taylor				17292	08/25/22	<u>2,045.72</u>
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	374.60			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	166.24			
10-0-5120	Library Supplies	Baker & Taylor	31.69			
10-0-5120	Library Supplies	Baker & Taylor	29.60			
10-0-5120	Library Supplies	Baker & Taylor	31.05			
10-0-5120	Library Supplies	Baker & Taylor	13.79			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Baker & Taylor	623.69			

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10-1-5341	Books-Non-Fiction-Adult-Winnetka	Baker & Taylor	417.49			
10-2-5341	Books-Non-Fiction-Adult-Northfield	Baker & Taylor	83.32			
10-2-5341	Books-Non-Fiction-Adult-Northfield	Baker & Taylor	176.45			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	60.19			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	37.61			
COMED				17305	08/31/22	<u>858.33</u>
10-2-5171	Electricity - Northfield	6/16/22 - 7/18/22 ComEd Utilities	858.33			
COMCAST				17306	08/31/22	<u>71.95</u>
10-0-5176	Internet Services	7/11/22 - 8/10/22 Comcast Payment	71.95			
NICOR				17307	08/31/22	<u>139.79</u>
10-2-5174	Natural Gas - Northfield	NICOR	139.79			
NORTH SHORE GAS				17308	08/31/22	<u>448.96</u>
10-1-5174	Natural Gas - Winnetka	NORTH SHORE GAS	448.96			
VILLAGE OF WINNETKA				17309	08/31/22	<u>4,689.58</u>
10-1-5171	Electricity - Winnetka	VILLAGE OF WINNETKA	60.60			
10-1-5171	Electricity - Winnetka	VILLAGE OF WINNETKA	4,039.47			
10-1-5171	Electricity - Winnetka	VILLAGE OF WINNETKA	91.65			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	75.52			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	2.00			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	185.20			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	22.60			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	79.38			
10-1-5173	Storm Sewer - Winnetka	VILLAGE OF WINNETKA	133.16			
PITNEY BOWES				17310	08/31/22	<u>100.00</u>
10-0-5123	Postage	PITNEY BOWES	100.00			
VILLAGE OF NORTHFIELD				17311	08/31/22	<u>40.42</u>
10-2-5172	Water - Northfield	VILLAGE OF NORTHFIELD	40.42			
COMED				17312	08/31/22	<u>835.44</u>
10-2-5171	Electricity - Northfield	COMED	835.44			
NATIONWIDE RETIREMENT SOLUTIONS				17313	08/31/22	<u>1,375.00</u>
10-0-2040	457 withholding	NATIONWIDE RETIREMENT SOLUTIONS	1,375.00			
NATIONWIDE RETIREMENT SOLUTIONS				17314	08/31/22	<u>1,375.00</u>
10-0-2040	457 withholding	NATIONWIDE RETIREMENT SOLUTIONS	1,375.00			
First Bankcard				17315	08/31/22	<u>7,066.85</u>
10-0-5907	Programming - Youth	Garrity - Programming Supplies	2.20			
10-0-5907	Programming - Youth	Garrity - Programming Supplies	42.53			
10-0-5907	Programming - Youth	Garrity - Programming Supplies	13.95			
10-0-5907	Programming - Youth	Garrity - Programming Supplies	17.99			
10-0-5907	Programming - Youth	Garrity - Programming Supplies	34.18			
10-0-5907	Programming - Youth	Garrity - Programming Supplies	15.99			

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10-0-5907	Programming - Youth	Garrity - Programming Supplies	-8.99			
10-0-5907	Programming - Youth	Garrity - Programming Supplies	29.99			
10-0-5907	Programming - Youth	Garrity - Programming Supplies	99.77			
10-0-5907	Programming - Youth	Garrity - Programming Supplies	22.70			
10-0-5907	Programming - Youth	Garrity - Programming Supplies	66.20			
10-0-5907	Programming - Youth	Garrity - Programming Supplies	87.93			
10-0-5907	Programming - Youth	Garrity - Programming Supplies	106.73			
10-0-5907	Programming - Youth	Garrity - Passive Programming Supplies	9.99			
10-0-5907	Programming - Youth	Garrity - Programming Supplies	131.84			
10-0-5907	Programming - Youth	Garrity - Programming Supplies	17.16			
10-0-5907	Programming - Youth	Garrity - Programming Supplies	27.43			
10-0-5907	Programming - Youth	Garrity - Programming Supplies	27.32			
10-0-5907	Programming - Youth	Garrity - Programming Supplies	119.60			
10-0-5907	Programming - Youth	Quish - Youth Programming Supplies	562.50			
10-0-5908	Programming - Adult	Mall - Event speaker fee	250.00			
10-0-5121	Office Supplies	Garrity - Youth sized masks	15.98			
10-0-5121	Office Supplies	Volny - Notebook Refill Pages	32.90			
10-1-5445	Video Games-Juv-Winnetka	Garrity - YS Videogames	54.79			
10-1-5445	Video Games-Juv-Winnetka	Garrity - YS Videogames	330.83			
10-0-5123	Postage	Dombrowski - Postage Machine Supplies	59.49			
10-1-5340	Books-Fiction-Adult-Winnetka	Mall - Materials	41.67			
10-0-5134	Software	Swenson - Deep Freeze for PC	12.71			
10-0-5134	Software	Swenson - Deep Freeze for Mac	76.22			
10-0-5134	Software	Swenson - Deep Freeze for PC	346.50			
10-0-5134	Software	Swenson - Deep Freeze Tax Refund	-1.16			
10-0-5134	Software	Swenson - Deep Freeze Tax Refund	-6.92			
10-0-5134	Software	Swenson - Deep Freeze Tax Refund	-31.50			
10-0-5134	Software	Swenson - Adobe Creative Cloud Subscriptions	278.91			
10-0-5134	Software	Mall - Virtual event hosting	124.97			
10-0-5134	Software	Dombrowski - Library Zoom Account	14.99			
10-0-5134	Software	Dombrowski - WhenIWork Scheduling Software	80.00			
10-0-5177	Technology - Website	Swenson - Website Hosting and Backup	25.00			
10-0-5308	Reading Programs	Dombrowski - Summer Party Ice Cream Truck Deposit	75.00			
10-0-5308	Reading Programs	Garrity - Summer Reading Prize	458.43			
10-0-5308	Reading Programs	Garrity - Summer Reading Prize	32.94			
10-0-5719	Board Expenses	Kline - Tumbler for Board Member	35.00			
10-0-5721	PR Promotional	Quish - Space Planning	83.91			
10-0-5723	PR Supplies	Quish - Supplies	31.30			
10-0-5723	PR Supplies	Quish - Supplies/4th of July book covers	35.04			
10-0-5723	PR Supplies	Quish - 4th of July book covers	86.21			
10-0-5723	PR Supplies	Quish - Department Supplies	290.90			
10-0-5723	PR Supplies	Quish - Credit	-24.02			
10-0-5906	Programming - Studio	Kline - Vinyl for Silhouette	10.99			
10-0-5906	Programming - Studio	Kline - NF Program Mats	29.99			
10-0-5906	Programming - Studio	Kline - Supplies for 4th of July Program	71.87			
10-0-5906	Programming - Studio	Kline - Prog mats for NF	37.03			
10-0-5906	Programming - Studio	Kline - Resin for Prog	50.49			
10-0-5906	Programming - Studio	Kline - Prog Mats for Engraving Platters	55.17			

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10-0-5906	Programming - Studio	Kline - Bibs for Embroidery Display	19.99			
10-0-5906	Programming - Studio	Kline - Tumblers for Silicone Prog	110.48			
10-0-5906	Programming - Studio	Kline - Blades for Silhouette	30.15			
10-0-5906	Programming - Studio	Kline - Materials for Flower Press Program	40.93			
10-0-5906	Programming - Studio	Kline - Vinyl for Silhouette	43.52			
10-0-5906	Programming - Studio	Kline - Stain pens for staff	15.35			
10-0-5906	Programming - Studio	Kline - Prog mats for NF	29.60			
10-0-5906	Programming - Studio	Kline - Prog mats for NF	14.95			
10-0-5906	Programming - Studio	Kline - Mats for Silicone Engraving	15.99			
10-0-5731	Memberships	Kline - ILA Membership	150.00			
10-0-5732	Staff Recognition/Events/Meetings	Kline - Gift Card for Employee	50.00			
10-0-5732	Staff Recognition/Events/Meetings	Dombrowski - Assorted Birthday Cards for Staff	36.99			
10-0-5732	Staff Recognition/Events/Meetings	Dombrowski - Birthday Giftcards for Staff	200.00			
10-0-5732	Staff Recognition/Events/Meetings	Dombrowski - Treats for Independence Day Parade	16.18			
10-0-5120	Library Supplies	Mall - Service desk fan	14.99			
10-0-5120	Library Supplies	Mall - Tech Services supplies	7.95			
10-0-5120	Library Supplies	Volny - Packing Tape	21.90			
10-0-5884	Equipment/Furniture	Dombrowski - Hose Extension	15.99			
10-0-5884	Equipment/Furniture	Dombrowski - Additional Soaker Hose for New Trees	36.99			
10-0-5884	Equipment/Furniture	Dombrowski - Umbrella for Picnic Table	108.97			
10-0-5884	Equipment/Furniture	Dombrowski - Hose & Hose Splitter for Garden	127.96			
10-0-5884	Equipment/Furniture	Dombrowski - Soaker Hose for New Trees	35.99			
10-0-5884	Equipment/Furniture	Dombrowski - Picnic Table for Staff Area	399.98			
10-0-5884	Equipment/Furniture	Dombrowski - Floor Mat for Northfield	26.99			
10-0-5884	Equipment/Furniture	Mall - Table for outreach events	71.99			
10-0-5884	Equipment/Furniture	Mall - Sprinkler	19.97			
10-0-5884	Equipment/Furniture	Kline - LoT for Outside Movies	399.00			
10-0-5884	Equipment/Furniture	Kline - LoT Portable DVDs	79.99			
10-0-5884	Equipment/Furniture	Kline - Faucet for Space	32.99			
10-0-5884	Equipment/Furniture	Kline - Game for LoT	41.99			
10-0-5884	Equipment/Furniture	Kline - Game for LoT	47.71			
10-0-5898	Miscellaneous	Dombrowski - Staff Parking Passes	50.00			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Mall - Materials	14.05			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Mall - Materials	28.95			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Mall - Materials	27.95			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Mall - Materials	26.10			
10-1-5440	Books-Fiction-Juv-Winnetka	Garrity - Patron Request YS Fiction	19.99			
10-1-5440	Books-Fiction-Juv-Winnetka	Mall - Materials	12.11			
10-0-5114	Professional Development	Mall - Professional development course	129.58			

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Check Register

All Bank Accounts

August 1, 2022 - August 31, 2022

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
COMCAST 10-0-5176	Internet Services	COMCAST	314.95	17316	08/31/22	<u>314.95</u>
Check List Total						<u><u>157,435.67</u></u>

AUGUST 2022 DIRECTOR'S REPORT

Staff Updates

- Anniversaries: Sandy Penn, Studio Specialist 8/6 (4 years); Mark Winter, Branch Services Assistant 8/14 (4 years); Courtney Volny, Customer Relations Manager 8/15 (6 years); Jim Young, Page 8/15 (6 years)
- Goings: Youth Services Manager Amanda Garrity submitted her resignation and will be leaving to stay home with her children. Her last day will be Friday, 10/14. A search for her replacement is underway.
- Moves/Promotions:
 - Branch Services Librarian Sydney Clark will be moved into the newly created Community Engagement Librarian role. She will continue to report to Branch Services Manager Melissa Morgan and work out of Northfield.
 - Customer Relations Assistant Ben Weinstein will be promoted to PT Branch Services Librarian to backfill for Sydney. He will also report to Melissa and work at Northfield. A search for Ben's replacement is underway.

General News

- 604 patrons finished our Summer Reading Program, which was on par with last year. We also had more than 300 people attend our End of Summer Party!
- Branch Services Librarian Sydney and Adult Services Assistant Betsy Griebenow attended a Rotary Club meeting to share news and promote programs and resources.

Finances (Target = 16.67% based on 2 months into our fiscal year)

- We are at 1.4% of our expected operating revenues (below budget due to Cook County shortfall).
- We are at 13.92% of our budgeted operating expenses (below budget).

Programming

Youth

Category	22AUG	21AUG	Mo. % +/-	FY22-23 YTD	FY21-22 YTD	FY % +/-
Programs	35	14	150.00%	95	48	97.92%
Live Attendees	668	136	391.18%	1,674	495	238.18%
Recording Attendees	0	N/A	N/A	0	N/A	N/A
Passive Programs	1,324	160	727.50%	3,265	330	889.39%

Highlights

Indoor Camping Party	Families built blanket forts, ate s'mores, and listened to stories under the (projected) stars.
Bilingual Storytime	Families were introduced to Spanish through simple stories, music, and hands-on activities.
Toddler T-Rex Tea Party	YS Manager Amanda provided stories, songs, and treats-along with a special dinosaur guest- for 193 patrons during the last week of summer!

Adults

Category	22AUG	21AUG	Mo. % +/-	FY22-23 YTD	FY21-22 YTD	FY % +/-
Programs	18	13	38.46%	36	32	12.50%
Live Attendees	530	161	229.19%	896	502	78.49%
Recording Attendees	171	N/A	N/A	235	N/A	N/A

Highlights

Hot Summer Swing with Petra the Jazz Singer	Jazz duo Petra Van Nuis & Andy Brown entertained patrons with seasonal songs of summer and sunshine.
Murder, Mayhem, & the Mob: Chicago's Beer Wars	Clarence Goodman spoke about Al Capone, Prohibition, the St. Valentine's Day Massacre, and the relationship between the three.
Exploring Winnetka's Oldest Homes	The Winnetka Historical Society presented information on the Village's most historic homes.

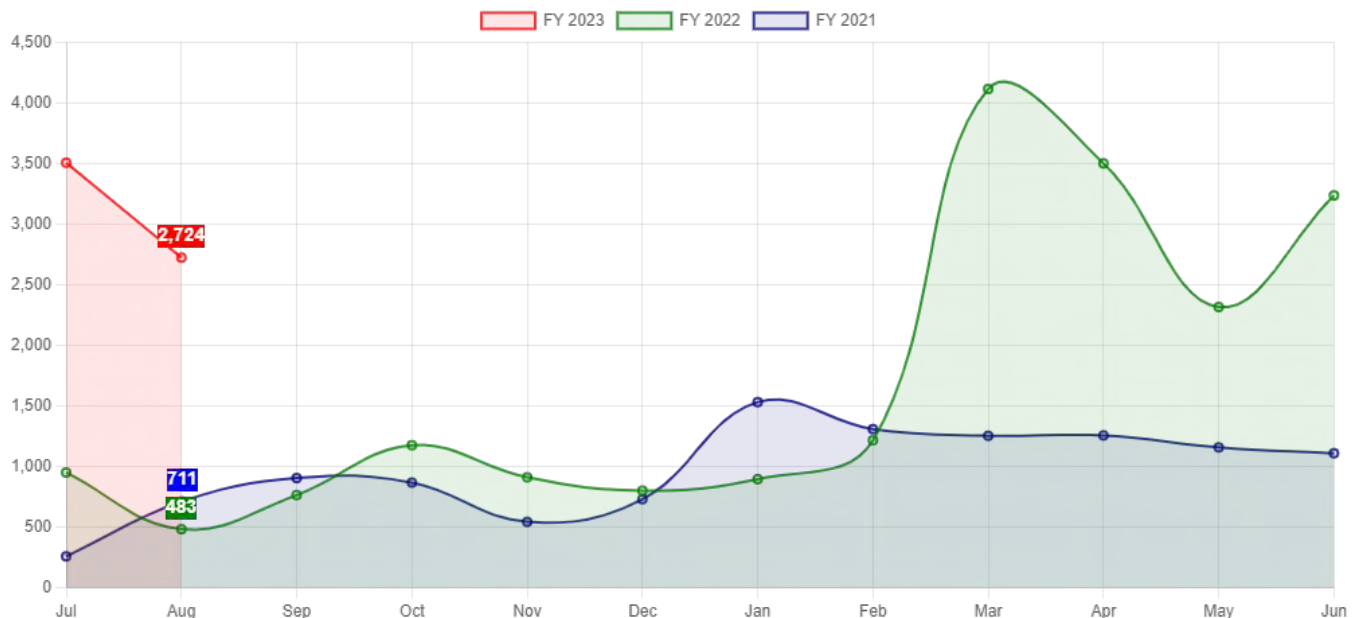
Studio (Digital Services)

Category	22AUG	21AUG	Mo. % +/-	FY22-23 YTD	FY21-22 YTD	FY % +/-
1:1's	132	89	48.31%	215	154	39.61%
Programs	10	5	100.00%	23	15	53.33%
Attendees	31	26	19.23%	161	107	50.47%

Highlights

Botanical Resin Keychains	Patrons learned how to pour resin into molds, add laser cut elements, pressed flowers, and glitter into the clear liquid to make keychains.
House Number Plaques	Patrons used the laser engraver on multi-layered acrylic to create professional-looking address plaques for their houses. The program was so popular, we will be repeating it a few more times to accommodate all the wait-listed patrons.

3 Year Program Attendance Comparison



Community Engagement (Outreach)

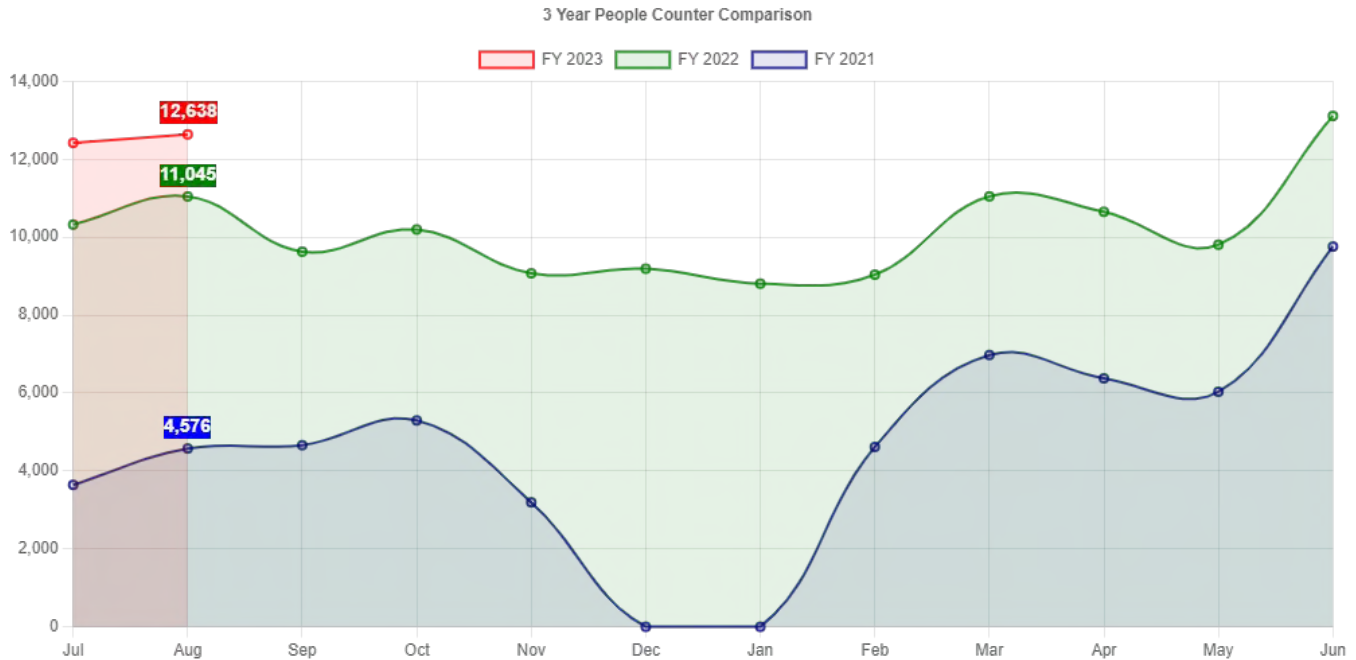
Category	22AUG	21AUG	Mo. % +/-	FY22-23 YTD	FY21-22 YTD	FY % +/-
Youth Events	3	4	-25.00%	6	10	-40.00%
Adult Events	2	N/A	N/A	3	N/A	N/A
Family Events	2	0	N/A	8	8	0.00%
Total Events	7	4	75.00%	17	18	-5.56%
Youth Attendance	60	320	-81.25%	385	700	-45.00%
Adult Attendance	34	N/A	N/A	46	N/A	N/A
Family Attendance	334	185	80.54%	724	385	88.05%
Total Attendance	428	505	-15.25%	1,155	1,085	6.45%

Events: End of Summer Party, WN Farmer’s Market, Books at the Beach, & one Northfield back-to-school night

Services

Visitors

Location	22AUG	21AUG	Mo. % +/-	FY22-23 YTD	FY21-22 YTD	FY % +/-
Winnetka	8,937	7,985	11.92%	17,643	15,267	15.56%
Northfield	3,701	3,060	20.95%	7,416	6,102	21.53%
Total	12,638	11,045	14.42%	25,059	21,369	17.27%



Email Reach

22AUG Subscribers	% of Cardholders	21AUG Subscribers	Click Rate	Open Rate
10,295	78.18%	10,063	1%	50%

*Industry averages for not-for-profits = 1% Click Rate, 37% Open Rate

Cardholder Penetration

Activity	22AUG	21AUG	Mo. % +/-	FY22-23 YTD	FY21-22 YTD	FY % +/-
New Cards	149	133	12.03%	241	142	69.72%
Community	22AUG	21AUG	Mo. % +/-	22AUG %POP	21AUG %POP	% Change
Winnetka	13,168	12,272	7.30%	73.59%	68.14%	5.45%
Northfield	3,248	3,063	6.04%	56.48%	53.26%	3.22%
Kenilworth	542	525	3.24%	21.56%	20.88%	0.68%
TOTAL	13,168	12,272	7.30%	N/A	N/A	N/A

Website Reach/App Usage

Activity	22AUG	21AUG	Mo. % +/-	FY22-23 YTD	FY21-22 YTD	FY % +/-
Website Visits	8,943	8,345	7.17%	17,222	15,957	7.93%
Active App Users	606	583	4.75%			

Curbside Pick Ups

Location	22AUG	21AUG	Mo. % +/-	FY22-23 YTD	FY21-22 YTD	FY % +/-
Winnetka	0	20	-100.00%	7	30	-76.67%
Northfield	0	11	-100.00%	2	18	-88.89%
Total	0	31	-100.00%	9	48	-88.89%

Patron Interactions

Category	22AUG	21AUG	Mo. % +/-	FY22-23 YTD	FY21-22 YTD	FY % +/-
Adult	2,533	3,400	-25.50%	5,055	5,529	-8.57%
Youth	663	636	4.25%	1,334	1,299	2.69%
Digital Services	171	174	-1.72%	337	289	16.61%
Total	3,367	4,210	-20.02%	6,726	7,117	-5.49%

Public Computer Usage

Location	22AUG	21AUG	Mo. % +/-	FY22-23 YTD	FY21-22 YTD	FY % +/-
Winnetka	528	478	10.46%	933	872	7.00%
Northfield	246	198	24.24%	455	402	13.18%
Total	774	676	14.50%	1,388	1,274	8.95%

Hotspot Usage

Location	22AUG	21AUG	Mo. % +/-	FY22-23 YTD	FY21-22 YTD	FY % +/-
Winnetka Sessions	19,787	15,761	25.54%	49,401	31,912	54.80%
Northfield Sessions	3,685	3,877	-4.95%	8,088	7,431	8.84%
Total Sessions	23,472	19,638	19.52%	57,489	39,343	46.12%
Winnetka Bandwidth	410GB	261GB	57.39%	811GB	551GB	47.36%
Northfield Bandwidth	82GB	133GB	-38.64%	148GB	248GB	+40.31%
Total Bandwidth	492GB	394GB	24.96%	959GB	798GB	20.16%

Collections

MTD TOTAL PHYSICAL CIRCULATION

22AUG Physical Circulation	21AUG Physical Circulation	Net Change
34,175	32,407	5.46%

YTD TOTAL PHYSICAL CIRCULATION

FY22-23 YTD Physical Circulation	FY21-22 YTD Physical Circulation	Net Change
67,641	63,737	6.13%

PHYSICAL ADULT (BY LOCATION)

Location	22AUG	21AUG	Mo. % +/-	FY22-23 YTD	FY21-22 YTD	FY % +/-
Winnetka	10,309	10,941	-5.78%	20,126	21,075	-4.50%
Northfield	4,635	4,199	10.38%	9,006	8,681	3.74%

PHYSICAL YOUTH (BY LOCATION)

Location	22AUG	21AUG	Mo. % +/-	FY22-23 YTD	FY21-22 YTD	FY % +/-
Winnetka	15,231	13,456	13.19%	29,920	26,058	14.82%
Northfield	4,000	3,811	4.96%	8,589	7,923	8.41%

PHYSICAL MISCELLANEOUS

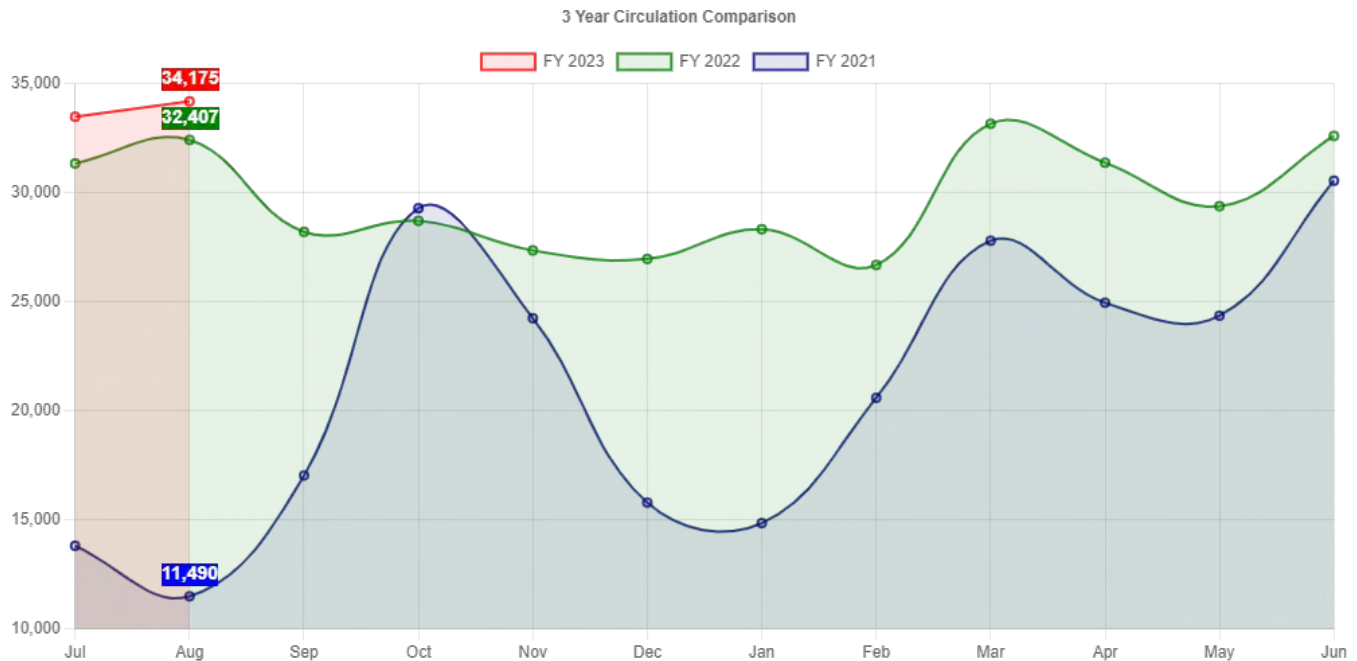
Lending Type	22AUG	21AUG	Mo. & +/-	FY22-23 YTD	FY21-22 YTD	FY % +/-
Kenilworth Patrons	1,198	1,387	-13.63%	2,445	4,556	-46.33%
Borrowed from Other Libraries	1,879	1,955	-3.89%	3,468	4,011	-13.54%

PHYSICAL ADULT (BY TYPE)

Material Type	22AUG	21AUG	Mo. % +/-	FY22-23 YTD	FY21-22 YTD	FY % +/-
Books	9,505	9,672	-1.73%	18,738	18,742	-0.02%
Book - Fiction	5,506	5,589	-1.49%	10,914	10,778	1.26%
Book - Nonfiction	3,999	4,083	-2.06%	7,824	7,964	-1.76%
Audiobook - CD	388	331	17.22%	739	653	13.17%
Music CD	196	162	20.99%	371	249	49.00%
Playaway	82	79	3.80%	149	147	1.36%
DVD/Blu-Ray	2,926	3,283	-10.87%	5,604	6,385	-12.23%
Magazine	196	191	2.62%	464	387	19.90%
Videogame	41	14	192.86%	62	17	264.71%
Devices	8	11	-27.27%	11	13	-15.38%
Non-CCS ILL	56	49	14.29%	79	105	-24.76%
Sent Out	1,514	1,347	12.40%	2,866	3,057	-6.25%
Total	14,944	15,140	-1.29%	29,132	29,756	-2.10%

PHYSICAL YOUTH (BY TYPE)

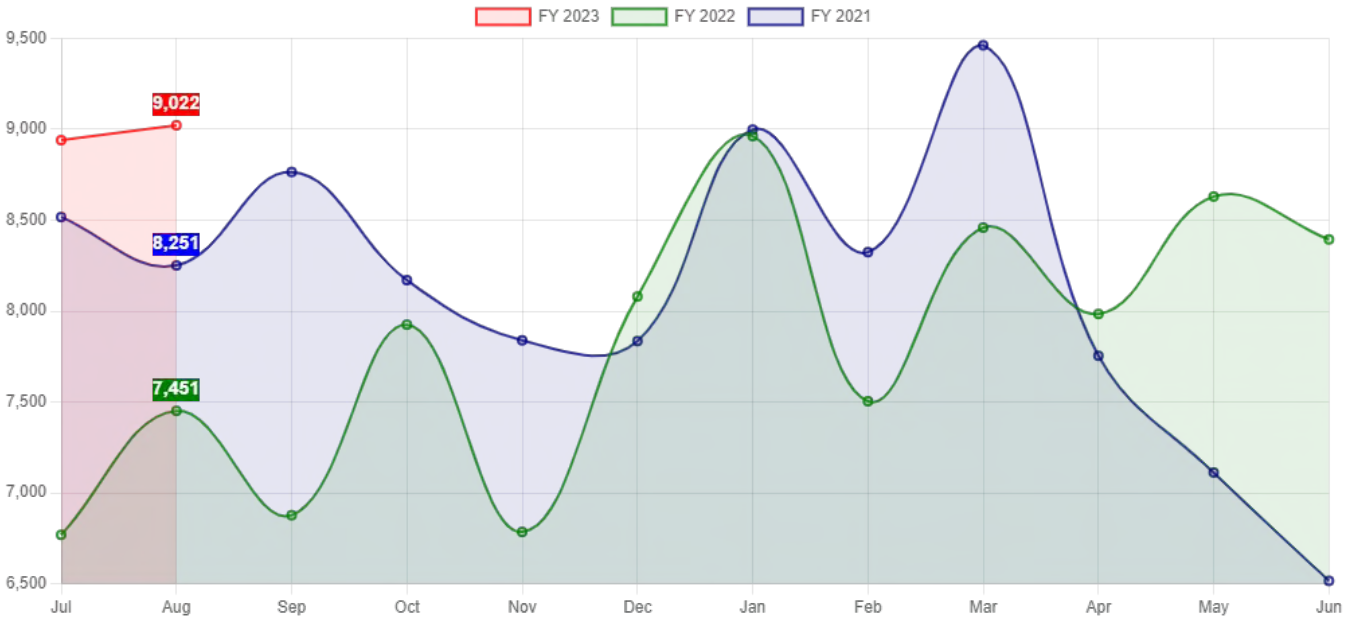
Material Type	22AUG	21AUG	Mo. % +/-	FY22-23 YTD	FY21-22 YTD	FY % +/-
Books	14,407	15,045	-4.24%	29,417	29,842	-1.42%
Book - Fiction	12,506	13,073	-4.34%	25,322	26,026	-2.70
Book - Nonfiction	1,901	1,972	-3.60%	4,095	3,816	7.31%
In-Library Circulation	2,538	0	N/A	4,399	0	N/A
Audiobook - CD	32	86	-62.79%	59	180	-67.22%
Music CD	34	26	30.77%	42	62	-32.26%
Playaway	315	296	6.42%	608	611	-0.49%
DVD/Blu-Ray	1,236	1,434	-13.81%	2,552	2,688	-5.06%
Magazine	18	0	N/A	27	0	N/A
Videogame	259	109	137.61%	580	125	364.00%
Vox Reader	309	209	47.85%	636	365	74.25%
Other	61	29	110.34%	143	43	232.56%
STEAM Kits	22	33	-33.33%	46	59	-22.03%
Total	19,231	17,267	11.37%	38,509	33,981	13.33%



DIGITAL CIRCULATION

Material Type	22AUG	21AUG	Mo. % +/-	FY22-23 YTD	FY21-22 YTD	FY % +/-
eBooks	4,141	3,351	23.58%	8,170	6,386	27.94%
eAudiobooks	3,069	2,436	25.99%	5,998	4,619	29.85%
eMagazines	1,360	1,092	24.54%	2,863	2,061	38.91%
eVideos	422	521	-19.00%	863	1,056	-18.28%
eMusic	30	51	-41.18%	68	98	-30.61%
Total	9,022	7,451	21.08%	17,962	14,220	26.32%

3 Year eResource Comparison

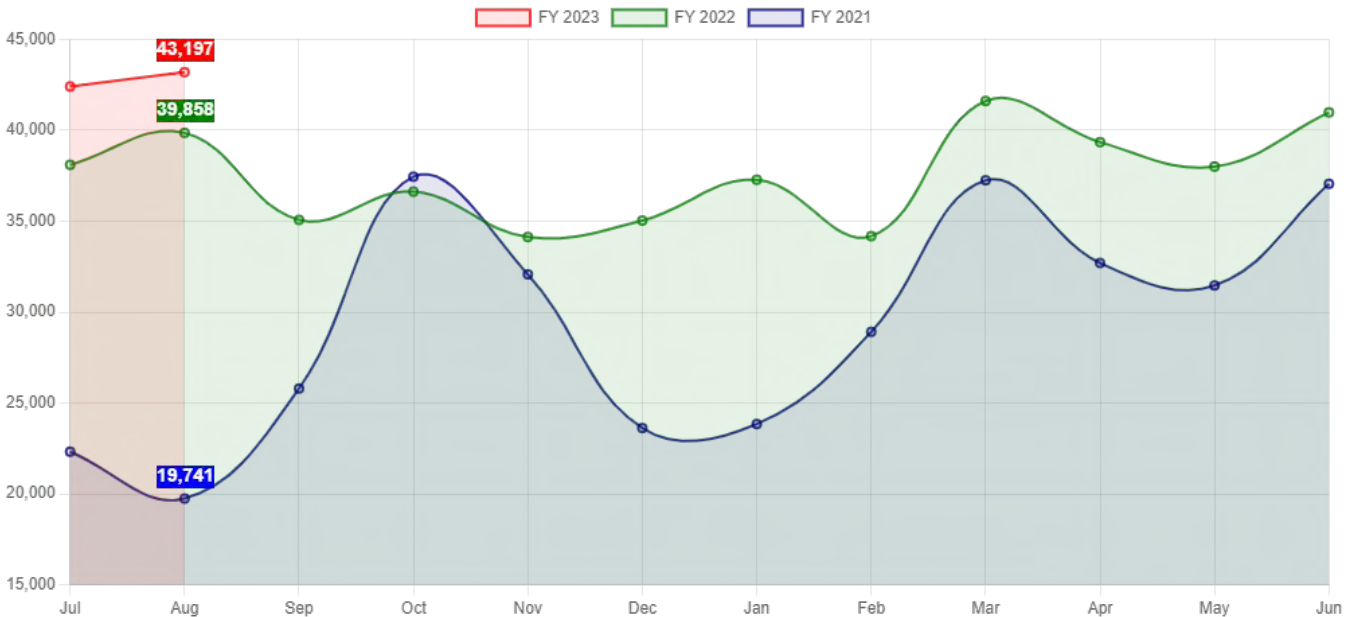


TOTAL DISTRICT CIRCULATION

22AUG District Circulation	21AUG District Circulation	Net Change
43,197	39,858	8.38%

FY22-23 YTD District Circulation	FY21-22 YTD District Circulation	Net Change
85,603	77,957	9.81%

3 Year Combined Circulation Comparison



Impact Stories

- Northfield- Librarian Amelia participated in Back to School Night at Middlefork Primary School where she talked to children & parents and registered 20 new patrons for library cards!
- Youth- Youth Services Manager Amanda Garrity received several email messages from patrons proclaiming what a great time they had at the End of Summer Celebration and stating that they hope we do it again in the future. As one parent shared, *"That last weekend before school is so hard. You don't want to leave town, but you want to keep the fun going before it's back into the school year and this was just the right amount of last-minute fun."*
- Adult- One patron comment from Exploring Winnetka's Oldest Homes read as follows: *"Am so thankful for the rich variety of virtual programs the library is offering virtually. For a variety of reasons (in addition to Covid) I would not be attending these classes in-person due to work schedule, challenge of gearing up to go out in the evening after a long day, caregiving, conflicts with dinner hour(s) to name the main few. Having the virtual option is wonderful and helps one feel connected to the community and community at large through these informative topics and talented presenters."*
- Digital Services- A patron borrowed the VHS-Digital conversion machine from the Library of Things (LoT) to transfer his old home movies. When he brought it back, he said, *"I am never going to complain about my taxes to the library again!"*
- Customer Relations- A new resident, who attended our End of Summer Celebration, stopped by the table to sign up for a library card. While she was there, she said she was so excited to be part of a community whose library would throw an event like that for their patrons!

ORDINANCE NO. 2022-2023/2

**ORDINANCE CONFIRMING PLANS FOR PROPERTY PURCHASE
AND PROPOSING A FINANCE PLAN**

Property commonly known as 768 Oak Street, Winnetka, Illinois, 60093 ¹

BE IT ORDAINED BY THE BOARD OF LIBRARY TRUSTEES OF THE WINNETKA-NORTHFIELD PUBLIC LIBRARY DISTRICT, COOK COUNTY, ILLINOIS AS FOLLOWS:

Section 1. **The Purchase.** The Library Trustees hereby determine to acquire a property (the “Property”) in the Library District’s boundaries. The property is commonly known as 768 Oak Street, Winnetka, Illinois, 60093.

Section 2. **Finance Plan.** The Library Trustees propose to pay for the Property from the Library District’s Special Reserve Fund.

Section 3. **Estimated Cost.** The estimated cost of acquiring the Property is \$313,000.00.

Section 4. **Notice of Meeting.** The Library Trustees will consider the purchase of the Property and the method of payment at a meeting at the Library, 768 Oak Street, Winnetka, Illinois, 60093 at 7:00 p.m. on November 12, 2022.

Section 5. **Effective Date.** This Ordinance is effective immediately.

Passed September 19, 2022, by roll call vote as follows:

VOTES (by Trustee last name)

AYES: _____

NAYS: _____

ABSENT: _____

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

ATTEST:

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

¹ The property considered for purchase is an undeveloped piece of property adjacent to the library with no common address.

WINNETKA-NORTHFIELD PUBLIC LIBRARY DISTRICT

ORDINANCE NO. 2022-2023/3

**AN ORDINANCE REQUESTING THE TRANSFER OF PROPERTY
FROM THE WINNETKA PARK DISTRICT
TO THE WINNETKA-NORTHFIELD PUBLIC LIBRARY DISTRICT
PURSUANT TO THE LOCAL GOVERNMENT PROPERTY TRANSFER ACT**

WHEREAS, the Winnetka Park District (“District”) holds legal title to a parcel of property commonly known as 768 Oak Street, Winnetka, Illinois, surplus property within the Winnetka Park District, which parcel is depicted in Exhibit A attached to and by this reference incorporated into this Ordinance (“Property”); and

WHEREAS, territory of the Winnetka-Northfield Public Library District (“Library”) overlaps with the corporate limits of the Park District; and

WHEREAS, the Library has determined, and hereby declares, that it is necessary and convenient and in the best interests of the Library to use, occupy, and improve the Property for public purposes; and

WHEREAS, the Library desires that the District transfer the District’s rights and title in the Property to the Library, pursuant to the authority conferred by the Illinois Local Government Property Transfer Act, 50 ILCS 605/0.01, et seq. (“Property Transfer Act”).

NOW, THEREFORE, BE IT ORDAINED by the Board of Trustees of the Winnetka-Northfield Public Library District (“Board”) as follows:

Section 1. Recitals. The foregoing recitals are hereby incorporated into this Ordinance by this reference as findings of the Board.

Section 2. Request To Acquire Property. The Board requests that the Winnetka Park District pass and approve a resolution authorizing the transfer of the Property to the Library, the execution of a deed, and all other necessary and appropriate actions, in conjunction with the necessary and appropriate actions of the Library, to transfer all of the District’s rights and title in the Property to the Library, all in accordance with the Property Transfer Act.

Section 3. Authorization To Acquire. Subject to the District adopting a resolution authorizing the transfer of the Property to the Library, the President and Secretary of the Board are hereby authorized to take all steps necessary and appropriate to acquire the Property, including but not limited to executing that certain intergovernmental agreement attached hereto as Exhibit B and causing the deed for the property to be recorded in the Office of the Cook County Recorder.

Section 4. Effective Date. This Ordinance will be in full force and effect from and after its passage and approval in the manner provided by law.

PASSED this 19th day of September 2022.

AYES: _____

NAYS: _____

ABSENT: _____

APPROVED this 19th day of September 2022.

By: _____
Melisa Mitchell, President
Board of Library Trustees
Winnetka-Northfield Public Library District

ATTEST:

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

EXHIBIT A

DESCRIPTION OF PROPERTY

Parcel I:

Lot 1, in Winnetka Public Library District Winnetka Park District Plat of Resubdivision, a resubdivision of part of Lots 1 and 10 and all of Lots 11, 12, and 13 in Block 36 in Winnetka, being a subdivision of the Northeast quarter of Section 20, in Township 42 North, Range 13 East of the Third Principal Meridian, according to the plat thereof recorded December 12, 1986 as document no. 86595888, in Cook County, Illinois.

Parcel II:

That part of Lot 2 in Subdivision of Block 36 in Winnetka, that lies Westerly of a line drawn parallel with and 75 feet Southwesterly of the Northeasterly line of said lot as measured at right angles thereto, in the Northeast quarter of Section 20, Township 42 North, Range 13 East of the Third Principal Meridian, situated in the Village of Winnetka, in Cook County, Illinois.

P.I.N.s: 05-20-218-022-0000; 05-20-218-023-0000

Common Address: 768 Oak Street, Winnetka, Illinois 60093

EXHIBIT B
INTERGOVERNMENTAL AGREEMENT

The Collection Development Policy, approved by the Library Board of Trustees, sets forth the guiding principles that create and shape the Winnetka-Northfield Public Library District (the "District") collection, the practices that maintain it over time, and the guidelines that help the curators of the collection respond to community needs. The Collection Development Policy ensures that the District's collection will be continuously curated to meet the informational, cultural, and recreational needs of the District's community.

Philosophy and Scope of Collection

In accordance with the American Library Association's [Library Bill of Rights](#), the District provides resources for the interest, information, and enlightenment of all people within the community the District serves. Materials will not be excluded because of the origin, background, or views of those contributing to their creation. Library materials are intended to showcase a diversity and depth of views so that citizens may explore all points of view and issues of interest. The District upholds the right of the individual patron to access information, even though others may find the content objectionable or controversial.

Materials for children and teenagers are selected to encourage reading for pleasure, promote literacy, support developmental and educational needs, and reflect the needs of the community. The reading and viewing activity of minor children is the responsibility of parents or caregivers, who guide and oversee their children's development.

Selection Process

Material selectors employ several methods to determine which materials should be purchased. These include the following:

- Patron demand and/or anticipated demand
- Suitability of subject and style for the intended audience
- Support of local and national school curricula
- Connection to the District community
- Importance of the subject matter
- Media coverage and critical reception from professional review sources
- Accuracy
- Timeliness and relevance to contemporary culture
- Representation of diverse interests and viewpoints
- Relationship to existing collections
- Authority or significance of the author

- Enduring value
- Item price
- Availability at other nearby consortium libraries

Physical formats collected include books (including large print, comics and graphic novels), DVDs and Blu-rays, audiobooks (on CD and play-away format), magazines, newspapers, video games, and specialty kits (e.g., STEAM kits and items from the “Library of Things”). Electronic formats include eBooks, eAudiobooks, eMagazines, eNewspapers, eVideos, eMusic, and research and consumer information databases, all of which are accessible through the library website.

Patron Requests for Material Purchases

Patrons may request items via the following web form:

<https://www.winnetkalibrary.org/catalog/suggest-a-purchase/>

Material selectors review each request and determine whether to acquire the title via Interlibrary Loan or purchase for the collections.

Collection Maintenance

A library collection is a living entity, and good stewardship to taxpayer money requires that the collection remain fresh and tailored to patron needs as materials are withdrawn, new ones are added, formats decline and rise, and publishing trends evolve. Material selectors employ the following strategies to maintain the Library’s collections:

- Statistical analysis of current collection usage
- Frequent review of and response to requests for materials not currently held by the Library
- Purchase of additional copies of titles in response to high demand
- Purchase of materials to support Library and community programming
- Purchase of materials to support local school curricula and national educational benchmarks
- Monitoring trends in publishing, media, and technology
- Identifying and resolving gaps in subject coverage

Withdrawal

Materials that no longer meet standards for retention may be discarded. Discarded materials are donated to Better World Books, Friends of the Winnetka-Northfield Public Library, or to book drives or organizations in need via community partners. The following are reasons materials may be discarded:

- Material is no longer accurate, relevant, or timely
- Damage or poor condition
- Lack of patron demand or infrequent use
- Space limitations
- Availability in other easily accessible collections

Staff review each discarded item for potential repurchase, replacement, or update before making a final determination about weeding the item. The review process takes into consideration patron demand, depth of coverage in the subject area, number of copies in the CCS Consortium, cost, and availability.

Reconsideration of Materials

The choice of library materials is an individual decision. While a person may reject titles for themselves or their minor children, they cannot exercise censorship or restrict access to materials for others. Recognizing that a diverse collection of materials may result in some complaints, the following procedures have been developed to ensure that complaints from residents of the Winnetka-Northfield Public Library District (the "District") are handled in a timely and consistent manner.

- 1) The patron will be referred to the Manager of the Department in which the material is located or, in the event they are unavailable, to the Librarian in charge, who will discuss the item with the patron in relation to the Library's [Collection Development Policy](#) and the American Library Association's [Library Bill of Rights](#).
- 2) If the complaint is unresolved, the patron will be asked to complete the Request for Reconsideration of Materials Form and submit it to the Library Director (the "Director"). The Director will then form a committee comprised of the Director, the Manager of the Department in which the item resides, and the President of the Library Board of Trustees. The committee will review the item and provide a written response to the patron once a decision has been reached. The material will remain in the collection while the committee is conducting their review.
- 3) If the complaint is still unresolved, the patron may appeal the decision to the full Library Board of Trustees (the "Board"), who will consider the matter at their next regularly scheduled Board meeting and provide a written response to the patron once a decision has been reached. The material will remain in the collection while the Board is considering the matter. The Board's decision is final, and no further appeals may be made.

Reconsideration of Materials Policy

Request for Reconsideration of Materials Form

First Name _____ Last Name _____

Email Address _____

Street Address _____

City _____ State and Zip Code _____

Library District Residency Status: Resident Non-Resident

Person Representing: Yourself An organization

Name of organization, if applicable: _____

What is the title, author, and format of the material you are commenting on?

Title _____ Author _____

Format (book, audiobook, DVD, etc.) _____

I read, listened to, or viewed this title in its entirety: Yes No

I read the Library's [Collection Development Policy](#): Yes No

In your view, the topic or theme of the title is:

Your objection to the title is: (Please be specific and cite pages where appropriate.)

How did the title come to your attention? _____

Other titles you recommend to provide additional points of view on this topic:

Gifts and Donations Policy

The Winnetka-Northfield Public Library District (the "District") gratefully accepts gifts that will further the mission of the District and help the District better serve the needs of the community. All gifts are subject to applicable Illinois statutes as well as the District's existing policies and guidelines.

Donations

Due to the space and storage limitations of our buildings, we cannot accept donations of books, movies, and other physical materials. The Library Director may approve exceptions to this policy on a case-by-case basis.

Gifts

We welcome monetary gifts in any amount to support the District's current or future needs. Monetary gifts may be restricted (i.e., donated for a specific purpose) or unrestricted (i.e., donated for whatever is needed at the discretion of the Library Director and/or Library Board of Trustees). Unrestricted gifts are preferred because they can be more broadly applied.

Monies received to purchase materials in the name of a loved one allow the donor to specify a general category for purchase, such as military history or mystery books. Donors may also request that a memorial nameplate be affixed inside the front of the book. Memorial donations are subject to withdrawal when no longer suited for the collection, as outlined in the District's [Collection Development Policy](#).

Gifts of furniture, decorative art, professional services, or other non-monetary gifts may be accepted or declined by the Library Board of Trustees with advice and counsel from the Library Director. Any conditions attaching to the proposed gift, such as the type of recognition provided or the terms for handling and displaying the item, will be considered before a final decision is made. All non-monetary gifts may be used, sold, or disposed of at the discretion of the District and a Gift Agreement Form must be filled out at the time of donation.

Valuation of Non-Monetary Gifts

Neither District staff nor the Library Board of Trustees can appraise the value of a non-monetary gift. It will, however, issue a letter acknowledging the receipt of a gift. It is the donor's decision whether they will determine the value of the gift or utilize an independent appraiser. While gifts to the District as a governmental unit qualify as tax deductible, the donor will have to consider the particular circumstances of their situation to determine eligibility.

Monetary Gifts

DATE: _____ NAME OF DONOR: _____

ADDRESS OF DONOR: _____

CONTRIBUTION AMOUNT: \$ _____

IN MEMORY/HONOR OF: _____

GIFT PLATE:

- Given in memory/honor of (Honoree's Name), by (Donor Name)
- No gift plate

I WOULD LIKE THIS GIFT USED TOWARD:

- Area of Greatest Need
- Equipment, Furnishings, or Technology
- Programs & Events
- Materials (books, movies, music, magazines, audio books, electronic books)
- Library Facilities

PLEASE TELL US ABOUT THE HONOREE'S INTERESTS:

Whom should be notified about this donation? Please provide their relationship to the honoree, contact name(s), and address.

RELATIONSHIP: _____

CONTACT NAME: _____

CONTACT ADDRESS: _____

*Please make checks payable to Winnetka-Northfield Public Library District, with this completed form attached

Gift Agreement Form

DATE: _____ NAME OF DONOR: _____

ADDRESS OF DONOR: _____

ITEM: _____

DESCRIPTION: _____

IN MEMORY/HONOR OF (IF APPLICABLE): _____

I have read the Winnetka-Northfield Public Library District's Gifts & Donations Policy and understand the terms. I acknowledge that per said Policy, ownership of this item is being transferred to the Winnetka-Northfield Public Library District to be used, sold, or disposed of at their discretion.

Donor

Date

Library Board President

Date

TYPES OF CARDS

Library Cards

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

eCards

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

Teacher Cards

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

Nanny Cards

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

Business Cards

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

Kenilworth Cards

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

Reciprocal Borrower Cards

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

Non-Resident Cards

Patrons who do not fit into one of the above categories, and are closest in proximity to our District, may apply for a fee-based non-resident library card, which entitles users to all the privileges enjoyed by residents of the District. One non-resident card will be issued per household with all residents of the household added to the card as authorized users.

The cost of the card will be determined by the equalized assessed value ("EAV") of their property multiplied by the current tax rate for district residents. Cards may be paid in quarterly, bi-annual, or annual installments, based on the applicant's preference at the time of application.

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

INTERLIBRARY LOAN (ILL)

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

HOLDS

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

LENDING PERIODS

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

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

VACATION LOANS

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

LOST, DAMAGED, & INCOMPLETE ITEMS

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

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

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