

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

**THE MEETING WILL BEGIN FOLLOWING THE 6:00 PM SPECIAL HEARING 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, September 20, 2021

- I. Call to Order**
- II. Roll Call**
- III. Public Comments**
- IV. Approval of Minutes**
 - Approval of Minutes of the August 18, 2021 Regular Meeting*
- V. Financial Report**
 - August 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 & Approve Updated Patron Privacy Policy*
 - Patron Statue Donation*
 - Discussion and Vote on Resolution to Determine an Estimate of Funds Needed for Fiscal Year 2021-2022*
 - Discuss Strategic Planning Documents
 - Discuss Schedule Adjustments for Review/Adoption of Strategic Plan

*Attachments

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

**THE MEETING WILL BEGIN FOLLOWING THE 6:00 PM SPECIAL HEARING 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.**

X. Communications

- The next regular meeting will be held on Monday, October 18th at 7pm at the Winnetka Library
- 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

XII. Adjournment

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

August 16, 2021

I. Call to Order

The meeting was held at the Winnetka Library, 768 Oak Street Winnetka, Illinois. President Ruiz-Funes called the meeting to order at 7:00 p.m. A quorum was present.

II. Roll Call

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

Absent: Trustee Travis Gosselin

Present were library employees Courtney Volny (Customer Relations Manager) and Steve Kline (Digital Services Manager). Present was John Shales from SMC Construction Services. Present was Winnetka resident Jeffrey Liss.

III. Public Comments

Winnetka resident Jeffrey Liss commented on attending board meetings in-person during the COVID-19 pandemic.

IV. Approve Minutes

- Approve Minutes of the July 19, 2021 Regular Meeting

President Ruiz-Funes announced the approval of the July 19, 2021 Regular Meeting Minutes.

V. Financial Report

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

VI. Library Report

LIBRARY DIRECTOR'S REPORT:

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

BOARD PRESIDENT'S COMMENTS:

President Ruiz-Funes commented on the strategic planning process.

VII. Liaisons to Other Organizations-Reports

- *Winnetka Village*- Trustee Mitchell stated that there was nothing new to report.
- *Northfield Village*- Trustee Munoz stated that there was nothing new to report.

VIII. Unfinished Business

IX. New Business

- *Presentation of Parking Lot & Garden Project Bids*
John Shales from SMC Construction Services presented the Parking Lot & Garden Refresh Project Bids and SMC's recommendation.

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

ROLL CALL VOTE

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

NAYS: 0

ABSENT: Trustee Gosselin

MOTION CARRIED

- *Presentation of Capital Asset Study*
John Shales from SMC Construction Services presented the 2021 Capital Asset Study.
- *Review Draft of Budget and Appropriation Ordinance*
Director Dombrowski presented the draft Budget and Appropriation Ordinance.
- *Adopt Certified Estimate of Revenues by Source for Fiscal Year 2021-2022*
A MOTION was made by Trustee Vandergrift to Adopt the Certified Estimate of Revenues by Source for Fiscal Year 2021-2022.

ROLL CALL VOTE

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

NAYS: 0

ABSENT: Trustee Gosselin
MOTION CARRIED

- *Discuss & Approve Photography & Videography Policy*
A MOTION was made by Trustee Van Neck to Approve the Photography & Videography Policy.

The MOTION passed on a voice vote.

- *Discuss & Approve Updated Unattended Child/Vulnerable Adult Policy*
A MOTION was made by Trustee Munoz to Approve the Unattended Child/Vulnerable Adult Policy.

The MOTION passed on a voice vote.

- *Update on Annual Report (IPLAR) to the State Library*
Director Dombrowski announced that the IPLAR Report is almost ready to be submitted.
- *Discuss & Schedule Special Meeting for Review/Adoption of Strategic Plan*
The Board decided to start the September 20, 2021 meeting at 6 p.m. to conduct regular board business before discussing the strategic plan.

X. Communications

- *The next regular meeting will be held on Monday, September 20th at 6 p.m. at the Northfield Library.*

XI. Public Comments

No 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.

A MOTION was made by Trustee Sundell to adjourn to Closed Session per 5 ILCS 120/2(c)(1): To consider the appointment, employment, compensation, discipline, performance, or dismissal of a specific employee of the library district.

The MOTION passed on a voice vote and President Ruiz-Funes adjourned to a Closed Session at 8:31 p.m.

XIII. Return to Open Session

XIV. Adjournment

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

The MOTION passed on a voice vote and President Ruiz-Funes adjourned the meeting at 9:15 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 2 Months Ended August 31, 2021

Ideal 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	4,021,186.25	670,197.71	39,507.94	0.98 %	(630,689.77)
IMRF Fund	176,750.00	29,458.33	0.00	0.00 %	(29,458.33)
FICA Fund	131,300.00	21,883.33	0.00	0.00 %	(21,883.33)
Building Fund	403,994.00	67,332.33	0.00	0.00 %	(67,332.33)
Unemployment Fund	10.00	1.67	0.00	0.00 %	(1.67)
Total Revenues	<u>4,733,240.25</u>	<u>788,873.38</u>	<u>39,507.94</u>	<u>0.83 %</u>	<u>(749,365.44)</u>
Expenses					
Library Fund	3,859,150.00	643,191.67	474,222.11	12.29 %	(168,969.56)
IMRF Fund	102,750.00	17,125.00	18,395.07	17.90 %	1,270.07
FICA Fund	133,000.00	22,166.67	17,332.54	13.03 %	(4,834.13)
Building Fund	320,000.00	53,333.33	25,711.62	8.03 %	(27,621.71)
Unemployment Fund	10.00	1.67	0.00	0.00 %	(1.67)
Total Expenses	<u>4,414,910.00</u>	<u>735,818.33</u>	<u>535,661.34</u>	<u>12.13 %</u>	<u>(200,156.99)</u>
Total Revenues	4,733,240.25	788,873.38	39,507.94	0.83 %	(749,365.44)
Total Expenses	<u>4,414,910.00</u>	<u>735,818.33</u>	<u>535,661.34</u>	<u>12.13 %</u>	<u>200,156.99</u>
Excess Revenues less Expenses	<u>318,330.25</u>	<u>53,055.05</u>	<u>(496,153.40)</u>	<u>(155.86)%</u>	<u>(549,208.45)</u>

Winnetka-Northfield Public Library District

Library Fund Summary

For the 2 Months Ended August 31, 2021

Ideal 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	3,786,490.00	631,081.67	0.00	0.00 %	(631,081.67)
Replacement Tax	30,000.00	5,000.00	10,844.25	36.15 %	5,844.25
Collections	130,196.25	21,699.38	26,433.46	20.30 %	4,734.08
Materials	6,500.00	1,083.33	1,126.80	17.34 %	43.47
Other Income	68,000.00	11,333.33	1,103.43	1.62 %	(10,229.90)
Total Operating Revenue	<u>4,021,186.25</u>	<u>670,197.71</u>	<u>39,507.94</u>	<u>0.98 %</u>	<u>(630,689.77)</u>
Operating Expenses					
Personnel	1,871,100.00	311,850.00	231,971.24	12.40 %	(79,878.76)
Administration	197,400.00	32,900.00	48,253.45	24.44 %	15,353.45
Utilities	91,400.00	15,233.33	7,350.20	8.04 %	(7,883.13)
IT Services	163,000.00	27,166.67	35,229.65	21.61 %	8,062.98
Public Relations	43,000.00	7,166.67	2,761.03	6.42 %	(4,405.64)
Library Materials - Adult	519,000.00	86,500.00	104,711.81	20.18 %	18,211.81
Library Materials - Youth	75,000.00	12,500.00	10,827.89	14.44 %	(1,672.11)
Programs	69,250.00	11,541.67	12,750.89	18.41 %	1,209.22
Capital	830,000.00	138,333.33	20,365.95	2.45 %	(117,967.38)
Total Operating Expenses	<u>3,859,150.00</u>	<u>643,191.67</u>	<u>474,222.11</u>	<u>12.29 %</u>	<u>(168,969.56)</u>
Total Revenues	4,021,186.25	670,197.71	39,507.94	0.98 %	(630,689.77)
Total Expenses	3,859,150.00	643,191.67	474,222.11	12.29 %	(168,969.56)
Excess Revenues less Expenses	<u>162,036.25</u>	<u>27,006.04</u>	<u>(434,714.17)</u>	<u>(268.28)%</u>	<u>(461,720.21)</u>

Winnetka-Northfield Public Library District
Statement of Revenues and Expenditures - Modified Cash Basis
For the 2 Months Ended August 31, 2021

Ideal 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>
<u>LIBRARY FUND</u>					
Revenues					
Taxes					
Property Taxes Collections	3,786,490.00	631,081.67	0.00	0.00 %	(631,081.67)
Replacement Tax	<u>30,000.00</u>	<u>5,000.00</u>	<u>10,844.25</u>	<u>36.15 %</u>	<u>5,844.25</u>
Total Taxes	<u>3,816,490.00</u>	<u>636,081.67</u>	<u>10,844.25</u>	<u>0.28 %</u>	<u>(625,237.42)</u>
Collections					
Per Capita Grant	21,696.25	3,616.04	25,601.58	118.00 %	21,985.54
Kenilworth Services	105,000.00	17,500.00	0.00	0.00	(17,500.00)
Fines - Winnetka	0.00	0.00	87.15	0.00	87.15
Studio Fees	1,000.00	166.67	177.20	17.72	10.53
Lost/Damaged Mat.-Winnetka	<u>2,500.00</u>	<u>416.67</u>	<u>567.53</u>	<u>22.70</u>	<u>150.86</u>
Total Collections	<u>130,196.25</u>	<u>21,699.38</u>	<u>26,433.46</u>	<u>20.30 %</u>	<u>4,734.08</u>
Materials					
Copy/Printing - Winnetka	5,000.00	833.33	1,126.80	22.54 %	293.47
Book Sales - Winnetka	<u>1,500.00</u>	<u>250.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(250.00)</u>
Total Materials	<u>6,500.00</u>	<u>1,083.33</u>	<u>1,126.80</u>	<u>17.34 %</u>	<u>43.47</u>
Other Income					
Checking Interest Income	5,000.00	833.33	683.57	13.67 %	(149.76)
Byline Bank IMA Interest	45,000.00	7,500.00	1,330.24	2.96	(6,169.76)
Money Market-Interest	0.00	0.00	2,294.64	0.00	2,294.64
Misc. Revenue - Winnetka	0.00	0.00	7.91	0.00	7.91
Gift Fund (over \$100)	500.00	83.33	0.00	0.00	(83.33)
Friends Donations	<u>17,500.00</u>	<u>2,916.67</u>	<u>(3,212.93)</u>	<u>(18.36)</u>	<u>(6,129.60)</u>
Total Other Income	<u>68,000.00</u>	<u>11,333.33</u>	<u>1,103.43</u>	<u>1.62 %</u>	<u>(10,229.90)</u>
Total Revenue	<u>4,021,186.25</u>	<u>670,197.71</u>	<u>39,507.94</u>	<u>0.98 %</u>	<u>(630,689.77)</u>

Winnetka-Northfield Public Library District
Statement of Revenues and Expenditures - Modified Cash Basis
For the 2 Months Ended August 31, 2021

Ideal 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					
Expenses					
Personnel					
Salaries	1,620,000.00	270,000.00	196,285.71	12.12 %	(73,714.29)
Health Insurance	240,000.00	40,000.00	35,615.53	14.84	(4,384.47)
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)
Conferences	10,000.00	1,666.67	0.00	0.00	(1,666.67)
Flexible Spending Account	<u>500.00</u>	<u>83.33</u>	<u>70.00</u>	<u>14.00</u>	<u>(13.33)</u>
Total Personnel	<u>1,871,100.00</u>	<u>311,850.00</u>	<u>231,971.24</u>	<u>12.40 %</u>	<u>(79,878.76)</u>
Administration					
Audit Fees	12,400.00	2,066.67	0.00	0.00 %	(2,066.67)
Library Supplies	34,500.00	5,750.00	2,317.62	6.72	(3,432.38)
Office Supplies	7,000.00	1,166.67	1,141.09	16.30	(25.58)
Breakroom Supplies	2,000.00	333.33	253.38	12.67	(79.95)
Postage	3,200.00	533.33	200.00	6.25	(333.33)
Hospitality	1,500.00	250.00	624.37	41.62	374.37
Accounting and Bookkeeping	23,000.00	3,833.33	4,280.74	18.61	447.41
Legal Notices	3,500.00	583.33	0.00	0.00	(583.33)
Delivery Service	6,800.00	1,133.33	1,075.00	15.81	(58.33)
Payroll Services	9,000.00	1,500.00	1,349.24	14.99	(150.76)
Liability Insurance Costs	23,000.00	3,833.33	23,180.00	100.78	19,346.67
Board Expenses	1,000.00	166.67	43.69	4.37	(122.98)
Memberships	3,500.00	583.33	941.00	26.89	357.67
Staff Recognition/Events/Meetings	6,000.00	1,000.00	154.02	2.57	(845.98)
Legal	12,000.00	2,000.00	2,419.80	20.17	419.80
Building Appraisal	500.00	83.33	0.00	0.00	(83.33)
Other Consultations	5,000.00	833.33	5,162.14	103.24	4,328.81
Investment Fees	5,000.00	833.33	861.36	17.23	28.03
HR Consultant	38,000.00	6,333.33	4,250.00	11.18	(2,083.33)
Miscellaneous	<u>500.00</u>	<u>83.33</u>	<u>0.00</u>	<u>0.00</u>	<u>(83.33)</u>
Total Administration	<u>197,400.00</u>	<u>32,900.00</u>	<u>48,253.45</u>	<u>24.44 %</u>	<u>15,353.45</u>
Utilities					
Electricity - Winnetka	41,000.00	6,833.33	5,580.49	13.61 %	(1,252.84)
Water - Winnetka	3,500.00	583.33	199.27	5.69	(384.06)
Storm Sewer - Winnetka	1,600.00	266.67	133.16	8.32	(133.51)
Natural Gas - Winnetka	11,000.00	1,833.33	673.02	6.12	(1,160.31)
Telephone - Winnetka	16,800.00	2,800.00	62.99	0.37	(2,737.01)
Internet Services	<u>17,500.00</u>	<u>2,916.67</u>	<u>701.27</u>	<u>4.01</u>	<u>(2,215.40)</u>
Total Utilities	<u>91,400.00</u>	<u>15,233.33</u>	<u>7,350.20</u>	<u>8.04 %</u>	<u>(7,883.13)</u>
Information Technology					
CCS Operating	80,000.00	13,333.33	18,100.07	22.63 %	4,766.74
Software	23,000.00	3,833.33	12,144.86	52.80	8,311.53
LAN Management	50,000.00	8,333.33	4,843.34	9.69	(3,489.99)
Hardware	0.00	0.00	116.38	0.00	116.38
Technology - Website	<u>10,000.00</u>	<u>1,666.67</u>	<u>25.00</u>	<u>0.25</u>	<u>(1,641.67)</u>
Total Information Technology	<u>163,000.00</u>	<u>27,166.67</u>	<u>35,229.65</u>	<u>21.61 %</u>	<u>8,062.98</u>
Public Relations					

Winnetka-Northfield Public Library District
Statement of Revenues and Expenditures - Modified Cash Basis
For the 2 Months Ended August 31, 2021

Ideal 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					
PR Promotional	7,000.00	1,166.67	1,267.25	18.10 %	100.58
PR Source/Mailers	23,000.00	3,833.33	784.80	3.41	(3,048.53)
PR Supplies	8,000.00	1,333.33	708.98	8.86	(624.35)
PR Marketing/Advertising	<u>5,000.00</u>	<u>833.33</u>	<u>0.00</u>	<u>0.00</u>	<u>(833.33)</u>
Total Public Relations	<u>43,000.00</u>	<u>7,166.67</u>	<u>2,761.03</u>	<u>6.42 %</u>	<u>(4,405.64)</u>
Library Materials - Adult					
Books-Fiction-Adult-Winnetka	79,000.00	13,166.67	7,971.82	10.09 %	(5,194.85)
Books-Non-Fiction-Adult-Winnetka	70,000.00	11,666.67	5,851.63	8.36	(5,815.04)
Periodicals-Winnetka	20,000.00	3,333.33	5,695.03	28.48	2,361.70
DVDs-Adult-Winnetka	38,000.00	6,333.33	2,865.05	7.54	(3,468.28)
Audio Books-Adult-Winnetka	17,000.00	2,833.33	899.77	5.29	(1,933.56)
Books-Digital-Winnetka	200,000.00	33,333.33	33,634.14	16.82	300.81
Online Database	<u>95,000.00</u>	<u>15,833.33</u>	<u>47,794.37</u>	<u>50.31</u>	<u>31,961.04</u>
Total Library Materials - Adult	<u>519,000.00</u>	<u>86,500.00</u>	<u>104,711.81</u>	<u>20.18 %</u>	<u>18,211.81</u>
Library Materials - Youth					
Books-Fiction-Juv-Winnetka	40,000.00	6,666.67	4,364.44	10.91 %	(2,302.23)
Books-Non-Fiction, Easy, & JH-Winnetka	14,000.00	2,333.33	2,219.52	15.85	(113.81)
DVDs-Juv-Winnetka	8,000.00	1,333.33	639.42	7.99	(693.91)
Audio Books-Juv-Winnetka	10,000.00	1,666.67	1,048.79	10.49	(617.88)
Video Games-Juv-Winnetka	3,000.00	500.00	855.00	28.50	355.00
Juvenile Non-Fiction	0.00	0.00	115.40	0.00	115.40
Books-Easy-Winnetka	0.00	0.00	1,186.76	0.00	1,186.76
Books-Jr. High-Winnetka	<u>0.00</u>	<u>0.00</u>	<u>398.56</u>	<u>0.00</u>	<u>398.56</u>
Total Library Materials - Youth	<u>75,000.00</u>	<u>12,500.00</u>	<u>10,827.89</u>	<u>14.44 %</u>	<u>(1,672.11)</u>
Programs					
Summer Reading	8,000.00	1,333.33	2,000.00	25.00 %	666.67
Studio General Supplies	0.00	0.00	688.53	0.00	688.53
OBTV	15,000.00	2,500.00	5,963.20	39.75	3,463.20
Programming - Studio	6,750.00	1,125.00	0.00	0.00	(1,125.00)
Programming - Youth	15,000.00	2,500.00	1,585.80	10.57	(914.20)
Programming - Adult	20,000.00	3,333.33	2,513.36	12.57	(819.97)
Studio Maintenance/Repair	<u>4,500.00</u>	<u>750.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(750.00)</u>
Total Programs	<u>69,250.00</u>	<u>11,541.67</u>	<u>12,750.89</u>	<u>18.41 %</u>	<u>1,209.22</u>
Capital					
Capital Outlay	400,000.00	66,666.67	10,804.00	2.70 %	(55,862.67)
Building	250,000.00	41,666.67	0.00	0.00	(41,666.67)
Equipment/Furniture	100,000.00	16,666.67	4,068.95	4.07	(12,597.72)
Computer Equipment	<u>80,000.00</u>	<u>13,333.33</u>	<u>5,493.00</u>	<u>6.87</u>	<u>(7,840.33)</u>
Total Capital	<u>830,000.00</u>	<u>138,333.33</u>	<u>20,365.95</u>	<u>2.45 %</u>	<u>(117,967.38)</u>
Total Expenses	<u>3,859,150.00</u>	<u>643,191.67</u>	<u>474,222.11</u>	<u>12.29 %</u>	<u>(168,969.56)</u>
Excess Revenues less Expenses	<u>162,036.25</u>	<u>27,006.04</u>	<u>(434,714.17)</u>	<u>(268.28)%</u>	<u>(461,720.21)</u>

Winnetka-Northfield Public Library District
Statement of Revenues and Expenditures - Modified Cash Basis
For the 2 Months Ended August 31, 2021

Ideal 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	403,994.00	67,332.33	0.00	0.00 %	(67,332.33)
Total Revenue	<u>403,994.00</u>	<u>67,332.33</u>	<u>0.00</u>	<u>0.00 %</u>	<u>(67,332.33)</u>
Expenses					
Northfield Lease	66,000.00	11,000.00	11,033.82	16.72 %	33.82
Janitorial Supplies	13,176.00	2,196.00	1,100.61	8.35	(1,095.39)
Snow Removal	8,960.00	1,493.33	0.00	0.00	(1,493.33)
Photocopier Leases	44,800.00	7,466.67	3,736.94	8.34	(3,729.73)
Phone Lease	10,752.00	1,792.00	0.00	0.00	(1,792.00)
Building Maintenance Service	123,200.00	20,533.33	0.00	0.00	(20,533.33)
Elevators	8,960.00	1,493.33	1,950.54	21.77	457.21
Landscaping	5,600.00	933.33	904.62	16.15	(28.71)
HVAC	11,200.00	1,866.67	1,999.50	17.85	132.83
Automatic Doors	3,920.00	653.33	0.00	0.00	(653.33)
Roof	672.00	112.00	0.00	0.00	(112.00)
Alarms	3,080.00	513.33	0.00	0.00	(513.33)
Equipment	4,480.00	746.67	0.00	0.00	(746.67)
Misc Services	<u>15,200.00</u>	<u>2,533.33</u>	<u>4,985.59</u>	<u>32.80</u>	<u>2,452.26</u>
Total Expenses	<u>320,000.00</u>	<u>53,333.33</u>	<u>25,711.62</u>	<u>8.03 %</u>	<u>(27,621.71)</u>
Excess Revenues less Expenses	<u>\$ 83,994.00</u>	<u>\$ 13,999.00</u>	<u>\$ (25,711.62)</u>	<u>(30.61)%</u>	<u>(39,710.62)</u>

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

August 1, 2021 - August 31, 2021

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Vendor Checks						
Chicago Tribune 10-1-5342	Periodicals-Winnetka	Chicago Tribune thru 9/10/21	115.50	3251	08/05/21	<u>115.50</u>
Funny Valentine Press 10-0-5908	Programming - Adult	Funny Valentine Press - Heroes on the Air	250.00	3252	08/05/21	<u>250.00</u>
Gary Wenstrup 10-0-5908	Programming - Adult	Gary Wenstrup - History of the band Chicago	220.00	3253	08/05/21	<u>220.00</u>
Penguin Random House, LLC 10-0-5716	OBTV	INV# 70002957	4,500.00	3254	08/05/21	<u>4,500.00</u>
Quench USA, Inc. 10-0-5122	Breakroom Supplies	INV# INV03260197	221.10	3255	08/05/21	<u>221.10</u>
Shales McNutt Construction 10-0-5800	Capital Outlay	INV# 21-011-01	9,082.00	3256	08/05/21	<u>9,082.00</u>
Social Security Administration 10-0-2000	Payroll Liabilities	Jaime H Gonzalez Vicker - *8933 (8/6/21 PR)	87.93	3257	08/05/21	<u>87.93</u>
The Book Stall 10-0-5716	OBTV	INV# 373236	1,264.00	3258	08/05/21	<u>1,264.00</u>
United States Treasury 10-0-5131	Accounting and Bookkeeping	ID: 36-6006161, December 31, 2020, Form: 941	946.74	3259	08/05/21	<u>946.74</u>
Esscoe L.L.C. 10-0-5134	Software	INV# 47702	456.00	3260	08/19/21	<u>456.00</u>
GenX Generator 70-0-5799	Misc Services	Service Agreement 8/1/21 - 8/31/22	225.00	3261	08/19/21	<u>225.00</u>
InfoUSA Marketing, Inc. 10-1-5346	Online Database - Winnetka	INV# 10003883652	2,040.00	3262	08/19/21	<u>2,040.00</u>
New York Times 10-1-5342	Periodicals-Winnetka	ACCT# 400227468	445.30	3263	08/19/21	<u>445.30</u>
Schillers 10-0-5134	Software	ACCT# 95627	960.00	3264	08/19/21	<u>960.00</u>
Social Security Administration 10-0-2000	Payroll Liabilities	Jaime H Gonzalez Vicker - *8933 (8/20/21 PR)	87.93	3265	08/19/21	<u>87.93</u>
Sydney Clark 10-0-5907	Programming - Youth	Sydney Clark - Target	5.49	3266	08/19/21	<u>5.49</u>
Triliant Holdings, LLC 10-0-5134	Software	INV# 13611	880.00	3267	08/19/21	<u>880.00</u>

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

August 1, 2021 - August 31, 2021

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
USA Today 10-1-5342	Periodicals-Winnetka	ACCT# UT4183221	101.77	3268	08/19/21	<u>101.77</u>
Utica National Insurance Group 10-0-5150	Liability Insurance Costs	ACCT# 202228254	14,961.00	3269	08/19/21	<u>14,961.00</u>
Shales McNutt Construction 10-0-5882	Building	Shales McNutt Construction 5/1/21 - 5/31/21	18,164.00	3270	08/19/21	<u>18,164.00</u>
Shales McNutt Construction 10-0-5882	Building	Void Check # 3270	-18,164.00	3270	08/19/21	<u>(18,164.00)</u>
U.S. Postal Service 10-0-5722	PR Source/Mailers	U.S. Postal Service - postage for The Source	784.80	3271	08/19/21	<u>784.80</u>
OVERDRIVE INC. 10-1-5345	Books-Digital-Winnetka	INV# 08871MA21279594	3,450.00	16641	08/11/21	<u>25,792.09</u>
10-1-5345	Books-Digital-Winnetka	INV# 08871MA21280742	6,358.29			
10-1-5345	Books-Digital-Winnetka	INV# 08871CP21279271	6,958.23			
10-1-5345	Books-Digital-Winnetka	INV# 01018DA21298643	27.99			
10-1-5345	Books-Digital-Winnetka	INV# 01018CO21300074	985.74			
10-1-5345	Books-Digital-Winnetka	INV# 01018CO21301351	514.79			
10-1-5345	Books-Digital-Winnetka	INV# 01018DA21302566	10.34			
10-1-5345	Books-Digital-Winnetka	INV# 01018DA21302567	10.99			
10-1-5345	Books-Digital-Winnetka	INV# 01018CO21305041	1,624.13			
10-1-5345	Books-Digital-Winnetka	INV# 01018CO21304600	17.00			
10-1-5345	Books-Digital-Winnetka	INV# 01018CO21305471	484.74			
10-1-5345	Books-Digital-Winnetka	INV# 01018CP21306482	5,349.85			
CDW-G 10-0-5885	Computer Equipment	INV# H431961	1,145.00	16642	08/11/21	<u>1,383.00</u>
10-0-5885	Computer Equipment	INV# h595833	238.00			
Warehouse Direct 70-0-5725	Janitorial Supplies	INV# 5014180-0	693.98	16643	08/11/21	<u>693.98</u>
CIVICTechnologies 10-0-5743	Other Consultations	INV# WN03	4,500.00	16644	08/11/21	<u>4,500.00</u>
HOOPLA (MIDWEST TAPE) 10-1-5345	Books-Digital-Winnetka	INV# 500789295	2,109.68	16645	08/11/21	<u>2,109.68</u>
HR Source 10-0-5745	HR Consultant	INV# 14309	4,250.00	16646	08/11/21	<u>4,250.00</u>
Kanopy 10-1-5345	Books-Digital-Winnetka	INV# 256386-PPU	582.00	16647	08/11/21	<u>582.00</u>
Lauterbach & Amen, LLP 10-0-5131	Accounting and Bookkeeping	INV# 57849	1,667.00	16648	08/11/21	<u>1,667.00</u>
QUILL CORPORATION 10-0-5122	Breakroom Supplies	INV# 18461182	32.28	16649	08/11/21	<u>32.28</u>

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

August 1, 2021 - August 31, 2021

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
WT. Cox Subscriptions, Inc. 10-0-5120	Library Supplies	INV# 3097368	92.80	16650	08/11/21	<u>92.80</u>
NEWEGG BUSINESS, INC. 10-0-5121	Office Supplies	INV# 130420162	15.20	16651	08/11/21	<u>15.20</u>
VILLAGE OF NORTHFIELD 70-2-5159	Northfield Lease	INV# 0621LIB	5,516.91	16652	08/11/21	<u>5,516.91</u>
Midwest Tape 10-0-5120	Library Supplies	Midwest Tape	2.50	16653	08/11/21	<u>212.33</u>
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	5.00			
10-0-5120	Library Supplies	Midwest Tape	4.90			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	44.99			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	33.73			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	29.99			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	26.24			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	22.49			
10-1-5344	Audio Books-Adult-Winnetka	Midwest Tape	34.99			
Baker & Taylor 10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	179.60	16654	08/11/21	<u>2,423.32</u>
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	581.81			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	20.61			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	204.88			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	122.01			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	30.34			
10-1-5441	Books-Non-Fiction, Easy, & JH-Winnetka	Baker & Taylor	225.76			
10-2-5441	Books-Non-Fiction, Easy, & JH-Northfield	Baker & Taylor	73.28			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	31.37			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	64.22			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	62.15			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	109.02			
10-1-5447	Books-Easy-Winnetka	Baker & Taylor	14.20			
10-1-5447	Books-Easy-Winnetka	Baker & Taylor	65.44			
10-1-5447	Books-Easy-Winnetka	Baker & Taylor	11.24			
10-1-5447	Books-Easy-Winnetka	Baker & Taylor	37.46			
10-1-5447	Books-Easy-Winnetka	Baker & Taylor	10.16			
10-1-5447	Books-Easy-Winnetka	Baker & Taylor	13.49			
10-1-5447	Books-Easy-Winnetka	Baker & Taylor	11.24			
10-1-5447	Books-Easy-Winnetka	Baker & Taylor	21.40			
10-2-5447	Books-Easy-Northfield	Baker & Taylor	62.11			
10-2-5447	Books-Easy-Northfield	Baker & Taylor	169.59			
10-2-5447	Books-Easy-Northfield	Baker & Taylor	13.49			

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

August 1, 2021 - August 31, 2021

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-2-5447	Books-Easy-Northfield	Baker & Taylor	67.16			
10-1-5448	Books-Jr. High-Winnetka	Baker & Taylor	71.02			
10-0-5120	Library Supplies	Baker & Taylor	7.92			
10-0-5120	Library Supplies	Baker & Taylor	4.14			
10-0-5120	Library Supplies	Baker & Taylor	27.02			
10-0-5120	Library Supplies	Baker & Taylor	4.90			
10-0-5120	Library Supplies	Baker & Taylor	5.28			
10-0-5120	Library Supplies	Baker & Taylor	0.07			
10-0-5120	Library Supplies	Baker & Taylor	14.02			
10-0-5120	Library Supplies	Baker & Taylor	0.36			
10-0-5120	Library Supplies	Baker & Taylor	11.51			
10-0-5120	Library Supplies	Baker & Taylor	16.31			
10-0-5120	Library Supplies	Baker & Taylor	5.26			
10-0-5120	Library Supplies	Baker & Taylor	1.40			
10-0-5120	Library Supplies	Baker & Taylor	0.36			
10-0-5120	Library Supplies	Baker & Taylor	2.11			
10-0-5120	Library Supplies	Baker & Taylor	1.04			
10-0-5120	Library Supplies	Baker & Taylor	41.68			
10-0-5120	Library Supplies	Baker & Taylor	6.89			
Midwest Tape				16655	08/11/21	<u>1,170.23</u>
10-1-5443	DVDs-Juv-Winnetka	Midwest Tape	37.48			
10-1-5443	DVDs-Juv-Winnetka	Midwest Tape	97.46			
10-2-5443	DVDs-Juv-Northfield	Midwest Tape	106.45			
10-2-5443	DVDs-Juv-Northfield	Midwest Tape	20.99			
10-0-5120	Library Supplies	Midwest Tape	5.00			
10-0-5120	Library Supplies	Midwest Tape	19.80			
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	10.00			
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	22.30			
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	37.20			
10-0-5120	Library Supplies	Midwest Tape	7.40			
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	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			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	29.99			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	59.98			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	231.63			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	17.99			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	14.24			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	11.24			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	4.49			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	83.96			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	23.24			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	29.99			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	18.74			

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

August 1, 2021 - August 31, 2021

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	79.46			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	41.23			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	29.99			
10-1-5344	Audio Books-Adult-Winnetka	Midwest Tape	39.99			
10-1-5344	Audio Books-Adult-Winnetka	Midwest Tape	39.99			
Baker & Taylor				16656	08/11/21	<u>1,392.88</u>
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	19.19			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	166.27			
10-1-5441	Books-Non-Fiction, Easy, & JH-Winnetka	Baker & Taylor	64.96			
10-1-5441	Books-Non-Fiction, Easy, & JH-Winnetka	Baker & Taylor	489.92			
10-2-5441	Books-Non-Fiction, Easy, & JH-Northfield	Baker & Taylor	34.57			
10-2-5441	Books-Non-Fiction, Easy, & JH-Northfield	Baker & Taylor	40.97			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Baker & Taylor	496.17			
10-2-5341	Books-Non-Fiction-Adult-Northfield	Baker & Taylor	44.08			
10-0-5120	Library Supplies	Baker & Taylor	10.59			
10-0-5120	Library Supplies	Baker & Taylor	6.63			
10-0-5120	Library Supplies	Baker & Taylor	17.62			
10-0-5120	Library Supplies	Baker & Taylor	1.91			
Midwest Tape				16657	08/11/21	<u>103.21</u>
10-2-5443	DVDs-Juv-Northfield	Midwest Tape	11.24			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	5.00			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	41.98			
10-1-5344	Audio Books-Adult-Winnetka	Midwest Tape	39.99			
Baker & Taylor				16658	08/11/21	<u>462.98</u>
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	292.04			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	42.33			
10-1-5447	Books-Easy-Winnetka	Baker & Taylor	9.60			
10-1-5448	Books-Jr. High-Winnetka	Baker & Taylor	84.11			
10-0-5120	Library Supplies	Baker & Taylor	7.14			
10-0-5120	Library Supplies	Baker & Taylor	27.76			
MERCHANTS DELIVERY SERVICE				16666	08/25/21	<u>525.00</u>
10-0-5138	Delivery Service	21 Days book transfer	525.00			
Ntiva				16667	08/25/21	<u>2,421.67</u>
10-0-5135	LAN Management	INV# 37561	2,421.67			
OVERDRIVE INC.				16668	08/25/21	<u>84.97</u>
10-1-5345	Books-Digital-Winnetka	INV# 08871MA21308926	84.97			
VILLAGE OF WINNETKA				16669	08/25/21	<u>23,930.61</u>
10-0-5111	Health Insurance	INV# 2021-00000008	23,930.61			

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

August 1, 2021 - August 31, 2021

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
BIBLIOTHECA, LLC						
10-1-5345	Books-Digital-Winnetka	INV# INV-US46433	1,361.94	16670	08/25/21	<u>5,572.53</u>
70-0-5799	Misc Services	INV# INV-US45953	4,210.59			
CDW-G						
10-0-5885	Computer Equipment	INV# J480934	2,055.00	16671	08/25/21	<u>4,110.00</u>
10-0-5885	Computer Equipment	INV# J174317	2,055.00			
THYSSENKRUPP ELEVATOR CORP.						
70-0-5749	Elevators	INV# 3006069875	1,950.54	16672	08/25/21	<u>1,950.54</u>
DE LAGE LANDEN FINANCIALSVCS.						
70-0-5746	Photocopier Leases	INV# 73486156	1,868.47	16673	08/25/21	<u>1,868.47</u>
DELTA DENTAL PLAN OF ILLINOIS						
10-0-5111	Health Insurance	INV# 1481302	1,406.93	16674	08/25/21	<u>1,406.93</u>
BAKER & TAYLOR						
10-0-5716	OBTV	INV# 2036141705	199.20	16675	08/25/21	<u>199.20</u>
Warehouse Direct						
70-0-5725	Janitorial Supplies	INV# 5030121-0	365.41	16676	08/25/21	<u>365.41</u>
ANTHONY SCOPELLITI LANDSCAPING, INC.						
70-0-5750	Landscaping	INV# 23369	444.18	16677	08/25/21	<u>444.18</u>
Philadelphia Insurance Companies						
10-0-5150	Liability Insurance Costs	ACCT# 80387225	8,219.00	16678	08/25/21	<u>8,219.00</u>
NEWEGG BUSINESS, INC.						
10-0-5121	Office Supplies	INV# 1303420648	20.99	16679	08/25/21	<u>87.82</u>
10-0-5136	Hardware	INV# 1303422372	26.85			
10-0-5136	Hardware	INV# 1303423748	39.98			
DocuFree Corporation						
10-0-5736	Legal	INV# 202120350	2,400.00	16680	08/25/21	<u>2,400.00</u>
CIVICTechnologies						
10-0-5743	Other Consultations	INV# WN06	307.58	16681	08/25/21	<u>307.58</u>
DIGITAL INSURANCE, INC.						
10-0-5115	Flexible Spending Account	INV# 22400	35.00	16682	08/25/21	<u>35.00</u>
Midwest Tape						
10-2-5443	DVDs-Juv-Northfield	Midwest Tape	11.24	16683	08/25/21	<u>103.21</u>
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	5.00			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	41.98			
10-1-5344	Audio Books-Adult-Winnetka	Midwest Tape	39.99			
Baker & Taylor						
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	26.87	16684	08/25/21	<u>517.89</u>

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

August 1, 2021 - August 31, 2021

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	292.04			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	42.33			
10-1-5447	Books-Easy-Winnetka	Baker & Taylor	9.60			
10-1-5447	Books-Easy-Winnetka	Baker & Taylor	10.73			
10-1-5447	Books-Easy-Winnetka	Baker & Taylor	13.49			
10-1-5448	Books-Jr. High-Winnetka	Baker & Taylor	84.11			
10-0-5120	Library Supplies	Baker & Taylor	1.06			
10-0-5120	Library Supplies	Baker & Taylor	1.04			
10-0-5120	Library Supplies	Baker & Taylor	1.72			
10-0-5120	Library Supplies	Baker & Taylor	7.14			
10-0-5120	Library Supplies	Baker & Taylor	27.76			
Midwest Tape				16685	08/25/21	<u>29.24</u>
10-2-5443	DVDs-Juv-Northfield	Midwest Tape	29.24			
Baker & Taylor				16686	08/25/21	<u>5,305.14</u>
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	439.39			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	26.23			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	26.98			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	38.96			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	107.66			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	285.34			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	226.86			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	354.05			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	151.95			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	313.60			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	214.43			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	323.80			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	25.41			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	80.19			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	142.59			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	71.70			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	256.43			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	63.84			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	86.91			
10-1-5447	Books-Easy-Winnetka	Baker & Taylor	18.06			
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	10.73			
10-1-5447	Books-Easy-Winnetka	Baker & Taylor	10.16			

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

August 1, 2021 - August 31, 2021

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Baker & Taylor	886.36			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Baker & Taylor	444.26			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Baker & Taylor	206.20			
10-2-5341	Books-Non-Fiction-Adult-Northfield	Baker & Taylor	28.84			
10-2-5341	Books-Non-Fiction-Adult-Northfield	Baker & Taylor	101.09			
10-1-5448	Books-Jr. High-Winnetka	Baker & Taylor	10.11			
10-1-5448	Books-Jr. High-Winnetka	Baker & Taylor	12.99			
10-0-5120	Library Supplies	Baker & Taylor	54.81			
10-0-5120	Library Supplies	Baker & Taylor	22.60			
10-0-5120	Library Supplies	Baker & Taylor	1.06			
10-0-5120	Library Supplies	Baker & Taylor	2.11			
10-0-5120	Library Supplies	Baker & Taylor	1.06			
10-0-5120	Library Supplies	Baker & Taylor	2.11			
10-0-5120	Library Supplies	Baker & Taylor	1.04			
10-0-5120	Library Supplies	Baker & Taylor	15.68			
10-0-5120	Library Supplies	Baker & Taylor	42.97			
10-0-5120	Library Supplies	Baker & Taylor	10.65			
10-0-5120	Library Supplies	Baker & Taylor	25.74			
10-0-5120	Library Supplies	Baker & Taylor	31.77			
10-0-5120	Library Supplies	Baker & Taylor	28.20			
10-0-5120	Library Supplies	Baker & Taylor	20.46			
10-0-5120	Library Supplies	Baker & Taylor	10.65			
10-0-5120	Library Supplies	Baker & Taylor	12.24			
10-0-5120	Library Supplies	Baker & Taylor	19.78			
10-2-5448	Books-Jr. High-Northfield	Baker & Taylor	10.11			
Midwest Tape				16687	08/25/21	<u>831.29</u>
10-2-5344	Audio Books-Adult-Northfield	Midwest Tape	39.99			
10-1-5443	DVDs-Juv-Winnetka	Midwest Tape	12.74			
10-2-5443	DVDs-Juv-Northfield	Midwest Tape	33.73			
10-2-5443	DVDs-Juv-Northfield	Midwest Tape	59.98			
10-2-5443	DVDs-Juv-Northfield	Midwest Tape	67.47			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	7.50			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	7.50			
10-0-5120	Library Supplies	Midwest Tape	10.00			
10-0-5120	Library Supplies	Midwest Tape	15.00			
10-0-5120	Library Supplies	Midwest Tape	22.50			
10-0-5120	Library Supplies	Midwest Tape	5.00			
10-0-5120	Library Supplies	Midwest Tape	19.90			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	21.72			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	181.41			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	116.20			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	124.43			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	18.74			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	14.99			
10-1-5344	Audio Books-Adult-Winnetka	Midwest Tape	39.99			

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

August 1, 2021 - August 31, 2021

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Baker & Taylor				16688	08/25/21	<u>837.62</u>
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	58.62			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	327.97			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	147.64			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	259.75			
10-0-5120	Library Supplies	Baker & Taylor	14.31			
10-0-5120	Library Supplies	Baker & Taylor	29.33			
Midwest Tape				16689	08/25/21	<u>9.99</u>
10-2-5444	Audio Books-Juv-Northfield	Midwest Tape	9.99			
Baker & Taylor				16690	08/25/21	<u>4,465.61</u>
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	223.75			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	704.64			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	201.86			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	164.83			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	312.35			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	179.17			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	243.52			
10-1-5441	Books-Non-Fiction, Easy, & JH-Winnetka	Baker & Taylor	53.07			
10-2-5441	Books-Non-Fiction, Easy, & JH-Northfield	Baker & Taylor	22.02			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	195.91			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	90.64			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	145.55			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	96.94			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	47.96			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Baker & Taylor	621.73			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Baker & Taylor	394.11			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Baker & Taylor	260.50			
10-2-5341	Books-Non-Fiction-Adult-Northfield	Baker & Taylor	83.03			
10-2-5341	Books-Non-Fiction-Adult-Northfield	Baker & Taylor	59.53			
10-2-5341	Books-Non-Fiction-Adult-Northfield	Baker & Taylor	95.99			
10-0-5120	Library Supplies	Baker & Taylor	34.29			
10-0-5120	Library Supplies	Baker & Taylor	1.07			
10-0-5120	Library Supplies	Baker & Taylor	17.07			
10-0-5120	Library Supplies	Baker & Taylor	16.01			
10-0-5120	Library Supplies	Baker & Taylor	28.80			

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

August 1, 2021 - August 31, 2021

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5120	Library Supplies	Baker & Taylor	15.59			
10-0-5120	Library Supplies	Baker & Taylor	54.16			
10-0-5120	Library Supplies	Baker & Taylor	60.49			
10-0-5120	Library Supplies	Baker & Taylor	17.03			
10-0-5120	Library Supplies	Baker & Taylor	24.00			
Midwest Tape				16691	08/25/21	<u>759.00</u>
10-2-5344	Audio Books-Adult-Northfield	Midwest Tape	79.98			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	17.50			
10-0-5120	Library Supplies	Midwest Tape	5.00			
10-0-5120	Library Supplies	Midwest Tape	20.00			
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	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			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	135.67			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	112.46			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	26.99			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	20.24			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	41.23			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	29.99			
10-1-5344	Audio Books-Adult-Winnetka	Midwest Tape	39.99			
10-1-5344	Audio Books-Adult-Winnetka	Midwest Tape	39.99			
10-1-5344	Audio Books-Adult-Winnetka	Midwest Tape	159.96			
COMED				16707	08/02/21	<u>699.49</u>
10-2-5171	Electricity - Northfield	COMED	699.49			
COMCAST				16708	08/04/21	<u>69.95</u>
10-0-5176	Internet Services	COMCAST	69.95			
CALL ONE				16709	08/04/21	<u>62.99</u>
10-1-5175	Telephone - Winnetka	CALL ONE	62.99			
NORTH SHORE GAS				16710	08/05/21	<u>586.58</u>
10-1-5174	Natural Gas - Winnetka	NORTH SHORE GAS	586.58			
NATIONWIDE RETIREMENT SOLUTIONS				16711	08/06/21	<u>1,375.00</u>
10-0-2040	457 withholding	NATIONWIDE RETIREMENT SOLUTIONS	1,375.00			
NICOR				16712	08/10/21	<u>86.44</u>
10-2-5174	Natural Gas - Northfield	NICOR	86.44			
COMCAST				16713	08/11/21	<u>294.95</u>
10-0-5176	Internet Services	COMCAST	294.95			
PITNEY BOWES				16714	08/11/21	<u>100.00</u>
10-0-5123	Postage	PITNEY BOWES	100.00			
VILLAGE OF WINNETKA				16715	08/11/21	<u>4,434.84</u>

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

August 1, 2021 - August 31, 2021

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-1-5171	Electricity - Winnetka	VILLAGE OF WINNETKA	3,689.59			
10-1-5171	Electricity - Winnetka	VILLAGE OF WINNETKA	268.80			
10-1-5171	Electricity - Winnetka	VILLAGE OF WINNETKA	86.02			
10-1-5171	Electricity - Winnetka	VILLAGE OF WINNETKA	58.00			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	72.00			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	31.47			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	2.00			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	72.25			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	21.55			
10-1-5173	Storm Sewer - Winnetka	VILLAGE OF WINNETKA	133.16			
NATIONWIDE RETIREMENT SOLUTIONS				16716	08/20/21	<u>1,375.00</u>
10-0-2040	457 withholding	NATIONWIDE RETIREMENT SOLUTIONS	1,375.00			
First Bankcard				16717	08/23/21	<u>12,777.49</u>
10-0-5731	Memberships	Mall - Adult Reading Round Table - dues	15.00			
10-0-5731	Memberships	Mall - ALA - dues	74.00			
10-0-5731	Memberships	Mall - PLA - dues	77.00			
10-0-5731	Memberships	Mall - ILA - dues	100.00			
10-0-5732	Staff Recognition/Events/Meetings	Dombrowski - Grand Food Center - 2nd quarter staff party	17.53			
10-0-5732	Staff Recognition/Events/Meetings	Dombrowski - Target - 2nd quarter staff party	59.31			
10-0-5732	Staff Recognition/Events/Meetings	Dombrowski - Jimmy John's - 2nd quarter staff party	197.18			
10-0-5884	Equipment/Furniture	Morgan - Amazon - equipment/furniture	429.95			
10-0-4895	Friends Donations	Garrity - Amazon - programming	39.96			
10-0-4895	Friends Donations	Garrity - Amazon - programming	88.07			
10-0-4895	Friends Donations	Garrity - Amazon - programming	11.23			
10-0-4895	Friends Donations	Garrity - Amazon - programming	137.78			
10-0-4895	Friends Donations	Garrity - Amazon - programming	100.39			
10-0-4895	Friends Donations	Garrity - Amazon - programming	132.33			
10-0-4895	Friends Donations	Garrity - Amazon - programming	26.50			
10-0-4895	Friends Donations	Garrity - Amazon - programming	17.99			
10-0-4895	Friends Donations	Garrity - Amazon - videogame collection	34.95			
10-0-4895	Friends Donations	Garrity - Amazon - videogame collection	32.98			
10-0-4895	Friends Donations	Garrity - Amazon - videogame collection	126.66			
10-0-4895	Friends Donations	Garrity - Amazon - videogame collection	31.74			
10-0-4895	Friends Donations	Garrity - Amazon - credit	-1.40			
10-0-4895	Friends Donations	Garrity - Amazon - videogame collection	2,240.94			
10-0-4895	Friends Donations	Garrity - Amazon - videogame collection	163.82			
10-0-4895	Friends Donations	Garrity - Amazon - videogame collection	28.99			
10-0-5907	Programming - Youth	Garrity - Amazon - programming	114.15			
10-0-5907	Programming - Youth	Garrity - Target - programming	19.25			
10-0-5907	Programming - Youth	Garrity - Michael's - programming	24.48			
10-0-5907	Programming - Youth	Garrity - Amazon - programming	35.95			
10-0-5907	Programming - Youth	Garrity - Amazon - youth programming	36.48			

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

August 1, 2021 - August 31, 2021

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-1-5340	Books-Fiction-Adult-Winnetka	Mall - Amazon - materials	56.64			
10-1-5340	Books-Fiction-Adult-Winnetka	Mall - Amazon - materials	12.01			
10-1-5340	Books-Fiction-Adult-Winnetka	Mall - Amazon - materials	129.60			
10-2-5440	Books-Fiction-Juv-Northfield	Morgan - Amazon - N-YS-F	11.88			
10-0-5908	Programming - Adult	Morgan - Amazon - programming	455.40			
10-0-5908	Programming - Adult	Mall - Kamdar Plaza - food for library event	300.00			
10-0-5908	Programming - Adult	Morgan - Amazon - programming	87.96			
10-1-5445	Video Games-Juv-Winnetka	Garrity - Amazon - programming	34.99			
10-2-5445	Video Games- Juv-Northfield	Morgan - Amazon - videogames	35.94			
10-2-5445	Video Games- Juv-Northfield	Morgan - Amazon - videogames	48.50			
10-2-5445	Video Games- Juv-Northfield	Morgan - Amazon - videogames	735.57			
10-1-5446	Juvenile Non-Fiction	Garrity - Amazon - youth nonfiction collection	90.41			
10-1-5446	Juvenile Non-Fiction	Garrity - Amazon - youth nonfiction collection	24.99			
70-0-5725	Janitorial Supplies	Garrity - Amazon - cleaning supplies	41.22			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Mall - Amazon - materials	18.99			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Mall - Reading Group choices - materials	18.40			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Mall - Amazon - materials	73.08			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Mall - Amazon - materials	44.69			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Mall - Amazon - materials	44.69			
10-0-5120	Library Supplies	Mall - Amazon - tech services supplies	4.49			
10-0-5120	Library Supplies	Mall - Amazon - supplies for study room	15.20			
10-0-5120	Library Supplies	Mall - Amazon - supplies for study room	15.67			
10-0-5120	Library Supplies	Morgan - Amazon - supplies	85.98			
10-0-5120	Library Supplies	Morgan - Amazon - supplies	26.99			
10-0-5120	Library Supplies	Morgan - Amazon - supplies	28.00			
10-0-5120	Library Supplies	Morgan - Amazon - supplies	31.98			
10-0-5120	Library Supplies	Dombrowski - Amazon - batteries	22.30			
10-0-5121	Office Supplies	Dombrowski - Office Depot - library director planning	112.23			
10-1-5522	Studio General Supplies	Kline - Amazon - printer ink	100.22			
10-1-5522	Studio General Supplies	Kline - Inventables - acrylic refills	492.95			
10-1-5522	Studio General Supplies	Kline - Amazon - silhouette tools	16.99			
10-1-5522	Studio General Supplies	Kline - Inventables - refund	-10.49			
10-1-5522	Studio General Supplies	Kline - Amazon - embroidery thread	9.41			
10-1-5522	Studio General Supplies	Kline - Amazon - cable management box	28.49			
10-1-5522	Studio General Supplies	Swenson - Amazon - 3d printing supplies	50.96			
10-0-5124	Hospitality	Dombrowski - Roti - strategic planning lunch	133.06			
10-0-5124	Hospitality	Dombrowski - The Barn - dinner with Marc	151.85			
10-0-5124	Hospitality	Dombrowski - Chipotle - strategic palnning lunch	124.26			

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

August 1, 2021 - August 31, 2021

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5134	Software	Mall - Zoom - monthly fee	279.96			
10-0-5134	Software	Dombrowski - Zoom - monthly fee	54.99			
10-0-5134	Software	Swenson - Adobe - creative cloud licenses	278.91			
10-0-5177	Technology - Website	Swenson - Linode - website hosting and backup	25.00			
10-0-5308	Summer Reading	Quish - The Book Stall - gift cards	2,000.00			
10-0-5719	Board Expenses	Quish - Amazon - name plates for board members	43.69			
10-0-5721	PR Promotional	Quish - Grand Food Center - balloons	16.99			
10-0-5721	PR Promotional	Quish - Bed, Bath & Beyond - tablecloth	32.99			
10-0-5721	PR Promotional	Quish - Staples - book covers	73.55			
10-0-5721	PR Promotional	Quish - 4Imprint - refund	-108.88			
10-0-5721	PR Promotional	Quish - 4Imprint - refund	-32.87			
10-0-5721	PR Promotional	Quish - Customink - refund	-36.13			
10-0-5721	PR Promotional	Quish - 4imprint - branded giveaways	1,197.68			
10-0-5721	PR Promotional	Quish - Staples - book covers	123.92			
10-0-5723	PR Supplies	Quish - Amazon - table top covers	59.98			
10-0-5723	PR Supplies	Quish - Displays2Go - replacement sign holders	222.52			
10-0-5723	PR Supplies	Quish - Amazon - laminating sheets	41.68			
10-0-5723	PR Supplies	Quish - Vistaprint - business cards & book marks	384.80			
COMED						
10-2-5171	Electricity - Northfield	COMED	778.59	16718	08/31/21	<u>778.59</u>
Check List Total						<u><u>179,463.67</u></u>

AUGUST 2021 DIRECTOR'S REPORT

Staff Updates

- Anniversaries: Sandy Penn (8/6, 3 years), Mark Winter (8/14, 3 years), Courtney Volny (8/15, 5 years), Jim Young (8/15, 5 years), Lindsay Goldstein (8/15, 2 years).
- Customer Relations Assistant Sandy Penn was promoted to Studio Specialist in the Digital Services department.
- Customer Relations Assistant Betsy Griebenow was promoted to Library Assistant in the Adult Services department.
- Customer Relations Assistant Stephanie Gonzalez-Diaz is moving to the Branch Services team at Northfield.

General News

- We had our first staff training day on 8/30. It included a presentation on de-escalation techniques from the Winnetka Police Department and the launch of the strategic planning implementation teams, who started reviewing and discussing their initiatives.
- The window project got underway this month and is on schedule.

Finances

- We are at 0.83% of our expected operating revenues for the year.
- We are at 12.13% of our budgeted operating expenses for the year (goal is 16.67%).

Programming

Youth

Category	21AUG	19AUG	Mo. % +/-	FY21-22 YTD	FY19-20 YTD	FY % +/-
Programs	14	59	-76.27%	48	132	-63.64%
Attendees	136	1,425	-90.46%	495	2,807	-82.37%
Take & Make Craft Kits	160	0	N/A	330	0	N/A

Highlights

Virtual Author Event: Dan Santat	Author/Illustrator Dan Santat led 56 participants through a virtual writing workshop (with another 115 watching the recording).
Sensory Saturdays at Home	Librarian Lindsey provided at-home sensory play and learning activities for ages 0-5.

Adults

Category	21AUG	19AUG	Mo. % +/-	FY21-22 YTD	FY19-20 YTD	FY % +/-
Programs	13	24	-45.83%	32	51	-37.25%
Attendees	161	253	-36.36%	502	480	4.58%

Highlights

Clue: A Mystery Book Club	Using the Meeting Owl, the book club held a hybrid meeting to discuss <i>The Butcher's Boy</i> by Thomas Perry.
Chicago's Yesteryear	Historian Jim Gibbons journeyed through old Chicago theaters, hotels, museums, amusement parks, local celebrities, and television shows.

Studio (Digital Services)

Category	21AUG	19AUG	Mo. % +/-	FY21-22 YTD	FY19-20 YTD	FY % +/-
Appointments	89	-	N/A	154	-	N/A
Programs	5	-	N/A	15	-	N/A
Attendees	26	-	N/A	107	-	N/A

Highlights

3D Print Articulated Items	Patrons learned how to create multi-part items that bend, move, and swivel and had a chance to submit their designs for printing.
----------------------------	---

Community Engagement (Outreach)

Category	21AUG	19AUG	Mo. % +/-	FY21-22 YTD	FY19-20 YTD	FY % +/-
Youth Events	4	-	N/A	10	-	N/A
Youth Attendance	320	-	N/A	700	-	N/A
Family Events	4	-	N/A	8	-	N/A
Family Attendance	185	-	N/A	385	-	N/A

Highlights

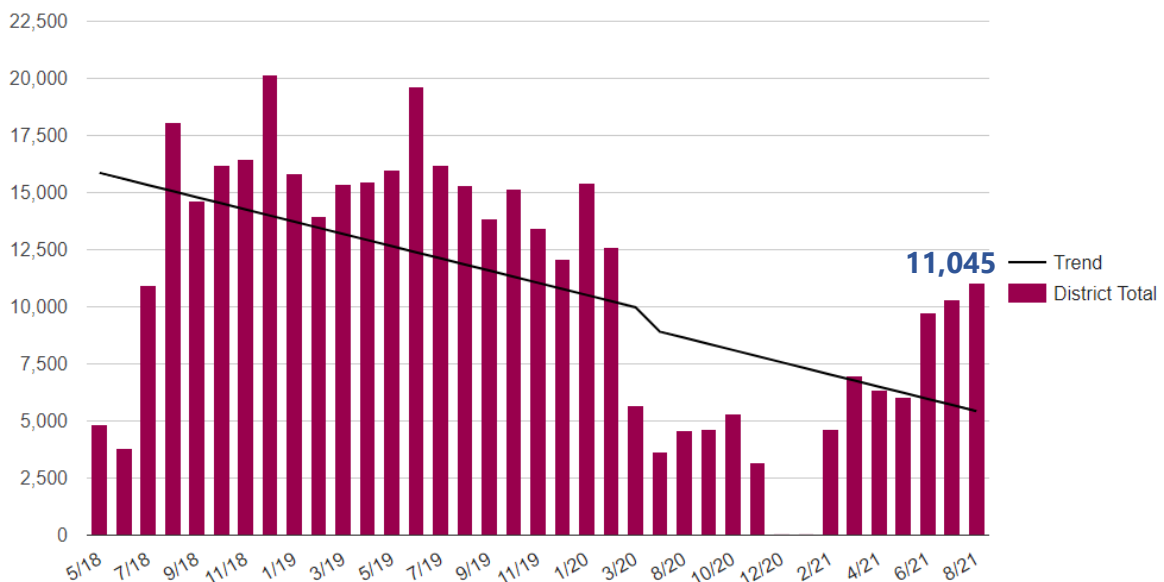
Winnetka Park District Children's Concert	Librarian Amber went to Hubbard Woods and did a storytime to accompany the children's concert. 90-100 people attended.
Winnetka Park District Happiness Is... Camp	Youth Librarians wrapped up storytimes for the park district's summer camps. Conservative estimates show a reach of 500-600 children.

Services

Visitors

Location	21AUG	19AUG	Mo. % +/-	FY21-22 YTD	FY19-20 YTD	FY % +/-
Winnetka	7,985	9,377	-14.84%	15,267	18,954	-19.45%
Northfield	3,060	5,933	-48.42%	6,102	12,553	-51.39%
Total	11,045	15,310	-27.86%	21,369	31,507	-32.18%

Total District People Counter Tallies



Curbside Pick Ups

Location	21AUG	FY21-22 YTD
Winnetka	20	30
Northfield	11	18
Total	31	48

Patron Interactions

Category	21AUG	19AUG	Mo. % +/-	FY21-22 YTD	FY19-20 YTD	FY % +/-
Adult	3,400	2,022	68.15%	5,529	4,316	28.10%
Youth	636	645	-1.40%	1,299	1,384	-6.14%
Digital Services	174	522	-66.67%	289	1,028	-71.69%
Total	4,210	3,189	32.02%	7,117	6,728	5.78%

Public Computer Usage

Location	21AUG	19AUG	Mo. % +/-	FY21-22 YTD	FY19-20 YTD	FY % +/-
Winnetka	478	981	-51.27%	872	2,006	-56.53%
Northfield	198	752	-73.67%	402	1,434	-71.97%
Total	676	1,733	-60.99%	1,274	3,440	-62.97%

Website/App Usage

Activity	21AUG	19AUG	Mo. % +/-	FY21-22 YTD	FY19-20 YTD	FY % +/-
Website Visits	8,345	9,730	-14.23%	15,957	19,402	-17.76%
Active App Users	583	-	-	-	-	-

Hotspot Usage

Location	21AUG	19AUG	Mo. % +/-	FY21-22 YTD	FY19-20 YTD	FY % +/-
Winnetka Sessions	15,761	20,944	-24.75%	31,912	42,035	-24.08%
Northfield Sessions	3,877	7,832	-50.50%	7,431	15,857	-32.04%
Total Sessions	19,638	28,776	-31.76%	39,343	57,892	-32.04%
Winnetka Bandwidth	261 GB	692 GB	-22.03%	551 GB	1,274 GB	-56.77%
Northfield Bandwidth	133 GB	277 GB	-51.98%	248 GB	514 GB	-51.85%
Total Bandwidth	394 GB	969 GB	-59.38%	798 GB	1,788 GB	-55.36%

Email Reach/Cardholder Penetration

21AUG Subscribers	% Cardholders	Total Cardholders	Click Rate	Open Rate
10,061	80.85%	12,272	3%	31%

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

Impact Stories

- Northfield Branch: A patron's mother sent us this picture and accompanying note, "This is my son after finishing his Summer Reading challenge! He has been reading graphic novels that we've checked out from the Northfield library. This really helped him get into reading so thank you!!"



- Adult Services: Comments on Chicago's Yesteryear program: "Amazing presentation!", "Absolutely wonderful!", "Thank you, so fun and interesting!".
- 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 offers excellent services."
- Digital Services: A new resident who took a tour after picking up her new library card said, "My sister loves to create things and I can't wait to call her to brag about all of the cool things we have at our new library!"
- Customer Relations: We received a compliment regarding Assistant Ben on his pleasant demeanor and how friendly and outgoing he is with patrons.

Collections

PHYSICAL

Adult- By Type

Material Type	21AUG	19AUG	Mo. % +/-	FY21-22 YTD	FY19-20 YTD	FY % +/-
Books	9,672	11,440	-15.45%	18,742	23,215	-19.27%
Book - Fiction	5,589	6,473	-13.66%	10,778	13,018	-17.21%
Book - Nonfiction	4,083	4,967	-17.80%	7,964	10,197	-21.90%
Audiobook - CD	331	881	-62.43%	653	1,716	-61.95%
Music CD	162	126	28.57%	249	268	-7.09%
Playaway	79	254	-68.90%	147	532	-72.37%
DVD/Blu-Ray	3,283	6,029	-45.55%	6,385	12,342	-48.27%
Magazine	191	166	15.06%	387	356	8.71%
Videogame	14	11	27.27%	17	15	13.33%
Devices	11	37	-70.27%	13	58	-77.59%
Other	1	4	-75.00%	1	6	-83.33%
Non-CCS ILL	49	41	19.51%	105	80	31.25%
Sent Out	1,347	1,127	19.52%	3,057	2,277	34.26%
Total	15,140	20,116	-24.74%	29,756	40,865	-27.18%

Youth- By Type

Material Type	21AUG	19AUG	Mo. % +/-	FY21-22 YTD	FY19-20 YTD	FY % +/-
Books	15,045	14,052	7.07%	29,842	28,960	3.05%
Book - Fiction	13,073	12,134	7.74%	26,026	25,037	3.95%
Book - Nonfiction	1,972	1,918	2.82%	3,816	3,923	-2.73%
Audiobook - CD	86	131	-34.35%	180	280	-35.71%
Music CD	28	118	-77.97%	62	224	-72.32%
Playaway	296	459	-35.51%	611	961	-36.42%
DVD/Blu-Ray	1,434	3,029	-52.66%	2,688	6,106	-55.98%
Videogame	109	-	N/A	125	-	N/A
Device	0	-	N/A	6	-	N/A
Vox Reader	209	-	N/A	365	-	N/A
Other	29	5	480%	43	19	126.32%
STEAM Kits	33	30	10.00%	59	49	20.41%
Total	17,267	17,824	-3.13%	33,981	36,600	-7.16%

Adult- By Location

Location	21AUG	19AUG	Mo. % +/-	FY21-22 YTD	FY19-20 YTD	FY % +/-
Winnetka	10,941	13,407	-18.39%	21,075	27,287	-22.77%
Northfield	4,199	6,709	-37.41%	8,681	13,578	-36.07%

Youth- By Location

Location	21AUG	19AUG	Mo. % +/-	FY21-22 YTD	FY18-19 YTD	FY % +/-
Winnetka	13,456	13,249	1.56%	26,058	26,975	-3.40%
Northfield	3,811	4,575	-16.70%	7,923	9,625	-17.68%

MISCELLANEOUS LENDING

Lending Type	21AUG	19AUG	Mo. & +/-	FY21-22 YTD	FY19-20 YTD	FY % +/-
Kenilworth Patrons	1,387	1,482	-6.41%	4,556	2,988	52.48%
Borrowed from Other Libraries	1,955	1,656	18.06%	4,011	3,198	25.42%

TOTAL PHYSICAL CIRCS- DISTRICT

21AUG Physical Circulation	19AUG Physical Circulation	Net Change
32,407	37,940	-14.58%

FY22-22 YTD Physical Circulation	FY19-20 YTD Physical Circulation	Net Change
63,737	77,465	-17.72%

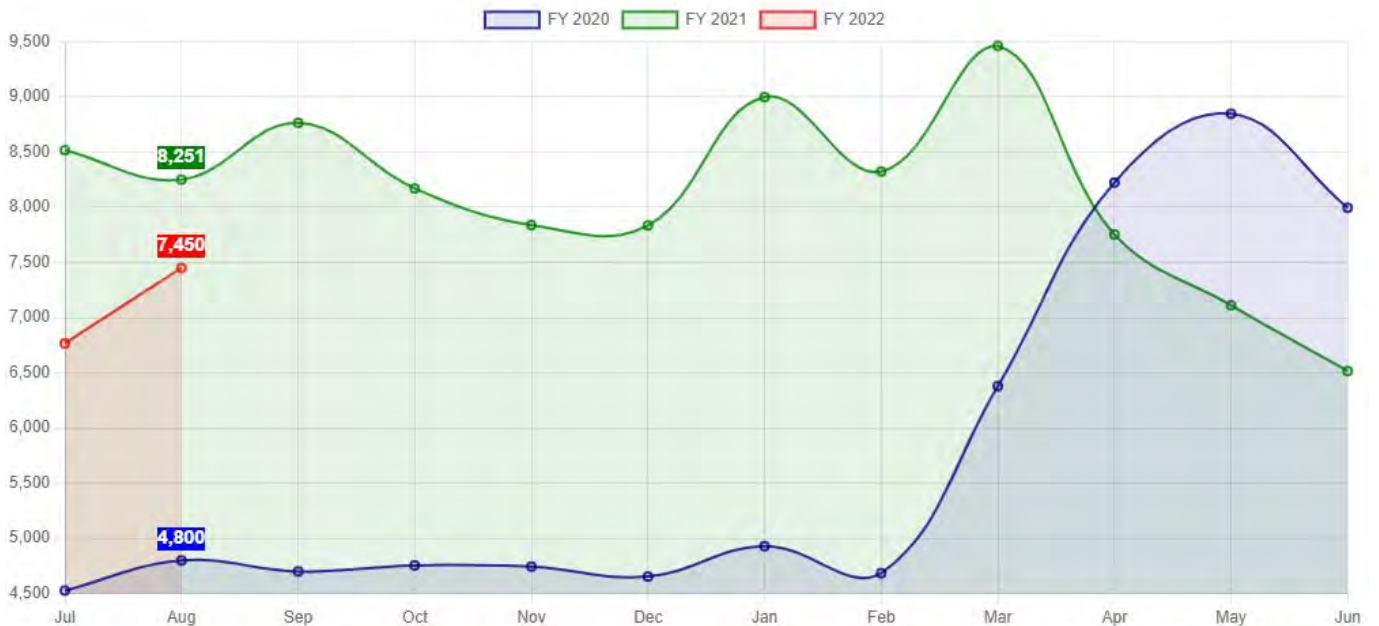
3 Year Circulation Comparison



DIGITAL

Material Type	21AUG	19AUG	Mo. % +/-	FY21-22 YTD	FY19-20 YTD	FY % +/-
eBooks	3,350	1,980	69.19%	6,383	4,012	59.10%
eAudiobooks	2,436	1,245	95.66%	4,619	2,382	93.91%
eMagazines	1,092	1,312	-16.77%	2,061	2,430	-15.19%
eVideos	521	184	183.15%	1,056	366	188.52%
eMusic	51	79	-35.44%	98	137	-28.47%
Total	7,450	4,800	55.21%	14,217	9,327	52.43%

3 Year eResource Comparison



TOTAL DISTRICT CIRCULATION

21AUG District Circulation	19AUG District Circulation	Net Change
39,857	42,740	-6.75%

FY21-22 YTD District Circulation	FY19-20 YTD District Circulation	Net Change
77,954	86,792	-10.18%



Notes

- We continue to see an uptick in circulation. Our youth print collection had a 7% increase this month over July and our adult print collection had a 9% increase over July.
- Biggest upticks in circulation were cookbooks, European History, Mysteries, and Documentaries.
- Adult digital collections were also up over July with the largest gains coming from Overdrive and Hoopla.

Customer Comments

Winnetka

- Email: A patron wrote to say they feel our eBook offerings have diminished since joining the Overdrive consortium and also thank us for the expanded eMagazine collection it offers.
- Email: A patron wrote in with kudos for our upcoming teen program *Queer History & Heroes*. They thanked us for our dedication to providing an inclusive and safe space for all residents.

Northfield

- Suggestion Box: "Always grateful for the friendly staff, beautiful place and amazing collection."
- Suggestion Box: "More in-person programs!"
- Suggestion Box: "Everyone is so nice and super helpful!"
- Suggestion Box: "Can the weeds to the west of the library be pulled?"

The Winnetka-Northfield Public Library District complies with all applicable laws governing privacy and confidentiality of patron records, including the Illinois Library Records Confidentiality Act (75 ILCS 70/1), and follows the American and Illinois Library Associations' recommendations on protection of patrons' privacy and confidentiality.

Confidentiality includes, but is not limited to, circulation of library materials, electronic resource searches, interlibrary loan transactions, program attendance, and services provided. Staff will limit access and use of patron information to activities that are required to maintain patron accounts and conduct official library business. In addition, staff will not disclose, sell, or lease confidential information to outside parties—including presenters, vendors, government or law enforcement officials—unless required to do so by law.

Personal Information Collection

We limit the personal information we collect and access to only that which is essential to maintain accounts, conduct official library business, and ensure compliance with applicable laws. This includes the following:

- Name
- Telephone number
- Mailing address
- Email address
- Date of Birth
- Library card barcode number
- Materials currently checked out and/or requested
- Overdue materials (until returned)
- Unpaid account charges (until paid)

We safeguard personal information by:

- 1) Reviewing and destroying unnecessary records
- 2) Removing the correlation between personal information and materials borrowed once the items are returned and checked out to the next patron
- 3) Purging personal information on public computers once users have logged off
- 4) Ensuring that contracts with electronic service providers reflect our policies and legal obligations

- 5) Having security procedures that protect against loss, destruction, an unauthorized access to patron information
- 6) Not requiring personal information to visit our website

Links to Other Sites

The library website contains links to sites not maintained by the library. The library is not responsible for the privacy practices of any other sites. The library encourages individuals to become familiar with these privacy practices and be mindful when asked to disclose personal information.

Cookies

The library uses cookies to facilitate access to our catalog and electronic resources. Cookies are small data files that are sent to an individual's web browser that are then stored on a computer's hard drive. These cookies do not collect, store or maintain a library user's personally identifiable information. Patrons do not have to accept these cookies to visit or use website and resources. Cookies may be refused or deleted from a computer's hard drive.

In order to access the library catalog and electronic resources from home, the barcode number from the library card is required for authentication purposes. Providers of licensed electronic resources do not have access to records containing personal information. Any information collected is discarded upon logging off.



WINNETKA-NORTHFIELD PUBLIC LIBRARY DISTRICT
RESOLUTION NO. 2021-2022/3

A RESOLUTION TO DETERMINE AN ESTIMATE
OF FUNDS NEEDED FOR FISCAL YEAR 2021-2022

WHEREAS, The Winnetka-Northfield Public Library District must adopt on or before December 7, 2021 and file on or before December 28, 2021 its Levy Ordinance for the 2021-2022 fiscal year; and

WHEREAS, pursuant to the Truth in Taxation Law, The Winnetka-Northfield Public Library District must determine not fewer than 20 days prior to adoption of its Levy Ordinance the amount of money, exclusive of any portion of the levy attributable to election costs, necessary to be raised by taxation for the 2021-2022 fiscal year;

NOW, THEREFORE BE IT RESOLVED AND DETERMINED by the Board of Trustees of The Winnetka-Northfield Public Library District that the estimated amounts of money, exclusive of election costs, to be raised by taxation for the 2021-2022 fiscal year shall be no greater than 4.99% percent above the prior year's tax extension grand total as determined by the Office of the Clerk of Cook County, Illinois.

ADOPTED on the 20th day of September 2021.

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

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

AYES:

NAYS:

ABSENT: