

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

**THE MEETING WILL BEGIN AT 7:00 PM VIA ZOOM.  
INSTRUCTIONS TO JOIN POSTED AT [WWW.WINNETKALIBRARY.ORG](http://WWW.WINNETKALIBRARY.ORG)**

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

**AGENDA**

Monday, November 22, 2021

- I. Call to Order**
- II. Roll Call**
- III. Public Comments**
- IV. Approval of Minutes**
  - Approval of Minutes of the November 1, 2021 Regular Meeting\*
- V. Financial Report**
  - October 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**
  - Patron Statue Donation
  - Approval of FY22-23 Tax Levy Ordinance\*
  - Discussion and Vote on Draft Strategic Plan\*
- IX. New Business**
  - Discussion and Vote on Illinois Libraries Present (ILP) IGA\*
  - Discussion and Vote on Time Limits for Agenda Items
- X. Communications**
  - The Library will close at 5 p.m. on Wednesday, November 25<sup>th</sup> and be closed all day on Thursday, November 26<sup>th</sup> in observance of the Thanksgiving Day holiday
  - The next regular meeting will be held on Monday, December 13<sup>th</sup> at 7pm at the Winnetka Library if the mask mandate has been lifted. If it has not, it will be online.

\*Attachments

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

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and recent amendments to the Open Meetings Act.**

**XI. Public Comments**

**XII. Adjourn to Closed Session**

**• Closed Session**

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

**XIII. Return to Open Session**

**XIV. Adjournment**

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

November 1, 2021

\*Rescheduled from Monday, October 18, 2021\*

**I. Call to Order**

The meeting was held virtually via ZOOM due to the COVID-19 pandemic. President Ruiz-Funes called the meeting to order at 6:02 p.m. A quorum was present.

**II. Roll Call**

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

Absent:

Present were library employees Nicola White (Business Services Coordinator) and Mark Swenson (Information Technology Manager). Present was Marc Futterman from CIVICTechnologies. Present was Diane Shultz from HR Source. Present was Winnetka resident Jeffrey Liss.

**III. Public Comments**

Winnetka resident Jeffrey Liss commented on the draft strategic plan.

**IV. Approve Minutes**

- Approve Minutes of the September 20, 2021 Special Meeting
- Approve Minutes of the September 20, 2021 Regular Meeting

President Ruiz-Funes announced the approval of the September 20, 2021 Special Meeting Minutes and the September 20, 2021 Regular Meeting Minutes.

**V. Financial Report**

Director Dombrowski presented the September 2021 Financial Statements.

**VI. Library Report**

LIBRARY DIRECTOR'S REPORT:

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

**BOARD PRESIDENT'S COMMENTS:**

President Ruiz-Funes commented:

- The trustee's thoughts are with those directly affected by COVID-19 and they wish to thank the first responders and essential workers for their efforts.

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

- *Winnetka Village*- Trustee Mitchell stated that there was nothing to report that would impact library business.
- *Northfield Village*- Trustee Munoz stated that there was nothing to report that would impact library business.

**VIII. Unfinished Business**

- Director Dombrowski will view the statue offered for the library grounds and report to the Board at the November 15<sup>th</sup> meeting.

**IX. New Business**

- *Discuss December Board Meeting Date*

The Board decided to reschedule the December 20<sup>th</sup> meeting to December 13<sup>th</sup>.

- *Presentation and Discussion of Draft Strategic Plan by Marc Futterman*  
Marc Futterman from CIVICTechnologies presented the draft strategic plan.

The Board discussed the plan and asked Director Dombrowski to solicit feedback from the community on the draft. The Board will further discuss the plan and community feedback at the November 15<sup>th</sup> meeting.

- *Discuss Draft Levy Ordinance*

Director Dombrowski presented the draft Levy Ordinance for Fiscal Year 2022-2023. The Board agreed on the 2% increase that Director Dombrowski recommended and will vote on the ordinance at the November 15<sup>th</sup> meeting.

**X. Communications**

- *The next regular meeting will be held on Monday, November 15<sup>th</sup> at 7 p.m. at the Northfield Library if the mask mandate is lifted. Otherwise, it will be held online as a virtual meeting.*

**XI. Public Comments**

Winnetka resident Jeffrey Liss commented on the draft strategic plan.

**XII. Adjournment**

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

The MOTION passed on a voice vote and President Ruiz-Funes adjourned the meeting at 9:10 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 4 Months Ended October 31, 2021

Ideal Budget Percentage Spent: 33.33%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Current Year-to-Date</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
<b>Revenues</b>					
Library Fund	4,021,186.25	1,340,395.42	1,813,001.73	45.09 %	472,606.31
IMRF Fund	176,750.00	58,916.67	80,170.41	45.36 %	21,253.74
FICA Fund	131,300.00	43,766.67	59,555.16	45.36 %	15,788.49
Building Fund	403,994.00	134,664.67	183,243.90	45.36 %	48,579.23
Unemployment Fund	2,020.00	673.33	916.24	45.36 %	242.91
<b>Total Revenues</b>	<u>4,735,250.25</u>	<u>1,578,416.75</u>	<u>2,136,887.44</u>	<u>45.13 %</u>	<u>558,470.69</u>
<b>Expenses</b>					
Library Fund	3,859,150.00	1,286,383.33	1,402,305.56	36.34 %	115,922.23
IMRF Fund	102,750.00	34,250.00	42,000.45	40.88 %	7,750.45
FICA Fund	133,000.00	44,333.33	39,417.60	29.64 %	(4,915.73)
Building Fund	320,000.00	106,666.67	77,787.30	24.31 %	(28,879.37)
Unemployment Fund	10.00	3.33	0.00	0.00 %	(3.33)
<b>Total Expenses</b>	<u>4,414,910.00</u>	<u>1,471,636.67</u>	<u>1,561,510.91</u>	<u>35.37 %</u>	<u>89,874.24</u>
<b>Total Revenues</b>	4,735,250.25	1,578,416.75	2,136,887.44	45.13 %	558,470.69
<b>Total Expenses</b>	<u>4,414,910.00</u>	<u>1,471,636.67</u>	<u>1,561,510.91</u>	<u>35.37 %</u>	<u>(89,874.24)</u>
<b>Excess Revenues less Expenses</b>	<u>320,340.25</u>	<u>106,780.08</u>	<u>575,376.53</u>	<u>179.61 %</u>	<u>468,596.45</u>

# Winnetka-Northfield Public Library District

## Library Fund Summary

**For the 4 Months Ended October 31, 2021**

Ideal Budget Percentage Spent: 33.33%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year-to-Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
<b>Operating Revenue</b>					
Property Tax	3,786,490.00	1,262,163.33	1,717,479.13	45.36 %	455,315.80
Replacement Tax	30,000.00	10,000.00	26,873.78	89.58 %	16,873.78
Collections	130,196.25	43,398.75	59,846.48	45.97 %	16,447.73
Materials	6,500.00	2,166.67	2,257.92	34.74 %	91.25
Other Income	68,000.00	22,666.67	6,544.42	9.62 %	(16,122.25)
<b>Total Operating Revenue</b>	<u>4,021,186.25</u>	<u>1,340,395.42</u>	<u>1,813,001.73</u>	<u>45.09 %</u>	<u>472,606.31</u>
<b>Operating Expenses</b>					
Personnel	1,871,100.00	623,700.00	570,811.83	30.51 %	(52,888.17)
Administration	197,400.00	65,800.00	79,644.94	40.35 %	13,844.94
Utilities	91,400.00	30,466.67	23,869.24	26.12 %	(6,597.43)
IT Services	163,000.00	54,333.33	42,612.77	26.14 %	(11,720.56)
Public Relations	43,000.00	14,333.33	12,222.17	28.42 %	(2,111.16)
Library Materials - Adult	519,000.00	173,000.00	189,745.08	36.56 %	16,745.08
Library Materials - Youth	75,000.00	25,000.00	25,174.81	33.57 %	174.81
Programs	69,250.00	23,083.33	24,894.99	35.95 %	1,811.66
Capital	830,000.00	276,666.67	433,329.73	52.21 %	156,663.06
<b>Total Operating Expenses</b>	<u>3,859,150.00</u>	<u>1,286,383.33</u>	<u>1,402,305.56</u>	<u>36.34 %</u>	<u>115,922.23</u>
<b>Total Revenues</b>	4,021,186.25	1,340,395.42	1,813,001.73	45.09 %	472,606.31
<b>Total Expenses</b>	<u>3,859,150.00</u>	<u>1,286,383.33</u>	<u>1,402,305.56</u>	<u>36.34 %</u>	<u>115,922.23</u>
<b>Excess Revenues less Expenses</b>	<u>162,036.25</u>	<u>54,012.09</u>	<u>410,696.17</u>	<u>253.46 %</u>	<u>356,684.08</u>

**Winnetka-Northfield Public Library District**  
**Statement of Revenues and Expenditures - Modified Cash Basis**  
**For the 4 Months Ended October 31, 2021**

Ideal Budget Percentage Spent: 33.33%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year to Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
<b><u>LIBRARY FUND</u></b>					
<b>Revenues</b>					
<b>Taxes</b>					
Property Taxes Collections	3,786,490.00	1,262,163.33	1,717,479.13	45.36 %	455,315.80
Replacement Tax	30,000.00	10,000.00	26,873.78	89.58 %	16,873.78
<b>Total Taxes</b>	<u>3,816,490.00</u>	<u>1,272,163.33</u>	<u>1,744,352.91</u>	<u>45.71 %</u>	<u>472,189.58</u>
<b>Collections</b>					
Per Capita Grant	21,696.25	7,232.08	27,232.58	125.52 %	20,000.50
Kenilworth Services	105,000.00	35,000.00	31,118.00	29.64	(3,882.00)
Fines - Winnetka	0.00	0.00	333.85	0.00	333.85
Studio Fees	1,000.00	333.33	344.80	34.48	11.47
Lost/Damaged Mat.-Winnetka	2,500.00	833.33	817.25	32.69	(16.08)
<b>Total Collections</b>	<u>130,196.25</u>	<u>43,398.75</u>	<u>59,846.48</u>	<u>45.97 %</u>	<u>16,447.73</u>
<b>Materials</b>					
Copy/Printing - Winnetka	5,000.00	1,666.67	2,257.92	45.16 %	591.25
Book Sales - Winnetka	1,500.00	500.00	0.00	0.00	(500.00)
<b>Total Materials</b>	<u>6,500.00</u>	<u>2,166.67</u>	<u>2,257.92</u>	<u>34.74 %</u>	<u>91.25</u>
<b>Other Income</b>					
Checking Interest Income	5,000.00	1,666.67	1,678.64	33.57 %	11.97
Byline Bank IMA Interest	45,000.00	15,000.00	2,426.64	5.39	(12,573.36)
Change on Investment Value	0.00	0.00	(516.12)	0.00	(516.12)
Money Market-Interest	0.00	0.00	5,133.62	0.00	5,133.62
Misc. Revenue - Winnetka	0.00	0.00	784.57	0.00	784.57
Gift Fund (over \$100)	500.00	166.67	250.00	50.00	83.33
Friends Donations	17,500.00	5,833.33	(3,212.93)	(18.36)	(9,046.26)
<b>Total Other Income</b>	<u>68,000.00</u>	<u>22,666.67</u>	<u>6,544.42</u>	<u>9.62 %</u>	<u>(16,122.25)</u>
<b>Total Revenue</b>	<u>4,021,186.25</u>	<u>1,340,395.42</u>	<u>1,813,001.73</u>	<u>45.09 %</u>	<u>472,606.31</u>



**Winnetka-Northfield Public Library District**  
**Statement of Revenues and Expenditures - Modified Cash Basis**  
**For the 4 Months Ended October 31, 2021**

Ideal Budget Percentage Spent: 33.33%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year to Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
<b>LIBRARY FUND</b>					
<b>Expenses</b>					
<b>Personnel</b>					
Salaries	1,620,000.00	540,000.00	501,211.20	30.94 %	(38,788.80)
Health Insurance	240,000.00	80,000.00	69,382.10	28.91	(10,617.90)
Flu Vaccination	100.00	33.33	0.00	0.00	(33.33)
Employee Asst. Program	500.00	166.67	0.00	0.00	(166.67)
Conferences	10,000.00	3,333.33	78.53	0.79	(3,254.80)
Flexible Spending Account	<u>500.00</u>	<u>166.67</u>	<u>140.00</u>	<u>28.00</u>	<u>(26.67)</u>
<b>Total Personnel</b>	<u>1,871,100.00</u>	<u>623,700.00</u>	<u>570,811.83</u>	<u>30.51 %</u>	<u>(52,888.17)</u>
<b>Administration</b>					
Audit Fees	12,400.00	4,133.33	6,500.00	52.42 %	2,366.67
Library Supplies	34,500.00	11,500.00	8,297.62	24.05	(3,202.38)
Office Supplies	7,000.00	2,333.33	1,694.14	24.20	(639.19)
Breakroom Supplies	2,000.00	666.67	668.56	33.43	1.89
Postage	3,200.00	1,066.67	399.96	12.50	(666.71)
Hospitality	1,500.00	500.00	804.88	53.66	304.88
Accounting and Bookkeeping	23,000.00	7,666.67	7,614.74	33.11	(51.93)
Legal Notices	3,500.00	1,166.67	2,247.00	64.20	1,080.33
Delivery Service	6,800.00	2,266.67	2,150.00	31.62	(116.67)
Payroll Services	9,000.00	3,000.00	2,860.22	31.78	(139.78)
Liability Insurance Costs	23,000.00	7,666.67	23,180.00	100.78	15,513.33
Board Expenses	1,000.00	333.33	43.69	4.37	(289.64)
Memberships	3,500.00	1,166.67	1,856.00	53.03	689.33
Staff Recognition/Events/Meetings	6,000.00	2,000.00	968.18	16.14	(1,031.82)
Legal	12,000.00	4,000.00	(940.20)	(7.84)	(4,940.20)
Building Appraisal	500.00	166.67	0.00	0.00	(166.67)
Other Consultations	5,000.00	1,666.67	10,202.14	204.04	8,535.47
Investment Fees	5,000.00	1,666.67	1,083.01	21.66	(583.66)
HR Consultant	38,000.00	12,666.67	10,115.00	26.62	(2,551.67)
Miscellaneous	<u>500.00</u>	<u>166.67</u>	<u>(100.00)</u>	<u>(20.00)</u>	<u>(266.67)</u>
<b>Total Administration</b>	<u>197,400.00</u>	<u>65,800.00</u>	<u>79,644.94</u>	<u>40.35 %</u>	<u>13,844.94</u>
<b>Utilities</b>					
Electricity - Winnetka	41,000.00	13,666.67	16,089.53	39.24 %	2,422.86
Water - Winnetka	3,500.00	1,166.67	568.91	16.25	(597.76)
Storm Sewer - Winnetka	1,600.00	533.33	399.48	24.97	(133.85)
Natural Gas - Winnetka	11,000.00	3,666.67	1,932.11	17.56	(1,734.56)
Telephone - Winnetka	16,800.00	5,600.00	188.85	1.12	(5,411.15)
Internet Services	<u>17,500.00</u>	<u>5,833.33</u>	<u>4,690.36</u>	<u>26.80</u>	<u>(1,142.97)</u>
<b>Total Utilities</b>	<u>91,400.00</u>	<u>30,466.67</u>	<u>23,869.24</u>	<u>26.12 %</u>	<u>(6,597.43)</u>
<b>Information Technology</b>					
CCS Operating	80,000.00	26,666.67	18,100.07	22.63 %	(8,566.60)
Software	23,000.00	7,666.67	16,963.85	73.76	9,297.18
LAN Management	50,000.00	16,666.67	7,244.01	14.49	(9,422.66)
Hardware	0.00	0.00	229.84	0.00	229.84
Technology - Website	<u>10,000.00</u>	<u>3,333.33</u>	<u>75.00</u>	<u>0.75</u>	<u>(3,258.33)</u>
<b>Total Information Technology</b>	<u>163,000.00</u>	<u>54,333.33</u>	<u>42,612.77</u>	<u>26.14 %</u>	<u>(11,720.56)</u>
<b>Public Relations</b>					

**Winnetka-Northfield Public Library District**  
**Statement of Revenues and Expenditures - Modified Cash Basis**  
**For the 4 Months Ended October 31, 2021**

Ideal Budget Percentage Spent: 33.33%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year to Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
<b>LIBRARY FUND</b>					
PR Promotional	7,000.00	2,333.33	5,091.77	72.74 %	2,758.44
PR Source/Mailers	23,000.00	7,666.67	5,348.80	23.26	(2,317.87)
PR Supplies	8,000.00	2,666.67	1,029.34	12.87	(1,637.33)
PR Marketing/Advertising	<u>5,000.00</u>	<u>1,666.67</u>	<u>752.26</u>	<u>15.05</u>	<u>(914.41)</u>
<b>Total Public Relations</b>	<u>43,000.00</u>	<u>14,333.33</u>	<u>12,222.17</u>	<u>28.42 %</u>	<u>(2,111.16)</u>
<b>Library Materials - Adult</b>					
Books-Fiction-Adult-Winnetka	79,000.00	26,333.33	18,591.78	23.53 %	(7,741.55)
Books-Non-Fiction-Adult-Winnetka	70,000.00	23,333.33	15,550.74	22.22	(7,782.59)
Periodicals-Winnetka	20,000.00	6,666.67	6,999.32	35.00	332.65
DVDs-Adult-Winnetka	38,000.00	12,666.67	6,076.62	15.99	(6,590.05)
Audio Books-Adult-Winnetka	17,000.00	5,666.67	3,948.10	23.22	(1,718.57)
Books-Digital-Winnetka	200,000.00	66,666.67	70,262.19	35.13	3,595.52
Online Database	<u>95,000.00</u>	<u>31,666.67</u>	<u>68,316.33</u>	<u>71.91</u>	<u>36,649.66</u>
<b>Total Library Materials - Adult</b>	<u>519,000.00</u>	<u>173,000.00</u>	<u>189,745.08</u>	<u>36.56 %</u>	<u>16,745.08</u>
<b>Library Materials - Youth</b>					
Books-Fiction-Juv-Winnetka	40,000.00	13,333.33	13,420.61	33.55 %	87.28
Books-Non-Fiction, Easy, & JH-Winnetka	14,000.00	4,666.67	4,964.47	35.46	297.80
DVDs-Juv-Winnetka	8,000.00	2,666.67	1,508.29	18.85	(1,158.38)
Audio Books-Juv-Winnetka	10,000.00	3,333.33	3,224.61	32.25	(108.72)
Video Games-Juv-Winnetka	3,000.00	1,000.00	1,992.28	66.41	992.28
Books-Easy-Winnetka	0.00	0.00	22.90	0.00	22.90
Books-Jr. High-Winnetka	<u>0.00</u>	<u>0.00</u>	<u>41.65</u>	<u>0.00</u>	<u>41.65</u>
<b>Total Library Materials - Youth</b>	<u>75,000.00</u>	<u>25,000.00</u>	<u>25,174.81</u>	<u>33.57 %</u>	<u>174.81</u>
<b>Programs</b>					
Summer Reading	8,000.00	2,666.67	6,420.00	80.25 %	3,753.33
OBTV	15,000.00	5,000.00	6,284.64	41.90	1,284.64
Programming - Studio	6,750.00	2,250.00	2,051.64	30.39	(198.36)
Programming - Youth	15,000.00	5,000.00	1,775.66	11.84	(3,224.34)
Programming - Adult	20,000.00	6,666.67	6,788.54	33.94	121.87
Studio Maintenance/Repair	<u>4,500.00</u>	<u>1,500.00</u>	<u>1,574.51</u>	<u>34.99</u>	<u>74.51</u>
<b>Total Programs</b>	<u>69,250.00</u>	<u>23,083.33</u>	<u>24,894.99</u>	<u>35.95 %</u>	<u>1,811.66</u>
<b>Capital</b>					
Capital Outlay	400,000.00	133,333.33	420,294.43	105.07 %	286,961.10
Building	250,000.00	83,333.33	0.00	0.00	(83,333.33)
Equipment/Furniture	100,000.00	33,333.33	4,892.30	4.89	(28,441.03)
Computer Equipment	<u>80,000.00</u>	<u>26,666.67</u>	<u>8,143.00</u>	<u>10.18</u>	<u>(18,523.67)</u>
<b>Total Capital</b>	<u>830,000.00</u>	<u>276,666.67</u>	<u>433,329.73</u>	<u>52.21 %</u>	<u>156,663.06</u>
<b>Total Expenses</b>	<u>3,859,150.00</u>	<u>1,286,383.33</u>	<u>1,402,305.56</u>	<u>36.34 %</u>	<u>115,922.23</u>
<b>Excess Revenues less Expenses</b>	<u>162,036.25</u>	<u>54,012.09</u>	<u>410,696.17</u>	<u>253.46 %</u>	<u>356,684.08</u>

**Winnetka-Northfield Public Library District**  
**Statement of Revenues and Expenditures - Modified Cash Basis**  
**For the 4 Months Ended October 31, 2021**

Ideal Budget Percentage Spent: 33.33%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year to Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
<b>BUILDING FUND</b>					
<b>Revenues</b>					
Property Taxes Collections-Building	403,994.00	134,664.67	183,243.90	45.36 %	48,579.23
<b>Total Revenue</b>	<u>403,994.00</u>	<u>134,664.67</u>	<u>183,243.90</u>	<u>45.36 %</u>	<u>48,579.23</u>
<b>Expenses</b>					
Northfield Lease	66,000.00	22,000.00	16,550.73	25.08 %	(5,449.27)
Janitorial Supplies	13,176.00	4,392.00	1,599.05	12.14	(2,792.95)
Snow Removal	8,960.00	2,986.67	0.00	0.00	(2,986.67)
Photocopier Leases	44,800.00	14,933.33	5,605.41	12.51	(9,327.92)
Phone Lease	10,752.00	3,584.00	0.00	0.00	(3,584.00)
Building Maintenance Service	123,200.00	41,066.67	36,000.00	29.22	(5,066.67)
Elevators	8,960.00	2,986.67	1,950.54	21.77	(1,036.13)
Landscaping	5,600.00	1,866.67	1,965.62	35.10	98.95
HVAC	11,200.00	3,733.33	5,324.58	47.54	1,591.25
Automatic Doors	3,920.00	1,306.67	1,400.00	35.71	93.33
Roof	672.00	224.00	0.00	0.00	(224.00)
Alarms	3,080.00	1,026.67	1,198.35	38.91	171.68
Equipment	4,480.00	1,493.33	0.00	0.00	(1,493.33)
Misc Services	<u>15,200.00</u>	<u>5,066.67</u>	<u>6,193.02</u>	<u>40.74</u>	<u>1,126.35</u>
<b>Total Expenses</b>	<u>320,000.00</u>	<u>106,666.67</u>	<u>77,787.30</u>	<u>24.31 %</u>	<u>(28,879.37)</u>
<b>Excess Revenues less Expenses</b>	<u>\$ 83,994.00</u>	<u>\$ 27,998.00</u>	<u>\$ 105,456.60</u>	<u>125.55 %</u>	<u>77,458.60</u>

# Winnetka-Northfield Public Library District

## Check Register

All Bank Accounts

October 1, 2021 - October 31, 2021

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
<b>Vendor Checks</b>						
Midwest Environmental Consulting Service 10-0-5800	Capital Outlay	Void Check# 3311	-24,850.00	3311	10/18/21	<u>(24,850.00)</u>
Amber Mechanical Contractors Inc. 70-0-5752	HVAC	INV# C011248	1,999.50	3319	10/14/21	<u>1,999.50</u>
ATA Group, LLP 10-0-5101	Audit Fees	INV# 10195	6,500.00	3320	10/14/21	<u>6,500.00</u>
Chicago Tribune 10-1-5342	Periodicals-Winnetka	THRU 12/17/21	127.50	3321	10/14/21	<u>290.92</u>
10-1-5342	Periodicals-Winnetka	THRY 12/25/21	163.42			
John E. Happ 10-0-5908	Programming - Adult	John E. Happ - The Navigation Case	100.00	3322	10/14/21	<u>100.00</u>
Library Furniture International, Inc. 10-0-5884	Equipment/Furniture	INV# 7557	34.00	3323	10/14/21	<u>34.00</u>
Megan Wells 10-0-5908	Programming - Adult	Megan Wells - The Reluctant Princess	350.00	3324	10/14/21	<u>350.00</u>
Molly Schoenherr 10-0-5908	Programming - Adult	Molly Schoenherr - Horror Trivia Night prize	29.99	3325	10/14/21	<u>29.99</u>
Shari Pontillo 10-0-5908	Programming - Adult	Shari Pontillo - Bad Art?	270.00	3326	10/14/21	<u>270.00</u>
Tee Jay Service Company, Inc 70-0-5755	Automatic Doors	INV# 178975	385.00	3327	10/14/21	<u>385.00</u>
The Alliance For Early Childhood 10-0-5731	Memberships	The Alliance For Early Childhood - Amanda Garrity	90.00	3328	10/14/21	<u>90.00</u>
The Book Stall 10-1-5340	Books-Fiction-Adult-Winnetka	INV# 381180	41.60	3329	10/14/21	<u>188.62</u>
10-1-5341	Books-Non-Fiction-Adult-Winnetka	INV# 381180	100.64			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	INV# 382682	46.38			
Vernon Area Public Library 10-0-5908	Programming - Adult	INV# 1	24.00	3330	10/14/21	<u>24.00</u>
Kinsale Contracting Group Inc. 10-0-5800	Capital Outlay	INV# 13722	24,850.00	3331	10/18/21	<u>24,850.00</u>
AT&T 10-0-5176	Internet Services	INV# S663007007-21283	336.55	3332	10/28/21	<u>336.55</u>
DeFranco Plumbing 10-0-5800	Capital Outlay	INV# 29803	9,250.00	3333	10/28/21	<u>9,250.00</u>
Jimmy Gonzalez-Vicker				3334	10/28/21	<u>12.41</u>

# Winnetka-Northfield Public Library District

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October 1, 2021 - October 31, 2021

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5910	Studio Maintenance/Repair	Jimmy Gonzalez-Vicker - pick up embroidery machine	12.41			
Nicola White				3335	10/28/21	<u>89.62</u>
10-0-5732	Staff Recognition/Events/Meetings	Nicola White - staff bereavement flowers	89.62			
Peregrine, Stime, Newman, Ritzman & Bruckner, LTD				3336	10/28/21	<u>1,687.50</u>
10-0-5736	Legal	7/1/21 - 9/30/21	1,687.50			
Technology Management Rev Fund				3337	10/28/21	<u>1,350.00</u>
10-0-5176	Internet Services	INV# T2127940	450.00			
10-0-5176	Internet Services	INV# T2130733	450.00			
10-0-5176	Internet Services	INV# T2205686	450.00			
Tee Jay Service Company, Inc				3338	10/28/21	<u>630.00</u>
70-0-5755	Automatic Doors	INV# 183101	350.00			
70-0-5755	Automatic Doors	INV# 182955	280.00			
The Book Stall				3339	10/28/21	<u>355.13</u>
10-1-5340	Books-Fiction-Adult-Winnetka	INV# 382974	120.00			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	INV# 382893	107.94			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	INV# 383628	24.00			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	INV# 383804	22.39			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	INV# 384335	80.80			
Wall Street Journal				3340	10/28/21	<u>539.88</u>
10-1-5342	Periodicals-Winnetka	Wall Street Journal - 11/1/21 - 10/31/22	539.88			
DEMCO				16739	10/06/21	<u>72.89</u>
10-0-5120	Library Supplies	INV# 6981466	72.89			
NCPERS GROUP LIFE INS.				16740	10/06/21	<u>16.00</u>
10-0-5111	Health Insurance	INV# 5130102021	16.00			
DELTA DENTAL PLAN OF ILLINOIS				16741	10/06/21	<u>1,406.93</u>
10-0-5111	Health Insurance	INV# 1490562	1,406.93			
City Wide of Chicago				16742	10/06/21	<u>228.28</u>
10-0-5884	Equipment/Furniture	INV# 42025000574	228.28			
Baker & Taylor				16743	10/06/21	<u>623.50</u>
10-1-5441	Books-Non-Fiction, Easy, & JH-Winnetka	Baker & Taylor	321.65			
10-2-5441	Books-Non-Fiction, Easy, & JH-Northfield	Baker & Taylor	270.22			
10-0-5120	Library Supplies	Baker & Taylor	31.63			
Midwest Tape				16744	10/06/21	<u>1,227.09</u>
10-2-5344	Audio Books-Adult-Northfield	Midwest Tape	44.99			
10-2-5344	Audio Books-Adult-Northfield	Midwest Tape	119.97			

# Winnetka-Northfield Public Library District

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-1-5444	Audio Books-Juv-Winnetka	Midwest Tape	29.99			
10-2-5444	Audio Books-Juv-Northfield	Midwest Tape	89.99			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	15.74			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	37.46			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	14.99			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	78.72			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	11.24			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	22.49			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	129.67			
10-0-5120	Library Supplies	Midwest Tape	15.00			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	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	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	10.00			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	7.50			
10-0-5120	Library Supplies	Midwest Tape	5.00			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	5.00			
10-0-5120	Library Supplies	Midwest Tape	5.00			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	7.50			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	26.24			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	14.99			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	44.98			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	52.48			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	18.74			
10-1-5344	Audio Books-Adult-Winnetka	Midwest Tape	71.99			
10-1-5344	Audio Books-Adult-Winnetka	Midwest Tape	219.94			
10-1-5344	Audio Books-Adult-Winnetka	Midwest Tape	79.98			
Baker & Taylor				16745	10/06/21	<u>1,805.67</u>
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	202.32			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	150.40			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	157.99			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	140.60			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	354.78			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	220.94			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	7.73			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	34.83			

# Winnetka-Northfield Public Library District

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Baker & Taylor	350.56			
10-2-5341	Books-Non-Fiction-Adult-Northfield	Baker & Taylor	50.84			
10-1-5448	Books-Jr. High-Winnetka	Baker & Taylor	10.16			
10-0-5120	Library Supplies	Baker & Taylor	16.24			
10-0-5120	Library Supplies	Baker & Taylor	26.32			
10-0-5120	Library Supplies	Baker & Taylor	10.14			
10-0-5120	Library Supplies	Baker & Taylor	20.64			
10-0-5120	Library Supplies	Baker & Taylor	31.21			
10-0-5120	Library Supplies	Baker & Taylor	19.97			
Midwest Tape				16746	10/06/21	<u>1,552.35</u>
10-2-5344	Audio Books-Adult-Northfield	Midwest Tape	44.99			
10-1-5443	DVDs-Juv-Winnetka	Midwest Tape	89.97			
10-1-5443	DVDs-Juv-Winnetka	Midwest Tape	26.24			
10-2-5443	DVDs-Juv-Northfield	Midwest Tape	26.24			
10-2-5443	DVDs-Juv-Northfield	Midwest Tape	33.73			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	204.65			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	171.69			
10-1-5444	Audio Books-Juv-Winnetka	Midwest Tape	427.92			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	18.74			
10-0-5120	Library Supplies	Midwest Tape	27.40			
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	15.00			
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	5.00			
10-0-5120	Library Supplies	Midwest Tape	5.00			
10-0-5120	Library Supplies	Midwest Tape	10.00			
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	2.50			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	27.50			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	52.48			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	59.98			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	67.48			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	22.49			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	59.98			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	13.49			
10-1-5344	Audio Books-Adult-Winnetka	Midwest Tape	34.99			
10-1-5344	Audio Books-Adult-Winnetka	Midwest Tape	44.99			
Baker & Taylor				16747	10/06/21	<u>2,421.85</u>
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	27.73			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	135.50			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	26.98			

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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	11.24			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	26.98			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	338.41			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	108.40			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	13.49			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	14.24			
10-1-5441	Books-Non-Fiction, Easy, & JH-Winnetka	Baker & Taylor	47.97			
10-2-5441	Books-Non-Fiction, Easy, & JH-Northfield	Baker & Taylor	14.12			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Baker & Taylor	463.18			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Baker & Taylor	853.83			
10-2-5341	Books-Non-Fiction-Adult-Northfield	Baker & Taylor	38.14			
10-2-5341	Books-Non-Fiction-Adult-Northfield	Baker & Taylor	177.14			
10-1-5447	Books-Easy-Winnetka	Baker & Taylor	12.74			
10-0-5120	Library Supplies	Baker & Taylor	3.07			
10-0-5120	Library Supplies	Baker & Taylor	1.06			
10-0-5120	Library Supplies	Baker & Taylor	1.06			
10-0-5120	Library Supplies	Baker & Taylor	2.12			
10-0-5120	Library Supplies	Baker & Taylor	22.67			
10-0-5120	Library Supplies	Baker & Taylor	1.05			
10-0-5120	Library Supplies	Baker & Taylor	1.81			
10-0-5120	Library Supplies	Baker & Taylor	1.05			
10-0-5120	Library Supplies	Baker & Taylor	2.11			
10-0-5120	Library Supplies	Baker & Taylor	10.10			
10-0-5120	Library Supplies	Baker & Taylor	11.45			
10-0-5120	Library Supplies	Baker & Taylor	54.21			
QUILL CORPORATION				16748	10/06/21	<u>10.55</u>
10-0-5121	Office Supplies	INV# 19845406	10.55			
Shales McNutt Construction				16749	10/06/21	<u>146,118.73</u>
10-0-5800	Capital Outlay	INV# 21-005	146,118.73			
CCI Solutions				16761	10/20/21	<u>162.30</u>
10-0-5120	Library Supplies	INV# 30453737	162.30			
DIGITAL INSURANCE, INC.				16762	10/20/21	<u>35.00</u>
10-0-5115	Flexible Spending Account	INV# 27205	35.00			
QUILL CORPORATION				16763	10/20/21	<u>387.19</u>
10-0-5120	Library Supplies	INV# 20151153	6.94			
10-0-5120	Library Supplies	INV# 19978738	20.59			
10-0-5120	Library Supplies	INV# 20052264	124.32			
10-0-5120	Library Supplies	INV# 19866867	128.34			
10-0-5121	Office Supplies	INV# 19979230	7.29			
10-0-5121	Office Supplies	INV# 19978895	7.32			
10-0-5121	Office Supplies	INV# 20151740	59.43			
10-0-5122	Breakroom Supplies	INV# 19879087	32.96			



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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Lauterbach & Amen, LLP				16764	10/20/21	<u>1,667.00</u>
10-0-5131	Accounting and Bookkeeping	INV# 59743	1,667.00			
DEMCO				16765	10/20/21	<u>600.00</u>
10-0-5884	Equipment/Furniture	INV# 7017539	312.13			
10-0-5120	Library Supplies	INV# 7020885	287.87			
City Wide of Chicago				16766	10/20/21	<u>9,000.00</u>
70-0-5748	Building Maintenance Service	INV# 32025000582	9,000.00			
Warehouse Direct				16767	10/20/21	<u>243.38</u>
70-0-5725	Janitorial Supplies	INV# 5066645-0	91.95			
70-0-5725	Janitorial Supplies	INV# 5072121-0	151.43			
VILLAGE OF WINNETKA				16768	10/20/21	<u>23,925.81</u>
10-0-5111	Health Insurance	INV# 2021-000000010	23,925.81			
ROTARY CLUB OF WINNETKA-NORTHFIELD				16769	10/20/21	<u>125.00</u>
10-0-5731	Memberships	INV# 10/02/2021	125.00			
Shales McNutt Construction				16770	10/20/21	<u>131,236.70</u>
10-0-5800	Capital Outlay	PERIOD FROM 9/1/21 - 9/30/21	131,236.70			
ANTHONY SCOPELLITI LANDSCAPING, INC.				16771	10/20/21	<u>420.00</u>
70-0-5750	Landscaping	INV# 23535	420.00			
BIBLIOTHECA, LLC				16772	10/20/21	<u>940.24</u>
10-1-5345	Books-Digital-Winnetka	INV# INV-US48263	940.24			
MERCHANTS DELIVERY SERVICE				16773	10/20/21	<u>525.00</u>
10-0-5138	Delivery Service	21 Days Book Transfer	525.00			
HOOPLA (MIDWEST TAPE)				16774	10/20/21	<u>1,982.62</u>
10-1-5345	Books-Digital-Winnetka	INV# 501068012	1,982.62			
Ntiva				16775	10/20/21	<u>2,400.67</u>
10-0-5135	LAN Management	INV# 37968	2,400.67			
HR Source				16776	10/20/21	<u>2,592.50</u>
10-0-5745	HR Consultant	INV# 14616	2,592.50			
OVERDRIVE INC.				16777	10/20/21	<u>16,213.88</u>
10-1-5345	Books-Digital-Winnetka	INV# 01018MA21402265	2,887.49			
10-1-5345	Books-Digital-Winnetka	INV# 01018CP21403216	6,661.41			
10-1-5345	Books-Digital-Winnetka	INV# 01018MA21383297	6,664.98			
Kanopy				16778	10/20/21	<u>638.00</u>
10-1-5345	Books-Digital-Winnetka	INV# 265703-PPU	638.00			
RAILS				16779	10/20/21	<u>82.50</u>
10-1-5346	Online Database - Winnetka	INV# 8751	82.50			
Baker & Taylor				16780	10/20/21	<u>181.59</u>

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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	100.64			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	61.30			
10-0-5120	Library Supplies	Baker & Taylor	19.65			
Midwest Tape				16781	10/20/21	<u>875.67</u>
10-2-5344	Audio Books-Adult-Northfield	Midwest Tape	39.99			
10-2-5344	Audio Books-Adult-Northfield	Midwest Tape	39.99			
10-1-5443	DVDs-Juv-Winnetka	Midwest Tape	15.74			
10-2-5443	DVDs-Juv-Northfield	Midwest Tape	15.74			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	65.22			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	194.90			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	47.98			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	23.99			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	7.49			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	74.96			
10-0-5120	Library Supplies	Midwest Tape	7.50			
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	5.00			
10-0-5120	Library Supplies	Midwest Tape	25.00			
10-0-5120	Library Supplies	Midwest Tape	12.50			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	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	2.50			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	5.00			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	50.98			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	18.74			
10-1-5344	Audio Books-Adult-Winnetka	Midwest Tape	114.97			
10-1-5344	Audio Books-Adult-Winnetka	Midwest Tape	39.99			
10-1-5344	Audio Books-Adult-Winnetka	Midwest Tape	39.99			
Baker & Taylor				16782	10/20/21	<u>4,210.30</u>
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	173.33			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	13.49			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	128.22			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	232.33			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	203.35			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	13.49			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	26.98			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	377.58			

# Winnetka-Northfield Public Library District

## Check Register

All Bank Accounts

October 1, 2021 - October 31, 2021

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	299.54			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	142.52			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	3.56			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	166.34			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	570.33			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	183.34			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	13.49			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	361.57			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	263.32			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	79.96			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	13.49			
10-1-5441	Books-Non-Fiction, Easy, & JH-Winnetka	Baker & Taylor	135.78			
10-2-5441	Books-Non-Fiction, Easy, & JH-Northfield	Baker & Taylor	93.88			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Baker & Taylor	312.04			
10-2-5341	Books-Non-Fiction-Adult-Northfield	Baker & Taylor	108.06			
10-1-5447	Books-Easy-Winnetka	Baker & Taylor	10.16			
10-1-5448	Books-Jr. High-Winnetka	Baker & Taylor	11.27			
10-0-5120	Library Supplies	Baker & Taylor	43.98			
10-0-5120	Library Supplies	Baker & Taylor	22.58			
10-0-5120	Library Supplies	Baker & Taylor	29.32			
10-0-5120	Library Supplies	Baker & Taylor	14.95			
10-0-5120	Library Supplies	Baker & Taylor	58.33			
10-0-5120	Library Supplies	Baker & Taylor	1.06			
10-0-5120	Library Supplies	Baker & Taylor	58.96			
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	9.17			
10-0-5120	Library Supplies	Baker & Taylor	14.06			
10-0-5120	Library Supplies	Baker & Taylor	1.06			
10-0-5120	Library Supplies	Baker & Taylor	1.06			
10-0-5120	Library Supplies	Baker & Taylor	15.18			
Midwest Tape				16783	10/20/21	<u>1,105.52</u>
10-2-5344	Audio Books-Adult-Northfield	Midwest Tape	34.99			
10-1-5443	DVDs-Juv-Winnetka	Midwest Tape	74.96			
10-1-5443	DVDs-Juv-Winnetka	Midwest Tape	11.24			
10-1-5443	DVDs-Juv-Winnetka	Midwest Tape	61.48			
10-2-5443	DVDs-Juv-Northfield	Midwest Tape	61.48			
10-2-5443	DVDs-Juv-Northfield	Midwest Tape	53.22			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	23.99			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	39.83			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	74.22			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	18.74			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	17.99			
10-0-5120	Library Supplies	Midwest Tape	2.50			

# Winnetka-Northfield Public Library District

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All Bank Accounts

October 1, 2021 - October 31, 2021

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5120	Library Supplies	Midwest Tape	7.50			
10-0-5120	Library Supplies	Midwest Tape	19.90			
10-0-5120	Library Supplies	Midwest Tape	12.50			
10-0-5120	Library Supplies	Midwest Tape	9.90			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	22.49			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	30.74			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	18.74			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	141.68			
10-1-5344	Audio Books-Adult-Winnetka	Midwest Tape	229.95			
10-1-5344	Audio Books-Adult-Winnetka	Midwest Tape	34.99			
10-1-5344	Audio Books-Adult-Winnetka	Midwest Tape	39.99			
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	5.00			
10-0-5120	Library Supplies	Midwest Tape	5.00			
10-0-5120	Library Supplies	Midwest Tape	10.00			
10-0-5120	Library Supplies	Midwest Tape	10.00			
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			
Baker & Taylor				16784	10/20/21	<u>4,400.09</u>
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	13.49			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	83.59			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	41.22			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	297.33			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	13.49			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	75.69			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	60.41			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	280.65			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	50.05			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	385.32			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	303.16			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	49.14			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	286.47			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	123.70			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	41.22			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	82.05			

# Winnetka-Northfield Public Library District

## Check Register

All Bank Accounts

October 1, 2021 - October 31, 2021

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	40.47			
10-1-5441	Books-Non-Fiction, Easy, & JH-Winnetka	Baker & Taylor	152.52			
10-2-5441	Books-Non-Fiction, Easy, & JH-Northfield	Baker & Taylor	125.97			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Baker & Taylor	474.82			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Baker & Taylor	240.23			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Baker & Taylor	337.93			
10-2-5341	Books-Non-Fiction-Adult-Northfield	Baker & Taylor	67.80			
10-2-5341	Books-Non-Fiction-Adult-Northfield	Baker & Taylor	99.37			
10-2-5341	Books-Non-Fiction-Adult-Northfield	Baker & Taylor	435.64			
10-1-5448	Books-Jr. High-Winnetka	Baker & Taylor	10.11			
10-2-5448	Books-Jr. High-Northfield	Baker & Taylor	10.11			
10-0-5120	Library Supplies	Baker & Taylor	3.17			
10-0-5120	Library Supplies	Baker & Taylor	1.06			
10-0-5120	Library Supplies	Baker & Taylor	3.18			
10-0-5120	Library Supplies	Baker & Taylor	6.36			
10-0-5120	Library Supplies	Baker & Taylor	24.14			
10-0-5120	Library Supplies	Baker & Taylor	18.86			
10-0-5120	Library Supplies	Baker & Taylor	35.64			
10-0-5120	Library Supplies	Baker & Taylor	16.13			
10-0-5120	Library Supplies	Baker & Taylor	21.68			
10-0-5120	Library Supplies	Baker & Taylor	26.43			
10-0-5120	Library Supplies	Baker & Taylor	31.52			
10-0-5120	Library Supplies	Baker & Taylor	12.01			
10-0-5120	Library Supplies	Baker & Taylor	4.13			
10-0-5120	Library Supplies	Baker & Taylor	3.18			
10-0-5120	Library Supplies	Baker & Taylor	1.06			
10-0-5120	Library Supplies	Baker & Taylor	4.86			
10-0-5120	Library Supplies	Baker & Taylor	4.73			
NATIONWIDE RETIREMENT SOLUTIONS				16803	10/01/21	<u>1,375.00</u>
10-0-2040	457 withholding	NATIONWIDE RETIREMENT SOLUTIONS	1,375.00			
COMCAST				16804	10/04/21	<u>69.95</u>
10-0-5176	Internet Services	COMCAST	69.95			
CALL ONE				16805	10/05/21	<u>62.93</u>
10-1-5175	Telephone - Winnetka	CALL ONE	62.93			
NORTH SHORE GAS				16806	10/06/21	<u>610.35</u>
10-1-5174	Natural Gas - Winnetka	NORTH SHORE GAS	610.35			
COMCAST				16807	10/12/21	<u>294.95</u>
10-0-5176	Internet Services	COMCAST	294.95			
NICOR				16808	10/12/21	<u>85.34</u>
10-2-5174	Natural Gas - Northfield	NICOR	85.34			
PITNEY BOWES				16809	10/13/21	<u>100.00</u>
10-0-5123	Postage	PITNEY BOWES	100.00			

# Winnetka-Northfield Public Library District

## Check Register

All Bank Accounts

October 1, 2021 - October 31, 2021

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
NATIONWIDE RETIREMENT SOLUTIONS				16810	10/15/21	<u>1,375.00</u>
10-0-2040	457 withholding	NATIONWIDE RETIREMENT SOLUTIONS	1,375.00			
First Bankcard				16811	10/21/21	<u>10,919.62</u>
10-0-4300	Copy/Printing	Dombrowski - Nayax - copy/printing	0.10			
10-0-5134	Software	Dombrowski - Zoom - monthly fee	14.99			
10-0-5134	Software	Mall - Zoom - virtual event hosting	279.96			
10-0-5134	Software	Swenson - Adobe - Creative Cloud	278.91			
10-0-5136	Hardware	Swenson - Amazon - replacement presentation dongle	29.99			
10-0-5137	Legal Notices	Quish - Chicago Sun Times - B&A notice	252.00			
10-0-5177	Technology - Website	Swenson - Linode - website	25.00			
10-0-5716	OBTV	Mall - Amazon - One Book Two Villages	123.40			
10-0-5721	PR Promotional	Quish - Customink - Farmer's MArket outreach	362.70			
10-0-5721	PR Promotional	Quish - 4Imprint - canvas bags	2,569.13			
10-0-5721	PR Promotional	Quish - Amazon - glow necklaces	16.95			
10-0-5721	PR Promotional	Quish - Discountmugs - drink koozies	286.88			
10-0-5721	PR Promotional	Quish - Amazon - Bookmark craft	69.93			
10-0-5721	PR Promotional	Quish - Amazon - ring light	94.99			
10-0-5723	PR Supplies	Quish - Vistaprint - business cards	79.68			
10-0-5723	PR Supplies	Quish - Library Store - shelf label holders	162.08			
10-0-5723	PR Supplies	Quish - Library Store - refund for taxes	-10.24			
10-0-5723	PR Supplies	Quish - Vistaprint - business cards	43.55			
10-0-5724	PR Marketing/Advertising	Quish - Facebook - ad	20.00			
10-0-5724	PR Marketing/Advertising	Quish - Vistaprint - branded flag with poles	258.44			
10-0-5724	PR Marketing/Advertising	Quish - Amazon - canopy tent	131.99			
10-0-5724	PR Marketing/Advertising	Quish - Amazon - weights for tent	41.84			
10-0-5724	PR Marketing/Advertising	Quish - Amazon - waterproof sign holder	99.99			
10-0-5732	Staff Recognition/Events/Meetings	Dombrowski - Whole Foods - breakfast for staff meeting	118.61			
10-0-5732	Staff Recognition/Events/Meetings	Volny - Three Tarst Bakery - staff baby shower	64.93			
10-1-5340	Books-Fiction-Adult-Winnetka	Mall - Amazon - materials	409.29			
10-1-5441	Books-Non-Fiction, Easy, & JH-Winnetka	Garrity - Amazon - teen fiction collection	9.99			
10-1-5441	Books-Non-Fiction, Easy, & JH-Winnetka	Garrity - Amazon - picture book	42.55			
10-0-5884	Equipment/Furniture	Dombrowski - Amazon - carbon monoxide detector	29.97			
10-0-5885	Computer Equipment	Swenson - In3Points - warranty extensionfor server	950.00			
10-0-5907	Programming - Youth	Garrity - Amazon - program supplies	84.99			
10-0-5907	Programming - Youth	Garrity - Amazon - program supplies	19.99			
10-0-5907	Programming - Youth	Garrity - Amazon - program supplies	12.87			
10-0-5907	Programming - Youth	Garrity - Amazon - program supplies	136.54			
10-0-5907	Programming - Youth	Garrity - Amazon - program supplies	23.57			
10-0-5907	Programming - Youth	Garrity - Amazon - program supplies	23.84			
10-0-5907	Programming - Youth	Garrity - Amazon - program supplies	85.96			
10-0-5907	Programming - Youth	Garrity - Amazon - program supplies	10.97			

# Winnetka-Northfield Public Library District

## Check Register

All Bank Accounts

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5907	Programming - Youth	Garrity - Amazon - program supplies	28.02			
10-0-5907	Programming - Youth	Garrity - Target - program supplies	22.36			
10-0-5907	Programming - Youth	Garrity - Teachers Pay - program supplies	26.00			
10-0-5907	Programming - Youth	Garrity - Amazon - program supplies	5.64			
10-0-5908	Programming - Adult	Mall - Kahoot - trivia event software	102.00			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Mall - Amazon - materials	24.50			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Mall - Amazon - materials	12.99			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Mall - Amazon - materials	9.99			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Mall - Amazon - materials	24.95			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Mall - Amazon - materials	32.00			
10-1-5445	Video Games-Juv-Winnetka	Garrity - Amazon - video game collection	29.99			
10-1-5445	Video Games-Juv-Winnetka	Garrity - Amazon - video game collection	290.66			
10-2-5445	Video Games- Juv-Northfield	Morgan - Amazon - collection development	159.87			
10-2-5445	Video Games- Juv-Northfield	Morgan - Amazon - collection development	49.94			
10-0-5910	Studio Maintenance/Repair	Kline - Lulzbot - 3D printer replacement	1,536.85			
10-0-5906	Programming - Studio	Kline - Amazon - artober supplies	281.98			
10-0-5906	Programming - Studio	Kline - Amazon - embroidery thread	8.60			
10-0-5906	Programming - Studio	Kline - Amazon - lightboz replacement	34.19			
10-0-5906	Programming - Studio	Kline - Amazon - wall organizer	37.99			
10-0-5906	Programming - Studio	Kline - Amazon - tattoo paper	53.91			
10-0-5906	Programming - Studio	Kline - Amazon - artober supplies	230.67			
10-0-5906	Programming - Studio	Kline - Amazon - cable to hook up display	8.54			
10-0-5906	Programming - Studio	Kline - Amazon - clips for artober	53.60			
10-0-5906	Programming - Studio	Kline - Amazon - Kraft paper roll	11.99			
10-0-5906	Programming - Studio	Kline - Ocooch Hardwoods - wood for engraver	121.40			
10-0-5906	Programming - Studio	Kline - Amazon - photo paper for printer	72.74			
10-0-5906	Programming - Studio	Kline - Amazon - chalk markers for board	20.88			
10-0-5906	Programming - Studio	Kline - Make Community - mag subscription	24.99			
10-0-5906	Programming - Studio	Kline - Dick Blick Materials - Artober supplies	289.99			
10-0-5120	Library Supplies	Dombrowski - Amazon - stylus pen	10.49			
10-0-5120	Library Supplies	Garrity - Amazon - child disposable masks	39.98			
10-0-5120	Library Supplies	Mall - Amazon - library supplies	5.59			
VILLAGE OF WINNETKA				16812	10/21/21	<u>5,041.06</u>
10-1-5171	Electricity - Winnetka	VILLAGE OF WINNETKA	93.50			
10-1-5171	Electricity - Winnetka	VILLAGE OF WINNETKA	4,181.46			
10-1-5171	Electricity - Winnetka	VILLAGE OF WINNETKA	329.60			
10-1-5171	Electricity - Winnetka	VILLAGE OF WINNETKA	105.47			
10-1-5171	Electricity - Winnetka	VILLAGE OF WINNETKA	58.00			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	40.72			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	2.00			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	75.60			

# Winnetka-Northfield Public Library District Check Register

All Bank Accounts

October 1, 2021 - October 31, 2021

<b>Payee/Account #</b>	<b>Account Description</b>	<b>Description</b>	<b>Amount</b>	<b>Check Number</b>	<b>Check Date</b>	<b>Check Amount</b>
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	21.55			
10-1-5173	Storm Sewer - Winnetka	VILLAGE OF WINNETKA	133.16			
NATIONWIDE RETIREMENT SOLUTIONS				16813	10/29/21	<u>1,375.00</u>
10-0-2040	457 withholding	NATIONWIDE RETIREMENT SOLUTIONS	1,375.00			
COMED				16814	10/29/21	<u>618.43</u>
10-0-5171	Electricity	COMED	618.43			
<b>Check List Total</b>						<u><u>405,875.55</u></u>



## OCTOBER 2021 DIRECTOR'S REPORT

### Staff Updates

- Anniversaries: Sydney Clark (10/3, 8 years), Anna Jaich-Westine (10/2, 21 years), Mike Strohm (10/10, 8 years), Stephanie Girardi (10/15, 27 years), Monica Dombrowski (10/19, 1 year), Jimmy Gonzalez-Vicker (10/21, 7 years).
- Branch Services Librarian Brandon Marshall left to take a job at College of DuPage's Library. His last day was 11/2.

### General News

- The window project was completed and came in approximately \$70,000 under budget.

### Finances

- We are at 45.1% of our expected operating revenues for the year (goal is 33.3%).
- We are at 35.3% of our budgeted operating expenses for the year (goal is 33.3%).

### Programming

#### Youth

Category	21OCT	19OCT	Mo. % +/-	FY21-22 YTD	FY19-20 YTD	FY % +/-
Programs	43	72	-40.28%	121	273	-55.68%
Live Attendees	721	1,674	-56.93%	1,596	5,948	-73.17%
Recording Attendees	15	-	N/A	17	-	N/A
Take & Make Craft Kits	0	-	N/A	330	-	N/A

#### Highlights

Family Halloween Spooktacular	Our youngest patrons came in for drop-in Halloween crafts, activities, bags, and candy.
Crafternoon	Librarian Amber provided a drop-in perler bead craft to youth patrons on a non-school day.

#### Adults

Category	21OCT	19OCT	Mo. % +/-	FY21-22 YTD	FY19-20 YTD	FY % +/-
Programs	19	38	-50.00%	69	124	-44.35%
Live Attendees	257	497	-48.29%	1,072	1,425	-24.77%
Recording Attendees	16	-	N/A	17	-	N/A

#### Highlights

Great Chicago Fire	Historian Jim Gibbons commemorated the 150 <sup>th</sup> anniversary of the blaze, discussing theories surrounding the fire's start and its aftermath.
Halloween Horror Trivia Night	Librarians Erin and Molly tested the knowledge of participants with horror-themed questions and fun prizes for the winners.
Investigating Cryptocurrency & Bitcoin	Patrons learned about the technology behind Bitcoin and the various challenges and opportunities facing online currency.

## Studio (Digital Services)

Category	21OCT	19OCT	Mo. % +/-	FY21-22 YTD	FY19-20 YTD	FY % +/-
Appointments	38	-	N/A	248	-	N/A
Programs	17	-	N/A	42	-	N/A
Attendees	167	-	N/A	343	-	N/A

### Highlights

Daily Sketch Journal Challenge	Part of our ARTober program, this included a daily drawing prompt where participants could submit their sketches for posting in our online gallery.
Poster Screen Printing	Participants learned the basics of screen printing and used their skills to create a unique poster.

## Community Engagement (Outreach)

Category	21OCT	19OCT	Mo. % +/-	FY21-22 YTD	FY19-20 YTD	FY % +/-
Youth Events	2	-	N/A	12	-	N/A
Youth Attendance	39	-	N/A	773	-	N/A
Adult Events	2	-	N/A	2	-	N/A
Adult Attendance	11	-	N/A	11	-	N/A
Family Events	1	-	N/A	17	-	N/A
Family Attendance	127	-	N/A	1,098	-	N/A

### Highlights

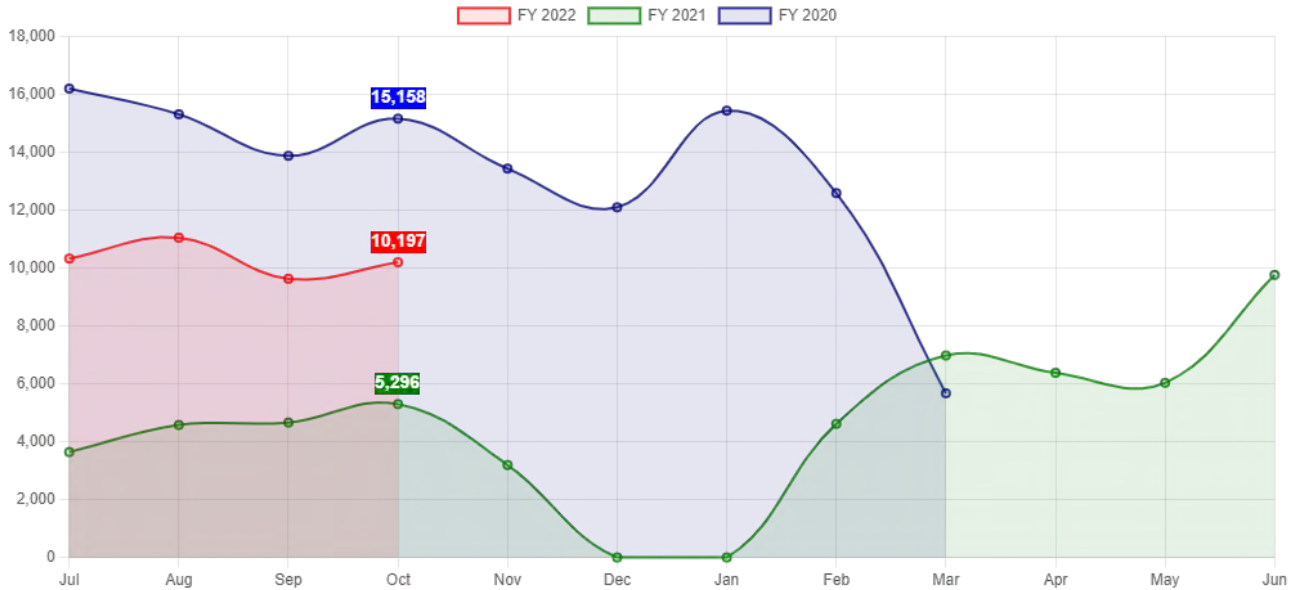
North Shore Senior Center Book Discussion Group	Librarian Erin conducted a virtual book club with NSSC members.
Skokie School Class Visit	A teacher worked with Amanda to bring her two 5 <sup>th</sup> grade classes over to learn about the library, sign up for cards, and check out materials.
Kenilworth 125 <sup>th</sup> Anniversary Block Party	Director Monica & CR Manager Courtney had a table to share information about the library and sign residents up for cards.

## Services

### Visitors

Location	21OCT	19OCT	Mo. % +/-	FY21-22 YTD	FY19-20 YTD	FY % +/-
Winnetka	7,481	9,456	-20.89%	29,670	37,193	-20.23%
Northfield	2,716	5,702	-52.37%	11,523	23,345	-50.64%
<b>Total</b>	<b>10,197</b>	<b>15,158</b>	<b>-32.73%</b>	<b>41,193</b>	<b>60,538</b>	<b>-31.96%</b>

3 Year People Counter Comparison



### Curbside Pick Ups

Location	21OCT	FY21-22 YTD
Winnetka	29	59
Northfield	15	33
<b>Total</b>	<b>44</b>	<b>92</b>

### Patron Interactions

Category	21OCT	19OCT	Mo. % +/-	FY21-22 YTD	FY19-20 YTD	FY % +/-
Adult	2,339	2,130	9.81%	10,639	8,488	25.34%
Youth	299	545	-45.14%	2,065	2,521	-18.09%
Digital Services	133	574	-76.83%	543	2,038	-73.36%
<b>Total</b>	<b>2,771</b>	<b>3,249</b>	<b>-14.71%</b>	<b>13,247</b>	<b>13,047</b>	<b>1.53%</b>

### Public Computer Usage

Location	21OCT	19OCT	Mo. % +/-	FY21-22 YTD	FY19-20 YTD	FY % +/-
Winnetka	381	1,180	-67.71%	1,683	4,189	-59.82%
Northfield	173	699	-75.25%	747	2,757	-72.91%
<b>Total</b>	<b>554</b>	<b>1,879</b>	<b>-70.52%</b>	<b>2,430</b>	<b>6,946</b>	<b>-65.02%</b>

### Website/App Usage

Activity	21OCT	19OCT	Mo. % +/-	FY21-22 YTD	FY19-20 YTD	FY % +/-
Website Visits	8,296	9,399	-11.74%	33,118	37,932	-12.69%
Active App Users	598	-	-	-	-	-

## Hotspot Usage

Location	21OCT	19OCT	Mo. % +/-	FY21-22 YTD	FY19-20 YTD	FY % +/-
Winnetka Sessions	18,665	21,291	-12.33%	64,183	84,121	-23.70%
Northfield Sessions	8,159	6,857	18.99%	18,879	30,371	-37.84%
<b>Total Sessions</b>	<b>26,824</b>	<b>28,148</b>	<b>-4.70%</b>	<b>83,062</b>	<b>114,492</b>	<b>-27.45%</b>
Winnetka Bandwidth	270 GB	806 GB	-31.25%	1,021 GB	2,622 GB	-61.06%
Northfield Bandwidth	82 GB	392 Gb	-79.09%	470 GB	1,214 GB	-61.32%
<b>Total Bandwidth</b>	<b>352 GB</b>	<b>1,198 GB</b>	<b>-70.59%</b>	<b>1,491 GB</b>	<b>3,836 GB</b>	<b>-61.14%</b>

## Email Reach/Cardholder Penetration

21OCT Subscribers	% Cardholders	Total Cardholders	Click Rate	Open Rate
10,220	80.50%	12,487	3%	35%

Note: Industry averages for not-for-profits = 2% Click Rate, 23% Open Rate

## Impact Stories

- Northfield Branch: Parents and caregivers were happy that we resumed offering a storytime at the Northfield Branch, and they loved the refreshed look and feel of the Community Room, too!
- Adult Services: Assistant Betsy was asked to do a reading at the memorial service of longtime Winnetka resident and library patron Alan Ramsay. What started as a reader's advisory exchange became a friendship over the course of several years. Betsy was listed as "library lunch buddy" in the service's program.
- Youth Services: Librarian Amber introduced two different families to the materials available in our in-house Sensory Kits, much to their delight. On a side note, we are the only library in the area offering in-person storytimes and are currently holding 6 full sessions per week at Winnetka. We recently added a session at Northfield as well, in an effort to be responsive to demand.
- Digital Services: ARTober feedback included, "The emails and energy put towards the encouragement, updating of materials on the webpage, and the whole behind-the-scenes of the momentum for the participants was really great," and "Thank you! I thought this was a great program!"
- Customer Relations: A patron remarked that our Staff Picks display is her favorite thing and that she heads there first every time she comes in to find out what we're reading!

## Collections

### PHYSICAL

#### Adult- By Type

Material Type	21OCT	19OCT	Mo. % +/-	FY21-22 YTD	FY19-20 YTD	FY % +/-
<b>Books</b>	8,431	10,152	<b>-16.95%</b>	35,291	43,476	<b>-18.83%</b>
Book - Fiction	4,759	5,394	<b>-11.77%</b>	20,294	23,936	<b>-15.22%</b>
Book - Nonfiction	3,672	4,758	<b>-22.82%</b>	14,997	19,540	<b>-23.25%</b>
<b>Audiobook - CD</b>	325	829	<b>-60.80%</b>	1,322	3,285	<b>-59.76%</b>
Music CD	137	155	<b>-11.61%</b>	494	509	<b>-2.95%</b>
Playaway	39	172	<b>-77.33%</b>	268	857	<b>-68.73%</b>
<b>DVD/Blu-Ray</b>	2,901	5,627	<b>-48.44%</b>	12,045	23,278	<b>-48.26%</b>
Magazine	200	154	<b>29.87%</b>	843	690	<b>22.17%</b>
Videogame	29	10	<b>190.00%</b>	92	32	<b>187.50%</b>
Devices	6	24	<b>-75.00%</b>	38	110	<b>-65.45%</b>
Non-CCS ILL	28	45	<b>-37.78%</b>	173	147	<b>17.69%</b>
Sent Out	1,211	1,135	<b>6.70%</b>	5,539	4,486	<b>23.47%</b>
<b>Total</b>	<b>13,307</b>	<b>18,305</b>	<b>-27.30%</b>	<b>56,106</b>	<b>76,882</b>	<b>-27.02%</b>

#### Youth- By Type

Material Type	21OCT	19OCT	Mo. % +/-	FY21-22 YTD	FY19-20 YTD	FY % +/-
<b>Books</b>	13,734	13,772	<b>-0.28%</b>	56,925	55,770	<b>2.07%</b>
Book - Fiction	11,938	12,099	<b>-1.33%</b>	49,501	48,361	<b>2.36%</b>
Book - Nonfiction	1,796	1,673	<b>7.35%</b>	7,424	7,409	<b>0.20%</b>
<b>Audiobook - CD</b>	42	67	<b>-37.31%</b>	272	441	<b>-33.82%</b>
Music CD	40	119	<b>-66.39%</b>	116	455	<b>-74.51%</b>
Playaway	117	323	<b>-63.78%</b>	907	1,579	<b>-42.56%</b>
<b>DVD/Blu-Ray</b>	792	2,931	<b>-72.98%</b>	4,410	11,405	<b>-61.33%</b>
Videogame	186	6	<b>3,000.00%</b>	493	8	<b>6,062.50%</b>
Device	0	0	<b>N/A</b>	6	-	<b>N/A</b>
Vox Reader	218	-	<b>N/A</b>	778	-	<b>N/A</b>
Other	233	65	<b>258.46%</b>	506	99	<b>411.11%</b>
STEAM Kits	29	27	<b>7.41%</b>	109	111	<b>-1.80%</b>
<b>Total</b>	<b>15,391</b>	<b>17,310</b>	<b>-11.09%</b>	<b>64,522</b>	<b>69,838</b>	<b>-7.61%</b>

#### Adult- By Location

Location	21OCT	19OCT	Mo. % +/-	FY21-22 YTD	FY19-20 YTD	FY % +/-
<b>Winnetka</b>	9,324	12,046	<b>-22.60%</b>	39,441	50,930	<b>-22.56%</b>
<b>Northfield</b>	3,983	6,259	<b>-36.36%</b>	16,665	25,952	<b>-35.79%</b>

#### Youth- By Location

Location	21OCT	19OCT	Mo. % +/-	FY21-22 YTD	FY19-20 YTD	FY % +/-
<b>Winnetka</b>	11,870	12,509	<b>-5.11%</b>	49,577	51,273	<b>-3.31%</b>
<b>Northfield</b>	3,521	4,801	<b>-26.66%</b>	14,945	18,565	<b>-19.50%</b>

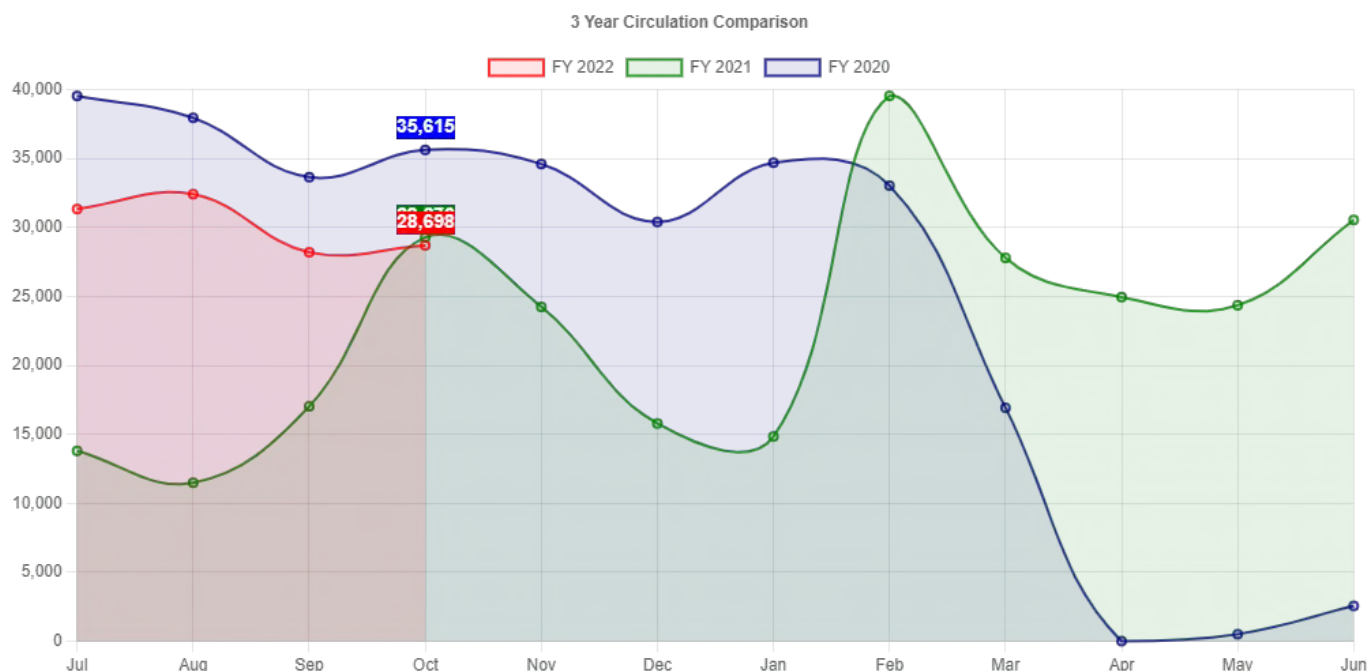
### MISCELLANEOUS LENDING

Lending Type	21OCT	19OCT	Mo. & +/-	FY21-22 YTD	FY19-20 YTD	FY % +/-
Kenilworth Patrons	1,363	1,682	-18.97%	7,259	6,286	15.81%
Borrowed from Other Libraries	1,750	1,946	-10.07%	7,590	6,737	12.66%

### TOTAL PHYSICAL CIRCS- DISTRICT

21OCT Physical Circulation	19OCT Physical Circulation	Net Change
28,698	35,615	-19.42%

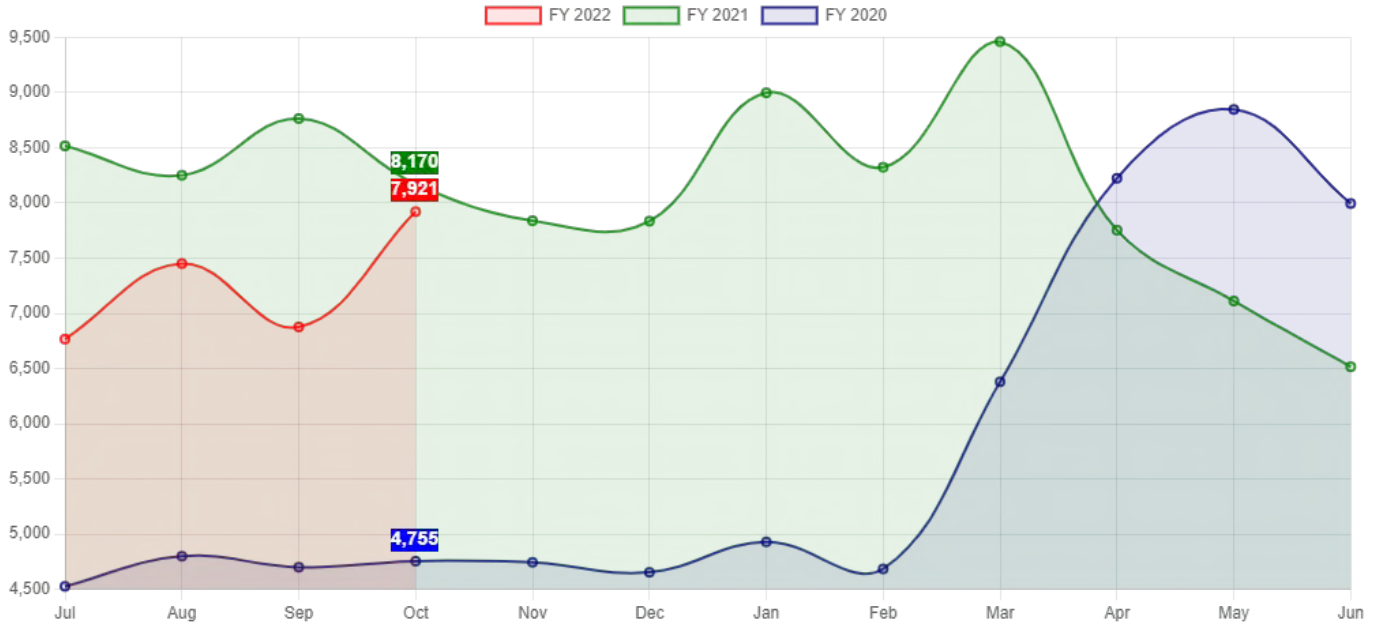
FY22-22 YTD Physical Circulation	FY19-20 YTD Physical Circulation	Net Change
120,628	146,720	-17.78%



### DIGITAL

Material Type	21OCT	19OCT	Mo. % +/-	FY21-22 YTD	FY19-20 YTD	FY % +/-
eBooks	3,957	1,938	104.18%	13,604	7,815	74.08%
eAudiobooks	2,479	1,312	88.95%	9,403	4,954	89.81%
eMagazines	1,013	1,244	-18.57%	3,929	4,977	-21.06%
eVideos	453	202	124.26%	1,935	758	155.28%
eMusic	19	59	-67.80%	145	278	-47.84%
<b>Total</b>	<b>7,921</b>	<b>4,755</b>	<b>66.58%</b>	<b>29,016</b>	<b>18,782</b>	<b>54.49%</b>

3 Year eResource Comparison

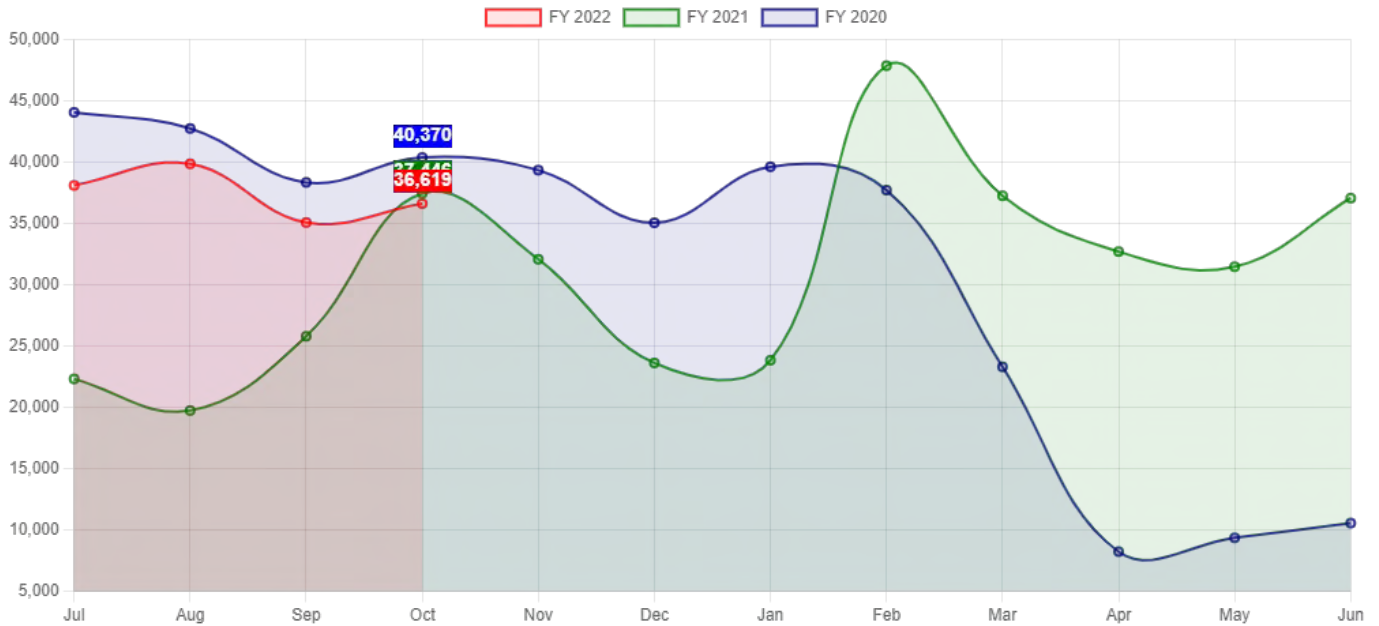


**TOTAL DISTRICT CIRCULATION**

21OCT District Circulation	19OCT District Circulation	Net Change
36,619	40,370	-9.29%

FY21-22 YTD District Circulation	FY19-20 YTD District Circulation	Net Change
149,644	165,502	-9.58%

3 Year Combined Circulation Comparison



## **Notes**

- Adult: Initial circulation was at 102% of October 2019 numbers while overall circulation was at 96%. Hot collections this month were cookbooks, travel books, new BluRays and new Foreign DVD's. October Overdrive circulation is up 47% since June, our last month before joining the Digital Library of Illinois Consortium with its expanded offerings.
- Youth: Our new video game collection saw 186 circulations in October and Vox books continued to make a strong showing at 218 circulations.

## **Customer Comments**

Winnetka

*None.*

Northfield

*"We love coming here! I love that a librarian knows my family! It's such a special neighborhood place!"*

(Suggestion Box)



**TAX LEVY ORDINANCE**  
**ORDINANCE NO. 2021-2022/3**  
**WINNETKA-NORTHFIELD PUBLIC LIBRARY DISTRICT**  
**COOK COUNTY, ILLINOIS**  
**FISCAL YEAR JULY 1, 2021 TO JUNE 30, 2022**

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

**Section 1.** Ordinance 2021-2022/2 (Budget and Appropriation Ordinance) is incorporated by reference.

**Section 2.** A tax in the sum of \$4,594,600.00 is levied upon all taxable property within the District, said tax levied to defray expenses and liabilities of the District for the fiscal year beginning July 1, 2021 ending June 30, 2022 for the specific objects and purposes indicated as follows:

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

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

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

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

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

Passed November 22, 2021, pursuant to a roll call vote as follows:

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

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

ATTEST:

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

WINNETKA-NORTHFIELD PUBLIC LIBRARY DISTRICT

CERTIFICATE OF COMPLIANCE  
WITH TRUTH IN TAXATION LAW

I, Jean-Paul Ruiz-Funes, certify that I am the President of the Board of Library Trustees  
Winnetka-Northfield Public Library District

I further certify that the attached Ordinance No. 2020/2021/2 (Tax Levy Ordinance) was adopted  
in compliance with the provisions of the Truth in Taxation Law, 35 ILCS 200/18-55 *et seq.*

This Certificate applies to the 2021 levy.

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

Date signed: November 22, 2021

## President JP Ruiz-Funes' Proposed Changes to the WNPLD Strategic Plan Draft

*Changes submitted to the Library Trustees for consideration and potential Board meeting discussion. These changes do not represent the final and official Board's feedback to the Library.*

- The strategic plan should include a picture of what the library is expected to look like 3-5 years out, once the plan is implemented
  - Qualitative description of key dimensions of library service to the community – e.g., collections, programs, physical facilities, ancillary services...
  - Quantitative metrics that help assess impact – e.g., circulation metrics (traditional and digital), visitors, card members...
  - This picture could be painted in a “from-to” format
- The strategic plan should include a segmentation of library patrons and outline how the library will serve them
  - Characteristics of each segment – e.g., description, size...
  - The library value proposition to each segment – i.e., how we are serving them, what we are providing them, what makes the library valuable in their life
  - Their unmet needs if any
  - What the strategic plan will do for them, if relevant – there may be patron segments where nothing needs to change
- The strategic plan should help trustees and community understand whether the library is adequately resourced to serve the community. The plan should include a comparison and assessment of the library resources (budget and staff) against relevant benchmarks
  - The community is clearly sensitive to the resources invested in the library, as reflected by comments in the Caucus Survey
  - The requested \$650K investment represents an annual 7% increase, and potentially a 22% increase in the library annual operating expenses (excluding capital)
  - Pre-pandemic the library's annual operating expenses were already increasing faster than revenues and circulation – an unacceptable trend
  - In recent history (at least the past 5 years), the Board has never turned down a well thought out project or request that benefits the community
  - It is not clear that the library is under-resourced relative to comparable libraries. We need a thorough analysis to understand the situation factually
    - Comparison with North Shore public libraries in our consortium, appropriately normalized (e.g., for population served, circulation...)
    - Comparison with relevant ALA benchmarks – e.g., public libraries with similar size and demographics
- The current draft proposed initiatives should be streamlined and refocused on the core elements of the library's service model that patrons value most
  - Refocus on the core – engagement in income or housing diversity is not the business of the library
  - No more than 5-6 key strategic initiatives
  - Learning agenda for initiatives beyond the core – making sure that lessons from previous experiences are considered (e.g., Teen room)

- The strategic plan needs a strong executive summary that outlines clearly the objectives, direction, initiatives, and cost/investment of the plan in a format and language accessible to all patrons
- The Mission and Vision of the library should remain unchanged
  - As a matter of principle, it is a big deal and significant endeavor to change an organization's Mission. These are carefully chosen words that matter. It is a project in itself that should receive significant input from the community, the Caucus and the board
  - There is no community input that suggests there is any issue with the current library mission
  - It is not clear how the proposed Mission is an improvement compared to the current one, especially having lost "resource for the advancement of knowledge" which distinguishes the library among other organizations serving the community. The proposed Mission could be that of the Community House or Park District.
    - Current Mission – The Winnetka-Northfield Public Library District is a **community resource for the advancement of knowledge**, and a provider of innovative and informative cultural enrichment for all ages.
    - New Mission – Enrich community life through exploration, experiences, and connections
- Investment 2 (Board Forward) should be removed.
  - The plan is about the library, not the board. The board may separately consider any governance implications once the plan is approved
  - This is a distraction from what should be a patron/customer-focused plan

## Memorandum

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**DATE:** October 6, 2021

**TO:** Board of Trustees

**FROM:** Steering Committee, Illinois Libraries Present

Jennifer Czajka, Arlington Heights Memorial Library

Kate Hall, Northbrook Public Library

Kate Niehoff, Schaumburg Township District Library

Jill Pifer, Fairview Heights Public Library

Arielle Raybuck, Northbrook Public Library

Shalyn Rodriguez, Shorewood-Troy District Library

Alexandra Skinner, Oak Park Public Library

**RE:** Illinois Libraries Present Intergovernmental Agreement

The pandemic has been challenging, but has also opened up doors to new opportunities. For the past few months, a group of Illinois libraries has been working on launching a new Illinois cooperative called Illinois Libraries Present (ILP) to provide high-quality online events at equitable prices for participating member libraries of all sizes and budgets. We are offering public libraries in Illinois the chance to participate in the pilot program from January – June 2022.

In order to start this initiative, the Northbrook Public Library Board of Trustees has passed the attached intergovernmental agreement. Libraries can join for the pilot project by approving the attached intergovernmental agreement which outlines your responsibilities. Libraries will be responsible for paying the fees as outlined below:

Operating Budget	# in State	Total Cost
\$0-\$249,999	312	\$40.00
\$250,000-\$749,999	127	\$75.00
\$750,000-\$1,499,999	53	\$200.00
\$1,500,000-\$2,999,999	36	\$375.00
\$3,000,000-\$4,999,999	36	\$750.00
\$5,000,000+	44	\$1,150.00

Upon approval, your library will be a full participant in the pilot program from January-June 2022 receive access to the programs offered. Your library will remain a member beyond the pilot period unless you notify us in writing of your intent to withdraw from the cooperative. Your library will be billed in January 2022.

We look forward to partnering with your library to bring patrons across Illinois access to nationally recognized and high-profile speakers and authors.

**ILLINOIS LIBRARIES PRESENT:  
INTERGOVERNMENTAL AGREEMENT FOR JOINT PURCHASING  
OF LIBRARY PROGRAMMING, EVENTS AND SERVICES**

This Intergovernmental Agreement (“Agreement”) also known as “Illinois Libraries Present” is entered into this \_\_\_\_\_, 202\_\_, by and between the Northbrook Public Library an Illinois public library, (“Northbrook Library”), and \_\_\_\_\_ LIBRARY an Illinois public Library or Library District (the “Library”), and the Reaching Across Illinois Library System (“RAILS”), for the purpose of facilitating the joint purchasing of programming, events and services for the parties’ use.

**WHEREAS**, Article VII, Section 10 of the Illinois Constitution of 1970 authorizes units of local government to contract to exercise, combine or transfer any power or function not prohibited to them by law or ordinance;

**WHEREAS**, the Intergovernmental Cooperation Act (5 ILCS 220/1 *et seq.*) authorizes units of local government to exercise jointly with any public agency of the State, including other units of local government, any power, privilege or authority which may be exercised by a unit of local government individually, and to enter into contracts for the performance of governmental services, activities or undertakings;

**WHEREAS**, the Government Joint Purchasing Act (30 ILCS 525/1, *et seq.*) authorizes governmental units to purchase personal property, supplies and services jointly with one or more other governmental units, all of which are parties to a joint purchasing agreement;

**WHEREAS**, the Northbrook Library desires to contract with other Illinois public libraries and library districts in order to purchase and procure library programming, events and services;

**WHEREAS**, the Northbrook Library and the LIBRARY desire to exercise their intergovernmental cooperation and joint purchasing authority by engaging in this Agreement whereby Northbrook Library and the LIBRARY may receive the programming, events and services and benefits therefrom and achieve economies of scale resulting from Northbrook Library’s and the LIBRARY’S jointly negotiating and contracting for programming

**NOW, THEREFORE, IN CONSIDERATION** for the mutual covenants herein contained, and other good and valuable consideration the receipt and sufficiency of which is hereby acknowledged, the Northbrook Library and LIBRARY agree as follows:

Section 1. Authority. The parties agree that the foregoing recitals describe the power and authority by which they intend to engage in the joint purchasing and intergovernmental cooperation described in this Agreement. In the event of the termination, failure or amendment of either of the powers described herein so that this agreement would otherwise become invalid, it is the parties’ intent for this agreement to rest on the other power which they are lawfully exercising.

## Section 2. Shared Services.

A. The Northbrook Library agrees to: (i) competitively bid the procurement of the materials, programming, events and services described in Exhibit A for the use and benefit of Northbrook Library and LIBRARY, and (ii) negotiate contract(s) with the lowest responsible and responsive bidder(s) (each, a “ CONTRACTING PROVIDER OF THE PROGRAM”) so that CONTRACTING PROVIDER OF THE PROGRAM shall allocate sufficient manpower and resources to provide its materials, programming, events and services (the “Services”) to satisfy the demands of both the Northbrook Library and the LIBRARY. However, by law, some contracts will not be subject to competitive bidding where the ability or fitness of the individual plays an important part. The contract with the CONTRACTING PROVIDER OF THE PROGRAM shall include requirements for CONTRACTING PROVIDER OF THE PROGRAM to (i) extend all contractual obligations to the LIBRARY to the same extent performed for the Northbrook Library, and (ii) designate personnel who will have direct contact to fulfill the provisions of this Agreement.

B. The scope of the Services required by and for the Northbrook Library and LIBRARY are more specifically described in Exhibit A, attached hereto and incorporated as though fully set forth herein.

C. The Northbrook Library hereby assigns to the LIBRARY all of its rights, privilege and authority to enforce the terms of the CONTRACTING PROVIDER OF THE PROGRAM Contract and obtain any available remedies allowed thereunder, but only with respect to the Services performed for the LIBRARY, and provided that the LIBRARY shall not have the power to terminate the CONTRACTING PROVIDER OF THE PROGRAM’s Contract, except as to services for the LIBRARY, without Northbrook Library’s express, written consent. The Northbrook Library shall cooperate with the LIBRARY, at the LIBRARY’s sole expense, to the extent it is necessary for the LIBRARY to obtain any remedy described in this paragraph.

## Section 3. Cost Allocation.

A. The Northbrook Library and Library parties agree to share the cost of Services as outlined in the attached scope of service according to the equitable formula for sharing costs agreed by the parties to this Agreement and outlined in Exhibit B, attached to this Agreement and incorporated as though fully set forth herein. Initial costs of \$10,225.00 in the aggregate will be paid by the 12 [twelve] member libraries of the IGA Steering and Programming Committees listed in Exhibit. Additionally, initial costs for services will also be drawn from the LIBRARY’s payment for services, mentioned in this Section 3.

B. Annually, RAILS shall send an invoice to the LIBRARY with a written calculation describing the share of such invoice for which the LIBRARY shall pay RAILS on behalf of Illinois Libraries Present. RAILS has the option to renegotiate its invoice obligations under this IGA in the last quarter, 2022. The LIBRARY shall also reimburse RAILS for its share of each invoice in accordance with the IL Prompt Payment Act. At the request of either party, CONTRACTING PROVIDER OF THE PROGRAM may provide additional resources and project work, outside the scope of Attachment A, to the Northbrook Library or LIBRARY. The party requesting the work shall be responsible for 100% of the cost.



B. The LIBRARY covenants to appropriate, budget and, when necessary, levy sufficient amounts in each fiscal year for the estimated fees for which it will be liable for the Services it receives.

Section 4. Termination. Either Party to this Agreement may terminate its participation in this Agreement upon ninety (90) days written notice to the other party (provided that if the CONTRACTING PROVIDER OF THE PROGRAM shall require greater advance notice, the CONTRACTING PROVIDER OF THE PROGRAM Contract shall control). Each Party shall remain liable for all costs accrued during the term prior to the effective date of the termination of this Agreement. The Library agrees that if it terminates its participation in this Agreement, that all pre-payments or deposits it has made for future programs are forfeited to Illinois Libraries Present.

Section 5. Records. Neither Party to this Agreement claims any proprietary interest of any nature whatsoever in any of the records of the other Party to this Agreement, provided that each Party shall cooperate with the other to the extent either Party receives a public records request related to the subject matter of this Agreement. Nothing herein shall be construed to require either Party to waive any available exemptions from disclosure described under applicable law.

Section 6. Miscellaneous.

A. Each party agrees that it will be responsible for its own acts and the result thereof to the extent authorized by law and shall not be responsible for the acts of the other party and the results thereof. Except as otherwise provided herein, no Party may, by its own actions, obligate the other Party to this Agreement. This division of liability is solely intended to be between the Parties to this Agreement and should not be construed as a waiver of any defenses and immunities each Party may have against third party claims.

B. The Parties to this Agreement agree to abide by all of the general rules and regulations applicable to them.

C. Severability. The Parties intend for this Agreement to remain in full force and effect to the greatest extent permitted by law, and for all applications allowed by law, notwithstanding whether any particular provision or application hereof is found to be unenforceable. Any invalid provision and any unenforceable application shall be deemed severable from the remainder of the Agreement.

D. Term. This Agreement shall continue until terminated in accordance with Section 4.

E. Notice. All notices hereunder shall be in writing, and shall be deemed given when delivered by email, in person, or by United States certified mail, with return receipt requested, and if mailed, with postage prepaid. All notices shall be addressed as follows:

If to the Northbrook Public Library:

Executive Library Director  
Northbrook Public Library  
1201 Cedar Lane  
Northbrook, Illinois 60062

If to the

If to RAILS:

Reaching Across Illinois Library System  
Re: Illinois Libraries Present  
125 Tower Dr  
Burr Ridge, IL 60527

F. Interpretation. This Agreement constitutes the entire agreement between the Parties and supersedes any and all prior agreements and negotiations between the parties, whether written or oral, relating to the subject matter of this Agreement. No amendment or modification to this Agreement shall be effective until it is reduced to writing and approved and executed by all parties to this Agreement in accordance with applicable law.

G. Additional Parties. This Agreement may be amended to add additional libraries. Each new library must adopt a resolution agreeing to be bound to the terms of this Agreement and the Northbrook Library must approve the addition of the new party.

H. Substitute Administrative Party. From time to time a library other than Northbrook Library may serve as the administrative party for the purpose of performing competitive bidding and contracting with CONTRACTING PROVIDER OF THE PROGRAMS. In those cases, the library serving as the administrative party shall have all the rights and responsibilities otherwise assigned to Northbrook Library in this Agreement and all other terms and conditions shall apply respectively.

I. Counterparts. This Agreement may be executed by facsimile, portable document format (.pdf) or other electronic means, and in any number of counterparts, each of which when so executed shall be deemed to be an original and all of which taken together shall constitute one and the same agreement.

SO AGREED.

NORTHBROOK PUBLIC LIBRARY

LIBRARY

  
Jay Glaubinger (Oct 7, 2021 16:02 CDT)  
By: Jay Glaubinger, Board President

By: \_\_\_\_\_

Date: September 23, 2021

Date: \_\_\_\_\_

REACHING ACROSS ILLINOIS LIBRARY SYSTEM

By: \_\_\_\_\_

Date: \_\_\_\_\_

# **EXHIBIT A**

## **SCOPE OF SERVICES AND CONTRACT CONTRACTING PROVIDER OF THE PROGRAM**

Illinois Libraries Present will provide one virtual program a month for all member libraries for a total of 6 programs during the January-June 2022 pilot period. Illinois Libraries Present aims to offer virtual programs featuring bestselling fiction and nonfiction authors, well-known presenters who speak on equity, diversity, and inclusion, and diverse speakers on topics of broad interest for a range of ages.

Member libraries may choose which programs they market to their patrons. Patrons may sign up to watch themselves or libraries may elect to broadcast the presentation for their patrons. Illinois Libraries Present will provide technical assistance, marketing collateral, and post program data analysis for member libraries.

Member libraries may elect to have staff participate in one of the Illinois Libraries Present committees and assist in the planning and execution of the events:

- Steering Committee
- Programming Committee
- Event Production Committee
- Marketing Committee
- Data Analysis Committee

The committees will be responsible for carrying out the work of Illinois Libraries Present and contract with vendors with approval from Northbrook Library.

Following the pilot program, Illinois Libraries Present intends to offer one program a month. Libraries shall sign up for an annual membership and receive access to all programs offered during the membership year of January 1 -December 31.

# SAMPLE CONTRACT

Service Contract  
Northbrook Public Library  
c/o Illinois Libraries Present  
1201 Cedar Lane  
Northbrook, Illinois 60062  
(847) 272-6224

Date:

This is a contract between the Board of Library Trustees of the Village of Northbrook (Library) and \_\_\_\_\_ (Contractor).

Address:

City, State, Zip:

Telephone number:

Arrangements will be made through \_\_\_\_\_, (Library representative).

Date and Time of Program:

Virtual Performance Platform: Zoom

Title of program:

Payment Terms:

The Library will pay the Contractor, as compensation for services rendered, \$ \_\_\_\_\_ .  
Payment is due within 30 days of the program date and payable to \_\_\_\_\_ .

Technical requirements:

Please attach a sheet with any specific requirements for virtual performance requirements for the program. The Contractor agrees to arrive \_\_\_\_\_ before the performance is scheduled.

In accordance with the Americans with Disabilities Act, some programs may be live captioned by a certified captioner. Performers are required to provide in a timely manner, upon request, information including but not limited to: outlines, powerpoints, lists of unique words or phrases, and/or a list of names used for programs that will be live captioned. All certified captioners are bound by the [National Association of Court Reporters and Captioners Code of Ethics](#). Any information supplied will be destroyed after the event.

Any performer that wishes to record their performance must request so in writing at least one week prior to the performance. The library reserves the right, in its sole discretion, to deny the recording of any program. The Library reserves the right, in its sole discretion, to deny the Contractor the right to record any virtual performance.

**Force Majeure:**

If either party is prevented from performing the obligations created because of illness, acts of God, strikes, etc. beyond the control of either of the parties, neither party shall be liable to the other.

**Governing Law:**

This Contract shall be governed by and construed in accordance with the laws of the State of Illinois, and venue for any dispute arising from this Contract will be in the courts of Cook County, Illinois.

**Waiver:**

Waiver by any party of any breach of any term, covenant or condition contained in this Contract shall not be deemed to be a waiver of such term, covenant or condition, or any subsequent breach of the same or any other term, covenant or condition contained in this Contract.

**Termination:**

The Library may terminate this Contract at any time, with or without cause. This Contract also may be terminated at any time upon the mutual agreement of the Library and Contractor. In the event this Contract is terminated for any reason, Contractor will not be entitled to any compensation or remuneration.

**Library Recordings:**

The Library reserves the right to audio or video record any live program, including virtual performances unless otherwise indicated. The Library may retain the record in its files, may make it available on the Internet, or make it available otherwise for educational or promotional purposes. The Library shall provide a copy of the recording to the Contractor, upon the Contractor's request.

- Contractor hereby authorizes the Library to capture and use images and/or video of Contractor's program for educational and promotional purposes, including any virtual performances.
- Contractor does not authorize the Library to capture and use images and/or video of Contractor's program for educational and promotional purposes, including any virtual performances.

If the Contractor is providing the Library with a recording of the Program, the Library will make the recording of the Contractor's program available to Library patrons who register for the Program until \_\_\_\_\_(insert date that program will be available). After that date, the Library will no longer make the recording of the Contractor's Program available to Library patrons. The Contractor will retain all intellectual property rights to the Contractor's Program.

Indemnification/Assumption of Risk:

I, the undersigned, agree that I \_\_\_\_\_will indemnify and hold harmless the Northbrook Public Library, the Board of Library Trustees of the Village of Northbrook, its officers, agents and employees from and against any and all losses, liabilities, claims, demands, penalties, causes of action, damages, and costs and expenses (including reasonable attorneys' fees and court costs) arising out of or related to the acts and/or omissions of Contractor or in any way connected with the performance of this Contract.

Intellectual Property:

Contractor, and any of its performers or presenters, are solely responsible for complying with any and all applicable licensing, trademark, copyright, and other intellectual property laws and regulations relating to the Contractor's programs, performances, and merchandise sales.

Entire Agreement:

This Contract sets forth all the promises, inducements, agreements, conditions and understandings between the parties hereto relative to the subject matter thereof, and there are no promises, agreements, conditions or understandings, either oral or written, express or implied, between them, other than are herein set forth. Except as herein otherwise provided, no subsequent alteration, amendment, change or addition to this Agreement shall be binding upon the parties hereto unless authorized in accordance with law and reduced in writing and signed by both parties. The duties and obligations of this Contract may not be assigned by Contractor without the express written approval of the Library

By signing this Contract, the parties stipulate that they have read and understand this Contract in its entirety. Each person signing the Contract represents that they have the authority to sign the Contract on behalf of their respective party.

LIBRARY: \_\_\_\_\_DATE: \_\_\_\_\_

CONTRACTOR: \_\_\_\_\_DATE: \_\_\_\_\_

## EXHIBIT B

### PRICE FORMULA AND LIBRARY'S AGREED CONTRIBUTION

Pricing shall be based upon the library's operating budget as recorded in the Illinois Public Library Annual Report 8.17 TOTAL receipts (8.1 + 8.7 + 8.12 + 8.15) [PLSC 304]. Prices shall be equitably set based on budgets within six membership tiers. Overall costs will be determined by the total number of participating libraries and estimated expenses for the coming year.

\$0-\$249,999
\$250,000-\$749,999
\$750,000-\$1,499,999
\$1,500,000-\$2,999,999
\$3,000,000-\$4,999,999
\$5,000,000+

The initial cost for the program will be for the 6-month pilot and cover all expenses including zoom licensing, presenter fees, marketing, legal, and other administrative costs.

Library's Operating Budget	Total Pilot Cost
\$0-\$249,999	\$40.00
\$250,000-\$749,999	\$75.00
\$750,000-\$1,499,999	\$200.00
\$1,500,000-\$2,999,999	\$375.00
\$3,000,000-\$4,999,999	\$750.00
\$5,000,000+	\$1,150.00

Annual costs will be billed based on the same model and updated annually based on cost projections for the coming year. Illinois Libraries Present will aim to operate on a cost recovery basis and keep enough funds in the fund balance to provide for 6 months of expenses.

Steering and Programming Committee Library Members:

Algonquin  
Arlington Heights  
Downers Grove



Effingham  
Evanston  
Fairview Heights  
Fox River Valley  
Niles  
Northbrook  
Oak Park  
Schaumburg  
Shorewood-Troy