

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

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

AGENDA

Monday, June 19, 2023

- I. Call to Order**
- II. Roll Call**
- III. Public Comments**
- IV. Decennial Committee Meeting**
 - Roll Call
 - Approval of Minutes from May 1, 2023 Meeting*
 - Report on Committee Work (30 mins)
 - Next Steps
- V. Vote to Approve Minutes**
 - Approve Minutes of the May 15, 2023 Regular Meeting* (1 min)
- VI. Financial Report**
 - May 2023 Financial Statements* (5 mins)
- VII. Library Reports**
 - Director's Report* (5 mins)
 - Board President's Comments (5 mins)
- VIII. Liaisons to Other Organizations – Reports**
 - Winnetka Village (5 mins)
 - Northfield Village (5 mins)
- IX. Unfinished Business**
- X. New Business**
 - Approval of District Closure Dates for FY23-24* (5 mins)
 - Assignment of Two Trustees to Review Closed Session Recordings & Summaries (2 mins)
 - Assignment of Two Trustees to Review Secretary's Records for FY22-23 (2 mins)
 - Discussion & Vote on Board Meeting Ordinance for FY23/24* (5 mins)
 - Approval of Annual Ordinance Authorizing Non-Resident Cards* (5 mins)
 - Discussion on IGA with local schools (5 mins)
 - Discussion & Vote on Program Policy* (10 mins)

*Attachments

**Winnetka-Northfield Public Library District
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**THE MEETING WILL BEGIN AT 7:00 PM AND WILL BE HELD AT THE NORTHFIELD LIBRARY.
INSTRUCTIONS TO JOIN VIRTUALLY POSTED AT WWW.WNPLD.ORG**

XI. Communications

- The Library will be closed on Saturday, June 24th, and Sunday, June 25th so staff can attend the ALA Annual Conference.
- The library will be closed on Tuesday, July 4th for Independence Day.
- The next regular meeting will be held on Monday, July 17th at 7 p.m. at the Winnetka Library.

XII. Public Comments

XIII. Adjourn to Closed Session

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

XIV. Return to Open Session

XV. 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.

XVI. Return to Open Session

XVII. Adjournment

**WINNETKA-NORTHFIELD PUBLIC LIBRARY DISTRICT
MINUTES OF A DECENNIAL COMMITTEE MEETING**

May 1, 2023

Committee Members

- Northfield resident Samantha Tideman, Winnetka resident Katherine Casale MacNally, Director Dombrowski, and the Board of Trustees formed the Decennial Committee; Trustee Gosselin was named the Chairman.

Review Report Template Options & Categories

- The committee reviewed the report template options and decided to use the proposed template supplied to RAILS from their attorney, Ancel Glink.

Next Steps

- The committee divided up initial tasks within the report template and will meet again during the June 19, 2023 Regular Board Meeting to review progress.

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

May 15, 2023

I. Call to Order

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

II. Roll Call

Present: Trustees Travis Gosselin, Thomas Sundell, Ranjini Shankar, Deborah Vandergrift, Sarah Munoz, Matt Kinnich and Board President Melissa Mitchell; and Library Director Monica Dombrowski.

Absent:

Present were library employees Nicola White (Business Services Coordinator) and Mark Swenson (IT Manager). Present was Winnetka resident Jeffrey Liss.

III. Public Comments

Winnetka resident Jeffrey Liss thanked the board for their work this past year and wished everyone well.

IV. Approval of Minutes

- Approve Minutes of the April 17, 2023 Regular Meeting
- Approve Minutes of the May 1, 2023 Special Meeting

President Mitchell announced the approval of the April 17, 2023 Regular Meeting Minutes and the May 1, 2023 Special Meeting Minutes.

V. Financial Report

Trustee Vandergrift and Director Dombrowski presented the April 2023 Financial Statements.

VI. Library Report

LIBRARY DIRECTOR'S REPORT:

Director Dombrowski presented the April 2023 Director's Report, which is included in the May 2023 Board Packet.

BOARD PRESIDENT'S COMMENTS:

None.

VII. Liaisons to Other Organizations-Reports

- *Winnetka Village*- President Mitchell reported that the Winnetka Farmer’s Market is kicking off June 3rd, the Children’s Fair will be June 9th and 10th, and the Winnetka Caucus Town Hall meeting will be on May 18th at 6:30 p.m.
- *Northfield Village*- Trustee Munoz reported that the Northfield Market & Music starts on June 14th, and the Sunset Ridge School District Fun Fair is on June 7th. She also reported that a Northfield Sidewalk Committee has been formed in the Village, and at the Northfield Village Board meeting they stated that a Northfield Library renovation is in the works. Trustee Kinnich reported that the Northfield Village is also working on re-energizing the parks and park facilities.

VIII. Unfinished Business

IX. New Business

- *Approval of the FY23-24 Library Budget*
A MOTION to Approve the FY23-24 Library Budget was made by Trustee Gosselin.

ROLL CALL VOTE:

AYES: Trustees Gosselin, Sundell, Shankar, Vandergrift, Munoz

ABSENT/ABSTAINING: Trustee Kinnich

NAYS: 0

MOTION CARRIED

- *Organizational Meeting of the Library Board*
 - Oaths of Office for Incoming Trustees
 - Trustee Sundell swore in incoming trustees Travis Gosselin, Deborah Vandergrift, and Ranjini Shankar.
 - Election of Officers to Two-Year Terms
 - For the office of President, Trustee Munoz nominated Trustee Mitchell.

A MOTION to Elect Trustee Mitchell to the Office of President was made by Trustee Munoz.

ROLL CALL VOTE:

AYES: Trustees Gosselin, Sundell, Shankar, Vandergrift, Munoz

ABSENT/ABSTAINING: Trustee Kinnich

NAYS: 0

MOTION CARRIED

- For the office of Vice President, Trustee Gosselin nominated Trustee Shankar.

A MOTION to Elect Trustee Shankar to the Office of Vice President was made by Trustee Gosselin.

ROLL CALL VOTE:

AYES: Trustees Sundell, Vandergrift, Munoz,
Mitchell, Gosselin

ABSENT/ABSTAINING: Trustee Kinnich

NAYS: 0

MOTION CARRIED

- For the office of Treasurer, Trustee Vandergrift nominated Trustee Munoz.

A MOTION to Elect Trustee Munoz to the Office of Treasurer was made by Trustee Vandergrift.

ROLL CALL VOTE:

AYES: Trustees Shankar, Vandergrift, Mitchell,
Gosselin, Sundell

ABSENT/ABSTAINING: Trustee Kinnich

NAYS: 0

MOTION CARRIED

- For the office of Secretary, Trustee Munoz nominated Trustee Sundell.

A MOTION to Elect Trustee Sundell to the Office of Secretary was made by Trustee Munoz.

ROLL CALL VOTE:

AYES: Trustees Vandergrift, Munoz, Mitchell,
Gosselin, Shankar

ABSENT/ABSTAINING: Trustee Kinnich

NAYS: 0

MOTION CARRIED

- Community Liaison Appointments

- President Mitchell appointment Trustee Gosselin as the Winnetka Liaison and Trustee Kinnich as the Northfield Liaison.

- *Director Annual Review Process*
Trustees Munoz and Sundell agreed to lead the annual review process for Director Dombrowski; the Board will discuss further in closed session at the June 19, 2023 Regular Meeting.

X. Communications

- *The Library will be closed on Sunday, May 28th and Monday, May 29th in observance of Memorial Day.*
- *The next regular meeting will be held on Monday, June 19th at 7 p.m. at the Northfield Library.*

XI. Public Comments

Winnetka resident Jeffrey Liss commented on the use of the phrase “Independence Day” instead of “Fourth of July” in library communications surrounding the holiday.

XII. Adjourn to Closed Session

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

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

The MOTION passed on a voice vote and President Mitchell adjourned to closed session at 7:39 p.m.

XIII. Return to Open Session

Trustee Sundell swore in incoming Trustee Kinnich.

XIV. Adjournment

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

The MOTION passed on a voice vote and President Mitchell adjourned the meeting at 8:25 p.m.

Respectfully submitted,

Nicola White
Recording Secretary

Melissa Mitchell, President
Thomas Sundell, Secretary

Winnetka-Northfield Public Library District

All Funds Summary

For the 11 Months Ended May 31, 2023

Prorated Budget Percentage Spent: 91.67%

	<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	4,288,700.00	3,931,308.33	4,525,316.38	105.52 %	594,008.05
IMRF Fund	69,805.00	63,987.92	110,143.52	157.79 %	46,155.60
FICA Fund	75,623.00	69,321.08	136,703.58	180.77 %	67,382.50
Building Fund	218,143.00	199,964.42	386,679.11	177.26 %	186,714.69
Unemployment Fund	6.00	5.50	1,435.50	23,925.00 %	1,430.00
Total Revenues	<u>4,652,277.00</u>	<u>4,264,587.25</u>	<u>5,160,278.09</u>	<u>110.92 %</u>	<u>895,690.84</u>
Expenses					
Library Fund	4,033,378.00	3,697,263.17	3,589,696.08	89.00 %	(107,567.09)
IMRF Fund	20,100.00	18,425.00	59,609.38	296.56 %	41,184.38
FICA Fund	118,308.00	108,449.00	117,550.34	99.36 %	9,101.34
Building Fund	0.00	0.00	231,863.24	0.00 %	231,863.24
Unemployment Fund	1.00	0.92	0.00	0.00 %	(0.92)
Special Reserve Fund	0.00	0.00	316,000.00	0.00 %	316,000.00
Total Expenses	<u>4,171,787.00</u>	<u>3,824,138.08</u>	<u>4,314,719.04</u>	<u>103.43 %</u>	<u>490,580.96</u>
Total Revenues	4,652,277.00	4,264,587.25	5,160,278.09	110.92 %	895,690.84
Total Expenses	<u>4,171,787.00</u>	<u>3,824,138.08</u>	<u>4,314,719.04</u>	<u>103.43 %</u>	<u>(490,580.96)</u>
Excess Revenues less Expenses	<u>480,490.00</u>	<u>440,449.17</u>	<u>845,559.05</u>	<u>175.98 %</u>	<u>405,109.88</u>

Winnetka-Northfield Public Library District

Library Fund Summary

For the 11 Months Ended May 31, 2023

Prorated Budget Percentage Spent: 91.67%

	<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	3,937,220.00	3,609,118.33	3,806,936.84	96.69 %	197,818.51
Replacement Tax	33,000.00	30,250.00	115,953.63	351.37 %	85,703.63
Collections	175,480.00	160,856.67	139,313.90	79.39 %	(21,542.77)
Materials	7,500.00	6,875.00	5,971.34	79.62 %	(903.66)
Other Income	135,500.00	124,208.33	457,140.67	337.37 %	332,932.34
Total Operating Revenue	<u>4,288,700.00</u>	<u>3,931,308.33</u>	<u>4,525,316.38</u>	<u>105.52 %</u>	<u>594,008.05</u>
Operating Expenses					
Personnel	2,131,350.00	1,953,737.50	1,825,687.29	85.66 %	(128,050.21)
Administration	261,528.00	239,734.00	228,314.08	87.30 %	(11,419.92)
Utilities	94,000.00	86,166.67	84,135.39	89.51 %	(2,031.28)
IT Services	254,969.40	233,721.95	405,843.11	159.17 %	172,121.16
Public Relations	47,000.00	43,083.33	28,363.54	60.35 %	(14,719.79)
Library Materials - Adult	509,000.00	466,583.33	458,338.87	90.05 %	(8,244.46)
Library Materials - Youth	83,000.00	76,083.33	68,097.72	82.05 %	(7,985.61)
Programs	87,250.00	79,979.17	74,111.68	84.94 %	(5,867.49)
Capital	565,280.60	518,173.88	416,804.40	73.73 %	(101,369.48)
Total Operating Expenses	<u>4,033,378.00</u>	<u>3,697,263.17</u>	<u>3,589,696.08</u>	<u>89.00 %</u>	<u>(107,567.09)</u>
Total Revenues	4,288,700.00	3,931,308.33	4,525,316.38	105.52 %	594,008.05
Total Expenses	4,033,378.00	3,697,263.17	3,589,696.08	89.00 %	(107,567.09)
Excess Revenues less Expenses	<u>255,322.00</u>	<u>234,045.16</u>	<u>935,620.30</u>	<u>366.45 %</u>	<u>701,575.14</u>

Winnetka-Northfield Public Library District

Statement of Revenues and Expenditures - Modified Cash Basis

For the 11 Months Ended May 31, 2023

Prorated Budget Percentage Spent: 91.67%

	<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	3,916,860.00	3,590,455.00	3,772,999.99	96.33 %	182,544.99
Property Taxes Collections-Liability	13,379.00	12,264.08	22,116.25	165.31	9,852.17
Property Taxes Collections-Audit	6,981.00	6,399.25	11,820.60	169.33	5,421.35
Replacement Tax	<u>33,000.00</u>	<u>30,250.00</u>	<u>115,953.63</u>	<u>351.37 %</u>	<u>85,703.63</u>
Total Taxes	<u>3,970,220.00</u>	<u>3,639,368.33</u>	<u>3,922,890.47</u>	<u>98.81 %</u>	<u>283,522.14</u>
Collections					
Per Capita Grant	27,280.00	25,006.67	27,250.13	99.89 %	2,243.46
Kenilworth Services	145,000.00	132,916.67	107,944.75	74.44	(24,971.92)
Studio Fees	1,000.00	916.67	1,018.76	101.88	102.09
Lost/Damaged Mat.	<u>2,200.00</u>	<u>2,016.67</u>	<u>3,100.26</u>	<u>140.92</u>	<u>1,083.59</u>
Total Collections	<u>175,480.00</u>	<u>160,856.67</u>	<u>139,313.90</u>	<u>79.39 %</u>	<u>(21,542.77)</u>
Materials					
Copy/Printing	7,000.00	6,416.67	4,833.92	69.06 %	(1,582.75)
ILL Materials - Winnetka	0.00	0.00	6.70	0.00	6.70
Book Sales	<u>500.00</u>	<u>458.33</u>	<u>1,130.72</u>	<u>226.14</u>	<u>672.39</u>
Total Materials	<u>7,500.00</u>	<u>6,875.00</u>	<u>5,971.34</u>	<u>79.62 %</u>	<u>(903.66)</u>
Other Income					
Checking Interest Income	5,500.00	5,041.67	5,590.98	101.65 %	549.31
Byline Bank IMA Interest	90,000.00	82,500.00	130,370.01	144.86	47,870.01
Money Market-Interest	19,500.00	17,875.00	2,358.14	12.09	(15,516.86)
Misc. Revenue	0.00	0.00	271.54	0.00	271.54
Gift Fund (over \$100)	500.00	458.33	2,500.00	500.00	2,041.67
Friends Donations	20,000.00	18,333.33	50.00	0.25	(18,283.33)
Transfer from Other Fund	<u>0.00</u>	<u>0.00</u>	<u>316,000.00</u>	<u>0.00</u>	<u>316,000.00</u>
Total Other Income	<u>135,500.00</u>	<u>124,208.33</u>	<u>457,140.67</u>	<u>337.37 %</u>	<u>332,932.34</u>
Total Revenue	<u>4,288,700.00</u>	<u>3,931,308.33</u>	<u>4,525,316.38</u>	<u>105.52 %</u>	<u>594,008.05</u>

Winnetka-Northfield Public Library District

Statement of Revenues and Expenditures - Modified Cash Basis

For the 11 Months Ended May 31, 2023

Prorated Budget Percentage Spent: 91.67%

	Annual Budget	Prorated Budget	Year to Date Actual	% of Budget	Variance vs. Prorated Budget
LIBRARY FUND					
Expenses					
Personnel					
Salaries	1,825,000.00	1,672,916.67	1,582,081.59	86.69 %	(90,835.08)
Health Insurance	280,000.00	256,666.67	226,661.68	80.95	(30,004.99)
Flu Vaccination	100.00	91.67	0.00	0.00	(91.67)
Employee Asst. Program	500.00	458.33	0.00	0.00	(458.33)
Professional Development	25,000.00	22,916.67	16,309.02	65.24	(6,607.65)
Flexible Spending Account	750.00	687.50	635.00	84.67	(52.50)
Total Personnel	2,131,350.00	1,953,737.50	1,825,687.29	85.66 %	(128,050.21)
Administration					
Audit Fees	12,400.00	11,366.67	12,950.00	104.44 %	1,583.33
Library Supplies	28,000.00	25,666.67	23,573.48	84.19	(2,093.19)
Office Supplies	6,000.00	5,500.00	5,673.97	94.57	173.97
Breakroom Supplies	3,200.00	2,933.33	2,965.30	92.67	31.97
Postage	3,500.00	3,208.33	2,852.15	81.49	(356.18)
Hospitality	500.00	458.33	126.99	25.40	(331.34)
Accounting and Bookkeeping	26,000.00	23,833.33	19,939.00	76.69	(3,894.33)
Legal Notices	3,500.00	3,208.33	877.00	25.06	(2,331.33)
Delivery Service	7,200.00	6,600.00	5,400.00	75.00	(1,200.00)
Payroll Services	9,000.00	8,250.00	8,489.48	94.33	239.48
Liability Insurance Costs	33,128.00	30,367.33	30,726.00	92.75	358.67
Board Expenses	1,000.00	916.67	423.52	42.35	(493.15)
Memberships	5,700.00	5,225.00	6,634.39	116.39	1,409.39
Staff Recognition/Events/Meetings	6,000.00	5,500.00	4,790.78	79.85	(709.22)
Legal	15,000.00	13,750.00	17,614.19	117.43	3,864.19
Consultants	45,000.00	41,250.00	35,265.02	78.37	(5,984.98)
Investment Fees	30,000.00	27,500.00	26,180.78	87.27	(1,319.22)
HR Consultant	25,900.00	23,741.67	23,792.50	91.86	50.83
Miscellaneous	500.00	458.33	39.53	7.91	(418.80)
Total Administration	261,528.00	239,734.00	228,314.08	87.30 %	(11,419.92)
Utilities					
Electricity	42,000.00	38,500.00	34,062.72	81.10 %	(4,437.28)
Water	3,000.00	2,750.00	7,751.37	258.38	5,001.37
Storm Sewer	1,500.00	1,375.00	1,162.93	77.53	(212.07)
Natural Gas	17,000.00	15,583.33	12,056.45	70.92	(3,526.88)
Telephone	16,000.00	14,666.67	15,817.06	98.86	1,150.39
Internet Services	14,500.00	13,291.67	13,284.86	91.62	(6.81)
Total Utilities	94,000.00	86,166.67	84,135.39	89.51 %	(2,031.28)
Information Technology					
CCS Operating	83,250.00	76,312.50	72,950.41	87.63 %	(3,362.09)
Software	89,619.40	82,151.12	248,119.56	276.86	165,968.44
LAN Management	40,000.00	36,666.67	44,638.83	111.60	7,972.16
Hardware	5,100.00	4,675.00	4,994.29	97.93	319.29
Technology - Website	15,000.00	13,750.00	13,714.84	91.43	(35.16)
Photocopier Leases	22,000.00	20,166.67	21,425.18	97.39	1,258.51
Total Information Technology	254,969.40	233,721.95	405,843.11	159.17 %	172,121.16

Winnetka-Northfield Public Library District
Statement of Revenues and Expenditures - Modified Cash Basis
For the 11 Months Ended May 31, 2023

Prorated Budget Percentage Spent: 91.67%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year to Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
LIBRARY FUND					
Public Relations					
PR Promotional	11,000.00	10,083.33	2,534.79	23.04 %	(7,548.54)
PR Source/Mailers	25,000.00	22,916.67	22,942.34	91.77	25.67
PR Supplies	4,000.00	3,666.67	1,949.03	48.73	(1,717.64)
PR Marketing/Advertising	<u>7,000.00</u>	<u>6,416.67</u>	<u>937.38</u>	<u>13.39</u>	<u>(5,479.29)</u>
Total Public Relations	<u>47,000.00</u>	<u>43,083.33</u>	<u>28,363.54</u>	<u>60.35 %</u>	<u>(14,719.79)</u>
Library Materials - Adult					
Books-Fiction-Adult	82,000.00	75,166.67	71,026.65	86.62 %	(4,140.02)
Books-Non-Fiction-Adult	70,000.00	64,166.67	59,575.36	85.11	(4,591.31)
Periodicals	18,000.00	16,500.00	18,630.13	103.50	2,130.13
DVDs-Adult	27,000.00	24,750.00	22,589.97	83.67	(2,160.03)
Audio Books-Adult	10,000.00	9,166.67	7,360.16	73.60	(1,806.51)
Books-Digital	245,000.00	224,583.33	217,153.30	88.63	(7,430.03)
Online Database	55,000.00	50,416.67	60,097.80	109.27	9,681.13
Adult Videogames	<u>2,000.00</u>	<u>1,833.33</u>	<u>1,905.50</u>	<u>95.28</u>	<u>72.17</u>
Total Library Materials - Adult	<u>509,000.00</u>	<u>466,583.33</u>	<u>458,338.87</u>	<u>90.05 %</u>	<u>(8,244.46)</u>
Library Materials - Youth					
Books-Fiction-Juv	45,000.00	41,250.00	35,687.65	79.31 %	(5,562.35)
Books-Non-Fiction-Juv	15,000.00	13,750.00	14,960.85	99.74	1,210.85
DVDs-Juv	3,000.00	2,750.00	2,002.56	66.75	(747.44)
Audio Books-Juv	15,000.00	13,750.00	12,605.07	84.03	(1,144.93)
Video Games-Juv	<u>5,000.00</u>	<u>4,583.33</u>	<u>2,841.59</u>	<u>56.83</u>	<u>(1,741.74)</u>
Total Library Materials - Youth	<u>83,000.00</u>	<u>76,083.33</u>	<u>68,097.72</u>	<u>82.05 %</u>	<u>(7,985.61)</u>
Programs					
Reading Programs	10,000.00	9,166.67	6,446.17	64.46 %	(2,720.50)
Programming - Studio	11,750.00	10,770.83	7,691.64	65.46	(3,079.19)
Programming - Youth	25,000.00	22,916.67	24,393.79	97.58	1,477.12
Programming - Adult	35,000.00	32,083.33	33,492.64	95.69	1,409.31
Studio Maintenance/Repair	<u>5,500.00</u>	<u>5,041.67</u>	<u>2,087.44</u>	<u>37.95</u>	<u>(2,954.23)</u>
Total Programs	<u>87,250.00</u>	<u>79,979.17</u>	<u>74,111.68</u>	<u>84.94 %</u>	<u>(5,867.49)</u>
Capital					
Capital Outlay	237,900.00	218,075.00	327,601.75	137.71 %	109,526.75
Building	168,380.60	154,348.88	34,313.18	20.38	(120,035.70)
Equipment/Furniture	99,000.00	90,750.00	30,115.12	30.42	(60,634.88)
Computer Equipment	<u>60,000.00</u>	<u>55,000.00</u>	<u>24,774.35</u>	<u>41.29</u>	<u>(30,225.65)</u>
Total Capital	<u>565,280.60</u>	<u>518,173.88</u>	<u>416,804.40</u>	<u>73.73 %</u>	<u>(101,369.48)</u>
Total Expenses	<u>4,033,378.00</u>	<u>3,697,263.17</u>	<u>3,589,696.08</u>	<u>89.00 %</u>	<u>(107,567.09)</u>
Excess Revenues less Expenses	<u>255,322.00</u>	<u>234,045.16</u>	<u>935,620.30</u>	<u>366.45 %</u>	<u>701,575.14</u>

Winnetka-Northfield Public Library District
Statement of Revenues and Expenditures - Modified Cash Basis
For the 11 Months Ended May 31, 2023

Prorated Budget Percentage Spent: 91.67%

	<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	218,143.00	199,964.42	386,679.11	177.26 %	186,714.69
Total Revenue	<u>218,143.00</u>	<u>199,964.42</u>	<u>386,679.11</u>	<u>177.26 %</u>	<u>186,714.69</u>
Expenses					
Northfield Lease	0.00	0.00	62,506.62	0.00 %	62,506.62
Janitorial Supplies	0.00	0.00	8,416.41	0.00	8,416.41
Snow Removal	0.00	0.00	5,199.00	0.00	5,199.00
Building Maintenance Service	0.00	0.00	88,000.00	0.00	88,000.00
Elevators	0.00	0.00	11,006.10	0.00	11,006.10
Landscaping	0.00	0.00	15,603.62	0.00	15,603.62
HVAC	0.00	0.00	11,366.95	0.00	11,366.95
Automatic Doors	0.00	0.00	6,056.75	0.00	6,056.75
Roof	0.00	0.00	349.00	0.00	349.00
Alarms	0.00	0.00	3,724.36	0.00	3,724.36
Equipment	0.00	0.00	12,346.43	0.00	12,346.43
Plumbing	0.00	0.00	1,830.00	0.00	1,830.00
Electrical	0.00	0.00	3,090.00	0.00	3,090.00
Misc Services	<u>0.00</u>	<u>0.00</u>	<u>2,083.00</u>	<u>0.00</u>	<u>2,083.00</u>
Total Expenses	<u>0.00</u>	<u>0.00</u>	<u>231,578.24</u>	<u>0.00 %</u>	<u>231,578.24</u>
Excess Revenues less Expenses	<u>\$ 218,143.00</u>	<u>\$ 199,964.42</u>	<u>\$ 155,100.87</u>	<u>71.10 %</u>	<u>(44,863.55)</u>

IMRF FUND					
Revenues					
Property Taxes Collections-IMRF	69,805.00	63,987.92	110,143.52	157.79 %	46,155.60
Total Revenue	<u>69,805.00</u>	<u>63,987.92</u>	<u>110,143.52</u>	<u>157.79 %</u>	<u>46,155.60</u>
Expenses					
IMRF Expenses	20,100.00	18,425.00	59,609.38	296.56 %	41,184.38
Total Expenses	<u>20,100.00</u>	<u>18,425.00</u>	<u>59,609.38</u>	<u>296.56 %</u>	<u>41,184.38</u>
Excess Revenues less Expenses	<u>\$ 49,705.00</u>	<u>\$ 45,562.92</u>	<u>\$ 50,534.14</u>	<u>101.67 %</u>	<u>4,971.22</u>

Winnetka-Northfield Public Library District
Statement of Revenues and Expenditures - Modified Cash Basis
For the 11 Months Ended May 31, 2023

Prorated Budget Percentage Spent: 91.67%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year to Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
FICA FUND					
Revenues					
Property Taxes Collections-FICA	75,623.00	69,321.08	136,703.58	180.77 %	67,382.50
Total Revenue	<u>75,623.00</u>	<u>69,321.08</u>	<u>136,703.58</u>	<u>180.77 %</u>	<u>67,382.50</u>
Expenses					
FICA	118,308.00	6 108,449.00	117,550.34	99.36 %	9,101.34
Total Expenses	<u>118,308.00</u>	<u>108,449.00</u>	<u>117,550.34</u>	<u>99.36 %</u>	<u>9,101.34</u>
Excess Revenues less Expenses	<u>\$ (42,685.00)</u>	<u>\$ (39,127.92)</u>	<u>\$ 19,153.24</u>	<u>(44.87)%</u>	<u>58,281.16</u>
UNEMPLOYMENT FUND					
Revenues					
Property Taxes Collections-Unemployment	6.00	5.50	1,435.50	23,925.00 %	1,430.00
Total Revenue	<u>6.00</u>	<u>5.50</u>	<u>1,435.50</u>	<u>23,925.00 %</u>	<u>1,430.00</u>
Expenses					
Unemployment	1.00	0.92	0.00	0.00 %	(0.92)
Total Expenses	<u>1.00</u>	<u>0.92</u>	<u>0.00</u>	<u>0.00 %</u>	<u>(0.92)</u>
Excess Revenues less Expenses	<u>\$ 5.00</u>	<u>\$ 4.58</u>	<u>\$ 1,435.50</u>	<u>28,710.00 %</u>	<u>1,430.92</u>

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts
May 1, 2023 - May 31, 2023

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Vendor Checks						
Andy Richardson 10-0-5906	Programming - Studio	5/1/23	28.63	3972	05/10/23	<u>28.63</u>
Annie Chu 10-0-5906 10-0-5906	Programming - Studio Programming - Studio	4/30/23 4/26/23	24.00 69.70	3973	05/10/23	<u>93.70</u>
Aunt Flow 70-0-5725	Janitorial Supplies	INV# 3920	280.00	3974	05/10/23	<u>280.00</u>
Cupello Mechanical 70-0-5783	Plumbing	INV# 2356	1,550.00	3975	05/10/23	<u>1,550.00</u>
Dan Rosa 10-0-5907	Programming - Youth	Dan Rosa Music and Movement	900.00	3976	05/10/23	<u>900.00</u>
Gerbert/Hart Library 10-0-5908	Programming - Adult	Gerbert/Hart Library Chicago LGBTQ+ History	200.00	3977	05/10/23	<u>200.00</u>
GUY SCOPELLITI LANDSCAPE 10-0-5882 70-0-5750	Building Landscaping	INV# 41723 INV# 41793	4,838.37 750.00	3978	05/10/23	<u>5,588.37</u>
Investor's Business Daily 10-1-5342	Periodicals-Winnetka	INV#	349.00	3979	05/10/23	<u>349.00</u>
Lenovo 10-0-5136	Hardware	Lenovo 04/24/23	155.00	3980	05/10/23	<u>155.00</u>
Monica Dombrowski 10-0-5114	Professional Development	4/24/23	29.02	3981	05/10/23	<u>29.02</u>
Parties with Character 10-0-5907	Programming - Youth	Parties with Character Jessica McClure	548.50	3982	05/10/23	<u>548.50</u>
Team One Repair, Inc. 10-0-5120	Library Supplies	INV# 1430663	422.00	3983	05/10/23	<u>422.00</u>
Technology Management Rev Fund 10-0-5176	Internet Services	INV# T2321879	450.00	3984	05/10/23	<u>450.00</u>
The Book Stall 10-1-5341 10-1-5341 10-1-5341 10-1-5341 10-2-5341 10-2-5341 10-2-5341	Books-Non-Fiction-Adult-Winnetka Books-Non-Fiction-Adult-Winnetka Books-Non-Fiction-Adult-Winnetka Books-Non-Fiction-Adult-Winnetka Books-Non-Fiction-Adult-Northfield Books-Non-Fiction-Adult-Northfield Books-Non-Fiction-Adult-Northfield	INV# 461565 INV# 461970 INV# 462188 INV# 462381 INV# 462510 INV# 462188 INV# 462248	26.00 23.20 48.00 23.19 22.40 48.00 95.98	3985	05/10/23	<u>376.37</u>

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts
May 1, 2023 - May 31, 2023

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-1-5340	Books-Fiction-Adult-Winnetka	INV# 464221	89.60			
The Stage School				3986	05/10/23	<u>400.00</u>
10-0-5907	Programming - Youth	The Stage School From Page to Stage	400.00			
TK Elevators				3987	05/10/23	<u>3,161.03</u>
70-0-5749	Elevators	INV# 3007250134	2,085.03			
70-0-5749	Elevators	INV# 6000644292	1,076.00			
U.S. Postal Service				3988	05/10/23	<u>854.08</u>
10-0-5722	PR Source/Mailers	INV# 551619	854.08			
WT. Cox Subscriptions, Inc.				3989	05/10/23	<u>7,320.64</u>
10-1-5342	Periodicals-Winnetka	Account# 2035748	5,614.77			
10-1-5342	Periodicals-Winnetka	Account# 2035749	1,705.87			
Andy Richardson				3990	05/24/23	<u>241.55</u>
10-0-5906	Programming - Studio	Felt, Blank cards & Envelops, Hand Embroidery Thread 05/15/23	142.47			
10-0-5906	Programming - Studio	Paper bag Color Envelopes 05/16/23	10.58			
10-0-5906	Programming - Studio	DIY Greeting Card Program 05/17/23	88.50			
Arianna Brooks				3991	05/24/23	<u>150.00</u>
10-0-5907	Programming - Youth	Something Different Storytime	150.00			
Aronson and Associates				3992	05/24/23	<u>(4,500.00)</u>
10-0-5882	Building	To void check #3992 - paid via ACH on 5/26	-4,500.00			
Aronson and Associates				3992	05/24/23	<u>4,500.00</u>
10-0-5882	Building	Aronson and Associates INV# 12258	4,500.00			
AT&T				3993	05/24/23	<u>336.37</u>
10-0-5176	Internet Services	AT&T	336.37			
Aurora Public Library District				3994	05/24/23	<u>69.45</u>
10-0-5907	Programming - Youth	Aurora Public Library District INV# 2023-035	69.45			
Barbara Rinella				3995	05/24/23	<u>350.00</u>
10-0-5908	Programming - Adult	The Chanel Sisters	350.00			
Catapult				3996	05/24/23	<u>35.00</u>
10-0-5115	Flexible Spending Account	Catapult INV# 00130319	35.00			
Eugene Flynn				3997	05/24/23	<u>200.00</u>
10-0-5908	Programming - Adult	Seven Days in Vienna	200.00			
Isabel Raci				3998	05/24/23	<u>450.00</u>
10-0-5908	Programming - Adult	Chair Yoga	450.00			
Jeff Mishur				3999	05/24/23	<u>360.00</u>
10-0-5908	Programming - Adult	Pompeii	360.00			
Leslie Goddard				4000	05/24/23	<u>300.00</u>
10-0-5908	Programming - Adult	Pan Am Betty	300.00			

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts
May 1, 2023 - May 31, 2023

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Library Ideas, LLC				4001	05/24/23	<u>1,950.00</u>
10-1-5444	Audio Books-Juv-Winnetka	Library Ideas, LLC INV# 98768	1,691.52			
10-1-5444	Audio Books-Juv-Winnetka	Library Ideas, LLC INV# 98904	258.48			
Monica Dombrowski				4002	05/24/23	<u>13.50</u>
10-0-5719	Board Expenses	Board Meeting Treats 05/15/23	13.50			
OCLC Inc				4003	05/24/23	<u>2,111.46</u>
10-0-5134	Software	OCLC Inc INV# 1000304304	2,111.46			
Paul McDonald				4004	05/24/23	<u>46.50</u>
10-0-5114	Professional Development	NSAP Meeting 5/10/23	46.50			
Technology Management Rev Fund				4005	05/24/23	<u>450.00</u>
10-0-5176	Internet Services	Technology Management Rev Fund INV# T2324563	450.00			
Terri Murphy				4006	05/24/23	<u>300.00</u>
10-0-5907	Programming - Youth	Pop Up Portraits	300.00			
The Book Stall				4007	05/24/23	<u>184.77</u>
10-1-5341	Books-Non-Fiction-Adult-Winnetka	The Book Stall INV# 466223	15.99			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	The Book Stall INV# 466526	27.20			
10-2-5341	Books-Non-Fiction-Adult-Northfield	The Book Stall INV# 466223	15.99			
10-2-5341	Books-Non-Fiction-Adult-Northfield	The Book Stall INV# 466412	23.19			
10-1-5340	Books-Fiction-Adult-Winnetka	The Book Stall INV# 465863	102.40			
True Air				4008	05/24/23	<u>1,920.00</u>
70-0-5784	Electrical	True Air	1,450.00			
70-0-5784	Electrical	True Air	470.00			
Yiyu Xu				4009	05/24/23	<u>200.00</u>
10-0-5907	Programming - Youth	Dragon Boat Festival	200.00			
DELTA DENTAL PLAN OF ILLINOIS				17645	05/05/23	<u>1,663.57</u>
10-0-5111	Health Insurance	INV# 1675047	1,663.57			
RAILS				17646	05/05/23	<u>199.25</u>
10-1-5342	Periodicals-Winnetka	INV# 10571	199.25			
QUILL CORPORATION				17647	05/05/23	<u>53.67</u>
10-0-5122	Breakroom Supplies	INV# 32039290	53.67			
DE LAGE LANDEN FINANCIALSVCS.				17648	05/05/23	<u>1,868.47</u>
10-0-5766	Photocopier Leases	INV# 79591768	1,868.47			
ALARM DETECTION SYSTEMS, INC.				17649	05/05/23	<u>733.00</u>
70-0-5758	Alarms	INV# SI-591083	733.00			
CDW-G				17650	05/05/23	<u>140.24</u>
10-0-5136	Hardware	INV# HZ53639	140.24			

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

May 1, 2023 - May 31, 2023

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
COOPERATIVE COMPUTER SERVICES				17651	05/05/23	<u>20,142.41</u>
10-0-5132	CCS Operating & OCLC	INV# 2121	20,142.41			
Robbins Schwartz				17652	05/05/23	<u>61.25</u>
10-0-5736	Legal	INV# 945822	61.25			
Baker & Taylor				17653	05/05/23	<u>7,590.74</u>
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Baker & Taylor	379.15			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Baker & Taylor	544.91			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Baker & Taylor	727.03			
10-2-5341	Books-Non-Fiction-Adult-Northfield	Baker & Taylor	286.34			
10-2-5341	Books-Non-Fiction-Adult-Northfield	Baker & Taylor	267.00			
10-2-5341	Books-Non-Fiction-Adult-Northfield	Baker & Taylor	203.13			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	18.95			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	146.22			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	32.19			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	155.90			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	21.46			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	38.62			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	19.18			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	14.24			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	48.07			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	276.36			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	69.70			
10-0-5120	Library Supplies	Baker & Taylor	20.26			
10-0-5120	Library Supplies	Baker & Taylor	40.58			
10-0-5120	Library Supplies	Baker & Taylor	19.85			
10-0-5120	Library Supplies	Baker & Taylor	3.61			
10-0-5120	Library Supplies	Baker & Taylor	34.49			
10-0-5120	Library Supplies	Baker & Taylor	18.28			
10-0-5120	Library Supplies	Baker & Taylor	38.98			
10-0-5120	Library Supplies	Baker & Taylor	37.01			
10-0-5120	Library Supplies	Baker & Taylor	7.22			
10-0-5120	Library Supplies	Baker & Taylor	12.98			
10-0-5120	Library Supplies	Baker & Taylor	19.07			
10-0-5120	Library Supplies	Baker & Taylor	2.10			
10-0-5120	Library Supplies	Baker & Taylor	3.60			
10-0-5120	Library Supplies	Baker & Taylor	30.27			
10-0-5120	Library Supplies	Baker & Taylor	46.84			
10-0-5120	Library Supplies	Baker & Taylor	11.26			
10-0-5120	Library Supplies	Baker & Taylor	2.40			
10-0-5120	Library Supplies	Baker & Taylor	6.14			
10-0-5120	Library Supplies	Baker & Taylor	1.47			

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

May 1, 2023 - May 31, 2023

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5120	Library Supplies	Baker & Taylor	6.85			
10-0-5120	Library Supplies	Baker & Taylor	7.05			
10-0-5120	Library Supplies	Baker & Taylor	28.96			
10-0-5120	Library Supplies	Baker & Taylor	38.22			
10-0-5120	Library Supplies	Baker & Taylor	24.94			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	10.73			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	32.75			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	64.72			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	20.38			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	56.62			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	111.72			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	556.16			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	319.47			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	326.80			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	203.06			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	193.76			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	397.96			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	181.76			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	147.92			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	172.87			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	132.03			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	145.19			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	266.40			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	77.96			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	81.92			
10-1-5441	Books-Non-Fiction-Juv-Winnetka	Baker & Taylor	234.39			
10-1-5441	Books-Non-Fiction-Juv-Winnetka	Baker & Taylor	10.16			
10-2-5441	Books-Non-Fiction-Juv-Northfield	Baker & Taylor	68.13			
10-2-5441	Books-Non-Fiction-Juv-Northfield	Baker & Taylor	67.00			
Childrens Plus				17654	05/05/23	<u>79.94</u>
10-1-5440	Books-Fiction-Juv-Winnetka	Childrens Plus	79.94			
Midwest Tape				17655	05/05/23	<u>1,426.01</u>
10-2-5344	Audio Books-Adult-Northfield	Midwest Tape	9.99			
10-2-5344	Audio Books-Adult-Northfield	Midwest Tape	79.98			

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

May 1, 2023 - May 31, 2023

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-1-5444	Audio Books-Juv-Winnetka	Midwest Tape	34.99			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	45.98			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	170.48			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	176.16			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	29.99			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	22.49			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	47.23			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	11.24			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	10.39			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	80.95			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	71.22			
10-0-5120	Library Supplies	Midwest Tape	1.99			
10-0-5120	Library Supplies	Midwest Tape	5.97			
10-0-5120	Library Supplies	Midwest Tape	9.95			
10-0-5120	Library Supplies	Midwest Tape	17.91			
10-0-5120	Library Supplies	Midwest Tape	15.92			
10-0-5120	Library Supplies	Midwest Tape	1.99			
10-0-5120	Library Supplies	Midwest Tape	17.91			
10-0-5120	Library Supplies	Midwest Tape	3.98			
10-0-5120	Library Supplies	Midwest Tape	3.98			
10-0-5120	Library Supplies	Midwest Tape	1.99			
10-0-5120	Library Supplies	Midwest Tape	3.98			
10-0-5120	Library Supplies	Midwest Tape	1.99			
10-0-5120	Library Supplies	Midwest Tape	5.97			
10-0-5120	Library Supplies	Midwest Tape	9.95			
10-0-5120	Library Supplies	Midwest Tape	1.99			
10-0-5120	Library Supplies	Midwest Tape	1.99			
10-0-5120	Library Supplies	Midwest Tape	5.97			
10-0-5120	Library Supplies	Midwest Tape	9.95			
10-0-5120	Library Supplies	Midwest Tape	1.99			
10-0-5120	Library Supplies	Midwest Tape	1.99			
10-0-5120	Library Supplies	Midwest Tape	5.97			
10-0-5120	Library Supplies	Midwest Tape	9.95			
10-0-5120	Library Supplies	Midwest Tape	1.99			
10-0-5120	Library Supplies	Midwest Tape	1.99			
10-0-5120	Library Supplies	Midwest Tape	5.97			
10-0-5120	Library Supplies	Midwest Tape	9.95			
10-0-5120	Library Supplies	Midwest Tape	1.99			
10-0-5120	Library Supplies	Midwest Tape	1.99			
10-0-5120	Library Supplies	Midwest Tape	5.97			
10-0-5120	Library Supplies	Midwest Tape	9.95			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	41.23			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	54.72			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	120.70			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	16.49			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	148.44			
10-1-5344	Audio Books-Adult-Winnetka	Midwest Tape	119.97			
10-1-5344	Audio Books-Adult-Winnetka	Midwest Tape	9.99			
ROTARY CLUB OF WINNETKA-NORTHFIELD				17668	05/19/23	<u>125.00</u>
10-0-5731	Memberships	April - June Dues	125.00			
MERCHANTS DELIVERY SERVICE				17669	05/19/23	<u>500.00</u>
10-0-5138	Delivery Service	MERCHANTS DELIVERY SERVICE	500.00			
Warehouse Direct				17670	05/19/23	<u>481.69</u>
70-0-5725	Janitorial Supplies	INV# 5465139-2	94.71			
70-0-5725	Janitorial Supplies	INV# 5480608-0	386.98			
OVERDRIVE INC.				17671	05/19/23	<u>17,955.43</u>
10-1-5345	Books-Digital-Winnetka	INV# 01018MA23138712	4,533.73			
10-1-5345	Books-Digital-Winnetka	INV# 01018CP23137804	11,924.42			
10-1-5345	Books-Digital-Winnetka	INV# 01018MA23136259	1,497.28			
HOOPLA (MIDWEST TAPE)				17672	05/19/23	<u>1,903.31</u>
10-1-5345	Books-Digital-Winnetka	INV# 503720874	1,903.31			

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HR Source				17673	05/19/23	<u>3,475.00</u>
10-0-5745	HR Consultant	INV# 17967	2,280.00			
10-0-5731	Memberships	INV# FY24-58694	1,195.00			
Kanopy				17674	05/19/23	<u>542.00</u>
10-1-5345	Books-Digital-Winnetka	INV# 348358	542.00			
DD Facility Services				17675	05/19/23	<u>8,150.85</u>
70-0-5748	Building Maintenance Service	INV# 0718-0018	8,000.00			
70-0-5750	Landscaping	INV# 0718-0018	150.85			
COOPERATIVE COMPUTER SERVICES				17676	05/19/23	<u>133.25</u>
10-0-5132	CCS Operating & OCLC	INV# 2126	133.25			
QUILL CORPORATION				17677	05/19/23	<u>253.13</u>
10-0-5121	Office Supplies	INV# 32400068	7.99			
10-0-5122	Breakroom Supplies	INV# 32400068	130.20			
10-0-5122	Breakroom Supplies	INV# 32297477	114.94			
VILLAGE OF WINNETKA				17678	05/19/23	<u>24,889.57</u>
10-0-5111	Health Insurance	INV# 2023-00000006	24,889.57			
Lauterbach & Amen, LLP				17679	05/19/23	<u>1,725.00</u>
10-0-5131	Accounting and Bookkeeping	INV# 78245	1,725.00			
Ntiva				17680	05/19/23	<u>2,941.41</u>
10-0-5135	LAN Management	INV# 206706	2,941.41			
BIBLIOTHECA, LLC				17681	05/19/23	<u>552.63</u>
10-1-5345	Books-Digital-Winnetka	INV# INV-US64947	552.63			
Baker & Taylor				17682	05/19/23	<u>10,874.67</u>
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Baker & Taylor	492.48			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Baker & Taylor	399.38			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Baker & Taylor	788.99			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Baker & Taylor	655.16			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Baker & Taylor	966.90			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Baker & Taylor	485.78			
10-2-5341	Books-Non-Fiction-Adult-Northfield	Baker & Taylor	386.08			
10-2-5341	Books-Non-Fiction-Adult-Northfield	Baker & Taylor	125.62			
10-2-5341	Books-Non-Fiction-Adult-Northfield	Baker & Taylor	84.40			
10-2-5341	Books-Non-Fiction-Adult-Northfield	Baker & Taylor	63.11			
10-2-5341	Books-Non-Fiction-Adult-Northfield	Baker & Taylor	280.25			
10-2-5341	Books-Non-Fiction-Adult-Northfield	Baker & Taylor	185.07			

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10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	345.39			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	90.90			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	476.71			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	16.48			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	18.04			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	59.54			
10-0-5120	Library Supplies	Baker & Taylor	29.99			
10-0-5120	Library Supplies	Baker & Taylor	62.42			
10-0-5120	Library Supplies	Baker & Taylor	7.54			
10-0-5120	Library Supplies	Baker & Taylor	29.41			
10-0-5120	Library Supplies	Baker & Taylor	10.89			
10-0-5120	Library Supplies	Baker & Taylor	89.11			
10-0-5120	Library Supplies	Baker & Taylor	28.73			
10-0-5120	Library Supplies	Baker & Taylor	30.82			
10-0-5120	Library Supplies	Baker & Taylor	15.57			
10-0-5120	Library Supplies	Baker & Taylor	44.16			
10-0-5120	Library Supplies	Baker & Taylor	8.01			
10-0-5120	Library Supplies	Baker & Taylor	32.75			
10-0-5120	Library Supplies	Baker & Taylor	25.57			
10-0-5120	Library Supplies	Baker & Taylor	50.54			
10-0-5120	Library Supplies	Baker & Taylor	47.18			
10-0-5120	Library Supplies	Baker & Taylor	63.57			
10-0-5120	Library Supplies	Baker & Taylor	78.08			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	63.79			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	869.34			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	261.51			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	210.91			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	531.70			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	196.40			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	149.75			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	487.29			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	15.26			
10-1-5441	Books-Non-Fiction-Juv-Winnetka	Baker & Taylor	579.29			
10-1-5441	Books-Non-Fiction-Juv-Winnetka	Baker & Taylor	236.33			
10-1-5441	Books-Non-Fiction-Juv-Winnetka	Baker & Taylor	270.13			
10-2-5441	Books-Non-Fiction-Juv-Northfield	Baker & Taylor	64.50			
10-2-5441	Books-Non-Fiction-Juv-Northfield	Baker & Taylor	293.15			
10-2-5441	Books-Non-Fiction-Juv-Northfield	Baker & Taylor	70.70			
Midwest Tape				17683	05/19/23	<u>1,031.49</u>

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QUILL CORPORATION				17684	05/31/23	<u>43.98</u>
10-0-5120	Library Supplies	QUILL CORPORATION INV#32453602	43.98			
VILLAGE OF NORTHFIELD				17685	05/31/23	<u>5,682.42</u>
70-2-5159	Northfield Lease	VILLAGE OF NORTHFIELD Invoice Date: 5/1/23	5,682.42			
DE LAGE LANDEN FINANCIALSVCS.				17686	05/31/23	<u>1,868.47</u>
10-0-5766	Photocopier Leases	DE LAGE LANDEN FINANCIALSVCS. INV# 79864855	1,868.47			
DELTA DENTAL PLAN OF ILLINOIS				17687	05/31/23	<u>7,188.61</u>
10-0-5111	Health Insurance	DELTA DENTAL PLAN OF ILLINOIS INV# 1684930	7,188.61			
HR Source				17688	05/31/23	<u>150.00</u>
10-0-5745	HR Consultant	HR Source INV# 18134	150.00			
VOGUE PRINTERS				17689	05/31/23	<u>5,119.00</u>
10-0-5722	PR Source/Mailers	VOGUE PRINTERS INV# 20713	5,119.00			
DEMCO				17690	05/31/23	<u>527.73</u>
10-0-5120	Library Supplies	DEMCO INV#7310903	210.99			
10-0-5120	Library Supplies	DEMCO INV#7311969	316.74			
Today's Business Solutions INC				17691	05/31/23	<u>11.88</u>
10-0-5134	Software	Today's Business Solutions INC INV# 051523-14	11.88			
Robbins Schwartz				17692	05/31/23	<u>61.25</u>
10-0-5736	Legal	INV #948538	61.25			
Warehouse Direct				17693	05/31/23	<u>420.58</u>
70-0-5725	Janitorial Supplies	INV #5501260-0	420.58			
Baker & Taylor				17694	05/31/23	<u>6,694.09</u>
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Baker & Taylor	723.10			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Baker & Taylor	179.10			
10-2-5341	Books-Non-Fiction-Adult-Northfield	Baker & Taylor	68.40			
10-2-5341	Books-Non-Fiction-Adult-Northfield	Baker & Taylor	16.95			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	14.24			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	132.92			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	14.24			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	14.24			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	14.24			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	41.79			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	62.76			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	57.71			

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10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	43.47			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	3.56			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	44.60			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	14.24			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	417.12			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	14.24			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	43.47			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	111.04			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	185.74			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	185.42			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	43.47			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	13.49			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	77.91			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	14.24			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	39.21			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	14.24			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	14.99			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	152.39			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	14.24			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	22.58			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	51.95			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	57.37			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	142.46			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	115.16			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	22.03			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	41.97			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	94.99			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	90.74			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	272.95			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	90.32			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	14.24			
10-0-5120	Library Supplies	Baker & Taylor	9.93			
10-0-5120	Library Supplies	Baker & Taylor	6.90			
10-0-5120	Library Supplies	Baker & Taylor	28.14			

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10-0-5120	Library Supplies	Baker & Taylor	33.61			
10-0-5120	Library Supplies	Baker & Taylor	28.68			
10-0-5120	Library Supplies	Baker & Taylor	38.52			
10-0-5120	Library Supplies	Baker & Taylor	30.62			
10-0-5120	Library Supplies	Baker & Taylor	0.97			
10-0-5120	Library Supplies	Baker & Taylor	4.42			
10-0-5120	Library Supplies	Baker & Taylor	36.16			
10-0-5120	Library Supplies	Baker & Taylor	17.02			
10-0-5120	Library Supplies	Baker & Taylor	10.85			
10-0-5120	Library Supplies	Baker & Taylor	4.40			
10-0-5120	Library Supplies	Baker & Taylor	7.33			
10-0-5120	Library Supplies	Baker & Taylor	1.47			
10-0-5120	Library Supplies	Baker & Taylor	1.47			
10-0-5120	Library Supplies	Baker & Taylor	17.56			
10-0-5120	Library Supplies	Baker & Taylor	1.47			
10-0-5120	Library Supplies	Baker & Taylor	7.67			
10-0-5120	Library Supplies	Baker & Taylor	15.46			
10-0-5120	Library Supplies	Baker & Taylor	1.47			
10-0-5120	Library Supplies	Baker & Taylor	4.52			
10-0-5120	Library Supplies	Baker & Taylor	1.47			
10-0-5120	Library Supplies	Baker & Taylor	1.47			
10-0-5120	Library Supplies	Baker & Taylor	1.47			
10-0-5120	Library Supplies	Baker & Taylor	1.47			
10-0-5120	Library Supplies	Baker & Taylor	34.46			
10-0-5120	Library Supplies	Baker & Taylor	1.72			
10-0-5120	Library Supplies	Baker & Taylor	4.42			
10-0-5120	Library Supplies	Baker & Taylor	38.36			
10-0-5120	Library Supplies	Baker & Taylor	16.31			
10-0-5120	Library Supplies	Baker & Taylor	14.67			
10-0-5120	Library Supplies	Baker & Taylor	18.32			
10-0-5120	Library Supplies	Baker & Taylor	82.80			
10-0-5120	Library Supplies	Baker & Taylor	1.47			
10-0-5120	Library Supplies	Baker & Taylor	1.47			
10-0-5120	Library Supplies	Baker & Taylor	4.41			
10-0-5120	Library Supplies	Baker & Taylor	12.77			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	48.58			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	318.37			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	231.80			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	163.68			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	80.06			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	198.58			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	64.57			
10-1-5441	Books-Non-Fiction-Juv-Winnetka	Baker & Taylor	152.95			
10-1-5441	Books-Non-Fiction-Juv-Winnetka	Baker & Taylor	222.36			
10-1-5441	Books-Non-Fiction-Juv-Winnetka	Baker & Taylor	486.30			
10-2-5441	Books-Non-Fiction-Juv-Northfield	Baker & Taylor	240.27			
10-2-5441	Books-Non-Fiction-Juv-Northfield	Baker & Taylor	20.30			

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10-2-5441	Books-Non-Fiction-Juv-Northfield	Baker & Taylor	117.04			
Midwest Tape				17695	05/31/23	<u>2,921.68</u>
10-2-5344	Audio Books-Adult-Northfield	Midwest Tape	39.99			
10-2-5344	Audio Books-Adult-Northfield	Midwest Tape	39.99			
10-2-5344	Audio Books-Adult-Northfield	Midwest Tape	39.99			
10-2-5344	Audio Books-Adult-Northfield	Midwest Tape	44.99			
10-1-5444	Audio Books-Juv-Winnetka	Midwest Tape	591.89			
10-2-5444	Audio Books-Juv-Northfield	Midwest Tape	343.93			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	49.98			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	11.24			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	101.19			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	159.69			
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	358.33			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	89.97			
10-0-5120	Library Supplies	Midwest Tape	1.99			
10-0-5120	Library Supplies	Midwest Tape	1.99			
10-0-5120	Library Supplies	Midwest Tape	3.98			
10-0-5120	Library Supplies	Midwest Tape	1.99			
10-0-5120	Library Supplies	Midwest Tape	13.93			
10-0-5120	Library Supplies	Midwest Tape	11.94			
10-0-5120	Library Supplies	Midwest Tape	5.97			
10-0-5120	Library Supplies	Midwest Tape	17.91			
10-0-5120	Library Supplies	Midwest Tape	21.89			
10-0-5120	Library Supplies	Midwest Tape	1.99			
10-0-5120	Library Supplies	Midwest Tape	5.97			
10-0-5120	Library Supplies	Midwest Tape	21.53			
10-0-5120	Library Supplies	Midwest Tape	1.99			
10-0-5120	Library Supplies	Midwest Tape	9.95			
10-0-5120	Library Supplies	Midwest Tape	1.99			
10-0-5120	Library Supplies	Midwest Tape	1.99			
10-0-5120	Library Supplies	Midwest Tape	1.99			
10-0-5120	Library Supplies	Midwest Tape	1.99			
10-0-5120	Library Supplies	Midwest Tape	3.98			
10-0-5120	Library Supplies	Midwest Tape	1.99			
10-0-5120	Library Supplies	Midwest Tape	9.77			
10-0-5120	Library Supplies	Midwest Tape	7.96			
10-0-5120	Library Supplies	Midwest Tape	41.43			
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	1.99			
10-0-5120	Library Supplies	Midwest Tape	3.98			
10-0-5120	Library Supplies	Midwest Tape	1.99			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	80.22			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	58.47			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	133.43			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	59.98			
10-1-5344	Audio Books-Adult-Winnetka	Midwest Tape	39.99			

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-1-5344	Audio Books-Adult-Winnetka	Midwest Tape	39.99			
10-1-5344	Audio Books-Adult-Winnetka	Midwest Tape	44.99			
10-1-5344	Audio Books-Adult-Winnetka	Midwest Tape	39.99			
10-1-5344	Audio Books-Adult-Winnetka	Midwest Tape	37.99			
10-1-5344	Audio Books-Adult-Winnetka	Midwest Tape	44.99			
10-1-5344	Audio Books-Adult-Winnetka	Midwest Tape	39.99			
10-1-5344	Audio Books-Adult-Winnetka	Midwest Tape	34.99			
10-1-5443	DVDs-Juv-Winnetka	Midwest Tape	14.99			
10-1-5443	DVDs-Juv-Winnetka	Midwest Tape	68.22			
10-2-5443	DVDs-Juv-Northfield	Midwest Tape	11.24			
Aronson and Associates 10-0-5882	Building	INV #12258	4,500.00	17696	05/26/23	<u>4,500.00</u>
COMED 10-2-5171	Electricity - Northfield	COMED	730.63	17712	05/31/23	<u>730.63</u>
COMCAST 10-0-5176	Internet Services	COMCAST	71.95	17713	05/31/23	<u>71.95</u>
COMCAST 10-0-5176	Internet Services	COMCAST	339.95	17714	05/31/23	<u>339.95</u>
NORTH SHORE GAS 10-1-5174	Natural Gas - Winnetka	NORTH SHORE GAS	527.34	17715	05/31/23	<u>527.34</u>
NATIONWIDE RETIREMENT SOLUTIONS 10-0-2040	457 withholding	NATIONWIDE RETIREMENT SOLUTIONS	1,475.00	17716	05/31/23	<u>1,475.00</u>
NICOR 10-2-5174	Natural Gas - Northfield	NICOR	326.93	17717	05/31/23	<u>326.93</u>
PITNEY BOWES 10-0-5123	Postage	PITNEY BOWES	100.00	17718	05/31/23	<u>100.00</u>
NATIONWIDE RETIREMENT SOLUTIONS 10-0-2040	457 withholding	NATIONWIDE RETIREMENT SOLUTIONS	1,475.00	17719	05/31/23	<u>1,475.00</u>
VILLAGE OF NORTHFIELD 10-2-5172	Water - Northfield	VILLAGE OF NORTHFIELD	40.42	17720	05/31/23	<u>40.42</u>
RingCentral Inc 10-0-5175	Telephone	RingCentral Inc	40.89	17721	05/31/23	<u>40.89</u>
First Bankcard 10-1-5341	Books-Non-Fiction-Adult-Winnetka	Mall - Materials	18.85	17723	05/31/23	<u>11,128.36</u>
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Mall - Materials	23.40			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Mall - Materials	55.00			

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

May 1, 2023 - May 31, 2023

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-1-5445	Video Games-Juv-Winnetka	Karowska - youth videogame	59.99			
10-1-5445	Video Games-Juv-Winnetka	Karowska - youth videogames	34.99			
10-1-5445	Video Games-Juv-Winnetka	Karowska - youth videogames	29.99			
10-2-5445	Video Games- Juv-Northfield	Karowska - youth videogames	29.99			
10-0-5906	Programming - Studio	Kline - Acrylic	75.50			
10-0-5906	Programming - Studio	Kline - Seeds for Program	17.79			
10-0-5906	Programming - Studio	Kline - Utensils for Laser Program	14.18			
10-0-5906	Programming - Studio	Kline - Painters Tape	12.74			
10-0-5906	Programming - Studio	Kline - Stabilizer	33.34			
10-0-5906	Programming - Studio	Kline - Sewing Scissors	12.99			
10-0-5906	Programming - Studio	Kline - Fray Check	13.20			
10-0-5906	Programming - Studio	Kline - Shirt Transfer Supplies	64.99			
10-0-5906	Programming - Studio	Kline - Flash Drive and 3d printer tool	46.98			
10-0-5906	Programming - Studio	Kline - Monograms and Fonts	163.96			
10-0-5906	Programming - Studio	Kline - Sunprint Supplies	12.96			
10-0-5906	Programming - Studio	Kline - Wagon	133.99			
10-0-5906	Programming - Studio	Kline - Net for Wagon	16.68			
10-0-5884	Equipment/Furniture	Swenson - Headset Microphone	80.00			
10-0-5884	Equipment/Furniture	Swenson - Wireless Equipment for Microphone	109.99			
10-0-5884	Equipment/Furniture	Kline - Warranty for New Embroidery Machine	184.99			
10-0-5884	Equipment/Furniture	Kline - New Embroidery Machine	2,399.00			
10-0-5885	Computer Equipment	Mall - HDMI cables for public use	20.24			
10-0-5898	Miscellaneous	Volny - Accidental Charge - Will Reimburse Library	21.01			
10-0-5906	Programming - Studio	Kline - Seeds for Program	22.86			
10-0-5906	Programming - Studio	Kline - Paper Trimmers	129.84			
10-0-5906	Programming - Studio	Kline - Shirts for Program	170.48			
10-1-5347	Adult Videogames	Mall - Materials	486.14			
10-1-5347	Adult Videogames	Mall - Materials	14.94			
10-1-5347	Adult Videogames	Mall - Materials	38.33			
10-1-5347	Adult Videogames	Mall - Materials	67.88			
10-1-5347	Adult Videogames	Mall - Materials	90.33			
10-1-5347	Adult Videogames	Mall - Materials	59.88			
10-1-5342	Periodicals-Winnetka	Kline - Digital Magazine Subscription	169.00			
10-1-5440	Books-Fiction-Juv-Winnetka	Karowska - early lit kit replacement toy knife	11.49			
10-1-5440	Books-Fiction-Juv-Winnetka	Karowska - early lit kit replacement toy knife	11.99			
10-0-5121	Office Supplies	Dombrowski - Supplies- Pens	18.88			
10-0-5121	Office Supplies	Dombrowski - Supplies- 3 Hole Punch & Scissors	40.61			
10-0-5121	Office Supplies	Morgan - office supplies-desk storage, double sided mounting tape	32.98			
10-0-5121	Office Supplies	Volny - ILL Supplies	9.99			
10-0-5121	Office Supplies	Volny - Workroom Supplies	30.97			
10-0-5121	Office Supplies	Volny - ILL Supplies	28.82			
10-0-5122	Breakroom Supplies	Mall - Filters for staff lounge refrigerator	49.99			
10-0-5131	Accounting and Bookkeeping	Dombrowski - Refund of Overlimit Fee	-39.00			
10-0-5907	Programming - Youth	Morgan - youth programming supplies - plates for craft	27.93			
10-0-5907	Programming - Youth	Morgan - youth programming supplies-my mushy squishy passover & craft markers	45.22			

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

May 1, 2023 - May 31, 2023

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5907	Programming - Youth	Morgan - youth programming supplies-KidzCraft & Family Science	21.96			
10-0-5907	Programming - Youth	Morgan - youth programming supplies-my mushy squishy passover	11.98			
10-0-5907	Programming - Youth	Karwowska - youth programming supplies	200.72			
10-0-5907	Programming - Youth	Karwowska - refund	-13.98			
10-0-5907	Programming - Youth	Karwowska - youth programming supplies	86.95			
10-0-5907	Programming - Youth	Karwowska - youth programming supplies - NF	52.95			
10-0-5907	Programming - Youth	Karwowska - youth programming supplies - NF	64.58			
10-0-5907	Programming - Youth	Karwowska - youth programming supplies	27.95			
10-0-5907	Programming - Youth	Karwowska - youth programming supplies	10.99			
10-0-5907	Programming - Youth	Karwowska - youth programming supplies NF	14.59			
10-0-5907	Programming - Youth	Karwowska - youth programming supplies NF	14.59			
10-0-5907	Programming - Youth	Karwowska - youth programming supplies	69.90			
10-0-5907	Programming - Youth	Karwowska - youth programming supplies	18.98			
10-0-5907	Programming - Youth	Karwowska - youth programming supplies	13.85			
10-0-5907	Programming - Youth	Karwowska - youth programming supplies	10.99			
10-0-5907	Programming - Youth	Karwowska - youth programming supplies	31.99			
10-0-5907	Programming - Youth	Karwowska - youth programming supplies	76.93			
10-0-5907	Programming - Youth	Karwowska - youth programming supplies	16.99			
10-0-5907	Programming - Youth	Karwowska - youth programming supplies	27.78			
10-0-5907	Programming - Youth	Karwowska - youth programming supplies	9.26			
10-0-5907	Programming - Youth	Karwowska - youth programming supplies	12.98			
10-0-5907	Programming - Youth	Karwowska - youth programming supplies	24.98			
10-0-5907	Programming - Youth	Karwowska - refund	-7.99			
10-0-5907	Programming - Youth	Karwowska - youth programming supplies	13.58			
10-0-5114	Professional Development	Dombrowski - Director's Retreat Dinner	23.36			
10-0-5114	Professional Development	Karwowska - prof development books for YS staff	29.96			
10-0-5120	Library Supplies	Mall - Notification bell for service desk use	26.99			
10-0-5120	Library Supplies	Morgan - library supplies-batteries & cleaning sponges	62.73			
10-0-5120	Library Supplies	Morgan - library supplies-intralibrary delivery bags	68.97			
10-0-5120	Library Supplies	Morgan - library supplies-display holders	24.37			
10-0-5120	Library Supplies	Volny - Self Checkout Receipt Tape	55.99			
10-0-5134	Software	Mall - Virtual event hosting	127.97			
10-0-5134	Software	Dombrowski - Scheduling Software	90.00			
10-0-5134	Software	Swenson - PowerBI Licenses	36.00			
10-0-5134	Software	Swenson - Reimbursement for Taxes	-6.19			

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

May 1, 2023 - May 31, 2023

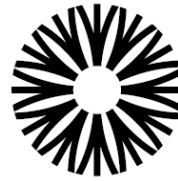
Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5134	Software	Swenson - Creative Cloud Subscriptions	295.90			
10-0-5908	Programming - Adult	Mall - Programming supplies (Watercolor - Fundamentals of Color and Brush, 3/22)	59.94			
10-0-5908	Programming - Adult	Mall - Programming supplies (Watercolor - Still Life, 4/19)	225.22			
10-1-5340	Books-Fiction-Adult-Winnetka	Mall - Materials	61.48			
10-1-5340	Books-Fiction-Adult-Winnetka	Mall - Materials	29.15			
10-1-5340	Books-Fiction-Adult-Winnetka	Mall - Materials	13.85			
10-0-5136	Hardware	Mall - Paper shredder for public use (Northfield)	307.99			
10-0-5136	Hardware	Mall - Paper shredder for public use (Winnetka)	307.99			
10-0-5177	Technology - Website	Swenson - Website hosting and backup	25.00			
10-1-5441	Books-Non-Fiction-Juv-Winnetka	Karwowska - steam kit replacement	19.59			
10-1-5441	Books-Non-Fiction-Juv-Winnetka	Karwowska - steam kit replacement	17.99			
10-0-5308	Reading Programs	Mall - Summer Reading prizes	148.89			
10-0-5308	Reading Programs	Mall - Summer Reading prizes	159.99			
10-0-5308	Reading Programs	Mall - Summer Reading prizes	279.94			
10-0-5308	Reading Programs	Karwowska - summer reading 23 youth halfway prize	32.99			
10-0-5308	Reading Programs	Karwowska - summer reading 23 youth/teen finishing prizes	467.64			
10-0-5308	Reading Programs	Karwowska - summer reading 23 youth halfway prize	829.05			
10-0-5723	PR Supplies	Quish - editing software for computer	55.99			
10-0-5723	PR Supplies	Quish - Test print of new business cards	82.86			
70-0-5725	Janitorial Supplies	Dombrowski - Cleaning Supplies-Sponges	14.98			
70-0-5725	Janitorial Supplies	Volny - Hand Lotion for desk staff	24.66			
70-0-5725	Janitorial Supplies	Volny - Bathroom Supplies	11.97			
10-0-5731	Memberships	Mall - Professional membership dues	15.00			
10-0-5731	Memberships	Mall - Professional membership dues	236.00			
10-0-5731	Memberships	Karwowska - AU ALA renewal	205.00			
10-0-5732	Staff Recognition/Events/Meetings	Karwowska - staff recognition - TM welcome	68.42			
10-0-5732	Staff Recognition/Events/Meetings	Kline - Welcome for New Employee	43.23			
10-0-5732	Staff Recognition/Events/Meetings	Volny - Qrtly Staff Birthday Treats	122.91			
10-0-5732	Staff Recognition/Events/Meetings	Volny - Qrtly Staff Birthday Treats	246.62			
10-0-5732	Staff Recognition/Events/Meetings	Morgan - staff recognition-employee's return from leave	26.23			
10-0-5732	Staff Recognition/Events/Meetings	Dombrowski - Staff Birthday Gift Cards	60.00			
10-0-5732	Staff Recognition/Events/Meetings	Dombrowski - Library Worker Appreciation Day Lunch	71.95			

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts
May 1, 2023 - May 31, 2023

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
COMED						
10-2-5171	Electricity - Northfield	COMED	734.10	17724	05/31/23	<u>734.10</u>
VILLAGE OF WINNETKA						
10-1-5171	Electricity - Winnetka	VILLAGE OF WINNETKA	65.15	17725	05/31/23	<u>3,071.90</u>
10-1-5171	Electricity - Winnetka	VILLAGE OF WINNETKA	2,643.68			
10-1-5171	Electricity - Winnetka	VILLAGE OF WINNETKA	-75.84			
10-1-5171	Electricity - Winnetka	VILLAGE OF WINNETKA	60.67			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	92.92			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	24.41			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	91.77			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	33.98			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	2.00			
10-1-5173	Storm Sewer - Winnetka	VILLAGE OF WINNETKA	133.16			
Check List Total						<u><u>197,120.08</u></u>



MAY 2023 DIRECTOR’S REPORT

STAFF UPDATES

Anniversaries: Margie Surpless, Branch Services Assistant at Northfield, 5/27 (14 years).

Goings: Paul McDonald, Branch Services Librarian at Northfield left us to take a full-time librarian position at Carol Stream Public Library. We are in the process of interviewing for his replacement.

STAFF SHOUT OUTS

- Patron Services Manager Courtney was appointed co-chair of CCS’s ILL Technical Group.
- Youth Services Manager Anna was appointed to the Illinois Library Association’s (ILA’s) Public Policy Committee by ILA President Ryan Johnson. Her term begins in July and will run through June 2026.
- Director Monica was appointed to ILA’s Advocacy Committee by ILA President Ryan Johnson. Her term begins in July and will run through June 2026.

FINANCES (Target = 91.67% based on 11 months into our fiscal year)

- We are at 105.52% of our expected operating revenues (over budget).
- We are at 89.00% of our budgeted operating expenses (under budget).

PROGRAMMING

Youth

Category	23MAY	22MAY	Mo. % +/-	FY22-23 YTD	FY21-22 YTD	FY % +/-
Programs	29	24	20.83%	564	371	52.02%
Live Attendees	642	374	71.66%	11,903	6,295	89.09%
Recording Attendees	0	1	-100.00%	0	54	-100.00%
Passive Programming	1,928	1,358	41.97%	24,854	5,825	326.68%

Highlights

Family Science: Will it Float?	10 participants explored the scientific principle of buoyancy using candy to see if/how it would float.
Ice Excavation	19 patrons helped rescue animals and characters from ice blocks.
Pokémon Party	25 patrons joined us to trade their Pokémon cards with other trainers and engage in some Pokémon-themed crafts!

Adults

Category	23MAY	22MAY	Mo. % +/-	FY22-23 YTD	FY21-22 YTD	FY % +/-
Programs	17	19	-10.53%	206	212	-2.83%
Live Attendees	299	312	-4.17%	4,906	3,373	45.45%
Recording Attendees	112	128	-12.50%	3,434	341	907.04%

Highlights

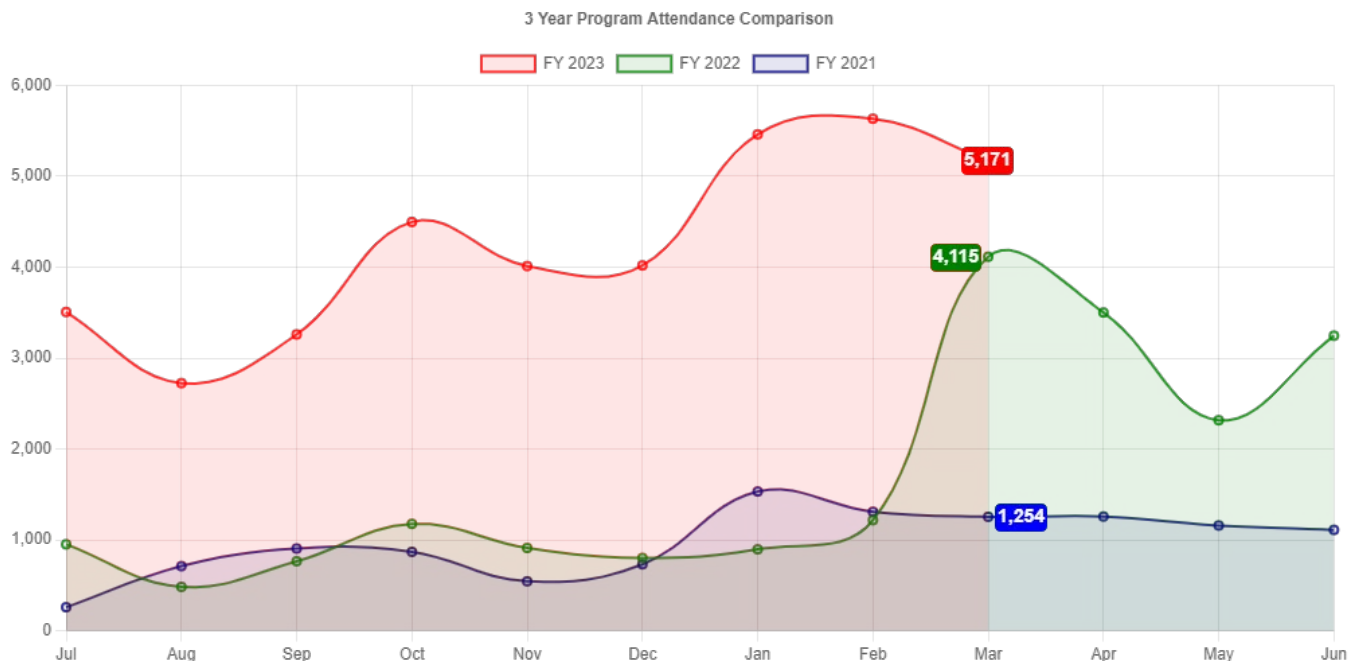
D-Day: Invasion of Normandy	Historian Jim Gibbons described what led up to the invasion and the pressure on General Eisenhower if it failed for 20 attendees.
Crème Brulee & Beignets Bake Along	24 patrons got a cooking demonstration of two beloved French pastries along with instruction on how to make them in their homes.
John Hughes & the North Shore Experience	88 attendees took a journey through the career highlights, movie locations, and north shore neighborhoods used by the legendary filmmaker.

Studio (Digital Services)

Category	23MAY	22MAY	Mo. % +/-	FY22-23 YTD	FY21-22 YTD	FY % +/-
1:1s	69	23	200.00%	992	613	61.83%
Programs	16	12	33.33%	152	121	25.62%
Attendees	151	143	5.59%	1,090	1,244	-12.38%

Highlights

DIY Embroidered Greeting Cards	6 patrons used the laser engraver and embroidery machine to create unique, multi-textured greeting cards for loved ones.
Engraved Planter Boxes	Patrons engraved family or plant names on the sides of artfully painted planter boxes for use in their homes or gardens.



Community Engagement (Outreach)

Category	23MAY	22MAY	Mo. % +/-	FY22-23 YTD	FY21-22 YTD	FY % +/-
Youth Events	3	8	-62.50%	26	40	-35.00%
Adult Events	2	1	100.00%	21	14	50.00%
Family Events	n/a	0	n/a	16	19	-15.79%
TOTAL	5	9	-44.44%	63	73	-13.70%
Youth Attendance	195	476	-59.03%	986	1,299	-24.10%
Adult Attendance	15	12	25.00%	228	81	181.48%

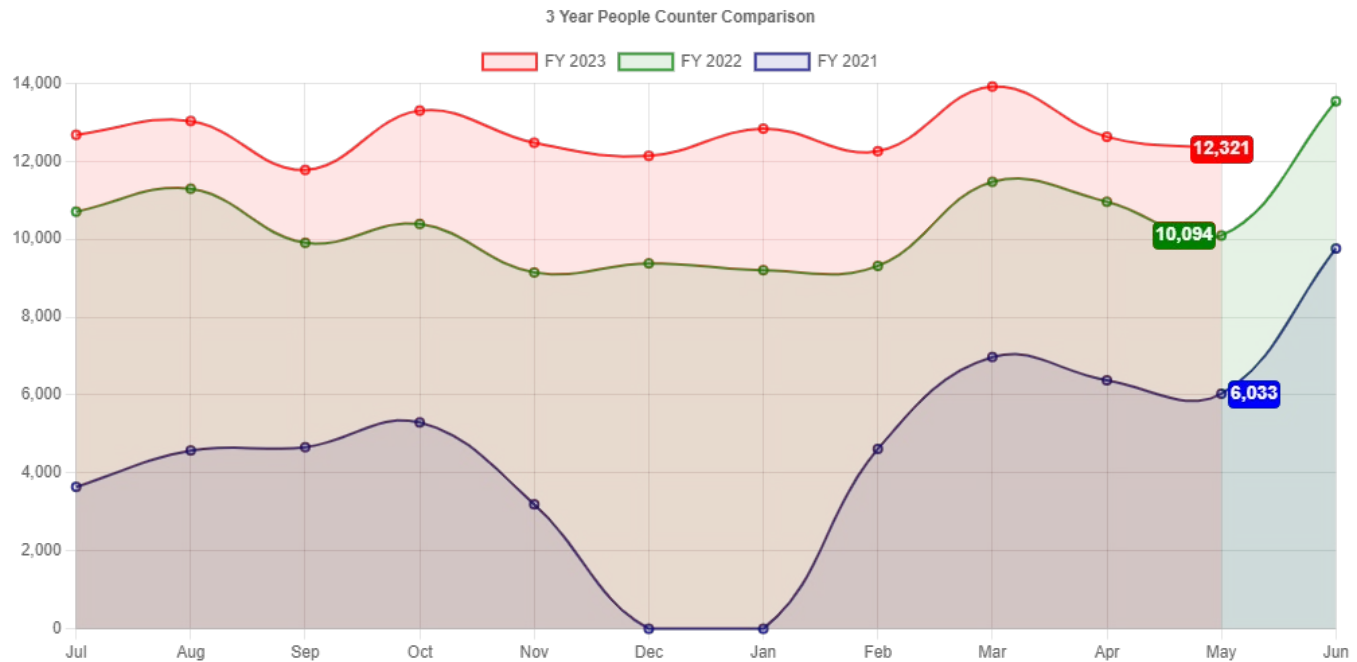
Family Attendance	n/a	n/a	n/a	1,580	1,301	21.45%
TOTAL	210	488	-56.97%	2,794	2,681	4.21%

SERVICES

Visitors

Location	23MAY	22MAY	Mo. % +/-	FY22-23 YTD	FY21-22 YTD	FY % +/-
Winnetka In-Person	8,845	7,106	24.47%	98,346	78,389	25.46%
Northfield In-Person	3,273	2,701	21.18%	37,288	30,416	22.59%
TOTAL IN-PERSON	12,118	9,807	23.56%	135,634	108,805	24.66%
Virtual Visitors	203	287	-29.27%	3,736	3,070	21.69%
TOTAL VISITORS	12,321	10,094	22.06%	139,370	111,875	24.58%

Note: Closed Memorial Day and the day before.



Patron Interactions

Category	23MAY	22MAY	Mo. % +/-	FY22-23 YTD	FY21-22 YTD	FY % +/-
Adult	2,747	1,954	40.58%	23,519	26,119	-9.95%
Youth	504	435	15.86%	6,690	5,382	24.30%
Digital Services	65	140	-53.57%	1,565	1,622	-3.51%
TOTAL	3,316	2,529	31.12%	31,774	33,123	-4.07%

Cardholder Penetration

Activity	23MAY	22MAY	Mo. % +/-	FY22-23 YTD	FY21-22 YTD	FY % +/-
New Cards	72	69	4.35%	1,086	890	22.02%
Community	23MAY	22MAY	Mo. % +/-	FY22-23 YTD	FY21-22 YTD	FY % +/-
Winnetka	6,250	6,146	1.69%	49.04%	48.23%	0.82%
Northfield	2,337	2,081	12.30%	40.64%	36.19%	4.45%
TOTAL DISTRICT	8,587	8,227	4.38%	46.53%	44.48%	1.95%
Kenilworth	387	330	17.27%	15.39%	13.13%	2.27%

Technology

Public Computer Usage

Location	23MAY	22MAY	Mo. % +/-	FY22-23 YTD	FY21-22 YTD	FY % +/-
Winnetka	455	388	17.27%	4,750	4,538	4.67%
Northfield	214	169	26.63%	2,441	2,010	21.44%
TOTAL	669	557	20.11%	7,191	6,548	9.82%

Hotspot Usage

Location	23MAY	22MAY	Mo. % +/-	FY22-23 YTD	FY21-22 YTD	FY % +/-
Winnetka Sessions	28,232	30,423	-7.20%	242,862	238,287	1.92%
Northfield Sessions	4,521	5,441	-16.91%	47,295	53,556	-11.69%
TOTAL	32,753	35,864	-8.67%	290,157	291,843	-0.58%
Winnetka Bandwidth	647GB	430GB	50.33%	5,997GB	3,618GB	65.77%
Northfield Bandwidth	73GB	71GB	3014%	834GB	822GB	1.48%
TOTAL	720GB	501GB	43.65%	6,831GB	4,439GB	53.87%

Website Reach/App Usage

Activity	23MAY	22MAY	Mo. % +/-	FY22-23 YTD	FY21-22 YTD	FY % +/-
Website Visits	8,524	8,693	-1.94%	94,440	89,576	5.43%
Unique Visitors	5,385	5,664	-4.93%	61,256	56,207	8.98%

Email Reach

23MAY Subscribers	% of Cardholders	22MAY Subscribers	Open Rate	Click Rate
10,717	119.42%	10,236	55%	1%

*Industry averages for not-for-profits = 40% Open Rate, 2% Click Rate

COLLECTIONS

Physical Adult (By Location)

Location	23MAY	22MAY	Mo. % +/-	FY22-23 YTD	FY21-22 YTD	FY % +/-
Winnetka	9,610	9,175	4.74%	106,044	105,498	0.52%
Northfield	3,762	3,968	-5.19%	42,567	43,857	-2.94%

Physical Youth (By Location)

Location	23MAY	22MAY	Mo. % +/-	FY22-23 YTD	FY21-22 YTD	FY % +/-
Winnetka	12,369	12,276	0.76%	151,144	135,410	11.62%
Northfield	3,114	3,951	-21.18%	39,834	39,024	2.08%

Physical Miscellaneous

Lending Type	23MAY	22MAY	Mo. % +/-	FY22-23 YTD	FY21-22 YTD	FY % +/-
Kenilworth Patrons	1,027	934	9.96%	12,127	15,391	-21.21%
Borrowed from Other Libraries	1,670	1,458	14.58%	18,804	19,909	-5.55%

Physical Adult (By Type)

Material Type	23MAY	22MAY	Mo. % +/-	FY22-23 YTD	FY21-22 YTD	FY % +/-
Books	8,590	8,395	2.32%	93,636	93,160	0.51%
Book - Fiction	4,802	4,684	2.52%	51,978	51,458	1.01%
Book - Nonfiction	3,788	3,711	2.07%	41,658	41,702	-0.11%
Audiobook - CD	235	297	-20.88%	2,936	3,342	-12.15%
Music CD	56	90	-37.78%	1,260	1,567	-19.59%
Playaway	10	54	-81.48%	449	631	-28.84%
DVD/Blu-Ray	2,092	2,900	-27.86%	29,172	32,978	-11.54%
Magazine	257	187	37.43%	2,377	2,149	10.61%
Videogame	24	17	41.18%	298	288	3.47%
Computing Device	5	9	-44.44%	50	118	-57.63%
Library of Things	20	0	n/a	207	0	n/a
Other	0	19	-100.00%	65	41	58.54%
Non-CCS ILL	28	28	0.00%	409	394	3.81%
Sent Out	2,055	1,147	79.16%	17,752	14,687	20.87%
TOTAL	13,372	13,143	1.74%	148,611	149,355	-0.50%

Physical Youth (By Type)

Material Type	23MAY	22MAY	Mo. % +/-	FY22-23 YTD	FY21-22 YTD	FY % +/-
Books	11,981	12,688	-5.42%	144,936	147,290	-1.60%
Book - Fiction	10,085	10,840	-6.96%	122,711	126,366	-2.89%
Book - Nonfiction	1,896	1,828	3.72%	22,225	20,924	6.22%
Audiobook - CD	10	30	-66.67%	235	499	-52.91%
Music CD	6	28	-78.57%	106	360	-70.56%
Playaway	262	148	77.03%	2,507	1,995	25.66%
DVD/Blu-Ray	622	691	-9.99%	10,239	10,397	-1.52%
Magazine	7	5	40.00%	118	19	521.05%
Videogame	268	194	38.14%	2,640	1,943	35.87%
Vox Reader	241	195	23.59%	3,168	2,223	42.51%
STEAM Kits	28	24	16.67%	107	320	-66.56%
Early Literacy Kits	20	2	n/a	280	0	n/a
Other	33	38	-13.16%	861	1,146	-24.87%
In-House Circulation	2,005	2,206	-9.11%	25,781	8,236	213.03%
TOTAL	15,483	16,227	-4.58%	190,978	174,434	9.48%

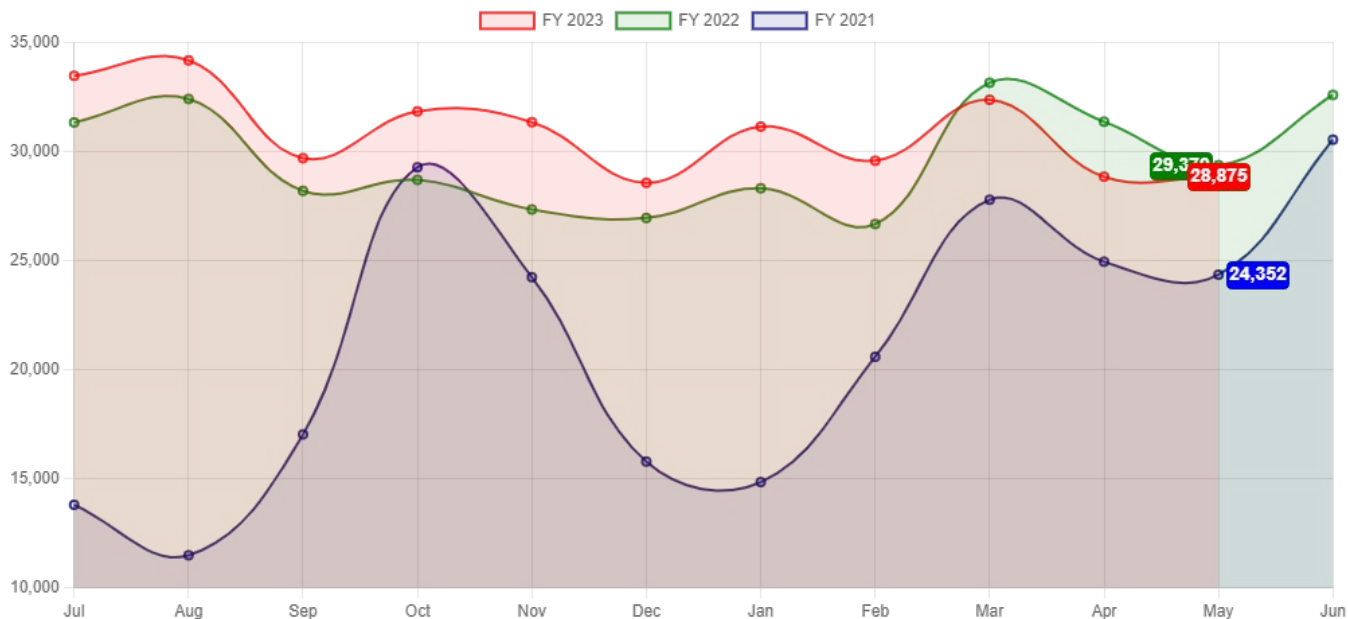
MTD Total Physical Circulation

23MAY Physical Circulation	22MAY Physical Circulation	Net Change
28,855	29,370	-1.75%

YTD Total Physical Circulation

FY22-23 YTD Physical Circulation	FY21-22 YTD Physical Circulation	Net Change
339,589	323,789	4.88%

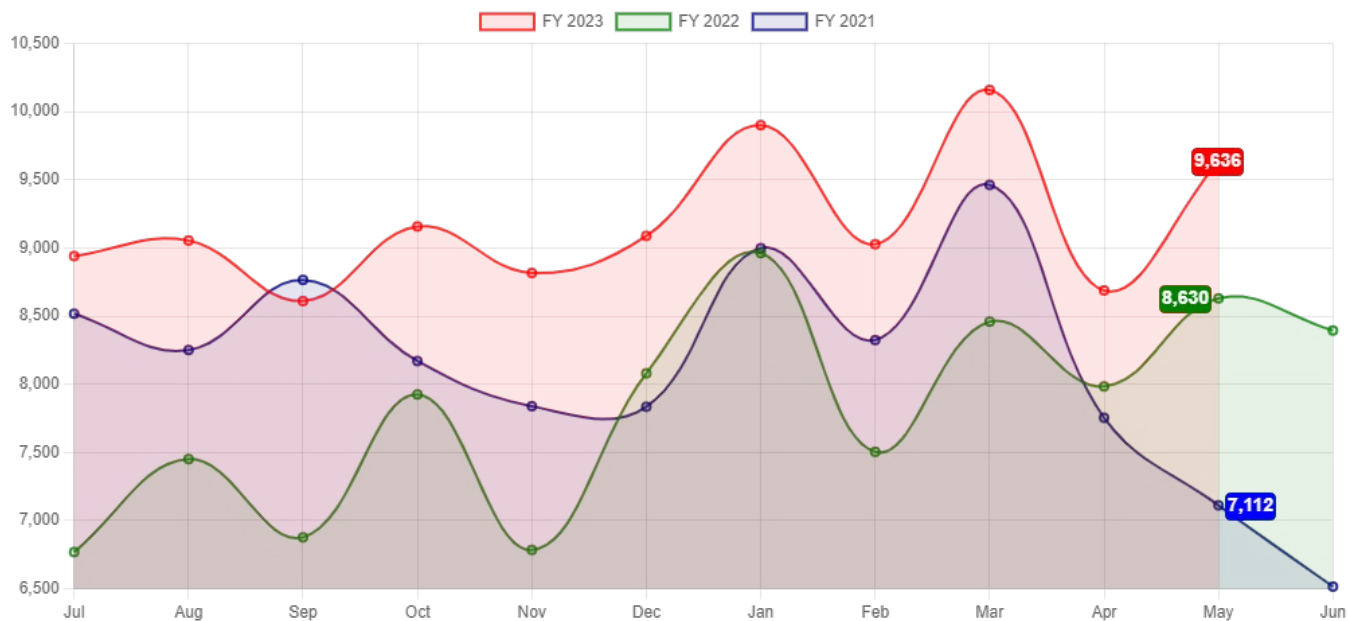
3 Year Circulation Comparison



Digital Circulation

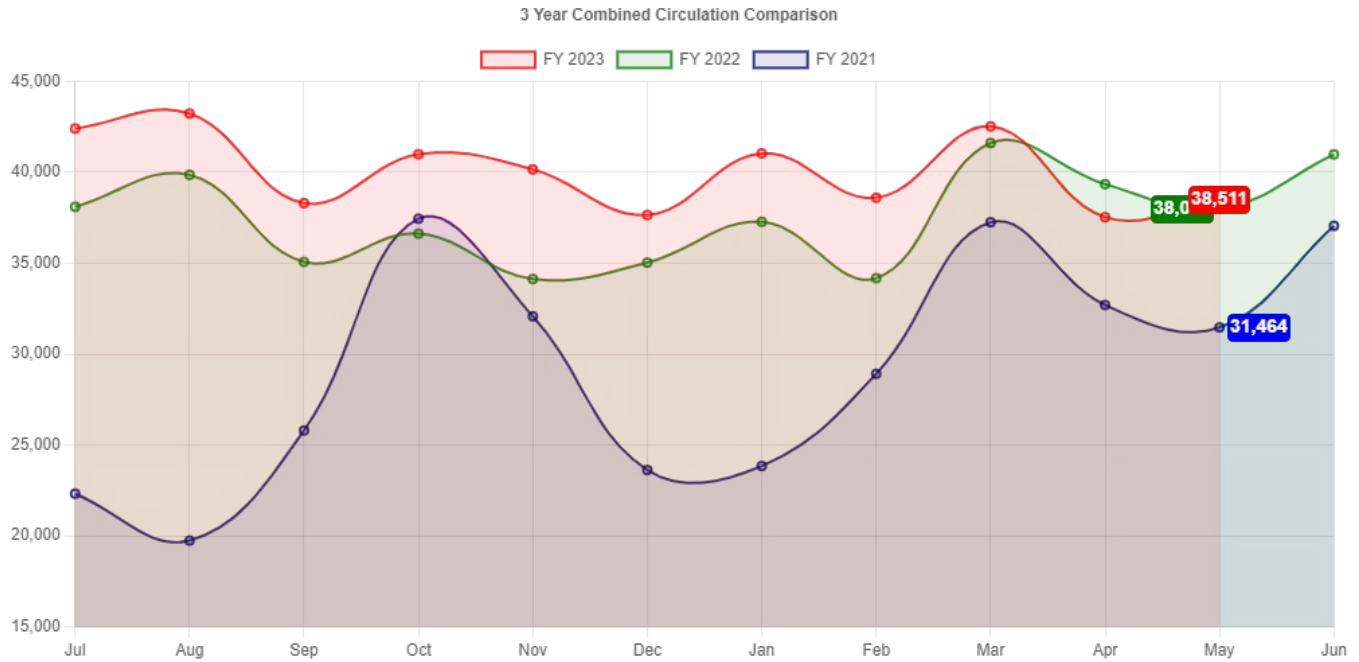
Material Type	23MAY	22MAY	Mo. % +/-	FY22-23 YTD	FY21-22 YTD	FY % +/-
eBooks	4,174	3,904	6.92%	45,677	40,264	13.44%
eAudiobooks	3,558	2,796	27.25%	35,324	27,459	28.65%
eMagazines	1,443	1,395	3.44%	15,041	12,045	24.87%
eVideos	401	502	-20.12%	4,514	5,305	-14.91%
eMusic	60	33	81.82%	518	354	46.33%
TOTAL	9,636	8,630	11.66%	101,074	85,426	18.32%

3 Year eResource Comparison



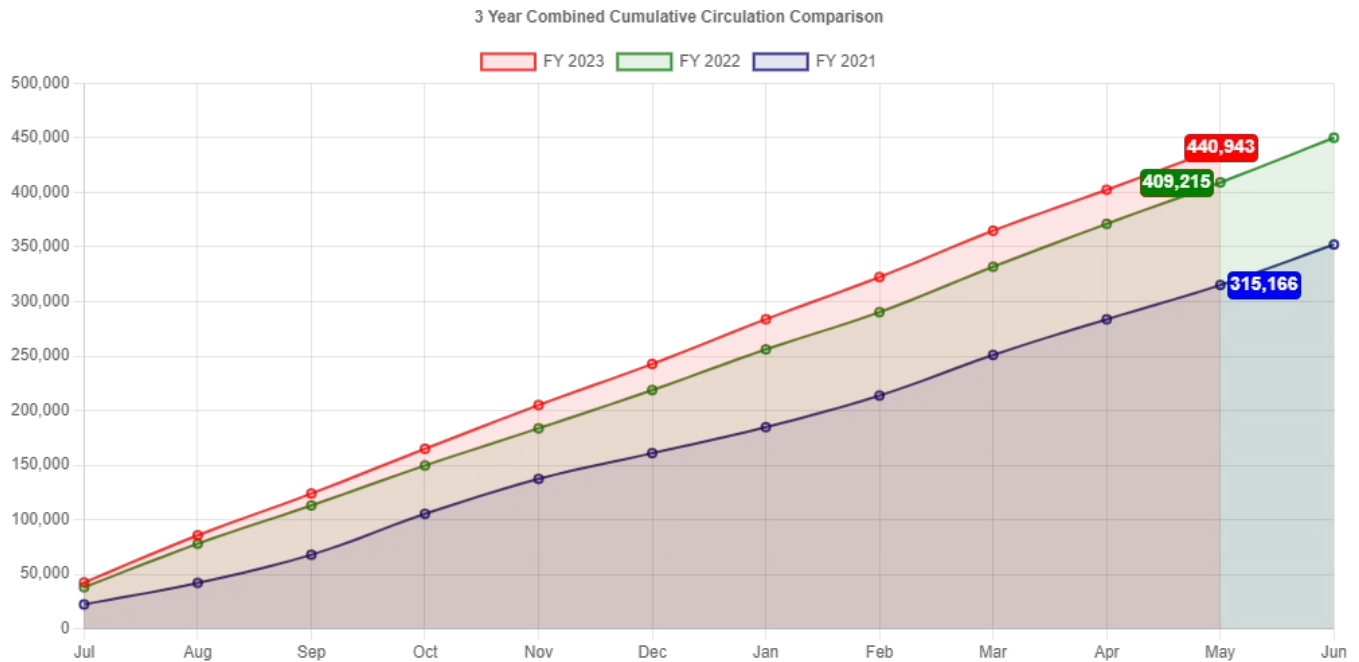
MTD Total District Circulation

23MAY District Circulation	22MAY District Circulation	Net Change
38,941	38,000	1.29%



YTD Total District Circulation

FY22-23 YTD District Circulation	FY21-22 YTD District Circulation	Net Change
440,663	409,215	7.68%



IMPACT STORIES

• Branch Services

- A regular patron who visits us each week to read Barron's said, *"You folks take such good care of me, I shouldn't EVER go home,"* in response to finding the magazines placed on his usual table when he arrived at the library on Saturdays.
- Feedback on Family Science- Will it Float? *"I like that this event is open to all ages. It's great being able to have siblings together and not go through the inconvenience of having to get childcare for one or making arrangements for the other sibling. It can get complicated when one child can attend an event and their sibling can't. It was also nice to have an activity later in the day."*

• Youth Services

- Feedback on Early Literacy Kits: *"The backpacks with all the activities and books are so great to have, why didn't they have these when I was a kid!?"*
- Feedback from a patron's Readers' Advisory session with Amber: *"I just wanted to thank you for recommending the perfect book to my 5-year-old. I told you what I was looking for and you just knew exactly what the perfect book would be. You are such a wonderfully special librarian to us, and we appreciate you so much. The book was The Wild Robot and we're halfway through book two. It's turned my daughter into a true lover of reading, and I will forever be thankful to you for this recommendation."*

• Adult Services

- Feedback on John Hughes & the North Shore Experience: *"This was a great program! Made me appreciate the rich John Hughes history in our area. Ken had so many fun facts. Please have him back again for another presentation!"*
- Feedback on Financial Planning Appointments: *"I so appreciate the Library's offerings of such events. Ed G. was very helpful and generous with his expertise and his time! I left with info I intend to act on!"*
- Feedback on Meet Marie Antionette: A Dramatic Portrayal: *"Martina was well-prepared and I did learn quite a bit about Marie Antionette that I had not known before. I hope you can offer more of this kind of presentation."*
- Feedback on Short Story Discussion: Eveline by James Joyce: *"This type of discussion brought in more expertise about the author and history of the times it was written. We were then able to discuss the story from that perspective but also allowed to bring in points of view from our present time. Everyone was allowed to voice opinions and each view was accepted to have merit."*
- Feedback on Crème Brulee & Beignets Bake-Along: *"Great class! 2 recipes that I never expected to make as a home cook were made very approachable. Well organized, and helpful tips."*
- Feedback on Family & Friends Trivia Night: *"Great event! Things ran smoothly and there was a nice variety of questions. I liked the multi-generational aspect of this program. Great job for doing something free in our homes that we'd have to pay to do at a bar!"*

• Digital Services

- A mother came in with a very specific vision for her daughter's 13th birthday cake. Using acrylic and the laser engraver, we were able to help her create the perfect cake topper for the celebration instead of the patron having to spend a lot of money on a custom order!

• Patron Services

- A student was looking for a place to study with a whiteboard, but all the study rooms were occupied. We directed her to the Lloyd Room, which we had set up to be a shared study space for finals, where

she was able to borrow our dry erase markers and work out her problems on the board. The student was really happy with what we were able to provide, saying that she best retains information when she can write it out and see it in multiple colors.

- A patron who was in the process of moving into our District stopped by to introduce herself and express concern over losing the book she was reading on the Libby app when she switched her library card to WNPLD. Patron Services Assistant Tyler explained how she could both keep the book until she was finished AND get registered for her new library card, much to the patron's delight. She was extremely grateful for Tyler's patient explanation, and he helped set the stage for positive interactions with our new patron in the future!



District Closing Dates for FY2023-2024

Independence Day	Tuesday 7/4/23
End of Summer Party	Sunday 8/20/23
Labor Day Weekend	Sunday 9/3/23 & Monday 9/4/23
Thanksgiving	Thursday 11/23/23
Note: Early Closing at 5pm 11/22/23	
Christmas Eve	Sunday 12/24/23
Christmas Day	Monday 12/25/23
New Year's Eve	Sunday 12/31/23
New Year's Day	Monday 1/1/24
Easter	Sunday 3/31/24
Memorial Day Weekend	Sunday 5/26/24 & Monday 5/27/24

11 paid holidays

Staff Training Dates

Friday 10/13/23	Late Open at 1 p.m.
Friday 4/12/24	Late Open at 1 p.m.

**THE BOARD OF TRUSTEES
OF THE WINNETKA-NORTHFIELD PUBLIC LIBRARY DISTRICT
COOK COUNTY, ILLINOIS**

ORDINANCE NO. 2022-2023/6

ORDINANCE SETTING SCHEDULE OF REGULAR MEETINGS
OF THE BOARD OF TRUSTEES
THE WINNETKA-NORTHFIELD PUBLIC LIBRARY DISTRICT
COOK COUNTY, ILLINOIS
FOR FISCAL YEAR 2023-2024

WHEREAS, the Illinois Public Library District Act (75 ILCS 16/30-50) requires this Board to establish a regular schedule of meetings at the beginning of the fiscal year, stating the regular dates, times, and places of such meetings; and

WHEREAS, the Illinois Public Library District Act provides that the Secretary of this Board shall maintain at a public place specified by ordinance certified copies of all ordinances, and it is therefore necessary to establish a public place for maintenance of said certified copies;

NOW THEREFORE, BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE WINNETKA-NORTHFIELD PUBLIC LIBRARY DISTRICT, COOK COUNTY, ILLINOIS, that:

Section 1. Unless otherwise changed by this Board pursuant to said statutes, all meetings of this Board shall be held at the Winnetka-Northfield Public Library District, 768 Oak Street, Winnetka, Illinois 60093 or the Northfield Library, 1785 Orchard Lane, Northfield, Illinois 60093, whichever is indicated, at the time of 7:00 p.m.

Section 2. The following is a schedule of the dates of the regular meetings for the 2023-2024 fiscal year:

July 17, 2023	Winnetka	January 15, 2024	Winnetka
August 21, 2023	Winnetka	February 19, 2024	Winnetka
September 18, 2023	Northfield	March 18, 2024	Northfield
October 16, 2023	Winnetka	April 15, 2024	Winnetka
November 20, 2023	Winnetka	May 20, 2024	Winnetka
December 18, 2023	Northfield	June 17, 2024	Northfield

Section 3. Any changes in these regular meeting dates on a temporary or permanent basis shall be according to the aforesaid statutes and with notices as set forth in said statutes. Public notice of this schedule shall be given by posting a copy of the notice at the Winnetka - Northfield Public Library, main library and branch, and a copy of said notice shall be supplied to a newspaper published within the District. This schedule shall be available at the Winnetka - Northfield Public Library District for public inspection throughout the fiscal year.

Section 4. The following public place shall be the repository to which the Secretary of this Board shall maintain certified copies of all ordinances passed by this Board and make such available for public inspection:

Winnetka - Northfield Public Library District
768 Oak Street
Winnetka, Illinois 60093

Section 5. This ordinance shall be in full force and effect from and after its passage and approval, according to law; and any resolutions or ordinances in conflict herewith are hereby repealed; and should any part of this ordinance be adjudged invalid or unconstitutional, such adjudication shall affect only that part of this act specifically covered thereby and shall not affect any other provisions or part of this act.

Passed by the Board of Trustees of the Winnetka-Northfield Public Library District, Cook County, Illinois, on the 19th day of June, 2023 by a vote of:

Ayes:
Nays:
Absent or Not Voting:

STATE OF ILLINOIS)
) SS
COUNTY OF COOK)

APPROVED:

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

ATTEST:

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

**WINNETKA-NORTHFIELD PUBLIC LIBRARY DISTRICT
ORDINANCE NO. 2022-2023/7**

**ANNUAL ORDINANCE AUTHORIZING
PUBLIC LIBRARY DISTRICT NON-RESIDENT CARDS**

WHEREAS, the Winnetka-Northfield Public Library District is a tax-supported Public Library District; and

WHEREAS, people residing within the jurisdictional boundaries of the Winnetka-Northfield Public Library District pay taxes to support the library, and so need pay no additional fee to be eligible to receive a library card; and

WHEREAS, PA 92-0166 stipulates that “A person residing outside of a public library service area must apply for a non-resident card at the public library located closest to the person’s principal residence”; and

WHEREAS, the Office of the Illinois Secretary of State has issued regulations defining the “closest public library” and also providing three formulae which public libraries can use to determine the non-resident fee; and

WHEREAS, the Board of Library Trustees of the Winnetka-Northfield Public Library District has determined for its 2023-2024 fiscal year, commencing July 1, 2023, and ending June 30, 2024 to participate in the non-resident reciprocal borrowing program of its regional library system and to issue non-resident library cards;

NOW, THEREFORE, BE IT AND IT IS HEREBY ORDAINED BY THE BOARD OF LIBRARY TRUSTEES OF THE WINNETKA-NORTHFIELD PUBLIC LIBRARY DISTRICT as follows:

Section 1: Individuals residing beyond the jurisdictional boundaries of the Winnetka-Northfield Public Library District and not residing within the boundaries of another public library, and owning no taxable property within the jurisdictional boundaries of the Winnetka-Northfield Public Library District, may purchase a nonresident fee card for the fee calculated according to the Tax Bill Method (23 Ad. Code 3050.60{b}).

Section 2: Individuals residing beyond the jurisdictional boundaries of the Winnetka-Northfield Public Library District, but owning (as an individual, a partner, the principal stockholder, or other joint owner) taxable property within the jurisdictional boundaries of the Winnetka-Northfield Public Library District, or serving as a Senior Administrative Officer of a firm, business, or other corporation owning taxable property within the jurisdictional boundaries of the Winnetka-Northfield Public Library District, notwithstanding anything to the contrary in this Ordinance, may obtain one (1) non-resident library card without payment of

the non-resident fee upon presentation of the most recent tax bill upon that taxable property; provided, however, that in no event shall the privileges and use of the Library be extended to more than one (1) individual non-resident for each parcel of taxable property. Each non-resident library card issued pursuant to this Section is limited to the exclusive use of the individual whose name appears on its face.

Section 3: The President of the Board of Library Trustees shall notify the regional library system in writing within 30 days of the adoption of this Ordinance, stating (a) the effective date of this Ordinance, (b) the beginning and ending dates of the 12-month period of validity for non-resident library cards issued pursuant to this Ordinance, and (c) the fee formula as set forth herein.

Section 4: The Winnetka-Northfield Public Library District shall continue to honor all non-resident library cards heretofore issued by the Library, for the full term of purchase.

Section 5: The Winnetka-Northfield Public Library District shall cooperate with other participating area public libraries and the regional library system and adjacent regional library systems to determine the appropriate non-resident service areas, as stated in 23 Ad. Code 3050.25.

Section 6: The Policy of the Winnetka-Northfield Public Library District for service to non-residents, including a description of the Library’s service areas and the methods of calculating fees, shall be available for public inspection at the library.

Section 7: A valid non-resident library card issued by the Winnetka-Northfield Public Library District pursuant to this Ordinance shall accord a non-resident library cardholder all the services which this Library provides to its residents, including reciprocal borrowing privileges.

Section 8: No non-resident is eligible to receive a “local use” library card from the Winnetka-Northfield Public Library District.

Adopted by the Board of Trustees of the Winnetka-Northfield Public Library District, Cook County, Illinois, on the 19th day of June 2023 by a vote of:

AYES: _____

NAYES: _____

ABSENT: _____

APPROVED by the Board of Library Trustees of the Winnetka-Northfield Public Library District.

Melissa Mitchell
President of the Board of Library Trustees
Winnetka-Northfield Public Library District
Cook County, Illinois

ATTEST:

Thomas Sundell
Secretary of the Board of Library Trustees
Winnetka-Northfield Public Library District
Cook County, Illinois



Program Policy

This Program Policy establishes principles intended to guide the Winnetka-Northfield Public Library District (the “District”) in providing programs, classes, lectures, storytimes, discussion groups, and workshops which are consistent with the District’s mission, which is to serve the intellectual, cultural, and recreational needs of the community.

Philosophy and Scope of Programs

In accordance with the American Library Association’s [Library Bill of Rights](#), the District provides resources for the interest, information, and enlightenment of all people within the community the District serves. This includes programs on a variety of topics that appeal to the wide array of interests in the community. Presenters and topics will not be excluded because some might find the content or speaker to be objectionable or controversial.

The District recognizes that the choice to attend programs is an individual decision and acknowledges that while one person may reject a program for themselves, they cannot determine suitability for or restrict access to events by others. Event attendance by minor children is the responsibility of parents or caregivers, who guide and oversee their child’s development. District staff will not act as censors for any age group or subject matter.

District staff who create and present programs do so as part of their regular duties and are not hired as outside contractors for the programs they create and conduct. In addition to staff, the District actively partners with external organizations and community partners to develop and co-sponsor programs, which may include hiring external presenters that reflect specialized or unique expertise. Such presenters are chosen from local, regional, and national talent. The District does not endorse the content, or the views expressed by presenters or program participants.

Program offerings must support the District’s mission. Programs that are inconsistent with the mission—such as commercial or partisan programs—will not be planned. All product sales in conjunction with a program must be approved, in writing, by District staff in advance.

Program Suggestions

We welcome suggestions from District residents for future programs. Suggestions, and requests to present, including author readings and signings, should be submitted via our [Propose a Program form](#). Suggestions and requests will be considered and evaluated based on the program criteria outlined below.



Program Criteria

District staff use a variety of criteria when making decisions about programming topics, speakers, and accompanying resources, including the following:

- Patron demand and/or anticipated demand
- Cost
- Availability of suitable space
- Presenter background and qualifications in content area
- Suitability of subject and style for the intended audience
- Support of local and national school curricula
- Connection to the District community
- Importance of the subject matter
- Attendance statistics and patron feedback for similar events
- Accuracy of the content
- Timeliness and relevance to contemporary culture
- Representation of diverse interests and viewpoints
- Relationship to District collections, resources, exhibits and events

Access

All programs are open to the public, but some may be designed with specific audiences in mind, such as those intended for children and teens that are geared to their interests and needs. Adults who wish to attend an event specifically designed for children must be accompanied by a child. Tween and teen events are limited to tweens and teens only, except when they require an adult assistant or companion.

Fees

Nearly all of the District's programs are offered at no additional charge. However, some programs may require a small fee to recoup the cost of supplies. In these instances, a note will be placed in the event calendar to notify patrons when registering.



Attendance & Cancellations

The District may deem it necessary to limit attendance due to space constraints or the nature of the event. Patrons should check the online event calendar for the most current information on available spots. Once registered, the District asks patrons to be courteous of others who might be on a wait list by calling or going online to cancel in the event they are unable to attend.

There are factors beyond the District's control that may require cancellation of a scheduled program such as severe weather, building emergencies, personal issues on the part of the presenter, low registration, or other unforeseen factors. In these instances, District staff will make every effort to contact individuals who have registered. Canceled programs are not automatically rescheduled and the District reserves the right to cancel any program at any time.

Request for Reconsideration

The District welcomes expressions of opinion from residents concerning our program offerings. Residents questioning a program should first address their concern with a staff member. If the concern remains unresolved, the following procedures have been developed to ensure that complaints from residents residing within the physical boundaries of the District (hereinafter, each a "Complainant") are handled in a timely and consistent manner.

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



Request for Reconsideration of Program

First Name _____ Last Name _____

Email Address _____

Street Address _____

City _____ State and Zip Code _____

Are you a resident of Winnetka-Northfield Public Library District? Yes No

Have you read the District’s Program Policy [linked]? Yes No

What is the program you are commenting on?

Title _____ Program Date _____

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

Your objection to the program is: (Please be specific.)

The program came to your attention via: _____

What specific action(s) are you requesting the District consider and why?:

