

**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.WINNETKALIBRARY.ORG](http://WWW.WINNETKALIBRARY.ORG)**

**AGENDA**

Monday, September 18, 2023

- I. Call to Order**
- II. Roll Call**
- III. Public Comments**
- IV. Approval of Minutes**
  - Approval of Minutes of the August 21, 2023 Regular Meeting\* (1 min)
- V. Financial Report**
  - August 2023 Financial Statements\* (5 mins)
- VI. Library Reports**
  - Director's Report\* (10 minutes)
  - Board President's Comments (10 minutes)
- VII. Liaisons to Other Organizations – Reports**
  - Winnetka Village (5 mins)
  - Northfield Village (5 mins)
- VIII. Unfinished Business**
  - East Lawn Sign Update
  - Northfield Library Update and Discussion
- IX. New Business**
  - Discussion & Vote on L. Garcia Artwork Donation\*
  - Discussion and Vote on Social Media Policy\*
- X. Communications**
  - The next regular meeting will be on Monday, October 16<sup>th</sup> at 7 p.m. at the Winnetka Library.
  - The library will open late at 1 p.m. on Friday, October 13<sup>th</sup> for staff training.
- XI. Public Comments**
- XII. Adjournment**

\*Attachments

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

August 21, 2023

**I. Call to Order**

The meeting was held at the Winnetka Library, 768 Oak St., Winnetka, Illinois. President Mitchell called the meeting to order at 7:02 p.m. A quorum was present.

**II. Roll Call**

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

Present was library employee Mark Swenson (IT Manager).  
Present was Winnetka resident Jeffrey Liss.

**III. Public Comments**

Comment made by Jeffrey Liss commending the board.

**IV. Approval of Minutes**

*Approve minutes of the July 17, 2023 regular meeting.*

President Mitchell announced approval of the July 17, 2023 Regular Meeting Minutes.

**V. Financial Report**

Trustee Munoz and Director Dombrowski presented the July 2023 Financial Statement.

**VI. Library Reports**

*Library Director's Report*

Director Dombrowski presented the July 2023 Director's Report, which was included in the August 2023 board packet.

**VII. Liaison Reports**

*Winnetka Village* – Trustee Gosselin reported on District 36 school opening after Labor Day, with the expectation of increased library activity by school-age children until then.

*Northfield Village* – Trustee Kinnich reported on the search for a new village manager.

**VIII. Unfinished Business**  
*No unfinished business*

**IX. New Business**

- *Review draft of FY23-24 Budget and Appropriation Ordinance*  
Director Dombrowski presented the revised budget, explaining each of the revisions, and presented the draft Ordinance. Corrections needed to the draft were noted.
- *Adopt Certified Estimate of Revenues by Source for FY23-24*  
Director Dombrowski presented the Estimate of Revenues for adoption.
- President Mitchell provided an update on the status of the Northfield branch building and expansion plans with respect to environmental and structural issues impacting negotiations with the village of Northfield.

**X. Communications**

The next regular meeting of the board will be held on Monday, September 18<sup>th</sup> at 7 p.m. at the Northfield Library.

**XI. Public Comments**

Jeffrey Liss asked for clarification on Cook County's payment of tax moneys to the Library's special accounts, which was provided by Director Dombrowski.

**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 Gosselin.

The Motion passed on a voice vote and President Mitchell adjourned to closed session at 7:45 p.m.

**XIII. Return to Open Session**

Returned to open session from closed session at 8:49 p.m.

**XIV. Adjournment**

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

The Motion passed on voice vote and President Mitchell adjourned the meeting at 8:50 p.m.

Respectfully submitted,

Thomas Sundell  
Board Secretary

\_\_\_\_\_ Melissa Mitchell, President

\_\_\_\_\_ Thomas Sundell, Secretary

# Winnetka-Northfield Public Library District

## All Funds Summary

For the 2 Months Ended August 31, 2023

Prorated Budget Percentage Spent: 16.67%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Current Year-to-Date</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
<b>Revenues</b>					
Library Fund	4,552,273.00	758,712.17	186,051.06	4.09 %	(572,661.11)
IMRF Fund	1.00	0.17	399.03	39,903.00 %	398.86
FICA Fund	0.00	0.00	2,348.68	0.00 %	2,348.68
Building Fund	380,000.00	63,333.33	0.00	0.00 %	(63,333.33)
Unemployment Fund	1.00	0.17	0.03	3.00 %	(0.14)
<b>Total Revenues</b>	<u>4,932,275.00</u>	<u>822,045.83</u>	<u>188,798.80</u>	<u>3.83 %</u>	<u>(633,247.03)</u>
<b>Expenses</b>					
Library Fund	4,552,250.00	758,708.33	605,557.75	13.30 %	(153,150.58)
IMRF Fund	1.00	0.17	7,373.40	737,340.00 %	7,373.23
FICA Fund	70,000.00	11,666.67	26,956.84	38.51 %	15,290.17
Building Fund	380,000.00	63,333.33	32,546.93	8.56 %	(30,786.40)
Unemployment Fund	1.00	0.17	0.00	0.00 %	(0.17)
Special Reserve Fund	5,200,000.00	866,666.67	0.00	0.00 %	(866,666.67)
<b>Total Expenses</b>	<u>10,202,252.00</u>	<u>1,700,375.33</u>	<u>672,434.92</u>	<u>6.59 %</u>	<u>(1,027,940.41)</u>
<b>Total Revenues</b>	4,932,275.00	822,045.83	188,798.80	3.83 %	(633,247.03)
<b>Total Expenses</b>	<u>10,202,252.00</u>	<u>1,700,375.33</u>	<u>672,434.92</u>	<u>6.59 %</u>	<u>1,027,940.41</u>
<b>Excess Revenues less Expenses</b>	<u>(5,269,977.00)</u>	<u>(878,329.50)</u>	<u>(483,636.12)</u>	<u>9.18 %</u>	<u>394,693.38</u>

# Winnetka-Northfield Public Library District

## Library Fund Summary

For the 2 Months Ended August 31, 2023

Prorated Budget Percentage Spent: 16.67%

	Annual Budget	Prorated Budget	Year-to-Date Actual	% of Budget	Variance vs. Prorated Budget
<b>Operating Revenue</b>					
Property Tax	4,106,860.00	684,476.67	89,341.73	2.18 %	(595,134.94)
Replacement Tax	90,000.00	15,000.00	21,247.26	23.61 %	6,247.26
Collections	160,413.00	26,735.50	28,105.00	17.52 %	1,369.50
Materials	5,000.00	833.33	1,639.51	32.79 %	806.18
Other Income	190,000.00	31,666.67	45,717.56	24.06 %	14,050.89
<b>Total Operating Revenue</b>	<b>4,552,273.00</b>	<b>758,712.17</b>	<b>186,051.06</b>	<b>4.09 %</b>	<b>(572,661.11)</b>
<b>Operating Expenses</b>					
Personnel	2,496,250.00	416,041.67	350,182.16	14.03 %	(65,859.51)
Administration	197,750.00	32,958.33	40,625.39	20.54 %	7,667.06
Utilities	106,500.00	17,750.00	9,054.25	8.50 %	(8,695.75)
IT Services	375,000.00	62,500.00	83,131.38	22.17 %	20,631.38
Public Relations	47,000.00	7,833.33	4,034.76	8.58 %	(3,798.57)
Library Materials - Adult	534,500.00	89,083.33	66,419.44	12.43 %	(22,663.89)
Library Materials - Youth	85,000.00	14,166.67	17,317.78	20.37 %	3,151.11
Programs	90,250.00	15,041.67	15,760.00	17.46 %	718.33
Capital	620,000.00	103,333.33	19,032.59	3.07 %	(84,300.74)
<b>Total Operating Expenses</b>	<b>4,552,250.00</b>	<b>758,708.33</b>	<b>605,557.75</b>	<b>13.30 %</b>	<b>(153,150.58)</b>
<b>Total Revenues</b>	4,552,273.00	758,712.17	186,051.06	4.09 %	(572,661.11)
<b>Total Expenses</b>	4,552,250.00	758,708.33	605,557.75	13.30 %	(153,150.58)
<b>Excess Revenues less Expenses</b>	<b>23.00</b>	<b>3.84</b>	<b>(419,506.69)</b>	<b>(1,823,942.13)%</b>	<b>(419,510.53)</b>

**Winnetka-Northfield Public Library District**  
**Statement of Revenues and Expenditures - Modified Cash Basis**  
**For the 2 Months Ended August 31, 2023**

Prorated Budget Percentage Spent: 16.67%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year to Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
<b><u>LIBRARY FUND</u></b>					
<b>Revenues</b>					
<b>Taxes</b>					
Property Taxes Collections	4,106,860.00	684,476.67	88,437.91	2.15 %	(596,038.76)
Property Taxes Collections-Liability	0.00	0.00	657.66	0.00	657.66
Property Taxes Collections-Audit	0.00	0.00	246.16	0.00	246.16
Replacement Tax	<u>90,000.00</u>	<u>15,000.00</u>	<u>21,247.26</u>	<u>23.61 %</u>	<u>6,247.26</u>
<b>Total Taxes</b>	<u>4,196,860.00</u>	<u>699,476.67</u>	<u>110,588.99</u>	<u>2.64 %</u>	<u>(588,887.68)</u>
<b>Collections</b>					
Per Capita Grant	27,250.00	4,541.67	27,280.13	100.11 %	22,738.46
Kenilworth Services	129,663.00	21,610.50	0.00	0.00	(21,610.50)
Studio Fees	1,000.00	166.67	199.63	19.96	32.96
Lost/Damaged Mat.	<u>2,500.00</u>	<u>416.67</u>	<u>625.24</u>	<u>25.01</u>	<u>208.57</u>
<b>Total Collections</b>	<u>160,413.00</u>	<u>26,735.50</u>	<u>28,105.00</u>	<u>17.52 %</u>	<u>1,369.50</u>
<b>Materials</b>					
Copy/Printing	4,000.00	666.67	1,314.03	32.85 %	647.36
Book Sales	<u>1,000.00</u>	<u>166.67</u>	<u>325.48</u>	<u>32.55</u>	<u>158.81</u>
<b>Total Materials</b>	<u>5,000.00</u>	<u>833.33</u>	<u>1,639.51</u>	<u>32.79 %</u>	<u>806.18</u>
<b>Other Income</b>					
Checking Interest Income	3,500.00	583.33	1,796.51	51.33 %	1,213.18
Byline Bank IMA Interest	164,000.00	27,333.33	42,239.04	25.76	14,905.71
Money Market-Interest	2,000.00	333.33	376.80	18.84	43.47
Misc. Revenue	0.00	0.00	40.06	0.00	40.06
Gift Fund (over \$100)	500.00	83.33	1,000.00	200.00	916.67
Friends Donations	<u>20,000.00</u>	<u>3,333.33</u>	<u>265.15</u>	<u>1.33</u>	<u>(3,068.18)</u>
<b>Total Other Income</b>	<u>190,000.00</u>	<u>31,666.67</u>	<u>45,717.56</u>	<u>24.06 %</u>	<u>14,050.89</u>
<b>Total Revenue</b>	<u>4,552,273.00</u>	<u>758,712.17</u>	<u>186,051.06</u>	<u>4.09 %</u>	<u>(572,661.11)</u>

# Winnetka-Northfield Public Library District

## Statement of Revenues and Expenditures - Modified Cash Basis

For the 2 Months Ended August 31, 2023

Prorated Budget Percentage Spent: 16.67%

	Annual Budget	Prorated Budget	Year to Date Actual	% of Budget	Variance vs. Prorated Budget
<b>LIBRARY FUND</b>					
<b>Expenses</b>					
<b>Personnel</b>					
Salaries	2,040,000.00	340,000.00	312,260.37	15.31 %	(27,739.63)
Health Insurance	335,000.00	55,833.33	35,857.91	10.70	(19,975.42)
Employee Asst. Program	500.00	83.33	0.00	0.00	(83.33)
Professional Development	30,000.00	5,000.00	1,811.68	6.04	(3,188.32)
Flexible Spending Account	750.00	125.00	105.00	14.00	(20.00)
Payroll Taxes	84,000.00	14,000.00	0.00	0.00	(14,000.00)
Staff Recognition/Events/Meetings	6,000.00	1,000.00	147.20	2.45	(852.80)
<b>Total Personnel</b>	<b>2,496,250.00</b>	<b>416,041.67</b>	<b>350,182.16</b>	<b>14.03 %</b>	<b>(65,859.51)</b>
<b>Administration</b>					
Audit Fees	12,950.00	2,158.33	0.00	0.00 %	(2,158.33)
Library Supplies	38,000.00	6,333.33	2,738.67	7.21	(3,594.66)
Office Supplies	6,500.00	1,083.33	340.13	5.23	(743.20)
Breakroom Supplies	4,000.00	666.67	86.79	2.17	(579.88)
Postage	2,500.00	416.67	200.00	8.00	(216.67)
Hospitality	500.00	83.33	0.00	0.00	(83.33)
Accounting and Bookkeeping	24,000.00	4,000.00	2,655.00	11.06	(1,345.00)
Delivery Service	6,000.00	1,000.00	525.00	8.75	(475.00)
Payroll Services	9,500.00	1,583.33	1,637.90	17.24	54.57
Liability Insurance Costs	33,000.00	5,500.00	27,081.00	82.06	21,581.00
Board Expenses	1,500.00	250.00	18.90	1.26	(231.10)
Memberships	7,000.00	1,166.67	810.00	11.57	(356.67)
Legal	30,000.00	5,000.00	0.00	0.00	(5,000.00)
Consultants	5,000.00	833.33	0.00	0.00	(833.33)
Investment Fees	16,800.00	2,800.00	4,530.36	26.97	1,730.36
Miscellaneous	500.00	83.33	1.64	0.33	(81.69)
<b>Total Administration</b>	<b>197,750.00</b>	<b>32,958.33</b>	<b>40,625.39</b>	<b>20.54 %</b>	<b>7,667.06</b>
<b>Utilities</b>					
Electricity	42,000.00	7,000.00	6,453.62	15.37 %	(546.38)
Water	9,000.00	1,500.00	720.33	8.00	(779.67)
Storm Sewer	1,500.00	250.00	133.16	8.88	(116.84)
Natural Gas	13,500.00	2,250.00	309.16	2.29	(1,940.84)
Telephone	16,500.00	2,750.00	325.45	1.97	(2,424.55)
Internet Services	24,000.00	4,000.00	1,112.53	4.64	(2,887.47)
<b>Total Utilities</b>	<b>106,500.00</b>	<b>17,750.00</b>	<b>9,054.25</b>	<b>8.50 %</b>	<b>(8,695.75)</b>
<b>Information Technology</b>					
CCS Operating	79,000.00	13,166.67	17,673.93	22.37 %	4,507.26
Software	90,000.00	15,000.00	12,819.40	14.24	(2,180.60)
LAN Management	40,000.00	6,666.67	5,893.32	14.73	(773.35)
Hardware	3,000.00	500.00	735.56	24.52	235.56
Website/Platform Fees	100,000.00	16,666.67	26,748.45	26.75	10,081.78
Photocopier Leases	23,000.00	3,833.33	3,776.24	16.42	(57.09)
Computer Equipment	40,000.00	6,666.67	15,484.48	38.71	8,817.81
<b>Total Information Technology</b>	<b>375,000.00</b>	<b>62,500.00</b>	<b>83,131.38</b>	<b>22.17 %</b>	<b>20,631.38</b>



**Winnetka-Northfield Public Library District**  
**Statement of Revenues and Expenditures - Modified Cash Basis**  
**For the 2 Months Ended August 31, 2023**

Prorated Budget Percentage Spent: 16.67%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year to Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
<b>LIBRARY FUND</b>					
<b>Public Relations</b>					
Promotional	11,000.00	1,833.33	1,105.63	10.05 %	(727.70)
Newsletter/Mailers	25,000.00	4,166.67	942.62	3.77	(3,224.05)
PR Supplies	4,000.00	666.67	1,986.51	49.66	1,319.84
Marketing/Advertising	<u>7,000.00</u>	<u>1,166.67</u>	<u>0.00</u>	<u>0.00</u>	<u>(1,166.67)</u>
<b>Total Public Relations</b>	<u>47,000.00</u>	<u>7,833.33</u>	<u>4,034.76</u>	<u>8.58 %</u>	<u>(3,798.57)</u>
<b>Library Materials - Adult</b>					
Books-Fiction-Adult	85,000.00	14,166.67	15,358.88	18.07 %	1,192.21
Books-Non-Fiction-Adult	75,000.00	12,500.00	8,832.48	11.78	(3,667.52)
Periodicals	20,200.00	3,366.67	2,935.34	14.53	(431.33)
DVDs-Adult	25,000.00	4,166.67	2,590.79	10.36	(1,575.88)
Audio Books-Adult	6,500.00	1,083.33	1,091.74	16.80	8.41
Books-Digital	0.00	0.00	21,513.10	0.00	21,513.10
Online Database	65,000.00	10,833.33	14,097.11	21.69	3,263.78
E Books	255,800.00	42,633.33	0.00	0.00	(42,633.33)
Video Games-Adults	<u>2,000.00</u>	<u>333.33</u>	<u>0.00</u>	<u>0.00</u>	<u>(333.33)</u>
<b>Total Library Materials - Adult</b>	<u>534,500.00</u>	<u>89,083.33</u>	<u>66,419.44</u>	<u>12.43 %</u>	<u>(22,663.89)</u>
<b>Library Materials - Youth</b>					
Kits	5,000.00	833.33	1,046.76	20.94 %	213.43
Books-Fiction-Juv	45,000.00	7,500.00	5,975.67	13.28	(1,524.33)
Books-Non-Fiction-Juv	13,000.00	2,166.67	4,457.66	34.29	2,290.99
DVDs-Juv	1,500.00	250.00	52.48	3.50	(197.52)
Audio Books/Talking Books Juv	15,000.00	2,500.00	5,472.92	36.49	2,972.92
Video Games-Juv	<u>5,500.00</u>	<u>916.67</u>	<u>312.29</u>	<u>5.68</u>	<u>(604.38)</u>
<b>Total Library Materials - Youth</b>	<u>85,000.00</u>	<u>14,166.67</u>	<u>17,317.78</u>	<u>20.37 %</u>	<u>3,151.11</u>
<b>Programs</b>					
Reading Programs	10,000.00	1,666.67	2,271.43	22.71 %	604.76
Programming - Studio	11,750.00	1,958.33	799.48	6.80	(1,158.85)
Programming - Youth	30,000.00	5,000.00	5,617.53	18.73	617.53
Programming - Adult	37,500.00	6,250.00	7,071.56	18.86	821.56
Studio Maintenance/Repair	<u>1,000.00</u>	<u>166.67</u>	<u>0.00</u>	<u>0.00</u>	<u>(166.67)</u>
<b>Total Programs</b>	<u>90,250.00</u>	<u>15,041.67</u>	<u>15,760.00</u>	<u>17.46 %</u>	<u>718.33</u>
<b>Capital</b>					
Capital Outlay	440,000.00	73,333.33	4,230.04	0.96 %	(69,103.29)
Building	155,000.00	25,833.33	9,876.50	6.37	(15,956.83)
Equipment/Furniture	<u>25,000.00</u>	<u>4,166.67</u>	<u>4,926.05</u>	<u>19.70</u>	<u>759.38</u>
<b>Total Capital</b>	<u>620,000.00</u>	<u>103,333.33</u>	<u>19,032.59</u>	<u>3.07 %</u>	<u>(84,300.74)</u>
<b>Total Expenses</b>	<u>4,552,250.00</u>	<u>758,708.33</u>	<u>605,557.75</u>	<u>13.30 %</u>	<u>(153,150.58)</u>
<b>Excess Revenues less Expenses</b>	<u>23.00</u>	<u>3.84</u>	<u>(419,506.69)</u>	<u>(1,823,942.13)%</u>	<u>(419,510.53)</u>

**Winnetka-Northfield Public Library District**

**Statement of Revenues and Expenditures - Modified Cash Basis**

**For the 2 Months Ended August 31, 2023**

Prorated Budget Percentage Spent: 16.67%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year to Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
<b>BUILDING FUND</b>					
<b>Revenues</b>					
Property Taxes Collections-Building	380,000.00	63,333.33	0.00	0.00 %	(63,333.33)
<b>Total Revenue</b>	<u>380,000.00</u>	<u>63,333.33</u>	<u>0.00</u>	<u>0.00 %</u>	<u>(63,333.33)</u>
<b>Expenses</b>					
Northfield Lease	69,000.00	11,500.00	11,364.84	16.47 %	(135.16)
Janitorial Supplies	10,800.00	1,800.00	1,394.60	12.91	(405.40)
Snow Removal	9,000.00	1,500.00	0.00	0.00	(1,500.00)
Building Appraisal	300.00	50.00	285.00	95.00	235.00
Building Maintenance Service	100,000.00	16,666.67	16,000.00	16.00	(666.67)
Elevators	135,000.00	22,500.00	(919.85)	(0.68)	(23,419.85)
Landscaping	25,000.00	4,166.67	2,332.94	9.33	(1,833.73)
HVAC	11,200.00	1,866.67	0.00	0.00	(1,866.67)
Automatic Doors	5,000.00	833.33	412.50	8.25	(420.83)
Roof	700.00	116.67	0.00	0.00	(116.67)
Alarms & Security	6,000.00	1,000.00	492.00	8.20	(508.00)
Equipment	4,000.00	666.67	250.00	6.25	(416.67)
Plumbing	500.00	83.33	0.00	0.00	(83.33)
Electrical	1,500.00	250.00	0.00	0.00	(250.00)
Misc Services	<u>2,000.00</u>	<u>333.33</u>	<u>934.90</u>	<u>46.75</u>	<u>601.57</u>
<b>Total Expenses</b>	<u>380,000.00</u>	<u>63,333.33</u>	<u>32,546.93</u>	<u>8.56 %</u>	<u>(30,786.40)</u>
<b>Excess Revenues less Expenses</b>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ (32,546.93)</u>	<u>0.00 %</u>	<u>(32,546.93)</u>
<b>IMRF FUND</b>					
<b>Revenues</b>					
Property Taxes Collections-IMRF	1.00	0.17	399.03	39,903.00 %	398.86
<b>Total Revenue</b>	<u>1.00</u>	<u>0.17</u>	<u>399.03</u>	<u>39,903.00 %</u>	<u>398.86</u>
<b>Expenses</b>					
IMRF Expenses	1.00	0.17	7,373.40	737,340.00 %	7,373.23
<b>Total Expenses</b>	<u>1.00</u>	<u>0.17</u>	<u>7,373.40</u>	<u>737,340.00 %</u>	<u>7,373.23</u>
<b>Excess Revenues less Expenses</b>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ (6,974.37)</u>	<u>0.00 %</u>	<u>(6,974.37)</u>

**Winnetka-Northfield Public Library District**  
**Statement of Revenues and Expenditures - Modified Cash Basis**  
**For the 2 Months Ended August 31, 2023**

Prorated Budget Percentage Spent: 16.67%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year to Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
<b>FICA FUND</b>					
<b>Revenues</b>					
Property Taxes Collections-FICA	0.00	0.00	2,348.68	0.00 %	2,348.68
<b>Total Revenue</b>	<u>0.00</u>	<u>0.00</u>	<u>2,348.68</u>	<u>0.00 %</u>	<u>2,348.68</u>
<b>Expenses</b>					
FICA	70,000.00	11,666.67	26,956.84	38.51 %	15,290.17
<b>Total Expenses</b>	<u>70,000.00</u>	<u>11,666.67</u>	<u>26,956.84</u>	<u>38.51 %</u>	<u>15,290.17</u>
 <b>Excess Revenues less Expenses</b>	 <u>\$ (70,000.00)</u>	 <u>\$ (11,666.67)</u>	 <u>\$ (24,608.16)</u>	 <u>35.15 %</u>	 <u>(12,941.49)</u>
<b>UNEMPLOYMENT FUND</b>					
<b>Revenues</b>					
Property Taxes Collections-Unemployment	1.00	0.17	0.03	3.00 %	(0.14)
<b>Total Revenue</b>	<u>1.00</u>	<u>0.17</u>	<u>0.03</u>	<u>3.00 %</u>	<u>(0.14)</u>
<b>Expenses</b>					
Unemployment	1.00	0.17	0.00	0.00 %	(0.17)
<b>Total Expenses</b>	<u>1.00</u>	<u>0.17</u>	<u>0.00</u>	<u>0.00 %</u>	<u>(0.17)</u>
 <b>Excess Revenues less Expenses</b>	 <u>\$ 0.00</u>	 <u>\$ 0.00</u>	 <u>\$ 0.03</u>	 <u>0.00 %</u>	 <u>0.03</u>

**Winnetka-Northfield Public Library District**  
**Statement of Revenues and Expenditures - Modified Cash Basis**  
**For the 2 Months Ended August 31, 2023**

Prorated Budget Percentage Spent: 16.67%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year to Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
<b>SPECIAL RESERVE FUND</b>					
<b>Revenues</b>					
Transfer In	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00 %</u>	<u>0.00</u>
<b>Expenses</b>					
Capital Outlay	<u>5,200,000.00</u>	<u>866,666.67</u>	<u>0.00</u>	<u>0.00 %</u>	<u>(866,666.67)</u>
<b>Total Expenses</b>	<u>5,200,000.00</u>	<u>866,666.67</u>	<u>0.00</u>	<u>0.00 %</u>	<u>(866,666.67)</u>
 <b>Excess Revenues less Expenses</b>	 <u><u>\$ (5,200,000.00)</u></u>	 <u><u>\$ (866,666.67)</u></u>	 <u><u>\$ 0.00</u></u>	 <u><u>0.00 %</u></u>	 <u><u>866,666.67</u></u>

# Winnetka-Northfield Public Library District

## Check Register

All Bank Accounts

August 1, 2023 - August 31, 2023

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
<b>Vendor Checks</b>						
OurDigitalWorld 10-0-5177	Website/Platform Fees	To VOID check 4060	-4,250.00	4060	08/31/23	<u>(4,250.00)</u>
Amber Urich 10-0-5907	Programming - Youth	Employee Reimbursement "Sensory Shenanigans -Watermelon"	8.99	4086	08/03/23	<u>12.34</u>
10-0-5907	Programming - Youth	Mileage Reimbursement - Urich	3.35			
Amelia Kmiec 10-0-5907	Programming - Youth	Reimbursement for "Items for Edible Sushi"	13.47	4087	08/03/23	<u>13.47</u>
Annie Chu 10-0-5906	Programming - Studio	Employee Reimbursement	243.51	4088	08/03/23	<u>243.51</u>
AT&T 10-0-5176	Internet Services	INV # S663007007-23191	336.37	4089	08/03/23	<u>672.74</u>
10-0-5176	Internet Services	INV #S663007007-23161	336.37			
Book Stall 10-1-5341	Books-Non-Fiction-Adult-Winnetka	INV# 474486	26.36	4090	08/03/23	<u>125.52</u>
10-1-5341	Books-Non-Fiction-Adult-Winnetka	INV# 474880	19.16			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	INV# 475447	40.00			
10-2-5341	Books-Non-Fiction-Adult-Northfield	INV# 475447	40.00			
Catapult 10-0-5115	Flexible Spending Account	INV# 00133410	35.00	4091	08/03/23	<u>35.00</u>
Cherise Slattery 10-0-5908	Programming - Adult	Library Programming "Italian Basics"	455.00	4092	08/03/23	<u>455.00</u>
Chicago Tribune 10-1-5342	Periodicals-Winnetka	ACC# 10046207	324.00	4093	08/03/23	<u>652.99</u>
10-1-5342	Periodicals-Winnetka	ACC# 40046140	328.99			
Clear Loss Prevention, Inc 10-0-5882	Building	INV# 71459	853.00	4094	08/03/23	<u>853.00</u>
Esscoe L.L.C. 10-0-5134	Software	INV# 60156	486.96	4095	08/03/23	<u>486.96</u>
Fox Valley Fire & Safety 70-0-5758	Alarms & Security	INV # IN00604666	183.00	4096	08/03/23	<u>183.00</u>
Great Oaks Landscaping, Inc. 70-0-5750	Landscaping	INV# 17698	175.00	4097	08/03/23	<u>377.50</u>
70-0-5750	Landscaping	INV# 17586	202.50			
Greenfield Consulting LLC 10-0-5908	Programming - Adult	Library Presentation "Medicare 101"	75.00	4098	08/03/23	<u>75.00</u>
Mark Swenson 10-0-5114	Professional Development	Employee Reimbursement	229.70	4099	08/03/23	<u>229.70</u>

# Winnetka-Northfield Public Library District

## Check Register

All Bank Accounts

August 1, 2023 - August 31, 2023

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Melissa Morgan 10-0-5114	Professional Development	Travel Expense Reimbursement	62.34	4100	08/03/23	<u>62.34</u>
Nancy Meislahn 10-0-4150	Lost/Damaged Materials	Patron Refund	39.99	4101	08/03/23	<u>39.99</u>
Noah Berg 10-0-5308	Reading Programs	Library Performance "WNPLD End Of Summer Party - DJ"	400.00	4102	08/03/23	<u>400.00</u>
Party Picassos 10-0-5308	Reading Programs	INV# 230311	600.00	4103	08/03/23	<u>600.00</u>
Printing Concepts 10-0-5120	Library Supplies	INV# 153521	681.66	4104	08/03/23	<u>681.66</u>
Quench USA, Inc. 10-0-5122	Breakroom Supplies	INV# INV06126701	8.63	4105	08/03/23	<u>8.63</u>
Rebecca Ganellen 10-0-5114	Professional Development	Travel Reimbursement - Ganellen 7/18/23	88.55	4106	08/03/23	<u>88.55</u>
Schillers 10-0-5134	Software	ACC# 95627	960.00	4107	08/03/23	<u>960.00</u>
Scott Ingerson 10-0-5308	Reading Programs	Library Presentation "End of Summer Celebration"	950.00	4108	08/03/23	<u>950.00</u>
Team One Repair, Inc. 10-0-5120	Library Supplies	INV# 1422343	211.00	4109	08/03/23	<u>211.00</u>
Technology Management Rev Fund 10-0-5176	Internet Services	INV# T2329914	450.00	4110	08/03/23	<u>450.00</u>
Tee Jay Service Company, Inc 70-0-5755	Automatic Doors	INV# 199701	330.00	4111	08/03/23	<u>330.00</u>
Terrance Lynch 10-0-5908	Programming - Adult	Library Programming "Daniel Burnham's Chicago"	300.00	4112	08/03/23	<u>300.00</u>
Utica National Insurance Group 10-0-5150	Liability Insurance	ACC# 202228254	17,443.00	4113	08/03/23	<u>17,443.00</u>
Barbara Rinella 10-0-5908	Programming - Adult	Barbara Rinella	350.00	4114	08/18/23	<u>350.00</u>
Claire Evans 10-0-5908	Programming - Adult	Claire Evans	275.00	4115	08/18/23	<u>275.00</u>
EBSCO Information Services 10-1-5346	Online Database - Winnetka	Inv 1000212958-1	3,432.00	4116	08/18/23	<u>6,350.00</u>
10-1-5346	Online Database - Winnetka	Inv 1000209035-1	2,918.00			

# Winnetka-Northfield Public Library District

## Check Register

All Bank Accounts

August 1, 2023 - August 31, 2023

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Engberg Anderson, Inc.				4117	08/18/23	<u>4,230.04</u>
10-0-5743	Consultants	Inv 23358401-3	1,755.04			
10-0-5743	Consultants	Inv 23358402-2	2,475.00			
GenX Generator				4118	08/18/23	<u>250.00</u>
70-0-5782	Equipment	08.03.2023	250.00			
GUY SCOPELLITI LANDSCAPE				4119	08/18/23	<u>1,897.50</u>
70-0-5750	Landscaping	Inv 42609	1,897.50			
Industrial Appraisal Company				4120	08/18/23	<u>285.00</u>
70-0-5742	Building Appraisal	Inv 8502670	125.00			
70-0-5742	Building Appraisal	Inv 8502670	160.00			
Isabel Raci				4121	08/18/23	<u>450.00</u>
10-0-5908	Programming - Adult	Isabel Raci	450.00			
Jeff Mishur				4122	08/18/23	<u>360.00</u>
10-0-5908	Programming - Adult	Jeff Mishur	360.00			
John Adams				4123	08/18/23	<u>150.00</u>
10-0-5908	Programming - Adult	John Adams	150.00			
Library Ideas, LLC				4124	08/18/23	<u>3,608.08</u>
10-1-5444	Audio Books-Juv-Winnetka	Inv 101084	3,608.08			
OCLC Inc				4125	08/18/23	<u>4,150.00</u>
10-0-5134	Software	INV #1000310247	4,150.00			
Oxford University Press				4126	08/18/23	<u>1,657.18</u>
10-1-5346	Online Database - Winnetka	Inv XI16252551	1,657.18			
Parties with Character				4127	08/18/23	<u>381.00</u>
10-0-5907	Programming - Youth	Parties with Character	381.00			
The Book Stall				4128	08/18/23	<u>37.59</u>
10-2-5341	Books-Non-Fiction-Adult-Northfield	Inv 477303	23.99			
10-1-5340	Books-Fiction-Adult-Winnetka	Inv 477081	13.60			
U.S. Postal Service				4129	08/18/23	<u>942.62</u>
10-0-5722	Newsletter/Mailers	Permit #55 Account 551619	942.62			
Anna Karwowska				4130	08/31/23	<u>323.80</u>
10-0-5308	Reading Programs	Summer Reading Snacks	323.80			
Annie Chu				4131	08/31/23	<u>127.65</u>
10-0-5906	Programming - Studio	Employee Reimbursements	127.65			
Catapult				4132	08/31/23	<u>70.00</u>
10-0-5115	Flexible Spending Account	Inv 00132077	35.00			
10-0-5115	Flexible Spending Account	Inv 00134875	35.00			

# Winnetka-Northfield Public Library District

## Check Register

All Bank Accounts

August 1, 2023 - August 31, 2023

<b>Payee/Account #</b>	<b>Account Description</b>	<b>Description</b>	<b>Amount</b>	<b>Check Number</b>	<b>Check Date</b>	<b>Check Amount</b>
Chester Roush 10-0-5907	Programming - Youth	Comic Book Workshop	225.00	4133	08/31/23	<u>225.00</u>
Chicago Tribune 10-1-5342	Periodicals-Winnetka	Acct 40046140	335.44	4134	08/31/23	<u>673.86</u>
10-1-5342	Periodicals-Winnetka	Acct 10046207	338.42			
Dan Rosa 10-0-5907	Programming - Youth	Music and Movement Presentation	450.00	4135	08/31/23	<u>450.00</u>
Esscoe L.L.C. 70-0-5758	Alarms & Security	INV #60687	492.00	4136	08/31/23	<u>492.00</u>
Family Action Network 10-0-5907	Programming - Youth	Inv 843	500.00	4137	08/31/23	<u>1,000.00</u>
10-0-5908	Programming - Adult	Inv 843	500.00			
Illinois Office of the State Fire Marshal 70-0-5749	Elevators	Inv 5125137968	75.00	4138	08/31/23	<u>75.00</u>
InfoUSA Marketing, Inc. 10-1-5346	Online Database - Winnetka	Inv 10004132875	2,040.00	4139	08/31/23	<u>2,040.00</u>
Investor's Business Daily 10-1-5342	Periodicals-Winnetka	Investor's Business Daily	167.00	4140	08/31/23	<u>167.00</u>
Jessica Michna 10-0-5908	Programming - Adult	Program Presenter	230.00	4141	08/31/23	<u>230.00</u>
Kaleen Elizabeth Dolan 10-0-5908	Programming - Adult	Piano Performance	300.00	4142	08/31/23	<u>300.00</u>
Kelly Dull 10-0-5908	Programming - Adult	Fall Cookie Decorating	300.00	4143	08/31/23	<u>300.00</u>
Library Ideas, LLC 10-1-5444	Audio Books-Juv-Winnetka	Inv 101711	1,864.84	4144	08/31/23	<u>1,864.84</u>
Library Market LLC 10-0-5177	Website/Platform Fees	Inv 2554	17,450.00	4145	08/31/23	<u>17,450.00</u>
Marla Privitera 10-0-5908	Programming - Adult	Marla Privitera	150.00	4146	08/31/23	<u>150.00</u>
Megan Wells 10-0-5908	Programming - Adult	Program Presenter	400.00	4147	08/31/23	<u>400.00</u>
Melissa Morgan 10-0-5732	Staff Recognition/Events/Meetings	Staff Recognition	40.93	4148	08/31/23	<u>40.93</u>
Monica Dombrowski 10-0-5114	Professional Development	Travel Exp. Reimbursement	34.10	4149	08/31/23	<u>34.10</u>



# Winnetka-Northfield Public Library District

## Check Register

All Bank Accounts

August 1, 2023 - August 31, 2023

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Northbrook Public Library 10-0-5114	Professional Development	Inv NPL AKE 26	600.00	4150	08/31/23	<u>600.00</u>
OurDigitalWorld 10-0-5177	Website/Platform Fees	Inv 2023-144	4,250.00	4151	08/31/23	<u>4,250.00</u>
Quench USA, Inc. 10-0-5122	Breakroom Supplies	Inv 6263487	6.59	4152	08/31/23	<u>6.59</u>
Stephanie Girardi 70-0-5750	Landscaping	Chalet Nursery - Fall Replant	211.79	4153	08/31/23	<u>211.79</u>
Tee Jay Service Company, Inc 70-0-5755	Automatic Doors	Inv 200499	412.50	4154	08/31/23	<u>412.50</u>
The Book Stall 10-2-5341	Books-Non-Fiction-Adult-Northfield	Inv 479928	23.96	4155	08/31/23	<u>47.96</u>
10-2-5341	Books-Non-Fiction-Adult-Northfield	Inv 479856	24.00			
Thomas Henry 10-0-5908	Programming - Adult	Mini Histories of Chicago Presentation	300.00	4156	08/31/23	<u>300.00</u>
Winnetka-Northfield Chamber of Commerce 10-0-5731	Memberships	Membership dues 2023-2024; Inv 46891	435.00	4157	08/31/23	<u>435.00</u>
DELTA DENTAL PLAN OF ILLINOIS 10-0-5111	Health Insurance	INV# 1704762	1,384.54	17782	08/11/23	<u>1,384.54</u>
Philadelphia Insurance Companies 10-0-5150	Liability Insurance	ACC# 80387225	9,638.00	17783	08/11/23	<u>9,638.00</u>
CDW-G 10-0-5885	Computer Equipment	INV# KS35013	392.10	17784	08/11/23	<u>1,089.30</u>
10-0-5136	Hardware	INV# KT27856	604.32			
10-0-5136	Hardware	INV# KT57700	92.88			
Warehouse Direct 70-0-5725	Janitorial Supplies	INV# 5533885-0	152.99	17785	08/11/23	<u>152.99</u>
Robbins Schwartz 10-0-5736	Legal	INV# 953717	918.75	17786	08/11/23	<u>918.75</u>
CHICAGO BACKFLOW INC. 70-0-5799	Misc Services	INV# 386184	599.90	17787	08/11/23	<u>599.90</u>
DEMCO 10-0-5884	Equipment/Furniture	INV# 7336826	2,049.38	17788	08/11/23	<u>2,322.30</u>
10-1-5439	Kits	INV# 7338843	17.59			
10-0-5120	Library Supplies	INV# 7338843	255.33			
RAILS 10-0-5177	Website/Platform Fees	INV# 11122	4,794.00	17789	08/11/23	<u>4,794.00</u>

# Winnetka-Northfield Public Library District

## Check Register

All Bank Accounts

August 1, 2023 - August 31, 2023

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
COOPERATIVE COMPUTER SERVICES				17790	08/11/23	<u>19,728.69</u>
10-0-5132	CCS Operating & OCLC	INV# 2168	19,728.69			
HOOPLA (MIDWEST TAPE)				17791	08/11/23	<u>2,363.12</u>
10-1-5345	Books-Digital-Winnetka	INV# 504147512	2,363.12			
Kanopy				17792	08/11/23	<u>803.00</u>
10-1-5345	Books-Digital-Winnetka	INV# 359213 - PPU	803.00			
OVERDRIVE INC.				17793	08/11/23	<u>17,794.72</u>
10-1-5345	Books-Digital-Winnetka	INV# 01018CP23274996	11,899.02			
10-1-5345	Books-Digital-Winnetka	INV# 01018MA23273991	1,233.44			
10-1-5345	Books-Digital-Winnetka	INV# 01018MA23276315	4,662.26			
Lauterbach & Amen, LLP				17794	08/11/23	<u>1,725.00</u>
10-0-5131	Accounting and Bookkeeping	INV# 81229	1,725.00			
Baker & Taylor				17795	08/11/23	<u>14,232.52</u>
10-1-5341	Books-Non-Fiction-Adult-Winnetka	2037635180	573.71			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	2037646587	528.53			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	2037648952	389.43			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	2037659040	509.99			
10-2-5341	Books-Non-Fiction-Adult-Northfield	2037659040	135.52			
10-2-5341	Books-Non-Fiction-Adult-Northfield	2037648952	133.99			
10-2-5341	Books-Non-Fiction-Adult-Northfield	2037646587	218.07			
10-2-5341	Books-Non-Fiction-Adult-Northfield	2037635180	193.63			
10-2-5440	Books-Fiction-Juv-Northfield	2037663659	68.89			
10-2-5440	Books-Fiction-Juv-Northfield	2037645036	51.13			
10-2-5440	Books-Fiction-Juv-Northfield	2037657195	138.87			
10-2-5440	Books-Fiction-Juv-Northfield	2037646604	337.90			
10-2-5440	Books-Fiction-Juv-Northfield	2037651749	200.08			
10-2-5440	Books-Fiction-Juv-Northfield	2037629117	44.61			
10-2-5440	Books-Fiction-Juv-Northfield	2037622062	13.49			
10-2-5441	Books-Non-Fiction-Juv-Northfield	2037648638	361.36			
10-2-5441	Books-Non-Fiction-Juv-Northfield	2037637792	66.22			
10-1-5340	Books-Fiction-Adult-Winnetka	2037631222	286.59			
10-1-5340	Books-Fiction-Adult-Winnetka	2037626083	200.46			
10-1-5340	Books-Fiction-Adult-Winnetka	2037634316	162.64			
10-1-5340	Books-Fiction-Adult-Winnetka	2037636257	329.44			
10-1-5340	Books-Fiction-Adult-Winnetka	2037638892	259.45			

# Winnetka-Northfield Public Library District

## Check Register

All Bank Accounts

August 1, 2023 - August 31, 2023

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-1-5340	Books-Fiction-Adult-Winnetka	2037646573	41.19			
10-1-5340	Books-Fiction-Adult-Winnetka	2037645504	362.96			
10-1-5340	Books-Fiction-Adult-Winnetka	2037647293	253.51			
10-1-5340	Books-Fiction-Adult-Winnetka	2037657168	354.52			
10-1-5340	Books-Fiction-Adult-Winnetka	2037659596	852.92			
10-1-5340	Books-Fiction-Adult-Winnetka	2037665264	293.99			
10-1-5340	Books-Fiction-Adult-Winnetka	2037667932	296.38			
10-1-5340	Books-Fiction-Adult-Winnetka	2037677794	205.44			
10-1-5340	Books-Fiction-Adult-Winnetka	2037674957	787.28			
10-2-5340	Books-Fiction-Adult-Northfield	2037674957	304.47			
10-2-5340	Books-Fiction-Adult-Northfield	2037665264	103.94			
10-2-5340	Books-Fiction-Adult-Northfield	2037667932	208.70			
10-2-5340	Books-Fiction-Adult-Northfield	2037677794	82.47			
10-2-5340	Books-Fiction-Adult-Northfield	2037659596	115.83			
10-2-5340	Books-Fiction-Adult-Northfield	2037657168	99.42			
10-2-5340	Books-Fiction-Adult-Northfield	2037647293	48.02			
10-2-5340	Books-Fiction-Adult-Northfield	2037646573	100.02			
10-2-5340	Books-Fiction-Adult-Northfield	2037645504	97.77			
10-2-5340	Books-Fiction-Adult-Northfield	2037636257	97.77			
10-2-5340	Books-Fiction-Adult-Northfield	2037638892	90.17			
10-2-5340	Books-Fiction-Adult-Northfield	2037626083	83.42			
10-2-5340	Books-Fiction-Adult-Northfield	2037634316	64.97			
10-2-5340	Books-Fiction-Adult-Northfield	2037631222	123.66			
10-1-5440	Books-Fiction-Juv-Winnetka	2037663659	182.55			
10-1-5440	Books-Fiction-Juv-Winnetka	2037622063	13.49			
10-1-5440	Books-Fiction-Juv-Winnetka	2037646604	7.73			
10-1-5440	Books-Fiction-Juv-Winnetka	2037651749	17.89			
10-1-5440	Books-Fiction-Juv-Winnetka	2037645036	118.16			
10-1-5440	Books-Fiction-Juv-Winnetka	2037657195	243.11			
10-1-5441	Books-Non-Fiction-Juv-Winnetka	2037637792	48.89			
10-1-5441	Books-Non-Fiction-Juv-Winnetka	2037648638	28.48			
10-1-5441	Books-Non-Fiction-Juv-Winnetka	2037656709	295.16			

# Winnetka-Northfield Public Library District

## Check Register

All Bank Accounts

August 1, 2023 - August 31, 2023

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-1-5441	Books-Non-Fiction-Juv-Winnetka	2037659042	671.46			
10-2-5441	Books-Non-Fiction-Juv-Northfield	2037656709	92.14			
10-0-5120	Library Supplies	2037631222	27.38			
10-0-5120	Library Supplies	2037674957	68.21			
10-0-5120	Library Supplies	COA102966964	130.43			
10-0-5120	Library Supplies	2037399593	354.84			
10-0-5120	Library Supplies	2037394168	303.23			
10-0-5120	Library Supplies	COA102974932	21.05			
10-0-5120	Library Supplies	2037490578	15.71			
10-0-5120	Library Supplies	2037582466	132.92			
10-0-5120	Library Supplies	2037578614	350.10			
10-0-5120	Library Supplies	COA102979186	65.86			
10-0-5120	Library Supplies	2037622062	1.47			
10-0-5120	Library Supplies	2037622063	0.68			
10-0-5120	Library Supplies	2037626083	22.82			
10-0-5120	Library Supplies	2037634316	16.98			
10-0-5120	Library Supplies	2037646573	8.62			
10-0-5120	Library Supplies	2037646604	89.95			
10-0-5120	Library Supplies	2037651749	36.04			
10-0-5120	Library Supplies	2037635180	44.26			
10-0-5120	Library Supplies	2037636257	25.09			
10-0-5120	Library Supplies	2037637792	6.12			
10-0-5120	Library Supplies	2037638892	20.74			
10-0-5120	Library Supplies	2037656709	9.86			
10-0-5120	Library Supplies	2037657168	26.79			
10-0-5120	Library Supplies	2037659596	75.38			
10-0-5120	Library Supplies	2037663659	27.36			
10-0-5120	Library Supplies	2037665264	31.33			
10-0-5120	Library Supplies	2037667932	29.43			
10-0-5120	Library Supplies	2037677794	16.46			
10-0-5120	Library Supplies	2037645036	22.29			
10-0-5120	Library Supplies	2037647293	19.71			
10-0-5120	Library Supplies	2037648638	44.84			
10-0-5120	Library Supplies	2037648952	27.17			
10-0-5120	Library Supplies	2037657195	46.38			
10-0-5120	Library Supplies	2037629117	4.82			
10-0-5120	Library Supplies	2037645504	26.82			
10-0-5120	Library Supplies	2037646587	30.62			
10-0-5120	Library Supplies	2037659040	37.28			
10-0-5120	Library Supplies	2037659042	21.60			
Midwest Tape				17796	08/11/23	<u>471.43</u>
10-1-5343	DVDs-Adult-Winnetka	504089440	58.47			
10-1-5343	DVDs-Adult-Winnetka	504089442	29.99			
10-1-5343	DVDs-Adult-Winnetka	504124612	57.98			
10-1-5343	DVDs-Adult-Winnetka	504124616	21.74			
10-1-5343	DVDs-Adult-Winnetka	504124615	43.48			
10-2-5344	Audio Books-Adult-Northfield	504124611	44.99			
10-2-5344	Audio Books-Adult-Northfield	504089128	39.99			
10-0-5120	Library Supplies	504124589	1.99			
10-0-5120	Library Supplies	504089442	3.98			
10-0-5120	Library Supplies	504089441	3.98			
10-0-5120	Library Supplies	504089440	5.97			

# Winnetka-Northfield Public Library District

## Check Register

All Bank Accounts

August 1, 2023 - August 31, 2023

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5120	Library Supplies	504124616	1.99			
10-0-5120	Library Supplies	504089128	1.99			
10-0-5120	Library Supplies	504124611	1.99			
10-0-5120	Library Supplies	504124612	3.98			
10-0-5120	Library Supplies	504124613	1.99			
10-0-5120	Library Supplies	504124614	1.99			
10-0-5120	Library Supplies	504124615	3.98			
10-2-5343	DVDs-Adult-Northfield	504124614	20.99			
10-2-5343	DVDs-Adult-Northfield	504089441	29.99			
10-1-5344	Audio Books-Adult-Winnetka	504124589	44.99			
10-1-5344	Audio Books-Adult-Winnetka	504124613	44.99			
Shales McNutt Construction				17797	08/11/23	<u>9,152.00</u>
10-0-5882	Building	INV #MISC 04	9,152.00			
Baker & Taylor				17809	08/24/23	<u>6,462.94</u>
10-1-5341	Books-Non-Fiction-Adult-Winnetka	2037665635	290.94			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	2037679327	545.66			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	2037703834	1,019.22			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	2037691817	228.51			
10-2-5341	Books-Non-Fiction-Adult-Northfield	2037703834	167.58			
10-2-5341	Books-Non-Fiction-Adult-Northfield	2037691817	100.69			
10-2-5341	Books-Non-Fiction-Adult-Northfield	2037679327	91.62			
10-2-5341	Books-Non-Fiction-Adult-Northfield	2037665635	27.69			
10-2-5440	Books-Fiction-Juv-Northfield	2037692243	77.28			
10-2-5440	Books-Fiction-Juv-Northfield	2037663613	113.92			
10-2-5440	Books-Fiction-Juv-Northfield	2037682625	95.98			
10-2-5440	Books-Fiction-Juv-Northfield	2037650694	683.59			
10-2-5440	Books-Fiction-Juv-Northfield	2037673748	97.46			
10-2-5440	Books-Fiction-Juv-Northfield	2037644362	14.24			
10-2-5440	Books-Fiction-Juv-Northfield	2037694561	34.09			
10-2-5440	Books-Fiction-Juv-Northfield	2037701554	98.69			
10-2-5441	Books-Non-Fiction-Juv-Northfield	2037682587	118.32			
10-2-5441	Books-Non-Fiction-Juv-Northfield	2037694522	43.89			
10-1-5340	Books-Fiction-Adult-Winnetka	2037692871	311.16			
10-1-5340	Books-Fiction-Adult-Winnetka	2037688321	520.34			
10-1-5340	Books-Fiction-Adult-Winnetka	2037689976	178.39			
10-1-5340	Books-Fiction-Adult-Winnetka	2037699518	211.62			

# Winnetka-Northfield Public Library District

## Check Register

All Bank Accounts

August 1, 2023 - August 31, 2023

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-1-5340	Books-Fiction-Adult-Winnetka	2037702097	291.95			
10-1-5340	Books-Fiction-Adult-Winnetka	2037677145	202.43			
10-1-5340	Books-Fiction-Adult-Winnetka	2037648610	112.99			
10-2-5340	Books-Fiction-Adult-Northfield	2037677145	15.26			
10-2-5340	Books-Fiction-Adult-Northfield	2037702097	115.01			
10-2-5340	Books-Fiction-Adult-Northfield	2037689976	33.90			
10-2-5340	Books-Fiction-Adult-Northfield	2037699518	119.72			
10-2-5340	Books-Fiction-Adult-Northfield	2037688321	296.11			
10-2-5340	Books-Fiction-Adult-Northfield	2037692871	106.06			
10-1-5440	Books-Fiction-Juv-Winnetka	2037701554	66.16			
10-1-5440	Books-Fiction-Juv-Winnetka	2037694522	165.33			
10-1-5440	Books-Fiction-Juv-Winnetka	2037694561	179.05			
10-1-5440	Books-Fiction-Juv-Winnetka	2037659026	234.17			
10-1-5440	Books-Fiction-Juv-Winnetka	2037673748	152.33			
10-1-5440	Books-Fiction-Juv-Winnetka	2037682625	81.54			
10-1-5440	Books-Fiction-Juv-Winnetka	2037650695	13.49			
10-1-5440	Books-Fiction-Juv-Winnetka	2037663614	54.99			
10-1-5440	Books-Fiction-Juv-Winnetka	2037692243	430.89			
10-1-5440	Books-Fiction-Juv-Winnetka	2037663615	261.80			
10-1-5441	Books-Non-Fiction-Juv-Winnetka	2037694522	220.67			
10-1-5441	Books-Non-Fiction-Juv-Winnetka	2037682587	188.20			
10-0-5120	Library Supplies	2037691817	27.07			
10-0-5120	Library Supplies	COA102966964 - Credit	-260.86			
10-0-5120	Library Supplies	2037399593 - Credit	-709.68			
10-0-5120	Library Supplies	2037394168 - Credit	-606.46			
10-0-5120	Library Supplies	COA102974932 - Credit	-42.10			
10-0-5120	Library Supplies	2037490578 - Credit	-31.42			
10-0-5120	Library Supplies	2037582466 - Credit	-265.84			
10-0-5120	Library Supplies	2037578614 - Credit	-700.20			
10-0-5120	Library Supplies	COA102979186 - Credit	-131.72			
10-0-5120	Library Supplies	2037694522	31.01			
10-0-5120	Library Supplies	2037694561	53.31			
10-0-5120	Library Supplies	2037701554	57.83			
10-0-5120	Library Supplies	2037703834	69.71			
10-0-5120	Library Supplies	2037648610	5.30			
10-0-5120	Library Supplies	2037679327	34.90			
10-0-5120	Library Supplies	2037682587	20.48			
10-0-5120	Library Supplies	2037682625	29.74			
10-0-5120	Library Supplies	2037650694	73.07			
10-0-5120	Library Supplies	2037650695	0.68			
10-0-5120	Library Supplies	2037699518	22.25			

# Winnetka-Northfield Public Library District

## Check Register

All Bank Accounts

August 1, 2023 - August 31, 2023

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5120	Library Supplies	2037702097	26.78			
10-0-5120	Library Supplies	2037663613	11.77			
10-0-5120	Library Supplies	2037663614	6.10			
10-0-5120	Library Supplies	2037692243	94.18			
10-0-5120	Library Supplies	2037663615	23.35			
10-0-5120	Library Supplies	2037677145	18.19			
10-0-5120	Library Supplies	2037644362	1.47			
10-0-5120	Library Supplies	2037665635	18.24			
10-0-5120	Library Supplies	2037692871	23.52			
10-0-5120	Library Supplies	2037673748	28.26			
10-0-5120	Library Supplies	2037689976	11.74			
10-0-5120	Library Supplies	2037688321	43.78			
10-0-5120	Library Supplies	2037659026	65.56			
Midwest Tape				17810	08/24/23	<u>659.22</u>
10-1-5343	DVDs-Adult-Winnetka	504146686	59.98			
10-1-5343	DVDs-Adult-Winnetka	504155781	26.24			
10-1-5343	DVDs-Adult-Winnetka	504155782	29.99			
10-1-5343	DVDs-Adult-Winnetka	504155783	118.45			
10-1-5343	DVDs-Adult-Winnetka	504155784	59.98			
10-1-5343	DVDs-Adult-Winnetka	504155787	77.97			
10-1-5443	DVDs-Juv-Winnetka	504146687	26.24			
10-2-5443	DVDs-Juv-Northfield	504146688	26.24			
10-0-5120	Library Supplies	504155785	5.97			
10-0-5120	Library Supplies	504155784	3.98			
10-0-5120	Library Supplies	504155786	9.77			
10-0-5120	Library Supplies	504155787	5.97			
10-0-5120	Library Supplies	504146688	1.99			
10-0-5120	Library Supplies	504146687	1.99			
10-0-5120	Library Supplies	504146686	7.78			
10-0-5120	Library Supplies	504146689	1.99			
10-0-5120	Library Supplies	504155781	1.99			
10-0-5120	Library Supplies	504155783	13.75			
10-0-5120	Library Supplies	504155782	3.98			
10-0-5120	Library Supplies	504155788	5.79			
10-2-5343	DVDs-Adult-Northfield	504155786	52.47			
10-2-5343	DVDs-Adult-Northfield	504155785	59.98			
10-2-5343	DVDs-Adult-Northfield	504155788	18.74			
10-1-5344	Audio Books-Adult-Winnetka	504146689	37.99			
Children's Plus Inc.				17811	08/24/23	<u>1,670.73</u>
10-1-5440	Books-Fiction-Juv-Winnetka	INV # 229024	15.98			
10-1-5441	Books-Non-Fiction-Juv-Winnetka	INV #230390	1,154.90			
10-1-5441	Books-Non-Fiction-Juv-Winnetka	INV #230391	499.85			
PROQUEST LLC				17812	08/24/23	<u>1,014.67</u>
10-1-5346	Online Database - Winnetka	Inv 70792587	1,014.67			
MERCHANTS DELIVERY SERVICE				17813	08/24/23	<u>525.00</u>
10-0-5138	Delivery Service	MERCHANTS DELIVERY SERVICE; 07/2023	525.00			
DocuFree Corporation				17814	08/24/23	<u>3,500.00</u>

# Winnetka-Northfield Public Library District

## Check Register

All Bank Accounts

August 1, 2023 - August 31, 2023

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5134	Software	Inv 202306933	3,500.00			
QUILL CORPORATION				17815	08/24/23	<u>27.40</u>
10-0-5121	Office Supplies	Inv 33977937	27.40			
Warehouse Direct				17816	08/24/23	<u>1,241.61</u>
70-0-5725	Janitorial Supplies	Inv 5550743-0	754.38			
70-0-5725	Janitorial Supplies	Inv 5545844-0	487.23			
NEWEGG BUSINESS, INC.				17817	08/24/23	<u>38.36</u>
10-0-5136	Hardware	SO #1206480345	38.36			
DEMCO				17818	08/24/23	<u>52.75</u>
10-1-5439	Kits	Inv 7347357	52.75			
BIBLIOTHECA, LLC				17819	08/24/23	<u>552.26</u>
10-1-5345	Books-Digital-Winnetka	Order #SO-US54929	552.26			
VILLAGE OF NORTHFIELD				17820	08/24/23	<u>5,682.42</u>
70-0-5159	Lease Payment	Aug 23 Lease Payment	5,682.42			
DE LAGE LANDEN FINANCIALSVCS.				17821	08/24/23	<u>1,869.30</u>
10-0-5766	Photocopier Leases	Inv 80667793	1,869.30			
CDW-G				17822	08/24/23	<u>8,496.70</u>
10-0-5885	Computer Equipment	Inv LC91971	3,911.13			
10-0-5885	Computer Equipment	Inv LF09409	3,882.45			
10-0-5134	Software	Inv LJ26730	703.12			
PITNEY BOWES				17823	08/24/23	<u>100.00</u>
10-0-5123	Postage	PITNEY BOWES	100.00			
DELTA DENTAL PLAN OF ILLINOIS				17824	08/24/23	<u>1,427.19</u>
10-0-5111	Health Insurance	DELTA DENTAL PLAN OF ILLINOIS	1,427.19			
VILLAGE OF WINNETKA				17825	08/24/23	<u>27,757.38</u>
10-0-5111	Health Insurance	Inv 2023-00000009	27,757.38			
COMCAST				17826	08/24/23	<u>71.95</u>
10-0-5176	Internet Services	COMCAST	71.95			
DD Facility Services				17827	08/24/23	<u>8,000.00</u>
70-0-5748	Building Maintenance Service	Inv 0718-0021	8,000.00			
Lauterbach & Amen, LLP				17828	08/24/23	<u>930.00</u>
10-0-5131	Accounting and Bookkeeping	Inv 81285	930.00			
Ntiva				17829	08/24/23	<u>2,951.91</u>
10-0-5135	LAN Management	Inv 214139	2,951.91			
COMCAST				17830	08/31/23	<u>339.95</u>
10-0-5176	Internet Services	Acct 8771 10 130 0116031	339.95			
COMED				17831	08/30/23	<u>780.71</u>
10-2-5171	Electricity - Northfield	Acct 1717118003	780.71			



# Winnetka-Northfield Public Library District

## Check Register

All Bank Accounts

August 1, 2023 - August 31, 2023

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
COMED				17841	08/31/23	<u>831.81</u>
10-2-5171	Electricity - Northfield	COMED	831.81			
NATIONWIDE RETIREMENT SOLUTIONS				17843	08/31/23	<u>1,475.00</u>
10-0-2040	457 withholding	NATIONWIDE RETIREMENT SOLUTIONS	1,475.00			
NATIONWIDE RETIREMENT SOLUTIONS				17844	08/31/23	<u>1,475.00</u>
10-0-2040	457 withholding	NATIONWIDE RETIREMENT SOLUTIONS	1,475.00			
VILLAGE OF WINNETKA				17845	08/31/23	<u>5,649.39</u>
10-1-5171	Electricity - Winnetka	VILLAGE OF WINNETKA	4,841.10			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	675.13			
10-1-5173	Storm Sewer - Winnetka	VILLAGE OF WINNETKA	133.16			
VILLAGE OF NORTHFIELD				17846	08/31/23	<u>45.20</u>
10-2-5172	Water - Northfield	VILLAGE OF NORTHFIELD	45.20			
Peerless Network				17847	08/31/23	<u>40.91</u>
10-1-5175	Telephone - Winnetka	Peerless Network	40.91			
First Bankcard				17848	08/31/23	<u>14,652.81</u>
10-0-5177	Website/Platform Fees	Swenson - Website Hosting and Backup	29.00			
10-0-5308	Reading Programs	Quish - Raffle boxes for Summer Reading	109.96			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Mall - Materials	15.52			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Mall - Materials	16.67			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Mall - Materials	48.20			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Mall - Materials	28.07			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Mall - Materials	12.22			
10-0-5719	Board Expenses	Volny - Treats for Board Mtg	18.90			
10-0-5721	Promotional	Quish - Refund for lanyards, printing error	-315.83			
10-0-5721	Promotional	Quish - Branded book lights	529.42			
10-0-5721	Promotional	Quish - Branded slinkys & highlighters	851.60			
10-0-5721	Promotional	Quish - Branded sample bags	40.44			
10-0-5721	Promotional	Quish - Branded foil pinwheels	323.60			
10-0-5721	Promotional	Quish - Branded lanyards for staff	315.83			
10-0-5721	Promotional	Quish - Acrylic sign holder for The Studio	156.94			
10-0-5723	PR Supplies	Quish - Ink for poster printer	1,561.90			
10-0-5723	PR Supplies	Quish - Label maker - dept. supplies	40.61			
10-0-5723	PR Supplies	Quish - Replacement cutting mat	86.99			
10-0-5723	PR Supplies	Quish - Plastic storage bins	89.98			
10-0-5723	PR Supplies	Quish - Wire shelving for dept. storage	144.98			
10-0-5723	PR Supplies	Quish - TUL hole puncher - supplies	36.35			
10-0-5723	PR Supplies	Quish - Credit for tax exemption	-91.90			
10-0-5723	PR Supplies	Quish - Branded stickers for emergency plan	117.60			

# Winnetka-Northfield Public Library District

## Check Register

All Bank Accounts

August 1, 2023 - August 31, 2023

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5731	Memberships	Dombrowski - FY23-24 ATLAS Membership	50.00			
10-0-5731	Memberships	Kline - Membership for Staff	78.00			
10-0-5731	Memberships	Morgan - professional development - membership for Melissa Morgan, Illinois Library Assoc.	150.00			
10-0-5731	Memberships	Swenson - ALA Membership	225.00			
10-0-5732	Staff Recognition/Events/Meetings	Morgan - staff recognition-Margie's retirement party	8.98			
10-0-5732	Staff Recognition/Events/Meetings	Dombrowski - August Staff Birthdays	60.00			
10-0-5732	Staff Recognition/Events/Meetings	Dombrowski - MM 20-year anniversary lunch	37.29			
10-0-5120	Library Supplies	Volny - ILL and Volunteer Supplies	44.97			
10-0-5120	Library Supplies	Volny - ILL Tape	20.80			
10-0-5120	Library Supplies	Volny - Cash Box for Book Sale	18.18			
10-0-5120	Library Supplies	Mall - Tech Services supplies	31.96			
10-0-5120	Library Supplies	Karowska - Library Supplies	17.89			
10-0-5121	Office Supplies	Kline - Batteries and Stapler	25.24			
10-0-5121	Office Supplies	Mall - Pegboard hooks for staff use	8.98			
10-0-5121	Office Supplies	White - Office Supplies	19.48			
10-0-5121	Office Supplies	White - Office Supplies	10.99			
10-0-5122	Breakroom Supplies	White - Water Filters for Coffee Machine	9.99			
10-0-5884	Equipment/Furniture	Kline - Zimaboard for Display	209.80			
10-0-5884	Equipment/Furniture	Kline - LOT Game for Switch	49.46			
10-0-5884	Equipment/Furniture	Kline - Air Circulating Fan for Studio	77.99			
10-0-5898	Miscellaneous	Kline - Mistaken Charge - Reimbursing	36.16			
10-0-5898	Miscellaneous	First Bankcard	1.64			
70-0-5750	Landscaping	Mall - Bird food	24.66			
70-0-5750	Landscaping	Mall - Hose for library garden	23.99			
10-1-5340	Books-Fiction-Adult-Winnetka	Mall - Materials	47.96			
10-1-5340	Books-Fiction-Adult-Winnetka	Mall - Materials	78.08			
10-0-5134	Software	White - WhenIWork Scheduling Software	90.00			
10-0-5134	Software	Swenson - Power BI Subscriptions	30.00			
10-0-5134	Software	Swenson - Deep Freeze Tax Rebate (PC Supp.)	-1.16			
10-0-5134	Software	Swenson - Deep Freeze Tax Rebate (Macs)	-6.92			
10-0-5134	Software	Swenson - Deep Freeze PC Supplement	12.71			
10-0-5134	Software	Swenson - Deep Freeze Tax Rebate (PCs)	-31.50			
10-0-5134	Software	Swenson - Deep Freeze Macs	76.22			
10-0-5134	Software	Swenson - Deep Freeze PCs	346.50			
10-0-5134	Software	Swenson - Creative Cloud Subscriptions	295.90			
10-0-5134	Software	Mall - Virtual event hosting	127.97			
10-0-5907	Programming - Youth	Morgan - youth programming-Miss Dawn Marie's Toddler Jam	600.00			
10-0-5907	Programming - Youth	Morgan - youth programming-art explorers	37.98			
10-0-5907	Programming - Youth	Morgan - youth programming-general supplies	29.97			

# Winnetka-Northfield Public Library District

## Check Register

All Bank Accounts

August 1, 2023 - August 31, 2023

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5907	Programming - Youth	Morgan - youth programming-general supplies	65.92			
10-0-5907	Programming - Youth	Morgan - youth programming-candy sushi	41.51			
10-0-5907	Programming - Youth	Morgan - youth programming-candy sushi, art explorers, general art supplies	93.94			
10-0-5907	Programming - Youth	Karwowska - YS Programming Supplies	19.99			
10-0-5907	Programming - Youth	Karwowska - YS Programming Supplies / STEAM Kit replacement	39.98			
10-0-5907	Programming - Youth	Karwowska - YS Programming Supplies	249.70			
10-0-5907	Programming - Youth	Karwowska - YS Programming Supplies	110.06			
10-0-5907	Programming - Youth	Karwowska - YS Programming Supplies (WBK)	111.56			
10-0-5907	Programming - Youth	Karwowska - YS Programming Supplies	15.99			
10-0-5907	Programming - Youth	Karwowska - YS Programming Supplies	28.99			
10-0-5907	Programming - Youth	Karwowska - YS Programming Supplies	23.95			
10-0-5907	Programming - Youth	Karwowska - YS Programming Supplies (WBK)	28.99			
10-0-5907	Programming - Youth	Karwowska - YS Programming Supplies	66.46			
10-0-5907	Programming - Youth	Karwowska - YS Programming Supplies	12.72			
10-0-5907	Programming - Youth	Karwowska - YS Programming Supplies (WBK)	12.72			
10-0-5907	Programming - Youth	Karwowska - YS Programming Supplies	19.00			
10-0-5907	Programming - Youth	Karwowska - YS Programming Supplies	9.99			
10-0-5907	Programming - Youth	Karwowska - YS Programming Supplies	30.00			
10-0-5907	Programming - Youth	Karwowska - YS Programming Supplies	13.99			
10-0-5907	Programming - Youth	Karwowska - YS Programming Supplies	13.99			
10-0-5907	Programming - Youth	Karwowska - YS Programming Supplies	83.99			
10-0-5908	Programming - Adult	Morgan - adult programming - refund of sales tax	-0.82			
10-0-5908	Programming - Adult	Morgan - adult programming - summer heatwave concert	37.38			
10-1-5439	Kits	Karwowska - STEAM Kits	82.89			
10-1-5439	Kits	Karwowska - STEAM Kits	38.07			
10-1-5439	Kits	Karwowska - STEAM Kits	220.80			
10-1-5439	Kits	Karwowska - STEAM Kits	99.84			
10-1-5439	Kits	Karwowska - Kits (Teen)	108.71			
10-1-5439	Kits	Karwowska - STEAM Kits	264.79			
10-1-5439	Kits	Karwowska - STEAM Kits	161.32			
10-1-5439	Kits	Karwowska - YS Programming Supplies / STEAM Kit replacement	17.50			
10-0-5114	Professional Development	Karwowska - ALA Meal	19.25			
10-0-5114	Professional Development	Karwowska - ALA Meal	19.00			
10-0-5114	Professional Development	Karwowska - ALA Parking	40.00			
10-0-5114	Professional Development	Karwowska - ALA Hotel	327.55			
10-0-5114	Professional Development	Morgan - professional development - sign language class for Amelia Kmiec	120.00			

# Winnetka-Northfield Public Library District

## Check Register

All Bank Accounts

August 1, 2023 - August 31, 2023

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5114	Professional Development	Morgan - professional development - ALA conference dinner 6/23	48.00			
10-0-5114	Professional Development	Morgan - professional development - ALA conference breakfast 6/24	8.42			
10-0-5114	Professional Development	Morgan - professional development - ALA conference lunch 6/24	26.24			
10-0-5114	Professional Development	Morgan - professional development - ALA conference lunch 6/23 for Sydney Clark & me	46.57			
10-0-5114	Professional Development	Morgan - professional development - ALA conference breakfast 6/25	13.00			
10-0-5114	Professional Development	Morgan - professional development - ALA conference lunch 6/25	16.25			
10-0-5114	Professional Development	Morgan - professional development - lodging at ALA conference 6/23-6/25/2023	537.70			
10-0-5114	Professional Development	Volny - Breakfast-ALA	3.50			
10-0-5114	Professional Development	Volny - Lunch-ALA	13.00			
10-0-5114	Professional Development	Volny - Hotel-ALA	561.18			
10-0-5114	Professional Development	Volny - Lunch-ALA	15.00			
10-0-5114	Professional Development	Volny - Breakfast-ALA	18.05			
10-0-5114	Professional Development	White - ALA Hotel	597.35			
10-0-5114	Professional Development	White - ALA Meal	10.50			
10-0-5114	Professional Development	White - ALA Meal	15.75			
10-0-5114	Professional Development	White - ALA Meal	8.00			
10-0-5114	Professional Development	White - Conflict Resolution Course	400.00			
10-0-5114	Professional Development	Dombrowski - 2023 ILA Conference-Registration	350.00			
10-0-5114	Professional Development	Dombrowski - 2023 ALA Conference-Parking	132.93			
10-0-5114	Professional Development	Dombrowski - 2023 ALA Conference-Meal	25.01			
10-0-5114	Professional Development	Dombrowski - 2023 ALA Conference-Transportation	8.96			
10-0-5114	Professional Development	Dombrowski - 2023 ALA Conference-Meal	13.09			
10-0-5114	Professional Development	Dombrowski - 2023 ALA Conference-Transportation	31.47			
10-0-5114	Professional Development	Dombrowski - 2023 ALA Conference-Meal	25.01			
10-0-5114	Professional Development	Dombrowski - 2023 ALA Conference-Transportation	31.85			
10-0-5114	Professional Development	Dombrowski - 2023 ALA Conference-Hotel	894.60			
10-0-5910	Studio Maintenance/Repair	Kline - Machine Parts and Stabilizer	107.31			
10-1-5445	Video Games-Juv-Winnetka	Karwowska - Youth Videogames	39.99			
10-1-5445	Video Games-Juv-Winnetka	Karwowska - YS Videogames	59.99			
10-2-5445	Video Games- Juv-Northfield	Karwowska - YS Videogames	59.99			
10-2-5445	Video Games- Juv-Northfield	Karwowska - Youth Videogames	39.99			
10-0-5906	Programming - Studio	Kline - Computer Mice and Storage	67.79			
10-0-5906	Programming - Studio	Kline - Paint and Ink	89.97			
10-0-5906	Programming - Studio	Kline - Silhouette Blades and Light box Case	56.96			
10-0-5906	Programming - Studio	Kline - Silhouette Parts and Pens	59.14			
10-0-5906	Programming - Studio	Kline - Tumblers for Program	29.91			
10-0-5906	Programming - Studio	Kline - Screenprinting Base Supplies	55.65			
10-0-5906	Programming - Studio	Kline - Refund for Unshipping Vinyl	-8.08			
10-0-5906	Programming - Studio	Kline - Painters tape for Silk Screens	29.25			

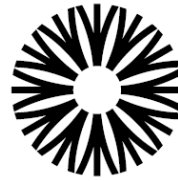
# Winnetka-Northfield Public Library District

## Check Register

All Bank Accounts

August 1, 2023 - August 31, 2023

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5906	Programming - Studio	Kline - Screenprinting Base Supplies	67.13			
10-0-5906	Programming - Studio	Kline - Transfer Paper	12.79			
10-0-5906	Programming - Studio	Kline - Silk Screen Squeegees	21.98			
10-0-5906	Programming - Studio	Kline - 3D Doodler	121.83			
10-0-5906	Programming - Studio	Kline - 3d Filament	79.28			
10-0-5906	Programming - Studio	Kline - Vinyl	18.58			
NORTH SHORE GAS						
10-1-5174	Natural Gas - Winnetka	NORTH SHORE GAS	219.90	17849	08/31/23	<u>219.90</u>
NICOR						
10-2-5174	Natural Gas - Northfield	NICOR	89.26	17850	08/31/23	<u>89.26</u>
<b>Check List Total</b>						<u><u>266,544.92</u></u>



## **AUGUST 2023 DIRECTOR’S REPORT**

### **STAFF UPDATES**

Anniversaries: Sandy Penn, Studio Specialist 8/6 (5 years); Mark Winter, Branch Services Assistant 8/14 (5 years); Courtney Volny, Patron Services Manager 8/15 (7 years); Jim Young, Patron Services Page 8/16 (7 years).

Comings, Goings, & Promotions: Studio Specialist Mikayla Contreras was promoted to full-time effective 8/28. Studio Specialist Sabrina Nizzi left on 9/1 to pursue other opportunities.

### **STAFF SHOUT OUTS**

- Branch Services Librarian Rebecca completed her MLIS degree at U of I. We’re so proud of her!
- Our Summer Reading Party had over 175 people attend on a very hot afternoon. Excellent work by all the staff who manned the various stations at the party!

### **FINANCES** (Target = 16.67% based on 1 month into our fiscal year)

- We are at 4.09% of our expected operating revenues (below budget).
- We are at 13.30% of our budgeted operating expenses (below budget).

### **PROGRAMMING**

#### **Youth**

<b>Category</b>	<b>23AUG</b>	<b>22AUG</b>	<b>Mo. % +/-</b>	<b>FY23-24 YTD</b>	<b>FY22-23 YTD</b>	<b>FY % +/-</b>
<b>Programs</b>	36	34	<b>5.88%</b>	90	<b>94</b>	<b>-4.26%</b>
<b>Live Attendees</b>	1,128	647	<b>74.34%</b>	2,649	1,629	<b>62.62%</b>
<b>Passive Programming</b>	3,761	1,324	<b>184.06%</b>	7,271	3,265	<b>122.70%</b>

#### **Highlights**

Music & Movement Family Jam	132 patrons attended our 4 sessions this month at Northfield that involved Ms. Marsha leading littles & caretakers through songs, rhymes, and movements.
Ice Excavation	31 patrons gathered to rescue animals and characters from the ice blocks they were trapped inside.
Set Sail for Creativity	30 patrons came to create DIY cord ships and test out their floatability.

#### **Adults**

<b>Category</b>	<b>23AUG</b>	<b>22AUG</b>	<b>Mo. % +/-</b>	<b>FY23-24 YTD</b>	<b>FY22-23 YTD</b>	<b>FY % +/-</b>
<b>Programs</b>	13	18	<b>-27.73%</b>	30	36	<b>-16.67%</b>
<b>Live Attendees</b>	435	530	<b>-17.92%</b>	811	896	<b>-9.49%</b>
<b>Recording Attendees</b>	902	171	<b>427.49%</b>	975	235	<b>314.89%</b>

## Highlights

Queen Victoria to Modern Royals: A History of Royal Weddings	Historian Valerie Gugala presented an illustrated lecture on the history of royal weddings for 91 patrons.
The World's Fair: Resident Roles in the Columbian Exposition	The Winnetka Historical Society presented the stories of several North Shore residents that were involved in the exposition. 83 people attended.
Phyllis Diller ON! With Ellie Presents	Ellie Presents provided a glimpse of the backstage Phyllis Diller while delighting the audience of 35 with her onstage antics.

## Studio

Category	23AUG	22AUG	Mo. % +/-	FY23-24 YTD	FY22-23 YTD	FY % +/-
1:1s	321	132	143.18%	597	215	177.67%
Programs	15	10	50.00%	30	23	30.43%
Attendees	77	31	148.39%	185	161	14.91%

## Highlights

Intro to Alcohol Ink Painting	5 patrons learned how to create paintings using colored inks & isopropyl alcohol, as well as the science behind the reaction of the two mediums.
Create a Personalized Stamp	6 patrons learned how to use the laser engraver to create a stamp that included their signature, address, and other unique designs.

## Community Engagement

Category	23AUG	22AUG	Mo. % +/-	FY23-24 YTD	FY22-23 YTD	FY % +/-
Youth Events	1	2	-50.00%	5	6	-16.67%
Adult Events	4	2	100.00%	11	3	266.67%
Family Events	2	2	0.00%	3	8	-62.50%
<b>Total Events</b>	<b>7</b>	<b>6</b>	<b>16.67%</b>	<b>19</b>	<b>17</b>	<b>11.76%</b>
Youth Attendance	40	60	-33.33%	258	385	-32.99%
Adult Attendance	132	34	288.24%	290	46	530.43%
Family Attendance	319	334	-4.49%	553	724	-23.62%
<b>Total Attendance</b>	<b>491</b>	<b>482</b>	<b>14.72%</b>	<b>1,101</b>	<b>1,155</b>	<b>-4.68%</b>

## Highlights

D36 New Teacher Luncheon	YS Librarians Maddy & Tom went to meet and share info with D36's new educators about library programs, services, and ways we can support them & their students.
Rotary Club Update	Besty & Sydney attended the area Rotary Club meeting to share info on new books, programs, and services.
Books at the Beach	10 patrons enjoyed another round of new titles, checked out some books, and chatted with hosts Betsy & Sydney at the Tower Beach Pavilion.

## SERVICES

### Visitors

Building	23AUG	22AUG	Mo. % +/-	FY23-24 YTD	FY22-23 YTD	FY % +/-
Winnetka	10,763	8,937	20.43%	21,300	17,643	20.73%
Northfield	4,405	3,701	19.02%	8,638	7,416	16.48%
<b>Total</b>	<b>15,168</b>	<b>12,638</b>	<b>20.02%</b>	<b>29,938</b>	<b>25,059</b>	<b>19.47%</b>
Virtual	312	395	-21.01%	547	653	-16.23%
<b>Total</b>	<b>15,480</b>	<b>13,033</b>	<b>18.78%</b>	<b>30,485</b>	<b>25,712</b>	<b>18.56%</b>

Note: Closed August 20<sup>th</sup> for Summer Reading Party.

## Cardholders

Activity	23AUG	22AUG	Mo. % +/-	FY23-24 YTD	FY22-23 YTD	FY % +/-
New Cards	127	149	-14.77%	252	241	4.56%
Community	23AUG	22AUG	Mo. % +/-	23AUG %POP	22AUG %POP	% Change
Winnetka	6,391	6,367	0.38%	50.15%	49.96%	0.19%
Northfield	2,417	2,161	11.85%	42.03%	37.58%	4.45%
<b>Total District</b>	<b>8,808</b>	<b>8,528</b>	<b>3.28%</b>	<b>47.62%</b>	<b>46.11%</b>	<b>1.51%</b>
Kenilworth	408	326	25.15%	16.23%	12.97%	3.26%
<b>Total Served</b>	<b>9,216</b>	<b>8,854</b>	<b>4.09%</b>	<b>-</b>	<b>-</b>	<b>-</b>

## Desk Questions

Category	23AUG	22AUG	Mo. % +/-	FY22-23 YTD	FY21-22 YTD	FY % +/-
Adult	2,520	2,533	-0.51%	5,022	5,055	-0.65%
Youth	515	663	-22.32%	1,043	1,334	-21.81%
Digital Services	90	171	-47.37%	183	337	-45.70%
<b>Total</b>	<b>3,125</b>	<b>3,367</b>	<b>-7.19%</b>	<b>6,248</b>	<b>6,726</b>	<b>-7.11%</b>

## TECHNOLOGY

### Computer Usage

Location	23AUG	22AUG	Mo. % +/-	FY23-24 YTD	FY22-23 YTD	FY % +/-
Winnetka	534	528	1.14%	947	933	1.50%
Northfield	255	246	3.66%	485	455	6.59%
<b>Total</b>	<b>789</b>	<b>774</b>	<b>1.94%</b>	<b>1,432</b>	<b>1,388</b>	<b>3.17%</b>

### Hotspot Usage

Location	23AUG	22AUG	Mo. % +/-	FY23-24 YTD	FY22-23 YTD	FY % +/-
Winnetka Sessions	19,409	19,787	-1.91%	38,101	49,401	-22.87%
Northfield Sessions	4,093	3,685	11.07%	8,329	8,088	2.98%
<b>Total</b>	<b>23,502</b>	<b>23,472</b>	<b>0.13%</b>	<b>46,430</b>	<b>57,489</b>	<b>-19.24%</b>
Winnetka Bandwidth	617GB	410GB	50.35%	1,173GB	811GB	44.51%
Northfield Bandwidth	113GB	82GB	38.68%	231GB	148GB	56.04%
<b>Total</b>	<b>730GB</b>	<b>492GB</b>	<b>48.42%</b>	<b>1,403GB</b>	<b>959GB</b>	<b>46.28%</b>

### Website Visits

Activity	23AUG	22AUG	Mo. % +/-	FY23-24 YTD	FY22-23 YTD	FY % +/-
Total Visits	10,612	8,943	18.66%	19,469	17,222	13.05%
Unique Visits	6,962	5,653	23.16%	12,588	10,892	15.57%

## MARKETING

### Email Subscribers

23AUG	% Cardholders	22AUG	Open Rate	Click Rate
10,814	117.34%	10,295	55%	1%

Open Rate: % who opened the email. Click Rate: % who clicked on any of the links in the email.



## Social Media Activity

Platform	23AUG Impres.	22AUG Impres.	Mo. % +/-	23AUG Reach	22AUG Reach	Mo. % +/-	23AUG Engage.	22AUG Engage.	Mo. % +/-
YouTube	388,166	-	-	8,408	-	-	-	-	-
Facebook	15,003	-	-	14,440	-	-	382	-	-
Instagram	2,919	-	-	2,455	-	-	387	-	-
Twitter	6,366	-	-	8,408	-	-	-	-	-
LinkedIn	397	-	-	-	-	-	73	-	-
<b>Total</b>	<b>412,851</b>	<b>-</b>	<b>-</b>	<b>25,303</b>	<b>-</b>	<b>-</b>	<b>1,085</b>	<b>-</b>	<b>-</b>

Impressions: # of times the content has been seen/viewed. Reach: # of people seeing content for the first time.

Engagements: # of comments, likes, shares, & click-throughs.

## COLLECTIONS

### Physical Adult (By Location)

Location	23AUG	22AUG	Mo. % +/-	FY23-24 YTD	FY22-23 YTD	FY % +/-
Winnetka	11,533	10,309	11.87%	22,676	20,126	12.67%
Northfield	4,129	4,635	-10.92%	8,218	9,006	-8.75%

### Physical Youth (By Location)

Location	23AUG	22AUG	Mo. % +/-	FY23-24 YTD	FY22-23 YTD	FY % +/-
Winnetka	16,444	15,231	7.96%	31,154	29,920	4.12%
Northfield	3,579	4,000	-10.53%	7,204	8,589	-16.13%

### Physical Miscellaneous

Lending Type	23AUG	22AUG	Mo. % +/-	FY23-24 YTD	FY22-23 YTD	FY % +/-
Kenilworth Patrons	1,446	1,198	20.70%	2,604	2,445	6.5%
Borrowed from Other Libraries	1,779	1,879	-5.32%	3,452	3,468	-0.46%

### Physical Adult (By Type)

Material Type	23AUG	22AUG	Mo. % +/-	FY23-24 YTD	FY22-23 YTD	FY % +/-
Books	9,963	9,505	4.82%	19,135	18,738	2.12%
Book - Fiction	5,958	5,506	8.21%	11,473	10,914	5.12%
Book - Nonfiction	4,005	3,999	0.15%	7,662	7,824	-2.07%
Audiobook - CD	259	388	-33.25%	523	739	-29.23%
Music CD	69	196	-64.80%	135	371	-63.61%
Playaway	43	82	-47.56%	73	149	-51.01%
DVD/Blu-Ray	2,837	2,926	-3.04%	5,780	5,604	3.14%
Magazine	187	196	-4.59%	515	464	10.99%
Videogame	24	41	-41.46%	45	62	-27.42%
Computing Device	7	8	-12.50%	15	11	36.36%
Library of Things	21	0	-	15	11	36.36%
Other	0	32	-100.00%	0	49	-100.00%
Non-CCS ILL	24	56	-57.14%	53	79	-32.91%
Sent Out	2,228	1,514	47.16%	4,577	2,866	59.70%
<b>Total</b>	<b>15,662</b>	<b>14,944</b>	<b>4.80%</b>	<b>30,894</b>	<b>29,132</b>	<b>6.05%</b>

### Physical Youth (By Type)

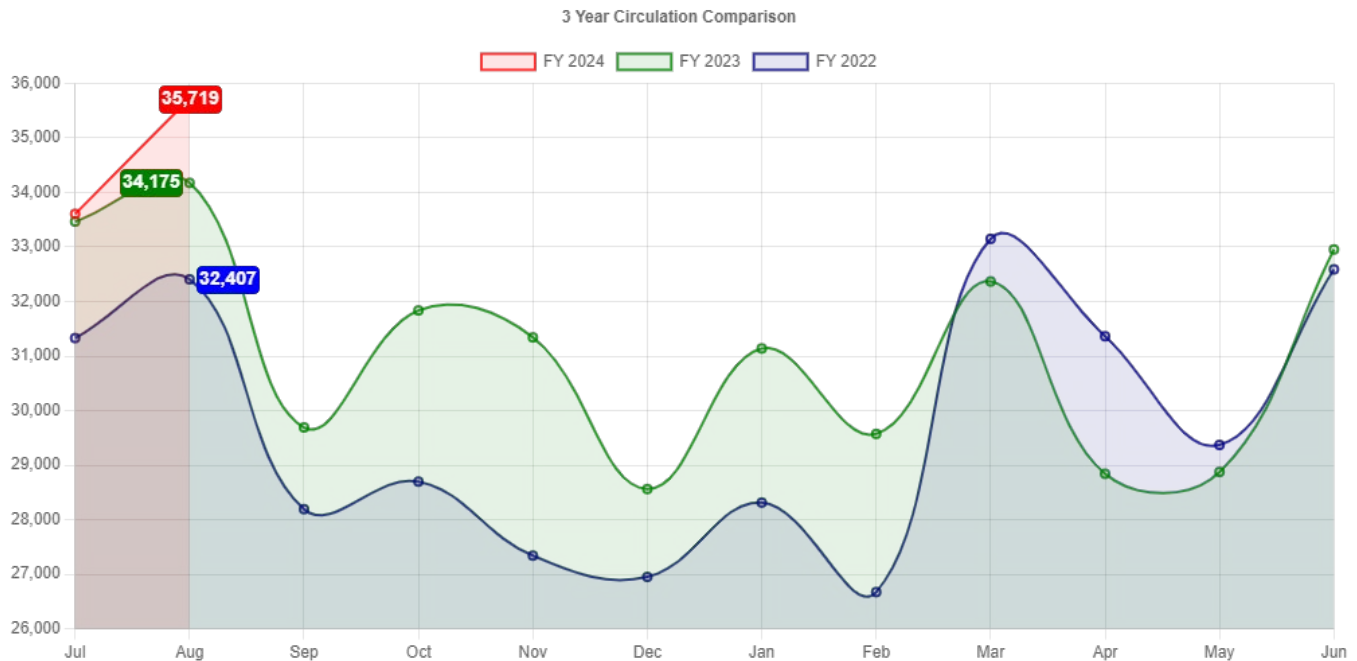
Material Type	23AUG	22AUG	Mo. % +/-	FY23-24 YTD	FY22-23 YTD	FY % +/-
Books	15,276	14,407	6.03%	29,700	29,417	0.96%
Book - Fiction	12,793	12,506	2.29%	24,914	25,322	-1.61%
Book - Nonfiction	2,483	1,901	30.62%	4,786	4,095	16.87%
Audiobook - CD	9	32	-71.88%	21	59	-64.41%
Playaway	395	315	25.40%	726	608	19.41%
DVD/Blu-Ray	1,035	1,236	-16.26%	2,088	2,552	-18.18%
Videogame	309	259	19.31%	564	580	-2.76%
Vox Reader	370	309	19.74%	608	636	-4.40%
STEAM Kits	29	22	31.82%	62	46	34.78%
Early Literacy Kits	34	-	-	72	143	-49.65%
Other	50	61	-18.03%	72	143	-49.65%
In House Circulation	2,516	2,538	-0.87%	4,443	4,399	1.00%
<b>Total</b>	<b>20,023</b>	<b>19,231</b>	<b>4.12%</b>	<b>38,358</b>	<b>38,509</b>	<b>-0.39%</b>

### MTD Total Physical Circulation

23AUG Physical Circulation	22AUG Physical Circulation	Net Change
35,685	34,175	4.42%

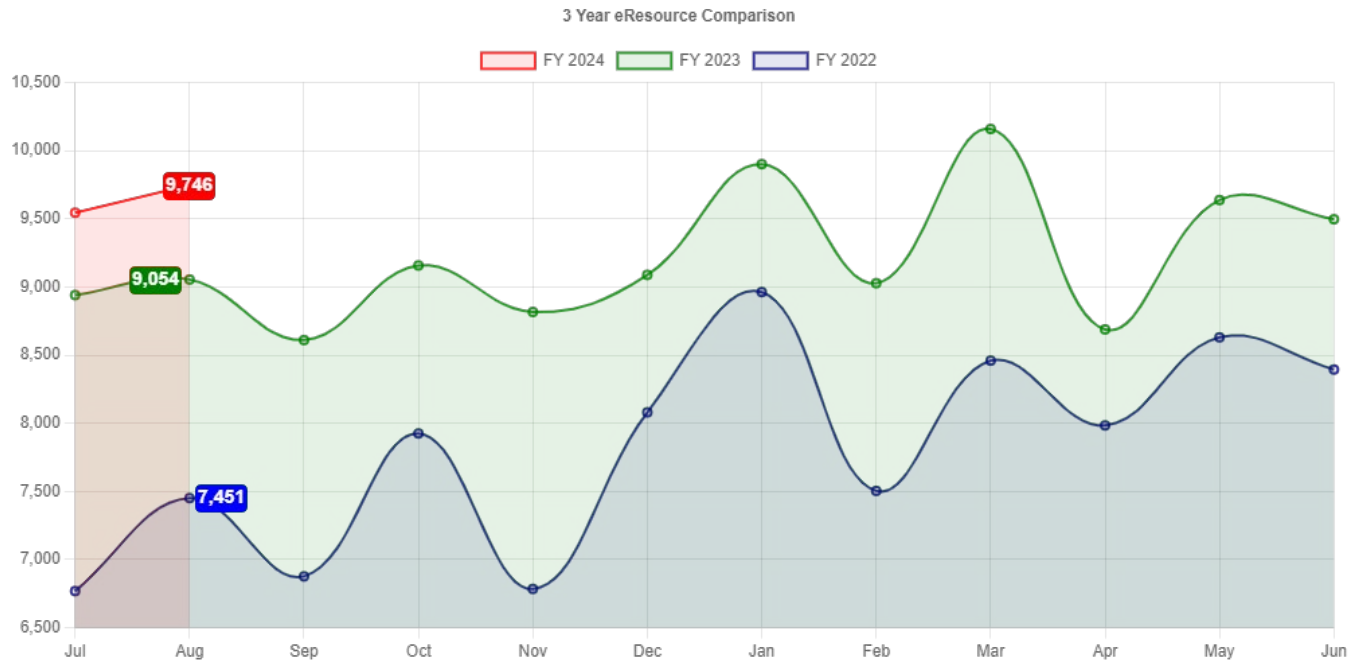
### YTD Total Physical Circulation

FY23-24 YTD Physical Circulation	FY22-23 YTD Physical Circulation	Net Change
69,252	67,641	2.38%



## Digital Circulation

Material Type	23AUG	22AUG	Mo. % +/-	FY23-24 YTD	FY21-22 YTD	FY % +/-
eBooks	4,513	4,173	8.15%	9,052	8,202	10.36%
eAudiobooks	3,950	3,069	28.71%	7,742	5,998	29.08%
eMagazines	704	1,360	-48.24%	1,348	2,863	-52.92%
eVideos	517	422	22.51%	1,044	863	20.97%
eMusic	62	30	106.67%	104	68	52.94%
<b>Total</b>	<b>9,746</b>	<b>9,054</b>	<b>7.64%</b>	<b>19,290</b>	<b>17,994</b>	<b>7.20%</b>

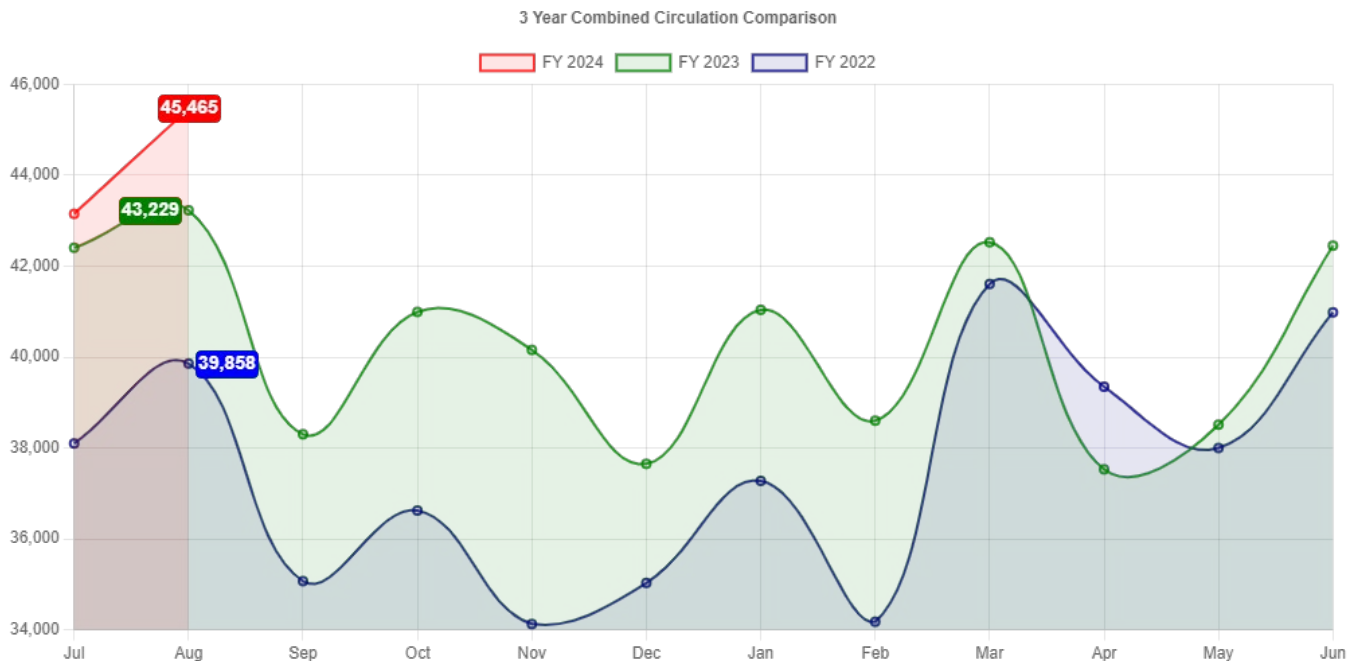


### MTD Total District Circulation

23AUG District Circulation	22AUG District Circulation	Net Change
45,431	43,229	5.09%

### YTD Total District Circulation

FY23-24 YTD District Circulation	FY22-23 YTD District Circulation	Net Change
88,542	85,635	3.39%



## **IMPACT STORIES**

### **• Branch Services**

- A new Northfield resident and cardholder complimented our staff for being “*patient and kind*” while providing her with tech help. Her vision is limited, and she was grateful for assistance setting up Libby & Kanopy so she can take advantage of our eResources.
- Feedback from Phyllis Diller ON! With Ellie Presents: “*Great program! It felt so good to laugh!*”

### **• Community Engagement**

- Comment from the Harkness House for Children on their summer storytimes, via our Facebook page: “*Three times this summer, HHC has visited the library for Storytime. Tom (our librarian) made sure to thank the staff for doing a phenomenal job of teaching the kids good manners. The children were amazing and hilarious! The last theme was superheroes, and he (Tom) emphasized to the kids that they are the real superheroes when they believe in each other, help one another, and are friendly to all. As a token, he was gifted cards and a plant.*”



### **• Youth Services**

- A mother and son (7<sup>th</sup> grade) came in and wanted book recommendations as the middle school-level reads weren’t cutting it. Librarian Tom recommended the YA series Three Dark Crowns and Mom later came in to tell Tom that her son had liked the first book and wanted to read the next one!
- Feedback from Ice Excavation: “*It was exciting to see my kids fully engaged for 50 minutes!*”

### **• Adult Services**

- A patron came to the library asking for help printing a tax form, scanning it back to her email, and forwarding it to her accountant. She expressed great relief that we were here to help her with these

important life tasks, and that she wouldn't have known what to do without our help. She said, *"The library is a vital part of our existence"*.

- Feedback for James Herriot: The Simple Life of the World's Most Famous Veterinarian: *"The presentation was very interesting. I liked the maps, the narrow road between stonewalls, Alf Wight's struggle to get published at first, and all the details of his life that Claire Evans shared with us. I might go in to borrow one of the books in the library. Thank you for the program!"*
- Feedback for At the World's Fair: North Shore Residents' Roles in the 1893 Columbian Exposition: *"Since I often travel, I enjoy the virtual programs. When I am in Europe, the earlier programs are better as it is eight hours later. I can enjoy a noon program after dinner. Programs recorded for later viewing, possibly for a week, are also helpful. When I am in Winnetka I enjoy going to the library in person."*
- Feedback for From Queen Victoria to the Modern Royals: A History of Royal Weddings: *"Quite interesting and several jumps above the ordinary program at a library. This person was organized, and she knew exactly what she planned to say."*
- Feedback for Assembling the Pieces of Your Family History Puzzle: *"The speaker generously gave us very detailed materials to work from."*
- Feedback for The Life & Times of the North Shore's Greatest Movie Celebrities: *"Please keep virtual programing. I enjoy programs from various libraries without leaving home. The library has some of the best programs compared to other libraries in the area."*

- **Digital Services**

- A patron had been coming in on several Sundays to create décor for her upcoming wedding using the embroidery machine, the laser engraver, and the vinyl cutter. After the wedding, she came in to drop off thank you cards and bags of candy to the Studio staff for their help in making her big day a success!
- A patron came in to ask for help mending a pair of jeans on the sewing machines. She soon learned different stitch options and took the staff's advice to change the thread color for a better-quality fix. She was so impressed with the outcome that she undid the repairs her tailor made and re-stitched the entire garment per the Studio staff's advice!
- A patron who began as an anxious beginner learning to use the embroidery machine graduated to seasoned pro by making stylish embroidered napkins for her daughter's rehearsal dinner.

- **Patron Services**

- Patron Services Assistant Lisa found old family photos in a book that was returned. Lisa was able to contact the patron and return the photos to her and she was very grateful!
- A patron came in who wanted to get back into reading. Betsy and Courtney spoke with her about her previous reads and interests, then recommended several Community Favorites to get her started. She was very thankful and appreciative of the time we took to help her jump back into reading!

**From:** [J. Malcolm Garcia](#)  
**To:** [Monica Dombrowski](#)  
**Subject:** art photos  
**Date:** Tuesday, September 12, 2023 2:02:50 PM

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Hello,

Dear Ms. Dombrowski:

Thank you for your note. I'm not a photographer and I was doing my best to prevent glare and reflection when I took these pics. If you need better quality please let me know. Again, thank you and your colleagues in advance for your time. These four are available and the library, if interested, may have two of them if desired. It was my mother's wish while she was alive to donate one of her paintings to the library. I am now attempting to follow through on that wish. I say that to explain why I've contacted you. Obviously, it is up to you and your colleagues to determine the quality of the work and if it suits the library. I appreciate you have only so much space and her work may not fit your needs or tastes.

The artist: Leticia Ferrer-Cintson Garcia (1917 - 2015) lived in Winnetake on North Shore of Chicago from 1955 to 20215. Her artwork included pastel, charcoal and water color. She also worked with clay. Her work was exhibited in the Evanston Art Center and other community centers in the Chicago area. The artwork attached here was composed in the 1990s and exhibited at the EAC. She came from an artistic family. Her paternal grandfather, Gabriel Ferrer Hernández, was a poet, her old brother was the actor/director Jose Vicente Ferrer and her younger brother is the Puerto Rican artist Rafael Ferrer.

I can provide more details on the artwork if needed.

Work 1: 17 inches x 11 inches (unframed)

Works 2 and 3 and 4, 16 inches x 22 inches (unframed)

Best,  
Malcolm Garcia

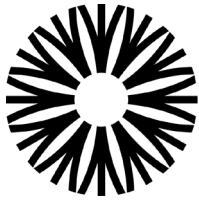












## **Social Media Policy**

### **Purpose**

The Winnetka-Northfield Public Library District (“the District”) recognizes that social media platforms have become mainstream forms of communication among District residents and leverages them to promote and share information about the District’s collections, programs, events, services, facilities, and projects. This policy provides guidelines for the use of social media by District staff and its intended audience, consisting of members of the public living in the District’s service area, on platforms such as Facebook, Instagram, Twitter, and LinkedIn, among others.

### **Agreement**

By joining, utilizing, commenting, or posting on the District’s social media sites, any user agrees to this and all other District policies, as may be amended from time to time. The District, its employees, and Trustees assume no responsibility for any damages, direct or indirect, arising from participation in District-sponsored social media sites.

### **Guidelines**

The District’s social media accounts are limited public forums and are intended only for discussion of topics that increase awareness of and accessibility to District offerings and information—not for general public discourse. The District reserves the right to limit any social media postings to topics for which the District’s social media accounts are intended.

The District reserves the right to reject or remove content that violates its Patron Code of Conduct, other District policies or applicable laws and regulations. The following types of impermissible content that may be subject to removal include:

- 1) Comments or postings that are unrelated to increasing awareness of and accessibility to District offerings and information or solicitation.
- 2) Threatening language, hate speech, and content that incites violence and/or illegal activity.
- 3) Defamatory posts.
- 4) Content that promotes or fosters discrimination of any form.
- 5) Sexually explicit, pornographic, lewd words, or obscene content.
- 6) Personally identifiable information about oneself or others including addresses, phone numbers, social security numbers, or other sensitive information.



- 7) Content of a commercial nature unless related to the awareness of and accessibility to District offerings.
- 8) Any other content that is determined by the District to violate its Patron Code of Conduct or other District policies.

Content that is inconsistent with this Policy will be removed by the administrators of the District's social media accounts in accordance with this Policy. A record of the content will be retained pursuant to state record retention guidelines in the form of a screen capture along with a description of the reason the content was removed or deleted.

#### **Enforcement of Policy**

As set forth above, District staff shall remove any content that violates this Policy immediately and, to the extent possible, notify the poster of the reasons for the content's removal. The Library Director, in consultation with other staff and/or legal counsel, shall determine whether such content should be permanently removed, subject to the appeals procedure included below. Those engaging in repeated violations of this policy or that are severely disruptive, dangerous, or threatening to others through postings to social media accounts may be blocked from posting or otherwise using the District's social media accounts for up to a year at the discretion of the Library Director and subject to the appeals procedures included below. In the event the patron is a minor, parents will be notified of this action.

Patrons whose social media privileges are limited or suspended may appeal the decision, in writing, to the Board. Any content removed by the District shall remain unavailable during the appeal. A hearing will be held at the next regularly scheduled Board meeting at which the patron may contest the decision and present any testimony, argument, or evidence. The Board's decision is final and will be provided to the complainant in writing. The Board may suspend an individual from posting or commenting on the District's social media platforms for periods of up to one year unless a longer period of suspension is warranted based on the severity of the individual's conduct. In such cases, the patron shall be required to request reinstatement subject to Board approval following such period.