

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

**THE MEETING WILL BEGIN AT 7:00 PM VIA ZOOM.
INSTRUCTIONS TO JOIN POSTED AT WWW.WINNETKALIBRARY.ORG**

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

AGENDA

Monday, January 17, 2021

- I. Call to Order**
- II. Roll Call**
- III. Organizational Meeting of the Library Board**
 - Resolution to Appoint a New Trustee* (5 minutes)
 - Oath of Office (5 minutes)
 - Appointment of New Village Liaison to Winnetka (5 minutes)
- IV. Public Comments**
- V. Approval of Minutes**
 - Approval of Minutes of the December 13, 2021 Regular Meeting* (5 minutes)
- VI. Financial Report**
 - December 2021 Financial Statements* (5 minutes)
- VII. Library Reports**
 - Director's Report* (5 minutes)
- VIII. Liaisons to Other Organizations – Reports**
 - Winnetka Village (Trustee Mitchell) (5 minutes)
 - Northfield Village (Trustee Munoz) (5 minutes)
- IX. Unfinished Business**
 - Discussion on Return to In-Person Board Meetings (10 minutes)
- X. New Business**
 - Discussion & Vote on Revised Monthly Director's Report (10 minutes)
 - Discussion & Vote on Revised Public Comments Policy (10 minutes)*
 - Assignment of Two Trustees to Review Closed Session Recordings and Summaries (Trustee Sundell)
- XI. Communications**
 - The next regular meeting will be held on Monday, February 21st at 7pm, location TBD

*Attachments

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

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and recent amendments to the Open Meetings Act.**

XII. Adjournment

THE WINNETKA-NORTHFIELD PUBLIC LIBRARY DISTRICT
RESOLUTION NO. 2021-2022/5

A RESOLUTION TO APPOINT A NEW LIBRARY TRUSTEE

(Jean-Paul Ruiz-Funes/ "Katherine Casale MacNally" Appointment)

WHEREAS, Jean-Paul Ruiz-Funes (Ruiz-Funes) previously served as a Library Trustee; and

WHEREAS, Ruiz-Funes resigned; and

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

WHEREAS, the Library Board declared Ruiz-Funes' seat to be vacant at its regular meeting on December 13, 2021; and

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

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

A. Appoint "**Katherine Casale MacNally**" to fill the vacancy effective January 17, 2022 and until the next regular election of Library Trustees in April, 2023.

This Resolution adopted this 17th day of January, 2022

AYES: _____

NAYS: _____

ABSENT: _____

ABSTAIN: _____

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

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

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

December 13, 2021

I. Call to Order

The meeting was held virtually via ZOOM due to the COVID-19 pandemic. Vice President and Acting President Gosselin called the meeting to order at 7:01 p.m. A quorum was present.

II. Roll Call

Present: Trustees Sarah Munoz, Melissa Mitchell, Todd Van Neck, Deborah Vandergrift, Thomas Sundell and Vice President and Acting President Travis Gosselin; and Library Director Monica Dombrowski.

Absent:

Present were library employees Nicola White (Business Services Coordinator) and Mark Swenson (Information Technology Manager). Present were Winnetka residents John Peterson, David Seaman, Marc Hecht, and Jeffrey Liss. Present was Chris McClure from McClure, Inserra & Co.

III. Organizational Meeting of the Library Board

- *Resolution to Accept a Resignation and Declare a Vacancy*

A MOTION to Approve the Resolution to Accept a Resignation and Declare a Vacancy was made by Trustee Gosselin.

ROLL CALL VOTE:

AYES: Trustees Munoz, Gosselin, Mitchell, Van Neck, Vandergrift, and Sundell

NAYS:

ABSENT/ABSTAINING:

MOTION CARRIED

- *Discussion and Vote to Appoint New Board President*

Trustee Mitchell expressed interest in stepping into the Board President role.

A MOTION to nominate Trustee Mitchell as Board President was made by Trustee Gosselin.

ROLL CALL VOTE:

AYES: Trustees Munoz, Gosselin, Van Neck, Vandergrift, and Sundell

NAYS:

ABSENT/ABSTAINING: Trustee Mitchell

MOTION CARRIED

IV. Public Comments

Winnetka resident John Peterson thanked the Board and staff for their partnership with the Park District and expressed interest in having a focused discussion regarding the new strategic plan.

Winnetka resident David Seaman expressed interest in having a focused discussion regarding their plans for investing in the Winnetka beach fronts.

Winnetka resident Marc Hecht commented on Jean-Paul Ruiz-Funes' resignation from the Board.

The Board received an anonymous comment on the library's COVID-19 mask policy.

Winnetka resident Jeffrey Liss recognized Jean-Paul Ruiz-Funes' time and contributions on the Board.

V. Approve Minutes

- Approve Minutes of the November 22, 2021 Regular Meeting

President Mitchell announced the approval of the November 22, 2021 Regular Meeting Minutes.

VI. Financial Report

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

VII. Library Report

LIBRARY DIRECTOR'S REPORT:

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

VIII. Liaisons to Other Organizations-Reports

- *Winnetka Village*- President Mitchell reported that the village is moving forward with the comprehensive plan, has renewed their agreement with Morton Salt, and has adopted the new village budget.
- *Northfield Village*- Trustee Munoz stated that there was nothing new to report.

IX. Unfinished Business

X. New Business

- *FY20/21 Audit Results (Chris McClure, McClure, Inserra & Co)*
Chris McClure from McClure, Inserra & Co presented the audit results for Fiscal Year 2020-2021. The District was given a clean opinion.
- *Discussion on Return to In-Person Board Meetings*
A MOTION was made by President Mitchell to return to in-person board meetings.

AN AMENDED MOTION was made by Trustee Gosselin to delay the discussion of returning to in-person meetings until the January meeting.

The AMENDED MOTION passed on a voice vote.

XI. Communications

- *The next regular meeting will be held on Monday, January 17th at 7 p.m. via Zoom*
- *The library will be closed on Christmas Eve (12/24), Christmas Day (12/25), New Year's Eve (12/31) and New Year's Day (1/1)*

XII. Public Comments

Winnetka resident Marc Hecht commented on virtual vs. in-person meetings.

XIII. Adjournment

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

The MOTION passed on a voice vote and President Mitchell adjourned the meeting at 8:02 p.m.

Respectfully submitted,

Nicola White
Recording Secretary

_____ Melissa Mitchell, President

_____ Thomas Sundell, Secretary

Winnetka-Northfield Public Library District

All Funds Summary

For the 6 Months Ended December 31, 2021

Ideal Budget Percentage Spent: 50.00%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Current Year-to-Date</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
Revenues					
Library Fund	4,021,186.25	2,010,593.13	1,856,659.33	46.17 %	(153,933.80)
IMRF Fund	176,750.00	88,375.00	81,552.03	46.14 %	(6,822.97)
FICA Fund	131,300.00	65,650.00	60,581.51	46.14 %	(5,068.49)
Building Fund	403,994.00	201,997.00	186,401.85	46.14 %	(15,595.15)
Unemployment Fund	2,020.00	1,010.00	932.03	46.14 %	(77.97)
Total Revenues	<u>4,735,250.25</u>	<u>2,367,625.13</u>	<u>2,186,126.75</u>	<u>46.17 %</u>	<u>(181,498.38)</u>
Expenses					
Library Fund	3,859,150.00	1,929,575.00	2,097,334.37	54.35 %	167,759.37
IMRF Fund	102,750.00	51,375.00	60,401.75	58.79 %	9,026.75
FICA Fund	133,000.00	66,500.00	56,661.72	42.60 %	(9,838.28)
Building Fund	320,000.00	160,000.00	124,942.64	39.04 %	(35,057.36)
Unemployment Fund	10.00	5.00	0.00	0.00 %	(5.00)
Total Expenses	<u>4,414,910.00</u>	<u>2,207,455.00</u>	<u>2,339,340.48</u>	<u>52.99 %</u>	<u>131,885.48</u>
Total Revenues	4,735,250.25	2,367,625.13	2,186,126.75	46.17 %	(181,498.38)
Total Expenses	<u>4,414,910.00</u>	<u>2,207,455.00</u>	<u>2,339,340.48</u>	<u>52.99 %</u>	<u>(131,885.48)</u>
Excess Revenues less Expenses	<u>320,340.25</u>	<u>160,170.13</u>	<u>(153,213.73)</u>	<u>(47.83)%</u>	<u>(313,383.86)</u>

Winnetka-Northfield Public Library District

Library Fund Summary

For the 6 Months Ended December 31, 2021

Ideal Budget Percentage Spent: 50.00%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year-to-Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
Operating Revenue					
Property Tax	3,786,490.00	1,893,245.00	1,747,077.44	46.14 %	(146,167.56)
Replacement Tax	30,000.00	15,000.00	30,199.93	100.67 %	15,199.93
Collections	130,196.25	65,098.13	60,066.19	46.14 %	(5,031.94)
Materials	6,500.00	3,250.00	3,498.05	53.82 %	248.05
Other Income	<u>68,000.00</u>	<u>34,000.00</u>	<u>15,817.72</u>	<u>23.26 %</u>	<u>(18,182.28)</u>
Total Operating Revenue	<u>4,021,186.25</u>	<u>2,010,593.13</u>	<u>1,856,659.33</u>	<u>46.17 %</u>	<u>(153,933.80)</u>
Operating Expenses					
Personnel	1,871,100.00	935,550.00	856,593.13	45.78 %	(78,956.87)
Administration	197,400.00	98,700.00	109,360.79	55.40 %	10,660.79
Utilities	91,400.00	45,700.00	34,846.92	38.13 %	(10,853.08)
IT Services	163,000.00	81,500.00	73,781.82	45.26 %	(7,718.18)
Public Relations	43,000.00	21,500.00	26,080.96	60.65 %	4,580.96
Library Materials - Adult	519,000.00	259,500.00	281,543.07	54.25 %	22,043.07
Library Materials - Youth	75,000.00	37,500.00	39,477.23	52.64 %	1,977.23
Programs	69,250.00	34,625.00	33,637.17	48.57 %	(987.83)
Capital	<u>830,000.00</u>	<u>415,000.00</u>	<u>642,013.28</u>	<u>77.35 %</u>	<u>227,013.28</u>
Total Operating Expenses	<u>3,859,150.00</u>	<u>1,929,575.00</u>	<u>2,097,334.37</u>	<u>54.35 %</u>	<u>167,759.37</u>
Total Revenues	4,021,186.25	2,010,593.13	1,856,659.33	46.17 %	(153,933.80)
Total Expenses	<u>3,859,150.00</u>	<u>1,929,575.00</u>	<u>2,097,334.37</u>	<u>54.35 %</u>	<u>167,759.37</u>
Excess Revenues less Expenses	<u>162,036.25</u>	<u>81,018.13</u>	<u>(240,675.04)</u>	<u>(148.53)%</u>	<u>(321,693.17)</u>

Winnetka-Northfield Public Library District
Statement of Revenues and Expenditures - Modified Cash Basis
For the 6 Months Ended December 31, 2021

Ideal Budget Percentage Spent: 50.00%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year to Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
<u>LIBRARY FUND</u>					
Revenues					
Taxes					
Property Taxes Collections	3,786,490.00	1,893,245.00	1,747,077.44	46.14 %	(146,167.56)
Replacement Tax	<u>30,000.00</u>	<u>15,000.00</u>	<u>30,199.93</u>	<u>100.67 %</u>	<u>15,199.93</u>
Total Taxes	<u>3,816,490.00</u>	<u>1,908,245.00</u>	<u>1,777,277.37</u>	<u>46.57 %</u>	<u>(130,967.63)</u>
Collections					
Per Capita Grant	21,696.25	10,848.13	27,232.58	125.52 %	16,384.45
Kenilworth Services	105,000.00	52,500.00	31,118.00	29.64	(21,382.00)
Fines - Winnetka	0.00	0.00	333.85	0.00	333.85
Studio Fees	1,000.00	500.00	484.98	48.50	(15.02)
Lost/Damaged Mat.-Winnetka	2,500.00	1,250.00	896.28	35.85	(353.72)
Library Programs - Winnetka	<u>0.00</u>	<u>0.00</u>	<u>0.50</u>	<u>0.00</u>	<u>0.50</u>
Total Collections	<u>130,196.25</u>	<u>65,098.13</u>	<u>60,066.19</u>	<u>46.14 %</u>	<u>(5,031.94)</u>
Materials					
Copy/Printing - Winnetka	5,000.00	2,500.00	3,498.05	69.96 %	998.05
Book Sales - Winnetka	<u>1,500.00</u>	<u>750.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(750.00)</u>
Total Materials	<u>6,500.00</u>	<u>3,250.00</u>	<u>3,498.05</u>	<u>53.82 %</u>	<u>248.05</u>
Other Income					
Checking Interest Income	5,000.00	2,500.00	2,603.16	52.06 %	103.16
Byline Bank IMA Interest	45,000.00	22,500.00	3,049.50	6.78	(19,450.50)
Change on Investment Value	0.00	0.00	(516.12)	0.00	(516.12)
Money Market-Interest	0.00	0.00	8,642.52	0.00	8,642.52
Misc. Revenue - Winnetka	0.00	0.00	788.66	0.00	788.66
Gift Fund (over \$100)	500.00	250.00	1,250.00	250.00	1,000.00
Friends Donations	<u>17,500.00</u>	<u>8,750.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(8,750.00)</u>
Total Other Income	<u>68,000.00</u>	<u>34,000.00</u>	<u>15,817.72</u>	<u>23.26 %</u>	<u>(18,182.28)</u>
Total Revenue	<u>4,021,186.25</u>	<u>2,010,593.13</u>	<u>1,856,659.33</u>	<u>46.17 %</u>	<u>(153,933.80)</u>

Winnetka-Northfield Public Library District

Statement of Revenues and Expenditures - Modified Cash Basis

For the 6 Months Ended December 31, 2021

Ideal Budget Percentage Spent: 50.00%

	Annual Budget	Prorated Budget	Year to Date Actual	% of Budget	Variance vs. Prorated Budget
LIBRARY FUND					
Expenses					
Personnel					
Salaries	1,620,000.00	810,000.00	749,667.07	46.28 %	(60,332.93)
Health Insurance	240,000.00	120,000.00	106,033.20	44.18	(13,966.80)
Flu Vaccination	100.00	50.00	0.00	0.00	(50.00)
Employee Asst. Program	500.00	250.00	0.00	0.00	(250.00)
Conferences	10,000.00	5,000.00	717.86	7.18	(4,282.14)
Flexible Spending Account	500.00	250.00	175.00	35.00	(75.00)
Total Personnel	1,871,100.00	935,550.00	856,593.13	45.78 %	(78,956.87)
Administration					
Audit Fees	12,400.00	6,200.00	12,400.00	100.00 %	6,200.00
Library Supplies	34,500.00	17,250.00	12,165.29	35.26	(5,084.71)
Office Supplies	7,000.00	3,500.00	2,645.48	37.79	(854.52)
Breakroom Supplies	2,000.00	1,000.00	845.57	42.28	(154.43)
Postage	3,200.00	1,600.00	1,278.43	39.95	(321.57)
Hospitality	1,500.00	750.00	878.30	58.55	128.30
Accounting and Bookkeeping	23,000.00	11,500.00	11,808.74	51.34	308.74
Legal Notices	3,500.00	1,750.00	2,247.00	64.20	497.00
Delivery Service	6,800.00	3,400.00	3,200.00	47.06	(200.00)
Payroll Services	9,000.00	4,500.00	4,180.40	46.45	(319.60)
Liability Insurance Costs	23,000.00	11,500.00	23,180.00	100.78	11,680.00
Board Expenses	1,000.00	500.00	43.69	4.37	(456.31)
Memberships	3,500.00	1,750.00	2,099.66	59.99	349.66
Staff Recognition/Events/Meetings	6,000.00	3,000.00	1,349.22	22.49	(1,650.78)
Legal	12,000.00	6,000.00	(919.40)	(7.66)	(6,919.40)
Building Appraisal	500.00	250.00	0.00	0.00	(250.00)
Other Consultations	5,000.00	2,500.00	16,524.64	330.49	14,024.64
Investment Fees	5,000.00	2,500.00	1,707.52	34.15	(792.48)
HR Consultant	38,000.00	19,000.00	13,876.25	36.52	(5,123.75)
Miscellaneous	500.00	250.00	(150.00)	(30.00)	(400.00)
Total Administration	197,400.00	98,700.00	109,360.79	55.40 %	10,660.79
Utilities					
Electricity - Winnetka	41,000.00	20,500.00	22,320.38	54.44 %	1,820.38
Water - Winnetka	3,500.00	1,750.00	1,005.15	28.72	(744.85)
Storm Sewer - Winnetka	1,600.00	800.00	665.80	41.61	(134.20)
Natural Gas - Winnetka	11,000.00	5,500.00	4,330.23	39.37	(1,169.77)
Telephone - Winnetka	16,800.00	8,400.00	314.09	1.87	(8,085.91)
Internet Services	17,500.00	8,750.00	6,211.27	35.49	(2,538.73)
Total Utilities	91,400.00	45,700.00	34,846.92	38.13 %	(10,853.08)
Information Technology					
CCS Operating	80,000.00	40,000.00	36,200.14	45.25 %	(3,799.86)
Software	23,000.00	11,500.00	24,983.57	108.62	13,483.57
LAN Management	50,000.00	25,000.00	12,045.35	24.09	(12,954.65)
Hardware	0.00	0.00	409.84	0.00	409.84
Technology - Website	10,000.00	5,000.00	142.92	1.43	(4,857.08)
Total Information Technology	163,000.00	81,500.00	73,781.82	45.26 %	(7,718.18)
Public Relations					

Winnetka-Northfield Public Library District
Statement of Revenues and Expenditures - Modified Cash Basis
For the 6 Months Ended December 31, 2021

Ideal Budget Percentage Spent: 50.00%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year to Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
LIBRARY FUND					
PR Promotional	7,000.00	3,500.00	4,461.64	63.74 %	961.64
PR Source/Mailers	23,000.00	11,500.00	15,407.24	66.99	3,907.24
PR Supplies	8,000.00	4,000.00	2,519.10	31.49	(1,480.90)
PR Marketing/Advertising	<u>5,000.00</u>	<u>2,500.00</u>	<u>3,692.98</u>	<u>73.86</u>	<u>1,192.98</u>
Total Public Relations	<u>43,000.00</u>	<u>21,500.00</u>	<u>26,080.96</u>	<u>60.65 %</u>	<u>4,580.96</u>
Library Materials - Adult					
Books-Fiction-Adult-Winnetka	79,000.00	39,500.00	32,143.33	40.69 %	(7,356.67)
Books-Non-Fiction-Adult-Winnetka	70,000.00	35,000.00	29,132.52	41.62	(5,867.48)
Periodicals-Winnetka	20,000.00	10,000.00	7,562.13	37.81	(2,437.87)
DVDs-Adult-Winnetka	38,000.00	19,000.00	13,072.14	34.40	(5,927.86)
Audio Books-Adult-Winnetka	17,000.00	8,500.00	7,928.07	46.64	(571.93)
Books-Digital-Winnetka	200,000.00	100,000.00	104,807.55	52.40	4,807.55
Online Database	<u>95,000.00</u>	<u>47,500.00</u>	<u>86,897.33</u>	<u>91.47</u>	<u>39,397.33</u>
Total Library Materials - Adult	<u>519,000.00</u>	<u>259,500.00</u>	<u>281,543.07</u>	<u>54.25 %</u>	<u>22,043.07</u>
Library Materials - Youth					
Books-Fiction-Juv-Winnetka	40,000.00	20,000.00	19,443.74	48.61 %	(556.26)
Books-Non-Fiction, Easy, & JH-Winnetka	14,000.00	7,000.00	7,004.91	50.04	4.91
DVDs-Juv-Winnetka	8,000.00	4,000.00	2,203.93	27.55	(1,796.07)
Audio Books-Juv-Winnetka	10,000.00	5,000.00	5,363.67	53.64	363.67
Video Games-Juv-Winnetka	3,000.00	1,500.00	5,450.28	181.68	3,950.28
Books-Jr. High-Winnetka	<u>0.00</u>	<u>0.00</u>	<u>10.70</u>	<u>0.00</u>	<u>10.70</u>
Total Library Materials - Youth	<u>75,000.00</u>	<u>37,500.00</u>	<u>39,477.23</u>	<u>52.64 %</u>	<u>1,977.23</u>
Programs					
Summer Reading	8,000.00	4,000.00	6,420.00	80.25 %	2,420.00
OBTV	15,000.00	7,500.00	6,363.64	42.42	(1,136.36)
Programming - Studio	6,750.00	3,375.00	4,020.97	59.57	645.97
Programming - Youth	15,000.00	7,500.00	4,110.32	27.40	(3,389.68)
Programming - Adult	20,000.00	10,000.00	9,330.53	46.65	(669.47)
Studio Maintenance/Repair	<u>4,500.00</u>	<u>2,250.00</u>	<u>3,391.71</u>	<u>75.37</u>	<u>1,141.71</u>
Total Programs	<u>69,250.00</u>	<u>34,625.00</u>	<u>33,637.17</u>	<u>48.57 %</u>	<u>(987.83)</u>
Capital					
Capital Outlay	400,000.00	200,000.00	610,370.43	152.59 %	410,370.43
Building	250,000.00	125,000.00	8,327.35	3.33	(116,672.65)
Equipment/Furniture	100,000.00	50,000.00	5,901.12	5.90	(44,098.88)
Computer Equipment	<u>80,000.00</u>	<u>40,000.00</u>	<u>17,414.38</u>	<u>21.77</u>	<u>(22,585.62)</u>
Total Capital	<u>830,000.00</u>	<u>415,000.00</u>	<u>642,013.28</u>	<u>77.35 %</u>	<u>227,013.28</u>
Total Expenses	<u>3,859,150.00</u>	<u>1,929,575.00</u>	<u>2,097,334.37</u>	<u>54.35 %</u>	<u>167,759.37</u>
Excess Revenues less Expenses	<u>162,036.25</u>	<u>81,018.13</u>	<u>(240,675.04)</u>	<u>(148.53)%</u>	<u>(321,693.17)</u>

Winnetka-Northfield Public Library District
Statement of Revenues and Expenditures - Modified Cash Basis
For the 6 Months Ended December 31, 2021

Ideal Budget Percentage Spent: 50.00%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year to Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
BUILDING FUND					
Revenues					
Property Taxes Collections-Building	403,994.00	201,997.00	186,401.85	46.14 %	(15,595.15)
Total Revenue	<u>403,994.00</u>	<u>201,997.00</u>	<u>186,401.85</u>	<u>46.14 %</u>	<u>(15,595.15)</u>
Expenses					
Northfield Lease	66,000.00	33,000.00	33,101.46	50.15 %	101.46
Janitorial Supplies	13,176.00	6,588.00	2,941.17	22.32	(3,646.83)
Snow Removal	8,960.00	4,480.00	0.00	0.00	(4,480.00)
Photocopier Leases	44,800.00	22,400.00	11,210.82	25.02	(11,189.18)
Phone Lease	10,752.00	5,376.00	0.00	0.00	(5,376.00)
Building Maintenance Service	123,200.00	61,600.00	53,000.00	43.02	(8,600.00)
Elevators	8,960.00	4,480.00	3,901.08	43.54	(578.92)
Landscaping	5,600.00	2,800.00	2,805.62	50.10	5.62
HVAC	11,200.00	5,600.00	5,324.58	47.54	(275.42)
Automatic Doors	3,920.00	1,960.00	1,680.00	42.86	(280.00)
Roof	672.00	336.00	0.00	0.00	(336.00)
Alarms	3,080.00	1,540.00	2,690.05	87.34	1,150.05
Equipment	4,480.00	2,240.00	202.50	4.52	(2,037.50)
Misc Services	<u>15,200.00</u>	<u>7,600.00</u>	<u>8,085.36</u>	<u>53.19</u>	<u>485.36</u>
Total Expenses	<u>320,000.00</u>	<u>160,000.00</u>	<u>124,942.64</u>	<u>39.04 %</u>	<u>(35,057.36)</u>
Excess Revenues less Expenses	<u>\$ 83,994.00</u>	<u>\$ 41,997.00</u>	<u>\$ 61,459.21</u>	<u>73.17 %</u>	<u>19,462.21</u>

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

December 1, 2021 - December 31, 2021

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Vendor Checks						
VILLAGE OF WINNETKA 10-0-5898	Miscellaneous	Void Check# 2952	-50.00	2952	12/08/21	<u>(50.00)</u>
Monica Dombrowski 10-0-5743	Other Consultations	Void Check# 3039	-38.05	3039	12/08/21	<u>(38.05)</u>
Cara Brooks 10-0-4150	Lost/Damaged Materials	Void Check# 3135	-13.56	3135	12/08/21	<u>(13.56)</u>
Kim Hack 10-0-5908	Programming - Adult	Void Check# 3170	-812.50	3170	12/08/21	<u>(812.50)</u>
Alkek Library - Interlibrary Loan 10-0-4150	Lost/Damaged Materials	Replacment Cost for: a dialogue in paint, poetry, and music	163.95	3365	12/09/21	<u>163.95</u>
AT&T 10-0-5176	Internet Services	INV# S663007007-21314	336.37	3366	12/09/21	<u>336.37</u>
Brian Michalski 10-0-5908	Programming - Adult	Awesome Australia	300.00	3367	12/09/21	<u>300.00</u>
Cara Brooks 10-0-4150	Lost/Damaged Materials	Cara Brooks - Refund	13.56	3368	12/09/21	<u>13.56</u>
Catapult 10-0-5115	Flexible Spending Account	INV# 00095936	35.00	3369	12/09/21	<u>35.00</u>
Cheryl Rich Heisler 10-0-5908	Programming - Adult	Holiday Cocktails from Around the World	400.00	3370	12/09/21	<u>400.00</u>
Chicago Hearing Society 10-0-5732	Staff Recognition/Events/Meeti ngs	INV# C82772	192.00	3371	12/09/21	<u>192.00</u>
Claire Evans 10-0-5908	Programming - Adult	The Great British Baking Tour	200.00	3372	12/09/21	<u>200.00</u>
Isabel Raci 10-0-5908	Programming - Adult	Chair Yoga	430.00	3373	12/09/21	<u>430.00</u>
Library Ideas, LLC 10-1-5444	Audio Books-Juv- Winnetka	INV# 86037	767.10	3374	12/09/21	<u>1,534.20</u>
10-2-5444	Audio Books-Juv- Northfield	INV# 86037	767.10			
Monica Dombrowski 10-0-5743	Other Consultations	Monica Dombrowski - Travel Reimbursement	38.05	3375	12/09/21	<u>38.05</u>
Olga Caradmone 10-0-5908	Programming - Adult	Virtual Tour of St. Petersburg, Russia	225.00	3376	12/09/21	<u>225.00</u>
RMC Imaging, Inc.				3377	12/09/21	<u>625.00</u>

Winnetka-Northfield Public Library District

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December 1, 2021 - December 31, 2021

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5885	Computer Equipment	INV# 2579	625.00			
Steven Frenzel				3378	12/09/21	<u>200.00</u>
10-0-5908	Programming - Adult	Audrey Hepburn: Graceful Legend	200.00			
System4 Chicago				3379	12/09/21	<u>8,000.00</u>
70-0-5748	Building Maintenance Service	INV# 2710	1,800.00			
70-0-5748	Building Maintenance Service	INV# 2711	6,200.00			
Technology Management Rev Fund				3380	12/09/21	<u>450.00</u>
10-0-5176	Internet Services	INV# T2208389	450.00			
Tee Jay Service Company, Inc				3381	12/09/21	<u>280.00</u>
70-0-5755	Automatic Doors	INV# 183867	280.00			
The Book Stall				3382	12/09/21	<u>121.52</u>
10-1-5341	Books-Non-Fiction-Adult-Winnetka	INV# 389151	43.18			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	INV# 389546	22.39			
10-2-5341	Books-Non-Fiction-Adult-Northfield	INV# 388576	55.95			
ULINE				3383	12/09/21	<u>160.62</u>
10-0-5120	Library Supplies	INV# 141938102	160.62			
William Reichman				3384	12/09/21	<u>200.00</u>
10-0-5906	Programming - Studio	Bake Along: Cranberry Apricot Scones	200.00			
AMANDA GARRITY				3385	12/16/21	<u>49.44</u>
10-0-5907	Programming - Youth Staff	AMANDA GARRITY - Dollar Tree	17.50			
10-0-5732	Recognition/Events/Meetings	AMANDA GARRITY - Target	31.94			
ATA Group, LLP				3386	12/16/21	<u>2,700.00</u>
10-0-5101	Audit Fees	INV# 10265	2,700.00			
Clarence Goodman				3387	12/16/21	<u>250.00</u>
10-0-5908	Programming - Adult	Clarence Goodman - In the Belly of the Beast	250.00			
Fox Valley Fire & Safety				3388	12/16/21	<u>183.00</u>
70-0-5758	Alarms	INV# IN00484074	183.00			
Michael Cianfrani				3389	12/16/21	<u>77.77</u>
10-0-5906	Programming - Studio	Michael Cianfrani - Ikea	17.94			
10-0-5906	Programming - Studio	Michael Cianfrani - Joanne	59.83			
The Book Stall				3390	12/16/21	<u>183.09</u>
10-1-5341	Books-Non-Fiction-Adult-Winnetka	INV# 392335	60.74			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	INV# 392511	122.35			
USA Today				3391	12/16/21	<u>86.68</u>

Winnetka-Northfield Public Library District

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-1-5342	Periodicals-Winnetka	Acct # UT4183221	86.68			
NCPERS GROUP LIFE INS.				16862	12/15/21	<u>16.00</u>
10-0-5111	Health Insurance	INV# 5130122021	16.00			
Ntiva				16863	12/15/21	<u>3,350.67</u>
10-0-5885	Computer Equipment	INV# 23410	950.00			
10-0-5135	LAN Management	INV# 23081	2,400.67			
QUILL CORPORATION				16864	12/15/21	<u>138.94</u>
10-0-5120	Library Supplies	INV# 21300272	34.99			
10-0-5121	Office Supplies	INV# 21250104	25.98			
10-0-5121	Office Supplies	INV# 21128510	4.88			
10-0-5122	Breakroom Supplies	INV# 21188138	73.09			
MERCHANTS DELIVERY SERVICE				16865	12/15/21	<u>525.00</u>
10-0-5138	Delivery Service	21 Days book transfer	525.00			
ALARM DETECTION SYSTEMS, INC.				16866	12/15/21	<u>1,308.70</u>
70-0-5758	Alarms	INV# 57525-1099	598.95			
70-0-5758	Alarms	INV# SI-561709	535.00			
70-0-5758	Alarms	INV# SI-561930	174.75			
City Wide of Chicago				16867	12/15/21	<u>4,537.31</u>
10-0-5882	Building	INV# 42025000745	1,684.00			
10-0-5882	Building	INV# 42025000752	150.00			
10-0-5882	Building	INV# 42025000747	2,200.00			
10-0-5882	Building	INV# 42025000771	223.88			
10-0-5882	Building	INV# 42025000757	279.43			
CDW-G				16868	12/15/21	<u>2,090.00</u>
10-0-5885	Computer Equipment	INV# P546539	1,910.00			
10-0-5136	Hardware	INV# N969794	180.00			
VOGUE PRINTERS				16869	12/15/21	<u>4,790.00</u>
10-0-5722	PR Source/Mailers	INV# 18319	4,790.00			
PITNEY BOWES				16870	12/15/21	<u>299.01</u>
10-0-5123	Postage	INV# 3105136551	299.01			
HOOPLA (MIDWEST TAPE)				16871	12/15/21	<u>1,924.29</u>
10-1-5345	Books-Digital-Winnetka	INV# 501352355	1,924.29			
Intellicorp Records Inc.				16872	12/15/21	<u>20.80</u>
10-0-5736	Legal	INV# 1233920	20.80			
OVERDRIVE INC.				16873	12/15/21	<u>14,959.69</u>
10-1-5345	Books-Digital-Winnetka	INV# 01018MA21476026	2,405.00			
10-1-5345	Books-Digital-Winnetka	INV# 01018MA21475625	5,107.37			
10-1-5345	Books-Digital-Winnetka	INV# 01018CP21477159	7,447.32			
Kanopy				16874	12/15/21	<u>518.00</u>
10-1-5345	Books-Digital-Winnetka	INV# 274611-PPU	518.00			
Lauterbach & Amen, LLP				16875	12/15/21	<u>1,667.00</u>
10-0-5131	Accounting and Bookkeeping	INV# 61662	1,667.00			

Winnetka-Northfield Public Library District

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December 1, 2021 - December 31, 2021

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
VILLAGE OF NORTHFIELD 70-2-5159	Northfield Lease	INV# 0921LIB - 12/1/21	5,516.91	16876	12/15/21	<u>5,516.91</u>
BIBLIOTHECA, LLC 10-1-5345	Books-Digital-Winnetka	INV# INV-US50173	982.52	16877	12/15/21	<u>982.52</u>
VILLAGE OF WINNETKA 10-0-5111	Health Insurance	December 2021 Health Insurance	24,219.62	16878	12/15/21	<u>24,219.62</u>
Warehouse Direct 70-0-5725	Janitorial Supplies	INV# 5119489-0	279.80	16879	12/15/21	<u>279.80</u>
Midwest Tape				16880	12/15/21	<u>1,240.07</u>
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	44.98			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	9.74			
10-1-5344	Audio Books-Adult-Winnetka	Midwest Tape	34.99			
10-1-5344	Audio Books-Adult-Winnetka	Midwest Tape	39.99			
10-1-5344	Audio Books-Adult-Winnetka	Midwest Tape	39.99			
10-1-5344	Audio Books-Adult-Winnetka	Midwest Tape	29.99			
10-1-5344	Audio Books-Adult-Winnetka	Midwest Tape	326.93			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	5.00			
10-0-5120	Library Supplies	Midwest Tape	14.90			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	7.50			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	7.50			
10-0-5120	Library Supplies	Midwest Tape	7.50			
10-0-5120	Library Supplies	Midwest Tape	17.50			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	5.00			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	7.50			
10-2-5344	Audio Books-Adult-Northfield	Midwest Tape	149.97			
10-2-5344	Audio Books-Adult-Northfield	Midwest Tape	145.97			
10-2-5344	Audio Books-Adult-Northfield	Midwest Tape	34.99			
10-2-5443	DVDs-Juv-Northfield	Midwest Tape	9.74			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	11.24			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	7.49			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	35.77			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	92.20			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	21.73			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	71.97			
10-1-5444	Audio Books-Juv-Winnetka	Midwest Tape	34.99			

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Baker & Taylor				16881	12/15/21	<u>515.91</u>
10-0-5120	Library Supplies	Baker & Taylor	18.77			
10-0-5120	Library Supplies	Baker & Taylor	14.86			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	54.75			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	219.36			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	171.08			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	37.09			
Midwest Tape				16882	12/15/21	<u>102.98</u>
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	27.99			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	74.99			
Baker & Taylor				16883	12/15/21	<u>520.11</u>
10-0-5120	Library Supplies	Baker & Taylor	0.05			
10-0-5120	Library Supplies	Baker & Taylor	2.86			
10-0-5120	Library Supplies	Baker & Taylor	2.11			
10-0-5120	Library Supplies	Baker & Taylor	1.06			
10-0-5120	Library Supplies	Baker & Taylor	1.04			
10-0-5120	Library Supplies	Baker & Taylor	1.06			
10-0-5120	Library Supplies	Baker & Taylor	2.11			
10-0-5120	Library Supplies	Baker & Taylor	1.05			
10-0-5120	Library Supplies	Baker & Taylor	14.35			
10-0-5120	Library Supplies	Baker & Taylor	4.97			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	190.44			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	63.26			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	10.16			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	26.98			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	10.16			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	13.49			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	12.74			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	26.98			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	13.49			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	19.76			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	37.89			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	64.10			
Midwest Tape				16884	12/15/21	<u>1,339.86</u>
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	176.16			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	59.97			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	59.98			
10-1-5344	Audio Books-Adult-Winnetka	Midwest Tape	34.99			
10-1-5344	Audio Books-Adult-Winnetka	Midwest Tape	29.99			

Winnetka-Northfield Public Library District

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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	79.98			
10-1-5344	Audio Books-Adult-Winnetka	Midwest Tape	49.99			
10-0-5120	Library Supplies	Midwest Tape	5.00			
10-0-5120	Library Supplies	Midwest Tape	10.00			
10-0-5120	Library Supplies	Midwest Tape	5.00			
10-0-5120	Library Supplies	Midwest Tape	5.00			
10-0-5120	Library Supplies	Midwest Tape	7.50			
10-0-5120	Library Supplies	Midwest Tape	5.00			
10-0-5120	Library Supplies	Midwest Tape	5.00			
10-0-5120	Library Supplies	Midwest Tape	20.00			
10-0-5120	Library Supplies	Midwest Tape	24.90			
10-0-5120	Library Supplies	Midwest Tape	5.00			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	7.50			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	7.50			
10-0-5120	Library Supplies	Midwest Tape	5.00			
10-0-5120	Library Supplies	Midwest Tape	5.00			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	5.00			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-2-5344	Audio Books-Adult-Northfield	Midwest Tape	79.98			
10-2-5344	Audio Books-Adult-Northfield	Midwest Tape	39.99			
10-1-5443	DVDs-Juv-Winnetka	Midwest Tape	33.72			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	44.21			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	44.98			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	59.98			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	67.47			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	34.48			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	47.98			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	29.99			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	43.48			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	14.24			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	133.42			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	37.48			
Baker & Taylor				16885	12/15/21	<u>7,907.04</u>
10-0-5120	Library Supplies	Baker & Taylor	19.37			
10-1-5448	Books-Jr. High-Winnetka	Baker & Taylor	10.70			
10-0-5120	Library Supplies	Baker & Taylor	8.74			
10-0-5120	Library Supplies	Baker & Taylor	1.04			
10-0-5120	Library Supplies	Baker & Taylor	23.24			
10-0-5120	Library Supplies	Baker & Taylor	50.61			
10-0-5120	Library Supplies	Baker & Taylor	14.43			
10-0-5120	Library Supplies	Baker & Taylor	25.68			
10-0-5120	Library Supplies	Baker & Taylor	25.61			
10-0-5120	Library Supplies	Baker & Taylor	19.46			
10-0-5120	Library Supplies	Baker & Taylor	28.06			
10-0-5120	Library Supplies	Baker & Taylor	16.89			
10-0-5120	Library Supplies	Baker & Taylor	3.44			
10-0-5120	Library Supplies	Baker & Taylor	15.58			

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5120	Library Supplies	Baker & Taylor	20.90			
10-0-5120	Library Supplies	Baker & Taylor	11.32			
10-0-5120	Library Supplies	Baker & Taylor	15.27			
10-0-5120	Library Supplies	Baker & Taylor	23.87			
10-0-5120	Library Supplies	Baker & Taylor	17.45			
10-0-5120	Library Supplies	Baker & Taylor	9.83			
10-0-5120	Library Supplies	Baker & Taylor	1.50			
10-0-5120	Library Supplies	Baker & Taylor	1.06			
10-0-5120	Library Supplies	Baker & Taylor	2.10			
10-0-5120	Library Supplies	Baker & Taylor	12.12			
10-0-5120	Library Supplies	Baker & Taylor	2.86			
10-0-5120	Library Supplies	Baker & Taylor	0.37			
10-0-5120	Library Supplies	Baker & Taylor	4.17			
10-0-5120	Library Supplies	Baker & Taylor	3.62			
10-0-5120	Library Supplies	Baker & Taylor	1.05			
10-0-5120	Library Supplies	Baker & Taylor	1.05			
10-0-5120	Library Supplies	Baker & Taylor	3.25			
10-0-5120	Library Supplies	Baker & Taylor	1.04			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	316.76			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	403.60			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	266.34			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	34.32			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	172.82			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	77.96			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	96.33			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	61.28			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	152.91			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	10.16			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	198.86			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	277.93			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	102.25			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	123.45			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	73.97			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	24.40			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	13.49			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	10.16			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	55.31			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	12.74			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	12.74			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	13.49			

Winnetka-Northfield Public Library District

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	51.38			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	41.68			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	337.79			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	37.89			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	23.65			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	44.60			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	38.96			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	20.95			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	99.08			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	34.82			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	46.34			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	7.34			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Baker & Taylor	414.08			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Baker & Taylor	461.45			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Baker & Taylor	497.76			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Baker & Taylor	216.65			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Baker & Taylor	14.10			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Baker & Taylor	1,137.28			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Baker & Taylor	473.43			
10-2-5341	Books-Non-Fiction-Adult-Northfield	Baker & Taylor	53.10			
10-2-5341	Books-Non-Fiction-Adult-Northfield	Baker & Taylor	214.24			
10-2-5341	Books-Non-Fiction-Adult-Northfield	Baker & Taylor	15.81			
10-2-5341	Books-Non-Fiction-Adult-Northfield	Baker & Taylor	42.94			
10-2-5341	Books-Non-Fiction-Adult-Northfield	Baker & Taylor	84.73			
10-2-5341	Books-Non-Fiction-Adult-Northfield	Baker & Taylor	146.87			
10-1-5441	Books-Non-Fiction, Easy, & JH-Winnetka	Baker & Taylor	177.97			
10-1-5441	Books-Non-Fiction, Easy, & JH-Winnetka	Baker & Taylor	132.68			
10-2-5441	Books-Non-Fiction, Easy, & JH-Northfield	Baker & Taylor	28.53			
10-2-5441	Books-Non-Fiction, Easy, & JH-Northfield	Baker & Taylor	103.99			
OpenGov, Inc 10-0-5134	Software	INV# INV00005920	2,674.00	16886	12/22/21	<u>2,674.00</u>
ANTHONY SCOPELLITI LANDSCAPING, INC. 70-0-5750	Landscaping	INV# 23723	420.00	16887	12/22/21	<u>420.00</u>

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
DE LAGE LANDEN FINANCIALSVCS. 70-0-5746	Photocopier Leases	INV# 74792933	1,868.47	16888	12/22/21	<u>1,868.47</u>
CIVICTechnologies 10-0-5743	Other Consultations	INV# WN09	3,262.50	16889	12/22/21	<u>3,262.50</u>
DEMCO 10-0-5120	Library Supplies	INV# 7054872	298.30	16890	12/22/21	<u>298.30</u>
Shales McNutt Construction 10-0-5800	Capital Outlay	PERIOD OF: 11/1/21 - 12/10/21	32,250.00	16891	12/22/21	<u>32,250.00</u>
DELTA DENTAL PLAN OF ILLINOIS 10-0-5111	Health Insurance	INV# 1518515	1,322.03	16892	12/22/21	<u>1,322.03</u>
Dow Jones & Company Inc. 10-1-5346	Online Database - Winnetka	INV# 96996250	2,268.00	16893	12/22/21	<u>2,268.00</u>
LIBRARIES FIRST (Innovation Experts) 10-1-5346	Online Database - Winnetka	INV# 8126	150.00	16894	12/22/21	<u>150.00</u>
Warehouse Direct 70-0-5725	Janitorial Supplies	INV# 5121025-0	185.04	16895	12/22/21	<u>185.04</u>
Linkedin 10-1-5346	Online Database - Winnetka	INV# 10111401531	7,000.00	16896	12/22/21	<u>7,000.00</u>
PITNEY BOWES 10-0-5123	Postage	INV# 3104841564	329.46	16897	12/22/21	<u>329.46</u>
Midwest Tape 10-2-5343	DVDs-Adult-Northfield	Midwest Tape	38.98	16898	12/22/21	<u>834.17</u>
10-1-5344	Audio Books-Adult-Winnetka	Midwest Tape	64.98			
10-1-5344	Audio Books-Adult-Winnetka	Midwest Tape	119.97			
10-1-5344	Audio Books-Adult-Winnetka	Midwest Tape	39.99			
10-1-5344	Audio Books-Adult-Winnetka	Midwest Tape	39.99			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	5.00			
10-0-5120	Library Supplies	Midwest Tape	25.00			
10-0-5120	Library Supplies	Midwest Tape	5.00			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	7.50			
10-0-5120	Library Supplies	Midwest Tape	5.00			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	7.50			
10-0-5120	Library Supplies	Midwest Tape	5.00			
10-0-5120	Library Supplies	Midwest Tape	5.00			
10-0-5120	Library Supplies	Midwest Tape	5.00			
10-0-5120	Library Supplies	Midwest Tape	5.00			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	7.50			

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-2-5344	Audio Books-Adult-Northfield	Midwest Tape	79.98			
10-1-5443	DVDs-Juv-Winnetka	Midwest Tape	29.99			
10-1-5443	DVDs-Juv-Winnetka	Midwest Tape	159.65			
10-2-5443	DVDs-Juv-Northfield	Midwest Tape	23.24			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	47.97			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	17.24			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	18.74			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	38.23			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	27.72			
Baker & Taylor				16899	12/22/21	<u>277.35</u>
10-0-5120	Library Supplies	Baker & Taylor	3.01			
10-0-5120	Library Supplies	Baker & Taylor	6.24			
10-0-5120	Library Supplies	Baker & Taylor	15.30			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	25.93			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	41.22			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	57.93			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	102.61			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	8.47			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	16.64			
PITNEY BOWES				16920	12/31/21	<u>50.00</u>
10-0-5123	Postage	PITNEY BOWES	50.00			
COMCAST				16921	12/31/21	<u>69.95</u>
10-0-5176	Internet Services	COMCAST	69.95			
CALL ONE				16922	12/31/21	<u>62.62</u>
10-1-5175	Telephone - Winnetka	CALL ONE	62.62			
NORTH SHORE GAS				16923	12/31/21	<u>1,378.89</u>
10-0-5174	Natural Gas	NORTH SHORE GAS	1,378.89			
NATIONWIDE RETIREMENT SOLUTIONS				16924	12/31/21	<u>1,375.00</u>
10-0-2040	457 withholding	NATIONWIDE RETIREMENT SOLUTIONS	1,375.00			
NICOR				16925	12/31/21	<u>109.34</u>
10-2-5174	Natural Gas - Northfield	NICOR	109.34			
PITNEY BOWES				16926	12/31/21	<u>100.00</u>
10-0-5123	Postage	PITNEY BOWES	100.00			
COMCAST				16927	12/31/21	<u>299.69</u>
10-0-5176	Internet Services	COMCAST	299.69			
First Bankcard				16928	12/31/21	<u>8,130.89</u>
10-0-5882	Building	Mall - Amazon - outdoor decorations	170.79			
10-0-5884	Equipment/Furniture	Dombrowski - Amazon - wireless barcode scanner	46.65			
10-0-5884	Equipment/Furniture	Dombrowski - Amazon - space heater	27.99			
10-0-5885	Computer Equipment	Swenson - Apple - iPad	299.00			

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5907	Programming - Youth	Garrity - Amazon - programming supplies	31.08			
10-0-5907	Programming - Youth	Garrity - Amazon - programming supplies	33.50			
10-0-5907	Programming - Youth	Garrity - Amazon - programming play items	122.94			
10-0-5907	Programming - Youth	Garrity - Mariano's - programming supplies	55.63			
10-0-5907	Programming - Youth	Garrity - Amazon - passive programming supplies	11.99			
10-0-5907	Programming - Youth	Garrity - Amazon - programming play items	36.88			
10-0-5907	Programming - Youth	Garrity - Amazon - sensory kit replacement part	12.99			
10-0-5908	Programming - Adult	Mall - Amazon - event supplies	14.44			
10-0-5908	Programming - Adult	Mall - Amazon - event supplies	70.80			
10-0-5114	Conferences	Dombrowski - ACR - ALA hotel room	330.00			
10-0-5120	Library Supplies	Dombrowski - Amazon - batteries	22.30			
10-0-5120	Library Supplies	Dombrowski - Amazon - chalkboard signs	29.98			
10-0-5121	Office Supplies	Dombrowski - Amazon - white board and markers	57.52			
10-0-5122	Breakroom Supplies	Dombrowski - Amazon - water jugs	14.12			
10-0-5910	Studio Maintenance/Repair	Kline - Sherwin Williams - paint	181.93			
10-0-5910	Studio Maintenance/Repair	Kline - Amazon - pegboards	119.98			
10-0-5910	Studio Maintenance/Repair	Kline - Home Depot - primer, supplies	88.79			
10-0-5910	Studio Maintenance/Repair	Kline - Amazon - command hooks	5.96			
10-0-5910	Studio Maintenance/Repair	Kline - Amazon - wall decor	50.97			
10-0-5910	Studio Maintenance/Repair	Kline - Amazon - fabric for decoration	15.18			
10-1-5340	Books-Fiction-Adult-Winnetka	Morgan - Amazon - collection development	8.89			
10-1-5340	Books-Fiction-Adult-Winnetka	Morgan - Book Stall - collection development	48.00			
10-1-5340	Books-Fiction-Adult-Winnetka	Morgan - Amazon - collection development	22.22			
10-1-5340	Books-Fiction-Adult-Winnetka	Mall - Amazon - materials	17.99			
10-1-5340	Books-Fiction-Adult-Winnetka	Mall - Amazon - materials	27.95			
10-1-5340	Books-Fiction-Adult-Winnetka	Mall - Amazon - materials	35.98			
10-2-5340	Books-Fiction-Adult-Northfield	Morgan - Book Stall - collection development	24.00			
10-2-5340	Books-Fiction-Adult-Northfield	Morgan - Book Stall - collection development	111.98			
10-2-5340	Books-Fiction-Adult-Northfield	Morgan - Amazon - collection development	352.52			
10-0-5134	Software	Dombrowski - Zoom - monthly fee	14.99			
10-0-5134	Software	Mall - Zoom - event hosting	279.96			
10-0-5134	Software	Swenson - Adobe - creative cloud	278.91			
10-0-5177	Technology - Website	Swenson - Linode - webiste hosting	25.00			
10-0-5177	Technology - Website	Swenson - Hover - domain name renewal	17.92			
10-0-5906	Programming - Studio	Kline - Amazon - program materials	17.59			
10-0-5906	Programming - Studio	Kline - Amazon - program materials	16.99			
10-0-5906	Programming - Studio	Kline - Amazon - program materials	80.22			
10-0-5906	Programming - Studio	Kline - Amazon - LED lights	49.96			

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5906	Programming - Studio	Kline - Amazon - 8mm converter	299.95			
10-0-5906	Programming - Studio	Kline - Amazon - LED lights	11.99			
10-0-5906	Programming - Studio	Kline - Amazon - program materials	7.31			
10-0-5906	Programming - Studio	Kline - Humble Bundle - figurines for youth programs	25.00			
10-0-5906	Programming - Studio	Kline - Amazon - microphone	111.36			
10-0-5906	Programming - Studio	Kline - Amazon - USB drives	50.38			
10-0-5906	Programming - Studio	Kline - Amazon - magnetic tape	13.70			
10-0-5906	Programming - Studio	Kline - Amazon - transfer paper	24.99			
10-0-5906	Programming - Studio	Kline - Amazon - ironing board	42.99			
10-1-5440	Books-Fiction-Juv-Winnetka	Garrity - Amazon - youth fiction book	44.95			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Mall - Amazon - materials	32.00			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Morgan - Book Stall - collection development	48.00			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Mall - Amazon - materials	16.99			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Mall - Amazon - materials	17.59			
10-2-5341	Books-Non-Fiction-Adult-Northfield	Morgan - Book Stall - collection development	24.00			
10-1-5441	Books-Non-Fiction, Easy, & JH-Winnetka	Garrity - Amazon - STEAM kit replacement part	39.66			
10-1-5441	Books-Non-Fiction, Easy, & JH-Winnetka	Garrity - Amazon - picture book	14.99			
10-1-5441	Books-Non-Fiction, Easy, & JH-Winnetka	Garrity - Amazon - picture book	18.05			
10-1-5441	Books-Non-Fiction, Easy, & JH-Winnetka	Morgan - Book Stall - collection development	7.99			
10-1-5343	DVDs-Adult-Winnetka	Mall - Amazon - materials	15.06			
10-1-5445	Video Games-Juv-Winnetka	Garrity - Amazon - youth video games	41.95			
10-1-5445	Video Games-Juv-Winnetka	Garrity - Amazon - youth video games	207.03			
10-1-5445	Video Games-Juv-Winnetka	Garrity - Amazon - youth video games	119.76			
10-1-5445	Video Games-Juv-Winnetka	Garrity - Amazon - youth video games	24.99			
10-2-5445	Video Games- Juv-Northfield	Morgan - Book Stall - collection development	21.58			
10-2-5445	Video Games- Juv-Northfield	Morgan - Amazon - collection development	58.97			
10-0-5723	PR Supplies	Quish - HP - ink	1,138.44			
10-0-5723	PR Supplies	Quish - Amazon - staples and tape	27.51			
10-0-5724	PR Marketing/Advertising	Quish - Amazon - hot chocolate	9.14			
10-0-5724	PR Marketing/Advertising	Quish - Discount Mugs - mugs	1,102.75			
10-0-5724	PR Marketing/Advertising	Quish - Paypal - socks for winter prize	26.90			
10-0-5724	PR Marketing/Advertising	Quish - Amazon - hot chocolate	19.98			
10-0-5724	PR Marketing/Advertising	Quish - Amazon - bananagrams games	27.16			
10-0-5724	PR Marketing/Advertising	Quish - Amazon - puzzles	33.98			
10-0-5724	PR Marketing/Advertising	Quish - Facebook - promotion	2.20			
10-0-5724	PR Marketing/Advertising	Quish - 4imprint - bags	777.50			
10-0-5731	Memberships	Swenson - ILA - membership	200.00			
10-0-5732	Staff Recognition/Events/Meetings	Volny - Grand Food Center - bereavement card & gift	18.46			
10-0-5732	Staff Recognition/Events/Meetings	Morgan - ProFlowers - flowers	73.42			

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5732	Staff Recognition/Events/Meetings	Dombrowski - Amazon - K cups	49.74			
VILLAGE OF WINNETKA				16929	12/31/21	<u>2,356.46</u>
10-1-5171	Electricity - Winnetka	VILLAGE OF WINNETKA	58.00			
10-1-5171	Electricity - Winnetka	VILLAGE OF WINNETKA	1,720.39			
10-1-5171	Electricity - Winnetka	VILLAGE OF WINNETKA	176.64			
10-1-5171	Electricity - Winnetka	VILLAGE OF WINNETKA	47.10			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	75.60			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	37.02			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	2.00			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	85.00			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	21.55			
10-1-5173	Storm Sewer - Winnetka	VILLAGE OF WINNETKA	133.16			
NATIONWIDE RETIREMENT SOLUTIONS				16930	12/31/21	<u>1,375.00</u>
10-0-2040	457 withholding	NATIONWIDE RETIREMENT SOLUTIONS	1,375.00			
COMED				16931	12/31/21	<u>535.80</u>
10-0-5171	Electricity	COMED	535.80			
Check List Total						<u><u>164,274.33</u></u>

DECEMBER 2021 DIRECTOR'S REPORT

Staff Updates

- Anniversaries: Steve Kline (2 years)
- Comings: Emily Roth, Youth Services Librarian, joined us on 12/14.
- Goings: Sue Hurley, who worked as a Page for 37 years, retired on 12/1.

General News

- Branch Services Librarian Amelia Kmiec graduated with her master's degree in Library Science from the University of Illinois.

Finances

- We are at 46.17% of our expected operating revenues for the year (goal is 50%).
- We are at 52.99% of our budgeted operating expenses for the year (goal is 50%).

Programming

Youth

Category	21DEC	19DEC	Mo. % +/-	FY21-22 YTD	FY19-20 YTD	FY % +/-
Programs	23	62	-62.90%	187	397	-52.90%
Live Attendees	445	1,226	-63.70%	2,796	8,539	-67.26%
Recording Attendees	6	0	-	330	0	-

Highlights

Messy Mondays	Department Head Amanda provided winter-themed drop-in crafts
Gingerbread House Decorating	Librarian Amber led families in decorating festive gingerbread houses
Noon Year's Eve	YS Staff provided a variety of activities to help our youngest patrons ring in 2022!

Adults

Category	21DEC	19DEC	Mo. % +/-	FY21-22 YTD	FY19-20 YTD	FY % +/-
Programs	17	23	-26.09%	100	167	-40.12%
Live Attendees	242	210	15.24%	1,414	1,858	-23.90%
Recording Attendees	68	0	-	91	0	-

Highlights

Life in a Japanese Internment Camp	Historian Sarah Okner, internee descendent, detailed daily life in a camp and the profound effects it had on those living there.
Charles Dickens: A Christmas Tale with a Twist	Charles Dickens, portrayed by actor Terry Lynch, reflected on his life and discussed some of his best-loved holiday works.
Virtual Walking Tour of St. Petersburg, Russia	St. Petersburg native Olga Cardamone guided attendees through the royalty, views, and architecture of the historic city.

Studio (Digital Services)

Category	21DEC	19DEC	Mo. % +/-	FY21-22 YTD	FY19-20 YTD	FY % +/-
Appointments	93	0	-	417	0	-
Programs	8	0	-	57	0	-
Attendees	40	0	-	433	0	-

Highlights

Friendship Soup Gift	Patrons created a beautiful layered dried soup mixture and laser engraved their mason jars to give as gifts for the holidays.
Embroider a Fleece Throw Blanket	Patrons learned how to use the embroidery machine on softer fabrics by monogramming a fleece blanket for the holidays.

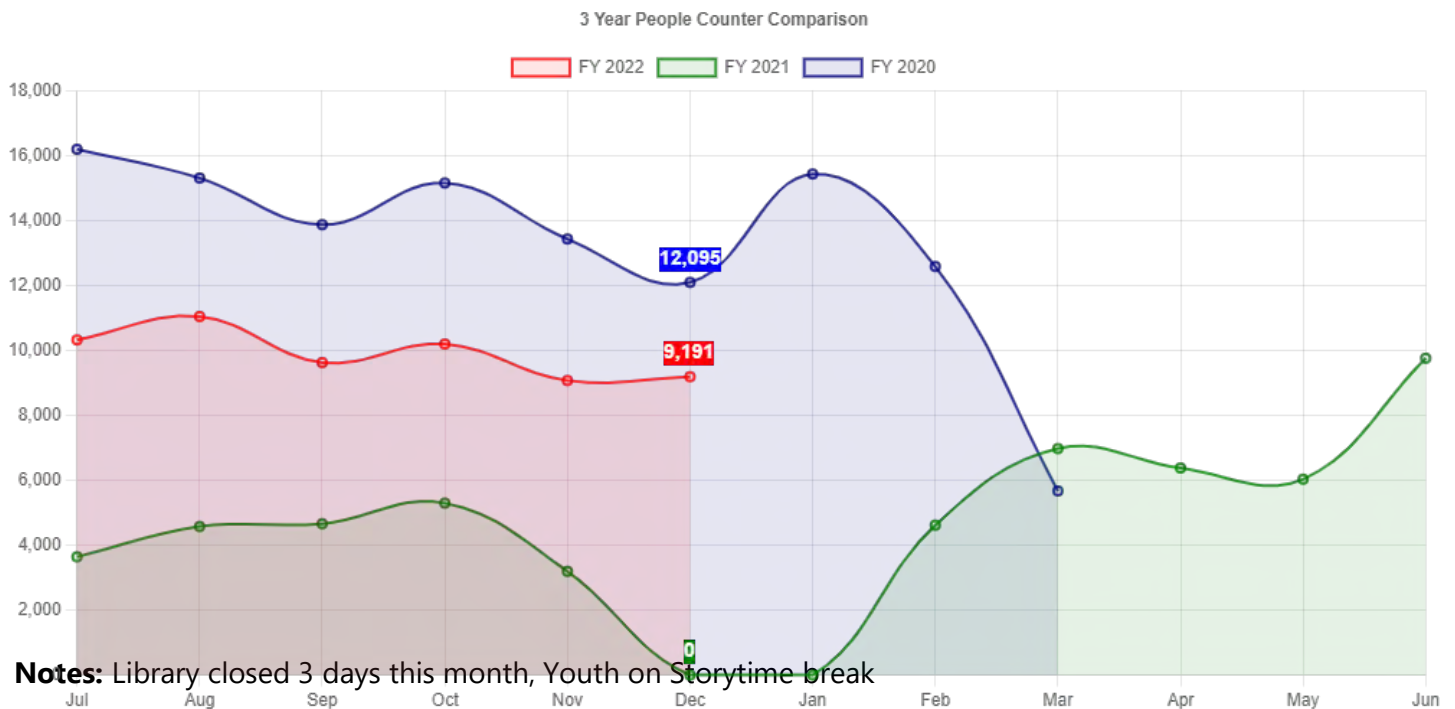
Community Engagement (Outreach)

Category	21DEC	19DEC	Mo. % +/-	FY21-22 YTD	FY19-20 YTD	FY % +/-
Youth Events	0	0	-	773	0	-
Youth Attendance	0	0	-	4	0	-
Adult Events	0	0	-	4	0	-
Adult Attendance	0	0	-	22	0	-
Family Events	0	0	-	17	0	-
Family Attendance	0	0	-	1,011	0	-

Services

Visitors

Location	21DEC	19DEC	Mo. % +/-	FY21-22 YTD	FY19-20 YTD	FY % +/-
Winnetka	6,654	7,693	-13.51%	42,851	53,299	-19.60%
Northfield	2,537	4,402	-42.37%	16,605	32,766	-49.32%
Total	9,191	12,095	-24.01%	59,456	86,065	-30.92%



Curbside Pick Ups

Location	21DEC	FY21-22 YTD
Winnetka	27	106
Northfield	11	56
Total	38	162

Patron Interactions

Category	21DEC	19DEC	Mo. % +/-	FY21-22 YTD	FY19-20 YTD	FY % +/-
Adult	2,262	1,402	61.34%	15,200	11,470	32.52%
Youth	410	368	11.41%	2,901	3,438	-15.62%
Digital Services	203	579	-64.94%	912	3,133	-70.89%
Total	2,875	2,349	22.39%	19,013	18,041	5.39%

Public Computer Usage

Location	21DEC	19DEC	Mo. % +/-	FY21-22 YTD	FY19-20 YTD	FY % +/-
Winnetka	475	917	-48.20%	2,595	6,615	-60.77%
Northfield	165	439	-62.41%	1,119	3,721	-69.93%
Total	640	1,356	-52.80%	3,714	10,336	-64.07%

Hotspot Usage

Location	21DEC	19DEC	Mo. % +/-	FY21-22 YTD	FY19-20 YTD	FY % +/-
Winnetka Sessions	27,856	19,630	41.91%	118,657	122,719	-3.31%
Northfield Sessions	5,451	4,781	14.01%	28,309	40,483	-30.07%
Total Sessions	33,307	24,411	36.44%	146,966	163,202	-9.95%
Winnetka Bandwidth	414 GB	661 GB	-37.41%	49,505	54,093	-8.48%
Northfield Bandwidth	39 GB	251 GB	-84.42%	560 GB	1,884 GB	-70.29%
Total Bandwidth	453 GB	912 GB	-50.35%	2,394 GB	5,828 GB	-58.92%

Website/App Usage

Activity	21DEC	19DEC	Mo. % +/-	FY21-22 YTD	FY19-20 YTD	FY % +/-
Website Visits	7,853	7,773	1.03%	49,505	54,093	-8.48%
Active App Users	557	-	-	-	-	-

Email Reach/Cardholder Penetration

21DEC Subscribers	% Cardholders	Total Cardholders	New Cards	Click Rate	Open Rate
10,235	79.88%	12,593	68	2%	49%

Note: Industry averages for not-for-profits = 1% Click Rate, 22% Open Rate

Impact Stories

- Youth Services: Department Head Amanda and Branch Librarian Amelia worked together to provide information and materials from our in-house sensory kits for a parent whose child was recently diagnosed with autism.
- Adult Services: Librarians assisted a patron who needed to attend a court hearing over Zoom. She had previously attempted to attend in her car but was able to switch to a study room and laptop in the library.

- Digital Services: One patron came in to digitize the recordings of her grown son's elementary school plays as a holiday gift for his family. Another came in to use photoshop to create a picture collage for her brother of their parents, both of whom have passed away.
- Customer Relations: A patron let us know that he LOVES using the study rooms. He said he comes in to work but ends up staring out the window and just thinking and daydreaming instead. The rooms are so peaceful, he even thinks about them when he's at home!
- Northfield Branch: A Glenview library patron, visiting for the first time, came back with freshly baked cookies for the staff saying, "You guys were so lovely I just had to buy you something in return. You are like a warm hug."

Collections

PHYSICAL ADULT (BY TYPE)

Material Type	21DEC	19DEC	Mo. % +/-	FY21-22 YTD	FY19-20 YTD	FY % +/-
Books	8,165	9,308	-12.28%	51,437	62,233	-17.35%
Book - Fiction	4,494	9,982	-9.80%	29,260	33,749	-13.30%
Book - Nonfiction	3,671	4,326	-15.14%	22,177	28,484	-22.14%
Audiobook - CD	275	614	-55.21%	1,900	4,568	-58.41%
Music CD	164	168	-2.38%	745	832	-10.46%
Playaway	41	138	-70.29%	374	1,141	-67.22%
DVD/Blu-Ray	3,185	5,379	-40.79%	18,048	34,403	-47.54%
Magazine	204	95	114.74%	1,180	920	28.26%
Videogame	31	15	106.67%	143	55	160.00%
Devices	13	8	62.50%	59	132	-55.30%
Non-CCS ILL	28	24	16.67%	227	199	14.07%
Sent Out	1,207	992	21.67%	7,820	6,471	20.85%
Total	13,329	16,751	-20.43%	81,952	110,982	-26.16%

PHYSICAL YOUTH (BY TYPE)

Material Type	21DEC	19DEC	Mo. % +/-	FY21-22 YTD	FY19-20 YTD	FY % +/-
Books	11,758	10,875	8.12%	81,943	80,377	1.95%
Book - Fiction	10,084	9,225	9.31%	71,124	69,407	2.47%
Book - Nonfiction	1,674	1,650	1.45%	10,819	10,970	-1.38%
Audiobook - CD	29	52	-44.23%	358	549	-34.79%
Music CD	33	99	-66.67%	168	669	-74.89%
Playaway	173	295	-41.36%	1,216	2,135	-43.04%
DVD/Blu-Ray	1,009	2,125	-52.52%	6,263	16,525	-62.10%
Videogame	188	5	3,660.00%	862	16	5,287.50%
Vox Reader	212	-	-	1,177	-	-
Other	183	170	7.65%	794	288	175.69%
STEAM Kits	37	22	68.18%	181	167	8.38%
Total	13,622	13,643	-0.15%	92,968	100,726	-7.70%

PHYSICAL ADULT (BY LOCATION)

Location	21DEC	19DEC	Mo. % +/-	FY21-22 YTD	FY19-20 YTD	FY % +/-
Winnetka	9,545	11,200	-14.78%	57,818	73,549	-21.39%

Northfield	3,784	5,551	-31.83%	24,134	37,433	-35.53%
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PHYSICAL YOUTH (BY LOCATION)

Location	21DEC	19DEC	Mo. % +/-	FY21-22 YTD	FY19-20 YTD	FY % +/-
Winnetka	10,592	9,661	9.64%	71,873	73,280	-1.92%
Northfield	3,030	3,982	-23.91%	21,095	27,446	-23.14%

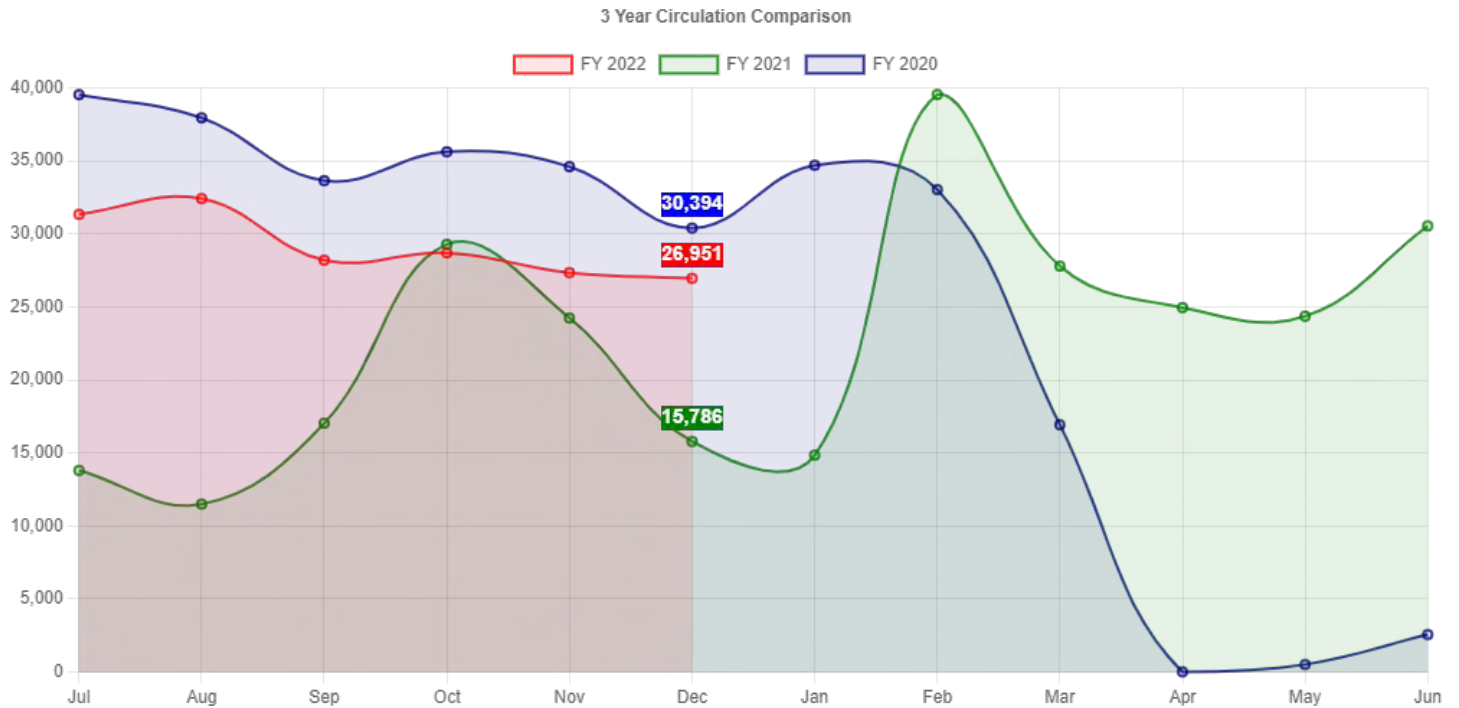
PHYSICAL MISCELLANEOUS

Lending Type	21DEC	19DEC	Mo. & +/-	FY21-22 YTD	FY19-20 YTD	FY % +/-
Kenilworth Patrons	1,168	1,270	-8.03%	9,599	8,995	6.70%
Borrowed from Other Libraries	1,627	1,559	4.36%	10,816	10,061	7.50%

TOTAL PHYSICAL CIRCULATION

21DEC Physical Circulation	19DEC Physical Circulation	Net Change
26,951	30,394	-11.33%

FY22-22 YTD Physical Circulation	FY19-20 YTD Physical Circulation	Net Change
174,920	211,708	-17.38%



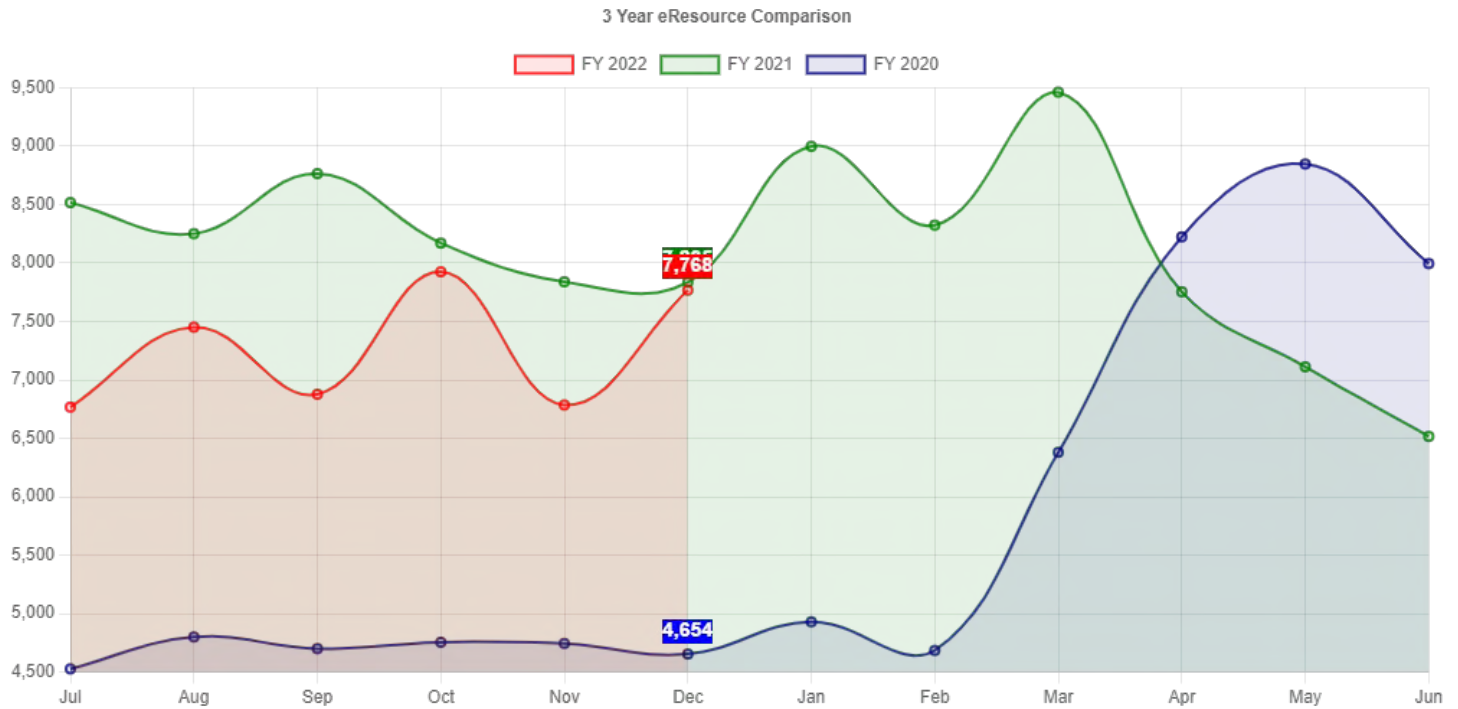
Notes

Adult: Circulation was up 9% over November, whereas it normally declines between November & December. Hot genres were health & medicine (up 61%), European history (up 19%), and DVD's/Blu-Rays (up 20%).

Youth: Circulation was up 70% over December 2020! Hot items this month were iPads, winter holiday picture books, video games, and STEAM kits.

DIGITAL CIRCULATION

Material Type	21DEC	19DEC	Mo. % +/-	FY21-22 YTD	FY19-20 YTD	FY % +/-
eBooks	3,739	2,021	85.01%	20,603	11,720	75.79%
eAudiobooks	2,596	1,261	105.87%	14,286	7,463	91.42%
eMagazines	1,190	1,066	11.63%	6,056	7,384	-17.98%
eVideos	192	231	-16.88%	2,423	1,170	107.09%
eMusic	51	75	-32.00%	205	444	-53.83%
Total	7,768	4,654	66.91%	43,573	28,181	54.62%



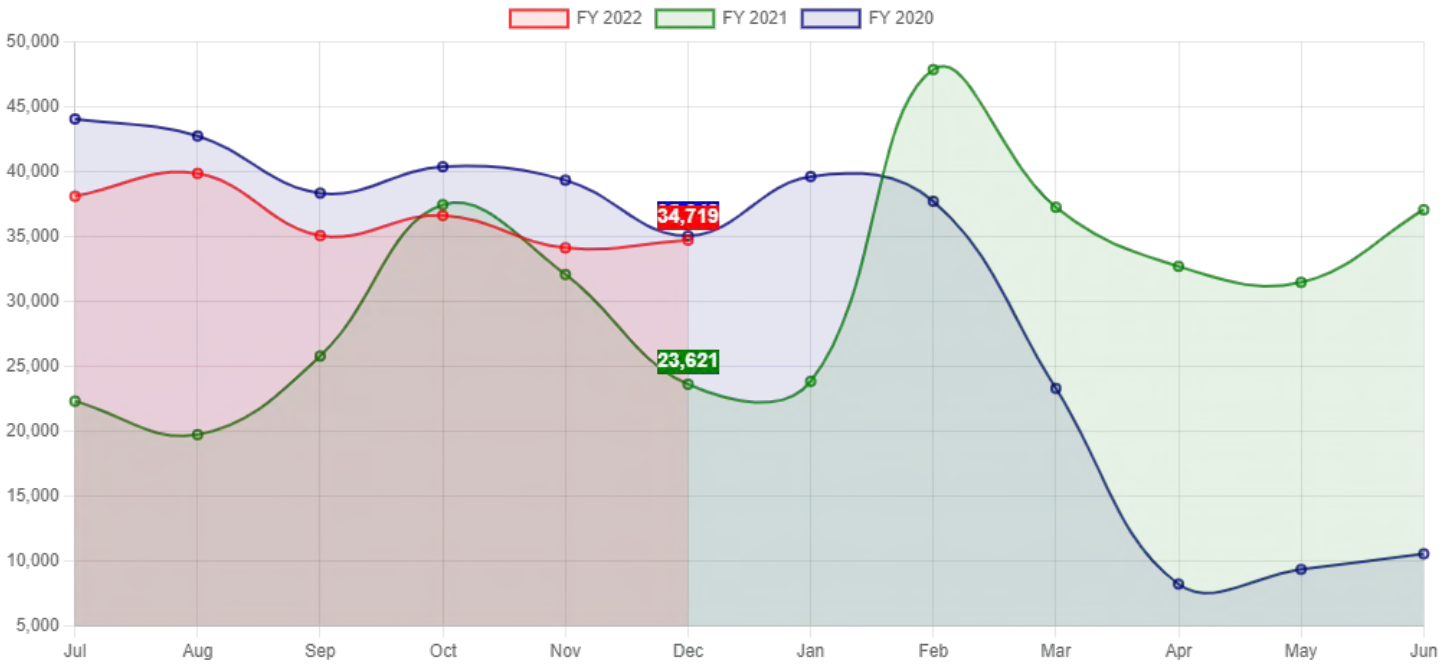
Notes: Adult digital circulation was up 10% over November. Largest increases came from videos (up 26%), Kanopy (38%), and Overdrive (up 14%).

TOTAL DISTRICT CIRCULATION

21DEC District Circulation	19DEC District Circulation	Net Change
34,719	35,048	-0.94%

FY21-22 YTD District Circulation	FY19-20 YTD District Circulation	Net Change
218,493	239,889	-8.92%

3 Year Combined Circulation Comparison



Public Comments Policy

The Board of Trustees of the Winnetka-Northfield Public Library District is interested in hearing from the public and provides the opportunity for the public to speak during the Public Comment section of the meeting. In order for the Board to fulfill its obligation to complete the meeting in an effective and efficient fashion, a maximum of 15 minutes of public participation will be permitted at each meeting when the public is present.

The following rules shall govern speakers who address the Board:

1. Speakers wishing to speak must be present at the meeting. Public comment by use of any telecommunications device to speak at any regular or special meeting will not be permitted, except in the case of individuals with disabilities that prevent them from attending in person. Individuals who cannot attend due to disability or who require disability related accommodations to allow them to observe and /or participate are requested to contact the library in advance, if possible, to allow the library to try to arrange reasonable accommodations.
2. Members of the public wishing to speak are urged but not required to sign in with the Library Director or Board President prior to the commencement of the Board Meeting and provide their name, address and topic on which they wish to speak. If applicable, the individual will provide the organization or association with which they are affiliated.
3. Public participation and comment will be permitted during the "Public Comment" portion of the Agenda.
4. The Board President or person presiding over the meeting will ask if anyone wishes to address the Board and will determine the order in which the speakers are recognized. In order to promote effective and efficient "Public Comment," preference will be given to speakers who sign in.
5. The time allowed for each person to speak will be three (3) minutes. Speakers are asked to strictly adhere to time allocated and to be brief and to the point.
6. Speakers are urged to identify themselves, their residence address, topic(s) and group affiliation, if any, before speaking.
7. Speakers may provide written copies of their concern to the Board. Requests to append written statements or correspondence to the meeting minutes will not be honored as meeting minutes are a summary of the Board's discussion and actions. Written materials presented to the Board may be included in the Board's files, but will not be attached to the meeting minutes.

8. Groups are asked to designate a single spokesperson.
9. Any individual may record statements made during the Public Comment Period, however, recordings should be conducted in such a manner so as not to interfere with the business of the Board.
10. Board members will generally not respond to comments from speakers. The Board President or other presiding officer may respond as appropriate and, for example, ask questions for clarification or direct speakers to the appropriate staff member for assistance. Issues requiring possible action by the Board may be added to a future agenda. Issues that may need to be addressed by the administration will be duly noted.
11. Individuals addressing the Board must at all times adhere to the library policies and other rules as may be necessary for the efficient and orderly conduct of the meeting.
12. The fifteen (15) minute time limit and/or three (3) minute maximum per speaker may be extended upon a majority vote of the Board for a specific meeting. Such a vote applies only to that meeting.
13. Members of the public should not discuss individual personnel issues or confidential patron matters, and the speakers' concerns or comments should be limited to library business. Comments on the performance of specific library employees must be addressed to the Library Director separate from the Board meeting. When needed, discussion with the Board about an employee will be held in closed Executive Session.
14. All public comment shall be addressed to the Board as a whole and no comments shall be addressed to individual members of the Board, Library staff or other members of the public.
15. Abusive, profane, frivolous, harassing and/or repetitive comments and/or personal attacks will not be permitted and shall promptly be ruled out of order by the President or other presiding officer.
16. The Board vests in the Board President or presiding officer, the authority to terminate the remarks of speakers who fail to adhere to the above rules. Failure to adhere to the above rules or other Library policies may result in removal of the speaker from Library property.
17. Anyone may address the Board, or any individual member of the Board, in writing at any time using the Board's email address: trustees@winnetkalibrary.org.

The Board of Trustees appreciates all who participate in open and orderly meetings.