

**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 WINNETKA LIBRARY BRANCH.
INSTRUCTIONS TO JOIN VIRTUALLY POSTED AT WWW.WINNETKALIBRARY.ORG**

AGENDA

Monday, April 17, 2023

- I. Call to Order**
- II. Roll Call**
- III. Public Comments**
- IV. Approval of Minutes**
 - Approval of Minutes of the March 21, 2023 Regular Meeting* (1 min)
- V. Financial Report**
 - March 2023 Financial Statements* (5 mins)
- VI. Library Reports**
 - Director's Report* (10 minutes)
 - Board President's Comments (5 minutes)
- VII. Liaisons to Other Organizations – Reports**
 - Winnetka Village (5 mins)
 - Northfield Village (5 mins)
- VIII. Unfinished Business**
 - Board Officer Interest (10 mins)
- IX. New Business**
 - Strategic Planning Quarterly Update (10 mins)
 - Kenilworth Service Contract Renewal and Vote* (20 mins)
- X. Communications**
 - A special meeting will be held to discuss the Decennial Committee and Draft FY23-24 budget on Monday, May 1 at 7 p.m. at the Winnetka Branch.
 - The next regular meeting will be Monday, May 15 at 7 p.m. at the Winnetka Branch.

*Attachments

**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 WINNETKA LIBRARY BRANCH.
INSTRUCTIONS TO JOIN VIRTUALLY POSTED AT WWW.WINNETKALIBRARY.ORG**

XI. Public Comments

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.

XIII. Return to Open Session

XIV. Adjournment

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

March 21, 2023

I. Call to Order

The meeting was held at the Northfield Library, 1785 Orchard Ln, Northfield, Illinois. President Mitchell called the meeting to order at 7:02 p.m. A quorum was present.

II. Roll Call

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

Absent: Trustee Deborah Vandergrift

Present were library employees Nicola White (Business Services Coordinator) and Steve Kline (Digital Services Manager). Present was Brooke Irving from SMC. Present were Winnetka residents Marc Hecht and Jeffrey Liss.

III. Public Comments

Winnetka resident Marc Hecht commented on the homebound delivery services, the facility development plans, and book purchasing costs.

IV. Approval of Minutes

- Approve Minutes of the February 20, 2023 Regular Meeting

President Mitchell announced the approval of the February 20, 2023 Regular Meeting Minutes.

V. Financial Report

Director Dombrowski presented the February 2023 Financial Statements.

VI. Library Report

LIBRARY DIRECTOR'S REPORT:

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

VII. Liaisons to Other Organizations-Reports

- *Winnetka Village*- President Mitchell reported that a portion of Hibbard Road will be closed next week for construction.
- *Northfield Village*- Trustee Munoz reported that there is a proposal to allow establishments to have machines that can be used for videogaming. She also reported that the Bosworth Bridge is closed for construction.

VIII. Unfinished Business

- *Library Park Sign Update*
Director Dombrowski provided updated samples for signage to place along Green Bay Road and gathered feedback from the trustees.

IX. New Business

- *Winnetka Elevator Rehab Project Bid Recommendation and Vote*
Brooke Irving from SMC presented the elevator rehab project bids and SMC's recommendation.

A MOTION to Approve the Winnetka Elevator Rehab Project Bid was made by Trustee Munoz.

ROLL CALL VOTE:

AYES: Trustees Kinnich, Munoz, Shankar, Gosselin, and Sundell

ABSENT/ABSTAINING: Trustee Vandergrift

NAYS: 0

MOTION CARRIED

- *Decennial Committees on Local Government Efficiency Act*
Director Dombrowski explained the requirements of the act and the Board elected to schedule a special meeting on Monday, May 1, 2023 to hold the first Decennial Committee meeting, followed by the draft budget review.
- *Discussion and Vote on Revised Patron Behavior Policy*
A MOTION to Approve the Revised Patron Behavior Policy (now called the Patron Conduct Policy) given the recommended corrections was made by Trustee Gosselin.

The MOTION passed on a voice vote.

X. Communications

- *The next regular meeting will be held on Monday, April 17th at 7 p.m. at the Winnetka Branch.*

XI. Public Comments

Winnetka resident Jeffrey Liss commented on the Patron Conduct Policy and the new library sign.

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 8:42 p.m.

XIII. Return to Open Session

XIV. Adjournment

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

The MOTION passed on a voice vote and President Mitchell adjourned the meeting at 9:45 p.m.

Respectfully submitted,

Nicola White
Recording Secretary

_____ Melissa Mitchell, President

_____ Thomas Sundell, Secretary

Winnetka-Northfield Public Library District

All Funds Summary

For the 9 Months Ended March 31, 2023

Prorated Budget Percentage Spent: 75.00%

	<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	4,288,700.00	3,216,525.00	3,480,322.22	81.15 %	263,797.22
IMRF Fund	69,805.00	52,353.75	83,151.41	119.12 %	30,797.66
FICA Fund	75,623.00	56,717.25	103,139.48	136.39 %	46,422.23
Building Fund	218,143.00	163,607.25	292,793.54	134.22 %	129,186.29
Unemployment Fund	6.00	4.50	1,083.42	18,057.00 %	1,078.92
Total Revenues	<u>4,652,277.00</u>	<u>3,489,207.75</u>	<u>3,960,490.07</u>	<u>85.13 %</u>	<u>471,282.32</u>
Expenses					
Library Fund	4,033,378.00	3,025,033.50	2,862,465.51	70.97 %	(162,567.99)
IMRF Fund	20,100.00	15,075.00	51,864.08	258.03 %	36,789.08
FICA Fund	118,308.00	88,731.00	94,578.41	79.94 %	5,847.41
Building Fund	0.00	0.00	192,945.47	0.00 %	192,945.47
Unemployment Fund	1.00	0.75	0.00	0.00 %	(0.75)
Special Reserve Fund	0.00	0.00	316,000.00	0.00 %	316,000.00
Total Expenses	<u>4,171,787.00</u>	<u>3,128,840.25</u>	<u>3,517,853.47</u>	<u>84.32 %</u>	<u>389,013.22</u>
Total Revenues	4,652,277.00	3,489,207.75	3,960,490.07	85.13 %	471,282.32
Total Expenses	<u>4,171,787.00</u>	<u>3,128,840.25</u>	<u>3,517,853.47</u>	<u>84.32 %</u>	<u>(389,013.22)</u>
Excess Revenues less Expenses	<u>480,490.00</u>	<u>360,367.50</u>	<u>442,636.60</u>	<u>92.12 %</u>	<u>82,269.10</u>

Winnetka-Northfield Public Library District

Library Fund Summary

For the 9 Months Ended March 31, 2023

Prorated Budget Percentage Spent: 75.00%

	<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	3,937,220.00	2,952,915.00	2,872,389.87	72.95 %	(80,525.13)
Replacement Tax	33,000.00	24,750.00	79,372.07	240.52 %	54,622.07
Collections	175,480.00	131,610.00	103,176.16	58.80 %	(28,433.84)
Materials	7,500.00	5,625.00	4,639.93	61.87 %	(985.07)
Other Income	135,500.00	101,625.00	420,744.19	310.51 %	319,119.19
Total Operating Revenue	<u>4,288,700.00</u>	<u>3,216,525.00</u>	<u>3,480,322.22</u>	<u>81.15 %</u>	<u>263,797.22</u>
Operating Expenses					
Personnel	2,131,350.00	1,598,512.50	1,456,582.37	68.34 %	(141,930.13)
Administration	261,528.00	196,146.00	200,775.36	76.77 %	4,629.36
Utilities	94,000.00	70,500.00	55,817.64	59.38 %	(14,682.36)
IT Services	251,869.40	188,902.05	226,955.70	90.11 %	38,053.65
Public Relations	47,000.00	35,250.00	22,251.61	47.34 %	(12,998.39)
Library Materials - Adult	509,000.00	381,750.00	367,288.56	72.16 %	(14,461.44)
Library Materials - Youth	83,000.00	62,250.00	51,976.47	62.62 %	(10,273.53)
Programs	87,250.00	65,437.50	61,963.48	71.02 %	(3,474.02)
Capital	568,380.60	426,285.45	418,854.32	73.69 %	(7,431.13)
Total Operating Expenses	<u>4,033,378.00</u>	<u>3,025,033.50</u>	<u>2,862,465.51</u>	<u>70.97 %</u>	<u>(162,567.99)</u>
Total Revenues	4,288,700.00	3,216,525.00	3,480,322.22	81.15 %	263,797.22
Total Expenses	4,033,378.00	3,025,033.50	2,862,465.51	70.97 %	(162,567.99)
Excess Revenues less Expenses	<u>255,322.00</u>	<u>191,491.50</u>	<u>617,856.71</u>	<u>241.99 %</u>	<u>426,365.21</u>

Winnetka-Northfield Public Library District

Statement of Revenues and Expenditures - Modified Cash Basis

For the 9 Months Ended March 31, 2023

Prorated Budget Percentage Spent: 75.00%

	Annual Budget	Prorated Budget	Year to Date Actual	% of Budget	Variance vs. Prorated Budget
<u>LIBRARY FUND</u>					
Revenues					
Taxes					
Property Taxes Collections	3,916,860.00	2,937,645.00	2,846,808.84	72.68 %	(90,836.16)
Property Taxes Collections-Liability	13,379.00	10,034.25	16,670.88	124.60	6,636.63
Property Taxes Collections-Audit	6,981.00	5,235.75	8,910.15	127.63	3,674.40
Replacement Tax	33,000.00	24,750.00	79,372.07	240.52 %	54,622.07
Total Taxes	3,970,220.00	2,977,665.00	2,951,761.94	74.35 %	(25,903.06)
Collections					
Per Capita Grant	27,280.00	20,460.00	27,250.13	99.89 %	6,790.13
Kenilworth Services	145,000.00	108,750.00	72,554.50	50.04	(36,195.50)
Studio Fees	1,000.00	750.00	930.03	93.00	180.03
Lost/Damaged Mat.	2,200.00	1,650.00	2,441.50	110.98	791.50
Total Collections	175,480.00	131,610.00	103,176.16	58.80 %	(28,433.84)
Materials					
Copy/Printing	7,000.00	5,250.00	3,881.95	55.46 %	(1,368.05)
Book Sales	500.00	375.00	757.98	151.60	382.98
Total Materials	7,500.00	5,625.00	4,639.93	61.87 %	(985.07)
Other Income					
Checking Interest Income	5,500.00	4,125.00	3,133.07	56.96 %	(991.93)
Byline Bank IMA Interest	90,000.00	67,500.00	96,896.50	107.66	29,396.50
Money Market-Interest	19,500.00	14,625.00	1,987.88	10.19	(12,637.12)
Misc. Revenue	0.00	0.00	176.74	0.00	176.74
Gift Fund (over \$100)	500.00	375.00	2,500.00	500.00	2,125.00
Friends Donations	20,000.00	15,000.00	50.00	0.25	(14,950.00)
Transfer from Other Fund	0.00	0.00	316,000.00	0.00	316,000.00
Total Other Income	135,500.00	101,625.00	420,744.19	310.51 %	319,119.19
Total Revenue	4,288,700.00	3,216,525.00	3,480,322.22	81.15 %	263,797.22

Winnetka-Northfield Public Library District

Statement of Revenues and Expenditures - Modified Cash Basis

For the 9 Months Ended March 31, 2023

Prorated Budget Percentage Spent: 75.00%

	Annual Budget	Prorated Budget	Year to Date Actual	% of Budget	Variance vs. Prorated Budget
LIBRARY FUND					
Expenses					
Personnel					
Salaries	1,825,000.00	1,368,750.00	1,263,045.57	69.21 %	(105,704.43)
Health Insurance	280,000.00	210,000.00	183,960.36	65.70	(26,039.64)
Flu Vaccination	100.00	75.00	0.00	0.00	(75.00)
Employee Asst. Program	500.00	375.00	0.00	0.00	(375.00)
Professional Development	25,000.00	18,750.00	9,011.44	36.05	(9,738.56)
Flexible Spending Account	750.00	562.50	565.00	75.33	2.50
Total Personnel	2,131,350.00	1,598,512.50	1,456,582.37	68.34 %	(141,930.13)
Administration					
Audit Fees	12,400.00	9,300.00	12,950.00	104.44 %	3,650.00
Library Supplies	28,000.00	21,000.00	18,375.45	65.63	(2,624.55)
Office Supplies	6,000.00	4,500.00	4,759.43	79.32	259.43
Breakroom Supplies	3,200.00	2,400.00	2,495.94	78.00	95.94
Postage	3,500.00	2,625.00	2,421.86	69.20	(203.14)
Hospitality	500.00	375.00	90.27	18.05	(284.73)
Accounting and Bookkeeping	26,000.00	19,500.00	16,489.00	63.42	(3,011.00)
Legal Notices	3,500.00	2,625.00	877.00	25.06	(1,748.00)
Delivery Service	7,200.00	5,400.00	4,325.00	60.07	(1,075.00)
Payroll Services	9,000.00	6,750.00	7,014.92	77.94	264.92
Liability Insurance Costs	33,128.00	24,846.00	30,726.00	92.75	5,880.00
Board Expenses	1,000.00	750.00	280.02	28.00	(469.98)
Memberships	5,700.00	4,275.00	4,456.39	78.18	181.39
Staff Recognition/Events/Meetings	6,000.00	4,500.00	3,828.65	63.81	(671.35)
Legal	15,000.00	11,250.00	15,610.94	104.07	4,360.94
Building Appraisal	0.00	0.00	285.00	0.00	285.00
Consultants	45,000.00	33,750.00	35,265.02	78.37	1,515.02
Investment Fees	30,000.00	22,500.00	21,391.97	71.31	(1,108.03)
HR Consultant	25,900.00	19,425.00	19,082.50	73.68	(342.50)
Miscellaneous	500.00	375.00	50.00	10.00	(325.00)
Total Administration	261,528.00	196,146.00	200,775.36	76.77 %	4,629.36
Utilities					
Electricity	42,000.00	31,500.00	29,259.96	69.67 %	(2,240.04)
Water	3,000.00	2,250.00	5,025.04	167.50	2,775.04
Storm Sewer	1,500.00	1,125.00	1,029.77	68.65	(95.23)
Natural Gas	17,000.00	12,750.00	9,886.66	58.16	(2,863.34)
Telephone	16,000.00	12,000.00	328.49	2.05	(11,671.51)
Internet Services	14,500.00	10,875.00	10,287.72	70.95	(587.28)
Total Utilities	94,000.00	70,500.00	55,817.64	59.38 %	(14,682.36)
Information Technology					
CCS Operating	83,250.00	62,437.50	54,612.87	65.60 %	(7,824.63)
Software	89,619.40	67,214.55	110,993.20	123.85	43,778.65
LAN Management	40,000.00	30,000.00	31,099.60	77.75	1,099.60
Hardware	2,000.00	1,500.00	765.42	38.27	(734.58)
Technology - Website	15,000.00	11,250.00	13,664.84	91.10	2,414.84
Photocopier Leases	22,000.00	16,500.00	15,819.77	71.91	(680.23)
Total Information Technology	251,869.40	188,902.05	226,955.70	90.11 %	38,053.65

Winnetka-Northfield Public Library District

Statement of Revenues and Expenditures - Modified Cash Basis

For the 9 Months Ended March 31, 2023

Prorated Budget Percentage Spent: 75.00%

	Annual Budget	Prorated Budget	Year to Date Actual	% of Budget	Variance vs. Prorated Budget
LIBRARY FUND					
Public Relations					
PR Promotional	11,000.00	8,250.00	2,534.79	23.04 %	(5,715.21)
PR Source/Mailers	25,000.00	18,750.00	16,969.26	67.88	(1,780.74)
PR Supplies	4,000.00	3,000.00	1,810.18	45.25	(1,189.82)
PR Marketing/Advertising	7,000.00	5,250.00	937.38	13.39	(4,312.62)
Total Public Relations	47,000.00	35,250.00	22,251.61	47.34 %	(12,998.39)
Library Materials - Adult					
Books-Fiction-Adult	82,000.00	61,500.00	56,873.68	69.36 %	(4,626.32)
Books-Non-Fiction-Adult	70,000.00	52,500.00	43,140.74	61.63	(9,359.26)
Periodicals	18,000.00	13,500.00	9,433.05	52.41	(4,066.95)
DVDs-Adult	27,000.00	20,250.00	18,058.51	66.88	(2,191.49)
Audio Books-Adult	10,000.00	7,500.00	5,759.57	57.60	(1,740.43)
Books-Digital	245,000.00	183,750.00	172,827.20	70.54	(10,922.80)
Online Database	55,000.00	41,250.00	60,097.80	109.27	18,847.80
Adult Videogames	2,000.00	1,500.00	1,098.01	54.90	(401.99)
Total Library Materials - Adult	509,000.00	381,750.00	367,288.56	72.16 %	(14,461.44)
Library Materials - Youth					
Books-Fiction-Juv	45,000.00	33,750.00	27,826.75	61.84 %	(5,923.25)
Books-Non-Fiction-Juv	15,000.00	11,250.00	10,579.00	70.53	(671.00)
DVDs-Juv	3,000.00	2,250.00	1,873.14	62.44	(376.86)
Audio Books-Juv	15,000.00	11,250.00	9,584.28	63.90	(1,665.72)
Video Games-Juv	5,000.00	3,750.00	2,113.30	42.27	(1,636.70)
Total Library Materials - Youth	83,000.00	62,250.00	51,976.47	62.62 %	(10,273.53)
Programs					
Reading Programs	10,000.00	7,500.00	4,527.67	45.28 %	(2,972.33)
Programming - Studio	11,750.00	8,812.50	6,139.23	52.25	(2,673.27)
Programming - Youth	25,000.00	18,750.00	19,827.54	79.31	1,077.54
Programming - Adult	35,000.00	26,250.00	29,972.48	85.64	3,722.48
Studio Maintenance/Repair	5,500.00	4,125.00	1,496.56	27.21	(2,628.44)
Total Programs	87,250.00	65,437.50	61,963.48	71.02 %	(3,474.02)
Capital					
Capital Outlay	240,000.00	180,000.00	327,601.75	136.50 %	147,601.75
Building	168,380.60	126,285.45	21,736.97	12.91	(104,548.48)
Equipment/Furniture	100,000.00	75,000.00	26,501.29	26.50	(48,498.71)
Computer Equipment	60,000.00	45,000.00	43,014.31	71.69	(1,985.69)
Total Capital	568,380.60	426,285.45	418,854.32	73.69 %	(7,431.13)
Total Expenses	4,033,378.00	3,025,033.50	2,862,465.51	70.97 %	(162,567.99)
Excess Revenues less Expenses	255,322.00	191,491.50	617,856.71	241.99 %	426,365.21

Winnetka-Northfield Public Library District

Statement of Revenues and Expenditures - Modified Cash Basis

For the 9 Months Ended March 31, 2023

Prorated Budget Percentage Spent: 75.00%

	Annual Budget	Prorated Budget	Year to Date Actual	% of Budget	Variance vs. Prorated Budget
BUILDING FUND					
Revenues					
Property Taxes Collections-Building	218,143.00	163,607.25	292,793.54	134.22 %	129,186.29
Total Revenue	218,143.00	163,607.25	292,793.54	134.22 %	129,186.29
Expenses					
Northfield Lease	0.00	0.00	51,141.78	0.00 %	51,141.78
Janitorial Supplies	0.00	0.00	6,516.86	0.00	6,516.86
Snow Removal	0.00	0.00	5,199.00	0.00	5,199.00
Building Maintenance Service	0.00	0.00	72,000.00	0.00	72,000.00
Elevators	0.00	0.00	9,411.07	0.00	9,411.07
Landscaping	0.00	0.00	14,702.77	0.00	14,702.77
HVAC	0.00	0.00	9,367.45	0.00	9,367.45
Automatic Doors	0.00	0.00	5,681.75	0.00	5,681.75
Roof	0.00	0.00	349.00	0.00	349.00
Alarms	0.00	0.00	2,991.36	0.00	2,991.36
Equipment	0.00	0.00	12,226.43	0.00	12,226.43
Plumbing	0.00	0.00	280.00	0.00	280.00
Electrical	0.00	0.00	1,170.00	0.00	1,170.00
Misc Services	0.00	0.00	1,908.00	0.00	1,908.00
Total Expenses	0.00	0.00	192,945.47	0.00 %	192,945.47
Excess Revenues less Expenses	\$ 218,143.00	\$ 163,607.25	\$ 99,848.07	45.77 %	(63,759.18)
IMRF FUND					
Revenues					
Property Taxes Collections-IMRF	69,805.00	52,353.75	83,151.41	119.12 %	30,797.66
Total Revenue	69,805.00	52,353.75	83,151.41	119.12 %	30,797.66
Expenses					
IMRF Expenses	20,100.00	15,075.00	51,864.08	258.03 %	36,789.08
Total Expenses	20,100.00	15,075.00	51,864.08	258.03 %	36,789.08
Excess Revenues less Expenses	\$ 49,705.00	\$ 37,278.75	\$ 31,287.33	62.95 %	(5,991.42)
FICA FUND					
Revenues					
Property Taxes Collections-FICA	75,623.00	56,717.25	103,139.48	136.39 %	46,422.23
Total Revenue	75,623.00	56,717.25	103,139.48	136.39 %	46,422.23
Expenses					

Winnetka-Northfield Public Library District
Statement of Revenues and Expenditures - Modified Cash Basis
For the 9 Months Ended March 31, 2023

Prorated Budget Percentage Spent: 75.00%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year to Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
FICA FUND					
FICA	118,308.00	88,731.00	94,578.41	79.94 %	5,847.41
Total Expenses	<u>118,308.00</u>	<u>88,731.00</u>	<u>94,578.41</u>	<u>79.94 %</u>	<u>5,847.41</u>
Excess Revenues less Expenses	<u>\$ (42,685.00)</u>	<u>\$ (32,013.75)</u>	<u>\$ 8,561.07</u>	<u>(20.06)%</u>	<u>40,574.82</u>
UNEMPLOYMENT FUND					
Revenues					
Property Taxes Collections-Unemployment	6.00	4.50	1,083.42	18,057.00 %	1,078.92
Total Revenue	<u>6.00</u>	<u>4.50</u>	<u>1,083.42</u>	<u>18,057.00 %</u>	<u>1,078.92</u>
Expenses					
Unemployment	1.00	0.75	0.00	0.00 %	(0.75)
Total Expenses	<u>1.00</u>	<u>0.75</u>	<u>0.00</u>	<u>0.00 %</u>	<u>(0.75)</u>
Excess Revenues less Expenses	<u>\$ 5.00</u>	<u>\$ 3.75</u>	<u>\$ 1,083.42</u>	<u>21,668.40 %</u>	<u>1,079.67</u>

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

March 1, 2023 - March 31, 2023

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Vendor Checks						
Aleksandra Crapanzano				3895	03/03/23	<u>500.00</u>
10-0-5908	Programming - Adult	Program - Gateau: The Surprising Simplicity of French Cakes	500.00			
AT&T				3896	03/03/23	<u>341.29</u>
10-0-5176	Internet Services	Invoice #S663007007-23041	341.29			
Background Screening Consultants LLC				3897	03/03/23	<u>122.00</u>
10-0-5736	Legal	INV #21622	122.00			
Be40Strong				3898	03/03/23	<u>50.00</u>
10-0-5908	Programming - Adult	Be40Strong	50.00			
Book Stall				3899	03/03/23	<u>89.57</u>
10-1-5340	Books-Fiction-Adult-Winnetka	INV #455185	89.57			
Catapult				3900	03/03/23	<u>35.00</u>
10-0-5115	Flexible Spending Account	INV #00121744	35.00			
Charmm'd Foundation				3901	03/03/23	<u>99.00</u>
10-0-5114	Professional Development	DISC Assessments 3.1.23	99.00			
Chicago Tribune				3902	03/03/23	<u>467.34</u>
10-1-5342	Periodicals-Winnetka	Invoice #10046207	231.92			
10-1-5342	Periodicals-Winnetka	Invoice #40046140	235.42			
Dan Rosa				3903	03/03/23	<u>1,050.00</u>
10-0-5907	Programming - Youth	Program - Music and Movement	1,050.00			
Happiness Forward LLC				3904	03/03/23	<u>150.00</u>
10-0-5907	Programming - Youth	Program - A Mushy, Squishy Passover	150.00			
Library Ideas, LLC				3905	03/03/23	<u>1,891.02</u>
10-1-5444	Audio Books-Juv-Winnetka	INV #97020	1,622.52			
10-1-5444	Audio Books-Juv-Winnetka	INV #97021	268.50			
Patricia Margaret Schlesinger				3906	03/03/23	<u>200.00</u>
10-0-5908	Programming - Adult	Program - Colleen Moore's Fairy Castle	200.00			
Patricia Margaret Schlesinger				3906	03/31/23	<u>(200.00)</u>
10-0-5908	Programming - Adult	To void check #3906	-200.00			
Raul Negrete Moyo				3907	03/03/23	<u>3,330.00</u>
70-0-5740	Snow Removal	INV #001	1,575.00			
70-0-5740	Snow Removal	INV #002	1,755.00			
Sandra Penn				3908	03/03/23	<u>11.09</u>
10-0-5906	Programming - Studio	Reimbursement 2.23.23	11.09			
Technology Management Rev Fund				3909	03/03/23	<u>450.00</u>
10-0-5176	Internet Services	INV #T2316527	450.00			

Winnetka-Northfield Public Library District

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All Bank Accounts

March 1, 2023 - March 31, 2023

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Amelia Kmiec 10-0-5907	Programming - Youth	Kmiec reimbursement - Valentine's Cookies	21.15	3911	03/16/23	<u>21.15</u>
Fox Valley Fire & Safety 70-0-5758	Alarms	INV #IN00584095	183.00	3912	03/16/23	<u>183.00</u>
Fran Vail 10-0-5908	Programming - Adult	Program - Paint with Watercolor - Fundamentals color and brush	125.00	3913	03/16/23	<u>125.00</u>
Kaleen Elizabeth Dolan 10-0-5908	Programming - Adult	Program - Piano Performance by Kaleen Dolan	300.00	3914	03/16/23	<u>300.00</u>
Leslie Goddard 10-0-5908	Programming - Adult	Program - Julia Child	300.00	3915	03/16/23	<u>300.00</u>
Lynn Rymarz 10-0-5908	Programming - Adult	Program - Unsinkable Molly Brown	300.00	3916	03/16/23	<u>300.00</u>
Raul Negrete Moyo 70-0-5740	Snow Removal	INV #003	1,440.00	3917	03/16/23	<u>1,440.00</u>
Sharon Yiesla 10-0-5908	Programming - Adult	Program - Be Green When You Garden	200.00	3918	03/16/23	<u>200.00</u>
USA Today 10-1-5342	Periodicals-Winnetka	Account #UT4185408	391.23	3919	03/16/23	<u>391.23</u>
Book Stall 10-1-5341	Books-Non-Fiction-Adult-Winnetka	INV #456281	21.60	3920	03/16/23	<u>44.80</u>
10-2-5341	Books-Non-Fiction-Adult-Northfield	INV #456281	23.20			
Industrial Appraisal Company 10-0-5742	Building Appraisal	INV #8502670	125.00	3921	03/16/23	<u>285.00</u>
10-0-5742	Building Appraisal	INV #8502670	160.00			
Lindz Amer 10-0-5907	Programming - Youth	Program - Rainbow Storytime & Author Q&A	500.00	3922	03/22/23	<u>500.00</u>
AT&T 10-0-5176	Internet Services	INV #S663007007-23069	710.82	3923	03/31/23	<u>710.82</u>
Book Stall 10-1-5341	Books-Non-Fiction-Adult-Winnetka	INV #456903	44.80	3924	03/31/23	<u>360.72</u>
10-1-5341	Books-Non-Fiction-Adult-Winnetka	INV #457038	39.99			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	INV #458671	22.39			
10-2-5341	Books-Non-Fiction-Adult-Northfield	INV #456947	23.19			
10-2-5341	Books-Non-Fiction-Adult-Northfield	INV #456903	22.40			

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-1-5340	Books-Fiction-Adult-Winnetka	INV #456933	67.20			
10-1-5340	Books-Fiction-Adult-Winnetka	INV #457307	14.39			
10-1-5340	Books-Fiction-Adult-Winnetka	INV #457823	89.57			
10-1-5340	Books-Fiction-Adult-Winnetka	INV #456493	14.39			
10-2-5340	Books-Fiction-Adult-Northfield	INV #456933	22.40			
BookPage 10-0-5724	PR Marketing/Advertising	INV #S65064	402.00	3925	03/31/23	<u>402.00</u>
Catapult 10-0-5115	Flexible Spending Account	INV #00127283	35.00	3926	03/31/23	<u>35.00</u>
Clear Loss Prevention, Inc 10-0-5882	Building	INV #70629	8,175.74	3927	03/31/23	<u>8,175.74</u>
Delta Building Technologies 10-0-5884	Equipment/Furniture	INV #MC001855	5,496.00	3928	03/31/23	<u>5,496.00</u>
Elevator Inspection Services Company, Inc. 70-0-5749	Elevators	INV #114643	175.00	3929	03/31/23	<u>175.00</u>
ElliePresents 10-0-5908	Programming - Adult	Phyllis Diller ON! Deposit	100.00	3930	03/31/23	<u>100.00</u>
Fran Vail 10-0-5908	Programming - Adult	Program - Watercolor - Still Life	125.00	3931	03/31/23	<u>125.00</u>
Heyworth Public Library 10-0-4150	Lost/Damaged Materials	Lost book ID A31500684856	31.00	3932	03/31/23	<u>31.00</u>
John Adams 10-0-5908	Programming - Adult	Program - Meet local Author	75.00	3933	03/31/23	<u>75.00</u>
Monica Dombrowski 10-0-5114	Professional Development	Reimbursement - 3/30/23	96.47	3934	03/31/23	<u>96.47</u>
Nicola White 10-0-5732	Staff Recognition/Events/Meetings	Reimbursement 03/30/23	13.02	3935	03/31/23	<u>13.02</u>
Olga Caradmone 10-0-5908	Programming - Adult	Program - Vincent Van Gogh: His Life and Works	250.00	3936	03/31/23	<u>250.00</u>
Parties with Character 10-0-5907	Programming - Youth	Parties with Character 6/2, 7/16, 6/11 50% deposit	548.50	3937	03/31/23	<u>548.50</u>
Patricia Margaret Schlesinger 10-0-5908	Programming - Adult	Program - Colleen Moore's Fairy Castle - Reissued check	200.00	3938	03/31/23	<u>200.00</u>
Pioneer Press				3939	03/31/23	<u>36.00</u>

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-1-5342	Periodicals-Winnetka	Account #168203901	36.00			
Quench USA, Inc.				3940	03/31/23	<u>369.21</u>
10-0-5122	Breakroom Supplies	INV #05583648	369.21			
Rachel Zimmerman				3941	03/31/23	<u>9.51</u>
10-0-4150	Lost/Damaged Materials	Patron Reimbursement - Rachel Zimmerman	9.51			
Team One Repair, Inc.				3942	03/31/23	<u>211.00</u>
10-0-5120	Library Supplies	INV #1412088	211.00			
Technology Management Rev Fund				3943	03/31/23	<u>450.00</u>
10-0-5176	Internet Services	INV #T2319231	450.00			
TK Elevators				3944	03/31/23	<u>1,566.00</u>
70-0-5749	Elevators	INV #6000636433	1,566.00			
Winnetka Historical Society				3945	03/31/23	<u>300.00</u>
10-0-5908	Programming - Adult	Program - Stories and Structures: Winnetka's Architectural Treasurers	300.00			
DEMCO				17563	03/10/23	<u>416.86</u>
10-0-5884	Equipment/Furniture	INV #7258935	416.86			
QUILL CORPORATION				17564	03/10/23	<u>536.95</u>
10-0-5121	Office Supplies	INV #31103793	160.00			
10-0-5121	Office Supplies	INV #31104357	190.00			
10-0-5122	Breakroom Supplies	INV #30919502	66.29			
10-0-5122	Breakroom Supplies	INV #31078314	120.66			
VOGUE PRINTERS				17565	03/10/23	<u>4,781.00</u>
10-0-5722	PR Source/Mailers	INV #20255	4,781.00			
NEWEGG BUSINESS, INC.				17566	03/10/23	<u>81.55</u>
10-0-5136	Hardware	INV #1304352787	33.99			
10-0-5136	Hardware	INV #1304353988	63.48			
10-0-5136	Hardware	INV #1304356066	39.88			
10-0-5136	Hardware	NEWEGG CREDIT 2.16.2023	-55.80			
Robbins Schwartz				17567	03/10/23	<u>61.25</u>
10-0-5736	Legal	INV #942281	61.25			
PITNEY BOWES				17568	03/10/23	<u>299.01</u>
10-0-5123	Postage	INV #3105965318	299.01			
OVERDRIVE INC.				17569	03/10/23	<u>19,338.12</u>
10-1-5345	Books-Digital-Winnetka	INV #01018CP23065839	11,858.91			
10-1-5345	Books-Digital-Winnetka	INV #01018MA23064887	1,898.98			
10-1-5345	Books-Digital-Winnetka	INV #01018MA23068673	5,580.23			
HR Source				17570	03/10/23	<u>2,327.50</u>
10-0-5745	HR Consultant	INV #17621	2,327.50			
HOOPLA (MIDWEST TAPE)				17571	03/10/23	<u>1,855.92</u>
10-1-5345	Books-Digital-Winnetka	INV #503439275	1,855.92			

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Kanopy				17572	03/10/23	<u>590.00</u>
10-1-5345	Books-Digital-Winnetka	INV #339448	590.00			
Industrial Appraisal Company				17573	03/10/23	<u>285.00</u>
10-0-5742	Building Appraisal	INV #8502670	125.00			
10-0-5742	Building Appraisal	INV #8502670	160.00			
Industrial Appraisal Company				17573	03/10/23	<u>(285.00)</u>
10-0-5742	Building Appraisal	To void check #17573	-125.00			
10-0-5742	Building Appraisal	To void check #17573	-160.00			
RingCentral Inc				17574	03/10/23	<u>15,365.89</u>
10-0-5885	Computer Equipment	INV #CD_000544875	15,365.89			
MERCHANTS DELIVERY SERVICE				17587	03/24/23	<u>500.00</u>
10-0-5138	Delivery Service	MERCHANTS DELIVERY SERVICE	500.00			
DD Facility Services				17588	03/24/23	<u>8,250.00</u>
70-0-5740	Snow Removal	INV #0718-0016	250.00			
70-0-5748	Building Maintenance Service	INV #0718-0016	8,000.00			
VILLAGE OF NORTHFIELD				17589	03/24/23	<u>5,682.42</u>
70-2-5159	Northfield Lease	INV #1122LIB	5,682.42			
Lauterbach & Amen, LLP				17590	03/24/23	<u>1,725.00</u>
10-0-5131	Accounting and Bookkeeping	INV #76247	1,725.00			
ALARM DETECTION SYSTEMS, INC.				17591	03/24/23	<u>610.59</u>
70-0-5758	Alarms	INV #57525-1104	610.59			
DEMCO				17592	03/24/23	<u>1,242.63</u>
10-0-5120	Library Supplies	INV #7272129	271.91			
10-0-5884	Equipment/Furniture	INV #7273103	970.72			
Warehouse Direct				17593	03/24/23	<u>544.44</u>
70-0-5725	Janitorial Supplies	INV #5449308-0	544.44			
VILLAGE OF WINNETKA				17594	03/24/23	<u>23,913.54</u>
10-0-5111	Health Insurance	INV #2023-00000003	23,913.54			
QUILL CORPORATION				17595	03/24/23	<u>44.19</u>
10-0-5122	Breakroom Supplies	INV #31217316	44.19			
BIBLIOTHECA, LLC				17596	03/24/23	<u>603.96</u>
10-1-5345	Books-Digital-Winnetka	INV #INV-US63214	603.96			
Midwest Tape				17597	03/24/23	<u>4,020.48</u>
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	66.69			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	33.77			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	22.49			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	102.71			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	479.88			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	133.39			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	29.99			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	89.97			

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	178.42			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	251.88			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	23.24			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	29.24			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	213.64			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	20.99			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	25.59			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	44.13			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	176.91			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	46.48			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	53.97			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	108.63			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	11.99			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	57.73			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	23.24			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	26.99			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	22.49			
10-0-5120	Library Supplies	Midwest Tape	1.99			
10-0-5120	Library Supplies	Midwest Tape	1.99			
10-0-5120	Library Supplies	Midwest Tape	1.99			
10-0-5120	Library Supplies	Midwest Tape	3.98			
10-0-5120	Library Supplies	Midwest Tape	1.99			
10-0-5120	Library Supplies	Midwest Tape	1.99			
10-0-5120	Library Supplies	Midwest Tape	3.98			
10-0-5120	Library Supplies	Midwest Tape	1.99			
10-0-5120	Library Supplies	Midwest Tape	5.97			
10-0-5120	Library Supplies	Midwest Tape	3.98			
10-0-5120	Library Supplies	Midwest Tape	5.97			
10-0-5120	Library Supplies	Midwest Tape	21.71			
10-0-5120	Library Supplies	Midwest Tape	3.98			
10-0-5120	Library Supplies	Midwest Tape	27.68			
10-0-5120	Library Supplies	Midwest Tape	7.96			
10-0-5120	Library Supplies	Midwest Tape	3.98			
10-0-5120	Library Supplies	Midwest Tape	1.99			
10-0-5120	Library Supplies	Midwest Tape	1.99			
10-0-5120	Library Supplies	Midwest Tape	3.98			
10-0-5120	Library Supplies	Midwest Tape	3.98			
10-0-5120	Library Supplies	Midwest Tape	1.99			
10-0-5120	Library Supplies	Midwest Tape	1.99			
10-0-5120	Library Supplies	Midwest Tape	1.99			
10-0-5120	Library Supplies	Midwest Tape	21.89			
10-0-5120	Library Supplies	Midwest Tape	1.99			
10-0-5120	Library Supplies	Midwest Tape	7.96			
10-0-5120	Library Supplies	Midwest Tape	15.74			
10-0-5120	Library Supplies	Midwest Tape	7.96			
10-0-5120	Library Supplies	Midwest Tape	7.96			
10-0-5120	Library Supplies	Midwest Tape	11.94			
10-0-5120	Library Supplies	Midwest Tape	7.96			
10-0-5120	Library Supplies	Midwest Tape	1.99			
10-0-5120	Library Supplies	Midwest Tape	1.99			
10-0-5120	Library Supplies	Midwest Tape	1.99			
10-0-5120	Library Supplies	Midwest Tape	1.99			
10-0-5120	Library Supplies	Midwest Tape	15.92			
10-0-5120	Library Supplies	Midwest Tape	17.73			
10-0-5120	Library Supplies	Midwest Tape	31.48			
10-0-5120	Library Supplies	Midwest Tape	19.90			

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5120	Library Supplies	Midwest Tape	5.97			
10-0-5120	Library Supplies	Midwest Tape	21.89			
10-0-5120	Library Supplies	Midwest Tape	95.52			
10-0-5120	Library Supplies	Midwest Tape	7.96			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	164.18			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	145.44			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	57.73			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	23.24			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	66.72			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	71.22			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	20.99			
10-1-5344	Audio Books-Adult-Winnetka	Midwest Tape	79.98			
10-1-5344	Audio Books-Adult-Winnetka	Midwest Tape	44.99			
10-1-5344	Audio Books-Adult-Winnetka	Midwest Tape	39.99			
10-1-5344	Audio Books-Adult-Winnetka	Midwest Tape	9.98			
10-1-5443	DVDs-Juv-Winnetka	Midwest Tape	97.46			
10-1-5443	DVDs-Juv-Winnetka	Midwest Tape	89.97			
10-2-5443	DVDs-Juv-Northfield	Midwest Tape	97.46			
10-2-5443	DVDs-Juv-Northfield	Midwest Tape	59.98			
10-1-5444	Audio Books-Juv-Winnetka	Midwest Tape	39.99			
10-1-5444	Audio Books-Juv-Winnetka	Midwest Tape	39.99			
10-2-5344	Audio Books-Adult-Northfield	Midwest Tape	39.99			
10-2-5344	Audio Books-Adult-Northfield	Midwest Tape	79.98			
10-2-5344	Audio Books-Adult-Northfield	Midwest Tape	9.99			
10-2-5344	Audio Books-Adult-Northfield	Midwest Tape	39.99			
BAKER & TAYLOR				17598	03/24/23	<u>1,908.50</u>
10-0-5134	Software	INV #NS22070402	1,908.50			
Baker & Taylor				17599	03/24/23	<u>17,789.10</u>
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Baker & Taylor	1,460.02			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Baker & Taylor	1,281.09			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Baker & Taylor	489.25			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Baker & Taylor	534.26			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Baker & Taylor	82.57			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Baker & Taylor	493.21			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Baker & Taylor	400.23			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Baker & Taylor	477.38			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Baker & Taylor	16.94			
10-2-5341	Books-Non-Fiction-Adult-Northfield	Baker & Taylor	110.15			
10-2-5341	Books-Non-Fiction-Adult-Northfield	Baker & Taylor	49.99			

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-2-5341	Books-Non-Fiction-Adult-Northfield	Baker & Taylor	76.49			
10-2-5341	Books-Non-Fiction-Adult-Northfield	Baker & Taylor	217.17			
10-2-5341	Books-Non-Fiction-Adult-Northfield	Baker & Taylor	189.20			
10-2-5341	Books-Non-Fiction-Adult-Northfield	Baker & Taylor	72.88			
10-2-5341	Books-Non-Fiction-Adult-Northfield	Baker & Taylor	97.80			
10-2-5341	Books-Non-Fiction-Adult-Northfield	Baker & Taylor	180.88			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	65.49			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	58.64			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	26.98			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	13.49			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	45.66			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	71.20			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	148.84			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	14.24			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	110.59			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	13.49			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	57.68			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	123.08			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	115.16			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	136.40			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	131.40			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	50.92			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	14.99			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	62.84			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	55.33			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	286.45			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	86.67			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	11.29			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	69.81			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	61.71			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	60.94			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	162.85			

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10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	33.31			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	63.40			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	63.43			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	41.83			
10-0-5120	Library Supplies	Baker & Taylor	20.35			
10-0-5120	Library Supplies	Baker & Taylor	27.85			
10-0-5120	Library Supplies	Baker & Taylor	19.34			
10-0-5120	Library Supplies	Baker & Taylor	39.22			
10-0-5120	Library Supplies	Baker & Taylor	42.83			
10-0-5120	Library Supplies	Baker & Taylor	30.25			
10-0-5120	Library Supplies	Baker & Taylor	38.24			
10-0-5120	Library Supplies	Baker & Taylor	3.54			
10-0-5120	Library Supplies	Baker & Taylor	19.08			
10-0-5120	Library Supplies	Baker & Taylor	46.23			
10-0-5120	Library Supplies	Baker & Taylor	6.03			
10-0-5120	Library Supplies	Baker & Taylor	25.70			
10-0-5120	Library Supplies	Baker & Taylor	25.02			
10-0-5120	Library Supplies	Baker & Taylor	7.32			
10-0-5120	Library Supplies	Baker & Taylor	8.05			
10-0-5120	Library Supplies	Baker & Taylor	5.73			
10-0-5120	Library Supplies	Baker & Taylor	1.47			
10-0-5120	Library Supplies	Baker & Taylor	45.64			
10-0-5120	Library Supplies	Baker & Taylor	6.87			
10-0-5120	Library Supplies	Baker & Taylor	10.84			
10-0-5120	Library Supplies	Baker & Taylor	18.30			
10-0-5120	Library Supplies	Baker & Taylor	7.59			
10-0-5120	Library Supplies	Baker & Taylor	7.36			
10-0-5120	Library Supplies	Baker & Taylor	4.84			
10-0-5120	Library Supplies	Baker & Taylor	1.47			
10-0-5120	Library Supplies	Baker & Taylor	2.14			
10-0-5120	Library Supplies	Baker & Taylor	7.38			
10-0-5120	Library Supplies	Baker & Taylor	11.75			
10-0-5120	Library Supplies	Baker & Taylor	1.47			
10-0-5120	Library Supplies	Baker & Taylor	74.84			
10-0-5120	Library Supplies	Baker & Taylor	19.32			
10-0-5120	Library Supplies	Baker & Taylor	52.65			
10-0-5120	Library Supplies	Baker & Taylor	10.39			
10-0-5120	Library Supplies	Baker & Taylor	58.36			
10-0-5120	Library Supplies	Baker & Taylor	30.57			
10-0-5120	Library Supplies	Baker & Taylor	5.10			
10-0-5120	Library Supplies	Baker & Taylor	1.47			
10-0-5120	Library Supplies	Baker & Taylor	78.05			
10-0-5120	Library Supplies	Baker & Taylor	15.14			
10-0-5120	Library Supplies	Baker & Taylor	5.41			
10-0-5120	Library Supplies	Baker & Taylor	42.43			
10-0-5120	Library Supplies	Baker & Taylor	36.48			
10-0-5120	Library Supplies	Baker & Taylor	31.16			
10-0-5120	Library Supplies	Baker & Taylor	14.47			
10-0-5120	Library Supplies	Baker & Taylor	19.86			
10-0-5120	Library Supplies	Baker & Taylor	50.81			
10-0-5120	Library Supplies	Baker & Taylor	14.14			
10-0-5120	Library Supplies	Baker & Taylor	28.04			
10-0-5120	Library Supplies	Baker & Taylor	32.01			

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10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	214.85			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	315.55			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	286.93			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	16.14			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	231.49			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	45.14			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	447.48			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	669.81			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	573.14			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	498.28			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	218.10			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	181.91			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	338.83			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	345.65			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	221.25			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	199.96			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	118.09			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	116.37			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	150.01			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	337.69			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	37.22			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	287.46			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	45.20			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	322.29			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	184.18			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	95.95			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	332.38			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	46.46			
10-1-5441	Books-Non-Fiction-Juv-Winnetka	Baker & Taylor	379.58			
10-1-5441	Books-Non-Fiction-Juv-Winnetka	Baker & Taylor	232.91			
10-1-5441	Books-Non-Fiction-Juv-Winnetka	Baker & Taylor	336.72			
10-1-5441	Books-Non-Fiction-Juv-Winnetka	Baker & Taylor	227.40			

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10-2-5441	Books-Non-Fiction-Juv-Northfield	Baker & Taylor	100.79			
10-2-5441	Books-Non-Fiction-Juv-Northfield	Baker & Taylor	13.49			
10-2-5441	Books-Non-Fiction-Juv-Northfield	Baker & Taylor	14.24			
10-2-5441	Books-Non-Fiction-Juv-Northfield	Baker & Taylor	5.94			
TK Elevators 70-0-5749	Elevators	Invoice #6000636433	1,556.00	17611	03/09/23	<u>1,556.00</u>
Peerless Network 10-1-5175	Telephone - Winnetka	INV: 17248	41.08	17612	03/31/23	<u>41.08</u>
COMED 10-2-5171	Electricity - Northfield	COMED	539.50	17613	03/31/23	<u>539.50</u>
NORTH SHORE GAS 10-1-5174	Natural Gas - Winnetka	NORTH SHORE GAS	1,346.45	17614	03/31/23	<u>1,346.45</u>
NICOR 10-2-5174	Natural Gas - Northfield	NICOR	621.09	17615	03/31/23	<u>621.09</u>
COMCAST 10-0-5176	Internet Services	COMCAST	339.95	17616	03/31/23	<u>339.95</u>
VILLAGE OF WINNETKA 10-1-5172	Water - Winnetka	INV: M027701-001	2,364.31	17617	03/31/23	<u>2,364.31</u>
VILLAGE OF NORTHFIELD 10-2-5172	Water - Northfield	INV: 190100013000	40.42	17618	03/31/23	<u>40.42</u>
Peerless Network 10-1-5175	Telephone - Winnetka	INV: 14775	41.08	17619	03/31/23	<u>41.08</u>
NATIONWIDE RETIREMENT SOLUTIONS 10-0-2040	457 withholding	NATIONWIDE RETIREMENT SOLUTIONS	1,375.00	17620	03/31/23	<u>1,375.00</u>
NATIONWIDE RETIREMENT SOLUTIONS 10-0-2040	457 withholding	NATIONWIDE RETIREMENT SOLUTIONS	1,375.00	17621	03/31/23	<u>1,375.00</u>
NATIONWIDE RETIREMENT SOLUTIONS 10-0-2040	457 withholding	NATIONWIDE RETIREMENT SOLUTIONS	1,375.00	17622	03/31/23	<u>1,375.00</u>
First Bankcard 10-1-5341	Books-Non-Fiction-Adult-Winnetka	Mall - Materials	29.99	17623	03/31/23	<u>18,535.94</u>
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Mall - Materials	28.99			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Mall - Materials	34.99			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Mall - Materials	48.56			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Mall - Materials	19.15			

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10-1-5341	Books-Non-Fiction-Adult-Winnetka	Mall - Materials	29.99			
10-0-5121	Office Supplies	Dombrowski - Push Pins	2.84			
10-0-5121	Office Supplies	Volny - Workroom Supplies	62.96			
10-0-5121	Office Supplies	Dombrowski - Bubble Mailers	20.99			
10-0-5907	Programming - Youth	Karwowska - youth programming supplies	9.99			
10-0-5907	Programming - Youth	Karwowska - youth programming supplies	25.99			
10-0-5907	Programming - Youth	Karwowska - youth programming supplies - storytime books	25.70			
10-0-5907	Programming - Youth	Karwowska - youth programming supplies	27.97			
10-0-5907	Programming - Youth	Karwowska - youth programming supplies NF	27.97			
10-0-5907	Programming - Youth	Karwowska - youth programming supplies	59.86			
10-0-5907	Programming - Youth	Karwowska - youth programming supplies	19.99			
10-0-5907	Programming - Youth	Karwowska - youth programming supplies	298.79			
10-0-5907	Programming - Youth	Karwowska - youth programming supplies	-19.69			
10-0-5907	Programming - Youth	Karwowska - youth programming supplies - storytime books	50.10			
10-0-5907	Programming - Youth	Karwowska - youth programming supplies - NF bubbles	9.99			
10-0-5907	Programming - Youth	Karwowska - youth programming supplies - storytime books	21.61			
10-0-5907	Programming - Youth	Karwowska - youth programming supplies - storytime books	37.15			
10-0-5907	Programming - Youth	Karwowska - youth programming supplies - storytime books	69.51			
10-0-5907	Programming - Youth	Karwowska - youth programming supplies - storytime books	24.95			
10-0-5907	Programming - Youth	Morgan - youth programming supplies for Hebrew storytime & Valentine's Day programs	35.35			
10-0-5907	Programming - Youth	Morgan - youth programming supplies for Valentine's Day programs	104.95			
10-0-5907	Programming - Youth	Morgan - youth programming supplies for Valentine's Day programs	86.83			
10-1-5342	Periodicals-Winnetka	Mall - Materials	60.00			
10-1-5343	DVDs-Adult-Winnetka	Mall - Materials	8.96			
10-1-5343	DVDs-Adult-Winnetka	Mall - Materials	10.99			
10-1-5343	DVDs-Adult-Winnetka	Mall - Materials	15.07			
10-1-5343	DVDs-Adult-Winnetka	Mall - Materials	25.98			
10-1-5343	DVDs-Adult-Winnetka	Mall - Materials	260.20			
10-0-5131	Accounting and Bookkeeping	Karwowska - Overdraft Fee	39.00			
10-1-5440	Books-Fiction-Juv-Winnetka	Mall - Youth Materials	39.95			
10-0-5114	Professional Development	Dombrowski - Library Director's Retreat	250.00			
10-0-5114	Professional Development	Dombrowski - Leadership Book	9.59			
10-0-5114	Professional Development	Dombrowski - HR Conference	295.00			
10-0-5114	Professional Development	Kline - Kindle Paperwhite	77.11			
10-0-5134	Software	Dombrowski - Library Zoom Account	101.06			
10-0-5134	Software	Swenson - Basegame Annual Subscription Renewal	999.00			

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10-0-5134	Software	Swenson - Creative Cloud Subscriptions	295.90			
10-0-5134	Software	Swenson - PowerBI Subscriptions	6.00			
10-0-5134	Software	Mall - Virtual event hosting	124.97			
10-0-5134	Software	Dombrowski - WhenIWork Scheduling Software	90.00			
10-0-5910	Studio Maintenance/Repair	Kline - Hat Hoop for Embroidery	59.99			
10-0-5910	Studio Maintenance/Repair	Kline - Embroidery Machine Repair	107.98			
10-0-5910	Studio Maintenance/Repair	Kline - Motor replacement	347.00			
10-0-5114	Professional Development	Morgan - registration for IYSA conference for Amelia Kmiec	225.00			
10-0-5114	Professional Development	Morgan - registration for IYSA conference for Rebecca Ganellen - student rate	150.00			
10-0-5114	Professional Development	Morgan - RIPL conference registration for Melissa Morgan	550.00			
10-0-5114	Professional Development	Swenson - RIPL Conference Registration	550.00			
10-0-5120	Library Supplies	Dombrowski - Disposable Gloves	15.98			
10-0-5120	Library Supplies	Volny - Self Checkout Testing	10.00			
10-0-5120	Library Supplies	Mall - Tech Services supplies	10.99			
10-0-5120	Library Supplies	Karowska - library supplies - videogame cases	32.97			
10-0-5120	Library Supplies	Dombrowski - Dry Erase Markers	34.99			
10-0-5177	Technology - Website	Swenson - Website Hosting and Backup	25.00			
10-0-5308	Reading Programs	Swenson - Winter Reading Gift Cards	165.00			
10-0-5308	Reading Programs	Quish - Gift cards for Winter Reading	300.00			
10-0-5308	Reading Programs	Karowska - 1000 BBK sticker restock and janitorial supplies	16.29			
10-0-5308	Reading Programs	Karowska - winter reading gift cards	10.00			
10-0-5719	Board Expenses	Dombrowski - Laconi Trustee Banquet	130.00			
10-0-5719	Board Expenses	Dombrowski - Board Treats	14.16			
10-0-5721	PR Promotional	Quish - Book bags	37.98			
10-0-5721	PR Promotional	Quish - Stuffed cats and books	38.46			
70-0-5725	Janitorial Supplies	Karowska - Janitorial supplies	12.24			
70-0-5725	Janitorial Supplies	Karowska - 1000 BBK sticker restock and janitorial supplies	47.94			
70-0-5725	Janitorial Supplies	Karowska - Janitorial supplies	7.99			
70-0-5725	Janitorial Supplies	Karowska - Janitorial supplies	-7.99			
70-0-5725	Janitorial Supplies	Dombrowski - Hand Sanitizer	24.66			
10-1-5340	Books-Fiction-Adult-Winnetka	Mall - Materials	23.19			
10-0-5723	PR Supplies	Quish - Business cards for Anna Karowska	41.43			
10-0-5723	PR Supplies	Quish - Chicago Manual of Style Online	43.00			
10-0-5731	Memberships	Mall - Professional membership dues	78.00			
10-0-5731	Memberships	Morgan - ALA membership for Melissa Morgan	236.00			
10-0-5731	Memberships	Mall - Professional membership dues	236.00			
10-0-5731	Memberships	Morgan - ALA student membership for Rebecca Ganellen	77.00			
10-0-5731	Memberships	Mall - Professional membership dues	15.00			
10-0-5731	Memberships	Mall - Professional membership dues	15.00			
10-0-5731	Memberships	Dombrowski - Andy ALA Membership	56.00			

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10-0-5731	Memberships	Dombrowski - Nicola ALA Membership	56.00			
10-0-5731	Memberships	Dombrowski - Sandy ALA Membership	56.00			
10-0-5731	Memberships	Dombrowski - Kathryn ALA Membership	56.00			
10-0-5731	Memberships	Dombrowski - Natalie ALA Membership	56.00			
10-0-5731	Memberships	Dombrowski - Courtney ALA Membership	78.00			
10-0-5731	Memberships	Kline - Amber Membership ILA	225.00			
10-2-5441	Books-Non-Fiction-Juv-Northfield	Karwowska - STEAM Kits	309.98			
10-0-5732	Staff Recognition/Events/Meetings	Dombrowski - Staff Valentine's Day Treats	5.05			
10-0-5732	Staff Recognition/Events/Meetings	Dombrowski - Staff Valentine's Day Treats	36.71			
10-0-5732	Staff Recognition/Events/Meetings	Dombrowski - Staff Birthday Giftcards	10.00			
10-0-5732	Staff Recognition/Events/Meetings	Dombrowski - Staff Birthday Giftcards	20.00			
10-0-5732	Staff Recognition/Events/Meetings	Dombrowski - Staff Bereavement Flowers	56.29			
10-0-5736	Legal	Dombrowski - Required Labor Law Posters	63.91			
10-0-5906	Programming - Studio	Karwowska - studio for kids supplies	-25.99			
10-0-5906	Programming - Studio	Karwowska - studio for kids supplies	25.99			
10-0-5906	Programming - Studio	Kline - Miniatures for Sno Globe	64.33			
10-0-5906	Programming - Studio	Kline - Modge Podge	13.38			
10-0-5906	Programming - Studio	Kline - SnoGlobe Prog	80.02			
10-0-5906	Programming - Studio	Kline - Felt Albums for Prog	103.92			
10-0-5906	Programming - Studio	Kline - Glue Guns	35.92			
10-0-5906	Programming - Studio	Kline - Fabric	66.86			
10-0-5906	Programming - Studio	Kline - Mason Jars	23.99			
10-0-5906	Programming - Studio	Kline - Felt Fabric Sheet	15.99			
10-0-5906	Programming - Studio	Kline - Seed Bomb Mixtures	28.14			
10-0-5906	Programming - Studio	Kline - Program Materials for Several Progs	240.42			
10-0-5906	Programming - Studio	Kline - Hardware for LoT item	13.17			
10-0-5906	Programming - Studio	Kline - Acrylic and Office Supply	154.30			
10-0-5906	Programming - Studio	Kline - wood squares	25.99			
10-1-5347	Adult Videogames	Mall - Materials	128.21			
10-1-5347	Adult Videogames	Mall - Materials	20.99			
10-1-5347	Adult Videogames	Mall - Materials	62.27			
10-1-5347	Adult Videogames	Mall - Materials	591.63			
10-1-5347	Adult Videogames	Mall - Materials	59.99			
10-1-5347	Adult Videogames	Mall - Materials	72.98			
10-1-5347	Adult Videogames	Mall - Materials	9.10			
10-1-5347	Adult Videogames	Mall - Materials	14.97			
10-1-5347	Adult Videogames	Mall - Materials	17.90			
10-1-5347	Adult Videogames	Mall - Materials	29.99			
10-0-5884	Equipment/Furniture	Dombrowski - New Youth Services Furniture	2,708.09			
10-0-5884	Equipment/Furniture	Dombrowski - New Youth Services Furniture	1,697.40			

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10-0-5884	Equipment/Furniture	Karwowska - Furniture & Equipment for NF	27.99			
10-0-5884	Equipment/Furniture	Karwowska - Furniture & Equipment for NF	117.00			
10-0-5884	Equipment/Furniture	Karwowska - Furniture & Equipment for youth	1,574.56			
10-0-5884	Equipment/Furniture	Karwowska - Furniture & Equipment for youth	1,581.96			
10-0-5884	Equipment/Furniture	Karwowska - Furniture & Equipment for youth	1,873.21			
10-0-5884	Equipment/Furniture	Karwowska - Furniture & Equipment for youth	299.95			
10-0-5884	Equipment/Furniture	Karwowska - Furniture & Equipment for NF	24.99			
10-0-5884	Equipment/Furniture	Karwowska - Furniture & Equipment for youth	-1,581.96			
10-0-5884	Equipment/Furniture	Karwowska - Furniture & Equipment for youth	-1,873.21			
10-0-5884	Equipment/Furniture	Karwowska - Furniture & Equipment for youth	1,225.31			
10-1-5347	Adult Videogames	Mall - Materials	43.99			
10-1-5347	Adult Videogames	Mall - Materials	45.99			
10-1-5445	Video Games-Juv-Winnetka	Karwowska - youth videogames (WNK)	39.99			
10-1-5445	Video Games-Juv-Winnetka	Karwowska - youth videogames (WNK)	26.67			
10-1-5445	Video Games-Juv-Winnetka	Karwowska - youth videogames WNK + NF	64.06			
10-1-5445	Video Games-Juv-Winnetka	Karwowska - youth videogames WNK + NF	34.99			
10-2-5445	Video Games- Juv-Northfield	Karwowska - youth videogames WNK + NF	34.99			
10-2-5445	Video Games- Juv-Northfield	Karwowska - youth videogames WNK + NF	25.07			
PITNEY BOWES				17624	03/31/23	<u>100.00</u>
10-0-5123	Postage	PITNEY BOWES	100.00			
COMCAST				17625	03/31/23	<u>71.95</u>
10-0-5176	Internet Services	COMCAST	71.95			
Check List Total						<u><u>174,624.15</u></u>

MARCH 2023 DIRECTOR'S REPORT

Staff Updates

Anniversaries: Erin Collins, Adult Services Librarian at Winnetka, 3/14 (7 years).

Comings: Tom Malinowski joined us on 3/27 as our new Youth Services Librarian for Winnetka. Tom came to us most recently from Geneva Public Library where he planned and oversaw library programming.

Staff Shout Outs

- Northfield Librarians Amelia and Rebecca represented the library at Greeley School's STEAM night, which had 187 attendees!



Finances (Target = 75% based on 9 months into our fiscal year)

- We are at 74.68% of our expected operating revenues (on budget).
- We are at 70.97% of our budgeted operating expenses (under budget).

Programming

Youth

Category	23MAR	22MAR	Mo. % +/-	FY22-23 YTD	FY21-22 YTD	FY % +/-
Programs	45	56	-19.64%	480	297	61.62%
Live Attendees	1,145	1,214	-5.68%	9,909	4,653	112.96%
Recording Attendees	0	2	-100.00%	0	32	-100.00%
Passive Programming	2,890	2,239	29.08%	20,426	2,822	623.81%

Highlights

Super Smash Brothers Tournament	12 kids picked their favorite champion and competed for the title.
Ocean Animal Dig	22 kids used their excavation skills to discover ocean animals and creatures.
DIY Bookmarks	17 kids used paints, crayons, colored pencils, and craft supplies to create a custom bookmark.

Adults

Category	23MAR	22MAR	Mo. % +/-	FY22-23 YTD	FY21-22 YTD	FY % +/-
Programs	22	23	-4.35%	173	167	3.59%
Live Attendees	537	487	10.27%	4,182	2,666	56.86%
Recording Attendees	470	41	1,046.34%	2,941	203	1,348.77%

Highlights

Colleen Moore's Fairy Castle	Former Head MSI Curator Margaret Schlesinger took 70 patrons on a tour of Colleen Moore's giant Fairy Castle and shared info about its history.
2023 Oscars Preview	Loyola University film and language professor, Zbigniew Banas, reviewed the nominations for the 95 th Academy Awards with 70 patrons.

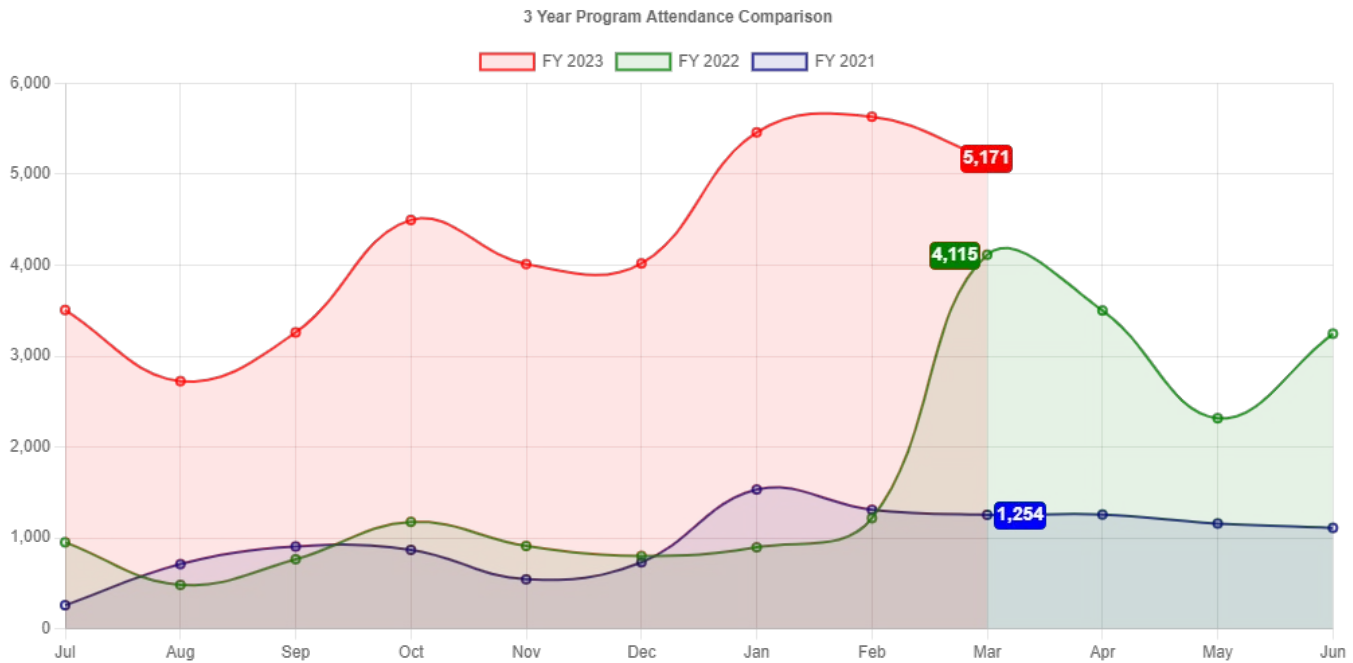
Gâteau: The Surprising Simplicity of French Cakes	Award-winning author Aleksandra Crapanzano shared the secrets behind the beloved cakes that are a staple in French homes with 48 patrons.
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Studio (Digital Services)

Category	23MAR	22MAR	Mo. % +/-	FY22-23 YTD	FY21-22 YTD	FY % +/-
1:1s	91	29	213.79%	828	562	47.33%
Programs	16	19	-15.79%	117	96	21.88%
Attendees	129	132	-2.27%	826	939	-12.03%

Highlights

Engrave a Planter Box	6 patrons were able to get a head start on spring planting by personalizing an artfully distressed planter box.
Personalize a Felt Photo Album	6 patrons used heat-pressed vinyl and the embroidery machine to make a unique cover for a new family photo album.
Decorate a 1-Season Birdhouse	9 patrons decoupedged, painted, or used vinyl decals to create a custom 1-season birdhouse.



Community Engagement (Outreach)

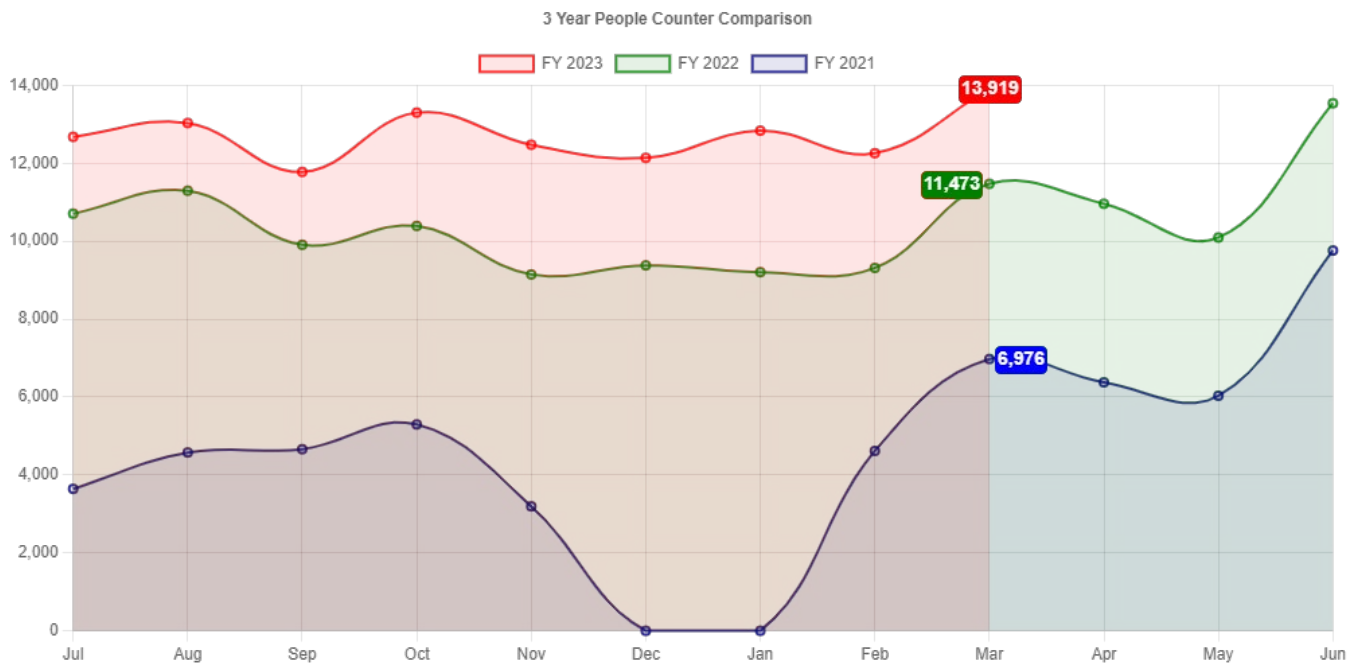
Category	23MAR	22MAR	Mo. % +/-	FY22-23 YTD	FY21-22 YTD	FY % +/-
Youth Events	2	2	0.00%	21	15	40.00%
Adult Events	2	2	0.00%	17	10	70.00%
Family Events	1	0	100.00%	15	17	-11.76%
TOTAL	5	4	25.00%	53	42	26.19%
Youth Attendance	23	22	4.55%	772	807	-4.34%
Adult Attendance	14	12	16.67%	197	57	245.61%
Family Attendance	187	n/a	n/a	1,570	1,011	55.29%
TOTAL	224	34	558.82%	2,539	1,875	35.41%

Notable Events: Manga Club and Dungeons & Dragons Club at Washburne; Family STEAM Night @ Greeley School.

Services

Visitors

Location	23MAR	22MAR	Mo. % +/-	FY22-23 YTD	FY21-22 YTD	FY % +/-
Winnetka In-Person	9,592	8,077	18.76%	80,713	63,622	26.86%
Northfield In-Person	3,888	2,970	30.91%	30,487	24,725	23.30%
TOTAL IN-PERSON	13,480	11,047	22.02%	111,200	88,347	25.87%
Virtual Visitors	439	426	3.05%	3,221	2,473	30.25%
TOTAL VISITORS	13,919	11,473	21.32%	114,421	90,820	25.99%



Patron Interactions

Category	23MAR	22MAR	Mo. % +/-	FY22-23 YTD	FY21-22 YTD	FY % +/-
Adult	2,160	2,296	-5.92%	18,802	22,018	-14.61%
Youth	487	613	-20.55%	5,695	4,480	27.12%
Digital Services	164	120	36.67%	1,323	1,333	-7.23%
TOTAL	2,811	3,029	-7.20%	25,820	27,831	-7.23%

Cardholder Penetration

Activity	23MAR	22MAR	Mo. % +/-	FY22-23 YTD	FY21-22 YTD	FY % +/-
New Cards	105	102	2.94%	931	741	25.64%
Community	23MAR	22MAR	Mo. % +/-	23MAR %POP	22MAR %POP	% Change
Winnetka	6,289	6,076	3.51%	49.35%	47.68%	1.67%
Northfield	2,343	2,059	13.79%	40.74%	35.80%	4.94%
TOTAL DISTRICT	8,632	8,135	6.11%	46.67%	43.98%	2.69%
Kenilworth	389	328	18.60%	15.47%	13.05%	2.43%

Technology

Public Computer Usage

Location	23MAR	22MAR	Mo. % +/-	FY22-23 YTD	FY21-22 YTD	FY % +/-
Winnetka	19,265	23,906	-19.41%	193,776	186,231	4.05%
Northfield	4,647	5,501	-15.52%	38,971	42,888	-9.13%
TOTAL	23,912	29,407	-18.69%	232,747	229,119	1.58%

Hotspot Usage

Location	23MAR	22MAR	Mo. % +/-	FY22-23 YTD	FY21-22 YTD	FY % +/-
Winnetka Sessions	19,265	23,906	-19.41%	193,776	186,231	4.05%
Northfield Sessions	4,647	5,501	-15.52%	38,971	42,888	-9.13%
TOTAL	23,912	29,407	-18.69%	232,747	229,119	1.58%
Winnetka Bandwidth	649GB	439GB	47.77%	4,713GB	2,882GB	63.55%
Northfield Bandwidth	80GB	50GB	59.72%	694GB	700GB	-0.86%
TOTAL	729GB	489GB	48.99%	5,407GB	3,582GB	50.96%

Website Reach/App Usage

Activity	23MAR	22MAR	Mo. % +/-	FY22-23 YTD	FY21-22 YTD	FY % +/-
Website Visits	8,521	7,869	8.29%	78,046	73,401	6.33%
Unique Visitors	5,479	4,881	12.25%	50,831	45,605	11.46%

Email Reach

23MAR Subscribers	% of Cardholders	22MAR Subscribers	Open Rate	Click Rate
10,659	118.16%	10,281	54%	1%

*Industry averages for not-for-profits = 40% Open Rate, 1% Click Rate

Collections

PHYSICAL ADULT (BY LOCATION)

Location	23MAR	22MAR	Mo. % +/-	FY22-23 YTD	FY21-22 YTD	FY % +/-
Winnetka	10,492	10,194	2.92%	86,768	86,838	-0.08%
Northfield	3,624	3,956	-8.39%	35,456	35,829	-1.04%

PHYSICAL YOUTH (BY LOCATION)

Location	23MAR	22MAR	Mo. % +/-	FY22-23 YTD	FY21-22 YTD	FY % +/-
Winnetka	14,575	15,087	-3.39%	125,757	109,275	15.08%
Northfield	3,641	3,912	-6.93%	33,934	31,114	9.06%

PHYSICAL MISCELLANEOUS

Lending Type	23MAR	22MAR	Mo. & +/-	FY22-23 YTD	FY21-22 YTD	FY % +/-
Kenilworth Patrons	1,149	1,359	-15.45%	9,866	13,303	-25.84%
Borrowed from Other Libraries	2,012	2,068	-2.71%	15,654	16,710	-6.32%

PHYSICAL ADULT (BY TYPE)

Material Type	23MAR	22MAR	Mo. % +/-	FY22-23 YTD	FY21-22 YTD	FY % +/-
Books	8,720	8,732	-0.14%	76,810	76,177	0.83%
Book - Fiction	4,506	4,550	-0.97%	42,617	42,119	1.18%
Book - Nonfiction	4,214	4,182	0.77%	34,193	34,058	0.40%
Audiobook - CD	227	313	-27.48%	2,491	2,769	-10.04%
Music CD	109	252	-56.75%	1,109	1,263	-12.19%
Playaway	29	51	-43.14%	426	526	-19.01%
DVD/Blu-Ray	2,735	3,080	-11.20%	24,748	27,276	-9.27%
Magazine	287	215	33.49%	1,938	1,783	8.69%
Videogame	29	55	-47.27%	260	249	4.42%
Computing Device	6	15	-60.00%	38	101	-62.38%
Library of Things	21	0	n/a	173	0	n/a
Other	0	0	-	65	21	209.52%
Non-CCS ILL	43	35	22.86%	342	339	0.88%
Sent Out	1,910	1,402	36.23%	13,824	12,163	13.66%
TOTAL	14,116	14,150	-0.24%	122,224	122,667	-0.36%

PHYSICAL YOUTH (BY TYPE)

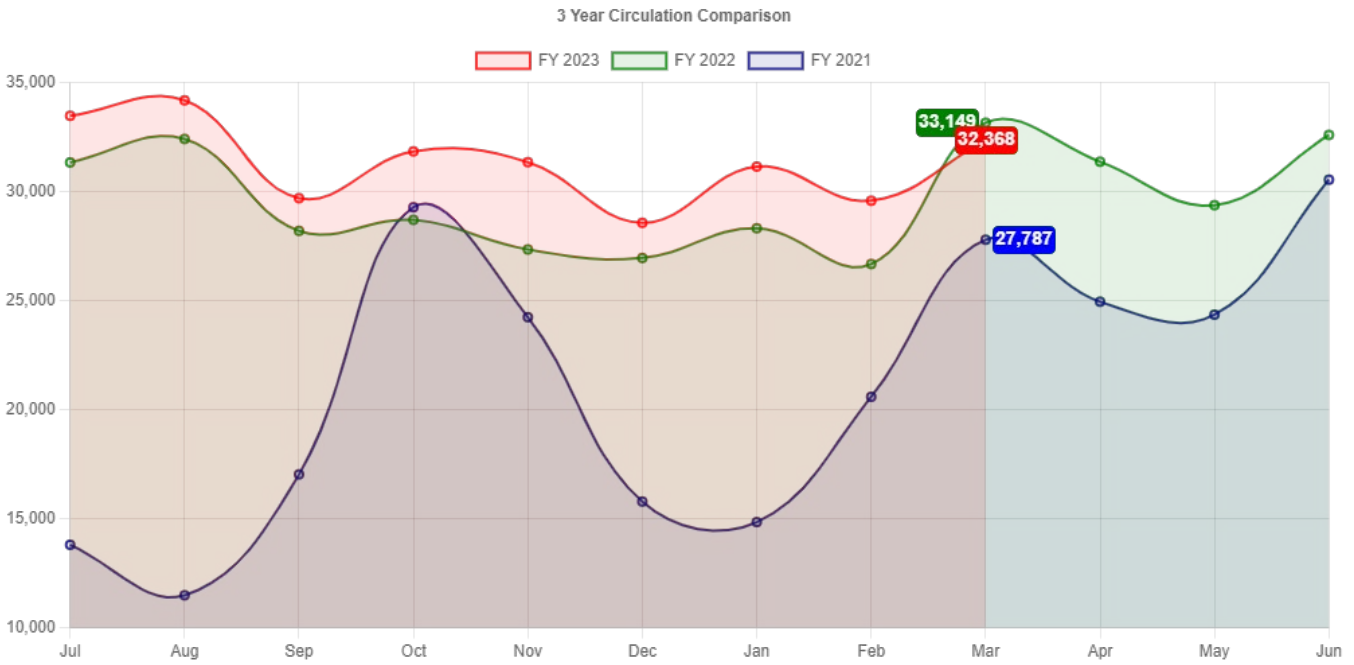
Material Type	23MAR	22MAR	Mo. % +/-	FY22-23 YTD	FY21-22 YTD	FY % +/-
Books	13,492	14,119	-4.44%	120,628	121,388	-0.63%
Book - Fiction	11,173	11,896	-6.08%	102,381	104,224	-1.77%
Book - Nonfiction	2,319	2,223	4.32%	18,247	17,164	6.31%
Audiobook - CD	28	24	16.67%	200	438	-54.34%
Music CD	0	43	-100.00%	100	300	-66.67%
Playaway	272	191	42.41%	2,002	1,697	17.97%
DVD/Blu-Ray	998	1,056	-5.49%	8,963	8,874	1.00%
Magazine	2	0	n/a	111	7	1,485.71%
Videogame	231	263	-12.17%	2,159	1,563	38.13%
Computing Device	0	0	-	0	6	-100.00%
Vox Reader	284	249	14.06%	2,655	1,837	44.53%
STEAM Kits	20	25	-20.00%	52	274	-81.02%
Early Literacy Kits	36	0	n/a	238	0	n/a
Other	99	82	20.73%	793	1,058	-25.05%
In-House Circulation	2,754	2,947	-6.55%	21,790	2,947	639.40%
TOTAL	18,216	18,999	-4.12%	159,691	140,389	13.75%

MTD TOTAL PHYSICAL CIRCULATION

23MAR Physical Circulation	22MAR Physical Circulation	Net Change
32,332	33,149	-2.46%

YTD TOTAL PHYSICAL CIRCULATION

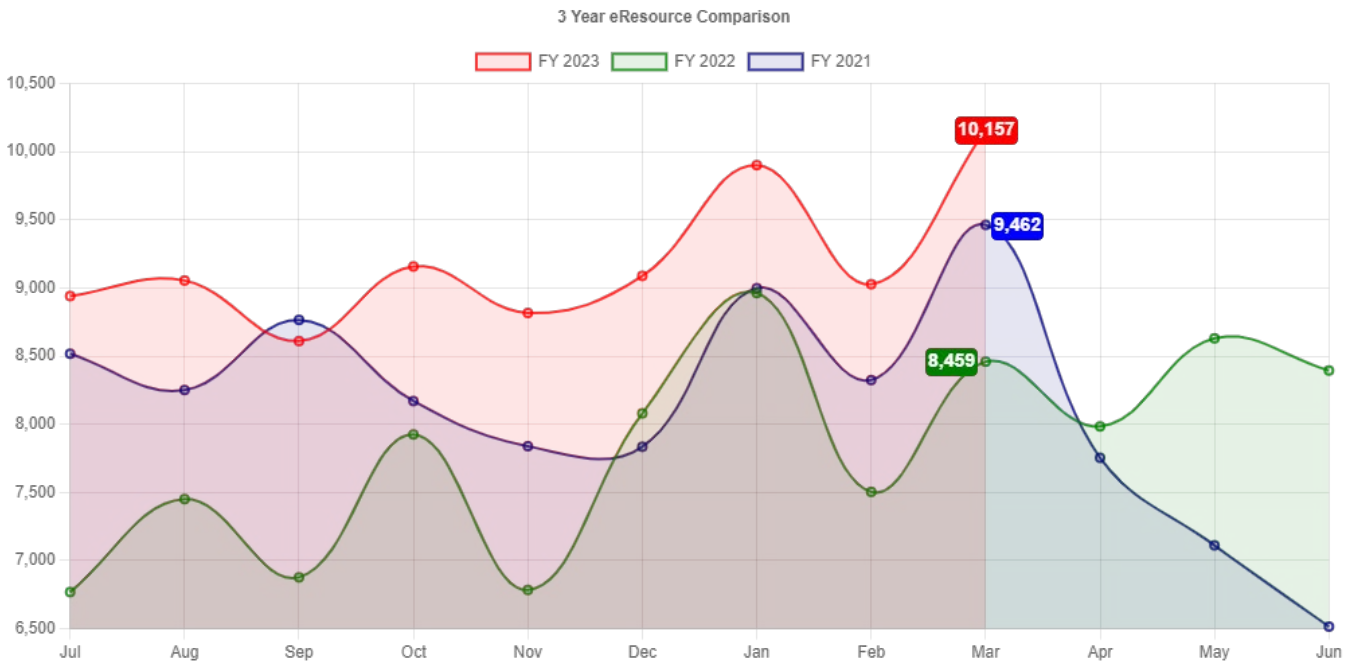
FY22-23 YTD Physical Circulation	FY21-22 YTD Physical Circulation	Net Change
281,915	263,056	7.17%



DIGITAL CIRCULATION

Material Type	23MAR	22MAR	Mo. % +/-	FY22-23 YTD	FY21-22 YTD	FY % +/-
eBooks	4,612	4,047	13.96%	37,315	32,526	14.72%
eAudiobooks	3,579	2,642	35.47%	28,322	22,069	28.33%
eMagazines	1,441	1,203	19.78%	12,973	9,629	34.73%
eVideos	446	546	-18.32%	3,722	4,294	-13.32%
eMusic	79	21	276.19%	417	294	41.84%
TOTAL	10,157	8,459	20.07%	82,749	68,812	20.25%

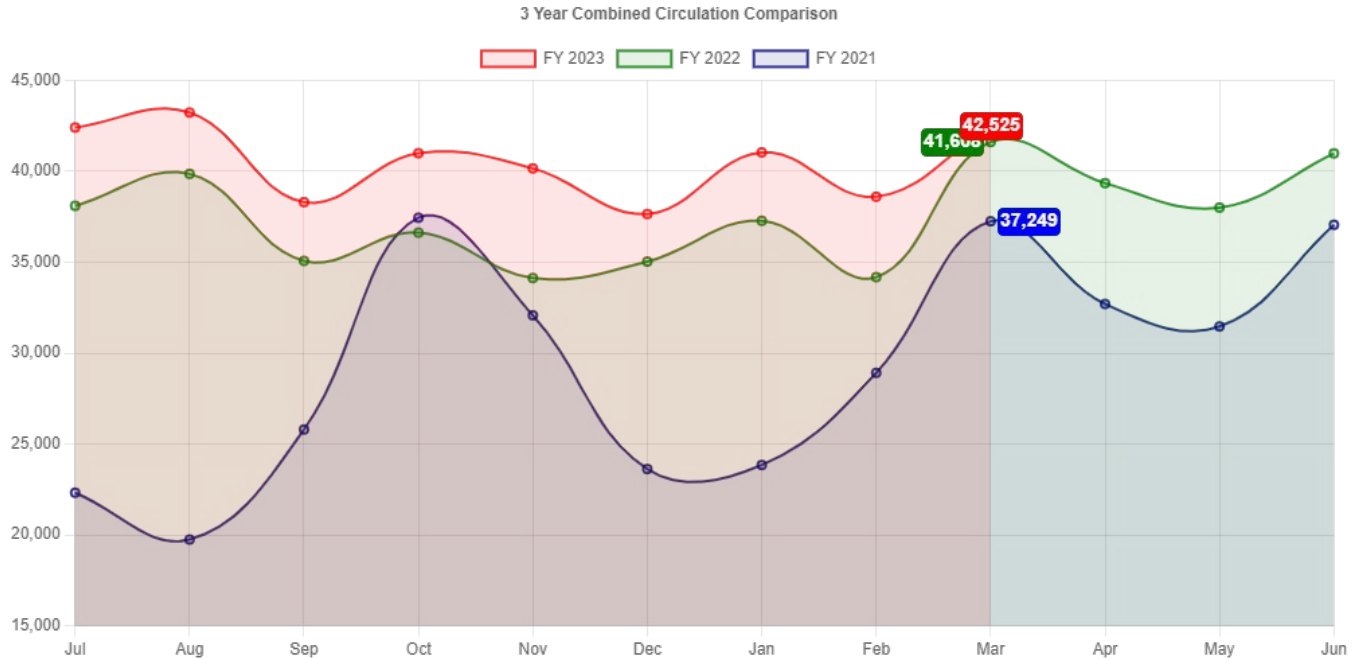
Note: This was our highest month ever for eResources and our first month over 10,000!



TOTAL DISTRICT CIRCULATION

23MAR District Circulation	22MAR District Circulation	Net Change
42,489	41,608	2.12%

FY22-23 YTD District Circulation	FY21-22 YTD District Circulation	Net Change
364,664	331,868	9.88%



Impact Stories

- Northfield- A nanny shared how much she (and other nannies) are enjoying going to Northfield for storytime. She said she feels it is less crowded over there and now that she knows what is being offered at each location, she can enjoy taking her little to both!
- Youth Services- A parent told us that she felt empowered to try the sensory bins at home after attending our Sensory Shenanigans program. She also told us that her first ever visit to our Northfield Library was specifically to attend the program!
- Adult Services
 - Librarian Molly helped a patron who was locked out of her car get back in after it broke down in front of our book drop. She did so by researching how to remove the key cap on a Mercedes and ended up helping reunite the woman with her child, who was locked in the car at the time.
 - Feedback for Chair Yoga: "I very much appreciate the virtual programs. I was able to do the program with my Mother who has limited mobility."
 - Feedback for Behind the Movie Magic: Iconic Moments in Classical Film: "Glad the library programs are included with a link for registration in the Friday Village email to residents. Great program!"
 - Feedback for Financial Planning Appointment: "This was such a valuable session. To have concrete suggestions from a highly regarded and qualified financial planner in the community was much appreciated, and I was impressed it was not a sales pitch for his company. I really appreciate the library for hosting this, and Ed for giving this wonderful service to community members!"

- Feedback for Artemisia Gentileschi and the Italian Baroque with Jeff Mishur: *"Thank you for offering one of Jeff's lectures which are always so interesting. I'm glad that we were able to tune in to tonight's program. Zoom offerings are so wonderful as we travel a lot and feel like we can stay connected to "home" while on the road. We've really enjoyed many of your past programs. Please keep up the great work!"*
- Feedback for In Cod We Trust: A History of Fish & Chips: *"Very much enjoyed Claire's talk. So informative and appreciated the info on sustainable fish. Thank you for recording the talk, as I missed the initial zoom program."*
- Feedback for Colleen Moore's Fairy Castle: *"Wonderful event! What a neat topic. I got to see this gem without having to pay the admission fee for the museum, which was a total win!"*
- Feedback for Gâteau: The Surprising Simplicity of French Cakes: *"My husband and I enjoyed this speaker and program. Very interesting and informative! It made me want to read her book and try some of her recipes."*
- Digital Services- A patron who has been attending our weekly device help sessions at Northfield shared that she appreciates the quiet library environment for getting help versus the sensory overload that she experiences when getting help at the Apple store.
- Customer Relations- A family of four who moved into the district a year ago came in and signed up for library cards. It was their daughter's first library card, and she was excited to see all the toys we had available plus the self-check machine that would allow her to check out her very own books!

Kenilworth Public Library District
Library Services Agreement, Renewal Cycle 2023-2028
 Friday, April 7, 2023

Kenilworth is a community of approximately 2,500 residents situated between Wilmette and Winnetka. Kenilworth Public Library District (KPLD) effectively covers the boundaries of its village, and was created with the express purpose of efficiently extending library services to its residents without the need to construct, staff, and maintain a new library facility for this relatively small community.

Wilmette Public Library District (WPLD) and Winnetka-Northfield Public Library District (WNPLD), though its buildings and resources, have cooperatively provided library services to KPLD since 1984 under a Library Services Agreement that has remained largely unchanged since its inception. The attached contract would carry this cooperative agreement through its 44th year in 2028.

Under the agreement, residents of KPLD may choose to obtain a library card from either WPLD or WNPLD and enjoy the same privileges as resident cardholders of those respective library districts. Those privileges also include access to digital resources (on-demand, streaming, and downloadable) that may only be able to be tracked to the lending library card and not the resident’s home address.

By agreement, either the Director of WPLD or WNPLD serves as the administrator of KPLD, typically on an every other renewal cycle. The current and proposed future contract have WPLD as the administrator, as requested by WNPLD and accepted by WPLD.

KPLD’s budget, property tax, and contractual fees increase annually as defined in the Agreement in sections 4.b. and 5.b., which has historically been calculated factoring the annual rate of the Consumer Price Index (CPI).

Upon review of the costs associated with this renewal cycle, administrative staff and trustees of both servicing libraries have noted the growing inequity of the funding rate for KPLD relative to WPLD and WNPLD. While the carrying costs of both WPLD and WNPLD have increased markedly over time, KPLD’s contributing rate has not kept pace. By example, the current per capita cost for KPLD is 60% of WNPLD.

FY22-23	Wilmette PLD	Winnetka-Northfield PLD	Kenilworth PLD
Budget	\$6,170,588	\$4,033,378	\$329,693
Population	27,587	18,495	2,514
Cost Per Capita	\$223.68	\$218.08	\$131.14

While KPLD has no building, utilities, staff, collections, programs, or contracts of its own, its residents enjoy the benefits of those resources at their servicing libraries without the costs associated with the required maintenance and long-range improvement plans that such investments incur - which generally exceed KPLD’s annual increases relative to CPI or less than 5% growth annually.

In an effort to better align the benefits that KPLD constituents receive with the costs carried by the servicing libraries, the latest Library Service Agreement reflects the following facts/updates:

1. The base four year Service Agreement term has been extended by one year in this renewal cycle, making this a one-time 5 year agreement. It has been noted that the contract cycle has historically landed immediately following the consolidated election every four years, making the agreement's fate potentially one of the first actions of the incoming board. To ensure that public library services are not interrupted or immediately cancelled by such potential action, this newly proposed cycle will ensure that an incoming board will have at least 1 year to study their services before taking action on the Library Service Agreement.
2. The FY23-24 fee structure has been calculated using the current/expiring Library Service Agreement.
3. To help KPLD catch up in more equitably allocating its funding to the servicing libraries, the fee structure language in sections 4.b. and 5.b. has been updated to automatically increase by 4.9% annually as follows (since Cook County is tax-capped):

For each Service Year thereafter during the term of this Agreement, the Annual/Administrative Fees shall automatically **increase to** ~~adjust at the lower of:~~ (i) the ~~rate of change of the annual Consumer Price Index for the prior calendar year as published by the Bureau of Labor Statistics of the U.S. Department of Labor in March of each year,~~ or (ii) the maximum amount of property tax increases allowed to Kenilworth Library by law.

4. The apportionment of the fees to the servicing libraries is determined by the actual usage of those libraries by Kenilworth residents, as reported by statistical data collect by Cooperative Computer Services (CCS), our regional library automation consortium. To more clearly state the methodology for the calculation of this circulation data, the "Service Year" is now defined as "12 month Calendar Year." This change will make the annual budget preparation more clear/expedient for the first meeting of the calendar year in April each year.
5. The rest of the contract language remains the same.

LIBRARY SERVICES AGREEMENT

This LIBRARY SERVICES AGREEMENT (“*Agreement*”) is entered into as of July 1, 2023 by and among the KENILWORTH PUBLIC LIBRARY DISTRICT (“*Kenilworth Library*”), the WILMETTE PUBLIC LIBRARY DISTRICT (“*Wilmette Library*”), and the WINNETKA-NORTHFIELD PUBLIC LIBRARY DISTRICT (“*Winnetka Library*”).

WHEREAS, Kenilworth Library desires to contract with Wilmette Library and Winnetka Library for provision of library services to residents of the Public Library District of the Village of Kenilworth, Illinois;

WHEREAS, Wilmette Library and Winnetka Library are willing to provide such library services to the residents of the Public Library District of the Village of Kenilworth, Illinois under the terms and conditions hereof,

WHEREAS, authority to contract among intergovernmental and public agencies, including public library districts, is permitted in Illinois pursuant to, *inter alia*, Ill. Const. art. VII, § 10; 5 ILCS 220/5; and 75 ILCS 16/30-55.40;

NOW, THEREFORE, in consideration of the mutual promises and covenants contained herein, and other good and valuable consideration, the receipt and sufficiency of which are acknowledged by each of the parties hereto, the parties agree as follows:

1. Term. This Agreement shall be effective as of July 1, 2023 and shall expire on June 30, 2028. Each service year during the term of this Agreement shall begin on July 1 and end on June 30 of the following calendar year (each, a “*Service Year*”).

2. Appointment of Administrator. Wilmette Library, through the Director of its library and such additional staff as such Director shall appoint, shall administer the business and legal affairs of Kenilworth Library at the direction and instruction of Kenilworth Library’s Board of Trustees (in such role, Wilmette Library is referred to herein as the “*Administrator*”). The Administrator shall, among other things, maintain records concerning Kenilworth Library’s financial affairs and accounts, prepare agendas and other materials necessary for meetings of Kenilworth Library’s Board of Trustees, and prepare such legal and administrative documents as are needed in the ordinary course of Kenilworth Library’s business.

3. Provision of Library Services. Wilmette Library and Winnetka Library agree to provide to residents of the Public Library District of the Village of Kenilworth, Illinois the same rights and privileges pertaining to library services, on the same terms and conditions, that Wilmette Library and Winnetka Library provide to residents of their own districts. Where licenses for electronic digital products restrict access to a cardholders of a single library, the Wilmette and Winnetka libraries agree to work to find a way, if possible, to provide service to all Kenilworth residents, regardless of which card is of record.

4. Annual Fee.

- a. During the Service Year July 1, 2023 through June 30, 2024, Kenilworth Library agrees to pay to Wilmette Library and Winnetka Library, jointly,

the sum of \$316,252.00 (the “*Annual Fee*”) in compensation for the library services described in Section 3 above.

- b. For each Service Year thereafter during the term of this Agreement, the Annual Fee shall automatically **increase to** ~~adjust at the lower of: (i) the rate of change of the annual Consumer Price Index for the prior calendar year as published by the Bureau of Labor Statistics of the U.S. Department of Labor in March of each year, or (ii) the maximum amount of property tax increases allowed to Kenilworth Library by law.~~
- c. Wilmette Library and Winnetka Library shall divide the Annual Fee for any Service Year between themselves in proportion to the number of items checked out at the Wilmette and Winnetka libraries by residents of the Kenilworth Library during the prior ~~Service~~ **12 month Calendar** Year, as calculated by the Administrator. The Administrator will report the number of items checked out at the respective libraries by Kenilworth residents from the Cooperative Computer Services (CCS) “Monthly Statistics by Patron Code” report (or its successor) prepared for each CCS member library.
- d. Kenilworth Library shall pay the Annual Fee in unequal quarterly installments as soon as is practicable after Kenilworth Library receives payment of its allocation of property tax receipts from Cook County, Illinois on or about each September 15, December 15, March 15, and June 15. Each quarterly payment shall be in an amount determined by Kenilworth Library after deducting from its cash on hand: (i) a reserve of \$10,000, (ii) the payment called for under Section 5 below, and (iii) sufficient funds to pay its anticipated ordinary course expenses for the following calendar quarter. The Administrator shall provide a report of amounts deducted to Wilmette Library and Winnetka Library with each quarterly payment.

5. Administrative Fee.

- a. During the year July 1, 2023 through June 30, 2024, Kenilworth Library agrees to pay to Wilmette Library the sum of \$18,289.00 (the “*Administrative Fee*”) in compensation for the administrative services described in Section 2 above.
- b. For each Service Year thereafter during the term of this Agreement, the Administrative Fee shall automatically **increase to** ~~adjust at the lower of: (i) the rate of change of the annual Consumer Price Index for the prior calendar year as published by the Bureau of Labor Statistics of the U.S. Department of Labor in March of each year, or (ii) the maximum amount of property tax increases allowed to Kenilworth Library by law.~~
- c. Kenilworth Library shall pay the Administrative Fee in unequal quarterly installments as soon as is practicable after Kenilworth Library receives payment of its allocation of property tax receipts from Cook County, Illinois

on or about each September 15, December 15, March 15, and June 15. Each quarterly payment shall be in an amount determined by Kenilworth Library after deducting from its cash on hand: (i) a reserve of \$10,000 and (ii) sufficient funds to pay its anticipated ordinary course expenses for the following calendar quarter.

6. Termination Payments.

- a. On the first anniversary of the expiration of the term of this Agreement, Kenilworth Library shall pay Wilmette Library and Winnetka Library, jointly, an amount equal to the Annual Fee that was paid during the final Service Year of this Agreement, to be divided between them as described in Section 4(c) above based on circulation data for the final ~~Service~~ **12 month Calendar** Year of this Agreement.
- b. On the first anniversary of the expiration of the term of this Agreement, Kenilworth Library shall pay Wilmette Library an amount equal to the Administrative Fee that was paid during the final Service Year of this Agreement.

7. Undertaking, Participation and Cooperation.

- a. Kenilworth Library shall take all actions necessary to pass and record a valid annual tax levy in an amount sufficient to pay all costs reasonably necessary to fulfill its financial obligations under this Agreement.
- b. Each of the parties hereto agrees to use its best efforts to promote a full exchange of information concerning the operation of its district. Each of the parties shall each provide the others with the schedule of meetings of its Board of Trustees and the same notice of special or rescheduled meetings, meeting minutes and financial operating reports as are given to its Board of Trustees.
- c. The Directors of Wilmette Library and Winnetka Library shall be available for reasonable consultation with the Kenilworth Library Board of Trustees.

8. Severability. If any provision of this Agreement shall be held invalid, illegal or unenforceable to any extent, the remainder of this Agreement shall not be affected thereby and shall be enforced to the fullest extent permitted by law.

9. Integration; Amendment. This Agreement constitutes the complete agreement of the parties hereto and supersedes any and all other written or oral contracts, agreements or understandings between them on the subject hereof. This Agreement may not be amended, modified or otherwise changed except for a written instrument duly executed by each party hereto.

10. Notice. All notices, demands, requests or other communications sent by one party to the other hereunder shall be deemed delivered three (3) days after depositing same in the United States mail, postage prepaid, addressed as follows:

If to Kenilworth Library:

President, Board of Trustees
Kenilworth Public Library District
c/o Director, Wilmette Public Library
1242 Wilmette Avenue
Wilmette, Illinois 60091

If to Wilmette Library:

President, Board of Trustees
Wilmette Public Library District
c/o Director, Wilmette Public Library
1242 Wilmette Avenue
Wilmette, Illinois 60091

If to Winnetka Library:

President, Board of Trustees
Winnetka-Northfield Public Library District
c/o Director, Winnetka Public Library
768 Oak Street
Winnetka, Illinois 60093

11. Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Illinois.

12. Counterparts. This Agreement may be executed in any number of counterparts, each of which shall be effective only upon delivery and thereafter shall be deemed an original, and all of which shall be taken to be one and the same instrument.

IN WITNESS WHEREOF, the parties have set their hands and seals as of the date first above written.

KENILWORTH PUBLIC LIBRARY DISTRICT

WILMETTE PUBLIC LIBRARY DISTRICT

By: _____

By: _____

Its: _____

Its: _____

WINNETKA-NORTHFIELD PUBLIC LIBRARY DISTRICT

By: _____

Its: _____