

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

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

AGENDA

Monday, June 20, 2022

- I. Call to Order**
- II. Roll Call**
- III. Public Comments**
- IV. Approval of Minutes**
 - Approval of Minutes of the May 16, 2022 Regular Meeting* (1 min)
- V. Financial Report**
 - May 2022 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**
 - Finance Committee Update
 - Community Engagement Committee Update
 - Personnel Committee Update
 - Discussion & Vote on Board Meeting Ordinance for FY22/23* (5 mins)
 - Discussion & Vote on Updated Trustee Bylaws* (15 mins)
 - Update on Digitization Partnership with Winnetka Historical Society (10 mins)
- IX. New Business**
 - Approval of District Closure Dates for Fiscal Year 2022-2023* (5 mins)
 - Approval of Annual Ordinance Authorizing Non-Resident Cards* (5 mins)
 - Approval of Rebranding Quote* (5 mins)
 - Discussion & Approval of FE Technologies Quote* (10 mins)
 - Approval of Ordinance Transferring Funds to the Special Reserve Account* (5 mins)

*Attachments

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

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INSTRUCTIONS TO JOIN VIRTUALLY POSTED AT WWW.WINNETKALIBRARY.ORG**

- Assignment of Two Trustees to Review Closed Session Recordings and Summaries (Trustee Sundell)
- Assignment of Two Trustees to Review Secretary's Records for Fiscal Year 2021-2022

X. Communications

- The next regular meeting will be on Monday, July 18th at 7 p.m. at the Winnetka Branch

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. Adjourn to Closed Session

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

XV. Return to Open Session

XVI. Adjournment

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

May 16, 2022

I. Call to Order

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

II. Roll Call

Present: Trustees Travis Gosselin, Thomas Sundell, Katherine Casale MacNally, Todd Van Neck, Deborah Vandergrift, and President Melissa Mitchell; and Library Director Monica Dombrowski.

Absent: Trustee Sarah Munoz

Present were library employees Nicola White (Business Services Coordinator) and Mark Swenson (Information Technology Manager). Present were Mary Trieschmann, Peter Butler, Holly Marihugh, Helen Weaver, Susan Sullivan, Peter Tyor, and Christine Murdoch from the Winnetka Historical Society / Winnetka Historical Society Board. Present were Winnetka residents Jean-Paul Ruiz-Funes, Vicki Apatoff, Kim Handler, Marc Hecht, and Jeffrey Liss.

III. Public Comments

Holly Marihugh, Helen Weaver, Susan Sullivan and Peter Tyor from the Winnetka Historical Society Board commented on the Winnetka Talk digitization project proposal.

Winnetka resident Jean-Paul Ruiz-Funes commented on the draft FY22-23 working budget.

IV. Approval of Minutes

- Approve Minutes of the April 18, 2022 Regular Meeting
- Approve Minutes of the May 2, 2022 Budget Study Session

President Mitchell announced the approval of the April 18, 2022 Regular Meeting Minutes and the May 2, 2022 Budget Study Session Minutes given the following corrections:

- Correct the name of an attendee in the April minutes
- Adjust the title to a finance committee meeting in the May minutes

V. Financial Report

Director Dombrowski and Trustee Vandergrift presented the April 2022 Financial Statements.

VI. Library Report

LIBRARY DIRECTOR’S REPORT:

Director Dombrowski presented the April 2022 Director’s Report, which is included in the May 2022 Board Packet.

VII. Liaisons to Other Organizations-Reports

- *Winnetka Village*- President Mitchell reported that the Village of Winnetka is exploring ideas such as a community outdoor space in replacement of the Post Office. Trustee Casale MacNally reported that the Winnetka Farmers Market will be on Saturdays from 7:30 a.m. – 12:30 p.m. in the train station parking lot.
- *Northfield Village*- Trustee Munoz was absent; nothing to report.

VIII. Unfinished Business

IX. New Business

- *Digitization Partnership with Winnetka Historical Society*
Peter Butler and Mary Trieschmann from the Winnetka Historical Society presented their proposal for the library to partner with them on a digitization project of the Winnetka Talk.

Director Dombrowski will reach out to the Wilmette Library and the District’s attorney for more information on the process of the potential partnership.

- *Discussion & Vote on FY22-23 Working Budget*
Director Dombrowski presented the FY22-23 working budget.

A MOTION was made by Trustee Vandergrift to approve the FY22-23 Working Budget.

ROLL CALL VOTE:

AYES: Trustees Gosselin, Sundell, Casale MacNally, Van Neck and Vandergrift

NAYS:

ABSENT/ABSTAINING: Trustee Munoz

MOTION CARRIED

- *Discussion & Vote on Updating Trustee Bylaws*
President Mitchell suggested the trustees review the current bylaws and consider how they would like to handle partial officer terms going forward so that the bylaws can be updated to reflect that decision.

Director Dombrowski will reach out to neighboring libraries to see how they handle partial officer terms, and the trustees will propose any revisions to the bylaws in email to President Mitchell.

The Board will discuss any potential updates to the bylaws during Unfinished Business at the June meeting.

- *Review Draft Ordinance Board Meeting Schedule for FY22/23*
The Board reviewed the proposed meeting dates and decided to hold meetings at the Northfield Library every third month, and also adjusted the meeting dates in December, November, and March.

- *Committee Updates*

Personnel Committee:

Trustee Van Neck reported that at the June meeting there will be a closed session without Director Dombrowski for the trustees to deliberate on her annual review.

Community Engagement Committee:

Trustees Sundell and Munoz have begun creating a list of community organizations and have drafted a communication that they will send out.

X. Communications

- *The next regular meeting will be held on Monday, June 20th at 7 p.m. at the Northfield Branch.*

XI. Public Comments

Winnetka residents Kim Handler, Vicki Apatoff, and Jeffrey Liss commented on the Winnetka Talk digitization project proposal.

Winnetka resident Marc Hecht commented on the Library Park land.

XII. Adjournment

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

President Mitchell adjourned the meeting at 8:57 p.m.

Respectfully submitted,

Nicola White
Recording Secretary

_____ Melissa Mitchell, President

_____ Thomas Sundell, Secretary

Winnetka-Northfield Public Library District

All Funds Summary

For the 11 Months Ended May 31, 2022

Ideal Budget Percentage Spent: 91.67%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Current Year-to-Date</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
Revenues					
Library Fund	4,151,556.25	3,805,593.23	4,087,778.12	98.46 %	282,184.89
IMRF Fund	176,750.00	162,020.83	179,209.97	101.39 %	17,189.14
FICA Fund	131,300.00	120,358.33	133,127.46	101.39 %	12,769.13
Building Fund	403,994.00	370,327.83	409,616.75	101.39 %	39,288.92
Unemployment Fund	2,020.00	1,851.67	2,048.13	101.39 %	196.46
Total Revenues	<u>4,865,620.25</u>	<u>4,460,151.90</u>	<u>4,811,780.43</u>	<u>98.89 %</u>	<u>351,628.53</u>
Expenses					
Library Fund	3,859,150.00	3,537,554.17	3,527,368.89	91.40 %	(10,185.28)
IMRF Fund	102,750.00	94,187.50	93,700.83	91.19 %	(486.67)
FICA Fund	133,000.00	121,916.67	101,020.41	75.96 %	(20,896.26)
Building Fund	320,000.00	293,333.33	226,145.27	70.67 %	(67,188.06)
Unemployment Fund	10.00	9.17	0.00	0.00 %	(9.17)
Total Expenses	<u>4,414,910.00</u>	<u>4,047,000.83</u>	<u>3,948,235.40</u>	<u>89.43 %</u>	<u>(98,765.43)</u>
Total Revenues	4,865,620.25	4,460,151.90	4,811,780.43	98.89 %	351,628.53
Total Expenses	<u>4,414,910.00</u>	<u>4,047,000.83</u>	<u>3,948,235.40</u>	<u>89.43 %</u>	<u>98,765.43</u>
Excess Revenues less Expenses	<u>450,710.25</u>	<u>413,151.07</u>	<u>863,545.03</u>	<u>191.60 %</u>	<u>450,393.96</u>

Winnetka-Northfield Public Library District

Library Fund Summary

For the 11 Months Ended May 31, 2022

Ideal Budget Percentage Spent: 91.67%

	Annual Budget	Prorated Budget	Year-to-Date Actual	% of Budget	Variance vs. Prorated Budget
Operating Revenue					
Property Tax	3,916,860.00	3,590,455.00	3,839,190.27	98.02 %	248,735.27
Replacement Tax	30,000.00	27,500.00	86,607.32	288.69 %	59,107.32
Collections	130,196.25	119,346.56	125,269.43	96.22 %	5,922.87
Materials	6,500.00	5,958.33	6,262.28	96.34 %	303.95
Other Income	68,000.00	62,333.33	30,448.82	44.78 %	(31,884.51)
Total Operating Revenue	4,151,556.25	3,805,593.23	4,087,778.12	98.46 %	282,184.89
Operating Expenses					
Personnel	1,871,100.00	1,715,175.00	1,646,700.14	88.01 %	(68,474.86)
Administration	197,400.00	180,950.00	168,712.21	85.47 %	(12,237.79)
Utilities	91,400.00	83,783.33	71,079.19	77.77 %	(12,704.14)
IT Services	163,000.00	149,416.67	119,897.64	73.56 %	(29,519.03)
Public Relations	43,000.00	39,416.67	34,673.11	80.64 %	(4,743.56)
Library Materials - Adult	519,000.00	475,750.00	485,384.85	93.52 %	9,634.85
Library Materials - Youth	75,000.00	68,750.00	64,286.33	85.72 %	(4,463.67)
Programs	69,250.00	63,479.17	60,297.49	87.07 %	(3,181.68)
Capital	830,000.00	760,833.33	876,337.93	105.58 %	115,504.60
Total Operating Expenses	3,859,150.00	3,537,554.17	3,527,368.89	91.40 %	(10,185.28)
Total Revenues	4,151,556.25	3,805,593.23	4,087,778.12	98.46 %	282,184.89
Total Expenses	3,859,150.00	3,537,554.17	3,527,368.89	91.40 %	(10,185.28)
Excess Revenues less Expenses	292,406.25	268,039.06	560,409.23	191.65 %	292,370.17

Winnetka-Northfield Public Library District

Statement of Revenues and Expenditures - Modified Cash Basis

For the 11 Months Ended May 31, 2022

Ideal Budget Percentage Spent: 91.67%

	Annual Budget	Prorated Budget	Year to Date Actual	% of Budget	Variance vs. Prorated Budget
LIBRARY FUND					
Revenues					
Taxes					
Property Taxes Collections	3,916,860.00	3,590,455.00	3,839,190.27	98.02 %	248,735.27
Replacement Tax	30,000.00	27,500.00	86,607.32	288.69 %	59,107.32
Total Taxes	3,946,860.00	3,617,955.00	3,925,797.59	99.47 %	307,842.59
Collections					
Per Capita Grant	21,696.25	19,888.23	27,232.58	125.52 %	7,344.35
Kenilworth Services	105,000.00	96,250.00	94,660.70	90.15	(1,589.30)
Studio Fees	1,000.00	916.67	817.63	81.76	(99.04)
Lost/Damaged Mat.-Winnetka	2,500.00	2,291.67	2,558.52	102.34	266.85
Total Collections	130,196.25	119,346.56	125,269.43	96.22 %	5,922.87
Materials					
Copy/Printing - Winnetka	5,000.00	4,583.33	5,503.09	110.06 %	919.76
Book Sales - Winnetka	1,500.00	1,375.00	759.19	50.61	(615.81)
Total Materials	6,500.00	5,958.33	6,262.28	96.34 %	303.95
Other Income					
Checking Interest Income	5,000.00	4,583.33	5,668.87	113.38 %	1,085.54
Byline Bank IMA Interest	45,000.00	41,250.00	3,901.83	8.67	(37,348.17)
Change on Investment Value	0.00	0.00	(516.12)	0.00	(516.12)
Money Market-Interest	0.00	0.00	19,338.04	0.00	19,338.04
Misc. Revenue - Winnetka	0.00	0.00	806.20	0.00	806.20
Gift Fund (over \$100)	500.00	458.33	1,250.00	250.00	791.67
Friends Donations	17,500.00	16,041.67	0.00	0.00	(16,041.67)
Total Other Income	68,000.00	62,333.33	30,448.82	44.78 %	(31,884.51)
Total Revenue	4,151,556.25	3,805,593.23	4,087,778.12	98.46 %	282,184.89

Winnetka-Northfield Public Library District
Statement of Revenues and Expenditures - Modified Cash Basis
For the 11 Months Ended May 31, 2022

Ideal Budget Percentage Spent: 91.67%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year to Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
LIBRARY FUND					
Expenses					
Personnel					
Salaries	1,620,000.00	1,485,000.00	1,437,647.96	88.74 %	(47,352.04)
Health Insurance	240,000.00	220,000.00	198,632.85	82.76	(21,367.15)
Flu Vaccination	100.00	91.67	0.00	0.00	(91.67)
Employee Asst. Program	500.00	458.33	0.00	0.00	(458.33)
Conferences	10,000.00	9,166.67	9,409.66	94.10	242.99
Flexible Spending Account	<u>500.00</u>	<u>458.33</u>	<u>1,009.67</u>	<u>201.93</u>	<u>551.34</u>
Total Personnel	<u>1,871,100.00</u>	<u>1,715,175.00</u>	<u>1,646,700.14</u>	<u>88.01 %</u>	<u>(68,474.86)</u>
Administration					
Audit Fees	12,400.00	11,366.67	12,400.00	100.00 %	1,033.33
Library Supplies	34,500.00	31,625.00	25,615.05	74.25	(6,009.95)
Office Supplies	7,000.00	6,416.67	4,668.10	66.69	(1,748.57)
Breakroom Supplies	2,000.00	1,833.33	1,999.76	99.99	166.43
Postage	3,200.00	2,933.33	2,396.44	74.89	(536.89)
Hospitality	1,500.00	1,375.00	878.30	58.55	(496.70)
Accounting and Bookkeeping	23,000.00	21,083.33	16,480.38	71.65	(4,602.95)
Legal Notices	3,500.00	3,208.33	2,457.00	70.20	(751.33)
Delivery Service	6,800.00	6,233.33	5,850.00	86.03	(383.33)
Payroll Services	9,000.00	8,250.00	7,996.52	88.85	(253.48)
Liability Insurance Costs	23,000.00	21,083.33	23,180.00	100.78	2,096.67
Board Expenses	1,000.00	916.67	43.69	4.37	(872.98)
Memberships	3,500.00	3,208.33	4,532.66	129.50	1,324.33
Staff Recognition/Events/Meetings	6,000.00	5,500.00	3,240.47	54.01	(2,259.53)
Legal	12,000.00	11,000.00	7,565.61	63.05	(3,434.39)
Building Appraisal	500.00	458.33	0.00	0.00	(458.33)
Other Consultations	5,000.00	4,583.33	17,424.64	348.49	12,841.31
Investment Fees	5,000.00	4,583.33	2,782.34	55.65	(1,800.99)
HR Consultant	38,000.00	34,833.33	29,351.25	77.24	(5,482.08)
Miscellaneous	<u>500.00</u>	<u>458.33</u>	<u>(150.00)</u>	<u>(30.00)</u>	<u>(608.33)</u>
Total Administration	<u>197,400.00</u>	<u>180,950.00</u>	<u>168,712.21</u>	<u>85.47 %</u>	<u>(12,237.79)</u>
Utilities					
Electricity - Winnetka	41,000.00	37,583.33	34,488.89	84.12 %	(3,094.44)
Water - Winnetka	3,500.00	3,208.33	2,591.17	74.03	(617.16)
Storm Sewer - Winnetka	1,600.00	1,466.67	1,331.60	83.23	(135.07)
Natural Gas - Winnetka	11,000.00	10,083.33	15,042.87	136.75	4,959.54
Telephone - Winnetka	16,800.00	15,400.00	4,829.43	28.75	(10,570.57)
Internet Services	<u>17,500.00</u>	<u>16,041.67</u>	<u>12,795.23</u>	<u>73.12</u>	<u>(3,246.44)</u>
Total Utilities	<u>91,400.00</u>	<u>83,783.33</u>	<u>71,079.19</u>	<u>77.77 %</u>	<u>(12,704.14)</u>
Information Technology					
CCS Operating	80,000.00	73,333.33	66,212.32	82.77 %	(7,121.01)
Software	23,000.00	21,083.33	24,684.08	107.32	3,600.75
LAN Management	50,000.00	45,833.33	26,525.52	53.05	(19,307.81)
Hardware	0.00	0.00	928.78	0.00	928.78
Technology - Website	<u>10,000.00</u>	<u>9,166.67</u>	<u>1,546.94</u>	<u>15.47</u>	<u>(7,619.73)</u>
Total Information Technology	<u>163,000.00</u>	<u>149,416.67</u>	<u>119,897.64</u>	<u>73.56 %</u>	<u>(29,519.03)</u>
Public Relations					

Winnetka-Northfield Public Library District

Statement of Revenues and Expenditures - Modified Cash Basis

For the 11 Months Ended May 31, 2022

Ideal Budget Percentage Spent: 91.67%

	Annual Budget	Prorated Budget	Year to Date Actual	% of Budget	Variance vs. Prorated Budget
LIBRARY FUND					
PR Promotional	7,000.00	6,416.67	5,972.97	85.33 %	(443.70)
PR Source/Mailers	23,000.00	21,083.33	21,461.64	93.31	378.31
PR Supplies	8,000.00	7,333.33	3,335.18	41.69	(3,998.15)
PR Marketing/Advertising	5,000.00	4,583.33	3,903.32	78.07	(680.01)
Total Public Relations	43,000.00	39,416.67	34,673.11	80.64 %	(4,743.56)
Library Materials - Adult					
Books-Fiction-Adult-Winnetka	79,000.00	72,416.67	66,346.53	83.98 %	(6,070.14)
Books-Non-Fiction-Adult-Winnetka	70,000.00	64,166.67	62,301.11	89.00	(1,865.56)
Periodicals-Winnetka	20,000.00	18,333.33	20,512.11	102.56	2,178.78
DVDs-Adult-Winnetka	38,000.00	34,833.33	28,489.73	74.97	(6,343.60)
Audio Books-Adult-Winnetka	17,000.00	15,583.33	14,915.52	87.74	(667.81)
Books-Digital-Winnetka	200,000.00	183,333.33	196,115.69	98.06	12,782.36
Online Database	95,000.00	87,083.33	96,704.16	101.79	9,620.83
Total Library Materials - Adult	519,000.00	475,750.00	485,384.85	93.52 %	9,634.85
Library Materials - Youth					
Books-Fiction-Juv-Winnetka	40,000.00	36,666.67	37,355.53	93.39 %	688.86
Books-Non-Fiction, Easy, & JH-Winnetka	14,000.00	12,833.33	11,974.77	85.53	(858.56)
DVDs-Juv-Winnetka	8,000.00	7,333.33	3,683.88	46.05	(3,649.45)
Audio Books-Juv-Winnetka	10,000.00	9,166.67	8,022.70	80.23	(1,143.97)
Video Games-Juv-Winnetka	3,000.00	2,750.00	3,224.51	107.48	474.51
Books-Easy-Winnetka	0.00	0.00	14.24	0.00	14.24
Books-Jr. High-Winnetka	0.00	0.00	10.70	0.00	10.70
Total Library Materials - Youth	75,000.00	68,750.00	64,286.33	85.72 %	(4,463.67)
Programs					
Summer Reading	8,000.00	7,333.33	6,420.00	80.25 %	(913.33)
Studio General Supplies	0.00	0.00	12.50	0.00	12.50
OBTV	15,000.00	13,750.00	10,617.52	70.78	(3,132.48)
Programming - Studio	6,750.00	6,187.50	6,448.10	95.53	260.60
Programming - Youth	15,000.00	13,750.00	12,525.89	83.51	(1,224.11)
Programming - Adult	20,000.00	18,333.33	20,000.00	100.00	1,666.67
Studio Maintenance/Repair	4,500.00	4,125.00	4,273.48	94.97	148.48
Total Programs	69,250.00	63,479.17	60,297.49	87.07 %	(3,181.68)
Capital					
Capital Outlay	400,000.00	366,666.67	769,521.23	192.38 %	402,854.56
Building	250,000.00	229,166.67	36,102.70	14.44	(193,063.97)
Equipment/Furniture	100,000.00	91,666.67	14,326.62	14.33	(77,340.05)
Computer Equipment	80,000.00	73,333.33	56,387.38	70.48	(16,945.95)
Total Capital	830,000.00	760,833.33	876,337.93	105.58 %	115,504.60
Total Expenses	3,859,150.00	3,537,554.17	3,527,368.89	91.40 %	(10,185.28)
Excess Revenues less Expenses	292,406.25	268,039.06	560,409.23	191.65 %	292,370.17

Winnetka-Northfield Public Library District
Statement of Revenues and Expenditures - Modified Cash Basis
For the 11 Months Ended May 31, 2022

Ideal Budget Percentage Spent: 91.67%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year to Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
BUILDING FUND					
Revenues					
Property Taxes Collections-Building	403,994.00	370,327.83	409,616.75	101.39 %	39,288.92
Total Revenue	<u>403,994.00</u>	<u>370,327.83</u>	<u>409,616.75</u>	<u>101.39 %</u>	<u>39,288.92</u>
Expenses					
Northfield Lease	66,000.00	60,500.00	60,686.01	91.95 %	186.01
Janitorial Supplies	13,176.00	12,078.00	5,989.26	45.46	(6,088.74)
Snow Removal	8,960.00	8,213.33	5,237.53	58.45	(2,975.80)
Photocopier Leases	44,800.00	41,066.67	20,553.17	45.88	(20,513.50)
Phone Lease	10,752.00	9,856.00	10,752.00	100.00	896.00
Building Maintenance Service	123,200.00	112,933.33	85,000.00	68.99	(27,933.33)
Elevators	8,960.00	8,213.33	8,643.43	96.47	430.10
Landscaping	5,600.00	5,133.33	4,212.33	75.22	(921.00)
HVAC	11,200.00	10,266.67	9,323.58	83.25	(943.09)
Automatic Doors	3,920.00	3,593.33	2,297.50	58.61	(1,295.83)
Roof	672.00	616.00	682.00	101.49	66.00
Alarms	3,080.00	2,823.33	3,331.60	108.17	508.27
Equipment	4,480.00	4,106.67	1,051.50	23.47	(3,055.17)
Misc Services	15,200.00	13,933.33	8,385.36	55.17	(5,547.97)
Total Expenses	<u>320,000.00</u>	<u>293,333.33</u>	<u>226,145.27</u>	<u>70.67 %</u>	<u>(67,188.06)</u>
Excess Revenues less Expenses	<u>\$ 83,994.00</u>	<u>\$ 76,994.50</u>	<u>\$ 183,471.48</u>	<u>218.43 %</u>	<u>106,476.98</u>

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts
May 1, 2022 - May 31, 2022

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Vendor Checks						
Background Screening Consultants LLC				3524	05/12/22	<u>66.50</u>
10-0-5736	Legal	Invoice #20173	66.50			
Book Stall				3525	05/12/22	<u>152.76</u>
10-1-5340	Books-Fiction-Adult-Winnetka	Invoice #409371	13.59			
10-1-5340	Books-Fiction-Adult-Winnetka	Invoice #409490	44.80			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Invoice #410456	44.78			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Invoice #20410061	49.59			
Great Oaks Landscaping, Inc.				3526	05/12/22	<u>410.00</u>
70-0-5750	Landscaping	Invoice #14515	410.00			
Greenfield Consulting LLC				3527	05/12/22	<u>75.00</u>
10-0-5908	Programming - Adult	Dawson - Medicare 101	75.00			
Isabel Raci				3528	05/12/22	<u>450.00</u>
10-0-5908	Programming - Adult	Isabel Raci - Chair Yoga	450.00			
New York Times				3529	05/12/22	<u>2,002.00</u>
10-1-5346	Online Database - Winnetka	Account #901619494	2,002.00			
Raul Snow Removal Service				3530	05/12/22	<u>1,987.79</u>
70-0-5740	Snow Removal	Raul Snow Removal Service	1,987.79			
TK Elevators				3531	05/12/22	<u>2,014.52</u>
70-0-5749	Elevators	Invoice #3006581882	2,014.52			
True Air				3532	05/12/22	<u>280.00</u>
10-0-5882	Building	True Air	280.00			
U.S. Postal Service				3533	05/12/22	<u>785.52</u>
10-0-5722	PR Source/Mailers	U.S. Postal Service	785.52			
AT&T				3534	05/26/22	<u>336.37</u>
10-0-5176	Internet Services	Invoice #S663007007-22130	336.37			
Book Stall				3535	05/26/22	<u>91.17</u>
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Invoice #411472	43.18			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Invoice #411563	24.00			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Invoice #411992	23.99			
Catapult				3536	05/26/22	<u>35.00</u>
10-0-5115	Flexible Spending Account	Invoice #00107086	35.00			
Cecilia Hagist				3537	05/26/22	<u>300.00</u>
10-0-5907	Programming - Youth	Cecilia Hagist	300.00			
Chicago Tribune				3538	05/26/22	<u>186.81</u>
10-1-5342	Periodicals-Winnetka	Chicago Tribune - pays through 7/5/22	186.81			

Winnetka-Northfield Public Library District

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All Bank Accounts

May 1, 2022 - May 31, 2022

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Great Oaks Landscaping, Inc. 70-0-5750	Landscaping	Invoice #14554	898.22	3539	05/26/22	<u>898.22</u>
OCLC Inc 10-0-1400	Prepaid Expense	OCLC Inv #1000216691 FY22/23 GL: 10-0-5134	2,015.71	3540	05/26/22	<u>2,015.71</u>
Paul Neumann 10-0-5908	Programming - Adult	Paul Neumann	250.00	3541	05/26/22	<u>250.00</u>
Tee Jay Service Company, Inc 70-0-5755	Automatic Doors	Invoice #188732	337.50	3542	05/26/22	<u>337.50</u>
Terrance Hunter 10-0-5907	Programming - Youth	Terrance Hunter	360.00	3543	05/26/22	<u>360.00</u>
RAILS 10-0-5134	Software	INV# 8788	188.25	17110	05/04/22	<u>188.25</u>
DD Facility Services 70-0-5748	Building Maintenance Service	0003	8,000.00	17111	05/04/22	<u>8,000.00</u>
NEWEGG BUSINESS, INC. 10-0-5885	Computer Equipment	INV# 1303830712	287.22	17112	05/04/22	<u>705.08</u>
10-0-5885	Computer Equipment	INV# 1303830875	101.94			
10-0-5885	Computer Equipment	INV# 1303831192	221.94			
10-0-5885	Computer Equipment	INV# 1303859936	39.99			
10-0-5885	Computer Equipment	INV# 1303824603	53.99			
DELTA DENTAL PLAN OF ILLINOIS 10-0-5111	Health Insurance	INV# 1557175	1,406.93	17113	05/04/22	<u>1,406.93</u>
COOPERATIVE COMPUTER SERVICES 10-0-5132	CCS Operating	INV# 1981	19,927.77	17114	05/04/22	<u>19,927.77</u>
Warehouse Direct 70-0-5725	Janitorial Supplies	INV# 5218856-0	122.38	17115	05/04/22	<u>122.38</u>
QUILL CORPORATION 10-0-5122	Breakroom Supplies	INV# 24645483	115.56	17116	05/04/22	<u>153.00</u>
10-0-5122	Breakroom Supplies	INV# 24645729	24.45			
10-0-5121	Office Supplies	INV# 24733391	12.99			
DD Facility Services 70-0-5782	Equipment	Reimbursement for Abt Electronics INV# 0425203DTFH	849.00	17117	05/04/22	<u>849.00</u>
NIR ROOF CARE, INC. 70-0-5756	Roof	INV# 155452	349.00	17118	05/04/22	<u>349.00</u>
Oxford University Press 10-1-5346	Online Database - Winnetka	INV# X114621690	1,524.90	17119	05/04/22	<u>1,524.90</u>
Baker & Taylor				17120	05/04/22	<u>1,695.39</u>

Winnetka-Northfield Public Library District

Check Register

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May 1, 2022 - May 31, 2022

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	364.94			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	296.53			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	109.29			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	151.89			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	114.36			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	37.33			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	88.85			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	158.51			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	14.24			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	10.16			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	14.24			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	79.11			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	32.19			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	13.49			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	13.49			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	64.68			
10-0-5120	Library Supplies	Baker & Taylor	27.91			
10-0-5120	Library Supplies	Baker & Taylor	1.67			
10-0-5120	Library Supplies	Baker & Taylor	1.06			
10-0-5120	Library Supplies	Baker & Taylor	1.67			
10-0-5120	Library Supplies	Baker & Taylor	3.50			
10-0-5120	Library Supplies	Baker & Taylor	16.13			
10-0-5120	Library Supplies	Baker & Taylor	32.79			
10-0-5120	Library Supplies	Baker & Taylor	9.50			
10-0-5120	Library Supplies	Baker & Taylor	1.67			
10-0-5120	Library Supplies	Baker & Taylor	1.65			
10-0-5120	Library Supplies	Baker & Taylor	10.15			
10-0-5120	Library Supplies	Baker & Taylor	24.39			
Midwest Tape				17121	05/04/22	<u>1,639.49</u>
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	125.20			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	224.89			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	23.24			
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	39.99			
10-1-5344	Audio Books-Adult-Winnetka	Midwest Tape	39.99			
10-1-5344	Audio Books-Adult-Winnetka	Midwest Tape	34.99			
10-2-5344	Audio Books-Adult-Northfield	Midwest Tape	39.99			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	93.70			

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	311.84			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	22.49			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	26.24			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	184.67			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	96.67			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	23.24			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	14.99			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	74.98			
10-0-5120	Library Supplies	Midwest Tape	12.50			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	27.50			
10-0-5120	Library Supplies	Midwest Tape	40.00			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	7.40			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	20.00			
Baker & Taylor				17122	05/04/22	<u>3,842.30</u>
10-1-5441	Books-Non-Fiction, Easy, & JH-Winnetka	Baker & Taylor	303.41			
10-2-5441	Books-Non-Fiction, Easy, & JH-Northfield	Baker & Taylor	43.98			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	321.68			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	306.69			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	290.80			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	387.54			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	208.81			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	188.17			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	113.88			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	89.76			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	160.42			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Baker & Taylor	442.33			
10-2-5341	Books-Non-Fiction-Adult-Northfield	Baker & Taylor	163.77			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	39.19			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	137.26			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	143.16			

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	39.27			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	100.47			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	24.28			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	110.84			
10-0-5120	Library Supplies	Baker & Taylor	30.70			
10-0-5120	Library Supplies	Baker & Taylor	25.21			
10-0-5120	Library Supplies	Baker & Taylor	3.55			
10-0-5120	Library Supplies	Baker & Taylor	24.97			
10-0-5120	Library Supplies	Baker & Taylor	42.30			
10-0-5120	Library Supplies	Baker & Taylor	23.52			
10-0-5120	Library Supplies	Baker & Taylor	7.29			
10-0-5120	Library Supplies	Baker & Taylor	28.79			
10-0-5120	Library Supplies	Baker & Taylor	29.47			
10-0-5120	Library Supplies	Baker & Taylor	5.60			
10-0-5120	Library Supplies	Baker & Taylor	5.19			
Midwest Tape				17123	05/04/22	<u>683.17</u>
10-1-5443	DVDs-Juv-Winnetka	Midwest Tape	35.22			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	59.98			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	76.47			
10-1-5344	Audio Books-Adult-Winnetka	Midwest Tape	49.99			
10-1-5344	Audio Books-Adult-Winnetka	Midwest Tape	36.99			
10-1-5344	Audio Books-Adult-Winnetka	Midwest Tape	39.99			
10-2-5344	Audio Books-Adult-Northfield	Midwest Tape	49.99			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	59.98			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	204.66			
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	10.00			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	24.90			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	10.00			
Baker & Taylor				17124	05/04/22	<u>2,362.67</u>
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Baker & Taylor	456.81			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Baker & Taylor	419.57			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Baker & Taylor	678.70			
10-2-5341	Books-Non-Fiction-Adult-Northfield	Baker & Taylor	64.96			
10-2-5341	Books-Non-Fiction-Adult-Northfield	Baker & Taylor	71.41			
10-2-5341	Books-Non-Fiction-Adult-Northfield	Baker & Taylor	88.14			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	28.48			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	162.97			

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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	23.65			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	22.52			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	26.98			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	10.73			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	9.03			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	13.49			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	50.82			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	24.22			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	28.48			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	32.19			
10-0-5120	Library Supplies	Baker & Taylor	0.66			
10-0-5120	Library Supplies	Baker & Taylor	22.19			
10-0-5120	Library Supplies	Baker & Taylor	3.34			
10-0-5120	Library Supplies	Baker & Taylor	23.37			
10-0-5120	Library Supplies	Baker & Taylor	46.49			
10-0-5120	Library Supplies	Baker & Taylor	26.88			
10-0-5120	Library Supplies	Baker & Taylor	3.34			
10-0-5120	Library Supplies	Baker & Taylor	3.32			
10-0-5120	Library Supplies	Baker & Taylor	6.65			
10-0-5120	Library Supplies	Baker & Taylor	3.32			
10-0-5120	Library Supplies	Baker & Taylor	1.67			
10-0-5120	Library Supplies	Baker & Taylor	3.31			
10-0-5120	Library Supplies	Baker & Taylor	1.65			
10-0-5120	Library Supplies	Baker & Taylor	3.33			
MERCHANTS DELIVERY SERVICE				17125	05/18/22	<u>525.00</u>
10-0-5138	Delivery Service	MERCHANTS DELIVERY SERVICE	525.00			
HR Source				17126	05/18/22	<u>2,728.75</u>
10-0-5745	HR Consultant	Invoice #15847	1,593.75			
10-0-5745	HR Consultant	Invoice #FY23-58694	1,135.00			
HOOPLA (MIDWEST TAPE)				17127	05/18/22	<u>1,875.57</u>
10-1-5345	Books-Digital-Winnetka	Invoice #502047194	1,875.57			
OVERDRIVE INC.				17128	05/18/22	<u>14,101.15</u>
10-1-5345	Books-Digital-Winnetka	Invoice #01018MA22142033	4,610.84			
10-1-5345	Books-Digital-Winnetka	Invoice #01018CP22140559	8,589.46			
10-1-5345	Books-Digital-Winnetka	Invoice #01018MA22139712	900.85			
Kanopy				17129	05/18/22	<u>592.00</u>
10-1-5345	Books-Digital-Winnetka	Invoice #296362	592.00			
Warehouse Direct				17130	05/18/22	<u>560.11</u>
70-0-5725	Janitorial Supplies	Invoice #5214822-1	99.43			
70-0-5725	Janitorial Supplies	Invoice #5226616-0	137.75			
70-0-5725	Janitorial Supplies	Invoice #5236201-0	322.93			
Lauterbach & Amen, LLP				17131	05/18/22	<u>1,667.00</u>

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5131	Accounting and Bookkeeping	Invoice #66549	1,667.00			
DEMCO				17132	05/18/22	<u>234.28</u>
10-0-5120	Library Supplies	Invoice #7122175	234.28			
VILLAGE OF NORTHFIELD				17133	05/18/22	<u>5,516.91</u>
70-2-5159	Northfield Lease	Invoice #0522LIB	5,516.91			
BIBLIOTHECA, LLC				17134	05/18/22	<u>693.98</u>
10-1-5345	Books-Digital-Winnetka	Invoice # INV-US51486	693.98			
Baker & Taylor				17135	05/18/22	<u>2,875.20</u>
10-1-5340	Books-Fiction-Adult-Winnetka	2036682411	669.20			
10-1-5340	Books-Fiction-Adult-Winnetka	2036685144	347.69			
10-1-5340	Books-Fiction-Adult-Winnetka	2036694028	476.27			
10-2-5340	Books-Fiction-Adult-Northfield	2036694028	109.60			
10-2-5340	Books-Fiction-Adult-Northfield	2036682411	65.83			
10-2-5340	Books-Fiction-Adult-Northfield	2036685144	113.81			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	2036693244	412.84			
10-2-5341	Books-Non-Fiction-Adult-Northfield	2036693244	133.28			
10-1-5440	Books-Fiction-Juv-Winnetka	2036683270	42.91			
10-1-5440	Books-Fiction-Juv-Winnetka	2036695376	169.04			
10-2-5440	Books-Fiction-Juv-Northfield	2036695376	90.87			
10-2-5440	Books-Fiction-Juv-Northfield	2036683270	11.29			
10-0-5120	Library Supplies	2036695376	49.74			
10-0-5120	Library Supplies	2036693244	25.19			
10-0-5120	Library Supplies	2036694028	44.44			
10-0-5120	Library Supplies	2036683270	6.62			
10-0-5120	Library Supplies	2036682411	72.57			
10-0-5120	Library Supplies	2036685144	34.01			
Midwest Tape				17136	05/18/22	<u>602.05</u>
10-1-5443	DVDs-Juv-Winnetka	502029497	81.68			
10-2-5443	DVDs-Juv-Northfield	502029602	44.98			
10-2-5443	DVDs-Juv-Northfield	502029603	29.99			
10-1-5444	Audio Books-Juv-Winnetka	502024238	29.97			
10-2-5343	DVDs-Adult-Northfield	502029495	22.49			
10-1-5344	Audio Books-Adult-Winnetka	502029494	85.98			
10-1-5344	Audio Books-Adult-Winnetka	502029496	29.99			
10-1-5344	Audio Books-Adult-Winnetka	502029498	39.99			
10-1-5344	Audio Books-Adult-Winnetka	502029499	44.99			
10-2-5344	Audio Books-Adult-Northfield	502029601	44.99			

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May 1, 2022 - May 31, 2022

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-1-5343	DVDs-Adult-Winnetka	502029493	52.47			
10-1-5343	DVDs-Adult-Winnetka	502029604	22.49			
10-1-5343	DVDs-Adult-Winnetka	502029605	9.74			
10-0-5120	Library Supplies	502029603	5.00			
10-0-5120	Library Supplies	502029604	2.50			
10-0-5120	Library Supplies	502029602	5.00			
10-0-5120	Library Supplies	502029601	2.50			
10-0-5120	Library Supplies	502029497	17.50			
10-0-5120	Library Supplies	502029496	2.50			
10-0-5120	Library Supplies	502029499	2.50			
10-0-5120	Library Supplies	502029498	2.50			
10-0-5120	Library Supplies	502029605	2.50			
10-0-5120	Library Supplies	502029493	9.90			
10-0-5120	Library Supplies	502029494	5.00			
10-0-5120	Library Supplies	502029495	4.90			
Baker & Taylor				17137	05/18/22	<u>4,023.27</u>
10-1-5441	Books-Non-Fiction, Easy, & JH-Winnetka	2036710276	163.39			
10-1-5441	Books-Non-Fiction, Easy, & JH-Winnetka	2036682884	204.34			
10-2-5441	Books-Non-Fiction, Easy, & JH-Northfield	2036682884	105.49			
10-2-5441	Books-Non-Fiction, Easy, & JH-Northfield	2036710276	62.26			
10-1-5340	Books-Fiction-Adult- Winnetka	2036707803	189.93			
10-1-5340	Books-Fiction-Adult- Winnetka	2036708754	238.55			
10-1-5340	Books-Fiction-Adult- Winnetka	2036711632	323.45			
10-1-5340	Books-Fiction-Adult- Winnetka	2036699191	274.96			
10-1-5340	Books-Fiction-Adult- Winnetka	2036706049	322.08			
10-2-5340	Books-Fiction-Adult- Northfield	2036711632	92.64			
10-2-5340	Books-Fiction-Adult- Northfield	2036699191	34.26			
10-2-5340	Books-Fiction-Adult- Northfield	2036706049	31.07			
10-2-5340	Books-Fiction-Adult- Northfield	2036708754	98.28			
10-1-5341	Books-Non-Fiction-Adult- Winnetka	2036684810	492.83			
10-2-5341	Books-Non-Fiction-Adult- Northfield	2036684810	42.38			
10-1-5440	Books-Fiction-Juv- Winnetka	2036675616	103.53			
10-1-5440	Books-Fiction-Juv- Winnetka	2036683200	26.98			
10-1-5440	Books-Fiction-Juv- Winnetka	2036700376	124.05			
10-1-5440	Books-Fiction-Juv- Winnetka	2036683201	14.24			
10-1-5440	Books-Fiction-Juv- Winnetka	2036683204	14.24			
10-1-5440	Books-Fiction-Juv- Winnetka	2036714901	117.00			
10-2-5440	Books-Fiction-Juv- Northfield	2036683199	148.50			
10-2-5440	Books-Fiction-Juv- Northfield	2036683197	10.16			

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-2-5440	Books-Fiction-Juv-Northfield	2036683198	51.71			
10-2-5440	Books-Fiction-Juv-Northfield	2036675616	129.64			
10-2-5440	Books-Fiction-Juv-Northfield	2036714901	114.41			
10-2-5440	Books-Fiction-Juv-Northfield	2036683203	111.15			
10-2-5440	Books-Fiction-Juv-Northfield	2036683202	14.24			
10-2-5440	Books-Fiction-Juv-Northfield	2036700376	78.06			
10-0-5120	Library Supplies	2036683198	5.67			
10-0-5120	Library Supplies	2036683197	1.45			
10-0-5120	Library Supplies	2036683199	14.56			
10-0-5120	Library Supplies	2036683200	3.33			
10-0-5120	Library Supplies	2036682884	13.44			
10-0-5120	Library Supplies	2036675616	28.96			
10-0-5120	Library Supplies	2036706049	29.13			
10-0-5120	Library Supplies	2036710276	5.68			
10-0-5120	Library Supplies	2036711632	22.88			
10-0-5120	Library Supplies	2036708754	27.45			
10-0-5120	Library Supplies	2036714901	15.90			
10-0-5120	Library Supplies	2036699191	27.94			
10-0-5120	Library Supplies	2036700376	30.78			
10-0-5120	Library Supplies	2036684810	34.46			
10-0-5120	Library Supplies	2036707803	13.62			
10-0-5120	Library Supplies	2036683202	1.47			
10-0-5120	Library Supplies	2036683201	1.47			
10-0-5120	Library Supplies	2036683203	9.79			
10-0-5120	Library Supplies	2036683204	1.47			
Midwest Tape				17138	05/18/22	<u>744.78</u>
10-1-5443	DVDs-Juv-Winnetka	502067395	22.48			
10-2-5343	DVDs-Adult-Northfield	502067482	78.72			
10-1-5344	Audio Books-Adult-Winnetka	502067484	34.99			
10-1-5344	Audio Books-Adult-Winnetka	502067485	39.99			
10-1-5344	Audio Books-Adult-Winnetka	502067394	44.99			
10-1-5344	Audio Books-Adult-Winnetka	502067396	79.98			
10-2-5344	Audio Books-Adult-Northfield	502067398	79.98			
10-2-5344	Audio Books-Adult-Northfield	502067488	39.99			
10-0-5120	Library Supplies	502067398	5.00			
10-0-5120	Library Supplies	502067399	5.00			
10-0-5120	Library Supplies	502067481	5.00			
10-0-5120	Library Supplies	502067480	15.00			
10-0-5120	Library Supplies	502067488	2.50			
10-0-5120	Library Supplies	502067395	10.00			
10-0-5120	Library Supplies	502067396	5.00			
10-0-5120	Library Supplies	502067394	2.50			
10-0-5120	Library Supplies	502067487	5.00			
10-0-5120	Library Supplies	502067486	2.50			
10-0-5120	Library Supplies	502067485	2.50			
10-0-5120	Library Supplies	502067484	2.50			
10-0-5120	Library Supplies	502067482	15.00			

Winnetka-Northfield Public Library District

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5120	Library Supplies	502067483	2.50			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	502067483	29.99			
10-1-5343	DVDs-Adult-Winnetka	502067486	22.49			
10-1-5343	DVDs-Adult-Winnetka	502067487	26.24			
10-1-5343	DVDs-Adult-Winnetka	502067399	26.24			
10-1-5343	DVDs-Adult-Winnetka	502067480	78.72			
10-1-5343	DVDs-Adult-Winnetka	502067481	59.98			
Baker & Taylor				17139	05/18/22	<u>1,352.39</u>
10-1-5340	Books-Fiction-Adult-Winnetka	2036718149	233.72			
10-1-5340	Books-Fiction-Adult-Winnetka	2036722033	241.93			
10-2-5340	Books-Fiction-Adult-Northfield	2036718149	65.90			
10-2-5340	Books-Fiction-Adult-Northfield	2036722033	31.61			
10-0-5120	Library Supplies	2036718149	25.49			
10-0-5120	Library Supplies	2036703077	26.27			
10-0-5120	Library Supplies	2036722033	16.71			
10-0-5120	Library Supplies	2036709583	16.62			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	2036703077	461.78			
10-2-5341	Books-Non-Fiction-Adult-Northfield	2036703077	97.08			
10-1-5440	Books-Fiction-Juv-Winnetka	2036709583	70.34			
10-2-5440	Books-Fiction-Juv-Northfield	2036709583	64.94			
Ntiva				17140	05/31/22	<u>2,415.20</u>
10-0-5135	LAN Management	Invoice #26376	2,415.20			
CDW-G				17141	05/31/22	<u>21,225.00</u>
10-0-5885	Computer Equipment	Invoice #X295424	11,325.00			
10-0-5885	Computer Equipment	Invoice #X295425	9,900.00			
AMERICAN LIBRARY ASSOCIATION				17142	05/31/22	<u>228.00</u>
10-0-5731	Memberships	ALA member #1171568	228.00			
Warehouse Direct				17143	05/31/22	<u>209.64</u>
70-0-5725	Janitorial Supplies	Invoice #5236218-0	64.00			
70-0-5725	Janitorial Supplies	Invoice #5238777-0	66.48			
70-0-5725	Janitorial Supplies	Invoice #5239525-0	79.16			
DELTA DENTAL PLAN OF ILLINOIS				17144	05/31/22	<u>1,406.93</u>
10-0-5111	Health Insurance	Invoice #1566813	1,406.93			
DEMCO				17145	05/31/22	<u>56.81</u>
10-0-5120	Library Supplies	Invoice #7131358	56.81			
QUILL CORPORATION				17146	05/31/22	<u>89.18</u>
10-0-5122	Breakroom Supplies	Invoice #25313979	89.18			
PITNEY BOWES				17147	05/31/22	<u>100.00</u>
10-0-5123	Postage	PITNEY BOWES	100.00			
DE LAGE LANDEN FINANCIALSVC.				17148	05/31/22	<u>1,868.47</u>

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
70-0-5746	Photocopier Leases	Invoice #76378091	1,868.47			
Baker & Taylor				17149	05/31/22	<u>3,214.14</u>
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	302.50			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	250.23			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	159.80			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	106.07			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	96.93			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	96.01			
10-0-5120	Library Supplies	Baker & Taylor	56.39			
10-0-5120	Library Supplies	Baker & Taylor	19.11			
10-0-5120	Library Supplies	Baker & Taylor	22.20			
10-0-5120	Library Supplies	Baker & Taylor	32.03			
10-0-5120	Library Supplies	Baker & Taylor	1.65			
10-0-5120	Library Supplies	Baker & Taylor	1.67			
10-0-5120	Library Supplies	Baker & Taylor	1.47			
10-0-5120	Library Supplies	Baker & Taylor	1.67			
10-0-5120	Library Supplies	Baker & Taylor	2.92			
10-0-5120	Library Supplies	Baker & Taylor	26.34			
10-0-5120	Library Supplies	Baker & Taylor	24.86			
10-0-5120	Library Supplies	Baker & Taylor	1.67			
10-0-5120	Library Supplies	Baker & Taylor	1.67			
10-0-5120	Library Supplies	Baker & Taylor	3.19			
10-0-5120	Library Supplies	Baker & Taylor	2.42			
10-0-5120	Library Supplies	Baker & Taylor	5.03			
10-0-5120	Library Supplies	Baker & Taylor	5.14			
10-0-5120	Library Supplies	Baker & Taylor	1.47			
10-0-5120	Library Supplies	Baker & Taylor	7.30			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Baker & Taylor	861.46			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Baker & Taylor	396.09			
10-2-5341	Books-Non-Fiction-Adult-Northfield	Baker & Taylor	102.70			
10-2-5341	Books-Non-Fiction-Adult-Northfield	Baker & Taylor	96.61			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	24.97			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	14.24			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	13.49			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	14.24			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	13.49			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	24.97			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	59.35			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	116.15			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	82.52			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	13.49			

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	45.60			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	44.10			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	18.99			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	13.49			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	28.45			
Midwest Tape				17150	05/31/22	<u>1,051.77</u>
10-1-5443	DVDs-Juv-Winnetka	Midwest Tape	7.49			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	101.21			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	104.94			
10-1-5344	Audio Books-Adult-Winnetka	Midwest Tape	39.99			
10-1-5344	Audio Books-Adult-Winnetka	Midwest Tape	79.98			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	10.00			
10-0-5120	Library Supplies	Midwest Tape	15.00			
10-0-5120	Library Supplies	Midwest Tape	17.50			
10-0-5120	Library Supplies	Midwest Tape	44.90			
10-0-5120	Library Supplies	Midwest Tape	27.50			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	5.00			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	61.46			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	160.73			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	336.58			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	31.99			
Baker & Taylor				17151	05/31/22	<u>5,366.47</u>
10-1-5441	Books-Non-Fiction, Easy, & JH-Winnetka	Baker & Taylor	153.25			
10-1-5441	Books-Non-Fiction, Easy, & JH-Winnetka	Baker & Taylor	11.29			
10-2-5441	Books-Non-Fiction, Easy, & JH-Northfield	Baker & Taylor	11.99			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	353.29			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	88.70			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	316.43			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	212.01			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	474.10			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	30.51			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	113.43			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	62.69			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	97.69			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	136.06			
10-0-5120	Library Supplies	Baker & Taylor	1.65			
10-0-5120	Library Supplies	Baker & Taylor	1.19			

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5120	Library Supplies	Baker & Taylor	0.64			
10-0-5120	Library Supplies	Baker & Taylor	1.47			
10-0-5120	Library Supplies	Baker & Taylor	22.01			
10-0-5120	Library Supplies	Baker & Taylor	14.57			
10-0-5120	Library Supplies	Baker & Taylor	17.62			
10-0-5120	Library Supplies	Baker & Taylor	1.65			
10-0-5120	Library Supplies	Baker & Taylor	1.65			
10-0-5120	Library Supplies	Baker & Taylor	2.93			
10-0-5120	Library Supplies	Baker & Taylor	2.92			
10-0-5120	Library Supplies	Baker & Taylor	4.39			
10-0-5120	Library Supplies	Baker & Taylor	1.65			
10-0-5120	Library Supplies	Baker & Taylor	2.94			
10-0-5120	Library Supplies	Baker & Taylor	1.45			
10-0-5120	Library Supplies	Baker & Taylor	34.55			
10-0-5120	Library Supplies	Baker & Taylor	37.50			
10-0-5120	Library Supplies	Baker & Taylor	6.60			
10-0-5120	Library Supplies	Baker & Taylor	27.13			
10-0-5120	Library Supplies	Baker & Taylor	55.14			
10-0-5120	Library Supplies	Baker & Taylor	6.00			
10-0-5120	Library Supplies	Baker & Taylor	27.78			
10-0-5120	Library Supplies	Baker & Taylor	30.10			
10-0-5120	Library Supplies	Baker & Taylor	18.19			
10-0-5120	Library Supplies	Baker & Taylor	4.39			
10-0-5120	Library Supplies	Baker & Taylor	30.13			
10-0-5120	Library Supplies	Baker & Taylor	36.05			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Baker & Taylor	217.11			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Baker & Taylor	499.36			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Baker & Taylor	380.58			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Baker & Taylor	451.10			
10-2-5341	Books-Non-Fiction-Adult-Northfield	Baker & Taylor	80.23			
10-2-5341	Books-Non-Fiction-Adult-Northfield	Baker & Taylor	148.13			
10-2-5341	Books-Non-Fiction-Adult-Northfield	Baker & Taylor	117.81			
10-2-5341	Books-Non-Fiction-Adult-Northfield	Baker & Taylor	76.87			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	38.46			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	162.92			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	115.35			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	11.29			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	108.91			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	18.04			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	14.24			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	24.22			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	10.16			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	27.73			

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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	10.73			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	83.09			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	122.69			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	3.38			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	34.57			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	52.50			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	38.46			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	26.98			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	10.73			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	10.16			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	6.21			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	10.73			
Midwest Tape				17152	05/31/22	<u>1,107.76</u>
10-2-5443	DVDs-Juv-Northfield	Midwest Tape	29.99			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	158.94			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	97.44			
10-1-5344	Audio Books-Adult-Winnetka	Midwest Tape	29.99			
10-2-5344	Audio Books-Adult-Northfield	Midwest Tape	29.99			
10-0-5120	Library Supplies	Midwest Tape	5.00			
10-0-5120	Library Supplies	Midwest Tape	17.40			
10-0-5120	Library Supplies	Midwest Tape	22.50			
10-0-5120	Library Supplies	Midwest Tape	42.30			
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	37.50			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	5.00			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	29.99			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	14.99			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	274.35			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	243.65			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	29.99			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	26.24			
Baker & Taylor				17153	05/31/22	<u>934.51</u>
10-1-5441	Books-Non-Fiction, Easy, & JH-Winnetka	Baker & Taylor	99.22			
10-2-5441	Books-Non-Fiction, Easy, & JH-Northfield	Baker & Taylor	31.19			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	358.50			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	113.46			
10-0-5120	Library Supplies	Baker & Taylor	7.20			

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts
May 1, 2022 - May 31, 2022

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5120	Library Supplies	Baker & Taylor	30.21			
10-0-5120	Library Supplies	Baker & Taylor	29.89			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	36.01			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	228.83			
VILLAGE OF WINNETKA				17154	05/31/22	<u>25,962.75</u>
10-0-5111	Health Insurance	Invoice #2022-00000005	25,962.75			
COMED				17155	05/31/22	<u>577.76</u>
10-2-5171	Electricity - Northfield	COMED	577.76			
COMCAST				17156	05/31/22	<u>70.29</u>
10-0-5176	Internet Services	COMCAST	70.29			
NORTH SHORE GAS				17157	05/31/22	<u>968.90</u>
10-1-5174	Natural Gas - Winnetka	NORTH SHORE GAS	968.90			
COMCAST				17158	05/31/22	<u>314.95</u>
10-0-5176	Internet Services	COMCAST	314.95			
NICOR				17159	05/31/22	<u>385.45</u>
10-2-5174	Natural Gas - Northfield	NICOR	385.45			
VILLAGE OF WINNETKA				17160	05/31/22	<u>2,275.39</u>
10-1-5171	Electricity - Winnetka	VILLAGE OF WINNETKA	60.60			
10-1-5171	Electricity - Winnetka	VILLAGE OF WINNETKA	1,844.79			
10-1-5171	Electricity - Winnetka	VILLAGE OF WINNETKA	48.13			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	60.19			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	22.60			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	79.38			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	24.54			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	2.00			
10-1-5173	Storm Sewer - Winnetka	VILLAGE OF WINNETKA	133.16			
PITNEY BOWES				17161	05/31/22	<u>100.00</u>
10-0-5123	Postage	PITNEY BOWES	100.00			
VILLAGE OF NORTHFIELD				17162	05/31/22	<u>38.50</u>
10-2-5172	Water - Northfield	VILLAGE OF NORTHFIELD	38.50			
NATIONWIDE RETIREMENT SOLUTIONS				17163	05/13/22	<u>1,375.00</u>
10-0-2040	457 withholding	NATIONWIDE RETIREMENT SOLUTIONS	1,375.00			
NATIONWIDE RETIREMENT SOLUTIONS				17164	05/27/22	<u>1,375.00</u>
10-0-2040	457 withholding	NATIONWIDE RETIREMENT SOLUTIONS	1,375.00			
First Bankcard				17165	05/23/22	<u>11,801.99</u>
70-0-5749	Elevators	Dombrowski- Elevator Certification	127.81			
10-0-5134	Software	Swenson- Adobe Creative Cloud	278.91			
10-0-5134	Software	Dombrowski- WhenIWork Account	80.00			
10-0-5134	Software	Dombrowski- Library Zoom Account	14.99			
10-0-5134	Software	Mall- Virtual event hosting	124.97			
10-0-5176	Internet Services	Swenson- Fee for mobile beacon	30.00			

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

May 1, 2022 - May 31, 2022

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5177	Technology - Website	Swenson- Website hosting and backup	25.00			
10-0-5906	Programming - Studio	Kline- Felt for program	20.97			
10-0-5906	Programming - Studio	Kline- Thread and Bobbins	38.47			
10-0-5906	Programming - Studio	Kline- Fabric for programs	19.77			
10-0-5906	Programming - Studio	Kline- Serger Thread	18.99			
10-0-5906	Programming - Studio	Kline- Embroidery Snips	15.99			
10-0-5906	Programming - Studio	Kline- Film holder replacements	17.99			
10-0-5906	Programming - Studio	Kline- Quilting equipment, book for Serger	60.04			
10-0-5721	PR Promotional	Quish- Staff tshirts for summer reading	241.02			
10-0-5721	PR Promotional	Quish- Book lights for summer reading	707.50			
10-0-5721	PR Promotional	Quish- Slap bracelets for Independence Day	228.83			
10-0-5731	Memberships	Mall- Professional membership dues	228.00			
10-0-5731	Memberships	Mall- Professional membership dues	100.00			
10-0-5732	Staff Recognition/Events/Meetings	Dombrowski- Library Staff Appreciation Day	6.49			
10-0-5732	Staff Recognition/Events/Meetings	Dombrowski- Library Staff Appreciation Day	115.43			
10-0-5732	Staff Recognition/Events/Meetings	Dombrowski- Library Staff Appreciation Day	6.49			
10-0-5732	Staff Recognition/Events/Meetings	Dombrowski- Bereavement Flowers	73.42			
10-0-5732	Staff Recognition/Events/Meetings	Mall- Staff Recognition (Betsy)	50.00			
10-0-5882	Building	Quish- Northfield wayfinding wall signage	1,442.76			
10-0-5884	Equipment/Furniture	Kline- Nintendo Switch	299.99			
10-0-5884	Equipment/Furniture	Kline- LoT Equipment	778.25			
10-0-5884	Equipment/Furniture	Kline- GoPro for LoT	418.98			
10-0-5884	Equipment/Furniture	Kline- Telescope for LoT	249.99			
10-0-5884	Equipment/Furniture	Kline- Sewing Machines for LoT	381.93			
10-0-5884	Equipment/Furniture	Kline- Tax Credit	-8.93			
10-0-5884	Equipment/Furniture	Kline- LoT Equipment	504.99			
10-0-5884	Equipment/Furniture	Kline- LoT Equipment	205.99			
10-0-5884	Equipment/Furniture	Dombrowski- Replacement Wheels for BookDrop	104.00			
10-0-5884	Equipment/Furniture	Dombrowski- Tax Refund on Benches	-201.59			
10-0-5884	Equipment/Furniture	Dombrowski- Handtruck for Facilities Staff	136.23			
10-0-5885	Computer Equipment	Swenson- Hotspot for library of things and data	258.00			
10-0-5114	Conferences	Dombrowski- PLA Conference Meal	13.50			
10-0-5114	Conferences	Dombrowski- PLA Conference Meal	27.42			
10-0-5114	Conferences	Dombrowski- PLA Conference Meal	18.50			
10-0-5114	Conferences	Dombrowski- PLA Conference Meal	23.60			
10-0-5114	Conferences	Dombrowski- PLA Conference Meal for Team	70.50			
10-0-5114	Conferences	Dombrowski- PLA Conference Meal for Team	71.39			
10-0-5114	Conferences	Dombrowski- PLA Conference Travel	12.97			
10-0-5114	Conferences	Dombrowski- PLA Conference Meal for Team	116.16			
10-0-5114	Conferences	Dombrowski- PLA Conference Meal	11.44			

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

May 1, 2022 - May 31, 2022

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5114	Conferences	Dombrowski- PLA Conference Meal	6.00			
10-0-5114	Conferences	Morgan- PLA Conference Meal for Melissa	16.50			
10-0-5114	Conferences	Morgan- PLA Conference Meal for Amelia & Melissa	54.90			
10-0-5114	Conferences	Morgan- PLA Conference Meal for Amelia & Melissa	39.00			
10-0-5114	Conferences	Morgan- PLA Conference Lodging- Amelia	923.36			
10-0-5114	Conferences	Morgan- PLA Conference Lodging- Melissa	923.36			
10-0-5114	Conferences	Morgan- PLA Conference Lodging- Molly	923.36			
10-0-5907	Programming - Youth	Morgan- Youth Programming Supplies- Family Science	3.49			
10-0-5907	Programming - Youth	Garrity- Programming supplies- Outreach	164.99			
10-0-5907	Programming - Youth	Garrity- Programming supplies	16.96			
10-0-5907	Programming - Youth	Garrity- Programming supplies	69.86			
10-0-5907	Programming - Youth	Garrity- Programming supplies	23.51			
10-0-5907	Programming - Youth	Garrity- Desk supplies	15.73			
10-0-5907	Programming - Youth	Garrity- Programming supplies	43.98			
10-0-5907	Programming - Youth	Garrity- Programming supplies	13.14			
10-0-5907	Programming - Youth	Garrity- Programming supplies	4.59			
10-0-5907	Programming - Youth	Garrity- Programming supplies	72.86			
10-0-5907	Programming - Youth	Garrity- Programming supplies	8.77			
10-0-5907	Programming - Youth	Garrity- Programming supplies	25.00			
10-0-5907	Programming - Youth	Garrity- Programming supplies	62.58			
10-0-5907	Programming - Youth	Garrity- Programming supplies	38.98			
10-0-5907	Programming - Youth	Garrity- Refund for item not received	-38.98			
10-0-5907	Programming - Youth	Garrity- Programming supplies	9.99			
10-0-5907	Programming - Youth	Garrity- Refund for item not received	-15.73			
10-0-5907	Programming - Youth	Garrity- Programming supplies	15.50			
10-0-5907	Programming - Youth	Garrity- Programming supplies	134.52			
10-0-5120	Library Supplies	Dombrowski- AAA Batteries for Playaways	23.40			
10-0-5120	Library Supplies	Volny- White board for workroom	51.64			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Mall- Materials	18.34			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Mall- Materials	10.00			
10-1-5440	Books-Fiction-Juv-Winnetka	Garrity- Patron request- Picture book	16.19			
10-0-5910	Studio Maintenance/Repair	Kline- Machine repair	199.98			
70-0-5725	Janitorial Supplies	Dombrowski- Hand Sanitizer for Service Desk	23.38			
10-1-5342	Periodicals-Winnetka	Kline- Online Access	169.00			
10-0-5121	Office Supplies	Dombrowski- Northfield Ink Refill for Stamper	11.78			
10-0-5121	Office Supplies	Dombrowski- Business Cards for Monica	39.35			
10-0-5121	Office Supplies	Volny- White board markers for workroom	7.99			
10-0-5121	Office Supplies	Volny- Refill for planner	15.99			
10-0-5121	Office Supplies	Morgan- Office Supplies- Pens for Tul	15.36			
10-0-5121	Office Supplies	Morgan- Office Supplies- Talia (similar to Tul brand)	34.99			
10-0-5121	Office Supplies	Morgan- Office Supplies- Pens for Tul	41.23			

Check List Total 179,096.50

MAY 2022 DIRECTOR'S REPORT

Staff Updates

- Anniversaries: Amanda Garrity, Youth Services Manager 6/7 (7 years), Margie Surples, Branch Services Assistant 5/27 (13 years)

Staff Shout-Outs

- Branch Services Librarian Amelia Kmiec was selected for the Bluestem Award Resources Committee. The Bluestem Award is designed for children in grades K-5 who are ready to read longer titles than included in the Monarch list. Amelia will be curating curriculum.
- Youth Services Manager Amanda Garrity was nominated for ILA's Davis Cup Award for Outstanding Youth Librarian of the Year. The winner will be announced in the fall and the award will be presented at the ILA Conference in October.

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

- We are at 98.89% of our expected operating revenues, which follows our typical annual pattern.
- We are at 89.43% of our budgeted operating expenses.

Programming

Youth

Category	22MAY	21MAY	Mo. % +/-	FY21-22 YTD	FY20-21 YTD	FY % +/-
Programs	24	54	-55.56%	371	413	-10.17%
Live Attendees	374	512	-26.95%	6,295	4,315	45.89%
Recording Attendees	1	0	n/a	54	0	n/a
Passive Programs	1,358	180	654.44%	5,825	2,455	137.27

Highlights

Family Science	Librarian Amelia led children and parents through constellation construction using marshmallows and pretzels.
Music & Movement	Teacher Dan provided music & dance activities for our pre-schoolers.
Baby Builders	Manager Amanda shared building materials with our youngest patrons.

Adults

Category	22MAY	21MAY	Mo. % +/-	FY21-22 YTD	FY20-21 YTD	FY % +/-
Programs	19	19	0.00%	212	197	7.61%
Live Attendees	312	356	-12.36	3,373	2,854	18.19%
Recording Attendees	128	0	n/a	341	10	3,310.00%

Highlights

Talking Teachable Moments with Teens	Dr. John Duffy & Heidi Stevens gave tips for talking to adolescents as well as caring for ourselves and our relationships.
The Beatles, Chicago, & the 1960's	History Professor John F. Lyons examined the impact of the Beatles on their visits to the Chicago metro area.

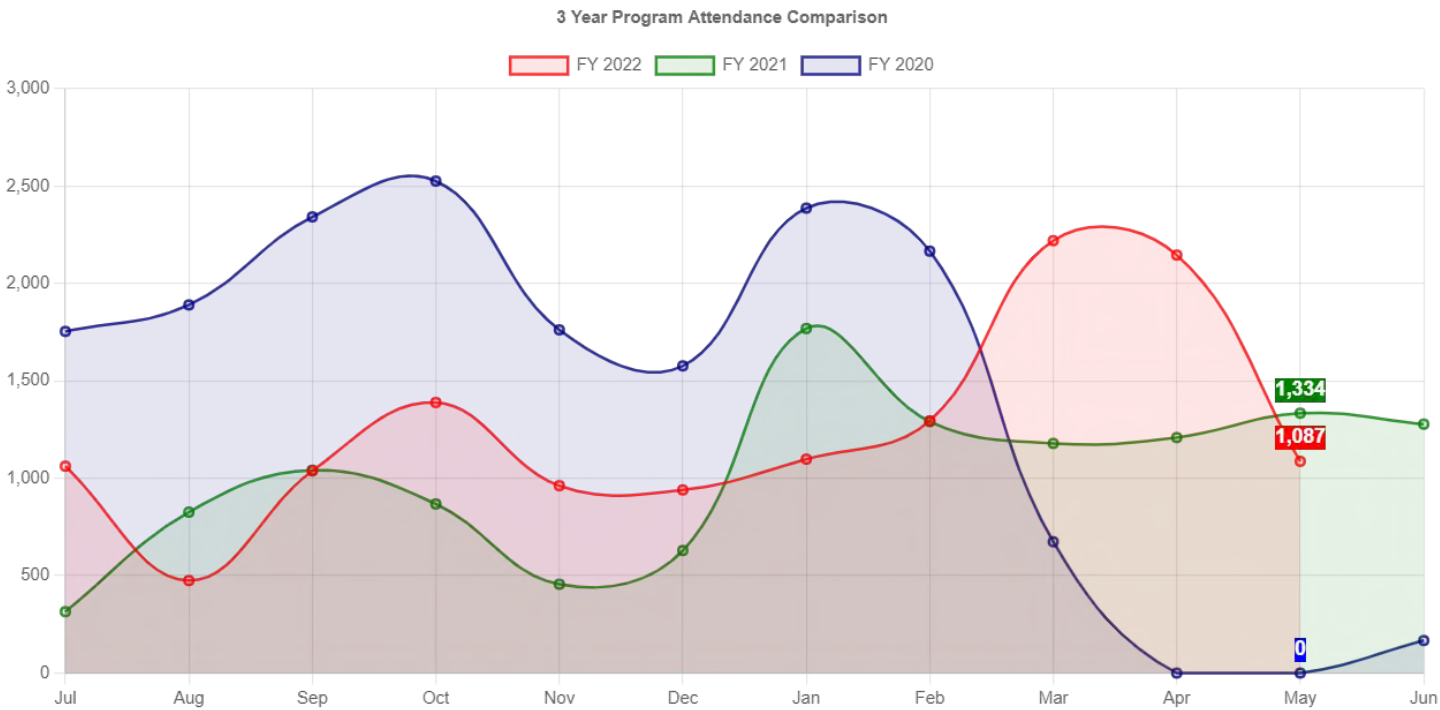
Aztec Dance- Xochitl Quetzal	This vibrant, all-ages presentation & performance honored the heritage of the tradition La Danza De Los Concheros.
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Studio (Digital Services)

Category	22MAY	21MAY	Mo. % +/-	FY21-22 YTD	FY20-21 YTD	FY % +/-
Appointments	23	115	-80.00%	613	372	64.78%
Programs	12	9	33.33%	121	63	92.06%
Attendees	143	110	30.00%	1,244	894	39.15%

Highlights

Pop-Up Mother’s Day Cards	Patrons learned how to laser-cut unique designs into paper that they then folded to create pop up cards for the moms in their lives
Create Your Own LED Nightlight	Patrons created designs in Corel Draw, laser-engraved them onto acrylic, then placed them in stands so they lit up when turned on.



Community Engagement (Outreach)

Category	22MAY	21MAY	Mo. % +/-	FY21-22 YTD	FY20-21 YTD	FY % +/-
Youth Events	22	0	n/a	40	0	n/a
Adult Events	1	0	n/a	14	0	n/a
Family Events	0	0	n/a	19	0	n/a
Total Events	23	0	n/a	73	0	n/a
Youth Attendance	476	0	n/a	1,299	0	n/a
Adult Attendance	12	0	n/a	81	0	n/a
Family Attendance	0	0	n/a	1,301	0	n/a
Total Attendance	488	0	n/a	2,681	0	n/a

Email Reach/Cardholder Penetration

22MAY Subscribers	% Cardholders	Total Cardholders	New Cards	Click Rate	Open Rate
10,236	79.53%	12,871	70	1%	47%

Note: Industry averages for not-for-profits = 2% Click Rate, 35% Open Rate

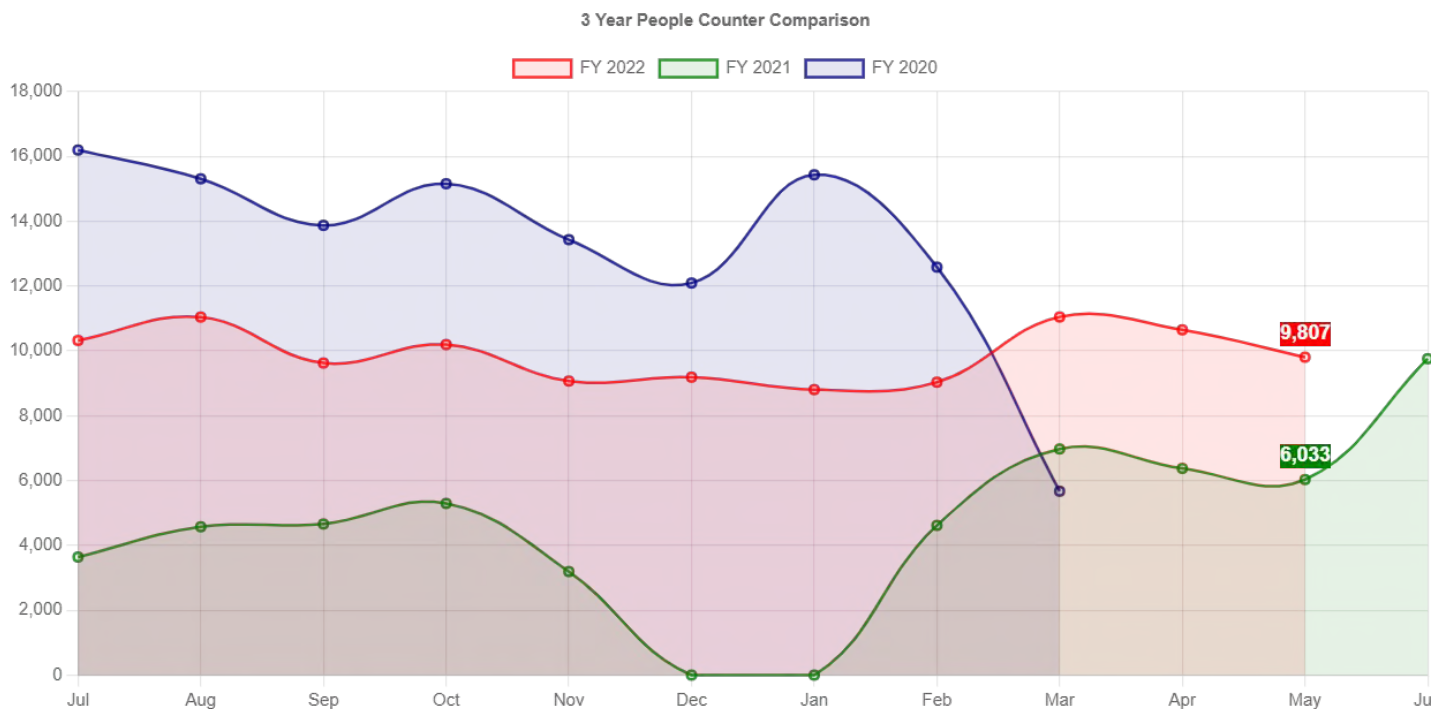
Website Reach/App Usage

Activity	22MAY	21MAY	Mo. % +/-	FY21-22 YTD	FY20-21 YTD	FY % +/-
Website Visits	8,693	7,670	13.34%	89,576	91,251	-1.84%
Active App Users	570	-	-	-	-	-

Services

Visitors

Location	22MAY	21MAY	Mo. % +/-	FY21-22 YTD	FY20-21 YTD	FY % +/-
Winnetka	7,106	4,586	54.95%	78,389	38,594	103.11%
Northfield	2,701	1,447	86.66%	30,416	6,778	348.75%
Total	9,807	6,033	62.56%	108,805	45,372	139.81%



Notes: Both branches were closed 2 days (for Memorial Day). During our Quarterly Storytime break, our Youth team was busy doing outreach to classrooms at area schools to promote Summer Reading & hosting class visits from several others.

Curbside Pick Ups

Location	22MAY	21MAY	Mo. % +/-	FY21-22 YTD	FY20-21 YTD	FY % +/-
Winnetka	3	3	0.00%	179	3,895	-95.40%
Northfield	10	16	-37.50%	96	1,645	-94.16%
Total	13	19	-31.58%	275	5,540	-95.04%

Patron Interactions

Category	22MAY	21MAY	Mo. % +/-	FY21-22 YTD	FY20-21 YTD	FY % +/-
Adult	1,954	1,247	56.70%	26,119	12,233	113.51%
Youth	435	460	-5.43%	5,382	3,968	35.64%
Digital Services	140	115	21.74%	1,622	550	194.91%
Total	2,529	1,822	38.80%	33,123	16,751	97.74%

Public Computer Usage

Location	22MAY	21MAY	Mo. % +/-	FY21-22 YTD	FY20-21 YTD	FY % +/-
Winnetka	388	399	-2.76%	4,538	2,710	67.45%
Northfield	169	81	108.64%	2,010	308	552.60%
Total	557	480	16.04%	6,548	3,018	116.96%

Hotspot Usage

Location	22MAY	21MAY	Mo. % +/-	FY21-22 YTD	FY20-21 YTD	FY % +/-
Winnetka Sessions	30,423	9,139	232.89%	238,287	76,429	211.78%
Northfield Sessions	5,441	1,856	193.16%	53,556	14,380	272.43%
Total Sessions	35,864	10,995	226.18%	291,843	90,809	221.38%
Winnetka Bandwidth	430GB	99GB	335.99%	3,618GB	660GB	448.30%
Northfield Bandwidth	71GB	51GB	39.83%	822GB	716GB	14.82%
Total Bandwidth	501GB	149GB	235.39%	4,439GB	1,375GB	222.77%

Collections

MTD TOTAL PHYSICAL CIRCULATION

22MAY Physical Circulation	20MAY Physical Circulation	Net Change
29,365	24,352	20.59%

YTD TOTAL PHYSICAL CIRCULATION

FY22-22 YTD Physical Circulation	FY20-21 YTD Physical Circulation	Net Change
323,770	224,139	44.45%

PHYSICAL ADULT (BY LOCATION)

Location	22MAY	21MAY	Mo. % +/-	FY21-22 YTD	FY2021 YTD	FY % +/-
Winnetka	8,114	7,859	3.24%	91,631	76,140	20.35%
Northfield	5,029	4,175	20.46%	57,724	38,638	49.40%

PHYSICAL YOUTH (BY LOCATION)

Location	22MAY	21MAY	Mo. % +/-	FY21-22 YTD	FY20-21 YTD	FY % +/-
Winnetka	13,569	10,788	25.78%	147,766	84,549	56.29%
Northfield	2,653	1,530	73.40%	26,649	14,812	79.91%

PHYSICAL MISCELLANEOUS

Lending Type	22MAY	21MAY	Mo. & +/-	FY21-22 YTD	FY20-21 YTD	FY % +/-
Kenilworth Patrons	934	1,153	-18.99%	15,391	12,108	27.11%
Borrowed from Other Libraries	1,458	1,536	-5.08%	19,909	15,344	29.75%

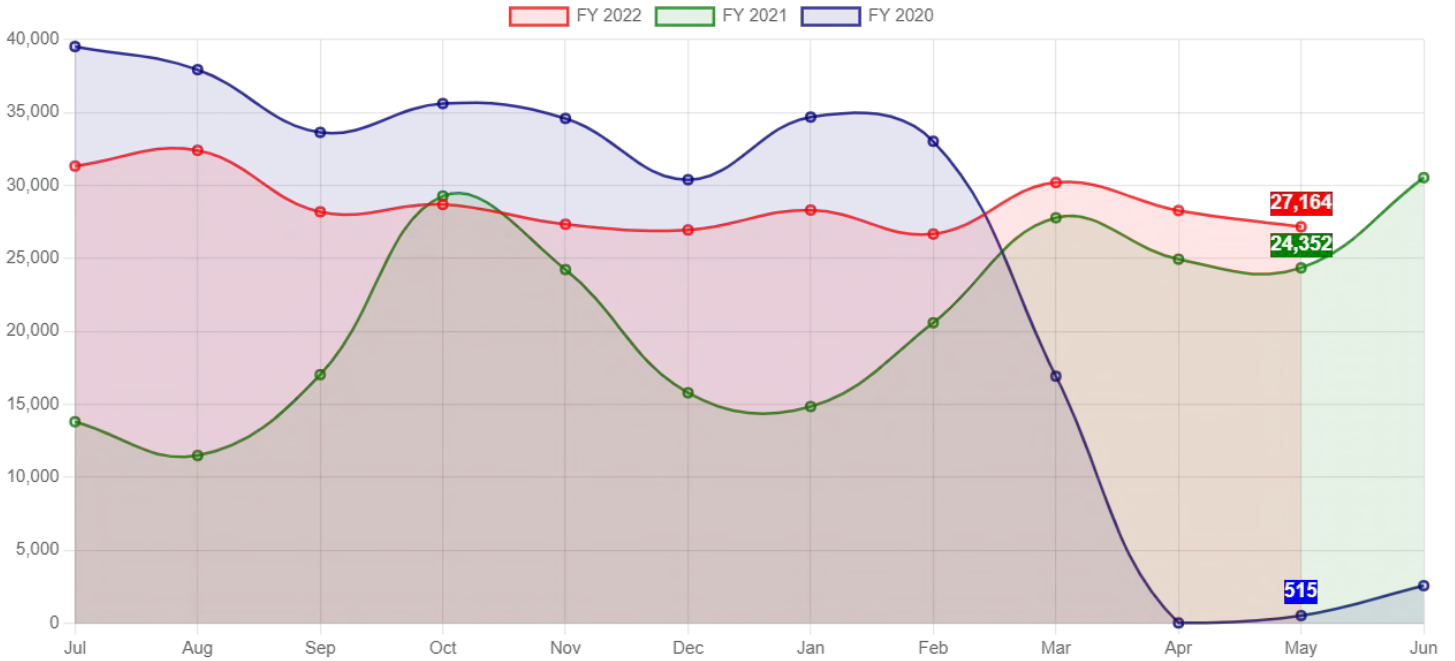
PHYSICAL ADULT (BY TYPE)

Material Type	22MAY	21MAY	Mo. % +/-	FY21-22 YTD	FY20-21 YTD	FY % +/-
Books	8,395	7,482	12.20%	93,160	67,591	37.83%
Book - Fiction	4,684	4,083	14.72%	51,458	37,410	37.55%
Book - Nonfiction	3,711	3,399	9.18%	41,702	30,181	38.17%
Audiobook - CD	297	236	25.85%	3,345	2,526	32.30%
Music CD	90	81	11.11%	1,567	1,166	34.39%
Playaway	54	34	58.82%	631	547	15.36%
DVD/Blu-Ray	2,900	2,938	-1.29%	32,978	28,609	15.27%
Magazine	187	199	-6.03%	2,149	1,260	70.56%
Videogame	17	5	240.00%	288	82	251.22%
Devices	9	0	n/a	118	2	n/a
Non-CCS ILL	28	26	7.69%	394	278	41.73%
Sent Out	1,147	1,033	11.04%	14,687	12,714	15.52%
Total	13,143	12,034	9.22%	149,355	114,778	30.13%

PHYSICAL YOUTH (BY TYPE)

Material Type	22MAY	21MAY	Mo. % +/-	FY21-22 YTD	FY20-21 YTD	FY % +/-
Books	12,668	11,199	13.12%	147,290	98,057	50.21%
Book - Fiction	10,840	9,778	10.86%	126,366	84,595	49.38%
Book - Nonfiction	1,828	1,421	28.64%	20,924	13,462	55.43%
In-Library Circulation	2,206	0	n/a	8,236	0	n/a
Audiobook - CD	30	21	42.86%	499	508	-1.77%
Music CD	29	29	-3.45%	360	303	18.81%
Playaway	148	136	8.82%	1,995	1,723	15.79%
DVD/Blu-Ray	691	762	-9.32%	10,397	8,062	29.96%
Magazine	5	0	n/a	6	0	n/a
Videogame	194	4	4,750.00%	1,943	102	1,804.90%
Vox Reader	195	130	50.00%	2,223	295	653.56%
Other	38	10	280.00%	1,146	266	330.83%
STEAM Kits	24	27	-11.11%	320	45	611.11%
Total	16,227	12,318	31.73%	175,415	109,361	59.50%

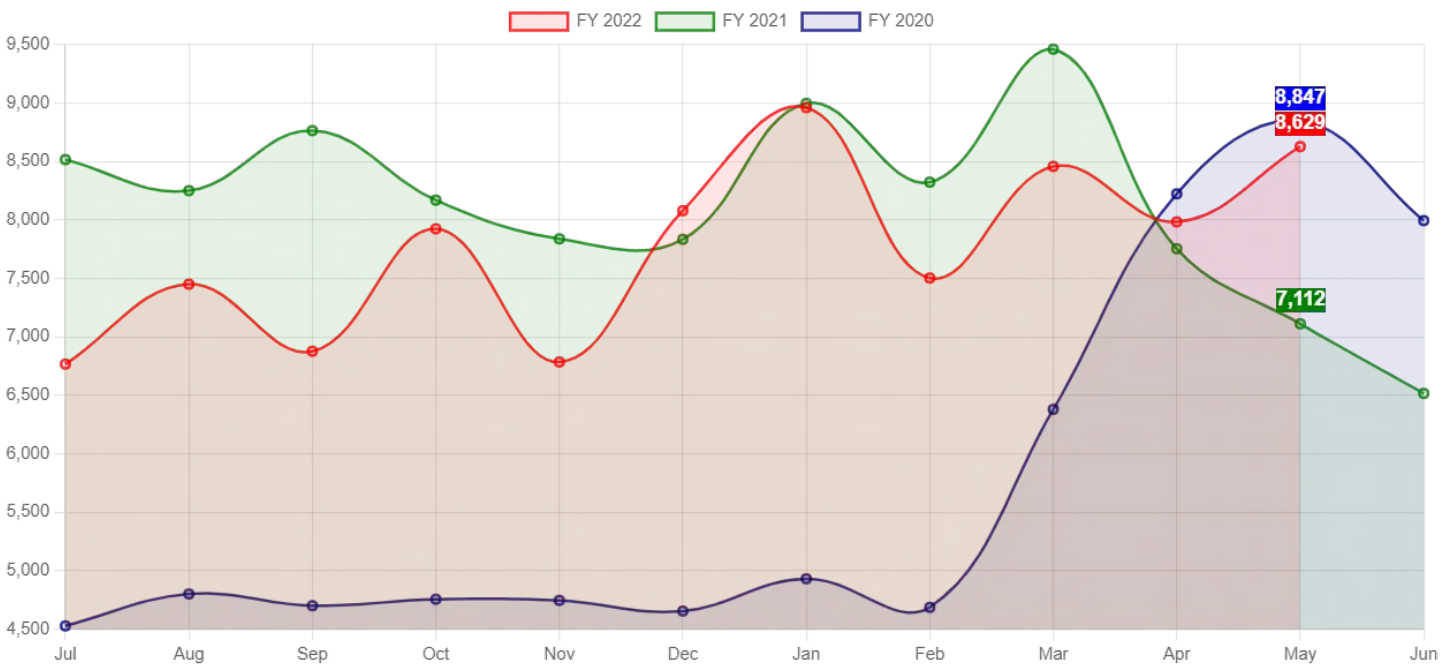
3 Year Circulation Comparison



DIGITAL CIRCULATION

Material Type	22MAY	21MAY	Mo. % +/-	FY21-22 YTD	FY20-21 YTD	FY % +/-
eBooks	3,904	3,306	18.09%	40,262	38,397	4.86%
eAudiobooks	2,795	2,054	36.08%	27,457	21,192	29.56%
eMagazines	1,395	1,195	16.74%	12,045	24,015	-49.84%
eVideos	502	491	2.24%	5,305	6,523	-18.67%
eMusic	33	66	-50.00%	354	900	-60.67%
Total	8,629	7,112	21.33%	85,423	91,027	-6.16%

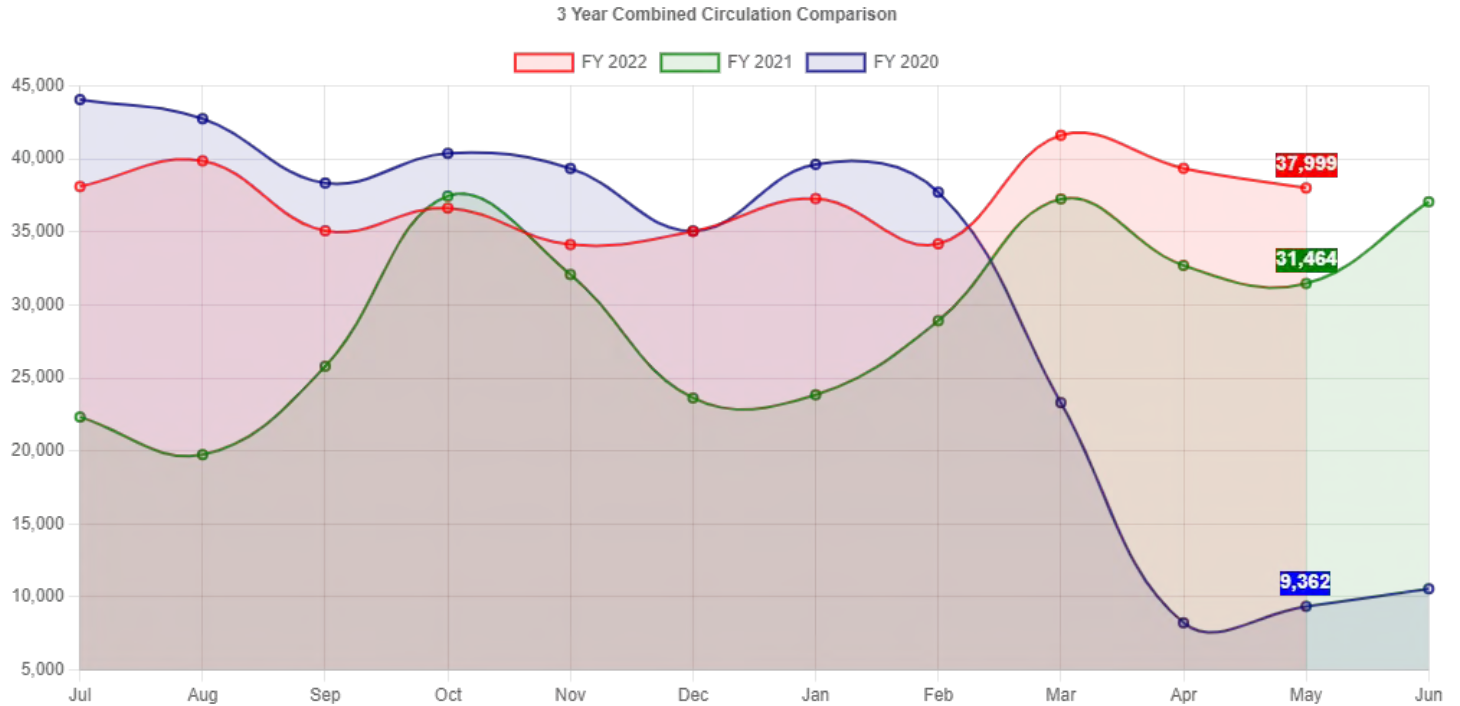
3 Year eResource Comparison



TOTAL DISTRICT CIRCULATION

22MAY District Circulation	21MAY District Circulation	Net Change
37,999	31,464	20.77%

FY21-22 YTD District Circulation	FY20-21 YTD District Circulation	Net Change
409,212	315,166	29.84%



Impact Stories

- Northfield- Two residents made it a point to share "This library is a marvelous resource and a big reason we don't want to move out of the area." They continued to say they love the variety of virtual and in-person programs, the Cookbook Book Club, and the magazine collection.
- Youth- D36 student Channing Christ completed and presented her mural, "Alice's Adventures in Escapism," to the library. We installed it in the Youth Services Department. Photo below:



- Adult- Feedback on our Virtual Watercolor Painting Class: *"If we can have more virtual classes like this one with supplies provided, that'd be wonderful! The watercolor instructor was patient and tailored her teaching to all levels in the class!"*
- Digital Services- We recently had an influx of brides-to-be who used the Studio equipment to make gifts for their bridesmaids and decorations for their bachelorette parties and showers.
- Customer Relations- A local novelist who lives in Winnetka recently dropped off some books for our youth collection after being so warmly welcomed by staff member Ben when she moved to town last year.

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

ORDINANCE NO. 2021-2022/4

ORDINANCE SETTING SCHEDULE OF REGULAR MEETINGS
OF THE BOARD OF TRUSTEES
THE WINNETKA-NORTHFIELD PUBLIC LIBRARY DISTRICT
COOK COUNTY, ILLINOIS
FOR FISCAL YEAR 2022-2023

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

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

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

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

Section 2. The following is a schedule of the dates of the regular meetings for the 2022-2023 fiscal year:

July 18, 2022	Winnetka	January 16, 2023	Winnetka
August 15, 2022	Winnetka	February 20, 2023	Winnetka
September 19, 2022	Northfield	March 21, 2023	Northfield
October 17, 2022	Winnetka	April 17, 2023	Winnetka
November 14, 2022	Winnetka	May 15, 2023	Winnetka
December 12, 2022	Northfield	June 19, 2023	Northfield

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

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

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

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

Passed by the Board of Trustees of the Winnetka-Northfield Public Library District, Cook County, Illinois, on the 20th day of June, 2022 by a vote of:

Ayes:
Nays:
Absent or Not Voting:

STATE OF
ILLINOIS)
) SS

COUNTY OF
COOK)

APPROVED:

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

ATTEST:

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

NAME AND GOVERNANCE OF ORGANIZATION

This organization shall be called "The Board of Trustees of the Winnetka-Northfield Public Library District," Cook County, Illinois, ("the Board") existing by virtue of the provisions of the laws of the State of Illinois, and exercising the powers and authority and assuming the responsibilities delegated to it under these statutes.

Statutory Authority

All matters of membership, election, duties, powers etc., of the Board are governed by Illinois Compiled Statutes, Chapter 75, Act 16, *The Illinois Public Library District Act of 1991*.

Purpose of Bylaws

These Bylaws have been established to govern and help guide the activities of the Board and its officers.

1.0 TRUSTEES AND OFFICERS

- 1.1 Trustees must reside in the District. The Board consists of seven people.
- 1.2 At least two of the Trustees shall reside in the Village of Northfield and at least three shall reside in the Village of Winnetka.
- 1.3 Trustee terms will be four years.
- 1.4 Vacancies on the Board may be filled by appointment of the remaining Trustees, as specified by Illinois Law.
- 1.5 The Board shall retain the names of alternate candidates nominated by the Winnetka Caucus Council or the Northfield Caucus, as appropriate, and shall consult the alternate slate in the event of a vacancy.
- 1.6 The offices shall be President, Vice-President, Secretary, and Treasurer. All officers shall be members of the Board.
- 1.7 The slate of officers shall be nominated by the Trustees following the Oath of Office after the election of Trustees.

- 1.8 Officers of the Board of Trustees shall be elected to a two-year term on the third Monday in May and shall take office immediately. No officer shall hold that office for more than two consecutive terms. In case of the resignation of an officer or inability to perform the duties of the office, the successor shall be elected to fill the unexpired term at the next meeting of the Board.
- 1.9 Two Trustees will be appointed liaisons to the Village of Winnetka and the Village of Northfield.

2.0 DUTIES AND AUTHORITIES

- 2.1 The President shall preside over all meetings of the Board and work with the Library Director to set the Board meeting agenda. The President shall appoint Trustees to Committees based on the recommendations of, and in consultation with, the Board. The President shall abstain from voting unless there is a tie, in which case, they act as the tie breaker.
- 2.2 The Vice-President shall serve as President in the President's absence.
- 2.3 The Secretary shall oversee records, including the minutes of all meetings, the names of those in attendance, the ordinances enacted, resolutions, rules and regulations adopted, and all other pertinent written matter as affect the operation of the District.
- 2.4 The Treasurer shall be the financial officer of the Board. The Treasurer shall oversee records of the District, including a record of all receipts, disbursements, and balances in any funds. At the end of the fiscal year, an audit shall be performed and accompanied by the professional opinion of an accountant certified to practice public accounting under the laws of the State of Illinois. The Treasurer shall give bond to the District to discharge faithfully the duties of the office. The minimum amount of the bond shall be based upon 50% of the total annual library taxes collected by the District. The cost of any surety bond shall be borne by the District.
- 2.5 The Library Director shall have charge of library administration and operations under general oversight of the Board. The Director shall prepare an annual budget, a Budget and Appropriation Ordinance, and a Levy Ordinance for Board approval, see that books of account are kept in which all financial transactions of the Library District are accurately recorded, all bills are received and correct, and all necessary checks and drafts are prepared in payment. The Director shall ensure that minutes of all meetings are prepared for Board approval and signed by the Secretary.

The Library Director shall attend the meetings of the Board and shall submit a monthly report of library operations . The Library Director shall submit an Illinois Public Library Annual Report (IPLAR) on behalf of the library district on or before September 1st of each year.

The Library Director shall keep the Board informed of all changes in applicable legislation and regulations.

3.0 COMMITTEES

- 3.1 Any recommendation by a Committee must be presented to the Board of Trustees for action.
- 3.2 Any proposed expenses incurred by a Committee must be approved in advance by the Board of Trustees.
- 3.3 Persons who are not Trustees may be appointed to Committees.
- 3.4 The Board of Trustees may add, delete, or change the duties of a Committee by an affirmative vote of a majority of the quorum.
- 3.5 Special Committees may be created by the Board of Trustees to address a specific issue or issues by an affirmative vote of a majority of the quorum. Each such Special Committee shall be disbanded upon completion of its assigned task(s) or by vote of a majority of the quorum.

4.0 MEETINGS

- 4.1 The regular monthly meeting of the Board of Trustees shall be held in the main library or the branch at 7:00pm on the third Monday of each month. Additionally, the board may hold study sessions to discuss specific topics per a schedule determined at the beginning of the fiscal year. Study Sessions will be listed on the Regular Meeting Ordinance adopted by the Board prior to the start of the next fiscal year. The Board may, by majority vote, change the date, time, or place of any Board meeting or Study Session, as needed.
- 4.2 A quorum for the transaction of business shall consist of four (4) Trustees.
- 4.3 If a quorum is physically present, a majority of the Board members present may allow another Board member to attend the meeting using an audio or video link (Other Means) if that member is prevented from physically attending because of (i) personal

illness or disability, (ii) employment purposes or the business of the Library Board, or (iii) a family or another emergency. If a member wishes to attend a meeting by Other Means, the member must notify the Library Director or a Board officer no less than one hour before the meeting is scheduled to begin.

- 4.4 Special Meetings may be called by the President or the Secretary or by any four (4) Trustees, by written notice posted at least 48 hours immediately preceding the day of the Special Meeting, or by oral notice to all Trustees in the case of a stated emergency.
- 4.5 A Trustee who misses more than three regular monthly meetings in a calendar year may be asked by the Board of Trustees, at its discretion, to submit his or her resignation.
- 4.6 All meetings must comply with the Illinois Open Meetings Act. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Board in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the Board may adopt.
- 4.7 No Trustee or employee of the Library shall engage in any business or transaction, or have a financial or personal interest, whether directly or indirectly, that is incompatible with the proper discharge of his or her official duties in the public interest, or that may tend to impair his or her independence of judgment or action in the performance of such official duties. Any member of the Board who has any interest of a financial or personal nature in a matter before the Board shall recuse him/herself from discussion and abstain from voting on said matter.

All Trustees must file the Disclosure of Economic Interests Statement as required by the Illinois Governmental Ethics Act. [5 ILCS 420/4A-101]

5.0 ORDER OF BUSINESS

THE ORDER OF BUSINESS AT A REGULAR MEETING OF THE BOARD SHALL BE AT LEAST AS FOLLOWS:

- | | |
|--------------------------------|--------------------------------|
| I. Call to Order | VII. Liaison/Committee Reports |
| II. Roll Call | VIII. Unfinished Business |
| III. Public Comments | IX. New Business |
| IV. Approval of Consent Agenda | X. Public Comments |
| V. Financial Report | XI. Adjournment |
| VI. Director's Report | |

6.0 DISBURSEMENTS

- 6.1 Disbursements of funds drawn against the General Fund of the Library for amounts exceeding \$15,000.00 shall be authorized by any two of the following: President, Vice-President, Treasurer, and Library Director.
- 6.2 Disbursements of funds drawn against the General Fund for amounts equal to or less than \$15,000.00 shall be authorized by any one of the officials designated above.
- 6.3 Trustee expenses in excess of \$200 per expense for library-related matters, such as membership in library associations, education activities, and attendance at meetings, shall not be paid by the District without prior approval of the Board.

7.0 RULES AND REGULATIONS

- 7.1 The Board of Trustees shall set the policies for use of the library and designate the days and hours of service. This information shall be publicly posted on the Library's website and at its facilities. The Board shall equip and maintain the Library for the benefit of the greatest number of residents in the District.
- 7.2 Communications to and from the Board:
 - 7.2.1 Board members' substantive questions or communications to staff shall be channeled through the Director's Office.
 - 7.2.2 All communications, including electronic communications, to, by, and between Board members, in their capacity as Board members, shall be conducted in accordance with the provisions of the Illinois Open Meetings Act.

8.0 AMENDMENTS

These By-laws may be amended by a vote of a majority of a quorum of the Board.

District Closing Dates for FY2022-2023

Independence Day	Monday 7/4/22
Labor Day Weekend	Sunday 9/4/22 & Monday 9/5/22
Thanksgiving	Thursday 11/24/22
Note: Early Closing at 5pm 11/23/22	
Christmas Eve	Friday 12/24/22
Christmas Day	Saturday 12/25/22
New Year's Eve	Friday 12/31/22
New Year's Day	Saturday 1/1/23
Easter	Sunday 4/9/23
Memorial Day Weekend	Sunday 5/28/23 & Monday 5/29/23

8 paid holidays

Staff Training Dates

Saturday 6/24/23	CLOSED
Sunday 6/25/23	CLOSED

**WINNETKA-NORTHFIELD PUBLIC LIBRARY DISTRICT
ORDINANCE NO. 2021-2022/5**

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

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

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

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

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

WHEREAS, the Board of Library Trustees of the Winnetka-Northfield Public Library District has determined for its 2022-2023 fiscal year, commencing July 1, 2022 and ending June 30, 2022 to participate in the non-resident reciprocal borrowing program of its regional library system and to issue non-resident library cards;

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

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

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

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

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

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

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

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

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

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

Adopted by the Board of Trustees of the Winnetka-Northfield Public Library District, Cook County, Illinois, on the 20th day of June 2022 by a vote of:

AYES: _____

NAYES: _____

ABSENT: _____

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

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

ATTEST:

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

Proposal for Winnetka-Northfield Public Library District Brand Refresh

April 28, 2022

a5 Branding
& Digital

a5 Firm Profile

a5 is a branding and digital agency that tells client stories in a clear, concise, consistent and compelling manner – to get results.

We begin by listening. Asking questions. Understanding your audiences. And telling your story – powerfully.

We work by a simple philosophy: to deliver great work that gets you where you want to go, and we do it on time and on budget.

Founded in 2001 by John Harris and Fletcher Martin, the firm specializes in telling client stories in a clear, concise, consistent and compelling manner through exceptional content – to generate results.

Chicago-based a5 Branding & Digital has proven expertise in working with public and private sector clients, especially in the areas of community branding, destination marketing and sustainability.

Our work is global yet intensely local. We have clients from Florida to Oregon and as far away as the United Kingdom and Zimbabwe, yet our focus is on the Chicagoland region and Northern Illinois. Our clients range from Landmarks Illinois and Illinois Parks and Recreation Association to the communities of Woodstock, Oak Park and Olympia Fields to the neighborhoods of Rogers Park, Howard Street and Austin.

We have proven economic development, community building and tourism experience, creating measurable impact for attractions (including Field Museum, Illinois Route 66, Chicago Children's Museum, Wonder Works Children's Museum and Woodstock's Groundhog Days) and such communities as Freeport, Illinois; Cuyahoga Falls, Ohio and Charlevoix, Michigan.

In addition to municipalities, we have worked with libraries, park and recreation agencies and historic attractions, among others. From Glenview Public Library to Illinois Park and Recreation Association to Fox Valley Special Recreation Association to the Woodstock Opera House, we understand the importance of branding in a holistic and community-driven way.

We bring enthusiasm, energy and a collaborative, results-driven approach to all we do. We establish clear processes, tell great stories and we're fun to work with.

We begin by listening, asking questions, understanding client audiences, all while navigating the pandemic and competitive landscapes. We offer strategy, planning, best-in-class creative and solutions to tell your story – powerfully – across all marketing channels.

We work by a simple philosophy: deliver great work that gets you where you want to go, and we do it on time and on budget.

Office Address:
1 N LaSalle, 47th Floor
Chicago, IL 60602
312.877.5500 (Office)
708.227.5313 (Cell: John Harris)
a5inc.com

Why a5?

- We are a brand and digital consultancy that helps you tell your story in a clear, concise, consistent and compelling way.
- a5 offers experience branding libraries. We recently rebranded Glenview Public Library, delivering a new logo, a tagline (“Spark Your Curiosity”), brand positioning and brand standards. The new brand successfully launched in April 2022.
- We offer deep experience working with public and private sector entities. a5 Branding & Digital has helped Northbrook Park District, Village of Northbrook, Lake County Partners, Village of Niles and more find the organization’s voice to connect with residents, businesses and visitors.
- We are strategic as well as highly creative. At a5, we work to set you apart by creating a visual and verbal architecture that helps affect perceptions of your intended audiences. And we always aim to generate results.
- We create schedules and stick to them. If a schedule needs to be adjusted, we discuss it with you at the earliest possible opportunity.

a5 Services

Branding

Market Research

Brand and Marketing Strategy

Positioning

Tagline Creation

Naming (Company & Product)

Marketing Plans

Product Launches

Content Development/Copywriting

Photography/Illustration Sourcing

Photography/Illustration Art Direction

PR

Events & Experiences

Trade Show Experiences

Marketing Communications Consulting

Outsourced Communications Management

Brand Identity Creation

Logos/Graphic Identities
Identity Applications

Advertising

Creative
Print
Broadcast
Radio
OOH Highway Billboards
Public Transit Billboards
Media Planning
Media Buys

Print/Other Support Materials

Brochures
Direct Mail
Catalogs
Magazines
Newsletters
Signage and Banner Systems

Digital

Web Design

Bespoke Web Development
User Experience
Content Development/Copywriting
Content Management Training
Intranets/Extranets

Video

Preproduction
Scripting/Writing
Casting
Location Scout Management
Storyboarding
Art Direction
Interviews
Production/Shooting
Editing/Post-production
Motion Graphics
Original Music Composition

Digital Advertising

Geofencing/Geotargeted
Display Ads
Sponsored Content
Remarketing

SEM/Google Ads

SEO

PPC

Content Marketing

Email Campaigns

Social Media Campaigns

Facebook/Instagram
Snapchat
TikTok
LinkedIn
YouTube

Audio Streaming/Podcasts/OTT

Affiliate/Influencer Marketing

Augmented Reality/Virtual Reality

a5 Client Experience

a5 offers broad and deep experience working with the public and private sector to tell compelling stories and generate results.

Economic Development

Lake County Partners
Rogers Park Business Alliance
Oak Park Economic Development Corp.
South Elgin Economic Development
Village of Algonquin, Illinois
Village of Niles, Illinois

Communities & Business Districts

Fifth Avenue South (Naples, Florida)
City of Toledo, Ohio
City of Flint, Michigan
City of Watervliet, Michigan
City of New Buffalo, Michigan
City of Charlevoix, Michigan
Downtown Cuyahoga Falls, Ohio
Downtown Oak Park
Pleasant District of Oak Park
Howard Street, Chicago
Village of New Lenox, Illinois
Village of Hanover Park, Illinois
Village of Niles, Illinois
Village of Barrington, Illinois
Village of Gurnee, Illinois
Village of Algonquin, Illinois
Village of Olympia Fields, Illinois
Village of Hampshire, Illinois
Village of Northbrook, Illinois
Village of Maywood, Illinois
Village of Oak Park, Illinois
Village of Richton Park, Illinois
Village of Mundelein, Illinois
City of Crystal Lake, Illinois
City of Crest Hill, Illinois
City of Elgin, Illinois
City of Freeport, Illinois
City of Woodstock, Illinois

Park Districts

Chicago Park District
Lake Bluff Park District
Northbrook Park District
Illinois Park & Recreation Association
Fox River Special Recreation Association

Non-profits

Glenview Public Library
Urban Libraries Council
The Faraday Institution (UK)
Michigan League of Conservation Voters
Seven Generations Ahead
World Wildlife Fund
CNT (Center for Neighborhood Technology)
Holocaust Memorial Foundation of Illinois
Unity Temple Restoration Foundation
MacArthur Foundation
Wege Foundation
Community Foundation Oak Park-River Forest
Triton College Foundation
UI Labs
Oak Park Homelessness Coalition
Landmarks Illinois
Coalition to End Homelessness in Evanston
Square One Foundation
Shanahan Family Foundation

Arts & Cultural Organizations

Krasl Art Center
Field Museum
Garfield Park Conservatory Alliance
Chicago Children's Museum
Wonder Works Children's Museum
Betty Brinn Children's Museum
Great Explorations Children's Museum
Milwaukee Public Museum
Chicago Architecture Center

Planning, Architecture, Landscape Architecture

American Society of Landscape Architects
Illinois and Michigan chapters
Mariani Landscape
NatureWorks Landscapes
Christy Webber Landscapes
Foster Dale Architects
Tom Bassett-Dilley Architects
Nevin Hedlund Architects
AIA Chicago
Congress for the New Urbanism

a5

public sector

counties
municipalities
downtown associations
park districts
library districts
planning agencies
economic
development agencies

private sector

planners
architects
landscape architects
developers
construction firms
engineering firms
healthcare
non-profits/associations
financial services

**Healthy, Sustainable
Communities**

**a5 works with public and private
sector clients to help build healthy,
sustainable communities.**

Project Overview

a5 Branding & Digital proposes to work with Winnetka-Northfield Public Library District to create a fresh brand that connects with its Winnetka, Northfield and Kenilworth audiences.

In addition to two locations, the library continues to change in the digital age by embracing technology.

The library district employs 38 people and has an annual budget of \$4.7 million. According to the RFP, the district is in “sound financial shape”, and a high percentage of the community—67 percent—are registered cardholders.

According to the RFP, the library is known for:

- Commitment to providing excellent service that meets the community’s needs in a professional, friendly, and helpful manner.
- Knowledgeable and approachable staff who strive to exceed our patrons’ expectations.
- Welcoming and comfortable atmosphere that creates an environment in which people are free to explore their interests.
- Programs, services, and materials that meet the needs and interests of patrons.

The goal of the refresh: “update and standardize our brand to show that we are current and relevant.”

Goals for the updated brand include:

- Create clarity around the brand messaging
- Update the library district’s tone of voice to be more friendly and directly connected with the community
- Generate consistency across all marketing and communication efforts
- Develop an identifiable brand story
- Work equally well across analog and digital platforms (including mobile applications)

Current communication tactics include:

- Quarterly print newsletter
- Signage
- Social media
- Web site
- Email
- Library card

Broad, ongoing goals include:

- Increase library cardholders
- Increase library usage (circulation, door count, program attendance)
- Increase our participation in the communities we serve outside our walls

According to the RFP, library leadership is not aiming to conduct “significant research and discovery,” and does not “require the formal public launch of the refreshed brand.” In the pages that follow, a5 provides options for engagement and discovery that are minimal in scope while providing helpful insights to help a5 develop the new brand voice.

Proposal

Step One: Kickoff and Engagement/Discovery

a5 would begin the process by holding a meeting with Winnetka-Northfield Public Library District to get a level-set on objectives, design preferences, schedule and process. We will discuss logos of other public libraries in the region and nation, and also other mission-driven non profits in the area.

To create a strong brand it is helpful to understand current perceptions and how to address them.

While we understand library leadership does not seek “significant” research and discovery, we recommend one-on-one conversations with five to ten key staff and board members. These usually take the form of 45-minute, in-person (or Zoom or phone) interviews with an a5 team member working from an agreed-upon list of questions. These sessions elicit excellent qualitative information and provide a solid foundation for brand positioning.

We could also consider asking patrons for opinions and perceptions. We could conduct an in-person intercept at a library location or in the community, or could conduct an email survey.

These recommendations are optional though encouraged.

a5 will also review the existing mission, vision, values, goals, tagline, logo, marketing materials, style guide and communication channels to understand the current brand and communications landscape.

Step Two: Define Library Tone of Voice and Personality

Once we have completed the discovery phase, we will develop recommendations for an updated tone of voice and brand personality. We will provide options that are friendly, approachable and create a direct relationship with your patrons. This will take the form of copy and content that reflects an up-to-date, casual yet professional voice for the library district.

In addition, we will provide options for consideration to become the library’s new tagline. In crafting the appropriate tagline, a5 typically provides 25 to 50 options across four to five categories ranging from descriptive to inspirational and aspirational. These options are narrowed to three to five, paired with the new logo, then reviewed again to make a final selection.

Step Three: Create Digital Mood Board Concepts That Will Illustrate the Refreshed Brand

The brand must come to life through images, colors, shapes and fonts—in addition to words and tone of voice. We will present to library leadership several mood board options with different ways to reflect the full expression of the refreshed brand. After presenting the mood board concepts to stakeholders and receiving feedback, a5 would facilitate the discussion as to whether the logo should be refreshed or replaced. The mood board step is a welcome process point which often provides extra energy and efficiency for phases that follow.

Proposal: Process & Scope of Work

Step Four: Logo Development

Informed by steps one through three, a5 would then create the visual expression of the organization. Whether the decision is to refresh or replace, a5 would provide a range of visual concepts to consider, each reflecting the library's mission and personality in a high impact, memorable and evocative way.

Approach:

- Present four to six logo/logotype concepts (logo, typography and color usage)
- Each concept will include one or two applications (social media post, business card, for example) that will provide context for the concepts, in turn helping Winnetka-Northfield Public Library District stakeholders visualize how each concept could be used
- Upon acceptance of one direction, make up to two rounds of revisions
- Finalize logo/graphic identity

When finalized, a5 would prepare the logo in all standard file formats (AI, PDF, JPG, PNG), color formats (B&W, grayscale and RGB/CMYK/PMS) and provide them to Winnetka-Northfield Public Library District.

Step Five: Design of Brand Identity Elements

When the logo is finalized, a5 will design the rest of the Winnetka-Northfield Public Library District visual and verbal brand identity elements, such as:

- Primary and secondary color palettes
- Primary and secondary typographic guidelines
- Image direction (photography and graphic elements)

a5 will provide at least two options for the system of elements, using sample applications (such as a business card, library card or email signature) to demonstrate each. When the system of elements is approved, a5 will move to create the brand standards document.

Step Six: Brand Standards Document Development

a5 will create a standards manual that will enable Winnetka-Northfield Public Library District representatives and design practitioners to apply the visual and verbal aspects of the brand appropriately and consistently. This document will define and distill the usage of the new logo, its components and all of the brand elements developed in steps two through five. The final deliverable would be a PDF.

Items to be included in the guidelines are:

- Logo usage (do's and don'ts, horizontal and vertical usage, usage with a tagline)
- Primary and secondary color palette
- Primary and secondary typographic guidelines
- Usage with background colors/photos
- Image direction (photography and graphic elements)
- Copy tone/voice
- Brand usage examples for two to three marketing deliverables (TBD)

Proposal: Process & Scope of Work

Step Seven: Brand Training for Staff

The a5 team would be happy to lead a brand training session to help staff learn about the new brand, ask questions and gain insight into how to use the new brand, including key messages, do's and don'ts, and more. This can take place in person or via Zoom, and would take about an hour.

Optional: Updated Marketing Materials

If desired, a5 could estimate designing and producing key marketing materials, such as the web site, email templates, library card and print newsletter.

Proposal: Fee Summary

Fees below are based on an estimated number of hours using a blended rate of \$150 per hour.

a5 Fees

Step One: Kickoff and Engagement/Discovery	\$3,000 to \$4,000
Step Two: Define Library Tone of Voice and Personality . . .	\$2,500 to \$3,500
Step Three: Mood Boards.	\$2,500
Step Four: Logo Development	\$7,000
Step Five: Development of Brand Identity Elements	\$4,000
Step Six: Brand Standards Document Development.	\$4,000
Step Seven: Brand Training.	\$500
<hr/>	
a5 Fees, Total	\$23,500 to \$24,500
a5 Office Expenses*	\$250

For a 90-day process such as this, a5 would bill 1/3 at authorization of the project, 1/3 at the conclusion of the second month, and 1/3 at completion of the process. Terms are net 15. a5 is open to discussing alternative billing processes.

* a5 office expenses include courier, FedEx, color laser printouts.
Printing, photography, mailing and other third-party costs and expenses are additional.

Project Plan

a5 proposes a start date of June 1. This preliminary project schedule can be adjusted to meet Winnetka-Northfield Public Library District needs.

	May	June			July			August						
	30	6	13	20	27	4	11	18	25	1	8	15	22	29
Project Authorized / Kickoff Meeting														
Step One: Kickoff and Engagement/Discovery														
Step Two: Tone of Voice and Personality														
Step Three: Digital Mood Boards														
Step Four: Logo Development														
Step Five: Brand Identity Elements														
Step Six: Brand Standards														
Step Seven: Brand Training														

Commitment to Diversity, Equity and Inclusion



Mission-driven, a5 helps create healthy, sustainable communities. From economic development to environmental effectiveness to social equity, a5 is driven to provide educational and entrepreneurial opportunities for communities that traditionally have been underserved.

a5 has applied for membership in the Diversity in Design Collaborative, a group formed by Herman Miller to promote diversity in design.

We are also intentionally working to diversify our a5 team as we hire and promote.

We also work with minority and women-owned creative partners, including photographers, and actively seek new relationships.

a5 has an ongoing relationship with Christ the King Jesuit College Preparatory School, providing internships for high school students from Chicago's west side.

a5 Team

Our team structure is designed to bring creativity along with efficiency and consistency to client programs. The members remain part of the client team for the duration of the program.

If chosen to proceed, a5 would organize a team consisting of John Harris (Principal), Lizzy Kreindler (Account Manager), Isaiah Gransberry (Content Specialist), Fletcher Martin (Creative Director) and Elena Franck (Senior Designer).

John Harris and Lizzy Kreindler would serve as the primary contacts for Winnetka-Northfield Public Library District.

a5 responds to client requests within 24 hours, often sooner. We would provide cell phone numbers so you're easily able to reach key contacts.



John Harris
Principal: Strategy/Content



Lizzy Kreindler
Account Manager



Fletcher Martin
Creative Director



Isaiah Gransberry
Content/Social Media Specialist



Elena Franck
Senior Designer

a5 Team

John Harris – Principal

John helps clients tell stories in a clear, consistent and compelling manner to generate results from branding, marketing and communication programs. With the team at a5, Harris has helped drive investment in communities that has had significant impact on community building, economic development and tourism.

A former journalist for Forbes, Harris wrote the first national story on Starbucks, predicting that it would change our culture and society. He also wrote for the Milwaukee Journal and served as editor of Rockford Magazine before joining The Marmon Group, Inc. (then a \$6 billion organization owned by the Pritzker family) as director of communications in 1991. There, he consulted with Marmon's 100-plus companies on marketing communications and public relations issues in a wide variety of industries including financing, consumer and industrial products.

Before co-founding a5 in 2001, John served as a strategic communications consultant for VSA Partners, advising such clients as Steelcase, Landscape Forms and US West on brand development and brand management.

In his role as principal of a5, Harris has developed expertise in working with communities, sustainability, park and recreation agencies, sports, healthcare, education, non-profits, consumer products and financial services, among others. He has a passion for creating healthy, sustainable communities, and developed GreenTown: The Future of Community, a one-day experience dedicated to bringing the public sector together with the private sector to create sustainable communities, with non-profit Seven Generations Ahead.

Client experience includes working with such communities as Charlevoix (Michigan), Cuyahoga Falls (Ohio), Naples (Florida), South Bend (Indiana) and Woodstock, Niles, Northbrook, Oak Park (Illinois).

A graduate of Carroll University in Waukesha, Wisconsin, John has taught at Roosevelt University and Carroll University.

Harris serves on the boards of Garfield Park Conservatory Alliance, Friends of Richton Park, Lauren's Hope and Triton College Foundation.

Experience Highlights:

Milwaukee Journal
Forbes
The Marmon Group
Steelcase
Campbell Soup Company
Interface
Ameritrade
NYSE Euronext
Field Museum
Chicago Park District
Chicago Children's Museum
Chicago Transit Authority
City of Charlevoix, MI
Village of New Lenox, IL
City of Freeport, IL
Village of Richton Park, IL
City of Woodstock, IL
Village of Hanover Park, IL
Glenview Public Library

a5 Team

Fletcher Martin – Creative Director

Fletcher is a founding principal and creative director at a5. He is responsible for the design development and creative direction of a5 projects, including branding and identity, signage, interactive design, naming and more.

Prior to forming a5, he spent five years at VSA Partners in Chicago as a design director working with such clients as Steelcase, Harley-Davidson and H₂O+. At a5, his client experience includes World Wildlife Fund, Newcity Magazine, UI Labs, Chicago Park District, Chicago Children's Museum, Field Museum, The Museum of Contemporary Art San Diego, Chicago Architecture Foundation, Congress for the New Urbanism, Chicago Transit Authority, NYSE Euronext, Klein & Hoffman and Hull.

From 2009 to 2014, he served as an executive board member (Treasurer) of the Chicago chapter of the AIGA – the professional organization for design – and is a member of SEGD, the Society for Experiential Graphic Design, which works to expand design excellence in the built environment. He has also volunteered as creative director for two creative rallies for EPIC, a non-profit that pairs volunteer writers and designers with worthy causes and organizations. The EPIC projects Fletcher led include the rebranding of Illinois Humanities and messaging/collateral for Literacy Chicago. He is a member of the Arts Club of Chicago.

Fletcher's work has been recognized by the Art Directors Club, AR100, British Art Direction & Design, Communication Arts, HOW Magazine and Type Directors Club, among others.

Fletcher graduated from Texas Christian University with a BFA in graphic design.

Lizzy Kreindler – Account Manager / Content Specialist

Lizzy serves as an account manager and content specialist at a5. She helps clients develop strategies that propel their work forward and motivate their audience. Lizzy specializes in message development, network facilitation, and digital and experiential media marketing.

Prior to a5, Lizzy worked at Bluestem Communications in public opinion research and messaging campaigns for municipalities to lessen homeowner's impact on water quality. She came to brand and digital consulting after experiencing the work from the client side at Chiaravalle Montessori School, where, as Director of Development, she led a \$2 million capital campaign to build a LEED-Platinum Certified education center based on the values of the community. Additionally, Lizzy has managed individual giving, grant management, and marketing for a youth development nonprofit. Whether it's motivating people to donate, volunteer, or change a behavior, Lizzy has experience in events, messages, and images that resonate.

Lizzy graduated from Northwestern University with a BS in Learning and Organizational Change, Minor in International Studies.

Experience Highlights:

Harley-Davidson
NYSE Euronext
Steelcase
Field Museum
World Wildlife Fund
AIA Chicago
Museum of Contemporary Art
San Diego
Chicago Park District
Chicago Children's Museum
Chicago Transit Authority
City of Charlevoix, MI
Village of New Lenox, IL
City of Freeport, IL
Village of Richton Park, IL
City of Woodstock, IL
Village of Hanover Park, IL
Downtown Oak Park
Glenview Public Library

Experience Highlights:

The Plant
Village of Gurnee, IL
Howard Street Chicago
Square One Foundation
Lake County Partners
Kane-DuPage Soil and Water
Conservation District
Calumet Collaborative
Village of Niles, IL
City of Lexington, Kentucky
Fox River Study Group
Bluestem Communications
Glenview Public Library

a5 Team

Elena Franck – Senior Designer

Elena is a graphic designer who works on branding, advertising and digital communications projects at a5.

Her clients include Northbrook Park District Heritage Oaks Golf Club, Glenview Public Library, Houseal Lavigne, The City of Crystal Lake, Lake County Partners, Landmarks Illinois, Village of Hampshire and Illinois chapter of American Society of Landscape Architects. Elena received a BFA with an emphasis in Visual Communication from the School of the Art Institute of Chicago.

Prior to a5, Elena worked as a designer for Kirkland & Ellis, a global law firm where she and a small internal team accomplished a large rebranding initiative. She has also worked with the Lyric Opera of Chicago and Firebird Arts Center. Elena has a passion for bringing social equity and sustainability into design thinking and strategy.

Experience Highlights:

**Glenview Public Library
City of Crystal Lake
Map Social
Houseal Lavigne
EverSports & Entertainment
Insurance
Northbrook Park District
(Heritage Oaks Golf Club)
Village of Hampshire
Illinois Chapter of American
Society of Landscape
Architects**

Isaiah Gransberry – Content Specialist

Isaiah Gransberry is a Content Specialist at a5. He served as a year-round intern at a5 during his senior year at Benedictine University and now helps clients tell their story through advertising, PR, social media, video and outreach/engagement.

Isaiah is passionate about creativity, which is exhibited through his efforts for Unplug Illinois, GreenTown, Howard Street and Village of Mundelein, among others. In his spare time, Isaiah coaches high school football and basketball.

Experience Highlights:

**Unplug Illinois
Oak Park Homelessness
Coalition
GreenTown
Howard Street Chicago
Village of Mundelein**

References

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Glenview Public Library
847-729-7500 x2310
hgabel@glenviewpl.org

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JScovic@nbparks.org

Heather Weishaar

Outreach Director
Illinois Park & Recreation Association & Unplug Illinois
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heather@ilipra.org

Madeline Farrell

Assistant to the Village Manager
Village of Northbrook
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Madeline.Farrell@northbrook.il.us

Michele Zurakowski, PhD

Executive Director
Beyond Hunger
708-434-0085
michele@gobeyondhunger.org

**BEYOND
HUNGER**

THE
LANDMARK
AT KENT
SOPHISTICATED
URBAN LIVING.



HS
HOWARD STREET

**MARIANI
PLANTS**

**small
projects**

**SE
ED**



CHARLEVOIX
CLASSIC BEAUTY

THE FERRY BEACH DISTRICT

CHARLEVOIX


**SUSTAINABLE
CHARLEVOIX**

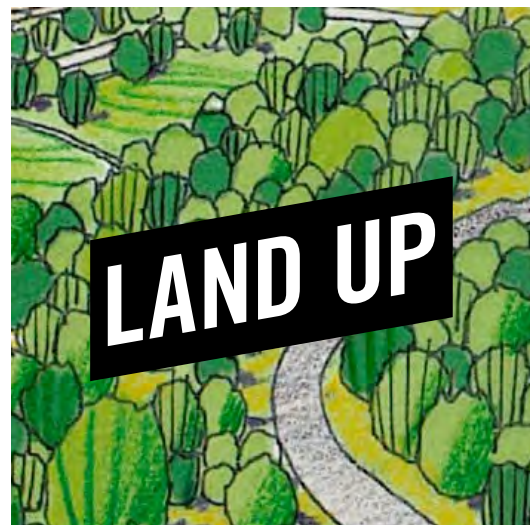



volexion
Next-Generation
Lithium-Ion Batteries


**DOWNTOWN
RISING**


TALL TREE
INVESTMENT MANAGEMENT


**green
town**
The Future of Community



Recent Rebrands



Before a5



New

Recent Rebrands



Before a5

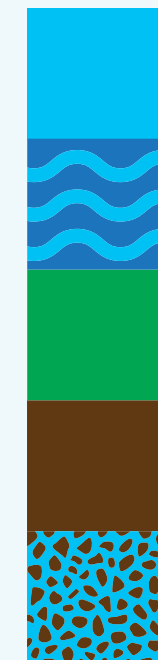


New Name & Identity by a5

Recent Rebrands



Before a5



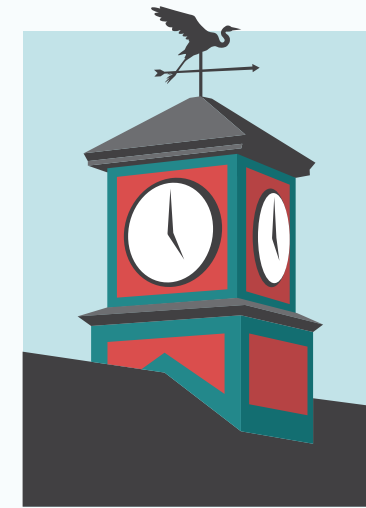
**Kane-DuPage
Soil & Water
Conservation
District**

New

Recent Rebrands



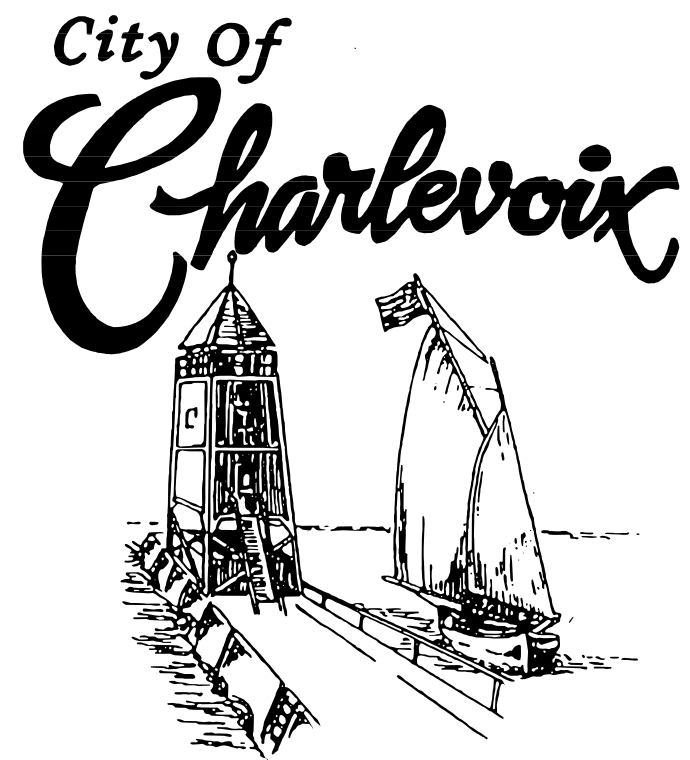
Before a5



BARRINGTON
Be Inspired.

New

Recent Rebrands



Before a5

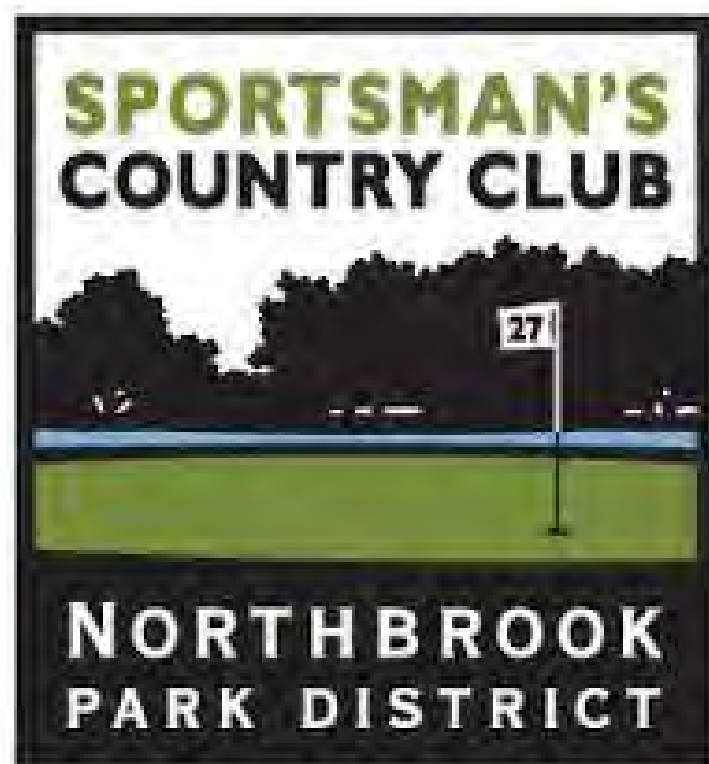


CHARLEVOIX

CLASSIC BEAUTY

New

Recent Rebrands



Before a5



**CLASSIC COURSES.
MODERN AMENITIES.**

New Name & Identity by a5



Greg Baron
Director of Golf
Operations

Heritage Oaks Golf Club
3535 Dundee Road
Northbrook, IL 60062
847-291-2351
gbaron@nbparks.org

nbparks.org/heritageoaks

A NORTHBROOK PARK DISTRICT PROPERTY

CLASSIC COURSES.



MODERN AMENITIES.



Greg Baron
Director of Golf
Operations

Heritage Oaks Golf Club
3535 Dundee Road
Northbrook, IL 60062
847-291-2351
gbaron@nbparks.org

nbparks.org/heritageoaks

A NORTHBROOK PARK DISTRICT PROPERTY

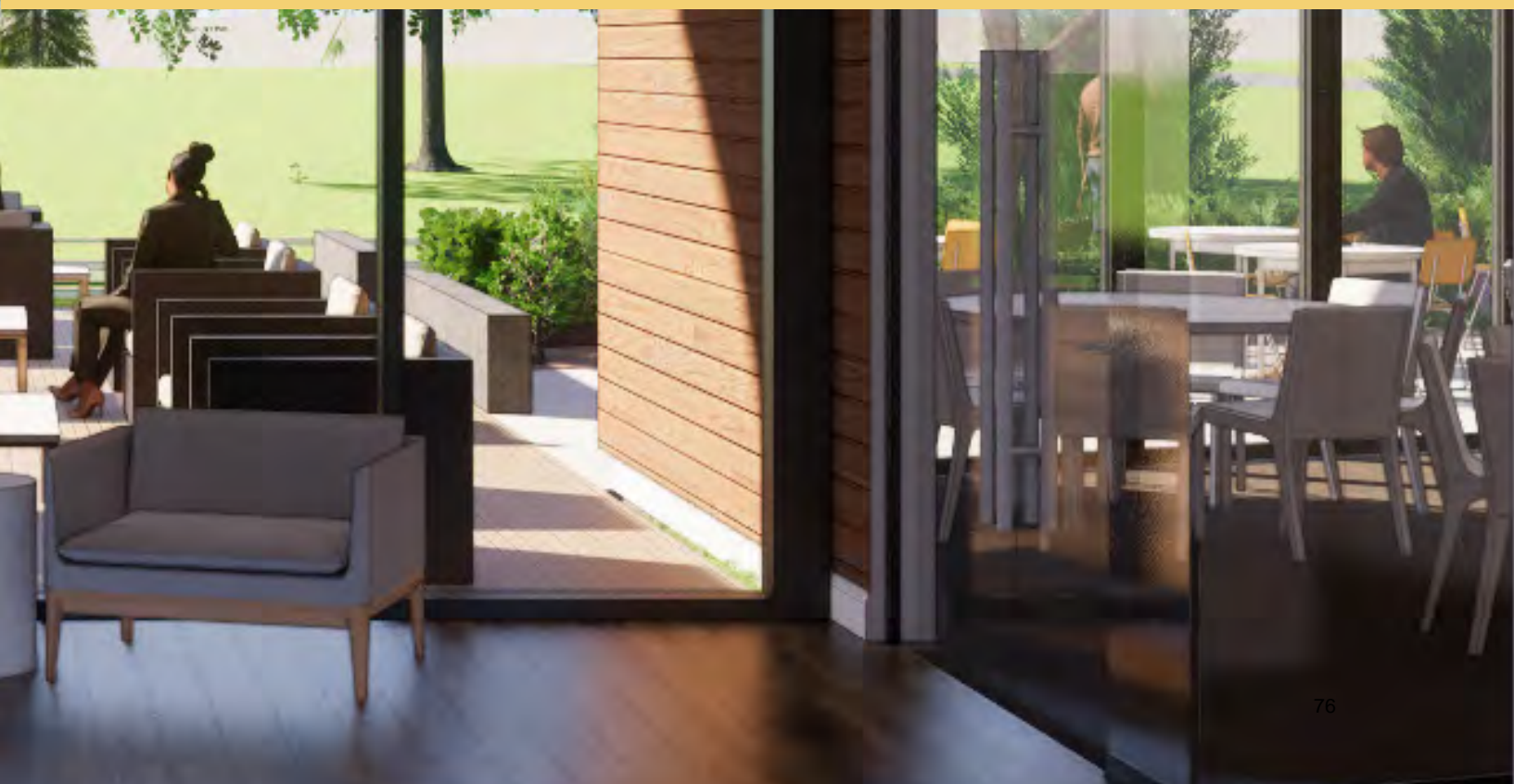






ACORN

GRILL + TERRACE



ACORN



GRILL + TERRACE

APPETIZERS

BUFFALO WINGS
ranch or blue cheese, celery

CHICKEN TENDERS BASKET
ketchup or honey mustard

NACHOS SUPREME
corn chips, chorizo, refried black beans,
avocado crema, cheddar,
pickled jalapeno, onion, cilantro

QUESADILLA
cheddar, mozzarella, pico de gallo,
cherry bomb crema
add chicken or steak

HOUSE CUT FRIES
salt & pepper or house seasoned

MOZZARELLA STICKS

SALADS

ranch, blue cheese,
balsamic vinaigrette, caesar

CALIFORNIA COBB
mixed greens, tomato, cucumber, avocado, bacon,
blue cheese, hard boiled egg,
grilled chicken breast, choice of dressing

CAESAR
romaine lettuce, parmesan, crouton
add chicken

MEDITERRANEAN GRAIN
barley, feta, black olive, lemon, parsley, tomato,
cucumber, balsamic vinaigrette

ASIAN
cabbage, scallions, mixed greens,
carrot ginger miso dressing,
sesame, orange/seasonal fruit

Recent Rebrands



Before a5



**Glenview
Public
Library**

Spark Your Curiosity

New

THE Spark

Need Help with Your Homework?
Cuptatur solorum psaperum rem quat.
See page 12.

Glenview Public Library

THE Spark
MARCH-MAY 2022

The Library of Things has everything you need.
See Page 15

Glenview Public Library

THE Spark

See Workshops for the Innovation Center
See Page 15

Glenview Public Library


**Vibrant Exchange
Lives Here.**

Come Explore:

- Innovation Center
- Genealogy
- Library of Things
- Kid's Corner
- Teen Center
- Used Book Store
- Poetry Readings
- Book Fairs
- Tutoring Programs
- Much More!

glenviewpl.org



 Glenview Public Library
July 1, 2022

Share with us your favorite book from 2022. We are compiling a community list of recommendations for every genre. Click the button below to contribute!

**Sean
Jones**

Avid Science
Fiction Reader.

Best book that
I've read in 2022:
Klara and the Sun.


[Share Yours](#)


  16

6 Comments

 Like

 Comment

 Share

 Glenview Public Library
July 1, 2022

The Innovation Center has re-opened! Teen robotics workshops will be held from March 12 to March 30 every Saturday from 11am-12pm. Sign up today at glenviewpl.org/workshops

**Make.
Invent.
Play!**


Sign Up!

  16

6 Comments

 Like

 Comment

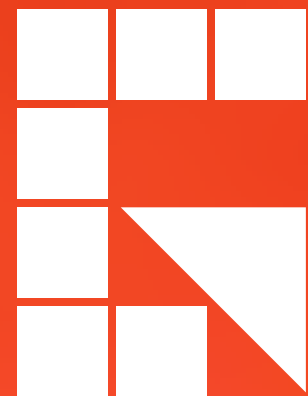
 Share



Discover more than books.

Innovation Center
Genealogy
Library of Things
Kid's Corner
Teen Center

Used Book Store
Poetry Readings
Book Fairs
Tutoring Programs
Much More!



**Glenview
Public
Library**



SUMMER



GPL

READ.
DISCOVER.
CONNECT.

SUMMER



GPL

READ.
DISCOVER.
CONNECT.

SUMMER



GPL

READ.
DISCOVER.
CONNECT.

SUMMER



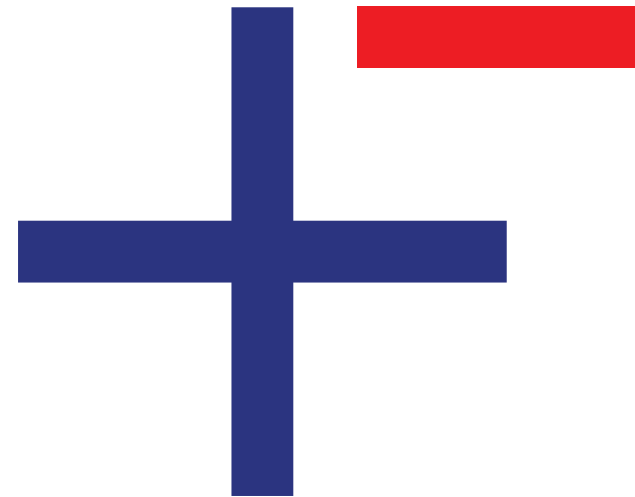
GPL

READ.
DISCOVER.
CONNECT.



THE FARADAY INSTITUTION

POWERING BRITAIN'S BATTERY REVOLUTION



THE FARADAY INSTITUTION

Powering Britain's
Battery Revolution

a5 and The Faraday Institution

a5 worked with The Faraday Institution from its inception and created the organization's brand identity, positioning, tagline and tactics such as web site, social media graphics, brand standards, banners, office signage and PowerPoint presentation.

The Faraday Institution is the UK's independent institute for electrochemical energy storage science and technology, supporting research, training, and analysis.

Bringing together expertise from universities and industry, The Faraday Institution endeavours to make the UK the go-to place for the research, development, manufacture and production of new electrical storage technologies for both the automotive and the wider relevant sectors.

The positive and negative charge symbols comprise the "F" initial representing Michael Faraday, the father of the modern battery.



We Can Take
Clean Energy
Anywhere.

Energy and Inspiration
For the Next Generation

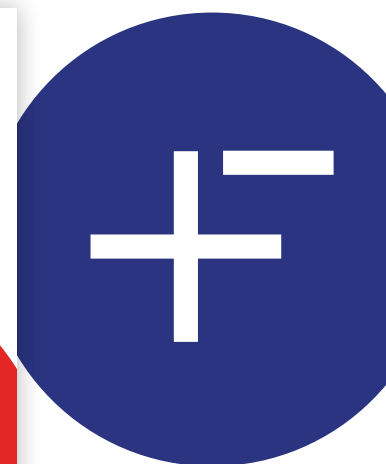
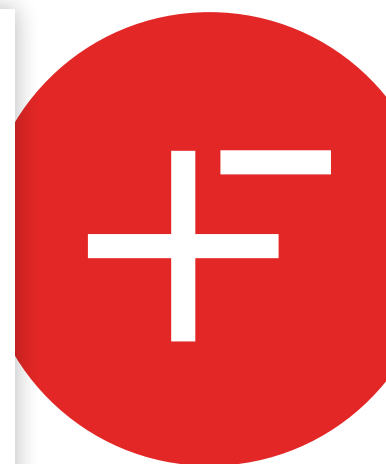


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The Faraday Institution

POWERING BRITAIN'S BATTERY REVOLUTION

The Faraday Institution is powering one of the most exciting scientific developments of the 21st century—Britain's battery revolution. As the world competes to define the future of energy and automation, the Faraday Institution is accelerating the fundamental research needed for future battery development to power the automotive and energy revolution for the UK.



A £78 million research institute located at the Harwell Science and Innovation Campus, the Faraday Institution brings together experts in science, business, and policy making to help make the UK the world leader in battery technology. By helping to promote battery research, we will create new jobs, new industries, and develop tomorrow's technologies. Doing so will make the UK the go-to place for research into the development, manufacture and production of new battery technologies. The UK's independent

institute for electrochemical energy storage science and technology, the Faraday Institution was established in 2017 as part of the government's £246 million investment in battery technology through the ISCF Faraday Battery Challenge.

A Critical Need for an Electrified and "United" Kingdom

Battery technology is the future. And the Faraday Institution wants to ensure that future starts in Britain.

Despite recent developments in energy storage, battery technology is still far from its potential. Shortcomings in battery life, power density, and energy efficiency impede the introduction of next-generation batteries to the marketplace. The high cost of raw materials, materials processing, cell and module packaging, and manufacturing also hold us back.

Large scale energy storage is a cornerstone to the Government's green energy

strategy. Science in the UK needs to be up-scaled, so that the UK can stay ahead of the curve and that manufacturers, designers and inventors can be supported.

To meet these challenges, the Faraday Institution aims to unify energy storage research across the UK and set leading university battery researchers to these challenges. The Faraday Institution will invest funds in collaborative research to reduce battery cost, weight, and volume; improve performance, efficiency, and reliability; develop scalable designs; improve our manufacturing abilities; develop whole-life strategies; and accelerate commercialization.

Energy storage can reduce carbon emissions, increase energy efficiency, and accelerate deployment of renewable electricity on the national grid, lowering energy costs. Safe, efficient, and dependable energy storage could spur changes in transportation, electric power, and buildings. To be successful, the Faraday Institution will fund excellence competi-

Contact Matthew Howard / Head of Engagement & Education
matt.howard@faraday.ac.uk / +44 (0)1865 273690 tel
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 THE FARADAY
INSTITUTION

FARADAY.AC.UK



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Faraday Institution @FaradayInst · Feb 21

Insights into how modelling influences concept development with thanks to Professor Emma Kendrick @unibirmingham Dr Wasim Sarwar @WilliamsAdvEng and Mark Taylor @RollsRoyce #FaradayCommunity #Faraday12month #collaboration #pioneering #batteryresearch #multiscalemodelling



UNIVERSITY OF BIRMINGHAM



1 3 11



Faraday Institution @FaradayInst · Aug 15

Delighted to announce £2m for the development of world-leading battery-focused characterisation & analytical techniques. Congrats to PIs Nigel Browning of @LivUni, Robert Weatherup of @OfficialUoM & @SianEDutton of @Cambridge_Uni faraday.ac.uk/characterisati...

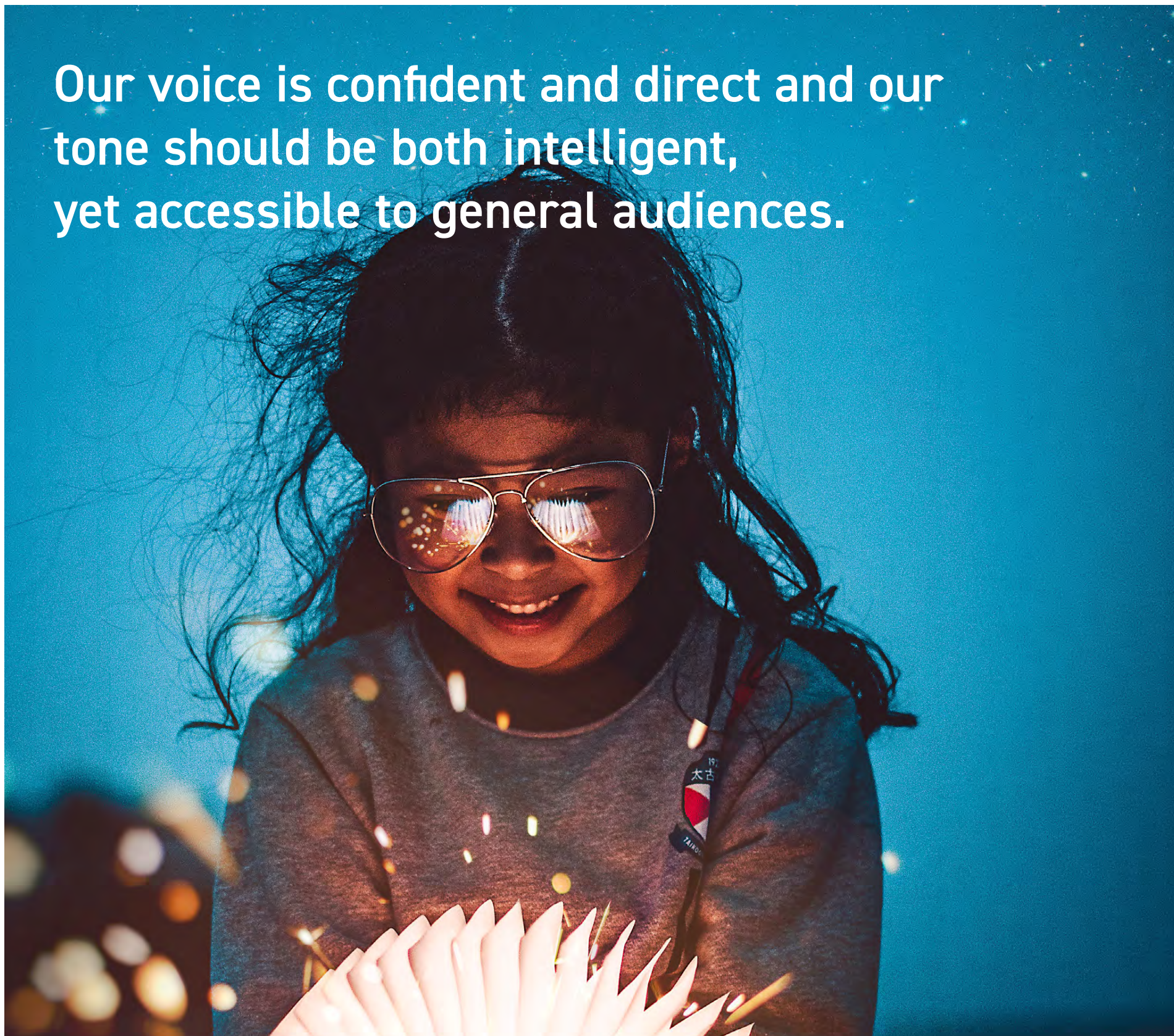


Diamond Light Source, School of Engineering LivUni, Cavendish Laboratory and UoM Chemistry

10 31

OUR VOICE

Our voice is confident and direct and our tone should be both intelligent, yet accessible to general audiences.



We support our arguments, providing evidence with examples. While we are optimistic, we never overstate a result. We stay close to the science and convey our progress through facts, not superlatives. Use verbs instead of adjectives or adverbs and choose works with action and impact.

We are inclusive and collaborative and give credit where credit is due.

Use the present tense. Place the reader or listener in the moment of discovery.

Provide context for why the research matters and why the research environment we are building is vital for the UK. What is the need and why are we working to solve it? Connect with daily life and demonstrate the impact of our research.

THE FARADAY INSTITUTION IN CONVERSATION AND WRITING

**The
Michael
Faraday
Institution**

**The
Faraday
Institution**

**Faraday
Institution**

**The
Faraday**

Faraday

TFI

FI

Use only the full name of the organization when referring to it in writing or conversation.

To avoid confusion with other entities, do not abbreviate.

SECONDARY BRAND ELEMENTS / THE SYMBOL

The Faraday Institution has developed a symbol that can be used to add energy or impact.

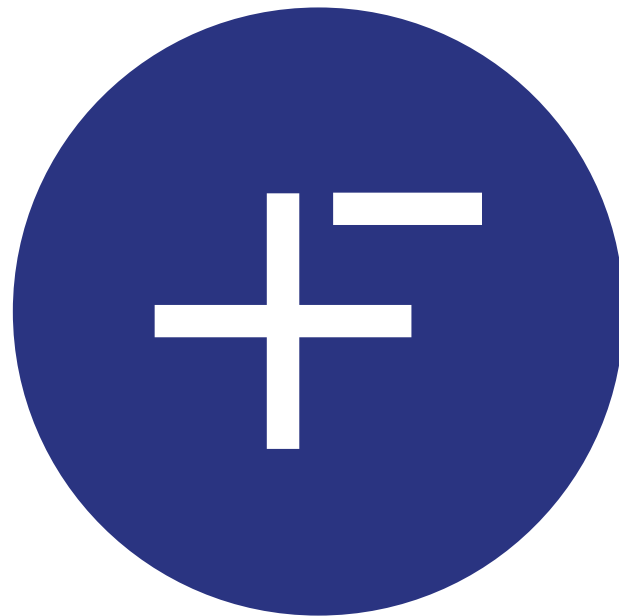
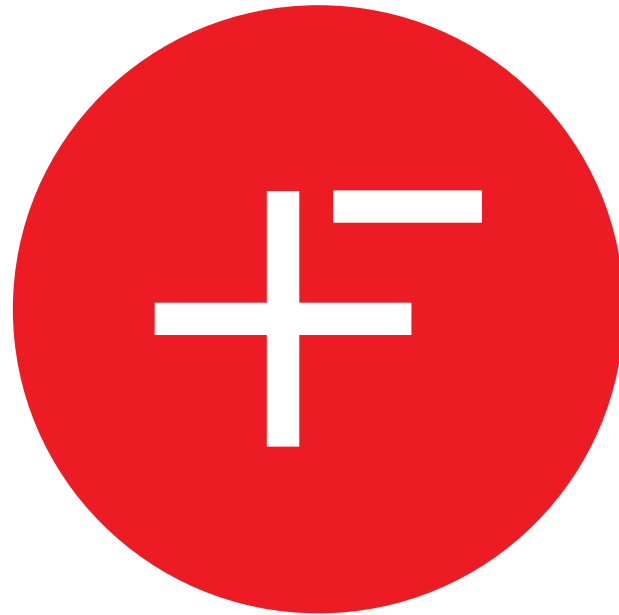
The symbol uses the Positive/Negative "F" from the logo.

The symbol should be used as supplied and not recreated.

The symbol does not replace the full logo. It should be used in conjunction with the full logo.

The symbol can be used in all brand colors and can be reversed out of imagery or a background color.

The symbol can be cropped to add a dynamic quality.



Enhancing Quality of Life

Environment

Energy

Infrastructure



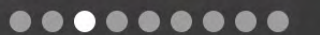
Hull offers a broad spectrum of services

Hull provides comprehensive services to

Hull offers a full suite of planning,

Is your building up to code?

[Click for more info.](#)



At Klein & Hoffman, we work collaboratively to deliver high value architectural and structural engineering solutions. Innovative yet practical, Klein and Hoffman listens to you, develops creative solutions and finds ways to go from "no" to yes." [MORE...](#)

K&H KARES + CHICAGO PARK FOUNDATION

KLEIN & HOFFMAN VIDEO



“NatureWorks brings a customer service attitude you would normally expect from a luxury brand.”

—LF, WESTWOOD

For more than 20 years, NatureWorks has enjoyed working with discerning homeowners in the Boston area to maintain and improve their landscapes. Our clients enjoy the simplification and value that comes from working with one company for all of their outdoor needs.

[Get in touch with Us](#)



Ready for Robotic Mowing?

[SEE THE VIDEO ▶](#)

The Only Landscape Team You Need

[SEE THE VIDEO ▶](#)

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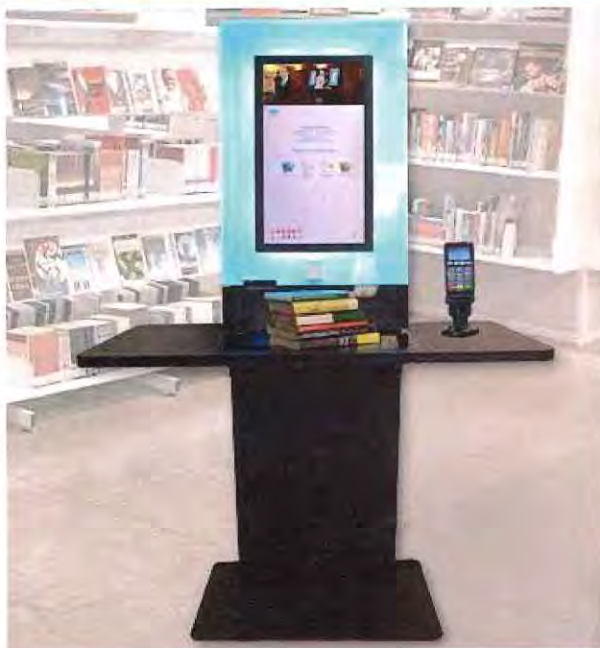
630.234.5535 mobile
lkreindler@a5inc.com
a5inc.com

**a5 Branding
& Digital**

a5inc.com

V5 SELF CHECK

100% SELF CHECKOUT



The V5 Self Check gives patrons 100% self-checkout and returns. Designed to attract patron attention and featuring highly customizable software, the V5 Self Check is FE Technologies' flagship loans product.

It features a customizable LED halo surrounding its 23" capacitive touchscreen that can be lit in any color of the Library's choosing. When the unit has an operating condition that requires attention, for example receipt paper out, or offline operation; or if a patron has selected the onscreen help button the top of the LED halo will light in a contrasting (customisable) color to alert staff attention from across the room. The section of the LED halo surrounding the receipt output will light up to show the patron when and where to collect the receipt.

CUSTOMIZABLE SOFTWARE

The V5 features highly customizable software that gives patrons the ultimate user experience, guiding them through every step of each transaction with themeable animations, icons and graphics.

A range of third-party integrations are available, including room and PC bookings, event booking services, e-book vendors, payment providers and digital advertising.

BENEFITS FOR THE LIBRARY

User experience – 100% self checkout

Range of installation options – standalone, desk-mounted, wall-mounted, height adjustable, children's height, bolted to floor, moveable base

Customizable interactive LED halo with alerts

Integrated DVD unlocker

Keyless entry for receipt paper access

SMART BIN

MULTIPLE ITEM RETURNS



The Smart Bin provides a solution for two potential library processes; - claimed returns

- book limits that result in customer service issues

The Smart Bin is the most accurate mass returns solution that when coupled with a Sort Assistant provides a 100% check in solution. Items dropped in the bin are automatically checked in and removed from a patron's card. The Smart Bin features a robust electronic returns bin with an automated platform, which automatically moves up and down as required, so library staff do not have to reach and bend to retrieve items from the bin. It automatically reads and checks in items and has a large capacity of around 600 items.

IMMEDIATE ITEM CHECKIN

- All items are checked in immediately and removed from the patrons account
- Ideally suited to libraries with a requirement for large volume returns in a short period of time
- Can be paired with the Sort Assistant for 100% returns checkin

BENEFITS FOR THE LIBRARY

Immediate and accurate multiple item check-in means that staff will know items have been returned each and every time, and instantly removed from the customer's account, allowing them to reborrow immediately.

SORT ASSISTANT V4

MULTIPLE ITEM RETURNS PROCESSING



Minimise time spent in your returns room by processing multiple items and increasing accuracy at the same time.

Multiple returned items are placed on the Sort Assistant's RFID pad, and the system displays the sort criteria for each item via color-coded bars. The Sort Assistant features a touch-screen monitor, receipt printer and large RFID pad, and connects via SIP2 to the Library Management System. Any item placed on the reader is immediately returned using SIP2 to the ILS

The various sort criteria include the following:

- To be shelved in this library
- Return to another destination (with destination details and optional transit slip)
- On Hold for a patron in this library (with on optional hold receipt printing)
- Sort by Call Number
- Sort by collection code
- Sort by Dewey Classification
- Sort by location code
- Sort by media type
- Sort by SIP2 screen message

AUTOMATIC TRANSIT AND HOLD SLIPS

- All items that are "on hold" or "in transit" can automatically have a customised receipt printed.
- A backdate feature is available for processing uncaptured returns from a holiday weekend or similar situations.
- The Sort Assistant Software is available with the Circulation Assistant

BENEFITS FOR THE LIBRARY

Multiple item sorting without the expense and footprint of an automatic sorter

Automatically prints holds slips and transit slips saving time

Removes customer service issues around late returns with its backdatable returns feature

RFID TRAINING

POST INSTALLATION



The training to be provided by FE Technologies to meet the RFID requirements of library, as follows. Training will be conducted either on site or remotely depending on library request and order condition. Project team from FE Technologies will be in touch with library to further discuss the training outlines and arrangement prior to the training.

Retrospective tagging training

- Trained on live hardware
- Train a team of library staffs for 4 hours
- Real life demonstration

Hardware/Software Training

- On all products (Self Loan, Management Console, Gates, Circulation Assistant and Mobile Scanning Unit etc.)
- Manuals provided
- Train the trainer
- Half day session
- Trained on live hardware on site

Pricing Quotation

Code	Product	Quantity	Price	Total	Annual Maintenance	Library Live / Annual License
LIB-101.3A-XXX-US	V5 SELF LOAN STATION Large Base	3	\$ 6,794.00	\$ 20,382.00	\$ 1,572.00	\$ 144.00
LIB-034-US	Smart Bin	1	\$ 7,464.00	\$ 7,464.00	\$ 576.00	\$ 96.00
LIB-099-US	Sort Assistant V4	3	\$ 3,045.00	\$ 9,135.00	\$ 705.00	\$ 144.00
PRO-002	RFID Onsite Training - Equipment (per session)	1	\$ 817.00	\$ 817.00	\$ -	\$ -
	Minimum Onsite Install Fee			\$ 1,800.00		
	Delivery Fee			\$ 2,240.00		
	Total			\$ 41,838.00	\$ 2,853.00	\$ 432.00

Price quoted above exclude sales tax.

Warranty & Support Levels: GOLD - 9am-5pm weekday support, Parts and onsite included. Phone, onsite support and remote support are included in the package.

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

ORDINANCE NO. 2021-2022/6

**ORDINANCE TRANSFERRING FUNDS
TO THE SPECIAL RESERVE FUND**

Be it ordained by the Board of Library Trustees of the Winnetka-Northfield Public Library District that the sum of \$ 2,400,000.00 shall be transferred from the General Fund to the Special Reserve Fund.

ADOPTED June 20, 2022 pursuant to roll call vote as follows:

AYES: _____

NAYS: _____

ABSTAIN: _____

ABSENT: _____

By: _____

Melissa Mitchell
President, Board of Library Trustees

ATTEST:

Thomas Sundell
Secretary, Board of Library Trustees