

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

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

AGENDA

Tuesday, November 14, 2023

- I. Call to Order**
- II. Roll Call**
- III. Public Comments**
- IV. Approval of Minutes**
 - Approval of Minutes of the October 16, 2023 Regular Meeting* (1 min)
- V. Financial Report**
 - October 2023 Financial Statements* (5 mins)
- VI. Library Reports**
 - Director's Report* (10 minutes)
 - Board President's Comments (10 mins)
- VII. Liaisons to Other Organizations – Reports**
 - Winnetka Village (5 mins)
 - Northfield Village (5 mins)
- VIII. Unfinished Business**
 - Approval of FY23-24 Levy Ordinance* (10 mins)
 - Update & Discussion on Northfield Library Renovation Project (10 mins)
- IX. New Business**
 - Discussion & Approval of Revised Internet Access Policy* (10 mins)
 - Discussion & Approval of Revised Study Room Policy* (10 mins)
- X. Communications**
 - The library will close at 5 p.m. on Wednesday, November 22nd and be closed on Thursday, November 23rd and Friday, November 24th for the Thanksgiving holiday.
 - The next regular meeting will be on Monday, December 11th at 7 p.m. at the Northfield Library.
- XI. Public Comments**

*Attachments

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

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XII. Adjourn to Closed Session

- **Closed Session**

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

XIII. Return to Open Session

XIV. Adjournment

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

October 16, 2023

I. Call to Order

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

II. Roll Call

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

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

III. Public Comments

No public comments.

IV. Approval of Minutes

Approve minutes of the September 18, 2023 special and regular meetings.

President Mitchell announced approval of the September 18, 2023 Special and Regular Meetings respective Minutes.

V. Financial Report

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

VI. Library Reports

Library Director's Report

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

Board President's Report

President Mitchell had reported on the Winnetka Caucus survey results as they pertain to the library, urging all trustees to review the results.

VII. Liaison Reports

Winnetka Village – Trustee Gosselin also spoke to the Caucus survey results and candidate vote, as well as with respect to the dismissal of the lawsuit against the park district.

Northfield Village – Trustee Kinnich reported on the coming centennial for the Village and other village events offering opportunities for library district

participation, as well as mentioning the zoning changes under consideration for properties previously considered as potential alternative sites.

VIII. Unfinished Business

Update on the Northfield Library Renovation Project

President Mitchell confirmed that the nine-month extension of the existing lease was approved by the Village board. On our behalf, our real estate agent is reaching out to the Village to convey data supporting the fair value for rents under the proposed long-term lease. On the Village response, our letter of intent to the Village will be revised and provided by our attorney to the Village's attorney.

IX. New Business

- *Proposed date change for the December board meeting*
At Director Dombrowski's request, the Board approved the change of meeting date to Monday, December 11.

- *Discussion of Draft FY23-24 Levy*
Director Dombrowski presented the draft levy document for the Board's review.

- *Update on FY23-24 Q1 Strategic Planning Activities*
Director Dombrowski outlined for the Board the first quarter accomplishments, current activities, and future plans under each of the workstream initiatives within the Strategic Plan

X. Communications

The next regular meeting of the board will be held on Tuesday, November 14th at 7 p.m. at the Winnetka Library.

XI. Public Comments

Jeffrey Liss commented on customer browsing, speculating on a means to reflect that activity.

XII. Adjournment

There being no further business to come before the Board, a Motion to adjourn to Closed Session was made by President Mitchell.

The Motion passed on voice vote and President Mitchell adjourned the meeting at 8:04 p.m.

XIII. Return to Open Session

Director position personnel file and time tracking

On returning to Open Session at 8:40 P.M., and being rejoined by Director Dombrowski, the Board directed that a personnel file for Director Dombrowski, including the employment letter of agreement and any other relevant documentation, such as performance reviews, be maintained in the Board safe. The Board confirmed that the Paylocity Payroll and HR system is used for the Director position just as it is applied to all library employees. The Director will provide to the Board the employee handbook which includes details of time-off benefits and rules (vacation days, sick days, personal days, and holidays).

XIV. Adjournment

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

The Motion passed on voice vote and President Mitchell adjourned the meeting at 8:46 p.m.

Respectfully submitted,

Thomas Sundell
Board Secretary

_____ Melissa Mitchell, President

_____ Thomas Sundell, Secretary

Winnetka-Northfield Public Library District

All Funds Summary

For the 4 Months Ended October 31, 2023

Prorated Budget Percentage Spent: 33.33%

	<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	4,552,273.00	1,517,424.33	260,601.15	5.72 %	(1,256,823.18)
IMRF Fund	1.00	0.33	399.03	39,903.00 %	398.70
FICA Fund	0.00	0.00	2,348.68	0.00 %	2,348.68
Building Fund	380,000.00	126,666.67	0.00	0.00 %	(126,666.67)
Unemployment Fund	1.00	0.33	0.03	3.00 %	(0.30)
Total Revenues	<u>4,932,275.00</u>	<u>1,644,091.67</u>	<u>263,348.89</u>	<u>5.34 %</u>	<u>(1,380,742.78)</u>
Expenses					
Library Fund	4,552,250.00	1,517,416.67	1,300,874.28	28.58 %	(216,542.39)
IMRF Fund	1.00	0.33	16,906.77	1,690,677.00 %	16,906.44
FICA Fund	70,000.00	23,333.33	49,327.71	70.47 %	25,994.38
Building Fund	380,000.00	126,666.67	94,568.38	24.89 %	(32,098.29)
Unemployment Fund	1.00	0.33	0.00	0.00 %	(0.33)
Special Reserve Fund	<u>5,200,000.00</u>	<u>1,733,333.33</u>	<u>0.00</u>	<u>0.00 %</u>	<u>(1,733,333.33)</u>
Total Expenses	<u>10,202,252.00</u>	<u>3,400,750.67</u>	<u>1,461,677.14</u>	<u>14.33 %</u>	<u>(1,939,073.53)</u>
Total Revenues	4,932,275.00	1,644,091.67	263,348.89	5.34 %	(1,380,742.78)
Total Expenses	<u>10,202,252.00</u>	<u>3,400,750.67</u>	<u>1,461,677.14</u>	<u>14.33 %</u>	<u>1,939,073.53</u>
Excess Revenues less Expenses	<u>(5,269,977.00)</u>	<u>(1,756,659.00)</u>	<u>(1,198,328.25)</u>	<u>22.74 %</u>	<u>558,330.75</u>

Winnetka-Northfield Public Library District

Library Fund Summary

For the 4 Months Ended October 31, 2023

Prorated Budget Percentage Spent: 33.33%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year-to-Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
Operating Revenue					
Property Tax	4,106,860.00	1,368,953.33	89,341.73	2.18 %	(1,279,611.60)
Replacement Tax	90,000.00	30,000.00	36,413.14	40.46 %	6,413.14
Collections	160,413.00	53,471.00	28,963.06	18.06 %	(24,507.94)
Materials	5,000.00	1,666.67	2,720.49	54.41 %	1,053.82
Other Income	190,000.00	63,333.33	103,162.73	54.30 %	39,829.40
Total Operating Revenue	<u>4,552,273.00</u>	<u>1,517,424.33</u>	<u>260,601.15</u>	<u>5.72 %</u>	<u>(1,256,823.18)</u>
Operating Expenses					
Personnel	2,496,250.00	832,083.33	706,304.19	28.29 %	(125,779.14)
Administration	197,750.00	65,916.67	76,183.04	38.52 %	10,266.37
Utilities	106,500.00	35,500.00	23,859.15	22.40 %	(11,640.85)
IT Services	375,000.00	125,000.00	190,457.23	50.79 %	65,457.23
Public Relations	47,000.00	15,666.67	15,049.37	32.02 %	(617.30)
Library Materials - Adult	534,500.00	178,166.67	183,224.26	34.28 %	5,057.59
Library Materials - Youth	85,000.00	28,333.33	31,971.95	37.61 %	3,638.62
Programs	90,250.00	30,083.33	32,347.34	35.84 %	2,264.01
Capital	620,000.00	206,666.67	41,451.01	6.69 %	(165,215.66)
Total Operating Expenses	<u>4,552,250.00</u>	<u>1,517,416.67</u>	<u>1,300,874.28</u>	<u>28.58 %</u>	<u>(216,542.39)</u>
Total Revenues	4,552,273.00	1,517,424.33	260,601.15	5.72 %	(1,256,823.18)
Total Expenses	4,552,250.00	1,517,416.67	1,300,874.28	28.58 %	(216,542.39)
Excess Revenues less Expenses	<u>23.00</u>	<u>7.66</u>	<u>(1,040,273.13)</u>	<u>(4,522,926.65)%</u>	<u>(1,040,280.79)</u>

Winnetka-Northfield Public Library District
Statement of Revenues and Expenditures - Modified Cash Basis
For the 4 Months Ended October 31, 2023

Prorated Budget Percentage Spent: 33.33%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year to Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
<u>LIBRARY FUND</u>					
Revenues					
Taxes					
Property Taxes Collections	4,106,860.00	1,368,953.33	88,437.91	2.15 %	(1,280,515.42)
Property Taxes Collections-Liability	0.00	0.00	657.66	0.00	657.66
Property Taxes Collections-Audit	0.00	0.00	246.16	0.00	246.16
Replacement Tax	<u>90,000.00</u>	<u>30,000.00</u>	<u>36,413.14</u>	<u>40.46</u>	<u>6,413.14</u>
Total Taxes	<u>4,196,860.00</u>	<u>1,398,953.33</u>	<u>125,754.87</u>	<u>3.00 %</u>	<u>(1,273,198.46)</u>
Collections					
Per Capita Grant	27,250.00	9,083.33	27,280.13	100.11 %	18,196.80
Kenilworth Services	129,663.00	43,221.00	0.00	0.00	(43,221.00)
Studio Fees	1,000.00	333.33	313.96	31.40	(19.37)
Lost/Damaged Mat.	<u>2,500.00</u>	<u>833.33</u>	<u>1,368.97</u>	<u>54.76</u>	<u>535.64</u>
Total Collections	<u>160,413.00</u>	<u>53,471.00</u>	<u>28,963.06</u>	<u>18.06 %</u>	<u>(24,507.94)</u>
Materials					
Copy/Printing	4,000.00	1,333.33	2,395.01	59.88 %	1,061.68
Book Sales	<u>1,000.00</u>	<u>333.33</u>	<u>325.48</u>	<u>32.55</u>	<u>(7.85)</u>
Total Materials	<u>5,000.00</u>	<u>1,666.67</u>	<u>2,720.49</u>	<u>54.41 %</u>	<u>1,053.82</u>
Other Income					
Checking Interest Income	3,500.00	1,166.67	2,979.27	85.12 %	1,812.60
Byline Bank IMA Interest	164,000.00	54,666.67	98,126.75	59.83	43,460.08
Money Market-Interest	2,000.00	666.67	747.84	37.39	81.17
Misc. Revenue	0.00	0.00	43.72	0.00	43.72
Gift Fund (over \$100)	500.00	166.67	1,000.00	200.00	833.33
Friends Donations	<u>20,000.00</u>	<u>6,666.67</u>	<u>265.15</u>	<u>1.33</u>	<u>(6,401.52)</u>
Total Other Income	<u>190,000.00</u>	<u>63,333.33</u>	<u>103,162.73</u>	<u>54.30 %</u>	<u>39,829.40</u>
Total Revenue	<u>4,552,273.00</u>	<u>1,517,424.33</u>	<u>260,601.15</u>	<u>5.72 %</u>	<u>(1,256,823.18)</u>

Winnetka-Northfield Public Library District

Statement of Revenues and Expenditures - Modified Cash Basis

For the 4 Months Ended October 31, 2023

Prorated Budget Percentage Spent: 33.33%

	Annual Budget	Prorated Budget	Year to Date Actual	% of Budget	Variance vs. Prorated Budget
LIBRARY FUND					
Expenses					
Personnel					
Salaries	2,040,000.00	680,000.00	619,694.07	30.38 %	(60,305.93)
Health Insurance	335,000.00	111,666.67	81,397.83	24.30	(30,268.84)
Employee Asst. Program	500.00	166.67	0.00	0.00	(166.67)
Professional Development	30,000.00	10,000.00	3,871.65	12.91	(6,128.35)
Flexible Spending Account	750.00	250.00	190.00	25.33	(60.00)
Payroll Taxes	84,000.00	28,000.00	0.00	0.00	(28,000.00)
Staff Recognition/Events/Meetings	6,000.00	2,000.00	1,150.64	19.18	(849.36)
Total Personnel	2,496,250.00	832,083.33	706,304.19	28.29 %	(125,779.14)
Administration					
Audit Fees	12,950.00	4,316.67	6,200.00	47.88 %	1,883.33
Library Supplies	38,000.00	12,666.67	11,303.58	29.75	(1,363.09)
Office Supplies	6,500.00	2,166.67	911.41	14.02	(1,255.26)
Breakroom Supplies	4,000.00	1,333.33	939.41	23.49	(393.92)
Postage	2,500.00	833.33	827.56	33.10	(5.77)
Hospitality	500.00	166.67	0.00	0.00	(166.67)
Accounting and Bookkeeping	24,000.00	8,000.00	6,105.00	25.44	(1,895.00)
Delivery Service	6,000.00	2,000.00	1,625.00	27.08	(375.00)
Payroll Services	9,500.00	3,166.67	3,098.70	32.62	(67.97)
Liability Insurance Costs	33,000.00	11,000.00	32,474.00	98.41	21,474.00
Board Expenses	1,500.00	500.00	40.90	2.73	(459.10)
Memberships	7,000.00	2,333.33	2,621.86	37.46	288.53
Legal	30,000.00	10,000.00	1,049.70	3.50	(8,950.30)
Consultants	5,000.00	1,666.67	0.00	0.00	(1,666.67)
Investment Fees	16,800.00	5,600.00	8,983.28	53.47	3,383.28
Miscellaneous	500.00	166.67	2.64	0.53	(164.03)
Total Administration	197,750.00	65,916.67	76,183.04	38.52 %	10,266.37
Utilities					
Electricity	42,000.00	14,000.00	16,356.01	38.94 %	2,356.01
Water	9,000.00	3,000.00	1,825.87	20.29	(1,174.13)
Storm Sewer	1,500.00	500.00	399.48	26.63	(100.52)
Natural Gas	13,500.00	4,500.00	900.43	6.67	(3,599.57)
Telephone	16,500.00	5,500.00	407.23	2.47	(5,092.77)
Internet Services	24,000.00	8,000.00	3,970.13	16.54	(4,029.87)
Total Utilities	106,500.00	35,500.00	23,859.15	22.40 %	(11,640.85)
Information Technology					
CCS Operating	79,000.00	26,333.33	17,673.93	22.37 %	(8,659.40)
Software	90,000.00	30,000.00	92,674.85	102.97	62,674.85
LAN Management	40,000.00	13,333.33	11,797.14	29.49	(1,536.19)
Hardware	3,000.00	1,000.00	2,776.47	92.55	1,776.47
Website/Platform Fees	100,000.00	33,333.33	38,024.11	38.02	4,690.78
Photocopier Leases	23,000.00	7,666.67	5,644.71	24.54	(2,021.96)
Computer Equipment	40,000.00	13,333.33	21,866.02	54.67	8,532.69
Total Information Technology	375,000.00	125,000.00	190,457.23	50.79 %	65,457.23

Winnetka-Northfield Public Library District

Statement of Revenues and Expenditures - Modified Cash Basis

For the 4 Months Ended October 31, 2023

Prorated Budget Percentage Spent: 33.33%

	Annual Budget	Prorated Budget	Year to Date Actual	% of Budget	Variance vs. Prorated Budget
LIBRARY FUND					
Public Relations					
Promotional	11,000.00	3,666.67	5,423.60	49.31 %	1,756.93
Newsletter/Mailers	25,000.00	8,333.33	6,061.62	24.25	(2,271.71)
PR Supplies	4,000.00	1,333.33	2,372.88	59.32	1,039.55
Marketing/Advertising	7,000.00	2,333.33	1,191.27	17.02	(1,142.06)
Total Public Relations	47,000.00	15,666.67	15,049.37	32.02 %	(617.30)
Library Materials - Adult					
Books-Fiction-Adult	85,000.00	28,333.33	28,217.94	33.20 %	(115.39)
Books-Non-Fiction-Adult	75,000.00	25,000.00	17,793.45	23.72	(7,206.55)
Periodicals	20,200.00	6,733.33	10,849.46	53.71	4,116.13
DVDs-Adult	25,000.00	8,333.33	6,779.40	27.12	(1,553.93)
Audio Books-Adult	6,500.00	2,166.67	2,491.42	38.33	324.75
Books-Digital	255,800.00	85,266.67	72,201.52	28.23	(13,065.15)
Online Database	65,000.00	21,666.67	44,891.07	69.06	23,224.40
Video Games-Adults	2,000.00	666.67	0.00	0.00	(666.67)
Total Library Materials - Adult	534,500.00	178,166.67	183,224.26	34.28 %	5,057.59
Library Materials - Youth					
Kits	5,000.00	1,666.67	1,811.88	36.24 %	145.21
Books-Fiction-Juv	45,000.00	15,000.00	15,952.49	35.45	952.49
Books-Non-Fiction-Juv	13,000.00	4,333.33	6,551.65	50.40	2,218.32
DVDs-Juv	1,500.00	500.00	403.84	26.92	(96.16)
Audio Books/Talking Books Juv	15,000.00	5,000.00	6,146.84	40.98	1,146.84
Video Games-Juv	5,500.00	1,833.33	1,105.25	20.10	(728.08)
Total Library Materials - Youth	85,000.00	28,333.33	31,971.95	37.61 %	3,638.62
Programs					
Reading Programs	10,000.00	3,333.33	1,273.23	12.73 %	(2,060.10)
Programming - Studio	11,750.00	3,916.67	4,530.47	38.56	613.80
Programming - Youth	30,000.00	10,000.00	14,542.74	48.48	4,542.74
Programming - Adult	37,500.00	12,500.00	11,110.91	29.63	(1,389.09)
Studio Maintenance/Repair	1,000.00	333.33	889.99	89.00	556.66
Total Programs	90,250.00	30,083.33	32,347.34	35.84 %	2,264.01
Capital					
Capital Outlay	440,000.00	146,666.67	5,242.54	1.19 %	(141,424.13)
Building	155,000.00	51,666.67	28,564.06	18.43	(23,102.61)
Equipment/Furniture	25,000.00	8,333.33	7,644.41	30.58	(688.92)
Total Capital	620,000.00	206,666.67	41,451.01	6.69 %	(165,215.66)
Total Expenses	4,552,250.00	1,517,416.67	1,300,874.28	28.58 %	(216,542.39)
Excess Revenues less Expenses	23.00	7.66	(1,040,273.13)	(4,522,926.65)%	(1,040,280.79)

Winnetka-Northfield Public Library District
Statement of Revenues and Expenditures - Modified Cash Basis
For the 4 Months Ended October 31, 2023

Prorated Budget Percentage Spent: 33.33%

	<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	380,000.00	126,666.67	0.00	0.00 %	(126,666.67)
Total Revenue	<u>380,000.00</u>	<u>126,666.67</u>	<u>0.00</u>	<u>0.00 %</u>	<u>(126,666.67)</u>
Expenses					
Northfield Lease	69,000.00	23,000.00	22,729.68	32.94 %	(270.32)
Janitorial Supplies	10,800.00	3,600.00	3,698.88	34.25	98.88
Snow Removal	9,000.00	3,000.00	0.00	0.00	(3,000.00)
Building Appraisal	300.00	100.00	285.00	95.00	185.00
Building Maintenance Service	100,000.00	33,333.33	32,000.00	32.00	(1,333.33)
Elevators	135,000.00	45,000.00	13,609.16	10.08	(31,390.84)
Landscaping	25,000.00	8,333.33	8,690.19	34.76	356.86
HVAC	11,200.00	3,733.33	4,099.00	36.60	365.67
Automatic Doors	5,000.00	1,666.67	4,726.50	94.53	3,059.83
Roof	700.00	233.33	0.00	0.00	(233.33)
Alarms & Security	6,000.00	2,000.00	1,313.07	21.88	(686.93)
Equipment	4,000.00	1,333.33	658.00	16.45	(675.33)
Plumbing	500.00	166.67	75.00	15.00	(91.67)
Electrical	1,500.00	500.00	1,500.00	100.00	1,000.00
Misc Services	2,000.00	666.67	1,183.90	59.20	517.23
Total Expenses	<u>380,000.00</u>	<u>126,666.67</u>	<u>94,568.38</u>	<u>24.89 %</u>	<u>(32,098.29)</u>
Excess Revenues less Expenses	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ (94,568.38)</u>	<u>0.00 %</u>	<u>(94,568.38)</u>
IMRF FUND					
Revenues					
Property Taxes Collections-IMRF	1.00	0.33	399.03	39,903.00 %	398.70
Total Revenue	<u>1.00</u>	<u>0.33</u>	<u>399.03</u>	<u>39,903.00 %</u>	<u>398.70</u>
Expenses					
IMRF Expenses	1.00	0.33	16,906.77	1,690,677.00 %	16,906.44
Total Expenses	<u>1.00</u>	<u>0.33</u>	<u>16,906.77</u>	<u>1,690,677.00 %</u>	<u>16,906.44</u>
Excess Revenues less Expenses	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ (16,507.74)</u>	<u>0.00 %</u>	<u>(16,507.74)</u>

Winnetka-Northfield Public Library District
Statement of Revenues and Expenditures - Modified Cash Basis
For the 4 Months Ended October 31, 2023

Prorated Budget Percentage Spent: 33.33%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year to Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
FICA FUND					
Revenues					
Property Taxes Collections-FICA	0.00	0.00	2,348.68	0.00 %	2,348.68
Total Revenue	<u>0.00</u>	<u>0.00</u>	<u>2,348.68</u>	<u>0.00 %</u>	<u>2,348.68</u>
Expenses					
FICA	70,000.00	23,333.33	49,327.71	70.47 %	25,994.38
Total Expenses	<u>70,000.00</u>	<u>23,333.33</u>	<u>49,327.71</u>	<u>70.47 %</u>	<u>25,994.38</u>
Excess Revenues less Expenses	<u>\$ (70,000.00)</u>	<u>\$ (23,333.33)</u>	<u>\$ (46,979.03)</u>	<u>67.11 %</u>	<u>(23,645.70)</u>
UNEMPLOYMENT FUND					
Revenues					
Property Taxes Collections-Unemployment	1.00	0.33	0.03	3.00 %	(0.30)
Total Revenue	<u>1.00</u>	<u>0.33</u>	<u>0.03</u>	<u>3.00 %</u>	<u>(0.30)</u>
Expenses					
Unemployment	1.00	0.33	0.00	0.00 %	(0.33)
Total Expenses	<u>1.00</u>	<u>0.33</u>	<u>0.00</u>	<u>0.00 %</u>	<u>(0.33)</u>
Excess Revenues less Expenses	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.03</u>	<u>0.00 %</u>	<u>0.03</u>

Winnetka-Northfield Public Library District
Statement of Revenues and Expenditures - Modified Cash Basis
For the 4 Months Ended October 31, 2023

Prorated Budget Percentage Spent: 33.33%

	Annual Budget	Prorated Budget	Year to Date Actual	% of Budget	Variance vs. Prorated Budget
SPECIAL RESERVE FUND					
Revenues					
Transfer In	0.00	0.00	0.00	0.00 %	0.00
Expenses					
Capital Outlay	5,200,000.00	1,733,333.33	0.00	0.00 %	(1,733,333.33)
Total Expenses	5,200,000.00	1,733,333.33	0.00	0.00 %	(1,733,333.33)
Excess Revenues less Expenses	\$ (5,200,000.00)	\$ (1,733,333.33)	\$ 0.00	0.00 %	1,733,333.33

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

October 1, 2023 - October 31, 2023

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Vendor Checks						
Annie Chu				4188	10/03/23	<u>460.83</u>
10-0-5906	Programming - Studio	Screenprinting Supplies	145.86			
10-0-5906	Programming - Studio	Material Reimbursements	314.97			
Associated Electrical Contractors				4189	10/03/23	<u>5,480.00</u>
10-0-5882	Building	Inv 350076821	5,480.00			
B.H. Suhr & Company, Inc.				4190	10/03/23	<u>2,197.50</u>
10-0-5882	Building	Inv 2067	2,197.50			
Catapult				4191	10/03/23	<u>35.00</u>
10-0-5115	Flexible Spending Account	Inv 00136384	35.00			
Colley Elevator Co.				4192	10/03/23	<u>300.00</u>
70-0-5749	Elevators	Inv 248059	300.00			
ElliePresents				4193	10/03/23	<u>100.00</u>
10-0-5908	Programming - Adult	ElliePresents Deposit	100.00			
Julia Willson				4194	10/03/23	<u>3.38</u>
10-0-4150	Lost/Damaged Materials	Patron Refund	3.38			
Leslie Goddard				4195	10/03/23	<u>300.00</u>
10-0-5908	Programming - Adult	Program Presenter Fee	300.00			
Library Ideas, LLC				4196	10/03/23	<u>217.88</u>
10-1-5444	Audio Books-Juv-Winnetka	Inv 102602	217.88			
Lynn Rymarz				4197	10/03/23	<u>300.00</u>
10-0-5908	Programming - Adult	Program Presenter Fee	300.00			
Marsha's Music Inc.				4198	10/03/23	<u>400.00</u>
10-0-5907	Programming - Youth	Program Presenter Fee	400.00			
Morris Taylor				4199	10/03/23	<u>377.00</u>
10-0-5907	Programming - Youth	Presenter Fee	377.00			
Parties with Character				4200	10/03/23	<u>65.00</u>
10-0-5907	Programming - Youth	Inv 7066	65.00			
Quench USA, Inc.				4201	10/03/23	<u>393.54</u>
10-0-5122	Breakroom Supplies	Inv 06387372	393.54			
Rock 'n' Kids, inc				4202	10/03/23	<u>400.00</u>
10-0-5907	Programming - Youth	Program Presenter Fee	400.00			
St. Charles Public Library				4203	10/03/23	<u>21.74</u>
10-0-5908	Programming - Adult	Inv 09272023	21.74			
Stephanie Girardi				4204	10/03/23	<u>137.54</u>
70-0-5750	Landscaping	Fall Container Replant	137.54			
Technology Management Rev Fund				4205	10/03/23	<u>900.00</u>
10-0-5176	Internet Services	Inv T2402805	450.00			
10-0-5176	Internet Services	INV T2327248	450.00			

Winnetka-Northfield Public Library District

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All Bank Accounts

October 1, 2023 - October 31, 2023

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
The Book Stall				4206	10/03/23	<u>476.75</u>
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Inv 484121	24.00			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Inv 483441	162.39			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Inv 484379	22.40			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Inv 484560	14.39			
10-2-5341	Books-Non-Fiction-Adult-Northfield	Inv 484121	48.00			
10-2-5341	Books-Non-Fiction-Adult-Northfield	Inv 483441	181.58			
10-2-5341	Books-Non-Fiction-Adult-Northfield	Inv 483035	23.99			
Troy Taylor				4207	10/03/23	<u>100.00</u>
10-0-5908	Programming - Adult	Presenter Fee	100.00			
Will Phebus				4208	10/03/23	<u>52.99</u>
10-0-4150	Lost/Damaged Materials	Returned Lost Item	52.99			
Zbigniew Banas				4209	10/03/23	<u>300.00</u>
10-0-5908	Programming - Adult	Program Presenter	300.00			
NEWEGG BUSINESS, INC.				4210	10/19/23	<u>9.99</u>
10-0-5136	Hardware	Inv 1304677099	9.99			
Agati, Inc.				4211	10/16/23	<u>1,871.13</u>
10-0-5884	Equipment/Furniture	Inv 19306	1,871.13			
Amber Mechanical Contractors Inc.				4212	10/16/23	<u>3,999.00</u>
70-0-5752	HVAC	Inv C016180	1,999.50			
70-0-5752	HVAC	Inv C015568	1,999.50			
Anna Jaich-Westine				4213	10/16/23	<u>85.95</u>
10-0-5732	Staff Recognition/Events/Meetings	Anna Jaich-Westine	85.95			
Annette Bochenek				4214	10/16/23	<u>300.00</u>
10-0-5908	Programming - Adult	Annette Bochenek	300.00			
ATA Group, LLP				4215	10/16/23	<u>2,500.00</u>
10-0-5101	Audit Fees	Inv 11732	2,500.00			
Colley Elevator Co.				4216	10/16/23	<u>440.00</u>
70-0-5749	Elevators	Inv 248507	440.00			
Esscoe L.L.C.				4217	10/16/23	<u>5,615.40</u>
10-0-5882	Building	Inv 61450	5,615.40			
Gary Wenstrup				4218	10/16/23	<u>250.00</u>
10-0-5908	Programming - Adult	Gary Wenstrup	250.00			
Gerald Savage				4219	10/16/23	<u>290.61</u>
10-0-5908	Programming - Adult	Gerald Savage	290.61			

Winnetka-Northfield Public Library District

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All Bank Accounts

October 1, 2023 - October 31, 2023

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
GUY SCOPELLITI LANDSCAPE 70-0-5750	Landscaping	Inv 43108	1,567.50	4220	10/16/23	<u>1,567.50</u>
Melissa Sevigny 10-0-5908	Programming - Adult	Melissa Sevigny	350.00	4221	10/16/23	<u>350.00</u>
OurDigitalWorld 10-0-5177	Website/Platform Fees	Inv 2023-177	2,500.00	4222	10/16/23	<u>2,500.00</u>
Team One Repair, Inc. 10-0-5120	Library Supplies	Inv 1477397	211.00	4223	10/16/23	<u>211.00</u>
Terrence Lynch 10-0-5908	Programming - Adult	Terrence Lynch	300.00	4224	10/16/23	<u>300.00</u>
The Alliance For Early Childhood 10-0-5731	Memberships	Inv 1275	100.00	4225	10/16/23	<u>100.00</u>
The Book Stall 10-1-5341	Books-Non-Fiction-Adult-Winnetka	Inv 485360	96.00	4226	10/16/23	<u>96.00</u>
The Digital Archive Group LLC 10-0-5134	Software	Inv 93591	63,900.00	4227	10/16/23	<u>63,900.00</u>
True Air 70-0-5784	Electrical	Emergency Canlight Fixtures	650.00	4228	10/16/23	<u>650.00</u>
Andy Richardson 10-0-5906 10-0-5906 10-0-5906	Programming - Studio Programming - Studio Programming - Studio	Cable Ties, Washers and Glue sticks Mini Press Specialty Paper	130.01 62.87 10.00	4229	10/17/23	<u>202.88</u>
askART 10-1-5346	Online Database - Winnetka	Inv 398286_20231020	2,500.00	4230	10/27/23	<u>2,500.00</u>
Audrey Moon 10-0-5908	Programming - Adult	Event Presenter	300.00	4231	10/27/23	<u>300.00</u>
Catapult 10-0-5115	Flexible Spending Account	Inv 00137809	50.00	4232	10/27/23	<u>50.00</u>
Chicago Entertainment Agency 10-0-5907	Programming - Youth	Event Presenter	1,200.00	4233	10/27/23	<u>1,200.00</u>
Chicago Hearing Society 10-0-5732	Staff Recognition/Events/Meetings	Inv C95973	525.00	4234	10/27/23	<u>525.00</u>
Mark Anderson - Andertoons 10-0-5907	Programming - Youth	Event Presenter	350.00	4235	10/27/23	<u>350.00</u>
MUSEEC 10-1-5346	Online Database - Winnetka	Inv F2023INS261	1,130.00	4236	10/27/23	<u>1,130.00</u>

Winnetka-Northfield Public Library District

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October 1, 2023 - October 31, 2023

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
OCLC Inc				4237	10/27/23	<u>201.17</u>
10-1-5346	Online Database - Winnetka	Renewal Order 1000167513	201.17			
Stephanie Girardi				4238	10/27/23	<u>40.00</u>
70-0-5750	Landscaping	Fall Replant for Admin Window Box	40.00			
Team One Repair, Inc.				4239	10/27/23	<u>422.00</u>
10-0-5120	Library Supplies	Inv 1481886	422.00			
The Book Stall				4240	10/27/23	<u>74.39</u>
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Inv 488810	26.39			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Inv 489034	24.00			
10-2-5341	Books-Non-Fiction-Adult-Northfield	Inv 488810	24.00			
ULINE				4241	10/27/23	<u>105.67</u>
10-0-5906	Programming - Studio	Inv 169714509	105.67			
World Archives Midco, LLC				4242	10/27/23	<u>3,465.00</u>
10-1-5346	Online Database - Winnetka	Inv 270943	3,465.00			
Robbins Schwartz				17877	10/12/23	<u>490.00</u>
10-0-5736	Legal	Inv 958249	490.00			
Today's Business Solutions INC				17878	10/12/23	<u>3,902.37</u>
10-0-5134	Software	Inv 15382	1,700.00			
10-0-5134	Software	Inv 15371	2,202.37			
QUILL CORPORATION				17879	10/12/23	<u>221.77</u>
10-0-5121	Office Supplies	Inv 34864379	33.48			
10-0-5122	Breakroom Supplies	Inv 34709143	84.47			
10-0-5122	Breakroom Supplies	Inv 34680614	103.82			
Warehouse Direct				17880	10/12/23	<u>238.75</u>
70-0-5725	Janitorial Supplies	Inv 5576679-0	80.00			
70-0-5725	Janitorial Supplies	Inv 5572122-1	158.75			
CDW-G				17881	10/12/23	<u>1,433.84</u>
10-0-5884	Equipment/Furniture	Inv MF99169	104.23			
10-0-5885	Computer Equipment	Inv: MF79563	1,310.55			
10-0-5134	Software	Inv MG70709	19.06			
DD Facility Services				17882	10/12/23	<u>8,175.00</u>
70-0-5748	Building Maintenance Service	Inv 0718-0023	8,000.00			
70-0-5752	HVAC	Inv 0718-0023	100.00			
70-0-5783	Plumbing	Inv 0718-0023	75.00			
HOOPLA (MIDWEST TAPE)				17883	10/12/23	<u>2,279.38</u>
10-1-5345	Books-Digital-Winnetka	Inv 504428897	2,279.38			
Kanopy				17884	10/12/23	<u>673.00</u>
10-1-5345	Books-Digital-Winnetka	Inv 368262	673.00			

Winnetka-Northfield Public Library District

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All Bank Accounts

October 1, 2023 - October 31, 2023

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Midwest Tape				17885	10/12/23	<u>1,732.90</u>
10-0-5120	Library Supplies	504379677	3.98			
10-0-5120	Library Supplies	504379678	1.99			
10-0-5120	Library Supplies	504379679	3.98			
10-0-5120	Library Supplies	504379680	151.86			
10-0-5120	Library Supplies	504379676	1.99			
10-0-5120	Library Supplies	504379675	19.72			
10-0-5120	Library Supplies	504379673	1.99			
10-0-5120	Library Supplies	504379674	9.77			
10-0-5120	Library Supplies	504379672	1.99			
10-0-5120	Library Supplies	504379671	5.97			
10-0-5120	Library Supplies	504379648	1.99			
10-0-5120	Library Supplies	504379670	3.98			
10-0-5120	Library Supplies	504351363	1.99			
10-0-5120	Library Supplies	504351362	1.99			
10-0-5120	Library Supplies	504351364	1.99			
10-0-5120	Library Supplies	504351365	1.99			
10-0-5120	Library Supplies	504379647	1.99			
10-0-5120	Library Supplies	504351368	7.96			
10-0-5120	Library Supplies	504351366	1.99			
10-0-5120	Library Supplies	504351367	3.98			
10-0-5120	Library Supplies	504351361	3.98			
10-0-5120	Library Supplies	504351360	15.74			
10-0-5120	Library Supplies	504350468	1.99			
10-0-5120	Library Supplies	504350467	3.98			
10-0-5120	Library Supplies	504411693	1.99			
10-0-5120	Library Supplies	504411694	1.99			
10-0-5120	Library Supplies	504350466	1.99			
10-0-5120	Library Supplies	504411695	3.98			
10-0-5120	Library Supplies	504410869	1.99			
10-0-5120	Library Supplies	504411691	1.99			
10-0-5120	Library Supplies	504411692	1.99			
10-2-5343	DVDs-Adult-Northfield	504379674	67.47			
10-2-5343	DVDs-Adult-Northfield	504379670	46.48			
10-2-5343	DVDs-Adult-Northfield	504351366	15.99			
10-2-5343	DVDs-Adult-Northfield	504351365	26.24			
10-2-5343	DVDs-Adult-Northfield	504411691	23.24			
10-1-5344	Audio Books-Adult-Winnetka	504410869	49.99			
10-1-5344	Audio Books-Adult-Winnetka	504350468	44.99			
10-1-5344	Audio Books-Adult-Winnetka	504411693	39.99			
10-1-5344	Audio Books-Adult-Winnetka	504351362	44.99			
10-1-5344	Audio Books-Adult-Winnetka	504379647	44.99			
10-1-5344	Audio Books-Adult-Winnetka	504379648	39.99			
10-1-5344	Audio Books-Adult-Winnetka	504379672	59.99			
10-1-5343	DVDs-Adult-Winnetka	504411692	23.24			
10-1-5343	DVDs-Adult-Winnetka	504411694	8.99			
10-1-5343	DVDs-Adult-Winnetka	504411695	29.98			
10-1-5343	DVDs-Adult-Winnetka	504350466	14.99			
10-1-5343	DVDs-Adult-Winnetka	504350467	59.98			
10-1-5343	DVDs-Adult-Winnetka	504351360	125.94			
10-1-5343	DVDs-Adult-Winnetka	504379680	22.49			

Winnetka-Northfield Public Library District

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October 1, 2023 - October 31, 2023

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-1-5343	DVDs-Adult-Winnetka	504351367	32.48			
10-1-5343	DVDs-Adult-Winnetka	504351368	43.46			
10-1-5343	DVDs-Adult-Winnetka	504379671	63.72			
10-1-5343	DVDs-Adult-Winnetka	504379675	176.17			
10-1-5443	DVDs-Juv-Winnetka	504379679	29.99			
10-1-5443	DVDs-Juv-Winnetka	504379678	22.49			
10-1-5443	DVDs-Juv-Winnetka	504379673	22.49			
10-1-5443	DVDs-Juv-Winnetka	504351364	22.49			
10-2-5443	DVDs-Juv-Northfield	504351363	22.49			
10-2-5443	DVDs-Juv-Northfield	504379676	22.49			
10-2-5443	DVDs-Juv-Northfield	504379677	29.99			
10-1-5444	Audio Books-Juv-Winnetka	504351361	179.98			
Baker & Taylor				17886	10/12/23	<u>12,657.82</u>
10-1-5341	Books-Non-Fiction-Adult-Winnetka	2037768135	463.39			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	2037784788	546.69			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	2037778931	498.77			
10-2-5341	Books-Non-Fiction-Adult-Northfield	2037778931	235.48			
10-2-5341	Books-Non-Fiction-Adult-Northfield	2037784788	194.72			
10-2-5341	Books-Non-Fiction-Adult-Northfield	2037768135	130.79			
10-1-5440	Books-Fiction-Juv-Winnetka	2037815019	105.54			
10-1-5440	Books-Fiction-Juv-Winnetka	2037783218	106.15			
10-1-5440	Books-Fiction-Juv-Winnetka	2037787193	95.38			
10-1-5440	Books-Fiction-Juv-Winnetka	2037787194	63.94			
10-1-5440	Books-Fiction-Juv-Winnetka	2037809637	14.98			
10-1-5440	Books-Fiction-Juv-Winnetka	2037809638	80.89			
10-1-5440	Books-Fiction-Juv-Winnetka	2037809639	52.46			
10-1-5440	Books-Fiction-Juv-Winnetka	2037809640	14.24			
10-1-5440	Books-Fiction-Juv-Winnetka	2037784216	125.64			
10-1-5440	Books-Fiction-Juv-Winnetka	2037760670	108.88			
10-1-5440	Books-Fiction-Juv-Winnetka	2037718788	54.77			
10-1-5440	Books-Fiction-Juv-Winnetka	2037761070	5.35			
10-1-5440	Books-Fiction-Juv-Winnetka	2037761071	28.48			
10-1-5440	Books-Fiction-Juv-Winnetka	2037761068	40.06			
10-1-5440	Books-Fiction-Juv-Winnetka	2037761069	64.84			
10-1-5440	Books-Fiction-Juv-Winnetka	2037793390	127.23			
10-1-5440	Books-Fiction-Juv-Winnetka	2037778944	380.07			
10-1-5440	Books-Fiction-Juv-Winnetka	2037803439	137.68			

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-1-5440	Books-Fiction-Juv-Winnetka	2037772749	28.88			
10-1-5440	Books-Fiction-Juv-Winnetka	2037772748	58.45			
10-1-5440	Books-Fiction-Juv-Winnetka	2037778217	192.04			
10-2-5440	Books-Fiction-Juv-Northfield	2037787191	86.39			
10-2-5440	Books-Fiction-Juv-Northfield	2037809635	99.22			
10-2-5440	Books-Fiction-Juv-Northfield	2037809636	56.96			
10-2-5440	Books-Fiction-Juv-Northfield	2037784216	263.79			
10-2-5440	Books-Fiction-Juv-Northfield	2037783218	33.31			
10-2-5440	Books-Fiction-Juv-Northfield	2037787192	61.71			
10-2-5440	Books-Fiction-Juv-Northfield	2037815019	151.86			
10-2-5440	Books-Fiction-Juv-Northfield	2037778217	32.19			
10-2-5440	Books-Fiction-Juv-Northfield	2037772747	41.22			
10-2-5440	Books-Fiction-Juv-Northfield	2037772745	28.48			
10-2-5440	Books-Fiction-Juv-Northfield	2037772746	64.74			
10-2-5440	Books-Fiction-Juv-Northfield	2037809634	28.48			
10-2-5440	Books-Fiction-Juv-Northfield	2037803439	127.84			
10-2-5440	Books-Fiction-Juv-Northfield	2037793390	116.51			
10-2-5440	Books-Fiction-Juv-Northfield	2037778944	3.74			
10-2-5440	Books-Fiction-Juv-Northfield	2037761066	10.16			
10-2-5440	Books-Fiction-Juv-Northfield	2037761067	86.50			
10-2-5440	Books-Fiction-Juv-Northfield	2037761586	2.97			
10-2-5440	Books-Fiction-Juv-Northfield	2037760670	32.13			
10-0-5120	Library Supplies	2037790208	33.49			
10-0-5120	Library Supplies	2037793390	34.13			
10-0-5120	Library Supplies	2037786884	5.79			
10-0-5120	Library Supplies	2037784908	24.24			
10-0-5120	Library Supplies	2037784788	54.06			
10-0-5120	Library Supplies	2037802758	27.70			
10-0-5120	Library Supplies	2037809634	3.78			
10-0-5120	Library Supplies	2037803439	47.84			
10-0-5120	Library Supplies	2037778944	36.85			
10-0-5120	Library Supplies	2037796537	32.00			
10-0-5120	Library Supplies	2037778931	45.15			
10-0-5120	Library Supplies	2037772749	3.78			
10-0-5120	Library Supplies	2037772747	2.76			
10-0-5120	Library Supplies	2037772748	4.21			
10-0-5120	Library Supplies	2037771550	15.62			
10-0-5120	Library Supplies	2037768135	30.44			
10-0-5120	Library Supplies	2037772746	8.78			
10-0-5120	Library Supplies	2037772745	2.94			

Winnetka-Northfield Public Library District

Check Register

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10-0-5120	Library Supplies	2037778217	46.75			
10-0-5120	Library Supplies	2037777318	40.88			
10-0-5120	Library Supplies	2037775169	40.79			
10-0-5120	Library Supplies	2037782226	46.29			
10-0-5120	Library Supplies	2037784211	12.77			
10-0-5120	Library Supplies	2037784197	19.17			
10-0-5120	Library Supplies	2037760670	22.40			
10-0-5120	Library Supplies	2037718788	5.77			
10-0-5120	Library Supplies	2037757681	48.16			
10-0-5120	Library Supplies	2037761586	31.97			
10-0-5120	Library Supplies	2037761071	3.14			
10-0-5120	Library Supplies	2037761070	2.27			
10-0-5120	Library Supplies	2037761067	11.19			
10-0-5120	Library Supplies	2037761066	0.88			
10-0-5120	Library Supplies	2037761069	6.53			
10-0-5120	Library Supplies	2037761068	2.43			
10-0-5120	Library Supplies	2037815019	31.03			
10-0-5120	Library Supplies	2037818295	27.79			
10-0-5120	Library Supplies	2037787192	5.03			
10-0-5120	Library Supplies	2037787193	9.96			
10-0-5120	Library Supplies	2037787194	7.79			
10-0-5120	Library Supplies	2037783218	17.74			
10-0-5120	Library Supplies	2037808843	43.53			
10-0-5120	Library Supplies	2037811782	36.16			
10-0-5120	Library Supplies	2037809636	4.65			
10-0-5120	Library Supplies	2037809635	9.34			
10-0-5120	Library Supplies	2037809638	6.22			
10-0-5120	Library Supplies	2037809637	0.29			
10-0-5120	Library Supplies	2037787191	8.09			
10-0-5120	Library Supplies	2037784216	53.49			
10-0-5120	Library Supplies	2037809640	1.89			
10-0-5120	Library Supplies	2037809639	6.55			
10-1-5441	Books-Non-Fiction-Juv-Winnetka	2037761586	348.93			
10-1-5441	Books-Non-Fiction-Juv-Winnetka	2037786884	93.00			
10-1-5441	Books-Non-Fiction-Juv-Winnetka	2037771550	86.70			
10-2-5441	Books-Non-Fiction-Juv-Northfield	2037771550	115.09			
10-2-5441	Books-Non-Fiction-Juv-Northfield	2037786884	61.29			
10-2-5441	Books-Non-Fiction-Juv-Northfield	2037761586	173.23			
10-1-5340	Books-Fiction-Adult-Winnetka	2037818295	224.06			
10-1-5340	Books-Fiction-Adult-Winnetka	2037808843	342.32			
10-1-5340	Books-Fiction-Adult-Winnetka	2037811782	363.10			
10-1-5340	Books-Fiction-Adult-Winnetka	2037757681	309.22			
10-1-5340	Books-Fiction-Adult-Winnetka	2037775169	491.50			
10-1-5340	Books-Fiction-Adult-Winnetka	2037777318	265.89			
10-1-5340	Books-Fiction-Adult-Winnetka	2037782226	419.13			
10-1-5340	Books-Fiction-Adult-Winnetka	2037784197	182.87			

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-1-5340	Books-Fiction-Adult-Winnetka	2037784211	107.85			
10-1-5340	Books-Fiction-Adult-Winnetka	2037784908	201.36			
10-1-5340	Books-Fiction-Adult-Winnetka	2037790208	281.91			
10-1-5340	Books-Fiction-Adult-Winnetka	2037796537	239.26			
10-1-5340	Books-Fiction-Adult-Winnetka	2037802758	283.97			
10-2-5340	Books-Fiction-Adult-Northfield	2037802758	134.73			
10-2-5340	Books-Fiction-Adult-Northfield	2037796537	137.22			
10-2-5340	Books-Fiction-Adult-Northfield	2037790208	210.07			
10-2-5340	Books-Fiction-Adult-Northfield	2037784908	131.60			
10-2-5340	Books-Fiction-Adult-Northfield	2037782226	187.78			
10-2-5340	Books-Fiction-Adult-Northfield	2037784197	16.38			
10-2-5340	Books-Fiction-Adult-Northfield	2037777318	195.92			
10-2-5340	Books-Fiction-Adult-Northfield	2037775169	129.09			
10-2-5340	Books-Fiction-Adult-Northfield	2037757681	136.50			
10-2-5340	Books-Fiction-Adult-Northfield	2037808843	188.08			
10-2-5340	Books-Fiction-Adult-Northfield	2037811782	162.12			
10-2-5340	Books-Fiction-Adult-Northfield	2037818295	129.16			
Warehouse Direct				17895	10/19/23	<u>728.76</u>
70-0-5725	Janitorial Supplies	Inv 5588090-0	590.92			
70-0-5725	Janitorial Supplies	Inv 5588543-0	137.84			
VILLAGE OF WINNETKA				17896	10/19/23	<u>28,805.07</u>
10-0-5111	Health Insurance	Inv 2023-00000011	28,805.07			
BIBLIOTHECA, LLC				17897	10/19/23	<u>497.47</u>
10-1-5345	Books-Digital-Winnetka	Inv US69445	497.47			
VILLAGE OF NORTHFIELD				17898	10/19/23	<u>5,682.42</u>
70-2-5159	Northfield Lease	Oct. 23 Lease	5,682.42			
QUILL CORPORATION				17899	10/19/23	<u>26.04</u>
10-0-5121	Office Supplies	Inv 34910144	26.04			
DEMCO				17900	10/19/23	<u>56.57</u>
10-0-5120	Library Supplies	Inv 7375792	56.57			
Today's Business Solutions INC				17901	10/19/23	<u>9.96</u>
10-0-5134	Software	Inv 092623-45	9.96			
Shales McNutt Construction				17902	10/19/23	<u>1,611.50</u>
10-0-5882	Building	Inv MISC 05	1,611.50			
Lauterbach & Amen, LLP				17903	10/19/23	<u>1,725.00</u>

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10-0-5131	Accounting and Bookkeeping	Inv 83229	1,725.00			
Ntiva				17904	10/19/23	<u>2,951.91</u>
10-0-5135	LAN Management	Inv 218916	2,951.91			
CDW-G				17905	10/19/23	<u>968.40</u>
10-0-5136	Hardware	Inv ML06609	968.40			
Shales McNutt Construction				17906	10/19/23	<u>12,950.00</u>
70-0-5749	Elevators	08.01.23 - 08.31.23	12,950.00			
MERCHANTS DELIVERY SERVICE				17907	10/19/23	<u>525.00</u>
10-0-5138	Delivery Service	21 Days Book Transfer	525.00			
OVERDRIVE INC.				17908	10/19/23	<u>21,269.98</u>
10-1-5345	Books-Digital-Winnetka	Inv 0101BCP23340179	11,961.63			
10-1-5345	Books-Digital-Winnetka	Inv 01018MA23338975	4,093.45			
10-1-5345	Books-Digital-Winnetka	Inv 01018MA23341763	5,214.90			
Midwest Tape				17909	10/19/23	<u>1,668.40</u>
10-0-5120	Library Supplies	504444845	5.97			
10-0-5120	Library Supplies	504444844	1.99			
10-0-5120	Library Supplies	504475479	1.99			
10-0-5120	Library Supplies	504444863	3.98			
10-0-5120	Library Supplies	504444861	1.99			
10-0-5120	Library Supplies	504444862	23.52			
10-0-5120	Library Supplies	504444846	1.99			
10-0-5120	Library Supplies	504444848	1.99			
10-0-5120	Library Supplies	504444860	11.76			
10-0-5120	Library Supplies	504444849	1.99			
10-0-5120	Library Supplies	504476079	3.98			
10-0-5120	Library Supplies	504476080	3.98			
10-0-5120	Library Supplies	504476082	7.78			
10-0-5120	Library Supplies	504476081	3.98			
10-0-5120	Library Supplies	504476076	1.99			
10-0-5120	Library Supplies	504476078	3.98			
10-0-5120	Library Supplies	504476075	1.99			
10-0-5120	Library Supplies	504476074	1.99			
10-0-5120	Library Supplies	504476073	1.99			
10-0-5120	Library Supplies	504476072	23.88			
10-0-5120	Library Supplies	504476070	7.96			
10-0-5120	Library Supplies	504476071	27.32			
10-2-5343	DVDs-Adult-Northfield	504444861	28.49			
10-2-5343	DVDs-Adult-Northfield	504444860	86.96			
10-2-5343	DVDs-Adult-Northfield	504444848	22.49			
10-2-5343	DVDs-Adult-Northfield	504476078	59.98			
10-2-5343	DVDs-Adult-Northfield	504476070	79.47			
10-2-5343	DVDs-Adult-Northfield	504476082	52.48			
10-2-5343	DVDs-Adult-Northfield	504476079	52.48			
10-1-5344	Audio Books-Adult-Winnetka	504068421	9.99			
10-1-5344	Audio Books-Adult-Winnetka	504476073	42.99			
10-1-5344	Audio Books-Adult-Winnetka	504476076	49.99			
10-1-5344	Audio Books-Adult-Winnetka	504444846	56.99			

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-1-5344	Audio Books-Adult-Winnetka	504475479	36.99			
10-1-5343	DVDs-Adult-Winnetka	504476080	59.98			
10-1-5343	DVDs-Adult-Winnetka	504476081	52.48			
10-1-5343	DVDs-Adult-Winnetka	504476071	182.17			
10-1-5343	DVDs-Adult-Winnetka	504476072	253.40			
10-1-5343	DVDs-Adult-Winnetka	504476074	29.99			
10-1-5343	DVDs-Adult-Winnetka	504476075	26.24			
10-1-5343	DVDs-Adult-Winnetka	504444844	18.74			
10-1-5343	DVDs-Adult-Winnetka	504444845	59.97			
10-1-5343	DVDs-Adult-Winnetka	504444849	27.99			
10-1-5343	DVDs-Adult-Winnetka	504444862	173.17			
10-1-5343	DVDs-Adult-Winnetka	504444863	56.98			
Baker & Taylor				17910	10/19/23	<u>5,890.81</u>
10-1-5341	Books-Non-Fiction-Adult-Winnetka	2037801328	816.75			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	2037829935	360.34			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	2037844549	271.64			
10-2-5341	Books-Non-Fiction-Adult-Northfield	2037801328	300.37			
10-2-5341	Books-Non-Fiction-Adult-Northfield	2037829935	106.39			
10-2-5341	Books-Non-Fiction-Adult-Northfield	2037844549	179.36			
10-1-5440	Books-Fiction-Juv-Winnetka	2037809486	68.31			
10-1-5440	Books-Fiction-Juv-Winnetka	Credit - INV 2037696799	-4.43			
10-1-5440	Books-Fiction-Juv-Winnetka	2037851366	140.74			
10-1-5440	Books-Fiction-Juv-Winnetka	2037842169	50.01			
10-1-5440	Books-Fiction-Juv-Winnetka	2037837560	170.51			
10-1-5440	Books-Fiction-Juv-Winnetka	2037829907	197.41			
10-2-5440	Books-Fiction-Juv-Northfield	2037809486	33.31			
10-2-5440	Books-Fiction-Juv-Northfield	2037829907	94.20			
10-2-5440	Books-Fiction-Juv-Northfield	2037837560	58.71			
10-2-5440	Books-Fiction-Juv-Northfield	2037842169	92.45			
10-2-5440	Books-Fiction-Juv-Northfield	2037851366	70.29			
10-0-5120	Library Supplies	2037851366	28.24			
10-0-5120	Library Supplies	2037844549	29.70			
10-0-5120	Library Supplies	2037844734	35.56			
10-0-5120	Library Supplies	Credit - INV 2037727249	-267.12			
10-0-5120	Library Supplies	Credit - INV 0003286308	-18.08			
10-0-5120	Library Supplies	2037809486	14.01			
10-0-5120	Library Supplies	2037801328	62.10			
10-0-5120	Library Supplies	2037837560	29.87			
10-0-5120	Library Supplies	2037842169	32.45			
10-0-5120	Library Supplies	2037835376	9.76			
10-0-5120	Library Supplies	2037835701	7.56			
10-0-5120	Library Supplies	2037833627	28.44			

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5120	Library Supplies	2037813780	20.07			
10-0-5120	Library Supplies	2037821423	29.44			
10-0-5120	Library Supplies	2037826848	24.51			
10-0-5120	Library Supplies	2037828989	30.91			
10-0-5120	Library Supplies	2037829907	45.71			
10-0-5120	Library Supplies	2037829935	27.15			
10-1-5441	Books-Non-Fiction-Juv-Winnetka	2037835376	183.79			
10-1-5441	Books-Non-Fiction-Juv-Winnetka	2037813780	168.91			
10-2-5441	Books-Non-Fiction-Juv-Northfield	2037813780	91.10			
10-2-5441	Books-Non-Fiction-Juv-Northfield	2037835376	51.08			
10-1-5340	Books-Fiction-Adult-Winnetka	2037821423	372.77			
10-1-5340	Books-Fiction-Adult-Winnetka	2037826848	215.78			
10-1-5340	Books-Fiction-Adult-Winnetka	2037828989	298.97			
10-1-5340	Books-Fiction-Adult-Winnetka	2037833627	308.64			
10-1-5340	Books-Fiction-Adult-Winnetka	2037835701	112.41			
10-1-5340	Books-Fiction-Adult-Winnetka	2037844734	365.13			
10-2-5340	Books-Fiction-Adult-Northfield	2037844734	188.99			
10-2-5340	Books-Fiction-Adult-Northfield	2037833627	122.86			
10-2-5340	Books-Fiction-Adult-Northfield	2037828989	15.82			
10-2-5340	Books-Fiction-Adult-Northfield	2037821423	127.52			
10-2-5340	Books-Fiction-Adult-Northfield	2037826848	90.40			
COMCAST				17915	10/31/23	<u>71.95</u>
10-0-5176	Internet Services	09.11 - 10.10.23	71.95			
COMCAST				17916	10/31/23	<u>339.95</u>
10-0-5176	Internet Services	09.20 - 10.19.23	339.95			
NORTH SHORE GAS				17917	10/31/23	<u>214.91</u>
10-1-5174	Natural Gas - Winnetka	08.23 - 09.20.23	214.91			
VILLAGE OF WINNETKA				17918	10/31/23	<u>4,173.66</u>
10-1-5171	Electricity - Winnetka	VILLAGE OF WINNETKA	65.15			
10-1-5171	Electricity - Winnetka	VILLAGE OF WINNETKA	3,668.94			
10-1-5171	Electricity - Winnetka	VILLAGE OF WINNETKA	-231.20			
10-1-5171	Electricity - Winnetka	VILLAGE OF WINNETKA	73.98			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	91.77			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	92.51			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	2.00			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	252.94			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	24.41			
10-1-5173	Storm Sewer - Winnetka	VILLAGE OF WINNETKA	133.16			
VILLAGE OF NORTHFIELD				17919	10/31/23	<u>45.20</u>
10-2-5172	Water - Northfield	08.22 - 09.21.23	45.20			

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
COMED 10-2-5171	Electricity - Northfield	09.14 - 10-13.23	672.10	17920	10/31/23	<u>672.10</u>
PITNEY BOWES 10-0-5123	Postage	PITNEY BOWES	100.00	17921	10/31/23	<u>100.00</u>
Peerless Network 10-1-5175	Telephone - Winnetka	Peerless Network	40.87	17922	10/31/23	<u>40.87</u>
NATIONWIDE RETIREMENT SOLUTIONS 10-0-2040	457 withholding	NATIONWIDE RETIREMENT SOLUTIONS	1,475.00	17923	10/31/23	<u>1,475.00</u>
NATIONWIDE RETIREMENT SOLUTIONS 10-0-2040	457 withholding	NATIONWIDE RETIREMENT SOLUTIONS	1,475.00	17924	10/31/23	<u>1,475.00</u>
Towne Monitoring 70-0-5749	Elevators	Towne Monitoring	144.00	17925	10/31/23	<u>144.00</u>
First Bankcard 10-0-5732	Staff Recognition/Events/Meetings	White - Staff Bereavement Flowers	79.67	17926	10/31/23	<u>11,953.01</u>
10-0-5732	Staff Recognition/Events/Meetings	Volny - Thank you Snacks for Offline Mode	33.08			
10-0-5732	Staff Recognition/Events/Meetings	Dombrowski - Sept/Oct/Nov/Dec Gift Cards	190.00			
10-0-5736	Legal	White - B&A Hearing Notice	305.00			
70-0-5750	Landscaping	Mall - Bird food	24.55			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Mall - Materials	24.95			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Mall - Materials	59.72			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Mall - Materials	27.99			
10-0-5120	Library Supplies	Mall - First aid kit for patron use	28.73			
10-0-5120	Library Supplies	Morgan - library supplies - label maker tape	11.98			
10-0-5121	Office Supplies	Volny - Office Supplies	139.42			
10-0-5121	Office Supplies	Volny - Office Supplies	25.99			
10-0-5121	Office Supplies	Volny - ILL Supplies	21.75			
10-0-5121	Office Supplies	Dombrowski - Monthly Planner Inserts	36.35			
10-0-5884	Equipment/Furniture	White - Staff Area Mini Refridgerator	219.99			
10-0-5885	Computer Equipment	Mall - Video adapter for patron use	12.99			
10-0-5898	Miscellaneous	Volny - Smart Pay Patron Help	1.00			
10-0-5906	Programming - Studio	Kline - Glitter Packets for resin program	7.50			
10-0-5906	Programming - Studio	Kline - Tea lights for program	9.99			
10-0-5906	Programming - Studio	Kline - Red Oak for Laser Supplies	247.57			
10-0-5906	Programming - Studio	Kline - LED Bases for Program	71.98			
10-0-5906	Programming - Studio	Kline - Wall Bracket for Display	29.57			
10-0-5906	Programming - Studio	Kline - USB Drives for Program	89.70			
10-0-5906	Programming - Studio	Kline - Small Storage Boxes	12.65			
10-0-5906	Programming - Studio	Kline - Storage Bins	23.55			
10-0-5906	Programming - Studio	Kline - White Vinyl	42.50			

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10-0-5906	Programming - Studio	Kline - White Embroidery Spools	26.60			
10-0-5906	Programming - Studio	Kline - 3d Printer Filament	156.00			
10-0-5906	Programming - Studio	Kline - Craft Scissors Seven Sets	69.93			
10-0-5906	Programming - Studio	Kline - Label Maker Refills	11.98			
10-0-5906	Programming - Studio	Kline - Cord Cover for Display TV	17.99			
10-0-5906	Programming - Studio	Kline - USB Drives for Program	119.90			
10-0-5906	Programming - Studio	Kline - Acrylic	169.22			
10-0-5906	Programming - Studio	Kline - Jars and planters for programs	169.77			
10-0-5906	Programming - Studio	Kline - Mobile hotspot for LoT	66.00			
10-0-5906	Programming - Studio	Kline - Wireless Card for Display TV	39.90			
10-0-5906	Programming - Studio	Kline - Resin Molds	65.61			
10-0-5906	Programming - Studio	Kline - Project Wood for Program	266.03			
10-0-5906	Programming - Studio	Kline - Heat transfer paper for shirts	10.47			
10-0-5906	Programming - Studio	Kline - Kraft Paper Bags	41.98			
10-0-5114	Professional Development	Karowska - ILA Conference	300.00			
10-0-5114	Professional Development	Karowska - ILA Conference	350.00			
10-0-5122	Breakroom Supplies	White - Dishwasher Pods	18.49			
10-0-5123	Postage	Mall - Mailing labels (refunded next statement)	14.08			
10-0-5123	Postage	White - Postage Meter Labels	14.47			
10-1-5439	Kits	Karowska - Early Lit Kit Replacement	7.49			
10-1-5439	Kits	Karowska - Early Lit Kit Replacement	16.88			
10-1-5439	Kits	Karowska - Kits - missing/damaged passports	24.99			
10-1-5439	Kits	Karowska - Early Lit Kit Replacement	22.00			
10-1-5439	Kits	Karowska - Learn It Kits - refund	-13.99			
10-1-5342	Periodicals-Winnetka	Mall - Materials	50.00			
10-0-5134	Software	Mall - Virtual event hosting	127.97			
10-0-5134	Software	White - WhenIWork Scheduling Software	90.00			
10-0-5134	Software	Swenson - Creative Cloud Subscriptions	295.90			
10-0-5134	Software	Swenson - PowerBI Licenses	30.00			
10-0-5136	Hardware	Swenson - Board iPad	449.00			
10-0-5177	Website/Platform Fees	Swenson - Website Hosting and Backup	30.74			
10-0-5907	Programming - Youth	Morgan - youth programming supplies - crayons	32.98			
10-0-5907	Programming - Youth	Karowska - Youth Programming Supplies - Nfld	18.97			
10-0-5907	Programming - Youth	Karowska - Youth Programming Supplies - Nfld	24.99			
10-0-5907	Programming - Youth	Karowska - Youth Programming Supplies	10.58			
10-0-5907	Programming - Youth	Karowska - Youth Programming Supplies - Nfld	64.37			
10-0-5907	Programming - Youth	Karowska - Youth Programming Supplies	80.70			
10-0-5907	Programming - Youth	Karowska - Youth Programming Supplies	29.78			
10-0-5907	Programming - Youth	Karowska - Youth Programming Supplies	10.99			
10-0-5907	Programming - Youth	Karowska - Youth Programming Supplies - Nfld	25.98			
10-0-5907	Programming - Youth	Karowska - Youth Programming Supplies	29.67			
10-0-5907	Programming - Youth	Karowska - Youth Programming Supplies - Nfld	57.35			

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

October 1, 2023 - October 31, 2023

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5907	Programming - Youth	Karwowska - Youth Programming Supplies	74.36			
10-0-5907	Programming - Youth	Karwowska - Youth Programming Supplies	311.54			
10-0-5907	Programming - Youth	Karwowska - Youth Programming Supplies	17.99			
10-0-5907	Programming - Youth	Karwowska - Youth Programming Supplies	6.99			
10-0-5907	Programming - Youth	Karwowska - Youth Programming Supplies	19.98			
10-0-5908	Programming - Adult	Mall - Trivia event software	102.00			
10-1-5340	Books-Fiction-Adult-Winnetka	Mall - Materials	89.95			
10-0-5308	Reading Programs	Karwowska - reading Programs - 1000BBK	28.09			
10-0-5308	Reading Programs	Karwowska - reading Programs - 1000BBK	167.71			
10-0-5721	Promotional	Quish - Bags for Library Card Sign-Up Month	4,317.97			
10-1-5445	Video Games-Juv-Winnetka	Karwowska - Youth Videogames	39.99			
10-1-5445	Video Games-Juv-Winnetka	Karwowska - Youth Videogames	59.99			
10-1-5445	Video Games-Juv-Winnetka	Karwowska - Youth Videogames	39.99			
10-2-5445	Video Games- Juv-Northfield	Karwowska - Youth Videogames	39.99			
10-2-5445	Video Games- Juv-Northfield	Karwowska - Youth Videogames	59.99			
10-2-5445	Video Games- Juv-Northfield	Karwowska - Youth Videogames	39.99			
10-0-5724	Marketing/Advertising	Quish - T-shirts for Friends of the Library	285.05			
10-0-5724	Marketing/Advertising	Quish - Bookmarks	89.96			
10-0-5724	Marketing/Advertising	Quish - Bookmarks for Adult Programming	69.68			
10-0-5724	Marketing/Advertising	Quish - Library Card Sign Up Month Raffle	50.00			
10-0-5724	Marketing/Advertising	Quish - Library Card Sign Up Month Raffle	50.00			
10-0-5724	Marketing/Advertising	Quish - Library Card Sign Up Month Raffle	50.00			
10-0-5724	Marketing/Advertising	Quish - Library Card Sign Up Month Raffle	50.00			
10-0-5910	Studio Maintenance/Repair	Kline - Photo Scanner Protective Case	24.99			
10-0-5910	Studio Maintenance/Repair	Kline - Laser prefilter replacement	295.99			
10-0-5910	Studio Maintenance/Repair	Kline - Photo Scanner and Wireless Keyboard	226.90			
10-0-5910	Studio Maintenance/Repair	Kline - Wireless speaker	119.99			

Check List Total 246,499.61



OCTOBER 2023 DIRECTOR’S REPORT

STAFF UPDATES

Anniversaries: Anna Jaich-Westine, Tech Services Assistant, 10/2 (23 years); Sydney Clark, Community Engagement Librarian, 10/3 (10 years); Jeanine McCarthy, Patron Services Specialist, 10/10 (1 year); Mike Strohm, Page, 10/10 (10 years); Stephanie Girardi, Tech Services Supervisor, 10/15 (29 years); Anna Karwowska, Youth Services Manager, 10/17 (1 year); Monica Dombrowski, Library Director, 10/19 (3 years).

Coming: Dennis Tracy joined us on 10/30 as our new Studio Specialist.

STAFF SHOUT OUTS

- Adult Services Librarian Erin was featured as a reading expert and lead interview in Caregiving Magazine’s article on the benefits of reading: [Reading Rewards Article](#)
- We had two presenters at this year’s Illinois Library Association Conference!
 - Youth Services Librarian Maddy presented a session for 45 people on how to start a Dungeons & Dragons program at your library.
 - Library Director Monica presented a session for 65 people on mentoring in libraries.

FINANCES (Target = 33.3% based on 4 months into our fiscal year)

- We are at 3.0% of our expected operating revenues (below budget).
- We are at 28.57% of our budgeted operating expenses (below budget).

PROGRAMMING

Youth

Category	23OCT	22OCT	Mo. % +/-	FY23-24 YTD	FY22-23 YTD	FY % +/-
Programs	61	83	-26.51%	203	237	-14.35%
Live Attendees	1,744	1,569	11.15%	5,806	4,287	35.43%
Passive Programming	4,666	2,408	93.77%	14,931	7,101	110.27%

Highlights

Family Science: DIY Lava Lamps	20 patrons came to learn about the science of oil and water and make their very own lava lamps!
DIY Edible Haunted Houses	48 patrons came to celebrate the spooky season with haunted houses made from cereal, frosting, and candy!
Pumpkin Decorating	115 patrons across 4 sessions came together to use stickers, paint, rhinestones, and other bling to dress up their Halloween pumpkins!

Adults

Category	23OCT	22OCT	Mo. % +/-	FY23-24 YTD	FY22-23 YTD	FY % +/-
Programs	24	27	-11.11%	72	85	-15.29%
Live Attendees	589	362	62.71%	1,735	1,607	7.97%
Recording Attendees	188	22	754.55%	1,184	509	132.61%

Highlights

Broadway Swings with Petra Van Nuis	20 patrons joined Petra for another great concert filled with Broadway favorites!
Hedy Lamarr: A Dramatic Portrayal with Lynn Rymarz	Performer Lynn shared info on the actress, scientist, & inventor who developed tech that led to WiFi, Bluetooth, & GPS for 35 patrons.
Lilly Pulitzer: A Living History with Leslie Goddard	Historian Leslie brought entrepreneur Lilly to life & shared information about the design revolution she created for 89 patrons.

Studio

Category	23OCT	22OCT	Mo. % +/-	FY23-24 YTD	FY22-23 YTD	FY % +/-
1:1s	270	64	321.88%	1,124	406	176.85%
Programs	16	24	-33.33%	61	63	-3.17%
Attendees	82	136	-39.71%	419	403	3.97%

Highlights

3D Printed Etching Press	Using mini printing presses created with the library's 3D printer, 6 patrons made custom etching plates for use on the printer.
Create a Custom USB Drive	6 patrons used resin and art supplies to create custom portable USB drives.

Community Engagement

Category	23OCT	22OCT	Mo. % +/-	FY23-24 YTD	FY22-23 YTD	FY % +/-
Youth Events	3	1	200.00%	11	12	-8.33%
Adult Events	4	2	100.00%	22	8	175.00%
Family Events	-	1	-100.00%	6	13	-53.85%
Total Events	7	4	75.00%	39	33	18.18%
Youth Attendance	28	10	180.00%	345	510	-32.35%
Adult Attendance	78	14	457.14%	466	79	489.87%
Family Attendance	-	30	-100.00%	1,300	1,283	1.33%
Total Attendance	106	54	96.30%	2,111	1,872	12.77%

Highlights

Dungeons & Dragons Club	Librarian Maddy led the after-school D&D Club at Washburne School for 17 middle-schoolers.
Walk in the Woods	Librarian Sydney & Library Assistant Betsy led a nature walk for 9 patrons in Crow Island Woods while discussing the book <u>A Walk In the Woods</u> & other new releases.
NorthShore Senior Center Fall Wellness Fair	Librarian Sydney exhibited at the wellness fair, sponsored by NSSC & New Trier Township, promoting library resources and programming to 49 residents.

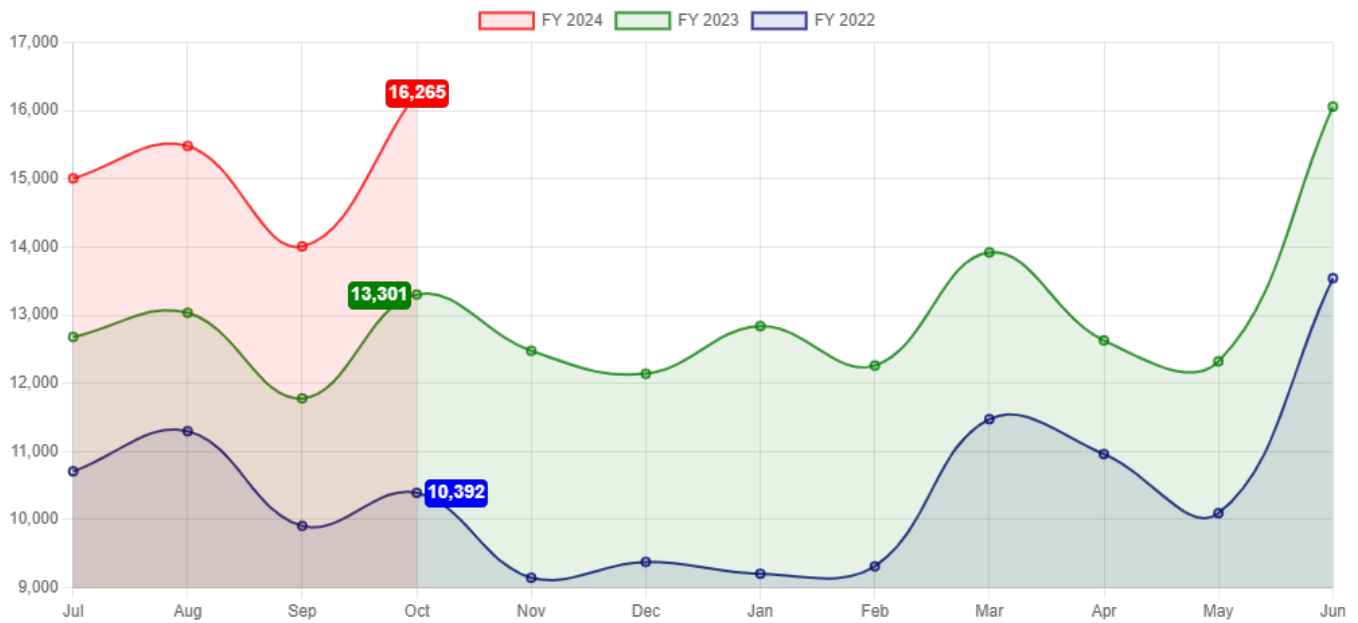
SERVICES

Visitors

Building	23OCT	22OCT	Mo. % +/-	FY23-24 YTD	FY22-23 YTD	FY % +/-
Winnetka	11,451	9,681	18.28%	42,579	35,792	18.96%
Northfield	4,411	3,402	29.66%	17,071	13,895	22.86%
Total	15,862	13,083	21.24%	59,650	49,687	20.05%
Virtual	403	218	84.86%	1,107	1,104	0.27%
Total	16,265	13,301	22.28%	60,757	50,791	19.62%

Note: Closed October 13th (am) for Staff Day.

3 Year People Counter Comparison



Cardholders

Activity	23OCT	22OCT	Mo. % +/-	FY23-24 YTD	FY22-23 YTD	FY % +/-
New Cards	74	76	-2.63%	429	474	-9.49%
Community	23OCT	22OCT	Mo. % +/-	23OCT %POP	22OCT %POP	% Change
Winnetka	6,297	6,504	-3.18%	49.41%	51.04%	-1.62%
Northfield	2,402	2,184	9.98%	41.77%	37.98%	3.79%
Total District	8,699	8,688	0.13%	47.03%	46.97%	0.06%
Kenilworth	400	333	20.12%	15.91%	13.25%	2.67%
Total Library Cards	9,099	9,021	0.86%	-	-	-

Desk Questions

Category	23OCT	22OCT	Mo. % +/-	FY22-23 YTD	FY21-22 YTD	FY % +/-
Adult	2,220	2,093	6.07%	9,579	9,092	5.36%
Youth	427	696	-38.65%	1,946	2,749	-29.21%
Digital Services	84	145	-42.07%	337	616	-45.29%
Total	2,731	2,934	-6.92%	11,862	12,457	-4.78%

TECHNOLOGY

Computer Usage

Location	23OCT	22OCT	Mo. % +/-	FY23-24 YTD	FY22-23 YTD	FY % +/-
Winnetka	581	403	44.17%	1,922	1,801	6.72%
Northfield	205	235	-12.77%	933	871	7.12%
Total	786	638	23.20%	2,855	2,672	6.85%

Hotspot Usage

Location	23OCT	22OCT	Mo. % +/-	FY23-24 YTD	FY22-23 YTD	FY % +/-
Winnetka Sessions	23,856	26,526	-10.07%	81,594	95,437	-14.50%

Northfield Sessions	4,175	4,628	-9.79%	16,644	16,501	0.87%
Total	28,031	31,154	-10.02%	98,238	111,938	-12.24%
Winnetka Bandwidth	539GB	597GB	-9.72%	2,236GB	1,918GB	16.56%
Northfield Bandwidth	103GB	75GB	36.88%	425GB	270GB	57.18%
Total	642GB	672GB	-4.49%	2,661GB	2,188GB	21.58%

Website Visits

Activity	23OCT	22OCT	Mo. % +/-	FY23-24 YTD	FY22-23 YTD	FY % +/-
Total Visits	12,906	8,630	49.55%	44,571	34,125	30.61%
Unique Visits	7,687	5,574	37.91%	27,692	21,827	26.87%

MARKETING

Email Subscribers

23OCT	% Cardholders	22OCT	Open Rate	Click Rate
10,754	118.19%	10,348	56%	2%

Open Rate: % who opened the email. Click Rate: % who clicked on links inside the email.

Social Media Activity

Platform	23OCT Impres.	22OCT Impres.	Mo. % +/-	23OCT Reach	22OCT Reach	Mo. % +/-	23OCT Engage.	22OCT Engage.	Mo. % +/-
YouTube	89,947	-	-	3,114	-	-	-	-	-
Facebook	4,966	-	-	4,789	-	-	111	-	-
Instagram	3,300	-	-	2,830	-	-	404	-	-
Twitter/X	4,370	-	-	0	-	-	185	-	-
LinkedIn	291	-	-	0	-	-	54	-	-
Total	53,770	-	-	10,733	-	-	754	-	-

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

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

COLLECTIONS

Physical Adult (By Location)

Location	23OCT	22OCT	Mo. % +/-	FY23-24 YTD	FY22-23 YTD	FY % +/-
Winnetka	10,054	9,421	6.72%	41,718	38,445	8.51%
Northfield	3,966	3,964	0.05%	15,571	16,942	-8.09%

Physical Youth (By Location)

Location	23OCT	22OCT	Mo. % +/-	FY23-24 YTD	FY22-23 YTD	FY % +/-
Winnetka	14,903	14,424	3.32%	58,834	57,531	2.26%
Northfield	3,589	4,035	-11.05%	13,388	16,180	-17.26%

Physical Miscellaneous

Lending Type	23OCT	22OCT	Mo. % +/-	FY23-24 YTD	FY22-23 YTD	FY % +/-
Kenilworth Patrons	1,172	1,169	0.26%	4,971	4,541	9.47%
Borrowed from Other Libraries	1,707	1,609	6.09%	6,881	6,693	2.81%

Physical Adult (By Type)

Material Type	23OCT	22OCT	Mo. % +/-	FY23-24 YTD	FY22-23 YTD	FY % +/-
Books	8,649	8,462	2.21%	35,623	35,475	0.42%
Book - Fiction	4,992	4,774	4.57%	21,106	20,388	3.52%
Book - Nonfiction	3,657	3,688	-0.84%	14,517	15,087	-3.78%
Audiobook - CD	212	301	-29.57%	943	1,338	-29.52%
Music CD	81	144	-43.75%	295	628	-53.03%
Playaway	25	50	-50.00%	124	251	-50.60%
DVD/Blu-Ray	2,651	2,763	-4.05%	10,496	10,800	-2.81%
Magazine	239	187	27.81%	931	875	6.40%
Videogame	15	12	25.00%	75	100	-25.00%
Computing Device	0	2	-100.00%	22	15	46.67%
Library of Things	22	32	-31.25%	81	55	47.27%
Other	5	-	-	7	49	-85.71%
Non-CCS ILL	42	32	31.25%	126	156	-19.23%
Sent Out	2,079	1,430	45.38%	8,566	5,645	51.74%
Total	14,020	13,415	4.51%	57,289	55,387	3.43%

Physical Youth (By Type)

Material Type	23OCT	22OCT	Mo. % +/-	FY23-24 YTD	FY22-23 YTD	FY % +/-
Books	13,196	13,790	0.91%	55,543	56,352	-1.44%
Book - Fiction	11,892	11,851	0.35%	46,955	48,458	-3.10%
Book - Nonfiction	2,024	1,939	4.38%	8,585	7,894	8.75%
Audiobook - CD	2	30	-93.33%	1	67	-98.51%
Playaway	163	216	-24.54%	1,077	1,014	6.21%
DVD/Blu-Ray	703	1,030	-31.75%	3,327	4,430	-24.90%
Videogame	263	236	11.44%	1,030	1,042	-1.15%
Vox Reader	392	288	36.11%	1,340	1,210	10.74%
STEAM Kits	33	24	37.50%	130	96	35.42%
Early Literacy Kits	37	39	-5.13%	142	73	94.52%
Other	92	87	5.75%	78	39	100.00%
In House Circulation	2,891	2,667	8.40%	9,312	9,078	2.58%
Total	18,492	18,459	0.18%	72,222	73,711	-2.02%

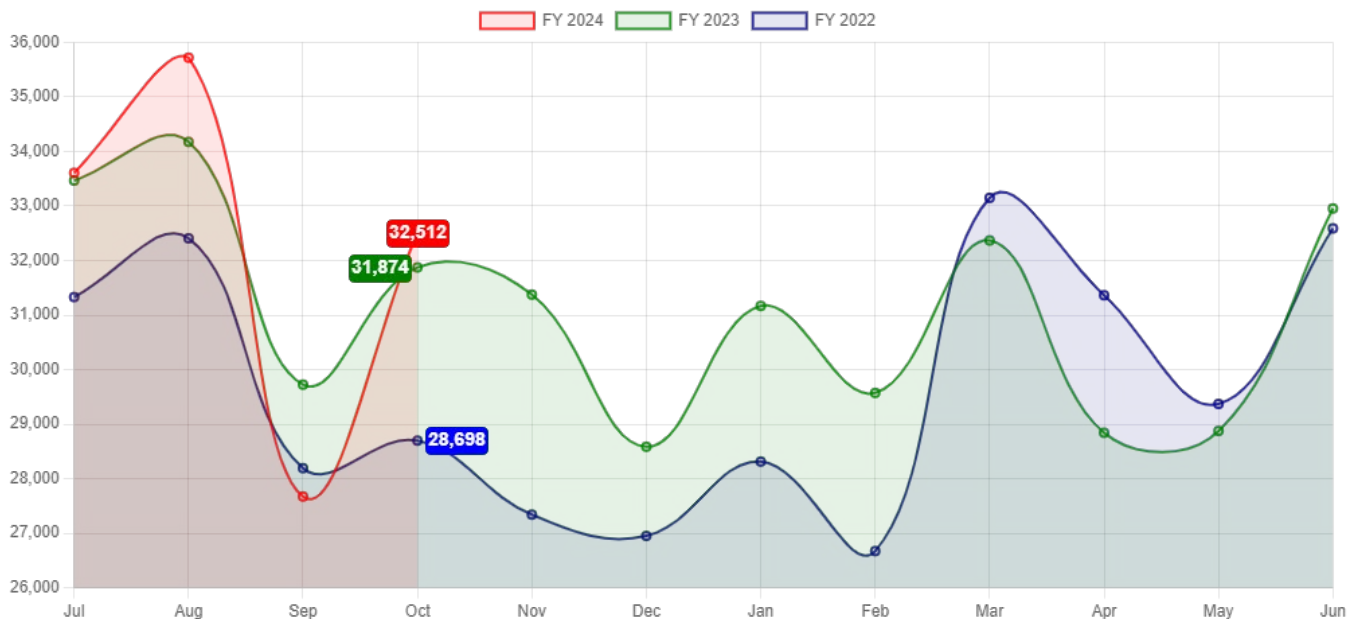
MTD Total Physical Circulation

23OCT Physical Circulation	22OCT Physical Circulation	Net Change
32,512	31,844	2.10%

YTD Total Physical Circulation

FY23-24 YTD Physical Circulation	FY22-23 YTD Physical Circulation	Net Change
129,511	129,098	0.32%

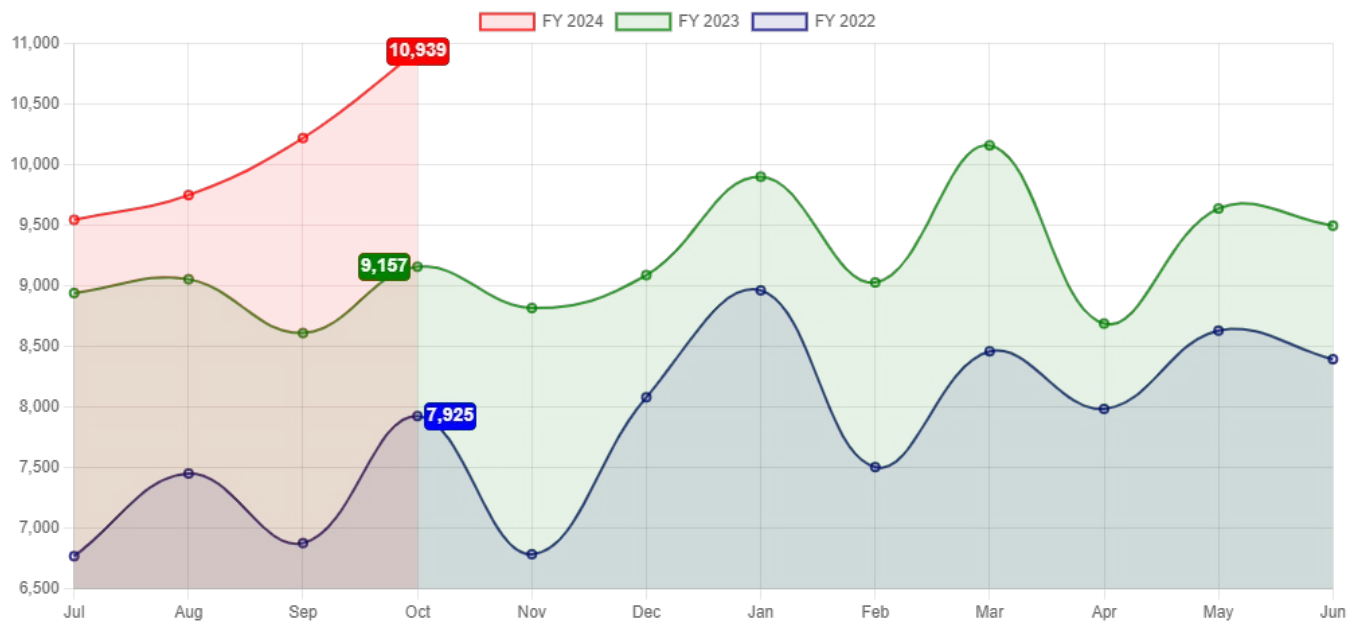
3 Year Circulation Comparison



Digital Circulation

Material Type	23OCT	22OCT	Mo. % +/-	FY23-24 YTD	FY21-22 YTD	FY % +/-
eBooks	4,461	4,031	10.67%	17,705	16,111	9.89%
eAudiobooks	3,889	3,252	19.59%	15,435	12,269	25.80%
eMagazines	2,169	1,463	48.26%	5,185	5,693	-8.92%
eVideos	380	385	-1.30%	1,936	1,582	22.38%
eMusic	40	26	53.85%	189	106	78.30%
Total	10,939	9,157	19.46%	40,450	35,761	13.11%

3 Year eResource Comparison



MTD Total District Circulation

23OCT District Circulation	22OCT District Circulation	Net Change
43,451	41,001	5.98%

YTD Total District Circulation

FY23-24 YTD District Circulation	FY22-23 YTD District Circulation	Net Change
169,961	164,859	3.09%

IMPACT STORIES

Branch Services

- Librarian Lisa helped a senior citizen with the printing of financial documents. The patron was excited to learn something new and feel more independent, especially when accessing her financial records. “You deserve all the praise. This is the greatest place in the world.”
- Librarian Rebecca helped a patron install the BARD App (NLS Braille and Audio Reading’s Download service) and Lisa created low-vision-friendly written instructions for use at home. The patron was thrilled and commented that we gave her the best assistance she “...have ever received in 50 years of visiting libraries! And you’re nice too!”
- A patron appreciated our efforts to get a current print edition of Rules of the Road, the driver’s license manual. The Secretary of State’s office no longer provides print copies in English and the PDF is only available through their website, which makes it hard for people without strong tech skills to access.
- A child noticed this display of a pumpkin painted and inspired by Mo Willem’s pigeon character and immediately asked his grown-up to read the story to him.
- A local preschool teacher is so inspired by our passive program ideas (coloring sheets, scavenger hunts, etc.) that she uses them at her school. *“You always have the best ideas!”*



Community Engagement

- Feedback on D&D Club (Washburne School): The kids who come to the after-school club had so many good things to say about it at back-to-school night! Katie, the school librarian, said she had multiple parents come find her to tell her that not only do their kids love playing D&D at school, but it’s also helped them make friends!
- Feedback on A Walk in the Woods: This program, a continuation of Books at the Beach, led a few Winnetka residents to share that despite living on the North Shore for decades, they had never been through the woods and really enjoyed the experience! Our wonderful partnership with the Winnetka Park District continues to allow us opportunities to share our resources while exposing patrons to new things.
- Feedback on NorthShore Senior Center Wellness Fair: The fair provided a great opportunity to remind people about the benefits of being a cardholder in our consortium (CCS). Since attendees came from several parts of New Trier Township, we were able to educate them on the benefits of using their card and attending programming at all area libraries instead of just their home library. We even surprised a Glenview patron—who walked up to take a photo of one of the books we had on display—by telling her she could check it out from us right there as a member of our consortium!

Youth Services

- Librarian Amber curated a Banned Books Display on the junior NF corner table, and many of our display books were checked out. We also received a compliment while on desk about the Banned Books display and available postcards, which a patron took to send off to her representatives!
- Feedback from the mom of a student who came to STEAM: *"Thanks so much for doing this. She wanted to do something on her own and she had so much fun!"*
- Feedback on Move & Groove:
 - *"Hi, I'm a Grandma visiting from California to see my kids and grandkids who live nearby. I almost wasn't going to stay for your program, but I'm glad I did. I sang to all the songs since I grew up in the 70s! Thank you for a fun time! I'm thankful for libraries no matter where I'm at."*
 - A Google user posted a positive review about our Move & Groove program online. Here's a link to the review: [Move & Groove Google Review](#).
- A group of nannies took a staff member aside to tell them how much they appreciate the play space we've created for the littles.
- Feedback on Reader's Advisory Services: *"Miss Amber we started Wild Robot book 3 last night and we're loving it! We love this series and it's all thanks to you!"* Mom reads aloud to her two girls and has also come to love this excellent series!
- A patron came in to ask Librarian Maddy for help finding stories about adoption. Maddy was able to find a number of books for her and put them on hold. She later came back in to tell Maddy how helpful the resources were and how much she appreciated her research.

Adult Services

- Feedback for CSI Shows: Fact or Fiction?: *"This was fascinating, I feel like I have just sat in on a college class. Thank you so much."*
- Feedback for Wine & Whine, With IL State Rep. Robyn Gabel & State Senator Laura Fine: *"The event was very enjoyable and informative. I'd never heard or seen either legislator in person, which was the main reason I attended. However, I was pleasantly surprised at how much detail Laura and Robyn used in their presentations and in answering questions. At the end of the presentation, I thanked the LWV chapter President for sponsoring the meeting. I hope the library will continue to host valuable community events like this."*
- Feedback for Alfred Hitchcock: Master of Suspense: *Very comprehensive, well-articulated and so interesting. We enjoyed it very much. Please let us know about any future events!*
- Feedback for Horror Trivia: *"We had a great time, although we came in last!!! It was a great event, would love to see another, although I'm sure they're a ton of work to put together. Thanks!!"*
- Feedback for There's Something Weird In Your Neighborhood: *"Live storytelling is a terrific artform. Bring on more storytellers!"*
- Feedback for Lilly Pulitzer: A Living History Portrayal by Leslie Goddard: *"More Leslie Goddard programs please. Thank you for offering Zoom programs too. I'm older and prefer watching from home."*
- Feedback for Northern Chicago and the North Shore's Creepy Sites and Stories: *"Fantastic! Great research and information. Wonderful presenter!"*

Digital Services

- Patrons attending the Squeegee Painting class said it was so fun and easy that they would like us to offer more similar programs that are craft-based instead of technology-based.
- A patron who used the Studio over several weeks to make Halloween costumes for her grandchildren brought them in to show Studio Specialist Mikayla, who had helped her with the project. She was thrilled with how they turned out and with Mikayla's words of praise for her in front of her daughter.
- Several patrons have shared very positive feedback on the new Library of Things display. They said offering these types of items is a great service to the community!
- Patron feedback on the Make Your Own Halloween Earrings program was outstanding, with attendees giving it an 11 out of 10 stars!

Patron Services

- Patron Services Assistant Shannon helped a patron check out her youth materials. The patron could not stop gushing over our Youth Department and the wonderful selection of children's books we offer!

TAX LEVY ORDINANCE
ORDINANCE NO. 2023-2024/3
WINNETKA-NORTHFIELD PUBLIC LIBRARY DISTRICT
COOK COUNTY, ILLINOIS
FISCAL YEAR JULY 1, 2023 TO JUNE 30, 2024

This Ordinance constitutes the Tax Levy Ordinance of the Winnetka-Northfield Public Library District, Cook County, Illinois, for the fiscal year beginning July 1, 2023 and ending June 30, 2024.

Section 1. Ordinance 2023-2024/2 (Budget and Appropriation Ordinance) is incorporated by reference.

Section 2. A tax in the sum of \$4,917,202.00 is levied upon all taxable property within the District, said tax levied to defray expenses and liabilities of the District for the fiscal year beginning July 1, 2023 ending June 30, 2024 for the specific objects and purposes indicated as follows:

A.	<u>GENERAL FUND</u>	<u>Levy</u>	<u>Appropriation</u>
1.	IT Services	\$375,000	\$412,500
2.	Administrative Services	\$351,250	\$386,375
3.	Personnel Salaries & Benefits	\$2,496,250	\$2,745,875
4.	Programming	\$90,250	\$99,275
6.	Materials	\$617,500	\$679,250
7.	Capital Outlay	\$586,950	\$682,000
	TOTAL	\$4,517,200	\$5,005,275

B.	<u>SPECIAL RESERVE FUND</u>	<u>Levy</u>	<u>Appropriation</u>
1.	Capital Outlay	\$0	\$7,500,000
	TOTAL	\$0	\$7,500,000

C.	<u>SPECIAL FUNDS</u>	<u>Levy</u>	<u>Appropriation</u>
1.	IMRF	\$1	\$66,000
2.	FICA	\$0	\$176,000
3.	Unemployment Insurance Fund	\$1	\$100,000
4.	Building & Equipment (.02%)	\$400,000	\$440,000
	TOTAL	\$400,002	\$782,000

	<u>Summary</u>
Total Appropriation	\$13,287,275
Appropriated from sources other than taxation	\$8,370,073
Total Levy- General Fund (\$4,517,200) & Special Funds (\$400,002)	\$4,917,202

Section 3: The Board Secretary is hereby directed to file a certified copy of this Ordinance with the County Clerk of Cook County within the time specified by law.

Section 4: The Board Secretary shall publicly post this Ordinance in the main office of the Library District.

Section 5: This Ordinance shall be in full force and effect from and after its passage.

Passed November 13, 2023, pursuant to a roll call vote as follows:

AYES: _____
NAYS: _____
ABSENT: _____

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

ATTEST:

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

WINNETKA-NORTHFIELD PUBLIC LIBRARY DISTRICT

**CERTIFICATE OF COMPLIANCE
WITH TRUTH IN TAXATION LAW**

I, Melissa Mitchell, certify that I am the President of the Board of Library Trustees
Winnetka-Northfield Public Library District

I further certify that the attached Ordinance No. 2023-2024/3 (Tax Levy Ordinance) was
adopted in compliance with the provisions of the Truth in Taxation Law, 35 ILCS 200/18-55 *et
seq.*

This Certificate applies to the 2023 levy.

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

Date signed: November 13, 2023



Internet Access Policy

The Winnetka-Northfield Public Library District (“The District”) provides unfiltered internet access as a core service for library patrons. Internet access is available throughout the District at designated public computer workstations and through “Wi-Fi” wireless access.

The internet is a vast and unregulated information network. As such, the District does not endorse any content, commentary, or viewpoint, nor confirm the accuracy, currency, or quality of any information available on the Internet.

Patrons are cautioned that the internet is not a secure medium and all transactions, files, communications, and other information provided on the Internet may be vulnerable to unauthorized access. Patrons are solely responsible for protecting their personal information while using the District’s internet connections. Any data loss, breach of privacy, or damage to patron devices, equipment, or software is the sole responsibility of the patron.

Internet access is available in public areas that are shared by people of all ages, backgrounds, and sensibilities. Patrons are asked to consider this when accessing potentially controversial, offensive, or disturbing information and images.

Parents or legal guardians, not library staff, are solely responsible for deciding which Internet resources are appropriate for their own children. Children who use the Internet unsupervised may be exposed to inappropriate and disturbing information and images. Parents and guardians are encouraged to place appropriate controls or restrictions on the use of personal mobile devices that their children may use in the library, as desired.

The District requires patrons using the internet do so within the guidelines of acceptable use and in accordance with federal, state, and local law. Unacceptable uses include, but are not limited to:

- 1) Hacking
- 2) Fraud
- 3) Violation of copyright laws or software licensing agreements
- 4) Accessing illegal sites
- 5) Harassment of other patrons
- 6) Destruction of or damage to equipment, software, or data belonging to the library or other patrons
- 7) Behaving in a manner that is disruptive to other patrons



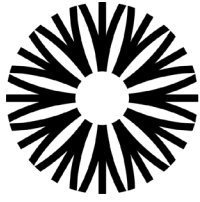
Winnetka-Northfield
PUBLIC LIBRARY DISTRICT

Enforcement of Policy

All staff are authorized to ask patrons whose choices violate this policy to correct their behavior and act in a respectful manner. In the event the behaviors are not corrected, staff may ask patrons to leave the library for the remainder of the day. All staff are authorized to call 9-1-1 for assistance, if needed.

Those engaging in repeat behaviors, or behaviors that are severely disruptive or dangerous to others, may have their library privileges limited or suspended for up to a year at the discretion of the Library Director. In the event the patron is a minor, parents will be notified of this action.

Patrons whose library privileges are limited or suspended may appeal the decision, in writing, to The Board. A hearing will be held at the next regularly scheduled Board meeting and the decision of The Board is final.



Study Room Policy

The Winnetka-Northfield Public Library District (“The District”) provides three study rooms at the Winnetka Library for patrons to study, work, and meet in small groups. Rooms are available for up to 2 hours per day per group on a first-come, first-served basis by visiting the library. Rooms may not be reserved in advance.

Study Rooms A, B, and C

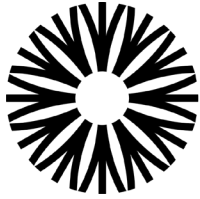
Max Capacity	3 (Room A)	6 (Rooms B&C)
Equipment In Room	<ul style="list-style-type: none"> • Table and chairs • Wall-mounted screen • Dry-erase board, markers, & cleaner • Remotes 	
Equipment Available upon Request from the Front Desk	<ul style="list-style-type: none"> • Laptops • HDMI Cables • Headphones • Computer mice 	

GENERAL RULES

- 1) Study rooms are available during the library’s open hours.
- 2) Once a patron’s two-hour time slot has expired, they may request to extend it if no one else is waiting. Extensions will be granted in 30-minute increments, as available.
- 3) Study room use is subject to all other District policies and regulations, including the Patron Conduct Policy.
- 4) The District is not responsible for loss, damage, or theft of the personal equipment, materials, or possessions of study room users.
- 5) Personal items left in the study rooms without the owner for longer than 15 minutes will be removed by staff and the room will be given to the next party waiting for a room.
- 6) Individuals or groups using the study rooms are liable for all damages and losses to District equipment, furniture, or facilities associated with their study room use.

ROOM ETIQUETTE

- 1) Activities taking place in the meeting rooms must be contained within the rooms and must not disrupt or create safety hazards for other patrons or staff.
- 2) People or groups using the rooms are responsible for their setup and cleanup. If assistance is required with the library’s equipment, please ask at the front desk.



Winnetka-Northfield
PUBLIC LIBRARY DISTRICT

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