

**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, March 21, 2022

- I. Call to Order**
- II. Roll Call**
- III. Public Comments**
- IV. Approval of Minutes**
 - Approval of Minutes of the February 21, 2022 Regular Meeting* (3 mins)
- V. Financial Report**
 - February 2022 Financial Statements* (5 mins)
- VI. Library Reports**
 - Director's Report* (5 minutes)
- VII. Liaisons to Other Organizations – Reports**
 - Winnetka Village [Trustee Mitchell] (5 mins)
 - Northfield Village [Trustee Munoz] (5 mins)
- VIII. Unfinished Business**
 - Committees & Assignments (10 mins.)
- IX. New Business**
 - Update re: District 36 Downsized Capital Improvement Plan [Megan Panje-Wilson & Dawn Livingston, D36 School Board] (20 mins.)
 - Presentation re: Library Park* [John Peterson, Winnetka Park District] (30 mins.)
 - Discussion on Facility Feasibility Proposals* (15 mins.)
- X. Communications**
 - The next regular meeting will be held on Monday, April 18th at 7pm at the Winnetka Branch
- XI. Public Comments**
- XII. Adjournment**

*Attachments

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

February 21, 2022

I. Call to Order

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

President Mitchell added an agenda item for discussing board committees under New Business.

II. Roll Call

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

Absent:

Present were library employees Nicola White (Business Services Coordinator) and Mark Swenson (Information Technology Manager). Present were Winnetka residents Marc Hecht and Jeffrey Liss.

III. Public Comments

Winnetka resident Marc Hecht commented on bicycle parking at the Winnetka Library and the proposed revised public comments policy.

Winnetka resident Jeffrey Liss commented on how virtual attendance is recorded in the minutes and the proposed revised public comments policy.

IV. Approval of Minutes

- Approve Minutes of the January 17, 2022 Regular Meeting

President Mitchell announced the approval of the January 17, 2022 Regular Meeting Minutes.

V. Financial Report

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

VI. Library Report

LIBRARY DIRECTOR'S REPORT:

Director Dombrowski presented the January 2022 Director's Report, which is included in the February 2022 Board Packet.

VII. Liaisons to Other Organizations-Reports

- *Winnetka Village*- President Mitchell reported that the Village of Winnetka adopted a resolution to approve the endorsement of the 2021 Climate Action Plan for the Chicago region.
- *Northfield Village*- Trustee Munoz reported that the Village of Northfield has started a residential solar power program.

VIII. Unfinished Business

- *Discussion on Return to In-Person Board Meetings*

The Board discussed returning to in-person meetings.

A MOTION was made by President Mitchell to return to in-person meetings.

An AMMENDMENT to the MOTION was made by Trustee Vandergrift to include giving President Mitchell the authority to make decisions on behalf of the Board on holding meetings virtually.

ROLL CALL VOTE:

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

NAYS:

ABSENT/ABSTAINING:

MOTION CARRIED

- *Discussion & Vote on Revised Public Comments Policy*

A MOTION was made by Trustee Casale MacNally to Approve the Revised Public Comments Policy.

ROLL CALL VOTE:

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

NAYS:

ABSENT/ABSTAINING:

MOTION CARRIED

IX. New Business

- *Vote to Approve Minutes of Meetings Lawfully Closed Under the Open Meetings Act*

A MOTION was made by Trustee Sundell to Approve the Minutes of Meetings Lawfully Closed Under the Open Meetings Act.

ROLL CALL VOTE:

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

NAYS:

ABSENT/ABSTAINING:

MOTION CARRIED

- *Vote to Approve Resolution Determining Release of Closed Session Minutes*

A MOTION was made by Trustee Sundell to Approve the Resolution Determining Release of Closed Session Minutes.

ROLL CALL VOTE:

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

NAYS:

ABSENT/ABSTAINING:

MOTION CARRIED

- *Vote to Approve Resolution Approving Destruction of Closed Session Recordings*

A MOTION was made by Trustee Sundell to Approve the Resolution Approving Destruction of Closed Session Recordings.

ROLL CALL VOTE:

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

NAYS:

ABSENT/ABSTAINING:

MOTION CARRIED

- *Discussion on Library Committees*

President Mitchell suggested forming community engagement, personnel, and budget/finance committees. The trustees will consider this and send their preferences to President Mitchell.

- *Discussion on Mask Mandate*
The library will return to mask optional effective February 28, 2022.

X. Communications

- *The next regular meeting will be held on Monday, March 21st at 7 p.m. at the Northfield Library.*

XI. Public Comments

Winnetka resident Jeffrey Liss commented on the proposed community outreach committee, board meeting minutes, and the revised public comments policy.

Winnetka resident Marc Hecht commented on the revised public comments policy and the bicycle parking at the Winnetka Library.

XII. Adjourn to Closed Session

- **Closed Session**

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

A MOTION to adjourn to Closed Session was made by Trustee Sundell.

ROLL CALL VOTE:

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

NAYS:

ABSENT/ABSTAINING:

MOTION CARRIED

President Mitchell adjourned to Closed Session at 8:36 p.m.

XIII. Return to Open Session

XIV. Adjournment

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

ROLL CALL VOTE:

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

NAYS:

ABSENT/ABSTAINING:

MOTION CARRIED

President Mitchell adjourned the meeting at 8:41 p.m.

Respectfully submitted,

Nicola White
Recording Secretary

_____ Melissa Mitchell, President

_____ Thomas Sundell, Secretary

Winnetka-Northfield Public Library District

All Funds Summary

For the 8 Months Ended February 28, 2022

Ideal Budget Percentage Spent: 66.67%

	<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	4,021,186.25	2,680,790.83	2,628,695.87	65.37 %	(52,094.96)
IMRF Fund	176,750.00	117,833.33	115,249.68	65.20 %	(2,583.65)
FICA Fund	131,300.00	87,533.33	85,614.08	65.20 %	(1,919.25)
Building Fund	403,994.00	269,329.33	263,423.97	65.20 %	(5,905.36)
Unemployment Fund	2,020.00	1,346.67	1,317.15	65.21 %	(29.52)
Total Revenues	<u>4,735,250.25</u>	<u>3,156,833.50</u>	<u>3,094,300.75</u>	<u>65.35 %</u>	<u>(62,532.75)</u>
Expenses					
Library Fund	3,859,150.00	2,572,766.67	2,716,886.94	70.40 %	144,120.27
IMRF Fund	102,750.00	68,500.00	72,460.55	70.52 %	3,960.55
FICA Fund	133,000.00	88,666.67	74,135.49	55.74 %	(14,531.18)
Building Fund	320,000.00	213,333.33	164,757.81	51.49 %	(48,575.52)
Unemployment Fund	10.00	6.67	0.00	0.00 %	(6.67)
Total Expenses	<u>4,414,910.00</u>	<u>2,943,273.33</u>	<u>3,028,240.79</u>	<u>68.59 %</u>	<u>84,967.46</u>
Total Revenues	4,735,250.25	3,156,833.50	3,094,300.75	65.35 %	(62,532.75)
Total Expenses	<u>4,414,910.00</u>	<u>2,943,273.33</u>	<u>3,028,240.79</u>	<u>68.59 %</u>	<u>(84,967.46)</u>
Excess Revenues less Expenses	<u>320,340.25</u>	<u>213,560.17</u>	<u>66,059.96</u>	<u>20.62 %</u>	<u>(147,500.21)</u>

Winnetka-Northfield Public Library District

Library Fund Summary

For the 8 Months Ended February 28, 2022

Ideal Budget Percentage Spent: 66.67%

	Annual Budget	Prorated Budget	Year-to-Date Actual	% of Budget	Variance vs. Prorated Budget
Operating Revenue					
Property Tax	3,786,490.00	2,524,326.67	2,468,977.84	65.20 %	(55,348.83)
Replacement Tax	30,000.00	20,000.00	42,406.30	141.35 %	22,406.30
Collections	130,196.25	86,797.50	91,811.24	70.52 %	5,013.74
Materials	6,500.00	4,333.33	4,814.67	74.07 %	481.34
Other Income	68,000.00	45,333.33	20,685.82	30.42 %	(24,647.51)
Total Operating Revenue	4,021,186.25	2,680,790.83	2,628,695.87	65.37 %	(52,094.96)
Operating Expenses					
Personnel	1,871,100.00	1,247,400.00	1,146,111.78	61.25 %	(101,288.22)
Administration	197,400.00	131,600.00	132,461.42	67.10 %	861.42
Utilities	91,400.00	60,933.33	47,797.02	52.29 %	(13,136.31)
IT Services	163,000.00	108,666.67	96,008.57	58.90 %	(12,658.10)
Public Relations	43,000.00	28,666.67	27,058.40	62.93 %	(1,608.27)
Library Materials - Adult	519,000.00	346,000.00	362,271.37	69.80 %	16,271.37
Library Materials - Youth	75,000.00	50,000.00	48,861.03	65.15 %	(1,138.97)
Programs	69,250.00	46,166.67	48,496.10	70.03 %	2,329.43
Capital	830,000.00	553,333.33	807,821.25	97.33 %	254,487.92
Total Operating Expenses	3,859,150.00	2,572,766.67	2,716,886.94	70.40 %	144,120.27
Total Revenues	4,021,186.25	2,680,790.83	2,628,695.87	65.37 %	(52,094.96)
Total Expenses	3,859,150.00	2,572,766.67	2,716,886.94	70.40 %	144,120.27
Excess Revenues less Expenses	162,036.25	108,024.16	(88,191.07)	(54.43)%	(196,215.23)

Winnetka-Northfield Public Library District
Statement of Revenues and Expenditures - Modified Cash Basis
For the 8 Months Ended February 28, 2022

Ideal Budget Percentage Spent: 66.67%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year to Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
<u>LIBRARY FUND</u>					
Revenues					
Taxes					
Property Taxes Collections	3,786,490.00	2,524,326.67	2,468,977.84	65.20 %	(55,348.83)
Replacement Tax	30,000.00	20,000.00	42,406.30	141.35 %	22,406.30
Total Taxes	<u>3,816,490.00</u>	<u>2,544,326.67</u>	<u>2,511,384.14</u>	<u>65.80 %</u>	<u>(32,942.53)</u>
Collections					
Per Capita Grant	21,696.25	14,464.17	27,232.58	125.52 %	12,768.41
Kenilworth Services	105,000.00	70,000.00	62,236.00	59.27	(7,764.00)
Fines - Winnetka	0.00	0.00	333.85	0.00	333.85
Studio Fees	1,000.00	666.67	641.58	64.16	(25.09)
Lost/Damaged Mat.-Winnetka	2,500.00	1,666.67	1,366.73	54.67	(299.94)
Library Programs - Winnetka	0.00	0.00	0.50	0.00	0.50
Total Collections	<u>130,196.25</u>	<u>86,797.50</u>	<u>91,811.24</u>	<u>70.52 %</u>	<u>5,013.74</u>
Materials					
Copy/Printing - Winnetka	5,000.00	3,333.33	4,509.73	90.19 %	1,176.40
Book Sales - Winnetka	1,500.00	1,000.00	304.94	20.33	(695.06)
Total Materials	<u>6,500.00</u>	<u>4,333.33</u>	<u>4,814.67</u>	<u>74.07 %</u>	<u>481.34</u>
Other Income					
Checking Interest Income	5,000.00	3,333.33	3,118.33	62.37 %	(215.00)
Byline Bank IMA Interest	45,000.00	30,000.00	3,574.73	7.94	(26,425.27)
Change on Investment Value	0.00	0.00	(516.12)	0.00	(516.12)
Money Market-Interest	0.00	0.00	12,467.31	0.00	12,467.31
Misc. Revenue - Winnetka	0.00	0.00	791.57	0.00	791.57
Gift Fund (over \$100)	500.00	333.33	1,250.00	250.00	916.67
Friends Donations	17,500.00	11,666.67	0.00	0.00	(11,666.67)
Total Other Income	<u>68,000.00</u>	<u>45,333.33</u>	<u>20,685.82</u>	<u>30.42 %</u>	<u>(24,647.51)</u>
Total Revenue	<u>4,021,186.25</u>	<u>2,680,790.83</u>	<u>2,628,695.87</u>	<u>65.37 %</u>	<u>(52,094.96)</u>

Winnetka-Northfield Public Library District
Statement of Revenues and Expenditures - Modified Cash Basis
For the 8 Months Ended February 28, 2022

Ideal Budget Percentage Spent: 66.67%

	<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	1,080,000.00	998,272.06	61.62 %	(81,727.94)
Health Insurance	240,000.00	160,000.00	144,076.46	60.03	(15,923.54)
Flu Vaccination	100.00	66.67	0.00	0.00	(66.67)
Employee Asst. Program	500.00	333.33	0.00	0.00	(333.33)
Conferences	10,000.00	6,666.67	3,268.26	32.68	(3,398.41)
Flexible Spending Account	<u>500.00</u>	<u>333.33</u>	<u>495.00</u>	<u>99.00</u>	<u>161.67</u>
Total Personnel	<u>1,871,100.00</u>	<u>1,247,400.00</u>	<u>1,146,111.78</u>	<u>61.25 %</u>	<u>(101,288.22)</u>
Administration					
Audit Fees	12,400.00	8,266.67	12,400.00	100.00 %	4,133.33
Library Supplies	34,500.00	23,000.00	19,322.66	56.01	(3,677.34)
Office Supplies	7,000.00	4,666.67	3,309.14	47.27	(1,357.53)
Breakroom Supplies	2,000.00	1,333.33	1,333.73	66.69	0.40
Postage	3,200.00	2,133.33	1,478.43	46.20	(654.90)
Hospitality	1,500.00	1,000.00	878.30	58.55	(121.70)
Accounting and Bookkeeping	23,000.00	15,333.33	11,479.38	49.91	(3,853.95)
Legal Notices	3,500.00	2,333.33	2,247.00	64.20	(86.33)
Delivery Service	6,800.00	4,533.33	4,250.00	62.50	(283.33)
Payroll Services	9,000.00	6,000.00	5,823.38	64.70	(176.62)
Liability Insurance Costs	23,000.00	15,333.33	23,180.00	100.78	7,846.67
Board Expenses	1,000.00	666.67	43.69	4.37	(622.98)
Memberships	3,500.00	2,333.33	2,599.66	74.28	266.33
Staff Recognition/Events/Meetings	6,000.00	4,000.00	1,811.38	30.19	(2,188.62)
Legal	12,000.00	8,000.00	745.45	6.21	(7,254.55)
Building Appraisal	500.00	333.33	0.00	0.00	(333.33)
Other Consultations	5,000.00	3,333.33	17,424.64	348.49	14,091.31
Investment Fees	5,000.00	3,333.33	2,209.58	44.19	(1,123.75)
HR Consultant	38,000.00	25,333.33	22,075.00	58.09	(3,258.33)
Miscellaneous	<u>500.00</u>	<u>333.33</u>	<u>(150.00)</u>	<u>(30.00)</u>	<u>(483.33)</u>
Total Administration	<u>197,400.00</u>	<u>131,600.00</u>	<u>132,461.42</u>	<u>67.10 %</u>	<u>861.42</u>
Utilities					
Electricity - Winnetka	41,000.00	27,333.33	26,922.67	65.67 %	(410.66)
Water - Winnetka	3,500.00	2,333.33	1,805.24	51.58	(528.09)
Storm Sewer - Winnetka	1,600.00	1,066.67	932.12	58.26	(134.55)
Natural Gas - Winnetka	11,000.00	7,333.33	9,143.87	83.13	1,810.54
Telephone - Winnetka	16,800.00	11,200.00	438.77	2.61	(10,761.23)
Internet Services	<u>17,500.00</u>	<u>11,666.67</u>	<u>8,554.35</u>	<u>48.88</u>	<u>(3,112.32)</u>
Total Utilities	<u>91,400.00</u>	<u>60,933.33</u>	<u>47,797.02</u>	<u>52.29 %</u>	<u>(13,136.31)</u>
Information Technology					
CCS Operating	80,000.00	53,333.33	54,300.21	67.88 %	966.88
Software	23,000.00	15,333.33	20,945.32	91.07	5,611.99
LAN Management	50,000.00	33,333.33	19,246.42	38.49	(14,086.91)
Hardware	0.00	0.00	428.78	0.00	428.78
Technology - Website	<u>10,000.00</u>	<u>6,666.67</u>	<u>1,087.84</u>	<u>10.88</u>	<u>(5,578.83)</u>
Total Information Technology	<u>163,000.00</u>	<u>108,666.67</u>	<u>96,008.57</u>	<u>58.90 %</u>	<u>(12,658.10)</u>
Public Relations					

Winnetka-Northfield Public Library District
Statement of Revenues and Expenditures - Modified Cash Basis
For the 8 Months Ended February 28, 2022

Ideal Budget Percentage Spent: 66.67%

	<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					
PR Promotional	7,000.00	4,666.67	4,495.62	64.22 %	(171.05)
PR Source/Mailers	23,000.00	15,333.33	16,192.12	70.40	858.79
PR Supplies	8,000.00	5,333.33	2,665.88	33.32	(2,667.45)
PR Marketing/Advertising	<u>5,000.00</u>	<u>3,333.33</u>	<u>3,704.78</u>	<u>74.10</u>	<u>371.45</u>
Total Public Relations	<u>43,000.00</u>	<u>28,666.67</u>	<u>27,058.40</u>	<u>62.93 %</u>	<u>(1,608.27)</u>
Library Materials - Adult					
Books-Fiction-Adult-Winnetka	79,000.00	52,666.67	45,620.69	57.75 %	(7,045.98)
Books-Non-Fiction-Adult-Winnetka	70,000.00	46,666.67	43,480.48	62.11	(3,186.19)
Periodicals-Winnetka	20,000.00	13,333.33	9,647.84	48.24	(3,685.49)
DVDs-Adult-Winnetka	38,000.00	25,333.33	19,482.91	51.27	(5,850.42)
Audio Books-Adult-Winnetka	17,000.00	11,333.33	10,880.34	64.00	(452.99)
Books-Digital-Winnetka	200,000.00	133,333.33	140,289.83	70.14	6,956.50
Online Database	<u>95,000.00</u>	<u>63,333.33</u>	<u>92,869.28</u>	<u>97.76</u>	<u>29,535.95</u>
Total Library Materials - Adult	<u>519,000.00</u>	<u>346,000.00</u>	<u>362,271.37</u>	<u>69.80 %</u>	<u>16,271.37</u>
Library Materials - Youth					
Books-Fiction-Juv-Winnetka	40,000.00	26,666.67	27,720.49	69.30 %	1,053.82
Books-Non-Fiction, Easy, & JH-Winnetka	14,000.00	9,333.33	8,761.13	62.58	(572.20)
DVDs-Juv-Winnetka	8,000.00	5,333.33	3,239.41	40.49	(2,093.92)
Audio Books-Juv-Winnetka	10,000.00	6,666.67	5,920.54	59.21	(746.13)
Video Games-Juv-Winnetka	3,000.00	2,000.00	3,194.52	106.48	1,194.52
Books-Easy-Winnetka	0.00	0.00	14.24	0.00	14.24
Books-Jr. High-Winnetka	<u>0.00</u>	<u>0.00</u>	<u>10.70</u>	<u>0.00</u>	<u>10.70</u>
Total Library Materials - Youth	<u>75,000.00</u>	<u>50,000.00</u>	<u>48,861.03</u>	<u>65.15 %</u>	<u>(1,138.97)</u>
Programs					
Summer Reading	8,000.00	5,333.33	6,420.00	80.25 %	1,086.67
Studio General Supplies	0.00	0.00	12.50	0.00	12.50
OBTV	15,000.00	10,000.00	10,572.44	70.48	572.44
Programming - Studio	6,750.00	4,500.00	4,923.67	72.94	423.67
Programming - Youth	15,000.00	10,000.00	8,067.27	53.78	(1,932.73)
Programming - Adult	20,000.00	13,333.33	14,426.72	72.13	1,093.39
Studio Maintenance/Repair	<u>4,500.00</u>	<u>3,000.00</u>	<u>4,073.50</u>	<u>90.52</u>	<u>1,073.50</u>
Total Programs	<u>69,250.00</u>	<u>46,166.67</u>	<u>48,496.10</u>	<u>70.03 %</u>	<u>2,329.43</u>
Capital					
Capital Outlay	400,000.00	266,666.67	769,521.23	192.38 %	502,854.56
Building	250,000.00	166,666.67	14,380.14	5.75	(152,286.53)
Equipment/Furniture	100,000.00	66,666.67	6,445.50	6.45	(60,221.17)
Computer Equipment	<u>80,000.00</u>	<u>53,333.33</u>	<u>17,474.38</u>	<u>21.84</u>	<u>(35,858.95)</u>
Total Capital	<u>830,000.00</u>	<u>553,333.33</u>	<u>807,821.25</u>	<u>97.33 %</u>	<u>254,487.92</u>
Total Expenses	<u>3,859,150.00</u>	<u>2,572,766.67</u>	<u>2,716,886.94</u>	<u>70.40 %</u>	<u>144,120.27</u>
Excess Revenues less Expenses	<u>162,036.25</u>	<u>108,024.16</u>	<u>(88,191.07)</u>	<u>(54.43)%</u>	<u>(196,215.23)</u>

Winnetka-Northfield Public Library District
Statement of Revenues and Expenditures - Modified Cash Basis
For the 8 Months Ended February 28, 2022

Ideal Budget Percentage Spent: 66.67%

	<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	269,329.33	263,423.97	65.20 %	(5,905.36)
Total Revenue	<u>403,994.00</u>	<u>269,329.33</u>	<u>263,423.97</u>	<u>65.20 %</u>	<u>(5,905.36)</u>
Expenses					
Northfield Lease	66,000.00	44,000.00	44,135.28	66.87 %	135.28
Janitorial Supplies	13,176.00	8,784.00	4,238.82	32.17	(4,545.18)
Snow Removal	8,960.00	5,973.33	3,249.74	36.27	(2,723.59)
Photocopier Leases	44,800.00	29,866.67	14,947.76	33.37	(14,918.91)
Phone Lease	10,752.00	7,168.00	0.00	0.00	(7,168.00)
Building Maintenance Service	123,200.00	82,133.33	69,000.00	56.01	(13,133.33)
Elevators	8,960.00	5,973.33	5,915.60	66.02	(57.73)
Landscaping	5,600.00	3,733.33	2,805.62	50.10	(927.71)
HVAC	11,200.00	7,466.67	7,324.08	65.39	(142.59)
Automatic Doors	3,920.00	2,613.33	1,680.00	42.86	(933.33)
Roof	672.00	448.00	333.00	49.55	(115.00)
Alarms	3,080.00	2,053.33	2,690.05	87.34	636.72
Equipment	4,480.00	2,986.67	202.50	4.52	(2,784.17)
Misc Services	<u>15,200.00</u>	<u>10,133.33</u>	<u>8,235.36</u>	<u>54.18</u>	<u>(1,897.97)</u>
Total Expenses	<u>320,000.00</u>	<u>213,333.33</u>	<u>164,757.81</u>	<u>51.49 %</u>	<u>(48,575.52)</u>
 Excess Revenues less Expenses	 <u>\$ 83,994.00</u>	 <u>\$ 55,996.00</u>	 <u>\$ 98,666.16</u>	 <u>117.47 %</u>	 <u>42,670.16</u>

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

February 1, 2022 - February 28, 2022

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Vendor Checks						
Amber Mechanical Contractors Inc. 10-0-5882	Building	INV# W27550	919.80	3424	02/03/22	<u>919.80</u>
Arlington Heights Memorial Library 10-0-5908	Programming - Adult	INV# 212229	250.00	3425	02/03/22	<u>250.00</u>
Background Screening Consultants LLC 10-0-5736	Legal	INV# 19719	24.00	3426	02/03/22	<u>24.00</u>
Belleville Public Library 10-0-4150	Lost/Damaged Materials	Belleville Public Library - damaged item	29.95	3427	02/03/22	<u>29.95</u>
Book Stall 10-1-5340	Books-Fiction-Adult-Winnetka	INV# 398694	91.22	3428	02/03/22	<u>172.80</u>
10-1-5340	Books-Fiction-Adult-Winnetka	INV# 398763	22.39			
10-1-5340	Books-Fiction-Adult-Winnetka	INV# 398944	36.80			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	INV# 399658	22.39			
Catapult 10-0-5115	Flexible Spending Account	INV# 00100046	285.00	3429	02/03/22	<u>285.00</u>
Chicago Tribune 10-1-5342	Periodicals-Winnetka	Pays thru 4/2/22	124.00	3430	02/03/22	<u>124.00</u>
Compassionate Childcare 10-0-5907	Programming - Youth	Compassionate Childcare- 3 sessions	300.00	3431	02/03/22	<u>300.00</u>
Isabel Raci 10-0-5908	Programming - Adult	Isabel Raci - Chair Yoga	450.00	3432	02/03/22	<u>450.00</u>
Jaime Gonzalez Vicker 10-1-5522	Studio General Supplies	Jaime Gonzalez Vicker - Dollar Tree	12.50	3433	02/03/22	<u>12.50</u>
Karla Giese 10-0-5907	Programming - Youth	Karla Giese - baby sign language	350.00	3434	02/03/22	<u>350.00</u>
Martina Jae Mathisen 10-0-5908	Programming - Adult	Martina Jae Mathisen - Women in History	250.00	3435	02/03/22	<u>250.00</u>
Niche Academy 10-0-5134	Software	INV# 6290	1,600.00	3436	02/03/22	<u>1,600.00</u>
Pioneer Press 10-1-5342	Periodicals-Winnetka	Pays thru 8/18/22	36.00	3437	02/03/22	<u>36.00</u>
Scott Spire 10-0-5908	Programming - Adult	Scott Spire - Late-Blooming Novelist	150.00	3438	02/03/22	<u>150.00</u>
Technology Management Rev Fund 10-0-5176	Internet Services	INV# T2213893	450.00	3439	02/03/22	<u>450.00</u>

Winnetka-Northfield Public Library District

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All Bank Accounts

February 1, 2022 - February 28, 2022

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Tim Joyce 10-0-5908	Programming - Adult	Tim Joyce - Bird Feeding	150.00	3440	02/03/22	<u>150.00</u>
Wall Street Journal 10-1-5342	Periodicals-Winnetka	Annual subscription	599.88	3441	02/03/22	<u>599.88</u>
Washington Post Enterprise Digital Solutions 10-1-5346	Online Database - Winnetka	INV# 1452	1,846.95	3442	02/03/22	<u>1,846.95</u>
Winnetka Historical Society 10-0-5908	Programming - Adult	Winnetka Historical Society - Celebrities from the North Shore	200.00	3443	02/03/22	<u>200.00</u>
Linda Gorham 10-0-5908	Programming - Adult	Linda Gorham - African American Heroes & Sheroes	400.00	3444	02/04/22	<u>400.00</u>
A&A Professional Roofers LLC 10-0-5882 10-0-5882	Building Building	INV# 104 INV# 106	1,060.00 135.00	3445	02/17/22	<u>1,195.00</u>
Cupello Mechanical 70-0-5799	Misc Services	INV# 1820	150.00	3446	02/17/22	<u>150.00</u>
Kevin Griebenow 10-0-5908	Programming - Adult	Kevin Griebenow - 1893 World's Fair	50.00	3447	02/17/22	<u>50.00</u>
LACONI 10-0-5114	Conferences	Annual Membership (1/22-12/22)	100.00	3448	02/17/22	<u>100.00</u>
Raul Snow Removal Service 70-0-5740	Snow Removal	1/23, 1/24, 1/29, 2/2 snow removal	1,575.00	3449	02/17/22	<u>1,575.00</u>
The Book Stall 10-1-5340 10-1-5340 10-1-5341 10-1-5341 10-1-5341 10-1-5341	Books-Fiction-Adult-Winnetka Books-Fiction-Adult-Winnetka Books-Non-Fiction-Adult-Winnetka Books-Non-Fiction-Adult-Winnetka Books-Non-Fiction-Adult-Winnetka Books-Non-Fiction-Adult-Winnetka	INV# 401421 INV# 400384 INV# 400385 INV# 400516 INV# 401372 INV# 399777	105.57 18.39 23.19 19.99 14.39 23.19	3450	02/17/22	<u>204.72</u>
TK Elevators 70-0-5749	Elevators	INV# 3006420671	2,014.52	3451	02/17/22	<u>2,014.52</u>
U.S. Postal Service 10-0-5722	PR Source/Mailers	The Source	784.88	3452	02/17/22	<u>784.88</u>
SENSOURCE 10-0-5134	Software	INV# 51272	198.00	16952	02/09/22	<u>198.00</u>
MERCHANTS DELIVERY SERVICE 10-0-5138	Delivery Service	21 Days book transfer	525.00	16953	02/09/22	<u>525.00</u>

Winnetka-Northfield Public Library District

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Robbins Schwartz 10-0-5736	Legal	Services thru 12/31/21	950.00	16954	02/09/22	<u>950.00</u>
QUILL CORPORATION 10-0-5121	Office Supplies	INV# 22703084	24.63	16955	02/09/22	<u>165.69</u>
10-0-5122	Breakroom Supplies	INV# 22770162	42.49			
10-0-5122	Breakroom Supplies	INV# 22776648	42.49			
10-0-5122	Breakroom Supplies	INV# 22519931	56.08			
Warehouse Direct 70-0-5725	Janitorial Supplies	INV# 5150680-0	54.75	16956	02/09/22	<u>127.61</u>
70-0-5725	Janitorial Supplies	INV# 5059339-0	30.00			
70-0-5725	Janitorial Supplies	INV# 5161922-0	42.86			
OVERDRIVE INC. 10-1-5345	Books-Digital-Winnetka	INV# 01018MA22036100	1,472.19	16957	02/09/22	<u>15,228.89</u>
10-1-5345	Books-Digital-Winnetka	INV# 01018MA22034398	5,008.20			
10-1-5345	Books-Digital-Winnetka	INV# 01018CP22034840	8,748.50			
HOOPLA (MIDWEST TAPE) 10-1-5345	Books-Digital-Winnetka	INV# 501628442	2,019.56	16958	02/09/22	<u>2,019.56</u>
HR Source 10-0-5745	HR Consultant	INV# 15353	2,528.75	16959	02/09/22	<u>2,528.75</u>
Kanopy 10-1-5345	Books-Digital-Winnetka	INV# 28340-PPU	814.00	16960	02/09/22	<u>814.00</u>
Lauterbach & Amen, LLP 10-0-5131	Accounting and Bookkeeping	INV# 63607	1,667.00	16961	02/09/22	<u>1,667.00</u>
BIBLIOTHECA, LLC 10-1-5345	Books-Digital-Winnetka	INV# INV-US-51795	60.00	16962	02/09/22	<u>104.21</u>
10-1-5345	Books-Digital-Winnetka	INV# INV-US51796	44.21			
Baker & Taylor 10-2-5341	Books-Non-Fiction-Adult-Northfield	Baker & Taylor	112.38	16963	02/09/22	<u>2,864.76</u>
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	215.31			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	63.57			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	205.22			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	158.80			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	62.39			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	117.96			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	108.13			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	53.08			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	42.50			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	46.25			

Winnetka-Northfield Public Library District

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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	9.60			
10-1-5441	Books-Non-Fiction, Easy, & JH-Winnetka	Baker & Taylor	120.47			
10-2-5441	Books-Non-Fiction, Easy, & JH-Northfield	Baker & Taylor	41.69			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	283.14			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	109.96			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Baker & Taylor	944.14			
10-0-5120	Library Supplies	Baker & Taylor	33.48			
10-0-5120	Library Supplies	Baker & Taylor	18.34			
10-0-5120	Library Supplies	Baker & Taylor	24.13			
10-0-5120	Library Supplies	Baker & Taylor	10.95			
10-0-5120	Library Supplies	Baker & Taylor	14.86			
10-0-5120	Library Supplies	Baker & Taylor	28.79			
10-0-5120	Library Supplies	Baker & Taylor	33.70			
10-0-5120	Library Supplies	Baker & Taylor	5.92			
Midwest Tape				16964	02/09/22	<u>665.93</u>
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	27.99			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	201.66			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	99.96			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	38.98			
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	5.00			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	5.00			
10-0-5120	Library Supplies	Midwest Tape	24.90			
10-0-5120	Library Supplies	Midwest Tape	5.00			
10-0-5120	Library Supplies	Midwest Tape	10.00			
10-2-5344	Audio Books-Adult-Northfield	Midwest Tape	39.99			
10-2-5344	Audio Books-Adult-Northfield	Midwest Tape	79.98			
Baker & Taylor				16965	02/09/22	<u>3,675.26</u>
10-2-5341	Books-Non-Fiction-Adult-Northfield	Baker & Taylor	48.58			
10-2-5341	Books-Non-Fiction-Adult-Northfield	Baker & Taylor	82.80			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	76.26			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	13.49			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	26.98			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	13.49			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	149.50			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	13.49			

Winnetka-Northfield Public Library District

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All Bank Accounts

February 1, 2022 - February 28, 2022

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	13.49			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	23.48			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	14.24			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	27.22			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	89.56			
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	17.50			
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	14.24			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	26.54			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	9.60			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	8.92			
10-1-5441	Books-Non-Fiction, Easy, & JH-Winnetka	Baker & Taylor	156.11			
10-2-5441	Books-Non-Fiction, Easy, & JH-Northfield	Baker & Taylor	70.52			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	572.69			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	141.56			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	173.05			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	315.13			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	211.29			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	115.17			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	64.39			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Baker & Taylor	472.55			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Baker & Taylor	455.33			
10-0-5120	Library Supplies	Baker & Taylor	16.53			
10-0-5120	Library Supplies	Baker & Taylor	11.10			
10-0-5120	Library Supplies	Baker & Taylor	49.11			
10-0-5120	Library Supplies	Baker & Taylor	0.35			
10-0-5120	Library Supplies	Baker & Taylor	11.25			
10-0-5120	Library Supplies	Baker & Taylor	2.11			
10-0-5120	Library Supplies	Baker & Taylor	1.06			
10-0-5120	Library Supplies	Baker & Taylor	13.91			
10-0-5120	Library Supplies	Baker & Taylor	9.17			
10-0-5120	Library Supplies	Baker & Taylor	22.36			
10-0-5120	Library Supplies	Baker & Taylor	1.06			
10-0-5120	Library Supplies	Baker & Taylor	2.11			
10-0-5120	Library Supplies	Baker & Taylor	17.91			

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5120	Library Supplies	Baker & Taylor	26.26			
10-0-5120	Library Supplies	Baker & Taylor	1.06			
10-0-5120	Library Supplies	Baker & Taylor	1.06			
10-0-5120	Library Supplies	Baker & Taylor	1.06			
10-0-5120	Library Supplies	Baker & Taylor	1.06			
10-0-5120	Library Supplies	Baker & Taylor	1.06			
10-0-5120	Library Supplies	Baker & Taylor	1.73			
10-0-5120	Library Supplies	Baker & Taylor	1.06			
10-0-5120	Library Supplies	Baker & Taylor	1.02			
ROTARY CLUB OF WINNETKA-NORTHFIELD				16977	02/23/22	<u>125.00</u>
10-0-5731	Memberships	Jan 2022 Dues	125.00			
DD Facility Services				16978	02/23/22	<u>8,000.00</u>
70-0-5748	Building Maintenance Service	INV# 0718-0001	8,000.00			
Shales McNutt Construction				16979	02/23/22	<u>149,150.80</u>
10-0-5800	Capital Outlay	1/1/22 - 1/31/22	64,127.95			
10-0-5800	Capital Outlay	12/1/21 - 12/31/21	85,022.85			
NIR ROOF CARE, INC.				16980	02/23/22	<u>333.00</u>
70-0-5756	Roof	INV# 154072	333.00			
DE LAGE LANDEN FINANCIALSVCS.				16981	02/23/22	<u>1,868.47</u>
70-0-5746	Photocopier Leases	INV# 75440757	1,868.47			
CDW-G				16982	02/23/22	<u>310.00</u>
10-0-5884	Equipment/Furniture	INV# S015888	250.00			
10-0-5885	Computer Equipment	INV# S026719	60.00			
RAILS				16983	02/23/22	<u>1,041.89</u>
10-1-5342	Periodicals-Winnetka	INV# 8920	291.89			
10-0-5716	OBTV	INV# 9101	750.00			
Ntiva				16984	02/23/22	<u>2,400.20</u>
10-0-5135	LAN Management	INV# 24368	2,400.20			
Warehouse Direct				16985	02/23/22	<u>47.15</u>
70-0-5725	Janitorial Supplies	INV# 5168926-0	19.95			
70-0-5725	Janitorial Supplies	INV# 5163786-0	27.20			
DELTA DENTAL PLAN OF ILLINOIS				16986	02/23/22	<u>1,534.20</u>
10-0-5111	Health Insurance	INV# 1537761	1,534.20			
VILLAGE OF WINNETKA				16987	02/23/22	<u>26,555.13</u>
10-0-5111	Health Insurance	Feb 2022 Health Insurance	26,555.13			
QUILL CORPORATION				16988	02/23/22	<u>103.82</u>
10-0-5120	Library Supplies	INV# 22833647	103.82			
VILLAGE OF NORTHFIELD				16989	02/23/22	<u>5,516.91</u>
70-2-5159	Northfield Lease	February 2022 Lease Payment	5,516.91			
Baker & Taylor				16990	02/23/22	<u>1,171.91</u>
10-2-5341	Books-Non-Fiction-Adult-Northfield	Baker & Taylor	39.65			

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	59.01			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	163.75			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	204.98			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Baker & Taylor	640.56			
10-0-5120	Library Supplies	Baker & Taylor	5.90			
10-0-5120	Library Supplies	Baker & Taylor	36.73			
10-0-5120	Library Supplies	Baker & Taylor	21.33			
Midwest Tape				16991	02/23/22	<u>1,131.18</u>
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	110.18			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	23.99			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	84.72			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	29.24			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	23.24			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	14.99			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	14.99			
10-1-5344	Audio Books-Adult-Winnetka	Midwest Tape	169.96			
10-1-5344	Audio Books-Adult-Winnetka	Midwest Tape	31.99			
10-1-5344	Audio Books-Adult-Winnetka	Midwest Tape	74.98			
10-1-5344	Audio Books-Adult-Winnetka	Midwest Tape	50.99			
10-1-5344	Audio Books-Adult-Winnetka	Midwest Tape	38.99			
10-1-5344	Audio Books-Adult-Winnetka	Midwest Tape	59.99			
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	2.50			
10-0-5120	Library Supplies	Midwest Tape	17.50			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	15.00			
10-0-5120	Library Supplies	Midwest Tape	5.00			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	5.00			
10-0-5120	Library Supplies	Midwest Tape	10.00			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	5.00			
10-2-5344	Audio Books-Adult-Northfield	Midwest Tape	50.99			
10-2-5344	Audio Books-Adult-Northfield	Midwest Tape	189.96			
10-2-5344	Audio Books-Adult-Northfield	Midwest Tape	71.98			
Baker & Taylor				16992	02/23/22	<u>3,256.37</u>
10-2-5341	Books-Non-Fiction-Adult-Northfield	Baker & Taylor	113.21			
10-2-5341	Books-Non-Fiction-Adult-Northfield	Baker & Taylor	62.15			

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	155.67			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	24.40			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	20.32			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	159.26			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	37.14			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	10.16			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	13.49			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	28.48			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	26.23			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	9.58			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	13.49			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	12.74			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	54.71			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	27.73			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	51.38			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	182.38			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	26.20			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	54.59			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	7.90			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	773.84			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	167.29			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	106.37			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	117.46			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Baker & Taylor	409.58			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Baker & Taylor	383.32			
10-0-5120	Library Supplies	Baker & Taylor	2.10			
10-0-5120	Library Supplies	Baker & Taylor	18.08			
10-0-5120	Library Supplies	Baker & Taylor	23.79			
10-0-5120	Library Supplies	Baker & Taylor	24.64			
10-0-5120	Library Supplies	Baker & Taylor	16.67			
10-0-5120	Library Supplies	Baker & Taylor	27.10			
10-0-5120	Library Supplies	Baker & Taylor	4.22			
10-0-5120	Library Supplies	Baker & Taylor	19.09			
10-0-5120	Library Supplies	Baker & Taylor	1.04			
10-0-5120	Library Supplies	Baker & Taylor	3.16			
10-0-5120	Library Supplies	Baker & Taylor	2.12			
10-0-5120	Library Supplies	Baker & Taylor	4.23			
10-0-5120	Library Supplies	Baker & Taylor	2.12			

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5120	Library Supplies	Baker & Taylor	1.06			
10-0-5120	Library Supplies	Baker & Taylor	1.05			
10-0-5120	Library Supplies	Baker & Taylor	1.06			
10-0-5120	Library Supplies	Baker & Taylor	0.35			
10-0-5120	Library Supplies	Baker & Taylor	2.11			
10-0-5120	Library Supplies	Baker & Taylor	53.31			
Midwest Tape				16993	02/23/22	<u>1,499.95</u>
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	22.48			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	59.97			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	26.24			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	22.49			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	78.72			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	208.39			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	163.44			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	104.20			
10-1-5344	Audio Books-Adult-Winnetka	Midwest Tape	39.99			
10-1-5344	Audio Books-Adult-Winnetka	Midwest Tape	47.99			
10-1-5344	Audio Books-Adult-Winnetka	Midwest Tape	39.99			
10-1-5443	DVDs-Juv-Winnetka	Midwest Tape	119.96			
10-1-5443	DVDs-Juv-Winnetka	Midwest Tape	182.92			
10-2-5443	DVDs-Juv-Northfield	Midwest Tape	59.98			
10-2-5443	DVDs-Juv-Northfield	Midwest Tape	90.71			
10-0-5120	Library Supplies	Midwest Tape	10.00			
10-0-5120	Library Supplies	Midwest Tape	27.50			
10-0-5120	Library Supplies	Midwest Tape	7.50			
10-0-5120	Library Supplies	Midwest Tape	20.00			
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	12.50			
10-0-5120	Library Supplies	Midwest Tape	22.50			
10-0-5120	Library Supplies	Midwest Tape	15.00			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	7.50			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	7.50			
10-0-5120	Library Supplies	Midwest Tape	5.00			
10-2-5344	Audio Books-Adult-Northfield	Midwest Tape	39.99			
10-2-5344	Audio Books-Adult-Northfield	Midwest Tape	39.99			
Baker & Taylor				16994	02/23/22	<u>1,447.29</u>
10-2-5341	Books-Non-Fiction-Adult-Northfield	Baker & Taylor	16.94			
10-0-5120	Library Supplies	Baker & Taylor	12.98			
10-0-5120	Library Supplies	Baker & Taylor	31.82			
10-0-5120	Library Supplies	Baker & Taylor	4.14			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	145.84			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	15.20			

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	37.57			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	46.85			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Baker & Taylor	22.59			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Baker & Taylor	1,113.36			
Midwest Tape				16995	02/23/22	<u>11.24</u>
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	11.24			
Baker & Taylor				16996	02/23/22	<u>2,820.90</u>
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	20.00			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	195.05			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	23.65			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	38.46			
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	26.23			
10-0-5120	Library Supplies	Baker & Taylor	9.81			
10-0-5120	Library Supplies	Baker & Taylor	10.59			
10-0-5120	Library Supplies	Baker & Taylor	31.88			
10-0-5120	Library Supplies	Baker & Taylor	1.05			
10-0-5120	Library Supplies	Baker & Taylor	1.06			
10-0-5120	Library Supplies	Baker & Taylor	3.18			
10-0-5120	Library Supplies	Baker & Taylor	2.10			
10-0-5120	Library Supplies	Baker & Taylor	27.64			
10-0-5120	Library Supplies	Baker & Taylor	23.05			
10-0-5120	Library Supplies	Baker & Taylor	19.78			
10-0-5120	Library Supplies	Baker & Taylor	1.06			
10-0-5120	Library Supplies	Baker & Taylor	3.16			
10-0-5120	Library Supplies	Baker & Taylor	1.04			
10-0-5120	Library Supplies	Baker & Taylor	1.06			
10-0-5120	Library Supplies	Baker & Taylor	1.04			
10-0-5120	Library Supplies	Baker & Taylor	2.10			
10-0-5120	Library Supplies	Baker & Taylor	2.11			
10-0-5120	Library Supplies	Baker & Taylor	1.06			
10-0-5120	Library Supplies	Baker & Taylor	15.40			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	24.22			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	10.16			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	9.03			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	14.24			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	41.22			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	13.49			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	11.24			

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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	39.11			
10-1-5441	Books-Non-Fiction, Easy, & JH-Winnetka	Baker & Taylor	83.60			
10-2-5441	Books-Non-Fiction, Easy, & JH-Northfield	Baker & Taylor	90.16			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	421.02			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	151.12			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	330.05			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	223.71			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	96.03			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	81.33			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	151.92			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Baker & Taylor	475.57			
10-2-5341	Books-Non-Fiction-Adult-Northfield	Baker & Taylor	64.39			
Midwest Tape				16997	02/23/22	<u>867.83</u>
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	29.90			
10-0-5120	Library Supplies	Midwest Tape	7.50			
10-0-5120	Library Supplies	Midwest Tape	12.50			
10-0-5120	Library Supplies	Midwest Tape	5.00			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	5.00			
10-0-5120	Library Supplies	Midwest Tape	10.00			
10-0-5120	Library Supplies	Midwest Tape	5.00			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	241.39			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	127.70			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	59.98			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	79.46			
10-1-5344	Audio Books-Adult-Winnetka	Midwest Tape	44.99			
10-1-5344	Audio Books-Adult-Winnetka	Midwest Tape	59.98			
10-1-5443	DVDs-Juv-Winnetka	Midwest Tape	22.48			
10-2-5443	DVDs-Juv-Northfield	Midwest Tape	7.49			
10-2-5344	Audio Books-Adult-Northfield	Midwest Tape	104.97			
10-2-5344	Audio Books-Adult-Northfield	Midwest Tape	36.99			
Baker & Taylor				16998	02/23/22	<u>627.19</u>
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	88.80			
10-0-5120	Library Supplies	Baker & Taylor	10.01			
10-0-5120	Library Supplies	Baker & Taylor	29.47			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	10.16			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Baker & Taylor	426.84			
10-2-5341	Books-Non-Fiction-Adult-Northfield	Baker & Taylor	61.91			

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
COMED 10-2-5171	Electricity - Northfield	COMED	579.87	17018	02/03/22	<u>579.87</u>
NATIONWIDE RETIREMENT SOLUTIONS 10-0-2040	457 withholding	NATIONWIDE RETIREMENT SOLUTIONS	1,375.00	17019	02/04/22	<u>1,375.00</u>
COMCAST 10-0-5176	Internet Services	COMCAST	69.95	17020	02/04/22	<u>69.95</u>
PITNEY BOWES 10-0-5123	Postage	PITNEY BOWES	100.00	17021	02/07/22	<u>100.00</u>
NORTH SHORE GAS 10-1-5174	Natural Gas - Winnetka	NORTH SHORE GAS	1,758.64	17022	02/08/22	<u>1,758.64</u>
NICOR 10-2-5174	Natural Gas - Northfield	NICOR	338.43	17023	02/11/22	<u>338.43</u>
COMCAST 10-0-5176	Internet Services	COMCAST	314.95	17024	02/11/22	<u>314.95</u>
NATIONWIDE RETIREMENT SOLUTIONS 10-0-2040	457 withholding	NATIONWIDE RETIREMENT SOLUTIONS	1,375.00	17025	02/18/22	<u>1,375.00</u>
VILLAGE OF WINNETKA 10-1-5171	Electricity - Winnetka	VILLAGE OF WINNETKA	60.60	17026	02/18/22	<u>2,270.04</u>
10-1-5171	Electricity - Winnetka	VILLAGE OF WINNETKA	1,736.63			
10-1-5171	Electricity - Winnetka	VILLAGE OF WINNETKA	50.43			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	134.27			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	75.60			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	54.75			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	2.00			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	22.60			
10-1-5173	Storm Sewer - Winnetka	VILLAGE OF WINNETKA	133.16			
First Bankcard 10-1-5440	Books-Fiction-Juv-Winnetka	Garrity - Amazon - patron request youth fiction	17.80	17027	02/23/22	<u>5,633.59</u>
10-0-5120	Library Supplies	Mall - Amazon - tech services supplies	17.65			
10-0-5120	Library Supplies	Morgan - Amazon - library supplies	233.73			
10-0-5120	Library Supplies	Morgan - Amazon - library supplies	20.49			
10-0-5121	Office Supplies	Volny - Amazon - office supplies	28.86			
10-0-5121	Office Supplies	Volny - Amazon - office supplies	10.34			
10-0-5121	Office Supplies	Dombrowski - Amazon - office supplies	33.98			
10-0-5121	Office Supplies	Dombrowski - Amazon - trash stickers	25.96			
10-0-5121	Office Supplies	Dombrowski - Peachtree Place - thank you cards	17.60			
10-0-5906	Programming - Studio	Kline - Amazon - Tailor's chalk	5.99			
10-0-5906	Programming - Studio	Kline - Amazon - printer filament	22.95			
10-0-5906	Programming - Studio	Kline - Sketchboard - tablet holder	149.00			
10-0-5906	Programming - Studio	Kline - Amazon - coca program supplies	9.99			
10-0-5906	Programming - Studio	Kline - Amazon - stabilizer	29.98			

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10-0-5906	Programming - Studio	Kline - Amazon - procreate books	76.98			
10-0-5906	Programming - Studio	Kline - Ocooch Hardwoods - laserable wood	149.28			
10-0-5906	Programming - Studio	Kline - Amazon - luggage tags	10.99			
10-0-5906	Programming - Studio	Kline - Amazon - silhouette blades	29.97			
10-0-5906	Programming - Studio	Kline - Amazon - procreate digital art app	10.61			
10-0-5134	Software	Dombrowski - WhenIWork.com - account	80.00			
10-0-5134	Software	Mall - Zoom - event hosting	124.97			
10-0-5134	Software	Dombrowski - Zoom - account	14.99			
10-0-5134	Software	Swenson - Adobe - creative cloud	278.91			
10-0-5134	Software	Swenson - Techsoup - Acrobat for Monica	60.00			
10-0-5906	Programming - Studio	Kline - Amazon - embroidery needles	71.00			
10-0-5906	Programming - Studio	Kline - Ocooch Hardwoods - hardwood for engraving	169.61			
10-0-5906	Programming - Studio	Kline - Amazon - coca program supplies	9.99			
10-0-5906	Programming - Studio	Kline - Amazon - heat transfer vinyl	22.99			
10-0-5906	Programming - Studio	Kline - Amazon - coca program supplies	89.68			
10-0-5906	Programming - Studio	Kline - Amazon - Goo gone/spray adhesive	35.57			
10-0-5136	Hardware	Swenson - Amazon - power adapter	7.99			
10-0-5136	Hardware	Swenson - Amazon - lock for iPad stand	10.95			
10-0-5177	Technology - Website	Swenson - Hover - onebooktwovillages.org	15.92			
10-0-5177	Technology - Website	Swenson - Linode - server hosting	25.00			
10-0-5716	OBTV	Mall - FPA - programming	830.46			
10-1-5340	Books-Fiction-Adult-Winnetka	Mall - Amazon - materials	13.71			
10-0-5723	PR Supplies	Quish - LibraryWorks - training	49.00			
10-0-5731	Memberships Staff	Morgan - ALA - Kmiec membership	125.00			
10-0-5732	Recognition/Events/Meetings	Dombrowski - Panera - tax refund	-22.14			
10-0-5884	Equipment/Furniture	Morgan - Amazon - library supplies	28.89			
10-0-5884	Equipment/Furniture	Dombrowski - Amazon - office supplies	123.92			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Mall - Amazon - materials	29.74			
10-0-5114	Conferences	Dombrowski - Alaska Air - PLA	158.40			
10-0-5114	Conferences	Dombrowski - United - PLA	268.40			
10-0-5114	Conferences	Dombrowski - ACR - PLA	330.00			
10-0-5114	Conferences	Morgan - Alaska Air - PLA	158.40			
10-0-5114	Conferences	Morgan - United - PLA	268.40			
10-0-5114	Conferences	Morgan - ACR - PLA	465.00			
10-0-5910	Studio Maintenance/Repair	Kline - Amazon - cable ties/clips	7.99			
10-0-5910	Studio Maintenance/Repair	Kline - Amazon - cable management	17.76			
70-0-5725	Janitorial Supplies	Garrity - Amazon - child size masks	39.96			
10-0-5907	Programming - Youth	Garrity - Amazon - programming supplies	46.08			
10-0-5907	Programming - Youth	Garrity - Amazon - teen space supplies	9.89			
10-0-5907	Programming - Youth	Garrity - Amazon - programming supplies	33.99			
10-0-5907	Programming - Youth	Garrity - Amazon - programming supplies	33.99			

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5907	Programming - Youth	Garrity - Amazon - teen space supplies	184.50			
10-0-5907	Programming - Youth	Garrity - Amazon - programming supplies	9.95			
10-0-5907	Programming - Youth	Morgan - Amazon - youth programming supplies	43.60			
10-0-5907	Programming - Youth	Morgan - Amazon	55.96			
10-0-5907	Programming - Youth	Garrity - Amazon - programming supplies	11.90			
10-0-5907	Programming - Youth	Garrity - Amazon - passive department activities	5.39			
10-0-5907	Programming - Youth	Garrity - Amazon - programming supplies	6.99			
10-0-5907	Programming - Youth	Garrity - Amazon - programming supplies	106.19			
10-0-5907	Programming - Youth	Garrity - Amazon - sticker puzzles	131.78			
10-0-5907	Programming - Youth	Garrity - Amazon - programming supplies	42.96			
10-0-5907	Programming - Youth	Garrity - Amazon - passive department activities	46.94			
10-0-5908	Programming - Adult	Morgan - Amazon - adult programming supplies	50.87			
VILLAGE OF NORTHFIELD				17028	02/25/22	<u>38.50</u>
10-2-5172	Water - Northfield	VILLAGE OF NORTHFIELD	38.50			
Check List Total						<u><u>269,884.06</u></u>

FEBRUARY 2022 DIRECTOR'S REPORT

Staff Updates

- Anniversaries: Jill Brasseur (36 years), Shannon Hahle (6 years), Tyler Steinemann (6 years)
- Comings: Kathryn Freemond joined us in the role of Branch Services Assistant at the Northfield Branch.

General News

- Youth Services kicked off their new 1,000 Books Before Kindergarten program and within a week, already had 17 children signed up for the program. They also created various age-appropriate reading lists that are available on our 1,000 Books [webpage](#).
- Branch Services Manager Melissa was asked to chair the Data/Numbers Committee for the newly formed Illinois Libraries Present team focused on interlibrary virtual programming. Librarian Amelia also serves on the committee.

Finances (Target = 66.67% based on 8 months into our fiscal year)

- We are at 65.35% of our expected operating revenues, which follows our typical annual pattern.
- We are at 68.59% of our budgeted operating expenses due to our capital projects.

Programming

Youth

Category	22FEB	20FEB	Mo. % +/-	FY21-22 YTD	FY19-20 YTD	FY % +/-
Programs	39	70	-44.29%	241	547	-55.94%
Live Attendees	486	1,461	-66.74%	3,439	11,912	-71.13%
Recording Attendees	2	0	n/a	30	0	n/a
Passive Programs	179	0	n/a	483	0	n/a

Highlights

Sensory Shenanigans	Librarian Amber provided sensory activities for our youngest patrons.
Dog Man Party	Librarian Amber hosted an afternoon of activities based on the popular graphic novel series <i>Dog Man</i> .
Storytimes!	Librarians Amelia, Maddy, Amber, Emily, and YS Manager Amanda brought storytimes back at both branches, much to everyone's delight!

Adults

Category	22FEB	20FEB	Mo. % +/-	FY21-22 YTD	FY19-20 YTD	FY % +/-
Programs	22	36	-38.89%	144	229	-37.12%
Live Attendees	334	404	-17.33%	2,179	2,532	-13.94%
Recording Attendees	29	0	n/a	162	0	n/a

Highlights

African American Heroes & Sheroes	Linda Gorham shared stories of family and notable African American people who broke color barriers, often despite hard circumstances.
Faith Ringgold: The Story Quilts & Paintings	Art Historian Jeff Mishur discussed the work of artist & author Faith Ringgold with a focus on her story quilts.
Clue Book Club: <u>Clark & Division</u>	The discussion of the story about a Japanese American family released from an internment camp and forced to relocate to Chicago was augmented by a child of internees talking about his experiences growing up in the area.

Studio (Digital Services)

Category	22FEB	20FEB	Mo. % +/-	FY21-22 YTD	FY19-20 YTD	FY % +/-
Appointments	42	n/a	n/a	533	n/a	n/a
Programs	11	n/a	n/a	77	n/a	n/a
Attendees	187	n/a	n/a	807	n/a	n/a

Highlights

Poster Screen Painting	Patrons learned how to use stencils to create painted poster prints.
Digital Art	Patrons learned how to use an iPad, Apple Pencil, and the Procreate app to make digital drawings, paintings, and unique letters.

Community Engagement (Outreach)

Category	22FEB	20FEB	Mo. % +/-	FY21-22 YTD	FY19-20 YTD	FY % +/-
Youth Events	1	n/a	n/a	13	n/a	n/a
Youth Attendance	12	n/a	n/a	773	n/a	n/a
Adult Events	2	n/a	n/a	8	n/a	n/a
Adult Attendance	10	n/a	n/a	45	n/a	n/a
Family Events	0	n/a	n/a	17	n/a	n/a
Family Attendance	0	n/a	n/a	1,011	n/a	n/a

Email Reach/Cardholder Penetration

22FEB Subscribers	% Cardholders	Total Cardholders	New Cards	Click Rate	Open Rate
10,341	81.42%	12,700	78	1%	54%

Note: Industry averages for not-for-profits = 2% Click Rate, 24% Open Rate

Website Reach/App Usage

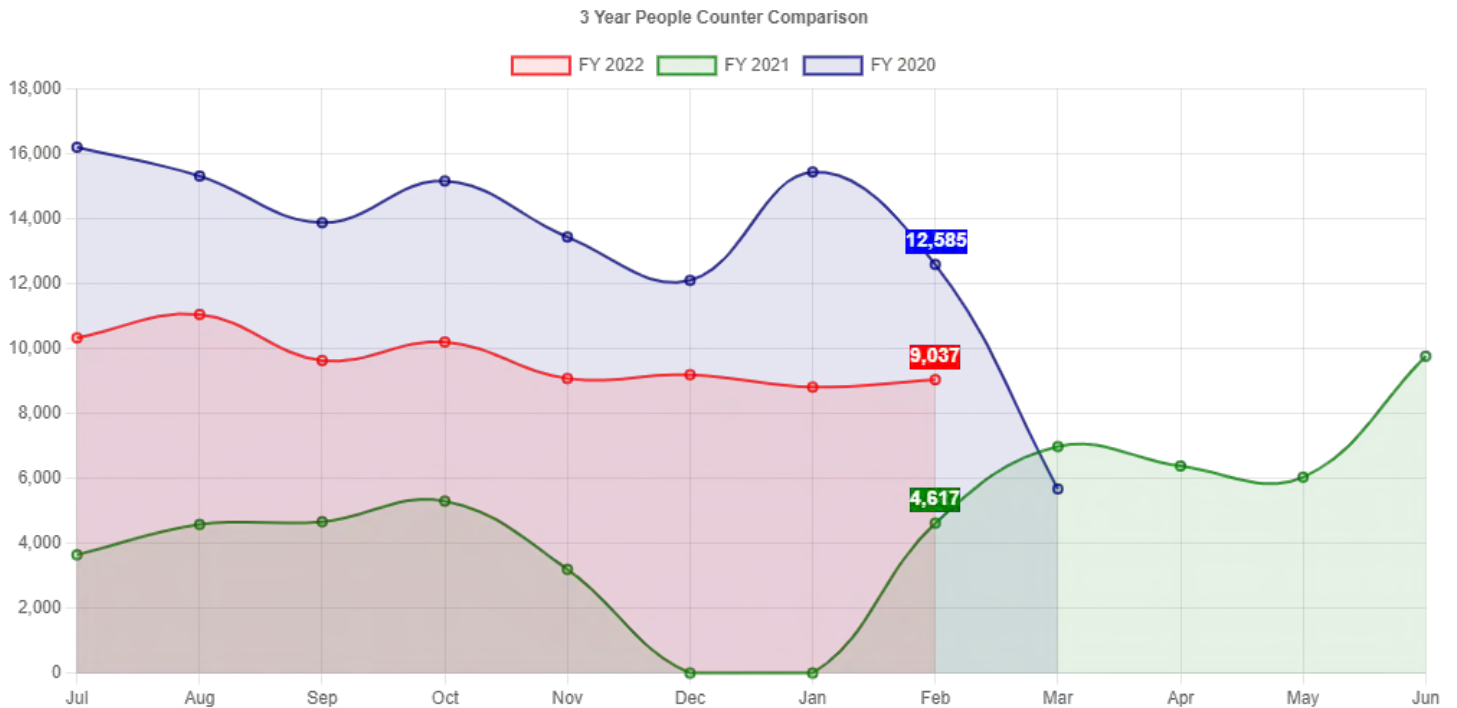
Activity	22FEB	20FEB	Mo. % +/-	FY21-22 YTD	FY19-20 YTD	FY % +/-
Website Visits	7,258	8,943	-18.84%	65,532	72,958	-10.18%
Active App Users	545	-	-	-	-	-

Services

Visitors

Location	22FEB	20FEB	Mo. % +/-	FY21-22 YTD	FY19-20 YTD	FY % +/-
Winnetka	6,445	8,053	-19.97%	55,545	71,361	-22.16%
Northfield	2,592	4,532	-42.81%	21,755	42,723	-49.08%
Total	9,037	12,585	-28.19%	77,300	114,084	-32.24%

Notes: 86% of people coming into the library also visited the Youth Services department!



Curbside Pick Ups

Location	22FEB	FY21-22 YTD
Winnetka	26	165
Northfield	8	80
Total	34	245

Patron Interactions

Category	22FEB	20FEB	Mo. % +/-	FY21-22 YTD	FY19-20 YTD	FY % +/-
Adult	2,178	1,729	25.97%	19,722	15,087	30.72%
Youth	540	444	21.62%	3,867	4,426	-12.63%
Digital Services	119	304	-60.86%	1,213	3,771	-67.83%
Total	2,837	2,477	14.53%	24,802	23,284	6.52%

Public Computer Usage

Location	22FEB	20FEB	Mo. % +/-	FY21-22 YTD	FY19-20 YTD	FY % +/-
Winnetka	345	1,043	-66.89%	3,250	8,500	-61.76%
Northfield	173	599	-71.12%	1,461	4,901	-70.19%
Total	518	1,641	-68.43%	4,711	13,401	-64.85%

Hotspot Usage

Location	22FEB	20FEB	Mo. % +/-	FY21-22 YTD	FY19-20 YTD	FY % +/-
Winnetka Sessions	18,562	14,856	24.95%	162,325	165,914	-2.16%
Northfield Sessions	4,779	3,831	24.75%	37,387	49,100	-23.86%
Total Sessions	23,341	18,687	24.91%	199,712	215,014	-7.12%
Winnetka Bandwidth	272GB	416GB	-34.59%	2,442GB	5,581GB	-56.24%
Northfield Bandwidth	44GB	240GB	-81.82%	650GB	2,313GB	-71.90%
Total Bandwidth	316GB	656GB	-51.86%	3,092GB	7,895GB	-60.83%

Collections

MTD TOTAL PHYSICAL CIRCULATION

22FEB Physical Circulation	20FEB Physical Circulation	Net Change
26,673	33,028	-19.24%

YTD TOTAL PHYSICAL CIRCULATION

FY22-22 YTD Physical Circulation	FY19-20 YTD Physical Circulation	Net Change
229,900	279,423	-17.72%

PHYSICAL ADULT (BY LOCATION)

Location	22FEB	20FEB	Mo. % +/-	FY21-22 YTD	FY19-20 YTD	FY % +/-
Winnetka	8,849	12,118	-26.98%	76,644	98,494	-22.18%
Northfield	3,677	5,840	-37.04%	31,873	49,665	-35.82%

PHYSICAL YOUTH (BY LOCATION)

Location	22FEB	20FEB	Mo. % +/-	FY21-22 YTD	FY19-20 YTD	FY % +/-
Winnetka	10,806	10,689	1.09%	94,181	94,979	-0.84%
Northfield	3,341	4,381	-23.74%	27,202	36,285	-25.03%

PHYSICAL MISCELLANEOUS

Lending Type	22FEB	20FEB	Mo. & +/-	FY21-22 YTD	FY19-20 YTD	FY % +/-
Kenilworth Patrons	1,111	1,237	-10.19%	11,944	11,681	2.25%
Borrowed from Other Libraries	1,641	2,059	-20.30%	14,642	14,263	2.66%

PHYSICAL ADULT (BY TYPE)

Material Type	22FEB	20FEB	Mo. % +/-	FY21-22 YTD	FY19-20 YTD	FY % +/-
Books	7,493	9,729	-22.98%	67,445	82,642	-18.39%
Book - Fiction	3,851	4,917	-21.68%	37,569	44,054	-14.72%
Book - Nonfiction	3,642	4,812	-24.31%	29,876	38,588	-22.58%
Audiobook - CD	289	578	-50.00%	2,456	5,829	-57.87%
Music CD	127	178	-28.65%	1,011	1,209	-16.38%
Playaway	63	124	-49.19%	475	1,406	-66.22%
DVD/Blu-Ray	2,880	6,028	-52.22%	24,196	46,318	-47.76%
Magazine	216	106	103.77%	1,568	1,198	30.88%
Videogame	22	16	37.50%	194	88	120.45%
Devices	15	18	-16.67%	86	161	-46.58%
Non-CCS ILL	46	35	31.43%	304	278	9.35%
Sent Out	1,374	1,146	19.90%	10,761	8,998	19.59%
Total	12,526	17,958	-30.25%	108,517	148,159	-26.76%

PHYSICAL YOUTH (BY TYPE)

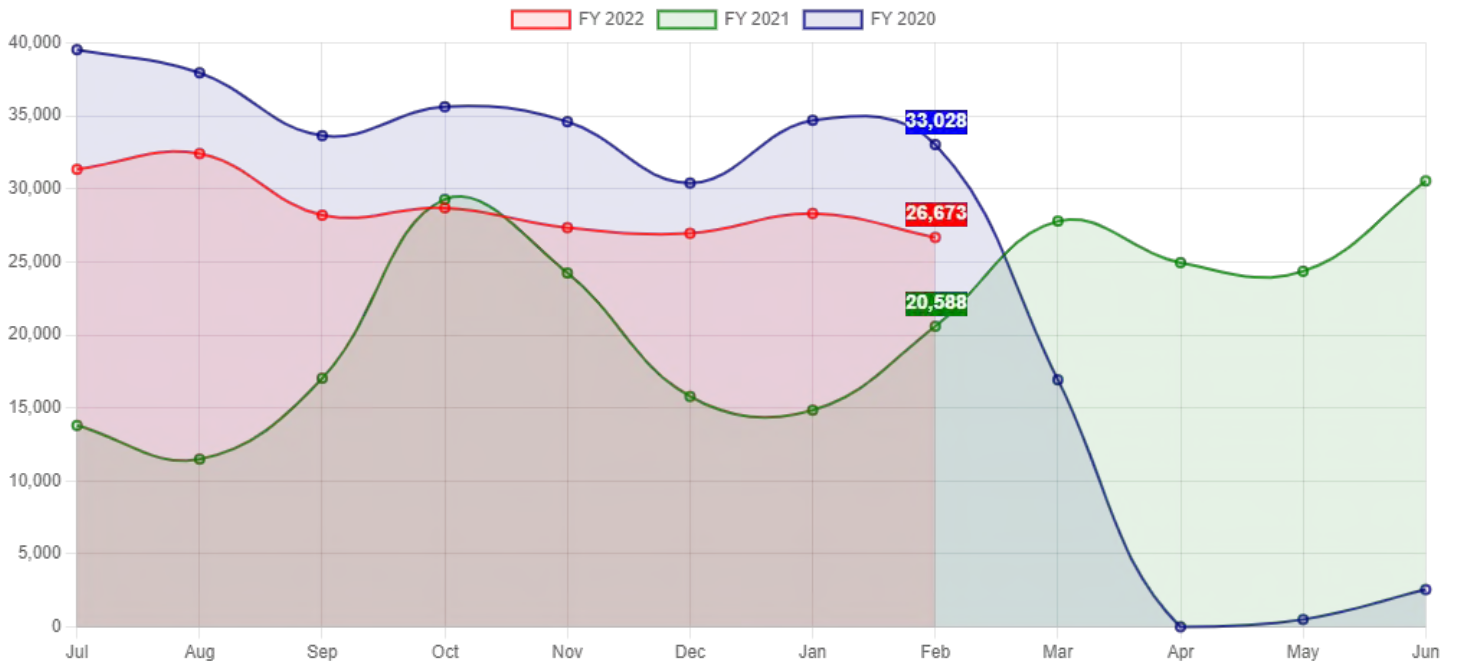
Material Type	22FEB	20FEB	Mo. % +/-	FY21-22 YTD	FY19-20 YTD	FY % +/-
Books	12,613	12,344	2.18%	107,269	105,278	1.89%
Book - Fiction	10,591	10,191	3.93%	92,328	90,037	2.54%
Book - Nonfiction	2,022	2,153	-6.08%	14,941	15,241	-1.97%
Audiobook - CD	26	70	-62.86%	414	692	-40.17%
Music CD	34	81	-58.02%	257	863	-70.22%
Playaway	126	278	-54.68%	1,506	2,674	-43.68%
DVD/Blu-Ray	780	2,246	-65.27%	7,818	21,183	-63.09%
Videogame	228	9	2,433.33%	1,300	28	4,542.86%
Vox Reader	205	-	-	1,588	-	-
Other	106	14	657.14%	976	327	198.47%
STEAM Kits	29	28	3.57%	249	219	13.70%
Total	14,147	15,070	-6.12%	121,383	131,264	-7.53%

Collection Notes

Adult: Hot genres this month were audiobooks (up 18%), travel books (up 30%), new mysteries (up 6%), and books on drawing and decorative arts (up 32%).

Youth: The team is working on separating out and adding more teen manga based on recent ILL requests. Manga—along with other graphic novels—accounts for 30% of teen fiction circulation.

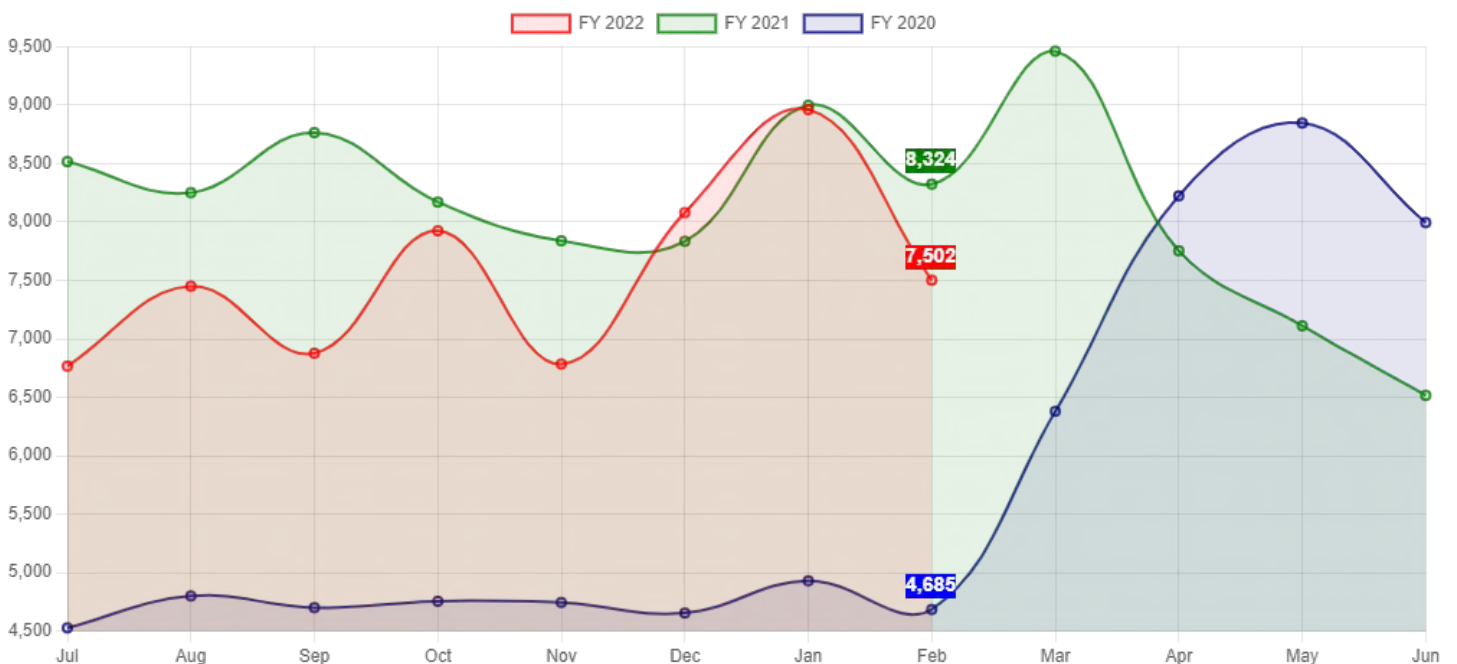
3 Year Circulation Comparison



DIGITAL CIRCULATION

Material Type	22FEB	20FEB	Mo. % +/-	FY21-22 YTD	FY19-20 YTD	FY % +/-
eBooks	3,558	1,967	80.88%	28,476	15,863	79.51%
eAudiobooks	2,384	1,229	93.98%	19,426	10,104	92.26%
eMagazines	1,077	1,260	-14.52%	8,426	9,709	-13.21%
eVideos	468	184	154.35%	3,748	1,565	139.49%
eMusic	15	45	-66.67%	273	555	-50.81%
Total	7,502	4,685	60.13%	60,349	37,796	59.67%

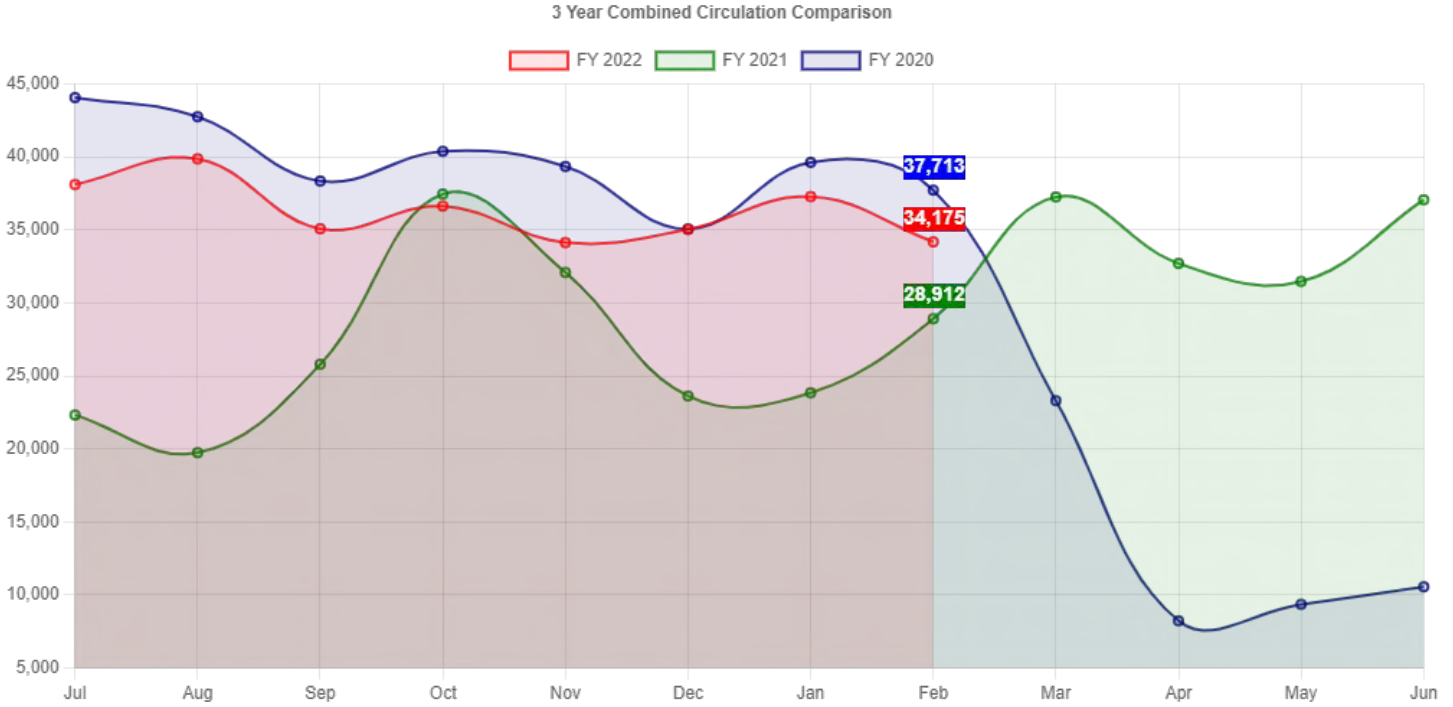
3 Year eResource Comparison



TOTAL DISTRICT CIRCULATION

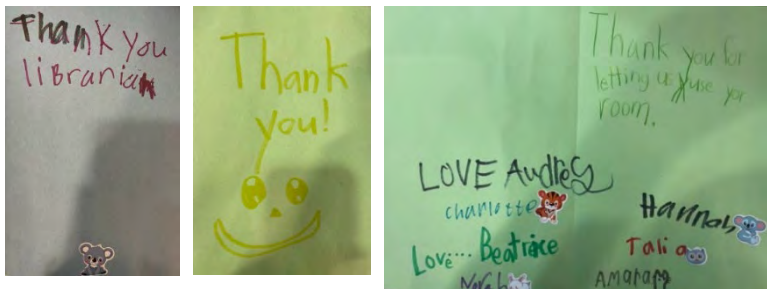
22FEB District Circulation	20FEB District Circulation	Net Change
34,175	37,713	-9.38%

FY21-22 YTD District Circulation	FY19-20 YTD District Circulation	Net Change
290,249	317,219	-8.50%



Impact Stories

- Adult Services: A patron emailed to say, "I just finished my appointment with Ed, the financial consultant. I wanted you to know how much I appreciated being able to meet with him and the information he shared. But more than anything, that the library makes this available to patrons like me."
- Youth Services: Patrons participating in our Craft & Give Back program made more than 30 valentines for the North Shore Senior Center to mail out to members of their Friendly Visitor program.
- Digital Services: A patron emailed to say, "We really appreciate all that you do to expose our kids to maker space tech and the amazing things you can create with 3D printers. We're grateful to have this resource at our local library."
- Customer Relations: A family of four moved into the area and were thinking about getting library cards. The new issue of The Source arrived at their home and they said there were so many good programs happening here that they had to come in and sign up for their cards!
- Northfield Branch: A scouting troop who met in the Northfield Community Room made thank you cards for the staff.





Library Park Presentation

Presentation to the Winnetka-Northfield Library District Board of Trustees
by the Winnetka Park District – March 21st, 2022

Our Parks

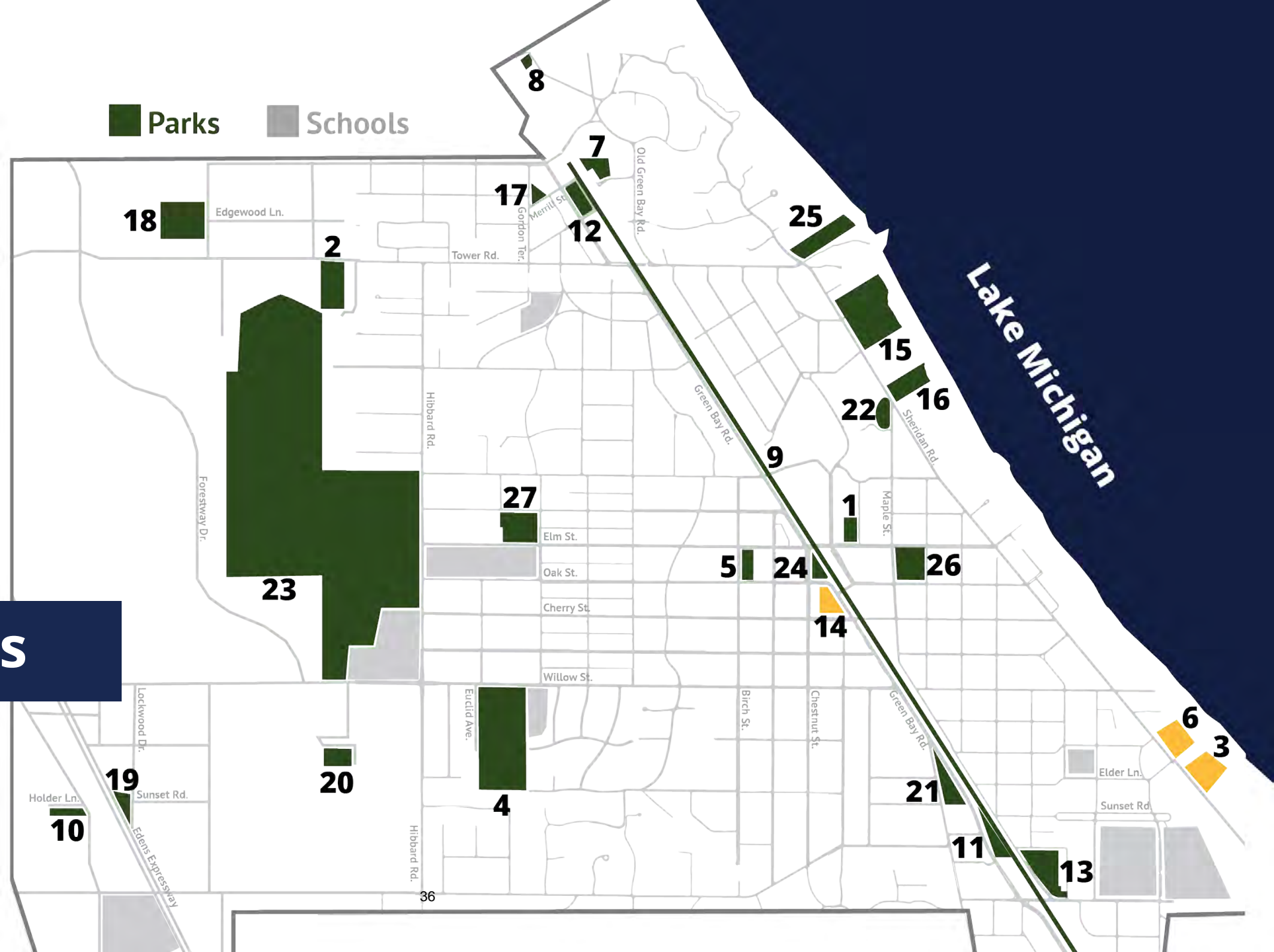


The Winnetka Park District is home to 27 parks

The utilization + amenities of each park varies

A number of parks are used by very few patrons

Our Parks



Winnetka Waterfront 2030 Master Plan



Tower Road Park + Beach
staircase



Lloyd Beach breakwater +
beach construction



Maple Street Beach boardwalk

Lakefront Parks + Beaches



One of the Park District's most highly used assets

Valued by Winnetka, Northfield, Kenilworth, and Glencoe communities + beyond

Elder Lane + Centennial Park and Beach

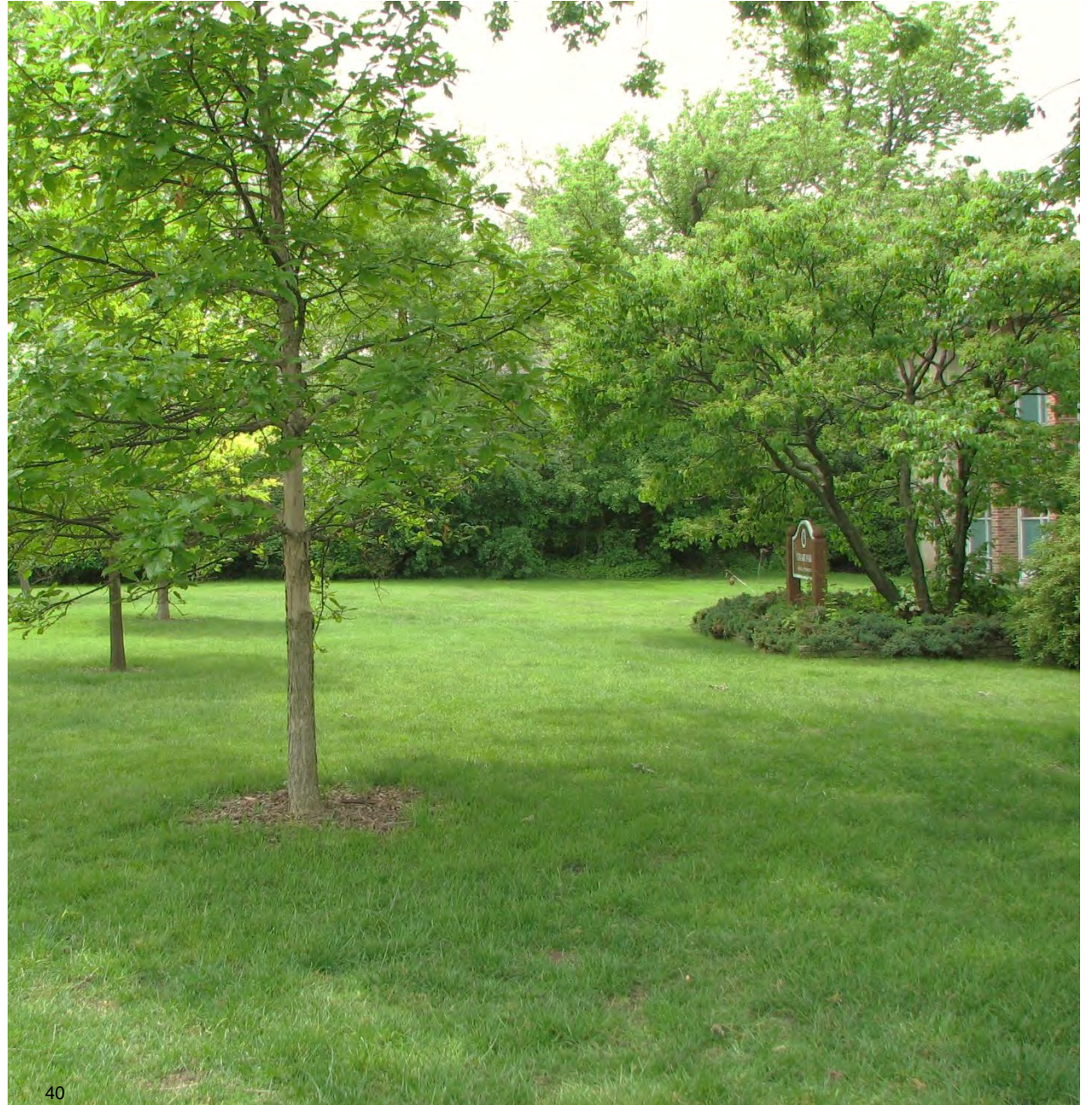


\$10 million initial investment

The Park District currently can cover approximately \$7 million of the initial investment

Non-core Parks

- In 2020, the Park District evaluated a number of park sites considered non-core assets
- Library Park is a location that actually directs patrons straight to the library
- Patrons do not visit Library Park



Non-core Park

- The Park District secured an independent appraisal to better understand the value of Library Park
- The Park District plans to sell Library Park, preferably to the Winnetka-Northfield Public Library District



Library Park Plat of Survey

PLAT OF SURVEY



That part of Lot 1 in the Subdivision of Block 36 in Winnetka, being a Subdivision of the Northeast Quarter of Section 30 and the North Half of Section 31 in Township 48 North, Range 13 East of the Third Principal Meridian in Cook County, Illinois, according to the Plat of said Subdivision of Block 36 as recorded in the office of the Recorder of said Cook County, Illinois, in Book 60 of Plats, at Page 20, as Document No. 184994, that lies South of a line drawn parallel with and 40.0 feet South of the North line of said lot as Measured at right angles thereto, and westerly of a line drawn parallel with and 75.0 feet southwesterly of the northeasterly line of said lot as measured at right angles thereto; also that part of Lot 2 in the Subdivision of Block 36 aforesaid that lies westerly of a line drawn parallel with and 75.0 feet southwesterly of the northeasterly line of said lot as measured at right angles thereto.



DANIEL CREANEY COMPANY
CONSULTING CIVIL ENGINEERS
450 SKOKIE BLVD. SUITE 105
NORTHBROOK, ILLINOIS
(847) 480-5757
FAX (847) 480-7209

BOOK: _____
JOB NO.: **7309**
SHEET **1** OF **1**

Notes:

- This plat is subject to the conditions and restrictions as shown on the title insurance policy. A copy of a current title insurance policy should be obtained when taking this plat.
- All survey points should be compared on the ground and with one another before building by some and any discrepancies be reported immediately to this firm.
- No dimensions or angles hereon to be assumed by scaling. Distances noted hereon are in feet and decimal parts thereof.
- Any information relative to utilities or elevations hereon are taken from available records, unless otherwise noted.

I, Jeffrey D. Carlson, do hereby certify that I have surveyed the property as described in the above caption and that the Plat hereon drawn is a correct representation of said survey. I further state that this professional service conforms to current Illinois minimum standards for a boundary survey. The work was performed for **W. P. D.**, and the field work was completed on **June 10th, 2015**.

Northbrook, Illinois **July 13, 2015**

Illinois Professional Land Surveyor No. 2538
My License expires November 30, 2018

Property Transaction

- One-of-a-kind opportunity for the Winnetka-Northfield Library District and the Park District



Property Transaction

- Proceeds from the sale of Library Park will be restricted to invest in the Elder Lane + Centennial Park and Beach project



Positive Community Outcomes

1

Library activates its reserves to secure real estate to the betterment of the Library

2

Library Park is aligned to the Library; real estate has a more meaningful use + value

3

100% of net proceeds to be invested in Elder Lane + Centennial project

Thank you.

March 10, 2022

Winnetka-Northfield Public Library District
Monica Dombrowski, Director
768 Oak St,
Winnetka, IL 60093
mdombrowski@winnetkalibrary.org

**RE: Master-Planning Services for Winnetka-Northfield Public Library District
Description and Proposal**

Dear Monica,

Thank you for the opportunity to provide the Winnetka-Northfield Public Library District with a proposal for services to perform a Feasibility Study and create a Facility Masterplan maximizing space and efficiency within both the Winnetka and Northfield Library Branches. Dewberry Architects Inc. ("Dewberry") is committed to the Winnetka-Northfield Public Library District, and we have the appropriate resources available to complete this effort. Below is our understanding of the Library's request and a proposed Scope of Services for this effort.

PROJECT UNDERSTANDING:

The Winnetka-Northfield Public Library District is looking to create a detailed Facility Assessment, Feasibility Study & Masterplan, in a systematic and thoughtful way. Recent interior renovations to the Winnetka Library have selectively updated existing interior and exterior spaces but needs of the Library, staff, or surrounding community have continued to change. The Library is looking for a detailed, effective, and wholistic study of both library branches, that clearly addresses current spatial and functional needs of both the Winnetka and Northfield branches.

There is a current need to review the existing facilities and study the ideal allocations of space required to adequately serve the Winnetka and Northfield communities. By assessing the current building footprints, underutilized space within the facilities, and expansion opportunities, Dewberry will be able to present several Masterplan options that consider the current and future needs of both Libraries and the District as a whole.

SCOPE OF WORK:

Dewberry proposes the following scope for the proposed work:

Part 1: Conduct a Facility Assessment of current Library Branches

Dewberry will begin work by conducting a Facility Assessment that outlines and documents the following:

- ADA Assessment of both existing libraries, including unfinished basement space at Northfield.
- Existing Conditions assessment to review the history of building renovations, construction types, and general constraints of the facilities.
- Review Zoning Ordinances to determine if expansion is feasible.
- Current Shelving, Collection Counts and FF&E inventory of both Libraries.

Part 2: Development of a Program Statement and Concept Plans

Dewberry will facilitate Visioning sessions with the Library staff and the community. During the sessions we will work to draft a Program Statement that outlines and documents the following:

- What the Library wants to add or resolve
- What the Library may be willing to reduce or remove
- What the Library wants to accomplish in each department
- How big each department should ideally be
- What support spaces / equipment needs must be incorporated

The purpose of the Program Statement is to quantify the elements we reviewed in our tour and document the ancillary spaces, equipment, or furnishings that may be needed to realize the primary improvements.

Dewberry will moderate a total of (6) Community Input Sessions, (3) at each Library. The first set of sessions will focus on gathering ideas from each community on how their respective libraries can better support the community, what will make future improvements successful, offer preferences on function and features, voice input, and assist in determining a general direction for the study.

Next, we will design concept test-fits and discuss the pros and cons of each during a space planning session with Library staff. This session will give you the opportunity to explore up to 3 options per facility and evaluate the best approach. The preferred 2 options (for each facility) conceived during this session will be developed for further review and discussion.

The second set of Community Input Sessions will serve as a means to share and discuss the high-level planning concepts that begin to emerge after previous planning and input sessions. Members of the community will be able to comment on each presented concept, and provide additional feedback on the direction of the study.

Part 3: Development of a Masterplan

Dewberry will work with the Library to synthesize information gained by community feedback, refine elements of the concepts to the most promising, and update the Program Statement. Following the selection and approval to proceed with one (1) overall concept, we will develop and refine this plan into a comprehensive Masterplan. We will identify a list of phasing options, priorities, and timelines to outline a process for achieving and implementing the overall Masterplan.

The third and final set of Community Input Sessions will be held to share the developed master planning concepts and discuss the recommendations of the design team.

General Description of work outlined in the above phases:

- A. Update existing floor plans of each building based on field verification.
- B. Inventory existing furnishings and shelving within both libraries as needed to inform new concept plans.
- C. Conduct a total of (6) Community Input Sessions that aim to gather community support in building the Program Statement and Concept Plans. (3) individual sessions will be hosted at each Library.
- D. Explore up to three conceptual test-fits of new layouts for each facility
 - i. Perform block diagram exercises to study organizational layouts and test fit diagrams with overlays of existing plans.
 - ii. Narrow to the preferred two concepts for each facility. Prepare layout options for collection shifts & rework furniture layout for proper clearance.

- E. Conduct up to (3), one-hour work sessions with the Design Committee to discuss design ideas and review proposed plan options.
- F. Revise proposed improvement plans following staff and public input sessions.
- G. Review the existing structural layout to the extent necessary to aid in developing potential expansion options.
- H. Review mechanical electrical and plumbing systems to the extent necessary to determine a rough order of magnitude cost associated with improvement options.
- I. Review egress and other building code implications for each improvement option.
- J. Identify potential phasing options.
- K. Prepare pdf drawings for delivery to the Library's preferred Construction Manager for estimating purposes.
- L. Create an executive summary report outlining the findings of the study.

ASSUMPTIONS, EXCLUSIONS, DELIVERABLES:

Assumptions: The scope of work relates to the Winnetka and Northfield Branches only, and includes the leased basement space and adjacent meeting space at the Northfield Branch.

Cost estimating and scheduling exercises will be performed by the Library's preferred Construction Manager and have not been included in Dewberry's scope of work.

Any expansion study, at this stage, will focus on strategies for expansion. We will identify opportunities and constraints posed by ordinance and code, available land, and construction feasibility. This stage of work does not include land surveys, civil and utility studies, structural analysis, or other design and development work that might follow.

Exclusions: The following services are not anticipated, and therefore, not included in this proposal:

- Civil, Survey, Geotechnical and Landscape Design
- Environmental Assessment or Abatement Design
- Attendance of Public Meetings beyond the Community Input Sessions and Board Meetings listed above
- Assessment of Facility Capital Replacement Budgeting
- Building Envelope Assessment
- Engineering design work beyond gaining a basic understanding of the existing systems in place associated the mechanical, plumbing, electrical, technology, fire protection and structural engineering
- Cost Estimating

Deliverables: Electronic Files in PDF and/or JPG format, including 2D Architectural site plans, floor plans, Rough 3D Building massing options, schematic level interior 3d images

Schedule: Project start date: Upon written Notice to Proceed (Assumed April 1, 2022). A mutually agreeable schedule for meetings and deliverables will be established upon start with the intent of completing efforts before the end of September 2022.

COMPENSATION

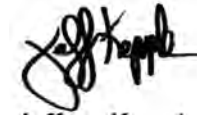
Dewberry proposes to provide the services and deliverables inclusive of Parts 1 thru 4 for a fixed sum of \$24,548.00 plus reimbursable expenses.

Upon acceptance, Dewberry can supply the library with an industry agreement to formalize the terms presented in this proposal. Should you have any questions or comments regarding this proposal, contact Jeffrey Keppler at 847.841.0587 or through email: jkeppler@dewberry.com.

Sincerely,



Douglas Pfeiffer
Principal



Jeffrey Keppler
Senior Project Architect



March 3, 2022

AGREEMENT FOR FACILITIES MASTER PLAN WINNETKA - NORTHFIELD PUBLIC LIBRARY DISTRICT

between

Board of Library Trustees of the
Winnetka-Northfield Public Library District of
Cook County, Illinois.

and

Engberg Anderson, Inc
8618 West Catalpa Avenue, Suite 1116
Chicago, IL 60056

c/o

Monica Dombrowski, Executive Director
Winnetka-Northfield Public Library
768 Oak Street
Winnetka, IL 60093

Engberg Anderson Project Number 223446

Dear Monica,

Engberg Anderson is pleased to submit this proposal for a Facilities Master Plan (hereafter “the Plan”). This proposal is based on our current understanding of the project. We ask that you review the scope, schedule and fee proposed and identify any concerns or questions in this regard.

PROJECT UNDERSTANDING

The Library is seeking comprehensive Facilities Master Plan to

1. Understand the current and future space needs of the District
2. Identify ways to use the existing space to its full potential
3. Define a path from current space use, through best practice use of the current spaces, to any expansion envisioned as part of the needs assessment.

The Plan will look broadly at service needs within the district, at the effectiveness of the recent renovations to the existing buildings, evaluate emerging service patterns, build on customer feedback, identify and prioritize staff and board goals, and make recommendations for (1) long-term strategic space needs, and (2) physical improvements that support effective customer-friendly use of the facilities. In combination this will provide a balance of pragmatic improvements to the building along with an open-minded assessment of missing services or spaces. The intent is to make effective “lessons learned” improvements without a wholesale renovation if possible, provide facilities that are customer- and staff-friendly, and permit decisions within the context of the District’s long-term space needs.

An initial group of challenges to be addressed in the Plan includes

- **Winnetka**
 - **Define a clear, unambiguous arrival sequence** for customers that allows each visitor to engage or bypass staff in a manner that best suits the customer. This includes better definition and separation of public and staff spaces, adequate space for arrival, public interaction, public-staff interaction, pre- and post-event space, and basic orientation to the building and services.
 - **Provide adequate space for a variety of learning experiences for children** and their parents or caregivers in an arrangement that supports multiple small groups, story- and craft-time activities, and independent browsing and reading.
 - **Separate quiet and noisy areas of the building** allowing the noisy activities (arrival, children's services, meetings) to function without restraint while permitting reflection, focused study, or reading without disruption. Create comfortable places to linger and read.
 - **Support meetings, programs, exhibits and other gatherings** in parallel and with sufficient space to accommodate the numbers of customers interested in such events. These events should have access to leading edge technology be centerpieces of community interest.
 - **Mark the local history, genealogical and archival collections** and services with some form of space or place-making elements appropriate to these uses.
 - **Assess service needs and space use patterns needed of teen customers** including consideration of dedicated or blended space options to serve teen customers, and location of teen services with respect to other services;
 - **Balance traditional and emerging services** by supporting growth the local use of print collections and in the role of hands-on and active learning.
 - **Understand the staff workspace and breakroom areas** of the lower level and identify strategies to improve effectiveness, efficiency and capacity.
 - **Determine if community needs can be met within existing building** and, if not, how best to utilize the existing infrastructure to support an addition.

- **Northfield**
 - **Leverage recent renovations** that improved sightlines, created more enjoyable reading spaces, and enhanced the browsing experience. Greater depth of collections and spaces is still a need.
 - **Make better use of overly large staff spaces** to extend the range of services and spaces available to the public.
 - **Create an effective Teen space**
 - **Define an effective meeting, program, exhibit space** and experience for customers. Current challenges of access, capabilities, and arrangement limit effectiveness.
 - **Improve the utility and the comfort of the Mezzanine spaces** in support of staff effectiveness.
 - **Determine if community needs can be met within existing building** and, if not, how best to utilize the existing infrastructure to support an addition.

All of this should be in the context of the community's high standards with respect to educational and quality of life. Planning should also acknowledge the Library's commitment to personalized service.

METHODOLOGY

Based on the project understanding we propose a series of several on-site workshops. The workshops are envisioned to include sessions with the library's management team, key staff, and trustees as appropriate to the stage of the project. Public engagement is also envisioned at key points in the process to set the stage, gather insights into needs and expectations, solicit feedback on various options, and build awareness and support. Within this framework, we will complete the following components of the overall master plan:

PART 1 - INVESTIGATIONS

1 Initial Discussions

We will conduct a series of discussions with the management team to further the list of issues included above. Various exercises will be used to help imagine and prioritize a range of possible improvements. These exercises may include “Keep, Toss, Create”, “Semantic Differentials”, “Headlines”, or “Pictures from the Future” to help cast a wide net and prioritize the concepts. The Library’s previous planning efforts and recent customer comments will be actively used as guides to the discussion.

- Public Sessions (1 at each building)
- Staff Sessions (at each building and arranged to support participation while maintaining operations)
- Board Session

2 Ethnographic Research

Participatory ethnographic analysis is included to help gather data that is usually not available via other means of user-focused data collection. This process involves customer developed video to map their individual use of the facilities and document their use patterns, frustrations, and successes in utilizing services and spaces. This is a very direct means of user-input without the filters and bias of other techniques. We will work with you to identify user groups whose experience we want to understand from their perspective. Possibilities include teens, caregivers, seniors, people on the second floor, anyone trying to use the lower level, and so on. The video will be analyzed to identify common or hidden barriers to quality service or an enjoyable experience in the buildings. This will help focus our efforts in both the formulation of potential strategies and in evaluating which has the greater benefit to users.

3 Customer Mapping

We will map customer use of the building over typical days and index these to various customer satisfaction comments collected by the Library. We will look for patterns of use by various groups and identifying when and where parallel or adjacent uses can be compatible or in conflict.

4 Facility Effectiveness Assessments

An evaluation of existing space will be a key component of the study. The spaces will be evaluated twice – once in preparation for the initial discussions – and a second time following those discussion to refine the evaluation in light of the newly framed objectives. Along with tours of the building, we envision a conversation with various members of the Library’s management team to further our observations of customer behavior.

- We will review the existing layout, condition, character and effectiveness of the library building to determine the how the current facility can be better adapted to emerging and traditional service patterns. The evaluation will include flexibility, technology, programming spaces for all age groups, public library trends such as hands-on and collaborative learning, special collections, genealogical research and preserving local historical archives, and other aspects of the library’s role as a community center.
- In the staff zone, shared service elements and workflow that support the library will be considered to maximize operational effectiveness and to repurpose duplicative space and create more or more efficient public or staff zones.

We will assess how well each facility performs in terms of essential library planning parameters:

- Site organization.
- Collection organization
- Observation
- Adaptability
- Security
- Self-help
- Building zoning / adjacencies
- Technology integration
- Control
- Expandability
- Way finding
- Accessibility

- Materials processing
- Lighting
- Acoustics
- Image

5 Accessibility Assessment

This is a full building review based on Illinois Accessibility Code (IAC), 2018 edition, published by the State of Illinois Capital Development Board. Accessibility. We will review general requirements, building blocks, accessible routes, general site and building elements, plumbing elements & facilities, special rooms and spaces, built-in elements, and play areas or outdoor constructed features as appropriate

A keyed plan and spreadsheet of non-compliance conditions are provided as a product of this process.

6 Review Meeting

All of the inputs are summarized and reviewed with the Library’s project team and board (if desired).

PART 2 – STRATEGIC SPACE NEEDS

1 Define Service-Based Space Typologies, Sizes & Quantities

Utilizing the results of the Investigations portion of the study, we will formulate a series of space typologies and sizes to support various parallel, sequential and independent or dedicated use patterns that fit the library’s current service model and evolution as the needs of the community change. This will involve discussion of broad trends as well as the local experience with each.

People → Needs → Services → Spaces

We will use these discussions to formulate a list of public and staff spaces to support the Library in meeting its mission. Typical components include

- Public
 - Places to get things: Collections
 - Places to do things: Read, Compute, Make
 - Places to Gather
 - Special Uses / Destinations: Places to support service goals & mission
- Staff
 - Public Services (Children, Teens, Adults, Circulation)
 - Support Services (Technical Services, Outreach, Administration, Information Technology, Building Support)

2 Review Meeting

A draft and revised statement of space needs is reviewed with the Library’s project team and board (if desired).

PART 3 - CONCEPT DEVELOPMENT

1 Strategic Facility Concepts

Depending on the results of the Initial Conversations, the Facility Effectiveness Assessment, and the Strategic Space needs exercise, a number of possibilities may arise. Possible scenarios to be investigated include

Renovation Options

It may be appropriate to repurpose various spaces to take better advantage of their size, location, character or other attribute. It may be better to adjust the physical attributes of a space to meet the performance goals associated with a particular service. Various “work with furniture as much as possible” and “stay within the existing building shell” concepts will be considered. These will be compared to schemes that move walls to achieve specific goals.

Expansion Options

The nature of the space use and need may be beyond what can be addressed by shifting uses or improving space attributes. We will assess the feasibility of expanding the existing building (or buildings depending on the early findings). The recommended near-term improvements would be arranged to balance the immediate needs with a future friendly expansion concept. Any such assessment would be supported with various diagrams, an assets and liabilities matrix, and a cost model.

2 Concept Testing Meetings

The various concepts generated in early discussions will be tested against the Library's mission, priorities, and fiscal resources. A assets and liabilities matrix will be prepared to define an objective performance level for each concept. A cost model will be prepared for each concept. Operational costs of each concept will be reviewed with the Library's management team.

- Public Sessions (1 at each building)
- Staff Sessions (at each building and arranged to support participation while maintaining operations)
- Board Session

Potential integration of the improvements into a broader strategy to address capital repairs (assessed as part of a separate but parallel study) will be considered.

Based on the elections made by the trustees and management team, we will organize immediate, intermediate and longer-term components of the plan into a sequence of discrete but related projects that may include repairs/replacements, improvements to the existing buildings, expansions, or other strategies as deemed appropriate.

3 Recommendation & Presentation Meetings

With the testing completed, we will reconvene to identify a recommended course of action. With the agreement of the trustees and management team, we will prepare a final report.

The recommendations will be discuss with various groups as deemed appropriate by the Library.

- Public Sessions (1 at each building)
- Staff Sessions (at each building and arranged to support participation while maintaining operations)
- Board Session

OTHER ACTIVITIES

In between these workshops, the planning team will conduct various activities to support the process including becoming familiar with the operation of the building from a customer point of view, map user behavior, confirm the scope of the study, assess notable service models, and prepare for the workshops.

DELIVERABLES

Within this approach we will provide a summary report and PowerPoint, estimates, diagrams, and select renderings. Samples from previous projects are appended to this proposal.

SCHEDULE

We propose to provide the normal scope of services within 180 days of receipt of authorization to proceed. Adjustments can be made to adapt the proposed scope and timing to meet the Library's needs

FEE PROPOSALS

FACILITY MASTER PLAN FEES

Based on this understanding, we propose to complete the outlined services for an hourly, not to exceed fee of \$24,500.

PROGRESS PAYMENTS

Invoices shall be submitted monthly and shall reflect the status of the work at the time of the invoice. Payments based on the invoices shall be made in accordance with the Library's established review / approval procedures and in accordance with the provisions of Local Government Prompt Payment Act, as amended (50ILCS 505/1 *et seq.*)

Time & Materials Rate Schedule

Invoices for basic and additional services will be based on time charged to the project during the invoice period. The time will be invoiced based on the attached **Current Rate Schedule** up to the limits specified for each service.

REIMBURSABLE EXPENSES

In addition to the Fees, expenses incurred in the course of completing the work will be invoiced to the Client in accordance with the attached **Reimbursable Expenses Exhibit**. Detailed records of reimbursable expenses shall be included in monthly invoices. Expenses shall be invoiced at 1.1 times our cost. Expense of professional liability insurance dedicated exclusively to this Project or the expense of additional insurance coverage or limits requested by the Owner in excess of that normally carried by the Architect. The Architect currently maintains the coverages identified in the **Insurance Coverages Exhibit**.

ADDITIONAL SERVICES

No additional service will be undertaken without a defined scope and written authorization. Any Additional Service will be itemized and invoiced against a limit established and agreed to in writing by both parties. Any additional service shall be invoiced separately to allow tracking of project expenses.

USE OF MATERIALS

The Architect agrees to furnish, upon completion of this Agreement, upon termination and upon demand by the Library, copies of all basic notes and sketches, charts, computations, and any other data prepared or obtained by the Architect pursuant to this Agreement, and without restrictions or limitation as to the use relative to specific Projects covered under this Agreement. In such event, the Architect shall not be liable for the use of such documents by the Library or others.

TERMINATION

Both parties acknowledge each other's right to terminate this agreement with 15 days written notice and without cause. Upon such notification all product of the design effort completed to that point becomes the property of the Library and any fees earned to that point become due.

ATTACHMENTS

The following Exhibits are made part of this agreement:

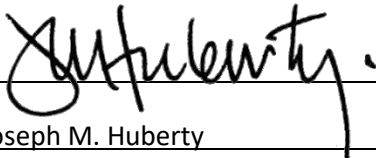
- Current Rate Schedule; Reimbursable Expenses; Insurance Coverages,
- List of Similar Projects,
- Sample product of process.

ACCEPTANCE

If you have questions concerning any aspect of this proposal, please call. We ask that an individual authorized to bind the Owner to this agreement sign two copies of the agreement. Keep one for your records and return the second to us. We will begin work upon receipt of a signed copy.

For
Engberg Anderson, Inc.

For
**Board of Library Trustees of the
Winnetka-Northfield Public Library District,
Cook County, Illinois.**

Signature: 

Signature: _____
Name: _____

Name: Joseph M. Huberty
Title: Partner

Title: _____

Date: February 28, 2021

Date: _____

Copied Central File
EA File Name: U:\PROJECTS\2022 3429\223446 Winnetka Northfield FMP\1-Project Administration\1-Contracts & Fees\1-Client\FMP Proposal.Docx

EXHIBITS

CURRENT RATE SCHEDULE

Invoices for basic and additional services will be based on time spent on the project during the invoice period. The time will be invoiced based on the following schedule up to the limits specified for each service or phase of the project.

Category	Hourly rate	Category	Hourly rate
Partner	\$220	Project Designer	\$130
Principal	\$185	Interior Designer	\$125
Senior Interior Designer	\$155	Designer	\$120
Senior Project Team Leader	\$155	Project Production	\$100
Project Team Leader	\$145	Administrative/Graphics	\$95
Project Architect	\$140		

REIMBURSABLE EXPENSES EXHIBIT

In addition to the Fees included in the Agreement, expenses incurred in the course of completing the work will be invoiced to the Owner in accordance with the following parameters.

- Transportation in connection with the Project including authorized out-of-town travel, lodging and sustenance.
 - Mileage is calculated using the prevailing IRS reimbursement rates.
 - Sustenance is limited to \$10/\$15/\$20 or \$45 per day.
- Reproductions, plots, standard form documents, postage, handling and delivery of instruments of service.
- Renderings, models and mock-ups other than those normally produced by the architect as a part of the process and requested by the Library will be provided as an additional expense.
- Expense of professional liability insurance dedicated exclusively to this Project or the expense of additional insurance coverage or limits requested by the Owner in excess of that normally carried by the Architect. The Architect currently maintains shown in the Insurance Coverages Exhibit:

INSURANCE COVERAGES EXHIBIT

Engberg Anderson currently maintains the coverages shown, the costs of which are included in the base fees proposed for the project. Additional coverage is negotiated on a project by project basis.

- Commercial General Liability: \$2,000,000 each Occurrence; \$4,000,000 Annual Aggregate; \$4,000,000 Products/Completed Operations Aggregate; \$1,000,000 Personal Injury
- Business Automobile: \$1,000,000 Combined Single Limit, coverage includes hired and non-owned vehicles. Engberg Anderson does not own any vehicles.
- Workers Compensation: Statutory requirements, Coverage A and applicable federal
- Employers Liability: \$1,000,000 per Accident/ \$1,000,000 Disease – Policy limits; \$1,000,000 Disease – Each Employee
- Umbrella/Excess Liability: \$5,000,000 per Occurrence/Annual Aggregate
- Professional Liability: \$3,000,000 per Claim; \$3,000,000 Annual Aggregate

SIMILAR PROJECTS

Appleton (WI) Public Library	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Facility Effectiveness Assessment, <input checked="" type="checkbox"/> Facility Condition Assessment, <input checked="" type="checkbox"/> Accessibility Assessment, <input checked="" type="checkbox"/> Strategic Space Needs, <input checked="" type="checkbox"/> Concept Development & Testing: Renovation, Renovation/Expansion, Adaptive Reuse, and New Building concepts for 140,000 sf.
Barrington Area (IL) Library	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Customer Mapping, <input checked="" type="checkbox"/> Facility Effectiveness Assessment, <input checked="" type="checkbox"/> Facility Condition Assessment, <input checked="" type="checkbox"/> Strategic Space Needs, <input checked="" type="checkbox"/> Concept Development & Testing: Renovation concepts for 60,000 sf facility.
Beloit (WI) Public Library	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Facility Effectiveness Assessment, <input checked="" type="checkbox"/> Accessibility Assessment, <input checked="" type="checkbox"/> Facility Condition Assessment, <input checked="" type="checkbox"/> Strategic Space Needs, <input checked="" type="checkbox"/> Concept Development & Testing: Renovation, Renovation/Expansion, Adaptive Reuse, and New Building concepts for 57,000 sf facility.
Bettendorf (IA) Public Library	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Facility Effectiveness Assessment, <input checked="" type="checkbox"/> Accessibility Assessment, <input checked="" type="checkbox"/> Strategic Space Needs, <input checked="" type="checkbox"/> Concept Development & Testing: Renovation, Renovation/Expansion concepts for 52,000 sf facility.
Bloomington (IL) Public Library	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Facility Effectiveness Assessment Update, <input checked="" type="checkbox"/> Facility Condition Assessment Update, <input checked="" type="checkbox"/> Strategic Space Needs Update, <input checked="" type="checkbox"/> Concept Development & Testing: Renovation, Renovation/Expansion concepts for 51,000 sf facility expanded to 70,000 sf.
Crystal Lake (IL) Public Library	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Facility Effectiveness Assessment, <input checked="" type="checkbox"/> Facility Condition Assessment, <input checked="" type="checkbox"/> Accessibility Assessment, <input checked="" type="checkbox"/> Strategic Space Needs, <input checked="" type="checkbox"/> Concept Development & Testing: Renovation, Renovation/Expansion, Adaptive Reuse, and New Building concepts for 40,000 sf facility expanded to 72,000 sf
Edwardsville (IL) Public Library	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Facility Effectiveness Assessment, <input checked="" type="checkbox"/> Facility Condition Assessment, <input checked="" type="checkbox"/> Accessibility Assessment, <input checked="" type="checkbox"/> Strategic Space Needs, <input checked="" type="checkbox"/> Concept Development & Testing: Renovation, Renovation/Expansion concepts for 20,000 sf facility expanded to 36,000 sf.

Evergreen Park (IL) Public Library	<input checked="" type="checkbox"/> Facility Effectiveness Assessment, <input checked="" type="checkbox"/> Concept Development & Testing: Renovation concepts for 23,000 sf facility.
Helen Plum Memorial (IL) Public Library	<input checked="" type="checkbox"/> Facility Effectiveness Assessment, <input checked="" type="checkbox"/> Facility Condition Assessment, <input checked="" type="checkbox"/> Accessibility Assessment, <input checked="" type="checkbox"/> Strategic Space Needs, <input checked="" type="checkbox"/> Concept Development & Testing: Renovation, Renovation/Expansion, Adaptive Reuse, and New Building concepts for 37,000 sf facility expanded to 52,000 sf.
Indian Trails (IL) Public Library	<input checked="" type="checkbox"/> Facility Effectiveness Assessment, <input checked="" type="checkbox"/> Strategic Space Needs, <input checked="" type="checkbox"/> Concept Development & Testing: Renovation, Renovation/Expansion concepts for 40,000 sf facility expanded to 60,000 sf.
Joliet (IL) Public library	<input checked="" type="checkbox"/> Facility Effectiveness Assessment, <input checked="" type="checkbox"/> Facility Condition Assessment, <input checked="" type="checkbox"/> Accessibility Assessment, <input checked="" type="checkbox"/> Concept Development & Testing: Renovation concepts for 74,000 sf facility.
Lisle (IL) Public Library	<input checked="" type="checkbox"/> Facility Effectiveness Assessment, <input checked="" type="checkbox"/> Facility Condition Assessment, <input checked="" type="checkbox"/> Accessibility Assessment, <input checked="" type="checkbox"/> Strategic Space Needs, <input checked="" type="checkbox"/> Concept Development & Testing: Renovation, Renovation/Expansion, Adaptive Reuse, and New Building concepts for 29,000 sf facility expanded to 51,000 sf.
Marion (IA) Public Library	<input checked="" type="checkbox"/> Facility Effectiveness Assessment, <input checked="" type="checkbox"/> Facility Condition Assessment, <input checked="" type="checkbox"/> Strategic Space Needs, <input checked="" type="checkbox"/> Concept Development & Testing: Renovation, Renovation/Expansion, Branching, Mobile Library, and New Building concepts for 24,000 sf building replaced by 50,000 sf facility.
Palatine (IL) Public library	<input checked="" type="checkbox"/> Facility Effectiveness Assessment, <input checked="" type="checkbox"/> Facility Condition Assessment, <input checked="" type="checkbox"/> Accessibility Assessment, <input checked="" type="checkbox"/> Strategic Space Needs, <input checked="" type="checkbox"/> Concept Development & Testing: Renovation concepts for 96,000 sf facility and two branches.
Poplar Creek (IL) Public Library	<input checked="" type="checkbox"/> Facility Effectiveness Assessment, <input checked="" type="checkbox"/> Facility Condition Assessment, <input checked="" type="checkbox"/> Concept Development & Testing: Renovation concepts for 98,000 sf facility.

Reddick (IL) Public Library	<input checked="" type="checkbox"/> Facility Effectiveness Assessment, <input checked="" type="checkbox"/> Facility Condition Assessment, <input checked="" type="checkbox"/> Accessibility Assessment, <input checked="" type="checkbox"/> Concept Development & Testing: Renovation, Renovation/Expansion, and New Building concepts for 20,000 sf facility.
Rockford (IL) Public Library	<input checked="" type="checkbox"/> Facility Effectiveness Assessment, <input checked="" type="checkbox"/> Facility Condition Assessment, <input checked="" type="checkbox"/> Accessibility Assessment, <input checked="" type="checkbox"/> Strategic Space Needs, <input checked="" type="checkbox"/> Concept Development & Testing: Renovation, Renovation/Expansion, Adaptive Reuse, and New Building concepts for Interim and new Main Library; Consolidation from 80,000 sf to 68,000 sf.
Waukesha (WI) Public Library	<input checked="" type="checkbox"/> Facility Effectiveness Assessment, <input checked="" type="checkbox"/> Facility Condition Assessment, <input checked="" type="checkbox"/> Accessibility Assessment, <input checked="" type="checkbox"/> Strategic Space Needs, <input checked="" type="checkbox"/> Concept Development & Testing: Renovation, Renovation/Expansion concepts for 71,500 sf facility.

<i>Academic Library Master Plans</i>	
Hudson County (NJ) Community College Libraries <ul style="list-style-type: none"> • North Hudson Library • Gabert Library 	<input checked="" type="checkbox"/> Customer Mapping, <input checked="" type="checkbox"/> Facility Effectiveness Assessment, <input checked="" type="checkbox"/> Strategic Space Needs, <input checked="" type="checkbox"/> Concept Development & Testing: Renovation concepts for 7,000 and 33,200 sf libraries.
University of Wisconsin – Green Bay <ul style="list-style-type: none"> • Cofrin Library 	<input checked="" type="checkbox"/> Customer Mapping, <input checked="" type="checkbox"/> Facility Effectiveness Assessment, <input checked="" type="checkbox"/> Facility Condition Assessment, <input checked="" type="checkbox"/> Strategic Space Needs, <input checked="" type="checkbox"/> Concept Development & Testing: Renovation, Renovation/Expansion, and New Building concepts. Recommend replacement of 185,000 sf building with new facility of 180,000 sf.
University of Wisconsin – Madison <ul style="list-style-type: none"> • Memorial Library • College library • Steenbock Library • 24 building system assessment and redevelopment plan 	<input checked="" type="checkbox"/> Customer Mapping, <input checked="" type="checkbox"/> Facility Effectiveness Assessment, <input checked="" type="checkbox"/> Facility Condition Assessment, <input checked="" type="checkbox"/> Strategic Space Needs, <input checked="" type="checkbox"/> Concept Development & Testing: Renovation, Renovation/Expansion, Adaptive Reuse, and New Building concepts. Recommend overall restructuring from 782,000 sf and 24 locations to 595,000 sf in 7 facilities.