

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

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

AGENDA

Monday, November 14, 2022

- I. Call to Order**
- II. Roll Call**
- III. Organizational Meeting of the Library Board**
 - Resolution to Accept a Resignation and Declare a Vacancy* (5 minutes)
 - Resolution to Appoint a New Trustee* (3 minutes)
 - Oath of Office (3 minutes)
- IV. Public Comments**
- V. Approval of Minutes**
 - Approval of Minutes of the October 17, 2022 Regular Meeting* (1 min)
- VI. Financial Report**
 - October 2022 Financial Statements* (5 mins)
- VII. Library Reports**
 - Director's Report* (10 minutes)
 - Board President's Comments (5 minutes)
- VIII. Liaisons to Other Organizations – Reports**
 - Winnetka Village (5 mins)
 - Northfield Village (5 mins)
- IX. Unfinished Business**
 - Hearing to Approve Ordinance for Purchase of Library Park*
 - Approval of FY22-23 Levy Ordinance*
- X. New Business**
 - Presentation & Discussion of Facility Feasibility Study (Joe Huberty, John Shales)
- XI. Communications**
 - The next regular meeting will be on Monday, December 12th at 7 p.m. at the Northfield Branch
 - The library will close at 5pm on Wednesday, November 23rd and be closed on Thursday, November 24th, 2022, for the Thanksgiving holiday.

*Attachments

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

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

XII. Public Comments

XIII. Adjournment

**WINNETKA-NORTHFIELD PUBLIC LIBRARY DISTRICT
RESOLUTION NO. 2022-2023/5**

**A RESOLUTION TO ACCEPT A RESIGNATION AND DECLARE A VACANCY
(Kate Casale MacNally Resignation)**

WHEREAS, Katherine Casale MacNally was appointed Library Trustee to fill a term expiring in 2024; and

WHEREAS, Katherine Casale MacNally submitted her resignation to be effective ; and

WHEREAS, the Public Library District Act of 1991, 75 ILCS 16/1-1 et seq. (the "Act") provides that vacancies in the office of Library Trustee shall be declared by the Library Board; and

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

NOW, THEREFORE, the Library Board hereby ordains as follows:

- A. A vacancy in the office of Library Trustee is declared effective as of November 14, 2022; and
- B. By separate Ordinance, the Library Board will appoint someone to serve as Library Trustee until the next regular election in April 2023.

This Ordinance adopted November 14, 2022.

AYES:

NAYS:

ABSENT:

Melissa Mitchell, President
Board of Library Trustees

ATTEST:

By: _____
Thomas Sundell, Secretary
Board of Library Trustees

THE WINNETKA-NORTHFIELD PUBLIC LIBRARY DISTRICT
RESOLUTION NO. 2022-2023/6

A RESOLUTION TO APPOINT A NEW LIBRARY TRUSTEE

(Katherine Casale MacNally/"Matt Kinnich" Appointment)

WHEREAS, Katherine Casale MacNally (Casale MacNally) previously served as a Library Trustee;
and

WHEREAS, Casale MacNally resigned; and

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

WHEREAS, the Library Board declared Casale MacNally's seat to be vacant at its regular meeting
on November 14, 2022; and

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

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

A. Appoint "**Matt Kinnich**" to fill the vacancy effective November 14, 2022 and until the next
regular election of Library Trustees in April, 2023.

This Resolution adopted this 14th day of November, 2022

AYES:

NAYS:

ABSENT:

ABSTAIN:

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

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

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

October 17, 2022

I. Call to Order

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

II. Roll Call

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

Absent:

Present were library employees Nicola White (Business Services Coordinator), Mark Swenson (Information Technology Manager), and Anna Karwowska (Youth Services Manager). Present was Mary Trieschmann from the Winnetka Historical Society. Present was Winnetka resident Jeffrey Liss.

III. Public Comments

No public comments.

IV. Approval of Minutes

- Approve Minutes of the September 19, 2022 Special Meeting
- Approve Minutes of the September 19, 2022 Regular Meeting

President Mitchell announced the approval of the September 19, 2022 Special Meeting Minutes and the September 19, 2022 Regular Meeting Minutes.

V. Financial Report

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

VI. Library Report

LIBRARY DIRECTOR'S REPORT:

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

VII. Liaisons to Other Organizations-Reports

- *Winnetka Village*- President Mitchell reported that trick-or-treating will be on October 31st from 3 p.m. – 7 p.m. Trustee Casale MacNally reported business-related crime in the area, and Trustee Gosselin reported that some checks have gone missing in the mail in the area.
- *Northfield Village*- Trustee Munoz reported that trick-or-treating will be on October 31st from 3 p.m. – 7:30 p.m. She also reported that the Autumn Market will be on November 11, 2022 from 4 p.m. – 9 p.m. and November 12, 2022 from 10 a.m. – 5 p.m at the Clarkson Park Lodge.

VIII. Unfinished Business

- *Reconsideration of Committees*
A MOTION to Disband All Standing Committees was made by Trustee Gosselin.

The MOTION passed on a voice vote.

- *Discussion & Approval of Revised Circulation Policy*
A MOTION to Approve the Revised Circulation Policy as amended during the meeting was made by Trustee Munoz.

The MOTION passed on a voice vote.

- *Presentation & Discussion re: Winnetka Talk Digitization Project*
Mary Trieschmann from the Winnetka Historical Society presented an update on the Winnetka Talk Digitization Project.

A MOTION to Move Forward with the Expenditure of \$230,000 for Digital Archive Group to Perform the Digitization of the Winnetka Talk was made by Trustee Casale MacNally.

ROLL CALL VOTE:

AYES: Trustees Shankar, Sundell, Casale MacNally, Munoz, Vandergrift, Gosselin

ABSENT/ABSTAINING:

MOTION CARRIED

IX. New Business

- *Strategic Plan Quarterly Update*
Director Dombrowski presented the strategic plan updates from the first quarter of the 2022/2023 fiscal year.

- *Serving Our Public Standards 4.0 Audit/Review*
Director Dombrowski reviewed the district's audit from the Illinois Library Association Serving Our Public Standards 4.0.
- *Discussion on Draft Levy Ordinance*
Director Dombrowski presented the Draft Levy Ordinance for the 2022/2023 fiscal year.
- *Discussion & Vote on Resolution to Determine Estimate of Funds Needed for Fiscal Year 2022-2023*
A MOTION to Approve the Resolution to Determine Estimate of Funds Needed for Fiscal Year 2022-2023 was made by Trustee Casale MacNally.

ROLL CALL VOTE:

AYES: Trustees Gosselin, Vandergrift, Munoz, Casale MacNally, Sundell, Shankar

ABSENT/ABSTAINING:

MOTION CARRIED

X. Communications

- *The next regular meeting will be held on Monday, November 14th at 7 p.m. at the Winnetka Branch.*

XI. Public Comments

Winnetka resident Jeffrey Liss commented on the Winnetka Talk Digitization Project, the Serving Our Public Standards 4.0 audit, and the Facility Feasibility Study.

XII. Adjournment

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

The MOTION passed on a voice vote and President Mitchell adjourned the meeting at 9:09 p.m.

Respectfully submitted,

Nicola White
Recording Secretary

_____ Melissa Mitchell, President

_____ Thomas Sundell, Secretary

Winnetka-Northfield Public Library District

All Funds Summary

For the 4 Months Ended October 31, 2022

Prorated Budget Percentage Spent: 33.33%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Current Year-to-Date</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
Revenues					
Library Fund	4,288,700.00	1,429,566.67	137,513.15	3.21 %	(1,292,053.52)
IMRF Fund	69,805.00	23,268.33	514.14	0.74 %	(22,754.19)
FICA Fund	75,623.00	25,207.67	381.93	0.51 %	(24,825.74)
Building Fund	218,143.00	72,714.33	1,175.17	0.54 %	(71,539.16)
Unemployment Fund	6.00	2.00	5.88	98.00 %	3.88
Total Revenues	<u>4,652,277.00</u>	<u>1,550,759.00</u>	<u>139,590.27</u>	<u>3.00 %</u>	<u>(1,411,168.73)</u>
Expenses					
Library Fund	4,033,378.00	1,344,459.33	1,127,006.96	27.94 %	(217,452.37)
IMRF Fund	20,100.00	6,700.00	28,903.66	143.80 %	22,203.66
FICA Fund	118,308.00	39,436.00	42,880.66	36.24 %	3,444.66
Building Fund	0.00	0.00	71,524.74	0.00 %	71,524.74
Unemployment Fund	1.00	0.33	0.00	0.00 %	(0.33)
Special Reserve Fund	0.00	0.00	0.00	0.00 %	0.00
Total Expenses	<u>4,171,787.00</u>	<u>1,390,595.67</u>	<u>1,270,316.02</u>	<u>30.45 %</u>	<u>(120,279.65)</u>
Total Revenues					(1,411,168.73)
	4,652,277.00	1,550,759.00	139,590.27	3.00 %	73
Total Expenses	<u>4,171,787.00</u>	<u>1,390,595.67</u>	<u>1,270,316.02</u>	<u>30.45 %</u>	<u>120,279.65</u>
Excess Revenues less Expenses	<u>480,490.00</u>	<u>160,163.33</u>	<u>(1,130,725.75)</u>	<u>(235.33)%</u>	<u>(1,290,889.08)</u>

**Winnetka-Northfield Public Library District
Library Fund Summary**

For the 4 Months Ended October 31, 2022

Prorated Budget Percentage Spent: 33.33%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year-to-Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
Operating Revenue					
Property Tax	3,937,220.00	1,312,406.67	11,014.43	0.28 %	(1,301,392.24)
Replacement Tax	33,000.00	11,000.00	44,832.62	135.86 %	33,832.62
Collections	175,480.00	58,493.33	66,093.47	37.66 %	7,600.14
Materials	7,500.00	2,500.00	1,514.72	20.20 %	(985.28)
Other Income	135,500.00	45,166.67	14,057.91	10.37 %	(31,108.76)
Total Operating Revenue	<u>4,288,700.00</u>	<u>1,429,566.67</u>	<u>137,513.15</u>	<u>3.21 %</u>	<u>(1,292,053.52)</u>
Operating Expenses					
Personnel	2,131,350.00	710,450.00	641,508.81	30.10 %	(68,941.19)
Administration	261,528.00	87,176.00	108,845.54	41.62 %	21,669.54
Utilities	94,000.00	31,333.33	25,987.24	27.65 %	(5,346.09)
IT Services	215,250.00	71,750.00	101,944.29	47.36 %	30,194.29
Public Relations	47,000.00	15,666.67	9,981.79	21.24 %	(5,684.88)
Library Materials - Adult	509,000.00	169,666.67	162,444.36	31.91 %	(7,222.31)
Library Materials - Youth	83,000.00	27,666.67	16,857.14	20.31 %	(10,809.53)
Programs	82,250.00	27,416.67	30,313.02	36.85 %	2,896.35
Capital	610,000.00	203,333.33	29,124.77	4.77 %	(174,208.56)
Total Operating Expenses	<u>4,033,378.00</u>	<u>1,344,459.33</u>	<u>1,127,006.96</u>	<u>27.94 %</u>	<u>(217,452.37)</u>
Total Revenues	4,288,700.00	1,429,566.67	137,513.15	3.21 %	(1,292,053.52)
Total Expenses	4,033,378.00	1,344,459.33	1,127,006.96	27.94 %	(217,452.37)
Excess Revenues less Expenses	<u>255,322.00</u>	<u>85,107.34</u>	<u>(989,493.81)</u>	<u>(387.55)%</u>	<u>(1,074,601.15)</u>

Winnetka-Northfield Public Library District
Statement of Revenues and Expenditures - Modified Cash Basis
For the 4 Months Ended October 31, 2022

Prorated Budget Percentage Spent: 33.33%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year to Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
<u>LIBRARY FUND</u>					
Revenues					
Taxes					
Property Taxes Collections	3,916,860.00	1,305,620.00	11,014.43	0.28 %	(1,294,605.57)
Property Taxes Collections-Liability	13,379.00	4,459.67	0.00	0.00	(4,459.67)
Property Taxes Collections-Audit	6,981.00	2,327.00	0.00	0.00	(2,327.00)
Replacement Tax	<u>33,000.00</u>	<u>11,000.00</u>	<u>44,832.62</u>	<u>135.86 %</u>	<u>33,832.62</u>
Total Taxes	<u>3,970,220.00</u>	<u>1,323,406.67</u>	<u>55,847.05</u>	<u>1.41 %</u>	<u>(1,267,559.62)</u>
Collections					
Per Capita Grant	27,280.00	9,093.33	29,024.13	106.39 %	19,930.80
Kenilworth Services	145,000.00	48,333.33	35,390.25	24.41	(12,943.08)
Studio Fees	1,000.00	333.33	500.82	50.08	167.49
Lost/Damaged Mat.	<u>2,200.00</u>	<u>733.33</u>	<u>1,178.27</u>	<u>53.56</u>	<u>444.94</u>
Total Collections	<u>175,480.00</u>	<u>58,493.33</u>	<u>66,093.47</u>	<u>37.66 %</u>	<u>7,600.14</u>
Materials					
Copy/Printing	7,000.00	2,333.33	1,514.72	21.64 %	(818.61)
Book Sales	<u>500.00</u>	<u>166.67</u>	<u>0.00</u>	<u>0.00</u>	<u>(166.67)</u>
Total Materials	<u>7,500.00</u>	<u>2,500.00</u>	<u>1,514.72</u>	<u>20.20 %</u>	<u>(985.28)</u>
Other Income					
Checking Interest Income	5,500.00	1,833.33	1,043.94	18.98 %	(789.39)
Byline Bank IMA Interest	90,000.00	30,000.00	11,812.74	13.13	(18,187.26)
Money Market-Interest	19,500.00	6,500.00	1,002.51	5.14	(5,497.49)
Misc. Revenue	0.00	0.00	198.72	0.00	198.72
Gift Fund (over \$100)	500.00	166.67	0.00	0.00	(166.67)
Friends Donations	<u>20,000.00</u>	<u>6,666.67</u>	<u>0.00</u>	<u>0.00</u>	<u>(6,666.67)</u>
Total Other Income	<u>135,500.00</u>	<u>45,166.67</u>	<u>14,057.91</u>	<u>10.37 %</u>	<u>(31,108.76)</u>
Total Revenue	<u>4,288,700.00</u>	<u>1,429,566.67</u>	<u>137,513.15</u>	<u>3.21 %</u>	<u>(1,292,053.52)</u>

Winnetka-Northfield Public Library District

Statement of Revenues and Expenditures - Modified Cash Basis

For the 4 Months Ended October 31, 2022

Prorated Budget Percentage Spent: 33.33%

	Annual Budget	Prorated Budget	Year to Date Actual	% of Budget	Variance vs. Prorated Budget
LIBRARY FUND					
Expenses					
Personnel					
Salaries	1,825,000.00	608,333.33	542,227.91	29.71 %	(66,105.42)
Health Insurance	280,000.00	93,333.33	96,422.32	34.44	3,088.99
Flu Vaccination	100.00	33.33	0.00	0.00	(33.33)
Employee Asst. Program	500.00	166.67	0.00	0.00	(166.67)
Professional Development	25,000.00	8,333.33	2,718.58	10.87	(5,614.75)
Flexible Spending Account	750.00	250.00	140.00	18.67	(110.00)
Total Personnel	2,131,350.00	710,450.00	641,508.81	30.10 %	(68,941.19)
Administration					
Audit Fees	12,400.00	4,133.33	6,500.00	52.42 %	2,366.67
Library Supplies	30,000.00	10,000.00	6,401.55	21.34	(3,598.45)
Office Supplies	6,000.00	2,000.00	1,685.74	28.10	(314.26)
Breakroom Supplies	2,200.00	733.33	1,087.34	49.42	354.01
Postage	2,500.00	833.33	1,523.84	60.95	690.51
Hospitality	500.00	166.67	0.00	0.00	(166.67)
Accounting and Bookkeeping	26,000.00	8,666.67	5,175.00	19.90	(3,491.67)
Legal Notices	3,500.00	1,166.67	319.00	9.11	(847.67)
Delivery Service	7,200.00	2,400.00	1,650.00	22.92	(750.00)
Payroll Services	9,000.00	3,000.00	2,904.44	32.27	(95.56)
Liability Insurance Costs	33,128.00	11,042.67	30,728.00	92.76	19,685.33
Board Expenses	1,000.00	333.33	47.93	4.79	(285.40)
Memberships	5,700.00	1,900.00	2,198.39	38.57	298.39
Staff Recognition/Events/Meetings	6,000.00	2,000.00	884.96	14.75	(1,115.04)
Legal	15,000.00	5,000.00	12,550.03	83.67	7,550.03
Consultants	45,000.00	15,000.00	17,751.91	39.45	2,751.91
Investment Fees	30,000.00	10,000.00	8,546.16	28.49	(1,453.84)
HR Consultant	25,900.00	8,633.33	8,841.25	34.14	207.92
Miscellaneous	500.00	166.67	50.00	10.00	(116.67)
Total Administration	261,528.00	87,176.00	108,845.54	41.62 %	21,669.54
Utilities					
Electricity	42,000.00	14,000.00	18,294.81	43.56 %	4,294.81
Water	3,000.00	1,000.00	1,470.64	49.02	470.64
Storm Sewer	1,500.00	500.00	497.13	33.14	(2.87)
Natural Gas	17,000.00	5,666.67	1,690.16	9.94	(3,976.51)
Telephone	16,000.00	5,333.33	81.73	0.51	(5,251.60)
Internet Services	14,500.00	4,833.33	3,952.77	27.26	(880.56)
Total Utilities	94,000.00	31,333.33	25,987.24	27.65 %	(5,346.09)
Information Technology					
CCS Operating	83,250.00	27,750.00	38,346.70	46.06 %	10,596.70
Software	63,000.00	21,000.00	41,192.83	65.39	20,192.83
LAN Management	30,000.00	10,000.00	13,275.00	44.25	3,275.00
Hardware	2,000.00	666.67	683.87	34.19	17.20
Technology - Website	15,000.00	5,000.00	100.00	0.67	(4,900.00)
Photocopier Leases	22,000.00	7,333.33	8,345.89	37.94	1,012.56
Total Information Technology	215,250.00	71,750.00	101,944.29	47.36 %	30,194.29

Winnetka-Northfield Public Library District

Statement of Revenues and Expenditures - Modified Cash Basis

For the 4 Months Ended October 31, 2022

Prorated Budget Percentage Spent: 33.33%

	Annual Budget	Prorated Budget	Year to Date Actual	% of Budget	Variance vs. Prorated Budget
LIBRARY FUND					
Public Relations					
PR Promotional	11,000.00	3,666.67	2,445.32	22.23 %	(1,221.35)
PR Source/Mailers	25,000.00	8,333.33	5,745.23	22.98	(2,588.10)
PR Supplies	4,000.00	1,333.33	1,383.78	34.59	50.45
PR Marketing/Advertising	7,000.00	2,333.33	407.46	5.82	(1,925.87)
Total Public Relations	47,000.00	15,666.67	9,981.79	21.24 %	(5,684.88)
Library Materials - Adult					
Books-Fiction-Adult	82,000.00	27,333.33	15,538.81	18.95 %	(11,794.52)
Books-Non-Fiction-Adult	70,000.00	23,333.33	9,284.46	13.26	(14,048.87)
Periodicals	18,000.00	6,000.00	5,837.64	32.43	(162.36)
DVDs-Adult	27,000.00	9,000.00	5,004.03	18.53	(3,995.97)
Audio Books-Adult	10,000.00	3,333.33	2,308.44	23.08	(1,024.89)
Books-Digital	245,000.00	81,666.67	65,228.18	26.62	(16,438.49)
Online Database	55,000.00	18,333.33	59,242.80	107.71	40,909.47
Adult Videogames	2,000.00	666.67	0.00	0.00	(666.67)
Total Library Materials - Adult	509,000.00	169,666.67	162,444.36	31.91 %	(7,222.31)
Library Materials - Youth					
Books-Fiction-Juv	45,000.00	15,000.00	8,026.47	17.84 %	(6,973.53)
Books-Non-Fiction-Juv	15,000.00	5,000.00	2,805.58	18.70	(2,194.42)
DVDs-Juv	3,000.00	1,000.00	966.04	32.20	(33.96)
Audio Books-Juv	15,000.00	5,000.00	4,309.66	28.73	(690.34)
Video Games-Juv	5,000.00	1,666.67	749.39	14.99	(917.28)
Total Library Materials - Youth	83,000.00	27,666.67	16,857.14	20.31 %	(10,809.53)
Programs					
Reading Programs	10,000.00	3,333.33	2,485.35	24.85 %	(847.98)
Programming - Studio	11,750.00	3,916.67	2,599.35	22.12	(1,317.32)
Programming - Youth	25,000.00	8,333.33	10,064.57	40.26	1,731.24
Programming - Adult	30,000.00	10,000.00	14,714.71	49.05	4,714.71
Studio Maintenance/Repair	5,500.00	1,833.33	449.04	8.16	(1,384.29)
Total Programs	82,250.00	27,416.67	30,313.02	36.85 %	2,896.35
Capital					
Capital Outlay	240,000.00	80,000.00	0.00	0.00 %	(80,000.00)
Building	200,000.00	66,666.67	3,075.00	1.54	(63,591.67)
Equipment/Furniture	100,000.00	33,333.33	1,641.34	1.64	(31,691.99)
Computer Equipment	70,000.00	23,333.33	24,408.43	34.87	1,075.10
Total Capital	610,000.00	203,333.33	29,124.77	4.77 %	(174,208.56)
Total Expenses	4,033,378.00	1,344,459.33	1,127,006.96	27.94 %	(217,452.37)
Excess Revenues less Expenses	255,322.00	85,107.34	(989,493.81)	(387.55)%	(1,074,601.15)

Winnetka-Northfield Public Library District
Statement of Revenues and Expenditures - Modified Cash Basis
For the 4 Months Ended October 31, 2022

Prorated Budget Percentage Spent: 33.33%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year to Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
BUILDING FUND					
Revenues					
Property Taxes Collections-Building	218,143.00	72,714.33	1,175.17	0.54 %	(71,539.16)
Total Revenue	<u>218,143.00</u>	<u>72,714.33</u>	<u>1,175.17</u>	<u>0.54 %</u>	<u>(71,539.16)</u>
Expenses					
Northfield Lease	0.00	0.00	17,047.26	0.00 %	17,047.26
Janitorial Supplies	0.00	0.00	3,061.42	0.00	3,061.42
Building Maintenance Service	0.00	0.00	24,000.00	0.00	24,000.00
Elevators	0.00	0.00	2,014.52	0.00	2,014.52
Landscaping	0.00	0.00	5,374.93	0.00	5,374.93
HVAC	0.00	0.00	3,999.00	0.00	3,999.00
Automatic Doors	0.00	0.00	5,367.50	0.00	5,367.50
Alarms	0.00	0.00	1,404.18	0.00	1,404.18
Equipment	0.00	0.00	6,715.43	0.00	6,715.43
Electrical	0.00	0.00	1,170.00	0.00	1,170.00
Misc Services	<u>0.00</u>	<u>0.00</u>	<u>1,370.50</u>	<u>0.00</u>	<u>1,370.50</u>
Total Expenses	<u>0.00</u>	<u>0.00</u>	<u>71,524.74</u>	<u>0.00 %</u>	<u>71,524.74</u>
Excess Revenues less Expenses	<u>\$ 218,143.00</u>	<u>\$ 72,714.33</u>	<u>\$ (70,349.57)</u>	<u>(32.25)%</u>	<u>(143,063.90)</u>
IMRF FUND					
Revenues					
Property Taxes Collections-IMRF	69,805.00	23,268.33	514.14	0.74 %	(22,754.19)
Total Revenue	<u>69,805.00</u>	<u>23,268.33</u>	<u>514.14</u>	<u>0.74 %</u>	<u>(22,754.19)</u>
Expenses					
IMRF Expenses	20,100.00	6,700.00	28,903.66	143.80 %	22,203.66
Total Expenses	<u>20,100.00</u>	<u>6,700.00</u>	<u>28,903.66</u>	<u>143.80 %</u>	<u>22,203.66</u>
Excess Revenues less Expenses	<u>\$ 49,705.00</u>	<u>\$ 16,568.33</u>	<u>\$ (28,389.52)</u>	<u>(57.12)%</u>	<u>(44,957.85)</u>
FICA FUND					
Revenues					
Property Taxes Collections-FICA	75,623.00	25,207.67	381.93	0.51 %	(24,825.74)
Total Revenue	<u>75,623.00</u>	<u>25,207.67</u>	<u>381.93</u>	<u>0.51 %</u>	<u>(24,825.74)</u>
Expenses					
FICA	118,308.00	39,436.00	42,880.66	36.24 %	3,444.66
Total Expenses	<u>118,308.00</u>	<u>39,436.00</u>	<u>42,880.66</u>	<u>36.24 %</u>	<u>3,444.66</u>

Winnetka-Northfield Public Library District
Statement of Revenues and Expenditures - Modified Cash Basis
For the 4 Months Ended October 31, 2022

Prorated Budget Percentage Spent: 33.33%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year to Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
FICA FUND					
Excess Revenues less Expenses	\$ (42,685.00)	\$ (14,228.33)	\$ (42,498.73)	99.56 %	(28,270.40)
UNEMPLOYMENT FUND					
Revenues					
Property Taxes Collections-Unemployment	6.00	2.00	5.88	98.00 %	3.88
Total Revenue	<u>6.00</u>	<u>2.00</u>	<u>5.88</u>	<u>98.00 %</u>	<u>3.88</u>
Expenses					
Unemployment	1.00	0.33	0.00	0.00 %	(0.33)
Total Expenses	<u>1.00</u>	<u>0.33</u>	<u>0.00</u>	<u>0.00 %</u>	<u>(0.33)</u>
Excess Revenues less Expenses	\$ 5.00	\$ 1.67	\$ 5.88	117.60 %	4.21

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

October 1, 2022 - November 3, 2022

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Vendor Checks						
Anna Karwowska				3722	10/14/22	<u>325.00</u>
10-0-5114	Professional Development	Expense Reimbursement - 10-10-22 Karwowska	325.00			
ATA Group, LLP				3723	10/14/22	<u>6,500.00</u>
10-0-5101	Audit Fees	Invoice #10932	6,500.00			
Background Screening Consultants LLC				3724	10/14/22	<u>130.03</u>
10-0-5736	Legal	Invoice #20927	130.03			
Be40Strong				3725	10/14/22	<u>100.00</u>
10-0-5908	Programming - Adult	Program - Exercise (November)	100.00			
Book Stall				3726	10/14/22	<u>187.93</u>
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Invoice #430683	51.99			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Invoice #43098	24.00			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Invoice #431108	45.55			
10-2-5341	Books-Non-Fiction-Adult-Northfield	Invoice #429525	66.39			
Cecilia Hagist				3727	10/14/22	<u>300.00</u>
10-0-5908	Programming - Adult	Program - Spanish Bilingual Storytime	300.00			
Chad Lewis				3728	10/14/22	<u>200.00</u>
10-0-5908	Programming - Adult	Program - Gangster History of the Midwest	200.00			
Cheryl Rich Heisler				3729	10/14/22	<u>225.00</u>
10-0-5732	Staff Recognition/Events/Meetings	Mixed metaPours Deposit	225.00			
Chicago Tribune				3730	10/14/22	<u>163.92</u>
10-1-5342	Periodicals-Winnetka	Account #10046207	163.92			
Courtney Volny				3731	10/14/22	<u>429.74</u>
10-0-5114	Professional Development	Expense Reimbursement 10-11-22 Volny	429.74			
Courtney Volny				3731	10/14/22	<u>(429.74)</u>
10-0-5114	Professional Development	Expense Reimbursement - Volny - void	-429.74			
ElliePresents				3732	10/14/22	<u>250.00</u>
10-0-5908	Programming - Adult	Program - Edith: The Rogue Rockefeller McCormick	250.00			
Fran Vail				3733	10/14/22	<u>250.00</u>
10-0-5908	Programming - Adult	Program - Paint with Watercolors	250.00			
Gary Wenstrup				3734	10/14/22	<u>225.00</u>
10-0-5908	Programming - Adult	Program - The History of Rod Stewart	225.00			
Great Oaks Landscaping, Inc.				3735	10/14/22	<u>260.00</u>

Winnetka-Northfield Public Library District

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All Bank Accounts

October 1, 2022 - November 3, 2022

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
70-0-5750	Landscaping	Invoice #15596	260.00			
Investor's Business Daily 10-1-5342	Periodicals-Winnetka	#152055227 (Z01-091922) 1162	167.00	3736	10/14/22	<u>167.00</u>
Jane Friess 10-0-5907	Programming - Youth	Expense Reimbursement - 10-6-22 Friess	27.72	3737	10/14/22	<u>27.72</u>
Jennifer Barnes 10-0-5908	Programming - Adult	Program - Organizing 101: Oragnizing for the Holidays	200.00	3738	10/14/22	<u>200.00</u>
Leslie Goddard 10-0-5908	Programming - Adult	Program - Lost Chicago Department Stores	300.00	3739	10/14/22	<u>300.00</u>
Library Furniture International, Inc. 10-0-5884	Equipment/Furniture	Invoice #8092	155.00	3740	10/14/22	<u>155.00</u>
Nicola White 10-0-5732	Staff Recognition/Events/Meetings	Expense Reimbursement 10-11-22 White	100.00	3741	10/14/22	<u>124.95</u>
10-0-5732	Staff Recognition/Events/Meetings	Expense Reimbursement 10-5-22 White	9.95			
10-0-5732	Staff Recognition/Events/Meetings	Expense Reimbursement 10-5-22 White	15.00			
Peregrine, Stime, Newman, Ritzman & Bruckner, LTD 10-0-5736	Legal	Invoice #62124	7,312.50	3742	10/14/22	<u>7,312.50</u>
Printing Concepts 10-0-5120	Library Supplies	Invoice #148499	560.00	3743	10/14/22	<u>560.00</u>
Quench USA, Inc. 10-0-5122	Breakroom Supplies	Invoice #INV04396595	369.21	3744	10/14/22	<u>369.21</u>
Sandra Penn 10-0-5908	Programming - Adult	Expense Reimbursement - 10-6-22 Penn	22.69	3745	10/14/22	<u>22.69</u>
Spice of Life Tours 10-0-5908	Programming - Adult	Program - A Glimpse of Indian Culture	350.00	3746	10/14/22	<u>350.00</u>
Stephanie Girardi 70-0-5750	Landscaping	Expense Reimbursement 9-30-22 Girardi	357.45	3747	10/14/22	<u>509.89</u>
70-0-5750	Landscaping	Expense Reimbursement 9-30-22 Girardi	152.44			
Technology Management Rev Fund 10-0-5176	Internet Services	Invoice #T2302847	450.00	3748	10/14/22	<u>450.00</u>
Tee Jay Service Company, Inc 70-0-5755	Automatic Doors	Invoice #191891	3,110.00	3749	10/14/22	<u>3,979.00</u>

Winnetka-Northfield Public Library District

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
70-0-5755	Automatic Doors	Invoice #191896	869.00			
Traliant Holdings, LLC				3750	10/14/22	<u>1,000.00</u>
10-0-5745	HR Consultant	Invoice #19485	1,000.00			
Courtney Volny				3751	10/14/22	<u>165.79</u>
10-0-5114	Professional Development	Expense Reimbursement - 10-11-22 Volny	165.79			
ANTHONY SCOPELLITI LANDSCAPING, INC.				3752	10/27/22	<u>1,076.00</u>
70-0-5750	Landscaping	INV #24217	1,076.00			
Book Stall				3753	10/27/22	<u>75.16</u>
10-1-5341	Books-Non-Fiction-Adult-Winnetka	INV #431891	28.00			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	INV #432793	33.56			
10-1-5340	Books-Fiction-Adult-Winnetka	INV #431670	13.60			
Catapult				3754	10/27/22	<u>35.00</u>
10-0-5115	Flexible Spending Account	INV #00115573	35.00			
Cynthia A. Clappitt				3755	10/27/22	<u>175.00</u>
10-0-5908	Programming - Adult	Program - Destination: Heartland History	175.00			
Happiness Forward LLC				3756	10/27/22	<u>100.00</u>
10-0-5907	Programming - Youth	Program - Hebrew Bilingual Storytime	100.00			
Kinnucan Company				3757	10/27/22	<u>785.00</u>
70-0-5750	Landscaping	INV #393286	785.00			
Monica Dombrowski				3758	10/27/22	<u>23.44</u>
10-0-5114	Professional Development	ILA Conference Reimbursement - Dombrowski	23.44			
Technology Management Rev Fund				3759	10/27/22	<u>450.00</u>
10-0-5176	Internet Services	INV #T2305625	450.00			
Wall Street Journal				3760	10/27/22	<u>599.88</u>
10-1-5342	Periodicals-Winnetka	Account #030994042479	599.88			
William Reichman				3761	10/27/22	<u>200.00</u>
10-0-5908	Programming - Adult	Program - Bake Along: Biscotti	200.00			
AT&T				3762	10/28/22	<u>341.14</u>
10-0-5176	Internet Services	INV #S663007007-22283	341.14			
U.S. Postal Service				3763	10/28/22	<u>750.00</u>
10-0-5123	Postage	U.S. Postal Service	750.00			
Warehouse Direct				17335	10/06/22	<u>549.60</u>
70-0-5725	Janitorial Supplies	Invoice #5305366-0	139.84			
70-0-5725	Janitorial Supplies	Invoice #5336684-0	409.76			
VILLAGE OF NORTHFIELD				17336	10/06/22	<u>5,682.42</u>

Winnetka-Northfield Public Library District

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
70-2-5159	Northfield Lease	Invoice #0922LIB	5,682.42			
DELTA DENTAL PLAN OF ILLINOIS				17337	10/06/22	<u>682.40</u>
10-0-5111	Health Insurance	Invoice #1605433	682.40			
NEWEGG BUSINESS, INC.				17338	10/06/22	<u>55.80</u>
10-0-5136	Hardware	Invoice #1304085780	55.80			
DE LAGE LANDEN FINANCIALSVCS.				17339	10/06/22	<u>1,868.47</u>
10-0-5766	Photocopier Leases	Invoice #77584806	1,868.47			
Ntiva				17340	10/06/22	<u>2,717.20</u>
10-0-5135	LAN Management	Invoice #188356	2,717.20			
Baker & Taylor				17341	10/06/22	<u>912.35</u>
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Baker & Taylor	-874.58			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Baker & Taylor	526.21			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Baker & Taylor	15.26			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Baker & Taylor	85.88			
10-2-5341	Books-Non-Fiction-Adult-Northfield	Baker & Taylor	90.94			
10-2-5341	Books-Non-Fiction-Adult-Northfield	Baker & Taylor	-189.51			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	194.78			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	-57.15			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	-56.67			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	-217.16			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	-474.10			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	-187.66			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	10.16			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	28.48			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	14.24			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	38.46			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	226.11			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	8.47			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	14.24			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	34.69			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	10.16			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	-95.93			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	-153.72			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	-23.65			

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

October 1, 2022 - November 3, 2022

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	-55.46			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	-44.10			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	156.28			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	100.82			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	65.50			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	53.08			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	57.71			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	68.20			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	27.73			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	25.04			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	12.74			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	14.24			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	42.72			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	46.86			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	11.29			
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	-13.49			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	8.47			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	11.99			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	48.18			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	-61.06			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	11.24			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	24.97			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	58.04			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	14.24			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	9.03			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	41.22			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	14.24			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	-175.38			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	-138.55			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	9.55			

Winnetka-Northfield Public Library District

Check Register

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	452.23			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	1,116.29			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	-687.79			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	-154.65			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	338.26			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	142.39			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	-15.26			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	107.30			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	202.23			
10-0-5120	Library Supplies	Baker & Taylor	21.67			
10-0-5120	Library Supplies	Baker & Taylor	43.91			
10-0-5120	Library Supplies	Baker & Taylor	-29.36			
10-0-5120	Library Supplies	Baker & Taylor	-28.63			
10-0-5120	Library Supplies	Baker & Taylor	-47.36			
10-0-5120	Library Supplies	Baker & Taylor	-34.53			
10-0-5120	Library Supplies	Baker & Taylor	-6.84			
10-0-5120	Library Supplies	Baker & Taylor	96.87			
10-0-5120	Library Supplies	Baker & Taylor	1.45			
10-0-5120	Library Supplies	Baker & Taylor	1.47			
10-0-5120	Library Supplies	Baker & Taylor	4.41			
10-0-5120	Library Supplies	Baker & Taylor	4.41			
10-0-5120	Library Supplies	Baker & Taylor	0.16			
10-0-5120	Library Supplies	Baker & Taylor	1.47			
10-0-5120	Library Supplies	Baker & Taylor	4.39			
10-0-5120	Library Supplies	Baker & Taylor	29.86			
10-0-5120	Library Supplies	Baker & Taylor	0.65			
10-0-5120	Library Supplies	Baker & Taylor	27.71			
10-0-5120	Library Supplies	Baker & Taylor	2.92			
10-0-5120	Library Supplies	Baker & Taylor	1.47			
10-0-5120	Library Supplies	Baker & Taylor	0.67			
10-0-5120	Library Supplies	Baker & Taylor	3.58			
10-0-5120	Library Supplies	Baker & Taylor	-62.26			
10-0-5120	Library Supplies	Baker & Taylor	-59.25			
10-0-5120	Library Supplies	Baker & Taylor	-11.07			
10-0-5120	Library Supplies	Baker & Taylor	5.05			
10-0-5120	Library Supplies	Baker & Taylor	0.67			
10-0-5120	Library Supplies	Baker & Taylor	0.65			
10-0-5120	Library Supplies	Baker & Taylor	1.45			
10-0-5120	Library Supplies	Baker & Taylor	-1.47			
10-0-5120	Library Supplies	Baker & Taylor	-2.92			
10-0-5120	Library Supplies	Baker & Taylor	-16.28			
10-0-5120	Library Supplies	Baker & Taylor	-9.78			
10-0-5120	Library Supplies	Baker & Taylor	-1.47			
10-0-5120	Library Supplies	Baker & Taylor	-5.88			
10-0-5120	Library Supplies	Baker & Taylor	-0.97			
10-0-5120	Library Supplies	Baker & Taylor	-4.53			
10-0-5120	Library Supplies	Baker & Taylor	26.04			
10-0-5120	Library Supplies	Baker & Taylor	3.25			
10-0-5120	Library Supplies	Baker & Taylor	7.91			
10-0-5120	Library Supplies	Baker & Taylor	23.13			

Winnetka-Northfield Public Library District

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All Bank Accounts

October 1, 2022 - November 3, 2022

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5120	Library Supplies	Baker & Taylor	3.41			
10-0-5120	Library Supplies	Baker & Taylor	4.89			
10-0-5120	Library Supplies	Baker & Taylor	5.52			
10-0-5120	Library Supplies	Baker & Taylor	8.43			
10-0-5120	Library Supplies	Baker & Taylor	1.47			
10-0-5120	Library Supplies	Baker & Taylor	1.46			
10-0-5120	Library Supplies	Baker & Taylor	2.94			
10-0-5120	Library Supplies	Baker & Taylor	5.05			
Midwest Tape				17342	10/06/22	<u>2,222.15</u>
10-2-5344	Audio Books-Adult-Northfield	Midwest Tape	39.99			
10-2-5344	Audio Books-Adult-Northfield	Midwest Tape	39.99			
10-2-5344	Audio Books-Adult-Northfield	Midwest Tape	39.99			
10-1-5444	Audio Books-Juv-Winnetka	Midwest Tape	227.95			
10-2-5444	Audio Books-Juv-Northfield	Midwest Tape	35.99			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	14.99			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	229.41			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	54.23			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	89.21			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	52.48			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	376.33			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	170.94			
10-0-5120	Library Supplies	Midwest Tape	5.00			
10-0-5120	Library Supplies	Midwest Tape	29.70			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	12.40			
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	2.50			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	5.00			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	5.00			
10-0-5120	Library Supplies	Midwest Tape	47.30			
10-0-5120	Library Supplies	Midwest Tape	15.00			
10-0-5120	Library Supplies	Midwest Tape	22.50			
10-0-5120	Library Supplies	Midwest Tape	12.50			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	10.00			
10-0-5120	Library Supplies	Midwest Tape	5.00			
10-0-5120	Library Supplies	Midwest Tape	5.00			
10-0-5120	Library Supplies	Midwest Tape	5.00			
10-0-5120	Library Supplies	Midwest Tape	5.00			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	118.46			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	93.71			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	19.49			

Winnetka-Northfield Public Library District

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-1-5344	Audio Books-Adult-Winnetka	Midwest Tape	39.99			
10-1-5344	Audio Books-Adult-Winnetka	Midwest Tape	49.99			
10-1-5344	Audio Books-Adult-Winnetka	Midwest Tape	39.99			
10-1-5344	Audio Books-Adult-Winnetka	Midwest Tape	39.99			
10-1-5344	Audio Books-Adult-Winnetka	Midwest Tape	39.99			
10-1-5443	DVDs-Juv-Winnetka	Midwest Tape	18.73			
10-1-5443	DVDs-Juv-Winnetka	Midwest Tape	29.99			
10-1-5443	DVDs-Juv-Winnetka	Midwest Tape	44.98			
10-1-5443	DVDs-Juv-Winnetka	Midwest Tape	11.24			
10-2-5443	DVDs-Juv-Northfield	Midwest Tape	9.73			
10-2-5443	DVDs-Juv-Northfield	Midwest Tape	44.98			
10-2-5443	DVDs-Juv-Northfield	Midwest Tape	29.99			
Baker & Taylor				17343	10/06/22	<u>4,491.05</u>
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Baker & Taylor	251.33			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Baker & Taylor	434.13			
10-2-5341	Books-Non-Fiction-Adult-Northfield	Baker & Taylor	85.86			
10-2-5341	Books-Non-Fiction-Adult-Northfield	Baker & Taylor	99.39			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	36.04			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	14.24			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	74.83			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	13.49			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	49.35			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	87.31			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	41.22			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	20.85			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	27.73			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	28.48			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	535.09			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	58.67			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	138.89			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	54.76			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	164.85			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	14.24			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	20.32			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	21.39			

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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	58.23			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	47.39			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	14.24			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	13.49			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	29.84			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	27.73			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	13.49			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	25.48			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	722.94			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	409.42			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	220.20			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	115.16			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	46.88			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	143.46			
10-0-5120	Library Supplies	Baker & Taylor	1.94			
10-0-5120	Library Supplies	Baker & Taylor	3.41			
10-0-5120	Library Supplies	Baker & Taylor	2.44			
10-0-5120	Library Supplies	Baker & Taylor	1.11			
10-0-5120	Library Supplies	Baker & Taylor	1.27			
10-0-5120	Library Supplies	Baker & Taylor	1.47			
10-0-5120	Library Supplies	Baker & Taylor	0.97			
10-0-5120	Library Supplies	Baker & Taylor	1.94			
10-0-5120	Library Supplies	Baker & Taylor	40.70			
10-0-5120	Library Supplies	Baker & Taylor	24.54			
10-0-5120	Library Supplies	Baker & Taylor	39.06			
10-0-5120	Library Supplies	Baker & Taylor	4.00			
10-0-5120	Library Supplies	Baker & Taylor	13.81			
10-0-5120	Library Supplies	Baker & Taylor	66.96			
10-0-5120	Library Supplies	Baker & Taylor	11.98			
10-0-5120	Library Supplies	Baker & Taylor	24.78			
10-0-5120	Library Supplies	Baker & Taylor	2.90			
10-0-5120	Library Supplies	Baker & Taylor	1.47			
10-0-5120	Library Supplies	Baker & Taylor	35.26			
10-0-5120	Library Supplies	Baker & Taylor	17.99			
10-0-5120	Library Supplies	Baker & Taylor	2.93			
10-0-5120	Library Supplies	Baker & Taylor	3.59			
10-0-5120	Library Supplies	Baker & Taylor	8.27			
10-0-5120	Library Supplies	Baker & Taylor	1.47			
10-0-5120	Library Supplies	Baker & Taylor	1.47			
10-0-5120	Library Supplies	Baker & Taylor	1.47			
10-0-5120	Library Supplies	Baker & Taylor	8.09			
10-0-5120	Library Supplies	Baker & Taylor	5.35			
Midwest Tape				17344	10/06/22	<u>1,026.72</u>
10-2-5344	Audio Books-Adult-Northfield	Midwest Tape	69.98			

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10-2-5344	Audio Books-Adult-Northfield	Midwest Tape	104.98			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	103.95			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	23.99			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	246.65			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	14.99			
10-0-5120	Library Supplies	Midwest Tape	5.00			
10-0-5120	Library Supplies	Midwest Tape	10.00			
10-0-5120	Library Supplies	Midwest Tape	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	5.00			
10-0-5120	Library Supplies	Midwest Tape	32.30			
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	7.50			
10-0-5120	Library Supplies	Midwest Tape	12.50			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	14.99			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	63.97			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	28.48			
10-1-5344	Audio Books-Adult-Winnetka	Midwest Tape	194.96			
10-1-5344	Audio Books-Adult-Winnetka	Midwest Tape	69.98			
Baker & Taylor				17345	10/06/22	<u>920.24</u>
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Baker & Taylor	444.60			
10-2-5341	Books-Non-Fiction-Adult-Northfield	Baker & Taylor	112.67			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	265.85			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	51.58			
10-0-5120	Library Supplies	Baker & Taylor	26.95			
10-0-5120	Library Supplies	Baker & Taylor	18.59			
QUILL CORPORATION				17359	10/20/22	<u>156.69</u>
10-0-5121	Office Supplies	Invoice #28251918	25.66			
10-0-5121	Office Supplies	Invoice #28251757	30.09			
10-0-5121	Office Supplies	Invoice #28278494	32.50			
10-0-5121	Office Supplies	Invoice #28146011	41.00			
10-0-5121	Office Supplies	Invoice #28046196	13.02			
10-0-5121	Office Supplies	Invoice #28045380	14.42			
VILLAGE OF WINNETKA				17360	10/20/22	<u>21,438.57</u>
10-0-5111	Health Insurance	Invoice #2022-00000011	21,438.57			
VILLAGE OF NORTHFIELD				17361	10/20/22	<u>5,682.42</u>
70-2-5159	Northfield Lease	Invoice #0922LIB	5,682.42			
Lauterbach & Amen, LLP				17362	10/20/22	<u>1,725.00</u>
10-0-5131	Accounting and Bookkeeping	Invoice #71042	1,725.00			
Warehouse Direct				17363	10/20/22	<u>336.73</u>
70-0-5725	Janitorial Supplies	Invoice #5349092-0	201.44			
70-0-5725	Janitorial Supplies	Invoice #5317478-1	33.90			
70-0-5725	Janitorial Supplies	Invoice #5334628-0	50.85			

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
70-0-5725	Janitorial Supplies	Invoice #5345000-0	50.54			
VALUE LINE PUBLISHING LLC				17364	10/20/22	<u>6,100.00</u>
10-1-5346	Online Database - Winnetka	Invoice #KF-759040-2211	6,100.00			
DEMCO				17365	10/20/22	<u>322.02</u>
10-0-5120	Library Supplies	Invoice #7195945	322.02			
NEWEGG BUSINESS, INC.				17366	10/20/22	<u>183.84</u>
10-0-5136	Hardware	Invoice #1304107520	65.07			
10-0-5136	Hardware	Invoice #1304110226	28.98			
10-0-5136	Hardware	Invoice #1304107535	33.99			
10-0-5136	Hardware	Invoice #1304085780	55.80			
BIBLIOTHECA, LLC				17367	10/20/22	<u>494.35</u>
10-1-5345	Books-Digital-Winnetka	Invoice #INV-US58749	494.35			
MERCHANTS DELIVERY SERVICE				17368	10/20/22	<u>550.00</u>
10-0-5138	Delivery Service	MERCHANTS DELIVERY SERVICE	550.00			
Robbins Schwartz				17369	10/20/22	<u>3,791.25</u>
10-0-5736	Legal	Invoice #931246	3,791.25			
Ntiva				17370	10/20/22	<u>11,047.50</u>
10-0-5885	Computer Equipment	Invoice #190002	11,047.50			
HOOPLA (MIDWEST TAPE)				17371	10/20/22	<u>1,736.39</u>
10-1-5345	Books-Digital-Winnetka	Invoice #502755199	1,736.39			
CDW-G				17372	10/20/22	<u>262.59</u>
10-0-5136	Hardware	Invoice #DD45606	262.59			
OVERDRIVE INC.				17373	10/20/22	<u>17,150.58</u>
10-1-5345	Books-Digital-Winnetka	Invoice #01018MA22359010	2,889.14			
10-1-5345	Books-Digital-Winnetka	Invoice #01018MA22361439	4,402.41			
10-1-5345	Books-Digital-Winnetka	Invoice #01018CP22360342	9,859.03			
HR Source				17374	10/20/22	<u>3,657.50</u>
10-0-5745	HR Consultant	Invoice #16797	3,657.50			
Kanopy				17375	10/20/22	<u>502.00</u>
10-1-5345	Books-Digital-Winnetka	Invoice #316758	502.00			
QUILL CORPORATION				17376	11/03/22	<u>171.18</u>
10-0-5121	Office Supplies	INV #28369018	40.34			
10-0-5122	Breakroom Supplies	INV #28311966	18.56			
10-0-5122	Breakroom Supplies	INV #28313059	20.77			
10-0-5120	Library Supplies	INV #28409475	91.51			
Ntiva				17377	11/03/22	<u>2,699.20</u>
10-0-5135	LAN Management	INV #191346	2,699.20			
DE LAGE LANDEN FINANCIALSVCS.				17378	11/03/22	<u>1,868.47</u>
10-0-5766	Photocopier Leases	INV #77898706	1,868.47			
DELTA DENTAL PLAN OF ILLINOIS				17379	11/03/22	<u>682.40</u>

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5111	Health Insurance	INV #1615088	682.40			
COOPERATIVE COMPUTER SERVICES				17380	11/03/22	<u>20,142.41</u>
10-0-5132	CCS Operating & OCLC	INV #2056	20,142.41			
Warehouse Direct				17381	11/03/22	<u>172.51</u>
70-0-5725	Janitorial Supplies	INV #5351276-0	27.14			
70-0-5725	Janitorial Supplies	INV #5352117-0	19.50			
70-0-5725	Janitorial Supplies	INV #5356652-0	125.87			
DEMCO				17382	11/03/22	<u>713.86</u>
10-0-5120	Library Supplies	INV #7205974	197.49			
10-0-5120	Library Supplies	INV #7203302	516.37			
CCI Solutions				17383	11/03/22	<u>187.28</u>
10-0-5120	Library Supplies	INV #30460083	187.28			
ROTARY CLUB OF WINNETKA-NORTHFIELD				17384	11/03/22	<u>125.00</u>
10-0-5731	Memberships	INV #191346	125.00			
COMCAST				17385	10/31/22	<u>71.95</u>
10-0-5176	Internet Services	Comcast Autopay 9/11 - 10/10	71.95			
NORTH SHORE GAS				17386	10/31/22	<u>414.04</u>
10-1-5174	Natural Gas - Winnetka	North Shore Autopay 8/22 - 9/22	414.04			
Peerless Network				17387	10/31/22	<u>41.30</u>
10-1-5175	Telephone - Winnetka	Invoice #8570	41.30			
COMCAST				17388	10/31/22	<u>314.95</u>
10-0-5176	Internet Services	Comcast Autopay 9/20-10/19	314.95			
NICOR				17389	10/31/22	<u>131.26</u>
10-2-5174	Natural Gas - Northfield	Nicor Autopay 7/25 - 8/23	131.26			
PITNEY BOWES				17390	10/31/22	<u>100.00</u>
10-0-5123	Postage	PITNEY BOWES	100.00			
VILLAGE OF WINNETKA				17391	10/31/22	<u>4,276.32</u>
10-1-5171	Electricity - Winnetka	VILLAGE OF WINNETKA	60.60			
10-1-5171	Electricity - Winnetka	VILLAGE OF WINNETKA	3,627.49			
10-1-5171	Electricity - Winnetka	VILLAGE OF WINNETKA	90.37			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	79.38			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	75.52			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	2.00			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	185.20			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	22.60			
10-1-5173	Storm Sewer - Winnetka	VILLAGE OF WINNETKA	133.16			
VILLAGE OF NORTHFIELD				17392	10/31/22	<u>40.42</u>
10-2-5172	Water - Northfield	VILLAGE OF NORTHFIELD Autopay 8/16 - 9/20	40.42			
COMED				17393	10/31/22	<u>515.25</u>
10-2-5171	Electricity - Northfield	COMED Autopay 9/15 - 10/14	515.25			
NATIONWIDE RETIREMENT SOLUTIONS				17394	10/31/22	<u>1,375.00</u>

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10-0-2040	457 withholding	NATIONWIDE RETIREMENT SOLUTIONS	1,375.00			
NATIONWIDE RETIREMENT SOLUTIONS				17395	10/31/22	<u>1,375.00</u>
10-0-2040	457 withholding	NATIONWIDE RETIREMENT SOLUTIONS	1,375.00			
First Bankcard				17396	10/31/22	<u>5,753.02</u>
10-1-5341	Books-Non-Fiction-Adult-Winnetka	MALL - Materials	28.60			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	MALL - Materials	28.00			
10-1-5445	Video Games-Juv-Winnetka	GARRITY - Video games	119.98			
10-0-5884	Equipment/Furniture	KLINE - Foamboard for Walls	52.96			
10-0-5884	Equipment/Furniture	KLINE - LOT Portable Speaker	135.99			
10-0-5121	Office Supplies	VOLNY - ILL Bubble Mailers	41.18			
10-0-5121	Office Supplies	MALL - Office supplies	7.45			
10-0-5907	Programming - Youth	MALL - Youth program supplies	5.99			
10-0-5907	Programming - Youth	GARRITY - Programming supplies	31.86			
10-0-5907	Programming - Youth	GARRITY - In-house sensory toys	8.99			
10-0-5907	Programming - Youth	GARRITY - Signage for storywalk	200.00			
10-0-5907	Programming - Youth	GARRITY - Programming supplies	23.52			
10-0-5907	Programming - Youth	GARRITY - Programming supplies (Mini canvas)	26.64			
10-0-5907	Programming - Youth	GARRITY - Programming supplies (Mini canvas)	132.69			
10-0-5907	Programming - Youth	GARRITY - Programming supplies	24.99			
10-0-5907	Programming - Youth	GARRITY - Programming supplies	12.49			
10-0-5907	Programming - Youth	GARRITY - STEAM Kit replacement item	30.00			
10-0-5907	Programming - Youth	GARRITY - In-house sticker murals	178.09			
10-0-5907	Programming - Youth	GARRITY - Programming supplies	9.99			
10-0-5907	Programming - Youth	GARRITY - Refund	-0.22			
10-0-5907	Programming - Youth	GARRITY - Early Lit Kit materials	12.99			
10-0-5907	Programming - Youth	GARRITY - Programming supplies (Mini canvas)	17.09			
10-0-5907	Programming - Youth	GARRITY - Programming supplies (Mini canvas)	79.95			
10-0-5907	Programming - Youth	GARRITY - Programming supplies	20.69			
10-0-5907	Programming - Youth	GARRITY - Programming supplies	43.95			
10-0-5907	Programming - Youth	GARRITY - Programming supplies	384.47			
10-0-5907	Programming - Youth	GARRITY - Programming supplies (Mini canvas)	36.08			
10-0-5908	Programming - Adult	MALL - Trivia event software	102.00			
10-0-5114	Professional Development	GARRITY - MB ILA Conference Attendance	250.00			
10-0-5114	Professional Development	MORGAN - registration for annual conference - Sydney Clark at student rate	175.00			
10-0-5114	Professional Development	MORGAN - american sign language with children in storytime or in the classroom	260.10			
10-0-5114	Professional Development	MORGAN - registration for annual conference - Melissa Morgan	200.00			
10-0-5120	Library Supplies	DOMBROWSKI - Organizer for Reference Section	14.89			
10-0-5120	Library Supplies	VOLNY - Tul To Do Sheets	17.81			
10-0-5120	Library Supplies	VOLNY - Study Room Bins	18.87			
10-0-5120	Library Supplies	VOLNY - Study Room Bins	20.39			

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Check Register

All Bank Accounts

October 1, 2022 - November 3, 2022

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5177	Technology - Website	SWENSON - Website hosting and backup	25.00			
10-0-5177	Technology - Website	SWENSON - PowerBI Training Materials	25.00			
10-0-5308	Reading Programs	DOMBROWSKI - Kona Ice for End of Summer Party	621.00			
10-0-5719	Board Expenses	QUISH - Name plate for new board member	12.93			
10-0-5721	PR Promotional	QUISH - Library Card Sign Up Mo. Banners	215.31			
10-0-5721	PR Promotional	QUISH - Adult Programming Bookmarks	88.17			
10-0-5721	PR Promotional	QUISH - Library Card Sign Up Mo. Prize	50.00			
10-0-5721	PR Promotional	QUISH - Library Card Sign Up Mo. Prize	50.00			
10-0-5721	PR Promotional	QUISH - Library Card Sign Up Mo. Prize	50.00			
10-0-5721	PR Promotional	QUISH - Library Card Sign Up Mo. Prize	50.00			
10-0-5721	PR Promotional	QUISH - Scratch Rainbow Bookmarks	69.93			
70-0-5750	Landscaping	MALL - Bird food	40.94			
10-0-5723	PR Supplies	QUISH - Laminating pouches	43.59			
10-0-5723	PR Supplies	QUISH - Workspace organization items	37.68			
10-0-5723	PR Supplies	QUISH - U-Channel Sign Posts for banners	79.96			
10-0-5724	PR Marketing/Advertising	QUISH - End of Summer Party Ad	24.99			
10-0-5731	Memberships	SWENSON - Addition of Acrobat License for YS	8.39			
10-0-5731	Memberships	MORGAN - membership fee	100.00			
10-0-5731	Memberships	DOMBROWSKI - ALA Credit	-228.00			
10-0-5732	Staff Recognition/Events/Meetings	DOMBROWSKI - Food & Drinks for Amanda's Party	28.03			
10-0-5732	Staff Recognition/Events/Meetings	DOMBROWSKI - Staff Birthday Giftcards	60.00			
10-0-5732	Staff Recognition/Events/Meetings	DOMBROWSKI - Supplies for Amanda's Party	32.98			
10-0-5732	Staff Recognition/Events/Meetings	DOMBROWSKI - Supplies for Amanda's Party	10.99			
10-0-5906	Programming - Studio	KLINE - Roll of Burlap for program	24.99			
10-0-5906	Programming - Studio	KLINE - Artober Paper/Pen Supplies	146.24			
10-0-5906	Programming - Studio	KLINE - Wood stain for program	17.99			
10-0-5906	Programming - Studio	KLINE - Magnifying glasses for sewing area	33.48			
10-0-5906	Programming - Studio	KLINE - Woo	34.15			
10-0-5906	Programming - Studio	KLINE - Laser cleaning products	11.98			
10-0-5906	Programming - Studio	KLINE - Photo Paper	19.00			
10-0-5906	Programming - Studio	KLINE - Cutaway Stabilizer	47.94			
10-0-5906	Programming - Studio	KLINE - Acrylic for program	209.18			
10-0-5906	Programming - Studio	KLINE - Sewing materials	6.49			
10-0-5906	Programming - Studio	KLINE - VCR Head Cleaner	9.99			
10-0-5906	Programming - Studio	KLINE - Bucket hats for program	94.05			
10-0-5906	Programming - Studio	KLINE - Silica packets for LOT bins	10.98			
10-0-5906	Programming - Studio	KLINE - Roll of transfer tape	13.99			
10-0-5906	Programming - Studio	KLINE - Yarn and macrame for programs	37.68			
10-0-5906	Programming - Studio	MALL - Studio program supplies	28.16			

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

October 1, 2022 - November 3, 2022

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5906	Programming - Studio	KLINE - Replacement cable for studio headphones	7.19			
10-0-5906	Programming - Studio	KLINE - Acrylic yarn skein	24.99			
10-0-5134	Software	DOMBROWSKI - WhenIWork Scheduling Software	80.00			
10-0-5134	Software	DOMBROWSKI - WhenIWork Scheduling Software	8.33			
10-0-5134	Software	DOMBROWSKI - Library Zoom Account	14.99			
10-0-5134	Software	MALL - Virtual event hosting	124.97			
10-0-5134	Software	SWENSON - ILA Registration	200.00			
10-0-5134	Software	SWENSON - Creative Cloud Licenses	295.90			

Check List Total 166,857.90

OCTOBER 2022 DIRECTOR'S REPORT

Staff Updates

- Anniversaries: Sydney Clark, Community Engagement Librarian, 10/3 (9 years); Mike Strohm, Page, 10/10 (9 years); Stephanie Girardi, Tech Services Supervisor, 10/15 (28 years); Monica Dombrowski, Library Director, 10/19 (2 years); Jimmy Gonzalez-Vicker, Technology Librarian, 10/21 (8 years).
- Coming: Anna Karwowska joined us on 10/17 as our new Youth Services Manager. Welcome, Anna!

Staff Shout Outs

- WNPLD had 4 presenters at the Illinois Library Association (ILA) Annual Conference in Rosemont, 3 of whom were presenting for the first time! Congrats to Branch Services Manager, Melissa Morgan; Digital Services Manager, Steve Kline; Technology Librarian, Jimmy Gonzalez-Vicker; and Youth Services Librarian, Maddy Belk, on providing informative and entertaining sessions for their library peers across Illinois!
- Library Director Monica Dombrowski was nominated by a former colleague for ILA's Executive Board.
- Youth Services Librarian Maddy Belk received a shout-out in the Window to Washburne eNewsletter for her outreach program bringing Anime & Manga to interested students during their lunch period.

Finances (Target = 33.33% based on 4 months into our fiscal year)

- We are at 0.28% of our expected operating revenues (below budget due to Cook County shortfall).
- We are at 27.94% of our budgeted operating expenses (below budget).

Programming

Youth

Category	22OCT	21OCT	Mo. % +/-	FY22-23 YTD	FY21-22 YTD	FY % +/-
Programs	83	43	93.02%	238	121	96.69%
Live Attendees	1,569	721	117.61%	4,368	1,596	173.68%
Recording Attendees	0	15	-100.00%	0	17	-100.00%
Passive Programs	2,408	n/a	n/a	7,101	330	2,051.82%

Highlights

Bats & Other Misunderstood Creatures	This live-animal program dispelled common myths about bats, snakes, spiders, and rats.
Sensory-Friendly Magic Show	Magician and autism advocate Cody Clark presented a safely stimulating magic show that engaged patrons at their own level of comfort.
Edible Haunted Houses	Children & caregivers built Halloween houses with rice Krispie treats, frosting, and a wide variety of candy.

Adults

Category	22OCT	21OCT	Mo. % +/-	FY22-23 YTD	FY21-22 YTD	FY % +/-
Programs	27	19	42.11%	85	69	23.19%
Live Attendees	362	257	40.86%	1,607	1,072	49.91%
Recording Attendees	22	16	37.50%	509	17	2,894.12%

Highlights

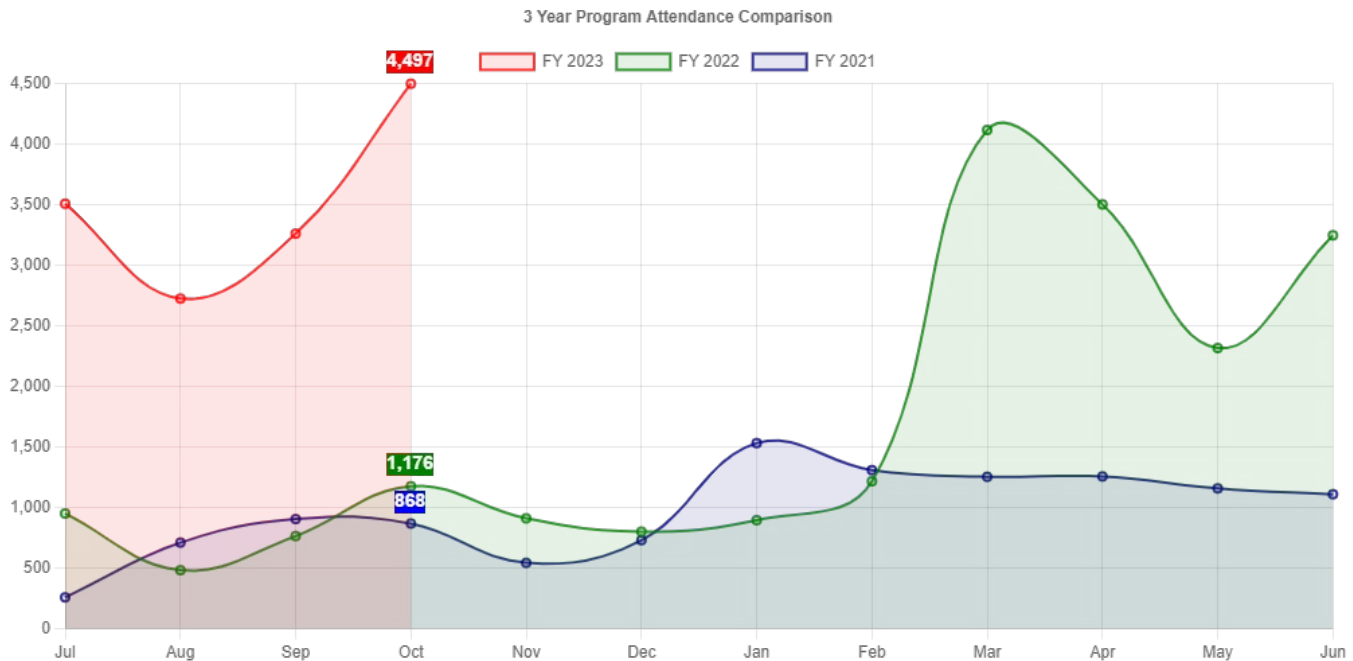
The Real Von Trapps: From Austria to Vermont with the family who inspired "The Sound of Music"	Bill Anderson, friend and biographer of the Von Trapp family, presented the real family story--who they were, their real experiences in Austria, and how the film and musical were different from the facts.
Southern Exposure: The Overlooked Architecture of Chicago's South Side	Lee Bey, former architecture critic for the Chicago Sun-Times, shared his photographs and expertise on Chicago's oft-underappreciated South Side architecture.
A Glimpse of Indian Culture	Presenter Mohammad Ali shared information about Indian culture, food, and shared tasty samples with participants.

Studio (Digital Services)

Category	22OCT	21OCT	Mo. % +/-	FY22-23 YTD	FY21-22 YTD	FY % +/-
Appointments/Walk-Ins	64	38	68.42%	406	248	63.71%
Programs	24	17	41.18%	63	42	50.00%
Attendees	136	167	-18.56%	403	343	17.49%

Highlights

Daily Sketch Journal	Patrons were sent a daily sketch prompt as part of Artober to increase the daily practice of drawing.
Suminagashi Paper Art	Patrons used two brushes dipped in ink and soap to form unique patterns on white paper.



Community Engagement (Outreach)

Category	22OCT	21OCT	Mo. % +/-	FY22-23 YTD	FY21-22 YTD	FY % +/-
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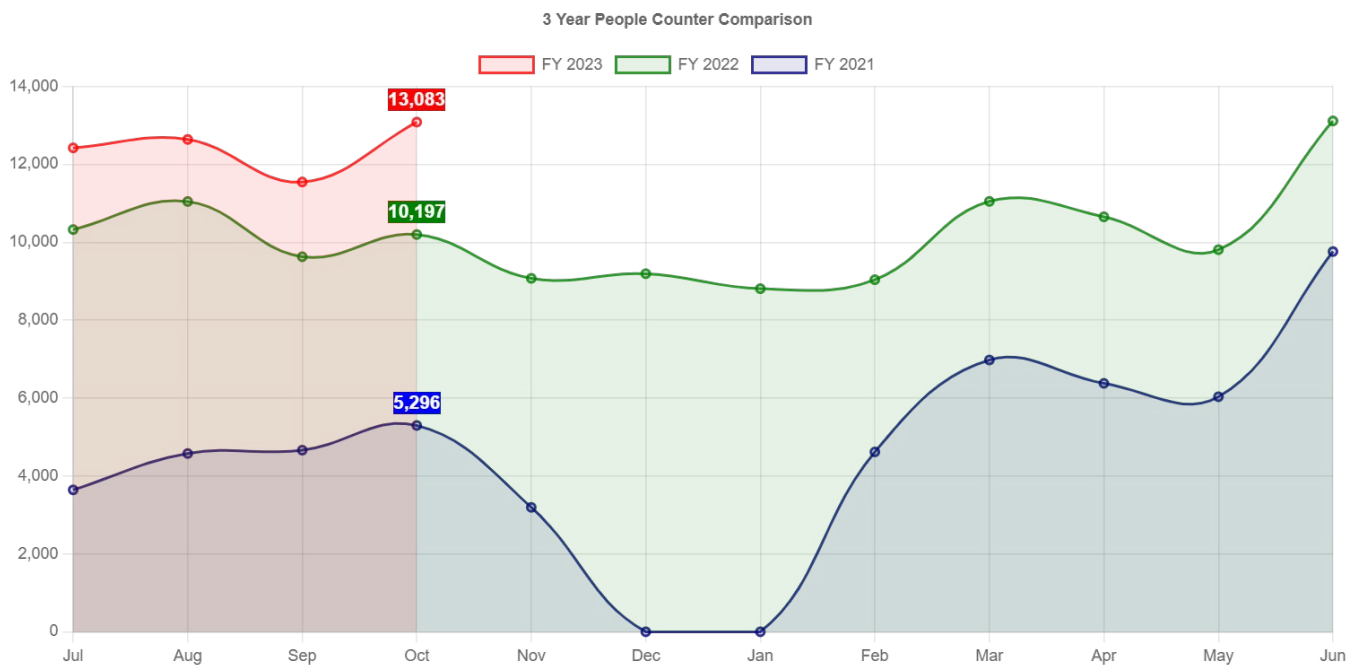
Youth Events	1	2	-50.00%	12	12	0.00%
Adult Events	2	2	0.00%	8	2	300.00%
Family Events	2	0	n/a	13	16	-18.75%
TOTAL	5	4	25.00%	33	30	10.00%
Youth Attendance	10	39	29.41%	510	773	-34.02%
Adult Attendance	14	11	27.27%	79	11	618.18%
Family Attendance	30	n/a	n/a	1,283	971	32.13%
TOTAL	54	50	8.00%	1,872	1,755	6.67%

Events: Manga Book Club, NSSC Book Club, New Trier HS Freshman Go-to-School Night, Kenilworth New Resident

Services

Visitors

Location	22OCT	21OCT	Mo. % +/-	FY22-23 YTD	FY21-22 YTD	FY % +/-
Winnetka In-Person	9,681	7,481	29.41%	35,792	29,670	20.63%
Northfield In-Person	3,402	2,716	25.26%	13,895	11,523	20.58%
TOTAL IN-PERSON	13,083	10,197	28.30%	49,687	41,193	20.62%
Virtual Visitors	218	195	11.79%	1,104	1,110	-0.54%
TOTAL VISITORS	13,955	10,707	30.34%	54,103	44,069	22.77%



Email Reach

22OCT Subscribers	% of Cardholders	21OCT Subscribers	Open Rate	Click Rate
10,348	77.60%	10,220	52%	1%

*Industry averages for not-for-profits = 37% Open Rate, 2% Click Rate

Cardholder Penetration

Activity	22OCT	21OCT	Mo. % +/-	FY22-23 YTD	FY21-22 YTD	FY % +/-
New Cards	76	88	-13.84%	474	384	23.44%

Community	22OCT	21OCT	Mo. % +/-	22OCT %POP	21OCT %POP	% Change
Winnetka	9,515	8,856	7.44%	74.66%	69.49%	5.17%
Northfield	3,271	3,087	5.96%	56.88%	53.68%	3.20%
TOTAL DISTRICT	12,786	11,943	7.06%	69.13%	64.57%	4.56%
Kenilworth	549	544	0.92%	21.84%	21.64%	0.20%

Website Reach/App Usage

Activity	22OCT	21OCT	Mo. % +/-	FY22-23 YTD	FY21-22 YTD	FY % +/-
Website Visits	8,630	8,296	4.03%	34,125	33,118	3.04%
Active App Users	593	n/a	-	-	-	-

Patron Interactions

Category	22OCT	21OCT	Mo. % +/-	FY22-23 YTD	FY21-22 YTD	FY % +/-
Adult	2,093	2,339	-10.52%	9,092	10,639	-14.54%
Youth	696	299	132.78%	2,749	2,065	33.12%
Digital Services	145	133	9.02%	616	543	13.44%
TOTAL	2,934	2,771	5.88%	12,457	13,247	-5.96%

Public Computer Usage

Location	22OCT	21OCT	Mo. % +/-	FY22-23 YTD	FY21-22 YTD	FY % +/-
Winnetka	403	381	5.77%	1,801	1,683	7.01%
Northfield	235	173	35.84%	871	747	16.60%
TOTAL	638	554	15.16%	2,672	2,430	9.96%

Hotspot Usage

Location	22OCT	21OCT	Mo. % +/-	FY22-23 YTD	FY21-22 YTD	FY % +/-
Winnetka Sessions	26,526	18,665	42.12%	95,437	64,183	48.70%
Northfield Sessions	4,628	8,159	-43.28%	16,501	18,879	-12.60%
TOTAL	31,154	26,824	16.14%	111,938	83,062	34.76%
Winnetka Bandwidth	597 GB	270 GB	120.88%	1,918 GB	1,021 GB	87.87%
Northfield Bandwidth	75 GB	82 GB	-8.09%	270 GB	470 GB	-42.45%
TOTAL	672 GB	352 GB	90.86%	2,188 GB	1,491 GB	46.82%

Collections

MTD TOTAL PHYSICAL CIRCULATION

22OCT Physical Circulation	21OCT Physical Circulation	Net Change
31,797	28,700	10.79%

YTD TOTAL PHYSICAL CIRCULATION

FY22-23 YTD Physical Circulation	FY21-22 YTD Physical Circulation	Net Change
129,169	120,631	7.08%

PHYSICAL ADULT (BY LOCATION)

Location	22OCT	21OCT	Mo. % +/-	FY22-23 YTD	FY21-22 YTD	FY % +/-
Winnetka	9,421	9,324	1.04%	38,445	39,442	-2.53
Northfield	3,994	3,983	0.28%	16,942	16,665	1.66%

PHYSICAL YOUTH (BY LOCATION)

Location	22OCT	21OCT	Mo. % +/-	FY22-23 YTD	FY21-22 YTD	FY % +/-
Winnetka	14,386	11,871	21.19%	57,460	49,578	15.90%
Northfield	3,996	3,522	13.46%	16,322	14,946	9.21%

PHYSICAL MISCELLANEOUS

Lending Type	22OCT	21OCT	Mo. & +/-	FY22-23 YTD	FY21-22 YTD	FY % +/-
Kenilworth Patrons	1,169	1,363	-14.23%	4,541	7,259	-37.44%
Borrowed from Other Libraries	1,609	1,750	-8.06%	6,693	7,590	-11.82%

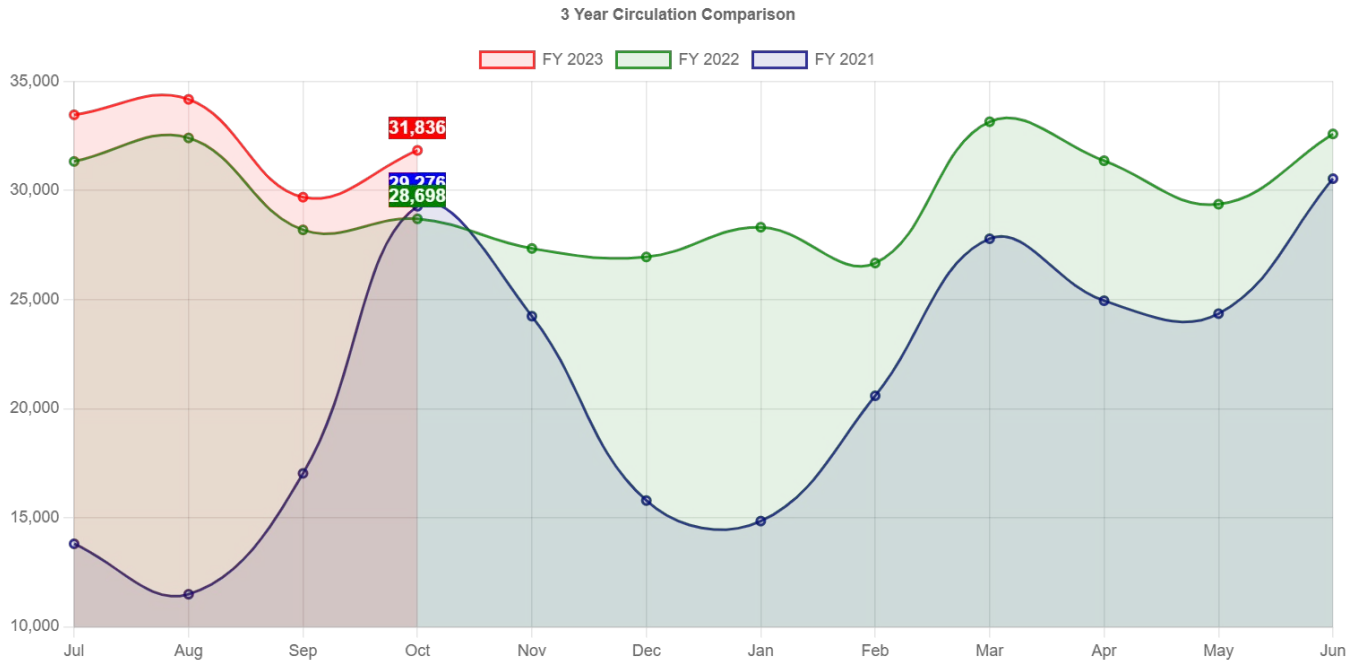
PHYSICAL ADULT (BY TYPE)

Material Type	22OCT	21OCT	Mo. % +/-	FY22-23 YTD	FY21-22 YTD	FY % +/-
Books	8,462	8,431	0.37%	35,475	35,291	0.52%
Book - Fiction	4,774	4,759	0.32%	20,388	20,294	0.46%
Book - Nonfiction	3,688	3,672	0.44%	15,087	14,997	0.60%
Audiobook - CD	301	325	-7.38%	1,338	1,322	1.21%
Music CD	144	137	5.11%	628	494	27.13%
Playaway	50	39	28.21%	251	268	-6.34%
DVD/Blu-Ray	2,763	2,901	-4.76%	10,800	12,045	-10.34%
Magazine	187	200	-6.50%	875	843	3.80%
Videogame	12	29	-58.62%	100	92	8.70%
Devices	2	6	-66.67%	15	38	-60.53%
Library of Things	32	0	n/a	55	0	n/a
Non-CCS ILL	32	28	14.29%	156	173	-9.83%
Sent Out	1,430	1,211	18.08%	5,645	5,539	1.91%
TOTAL	13,415	13,307	0.81%	55,387	56,107	-1.28%

PHYSICAL YOUTH (BY TYPE)

Material Type	22OCT	21OCT	Mo. % +/-	FY22-23 YTD	FY21-22 YTD	FY % +/-
Books	13,790	13,734	0.41%	56,352	56,925	-1.01%
Book - Fiction	11,851	11,938	-0.73%	48,458	49,501	-2.11%
Book - Nonfiction	1,939	1,796	7.96%	7,894	7,424	6.33%
In-Library Circulation	2,667	0	n/a	9,078	0	n/a
Audiobook - CD	30	42	-28.57%	106	272	-61.03%
Music CD	13	40	-67.50%	67	116	-42.24%
Playaway	216	117	84.62%	1,014	907	11.80%
DVD/Blu-Ray	1,030	792	30.05%	4,430	4,410	0.45%
Magazine	22	0	n/a	63	0	n/a
Videogame	236	186	26.88%	1,042	493	111.36%
Vox Reader	288	218	32.11%	1,210	778	55.53%

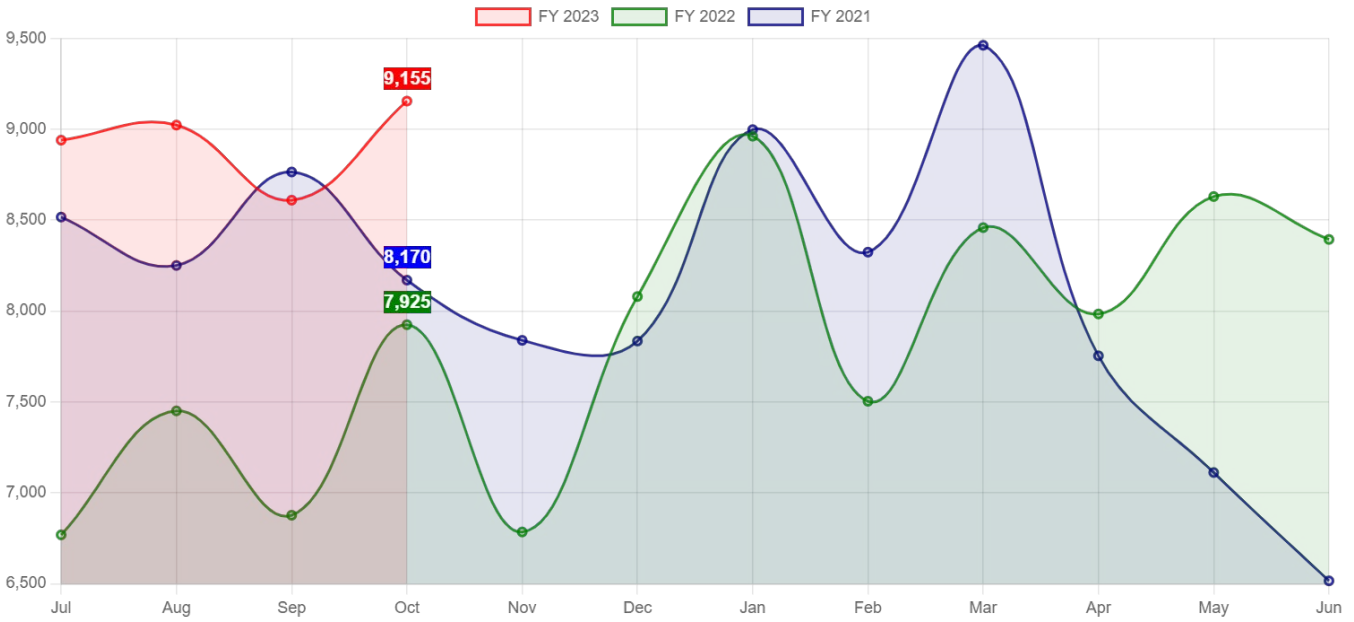
STEAM Kits	25	29	-13.79%	98	109	-10.09%
Early Literacy Kits	39	0	n/a	73	0	n/a
Other	26	235	-88.94%	249	508	-50.98%
TOTAL	18,382	15,393	19.42%	73,782	64,524	14.35%



DIGITAL CIRCULATION

Material Type	22OCT	21OCT	Mo. % +/-	FY22-23 YTD	FY21-22 YTD	FY % +/-
eBooks	4,030	3,961	1.74%	16,079	13,610	18.14%
eAudiobooks	3,251	2,479	31.14%	12,268	9,403	30.47%
eMagazines	1,463	1,014	44.42%	5,693	3,929	44.90%
eVideos	385	453	-15.01%	1,582	1,935	-18.24%
eMusic	26	19	36.84%	106	145	-26.90%
TOTAL	9,155	7,925	15.52%	35,728	29,022	23.11%

3 Year eResource Comparison

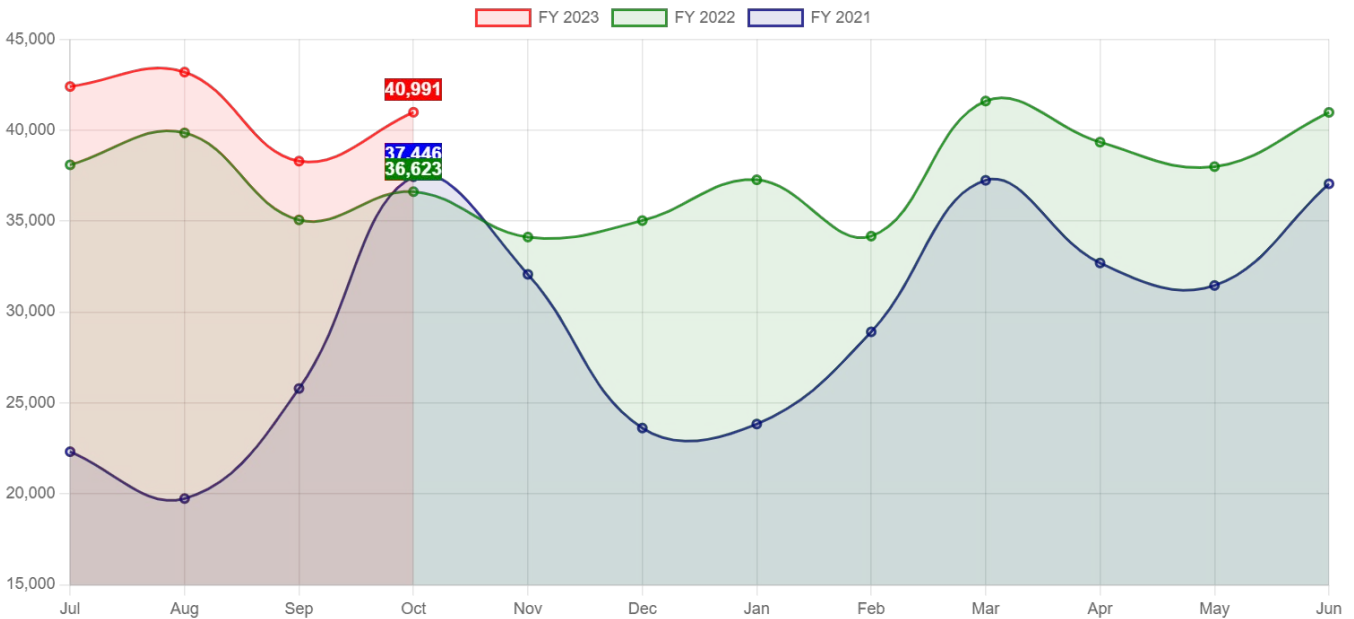


TOTAL DISTRICT CIRCULATION

22OCT District Circulation	21OCT District Circulation	Net Change
40,952	36,625	11.81%

FY22-23 YTD District Circulation	FY21-22 YTD District Circulation	Net Change
164,897	149,653	10.19%

3 Year Combined Circulation Comparison



Impact Stories

- Northfield- Feedback on the Edible Haunted Houses program: *"What a great class! The use of treats to make the haunted house is brilliant and more practical than the store-bought kits. My son had so much fun and did an amazing job of refraining from eating the "construction" materials. As a parent, I had a great time watching him and the other kids be creative and focusing on the task at hand. Thank you for this program and all the wonderful children's programming you provide for our community. We fully take advantage of it and appreciate the time/thought the staff puts into planning and running these programs. See you all again soon!"*
- Youth Services- Staff have been flexing to help Winnetka Nursery School students, parents, and staff following the sudden and unexpected closure of their facility the week of October 17th. Staff provided activities, toys, coloring pages, and other resources during the first week of the closure and have been working with the WNS team to secure space for the next month or so.
- Adult Services- Librarian Molly provided extensive computer help to a patron who recently lost her husband. She wrote Molly a thank you note saying how grateful she was that she could come to the library now because she could no longer get help with these kinds of things at home.
- Digital Services- A patron borrowed a sewing machine to work on mending clothes with her mother at her mother's assisted living facility.
- Customer Relations- A patron thanked us for getting rid of the "annoying returns chute." She said it is now much easier to return books and she no longer has to dread coming in and waiting in line!
- General- We partnered with Winnetka Scout Troop 20 on their book drive for Ghana by placing book donation boxes in our lobbies and donating weeded books from the library. We received a nice thank you call saying that the drive was a huge success and that they had lots of things to send overseas!

ORDINANCE NO. 2022-2023/4

**ORDINANCE APPROVING PLANS FOR PURCHASE OF PROPERTY
AND THE FINANCE PLAN FOR THE PURCHASE**

Property commonly known as 768 Oak Street, Winnetka, Illinois, 60093 ¹

BE IT ORDAINED BY THE BOARD OF LIBRARY TRUSTEES OF THE WINNETKA-NORTHFIELD PUBLIC LIBRARY DISTRICT, COOK COUNTY, ILLINOIS AS FOLLOWS:

Section 1. **The Purchase.** The Library Trustees hereby confirm their intent to acquire a property (the Property) located in the Library District’s boundaries. The Property is commonly known as 768 Oak Street, Winnetka, Illinois, 60093.

Section 2. **Finance Plan.** The Library Trustees propose to pay for the Property from the Library District’s Special Reserve Fund.

Section 3. **Findings and Determinations.** The Library Trustees find and determine as follows:

- A. Pursuant to Ordinance adopted September 19, 2022, the Library Trustees expressed an intent to purchase the Property and proposed a finance plan with respect to such purchase.
- B. Notice of the proposed purchase and of this meeting was published and posted.
- C. The estimated total cost of acquiring the Property is \$313,000.00.

Section 4. **Approval of Purchase.** The Library Trustees hereby approve the purchase of the Property on the terms stated in a contract to purchase the Property.

Section 5. **Approval of Finance Plan.** The Library Trustees hereby approve the purchase of the Property whereby the purchase cost will be paid from the Library District’s Special Reserve Fund.

¹ The property considered for purchase is an undeveloped piece of property adjacent to the library with no common address.

Section 6. **Ratification.** The Library Trustees hereby ratify all previous decisions and actions in connection with the proposed purchase of the Property.

Section 7. **Closing.** The President and Secretary of the Board and the Library Director, on the advice of the Library District’s Attorney, are authorized, without further Board action, to execute all documents necessary for the purchase of the Property.

Section 8. **Effective Date.** This Ordinance is effective immediately.

Passed November 14, 2022 by roll call vote as follows:

VOTES (by Trustee last name)

AYES: _____

NAYS: _____

ABSENT: _____

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

ATTEST:

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

TAX LEVY ORDINANCE

ORDINANCE NO. 2022-2023/5

**WINNETKA-NORTHFIELD PUBLIC LIBRARY DISTRICT
COOK COUNTY, ILLINOIS**

FISCAL YEAR JULY 1, 2022 TO JUNE 30, 2023

This Ordinance constitutes the Tax Levy Ordinance of the Winnetka-Northfield Public Library District, Cook County, Illinois, for the fiscal year beginning July 1, 2022 and ending June 30, 2023.

Section 1. Ordinance 2022-2023/1 (Budget and Appropriation Ordinance) is incorporated by reference.

Section 2. A tax in the sum of \$4,594,600.00 is levied upon all taxable property within the District, said tax levied to defray expenses and liabilities of the District for the fiscal year beginning July 1, 2022 ending June 30, 2023 for the specific objects and purposes indicated as follows:

A.	<u>GENERAL FUND</u>	<u>Appropriation</u>	<u>Levy</u>
1.	IT Services	\$511,775	\$215,250
2.	Administrative Services	\$405,328	\$357,000
3.	Personnel Salaries & Benefits	\$2,231,350	\$2,131,350
4.	Programming	\$90,475	\$82,250
6.	Materials	\$651,200	\$592,000
7.	Capital Outlay	\$2,725,000	\$1,032,813
	TOTAL	\$6,615,128	\$4,410,663
B.	<u>SPECIAL FUNDS</u>	<u>Appropriation</u>	<u>Levy</u>
1.	IMRF	\$117,016	\$20,100
2.	FICA	\$139,000	\$118,308
3.	Unemployment Insurance Fund	\$54,000	\$1
4.	Liability Insurance	\$33,128	\$33,128
5.	Audit	\$12,400	\$12,400
6.	Building & Equipment (.02%)	\$161,000	\$0
	TOTAL	\$516,544	\$183,937

	<u>Summary</u>
Total Appropriation	\$7,131,672
Appropriated from sources other than taxation	\$2,411,525
Total Levy- General Fund (\$4,410,663) & Special Funds (\$183,937)	\$4,594,600

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

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

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

Passed November 14, 2022, pursuant to a roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

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

ATTEST:

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

WINNETKA-NORTHFIELD PUBLIC LIBRARY DISTRICT

CERTIFICATE OF COMPLIANCE
WITH TRUTH IN TAXATION LAW

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

I further certify that the attached Ordinance No. 2022-2023/5 (Tax Levy Ordinance) was
adopted in compliance with the provisions of the Truth in Taxation Law, 35 ILCS 200/18-55 *et*
seq.

This Certificate applies to the 2021 levy.

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

Date signed: November 14, 2022