

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

**THE MEETING WILL BEGIN AT 7:00 PM VIA ZOOM
INSTRUCTIONS TO JOIN POSTED AT WWW.WINNETKALIBRARY.ORG**

The Board meeting will be conducted as a virtual meeting consistent with the Governor's Executive Orders and recent amendments to the Open Meetings Act.

AGENDA

Monday, January 18, 2020

- I. Call to Order**
- II. Roll Call**
- III. Public Comments**
- IV. Vote to Approve Minutes**
 - Approve Minutes of the December 14, 2020 Regular Meeting*
- V. Financial Report**
 - Approve December 2020 Financial Statements*
- VI. Library Reports**
 - Director's Report* (Director Dombrowski)
 - Board President's Comments (President Ruiz-Funes)
- VII. Liaisons to Other Organizations – Reports**
 - Winnetka Village (Trustee Johnson)
 - Northfield Village (?)
- VIII. Unfinished Business**
 - Vote to Approve Minutes of Meetings Lawfully Closed Under the Open Meetings Act
 - Vote to Approve Resolution Determining Release of Closed Session Minutes*
 - Vote to Approve Resolution Approving Destruction of Closed Session Recordings*
 - Update on Linden Patio Homes Request
- IX. New Business**
 - Leak in basement at Winnetka Branch*
 - Renovations/Updates for Northfield Branch

*Attachments

**Winnetka-Northfield Public Library District
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X. Communications

- All email communication to the Board of Trustees should be sent to the email address Trustees@winnetkalibrary.org.
- Update on library's app contest
- The next meeting will be held on Monday, February 15 at 7pm

XI. Public Comments

XII. Adjournment

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

December 14, 2020

I. Call to Order

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

II. Roll Call

Present: President Jean-Paul Ruiz-Funes, and Trustees Travis Gosselin, Brian Johnson, Sarah Munoz, Katherine Casale MacNally and Deborah Vandergrift; and Library Director Monica Dombrowski.

Absent: Trustee Raheela Anwar

Present were library employees; Nicola White (Administrative Assistant) and Mark Swenson (Information Technology Manager). Present was Winnetka resident Jeffrey Liss. Present was Northfield resident Sue Kelly.

III. Public Comments

No public comments.

IV. Vote to Approve Minutes

- Vote to Approve Minutes of October 19, 2020 Regular Meeting
- Vote to Approve Minutes of November 5, 2020 Special Meeting
- Vote to Approve Minutes of November 16, 2020 Regular Meeting

A MOTION was made by Trustee Casale MacNally to approve the Minutes of the October 19, 2020 Regular Meeting and seconded by Trustee Vandergrift.

The MOTION passed on a voice vote.

A MOTION was made by Trustee Casale MacNally to approve the Minutes of the November 5, 2020 Special Meeting and seconded by Trustee Vandergrift.

The MOTION passed on a voice vote.

A MOTION was made by Trustee Casale MacNally to approve the Minutes of the November 16, 2020 Regular Meeting and seconded by Trustee Vandergrift.

The MOTION passed on a voice vote.

V. Financial Report

Director Dombrowski presented the November 2020 Financial Statements.

A MOTION was made by Trustee Gosselin to approve the November 2020 Financial Statements and seconded by Trustee Johnson.

The MOTION passed on a voice vote.

VI. Library Report

LIBRARY DIRECTOR'S REPORT:

Director Dombrowski reported:

- Assistant Director and Adult Services Manager Emily Compton-Dzak submitted her resignation notice; she has accepted a director position at the River Forest Public Library
- Visitorship is down 70% due to the pandemic, however, circulation is only down 18% compared to November 2019, and down 32% year-to-date
- Digital circulation is still trending up
- The Studio opened virtually to patrons and has been successful
- District staff are continuing to come up with new ways to provide library services to patrons virtually

BOARD PRESIDENT'S COMMENTS:

President Ruiz-Funes reported:

- The trustees' thoughts are with those directly affected by COVID-19 and they wish to thank the first responders and essential workers for their efforts.
- President Ruiz-Funes congratulated Assistant Director and Adult Services Manager Emily Compton-Dzak on her director position at the River Forest Public Library and thanked her for all the work she has done for the District over the years.
- While gathering signatures to support his candidacy for re-election, Trustee Ruiz-Funes estimated that of the 43 signatures he received only 3 or 4 community members were active library users, while only 2 community members knew about the digital library.
 - The numbers suggest that the District has a lot of potential for community outreach.

VII. Liaisons to Other Organizations-Reports

- *Winnetka Village*- Trustee Johnson reported that the Winnetka Village has a subsidy rebate sales tax program and voted to give \$400,000 to local restaurants as a one-time grant for the second round of shutdowns. He also reported that they are moving ahead with the stormwater project and have purchased a new pickup truck for the Fire Department.
- *Northfield Village*- Nothing reported.

VIII. Unfinished Business

- *Discussion on Serving Our Public 4.0 (2021 Per Capita Grant Requirement)*
The Board discussed the *Serving Our Public 4.0 Standards for Illinois Public Libraries Guide*. The management team will be reviewing the guide and using it to conduct a self-assessment each year to ensure the District is meeting each of the checklist goals. The guide will also be posted on the District website and sent to the Winnetka Caucus Library Committee for review.

IX. New Business

- *FY19-20 Audit Results (Chris McClure, McClure, Inserra & Co.)*
Chris McClure presented the FY19-20 Audit Results. The District was given a clean opinion.
- *Chimney Repair Estimate*
Director Dombrowski presented the \$9,345.00 chimney repair quote from Landworks Ltd. The District has a credit balance of \$5,358.00 with Landworks Ltd. from the patio project, so the cost of the repair will total \$3,987.00.
- *Vote to Disband Director Search Committee*
A MOTION to Disband the Director Search Committee was made by Trustee Casale MacNally and seconded by Trustee Vandergrift.

The MOTION passed on a voice vote.

- *Discussion on Management Advisory Committee*
A MOTION to Disband the Management Advisory Committee was made by Trustee Gosselin and seconded by Trustee Vandergrift.

The MOTION passed on a voice vote.

- *Discussion on Process for Reviewing Closed Session Meeting Minutes*
Trustee Casale MacNally suggested having two trustees review the closed session recordings and summary minutes biannually in January and July. Those trustees will then make a recommendation at an open board meeting to keep or destroy the closed session recordings that are 18 months old or older. Closed session summary minutes are retained permanently.

The Board agreed to follow this new process.

- *Discussion and Vote on Board Meeting Dates, January through June 2020*
The Board decided to hold study sessions in March, May and June.

A MOTION to approve the Board Meeting Dates, January through June 2020 was made by Trustee Casale MacNally and seconded by Trustee Munoz.

The MOTION passed on a voice vote.

X. Communications

- *We will be accepting Candidate Packets by appointment for the upcoming April Board of Trustees Election. Appointments are available Monday, December 14 – Monday, December 21 between the hours of 9 a.m. and 6 p.m. Candidates should email the business office (bizoffice@winnetkalibrary.org) to schedule*
- *The next meeting will be held on Monday, January 18 at 7 p.m.*
- *The District will be closed on Christmas Eve (12/24), Christmas Day (12/25), New Year's Eve (12/31) and New Year's Day (1/1)*

XI. Public Comments

Northfield resident Sue Kelly thanked Director Dombrowski for keeping the Studio open virtually, and thanked Studio Specialist Jimmy Gonzalez-Vicker and Adult Services Librarian Nick Mall for their *Mexican Gothic* book discussion.

Winnetka resident Jeffrey Liss commented on the accessibility of the board recordings and board packets on the District website.

XII. Adjournment

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

The MOTION passed on a voice vote and President Ruiz-Funes adjourned the meeting at 8:38 p.m.

Respectfully submitted,

Nicola White
Recording Secretary

_____ Jean-Paul Ruiz-Funes, President

_____ Katherine Casale MacNally, Secretary

Winnetka-Northfield Public Library District

All Funds Summary

For the 6 Months Ended December 31, 2020

Ideal Budget Percentage Spent: 50.00%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Current Year-to-Date</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
Revenues					
Library Fund	4,142,360.00	2,071,180.00	2,009,894.71	48.52 %	(61,285.29)
IMRF Fund	100,000.00	50,000.00	45,944.13	45.94 %	(4,055.87)
FICA Fund	40,000.00	20,000.00	18,377.92	45.94 %	(1,622.08)
Building Fund	152,000.00	76,000.00	69,835.25	45.94 %	(6,164.75)
Unemployment Fund	10.00	5.00	4.56	45.60 %	(0.44)
Total Revenues	<u>4,434,370.00</u>	<u>2,217,185.00</u>	<u>2,144,056.57</u>	<u>48.35 %</u>	<u>(73,128.43)</u>
Expenses					
Library Fund	3,476,896.00	1,738,448.00	1,512,944.89	43.51 %	(225,503.11)
IMRF Fund	111,000.00	55,500.00	59,892.96	53.96 %	4,392.96
FICA Fund	123,000.00	61,500.00	53,491.80	43.49 %	(8,008.20)
Building Fund	320,000.00	160,000.00	118,756.03	37.11 %	(41,243.97)
Unemployment Fund	5,000.00	2,500.00	6,292.00	125.84 %	3,792.00
Total Expenses	<u>4,035,896.00</u>	<u>2,017,948.00</u>	<u>1,751,377.68</u>	<u>43.40 %</u>	<u>(266,570.32)</u>
Total Revenues	4,434,370.00	2,217,185.00	2,144,056.57	48.35 %	(73,128.43)
Total Expenses	<u>4,035,896.00</u>	<u>2,017,948.00</u>	<u>1,751,377.68</u>	<u>43.40 %</u>	<u>266,570.32</u>
Excess Revenues less Expenses	<u>398,474.00</u>	<u>199,237.00</u>	<u>392,678.89</u>	<u>98.55 %</u>	<u>193,441.89</u>

Winnetka-Northfield Public Library District

Library Fund Summary

For the 6 Months Ended December 31, 2020

Ideal Budget Percentage Spent: 50.00%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year-to-Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
Operating Revenue					
Property Tax	3,916,860.00	1,958,430.00	1,864,638.46	47.61 %	(93,791.54)
Replacement Tax	20,000.00	10,000.00	20,423.18	102.12 %	10,423.18
Collections	126,000.00	63,000.00	74,391.46	59.04 %	11,391.46
Materials	9,500.00	4,750.00	978.63	10.30 %	(3,771.37)
Other Income	<u>70,000.00</u>	<u>35,000.00</u>	<u>49,462.98</u>	<u>70.66 %</u>	<u>14,462.98</u>
Total Operating Revenue	<u>4,142,360.00</u>	<u>2,071,180.00</u>	<u>2,009,894.71</u>	<u>48.52 %</u>	<u>(61,285.29)</u>
Operating Expenses					
Personnel	1,790,000.00	895,000.00	784,680.16	43.84 %	(110,319.84)
Administration	229,106.00	114,553.00	123,386.35	53.86 %	8,833.35
Utilities	97,700.00	48,850.00	35,899.24	36.74 %	(12,950.76)
IT Services	171,250.00	85,625.00	59,904.66	34.98 %	(25,720.34)
Public Relations	45,000.00	22,500.00	12,881.96	28.63 %	(9,618.04)
Library Materials - Adult	576,750.00	288,375.00	302,606.88	52.47 %	14,231.88
Library Materials - Youth	85,900.00	42,950.00	34,624.31	40.31 %	(8,325.69)
Programs	71,190.00	35,595.00	20,307.44	28.53 %	(15,287.56)
Capital	<u>410,000.00</u>	<u>205,000.00</u>	<u>138,653.89</u>	<u>33.82 %</u>	<u>(66,346.11)</u>
Total Operating Expenses	<u>3,476,896.00</u>	<u>1,738,448.00</u>	<u>1,512,944.89</u>	<u>43.51 %</u>	<u>(225,503.11)</u>
Total Revenues	4,142,360.00	2,071,180.00	2,009,894.71	48.52 %	(61,285.29)
Total Expenses	<u>3,476,896.00</u>	<u>1,738,448.00</u>	<u>1,512,944.89</u>	<u>43.51 %</u>	<u>(225,503.11)</u>
Excess Revenues less Expenses	<u>665,464.00</u>	<u>332,732.00</u>	<u>496,949.82</u>	<u>74.68 %</u>	<u>164,217.82</u>

Winnetka-Northfield Public Library District

Statement of Revenues and Expenditures - Modified Cash Basis

For the 6 Months Ended December 31, 2020

Ideal Budget Percentage Spent: 50.00%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year to Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
LIBRARY FUND					
Revenues					
Taxes					
Property Taxes Collections	3,916,860.00	1,958,430.00	1,855,219.40	47.36 %	(103,210.60)
Property Taxes Collections-Liability	0.00	0.00	5,972.88	0.00	5,972.88
Property Taxes Collections-Audit	0.00	0.00	3,446.18	0.00	3,446.18
Replacement Tax	<u>20,000.00</u>	<u>10,000.00</u>	<u>20,423.18</u>	<u>102.12 %</u>	<u>10,423.18</u>
Total Taxes	<u>3,936,860.00</u>	<u>1,968,430.00</u>	<u>1,885,061.64</u>	<u>47.88 %</u>	<u>(83,368.36)</u>
Collections					
Per Capita Grant	15,000.00	7,500.00	23,172.25	154.48 %	15,672.25
Kenilworth Services	100,000.00	50,000.00	50,023.97	50.02	23.97
Fines - Winnetka	8,000.00	4,000.00	1,211.24	15.14	(2,788.76)
Studio Fees	1,000.00	500.00	0.00	0.00	(500.00)
Lost/Damaged Mat.-Winnetka	<u>2,000.00</u>	<u>1,000.00</u>	<u>(16.00)</u>	<u>(0.80)</u>	<u>(1,016.00)</u>
Total Collections	<u>126,000.00</u>	<u>63,000.00</u>	<u>74,391.46</u>	<u>59.04 %</u>	<u>11,391.46</u>
Materials					
Copy/Printing - Winnetka	7,500.00	3,750.00	0.00	0.00 %	(3,750.00)
Book Sales - Winnetka	<u>2,000.00</u>	<u>1,000.00</u>	<u>978.63</u>	<u>48.93</u>	<u>(21.37)</u>
Total Materials	<u>9,500.00</u>	<u>4,750.00</u>	<u>978.63</u>	<u>10.30 %</u>	<u>(3,771.37)</u>
Other Income					
Checking Interest Income	50,000.00	25,000.00	2,798.90	5.60 %	(22,201.10)
Byline Bank IMA Interest	0.00	0.00	32,280.97	0.00	32,280.97
Change on Investment Value	0.00	0.00	(1,427.25)	0.00	(1,427.25)
Money Market-Interest	0.00	0.00	14.63	0.00	14.63
Misc. Revenue - Winnetka	0.00	0.00	555.73	0.00	555.73
Gift Fund (over \$100)	0.00	0.00	200.00	0.00	200.00
Gift Fund (under \$100)	0.00	0.00	40.00	0.00	40.00
Friends Donations	<u>20,000.00</u>	<u>10,000.00</u>	<u>15,000.00</u>	<u>75.00</u>	<u>5,000.00</u>
Total Other Income	<u>70,000.00</u>	<u>35,000.00</u>	<u>49,462.98</u>	<u>70.66 %</u>	<u>14,462.98</u>
Total Revenue	<u>4,142,360.00</u>	<u>2,071,180.00</u>	<u>2,009,894.71</u>	<u>48.52 %</u>	<u>(61,285.29)</u>

Winnetka-Northfield Public Library District

Statement of Revenues and Expenditures - Modified Cash Basis

For the 6 Months Ended December 31, 2020

Ideal Budget Percentage Spent: 50.00%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year to Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
LIBRARY FUND					
Expenses					
Personnel					
Salaries	1,610,000.00	805,000.00	707,238.53	43.93 %	(97,761.47)
Health Insurance	155,000.00	77,500.00	75,352.21	48.61	(2,147.79)
Flu Vaccination	500.00	250.00	125.52	25.10	(124.48)
Employee Asst. Program	1,500.00	750.00	0.00	0.00	(750.00)
Conferences	20,000.00	10,000.00	1,696.00	8.48	(8,304.00)
Flexible Spending Account	<u>3,000.00</u>	<u>1,500.00</u>	<u>267.90</u>	<u>8.93</u>	<u>(1,232.10)</u>
Total Personnel	<u>1,790,000.00</u>	<u>895,000.00</u>	<u>784,680.16</u>	<u>43.84 %</u>	<u>(110,319.84)</u>
Administration					
Audit Fees	12,000.00	6,000.00	10,500.00	87.50 %	4,500.00
Library Supplies	38,500.00	19,250.00	12,923.36	33.57	(6,326.64)
Office Supplies	8,000.00	4,000.00	3,402.17	42.53	(597.83)
Breakroom Supplies	1,500.00	750.00	714.18	47.61	(35.82)
Postage	4,500.00	2,250.00	1,336.27	29.69	(913.73)
Hospitality	5,400.00	2,700.00	161.27	2.99	(2,538.73)
Accounting and Bookkeeping	20,000.00	10,000.00	10,002.00	50.01	2.00
Legal Notices	1,000.00	500.00	2,786.00	278.60	2,286.00
Delivery Service	8,000.00	4,000.00	741.67	9.27	(3,258.33)
Payroll Services	10,000.00	5,000.00	4,152.06	41.52	(847.94)
Liability Insurance Costs	30,000.00	15,000.00	20,742.00	69.14	5,742.00
ILL Fees	150.00	75.00	0.00	0.00	(75.00)
Board Expenses	1,000.00	500.00	173.09	17.31	(326.91)
Memberships	6,000.00	3,000.00	1,609.00	26.82	(1,391.00)
Staff Recognition/Events/Meetings	5,000.00	2,500.00	312.00	6.24	(2,188.00)
Director's Expenses	500.00	250.00	0.00	0.00	(250.00)
Legal	15,000.00	7,500.00	8,677.50	57.85	1,177.50
Architects	0.00	0.00	4,844.30	0.00	4,844.30
Building Appraisal	500.00	250.00	0.00	0.00	(250.00)
Other Consultations	62,056.00	31,028.00	18,038.05	29.07	(12,989.95)
Investment Fees	0.00	0.00	5,502.68	0.00	5,502.68
HR Consultant	0.00	0.00	16,368.75	0.00	16,368.75
Telephone Equipment Expenses	0.00	0.00	300.00	0.00	300.00
Miscellaneous	<u>0.00</u>	<u>0.00</u>	<u>100.00</u>	<u>0.00</u>	<u>100.00</u>
Total Administration	<u>229,106.00</u>	<u>114,553.00</u>	<u>123,386.35</u>	<u>53.86 %</u>	<u>8,833.35</u>
Utilities					
Electricity - Winnetka	49,000.00	24,500.00	21,785.96	44.46 %	(2,714.04)
Water - Winnetka	5,700.00	2,850.00	1,237.76	21.72	(1,612.24)
Storm Sewer - Winnetka	1,900.00	950.00	665.80	35.04	(284.20)
Natural Gas - Winnetka	14,000.00	7,000.00	2,965.42	21.18	(4,034.58)
Telephone - Winnetka	10,000.00	5,000.00	3,454.74	34.55	(1,545.26)
Internet Services	<u>17,100.00</u>	<u>8,550.00</u>	<u>5,789.56</u>	<u>33.86</u>	<u>(2,760.44)</u>
Total Utilities	<u>97,700.00</u>	<u>48,850.00</u>	<u>35,899.24</u>	<u>36.74 %</u>	<u>(12,950.76)</u>
Information Technology					
CCS Operating	83,250.00	41,625.00	35,818.86	43.03 %	(5,806.14)
Software	35,000.00	17,500.00	9,793.15	27.98	(7,706.85)
LAN Management	50,000.00	25,000.00	12,710.00	25.42	(12,290.00)
Hardware	0.00	0.00	671.73	0.00	671.73
Technology/Website	<u>3,000.00</u>	<u>1,500.00</u>	<u>910.92</u>	<u>30.36</u>	<u>(589.08)</u>

Winnetka-Northfield Public Library District

Statement of Revenues and Expenditures - Modified Cash Basis

For the 6 Months Ended December 31, 2020

Ideal Budget Percentage Spent: 50.00%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year to Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
<u>LIBRARY FUND</u>					
Total Information Technology	<u>171,250.00</u>	<u>85,625.00</u>	<u>59,904.66</u>	<u>34.98 %</u>	<u>(25,720.34)</u>
Public Relations					
PR E-Marketing	1,500.00	750.00	925.00	61.67 %	175.00
PR Promotional	7,000.00	3,500.00	85.51	1.22	(3,414.49)
PR Source	25,000.00	12,500.00	9,689.09	38.76	(2,810.91)
PR Supplies	8,000.00	4,000.00	1,091.36	13.64	(2,908.64)
PR Advertising	<u>3,500.00</u>	<u>1,750.00</u>	<u>1,091.00</u>	<u>31.17</u>	<u>(659.00)</u>
Total Public Relations	<u>45,000.00</u>	<u>22,500.00</u>	<u>12,881.96</u>	<u>28.63 %</u>	<u>(9,618.04)</u>
Library Materials - Adult					
Books-Fiction-Adult-Winnetka	79,000.00	39,500.00	46,391.48	58.72 %	6,891.48
Books-Non-Fiction-Adult-Winnetka	77,000.00	38,500.00	42,971.30	55.81	4,471.30
Periodicals-Winnetka	28,000.00	14,000.00	3,446.85	12.31	(10,553.15)
DVDs-Adult-Winnetka	53,000.00	26,500.00	18,962.72	35.78	(7,537.28)
Audio Books-Adult-Winnetka	22,000.00	11,000.00	13,018.78	59.18	2,018.78
Books-Digital-Winnetka	212,750.00	106,375.00	105,710.09	49.69	(664.91)
Online Database	<u>105,000.00</u>	<u>52,500.00</u>	<u>72,105.66</u>	<u>68.67</u>	<u>19,605.66</u>
Total Library Materials - Adult	<u>576,750.00</u>	<u>288,375.00</u>	<u>302,606.88</u>	<u>52.47 %</u>	<u>14,231.88</u>
Library Materials - Youth					
Books-Fiction-Juv-Winnetka	18,000.00	9,000.00	8,880.87	49.34 %	(119.13)
Books-Non-Fiction, Easy, & JH-Winnetka	17,000.00	8,500.00	5,261.96	30.95	(3,238.04)
DVDs-Juv-Winnetka	12,500.00	6,250.00	4,404.65	35.24	(1,845.35)
Audio Books-Juv-Winnetka	8,000.00	4,000.00	5,066.14	63.33	1,066.14
Music-Juv-Winnetka	900.00	450.00	0.00	0.00	(450.00)
Books-Easy-Winnetka	18,000.00	9,000.00	7,679.01	42.66	(1,320.99)
Books-Jr. High-Winnetka	<u>11,500.00</u>	<u>5,750.00</u>	<u>3,331.68</u>	<u>28.97</u>	<u>(2,418.32)</u>
Total Library Materials - Youth	<u>85,900.00</u>	<u>42,950.00</u>	<u>34,624.31</u>	<u>40.31 %</u>	<u>(8,325.69)</u>
Programs					
Summer Reading	9,990.00	4,995.00	3,184.33	31.88 %	(1,810.67)
Program Supplies-Winnetka	0.00	0.00	69.00	0.00	69.00
Studio General Supplies	6,750.00	3,375.00	0.00	0.00	(3,375.00)
OBTV	15,300.00	7,650.00	637.50	4.17	(7,012.50)
Programming - Youth	14,850.00	7,425.00	6,974.50	46.97	(450.50)
Programming - Adult	19,800.00	9,900.00	9,315.00	47.05	(585.00)
Studio Maintenance/Repair	4,500.00	2,250.00	0.00	0.00	(2,250.00)
Programming Supplies	<u>0.00</u>	<u>0.00</u>	<u>127.11</u>	<u>0.00</u>	<u>127.11</u>
Total Programs	<u>71,190.00</u>	<u>35,595.00</u>	<u>20,307.44</u>	<u>28.53 %</u>	<u>(15,287.56)</u>
Capital					
Capital Outlay	0.00	0.00	107,037.55	0.00 %	107,037.55
Building	84,785.00	42,392.50	945.00	1.11	(41,447.50)
Equipment/Furniture	250,000.00	125,000.00	15,160.65	6.06	(109,839.35)
Computer Equipment	<u>75,215.00</u>	<u>37,607.50</u>	<u>15,510.69</u>	<u>20.62</u>	<u>(22,096.81)</u>
Total Capital	<u>410,000.00</u>	<u>205,000.00</u>	<u>138,653.89</u>	<u>33.82 %</u>	<u>(66,346.11)</u>
Total Expenses	<u>3,476,896.00</u>	<u>1,738,448.00</u>	<u>1,512,944.89</u>	<u>43.51 %</u>	<u>(225,503.11)</u>
Excess Revenues less Expenses	<u>665,464.00</u>	<u>332,732.00</u>	<u>496,949.82</u>	<u>74.68 %</u>	<u>164,217.82</u>

Winnetka-Northfield Public Library District
Statement of Revenues and Expenditures - Modified Cash Basis
For the 6 Months Ended December 31, 2020

Ideal Budget Percentage Spent: 50.00%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year to Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
BUILDING FUND					
Revenues					
Property Taxes Collections-Building	152,000.00	76,000.00	69,835.25	45.94 %	(6,164.75)
Total Revenue	<u>152,000.00</u>	<u>76,000.00</u>	<u>69,835.25</u>	<u>45.94 %</u>	<u>(6,164.75)</u>
Expenses					
Northfield Lease	66,000.00	33,000.00	21,360.84	32.36 %	(11,639.16)
Janitorial Supplies	13,176.00	6,588.00	4,870.16	36.96	(1,717.84)
Snow Removal	8,960.00	4,480.00	0.00	0.00	(4,480.00)
Photocopier Leases	44,800.00	22,400.00	1,046.31	2.34	(21,353.69)
Phone Lease	10,752.00	5,376.00	2,099.92	19.53	(3,276.08)
Building Maintenance Service	123,200.00	61,600.00	69,046.97	56.04	7,446.97
Elevators	8,960.00	4,480.00	4,375.20	48.83	(104.80)
Landscaping	5,600.00	2,800.00	3,606.16	64.40	806.16
HVAC	11,200.00	5,600.00	4,379.00	39.10	(1,221.00)
Automatic Doors	3,920.00	1,960.00	976.33	24.91	(983.67)
Roof	672.00	336.00	0.00	0.00	(336.00)
Alarms	3,080.00	1,540.00	1,689.19	54.84	149.19
Equipment	4,480.00	2,240.00	0.00	0.00	(2,240.00)
Misc Services	15,200.00	7,600.00	5,305.95	34.91	(2,294.05)
Total Expenses	<u>320,000.00</u>	<u>160,000.00</u>	<u>118,756.03</u>	<u>37.11 %</u>	<u>(41,243.97)</u>
 Excess Revenues less Expenses	 <u>\$ (168,000.00)</u>	 <u>\$ (84,000.00)</u>	 <u>\$ (48,920.78)</u>	 <u>29.12 %</u>	 <u>35,079.22</u>

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

December 1, 2020 - December 31, 2020

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Vendor Checks						
AT&T						
10-0-5176	Internet Services	AT&T	336.37	3042	12/10/20	<u>336.37</u>
Blue Wire Communications						
10-0-5883	Telephone Equipment Expenses	INV # 20795	300.00	3043	12/10/20	<u>300.00</u>
Chaya M Milchtein						
10-0-5908	Programming - Adult	The Why's and When's of Car Maintenance	450.00	3044	12/10/20	<u>450.00</u>
Cheryl Rich Heisler						
10-0-5908	Programming - Adult	Holiday Holding Pattern - Cocktails	175.00	3045	12/10/20	<u>175.00</u>
David Rutter						
10-0-5908	Programming - Adult	How to Write a Memoir- Writing in Rhythm	200.00	3046	12/10/20	<u>200.00</u>
Delta Building Technologies						
70-0-5752	HVAC	INV # SV101319	155.00	3047	12/10/20	<u>155.00</u>
Farmhouse Academy Corporation						
10-0-5908	Programming - Adult	Cooking Classes- Virtual	100.00	3048	12/10/20	<u>100.00</u>
GREAT AMERICA FINANCIAL SERVICES						
70-0-5747	Phone Lease	INV # 28328650	579.98	3049	12/10/20	<u>579.98</u>
LACONI						
10-0-5114	Conferences	2021 Annual Library Membership	100.00	3050	12/10/20	<u>100.00</u>
Social Security Administration						
10-0-2000	Payroll Liabilities	PR 11/27	87.93	3051	12/10/20	<u>175.86</u>
10-0-2000	Payroll Liabilities	PR 12/11	87.93			
Sticky Fingers Cooking						
10-0-5907	Programming - Youth	Cooks and Books	450.00	3052	12/10/20	<u>450.00</u>
Technology Management Rev Fund						
10-0-5176	Internet Services	INV # T2108509	450.00	3053	12/10/20	<u>450.00</u>
Unique						
10-0-5134	Software	INV # 580922	192.33	3054	12/10/20	<u>192.33</u>
Catherine Katz						
10-0-5908	Programming - Adult	Virtual True Story: Nonfiction Book Discussion with the Author	250.00	3055	12/29/20	<u>250.00</u>
David Rutter						
10-0-5908	Programming - Adult	How to Write a Memoir - Building Bridges	200.00	3056	12/29/20	<u>200.00</u>
Gary Wenstrup						
10-0-5908	Programming - Adult	Billy Joel: The Piano Man	210.00	3057	12/29/20	<u>210.00</u>
Jacqueline Alcantara						
10-0-5907	Programming - Youth	Illustrator Event with Jacqueline Alcantara	100.00	3058	12/29/20	<u>100.00</u>

Winnetka-Northfield Public Library District

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December 1, 2020 - December 31, 2020

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
McClure Inserra & Company 10-0-5101	Audit Fees	Inv # 11632	6,500.00	3059	12/29/20	<u>6,500.00</u>
Samantha Younis 10-0-5907	Programming - Youth	Cartooning for Kids; Creative Drawing for Kids	300.00	3060	12/29/20	<u>300.00</u>
Springshare LLC. 10-0-5177	Technology/Website	Inv # 20-R5973	768.00	3061	12/29/20	<u>768.00</u>
Team One Repair, Inc. 10-0-5120 10-0-5120	Library Supplies	Inv # 1066788 Inv # 1034738	175.00 175.00	3062	12/29/20	<u>350.00</u>
Terrence Lynch 10-0-5908	Programming - Adult	Winston Churchill: British Bulldog	300.00	3063	12/29/20	<u>300.00</u>
U.S. Postal Service 10-0-5724	PR Advertising	Permit #85	891.00	3064	12/29/20	<u>891.00</u>
Social Security Administration 10-0-2000	Payroll Liabilities	PR 12/24	87.93	3065	12/29/20	<u>87.93</u>
Landworks Limited 70-0-5799	Misc Services	Deposit	2,482.50	3066	12/29/20	<u>2,482.50</u>
The Employers Association 10-0-5115	Flexible Spending Account	to VOID ck # 16097	-35.00	16097	12/31/20	<u>(35.00)</u>
COMED 10-2-5171	Electricity - Northfield	VOID ck # 16148	-391.32	16148	12/31/20	<u>(391.32)</u>
IMPACT NETWORKING 10-0-5121	Office Supplies	Inv # SO449899	344.50	16206	12/01/20	<u>344.50</u>
QUILL CORPORATION 10-0-5121 10-0-5121 10-0-5122 10-0-5122	Office Supplies	Inv # 12111133 Inv # 12181003 Inv # 12180230 Inv # 12216697	8.62 11.92 130.01 42.30	16207	12/01/20	<u>192.85</u>
CDW-G 10-0-5136	Hardware	Inv # 4037523	95.00	16208	12/01/20	<u>95.00</u>
HR Source 10-0-5745	HR Consultant	Inv # 12638 - November	1,253.75	16209	12/01/20	<u>1,253.75</u>
CALL ONE 10-1-5175	Telephone - Winnetka	Inv # 340566	53.33	16210	12/01/20	<u>53.33</u>
City Wide of Chicago 70-0-5725	Janitorial Supplies	Inv # I00006103	1,481.00	16211	12/01/20	<u>1,481.00</u>
BIBLIOTHECA, LLC 10-1-5345 10-1-5345	Books-Digital-Winnetka	Inv # INV-US37755 Inv # INV-US37754	86.47 2,018.94	16212	12/01/20	<u>2,105.41</u>

Winnetka-Northfield Public Library District

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
ANTHONY SCOPELLITI LANDSCAPING, INC.				16213	12/01/20	<u>420.00</u>
70-0-5750	Landscaping	Inv # 22896	420.00			
Baker & Taylor				16214	12/01/20	<u>9,377.61</u>
10-1-5441	Books-Non-Fiction, Easy, & JH-Winnetka	2035522321	100.93			
10-1-5441	Books-Non-Fiction, Easy, & JH-Winnetka	2035538337	133.16			
10-2-5441	Books-Non-Fiction, Easy, & JH-Northfield	2035538337	133.16			
10-2-5441	Books-Non-Fiction, Easy, & JH-Northfield	2035522321	89.69			
10-1-5340	Books-Fiction-Adult-Winnetka	2035511521	264.12			
10-1-5340	Books-Fiction-Adult-Winnetka	2035532179	123.95			
10-1-5340	Books-Fiction-Adult-Winnetka	2035544264	316.88			
10-1-5340	Books-Fiction-Adult-Winnetka	2035597838	399.80			
10-1-5340	Books-Fiction-Adult-Winnetka	2035601125	362.89			
10-2-5340	Books-Fiction-Adult-Northfield	2035597838	173.75			
10-2-5340	Books-Fiction-Adult-Northfield	2035544264	15.23			
10-2-5340	Books-Fiction-Adult-Northfield	2035601125	177.75			
10-2-5340	Books-Fiction-Adult-Northfield	2035511521	51.26			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	2035491411	499.63			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	2035500254	442.83			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	2035507537	460.48			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	2035528329	405.27			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	2035601455	492.35			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	2035603883	922.73			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	2035531917	727.49			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	2035562748	435.53			
10-1-5447	Books-Easy-Winnetka	2035545833	9.55			
10-1-5447	Books-Easy-Winnetka	2035561373	8.24			
10-1-5447	Books-Easy-Winnetka	2035517476	14.98			
10-1-5447	Books-Easy-Winnetka	2035529391	45.39			
10-2-5447	Books-Easy-Northfield	2035529391	31.90			
10-2-5447	Books-Easy-Northfield	2035561373	8.24			
10-2-5447	Books-Easy-Northfield	2035545833	9.55			
10-2-5341	Books-Non-Fiction-Adult-Northfield	2035562748	101.02			
10-2-5341	Books-Non-Fiction-Adult-Northfield	2035601455	84.33			
10-2-5341	Books-Non-Fiction-Adult-Northfield	2035528329	109.03			
10-2-5341	Books-Non-Fiction-Adult-Northfield	2035531917	83.90			

Winnetka-Northfield Public Library District

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-2-5341	Books-Non-Fiction-Adult-Northfield	2035500254	93.76			
10-2-5341	Books-Non-Fiction-Adult-Northfield	2035507537	43.99			
10-2-5341	Books-Non-Fiction-Adult-Northfield	2035491411	22.75			
10-2-5341	Books-Non-Fiction-Adult-Northfield	2035603883	167.77			
10-1-5448	Books-Jr. High-Winnetka	2035545833	13.55			
10-1-5448	Books-Jr. High-Winnetka	2035561373	14.88			
10-1-5448	Books-Jr. High-Winnetka	2035529391	82.54			
10-2-5448	Books-Jr. High-Northfield	2035529391	66.04			
10-2-5448	Books-Jr. High-Northfield	2035561373	14.88			
10-2-5448	Books-Jr. High-Northfield	2035545833	22.02			
10-1-5440	Books-Fiction-Juv-Winnetka	2035517476	84.68			
10-1-5440	Books-Fiction-Juv-Winnetka	2035531815	308.02			
10-1-5440	Books-Fiction-Juv-Winnetka	2035529391	49.34			
10-1-5440	Books-Fiction-Juv-Winnetka	2035561373	84.67			
10-1-5440	Books-Fiction-Juv-Winnetka	2035545833	71.22			
10-2-5440	Books-Fiction-Juv-Northfield	2035545833	50.77			
10-2-5440	Books-Fiction-Juv-Northfield	2035561373	73.38			
10-2-5440	Books-Fiction-Juv-Northfield	2035531815	290.93			
10-2-5440	Books-Fiction-Juv-Northfield	2035529391	24.67			
10-2-5440	Books-Fiction-Juv-Northfield	2035517476	77.01			
10-0-5120	Library Supplies	2035522321	20.06			
10-0-5120	Library Supplies	2035528329	18.77			
10-0-5120	Library Supplies	2035529391	23.79			
10-0-5120	Library Supplies	2035531815	45.74			
10-0-5120	Library Supplies	2035511521	22.94			
10-0-5120	Library Supplies	2035517476	10.31			
10-0-5120	Library Supplies	2035507537	31.71			
10-0-5120	Library Supplies	2035500254	25.05			
10-0-5120	Library Supplies	2035491411	22.17			
10-0-5120	Library Supplies	2035544264	23.53			
10-0-5120	Library Supplies	2035545833	12.94			
10-0-5120	Library Supplies	2035538337	12.01			
10-0-5120	Library Supplies	2035531917	29.56			
10-0-5120	Library Supplies	2035532179	9.92			
10-0-5120	Library Supplies	2035561373	7.74			
10-0-5120	Library Supplies	2035562748	21.46			
10-0-5120	Library Supplies	2035601125	28.05			
10-0-5120	Library Supplies	2035597838	35.27			
10-0-5120	Library Supplies	2035603883	57.80			
10-0-5120	Library Supplies	2035601455	26.91			
Midwest Tape				16215	12/01/20	<u>1,140.52</u>
10-1-5443	DVDs-Juv-Winnetka	99617788	33.73			
10-2-5443	DVDs-Juv-Northfield	99617794	14.99			
10-1-5444	Audio Books-Juv-Winnetka	99617783	39.99			

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-2-5444	Audio Books-Juv-Northfield	99616646	50.99			
10-1-5343	DVDs-Adult-Winnetka	99616645	32.24			
10-1-5343	DVDs-Adult-Winnetka	99616647	59.97			
10-1-5343	DVDs-Adult-Winnetka	99616649	188.14			
10-1-5343	DVDs-Adult-Winnetka	99617782	43.98			
10-1-5343	DVDs-Adult-Winnetka	99617785	82.46			
10-1-5343	DVDs-Adult-Winnetka	99617789	45.73			
10-1-5343	DVDs-Adult-Winnetka	99617795	7.49			
10-2-5343	DVDs-Adult-Northfield	99617786	26.23			
10-2-5343	DVDs-Adult-Northfield	99617787	17.24			
10-2-5343	DVDs-Adult-Northfield	99616644	32.24			
10-1-5344	Audio Books-Adult-Winnetka	99617793	39.99			
10-1-5344	Audio Books-Adult-Winnetka	99617790	44.99			
10-1-5344	Audio Books-Adult-Winnetka	99616648	64.98			
10-1-5344	Audio Books-Adult-Winnetka	99617781	69.98			
10-1-5344	Audio Books-Adult-Winnetka	99617780	52.98			
10-2-5344	Audio Books-Adult-Northfield	99617791	44.99			
10-2-5344	Audio Books-Adult-Northfield	99617792	29.99			
10-0-5120	Library Supplies	99617783	2.50			
10-0-5120	Library Supplies	99617785	10.00			
10-0-5120	Library Supplies	99617787	2.50			
10-0-5120	Library Supplies	99617786	5.00			
10-0-5120	Library Supplies	99617780	5.00			
10-0-5120	Library Supplies	99616649	32.30			
10-0-5120	Library Supplies	99617781	5.00			
10-0-5120	Library Supplies	99617782	5.00			
10-0-5120	Library Supplies	99616646	2.50			
10-0-5120	Library Supplies	99616645	2.50			
10-0-5120	Library Supplies	99616648	5.00			
10-0-5120	Library Supplies	99616647	7.50			
10-0-5120	Library Supplies	99616644	2.50			
10-0-5120	Library Supplies	99617794	2.50			
10-0-5120	Library Supplies	99617795	2.50			
10-0-5120	Library Supplies	99617792	2.50			
10-0-5120	Library Supplies	99617793	2.50			
10-0-5120	Library Supplies	99617788	7.50			
10-0-5120	Library Supplies	99617789	7.40			
10-0-5120	Library Supplies	99617791	2.50			
10-0-5120	Library Supplies	99617790	2.50			
Baker & Taylor				16216	12/01/20	<u>2,978.67</u>
10-1-5340	Books-Fiction-Adult-Winnetka	2035607070	350.49			
10-1-5340	Books-Fiction-Adult-Winnetka	2035613517	200.80			
10-2-5340	Books-Fiction-Adult-Northfield	2035613517	99.93			
10-2-5340	Books-Fiction-Adult-Northfield	2035544291	44.59			
10-2-5340	Books-Fiction-Adult-Northfield	2035607070	114.21			
10-1-5447	Books-Easy-Winnetka	2035521871	41.97			

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-1-5447	Books-Easy-Winnetka	2035521870	13.49			
10-1-5447	Books-Easy-Winnetka	2035498324	37.71			
10-1-5447	Books-Easy-Winnetka	2035498325	63.54			
10-1-5447	Books-Easy-Winnetka	2035498326	13.49			
10-1-5447	Books-Easy-Winnetka	2035498327	14.99			
10-1-5447	Books-Easy-Winnetka	2035521867	91.85			
10-1-5447	Books-Easy-Winnetka	2035521869	112.90			
10-1-5447	Books-Easy-Winnetka	2035506943	35.50			
10-1-5447	Books-Easy-Winnetka	2035506944	13.49			
10-1-5447	Books-Easy-Winnetka	2035506946	56.79			
10-1-5447	Books-Easy-Winnetka	2035506947	13.49			
10-1-5447	Books-Easy-Winnetka	2035568668	13.49			
10-1-5447	Books-Easy-Winnetka	2035568670	92.60			
10-1-5447	Books-Easy-Winnetka	2035568675	27.73			
10-1-5447	Books-Easy-Winnetka	2035568672	54.71			
10-1-5447	Books-Easy-Winnetka	2035568673	11.27			
10-1-5447	Books-Easy-Winnetka	2035568674	9.58			
10-2-5447	Books-Easy-Northfield	2035568671	14.24			
10-2-5447	Books-Easy-Northfield	2035568675	27.73			
10-2-5447	Books-Easy-Northfield	2035498323	10.73			
10-2-5447	Books-Easy-Northfield	2035568669	41.22			
10-2-5447	Books-Easy-Northfield	2035568668	13.49			
10-2-5447	Books-Easy-Northfield	2035506945	45.55			
10-2-5447	Books-Easy-Northfield	2035506942	13.49			
10-2-5447	Books-Easy-Northfield	2035506941	19.70			
10-2-5447	Books-Easy-Northfield	2035521868	64.12			
10-2-5447	Books-Easy-Northfield	2035521866	64.12			
10-2-5447	Books-Easy-Northfield	2035498325	36.56			
10-2-5447	Books-Easy-Northfield	2035521871	14.24			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	2035606891	277.92			
10-2-5341	Books-Non-Fiction-Adult-Northfield	2035606891	117.51			
10-2-5341	Books-Non-Fiction-Adult-Northfield	2035534664	48.29			
10-1-5448	Books-Jr. High-Winnetka	2035530430	97.11			
10-1-5448	Books-Jr. High-Winnetka	2035551881	79.91			
10-1-5448	Books-Jr. High-Winnetka	2035534319	61.35			
10-2-5448	Books-Jr. High-Northfield	2035530430	44.60			
10-2-5448	Books-Jr. High-Northfield	2035534319	50.62			
10-2-5448	Books-Jr. High-Northfield	2035551881	10.73			
10-1-5440	Books-Fiction-Juv-Winnetka	2035530430	10.73			
10-2-5440	Books-Fiction-Juv-Northfield	2035551881	63.24			
10-2-5440	Books-Fiction-Juv-Northfield	2035530430	42.35			
10-0-5120	Library Supplies	2035568668	1.51			
10-0-5120	Library Supplies	2035568669	2.88			
10-0-5120	Library Supplies	2035568670	6.79			
10-0-5120	Library Supplies	2035506947	1.06			
10-0-5120	Library Supplies	2035506946	2.95			
10-0-5120	Library Supplies	2035534664	0.93			
10-0-5120	Library Supplies	2035544291	2.29			
10-0-5120	Library Supplies	2035498323	1.04			
10-0-5120	Library Supplies	2035613517	18.90			
10-0-5120	Library Supplies	2035568675	3.64			
10-0-5120	Library Supplies	2035568671	0.76			

Winnetka-Northfield Public Library District

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5120	Library Supplies	2035568672	3.63			
10-0-5120	Library Supplies	2035568674	1.00			
10-0-5120	Library Supplies	2035568673	0.75			
10-0-5120	Library Supplies	2035506941	0.79			
10-0-5120	Library Supplies	2035607070	30.17			
10-0-5120	Library Supplies	2035606891	16.89			
10-0-5120	Library Supplies	2035506942	1.06			
10-0-5120	Library Supplies	2035506943	1.56			
10-0-5120	Library Supplies	2035506945	2.90			
10-0-5120	Library Supplies	2035506944	1.06			
10-0-5120	Library Supplies	2035530430	14.29			
10-0-5120	Library Supplies	2035534319	10.70			
10-0-5120	Library Supplies	2035551881	13.22			
10-0-5120	Library Supplies	2035521871	3.94			
10-0-5120	Library Supplies	2035521870	1.06			
10-0-5120	Library Supplies	2035521866	4.97			
10-0-5120	Library Supplies	2035521867	7.09			
10-0-5120	Library Supplies	2035521868	3.68			
10-0-5120	Library Supplies	2035521869	6.20			
10-0-5120	Library Supplies	2035498327	0.76			
10-0-5120	Library Supplies	2035498326	1.06			
10-0-5120	Library Supplies	2035498325	7.82			
10-0-5120	Library Supplies	2035498324	3.16			
Midwest Tape				16217	12/01/20	<u>1,713.57</u>
10-1-5443	DVDs-Juv-Winnetka	99642885	11.24			
10-1-5443	DVDs-Juv-Winnetka	99642884	11.24			
10-1-5443	DVDs-Juv-Winnetka	99642626	60.69			
10-2-5443	DVDs-Juv-Northfield	99642627	41.21			
10-2-5443	DVDs-Juv-Northfield	99642883	11.24			
10-1-5444	Audio Books-Juv-Winnetka	99642882	14.99			
10-2-5444	Audio Books-Juv-Northfield	99642880	14.99			
10-1-5343	DVDs-Adult-Winnetka	99642623	332.82			
10-1-5343	DVDs-Adult-Winnetka	99642624	285.88			
10-1-5343	DVDs-Adult-Winnetka	99642629	44.23			
10-1-5343	DVDs-Adult-Winnetka	99642875	26.99			
10-1-5343	DVDs-Adult-Winnetka	99642877	41.22			
10-1-5343	DVDs-Adult-Winnetka	99642878	52.49			
10-1-5343	DVDs-Adult-Winnetka	99642886	14.99			
10-2-5343	DVDs-Adult-Northfield	99642876	95.96			
10-2-5343	DVDs-Adult-Northfield	99642625	104.19			
10-2-5343	DVDs-Adult-Northfield	99642879	52.49			
10-1-5344	Audio Books-Adult-Winnetka	99642622	39.99			
10-1-5344	Audio Books-Adult-Winnetka	99642628	99.97			
10-1-5344	Audio Books-Adult-Winnetka	99642871	25.99			
10-1-5344	Audio Books-Adult-Winnetka	99642873	39.99			
10-2-5344	Audio Books-Adult-Northfield	99642872	39.99			
10-2-5344	Audio Books-Adult-Northfield	99642870	25.99			
10-2-5344	Audio Books-Adult-Northfield	99642874	29.99			
10-0-5120	Library Supplies	99642627	10.00			

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5120	Library Supplies	99642626	15.00			
10-0-5120	Library Supplies	99642628	7.50			
10-0-5120	Library Supplies	99642629	5.00			
10-0-5120	Library Supplies	99642622	2.50			
10-0-5120	Library Supplies	99642623	45.00			
10-0-5120	Library Supplies	99642625	15.00			
10-0-5120	Library Supplies	99642624	35.00			
10-0-5120	Library Supplies	99642874	2.50			
10-0-5120	Library Supplies	99642875	2.50			
10-0-5120	Library Supplies	99642876	12.50			
10-0-5120	Library Supplies	99642877	7.50			
10-0-5120	Library Supplies	99642870	2.50			
10-0-5120	Library Supplies	99642871	2.50			
10-0-5120	Library Supplies	99642872	2.50			
10-0-5120	Library Supplies	99642873	2.50			
10-0-5120	Library Supplies	99642880	2.50			
10-0-5120	Library Supplies	99642882	2.50			
10-0-5120	Library Supplies	99642879	4.90			
10-0-5120	Library Supplies	99642878	4.90			
10-0-5120	Library Supplies	99642883	2.50			
10-0-5120	Library Supplies	99642884	2.50			
10-0-5120	Library Supplies	99642885	2.50			
10-0-5120	Library Supplies	99642886	2.50			
Baker & Taylor				16218	12/01/20	<u>5,828.49</u>
10-1-5441	Books-Non-Fiction, Easy, & JH-Winnetka	2035573864	147.75			
10-1-5441	Books-Non-Fiction, Easy, & JH-Winnetka	2035566058	134.05			
10-1-5441	Books-Non-Fiction, Easy, & JH-Winnetka	2035592529	150.12			
10-2-5441	Books-Non-Fiction, Easy, & JH-Northfield	2035592529	105.78			
10-2-5441	Books-Non-Fiction, Easy, & JH-Northfield	2035566058	134.05			
10-2-5441	Books-Non-Fiction, Easy, & JH-Northfield	2035573864	110.61			
10-1-5340	Books-Fiction-Adult- Winnetka	2035616005	315.27			
10-2-5340	Books-Fiction-Adult- Northfield	2035616005	89.78			
10-1-5447	Books-Easy-Winnetka	2035601382	9.74			
10-1-5447	Books-Easy-Winnetka	2035592245	92.81			
10-1-5447	Books-Easy-Winnetka	2035607849	92.90			
10-1-5447	Books-Easy-Winnetka	2035607851	67.45			
10-1-5447	Books-Easy-Winnetka	2035607852	10.16			
10-2-5447	Books-Easy-Northfield	2035607850	38.97			
10-2-5447	Books-Easy-Northfield	2035607852	10.16			
10-2-5447	Books-Easy-Northfield	2035592245	25.41			
10-2-5447	Books-Easy-Northfield	2035601382	9.74			
10-2-5447	Books-Easy-Northfield	2035607848	52.46			
10-1-5341	Books-Non-Fiction-Adult- Winnetka	2035594631	698.02			
10-1-5341	Books-Non-Fiction-Adult- Winnetka	2035580519	224.19			
10-1-5341	Books-Non-Fiction-Adult- Winnetka	2035582098	762.99			
10-1-5341	Books-Non-Fiction-Adult- Winnetka	2035590618	488.83			

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-1-5341	Books-Non-Fiction-Adult-Winnetka	2035570842	299.98			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	2035572893	561.78			
10-2-5341	Books-Non-Fiction-Adult-Northfield	2035570842	87.01			
10-2-5341	Books-Non-Fiction-Adult-Northfield	2035572893	55.10			
10-2-5341	Books-Non-Fiction-Adult-Northfield	2035580519	97.72			
10-2-5341	Books-Non-Fiction-Adult-Northfield	2035582098	131.10			
10-2-5341	Books-Non-Fiction-Adult-Northfield	2035590618	67.23			
10-2-5341	Books-Non-Fiction-Adult-Northfield	2035594631	21.38			
10-1-5448	Books-Jr. High-Winnetka	2035592245	10.70			
10-1-5448	Books-Jr. High-Winnetka	2035576423	117.11			
10-2-5448	Books-Jr. High-Northfield	2035592245	14.12			
10-2-5448	Books-Jr. High-Northfield	2035576423	74.20			
10-1-5440	Books-Fiction-Juv-Winnetka	2035601382	66.40			
10-1-5440	Books-Fiction-Juv-Winnetka	2035592245	66.98			
10-2-5440	Books-Fiction-Juv-Northfield	2035592245	40.97			
10-2-5440	Books-Fiction-Juv-Northfield	2035601382	58.69			
10-2-5440	Books-Fiction-Juv-Northfield	2035576423	20.89			
10-0-5120	Library Supplies	2035607850	2.86			
10-0-5120	Library Supplies	2035607849	5.50			
10-0-5120	Library Supplies	2035607852	2.08			
10-0-5120	Library Supplies	2035607851	4.99			
10-0-5120	Library Supplies	2035592245	13.49			
10-0-5120	Library Supplies	2035580519	16.85			
10-0-5120	Library Supplies	2035590618	17.18			
10-0-5120	Library Supplies	2035582098	34.65			
10-0-5120	Library Supplies	2035607848	3.62			
10-0-5120	Library Supplies	2035601382	10.29			
10-0-5120	Library Supplies	2035592529	17.90			
10-0-5120	Library Supplies	2035594631	21.69			
10-0-5120	Library Supplies	2035616005	26.33			
10-0-5120	Library Supplies	2035566058	17.36			
10-0-5120	Library Supplies	2035570842	17.53			
10-0-5120	Library Supplies	2035576423	15.28			
10-0-5120	Library Supplies	2035573864	12.84			
10-0-5120	Library Supplies	2035572893	25.45			
BIBLIOTHECA, LLC				16219	12/16/20	<u>6,920.32</u>
10-0-5885	Computer Equipment	Quote # QUO-151555-Z1R0	6,920.32			
Lauterbach & Amen, LLP				16220	12/16/20	<u>1,667.00</u>
10-0-5131	Accounting and Bookkeeping	INV # 50819	1,667.00			
NCPERS GROUP LIFE INS.				16221	12/16/20	<u>16.00</u>
10-0-5111	Health Insurance	INV # 5130122020	16.00			
3 Points, LLC				16222	12/16/20	<u>2,507.00</u>

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5135	LAN Management	INV # 35901	2,507.00			
DIGITAL INSURANCE, INC.				16223	12/16/20	<u>35.00</u>
10-0-5115	Flexible Spending Account	INV # 10939	35.00			
DELTA DENTAL PLAN OF ILLINOIS				16224	12/16/20	<u>1,027.47</u>
10-0-5111	Health Insurance	INV # 1399164	1,027.47			
NewsBank				16225	12/16/20	<u>2,076.00</u>
10-1-5346	Online Database - Winnetka	Renewal Notice # RN975458	2,076.00			
QUILL CORPORATION				16226	12/16/20	<u>31.16</u>
10-0-5121	Office Supplies	INV # 12677135	9.76			
10-0-5120	Library Supplies	INV # 12545802	21.40			
Warehouse Direct				16227	12/16/20	<u>1,104.72</u>
70-0-5725	Janitorial Supplies	INV # 4829513-0	883.80			
70-0-5725	Janitorial Supplies	INV # 4838531-0	220.92			
RingCentral Inc				16228	12/16/20	<u>25.00</u>
10-0-5123	Postage	INV # CD_000188772	25.00			
HOOPLA (MIDWEST TAPE)				16229	12/16/20	<u>2,173.93</u>
10-1-5345	Books-Digital-Winnetka	INV # 99706058	2,173.93			
HR Source				16230	12/16/20	<u>2,656.25</u>
10-0-5745	HR Consultant	INV # 12729	2,656.25			
Kanopy				16231	12/16/20	<u>666.00</u>
10-1-5345	Books-Digital-Winnetka	INV # 225128 - PPU	666.00			
City Wide of Chicago				16232	12/16/20	<u>10,418.82</u>
10-0-5882	Building	INV # I00006245	945.00			
70-0-5748	Building Maintenance Service	INV # I00006148	9,000.00			
70-0-5799	Misc Services	INV # I00006250	473.82			
ALARM DETECTION SYSTEMS, INC.				16233	12/16/20	<u>739.35</u>
70-0-5758	Alarms	INV # 57525-1094	739.35			
VILLAGE OF WINNETKA				16234	12/16/20	<u>18,739.05</u>
10-0-5111	Health Insurance	INV # 2020-00000013	18,739.05			
McGraw-Hill Education, Inc.				16235	12/16/20	<u>677.02</u>
10-1-5346	Online Database - Winnetka	INV # 113461333001	677.02			
Michelle Maurer				16236	12/16/20	<u>250.00</u>
10-0-5907	Programming - Youth	Modern Hand Lettering 101	250.00			
OVERDRIVE INC.				16237	12/16/20	<u>12,235.85</u>
10-1-5345	Books-Digital-Winnetka	INV # 08871MA20426935	3,814.60			
10-1-5345	Books-Digital-Winnetka	INV # 08871MA20428201	3,919.40			
10-1-5345	Books-Digital-Winnetka	INV # 08871CP20428038	4,501.85			
Baker & Taylor				16238	12/16/20	<u>1,428.18</u>

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-1-5340	Books-Fiction-Adult-Winnetka	2035623171	280.79			
10-2-5340	Books-Fiction-Adult-Northfield	2035623171	147.74			
10-1-5447	Books-Easy-Winnetka	2035623551	7.34			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	2035623150	402.54			
10-2-5341	Books-Non-Fiction-Adult-Northfield	2035623150	82.50			
10-1-5448	Books-Jr. High-Winnetka	2035591815	117.03			
10-2-5448	Books-Jr. High-Northfield	2035623551	10.73			
10-2-5448	Books-Jr. High-Northfield	2035591815	85.83			
10-1-5440	Books-Fiction-Juv-Winnetka	2035623551	106.13			
10-2-5440	Books-Fiction-Juv-Northfield	2035623551	85.24			
10-2-5440	Books-Fiction-Juv-Northfield	2035591815	21.46			
10-0-5120	Library Supplies	2035591815	18.16			
10-0-5120	Library Supplies	2035623171	21.93			
10-0-5120	Library Supplies	2035623551	12.78			
10-0-5120	Library Supplies	2035623150	27.98			
Midwest Tape				16239	12/16/20	<u>1,273.96</u>
10-1-5443	DVDs-Juv-Winnetka	99677557	119.96			
10-1-5443	DVDs-Juv-Winnetka	99677467	52.48			
10-2-5443	DVDs-Juv-Northfield	99677468	56.97			
10-2-5443	DVDs-Juv-Northfield	99677556	59.98			
10-1-5444	Audio Books-Juv-Winnetka	99677466	50.99			
10-1-5343	DVDs-Adult-Winnetka	99677554	14.24			
10-1-5343	DVDs-Adult-Winnetka	99677555	17.99			
10-1-5343	DVDs-Adult-Winnetka	99677469	22.49			
10-1-5343	DVDs-Adult-Winnetka	99677543	29.99			
10-1-5343	DVDs-Adult-Winnetka	99677544	29.99			
10-1-5343	DVDs-Adult-Winnetka	99677545	47.98			
10-1-5343	DVDs-Adult-Winnetka	99677546	82.46			
10-1-5343	DVDs-Adult-Winnetka	99677549	101.20			
10-1-5343	DVDs-Adult-Winnetka	99677550	94.46			
10-1-5343	DVDs-Adult-Winnetka	99677553	29.99			
10-2-5343	DVDs-Adult-Northfield	99677552	47.98			
10-2-5343	DVDs-Adult-Northfield	99677551	36.73			
10-2-5343	DVDs-Adult-Northfield	99677548	21.74			
10-2-5343	DVDs-Adult-Northfield	99677547	23.99			
10-1-5344	Audio Books-Adult-Winnetka	99677542	117.97			
10-2-5344	Audio Books-Adult-Northfield	99677540	69.98			
10-0-5120	Library Supplies	99677468	14.80			
10-0-5120	Library Supplies	99677467	12.30			
10-0-5120	Library Supplies	99677540	5.00			
10-0-5120	Library Supplies	99677469	2.50			
10-0-5120	Library Supplies	99677542	7.50			
10-0-5120	Library Supplies	99677543	2.50			
10-0-5120	Library Supplies	99677545	5.00			
10-0-5120	Library Supplies	99677544	2.50			
10-0-5120	Library Supplies	99677547	2.50			
10-0-5120	Library Supplies	99677546	10.00			
10-0-5120	Library Supplies	99677548	2.50			

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5120	Library Supplies	99677549	14.90			
10-0-5120	Library Supplies	99677551	5.00			
10-0-5120	Library Supplies	99677550	10.00			
10-0-5120	Library Supplies	99677552	5.00			
10-0-5120	Library Supplies	99677553	4.90			
10-0-5120	Library Supplies	99677556	10.00			
10-0-5120	Library Supplies	99677557	20.00			
10-0-5120	Library Supplies	99677555	2.50			
10-0-5120	Library Supplies	99677554	2.50			
10-0-5120	Library Supplies	99677466	2.50			
Baker & Taylor				16240	12/16/20	<u>514.22</u>
10-1-5441	Books-Non-Fiction, Easy, & JH-Winnetka	2035614858	82.38			
10-2-5441	Books-Non-Fiction, Easy, & JH-Northfield	2035614858	50.19			
10-1-5447	Books-Easy-Winnetka	2035591733	13.49			
10-1-5447	Books-Easy-Winnetka	2035591735	94.77			
10-1-5447	Books-Easy-Winnetka	2035591737	14.24			
10-1-5447	Books-Easy-Winnetka	2035591738	116.25			
10-1-5447	Books-Easy-Winnetka	2035591739	13.49			
10-2-5447	Books-Easy-Northfield	2035591734	18.99			
10-2-5447	Books-Easy-Northfield	2035591733	13.49			
10-2-5447	Books-Easy-Northfield	2035591736	64.87			
10-0-5120	Library Supplies	2035614858	4.80			
10-0-5120	Library Supplies	2035591736	4.97			
10-0-5120	Library Supplies	2035591737	0.37			
10-0-5120	Library Supplies	2035591739	1.06			
10-0-5120	Library Supplies	2035591738	8.29			
10-0-5120	Library Supplies	2035591733	2.11			
10-0-5120	Library Supplies	2035591734	2.67			
10-0-5120	Library Supplies	2035591735	7.79			
Baker & Taylor				16241	12/16/20	<u>1,695.50</u>
10-1-5441	Books-Non-Fiction, Easy, & JH-Winnetka	2035636723	326.35			
10-2-5441	Books-Non-Fiction, Easy, & JH-Northfield	2035636723	32.31			
10-1-5447	Books-Easy-Winnetka	2035632936	107.24			
10-1-5447	Books-Easy-Winnetka	2035638046	72.72			
10-2-5447	Books-Easy-Northfield	2035638046	38.93			
10-2-5447	Books-Easy-Northfield	2035632936	93.93			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	2035640604	349.43			
10-2-5341	Books-Non-Fiction-Adult-Northfield	2035640604	88.83			
10-1-5448	Books-Jr. High-Winnetka	2035638046	14.68			
10-1-5448	Books-Jr. High-Winnetka	2035632936	18.93			
10-1-5440	Books-Fiction-Juv-Winnetka	2035638046	19.20			
10-1-5440	Books-Fiction-Juv-Winnetka	2035632936	308.03			
10-2-5440	Books-Fiction-Juv-Northfield	2035632936	100.71			
10-0-5120	Library Supplies	2035638046	5.56			
10-0-5120	Library Supplies	2035636723	18.35			
10-0-5120	Library Supplies	2035640604	26.85			
10-0-5120	Library Supplies	2035632936	73.45			

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

December 1, 2020 - December 31, 2020

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Midwest Tape				16242	12/16/20	<u>990.13</u>
10-1-5443	DVDs-Juv-Winnetka	99709651	18.74			
10-1-5443	DVDs-Juv-Winnetka	99709652	33.73			
10-2-5443	DVDs-Juv-Northfield	99709653	14.99			
10-1-5444	Audio Books-Juv-Winnetka	99709642	115.98			
10-1-5444	Audio Books-Juv-Winnetka	99709644	63.99			
10-2-5444	Audio Books-Juv-Northfield	99709645	63.99			
10-2-5444	Audio Books-Juv-Northfield	99709643	55.99			
10-2-5444	Audio Books-Juv-Northfield	99709358	43.99			
10-1-5343	DVDs-Adult-Winnetka	99709359	41.23			
10-1-5343	DVDs-Adult-Winnetka	99709649	33.73			
10-1-5343	DVDs-Adult-Winnetka	99709650	21.74			
10-1-5343	DVDs-Adult-Winnetka	99709656	18.74			
10-2-5343	DVDs-Adult-Northfield	99709640	22.49			
10-1-5344	Audio Books-Adult-Winnetka	99709641	55.99			
10-1-5344	Audio Books-Adult-Winnetka	99709357	34.99			
10-1-5344	Audio Books-Adult-Winnetka	99709655	99.97			
10-1-5344	Audio Books-Adult-Winnetka	99709646	74.98			
10-1-5344	Audio Books-Adult-Winnetka	99709647	34.99			
10-2-5344	Audio Books-Adult-Northfield	99709654	34.99			
10-2-5344	Audio Books-Adult-Northfield	99709356	34.99			
10-0-5120	Library Supplies	99709356	2.50			
10-0-5120	Library Supplies	99709357	2.50			
10-0-5120	Library Supplies	99709358	2.50			
10-0-5120	Library Supplies	99709359	5.00			
10-0-5120	Library Supplies	99709641	2.50			
10-0-5120	Library Supplies	99709640	2.50			
10-0-5120	Library Supplies	99709643	2.50			
10-0-5120	Library Supplies	99709642	5.00			
10-0-5120	Library Supplies	99709645	2.50			
10-0-5120	Library Supplies	99709644	2.50			
10-0-5120	Library Supplies	99709655	7.50			
10-0-5120	Library Supplies	99709656	2.50			
10-0-5120	Library Supplies	99709653	2.50			
10-0-5120	Library Supplies	99709654	2.50			
10-0-5120	Library Supplies	99709652	5.00			
10-0-5120	Library Supplies	99709651	2.50			
10-0-5120	Library Supplies	99709647	2.50			
10-0-5120	Library Supplies	99709646	5.00			
10-0-5120	Library Supplies	99709650	2.50			
10-0-5120	Library Supplies	99709649	7.40			
PITNEY BOWES				16243	12/31/20	<u>50.00</u>
10-0-5123	Postage	PITNEY BOWES	50.00			
Illinois Municipal Retirement Fund				16244	12/31/20	<u>14,121.22</u>
10-0-2035	IMRF withholding	Illinois Municipal Retirement Fund	4,866.74			
10-0-5102	IMRF Expenses	Illinois Municipal Retirement Fund	9,254.48			

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

December 1, 2020 - December 31, 2020

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Illinois Municipal Retirement Fund				16245	12/31/20	<u>14,723.04</u>
10-0-2035	IMRF withholding	Illinois Municipal Retirement Fund	5,138.85			
10-0-5102	IMRF Expenses	Illinois Municipal Retirement Fund	9,584.19			
COMCAST				16246	12/31/20	<u>69.95</u>
10-0-5176	Internet Services	COMCAST	69.95			
COMCAST				16247	12/31/20	<u>237.85</u>
10-0-5176	Internet Services	COMCAST	237.85			
NORTH SHORE GAS				16248	12/31/20	<u>715.87</u>
10-1-5174	Natural Gas - Winnetka	NORTH SHORE GAS	715.87			
NATIONWIDE RETIREMENT SOLUTIONS				16249	12/31/20	<u>901.00</u>
10-0-2040	457 withholding	NATIONWIDE RETIREMENT SOLUTIONS	901.00			
VILLAGE OF WINNETKA				16250	12/31/20	<u>2,930.19</u>
10-1-5171	Electricity - Winnetka	VILLAGE OF WINNETKA	2,354.24			
10-1-5171	Electricity - Winnetka	VILLAGE OF WINNETKA	195.84			
10-1-5171	Electricity - Winnetka	VILLAGE OF WINNETKA	69.63			
10-1-5171	Electricity - Winnetka	VILLAGE OF WINNETKA	47.80			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	72.00			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	12.34			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	2.00			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	27.83			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	15.35			
10-1-5173	Storm Sewer - Winnetka	VILLAGE OF WINNETKA	133.16			
First Bankcard				16251	12/31/20	<u>2,695.12</u>
10-1-5441	Books-Non-Fiction, Easy, & JH-Winnetka	Garrity - non fiction book	37.99			
10-1-5346	Online Database - Winnetka	Garrity - Greenwood Heinemann	25.00			
10-1-5340	Books-Fiction-Adult-Winnetka	Compton-Dzak - Amazon	14.99			
10-0-5121	Office Supplies	Swenson - cleaning alcohol	85.69			
10-0-5121	Office Supplies	Dombrowski - Push pins	3.99			
10-0-5124	Hospitality	Dombrowski - Balloons for reopening	16.34			
10-0-5124	Hospitality	Dombrowski - Treats for Northfield reopening	55.45			
10-0-5124	Hospitality	Swenson - curling ribbon	11.49			
10-0-5134	Software	Swenson - creative cloud subscription	243.92			
10-0-5134	Software	Quish - Quickbooks	70.00			
10-0-5134	Software	Compton-Dzak - Management Association	309.98			
10-0-5134	Software	Compton-Dzak - Calendly	15.00			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Compton-Dzak - ANF Book	39.95			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Compton-Dzak - ANF Book	16.95			
10-0-5114	Conferences	Compton-Dzak - ALA Membership	50.00			
10-0-5177	Technology/Website	Swenson - website hosting	25.00			
10-0-5177	Technology/Website	Swenson - domain name renewal	17.92			
10-0-5723	PR Supplies	Quish - Winnetka Displays	138.80			
10-0-5723	PR Supplies	Quish - Signage	30.08			
10-0-5723	PR Supplies	Quish - Chicago Tribune	7.96			

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

December 1, 2020 - December 31, 2020

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5723	PR Supplies	Quish - Proofreading tool	41.00			
10-0-5723	PR Supplies	Quish - Northfield Displays	160.00			
10-0-5731	Memberships	Compton-Dzak - AF Book	148.00			
10-0-5731	Memberships	Cangelosi - ALA Membership	69.00			
10-0-5884	Equipment/Furniture	Dombrowski - Whiteboard easel	52.63			
10-0-5884	Equipment/Furniture	Dombrowski - Whiteboard easel	52.64			
10-1-5343	DVDs-Adult-Winnetka	Compton-Dzak - Zoom	19.99			
10-0-5907	Programming - Youth	Garrity - Early Literacy	62.83			
10-0-5907	Programming - Youth	Garrity - Crafts seen on TikTok	80.99			
10-0-5907	Programming - Youth	Garrity - Crafts seen on TikTok	13.04			
10-0-5907	Programming - Youth	Garrity - scarves	31.98			
10-0-5907	Programming - Youth	Garrity - shakers	42.58			
10-0-5907	Programming - Youth	Garrity - Winter Little Scientists	11.77			
10-0-5907	Programming - Youth	Garrity - Winet Little Scientists	61.03			
10-0-5907	Programming - Youth	Garrity - Winter Family Science Night	74.96			
10-0-5907	Programming - Youth	Garrity - Crafts seen on TikTok	60.95			
10-0-5907	Programming - Youth	Garrity - Suuples and Bags	84.97			
10-0-5912	Programming Supplies	Compton-Dzak - Adult DVD	36.99			
10-0-5912	Programming Supplies	Compton-Dzak - Amazon	56.71			
10-0-5912	Programming Supplies	Compton-Dzak - Amazon	33.41			
70-0-5725	Janitorial Supplies	Dombrowski - Clear Masks	67.00			
70-0-5725	Janitorial Supplies	Dombrowski - Clear Masks for staff	34.99			
70-0-5725	Janitorial Supplies	Refund for defective masks	-67.00			
70-0-5725	Janitorial Supplies	Dombrowski - Duster for bookshelves	29.22			
10-1-5440	Books-Fiction-Juv-Winnetka	Garrity - Picture Book	18.99			
10-0-5120	Library Supplies	Dombrowski - Amazon	175.96			
10-0-5120	Library Supplies	Dombrowski - Batteries	23.99			
NATIONWIDE RETIREMENT SOLUTIONS				16252	12/31/20	<u>901.00</u>
10-0-2040	457 withholding	NATIONWIDE RETIREMENT SOLUTIONS	901.00			
COMED				16253	12/31/20	<u>380.46</u>
10-2-5171	Electricity - Northfield	COMED	380.46			
Check List Total						<u><u>150,255.98</u></u>

DECEMBER 2020 DIRECTOR'S REPORT

Staff Updates

- Goings
 - Emily Compton-Dzak, Assistant Director/Adult Services Manager (12/30)
- Anniversaries
 - Steve Kline, 12/27 (1 year)

Organizational Changes

- Branch Services Assistant Sydney Clark was promoted to full-time, effective 1/3/21
- Librarian Nick Mall was promoted to Adult Services Manager, effective 1/4/21
- Customer Relations Assistant Amelia Kmiec was promoted to Youth Services Assistant, effective 12/14/20

Finances

- We are at 48.35% of our expected operating revenues for the year
- We are at 43.4% of our budgeted operating expenses for the year (goal is 50%)

Programming

Youth: 301 attendees at 35 programs (vs. 230 attendees at 29 programs in NOV)
244 Take & Make Craft Kits (vs. 174 in NOV)

Highlights

Improve for Tweens	Improv exercises and activities for tweens
Cooks & Books	Monthly cooking lesson themed around a classic picture book
Maker Club: Ornaments	STEAM-based ornaments including a light-up tree using circuits
Craft & Give Back	Cat toys for the anti-cruelty society

Adults: 177 at 12 programs (vs. 148 attendees at 15 programs in NOV)

Highlights

Holiday Holding Pattern - Themed Cocktails	Local mixologist Cheryl Rich Heisler of Mixed metaPours shared a variety of delicious holiday cocktails.
A Classic Hollywood Christmas	Film Historian Dr. Annette Bochenek presented the history of several beloved holiday classics from the Golden Age of Hollywood.
'Tis the Season: Holiday Traditions from Radio's Golden Age	This presentation offered a box full of classic seasonal sounds from radio's past, designed to spur the imagination and share a bit of Yuletide spirit.
Food for Thought Cookbook Book Club	Staffer Stephanie Girardi hosted a discussion of snacks for casual entertaining, among other delicious topics.

Category	20DEC	19DEC	Mo. % + / -	FY20-21 YTD	FY19-20 YTD	FY % + / -
Total Programs Offered	47	-	-	294	-	-
Total Program Attendees	487	945	-48.47%	2,860	10,397	-72.49%

Services

Library Visitors

Winnetka: 0

Northfield: 0

Note: Both Buildings closed on November 18th

Category	20NOV	19NOV	Mo. % + / -	FY20-21 YTD	FY19-20 YTD	FY % + / -
Visitors	4,279	15,093	-71.65%	24,924	83,249	-70.06%

Curbside Pick Ups

Winnetka: 1,646 (vs. 406 in NOV)

Northfield: 494 (vs. 121 in NOV)

Reference Transactions

Youth: 52 (vs. 179 in NOV)

Adult: 1,093 (vs. 979 in NOV)

Category	20DEC	19DEC	Mo. % + / -	FY20-21 YTD	FY19-20 YTD	FY % + / -
Reference Questions	1,145	1,769	-35.27%	7,752	14,892	-47.95%

Technology

- Public Computer Sessions: 0 (Winnetka) 0 (Northfield)
- Hotspot Sessions: 5,536 from 299 devices (Winnetka), 1,499 from 208 devices (Northfield)
- Bandwidth Used: 32GB (Winnetka), 59GB (Northfield)
- Website Hits: 12,614 (up from 8,142 in NOV) from 10,078 users (up from 4,528 in NOV)
- YTD App Downloads: 984
- Active App Users: 418 (up from 410 in NOV)
- Email Reach (Constant Contact): 9,779 (down from 9,829 in NOV) of 12,667 cardholders

Studio Appointments: 34 (up from 22 in NOV)

Category	20DEC	19DEC	Mo. % + / -	FY20-21 YTD	FY19-20 YTD	FY % + / -
Studio Patrons	34	579	-94.13%	56	3,133	-98.21%

Professional Development Highlights

- Director Monica Dombrowski attended the *North Suburban Library Director's Meeting* to discuss area library issues.
- Youth Services team members attended webinars like "*Pandemic Parenting: Tools & Tips for Creating Cozy Connections at Home,*" and "*How to Influence Informal Learning: Science, Technology, Engineering, and Math.*"
- Customer Relations Manger Katie Cangelosi attended a webinar on Crisis Leadership.

- Adult Services Librarian Jill Brasseur and Tech Services Supervisor Stephanie Girardi watched ATLAS' Multi-Library Staff Day presentation titled, *"Diversity, Inclusion, and More."*

Impact Stories

- From a patron: *"Dear Youth Services: We have SO LOVED all the resources the library has provided. The girls made a leak-proof bag and were in awe of its resiliency. We have also had a blast reading the books picked out for our five-year-old based upon her interests. Her favorite was the book about the dinosaur wearing underpants. You're all doing such a great job. Thank you!!"*
- Youth Services Librarian Lindsay Goldstein went above and beyond to help a patron with a list of 20+ tween titles needed quickly before a family vacation. The family was REALLY grateful!
- Adult patrons were in high holiday spirits and expressed profuse appreciation for our continued curbside services. Waves through the windshield often led to socially distanced book talks and personal updates in the parking lot.
- Several patrons informed us that they are making daily use of our new subscriptions to the Wall Street Journal and Washington Post websites.
- Feedback on the Holiday Themed Cocktails event was fantastic! The couples in attendance expressed their gratitude for the library offering such a cool virtual "date night" program!
- A Northfield patron thanked the staff for recommending books to "get her through the holidays" and dropped off a box of chocolates in appreciation.
- Customer Relations Assistant Scott Siegel partnered with Adult Services Manager Nick Mall to act as a pen pal for a local resident and provide them with movie recommendations. The patron said, *"Thank you for this latest selection of movies! We are having an enjoyable time watching the movies you and Nick have chosen and we really appreciate your efforts!"*

December FY 2020/2021 Collection Statistics

- We have been pushing our Found4You service on the website, in our newsletter, and on our social media platforms. We now have some bookmarks to place in the bags with curbside materials to help advertise as well. As a reminder, this service allows patrons to speak to a librarian about what they like and have the librarian select 4 personalized items for them.
- In addition, staff is discussing ideas for creating a virtual browsing experience for patrons and hope to have a pilot ready by the end of January.
- We have partnered with Unique Management Services to verify library cardholder addresses and help us purge expired patrons who have moved out of the area. This will make it easier for us to renew library cards and ensure patrons can check out items and use library resources in a seamless manner. Skokie PL has been using the service for several years and Wilmette PL is also in the process of adopting the service.

District Circulation- Physical Collections

ADULT

Material Type	20NOV Circulation	19NOV Circulation	Mo. % + / -	FY20-21 YTD	FY19-20 YTD	FY % + / -
Books	4,970	9,308	-46.61%	33,848	62,233	-45.61%
Book - Fiction	2,748	4,982	-44.84%	19,102	33,749	-43.40%
Book - Nonfiction	2,222	4,326	-48.64%	14,746	28,484	-48.23%
Audiobook - CD	169	614	-72.48%	1,450	4,568	-68.26%
Music CD	160	168	-4.76%	616	832	-25.96%
Playaway	60	138	-56.52%	361	1,141	-68.36%
DVD/Blu-Ray	1,130	5,379	-78.99%	15,245	34,403	-55.69%
Magazine	15	95	-84.21%	454	920	-
Other	7	25	-72.00%	38	83	-54.22%
Non-CCS ILL	17	24	-29.17%	107	199	-46.23%
Sent Out	1,786	992	80.04%	5,194	6,471	-19.73%
Total	8,314	16,743	-50.34%	57,313	110,850	-48.30%

YOUTH

Material Type	20NOV Circulation	19NOV Circulation	Mo. % + / -	FY20-21 YTD	FY19-20 YTD	FY % + / -
Books	6,904	10,875	-36.51%	48,280	80,377	-39.93%
Book - Fiction	6,008	9,225	-34.87%	41,733	69,407	-39.87%
Book - Nonfiction	896	1,650	-45.70%	6,547	20,970	-40.32%
Audiobook - CD	54	52	3.85%	341	549	-37.89%
Music CD	9	99	-90.91%	208	669	-68.91%
Playaway	151	295	-48.81%	1,007	2,135	-52.83%
DVD/Blu-Ray	308	2,125	-85.51%	4,318	16,525	-73.87%
Magazine	-	-	-	-	-	-
Other	46	175	-73.71%	153	304	-49.67%
STEAM Kits	-	22	-	-	167	-
Total	7,472	13,643	-45.23%	54,307	100,726	-46.08%

20DEC District Circulation	19DEC District Circulation	Net Change
23,621	35,040	-32.59%

FY20-21 District Circulation YTD	FY19-20 District Circulation YTD	Net Change
160,997	239,752	-32.85%

- Kenilworth patron usage = **824** (down from 1,639 in 20NOV)
- Items borrowed from other libraries = **1,603**

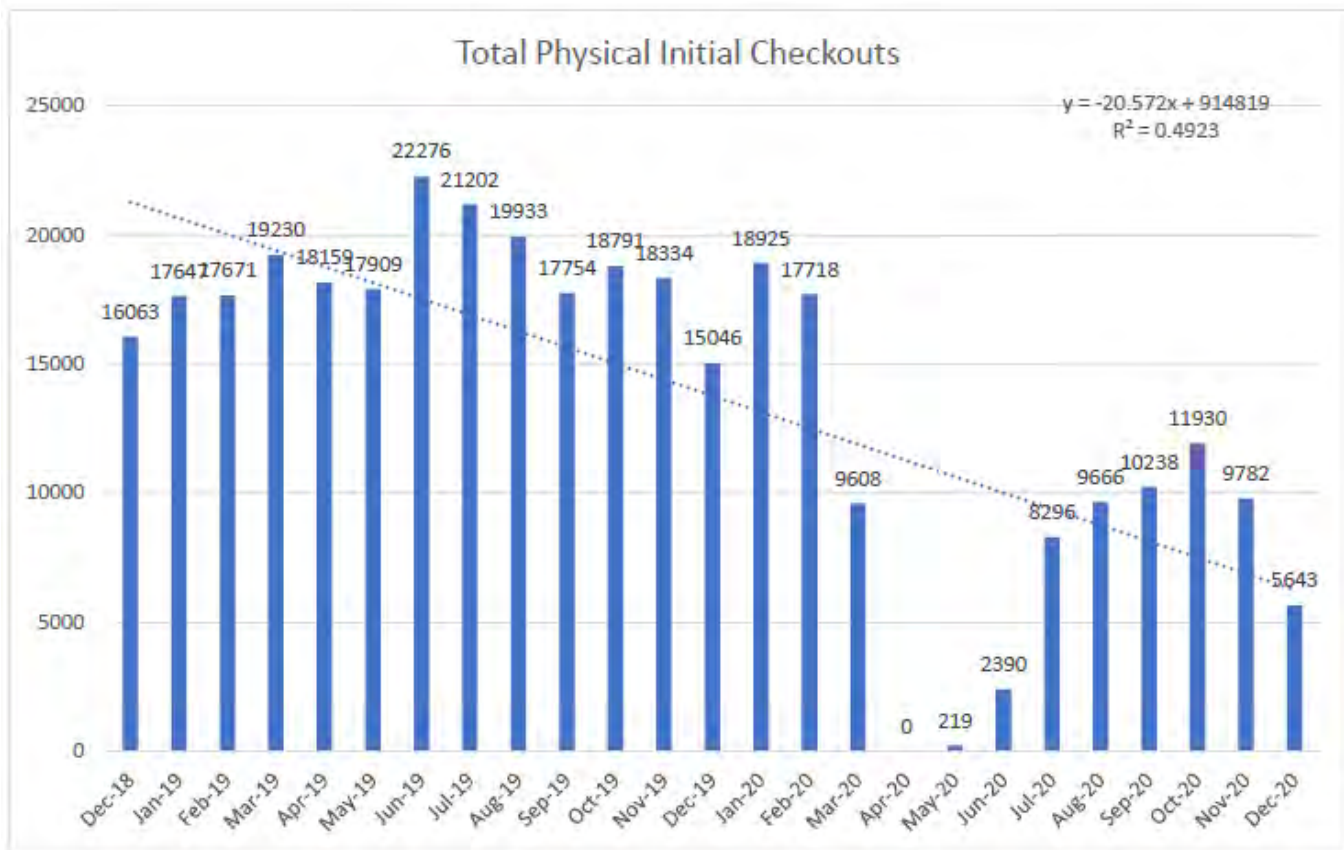
Circulation by Location- Physical Collections

ADULT

Location	20DEC Circulation	19DEC Circulation	Mo. % + / -	FY20-21 YTD	FY19-20 YTD	FY % + / -
Winnetka	6,451	11,192	-42.36%	51,304	73,428	-30.13%
Northfield	1,148	5,204	-77.94%	3,975	35,278	-88.73%

YOUTH

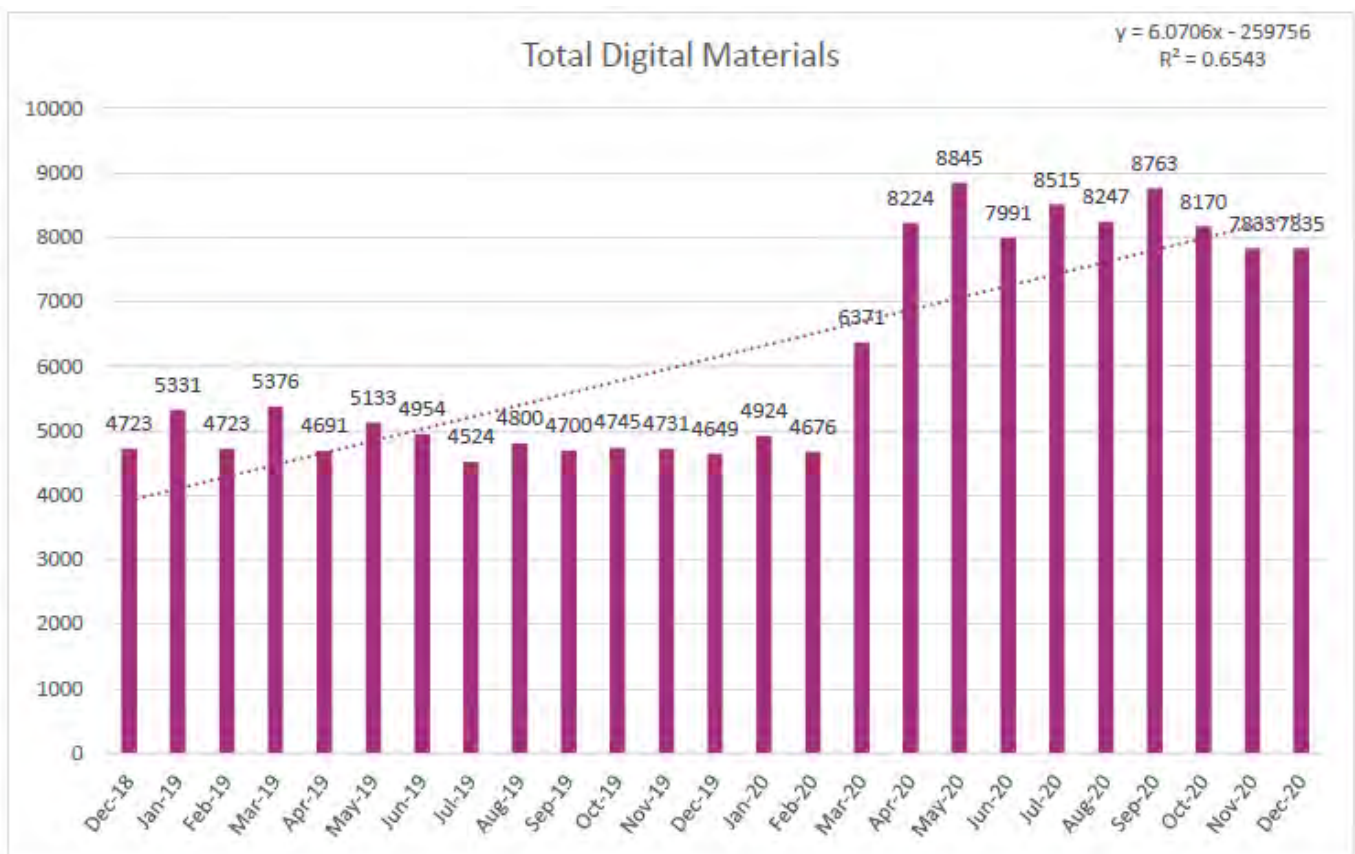
Location	20DEC Circulation	19DEC Circulation	Mo. % + / -	FY20-21 YTD	FY19-20 YTD	FY % + / -
Winnetka	6,339	9,661	-34.39%	49,902	73,280	-31.90%
Northfield	1,133	3,978	-71.52%	4,405	27,415	-83.93%



Note: Overall physical circs were down this month following the annual pattern of drops between November and December. The drops occurred only at the Winnetka location, particularly in fiction and DVD's for both Adults and Youth. Conversely, Northfield circs were up over November's numbers.

District Circulation- Virtual Collections

Material Type	20DEC Circulation	19DEC Circulation	Mo. % + / -	FY20-21 YTD	FY19-20 YTD	FY % + / -
eBooks	3,255	2,021	61.06%	20,737	11,715	77.01%
eAudiobooks	1,836	1,261	45.60%	11,222	7,463	50.37%
eMagazines	1,969	1,066	84.71%	13,471	7,384	82.43%
eVideos	694	231	200.43%	3,468	1,170	196.41%
eMusic	81	75	8.00%	479	444	7.88%
Total	7,835	4,654	68.35%	49,377	28,176	75.24%



THE WINNETKA-NORTHFIELD PUBLIC LIBRARY DISTRICT
RESOLUTION NO. 2020-2021/4

RESOLUTION DETERMINING RELEASE OF CLOSED SESSION MINUTES

WHEREAS, the Board of Library Trustees met from time to time in closed session for purposes authorized by the Illinois Open Meetings Act; and

WHEREAS, the Board has determined that the minutes of the closed session meetings listed on the attached Schedule A no longer require confidential treatment and should be made available for public inspection; and

WHEREAS, the Board has determined that a need for confidentiality exists as to the minutes from the closed session meetings listed on the attached Schedule B.

NOW, THEREFORE, BE IT RESOLVED as follows:

Section 1: The minutes from the closed session meetings listed on the attached Schedule A are hereby released/available for public inspection.

Section 2: This Resolution is in full force and effect from and after its passage.

Passed by the Board the Board of Library Trustees this 18th day of January, 2021.

Ayes: _____
Nays: _____
Absent: _____
Abstaining: _____

Jean Paul Ruiz-Funes, President Board of Trustees
Winnetka-Northfield Public Library District

ATTEST:

Katherine Casale MacNally, Secretary Board of Trustees
Winnetka-Northfield Public Library District

SCHEDULE A

Closed Session Minutes Recommended for Release

Date:
None.

SCHEDULE B

Closed Session Minutes Not Eligible for Release due to a Need for Confidentiality

Date:

April 16, 2018

May 21, 2018

June 20, 2018

April 15, 2019

May 20, 2019

June 17, 2019

July 8, 2019

THE WINNETKA-NORTHFIELD PUBLIC LIBRARY DISTRICT
RESOLUTION NO. 2020-2021/5

RESOLUTION APPROVING DESTRUCTION OF CLOSED SESSION RECORDINGS

WHEREAS, the Board of Library Trustees met from time to time in closed session for purposes authorized by the Illinois Open Meetings Act; and

WHEREAS, closed session meetings were recorded in accordance with the Open Meetings Act.; and

WHEREAS, the Board may destroy closed session recordings not less than eighteen (18) months after the closed session provided the Board:

1. Approved written minutes of the closed session; and
2. Approves destruction of the recording.

NOW, THEREFORE, BE IT RESOLVED as follows:

Section 1: The recordings of the closed session meetings listed on the attached Schedule A shall be destroyed promptly by the Library Director.

Section 2: This Resolution is in full force and effect from and after its passage.

Passed by the Board the Board of Library Trustees this 18th day of January 2021.

Ayes: _____
Nays: _____
Absent: _____
Abstaining: _____

Jean Paul Ruiz-Funes, President Board of Trustees
Winnetka-Northfield Public Library District

ATTEST:

Katherine Casale MacNally, Secretary Board of Trustees
Winnetka-Northfield Public Library District

SCHEDULE A

Closed Session Recordings to be Destroyed

Date:

April 16, 2018

May 21, 2018

June 20, 2018

April 15, 2019

May 20, 2019

June 17, 2019

July 8, 2019

DeFranco Plumbing

www.defrancoplumbing.com

Email: Jkolisch@gccitywide.com

January 13, 2021

City Wide of Chicago
666 Dundee Rd. – Suite 306
Northbrook, IL 60062

Attn: Jason Kolisch

Plumbing Proposal For:

Winnetka Library – 768 Oak Street – Winnetka, IL

***Furnish and Replace Duplex Sewage Ejector Pumps located in basement**

Dear Jason:

We are pleased to provide our plumbing proposal for the above referenced project. We will furnish and install (2) new Metropolitan SE60 heavy-duty submersible pumps with 3" discharge. Motor is 6/10-HP, 60HZ, 1750 RPM, 115 volt, 1-Phase with 2" solids handling capacity. Pumps will have the same dynamic performance as the original equipment. We will connect to the existing controls and will adjust the float control levels accordingly.

Plumbing Price: \$2,760.00

NOTE:

THIS QUOTATION IS FOR ACCEPTANCE WITHIN 30 DAYS. THIS OFFICE MUST BE NOTIFIED WITHIN THE 30 DAY PERIOD IN ORDER TO NEGOTIATE A TIME EXTENSION FOR THIS PROPOSAL.

Inclusions:

- ✓ Electrical wiring (both power & controls)
- ✓ Spoil removal from the site
- ✓ IDPH Licensed Plumber(s)
- ✓ Union Labor

Please be aware that the above pricing does not include the following items:

- Permit fees
- Premium Time
- Pipe Covering

Thank you for the opportunity to quote the plumbing portion of this project. We trust our proposal will meet with your approval. However, should you have any questions on the above or require any further clarification, please do not hesitate to contact our office.

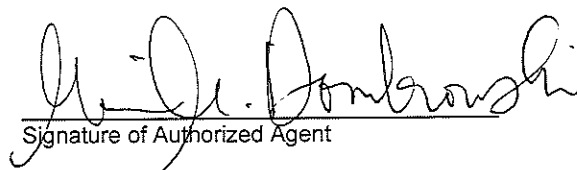
Sincerely,

DEF FRANCO PLUMBING, INC.



John P. Ryan

Accept
 Decline


Signature of Authorized Agent