

**Winnetka-Northfield Public Library District  
Board Packet - Informational**

**The regular March 16, 2020 Board meeting is canceled due to District closure. In an abundance of caution the District has closed until further notice due to the COVID-19 pandemic.**

**INFORMATIONAL AGENDA ITEMS**

March, 2020

- I. Minutes of the February 17, 2020 Regular Meeting\***
- II. Financial Report**
  - February 2020 Financial Statements\*
- III. Library Reports**
  - Director's Report (Interim Director Compton-Dzak)\*
  - District objectives through June 2020\*
- IV. Communications**
  - The District is closed until further notice due to the COVID-19 pandemic

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

February 17, 2020

**I. Call to Order**

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

**II. Roll Call**

Present: President Jean-Paul Ruiz-Funes, and Trustees Suzie Shoup, Brian Johnson, Travis Gosselin, Katherine Casale MacNally and Deborah Vandergrift; and Interim Library Director Emily Compton-Dzak.

Absent: Trustee Raheela Anwar

Present were library employees; Nicola White (Administrative Assistant), Sarah Quish (Head of Communications & Marketing), Stephanie Girardi (Collection Services Acquisitions Associate) and Anna Jaich-Westine (Collection Services Clerk). Present was Winnetka resident Jeffrey Liss. Present were Northfield residents Sue Kelly, Carol Ritchell, Patricia Andrew, Lois Neustadt and Denise Gibson. Present were Wilmette residents Kathy Hargrave and Ray Kearney. Present was Northbrook resident Susan Kelly. Present was Todd Marver from the Winnetka Current.

**III. Public Comments**

Northbrook resident Susan Kelly read a statement from Northfield resident Amy Richmond. Ms. Richmond commented on the District's spending and the staffing decisions at the Northfield Branch Library.

Northbrook resident Susan Kelly commented on genealogy programs and the staffing decisions at the Northfield Branch Library.

Northfield resident Carol Ritchell thanked the Board and commented on the staffing decisions at the Northfield Branch Library.

Northfield resident Sue Kelly commented on Studio positions and training and the staffing decisions at the Northfield Branch Library.

Northfield resident Patricia Andrew thanked the Board and commented on the staffing decisions at the Northfield Branch Library.

Northfield resident Lois Neustadt thanked the Board and commented on the staffing decisions at the Northfield Branch Library.

**IV. Vote to Approve Minutes of January 20, 2020 Regular Meeting**

A MOTION was made by Trustee Johnson to approve the Minutes of January 20, 2020 Regular Meeting and seconded by Trustee Vandergrift.

The MOTION passed on a voice vote.

## **V. Financial Report**

Interim Director Compton-Dzak presented the January 2020 Financial Statements.

A MOTION was made by Trustee Vandergrift to approve the January 2020 Financial Statements and seconded by Trustee Shoup.

The MOTION passed on a voice vote.

## **VI. Library Report**

### **LIBRARY DIRECTOR'S REPORT:**

Interim Director Compton-Dzak reported:

- Branch Services Coordinator Courtney Volny submitted an impact story stating that Circulation Services Associate Amelia Kmiec met an avid mystery reader and introduced her to the various book formats available at the Northfield Branch Library.
- The local boy scout reported back that the District donated 26 blankets and 28 scarves and thanked those who helped make a difference.
- After extensive user testing, CCS is making minor changes to the public catalog; changes include clearer hold status language.
- Grayslake Area Public Library is joining CCS.
- Virtual Services Coordinator Michael Cianfrani continues to work on the new District app, which is moving to the user testing phase.
- The next Fireside Chat will be on March 10 featuring Head of Communications & Marketing Sarah Quish.
- The next Source will hit homes on February 22.

### **BOARD PRESIDENT'S REPORT:**

President Ruiz-Funes provided clarification on the District's HR consulting costs, public relations fees and the compensation paid to Rebecca Wolf.

## **VII. Liaisons to Other Organizations-Reports**

- *Winnetka Village*- Trustee Johnson reported that the Winnetka Village passed an ordinance that governed sexual harassment training, reporting, and investigating among elected officials. He also reported that there is talk of removing the curb on the corner of Oak and Green Bay and gave the Board an update on the Downtown Streetscape project and OneWinnetka.
- *Northfield Village*- Trustee Shoup reported that the next Northfield Village meeting will be held on February 18 at 7:00 p.m.

## **VIII. Unfinished Business**

- *Report of the Board Director Search Special Committee*  
Trustees Vandergrift and Gosselin reported that they developed a timeline to interview search firms and will bring a recommendation before the Board at the March meeting.

**IX. New Business**

- *Vote to Designate the Positions of Library Director and Head of IT as FOIA Officers*

The Board decided to also designate the position of Assistant Library Director as a FOIA officer.

A MOTION was made by Trustee Vandergrift to Designate the Positions of Library Director, Assistant Library Director and Head of IT as FOIA Officers and seconded by Trustee Shoup.

The MOTION passed on a voice vote.

**X. Communications**

- *No communications*

**XI. Adjourn to Closed Session**

A MOTION was made by Trustee Casale MacNally to adjourn to Closed Session per 5 ILCS 120/2(c)(1): To consider the appointment, employment, compensation, discipline, performance, or dismissal of a specific employee of the library district, and seconded by Trustee Vandergrift.

The MOTION passed on a voice vote and President Ruiz-Funes adjourned to a Closed Session at 7:54 p.m.

**XII. Return to Open Session**

The meeting returned to Open Session at 8:11 p.m.

**XIII. Vote to Approve Separation Agreement**

A MOTION was made by Trustee Vandergrift to approve the Separation Agreement Between Rebecca Wolf and the Winnetka-Northfield Public Library District and seconded by Trustee Shoup.

**ROLL CALL VOTE**

AYES: Trustees Casale MacNally, Shoup, Johnson, Gosselin, Vandergrift and Ruiz-Funes

NAYS: 0

ABSENT: Trustee Anwar

**MOTION CARRIED**

**XIV. Public Comments**

Northfield resident Lois Neustadt commented on the District's spending.

Northfield resident Denise Gibson commented on the Fireside Chats and the Director search.

Northfield resident Sue Kelly commented on Winnetka and Northfield's tax assessments.

Winnetka resident Jeffrey Liss commented on the scheduling of staff between branches.

Wilmette resident Kathy Hargrave commented on the District's HR services.

**XV. Adjournment**

There being no further business to come before the Board, a MOTION to adjourn was made by Trustee Casale MacNally and seconded by Trustee Gosselin. The MOTION passed on a voice vote and President Ruiz-Funes adjourned the meeting at 8:22 p.m.

Respectfully submitted,

Nicola White  
Recording Secretary

\_\_\_\_\_ Jean-Paul Ruiz-Funes, President

\_\_\_\_\_ Suzanne Shoup, Secretary

# Winnetka-Northfield Public Library District

## All Funds Summary

For the 8 Months Ended February 29, 2020

Ideal Budget Percentage Spent: 66.67%

|                                      | <u>Annual<br/>Budget</u> | <u>Prorated<br/>Budget</u> | <u>Current<br/>Year-to-Date</u> | <u>% of<br/>Budget</u> | <u>Variance vs.<br/>Prorated<br/>Budget</u> |
|--------------------------------------|--------------------------|----------------------------|---------------------------------|------------------------|---|
| <b>Revenues</b>                      |                          |                            |                                 |                        |   |
| Library Fund                         | 4,093,135.00             | 2,728,756.67               | 2,689,920.74                    | 65.72 %                | (38,835.93)                                 |
| IMRF Fund                            | 88,200.00                | 58,800.00                  | 56,560.98                       | 64.13 %                | (2,239.02)                                  |
| FICA Fund                            | 24,500.00                | 16,333.33                  | 15,711.35                       | 64.13 %                | (621.98)                                    |
| Building Fund                        | 147,000.00               | 98,000.00                  | 94,268.07                       | 64.13 %                | (3,731.93)                                  |
| Unemployment Fund                    | 10.00                    | 6.67                       | 6.25                            | 62.50 %                | (0.42)                                      |
| <b>Total Revenues</b>                | <u>4,352,845.00</u>      | <u>2,901,896.67</u>        | <u>2,856,467.39</u>             | <u>65.62 %</u>         | <u>(45,429.28)</u>                          |
| <b>Expenses</b>                      |                          |                            |                                 |                        |   |
| Library Fund                         | 3,798,154.00             | 2,532,102.67               | 2,007,224.16                    | 52.85 %                | (524,878.51)                                |
| IMRF Fund                            | 111,000.00               | 74,000.00                  | 65,621.10                       | 59.12 %                | (8,378.90)                                  |
| FICA Fund                            | 123,000.00               | 82,000.00                  | 75,323.49                       | 61.24 %                | (6,676.51)                                  |
| Building Fund                        | 286,146.00               | 190,764.00                 | 213,837.89                      | 74.73 %                | 23,073.89                                   |
| Unemployment Fund                    | 1,000.00                 | 666.67                     | 3,502.00                        | 350.20 %               | 2,835.33                                    |
| <b>Total Expenses</b>                | <u>4,319,300.00</u>      | <u>2,879,533.33</u>        | <u>2,365,508.64</u>             | <u>54.77 %</u>         | <u>(514,024.69)</u>                         |
| <b>Total Revenues</b>                | 4,352,845.00             | 2,901,896.67               | 2,856,467.39                    | 65.62 %                | (45,429.28)                                 |
| <b>Total Expenses</b>                | <u>4,319,300.00</u>      | <u>2,879,533.33</u>        | <u>2,365,508.64</u>             | <u>54.77 %</u>         | <u>514,024.69</u>                           |
| <b>Excess Revenues less Expenses</b> | <u>33,545.00</u>         | <u>22,363.34</u>           | <u>490,958.75</u>               | <u>1,463.58 %</u>      | <u>468,595.41</u>                           |

# Winnetka-Northfield Public Library District

## Library Fund Summary

For the 8 Months Ended February 29, 2020

Ideal Budget Percentage Spent: 66.67%

|                                      | <u>Annual<br/>Budget</u> | <u>Prorated<br/>Budget</u> | <u>Year-to-Date<br/>Actual</u> | <u>% of<br/>Budget</u> | <u>Variance vs.<br/>Prorated Budget</u> |
|--------------------------------------|--------------------------|----------------------------|--------------------------------|------------------------|---|
| <b>Operating Revenue</b>             |                          |                            |                                |                        |   |
| Property Tax                         | 3,835,439.00             | 2,556,959.33               | 2,495,562.12                   | 65.07 %                | (61,397.21)                             |
| Replacement Tax                      | 20,000.00                | 13,333.33                  | 22,971.53                      | 114.86 %               | 9,638.20                                |
| Collections                          | 155,696.00               | 103,797.33                 | 86,451.87                      | 55.53 %                | (17,345.46)                             |
| Materials                            | 12,000.00                | 8,000.00                   | 6,938.96                       | 57.82 %                | (1,061.04)                              |
| Other Income                         | 70,000.00                | 46,666.67                  | 77,996.26                      | 111.42 %               | 31,329.59                               |
| <b>Total Operating Revenue</b>       | <u>4,093,135.00</u>      | <u>2,728,756.67</u>        | <u>2,689,920.74</u>            | <u>65.72 %</u>         | <u>(38,835.93)</u>                      |
| <b>Operating Expenses</b>            |                          |                            |                                |                        |   |
| Personnel                            | 1,790,000.00             | 1,193,333.33               | 1,089,305.68                   | 60.86 %                | (104,027.65)                            |
| Administration                       | 214,204.00               | 142,802.67                 | 174,693.59                     | 81.55 %                | 31,890.92                               |
| Utilities                            | 97,700.00                | 65,133.33                  | 51,172.65                      | 52.38 %                | (13,960.68)                             |
| IT Services                          | 171,250.00               | 114,166.67                 | 109,108.99                     | 63.71 %                | (5,057.68)                              |
| Public Relations                     | 45,000.00                | 30,000.00                  | 23,633.80                      | 52.52 %                | (6,366.20)                              |
| Library Materials - Adult            | 561,000.00               | 374,000.00                 | 393,315.48                     | 70.11 %                | 19,315.48                               |
| Library Materials - Youth            | 89,900.00                | 59,933.33                  | 53,240.61                      | 59.22 %                | (6,692.72)                              |
| Programs                             | 79,100.00                | 52,733.33                  | 48,387.40                      | 61.17 %                | (4,345.93)                              |
| Capital                              | 750,000.00               | 500,000.00                 | 61,900.86                      | 8.25 %                 | (438,099.14)                            |
| <b>Total Operating Expenses</b>      | <u>3,798,154.00</u>      | <u>2,532,102.67</u>        | <u>2,007,224.16</u>            | <u>52.85 %</u>         | <u>(524,878.51)</u>                     |
| <b>Total Revenues</b>                | 4,093,135.00             | 2,728,756.67               | 2,689,920.74                   | 65.72 %                | (38,835.93)                             |
| <b>Total Expenses</b>                | <u>3,798,154.00</u>      | <u>2,532,102.67</u>        | <u>2,007,224.16</u>            | <u>52.85 %</u>         | <u>(524,878.51)</u>                     |
| <b>Excess Revenues less Expenses</b> | <u>294,981.00</u>        | <u>196,654.00</u>          | <u>682,696.58</u>              | <u>231.44 %</u>        | <u>486,042.58</u>                       |

**Winnetka-Northfield Public Library District**

**Statement of Revenues and Expenditures - Modified Cash Basis**

**For the 8 Months Ended February 29, 2020**

Ideal Budget Percentage Spent: 66.67%

|                                      | <u>Annual<br/>Budget</u> | <u>Prorated<br/>Budget</u> | <u>Year to Date<br/>Actual</u> | <u>% of<br/>Budget</u> | <u>Variance vs.<br/>Prorated Budget</u> |
|--------------------------------------|--------------------------|----------------------------|--------------------------------|------------------------|---|
| <b>GENERAL FUND</b>                  |                          |                            |                                |                        |   |
| <b>Revenues</b>                      |                          |                            |                                |                        |   |
| <b>Taxes</b>                         |                          |                            |                                |                        |   |
| Property Taxes Collections           | 3,835,439.00             | 2,556,959.33               | 2,484,563.92                   | 64.78 %                | (72,395.41)                             |
| Property Taxes Collections-Liability | 0.00                     | 0.00                       | 7,855.68                       | 0.00                   | 7,855.68                                |
| Property Taxes Collections-Audit     | 0.00                     | 0.00                       | 3,142.52                       | 0.00                   | 3,142.52                                |
| Replacement Tax                      | <u>20,000.00</u>         | <u>13,333.33</u>           | <u>22,971.53</u>               | <u>114.86 %</u>        | <u>9,638.20</u>                         |
| <b>Total Taxes</b>                   | <u>3,855,439.00</u>      | <u>2,570,292.67</u>        | <u>2,518,533.65</u>            | <u>65.32 %</u>         | <u>(51,759.02)</u>                      |
| <b>Collections</b>                   |                          |                            |                                |                        |   |
| Per Capita Grant                     | 21,696.00                | 14,464.00                  | 21,696.25                      | 100.00 %               | 7,232.25                                |
| Kenilworth Services                  | 100,000.00               | 66,666.67                  | 50,793.76                      | 50.79                  | (15,872.91)                             |
| Fines - Winnetka                     | 25,000.00                | 16,666.67                  | 12,715.87                      | 50.86                  | (3,950.80)                              |
| Studio Fees                          | 4,500.00                 | 3,000.00                   | 1,003.17                       | 22.29                  | (1,996.83)                              |
| Lost/Damaged Mat.-Winnetka           | 4,500.00                 | 3,000.00                   | 91.58                          | 2.04                   | (2,908.42)                              |
| Library Programs - Winnetka          | <u>0.00</u>              | <u>0.00</u>                | <u>151.24</u>                  | <u>0.00</u>            | <u>151.24</u>                           |
| <b>Total Collections</b>             | <u>155,696.00</u>        | <u>103,797.33</u>          | <u>86,451.87</u>               | <u>55.53 %</u>         | <u>(17,345.46)</u>                      |
| <b>Materials</b>                     |                          |                            |                                |                        |   |
| Copy/Printing - Winnetka             | 10,000.00                | 6,666.67                   | 4,834.98                       | 48.35 %                | (1,831.69)                              |
| Book Sales - Winnetka                | <u>2,000.00</u>          | <u>1,333.33</u>            | <u>2,103.98</u>                | <u>105.20</u>          | <u>770.65</u>                           |
| <b>Total Materials</b>               | <u>12,000.00</u>         | <u>8,000.00</u>            | <u>6,938.96</u>                | <u>57.82 %</u>         | <u>(1,061.04)</u>                       |
| <b>Other Income</b>                  |                          |                            |                                |                        |   |
| Checking Interest Income             | 45,000.00                | 30,000.00                  | 1,258.45                       | 2.80 %                 | (28,741.55)                             |
| Byline Bank IMA Interest             | 0.00                     | 0.00                       | 75,932.17                      | 0.00                   | 75,932.17                               |
| Change on Investment Value           | 0.00                     | 0.00                       | (246.22)                       | 0.00                   | (246.22)                                |
| Money Market-Interest                | 0.00                     | 0.00                       | 519.47                         | 0.00                   | 519.47                                  |
| Misc. Revenue - Winnetka             | 0.00                     | 0.00                       | 366.68                         | 0.00                   | 366.68                                  |
| Contributions                        | 25,000.00                | 16,666.67                  | 0.00                           | 0.00                   | (16,666.67)                             |
| Gift Fund (under \$100)              | <u>0.00</u>              | <u>0.00</u>                | <u>165.71</u>                  | <u>0.00</u>            | <u>165.71</u>                           |
| <b>Total Other Income</b>            | <u>70,000.00</u>         | <u>46,666.67</u>           | <u>77,996.26</u>               | <u>111.42 %</u>        | <u>31,329.59</u>                        |
| <b>Total Revenue</b>                 | <u>4,093,135.00</u>      | <u>2,728,756.67</u>        | <u>2,689,920.74</u>            | <u>65.72 %</u>         | <u>(38,835.93)</u>                      |



# Winnetka-Northfield Public Library District

## Statement of Revenues and Expenditures - Modified Cash Basis

For the 8 Months Ended February 29, 2020

Ideal Budget Percentage Spent: 66.67%

|                                   | <u>Annual<br/>Budget</u> | <u>Prorated<br/>Budget</u> | <u>Year to Date<br/>Actual</u> | <u>% of<br/>Budget</u> | <u>Variance vs.<br/>Prorated Budget</u> |
|-----------------------------------|--------------------------|----------------------------|--------------------------------|------------------------|---|
| <b>GENERAL FUND</b>               |                          |                            |                                |                        |   |
| <b>Expenses</b>                   |                          |                            |                                |                        |   |
| <b>Personnel</b>                  |                          |                            |                                |                        |   |
| Personnel                         | 0.00                     | 0.00                       | 450.00                         | 0.00 %                 | 450.00                                  |
| Salaries                          | 1,610,000.00             | 1,073,333.33               | 1,021,837.34                   | 63.47                  | (51,495.99)                             |
| Health Insurance                  | 155,000.00               | 103,333.33                 | 60,117.38                      | 38.79                  | (43,215.95)                             |
| Flu Vaccination                   | 500.00                   | 333.33                     | 80.41                          | 16.08                  | (252.92)                                |
| Employee Asst. Program            | 1,500.00                 | 1,000.00                   | 320.00                         | 21.33                  | (680.00)                                |
| Conferences                       | 20,000.00                | 13,333.33                  | 6,152.55                       | 30.76                  | (7,180.78)                              |
| Flexible Spending Account         | <u>3,000.00</u>          | <u>2,000.00</u>            | <u>348.00</u>                  | <u>11.60</u>           | <u>(1,652.00)</u>                       |
| <b>Total Personnel</b>            | <u>1,790,000.00</u>      | <u>1,193,333.33</u>        | <u>1,089,305.68</u>            | <u>60.86 %</u>         | <u>(104,027.65)</u>                     |
| <b>Administration</b>             |                          |                            |                                |                        |   |
| Audit Fees                        | 11,050.00                | 7,366.67                   | 9,850.00                       | 89.14 %                | 2,483.33                                |
| Library Supplies                  | 35,000.00                | 23,333.33                  | 27,514.44                      | 78.61                  | 4,181.11                                |
| Office Supplies                   | 8,000.00                 | 5,333.33                   | 4,098.89                       | 51.24                  | (1,234.44)                              |
| Breakroom Supplies                | 1,500.00                 | 1,000.00                   | 2,077.52                       | 138.50                 | 1,077.52                                |
| Postage                           | 4,500.00                 | 3,000.00                   | 1,920.81                       | 42.68                  | (1,079.19)                              |
| Hospitality                       | 6,000.00                 | 4,000.00                   | 151.06                         | 2.52                   | (3,848.94)                              |
| Accounting and Bookkeeping        | 20,004.00                | 13,336.00                  | 11,669.00                      | 58.33                  | (1,667.00)                              |
| Legal Notices                     | 1,000.00                 | 666.67                     | 756.54                         | 75.65                  | 89.87                                   |
| Delivery Service                  | 8,000.00                 | 5,333.33                   | 4,896.00                       | 61.20                  | (437.33)                                |
| Payroll Services                  | 9,000.00                 | 6,000.00                   | 6,308.90                       | 70.10                  | 308.90                                  |
| Liability Insurance Costs         | 30,000.00                | 20,000.00                  | 15,137.00                      | 50.46                  | (4,863.00)                              |
| Workers Compensation Insurance    | 0.00                     | 0.00                       | 3,302.00                       | 0.00                   | 3,302.00                                |
| ILL Fees                          | 150.00                   | 100.00                     | (21.95)                        | (14.63)                | (121.95)                                |
| Board Expenses                    | 1,000.00                 | 666.67                     | 0.00                           | 0.00                   | (666.67)                                |
| Memberships                       | 6,000.00                 | 4,000.00                   | 1,468.00                       | 24.47                  | (2,532.00)                              |
| Staff Recognition/Events/Meetings | 5,000.00                 | 3,333.33                   | 5,063.54                       | 101.27                 | 1,730.21                                |
| Director's Expenses               | 500.00                   | 333.33                     | 0.00                           | 0.00                   | (333.33)                                |
| Legal                             | 12,000.00                | 8,000.00                   | 16,483.15                      | 137.36                 | 8,483.15                                |
| Architects                        | 0.00                     | 0.00                       | 6,157.90                       | 0.00                   | 6,157.90                                |
| Building Appraisal                | 500.00                   | 333.33                     | 0.00                           | 0.00                   | (333.33)                                |
| Other Consultations               | 15,000.00                | 10,000.00                  | 23,582.76                      | 157.22                 | 13,582.76                               |
| Investment Fees                   | 0.00                     | 0.00                       | 5,005.59                       | 0.00                   | 5,005.59                                |
| HR Consultant                     | 40,000.00                | 26,666.67                  | 28,852.50                      | 72.13                  | 2,185.83                                |
| Miscellaneous                     | <u>0.00</u>              | <u>0.00</u>                | <u>419.94</u>                  | <u>0.00</u>            | <u>419.94</u>                           |
| <b>Total Administration</b>       | <u>214,204.00</u>        | <u>142,802.67</u>          | <u>174,693.59</u>              | <u>81.55 %</u>         | <u>31,890.92</u>                        |
| <b>Utilities</b>                  |                          |                            |                                |                        |   |
| Electricity - Winnetka            | 49,000.00                | 32,666.67                  | 29,587.45                      | 60.38 %                | (3,079.22)                              |
| Water - Winnetka                  | 5,700.00                 | 3,800.00                   | 2,086.54                       | 36.61                  | (1,713.46)                              |
| Storm Sewer - Winnetka            | 1,900.00                 | 1,266.67                   | 1,065.28                       | 56.07                  | (201.39)                                |
| Natural Gas - Winnetka            | 14,000.00                | 9,333.33                   | 4,743.64                       | 33.88                  | (4,589.69)                              |
| Telephone - Winnetka              | 10,000.00                | 6,666.67                   | 6,483.99                       | 64.84                  | (182.68)                                |
| Internet Services                 | <u>17,100.00</u>         | <u>11,400.00</u>           | <u>7,205.75</u>                | <u>42.14</u>           | <u>(4,194.25)</u>                       |
| <b>Total Utilities</b>            | <u>97,700.00</u>         | <u>65,133.33</u>           | <u>51,172.65</u>               | <u>52.38 %</u>         | <u>(13,960.68)</u>                      |
| <b>Information Technology</b>     |                          |                            |                                |                        |   |
| CCS Operating                     | 83,250.00                | 55,500.00                  | 55,727.16                      | 66.94 %                | 227.16                                  |
| Software                          | 35,000.00                | 23,333.33                  | 19,391.15                      | 55.40                  | (3,942.18)                              |
| LAN Management                    | 50,000.00                | 33,333.33                  | 32,696.80                      | 65.39                  | (636.53)                                |
| Hardware                          | 0.00                     | 0.00                       | 252.98                         | 0.00                   | 252.98                                  |

# Winnetka-Northfield Public Library District

## Statement of Revenues and Expenditures - Modified Cash Basis

For the 8 Months Ended February 29, 2020

Ideal Budget Percentage Spent: 66.67%

|  | <u>Annual<br/>Budget</u> | <u>Prorated<br/>Budget</u> | <u>Year to Date<br/>Actual</u> | <u>% of<br/>Budget</u> | <u>Variance vs.<br/>Prorated Budget</u> |
|--|--------------------------|----------------------------|--------------------------------|------------------------|---|
| <b>GENERAL FUND</b>                    |                          |                            |                                |                        |   |
| Technology/Website                     | 3,000.00                 | 2,000.00                   | 1,040.90                       | 34.70                  | (959.10)                                |
| <b>Total Information Technology</b>    | <u>171,250.00</u>        | <u>114,166.67</u>          | <u>109,108.99</u>              | <u>63.71 %</u>         | <u>(5,057.68)</u>                       |
| <b>Public Relations</b>                |                          |                            |                                |                        |   |
| PR E-Marketing                         | 1,500.00                 | 1,000.00                   | 681.69                         | 45.45 %                | (318.31)                                |
| PR Promotional                         | 7,000.00                 | 4,666.67                   | 909.13                         | 12.99                  | (3,757.54)                              |
| PR Source                              | 25,000.00                | 16,666.67                  | 12,192.10                      | 48.77                  | (4,474.57)                              |
| PR Supplies                            | 8,000.00                 | 5,333.33                   | 8,313.88                       | 103.92                 | 2,980.55                                |
| PR Advertising                         | <u>3,500.00</u>          | <u>2,333.33</u>            | <u>1,537.00</u>                | <u>43.91</u>           | <u>(796.33)</u>                         |
| <b>Total Public Relations</b>          | <u>45,000.00</u>         | <u>30,000.00</u>           | <u>23,633.80</u>               | <u>52.52 %</u>         | <u>(6,366.20)</u>                       |
| <b>Library Materials - Adult</b>       |                          |                            |                                |                        |   |
| Books-Fiction-Adult-Winnetka           | 79,000.00                | 52,666.67                  | 51,757.19                      | 65.52 %                | (909.48)                                |
| Books-Non-Fiction-Adult-Winnetka       | 77,000.00                | 51,333.33                  | 50,333.83                      | 65.37                  | (999.50)                                |
| Periodicals-Winnetka                   | 28,000.00                | 18,666.67                  | 13,674.94                      | 48.84                  | (4,991.73)                              |
| DVDs-Adult-Winnetka                    | 53,000.00                | 35,333.33                  | 34,520.42                      | 65.13                  | (812.91)                                |
| Audio Books-Adult-Winnetka             | 34,000.00                | 22,666.67                  | 20,817.27                      | 61.23                  | (1,849.40)                              |
| Books-Digital-Winnetka                 | 185,000.00               | 123,333.33                 | 142,781.17                     | 77.18                  | 19,447.84                               |
| Online Database                        | <u>105,000.00</u>        | <u>70,000.00</u>           | <u>79,430.66</u>               | <u>75.65</u>           | <u>9,430.66</u>                         |
| <b>Total Library Materials - Adult</b> | <u>561,000.00</u>        | <u>374,000.00</u>          | <u>393,315.48</u>              | <u>70.11 %</u>         | <u>19,315.48</u>                        |
| <b>Library Materials - Youth</b>       |                          |                            |                                |                        |   |
| Books-Fiction-Juv-Winnetka             | 18,000.00                | 12,000.00                  | 10,071.58                      | 55.95 %                | (1,928.42)                              |
| Books-Non-Fiction, Easy, & JH-Winnetka | 17,000.00                | 11,333.33                  | 1,828.58                       | 10.76                  | (9,504.75)                              |
| DVDs-Juv-Winnetka                      | 12,500.00                | 8,333.33                   | 9,729.67                       | 77.84                  | 1,396.34                                |
| Audio Books-Juv-Winnetka               | 12,000.00                | 8,000.00                   | 8,881.84                       | 74.02                  | 881.84                                  |
| Music-Juv-Winnetka                     | 900.00                   | 600.00                     | 368.10                         | 40.90                  | (231.90)                                |
| Books-Easy-Winnetka                    | 18,500.00                | 12,333.33                  | 11,136.63                      | 60.20                  | (1,196.70)                              |
| Books-Jr. High-Winnetka                | 11,000.00                | 7,333.33                   | 5,105.64                       | 46.41                  | (2,227.69)                              |
| Books-Non-Fiction-Winnetka             | <u>0.00</u>              | <u>0.00</u>                | <u>6,118.57</u>                | <u>0.00</u>            | <u>6,118.57</u>                         |
| <b>Total Library Materials - Youth</b> | <u>89,900.00</u>         | <u>59,933.33</u>           | <u>53,240.61</u>               | <u>59.22 %</u>         | <u>(6,692.72)</u>                       |
| <b>Programs</b>                        |                          |                            |                                |                        |   |
| Summer Reading                         | 11,100.00                | 7,400.00                   | 7,054.86                       | 63.56 %                | (345.14)                                |
| Program Supplies-Winnetka              | 0.00                     | 0.00                       | 711.06                         | 0.00                   | 711.06                                  |
| Program Performers Fees-Winnetka       | 0.00                     | 0.00                       | 965.00                         | 0.00                   | 965.00                                  |
| Program Supplies-Winnetka              | 0.00                     | 0.00                       | (300.00)                       | 0.00                   | (300.00)                                |
| Program Performers Fee-Winnetka        | 0.00                     | 0.00                       | (275.00)                       | 0.00                   | (275.00)                                |
| Studio General Supplies                | 7,500.00                 | 5,000.00                   | 5,005.51                       | 66.74                  | 5.51                                    |
| OBTV                                   | 17,000.00                | 11,333.33                  | 12,516.19                      | 73.62                  | 1,182.86                                |
| Programming - Youth                    | 16,500.00                | 11,000.00                  | 6,817.10                       | 41.32                  | (4,182.90)                              |
| Programming - Adult                    | 22,000.00                | 14,666.67                  | 14,089.42                      | 64.04                  | (577.25)                                |
| Studio Maintenance/Repair              | <u>5,000.00</u>          | <u>3,333.33</u>            | <u>1,803.26</u>                | <u>36.07</u>           | <u>(1,530.07)</u>                       |
| <b>Total Programs</b>                  | <u>79,100.00</u>         | <u>52,733.33</u>           | <u>48,387.40</u>               | <u>61.17 %</u>         | <u>(4,345.93)</u>                       |
| <b>Capital</b>                         |                          |                            |                                |                        |   |
| Building                               | 155,000.00               | 103,333.33                 | 0.00                           | 0.00 %                 | (103,333.33)                            |
| Equipment/Furniture                    | 500,000.00               | 333,333.33                 | 11,075.52                      | 2.22                   | (322,257.81)                            |
| Computer Equipment                     | <u>95,000.00</u>         | <u>63,333.33</u>           | <u>50,825.34</u>               | <u>53.50</u>           | <u>(12,507.99)</u>                      |
| <b>Total Capital</b>                   | <u>750,000.00</u>        | <u>500,000.00</u>          | <u>61,900.86</u>               | <u>8.25 %</u>          | <u>(438,099.14)</u>                     |
| <b>Total Expenses</b>                  | <u>3,798,154.00</u>      | <u>2,532,102.67</u>        | <u>2,007,224.16</u>            | <u>52.85 %</u>         | <u>(524,878.51)</u>                     |
| <b>Excess Revenues less Expenses</b>   | <u>294,981.00</u>        | <u>196,654.00</u>          | <u>682,696.58</u>              | <u>231.44 %</u>        | <u>10 486,042.58</u>                    |

**Winnetka-Northfield Public Library District**  
**Statement of Revenues and Expenditures - Modified Cash Basis**  
**For the 8 Months Ended February 29, 2020**

Ideal Budget Percentage Spent: 66.67%

|  | <u>Annual<br/>Budget</u>   | <u>Prorated<br/>Budget</u> | <u>Year to Date<br/>Actual</u> | <u>% of<br/>Budget</u> | <u>Variance vs.<br/>Prorated Budget</u> |
|--|----------------------------|----------------------------|--------------------------------|------------------------|---|
| <b>BUILDING FUND</b>                     |                            |                            |                                |                        |   |
| <b>Revenues</b>                          |                            |                            |                                |                        |   |
| Property Taxes Collections-Building      | 147,000.00                 | 98,000.00                  | 94,268.07                      | 64.13 %                | (3,731.93)                              |
| <b>Total Revenue</b>                     | <u>147,000.00</u>          | <u>98,000.00</u>           | <u>94,268.07</u>               | <u>64.13 %</u>         | <u>(3,731.93)</u>                       |
| <b>Expenses</b>                          |                            |                            |                                |                        |   |
| Northfield Lease                         | 66,196.00                  | 44,130.67                  | 42,721.68                      | 64.54 %                | (1,408.99)                              |
| Janitorial Supplies                      | 8,500.00                   | 5,666.67                   | 7,340.72                       | 86.36                  | 1,674.05                                |
| Snow Removal                             | 8,000.00                   | 5,333.33                   | 2,678.73                       | 33.48                  | (2,654.60)                              |
| Photocopier Leases                       | 40,000.00                  | 26,666.67                  | 23,380.32                      | 58.45                  | (3,286.35)                              |
| Phone Lease                              | 9,600.00                   | 6,400.00                   | 6,399.84                       | 66.67                  | (0.16)                                  |
| Building Maintenance Service             | 110,000.00                 | 73,333.33                  | 88,387.25                      | 80.35                  | 15,053.92                               |
| Elevators                                | 8,000.00                   | 5,333.33                   | 4,299.21                       | 53.74                  | (1,034.12)                              |
| Landscaping                              | 5,000.00                   | 3,333.33                   | 3,226.60                       | 64.53                  | (106.73)                                |
| HVAC                                     | 10,000.00                  | 6,666.67                   | 9,421.69                       | 94.22                  | 2,755.02                                |
| Automatic Doors                          | 3,500.00                   | 2,333.33                   | 2,829.82                       | 80.85                  | 496.49                                  |
| Roof                                     | 600.00                     | 400.00                     | 333.00                         | 55.50                  | (67.00)                                 |
| Alarms                                   | 2,750.00                   | 1,833.33                   | 3,838.55                       | 139.58                 | 2,005.22                                |
| Equipment                                | 4,000.00                   | 2,666.67                   | 2,068.91                       | 51.72                  | (597.76)                                |
| Misc Services                            | 10,000.00                  | 6,666.67                   | 16,911.57                      | 169.12                 | 10,244.90                               |
| <b>Total Expenses</b>                    | <u>286,146.00</u>          | <u>190,764.00</u>          | <u>213,837.89</u>              | <u>74.73 %</u>         | <u>23,073.89</u>                        |
| <br><b>Excess Revenues less Expenses</b> | <br><u>\$ (139,146.00)</u> | <br><u>\$ (92,764.00)</u>  | <br><u>\$ (119,569.82)</u>     | <br><u>85.93 %</u>     | <br><u>(26,805.82)</u>                  |

# Winnetka-Northfield Public Library District

## Check Register

All Bank Accounts

February 1, 2020 - February 29, 2020

| Payee/Account #      | Account Description               | Description                   | Amount   | Check Number | Check Date | Check Amount    |
|----------------------|-----------------------------------|-------------------------------|----------|--------------|------------|-----------------|
| <b>Vendor Checks</b> |                                   |                               |          |              |            |                 |
| First Bankcard       |                                   |                               |          | 1003         | 02/21/20   | <u>7,221.26</u> |
| 10-0-5120            | Library Supplies                  | First Bankcard - Compton-Dzak | 43.98    |              |            |                 |
| 10-0-5120            | Library Supplies                  | First Bankcard - Wolf         | 35.00    |              |            |                 |
| 10-0-5120            | Library Supplies                  | First Bankcard - Wolf         | -41.21   |              |            |                 |
| 10-0-5124            | Hospitality                       | First Bankcard - Wolf         | 23.09    |              |            |                 |
| 10-0-5134            | Software                          | First Bankcard - Compton-Dzak | 20.00    |              |            |                 |
| 10-0-5134            | Software                          | First Bankcard - Wolf         | 1,008.00 |              |            |                 |
| 10-0-5134            | Software                          | First Bankcard - Wolf         | 70.00    |              |            |                 |
| 10-0-5134            | Software                          | First Bankcard - Swenson      | 243.92   |              |            |                 |
| 10-0-5177            | Technology/Website                | First Bankcard - Swenson      | 25.00    |              |            |                 |
| 10-0-5177            | Technology/Website                | First Bankcard - Swenson      | 15.92    |              |            |                 |
| 10-0-5308            | Summer Reading                    | First Bankcard - Swenson      | 4.00     |              |            |                 |
| 10-0-5721            | PR Promotional                    | First Bankcard - Quish        | 28.96    |              |            |                 |
| 10-0-5721            | PR Promotional                    | First Bankcard - Quish        | 625.19   |              |            |                 |
| 10-1-5341            | Books-Non-Fiction-Adult-Winnetka  | First Bankcard - Compton-Dzak | 22.95    |              |            |                 |
| 10-1-5343            | DVDs-Adult-Winnetka               | First Bankcard - Compton-Dzak | 19.67    |              |            |                 |
| 10-1-5343            | DVDs-Adult-Winnetka               | First Bankcard - Compton-Dzak | 6.89     |              |            |                 |
| 10-0-5723            | PR Supplies                       | First Bankcard - Quish        | 295.04   |              |            |                 |
| 10-0-5723            | PR Supplies                       | First Bankcard - Quish        | 591.35   |              |            |                 |
| 10-0-5732            | Staff Recognition/Events/Meetings | First Bankcard - Compton-Dzak | 29.91    |              |            |                 |
| 10-0-5732            | Staff Recognition/Events/Meetings | First Bankcard - Compton-Dzak | 16.99    |              |            |                 |
| 10-0-5885            | Computer Equipment                | First Bankcard - Compton-Dzak | 79.80    |              |            |                 |
| 10-0-5885            | Computer Equipment                | First Bankcard - Swenson      | 2,400.00 |              |            |                 |
| 10-0-5907            | Programming - Youth               | First Bankcard - Garrity      | 53.96    |              |            |                 |
| 10-0-5907            | Programming - Youth               | First Bankcard - Garrity      | 10.29    |              |            |                 |
| 10-0-5907            | Programming - Youth               | First Bankcard - Garrity      | 62.15    |              |            |                 |
| 10-0-5907            | Programming - Youth               | First Bankcard - Garrity      | 9.90     |              |            |                 |
| 10-0-5907            | Programming - Youth               | First Bankcard - Garrity      | 17.99    |              |            |                 |
| 10-0-5907            | Programming - Youth               | First Bankcard - Garrity      | 27.89    |              |            |                 |
| 10-0-5907            | Programming - Youth               | First Bankcard - Garrity      | 41.96    |              |            |                 |
| 10-0-5907            | Programming - Youth               | First Bankcard - Garrity      | 31.98    |              |            |                 |
| 10-0-5907            | Programming - Youth               | First Bankcard - Garrity      | 36.90    |              |            |                 |
| 10-0-5907            | Programming - Youth               | First Bankcard - Garrity      | 5.97     |              |            |                 |
| 10-0-5907            | Programming - Youth               | First Bankcard - Garrity      | 23.99    |              |            |                 |
| 10-0-5907            | Programming - Youth               | First Bankcard - Garrity      | 234.92   |              |            |                 |
| 10-0-5907            | Programming - Youth               | First Bankcard - Garrity      | 18.31    |              |            |                 |
| 10-0-5907            | Programming - Youth               | First Bankcard - Garrity      | 35.07    |              |            |                 |
| 10-0-5907            | Programming - Youth               | First Bankcard - Garrity      | 91.65    |              |            |                 |
| 10-0-5907            | Programming - Youth               | First Bankcard - Garrity      | 47.92    |              |            |                 |
| 10-0-5907            | Programming - Youth               | First Bankcard - Garrity      | 38.97    |              |            |                 |
| 10-0-5910            | Studio Maintenance/Repair         | First Bankcard - Compton-Dzak | 42.26    |              |            |                 |
| 10-0-5910            | Studio Maintenance/Repair         | First Bankcard - Swenson      | 535.00   |              |            |                 |
| 10-1-5440            | Books-Fiction-Juv-Winnetka        | First Bankcard - Compton-Dzak | 9.89     |              |            |                 |
| 10-1-5440            | Books-Fiction-Juv-Winnetka        | First Bankcard - Compton-Dzak | 13.19    |              |            |                 |
| 10-1-5522            | Studio General Supplies           | First Bankcard - Compton-Dzak | 52.86    |              |            |                 |
| 10-1-5522            | Studio General Supplies           | First Bankcard - Compton-Dzak | 132.84   |              |            |                 |
| 10-1-5522            | Studio General Supplies           | First Bankcard - Compton-Dzak | 21.99    |              |            |                 |
| 10-1-5522            | Studio General Supplies           | First Bankcard - Compton-Dzak | 23.98    |              |            |                 |
| 10-1-5522            | Studio General Supplies           | First Bankcard - Compton-Dzak | 13.99    |              |            |                 |

# Winnetka-Northfield Public Library District

## Check Register

All Bank Accounts

February 1, 2020 - February 29, 2020

| Payee/Account #                                   | Account Description          | Description   | Amount   | Check Number | Check Date | Check Amount    |
|---|------------------------------|---|----------|--------------|------------|-----------------|
| 10-1-5522   | Studio General Supplies      | First Bankcard - Compton-Dzak   | 20.99    |              |            |                 |
| Aqua Chill of Chicago LLC                         |                              |   |          | 2861         | 02/06/20   | <u>74.00</u>    |
| 10-0-5122   | Breakroom Supplies           | Inv # 2258990   | 74.00    |              |            |                 |
| Cash  |                              |   |          | 2862         | 02/06/20   | <u>100.00</u>   |
| 10-0-5898   | Miscellaneous                | Cash - Backup Cash Bag  | 100.00   |              |            |                 |
| Gary Wenstrup                                     |                              |   |          | 2863         | 02/06/20   | <u>200.00</u>   |
| 10-0-5908   | Programming - Adult          | Gary Wenstrup - Motown: Music that moved the world                        | 200.00   |              |            |                 |
| GREAT AMERICA FINANCIAL SERVICES                  |                              |   |          | 2864         | 02/06/20   | <u>799.98</u>   |
| 70-0-5747   | Phone Lease                  | Inv # 26440436  | 799.98   |              |            |                 |
| LACONI  |                              |   |          | 2865         | 02/06/20   | <u>100.00</u>   |
| 10-0-5114   | Conferences                  | Annual Library Membership   | 100.00   |              |            |                 |
| Peregrine, Stime, Newman, Ritzman & Bruckner, LTD |                              |   |          | 2866         | 02/06/20   | <u>2,812.50</u> |
| 10-0-5736   | Legal                        | Inv # 60229   | 2,812.50 |              |            |                 |
| Quench USA, Inc.                                  |                              |   |          | 2867         | 02/06/20   | <u>318.00</u>   |
| 10-0-5122   | Breakroom Supplies           | INV02269533   | 318.00   |              |            |                 |
| Ryan DAvid Harrison                               |                              |   |          | 2868         | 02/06/20   | <u>10.00</u>    |
| 10-0-4150   | Lost/Damaged Materials       | Get in the ringl  | 10.00    |              |            |                 |
| Susan Elizabeth Girardi                           |                              |   |          | 2869         | 02/06/20   | <u>108.00</u>   |
| 10-0-5908   | Programming - Adult          | Susan Elizabeth Girardi - Metal Clay Jewelry class: Fine Silver Band Ring | 108.00   |              |            |                 |
| Technology Management Rev Fund                    |                              |   |          | 2870         | 02/06/20   | <u>450.00</u>   |
| 10-0-5176   | Internet Services            | Inv # T2014547  | 450.00   |              |            |                 |
| Thompson Elevator Inspection Service, Inc         |                              |   |          | 2871         | 02/06/20   | <u>100.00</u>   |
| 70-0-5749   | Elevators                    | Inv # 20-0373   | 100.00   |              |            |                 |
| U.S. Postal Service                               |                              |   |          | 2872         | 02/06/20   | <u>743.89</u>   |
| 10-0-5722   | PR Source                    | Permit #85  | 743.89   |              |            |                 |
| Quench USA, Inc.                                  |                              |   |          | 2873         | 02/07/20   | <u>114.00</u>   |
| 10-0-5122   | Breakroom Supplies           | Inv # INV02119000   | 114.00   |              |            |                 |
| Big Dipper Projects, INC                          |                              |   |          | 2874         | 02/12/20   | <u>300.00</u>   |
| 10-0-5907   | Programming - Youth          | Big Dipper Projects, INC - Story time with the Lucky                      | 300.00   |              |            |                 |
| BLACKSTONE AUDIO, INC.                            |                              |   |          | 2875         | 02/20/20   | <u>27.94</u>    |
| 10-2-5344   | Audio Books-Adult-Northfield | BLACKSTONE AUDIO, INC. - Inv # 1162092                                    | 27.94    |              |            |                 |
| Esscoe L.L.C.                                     |                              |   |          | 2876         | 02/20/20   | <u>38.75</u>    |
| 70-0-5758   | Alarms                       | Inv # 39991   | 38.75    |              |            |                 |
| Illinois Department of Employment Security        |                              |   |          | 2877         | 02/20/20   | <u>1,398.00</u> |
| 10-0-5104   | Unemployment                 | Acct # 800390   | 1,398.00 |              |            |                 |

# Winnetka-Northfield Public Library District

## Check Register

All Bank Accounts

February 1, 2020 - February 29, 2020

| Payee/Account #                                   | Account Description        | Description   | Amount   | Check Number | Check Date | Check Amount    |
|---|----------------------------|---|----------|--------------|------------|-----------------|
| Ivan Figueredo<br>10-0-5907                       | Programming - Youth        | Ivan Figueredo - Learn & Play Chess                               | 210.00   | 2878         | 02/20/20   | <u>210.00</u>   |
| Nostalgia Entertainment<br>10-0-5908              | Programming - Adult        | Nostalgia Entertainment - Steppin Out! American Songbook Hits     | 350.00   | 2879         | 02/20/20   | <u>350.00</u>   |
| Robbins Schwartz<br>10-0-5736                     | Legal                      | Robbins Schwartz - Client # 008761                                | 1,510.00 | 2880         | 02/20/20   | <u>1,510.00</u> |
| St. Charles Public Library<br>10-0-4150           | Lost/Damaged Materials     | St. Charles Public Library - Destinos: an introduction to spanish | 266.00   | 2881         | 02/20/20   | <u>266.00</u>   |
| Tee Jay Service Company, Inc<br>70-0-5755         | Automatic Doors            | Inv # 168722  | 780.00   | 2882         | 02/20/20   | <u>780.00</u>   |
| Terrence Lynch<br>10-0-5908                       | Programming - Adult        | Terrence Lynch - George Washington: Mt Vernon to Washington DC    | 300.00   | 2883         | 02/20/20   | <u>300.00</u>   |
| USA Today<br>10-1-5342                            | Periodicals-Winnetka       | Acct # UT4185408  | 335.51   | 2884         | 02/20/20   | <u>335.51</u>   |
| Wayne Endre Contracting, Inc.<br>70-0-5740        | Snow Removal               | Jan 2020 snow removal   | 1,425.00 | 2885         | 02/20/20   | <u>1,425.00</u> |
| OVERDRIVE INC.<br>10-1-5345                       | Books-Digital-Winnetka     | OVERDRIVE INC.  | 2,396.82 | 15614        | 02/07/20   | <u>2,396.82</u> |
| OVERDRIVE INC.<br>10-1-5345                       | Books-Digital-Winnetka     | OVERDRIVE INC.  | 4,761.34 | 15615        | 02/07/20   | <u>4,761.34</u> |
| Brandon Marshall<br>10-0-5123                     | Postage                    | Brandon Marshall - mailing 5+ pounds of IL books                  | 5.55     | 15616        | 02/10/20   | <u>5.55</u>     |
| NCPERS GROUP LIFE INS.<br>10-0-5111               | Health Insurance           | NCPERS GROUP LIFE INS.  | 16.00    | 15617        | 02/10/20   | <u>16.00</u>    |
| QUILL CORPORATION<br>10-0-5120                    | Library Supplies           | inv # 4383859   | 21.55    | 15618        | 02/10/20   | <u>21.55</u>    |
| QUILL CORPORATION<br>10-0-5121                    | Office Supplies            | inv # 4321657   | 35.19    | 15619        | 02/10/20   | <u>35.19</u>    |
| QUILL CORPORATION<br>10-0-5120                    | Library Supplies           | inv # 4509812   | 73.03    | 15620        | 02/10/20   | <u>73.03</u>    |
| LIBRARIES FIRST (Innovation Experts)<br>10-1-5346 | Online Database - Winnetka | inv # 7564  | 150.00   | 15621        | 02/10/20   | <u>150.00</u>   |
| DEMCO<br>10-0-5120                                | Library Supplies           | inv # 6756092   | 161.88   | 15622        | 02/10/20   | <u>161.88</u>   |
| Kanopy  |                            |   |          | 15623        | 02/10/20   | <u>250.00</u>   |

# Winnetka-Northfield Public Library District

## Check Register

All Bank Accounts

February 1, 2020 - February 29, 2020

| Payee/Account #               | Account Description          | Description         | Amount   | Check Number | Check Date | Check Amount    |
|-------------------------------|------------------------------|---------------------|----------|--------------|------------|-----------------|
| 10-1-5345                     | Books-Digital-Winnetka       | inv # 182674 - PPU  | 250.00   |              |            |                 |
| City Wide of Chicago          |                              |                     |          | 15624        | 02/10/20   | <u>253.73</u>   |
| 70-0-5740                     | Snow Removal                 | inv # 100004749     | 253.73   |              |            |                 |
| FIRST COMMUNICATIONS          |                              |                     |          | 15625        | 02/10/20   | <u>478.10</u>   |
| 10-1-5175                     | Telephone - Winnetka         | inv # 118965491     | 478.10   |              |            |                 |
| City Wide of Chicago          |                              |                     |          | 15626        | 02/10/20   | <u>698.51</u>   |
| 70-0-5748                     | Building Maintenance Service | inv # 100004732     | 698.51   |              |            |                 |
| HR Source                     |                              |                     |          | 15627        | 02/10/20   | <u>995.00</u>   |
| 10-0-5114                     | Conferences                  | inv # 10983         | 995.00   |              |            |                 |
| DELTA DENTAL PLAN OF ILLINOIS |                              |                     |          | 15628        | 02/10/20   | <u>1,143.56</u> |
| 10-0-5111                     | Health Insurance             | inv # 1310343       | 1,143.56 |              |            |                 |
| Lauterbach & Amen, LLP        |                              |                     |          | 15629        | 02/10/20   | <u>1,667.00</u> |
| 10-0-5131                     | Accounting and Bookkeeping   | Inv # 42804         | 1,667.00 |              |            |                 |
| SENSOURCE                     |                              |                     |          | 15630        | 02/12/20   | <u>2,664.95</u> |
| 10-0-5885                     | Computer Equipment           | inv # 43547         | 2,664.95 |              |            |                 |
| THYSSENKRUPP ELEVATOR CORP.   |                              |                     |          | 15631        | 02/12/20   | <u>1,888.60</u> |
| 70-0-5749                     | Elevators                    | inv # 3005059170    | 1,888.60 |              |            |                 |
| OVERDRIVE INC.                |                              |                     |          | 15632        | 02/12/20   | <u>4,371.39</u> |
| 10-1-5345                     | Books-Digital-Winnetka       | OVERDRIVE INC.      | 4,371.39 |              |            |                 |
| VILLAGE OF NORTHFIELD         |                              |                     |          | 15633        | 02/12/20   | <u>5,340.21</u> |
| 70-2-5159                     | Northfield Lease             | inv # 20200025      | 5,340.21 |              |            |                 |
| City Wide of Chicago          |                              |                     |          | 15634        | 02/12/20   | <u>9,000.00</u> |
| 70-0-5748                     | Building Maintenance Service | inv # 100004735     | 9,000.00 |              |            |                 |
| COMCAST                       |                              |                     |          | 15635        | 02/04/20   | <u>69.95</u>    |
| 10-0-5176                     | Internet Services            | COMCAST             | 69.95    |              |            |                 |
| CALL ONE                      |                              |                     |          | 15636        | 02/04/20   | <u>379.93</u>   |
| 10-0-5175                     | Telephone                    | CALL ONE            | 379.93   |              |            |                 |
| COMED                         |                              |                     |          | 15637        | 02/04/20   | <u>410.20</u>   |
| 10-2-5171                     | Electricity - Northfield     | COMED               | 410.20   |              |            |                 |
| VILLAGE OF WINNETKA           |                              |                     |          | 15638        | 02/21/20   | <u>2,746.66</u> |
| 10-1-5171                     | Electricity - Winnetka       | VILLAGE OF WINNETKA | 47.80    |              |            |                 |
| 10-1-5171                     | Electricity - Winnetka       | VILLAGE OF WINNETKA | 2,233.28 |              |            |                 |
| 10-1-5171                     | Electricity - Winnetka       | VILLAGE OF WINNETKA | 61.34    |              |            |                 |
| 10-1-5171                     | Electricity - Winnetka       | VILLAGE OF WINNETKA | 72.70    |              |            |                 |
| 10-1-5172                     | Water - Winnetka             | VILLAGE OF WINNETKA | 72.00    |              |            |                 |
| 10-1-5172                     | Water - Winnetka             | VILLAGE OF WINNETKA | 33.50    |              |            |                 |
| 10-1-5172                     | Water - Winnetka             | VILLAGE OF WINNETKA | 2.00     |              |            |                 |
| 10-1-5172                     | Water - Winnetka             | VILLAGE OF WINNETKA | 75.53    |              |            |                 |
| 10-1-5172                     | Water - Winnetka             | VILLAGE OF WINNETKA | 15.35    |              |            |                 |

# Winnetka-Northfield Public Library District

## Check Register

All Bank Accounts

February 1, 2020 - February 29, 2020

| Payee/Account # | Account Description                | Description         | Amount | Check Number | Check Date | Check Amount    |
|-----------------|------------------------------------|---------------------|--------|--------------|------------|-----------------|
| 10-1-5173       | Storm Sewer - Winnetka             | VILLAGE OF WINNETKA | 133.16 |              |            |                 |
| COMCAST         |                                    |                     |        | 15639        | 02/11/20   | <u>237.85</u>   |
| 10-0-5176       | Internet Services                  | COMCAST             | 237.85 |              |            |                 |
| NORTH SHORE GAS |                                    |                     |        | 15640        | 02/07/20   | <u>916.38</u>   |
| 10-1-5174       | Natural Gas - Winnetka             | NORTH SHORE GAS     | 916.38 |              |            |                 |
| NICOR           |                                    |                     |        | 15641        | 02/07/20   | <u>207.99</u>   |
| 10-2-5174       | Natural Gas - Northfield           | NICOR               | 207.99 |              |            |                 |
| Baker & Taylor  |                                    |                     |        | 15642        | 02/29/20   | <u>2,155.02</u> |
| 10-0-5120       | Library Supplies                   | 2035008048          | 32.79  |              |            |                 |
| 10-0-5120       | Library Supplies                   | 2035006188          | 23.53  |              |            |                 |
| 10-0-5120       | Library Supplies                   | 2035010308          | 19.90  |              |            |                 |
| 10-0-5120       | Library Supplies                   | 2035010335          | 22.59  |              |            |                 |
| 10-0-5120       | Library Supplies                   | 2035006027          | 25.05  |              |            |                 |
| 10-1-5340       | Books-Fiction-Adult-Winnetka       | 2035006188          | 313.69 |              |            |                 |
| 10-1-5340       | Books-Fiction-Adult-Winnetka       | 2035008048          | 338.45 |              |            |                 |
| 10-2-5340       | Books-Fiction-Adult-Northfield     | 2035006188          | 182.03 |              |            |                 |
| 10-2-5340       | Books-Fiction-Adult-Northfield     | 2035008048          | 210.35 |              |            |                 |
| 10-1-5341       | Books-Non-Fiction-Adult-Winnetka   | 2035010335          | 333.92 |              |            |                 |
| 10-2-5341       | Books-Non-Fiction-Adult-Northfield | 2035010335          | 163.20 |              |            |                 |
| 10-1-544J       | 2034931767                         | 2035010308          | 4.75   |              |            |                 |
| 10-1-5440       | Books-Fiction-Juv-Winnetka         | 2035006027          | 60.40  |              |            |                 |
| 10-1-5440       | Books-Fiction-Juv-Winnetka         | 2035010308          | 57.56  |              |            |                 |
| 10-2-5440       | Books-Fiction-Juv-Northfield       | 2035010308          | 62.31  |              |            |                 |
| 10-2-5440       | Books-Fiction-Juv-Northfield       | 2035006027          | 64.50  |              |            |                 |
| 10-1-5447       | Books-Easy-Winnetka                | 2035006027          | 41.41  |              |            |                 |
| 10-1-5447       | Books-Easy-Winnetka                | 2035010308          | 97.89  |              |            |                 |
| 10-2-5447       | Books-Easy-Northfield              | 2035010308          | 66.78  |              |            |                 |
| 10-2-5447       | Books-Easy-Northfield              | 2035006027          | 33.92  |              |            |                 |
| Baker & Taylor  |                                    |                     |        | 15643        | 02/29/20   | <u>3,870.20</u> |
| 10-0-5120       | Library Supplies                   | 2035012726          | 3.63   |              |            |                 |
| 10-0-5120       | Library Supplies                   | 2035012738          | 18.57  |              |            |                 |
| 10-0-5120       | Library Supplies                   | 2035010069          | 21.97  |              |            |                 |
| 10-0-5120       | Library Supplies                   | 2035012521          | 9.54   |              |            |                 |
| 10-0-5120       | Library Supplies                   | 2034998386          | 22.76  |              |            |                 |
| 10-0-5120       | Library Supplies                   | 2035012676          | 42.07  |              |            |                 |
| 10-0-5120       | Library Supplies                   | 2035021289          | 18.36  |              |            |                 |
| 10-0-5120       | Library Supplies                   | 2035020652          | 18.62  |              |            |                 |
| 10-0-5120       | Library Supplies                   | 2035016363          | 31.94  |              |            |                 |
| 10-0-5120       | Library Supplies                   | 2035014237          | 9.30   |              |            |                 |
| 10-1-5340       | Books-Fiction-Adult-Winnetka       | 2035012676          | 545.72 |              |            |                 |
| 10-1-5340       | Books-Fiction-Adult-Winnetka       | 2035016363          | 366.49 |              |            |                 |
| 10-1-5340       | Books-Fiction-Adult-Winnetka       | 2035012738          | 364.52 |              |            |                 |



# Winnetka-Northfield Public Library District

## Check Register

All Bank Accounts

February 1, 2020 - February 29, 2020

| Payee/Account # | Account Description                | Description | Amount | Check Number | Check Date | Check Amount    |
|-----------------|------------------------------------|-------------|--------|--------------|------------|-----------------|
| 10-1-5340       | Books-Fiction-Adult-Winnetka       | 2035021289  | 175.10 |              |            |                 |
| 10-2-5340       | Books-Fiction-Adult-Northfield     | 2035012726  | 75.60  |              |            |                 |
| 10-2-5340       | Books-Fiction-Adult-Northfield     | 2035021289  | 176.57 |              |            |                 |
| 10-2-5340       | Books-Fiction-Adult-Northfield     | 2035016363  | 262.05 |              |            |                 |
| 10-2-5340       | Books-Fiction-Adult-Northfield     | 2035012676  | 187.95 |              |            |                 |
| 10-1-5341       | Books-Non-Fiction-Adult-Winnetka   | 2034998386  | 454.33 |              |            |                 |
| 10-1-5341       | Books-Non-Fiction-Adult-Winnetka   | 2035014237  | 183.67 |              |            |                 |
| 10-2-5341       | Books-Non-Fiction-Adult-Northfield | 2035014237  | 16.38  |              |            |                 |
| 10-2-5341       | Books-Non-Fiction-Adult-Northfield | 2034998386  | 106.97 |              |            |                 |
| 10-2-544J       | 2034961595                         | 2035010069  | 10.73  |              |            |                 |
| 10-1-5440       | Books-Fiction-Juv-Winnetka         | 2035012521  | 27.10  |              |            |                 |
| 10-2-5440       | Books-Fiction-Juv-Northfield       | 2035012521  | 27.10  |              |            |                 |
| 10-1-5447       | Books-Easy-Winnetka                | 2035012521  | 84.24  |              |            |                 |
| 10-2-5447       | Books-Easy-Northfield              | 2035012521  | 40.47  |              |            |                 |
| 10-1-5448       | Books-Jr. High-Winnetka            | 2035010069  | 10.73  |              |            |                 |
| 10-1-5449       | Books-Non-Fiction-Winnetka         | 2035020652  | 127.96 |              |            |                 |
| 10-1-5449       | Books-Non-Fiction-Winnetka         | 2035010069  | 251.86 |              |            |                 |
| 10-2-5449       | Books-Non Fiction-Northfield       | 2035010069  | 120.89 |              |            |                 |
| 10-2-5449       | Books-Non Fiction-Northfield       | 2035020652  | 57.01  |              |            |                 |
| Baker & Taylor  |                                    |             |        | 15644        | 02/29/20   | <u>4,647.64</u> |
| 10-0-5120       | Library Supplies                   | 2035017314  | 17.46  |              |            |                 |
| 10-0-5120       | Library Supplies                   | 2034994452  | 10.25  |              |            |                 |
| 10-0-5120       | Library Supplies                   | 2034970668  | 0.72   |              |            |                 |
| 10-0-5120       | Library Supplies                   | 2034970667  | 1.02   |              |            |                 |
| 10-0-5120       | Library Supplies                   | 2034970670  | 1.00   |              |            |                 |
| 10-0-5120       | Library Supplies                   | 2034970669  | 2.44   |              |            |                 |
| 10-0-5120       | Library Supplies                   | 2035026233  | 29.26  |              |            |                 |
| 10-0-5120       | Library Supplies                   | 2035017494  | 1.72   |              |            |                 |
| 10-0-5120       | Library Supplies                   | 2034981516  | 9.36   |              |            |                 |
| 10-0-5120       | Library Supplies                   | 2035032910  | 2.17   |              |            |                 |
| 10-0-5120       | Library Supplies                   | 2035028805  | 20.60  |              |            |                 |
| 10-0-5120       | Library Supplies                   | 2035026153  | 25.22  |              |            |                 |
| 10-0-5120       | Library Supplies                   | 2035019003  | 12.03  |              |            |                 |
| 10-0-5120       | Library Supplies                   | 2035031919  | 2.74   |              |            |                 |
| 10-0-5120       | Library Supplies                   | 2035031920  | 4.53   |              |            |                 |
| 10-0-5120       | Library Supplies                   | 2035031921  | 1.02   |              |            |                 |
| 10-0-5120       | Library Supplies                   | 2035031922  | 2.03   |              |            |                 |
| 10-0-5120       | Library Supplies                   | 2035031194  | 27.47  |              |            |                 |
| 10-0-5120       | Library Supplies                   | 2035031248  | 44.26  |              |            |                 |
| 10-0-5120       | Library Supplies                   | 2035030213  | 15.90  |              |            |                 |
| 10-0-5120       | Library Supplies                   | 2035034839  | 5.93   |              |            |                 |
| 10-0-5120       | Library Supplies                   | 2034970666  | 1.02   |              |            |                 |
| 10-1-5340       | Books-Fiction-Adult-Winnetka       | 2035032910  | 14.69  |              |            |                 |

# Winnetka-Northfield Public Library District

## Check Register

All Bank Accounts

February 1, 2020 - February 29, 2020

| Payee/Account # | Account Description                | Description | Amount | Check Number | Check Date | Check Amount |
|-----------------|------------------------------------|-------------|--------|--------------|------------|--------------|
| 10-1-5340       | Books-Fiction-Adult-Winnetka       | 2035026233  | 421.16 |              |            |              |
| 10-1-5340       | Books-Fiction-Adult-Winnetka       | 2035031194  | 317.72 |              |            |              |
| 10-2-5340       | Books-Fiction-Adult-Northfield     | 2035031194  | 116.28 |              |            |              |
| 10-2-5340       | Books-Fiction-Adult-Northfield     | 2035026233  | 221.14 |              |            |              |
| 10-2-5340       | Books-Fiction-Adult-Northfield     | 2035032910  | 29.35  |              |            |              |
| 10-1-5341       | Books-Non-Fiction-Adult-Winnetka   | 2035026153  | 412.10 |              |            |              |
| 10-1-5341       | Books-Non-Fiction-Adult-Winnetka   | 2035031248  | 861.37 |              |            |              |
| 10-1-5341       | Books-Non-Fiction-Adult-Winnetka   | 2035034839  | 260.70 |              |            |              |
| 10-2-5341       | Books-Non-Fiction-Adult-Northfield | 2035034839  | 15.26  |              |            |              |
| 10-2-5341       | Books-Non-Fiction-Adult-Northfield | 2035031248  | 79.82  |              |            |              |
| 10-2-5341       | Books-Non-Fiction-Adult-Northfield | 2035026153  | 172.27 |              |            |              |
| 10-1-5440       | Books-Fiction-Juv-Winnetka         | 2034994452  | 67.92  |              |            |              |
| 10-1-5440       | Books-Fiction-Juv-Winnetka         | 2035019003  | 43.77  |              |            |              |
| 10-2-5440       | Books-Fiction-Juv-Northfield       | 2035028805  | 124.22 |              |            |              |
| 10-2-5440       | Books-Fiction-Juv-Northfield       | 2034981516  | 42.35  |              |            |              |
| 10-2-5440       | Books-Fiction-Juv-Northfield       | 2035019003  | 47.33  |              |            |              |
| 10-2-5440       | Books-Fiction-Juv-Northfield       | 2035017314  | 59.02  |              |            |              |
| 10-2-5440       | Books-Fiction-Juv-Northfield       | 2034994452  | 60.02  |              |            |              |
| 10-1-5447       | Books-Easy-Winnetka                | 2034994452  | 40.06  |              |            |              |
| 10-1-5447       | Books-Easy-Winnetka                | 2034970667  | 13.49  |              |            |              |
| 10-1-5447       | Books-Easy-Winnetka                | 2034970669  | 38.44  |              |            |              |
| 10-1-5447       | Books-Easy-Winnetka                | 2034970670  | 10.16  |              |            |              |
| 10-1-5447       | Books-Easy-Winnetka                | 2035017494  | 24.40  |              |            |              |
| 10-1-5447       | Books-Easy-Winnetka                | 2035019003  | 51.31  |              |            |              |
| 10-1-5447       | Books-Easy-Winnetka                | 2035031920  | 76.83  |              |            |              |
| 10-1-5447       | Books-Easy-Winnetka                | 2035031922  | 26.23  |              |            |              |
| 10-2-5447       | Books-Easy-Northfield              | 2035031921  | 13.49  |              |            |              |
| 10-2-5447       | Books-Easy-Northfield              | 2035031919  | 37.14  |              |            |              |
| 10-2-5447       | Books-Easy-Northfield              | 2035019003  | 2.97   |              |            |              |
| 10-2-5447       | Books-Easy-Northfield              | 2034970668  | 14.24  |              |            |              |
| 10-2-5447       | Books-Easy-Northfield              | 2034994452  | 28.30  |              |            |              |
| 10-2-5447       | Books-Easy-Northfield              | 2034970666  | 13.49  |              |            |              |
| 10-1-5448       | Books-Jr. High-Winnetka            | 2035030213  | 10.73  |              |            |              |
| 10-1-5448       | Books-Jr. High-Winnetka            | 2034994452  | 14.12  |              |            |              |
| 10-1-5448       | Books-Jr. High-Winnetka            | 2035017314  | 103.09 |              |            |              |
| 10-1-5448       | Books-Jr. High-Winnetka            | 2035019003  | 15.25  |              |            |              |
| 10-1-5448       | Books-Jr. High-Winnetka            | 2034981516  | 60.98  |              |            |              |
| 10-1-5448       | Books-Jr. High-Winnetka            | 2035028805  | 155.84 |              |            |              |
| 10-2-5448       | Books-Jr. High-Northfield          | 2035017314  | 39.28  |              |            |              |
| 10-2-5448       | Books-Jr. High-Northfield          | 2035019003  | 15.25  |              |            |              |
| 10-2-5448       | Books-Jr. High-Northfield          | 2034981516  | 8.47   |              |            |              |
| 10-2-5448       | Books-Jr. High-Northfield          | 2035030213  | 10.73  |              |            |              |
| 10-2-5448       | Books-Jr. High-Northfield          | 2035028805  | 10.73  |              |            |              |

# Winnetka-Northfield Public Library District

## Check Register

All Bank Accounts

February 1, 2020 - February 29, 2020

| Payee/Account # | Account Description                | Description | Amount   | Check Number | Check Date | Check Amount    |
|-----------------|------------------------------------|-------------|----------|--------------|------------|-----------------|
| 10-1-5449       | Books-Non-Fiction-Winnetka         | 2035030213  | 150.76   |              |            |                 |
| 10-2-5449       | Books-Non Fiction-Northfield       | 2035030213  | 57.22    |              |            |                 |
| Baker & Taylor  |                                    |             |          | 15645        | 02/29/20   | <u>4,115.30</u> |
| 10-0-5120       | Library Supplies                   | 2035001719  | 2.52     |              |            |                 |
| 10-0-5120       | Library Supplies                   | 2035039463  | 20.88    |              |            |                 |
| 10-0-5120       | Library Supplies                   | 2034987779  | 0.71     |              |            |                 |
| 10-0-5120       | Library Supplies                   | 2035039627  | 13.27    |              |            |                 |
| 10-0-5120       | Library Supplies                   | 2034993596  | 2.02     |              |            |                 |
| 10-0-5120       | Library Supplies                   | 2034987780  | 5.33     |              |            |                 |
| 10-0-5120       | Library Supplies                   | 2035004512  | 0.85     |              |            |                 |
| 10-0-5120       | Library Supplies                   | 2035001469  | 0.37     |              |            |                 |
| 10-0-5120       | Library Supplies                   | 2035001468  | 1.02     |              |            |                 |
| 10-0-5120       | Library Supplies                   | 2035001467  | 0.37     |              |            |                 |
| 10-0-5120       | Library Supplies                   | 2035045338  | 43.62    |              |            |                 |
| 10-0-5120       | Library Supplies                   | 2035007513  | 33.07    |              |            |                 |
| 10-0-5120       | Library Supplies                   | 2035046243  | 31.92    |              |            |                 |
| 10-0-5120       | Library Supplies                   | 2034999280  | 0.85     |              |            |                 |
| 10-0-5120       | Library Supplies                   | 2035001466  | 0.34     |              |            |                 |
| 10-0-5120       | Library Supplies                   | 2035032543  | 11.59    |              |            |                 |
| 10-0-5120       | Library Supplies                   | 2034993599  | 1.00     |              |            |                 |
| 10-0-5120       | Library Supplies                   | 2034993597  | 1.00     |              |            |                 |
| 10-0-5120       | Library Supplies                   | 2034993598  | 2.02     |              |            |                 |
| 10-1-5340       | Books-Fiction-Adult-Winnetka       | 2035039463  | 325.75   |              |            |                 |
| 10-1-5340       | Books-Fiction-Adult-Winnetka       | 2035046243  | 443.44   |              |            |                 |
| 10-2-5340       | Books-Fiction-Adult-Northfield     | 2035046243  | 140.44   |              |            |                 |
| 10-2-5340       | Books-Fiction-Adult-Northfield     | 2035039463  | 169.40   |              |            |                 |
| 10-1-5341       | Books-Non-Fiction-Adult-Winnetka   | 2035045338  | 1,458.93 |              |            |                 |
| 10-1-5341       | Books-Non-Fiction-Adult-Winnetka   | 2035007513  | 481.97   |              |            |                 |
| 10-2-5341       | Books-Non-Fiction-Adult-Northfield | 2035045338  | 175.64   |              |            |                 |
| 10-2-5341       | Books-Non-Fiction-Adult-Northfield | 2035007513  | 112.85   |              |            |                 |
| 10-1-5440       | Books-Fiction-Juv-Winnetka         | 2035039627  | 66.62    |              |            |                 |
| 10-1-5440       | Books-Fiction-Juv-Winnetka         | 2035032543  | 50.25    |              |            |                 |
| 10-2-5440       | Books-Fiction-Juv-Northfield       | 2035032543  | 41.22    |              |            |                 |
| 10-2-5440       | Books-Fiction-Juv-Northfield       | 2035039627  | 70.78    |              |            |                 |
| 10-1-5447       | Books-Easy-Winnetka                | 2035039627  | 24.40    |              |            |                 |
| 10-1-5447       | Books-Easy-Winnetka                | 2035001719  | 24.95    |              |            |                 |
| 10-1-5447       | Books-Easy-Winnetka                | 2034987780  | 66.47    |              |            |                 |
| 10-1-5447       | Books-Easy-Winnetka                | 2034993599  | 10.16    |              |            |                 |
| 10-1-5447       | Books-Easy-Winnetka                | 2034993598  | 23.98    |              |            |                 |
| 10-1-5447       | Books-Easy-Winnetka                | 2035032543  | 75.23    |              |            |                 |
| 10-1-5447       | Books-Easy-Winnetka                | 2035001467  | 14.07    |              |            |                 |
| 10-1-5447       | Books-Easy-Winnetka                | 2035001469  | 14.09    |              |            |                 |
| 10-2-5447       | Books-Easy-Northfield              | 2035001468  | 14.24    |              |            |                 |
| 10-2-5447       | Books-Easy-Northfield              | 2035032543  | 24.76    |              |            |                 |
| 10-2-5447       | Books-Easy-Northfield              | 2035001466  | 8.99     |              |            |                 |

# Winnetka-Northfield Public Library District

## Check Register

All Bank Accounts

February 1, 2020 - February 29, 2020

| Payee/Account # | Account Description                | Description | Amount | Check Number | Check Date | Check Amount    |
|-----------------|------------------------------------|-------------|--------|--------------|------------|-----------------|
| 10-2-5447       | Books-Easy-Northfield              | 2034993597  | 10.16  |              |            |                 |
| 10-2-5447       | Books-Easy-Northfield              | 2034993596  | 23.98  |              |            |                 |
| 10-2-5447       | Books-Easy-Northfield              | 2034987779  | 12.74  |              |            |                 |
| 10-2-5447       | Books-Easy-Northfield              | 2035039627  | 12.57  |              |            |                 |
| 10-2-5447       | Books-Easy-Northfield              | 2035001719  | 18.21  |              |            |                 |
| 10-1-5448       | Books-Jr. High-Winnetka            | 2035032543  | 5.94   |              |            |                 |
| 10-1-5448       | Books-Jr. High-Winnetka            | 2034999280  | 10.16  |              |            |                 |
| 10-1-5448       | Books-Jr. High-Winnetka            | 2035004512  | 10.16  |              |            |                 |
| Baker & Taylor  |                                    |             |        | 15646        | 02/29/20   | <u>3,943.83</u> |
| 10-1-5340       | Books-Fiction-Adult-Winnetka       | 2035031241  | 76.01  |              |            |                 |
| 10-1-5340       | Books-Fiction-Adult-Winnetka       | 2035055070  | 247.22 |              |            |                 |
| 10-1-5340       | Books-Fiction-Adult-Winnetka       | 2035057190  | 503.95 |              |            |                 |
| 10-2-5340       | Books-Fiction-Adult-Northfield     | 2035057190  | 83.43  |              |            |                 |
| 10-2-5340       | Books-Fiction-Adult-Northfield     | 2035060284  | 112.98 |              |            |                 |
| 10-2-5340       | Books-Fiction-Adult-Northfield     | 2035055070  | 63.24  |              |            |                 |
| 10-1-5341       | Books-Non-Fiction-Adult-Winnetka   | 2035007513  | 481.97 |              |            |                 |
| 10-1-5341       | Books-Non-Fiction-Adult-Winnetka   | 2035056659  | 986.82 |              |            |                 |
| 10-2-5341       | Books-Non-Fiction-Adult-Northfield | 2035007513  | 112.85 |              |            |                 |
| 10-2-5341       | Books-Non-Fiction-Adult-Northfield | 2035056659  | 57.57  |              |            |                 |
| 10-1-5440       | Books-Fiction-Juv-Winnetka         | 2035051990  | 50.18  |              |            |                 |
| 10-2-5440       | Books-Fiction-Juv-Northfield       | 2035051990  | 56.12  |              |            |                 |
| 10-2-5440       | Books-Fiction-Juv-Northfield       | 2035050848  | 81.26  |              |            |                 |
| 10-2-5440       | Books-Fiction-Juv-Northfield       | 2035061219  | 27.43  |              |            |                 |
| 10-1-5447       | Books-Easy-Winnetka                | 2035050899  | 119.43 |              |            |                 |
| 10-1-5447       | Books-Easy-Winnetka                | 2035050901  | 26.98  |              |            |                 |
| 10-1-5447       | Books-Easy-Winnetka                | 2035051990  | 96.58  |              |            |                 |
| 10-2-5447       | Books-Easy-Northfield              | 2035051990  | 25.96  |              |            |                 |
| 10-2-5447       | Books-Easy-Northfield              | 2035050900  | 13.49  |              |            |                 |
| 10-2-5447       | Books-Easy-Northfield              | 2035050898  | 68.61  |              |            |                 |
| 10-1-5448       | Books-Jr. High-Winnetka            | 2035061219  | 37.59  |              |            |                 |
| 10-1-5448       | Books-Jr. High-Winnetka            | 2035050848  | 112.88 |              |            |                 |
| 10-1-5448       | Books-Jr. High-Winnetka            | 2035051990  | 15.54  |              |            |                 |
| 10-2-5448       | Books-Jr. High-Northfield          | 2035061219  | 10.16  |              |            |                 |
| 10-1-5449       | Books-Non-Fiction-Winnetka         | 2035042718  | 144.44 |              |            |                 |
| 10-2-5449       | Books-Non Fiction-Northfield       | 2035042718  | 102.92 |              |            |                 |
| 10-0-5120       | Library Supplies                   | 2035057190  | 31.04  |              |            |                 |
| 10-0-5120       | Library Supplies                   | 2035061219  | 7.48   |              |            |                 |
| 10-0-5120       | Library Supplies                   | 2035051990  | 24.12  |              |            |                 |
| 10-0-5120       | Library Supplies                   | 2035042718  | 16.44  |              |            |                 |
| 10-0-5120       | Library Supplies                   | 2035007513  | 33.07  |              |            |                 |
| 10-0-5120       | Library Supplies                   | 2035031241  | 6.93   |              |            |                 |
| 10-0-5120       | Library Supplies                   | 2035050848  | 15.42  |              |            |                 |
| 10-0-5120       | Library Supplies                   | 2035055070  | 18.20  |              |            |                 |
| 10-0-5120       | Library Supplies                   | 2035056659  | 52.07  |              |            |                 |

# Winnetka-Northfield Public Library District

## Check Register

All Bank Accounts

February 1, 2020 - February 29, 2020

| Payee/Account # | Account Description                | Description | Amount | Check Number | Check Date | Check Amount    |
|-----------------|------------------------------------|-------------|--------|--------------|------------|-----------------|
| 10-0-5120       | Library Supplies                   | 2035060284  | 4.46   |              |            |                 |
| 10-0-5120       | Library Supplies                   | 2035050898  | 6.24   |              |            |                 |
| 10-0-5120       | Library Supplies                   | 2035050899  | 9.70   |              |            |                 |
| 10-0-5120       | Library Supplies                   | 2035050900  | 1.02   |              |            |                 |
| 10-0-5120       | Library Supplies                   | 2035050901  | 2.03   |              |            |                 |
| Midwest Tape    |                                    |             |        | 15647        | 02/29/20   | <u>352.77</u>   |
| 10-1-5343       | DVDs-Adult-Winnetka                | 98503535    | 48.73  |              |            |                 |
| 10-1-5343       | DVDs-Adult-Winnetka                | 98503536    | 18.39  |              |            |                 |
| 10-1-5343       | DVDs-Adult-Winnetka                | 98503539    | 29.24  |              |            |                 |
| 10-1-5343       | DVDs-Adult-Winnetka                | 98503550    | 21.74  |              |            |                 |
| 10-1-5343       | DVDs-Adult-Winnetka                | 98503551    | 26.24  |              |            |                 |
| 10-1-5343       | DVDs-Adult-Winnetka                | 98503554    | 56.22  |              |            |                 |
| 10-2-5343       | DVDs-Adult-Northfield              | 98503537    | 39.73  |              |            |                 |
| 10-1-5344       | Audio Books-Adult-Winnetka         | 98503538    | 39.99  |              |            |                 |
| 10-1-5344       | Audio Books-Adult-Winnetka         | 98503552    | 34.99  |              |            |                 |
| 10-0-5120       | Library Supplies                   | 98503535    | 5.00   |              |            |                 |
| 10-0-5120       | Library Supplies                   | 98503552    | 2.50   |              |            |                 |
| 10-0-5120       | Library Supplies                   | 98503554    | 7.50   |              |            |                 |
| 10-0-5120       | Library Supplies                   | 98503551    | 5.00   |              |            |                 |
| 10-0-5120       | Library Supplies                   | 98503550    | 2.50   |              |            |                 |
| 10-0-5120       | Library Supplies                   | 98503538    | 2.50   |              |            |                 |
| 10-0-5120       | Library Supplies                   | 98503539    | 2.50   |              |            |                 |
| 10-0-5120       | Library Supplies                   | 98503537    | 5.00   |              |            |                 |
| 10-0-5120       | Library Supplies                   | 98503536    | 5.00   |              |            |                 |
| Baker & Taylor  |                                    |             |        | 15648        | 02/29/20   | <u>5,509.23</u> |
| 10-1-5340       | Books-Fiction-Adult-Winnetka       | 2035059448  | 249.69 |              |            |                 |
| 10-1-5340       | Books-Fiction-Adult-Winnetka       | 2035063547  | 344.33 |              |            |                 |
| 10-1-5340       | Books-Fiction-Adult-Winnetka       | 2035068611  | 820.52 |              |            |                 |
| 10-1-5340       | Books-Fiction-Adult-Winnetka       | 2035050061  | 239.21 |              |            |                 |
| 10-1-5340       | Books-Fiction-Adult-Winnetka       | 2035074436  | 287.71 |              |            |                 |
| 10-2-5340       | Books-Fiction-Adult-Northfield     | 2035059448  | 150.07 |              |            |                 |
| 10-2-5340       | Books-Fiction-Adult-Northfield     | 2035068611  | 276.18 |              |            |                 |
| 10-2-5340       | Books-Fiction-Adult-Northfield     | 2035050061  | 105.65 |              |            |                 |
| 10-2-5340       | Books-Fiction-Adult-Northfield     | 2035063547  | 166.47 |              |            |                 |
| 10-2-5340       | Books-Fiction-Adult-Northfield     | 2035074436  | 122.59 |              |            |                 |
| 10-1-5341       | Books-Non-Fiction-Adult-Winnetka   | 2035061755  | 284.05 |              |            |                 |
| 10-1-5341       | Books-Non-Fiction-Adult-Winnetka   | 2035068838  | 810.65 |              |            |                 |
| 10-2-5341       | Books-Non-Fiction-Adult-Northfield | 2035068838  | 124.29 |              |            |                 |
| 10-2-5341       | Books-Non-Fiction-Adult-Northfield | 2035061755  | 44.60  |              |            |                 |
| 10-1-5440       | Books-Fiction-Juv-Winnetka         | 2035078022  | 70.57  |              |            |                 |
| 10-1-5440       | Books-Fiction-Juv-Winnetka         | 2035068690  | 70.17  |              |            |                 |

# Winnetka-Northfield Public Library District

## Check Register

All Bank Accounts

February 1, 2020 - February 29, 2020

| Payee/Account # | Account Description                      | Description | Amount | Check Number | Check Date | Check Amount    |
|-----------------|--|-------------|--------|--------------|------------|-----------------|
| 10-1-5440       | Books-Fiction-Juv-Winnetka               | 2035071185  | 93.85  |              |            |                 |
| 10-1-5440       | Books-Fiction-Juv-Winnetka               | 2035060082  | 158.45 |              |            |                 |
| 10-2-5440       | Books-Fiction-Juv-Northfield             | 2035060082  | 126.04 |              |            |                 |
| 10-2-5440       | Books-Fiction-Juv-Northfield             | 2035071185  | 81.19  |              |            |                 |
| 10-2-5440       | Books-Fiction-Juv-Northfield             | 2035068690  | 58.88  |              |            |                 |
| 10-2-5440       | Books-Fiction-Juv-Northfield             | 2035078022  | 70.57  |              |            |                 |
| 10-1-5441       | Books-Non-Fiction, Easy, & JH-Winnetka   | 2035062563  | 156.51 |              |            |                 |
| 10-2-5441       | Books-Non-Fiction, Easy, & JH-Northfield | 2035062563  | 40.31  |              |            |                 |
| 10-1-5447       | Books-Easy-Winnetka                      | 2035078022  | 18.37  |              |            |                 |
| 10-1-5447       | Books-Easy-Winnetka                      | 2035068690  | 37.45  |              |            |                 |
| 10-1-5447       | Books-Easy-Winnetka                      | 2035071185  | 51.75  |              |            |                 |
| 10-1-5447       | Books-Easy-Winnetka                      | 2035060082  | 19.48  |              |            |                 |
| 10-2-5447       | Books-Easy-Northfield                    | 2035060082  | 11.24  |              |            |                 |
| 10-2-5447       | Books-Easy-Northfield                    | 2035078022  | 32.62  |              |            |                 |
| 10-2-5447       | Books-Easy-Northfield                    | 2035071185  | 33.87  |              |            |                 |
| 10-2-5447       | Books-Easy-Northfield                    | 2035068690  | 41.98  |              |            |                 |
| 10-1-5448       | Books-Jr. High-Winnetka                  | 2035071185  | 5.94   |              |            |                 |
| 10-1-5448       | Books-Jr. High-Winnetka                  | 2035060082  | 29.04  |              |            |                 |
| 10-0-5120       | Library Supplies                         | 2035060082  | 29.67  |              |            |                 |
| 10-0-5120       | Library Supplies                         | 2035071185  | 15.58  |              |            |                 |
| 10-0-5120       | Library Supplies                         | 2035068611  | 45.38  |              |            |                 |
| 10-0-5120       | Library Supplies                         | 2035068838  | 41.72  |              |            |                 |
| 10-0-5120       | Library Supplies                         | 2035050061  | 17.02  |              |            |                 |
| 10-0-5120       | Library Supplies                         | 2035063547  | 33.90  |              |            |                 |
| 10-0-5120       | Library Supplies                         | 2035068690  | 16.24  |              |            |                 |
| 10-0-5120       | Library Supplies                         | 2035061755  | 14.19  |              |            |                 |
| 10-0-5120       | Library Supplies                         | 2035062563  | 8.83   |              |            |                 |
| 10-0-5120       | Library Supplies                         | 2035059448  | 19.60  |              |            |                 |
| 10-0-5120       | Library Supplies                         | 2035078022  | 10.06  |              |            |                 |
| 10-0-5120       | Library Supplies                         | 2035074436  | 22.75  |              |            |                 |
| Midwest Tape    |  |             |        | 15649        | 02/29/20   | <u>2,161.05</u> |
| 10-1-5343       | DVDs-Adult-Winnetka                      | 98509148    | 56.22  |              |            |                 |
| 10-1-5343       | DVDs-Adult-Winnetka                      | 98509551    | 29.99  |              |            |                 |
| 10-1-5343       | DVDs-Adult-Winnetka                      | 98509559    | 52.48  |              |            |                 |
| 10-1-5343       | DVDs-Adult-Winnetka                      | 98509560    | 73.46  |              |            |                 |
| 10-1-5343       | DVDs-Adult-Winnetka                      | 98509561    | 23.24  |              |            |                 |
| 10-1-5343       | DVDs-Adult-Winnetka                      | 98542790    | 27.73  |              |            |                 |
| 10-1-5343       | DVDs-Adult-Winnetka                      | 98542020    | 29.98  |              |            |                 |
| 10-1-5343       | DVDs-Adult-Winnetka                      | 98509562    | 29.99  |              |            |                 |
| 10-1-5343       | DVDs-Adult-Winnetka                      | 98538852    | 52.48  |              |            |                 |
| 10-1-5343       | DVDs-Adult-Winnetka                      | 98538853    | 29.99  |              |            |                 |
| 10-1-5343       | DVDs-Adult-Winnetka                      | 98538855    | 19.99  |              |            |                 |
| 10-1-5343       | DVDs-Adult-Winnetka                      | 98538856    | 78.71  |              |            |                 |
| 10-1-5343       | DVDs-Adult-Winnetka                      | 98538857    | 152.19 |              |            |                 |
| 10-1-5343       | DVDs-Adult-Winnetka                      | 98541788    | 16.49  |              |            |                 |
| 10-2-5343       | DVDs-Adult-Northfield                    | 98538859    | 107.96 |              |            |                 |
| 10-2-5343       | DVDs-Adult-Northfield                    | 98538858    | 101.20 |              |            |                 |
| 10-2-5343       | DVDs-Adult-Northfield                    | 98538851    | 59.98  |              |            |                 |
| 10-2-5343       | DVDs-Adult-Northfield                    | 98538416    | 53.98  |              |            |                 |
| 10-2-5343       | DVDs-Adult-Northfield                    | 98542021    | 16.49  |              |            |                 |

# Winnetka-Northfield Public Library District

## Check Register

All Bank Accounts

February 1, 2020 - February 29, 2020

| Payee/Account # | Account Description          | Description | Amount | Check Number | Check Date | Check Amount |
|-----------------|------------------------------|-------------|--------|--------------|------------|--------------|
| 10-2-5343       | DVDs-Adult-Northfield        | 98542022    | 14.99  |              |            |              |
| 10-2-5343       | DVDs-Adult-Northfield        | 98509558    | 36.73  |              |            |              |
| 10-2-5343       | DVDs-Adult-Northfield        | 98509557    | 52.48  |              |            |              |
| 10-2-5343       | DVDs-Adult-Northfield        | 98509149    | 29.99  |              |            |              |
| 10-2-5343       | DVDs-Adult-Northfield        | 98509550    | 22.49  |              |            |              |
| 10-1-5344       | Audio Books-Adult-Winnetka   | 98509555    | 34.99  |              |            |              |
| 10-1-5344       | Audio Books-Adult-Winnetka   | 98509554    | 29.99  |              |            |              |
| 10-1-5344       | Audio Books-Adult-Winnetka   | 98542644    | 75.99  |              |            |              |
| 10-1-5344       | Audio Books-Adult-Winnetka   | 98542647    | 34.99  |              |            |              |
| 10-1-5344       | Audio Books-Adult-Winnetka   | 98542649    | 69.98  |              |            |              |
| 10-1-5344       | Audio Books-Adult-Winnetka   | 98538417    | 39.99  |              |            |              |
| 10-1-5344       | Audio Books-Adult-Winnetka   | 98538850    | 44.99  |              |            |              |
| 10-2-5344       | Audio Books-Adult-Northfield | 98538418    | 44.99  |              |            |              |
| 10-2-5344       | Audio Books-Adult-Northfield | 98542791    | 34.99  |              |            |              |
| 10-1-5444       | Audio Books-Juv-Winnetka     | 98509553    | 131.97 |              |            |              |
| 10-1-5444       | Audio Books-Juv-Winnetka     | 98538854    | 55.99  |              |            |              |
| 10-2-5444       | Audio Books-Juv-Northfield   | 98538415    | 43.99  |              |            |              |
| 10-2-5444       | Audio Books-Juv-Northfield   | 98542645    | 43.99  |              |            |              |
| 10-2-5444       | Audio Books-Juv-Northfield   | 98542646    | 55.99  |              |            |              |
| 10-2-5444       | Audio Books-Juv-Northfield   | 98509552    | 43.99  |              |            |              |
| 10-0-5120       | Library Supplies             | 98509552    | 2.50   |              |            |              |
| 10-0-5120       | Library Supplies             | 98509551    | 2.50   |              |            |              |
| 10-0-5120       | Library Supplies             | 98509550    | 2.50   |              |            |              |
| 10-0-5120       | Library Supplies             | 98509149    | 2.50   |              |            |              |
| 10-0-5120       | Library Supplies             | 98509553    | 7.50   |              |            |              |
| 10-0-5120       | Library Supplies             | 98509554    | 2.50   |              |            |              |
| 10-0-5120       | Library Supplies             | 98509555    | 2.50   |              |            |              |
| 10-0-5120       | Library Supplies             | 98509557    | 5.00   |              |            |              |
| 10-0-5120       | Library Supplies             | 98509558    | 5.00   |              |            |              |
| 10-0-5120       | Library Supplies             | 98509559    | 5.00   |              |            |              |
| 10-0-5120       | Library Supplies             | 98509561    | 2.50   |              |            |              |
| 10-0-5120       | Library Supplies             | 98509560    | 10.00  |              |            |              |
| 10-0-5120       | Library Supplies             | 98542646    | 2.50   |              |            |              |
| 10-0-5120       | Library Supplies             | 98542645    | 2.50   |              |            |              |
| 10-0-5120       | Library Supplies             | 98542649    | 5.00   |              |            |              |
| 10-0-5120       | Library Supplies             | 98542647    | 2.50   |              |            |              |
| 10-0-5120       | Library Supplies             | 98542644    | 2.50   |              |            |              |
| 10-0-5120       | Library Supplies             | 98542022    | 2.50   |              |            |              |
| 10-0-5120       | Library Supplies             | 98542021    | 2.50   |              |            |              |
| 10-0-5120       | Library Supplies             | 98542020    | 5.00   |              |            |              |
| 10-0-5120       | Library Supplies             | 98542791    | 2.50   |              |            |              |
| 10-0-5120       | Library Supplies             | 98542790    | 5.00   |              |            |              |
| 10-0-5120       | Library Supplies             | 98538415    | 2.50   |              |            |              |
| 10-0-5120       | Library Supplies             | 98509562    | 5.00   |              |            |              |
| 10-0-5120       | Library Supplies             | 98538417    | 2.50   |              |            |              |

# Winnetka-Northfield Public Library District

## Check Register

All Bank Accounts

February 1, 2020 - February 29, 2020

| Payee/Account #               | Account Description        | Description                | Amount   | Check Number | Check Date | Check Amount    |
|-------------------------------|----------------------------|----------------------------|----------|--------------|------------|-----------------|
| 10-0-5120                     | Library Supplies           | 98538416                   | 10.00    |              |            |                 |
| 10-0-5120                     | Library Supplies           | 98538418                   | 2.50     |              |            |                 |
| 10-0-5120                     | Library Supplies           | 98538850                   | 2.50     |              |            |                 |
| 10-0-5120                     | Library Supplies           | 98538851                   | 10.00    |              |            |                 |
| 10-0-5120                     | Library Supplies           | 98538852                   | 5.00     |              |            |                 |
| 10-0-5120                     | Library Supplies           | 98538854                   | 2.50     |              |            |                 |
| 10-0-5120                     | Library Supplies           | 98538853                   | 5.00     |              |            |                 |
| 10-0-5120                     | Library Supplies           | 98538856                   | 12.50    |              |            |                 |
| 10-0-5120                     | Library Supplies           | 98538855                   | 2.50     |              |            |                 |
| 10-0-5120                     | Library Supplies           | 98538858                   | 15.00    |              |            |                 |
| 10-0-5120                     | Library Supplies           | 98538857                   | 22.50    |              |            |                 |
| 10-0-5120                     | Library Supplies           | 98538859                   | 12.50    |              |            |                 |
| 10-0-5120                     | Library Supplies           | 98541788                   | 2.50     |              |            |                 |
| 10-0-5120                     | Library Supplies           | 98509148                   | 7.50     |              |            |                 |
| DE LAGE LANDEN FINANCIALSVCS. |                            |                            |          | 15650        | 02/26/20   | <u>1,614.63</u> |
| 70-0-5746                     | Photocopier Leases         | inv # 66871396             | 1,614.63 |              |            |                 |
| Lauterbach & Amen, LLP        |                            |                            |          | 15651        | 02/26/20   | <u>1,667.00</u> |
| 10-0-5131                     | Accounting and Bookkeeping | inv#43251 Jan 2020         | 1,667.00 |              |            |                 |
| OVERDRIVE INC.                |                            |                            |          | 15652        | 02/26/20   | <u>2,095.22</u> |
| 10-1-5345                     | Books-Digital-Winnetka     | OVERDRIVE INC.             | 2,095.22 |              |            |                 |
| BIBLIOTHECA, LLC              |                            |                            |          | 15653        | 02/26/20   | <u>3,114.34</u> |
| 10-1-5345                     | Books-Digital-Winnetka     | INV US29377                | 3,114.34 |              |            |                 |
| Stephen Kline                 |                            |                            |          | 15654        | 02/26/20   | <u>15.66</u>    |
| 10-0-5910                     | Studio Maintenance/Repair  | Expense Reimbursement      | 15.66    |              |            |                 |
| QUILL CORPORATION             |                            |                            |          | 15655        | 02/26/20   | <u>23.79</u>    |
| 10-0-5122                     | Breakroom Supplies         | inv #4699887               | 23.79    |              |            |                 |
| DIGITAL INSURANCE, INC.       |                            |                            |          | 15656        | 02/26/20   | <u>43.00</u>    |
| 10-0-5115                     | Flexible Spending Account  | inv # 04512                | 43.00    |              |            |                 |
| BIBLIOTHECA, LLC              |                            |                            |          | 15657        | 02/26/20   | <u>165.00</u>   |
| 10-1-5345                     | Books-Digital-Winnetka     | inv # INV-US29376          | 165.00   |              |            |                 |
| CDW-G                         |                            |                            |          | 15658        | 02/26/20   | <u>210.00</u>   |
| 10-0-5885                     | Computer Equipment         | Inv # VWR6623              | 210.00   |              |            |                 |
| Stephen Kline                 |                            |                            |          | 15659        | 02/26/20   | <u>299.97</u>   |
| 10-0-5910                     | Studio Maintenance/Repair  | Expense Reimbursement      | 299.97   |              |            |                 |
| NIR ROOF CARE, INC.           |                            |                            |          | 15660        | 02/26/20   | <u>333.00</u>   |
| 70-0-5756                     | Roof                       | inv # 142813               | 333.00   |              |            |                 |
| BIBLIOTHECA, LLC              |                            |                            |          | 15661        | 02/26/20   | <u>399.48</u>   |
| 10-1-5345                     | Books-Digital-Winnetka     | inv # US29375              | 399.48   |              |            |                 |
| MERCHANTS DELIVERY SERVICE    |                            |                            |          | 15662        | 02/26/20   | <u>624.00</u>   |
| 10-0-5138                     | Delivery Service           | MERCHANTS DELIVERY SERVICE | 624.00   |              |            |                 |



# Winnetka-Northfield Public Library District

## Check Register

All Bank Accounts

February 1, 2020 - February 29, 2020

| Payee/Account #              | Account Description                      | Description                  | Amount   | Check Number | Check Date | Check Amount    |
|------------------------------|--|------------------------------|----------|--------------|------------|-----------------|
| DE LAGE LANDEN FINANCIALSVC. |  |                              |          | 15663        | 02/26/20   | <u>665.00</u>   |
| 70-0-5746                    | Photocopier Leases                       | DE LAGE LANDEN FINANCIALSVC. | 665.00   |              |            |                 |
| Warehouse Direct             |  |                              |          | 15664        | 02/26/20   | <u>1,117.63</u> |
| 70-0-5725                    | Janitorial Supplies                      | inv # 4582783-0              | 1,117.63 |              |            |                 |
| Stephanie Girardi            |  |                              |          | 15665        | 02/26/20   | <u>91.98</u>    |
| 10-0-5910                    | Studio Maintenance/Repair                | Expense reimbursement        | 91.98    |              |            |                 |
| Baker & Taylor               |  |                              |          | 15666        | 02/29/20   | <u>3,494.43</u> |
| 10-1-5340                    | Books-Fiction-Adult-Winnetka             | 2035087349                   | 209.56   |              |            |                 |
| 10-1-5340                    | Books-Fiction-Adult-Winnetka             | 2035094462                   | 277.94   |              |            |                 |
| 10-1-5340                    | Books-Fiction-Adult-Winnetka             | 2035105918                   | 449.55   |              |            |                 |
| 10-2-5340                    | Books-Fiction-Adult-Northfield           | 2035105918                   | 312.19   |              |            |                 |
| 10-2-5340                    | Books-Fiction-Adult-Northfield           | 2035094462                   | 154.40   |              |            |                 |
| 10-2-5340                    | Books-Fiction-Adult-Northfield           | 2035087349                   | 113.88   |              |            |                 |
| 10-1-5341                    | Books-Non-Fiction-Adult-Winnetka         | 2035086959                   | 388.35   |              |            |                 |
| 10-1-5341                    | Books-Non-Fiction-Adult-Winnetka         | 2035094431                   | 342.65   |              |            |                 |
| 10-2-5341                    | Books-Non-Fiction-Adult-Northfield       | 2035094431                   | 114.67   |              |            |                 |
| 10-2-5341                    | Books-Non-Fiction-Adult-Northfield       | 2035086959                   | 170.27   |              |            |                 |
| 10-2-5440                    | Books-Fiction-Juv-Northfield             | 2035078733                   | 75.09    |              |            |                 |
| 10-1-5441                    | Books-Non-Fiction, Easy, & JH-Winnetka   | 2035098174                   | 182.90   |              |            |                 |
| 10-2-5441                    | Books-Non-Fiction, Easy, & JH-Northfield | 2035098174                   | 98.97    |              |            |                 |
| 10-1-5447                    | Books-Easy-Winnetka                      | 2035083496                   | 26.98    |              |            |                 |
| 10-1-5447                    | Books-Easy-Winnetka                      | 2035083497                   | 26.98    |              |            |                 |
| 10-1-5447                    | Books-Easy-Winnetka                      | 2035083495                   | 88.52    |              |            |                 |
| 10-1-5447                    | Books-Easy-Winnetka                      | 2035083493                   | 77.58    |              |            |                 |
| 10-2-5447                    | Books-Easy-Northfield                    | 2035083494                   | 23.65    |              |            |                 |
| 10-2-5447                    | Books-Easy-Northfield                    | 2035083496                   | 13.49    |              |            |                 |
| 10-2-5447                    | Books-Easy-Northfield                    | 2035083497                   | 13.49    |              |            |                 |
| 10-1-5448                    | Books-Jr. High-Winnetka                  | 2035078733                   | 125.10   |              |            |                 |
| 10-2-5448                    | Books-Jr. High-Northfield                | 2035078733                   | 32.18    |              |            |                 |
| 10-0-5120                    | Library Supplies                         | 2035087349                   | 17.42    |              |            |                 |
| 10-0-5120                    | Library Supplies                         | 2035083495                   | 5.89     |              |            |                 |
| 10-0-5120                    | Library Supplies                         | 2035083494                   | 1.72     |              |            |                 |
| 10-0-5120                    | Library Supplies                         | 2035083493                   | 4.29     |              |            |                 |
| 10-0-5120                    | Library Supplies                         | 2035078733                   | 17.76    |              |            |                 |
| 10-0-5120                    | Library Supplies                         | 2035083497                   | 3.05     |              |            |                 |
| 10-0-5120                    | Library Supplies                         | 2035083496                   | 2.45     |              |            |                 |
| 10-0-5120                    | Library Supplies                         | 2035094431                   | 19.04    |              |            |                 |
| 10-0-5120                    | Library Supplies                         | 2035086959                   | 21.54    |              |            |                 |
| 10-0-5120                    | Library Supplies                         | 2035094462                   | 24.66    |              |            |                 |
| 10-0-5120                    | Library Supplies                         | 2035105918                   | 36.71    |              |            |                 |
| 10-0-5120                    | Library Supplies                         | 2035098174                   | 21.51    |              |            |                 |
| Midwest Tape                 |  |                              |          | 15667        | 02/29/20   | <u>1,884.41</u> |

# Winnetka-Northfield Public Library District

## Check Register

All Bank Accounts

February 1, 2020 - February 29, 2020

| Payee/Account # | Account Description          | Description | Amount | Check Number | Check Date | Check Amount |
|-----------------|------------------------------|-------------|--------|--------------|------------|--------------|
| 10-1-5343       | DVDs-Adult-Winnetka          | 98601869    | 74.97  |              |            |              |
| 10-1-5343       | DVDs-Adult-Winnetka          | 98601906    | 179.16 |              |            |              |
| 10-1-5343       | DVDs-Adult-Winnetka          | 98601908    | 29.99  |              |            |              |
| 10-1-5343       | DVDs-Adult-Winnetka          | 98601909    | 22.49  |              |            |              |
| 10-1-5343       | DVDs-Adult-Winnetka          | 98601910    | 22.49  |              |            |              |
| 10-1-5343       | DVDs-Adult-Winnetka          | 98606012    | 22.49  |              |            |              |
| 10-1-5343       | DVDs-Adult-Winnetka          | 98606013    | 23.99  |              |            |              |
| 10-1-5343       | DVDs-Adult-Winnetka          | 98601911    | 28.49  |              |            |              |
| 10-1-5343       | DVDs-Adult-Winnetka          | 98601913    | 86.97  |              |            |              |
| 10-1-5343       | DVDs-Adult-Winnetka          | 98606005    | 25.48  |              |            |              |
| 10-1-5343       | DVDs-Adult-Winnetka          | 98606007    | 22.49  |              |            |              |
| 10-2-5343       | DVDs-Adult-Northfield        | 98606006    | 12.74  |              |            |              |
| 10-2-5343       | DVDs-Adult-Northfield        | 98601912    | 145.45 |              |            |              |
| 10-2-5343       | DVDs-Adult-Northfield        | 98601905    | 91.45  |              |            |              |
| 10-2-5343       | DVDs-Adult-Northfield        | 98601901    | 26.24  |              |            |              |
| 10-1-5344       | Audio Books-Adult-Winnetka   | 98601867    | 39.99  |              |            |              |
| 10-1-5344       | Audio Books-Adult-Winnetka   | 98601904    | 44.99  |              |            |              |
| 10-1-5344       | Audio Books-Adult-Winnetka   | 98601907    | 34.99  |              |            |              |
| 10-1-5344       | Audio Books-Adult-Winnetka   | 98606008    | 39.99  |              |            |              |
| 10-1-5344       | Audio Books-Adult-Winnetka   | 98606014    | 39.99  |              |            |              |
| 10-2-5344       | Audio Books-Adult-Northfield | 98601900    | 39.99  |              |            |              |
| 10-1-5443       | DVDs-Juv-Winnetka            | 98601903    | 56.19  |              |            |              |
| 10-1-5443       | DVDs-Juv-Winnetka            | 98606002    | 29.99  |              |            |              |
| 10-1-5443       | DVDs-Juv-Winnetka            | 98606000    | 11.24  |              |            |              |
| 10-1-5443       | DVDs-Juv-Winnetka            | 98606001    | 179.92 |              |            |              |
| 10-2-5443       | DVDs-Juv-Northfield          | 98605849    | 11.24  |              |            |              |
| 10-2-5443       | DVDs-Juv-Northfield          | 98606003    | 134.94 |              |            |              |
| 10-2-5443       | DVDs-Juv-Northfield          | 98606004    | 29.99  |              |            |              |
| 10-2-5443       | DVDs-Juv-Northfield          | 98601902    | 41.21  |              |            |              |
| 10-1-5444       | Audio Books-Juv-Winnetka     | 98601915    | 29.99  |              |            |              |
| 10-1-5444       | Audio Books-Juv-Winnetka     | 98606011    | 34.99  |              |            |              |
| 10-2-5444       | Audio Books-Juv-Northfield   | 98601914    | 29.99  |              |            |              |
| 10-2-5444       | Audio Books-Juv-Northfield   | 98606009    | 34.99  |              |            |              |
| 10-0-5120       | Library Supplies             | 98601867    | 2.50   |              |            |              |
| 10-0-5120       | Library Supplies             | 98601903    | 15.00  |              |            |              |
| 10-0-5120       | Library Supplies             | 98601904    | 2.50   |              |            |              |
| 10-0-5120       | Library Supplies             | 98601905    | 12.50  |              |            |              |
| 10-0-5120       | Library Supplies             | 98601906    | 24.90  |              |            |              |
| 10-0-5120       | Library Supplies             | 98601907    | 2.50   |              |            |              |
| 10-0-5120       | Library Supplies             | 98601908    | 5.00   |              |            |              |
| 10-0-5120       | Library Supplies             | 98601910    | 2.50   |              |            |              |
| 10-0-5120       | Library Supplies             | 98601909    | 2.50   |              |            |              |
| 10-0-5120       | Library Supplies             | 98601902    | 10.00  |              |            |              |
| 10-0-5120       | Library Supplies             | 98601901    | 2.50   |              |            |              |
| 10-0-5120       | Library Supplies             | 98601900    | 2.50   |              |            |              |
| 10-0-5120       | Library Supplies             | 98601869    | 7.50   |              |            |              |
| 10-0-5120       | Library Supplies             | 98606011    | 2.50   |              |            |              |
| 10-0-5120       | Library Supplies             | 98606012    | 2.50   |              |            |              |
| 10-0-5120       | Library Supplies             | 98606014    | 2.50   |              |            |              |

# Winnetka-Northfield Public Library District

## Check Register

All Bank Accounts

February 1, 2020 - February 29, 2020

| Payee/Account # | Account Description                      | Description | Amount   | Check Number | Check Date | Check Amount    |
|-----------------|--|-------------|----------|--------------|------------|-----------------|
| 10-0-5120       | Library Supplies                         | 98606013    | 5.00     |              |            |                 |
| 10-0-5120       | Library Supplies                         | 98606009    | 2.50     |              |            |                 |
| 10-0-5120       | Library Supplies                         | 98606008    | 2.50     |              |            |                 |
| 10-0-5120       | Library Supplies                         | 98606006    | 2.50     |              |            |                 |
| 10-0-5120       | Library Supplies                         | 98606007    | 2.50     |              |            |                 |
| 10-0-5120       | Library Supplies                         | 98606004    | 5.00     |              |            |                 |
| 10-0-5120       | Library Supplies                         | 98606005    | 5.00     |              |            |                 |
| 10-0-5120       | Library Supplies                         | 98606003    | 15.00    |              |            |                 |
| 10-0-5120       | Library Supplies                         | 98606002    | 5.00     |              |            |                 |
| 10-0-5120       | Library Supplies                         | 98601914    | 2.50     |              |            |                 |
| 10-0-5120       | Library Supplies                         | 98601913    | 10.00    |              |            |                 |
| 10-0-5120       | Library Supplies                         | 98601912    | 17.50    |              |            |                 |
| 10-0-5120       | Library Supplies                         | 98601911    | 2.50     |              |            |                 |
| 10-0-5120       | Library Supplies                         | 98601915    | 2.50     |              |            |                 |
| 10-0-5120       | Library Supplies                         | 98605849    | 2.50     |              |            |                 |
| 10-0-5120       | Library Supplies                         | 98606001    | 20.00    |              |            |                 |
| 10-0-5120       | Library Supplies                         | 98606000    | 2.50     |              |            |                 |
| Baker & Taylor  |  |             |          | 15668        | 02/29/20   | <u>3,484.55</u> |
| 10-1-5340       | Books-Fiction-Adult-Winnetka             | 2035080352  | 286.12   |              |            |                 |
| 10-1-5340       | Books-Fiction-Adult-Winnetka             | 2035085181  | 354.46   |              |            |                 |
| 10-2-5340       | Books-Fiction-Adult-Northfield           | 2035085181  | 87.76    |              |            |                 |
| 10-2-5340       | Books-Fiction-Adult-Northfield           | 2035080352  | 107.33   |              |            |                 |
| 10-1-5341       | Books-Non-Fiction-Adult-Winnetka         | 2035080824  | 1,201.48 |              |            |                 |
| 10-2-5341       | Books-Non-Fiction-Adult-Northfield       | 2035080824  | 241.43   |              |            |                 |
| 10-1-5440       | Books-Fiction-Juv-Winnetka               | 2035091418  | 92.02    |              |            |                 |
| 10-2-5440       | Books-Fiction-Juv-Northfield             | 2035091418  | 92.02    |              |            |                 |
| 10-1-5441       | Books-Non-Fiction, Easy, & JH-Winnetka   | 2035084173  | 139.63   |              |            |                 |
| 10-1-5441       | Books-Non-Fiction, Easy, & JH-Winnetka   | 2035070541  | 211.02   |              |            |                 |
| 10-2-5441       | Books-Non-Fiction, Easy, & JH-Northfield | 2035070541  | 95.32    |              |            |                 |
| 10-2-5441       | Books-Non-Fiction, Easy, & JH-Northfield | 2035084173  | 133.42   |              |            |                 |
| 10-1-5447       | Books-Easy-Winnetka                      | 2035072136  | 35.97    |              |            |                 |
| 10-1-5447       | Books-Easy-Winnetka                      | 2035072142  | 17.84    |              |            |                 |
| 10-1-5447       | Books-Easy-Winnetka                      | 2035072141  | 13.49    |              |            |                 |
| 10-1-5447       | Books-Easy-Winnetka                      | 2035072138  | 28.48    |              |            |                 |
| 10-1-5447       | Books-Easy-Winnetka                      | 2035072139  | 24.38    |              |            |                 |
| 10-1-5447       | Books-Easy-Winnetka                      | 2035091418  | 59.14    |              |            |                 |
| 10-2-5447       | Books-Easy-Northfield                    | 2035091418  | 46.43    |              |            |                 |
| 10-2-5447       | Books-Easy-Northfield                    | 2035072140  | 13.49    |              |            |                 |
| 10-2-5447       | Books-Easy-Northfield                    | 2035072137  | 14.24    |              |            |                 |
| 10-2-5447       | Books-Easy-Northfield                    | 2035072142  | 9.60     |              |            |                 |
| 10-0-5120       | Library Supplies                         | 2035072141  | 1.02     |              |            |                 |
| 10-0-5120       | Library Supplies                         | 2035072142  | 1.44     |              |            |                 |
| 10-0-5120       | Library Supplies                         | 2035084173  | 15.37    |              |            |                 |
| 10-0-5120       | Library Supplies                         | 2035072137  | 1.02     |              |            |                 |
| 10-0-5120       | Library Supplies                         | 2035072138  | 1.44     |              |            |                 |
| 10-0-5120       | Library Supplies                         | 2035072140  | 1.02     |              |            |                 |
| 10-0-5120       | Library Supplies                         | 2035072139  | 1.72     |              |            |                 |

# Winnetka-Northfield Public Library District

## Check Register

All Bank Accounts

February 1, 2020 - February 29, 2020

| Payee/Account # | Account Description          | Description | Amount | Check Number | Check Date | Check Amount    |
|-----------------|------------------------------|-------------|--------|--------------|------------|-----------------|
| 10-0-5120       | Library Supplies             | 2035072136  | 1.43   |              |            |                 |
| 10-0-5120       | Library Supplies             | 2035080824  | 73.96  |              |            |                 |
| 10-0-5120       | Library Supplies             | 2035080352  | 20.22  |              |            |                 |
| 10-0-5120       | Library Supplies             | 2035070541  | 15.08  |              |            |                 |
| 10-0-5120       | Library Supplies             | 2035085181  | 24.41  |              |            |                 |
| 10-0-5120       | Library Supplies             | 2035091418  | 21.35  |              |            |                 |
| Midwest Tape    |                              |             |        | 15669        | 02/29/20   | <u>2,756.76</u> |
| 10-0-5120       | Library Supplies             | 98574113    | 25.00  |              |            |                 |
| 10-1-5343       | DVDs-Adult-Winnetka          | 98574096    | 198.68 |              |            |                 |
| 10-1-5343       | DVDs-Adult-Winnetka          | 98574097    | 49.48  |              |            |                 |
| 10-1-5343       | DVDs-Adult-Winnetka          | 98574098    | 56.23  |              |            |                 |
| 10-1-5343       | DVDs-Adult-Winnetka          | 98574113    | 131.20 |              |            |                 |
| 10-1-5343       | DVDs-Adult-Winnetka          | 98568307    | 333.59 |              |            |                 |
| 10-1-5343       | DVDs-Adult-Winnetka          | 98568671    | 29.99  |              |            |                 |
| 10-1-5343       | DVDs-Adult-Winnetka          | 98568672    | 22.49  |              |            |                 |
| 10-1-5343       | DVDs-Adult-Winnetka          | 98568673    | 22.49  |              |            |                 |
| 10-1-5343       | DVDs-Adult-Winnetka          | 98568674    | 113.96 |              |            |                 |
| 10-1-5343       | DVDs-Adult-Winnetka          | 98568682    | 92.96  |              |            |                 |
| 10-1-5343       | DVDs-Adult-Winnetka          | 98574093    | 81.71  |              |            |                 |
| 10-2-5343       | DVDs-Adult-Northfield        | 98574094    | 17.24  |              |            |                 |
| 10-2-5343       | DVDs-Adult-Northfield        | 98568680    | 53.22  |              |            |                 |
| 10-2-5343       | DVDs-Adult-Northfield        | 98568681    | 26.24  |              |            |                 |
| 10-2-5343       | DVDs-Adult-Northfield        | 98568675    | 85.47  |              |            |                 |
| 10-2-5343       | DVDs-Adult-Northfield        | 98568308    | 308.10 |              |            |                 |
| 10-2-5343       | DVDs-Adult-Northfield        | 98574112    | 131.20 |              |            |                 |
| 10-2-5343       | DVDs-Adult-Northfield        | 98574111    | 45.73  |              |            |                 |
| 10-1-5344       | Audio Books-Adult-Winnetka   | 98568309    | 39.99  |              |            |                 |
| 10-1-5344       | Audio Books-Adult-Winnetka   | 98568304    | 34.99  |              |            |                 |
| 10-1-5344       | Audio Books-Adult-Winnetka   | 98568306    | 67.99  |              |            |                 |
| 10-1-5344       | Audio Books-Adult-Winnetka   | 98574095    | 59.99  |              |            |                 |
| 10-2-5344       | Audio Books-Adult-Northfield | 98568303    | 55.99  |              |            |                 |
| 10-1-5443       | DVDs-Juv-Winnetka            | 98568301    | 29.98  |              |            |                 |
| 10-1-5443       | DVDs-Juv-Winnetka            | 98568678    | 14.99  |              |            |                 |
| 10-1-5443       | DVDs-Juv-Winnetka            | 98568679    | 29.99  |              |            |                 |
| 10-1-5443       | DVDs-Juv-Winnetka            | 98574110    | 14.99  |              |            |                 |
| 10-2-5443       | DVDs-Juv-Northfield          | 98574099    | 14.99  |              |            |                 |
| 10-2-5443       | DVDs-Juv-Northfield          | 98568676    | 14.99  |              |            |                 |
| 10-2-5443       | DVDs-Juv-Northfield          | 98568677    | 29.99  |              |            |                 |
| 10-2-5443       | DVDs-Juv-Northfield          | 98568302    | 29.98  |              |            |                 |
| 10-1-5444       | Audio Books-Juv-Winnetka     | 98574116    | 29.98  |              |            |                 |
| 10-1-5444       | Audio Books-Juv-Winnetka     | 98568305    | 51.99  |              |            |                 |
| 10-1-5444       | Audio Books-Juv-Winnetka     | 98574092    | 63.99  |              |            |                 |
| 10-2-5444       | Audio Books-Juv-Northfield   | 98574114    | 29.98  |              |            |                 |
| 10-2-5444       | Audio Books-Juv-Northfield   | 98574091    | 51.99  |              |            |                 |
| 10-0-5120       | Library Supplies             | 98568302    | 5.00   |              |            |                 |
| 10-0-5120       | Library Supplies             | 98568301    | 5.00   |              |            |                 |
| 10-0-5120       | Library Supplies             | 98568305    | 2.50   |              |            |                 |
| 10-0-5120       | Library Supplies             | 98568306    | 2.50   |              |            |                 |

# Winnetka-Northfield Public Library District

## Check Register

All Bank Accounts

February 1, 2020 - February 29, 2020

| Payee/Account #      | Account Description          | Description     | Amount | Check Number | Check Date | Check Amount    |
|----------------------|------------------------------|-----------------|--------|--------------|------------|-----------------|
| 10-0-5120            | Library Supplies             | 98568303        | 2.50   |              |            |                 |
| 10-0-5120            | Library Supplies             | 98568304        | 2.50   |              |            |                 |
| 10-0-5120            | Library Supplies             | 98568309        | 2.50   |              |            |                 |
| 10-0-5120            | Library Supplies             | 98568671        | 2.50   |              |            |                 |
| 10-0-5120            | Library Supplies             | 98568308        | 37.50  |              |            |                 |
| 10-0-5120            | Library Supplies             | 98568307        | 40.00  |              |            |                 |
| 10-0-5120            | Library Supplies             | 98574091        | 2.50   |              |            |                 |
| 10-0-5120            | Library Supplies             | 98568682        | 10.00  |              |            |                 |
| 10-0-5120            | Library Supplies             | 98568681        | 5.00   |              |            |                 |
| 10-0-5120            | Library Supplies             | 98568680        | 7.50   |              |            |                 |
| 10-0-5120            | Library Supplies             | 98574092        | 2.50   |              |            |                 |
| 10-0-5120            | Library Supplies             | 98574093        | 10.00  |              |            |                 |
| 10-0-5120            | Library Supplies             | 98574095        | 2.50   |              |            |                 |
| 10-0-5120            | Library Supplies             | 98574094        | 2.50   |              |            |                 |
| 10-0-5120            | Library Supplies             | 98568677        | 5.00   |              |            |                 |
| 10-0-5120            | Library Supplies             | 98568676        | 2.50   |              |            |                 |
| 10-0-5120            | Library Supplies             | 98568679        | 5.00   |              |            |                 |
| 10-0-5120            | Library Supplies             | 98568678        | 2.50   |              |            |                 |
| 10-0-5120            | Library Supplies             | 98568675        | 7.50   |              |            |                 |
| 10-0-5120            | Library Supplies             | 98568674        | 10.00  |              |            |                 |
| 10-0-5120            | Library Supplies             | 98568673        | 2.50   |              |            |                 |
| 10-0-5120            | Library Supplies             | 98568672        | 2.50   |              |            |                 |
| 10-0-5120            | Library Supplies             | 98574114        | 5.00   |              |            |                 |
| 10-0-5120            | Library Supplies             | 98574116        | 5.00   |              |            |                 |
| 10-0-5120            | Library Supplies             | 98574099        | 2.50   |              |            |                 |
| 10-0-5120            | Library Supplies             | 98574098        | 10.00  |              |            |                 |
| 10-0-5120            | Library Supplies             | 98574097        | 5.00   |              |            |                 |
| 10-0-5120            | Library Supplies             | 98574096        | 22.50  |              |            |                 |
| 10-0-5120            | Library Supplies             | 98574110        | 2.50   |              |            |                 |
| 10-0-5120            | Library Supplies             | 98574111        | 5.00   |              |            |                 |
| 10-0-5120            | Library Supplies             | 98574112        | 25.00  |              |            |                 |
| PITNEY BOWES         |                              |                 |        | 15670        | 02/27/20   | <u>100.00</u>   |
| 10-0-5123            | Postage                      | PITNEY BOWES    | 100.00 |              |            |                 |
| City Wide of Chicago |                              |                 |        | 15671        | 02/10/20   | <u>253.73</u>   |
| 70-0-5799            | Misc Services                | inv # 100004751 | 253.73 |              |            |                 |
| Midwest Tape         |                              |                 |        | 15672        | 02/29/20   | <u>2,210.82</u> |
| 10-1-5343            | DVDs-Adult-Winnetka          | 98476414        | 534.46 |              |            |                 |
| 10-1-5343            | DVDs-Adult-Winnetka          | 98477430        | 67.44  |              |            |                 |
| 10-1-5343            | DVDs-Adult-Winnetka          | 98476449        | 270.14 |              |            |                 |
| 10-1-5343            | DVDs-Adult-Winnetka          | 98476419        | 23.24  |              |            |                 |
| 10-1-5343            | DVDs-Adult-Winnetka          | 98476440        | 26.24  |              |            |                 |
| 10-1-5343            | DVDs-Adult-Winnetka          | 98476443        | 67.48  |              |            |                 |
| 10-2-5343            | DVDs-Adult-Northfield        | 98476444        | 44.99  |              |            |                 |
| 10-2-5343            | DVDs-Adult-Northfield        | 98476448        | 129.70 |              |            |                 |
| 10-2-5343            | DVDs-Adult-Northfield        | 98476415        | 284.10 |              |            |                 |
| 10-1-5344            | Audio Books-Adult-Winnetka   | 98476446        | 84.98  |              |            |                 |
| 10-1-5344            | Audio Books-Adult-Winnetka   | 98476450        | 44.99  |              |            |                 |
| 10-1-5344            | Audio Books-Adult-Winnetka   | 98476442        | 39.99  |              |            |                 |
| 10-1-5344            | Audio Books-Adult-Winnetka   | 98476418        | 74.98  |              |            |                 |
| 10-2-5344            | Audio Books-Adult-Northfield | 98476441        | 39.99  |              |            |                 |

# Winnetka-Northfield Public Library District

## Check Register

All Bank Accounts

February 1, 2020 - February 29, 2020

| Payee/Account # | Account Description          | Description | Amount | Check Number | Check Date | Check Amount |
|-----------------|------------------------------|-------------|--------|--------------|------------|--------------|
| 10-2-5344       | Audio Books-Adult-Northfield | 98476445    | 74.98  |              |            |              |
| 10-1-5444       | Audio Books-Juv-Winnetka     | 98476417    | 49.99  |              |            |              |
| 10-2-5444       | Audio Books-Juv-Northfield   | 98476416    | 49.99  |              |            |              |
| 10-1-5445       | Music-Juv-Winnetka           | 98453348    | 24.43  |              |            |              |
| 10-1-5445       | Music-Juv-Winnetka           | 98469500    | 41.98  |              |            |              |
| 10-2-5445       | Music - Juv-Northfield       | 98453349    | 24.43  |              |            |              |
| 10-0-5120       | Library Supplies             | 98476445    | 5.00   |              |            |              |
| 10-0-5120       | Library Supplies             | 98476444    | 4.90   |              |            |              |
| 10-0-5120       | Library Supplies             | 98476442    | 2.50   |              |            |              |
| 10-0-5120       | Library Supplies             | 98476443    | 7.40   |              |            |              |
| 10-0-5120       | Library Supplies             | 98476441    | 2.50   |              |            |              |
| 10-0-5120       | Library Supplies             | 98476440    | 2.50   |              |            |              |
| 10-0-5120       | Library Supplies             | 98476418    | 5.00   |              |            |              |
| 10-0-5120       | Library Supplies             | 98476419    | 2.50   |              |            |              |
| 10-0-5120       | Library Supplies             | 98476450    | 2.50   |              |            |              |
| 10-0-5120       | Library Supplies             | 98476449    | 27.50  |              |            |              |
| 10-0-5120       | Library Supplies             | 98476446    | 5.00   |              |            |              |
| 10-0-5120       | Library Supplies             | 98476448    | 12.50  |              |            |              |
| 10-0-5120       | Library Supplies             | 98477430    | 15.00  |              |            |              |
| 10-0-5120       | Library Supplies             | 98476416    | 2.50   |              |            |              |
| 10-0-5120       | Library Supplies             | 98476417    | 2.50   |              |            |              |
| 10-0-5120       | Library Supplies             | 98476415    | 37.50  |              |            |              |
| 10-0-5120       | Library Supplies             | 98476414    | 75.00  |              |            |              |

**Check List Total**      114,853.64

### Impact Stories

Mark Winter, Circulation Associate, provided exemplary Readers Advisory service for a family with a "biblio-ravenous sixth-grade son." The family thought he had read everything worth reading, but Mark took the time to share resources to help them stay on top of searching for books, new and old. The family wrote to the Library about Mark: Their son *"was so impressed by you and truly felt like you cared about him and that he would find a good new book series. You went above and beyond in representing what is truly good and meaningful about your profession. Thank you."* Thanks for your hard work, Mark!

The Rush Junior Board is an organization run by high school students that holds fundraisers for Rush hospital and other charities. The Board is currently holding a book drive to benefit the Rush Pediatric Care Center at the Winnetka and Northfield library locations. Through the Board's participation in a nation-wide Reach Out and Read Program the care center has already provided more than 100,000 books to patients ages 6 months to 5 years during routine check-ups.

### Financial Report

February 2020

Financial highlights

- Expenses are running under with the library fund at 52.85%; this is due to the lack of capital expenditures.
- Library supplies are running high at 78.61%; February financials incorrectly reported this line at 89.14% spent. This was due to wrong classification of two invoices.
- The District's accounting firm is analyzing current spending projections to reforecast the 2019/20 budget.

### Circulation Services

Total circulation for the month of February FY 2019/2020 was **37,686** compared to **37,603** for the same month last year. This represents a net change of **0.22%**

Cumulative circulation through February FY 2019/2020 is **317,049** compared to **330,321** for the previous fiscal year to date. This represents a net change of **-4.02%**.

Virtual Branch circulation for the month of February FY 2019/2020 was **4,676** compared to **4,723** for the same month last year. This represents a net change of **-1.00%**.

Cumulative virtual branch circulation through February FY 2019/2020 is **37,787** compared to **36,103** for the previous fiscal year to date. This represents a net change of **4.66%**.

Self-checkout at the Winnetka Library for the month of February was **69.34%**.

### Personnel

Youth Services welcomed Anny Belk as a part-time Youth Services Associate. Circulation Services welcomed Elizabeth Gibbons as a part-time Page. Two Pages are planning to leave their positions this spring – one to move out of state and one to head to college. In addition to the two part-time Page positions, one part-time Youth Services Associate and one part-time Studio Associate positions are open currently.

### Youth Outreach

February was a month full of outreach opportunities for Youth Services. Youth Services had 5 different outreach events, from storytimes at two different childcare organizations to hosting a visit from the Hyde Park Day School at the Northfield Branch. Amanda Garrity, Head of Youth Services, also co-presented with librarians from Glencoe and Wilmette libraries about social and emotional literature at the Alliance for Early Childhood's annual Preschool-Kindergarten Summit. We welcomed a new Youth Services Associate in early March and look forward to having the

flexibility to send Youth Services Librarian Maddy Belk to more outreach events at local schools and childcare organizations.

### Technology

There were 1,042 public computer sessions in the month of February at Winnetka with 62% of those occurring on library laptops. There were 599 public computer sessions at Northfield with 12 percent of those occurring on laptops. There were 10 Chromebook sessions in Youth Services.

Winnetka had 14,856 hotspot sessions from 1,634 distinct devices. The average session time was 39 minutes. These sessions used a total of about 317 GB of downstream bandwidth and about 99 GB of upstream bandwidth.

Northfield had 3,881 hotspot sessions from 720 distinct devices. The average session time was 36 minutes. These sessions used a total of about 223 GB of downstream bandwidth and about 17 GB of upstream bandwidth.

We had 8,943 web sessions with 5,341 website users as counted by Google Analytics. The sessions number is up slightly from last year's 8,277 sessions, and the unique visitors count is up slightly from last year's 4,942 unique users.

### Library App

The mobile app is in development by third-party vendor Capira, Inc. and delivery is expected soon. Once delivered the Library will perform testing with a goal to improve functional (icons, colors, terminology, basic user screen flow) ease for patrons and their preferences around usage.

The user testing framework includes:

1. Internal App Committee Functionality Testing: This tests app functionality. This staff group will make sure all links and redirects work correctly, confirm that the catalog functions, test that the digital card scans properly, etc.
2. Internal Staff Functionality Testing: This tests the user experience. Is the app easy to navigate? Can users find what they need? Testers will have predetermined tasks and answer open ended questions about their app impressions. Minimum tester goal is 10 staff and 2 Board members.
3. Patron User Testing and Survey: Patrons on-site at Winnetka and Northfield will have the same user testing experience outlined above. The sample size will be at minimum 20 patrons, 10 from Winnetka and 10 from Northfield.
4. Changes confirmed and Launch: Once changes are made and reviewed the app will be submitted to the Apple Store and Google Play. Approval is estimated within one to three days.
5. Post launch: We will collect analytic user data, including number of installs, user counts and page load counts to analyze success of app.

### Website

We have begun work to add more dynamic content to the website homepage. Content will include a scrolling events calendar, a single search function with options to search the website or catalog, a quick links menu for common tasks and a carousel of images to highlight various library services at the top of the page. Our goal is to make the website more reflective of the full range of services the library has to offer in a quick glance.

### Website: Most Visited Pages

Home Page | Digital/New York Times | Movies | Digital/ebooks-eaudiobooks | Library Info/Jobs



## Study Room Usage

### Bookings Summary

|                                 |                |
|---------------------------------|----------------|
| <i>Unique Users</i>             | 116            |
| <i>Total Bookings</i>           | 219            |
| <i>Time Available</i>           | 50,400 minutes |
| <i>Time Booked</i>              | 25,170 minutes |
| <i>Average Booking Duration</i> | 115 minutes    |
| <i>User Showed Up - Yes</i>     | 195            |
| <i>User Showed Up - No</i>      | 0              |

### Programs and Activities

February marked the start of the annual Great Decisions series. Facilitated by the League of Women Voters, the Great Decisions program is a weekly discussions of relevant international issues, from climate change to artificial intelligence. Average attendance for each discussion is 19.

Total District Program Attendance for the month of February FY 2019/2020 was **1,865** compared to **1,317** for the same month last year. This represents a net change of **41.61%**

Cumulative District Program Attendance through February FY 2019/2020 is **14,444** compared to **10,967** for the same month last year. This represents a net change of **31.70%**

### Programming Highlights

- **My First Yoga with Banner Day Camp** was attended by **15** patrons. Presenters from Banner Day Camp engaged toddlers in yoga and mindfulness activities.
- **George Washington: Mount Vernon to Washington, DC** was attended by **44** patrons. Portrayed by actor Terry Lynch, George Washington told the audience what brought him from a surveyor of land to a leader of a nation.
- **Leap Day Party** was attended by **40** patrons. Amanda Garrity, Head of Youth Services, set up a series of passive activities related to the Leap Day for families.
- **Steppin' Out! American Songbook of Hits** was attended by **29** patrons. In this two-person cabaret, Matt and Cynthia Gruel belted out the hits of yesterday-year.

### Fireside Chats

The last fireside chat was with Sarah Quish, Head of Communications and Marketing, on March 10, 2020 . The chats gave community members the opportunity to meet management team members at the Northfield Branch. Management team is in development of quarterly focus groups to continue soliciting feedback from District patrons.

### The Source

We are planning the summer issue of The Source. In the next issue we are looking forward to highlighting Summer Reading, the patio project and One Book Two Villages including another staff spotlight.

### Follow-up Answers to Questions from the February 20, 2020 Board Meeting

#### *What is required for sexual harassment training in Illinois?*

Illinois Senate Bill 75 requires employers to train employees at least once per year regarding sexual harassment prevention. The Illinois Department of Human Resources will provide a model training program for employees to use or adapt.

#### *Will it be necessary to alter our patio plans based on potential plans for Green Bay Road updates?*

According to Lakota Group, who is working with the Village of Winnetka on their 20-Year Plan, the long-term discussion has been that the Village could take jurisdiction of the roadway from IDOT and thus have control to redesign it. This should not affect anything we are doing.

*Were Northfield teens counted in the Teen Finals Week counts?*

From Amanda Garrity, Head of Youth Services –

While we did include estimated numbers of teens at Northfield for the day of study space we advertised at the Branch, we did not estimate the number of teens that may have spent time at the Branch throughout the course of the week. We hope to better include Northfield for our Summer Finals Week study space/activities.

*STEAM Kit check-out inconsistencies issue*

From Katie Cangelosi, Head of Circulation Services –

Amanda Garrity, Courtney Volny (Branch Services Coordinator) and I worked together to update the Steam Kit Procedure. The updated procedure has been added to the Staff Intranet, all procedure binders, and sent out to all desk staff in an email. Amanda is also working with Kathy Skiba, Graphic Designer, to put more details on the labels for the Steam Kits which should be seen on the kits by the end of March.

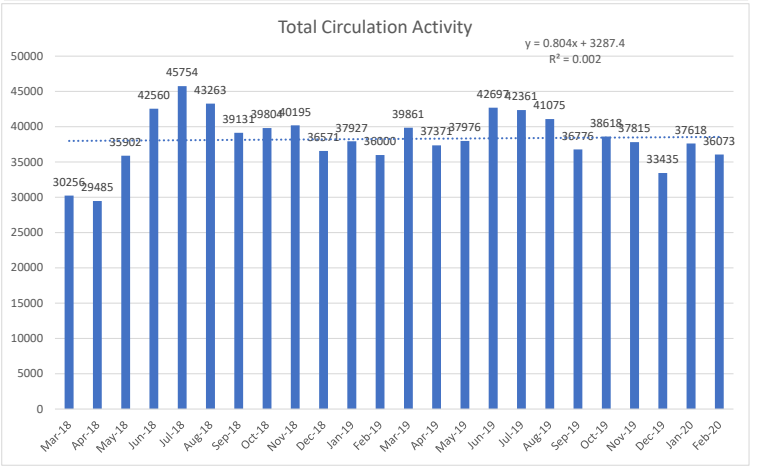
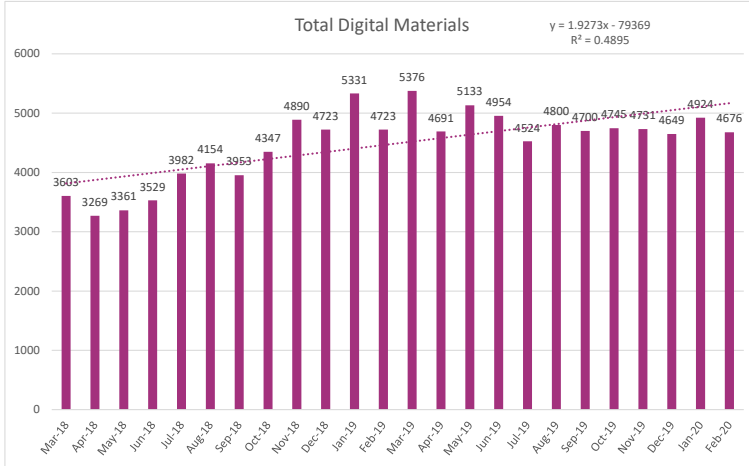
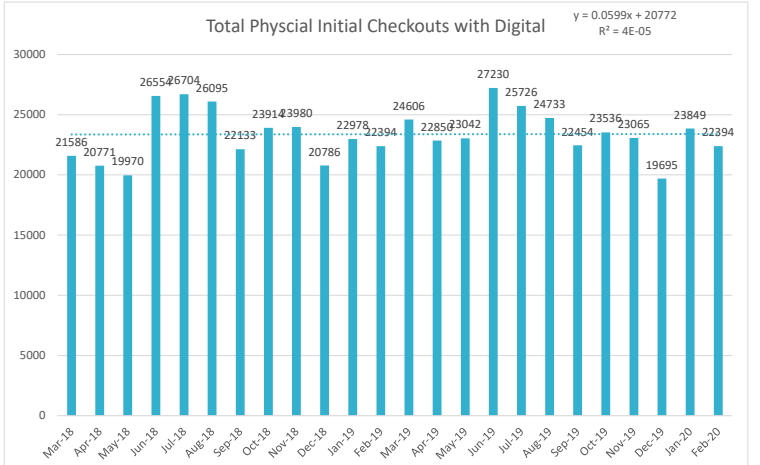
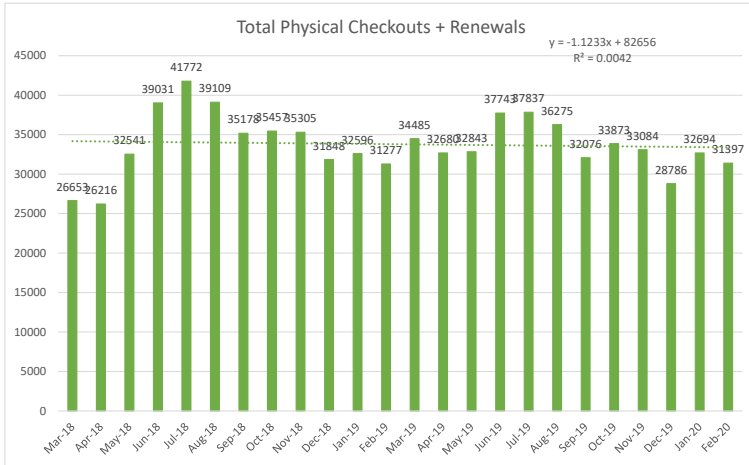
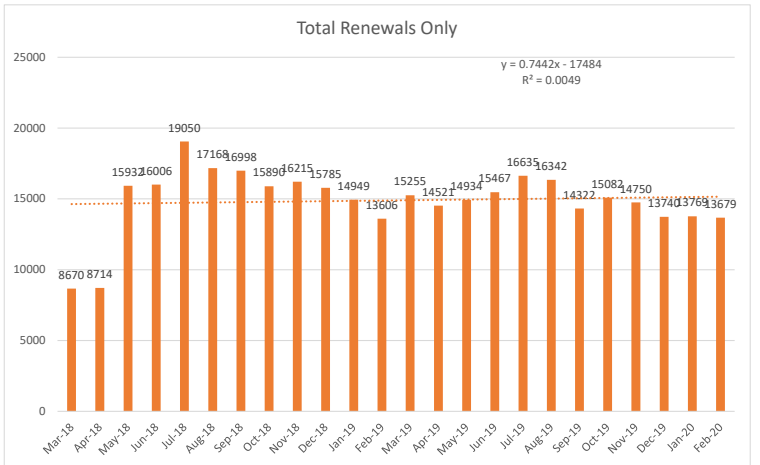
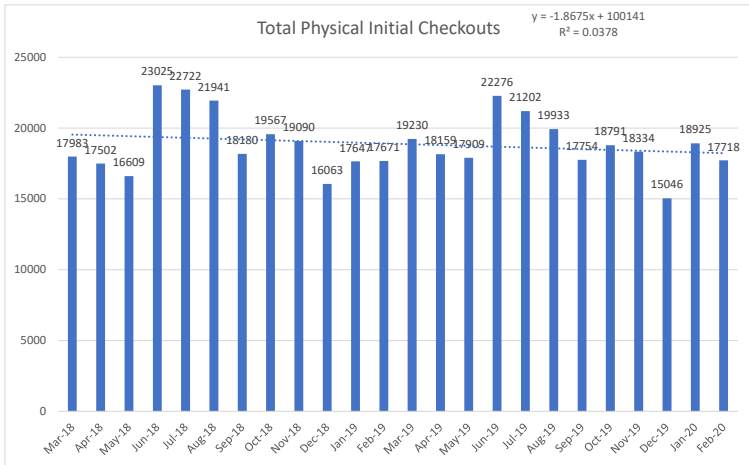
*Kenilworth Patron Usage statistics – does that count patrons themselves or items checked out?*

Kenilworth Patron Usage counts items checked out by Kenilworth Patrons.

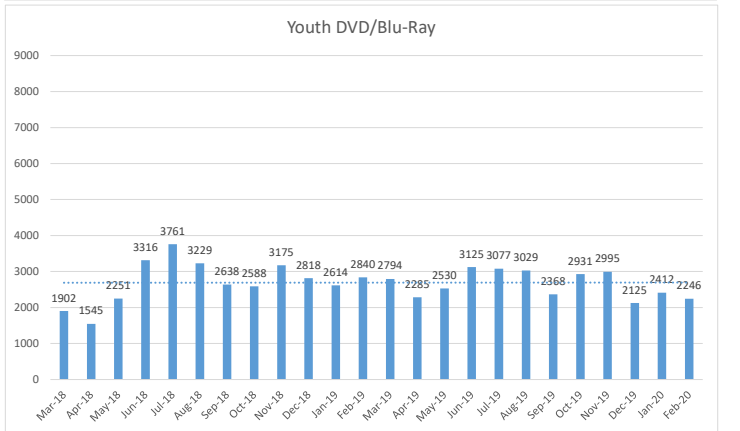
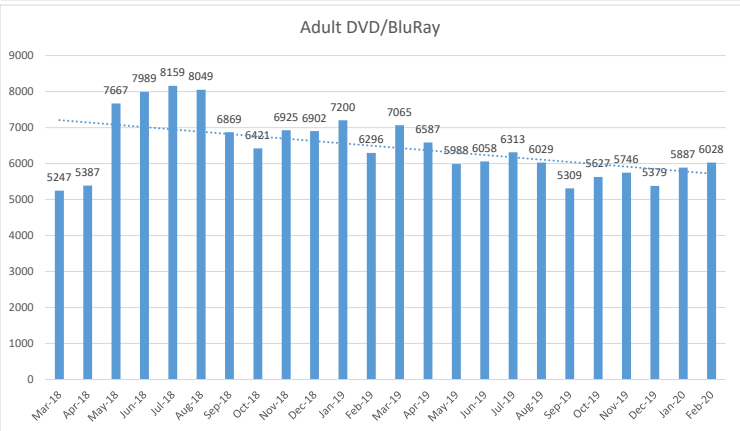
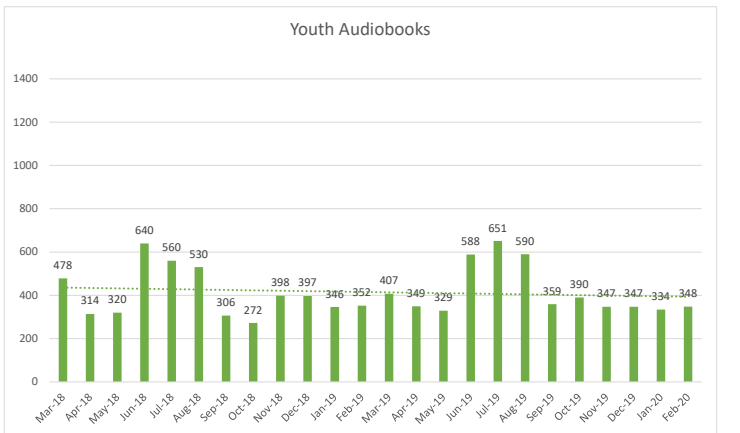
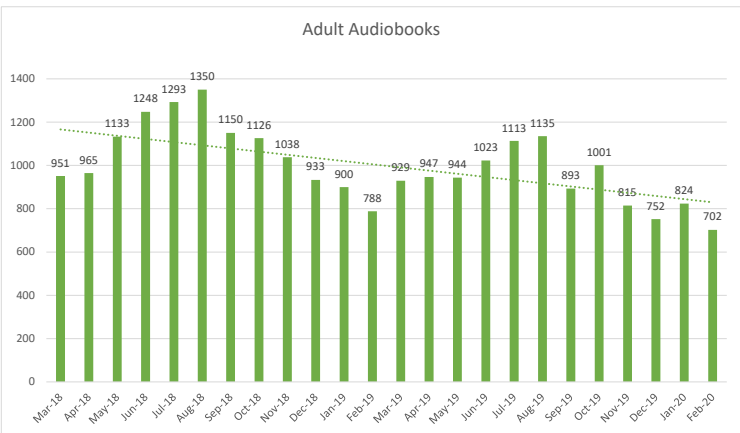
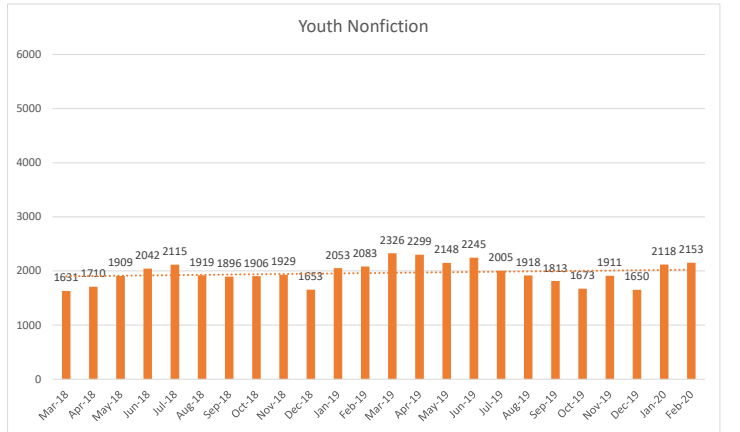
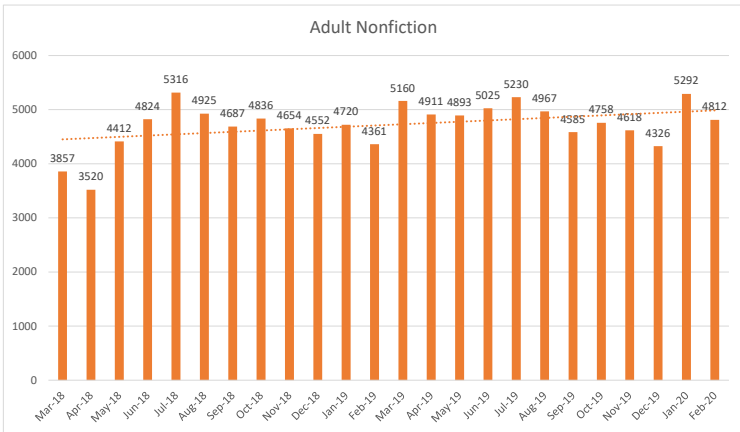
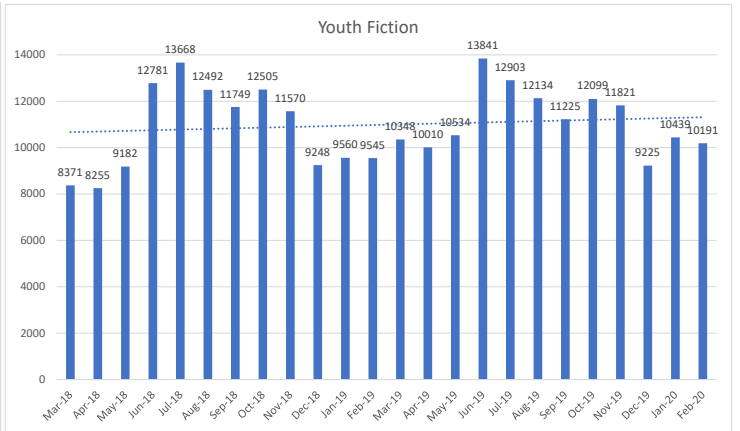
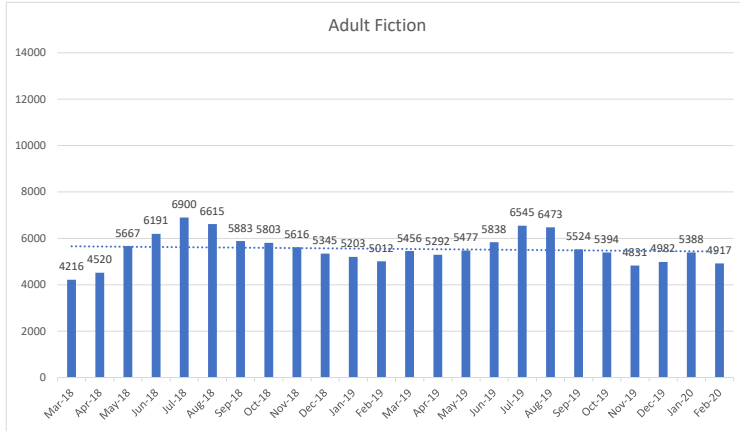
*What are future plans for genealogy programming?*

Steve Kline, Adult Programming Librarian II, is planning to reintroduce genealogy programming to the District this summer season with programs such as, "Become a Census Sensei" and "Writing Your Family History: Using Narrative in Genealogy."

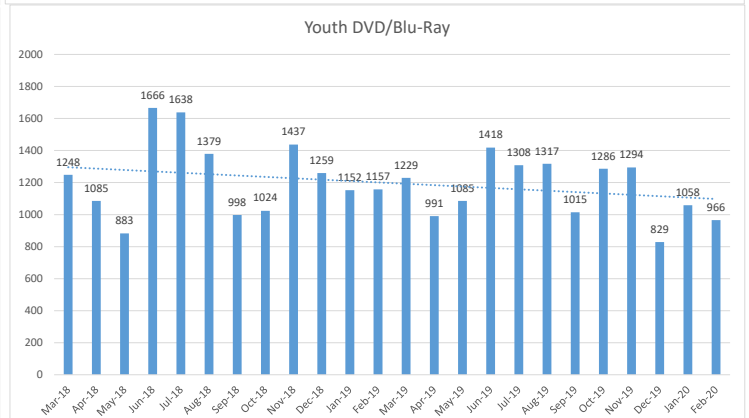
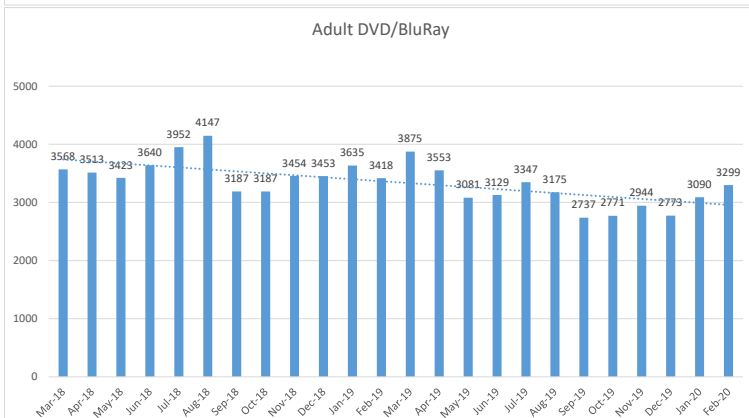
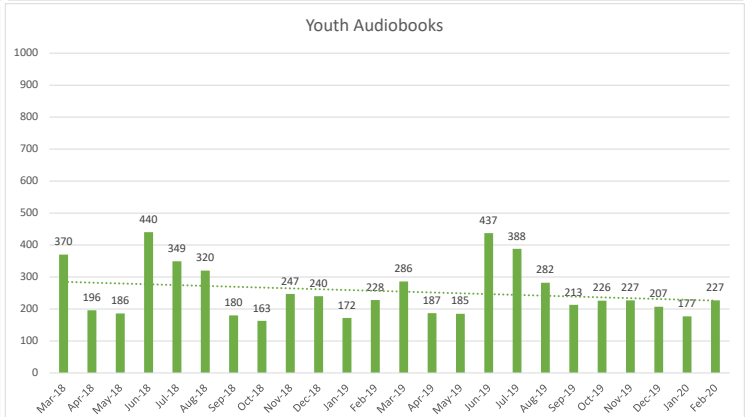
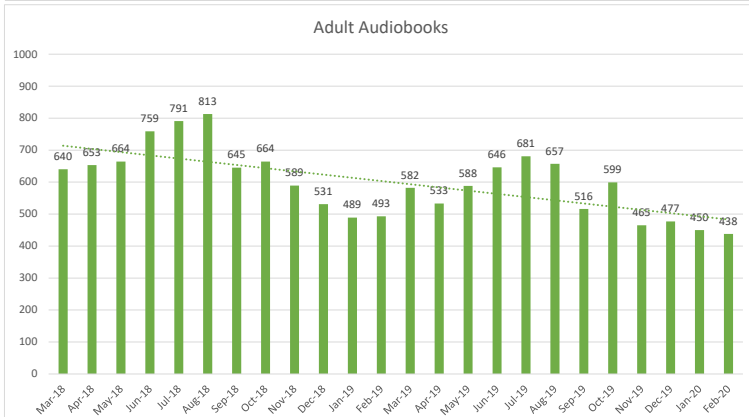
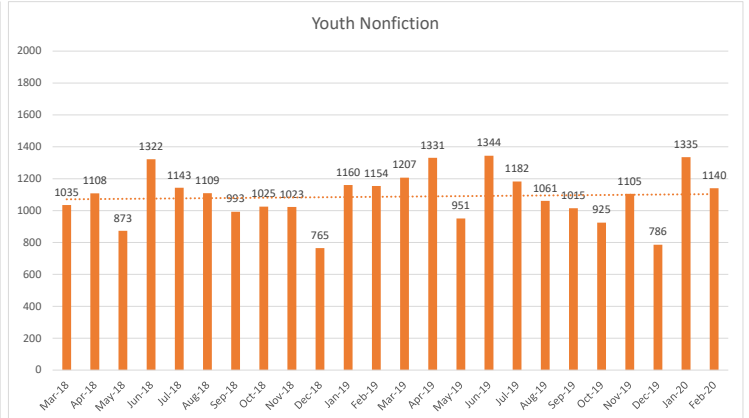
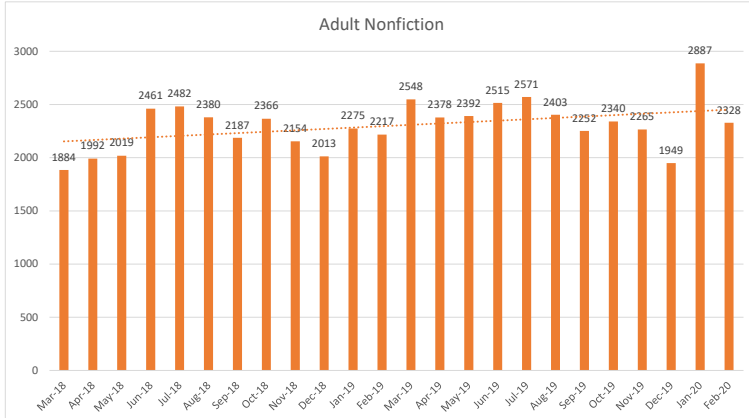
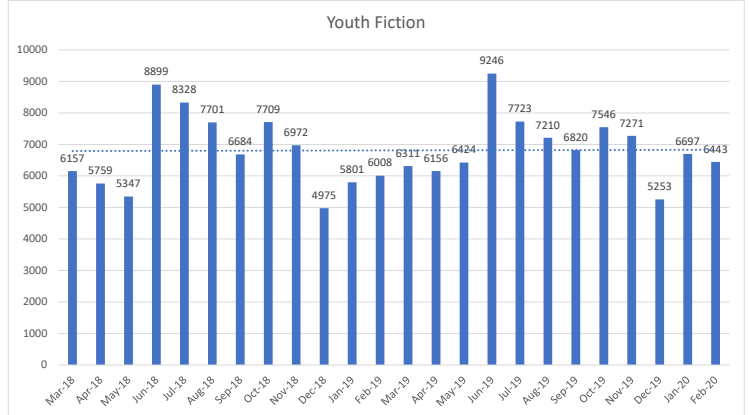
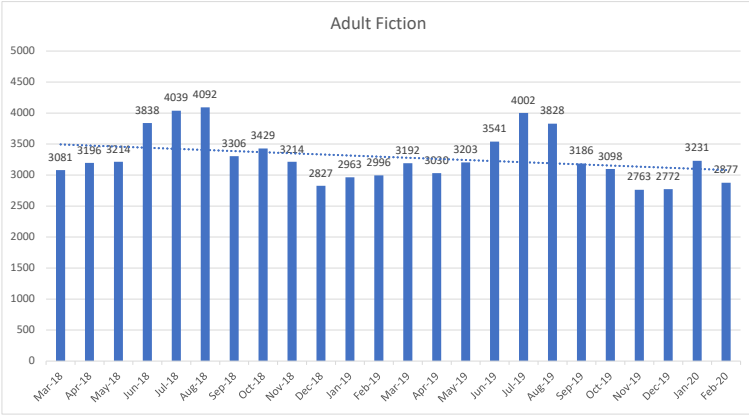
**Totals Graphs February 2020**



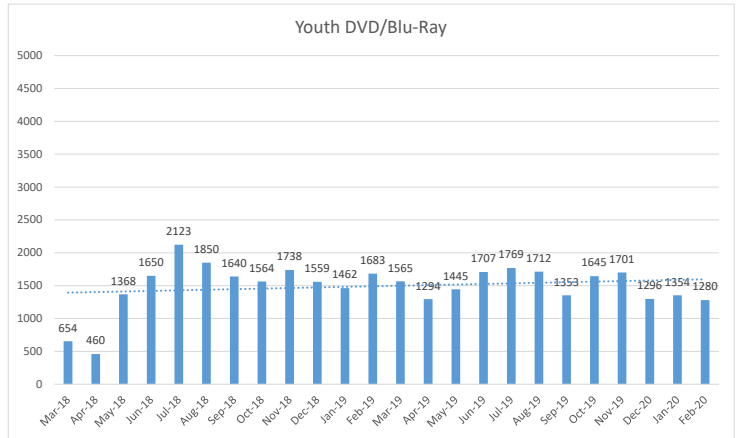
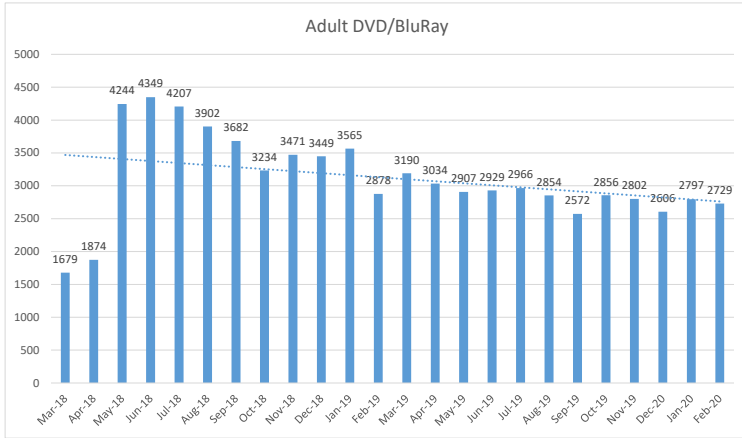
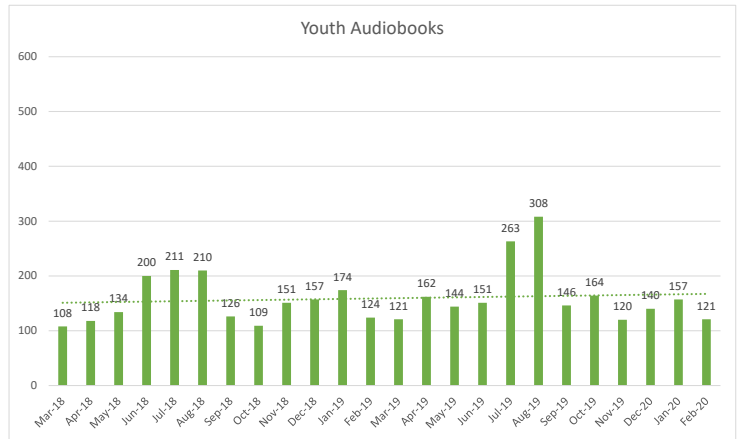
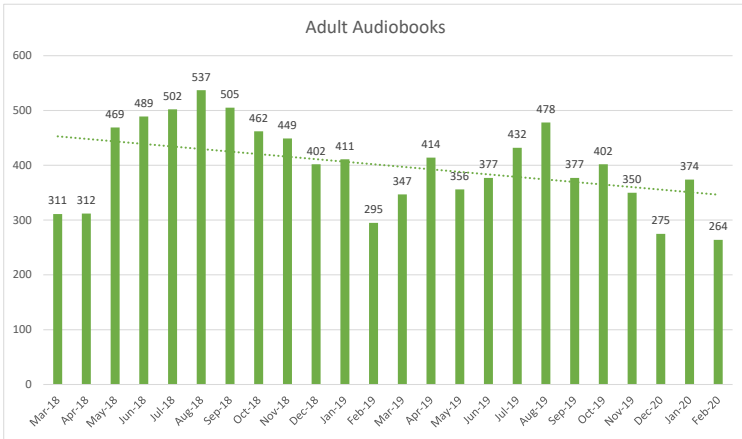
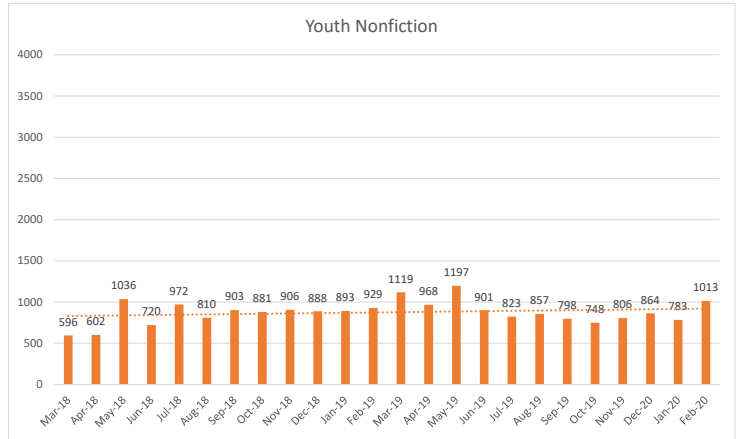
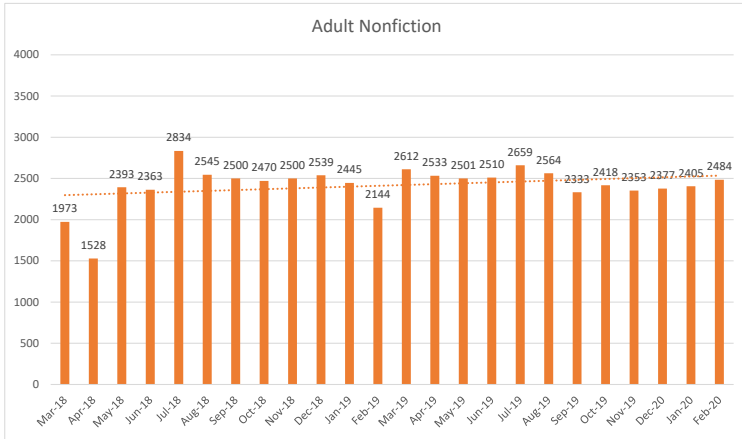
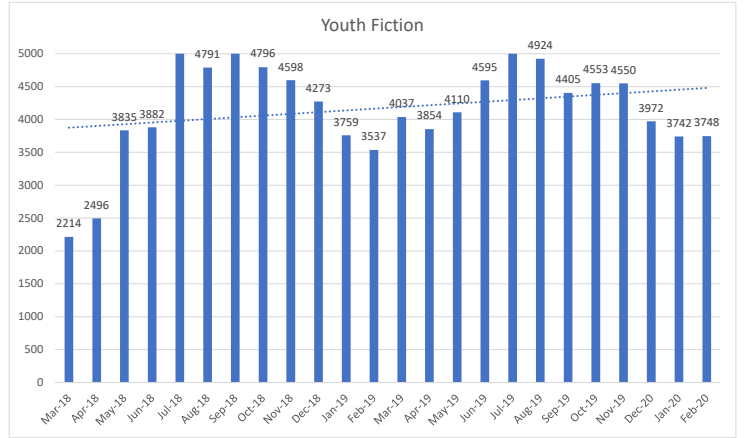
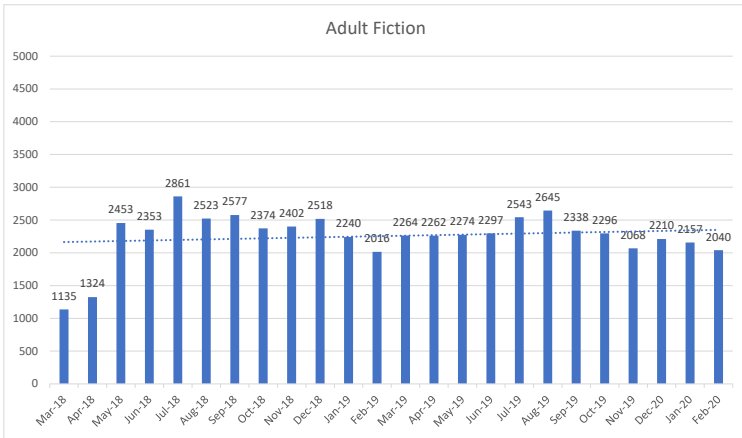
**Physical Checkouts + Renewals February 2020**



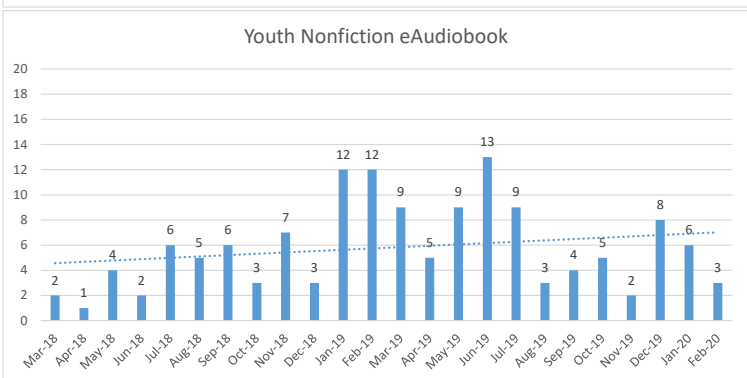
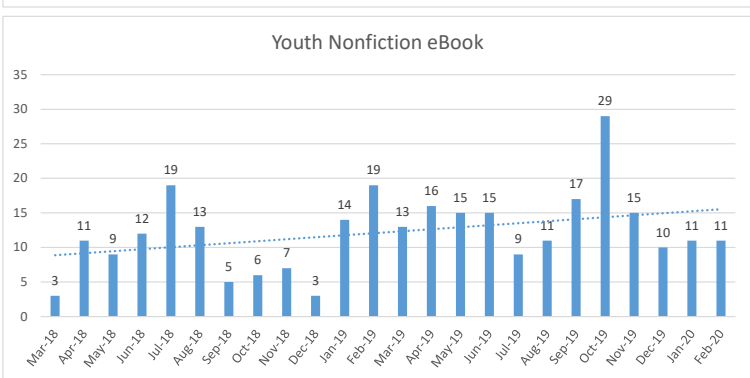
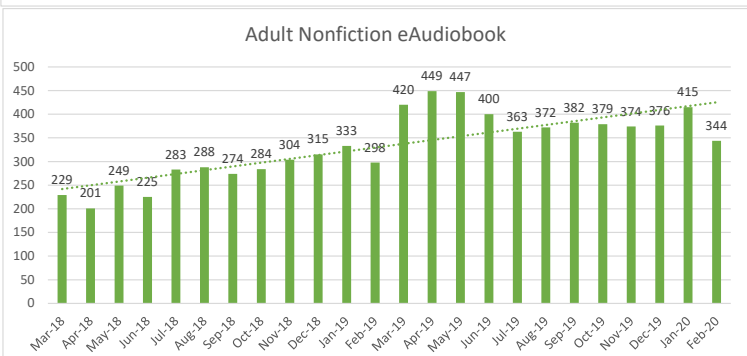
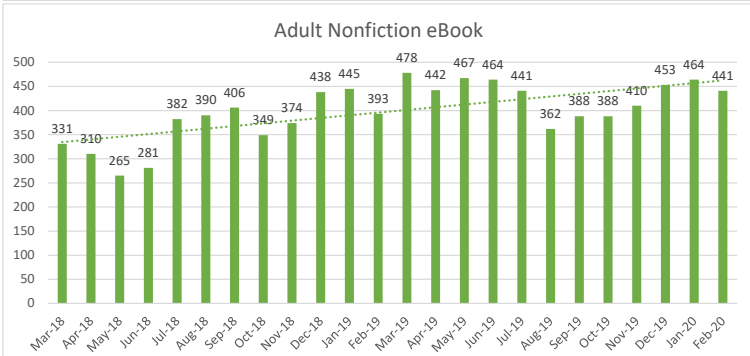
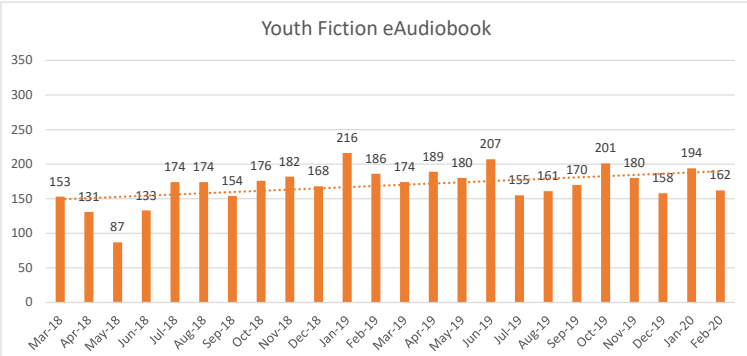
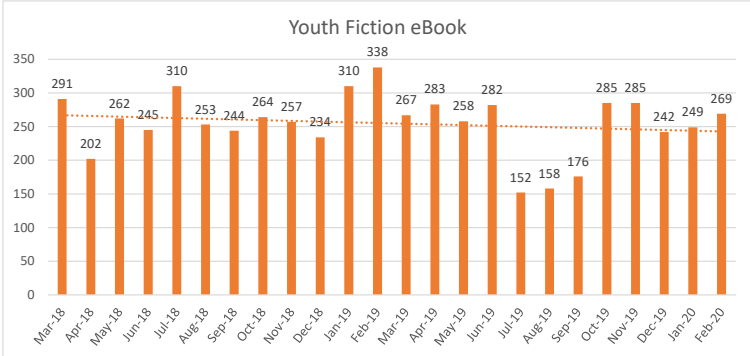
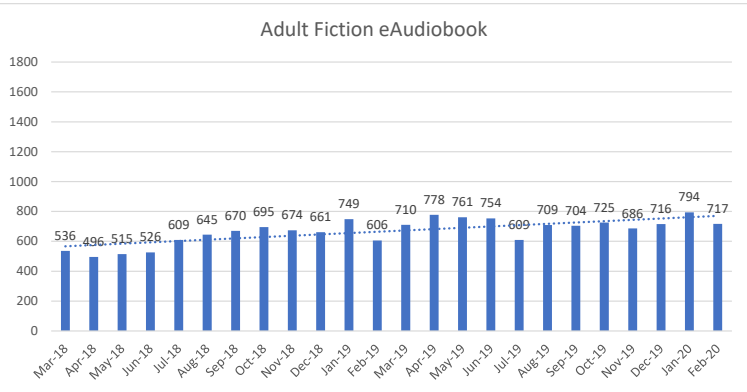
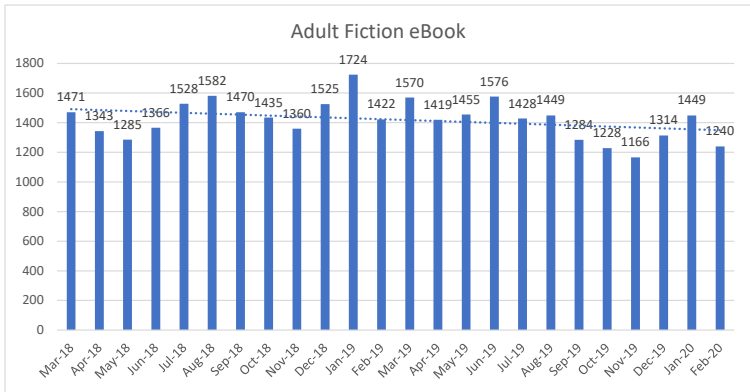
**Physical Initial Checkouts February 2020**



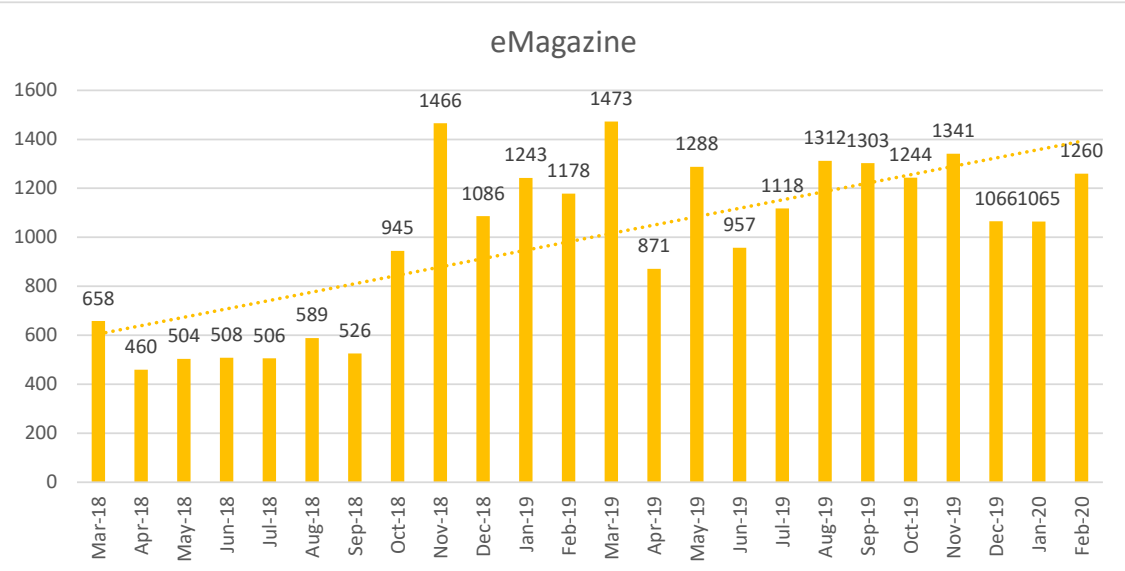
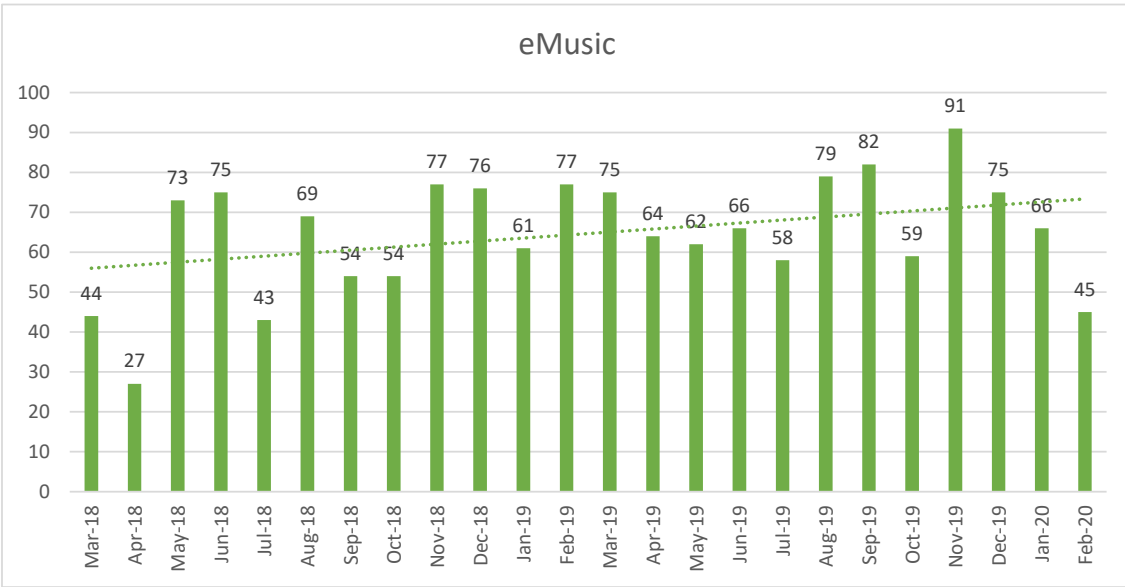
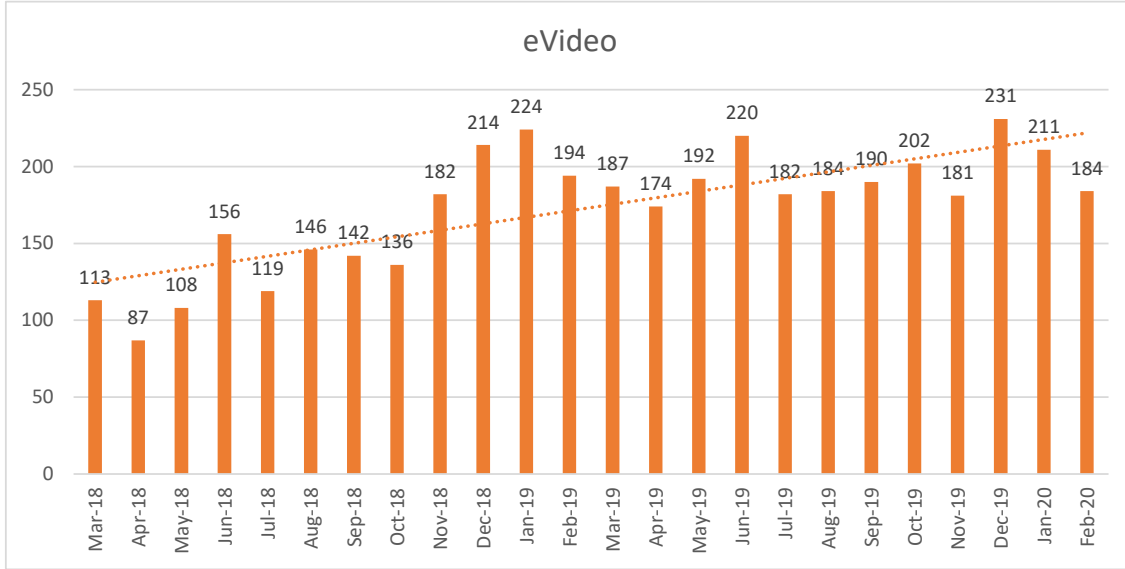
**Physical Renewals February 2020**



**Digital February 2020**



## Digital February 2020 Continued





## **Winnetka-Northfield Public Library District Objectives**

January through June 2020

Submitted by Emily Compton-Dzak

Interim Library Director

### Major Objectives

#### *Director Search*

I will work closely with the Board and search firm to coordinate any staff element of the director search and interview process, while also keeping staff apprised of updates.

#### *Budget for FY 20/21*

1) Re-forecasting, and if necessary, re-budgeting of FY 19/20.

Deadline - April 20, 2020 Board meeting.

2) Standard budgeting and appropriation process for FY 20/21

Deadline for Working Budget vote – May 18, 2020 Board meeting

#### *Final phase of Winnetka Patio Project*

##### **POSTPONED until Board vote on construction administration and observation proposal**

Board meeting – vote on the Lakota Group construction administration and observation proposal. Assuming the vote passes, hardscape and landscape demolition and removal would come first. Construction of new hardscape (concrete walks, pavings, walls, etc.) would come next, followed by landscaping, then final walk throughs and punch list items.

#### *Pandemic Preparedness*

Management team has drafted a Pandemic Preparedness Policy, for review by the Library Board. I have been working with CityWide regarding precautionary measures for the Coronavirus outbreaks, including: scheduling extra disinfecting touchpoints as well as periodic deep surface cleanings, ordering additional supplies such as hand sanitizer for the public and staff, and ordering gloves to be available to staff who wish to use them. In an abundance of caution, as of March 13, 2020 the District is closed until further notice.

#### *Human Resources Strategy*

After consulting with the management team and HR Source, I believe our focus now should be to build staff trust in District HR processes before introducing a new human resources representative. With a goal to secure onsite HR support in the future, I propose my continuing to work with the Management Advisory Committee on staff issues while working with the management team to build a solid human resources foundation. At present, we are developing a proposal for this interim period.

### Regular Objectives

#### *Library App*

##### **POSTPONED until District reopens and can conduct user testing with community members**

User testing schedule and methodology is in progress, with testing to begin early March. Final changes based on community input to be made in late March, with projected go-live late April 2020.

#### *Complete Install of RingCentral Phone System*

Contracts have been signed and installation schedule is in its final drafts. Staff training and installation needs project go-live of new phone system by late April to early May 2020.

### *Complete approved Northfield updates*

Several minor but impactful updates had been planned for early 2020, and they are still progressing. These changes include selecting and installing a new Jr. High Graphic Novel shelving unit; staff storage cleanout and reorganization plus floor re-tile; and re-painting the staff areas upstairs.

### *Website Updates*

The Communications and Marketing team members are working on adding more dynamic content to the library website. Some of the additions will include a rotating carousel of images, an upcoming events scroll, a quick links menu and a search function that gives the option of searching the catalog or website.

### *Annual event planning*

1. Quarterly Focus Groups – management team will fully develop and schedule the first focus group. The first focus group will concentrate on the programming interests of the Northfield community.
2. Summer Reading – the Summer Reading Committee is meeting already and planning both adult and youth elements of the program. Goals this year include simplifying the reading log process and including an experiential component for participants.
3. Genealogy programming – Steve Kline, Adult Programming Librarian, is planning genealogy programs starting with the summer season.
4. 4<sup>th</sup> of July parade – this spring we begin planning for the annual 4<sup>th</sup> of July parade, choosing a theme and recruiting staff and Board to walk in the parade.
5. OBTV – the One Book selection will be revealed in the summer issue of the Source, in development now.