

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

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

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

AGENDA

Monday, May 17, 2021

- I. Call to Order**
- II. Roll Call**
- III. Public Comments**
- IV. Vote to Approve Minutes**
 - Approve Minutes of the April 19, 2021 Regular Meeting*
 - Approve Minutes of the May 3, 2021 Study Session*
- V. Financial Report**
 - Approve April 2021 Financial Statements*
 - Change in Investment Funds (Director Dombrowski, Treasurer Vandergrift)
- VI. Library Reports**
 - Director's Report* (Director Dombrowski)
 - Board President's Comments (President Ruiz-Funes)
- VII. Liaisons to Other Organizations – Reports**
 - Winnetka Village (Trustee Johnson)
 - Northfield Village (?)
- VIII. Unfinished Business**
 - Discussion and Vote on Window Bid Approval (John Shales)*
 - Update on Strategic Plan
 - Update on Linden Patio Homes Tree Root Issue*
- IX. New Business**
 - Discussion and Vote on Auditor Engagement Letter*
 - Approval of FY21-22 Budget*
 - Recognition of Outgoing Trustees Johnson, Casale MacNally, and Gill Anwar
 - Organizational meeting of the Library Board
 - Oaths of Office for Incoming Trustees (Trustee Casale MacNally)

*Attachments

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

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

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

- Election of Officers to two-year terms
- Community Liaison appointments
- Discussion regarding proposed Board of Trustees Meeting Calendar for Fiscal Year 2021-2022*
- Vote to move Study Session from June 7th at 7pm to June 28th at 7pm and use for Board review of Strategic Planning Gaps & Opportunities findings
- Discussion regarding mask requirements for library users
- Question of returning to in-person meetings

X. Communications

- The Library will be closed on Sunday, May 30th, and Monday, May 31st in observance of Memorial Day
- Expanded hours/services begin on Monday, June 7th
- Nancy Sylvester training session for new and existing Board Members on Saturday, June 5th from 8:30am-12:30pm. Will be recorded for those who can't attend.
- Open house at Northfield on Saturday, June 5th from 1-3pm
- The next regular meeting will be held on Monday, June 21st at 7pm

XI. Public Comments

XII. Adjournment

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

April 19, 2021

I. Call to Order

The meeting was held virtually via Zoom due to the COVID-19 pandemic. President Ruiz-Funes called the meeting to order at 7:02 p.m. A quorum was present.

II. Roll Call

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

Absent: Trustee Raheela Anwar

Present were library employees Nicola White (Administrative Assistant) and Mark Swenson (Information Technology Manager). Present was Jackie Throop from HR Source. Present was Winnetka resident Jeffrey Liss.

III. Public Comments

No public comments.

IV. Vote to Approve Minutes

- Vote to Approve Minutes of the March 15, 2021 Regular Meeting

A MOTION was made by Trustee Casale MacNally to approve the Minutes of the March 15, 2021 Regular Meeting and seconded by Trustee Johnson.

The MOTION passed on a voice vote.

V. Financial Report

Director Dombrowski presented the March 2021 Financial Statements.

A MOTION was made by Trustee Casale MacNally to approve the March 2021 Financial Statements and seconded by Trustee Vandergrift.

The MOTION passed on a voice vote.

VI. **Library Report**

LIBRARY DIRECTOR'S REPORT:

Director Dombrowski reported:

- The Board will be swearing in the new trustees at the May meeting
- The District has stopped quarantining library materials based on recommendations from RAILS; this will provide the space to begin opening up meeting rooms and study rooms in June
- Virtual adult programming attendance continues to be strong; youth programming attendance remains steady, but numbers are not as high as pre-pandemic as there is still a desire to have in-person youth programming
- The theme for Summer Reading this year is "Reading Colors Your World"
- The District has seen a good uptick in physical circulation; March was the second highest month since February 2020
- In order to obtain more comparable data going forward, the team will begin comparing data to 2019 numbers

BOARD PRESIDENT'S COMMENTS:

President Ruiz-Funes reported:

- The trustees' thoughts are with those directly affected by COVID-19 and they wish to thank the first responders and essential workers for their efforts, as well as all library staff.
- The District should continue to be vigilant on staff and patron safety and also fiscally responsible in terms of hiring new staff
- The District should continue to promote the digital library
- The Board would like to see a list of the key issues and questions that will eventually be addressed by the new Strategic Plan

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

- *Winnetka Village*- Trustee Johnson reported that Spirit Elephant won the Green Business of the Year award and that Peet's Coffee has permitted outdoor seating. He also reported that the Village is following the Mayor's Monarch Pledge, and he encouraged the library to introduce more Monarch friendly plantings and butterfly-related programming.
- *Northfield Village*- Trustee Munoz reported that the Northfield Village has been discussing the tree preservation plan that went into effect in the early 2000's. She also reported that the Go Green Northfield Committee has been working to take gas leaf blowers off the street.

VIII. Unfinished Business

- *Update on Northfield Refresh Project*

Director Dombrowski reported that the project will begin on April 23, 2021 and is expected to be completed on June 4, 2021. The Branch will be staying open with reduced hours; 1 p.m. to 6 p.m. Monday through Friday, and 10 a.m. – 6 p.m. on Saturdays, and there will be an open house on Saturday, June 5, 2021 between 1 p.m. and 3 p.m. to showcase the new space.

- *Update on Window Replacement Project*

Director Dombrowski reported that SMC is in the process of preparing the bidding documents and are waiting on lab test results from the final asbestos sample.

The Board discussed energy efficiency grants and monitoring savings on gas and electric bills after the project. They suggested reaching out to Go Green Winnetka and principals from local schools to find a student who can track heat loss/gain before and after the window replacements.

- *Update on Strategic Plan*

Director Dombrowski reported that the District kicked off the strategic planning process last week with the first steering committee meeting. The committee is in the process of scheduling and conducting focused conversations with community members and stakeholders, and there will be a staff town hall, department meetings, and an internal organizational workshop coming up within the next month. She also reported that the District is working on finalizing both internal and external communication plans and intend to heavily promote the caucus survey to patrons to gather feedback on library services.

IX. New Business

- *Approval of Succession Plan*

A MOTION was made by Trustee Casale MacNally to approve the Succession Plan and seconded by Trustee Gosselin.

The MOTION passed on a voice vote.

- *Adoption of Revised Investment Policy*
A MOTION was made by Trustee Vandergrift to adopt the revised Investment Policy and seconded by Trustee Munoz.

ROLL CALL VOTE

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

NAYS: 0

ABSENT: Trustee Anwar

MOTION CARRIED

- *Question of Returning to In-Person Meetings*
The trustees discussed not feeling comfortable returning to in-person meetings at this time, but will keep the discussion on the agenda each month to ensure it is continually revisited.

X. Communications

- *The Library will be closing one hour early on Friday, May 7, so staff can participate in a strategic planning workshop that evening.*
- *The next study session will be held on Monday, May 3 at 7 p.m.*
- *The next regular meeting will be held on Monday, May 17 at 7 p.m.*
- *Statements of Economic Interest must be filed by May 1. If you have not already, please check your library email (and spam folder) and file as soon as possible.*

XI. Public Comments

Winnetka resident Jeffrey Liss commented on programming and library visitorship post-COVID.

XII. Adjourn to Closed Session

- 5 ILCS 120/2(c)(1): To consider the appointment, employment, compensation, discipline, performance, or dismissal of a specific employee of the library district.

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 8:29 p.m.

XIII. Return to Open Session

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

Absent: Trustee Raheela Anwar

XIV. 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 Munoz.

The MOTION passed on a voice vote and President Ruiz-Funes adjourned the meeting at 9:11 p.m.

Respectfully submitted,

Nicola White
Recording Secretary

_____ Jean-Paul Ruiz-Funes, President

_____ Katherine Casale MacNally, Secretary

**WINNETKA-NORTHFIELD PUBLIC LIBRARY DISTRICT
MINUTES OF A STUDY SESSION
OF THE BOARD OF TRUSTEES**

May 3, 2021

I. Call to Order

The meeting was held virtually via Zoom due to the COVID-19 pandemic. President Ruiz-Funes called the meeting to order at 7:07 p.m. A quorum was present.

II. Roll Call

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

Absent: Trustees Raheela Anwar, Sarah Munoz and Travis Gosselin

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

III. Public Comments

No public comments.

IV. Discussion of Draft FY21-22 Library Operating Budget

Director Dombrowski presented the draft FY21-22 operating budget.

The Board discussed the draft budget and decided to lower the total budget to 3.8 million with an operating budget of 3.0 million.

V. Public Comments

No public comments.

VI. 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 Vandergrift. The MOTION passed on a voice vote and President Ruiz-Funes adjourned the meeting at 8:58 p.m.

Respectfully submitted,

Nicola White
Recording Secretary

_____ Jean-Paul Ruiz-Funes, President

_____ Katherine Casale MacNally, Secretary

Winnetka-Northfield Public Library District

All Funds Summary

For the 10 Months Ended April 30, 2021

Ideal Budget Percentage Spent: 83.33%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Current Year-to-Date</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
Revenues					
Library Fund	4,142,360.00	3,451,966.67	4,018,235.76	97.00 %	566,269.09
IMRF Fund	100,000.00	83,333.33	93,618.34	93.62 %	10,285.01
FICA Fund	40,000.00	33,333.33	37,447.88	93.62 %	4,114.55
Building Fund	152,000.00	126,666.67	142,300.20	93.62 %	15,633.53
Unemployment Fund	10.00	8.33	9.28	92.80 %	0.95
Total Revenues	<u>4,434,370.00</u>	<u>3,695,308.33</u>	<u>4,291,611.46</u>	<u>96.78 %</u>	<u>596,303.13</u>
Expenses					
Library Fund	3,476,896.00	2,897,413.33	2,435,265.71	70.04 %	(462,147.62)
IMRF Fund	111,000.00	92,500.00	86,548.25	77.97 %	(5,951.75)
FICA Fund	123,000.00	102,500.00	88,136.74	71.66 %	(14,363.26)
Building Fund	320,000.00	266,666.67	203,209.43	63.50 %	(63,457.24)
Unemployment Fund	5,000.00	4,166.67	6,292.00	125.84 %	2,125.33
Total Expenses	<u>4,035,896.00</u>	<u>3,363,246.67</u>	<u>2,819,452.13</u>	<u>69.86 %</u>	<u>(543,794.54)</u>
Total Revenues	4,434,370.00	3,695,308.33	4,291,611.46	96.78 %	596,303.13
Total Expenses	<u>4,035,896.00</u>	<u>3,363,246.67</u>	<u>2,819,452.13</u>	<u>69.86 %</u>	<u>543,794.54</u>
Excess Revenues less Expenses	<u>398,474.00</u>	<u>332,061.66</u>	<u>1,472,159.33</u>	<u>369.45 %</u>	<u>1,140,097.67</u>

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

For the 10 Months Ended April 30, 2021

Ideal Budget Percentage Spent: 83.33%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year-to-Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
Operating Revenue					
Property Tax	3,916,860.00	3,264,050.00	3,799,491.40	97.00 %	535,441.40
Replacement Tax	20,000.00	16,666.67	33,864.21	169.32 %	17,197.54
Collections	126,000.00	105,000.00	126,386.64	100.31 %	21,386.64
Materials	9,500.00	7,916.67	1,248.07	13.14 %	(6,668.60)
Other Income	<u>70,000.00</u>	<u>58,333.33</u>	<u>57,245.44</u>	<u>81.78 %</u>	<u>(1,087.89)</u>
Total Operating Revenue	<u>4,142,360.00</u>	<u>3,451,966.67</u>	<u>4,018,235.76</u>	<u>97.00 %</u>	<u>566,269.09</u>
Operating Expenses					
Personnel	1,790,000.00	1,491,666.67	1,377,877.34	76.98 %	(113,789.33)
Administration	229,106.00	190,921.67	181,447.68	79.20 %	(9,473.99)
Utilities	97,700.00	81,416.67	59,595.31	61.00 %	(21,821.36)
IT Services	171,250.00	142,708.33	114,572.25	66.90 %	(28,136.08)
Public Relations	45,000.00	37,500.00	24,820.51	55.16 %	(12,679.49)
Library Materials - Adult	576,750.00	480,625.00	429,293.69	74.43 %	(51,331.31)
Library Materials - Youth	85,900.00	71,583.33	53,372.66	62.13 %	(18,210.67)
Programs	71,190.00	59,325.00	32,287.65	45.35 %	(27,037.35)
Capital	<u>410,000.00</u>	<u>341,666.67</u>	<u>161,998.62</u>	<u>39.51 %</u>	<u>(179,668.05)</u>
Total Operating Expenses	<u>3,476,896.00</u>	<u>2,897,413.33</u>	<u>2,435,265.71</u>	<u>70.04 %</u>	<u>(462,147.62)</u>
Total Revenues	4,142,360.00	3,451,966.67	4,018,235.76	97.00 %	566,269.09
Total Expenses	<u>3,476,896.00</u>	<u>2,897,413.33</u>	<u>2,435,265.71</u>	<u>70.04 %</u>	<u>(462,147.62)</u>
Excess Revenues less Expenses	<u><u>665,464.00</u></u>	<u><u>554,553.34</u></u>	<u><u>1,582,970.05</u></u>	<u><u>237.87 %</u></u>	<u><u>1,028,416.71</u></u>

Winnetka-Northfield Public Library District

Statement of Revenues and Expenditures - Modified Cash Basis

For the 10 Months Ended April 30, 2021

Ideal Budget Percentage Spent: 83.33%

	Annual Budget	Prorated Budget	Year to Date Actual	% of Budget	Variance vs. Prorated Budget
LIBRARY FUND					
Revenues					
Taxes					
Property Taxes Collections	3,916,860.00	3,264,050.00	3,780,298.59	96.51 %	516,248.59
Property Taxes Collections-Liability	0.00	0.00	12,170.68	0.00	12,170.68
Property Taxes Collections-Audit	0.00	0.00	7,022.13	0.00	7,022.13
Replacement Tax	20,000.00	16,666.67	33,864.21	169.32 %	17,197.54
Total Taxes	3,936,860.00	3,280,716.67	3,833,355.61	97.37 %	552,638.94
Collections					
Per Capita Grant	15,000.00	12,500.00	23,172.25	154.48 %	10,672.25
Kenilworth Services	100,000.00	83,333.33	99,529.97	99.53	16,196.64
Fines - Winnetka	8,000.00	6,666.67	1,383.95	17.30	(5,282.72)
Studio Fees	1,000.00	833.33	356.18	35.62	(477.15)
Lost/Damaged Mat.-Winnetka	2,000.00	1,666.67	1,917.29	95.86	250.62
Library Programs - Winnetka	0.00	0.00	27.00	0.00	27.00
Total Collections	126,000.00	105,000.00	126,386.64	100.31 %	21,386.64
Materials					
Copy/Printing - Winnetka	7,500.00	6,250.00	82.85	1.10 %	(6,167.15)
Book Sales - Winnetka	2,000.00	1,666.67	1,165.22	58.26	(501.45)
Total Materials	9,500.00	7,916.67	1,248.07	13.14 %	(6,668.60)
Other Income					
Checking Interest Income	50,000.00	41,666.67	4,730.66	9.46 %	(36,936.01)
Byline Bank IMA Interest	0.00	0.00	38,792.16	0.00	38,792.16
Change on Investment Value	0.00	0.00	(1,572.00)	0.00	(1,572.00)
Money Market-Interest	0.00	0.00	31.72	0.00	31.72
Gift Fund (over \$100)	0.00	0.00	200.00	0.00	200.00
Gift Fund (under \$100)	0.00	0.00	62.90	0.00	62.90
Friends Donations	20,000.00	16,666.67	15,000.00	75.00	(1,666.67)
Total Other Income	70,000.00	58,333.33	57,245.44	81.78 %	(1,087.89)
Total Revenue	4,142,360.00	3,451,966.67	4,018,235.76	97.00 %	566,269.09

Winnetka-Northfield Public Library District

Statement of Revenues and Expenditures - Modified Cash Basis

For the 10 Months Ended April 30, 2021

Ideal Budget Percentage Spent: 83.33%

	Annual Budget	Prorated Budget	Year to Date Actual	% of Budget	Variance vs. Prorated Budget
LIBRARY FUND					
Expenses					
Personnel					
Salaries	1,610,000.00	1,341,666.67	1,238,530.69	76.93 %	(103,135.98)
Health Insurance	155,000.00	129,166.67	133,728.21	86.28	4,561.54
Flu Vaccination	500.00	416.67	125.52	25.10	(291.15)
Employee Asst. Program	1,500.00	1,250.00	0.00	0.00	(1,250.00)
Conferences	20,000.00	16,666.67	5,310.02	26.55	(11,356.65)
Flexible Spending Account	3,000.00	2,500.00	182.90	6.10	(2,317.10)
Total Personnel	1,790,000.00	1,491,666.67	1,377,877.34	76.98 %	(113,789.33)
Administration					
Audit Fees	12,000.00	10,000.00	12,000.00	100.00 %	2,000.00
Library Supplies	38,500.00	32,083.33	19,208.78	49.89	(12,874.55)
Office Supplies	8,000.00	6,666.67	5,008.10	62.60	(1,658.57)
Breakroom Supplies	1,500.00	1,250.00	1,457.58	97.17	207.58
Postage	4,500.00	3,750.00	2,236.70	49.70	(1,513.30)
Hospitality	5,400.00	4,500.00	161.27	2.99	(4,338.73)
Accounting and Bookkeeping	20,000.00	16,666.67	17,503.00	87.52	836.33
Legal Notices	1,000.00	833.33	3,094.00	309.40	2,260.67
Delivery Service	8,000.00	6,666.67	3,466.67	43.33	(3,200.00)
Payroll Services	10,000.00	8,333.33	7,067.27	70.67	(1,266.06)
Liability Insurance Costs	30,000.00	25,000.00	20,742.00	69.14	(4,258.00)
Tablets/Portable Devices	0.00	0.00	598.00	0.00	598.00
ILL Fees	150.00	125.00	0.00	0.00	(125.00)
Board Expenses	1,000.00	833.33	213.07	21.31	(620.26)
Memberships	6,000.00	5,000.00	2,716.00	45.27	(2,284.00)
Staff Recognition/Events/Meetings	5,000.00	4,166.67	2,103.23	42.06	(2,063.44)
Director's Expenses	500.00	416.67	13.85	2.77	(402.82)
Legal	15,000.00	12,500.00	15,516.90	103.45	3,016.90
Architects	0.00	0.00	4,844.30	0.00	4,844.30
Building Appraisal	500.00	416.67	0.00	0.00	(416.67)
Other Consultations	62,056.00	51,713.33	23,333.05	37.60	(28,380.28)
Investment Fees	0.00	0.00	6,157.57	0.00	6,157.57
HR Consultant	0.00	0.00	32,700.00	0.00	32,700.00
Telephone Equipment Expenses	0.00	0.00	300.00	0.00	300.00
Miscellaneous	0.00	0.00	1,006.34	0.00	1,006.34
Total Administration	229,106.00	190,921.67	181,447.68	79.20 %	(9,473.99)
Utilities					
Electricity - Winnetka	49,000.00	40,833.33	32,615.27	66.56 %	(8,218.06)
Water - Winnetka	5,700.00	4,750.00	1,816.02	31.86	(2,933.98)
Storm Sewer - Winnetka	1,900.00	1,583.33	1,198.44	63.08	(384.89)
Natural Gas - Winnetka	14,000.00	11,666.67	8,968.53	64.06	(2,698.14)
Telephone - Winnetka	10,000.00	8,333.33	3,669.95	36.70	(4,663.38)
Internet Services	17,100.00	14,250.00	11,327.10	66.24	(2,922.90)
Total Utilities	97,700.00	81,416.67	59,595.31	61.00 %	(21,821.36)
Information Technology					
CCS Operating	83,250.00	69,375.00	73,199.05	87.93 %	3,824.05
Software	35,000.00	29,166.67	16,287.37	46.54	(12,879.30)
LAN Management	50,000.00	41,666.67	20,297.01	40.59	(21,369.66)

Winnetka-Northfield Public Library District

Statement of Revenues and Expenditures - Modified Cash Basis

For the 10 Months Ended April 30, 2021

Ideal Budget Percentage Spent: 83.33%

	Annual Budget	Prorated Budget	Year to Date Actual	% of Budget	Variance vs. Prorated Budget
LIBRARY FUND					
Hardware	0.00	0.00	3,578.98	0.00	3,578.98
Technology/Website	3,000.00	2,500.00	1,209.84	40.33	(1,290.16)
Total Information Technology	171,250.00	142,708.33	114,572.25	66.90 %	(28,136.08)
Public Relations					
PR E-Marketing	1,500.00	1,250.00	979.00	65.27 %	(271.00)
PR Promotional	7,000.00	5,833.33	3,036.36	43.38	(2,796.97)
PR Source	25,000.00	20,833.33	15,974.84	63.90	(4,858.49)
PR Supplies	8,000.00	6,666.67	1,869.31	23.37	(4,797.36)
PR Advertising	3,500.00	2,916.67	2,961.00	84.60	44.33
Total Public Relations	45,000.00	37,500.00	24,820.51	55.16 %	(12,679.49)
Library Materials - Adult					
Books-Fiction-Adult-Winnetka	79,000.00	65,833.33	56,511.49	71.53 %	(9,321.84)
Books-Non-Fiction-Adult-Winnetka	77,000.00	64,166.67	53,005.04	68.84	(11,161.63)
Periodicals-Winnetka	28,000.00	23,333.33	14,803.72	52.87	(8,529.61)
DVDs-Adult-Winnetka	53,000.00	44,166.67	23,593.55	44.52	(20,573.12)
Audio Books-Adult-Winnetka	22,000.00	18,333.33	14,379.53	65.36	(3,953.80)
Books-Digital-Winnetka	212,750.00	177,291.67	181,785.70	85.45	4,494.03
Online Database	105,000.00	87,500.00	85,214.66	81.16	(2,285.34)
Total Library Materials - Adult	576,750.00	480,625.00	429,293.69	74.43 %	(51,331.31)
Library Materials - Youth					
Books-Fiction-Juv-Winnetka	18,000.00	15,000.00	12,051.97	66.96 %	(2,948.03)
Books-Non-Fiction, Easy, & JH-Winnetka	17,000.00	14,166.67	8,175.31	48.09	(5,991.36)
DVDs-Juv-Winnetka	12,500.00	10,416.67	4,725.94	37.81	(5,690.73)
Audio Books-Juv-Winnetka	8,000.00	6,666.67	8,429.21	105.37	1,762.54
Music-Juv-Winnetka	900.00	750.00	0.00	0.00	(750.00)
Books-Easy-Winnetka	18,000.00	15,000.00	14,077.86	78.21	(922.14)
Books-Jr. High-Winnetka	11,500.00	9,583.33	5,912.37	51.41	(3,670.96)
Total Library Materials - Youth	85,900.00	71,583.33	53,372.66	62.13 %	(18,210.67)
Programs					
Summer Reading	9,990.00	8,325.00	3,184.33	31.88 %	(5,140.67)
Studio General Supplies	6,750.00	5,625.00	930.31	13.78	(4,694.69)
OBTV	15,300.00	12,750.00	637.50	4.17	(12,112.50)
Programming - Youth	14,850.00	12,375.00	12,675.35	85.36	300.35
Programming - Adult	19,800.00	16,500.00	14,860.16	75.05	(1,639.84)
Studio Maintenance/Repair	4,500.00	3,750.00	0.00	0.00	(3,750.00)
Total Programs	71,190.00	59,325.00	32,287.65	45.35 %	(27,037.35)
Capital					
Capital Outlay	0.00	0.00	107,037.55	0.00 %	107,037.55
Building	84,785.00	70,654.17	1,820.73	2.15	(68,833.44)
Equipment/Furniture	250,000.00	208,333.33	22,221.69	8.89	(186,111.64)
Computer Equipment	75,215.00	62,679.17	30,918.65	41.11	(31,760.52)
Total Capital	410,000.00	341,666.67	161,998.62	39.51 %	(179,668.05)

Winnetka-Northfield Public Library District
Statement of Revenues and Expenditures - Modified Cash Basis
For the 10 Months Ended April 30, 2021

Ideal Budget Percentage Spent: 83.33%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year to Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
<u>LIBRARY FUND</u>					
Total Expenses	3,476,896.00	2,897,413.33	2,435,265.71	70.04 %	(462,147.62)
Excess Revenues less Expenses	<u>665,464.00</u>	<u>554,553.34</u>	<u>1,582,970.05</u>	<u>237.87 %</u>	<u>1,028,416.71</u>

Winnetka-Northfield Public Library District
Statement of Revenues and Expenditures - Modified Cash Basis
For the 10 Months Ended April 30, 2021

Ideal Budget Percentage Spent: 83.33%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year to Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
BUILDING FUND					
Revenues					
Property Taxes Collections-Building	152,000.00	126,666.67	142,300.20	93.62 %	15,633.53
Total Revenue	<u>152,000.00</u>	<u>126,666.67</u>	<u>142,300.20</u>	<u>93.62 %</u>	<u>15,633.53</u>
Expenses					
Northfield Lease	66,000.00	55,000.00	42,721.68	64.73 %	(12,278.32)
Janitorial Supplies	13,176.00	10,980.00	7,825.29	59.39	(3,154.71)
Snow Removal	8,960.00	7,466.67	9,544.17	106.52	2,077.50
Photocopier Leases	44,800.00	37,333.33	10,463.66	23.36	(26,869.67)
Phone Lease	10,752.00	8,960.00	4,419.84	41.11	(4,540.16)
Building Maintenance Service	123,200.00	102,666.67	91,334.97	74.14	(11,331.70)
Elevators	8,960.00	7,466.67	6,453.55	72.03	(1,013.12)
Landscaping	5,600.00	4,666.67	4,824.53	86.15	157.86
HVAC	11,200.00	9,333.33	8,455.50	75.50	(877.83)
Automatic Doors	3,920.00	3,266.67	1,962.37	50.06	(1,304.30)
Roof	672.00	560.00	0.00	0.00	(560.00)
Alarms	3,080.00	2,566.67	2,428.54	78.85	(138.13)
Equipment	4,480.00	3,733.33	5,499.32	122.75	1,765.99
Misc Services	15,200.00	12,666.67	7,276.01	47.87	(5,390.66)
Total Expenses	<u>320,000.00</u>	<u>266,666.67</u>	<u>203,209.43</u>	<u>63.50 %</u>	<u>(63,457.24)</u>
Excess Revenues less Expenses	<u>\$ (168,000.00)</u>	<u>\$ (140,000.00)</u>	<u>\$ (60,909.23)</u>	<u>36.26 %</u>	<u>79,090.77</u>

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

April 1, 2021 - April 30, 2021

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Vendor Checks						
Alex Gino 10-0-5907	Programming - Youth	Alex Gino - Virtual Author Event	750.00	3125	04/01/21	<u>750.00</u>
Charlotte Digregorio 10-0-5908	Programming - Adult	Charlotte Digregorio - Write and Publish great poetry	125.00	3126	04/01/21	<u>125.00</u>
Delta Building Technologies 10-0-5884	Equipment/Furniture	INV# MC001016	5,496.00	3127	04/01/21	<u>5,496.00</u>
Mark Lyons 10-0-5908	Programming - Adult	Mark Lyons - The Joys of Perennials	300.00	3128	04/01/21	<u>300.00</u>
Robin Dawson 10-0-5908	Programming - Adult	Robin Dawson - Medicare 101	75.00	3129	04/01/21	<u>75.00</u>
Social Security Administration 10-0-2000	Payroll Liabilities	Jaime H Gonzalez Vicker - *8933 (4/2/21 PR)	87.93	3130	04/01/21	<u>87.93</u>
Niche Academy 10-0-5724	PR Advertising	INV# 5108	1,600.00	3131	04/05/21	<u>1,600.00</u>
U.S. Postal Service 10-0-5722	PR Source	U.S. Postal Service - Newsletter	1,058.25	3132	04/06/21	<u>1,058.25</u>
Amber Mechanical Contractors Inc. 70-0-5752	HVAC	INV# C009801	1,999.50	3134	04/15/21	<u>1,999.50</u>
Cara Brooks 10-0-4150	Lost/Damaged Materials	Cara Brooks - Refund	13.56	3135	04/15/21	<u>13.56</u>
Chicago Tribune 10-1-5342	Periodicals-Winnetka	Chicago Tribune Digital thru 10/23/21	6.50	3136	04/15/21	<u>6.50</u>
GREAT AMERICA FINANCIAL SERVICES 70-0-5747	Phone Lease	INV# 29094991	579.98	3137	04/15/21	<u>579.98</u>
Leslie Goddard 10-0-5908	Programming - Adult	Leslie Goddard - Lizzie Borden	250.00	3138	04/15/21	<u>250.00</u>
Martina Jae Mathisen 10-0-5908	Programming - Adult	Martina Jae Mathisen - Edith Head	200.00	3139	04/15/21	<u>200.00</u>
Midwest Irrigation Co., LLC 70-0-5750	Landscaping	Start up and Winterize System 2021	468.00	3140	04/15/21	<u>468.00</u>
Social Security Administration 10-0-2000	Payroll Liabilities	Jaime H Gonzalez Vicker - *8933 (4/16/21 PR)	87.93	3141	04/15/21	<u>87.93</u>
Team One Repair, Inc. 10-0-5120	Library Supplies	INV# 1116507	350.00	3142	04/15/21	<u>350.00</u>
Technology Management Rev Fund				3143	04/15/21	<u>450.00</u>

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

April 1, 2021 - April 30, 2021

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5176	Internet Services	INV# T2119661	450.00			
Tee Jay Service Company, Inc				3144	04/15/21	<u>350.00</u>
70-0-5755	Automatic Doors	INV# 177673	350.00			
Wayne Endre Contracting, Inc.				3145	04/15/21	<u>225.00</u>
70-0-5740	Snow Removal	Salt - 3/15/21	225.00			
Library Ideas, LLC				3146	04/15/21	<u>2,513.24</u>
10-1-5444	Audio Books-Juv-Winnetka	INV# 81457	2,513.24			
Marc Futterman				3147	04/15/21	<u>1,295.00</u>
10-0-5743	Other Consultations	INV# WN01	1,295.00			
ULINE				3148	04/15/21	<u>80.96</u>
10-1-5522	Studio General Supplies	INV# 131540299	80.96			
AT&T				3149	04/19/21	<u>341.37</u>
10-0-5176	Internet Services	INV# S663007007-21069	341.37			
AT&T				3150	04/28/21	<u>342.09</u>
10-0-5176	Internet Services	INV# S663007007-21100	342.09			
CARALYN KEMPNER				3151	04/28/21	<u>150.00</u>
10-0-5908	Programming - Adult	CARALYN KEMPNER - Organize and Downsize Home	150.00			
COOPERATIVE COMPUTER SERVICES				3152	04/28/21	<u>19,470.69</u>
10-0-5132	CCS Operating	INV# 1839	19,470.69			
Illinois Library Association				3153	04/28/21	<u>100.00</u>
10-0-5114	Conferences	2021 Reaching Foward Illinois	100.00			
Isabel Raci				3154	04/28/21	<u>195.00</u>
10-0-5908	Programming - Adult	Isabel Raci - Chair Yoga	195.00			
Mark Lyons				3155	04/28/21	<u>300.00</u>
10-0-5908	Programming - Adult	Mark Lyons - Heavenly Homemade Dairy Products	300.00			
Petra Van Nuis				3156	04/28/21	<u>300.00</u>
10-0-5908	Programming - Adult	Petra Van Nuis - Gardener's Melody	300.00			
Sydney Clark				3157	04/28/21	<u>64.00</u>
10-0-5882	Building	Sherwin Williams - paint supplies	64.00			
Technology Management Rev Fund				3158	04/28/21	<u>450.00</u>
10-0-5176	Internet Services	INV# T2122402	450.00			
NCPERS GROUP LIFE INS.				16410	04/07/21	<u>32.00</u>
10-0-5111	Health Insurance	INV# 5130032021 - March	16.00			
10-0-5111	Health Insurance	INV# 5130042021 - April	16.00			
HR Source				16411	04/07/21	<u>4,380.00</u>
10-0-5743	Other Consultations	INV# 13353	2,000.00			
10-0-5745	HR Consultant	INV# 13347	2,380.00			

Winnetka-Northfield Public Library District**Check Register**

All Bank Accounts

April 1, 2021 - April 30, 2021

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
QUILL CORPORATION				16412	04/07/21	<u>42.49</u>
10-0-5122	Breakroom Supplies	INV# 15378503	42.49			
SENSOURCE				16413	04/07/21	<u>66.65</u>
10-0-5134	Software	INV# 48012	66.65			
City Wide of Chicago				16414	04/07/21	<u>9,539.00</u>
70-0-5748	Building Maintenance Service	INV# CON004786	9,000.00			
70-0-5748	Building Maintenance Service	INV# I00006831	288.00			
70-0-5799	Misc Services	INV# I00006777	251.00			
Warehouse Direct				16415	04/07/21	<u>290.73</u>
70-0-5725	Janitorial Supplies	INV# 4918808-0	76.81			
70-0-5725	Janitorial Supplies	INV# 4919868-0	189.81			
70-0-5725	Janitorial Supplies	INV# 4919951-0	24.11			
QUILL CORPORATION				16423	04/21/21	<u>182.54</u>
10-0-5121	Office Supplies	INV# 15836765	25.98			
10-0-5121	Office Supplies	INV# 15802877	139.66			
10-0-5121	Office Supplies	INV# 14713520	7.55			
10-0-5121	Office Supplies	INV# 14713683	9.35			
Robbins Schwartz				16424	04/21/21	<u>2,340.00</u>
10-0-5736	Legal	INV# 882965	495.00			
10-0-5736	Legal	INV# 883751	1,845.00			
MERCHANTS DELIVERY SERVICE				16425	04/21/21	<u>575.00</u>
10-0-5138	Delivery Service	23 Days book tranfer	575.00			
DIGITAL INSURANCE, INC.				16426	04/21/21	<u>35.00</u>
10-0-5115	Flexible Spending Account	INV# 15234	35.00			
OVERDRIVE INC.				16427	04/21/21	<u>21,147.53</u>
10-1-5342	Periodicals-Winnetka	OVERDRIVE INC	5,000.00			
10-1-5345	Books-Digital-Winnetka	OVERDRIVE INC	16,147.53			
3 Points, LLC				16428	04/21/21	<u>2,400.67</u>
10-0-5135	LAN Management	INV# 36711	2,400.67			
HOOPLA (MIDWEST TAPE)				16429	04/21/21	<u>2,433.62</u>
10-1-5345	Books-Digital-Winnetka	INV# 500250168	2,433.62			
HR Source				16430	04/21/21	<u>2,462.50</u>
10-0-5745	HR Consultant	INV# 13477	2,462.50			
Intellicorp Records Inc.				16431	04/21/21	<u>39.60</u>
10-0-5736	Legal	INV# 1167002	39.60			
Kanopy				16432	04/21/21	<u>833.00</u>
10-1-5345	Books-Digital-Winnetka	INV# 242375 - PPU	833.00			
Lauterbach & Amen, LLP				16433	04/21/21	<u>1,667.00</u>
10-0-5131	Accounting and Bookkeeping	INV# 54536	1,667.00			

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

April 1, 2021 - April 30, 2021

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
DEMCO 10-0-5120	Library Supplies	INV# 6931300	98.95	16434	04/21/21	<u>98.95</u>
BIBLIOTHECA, LLC 10-1-5345 10-1-5345	Books-Digital-Winnetka Books-Digital-Winnetka	INV# INV-US42133 INV# INV-US42134	54.99 1,057.03	16435	04/21/21	<u>1,112.02</u>
DE LAGE LANDEN FINANCIALSVC. 70-0-5746	Photocopier Leases	INV# 72192703	1,868.47	16436	04/21/21	<u>1,868.47</u>
WT. Cox Subscriptions, Inc. 10-1-5342	Periodicals-Winnetka	INV# 3092718	6,168.61	16437	04/21/21	<u>6,168.61</u>
Warehouse Direct 70-0-5725	Janitorial Supplies	INV# 4933524-0	147.28	16438	04/21/21	<u>147.28</u>
VILLAGE OF WINNETKA 10-0-5111	Health Insurance	INV# 0221-00000004	22,185.16	16439	04/21/21	<u>22,185.16</u>
Stephanie Girardi 70-0-5750 70-0-5750 70-0-5750 70-0-5750	Landscaping Landscaping Landscaping Landscaping	EarthBox - replant kits Gardeners Supply - potting mix Brent & Becky's Bulbs - dahlias and lily Chalet Nursery - annuals	155.00 124.50 76.00 144.87	16440	04/21/21	<u>500.37</u>
Batteries Plus LLC 70-0-5725	Janitorial Supplies	INV# P38300950	32.10	16441	04/21/21	<u>32.10</u>
PITNEY BOWES 10-0-5123	Postage	INV# 3104673939	329.46	16442	04/21/21	<u>329.46</u>
ROTARY CLUB OF WINNETKA-NORTHFIELD 10-0-5732	Staff Recognition/Events/Meetings	April - June 2021 Dues	125.00	16443	04/21/21	<u>125.00</u>
CDW-G 10-0-5136	Hardware	INV# B570705	440.00	16444	04/21/21	<u>440.00</u>
AMANDA GARRITY 10-0-5732	Staff Recognition/Events/Meetings	Grand Food Center - welcome treats	19.89	16445	04/21/21	<u>19.89</u>
Baker & Taylor 10-1-5447 10-1-5447 10-1-5447 10-1-5447 10-1-5447 10-1-5447 10-1-5447 10-2-5447 10-2-5447 10-2-5447 10-0-5120	Books-Easy-Winnetka Books-Easy-Winnetka Books-Easy-Winnetka Books-Easy-Winnetka Books-Easy-Winnetka Books-Easy-Winnetka Books-Easy-Northfield Books-Easy-Northfield Books-Easy-Northfield Library Supplies	Baker & Taylor Baker & Taylor Baker & Taylor Baker & Taylor Baker & Taylor Baker & Taylor Baker & Taylor Baker & Taylor Baker & Taylor Baker & Taylor Baker & Taylor	14.24 13.49 104.41 13.49 24.22 24.38 13.49 10.14 49.70 12.05	16446	04/21/21	<u>289.08</u>

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

April 1, 2021 - April 30, 2021

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5120	Library Supplies	Baker & Taylor	1.06			
10-0-5120	Library Supplies	Baker & Taylor	1.06			
10-0-5120	Library Supplies	Baker & Taylor	3.14			
10-0-5120	Library Supplies	Baker & Taylor	2.10			
10-0-5120	Library Supplies	Baker & Taylor	2.11			
Midwest Tape				16447	04/21/21	1,051.68
10-1-5443	DVDs-Juv-Winnetka	Midwest Tape	29.98			
10-1-5443	DVDs-Juv-Winnetka	Midwest Tape	11.24			
10-2-5443	DVDs-Juv-Northfield	Midwest Tape	38.98			
10-2-5443	DVDs-Juv-Northfield	Midwest Tape	11.24			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	428.04			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	98.96			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	287.10			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	26.24			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	5.00			
10-0-5120	Library Supplies	Midwest Tape	5.00			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	54.90			
10-0-5120	Library Supplies	Midwest Tape	37.50			
10-0-5120	Library Supplies	Midwest Tape	10.00			
Baker & Taylor				16448	04/21/21	4,293.07
10-1-5441	Books-Non-Fiction, Easy, & JH-Winnetka	Baker & Taylor	286.62			
10-2-5441	Books-Non-Fiction, Easy, & JH-Northfield	Baker & Taylor	273.53			
10-1-5447	Books-Easy-Winnetka	Baker & Taylor	13.49			
10-1-5447	Books-Easy-Winnetka	Baker & Taylor	57.79			
10-1-5447	Books-Easy-Winnetka	Baker & Taylor	67.34			
10-1-5447	Books-Easy-Winnetka	Baker & Taylor	60.04			
10-1-5447	Books-Easy-Winnetka	Baker & Taylor	27.73			
10-1-5447	Books-Easy-Winnetka	Baker & Taylor	93.82			
10-1-5447	Books-Easy-Winnetka	Baker & Taylor	176.60			
10-1-5340	Books-Fiction-Adult- Winnetka	Baker & Taylor	484.14			
10-1-5340	Books-Fiction-Adult- Winnetka	Baker & Taylor	324.03			
10-1-5340	Books-Fiction-Adult- Winnetka	Baker & Taylor	388.95			
10-2-5340	Books-Fiction-Adult- Northfield	Baker & Taylor	65.44			
10-2-5340	Books-Fiction-Adult- Northfield	Baker & Taylor	194.51			
10-2-5340	Books-Fiction-Adult- Northfield	Baker & Taylor	172.07			
10-2-5447	Books-Easy-Northfield	Baker & Taylor	87.64			
10-2-5447	Books-Easy-Northfield	Baker & Taylor	22.90			
10-2-5447	Books-Easy-Northfield	Baker & Taylor	14.99			
10-2-5447	Books-Easy-Northfield	Baker & Taylor	29.63			
10-2-5447	Books-Easy-Northfield	Baker & Taylor	46.53			
10-1-5448	Books-Jr. High-Winnetka	Baker & Taylor	26.54			
10-1-5448	Books-Jr. High-Winnetka	Baker & Taylor	20.89			
10-2-5448	Books-Jr. High-Northfield	Baker & Taylor	31.05			
10-1-5341	Books-Non-Fiction-Adult- Winnetka	Baker & Taylor	473.69			

Winnetka-Northfield Public Library District

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April 1, 2021 - April 30, 2021

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-2-5341	Books-Non-Fiction-Adult-Northfield	Baker & Taylor	93.78			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	281.33			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	225.79			
10-0-5120	Library Supplies	Baker & Taylor	37.75			
10-0-5120	Library Supplies	Baker & Taylor	4.55			
10-0-5120	Library Supplies	Baker & Taylor	1.06			
10-0-5120	Library Supplies	Baker & Taylor	26.99			
10-0-5120	Library Supplies	Baker & Taylor	4.46			
10-0-5120	Library Supplies	Baker & Taylor	33.81			
10-0-5120	Library Supplies	Baker & Taylor	24.57			
10-0-5120	Library Supplies	Baker & Taylor	7.41			
10-0-5120	Library Supplies	Baker & Taylor	66.25			
10-0-5120	Library Supplies	Baker & Taylor	24.84			
10-0-5120	Library Supplies	Baker & Taylor	7.34			
10-0-5120	Library Supplies	Baker & Taylor	10.00			
10-0-5120	Library Supplies	Baker & Taylor	3.18			
Midwest Tape				16449	04/21/21	<u>1,285.50</u>
10-1-5443	DVDs-Juv-Winnetka	Midwest Tape	29.99			
10-1-5443	DVDs-Juv-Winnetka	Midwest Tape	52.48			
10-1-5443	DVDs-Juv-Winnetka	Midwest Tape	11.24			
10-2-5443	DVDs-Juv-Northfield	Midwest Tape	29.99			
10-2-5443	DVDs-Juv-Northfield	Midwest Tape	26.24			
10-2-5444	Audio Books-Juv-Northfield	Midwest Tape	39.99			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	18.74			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	37.49			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	221.02			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	179.16			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	107.96			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	53.98			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	52.48			
10-1-5344	Audio Books-Adult-Winnetka	Midwest Tape	174.96			
10-2-5344	Audio Books-Adult-Northfield	Midwest Tape	84.98			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	5.00			
10-0-5120	Library Supplies	Midwest Tape	24.90			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	10.00			
10-0-5120	Library Supplies	Midwest Tape	5.00			
10-0-5120	Library Supplies	Midwest Tape	10.00			
10-0-5120	Library Supplies	Midwest Tape	10.00			
10-0-5120	Library Supplies	Midwest Tape	20.00			
10-0-5120	Library Supplies	Midwest Tape	59.90			
10-0-5120	Library Supplies	Midwest Tape	5.00			
10-0-5120	Library Supplies	Midwest Tape	2.50			
Baker & Taylor				16450	04/21/21	<u>2,123.76</u>
10-1-5441	Books-Non-Fiction, Easy, & JH-Winnetka	Baker & Taylor	127.04			

Winnetka-Northfield Public Library District

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-2-5441	Books-Non-Fiction, Easy, & JH-Northfield	Baker & Taylor	114.28			
10-1-5447	Books-Easy-Winnetka	Baker & Taylor	94.14			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	229.48			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	278.87			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	92.82			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	136.71			
10-2-5447	Books-Easy-Northfield	Baker & Taylor	43.46			
10-1-5448	Books-Jr. High-Winnetka	Baker & Taylor	193.62			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Baker & Taylor	407.91			
10-2-5341	Books-Non-Fiction-Adult-Northfield	Baker & Taylor	46.33			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	215.25			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	29.36			
10-0-5120	Library Supplies	Baker & Taylor	8.54			
10-0-5120	Library Supplies	Baker & Taylor	25.08			
10-0-5120	Library Supplies	Baker & Taylor	20.07			
10-0-5120	Library Supplies	Baker & Taylor	23.47			
10-0-5120	Library Supplies	Baker & Taylor	18.72			
10-0-5120	Library Supplies	Baker & Taylor	18.61			
Midwest Tape				16451	04/21/21	<u>933.88</u>
10-1-5443	DVDs-Juv-Winnetka	Midwest Tape	29.98			
10-2-5443	DVDs-Juv-Northfield	Midwest Tape	11.24			
10-2-5443	DVDs-Juv-Northfield	Midwest Tape	22.47			
10-1-5444	Audio Books-Juv-Winnetka	Midwest Tape	51.99			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	11.24			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	34.46			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	11.99			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	73.46			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	92.94			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	22.49			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	66.72			
10-1-5344	Audio Books-Adult-Winnetka	Midwest Tape	204.95			
10-2-5344	Audio Books-Adult-Northfield	Midwest Tape	204.95			
10-0-5120	Library Supplies	Midwest Tape	7.50			
10-0-5120	Library Supplies	Midwest Tape	5.00			
10-0-5120	Library Supplies	Midwest Tape	10.00			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	5.00			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	15.00			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	10.00			
10-0-5120	Library Supplies	Midwest Tape	12.50			
10-0-5120	Library Supplies	Midwest Tape	12.50			
10-0-5120	Library Supplies	Midwest Tape	7.50			
Baker & Taylor				16452	04/21/21	<u>1,157.32</u>

Winnetka-Northfield Public Library District

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-1-5447	Books-Easy-Winnetka	Baker & Taylor	47.16			
10-1-5340	Books-Fiction-Adult-Winnetka	Baker & Taylor	250.21			
10-2-5340	Books-Fiction-Adult-Northfield	Baker & Taylor	91.60			
10-2-5447	Books-Easy-Northfield	Baker & Taylor	19.43			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Baker & Taylor	422.42			
10-2-5341	Books-Non-Fiction-Adult-Northfield	Baker & Taylor	110.92			
10-1-5440	Books-Fiction-Juv-Winnetka	Baker & Taylor	118.86			
10-2-5440	Books-Fiction-Juv-Northfield	Baker & Taylor	35.74			
10-0-5120	Library Supplies	Baker & Taylor	23.41			
10-0-5120	Library Supplies	Baker & Taylor	19.26			
10-0-5120	Library Supplies	Baker & Taylor	18.31			
Midwest Tape				16453	04/21/21	<u>1,096.51</u>
10-1-5443	DVDs-Juv-Winnetka	Midwest Tape	29.24			
10-2-5443	DVDs-Juv-Northfield	Midwest Tape	11.24			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	104.19			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	209.06			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	18.74			
10-1-5343	DVDs-Adult-Winnetka	Midwest Tape	65.95			
10-2-5343	DVDs-Adult-Northfield	Midwest Tape	57.72			
10-1-5344	Audio Books-Adult-Winnetka	Midwest Tape	29.99			
10-1-5344	Audio Books-Adult-Winnetka	Midwest Tape	302.92			
10-2-5344	Audio Books-Adult-Northfield	Midwest Tape	139.96			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	2.50			
10-0-5120	Library Supplies	Midwest Tape	7.50			
10-0-5120	Library Supplies	Midwest Tape	10.00			
10-0-5120	Library Supplies	Midwest Tape	20.00			
10-0-5120	Library Supplies	Midwest Tape	47.50			
10-0-5120	Library Supplies	Midwest Tape	15.00			
10-0-5120	Library Supplies	Midwest Tape	17.50			
NATIONWIDE RETIREMENT SOLUTIONS				16469	04/01/21	<u>901.00</u>
10-0-2040	457 withholding	NATIONWIDE RETIREMENT SOLUTIONS	901.00			
NATIONWIDE RETIREMENT SOLUTIONS				16470	04/16/21	<u>1,325.00</u>
10-0-2040	457 withholding	NATIONWIDE RETIREMENT SOLUTIONS	1,325.00			
NATIONWIDE RETIREMENT SOLUTIONS				16471	04/30/21	<u>1,325.00</u>
10-0-2040	457 withholding	NATIONWIDE RETIREMENT SOLUTIONS	1,325.00			
First Bankcard				16472	04/30/21	<u>5,196.97</u>
10-0-5120	Library Supplies	Dombrowski - Amazon - numbers for sign	7.99			
10-0-5120	Library Supplies	Dombrowski - Amazon - batteries	31.76			
10-0-5120	Library Supplies	Dombrowski - Amazon - stylus	9.99			

Winnetka-Northfield Public Library District

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5120	Library Supplies	Dombrowski - Amazon - chalk markers	7.69			
10-0-5123	Postage	Swenson - Amazon - prime renewal	119.00			
10-0-5134	Software	Swenson - Adobe - Creative Cloud	278.91			
10-0-5134	Software	Mall - Zoom - event hosting	279.96			
10-0-5176	Internet Services	Swenson - Mobile Beacon - subscription	360.00			
10-0-5177	Technology/Website	Swenson - Linode - website hosting	25.00			
10-0-5177	Technology/Website	Swenson - Apple - refund	-6.19			
10-0-5211	Tablets/Portable Devices	Swenson - Apple - 2 iPads	598.00			
10-0-5720	PR E-Marketing	Quish - Facebook - ad	4.00			
10-0-5723	PR Supplies	Quish - Tribune - subscription	7.96			
10-0-5723	PR Supplies	Quish - Displays2go - supplies	257.86			
10-0-5724	PR Advertising	Quish - Marin Magazine - ad	270.00			
10-0-5731	Memberships	Mall - Adulst Reading Round Table - dues	15.00			
10-0-5731	Memberships	Quish - ILA - membership	150.00			
10-0-5732	Staff Recognition/Events/Meetings	Dombrowski - Whole Foods - treats for baby shower	60.02			
10-0-5735	Director's Expenses	Dombrowski - Amazon - Dare to Lead	13.85			
10-1-5340	Books-Fiction-Adult-Winnetka	Mall - Barnes & Noble - credit	-27.59			
10-1-5340	Books-Fiction-Adult-Winnetka	Mall - Amazon - materials	380.39			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Mall - Amazon - materials	315.90			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Mall - Amazon - materials	13.99			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Morgan - Amazon - code breaker	391.68			
10-1-5522	Studio General Supplies	Kline - Amazon - vinyl for cutter	15.50			
10-1-5522	Studio General Supplies	Kline - AllStitch - patches	50.22			
10-1-5522	Studio General Supplies	Kline - Amazon - sweing materials	114.99			
10-1-5522	Studio General Supplies	Kline - Epson - photo ink	354.42			
10-1-5522	Studio General Supplies	Kline - AllStitch - adhesive backing	20.08			
10-1-5522	Studio General Supplies	Kline - Amazon - phone tripod	25.99			
10-1-5522	Studio General Supplies	Swenson - Amazon - 3D printing filament	55.98			
10-1-5522	Studio General Supplies	Swenson - Amazon - 3D printing filament	56.98			
10-0-5114	Conferences	Kline - CIL21 - credit	-100.00			
10-0-5114	Conferences	Swenson - CIL21 - credit	-100.00			
10-0-5884	Equipment/Furniture	Dombrowski - Amazon - keyboard tray	143.97			
10-0-5884	Equipment/Furniture	Dombrowski - Amazon - plastic bag holders	26.97			
10-0-5907	Programming - Youth	Garrity - Grand Food - take and makes	8.07			
10-0-5907	Programming - Youth	Garrity - Amazon - materials	14.19			
10-0-5907	Programming - Youth	Garrity - Amazon - materials	6.99			
10-0-5907	Programming - Youth	Garrity - Amazon - materials	19.99			
10-0-5907	Programming - Youth	Garrity - Amazon - materials	9.99			
10-0-5907	Programming - Youth	Garrity - Amazon - materials	40.66			
10-0-5907	Programming - Youth	Garrity - Amazon - materials	125.40			
10-0-5907	Programming - Youth	Garrity - Amazon - materials	39.34			
10-0-5907	Programming - Youth	Garrity - Amazon - materials	83.97			
10-0-5907	Programming - Youth	Garrity - Amazon - materials	19.99			
10-0-5907	Programming - Youth	Garrity - Amazon - materials	12.39			
10-0-5907	Programming - Youth	Garrity - Amazon - materials	12.99			

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

April 1, 2021 - April 30, 2021

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5907	Programming - Youth	Garrity - Amazon - materials	25.04			
10-0-5907	Programming - Youth	Garrity - Amazon - materials	12.99			
10-0-5907	Programming - Youth	Garrity - Amazon - materials	17.78			
10-0-5907	Programming - Youth	Garrity - Amazon - materials	7.49			
10-0-5907	Programming - Youth	Garrity - Amazon - materials	54.95			
10-0-5907	Programming - Youth	Garrity - Amazon - materials	79.93			
10-0-5907	Programming - Youth	Garrity - Amazon - materials	17.83			
10-0-5907	Programming - Youth	Garrity - Amazon - materials	5.25			
10-0-5907	Programming - Youth	Garrity - Amazon - materials	14.99			
10-0-5907	Programming - Youth	Garrity - Amazon - materials	21.94			
10-0-5907	Programming - Youth	Swenson - Amazon - teen program supplies	60.76			
70-0-5725	Janitorial Supplies	Dombrowski - Amazon - screen cleaner	53.97			
70-0-5749	Elevators	Dombrowski - IL Fire - elevator inspection	127.81			
10-1-5440	Books-Fiction-Juv-Winnetka	Morgan - Amazon - Rowley Jefferson	72.00			
VILLAGE OF WINNETKA				16473	04/30/21	<u>2,569.15</u>
10-1-5171	Electricity - Winnetka	VILLAGE OF WINNETKA	58.00			
10-1-5171	Electricity - Winnetka	VILLAGE OF WINNETKA	2,054.78			
10-1-5171	Electricity - Winnetka	VILLAGE OF WINNETKA	116.64			
10-1-5171	Electricity - Winnetka	VILLAGE OF WINNETKA	62.21			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	72.00			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	14.81			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	2.00			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	34.00			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	21.55			
10-1-5173	Storm Sewer - Winnetka	VILLAGE OF WINNETKA	133.16			
COMED				16474	04/30/21	<u>464.47</u>
10-2-5171	Electricity - Northfield	COMED	464.47			
NORTH SHORE GAS				16475	04/30/21	<u>853.24</u>
10-1-5174	Natural Gas - Winnetka	NORTH SHORE GAS	853.24			
COMCAST				16476	04/30/21	<u>69.95</u>
10-0-5176	Internet Services	COMCAST	69.95			
CALL ONE				16477	04/30/21	<u>53.96</u>
10-1-5175	Telephone - Winnetka	CALL ONE	53.96			
COMCAST				16478	04/30/21	<u>294.95</u>
10-0-5176	Internet Services	COMCAST	294.95			
NICOR				16479	04/30/21	<u>842.38</u>
10-2-5174	Natural Gas - Northfield	NICOR	842.38			
PITNEY BOWES				16480	04/30/21	<u>100.00</u>
10-0-5123	Postage	PITNEY BOWES	100.00			
Check List Total						<u><u>147,796.51</u></u>

APRIL 2021 DIRECTOR'S REPORT

Staff Updates

- Anniversaries: Kathy Skiba 4/2 (3 yrs); Sarah Quish 4/3 (4 yrs); Pattie Phelan 4/10 (4 yrs)

General News

- We are finalizing the summer issue of The Source, due to hit homes at the end of May.
- Summer Reading kicks off 6/1 and runs through 8/1 with both a Youth and an Adult element
- We have begun planning this year's One Book Two Villages program. The author has been secured for a virtual event on September 23rd and will be announced on the cover of the fall issue of The Source.

Finances

- We are at 96.78% of our expected operating revenues for the year.
- We are at 69.86% of our budgeted operating expenses for the year (goal is 83.3%).

Programming

Youth

Category	APR21	APR19	Mo. % +/-	FY20-21 YTD	FY18-19 YTD	FY % +/-
Programs	48	61	-21.31%	359	601	-40.27%
Attendees	509	1,375	-62.98%	3,803	11,086	-65.70%
Take & Make Craft Kits	334	-	100%	2,275	-	100%

Note: This year's Summer Reading Theme will be "*Reading Colors Your World.*"

Highlights

Author Event with Award-Winning Author Alex Gino	Award-winning author Alex Gino and guided participants through an interactive presentation that included Q&A.
Virtual Craft & Give Back	Librarian Lindsay walked teens through making no-sew animal snuggles for a local animal shelter.
Dungeons & Dragons	Librarian Maddy guides youth & tweens through the interactive role-playing game.

Adults

Category	APR21	APR19	Mo. % +/-	FY20-21 YTD	FY18-19 YTD	FY % +/-
Programs	18	32	-43.75%	178	326	-45.40%
Attendees	296	325	-8.92%	2,604	2,975	-12.47%

Highlights

The Joy of Perennials	Garden coach Mark Lyons presented advice on spring plantings.
Revolution U: Change Your Habits, Change Your Life	Local author Melissa Novack led a seminar on personal development.
Edith Head: The Woman Who Dressed Hollywood	A dramatic biographical performance of Edith Head's dazzling career as a Hollywood Costume designer.

Studio (Digital Services)

Category	APR21	APR19	Mo. % +/-	FY20-21 YTD	FY18-19 YTD	FY % +/-
Appointments	72	-	7.46%	360	3,905	-92.62%
Programs	9	-	100%	22	-	100%
Attendees	108	-	100%	229	-	100%

Highlights

3D Design & Print Mini Plant Pots	Patrons were taught how to use free online CAD programs to design seed starter pots for a spring garden
Cut the Cord, Cable TV Alternatives	Patrons learned how to use free and subscription streaming services to supplant costly cable packages

Services

Visitors

Location	APR21	APR19	Mo. % +/-	FY20-21 YTD	FY18-19 YTD	FY % +/-
Winnetka	4,583	9,468	-51.59%	34,008	103,048	-67.00%
Northfield	1,794	6,000	-70.10%	5,331	53,976	-90.12%
Total	6,377	15,468	-58.77%	39,339	157,024	-74.95%

Curbside Pick Ups

Location	APR21	MAR21	FEB21
Winnetka	4	84	584
Northfield	32	88	218
Total	36	172	802

Reference Questions

Category	APR21	APR19	Mo. % +/-	FY20-21 YTD	FY18-19 YTD	FY % +/-
Adult	1,193	2,297	-48.06%	10,986	21,607	-49.16%
Youth	423	613	-31.00%	3,508	7,231	-51.49%
Digital Services	89	366	-75.68%	343	4,131	-91.70%
Total	1,705	3,276	-47.95%	14,837	32,969	-55.00%

Public Computer Usage

Location	APR21	APR19	Mo. % +/-	FY20-21 YTD	FY18-19 YTD	FY % +/-
Winnetka	317	-	#DIV/0!	2,311	-	#DIV/0!
Northfield	75	-	#DIV/0!	227	-	#DIV/0!
Total	392	-	#DIV/0!	2,538	-	#DIV/0!

Website/App Usage

Activity	APR21	APR19	Mo. % +/-	FY20-21 YTD	FY18-19 YTD	FY % +/-
Website Visits	7,155	8,783	-18.54%	83,581	89,809	-6.93%
Active App Users	605	-	100%	-	-	-

Hotspot Usage

Location	APR21	APR19	Mo. % +/-	FY20-21 YTD	FY18-19 YTD	FY % +/-
Winnetka Sessions	8,504	18,656	-54.42%	67,290	80,339	-16.24%
Northfield Sessions	1,949	6,333	-69.22%	12,524	23,151	-45.90%
Total Sessions	10,453	24,989	-58.17%	79,814	103,490	-22.88%
Winnetka Bandwidth	76	511	-85.04%	561	1,718	-67.35%
Northfield Bandwidth	38	178	-78.67%	665	767	-13.37%
Total Bandwidth	114	689	-83.40%	1,226	2,486	-50.68%

Email Reach/Cardholder Penetration

APR21 Subscribers	% Cardholders	Total Cardholders
10,034	84.34%	12,667

Outreach/Partnerships

- Several staff members went and helped out at one of the New Trier vaccine clinics in partnership with the Village of Winnetka.
- Youth Librarians provided twice-weekly am/pm virtual read-alouds for D36 kindergarteners in support of their hybrid attendance model.
- Monica met with Stephanie Hochschild & Robert McDonald from the Book Stall to discuss future author program partnerships.
- Northfield Branch staff are now scheduled to support one of the Northfield Park District's *Market & Music* programs this summer.

Professional Development Highlights

- Admin: Monica attended the first meeting of a new Executive Director's Leadership Book Club through The Charmm'd Foundation. Department Managers attended their Charmm'd Foundation Peer Advisory Groups.
- Youth Services: Staff attended multiple webinars on topics such as school success during the pandemic, talking to children about race, and upcoming spring titles. Assistant Anny attended ILA's Reaching Forward Conference.
- Branch Services: Assistant Sydney attended the Adult Reading Roundtable Meeting and ILA's Reaching Forward Conference.
- Digital Services: Tech Librarian Jimmy is working on an ALA presentation with colleagues from several other library makerspaces.
- Customer Relations: Assistants Stephanie, Betsy, Shannon, Sandy, Lisa, Scott, Jim, Rebecca, Ben, and Tyler attended ILA's Reaching Forward Conference.
- Tech Services: Assistant Anna attended ILA's Reaching Forward Conference.

Impact Stories

- Adult Services Librarian Erin helped a patron set up his own local book club.
- Patron comment on our virtual adult programs: *"Many thanks to you and the Winnetka-Northfield Library for offering these great online lectures/presentations. Have signed up for a few and have enjoyed each one!"*

- Youth Services Assistant Anny went above and beyond to help a patron who reached out seeking picture books for young children about grief and death. She pulled together a list of 10+ titles that were met with great thanks and praise from the patron.
- A Northfield patron mentioned that our library is very special and makes a difference in the community; another said staff did a wonderful job rearranging things so patrons could safely browse the collections.
- In Digital Services, word-of-mouth made us the go-to spot for personalizing confirmation banners this month! At least a dozen of these were from patrons who had never used the Studio before.
- In Customer Relations, a patron came to the front desk to let us know that they have never seen such a happy, vibrant group of people who clearly enjoy doing their jobs.

Collections

PHYSICAL

Adult- By Type

Material Type	APR21	APR19	Mo. % +/-	FY20-21 YTD	FY18-19 YTD	FY % +/-
Books	7,281	10,203	-28.64%	60,109	105,247	-42.89%
Book - Fiction	4,006	5,292	-24.30%	33,327	57,125	-41.66%
Book - Nonfiction	3,275	4,911	-33.31%	26,782	48,122	-44.35%
Audiobook - CD	243	776	-68.69%	2,290	8,364	-72.62%
Music CD	101	159	-36.48%	1,085	1,532	-29.18%
Playaway	50	171	-70.76%	513	2,090	-75.45%
DVD/Blu-Ray	3,048	6,587	-53.73%	25,671	70,473	-63.57%
Magazine	212	189	12.17%	1,061	1,929	-45.00%
Other	5	18	-72.22%	80	71	12.68%
Non-CCS ILL	33	33	0.00%	252	463	-45.57%
Sent Out	1,344	1,027	30.87%	11,681	10,955	6.63%
Total	12,317	19,163	-35.73%	102,742	201,124	-48.92%

Youth- By Type

Material Type	APR21	APR19	Mo. % +/-	FY20-21 YTD	FY18-19 YTD	FY % +/-
Books	11,481	12,309	-6.73%	87,023	130,874	-33.51%
Book - Fiction	9,885	10,010	-1.25%	74,982	110,695	-32.26%
Book - Nonfiction	1,596	2,299	-30.58%	12,041	20,179	-40.33%
Audiobook - CD	32	122	-73.77%	487	1,253	-61.13%
Music CD	25	114	-78.07%	274	1,206	-77.28%
Playaway	163	227	-28.19%	1,587	2,664	-40.43%
DVD/Blu-Ray	872	2,285	-61.84%	7,300	28,742	-74.60%
Other	38	29	31.03%	354	149	137.58%
STEAM Kits	18	22	-18.18%	18	174	-89.66%
Total	12,629	15,108	-16.41%	97,043	165,062	-41.21%

Adult- By Location

Location	APR21	APR19	Mo. % +/-	FY20-21 YTD	FY18-19 YTD	FY % +/-
Winnetka	9,316	12,752	-26.94%	85,685	132,263	-35.22%
Northfield	3,001	6,411	-53.19%	17,057	68,861	-75.23%

Youth- By Location

Location	APR21	APR19	Mo. % +/-	FY20-21 YTD	FY18-19 YTD	FY % +/-
Winnetka	10,443	11,107	-5.98%	84,226	115,840	-27.29%
Northfield	2,186	4,001	-45.36%	12,817	49,222	-73.96%

MISCELLANEOUS LENDING

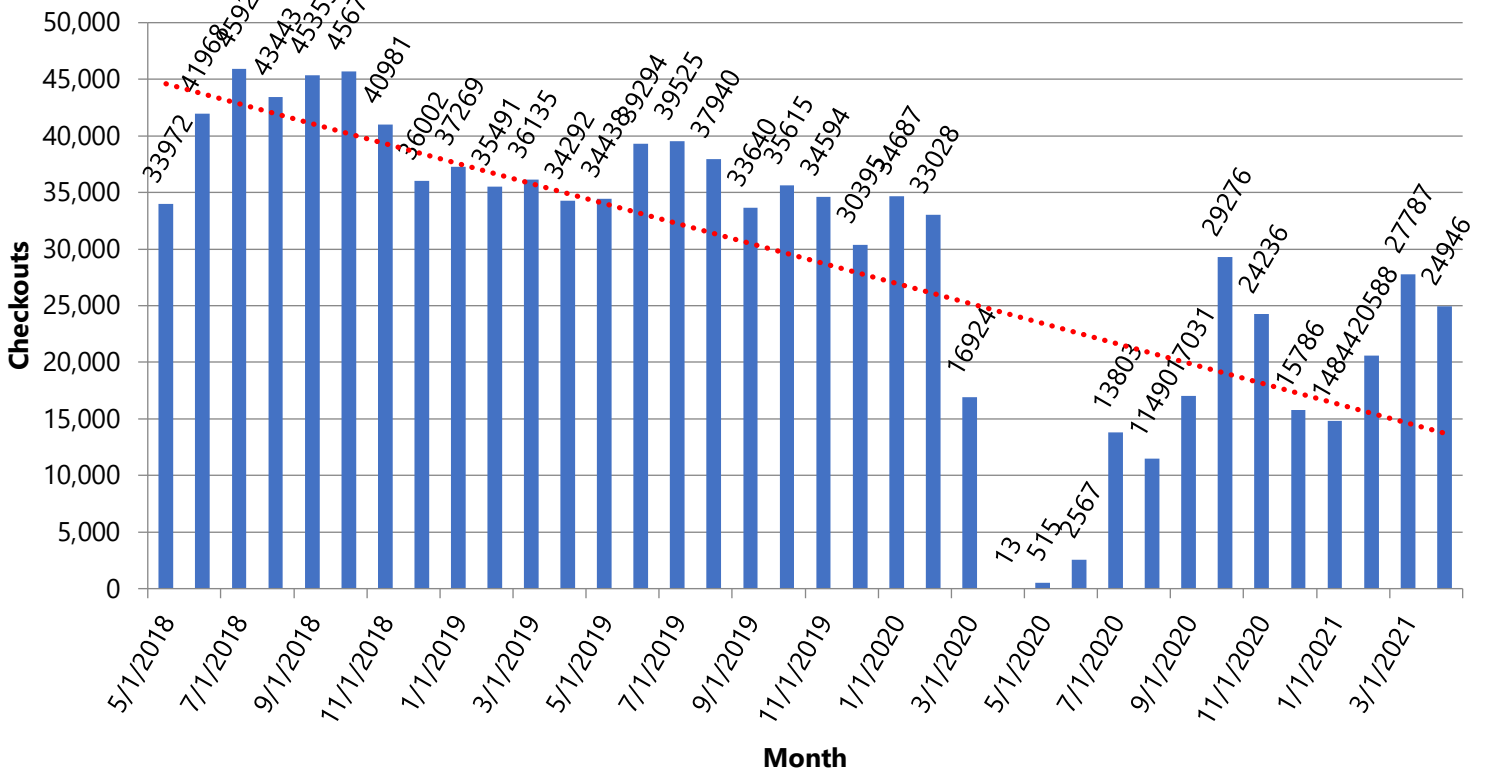
Lending Type	APR21	APR19	Mo. & +/-	FY20-21 YTD	FY18-19 YTD	FY % +/-
Kenilworth Patrons	1,426	1,022	39.53%	10,955	12,761	-14.15%
Borrowed from Other Libraries	1,557	1,698	-8.30%	13,808	16,385	-15.73%

TOTAL PHYSICAL CIRCS- DISTRICT

APR21 Physical Circulation	APR19 Physical Circulation	Net Change
24,946	34,271	-27.21%

FY20-21 YTD Physical Circulation	FY18-19 YTD Physical Circulation	Net Change
199,785	366,186	-45.44%

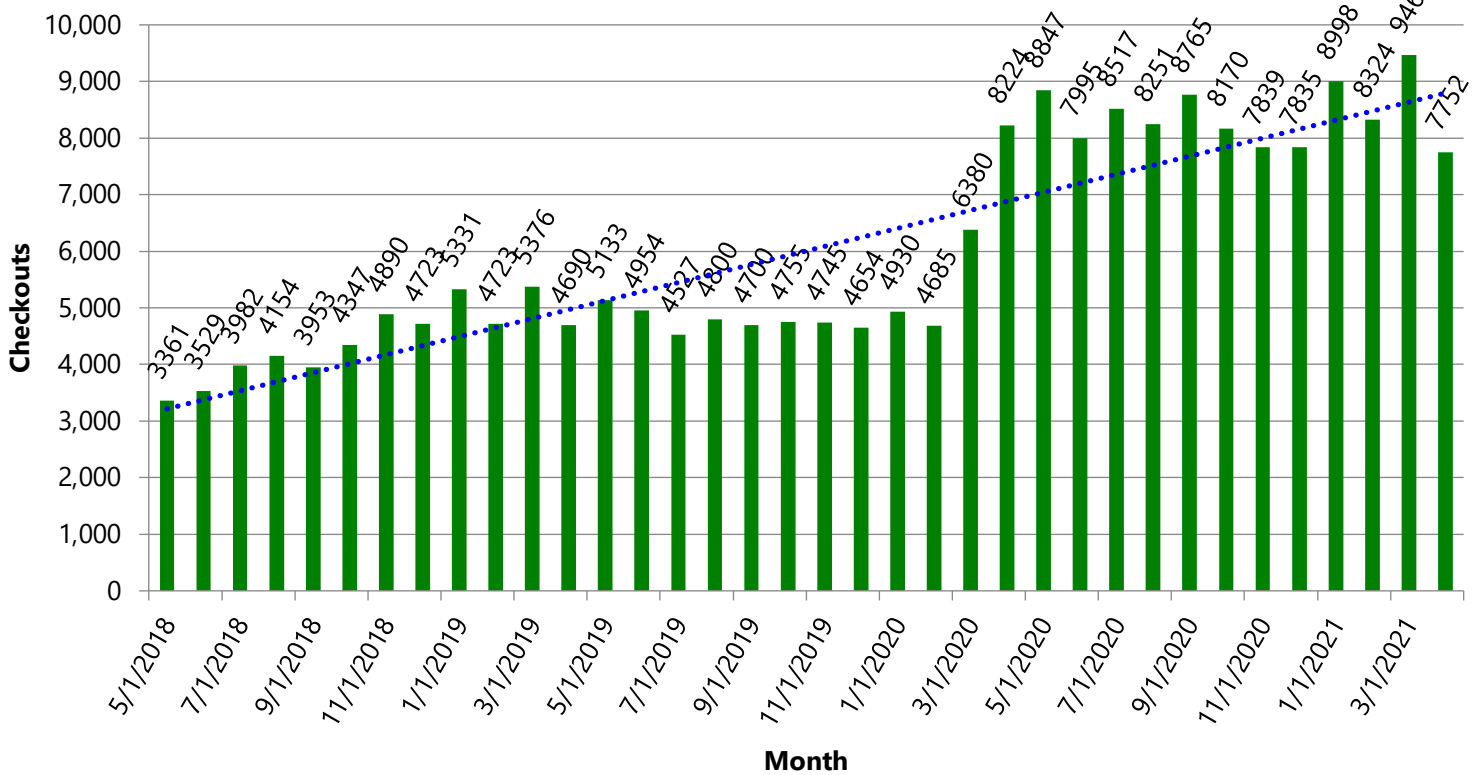
Total Physical Checkouts & Renewals



DIGITAL

Material Type	APR21	APR19	Mo. % +/-	FY20-21 YTD	FY18-19 YTD	FY % +/-
eBooks	3,493	2,160	61.71%	35,089	22,007	59.44%
eAudiobooks	1,958	1,421	37.79%	19,138	11,911	60.68%
eMagazines	1,673	871	92.08%	22,820	9,883	130.90%
eVideos	512	174	194.25%	6,032	1,718	251.11%
eMusic	116	64	81.25%	834	650	28.31%
Total	7,752	4,690	65.29%	83,913	46,169	81.75%

Total Digital Checkouts & Renewals



TOTAL DISTRICT CIRCULATION

APR21 District Circulation	APR19 District Circulation	Net Change
32,698	38,961	-16.08%

FY20-21 YTD District Circulation	FY18-19 YTD District Circulation	Net Change
283,698	412,355	-31.20%



Winnetka-Northfield Public Library District Window Replacement Project



Tuesday, May 11, 2021

BID PACKAGE #08 - Window Curtain Wall Systems

BIDDERS	BOND	ADDEND.	BASE BID	Base Bid w/Alternates	Voluntary Alternate		
3F	X	X	\$206,600.00				
CAD	X	X	\$220,995.00				
Lakeshore	X	X	\$259,000.00				
Reliant	X	X	\$188,700.00				

May 12, 2021

Ms. Monica Dombrowski
Library Director
Winnetka-Northfield Public Library District
768 Oak Street
Winnetka, IL 60093

Re: Winnetka-Northfield Public Library District – Window Replacement Project

Subject: Recommendation to Award Bids

Dear Monica:

Based on the four bids we received on May 11, 2021, we recommend awarding a contract to the following firm for the Winnetka-Northfield Public Library District – Window Replacement Project which is listed below:

<u>Bid Package</u>	<u>Description, Firm, and No. of Bids Received</u>	<u>Total Bid</u>
08	Curtain Wall Systems – Reliant Glass	\$188,700.00
	TOTAL	\$188,700.00

With respect to this bid package, we have reviewed the bid with the firm and confirmed that they appear to understand the scope, schedule, and requirements of the work. The firm was pre-qualified for this work and has successfully completed similar work on other projects with SMC Construction Services. We recommend approval of their bid as the lowest responsible bidder. The bid tabulation sheet from the May 11th, 2021 bid opening with base bid amounts is attached.

Please indicate the library's approval of the above by signing below and returning a copy to our office. If you have any questions, please do not hesitate to call.

Sincerely,
SMC Construction Services

Approved:
Winnetka-Northfield Public Library District

Brooke Irving
Assistant Project Manager

Date: _____

Cc: Monica Dombrowski, Winnetka-Northfield Public Library District
John Shales, SMC Construction Services

Midwest Environmental Consulting Services, Inc.

Consultants ◀ Engineers ◀ Scientists

May 11, 2021

Winnetka-Northfield Public Library
768 Oak Street
Winnetka, IL 60093

Attention: Monica Dombrowski, Director

Subject: **Asbestos Bid Review for Winnetka-Northfield Public Library**
Project Location: Winnetka Public Library
Address: 768 Oak Street
Winnetka, IL 60093
MEC Project #: 21-04-254 PD

Dear Ms. Dombrowski;

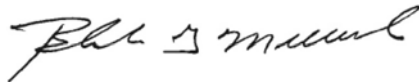
On Tuesday, May 11, 2021, bids for asbestos abatement were received by Midwest Environmental Consulting Services, Inc. A summary of the bid is as follows:

Company	Lump Sum
Kinsale Contracting Group, Inc.	\$24,850.00
Valor Technologies, Inc.	\$27,500.00
Cove Remediation, LLC	\$40,500.00

Based on my discussion with Kinsale Contracting Group, Inc. today, they expressed that they understand the project and the entire scope of work. All information requested by the bid document was supplied. After our review of all information Kinsale Contracting Group has submitted the lowest responsible bid for Winnetka-Northfield Public Library.

If you have any questions, please feel free to contact the undersigned at 630-553-3989.

Best Regards,
Midwest Environmental Consulting Services, Inc.



Blake Mellecker
President

Yorkville Location

2551 N. Bridge St.
Yorkville, IL 60560

P: (630) 553-3989
F: (630) 553-3990

Peoria Location

3100 N. Knoxville Ave.
Suite 204

Peoria, IL 61603
P: (309) 621-4680
F: (309) 621-4690

SECTION 00300

BID FORM

Kinsale Contracting Group, Inc.
(NAME OF BIDDER)

630/325-7400
(PHONE #)

alexandert@kinsalecg.com
(EMAIL ADDRESS)

BID FOR: Asbestos Abatement for Window Replacement Project

**PROJECT ADDRESS: 768 Oak Street
Winnetka, IL 60093**

**FOR: Window Replacement Project
768 Oak Street
Winnetka, IL 60093**

MEC PROJECT #: 21-04-254-PD

BID DUE DATE: Tuesday, May 11, 2021 @ 11:30 a.m.

**EMAIL BIDS TO: bidsdue@mec-us.com
Midwest Environmental Consulting Services, Inc.
2551 N. Bridge Street
Yorkville, IL 60560**

BIDDING CONTRACTORS:

The Undersigned, having carefully examined the Contract Documents, Addenda thereto, and other data as presented by the Consultant Midwest Environmental Consulting Services, Inc., 2551 N. Bridge Street, Yorkville, Illinois, 60560, and having visited the site and become familiar with all conditions affecting the work, hereby propose to furnish everything required for the completion of the above named Project, all in accordance with all applicable laws at the place of the work. Contractor shall be responsible for complying with all applicable licensing and patent regulations. The owner and consultant are not responsible for any Contractor's licensing or patent infringements.

BASE BID – Asbestos Abatement Project:

The contractor shall provide a Base Bid cost for the asbestos abatement as identified on the drawings.

Phase I shall commence on or before **Monday, August 2, 2021** and shall be completed in the number of calendar days stated in the bid. The Contractor shall complete the Project on or before **Friday, August 6, 2021**.

Phase II shall commence on or before **TBD** and shall be completed in the number of calendar days stated in the bid. The Contractor shall complete the Project on or before **TBD**.

All required work shall be performed from **6:30 a.m. to 2:30 p.m.**, Monday through Friday, no work on weekends will be allowed if required. No work on holidays.

LUMP SUM ITEMS

The Undersigned agrees to perform all work indicated on the Drawings and described in the Specifications, Addenda, including the cost of insurance for the Base Contract, for the sum of:

Twenty four thousand eight hundred fifty Dollars and zero Cents
(IN WRITING)

Total in Figures \$ 24,850.00

SUBCONTRACTORS SELECTED

- 1. _____
- 2. _____
- 3. _____

ADDENDUM RECEIPT:

Receipt of the following Addenda to the Bidding Requirements and Contract Documents are acknowledged:

Addendum No. _____ Dated _____
Addendum No. _____ Dated _____
Addendum No. _____ Dated _____

Alternate: To supply a scissor lift & articulating boom lift, please add \$2,000.00 to the base bid price.

Bid Form

(Fill out Applicable Paragraph)

By _____ (Seal)
(Individual's Name)

Doing business as _____

Phone Number _____

Fax Number _____

Partnership

By _____ (Seal)
(Firm Name)

(General Partner)

Business Address: _____

Phone Number _____

Fax Number _____

Corporation

By Kinsale Contracting Group, Inc.

(Corporation Name)

Illinois

(State of Incorporation)

By  Robert J. Duermit

(Name of Person Authorized to Sign)

President

(Title)

Corporate Seal



Attest *David Lane*
(Secretary)



Business Address 648 Blackhawk Drive
Westmont, IL 60559

Phone Number 630-325-7400

Fax Number 630-325-7401
(Secretary)

END OF SECTION 00300

Flash Drive Documents Acknowledgement

The documents contained on this flash drive are the property of Midwest Environmental Consulting Services, Inc. and may not be duplicated, copied, or altered without the express written consent of Midwest Environmental Consulting Services, Inc. By submitting a bid, you agree to comply to the terms and conditions outlined above.



By Authorized Agent Robert J. Duermit

5-11-2021

Date

**CERTIFICATE REGARDING
SEXUAL HARASSMENT POLICY**

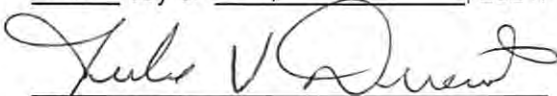
Kinsale Contracting Group, Inc. (Contractor), does hereby certify pursuant to Section 2-105 of the *Illinois Human Rights Act* (775 ILCS 5/2-105) that [he, she, it] has a written sexual harassment policy that includes, at a minimum, the following information: (i) the illegality of sexual harassment; (ii) the definition of sexual harassment under State law; (iii) a description of sexual harassment, utilizing examples; (iv) an internal complaint process including penalties; (v) the legal recourse, investigation, and complaint process available through the Department of Human Right and Human Rights Commission; (vi) directions on how to contact the Department of Human Rights and Human Rights Commission; and (vii) protection against retaliation.

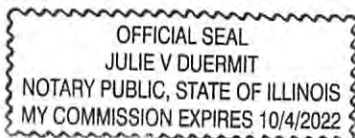

By Authorized Agent Robert J. Duermit

5-11-2021
Date

SUBSCRIBED and SWORN TO before me on this

11th day of May, 2021.


NOTARY PUBLIC



BIDDER ELIGIBILITY CERTIFICATE

The following certification must be completed, signed, and submitted with the Bidder's Form of Proposal.
FAILURE TO DO SO WILL RESULT IN DISQUALIFICATION OF THE BIDDER.

Kinsale Contracting Group, Inc. _____, as part of its bid on a contract for:
(Firm Name of Contractor)

Winnetka – Northfield Public Library – Window Replacement Project hereby certifies that said contractor in not barred from bidding on the aforementioned contract as a result of a conviction for either bid rigging or bid rotation under Article 33E of Chapter 38 of the Illinois Revised Statutes.

Firm Name: Kinsale Contracting Group, Inc.

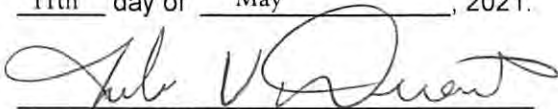
By: Robert J. Duermit (Please type or print name)
(Authorized Agent of Contractor)

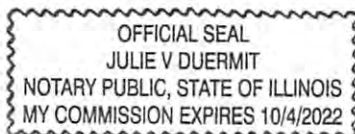
 (Signature)

5-11-2021 (Date)

SUBSCRIBED and SWORN TO before me on this

11th day of May, 2021.


NOTARY PUBLIC



NON-COLLUSION AFFIDAVIT

AFFIDAVIT: "I (we) hereby certify and affirm that my (our) proposal was prepared independently for this project and that it contains no fees or amounts other than for the legitimate execution of this work specified and that it includes no understanding or agreements in restraint of trade."

(If an individual)

Signature of Bidder _____ (Seal)

Business Address _____

(If a Partnership)

Firm Name _____ (Seal)

By: _____

Business Addresses (_____)

Of all Partners (_____)

Of the Firm (_____)

(If a Corporation)

Corporate Name Kinsale Contracting Group, Inc.

By: 

Business Address 648 Blackhawk Drive, Westmont, IL 60559 (Corporate Seal)

Name of Officers:	(President)	<u>Robert J. Duermit</u>
	(Secretary)	<u>Danielle Puente</u>
	(Treasurer)	<u>Robert J. Duermit</u>

Attest: 
(Secretary)

Name of Bidder: Kinsale Contracting Group, Inc.

Date: 5-11-2021

[Contractors with 25 of more Employees]

**CERTIFICATE OF COMPLIANCE WITH
ILLINOIS DRUG-FREE WORK ACT**

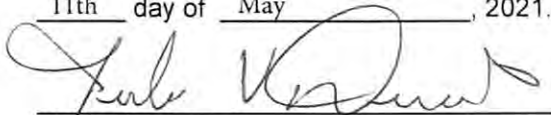
Kinsle Contracting Group, Inc., having 25 or more employees, does hereby certify pursuant to Section 3 of the *Illinois Drug-Free Workplace Act* (30 ILCS 580/3) that [he, she, it] shall provide a drug-free workplace for all employees engaged in the performance of work under the contract by complying with the requirements of the *Illinois Drug-Free Workplace Act* and, further certifies, that [he, she, it] is not ineligible for award of this contract by reason of debarment for a violation of the *Illinois Drug-Free Workplace Act*.

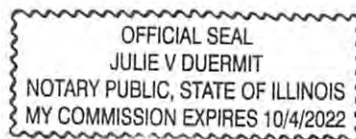

By Authorized Agent Robert J. Duermit

5-11-2021
Date

SUBSCRIBED and SWORN TO before me on this

11th day of May, 2021.


NOTARY PUBLIC



COVID-19 POLICY / PROTOCOL

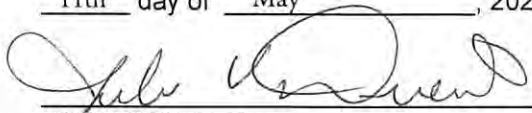
While present on any of the building owners properties, all contractors shall be required to abide by the building owners COVID-19 document or their own company's internal COVID-19 policy, whichever is more strict. The Contractor shall provide their own company's internal COVID-19 policy/protocol, to be submitted with their bid. Any employee who does not at least meet the building owners protocols relating to COVID-19 may, at the building owners discretion, be permanently removed from the job site. The Contractor understands and acknowledges that any document relating to COVID-19 is subject to change at any time as more information is found out about this novel coronavirus, and as changes are made to documents, policies, and/or protocols, employees will be required to meet the expectations of those changes.


By Authorized Agent Robert J. Duermit

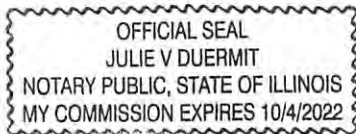
5-11-2021
Date

SUBSCRIBED and SWORN TO before me on this

11th day of May, 2021.


NOTARY PUBLIC

END OF SECTION 00200



Winnetka - Northfield Public Library District
 2021 Window Replacement
 Cost Summary



5/13/21
 v2

Items	Anticipated Cost 3/3/21	Revised w/ Bids
Support Allowance - remove / replace sills & ceiling framing	\$ 19,300	\$ 17,860
Grass Protection & Repair Allowance	\$ -	\$ 4,500
Windows & Glazing Reliant Glass	\$ 230,455	\$ 188,700
Finishes		
Flooring Patch Allowance	\$ 7,500	\$ 7,500
Painting & Patching Allowance	\$ 4,500	\$ 4,500
Electrical Allowance	\$ 3,500	\$ 3,500
Subtotal	\$ 265,255	\$ 226,560
Design & Construction Contingency	\$ 46,519	\$ 40,000
Temporary Enclosures & Safety (Exterior)	\$ 44,875	\$ 49,932
Temporary Enclosures & Safety (Interior)	\$ -	\$ 11,936
SMC Management & Supervision (Part Time)	\$ 27,360	\$ 27,360
SMC OH&P + Insurance (5% + .75%)	\$ 23,805	\$ 22,492
SMC Pre-Construction	\$ 18,164	\$ 18,164
Subtotal	\$ 425,978	\$ 396,444
Asbestos Abatement Work Allowance	\$ 30,000	
Additional Asbestos Testing and Bidding Midwest Environmental		\$ 2,535
Asbestos Professional Services Project Management Midwest Environmental		\$ 8,000
Asbestos Abatement Work Kinsale Contracting Group		\$ 24,850
Asbestos Subtotal	\$ 30,000	\$ 35,385
Subtotal	\$ 455,978	\$ 431,829
Design Fee	\$ -	\$ -
Permit Costs	\$ -	\$ -
Total Project Costs	\$ 455,978	\$ 431,829

Amount Below Anticipated	\$	24,149
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SMC Guaranteed Maximum Price \$ 396,444
 Projected Start - depends on material availability 8/23/21
 Projected Duration 2 months

Add Alternate for New Solid Surface Sills (net of above) \$ 27,169

KATHRYN HAMILTON FINK
Attorney at Law
558 Provident Avenue
Winnetka, Illinois 60093
(847) 693-1699
kathrynhfink@gmail.com

May 4, 2021

VIA EMAIL mdombrowski@winnetkalibrary.org

Ms. Monica Dombrowski
Director | Winnetka-Northfield Public Library District
768 Oak Street
Winnetka, IL 60093

RE: Tree Root Agreement with Linden Patio Homes

Dear Ms. Dombrowski:

I am counsel for Linden Patio Homes in connection with the proposed Agreement to Share Tree Root Removal Costs you presented earlier this year to Kristen Goss, President of the Linden Patio Homes Condominium Association (“Linden”). Enclosed is a revised Agreement which reflects Linden’s response.

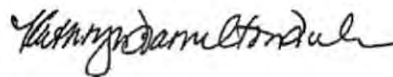
The revised Agreement provides that the Library will pay the cost of sewer routing, maintenance and repair provided in DeFranco’s proposal, obtained at the Library’s request, and the Library will reimburse Linden for one-half of the periodic sewer routing and maintenance costs it incurs while the trees remain in place. This cost allocation is reasonable and warranted because for many years, routing, maintenance and repair of Linden’s sewers have been necessitated primarily by root growth from the Library’s maple trees.

The attached plan shows the approximate locations of the Library’s maple trees close to the boundary of Linden’s property, and the sewer lines located on Linden’s property close to the boundary line. The trees are located only a few feet from the sewer lines. Root removal, maintenance and repair of the sewers have cost Linden over \$27,000 since 2005 as shown on the attached spreadsheet which Kristen Goss sent the Library previously. No records exist for costs incurred by Linden before then, so its total costs likely are greater. The Library reimbursed Linden for \$3,435 of these costs, and while Linden appreciates the reimbursements, it has borne very substantial unreimbursed costs for maintenance and repairs which likely would not have been necessary but for the presence of the trees on the Library’s property.

Linden's long-time plumber and sewer consultant, Mergenthaler, advised that when the sewers were last serviced, they were running better than in the past, and thus the service proposed by DeFranco is not essential. Presumably the Library sought the DeFranco bid in an effort to maximize the function of the sewers in hope of reduced ongoing costs. Linden recognizes the potential benefits of the work DeFranco proposes but considers it appropriate for the Library to pay the full cost to offset the unreimbursed costs Linden incurred for many years as a result of root growth from the Library's trees. Similarly, future maintenance of the sewer lines should be shared equally by the parties. The Library's responsibility to bear these costs is supported by the Illinois Appellate Court's decision in Chandler v. Larson, 148 Ill. App. 3d 1048, 500 N.E.2d 584 (1st Dist. 1986) which held that the defendant owner of property in Evanston owed the adjoining landowner a duty of reasonable care to control tree and root growth so as to avoid damage to a garage located on neighboring property. The court noted "the trend to place greater responsibility on the owner of the property where the tree is located." Chandler, 148 Ill. App. 3d at 1037.

Please let me know your comments about the proposed Agreement or sign and return a copy. If you would like to discuss the matter, please give me a call. Linden appreciates the positive relationship it has enjoyed with the Library for more than fifteen years regarding the tree root issue and the sharing of root removal and sewer maintenance costs. As the neighbors finalize a long-term agreement regarding these matters, Linden considers continued positive relations with the Library to be of the utmost importance.

Yours very truly,



Kathryn Hamilton Fink

cc: Ms. Kristen Goss, by email

AGREEMENT TO SHARE TREE ROOT REMOVAL COSTS

This **AGREEMENT TO SHARE TREE ROOT REMOVAL COSTS** (the “**Agreement**”) is made as of this ____ day of May, 2021 by and between **Winnetka-Northfield Public Library District** (the “**Library**”) and **Linden Patio Homes Condominium Association**, an Illinois not-for-profit corporation.

BACKGROUND

- A. The Winnetka-Northfield Public Library District (the “**Library**”) operates a public library on property commonly known as 768 Oak Street, Winnetka, Illinois (the “**Library Property**”).
- B. Linden Patio Homes Condominium Association (“**Linden**”) is an Illinois not-for-profit corporation which is the owner of the common elements of the Linden Patio Homes Condominium consisting of seven (7) units commonly known as 465-477 Linden Street, Winnetka, Illinois (the common elements and the units of Linden being collectively referred to herein as the “**Linden Property**” as depicted on the plan (the “**Plan**”) attached hereto as **Exhibit A**. The Library Property and the Linden Property abut one another as illustrated on the Plan.
- C. Linden’s obligations under the Declaration of Condominium for Linden Patio Homes Condominium recorded in the Office of the Cook County Recorder of Deeds as Document No. 85157875 include maintenance of the common elements of the Linden Property, including the storm sewer and sanitary sewer connections serving the Linden Property.
- D. Since 2005 or earlier, root growth from three tree maple trees (the “**Trees**”) growing on the Library Property along a line several feet north of the northly lot line of the Linden Property have infiltrated the sewer lines located south of the northerly lot line of the Linden Property as depicted on the Plan (collectively, the “**Sewers**”), from time to time causing damage to and obstructing operation of the Sewers and necessitating repeated plumbing repairs and service over a period of at least sixteen (16) years to remove Tree roots, make repairs and restore proper operation of the Sewers. While the Library has contributed to the cost of such plumbing repairs and service, Linden has paid over eighty percent (80%) of the cost thereof, comprising a total expenditure by Linden of over \$27,000 since 2005 as previously disclosed to the Library.
- E. Linden is willing to refrain from requesting removal of the Trees provided that the Library agrees to share the future cost of plumbing service and repairs to the Sewers caused by the

growth of Tree roots in the Sewers (the “**Plumbing Costs**”). The Library agrees to share the Plumbing Costs on the terms set forth herein provided that DeFranco Plumbing (“**DeFranco**”) completes all services set forth on its proposal dated December 15, 2020 (the “**DeFranco Proposal**”) obtained by City Wide Facility Services at the request of the Library, a copy of which is attached hereto as **Exhibit B**.

- F. The Library and Linden enter into this agreement in furtherance of their desire to remain cooperative neighbors by amicably sharing the cost of plumbing repairs and service necessitated by the growth of the Tree roots in the Sewers.

AGREEMENTS

1. The Library shall pay directly to DeFranco the cost of the work performed by DeFranco pursuant to the DeFranco Proposal. Linden shall authorize DeFranco to perform such work provided that the Library shall be solely responsible for payment, which payment obligation shall be stated on the DeFranco Proposal and agreed to by DeFranco. DeFranco shall remit invoices for completed work directly to the Library with a copy to Linden, and the Library shall pay such invoices promptly upon receipt.
2. During the term of this Agreement after completion of DeFranco’s work, Linden shall engage a contractor of Linden’s choice to rout out and repair the Sewers semi-annually or more frequently as necessary to maintain good operation of the Sewers. After completion of each such service or repair, Linden shall submit a copy of the invoice to the Library, and upon receipt, the Library shall pay Linden 50% of the total invoice. If, however, the services itemized on any invoice include services or repairs unrelated to the removal of Tree roots or repair of damage to the Sewers resulting from the growth or presence of Tree roots, the Library shall so notify Linden, and the parties shall negotiate in good faith to agree on the portion of the invoice to be excluded in determining the Library’s 50% reimbursement obligation.
3. Except as provided in Paragraph 1 of this Agreement, the Library has no obligation to engage contractors or determine or approve the methods or manner of Sewer service and repair, the Library’s sole obligation with respect to Tree root removal being payment to DeFranco and Linden as provided in this Agreement.
4. This Agreement shall remain in effect until December 31, 2031 (the “**expiration date**”) and shall be extended by the parties’ agreement to such later date as the parties shall determine based on good faith negotiations considering the circumstances of the Library Property, the Trees, the Linden Property and the Sewers as of the expiration date. If as of

the expiration date Tree roots continue to affect the operation and condition of the Sewers, the parties shall agree upon an extension and modification of the Agreement to provide for a reasonable and appropriate sharing of costs relating to maintenance of the Sewers.

5. This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns. This Agreement may be executed in counterparts, each of which shall be deemed an original and all of which, when taken together, shall constitute a single agreement. Any executed counterpart of this Agreement delivered via facsimile or email shall be binding to the same extent as an original counterpart.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date set forth above.

BOARD OF LIBRARY TRUSTEES
WINNETKA-NORTHFIELD

LINDEN PATIO HOMES CONDOMINIUM
ASSOCIATION, an Illinois not-for-profit corporation

By: _____
Jean-Paul Ruiz-Funteas
President

By: _____
Kristen Goss
President

Date Signed: _____

Date Signed: _____

Linden Patio Homes
 Linden St, Winnetka, Ill.
 11/6/17
 Names updated 11-29-17

EXHIBIT A

Mergenthaler
Plumbing
 CALLMERG.COM

1450 Paddock Dr, Northbrook, IL 60062
 847-724-2004 847-724-2052 fax

The Library Property is situated adjacent to and north of the Linden Property.

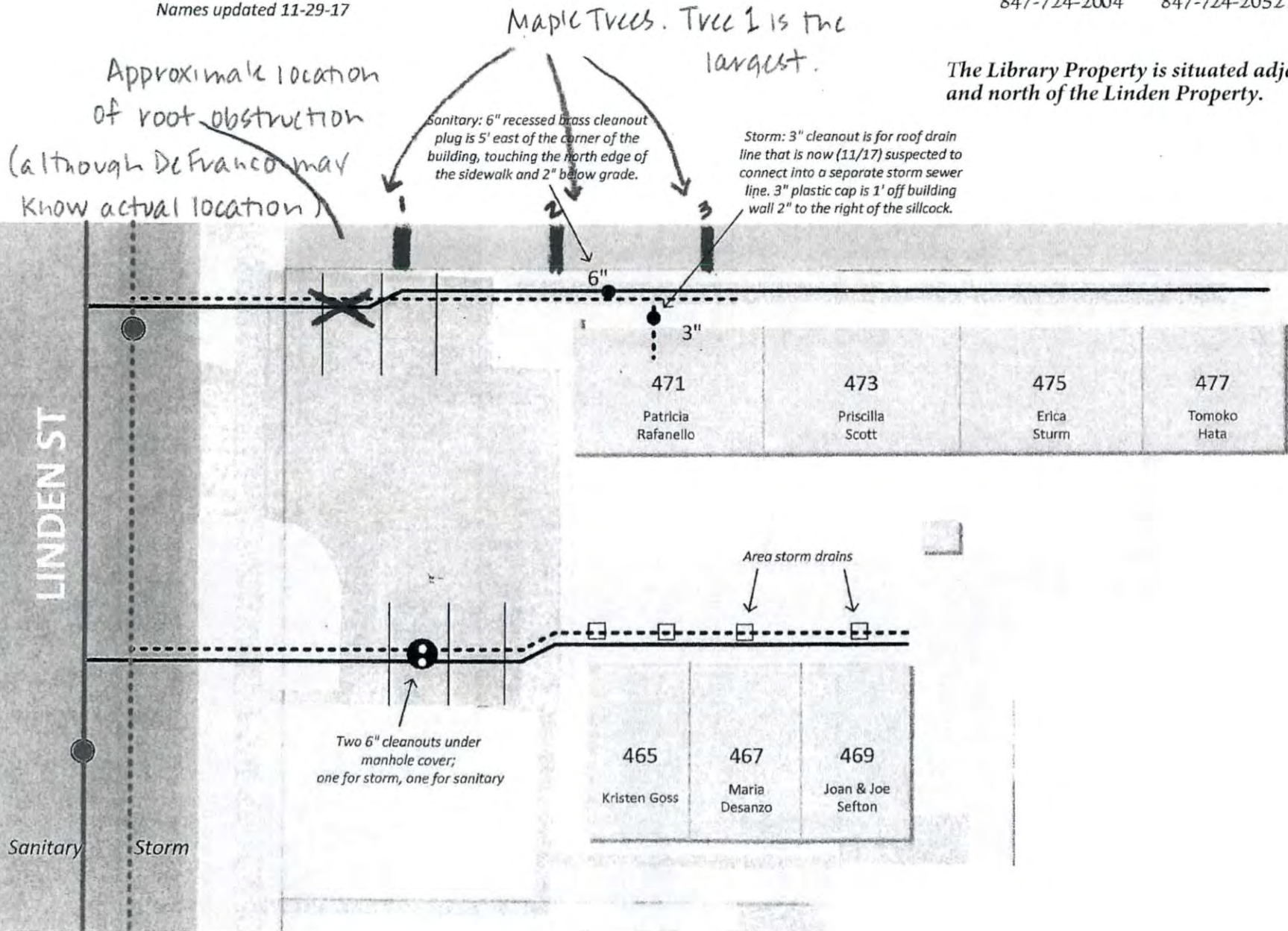


EXHIBIT B

DeFrancoPlumbing

www.defrancoplumbing.com

Sent Via Email

December 15, 2020

City Wide Facility Solutions
666 Dundee Road, Suite 306
Northbrook, IL 60062

Attn: Jason Kolisch

Re: Plumbing Proposal For: power rodding and heavy sewer cleaning at 768 Oak St. Winnetka

Dear Jason:

We are pleased to provide our plumbing proposal for the above referenced project. We will provide the equipment and labor to power rod, power wash (jet) the sanitary sewer from the neighboring building. We will provide our own electricity, power rodding equipment with root cutting tips in an attempt to remove the built-up root infestation. We will furnish and introduce Root-X chemical inhibitor. This proposal is enough for 2 men for a complete 8-hour shift each.

Not to exceed: **\$8,620.**

Inclusions:

- . IDPH licensed plumber[s]
- . Ridgid Heavy Duty sectional rodding machines
- . Ridgid See Snake video ensemble
- . towable high pressure heated jetter
- . union labor

NOTE:

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

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

- . premium time .
- . permit fees
- . unmarked underground anomalies

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

Sincerely,

DEFRANCO PLUMBING, INC.

_____ Accept
_____ Decline



John P. Ryan

Signature of Authorized Agent

20330 N. Rand Road ♦ Palatine, IL 60074 ♦ Phone: 847-438-0808 ♦ Fax: 847-438-0157

Email to Monica,

The bottom line first: Linden's proposal outlined in Attorney Fink's letter (copy attached) is reasonable.

The applicable legal principle is stated in our email of August 19, 2020 (copy attached), i.e., once the Library had notice that its tree roots were causing damage to Linden's sewer line, the Library had a duty to address the problem.

The Library had notice of the tree root problem since at least 2005 as evidenced by the Library's prior payments to Linden (see payment summary attached).

All things considered, I recommend we revise the previous Agreement sent to you on 2/3/21 to incorporate the following:

1. The Library agrees to pay the cost of sewer rodding and repair (\$8,620) per the DeFranco Plumbing proposal (attached);
2. Prospectively, the Library agrees to split the cost with Linden (50-50) of periodic rodding and sewer repairs with the Library's share not to exceed \$1,000 annually;
3. The Library has the right at any time to remove trees on Library property.

If the Board agrees with the revisions, we will forward the revised Agreement to Attorney Fink.

Agreement to Share Tree Root Removal Costs

Parties: Winnetka-Northfield Public Library District
Linden Patio Homes Condominium

Objective

This objective of this Agreement to Share Tree Root Removal Costs (Agreement) is to share the costs of removal of tree roots which impede the flow in sanitary sewers and stormwater sewers.

Background

1. The Winnetka-Northfield Public Library District (the Library) operates a Public Library on property commonly known as 768 Oak Street, Winnetka, Illinois.
2. Linden Patio Homes Condominium (Linden) is an Illinois not-for-profit corporation which manages issues common to seven (7) properties commonly known as 465-477 Linden Street, Winnetka, Illinois.
3. It appears that the roots of trees on the Library's property have infiltrated the sanitary sewer lines and stormwater sewer lines located on the Linden property (the Sewers).
4. In lieu of asking the Library to remove the trees on the Library property, Linden proposed an agreement with the Library to share the cost of removing/managing tree roots in the Sewers.
5. The Library and Linden confirm their desire to remain cooperative neighbors in addressing a problem.

Agreement

- A. With respect to repairs/cleaning of the Sewers in 2021:
1. The Library shall pay directly to DeFranco Plumbing (DeFranco) the cost of the work to be performed by DeFranco pursuant to the DeFranco proposal dated December 15, 2020 (attached) (\$8,620). Linden shall authorize DeFranco to perform such work. DeFranco shall remit invoices to the Library for completed work with a copy to Linden. The Library will pay such invoice promptly upon receipt.
 2. If additional work is necessary beyond that outlined in DeFranco's proposal, Linden shall notify the Library. The Library's approval is required with respect to any additional work.
 3. Linden shall ask DeFranco's to complete the work on or before August 1, 2021.

B. With respect to repairs/cleaning of the Sewers in 2022 and subsequent years:

1. Linden may hire contractors to remove roots in the Sewers on an as needed basis.
2. The Library, upon receipt of proof of payment by Linden, will reimburse Linden 50% of the cost subject to a maximum Library reimbursement to Linden of \$1,000 per year.
3. The Library is not involved in any respect with the hiring of contractors by Linden or the methods or manner of cleaning the Sewers.

C. The Library's sole obligations with respect to tree root removal are those stated in this Agreement.

D. This Agreement remains in effect until December 31, 2031.

E. The Library reserves all rights to remove trees on Library property.

F. After December 31, 2031, the Library and Linden may extend this Agreement or enter into a new agreement.

BOARD OF LIBRARY TRUSTEES
WINNETKA-NORTHFIELD
PUBLIC LIBRARY DISTRICT

LINDEN PATIO HOMES CONDOMINIUM
(commonly known as Linden Patio Homes
association)

By: _____
Jean-Paul Ruiz-Funteas
President

By: _____
Kristen Goss
President

Date Signed: _____

Date Signed: _____

EXHIBIT B

DeFrancoPlumbing

www.defrancoplumbing.com

Sent Via Email

December 15, 2020

City Wide Facility Solutions
666 Dundee Road, Suite 306
Northbrook, IL 60062

Attn: Jason Kolisch

Re: **Plumbing Proposal For: power rodding and heavy sewer cleaning at 768 Oak St. Winnetka**

Dear Jason:

We are pleased to provide our plumbing proposal for the above referenced project. We will provide the equipment and labor to power rod, power wash (jet) the sanitary sewer from the neighboring building. We will provide our own electricity, power rodding equipment with root cutting tips in an attempt to remove the built-up root infestation. We will furnish and introduce Root-X chemical inhibitor. This proposal is enough for 2 men for a complete 8-hour shift each.

Not to exceed: \$8,620.

Inclusions:

- . IDPH licensed plumber[s]
- . Ridgid Heavy Duty sectional rodding machines
- . Ridgid See Snake video ensemble
- . towable high pressure heated jetter
- . union labor

NOTE:

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

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

- . premium time .
- . permit fees
- . unmarked underground anomalies

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

Sincerely,

DEFRANCO PLUMBING, INC.

Accept
 Decline



John P. Ryan

Signature of Authorized Agent

20330 N. Rand Road ♦ Palatine, IL 60074 ♦ Phone: 847-438-0808 ♦ Fax: 847-438-0157



April 30, 2021

Board of Trustees and Management
Winnetka-Northfield Public Library District
768 Oak Street
Winnetka, Illinois 60093-2583

Dear Board Members and Management:

We are pleased to confirm our understanding of the services we are to provide Winnetka-Northfield Public Library District for the year ended June 30, 2021. We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information including the related notes to the financial statements, which collectively comprise the basic financial statements, of Winnetka-Northfield Public Library District as of and for the year ended June 30, 2021. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Winnetka-Northfield Public Library District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Winnetka-Northfield Public Library District's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

The following Required Supplementary Information will be included in the financial statements.

1. Management's Discussion and Analysis
2. Schedule of Changes in Net Pension Liability and Related Ratios
3. Schedule of Employer Pension Contributions
4. Schedule of Changes in Net OPEB Liability and Related Ratios
5. Schedule of Employer OPEB Contributions
6. General Fund—Schedule of Revenues and Expenditures – Estimated Receipts, Appropriations, and Working Budget Compared to Actual

We have also been engaged to report on additional information other than RSI that accompanies Winnetka-Northfield Public Library District's financial statements. We will subject the additional information to the auditing procedures applied in our audit of the financial statements

and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditor's report on the financial statements.

The following Additional Information will be included in the financial statements.

1. Other Funds – Combining Balance Sheet
2. Other Funds – Combining Statement of Revenues, Expenditures, and Changes in Fund Balances.

Audit Objective

The objective of our audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements taken as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and will include tests of the accounting records and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of Winnetka-Northfield Public Library District's financial statements. Our report will be addressed to the Board of Trustees of Winnetka-Northfield Public Library District. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or may withdraw from this engagement.

Audit Procedures – General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk

that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards. In addition, an audit is not designed to detect immaterial misstatements, or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform you of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will also require certain written representations from you about the financial statements and related matters.

Audit Procedures – Internal Control

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

Audit Procedures – Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Winnetka-Northfield Public Library District's compliance with applicable laws and regulations and the provisions of contracts and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Other Services

We will propose various adjustments to your accounts and prepare financial statements of Winnetka-Northfield Public Library District in conformity with U.S. generally accepted accounting principles based on the information provided by you. As part of our engagement, we will also prepare the Annual Financial Report required to be filed with the Office of the Comptroller of the State of Illinois for the year ended June 30, 2021, and we will update and maintain the library's depreciation schedules. We will perform the services in accordance with

applicable professional standards. All of the other services are limited to the services described above. We, in our sole professional judgement, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for designing, implementing, and maintaining effective internal controls, relevant to the preparation and fair presentation of financial statements that are free from material misstatements, whether due to fraud or error, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation in the financial statements in conformity with U.S. generally accepted accounting principles.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, including identification of all related parties and all related-party relationships and transactions, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud or illegal acts could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws and regulations.

You are responsible for the preparation of the supplementary information in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon or make the audited financial statements readily available to users of the supplementary information no later than the date of the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the representation letter that (a) you are

responsible for presentation of the supplementary information, in accordance with GAAP; (b) that you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (c) that the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (d) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

You agree to assume all management responsibilities for adjustment to the accounts, financial statement preparation services, Annual Financial Report (AFR) preparation, and any other nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash or other confirmations we request and will locate any invoices selected by us for testing. The fee estimate is based on the premise that your personnel (employees and outside accountants) will be instructed to provide us with assistance in the preparation of various schedules, which we will request prior to our arrival. This will enable us to spend a minimum amount of time performing clerical tasks and thus concentrate strictly on audit functions. You recognize that and acknowledge that the failure of District personnel to provide such information on a timely basis will delay our completion of the engagement and increase our fees and costs.

We expect to begin our audit in August or September 2021 and plan to issue our report no later than your November 2021 Board of Trustees meeting. Christian N. McClure is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

Our fees for these services will be based on time spent at our standard hourly rates plus travel and other out-of-pocket costs such as report production, typing, postage, etc. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. The fee for our services will be \$12,400 for the audit, financial statement preparation, the annual financial state report, depreciation schedule and management letter (if necessary) for the 2021 year.

In addition, we propose to provide audit services for the years ended June 30, 2022 and 2023, for the audit fee of \$12,400, each year. This assumes no major capital projects, bonding or changes in audit or accounting standards, which require significant additional time. Should such situation arise, we will discuss it with you and agree on a new fee, prior to performing the work.

These estimates are based on anticipated cooperation from your personnel and the assumption that unexpected circumstances, such as fraud or suspected fraud, will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you prior to billing.

Board of Trustees and Management
April 30, 2021

We appreciate the opportunity to be of service to Winnetka-Northfield Public Library District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign below and return it to us.

Sincerely,



McClure, Inserra & Company, Chartered

RESPONSE:

This letter correctly sets forth the understanding of Winnetka-Northfield Public Library District.

By: _____

Title: _____

Date: _____

WNPLD FY21-22 WORKING BUDGET- SUMMARY

	FY19	FY20	FY21	FY21	FY22	FY22	% of
	ACTUAL	ACTUAL	BUDGET	FORECAST	PROPOSED	% Increase	Budget
INCOME	7/1/18-6/30/19	7/1/19-6/30/20	7/1/20-6/30/21	7/1/20-6/30/21	7/1/21-6/30/22		
TAX REVENUE							
TOTAL	\$ 3,833,490.00	\$ 4,034,259.27	\$ 3,936,860.00	\$ 3,915,592.46	\$ 3,946,860.00	0.3%	95.1%
COLLECTIONS							
TOTAL	\$ 143,787.00	\$ 153,389.32	\$ 126,000.00	\$ 158,726.39	\$ 130,196.25	3.3%	3.1%
MATERIALS							
TOTAL	\$ 8,699.00	\$ 11,797.84	\$ 9,500.00	\$ 1,651.43	\$ 6,500.00	-31.6%	0.2%
ACCT EARNINGS							
TOTAL	\$ 99,596.00	\$ 114,344.05	\$ 50,000.00	\$ 55,463.38	\$ 50,000.00	0.0%	1.2%
OTHER REVENUE							
TOTAL	\$ 23,129.00	\$ 165.71	\$ 20,000.00	\$ 15,320.00	\$ 18,000.00	-10.0%	0.4%
TOTAL REVENUE	\$ 4,108,701.00	\$ 4,313,956.19	\$ 4,142,360.00	\$ 4,146,753.66	\$ 4,151,556.25	0.2%	100.0%
EXPENSES							
PERSONNEL							
TOTAL	\$ 1,668,686.00	\$ 1,699,976.70	\$ 1,790,000.00	\$ 1,584,161.13	\$ 1,871,100.00	4.5%	48.5%
ADMINISTRATION							
TOTAL	\$ 199,554.00	\$ 212,845.07	\$ 228,956.00	\$ 186,662.79	\$ 197,400.00	-13.8%	5.1%
UTILITIES							
TOTAL	\$ 84,162.00	\$ 71,381.42	\$ 97,700.00	\$ 70,005.00	\$ 91,400.00	-6.4%	2.4%
INFORMATION TECHNOLOGY							
TOTAL	\$ 144,350.00	\$ 146,911.61	\$ 171,250.00	\$ 122,155.42	\$ 163,000.00	-4.8%	4.2%
PUBLIC RELATIONS							
TOTAL	\$ 36,321.00	\$ 32,027.76	\$ 45,000.00	\$ 28,829.93	\$ 43,000.00	-4.4%	1.1%
COLLECTIONS- ADULT							
TOTAL	\$ 550,478.00	\$ 595,753.74	\$ 576,750.00	\$ 518,793.76	\$ 519,000.00	-10.0%	13.4%
COLLECTIONS- YOUTH							
TOTAL	\$ 77,062.00	\$ 58,750.14	\$ 85,900.00	\$ 62,932.99	\$ 75,000.00	-12.7%	1.9%
PROGRAMS							
TOTAL	\$ 41,430.00	\$ 58,050.75	\$ 71,190.00	\$ 37,739.48	\$ 69,250.00	-2.7%	1.8%
CAPITAL							
TOTAL	\$ 315,969.00	\$ 268,897.75	\$ 410,000.00	\$ 208,356.91	\$ 830,000.00	102.4%	21.5%
TOTAL EXPENSES	\$ 3,118,012.00	\$ 3,144,594.94	\$ 3,476,746.00	\$ 2,819,637.41	\$ 3,859,150.00	11.0%	100.0%
Operating without Capital	\$ 2,802,043.00	\$ 2,875,697.19	\$ 3,066,746.00	\$ 2,611,280.50	\$ 3,029,150.00		

WNPLD FY21-22 WORKING BUDGET- DETAIL

	FY19	FY20	FY21	FY21	FY22	FY22	% of
	ACTUAL	ACTUAL	BUDGET	FORECAST	PROPOSED	% Increase	Budget
INCOME	7/1/18-6/30/19	7/1/19-6/30/20	7/1/20-6/30/21	7/1/20-6/30/21	7/1/21-6/30/22		
TAX REVENUE							
Replacement Tax	\$ 33,899.00	\$ 37,107.48	\$ 20,000.00	\$ 38,000.00	\$ 30,000.00	50.0%	0.7%
Property Tax Collections	\$ 3,799,591.00	\$ 3,997,151.79	\$ 3,916,860.00	\$ 3,877,592.46	\$ 3,916,860.00	0.0%	94.3%
TOTAL	\$ 3,833,490.00	\$ 4,034,259.27	\$ 3,936,860.00	\$ 3,915,592.46	\$ 3,946,860.00	0.3%	95.1%
COLLECTIONS							
Per Capita Grant	\$ 22,890.00	\$ 21,696.25	\$ 15,000.00	\$ 21,696.25	\$ 21,696.25	44.6%	0.5%
Kenilworth Services	\$ 97,165.00	\$ 117,272.64	\$ 100,000.00	\$ 132,706.63	\$ 105,000.00	5.0%	2.5%
Fines	\$ 21,904.00	\$ 13,320.68	\$ 8,000.00	\$ 1,634.87	\$ -	-100.0%	0.0%
Studio Fees	\$ 1,719.00	\$ 1,008.17	\$ 1,000.00	\$ 249.43	\$ 1,000.00	0.0%	0.0%
Lost/Damaged Materials	\$ 109.00	\$ 91.58	\$ 2,000.00	\$ 2,439.21	\$ 2,500.00	25.0%	0.1%
TOTAL	\$ 143,787.00	\$ 153,389.32	\$ 126,000.00	\$ 158,726.39	\$ 130,196.25	3.3%	3.1%
MATERIALS							
Copying/Printing	\$ 7,661.00	\$ 4,846.93	\$ 7,500.00	\$ 97.80	\$ 5,000.00	-33.3%	0.1%
Book Sales	\$ 1,038.00	\$ 6,950.91	\$ 2,000.00	\$ 1,553.63	\$ 1,500.00	-25.0%	0.0%
TOTAL	\$ 8,699.00	\$ 11,797.84	\$ 9,500.00	\$ 1,651.43	\$ 6,500.00	-31.6%	0.2%
ACCT EARNINGS							
Interest- Checking		\$ 2,981.84	\$ 50,000.00	\$ 5,195.85	\$ 5,000.00	-90.0%	0.1%
Interest- Byline Bank IMA	\$ 99,596.00	\$ 110,828.82	\$ -	\$ 50,238.49	\$ 45,000.00	#DIV/0!	1.1%
Interest- Money Market		\$ 533.39	\$ -	\$ 29.04	\$ -	#DIV/0!	0.0%
TOTAL	\$ 99,596.00	\$ 114,344.05	\$ 50,000.00	\$ 55,463.38	\$ 50,000.00	0.0%	1.2%
OTHER REVENUE							
Gift Fund (Over \$100)		\$ -	\$ -	\$ 266.67	\$ 500.00	#DIV/0!	0.0%
Gift Fund (Under \$100)		\$ 165.71	\$ -	\$ 53.33	\$ -	#DIV/0!	0.0%
Friends of the Library Donations	\$ 23,129.00	\$ -	\$ 20,000.00	\$ 15,000.00	\$ 17,500.00	-12.5%	0.4%
TOTAL	\$ 23,129.00	\$ 165.71	\$ 20,000.00	\$ 15,320.00	\$ 18,000.00	-10.0%	0.4%
TOTAL REVENUE	\$ 4,108,701.00	\$ 4,313,956.19	\$ 4,142,360.00	\$ 4,146,753.66	\$ 4,151,556.25	0.2%	100.0%
EXPENSES							
PERSONNEL							
Salaries	\$ 1,538,022.00	\$ 1,557,735.32	\$ 1,610,000.00	\$ 1,418,522.48	\$ 1,625,000.00	1%	42.1%
Health Insurance	\$ 115,525.00	\$ 134,229.78	\$ 155,000.00	\$ 157,837.93	\$ 240,000.00	54.8%	6.2%
Flu Vaccination	\$ -	\$ 80.41	\$ 500.00	\$ 167.36	\$ 100.00	-80.0%	0.0%
Employee Assistance Program	\$ 150.00	\$ 640.00	\$ 1,500.00	\$ -	\$ 500.00	-66.7%	0.0%
Conferences	\$ 14,509.00	\$ 6,758.19	\$ 20,000.00	\$ 7,213.36	\$ 10,000.00	-50.0%	0.3%
Flexible Spending Account	\$ 480.00	\$ 533.00	\$ 3,000.00	\$ 420.00	\$ 500.00	-83.3%	0.6%

WNPLD FY21-22 WORKING BUDGET- DETAIL

	FY19	FY20	FY21	FY21	FY22	FY22	% of
	ACTUAL	ACTUAL	BUDGET	FORECAST	PROPOSED	% Increase	Budget
INCOME	7/1/18-6/30/19	7/1/19-6/30/20	7/1/20-6/30/21	7/1/20-6/30/21	7/1/21-6/30/22		
TOTAL	\$ 1,668,686.00	\$ 1,699,976.70	\$ 1,790,000.00	\$ 1,584,161.13	\$ 1,876,100.00	4.8%	48.6%
ADMINISTRATION							
Audit Fees	\$ 11,050.00	\$ 9,850.00	\$ 12,000.00	\$ 12,000.00	\$ 12,400.00	3.3%	0.3%
Library Supplies	\$ 30,967.00	\$ 32,673.64	\$ 38,500.00	\$ 23,661.33	\$ 34,500.00	-10.4%	0.9%
Office Supplies	\$ 7,053.00	\$ 4,145.84	\$ 8,000.00	\$ 6,215.79	\$ 7,000.00	-12.5%	0.2%
Breakroom Supplies	\$ 1,551.00	\$ 2,506.52	\$ 1,500.00	\$ 1,886.79	\$ 2,000.00	33.3%	0.1%
Postage	\$ 3,508.00	\$ 3,009.19	\$ 4,500.00	\$ 2,250.99	\$ 3,200.00	-28.9%	0.1%
Hospitality	\$ 3,088.00	\$ 157.05	\$ 5,400.00	\$ 215.03	\$ 1,500.00	-72.2%	0.0%
Accounting & Bookkeeping	\$ 14,316.00	\$ 22,087.00	\$ 20,000.00	\$ 2,114.67	\$ 23,000.00	15.0%	0.6%
Legal Notices	\$ 409.00	\$ 756.54	\$ 1,000.00	\$ 4,125.33	\$ 3,500.00	250.0%	0.1%
Delivery Services	\$ 6,750.00	\$ 5,760.00	\$ 8,000.00	\$ 3,855.56	\$ 6,800.00	-15.0%	0.2%
Payroll Services	\$ 8,512.00	\$ 5,760.00	\$ 10,000.00	\$ 8,433.96	\$ 9,000.00	-10.0%	0.2%
Liability Insurance Costs	\$ 20,548.00	\$ 15,137.00	\$ 30,000.00	\$ 20,742.00	\$ 23,000.00	-23.3%	0.6%
Board Expenses	\$ -	\$ 24.99	\$ 1,000.00	\$ 284.09	\$ 1,000.00	0.0%	0.0%
Memberships	\$ 2,493.00	\$ 2,077.00	\$ 6,000.00	\$ 3,401.33	\$ 3,500.00	-41.7%	0.1%
Staff Recognition/Events/Mtgs	\$ 2,831.00	\$ 7,874.69	\$ 5,000.00	\$ 2,531.09	\$ 6,000.00	20.0%	0.2%
Director's Expenses	\$ 300.00	\$ -	\$ 500.00	\$ -	\$ -	-100.0%	0.0%
Legal	\$ 5,303.00	\$ 29,270.30	\$ 15,000.00	\$ 17,516.40	\$ 12,000.00	-20.0%	0.3%
Architects	\$ 8,968.00	\$ 6,157.90	\$ -	\$ 4,844.30	\$ -	#DIV/0!	0.0%
Building Appraisal	\$ -	\$ -	\$ 500.00	\$ -	\$ 500.00	0.0%	0.0%
Other Consultations	\$ 40,422.00	\$ 23,125.00	\$ 62,056.00	\$ 26,717.40	\$ 5,000.00	-91.9%	0.1%
Investment Fees	\$ 4,570.00	\$ 7,407.47	\$ -	\$ 7,381.61	\$ 5,000.00	#DIV/0!	0.1%
HR Consultant	\$ 26,915.00	\$ 34,645.00	\$ -	\$ 37,143.33	\$ 38,000.00	#DIV/0!	1.0%
Miscellaneous	\$ -	\$ 419.94	\$ -	\$ 1,341.79	\$ 500.00	#DIV/0!	0.0%
TOTAL	\$ 199,554.00	\$ 212,845.07	\$ 228,956.00	\$ 186,662.79	\$ 197,400.00	-13.8%	5.1%
UTILITIES							
Electricity	\$ 42,362.00	\$ 36,245.37	\$ 49,000.00	\$ 39,812.23	\$ 41,000.00	-16.3%	1.1%
Water	\$ 2,323.00	\$ 2,595.02	\$ 5,700.00	\$ 2,228.88	\$ 3,500.00	-38.6%	0.1%
Storm Sewer	\$ 1,465.00	\$ 1,464.76	\$ 1,900.00	\$ 1,420.37	\$ 1,600.00	-15.8%	0.0%
Natural Gas	\$ 11,022.00	\$ 8,615.28	\$ 14,000.00	\$ 9,697.21	\$ 11,000.00	-21.4%	0.3%
Telephone	\$ 10,400.00	\$ 10,168.00	\$ 10,000.00	\$ 4,821.32	\$ 16,800.00	68.0%	0.4%
Internet Services	\$ 16,590.00	\$ 12,292.99	\$ 17,100.00	\$ 12,024.99	\$ 17,500.00	2.3%	0.5%
TOTAL	\$ 84,162.00	\$ 71,381.42	\$ 97,700.00	\$ 70,005.00	\$ 91,400.00	-6.4%	2.4%
INFORMATION TECHNOLOGY							

WNPLD FY21-22 WORKING BUDGET- DETAIL

	FY19	FY20	FY21	FY21	FY22	FY22	% of
	ACTUAL	ACTUAL	BUDGET	FORECAST	PROPOSED	% Increase	Budget
INCOME	7/1/18-6/30/19	7/1/19-6/30/20	7/1/20-6/30/21	7/1/20-6/30/21	7/1/21-6/30/22		
CCS Operating	\$ 78,077.00	\$ 64,303.00	\$ 83,250.00	\$ 71,637.81	\$ 80,000.00	-3.9%	2.1%
Software	\$ 22,546.00	\$ 29,554.61	\$ 35,000.00	\$ 20,882.47	\$ 23,000.00	-34.3%	0.6%
LAN Management	\$ 38,256.00	\$ 50,328.80	\$ 50,000.00	\$ 23,861.79	\$ 50,000.00	0.0%	1.3%
Hardware	\$ 3,174.00	\$ 336.94	\$ -	\$ 4,185.31	\$ -	#DIV/0!	0.0%
Technology-Website	\$ 2,297.00	\$ 2,388.26	\$ 3,000.00	\$ 1,588.04	\$ 10,000.00	233.3%	0.3%
TOTAL	\$ 144,350.00	\$ 146,911.61	\$ 171,250.00	\$ 122,155.42	\$ 163,000.00	-4.8%	4.2%
PUBLIC RELATIONS							
PR Marketing/Advertising	\$ 530.00	\$ 2,230.16	\$ 1,500.00	\$ 1,300.00	\$ 5,000.00	233.3%	0.1%
PR Promotional	\$ 5,678.00	\$ 3,593.56	\$ 7,000.00	\$ 4,048.48	\$ 7,000.00	0.0%	0.2%
PR Source/Mailers	\$ 19,874.00	\$ 17,429.91	\$ 25,000.00	\$ 19,888.79	\$ 23,000.00	-8.0%	0.6%
PR Supplies	\$ 6,467.00	\$ 5,901.09	\$ 8,000.00	\$ 2,137.99	\$ 8,000.00	0.0%	0.2%
PR Advertising (comb w/mktg)	\$ 3,772.00	\$ 2,873.04	\$ 3,500.00	\$ 1,454.67	\$ -	-100.0%	0.0%
TOTAL	\$ 36,321.00	\$ 32,027.76	\$ 45,000.00	\$ 28,829.93	\$ 43,000.00	-4.4%	1.1%
COLLECTIONS- ADULT							
Books-Fiction	\$ 74,299.00	\$ 56,568.11	\$ 79,000.00	\$ 71,266.48	\$ 74,000.00	-6.3%	1.9%
Books-Non-Fiction	\$ 76,924.00	\$ 57,367.61	\$ 77,000.00	\$ 67,989.89	\$ 70,000.00	-9.1%	1.8%
Periodicals	\$ 29,344.00	\$ 38,536.00	\$ 28,000.00	\$ 4,838.15	\$ 20,000.00	-28.6%	0.5%
DVDs	\$ 49,091.00	\$ 37,790.09	\$ 53,000.00	\$ 28,417.89	\$ 38,000.00	-28.3%	1.0%
Audiobooks	\$ 28,295.00	\$ 22,464.30	\$ 22,000.00	\$ 17,649.09	\$ 17,000.00	-22.7%	0.4%
eBooks	\$ 189,468.00	\$ 300,346.97	\$ 212,750.00	\$ 215,012.71	\$ 200,000.00	-6.0%	5.2%
Online Databases	\$ 103,057.00	\$ 82,680.66	\$ 105,000.00	\$ 113,619.55	\$ 95,000.00	-9.5%	2.5%
TOTAL	\$ 550,478.00	\$ 595,753.74	\$ 576,750.00	\$ 518,793.76	\$ 514,000.00	-10.9%	13.3%
COLLECTIONS- YOUTH							
Books-Fiction	\$ 14,571.00	\$ 11,752.16	\$ 18,000.00	\$ 14,764.85	\$ 40,000.00	122.2%	1.0%
Books-Non-Fiction	\$ 12,427.00	\$ 8,638.57	\$ 17,000.00	\$ 9,831.79	\$ 14,000.00	-17.6%	0.4%
DVDs	\$ 10,485.00	\$ 10,040.71	\$ 12,500.00	\$ 5,840.52	\$ 8,000.00	-36.0%	0.2%
Audiobooks/Talking Books	\$ 9,641.00	\$ 9,859.64	\$ 8,000.00	\$ 7,765.32	\$ 10,000.00	25.0%	0.3%
Video Games	\$ 814.00	\$ 368.10	\$ 900.00	\$ -	\$ 3,000.00	233.3%	0.1%
Books- Easy (comb w/FIC)	\$ 18,791.00	\$ 12,334.81	\$ 18,000.00	\$ 17,210.15	\$ -	-100.0%	0.0%
Books- Jr High (comb w/FIC)	\$ 10,333.00	\$ 5,756.15	\$ 11,500.00	\$ 7,520.36	\$ -	-100.0%	0.0%
TOTAL	\$ 77,062.00	\$ 58,750.14	\$ 85,900.00	\$ 62,932.99	\$ 75,000.00	-12.7%	1.9%
PROGRAMS							
Summer Reading	\$ 3,052.00	\$ 7,179.81	\$ 9,990.00	\$ 4,245.77	\$ 8,000.00	-19.9%	0.2%
Programming- Studio	\$ 3,124.00	\$ 6,133.63	\$ 6,750.00	\$ 206.92	\$ 6,750.00	0.0%	0.0%

WNPLD FY21-22 WORKING BUDGET- DETAIL

	FY19	FY20	FY21	FY21	FY22	FY22	% of
	ACTUAL	ACTUAL	BUDGET	FORECAST	PROPOSED	% Increase	Budget
INCOME	7/1/18-6/30/19	7/1/19-6/30/20	7/1/20-6/30/21	7/1/20-6/30/21	7/1/21-6/30/22		
One Book Two Villages	\$ 16,139.00	\$ 12,516.19	\$ 15,300.00	\$ 850.00	\$ 15,000.00	-2.0%	0.4%
Programming-Youth	\$ 7,024.00	\$ 9,817.79	\$ 14,850.00	\$ 15,149.91	\$ 15,000.00	1.0%	0.4%
Programming-Adult	\$ 11,858.00	\$ 20,437.09	\$ 19,800.00	\$ 17,286.88	\$ 20,000.00	1.0%	0.5%
Studio Maintenance/Repair	\$ 233.00	\$ 1,966.24	\$ 4,500.00	\$ -	\$ 4,500.00	0.0%	0.1%
TOTAL	\$ 41,430.00	\$ 58,050.75	\$ 71,190.00	\$ 37,739.48	\$ 69,250.00	-2.7%	1.8%
CAPITAL							
Capital Outlay	\$ -	\$ 173,897.30	\$ -	\$ 142,716.73	\$ 400,000.00	#DIV/0!	10.4%
Building	\$ 198,848.00	\$ 443.04	\$ 84,785.00	\$ 2,342.31	\$ 250,000.00	194.9%	6.5%
Equipment/Furniture	\$ 53,011.00	\$ 18,590.09	\$ 250,000.00	\$ 22,073.00	\$ 100,000.00	-60.0%	2.6%
Computer Equipment	\$ 64,110.00	\$ 75,967.32	\$ 75,215.00	\$ 41,224.87	\$ 80,000.00	6.4%	2.1%
TOTAL	\$ 315,969.00	\$ 268,897.75	\$ 410,000.00	\$ 208,356.91	\$ 830,000.00	102.4%	21.5%
TOTAL EXPENSES	\$ 3,118,012.00	\$ 3,144,594.94	\$ 3,476,746.00	\$ 2,819,637.41	\$ 3,859,150.00	11.0%	100.0%
Operating without Capital	\$ 2,802,043.00	\$ 2,875,697.19	\$ 3,066,746.00	\$ 2,611,280.50	\$ 3,029,150.00		

REVENUE NOTES

Tax Revenue

- Replacement tax has been averaging \$33,000 over the last three years (projected \$38,000 this year) so increased budget line to \$30,000
- Recommend flat property tax line this year as current revenues support next year's forecasted needs

Collections

- Per Capita Grant revenue adjusted to \$21,696.25 (fixed year-over-year at \$1.25 per resident based on population at last census 17,357)
- Kenilworth revenue has been averaging \$105,000 over the last three years (projected \$132,706.63 this year) so increased budget line to \$105,000
- Recommend we go fine free, which the 4 Trustees who attended the Budget Meeting supported

EXPENSE NOTES

Personnel

- Target per *Serving Our Public 4.0: Standards for Illinois Libraries* is 60-70% of total operating budget spent on salaries and benefits. Our FY21-22 budget allocates 48.6% for salaries and benefits.
- Personnel increases cover the following: Raises (\$45,000), Vacation/Sick time for PT 18-hr staff (\$6,100), and Increased Medical Premiums (averaged over the course of the year, 3.75% rate increase)
- Agreement at budget meeting to wait on Monica's three proposed positions and two proposed promotions pending strategic planning results

Administration

- Legal Fees: Increased posting fees since Winnetka Current folded
- Other Consultant Fees: Reduced and will use reserve or capital funds, as needed
- HR Consultant: Omitted last year; inserted based on this year's actuals
- Staff Recognition/Events: Raised \$1,000 to provide more celebration/recognition opportunities for staff

Collections- Adult & Youth

- Target per *Serving Our Public 4.0: Standards for Illinois Libraries* is up to 12% of total operating budget spent on materials. Our FY20-21 budget allocated 19.1% for collections; our FY20-21 budget reduces collections to 15.2%, still well above the guideline. Savings shifted into capital and personnel.

Capital

- Capital outlay: \$400,000 (Windows)
- Building: \$250,000 (FY20-21 budget: \$84,785)
 - Relocate Customer Relations (Circulation) Desk, Reference Desk, and Sorter (est. \$70K)
 - Rework the Customer Relations workroom to increase efficiency (est. \$10K)
 - New flooring for makerspace (spill-resistant) (est. \$20K)
 - Possible modification to Winnetka Community Room & furniture to accommodate Teens (\$50K)
 - Possible modifications to staff workroom (\$100K)
- Computer (Tech) Equipment: \$80,000 (FY20-21 budget = \$75,215)
 - Additional makerspace equipment for community outreach/use at Northfield

BOARD OF TRUSTEES MEETING DATES

Fiscal Year 2021/2022
July 1, 2021 – June 30, 2022

July Study Session (optional)	July 5, 2021
July Regular Board Meeting	July 19, 2021
August Study Session (optional)	August 2, 2021
August Regular Board Meeting	August 16, 2021
September Study Session (optional)	September 6, 2021
September Regular Board Meeting	September 20, 2021
October Study Session (optional)	October 4, 2021
October Regular Board Meeting	October 18, 2021
November Study Session (optional)	November 1, 2021
November Regular Board Meeting*	November 15, 2021
<small>*Location: Northfield Branch</small>	
December Study Session (optional)	December 6, 2021
December Regular Board Meeting	December 20, 2021
January Study Session (optional)	January 3, 2022
January Regular Board Meeting	January 17, 2022*
February Study Session (optional)	February 7, 2022
February Regular Board Meeting	February 21, 2022*
March Study Session (optional)	March 7, 2022
March Regular Board Meeting	March 21, 2022
April Study Session (optional)	April 4, 2022
April Regular Board Meeting*	April 18, 2022
<small>*Location: Northfield Branch</small>	
May Study Session (optional)	May 2, 2022
May Regular Board Meeting	May 16, 2022
June Study Session (optional)	June 6, 2022
June Regular Board Meeting	June 20, 2022

*Martin Luther King Day

*Presidents Day