

**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](http://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, October 19, 2020

- I. Call to Order**
- II. Roll Call**
- III. Public Comments**
- IV. Vote to Approve Minutes**
  - Approve Minutes of the September 21, 2020 Special Meeting\*
  - Approve Minutes of the September 21, 2020 Regular Meeting\*
- V. Financial Report**
  - Approve September 2020 Financial Statements\*
- VI. Library Reports**
  - Director's Report\* (Interim Director Quish)
  - Board President's Comments (President Ruiz-Funes)
- VII. Liaisons to Other Organizations – Reports**
  - Winnetka Village (Trustee Johnson)
  - Northfield Village (Trustee Shoup)
- VIII. Unfinished Business**
- IX. New Business**
  - Discussion about Levy Philosophy\*
    1. The Appropriation column of the draft Tax Levy Ordinance incorporates the figures from our 2020-21 B & A Ordinance
    2. The Levy column of the draft Tax Levy Ordinance incorporates approximately 95% of our B&A Ordinance appropriation figures
    3. The actual total levy is to be determined per Board discussion/decision. The figures in the Levy column of the draft Tax Levy Ordinance are subject to Board discretion.
  - Discussion and vote on the Resolution To Determine Estimate Of Funds Needed For 2020-2021 Fiscal Year\*
- X. Communications**
- XI. Public Comments**
- XII. Adjournment**

\*Attachments

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

September 21, 2020

**I. CALL TO ORDER**

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

**II. ROLL CALL**

Present: President Jean-Paul Ruiz-Funes, and Trustees Suzie Shoup, Travis Gosselin, Brian Johnson, Raheela Anwar, Katherine Casale MacNally and Deborah Vandergrift; and Interim Library Director Sarah Quish.

Absent:

Present were library employees; Nicola White (Administrative Assistant) and Mark Swenson (Head of Information Technology).

**III. PUBLIC COMMENTS**

No public comments.

**IV. PUBLIC HEARING ON PROPOSED BUDGET AND APPROPRIATION ORDINANCE FOR FISCAL YEAR 2020-2021**

**V. Vote to Adopt Budget and Appropriation Ordinance for Fiscal Year 2020-2021**

A MOTION was made by Trustee Anwar to adopt the Annual Budget and Appropriation Ordinance for Fiscal Year 2020-2021 and seconded by Trustee Shoup.

**ROLL CALL VOTE**

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

NAYS: 0

ABSENT:

**MOTION CARRIED**

**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 Johnson.

President Ruiz-Funes adjourned the meeting at 7:08 p.m.

Respectfully submitted,

Nicola White  
Recording Secretary

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

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

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

September 21, 2020

**I. Call to Order**

The meeting was held virtually via Zoom due to the COVID-19 pandemic. President Ruiz-Funes called the meeting to order at 7:08 p.m. A quorum was present.

**II. Roll Call**

Present: President Jean-Paul Ruiz-Funes, and Trustees Suzie Shoup, Travis Gosselin, Brian Johnson, Raheela Anwar, Katherine Casale MacNally and Deborah Vandergrift; and Interim Library Director Sarah Quish.

Absent:

Present were library employees; Nicola White (Administrative Assistant) and Mark Swenson (Head of Information Technology). Present was Northfield resident Sue Kelly.

**III. Public Comments**

Northfield resident Sue Kelly commented on reopening the Studio.

**IV. Vote to Approve Minutes**

- Approve Minutes of the July 20, 2020 Regular Meeting
- Approve Minutes of the August 18, 2020 Regular Meeting

A MOTION was made by Trustee Shoup to approve the Minutes of the July 20, 2020 Regular Meeting and seconded by Trustee Casale MacNally.

The MOTION passed on a voice vote.

A MOTION was made by Trustee Casale MacNally to approve the Minutes of the August 18, 2020 Regular Meeting and seconded by Trustee Gosselin.

The MOTION passed on a voice vote.

**V. Financial Report**

Interim Director Quish presented the July 2020 Financial Statements.

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

The MOTION passed on a voice vote.

Interim Director Quish presented the August 2020 Financial Statements.

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

The MOTION passed on a voice vote.

## **VI. Library Report**

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

Interim Director Quish reported:

- Total Circulation is down 53.78% compared to last year; this is in line with the people counter data which is also down 48.85%.
- Virtual Branch Circulation is up 71.81% compared to last year; there was a slight dip this month, but that could be due to the slight increase in physical checkouts.
- E-magazine checkouts had a boost this month due to the addition of PressReader.
- The District returned to regular loan periods to speed up the circulation of materials.
- Fines will now be assessed for late returns, with a grace period for the time materials are quarantined.
- Curbside service at the Northfield Branch Library is going very well; staff have worked hard to move the collection and prepare the building.
- The District is exploring how to reopen the Studio safely and effectively.
- The new District app currently has 171 users.
- Staff are working to keep the community engaged in programming, especially now that there is Zoom fatigue for those who work from home or are participating in e-learning.
- District families have asked to adjust operating hours; the District will now open one hour earlier at 10 a.m. on weekdays.
- The street number has been added outside of the Winnetka Library patio, and the sign should be installed soon.
- OBTV went very well; there were 75 attendees.
- The District has engaged Jackie Throop as the new HR representative from HR Source.

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

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.
- Monica Dombrowski has been selected as the new Library Director; she will be starting on October 19, 2020 and will be present at the virtual Board Meeting that evening.
- Trustee Ruiz-Funes thanked all of the trustees for their efforts throughout the director search.
- Trustee Ruiz-Funes thanked the management team and staff for their work to reopen the Northfield Branch Library for curbside service.
- The safety of all patrons and staff remains the Board's top priority.

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

- *Winnetka Village*- Trustee Johnson reported that the Winnetka Village enacted a sales tax relief program for local businesses and that they are launching a 'Distinctly Winnetka' text loyalty program. He also reported that the village

received money from Cook County for COVID-19 relief, and that Little Ricky's and Café Aroma's leases were not renewed.

- *Northfield Village-* Trustee Shoup reported that she met with Northfield Village President Joan Frazier. She reported that plans for Halloween have not been decided in Northfield or Winnetka, that the Village-Wide Clean Up Day was postponed but is rescheduled for October 3, 2020, and that there is a continued discussion on the Skokie Valley Trail.

**VIII. Unfinished Business**

**IX. New Business**

- *Discussion and Vote on the Certified Estimate of Revenue by Source*  
A MOTION was made by Trustee Casale MacNally to approve the Certified Estimate of Revenue by Source and seconded by Trustee Vandergrift.

ROLL CALL VOTE

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

NAYS: 0

ABSENT: 0

MOTION CARRIED

- *Discussion and Vote on the Approval of the Hiring of a New Director*  
A MOTION was made by Trustee Vandergrift to approve the Hiring of a New Director and seconded by Trustee Anwar.

ROLL CALL VOTE

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

NAYS: 0

ABSENT: 0

MOTION CARRIED

- *Discussion on October Board Meeting*  
President Ruiz-Funes asked the Board if they would be interested in holding the October Board Meeting in-person if it could be done safely. The trustees all agreed that it is premature and would not be worth the risk, and therefore decided that the October meeting should remain virtual.

**X. Communications**

- *This month is Library Card Sign-Up Month, spread the word to District friends and neighbors.*

**XI. Public Comments**

No public comments.

**XII. Adjournment**

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

President Ruiz-Funes adjourned the meeting at 8:08 p.m.

Respectfully submitted,

Nicola White  
Recording Secretary

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

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

Winnetka-Northfield Public Library District

All Funds Summary

For the 3 Months Ended September 30, 2020

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Current Year-to-Date</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
<b>Revenues</b>					
Library Fund	4,142,360.00	1,035,590.00	1,657,732.81	40.02 %	622,142.81
IMRF Fund	100,000.00	25,000.00	38,678.85	38.68 %	13,678.85
FICA Fund	40,000.00	10,000.00	15,471.77	38.68 %	5,471.77
Building Fund	152,000.00	38,000.00	58,791.99	38.68 %	20,791.99
Unemployment Fund	10.00	2.50	3.84	38.40 %	1.34
Total Revenues	<u>4,434,370.00</u>	<u>1,108,592.50</u>	<u>1,770,679.26</u>	<u>39.93 %</u>	<u>662,086.76</u>
<b>Expenses</b>					
Library Fund	3,476,896.00	869,224.00	701,028.21	20.16 %	(168,195.79)
IMRF Fund	111,000.00	27,750.00	27,117.26	24.43 %	(632.74)
FICA Fund	123,000.00	30,750.00	24,571.61	19.98 %	(6,178.39)
Building Fund	320,000.00	80,000.00	59,976.73	18.74 %	(20,023.27)
Unemployment Fund	<u>5,000.00</u>	<u>1,250.00</u>	<u>6,292.00</u>	<u>125.84 %</u>	<u>5,042.00</u>
Total Expenses	<u>4,035,896.00</u>	<u>1,008,974.00</u>	<u>818,985.81</u>	<u>20.29 %</u>	<u>(189,988.19)</u>
Total Revenues	4,434,370.00	1,108,592.50	1,770,679.26	39.93 %	662,086.76
Total Expenses	<u>4,035,896.00</u>	<u>1,008,974.00</u>	<u>818,985.81</u>	<u>20.29 %</u>	<u>189,988.19</u>
Revenues less Expenses	<u>398,474.00</u>	<u>99,618.50</u>	<u>951,693.45</u>	<u>238.83 %</u>	<u>852,074.95</u>



Winnetka-Northfield Public Library District

Library Fund Summary

For the 3 Months Ended September 30, 2020

	<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	979,215.00	1,569,777.92	40.08 %	590,562.92
Replacement Tax	20,000.00	5,000.00	14,217.07	71.09 %	9,217.07
Collections	126,000.00	31,500.00	41,912.72	33.26 %	10,412.72
Materials	9,500.00	2,375.00	747.65	7.87 %	(1,627.35)
Other Income	<u>70,000.00</u>	<u>17,500.00</u>	<u>31,077.45</u>	<u>44.40 %</u>	<u>13,577.45</u>
Total Operating Revenue	<u>4,142,360.00</u>	<u>1,035,590.00</u>	<u>1,657,732.81</u>	<u>40.02 %</u>	<u>622,142.81</u>
Operating Expenses					
Personnel	1,790,000.00	447,500.00	335,703.25	18.75 %	(111,796.75)
Administration	229,106.00	57,276.50	70,520.68	30.78 %	13,244.18
Utilities	97,700.00	24,425.00	17,930.03	18.35 %	(6,494.97)
IT Services	171,250.00	42,812.50	16,162.20	9.44 %	(26,650.30)
Public Relations	45,000.00	11,250.00	10,010.93	22.25 %	(1,239.07)
Library Materials - Adult	576,750.00	144,187.50	207,282.98	35.94 %	63,095.48
Library Materials - Youth	85,900.00	21,475.00	15,715.70	18.30 %	(5,759.30)
Programs	71,190.00	17,797.50	10,292.78	14.46 %	(7,504.72)
Capital	<u>410,000.00</u>	<u>102,500.00</u>	<u>17,409.66</u>	<u>4.25 %</u>	<u>(85,090.34)</u>
Total Operating Expenses	<u>3,476,896.00</u>	<u>869,224.00</u>	<u>701,028.21</u>	<u>20.16 %</u>	<u>(168,195.79)</u>
Total Revenues	4,142,360.00	1,035,590.00	1,657,732.81	40.02 %	622,142.81
Total Expenses	<u>3,476,896.00</u>	<u>869,224.00</u>	<u>701,028.21</u>	<u>20.16 %</u>	<u>(168,195.79)</u>
Revenues less Expenses	<u><u>665,464.00</u></u>	<u><u>166,366.00</u></u>	<u><u>956,704.60</u></u>	<u><u>143.77 %</u></u>	<u><u>790,338.60</u></u>

Winnetka-Northfield Public Library District  
Statement of Revenues and Expenditures - Modified Cash Basis  
For the 3 Months Ended September 30, 2020

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year to Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
<b>LIBRARY FUND</b>					
Revenues					
Taxes					
Property Taxes Collections	3,916,860.00	979,215.00	1,561,848.32	39.88 %	582,633.32
Property Taxes Collections-Liability	0.00	0.00	5,028.37	0.00	5,028.37
Property Taxes Collections-Audit	0.00	0.00	2,901.23	0.00	2,901.23
Replacement Tax	<u>20,000.00</u>	<u>5,000.00</u>	<u>14,217.07</u>	<u>71.09 %</u>	<u>9,217.07</u>
Total Taxes	<u>3,936,860.00</u>	<u>984,215.00</u>	<u>1,583,994.99</u>	<u>40.23 %</u>	<u>599,779.99</u>
Collections					
Per Capita Grant	15,000.00	3,750.00	0.00	0.00 %	(3,750.00)
Kenilworth Services	100,000.00	25,000.00	41,537.47	41.54	16,537.47
Fines - Winnetka	8,000.00	2,000.00	375.25	4.69	(1,624.75)
Studio Fees	1,000.00	250.00	0.00	0.00	(250.00)
Lost/Damaged Mat.-Winnetka	<u>2,000.00</u>	<u>500.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(500.00)</u>
Total Collections	<u>126,000.00</u>	<u>31,500.00</u>	<u>41,912.72</u>	<u>33.26 %</u>	<u>10,412.72</u>
Materials					
Copy/Printing - Winnetka	7,500.00	1,875.00	0.00	0.00 %	(1,875.00)
Book Sales - Winnetka	<u>2,000.00</u>	<u>500.00</u>	<u>747.65</u>	<u>37.38</u>	<u>247.65</u>
Total Materials	<u>9,500.00</u>	<u>2,375.00</u>	<u>747.65</u>	<u>7.87 %</u>	<u>(1,627.35)</u>
Other Income					
Checking Interest Income	50,000.00	12,500.00	1,419.76	2.84 %	(11,080.24)
Byline Bank IMA Interest	0.00	0.00	15,063.13	0.00	15,063.13
Change on Investment Value	0.00	0.00	(612.75)	0.00	(612.75)
Money Market-Interest	0.00	0.00	7.31	0.00	7.31
Gift Fund (over \$100)	0.00	0.00	200.00	0.00	200.00
Friends Donations	<u>20,000.00</u>	<u>5,000.00</u>	<u>15,000.00</u>	<u>75.00</u>	<u>10,000.00</u>
Total Other Income	<u>70,000.00</u>	<u>17,500.00</u>	<u>31,077.45</u>	<u>44.40 %</u>	<u>13,577.45</u>
Total Revenue	<u>4,142,360.00</u>	<u>1,035,590.00</u>	<u>1,657,732.81</u>	<u>40.02 %</u>	<u>622,142.81</u>

Winnetka-Northfield Public Library District  
Statement of Revenues and Expenditures - Modified Cash Basis  
For the 3 Months Ended September 30, 2020

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year to Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
<b>LIBRARY FUND</b>					
<b>Expenses</b>					
<b>Personnel</b>					
Salaries	1,610,000.00	402,500.00	298,951.36	18.57 %	(103,548.64)
Health Insurance	155,000.00	38,750.00	36,155.89	23.33	(2,594.11)
Flu Vaccination	500.00	125.00	0.00	0.00	(125.00)
Employee Asst. Program	1,500.00	375.00	0.00	0.00	(375.00)
Conferences	20,000.00	5,000.00	300.00	1.50	(4,700.00)
Flexible Spending Account	<u>3,000.00</u>	<u>750.00</u>	<u>296.00</u>	<u>9.87</u>	<u>(454.00)</u>
Total Personnel	<u>1,790,000.00</u>	<u>447,500.00</u>	<u>335,703.25</u>	<u>18.75 %</u>	<u>(111,796.75)</u>
<b>Administration</b>					
Audit Fees	12,000.00	3,000.00	0.00	0.00 %	(3,000.00)
Library Supplies	38,500.00	9,625.00	7,130.97	18.52	(2,494.03)
Office Supplies	8,000.00	2,000.00	2,590.43	32.38	590.43
Breakroom Supplies	1,500.00	375.00	253.00	16.87	(122.00)
Postage	4,500.00	1,125.00	669.46	14.88	(455.54)
Hospitality	5,400.00	1,350.00	0.00	0.00	(1,350.00)
Accounting and Bookkeeping	20,000.00	5,000.00	5,001.00	25.01	1.00
Legal Notices	1,000.00	250.00	770.00	77.00	520.00
Delivery Service	8,000.00	2,000.00	291.67	3.65	(1,708.33)
Payroll Services	10,000.00	2,500.00	1,998.56	19.99	(501.44)
Liability Insurance Costs	30,000.00	7,500.00	20,742.00	69.14	13,242.00
ILL Fees	150.00	37.50	0.00	0.00	(37.50)
Board Expenses	1,000.00	250.00	53.70	5.37	(196.30)
Memberships	6,000.00	1,500.00	825.00	13.75	(675.00)
Staff Recognition/Events/Meetings	5,000.00	1,250.00	0.00	0.00	(1,250.00)
Director's Expenses	500.00	125.00	0.00	0.00	(125.00)
Legal	15,000.00	3,750.00	0.00	0.00	(3,750.00)
Architects	0.00	0.00	3,951.20	0.00	3,951.20
Building Appraisal	500.00	125.00	0.00	0.00	(125.00)
Other Consultations	62,056.00	15,514.00	18,000.00	29.01	2,486.00
Investment Fees	0.00	0.00	2,214.94	0.00	2,214.94
HR Consultant	0.00	0.00	5,928.75	0.00	5,928.75
Miscellaneous	<u>0.00</u>	<u>0.00</u>	<u>100.00</u>	<u>0.00</u>	<u>100.00</u>
Total Administration	<u>229,106.00</u>	<u>57,276.50</u>	<u>70,520.68</u>	<u>30.78 %</u>	<u>13,244.18</u>
<b>Utilities</b>					
Electricity - Winnetka	49,000.00	12,250.00	10,559.49	21.55 %	(1,690.51)
Water - Winnetka	5,700.00	1,425.00	468.05	8.21	(956.95)
Storm Sewer - Winnetka	1,900.00	475.00	266.32	14.02	(208.68)
Natural Gas - Winnetka	14,000.00	3,500.00	1,276.21	9.12	(2,223.79)
Telephone - Winnetka	10,000.00	2,500.00	2,858.44	28.58	358.44
Internet Services	<u>17,100.00</u>	<u>4,275.00</u>	<u>2,501.52</u>	<u>14.63</u>	<u>(1,773.48)</u>
Total Utilities	<u>97,700.00</u>	<u>24,425.00</u>	<u>17,930.03</u>	<u>18.35 %</u>	<u>(6,494.97)</u>
<b>Information Technology</b>					
CCS Operating	83,250.00	20,812.50	6,310.36	7.58 %	(14,502.14)
Software	35,000.00	8,750.00	4,145.10	11.84	(4,604.90)
LAN Management	50,000.00	12,500.00	5,329.00	10.66	(7,171.00)
Hardware	0.00	0.00	327.74	0.00	327.74
Technology/Website	<u>3,000.00</u>	<u>750.00</u>	<u>50.00</u>	<u>1.67</u>	<u>(700.00)</u>
Total Information Technology	<u>171,250.00</u>	<u>42,812.50</u>	<u>16,162.20</u>	<u>9.44 %</u>	<u>(26,650.30)</u>

Winnetka-Northfield Public Library District  
Statement of Revenues and Expenditures - Modified Cash Basis  
For the 3 Months Ended September 30, 2020

	<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>					
Public Relations					
PR E-Marketing	1,500.00	375.00	895.00	59.67 %	520.00
PR Promotional	7,000.00	1,750.00	25.00	0.36	(1,725.00)
PR Source	25,000.00	6,250.00	8,945.05	35.78	2,695.05
PR Supplies	8,000.00	2,000.00	145.88	1.82	(1,854.12)
PR Advertising	<u>3,500.00</u>	<u>875.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(875.00)</u>
Total Public Relations	<u>45,000.00</u>	<u>11,250.00</u>	<u>10,010.93</u>	<u>22.25 %</u>	<u>(1,239.07)</u>
Library Materials - Adult					
Books-Fiction-Adult-Winnetka	79,000.00	19,750.00	32,853.84	41.59 %	13,103.84
Books-Non-Fiction-Adult-Winnetka	77,000.00	19,250.00	23,479.12	30.49	4,229.12
Periodicals-Winnetka	28,000.00	7,000.00	3,439.13	12.28	(3,560.87)
DVDs-Adult-Winnetka	53,000.00	13,250.00	12,604.25	23.78	(645.75)
Audio Books-Adult-Winnetka	22,000.00	5,500.00	9,072.82	41.24	3,572.82
Books-Digital-Winnetka	212,750.00	53,187.50	58,482.77	27.49	5,295.27
Online Database	<u>105,000.00</u>	<u>26,250.00</u>	<u>67,351.05</u>	<u>64.14</u>	<u>41,101.05</u>
Total Library Materials - Adult	<u>576,750.00</u>	<u>144,187.50</u>	<u>207,282.98</u>	<u>35.94 %</u>	<u>63,095.48</u>
Library Materials - Youth					
Books-Fiction-Juv-Winnetka	18,000.00	4,500.00	4,551.49	25.29 %	51.49
Books-Non-Fiction, Easy, & JH-Winnetka	17,000.00	4,250.00	1,397.91	8.22	(2,852.09)
DVDs-Juv-Winnetka	12,500.00	3,125.00	2,353.20	18.83	(771.80)
Audio Books-Juv-Winnetka	8,000.00	2,000.00	2,814.66	35.18	814.66
Music-Juv-Winnetka	900.00	225.00	0.00	0.00	(225.00)
Books-Easy-Winnetka	18,000.00	4,500.00	3,083.53	17.13	(1,416.47)
Books-Jr. High-Winnetka	<u>11,500.00</u>	<u>2,875.00</u>	<u>1,514.91</u>	<u>13.17</u>	<u>(1,360.09)</u>
Total Library Materials - Youth	<u>85,900.00</u>	<u>21,475.00</u>	<u>15,715.70</u>	<u>18.30 %</u>	<u>(5,759.30)</u>
Programs					
Summer Reading	9,990.00	2,497.50	3,184.33	31.88 %	686.83
Studio General Supplies	6,750.00	1,687.50	0.00	0.00	(1,687.50)
OBTV	15,300.00	3,825.00	637.50	4.17	(3,187.50)
Programming-District Initiative	0.00	0.00	350.00	0.00	350.00
Programming - Youth	14,850.00	3,712.50	2,625.95	17.68	(1,086.55)
Programming - Adult	19,800.00	4,950.00	3,495.00	17.65	(1,455.00)
Studio Maintenance/Repair	<u>4,500.00</u>	<u>1,125.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(1,125.00)</u>
Total Programs	<u>71,190.00</u>	<u>17,797.50</u>	<u>10,292.78</u>	<u>14.46 %</u>	<u>(7,504.72)</u>
Capital					
Capital Outlay	0.00	0.00	3,811.85	0.00 %	3,811.85
Building	84,785.00	21,196.25	0.00	0.00	(21,196.25)
Equipment/Furniture	250,000.00	62,500.00	5,457.44	2.18	(57,042.56)
Computer Equipment	<u>75,215.00</u>	<u>18,803.75</u>	<u>8,140.37</u>	<u>10.82</u>	<u>(10,663.38)</u>
Total Capital	<u>410,000.00</u>	<u>102,500.00</u>	<u>17,409.66</u>	<u>4.25 %</u>	<u>(85,090.34)</u>
Total Expenses	<u>3,476,896.00</u>	<u>869,224.00</u>	<u>701,028.21</u>	<u>20.16 %</u>	<u>(168,195.79)</u>
Revenues less Expenses	<u>665,464.00</u>	<u>166,366.00</u>	<u>956,704.60</u>	<u>143.77 %</u>	<u>790,338.60</u>

Winnetka-Northfield Public Library District  
Statement of Revenues and Expenditures - Modified Cash Basis  
For the 3 Months Ended September 30, 2020

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year to Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
<b>BUILDING FUND</b>					
<b>Revenues</b>					
Property Taxes Collections-Building	152,000.00	38,000.00	58,791.99	38.68 %	20,791.99
Total Revenue	<u>152,000.00</u>	<u>38,000.00</u>	<u>58,791.99</u>	<u>38.68 %</u>	<u>20,791.99</u>
<b>Expenses</b>					
Northfield Lease	66,000.00	16,500.00	10,680.42	16.18 %	(5,819.58)
Janitorial Supplies	13,176.00	3,294.00	47.78	0.36	(3,246.22)
Snow Removal	8,960.00	2,240.00	0.00	0.00	(2,240.00)
Photocopier Leases	44,800.00	11,200.00	4,477.79	10.00	(6,722.21)
Phone Lease	10,752.00	2,688.00	359.98	3.35	(2,328.02)
Building Maintenance Service	123,200.00	30,800.00	34,221.97	27.78	3,421.97
Elevators	8,960.00	2,240.00	2,486.60	27.75	246.60
Landscaping	5,600.00	1,400.00	1,992.52	35.58	592.52
HVAC	11,200.00	2,800.00	1,999.50	17.85	(800.50)
Automatic Doors	3,920.00	980.00	0.00	0.00	(980.00)
Roof	672.00	168.00	0.00	0.00	(168.00)
Alarms	3,080.00	770.00	949.84	30.84	179.84
Equipment	4,480.00	1,120.00	0.00	0.00	(1,120.00)
Misc Services	15,200.00	3,800.00	2,760.33	18.16	(1,039.67)
Total Expenses	<u>320,000.00</u>	<u>80,000.00</u>	<u>59,976.73</u>	<u>18.74 %</u>	<u>(20,023.27)</u>
 Revenues less Expenses	 <u>\$ (168,000.00)</u>	 <u>\$ (42,000.00)</u>	 <u>\$ (1,184.74)</u>	 <u>0.71 %</u>	 <u>40,815.26</u>

# Winnetka-Northfield Public Library District

## Check Register

All Bank Accounts

September 1, 2020 - September 30, 2020

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Vendor Checks						
Amanda Leonard 10-0-5907	Programming - Youth	Amanda Leonard - 9/1,10/6,11/3	450.00	2974	09/03/20	<u>450.00</u>
AT&T 10-0-5176	Internet Services	AT&T - Inv # S663007007-20223	336.37	2975	09/03/20	<u>336.37</u>
Audrey Ko 10-0-5908	Programming - Adult	Audrey Ko - Brush Calligraphy Basics	300.00	2976	09/03/20	<u>300.00</u>
Chicago Tribune 10-1-5342	Periodicals-Winnetka	Account # 40046140	112.00	2977	09/03/20	<u>112.00</u>
Schillers 10-0-5134	Software	Inv # 4218827-01	960.00	2978	09/03/20	<u>960.00</u>
Technology Management Rev Fund 10-0-5176	Internet Services	Inv # T2100153	450.00	2979	09/03/20	<u>450.00</u>
Thompson Elevator Inspection Service, Inc 70-0-5748	Building Maintenance Service	Inv # 20- 2153	100.00	2980	09/03/20	<u>100.00</u>
HP Inc. 10-0-5885	Computer Equipment	Inv # 6419404914	350.00	2981	09/14/20	<u>350.00</u>
Art Excursions, Inc. (Jeff Mishur) 10-0-5908	Programming - Adult	Art Excursions, Inc. (Jeff Mishur) - Answering the Call	350.00	2982	09/17/20	<u>350.00</u>
David A Howe 10-0-5907	Programming - Youth	David A Howe - Dinosaur adventures with T Rexp	200.00	2983	09/17/20	<u>200.00</u>
Gary Wenstrup 10-0-5908	Programming - Adult	Gary Wenstrup - In honor of John Lennon's 80th birthday	210.00	2984	09/17/20	<u>210.00</u>
GREAT AMERICA FINANCIAL SERVICES 70-0-5747	Phone Lease	Inv # 27762227	359.98	2985	09/17/20	<u>359.98</u>
Illinois Department of Employment Security 10-0-5104	Unemployment	Rebecca Wolf - Account ID 0800390	6,292.00	2986	09/17/20	<u>6,292.00</u>
Julie Kittredge 10-0-5908	Programming - Adult	Julie Kittredge - work from home tips	200.00	2987	09/17/20	<u>200.00</u>
Leslie Goddard 10-0-5900	Programming-District Initiative	Leslie Goddard - Louisa May Alcott	350.00	2988	09/17/20	<u>350.00</u>
Mark Lyons 10-0-5908	Programming - Adult	Mark Lyons - growing and using mushrooms	300.00	2989	09/17/20	<u>300.00</u>
Nicola White				2990	09/17/20	<u>61.49</u>

# Winnetka-Northfield Public Library District

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All Bank Accounts

September 1, 2020 - September 30, 2020

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5120	Library Supplies	Nicola White - expense reimbursement - boxes for moving NF books	61.49			
Sticky Fingers Cooking				2991	09/17/20	<u>250.00</u>
10-0-5907	Programming - Youth	Sticky Fingers Cooking - family cooking class	250.00			
Today's Business Solutions INC				2992	09/17/20	<u>3,721.97</u>
70-0-5748	Building Maintenance Service	Inv # 10985	1,700.00			
70-0-5748	Building Maintenance Service	Inv # 11043	2,021.97			
DEMCO				16019	09/02/20	<u>21.45</u>
10-0-5120	Library Supplies	DEMCO	21.45			
DIGITAL INSURANCE, INC.				16020	09/02/20	<u>35.50</u>
10-0-5115	Flexible Spending Account	DIGITAL INSURANCE, INC.	35.50			
DEMCO				16021	09/02/20	<u>179.15</u>
10-0-5120	Library Supplies	DEMCO	179.15			
BIBLIOTHECA, LLC				16022	09/02/20	<u>293.55</u>
10-1-5345	Books-Digital-Winnetka	July 2020	293.55			
City Wide of Chicago				16023	09/02/20	<u>425.00</u>
70-0-5748	Building Maintenance Service	Weekly disinfectant spraying	425.00			
City Wide of Chicago				16024	09/02/20	<u>425.00</u>
70-0-5748	Building Maintenance Service	Weekly disinfectant spraying	425.00			
ANTHONY SCOPELLITI LANDSCAPING, INC.				16025	09/02/20	<u>596.60</u>
70-0-5750	Landscaping	Inv # 22619; July	596.60			
City Wide of Chicago				16026	09/02/20	<u>1,268.53</u>
10-0-5884	Equipment/Furniture	Cleaning Supplies/Sanitizing/Masks	1,268.53			
DE LAGE LANDEN FINANCIALSVCS.				16027	09/02/20	<u>1,533.26</u>
70-0-5746	Photocopier Leases	DE LAGE LANDEN FINANCIALSVCS.	1,533.26			
Lauterbach & Amen, LLP				16028	09/02/20	<u>1,667.00</u>
10-0-5131	Accounting and Bookkeeping	Lauterbach & Amen, LLP	1,667.00			
HR Source				16029	09/02/20	<u>1,678.75</u>
10-0-5745	HR Consultant	HR Source	1,678.75			
THYSSENKRUPP ELEVATOR CORP.				16030	09/02/20	<u>1,888.60</u>
70-0-5749	Elevators	THYSSENKRUPP ELEVATOR CORP.	1,888.60			
VILLAGE OF WINNETKA				16031	09/02/20	<u>17,079.80</u>
10-0-5111	Health Insurance	Inv # 2020-00000009	17,079.80			
DocuFree Corporation				16032	09/02/20	<u>2,400.00</u>
10-0-5121	Office Supplies	DocuFree Corporation	2,400.00			

# Winnetka-Northfield Public Library District

## Check Register

All Bank Accounts

September 1, 2020 - September 30, 2020

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
BIBLIOTHECA, LLC 10-1-5345	Books-Digital-Winnetka	July 2020	4,571.58	16033	09/02/20	<u>4,571.58</u>
OVERDRIVE INC. 10-1-5345	Books-Digital-Winnetka	OVERDRIVE INC.	5,035.52	16034	09/02/20	<u>5,035.52</u>
Philadelphia Insurance Companies 10-0-5150	Liability Insurance Costs	Philadelphia Insurance Companies	7,682.00	16035	09/02/20	<u>7,682.00</u>
QUILL CORPORATION 10-0-5121	Office Supplies	QUILL CORPORATION	12.70	16036	09/14/20	<u>12.70</u>
Michelle Maurer 10-0-5908	Programming - Adult	Michelle Maurer	125.00	16037	09/14/20	<u>125.00</u>
City Wide of Chicago 10-0-5884	Equipment/Furniture	Hand Sanitizer	260.00	16038	09/14/20	<u>260.00</u>
City Wide of Chicago 10-0-5884	Equipment/Furniture	Karat Face Masks	300.00	16039	09/14/20	<u>300.00</u>
Mark Lyons 10-0-5908	Programming - Adult	Mark Lyons	300.00	16040	09/14/20	<u>300.00</u>
Art Excursions, Inc. (Jeff Mishur) 10-0-5908	Programming - Adult	Art Excursions, Inc. (Jeff Mishur)	350.00	16041	09/14/20	<u>350.00</u>
City Wide of Chicago 70-0-5748	Building Maintenance Service	Weekly disinfectant spraying	425.00	16042	09/14/20	<u>1,700.00</u>
70-0-5748	Building Maintenance Service	Weekly disinfectant spraying	425.00			
70-0-5748	Building Maintenance Service	Weekly disinfectant spraying	425.00			
70-0-5748	Building Maintenance Service	Weekly disinfectant spraying	425.00			
CDW-G 10-0-5885	Computer Equipment	Epson; Inv # ZWW6891	450.00	16043	09/14/20	<u>450.00</u>
DELTA DENTAL PLAN OF ILLINOIS 10-0-5111	Health Insurance	DELTA DENTAL PLAN OF ILLINOIS	515.18	16044	09/14/20	<u>515.18</u>
Kanopy 10-1-5345	Books-Digital-Winnetka	Kanopy	656.00	16045	09/14/20	<u>656.00</u>
DE LAGE LANDEN FINANCIALSVCS. 70-0-5746	Photocopier Leases	DE LAGE LANDEN FINANCIALSVCS.	665.00	16046	09/14/20	<u>665.00</u>
Oxford University Press 10-1-5346	Online Database - Winnetka	Oxford University Press	1,495.00	16047	09/14/20	<u>1,495.00</u>
BIBLIOTHECA, LLC 10-0-5885	Computer Equipment	FLX AMH Systems	4,010.09	16048	09/14/20	<u>4,010.09</u>
VILLAGE OF NORTHFIELD				16049	09/14/20	<u>5,340.21</u>



# Winnetka-Northfield Public Library District

## Check Register

All Bank Accounts

September 1, 2020 - September 30, 2020

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
70-2-5159	Northfield Lease	VILLAGE OF NORTHFIELD	5,340.21			
Karen E Miller 10-0-5743	Other Consultations	Karen E Miller	8,000.00	16050	09/14/20	<u>8,000.00</u>
City Wide of Chicago 70-0-5748	Building Maintenance Service	Sept Janitor Service	9,000.00	16051	09/14/20	<u>9,000.00</u>
Karen E Miller 10-0-5743	Other Consultations	Karen E Miller	10,000.00	16052	09/14/20	<u>10,000.00</u>
NCPERS GROUP LIFE INS. 10-0-5111	Health Insurance	NCPERS GROUP LIFE INS.	16.00	16053	09/28/20	<u>16.00</u>
DIGITAL INSURANCE, INC. 10-0-5115	Flexible Spending Account	DIGITAL INSURANCE, INC.	35.50	16054	09/28/20	<u>35.50</u>
AMERICAN LIBRARY ASSOCIATION 10-0-5731	Memberships	Trustee Membership Dues	67.00	16055	09/28/20	<u>67.00</u>
Stephanie Girardi 70-0-5750	Landscaping	Stephanie Girardi	71.92	16056	09/28/20	<u>71.92</u>
City Wide of Chicago 70-0-5799	Misc Services	Assess buzzing of lights in childrens area	200.00	16057	09/28/20	<u>200.00</u>
Sarah Quish 10-0-5123	Postage	Sarah Quish	240.00	16058	09/28/20	<u>240.00</u>
BIBLIOTHECA, LLC 10-1-5345	Books-Digital-Winnetka	August 2020	414.99	16059	09/28/20	<u>414.99</u>
ALARM DETECTION SYSTEMS, INC. 70-0-5758	Alarms	Acct # 57525	493.84	16060	09/28/20	<u>493.84</u>
City Wide of Chicago 70-0-5799	Misc Services	Service Call - Power to front outdoor GFCI receptacles	600.00	16061	09/28/20	<u>1,133.33</u>
70-0-5799	Misc Services	Removal of elevator conduit and power line wires	533.33			
NATIONWIDE RETIREMENT SOLUTIONS 10-0-2040	457 withholding	NATIONWIDE RETIREMENT SOLUTIONS	9,000.00	16062	09/28/20	<u>9,000.00</u>
City Wide of Chicago 10-0-5138	Delivery Service	Moving of books back to Northfield w/ rental truck	291.67	16063	09/28/20	<u>291.67</u>
The Lakota Group, Inc. 10-0-5741	Architects	The Lakota Group, Inc.	1,650.60	16064	09/28/20	<u>1,650.60</u>
Lauterbach & Amen, LLP 10-0-5131	Accounting and Bookkeeping	Lauterbach & Amen, LLP	1,667.00	16065	09/28/20	<u>1,667.00</u>

# Winnetka-Northfield Public Library District

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September 1, 2020 - September 30, 2020

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
VILLAGE OF WINNETKA 10-0-5111	Health Insurance	VILLAGE OF WINNETKA	17,079.80	16066	09/28/20	<u>17,079.80</u>
HOOPLA (MIDWEST TAPE) 10-1-5345	Books-Digital-Winnetka	HOOPLA (MIDWEST TAPE)	2,130.04	16067	09/28/20	<u>2,130.04</u>
BIBLIOTHECA, LLC 10-1-5345	Books-Digital-Winnetka	August 2020	2,674.05	16068	09/28/20	<u>2,674.05</u>
3 Points, LLC 10-0-5135	LAN Management	Inv # 35365	2,822.00	16069	09/28/20	<u>2,822.00</u>
VOGUE PRINTERS 10-0-5722	PR Source	VOGUE PRINTERS	3,976.00	16070	09/28/20	<u>3,976.00</u>
OVERDRIVE INC. 10-1-5345	Books-Digital-Winnetka	OVERDRIVE INC.	5,608.45	16071	09/28/20	<u>5,608.45</u>
COMED 10-2-5171	Electricity - Northfield	COMED	345.65	16072	09/01/20	<u>345.65</u>
PITNEY BOWES 10-0-5123	Postage	PITNEY BOWES	100.00	16073	09/01/20	<u>100.00</u>
COMCAST 10-0-5176	Internet Services	COMCAST	69.95	16074	09/04/20	<u>69.95</u>
NORTH SHORE GAS 10-1-5174	Natural Gas - Winnetka	NORTH SHORE GAS	302.89	16075	09/08/20	<u>302.89</u>
COMCAST 10-0-5176	Internet Services	COMCAST	237.85	16076	09/11/20	<u>237.85</u>
NICOR 10-2-5174	Natural Gas - Northfield	NICOR - acct # 14-82-55-000 3	70.18	16077	09/14/20	<u>70.18</u>
VILLAGE OF WINNETKA 10-1-5171	Electricity - Winnetka	VILLAGE OF WINNETKA	47.80	16078	09/21/20	<u>4,994.70</u>
10-1-5171	Electricity - Winnetka	VILLAGE OF WINNETKA	4,188.11			
10-1-5171	Electricity - Winnetka	VILLAGE OF WINNETKA	306.72			
10-1-5171	Electricity - Winnetka	VILLAGE OF WINNETKA	109.06			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	72.00			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	37.02			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	2.00			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	15.35			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	83.48			
10-1-5173	Storm Sewer - Winnetka	VILLAGE OF WINNETKA	133.16			
First Bankcard 10-1-5342	Periodicals-Winnetka	Garrity - Magazine subscription renewal	321.99	16079	09/21/20	<u>5,583.26</u>
10-0-5134	Software	Swenson - Creative Cloud Subscriptions	243.92			
10-0-5134	Software	Wolf - Quickbooks subscription	70.00			
10-0-5134	Software	Compton-Dzak - Zoom Account	109.98			
10-0-5137	Legal Notices	Quish - Announcement of B&A Hearing	336.00			

# Winnetka-Northfield Public Library District

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5137	Legal Notices	Quish - 2% Building & Sites Public Notice	434.00			
10-0-5177	Technology/Website	Swenson - Website Hosting	25.00			
10-0-5308	Summer Reading	Swenson - Summer Reading Website Backup	0.33			
10-0-5308	Summer Reading	Garrity - Summer Reading Finishing Prizes	750.00			
10-0-5308	Summer Reading	Garrity - Tween Summer Reading Grand Prize	60.00			
10-0-5308	Summer Reading	Garrity - Tween Summer Reading Grand Prize	60.00			
10-0-5308	Summer Reading	Garrity - Adult Summer Reading Grand Prize	50.00			
10-0-5308	Summer Reading	Garrity - Adult Summer Reading Grand Prize	50.00			
10-0-5308	Summer Reading	Garrity - Adult Summer Reading Grand Prize	50.00			
10-0-5308	Summer Reading	Garrity - Adult Summer Reading Grand Prize	50.00			
10-0-5308	Summer Reading	Garrity - Youth Summer Reading Grand Prize	200.00			
10-0-5308	Summer Reading	Garrity - Youth Summer Reading Grand Prize	300.00			
10-0-5308	Summer Reading	Garrity - Adult Summer Reading Grand Prize	50.00			
10-0-5720	PR E-Marketing	Quish - Facebook Ad	5.27			
10-0-5720	PR E-Marketing	Quish - Email Service Subscription	840.00			
10-0-5721	PR Promotional	Quish - Gift Card for Employee Prize	25.00			
10-0-5723	PR Supplies	Quish - Chicago Tribune Subscription	7.82			
10-0-5731	Memberships	Garrity - Erin Collins membership renewal	100.00			
10-0-5731	Memberships	Garrity - Erin Collins membership renewal	225.00			
10-0-5731	Memberships	Swenson - ALA Membership	208.00			
10-0-5898	Miscellaneous	Cangelosi - Parking Passes	50.00			
10-0-5907	Programming - Youth	Garrity - Misc supplies for Fall programming kits	66.00			
10-0-5907	Programming - Youth	Garrity - Misc supplies for Fall programming kits	226.68			
10-0-5907	Programming - Youth	Garrity - Misc supplies for Fall programming kits	213.49			
10-0-5907	Programming - Youth	Garrity - Babygate for YS desk	65.69			
10-0-5907	Programming - Youth	Garrity - Window clings for YS desk	12.99			
10-0-5907	Programming - Youth	Garrity - Supplies for Storytime programming kits	34.93			
10-0-5907	Programming - Youth	Garrity - Supplies for Storytime programming kits	17.99			
10-0-5907	Programming - Youth	Garrity - D&D programming supplies	88.18			
10-0-5120	Library Supplies	Cangelosi - Batteries	11.75			
10-0-5120	Library Supplies	Cangelosi - DVD Labels	223.25			
NATIONWIDE RETIREMENT SOLUTIONS				16080	09/21/20	<u>911.00</u>
10-0-2040	457 withholding	NATIONWIDE RETIREMENT SOLUTIONS	911.00			
COMED				16081	09/30/20	<u>450.13</u>
10-2-5171	Electricity - Northfield	COMED	450.13			
The Lakota Group, Inc.				16082	09/28/20	<u>2,300.60</u>
10-0-5741	Architects	The Lakota Group, Inc.	2,300.60			
Baker & Taylor				16083	09/30/20	<u>945.45</u>

# Winnetka-Northfield Public Library District

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September 1, 2020 - September 30, 2020

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-1-5340	Books-Fiction-Adult-Winnetka	2035392110	328.67			
10-1-5340	Books-Fiction-Adult-Winnetka	2035362712	296.64			
10-2-5340	Books-Fiction-Adult-Northfield	2035392110	62.15			
10-2-5440	Books-Fiction-Juv-Northfield	2035369329	52.51			
10-1-5448	Books-Jr. High-Winnetka	2035369329	115.75			
10-2-5448	Books-Jr. High-Northfield	2035369329	32.19			
10-0-5120	Library Supplies	2035392110	22.69			
10-0-5120	Library Supplies	2035369329	15.28			
10-0-5120	Library Supplies	2035362712	19.57			
Midwest Tape				16084	09/30/20	<u>2,506.56</u>
10-1-5343	DVDs-Adult-Winnetka	99209754	138.68			
10-1-5343	DVDs-Adult-Winnetka	99209755	14.99			
10-1-5343	DVDs-Adult-Winnetka	99209756	29.99			
10-1-5343	DVDs-Adult-Winnetka	99209759	17.24			
10-1-5343	DVDs-Adult-Winnetka	99209740	176.16			
10-1-5343	DVDs-Adult-Winnetka	99209746	266.11			
10-1-5343	DVDs-Adult-Winnetka	99209747	76.22			
10-1-5343	DVDs-Adult-Winnetka	99204358	217.41			
10-1-5343	DVDs-Adult-Winnetka	99200593	37.48			
10-2-5343	DVDs-Adult-Northfield	99209745	36.73			
10-2-5343	DVDs-Adult-Northfield	99209741	44.98			
10-2-5343	DVDs-Adult-Northfield	99209757	29.99			
10-2-5343	DVDs-Adult-Northfield	99209758	19.99			
10-1-5344	Audio Books-Adult-Winnetka	99200594	200.95			
10-1-5344	Audio Books-Adult-Winnetka	99209742	159.96			
10-1-5344	Audio Books-Adult-Winnetka	99209743	63.99			
10-1-5344	Audio Books-Adult-Winnetka	99200597	49.99			
10-1-5344	Audio Books-Adult-Winnetka	99209748	59.99			
10-1-5344	Audio Books-Adult-Winnetka	99209749	39.99			
10-2-5344	Audio Books-Adult-Northfield	99200595	130.97			
10-2-5344	Audio Books-Adult-Northfield	99200596	49.99			
10-2-5344	Audio Books-Adult-Northfield	99200598	84.98			
10-2-5344	Audio Books-Adult-Northfield	99209744	63.99			
10-2-5344	Audio Books-Adult-Northfield	99209760	39.99			
10-1-5443	DVDs-Juv-Winnetka	99209753	26.99			
10-1-5443	DVDs-Juv-Winnetka	99209752	80.21			
10-2-5443	DVDs-Juv-Northfield	99209751	26.99			
10-2-5443	DVDs-Juv-Northfield	99209750	80.21			
10-0-5120	Library Supplies	99200595	7.50			
10-0-5120	Library Supplies	99200594	12.50			
10-0-5120	Library Supplies	99200593	5.00			
10-0-5120	Library Supplies	99204358	27.50			
10-0-5120	Library Supplies	99209753	2.50			
10-0-5120	Library Supplies	99209754	17.50			

# Winnetka-Northfield Public Library District

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All Bank Accounts

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5120	Library Supplies	99209756	4.90			
10-0-5120	Library Supplies	99209755	2.50			
10-0-5120	Library Supplies	99209760	2.50			
10-0-5120	Library Supplies	99209759	2.50			
10-0-5120	Library Supplies	99209758	2.50			
10-0-5120	Library Supplies	99209757	4.90			
10-0-5120	Library Supplies	99209750	12.40			
10-0-5120	Library Supplies	99209749	2.50			
10-0-5120	Library Supplies	99209751	2.50			
10-0-5120	Library Supplies	99209752	12.40			
10-0-5120	Library Supplies	99209748	2.50			
10-0-5120	Library Supplies	99209747	9.90			
10-0-5120	Library Supplies	99209745	7.40			
10-0-5120	Library Supplies	99209746	42.20			
10-0-5120	Library Supplies	99209744	2.50			
10-0-5120	Library Supplies	99209743	2.50			
10-0-5120	Library Supplies	99209742	10.00			
10-0-5120	Library Supplies	99209741	7.40			
10-0-5120	Library Supplies	99200598	5.00			
10-0-5120	Library Supplies	99209740	24.90			
10-0-5120	Library Supplies	99200596	2.50			
10-0-5120	Library Supplies	99200597	2.50			
Baker & Taylor				16085	09/30/20	<u>10,267.89</u>
10-1-5340	Books-Fiction-Adult-Winnetka	2035405397	598.64			
10-1-5340	Books-Fiction-Adult-Winnetka	2035407654	313.94			
10-1-5340	Books-Fiction-Adult-Winnetka	2035314748	39.45			
10-1-5340	Books-Fiction-Adult-Winnetka	2035344002	362.74			
10-1-5340	Books-Fiction-Adult-Winnetka	2035375248	416.70			
10-1-5340	Books-Fiction-Adult-Winnetka	2035395835	159.50			
10-1-5340	Books-Fiction-Adult-Winnetka	2035351850	634.58			
10-1-5340	Books-Fiction-Adult-Winnetka	2035360551	477.53			
10-1-5340	Books-Fiction-Adult-Winnetka	2035365607	343.32			
10-1-5340	Books-Fiction-Adult-Winnetka	2035372690	285.21			
10-2-5340	Books-Fiction-Adult-Northfield	2035365607	63.37			
10-2-5340	Books-Fiction-Adult-Northfield	2035372690	133.99			
10-2-5340	Books-Fiction-Adult-Northfield	2035360551	236.66			
10-2-5340	Books-Fiction-Adult-Northfield	2035351850	265.05			
10-2-5340	Books-Fiction-Adult-Northfield	2035375248	81.16			
10-2-5340	Books-Fiction-Adult-Northfield	2035314748	14.69			
10-2-5340	Books-Fiction-Adult-Northfield	2035344002	127.39			
10-2-5340	Books-Fiction-Adult-Northfield	2035405397	184.75			

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-2-5340	Books-Fiction-Adult-Northfield	2035407654	78.10			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	2035375116	1,007.47			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	2035395831	439.46			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	2035390796	466.94			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	2035377886	460.18			
10-2-5341	Books-Non-Fiction-Adult-Northfield	2035377886	70.07			
10-2-5341	Books-Non-Fiction-Adult-Northfield	2035390796	33.33			
10-2-5341	Books-Non-Fiction-Adult-Northfield	2035395831	15.26			
10-2-5341	Books-Non-Fiction-Adult-Northfield	2035375116	62.15			
10-1-5440	Books-Fiction-Juv-Winnetka	2035395818	9.60			
10-1-5440	Books-Fiction-Juv-Winnetka	2035375660	154.12			
10-1-5440	Books-Fiction-Juv-Winnetka	2035350483	49.91			
10-1-5440	Books-Fiction-Juv-Winnetka	2035374292	92.32			
10-1-5440	Books-Fiction-Juv-Winnetka	2035360658	180.02			
10-1-5440	Books-Fiction-Juv-Winnetka	2035391056	146.49			
10-2-5440	Books-Fiction-Juv-Northfield	2035391056	130.45			
10-2-5440	Books-Fiction-Juv-Northfield	2035360658	160.26			
10-2-5440	Books-Fiction-Juv-Northfield	2035374292	92.32			
10-2-5440	Books-Fiction-Juv-Northfield	2035366861	20.32			
10-2-5440	Books-Fiction-Juv-Northfield	2035350483	73.09			
10-2-5440	Books-Fiction-Juv-Northfield	2035344940	21.46			
10-2-5440	Books-Fiction-Juv-Northfield	2035388011	32.19			
10-2-5440	Books-Fiction-Juv-Northfield	2035375660	126.79			
10-2-5440	Books-Fiction-Juv-Northfield	2035286362	7.13			
10-2-5440	Books-Fiction-Juv-Northfield	2035395818	9.60			
10-1-5441	Books-Non-Fiction, Easy, & JH-Winnetka	2035377772	181.15			
10-2-5441	Books-Non-Fiction, Easy, & JH-Northfield	2035377772	181.15			
10-1-5447	Books-Easy-Winnetka	2035395818	72.86			
10-1-5447	Books-Easy-Winnetka	2035286362	53.96			
10-1-5447	Books-Easy-Winnetka	2035350483	2.97			
10-1-5447	Books-Easy-Winnetka	2035360658	14.24			
10-2-5447	Books-Easy-Northfield	2035360658	14.24			
10-2-5447	Books-Easy-Northfield	2035350483	2.97			
10-2-5447	Books-Easy-Northfield	2035395818	199.86			
10-1-5448	Books-Jr. High-Winnetka	2035286362	7.13			
10-1-5448	Books-Jr. High-Winnetka	2035350483	11.89			
10-1-5448	Books-Jr. High-Winnetka	2035366861	31.05			

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-1-5448	Books-Jr. High-Winnetka	2035344940	21.46			
10-1-5448	Books-Jr. High-Winnetka	2035388011	99.94			
10-1-5448	Books-Jr. High-Winnetka	2035375660	23.19			
10-1-5448	Books-Jr. High-Winnetka	2035374292	14.12			
10-2-5448	Books-Jr. High-Northfield	2035388011	67.75			
10-2-5448	Books-Jr. High-Northfield	2035366861	10.73			
10-0-5120	Library Supplies	2035375116	65.57			
10-0-5120	Library Supplies	2035375248	27.50			
10-0-5120	Library Supplies	2035388011	13.84			
10-0-5120	Library Supplies	2035377772	19.21			
10-0-5120	Library Supplies	2035375660	25.47			
10-0-5120	Library Supplies	2035344940	3.27			
10-0-5120	Library Supplies	2035344002	28.03			
10-0-5120	Library Supplies	2035314748	4.92			
10-0-5120	Library Supplies	2035366861	5.05			
10-0-5120	Library Supplies	2035350483	13.59			
10-0-5120	Library Supplies	2035390796	26.71			
10-0-5120	Library Supplies	2035395831	29.99			
10-0-5120	Library Supplies	2035395835	12.08			
10-0-5120	Library Supplies	2035360551	34.04			
10-0-5120	Library Supplies	2035351850	46.04			
10-0-5120	Library Supplies	2035372690	18.69			
10-0-5120	Library Supplies	2035374292	17.84			
10-0-5120	Library Supplies	2035377886	22.90			
10-0-5120	Library Supplies	2035360658	30.28			
10-0-5120	Library Supplies	2035365607	21.50			
10-0-5120	Library Supplies	2035395818	15.08			
10-0-5120	Library Supplies	2035286362	5.40			
10-0-5120	Library Supplies	2035405397	42.99			
10-0-5120	Library Supplies	2035407654	22.57			
10-0-5120	Library Supplies	2035391056	26.97			
Baker & Taylor				16086	09/30/20	<u>2,040.60</u>
10-0-5120	Library Supplies	2035422268	9.69			
10-0-5120	Library Supplies	2035425697	33.07			
10-0-5120	Library Supplies	2035417484	29.87			
10-0-5120	Library Supplies	2035420147	22.36			
10-0-5120	Library Supplies	2035419690	17.60			
10-1-5340	Books-Fiction-Adult-Winnetka	2035417484	530.57			
10-1-5340	Books-Fiction-Adult-Winnetka	2035420147	300.61			
10-1-5340	Books-Fiction-Adult-Winnetka	2035425697	377.69			
10-2-5340	Books-Fiction-Adult-Northfield	2035425697	218.99			
10-2-5340	Books-Fiction-Adult-Northfield	2035420147	92.30			
10-2-5340	Books-Fiction-Adult-Northfield	2035417484	30.46			
10-1-5440	Books-Fiction-Juv-Winnetka	2035422268	99.85			
10-1-5440	Books-Fiction-Juv-Winnetka	2035419690	117.16			
10-2-5440	Books-Fiction-Juv-Northfield	2035422268	80.75			
10-2-5440	Books-Fiction-Juv-Northfield	2035419690	53.42			
10-1-5447	Books-Easy-Winnetka	2035419690	8.23			

# Winnetka-Northfield Public Library District

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-2-5447	Books-Easy-Northfield	2035419690	17.98			
Midwest Tape				16087	09/30/20	<u>673.77</u>
10-0-5120	Library Supplies	99249608	2.50			
10-0-5120	Library Supplies	99249609	2.50			
10-0-5120	Library Supplies	99266742	2.50			
10-0-5120	Library Supplies	99266744	2.50			
10-0-5120	Library Supplies	99266741	10.00			
10-0-5120	Library Supplies	99266740	4.90			
10-0-5120	Library Supplies	99266746	2.50			
10-0-5120	Library Supplies	99266745	9.90			
10-0-5120	Library Supplies	99266748	20.00			
10-0-5120	Library Supplies	99266747	5.00			
10-0-5120	Library Supplies	99266750	2.50			
10-0-5120	Library Supplies	99266749	2.50			
10-0-5120	Library Supplies	99266752	5.00			
10-0-5120	Library Supplies	99266751	2.50			
10-1-5343	DVDs-Adult-Winnetka	99249609	26.24			
10-1-5343	DVDs-Adult-Winnetka	99266740	26.24			
10-1-5343	DVDs-Adult-Winnetka	99266741	76.46			
10-1-5343	DVDs-Adult-Winnetka	99266745	63.72			
10-1-5343	DVDs-Adult-Winnetka	99266747	34.48			
10-1-5343	DVDs-Adult-Winnetka	99266748	161.17			
10-1-5343	DVDs-Adult-Winnetka	99266749	23.99			
10-1-5343	DVDs-Adult-Winnetka	99266751	22.49			
10-1-5343	DVDs-Adult-Winnetka	99266752	33.73			
10-2-5343	DVDs-Adult-Northfield	99266750	17.24			
10-2-5343	DVDs-Adult-Northfield	99266746	17.24			
10-1-5344	Audio Books-Adult-Winnetka	99266744	34.99			
10-1-5344	Audio Books-Adult-Winnetka	99249608	25.99			
10-2-5344	Audio Books-Adult-Northfield	99266742	34.99			
Baker & Taylor				16088	09/30/20	<u>3,103.80</u>
10-0-5120	Library Supplies	2035432671	22.16			
10-0-5120	Library Supplies	2035444341	20.33			
10-0-5120	Library Supplies	2035432306	50.37			
10-0-5120	Library Supplies	2035419694	28.49			
10-0-5120	Library Supplies	2035444434	21.78			
10-0-5120	Library Supplies	2035409602	24.65			
10-0-5120	Library Supplies	2035445482	18.19			
10-1-5340	Books-Fiction-Adult-Winnetka	2035432671	342.25			
10-1-5340	Books-Fiction-Adult-Winnetka	2035444341	425.88			
10-2-5340	Books-Fiction-Adult-Northfield	2035444341	70.86			
10-2-5340	Books-Fiction-Adult-Northfield	2035432671	78.09			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	2035419694	440.49			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	2035444434	295.45			
10-2-5341	Books-Non-Fiction-Adult-Northfield	2035419694	56.09			
10-2-5341	Books-Non-Fiction-Adult-Northfield	2035444434	170.73			



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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-1-5440	Books-Fiction-Juv-Winnetka	2035432306	206.39			
10-1-5440	Books-Fiction-Juv-Winnetka	2035445482	68.32			
10-1-5440	Books-Fiction-Juv-Winnetka	2035409602	102.17			
10-2-5440	Books-Fiction-Juv-Northfield	2035409602	154.21			
10-2-5440	Books-Fiction-Juv-Northfield	2035445482	73.95			
10-2-5440	Books-Fiction-Juv-Northfield	2035432306	190.06			
10-1-5447	Books-Easy-Winnetka	2035409602	16.34			
10-1-5447	Books-Easy-Winnetka	2035432306	33.05			
10-2-5447	Books-Easy-Northfield	2035409602	16.34			
10-2-5447	Books-Easy-Northfield	2035432306	33.05			
10-1-5448	Books-Jr. High-Winnetka	2035409602	37.50			
10-1-5448	Books-Jr. High-Winnetka	2035445482	51.37			
10-2-5448	Books-Jr. High-Northfield	2035445482	35.58			
10-2-5448	Books-Jr. High-Northfield	2035409602	19.66			
Midwest Tape				16089	09/30/20	<u>1,646.16</u>
10-0-5120	Library Supplies	99286622	2.50			
10-0-5120	Library Supplies	99286624	10.00			
10-0-5120	Library Supplies	99286625	2.50			
10-0-5120	Library Supplies	99286627	12.50			
10-0-5120	Library Supplies	99286626	2.50			
10-0-5120	Library Supplies	99286629	7.50			
10-0-5120	Library Supplies	99286628	32.50			
10-0-5120	Library Supplies	99287350	25.00			
10-0-5120	Library Supplies	99287351	5.00			
10-0-5120	Library Supplies	99287355	5.00			
10-0-5120	Library Supplies	99287354	5.00			
10-0-5120	Library Supplies	99287353	2.50			
10-0-5120	Library Supplies	99287352	5.00			
10-0-5120	Library Supplies	99287356	5.00			
10-0-5120	Library Supplies	99287357	34.80			
10-0-5120	Library Supplies	99287358	7.50			
10-0-5120	Library Supplies	99287359	7.50			
10-0-5120	Library Supplies	99287364	2.50			
10-0-5120	Library Supplies	99287360	10.00			
10-0-5120	Library Supplies	99287361	7.50			
10-0-5120	Library Supplies	99287362	2.50			
10-0-5120	Library Supplies	99287363	2.50			
10-1-5343	DVDs-Adult-Winnetka	99286626	17.24			
10-1-5343	DVDs-Adult-Winnetka	99286627	81.70			
10-1-5343	DVDs-Adult-Winnetka	99286628	183.68			
10-1-5343	DVDs-Adult-Winnetka	99287351	29.98			
10-1-5343	DVDs-Adult-Winnetka	99287361	71.97			
10-1-5343	DVDs-Adult-Winnetka	99287357	243.63			
10-1-5343	DVDs-Adult-Winnetka	99287359	65.97			
10-2-5343	DVDs-Adult-Northfield	99287358	53.22			
10-2-5343	DVDs-Adult-Northfield	99287352	33.73			
10-2-5343	DVDs-Adult-Northfield	99287363	23.99			
10-2-5343	DVDs-Adult-Northfield	99287350	131.20			
10-2-5343	DVDs-Adult-Northfield	99286629	56.97			
10-2-5343	DVDs-Adult-Northfield	99286625	17.24			

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-1-5344	Audio Books-Adult-Winnetka	99287362	34.99			
10-1-5344	Audio Books-Adult-Winnetka	99287360	159.96			
10-1-5344	Audio Books-Adult-Winnetka	99287354	64.98			
10-2-5344	Audio Books-Adult-Northfield	99287353	29.99			
10-2-5344	Audio Books-Adult-Northfield	99287364	39.99			
10-2-5344	Audio Books-Adult-Northfield	99286622	25.99			
10-1-5443	DVDs-Juv-Winnetka	99286624	44.96			
10-1-5443	DVDs-Juv-Winnetka	99287356	18.74			
10-2-5443	DVDs-Juv-Northfield	99287355	18.74			
Baker & Taylor				16090	09/30/20	<u>715.77</u>
10-0-5120	Library Supplies	2035447205	15.68			
10-0-5120	Library Supplies	2035453216	24.06			
10-1-5340	Books-Fiction-Adult-Winnetka	2035447205	224.04			
10-1-5340	Books-Fiction-Adult-Winnetka	2035453216	292.26			
10-2-5340	Books-Fiction-Adult-Northfield	2035447205	96.14			
10-2-5340	Books-Fiction-Adult-Northfield	2035453216	63.59			
Midwest Tape				16091	09/30/20	<u>1,628.79</u>
10-0-5120	Library Supplies	99316560	5.00			
10-0-5120	Library Supplies	99316561	2.50			
10-0-5120	Library Supplies	99316563	7.50			
10-0-5120	Library Supplies	99316562	5.00			
10-0-5120	Library Supplies	99316553	5.00			
10-0-5120	Library Supplies	99316554	2.50			
10-0-5120	Library Supplies	99316552	2.50			
10-0-5120	Library Supplies	99316551	2.50			
10-0-5120	Library Supplies	99316557	10.00			
10-0-5120	Library Supplies	99316559	14.80			
10-0-5120	Library Supplies	99316556	12.50			
10-0-5120	Library Supplies	99316555	22.30			
10-0-5120	Library Supplies	99316444	10.00			
10-0-5120	Library Supplies	99316443	12.50			
10-0-5120	Library Supplies	99316446	7.40			
10-0-5120	Library Supplies	99316445	17.20			
10-0-5120	Library Supplies	99316448	2.50			
10-0-5120	Library Supplies	99316447	5.00			
10-0-5120	Library Supplies	99316550	2.50			
10-0-5120	Library Supplies	99316449	2.50			
10-0-5120	Library Supplies	99316565	5.00			
10-0-5120	Library Supplies	99316564	12.50			
10-1-5343	DVDs-Adult-Winnetka	99316445	82.46			
10-1-5343	DVDs-Adult-Winnetka	99316449	13.49			
10-1-5343	DVDs-Adult-Winnetka	99316550	18.74			
10-1-5343	DVDs-Adult-Winnetka	99316555	130.43			
10-1-5343	DVDs-Adult-Winnetka	99316556	96.71			
10-1-5343	DVDs-Adult-Winnetka	99316562	44.98			
10-1-5343	DVDs-Adult-Winnetka	99316563	56.22			
10-2-5343	DVDs-Adult-Northfield	99316559	78.71			

# Winnetka-Northfield Public Library District

## Check Register

All Bank Accounts

September 1, 2020 - September 30, 2020

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-2-5343	DVDs-Adult-Northfield	99316551	18.74			
10-2-5343	DVDs-Adult-Northfield	99316447	14.39			
10-2-5343	DVDs-Adult-Northfield	99316446	33.73			
10-2-5343	DVDs-Adult-Northfield	99316561	22.49			
10-1-5344	Audio Books-Adult-Winnetka	99316560	135.98			
10-1-5344	Audio Books-Adult-Winnetka	99316564	184.95			
10-1-5344	Audio Books-Adult-Winnetka	99316448	29.99			
10-1-5344	Audio Books-Adult-Winnetka	99316552	39.99			
10-1-5344	Audio Books-Adult-Winnetka	99316557	154.96			
10-2-5344	Audio Books-Adult-Northfield	99316565	79.98			
10-1-5443	DVDs-Juv-Winnetka	99316554	12.74			
10-1-5443	DVDs-Juv-Winnetka	99316443	116.20			
10-1-5443	DVDs-Juv-Winnetka	99316444	65.98			
10-2-5443	DVDs-Juv-Northfield	99316553	27.73			
Baker & Taylor				16092	09/30/20	<u>3,236.24</u>
10-0-5120	Library Supplies	2035407328	56.66			
10-0-5120	Library Supplies	2035469911	24.23			
10-0-5120	Library Supplies	2035467476	28.72			
10-0-5120	Library Supplies	2035463864	19.05			
10-0-5120	Library Supplies	2035460800	21.40			
10-1-5340	Books-Fiction-Adult-Winnetka	2035460800	336.91			
10-1-5340	Books-Fiction-Adult-Winnetka	2035463864	252.96			
10-1-5340	Books-Fiction-Adult-Winnetka	2035469911	306.24			
10-2-5340	Books-Fiction-Adult-Northfield	2035463864	124.54			
10-2-5340	Books-Fiction-Adult-Northfield	2035460800	48.00			
10-2-5340	Books-Fiction-Adult-Northfield	2035469911	159.82			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	2035407328	1,156.26			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	2035467476	457.06			
10-2-5341	Books-Non-Fiction-Adult-Northfield	2035467476	132.77			
10-2-5341	Books-Non-Fiction-Adult-Northfield	2035407328	111.62			
Midwest Tape				16093	09/30/20	<u>1,160.25</u>
10-0-5120	Library Supplies	99343328	2.50			
10-0-5120	Library Supplies	99343327	2.50			
10-0-5120	Library Supplies	99343326	5.00			
10-0-5120	Library Supplies	99354154	2.50			
10-0-5120	Library Supplies	99354155	2.50			
10-0-5120	Library Supplies	99354156	5.00			
10-0-5120	Library Supplies	99354150	2.50			
10-0-5120	Library Supplies	99354151	2.50			
10-0-5120	Library Supplies	99354153	2.50			
10-0-5120	Library Supplies	99354152	5.00			
10-0-5120	Library Supplies	99354145	2.50			
10-0-5120	Library Supplies	99354147	2.50			

# Winnetka-Northfield Public Library District

## Check Register

All Bank Accounts

September 1, 2020 - September 30, 2020

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5120	Library Supplies	99354149	2.50			
10-0-5120	Library Supplies	99354148	14.90			
10-0-5120	Library Supplies	99354136	10.00			
10-0-5120	Library Supplies	99354135	2.50			
10-0-5120	Library Supplies	99354133	2.50			
10-0-5120	Library Supplies	99354134	5.00			
10-0-5120	Library Supplies	99354132	2.50			
10-0-5120	Library Supplies	99354131	5.00			
10-0-5120	Library Supplies	99343329	2.50			
10-0-5120	Library Supplies	99354130	10.00			
10-0-5120	Library Supplies	99354138	10.00			
10-0-5120	Library Supplies	99354137	2.50			
10-0-5120	Library Supplies	99354140	12.50			
10-0-5120	Library Supplies	99354139	5.00			
10-0-5120	Library Supplies	99354143	2.50			
10-0-5120	Library Supplies	99354144	2.50			
10-0-5120	Library Supplies	99354142	5.00			
10-0-5120	Library Supplies	99354141	5.00			
10-1-5343	DVDs-Adult-Winnetka	99343326	37.48			
10-1-5343	DVDs-Adult-Winnetka	99343327	26.24			
10-1-5343	DVDs-Adult-Winnetka	99354156	29.99			
10-1-5343	DVDs-Adult-Winnetka	99354148	108.70			
10-1-5343	DVDs-Adult-Winnetka	99354149	22.49			
10-1-5343	DVDs-Adult-Winnetka	99354151	14.99			
10-1-5343	DVDs-Adult-Winnetka	99354152	25.48			
10-1-5343	DVDs-Adult-Winnetka	99354130	35.18			
10-1-5343	DVDs-Adult-Winnetka	99354135	18.74			
10-1-5343	DVDs-Adult-Winnetka	99354139	26.24			
10-1-5343	DVDs-Adult-Winnetka	99354140	96.70			
10-1-5343	DVDs-Adult-Winnetka	99354144	18.74			
10-2-5343	DVDs-Adult-Northfield	99354141	34.48			
10-2-5343	DVDs-Adult-Northfield	99354142	26.24			
10-2-5343	DVDs-Adult-Northfield	99354134	37.48			
10-2-5343	DVDs-Adult-Northfield	99343329	26.24			
10-2-5343	DVDs-Adult-Northfield	99354131	17.59			
10-2-5343	DVDs-Adult-Northfield	99354153	12.74			
10-2-5343	DVDs-Adult-Northfield	99354155	22.49			
10-2-5343	DVDs-Adult-Northfield	99343328	18.74			
10-1-5344	Audio Books-Adult-Winnetka	99354147	34.99			
10-1-5344	Audio Books-Adult-Winnetka	99354132	34.99			
10-1-5344	Audio Books-Adult-Winnetka	99354143	59.99			
10-2-5344	Audio Books-Adult-Northfield	99354133	34.99			
10-2-5344	Audio Books-Adult-Northfield	99354145	34.99			
10-1-5443	DVDs-Juv-Winnetka	99354154	9.74			
10-1-5443	DVDs-Juv-Winnetka	99354137	14.99			
10-1-5443	DVDs-Juv-Winnetka	99354138	59.98			
10-2-5443	DVDs-Juv-Northfield	99354136	59.98			
10-2-5443	DVDs-Juv-Northfield	99354150	18.74			
Illinois Municipal Retirement Fund				16094	09/30/20	<u>14,156.64</u>
10-0-2035	IMRF withholding	September IMRF	4,872.41			
10-0-5102	IMRF Expenses	September IMRF	9,284.23			

### **Impact Stories**

Patron Karen Hui reached out to Head of Youth Services Amanda Garrity after her All Ages Storytime. "Thank you sooo much for virtual storytime! I was finally able to get a little work done, you are a lifesaver. And when I asked Franklin if he had fun and wants to do it next week, he enthusiastically said yes! Not to mention, my 6-year old's class was done early, and he joined and loved it also. Thank you again! Can't express how much easier this makes my life."

A patron shared with Youth Services Librarian Maddy Belk, "[I'm] so glad [we] live here where they can come do kid activities like [Kid Citizen], even if it's online right now." It was a feel-good story for the day for sure!

Board Member Travis Gosselin reached out to share his children's enthusiasm for Youth Services Librarian Lindsay Goldstein's Lego programming with the following, "I wanted to let you know how happy my kids were with the Lego Mania Jr. event on Tuesday. Lindsay did a great job working with them and they have both asked to be part of the next class."

### **Financial Report**

Things are trending as we would expect them to be for the most part.

- The unemployment line is higher already than anticipated.

### **Circulation Services**

Total circulation for the month of September FY 2020/2021 was **25,793** compared to **38,312** for the same month last year. This represents a net change of **-32.68%**. (August FY 2020/2021 total circulation was **19,736**.)

Cumulative circulation through September FY 2020/2021 is **67,853** compared to **124,505** for the previous fiscal year to date. This represents a net change of **-45.50 %**. (August FY 2020/2021 cumulative circulation was **42,056**.)

Virtual branch circulation for the month of September FY 2020/2021 was **8,763** compared to **4,700** for the same month last year. This represents a net change of **86.45%**. (August FY 2020/2021 virtual branch circulation was **8,247**.)

Cumulative virtual branch circulation through September FY 2020/2021 is **25,531** compared to **14,022** for the previous fiscal year to date. This represents a net change of **82.08%**. (August FY 2020/2021 cumulative virtual branch circulation was **16,764**.)

### **Collection Development**

Nick Mall, Adult Collection Development Librarian has provided another look into our collection trends and usage. Graphs are attached in the following pages to illustrate his findings. He also shared the following takeaways from his research:

Youth Services continues to see an incredible rebound - overall youth book (physical and digital combined) circulation in September was slightly higher than it was in December 2019! We have further developed our partnerships with local schools, to accommodate their students while school libraries are closed, helping drive continued increases in our circulation.

Overall Adult circulation remains steady, with increases in periodicals and physical video materials. A significant portion of our circulation loss post-pandemic is attributable to a reduced number non-District patrons. Overall Adult circulation (physical and digital combined, excluding renewals, book+audio+video) to Winnetka-Northfield patrons was just over **83%** of our pre-pandemic average (excluding periodicals); or **96%** of our pre-pandemic average (including periodicals and our addition of PressReader).

### Usership

People Counter for September 2020 = **5,487** (holding steady from last month's **5,409**) which is **-45.55%** from September 2019 which was **10,078** (Winnetka only)

### Northfield Curbside

The Northfield Branch opened for curbside services Monday Sept. 14, since then staff has completed 105 curbside appointments. Staff has finished unboxing materials that came from Winnetka that were returned while the Branch was closed during the quarantine. Courtney Volny, Branch Services Coordinator, has been working with staff to shelve, weed and pull holds for patrons.

### Technology

There were **372** public computer sessions at Winnetka in September, which is a slight increase from **347** sessions in August. About **20%** of those were on laptops.

Winnetka had **7,361** (up from **4,922** in August) hot spot sessions from **447** distinct devices. The average session time was **37** minutes. These sessions used a total of about **40GB** of downstream bandwidth and about **14GB** of upstream bandwidth.

Northfield had **761** (up from **548** in August) hot spot sessions from **123** distinct devices. The average session time was **31** minutes. These sessions used a total of about **68GB** of downstream bandwidth and about **2GB** of upstream bandwidth.

We had **9,413** web sessions with **5,318** website users as counted by Google Analytics. The sessions number is up slightly from last year's **9,131** sessions, and the unique visitors count is down slightly from last year's **5,556** unique users.

### Website: Most Visited Pages

Homepage | Digital *New York Times* | Digital eBooks & eAudiobooks | Curbside Pickup | Library Director Search Update

### Library App

The app was featured on the front of *The Source* and is now prominently positioned on the webpage to raise awareness.

Usership data across both Android and iOS versions:

September: **402** users

August: **171** users

July: **48** users

Top Five Screens viewed:

Search the Catalog: **3,013** (up from 923)

Welcome: **2,684** (up from 851)

Account Menu: **1,975** (up from 584)

Search Menu: **1,299** (up from 411)

Item Details: **976** (up from 357)

### **Program and Activities**

Total District Program Attendance for the month of September FY 2020/2021 was **613** compared to **1,915** for the same month last year. This represents a net change of **-67.99%**.

Cumulative District Program Attendance through September FY 2020/2021 is **1,477** compared to **5,202** for the same month last year. This represents a net change of **-71.61%**.

One Book Two Villages: Steve Kline, Adult Programming Librarian, worked with Elizabeth Berg to create a virtual One Book event this year, encompassing both the traditional – lecture and Q&A session – and new, including a sneak preview of Berg’s newest novel, *I’ll Be Seeing You*, coming Oct. 27. Despite the virtual format, Berg connected with our patrons in ways that were both fun and personal, and formatted her talk in such a way that it felt as if everyone were sitting together in a front room reconnecting with each other, much like the characters in *Confession Club*. 74 attendees enjoyed One Book this year.

In September Youth Services continued to examine what is and isn’t working about our service to patrons and had great success with the continued implementation of Take and Make kits. Whether included as part of a program or a one-off learning activity, we successfully shared *almost 200* individual kits with our patrons in September. As we work on winter programming, we are looking forward to providing even more kits and allowing patrons to engage with learning on their own time as opposed to pre-set programming times. We understand that our patrons both young and old are feeling burned out by the amount of time that they spend on screens every day and we want to invite them to engage with our content and learning during a time that is most convenient to them.

We also had a very successful run of library card sign-ups for youth during the month of September. Head of Youth Services Amanda Garrity and Head of Circulation Katie Cangelosi were able to simplify a temporary library card form that was shared with our local school leaders and has been widely shared by those leaders with their parents and students. We recognize that it is often not up to students how quickly they are able to access the Library and its resources, so the temporary card process allows students (almost) immediate access for when they need it most. This process was kick-started by a push from Skokie School Librarian Todd Burleson for his students to get their own library cards to use Hoopla! Hoopla is the only platform that will allow a full class to simultaneously read the same eBook or eAudiobook without needing xx number of individual copies of that title.

On a similar access note, Youth Collection Services Librarian II Kate Fuentes worked with our Overdrive representative to opt in Winnetka-Northfield Public Library District to the Sora system. Sora is the school platform for Overdrive, and this opt in allows our partner schools (Sunset Ridge District 29, New Trier, Skokie, and Washburne Schools) to access our youth eResources with their school IDs.

In general, we continue to look for ways to help our local families and educators as they continue to look at a very different 2020 into 2021.

#### Virtual Programming Highlights –

- Sept. 9: **22** people attended **How to Host a Successful Zoom Meeting** presented by IT Specialist George Lowman. The group discussed techniques and etiquette required to run a Zoom meeting smoothly and securely.
- Sept. 10: **74** people attended **One Book Two Villages: *The Confession Club***.
- Sept. 12: **16** people attended **Dinosaur Adventures with T-Rexplorers**. Presenters T-Rexplorers shared dinosaur facts and real bones from paleontological digs.
- Sept. 17: **10** people attended **All Ages Storytime** led by Amanda Garrity, Head of Youth Services.
- Sept. 20: **14** people attended **Craft and Give Back!** hosted by Lindsay Goldstein, Youth Librarian. The group learned about The Anti-Cruelty Society and made DIY dog and cat toys (with kits picked up from the library in advance) for The Anti-Cruelty Society of Chicago.
- Sept. 26: **33** people attended **Louisa May Alcott with Leslie Goddard**. Louisa May Alcott, as portrayed by actress Leslie Goddard, shared stories of her childhood, her success as a writer, and her most famous novel *Little Women*.

#### **Professional Development and Training**

These are just a few examples of learning opportunities staff took advantage of in September:

- Love Letters: Romantic Reads for Your Shelf (Booklist)
- What is Cataloging Ethics? (RAILS)
- What's Cooking: Fall 2020 (Booklist)
- Disney Publishing Worldwide Preview (Booklist)
- SLJ Teen Live Webinar
- Creating Accessibility in Your Virtual Programming (ASCGLA)
- Parent/teacher Workshop: Kids' Mental Health in the Time of COVID/eLearning (Presented by Lake Villa Library District)
- Sora & Public Library Connect (Overdrive)
- Ya-HOO Fest (Chattanooga's Celebration of Young Adult Literature)

#### Professional meetings attended:

- Stephanie Girardi, Acquisitions Associate, attended the CCS Acquisitions Technical Group meeting.
- Jill Brasseur, Adult Services Librarian, attended the Business Information Group meeting.
- Amanda Garrity, Head of Youth Services, attended the CCS Go Live & Offline webinar and a meeting of the EDIT-YS (Equity, Diversity, Inclusivity Training in Youth Service) Networking Group.
- Melissa Morgan, Youth Services Librarian, attended a meeting of the CCS User Experience Advisory Group.



- Mark Swenson, Head of Information Technology, attended a meeting of the CCS IT managers' group.
- Katie Cangelosi, Head of Circulation Services, attended the Circulation Quarterly Meeting hosted by RAILS.

Outreach activities:

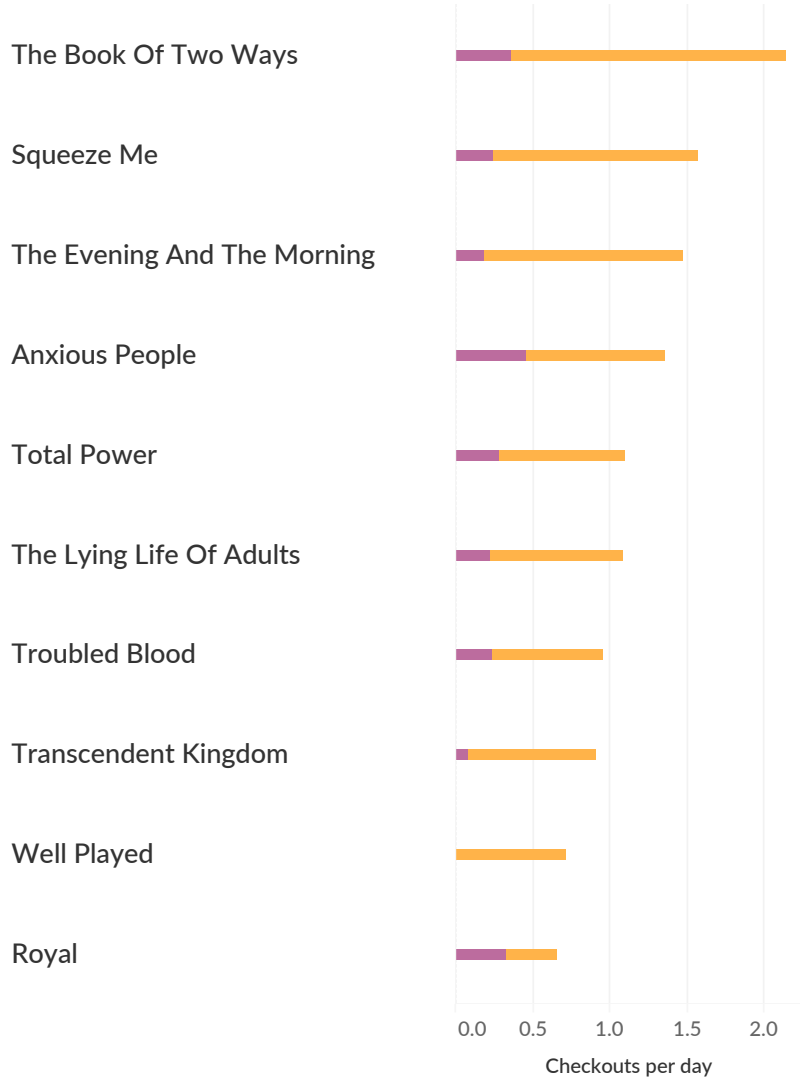
- 9/09/20 Erin Collins led virtual book discussion for North Shore Senior Center members.
- 9/14/20 Erin Collins led virtual book discussion for North Shore Senior Center members.

**Staff Updates**

- Youth Services Librarian Maddy Belk was invited to speak on an episode of the Midwest Writing Center's Series: Write More Light. Maddy spoke on how libraries have transitioned to providing resources in a virtual setting and youth services programming. You can listen to or watch Maddy's appearance here: [https://www.youtube.com/watch?v=FjYsK-UM1bw&fbclid=IwAR25Izf2c5VpABZwUAAtcrgUv2AUalwokqgGwvHUzMXLcXsxaLztBSXtuYYg&ab\\_channel=MidwestWritingCenter](https://www.youtube.com/watch?v=FjYsK-UM1bw&fbclid=IwAR25Izf2c5VpABZwUAAtcrgUv2AUalwokqgGwvHUzMXLcXsxaLztBSXtuYYg&ab_channel=MidwestWritingCenter)
- We are sad to say goodbye to two of our full-time librarians. They will be greatly missed, and we wish them much success in their new endeavors:
  - Meghan White, Adult Services Librarian, will be leaving to pursue a career outside the library world. Her last day will be Oct. 23.
  - Kate Fuentes, Youth Collections Librarian II, will be leaving for an opportunity at another library. Her last day will be Nov. 6.

# Adult - Trending New Releases

## Fiction



## Nonfiction



Physical Digital

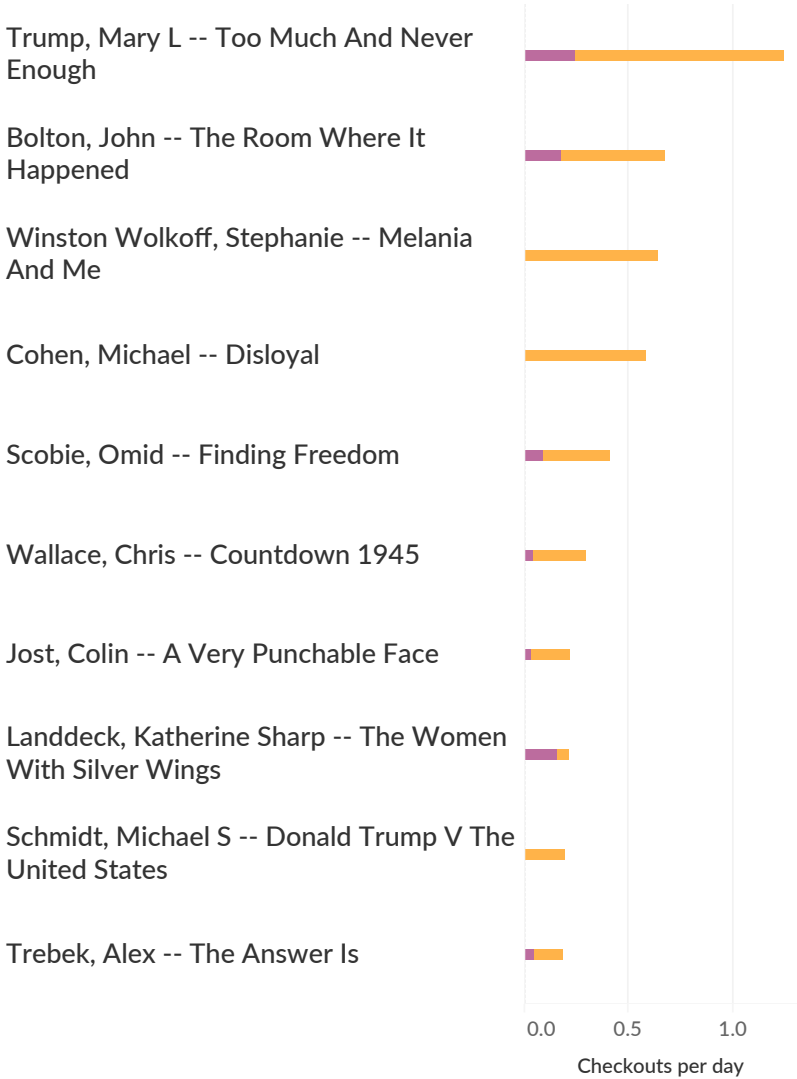
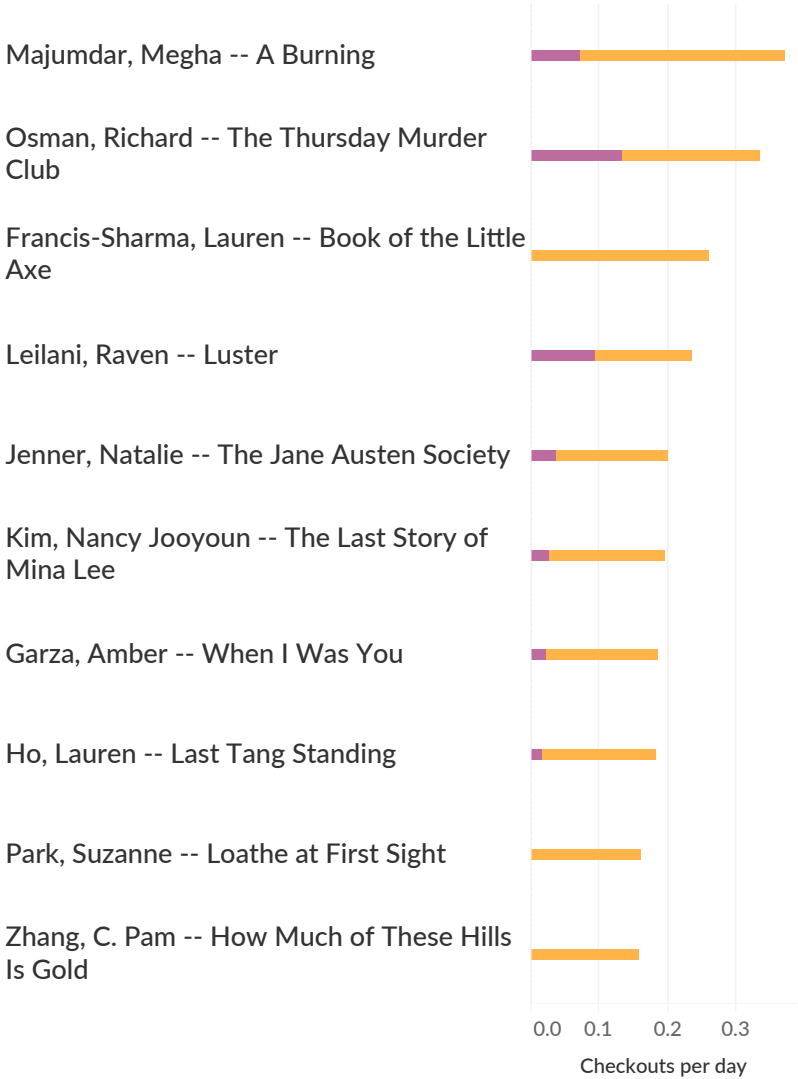
Average checkouts per day since first circ, min 20 checkouts. First circ within previous 2 months

# Adult - Trending New Authors

(or newly resurgent)

## Fiction

## Nonfiction

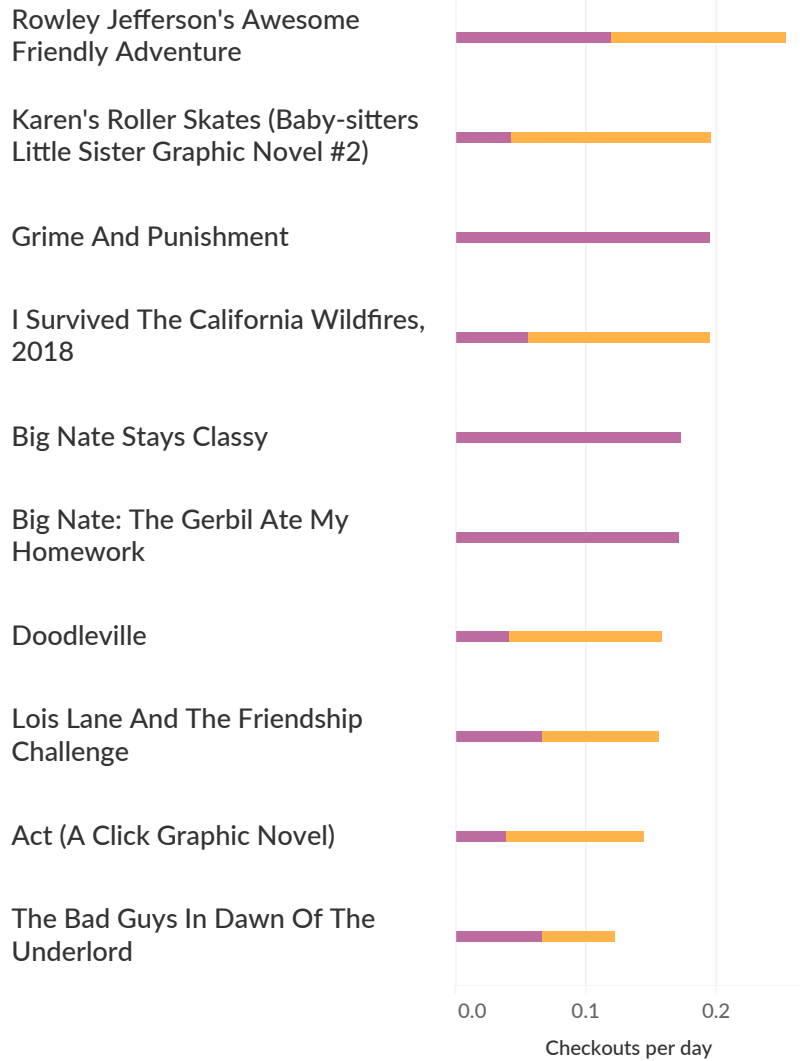


Physical Digital

Average checkouts per day since first circ, min 5 checkouts.. Author had no previous checkouts back to May '18. First circ within previous 6 months.

# Youth - Trending New Releases

J



Young Adult

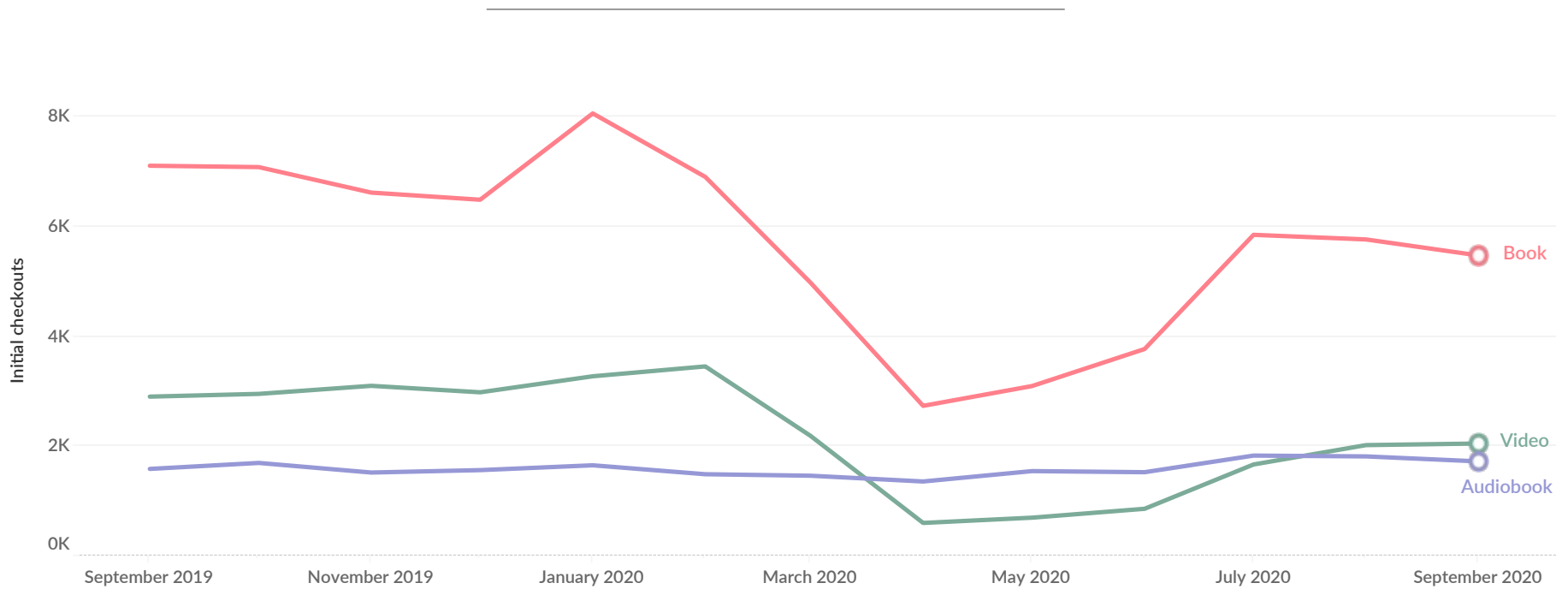


Physical Digital

Average checkouts per day since first circ, min 5 checkouts. First circ within previous 4 months (J) / 7 months (YA)

# Adult - Circulation by Format

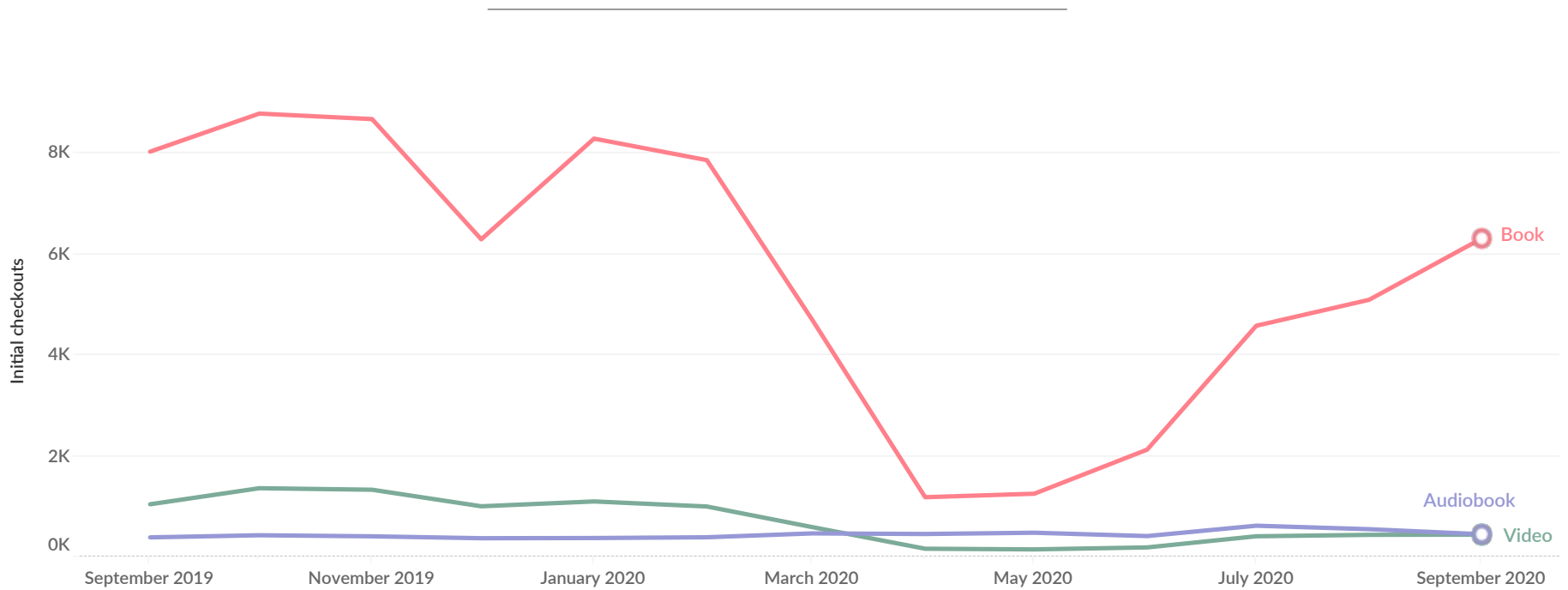
Past 3 Months		Audiobook	Book	Video
Fiction	New	7.3%	20.9%	6.9%
	Old	5.6%	19.3%	12.4%
Nonfiction	New	2.9%	8.5%	0.4%
	Old	3.0%	10.9%	1.9%



Initial checkouts only (no renewals). Physical and digital combined. New Physical = New Shelf Location. New Digital = added in past 6 months

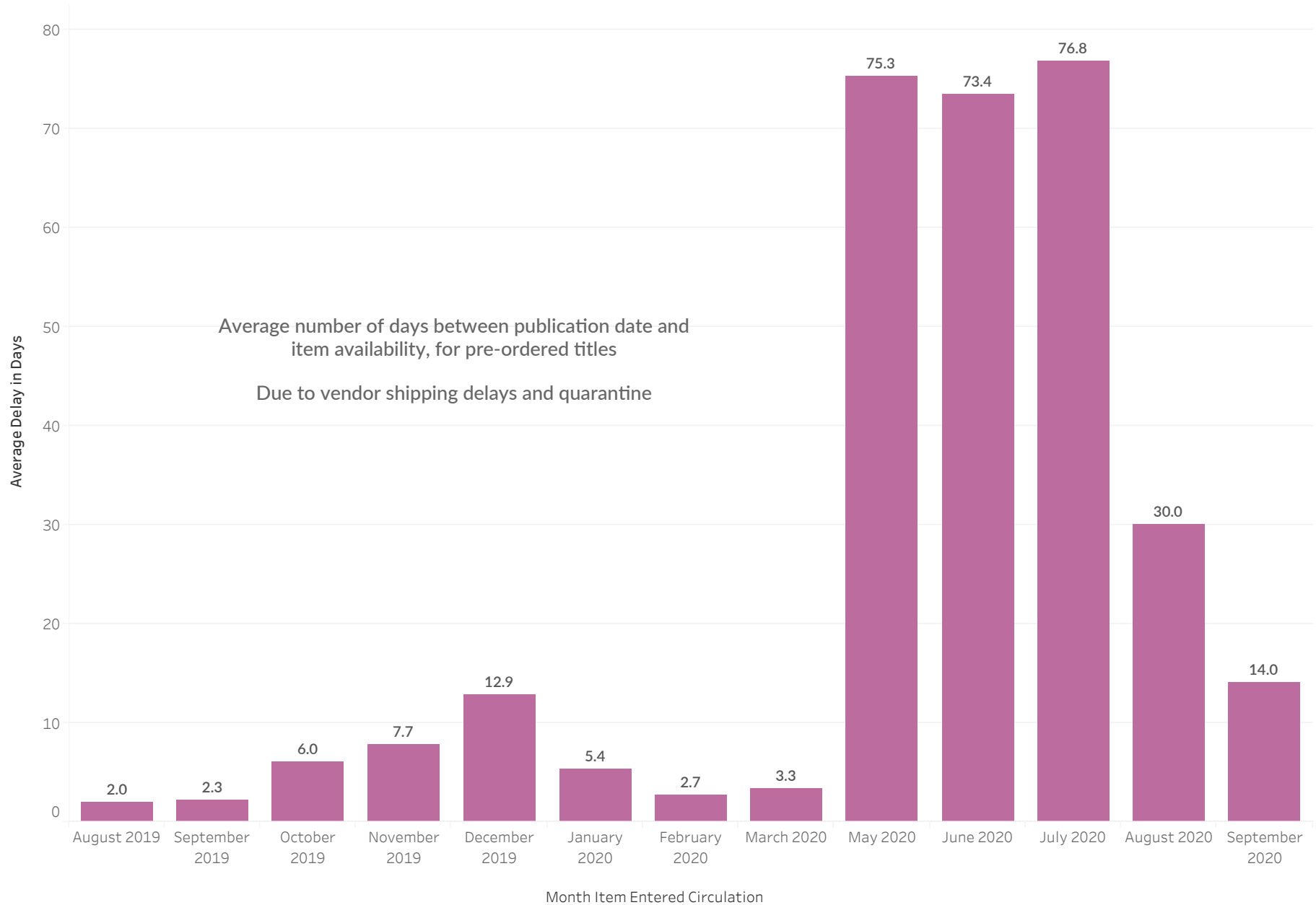
# Youth - Circulation by Format

Past 3 Months		Audiobook	Book	Video
Fiction	New	2.5%	16.1%	1.1%
	Old	4.9%	59.6%	5.5%
Nonfiction	New	0.1%	1.8%	0.0%
	Old	0.1%	8.3%	0.0%

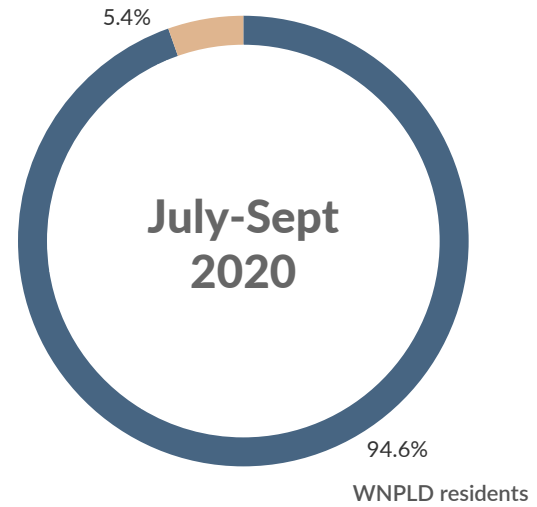
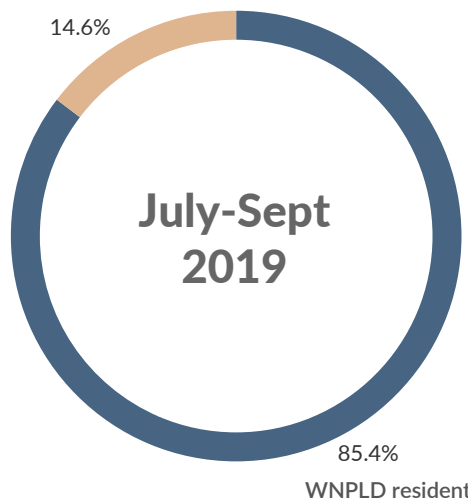


Initial checkouts only (no renewals). J and YA combined. Physical and digital combined. New Physical = New Shelf Location. New Digital = added in past 6 months

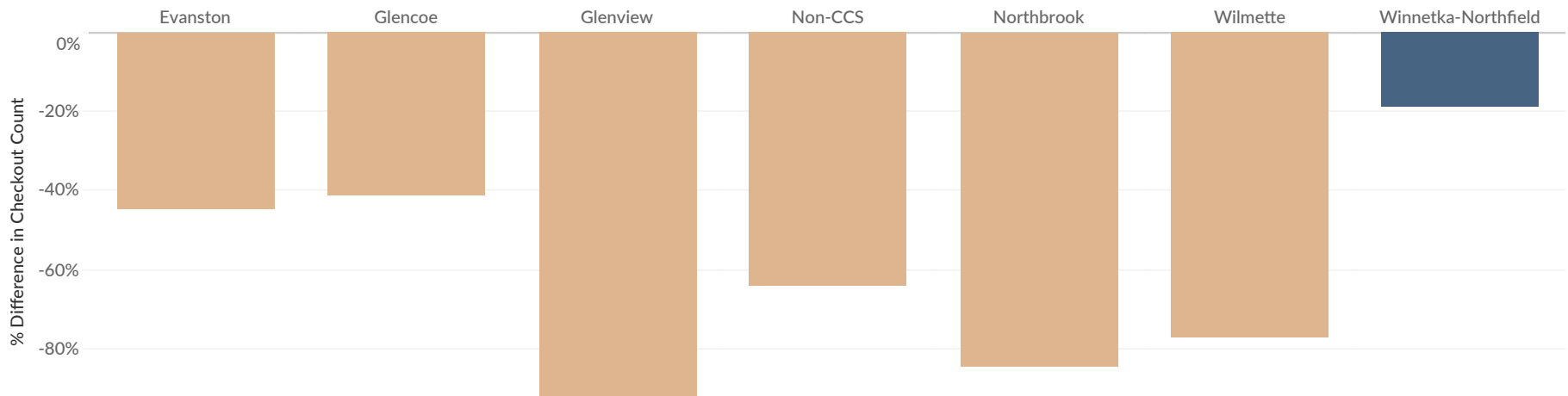
# COVID Delays on New Release Availability



# Circulation by Resident vs. Nonresident Patrons



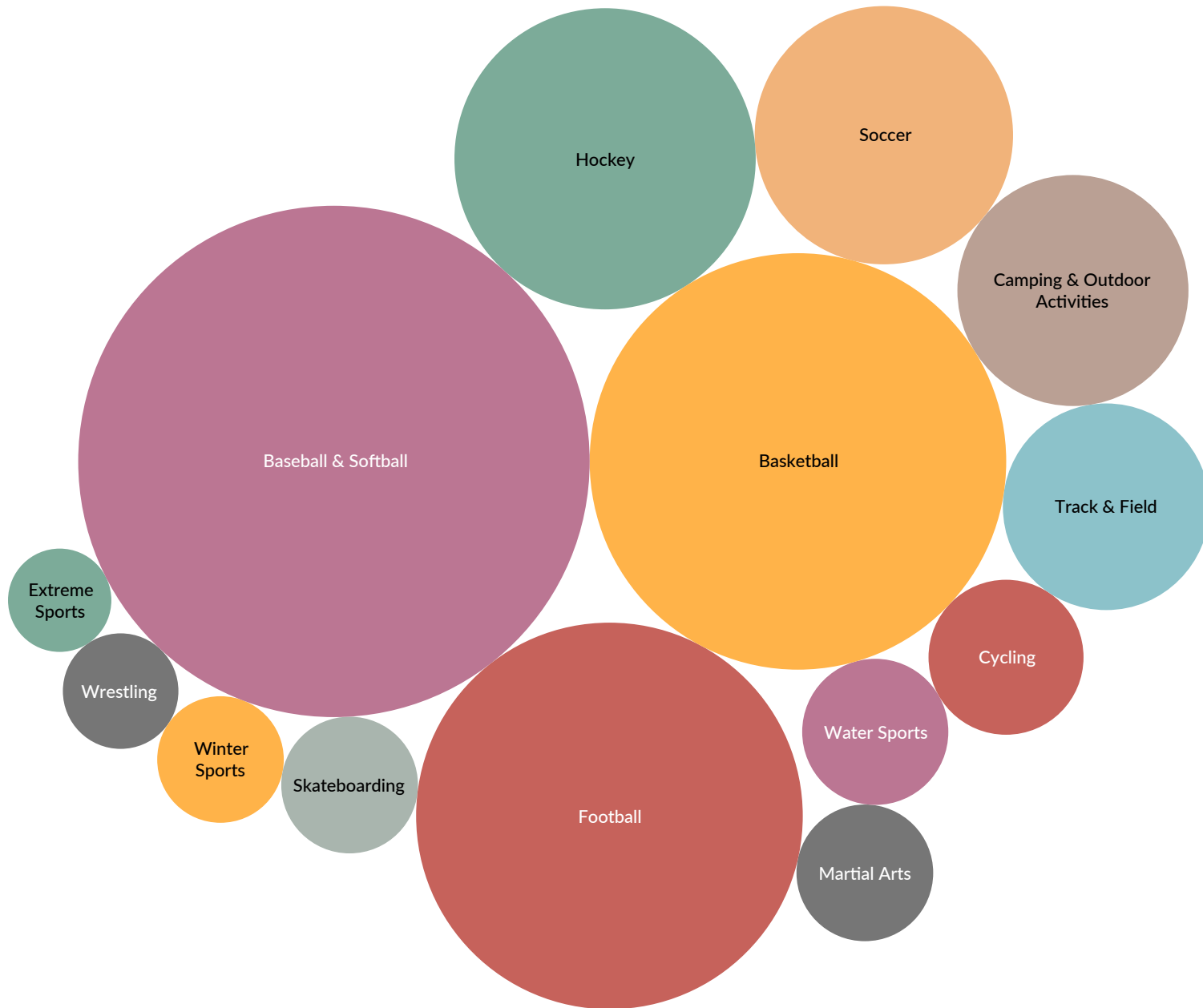
## Q1 Year Over Year % Change in Circulation by Patron Home Library



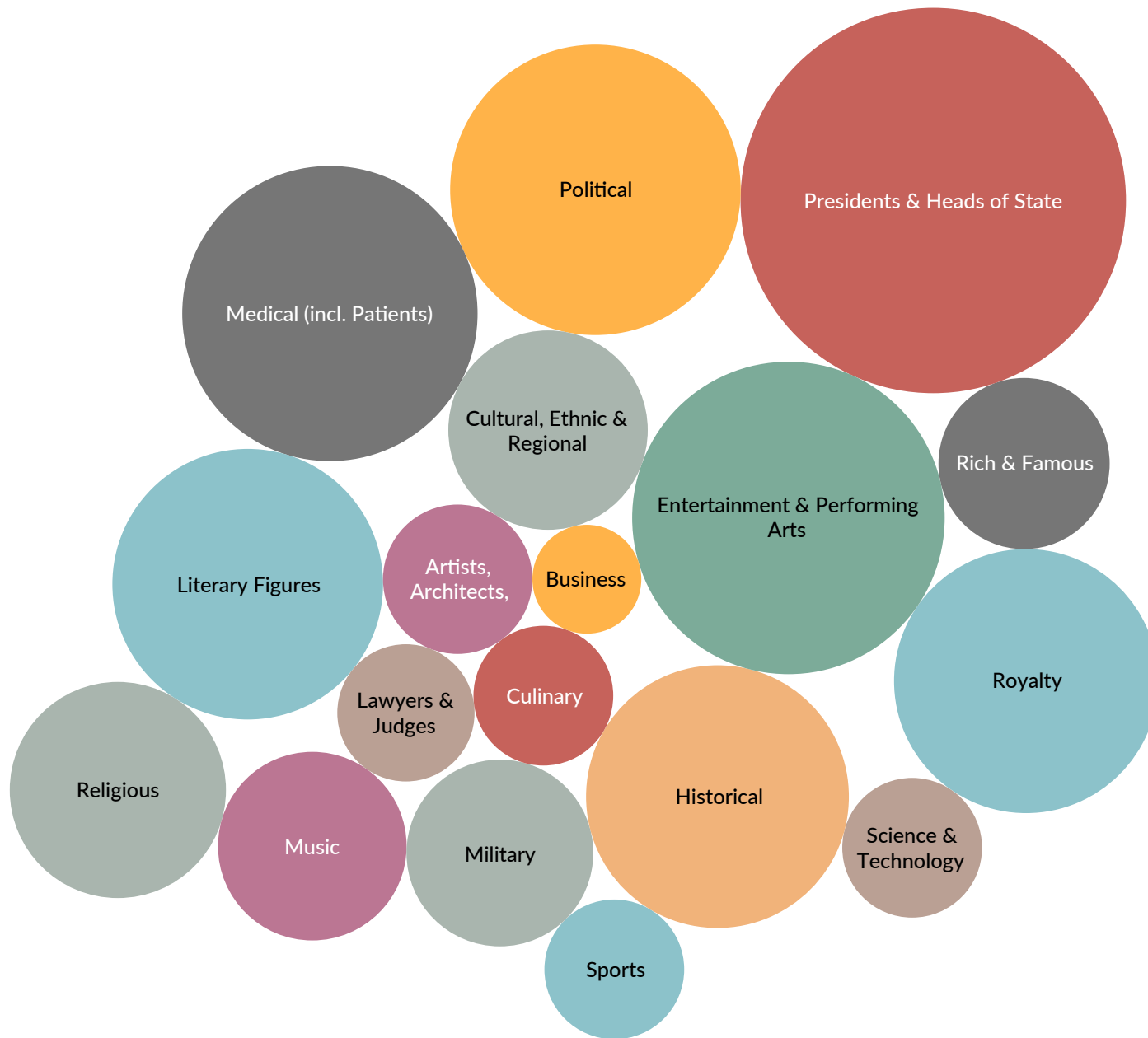
Physical and digital combined. Adult and Youth combined. Initial checkouts only (no renewals). % Change chart limited to home libraries with 100+ checkouts Q1 2019.



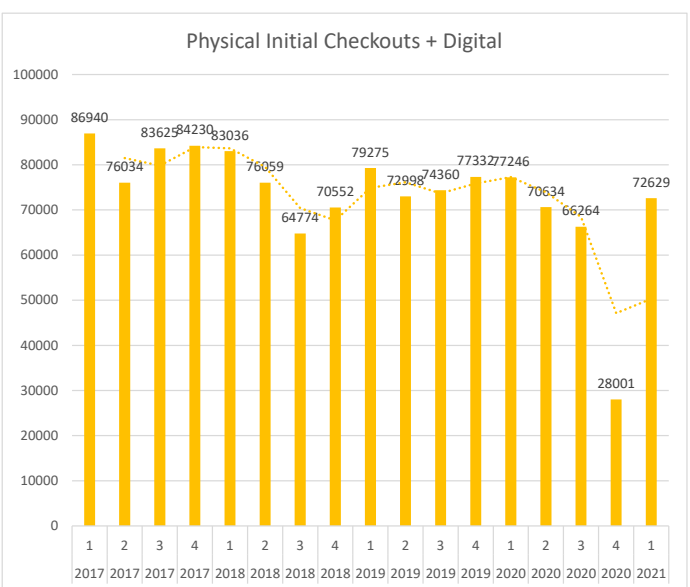
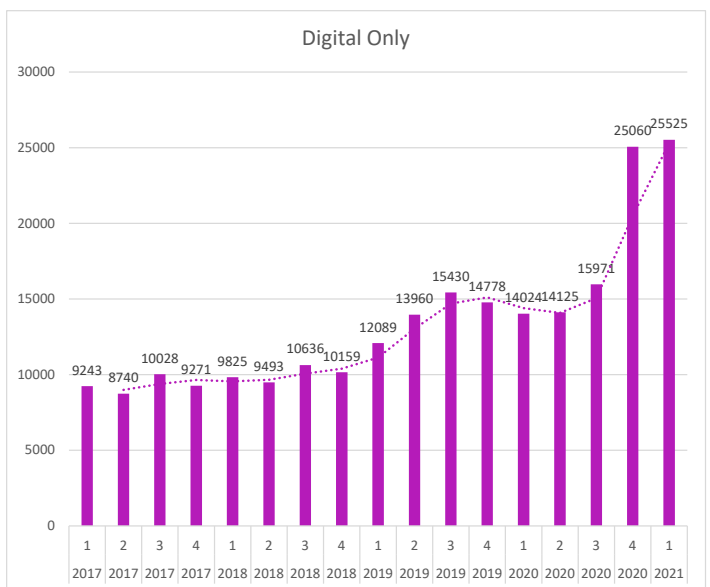
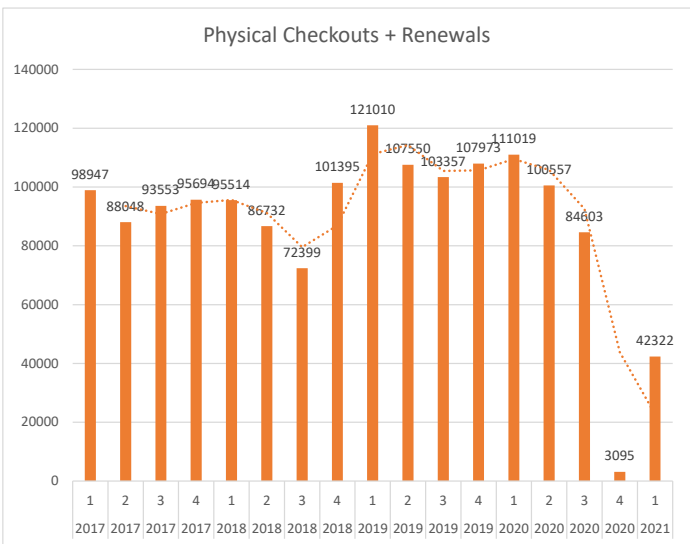
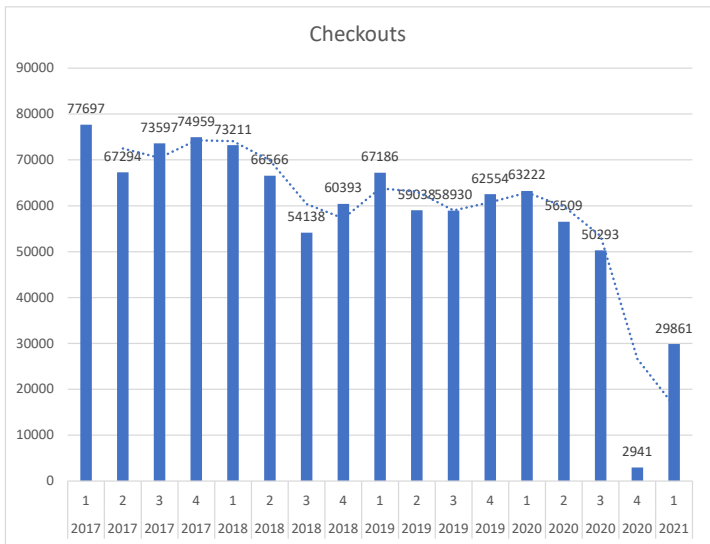
# Youth - Sports Popularity by Checkout, Past 6 Months



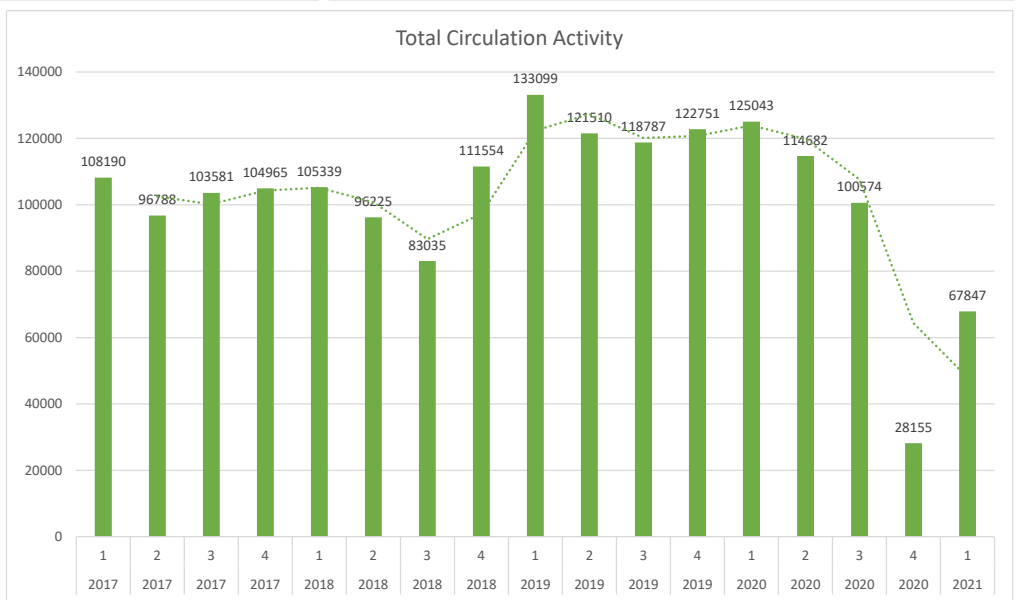
# Adult - Biographies by Checkout, Past 6 Months



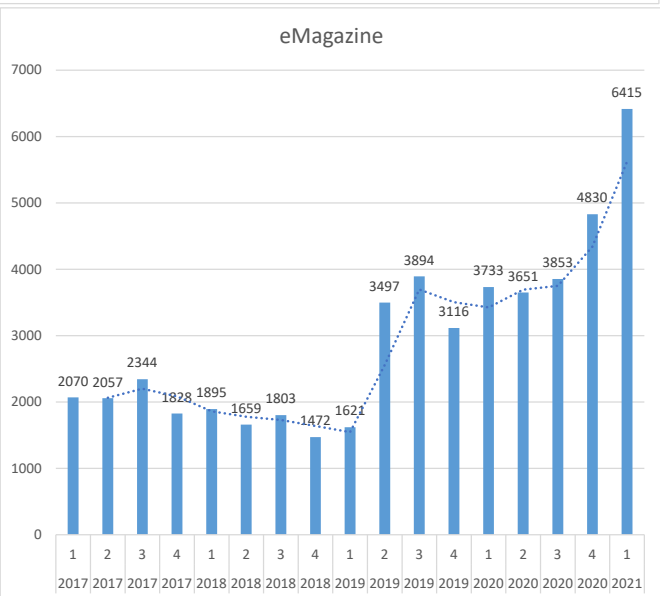
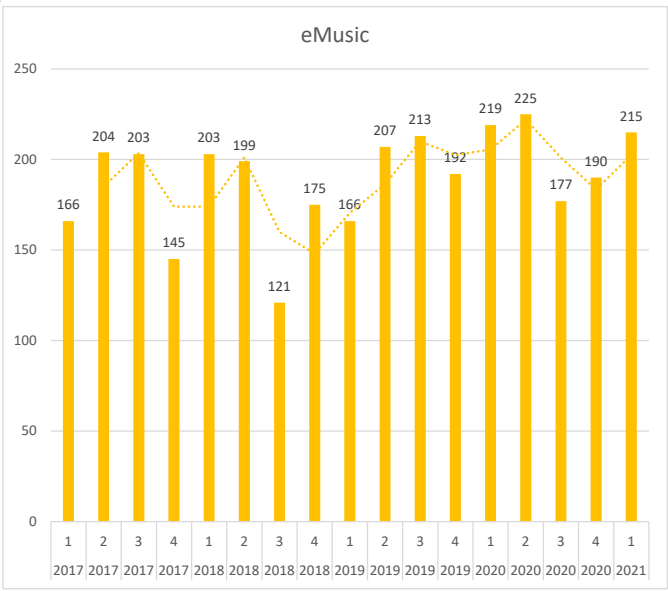
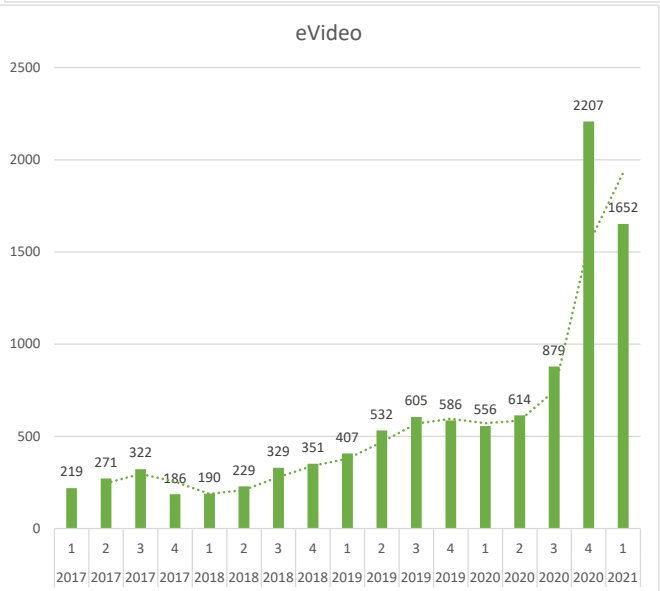
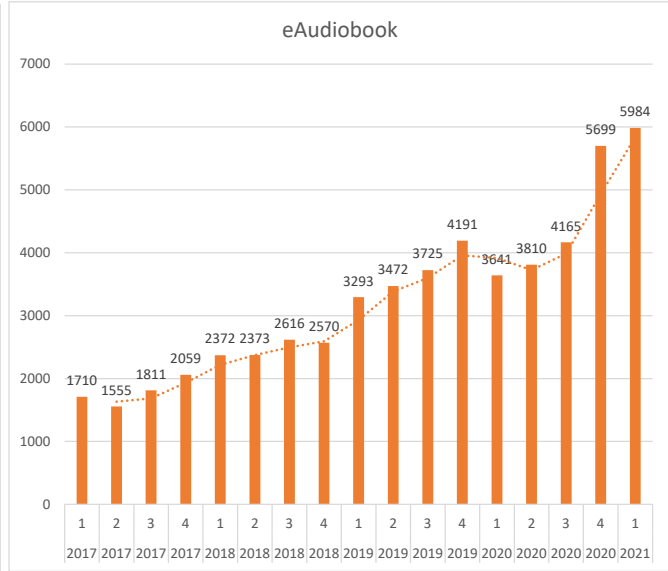
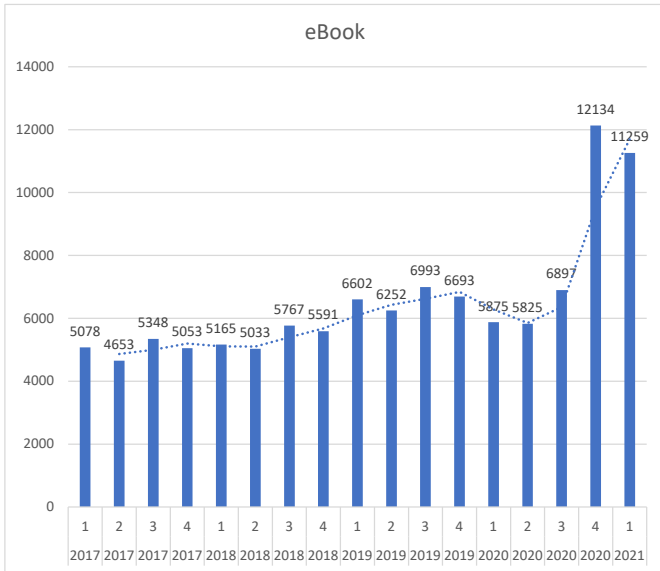
**Quarter 1 2021**



**Q. 1 - July, Aug., Sept.  
Q. 2 - Oct., Nov., Dec.  
Q. 3 - Jan., Feb., March  
Q. 4 - Apr., May, June**

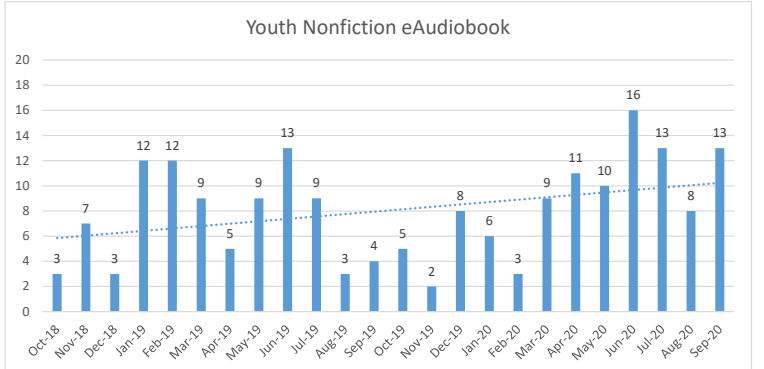
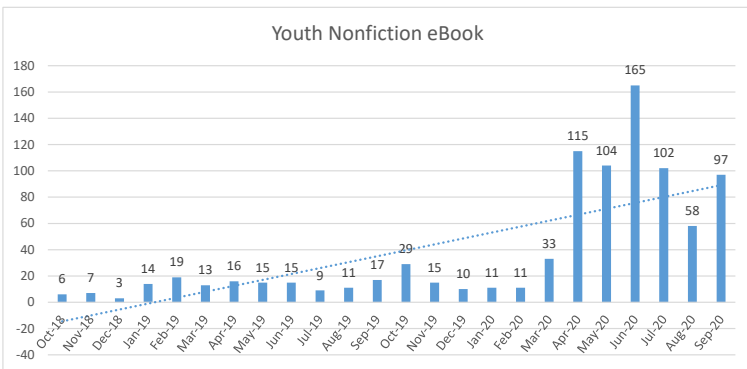
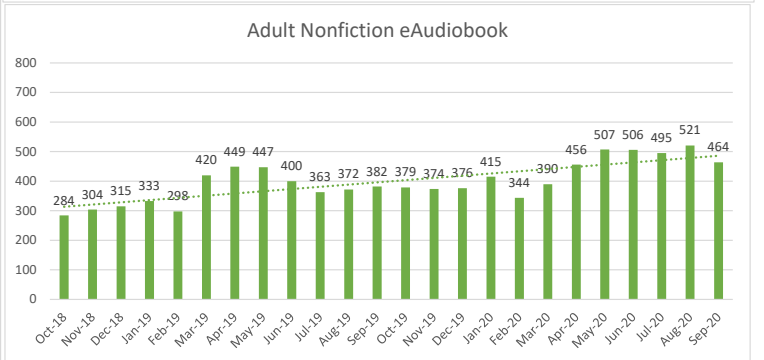
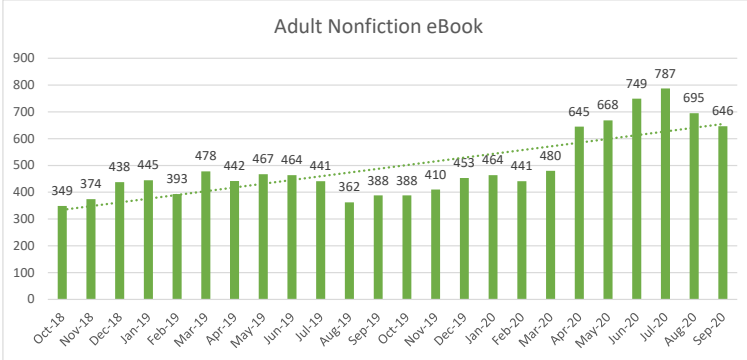
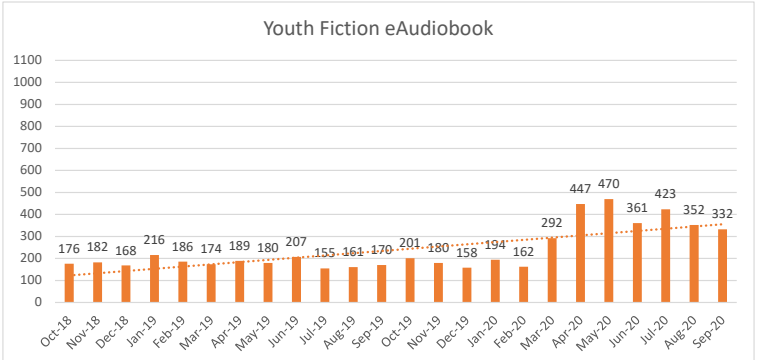
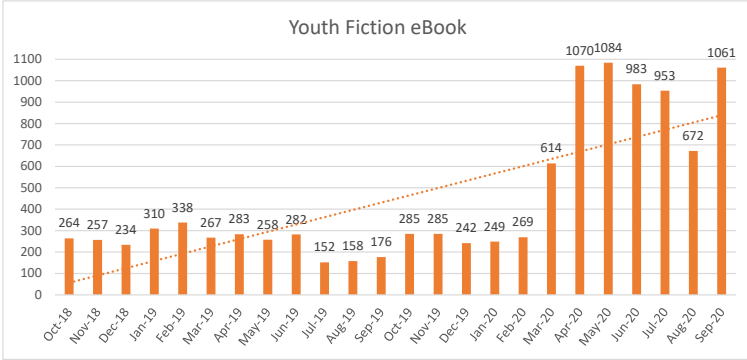
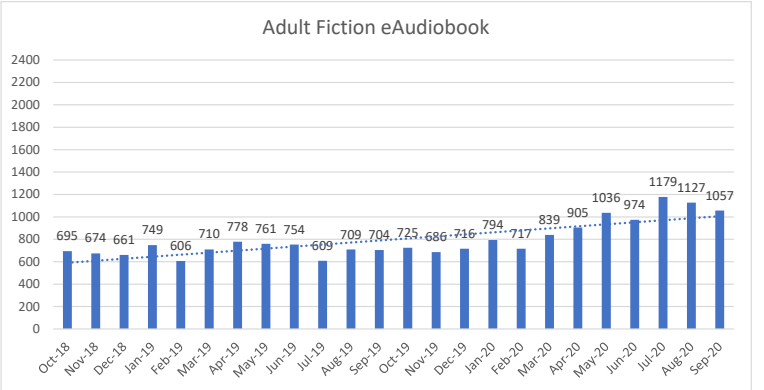
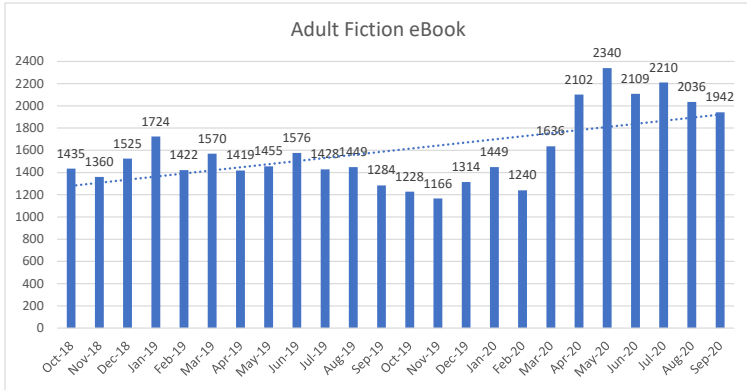


**Digital Quarter 1 2021**

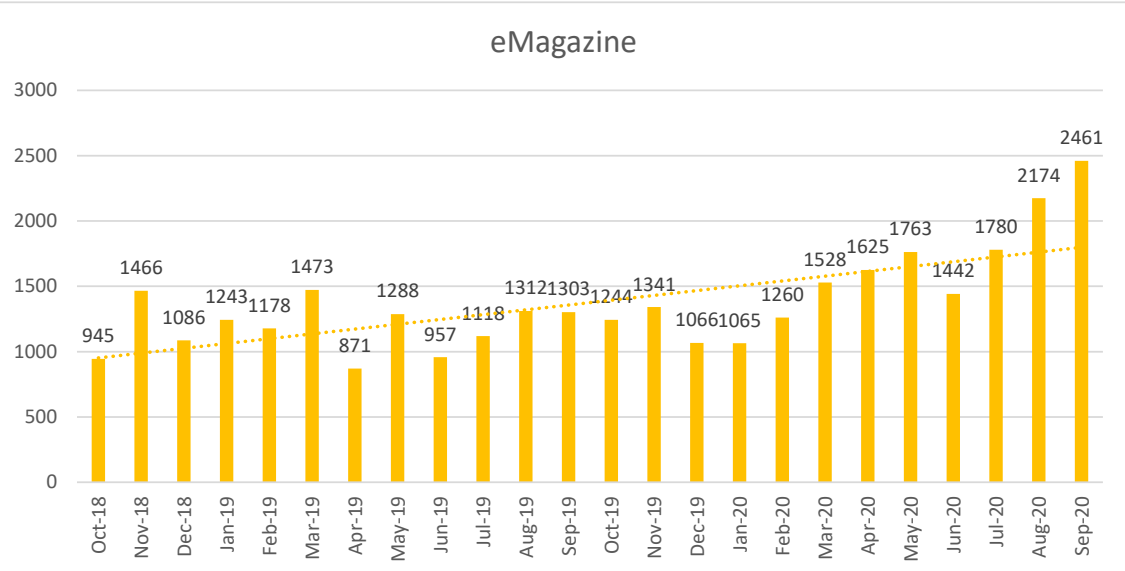
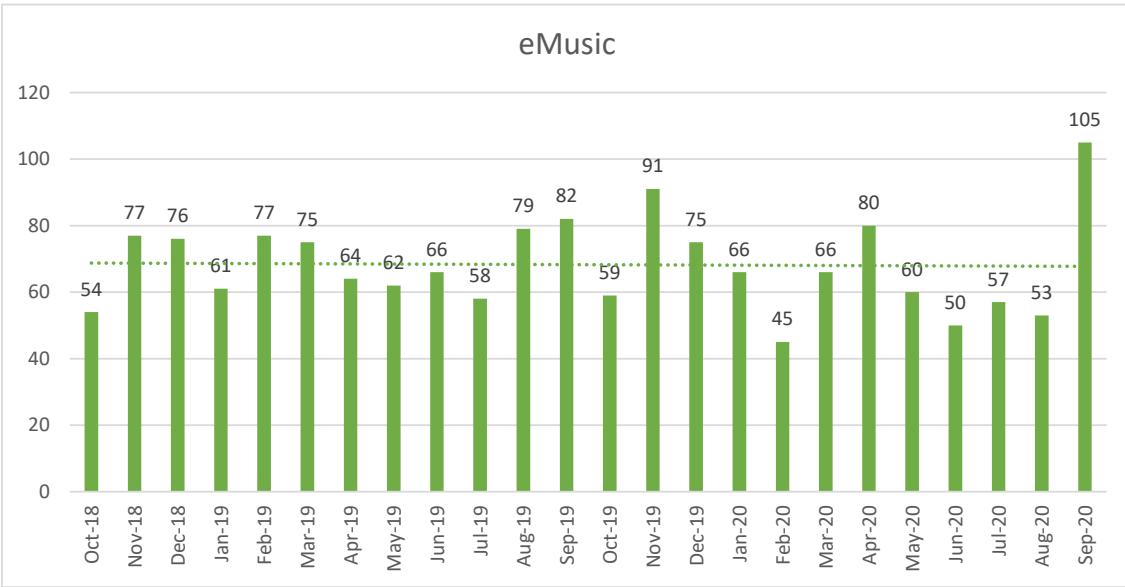
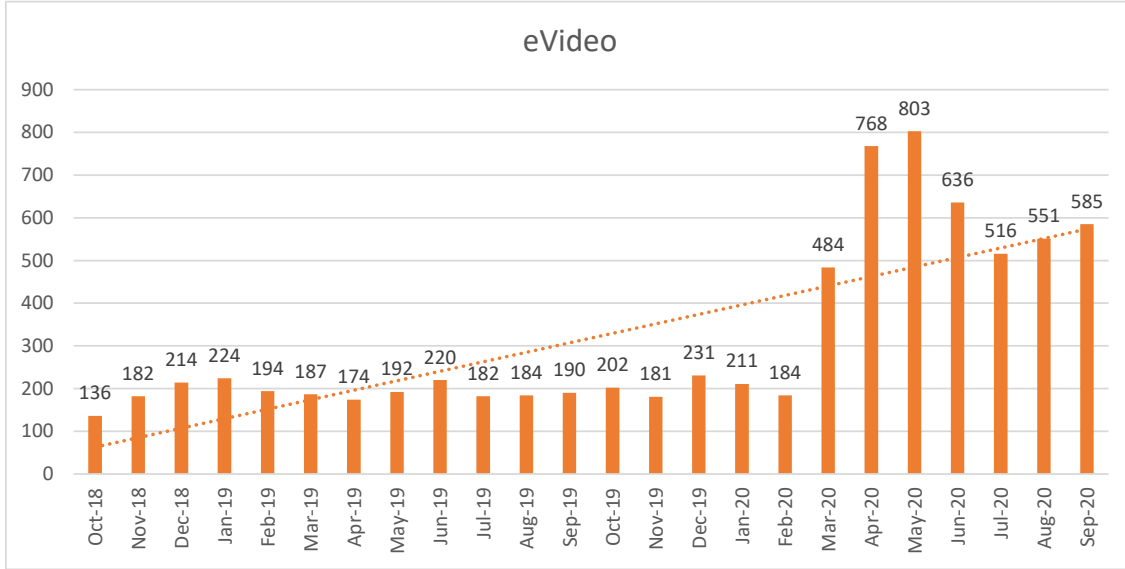


**Q. 1 - July, Aug., Sept.  
 Q. 2 - Oct., Nov., Dec.  
 Q. 3 - Jan., Feb., March  
 Q. 4 - Apr., May, June**

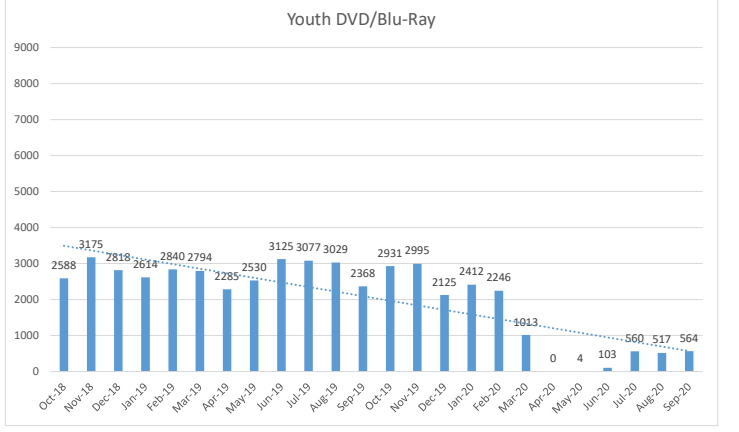
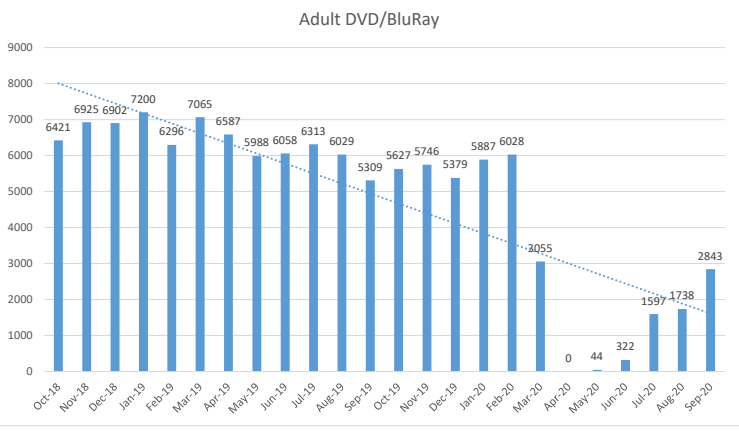
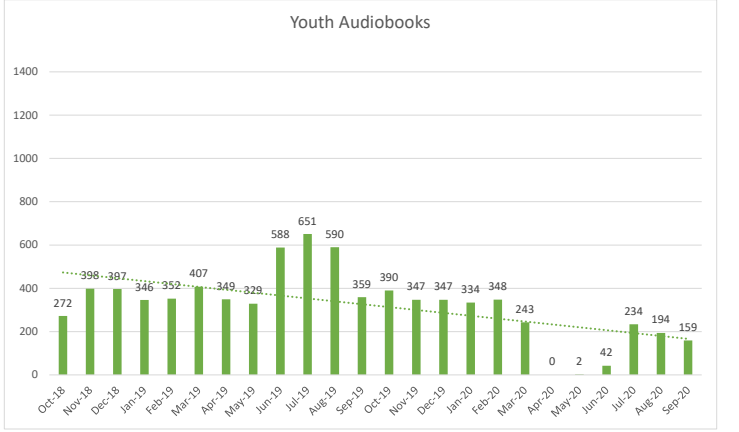
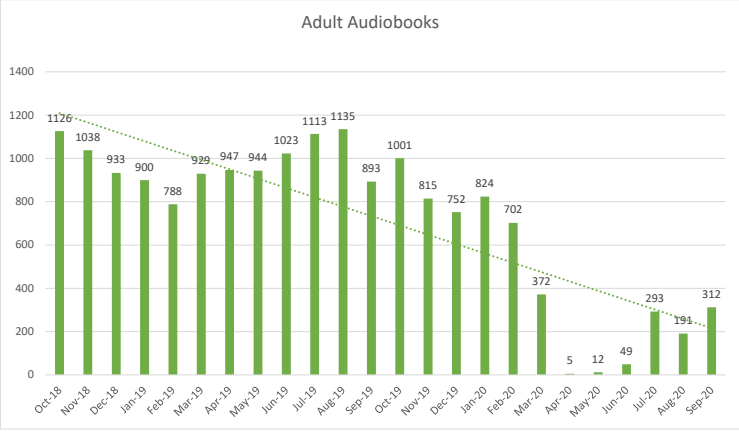
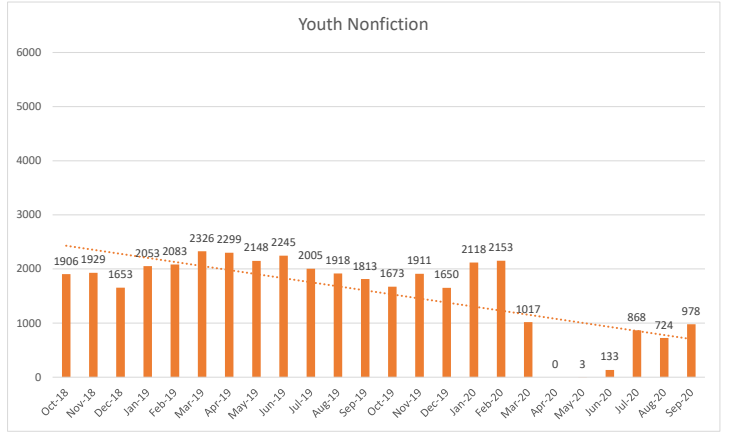
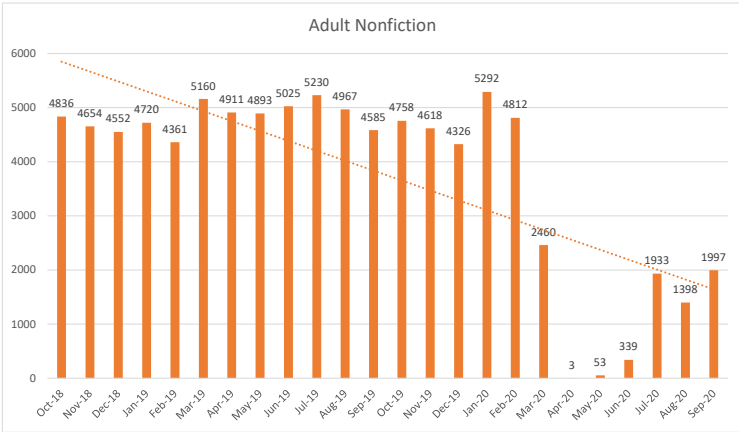
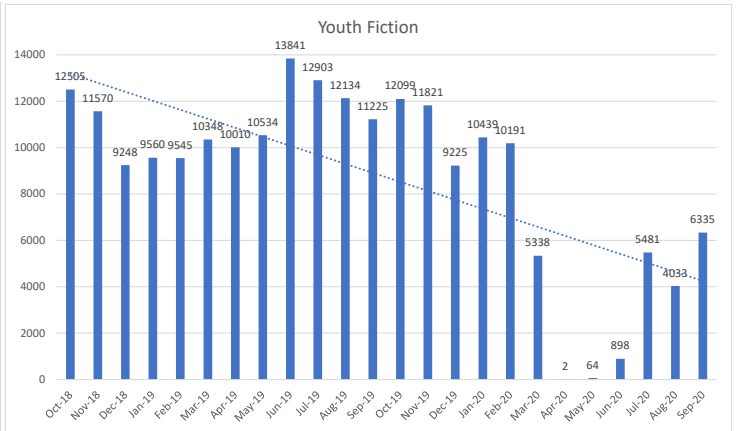
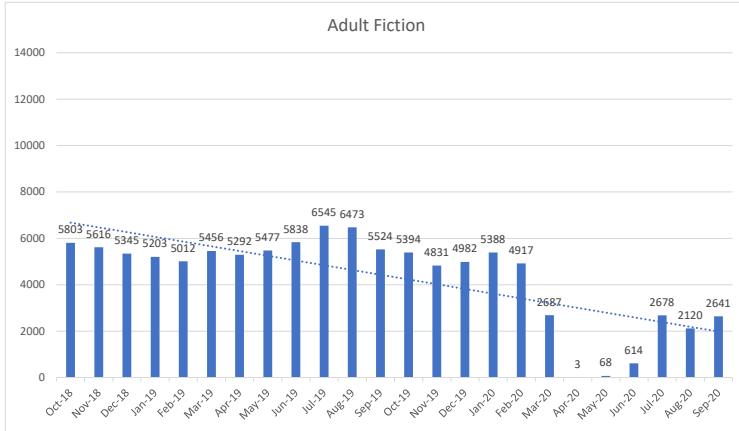
**Digital September 2020**



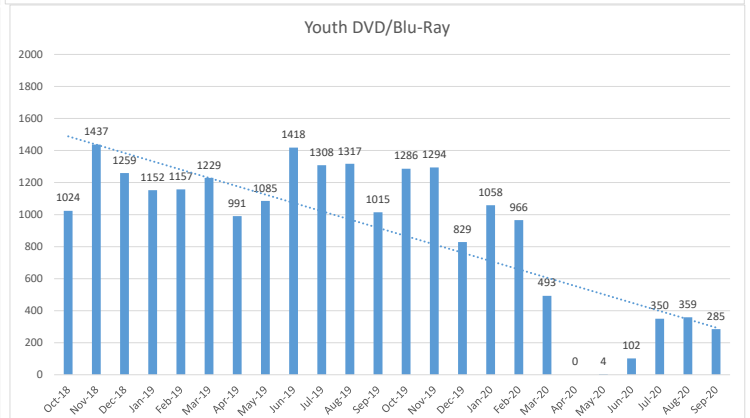
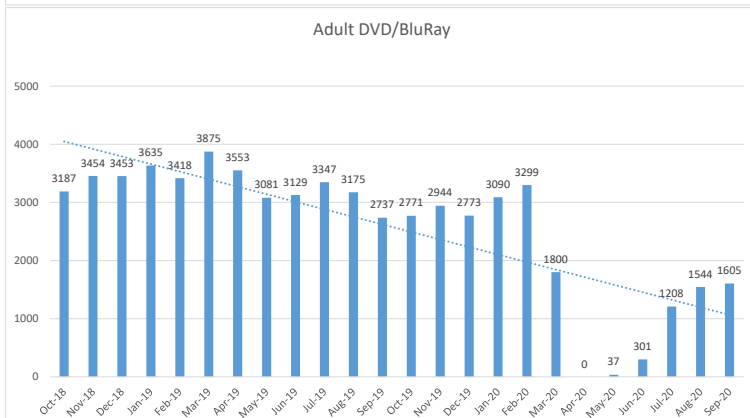
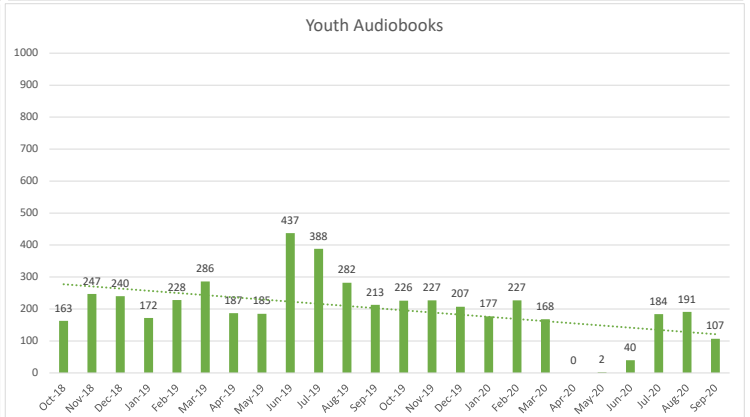
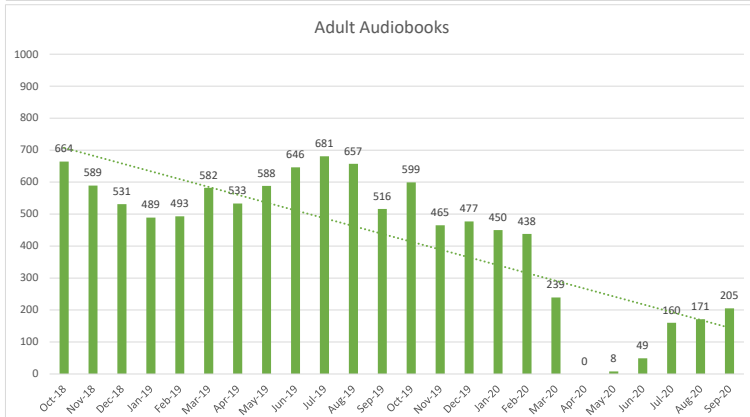
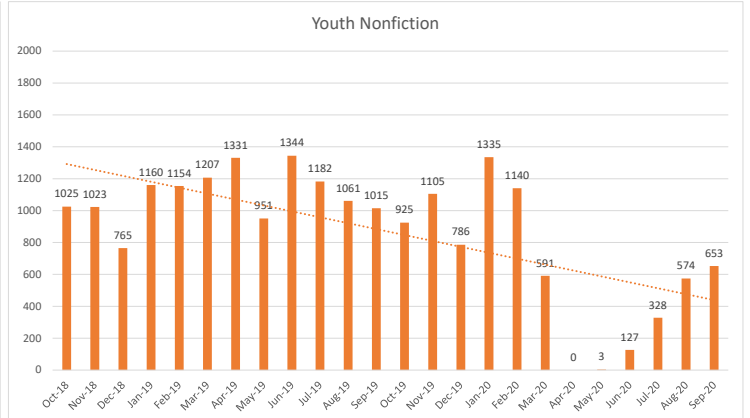
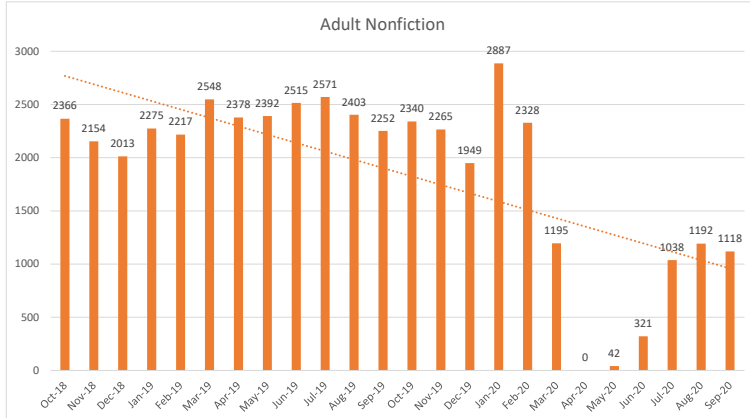
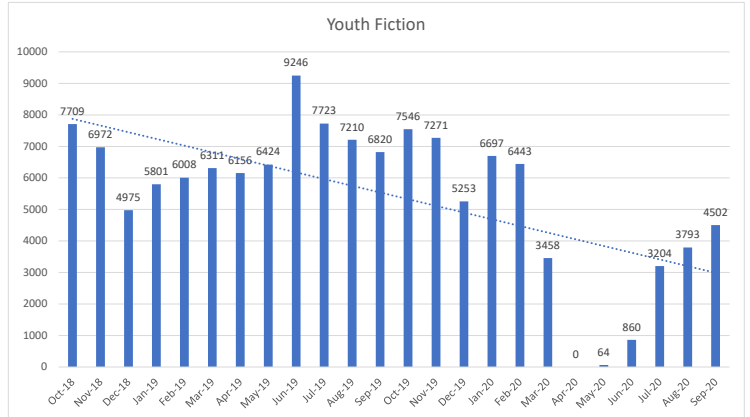
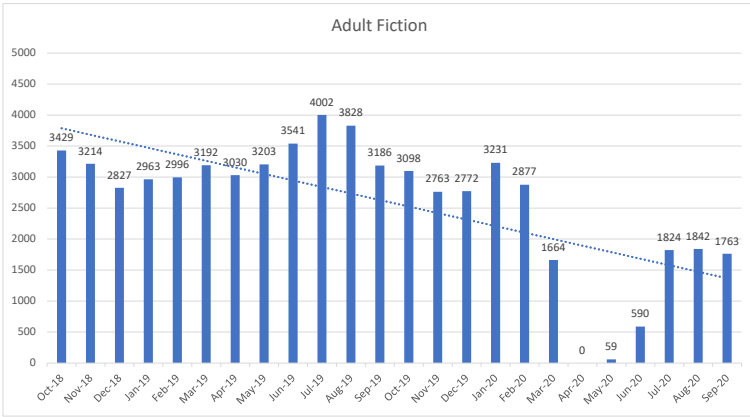
## Digital September 2020 Continued



**Physical Checkouts + Renewals September 2020**

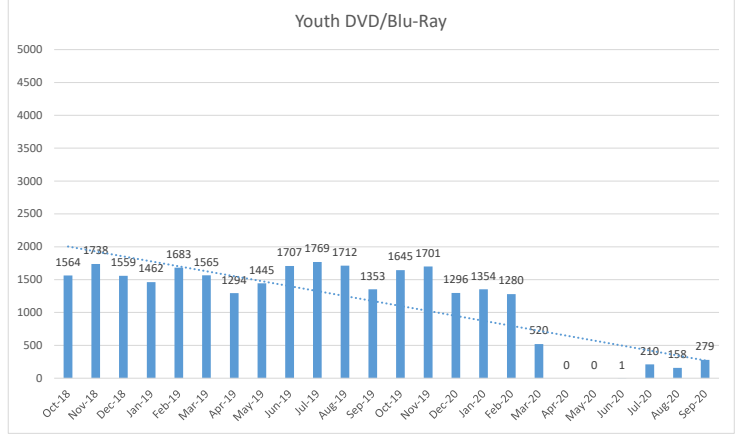
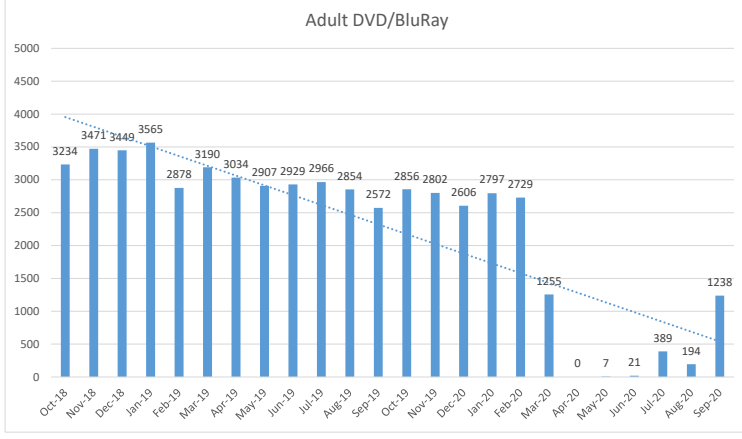
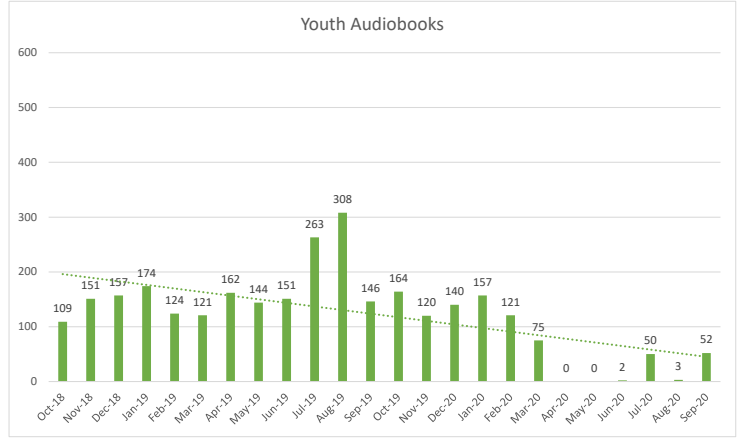
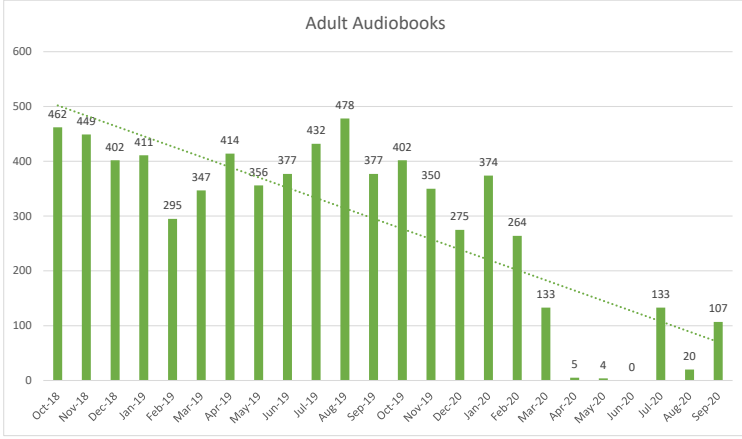
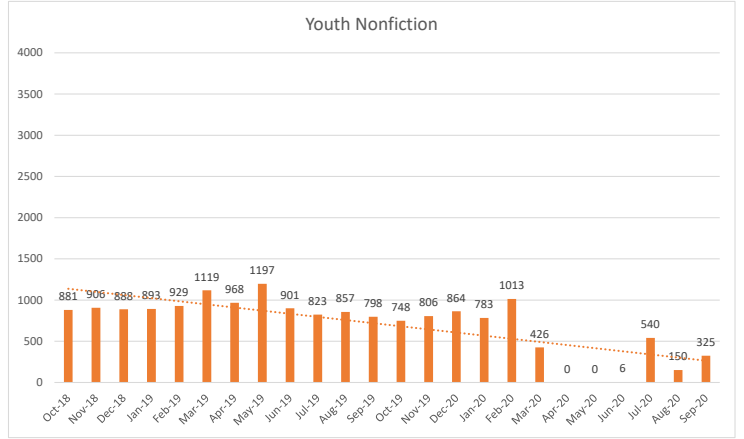
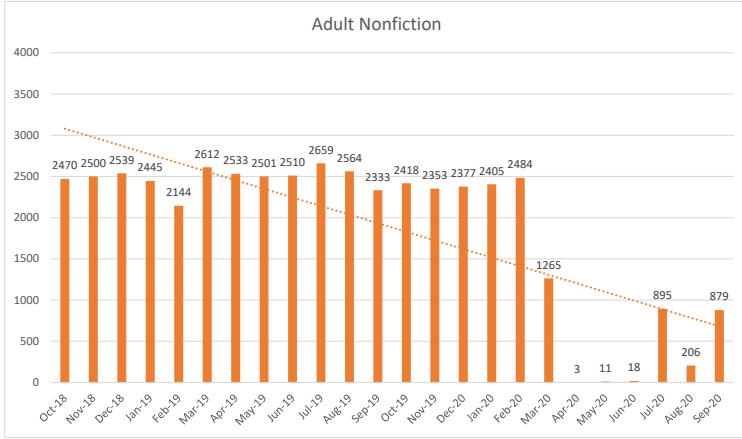
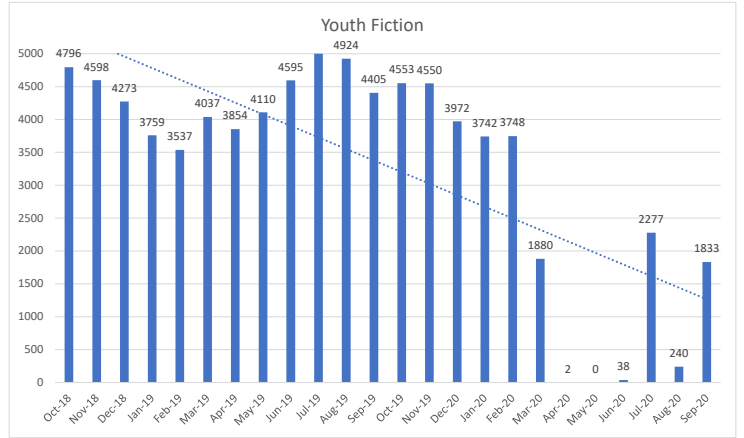
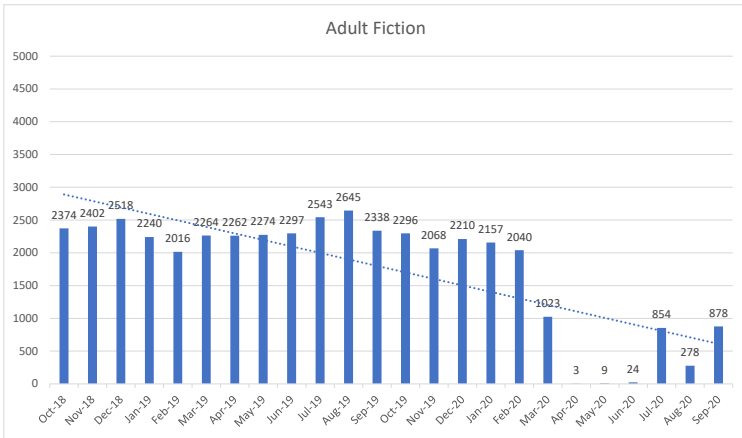


**Physical Initial Checkouts September 2020**

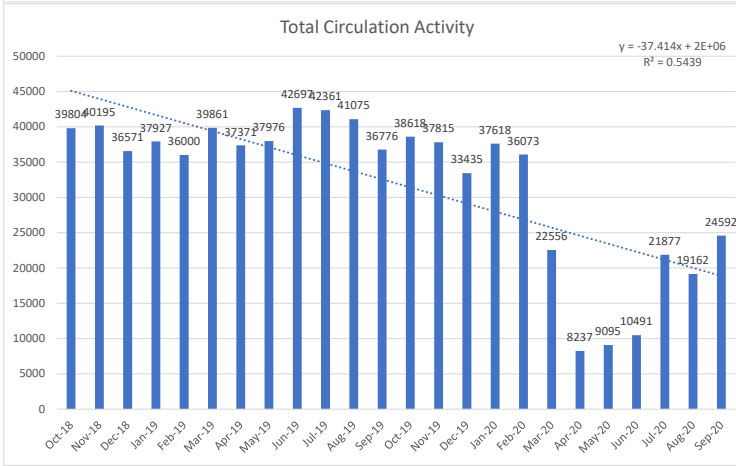
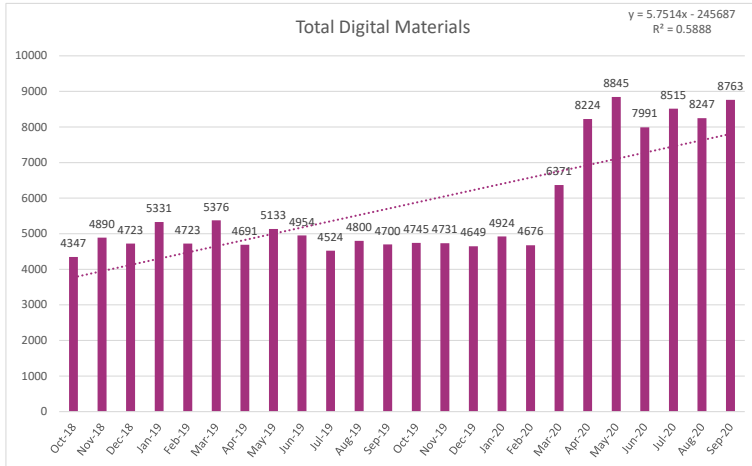
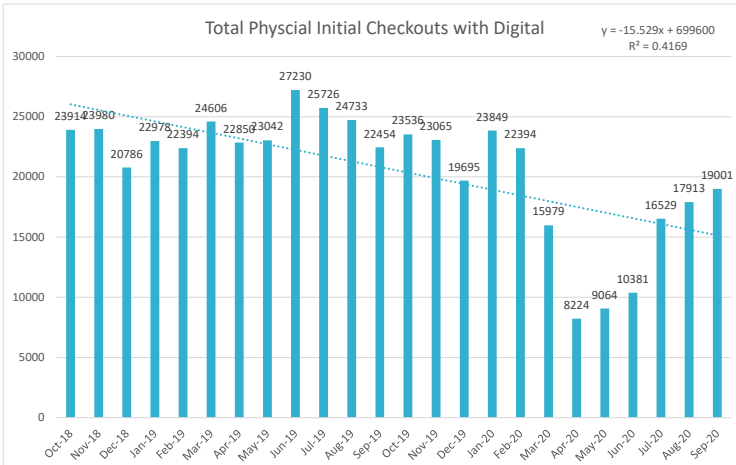
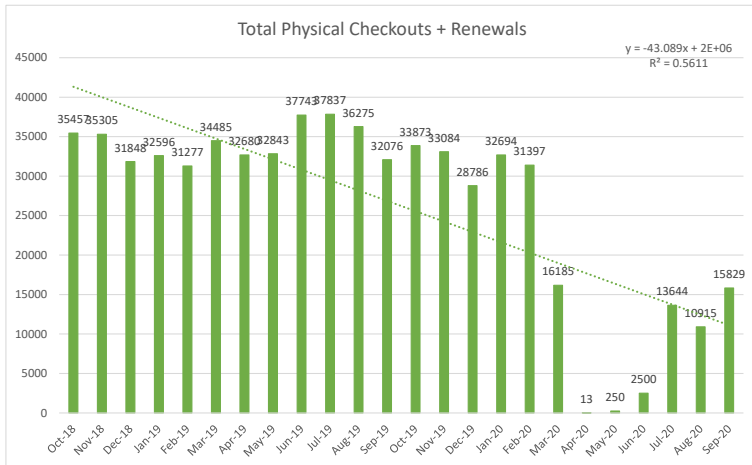
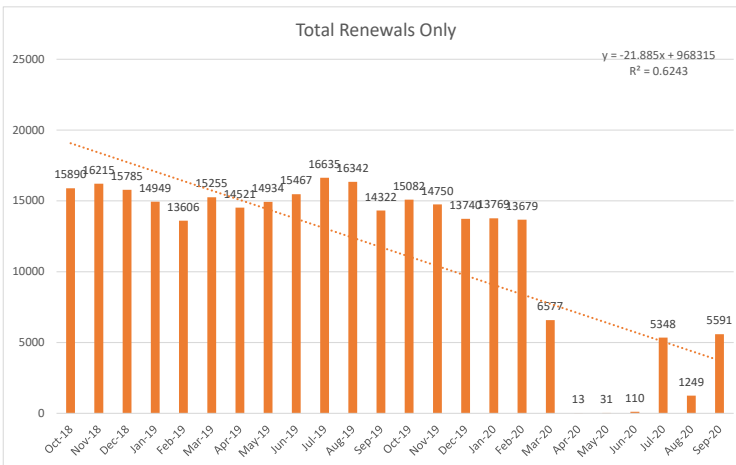
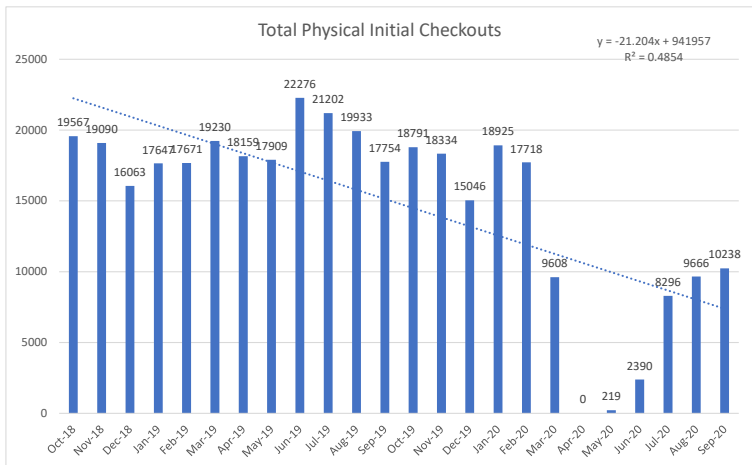




**Physical Renewals September 2020**



**Totals Graphs September 2020**



Notes For Board Discussion on 2020-2021 Fiscal Year Levy Amount

- A. Most recent tax extension/revenue (attached): \$4,384,072  
 (from Levy Ordinance filed in 2019)
- B. Examples of levy increases (approx.)
- |                   |             |  |
|-------------------|-------------|--|
| Increase of 1%:   | \$4,430,000 |  |
| Increase of 2%    | \$4,475,000 |  |
| Increase of 3%    | \$4,515,000 |  |
| Increase of 4%    | \$4,560,000 |  |
| Increase of 4.99% | \$4,600,000 |  |
- C. Notes:
1. The Consumer Price Index for the purposes of tax cap (PTELL) per the Illinois Department of Revenue (attached) is 2.3%;
  2. Even if our proposed levy increase is 3% or more, our actual revenue will be limited by the tax cap/PTELL increase of 2.3%;
  3. A reason to adopt a levy increase of more than 2.3% is that the County Clerk's extension (revenue) will include new property/additions to equalized assessed value so that our actual revenue could be slightly higher than 2.3%.
  4. A levy increase of 5% or more requires a public hearing and publication of a "black border notice" per the Truth in Taxation Law.

DATE 06/29/20

TAX YEAR 2019

AGENCY TAX RATE REPORT

			PRIOR YEAR COOK COUNTY EAV	1,899,873,206	COOK COUNTY	2019 EAV
AGENCY 06-0540-000 WINNETKA-NORTHFIELD PUBLIC LIBRARY DISTRICT			CURR NEW PROP, ANNEX., REC. TIF VAL,		DUPAGE	2,020,309,853
			EXP. INCENTIVES MINUS DISCONNECT PROP	11,732,523	LAKE	
PROPERTY TAX EXTENSION LIMITING LAW (PTELL) LIMITING RATE CALCULATION			TOTAL	1,911,605,729	WILL	
					KANE	
2018 AGGREGATE EXTENSION	2019 EAV MINUS NEW PROP, ANNEX.,				MCHENRY	
X 1.0190	REC TIF VAL, EXP. INCENTIVES				DEKALB	
	PLUS DISCONNECTIONS				GRUNDY	
		LIMITING RATE			KANKAKEE	
4,355,934	/	2,008,577,330	=	0.217	KENDALL	
					LA SALLE	
					LIVINGSTON	

AGENCY OVERALL EAV 2,020,309,853 TOTAL 2,020,309,853

FUND DESCRIPTION OF FUND	LEVY AMOUNT LOSS AMOUNT	LOSS %	TOTAL LEVY	TAX RATE CEILING	MAXIMUM ALLOWABLE LEVY	PRELIMINARY TAX RATE	PTELL REDUCED LEVY SEE BELOW	100.00% OF BURDEN IN COOK COUNTY	FINAL TAX RATE
001 CORPORATE	4,038,000 40,380	1	4,078,380	0.6000	4,078,380	0.2019	4,059,632*	4,059,632	0.2009
008 I.M.R.F.	100,000 1,000	1	101,000	0.0000	101,000	0.0050	100,536	100,536	0.0050
016 SOCIAL SECURITY	40,000 400	1	40,400	0.0000	40,400	0.0020	40,215	40,215	0.0020
018 AUDITING	7,500 75	1	7,575	0.0050	7,575	0.0004	7,541	7,541	0.0004
019 LIABILITY INSURANCE	13,000 130	1	13,130	0.0000	13,130	0.0006	13,070	13,070	0.0006
254 LIBRARY BUILDING AND SITES	152,000 1,520	1	153,520	0.0200	153,520	0.0076	152,815	152,815	0.0076
262 UNEMPLOYMENT INSURANCE	10 0	1	10	0.0000	10	0.0000	10	10	0.0000
TOTAL CAP FUNDS			4,394,015		4,394,015	0.218	4,373,819	4,373,819	0.217
TOTAL NON CAP FUNDS			0		0	0.0000	0	0	0.0000
AGENCY GRAND TOTAL			4,394,015		4,394,015	0.218	4,373,819	4,373,819	0.217

AGENCY'S REDUCTION

2019 TAX EXTENSION GRAND TOTAL 4,384,072.38

Illinois Dept. of Revenue  
History of CPI's Used for the PTELL  
01/14/2020

Year	December CPI-U	% Change From Previous December	% Use for PTELL	Comments	Levy Year	Years Taxes Paid
1991	137.900	--				
1992	141.900	2.9%	2.9%		1993	1994
1993	145.800	2.7%	2.7%	(5 % for Cook)	1994	1995
1994	149.700	2.7%	2.7%		1995	1996
1995	153.500	2.5%	2.5%		1996	1997
1996	158.960	3.6%	3.6%		1997	1998
1997	161.300	1.5%	1.5%		1998	1999
1998	163.900	1.6%	1.6%		1999	2000
1999	168.300	2.7%	2.7%		2000	2001
2000	174.000	3.4%	3.4%		2001	2002
2001	176.700	1.6%	1.6%		2002	2003
2002	180.900	2.4%	2.4%		2003	2004
2003	184.300	1.9%	1.9%		2004	2005
2004	190.300	3.3%	3.3%		2005	2006
2005	196.800	3.4%	3.4%		2006	2007
2006	201.800	2.5%	2.5%		2007	2008
2007	210.036	4.08%	4.1%		2008	2009
2008	210.228	0.1%	0.1%		2009	2010
2009	215.949	2.7%	2.7%		2010	2011
2010	219.179	1.5%	1.5%		2011	2012
2011	225.672	3.0%	3.0%		2012	2013
2012	229.601	1.7%	1.7%		2013	2014
2013	233.049	1.5%	1.5%		2014	2015
2014	234.812	0.8%	0.8%		2015	2016
2015	236.525	0.7%	0.7%		2016	2017
2016	241.432	2.1%	2.1%		2017	2018
2017	246.524	2.1%	2.1%		2018	2019
2018	251.233	1.9%	1.9%		2019	2020
2019	256.974	2.3%	2.3%		2020	2021



## Illinois Department of Revenue

### Property Tax Division

101 West Jefferson Street, MC 3-450

Springfield, Illinois 62702

Telephone: (217) 782-3016

Facsimile: (217) 782-9932

### PTELL – CPI for 2020 Extensions - Property Taxes Payable 2021

TO: County Assessors, Clerks and Tax Extenders in Counties Containing Taxing Districts Subject to the Property Tax Extension Limitation Law (PTELL)

FROM: Brad Kriener  
Property Tax Division

DATE: 1/14/20

SUBJECT: CPI Change for 2020 Extensions (for property taxes payable in 2021) for Taxing Districts Subject to PTELL

The Consumer Price Index (CPI) "cost of living" or inflation percentage to use in computing the 2020 extensions (taxes payable in 2021) under PTELL is 2.3%

Section 18-185 of the Property Tax Code defines CPI as "the Consumer Price Index for All Urban Consumers for all items published by the United States Department of Labor." This index is sometimes referred to as CPI-U. Section 18-185 defines "extension limitation" and "debt service extension base" as "...the lesser of 5% or the percentage increase in the Consumer Price Index during the 12-month calendar year preceding the levy year..." (emphasis added).

For 2020 extensions (taxes payable in 2021), the CPI to be used for computing the extension limitation and debt service extension base is 2.3%. The CPI is measured from December 2018 to December 2019. The U.S. City Average CPI for December 2018 was 251.233 and 256.974 for December 2019. The CPI change is calculated by subtracting the 2018 CPI from the 2019 CPI. The amount is then divided by the 2018 CPI which results in 2.3% CPI.  $(256.974 - 251.233)/251.233 = 2.3\%$  .

Information on PTELL may be accessed through the department's web site at [www.tax.illinois.gov](http://www.tax.illinois.gov) under the "Property Tax" link and the "Property Tax Extension Limitation Law (PTELL)" link under the "General Information" heading.

If you have any questions concerning the change in the consumer price index (CPI), please contact me at (217) 782-3016.

**TAX LEVY ORDINANCE**

**ORDINANCE NO. 2020-2021/2**

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

**FISCAL YEAR JULY 1, 2020 TO JUNE 30, 2021**

This Ordinance constitutes the Tax Levy Ordinance of the Winnetka-Northfield Public Library District, Cook County, Illinois, for the fiscal year beginning July 1, 2020 and ending June 30, 2021.

**Section 1.** Ordinance 2020-2021/1 (Budget and Appropriation Ordinance) is incorporated by reference.

**Section 2.** A tax in the sum of \$(to come) is levied upon all taxable property within the District, said tax levied to defray expenses and liabilities of the District for the fiscal year beginning July 1, 2020 ending June 30, 2021 for the specific objects and purposes indicated as follows:

A.	<u>GENERAL FUND</u>	<u>Appropriation</u>	<u>Levy</u>
1.	IT Services	\$ 171,250.00	\$ 180,000.00
2.	Administrative Services	\$ 314,806.00	\$ 346,677.00
3.	Personnel Salaries and Benefits	\$1,790,000.00	\$1,861,600.00
4.	Programming	\$ 71,190.00	\$ 90,000.00
5.	Insurance	\$ 30,000.00	\$ 35,000.00
6.	Materials	\$ 662,650.00	\$ 738,087.00
7.	Capital Outlay	\$ 410,000.00	\$ 546,667.00
	TOTAL	\$3,449,896.00	\$3,798,031.00

	<u>Appropriation</u>	<u>Levy</u>
<b>B. <u>SPECIAL FUND TAX FUNDS</u></b>		
1. IMRF	\$111,000	\$200,000
2. FICA	\$123,000	\$150,000
3. Unemployment Insurance Fund	\$5,000	\$100,000
4. Liability Insurance	\$15,000	\$30,000
5. Audit Fund	\$12,000	\$21,719
6. Building and Equipment (.02%)	<u>\$320,000</u>	<u>\$ 559,155</u>
 TOTAL	 \$586,000	 \$1,060,875
 TOTAL BUDGET	 \$4,035,896	
 TOTAL APPROPRIATIONS		 \$4,858,906

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

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

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

Passed November 16, 2020, pursuant to a roll call vote as follows:

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

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

ATTEST:

\_\_\_\_\_  
 Suzie Shoup, Secretary  
 Board of Library Trustees  
 Winnetka-Northfield Public Library District



WINNETKA-NORTHFIELD PUBLIC LIBRARY DISTRICT

CERTIFICATE OF COMPLIANCE  
WITH TRUTH IN TAXATION LAW

I, Jean-Paul Ruiz-Funes, certify that I am the President of the Board of Library Trustees  
Winnetka-Northfield Public Library District

I further certify that the attached Ordinance No. 2020/2021/2 (Tax Levy Ordinance) was adopted  
in compliance with the provisions of the Truth in Taxation Law, 35 ILCS 200/18-55 *et seq.*

This Certificate applies to the 2020 levy.

---

Suzie Shoup, Secretary  
Board of Library Trustees  
Winnetka-Northfield Public Library District

Date signed: November 16, 2020

RESOLUTION TO DETERMINE ESTIMATE OF FUNDS  
NEEDED FOR 2020-2021 FISCAL YEAR

WHEREAS, the Winnetka-Northfield Public Library District (Library District) must adopt on or before December 1, 2020, its Levy Ordinance for the 2020-2021 fiscal year; and

WHEREAS, pursuant to the Truth in Taxation Law (35 ILCS 200/18-55 et. seq.), the Library District must determine not less than 20 days prior to adoption of its Levy Ordinance the amounts of money estimated to be raised by taxation for the 2020-2021 fiscal year upon the taxable property in the Library District.

NOW, THEREFORE, BE IT RESOLVED AND DETERMINED by the Board of Library Trustees of the Library District that the amount of money estimated to be raised by taxation for the 2020-2021 fiscal year upon the taxable property in the Library District (levy amount) shall not exceed \$4,603,000. This levy amount is approximately 5.0% higher than \$4,384,072, the Library District’s tax extension for the previous year. As such, there is no need for further compliance with the Truth in Taxation Law.

ADOPTED October 19, 2020.

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

ABSTAINING: \_\_\_\_\_

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

ATTEST:

\_\_\_\_\_  
Suzanne Shoup, Secretary  
Board of Library Trustees  
Winnetka-Northfield Public Library District

(SEAL)