

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

**THE MEETING WILL BEGIN FOLLOWING THE 7:00 PM SPECIAL HEARING 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, September 21, 2020

- I. Call to Order**
- II. Roll Call**
- III. Public Comments**
- IV. Vote to Approve Minutes**
  - Approve Minutes of the July 20, 2020 Regular Meeting\*
  - Approve Minutes of the August 18, 2020 Regular Meeting\*
- V. Financial Report**
  - Approve July 2020 Financial Statements\*
  - Approve August 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 and Vote on the Certified Estimate of Revenue by Source\*
  - Discussion and Vote on the Approval of the Hiring of a New Director
  - Discussion on October Board Meeting
- X. Communications**
  - This month is Library Card Sign-Up Month, spread the word to District friends and neighbors.
- XI. Public Comments**
- XII. Adjournment**

\*Attachments

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

July 20, 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, Raheela Anwar, Brian Johnson, 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 Winnetka resident Jeffrey Liss. Present were Northfield residents Sue Kelly and Nancy Detlefsen. Present was Northbrook resident Susan Kelly.

**III. Public Comments**

Northfield resident Sue Kelly commented on reopening the Studio.

Northfield resident Nancy Detlefsen commented on reopening the Northfield Branch Library and the Board's email account.

**IV. Vote to Approve Minutes of the June 15, 2020 Regular Meeting**

A MOTION was made by Trustee Casale MacNally to approve the Minutes of the June 15, 2020 Regular Meeting and seconded by Trustee Anwar.

ROLL CALL VOTE

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

NAYS: 0

ABSENT:

MOTION CARRIED

**V. Financial Report**

Interim Director Quish and Trustee Vandergrift presented the June 2020 Financial Statements.

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

The MOTION passed on a voice vote.

**VI. Library Report**

## LIBRARY DIRECTOR'S REPORT:

Interim Director Quish reported:

- Head of Youth Services Amanda Garrity submitted an impact story from a patron who was very excited about and thankful for the Summer Reading Choose Your Own Adventure Read Aloud Book Club Program.
- Digital circulation took a slight dip from May to June; the District attributes this to curbside service allowing for more physical checkouts.
- The District is still issuing temporary library cards; there were 38 new cards issued in June; totaling 188 since the closure.
- Virtual Branch circulation is up 61%.
- Summer Reading is coming to an end; the District currently has 375 registrants, and 18 patrons have finished.
- The District launched Found4You, a new book recommendation service.
- Programming is down 11% from last year, however this is to be expected during the pandemic.
  - The Super Smash Bros. program had 45 attendees
  - The Monet and the Story of Impressionism program had 42 attendees
- The new District app is ready and out on Google and Apple stores.

## BOARD PRESIDENT'S REPORT:

President Ruiz-Funes reported:

- Interim Director Emily Compton-Dzak is on (non-COVID-19 related) medical leave of absence for eight weeks; Head of Communications Sarah Quish has stepped in as Interim Director.
- The trustees' thoughts are with those directly affected by COVID-19 and they wish to thank the first responders and essential workers for their efforts.
- President of the Village of Northfield Joan Frasier expressed concern with the Northfield Branch Library remaining closed during the pandemic, and the lack of capital projects to update the Northfield Branch Library.
  - President Ruiz-Funes and Interim Director Quish will be meeting with Joan Frasier to discuss these concerns.
  - The reopening of the Northfield Branch Library is a top priority for the District; The District will continue to follow the key guiding principles of uncompromising patron and staff safety and remaining in full compliance of state guidelines.
  - A great amount of thought has been given to capital projects at the Northfield Branch Library; plans are on hold and will remain on hold until the new director is in place.
- No patron in the District should have difficulty obtaining books when either of the buildings are closed; the District should continue to focus on making sure all patrons have access to digital materials.

## VII. Liaisons to Other Organizations-Reports

- *Winnetka Village*- Trustee Johnson reported that the court case against OneWinnetka for property maintenance continues. He also reported that District 36 is reopening, but in what form will depend on where the state of Illinois is at

the time, and that the Village Cleanup and Sidewalk Sale are getting back on track.

- *Northfield Village-* Trustee Shoup reported that there will be a virtual Village meeting on July 21, 2020 to discuss the 2040 plan, remote learning, and dealing with COVID-19.

## **VIII. Unfinished Business**

- *Update on library director search*  
Trustee Gosselin gave an update on the library director search. He reported that the finalist interviews will be conducted on August 17, 2020 and August 18, 2020.
- *Update on library reopening plans*  
Interim Director Quish reported that the District launched a community survey to determine what services patrons were interested in and comfortable with.
  - Patrons had expressed concern with safety and cleaning; the Facilities team has increased cleaning, added plexiglass partitions, removed seating, placed hand sanitizer throughout the building and the District has limited the number of people allowed in the building at one time.
  - There were also patrons interested in limited curbside pickup service at the Northfield Branch Library, which the District hopes to offer soon. Once the Winnetka building is reopened smoothly, the District will focus on accessing the Northfield collection, and looks forward to reopening the Northfield Branch Library as we navigate the steps of reopening amid current guidelines.
- *Patio project update*  
Interim Director Quish reported that the management team approved the pavers and were all on board with Lakota's recommendation. She also reported that she was not able to receive an estimated completion date but will keep the Board posted.

## **IX. New Business**

- *Update and discussion of One Book Two Villages Program*  
Interim Director Quish reported that the District is proposing the program be virtual and free to all patrons this year. The Board discussed the logistics of having a virtual One Book Two Villages program.
- *Discussion and assignment of two trustees to conduct annual Board Secretary's Review of Records for Fiscal Year 2019-2020*  
President Ruiz-Funes and Trustee Casale MacNally agreed to conduct the annual Board Secretary's Review of Records for Fiscal Year 2019-2020.

## **X. Communications**

- *No communications.*

## **XI. Public Comments**

Northbrook resident Susan Kelly commented on the Board's email account.

Winnetka resident Jeffrey Liss commented on the director search.

Northfield resident Sue Kelly commented on the director search.

**XII. 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 Shoup.

**ROLL CALL VOTE**

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

**NAYS:** 0

**ABSENT:**

**MOTION CARRIED**

President Ruiz-Funes adjourned the meeting at 8:33 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**

August 18, 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 1:01 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). Present was Winnetka resident Jeffrey Liss.

**III. Public Comments**

Winnetka resident Jeffrey Liss commented on the director search.

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

President Ruiz-Funes received an email from a patron requesting an amendment to the Public Comments section of the July 20, 2020 Regular Meeting minutes.

The July 20, 2020 Regular Meeting minutes will be reviewed for amendments before approval at the September 21, 2020 Board Meeting.

**V. Financial Report**

Interim Director Quish presented the Preliminary July 2020 Financial Statements.

**VI. Library Report**

LIBRARY DIRECTOR'S REPORT:

Interim Director Quish reported:

- Total circulation is down 49% compared to July 2019.
- Virtual circulation is doing well; up 88% compared to July 2019.
- The District consulted with the Friends of the Library and decided the One Book Two Villages program will be held virtually on September 10, 2020 and will be free to all patrons.
- Youth Services staff are making a more robust youth website, as well as “quick pick bags” for patrons to grab in order to minimize their time spent in the building.
- The next Source will be hitting homes August 29, 2020.
- The District conducted a staff survey; there was good participation, and the management team gained useful information that the District will use going forward as the Northfield Branch Library reopens.

## 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.
- President Ruiz-Funes thanked District staff for their efforts and the safety measures being taken, Sarah Quish for her work as Interim Library Director, Trustees Gosselin and Vandergrift for their work on the director search, and Trustees MacNally and Anwar for providing advisory to the Interim Director.

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

- *Winnetka Village-* Trustee Johnson reported that the Winnetka Park District is doing a great job of hosting safe outdoor events, such as outdoor yoga. He also reported that the Guanajuato restaurant is moving locations, the Village approved loosening restrictions on display cases, and District 36 will be going back to school on a hybrid basis.
- *Northfield Village-* Trustee Shoup reported that the Village of Northfield will be holding their monthly meeting tonight. She also reported that Joan Frasier, the President of the Village of Northfield, is pushing for the Northfield Branch Library to reopen after receiving feedback from patrons.

### **VIII. Unfinished Business**

- *Update on library director search*  
Trustee Gosselin reported that the trustees will be interviewing the three final candidates today and the Board hopes to extend an offer shortly thereafter.
- *Update on library reopening plans*  
Interim Director Quish reported that a staff committee met virtually and decided to transfer the collection, open the book drop, and begin curbside service at the Northfield Branch Library at the same time. The facilities team is preparing the building and the District is currently working out the schedule and moving as quickly as possible to reopen the Northfield Branch Library.
- *Patio project update*  
Interim Director Quish reported that Lakota Group decided to use the original concrete pavers that the project was contracted for, and that the patio should be open by Labor Day.

### **IX. New Business**

- *Discussion and Vote on District closure dates for Fiscal Year 2020-2021*  
A MOTION was made by Trustee Vandergrift to Approve the District Closure Dates for Fiscal Year 2020-2021 and seconded by Trustee Casale MacNally.

The MOTION passed on a voice vote.

- *Discussion and Vote on Annual Ordinance Authorizing Non-Resident Cards*  
A MOTION was made by Trustee Johnson to Approve the Annual Ordinance Authorizing Non-Resident Cards and seconded by Trustee Shoup.

The MOTION passed on a voice vote.

- *Discussion and Vote on District Printer/Copier Lease Agreement*  
A MOTION was made by Trustee Gosselin to Approve the District Printer/Copier Lease Agreement 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 Auditor Engagement*  
A MOTION was made by Trustee Anwar to Approve the Engagement of McClure, Inserra & Company, Chartered as the District's auditors and seconded by Trustee Casale MacNally.

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 Ordinance Adopting Building and Maintenance Tax (.02% special tax) for Fiscal Year 2020-2021*  
A MOTION was made by Trustee Vandergrift to Approve the Ordinance Adopting Building and Maintenance Tax (.02% special tax) for Fiscal Year 2020-2021 and seconded by Trustee Shoup.

ROLL CALL VOTE

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

NAYS: 0

ABSENT: 0

MOTION CARRIED

- *Review Draft of Budget and Appropriation Ordinance for Fiscal Year 2020-2021*  
Interim Director Quish presented the draft of the Budget and Appropriation Ordinance for Fiscal Year 2020-2021.

## **X. Communications**

- *The next meeting will be held on Monday, September 21 at 7 p.m. and will begin with a special hearing for the approval of the Budget and Appropriation Ordinance for Fiscal Year 2020-2021.*



**XI. Public Comments**  
No public comments.

**XII. Adjourn to Closed Session**

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

A MOTION to adjourn to Closed Session was made by Trustee Johnson and seconded by Trustee Vandergrift. The MOTION passed on a voice vote and President Ruiz-Funes adjourned the meeting to Closed Session at 1:53 p.m.

**XIII. Return to Open Session**

**XIV. Adjournment**  
There being no further business to come before the Board, a MOTION to adjourn was made by Trustee Shoup and seconded by Trustee Vandergrift.

President Ruiz-Funes adjourned the meeting at 7:28 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 1 Month Ended July 31, 2020

Ideal Budget Percentage Spent: 8.33%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Current Year-to-Date</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
<b>Revenues</b>					
Library Fund	4,122,360.00	343,530.00	746,629.22	18.11 %	403,099.22
IMRF Fund	100,000.00	8,333.33	17,009.01	17.01 %	8,675.68
FICA Fund	40,000.00	3,333.33	6,803.70	17.01 %	3,470.37
Building Fund	152,000.00	12,666.67	25,853.75	17.01 %	13,187.08
Unemployment Fund	10.00	0.83	1.69	16.90 %	0.86
<b>Total Revenues</b>	<u>4,414,370.00</u>	<u>367,864.17</u>	<u>796,297.37</u>	<u>18.04 %</u>	<u>428,433.20</u>
<b>Expenses</b>					
Library Fund	3,476,896.00	289,741.33	241,301.26	6.94 %	(48,440.07)
IMRF Fund	111,000.00	9,250.00	8,997.41	8.11 %	(252.59)
FICA Fund	123,000.00	10,250.00	8,353.29	6.79 %	(1,896.71)
Building Fund	320,000.00	26,666.67	18,416.52	5.76 %	(8,250.15)
Unemployment Fund	<u>5,000.00</u>	<u>416.67</u>	<u>(3.89)</u>	<u>(0.08)%</u>	<u>(420.56)</u>
<b>Total Expenses</b>	<u>4,035,896.00</u>	<u>336,324.67</u>	<u>277,064.59</u>	<u>6.87 %</u>	<u>(59,260.08)</u>
<b>Total Revenues</b>	4,414,370.00	367,864.17	796,297.37	18.04 %	428,433.20
<b>Total Expenses</b>	<u>4,035,896.00</u>	<u>336,324.67</u>	<u>277,064.59</u>	<u>6.87 %</u>	<u>59,260.08</u>
<b>Excess Revenues less Expenses</b>	<u>378,474.00</u>	<u>31,539.50</u>	<u>519,232.78</u>	<u>137.19 %</u>	<u>487,693.28</u>

# Winnetka-Northfield Public Library District

## Library Fund Summary

For the 1 Month Ended July 31, 2020

Ideal Budget Percentage Spent: 8.33%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year-to-Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
<b>Operating Revenue</b>					
Property Tax	3,916,860.00	326,405.00	690,309.24	17.62 %	363,904.24
Replacement Tax	20,000.00	1,666.67	10,328.10	51.64 %	8,661.43
Collections	126,000.00	10,500.00	24,941.43	19.79 %	14,441.43
Materials	9,500.00	791.67	0.00	0.00 %	(791.67)
Other Income	50,000.00	4,166.67	21,050.45	42.10 %	16,883.78
<b>Total Operating Revenue</b>	<u>4,122,360.00</u>	<u>343,530.00</u>	<u>746,629.22</u>	<u>18.11 %</u>	<u>403,099.22</u>
<b>Operating Expenses</b>					
Personnel	1,790,000.00	149,166.67	84,653.69	4.73 %	(64,512.98)
Administration	229,106.00	19,092.17	20,723.43	9.05 %	1,631.26
Utilities	97,700.00	8,141.67	2,451.22	2.51 %	(5,690.45)
IT Services	171,250.00	14,270.83	(9,646.14)	(5.63)%	(23,916.97)
Public Relations	45,000.00	3,750.00	4,226.00	9.39 %	476.00
Library Materials - Adult	576,750.00	48,062.50	119,309.77	20.69 %	71,247.27
Library Materials - Youth	85,900.00	7,158.33	10,883.75	12.67 %	3,725.42
Programs	71,190.00	5,932.50	162.50	0.23 %	(5,770.00)
Capital	410,000.00	34,166.67	8,537.04	2.08 %	(25,629.63)
<b>Total Operating Expenses</b>	<u>3,476,896.00</u>	<u>289,741.33</u>	<u>241,301.26</u>	<u>6.94 %</u>	<u>(48,440.07)</u>
<b>Total Revenues</b>	4,122,360.00	343,530.00	746,629.22	18.11 %	403,099.22
<b>Total Expenses</b>	<u>3,476,896.00</u>	<u>289,741.33</u>	<u>241,301.26</u>	<u>6.94 %</u>	<u>(48,440.07)</u>
<b>Excess Revenues less Expenses</b>	<u>645,464.00</u>	<u>53,788.67</u>	<u>505,327.96</u>	<u>78.29 %</u>	<u>451,539.29</u>

# Winnetka-Northfield Public Library District

## Statement of Revenues and Expenditures - Modified Cash Basis

For the 1 Month Ended July 31, 2020

Ideal Budget Percentage Spent: 8.33%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year to Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
<b>LIBRARY FUND</b>					
<b>Revenues</b>					
<b>Taxes</b>					
Property Taxes Collections	3,916,860.00	326,405.00	686,822.20	17.54 %	360,417.20
Property Taxes Collections-Liability	0.00	0.00	2,211.22	0.00	2,211.22
Property Taxes Collections-Audit	0.00	0.00	1,275.82	0.00	1,275.82
Replacement Tax	<u>20,000.00</u>	<u>1,666.67</u>	<u>10,328.10</u>	<u>51.64 %</u>	<u>8,661.43</u>
<b>Total Taxes</b>	<u>3,936,860.00</u>	<u>328,071.67</u>	<u>700,637.34</u>	<u>17.80 %</u>	<u>372,565.67</u>
<b>Collections</b>					
Per Capita Grant	15,000.00	1,250.00	0.00	0.00 %	(1,250.00)
Kenilworth Services	100,000.00	8,333.33	24,752.88	24.75	16,419.55
Fines - Winnetka	8,000.00	666.67	188.55	2.36	(478.12)
Studio Fees	1,000.00	83.33	0.00	0.00	(83.33)
Lost/Damaged Mat.-Winnetka	<u>2,000.00</u>	<u>166.67</u>	<u>0.00</u>	<u>0.00</u>	<u>(166.67)</u>
<b>Total Collections</b>	<u>126,000.00</u>	<u>10,500.00</u>	<u>24,941.43</u>	<u>19.79 %</u>	<u>14,441.43</u>
<b>Materials</b>					
Copy/Printing - Winnetka	7,500.00	625.00	0.00	0.00 %	(625.00)
Book Sales - Winnetka	<u>2,000.00</u>	<u>166.67</u>	<u>0.00</u>	<u>0.00</u>	<u>(166.67)</u>
<b>Total Materials</b>	<u>9,500.00</u>	<u>791.67</u>	<u>0.00</u>	<u>0.00 %</u>	<u>(791.67)</u>
<b>Other Income</b>					
Checking Interest Income	50,000.00	4,166.67	171.78	0.34 %	(3,994.89)
Byline Bank IMA Interest	0.00	0.00	6,288.95	0.00	6,288.95
Change on Investment Value	0.00	0.00	(612.75)	0.00	(612.75)
Money Market-Interest	0.00	0.00	2.47	0.00	2.47
Gift Fund (over \$100)	0.00	0.00	200.00	0.00	200.00
Friends Donations	<u>0.00</u>	<u>0.00</u>	<u>15,000.00</u>	<u>0.00</u>	<u>15,000.00</u>
<b>Total Other Income</b>	<u>50,000.00</u>	<u>4,166.67</u>	<u>21,050.45</u>	<u>42.10 %</u>	<u>16,883.78</u>
<b>Total Revenue</b>	<u>4,122,360.00</u>	<u>343,530.00</u>	<u>746,629.22</u>	<u>18.11 %</u>	<u>403,099.22</u>

# Winnetka-Northfield Public Library District

## Statement of Revenues and Expenditures - Modified Cash Basis

For the 1 Month Ended July 31, 2020

Ideal Budget Percentage Spent: 8.33%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year to Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
<b>LIBRARY FUND</b>					
<b>Expenses</b>					
<b>Personnel</b>					
Salaries	1,610,000.00	134,166.67	72,260.94	4.49 %	(61,905.73)
Health Insurance	155,000.00	12,916.67	12,412.75	8.01	(503.92)
Flu Vaccination	500.00	41.67	0.00	0.00	(41.67)
Employee Asst. Program	1,500.00	125.00	(320.00)	(21.33)	(445.00)
Conferences	20,000.00	1,666.67	300.00	1.50	(1,366.67)
Flexible Spending Account	<u>3,000.00</u>	<u>250.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(250.00)</u>
<b>Total Personnel</b>	<u>1,790,000.00</u>	<u>149,166.67</u>	<u>84,653.69</u>	<u>4.73 %</u>	<u>(64,512.98)</u>
<b>Administration</b>					
Audit Fees	12,000.00	1,000.00	0.00	0.00 %	(1,000.00)
Library Supplies	38,500.00	3,208.33	3,943.89	10.24	735.56
Office Supplies	8,000.00	666.67	12.70	0.16	(653.97)
Breakroom Supplies	1,500.00	125.00	37.00	2.47	(88.00)
Postage	4,500.00	375.00	329.46	7.32	(45.54)
Hospitality	5,400.00	450.00	0.00	0.00	(450.00)
Accounting and Bookkeeping	20,000.00	1,666.67	1,667.00	8.34	0.33
Legal Notices	1,000.00	83.33	0.00	0.00	(83.33)
Delivery Service	8,000.00	666.67	0.00	0.00	(666.67)
Payroll Services	10,000.00	833.33	713.51	7.14	(119.82)
Liability Insurance Costs	30,000.00	2,500.00	13,060.00	43.53	10,560.00
ILL Fees	150.00	12.50	0.00	0.00	(12.50)
Board Expenses	1,000.00	83.33	0.00	0.00	(83.33)
Memberships	6,000.00	500.00	0.00	0.00	(500.00)
Staff Recognition/Events/Meetings	5,000.00	416.67	0.00	0.00	(416.67)
Director's Expenses	500.00	41.67	0.00	0.00	(41.67)
Legal	15,000.00	1,250.00	(1,687.50)	(11.25)	(2,937.50)
Building Appraisal	500.00	41.67	0.00	0.00	(41.67)
Other Consultations	62,056.00	5,171.33	0.00	0.00	(5,171.33)
Investment Fees	0.00	0.00	982.37	0.00	982.37
HR Consultant	0.00	0.00	1,615.00	0.00	1,615.00
Miscellaneous	<u>0.00</u>	<u>0.00</u>	<u>50.00</u>	<u>0.00</u>	<u>50.00</u>
<b>Total Administration</b>	<u>229,106.00</u>	<u>19,092.17</u>	<u>20,723.43</u>	<u>9.05 %</u>	<u>1,631.26</u>
<b>Utilities</b>					
Electricity - Winnetka	49,000.00	4,083.33	237.33	0.48 %	(3,846.00)
Water - Winnetka	5,700.00	475.00	99.99	1.75	(375.01)
Storm Sewer - Winnetka	1,900.00	158.33	0.00	0.00	(158.33)
Natural Gas - Winnetka	14,000.00	1,166.67	479.56	3.43	(687.11)
Telephone - Winnetka	10,000.00	833.33	984.79	9.85	151.46
Internet Services	<u>17,100.00</u>	<u>1,425.00</u>	<u>649.55</u>	<u>3.80</u>	<u>(775.45)</u>
<b>Total Utilities</b>	<u>97,700.00</u>	<u>8,141.67</u>	<u>2,451.22</u>	<u>2.51 %</u>	<u>(5,690.45)</u>
<b>Information Technology</b>					
CCS Operating	83,250.00	6,937.50	(11,599.14)	(13.93)%	(18,536.64)
Software	35,000.00	2,916.67	1,953.00	5.58	(963.67)
LAN Management	50,000.00	4,166.67	0.00	0.00	(4,166.67)
Technology/Website	<u>3,000.00</u>	<u>250.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(250.00)</u>
<b>Total Information Technology</b>	<u>171,250.00</u>	<u>14,270.83</u>	<u>(9,646.14)</u>	<u>(5.63)%</u>	<u>(23,916.97)</u>

# Winnetka-Northfield Public Library District

## Statement of Revenues and Expenditures - Modified Cash Basis

For the 1 Month Ended July 31, 2020

Ideal Budget Percentage Spent: 8.33%

	Annual Budget	Prorated Budget	Year to Date Actual	% of Budget	Variance vs. Prorated Budget
<b>LIBRARY FUND</b>					
<b>Public Relations</b>					
PR E-Marketing	1,500.00	125.00	0.00	0.00 %	(125.00)
PR Promotional	7,000.00	583.33	0.00	0.00	(583.33)
PR Source	25,000.00	2,083.33	4,226.00	16.90	2,142.67
PR Supplies	8,000.00	666.67	0.00	0.00	(666.67)
PR Advertising	3,500.00	291.67	0.00	0.00	(291.67)
<b>Total Public Relations</b>	<b>45,000.00</b>	<b>3,750.00</b>	<b>4,226.00</b>	<b>9.39 %</b>	<b>476.00</b>
<b>Library Materials - Adult</b>					
Books-Fiction-Adult-Winnetka	79,000.00	6,583.33	20,272.49	25.66 %	13,689.16
Books-Non-Fiction-Adult-Winnetka	77,000.00	6,416.67	13,533.27	17.58	7,116.60
Periodicals-Winnetka	28,000.00	2,333.33	3,005.14	10.73	671.81
DVDs-Adult-Winnetka	53,000.00	4,416.67	6,460.25	12.19	2,043.58
Audio Books-Adult-Winnetka	22,000.00	1,833.33	5,544.65	25.20	3,711.32
Books-Digital-Winnetka	212,750.00	17,729.17	24,552.38	11.54	6,823.21
Online Database	105,000.00	8,750.00	45,941.59	43.75	37,191.59
<b>Total Library Materials - Adult</b>	<b>576,750.00</b>	<b>48,062.50</b>	<b>119,309.77</b>	<b>20.69 %</b>	<b>71,247.27</b>
<b>Library Materials - Youth</b>					
Books-Fiction-Juv-Winnetka	18,000.00	1,500.00	2,046.63	11.37 %	546.63
Books-Non-Fiction, Easy, & JH-Winnetka	17,000.00	1,416.67	1,016.41	5.98	(400.26)
DVDs-Juv-Winnetka	12,500.00	1,041.67	1,490.34	11.92	448.67
Audio Books-Juv-Winnetka	8,000.00	666.67	2,814.66	35.18	2,147.99
Music-Juv-Winnetka	900.00	75.00	0.00	0.00	(75.00)
Books-Easy-Winnetka	18,000.00	1,500.00	2,587.84	14.38	1,087.84
Books-Jr. High-Winnetka	11,500.00	958.33	927.87	8.07	(30.46)
<b>Total Library Materials - Youth</b>	<b>85,900.00</b>	<b>7,158.33</b>	<b>10,883.75</b>	<b>12.67 %</b>	<b>3,725.42</b>
<b>Programs</b>					
Summer Reading	9,990.00	832.50	0.00	0.00 %	(832.50)
Studio General Supplies	6,750.00	562.50	0.00	0.00	(562.50)
OBTV	15,300.00	1,275.00	(612.50)	(4.00)	(1,887.50)
Programming - Youth	14,850.00	1,237.50	450.00	3.03	(787.50)
Programming - Adult	19,800.00	1,650.00	325.00	1.64	(1,325.00)
Studio Maintenance/Repair	4,500.00	375.00	0.00	0.00	(375.00)
<b>Total Programs</b>	<b>71,190.00</b>	<b>5,932.50</b>	<b>162.50</b>	<b>0.23 %</b>	<b>(5,770.00)</b>
<b>Capital</b>					
Capital Outlay	0.00	0.00	3,811.85	0.00 %	3,811.85
Building	84,785.00	7,065.42	0.00	0.00	(7,065.42)
Equipment/Furniture	250,000.00	20,833.33	1,394.91	0.56	(19,438.42)
Computer Equipment	75,215.00	6,267.92	3,330.28	4.43	(2,937.64)
<b>Total Capital</b>	<b>410,000.00</b>	<b>34,166.67</b>	<b>8,537.04</b>	<b>2.08 %</b>	<b>(25,629.63)</b>
<b>Total Expenses</b>	<b>3,476,896.00</b>	<b>289,741.33</b>	<b>241,301.26</b>	<b>6.94 %</b>	<b>(48,440.07)</b>
<b>Excess Revenues less Expenses</b>	<b>645,464.00</b>	<b>53,788.67</b>	<b>505,327.96</b>	<b>78.29 %</b>	<b>451,539.29</b>

Winnetka-Northfield Public Library District

Statement of Revenues and Expenditures - Modified Cash Basis

For the 1 Month Ended July 31, 2020

Ideal Budget Percentage Spent: 8.33%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year to Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
<b>BUILDING FUND</b>					
<b>Revenues</b>					
Property Taxes Collections-Building	152,000.00	12,666.67	25,853.75	17.01 %	13,187.08
<b>Total Revenue</b>	<u>152,000.00</u>	<u>12,666.67</u>	<u>25,853.75</u>	<u>17.01 %</u>	<u>13,187.08</u>
<b>Expenses</b>					
Northfield Lease	66,000.00	5,500.00	5,340.21	8.09 %	(159.79)
Janitorial Supplies	13,176.00	1,098.00	47.78	0.36	(1,050.22)
Snow Removal	8,960.00	746.67	0.00	0.00	(746.67)
Photocopier Leases	44,800.00	3,733.33	2,279.53	5.09	(1,453.80)
Phone Lease	10,752.00	896.00	0.00	0.00	(896.00)
Building Maintenance Service	123,200.00	10,266.67	9,000.00	7.31	(1,266.67)
Elevators	8,960.00	746.67	0.00	0.00	(746.67)
Landscaping	5,600.00	466.67	1,324.00	23.64	857.33
HVAC	11,200.00	933.33	0.00	0.00	(933.33)
Automatic Doors	3,920.00	326.67	0.00	0.00	(326.67)
Roof	672.00	56.00	0.00	0.00	(56.00)
Alarms	3,080.00	256.67	0.00	0.00	(256.67)
Equipment	4,480.00	373.33	0.00	0.00	(373.33)
Misc Services	15,200.00	1,266.67	425.00	2.80	(841.67)
<b>Total Expenses</b>	<u>320,000.00</u>	<u>26,666.67</u>	<u>18,416.52</u>	<u>5.76 %</u>	<u>(8,250.15)</u>
<b>Excess Revenues less Expenses</b>	<u>\$ (168,000.00)</u>	<u>\$ (14,000.00)</u>	<u>\$ 7,437.23</u>	<u>(4.43)%</u>	<u>21,437.23</u>

# Winnetka-Northfield Public Library District

## Check Register

All Bank Accounts

July 1, 2020 - July 31, 2020

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
<b>Vendor Checks</b>						
First Bankcard				1008	07/31/20	<u>4,768.22</u>
10-0-5121	Office Supplies	First Bankcard - Swenson	12.99			
10-0-5121	Office Supplies	First Bankcard - Swenson	9.99			
10-0-5121	Office Supplies	First Bankcard - Swenson	15.98			
10-0-5134	Software	First Bankcard - Compton-Dzak	69.98			
10-0-5134	Software	First Bankcard - Swenson	243.92			
10-0-5134	Software	First Bankcard - Wolf	70.00			
10-0-5134	Software	First Bankcard	32.26			
10-0-5136	Hardware	First Bankcard - Swenson	19.99			
10-0-5177	Technology/Website	First Bankcard - Swenson	25.00			
10-0-5308	Summer Reading	First Bankcard - Swenson	4.00			
10-0-5721	PR Promotional	First Bankcard - Quish	394.67			
10-0-5721	PR Promotional	First Bankcard - Quish	639.00			
10-0-5723	PR Supplies	First Bankcard - Quish	42.41			
	Staff					
10-0-5732	Recognition/Events/Meetings	First Bankcard - Compton-Dzak	50.00			
10-0-5907	Programming - Youth	First Bankcard - Garrity	22.38			
10-0-5114	Conferences	First Bankcard - Swenson	45.00			
10-0-5114	Conferences	First Bankcard - Cangelosi	60.00			
10-0-5114	Conferences	First Bankcard - Compton-Dzak	295.00			
10-0-5114	Conferences	First Bankcard - Garrity	60.00			
10-0-5120	Library Supplies	First Bankcard - Quish	2,188.75			
10-0-5120	Library Supplies	First Bankcard - Garrity	12.99			
10-0-5120	Library Supplies	First Bankcard - Garrity	12.99			
10-0-5120	Library Supplies	First Bankcard - Compton-Dzak	15.98			
10-0-5120	Library Supplies	First Bankcard - Garrity	15.98			
10-0-5120	Library Supplies	First Bankcard - Cangelosi	337.00			
10-0-5120	Library Supplies	First Bankcard - Compton-Dzak	17.99			
10-0-5120	Library Supplies	First Bankcard - Compton-Dzak	17.99			
10-0-5120	Library Supplies	First Bankcard - Cangelosi	17.99			
10-0-5120	Library Supplies	First Bankcard - Cangelosi	17.99			
Aqua Chill of Chicago				2935	07/09/20	<u>37.00</u>
10-0-5122	Breakroom Supplies	Inv # 2261342	37.00			
Chicago Sun-Times				2936	07/09/20	<u>502.35</u>
10-1-5342	Periodicals-Winnetka	Acct # 155307	502.35			
Christina M Beard				2937	07/09/20	<u>150.00</u>
10-0-5908	Programming - Adult	Christina M Beard - The Beard	150.00			
Amber Mechanical Contractors Inc.				2938	07/23/20	<u>497.00</u>
70-0-5752	HVAC	Inv # W20490	497.00			
AT&T				2939	07/23/20	<u>341.75</u>
10-0-5176	Internet Services	Inv # S663007-20192	341.75			
Bokeum Ko				2940	07/23/20	<u>150.00</u>
10-0-5908	Programming - Adult	Bokeum Ko - Intro to Bullet Journal	150.00			
Chicago Tribune				2941	07/23/20	<u>124.00</u>
10-1-5342	Periodicals-Winnetka	Acct # 10046207	124.00			
Dave Rudolf				2942	07/23/20	<u>350.00</u>



# Winnetka-Northfield Public Library District

## Check Register

All Bank Accounts

July 1, 2020 - July 31, 2020

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5908	Programming - Adult	Dave Rudolf - British Invasion Concert	350.00			
Esscoe L.L.C. 70-0-5758	Alarms	Inv # 42034	505.00	2943	07/23/20	<u>505.00</u>
Illinois Library Association 10-0-5114	Conferences	Inv # 180032	300.00	2944	07/23/20	<u>300.00</u>
Investor's Business Daily 10-1-5342	Periodicals-Winnetka	IBD Weekly Print (6 months)	167.00	2945	07/23/20	<u>167.00</u>
Jo-Ann Stores, LLC 10-1-5346	Online Database - Winnetka	Inv # DMARVA21-449	1,000.00	2946	07/23/20	<u>1,000.00</u>
Laura Doherty 10-0-5907	Programming - Youth	Laura Doherty - Dig, discover and Dance	450.00	2947	07/23/20	<u>450.00</u>
Midwest Irrigation Co., LLC 70-0-5750	Landscaping	Inv # 134487	1,284.00	2948	07/23/20	<u>1,284.00</u>
New York Times 10-1-5342	Periodicals-Winnetka	Acct # 400227468	1,183.00	2949	07/23/20	<u>1,183.00</u>
Technology Management Rev Fund 10-0-5176	Internet Services	Inv # T2220223	450.00	2950	07/23/20	<u>450.00</u>
Utica National Insurance Group 10-0-5150	Liability Insurance Costs	Acct # 202228254	13,060.00	2951	07/23/20	<u>13,060.00</u>
VILLAGE OF WINNETKA 10-0-5898	Miscellaneous	VILLAGE OF WINNETKA - 5 parking passes	50.00	2952	07/23/20	<u>50.00</u>
Zabinski Consulting Services, Inc, 10-0-5131	Accounting and Bookkeeping	Inv # 3661 3528 3408	3,750.00	2953	07/23/20	<u>3,750.00</u>
OVERDRIVE INC. 10-1-5345	Books-Digital-Winnetka	OVERDRIVE INC.	427.36	15905	07/01/20	<u>427.36</u>
Lauterbach & Amen, LLP 10-0-5131	Accounting and Bookkeeping	Inv #45631	1,667.00	15906	07/01/20	<u>1,667.00</u>
COOPERATIVE COMPUTER SERVICES 10-0-5134	Software	Inv #1718	1,953.00	15907	07/01/20	<u>1,953.00</u>
BIBLIOTHECA, LLC 10-1-5345	Books-Digital-Winnetka	Inv #INV-US33275	2,000.00	15909	07/01/20	<u>2,000.00</u>
RingCentral Inc 10-0-5885	Computer Equipment	Inv #CD_00128864	3,218.03	15910	07/01/20	<u>3,218.03</u>
The Lakota Group, Inc. 10-0-5800	Capital Outlay	Inv #18043.02-01	3,811.85	15911	07/01/20	<u>3,811.85</u>

# Winnetka-Northfield Public Library District

## Check Register

All Bank Accounts

July 1, 2020 - July 31, 2020

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
VOGUE PRINTERS 10-0-5722	PR Source	Inv #16313	4,226.00	15912	07/01/20	<u>4,226.00</u>
VILLAGE OF NORTHFIELD 70-2-5159	Northfield Lease	Inv #20200075	5,340.21	15914	07/01/20	<u>5,340.21</u>
BIBLIOTHECA, LLC 10-1-5345	Books-Digital-Winnetka	Inv #INV-US32992	8,161.98	15916	07/01/20	<u>8,161.98</u>
OVERDRIVE INC. 10-1-5345	Books-Digital-Winnetka	OVERDRIVE INC.	10,000.00	15917	07/01/20	<u>10,000.00</u>
QUILL CORPORATION 10-0-5121	Office Supplies	Inv #8851747	12.70	15918	07/27/20	<u>12.70</u>
DIGITAL INSURANCE, INC. 10-0-5115	Flexible Spending Account	inv # 07803	35.50	15919	07/27/20	<u>35.50</u>
DEMCO 10-0-5120	Library Supplies	Inv 6815184	38.65	15920	07/27/20	<u>38.65</u>
Warehouse Direct 70-0-5725	Janitorial Supplies	Inv #4661161-1	47.78	15921	07/27/20	<u>47.78</u>
City Wide of Chicago 10-0-5884	Equipment/Furniture	Inv #100005435	60.00	15922	07/27/20	<u>60.00</u>
ANTHONY SCOPELLITI LANDSCAPING, INC. 70-0-5750	Landscaping	inv # 22527	210.00	15923	07/27/20	<u>210.00</u>
DEMCO 10-0-5120	Library Supplies	Inv #6818836	270.39	15924	07/27/20	<u>270.39</u>
CDW-G 10-0-5885	Computer Equipment	Inv #ZJC6693	300.00	15925	07/27/20	<u>300.00</u>
City Wide of Chicago 10-0-5884	Equipment/Furniture	Inv #100005464	329.91	15926	07/27/20	<u>329.91</u>
City Wide of Chicago 10-0-5884	Equipment/Furniture	Inv #100005463	360.00	15927	07/27/20	<u>360.00</u>
City Wide of Chicago 70-0-5799	Misc Services	Inv #100005443	425.00	15928	07/27/20	<u>425.00</u>
City Wide of Chicago 10-0-5884	Equipment/Furniture	Inv #100005429	645.00	15929	07/27/20	<u>645.00</u>
DE LAGE LANDEN FINANCIALSVCS. 70-0-5746	Photocopier Leases	Inv #68798966	665.00	15930	07/27/20	<u>665.00</u>
NCPERS GROUP LIFE INS. 10-0-5111	Health Insurance	NCPERS GROUP LIFE INS. - Swenson	16.00	15931	07/27/20	<u>16.00</u>
PITNEY BOWES				15932	07/27/20	<u>329.46</u>

# Winnetka-Northfield Public Library District

## Check Register

All Bank Accounts  
July 1, 2020 - July 31, 2020

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5123	Postage	lease invoice, inv # 3104065741	329.46			
City Wide of Chicago				15933	07/27/20	<u>350.00</u>
70-0-5748	Building Maintenance Service	Inv # I00005341	350.00			
City Wide of Chicago				15934	07/27/20	<u>425.00</u>
70-0-5748	Building Maintenance Service	inv # I00005340	425.00			
City Wide of Chicago				15936	07/29/20	<u>425.00</u>
70-0-5748	Building Maintenance Service	inv # I000005365	425.00			
FIRST COMMUNICATIONS				15937	07/29/20	<u>476.88</u>
10-1-5175	Telephone - Winnetka	Inv # 8435	476.88			
ENCYCLOPAEDIA BRITANNICA, INC.				15938	07/29/20	<u>760.00</u>
10-1-5346	Online Database - Winnetka	Order # 40209 - Library Subscription 7/1-6/30/21	760.00			
Kanopy				15939	07/29/20	<u>830.00</u>
10-1-5345	Books-Digital-Winnetka	inv # 203647 - PPU	830.00			
PROQUEST LLC				15940	07/29/20	<u>951.81</u>
10-1-5346	Online Database - Winnetka	inv # 70629617	951.81			
DELTA DENTAL PLAN OF ILLINOIS				15941	07/29/20	<u>1,027.47</u>
10-0-5111	Health Insurance	inv # 1354839	1,027.47			
HR Source				15942	07/31/20	<u>1,508.75</u>
10-0-5745	HR Consultant	inv # 11981	1,508.75			
DE LAGE LANDEN FINANCIALSVC.				15943	07/31/20	<u>1,614.53</u>
70-0-5746	Photocopier Leases	Inv #68697119	1,614.53			
HR Source				15944	07/31/20	<u>1,615.00</u>
10-0-5745	HR Consultant	Inv #12028	1,615.00			
Lauterbach & Amen, LLP				15945	07/31/20	<u>1,667.00</u>
10-0-5131	Accounting and Bookkeeping	Inv #46687	1,667.00			
VILLAGE OF WINNETKA				15946	07/31/20	<u>2,079.80</u>
10-0-5111	Health Insurance	Inv #2020-00000007	2,079.80			
PROQUEST LLC				15947	07/31/20	<u>2,228.10</u>
10-1-5346	Online Database - Winnetka	inv # 70630406 7/1-6/30/21	2,228.10			
HOOPLA (MIDWEST TAPE)				15948	07/31/20	<u>2,244.40</u>
10-1-5345	Books-Digital-Winnetka	Inv # 99085523	2,244.40			
3 Points, LLC				15949	07/31/20	<u>2,472.00</u>
10-0-5135	LAN Management	inv # 34916	2,472.00			
BIBLIOTHECA, LLC				15950	07/31/20	<u>2,473.98</u>

# Winnetka-Northfield Public Library District

## Check Register

All Bank Accounts

July 1, 2020 - July 31, 2020

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-1-5345	Books-Digital-Winnetka	Inv #INV-US34079	2,473.98			
GALE/CENGAGE LEARNING				15951	07/31/20	<u>3,084.06</u>
10-1-5346	Online Database - Winnetka	acct # 156561	3,084.06			
GALE/CENGAGE LEARNING				15952	07/31/20	<u>3,281.10</u>
10-1-5346	Online Database - Winnetka	acct # 156561 7/1-6/30/21	3,281.10			
RingCentral Inc				15953	07/31/20	<u>3,291.50</u>
10-0-5885	Computer Equipment	inv # INV1511675	3,291.50			
GALE/CENGAGE LEARNING				15954	07/31/20	<u>3,420.69</u>
10-1-5346	Online Database - Winnetka	acct # 156561 7/1-6/30/30	3,420.69			
MANGO LANGUAGES				15955	07/31/20	<u>3,693.38</u>
10-1-5346	Online Database - Winnetka	inv # INV006836	3,693.38			
RAILS				15956	07/31/20	<u>3,881.00</u>
10-1-5346	Online Database - Winnetka	Inv #6962	3,881.00			
LIBRARIES FIRST (Innovation Experts)				15957	07/31/20	<u>4,167.00</u>
10-1-5346	Online Database - Winnetka	Inv #7632	4,167.00			
OVERDRIVE INC.				15958	07/31/20	<u>4,830.37</u>
10-1-5346	Online Database - Winnetka	OVERDRIVE INC.	4,830.37			
City Wide of Chicago				15959	07/31/20	<u>6,572.30</u>
10-0-5884	Equipment/Furniture	inv # I000005374	6,572.30			
BIBLIOTHECA, LLC				15960	07/31/20	<u>8,390.40</u>
10-1-5345	Books-Digital-Winnetka	Inv #INV-US34080	8,390.40			
VILLAGE OF WINNETKA				15961	07/31/20	<u>15,000.00</u>
10-0-5111	Health Insurance	Inv #2020-00000007	15,000.00			
OVERDRIVE INC.				15962	07/31/20	<u>4,538.28</u>
10-1-5345	Books-Digital-Winnetka	OVERDRIVE INC.	4,538.28			
GALE/CENGAGE LEARNING				15963	07/31/20	<u>4,767.69</u>
10-1-5346	Online Database - Winnetka	inv # 70876639	4,767.69			
OVERDRIVE INC.				15964	07/31/20	<u>6,000.00</u>
10-1-5345	Books-Digital-Winnetka	inv # H-0067690	6,000.00			
OVERDRIVE INC.				15965	07/31/20	<u>7,054.04</u>
10-1-5345	Books-Digital-Winnetka	OVERDRIVE INC.	7,054.04			
OVERDRIVE INC.				15966	07/31/20	<u>7,779.32</u>
10-1-5345	Books-Digital-Winnetka	inv # 08871CO20209454	7,779.32			
OVERDRIVE INC.				15967	07/31/20	<u>8,441.40</u>

# Winnetka-Northfield Public Library District

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July 1, 2020 - July 31, 2020

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-1-5345	Books-Digital-Winnetka	inv # 08871CO20209453	8,441.40			
OVERDRIVE INC.				15968	07/31/20	<u>8,990.08</u>
10-1-5345	Books-Digital-Winnetka	inv # 08871CO20209455	8,990.08			
City Wide of Chicago				15969	07/31/20	<u>9,000.00</u>
70-0-5748	Building Maintenance Service	inv # 1000005391	9,000.00			
OVERDRIVE INC.				15970	07/31/20	<u>9,708.21</u>
10-1-5345	Books-Digital-Winnetka	OVERDRIVE INC.	9,708.21			
GALE/CENGAGE LEARNING				15971	07/31/20	<u>9,876.39</u>
10-1-5346	Online Database - Winnetka	acct # 156561	9,876.39			
Baker & Taylor				15972	07/31/20	<u>1,994.20</u>
10-1-5340	Books-Fiction-Adult-Winnetka	2035166569	396.16			
10-2-5340	Books-Fiction-Adult-Northfield	2035166569	109.57			
10-1-5440	Books-Fiction-Juv-Winnetka	2035157767	118.86			
10-2-5440	Books-Fiction-Juv-Northfield	2035157767	135.61			
10-2-5440	Books-Fiction-Juv-Northfield	2035255128	20.32			
10-2-5440	Books-Fiction-Juv-Northfield	2035255142	53.07			
10-1-5447	Books-Easy-Winnetka	2035255172	13.49			
10-1-5447	Books-Easy-Winnetka	2035255139	14.24			
10-1-5447	Books-Easy-Winnetka	2035255138	10.16			
10-1-5447	Books-Easy-Winnetka	2035255148	13.49			
10-1-5447	Books-Easy-Winnetka	2035255150	59.44			
10-1-5447	Books-Easy-Winnetka	2035255152	53.96			
10-1-5447	Books-Easy-Winnetka	2035255154	23.65			
10-1-5447	Books-Easy-Winnetka	2035255166	27.73			
10-1-5447	Books-Easy-Winnetka	2035255168	112.75			
10-1-5447	Books-Easy-Winnetka	2035255170	14.24			
10-1-5447	Books-Easy-Winnetka	2035157767	29.07			
10-1-5447	Books-Easy-Winnetka	2035167864	14.20			
10-1-5447	Books-Easy-Winnetka	2035167865	14.24			
10-1-5447	Books-Easy-Winnetka	2035167866	39.97			
10-1-5447	Books-Easy-Winnetka	2035167867	12.74			
10-1-5447	Books-Easy-Winnetka	2035167868	26.98			
10-1-5447	Books-Easy-Winnetka	2035167869	12.74			
10-1-5447	Books-Easy-Winnetka	2035255129	26.23			
10-1-5447	Books-Easy-Winnetka	2035255130	13.49			
10-1-5447	Books-Easy-Winnetka	2035255131	47.30			
10-1-5447	Books-Easy-Winnetka	2035255132	36.21			
10-1-5447	Books-Easy-Winnetka	2035255133	27.73			
10-1-5447	Books-Easy-Winnetka	2035255135	12.74			
10-1-5447	Books-Easy-Winnetka	2035255136	7.59			
10-2-5447	Books-Easy-Northfield	2035255134	7.59			
10-2-5447	Books-Easy-Northfield	2035255131	10.16			
10-2-5447	Books-Easy-Northfield	2035255132	10.73			
10-2-5447	Books-Easy-Northfield	2035167866	5.08			
10-2-5447	Books-Easy-Northfield	2035167868	13.49			
10-2-5447	Books-Easy-Northfield	2035157767	8.96			

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10-2-5447	Books-Easy-Northfield	2035255169	14.24			
10-2-5447	Books-Easy-Northfield	2035255167	16.13			
10-2-5447	Books-Easy-Northfield	2035255153	10.16			
10-2-5447	Books-Easy-Northfield	2035255151	41.22			
10-2-5447	Books-Easy-Northfield	2035255149	39.72			
10-2-5447	Books-Easy-Northfield	2035255137	14.24			
10-2-5447	Books-Easy-Northfield	2035255171	13.49			
10-2-5447	Books-Easy-Northfield	2035255135	12.74			
10-1-5448	Books-Jr. High-Winnetka	2035255128	51.91			
10-1-5448	Books-Jr. High-Winnetka	2035255142	53.07			
10-1-5448	Books-Jr. High-Winnetka	2035157767	13.07			
10-2-5448	Books-Jr. High-Northfield	2035157767	14.12			
10-2-5448	Books-Jr. High-Northfield	2035255128	21.45			
10-0-5120	Library Supplies	2035157767	25.75			
10-0-5120	Library Supplies	2035167868	2.15			
10-0-5120	Library Supplies	2035255129	2.03			
10-0-5120	Library Supplies	2035167869	1.01			
10-0-5120	Library Supplies	2035167867	1.01			
10-0-5120	Library Supplies	2035167866	2.18			
10-0-5120	Library Supplies	2035167865	1.02			
10-0-5120	Library Supplies	2035167864	0.07			
10-0-5120	Library Supplies	2035255132	3.08			
10-0-5120	Library Supplies	2035255131	5.04			
10-0-5120	Library Supplies	2035255130	1.02			
10-0-5120	Library Supplies	2035255134	1.19			
10-0-5120	Library Supplies	2035255133	2.04			
10-0-5120	Library Supplies	2035255136	1.19			
10-0-5120	Library Supplies	2035255135	2.03			
10-0-5120	Library Supplies	2035255128	7.67			
10-0-5120	Library Supplies	2035255171	1.02			
10-0-5120	Library Supplies	2035255172	1.02			
10-0-5120	Library Supplies	2035255142	8.23			
10-0-5120	Library Supplies	2035255139	1.02			
10-0-5120	Library Supplies	2035255137	1.02			
10-0-5120	Library Supplies	2035255138	0.70			
10-0-5120	Library Supplies	2035255149	2.75			
10-0-5120	Library Supplies	2035255148	1.02			
10-0-5120	Library Supplies	2035255151	3.06			
10-0-5120	Library Supplies	2035255150	3.80			
10-0-5120	Library Supplies	2035255153	0.70			
10-0-5120	Library Supplies	2035255152	4.07			
10-0-5120	Library Supplies	2035255166	1.74			
10-0-5120	Library Supplies	2035255154	1.72			
10-0-5120	Library Supplies	2035255167	0.68			
10-0-5120	Library Supplies	2035255168	8.16			
10-0-5120	Library Supplies	2035255169	1.02			
10-0-5120	Library Supplies	2035255170	1.02			
10-0-5120	Library Supplies	2035166569	23.43			
Midwest Tape				15973	07/31/20	<u>6,211.30</u>
10-1-5343	DVDs-Adult-Winnetka	98736032	107.19			
10-1-5343	DVDs-Adult-Winnetka	98736038	15.99			
10-1-5343	DVDs-Adult-Winnetka	98940586	37.49			
10-1-5343	DVDs-Adult-Winnetka	98940587	92.20			
10-1-5343	DVDs-Adult-Winnetka	98974390	56.23			
10-1-5343	DVDs-Adult-Winnetka	98974391	67.47			

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10-1-5343	DVDs-Adult-Winnetka	98974392	22.49			
10-1-5343	DVDs-Adult-Winnetka	98974393	29.99			
10-1-5343	DVDs-Adult-Winnetka	98974380	23.24			
10-1-5343	DVDs-Adult-Winnetka	98974381	26.24			
10-1-5343	DVDs-Adult-Winnetka	98940595	52.48			
10-1-5343	DVDs-Adult-Winnetka	98940596	26.24			
10-1-5343	DVDs-Adult-Winnetka	98940598	22.49			
10-1-5343	DVDs-Adult-Winnetka	98940599	104.96			
10-1-5343	DVDs-Adult-Winnetka	98974362	297.62			
10-1-5343	DVDs-Adult-Winnetka	98974367	179.91			
10-1-5343	DVDs-Adult-Winnetka	98974368	62.22			
10-1-5343	DVDs-Adult-Winnetka	98974369	82.47			
10-1-5343	DVDs-Adult-Winnetka	98974371	225.67			
10-1-5343	DVDs-Adult-Winnetka	98974373	26.24			
10-2-5343	DVDs-Adult-Northfield	98736037	72.71			
10-2-5343	DVDs-Adult-Northfield	98974370	172.44			
10-2-5343	DVDs-Adult-Northfield	98974361	18.74			
10-2-5343	DVDs-Adult-Northfield	98940600	22.49			
10-2-5343	DVDs-Adult-Northfield	98940601	104.96			
10-2-5343	DVDs-Adult-Northfield	98940591	32.23			
10-2-5343	DVDs-Adult-Northfield	98974374	89.96			
10-1-5344	Audio Books-Adult-Winnetka	98736035	34.99			
10-1-5344	Audio Books-Adult-Winnetka	98736031	124.97			
10-1-5344	Audio Books-Adult-Winnetka	98974375	34.99			
10-1-5344	Audio Books-Adult-Winnetka	98974378	195.95			
10-1-5344	Audio Books-Adult-Winnetka	98974379	119.97			
10-1-5344	Audio Books-Adult-Winnetka	98974389	84.98			
10-1-5344	Audio Books-Adult-Winnetka	98940592	84.98			
10-1-5344	Audio Books-Adult-Winnetka	98940597	44.99			
10-1-5344	Audio Books-Adult-Winnetka	98940603	39.99			
10-1-5344	Audio Books-Adult-Winnetka	98940605	39.99			
10-1-5344	Audio Books-Adult-Winnetka	98974360	99.97			
10-1-5344	Audio Books-Adult-Winnetka	98972799	39.99			
10-2-5344	Audio Books-Adult-Northfield	98736030	124.97			
10-2-5344	Audio Books-Adult-Northfield	98736036	34.99			
10-2-5344	Audio Books-Adult-Northfield	98972798	39.99			
10-2-5344	Audio Books-Adult-Northfield	98940604	39.99			
10-2-5344	Audio Books-Adult-Northfield	98940602	39.99			
10-2-5344	Audio Books-Adult-Northfield	98940594	34.99			
10-2-5344	Audio Books-Adult-Northfield	98974388	84.98			
10-2-5344	Audio Books-Adult-Northfield	98974386	74.98			

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10-2-5344	Audio Books-Adult-Northfield	98974387	39.99			
10-2-5344	Audio Books-Adult-Northfield	98974376	34.99			
10-2-5344	Audio Books-Adult-Northfield	98974377	120.97			
10-1-5443	DVDs-Juv-Winnetka	98974394	59.98			
10-1-5443	DVDs-Juv-Winnetka	98974384	52.48			
10-1-5443	DVDs-Juv-Winnetka	98974385	89.96			
10-1-5443	DVDs-Juv-Winnetka	98974363	142.43			
10-1-5443	DVDs-Juv-Winnetka	98940588	11.24			
10-2-5443	DVDs-Juv-Northfield	98974372	104.20			
10-2-5443	DVDs-Juv-Northfield	98940589	11.24			
10-2-5443	DVDs-Juv-Northfield	98974382	26.24			
10-2-5443	DVDs-Juv-Northfield	98974383	67.47			
10-2-5443	DVDs-Juv-Northfield	98974395	59.98			
10-1-5444	Audio Books-Juv-Winnetka	98940590	24.99			
10-1-5444	Audio Books-Juv-Winnetka	98974366	49.99			
10-1-5444	Audio Books-Juv-Winnetka	98974365	629.93			
10-2-5444	Audio Books-Juv-Northfield	98974364	629.93			
10-2-5444	Audio Books-Juv-Northfield	98736033	49.99			
10-0-5120	Library Supplies	98736031	7.50			
10-0-5120	Library Supplies	98736032	15.00			
10-0-5120	Library Supplies	98736033	2.50			
10-0-5120	Library Supplies	98736035	2.50			
10-0-5120	Library Supplies	98736036	2.50			
10-0-5120	Library Supplies	98736037	10.00			
10-0-5120	Library Supplies	98940588	2.50			
10-0-5120	Library Supplies	98940587	12.50			
10-0-5120	Library Supplies	98940586	4.90			
10-0-5120	Library Supplies	98736038	2.50			
10-0-5120	Library Supplies	98736030	7.50			
10-0-5120	Library Supplies	98974395	10.00			
10-0-5120	Library Supplies	98974394	10.00			
10-0-5120	Library Supplies	98974393	5.00			
10-0-5120	Library Supplies	98974392	2.50			
10-0-5120	Library Supplies	98974391	7.50			
10-0-5120	Library Supplies	98974390	7.50			
10-0-5120	Library Supplies	98974383	7.50			
10-0-5120	Library Supplies	98974382	5.00			
10-0-5120	Library Supplies	98974385	10.00			
10-0-5120	Library Supplies	98974384	10.00			
10-0-5120	Library Supplies	98974387	2.50			
10-0-5120	Library Supplies	98974386	5.00			
10-0-5120	Library Supplies	98974388	5.00			
10-0-5120	Library Supplies	98974389	5.00			
10-0-5120	Library Supplies	98974377	7.50			
10-0-5120	Library Supplies	98974376	2.50			
10-0-5120	Library Supplies	98974375	2.50			
10-0-5120	Library Supplies	98974374	10.00			
10-0-5120	Library Supplies	98974379	7.50			
10-0-5120	Library Supplies	98974378	12.50			
10-0-5120	Library Supplies	98974381	5.00			
10-0-5120	Library Supplies	98974380	2.50			



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10-0-5120	Library Supplies	98974364	17.50			
10-0-5120	Library Supplies	98974365	17.50			
10-0-5120	Library Supplies	98974363	17.50			
10-0-5120	Library Supplies	98974362	34.90			
10-0-5120	Library Supplies	98972798	2.50			
10-0-5120	Library Supplies	98972799	2.50			
10-0-5120	Library Supplies	98974360	7.50			
10-0-5120	Library Supplies	98974361	2.50			
10-0-5120	Library Supplies	98974366	2.50			
10-0-5120	Library Supplies	98974367	22.50			
10-0-5120	Library Supplies	98974369	12.50			
10-0-5120	Library Supplies	98974368	7.50			
10-0-5120	Library Supplies	98974372	12.50			
10-0-5120	Library Supplies	98974373	5.00			
10-0-5120	Library Supplies	98974370	20.00			
10-0-5120	Library Supplies	98974371	30.00			
10-0-5120	Library Supplies	98940590	2.50			
10-0-5120	Library Supplies	98940589	2.50			
10-0-5120	Library Supplies	98940592	5.00			
10-0-5120	Library Supplies	98940591	5.00			
10-0-5120	Library Supplies	98940594	2.50			
10-0-5120	Library Supplies	98940595	5.00			
10-0-5120	Library Supplies	98940597	2.50			
10-0-5120	Library Supplies	98940596	5.00			
10-0-5120	Library Supplies	98940602	2.50			
10-0-5120	Library Supplies	98940603	2.50			
10-0-5120	Library Supplies	98940604	2.50			
10-0-5120	Library Supplies	98940605	2.50			
10-0-5120	Library Supplies	98940601	20.00			
10-0-5120	Library Supplies	98940600	2.50			
10-0-5120	Library Supplies	98940599	20.00			
10-0-5120	Library Supplies	98940598	2.50			
Baker & Taylor				15974	07/31/20	<u>7,276.85</u>
10-1-5340	Books-Fiction-Adult-Winnetka	2035159157	255.83			
10-1-5340	Books-Fiction-Adult-Winnetka	2035254461	364.51			
10-1-5340	Books-Fiction-Adult-Winnetka	2035254259	275.85			
10-1-5340	Books-Fiction-Adult-Winnetka	2035254338	202.22			
10-1-5340	Books-Fiction-Adult-Winnetka	2035254388	395.05			
10-1-5340	Books-Fiction-Adult-Winnetka	2035254426	207.65			
10-1-5340	Books-Fiction-Adult-Winnetka	2035254659	170.18			
10-1-5340	Books-Fiction-Adult-Winnetka	2035254776	190.40			
10-1-5340	Books-Fiction-Adult-Winnetka	2035267543	706.03			
10-1-5340	Books-Fiction-Adult-Winnetka	2035309910	381.87			
10-2-5340	Books-Fiction-Adult-Northfield	2035159157	91.65			
10-2-5340	Books-Fiction-Adult-Northfield	2035309910	126.09			
10-2-5340	Books-Fiction-Adult-Northfield	2035267543	413.66			

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-2-5340	Books-Fiction-Adult-Northfield	2035254659	123.42			
10-2-5340	Books-Fiction-Adult-Northfield	2035254776	142.80			
10-2-5340	Books-Fiction-Adult-Northfield	2035254388	147.24			
10-2-5340	Books-Fiction-Adult-Northfield	2035254426	135.29			
10-2-5340	Books-Fiction-Adult-Northfield	2035254338	128.57			
10-2-5340	Books-Fiction-Adult-Northfield	2035254461	287.52			
10-2-5340	Books-Fiction-Adult-Northfield	2035254259	184.07			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	2035254288	192.02			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	2035267171	649.48			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	2035283769	190.64			
10-2-5341	Books-Non-Fiction-Adult-Northfield	2035267171	47.41			
10-2-5341	Books-Non-Fiction-Adult-Northfield	2035283769	33.30			
10-2-5341	Books-Non-Fiction-Adult-Northfield	2035254288	82.46			
10-1-5440	Books-Fiction-Juv-Winnetka	2035278157	28.24			
10-1-5440	Books-Fiction-Juv-Winnetka	2035296827	35.16			
10-1-5440	Books-Fiction-Juv-Winnetka	2035276498	239.15			
10-2-5440	Books-Fiction-Juv-Northfield	2035296827	35.16			
10-2-5440	Books-Fiction-Juv-Northfield	2035278157	234.30			
10-2-5440	Books-Fiction-Juv-Northfield	2035255145	9.60			
10-1-5447	Books-Easy-Winnetka	2035278157	57.16			
10-2-5447	Books-Easy-Northfield	2035278157	57.16			
10-2-5447	Books-Easy-Northfield	2035296827	53.96			
10-1-5448	Books-Jr. High-Winnetka	2035276498	8.92			
10-1-5448	Books-Jr. High-Winnetka	2035255145	20.33			
10-0-5120	Library Supplies	2035254288	11.77			
10-0-5120	Library Supplies	2035254388	26.96			
10-0-5120	Library Supplies	2035254338	16.80			
10-0-5120	Library Supplies	2035254259	22.15			
10-0-5120	Library Supplies	2035254461	30.41			
10-0-5120	Library Supplies	2035159157	16.39			
10-0-5120	Library Supplies	2035255145	2.55			
10-0-5120	Library Supplies	2035283769	12.77			
10-0-5120	Library Supplies	2035267171	31.65			
10-0-5120	Library Supplies	2035276498	25.69			
10-0-5120	Library Supplies	2035254776	15.32			
10-0-5120	Library Supplies	2035254426	17.51			
10-0-5120	Library Supplies	2035254659	13.82			
10-0-5120	Library Supplies	2035267543	61.17			
10-0-5120	Library Supplies	2035296827	10.10			
10-0-5120	Library Supplies	2035278157	32.54			
10-0-5120	Library Supplies	2035309910	24.90			

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Baker & Taylor				15975	07/31/20	8,966.41
10-1-5340	Books-Fiction-Adult-Winnetka	2035173667	174.09			
10-1-5340	Books-Fiction-Adult-Winnetka	2035254690	97.50			
10-1-5340	Books-Fiction-Adult-Winnetka	2035282523	262.39			
10-1-5340	Books-Fiction-Adult-Winnetka	2035296630	2,815.63			
10-1-5340	Books-Fiction-Adult-Winnetka	2035304495	249.66			
10-2-5340	Books-Fiction-Adult-Northfield	2035304495	175.75			
10-2-5340	Books-Fiction-Adult-Northfield	2035296630	374.14			
10-2-5340	Books-Fiction-Adult-Northfield	2035282523	156.44			
10-2-5340	Books-Fiction-Adult-Northfield	12	16.10			
10-2-5340	Books-Fiction-Adult-Northfield	2035173667	91.78			
10-2-5340	Books-Fiction-Adult-Northfield	2035254690	65.33			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	2035152885	787.90			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	2035254256	50.39			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	2035254222	44.12			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	2035173519	898.80			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	2035314840	505.30			
10-2-5341	Books-Non-Fiction-Adult-Northfield	2035314840	88.95			
10-2-5341	Books-Non-Fiction-Adult-Northfield	2035173519	176.93			
10-2-5341	Books-Non-Fiction-Adult-Northfield	2035254256	36.73			
10-2-5341	Books-Non-Fiction-Adult-Northfield	2035152885	191.95			
10-1-5440	Books-Fiction-Juv-Winnetka	2035321232	51.25			
10-1-5440	Books-Fiction-Juv-Winnetka	2035162363	18.63			
10-2-5440	Books-Fiction-Juv-Northfield	2035255128	20.32			
10-2-5440	Books-Fiction-Juv-Northfield	2035162363	24.57			
10-2-5440	Books-Fiction-Juv-Northfield	2035321232	47.09			
10-1-5441	Books-Non-Fiction, Easy, & JH-Winnetka	2035311692	3.56			
10-1-5441	Books-Non-Fiction, Easy, & JH-Winnetka	2035252729	39.02			
10-1-5441	Books-Non-Fiction, Easy, & JH-Winnetka	2035252741	10.14			
10-2-5441	Books-Non-Fiction, Easy, & JH-Northfield	2035252729	39.02			
10-2-5441	Books-Non-Fiction, Easy, & JH-Northfield	57	39.95			
10-2-5441	Books-Non-Fiction, Easy, & JH-Northfield	2035283060	145.05			
10-2-5441	Books-Non-Fiction, Easy, & JH-Northfield	2035311692	3.56			

# Winnetka-Northfield Public Library District

## Check Register

All Bank Accounts

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-1-5447	Books-Easy-Winnetka	2035321232	14.24			
10-1-5447	Books-Easy-Winnetka	2035301099	68.20			
10-1-5447	Books-Easy-Winnetka	2035255256	23.07			
10-1-5447	Books-Easy-Winnetka	2035255254	26.23			
10-1-5447	Books-Easy-Winnetka	2035255227	36.39			
10-1-5447	Books-Easy-Winnetka	2035255228	13.49			
10-1-5447	Books-Easy-Winnetka	2035162363	87.55			
10-1-5447	Books-Easy-Winnetka	2035255225	26.23			
10-1-5447	Books-Easy-Winnetka	2035252732	14.84			
10-1-5447	Books-Easy-Winnetka	2035252743	18.63			
10-1-5447	Books-Easy-Winnetka	2035252747	24.40			
10-1-5447	Books-Easy-Winnetka	2035254307	38.54			
10-2-5447	Books-Easy-Northfield	2035252743	36.58			
10-2-5447	Books-Easy-Northfield	2035254307	38.54			
10-2-5447	Books-Easy-Northfield	2035162363	50.81			
10-2-5447	Books-Easy-Northfield	2035252747	10.16			
10-2-5447	Books-Easy-Northfield	2035252732	23.09			
10-2-5447	Books-Easy-Northfield	2035255253	12.74			
10-2-5447	Books-Easy-Northfield	2035255226	26.23			
10-2-5447	Books-Easy-Northfield	2035255255	13.49			
10-2-5447	Books-Easy-Northfield	2035301098	68.20			
10-2-5447	Books-Easy-Northfield	2035321232	14.24			
10-1-5448	Books-Jr. High-Winnetka	2035252747	5.94			
10-1-5448	Books-Jr. High-Winnetka	2035162363	14.97			
10-1-5448	Books-Jr. High-Winnetka	2035255128	51.91			
10-2-5448	Books-Jr. High-Northfield	2035255128	21.45			
10-0-5120	Library Supplies	2035255128	7.67			
10-0-5120	Library Supplies	2035254307	5.59			
10-0-5120	Library Supplies	2035254256	1.59			
10-0-5120	Library Supplies	2035152885	50.00			
10-0-5120	Library Supplies	2035252747	3.30			
10-0-5120	Library Supplies	2035252743	3.53			
10-0-5120	Library Supplies	2035252741	0.05			
10-0-5120	Library Supplies	2035252732	0.84			
10-0-5120	Library Supplies	2035252729	4.29			
10-0-5120	Library Supplies	2035301098	5.29			
10-0-5120	Library Supplies	2035296630	199.81			
10-0-5120	Library Supplies	2035301099	5.29			
10-0-5120	Library Supplies	2035282523	21.28			
10-0-5120	Library Supplies	2035283060	12.61			
10-0-5120	Library Supplies	2035255255	1.02			
10-0-5120	Library Supplies	2035255254	2.03			
10-0-5120	Library Supplies	2035255256	2.02			
10-0-5120	Library Supplies	2035311692	2.62			
10-0-5120	Library Supplies	2035255226	1.73			
10-0-5120	Library Supplies	2035255227	2.43			
10-0-5120	Library Supplies	2035255253	1.01			
10-0-5120	Library Supplies	2035255228	1.02			
10-0-5120	Library Supplies	2035255225	2.03			
10-0-5120	Library Supplies	2035254690	8.31			
10-0-5120	Library Supplies	2035254222	2.02			
10-0-5120	Library Supplies	2035162363	9.13			
10-0-5120	Library Supplies	2035173519	44.23			
10-0-5120	Library Supplies	2035173667	17.18			
10-0-5120	Library Supplies	2035314840	26.43			
10-0-5120	Library Supplies	2035304495	18.32			

# Winnetka-Northfield Public Library District

## Check Register

All Bank Accounts

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5120	Library Supplies	2035321232	21.54			
Midwest Tape				15976	07/31/20	<u>4,957.81</u>
10-1-5343	DVDs-Adult-Winnetka	99065813	78.72			
10-1-5343	DVDs-Adult-Winnetka	99106115	56.22			
10-1-5343	DVDs-Adult-Winnetka	715	67.44			
10-1-5343	DVDs-Adult-Winnetka	99091031	41.23			
10-1-5343	DVDs-Adult-Winnetka	99091039	14.99			
10-1-5343	DVDs-Adult-Winnetka	99091073	29.99			
10-1-5343	DVDs-Adult-Winnetka	99091074	59.95			
10-1-5343	DVDs-Adult-Winnetka	99091075	238.06			
10-1-5343	DVDs-Adult-Winnetka	99091076	62.22			
10-1-5343	DVDs-Adult-Winnetka	99106106	372.56			
10-1-5343	DVDs-Adult-Winnetka	99106110	27.99			
10-1-5343	DVDs-Adult-Winnetka	99106111	388.28			
10-1-5343	DVDs-Adult-Winnetka	99106112	22.49			
10-2-5343	DVDs-Adult-Northfield	99065812	78.72			
10-2-5343	DVDs-Adult-Northfield	99106105	71.21			
10-2-5343	DVDs-Adult-Northfield	99091077	284.19			
10-2-5343	DVDs-Adult-Northfield	99091078	75.71			
10-2-5343	DVDs-Adult-Northfield	99091079	4.49			
10-2-5343	DVDs-Adult-Northfield	99106100	18.74			
10-2-5343	DVDs-Adult-Northfield	99106113	118.43			
10-2-5343	DVDs-Adult-Northfield	99106114	22.49			
10-1-5344	Audio Books-Adult-Winnetka	99106116	19.99			
10-1-5344	Audio Books-Adult-Winnetka	99106102	51.99			
10-1-5344	Audio Books-Adult-Winnetka	99106103	34.99			
10-1-5344	Audio Books-Adult-Winnetka	99106107	667.84			
10-1-5344	Audio Books-Adult-Winnetka	99091070	144.96			
10-1-5344	Audio Books-Adult-Winnetka	99091037	29.99			
10-1-5344	Audio Books-Adult-Winnetka	99065814	129.97			
10-1-5344	Audio Books-Adult-Winnetka	99091033	67.99			
10-1-5344	Audio Books-Adult-Winnetka	99091034	55.99			
10-1-5344	Audio Books-Adult-Winnetka	99091036	39.99			
10-2-5344	Audio Books-Adult-Northfield	99091035	39.99			
10-2-5344	Audio Books-Adult-Northfield	99065816	129.97			
10-2-5344	Audio Books-Adult-Northfield	99091032	67.99			
10-2-5344	Audio Books-Adult-Northfield	99091038	29.99			
10-2-5344	Audio Books-Adult-Northfield	99091072	104.97			
10-2-5344	Audio Books-Adult-Northfield	99106109	479.89			
10-1-5443	DVDs-Juv-Winnetka	99106104	104.95			
10-1-5443	DVDs-Juv-Winnetka	99065811	112.45			
10-1-5444	Audio Books-Juv-Winnetka	99106101	59.99			
10-0-5120	Library Supplies	99065812	15.00			

# Winnetka-Northfield Public Library District

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5120	Library Supplies	99065813	15.00			
10-0-5120	Library Supplies	99065811	12.50			
10-0-5120	Library Supplies	99106116	2.50			
10-0-5120	Library Supplies	99106115	7.50			
10-0-5120	Library Supplies	99106114	2.50			
10-0-5120	Library Supplies	99106113	17.50			
10-0-5120	Library Supplies	99106101	2.50			
10-0-5120	Library Supplies	99106100	2.50			
10-0-5120	Library Supplies	99106103	2.50			
10-0-5120	Library Supplies	99106102	2.50			
10-0-5120	Library Supplies	99091079	2.50			
10-0-5120	Library Supplies	99091078	10.00			
10-0-5120	Library Supplies	99091077	40.00			
10-0-5120	Library Supplies	99091076	7.50			
10-0-5120	Library Supplies	99106104	14.90			
10-0-5120	Library Supplies	99106105	10.00			
10-0-5120	Library Supplies	99106107	40.00			
10-0-5120	Library Supplies	99106106	47.50			
10-0-5120	Library Supplies	99106109	27.50			
10-0-5120	Library Supplies	99106110	2.50			
10-0-5120	Library Supplies	99106112	2.50			
10-0-5120	Library Supplies	99106111	57.40			
10-0-5120	Library Supplies	99091072	7.50			
10-0-5120	Library Supplies	99091073	2.50			
10-0-5120	Library Supplies	99091075	32.50			
10-0-5120	Library Supplies	99091074	12.50			
10-0-5120	Library Supplies	99091038	2.50			
10-0-5120	Library Supplies	99091037	2.50			
10-0-5120	Library Supplies	99091070	10.00			
10-0-5120	Library Supplies	99091039	2.50			
10-0-5120	Library Supplies	99091032	2.50			
10-0-5120	Library Supplies	99091031	5.00			
10-0-5120	Library Supplies	99065816	7.50			
10-0-5120	Library Supplies	99065814	7.50			
10-0-5120	Library Supplies	99091035	2.50			
10-0-5120	Library Supplies	99091036	2.50			
10-0-5120	Library Supplies	99091034	2.50			
10-0-5120	Library Supplies	99091033	2.50			
Baker & Taylor				15977	07/31/20	<u>5,188.90</u>
10-1-5340	Books-Fiction-Adult-Winnetka	2035312486	298.51			
10-1-5340	Books-Fiction-Adult-Winnetka	2035324304	380.01			
10-1-5340	Books-Fiction-Adult-Winnetka	2035318795	295.62			
10-1-5340	Books-Fiction-Adult-Winnetka	2035327832	586.37			
10-2-5340	Books-Fiction-Adult-Northfield	2035327832	325.59			
10-2-5340	Books-Fiction-Adult-Northfield	2035318795	74.53			
10-2-5340	Books-Fiction-Adult-Northfield	2035312486	93.40			
10-2-5340	Books-Fiction-Adult-Northfield	2035324304	152.08			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	2035339917	611.17			

# Winnetka-Northfield Public Library District

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-1-5341	Books-Non-Fiction-Adult-Winnetka	2035351866	1,500.16			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	2035310994	196.28			
10-2-5341	Books-Non-Fiction-Adult-Northfield	2035351866	36.41			
10-2-5341	Books-Non-Fiction-Adult-Northfield	2035339917	235.30			
10-2-5341	Books-Non-Fiction-Adult-Northfield	2035310994	62.88			
10-1-5440	Books-Fiction-Juv-Winnetka	2035329583	26.67			
10-2-5440	Books-Fiction-Juv-Northfield	2035329583	23.70			
10-2-5440	Books-Fiction-Juv-Northfield	2035324643	10.73			
10-1-5448	Books-Jr. High-Winnetka	2035324643	21.46			
10-2-5448	Books-Jr. High-Northfield	2035324643	10.73			
10-0-5120	Library Supplies	2035312486	20.69			
10-0-5120	Library Supplies	2035339917	39.78			
10-0-5120	Library Supplies	2035318795	15.67			
10-0-5120	Library Supplies	2035351866	77.73			
10-0-5120	Library Supplies	2035324304	28.01			
10-0-5120	Library Supplies	2035329583	5.68			
10-0-5120	Library Supplies	2035324643	3.57			
10-0-5120	Library Supplies	2035310994	7.47			
10-0-5120	Library Supplies	2035327832	48.70			
Midwest Tape				15978	07/31/20	<u>1,613.88</u>
10-1-5343	DVDs-Adult-Winnetka	99129408	127.44			
10-1-5343	DVDs-Adult-Winnetka	99129404	246.63			
10-1-5343	DVDs-Adult-Winnetka	99129405	87.46			
10-1-5343	DVDs-Adult-Winnetka	99109243	44.99			
10-1-5343	DVDs-Adult-Winnetka	99124159	134.18			
10-2-5343	DVDs-Adult-Northfield	99129406	73.46			
10-2-5343	DVDs-Adult-Northfield	99129407	87.46			
10-2-5343	DVDs-Adult-Northfield	99129409	22.49			
10-1-5344	Audio Books-Adult-Winnetka	99124158	179.97			
10-1-5344	Audio Books-Adult-Winnetka	99129400	199.95			
10-1-5344	Audio Books-Adult-Winnetka	99129402	71.99			
10-2-5344	Audio Books-Adult-Northfield	99124156	34.99			
10-2-5344	Audio Books-Adult-Northfield	99124157	67.99			
10-2-5344	Audio Books-Adult-Northfield	99129403	39.99			
10-2-5444	Audio Books-Juv-Northfield	99124155	59.99			
10-0-5120	Library Supplies	99124157	2.50			
10-0-5120	Library Supplies	99124156	2.50			
10-0-5120	Library Supplies	99129402	2.50			
10-0-5120	Library Supplies	99129400	12.50			
10-0-5120	Library Supplies	99124158	7.50			
10-0-5120	Library Supplies	99124159	17.50			
10-0-5120	Library Supplies	99129403	2.50			
10-0-5120	Library Supplies	99129404	32.40			
10-0-5120	Library Supplies	99129406	10.00			

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5120	Library Supplies	99129405	12.50			
10-0-5120	Library Supplies	99129409	2.50			
10-0-5120	Library Supplies	99129407	12.50			
10-0-5120	Library Supplies	99129408	15.00			
10-0-5120	Library Supplies	99124155	2.50			
Baker & Taylor				15979	07/31/20	<u>19,116.10</u>
10-0-5120	Library Supplies	2035254688	2.93			
10-0-5120	Library Supplies	2035254665	1.46			
10-0-5120	Library Supplies	2035254239	7.73			
10-0-5120	Library Supplies	2035254235	6.54			
10-0-5120	Library Supplies	2035254283	3.35			
10-0-5120	Library Supplies	2035254321	6.26			
10-0-5120	Library Supplies	2035254367	7.01			
10-1-5340	Books-Fiction-Adult-Winnetka	2035252737	166.40			
10-1-5340	Books-Fiction-Adult-Winnetka	2035254104	238.46			
10-1-5340	Books-Fiction-Adult-Winnetka	2035254497	326.64			
10-1-5340	Books-Fiction-Adult-Winnetka	2035254525	169.34			
10-1-5340	Books-Fiction-Adult-Winnetka	2035254563	109.17			
10-1-5340	Books-Fiction-Adult-Winnetka	2035254576	282.19			
10-1-5340	Books-Fiction-Adult-Winnetka	2035254593	148.39			
10-1-5340	Books-Fiction-Adult-Winnetka	2035254224	178.15			
10-1-5340	Books-Fiction-Adult-Winnetka	2035254227	477.90			
10-1-5340	Books-Fiction-Adult-Winnetka	2035254407	256.39			
10-1-5340	Books-Fiction-Adult-Winnetka	2035254453	119.88			
10-1-5340	Books-Fiction-Adult-Winnetka	2035254648	174.58			
10-1-5340	Books-Fiction-Adult-Winnetka	2035254709	187.04			
10-1-5340	Books-Fiction-Adult-Winnetka	2035260358	210.33			
10-1-5340	Books-Fiction-Adult-Winnetka	2035254274	257.32			
10-1-5340	Books-Fiction-Adult-Winnetka	2035254295	186.35			
10-1-5340	Books-Fiction-Adult-Winnetka	2035173667	174.09			
10-1-5340	Books-Fiction-Adult-Winnetka	2035166569	396.16			
10-1-5340	Books-Fiction-Adult-Winnetka	2035171426	941.85			
10-1-5340	Books-Fiction-Adult-Winnetka	2035252764	62.82			
10-1-5340	Books-Fiction-Adult-Winnetka	2035254235	91.50			
10-1-5340	Books-Fiction-Adult-Winnetka	2035254239	78.49			
10-1-5340	Books-Fiction-Adult-Winnetka	2035254321	82.43			
10-1-5340	Books-Fiction-Adult-Winnetka	2035254367	102.17			



# 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
10-1-5340	Books-Fiction-Adult-Winnetka	2035254615	78.67			
10-1-5340	Books-Fiction-Adult-Winnetka	2035254674	62.12			
10-1-5340	Books-Fiction-Adult-Winnetka	2035254665	15.81			
10-1-5340	Books-Fiction-Adult-Winnetka	2035254688	32.76			
10-1-5340	Books-Fiction-Adult-Winnetka	2035254727	16.38			
10-2-5340	Books-Fiction-Adult-Northfield	2035254688	32.76			
10-2-5340	Books-Fiction-Adult-Northfield	2035254727	16.38			
10-2-5340	Books-Fiction-Adult-Northfield	2035254674	47.43			
10-2-5340	Books-Fiction-Adult-Northfield	2035254665	15.81			
10-2-5340	Books-Fiction-Adult-Northfield	2035254615	62.29			
10-2-5340	Books-Fiction-Adult-Northfield	2035254321	29.95			
10-2-5340	Books-Fiction-Adult-Northfield	2035254367	30.51			
10-2-5340	Books-Fiction-Adult-Northfield	2035254239	68.01			
10-2-5340	Books-Fiction-Adult-Northfield	2035254235	46.29			
10-2-5340	Books-Fiction-Adult-Northfield	2035252764	47.15			
10-2-5340	Books-Fiction-Adult-Northfield	2035171426	64.14			
10-2-5340	Books-Fiction-Adult-Northfield	2035166569	109.57			
10-2-5340	Books-Fiction-Adult-Northfield	2035173667	91.78			
10-2-5340	Books-Fiction-Adult-Northfield	2035260358	130.55			
10-2-5340	Books-Fiction-Adult-Northfield	2035254274	136.08			
10-2-5340	Books-Fiction-Adult-Northfield	2035254648	96.18			
10-2-5340	Books-Fiction-Adult-Northfield	2035254709	133.82			
10-2-5340	Books-Fiction-Adult-Northfield	2035254453	84.00			
10-2-5340	Books-Fiction-Adult-Northfield	2035254407	162.84			
10-2-5340	Books-Fiction-Adult-Northfield	2035254227	158.92			
10-2-5340	Books-Fiction-Adult-Northfield	2035254224	122.02			
10-2-5340	Books-Fiction-Adult-Northfield	2035254576	123.00			
10-2-5340	Books-Fiction-Adult-Northfield	2035254593	47.04			
10-2-5340	Books-Fiction-Adult-Northfield	2035254525	93.19			
10-2-5340	Books-Fiction-Adult-Northfield	2035254563	78.93			
10-2-5340	Books-Fiction-Adult-Northfield	2035254104	143.19			
10-2-5340	Books-Fiction-Adult-Northfield	2035254497	171.09			

# Winnetka-Northfield Public Library District

## Check Register

All Bank Accounts

July 1, 2020 - July 31, 2020

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-2-5340	Books-Fiction-Adult-Northfield	2035252737	76.96			
10-2-5340	Books-Fiction-Adult-Northfield	2035254295	108.28			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	2035173519	898.80			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	2035152885	787.90			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	2035254256	50.39			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	2035153721	515.53			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	2035162243	373.12			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	2035252738	114.74			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	2035252765	511.22			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	2035252766	115.59			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	2035254283	53.70			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	2035252748	454.83			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	2035252754	328.18			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	2035252758	129.64			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	2035252745	252.04			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	2035252733	116.27			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	2035254228	398.03			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	2035254402	297.46			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	2035254572	160.12			
10-2-5341	Books-Non-Fiction-Adult-Northfield	2035152885	191.95			
10-2-5341	Books-Non-Fiction-Adult-Northfield	2035254572	103.98			
10-2-5341	Books-Non-Fiction-Adult-Northfield	2035254402	120.09			
10-2-5341	Books-Non-Fiction-Adult-Northfield	2035254228	149.97			
10-2-5341	Books-Non-Fiction-Adult-Northfield	2035252733	36.07			
10-2-5341	Books-Non-Fiction-Adult-Northfield	2035252745	48.57			
10-2-5341	Books-Non-Fiction-Adult-Northfield	2035252754	81.29			
10-2-5341	Books-Non-Fiction-Adult-Northfield	2035252758	88.23			
10-2-5341	Books-Non-Fiction-Adult-Northfield	2035252748	81.74			
10-2-5341	Books-Non-Fiction-Adult-Northfield	2035252766	15.81			
10-2-5341	Books-Non-Fiction-Adult-Northfield	2035254283	25.45			
10-2-5341	Books-Non-Fiction-Adult-Northfield	2035162243	108.06			
10-2-5341	Books-Non-Fiction-Adult-Northfield	2035153721	92.26			

# Winnetka-Northfield Public Library District

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All Bank Accounts

July 1, 2020 - July 31, 2020

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-2-5341	Books-Non-Fiction-Adult-Northfield	2035254256	36.73			
10-2-5341	Books-Non-Fiction-Adult-Northfield	2035173519	176.93			
10-1-5440	Books-Fiction-Juv-Winnetka	2035162363	18.63			
10-1-5440	Books-Fiction-Juv-Winnetka	2035142907	210.73			
10-1-5440	Books-Fiction-Juv-Winnetka	2035171649	60.39			
10-1-5440	Books-Fiction-Juv-Winnetka	2035269352	11.88			
10-1-5440	Books-Fiction-Juv-Winnetka	2035252727	40.05			
10-1-5440	Books-Fiction-Juv-Winnetka	2035254285	23.85			
10-1-5440	Books-Fiction-Juv-Winnetka	2035252731	28.80			
10-2-5440	Books-Fiction-Juv-Northfield	2035252731	28.80			
10-2-5440	Books-Fiction-Juv-Northfield	2035254285	53.74			
10-2-5440	Books-Fiction-Juv-Northfield	2035252736	12.74			
10-2-5440	Books-Fiction-Juv-Northfield	2035252727	44.80			
10-2-5440	Books-Fiction-Juv-Northfield	2035269352	23.76			
10-2-5440	Books-Fiction-Juv-Northfield	2035254378	21.46			
10-2-5440	Books-Fiction-Juv-Northfield	2035171649	68.87			
10-2-5440	Books-Fiction-Juv-Northfield	2035252751	22.41			
10-2-5440	Books-Fiction-Juv-Northfield	2035142907	218.72			
10-2-5440	Books-Fiction-Juv-Northfield	2035162363	24.57			
10-1-5441	Books-Non-Fiction, Easy, & JH-Winnetka	2035252726	110.26			
10-1-5441	Books-Non-Fiction, Easy, & JH-Winnetka	2035276509	145.05			
10-1-5441	Books-Non-Fiction, Easy, & JH-Winnetka	2035142909	118.55			
10-1-5441	Books-Non-Fiction, Easy, & JH-Winnetka	2035252767	5.92			
10-1-5441	Books-Non-Fiction, Easy, & JH-Winnetka	2035160711	107.88			
10-2-5441	Books-Non-Fiction, Easy, & JH-Northfield	2035142909	67.96			
10-2-5441	Books-Non-Fiction, Easy, & JH-Northfield	2035160711	95.61			
10-2-5441	Books-Non-Fiction, Easy, & JH-Northfield	2035252726	84.88			
10-1-5447	Books-Easy-Winnetka	2035254285	4.16			
10-1-5447	Books-Easy-Winnetka	2035252731	51.99			
10-1-5447	Books-Easy-Winnetka	2035252736	60.71			
10-1-5447	Books-Easy-Winnetka	2035142907	56.69			
10-1-5447	Books-Easy-Winnetka	2035162363	87.55			
10-1-5447	Books-Easy-Winnetka	2035171649	55.00			
10-1-5447	Books-Easy-Winnetka	2035252751	16.34			
10-1-5447	Books-Easy-Winnetka	2035254378	43.08			
10-1-5447	Books-Easy-Winnetka	2035255227	36.39			
10-1-5447	Books-Easy-Winnetka	2035255228	13.49			

# Winnetka-Northfield Public Library District

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All Bank Accounts

July 1, 2020 - July 31, 2020

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-1-5447	Books-Easy-Winnetka	2035255225	26.23			
10-1-5447	Books-Easy-Winnetka	2035252727	20.84			
10-1-5447	Books-Easy-Winnetka	2035255198	26.23			
10-1-5447	Books-Easy-Winnetka	2035255200	69.64			
10-1-5447	Books-Easy-Winnetka	2035255201	10.16			
10-2-5447	Books-Easy-Northfield	2035255199	9.60			
10-2-5447	Books-Easy-Northfield	2035252727	47.82			
10-2-5447	Books-Easy-Northfield	2035252731	38.86			
10-2-5447	Books-Easy-Northfield	2035255226	26.23			
10-2-5447	Books-Easy-Northfield	2035254378	19.99			
10-2-5447	Books-Easy-Northfield	2035252751	9.60			
10-2-5447	Books-Easy-Northfield	2035142907	41.21			
10-2-5447	Books-Easy-Northfield	2035162363	50.81			
10-2-5447	Books-Easy-Northfield	2035252736	14.98			
10-2-5447	Books-Easy-Northfield	2035271364	9.58			
10-2-5447	Books-Easy-Northfield	2035254285	4.16			
10-1-5448	Books-Jr. High-Winnetka	2035162363	14.97			
10-1-5448	Books-Jr. High-Winnetka	2035142909	28.56			
10-1-5448	Books-Jr. High-Winnetka	2035142907	20.27			
10-1-5448	Books-Jr. High-Winnetka	2035252751	29.75			
10-1-5448	Books-Jr. High-Winnetka	2035171649	28.99			
10-1-5448	Books-Jr. High-Winnetka	2035254378	21.46			
10-1-5448	Books-Jr. High-Winnetka	2035269352	12.99			
10-1-5448	Books-Jr. High-Winnetka	2035276726	184.49			
10-1-5448	Books-Jr. High-Winnetka	2035252731	14.25			
10-1-5448	Books-Jr. High-Winnetka	2035252736	12.74			
10-1-5448	Books-Jr. High-Winnetka	2035254285	37.02			
10-2-5448	Books-Jr. High-Northfield	2035142909	28.56			
10-2-5448	Books-Jr. High-Northfield	2035283609	184.49			
10-0-5120	Library Supplies	2035283609	13.07			
10-0-5120	Library Supplies	2035254593	9.93			
10-0-5120	Library Supplies	2035254576	10.33			
10-0-5120	Library Supplies	2035254563	9.74			
10-0-5120	Library Supplies	2035254525	14.51			
10-0-5120	Library Supplies	2035254497	25.49			
10-0-5120	Library Supplies	2035254228	25.74			
10-0-5120	Library Supplies	2035254227	26.48			
10-0-5120	Library Supplies	2035252736	1.16			
10-0-5120	Library Supplies	2035254224	8.50			
10-0-5120	Library Supplies	2035252731	8.96			
10-0-5120	Library Supplies	2035252745	14.70			
10-0-5120	Library Supplies	2035271364	0.05			
10-0-5120	Library Supplies	2035252726	9.48			
10-0-5120	Library Supplies	2035252733	8.91			
10-0-5120	Library Supplies	2035252737	13.47			
10-0-5120	Library Supplies	2035252754	22.35			
10-0-5120	Library Supplies	2035252748	23.08			
10-0-5120	Library Supplies	2035252758	11.54			
10-0-5120	Library Supplies	2035254104	19.16			
10-0-5120	Library Supplies	2035254285	19.16			
10-0-5120	Library Supplies	2035254402	19.04			
10-0-5120	Library Supplies	2035254572	16.02			
10-0-5120	Library Supplies	2035254453	11.12			
10-0-5120	Library Supplies	2035254407	23.30			
10-0-5120	Library Supplies	2035276509	12.61			
10-0-5120	Library Supplies	2035254295	13.82			

# Winnetka-Northfield Public Library District

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All Bank Accounts

July 1, 2020 - July 31, 2020

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5120	Library Supplies	2035254274	18.87			
10-0-5120	Library Supplies	2035254648	12.40			
10-0-5120	Library Supplies	2035260358	16.35			
10-0-5120	Library Supplies	2035254709	10.05			
10-0-5120	Library Supplies	2035254256	1.59			
10-0-5120	Library Supplies	2035152885	50.00			
10-0-5120	Library Supplies	2035142909	15.77			
10-0-5120	Library Supplies	2035153721	22.94			
10-0-5120	Library Supplies	2035142907	48.49			
10-0-5120	Library Supplies	2035162363	9.13			
10-0-5120	Library Supplies	2035173519	44.23			
10-0-5120	Library Supplies	2035173667	17.18			
10-0-5120	Library Supplies	2035171426	47.98			
10-0-5120	Library Supplies	2035171649	11.97			
10-0-5120	Library Supplies	2035160711	21.17			
10-0-5120	Library Supplies	2035162243	25.26			
10-0-5120	Library Supplies	2035166569	23.43			
10-0-5120	Library Supplies	2035252738	6.12			
10-0-5120	Library Supplies	2035252751	3.99			
10-0-5120	Library Supplies	2035252767	1.18			
10-0-5120	Library Supplies	2035252766	7.86			
10-0-5120	Library Supplies	2035252765	9.46			
10-0-5120	Library Supplies	2035252764	5.10			
10-0-5120	Library Supplies	2035276726	13.07			
10-0-5120	Library Supplies	2035252727	17.32			
10-0-5120	Library Supplies	2035255199	0.70			
10-0-5120	Library Supplies	2035255198	2.03			
10-0-5120	Library Supplies	2035255201	1.00			
10-0-5120	Library Supplies	2035255200	5.75			
10-0-5120	Library Supplies	2035269352	7.79			
10-0-5120	Library Supplies	2035255228	1.02			
10-0-5120	Library Supplies	2035255227	2.43			
10-0-5120	Library Supplies	2035255226	1.73			
10-0-5120	Library Supplies	2035255225	2.03			
10-0-5120	Library Supplies	2035254727	1.46			
10-0-5120	Library Supplies	2035254378	3.78			
10-0-5120	Library Supplies	2035254615	6.55			
10-0-5120	Library Supplies	2035254674	5.10			
Midwest Tape				15980	07/31/20	<u>5,003.81</u>
10-0-5120	Library Supplies	98974364	17.50			
10-0-5120	Library Supplies	98974365	17.50			
10-0-5120	Library Supplies	98974363	17.50			
10-0-5120	Library Supplies	98974362	34.90			
10-0-5120	Library Supplies	98972798	2.50			
10-0-5120	Library Supplies	98972799	2.50			
10-0-5120	Library Supplies	98974360	7.50			
10-0-5120	Library Supplies	98974361	2.50			
10-0-5120	Library Supplies	98974366	2.50			
10-0-5120	Library Supplies	98974367	22.50			
10-0-5120	Library Supplies	98974369	12.50			
10-0-5120	Library Supplies	98974368	7.50			
10-0-5120	Library Supplies	98974372	12.50			
10-0-5120	Library Supplies	98974373	5.00			
10-0-5120	Library Supplies	98974370	20.00			
10-0-5120	Library Supplies	98974371	30.00			

# Winnetka-Northfield Public Library District

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All Bank Accounts

July 1, 2020 - July 31, 2020

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5120	Library Supplies	98974383	7.50			
10-0-5120	Library Supplies	98974382	5.00			
10-0-5120	Library Supplies	98974385	10.00			
10-0-5120	Library Supplies	98974384	10.00			
10-0-5120	Library Supplies	98974387	2.50			
10-0-5120	Library Supplies	98974386	5.00			
10-0-5120	Library Supplies	98974388	5.00			
10-0-5120	Library Supplies	98974389	5.00			
10-0-5120	Library Supplies	98974377	7.50			
10-0-5120	Library Supplies	98974376	2.50			
10-0-5120	Library Supplies	98974375	2.50			
10-0-5120	Library Supplies	98974374	10.00			
10-0-5120	Library Supplies	98974379	7.50			
10-0-5120	Library Supplies	98974378	12.50			
10-0-5120	Library Supplies	98974381	5.00			
10-0-5120	Library Supplies	98974380	2.50			
10-0-5120	Library Supplies	98974395	10.00			
10-0-5120	Library Supplies	98974394	10.00			
10-0-5120	Library Supplies	98996076	2.50			
10-0-5120	Library Supplies	98996075	2.50			
10-0-5120	Library Supplies	98974393	5.00			
10-0-5120	Library Supplies	98974392	2.50			
10-0-5120	Library Supplies	98974391	7.50			
10-0-5120	Library Supplies	98974390	7.50			
10-0-5120	Library Supplies	99019202	5.00			
10-0-5120	Library Supplies	98996079	2.50			
10-0-5120	Library Supplies	98996078	2.50			
10-0-5120	Library Supplies	99019201	5.00			
10-0-5120	Library Supplies	99019200	2.50			
10-1-5343	DVDs-Adult-Winnetka	98974362	297.62			
10-1-5343	DVDs-Adult-Winnetka	98974367	179.91			
10-1-5343	DVDs-Adult-Winnetka	98974368	62.22			
10-1-5343	DVDs-Adult-Winnetka	98974369	82.47			
10-1-5343	DVDs-Adult-Winnetka	98974371	225.67			
10-1-5343	DVDs-Adult-Winnetka	98974373	26.24			
10-1-5343	DVDs-Adult-Winnetka	99019200	22.49			
10-1-5343	DVDs-Adult-Winnetka	98974390	56.23			
10-1-5343	DVDs-Adult-Winnetka	98974391	67.47			
10-1-5343	DVDs-Adult-Winnetka	98974392	22.49			
10-1-5343	DVDs-Adult-Winnetka	98974393	29.99			
10-1-5343	DVDs-Adult-Winnetka	98996075	26.24			
10-1-5343	DVDs-Adult-Winnetka	98974380	23.24			
10-1-5343	DVDs-Adult-Winnetka	98974381	26.24			
10-2-5343	DVDs-Adult-Northfield	98974374	89.96			
10-2-5343	DVDs-Adult-Northfield	98974370	172.44			
10-2-5343	DVDs-Adult-Northfield	98974361	18.74			
10-1-5344	Audio Books-Adult-Winnetka	98974360	99.97			
10-1-5344	Audio Books-Adult-Winnetka	98972799	39.99			
10-1-5344	Audio Books-Adult-Winnetka	98974375	34.99			
10-1-5344	Audio Books-Adult-Winnetka	98974378	195.95			
10-1-5344	Audio Books-Adult-Winnetka	98974379	119.97			
10-1-5344	Audio Books-Adult-Winnetka	98974389	84.98			

# Winnetka-Northfield Public Library District

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-1-5344	Audio Books-Adult-Winnetka	99019201	79.98			
10-1-5344	Audio Books-Adult-Winnetka	98996078	34.99			
10-1-5344	Audio Books-Adult-Winnetka	98996079	34.99			
10-2-5344	Audio Books-Adult-Northfield	99019202	79.98			
10-2-5344	Audio Books-Adult-Northfield	98996076	34.99			
10-2-5344	Audio Books-Adult-Northfield	98974388	84.98			
10-2-5344	Audio Books-Adult-Northfield	98974386	74.98			
10-2-5344	Audio Books-Adult-Northfield	98974387	39.99			
10-2-5344	Audio Books-Adult-Northfield	98974376	34.99			
10-2-5344	Audio Books-Adult-Northfield	98974377	120.97			
10-2-5344	Audio Books-Adult-Northfield	98972798	39.99			
10-1-5443	DVDs-Juv-Winnetka	98974363	142.43			
10-1-5443	DVDs-Juv-Winnetka	98974384	52.48			
10-1-5443	DVDs-Juv-Winnetka	98974385	89.96			
10-1-5443	DVDs-Juv-Winnetka	98974394	59.98			
10-1-5443	DVDs-Juv-Winnetka	99022753	44.98			
10-2-5443	DVDs-Juv-Northfield	98974395	59.98			
10-2-5443	DVDs-Juv-Northfield	98974382	26.24			
10-2-5443	DVDs-Juv-Northfield	98974383	67.47			
10-2-5443	DVDs-Juv-Northfield	98974372	104.20			
10-1-5444	Audio Books-Juv-Winnetka	98974366	49.99			
10-1-5444	Audio Books-Juv-Winnetka	98974365	629.93			
10-2-5444	Audio Books-Juv-Northfield	98974364	629.93			
VILLAGE OF WINNETKA				15981	07/21/20	<u>3,242.53</u>
10-1-5171	Electricity - Winnetka	VILLAGE OF WINNETKA	47.80			
10-1-5171	Electricity - Winnetka	VILLAGE OF WINNETKA	147.68			
10-1-5171	Electricity - Winnetka	VILLAGE OF WINNETKA	72.70			
10-1-5171	Electricity - Winnetka	VILLAGE OF WINNETKA	2,717.41			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	2.00			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	10.58			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	72.00			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	15.35			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	23.85			
10-1-5173	Storm Sewer - Winnetka	VILLAGE OF WINNETKA	133.16			
COMED				15982	07/01/20	<u>161.23</u>
10-2-5171	Electricity - Northfield	COMED	161.23			
CALL ONE				15983	07/03/20	<u>507.91</u>
10-1-5175	Telephone - Winnetka	CALL ONE	507.91			
NORTH SHORE GAS				15984	07/06/20	<u>392.08</u>
10-1-5174	Natural Gas - Winnetka	NORTH SHORE GAS	392.08			
COMCAST				15985	07/06/20	<u>69.95</u>

# Winnetka-Northfield Public Library District

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10-0-5176	Internet Services	COMCAST	69.95			
COMCAST				15986	07/13/20	<u>237.85</u>
10-0-5176	Internet Services	COMCAST	237.85			
NICOR				15987	07/14/20	<u>152.42</u>
10-2-5174	Natural Gas - Northfield	NICOR	152.42			
COMED				15988	07/31/20	<u>152.20</u>
10-2-5171	Electricity - Northfield	COMED	152.20			
VILLAGE OF NORTHFIELD				15989	07/31/20	<u>99.99</u>
10-2-5172	Water - Northfield	VILLAGE OF NORTHFIELD	99.99			
<b>Check List Total</b>						<u><u>297,932.49</u></u>



# Winnetka-Northfield Public Library District

## All Funds Summary

For the 2 Months Ended August 31, 2020

Ideal Budget Percentage Spent: 16.67%

	<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	4,122,360.00	687,060.00	1,550,681.41	37.62 %	863,621.41
IMRF Fund	100,000.00	16,666.67	36,551.71	36.55 %	19,885.04
FICA Fund	40,000.00	6,666.67	14,620.90	36.55 %	7,954.23
Building Fund	152,000.00	25,333.33	55,558.73	36.55 %	30,225.40
Unemployment Fund	10.00	1.67	3.63	36.30 %	1.96
<b>Total Revenues</b>	<u>4,414,370.00</u>	<u>735,728.33</u>	<u>1,657,416.38</u>	<u>37.55 %</u>	<u>921,688.05</u>
<b>Expenses</b>					
Library Fund	3,476,896.00	579,482.67	435,635.82	12.53 %	(143,846.85)
IMRF Fund	111,000.00	18,500.00	17,833.03	16.07 %	(666.97)
FICA Fund	123,000.00	20,500.00	16,184.63	13.16 %	(4,315.37)
Building Fund	320,000.00	53,333.33	32,322.02	10.10 %	(21,011.31)
Unemployment Fund	<u>5,000.00</u>	<u>833.33</u>	<u>0.00</u>	<u>0.00 %</u>	<u>(833.33)</u>
<b>Total Expenses</b>	<u>4,035,896.00</u>	<u>672,649.33</u>	<u>501,975.50</u>	<u>12.44 %</u>	<u>(170,673.83)</u>
<b>Total Revenues</b>	4,414,370.00	735,728.33	1,657,416.38	37.55 %	921,688.05
<b>Total Expenses</b>	<u>4,035,896.00</u>	<u>672,649.33</u>	<u>501,975.50</u>	<u>12.44 %</u>	<u>170,673.83</u>
<b>Excess Revenues less Expenses</b>	<u>378,474.00</u>	<u>63,079.00</u>	<u>1,155,440.88</u>	<u>305.29 %</u>	<u>1,092,361.88</u>

# Winnetka-Northfield Public Library District

## Library Fund Summary

For the 2 Months Ended August 31, 2020

Ideal Budget Percentage Spent: 16.67%

	<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>Operating Revenue</b>					
Property Tax	3,916,860.00	652,810.00	1,483,447.97	37.87 %	830,637.97
Replacement Tax	20,000.00	3,333.33	14,217.07	71.09 %	10,883.74
Collections	126,000.00	21,000.00	24,936.22	19.79 %	3,936.22
Materials	9,500.00	1,583.33	747.65	7.87 %	(835.68)
Other Income	50,000.00	8,333.33	27,332.50	54.67 %	18,999.17
<b>Total Operating Revenue</b>	<u>4,122,360.00</u>	<u>687,060.00</u>	<u>1,550,681.41</u>	<u>37.62 %</u>	<u>863,621.41</u>
<b>Operating Expenses</b>					
Personnel	1,790,000.00	298,333.33	191,120.41	10.68 %	(107,212.92)
Administration	229,106.00	38,184.33	27,714.16	12.10 %	(10,470.17)
Utilities	97,700.00	16,283.33	10,672.31	10.92 %	(5,611.02)
IT Services	171,250.00	28,541.67	11,931.30	6.97 %	(16,610.37)
Public Relations	45,000.00	7,500.00	5,156.84	11.46 %	(2,343.16)
Library Materials - Adult	576,750.00	96,125.00	162,608.04	28.19 %	66,483.04
Library Materials - Youth	85,900.00	14,316.67	11,100.22	12.92 %	(3,216.45)
Programs	71,190.00	11,865.00	4,561.50	6.41 %	(7,303.50)
Capital	410,000.00	68,333.33	10,771.04	2.63 %	(57,562.29)
<b>Total Operating Expenses</b>	<u>3,476,896.00</u>	<u>579,482.67</u>	<u>435,635.82</u>	<u>12.53 %</u>	<u>(143,846.85)</u>
<b>Total Revenues</b>	4,122,360.00	687,060.00	1,550,681.41	37.62 %	863,621.41
<b>Total Expenses</b>	<u>3,476,896.00</u>	<u>579,482.67</u>	<u>435,635.82</u>	<u>12.53 %</u>	<u>(143,846.85)</u>
<b>Excess Revenues less Expenses</b>	<u>645,464.00</u>	<u>107,577.33</u>	<u>1,115,045.59</u>	<u>172.75 %</u>	<u>1,007,468.26</u>

**Winnetka-Northfield Public Library District**

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

**For the 2 Months Ended August 31, 2020**

Ideal Budget Percentage Spent: 16.67%

	<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>Revenues</b>					
<b>Taxes</b>					
Property Taxes Collections	3,916,860.00	652,810.00	1,475,954.45	37.68 %	823,144.45
Property Taxes Collections-Liability	0.00	0.00	4,751.84	0.00	4,751.84
Property Taxes Collections-Audit	0.00	0.00	2,741.68	0.00	2,741.68
Replacement Tax	<u>20,000.00</u>	<u>3,333.33</u>	<u>14,217.07</u>	<u>71.09 %</u>	<u>10,883.74</u>
<b>Total Taxes</b>	<u>3,936,860.00</u>	<u>656,143.33</u>	<u>1,497,665.04</u>	<u>38.04 %</u>	<u>841,521.71</u>
<b>Collections</b>					
Per Capita Grant	15,000.00	2,500.00	0.00	0.00 %	(2,500.00)
Kenilworth Services	100,000.00	16,666.67	24,752.88	24.75	8,086.21
Fines - Winnetka	8,000.00	1,333.33	183.34	2.29	(1,149.99)
Studio Fees	1,000.00	166.67	0.00	0.00	(166.67)
Lost/Damaged Mat.-Winnetka	<u>2,000.00</u>	<u>333.33</u>	<u>0.00</u>	<u>0.00</u>	<u>(333.33)</u>
<b>Total Collections</b>	<u>126,000.00</u>	<u>21,000.00</u>	<u>24,936.22</u>	<u>19.79 %</u>	<u>3,936.22</u>
<b>Materials</b>					
Copy/Printing - Winnetka	7,500.00	1,250.00	0.00	0.00 %	(1,250.00)
Book Sales - Winnetka	<u>2,000.00</u>	<u>333.33</u>	<u>747.65</u>	<u>37.38</u>	<u>414.32</u>
<b>Total Materials</b>	<u>9,500.00</u>	<u>1,583.33</u>	<u>747.65</u>	<u>7.87 %</u>	<u>(835.68)</u>
<b>Other Income</b>					
Checking Interest Income	50,000.00	8,333.33	799.01	1.60 %	(7,534.32)
Byline Bank IMA Interest	0.00	0.00	11,941.31	0.00	11,941.31
Change on Investment Value	0.00	0.00	(612.75)	0.00	(612.75)
Money Market-Interest	0.00	0.00	4.93	0.00	4.93
Gift Fund (over \$100)	0.00	0.00	200.00	0.00	200.00
Friends Donations	<u>0.00</u>	<u>0.00</u>	<u>15,000.00</u>	<u>0.00</u>	<u>15,000.00</u>
<b>Total Other Income</b>	<u>50,000.00</u>	<u>8,333.33</u>	<u>27,332.50</u>	<u>54.67 %</u>	<u>18,999.17</u>
<b>Total Revenue</b>	<u>4,122,360.00</u>	<u>687,060.00</u>	<u>1,550,681.41</u>	<u>37.62 %</u>	<u>863,621.41</u>

# Winnetka-Northfield Public Library District

## Statement of Revenues and Expenditures - Modified Cash Basis

For the 2 Months Ended August 31, 2020

Ideal Budget Percentage Spent: 16.67%

	<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	268,333.33	183,732.97	11.41 %	(84,600.36)
Health Insurance	155,000.00	25,833.33	7,087.44	4.57	(18,745.89)
Flu Vaccination	500.00	83.33	0.00	0.00	(83.33)
Employee Asst. Program	1,500.00	250.00	0.00	0.00	(250.00)
Conferences	20,000.00	3,333.33	300.00	1.50	(3,033.33)
Flexible Spending Account	<u>3,000.00</u>	<u>500.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(500.00)</u>
<b>Total Personnel</b>	<u>1,790,000.00</u>	<u>298,333.33</u>	<u>191,120.41</u>	<u>10.68 %</u>	<u>(107,212.92)</u>
<b>Administration</b>					
Audit Fees	12,000.00	2,000.00	0.00	0.00 %	(2,000.00)
Library Supplies	38,500.00	6,416.67	4,685.85	12.17	(1,730.82)
Office Supplies	8,000.00	1,333.33	177.73	2.22	(1,155.60)
Breakroom Supplies	1,500.00	250.00	253.00	16.87	3.00
Postage	4,500.00	750.00	329.46	7.32	(420.54)
Hospitality	5,400.00	900.00	0.00	0.00	(900.00)
Accounting and Bookkeeping	20,000.00	3,333.33	1,667.00	8.34	(1,666.33)
Legal Notices	1,000.00	166.67	0.00	0.00	(166.67)
Delivery Service	8,000.00	1,333.33	0.00	0.00	(1,333.33)
Payroll Services	10,000.00	1,666.67	1,357.26	13.57	(309.41)
Liability Insurance Costs	30,000.00	5,000.00	13,060.00	43.53	8,060.00
ILL Fees	150.00	25.00	0.00	0.00	(25.00)
Board Expenses	1,000.00	166.67	53.70	5.37	(112.97)
Memberships	6,000.00	1,000.00	225.00	3.75	(775.00)
Staff Recognition/Events/Meetings	5,000.00	833.33	0.00	0.00	(833.33)
Director's Expenses	500.00	83.33	0.00	0.00	(83.33)
Legal	15,000.00	2,500.00	0.00	0.00	(2,500.00)
Building Appraisal	500.00	83.33	0.00	0.00	(83.33)
Other Consultations	62,056.00	10,342.67	0.00	0.00	(10,342.67)
Investment Fees	0.00	0.00	1,605.16	0.00	1,605.16
HR Consultant	0.00	0.00	4,250.00	0.00	4,250.00
Miscellaneous	<u>0.00</u>	<u>0.00</u>	<u>50.00</u>	<u>0.00</u>	<u>50.00</u>
<b>Total Administration</b>	<u>229,106.00</u>	<u>38,184.33</u>	<u>27,714.16</u>	<u>12.10 %</u>	<u>(10,470.17)</u>
<b>Utilities</b>					
Electricity - Winnetka	49,000.00	8,166.67	5,112.02	10.43 %	(3,054.65)
Water - Winnetka	5,700.00	950.00	258.20	4.53	(691.80)
Storm Sewer - Winnetka	1,900.00	316.67	133.16	7.01	(183.51)
Natural Gas - Winnetka	14,000.00	2,333.33	903.14	6.45	(1,430.19)
Telephone - Winnetka	10,000.00	1,666.67	2,858.44	28.58	1,191.77
Internet Services	<u>17,100.00</u>	<u>2,850.00</u>	<u>1,407.35</u>	<u>8.23</u>	<u>(1,442.65)</u>
<b>Total Utilities</b>	<u>97,700.00</u>	<u>16,283.33</u>	<u>10,672.31</u>	<u>10.92 %</u>	<u>(5,611.02)</u>
<b>Information Technology</b>					
CCS Operating	83,250.00	13,875.00	6,310.36	7.58 %	(7,564.64)
Software	35,000.00	5,833.33	2,761.20	7.89	(3,072.13)
LAN Management	50,000.00	8,333.33	2,507.00	5.01	(5,826.33)
Hardware	0.00	0.00	327.74	0.00	327.74
Technology/Website	<u>3,000.00</u>	<u>500.00</u>	<u>25.00</u>	<u>0.83</u>	<u>(475.00)</u>
<b>Total Information Technology</b>	<u>171,250.00</u>	<u>28,541.67</u>	<u>11,931.30</u>	<u>6.97 %</u>	<u>(16,610.37)</u>

# Winnetka-Northfield Public Library District

## Statement of Revenues and Expenditures - Modified Cash Basis

For the 2 Months Ended August 31, 2020

Ideal Budget Percentage Spent: 16.67%

	Annual Budget	Prorated Budget	Year to Date Actual	% of Budget	Variance vs. Prorated Budget
<b>LIBRARY FUND</b>					
<b>Public Relations</b>					
PR E-Marketing	1,500.00	250.00	49.73	3.32 %	(200.27)
PR Promotional	7,000.00	1,166.67	0.00	0.00	(1,166.67)
PR Source	25,000.00	4,166.67	4,969.05	19.88	802.38
PR Supplies	8,000.00	1,333.33	138.06	1.73	(1,195.27)
PR Advertising	3,500.00	583.33	0.00	0.00	(583.33)
<b>Total Public Relations</b>	<b>45,000.00</b>	<b>7,500.00</b>	<b>5,156.84</b>	<b>11.46 %</b>	<b>(2,343.16)</b>
<b>Library Materials - Adult</b>					
Books-Fiction-Adult-Winnetka	79,000.00	13,166.67	22,977.41	29.09 %	9,810.74
Books-Non-Fiction-Adult-Winnetka	77,000.00	12,833.33	18,103.79	23.51	5,270.46
Periodicals-Winnetka	28,000.00	4,666.67	3,005.14	10.73	(1,661.53)
DVDs-Adult-Winnetka	53,000.00	8,833.33	8,716.70	16.45	(116.63)
Audio Books-Adult-Winnetka	22,000.00	3,666.67	6,850.36	31.14	3,183.69
Books-Digital-Winnetka	212,750.00	35,458.33	37,098.59	17.44	1,640.26
Online Database	105,000.00	17,500.00	65,856.05	62.72	48,356.05
<b>Total Library Materials - Adult</b>	<b>576,750.00</b>	<b>96,125.00</b>	<b>162,608.04</b>	<b>28.19 %</b>	<b>66,483.04</b>
<b>Library Materials - Youth</b>					
Books-Fiction-Juv-Winnetka	18,000.00	3,000.00	2,046.63	11.37 %	(953.37)
Books-Non-Fiction, Easy, & JH-Winnetka	17,000.00	2,833.33	1,035.61	6.09	(1,797.72)
DVDs-Juv-Winnetka	12,500.00	2,083.33	1,670.28	13.36	(413.05)
Audio Books-Juv-Winnetka	8,000.00	1,333.33	2,814.66	35.18	1,481.33
Music-Juv-Winnetka	900.00	150.00	0.00	0.00	(150.00)
Books-Easy-Winnetka	18,000.00	3,000.00	2,597.44	14.43	(402.56)
Books-Jr. High-Winnetka	11,500.00	1,916.67	935.60	8.14	(981.07)
<b>Total Library Materials - Youth</b>	<b>85,900.00</b>	<b>14,316.67</b>	<b>11,100.22</b>	<b>12.92 %</b>	<b>(3,216.45)</b>
<b>Programs</b>					
Summer Reading	9,990.00	1,665.00	1,564.00	15.66 %	(101.00)
Studio General Supplies	6,750.00	1,125.00	0.00	0.00	(1,125.00)
OBTV	15,300.00	2,550.00	637.50	4.17	(1,912.50)
Programming - Youth	14,850.00	2,475.00	1,000.00	6.73	(1,475.00)
Programming - Adult	19,800.00	3,300.00	1,360.00	6.87	(1,940.00)
Studio Maintenance/Repair	4,500.00	750.00	0.00	0.00	(750.00)
<b>Total Programs</b>	<b>71,190.00</b>	<b>11,865.00</b>	<b>4,561.50</b>	<b>6.41 %</b>	<b>(7,303.50)</b>
<b>Capital</b>					
Capital Outlay	0.00	0.00	3,811.85	0.00 %	3,811.85
Building	84,785.00	14,130.83	0.00	0.00	(14,130.83)
Equipment/Furniture	250,000.00	41,666.67	3,628.91	1.45	(38,037.76)
Computer Equipment	75,215.00	12,535.83	3,330.28	4.43	(9,205.55)
<b>Total Capital</b>	<b>410,000.00</b>	<b>68,333.33</b>	<b>10,771.04</b>	<b>2.63 %</b>	<b>(57,562.29)</b>
<b>Total Expenses</b>	<b>3,476,896.00</b>	<b>579,482.67</b>	<b>435,635.82</b>	<b>12.53 %</b>	<b>(143,846.85)</b>
<b>Excess Revenues less Expenses</b>	<b>645,464.00</b>	<b>107,577.33</b>	<b>1,115,045.59</b>	<b>172.75 %</b>	<b>1,007,468.26</b>

**Winnetka-Northfield Public Library District**

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

**For the 2 Months Ended August 31, 2020**

Ideal Budget Percentage Spent: 16.67%

	<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	25,333.33	55,558.73	36.55 %	30,225.40
<b>Total Revenue</b>	<u>152,000.00</u>	<u>25,333.33</u>	<u>55,558.73</u>	<u>36.55 %</u>	<u>30,225.40</u>
<b>Expenses</b>					
Northfield Lease	66,000.00	11,000.00	5,340.21	8.09 %	(5,659.79)
Janitorial Supplies	13,176.00	2,196.00	47.78	0.36	(2,148.22)
Snow Removal	8,960.00	1,493.33	0.00	0.00	(1,493.33)
Photocopier Leases	44,800.00	7,466.67	2,279.53	5.09	(5,187.14)
Phone Lease	10,752.00	1,792.00	0.00	0.00	(1,792.00)
Building Maintenance Service	123,200.00	20,533.33	18,850.00	15.30	(1,683.33)
Elevators	8,960.00	1,493.33	598.00	6.67	(895.33)
Landscaping	5,600.00	933.33	1,324.00	23.64	390.67
HVAC	11,200.00	1,866.67	1,999.50	17.85	132.83
Automatic Doors	3,920.00	653.33	0.00	0.00	(653.33)
Roof	672.00	112.00	0.00	0.00	(112.00)
Alarms	3,080.00	513.33	456.00	14.81	(57.33)
Equipment	4,480.00	746.67	0.00	0.00	(746.67)
Misc Services	15,200.00	2,533.33	1,427.00	9.39	(1,106.33)
<b>Total Expenses</b>	<u>320,000.00</u>	<u>53,333.33</u>	<u>32,322.02</u>	<u>10.10 %</u>	<u>(21,011.31)</u>
<b>Excess Revenues less Expenses</b>	<u>\$ (168,000.00)</u>	<u>\$ (28,000.00)</u>	<u>\$ 23,236.71</u>	<u>(13.83)%</u>	<u>51,236.71</u>

# Winnetka-Northfield Public Library District

## Check Register

All Bank Accounts

August 1, 2020 - August 31, 2020

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
<b>Vendor Checks</b>						
First Bankcard				1009	08/31/20	<u>2,344.71</u>
10-0-5121	Office Supplies	First Bankcard - Swenson	17.99			
10-0-5121	Office Supplies	First Bankcard - Swenson	17.99			
10-0-5121	Office Supplies	First Bankcard - Swenson	129.05			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	First Bankcard - Compton-Dzak	16.95			
10-0-5134	Software	First Bankcard - Swenson	243.92			
10-0-5134	Software	First Bankcard - Swenson	69.30			
10-0-5134	Software	First Bankcard - Swenson	315.00			
10-0-5134	Software	First Bankcard - Wolf	70.00			
10-0-5134	Software	First Bankcard - Compton-Dzak	109.98			
10-0-5136	Hardware	First Bankcard - Swenson	267.80			
10-0-5136	Hardware	First Bankcard - Swenson	27.96			
10-0-5136	Hardware	First Bankcard - Swenson	18.99			
10-0-5136	Hardware	First Bankcard - Swenson	12.99			
10-0-5177	Technology/Website	First Bankcard - Swenson	25.00			
10-0-5308	Summer Reading	First Bankcard - Swenson	4.00			
10-0-5308	Summer Reading	First Bankcard - Garrity	60.00			
10-0-5308	Summer Reading	First Bankcard - Garrity	750.00			
10-0-5720	PR E-Marketing	First Bankcard - Quish	49.73			
10-0-5723	PR Supplies	First Bankcard - Quish	-3.41			
10-0-5723	PR Supplies	First Bankcard - Quish	141.47			
Amber Mechanical Contractors Inc.				2954	08/06/20	<u>1,999.50</u>
70-0-5752	HVAC	Inv # C007688	1,999.50			
Brian Michalski				2955	08/06/20	<u>250.00</u>
10-0-5908	Programming - Adult	Brian Michalski - Searching for South America	250.00			
Cathy L Kolessar				2956	08/06/20	<u>200.00</u>
10-0-5908	Programming - Adult	Cathy L Kolessar - Adult Yoga - 4 classes	200.00			
COOPERATIVE COMPUTER SERVICES				2957	08/06/20	<u>19,470.69</u>
10-0-5132	CCS Operating	Inv # 1749	19,470.69			
Daniel Hubbard				2958	08/06/20	<u>160.00</u>
10-0-5908	Programming - Adult	Daniel Hubbard - Writing Family History: Using Narrative in G	160.00			
Peregrine, Stime, Newman, Ritzman & Bruckner, LTD				2959	08/06/20	<u>1,687.50</u>
10-0-5736	Legal	Inv # 60521 - General Legal Services 4/1-6/30/20	1,687.50			
Quench USA, Inc.				2960	08/06/20	<u>216.00</u>
10-0-5122	Breakroom Supplies	INV02576129	216.00			
Shamin Younis				2961	08/06/20	<u>150.00</u>
10-0-5907	Programming - Youth	Shamin Younis - Creative Drawing Class	150.00			
Technology Management Rev Fund				2962	08/06/20	<u>450.00</u>
10-0-5176	Internet Services	Inv # T2031434	450.00			
The Book Stall				2963	08/06/20	<u>750.00</u>
10-0-5308	Summer Reading	Inv # 072720 - gift cards	750.00			

# Winnetka-Northfield Public Library District

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August 1, 2020 - August 31, 2020

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
CHICAGO BACKFLOW INC. 70-0-5799	Misc Services	Inv # 351915	550.00	2964	08/21/20	<u>550.00</u>
Counseling Center of the North Shore 10-0-5113	Employee Asst. Program	Inv # 5277 - 10/2019	80.00	2965	08/21/20	<u>320.00</u>
10-0-5113	Employee Asst. Program	Inv # 5340 - 10/2019	80.00			
10-0-5113	Employee Asst. Program	Inv # 5457 - 11/2019	80.00			
10-0-5113	Employee Asst. Program	Inv # 5394 - 11/2019	80.00			
Daniel Laib 10-0-5907	Programming - Youth	Daniel Laib - inv # 592, magic and art show virtual	400.00	2966	08/21/20	<u>400.00</u>
Esscoe L.L.C. 70-0-5758	Alarms	Inv # 42735	456.00	2967	08/21/20	<u>456.00</u>
GenX Generator 70-0-5799	Misc Services	8/23/2020-8/23/2021 - maintenance agreement	225.00	2968	08/21/20	<u>225.00</u>
Henrichsen's 70-0-5799	Misc Services	Inv # 109600	227.00	2969	08/21/20	<u>227.00</u>
Illinois Department of Employment Security 10-0-5104	Unemployment	Acct ID # 0800390	3.89	2970	08/21/20	<u>3.89</u>
Leslie Goddard 10-0-5908	Programming - Adult	Leslie Goddard - Alice paul	350.00	2971	08/21/20	<u>350.00</u>
The Lyceum Agency 10-0-5716	OBTV	The Lyceum Agency - Virtual Event Addendum: ElizabethBerg	1,250.00	2972	08/21/20	<u>1,250.00</u>
U.S. Postal Service 10-0-5722	PR Source	Permit # 85 acct # 551619	743.05	2973	08/21/20	<u>743.05</u>
VILLAGE OF WINNETKA 10-1-5171	Electricity - Winnetka	VILLAGE OF WINNETKA	47.80	15990	08/21/20	<u>5,166.06</u>
10-1-5171	Electricity - Winnetka	VILLAGE OF WINNETKA	4,371.10			
10-1-5171	Electricity - Winnetka	VILLAGE OF WINNETKA	336.24			
10-1-5171	Electricity - Winnetka	VILLAGE OF WINNETKA	119.55			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	72.00			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	21.16			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	2.00			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	47.70			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	15.35			
10-1-5173	Storm Sewer - Winnetka	VILLAGE OF WINNETKA	133.16			
NICOR 10-2-5174	Natural Gas - Northfield	NICOR - acct # 14-82-55-0000 3	64.94	15991	08/14/20	<u>64.94</u>
NORTH SHORE GAS 10-1-5174	Natural Gas - Winnetka	NORTH SHORE GAS	358.64	15992	08/06/20	<u>358.64</u>
RingCentral Inc				15993	08/10/20	<u>25.77</u>



# Winnetka-Northfield Public Library District

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August 1, 2020 - August 31, 2020

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5175	Telephone	RingCentral Inc - inv # CD 000150237	25.77			
NEWEGG BUSINESS, INC.				15994	08/10/20	<u>53.70</u>
10-0-5719	Board Expenses	NEWEGG BUSINESS, INC. - inv # 1302878164	53.70			
Greenfield Consulting, LLC				15995	08/10/20	<u>75.00</u>
10-0-5908	Programming - Adult	Greenfield Consulting, LLC - Robin Dawson - Medicare 101	75.00			
City Wide of Chicago				15996	08/10/20	<u>99.00</u>
10-0-5884	Equipment/Furniture	City Wide of Chicago - inv # I00005479	99.00			
AMERICAN LIBRARY ASSOCIATION				15997	08/10/20	<u>225.00</u>
10-0-5731	Memberships	AMERICAN LIBRARY ASSOCIATION - Member # 1211058	225.00			
DELTA DENTAL PLAN OF ILLINOIS				15998	08/10/20	<u>257.59</u>
10-0-5111	Health Insurance	DELTA DENTAL PLAN OF ILLINOIS - inv # 1363692	257.59			
City Wide of Chicago				15999	08/10/20	<u>425.00</u>
70-0-5748	Building Maintenance Service	City Wide of Chicago - inv # I00005554	425.00			
City Wide of Chicago				16000	08/10/20	<u>425.00</u>
70-0-5748	Building Maintenance Service	City Wide of Chicago - inv # I00005555	425.00			
FIRST COMMUNICATIONS				16001	08/10/20	<u>438.38</u>
10-1-5175	Telephone - Winnetka	FIRST COMMUNICATIONS - inv # 120023614	438.38			
City Wide of Chicago				16002	08/10/20	<u>440.00</u>
10-0-5884	Equipment/Furniture	City Wide of Chicago - inv # I00005485	440.00			
THYSSENKRUPP ELEVATOR CORP.				16003	08/10/20	<u>598.00</u>
70-0-5749	Elevators	THYSSENKRUPP ELEVATOR CORP. - inv # 6000455893	598.00			
Kanopy				16004	08/10/20	<u>715.00</u>
10-1-5345	Books-Digital-Winnetka	Kanopy - inv # 207102-PPU	715.00			
City Wide of Chicago				16005	08/10/20	<u>720.00</u>
10-0-5884	Equipment/Furniture	City Wide of Chicago - inv # I00005518	720.00			
City Wide of Chicago				16006	08/10/20	<u>975.00</u>
10-0-5884	Equipment/Furniture	City Wide of Chicago - inv # I00005573	975.00			
HOOPLA (MIDWEST TAPE)				16007	08/10/20	<u>2,362.47</u>
10-1-5345	Books-Digital-Winnetka	HOOPLA (MIDWEST TAPE) - inv # 99205725	2,362.47			
3 Points, LLC				16008	08/10/20	<u>2,507.00</u>
10-0-5135	LAN Management	3 Points, LLC - inv # 35127	2,507.00			

# Winnetka-Northfield Public Library District

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August 1, 2020 - August 31, 2020

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
HR Source 10-0-5745	HR Consultant	HR Source - inv # 12133	2,635.00	16009	08/10/20	<u>2,635.00</u>
City Wide of Chicago 70-0-5748	Building Maintenance Service	City Wide of Chicago - inv # I00005513	9,000.00	16010	08/10/20	<u>9,000.00</u>
OVERDRIVE INC. 10-1-5345	Books-Digital-Winnetka	OVERDRIVE INC.	9,468.74	16011	08/10/20	<u>9,468.74</u>
PROQUEST LLC 10-1-5346	Online Database - Winnetka	PROQUEST LLC - inv # 70638744	19,914.46	16012	08/10/20	<u>19,914.46</u>
Midwest Tape 10-1-5443 10-2-5443	DVDs-Juv-Winnetka DVDs-Juv-Northfield	99191452 99191450	59.98 119.96	16013	08/31/20	<u>179.94</u>
Baker & Taylor 10-0-5120 10-0-5120 10-0-5120 10-0-5120 10-0-5120 10-0-5120 10-0-5120 10-1-5340 10-1-5340 10-1-5340 10-1-5340 10-1-5340 10-1-5340 10-2-5340 10-2-5340 10-2-5340 10-2-5340 10-2-5340 10-1-5441 10-2-5441 10-1-5448	Library Supplies Library Supplies Library Supplies Library Supplies Library Supplies Library Supplies Library Supplies Books-Fiction-Adult-Winnetka Books-Fiction-Adult-Winnetka Books-Fiction-Adult-Winnetka Books-Fiction-Adult-Winnetka Books-Fiction-Adult-Winnetka Books-Fiction-Adult-Northfield Books-Fiction-Adult-Northfield Books-Fiction-Adult-Northfield Books-Fiction-Adult-Northfield Books-Fiction-Adult-Northfield Books-Non-Fiction, Easy, & JH-Winnetka Books-Non-Fiction, Easy, & JH-Northfield Books-Jr. High-Winnetka	2035387061 2035383024 2035381147 2035319761 2035334082 2035351877 2035342816 2035351877 2035334082 2035383024 2035381147 2035387061 2035381147 2035387061 2035334082 2035383024 2035351877 2035342816 2035342816 2035319761	20.68 19.20 26.26 1.48 19.06 36.35 1.48 474.31 252.10 268.50 387.21 270.06 104.40 108.34 128.86 84.81 9.49 9.60 9.60 7.73	16014	08/31/20	<u>2,239.52</u>
Midwest Tape 10-0-5120 10-0-5120 10-0-5120 10-0-5120 10-0-5120 10-0-5120	Library Supplies Library Supplies Library Supplies Library Supplies Library Supplies Library Supplies	99146066 99146092 99146093 99146094 99146095 99146067	2.50 7.50 2.50 5.00 27.40 2.50	16015	08/31/20	<u>3,926.56</u>

# Winnetka-Northfield Public Library District

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5120	Library Supplies	99146068	17.40			
10-0-5120	Library Supplies	99146090	20.00			
10-0-5120	Library Supplies	99146069	7.50			
10-0-5120	Library Supplies	99146103	2.50			
10-0-5120	Library Supplies	99146102	7.50			
10-0-5120	Library Supplies	99146101	10.00			
10-0-5120	Library Supplies	99146100	14.90			
10-0-5120	Library Supplies	99146097	30.00			
10-0-5120	Library Supplies	99146096	15.00			
10-0-5120	Library Supplies	99146099	12.50			
10-0-5120	Library Supplies	99146098	22.40			
10-0-5120	Library Supplies	99173360	2.50			
10-0-5120	Library Supplies	99173359	2.50			
10-0-5120	Library Supplies	99173358	2.50			
10-0-5120	Library Supplies	99173351	7.50			
10-0-5120	Library Supplies	99173350	7.50			
10-0-5120	Library Supplies	99173352	2.50			
10-0-5120	Library Supplies	99173353	7.40			
10-0-5120	Library Supplies	99173354	7.50			
10-0-5120	Library Supplies	99173355	7.40			
10-0-5120	Library Supplies	99173357	5.00			
10-0-5120	Library Supplies	99173356	10.00			
10-0-5120	Library Supplies	99169806	2.50			
10-0-5120	Library Supplies	99146105	2.50			
10-0-5120	Library Supplies	99146104	2.50			
10-0-5120	Library Supplies	99169808	5.00			
10-0-5120	Library Supplies	99169809	5.00			
10-0-5120	Library Supplies	99173341	7.50			
10-0-5120	Library Supplies	99173340	12.50			
10-0-5120	Library Supplies	99173347	2.50			
10-0-5120	Library Supplies	99173346	7.50			
10-0-5120	Library Supplies	99173349	5.00			
10-0-5120	Library Supplies	99173348	15.00			
10-0-5120	Library Supplies	99173342	5.00			
10-0-5120	Library Supplies	99173343	7.50			
10-0-5120	Library Supplies	99173345	12.50			
10-0-5120	Library Supplies	99173344	2.50			
10-1-5343	DVDs-Adult-Winnetka	99146068	127.44			
10-1-5343	DVDs-Adult-Winnetka	99146069	81.97			
10-1-5343	DVDs-Adult-Winnetka	99146095	212.15			
10-1-5343	DVDs-Adult-Winnetka	99146098	148.42			
10-1-5343	DVDs-Adult-Winnetka	99146099	78.47			
10-1-5343	DVDs-Adult-Winnetka	99173358	18.74			
10-1-5343	DVDs-Adult-Winnetka	99173355	39.73			
10-1-5343	DVDs-Adult-Winnetka	99173356	95.96			
10-1-5343	DVDs-Adult-Winnetka	99173357	38.23			
10-1-5343	DVDs-Adult-Winnetka	99146104	29.99			
10-1-5343	DVDs-Adult-Winnetka	99146105	20.24			
10-1-5343	DVDs-Adult-Winnetka	99164448	11.99			
10-1-5343	DVDs-Adult-Winnetka	99169809	26.24			
10-1-5343	DVDs-Adult-Winnetka	99173340	101.20			
10-1-5343	DVDs-Adult-Winnetka	99173343	67.47			
10-1-5343	DVDs-Adult-Winnetka	99173344	29.99			
10-1-5343	DVDs-Adult-Winnetka	99173345	103.45			
10-1-5343	DVDs-Adult-Winnetka	99173348	97.44			
10-1-5343	DVDs-Adult-Winnetka	99173349	47.98			

# Winnetka-Northfield Public Library District

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-2-5343	DVDs-Adult-Northfield	99173346	65.22			
10-2-5343	DVDs-Adult-Northfield	99173342	41.23			
10-2-5343	DVDs-Adult-Northfield	99173354	77.97			
10-2-5343	DVDs-Adult-Northfield	99173350	44.97			
10-2-5343	DVDs-Adult-Northfield	99173353	34.48			
10-2-5343	DVDs-Adult-Northfield	99173359	19.49			
10-2-5343	DVDs-Adult-Northfield	99173360	18.74			
10-2-5343	DVDs-Adult-Northfield	99146096	131.19			
10-2-5343	DVDs-Adult-Northfield	99146097	227.16			
10-2-5343	DVDs-Adult-Northfield	99146100	96.70			
10-2-5343	DVDs-Adult-Northfield	99146101	58.48			
10-2-5343	DVDs-Adult-Northfield	99146094	33.73			
10-2-5343	DVDs-Adult-Northfield	99146093	29.99			
10-1-5344	Audio Books-Adult-Winnetka	99146090	339.92			
10-1-5344	Audio Books-Adult-Winnetka	99146067	38.99			
10-1-5344	Audio Books-Adult-Winnetka	99146102	207.97			
10-1-5344	Audio Books-Adult-Winnetka	99173352	71.99			
10-1-5344	Audio Books-Adult-Winnetka	99173351	114.97			
10-1-5344	Audio Books-Adult-Winnetka	99173347	63.99			
10-1-5344	Audio Books-Adult-Winnetka	99173341	99.97			
10-1-5344	Audio Books-Adult-Winnetka	99169808	79.98			
10-2-5344	Audio Books-Adult-Northfield	99164449	9.99			
10-2-5344	Audio Books-Adult-Northfield	99169806	39.99			
10-2-5344	Audio Books-Adult-Northfield	99146103	63.99			
10-2-5344	Audio Books-Adult-Northfield	99146092	134.97			
10-2-5344	Audio Books-Adult-Northfield	99146066	38.99			
Baker & Taylor				16016	08/31/20	<u>5,433.06</u>
10-1-5340	Books-Fiction-Adult-Winnetka	2035331805	357.03			
10-2-5340	Books-Fiction-Adult-Northfield	2035331805	259.81			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	2035364821	486.52			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	2035326810	597.38			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	2035358136	213.00			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	2035296633	2,775.62			
10-2-5341	Books-Non-Fiction-Adult-Northfield	2035296633	384.42			
10-2-5341	Books-Non-Fiction-Adult-Northfield	2035326810	45.21			
10-2-5341	Books-Non-Fiction-Adult-Northfield	2035358136	15.82			
10-2-5341	Books-Non-Fiction-Adult-Northfield	2035364821	35.60			
10-1-5447	Books-Easy-Winnetka	2035359218	9.60			
10-0-5120	Library Supplies	2035331805	33.06			

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5120	Library Supplies	2035364821	24.34			
10-0-5120	Library Supplies	2035296633	155.12			
10-0-5120	Library Supplies	2035359218	0.70			
10-0-5120	Library Supplies	2035358136	8.73			
10-0-5120	Library Supplies	2035326810	31.10			
COMCAST				16017	08/04/20	<u>69.95</u>
10-0-5176	Internet Services	COMCAST	69.95			
COMCAST				16018	08/11/20	<u>237.85</u>
10-0-5176	Internet Services	COMCAST	237.85			
<b>Check List Total</b>						<u><u>101,239.97</u></u>

Interim Library Director's Report and Staff Activities  
For the September 21, 2020 Board Meeting

**Impact Stories**

Kate Fuentes, Youth Collections Librarian shared a patron compliment: "I am so glad that Northfield is open in some capacity. But, I am also glad that Winnetka has been up and running, everyone there has been so polite and welcoming. Everyone has done a great job!"

Youth Services Associate Anny Rusk shared, "A patron who takes out books to read to his grandson came back in today. I'd helped him over the weekend, and he remembered me. He said, 'You are a wonderful ambassador for the library.'"

**Financial Report**

July 2020

- Adult library materials are coming in a little higher because of the online databases which have an annual renewal. The online databases line is **43.75%** of the budget line.
- Liability insurance is at **43.53%** of the annual budget due to annual renewals.

August 2020

- Operating expenses are running a little low at **12.53%** as we are 1/6 of the way through the fiscal year.
- The Summer Reading line is at **15.66%** of the total budget line, and will likely finish much lower than budgeted due to the pandemic and closure.

**Circulation Services**

Total circulation for the month of August FY 2020/2021 was **19,736** compared to **42,703** for the same month last year. This represents a net change of **-53.78 %**

Cumulative circulation through August FY 2020/2021 is **42,056** compared to **86,376** for the previous fiscal year to date. This represents a net change of **-51.31 %**.

Virtual Branch circulation for the month of August FY 2020/2021 was **8,247** compared to **4,800** for the same month last year. This represents a net change of **71.81 %**.

Cumulative virtual branch circulation through August FY 2020/2021 is **16,764** compared to **9,325** for the previous fiscal year to date. This represents a net change of **79.77 %**.

**Regular Loan Periods Returned September 14:**

In an effort to reduce the hold queues and hopefully help materials circulate more rapidly we returned to our regular loan periods. Fines will be assessed on late returns, with a grace period to account for quarantine time\*. We are planning to study the impact of potentially going fine free in the future.

\*In keeping with industry guidance, we have increased our quarantine time to 7 days. Patrons may notice this when they have returned items or are waiting on a hold which has been shipped from another library.

### **Collection Development**

Nick Mall, Adult Collection Development Librarian took a deep dive into the usage of our collection and created graphs (attached after this report) to illustrate his findings. He also shared the following takeaways from his research.

### **Youth Services**

Physical circulation continued to rebound, and Youth continues to account for the majority of overall physical book checkouts. Digital circulation in August was more than double our pre-COVID averages and composed almost 1/5<sup>th</sup> of all Youth checkouts.

### **Adult Services**

Adult circulation remained dramatically redistributed relative to pre-COVID averages. A majority of Adult checkouts in August were on digital materials. Overall audiobook and periodical circulation were higher in August than pre-COVID averages, while video circulation remained significantly lower. Book circulation was almost evenly distributed between physical and digital formats.

The pandemic produced an unprecedented publishing season this fall, with both delayed spring titles and election releases stacked on top of the usual fall rush. We plan to reduce spending on physical materials, especially multimedia, to support anticipated demand for digital books.

We are very pleased to see patron use of the collections rebound so quickly, and hope that the Northfield re-open and the resumption of ILL services will produce further growth.

### **Usership**

People Counter for August 2020 = **5,409** (up from last month's **3,732**) which is **-48.85%** from August 2019 which was **10,575** (Winnetka only)

Reference Questions (Winnetka only):

- **1,141** adult reference questions were answered in August, compared to **1,345** from August 2019. This **-15.17%** change.
- **341** youth reference questions were answered in August, compared to **617** from August 2019. This reflects a **-44.73%** change.

### **Technology**

There were **347** public computer sessions at Winnetka in July, which is an increase from **153** sessions in July. About **9%** of those were on laptops.

Winnetka had **4,922** hot spot sessions from **411** distinct devices. The average session time was **57** minutes. These sessions used a total of about **50 GB** of downstream bandwidth and about **9 GB** of upstream bandwidth.

Northfield had **548** hot spot sessions from **123** distinct devices. The average session time was **59** minutes. These sessions used a total of about **78 GB** of downstream bandwidth and about **3 GB** of upstream bandwidth.

We had **9,183** web sessions with **5,222** website users as counted by Google Analytics. The sessions number is down from last year's **9,730** sessions, and the unique visitors count is down from last year's **5,906** unique users.

### **Website: Most Visited Pages**

Homepage | Library Director Search Update | Library Updates | Digital New York Times | Digital eBooks & eAudiobooks

### **Library App**

The app was featured on the front of The Source and is now prominently positioned on the webpage to raise awareness. In August we had **171** users, up from **48** users in July.

Top Five Screens:

Search the Catalog: 923

Welcome: 851

Account Menu: 584

Search Menu: 411

Item Details: 357

### **Program and Activities**

Total District Program Attendance for the month of August FY 2020/2021 was **674** compared to **1,678** for the same month last year. This represents a net change of **-59.83 %**.

August saw Youth Services turning its focus towards how it can best serve the families in our community that are looking at a completely different school experience in 2020 (and possibly beyond). We have worked with Youth Collection Development Librarian II Kate Fuentes to add more self-guided learning materials included workbooks that will be available for in-house use. We are finalizing a list of resources for a Parent & Teacher Resources web page, and are meeting with our Overdrive representative to discuss opting-in to the Sora resource which would allow our local school partners – most importantly the students! – to access our eResources more efficiently. Head of Youth Services Amanda Garrity and Head of Circulation Services Katie Cangelosi are also working to simplify our library card procedures to make it easier for youth, educators, and au pairs/nannies know where and how to acquire a library card.

As we move into our Fall programming, Youth Services staff has made available specialized material kits for all programming that revolves around a craft or activity. This includes everything from materials for hand-sewing face masks to watercolor kits and materials to send a “hug” (via construction paper and cut-out template) through the mail to a grandparent. This process has also allowed us to experiment with “pop-up” craft kits using leftover supplies from previous programming. These first come, first-serve kits are created in small batches and put out on busy days for patrons to take home and experiment.

Virtual Programming Highlights –

- August 5: **12** people attended **Buying a New Digital Device** by longtime volunteer George Lowman.
- August 12: **22** people attended **How to Manage Your Online Privacy** by George Lowman.



- August 24: **17** people attended **Medicare 101**.
- August 25: **37** people attended **Alice Paul Winning Votes for Women with Leslie Goddard** which was in celebration of the 100<sup>th</sup> anniversary of woman’s right to vote in the U.S.
- August 31: **32** people participated in the **Super Smash Bros. Pop-Up Tournament** hosted by Jimmy Gonzales-Vicker, Studio Associate.

### **Professional Development and Training**

The Adult Services Department participated in continuing education during the month of August. These are a few examples of the learning opportunities staff took advantage of in August:

- OCLC Training: Working with MARC Data
- Graphic Novels, Part II
- A Conversation with David Mitchell
- Fall 2020 Adult Book Buzz
- Strategies for Motivating Reluctant Readers
- How Pandemics Impact Library Building and Technology
- Morning Book Buzz with Penguin Random House

Youth Services staff has been watching several webinars for continuing education including training from Webjunction, L2, RAILS, and more. Staff is continuing to educate themselves about readers advisory, storytime and other youth programming, early literacy, and working with our youth populations with different learning and structural needs. Examples of training attended includes:

- Learning and Teaching with Comics (San Diego Comic Con Online)
- Comics as Conduit (San Diego Comic Con Online)
- 20 New Programs for 20-30 Somethings (ILA)
- OwnVoices for All Readers (ILA)
- SLJ Teen Live! (SLJ)
- Fall Youth Announcements (Booklist)
- Fall Mystery Preview (LJ)
- Science in Fiction (NIU STEAM Department)
- Materials Testing and Resource Overview (REALM)
- Middle Grade Titles for Fall (SLJ)
- Moving Beyond Youth Services (ALSC)
- Leading Outside Your Organization (ALSC)
- Leadership in Action (ALSC)
- Redefining How We Share Books with Kids (San Diego Comic Con)

### **The Source**

The fall issue of *The Source* is in District homes. We highlighted “Your library is always open” and the issue includes virtual programming, staff recommendations (highlighting the new readers advisory service Found4You), and information on our digital library and the new library app. We received a nice

compliment from a patron about the elevated design of the publication, which has been largely driven by our graphic designer, Kathy Skiba.

### **Human Resources Changes**

We have a new HR representative from HR Source, Jackie Throop. She has been working with us for a little over a week and has been fantastic. We really appreciate her help and guidance.

### **Change in Operating Hours**

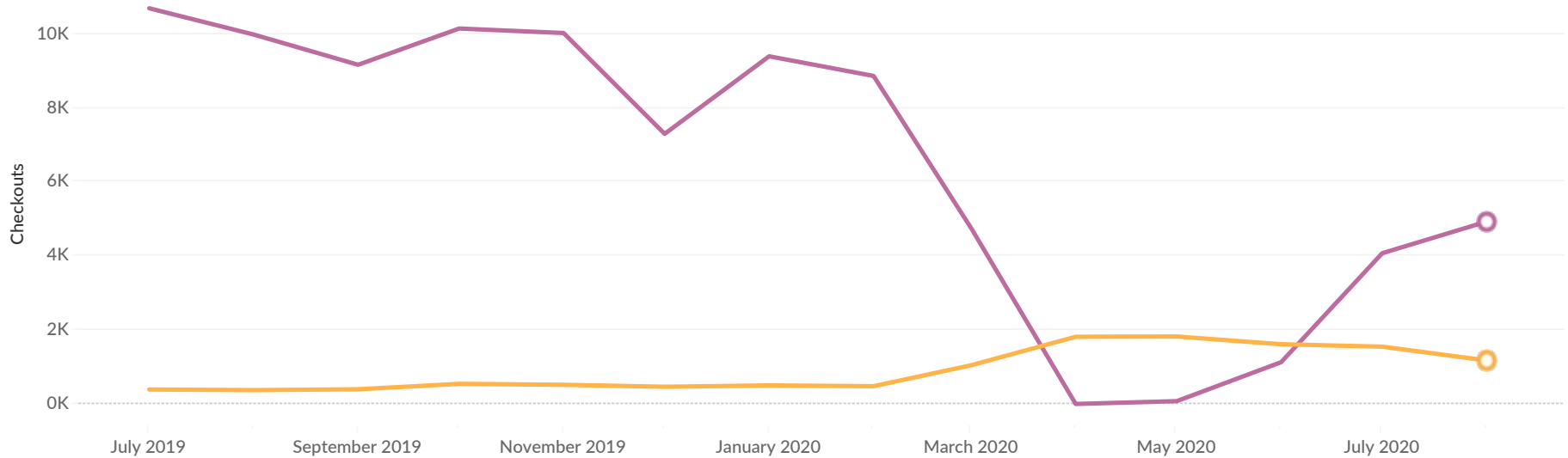
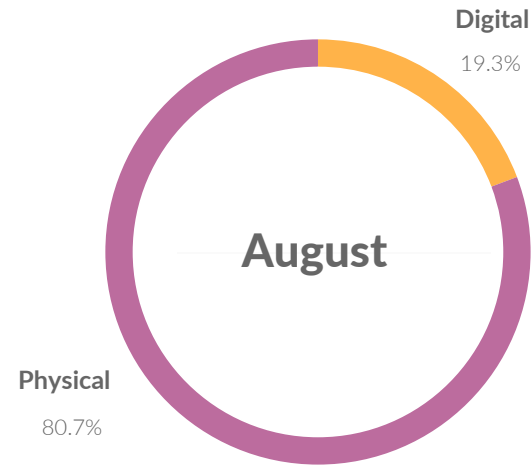
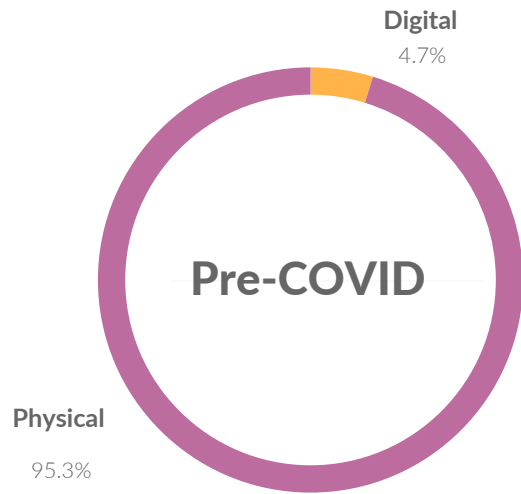
In an effort to support District families that are facing an unconventional school year due to COVID-19 we are planning to shift the hours of the Winnetka Library an hour earlier during the week. This will allow families to access library materials to supplement virtual and hybrid learning more consistently. More information to come, look for the hours to change the week of October 5.

### **Northfield Curbside**

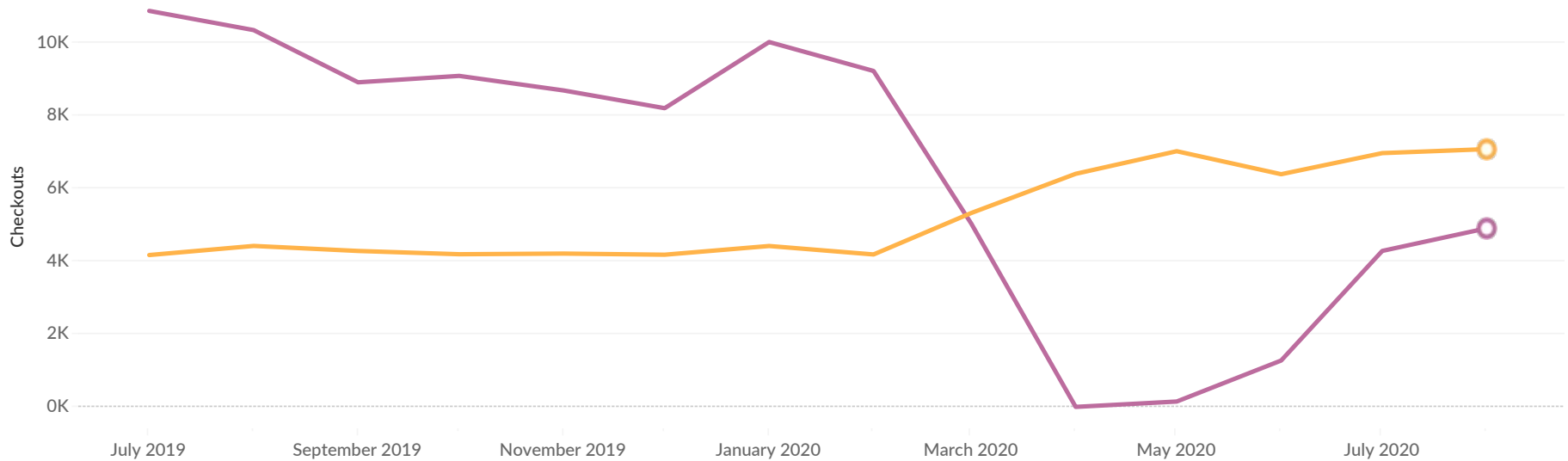
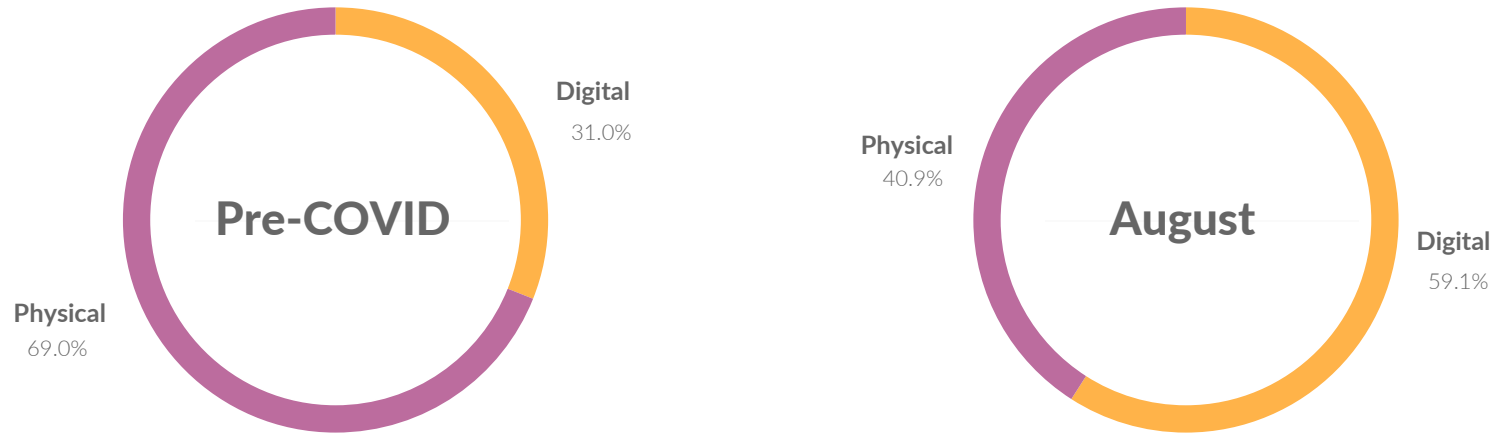
We started curbside service at the Northfield Branch on Monday, September 14th. Since then we have completed twelve curbside appointments, with several more scheduled for next week. Patrons can call or go online to make a curbside appointment once they have received an email letting them know their holds are available for pick-up. Northfield is open for curbside services on Monday from 9am-1pm, Wednesday from 2pm-6 pm and Saturday from 9am-1pm.

Staff has been busy working in the building unboxing, flipping, weeding, and shelving materials. A big thank you to everyone involved in the Northfield Exploratory Committee for their help in organizing and setting up Northfield for curbside services.

# Physical vs. Digital Checkouts - Youth



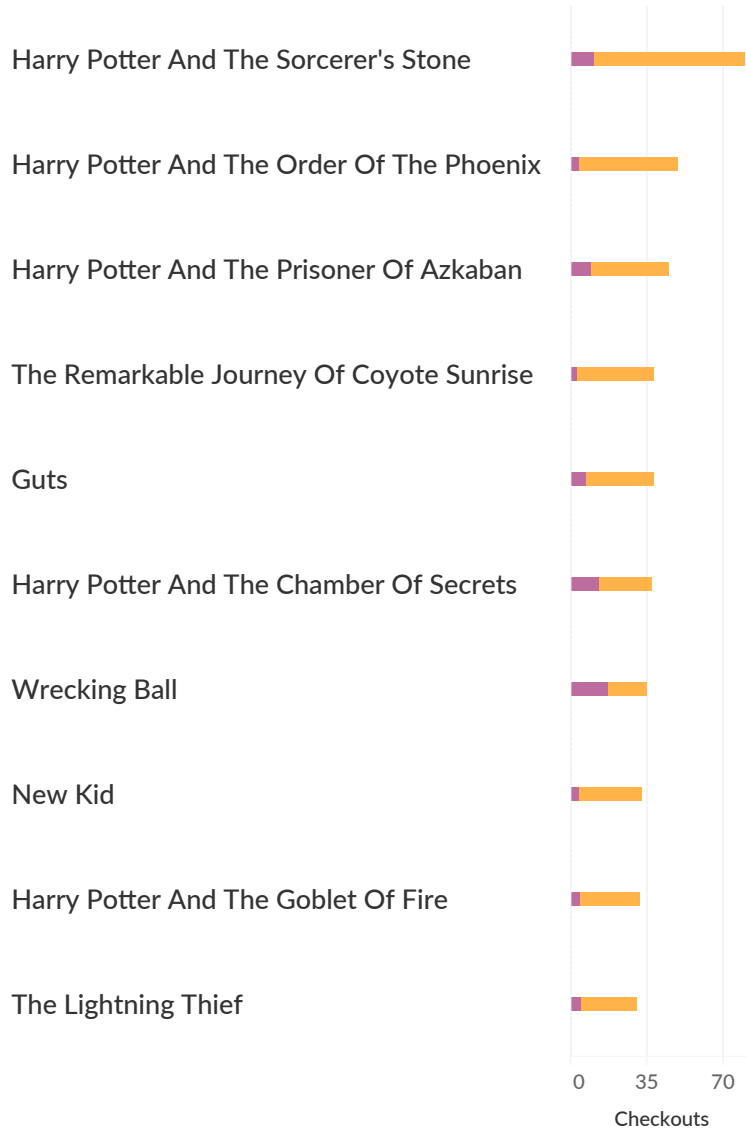
# Physical vs. Digital Checkouts - Adult



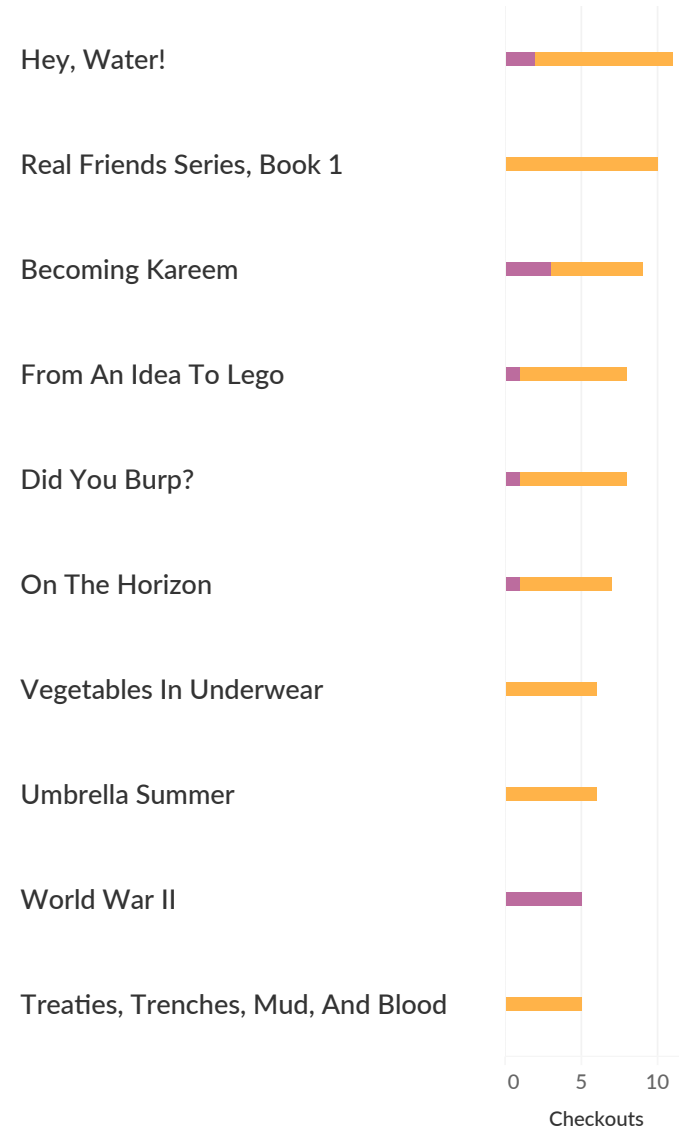
# Youth - Most Popular Post-COVID Titles

Digital  
Physical

## Fiction

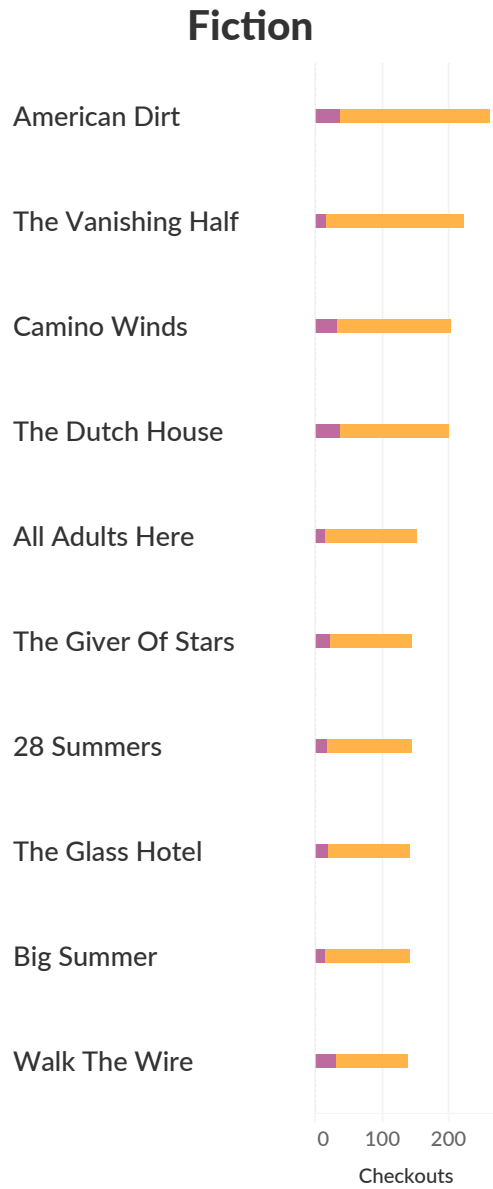


## Nonfiction

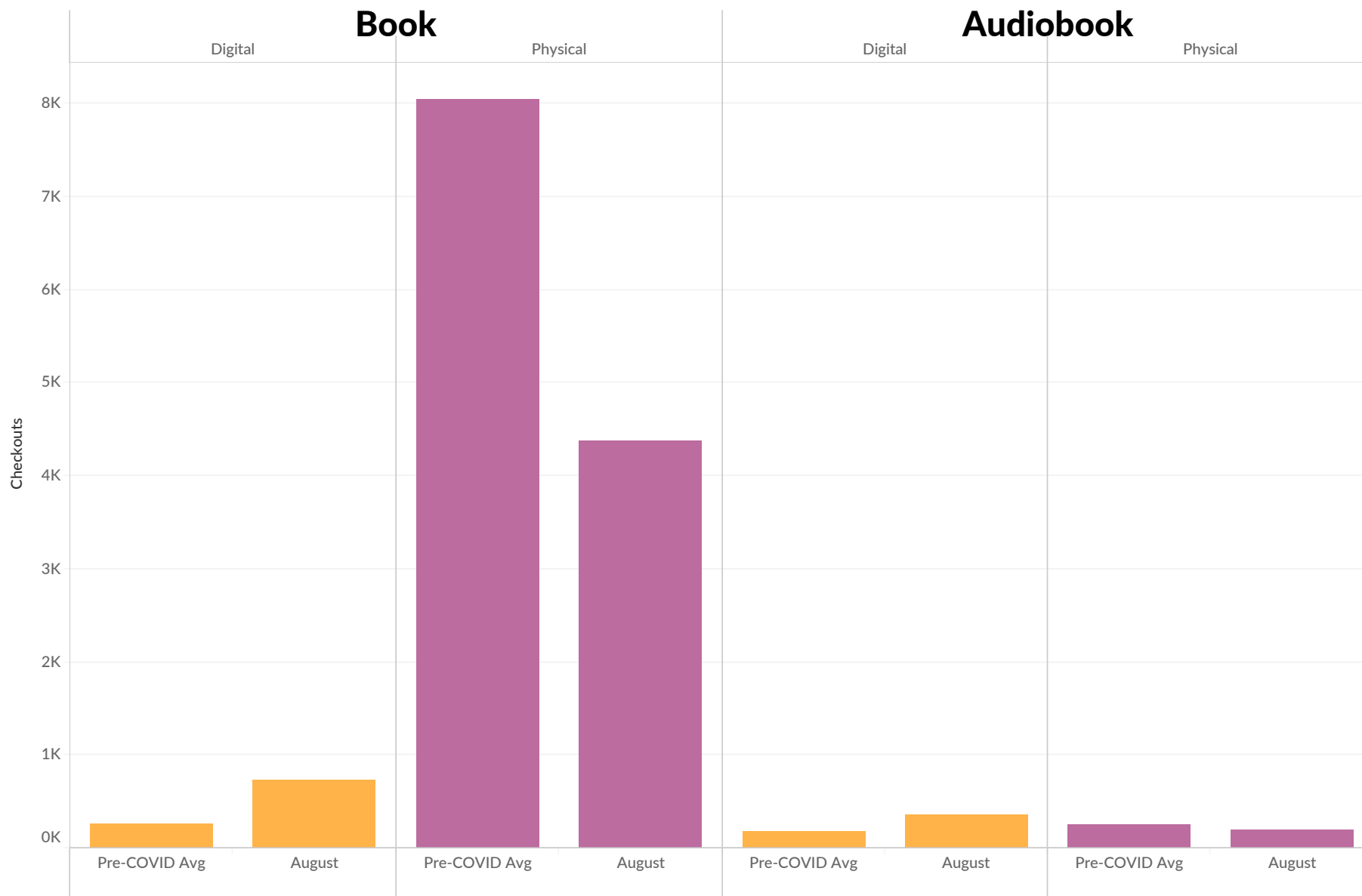


# Adult - Most Popular Post-COVID Titles

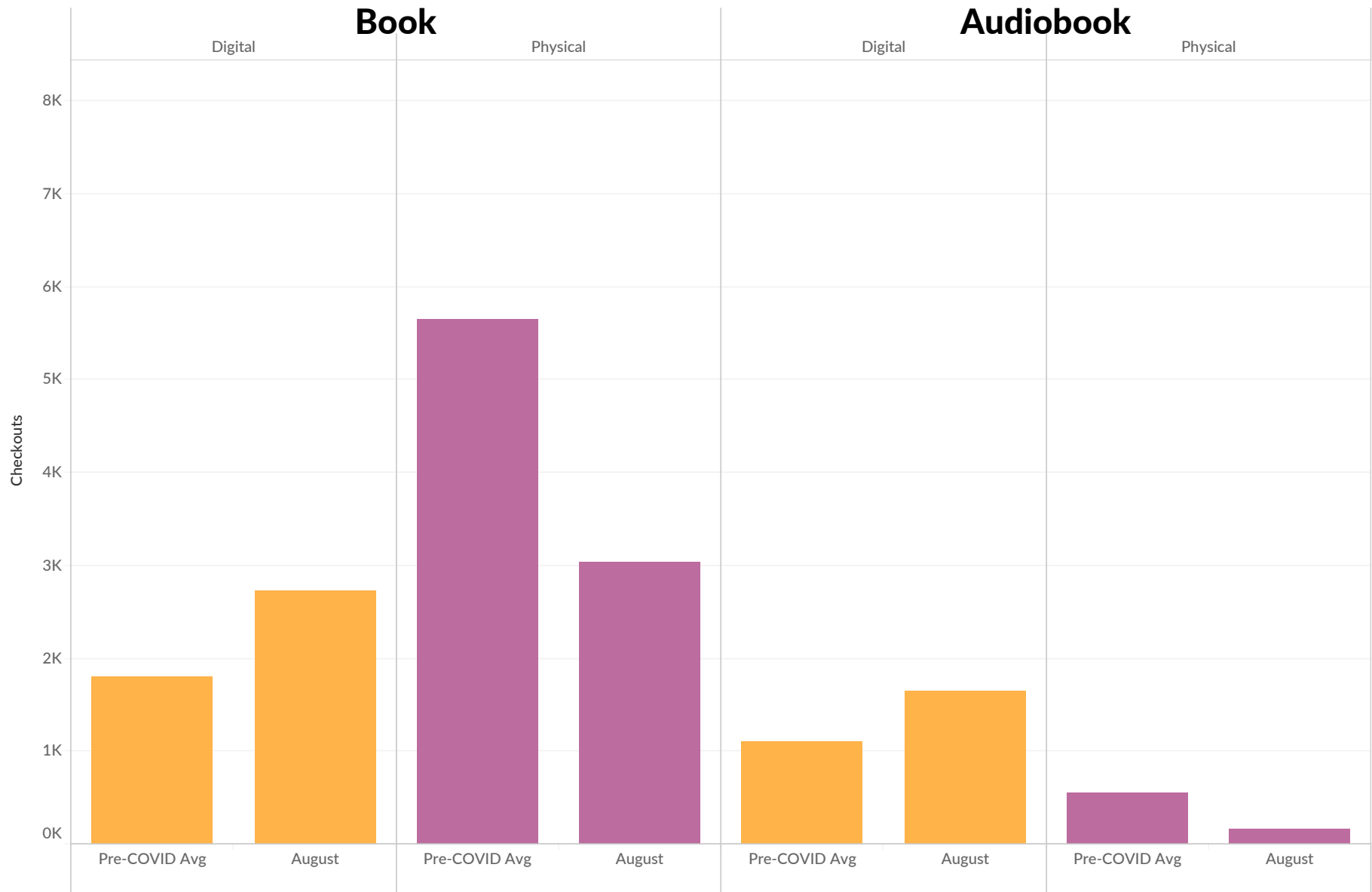
■ Digital  
■ Physical



# Youth - Checkout Comparison by Format

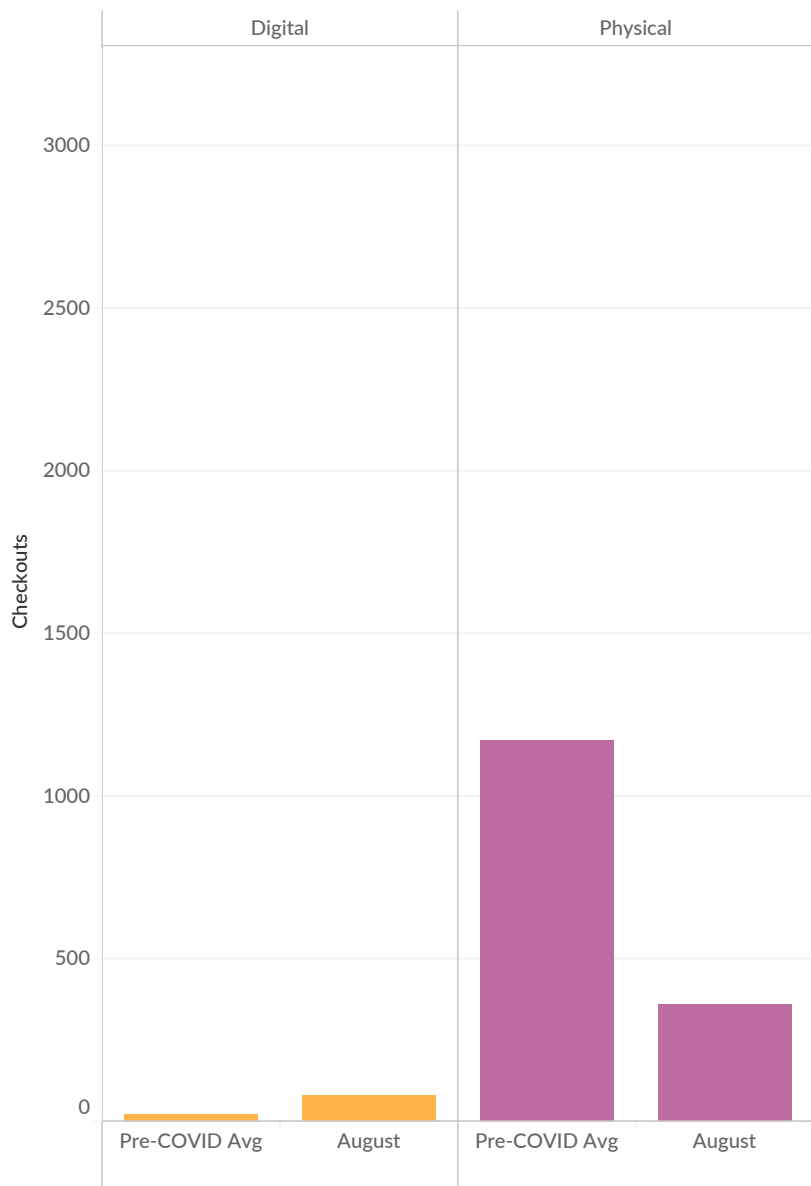


# Adult - Checkout Comparison by Format

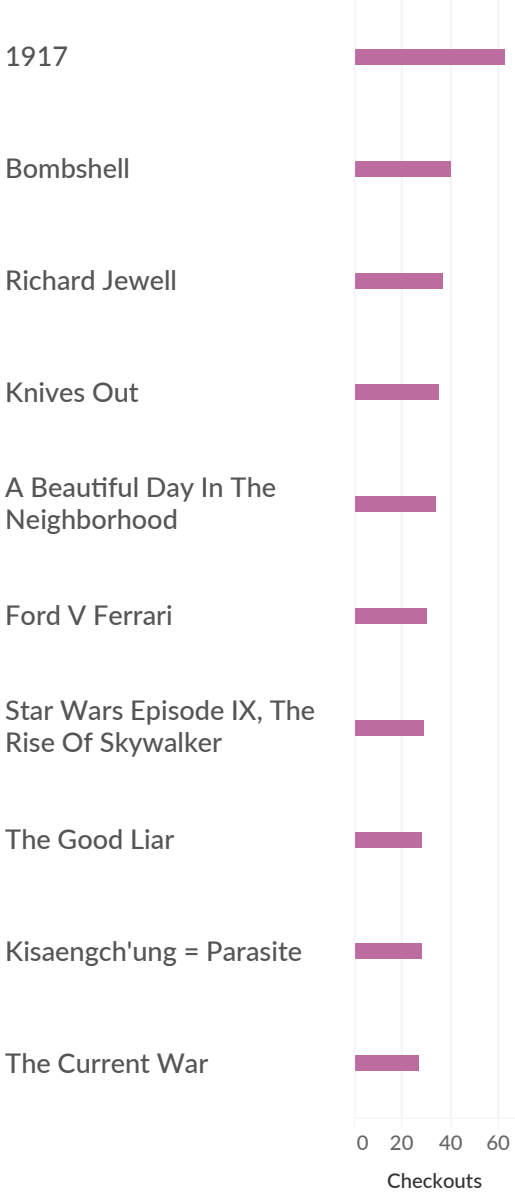
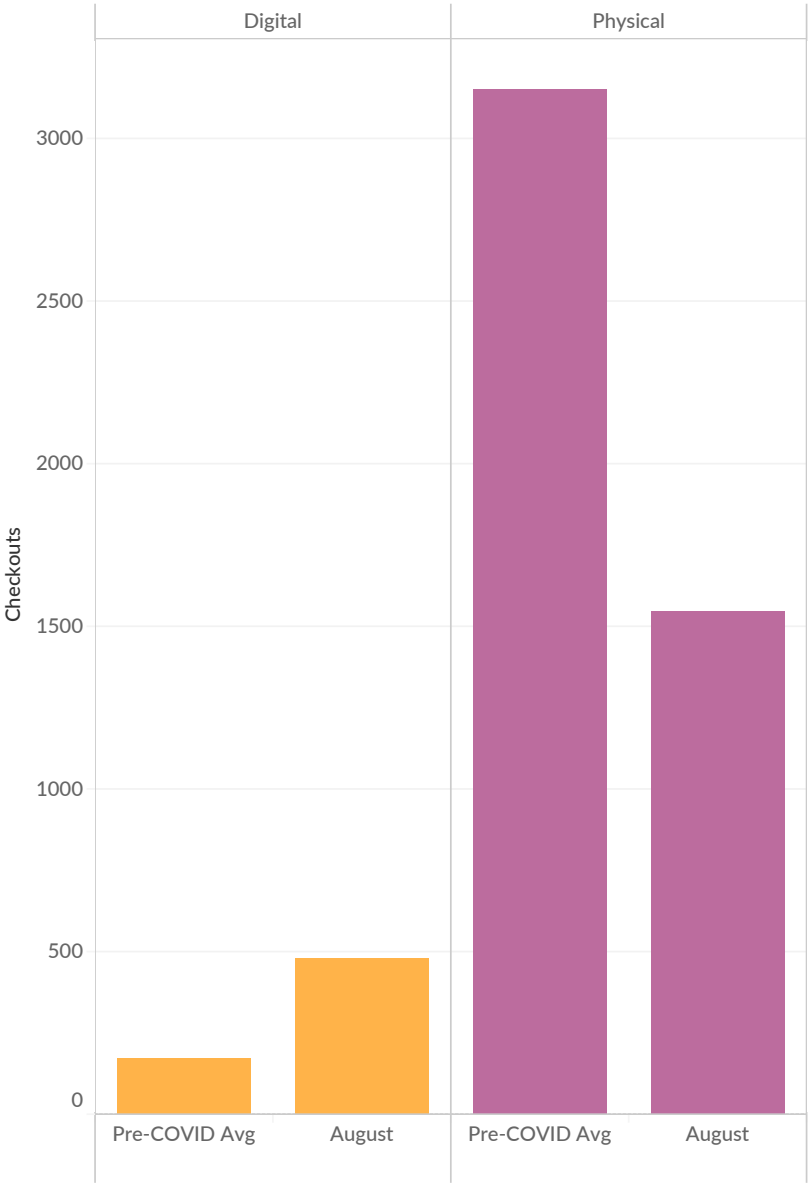




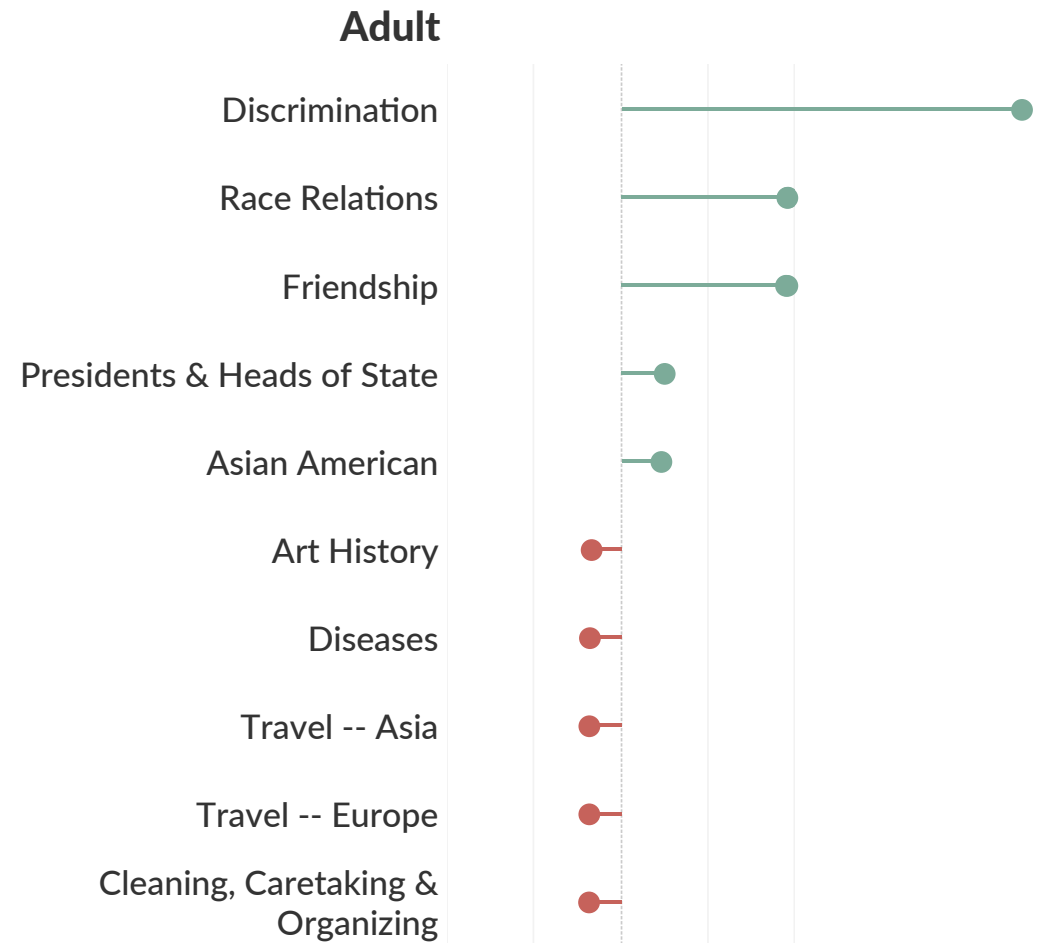
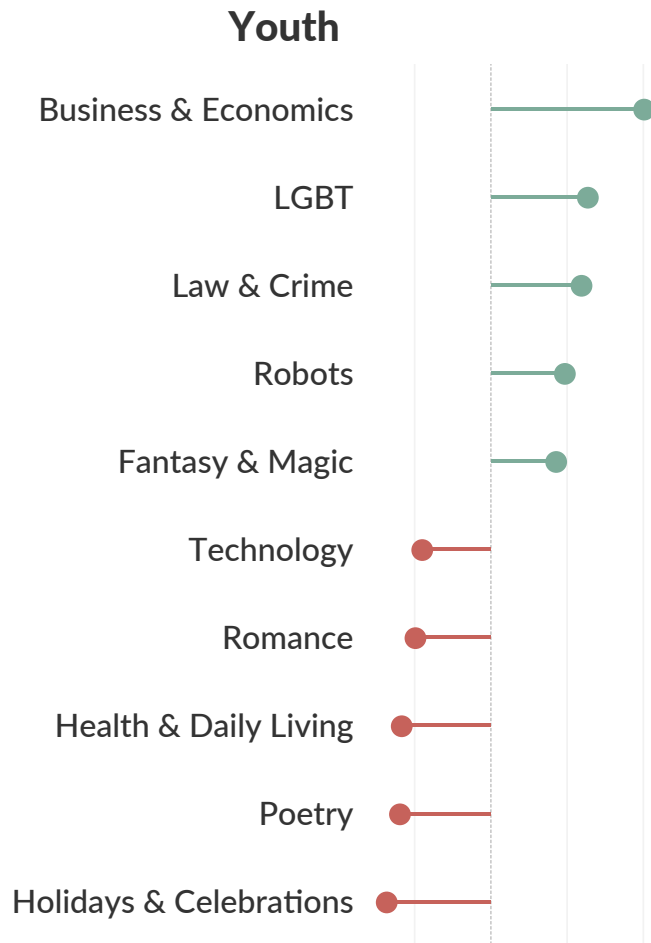
# Youth Video Post-COVID



# Adult Video Post-COVID

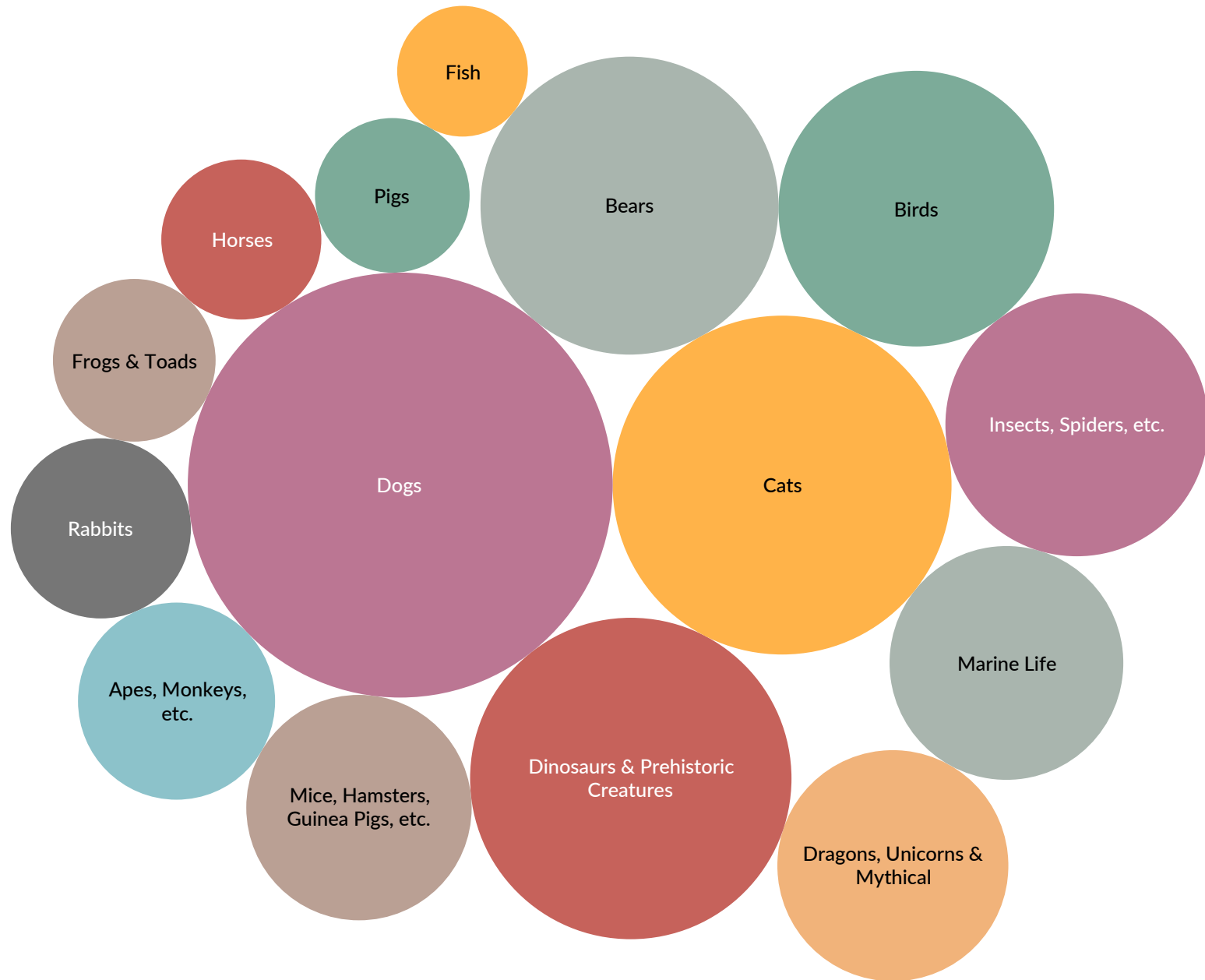


# Trending and Tanking Subjects Post-COVID



Highest and lowest post- to pre- COVID ratio of distinct titles x distinct patrons, by BISAC-2 checkout. Minimum 15 titles / 10 patrons

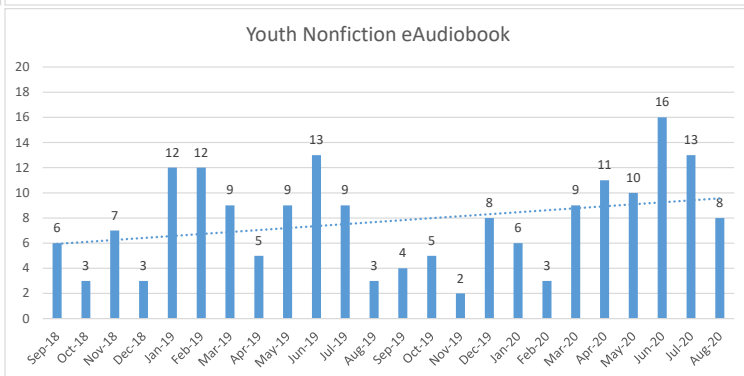
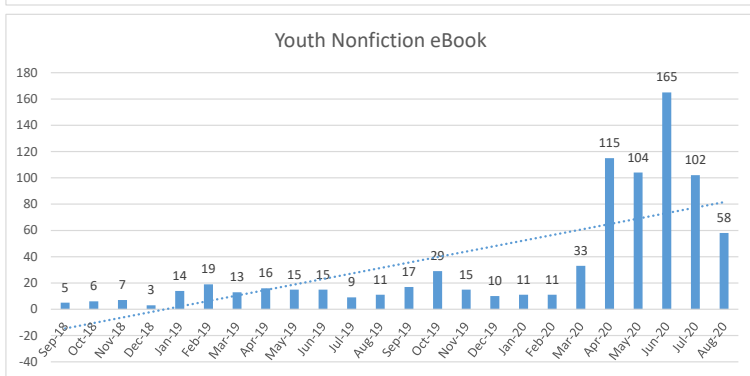
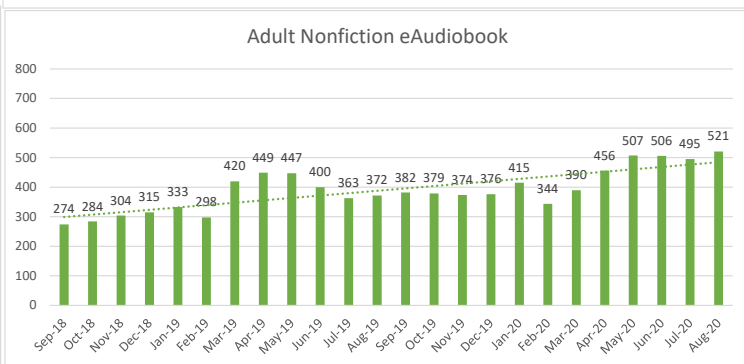
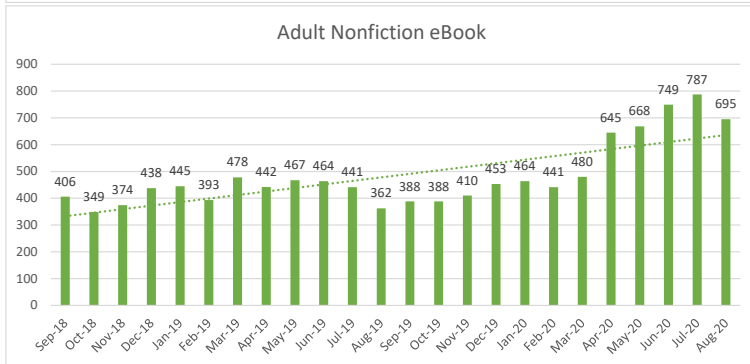
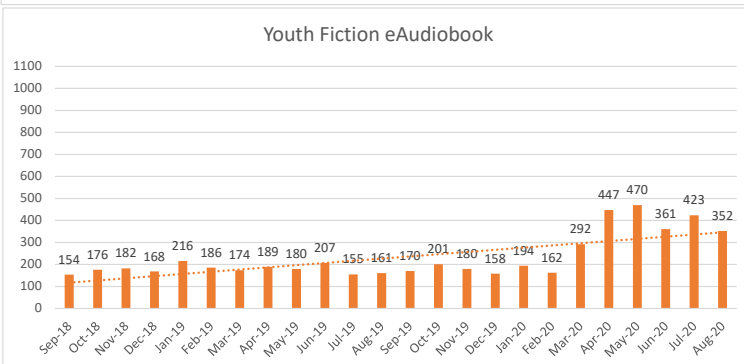
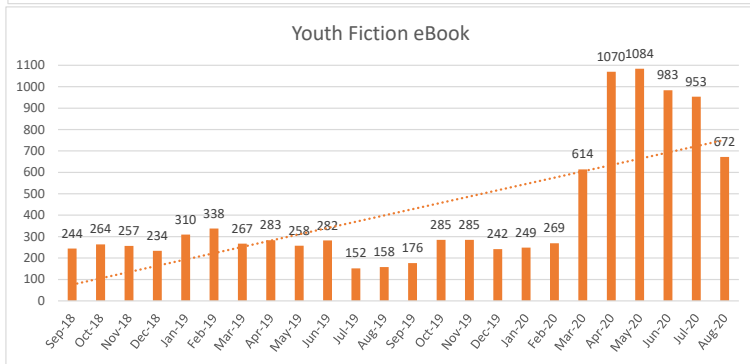
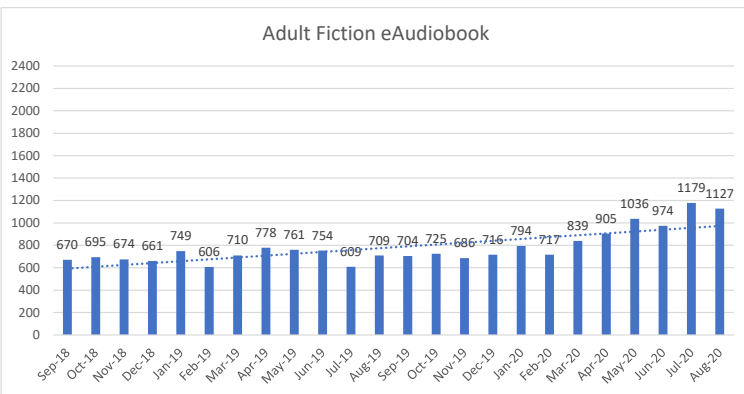
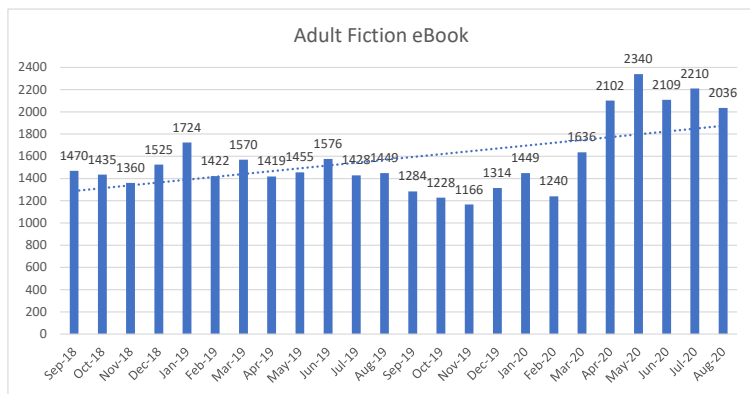
# Youth - Animal Popularity by Checkout Post-COVID



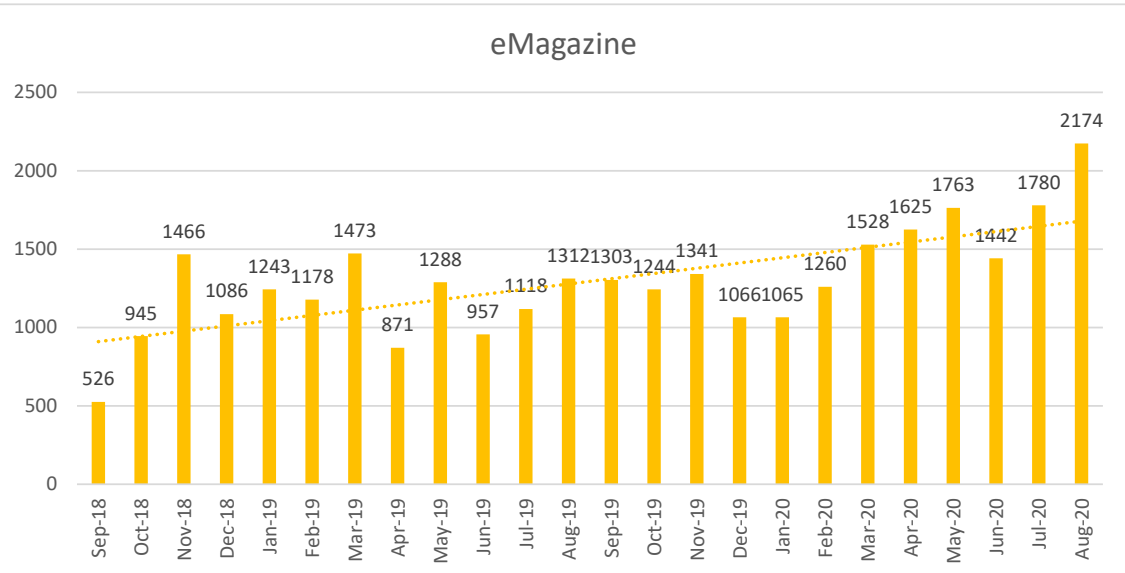
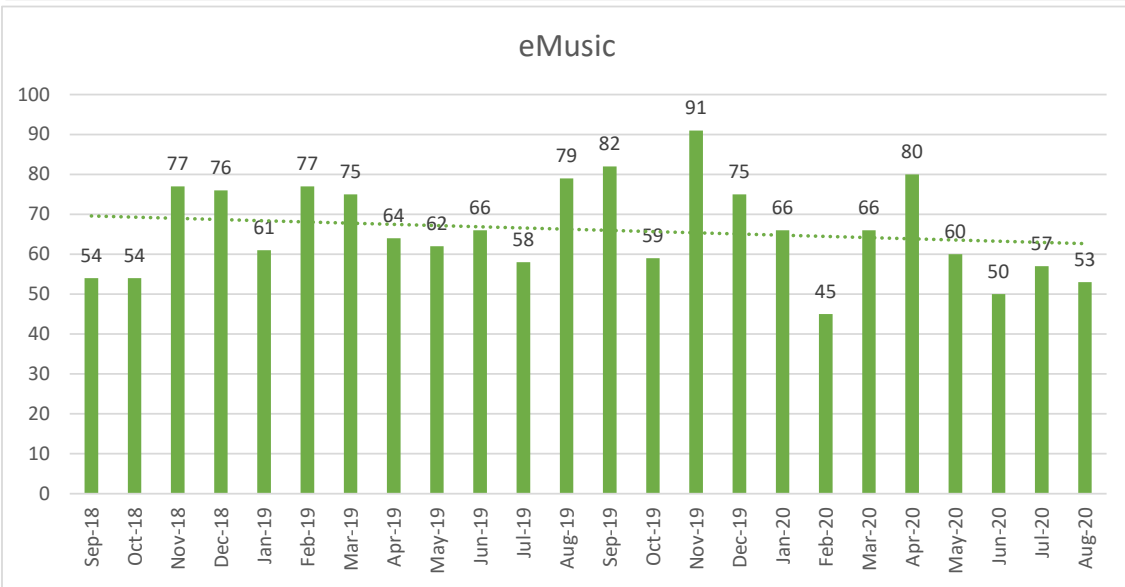
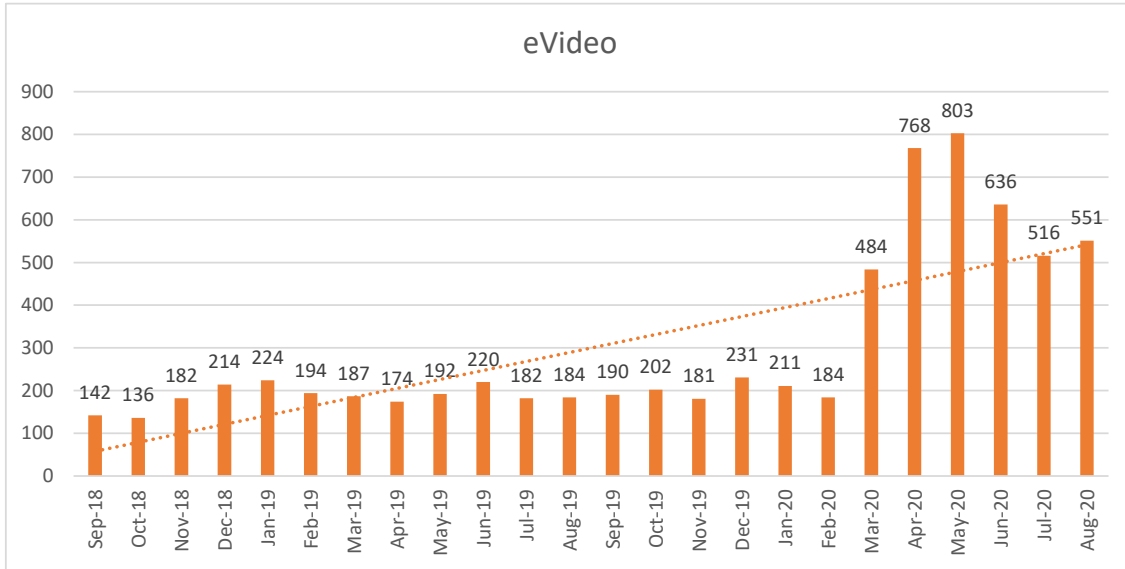
# Adult - Food Popularity by Checkout Post-COVID



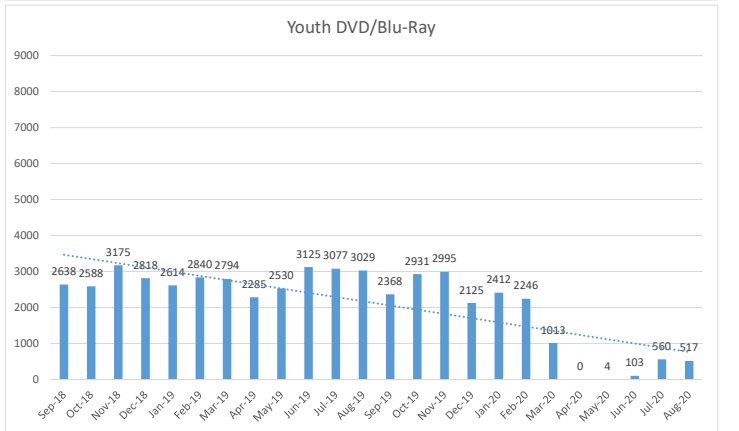
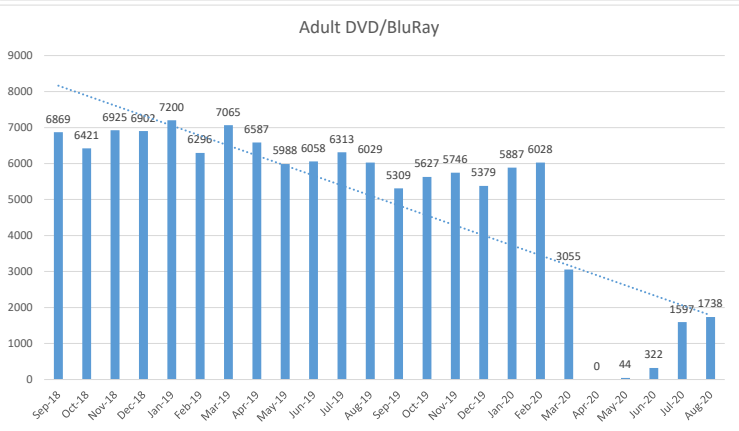
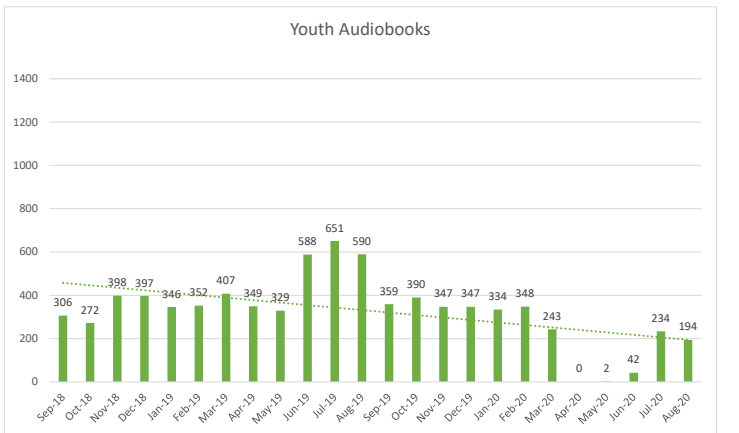
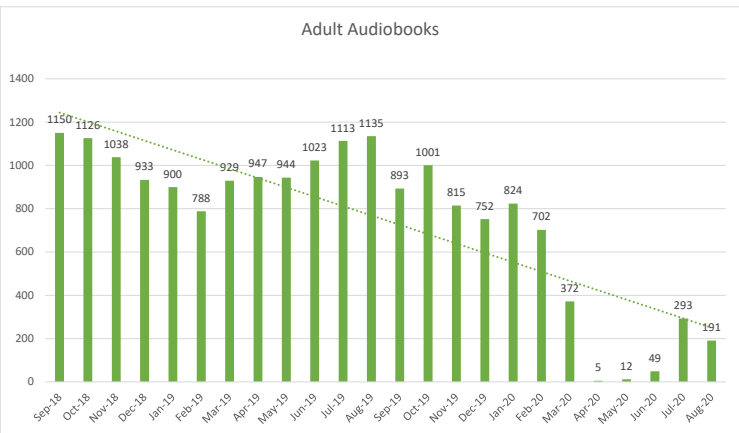
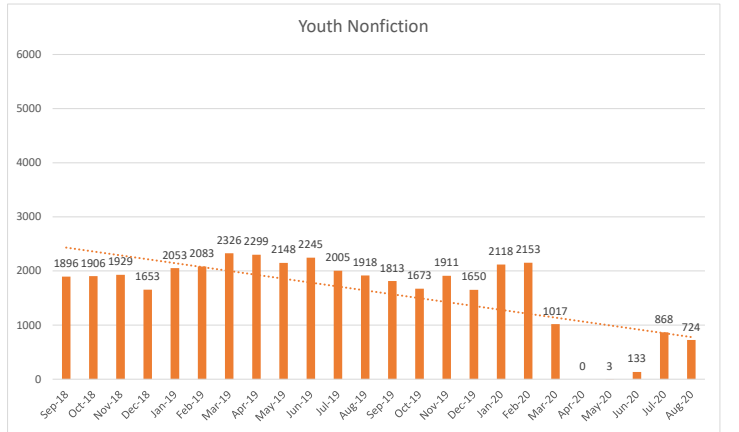
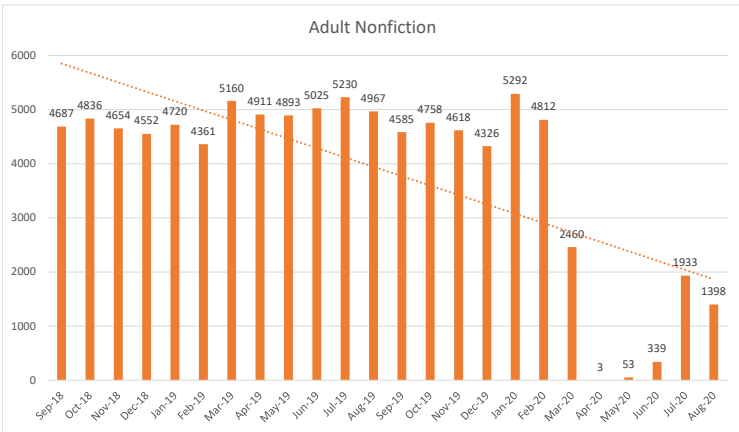
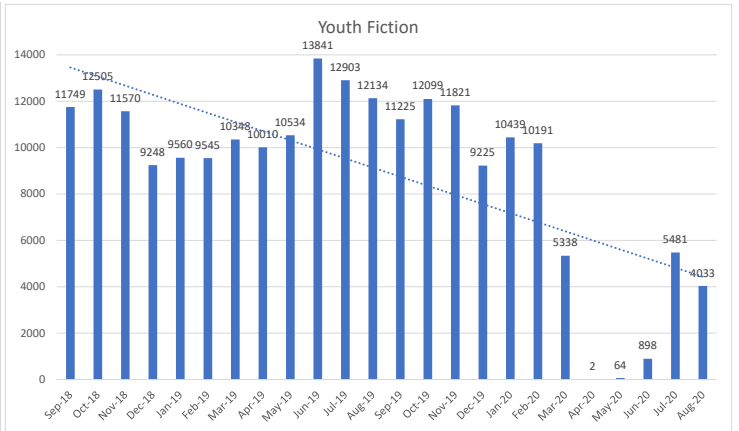
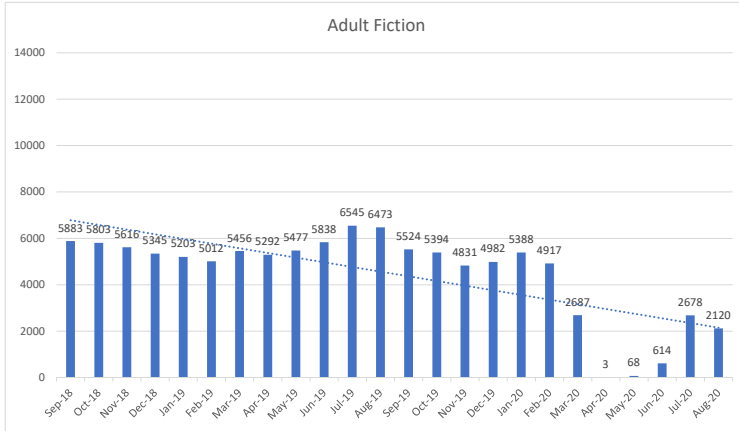
**Digital August 2020**



## Digital August 2020 Continued

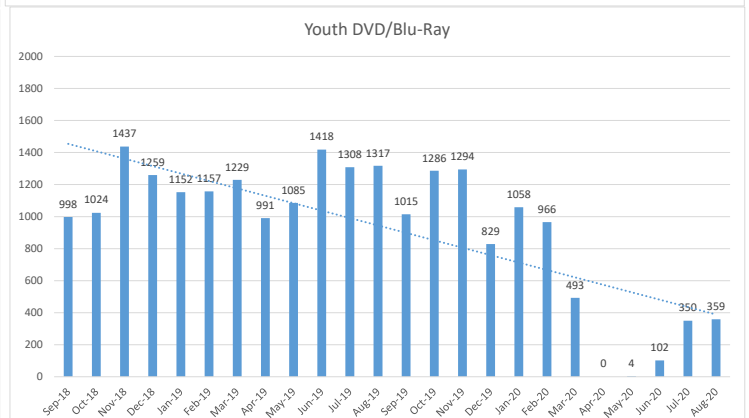
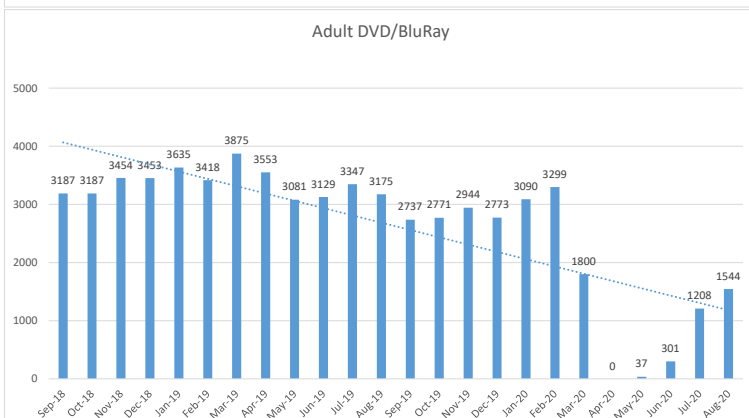
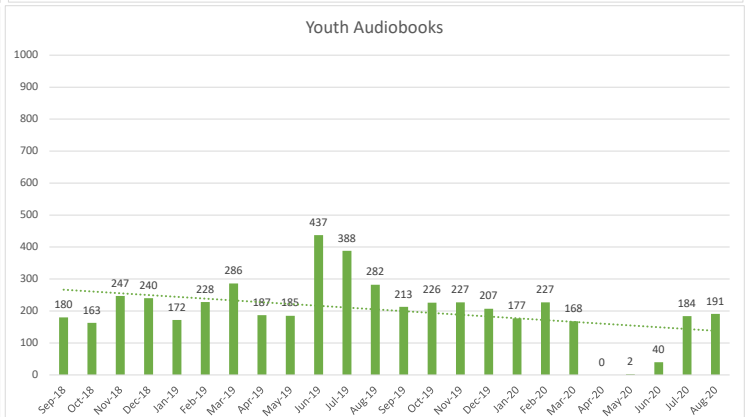
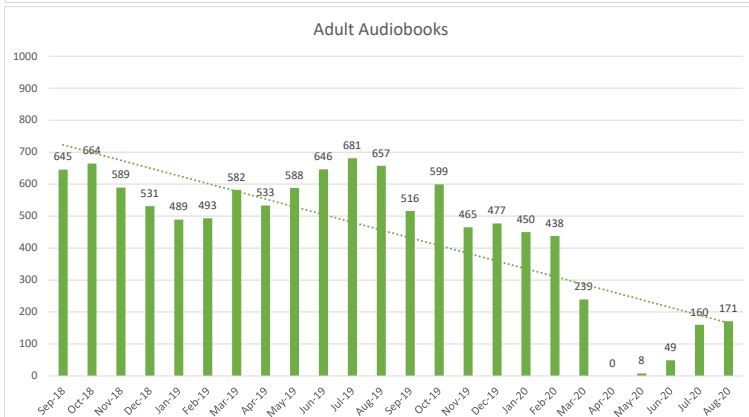
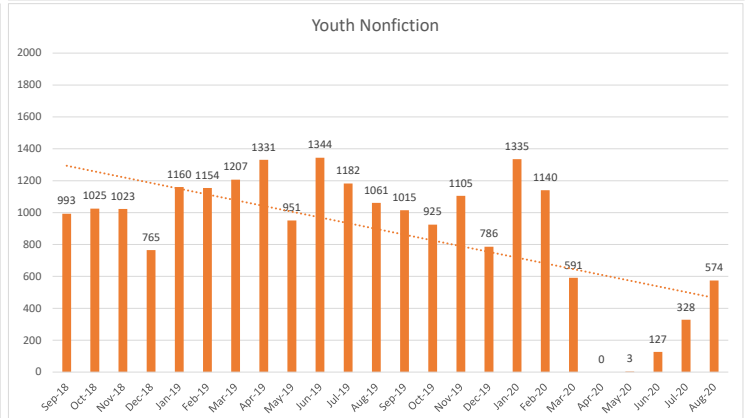
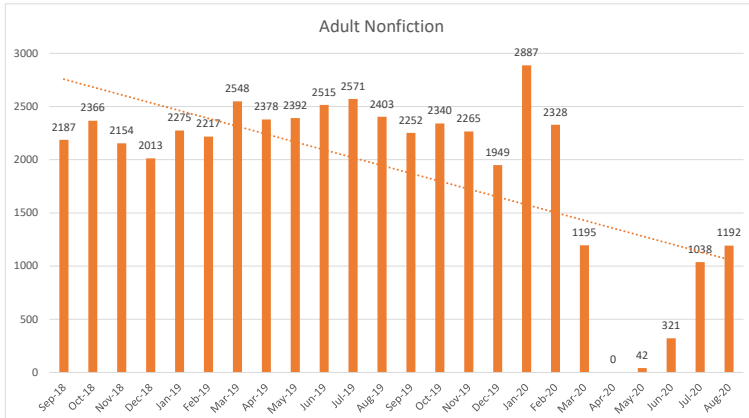
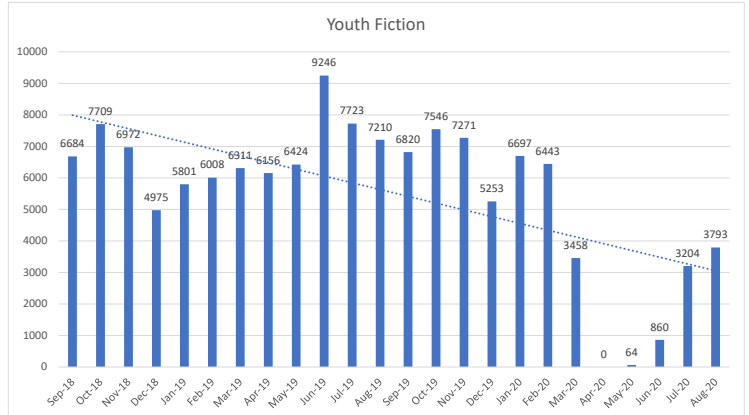
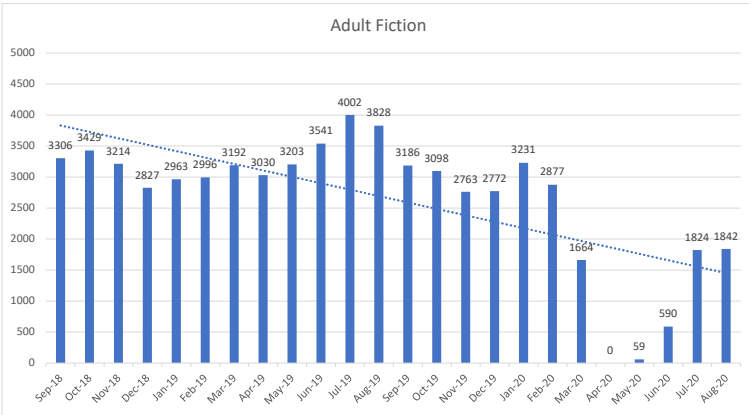


**Physical Checkouts + Renewals August 2020**

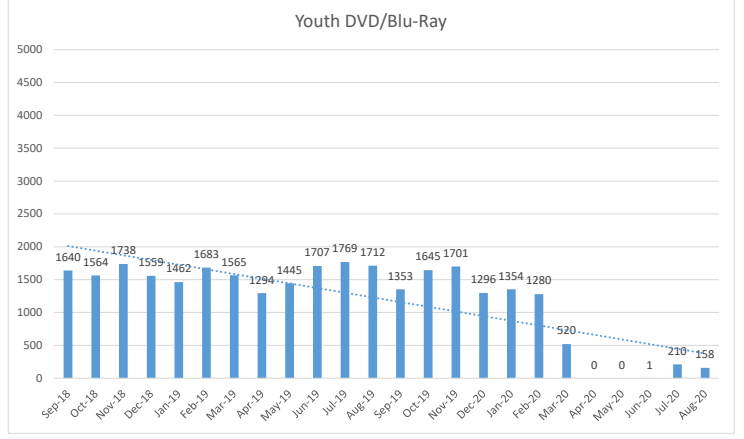
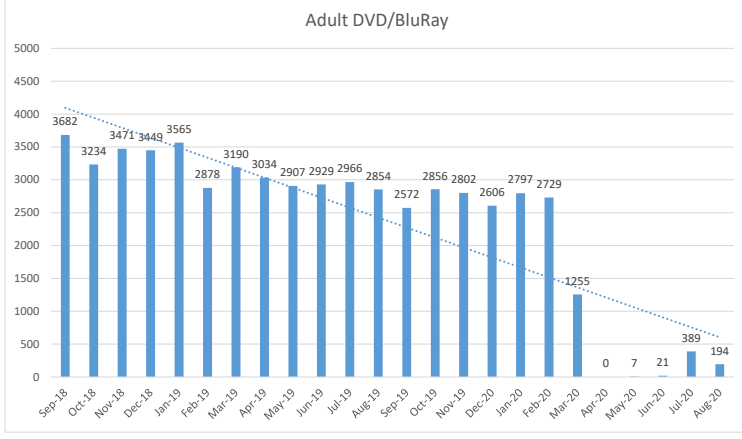
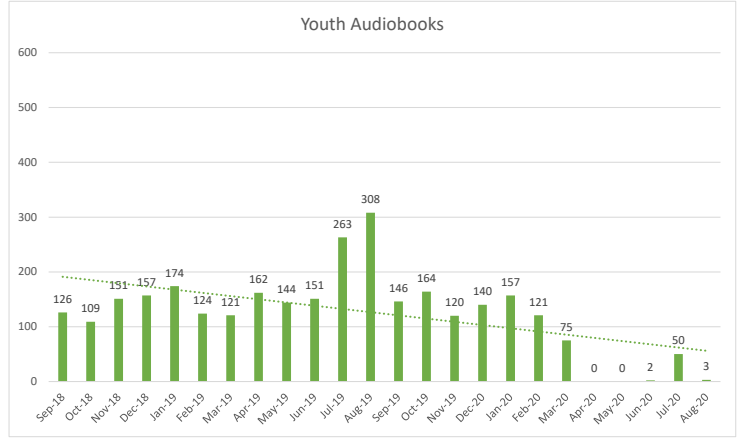
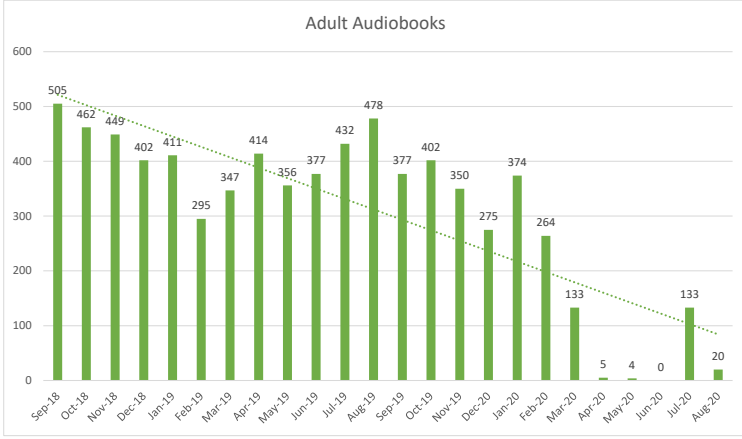
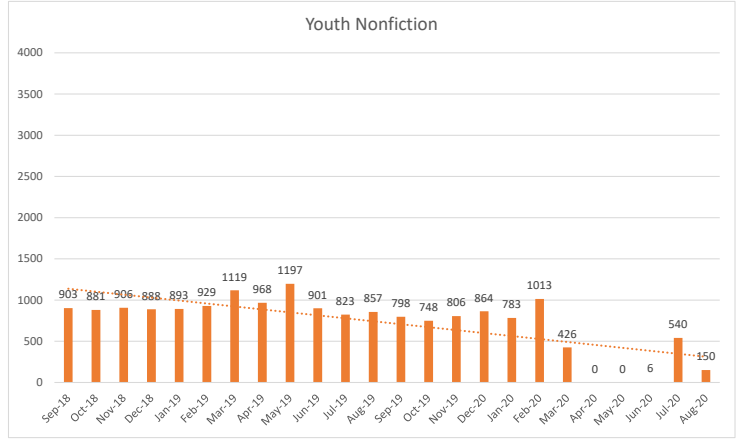
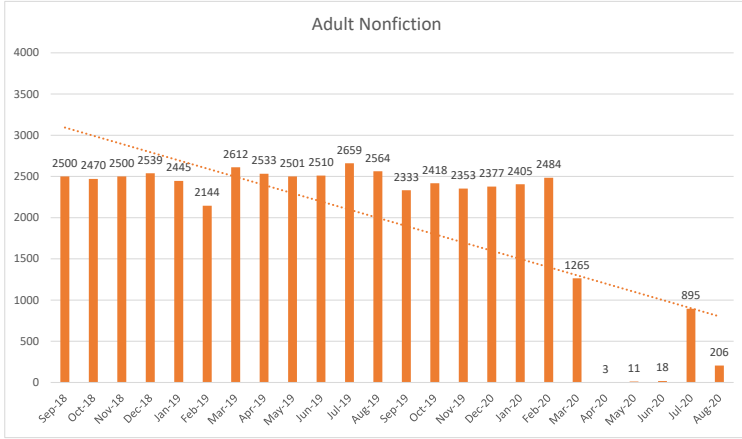
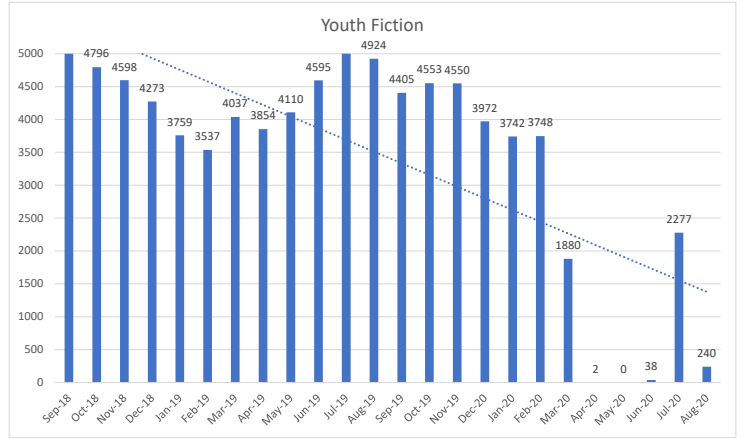
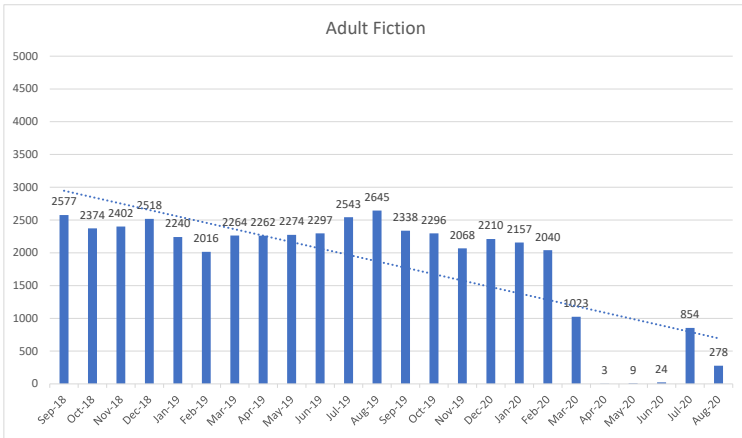




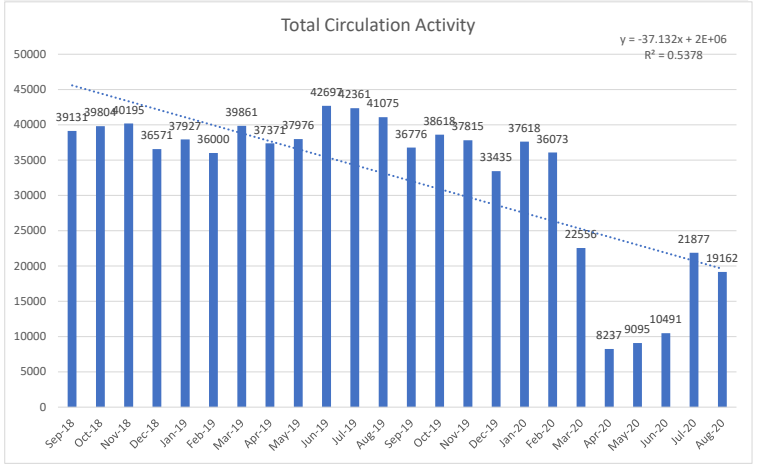
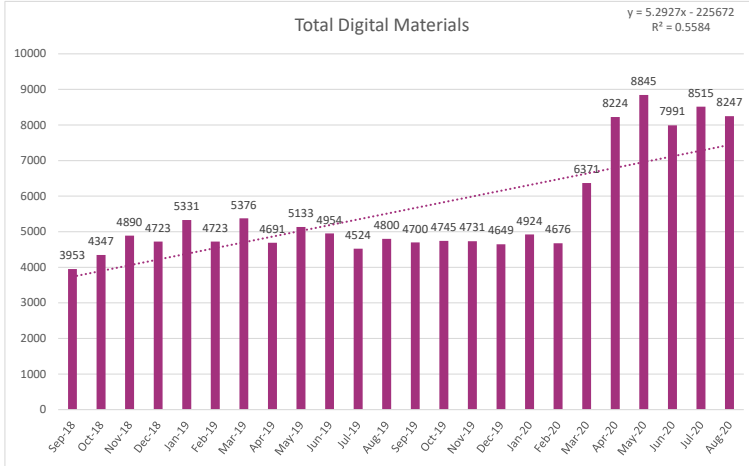
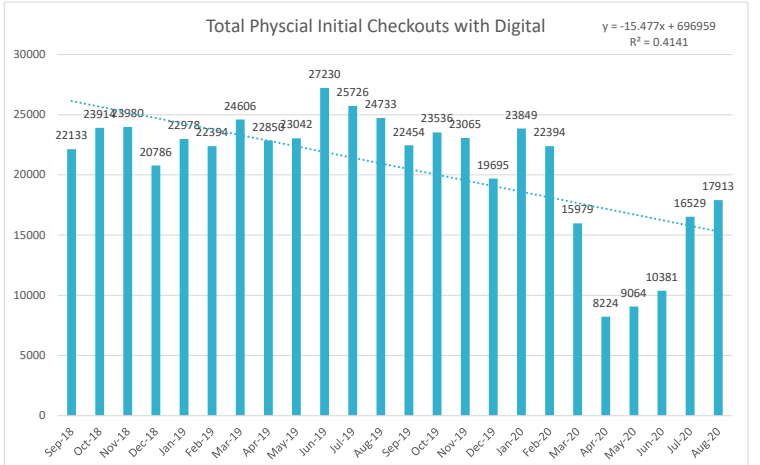
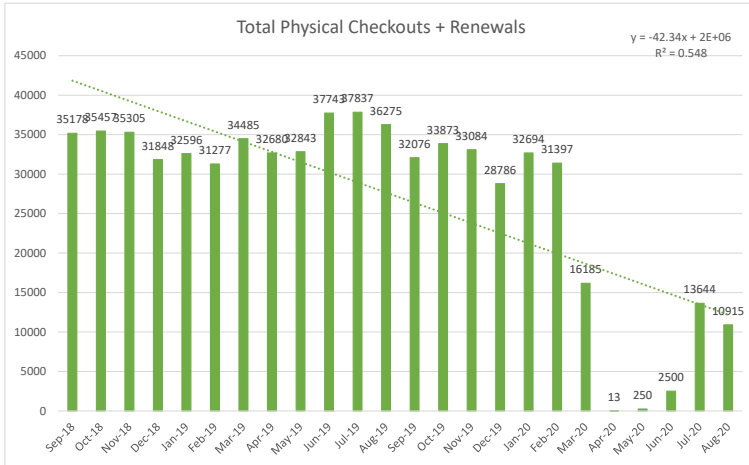
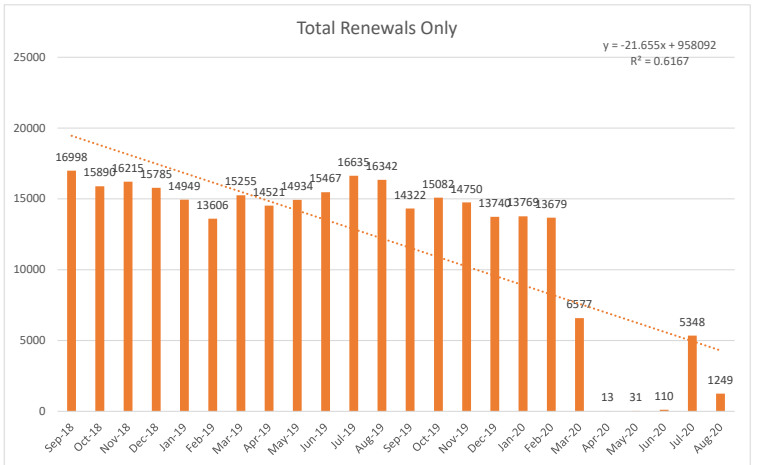
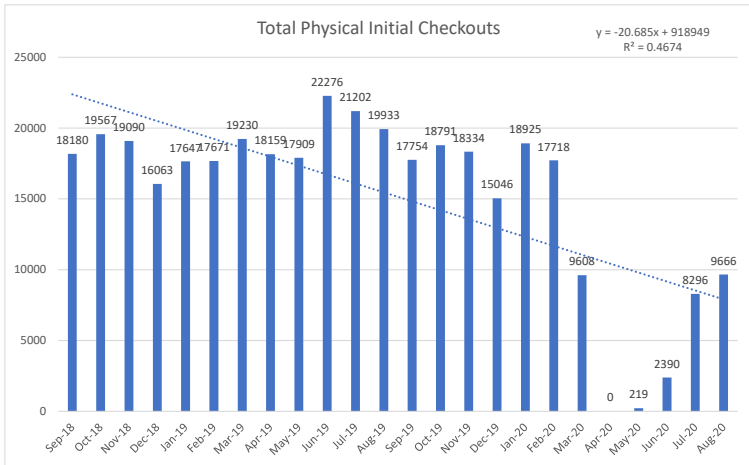
**Physical Initial Checkouts August 2020**



**Physical Renewals August 2020**



**Totals Graphs August 2020**



**Winnetka-Northfield Public Library District  
Certified Estimate of Anticipated Revenue by Source**

The anticipated revenue by source for the Winnetka-Northfield Public Library District for the Fiscal Year beginning July 1, 2020 and ending June 30, 2021:

Tax Receipts	\$ 4,208,870.00
Interest	\$ 50,000.00
Kenilworth Service Contract	\$ 100,000.00
Corporate Replacement Tax	\$ 20,000.00
Fines	\$ 8,000.00
Illinois Public Library Per Capita Grant	\$ 15,000.00
Friends of the Library Contributions	\$ 20,000.00
Other Income	<u>\$ 12,500.00</u>
Total Anticipated Revenue	<u><u>\$ 4,434,370.00</u></u>

In accordance with 35 ILCS 200/18-50, I hereby certify that I am the elected Treasurer of the Winnetka-Northfield Public Library District and that the above figures are a true and accurate estimate of the anticipated revenue taken from information available to me.

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Date

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Deborah Vandergrift, Treasurer  
Library Board of Trustees  
Winnetka-Northfield Public Library District