

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

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

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

AGENDA

Monday, December 14, 2020

- I. Call to Order**
- II. Roll Call**
- III. Public Comments**
- IV. Vote to Approve Minutes**
 - Approve Minutes of the October 19, 2020 Regular Meeting*
 - Approve Minutes of the November 5, 2020 Special Meeting*
 - Approve Minutes of the November 16, 2020 Regular Meeting*
- V. Financial Report**
 - Approve November 2020 Financial Statements*
- VI. Library Reports**
 - Director's Report* (Director Dombrowski)
 - Board President's Comments (President Ruiz-Funes)
- VII. Liaisons to Other Organizations – Reports**
 - Winnetka Village (Trustee Johnson)
 - Northfield Village (?)
- VIII. Unfinished Business**
 - Discussion on Serving Our Public 4.0 (2021 Per Capita Grant Requirement)*
- IX. New Business**
 - FY19-20 Audit Results (Janet Troher, McClure, Inserra & Co.)*
 - Chimney Repair Estimate
 - Vote to Disband Director Search Committee
 - Discussion on Management Advisory Committee
 - Discussion and Vote on Board Meeting Dates, January through June 2020*

*Attachments

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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.

X. Communications

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

XI. Public Comments

XII. Adjournment

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

October 19, 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 7:03 p.m. A quorum was present.

II. Roll Call

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

Absent: Trustees Brian Johnson and Raheela Anwar

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

III. Public Comments

Northfield resident Sue Kelly welcomed Director Dombrowski and commented on reopening the Studio.

IV. Vote to Approve Minutes

- Approve Minutes of the September 21, 2020 Special Meeting
- Approve Minutes of the September 21, 2020 Regular Meeting

A MOTION was made by Trustee Shoup to approve the Minutes of the September 21, 2020 Special Meeting and the September 21, 2020 Regular Meeting and seconded by Trustee Casale MacNally.

The MOTION passed on a voice vote.

V. Financial Report

Interim Director Quish presented the September 2020 Financial Statements.

A MOTION was made by Trustee Vandergrift to approve the September 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:

- District staff are very excited to welcome Monica Dombrowski as the new Library Director.
- Total Circulation is down compared to September 2019 but is trending upwards which signals that patrons are feeling more comfortable using the library amid the pandemic.
- Virtual Branch Circulation is up 82% cumulatively compared to last fiscal year.
- Both physical and digital youth materials are circulating well. The Youth Services Department has been collaborating with local schools and coming up with new ways to engage patrons outside of Zoom.
- Curbside service at the Northfield Branch Library is going very well; there were 105 appointments in September.
- Library app usage is up; there are currently 402 app users compared to 48 in July.
- The One Book Two Villages program was very successful with 74 attendees.
- September was Library Card Sign-Up Month; the District had 128 new sign-ups.
- Adult Services Librarian Meghan White and Youth Collection Development Librarian Kate Fuentes have resigned their positions and will be leaving the District.

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.
- The trustees are very pleased to welcome Monica Dombrowski as the new Library Director.
- President Ruiz-Funes thanked Emily Compton-Dzak and Sarah Quish for their terrific work in keeping the District running as Interim Library Directors.

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

- *Winnetka Village*- Trustee Johnson was absent; nothing reported.
- *Northfield Village*- Trustee Shoup announced her intention to resign from the Library Board of Trustees as she is moving out of Northfield and stated that Trustee Casale MacNally will be taking on the role of Board Secretary. She then reported that trick-or-treating has not been canceled in Northfield. She also reported that a big topic of conversation at the Northfield Village meeting on October 20th will be the Skokie Trail.

President Ruiz-Funes and the trustees thanked Trustee Shoup for her excellent service on the Board in her role as Secretary and Northfield Liaison.

VIII. **Unfinished Business**

IX. **New Business**

- *Discussion about Levy Philosophy*
 1. The Appropriation column of the draft Tax Levy Ordinance incorporates the figures from our 2020-2021 Budget & Appropriation Ordinance.

2. The Levy column of the draft Tax Levy Ordinance incorporates approximately 95% of our Budget & Appropriation Ordinance appropriation figures.
3. The actual total levy is to be determined per Board discussion/decision. The figures in the Levy column of the draft Tax Levy Ordinance are subject to Board discretion.

The trustees discussed Levy Philosophy, stating their three guiding principles:

1. Plan for an interruption of funding and build up six months of operating expenses in reserve.
2. Prudently and gradually build up reserve for capital improvements and renovations to avoid going to taxpayers for referendum.
3. Ask only for what the District needs to run the libraries and to deliver the services that the communities want.

The trustees agreed to ask for an increase of 2.1% to remain in line with the previous three years and will vote on the Tax Levy Ordinance at the November 16, 2020 Board Meeting.

- *Discussion and Vote on the Resolution to Determine Estimate of Funds Needed for 2020-2021 Fiscal Year*

A MOTION was made by Trustee Casale MacNally to Determine Estimate of Funds Needed for 2020-2021 Fiscal Year and seconded by Trustee Gosselin.

ROLL CALL VOTE

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

NAYS: 0

ABSENT: Trustees Johnson and Anwar

MOTION CARRIED

X. Communications

XI. Public Comments

Winnetka resident Peggy Martay commented on reopening the Studio.

Winnetka resident Jeffrey Liss thanked Trustee Shoup for her service on the Board and welcomed Director Dombrowski.

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 Vandergrift.

President Ruiz-Funes adjourned the meeting at 8:00 p.m.

Respectfully submitted,

Nicola White
Recording Secretary

_____ Jean-Paul Ruiz-Funes, President

_____ Katherine Casale MacNally, Secretary

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

November 5, 2020

I. Call to Order

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

II. Roll Call

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

Absent: Trustees Raheela Anwar, Suzie Shoup and Deborah Vandergrift

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

III. Public Comments

No public comments.

IV. Vote on Resolution Authorizing the Library District President to Execute an Intergovernmental and Subrecipient Agreement for Coronavirus Relief Funds with Cook County

A MOTION was made by Trustee Johnson to Approve the Resolution Authorizing the Library District to Execute an Intergovernmental and Subrecipient Agreement for Coronavirus Relief Funds with Cook County and seconded by Trustee Casale MacNally.

ROLL CALL VOTE

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

NAYS: 0

ABSENT: Trustees Anwar, Shoup and Vandergrift

MOTION CARRIED

V. Adjournment

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

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

Respectfully submitted,

Nicola White
Recording Secretary

_____ Jean-Paul Ruiz-Funes, President

_____ Katherine Casale MacNally, Secretary

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

November 16, 2020

I. Call to Order

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

II. Roll Call

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

Absent:

Present were library employees; Nicola White (Administrative Assistant), Emily Compton-Dzak (Assistant Director and Adult Services Manager), Sarah Quish (Communications & Marketing Manager) and Mark Swenson (Information Technology Manager). Present was Winnetka resident Jeffrey Liss. Present were Northfield residents Sue Kelly and Karen Roth. Present was library patron Callie.

III. Vote to Adopt a Resolution to Accept a Resignation, Declare a Vacancy and Appoint a New Library Trustee

A MOTION was made by Trustee Casale MacNally to Adopt a Resolution to Accept a Resignation, Declare a Vacancy and Appoint a New Library Trustee and seconded by Trustee Johnson.

ROLL CALL VOTE

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

NAYS: 0

ABSENT: 0

MOTION CARRIED

IV. Oath of Office

Trustee Casale MacNally swore in incoming trustee Sarah Munoz.

V. Public Comments

Winnetka resident Jeffrey Liss commented on the patio and garden at the Winnetka Library.

Northfield resident Sue Kelly thanked the District for reopening the Studio and expressed concern regarding the District's decision to remain open amidst the pandemic.

Northfield resident Karen Roth expressed concern regarding the District's decision to remain open amidst the pandemic and commented on staff's compensation.

VI. Vote to Approve Minutes

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

President Ruiz-Funes requested some adjustments to the minutes.

The October 19, 2020 Regular Meeting minutes and the November 5, 2020 Special Meeting minutes will be reviewed for amendments before approval at the December 14, 2020 Board Meeting.

VII. Financial Report

Director Dombrowski presented the October 2020 Financial Statements.

A MOTION was made by Trustee Vandergrift to approve the October 2020 Financial Statements and seconded by Trustee Casale MacNally.

The MOTION passed on a voice vote.

VIII. Library Report

LIBRARY DIRECTOR'S REPORT:

Director Dombrowski reported:

- The District has three internal job openings and a revised staff organization chart.
- The Northfield Branch reopened on November 11 and staff have received positive feedback from patrons.
- Both digital and physical checkouts have been trending up.

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 welcomed Trustee Munoz to the Board.
- The Winnetka Caucus approved the slate of library trustee candidates who will stand for election in April 2021.

IX. Liaisons to Other Organizations-Reports

- *Winnetka Village-* Trustee Johnson reported that the Winnetka Caucus slated three new trustee candidates and that the Village of Winnetka passed their budget. Trustee Casale MacNally reported that there will be an Open-Air Holiday Market held in the Winnetka Village Hall parking lot.
- *Northfield Village-* Nothing reported.

X. Unfinished Business

- *Discussion and Vote on Fiscal Year 2021-2022 Tax Levy Ordinance*
A MOTION was made by Trustee Vandergrift to approve the Fiscal Year 2021-2022 Tax Levy Ordinance and seconded by Trustee Casale MacNally.

ROLL CALL VOTE

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

NAYS: 0

ABSENT: 0

MOTION CARRIED

XI. New Business

- *Discussion Regarding Linden Patio Homes and Tree Roots (Jason Kolish, City Wide of Chicago)*
Building Maintenance Manager Jason Kolish reported that the Winnetka Library's tree roots are damaging the Linden Patio Homes plumbing system and suggested the District address this and implement regular yearly maintenance to prevent another occurrence in the future.

Linden Patio Homes has agreed to split the yearly maintenance cost, but the trustees recommended splitting the cost of the initial project as well.

- *Discussion on 2021 Per Capita Grant Educational Requirement*
Director Dombrowski reported the educational requirements for the 2021 Per Capita Grant which is due on January 15, 2021.

- *Feedback from Northfield Village Manager/Board President*
Director Dombrowski stated that she had a great meeting with the Northfield Village Manager and Board President, who expressed that they would like to see improvements to the Northfield Branch Library and are open to a variety of ideas.
- *Discussion on COVID-19 Numbers and Library Response*
Director Dombrowski announced the District's plan to remain open to Winnetka-Northfield cardholders on an appointment-based system.

The trustees discussed the logistics of remaining open for appointments and agreed to go ahead with the plan while also offering curbside service and promoting the digital library.

XII. Communications

- *The next meeting will be held on Monday, December 14 at 7 p.m.*
- *The Library will be closed on Thanksgiving Day (11/26) and will be closing at 5 p.m. on Wednesday (11/25).*
- *Library hours have been adjusted as follows:*
 - *Winnetka Branch: M-SAT 10 a.m. – 6 p.m., SUN 1 p.m. – 5 p.m.*
Curbside during all open hours
 - *Northfield Branch: W/F/SAT 10 a.m. – 6 p.m.*
Curbside M/T/TH 10 a.m. – 6 p.m.

XIII. Public Comments

Winnetka resident Jeffrey Liss provided details from previous board meetings regarding the Post Office site discussion.

Library patron Callie expressed concern regarding the District's decision to remain open amidst the pandemic.

XIV. Adjourn to Closed Session

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

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

The MOTION passed on a voice vote and President Ruiz-Funes adjourned to a Closed Session at 9:00 p.m.

XV. Return to Open Session

XVI. Adjournment

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

The MOTION passed on a voice vote and President Ruiz-Funes adjourned the meeting at 9:30 p.m.

Respectfully submitted,

Nicola White
Recording Secretary

_____ Jean-Paul Ruiz-Funes, President

_____ Katherine Casale MacNally, Secretary

Winnetka-Northfield Public Library District

All Funds Summary

For the 5 Months Ended November 30, 2020

Ideal Budget Percentage Spent: 41.67%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Current Year-to-Date</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
Revenues					
Library Fund	4,142,360.00	1,725,983.33	1,985,601.61	47.93 %	259,618.28
IMRF Fund	100,000.00	41,666.67	45,462.25	45.46 %	3,795.58
FICA Fund	40,000.00	16,666.67	18,185.17	45.46 %	1,518.50
Building Fund	152,000.00	63,333.33	69,102.78	45.46 %	5,769.45
Unemployment Fund	10.00	4.17	4.51	45.10 %	0.34
Total Revenues	<u>4,434,370.00</u>	<u>1,847,654.17</u>	<u>2,118,356.32</u>	<u>47.77 %</u>	<u>270,702.15</u>
Expenses					
Library Fund	3,476,896.00	1,448,706.67	1,287,593.15	37.03 %	(161,113.52)
IMRF Fund	111,000.00	46,250.00	41,054.29	36.99 %	(5,195.71)
FICA Fund	123,000.00	51,250.00	45,561.08	37.04 %	(5,688.92)
Building Fund	320,000.00	133,333.33	110,405.06	34.50 %	(22,928.27)
Unemployment Fund	<u>5,000.00</u>	<u>2,083.33</u>	<u>6,292.00</u>	<u>125.84 %</u>	<u>4,208.67</u>
Total Expenses	<u>4,035,896.00</u>	<u>1,681,623.33</u>	<u>1,490,905.58</u>	<u>36.94 %</u>	<u>(190,717.75)</u>
Total Revenues	4,434,370.00	1,847,654.17	2,118,356.32	47.77 %	270,702.15
Total Expenses	<u>4,035,896.00</u>	<u>1,681,623.33</u>	<u>1,490,905.58</u>	<u>36.94 %</u>	<u>190,717.75</u>
Excess Revenues less Expenses	<u>398,474.00</u>	<u>166,030.84</u>	<u>627,450.74</u>	<u>157.46 %</u>	<u>461,419.90</u>

Winnetka-Northfield Public Library District
Statement of Revenues and Expenditures - Modified Cash Basis
For the 5 Months Ended November 30, 2020

Ideal Budget Percentage Spent: 41.67%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year to Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
LIBRARY FUND					
Revenues					
Taxes					
Property Taxes Collections	3,916,860.00	1,632,025.00	1,835,761.11	46.87 %	203,736.11
Property Taxes Collections-Liability	0.00	0.00	5,910.24	0.00	5,910.24
Property Taxes Collections-Audit	0.00	0.00	3,410.04	0.00	3,410.04
Replacement Tax	<u>20,000.00</u>	<u>8,333.33</u>	<u>19,147.20</u>	<u>95.74 %</u>	<u>10,813.87</u>
Total Taxes	<u>3,936,860.00</u>	<u>1,640,358.33</u>	<u>1,864,228.59</u>	<u>47.35 %</u>	<u>223,870.26</u>
Collections					
Per Capita Grant	15,000.00	6,250.00	23,172.25	154.48 %	16,922.25
Kenilworth Services	100,000.00	41,666.67	50,023.97	50.02	8,357.30
Fines - Winnetka	8,000.00	3,333.33	916.05	11.45	(2,417.28)
Studio Fees	1,000.00	416.67	0.00	0.00	(416.67)
Lost/Damaged Mat.-Winnetka	<u>2,000.00</u>	<u>833.33</u>	<u>(16.00)</u>	<u>(0.80)</u>	<u>(849.33)</u>
Total Collections	<u>126,000.00</u>	<u>52,500.00</u>	<u>74,096.27</u>	<u>58.81 %</u>	<u>21,596.27</u>
Materials					
Copy/Printing - Winnetka	7,500.00	3,125.00	0.00	0.00 %	(3,125.00)
Book Sales - Winnetka	<u>2,000.00</u>	<u>833.33</u>	<u>978.63</u>	<u>48.93</u>	<u>145.30</u>
Total Materials	<u>9,500.00</u>	<u>3,958.33</u>	<u>978.63</u>	<u>10.30 %</u>	<u>(2,979.70)</u>
Other Income					
Checking Interest Income	50,000.00	20,833.33	2,504.02	5.01 %	(18,329.31)
Byline Bank IMA Interest	0.00	0.00	29,770.69	0.00	29,770.69
Change on Investment Value	0.00	0.00	(1,188.75)	0.00	(1,188.75)
Money Market-Interest	0.00	0.00	12.16	0.00	12.16
Gift Fund (over \$100)	0.00	0.00	200.00	0.00	200.00
Friends Donations	<u>20,000.00</u>	<u>8,333.33</u>	<u>15,000.00</u>	<u>75.00</u>	<u>6,666.67</u>
Total Other Income	<u>70,000.00</u>	<u>29,166.67</u>	<u>46,298.12</u>	<u>66.14 %</u>	<u>17,131.45</u>
 Total Revenue	 <u>4,142,360.00</u>	 <u>1,725,983.33</u>	 <u>1,985,601.61</u>	 <u>47.93 %</u>	 <u>259,618.28</u>

Winnetka-Northfield Public Library District

Statement of Revenues and Expenditures - Modified Cash Basis

For the 5 Months Ended November 30, 2020

Ideal Budget Percentage Spent: 41.67%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year to Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
LIBRARY FUND					
Expenses					
Personnel					
Salaries	1,610,000.00	670,833.33	587,809.13	36.51 %	(83,024.20)
Health Insurance	155,000.00	64,583.33	62,030.64	40.02	(2,552.69)
Flu Vaccination	500.00	208.33	125.52	25.10	(82.81)
Employee Asst. Program	1,500.00	625.00	0.00	0.00	(625.00)
Conferences	20,000.00	8,333.33	1,546.00	7.73	(6,787.33)
Flexible Spending Account	<u>3,000.00</u>	<u>1,250.00</u>	<u>267.90</u>	<u>8.93</u>	<u>(982.10)</u>
Total Personnel	<u>1,790,000.00</u>	<u>745,833.33</u>	<u>651,779.19</u>	<u>36.41 %</u>	<u>(94,054.14)</u>
Administration					
Audit Fees	12,000.00	5,000.00	4,000.00	33.33 %	(1,000.00)
Library Supplies	38,500.00	16,041.67	10,656.46	27.68	(5,385.21)
Office Supplies	8,000.00	3,333.33	2,937.69	36.72	(395.64)
Breakroom Supplies	1,500.00	625.00	541.87	36.12	(83.13)
Postage	4,500.00	1,875.00	1,261.27	28.03	(613.73)
Hospitality	5,400.00	2,250.00	77.99	1.44	(2,172.01)
Accounting and Bookkeeping	20,000.00	8,333.33	8,335.00	41.68	1.67
Legal Notices	1,000.00	416.67	2,786.00	278.60	2,369.33
Delivery Service	8,000.00	3,333.33	741.67	9.27	(2,591.66)
Payroll Services	10,000.00	4,166.67	3,467.19	34.67	(699.48)
Liability Insurance Costs	30,000.00	12,500.00	20,742.00	69.14	8,242.00
ILL Fees	150.00	62.50	0.00	0.00	(62.50)
Board Expenses	1,000.00	416.67	173.09	17.31	(243.58)
Memberships	6,000.00	2,500.00	1,392.00	23.20	(1,108.00)
Staff Recognition/Events/Meetings	5,000.00	2,083.33	289.00	5.78	(1,794.33)
Director's Expenses	500.00	208.33	0.00	0.00	(208.33)
Legal	15,000.00	6,250.00	8,677.50	57.85	2,427.50
Architects	0.00	0.00	4,844.30	0.00	4,844.30
Building Appraisal	500.00	208.33	0.00	0.00	(208.33)
Other Consultations	62,056.00	25,856.67	18,038.05	29.07	(7,818.62)
Investment Fees	0.00	0.00	4,891.22	0.00	4,891.22
HR Consultant	0.00	0.00	12,458.75	0.00	12,458.75
Miscellaneous	<u>0.00</u>	<u>0.00</u>	<u>100.00</u>	<u>0.00</u>	<u>100.00</u>
Total Administration	<u>229,106.00</u>	<u>95,460.83</u>	<u>106,411.05</u>	<u>46.45 %</u>	<u>10,950.22</u>
Utilities					
Electricity - Winnetka	49,000.00	20,416.67	19,129.31	39.04 %	(1,287.36)
Water - Winnetka	5,700.00	2,375.00	1,108.24	19.44	(1,266.76)
Storm Sewer - Winnetka	1,900.00	791.67	532.64	28.03	(259.03)
Natural Gas - Winnetka	14,000.00	5,833.33	2,249.55	16.07	(3,583.78)
Telephone - Winnetka	10,000.00	4,166.67	3,401.41	34.01	(765.26)
Internet Services	<u>17,100.00</u>	<u>7,125.00</u>	<u>4,695.39</u>	<u>27.46</u>	<u>(2,429.61)</u>
Total Utilities	<u>97,700.00</u>	<u>40,708.33</u>	<u>31,116.54</u>	<u>31.85 %</u>	<u>(9,591.79)</u>
Information Technology					
CCS Operating	83,250.00	34,687.50	35,818.86	43.03 %	1,131.36
Software	35,000.00	14,583.33	8,961.92	25.61	(5,621.41)
LAN Management	50,000.00	20,833.33	10,203.00	20.41	(10,630.33)
Hardware	0.00	0.00	576.73	0.00	576.73
Technology/Website	<u>3,000.00</u>	<u>1,250.00</u>	<u>100.00</u>	<u>3.33</u>	<u>(1,150.00)</u>
Total Information Technology	<u>171,250.00</u>	<u>71,354.17</u>	<u>55,660.51</u>	<u>32.50 %</u>	<u>(15,693.66)</u>

Winnetka-Northfield Public Library District

Statement of Revenues and Expenditures - Modified Cash Basis

For the 5 Months Ended November 30, 2020

Ideal Budget Percentage Spent: 41.67%

	Annual Budget	Prorated Budget	Year to Date Actual	% of Budget	Variance vs. Prorated Budget
<u>LIBRARY FUND</u>					
Public Relations					
PR E-Marketing	1,500.00	625.00	925.00	61.67 %	300.00
PR Promotional	7,000.00	2,916.67	85.51	1.22	(2,831.16)
PR Source	25,000.00	10,416.67	9,689.09	38.76	(727.58)
PR Supplies	8,000.00	3,333.33	713.52	8.92	(2,619.81)
PR Advertising	<u>3,500.00</u>	<u>1,458.33</u>	<u>200.00</u>	<u>5.71</u>	<u>(1,258.33)</u>
Total Public Relations	<u>45,000.00</u>	<u>18,750.00</u>	<u>11,613.12</u>	<u>25.81 %</u>	<u>(7,136.88)</u>
Library Materials - Adult					
Books-Fiction-Adult-Winnetka	79,000.00	32,916.67	42,847.26	54.24 %	9,930.59
Books-Non-Fiction-Adult-Winnetka	77,000.00	32,083.33	32,959.19	42.80	875.86
Periodicals-Winnetka	28,000.00	11,666.67	3,446.85	12.31	(8,219.82)
DVDs-Adult-Winnetka	53,000.00	22,083.33	16,616.59	31.35	(5,466.74)
Audio Books-Adult-Winnetka	22,000.00	9,166.67	11,810.12	53.68	2,643.45
Books-Digital-Winnetka	212,750.00	88,645.83	88,528.90	41.61	(116.93)
Online Database	<u>105,000.00</u>	<u>43,750.00</u>	<u>69,327.64</u>	<u>66.03</u>	<u>25,577.64</u>
Total Library Materials - Adult	<u>576,750.00</u>	<u>240,312.50</u>	<u>265,536.55</u>	<u>46.04 %</u>	<u>25,224.05</u>
Library Materials - Youth					
Books-Fiction-Juv-Winnetka	18,000.00	7,500.00	6,736.17	37.42 %	(763.83)
Books-Non-Fiction, Easy, & JH-Winnetka	17,000.00	7,083.33	3,493.44	20.55	(3,589.89)
DVDs-Juv-Winnetka	12,500.00	5,208.33	3,863.46	30.91	(1,344.87)
Audio Books-Juv-Winnetka	8,000.00	3,333.33	4,550.25	56.88	1,216.92
Music-Juv-Winnetka	900.00	375.00	0.00	0.00	(375.00)
Books-Easy-Winnetka	18,000.00	7,500.00	5,387.83	29.93	(2,112.17)
Books-Jr. High-Winnetka	<u>11,500.00</u>	<u>4,791.67</u>	<u>2,310.12</u>	<u>20.09</u>	<u>(2,481.55)</u>
Total Library Materials - Youth	<u>85,900.00</u>	<u>35,791.67</u>	<u>26,341.27</u>	<u>30.67 %</u>	<u>(9,450.40)</u>
Programs					
Summer Reading	9,990.00	4,162.50	3,184.33	31.88 %	(978.17)
Studio General Supplies	6,750.00	2,812.50	0.00	0.00	(2,812.50)
OBTV	15,300.00	6,375.00	637.50	4.17	(5,737.50)
Programming-District Initiative	0.00	0.00	350.00	0.00	350.00
Programming - Youth	14,850.00	6,187.50	5,349.40	36.02	(838.10)
Programming - Adult	19,800.00	8,250.00	7,080.00	35.76	(1,170.00)
Studio Maintenance/Repair	<u>4,500.00</u>	<u>1,875.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(1,875.00)</u>
Total Programs	<u>71,190.00</u>	<u>29,662.50</u>	<u>16,601.23</u>	<u>23.32 %</u>	<u>(13,061.27)</u>
Capital					
Capital Outlay	0.00	0.00	107,037.55	0.00 %	107,037.55
Building	84,785.00	35,327.08	0.00	0.00	(35,327.08)
Equipment/Furniture	250,000.00	104,166.67	6,905.77	2.76	(97,260.90)
Computer Equipment	<u>75,215.00</u>	<u>31,339.58</u>	<u>8,590.37</u>	<u>11.42</u>	<u>(22,749.21)</u>
Total Capital	<u>410,000.00</u>	<u>170,833.33</u>	<u>122,533.69</u>	<u>29.89 %</u>	<u>(48,299.64)</u>
Total Expenses	<u>3,476,896.00</u>	<u>1,448,706.67</u>	<u>1,287,593.15</u>	<u>37.03 %</u>	<u>(161,113.52)</u>
Excess Revenues less Expenses	<u>665,464.00</u>	<u>277,276.66</u>	<u>698,008.46</u>	<u>104.89 %</u>	<u>420,731.80</u>

Winnetka-Northfield Public Library District
Statement of Revenues and Expenditures - Modified Cash Basis
For the 5 Months Ended November 30, 2020

Ideal Budget Percentage Spent: 41.67%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year to Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
BUILDING FUND					
Revenues					
Property Taxes Collections-Building	152,000.00	63,333.33	69,102.78	45.46 %	5,769.45
Total Revenue	<u>152,000.00</u>	<u>63,333.33</u>	<u>69,102.78</u>	<u>45.46 %</u>	<u>5,769.45</u>
Expenses					
Northfield Lease	66,000.00	27,500.00	21,360.84	32.36 %	(6,139.16)
Janitorial Supplies	13,176.00	5,490.00	2,220.23	16.85	(3,269.77)
Snow Removal	8,960.00	3,733.33	0.00	0.00	(3,733.33)
Photocopier Leases	44,800.00	18,666.67	1,046.31	2.34	(17,620.36)
Phone Lease	10,752.00	4,480.00	1,519.94	14.14	(2,960.06)
Building Maintenance Service	123,200.00	51,333.33	59,621.97	48.39	8,288.64
Elevators	8,960.00	3,733.33	4,375.20	48.83	641.87
Landscaping	5,600.00	2,333.33	3,186.16	56.90	852.83
HVAC	11,200.00	4,666.67	3,999.00	35.71	(667.67)
Automatic Doors	3,920.00	1,633.33	976.33	24.91	(657.00)
Roof	672.00	280.00	0.00	0.00	(280.00)
Alarms	3,080.00	1,283.33	949.84	30.84	(333.49)
Equipment	4,480.00	1,866.67	0.00	0.00	(1,866.67)
Misc Services	15,200.00	6,333.33	11,149.24	73.35	4,815.91
Total Expenses	<u>320,000.00</u>	<u>133,333.33</u>	<u>110,405.06</u>	<u>34.50 %</u>	<u>(22,928.27)</u>
 Excess Revenues less Expenses	 <u>\$ (168,000.00)</u>	 <u>\$ (70,000.00)</u>	 <u>\$ (41,302.28)</u>	 <u>24.58 %</u>	 <u>28,697.72</u>

Winnetka-Northfield Public Library District

Library Fund Summary

For the 5 Months Ended November 30, 2020

Ideal Budget Percentage Spent: 41.67%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year-to-Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
Operating Revenue					
Property Tax	3,916,860.00	1,632,025.00	1,845,081.39	47.11 %	213,056.39
Replacement Tax	20,000.00	8,333.33	19,147.20	95.74 %	10,813.87
Collections	126,000.00	52,500.00	74,096.27	58.81 %	21,596.27
Materials	9,500.00	3,958.33	978.63	10.30 %	(2,979.70)
Other Income	<u>70,000.00</u>	<u>29,166.67</u>	<u>46,298.12</u>	<u>66.14 %</u>	<u>17,131.45</u>
Total Operating Revenue	<u>4,142,360.00</u>	<u>1,725,983.33</u>	<u>1,985,601.61</u>	<u>47.93 %</u>	<u>259,618.28</u>
Operating Expenses					
Personnel	1,790,000.00	745,833.33	651,779.19	36.41 %	(94,054.14)
Administration	229,106.00	95,460.83	106,411.05	46.45 %	10,950.22
Utilities	97,700.00	40,708.33	31,116.54	31.85 %	(9,591.79)
IT Services	171,250.00	71,354.17	55,660.51	32.50 %	(15,693.66)
Public Relations	45,000.00	18,750.00	11,613.12	25.81 %	(7,136.88)
Library Materials - Adult	576,750.00	240,312.50	265,536.55	46.04 %	25,224.05
Library Materials - Youth	85,900.00	35,791.67	26,341.27	30.67 %	(9,450.40)
Programs	71,190.00	29,662.50	16,601.23	23.32 %	(13,061.27)
Capital	<u>410,000.00</u>	<u>170,833.33</u>	<u>122,533.69</u>	<u>29.89 %</u>	<u>(48,299.64)</u>
Total Operating Expenses	<u>3,476,896.00</u>	<u>1,448,706.67</u>	<u>1,287,593.15</u>	<u>37.03 %</u>	<u>(161,113.52)</u>
Total Revenues	4,142,360.00	1,725,983.33	1,985,601.61	47.93 %	259,618.28
Total Expenses	<u>3,476,896.00</u>	<u>1,448,706.67</u>	<u>1,287,593.15</u>	<u>37.03 %</u>	<u>(161,113.52)</u>
Excess Revenues less Expenses	<u><u>665,464.00</u></u>	<u><u>277,276.66</u></u>	<u><u>698,008.46</u></u>	<u><u>104.89 %</u></u>	<u><u>420,731.80</u></u>

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

November 1, 2020 - November 30, 2020

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Vendor Checks						
Chicago Tribune 10-1-5342	Periodicals-Winnetka	Acct #210070091	7.72	3025	11/12/20	<u>7.72</u>
Esscoe L.L.C. 10-0-5134	Software	INV# 43962	1,008.00	3026	11/12/20	<u>1,008.00</u>
GREAT AMERICA FINANCIAL SERVICES 70-0-5747	Phone Lease	INV# 28144055	579.98	3027	11/12/20	<u>579.98</u>
International S/P Locksmith 70-0-5799	Misc Services	INV # 17716	115.00	3028	11/12/20	<u>115.00</u>
Mark Lyons 10-0-5908	Programming - Adult	Post Harvest Activities	300.00	3029	11/12/20	<u>300.00</u>
Peregrine, Stime, Newman, Ritzman & Bruckner, LTD 10-0-5736	Legal	INV# 60732 Jul- Sep Legal Services	4,162.50	3030	11/12/20	<u>4,162.50</u>
Social Security Administration 10-0-2000	Payroll Liabilities	PR 10/02	87.93	3031	11/12/20	<u>351.72</u>
10-0-2000	Payroll Liabilities	PR 10/16	87.93			
10-0-2000	Payroll Liabilities	PR 10/30	87.93			
10-0-2000	Payroll Liabilities	PR 11/13	87.93			
Team One Repair, Inc. 10-0-5120	Library Supplies	INV# 1057155	175.00	3032	11/12/20	<u>175.00</u>
Technology Management Rev Fund 10-0-5176	Internet Services	INV # T2105644 - October	450.00	3033	11/12/20	<u>450.00</u>
U.S. Postal Service 10-0-5722	PR Source	Postage for The Source	744.04	3034	11/18/20	<u>744.04</u>
Amara Leonard 10-0-5907	Programming - Youth	Amara Leonard- Improv for Tweens	450.00	3035	11/24/20	<u>450.00</u>
Annette Bochenek 10-0-5908	Programming - Adult	Annette Bochenek- A Classic Hollywood Christmas	200.00	3036	11/24/20	<u>200.00</u>
Gap Year Solutions 10-0-5907	Programming - Youth	Katherine Stievater-Gap Year Seminar	100.00	3037	11/24/20	<u>100.00</u>
Isabel Raci 10-0-5908	Programming - Adult	Virtual Chair Yoga	165.00	3038	11/24/20	<u>165.00</u>
Monica Dombrowski 10-0-5743	Other Consultations	Travel Reimbursement	38.05	3039	11/24/20	<u>38.05</u>
Scott Vrablik 10-0-5907	Programming - Youth	Scott Vrablik- Minecraft Mania	300.00	3040	11/24/20	<u>300.00</u>
Steve Darnall/Funny Valentine Press 10-0-5908	Programming - Adult	Funny Valentine Press- 'Tis the Season	225.00	3041	11/24/20	<u>225.00</u>

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

November 1, 2020 - November 30, 2020

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Lauterbach & Amen, LLP				16130	11/04/20	<u>1,667.00</u>
10-0-5131	Accounting and Bookkeeping	Lauterbach & Amen, LLP	1,667.00			
QUILL CORPORATION				16131	11/04/20	<u>215.16</u>
10-0-5120	Library Supplies	INV# 11384372	133.56			
10-0-5121	Office Supplies	INV# 11709184	14.34			
10-0-5121	Office Supplies	INV# 11664452	8.43			
10-0-5121	Office Supplies	INV# 11501163	12.99			
10-0-5121	Office Supplies	INV# 1151440	3.07			
10-0-5121	Office Supplies	INV# 11626919	26.43			
10-0-5121	Office Supplies	INV# 11666251	10.54			
10-0-5121	Office Supplies	INV# 11667239	5.80			
NICOR				16132	11/04/20	<u>93.88</u>
10-2-5174	Natural Gas - Northfield	NICOR	93.88			
HR Source				16133	11/04/20	<u>2,125.00</u>
10-0-5745	HR Consultant	INV# 12494 - October	2,125.00			
City Wide of Chicago				16134	11/04/20	<u>2,325.00</u>
70-0-5748	Building Maintenance Service	INV# 100005907	350.00			
70-0-5748	Building Maintenance Service	INV# 100005908	350.00			
70-0-5748	Building Maintenance Service	INV# 100005933	350.00			
70-0-5748	Building Maintenance Service	INV# 100005929	425.00			
70-0-5748	Building Maintenance Service	INV# 100005902	425.00			
70-0-5748	Building Maintenance Service	INV# 100005903	425.00			
ANTHONY SCOPELLITI LANDSCAPING, INC.				16135	11/04/20	<u>420.00</u>
70-0-5750	Landscaping	INV# 22794 - September Landscaping	420.00			
Robbins Schwartz				16136	11/04/20	<u>715.00</u>
10-0-5736	Legal	INV# 874761 - September	715.00			
DEMCO				16137	11/04/20	<u>211.80</u>
10-0-5120	Library Supplies	INV# 6860398	211.80			
VILLAGE OF WINNETKA				16138	11/30/20	<u>3,495.45</u>
10-1-5171	Electricity - Winnetka	VILLAGE OF WINNETKA	47.80			
10-1-5171	Electricity - Winnetka	VILLAGE OF WINNETKA	2,798.56			
10-1-5171	Electricity - Winnetka	VILLAGE OF WINNETKA	246.96			
10-1-5171	Electricity - Winnetka	VILLAGE OF WINNETKA	87.81			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	72.00			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	28.21			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	2.00			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	63.60			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	15.35			
10-1-5173	Storm Sewer - Winnetka	VILLAGE OF WINNETKA	133.16			
CDW-G				16139	11/04/20	<u>145.00</u>
10-0-5136	Hardware	INV# 3075753	60.00			

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

November 1, 2020 - November 30, 2020

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5136	Hardware	INV# 3135427	50.00			
10-0-5136	Hardware	INV# 3144886	35.00			
COMCAST				16140	11/04/20	<u>69.95</u>
10-0-5176	Internet Services	COMCAST	69.95			
CCI Solutions				16141	11/04/20	<u>94.60</u>
10-0-5120	Library Supplies	INV# 11059714	94.60			
VILLAGE OF NORTHFIELD				16142	11/30/20	<u>5,340.21</u>
70-2-5159	Northfield Lease	INV# 20200118	5,340.21			
Warehouse Direct				16143	11/04/20	<u>801.97</u>
70-0-5725	Janitorial Supplies	INV# 4801102-0	581.05			
70-0-5725	Janitorial Supplies	INV# 4801664-0	220.92			
VALUE LINE PUBLISHING LLC				16144	11/04/20	<u>5,975.00</u>
10-1-5346	Online Database - Winnetka	INV# KF-759040-2011	5,975.00			
DELTA DENTAL PLAN OF ILLINOIS				16145	11/04/20	<u>1,024.58</u>
10-0-5111	Health Insurance	INV# 1390259	1,024.58			
PITNEY BOWES				16146	11/04/20	<u>100.00</u>
10-0-5123	Postage	Acct# 13110614	100.00			
OVERDRIVE INC.				16147	11/04/20	<u>5,168.65</u>
10-1-5345	Books-Digital-Winnetka	See Spreadsheet	5,168.65			
COMED				16148	11/05/20	<u>391.32</u>
10-2-5171	Electricity - Northfield	COMED	391.32			
NORTH SHORE GAS				16149	11/04/20	<u>372.91</u>
10-1-5174	Natural Gas - Winnetka	INV# 073577705	372.91			
COMCAST				16150	11/04/20	<u>237.85</u>
10-0-5176	Internet Services	COMCAST	237.85			
AMERICAN LIBRARY ASSOCIATION				16156	11/18/20	<u>67.00</u>
10-0-5731	Memberships	Trustee Membership Dues	67.00			
ASSA ABLOY Entrance Systems US Inc.				16166	11/18/20	<u>976.33</u>
70-0-5755	Automatic Doors	INV# SCI 60857	976.33			
MERCHANTS DELIVERY SERVICE				16167	11/18/20	<u>325.00</u>
10-0-5138	Delivery Service	13 Days book Transfer	325.00			
RingCentral Inc				16168	11/18/20	<u>35.76</u>
10-0-5123	Postage	INV # CD_000178695	35.76			
CAVENDISH SQUARE PUBLISHING				16169	11/18/20	<u>177.93</u>
10-1-5441	Books-Non-Fiction, Easy, & JH-Winnetka	INV # CAL3259241	177.93			
City Wide of Chicago				16170	11/18/20	<u>11,325.00</u>
70-0-5748	Building Maintenance Service	INV# I00006004	350.00			

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

November 1, 2020 - November 30, 2020

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
70-0-5748	Building Maintenance Service	INV# I00006001	425.00			
70-0-5748	Building Maintenance Service	INV# I00006038	350.00			
70-0-5748	Building Maintenance Service	INV# I00006037	425.00			
70-0-5748	Building Maintenance Service	INV# I00006018	9,000.00			
70-0-5748	Building Maintenance Service	INV# I00006085	350.00			
70-0-5748	Building Maintenance Service	INV# I00006083	425.00			
HR Source				16171	11/18/20	<u>1,855.00</u>
10-0-5745	HR Consultant	INV# 12564 - October	1,855.00			
HOOPLA (MIDWEST TAPE)				16172	11/18/20	<u>2,372.21</u>
10-1-5345	Books-Digital-Winnetka	INV# 99578943	2,372.21			
3 Points, LLC				16173	11/18/20	<u>2,437.00</u>
10-0-5135	LAN Management	INV# 35683	2,437.00			
Kanopy				16174	11/18/20	<u>566.00</u>
10-1-5345	Books-Digital-Winnetka	INV# 220769	566.00			
QUILL CORPORATION				16175	11/18/20	<u>161.45</u>
10-0-5120	Library Supplies	INV# 12093595	134.99			
10-0-5120	Library Supplies	INV# 11862551	7.99			
10-0-5120	Library Supplies	INV# 11993085	18.47			
THYSSENKRUPP ELEVATOR CORP.				16176	11/18/20	<u>1,888.60</u>
70-0-5749	Elevators	INV# 3005572964	1,888.60			
CDW-G				16177	11/18/20	<u>89.00</u>
10-0-5136	Hardware	INV# 3921309	89.00			
Warehouse Direct				16178	11/18/20	<u>345.48</u>
70-0-5725	Janitorial Supplies	INV# 4813178-0	345.48			
VILLAGE OF WINNETKA				16179	11/18/20	<u>17,787.93</u>
10-0-5111	Health Insurance	INV# 2020-00000011	17,787.93			
OVERDRIVE INC.				16180	11/18/20	<u>4,353.02</u>
10-1-5345	Books-Digital-Winnetka	OVERDRIVE INC.	4,353.02			
Baker & Taylor				16181	11/18/20	<u>2,583.63</u>
10-1-5447	Books-Easy-Winnetka	2035500536	97.64			
10-1-5447	Books-Easy-Winnetka	2035451489	13.49			
10-1-5447	Books-Easy-Winnetka	2035451488	23.47			
10-1-5447	Books-Easy-Winnetka	2035451484	81.06			
10-1-5447	Books-Easy-Winnetka	2035451486	101.26			
10-1-5447	Books-Easy-Winnetka	2035451487	39.72			
10-1-5447	Books-Easy-Winnetka	2035426514	6.74			
10-1-5447	Books-Easy-Winnetka	2035403219	50.96			
10-1-5447	Books-Easy-Winnetka	2035403218	161.62			
10-1-5447	Books-Easy-Winnetka	2035398031	93.94			
10-1-5447	Books-Easy-Winnetka	2035403216	103.26			
10-1-5447	Books-Easy-Winnetka	2035430640	20.00			

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10-1-5447	Books-Easy-Winnetka	2035430639	13.49			
10-1-5340	Books-Fiction-Adult-Winnetka	2035500501	324.47			
10-2-5447	Books-Easy-Northfield	2035500536	69.41			
10-2-5447	Books-Easy-Northfield	2035403217	111.42			
10-2-5447	Books-Easy-Northfield	2035426514	6.74			
10-2-5447	Books-Easy-Northfield	2035451483	29.11			
10-2-5447	Books-Easy-Northfield	2035451485	26.98			
10-2-5447	Books-Easy-Northfield	2035451486	50.63			
10-2-5447	Books-Easy-Northfield	2035451488	10.73			
10-1-5448	Books-Jr. High-Winnetka	2035430430	137.20			
10-1-5448	Books-Jr. High-Winnetka	2035408527	51.94			
10-2-5448	Books-Jr. High-Northfield	2035430430	10.73			
10-2-5340	Books-Fiction-Adult-Northfield	2035500501	110.87			
10-0-5120	Library Supplies	2035408527	6.84			
10-0-5120	Library Supplies	2035500536	28.94			
10-0-5120	Library Supplies	2035426514	20.72			
10-0-5120	Library Supplies	2035430430	20.23			
10-0-5120	Library Supplies	2035451483	2.13			
10-0-5120	Library Supplies	2035403217	9.17			
10-0-5120	Library Supplies	2035403218	12.78			
10-0-5120	Library Supplies	2035403219	2.62			
10-0-5120	Library Supplies	2035430639	1.06			
10-0-5120	Library Supplies	2035430640	0.40			
10-0-5120	Library Supplies	2035500501	22.48			
10-0-5120	Library Supplies	2035403216	9.13			
10-0-5120	Library Supplies	2035398599	12.89			
10-0-5120	Library Supplies	2035398031	7.88			
10-0-5120	Library Supplies	2035451488	2.84			
10-0-5120	Library Supplies	2035451489	0.76			
10-0-5120	Library Supplies	2035451485	2.11			
10-0-5120	Library Supplies	2035451484	6.05			
10-0-5120	Library Supplies	2035451487	3.17			
10-0-5120	Library Supplies	2035451486	11.44			
10-1-5440	Books-Fiction-Juv-Winnetka	2035500536	54.58			
10-2-5440	Books-Fiction-Juv-Northfield	2035500536	88.45			
10-2-5440	Books-Fiction-Juv-Northfield	2035408527	31.62			
10-2-5440	Books-Fiction-Juv-Northfield	2035430430	105.58			
10-1-5441	Books-Non-Fiction, Easy, & JH-Winnetka	2035426514	108.32			
10-1-5441	Books-Non-Fiction, Easy, & JH-Winnetka	2035398599	97.83			
10-2-5441	Books-Non-Fiction, Easy, & JH-Northfield	2035398599	67.87			
10-2-5441	Books-Non-Fiction, Easy, & JH-Northfield	2035426514	98.86			
Midwest Tape				16182	11/18/20	<u>2,151.45</u>
10-1-5443	DVDs-Juv-Winnetka	99428702	33.72			
10-1-5443	DVDs-Juv-Winnetka	99428708	77.94			
10-2-5443	DVDs-Juv-Northfield	99428707	56.95			
10-2-5443	DVDs-Juv-Northfield	99428701	33.72			
10-1-5444	Audio Books-Juv-Winnetka	99428716	255.95			

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10-1-5444	Audio Books-Juv-Winnetka	99428718	51.99			
10-2-5444	Audio Books-Juv-Northfield	99428719	43.99			
10-2-5444	Audio Books-Juv-Northfield	99428717	111.98			
10-2-5444	Audio Books-Juv-Northfield	99428715	167.97			
10-0-5120	Library Supplies	99428701	7.50			
10-0-5120	Library Supplies	99428702	7.50			
10-0-5120	Library Supplies	99428700	5.00			
10-0-5120	Library Supplies	99428705	2.50			
10-0-5120	Library Supplies	99428706	2.50			
10-0-5120	Library Supplies	99428704	5.00			
10-0-5120	Library Supplies	99428703	22.50			
10-0-5120	Library Supplies	99428715	7.50			
10-0-5120	Library Supplies	99428714	10.00			
10-0-5120	Library Supplies	99428712	10.00			
10-0-5120	Library Supplies	99428713	17.50			
10-0-5120	Library Supplies	99428707	14.90			
10-0-5120	Library Supplies	99428708	22.40			
10-0-5120	Library Supplies	99428709	12.50			
10-0-5120	Library Supplies	99428711	5.00			
10-0-5120	Library Supplies	99428717	5.00			
10-0-5120	Library Supplies	99428716	12.50			
10-0-5120	Library Supplies	99428719	2.50			
10-0-5120	Library Supplies	99428718	2.50			
10-0-5120	Library Supplies	99428720	2.50			
10-0-5120	Library Supplies	99428721	10.00			
10-0-5120	Library Supplies	99428723	2.50			
10-0-5120	Library Supplies	99428722	7.50			
10-0-5120	Library Supplies	99428725	2.50			
10-0-5120	Library Supplies	99428724	2.50			
10-0-5120	Library Supplies	99428726	2.50			
10-0-5120	Library Supplies	99428727	2.50			
10-0-5120	Library Supplies	99428728	4.90			
10-1-5343	DVDs-Adult-Winnetka	99428700	10.48			
10-1-5343	DVDs-Adult-Winnetka	99428703	169.41			
10-1-5343	DVDs-Adult-Winnetka	99428713	102.71			
10-1-5343	DVDs-Adult-Winnetka	99428714	89.96			
10-1-5343	DVDs-Adult-Winnetka	99428721	78.21			
10-1-5343	DVDs-Adult-Winnetka	99428722	46.47			
10-1-5343	DVDs-Adult-Winnetka	99428727	22.49			
10-2-5343	DVDs-Adult-Northfield	99428726	13.49			
10-2-5343	DVDs-Adult-Northfield	99428728	22.49			
10-2-5343	DVDs-Adult-Northfield	99428723	16.49			
10-2-5343	DVDs-Adult-Northfield	99428720	18.74			
10-2-5343	DVDs-Adult-Northfield	99428712	52.48			
10-2-5343	DVDs-Adult-Northfield	99428711	42.73			
10-1-5344	Audio Books-Adult-Winnetka	99428709	189.95			
10-1-5344	Audio Books-Adult-Winnetka	99428704	78.98			
10-1-5344	Audio Books-Adult-Winnetka	99428706	39.99			
10-2-5344	Audio Books-Adult-Northfield	99428724	29.99			
10-2-5344	Audio Books-Adult-Northfield	99428725	39.99			

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10-2-5344	Audio Books-Adult-Northfield	99428705	39.99			
Baker & Taylor				16183	11/18/20	<u>8,622.82</u>
10-1-5447	Books-Easy-Winnetka	2035444031	120.01			
10-1-5447	Books-Easy-Winnetka	2035476285	10.16			
10-1-5447	Books-Easy-Winnetka	2035476286	42.72			
10-1-5447	Books-Easy-Winnetka	2035476283	140.47			
10-1-5447	Books-Easy-Winnetka	2035476284	46.37			
10-1-5447	Books-Easy-Winnetka	2035471792	27.48			
10-1-5447	Books-Easy-Winnetka	2035505338	7.34			
10-2-5447	Books-Easy-Northfield	2035505338	7.34			
10-2-5447	Books-Easy-Northfield	2035471792	27.48			
10-2-5447	Books-Easy-Northfield	2035476284	23.47			
10-2-5447	Books-Easy-Northfield	2035476285	10.16			
10-2-5447	Books-Easy-Northfield	2035476282	51.38			
10-2-5447	Books-Easy-Northfield	2035444031	109.85			
10-1-5448	Books-Jr. High-Winnetka	2035473609	31.62			
10-1-5448	Books-Jr. High-Winnetka	2035470631	108.68			
10-1-5448	Books-Jr. High-Winnetka	2035474475	8.92			
10-1-5448	Books-Jr. High-Winnetka	2035476974	20.18			
10-1-5448	Books-Jr. High-Winnetka	2035462835	8.90			
10-2-5448	Books-Jr. High-Northfield	2035462835	8.90			
10-2-5448	Books-Jr. High-Northfield	2035476974	20.18			
10-2-5448	Books-Jr. High-Northfield	2035470631	30.48			
10-1-5340	Books-Fiction-Adult-Winnetka	2035437218	371.34			
10-1-5340	Books-Fiction-Adult-Winnetka	2035453266	40.04			
10-1-5340	Books-Fiction-Adult-Winnetka	2035475931	240.10			
10-1-5340	Books-Fiction-Adult-Winnetka	2035505192	437.40			
10-2-5340	Books-Fiction-Adult-Northfield	2035505192	154.50			
10-2-5340	Books-Fiction-Adult-Northfield	2035475931	31.06			
10-2-5340	Books-Fiction-Adult-Northfield	2035437218	69.57			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	2035437124	1,052.96			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	2035427575	362.96			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	2035469928	561.79			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	2035480956	893.78			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	2035508507	405.08			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	2035462238	362.44			
10-2-5341	Books-Non-Fiction-Adult-Northfield	2035508507	143.65			
10-2-5341	Books-Non-Fiction-Adult-Northfield	2035462238	119.45			
10-2-5341	Books-Non-Fiction-Adult-Northfield	2035480956	235.03			
10-2-5341	Books-Non-Fiction-Adult-Northfield	2035469928	59.24			
10-2-5341	Books-Non-Fiction-Adult-Northfield	2035427575	38.41			

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10-2-5341	Books-Non-Fiction-Adult-Northfield	2035437124	94.23			
10-0-5120	Library Supplies	2035421271	18.20			
10-0-5120	Library Supplies	2035427575	23.46			
10-0-5120	Library Supplies	2035443215	26.90			
10-0-5120	Library Supplies	2035444031	21.43			
10-0-5120	Library Supplies	2035453266	2.87			
10-0-5120	Library Supplies	2035437218	20.80			
10-0-5120	Library Supplies	2035437124	54.68			
10-0-5120	Library Supplies	2035480956	45.78			
10-0-5120	Library Supplies	2035505192	38.63			
10-0-5120	Library Supplies	2035505338	13.28			
10-0-5120	Library Supplies	2035508507	24.19			
10-0-5120	Library Supplies	2035462835	12.16			
10-0-5120	Library Supplies	2035462238	22.48			
10-0-5120	Library Supplies	2035471792	22.30			
10-0-5120	Library Supplies	2035475931	16.78			
10-0-5120	Library Supplies	2035474475	5.63			
10-0-5120	Library Supplies	2035470631	17.19			
10-0-5120	Library Supplies	2035473609	3.42			
10-0-5120	Library Supplies	2035469928	31.24			
10-0-5120	Library Supplies	2035476974	20.60			
10-0-5120	Library Supplies	2035476286	2.28			
10-0-5120	Library Supplies	2035476285	1.48			
10-0-5120	Library Supplies	2035476282	3.32			
10-0-5120	Library Supplies	2035476283	9.49			
10-0-5120	Library Supplies	2035476284	4.40			
10-1-5440	Books-Fiction-Juv-Winnetka	2035444031	75.26			
10-1-5440	Books-Fiction-Juv-Winnetka	2035474475	20.31			
10-1-5440	Books-Fiction-Juv-Winnetka	2035471792	120.86			
10-1-5440	Books-Fiction-Juv-Winnetka	2035505338	97.06			
10-2-5440	Books-Fiction-Juv-Northfield	2035505338	97.06			
10-2-5440	Books-Fiction-Juv-Northfield	2035471792	95.21			
10-2-5440	Books-Fiction-Juv-Northfield	2035474475	29.23			
10-2-5440	Books-Fiction-Juv-Northfield	2035470631	47.15			
10-2-5440	Books-Fiction-Juv-Northfield	2035473609	11.29			
10-2-5440	Books-Fiction-Juv-Northfield	2035444031	68.52			
10-1-5441	Books-Non-Fiction, Easy, & JH-Winnetka	2035443215	186.50			
10-1-5441	Books-Non-Fiction, Easy, & JH-Winnetka	2035421271	97.67			
10-1-5441	Books-Non-Fiction, Easy, & JH-Winnetka	2035476974	73.23			
10-1-5441	Books-Non-Fiction, Easy, & JH-Winnetka	2035462835	128.24			
10-2-5441	Books-Non-Fiction, Easy, & JH-Northfield	2035462835	131.54			
10-2-5441	Books-Non-Fiction, Easy, & JH-Northfield	2035476974	82.69			
10-2-5441	Books-Non-Fiction, Easy, & JH-Northfield	2035421271	97.67			

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-2-5441	Books-Non-Fiction, Easy, & JH-Northfield	2035443215	165.22			
Midwest Tape				16184	11/18/20	<u>2.99</u>
10-1-5344	Audio Books-Adult- Winnetka	99422664	2.99			
Baker & Taylor				16185	11/18/20	<u>4,133.07</u>
10-1-5447	Books-Easy-Winnetka	2035486547	42.00			
10-1-5447	Books-Easy-Winnetka	2035511604	17.40			
10-2-5447	Books-Easy-Northfield	2035511604	17.40			
10-2-5447	Books-Easy-Northfield	2035486547	42.00			
10-1-5448	Books-Jr. High-Winnetka	2035483433	33.81			
10-1-5448	Books-Jr. High-Winnetka	2035511604	14.88			
10-1-5448	Books-Jr. High-Winnetka	2035506433	170.30			
10-2-5448	Books-Jr. High-Northfield	2035506433	76.29			
10-2-5448	Books-Jr. High-Northfield	2035511604	14.88			
10-2-5448	Books-Jr. High-Northfield	2035483433	10.16			
10-1-5340	Books-Fiction-Adult- Winnetka	2035514083	253.86			
10-1-5340	Books-Fiction-Adult- Winnetka	2035521036	277.80			
10-1-5340	Books-Fiction-Adult- Winnetka	2035523869	283.80			
10-2-5340	Books-Fiction-Adult- Northfield	2035523869	126.51			
10-2-5340	Books-Fiction-Adult- Northfield	2035514083	118.64			
10-2-5340	Books-Fiction-Adult- Northfield	2035521036	92.12			
10-1-5341	Books-Non-Fiction-Adult- Winnetka	2035484537	550.68			
10-1-5341	Books-Non-Fiction-Adult- Winnetka	2035514081	711.69			
10-1-5341	Books-Non-Fiction-Adult- Winnetka	2035483433	10.14			
10-2-5341	Books-Non-Fiction-Adult- Northfield	2035486225	14.13			
10-2-5341	Books-Non-Fiction-Adult- Northfield	2035514081	201.06			
10-2-5341	Books-Non-Fiction-Adult- Northfield	2035484537	30.10			
10-0-5120	Library Supplies	2035486547	23.05			
10-0-5120	Library Supplies	2035486225	0.07			
10-0-5120	Library Supplies	2035484351	26.93			
10-0-5120	Library Supplies	2035483433	4.78			
10-0-5120	Library Supplies	2035506433	25.63			
10-0-5120	Library Supplies	2035484537	25.22			
10-0-5120	Library Supplies	2035511604	11.62			
10-0-5120	Library Supplies	2035514081	44.14			
10-0-5120	Library Supplies	2035514083	17.73			
10-0-5120	Library Supplies	2035523869	19.12			
10-0-5120	Library Supplies	2035521036	20.72			
10-1-5440	Books-Fiction-Juv- Winnetka	2035511604	61.55			
10-1-5440	Books-Fiction-Juv- Winnetka	2035486547	109.48			
10-2-5440	Books-Fiction-Juv- Northfield	2035483433	13.49			
10-2-5440	Books-Fiction-Juv- Northfield	2035486547	109.48			

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-2-5440	Books-Fiction-Juv-Northfield	2035511604	61.55			
10-2-5440	Books-Fiction-Juv-Northfield	2035506433	54.76			
10-1-5441	Books-Non-Fiction, Easy, & JH-Winnetka	2035484351	197.05			
10-2-5441	Books-Non-Fiction, Easy, & JH-Northfield	2035484351	197.05			
Midwest Tape				16186	11/18/20	<u>1,379.16</u>
10-1-5443	DVDs-Juv-Winnetka	99466606	29.98			
10-1-5443	DVDs-Juv-Winnetka	99466616	18.74			
10-2-5443	DVDs-Juv-Northfield	99466605	29.98			
10-2-5443	DVDs-Juv-Northfield	99466614	18.74			
10-1-5444	Audio Books-Juv-Winnetka	99466589	87.98			
10-1-5444	Audio Books-Juv-Winnetka	99466600	47.99			
10-1-5444	Audio Books-Juv-Winnetka	99466601	115.98			
10-2-5444	Audio Books-Juv-Northfield	99466588	47.99			
10-2-5444	Audio Books-Juv-Northfield	99466609	55.99			
10-2-5444	Audio Books-Juv-Northfield	99466610	43.99			
10-1-5343	DVDs-Adult-Winnetka	99466613	172.44			
10-1-5343	DVDs-Adult-Winnetka	99466617	11.24			
10-1-5343	DVDs-Adult-Winnetka	99466618	29.99			
10-1-5343	DVDs-Adult-Winnetka	99466602	59.97			
10-2-5343	DVDs-Adult-Northfield	99466615	29.99			
10-1-5344	Audio Books-Adult-Winnetka	99466612	39.99			
10-1-5344	Audio Books-Adult-Winnetka	99477035	5.98			
10-1-5344	Audio Books-Adult-Winnetka	99466603	84.98			
10-1-5344	Audio Books-Adult-Winnetka	99466608	119.97			
10-1-5344	Audio Books-Adult-Winnetka	99466587	79.98			
10-2-5344	Audio Books-Adult-Northfield	99466586	39.99			
10-2-5344	Audio Books-Adult-Northfield	99466607	39.99			
10-2-5344	Audio Books-Adult-Northfield	99466611	44.99			
10-0-5120	Library Supplies	99466614	7.50			
10-0-5120	Library Supplies	99466613	19.80			
10-0-5120	Library Supplies	99466611	2.50			
10-0-5120	Library Supplies	99466612	2.50			
10-0-5120	Library Supplies	99466616	7.50			
10-0-5120	Library Supplies	99466615	2.50			
10-0-5120	Library Supplies	99466618	2.50			
10-0-5120	Library Supplies	99466617	2.50			
10-0-5120	Library Supplies	99466610	2.50			
10-0-5120	Library Supplies	99466609	2.50			
10-0-5120	Library Supplies	99466607	2.50			
10-0-5120	Library Supplies	99466608	7.50			
10-0-5120	Library Supplies	99466605	12.50			
10-0-5120	Library Supplies	99466606	12.50			

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5120	Library Supplies	99466603	5.00			
10-0-5120	Library Supplies	99466602	7.50			
10-0-5120	Library Supplies	99466588	2.50			
10-0-5120	Library Supplies	99466589	5.00			
10-0-5120	Library Supplies	99466601	5.00			
10-0-5120	Library Supplies	99466600	2.50			
10-0-5120	Library Supplies	99466586	2.50			
10-0-5120	Library Supplies	99466587	5.00			
Baker & Taylor				16187	11/18/20	<u>282.88</u>
10-1-5340	Books-Fiction-Adult-Winnetka	2035532137	217.56			
10-2-5340	Books-Fiction-Adult-Northfield	2035532137	43.75			
10-0-5120	Library Supplies	2035532137	21.57			
Midwest Tape				16188	11/18/20	<u>1,047.71</u>
10-1-5443	DVDs-Juv-Winnetka	99497269	41.23			
10-1-5443	DVDs-Juv-Winnetka	99497287	26.24			
10-1-5443	DVDs-Juv-Winnetka	99497286	39.72			
10-2-5443	DVDs-Juv-Northfield	99497268	11.24			
10-2-5443	DVDs-Juv-Northfield	99497283	39.72			
10-2-5443	DVDs-Juv-Northfield	99497284	26.24			
10-1-5444	Audio Books-Juv-Winnetka	99497291	42.98			
10-1-5343	DVDs-Adult-Winnetka	99497290	21.74			
10-1-5343	DVDs-Adult-Winnetka	99497292	11.24			
10-1-5343	DVDs-Adult-Winnetka	99497281	55.47			
10-1-5343	DVDs-Adult-Winnetka	99497282	204.63			
10-2-5343	DVDs-Adult-Northfield	99497289	11.24			
10-2-5343	DVDs-Adult-Northfield	99497285	66.71			
10-1-5344	Audio Books-Adult-Winnetka	99497266	229.94			
10-1-5344	Audio Books-Adult-Winnetka	99497280	71.98			
10-1-5344	Audio Books-Adult-Winnetka	99497288	29.99			
10-0-5120	Library Supplies	99497269	5.00			
10-0-5120	Library Supplies	99497280	5.00			
10-0-5120	Library Supplies	99497282	30.00			
10-0-5120	Library Supplies	99497281	9.90			
10-0-5120	Library Supplies	99497291	5.00			
10-0-5120	Library Supplies	99497292	2.50			
10-0-5120	Library Supplies	99497268	2.50			
10-0-5120	Library Supplies	99497266	15.00			
10-0-5120	Library Supplies	99497284	5.00			
10-0-5120	Library Supplies	99497283	7.50			
10-0-5120	Library Supplies	99497286	7.50			
10-0-5120	Library Supplies	99497285	10.00			
10-0-5120	Library Supplies	99497287	5.00			
10-0-5120	Library Supplies	99497288	2.50			
10-0-5120	Library Supplies	99497289	2.50			
10-0-5120	Library Supplies	99497290	2.50			
Baker & Taylor				16189	11/18/20	<u>2,797.35</u>
10-1-5447	Books-Easy-Winnetka	2035540791	26.98			
10-1-5447	Books-Easy-Winnetka	2035540792	13.49			
10-1-5447	Books-Easy-Winnetka	2035540794	14.24			

Winnetka-Northfield Public Library District

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-1-5447	Books-Easy-Winnetka	2035540795	118.83			
10-1-5447	Books-Easy-Winnetka	2035540796	47.28			
10-2-5447	Books-Easy-Northfield	2035540796	13.49			
10-2-5447	Books-Easy-Northfield	2035540793	26.98			
10-2-5447	Books-Easy-Northfield	2035540790	13.49			
10-1-5448	Books-Jr. High-Winnetka	2035507342	14.12			
10-2-5448	Books-Jr. High-Northfield	2035507342	14.12			
10-1-5340	Books-Fiction-Adult-Winnetka	2035542304	203.85			
10-1-5340	Books-Fiction-Adult-Winnetka	2035539642	589.43			
10-2-5340	Books-Fiction-Adult-Northfield	2035542304	121.12			
10-2-5340	Books-Fiction-Adult-Northfield	2035539642	138.53			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	2035544778	971.79			
10-2-5341	Books-Non-Fiction-Adult-Northfield	2035544778	153.68			
10-1-5441	Books-Non-Fiction, Easy, & JH-Winnetka	2035507342	90.26			
10-2-5441	Books-Non-Fiction, Easy, & JH-Northfield	2035507342	97.60			
10-0-5120	Library Supplies	2035540793	1.42			
10-0-5120	Library Supplies	2035540792	1.06			
10-0-5120	Library Supplies	2035540795	6.92			
10-0-5120	Library Supplies	2035540794	0.76			
10-0-5120	Library Supplies	2035507342	7.98			
10-0-5120	Library Supplies	2035539642	39.54			
10-0-5120	Library Supplies	2035540796	3.66			
10-0-5120	Library Supplies	2035542304	19.80			
10-0-5120	Library Supplies	2035544778	44.06			
10-0-5120	Library Supplies	2035540790	1.06			
10-0-5120	Library Supplies	2035540791	1.81			
Midwest Tape				16190	11/18/20	<u>1,363.44</u>
10-1-5443	DVDs-Juv-Winnetka	99523538	37.47			
10-2-5443	DVDs-Juv-Northfield	99523536	37.47			
10-1-5444	Audio Books-Juv-Winnetka	99523539	49.98			
10-2-5444	Audio Books-Juv-Northfield	99523540	67.97			
10-1-5343	DVDs-Adult-Winnetka	99523547	14.99			
10-1-5343	DVDs-Adult-Winnetka	99523532	89.56			
10-1-5343	DVDs-Adult-Winnetka	99523534	13.49			
10-1-5343	DVDs-Adult-Winnetka	99523535	251.12			
10-2-5343	DVDs-Adult-Northfield	99523548	48.72			
10-2-5343	DVDs-Adult-Northfield	99523550	22.49			
10-2-5343	DVDs-Adult-Northfield	99523537	19.99			
10-1-5344	Audio Books-Adult-Winnetka	99523533	149.98			
10-1-5344	Audio Books-Adult-Winnetka	99523531	55.99			
10-1-5344	Audio Books-Adult-Winnetka	99523530	63.99			
10-1-5344	Audio Books-Adult-Winnetka	99523542	63.99			
10-1-5344	Audio Books-Adult-Winnetka	99523544	44.99			
10-1-5344	Audio Books-Adult-Winnetka	99523549	29.99			

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	99523546	69.98			
10-2-5344	Audio Books-Adult-Northfield	99523545	44.99			
10-2-5344	Audio Books-Adult-Northfield	99523543	63.99			
10-0-5120	Library Supplies	99523531	2.50			
10-0-5120	Library Supplies	99523532	10.00			
10-0-5120	Library Supplies	99523536	7.50			
10-0-5120	Library Supplies	99523535	37.40			
10-0-5120	Library Supplies	99523533	5.00			
10-0-5120	Library Supplies	99523534	2.50			
10-0-5120	Library Supplies	99523530	2.50			
10-0-5120	Library Supplies	99523540	7.50			
10-0-5120	Library Supplies	99523539	5.00			
10-0-5120	Library Supplies	99523538	7.50			
10-0-5120	Library Supplies	99523537	2.50			
10-0-5120	Library Supplies	99523543	2.50			
10-0-5120	Library Supplies	99523542	2.50			
10-0-5120	Library Supplies	99523545	2.50			
10-0-5120	Library Supplies	99523544	2.50			
10-0-5120	Library Supplies	99523546	5.00			
10-0-5120	Library Supplies	99523547	2.50			
10-0-5120	Library Supplies	99523549	2.50			
10-0-5120	Library Supplies	99523548	7.50			
10-0-5120	Library Supplies	99523550	4.90			
Baker & Taylor				16191	11/18/20	<u>1,930.88</u>
10-1-5340	Books-Fiction-Adult-Winnetka	2035551115	306.69			
10-1-5340	Books-Fiction-Adult-Winnetka	2035553787	351.65			
10-2-5340	Books-Fiction-Adult-Northfield	2035551115	113.68			
10-2-5340	Books-Fiction-Adult-Northfield	2035553787	110.74			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	2035554239	777.00			
10-2-5341	Books-Non-Fiction-Adult-Northfield	2035554239	176.56			
10-0-5120	Library Supplies	2035551115	24.15			
10-0-5120	Library Supplies	2035553787	23.94			
10-0-5120	Library Supplies	2035554239	46.47			
Midwest Tape				16192	11/18/20	<u>9.99</u>
10-1-5444	Audio Books-Juv-Winnetka	99532153	9.99			
Baker & Taylor				16193	11/18/20	<u>593.00</u>
10-1-5340	Books-Fiction-Adult-Winnetka	2035559852	268.18			
10-2-5340	Books-Fiction-Adult-Northfield	2035559852	125.79			
10-1-5440	Books-Fiction-Juv-Winnetka	2035563686	86.16			
10-2-5440	Books-Fiction-Juv-Northfield	2035563686	81.41			
10-0-5120	Library Supplies	2035559852	25.37			
10-0-5120	Library Supplies	2035563686	6.09			

Winnetka-Northfield Public Library District

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Midwest Tape				16194	11/18/20	<u>1,041.35</u>
10-1-5444	Audio Books-Juv-Winnetka	99558191	29.99			
10-1-5444	Audio Books-Juv-Winnetka	99558192	143.97			
10-1-5444	Audio Books-Juv-Winnetka	99558193	39.99			
10-2-5444	Audio Books-Juv-Northfield	99558194	143.97			
10-2-5444	Audio Books-Juv-Northfield	99557748	29.99			
10-2-5444	Audio Books-Juv-Northfield	99558190	64.98			
10-1-5343	DVDs-Adult-Winnetka	99558199	22.49			
10-1-5343	DVDs-Adult-Winnetka	99558196	29.99			
10-1-5343	DVDs-Adult-Winnetka	99556844	18.74			
10-1-5343	DVDs-Adult-Winnetka	99557743	18.74			
10-1-5343	DVDs-Adult-Winnetka	99557744	163.42			
10-2-5343	DVDs-Adult-Northfield	99557747	18.74			
10-2-5343	DVDs-Adult-Northfield	99558198	29.99			
10-1-5344	Audio Books-Adult-Winnetka	99558195	44.99			
10-1-5344	Audio Books-Adult-Winnetka	99557746	64.98			
10-2-5344	Audio Books-Adult-Northfield	99557745	29.99			
10-2-5344	Audio Books-Adult-Northfield	99558197	63.99			
10-0-5120	Library Supplies	99557743	5.00			
10-0-5120	Library Supplies	99557745	2.50			
10-0-5120	Library Supplies	99557744	22.50			
10-0-5120	Library Supplies	99558190	5.00			
10-0-5120	Library Supplies	99557748	2.50			
10-0-5120	Library Supplies	99557746	5.00			
10-0-5120	Library Supplies	99557747	2.50			
10-0-5120	Library Supplies	99558194	7.50			
10-0-5120	Library Supplies	99558193	2.50			
10-0-5120	Library Supplies	99558192	7.50			
10-0-5120	Library Supplies	99558191	2.50			
10-0-5120	Library Supplies	99558197	2.50			
10-0-5120	Library Supplies	99558198	4.90			
10-0-5120	Library Supplies	99558195	2.50			
10-0-5120	Library Supplies	99558196	5.00			
10-0-5120	Library Supplies	99558199	2.50			
Baker & Taylor				16195	11/18/20	<u>2,642.21</u>
10-1-5447	Books-Easy-Winnetka	2035578495	46.30			
10-2-5447	Books-Easy-Northfield	2035578495	16.50			
10-1-5448	Books-Jr. High-Winnetka	2035578495	8.92			
10-1-5340	Books-Fiction-Adult-Winnetka	2035573023	960.51			
10-1-5340	Books-Fiction-Adult-Winnetka	2035578046	392.75			
10-1-5340	Books-Fiction-Adult-Winnetka	2035582319	379.96			
10-2-5340	Books-Fiction-Adult-Northfield	2035573023	227.75			
10-2-5340	Books-Fiction-Adult-Northfield	2035578046	113.23			
10-2-5340	Books-Fiction-Adult-Northfield	2035582319	78.84			

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
10-1-5440	Books-Fiction-Juv-Winnetka	2035578495	125.03			
10-2-5440	Books-Fiction-Juv-Northfield	2035578495	125.03			
10-0-5120	Library Supplies	2035573023	79.23			
10-0-5120	Library Supplies	2035578046	24.40			
10-0-5120	Library Supplies	2035578495	30.98			
10-0-5120	Library Supplies	2035582319	32.78			
Midwest Tape				16196	11/18/20	<u>1,505.88</u>
10-1-5443	DVDs-Juv-Winnetka	99585390	153.65			
10-1-5443	DVDs-Juv-Winnetka	99585376	25.48			
10-2-5443	DVDs-Juv-Northfield	99585375	14.24			
10-2-5443	DVDs-Juv-Northfield	99585392	95.94			
10-1-5444	Audio Books-Juv-Winnetka	99585378	39.99			
10-2-5444	Audio Books-Juv-Northfield	99585377	39.99			
10-1-5343	DVDs-Adult-Winnetka	99585371	31.48			
10-1-5343	DVDs-Adult-Winnetka	99585373	37.49			
10-1-5343	DVDs-Adult-Winnetka	99585374	43.48			
10-1-5343	DVDs-Adult-Winnetka	99585380	44.98			
10-1-5343	DVDs-Adult-Winnetka	99585382	224.88			
10-1-5343	DVDs-Adult-Winnetka	99585383	101.96			
10-1-5343	DVDs-Adult-Winnetka	99585389	27.99			
10-1-5343	DVDs-Adult-Winnetka	99585391	160.45			
10-2-5343	DVDs-Adult-Northfield	99585393	34.49			
10-2-5343	DVDs-Adult-Northfield	99585384	43.98			
10-2-5343	DVDs-Adult-Northfield	99585385	33.73			
10-2-5343	DVDs-Adult-Northfield	99585381	22.49			
10-2-5343	DVDs-Adult-Northfield	99585379	22.49			
10-2-5343	DVDs-Adult-Northfield	99585372	12.74			
10-1-5344	Audio Books-Adult-Winnetka	99585370	29.99			
10-1-5344	Audio Books-Adult-Winnetka	99585387	49.98			
10-2-5344	Audio Books-Adult-Northfield	99585386	19.99			
10-0-5120	Library Supplies	99585370	2.50			
10-0-5120	Library Supplies	99585371	5.00			
10-0-5120	Library Supplies	99585372	2.50			
10-0-5120	Library Supplies	99585373	4.90			
10-0-5120	Library Supplies	99585377	2.50			
10-0-5120	Library Supplies	99585376	5.00			
10-0-5120	Library Supplies	99585375	2.50			
10-0-5120	Library Supplies	99585374	7.40			
10-0-5120	Library Supplies	99585378	2.50			
10-0-5120	Library Supplies	99585379	2.50			
10-0-5120	Library Supplies	99585381	4.90			
10-0-5120	Library Supplies	99585380	5.00			
10-0-5120	Library Supplies	99585390	32.50			
10-0-5120	Library Supplies	99585389	2.50			
10-0-5120	Library Supplies	99585386	2.50			
10-0-5120	Library Supplies	99585387	5.00			
10-0-5120	Library Supplies	99585385	5.00			
10-0-5120	Library Supplies	99585384	5.00			
10-0-5120	Library Supplies	99585383	12.50			
10-0-5120	Library Supplies	99585382	34.80			

Winnetka-Northfield Public Library District

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All Bank Accounts

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5120	Library Supplies	99585392	20.00			
10-0-5120	Library Supplies	99585391	22.10			
10-0-5120	Library Supplies	99585393	4.90			
Baker & Taylor				16197	11/18/20	<u>541.19</u>
10-1-5340	Books-Fiction-Adult-Winnetka	2035588603	430.41			
10-2-5340	Books-Fiction-Adult-Northfield	2035588603	76.48			
10-0-5120	Library Supplies	2035588603	34.30			
Midwest Tape				16198	11/18/20	<u>37.48</u>
10-2-5443	DVDs-Juv-Northfield	99587204	18.74			
10-1-5443	DVDs-Juv-Winnetka	99587203	18.74			
Baker & Taylor				16199	11/18/20	<u>462.45</u>
10-1-5340	Books-Fiction-Adult-Winnetka	2035590855	328.80			
10-2-5340	Books-Fiction-Adult-Northfield	2035590855	108.96			
10-0-5120	Library Supplies	2035590855	24.69			
CALL ONE				16200	11/03/20	<u>53.33</u>
10-1-5175	Telephone - Winnetka	CALL ONE	53.33			
NATIONWIDE RETIREMENT SOLUTIONS				16201	11/30/20	<u>1,802.00</u>
10-0-2040	457 withholding	NATIONWIDE RETIREMENT SOLUTIONS	901.00			
10-0-2040	457 withholding	NATIONWIDE RETIREMENT SOLUTIONS	901.00			
NICOR				16202	11/10/20	<u>70.04</u>
10-2-5174	Natural Gas - Northfield	NICOR	70.04			
VILLAGE OF NORTHFIELD				16203	11/30/20	<u>5,340.21</u>
70-2-5159	Northfield Lease	INV # 20200115	5,340.21			
COMED				16204	11/30/20	<u>392.58</u>
10-2-5171	Electricity - Northfield	COMED	392.58			
First Bankcard				16205	11/30/20	<u>6,478.53</u>
10-0-5907	Programming - Youth	Garrity- Supplies for Take-and-Make	22.87			
10-0-5907	Programming - Youth	Garrity- Supplies for Take-and-Make	29.95			
10-0-5907	Programming - Youth	Garrity- Supplies for Take-and-Make	148.32			
10-0-5907	Programming - Youth	Garrity- Family Science program	69.56			
10-0-5907	Programming - Youth	Garrity- Window Clings for YS	13.98			
10-0-5907	Programming - Youth	Garrity- Window Clings for YS	10.99			
10-0-5907	Programming - Youth	Garrity- Supplies for Take-and-Make	10.24			
10-0-5907	Programming - Youth	Garrity- Supplies for Take-and-Make	52.00			
10-0-5907	Programming - Youth	Garrity- Fleece for Craft and Give Back	14.11			
10-0-5907	Programming - Youth	Garrity- Art Explorers program supplies	16.99			
10-0-5907	Programming - Youth	Garrity- Art Explorers program supplies	64.95			
10-0-5907	Programming - Youth	Garrity- Supply Containers	35.12			
10-0-5907	Programming - Youth	Garrity- Fleece for Craft and Give Back	98.13			

Winnetka-Northfield Public Library District

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-1-5340	Books-Fiction-Adult-Winnetka	Compton-Dzak- Adult Fiction Book	19.95			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Compton-Dzak- Adult Nonfiction Book	19.95			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Compton-Dzak-Adult Nonfiction Book	7.95			
10-0-5114	Conferences	Garrity- ALSC Virtual Conference Registration	75.00			
10-0-5114	Conferences	Quish- Preventing discrimination course	946.00			
10-0-5120	Library Supplies	Quish- Scissors and Batteries	20.84			
10-0-5120	Library Supplies	Compton-Dzak- CD Cleaner	14.47			
10-0-5122	Breakroom Supplies	Quish- Employment Posters	72.87			
10-0-5123	Postage	Quish- Expedited shipping of check	26.59			
10-0-5124	Hospitality	Quish- Flowers to welcome new director	77.99			
10-0-5134	Software	Swenson- Office 365 SPam Protection	1,092.00			
10-0-5134	Software	Swenson- LastPass Teams Subscription	432.00			
10-0-5134	Software	Swenson- Creative Cloud Subscription	243.92			
10-0-5134	Software	Quish- Quickbooks account access	70.00			
10-0-5134	Software	Compton-Dzak-Zoom	309.98			
10-0-5137	Legal Notices	Quish- Posting in legal pages	462.00			
10-0-5137	Legal Notices	Quish- Posting in legal pages	1,554.00			
10-0-5177	Technology/Website	Swenson- Website hosting and backup	25.00			
10-0-5719	Board Expenses	Quish- Bereavement flowers for trustee	89.41			
10-0-5719	Board Expenses	Quish- Yeti Mug	29.98			
10-0-5720	PR E-Marketing	Quish- Advertising	23.85			
10-0-5721	PR Promotional	Quish- Bookmarks for youth department	60.51			
10-0-5723	PR Supplies	Quish- Chicago Tribune Subscription	7.96			
10-0-5732	Staff Recognition/Events/Meetings	Quish- Staff treats for meet the director	204.00			
10-0-5732	Staff Recognition/Events/Meetings	Quish- Oreos for gathering	5.10			

Check List Total 132,390.67

NOVEMBER 2020 DIRECTOR'S REPORT

Staff Updates

- Goings
 - Kate Fuentes, Adult Services Librarian (11/4)
- Anniversaries
 - Maddy Belk, 11/11 (1 year)

Organizational Changes

- Melissa Morgan, Branch Librarian, was promoted to the position of Branch Services Manager and will be overseeing the Northfield Branch effective 12/7
- Steve Kline, Adult Services Librarian, was promoted to the position of Digital Services Manager and will be overseeing the Studio, tech classes, and device help effective 12/7
- Brandon Marshall, Adult Services Librarian, was moved to the Northfield Branch to backfill for Melissa as she assumes the branch leadership role

Finances

- We are at 47.77% of our expected operating revenues for the year
- We are at 36.94% of our budgeted operating expenses for the year (goal is 41.67%)
- Our unemployment fund remains over budget (125.84%)

Programming

Youth: 230 attendees at 29 programs; 174 Take & Make Craft Kits

Highlights

Art Explorers	Guided Watercolor Project
Legomania Jr.	Guided Lego-Building Challenges
Bright Beginnings	Stories, Music, Rhymes Age 18 months
Craft & Give Back	Blankets for Project Linus

Adults: 148 attendees at 15 programs

Highlights

The Ghost Army of WWII: Conning the Third Reich	Authors Gerry & Janet Souther gave a presentation based on their book to mark the 75 th anniversary of the Ally's victory
The Great Migration & the Great War	Clarence Goodman talks about how the Great War brought about the Great Migration and permanently changed the American landscape
Organizing 101	Professional organizer Jennifer Barnes highlighted different types of organizers and how personalities impact organization
Photo Editing with Your iPhone or iPad	IT Specialist George Lowman reviewed techniques for touching up photos on iOS devices.

Category	20NOV	19NOV	Mo. % + / -	FY20-21 YTD	FY19-20 YTD	FY % + / -
Total Programs Offered	44	-	-	-	-	-
Total Program Attendees	378	1,588	-76.20%	2,373	8,961	-73.52%

Outreach & Partnerships

Adult: Erin Collins, Adult Services Librarian, worked with the North Shore Senior Center to provide 2 virtual book clubs for their customers.

Services

Library Visitors

Winnetka: 4,102

Northfield: 177

Note: Both Buildings closed on November 18th

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

Curbside Pick Ups

Winnetka: 406 (vs. 96 in OCT)

Northfield: 121 (vs. 171 in OCT)

Reference Transactions

Youth: 179 **Adult:** 979

Category	20NOV	19NOV	Mo. % + / -	FY20-21 YTD	FY19-20 YTD	FY % + / -
Reference Questions	1,158	1,576	-26.52%	6,256	10,053	-37.77%

Technology

- Public Computer Sessions: 202 (Winnetka) 10 (Northfield)
- Hotspot Sessions: 8,037 from 459 devices (Winnetka), 1,202 from 161 devices (Northfield)
- Bandwidth Used: 47GB (Winnetka), 72GB (Northfield)
- Website Hits: 8,142 from 4,528 users
- App Users: 410 (up from 383 in OCT)
- Email Reach (Constant Contact): 9,829 of 12,667 cardholders

Studio Appointments: 22

Category	20NOV	19NOV	Mo. % + / -	FY20-21 YTD	FY19-20 YTD	FY % + / -
Studio Patrons	22	516	-95.74%	22	2,554	-99.14%

Professional Development Highlights

- Youth Services Librarian Lindsay Goldstein is part of the Bluestem Award Reading List committee, which is aimed at selecting the best books for Illinois students grades 3-5; final nominations are due in February
- Youth Services Manager Amanda Garrity is part of the Lincoln Award Reading List committee, which is aimed at selecting the best books for Illinois students grades 9-12; final nominations are due in February
- Adult Services Manager/Assistant Director Emily Compton-Dzak attended Bibliotheca's webinar *Reimagining Library Access When It's Needed Most*
- Adult Services Librarian Jill Brasseur attended the *RAILS Business Information Group* meeting
- Tech Services Supervisor Stephanie Girardi attended *RAILS Recharge Your Book Club* webinar
- Director Monica Dombrowski attended the *North/Northwest Suburban Library Director's Meeting* to meet everyone and keep tabs on what other libraries are doing

Impact Stories

- Youth Services Assistant Anny Rusk noted, "I did a Found4You for a mom who requested 11 books on various topics for her 4 and 5-year-olds. She was thrilled and grateful that a youth librarian could pull for her, and grateful for my time and attention."
- Youth Services Manager Amanda Garrity notes that she has been able to "hand sell" many books during curbside service. "If I notice I am bringing youth books to a patron or there are children in the car, I ask if there is anything else I can grab them while they are here or if they know that we still have our Winter holiday books available during this time. This has often led to me grabbing a stack of new titles, Christmas stories, or even a DVD or two. People are willing to wait the extra minute or two for a hand-picked selection."
- A patron came to the library once we closed hoping to get some research help and didn't realize our building was closed. Librarian Erin Collins offered to help the patron and brought her laptop outside to conduct a socially distanced reference appointment while the patron sat in their car 6 feet away. The patron was able to get what they needed and was grateful for the improvised service!
- Another patron came to the library once the building had closed with the intent of coming inside to set up their laptop and work. We explained to them that while the building was closed, they were welcome to sit in their car or outside on the grounds and use the Wi-Fi. The patron expressed their gratitude to us for the Wi-Fi suggestion and went and sat on a bench in the garden to work.
- Patron feedback on the Studio (briefly re-opened and now open virtually):
 - "These online Studio (sessions) saved me this year! I thought it would be a let-down holiday season because of the pandemic, but now I can make my gifts special!"
 - "It's like old times, it's nice to use the Studio again and do my projects on the machines virtually!"

November FY 2020/2021 Collection Statistics

District Circulation- Physical Collections

ADULT

Material Type	20NOV Circulation	19NOV Circulation	Mo. % + / -	FY20-21 YTD	FY19-20 YTD	FY % + / -
Books	7,511	9,449	-20.51 %	28,878	52,925	-45.44 %
Book - Fiction	4,174	4,831	-13.60 %	16,354	28,767	-43.15 %
Book - Nonfiction	3,337	4,618	-27.74 %	12,524	24,158	-48.16 %
Audiobook - CD	258	669	-61.43 %	1,281	3,954	-67.60 %
Music CD	141	155	-9.03 %	456	664	-31.33 %
Playaway	71	146	-51.37 %	301	1,003	-69.99 %
DVD/Blu-Ray	3,343	5,746	-41.82 %	14,115	29,024	-51.37 %
Magazine	38	135	-71.85 %	439	825	-
Other	10	14	-28.57 %	31	58	-46.55 %
Non-CCS ILL	21	28	-25.00 %	90	175	-48.57 %
Sent Out	1,088	993	9.57 %	3,408	5,479	-37.80 %
Total	12,481	17,335	-28.00 %	48,999	93,282	-47.47 %

YOUTH

Material Type	20NOV Circulation	19NOV Circulation	Mo. % + / -	FY20-21 YTD	FY19-20 YTD	FY % + / -
Books	10,427	13,732	-24.07%	41,376	69,502	-40.47 %
Book - Fiction	8,997	11,821	-23.89%	35,725	60,182	-40.64 %
Book - Nonfiction	1,430	1,911	-25.17%	5,651	9,320	-39.37 %
Audiobook - CD	74	86	-13.95 %	287	497	-42.25 %
Music CD	40	115	-65.22%	199	570	-65.09 %
Playaway	177	261	-32.18%	856	1,840	-53.48 %
DVD/Blu-Ray	1,003	2,995	-66.51%	4,010	14,4004	-72.15 %
Magazine	-	-	-	-	-	-
Other	34	22	-54.55%	107	129	-17.05 %
STEAM Kits	-	34	-	-	145	-
Total	11,755	17,245	-31.84 %	46,835	87,083	-46.22 %

20NOV District Circulation	19NOV District Circulation	Net Change
32,069	39,325	-18.45%

FY20-21 District Circulation YTD	FY19-20 District Circulation YTD	Net Change
137,370	203,887	-32.62%

- Kenilworth patron usage = **1,639**.
- Items borrowed from other libraries = **1,501**.

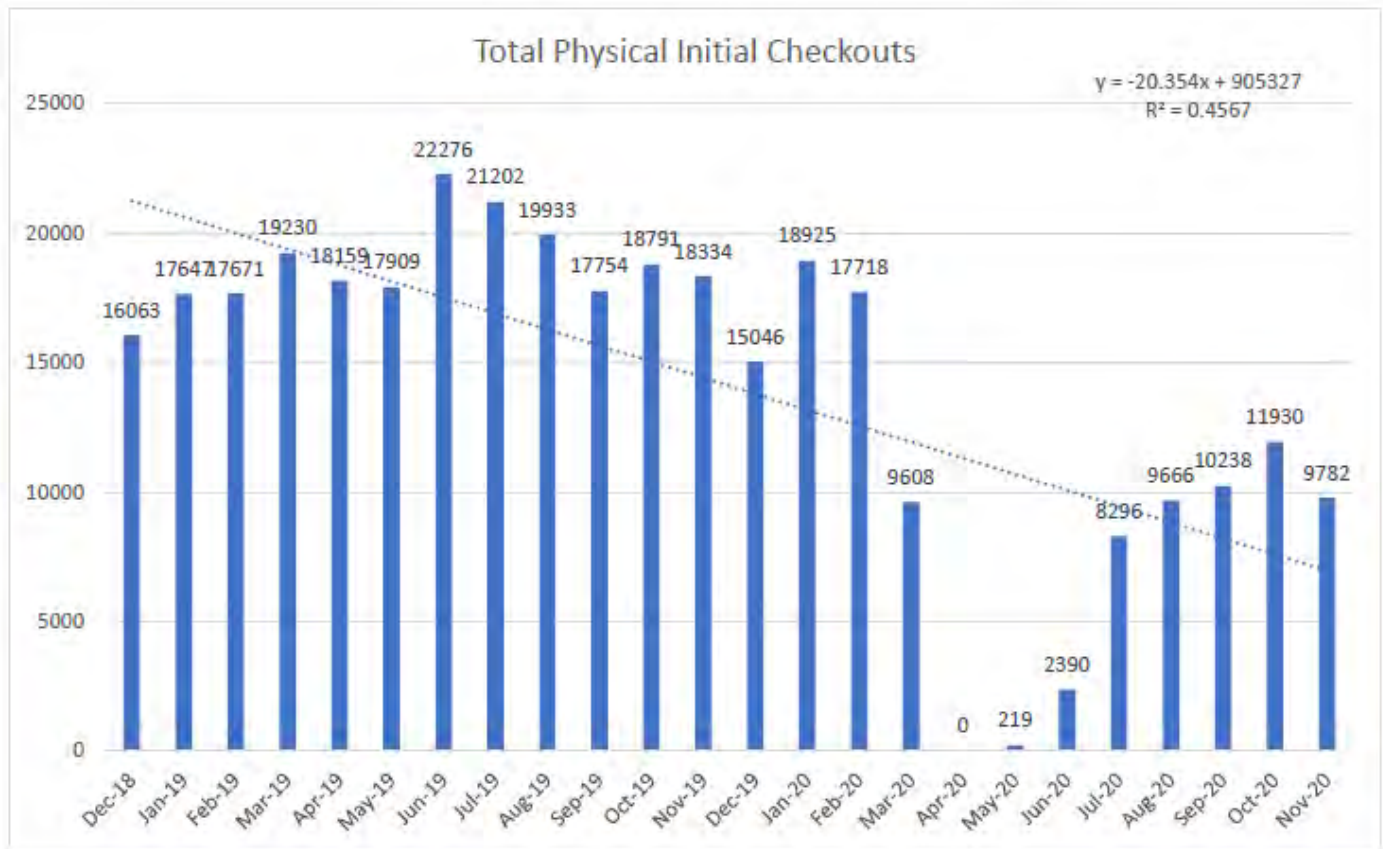
Circulation by Location- Physical Collections

ADULT

Location	20NOV Circulation	19NOV Circulation	Mo. % + / -	FY20-21 YTD	FY19-20 YTD	FY % + / -
Winnetka	10,986	11,406	-3.68%	44,853	62,236	-27.93%
Northfield	1,048	5,620	-81.35%	2,827	30,074	-90.60%

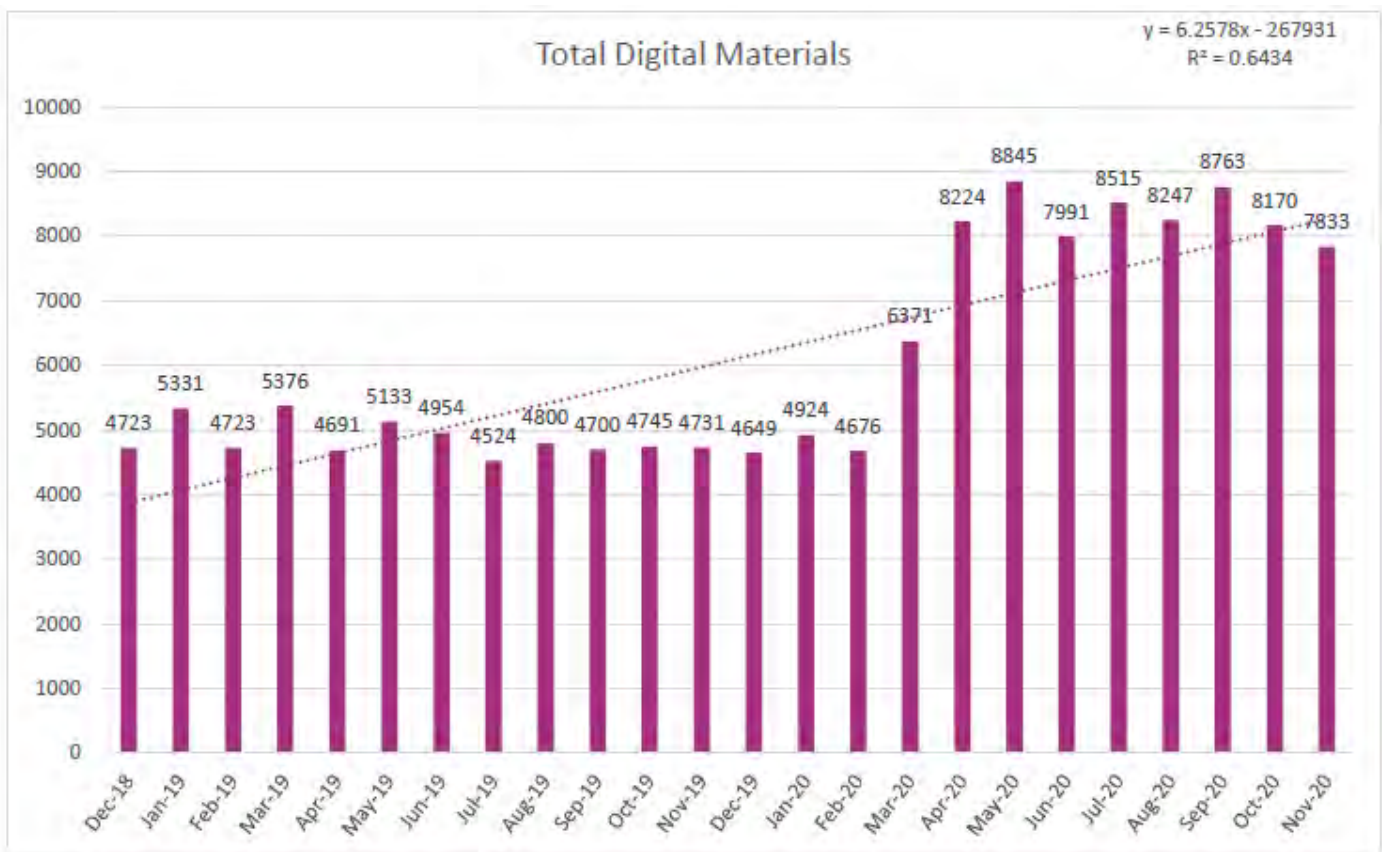
YOUTH

Location	20NOV Circulation	19NOV Circulation	Mo. % + / -	FY20-21 YTD	FY19-20 YTD	FY % + / -
Winnetka	10,811	12,346	-12.43%	43,563	63,619	-31.53%
Northfield	944	4,894	-80.71%	3,272	23,437	-86.04%



District Circulation- Virtual Collections

Material Type	20NOV Circulation	19NOV Circulation	Mo. % + / -	FY20-21 YTD	FY19-20 YTD	FY % + / -
eBooks	3,176	1,884	68.58%	17,476	9,694	80.28%
eAudiobooks	1,730	1,248	38.62%	9,386	6,202	51.34%
eMagazines	2,279	1,341	69.95%	11,502	6,318	82.05%
eVideos	574	181	217.13%	2,774	939	195.42%
eMusic	74	91	-18.68%	398	369	7.86%
Total	7,833	4,745	65.08%	41,536	23,522	76.58%



SERVING OUR PUBLIC 4.0
STANDARDS
FOR **ILLINOIS**
PUBLIC
LIBRARIES

Serving Our Public 4.0

Standards for Illinois Public Libraries

The paper used in this publication meets the minimum requirements of American National Standard for Information Sciences—Permanence of Paper for Printed Library Materials, ANSI Z39.48-1992.

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Introduction

Serving Our Public 4.0: Standards for Illinois Public Libraries has been completely revised by a group of library professionals convened in 2017 by the ILA Executive Board. Months of task force work, input from public hearings, and feedback resulted in a newly designed document that is current to the changing needs of libraries and users.

To complete the revision, task force members reached out to subject matter experts for review of specific chapters. Core standards and checklists were reviewed, revised, and amended to be in line with the *Serving Our Public 4.0* standards. Draft standards were shared via survey to various on-line public library director electronic discussion lists in both the Reaching Across Illinois Library System and the Illinois Heartland Library System, and this feedback was incorporated. A hearing of the proposed standards took place at the 2018 ILA Annual Conference in Peoria, and finally, the draft was shared with the Illinois State Library for review and input. The revised standards were approved by the ILA Executive Board in June 2019.

Serving Our Public 4.0 contains 13 chapters, including new ones for Youth and Young Adult Services, Building Infrastructure and Maintenance, and Illinois Public Library Resource Sharing Responsibility; and three new appendices.

Serving Our Public 4.0 is not meant to be a one-size-fits-all document. Task force members struggled to find a balance between those libraries serving hundreds of people to those serving thousands and all of the library communities in between. Input from the Illinois library community and stakeholders served as the driving force that shaped this document.

Acknowledgements

Members of the Task Force

Betsy Adamowski, Wheaton Public Library, Co-Chair

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Illinois Library Association Youth Services Forum

Illinois Library Association Young Adult Services Forum

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How to Use *Serving Our Public 4.0*

Overview

Statewide public library standards are designed to serve as a catalyst from which local planning can take place. The *Serving Our Public 4.0* standards are seen as a guide for librarians, library staff, and boards of trustees' discussions during budget preparation and strategic planning. The regular review of the standards helps the library evaluate its progress over several years toward becoming an ideal library for its community. As the library staff and trustees discuss the Core Standards and individual chapters, the library's strengths and weaknesses are revealed, allowing celebration of the strengths and plans to build on them; and plans to eliminate or improve the weaknesses.

There are multiple ways to use *Serving Our Public 4.0*

1. During board meetings, in-depth discussions of individual chapters provide a review, reflection, and refinement of the library's service philosophy and strategically guide library planning.
2. Each month, as part of the librarian's report, the administrator reviews a chapter checklist, sharing the library's progress, as well as recommendations for changes, with discussion and input from the board.
3. A board committee is appointed to compare the library's advancement toward achieving the standards, and a report is shared with the full board on a regular basis. As needed, the committee, with input and insight from the library administrator, proposes changes to the library's goals.
4. Library staff meetings focus on the chapter standards, allowing incorporation of *Serving Our Public* into the staff's understanding of the library's service philosophy.

Core Standards

The Core Standards are considered essential to the foundation of quality library service to Illinois residents. The Core Standards are grouped together in Chapter 1 and applicable Core Standards are repeated with each chapter. The Core Standards can be discussed as a unit or in conjunction with the chapter standards.

Chapter Standards

Chapter specific standards provide a detailed blueprint for developing, improving, or enhancing areas of library activity. While the Core Standards provide the foundation, the chapter standards provide a superstructure for the library's advancement.

Checklists

Many librarians and trustees are interested in a way to formally compare progress from year to year. A board committee, the library director, and/or the staff can complete the checklist. When a checklist is completed, it should be dated and signed. Adding related comments and notes to personalize the checklist is encouraged.

Chapter 1 (Core Standards)

National Public Library Definition

Public library statistics are collected annually from more than 9,000 public libraries through the Public Library Statistics Cooperative (PLSC) for public library data and disseminated by the Institute of Museum and Library Services (IMLS).

Descriptive statistics are collected for all public libraries. Data is available for individual public libraries and is also aggregated to state and national levels.

In order to accurately compare public library data from all fifty states, every state has agreed to collect public library data using the “PLSC Public Library Definition” as detailed below:

A public library is an entity that is established under state enabling laws or regulations to serve a community, district, or region, and that provides at least the following:

1. an organized collection of printed or other library materials or a combination thereof;
2. paid staff;
3. an established schedule in which services of the staff are available to the public;
4. the facilities necessary to support such a collection, staff, and schedule; and
5. is supported in whole or part with public funds.

Introduction

As with past editions, the *Serving Our Public 4.0* task force struggled in finding the balance between inclusivity and setting the bar at a meaningful level. The consensus of the current and former task force members is that a “one-size-fits-all” document is not plausible. Public libraries are largely locally funded and should be uniquely suited to the needs and resources of their communities and users. Nevertheless, it is in the public interest and the interest of the library community to have the word “library” signify certain standard conditions that one could expect to find. A library that does not currently meet one or more of the core or other standards might cite that deficiency in making a case for increased funding. Coming up to the standard might be the focus of one or more objectives in a library’s strategic plan. The staff and boards of libraries that meet basic standards might pose the query, “What makes a library effective?” and consider ways of enhancing the library’s effectiveness in serving its community. After reviewing the federal library standards and other states’ library standards, the task force outlined the following basic essential standards that all Illinois public libraries should work daily to uphold:

1. operate in compliance with Illinois library law;*
2. have an organized collection of information;
3. have written library policies approved by the library’s governing body;
4. have a fixed location(s) with posted regular hours of services;
5. have a trained, paid staff to manage the collection and provide access to it;
6. be supported in part or in whole by public funds; and,
7. have an identifiable library materials budget.

**Illinois law does also recognize contractual libraries.*

In addition to these essential standards, listed below are standards that have been enhanced and defined.

Illinois Public Library Core Standards

- Core 1 The library provides uniformly gracious, friendly, timely, and reliable service to all users.
- Core 2 The library is established and operates in compliance with Chapter 75 of the *Illinois Compiled Statutes*.
- Core 3 The library is governed by a board of trustees elected or appointed and constituted in compliance with the relevant sections of Chapter 75 of the *Illinois Compiled Statutes*.
- Core 4 The library complies with all other state and federal laws that affect library operations. (See Appendix A)
- Core 5 The library adopts and adheres to the principles set forth in the American Library Association's (ALA) *Library Bill of Rights* and other ALA intellectual freedom statements and interpretations.
- Core 6 The library adopts and adheres to the *Code of Ethics of the American Library Association*. The library adopts and adheres to the *Public Library Trustee Ethics Statement*, developed by United for Libraries, a division of ALA.
- Core 7 The board of trustees adopts written bylaws that outline the board's purpose and operational procedures and address conflict-of-interest issues. (See Appendix C)
- Core 8 The board of trustees appoints a qualified librarian as library administrator and delegates active management of the library to the library administrator. (For the purposes of this document, a qualified librarian is a person holding a Master of Library Science (MLS), Master Science in LIS, Master of Library and Information Science (MLIS), or other comparable degree from an ALA-accredited program and/or actively participates in continuing education opportunities each year offered by the Illinois State Library, regional library systems, and the Illinois Library Association. Library boards and communities should strive to have a minimum of one staff member holding an ALA-accredited master's degree.)
- Core 9 The board of trustees meets regularly, in accordance with the *Illinois Compiled Statutes*, with the library administrator in attendance. All board meetings and board committee meetings shall comply with the *Open Meetings Act*.
- Core 10 The board of trustees has exclusive control of the expenditure of all monies collected, donated, or appropriated for the library fund and all property owned by the library.
- Core 11 The library has a board-approved written budget. The budget is developed annually by the library administrator and the board with input from the staff.
- Core 12 The board of trustees annually determines if the library's revenues are sufficient to meet the needs of the community. If the revenues are not sufficient, the board of trustees will take action to increase the library's revenues.
- Core 13 The library has a board-approved mission statement, a long-range/strategic plan, disaster prevention and recovery plan, collection management policy, personnel policy, technology plan, and other policies as appropriate to the library's operation and regularly updates and maintains them as appropriate. (See Appendices F and H)

- Core 14 The library administrator presents written monthly reports, including statistics, on library operations to the board of trustees. In addition, monthly fiscal reports are presented by the library administrator and/or the library board treasurer.
- Core 15 The board of trustees annually reviews the performance of the library administrator.
- Core 16 The library is a member of an Illinois regional library system, fulfills the membership requirements of its system, is a responsible partner in the Illinois Library and Information Network (ILLINET), and participates in resource sharing through interlibrary loan and reciprocal borrowing.
- Core 17 The library provides access to resource sharing databases, participates in resource sharing by entering the library's collections into a regional, statewide, or national database, and actively promotes resource sharing via interlibrary loan and reciprocal borrowing.
- Core 18 The library utilizes a variety of methods to communicate with its community.
- Core 19 The library is located in a facility designed or renovated for library purposes and complies with all applicable local, state, and federal codes.
- Core 20 A library is open a minimum of fifteen hours per week according to the *Illinois Administrative Code* [23 Ill. Adm. Code 3030.110].
- Core 21 As a baseline, the library appropriates money to major budget categories (personnel, benefits, library materials, other operating expenditures) using the *Illinois Public Library Annual Report* statewide percentages analysis.
- Core 22 The library board and staff promote the collections and services available to its community.
- Core 23 At least every five years, and more frequently if necessary, the library conducts a review to determine if the library is providing facilities, collections and services in a quantity, at a time, and in a manner that meets the needs of the community.

Chapter 2 (Governance and Administration)

Public library service is provided to the people of Illinois through local tax-supported public libraries, regional library systems, the Illinois State Library, and the statewide library network (ILLINET). Illinois public libraries are governed by boards of trustees elected or appointed according to the provisions of the *Illinois Compiled Statutes* under which the libraries are established—village, city, town, district, township, etc.

For Illinois public libraries to maintain the highest standards of excellence, they shall be staffed by a qualified librarian, be administered by a board of trustees, file an *Illinois Public Library Annual Report* (IPLAR) with the Illinois State Library, have a written mission statement and a long-range/strategic plan, and periodically review policies and procedures that reflect the needs of the local community.

Library boards carry the full responsibility for the library and its policies. The three roles of a library trustee are to hire the library administrator, make library policy, and approve library budgets. Administering library policy, including management of day-to-day operations, collection management, technology plans, and staffing decisions, is delegated to the library administrator. The library administrator provides the board with clear, relevant, and timely information that will enable it to make informed decisions in regard to policy, planning, and budget.

Governance and Administration Standards

1. The mission statement and long-range/strategic plan are developed by the board, administrator, and staff and then approved by the board. These documents are based on a sound knowledge of public library service and a deep understanding of the community. Surveys, neighborhood dialogues, hearings, and input from staff members who serve the community on a daily basis provide a framework for this understanding. The process includes the difficult task of eliciting input from those who do not use the library.
2. The Library prepares, on an annual basis the *Illinois Public Library Annual Report* (IPLAR). The Illinois State Library is the agency legally required to: (1) compile, preserve and publish public library statistical information [15 ILCS 320/7(m)], and (2) compile the annual report of local public libraries and library systems submitted to the State Librarian pursuant to law [15 ILCS 320/7(n)]. In addition, all Illinois public libraries are required by statute [75 ILCS 16/30-65] to prepare an annual report. The library administrator, on a monthly basis, prepares a monthly report for the library board of trustees. This report will include, at the minimum, the minutes of the last month's meeting, monthly financial statements, administrator report, and library use statistics.
3. The board reviews most library policies every three years. The policy governing the selection and use of library materials must, by law, be reviewed biennially. [75 ILCS 5/4-7.2 or 75 ILCS 16/30-60].
4. Board members participate in relevant local, state, regional, and national decision making to effect change that will benefit libraries. This can be achieved through a variety of methods. Among these, board members can:
 - a. Write, call, or visit legislators
 - b. Attend meetings of other units of local government
 - c. Serve on ALA, ILA, or system legislative committees
 - d. Participate in other community organizations that have similar legislative interests

- e. Include the subject of legislation on board meeting agendas
 - f. Provide a forum for local community issues
5. The board and the library administrator develop and conduct a meaningful and comprehensive orientation program for each new board member. This can be achieved by creating a trustee orientation checklist. (See Appendix D)
 6. On an annual basis, each trustee participates in a continuing education activity that focuses on libraries, trusteeship, or other issues pertinent to libraries and reports on this activity to the full board.
 7. The library provides financial support for trustee membership in ILA and ALA as well as trustee attendance at workshops and conferences when fiscally possible.
 8. In encouraging citizens to run for the position of library trustee or in recommending citizens for appointment, the standing library board of trustees can use the following as a guide:
 - a. Library trustees are selected for their interest in the library, their knowledge of the community, their ability to work well with others, their willingness to devote the time and effort necessary to carry out the duties of a trustee, their open-mindedness and respect for the opinions of others, and their ability to plan and establish policies for services.
 9. The library keeps adequate records of library operations and follows proper procedures for disposal of records. (See Appendix B)
 10. The library complies and keeps current with appropriate Illinois and federal laws pertaining to public libraries.
 - a. The library complies with the Illinois Open Meetings Act [5 ILCS 120] and has a written policy specifying, at a minimum, how trustee board meetings and meetings of board committees are publicly posted, how other types of notification are made, and how the public attends and may participate in board and committee meetings.
 - b. The library has a written Americans with Disabilities Act (ADA) policy.
 - c. The library has a written equal employment opportunity policy and a written workers' compensation procedure.
 - d. The library bonds all staff and trustees responsible for library finances.
 11. The library has a board-approved set of written bylaws that govern the conduct of the board of trustees and its relationship to the library and staff. Bylaws provide the library board of trustees with guidelines that allow for consistent, organized, and productive meetings and operations. The library trustees regularly review the bylaws to ensure the library board is operating under the bylaws' guidelines and to ensure that the bylaws meet current organizational needs.
 12. The library maintains insurance covering property and liability, including volunteer liability.
 13. The library has a chain of command in place that will provide a smooth transition process when key members of the library staff leave the organization.

Governance and Administration Checklist

- Library has an elected or appointed board of trustees.
- Library has a qualified library administrator.
- Library administrator files an *Illinois Public Library Annual Report (IPLAR)* with the Illinois State Library.
- Library administrator prepares monthly reports (including statistics) of operations and services for the board's review.
- Library administrator and/or library board treasurer prepares monthly fiscal reports for the board's review.
- Library has a mission statement and a long-range/strategic plan.
- Library maintains an understanding of the community by surveys, hearings, and other means.
- Library board reviews library policies on a regular basis.
- Library board members participate in local, state, regional, and national decision making that will benefit libraries.
- Library develops an orientation program for new board members.
- Library board members attend local, regional, state, and national conferences pertinent to libraries when fiscally possible.
- Library keeps adequate records of library operations and follows proper procedures for disposal of records.
- Library complies and keeps current with appropriate Illinois and federal laws pertaining to public libraries.
- Library has a board-approved set of written bylaws that govern the conduct of the board of trustees and its relationship to the library and staff.
- Library maintains insurance covering property and liability, including volunteer liability.
- Library has a written succession plan focused on both internal and external talent development to fill anticipated needs for library leadership and other key personnel.

Chapter 3 (Personnel)

A good public library has a qualified staff that is paid competitive salaries. The staff is well trained through an ongoing program of staff development that includes both in-service training and participation in relevant classes, workshops, and meetings outside the library. Staff has a thorough understanding of all library policies and is able to interpret those policies to library patrons. The public has access to the services of a qualified librarian.

For the purposes of this document, a full-time equivalent employee (FTE) works 37.5 hours per week including paid breaks of 15 minutes or less but excluding paid or unpaid meal breaks of 20 minutes or more.

Personnel Standards

1. To ensure that library staff has a clear understanding of their responsibilities and rights as employees, the library has a board-approved personnel policy. The policy is developed by the library administrator with input from the staff.
2. Staffing levels are sufficient to carry out the library's mission, develop and implement the library's long-range/strategic plan, and provide adequate staff to offer all basic services during all the hours that the library is open. The library's level of self-service versus assisted staffing should be considered when calculating adequate staffing levels. Basic services include circulation and reference. (See Appendix E)
3. Job descriptions for all positions and a salary schedule are included in the personnel policy or provided elsewhere. The job descriptions and salary schedule are reviewed periodically (preferably annually, but at least every three years) and revised as needed. Staff members have access to these documents.
4. Personnel policy, job descriptions, and hiring practices are in compliance with the Equal Employment Opportunity Commission (EEOC) guidelines and the requirements of the Americans with Disabilities Act.
5. The library compensates staff in a fair and equitable manner. Salaries alone typically account for up to 60 percent of the total budget. Salaries plus fringe benefits (FICA pension and health insurance) account for up to 70 percent. The library should conduct a market benchmarking study with pay ranges, conducted by a reputable company, to determine current competitive pay practices for their library. If the library does not have the means to do such a study it should seek advice from their library system for guidance.
6. The library gives each new employee a thorough orientation and introduces the employee to the particular responsibilities of the new employee's job. The orientation includes but is not limited to the mission statement, library policies, guidelines, services of the library, employment benefits, and opportunities for continuing education.
7. The library has a performance appraisal system in place that provides staff with an annual evaluation of current performance and guidance in improving or developing new skills.
8. The library supports and encourages staff to acquire new skills, keep current with new developments in public libraries, and renew their enthusiasm for library work. Attendance at local, regional, state, and national conferences; relevant courses, workshops, seminars, and in-service training; and other library-related meetings provide a variety of learning experiences. The library provides paid work time and funding for

registration and related expenses. While funding constraints may limit the total number of staff who can attend conferences, the attendance of at least the library administrator at the state library association conference is encouraged and funded.

9. The library provides access to library journals and other professional literature for the staff.
10. Public library trustees and administrators are aware of federal, state, and local statutes and regulations relevant to personnel administration. Principal regulations include:
 - Fair Labor Standards Act* [29 U.S.C. 201 *et seq.*]
 - Illinois Human Rights Act* [775 ILCS 5/1-101 *et seq.*]
 - Americans with Disabilities Act* [42 U.S.C. 12101 *et seq.*]
 - Illinois Collective Bargaining Successor Employer Act* [820 ILCS 10/0.01 *et seq.*]
 - Illinois Public Labor Relations Act* [5 ILCS 315/1 *et seq.*]
 - Occupational Safety and Health Act* [29 U.S.C. 651 *et seq.*]
 - Family and Medical Leave Act of 1993* [29 U.S.C. 2601 to 2654]
 - Civil Rights Act (Title VII)* [42 U.S.C. 2000e]
11. The library complies with state and federal laws and codes that affect library operations. These laws include:
 - Environment Barriers Act* [410 ILCS 25/1 *et seq.*]
 - Illinois Accessibility Code* [71 Adm. Code 400 *et seq.*]
 - Open Meetings Act* [5 ILCS 120/1 *et seq.*]
 - Freedom of Information Act* [5 ILCS 140/1 *et seq.*]
 - Local Records Act* [50 ILCS 205/1 *et seq.*]
 - State Records Act* [5 ILCS 160/1 70/2 and 5/1-7 *et seq.*]
 - Library Records Confidentiality Act* [75 ILCS 70/1 *et seq.*]
 - Drug Free Workplace Act* [30 ILCS 580/1 *et seq.*]
 - Americans with Disabilities Act* [42 U.S.C. 12101 *et seq.*]
 - Fair Labor Standards Act* [29 U.S.C. 201 *et seq.*]
 - Bloodborne Pathogens Standard* [29 C.F.R. 1910.1030]
 - Wage Payment and Collection Act* [820 ILCS 115/1 *et seq.*]
 - Minimum Wage Act* [820 ILCS 105/1 *et seq.*]
 - Public Officer Prohibited Activities Act* [50 ILCS 105/3 *et seq.*]
 - Illinois Governmental Activities* [5 ILCS 420/4A-101 *et seq.*]
 - Personnel Record Review Act* [820 ILCS 40/0.01 *et seq.*]
 - Local Governmental Employees Political Rights Act* [50 ILCS 135/1 *et seq.*]
 - Right to Privacy in the Workplace Act* [820 ILCS 55/1 *et seq.*]
 - Victims' Economic Security and Safety Act* [820 ILCS 180/1 *et seq.*]
 - School Visitation Rights Act* [820 ILCS 147 *et seq.*]
 - Identity Protection Act* [5 ILCS 179/1 *et seq.*]

Personnel Checklist

- Library has a board-approved personnel policy.
- Library has staffing levels that are sufficient to carry out the library's mission.
- Library has job descriptions and a salary schedule for all library positions. The job descriptions and salary schedule are periodically reviewed and revised as needed.
- Library's hiring practices are in compliance with EEOC guidelines and the Americans with Disabilities Act.
- Library salaries and fringe benefits account for up to 70 percent of total operations budget.
- Library gives each new employee a thorough orientation.
- Library evaluates staff annually.
- Library staff and administration attend local, regional, state, and national conferences as well as training workshops and seminars where feasible.
- Library provides staff access to library literature and other professional development materials.
- Public library trustees and administrators are aware of federal, state, and local statutes and regulations relevant to personnel administration.
- The library complies with state and federal laws that affect library operations.

Chapter 4 (Access)

The physical library remains central to successful service and while no one model can meet every need, some common requirements will help to create a functional and enjoyable environment for both staff and patrons. These include adequate and accessible space to house and circulate the collections, comfortable and light filled spaces for the public and staff, meeting and study spaces for both group and individual use, and youth spaces that inspire and teach children of all ages. Every five years the board should review the long term space needs of the library in conjunction with the library's strategic plan. While planning for the expanding mission of public libraries, flexible space with a high degree of connectivity should be a central idea for future programs to be accommodated with minimal physical change.

Access Standards

1. To the greatest extent possible, the library should aim to meet the requirements of the *Americans with Disabilities Act (ADA)* in order to provide a universal experience for all patrons. This shall include parking and building access along with internal circulation including elevators, toilet rooms, and seating for both staff and patrons. Available grants should also be explored as applicable.
2. The library should provide adequate, safe, well-lighted, and convenient parking during all hours of service. The minimum number of required parking spaces is usually governed by local ordinance. In the absence of local standards, libraries should provide one space per 500 square feet of library area.
3. The library's entrance should be clearly visible, easily identified, and well illuminated for both arriving vehicles and pedestrians. When possible, the entrance should face the direction used by the majority of the patrons.
4. The library should be adequately illuminated and provide a number of lighting environments that are suitable for different uses. Natural light will be employed whenever possible.
5. The library should have clear wayfinding and adequate internal signage. All signage is in compliance with applicable federal, state, and local regulations.
6. Service points within the library should be clearly marked and visible for intuitive wayfinding relative to function and collections.
7. The ability for the public library to provide either access to current technologies is key to both the staff and patron efficiency and experience. The library should allocate funds annually as part of the capital assessment report in order to remain relevant and provide adequate services in this ever-changing environment.
8. Visually and/or physically separate spaces should be allocated for both the youth and adult collections and seating, including separate computing areas, along with a separation between the public computers for each age group. When possible, additional spaces for either teen or tween patrons can also be created with age appropriate services such as furniture for hanging out, collaboration, gaming, and art projects, gaming consoles, and dedicated AV computers.
9. The library should provide enough appropriate shelving and other types of display and storage to provide patrons with easy access and clear understanding of a variety of different materials. Shelving in each area should be appropriately scaled relative to the specific use and function.

10. The library should have sturdy and comfortable furnishings in sufficient quantity and variety to meet the needs of multiple types and ages of users. Furniture in youth areas shall be sizes appropriate for small children along with typical sized furniture for adult caregivers. Where possible, furniture shall be equipped with integrated power and data connections to facilitate mobile computing. Furniture and fabrics should be commercial grade or certified for or other high-traffic public use.
11. Ideally, a library should be open at least 25 hours per week although the minimum listed in *Illinois Administrative Code* is 15. [23 Ill. Adm. Code 3030.110] The hours are scheduled for the convenience of the community the library is serving.

Access Checklist

- The library provides the right amount of space of the right kind to meet the provisions of its long-range/strategic plan.
- At least once every five years, the board directs a review of the library's long-term space needs.
- The staff are familiar with the requirements contained in the *Americans with Disabilities Act* (ADA) and work to address deficiencies in order to provide universal access to all patrons.
- The library, including branches or other service points, is located at a site that is determined to be most convenient for the community.
- The library provides adequate, safe, well-lighted, and convenient parking during all hours of service.
- The library has the minimum required number of parking spaces.
- The library's entrance is easily identified, clearly visible, and well lighted.
- The library has an identifying sign clearly visible from the street. Additional signs guide users from arterial streets to the library.
- The library has adequate internal signage.
- The library's lighting levels comply with lighting standards.
- All signage is in compliance with applicable federal, state, and local regulations.
- The library building supports the implementation of current and future telecommunications and electronic information technologies.
- The library has sturdy and comfortable furnishings in sufficient quantity to meet user needs.
- Space is allocated for child and family use with furniture and equipment designed for use by children.
- The library has enough shelving and other types of display and storage to provide patrons with easy access to all materials.
- Shelving in the areas serving young children is scaled to their needs.

Chapter 5 (Building Infrastructure and Maintenance)

A library facility includes building and grounds, furnishings, building related equipment such as mechanical and HVAC equipment, elevators, etc. Every library is different. Some library facilities are simpler than others and may not include every component listed in these standards. These standards are written to apply to large and small libraries. In some cases, smaller library facilities are simpler, and with some basic knowledge, can be maintained by the staff.

Good facility management is fiscally responsible and will result in fewer emergencies, lowered risk, and more attractive surroundings for staff and patrons, and leads to better planning. A well-managed facility is safer, more predictable, and less stressful to manage. A well-managed facility also increases the community's trust in the library and how the community's resources are spent.

The standards indicated in this manual are primarily the library administrator's responsibility. However, the library administrator can assign certain tasks to other personnel or vendors, and implement a system to ensure they are performed. In order to properly manage the library facility, the library administrator should have sufficient knowledge and familiarity with the facility systems to decide when it is appropriate to retain a professional to assist in the inspection, evaluation, and design of various repairs to the facility.

Building Infrastructure and Maintenance Standards

1. The library maintains an inventory of all facility systems, including sufficient basic information that can be used in maintenance operations. This list should be prepared by the library administrator.
2. The library's facility inventory system list should be consolidated in an easily accessible document which is made available in electronic format such that it can be accessed by key staff at all times remotely.
3. An ongoing maintenance checklist of building maintenance that needs to be done on a routine or ongoing basis should be kept. Ongoing maintenance is a preventative measure to ensure that facility systems do not fall into a state of disrepair. Ongoing maintenance can extend the service life of many items and reduce frequency of breakdowns. As an example, elevator inspections and maintenance are typically performed based on a regular schedule and contracted through an annual maintenance contract.
4. The library's operating budget should include funds for all ongoing maintenance costs.
5. The library should maintain a periodic repair checklist of repairs to the facility that may be required on a periodic basis, typically more than one-year intervals. Periodic repairs should be performed to extend service life of certain facility systems, and to prevent further deterioration of the systems. When performed in a timely fashion, periodic repairs can address small issues before they become larger and more costly problems.
6. The library budget should allocate funds for periodic repairs in either of its operating budget or special reserve fund.
7. The library should have a list of all projected building capital projects. Capital projects are those projects that involve major repairs, rehabilitation, and/or replacement of facility systems. Such projects are implemented when a facility system has reached the end of its service life, or when defects in the original construction necessitate major repairs/ replacement.

8. The library develops a capital reserve fund that will fund major capital projects. Annual contributions to such a fund will allow the library to have sufficient funding to take care of the needed project. In general any item that cannot be accounted for in the library's operating budget should be accounted for in the library's capital reserve fund.
9. The library should have a capital asset plan. This plan can be written by the library administrator or by an outside professional. A capital asset plan will project facility funding needs over a ten, fifteen, and twenty-year period.
10. The board of trustees should review the library capital plan on annual basis to ensure all projects are addressed.
11. Every three to five years, review and update the capital asset plan to be certain all costs and interest rates are current.
12. All warranties, manuals, contact information, and other such documentation should be organized and consolidated for easy access.
13. The library should strive to make its building as environmentally friendly as possible.

Building Infrastructure and Maintenance Checklists

See Appendix J (New Facility Planning) and Appendix K (Facility Management Checklists) for in-depth building infrastructure and maintenance checklists.

Chapter 6 (Safety)

Consistency and formal rules can help the library stay a safe public space. Library staff must share responsibility for the safety and security of patrons as well as staff members. The issue of library safety and security covers a wide range of concerns, from natural disasters to more serious incidents such as theft and assault. Emergencies can happen anywhere, at any time. Planning for emergencies is necessary at the most basic levels. All libraries should address emergency preparedness.

Safety Standards

1. The library provides a list of emergency call numbers at all staff phones in the library. Emergency call numbers include police and fire contacts.
2. A library floor plan shows entrances, exits, location of emergency supplies, fire alarms, and fire extinguishers.
3. The library has an emergency manual and a disaster plan that include instructions for all types of emergencies that might occur in a public library. The plan addresses: bomb threats, chemical release, earthquake, fire, gas leak, serious medical injury or illness, theft, threats to staff and patrons including active shooter, missing child, suspicious packages, severe weather, and lockdown procedures.
4. The library provides annual emergency training for staff in the following areas: fire and tornado drills, use of fire extinguishers, and location of the first aid kit. If the library has a NARCAN® kit and/or automated external defibrillator (AED), staff training is provided.
5. The library provides a call list and contact information that is reviewed biannually. Call list includes staff and library board members. Contact information is available for contractors who provide building maintenance, telecommunication support, deliveries, damage assessment, insurance benefits, landscaping and grounds support, legal advice, supplies, financial records, utilities, and disaster assistance.
6. Emergency medical supplies are stored in a designated location and are accessible to staff.
7. Emergency equipment such as electric, gas and water switches, fire extinguishers, and fire alarms are noted on a library floor plan and are tested biannually.
8. Safety of patrons and staff is paramount in an emergency. If there is time to consider property, a prioritization list shows what should be salvaged in order of importance.
9. A building safety checklist includes daily, weekly, quarterly, semi-annual, and annual safety procedures. Examples include fire and tornado drills, fire extinguisher operation, backflow test, entrances and exits clear, and leaks.
10. The library has a procedure such as a phone tree for letting staff know when it is unsafe to enter the library building.
11. The library has a designated tornado shelter.
12. Emergency exits and evacuation routes out of the library and to the tornado shelter are clearly marked for patrons throughout the library. Fire extinguisher locations are clearly marked.
13. The library provides adequate security for staff, users, and collections.
14. The library has a strong relationship with local police and community safety personnel and communicates with them on a regular basis about safety issues affecting the library.

15. At least two people (one may be a volunteer) shall be on duty during all open hours of operation.
16. Copies of the emergency manual and disaster plan are provided to community safety personnel.
17. Libraries with security cameras must have a policy for use and guidelines including real time access, archived access, and records retention. Signage notifying the use of the cameras must be displayed.

Safety Checklist

- The library provides a list of emergency call numbers at all staff phones in the library.
- The library has a floor plan that shows entrances, exits, location of emergency supplies, fire alarms, and fire extinguishers.
- The library has an emergency manual and disaster plan.
- The library provides emergency training for staff, including fire and tornado drills, use of fire extinguishers, and location of the first aid kit, NARCAN® kit, and an automated external defibrillator.
- The library provides a call list and contact information that is reviewed biannually.
- Emergency medical supplies are stored in a designated location and are accessible to staff.
- Emergency equipment such as electric, gas and water switches, fire extinguishers, and fire alarms are noted on a library floor plan and are tested biannually.
- A prioritization list shows what should be salvaged in order of importance.
- A building safety checklist includes daily, weekly, quarterly, semi-annual, and annual safety procedures.
- A procedure exists for letting staff know when it is unsafe to enter the building.
- The library has a designated tornado shelter.
- Emergency exits and evacuation routes out of the library and to the tornado shelter are clearly marked. Fire extinguishers are clearly marked.
- The library provides adequate security for staff, users, and collections.
- The library has a strong relationship with local police and community safety personnel and communicates with them on a regular basis about safety issues affecting the library.
- At least two people (one of whom may be a volunteer) shall be on duty during all open hours of operation.
- Copies of the emergency manual and disaster plan are provided to community safety personnel.
- A policy for security camera usage has been adopted and signage is posted.

Chapter 7 (Collection Management)

The purpose of the collection management standards is to ensure that Illinois public libraries offer a full range of materials and electronic resources that are current, accessible (cataloged/classified), and relevant to community needs. Collection management includes planning, selecting, and building of resources in all formats needed by a library's community. Based on community needs, the library collection development policy should address selection and evaluation of materials, purchase priorities, and weeding of the collection. Collection evaluation and weeding is an ongoing process where materials are reviewed by analyzing use, age, condition, timeliness, and general coverage in order to improve availability and comprehensiveness and to identify users' changing taste and needs. Of utmost importance, community members must have a means by which they can participate in the selection of materials.

The public library's mission is to provide a wide range of materials in a variety of formats, such as electronic content, and in sufficient quantity to meet the needs and interests of the community. If electronic readers are provided, they should be accessible for people with disabilities. Illinois libraries are best able to provide materials by developing a collection management program and participating in resource sharing. The keys to quality collection management and resource sharing are adequate funding and trained library staff.

Library collections can be expanded beyond the physical boundaries of the library through resource sharing, cooperative collection management, and electronic resources, such as e-books. No one library can provide from its own collection all the materials that are required to meet the needs of its patrons. All libraries can enhance their collection by participating in interlibrary loan practices and participating in and utilizing statewide electronic databases/resource offerings, such as OCLC membership and WorldCat, as well as regional library system and other consortial group purchase opportunities as outlined in the following chapter. Also, libraries can become more proactive information providers by using local funds to license electronic full-text databases of local interest. Libraries in close proximity to one another should consider forming a cooperative collection management plan. Cooperative collection plans coordinate selection and purchase of materials between libraries. Finally, libraries also can contribute to resource sharing by digitizing local materials. Local history materials are often unique and have interest that is not exclusive to the immediate local area. Since these materials are unique and irreplaceable, digitizing them allows for preservation as well as broad access and should be encouraged as a goal for library excellence.

Collection Management Standards

1. The library spends a minimum of 8 to 12 percent of its operating budget on materials for patrons. For the purposes of calculating spending on materials refer to Appendix I (Collection Management Worksheet).
2. The library has a board-approved, written collection management policy based on community needs and interests, demographic makeup, the diversity of American society, and on professional standards. The library's collection development policy shall address the following issues: materials selection; request for reconsideration of materials; handling of print donations, collection specialties and purchase priorities; and evaluation and weeding of the collection.
3. Staff responsible for collection management is professionally trained in general principles of selection and weeding as well as in their specific areas of responsibilities.
4. Staff responsible for collection management has access to a variety of review sources and selection tools including both print and web-based sources.

5. The library staff uses accepted professional techniques for collection management. Such techniques may include quantitative measures (i.e., circulation-per-capita and turnaround rates, weeding (i.e., the CREW method), user surveys, and questionnaires.
6. The library places a high priority on collection development. Although use of the collection and the size of the population are the primary factors, there may be additional factors that affect the size of the collection. Examples of these additional factors include local history, genealogy, and a linguistically diverse population.
7. The library provides access to materials in a variety of formats to ensure equal access for special population groups. Examples of some of these formats are e-books, audio books on CD or MP3, books in Braille, vetted information found online; and closed-captioned, described, or signed videos or DVDs.
8. The library strives to complement its print collection by purchasing electronic materials and make these materials available to all users through a variety of resources.
9. The library publicizes and promotes interlibrary loan to its patrons. The library develops procedures that ensure that interlibrary loan is a simple and effective way for patrons to receive materials and information after all local resources have been exhausted.
10. Library staff members are trained in and follow the policies and procedures relating to the ILLINET *Interlibrary Loan Code* and the ALA *Interlibrary Loan Code*.
 - a. The library agrees to be a responsible borrower. Before initiating an interlibrary loan request, requesting libraries should exhaust their own local resources.
 - b. Library budgets should put priority on purchasing materials that best serve their community.
 - c. Libraries should check statewide resource sharing databases such as OCLC FirstSearch before placing any requests and be responsible for copyright compliance.
 - d. The borrowing library is always responsible for items, including materials lost in transit or by the patron as specified by the ALA and ILLINET *Interlibrary Loan Codes*.

Collection Management Checklist

- The library board of trustees ensures that the library has a publicly funded budget to purchase materials. The minimum annual expenditure for materials for any size library should be a minimum of 8 to 12 percent of the operating budget.
- Library budgets should put priority on purchasing materials that best serve their community.
- The library has a written collection development policy approved by the board.
- Materials are cataloged according to standard library practices utilizing MARC 21, AACR2 Rules, Sears/LC subject headings, and RDA.
- Library collections are evaluated annually to measure the effectiveness of community use of the collection and weeded if deemed appropriate.
- The library considers forming a cooperative collection plan with other libraries in close proximity to one another.

Collection Management

- The library strives to complement its print collection by purchasing electronic materials and making them available to patrons through a variety of methods.
- The library publicizes and promotes interlibrary loan to its patrons.
- Library staff is trained in and follows policies and procedures related to the ILLINET *Interlibrary Loan Code* and the ALA *Interlibrary Loan Code*. Libraries agree to be responsible borrowers and lenders.

Chapter 8 (System Member Responsibilities and Resource Sharing)

Illinois has a rich history and a national reputation as a leader in library resource sharing, thanks in large part to the ongoing partnership between the Illinois State Library, Illinois library systems, and individual system members from libraries of all types (public, academic, school, and special) throughout the state.

A watershed moment in this history was the creation of library systems through the 1965 *Library System Act* [75 ILCS 10/]. The visionaries who established library systems knew that resource sharing would make all libraries stronger and able to provide better services to their users. Other statewide alliances that came after the creation of systems went several steps further in achieving these goals, including the Illinois Library and Information Network (ILLINET), representing the more than 3,000 Illinois library system members, and the Libraries Very Interested in Resource Sharing (LVIS) initiative, which represents the first global OCLC no charge Resource Sharing Group agreement began out of a shared goal of the Illinois State Library and the Missouri Library Network Corporation (MLNC) for the Midwest region. During the first year, LVIS members included more than 200 multi-type libraries in Illinois and Missouri. There are now more than 2,700 members, worldwide.

Illinois library systems work with their member libraries to provide services that no one library would be able to offer on its own. As a system member, a public library must agree to participate in resource sharing to the fullest extent possible through interlibrary loan, reciprocal borrowing, reciprocal access, and other cooperative activities.

Systems help libraries meet these responsibilities by administering and providing ongoing support for shared online catalogs, providing delivery service to transport materials between libraries across the state and beyond, spearheading cooperative e-book initiatives, offering continuing education designed to help libraries learn more about resource sharing philosophies and processes, and by consulting and sharing expertise between member libraries and strongly encouraging them to share their expertise and other resources with each other.

Resource sharing is fundamental to maintaining the top-notch library service the state of Illinois is known for and every library benefits from sharing resources to the fullest extent possible. The director of one of the largest libraries in Illinois who was nationally known for his innovations in library automation and cooperation, Hugh Atkinson (b.1933- d. 1986), then director of libraries at the University of Illinois at Urbana/Champaign, wrote, “My point is that one should not try to reach some kind of theoretical balance or fairness, but to build a network that will provide, by its services and arrangement, the library activities that will satisfy each of the participants, although not necessarily in the same way.” (Atkinson, H. (1987). Atkinson on networks. *American Libraries*, 18, 433.)

By continuing to work together in partnership, the Illinois library community can further these ideals and most importantly, better meet the diverse information needs of all those who live in the state.

Support for Illinois Library Systems is provided through the Secretary of State’s office with funds appropriated by the Illinois General Assembly. Library systems are governed by representatives from their member libraries as detailed in *Illinois Compiled Statutes* [75 ILCS 10/5] and system bylaws.

System Member Responsibilities and Resource Sharing Standards

1. Public library staff and library board members are aware of the services offered by the regional library systems and the Illinois State Library. Public libraries are charged with the responsibility to promote statewide cooperative services in addition to their own local services.
2. All Illinois public libraries agree to make their resources, information, and expertise available via interlibrary loan, reciprocal borrowing, and other formal cooperative agreements; and participate in system delivery.
3. All Illinois public libraries abide by the ILLINET *Interlibrary Loan Code* as well as other formal regional/consortial agreements.
4. Public library directors, library staff, and library board members actively participate as members of boards, committees, task forces, advisory councils, etc., at various levels, including the regional library system, the Illinois State Library, and the Illinois Library Association. Participants should bring a regional and statewide perspective that envisions all types of libraries, not just their local library and library type issues.
5. All public libraries, in cooperation with regional library systems and the Illinois State Library, share the responsibility for promoting statewide tax-supported public library service for every Illinois resident.
6. Every public library has a responsibility to offer its residents quality library services; therefore, any legally established public library that currently does not meet the eligibility requirements for Illinois State Library/Illinois Office of the Secretary of State grants should work in cooperation with its regional library system regarding grant eligibility and compliance.

System Member Responsibilities and Resource Sharing Checklist

- Library staff and library board members are aware of the services offered by the regional library systems and the Illinois State Library. The library promotes statewide cooperative services in addition to their own local services.
- Library resources, information, and expertise are available via interlibrary loan, reciprocal borrowing, and other formal cooperative agreements; and the library participates in system delivery.
- The library abides by the ILLINET *Interlibrary Loan Code* as well as other formal regional/consortial agreements.
- The library administrator, library staff, and library board members actively participate as members of boards, committees, task forces, advisory councils, etc., at various levels, including the regional library system, the Illinois State Library, and the Illinois Library Association, and bring a regional and statewide perspective that envisions all types of libraries, not just their local library and library type issues.
- The library, in cooperation with regional library systems and the Illinois State Library, promotes statewide tax-supported public library service for every Illinois resident.
- If a legally established public library currently does not meet the eligibility requirements for Illinois State Library/Illinois Office of the Secretary of State grants, the library should work in cooperation with its regional library system regarding grant eligibility and compliance.

Chapter 9 (Public Services: Reference and Reader's Advisory Services)

Through public services, a library offers assistance to patrons in the use of its collections and resources. The library also provides patrons with resources beyond those owned by the library through interlibrary loan and other resource-sharing arrangements. Basic public services include reference and reader's advisory. These services should be provided to all age groups.

Reference Service

Reference service is the provision of information in response to a patron's question. All Illinois public libraries should provide reference service for their patrons.

Reference Service Standards

1. All basic services are available when the library is open. For the purpose of this document, basic services are circulation, reference, reader's advisory, and computer/Internet access.
2. The library has a board-approved reference service policy developed by reference staff and administration and it is reviewed biennially.
3. The library provides staff trained in reference service to meet the needs of patrons who have challenges with disabilities, language, and literacy.
4. The library participates in interlibrary loan and resource sharing to help provide accurate and timely reference service.
5. The library is aware of the importance of accuracy in reference service and relies on information sources of demonstrated currency and authority.
6. The library supports training in the use of technologies necessary to access electronic resources, including training for persons with disabilities in the use of adaptive equipment and software.
7. The library provides easy access to accurate and up-to-date community information/resource files.
8. The library provides current issues of at least one community or local newspaper and retains hard copy or online back issues for a minimum of six months.
9. The library provides access to local ordinances or codes of all municipalities within its service boundaries.
10. The library provides access to local and state maps.
11. The library strives to provide access to the minutes of local government meetings. These include but are not limited to municipal (village, township, or city) and school board meetings.
12. The library provides voter information, including precinct boundaries and location of polling places.
13. The library provides information about local history and events.
14. The library will include at least one current reference resource for each subject area. Electronic resources may fulfill this requirement.

15. Staff has access to a telephone or computer to receive and respond to requests for information and materials and to contact other agencies for information.
16. Staff members are encouraged to attend at least one relevant continuing education event each year.
17. The library annually evaluates its reference service for accuracy, timeliness, staff friendliness, and patron ease.

Reference Service Checklist

- All basic services are available when the library is open.
- The library has a reference service policy.
- The library provides staff trained in reference service to meet the needs of patrons who have challenges with disabilities, language, and literacy.
- The library participates in interlibrary loan and resource sharing to help provide accurate and timely reference service.
- The library is aware of the importance of accuracy in reference service and relies on information sources of demonstrated currency and authority.
- The library supports training in the use of technologies necessary to access electronic resources, including training for persons with disabilities in the use of adaptive equipment and software.
- The library provides easy access to accurate and up-to-date community information.
- The library provides current issues of at least one community or local newspaper and retains hard copy or online back issues for a minimum of six months.
- The library provides access to local ordinances or codes of all municipalities within its service boundaries.
- The library provides access to local and state maps.
- The library provides access to the minutes of local government meetings. These include but are not limited to municipal (village, township, or city) and school board meetings.
- The library provides voter information, including precinct boundaries and location of polling places.
- The library provides information about local history and events.
- The library has at least one current reference resource for each subject area.
- Staff has access to a telephone or computer to receive and respond to requests for information and materials and to contact other agencies for information.
- Staff members are encouraged to attend at least one relevant continuing education event each year.
- The library evaluates its reference service on an annual basis.

Reader's Advisory Service

Reader's advisory service is a patron focused service that promotes and encourages the use of collections for recreational purposes, including but not limited to recreational reading, watching, and listening. Reader's advisory service offers advice, suggestions, recommendations, and selections to library users to help them identify authors, titles, and genres which they may enjoy. It should also strive to respond to the recreational reading, viewing, and listening tastes of individual patrons using the resources of the library and its staff to link readers with books, movies, and music. Reader's advisory is instrumental in creating relationships and encouraging conversations with users and the community about leisure reading, viewing, and listening needs.

All Illinois public libraries should provide some sort of reader's advisory service to their patrons. This can be done formally with a separate designated service desk, through conversation with a librarian, or informally through conversations throughout the library such as at the circulation desk where library staff members interact with patrons as they are checking out and returning materials and are able to discuss these items with them, getting to know their preferences in the process. This can lead to suggestions of similar titles that the patrons may enjoy.

Reader's Advisory Service Standards

1. All basic services are available when the library is open. For the purposes of this document, basic services are circulation and reference and reader's advisory services. If reference and reader's advisory services are provided to children and adults from two separate points, then the library provides adequate staffing at both locations all hours the library is open.
2. The library has competently trained staff that has thorough knowledge of popular authors and titles.
3. The library participates in interlibrary loan and resource sharing to help provide accurate and timely reader's advisory service.
4. The library is aware of the importance of quality in reader's advisory service and relies on information sources of demonstrated currency and authority.
5. Staff has access to a telephone and computer to receive and respond to requests for information and materials and to contact other agencies for information.
6. Staff members who are responsible for reader's advisory services should attempt to stay current with community events by participating in community organizations, clubs, or councils.
7. Staff members who are responsible for reader's advisory services should attempt to attend as many workshops, reading roundtables, or continuing education events as possible to stay current.
8. The library accepts and responds to reader's advisory requests received in person, on the phone, or electronically.
9. The library promotes and cultivates popular collections which are inclusive, representing all people and their actual experiences to provide an accurate portrayal of the diverse world in which we live.

Reader's Advisory Service Checklist

- All basic services are available when the library is open.
- The library has competently trained staff that has thorough knowledge of popular authors and titles.
- The library maintains a well-rounded collection of both fiction and nonfiction titles.
- The library participates in interlibrary loan and resource sharing to help provide accurate and timely reader's advisory service.
- The library maintains a basic collection of reader's advisory reference materials.
- All staff members attend at least one relevant continuing education event each year.
- Staff members who are responsible for reader's advisory service in their library join at least one community organization, club, or council.
- Staff members who are responsible for reader's advisory service in their library attend at least one workshop, reading roundtable, or continuing education event.
- The library accepts and responds to reader's advisory requests received in person, on the phone, or electronically.

Chapter 10 (Programming)

A library can reach out to its entire community through programming. Educational, recreational, informational, and cultural programs sponsored by the library or cosponsored with other community organizations are offered to help attract new users to the library, to welcome people from all cultures and people with disabilities, to increase awareness and use of library resources and services, and to provide a neutral public forum for the debate of issues. Library programs are a particularly effective way of introducing the community to a variety of cultures.

It is well accepted that traditional programming for younger children helps them develop reading habits and encourages them and their caregivers to use the library and its resources. Young adult programs help teens understand some of the intellectual, emotional, and social changes they are experiencing. Programs for adults and senior citizens can provide the lifelong learning skills and recreation needed in our changing society.

If the library opens its meeting rooms, display cases, and other exhibit areas to non-library-sponsored programs and non-library-sponsored exhibits and displays, policies and procedures must cover the use of these facilities. The library's attorney should review this policy as well as other library policies.

Programming Standards

1. Library programs should strive to be free of charge.
2. Library programs are located in a physically accessible location. Provisions are made, as needed, to enable people with disabilities to participate in the program. The availability of these provisions is noted with other information about the program.
3. The library considers community demographics, special populations, and the availability of programming from other social, cultural, and recreational organizations in the community when planning and evaluating programs.
4. The library presents educational, cultural, and recreational programs that reflect community needs and interests. Community members should be encouraged to offer suggestions.
5. Programming is designed to address the diversity within the community, to increase the awareness and use of library resources and services, and to attract new users.
6. The library provides outreach programs to targeted populations who cannot visit the library.
7. The library's programming seeks to serve groups such as children, parents, young adults, adults, seniors, and special constituents relevant to the area's demographics.
8. The library provides programs that will instruct their community on how to use the library. This will include training sessions or one-on-one instruction on the library's online databases and the library's online catalog. The library will also provide tours and make sure the community is comfortable with using the library.
9. Libraries are encouraged to partner with other organizations to offer programs.

Programming Checklist

- Library programs are provided free of charge, or on a cost recovery basis.
- Library programs are located in a physically accessible location.
- Provisions are made, as needed, to enable persons with disabilities to participate in the program. The availability of these provisions is noted with other information about the program.
- The library considers community demographics, special populations, and the availability of programming from other social, cultural, and recreational organizations in the community when planning and evaluating programs.
- The library presents educational, cultural, and recreational programs that reflect community needs and interests.
- Programming is designed to address the diversity within the community, to increase the awareness and use of library resources and services, and to attract new users.
- The library provides outreach programs to specific populations who cannot visit the library.
- The library has programming that seeks to serve children and their caregivers.
- The library has programming that seeks to serve young adults.
- The library has programming that seeks to serve adults and senior citizens.
- The library provides programs on library instruction for all ages. This includes online catalog and online database training opportunities.
- The library is encouraged to partner with other organizations to offer programs.

Chapter 11 (Youth/Young Adult Services)

Service for youth is the provision of all library services to young people ages 0 through 18 in the library and the community. Youth services should meet recreation and education needs with programs, print and digital collections, reader's advisory, reference, outreach, library space and furniture, and library staff.

All Illinois public libraries should provide services to youth.

Youth/Young Adult Services Standards

1. All basic services are available to all youth regardless of age, ability, gender, or sexual orientation when the library is open. For the purpose of this document, basic services are circulation, reference, reader's advisory, and computer/Internet access. If services are provided to youth and adults from two separate points, then the library provides adequate staffing at both locations at all hours the library is open.
2. The library has competently trained staff with thorough knowledge of the various developmental needs of youth, and offers services including collections and programs to reflect these needs.
3. The library has board-approved policies towards serving youth developed by administration and staff who serve children and/or young adults, which is reviewed every two years.
4. The library actively promotes respect for cultural diversity and creates an inclusive, welcoming, and respectful library atmosphere that embraces diversity.
5. The library strives to provide staff trained in serving youth to meet the needs of patrons who have challenges with disabilities, language, and literacies, including support for use of adaptive equipment and software.
6. The library seeks to eliminate barriers to provision of services and information access to youth and families, including examining content restrictions, library card signup, and Internet policies.
7. The library evaluates its services to youth for popularity, effectiveness, accuracy, timeliness, and patron ease at least once annually.
8. The library provides developmentally-appropriate educational, cultural, recreational, and entertainment programs for youth that reflect community needs and interests. Programming is designed to address the diversity within the community. Community members should be encouraged to offer suggestions.
9. Library programs should strive to be free of charge.
10. Provisions should be made to enable persons with disabilities to participate in programs. The availability of these provisions is noted with other information about the program.
11. The library considers community demographics, special populations, and the availability of resources from social, cultural, and recreational organizations in the community when planning and evaluating library services. Libraries are encouraged to partner with community organizations to offer programs.
12. The library provides services to instruct youth in research and to develop information literacy. This may include tours, training sessions, or one-on-one instruction.

13. The library is aware of the importance of accuracy and currency in reference and reader's advisory service, including knowledge of popular authors, and relies on information sources of demonstrated authority.
14. Youth staff has access to a telephone and a computer to receive and respond to requests for information and materials and to contact other agencies for information, and to accept and respond to reference requests received in all formats, including electronic, print, and phone.
15. Staff responsible for collection management are given access to a variety of reviews and tools for selecting youth materials.
16. The library will include at least one current resource for each nonfiction subject area created and intended for youth. Electronic resources may fulfill this requirement.
17. The library will provide computer access for all ages, and strives to provide guidance on digital literacy and technology use by informed, qualified, and trained staff.
18. The library provides outreach services for youth to increase the awareness and use of library services, to attract new users, and to better reach underserved populations.
19. The library is encouraged to partner with and support all schools, teachers, school libraries, and students of all types in their communities, including private schools and homeschooling families, to provide multifaceted educational opportunities for children. The library should strive for direct partnership and coordination with school librarians in providing these services.
20. Staff members responsible for youth services in their library should attempt to attend as many workshops or continuing education events as possible to stay current.
21. The library provides space allocated for use by children and families. Shelving should be appropriately sized.
22. The library provides services and programming for children and families focused on early literacy skills, including regular storytimes.
23. The library provides programming to facilitate play and fun, and strives to provide toys and other interactive materials for use in the library, during programs, and at home.
24. The library provides a summer reading opportunity to encourage reading and learning during the summer.
25. The library provides a flexible and welcoming environment for young adults both individually and in groups.
26. The library provides developmentally appropriate programming and services for young adults that fosters the development of self-concept, identity, coping mechanisms, and positive interactions with peers and adults, while also encouraging socialization and having fun.
27. The library provides materials produced for a young adult audience that is designated and intended for young adult use.
28. The library fosters young adult leadership and civic engagement.
29. Libraries are encouraged to partner with teens to create and implement teen activities. This can be done with a young adult volunteer group or advisory board.

Youth/Young Adult Services Checklist

- All basic youth services are available when the library is open.
- The library provides staff trained in serving youth.
- The library has policies towards serving youth which it reviews at least every two years, and youth staff have input in these policy revisions and creations.
- The library actively promotes respect for diversity and creates an inclusive, welcoming, and respectful library atmosphere for all patrons.
- The library provides staff trained in assisting youth with disabilities, language, and literacy barriers.
- The library provides staff trained to assist youth with adaptive equipment and software as needed to for accessibility of resources.
- The library strives to eliminate barriers of service for youth, including regularly reviewing any content restrictions, library card requirements, and Internet policies.
- The library regularly, and at least annually, evaluates its services for youth with regard to popularity, effectiveness, accuracy, timeliness, and patron ease. The library seeks input from staff serving youth—as well as the community—regarding these services.
- The library provides programming for youth which is developmentally appropriate and meets the needs of the community.
- The library's programming is designed to reflect the needs and interests of youth in the community.
- Library programs are provided free of charge or on a cost-recovery basis.
- The library makes provisions that enable persons with disabilities to attend programming, and lists these provisions with other programming information.
- The library considers community demographics, special populations, and the availability of resources from social, cultural, and recreational organizations in the community when planning and evaluating library services for youth.
- The library strives to partner with youth-facing organizations in the community.
- The library provides youth with research and information literacy instruction through tours, training sessions, and one-on-one interactions.
- The library has staff who have knowledge of popular authors, titles, and resources to provide these services.
- Youth staff have access to a telephone and computer to receive and respond to requests for information and to contact other agencies.
- Youth staff responsible for collection management have access to review journals and tools specifically targeting youth materials.

- The library includes at least one current resource created and intended for youth for each subject area. Electronic resources also fulfill this requirement.
- The library provides computer access for all youth, and provides guidance on digital literacy and technology use to youth.
- The library provides outreach services towards youth to increase awareness of services, attract new users, and reach underserved populations.
- The library strives to partner with and support local schools, including private schools and homeschoolers.
- Staff members are encouraged to attend as many continuing education workshops and events as possible to stay current on trends and best practices for serving youth.
- The library provides a space specifically for use by children and families.
- The shelving used for housing children's materials is appropriately sized to allow for easier access.
- The library provides early literacy programming, including regular story time, for children and families.
- The library provides programming which facilitates play and fun for children and families.
- The library provides toys and interactive materials for use in the library, during programs, and/or at home that facilitate play, fun, and imagination.
- The library provides a summer reading opportunity to encourage reading and learning during the summer.
- The library provides a welcoming environment for young adults both individually and in groups.
- The library provides developmentally appropriate programming for young adults that encourage self-identity and positive interactions while providing opportunities to socialize and have fun.
- The library provides materials both physical and digital for young adults that are intended for them.
- The library partners with young adults in the community to provide opportunities for leadership such as a young adult (or teen) advisory board, volunteer group, or other formal or informal opportunities.

Chapter 12 (Technology)

Technology is ubiquitous and permeates most aspects of our lives, environments, and expectations. Libraries are challenged to cope with the integration of technology solutions for all library services as well as to plan for and assess the impact of technology based on users' expectations. Technology, however, is only a tool that is interwoven into all aspects of library services, programs, and operations. The significant keys that serve as the catalyst to unlock technology, the tool, include:

- an informed, qualified, and trained staff whose direct interaction, insight, and instruction in the provision of quality patron services are imperative;
- an adequate budget to maintain and improve all aspects of the library's technological environment and services; and,
- a long-range/strategic technology plan that embraces integration of new technologies into library services, programs, and operations.

The multifaceted roles for technology in the library environment include but are not limited to:

- communications conduit(s): telephone, fax, chat, email, social media;
- providing access to relevant digital content and enabling community members to create their own digital content (workstations, printers, use of software, Internet access, email, makerspaces);
- access to resources within and beyond the local library's resources through the library's website (e-books, audio books, real-time reference);
- expedited and enhanced patron services (automated circulation systems, self-checkout, e-commerce solutions);
- 24/7 library access (via the library's website); and
- improved staff efficiency in both serving patrons and in handling day-to-day routine library functions/operations (remote servers, Cloud, off-site servers).

Technology Standards

1. Based on local technology planning, the library ensures adequate technological access and maintains appropriate hardware/software that effectively accommodates both library operations and patron needs.
2. The library must have:
 - a telephone, with a listing in the phone book and via Internet search engine;
 - a telephone voice mail and/or answering machine;
 - a fax and/or scanner;
 - a photocopier;
 - effective Internet access, with sufficient capacity to meet the needs of both the staff and the public;
 - library and/or departmental email accounts for patron communication with the library (email must be read and responded to during library hours.)
 - an *Americans with Disabilities Act* (ADA) compliant library website that is updated at least monthly;
 - up-to-date computers with sufficient capacity to meet needs for staff and public access;

- up-to-date printers with sufficient capacity to meet needs for staff and public access;
 - up-to-date anti-virus protection and Internet security software installed on every library computer;
 - up-to-date Internet browsers, web applications, and plug-ins;
 - a valid email address, accessible via the library’s website, for the library administrator; and
 - a website that includes basic library information such as hours, location, contact, official name of library, and content required by the *Open Meetings Act*.
3. The library provides a sufficient number of patron-accessible workstations/devices on a per capita basis. The wait time for patron-accessible workstations/devices is minimal and does not exceed 15 to 30 minutes.
 4. The library annually evaluates and, if necessary, updates its Internet connectivity options for service impact and cost-effectiveness. Illinois libraries participate in the Illinois telecommunications network/backbone, i.e., the Illinois Century Network [www.illinois.net] when such participation is economically feasible.
 5. The library provides 24/7 remote access to library services and resources through:
 - a web-accessible library catalog;
 - *Americans with Disabilities Act* (ADA) compliant library website that is updated at least monthly;
 - appropriate regional, state, national, and international bibliographic databases;
 - other authenticated electronic resources that are available for direct patron use; and
 - virtual reference service, instant or text messaging services, and/or library email account.
 6. The library staff must be:
 - computer literate;
 - trained to use and assist patrons in the use of electronic resources and materials; and,
 - accessible via phone, email, and/or through messaging services.
 7. The library provides or partners with other community agencies to offer its patrons instruction (workshops, classes) in the use of computers, email, productivity software, and the Internet.
 8. The library provides web links and access to regional and/or statewide initiatives including:
 - regional library system consortial web-based catalogs;
 - the CARLI academic library catalog (I-Share);
 - Illinois State Library-sponsored databases/e-resources;
 - other electronic collections as available; and
 - virtual reference service.
 9. As an equal partner in resource sharing, the library inputs and makes its collection holdings accessible for resource sharing within a regional, statewide, national, and/or international database.
 10. The library has a board-adopted Internet acceptable use policy that is reviewed annually.
 11. The library budgets for ongoing technology needs including but not limited to: hardware and software purchases, upgrades, ongoing maintenance, services, and connectivity.

12. The library maintains, troubleshoots, repairs, and replaces computer hardware and software. This ongoing maintenance is handled by trained library staff and/or via a contractual service agreement with an appropriate service provider.
13. The library develops and updates at regular intervals a long range/strategic plan for its future technology needs based on community needs and priorities. The plan includes the date of implementation, the planned review schedule, and addresses, at a minimum, the areas noted below as required in the School and Libraries Program of the Universal Service Fund [www.universalservice.org/sl/applicants/step01/default.aspx]
 - goals and realistic strategy for using telecommunications and information technology;
 - a professional development strategy;
 - an assessment of telecommunications and information technology services, hardware, software, and other services needed;
 - budget resources; and
 - ongoing evaluation process.
14. The library continuously strives to improve its technological services, resources, and access. An ongoing planning cycle includes a needs assessment that examines current and emerging technologies, community feedback about library technology, and service enhancements including but not limited to:
 - wireless access (Wi-Fi);
 - Internet connectivity upgrades sufficient for patron and staff use;
 - networking (local vs. wide area);
 - library Intranet;
 - an *Americans with Disabilities Act* (ADA) compliant library website that is updated at least monthly, highlights library services and programs, includes hyperlinks, and is interactive and mobile compatible;
 - patron self-checkout functionality;
 - new technologies/potential services; for example, social networking, makerspaces, and mobile apps;
 - current and functional meeting room technology;
 - adaptive technologies that accommodate service needs for persons with disabilities and special populations, including but not limited to: accessible computer hardware, deaf interpreters, language translators, open captioning; and
 - ongoing staff continuing education/training related to all aspects of technological services.
15. The library protects the integrity, safety, and security of its technological environment via:
 - anti-virus software and other Internet security software;
 - Firewalls with advanced threat protection;
 - authentication;
 - routine installation of upgrades, patches, etc.;
 - scheduled data backup; and
 - remote/off-site storage of data backups with a plan for redundancy in case of backup failure.

16. The library's automated catalog and its components comply with current state, national, and international standards including, for example, but not limited to:
- Illinois statewide cataloging standards [<http://www.cyberdriveillinois.com/departments/library/grants/cmc.html>]
 - MARC 21 (Machine Readable Cataloging) formats [www.dublincore.org/]
 - ANSI (American National Standards Institute);
 - NISO (National Information Standards Organization);
 - ISO (International Organization for Standardization); and
 - Specific standards including ANSI/NISO Z39.50 protocol, the Bath Profile, and ISO 16160, 10161.
17. The library is aware of E-rate discounts (telecommunications/connectivity services and/or Internet access) as available through the Schools and Libraries Program of the Universal Service Fund, administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC) and applies as determined by the local library board [www.usac.org/sl].

Technology Checklist

- Based on local technology planning, the library ensures adequate technological access and maintains appropriate hardware/software that effectively accommodates both library operations and patron needs.
- The library has:
 - a telephone, with a listing in the phone book;
 - a telephone voice mail and/or answering machine;
 - a fax and/or scanner;
 - a photocopier;
 - effective Internet access with sufficient capacity to meet the needs of both the staff and the public;
 - library and/or departmental email accounts for patron communication with the library (the library email account is reviewed and responded to during library hours);
 - an *Americans with Disabilities Act* (ADA) compliant library website that is updated at least monthly;
 - up-to-date computers for staff and public access with sufficient capacity to meet needs;
 - up-to-date printers for staff and public access with sufficient capacity to meet needs;
 - up-to-date antivirus and Internet security software protection installed on every library computer;
 - up-to-date Internet browsers, web applications, and plug-ins;
 - a valid email address, accessible via the library's website, for the library administrator; and
 - a website that includes basic library information such as hours, location, contact, official name of library, and content required by the *Open Meetings Act*.

- The library provides a sufficient number of patron-accessible workstations/devices on a per capita basis.
- The wait time for patron workstations does not exceed 15 to 30 minutes.
- The library annually evaluates and, if necessary, updates its Internet connectivity options for service impact and cost-effectiveness.
- The library provides 24/7 remote access to library services and resources through:
 - a web-accessible library catalog;
 - an Americans with Disabilities Act (ADA) compliant library website that is updated at least monthly;
 - appropriate regional, state, national, and international bibliographic databases;
 - other authenticated electronic resources that are available for direct patron use; and
 - virtual reference service, and/or text messaging services, and/or a library email account.
- The library staff must be:
 - computer literate;
 - trained to use and assist patrons in the use of electronic resources and materials; and
 - accessible via email and/or through messaging services.
- The library provides or partners with other community agencies to offer its patrons instruction (workshops, classes) in the use of computers, email, productivity software, and the Internet.
- The library provides web links and access to regional and/or statewide initiatives including:
 - regional library system consortial web-based catalogs;
 - the CARLI academic library catalog (I-Share);
 - Illinois State Library-sponsored databases/e-resources;
 - other electronic collections as available; and
 - virtual reference service.
- As an equal partner in resource sharing, the library inputs and makes its collection holdings accessible for resource sharing within a regional, statewide, national, and/or international database.
- The library has a board-adopted Internet acceptable use policy.
- The Internet acceptable use policy is reviewed annually.
- The library budgets for ongoing technology needs including but not limited to: hardware and software purchases, upgrades, ongoing maintenance, services, and connectivity.
- The library maintains, troubleshoots, repairs, and replaces computer hardware and software. This ongoing maintenance is handled by trained library staff and/or via a contractual service agreement with an appropriate service provider.

- The library develops and updates, at regular intervals, a long-range/strategic plan for its future technology needs. The plan is based on community needs and priorities.
- The library continuously strives to improve its technological services, resources, and access. An ongoing planning cycle includes a needs assessment that examines current and emerging technologies and service enhancements including but not limited to:
 - wireless access (Wi-Fi);
 - Internet connectivity upgrades sufficient for patron and staff use;
 - networking (local area vs. wide area);
 - library Intranet;
 - an *Americans with Disabilities Act* (ADA) compliant library website that is updated at least monthly, highlights library services and programs, includes hyperlinks, is mobile compatible, and is interactive;
 - patron self-checkout functionality;
 - new technologies/potential services; for example, social networking, makerspace, and mobile apps;
 - current and functional meeting room technology;
 - adaptive technologies that accommodate service needs for persons with disabilities and special populations, including but not limited to: accessible computer hardware, deaf interpreters, language translators, open captioning; and
 - ongoing staff continuing education/training related to all aspects of technological services.
- The library protects the integrity, safety, and security of its technological environment.
- The library's automated catalog and its components comply with current state, national, and international standards.
- The library is aware of E-rate discounts (telecommunications/connectivity services and/or Internet access) as available through the Schools and Libraries Program of the Universal Service Fund, administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC).

Chapter 13 (Marketing, Promotion, and Collaboration)

A public that is aware of all the services and collections offered by its library and that views its library as a positive, fundamental, and indispensable part of their community is the ideal achieved through an effective public relations and marketing program. In a hyper-connected, on-demand world, libraries must market and promote their services and demonstrate all they offer to the public. The library patron must be the center of every program or service the library provides. The library staff must be aware of the variety of programs and services and learn to promote them to library patrons during reference interviews and the check out process. Of imperative importance, the community must be aware of what the library is providing, and library staff should always make sure their library patrons leave the library satisfied—since it is highly likely that a library user who is not satisfied will not return.

Marketing, Promotion, and Collaboration Standards

1. The library staff develops, adopts, and reviews a marketing plan at regular intervals that supports the library's long-range and strategic plan.
2. The library staff and trustees participate in two or more cooperative activities with other community organizations, businesses, and institutions, such as Chamber of Commerce and service organizations.
3. The library's services and programs are regularly promoted in the community by using three or more publicity methods such as flyers, newsletters, brochures, library website, social networking, community calendars, posters, banners, displays, billboards, and presentations and speeches.
4. The library should maintain a social media presence on at least one of their community's most used platforms.
5. Information about library programs and services is provided to the community either through a print newsletter or email newsletter at least three times per year.
6. The library specifically invites local, state, and federal officials to visit the library, providing them a firsthand view of the library's services.
7. The library's website is updated at least monthly to reflect current and future programs, board minutes, library policies, and new material.
8. The board, administration, and staff assess the library's appearance at least once a year, using this information to revise the library's image in the community.
9. The board, administration, and appropriate staff visit other libraries at least once a year, or review other libraries' publications and websites to learn what services and programs other libraries offer their patrons.
10. The operating budget includes funds for public relations and marketing.
11. The library considers persons with special needs when developing and delivering information about the library's collections and services.
12. The library develops strategies to reach those groups that do not use the library.
13. One member of the staff coordinates the library's marketing efforts, but all staff receive customer service and marketing training.

14. The library includes public relations and customer service as part of the orientation of all new staff and board members.
15. The library develops a brand identity and all collateral material adheres to the library's brand for the most effective messaging.
16. The library administration ensures all board and staff members receive an orientation of the library covering the library's history, funding sources, long-range/strategic plan, and services.
17. The library builds on public relations and marketing efforts developed by state and national organizations, the state library, and the community.

Marketing, Promotion, and Collaboration Checklist

- The library has a communications plan that supports the library's long-range/strategic plan.
- The library staff and trustees participate in two or more cooperative activities with other community organizations.
- The library's services and programs are promoted in the community. Check the applicable publicity methods.
 - flyers
 - brochures
 - website
 - newsletter
 - posters
 - banners
 - displays
 - podcasting
 - presentations
 - speeches
 - billboards
 - other
- The library maintains at least one social media account.
- The library invites local, state, and federal officials to visit the library.
- The library's website is updated at least monthly.
- The board, administration, and staff conduct an annual library walk-through.
- The board, administration, and appropriate staff visit other libraries.
- The budget includes funds for public relations and marketing activities.
- The library's promotional methods and services are ADA compliant.
- A designated staff member coordinates the library's marketing efforts.

Marketing, Promotion, and Collaboration

- The library's staff receives customer service and marketing training.
- The library's orientation for staff and trustees includes the library's public relations, customer service philosophy, library history, funding sources, and long-range/strategic plan.
- The library surveys patrons and the community to judge awareness of the library's programs and services.

Appendices

The appendices contain a variety of documents such as a list of topics for new trustee orientation, records retention guidance, recommended staffing levels, a glossary, and more. *For Serving Our Public 4.0*, the task force opted to eliminate appendices that consisted solely of web-published statements from ALA, ILA, and the like, in recognition that the online versions will always be more current than what would have appeared here in print. Illinois public libraries operate under the *Illinois Compiled Statutes* [ILCS], generally chapter 75 [75 ILCS], but other statutes also impact libraries. As librarians and their library board must be familiar with Illinois statutes, this appendix provides a quick reference; for further information, consult *Illinois Library Laws & Rules*, published regularly by and available from the Illinois Library Association.

New appendices in *Serving Our Public 4.0* include a collection management worksheet, a set of facility management checklists, and guidance for new facility planning.

The recommended service level tables retained the minimum, growing, established, and advanced levels to allow library boards to self-select the appropriate goals for their library. Minimum is the foundation level where all Illinois public libraries begin, but should not remain. As each chapter is read, the accompanying appendices should also be reviewed to determine the library's current service level and to decide the target level of service.

Appendix A (Useful Illinois Statutes with Citations to the Illinois Compiled Statutes)

The Illinois Compiled Statutes (ILCS) are posted online at www.ilga.gov/legislation/ilcs/ilcs.asp

Illinois Statute or Topic	Legal Citation
General Provisions	
<i>Open Meetings Act</i>	5 ILCS 120/1
<i>Freedom of Information Act (FOIA)</i>	5 ILCS 140/1
<i>State Records Act</i>	5 ILCS 160/1 (see also 50 ILCS 205/1)
<i>Electronic Commerce Security Act (digital signature)</i>	5 ILCS 175/1
<i>Identity Protection Act</i>	5 ILCS 179/1
<i>Intergovernmental Cooperative Act</i>	5 ILCS 220/1
<i>Oaths and Affirmations Act</i>	5 ILCS 255/0.01
<i>Illinois Public Labor Relations Act</i>	5 ILCS 315/1
<i>Illinois Governmental Ethics Act</i> (Disclosure of Economic Interests)	5 ILCS 420/4A-101
<i>State Officials and Employees Ethics Act</i>	5 ILCS 430/1-1
Elections	
Election Code	10 ILCS 5/1-1
Campaign Finance Reporting	10 ILCS 5/10-6.1
Executive Officers	
<i>State Library Act</i>	15 ILCS 320/1
<i>Illinois Literacy Act</i>	15 ILCS 322/1
Finance	
<i>Public Funds Statement Publication Act</i>	30 ILCS 15/1 (see also 50 ILCS 305/1)
Statement of Receipts and Disbursements	30 ILCS 15/1 (see also 50 ILCS 305/1)
<i>Public Funds Investment Act</i>	30 ILCS 235/1 (see also 50 ILCS 340/1)
Interest Rate on Public Debt	30 ILCS 305/2
<i>Local Government Debt Reform Act</i>	30 ILCS 350/1
Illinois Procurement Code	30 ILCS 500/1
<i>Joint Purchasing Act (Governmental)</i>	30 ILCS 525/1
<i>Architectural, Engineering, and</i> <i>Land Surveying Qualifications Based Selection Act</i>	30 ILCS 535/1 & 50 ILCS 510/0.01
<i>Drug Free Workplace Act</i>	30 ILCS 580/1
Revenue	
Property Tax Code (formerly <i>Revenue Act</i>)	35 ILCS 200/1-1
Estimate of Revenues	35 ILCS 200/18-50
<i>Truth in Taxation Law</i>	35 ILCS 200/18-55
<i>Property Tax Extension Limitation Law (PTELL)</i>	35 ILCS 200/18-185
<i>Fiscal Responsibility Report Card</i>	35 ILCS 200/30-30
Pensions	
Illinois Municipal Retirement Fund (IMRF)	40 ILCS 5/7-171
Local Government	
Conflict of Interest (<i>Public Officer Prohibited Activities Act</i>)	50 ILCS 105/3
<i>Public Officers Simultaneous Tenure Act</i>	50 ILCS 110/1
<i>Time Off for Official Meetings Act</i>	50 ILCS 115/1

<i>Local Government Employees Political Rights Act</i>	50 ILCS 135/1
<i>Local Government Wage Increase Transparency Act</i>	50 ILCS 155
<i>Local Records Act</i>	50 ILCS 205/1 (see also 5 ILCS 160/1)
<i>Local Government Financial Statement Act</i>	50 ILCS 305/1 (see also 30 ILCS 15/1)
<i>Governmental Account Audit Act</i>	50 ILCS 310/1
<i>Illinois Municipal Budget Law</i>	50 ILCS 330/1
<i>Investment of Municipal Funds Act</i>	50 ILCS 340/1 (see also 30 ILCS 235/1)
<i>Tax Anticipation Note Act</i>	50 ILCS 420/0.01
<i>Local Government Prompt Payment Act</i>	50 ILCS 505/1
<i>Local Government Professional Services Selection Act</i> (exempted in 720 ILCS 5/33E-13)	50 ILCS 510/0.01
Municipalities	
Removal of Officer (appointed library board member)	65 ILCS 5/3.1-35-10
Levy and Collection of Taxes	65 ILCS 5/8-3-2
Time for Paying over of Tax Monies	65 ILCS 5/8-3-3
<i>Tax Increment Allocation Redevelopment Act</i> (TIF)	65 ILCS 5/11-74.4-1
Libraries	
<i>Illinois Local Library Act</i>	75 ILCS 5/1-0.1
<i>Illinois Library System Act</i>	75 ILCS 10/1
<i>Public Library District Act of 1991</i>	75 ILCS 16/1
Nomination of Candidates (<i>Public Library District Act</i>)	75 ILCS 16/30-20
Ownership of Library Building	75 ILCS 16/10-45 & 75 ILCS 16/5-40
<i>Library Records Confidentiality Act</i>	75 ILCS 70/1
Public Health	
<i>Environmental Barriers Act</i> (Illinois Accessibility Code)	410 ILCS 25/1
<i>Equitable Restrooms Act</i>	410 ILCS 35/1
<i>Smoke Free Illinois Act</i>	410 ILCS 82/1
Public Safety	
<i>Firearm Concealed Carry Act</i>	430 ILCS 66/1
Notices	
<i>Notice by Publication Act</i>	715 ILCS 5/1
<i>Newspaper Legal Notice Act</i>	715 ILCS 10/1
Criminal Offenses	
Theft of (Library Material)	720 ILCS 5/16-0.1 & 720 ILCS 5/16-3
<i>Official Misconduct</i>	720 ILCS 5/33-1
<i>Public Contracts Act</i> (Interference, bid rigging)	720 ILCS 5/33E-1
Civil Liabilities	
<i>Parental Responsibility Law</i>	740 ILCS 115/1
<i>Right to Breastfeed Act</i>	740 ILCS 137/1
<i>Illinois Wage Assignment Act</i>	740 ILCS 170/1
Civil Immunities	
<i>Local Government Employee Tort Immunity Act</i>	745 ILCS 10/1-101
<i>Employment Record Disclosure Act</i>	745 ILCS 46/1
Property	
<i>Right of Publicity Act</i>	765 ILCS 1075/1

Human Rights	
<i>Illinois Human Rights Act</i>	775 ILCS 5/1-101
Business Transactions	
<i>Personal Information Protection Act</i>	815 ILCS 530/5
Employment	
<i>Illinois Collective Bargaining Successor Employer Act</i>	820 ILSC 10/0.01
<i>Personnel Record Review Act</i>	820 ILCS 40/0.01
<i>Right to Privacy in the Workplace Act</i>	820 ILCS 55/1
<i>Employee Credit Privacy Act</i>	820 ILCS 70/1
<i>Minimum Wage Act</i>	820 ILCS 105/1
<i>Equal Pay Act</i>	820 ILCS 112/1
<i>Wage Payment and Collection Act</i>	820 ILCS 115/1
<i>Prevailing Wage Act</i>	820 ILCS 130/0.01
<i>One Day Rest in Seven Act</i>	820 ILCS 140/3
<i>School Visitation Rights Act</i>	820 ILCS 147
<i>Victims' Economic Security and Safety Act</i>	820 ILCS 180/1
<i>Workers' Compensation Act</i>	820 ILCS 305/1
Military Related Acts	
<i>Family Military Leave Act</i>	820 ILCS 151/1
<i>Military Leave of Absence Act</i>	5 ILCS 325/0.01
<i>Public Employee Armed Services Rights Act</i>	5 ILCS 330/1
<i>Service Member's Employment Tenure Act</i>	330 ILCS 60/1

Appendix B (Records to Be Retained and Disposed)

The Records Management Section of the Illinois State Archives is responsible for assisting state and local government agencies with the disposal of records. In Illinois, no public record may be disposed of without the approval of the appropriate records commission.

For more information and forms, go to Illinois State Archives website at www.cyberdriveillinois.com/departments/archives/records_management/home.html.

For information about the procedures to dispose of state records call (217) 782-2647. To dispose of local government records call (217) 782-7075.

Inquiries can be mailed, faxed, or emailed (via an email form on the website noted above) to the Illinois State Archives:

Records Management Section
Illinois State Archives
Springfield, IL 62756
Fax: (217) 557-1928

Appendix C (Topics Recommended for Inclusion in Board Bylaws)

1. Official name and location of library
2. Trustees
 - Method of election or appointment
 - Length of terms
 - Duties and responsibilities
 - Filling a vacancy
 - Conflict of interest/ethics provision
 - Removal
3. Officers
 - Definition
 - Duties
 - Nomination and election procedure and meeting
 - Filling a vacancy
 - Removal
4. Committees
 - Standing
 - Appointment of ad hoc
5. Meetings
 - Time and place of regular meetings
 - Method for calling special meeting
 - Quorum for making decisions
 - Compliance with the *Open Meetings Act*
 - Quorum for board action
 - Follow a current edition of a standard parliamentary procedure manual
6. Order of business
 - Roll call
 - Approval of previous meeting minutes
 - Correspondence and communications
 - Officers' reports
 - Committee reports
 - Financial report and approval of expenditures
 - Library administrator's report
 - Unfinished business
 - New business
 - Adjournment
7. Minutes
 - Reflect attendance and actions taken

8. Appointment/termination of library administrator
9. Amendments—procedures for repealing, amending, or adding
10. Time frame for review

Appendix D (Topics Recommended for New Trustee Orientation)

1. Mission statement, long-range/strategic plan, technology plan, and all library policies
2. Budget, budget cycle, and way in which the budget is developed, monthly financial reports; levy; and relationship between library and municipality/ies, county, and state library
3. Doyle, Robert P. and Robert N. Knight, eds. *Trustee Facts File*. 4th ed. Chicago: Illinois Library Association, 2012; or current edition
4. ALA's *Freedom to Read Statement* and *Library Bill of Rights* and its interpretations; collection management; censorship issues and the procedure for addressing a patron's request for reconsideration of library materials
5. Board bylaws, board library administrator responsibilities, and errors and omissions insurance
6. Board meetings, committee meetings, names and addresses of other trustees, sample agenda, and prior year's minutes
7. *Serving Our Public 4.0: Standards for Illinois Public Libraries*, State Library Per Capita Grant, *Illinois Public Library Annual Report* (IPLAR)
8. Current copy of *Illinois Library Laws & Rules* (St. Paul, MN: Thompson Reuters), issued periodically by and available from the Illinois Library Association
9. Latest edition of a standard parliamentary procedure manual
10. The value/benefits of membership in professional organizations such as the American Library Association and the Illinois Library Association
11. *Illinois Open Meetings Act; Illinois Ethics Act; Freedom of Information Act*
12. List of websites for such organizations as American Library Association, Illinois Library Association, and the Public Library Association
13. Diamond, Stewart H. and W. Britt Isaly. *Financial Manual for Illinois Public Libraries*. Chicago: Illinois Library Association, 2007

Appendix E (Recommended Staffing Levels)

	FTE per 1,000 in addition to base FTE	FTE per 1,000 in addition to base FTE	FTE per 1,000 in addition to base FTE	FTE per 1,000 in addition to base FTE	FTE per 1,000 in addition to base FTE
POPULATION	BASE	MINIMUM	GROWING	ESTABLISHED	ADVANCED
Less than 1,000	.15*	.25	.50	.75	1.00
1,000-2,499	1.00	.25	.50	1.00	1.50
2,500-4,999	1.00	.25	.50	1.00	1.00
5,000-9,999	2.00	.25	.50	1.00	1.50
10,000-14,999	4.00	.25	.50	1.00	1.25
15,000-24,999	8.00	.25	.50	.90	1.25
25,000-49,999	18.00	.25	.50	.75	1.00
50,000-74,999	30.00	.25	.50	.75	1.00
75,000-99,999	45.00	.25	.50	.75	1.00
Over 100,000	60.00	.25	.50	.75	1.00

Example

1. The library’s jurisdictional population is 8,500.
2. The library wishes to achieve the “growing” level.
3. The library’s population places it in the 5,000–9,999 population range. The “base” for this range is 2 FTE.
4. The number of additional FTEs needed to reach the “growing” level is .5 per 1,000 population. Multiply 8.5 (the library’s jurisdictional population of 8,500 divided by 1,000) by .5 to get the number of additional FTEs: 4.25.
5. Add this number (4.25 FTE) to the base (2 FTE). To reach the “growing” level, the library will need a staff of 6.25 FTE.

Note: The “base” is not a level. It is a number to be used in the calculation. For the purposes of this document, an FTE works 37.5 hours per week exclusive of any meal breaks of a half hour or more but including all other breaks.

*The minimum hours a library should be open per week is 15, according to *Illinois Administrative Code* [23 Ill. Adm. Code 3030.110]; these standards recommend 25 in Chapter 4 (Access).

Appendix F (Topics Recommended for Public Use of the Library Policy)

1. Days and hours of service
2. Borrowing privileges
 - Eligibility
 - Fees for nonresidents
 - Registration
 - Reciprocal borrowing
3. Circulation
 - Length of loans
 - Limits on number of items
 - Renewals
 - Reserves
 - Interlibrary loans
 - Lost or damaged materials
 - Fines and fees
4. Access to materials
5. Reference
6. Service to patrons with disabilities
7. Confidentiality of library/patron records
8. Library property
 - Computers
 - Bathroom facilities
 - Furniture
 - Equipment
9. Use of meeting rooms, exhibit areas, bulletin boards
10. Behavior in the library

Appendix G (Recommended Hours of Service by Population)

POPULATION	MINIMUM	GROWING	ESTABLISHED	ADVANCED
Less than 1,000	25	28	32	36
1,000-2,499	28	36	40	48
2,500-4,999	36	40	56	64*
5,000-9,999	48	56	64*	72*
10,000-24,999	56	64*	68*	72**
25,000-49,999	64*	68*	72**	72**
50,000-74,999	72*	72**	72**	75**
75,000-99,999	75**	75**	75**	75**
Over 100,000	75**	75**	75**	75**

*Open Sunday, September through May

**Open Sunday all year

Note: Consideration should be given to the convenience of users in establishing hours of operation. Every library should have some evening hours past 5:00 p.m. and some weekend hours including a minimum of four hours on Saturday.

Appendix H (Topics Recommended for Collection Management Policy)

1. Description of community to be served
2. Description of user groups to be served (children, young adults, non-English speaking, adult new reader, audio and visually challenged, etc.)
3. Purpose of the collection
4. Responsibility for collection management
5. Parameters of the collection, including subject areas, formats, etc.
6. Criteria for selection, replacement, and withdrawal
7. Statement that Collection Management Policy will be reviewed every two years (75 ILCS 5/4-7.2)
8. Gifts
9. Provision for user requests
10. Reconsideration of materials
11. Statement on intellectual freedom, adopting the *Library Bill of Rights*, and other ALA intellectual freedom statements

Appendix I (Collection Management Worksheet)

Chapter 7 (Collection Management) includes a standard that states: “The library spends a minimum of 8 to 12% of its operating budget on materials for patrons.” This worksheet is provided for library staff to determine how much of the operating budget is actually spent on materials.

Enter total costs for each line reflecting library’s fiscal year. The costs will mirror the costs used on IPLAR for prior fiscal year if it is a question on the report. No two libraries are alike and some libraries will have other “special” collections that be added to this checklist or might not have some of the collections listed below, and therefore those collection types should be removed.

Materials:	Cost:
Books (print) _____	\$ _____
E-Books _____	
Magazines/newspapers (print) _____	
Magazines/newspapers (electronic) _____	
Audio CDs _____	
Audio CDs (downloadable) _____	
DVDs _____	
DVDs (downloadable/streaming) _____	
Electronic Databases (available in-house & remotely) _____	
Computer Software _____	
Microfilm _____	
Local History resources _____	
Photographs _____	
Video Games _____	
Non-Book or Media _____	

Automation:	Cost:
Annual Cost for local automation system (including cataloging/circulation software as well as hardware necessary for operation) _____	\$ _____
OCLC Membership costs _____	
MARC Records costs _____	
Additional consortia cost _____	
Virtual reference service _____	

Supplies:	Cost:
Barcodes for circulating items and for patrons' cards	\$ _____
User library cards	_____
Processing supplies (example: spine labels, book covers, book table, RF tags, property stamps, etc.)	_____

Staffing:	Cost:
Based on a 40-hour week, determine approximately how many hours staff spend on task and multiply it by pay rate x 52 weeks. (Example: Cataloger— 25 hours per week X \$10 X 52=\$13,000)	\$ _____
Collection development/ordering staff	_____
Cataloging staff	_____
Circulation staff	_____
ILL staff	_____
Book page or shelver	_____
Training for staff	_____

Appendix J (New Facility Planning)

The construction of a new facility or expansion of an existing facility is a major milestone for any public library. When planning for construction the following guidelines should be followed.

1. Public library construction, expansion, and major renovation projects are planned by a team consisting of the board or members of the board of trustees, the library administrator and key staff, and a registered professional architect, preferably with experience in the design of libraries. A library building consultant may be utilized when there is a lack of library design experience on the design team.
2. The library, unless it is part of a home rule unit of government, must select an architect in compliance with the *Local Government Professional Services Selection Act* [50 ILCS 510/0.01 *et seq.*]
3. The library's attorney should review all contracts related to any construction project.
4. Space planning should be based on a twenty-year population projection (including probable annexation) and desired improvements in services.
5. The facility should provide the maximum possible flexibility for future changes in design, furnishings, and technology.
6. Access to the internet through data/Wi-Fi and power should be available throughout the facility.
7. All construction shall comply with federal, state, and local codes and regulations.
8. All areas of the library are designed to meet the floor-loading standard as defined by applicable codes. (Note that many existing buildings that were not designed as libraries cannot meet this requirement. Consult a building design professional whenever giving consideration to re-purposing any existing building for use as a library.)
9. Natural lighting should be used whenever possible. The availability and efficient use of natural light are an important consideration for both energy efficiency and human well-being. With proper planning, natural lighting can be incorporated into library design. All lighting, whether natural or artificial, should be designed to allow rearrangement of library furnishings.
10. Sustainable (Green) Design: Protecting our environment is only one of many compelling reasons to design and build sustainable buildings. Buildings designed in a sustainable manner can offer increased comfort for the occupants, healthier internal environments, lower energy costs, and can promote increased productivity. Libraries should take advantage of their unique educational role to be leaders in sustainable design.

The U.S. Green Building Council (USGBC) provides a method to measure sustainability in the form of the "LEED" (Leadership in Energy and Environmental Design) program, aimed at both quantifying and promoting green design. Another measurement of sustainability is offered by the "Green Globes" program put forth by the Green Building Initiative.

Each of these programs provides an objective system of measurement. Objective measurement plays a critical role in the process of designing and building sustainable buildings.

11. Technology and Library Design: Architects need to carefully integrate technology use into all aspects of the infrastructure planning for space, lighting, electrical, and HVAC. Data and power should be available throughout the facility.

12. *Serving Our Public 4.0* and other library design standards can provide a starting point for determining library design goals. It is important to note that in terms of library design, the industry is changing so quickly that published standards should be seen as a point of departure rather than a destination. A design team that is versed in the changing library environment and abreast of current trends and technology is your best asset.

Appendix K (Facility Management Checklists)

Ongoing Building Maintenance Checklist

- The library building should be maintained in a clean and sanitary condition at all times. Cleaning schedule can depend on frequency of use, and other factors.
- Elevators should be maintained at least annually, and should comply with applicable codes for safety.
- Roofs should be maintained at least twice a year or more frequently if required by the warranty. Additional inspection and maintenance work should be performed after every occasion where a contractor performs work on the roof (e.g., a rooftop chiller is replaced).
- The building facade should be inspected once a year.
- Parking lot resealing and restriping should be performed every one to three years.
- HVAC systems should be inspected and maintained at least twice a year (before summer and winter).
- Alarm system should be checked for proper operation at least once a year.
- Lighting should be inspected and replaced at least once every three months, unless they are inspected on a regular basis by the building staff. In some cases, defective lights must be replaced immediately. This includes exit lights, parking lot lights, and building exterior lights.
- Emergency lighting should be checked once a month.
- Sprinkler systems should be inspected as required by code, but at least once per year.
- Automatic doors should be inspected, adjusted and lubricated as required by code, but at least once every 6 months. Such doors may require more frequent work depending on traffic.
- Plumbing—Toilets, domestic water heater, and faucets: These systems should be maintained at least twice per year, including rodding of drain lines. Many components such as toilets may require maintenance on an as-needed basis. Sump pumps and back-up systems should be checked more frequently.
- Landscaping should be maintained weekly during season, and at least twice per year for cleanup, trimming, etc.
- Landscaping sprinklers should be checked and maintained twice a year.
- Carpet mats should be vacuumed on a regular basis, and shampooed at least once per year. Worn, loose, or torn carpeting should be replaced on an as-needed basis.
- Hard surface flooring should receive thorough cleaning and/or polishing once per year.
- Window cleaning should be performed at least once per year.

- Parking garages should be inspected and cleaned on an annual basis. Cleaning should include power washing to remove salt and other deposits.
- Other unique features, such as fountains, fireplaces, indoor planters, etc. should also be maintained on an as-required basis.
- Emergence generators should be checked for proper operation every week, and serviced as required by manufacturer.
- Snow removal should be performed on an as-needed basis (either self-performed or contracted).
- Egress paths should be checked once a month to ensure they are maintained open and free of obstructions.
- Electrical and mechanical rooms should be checked twice per year to ensure they are kept clean and clear of obstructions to reach the equipment.

Building Periodic Repair Checklist

- Tuck pointing of masonry: On an as-needed basis.
- Sealant repairs (window perimeters, masonry joints, etc.): On a three-to-five year interval.
- Interior painting and wall coverings: On an as-needed basis.
- Exterior painting including steel members that may corrode such as railings, etc.: Typically, once every three to five years.
- Wood and trim components: On an as-needed basis.
- Exterior and Interior Signage: Evaluate the appropriateness and condition of your signage once a year.
- Windows: Replace broken seals broken glass, caulking and glazing as needed.
- Parking lot: Perform patching, sidewalk repairs such as mud jacking, curb repairs, etc. as needed.
- Landscaping: Inspect trees and sod replacement every one to two years.
- Graffiti removal: Perform on an as-needed basis.
- Fencing repairs and painting: Perform on an as-needed basis. Painting is typically required every three to five years.
- Hardware: Items such as door knobs, locks, etc. should be repaired on an as-needed basis.

Capital Project Checklist

*Warranties and professional consultation should determine capital project items.

- Parking lot reconstruction (not routine sealing)
- Re-roofing
- Window replacement
- HVAC equipment replacement
- Lighting replacements and upgrades
- Building additions
- Interior remodeling (carpeting, walls, furnishings, etc.)
- Utility infrastructure including electrical feeds, cabling, fiber optics, generators, IT infrastructure, technology upgrades
- Major facade repairs
- Major code upgrades

Capital Asset Plan Item List

*Any item that is not accounted for in library operating budget should be on this list.

- Building structure
- Site elements such as parking lots, paving, site furnishings and signs
- HVAC systems
- Plumbing
- Elevators
- Building envelope including facade, windows, and roofs
- Furnishings

Environmentally Friendly Components

*The best time to upgrade for energy code conformance is when a library does replacement of library systems.

- Roof
- Mechanical systems
- Windows
- Library façade repair or replacement
- Lighting/LED
- Low-flow/water saving

Glossary (including acronyms)

24/7/365

Access to library service(s) 24 hours a day, 7 days a week, 365 days a year.

ADA

Americans with Disabilities Act. www.ada.gov

Adaptive Technologies

Adaptive technologies enable disabled persons (visual, hearing, mobility) to utilize products that they would not normally be able to use such as computers, phones, movies, etc.

ALA

American Library Association. www.ala.org

Appropriation

Public funds set aside for a specific purpose. An appropriation amount gives the library board of trustees the authority to spend the funds. The appropriation amount includes money that will be spent from all sources—tax levy, state or federal funds, interest, donations and endowments, and other library revenue including but not limited to fines and fees.

Audit

A systematic examination of the financial records of an organization conducted, as a rule, by an external party to verify the accuracy of and determine conformance to established financial criteria; a written report of such examination.

Authentication

Authentication is the verification of an individual's identity.

Back Door Referendum

The Illinois Compiled Statutes [10 ILCS 5/28-2(f)] defines a back door referendum as the submission of a public question to the voters of a political subdivision, initiated by a petition of voters or residents of such political subdivision, to determine whether an action by the governing body of such subdivision shall be adopted or rejected.

Backbone

A backbone is a major artery of networked systems. Smaller networks may be attached.

Blog

A blog is a type of website, typically in journal format, that permits user posts. The posts generally are arranged in chronological order with the most recent post at the top.

Boundaries (Library)

The library's legally defined, geographic service area from which the library receives tax support for the provision of library services.

Broadband

Broadband is high-speed Internet connectivity ranging from 256kbps (kilobits per second) and higher.

Budget

A plan for conforming expenditures to income.

Bylaws

A law, ordinance, or regulation made by a public or private corporation, or an association or unincorporated society, for the regulation of its own local or internal affairs and its dealings with others or for the governance of its members.

CARLI

Consortium of Academic and Research Libraries in Illinois. www.carli.illinois.edu

Cataloging

The preparation of bibliographic records in accordance with specific uniform principles. (See also Classification)

CD-ROM

Compact Disc Read Only Memory. The compact disc format holds text, graphics, and sound much like an audio CD but with different track formats for data. CD-ROMs hold in excess of 600 MB of data, which is equivalent to about 250,000 pages of text or 20,000 medium-resolution images. An audio CD player cannot play CD-ROMs, but CD-ROM players usually can play audio CDs.

C.F.R.

Code of Federal Regulations. www.gpoaccess.gov/cfr/index.html

Classification

Arrangement of bibliographic records by specific numbers and letters in accordance with a systematically predetermined and arranged schedule, generally by subject matter. Two commonly known and used schedules are the Dewey Decimal System and the Library of Congress Classification. (See also Cataloging)

Collection Management

The continuous review and evaluation of the library's collection to ensure that the collection is current, relevant, and useful.

Conditioned Power

Conditioned power is electrical service that is protected from line noise, voltage surges and spikes, brownouts, and blackouts.

Conflict of Interest

The *Public Officers Prohibited Activities Act* [50 ILCS 105] delineates areas with which public officers must comply in order to avoid conflicts of interest.

Cooperative Collection Development

A system for coordinating selection and purchase of materials between two or more libraries in order to avoid unnecessary duplication, complement the collections of participating libraries, and utilize public funds in a responsive manner.

Corporate Authority

The aggregate body of officers of a municipality vested with the authority in regard to the particular matters referred to by statute.

CREW

Continuous Review, Evaluation, and Weeding. An ongoing process of evaluating and weeding collections as detailed in Belinda Boon's *The CREW Method: Expanded Guidelines for Collection Evaluation and Weeding for Small and Medium Sized Public Libraries* (Texas State Library, 1995). www.tsl.state.tx.us/ld/pubs/crew/index.html

Distribution Closet

A room containing equipment racks filled with hubs and patch panels for arranging connections.

Download

The process of transferring a file from a computer on the Internet to your own computer. Things you might download include software, images, email, music, videos, podcasts, etc.

EEOC

Equal Employment Opportunity Commission. www.eeoc.gov/

E-Rate

The Schools and Libraries Program of the Universal Service Fund, commonly known as "E-Rate," is administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC), and provides discounts to assist most schools and libraries in the United States to obtain affordable telecommunications and Internet access. www.usac.org/sl/

FICA

Federal Insurance Contribution Act. FICA is the tax provisions of the *Social Security Act*, as they appear in the Internal Revenue Code. www.ssa.gov

Firewall

A firewall is a collection of security measures designed to prevent unauthorized electronic access to a networked computer system.

FTE

Full-time equivalent; full-time employee.

Hardware

Hardware is computer components such as the monitor, keyboard, central processing unit (CPU), mouse, etc.

Hub

A passive device for splitting LAN signals and distributing them among multiple computers, servers, and other network-attached devices.

HVAC

Heating Ventilating Air Conditioning.

ILA

Illinois Library Association. www.ila.org

ILCS

Illinois Compiled Statutes. www.ilga.gov/legislation/ilcs/ilcs.asp

Ill. Comp. Stat. Ann.

Illinois Compiled Statutes Annotated. Published by LexisNexis.

ILLINET

Illinois Library and Information Network.

ILLINET INTERLIBRARY LOAN CODE

The interlibrary loan code governs resource sharing among ILLINET members. www.cyberdriveillinois.com/departments/library/libraries/pdfs/illcode.pdf

IMRF

Illinois Municipal Retirement Fund. IMRF is established under statutes adopted by the Illinois General Assembly and governed by a board of seven trustees who must also be participating members. Many, but not all, Illinois public libraries participate in IMRF. Both employers and employees contribute to IMRF. www.imrf.org

Interlibrary Loan

Interlibrary loan is the process by which a library requests material from, or supplies material to, another library. The purpose of interlibrary loan is to obtain, upon request of a library user, material not available in the user's local library.

Internet

Internet is an international network of computer networks.

I-Share

I-Share is the online union catalog for CARLI member libraries and is a statewide resource-sharing database. www.vufind.carli.illinois.edu/all/vf/

LAN

Local Area Network, or collection of interconnected computers, servers, and hubs within an organization. Multiple LANs linked together form a WAN, or Wide Area Network.

LLSAP

Local Library System Automation Programs. Each regional library system's cooperative resource sharing (union catalog, OPAC, interlibrary loan) program for member libraries.

MARC

Machine Readable Cataloging. The MARC formats are standards for the representation and communication of catalog records in computerized formats. www.loc.gov/marc/

MLS/MLIS

Master's in Library Science degree/Master's in Library and Information Science degree.

Nonresident Fee Cards

Nonresidents are persons who reside outside of a tax-supported library's legal service area and, therefore, are not being assessed a tax for public library service. Public library boards may choose to extend public library services to nonresidents through a nonresident fee. Municipal libraries: 75 ILCS 5/47(12) and Public Library Districts: 75 ILCS 16/30-55.60.

OCLC

Online Computer Library Center. OCLC is an international cataloging and resource-sharing database. www.oclc.org

OPAC

Online Public Access Catalog. An OPAC is an online card catalog accessible to the public.

Open Captioning

Open captioning is on-screen text descriptions that display a video's dialogue.

Open Meetings Act

The *Open Meetings Act* [5 ILCS 120] is an Illinois law that details conduct of meetings for municipal/governmental agencies.

OSHA

Occupational Safety and Health Administration. OSHA is the main federal agency charged with the enforcement of safety and health legislation. www.osha.gov

PLA

Public Library Association, a division of the American Library Association. www.pla.org

Podcast

A podcast is a digital recording made available on the Internet for downloading to a personal audio player, including video as well as audio files. Podcast is derived from a combination of "broadcasting" and "iPod."

Premises Wiring

Premises wiring is the communications cabling within a building or individual office/tenant space.

Reciprocal Borrowing

A form of cooperative agreement between two or more libraries allowing their users onsite circulation/borrowing privileges at another library.

Referendum

A referendum is the submission of a proposed public measure or law to the vote of the people for ratification or rejection. Illinois law prescribes the details for submission of public questions.

Remote Access

Remote access is the ability for a library patron to access via computer various library resources (the library catalog, website, electronic databases, etc.) 24/7/365.

Riser (Management)

Riser (management) is the connections from the building backbone to separate multiple departments, typically in multistory buildings.

Router

A router is a special purpose, active switching device that links a LAN to a backbone or links multiple LANs to a WAN. Leading router vendors include Cisco, Nortel, and 3Com.

RSS Feeds

RSS feeds are a method of describing news or other web content that is available for “feeding” (distribution or syndication) from an online publisher to web users.

Server

A server is a computer designated as a shared resource on a LAN. Leading server vendors include Gateway, IBM, Compaq, Dell, and Hewlett-Packard.

Software

Computer programs that operate the computer system itself as well as user programs that enable the creation and manipulation of data.

Structured Cabling

Structured cabling is a complete system of wiring, connecting devices, and installation standards certified to deliver a specified data-transmission speed over a LAN.

System Integrator (SI)

Like a general contractor for computer systems, a system integrator (SI) procures and installs all the structured cabling, servers, computers, and software for a LAN.

TDD

Telecommunications Device for the Deaf. See TTY.

TRS

Telecommunications Relay Service. With TRS, an operator types what the caller says, and the person being called reads the text on a TTY. In turn, the person being called responds via TTY, and the operator reads the text aloud to the caller.

TTY

TTY is a text telephone that enables the deaf, hard of hearing, and speech-impaired to communicate via text messaging. A TTY is needed at both conversation points.

United for Libraries/ALTAFF

Association for Library Trustees, Advocates, Friends and Foundations, a division of the American Library Association. www.ala.org/united/

U.S.C.

United States Code. www.gpoaccess.gov/uscode/index.html

Virtual Private Network (VPN)

A virtual private network is a private network built within a public network.

Virtual Reference

Virtual reference is a 24/7/365 collaborative web-based reference service among libraries designed to meet users' reference needs through electronic means (email, chat, instant messaging, etc.).

Voice Relay

See TRS.

WAN

Wide Area Network. A WAN is multiple LANs linked together by physical or virtual connections.

Website

A website is an entire collection of web pages and other information (such as images, sound, and video files, etc.) gathered and made available through what appears to users as a single web server. Each website is usually hosted on the same server (computer) and is maintained by the same individual, group, or organization.

Wi-Fi

Wireless networking technology.

Wiki

A wiki is a web page or collection of web pages designed to enable anyone who accesses the wiki to contribute or modify content.

Wikipedia

Wikipedia is a free, multilingual web-based encyclopedia project operated by the nonprofit Wikimedia Foundation. Its name is a combination the words wiki (a technology for creating collaborative websites) and encyclopedia. Volunteers around the world have collaboratively written Wikipedia's 30+ million articles, and almost all of its articles can be edited by anyone who can access the Wikipedia website. www.wikipedia.org

Wire Management

A system of raceways, cable trays, and/or ducts to consolidate and organize cables within and between equipment racks or office furniture.



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To the Board of Directors
Winnetka-Northfield Public Library District
Winnetka, Illinois

We have audited the financial statements of the governmental activities, each major fund and the aggregate remaining fund information of Winnetka-Northfield Public Library District (the District) for the year ended June 30, 2020. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our engagement letter to you dated July 6, 2020. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the District are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the fiscal year ending June 30, 2020. We noted no transactions entered into by the District during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the District's financial statements are:

The actuarial calculation of net pension liability, deferred outflows, deferred inflows and pension expense, OPEB liability and expense, and management's estimate of depreciation: We evaluated the key factors and assumptions used to develop these estimates and have determined they are reasonable in relation to the financial statements taken as a whole.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosure affecting the financial statements was the disclosure of bank deposits and the collateralization of this highly liquid asset in Note 2 to the financial statements.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. Management has agreed to correct all such misstatements. The corrected misstatements were primarily accrual adjustments and adjustments to create government wide statements required by GASB 34.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated December 7, 2020.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the District's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the District's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

We applied certain limited procedures to required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on the Additional Information, which accompanies the financial statements but are not RSI. With respect to the Additional Information accompanying the financial statements, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the Additional Information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

Restriction on Use

This information is intended solely for the use of the board of directors and management of the Winnetka-Northfield Public Library District, and is not intended to be, and should not be, used by anyone other than these specified parties.

M. Chase, Inserra & Co., P.C.

December 7, 2020

**WINNETKA-NORTHFIELD PUBLIC
LIBRARY DISTRICT
FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2020**



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Independent Auditor's Report

Board of Trustees
Winnetka-Northfield Public Library District
Winnetka, Illinois

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Winnetka-Northfield Public Library District as of and for the year ended June 30, 2020, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the Winnetka-Northfield Public Library District, as of June 30, 2020, and the respective changes in financial position thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Independent Auditor's Report

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and other required supplementary information on pages 3 through 6 and 25 through 29 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Winnetka-Northfield Public Library District's basic financial statements. The accompanying financial information listed as Additional Information in the table of contents is presented for purposes of additional analysis and is not a required part of the basic financial statements. This information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects, in relation to the basic financial statements as a whole.

M. Clark, Inserra & Co., P.C.

December 7, 2020

Management's Discussion and Analysis

As management of Winnetka-Northfield Public Library District, this narrative overview and analysis is provided of the District's financial activities for the fiscal year ending June 30, 2020. We recommend readers consider this information in conjunction with the financial statements as a whole.

Required Financial Statements

Fund and government-wide financial statements are combined on pages 7 and 8.

The government-wide financial statements are designed to provide readers with a broad overview of the District's finances, in a manner similar to a private-sector business. They are prepared using the full accrual basis of accounting.

The Statement of Net Position presents information on all the District's assets/deferred outflows of resources and liabilities/deferred inflows of resources with the difference between the two reported as net position. Over time, increases and decreases in net position may serve as a useful indicator of whether the financial position of the District is improving or deteriorating.

The Statement of Activities presents information showing how the District's net position changed during the most recent fiscal year.

Fund financial statements tell how library services were paid for as well as what remains for future spending. Fund financial statements report the District's operations in more detail than the government-wide statements by providing information about the District's major funds and the total of all other funds.

Notes to the financial statements provide additional information that is essential to a full understanding of the information provided in the basic financial statements. Required Supplementary Information consists of IMRF pension information, other post-employment benefit information, and a comparison of budget to actual revenues and expenditures.

Financial Analysis

Net position may serve, over time, as a useful indicator of a government's financial position. In the case of the Winnetka-Northfield Public Library District, assets/deferred outflows of resources exceeded liabilities/deferred inflows of resources by \$9,791,597 and \$8,944,817 for the years ended June 30, 2020 and 2019, respectively. A large portion of the District's net position reflects its net investment in capital assets. The District uses these capital assets to provide services and consequently these assets are not available to liquidate liabilities or for other spending.

For the years ended June 30, 2020 and 2019, the District's net position increased by \$846,780 and \$702,175, respectively.

Management's Discussion and Analysis

Condensed Statement of Net Position

	June 30,	
	2020	2019
Current and Other Assets	\$ 8,180,164	\$ 7,123,532
Capital Assets, net of accumulated depreciation	4,472,128	4,635,202
Total Assets	12,652,292	11,758,734
Deferred Outflows of Resources	189,214	697,777
Current Liabilities	258,105	134,673
Non-Current Liabilities	221,882	989,923
Total Liabilities	479,987	1,124,596
Deferred Inflows of Resources	2,569,922	2,387,098
Net Position		
Net Investment in Capital Assets	4,472,128	4,635,202
Restricted	57,015	63,415
Unrestricted	5,262,454	4,246,200
Total Net Position	\$ 9,791,597	\$ 8,944,817

Condensed Statement of Activities

	For Years Ended June 30,	
	2020	2019
Revenues		
Property Taxes	\$ 4,282,785	\$ 4,066,561
Personal Property Replacement Taxes	37,107	33,899
Per Capita Grant	21,696	22,890
Kenilworth Service Contract	117,273	97,165
Fines, Fees and Services	19,599	32,739
Interest Income	116,709	91,561
Contributions	166	23,130
Other Revenue	39,624	12,418
Total Revenues	4,634,959	4,380,363
Expenses		
Personnel	1,775,807	1,684,077
FICA	113,886	114,345
Library Materials and Services	481,504	357,698
Computer Services	146,912	144,350
Administrative	294,933	291,035
Capital Outlay	82,207	120,192
Insurance	18,439	20,548
Maintenance	298,599	257,392
Retirement	(25,142)	115,596
Audit	9,850	11,050
Unemployment	6,410	11,907
Loss on Disposal of Capital Asset	2,876	-
Depreciation	581,898	549,998
Total Expenses	3,788,179	3,678,188
Increase in Net Position	846,780	702,175
Net Position, Beginning of Year	8,944,817	8,242,642
Net Position, End of Year	\$ 9,791,597	\$ 8,944,817

Management's Discussion and Analysis

The following is a summary of changes in fund balances for the year ended June 30, 2020:

<u>Governmental Funds</u>	<u>Fund Balance June 30, 2019</u>	<u>Excess (Deficiency) of Revenues Over (Under) Expenditures</u>	<u>Operating Transfers In (Out)</u>	<u>Fund Balance June 30, 2020</u>
General	\$ 3,466,877	\$ 1,124,508	\$ (164,304)	\$ 4,427,081
Special Reserve	1,333,624	-	-	1,333,624
Building & Equipment Maintenance	-	(149,010)	149,010	-
IMRF	-	(15,294)	15,294	-
Unemployment Insurance	63,415	(6,400)	-	57,015
	<u>\$ 4,863,916</u>	<u>\$ 953,804</u>	<u>\$ -</u>	<u>\$ 5,817,720</u>

During the year the General Fund transferred \$164,304 to various Special Revenue Funds.

Budgetary Highlight

The District's General Fund expended \$3,267,788 which was \$773,108 less than the appropriation of \$4,040,896.

Capital Assets and Debt Administration

The following is a summary of capital assets:

	June 30,	
	<u>2020</u>	<u>2019</u>
Land	\$ 33,666	\$ 33,666
Construction in Progress	173,897	-
Building and Improvements	6,506,454	6,506,454
Furniture and Equipment	373,159	408,625
Computer Equipment	166,159	151,297
Books and Library Materials	<u>2,161,099</u>	<u>2,200,598</u>
Cost of Capital Assets	9,414,434	9,300,640
Less Accumulated Depreciation	<u>4,942,306</u>	<u>4,665,438</u>
Net Capital Assets	<u>\$ 4,472,128</u>	<u>\$ 4,635,202</u>

Capital asset acquisitions during the year included library materials of \$232,941, and equipment of \$14,862. In addition, the District began a patio renovation and has paid or accrued \$173,897 through June 30, 2020. Additional information regarding the District's capital assets can be found in Note 4, on page 14.

Description of Current or Expected Conditions

In 2020, the COVID-19 pandemic struck the world with far reaching effects. Due to this virus, many businesses and individuals have been harmed financially. This may result in a decrease in future tax revenue collections, the amount of which cannot be currently quantified.

Other than that, management is not aware of any changes in conditions that could have a significant effect on the financial position or results of activities of the District in the near future.

Management's Discussion and Analysis

Requests for Information

This financial report is designed to provide a general overview of the District's finances for all those with an interest in its finances. Questions concerning any of the information provided in this report or request for additional financial information should be addressed to the Executive Director, Winnetka-Northfield Public Library District, 768 Oak St., Winnetka, Illinois 60093.

Basic Financial Statements

WINNETKA-NORTHFIELD PUBLIC LIBRARY DISTRICT

GOVERNMENTAL FUNDS BALANCE SHEET AND STATEMENT OF NET POSITION

JUNE 30, 2020

	GENERAL FUND	SPECIAL RESERVE FUND	OTHER FUNDS	TOTAL	ADJUSTMENTS (Note 12)	STATEMENT OF NET POSITION
ASSETS						
Cash and Cash Investments	\$ 4,593,850	\$ 1,333,624	\$ 59,217	\$ 5,986,691	\$ -	\$ 5,986,691
Property Taxes Receivable, net of allowance of \$72,859	2,008,307	-	125,207	2,133,514	-	2,133,514
Other Receivables and Assets	59,959	-	-	59,959	-	59,959
Capital Assets, Net of Accumulated Depreciation	-	-	-	-	4,472,128	4,472,128
Total Assets	6,662,116	1,333,624	184,424	8,180,164	4,472,128	12,652,292
DEFERRED OUTFLOWS OF RESOURCES						
Deferred Outflows Related to Pensions	-	-	-	-	189,214	189,214
Total Assets and Deferred Outflows of Resources	\$ 6,662,116	\$ 1,333,624	\$ 184,424	\$ 8,180,164	\$ 4,661,342	\$ 12,841,506
LIABILITIES						
Accounts Payable	\$ 184,196	\$ -	\$ 2,202	\$ 186,398	\$ -	186,398
Accrued Payroll	42,532	-	-	42,532	-	42,532
Compensated Absences Payable	-	-	-	-	29,175	29,175
Net Other Post-Employment Benefit Obligation (Long Term)	-	-	-	-	171,798	171,798
Net Pension Obligation (Long Term)	-	-	-	-	50,084	50,084
Total Liabilities	226,728	-	2,202	228,930	251,057	479,987
DEFERRED INFLOWS OF RESOURCES						
Deferred Inflows Related to Pensions	-	-	-	-	436,408	436,408
Deferred Property Tax Revenue	2,008,307	-	125,207	2,133,514	-	2,133,514
Total Liabilities and Deferred Inflows of Resources	2,235,035	-	127,409	2,362,444	687,465	3,049,909
FUND BALANCES / NET POSITION						
Fund Balances						
Restricted for Statutory Purposes	-	-	57,015	57,015	(57,015)	-
Committed for Capital Projects	-	1,333,624	-	1,333,624	(1,333,624)	-
Unassigned	4,427,081	-	-	4,427,081	(4,427,081)	-
Total Fund Balances	4,427,081	1,333,624	57,015	5,817,720	(5,817,720)	-
Total Liabilities, Deferred Inflows and Fund Balances	\$ 6,662,116	\$ 1,333,624	\$ 184,424	\$ 8,180,164		
Net Position						
Net Investment in Capital Assets					4,472,128	4,472,128
Restricted					57,015	57,015
Unrestricted					5,262,454	5,262,454
Total Net Position					\$ 9,791,597	\$ 9,791,597

The accompanying notes are an integral part of these financial statements.

Basic Financial Statements

WINNETKA-NORTHFIELD PUBLIC LIBRARY DISTRICT

GOVERNMENTAL FUNDS STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES AND STATEMENT OF ACTIVITIES

FOR THE YEAR ENDED JUNE 30, 2020

	GENERAL FUND	SPECIAL RESERVE FUND	OTHER FUNDS	TOTAL	ADJUSTMENTS (Note 12)	STATEMENT OF ACTIVITIES
REVENUES						
Property Taxes	\$ 4,040,122	\$ -	\$ 242,663	\$ 4,282,785	\$ -	\$ 4,282,785
Personal Property Replacement Taxes	37,107	-	-	37,107	-	37,107
Per Capita Grant	21,696	-	-	21,696	-	21,696
Kenilworth Service Contract	117,273	-	-	117,273	-	117,273
Fines, Fees and Services	19,599	-	-	19,599	-	19,599
Interest Income	116,709	-	-	116,709	-	116,709
Contributions	166	-	-	166	-	166
Other Revenue	39,624	-	-	39,624	-	39,624
Total Revenues	4,392,296	-	242,663	4,634,959	-	4,634,959
EXPENDITURES / EXPENSES						
Personnel	1,700,426	-	-	1,700,426	75,381	1,775,807
FICA	113,886	-	-	113,886	-	113,886
Library Materials and Services	714,445	-	-	714,445	(232,941)	481,504
Computer Services	146,912	-	-	146,912	-	146,912
Administrative	294,933	-	-	294,933	-	294,933
Capital Outlay	268,897	-	2,069	270,966	(188,759)	82,207
Insurance	18,439	-	-	18,439	-	18,439
Maintenance	-	-	298,599	298,599	-	298,599
Retirement	-	-	106,289	106,289	(131,431)	(25,142)
Audit	9,850	-	-	9,850	-	9,850
Unemployment	-	-	6,410	6,410	-	6,410
Loss on Disposal of Capital Asset	-	-	-	-	2,876	2,876
Depreciation	-	-	-	-	581,898	581,898
Total Expenditures / Expenses	3,267,788	-	413,367	3,681,155	107,024	3,788,179
Excess (Deficiency) of Revenues Over (Under) Expenditures	1,124,508	-	(170,704)	953,804	(107,024)	-
OTHER FINANCING SOURCES (USES)						
Operating Transfers In (Out)	(164,304)	-	164,304	-	-	-
Net Change in Fund Balances	960,204	-	(6,400)	953,804	(953,804)	-
Change in Net Position	-	-	-	-	846,780	846,780
FUND BALANCES / NET POSITION						
Beginning of Year	3,466,877	1,333,624	63,415	4,863,916	4,080,901	8,944,817
End of Year	\$ 4,427,081	\$ 1,333,624	\$ 57,015	\$ 5,817,720	\$ 3,973,877	\$ 9,791,597

The accompanying notes are an integral part of these financial statements

Notes to Financial Statements

Note 1: Summary of Significant Accounting Policies

The financial statements of Winnetka-Northfield Public Library District (District) have been prepared in conformity with accounting principles generally accepted in the United States of America as applied to government units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The more significant of the District's accounting policies are described below.

A. Reporting Entity

The District's reporting entity includes all entities for which the District exercised oversight responsibility as defined by the GASB.

The District has developed criteria to determine whether outside agencies should be included within its financial reporting entity. The criteria include, but are not limited to, whether the District (1) selects the governing authority or management, (2) has the ability to significantly influence operations, or (3) has accountability for fiscal matters (e.g., final budget approval, responsibility for funding deficits, management of assets, etc.). Using these criteria, the District has not included in its financial statements the activities of any other entity.

B. Basis of Presentation

The government-wide and fund financial statements are combined, with a reconciliation shown between them.

The Governmental Funds Balance Sheet and Statement of Net Position and Governmental Funds Statement of Revenues, Expenditures, and Changes in Fund Balances and Statement of Activities combine information about the reporting government as a whole and funds statements to report its financial position and the results of its operations. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain District functions or activities.

Major individual governmental funds are reported as separate columns in the fund financial statements. The major funds are the General Fund and Special Reserve Fund. Following is a description of the major and non-major funds.

General Fund Type – The General Fund is the general operating fund of the District. It is used to account for all financial resources except those required to be accounted for in another fund.

Special Revenue Fund Type – Special Revenue Funds are used to account for the proceeds of specific revenue sources (other than major capital projects) that are legally restricted to expenditures for specified purposes. The special revenue funds of the District are: Building and Equipment, IMRF, and Unemployment Insurance.

Notes to Financial Statements

Note 1: Summary of Significant Accounting Policies (Continued)

Capital Projects Fund Type – The Special Reserve Fund is used to account for the acquisition or construction of general capital assets.

C. Basis of Accounting

The government-wide statements (the Statement of Net Position and the Statement of Activities) are prepared using the economic resources measurement focus and the accrual basis of accounting. Fund financial statements (the Governmental Funds Balance Sheet and Governmental Funds Statement of Revenues, Expenditures, and Changes in Fund Balances) are prepared using the current financial resources measurement focus and are accounted for using the modified accrual basis of accounting. Under this basis, revenues are recognized in the accounting period in which they become measurable and available. “Measurable” means the amount of the transaction can be determined and “available” means collectible within the current period or within sixty days after the year end. Expenditures are recognized in the accounting period in which the fund liability is incurred, if measurable.

The District reports deferred inflows of resources on its balance sheet and statement of net position. Deferred inflows of resources arise when potential revenue does not meet both the “measurable” and “available” criteria for recognition in the current period. Deferred inflows of resources also arise when the District receives resources before it has a legal claim to them. In subsequent periods, when both revenue recognition criteria are met, or when the District has a legal claim to the resources, the deferred inflows of resources is removed from the balance sheet and revenue is recognized.

D. Budgets

Budgets are adopted on a basis consistent with generally accepted accounting principles. Annual appropriated budgets are adopted for the general and special revenue funds. All annual appropriations lapse at fiscal year end. Project-length financial plans are adopted for all capital projects funds.

E. Cash and Cash Investments

Cash includes amounts in a demand deposit account, money market accounts, and petty cash. Cash investments represent money invested in certificates of deposits and are stated at cost, which approximates market value.

Illinois Revised Statutes authorize the District to invest in securities guaranteed by the full faith and credit of the United States of America, interest-bearing savings accounts, certificates of deposit or any other investments constituting direct obligations of any bank as defined by the Illinois Banking Act, the State Treasurer’s investment pool (authorized by ILCS 30, 235-2, e), and other permitted investments under paragraph 902, chapter 85 of the Statutes as amended by Public Act 86-426. Investments may only be made in banks which are insured by the Federal Deposit Insurance Corporation.

Notes to Financial Statements

Note 1: Summary of Significant Accounting Policies (Continued)

F. Capital Assets

The accounting treatment over property, plant, and equipment (capital assets) depends on whether the assets are reported in the government-wide or fund financial statements.

Government-wide Statements

In the government-wide financial statements capital assets are valued at historical cost, or estimated historical cost if actual is unavailable, except for donated capital assets, which are recorded at their estimated fair value at the date of donation.

Depreciation of all exhaustible capital assets is recorded as an allocated expense in the statement of activities, with accumulated depreciation reflected in the statement of net position. Depreciation is provided over the assets' estimated useful lives using the straight-line method of depreciation with half year depreciation taken in the year of acquisition and disposal. The range of estimated useful lives by type of asset is as follows:

Building and Improvements	10-50 years
Furniture and Fixtures	7-15 years
Computer Equipment	4-10 years
Books and Library Materials	7 years

The minimum capitalization threshold is any item with a total cost greater than \$2,000, except for library materials.

Fund Financial Statements

In the fund financial statements, capital assets used in governmental fund operations are accounted for as capital outlay expenditures of the governmental fund upon acquisition.

G. Deferred Outflows and Inflows of Resources

Deferred outflows of resources related to pension expense represent amounts related to the differences between expected and actual experience, changes in assumptions and the net difference between projected and actual earnings on pension plan investments and post measurement date payments.

Deferred inflows of resources may consist of two items. Deferred inflows relating to property taxes do not fit the definition of a liability, that is, the use of resources to satisfy an obligation. Rather, deferred property taxes represent a future recognition of revenue, therefore are classified as deferred inflows of resources. Deferred inflows related to pensions represent changes in assumptions and projected and actual experience on pension plan investments.

See Note 8 for additional information on these deferred outflows and inflows.

Notes to Financial Statements

Note 1: Summary of Significant Accounting Policies (Continued)

H. Compensated Absences

It is the District's policy to permit employees to accumulate earned but unused vacation and sick pay benefits. No liability is reported for unpaid accumulated sick leave since it does not vest. Earned but unused vacation pay is reported as an expense and a liability in the government-wide statements.

I. Defined Benefit Pension Plan (IMRF)

For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Illinois Municipal Retirement Fund (IMRF) and additions to/deductions from IMRF fiduciary net position have been determined on the same basis as they are reported by IMRF. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

The District has elected to use a December 31, 2019 measurement date. All IMRF liabilities, assets and deferred inflows and outflows are measured as of that date. This measurement date conforms to the requirements of GASB 68.

J. Interfund Transactions

Interfund transfers are reported as operating transfers.

K. Fund Equity

The District follows GASB statement 54 "Fund Balance Reporting and Governmental Fund Type Definitions." This Statement provides more clearly defined fund balance categories to make the nature and extent of the constraints placed on a government's fund balance more transparent. The following classifications describe the relative strength of the spending constraints placed on the purposes for which resources can be used:

- Non-spendable fund balance – amounts that are not in a spendable form (such as prepaid expenses) or are required to be maintained intact;
- Restricted fund balance – amounts constrained to specific purposes by their providers (such as grantors, bondholders, and higher levels of government), through constitutional provisions, or by enabling legislation;
- Committed fund balance – amounts constrained to specific purposes by a government itself, using its highest level of decision-making authority; to be reported as committed, amounts cannot be used for any other purpose unless the government takes the same highest level action to remove or change the constraint;
- Assigned fund balance – amounts a government intends to use for a specific purpose; intent can be expressed by the governing body or by an official or body to which the governing body or by an official or body to which the governing body delegates the authority;

Notes to Financial Statements

Note 1: Summary of Significant Accounting Policies (Continued)

- Unassigned fund balance – amounts that are available for any purpose; positive amounts are reported only in the general fund.

The board of trustees establishes (and modifies or rescinds) fund balance commitments by passage of an ordinance or resolution. This is typically done through adoption and amendment of the budget. A fund balance commitment is further indicated in the budget document as a designation or commitment of the fund (such as Special Reserve Fund expenditures). An assigned fund balance is established by the board of trustees through adoption or amendment of the budget as intended for specific purpose.

When fund balance resources are available for a specific purpose in more than one classification, it is the District's policy to use the most restrictive funds first in the following order: restricted, committed, assigned, and unassigned as they are needed. Although not specifically assigned, due to the timing of property tax collections, the District uses year end fund balances to fund operating expenses for most of the next year.

L. Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

Note 2: Deposits

At year-end, the carrying amount of the District's deposits, excluding petty cash of \$272, was \$5,986,419, and the bank balance was \$6,125,782. Of the bank balance, \$6,034,910 was covered by federal depository insurance, and \$90,872 was uninsured and uncollateralized. However, the District has not experienced any losses in its accounts and believes it is not exposed to any significant bank credit risk.

Included in deposits are twenty-three (23) certificates of deposits (CDs) totaling \$5,666,927, all of which are due within one year or less. Interest rates range from .250% to 2.230%.

Note 3: Property Tax Revenue Recognition

The Library's property tax was levied in November 2019 by passage of a Tax Levy Ordinance. Property taxes, which are due within the current fiscal year and collected, are recorded as revenues.

The County Assessor is responsible for assessment of all taxable real property within Cook County (County) except for certain railroad property, which is assessed directly by the State. Property taxes are collected by the County Collector and are submitted to the County Treasurer, who remits to the governmental units their respective share of the collections.

Notes to Financial Statements

Note 3: Property Tax Revenue Recognition (Continued)

Tax bills are to be issued on or around February 1 and July 1. Payment is due 30 days following the issuance date.

The 2019 property taxes attach as an enforceable lien on January 1, 2019. Taxes are payable in two installments on or around March 1 and August 1. The County collects such taxes and remits them periodically, with the majority being collected between March 2020 through January 2021.

The second installment of the 2019 property tax levy is recorded as a receivable at June 30, 2020. The second installment is not deemed available as of June 30, 2020 and is therefore reflected as deferred property taxes at June 30, 2020 in the funds balance sheet.

Note 4: Capital Assets

Capital asset activity for the year ended June 30, 2020 was as follows:

	Balance June 30, 2019	Increases	Decreases	Balance June 30, 2020
Capital assets, not being depreciated				
Land	\$ 33,666	-	-	\$ 33,666
Construction in Progress	-	173,897	-	173,897
Total capital assets, not being depreciated	<u>33,666</u>	<u>173,897</u>	<u>-</u>	<u>207,563</u>
Capital assets, being depreciated				
Building and Improvements	6,506,454	-	-	6,506,454
Furniture and Equipment	408,625	-	(35,466)	373,159
Computer Equipment	151,297	14,862	-	166,159
Books and Library Materials	2,200,598	232,941	(272,440)	2,161,099
Total capital assets being depreciated	<u>9,266,974</u>	<u>247,803</u>	<u>(307,906)</u>	<u>9,206,871</u>
Less accumulated depreciation for				
Building and Improvements	3,139,800	235,393	-	3,375,193
Furniture and Equipment	195,848	32,807	(32,590)	196,065
Computer Equipment	151,297	2,148	-	153,445
Books and Library Materials	1,178,493	311,550	(272,440)	1,217,603
Total accumulated depreciation	<u>4,665,438</u>	<u>581,898</u>	<u>(305,030)</u>	<u>4,942,306</u>
Total capital assets being depreciated, net	<u>4,601,536</u>	<u>(334,095)</u>	<u>(2,876)</u>	<u>4,264,565</u>
Capital assets, net	<u>\$ 4,635,202</u>	<u>\$ (160,198)</u>	<u>\$ (2,876)</u>	<u>\$ 4,472,128</u>

Note 5: Interfund Transfers

The General Fund made the following transfers to the following funds:

Building and Equipment	\$ 149,010
IMRF	<u>15,294</u>
	<u>\$ 164,304</u>

The transfers were made to fund the current year deficiency of revenue in each fund.

Notes to Financial Statements

Note 6: Risk Management

The District is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions; injuries to employees; and natural disasters. As such, the District carries commercial insurance for all risks of loss. Settled claims resulting from these risks have historically not exceeded insurance coverage in the past three years and there have been no significant reductions in coverage.

Note 7: Long-Term Liabilities

Changes in long-term liabilities during the year were as follows:

	Balance July 1, 2019	Additions	Reductions	Balance June 30, 2020	Amounts Due In One Year
Net Pension Obligation	\$ 874,980	\$ -	\$ 824,896	\$ 50,084	\$ -
Net OPEB Liability	114,943	56,855	-	171,798	-
	<u>\$ 989,923</u>	<u>\$ 56,855</u>	<u>\$ 824,896</u>	<u>\$ 221,882</u>	<u>\$ -</u>

Note 8: Defined Benefit Pension Plan

IMRF Plan Description. The District's defined benefit pension plan for regular employees provides retirement and disability benefits, post-retirement increases, and death benefits to plan members and beneficiaries. The District's plan is managed by the Illinois Municipal Retirement Fund (IMRF), the administrator of a multi-employer public pension fund. A summary of IMRF's pension benefits is provided in the "Benefits Provided" section of this document. Details of all benefits are available from IMRF. Benefit provisions are established by statute and may only be changed by the General Assembly of the State of Illinois. IMRF issues a publicly available Comprehensive Annual Financial Report that includes financial statements, detailed information about the pension plan's fiduciary net position, and required supplementary information. The report is available for download at www.imrf.org.

Benefits Provided. IMRF has three benefit plans. The District participates in the Regular Plan (RP). All three IMRF benefit plans have two tiers. Employees hired *before* January 1, 2011, are eligible for Tier 1 benefits. Tier 1 employees are vested for pension benefits when they have at least eight years of qualifying service credit. Tier 1 employees who retire at age 55 (at reduced benefits) or after age 60 (at full benefits) with eight years of service are entitled to an annual retirement benefit, payable monthly for life, in an amount equal to 1-2/3% of the final rate of earnings for the first 15 years of service credit, plus 2% for each year of service credit after 15 years to a maximum of 75% of their final rate of earnings. Final rate of earnings is the highest total earnings during any consecutive 48 months within the last 10 years of service, divided by 48. Under Tier 1, the pension is increased by 3% of the original amount on January 1 every year after retirement.

Employees hired *on or after* January 1, 2011, are eligible for Tier 2 benefits. For Tier 2 employees, pension benefits vest after ten years of service. Participating employees who retire at age 62 (at reduced benefits) or after age 67 (at full benefits) with ten years of service are entitled to an annual retirement benefit, payable monthly for life, in an

Notes to Financial Statements

Note 8: Defined Benefit Pension Plan (Continued)

amount equal to 1-2/3% of the final rate of earnings for the first 15 years of service credit, plus 2% for each year of service credit after 15 years to a maximum of 75% of their final rate of earnings. Final rate of earnings is the highest total earnings during any 96 consecutive months within the last 10 years of service, divided by 96. Under Tier 2, the pension is increased on January 1 every year after retirement, upon reaching age 67, by the *lesser* of:

- 3% of the original pension amount, or
- 1/2 of the increase in the Consumer Price Index of the original pension amount.

Employees Covered by Benefit Terms. As of December 31, 2019, the following employees were covered by the benefit terms:

	<u>IMRF</u>
Retirees and Beneficiaries currently receiving benefits	47
Inactive Plan Members entitled to but not yet receiving benefits	33
Active Plan Members	<u>23</u>
Total	<u><u>103</u></u>

Contributions. As set by statute, the District's Regular Plan Members are required to contribute 4.5% of their annual covered salary. The statute requires employers to contribute the amount necessary, in addition to member contributions, to finance the retirement coverage of its own employees. The District's annual contribution rate for calendar year 2019 was 6.89%. For the fiscal year ended June 30, 2020 the District contributed \$106,289 to the plan. The District also contributes for disability benefits, death benefits, and supplemental retirement benefits, all of which are pooled at the IMRF level. Contribution rates for disability and death benefits are set by IMRF's Board of Trustees, while the supplemental retirement benefits rate is set by statute.

Net Pension Liability. The District's net pension liability was measured as of December 31, 2019. The total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date.

Actuarial Assumptions. The following are the methods and assumptions used to determine total pension liability at December 31, 2019:

- The *Actuarial Cost Method* used was Entry Age Normal.
- The *Asset Valuation Method* used was Market Value of Assets.
- The *Inflation Rate* was assumed to be 2.50%.
- *Salary Increases* were expected to be 3.35% to 14.25%, including inflation.
- The *Investment Rate of Return* was assumed to be 7.25%.
- Projected *Retirement Age* was from the Experience-based Table of Rates, specific to the type of eligibility condition, last updated for the 2017 valuation according to an experience study from years 2014 to 2016.
- The IMRF-specific rates for *Mortality* (for non-disabled retirees) were developed from the RP-2014 Blue Collar Health Annuitant Mortality Table with adjustments to match current IMRF experience.
- For *Disabled Retirees*, an IMRF-specific mortality table was used with fully generational projection scale MP-2017 (base year 2015). The IMRF-specific rates were developed from the RP-2014 Disabled Retirees Mortality Table, applying the same adjustments that were applied for non-disabled lives.

Notes to Financial Statements

Note 8: Defined Benefit Pension Plan (Continued)

- For *Active Members*, an IMRF-specific mortality table was used with fully generational projection scale MP-2017 (base year 2015). The IMRF-specific rates were developed from the RP-2014 Employee Mortality Table with adjustments to match current IMRF experience.
- The *long-term expected rate of return* on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense, and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return to the target asset allocation percentage and adding expected inflation. The target allocation and best estimates of geometric real rates of return for each major asset class are summarized in the following table:

Asset Class	Portfolio Target Percentage	Long-Term Expected Real Rate of Return
Domestic Equities	37%	5.75%
International Equities	18	6.50%
Fixed Income	28	3.25%
Real Estate	9	5.20%
Alternative Investments	7	3.6-7.6%
Cash Equivalents	1	1.85%
Total	100%	

Single Discount Rate. A Single Discount Rate of 7.25% was used to measure the total pension liability. The projection of cash flow used to determine this Single Discount Rate assumed that the plan members’ contributions will be made at the current contribution rate, and that employer contributions will be made at rates equal to the difference between actuarially determined contribution rates and the member rate. The Single Discount Rate reflects:

1. The long-term expected rate of return on pension plan investments (during the period in which the fiduciary net position is projected to be sufficient to pay benefits), and
2. The tax-exempt municipal bond rate based on an index of 20-year general obligation bonds with an average AA credit rating (which is published by the Federal Reserve) as of the measurement date (to the extent that the contributions for use with the long-term expected rate of return are not met).

For the purpose of the most recent valuation, the expected rate of return on plan investments is 7.25%, the municipal bond rate is 2.75%, and the resulting single discount rate is 7.25%.

Notes to Financial Statements

Note 8: Defined Benefit Pension Plan (Continued)

Changes in the Net Pension Liability.

	Total Pension Liability (A)	Plan Fiduciary Net Position (B)	Net Pension Liability (A)-(B)
Balances at December 31, 2018	\$ 8,142,286	\$ 7,267,306	\$ 874,980
Change for the year:			
Service Cost	115,073	-	115,073
Interest on the Total Pension Liability	574,460	-	574,460
Change in Benefit Terms	-	-	-
Differences Between Expected and Actual Experience of the Total Pension Liability	119,669	-	119,669
Changes in Assumptions	-	-	-
Contributions - Employer	-	82,069	(82,069)
Contributions - Employees	-	53,601	(53,601)
Net Investment Income	-	1,426,547	(1,426,547)
Benefit Payments, including Refunds of Employee Contributions	(552,475)	(552,475)	-
Other (Net Transfers)	-	71,881	(71,881)
Net Changes	256,727	1,081,623	(824,896)
Balances at December 31, 2019	\$ 8,399,013	\$ 8,348,929	\$ 50,084

Sensitivity of the Net Pension Liability to Changes in the Discount Rate. The following presents the plan's net pension liability, calculated using a Single Discount Rate of 7.25%, as well as what the plan's net pension liability would be if it were calculated using a Single Discount Rate that is 1% lower or 1% higher:

	1% Lower (6.25%)	Current (7.25%)	1% Higher (8.25%)
Net Pension Liability/(Asset)	\$ 1,040,372	\$ 50,084	\$ (765,682)

Pension Expense, Deferred Outflows of Resources, and Deferred Inflows of Resources Related to Pensions. For the year ended June 30, 2020, the District recognized pension income of \$25,142. At December 31, 2019, the District reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

Notes to Financial Statements

Note 8: Defined Benefit Pension Plan (Continued)

Deferred Amounts Related to Pensions	Deferred Outflows of Resources	Deferred Inflows of Resources
Deferred Amounts to be Recognized in Pension Expense in Future Periods		
Differences between expected and actual experience	\$ 73,241	\$ 42,007
Changes of assumptions	56,652	7,218
Net difference between projected and actual earnings on pension plan investments	-	387,183
Total Deferred Amounts to be recognized in pension expense in future periods	129,893	436,408
Pension Contributions made subsequent to the Measurement Date, through June 30, 2020	59,321	-
Total Deferred Amounts Related to Pensions	<u>\$ 189,214</u>	<u>\$ 436,408</u>

Deferred outflows of resources related to pensions resulting from District contributions subsequent to the measurement date were \$59,321. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense in future periods as follows:

Year Ending December 31	Net Deferred Outflows/ (Inflows) of Resources
2020	\$ (65,468)
2021	(98,294)
2022	39,682
2023	(182,435)
Thereafter	-
Total	<u>\$ (306,515)</u>

Note 9: Other Post-Employment Benefits

Plan Descriptions, Provisions and Funding Policies

In addition to providing the pension benefits described above, the District provides post-employment health care benefits (OPEB) for retired employees of the District through a single employer defined benefit plan. The benefits, benefit levels, employee contributions and employer contributions are governed by the District and can be amended by the District through its personnel manual. The plan is not accounted for as a trust fund; as an irrevocable trust has not been established to account for the plan. The plan does not issue a separate report. To be eligible for benefits, an employee must qualify for retirement through the Illinois Municipal Retirement Fund.

Notes to Financial Statements

Note 9: Other Post-Employment Benefits (Continued)

All health care benefits for retired employees of the District are provided through the District's health plan. The benefit levels are the same as those afforded to active employees. Benefits include general inpatient and outpatient medical services; mental, nervous, and substance abuse care; vision care; dental care; and prescriptions.

All retirees contribute 100% of the paid premium to the plan. For the fiscal year ending June 30, 2020, retirees contributed \$0. Active employees do not contribute to the plan until retirement.

At June 30, 2020, membership consisted of:

Retirees and Beneficiaries Currently Receiving Benefits and Terminated Employees Entitled to Benefits but not yet Receiving Them	-
Active Employees	<u>20</u>
	<u>20</u>

Contributions

There are no actuarially determined contributions or employer contributions as there is no Trust that exists for funding the OPEB liabilities. There are only contributions from other district resources which relate to the increase in active premiums due to the presence of retirees in the determination of blended retiree/active premiums.

Net OPEB Liability

The District's net OPEB liability of \$171,798 was measured as of June 30, 2020, and was determined by an actuarial valuation performed as of July 1, 2020.

Actuarial Assumptions and Other Inputs. The net OPEB liability in the July 1, 2020 actuarial valuation was determined using the following assumptions and other inputs, applied to all periods in the measurement, unless otherwise specified:

- The *Actuarial Valuation Method* used was the Alternative Measurement Method.
- *Salary Increases* are expected to be 2.5%, average, including inflation.
- The *Discount Rate* used was 2.21%, based on the High Quality 20-Year Tax Exempt G.O. Bond Rate.
- The *Health Care Cost Trend Rates* beginning July 1, 2020 at rates ranging from 6.30% to 6.80% reduced annually in approximately .2% increments to 5.00%.
- *Plan Participation Rate* assumes 20% of employees currently enrolled in medical plans will participate in the plan.
- *Retirement Rates* used were Age 60 for Tier 1 IMRF Employees and Age 62 for Tier II IMRF employees.
- *Retiree Lapse Rates* used was 100% at age 65 once Medicare eligible.
- *Mortality Rates* follows the Sex Distinct Raw Rates as developed in the RP-2014 Study, with Blue Collar Adjustment. These rates are improved generationally using MP-2016 Improvement Rates.

Notes to Financial Statements

Note 9: Other Post-Employment Benefits (Continued)

- *Spouse Mortality* follows the Sex Distinct Raw Rates as developed in the RP-2014 Study. These rates are improved generationally using MP-2016 Improvement Rates.

Changes in the Net OPEB Liability

	<u>Total OPEB Liability</u>	<u>OPEB Plan Net Position</u>	<u>Net OPEB Liability</u>
Balance at June 30, 2019	\$ 114,943	\$ -	\$ 114,943
Changes for the Year:			
Service Cost	992	-	992
Interest	3,943	-	3,943
Changes of Benefit Terms	-	-	-
Differences Between Expected and Actual Experience	26,540	-	26,540
Changes of Assumptions	29,947	-	29,947
Contributions - Employer	-	-	-
Contributions - Employee	-	-	-
Benefit Payments	(4,567)	-	(4,567)
Administrative Expense	-	-	-
Net Changes	<u>56,855</u>	<u>-</u>	<u>56,855</u>
Balance at June 30, 2020	<u>\$ 171,798</u>	<u>\$ -</u>	<u>\$ 171,798</u>

Sensitivity of the Net OPEB Liability to Changes in the Discount Rate. The following presents the net OPEB liability, calculated using a Single Discount Rate of 2.21%, as well as what the plan's total OPEB liability would be if it were calculated using a Discount Rate that is 1% lower or 1% higher:

	<u>1% Lower (1.21%)</u>	<u>Current (2.21%)</u>	<u>1% Higher (3.21%)</u>
Net Pension Liability	\$ 201,701	\$ 171,798	\$ 147,671

Sensitivity of the Net OPEB Liability to Changes in the Healthcare Cost Trend Rates. The following presents the sensitivity of the net OPEB Liability to the Healthcare Cost Trend Rates assumption:

	<u>1% Decrease (Varies)</u>	<u>Healthcare Cost Trend Rates (Varies)</u>	<u>1% Increase (Varies)</u>
Net OPEB Liability	\$ 146,960	\$ 171,798	\$ 202,053

OPEB Expense, Deferred Outflows of Resources, and Deferred Inflows of Resources Related to OPEB. For the year ended June 30, 2020, the District recognized OPEB expense of \$61,740. At June 30, 2020, the District reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

Notes to Financial Statements

Note 9: Other Post-Employment Benefits (Continued)

<u>Deferred Amounts Related to Pensions</u>	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Deferred Amounts to be Recognized in OPEB Expense in Future Periods		
Differences between expected and actual experience	\$ -	\$ -
Changes of assumptions or other inputs	<u>-</u>	<u>-</u>
Total Deferred Amounts Related to OPEB	<u>\$ -</u>	<u>\$ -</u>

Note 10: Jointly Governed Organization

The District participates in Cooperative Computer Services (CCS). CCS is an intergovernmental instrumentality formed by library members of the former North Suburban Library System and exists to administer a jointly owned integrated library automation system. CCS's governing board is comprised of one member from each participating library.

No participant has any obligation, entitlement, or residual interest in CCS. In order to terminate membership in CCS, member libraries must provide one-year notice of termination. The District's expenditures to CCS for the year ended June 30, 2020 were \$80,699. The District received a \$16,396 rebate during the year as well.

Note 11: Kenilworth Public Library District Agreement

The Kenilworth Public Library District has entered into an agreement with the Winnetka-Northfield and Wilmette Public Library Districts (Winnetka-Northfield and Wilmette Libraries) dated July 1, 2011, which provides that the Winnetka-Northfield and Wilmette Libraries will provide library services to the residents of the Kenilworth Public Library District. Contractual amounts for services and administrative fees are paid by Kenilworth Public Library District and divided between Winnetka-Northfield and Wilmette Libraries.

Payments are made to the Winnetka-Northfield and Wilmette Libraries based on circulation for each library attributed to a Kenilworth residence and increase with inflation.

During the year ended June 30, 2020, Kenilworth paid \$117,273 to Winnetka-Northfield Public Library District.

Notes to Financial Statements

Note 12: Adjustments

Amounts reported in the statement of net position are different from the governmental funds balance sheet because:

Capital assets used in governmental activities are not financial resources and therefore are not capitalized in the funds.	\$ 4,472,128
Deferred inflows (outflows), net, related to: IMRF Pension	(247,194)
Liabilities for compensated absences, which will not mature in the current period, are not included in the governmental fund balances and, therefore, are deducted from net position.	(29,175)
Long-term liabilities are not due and payable in the current period and therefore they are not reported in the governmental funds balance sheet: Net Pension Obligation Net OPEB Liability	(50,084) (171,798)
	<u>\$ 3,973,877</u>

Amounts reported on the statement of activities are different from governmental funds statement of revenues, expenditures and changes in fund balances because:

The government funds report capital outlays as expenditures; however, in the statement of activities, the cost of these assets is allocated over their estimated useful lives as depreciation expense. This is the amount by which net depreciation expense and loss on disposal of assets exceeded capital asset purchases (\$584,774 less \$421,700).	\$ 163,074
Recognizing the change in pension expense relating to change in deferred outflows, deferred inflows and net pension obligation.	(131,431)
Recognizing the expense relating to the change in other post-employment benefits.	61,740
Other differences between the governmental funds statement of revenues, expenditures and changes in fund balances and the government-wide statement of activities: Changes in compensated absences	13,641
	<u>\$ 107,024</u>

Note 13: Commitments

The District is committed under six leases, one for the building used for the Northfield branch, three for photocopy equipment and two for phone and other office equipment at June 30, 2020. These leases are considered for accounting purposes to be operating leases.

Notes to Financial Statements

Note 13: Commitments (Continued)

The Northfield branch rent shall increase annually by the lesser of 3% or the increase in consumer price index.

Lease expenditures for the year ended June 30, 2020 amounted to \$121,239. Future minimum lease payments are as follows:

Year Ending June 30	
2021	\$ 98,096
2022	97,532
2023	97,076
2024	97,076
2025	<u>7,320</u>
	<u>\$ 397,100</u>

During the year ended June 30, 2020, the Board approved and signed contracts totaling \$286,073 to renovate the patio area. As of June 30, 2020, the District has paid or accrued \$173,897 toward this contract, leaving an outstanding commitment of \$112,176.

Note 14: Contingency

In 2020, the COVID-19 pandemic struck the world with far reaching effects. Due to this virus, many businesses and individuals have been harmed financially. This may result in a decrease in future tax revenue collections, the amount of which cannot be currently quantified.

Required Supplementary Information

WINNETKA-NORTHFIELD PUBLIC LIBRARY DISTRICT

SCHEDULE OF CHANGES IN NET PENSION LIABILITY AND RELATED RATIOS

CALENDAR YEAR ENDED DECEMBER 31,

	2019	2018	2017	2016	2015	2014
Total Pension Liability						
Service Cost	\$ 115,073	\$ 121,575	\$ 139,374	\$ 150,440	\$ 125,771	\$ 161,936
Interest on the Total Pension Liability	574,460	578,681	592,482	587,688	543,663	464,315
Changes of Benefit Terms	-	-	-	-	-	-
Differences Between Expected and Actual Experience	119,669	(148,031)	(93,761)	(148,728)	388,546	557,823
Changes of Assumptions	-	212,096	(274,230)	(8,805)	8,791	274,485
Benefit Payments and Refunds	(552,475)	(553,981)	(523,989)	(519,212)	(444,066)	(320,948)
Net Change in Total Pension Liability	256,727	210,340	(160,124)	61,383	622,705	1,137,611
Total Pension Liability – Beginning	8,142,286	7,931,946	8,092,070	8,030,687	7,407,982	6,270,371
Total Pension Liability – Ending (A)	<u>\$ 8,399,013</u>	<u>\$ 8,142,286</u>	<u>\$ 7,931,946</u>	<u>\$ 8,092,070</u>	<u>\$ 8,030,687</u>	<u>\$ 7,407,982</u>
Plan Fiduciary Net Position						
Contributions – Employer	\$ 82,069	\$ 133,622	\$ 129,677	\$ 131,956	\$ 108,949	\$ 145,039
Contributions – Employee	53,601	58,721	67,133	67,277	64,121	60,448
Net Investment Income	1,426,547	(513,319)	1,353,676	498,722	36,024	421,393
Benefit Payments and Refunds	(552,475)	(553,981)	(523,989)	(519,212)	(444,066)	(320,948)
Other (Net Transfer)	71,881	(4,186)	(213,511)	(80,518)	129,911	68,557
Net Change in Plan Fiduciary Net Position	1,081,623	(879,143)	812,986	98,225	(105,061)	374,489
Plan Fiduciary Net Position - Beginning	7,267,306	8,146,449	7,333,463	7,235,238	7,340,299	6,965,810
Plan Fiduciary Net Position – Ending (B)	<u>\$ 8,348,929</u>	<u>\$ 7,267,306</u>	<u>\$ 8,146,449</u>	<u>\$ 7,333,463</u>	<u>\$ 7,235,238</u>	<u>\$ 7,340,299</u>
Net Pension (Asset)/Liability – Ending (A) – (B)	<u>\$ 50,084</u>	<u>\$ 874,980</u>	<u>\$ (214,503)</u>	<u>\$ 758,607</u>	<u>\$ 795,449</u>	<u>\$ 67,683</u>
Plan Fiduciary Net Position as a Percentage of the Total Pension Liability	99.40%	89.25%	102.70%	90.63%	90.09%	99.09%
Covered Valuation Payroll	1,191,126	1,304,908	1,308,561	1,302,626	1,338,450	1,125,783
Net Pension (Asset)/Liability as a Percentage of Covered Valuation Payroll	4.20%	67.05%	-16.39%	58.24%	59.43%	6.01%

Note to Schedule: This is presented to illustrate the requirements to show information for 10 years. However, until a full 10-year trend is compiled, information is presented for those years for which information is available.

Required Supplementary Information

WINNETKA-NORTHFIELD PUBLIC LIBRARY DISTRICT SCHEDULE OF EMPLOYER PENSION CONTRIBUTIONS

Calendar Year Ended December 31,	Actuarially Determined Contribution	Actual Contribution	Contribution Deficiency (Excess)	Covered Valuation Payroll	Actual Contribution as a Percentage of Covered Valuation Payroll
2014	\$ 110,439	\$ 145,039	\$ (34,600)	\$ 1,125,783	12.88%
2015	108,950	108,949	1	1,338,450	8.14%
2016	131,956	131,956	-	1,302,626	10.13%
2017	129,678	129,677	1	1,308,561	9.91%
2018	133,623	133,622	1	1,304,908	10.24%
2019	82,069	82,069	-	1,191,126	6.89%

*Summary of Actuarial Methods and Assumptions Used in the Calculation of the 2019 Contribution Rate**

Valuation Date: Actuarially determined contribution rates are calculated as of December 31 each year, which are 12 months prior to the beginning of the fiscal year in which contributions are reported.

Methods and Assumptions Used to Determine 2019 Contribution Rates:

Actuarial Cost Method: Aggregate entry age = normal
Amortization Method: Level percentage of payroll, closed
Remaining Amortization Period: 24-year closed period
Asset Valuation Method: 5-year smoothed market; 20% corridor
Wage Growth: 3.25%
Price Inflation: 2.50% approximate; No explicit price inflation assumption is used in this valuation.
Salary Increases: 3.35% to 14.25%, including inflation
Investment Rate of Return: 7.50%
Retirement Age: Experience-based table of rates that are specific to the type of eligibility condition. Last updated for the 2017 valuation pursuant to an experience study of the period 2014 to 2016.
Mortality: RP-2014 Blue Collar Health Annuitant Mortality Table and RP-2014 Disabled Mortality Table with adjustments to match current IMRF experience.
Other Information:
Notes: There were no benefit changes during the year.

*Based on Valuation Assumptions used in the December 31, 2017, actuarial valuation; note two year lag between valuation and rate setting. This schedule is presented to illustrate the requirement to show information for 10 years. However, until a full 10-year trend is compiled, information is presented for those years for which information is available.

Required Supplementary Information

WINNETKA-NORTHFIELD PUBLIC LIBRARY DISTRICT

SCHEDULE OF CHANGES IN NET OPEB LIABILITY AND RELATED RATIOS

YEAR ENDED JUNE 30,

	<u>2020</u>	<u>2019</u>	<u>2018</u>
Total OPEB Liability			
Service Cost	\$ 992	\$ 2,065	\$ 1,988
Interest	3,943	4,104	4,077
Changes on Benefit Terms	-	-	-
Difference between Expected and Actual Experience	26,540	-	-
Changes in Assumptions	29,947	5,112	-
Benefit Payments	<u>(4,567)</u>	<u>(4,784)</u>	<u>(5,933)</u>
 Net Change in Total OPEB Liability	 56,855	 6,497	 132
 Total OPEB Liability - Beginning	 <u>114,943</u>	 <u>108,446</u>	 <u>108,314</u>
 Total OPEB Liability - Ending (a)	 <u>\$ 171,798</u>	 <u>\$ 114,943</u>	 <u>\$ 108,446</u>
 OPEB Plan Net Position			
Contributions - Employer	\$ 4,567	\$ 4,784	\$ 5,933
Contributions - Employee	-	-	-
Contributions - Other	-	-	-
Net Investment Income	-	-	-
Benefit Payments	(4,567)	(4,784)	(5,933)
Administrative Expense	<u>-</u>	<u>-</u>	<u>-</u>
 Employer Net Change in OPEB Plan Net Position	 -	 -	 -
 OPEB Plan Net Position - Beginning	 <u>-</u>	 <u>-</u>	 <u>-</u>
 OPEB Plan Net Position - Ending (b)	 <u>\$ -</u>	 <u>\$ -</u>	 <u>\$ -</u>
 Net OPEB Liability - Ending (a) - (b)	 <u>\$ 171,798</u>	 <u>\$ 114,943</u>	 <u>\$ 108,446</u>
 OPEB Plan Net Position as a Percentage of Net OPEB Liability	 0.00%	 0.00%	 0.00%
 Covered-Employee Payroll	 \$ 1,119,288	 \$ 1,097,180	 \$ 1,211,591
 Employer Net OPEB Liability as a Percentage of Covered-Employee Payroll	 15.35%	 10.48%	 8.95%

Note to Schedule: This is presented to illustrate the requirements to show information for 10 years. However, until a full 10-year trend is compiled, information is presented for those years for which information is available.

Required Supplementary Information

WINNETKA-NORTHFIELD PUBLIC LIBRARY DISTRICT

SCHEDULE OF EMPLOYER OPEB CONTRIBUTIONS

Fiscal Year Ended June 30,	Actuarially Determined Contribution	Actual Contribution	Contribution Deficiency (Excess)	Covered Valuation Payroll	Actual as a Percentage of Covered Valuation Payroll
2018	N/A	-	N/A	1,211,591	0.0%
2019	N/A	-	N/A	1,097,180	0.0%
2020	N/A	-	N/A	1,119,288	0.0%

Notes to the Required Supplementary Information

There is no Actuarially Determined Contribution (ADC) or employer contribution in relation to the ADC, as there is no Trust that exists for funding the OPEB liabilities. However, the District did make contributions from other District resources in the current year in the amount of \$4,567 as a pass-thru.

Required Supplementary Information

WINNETKA-NORTHFIELD PUBLIC LIBRARY DISTRICT

GENERAL FUND

SCHEDULE OF REVENUES AND EXPENDITURES - ESTIMATED RECEIPTS, APPROPRIATIONS, AND WORKING BUDGET COMPARED TO ACTUAL

FOR THE YEAR ENDED JUNE 30, 2020

	GENERAL FUND		
	APPROPRIATION - ORIGINAL AND FINAL	WORKING BUDGET	ACTUAL
REVENUES			
Property Taxes	\$ 4,147,440	\$ 3,859,939	\$ 4,040,122
Replacement Taxes	50,000	20,000	37,107
Grants	25,000	21,696	21,696
Kenilworth Service Contract	110,000	100,000	117,273
Fines, Fees, Services, Interest and Other	200,000	89,000	175,932
Contributions	350,000	27,000	166
Total Revenues	<u>4,882,440</u>	<u>4,117,635</u>	<u>4,392,296</u>
EXPENDITURES			
Personnel	1,756,688	1,790,000	1,700,426
FICA	150,000	123,000	113,886
Library Materials and Services	825,000	730,000	714,445
Computer Services	153,920	171,250	146,912
Administrative	310,288	315,854	294,933
Capital Outlay	500,000	750,000	268,897
Insurance	30,000	30,000	18,439
Maintenance	-	-	-
Audit	15,000	11,050	9,850
Contingency	300,000	-	-
Total Expenditures	<u>4,040,896</u>	<u>3,921,154</u>	<u>3,267,788</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	<u>\$ 841,544</u>	<u>\$ 196,481</u>	<u>\$ 1,124,508</u>

Additional Information

WINNETKA-NORTHFIELD PUBLIC LIBRARY DISTRICT

OTHER FUNDS

COMBINING BALANCE SHEET

JUNE 30, 2020

	<u>BUILDING & EQUIPMENT</u>	<u>IMRF</u>	<u>UNEMPLOYMENT INSURANCE</u>	<u>TOTAL</u>
ASSETS				
Cash and Cash Investments	\$ 2,202	\$ -	\$ 57,015	\$ 59,217
Property Taxes Receivable	<u>73,938</u>	<u>51,264</u>	<u>5</u>	<u>125,207</u>
Total Assets	<u>\$ 76,140</u>	<u>\$ 51,264</u>	<u>\$ 57,020</u>	<u>\$ 184,424</u>
LIABILITIES				
Accounts Payable	\$ 2,202	\$ -	\$ -	\$ 2,202
Total Liabilities	<u>2,202</u>	<u>-</u>	<u>-</u>	<u>2,202</u>
DEFERRED INFLOWS OF RESOURCES				
Deferred Property Tax Revenue	<u>73,938</u>	<u>51,264</u>	<u>5</u>	<u>125,207</u>
Total Liabilities and Deferred Inflows of Resources	<u>76,140</u>	<u>51,264</u>	<u>5</u>	<u>127,409</u>
FUND BALANCES				
Restricted	<u>-</u>	<u>-</u>	<u>57,015</u>	<u>57,015</u>
Total Liabilities, Deferred Inflows and Fund Balances	<u>\$ 76,140</u>	<u>\$ 51,264</u>	<u>\$ 57,020</u>	<u>\$ 184,424</u>

Additional Information

WINNETKA-NORTHFIELD PUBLIC LIBRARY DISTRICT

OTHER FUNDS

COMBINING STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES

FOR THE YEAR ENDED JUNE 30, 2020

	<u>BUILDING & EQUIPMENT</u>	<u>IMRF</u>	<u>UNEMPLOYMENT INSURANCE</u>	<u>TOTAL</u>
REVENUES				
Property Taxes	<u>\$ 151,658</u>	<u>\$ 90,995</u>	<u>\$ 10</u>	<u>\$ 242,663</u>
Total Revenues	<u>151,658</u>	<u>90,995</u>	<u>10</u>	<u>242,663</u>
EXPENDITURES				
Capital Outlay	2,069	-	-	2,069
Maintenance	298,599	-	-	298,599
IMRF	-	106,289	-	106,289
Unemployment Insurance	-	-	6,410	6,410
Total Expenditures	<u>300,668</u>	<u>106,289</u>	<u>6,410</u>	<u>413,367</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	(149,010)	(15,294)	(6,400)	(170,704)
OTHER FINANCING SOURCES				
Operating Transfers	<u>149,010</u>	<u>15,294</u>	<u>-</u>	<u>164,304</u>
Net Change in Fund Balances	-	-	(6,400)	(6,400)
FUND BALANCES				
Beginning of Year	<u>-</u>	<u>-</u>	<u>63,415</u>	<u>63,415</u>
End of Year	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 57,015</u>	<u>\$ 57,015</u>

November 13, 2020

Emily Compton -Dzak
Winnetka Public Library

Proposal:

Work to be performed at: Winnetka Public Library, 768 Oak Street, Winnetka, IL

1. Chimney Limestone Repair

We hereby propose to furnish the materials and labor necessary for the completion of the following masonry work:

- For building a scaffold as needed to get to the side of the chimney.
- For cutting out two damaged pieces of limestone.
- For supplying and installing two 23-1/2" x 37-1/2" x 2-1/4" pieces of limestone.
- For removing scaffold, cleaning up and removal of debris.
- For natural colored mortar.
- No caulking included.

All material is guaranteed to be as specified and the above work to be performed in accordance with the above scope of work and completed in a substantial workmanlike manner for the sum of \$9,345.00.

If accepted, this work will be scheduled for Spring of 2021.

Acceptance of Chimney Limestone Repair:

date

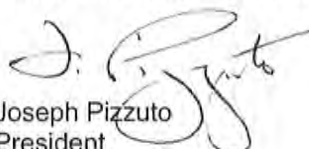
2. Remove & haul 3 existing limestone blocks from the plant bed adjacent to the parking lot for the sum of \$585.00

If accepted, this work would be done in Fall 2020.

Acceptance of Limestone Block Removal:

date

Proposal Valid for 10 days.
Terms 25% down, net 30 days.



Joseph Pizzuto
President

Change Order One

PROJECT:	CONTRACT INFORMATION:	CHANGE ORDER INFORMATION
Winnetka - Northfield Public Library 768 Oak Street Winnetka, IL 60093	Contract for: Winnetka Public Library North Ent Date:September 1, 2020	
Owner: Winnetka - Northfield Public Library 768 Oak Street Winnetka, IL 60093	Architect: The Lakota Group 116 W. Illinois Street, Floor 7 Chicago, IL 60654	Contractor: Landworks Ltd 751 N. Bolingbrook Drive #17 Bolingbrook, IL 60440

THE CONTRACT IS CHANGES AS FOLLOWS:

Credits:

Tree Trimming Allowance	(\$3,000)
Concrete Stairs & Foundation	(\$7,500)
Tuckpointing	(\$2,150)
Coping Light Adjustment 18" to 3"	(\$3,000)
Heated Paving	(\$19,000)
Grand Total Credits:	(\$34,650)

Additions:

Concrete slab at front door below bluestone,, concrete infill at thresholds , excavte planter add drainage at	\$6,650
Blue Stone Treads, Brick Risers and concrete foundation at staircase	\$14,500
Demo ex brick wall and install new brick at planter wall e of walk and at N. side of planter	\$7,285
Project Sign Banner	\$375
Bronze Mettalic Color for sign cabinet	\$482
Grand Total Additions:	\$29,292
NET CREDIT	(\$5,358)

The original Contract Sum was	\$ 282,481.00
The net change by previously authorized Change Ordes	\$ -
The Contract Sum prior to this Change Order was	\$ 282,481.00
The Contract Sum will be decreased by this Change Order in the amount of	(\$5,358)
The new Contract Sum, including this Change Order, will be	\$ 277,123.00
The Contract Time wil be decreased by	(\$5,358.00)
The new date of Substantial Completion will be	NA

ARCHITECT The Lakota Group	CONTRACTOR Landworks Ltd	OWNER Winnetka -Northfield Public Librai
SIGNATURE	SIGNATURE	SIGNATURE
Kevin Clark, Principal	Joseph Pizzuto, President	Sarah Quish, Director
PRINTED NAME AND TITLE	PRINTED NAME AND TITLE	PRINTED NAME AND TITLE
DATE	DATE	DATE

BOARD OF TRUSTEES MEETING DATES

Fiscal Year 2020/2021
January 1, 2021 – June 30, 2021

January Study Session	January 4, 2021
January Regular Board Meeting	January 18, 2021*
February Study Session	February 1, 2021
February Regular Board Meeting	February 15, 2021*
March Study Session	March 1, 2021
March Regular Board Meeting	March 15, 2021
April Study Session	April 5, 2021
April Regular Board Meeting	April 19, 2021
May Study Session	May 3, 2021
May Regular Board Meeting	May 17, 2021
June Study Session	June 7, 2021
June Regular Board Meeting	June 21, 2020

*Martin Luther King Day

*Presidents Day