

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

**THE MEETING WILL BEGIN AT 1:00 PM VIA ZOOM, INSTRUCTIONS TO JOIN POSTED  
AT [WWW.WINNETKALIBRARY.ORG](http://WWW.WINNETKALIBRARY.ORG)**

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

**AGENDA**

Tuesday, August 18, 2020

1:00-2:00 p.m. Open Session (estimate)

2:00-7:00 p.m. Closed Session (estimate)

- I. Call to Order**
- II. Roll Call**
- III. Public Comments**
- IV. Vote to Approve Minutes of the July 20, 2020 Regular Meeting\***
- V. Financial Report**
  - Review Preliminary July 2020 Financial Statements\*
- VI. Library Reports**
  - Director's Report (Interim Director Quish)\*
  - Board President's Comments (President Ruiz-Funes)
- VII. Liaisons to Other Organizations – Reports**
  - Winnetka Village (Trustee Johnson)
  - Northfield Village (Trustee Shoup)
- VIII. Unfinished Business**
  - Update on library director search (Trustee Gosselin)
  - Update on library reopening plans\*
  - Patio project update
- IX. New Business**
  - Discussion and Vote on District closure dates for Fiscal Year 2020-2021\*
  - Discussion and Vote on Annual Ordinance Authorizing Non-Resident Cards\*
  - Discussion and Vote on District Printer/Copier Lease Agreement\*
  - Discussion and Vote on Auditor Engagement\*
  - Discussion and Vote on Ordinance Adopting Building and Maintenance Tax (.02% special tax) for Fiscal Year 2020-2021\*
  - Review Draft of Budget and Appropriation Ordinance for Fiscal Year 2020- 2021\*
- X. Communications**
  - The next meeting will be held on Monday, September 21 at 7pm and will begins with a special hearing for the approval of the Budget and Appropriation Ordinance for Fiscal Year 2020-2021.
- XI. Public Comments**

\*Attachments

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

**THE MEETING WILL BEGIN AT 1:00 PM VIA ZOOM, INSTRUCTIONS TO JOIN POSTED  
AT [WWW.WINNETKALIBRARY.ORG](http://WWW.WINNETKALIBRARY.ORG)**

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

**XII. Adjourn to Closed Session**

**• Closed Session**

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

**XIII. Return to Open Session**

**XIV. Adjournment**

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

July 20, 2020

**I. Call to Order**

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

**II. Roll Call**

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

Absent:

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

**III. Public Comments**

Northfield resident Sue Kelly commented on reopening the Studio.

Northfield resident Nancy Detlefsen commented on reopening the Northfield Branch Library.

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

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

ROLL CALL VOTE

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

NAYS: 0

ABSENT:

MOTION CARRIED

**V. Financial Report**

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

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

The MOTION passed on a voice vote.

**VI. Library Report**

## LIBRARY DIRECTOR'S REPORT:

Interim Director Quish reported:

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

## BOARD PRESIDENT'S REPORT:

President Ruiz-Funes reported:

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

## VII. Liaisons to Other Organizations-Reports

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

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

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

## **VIII. Unfinished Business**

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

## **IX. New Business**

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

## **X. Communications**

- *No communications.*

## **XI. Public Comments**

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

Winnetka resident Jeffrey Liss commented on the director search.

Northfield resident Sue Kelly commented on the director search.

**XII. Adjournment**

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

**ROLL CALL VOTE**

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

**NAYS:** 0

**ABSENT:**

**MOTION CARRIED**

President Ruiz-Funes adjourned the meeting at 8:33 p.m.

Respectfully submitted,

Nicola White  
Recording Secretary

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

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

# Winnetka-Northfield Public Library District

## All Funds Summary

For the 1 Month Ended July 31, 2020

Ideal Budget Percentage Spent: 8.33%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Current Year-to-Date</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
<b>Revenues</b>					
Library Fund	4,122,360.00	343,530.00	746,629.22	18.11 %	403,099.22
IMRF Fund	100,000.00	8,333.33	17,009.01	17.01 %	8,675.68
FICA Fund	40,000.00	3,333.33	6,803.70	17.01 %	3,470.37
Building Fund	152,000.00	12,666.67	25,853.75	17.01 %	13,187.08
Unemployment Fund	10.00	0.83	1.69	16.90 %	0.86
<b>Total Revenues</b>	<u>4,414,370.00</u>	<u>367,864.17</u>	<u>796,297.37</u>	<u>18.04 %</u>	<u>428,433.20</u>
<b>Expenses</b>					
Library Fund	3,476,896.00	289,741.33	374,983.11	10.78 %	85,241.78
IMRF Fund	111,000.00	9,250.00	8,997.41	8.11 %	(252.59)
FICA Fund	123,000.00	10,250.00	8,353.29	6.79 %	(1,896.71)
Building Fund	320,000.00	26,666.67	20,618.52	6.44 %	(6,048.15)
Unemployment Fund	<u>5,000.00</u>	<u>416.67</u>	<u>0.00</u>	<u>0.00 %</u>	<u>(416.67)</u>
<b>Total Expenses</b>	<u>4,035,896.00</u>	<u>336,324.67</u>	<u>412,952.33</u>	<u>10.23 %</u>	<u>76,627.66</u>
<b>Total Revenues</b>	4,414,370.00	367,864.17	796,297.37	18.04 %	428,433.20
<b>Total Expenses</b>	<u>4,035,896.00</u>	<u>336,324.67</u>	<u>412,952.33</u>	<u>10.23 %</u>	<u>(76,627.66)</u>
<b>Excess Revenues less Expenses</b>	<u>378,474.00</u>	<u>31,539.50</u>	<u>383,345.04</u>	<u>101.29 %</u>	<u>351,805.54</u>

# Winnetka-Northfield Public Library District

## Library Fund Summary

For the 1 Month Ended July 31, 2020

Ideal Budget Percentage Spent: 8.33%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year-to-Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
<b>Operating Revenue</b>					
Property Tax	3,916,860.00	326,405.00	690,309.24	17.62 %	363,904.24
Replacement Tax	20,000.00	1,666.67	10,328.10	51.64 %	8,661.43
Collections	126,000.00	10,500.00	24,941.43	19.79 %	14,441.43
Materials	9,500.00	791.67	0.00	0.00 %	(791.67)
Other Income	50,000.00	4,166.67	21,050.45	42.10 %	16,883.78
<b>Total Operating Revenue</b>	<u>4,122,360.00</u>	<u>343,530.00</u>	<u>746,629.22</u>	<u>18.11 %</u>	<u>403,099.22</u>
<b>Operating Expenses</b>					
Personnel	1,790,000.00	149,166.67	128,001.30	7.15 %	(21,165.37)
Administration	371,806.00	30,983.83	32,081.29	8.63 %	1,097.46
Utilities	0.00	0.00	6,284.79	0.00 %	6,284.79
IT Services	171,250.00	14,270.83	(6,712.99)	(3.92)%	(20,983.82)
Public Relations	0.00	0.00	5,302.08	0.00 %	5,302.08
Library Materials - Adult	576,750.00	48,062.50	180,228.17	31.25 %	132,165.67
Library Materials - Youth	85,900.00	7,158.33	10,883.75	12.67 %	3,725.42
Programs	71,190.00	5,932.50	513.88	0.72 %	(5,418.62)
Capital	410,000.00	34,166.67	18,400.84	4.49 %	(15,765.83)
<b>Total Operating Expenses</b>	<u>3,476,896.00</u>	<u>289,741.33</u>	<u>374,983.11</u>	<u>10.78 %</u>	<u>85,241.78</u>
<b>Total Revenues</b>	4,122,360.00	343,530.00	746,629.22	18.11 %	403,099.22
<b>Total Expenses</b>	3,476,896.00	289,741.33	374,983.11	10.78 %	85,241.78
<b>Excess Revenues less Expenses</b>	<u>645,464.00</u>	<u>53,788.67</u>	<u>371,646.11</u>	<u>57.58 %</u>	<u>317,857.44</u>



Interim Library Director's Report and Staff Activities  
For the August 18, 2020 Board Meeting

**Impact Stories**

Amelia Kmiec, Circulation Associate, Steve Kline, Programming Librarian, and Nick Mall, Collections Development Librarian, joined forces to help a patron who had discovered a photo of his father's friend from the 1900s in his belongings. He wanted to get the photo to his father's friends' descendants but didn't know how to find them. Together they used library resources and found living descendants, so the patron was able to share the photograph with them.

Head of Youth Services Amanda Garrity received accolades about a Bedtime Stories program from a patron (and Board Member), "Mom to mom that was a hero's effort last night! You get double working mom points for that PJ storytime! As always, you're the best!"

Youth Services Librarian Maddy Belk reports, "The storytime kit bags have been a huge hit! The parents really love the idea. ... a good mix of people who come to storytime already and ones who didn't know we were doing Zoom storytime have been taking them." (The storytime kits include a shaker egg, scarf, bubbles and little pamphlet of our go-to songs/rhymes)

**Financial Report**

July 2020

Financial highlights

\*Note: Due to the transition in management we do not have a detailed line item budget, this will be corrected for the next meeting.

**Circulation Services**

Total circulation for the month of July FY 2020/2021 was **22,318** compared to **44,031** for the same month last year. This represents a net change of **-49.31 %**

Virtual Branch circulation for the month of July FY 2020/2021 was **8,515** compared to **4,527** for the same month last year. This represents a net change of **88.09 %**.

**Usership**

Statistics for July (Reopened the Winnetka building on July 8, but includes curbside data)

People Counter: 3,732

- For July 2019, people counter statistics = 10,887 (Winnetka only)
  - $10,887/31 = 351*23 = 8,073$  (We are at less than half of People Counter of a comparable month pre-pandemic)

Physical Initial Checkouts: 8,296

- For July 2019, physical initial checkouts = 21,202 (Winnetka and Northfield)
  - $21,202/31 = 684*23 = 15,732$  (We are at a little more than half of Circulation of a comparable month pre-pandemic)

Check-ins: 8,060

- As of 8/6, the District has about 12,177 items that could be returned to our Library District, however only 839 items that were checked out before April.

### **Technology**

There were **153** public computer sessions at Winnetka in July.

Winnetka had **3,391** hot spot sessions from **368** distinct devices. The average session time was 1 hour and 47 minutes. These sessions used a total of about 28GB of downstream bandwidth and about 7GB of upstream bandwidth.

Northfield had **564** hot spot sessions from **118** distinct devices. The average session time was 41 minutes. These sessions used a total of about 95GB of downstream bandwidth and about 4GB of upstream bandwidth.

We had **8,757** web sessions with **4,595** website users as counted by Google Analytics. The sessions number is down from last year's **9,672** sessions, and the unique visitors count is down from last year's **5,878** unique users.

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

Homepage | Library Updates | Returning Materials | Digital New York Times | Digital eBooks & eAudiobooks

### **Library App**

Excluding all initial test data before July, aggregating data across both Android and iOS versions, there have been **48 users**. This does not indicate downloads (downloads are not provided by Google Firebase) but we can assume that if downloaded the app was opened at least once.

#### Top Five Screens

Search the Catalog	339
Welcome	237
Search Menu	143
Item Details	117
Account Menu	93

### **Program and Activities**

Total District Program Attendance for the month of July FY 2020/2021 was **190** compared to **1,609** for the same month last year. This represents a net change of **-88.19 %**

Our 2020 Summer Reading Program, Create Your Own Adventure! has come to an end. As of Aug. 6, we had 380 registrants and 138 finishers have logged their finish and received an electronic gift card to The Book Stall.

One Book Two Villages will be happening virtually this year. We consulted with the Friends of the Library and they were in favor of having the event. We both agreed that it would be free to the public this year.

It will be held September 10 at 7:30 p.m. and will be a 45-min livestream lecture on *The Confession Club* followed by 15-20 min of audience Q&A.

Our Youth Services Department has been busy planning for fall, knowing that the school year will be looking differently for our District families. Some of the highlights include:

- Creating activity bags that patrons can take home that tie-in with Fall programming
- Creating Quick Pick bags of titles that patrons can grab if they aren't interested in lengthy browsing.
- Planning for the changes in Fall schooling including the addition of more study prep/self-guided learning nonfiction materials, a new Parent & teacher Resources webpage, and virtual options for our school partnerships

Virtual Programming Highlights –

- July 2: **12** people attended **All Ages Storytime** led by Amanda Garrity, Head of Youth Services.
- July 15: **12** people attended **Author Visit: Chad Sell**. Chicago author Chad Sell talked about his graphic novels *The Cardboard Kingdom* and *Doodleville*.
- July 15: **22** people attended **Cut the Cord – Alternatives to Premium Cable Services**. Led by our longtime volunteer George Lowman.
- July 16: **23** people attended **Writing Your Family History**. The program explored genealogy research and using narrative writing techniques to record your findings
- July 31: **31** people participated in the **Super Smash Bros. Pop-Up Tournament** hosted by Jimmy Gonzales-Vicker, Studio Associate. Participants played 47 rounds of Super Smash Bros.

### **Professional Development and Training**

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

- Erin Collins, Adult Services Librarian, attended webinar *2020 Andrew Carnegie Medals for Excellence in Fiction and Nonfiction Awards, Creating a Culture of Wellness for Library Staff, and Book Club Picks: Online and In Person*.
- Jill Brasseur, Adult Services Librarian, attended *Booklist webinar A Virtual Shout 'N' Share Showdown* and *Booklist webinar Adult Book Buzz: Coming Soon*.
- Melissa Morgan, Youth Services Librarian, attended a meeting of the CCS PAS Networking Group. Melissa has also recently been selected to join the CCS User Experience Advisory Group.
- Lindsay Goldstein, Youth Services Librarian, was selected to join the Bluestem Award Reading Committee. This is a 3-year commitment in conjunction with the Association of Illinois School Library Educators.
- Amanda Garrity, Head of Youth Services, finished a 3-year term on the Lincoln Award Nominations Committee. She was invited to continue her work as a member of the Lincoln Award Reading Committee. This is also a 3-year commitment in conjunction with the Association of Illinois School Library Educators.

### **The Source**

The fall issue of *The Source* is going to be in District homes by Aug. 29. We have a lot of new virtual programming, staff recommendations, and information on our digital library and the new library app.

### **Staff Survey Results**

We circulated a digital survey from staff to get their feedback on the Winnetka reopening and moving forward with opening the Northfield branch.

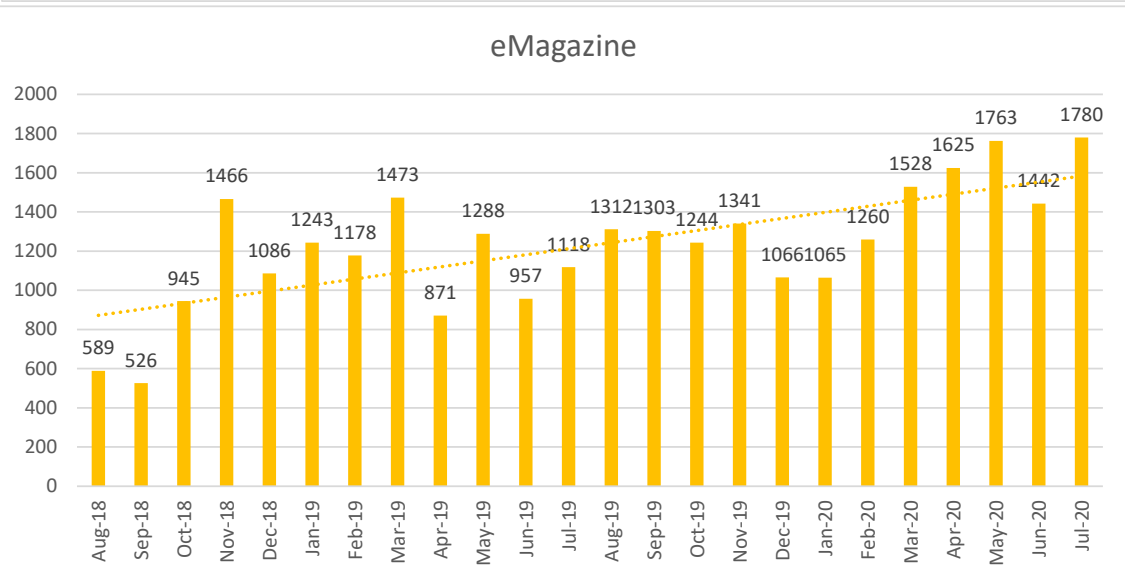
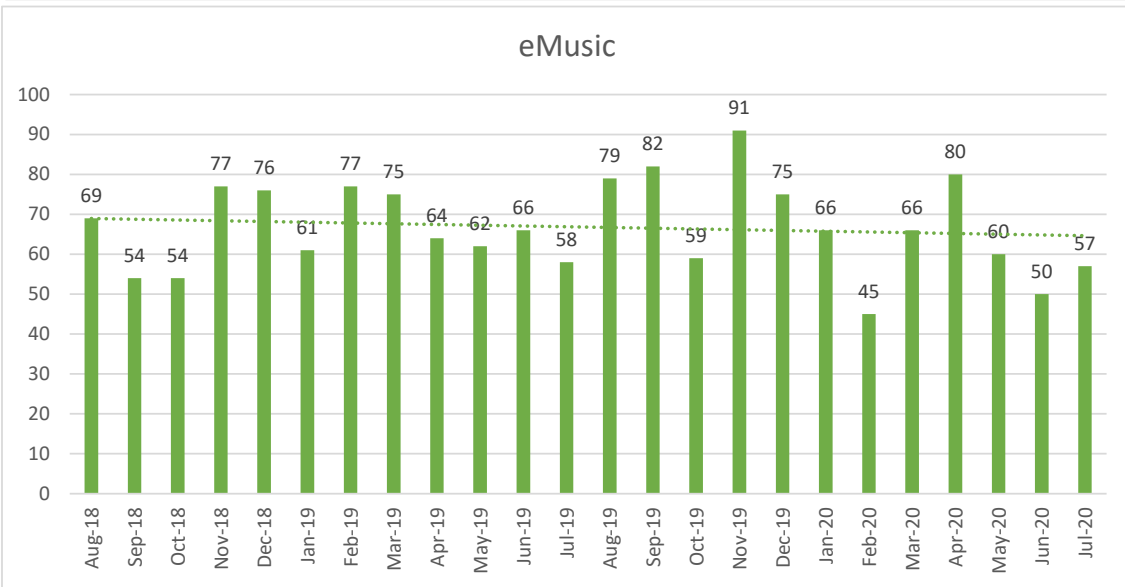
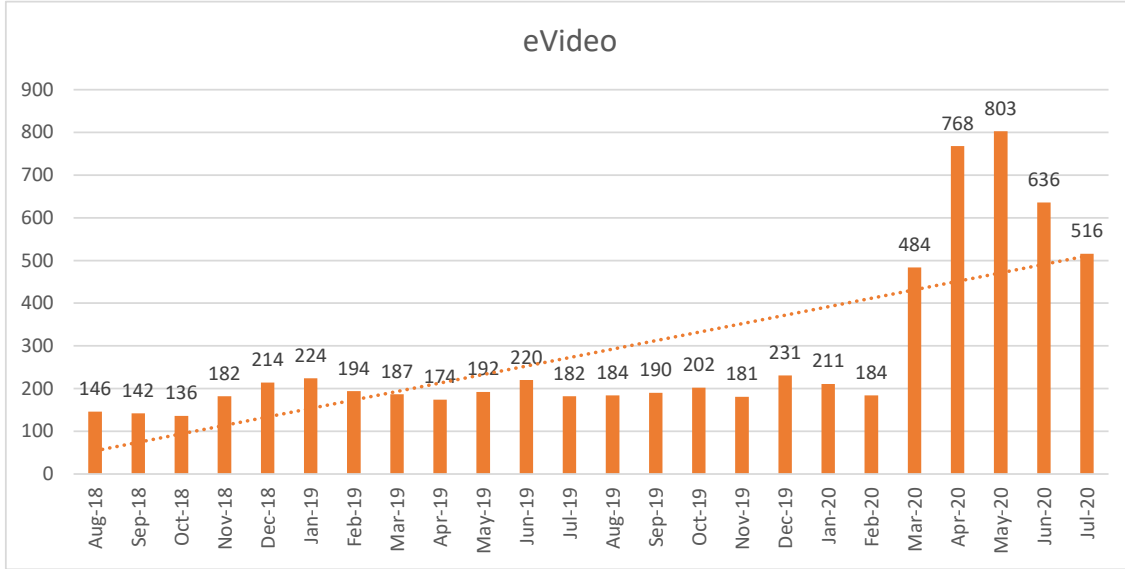
Below are the key actionable takeaways:

- We should proceed, thoughtfully and carefully with plans to return service to the Northfield Branch.
- Management team should make every effort to have more contact with their staff in person or through video calls.
- Management team should collaborate more with staff and every effort should be made to communicate often and transparently.
- When introducing new training/procedures managers should also offer in person or video call training where staff can ask questions for clarity.
- We can strategize the holds shelf and combo desk social distancing conundrum, to see if we can come up with a better strategy to keep staff feeling safe.
- Management can work on and communicate plans for a potential slip backward in phases, so that staff understands what that could look like and how they could be impacted.
- We can think through scheduling and how far ahead we can publish, what positions are still needed at Winnetka, how to communicate the flexibility needed/changing schedules, and involve staff more in this process if possible.

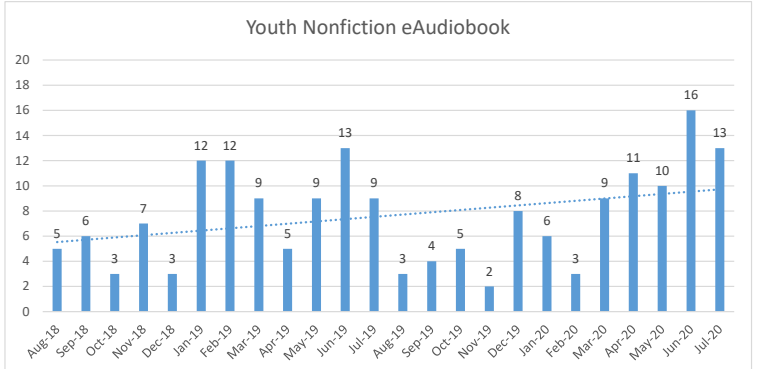
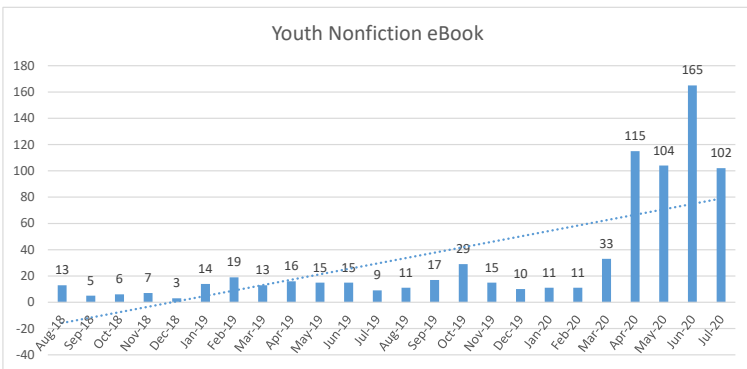
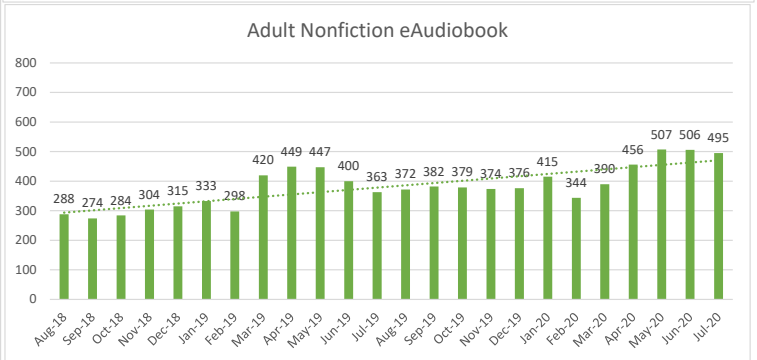
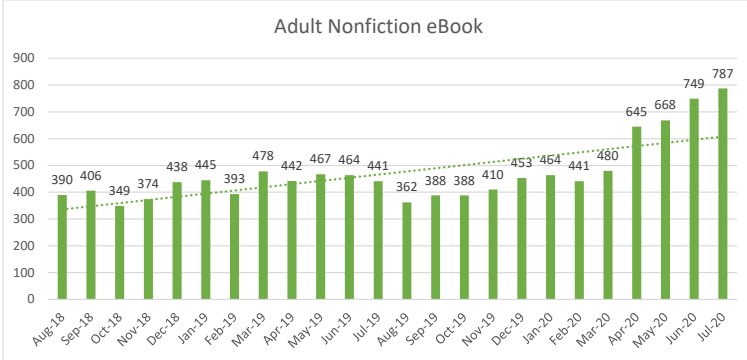
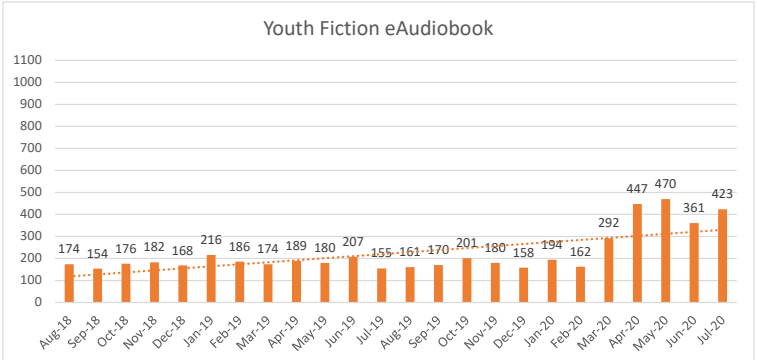
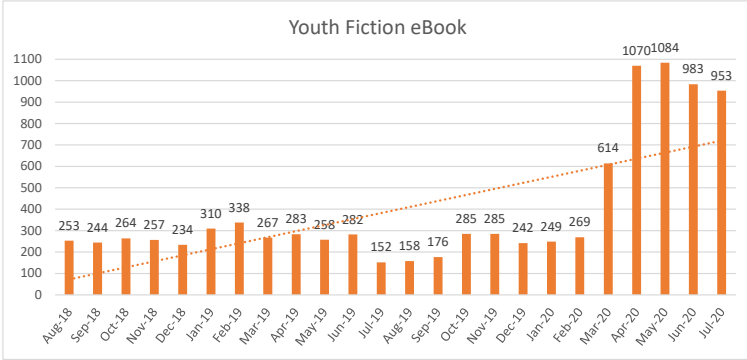
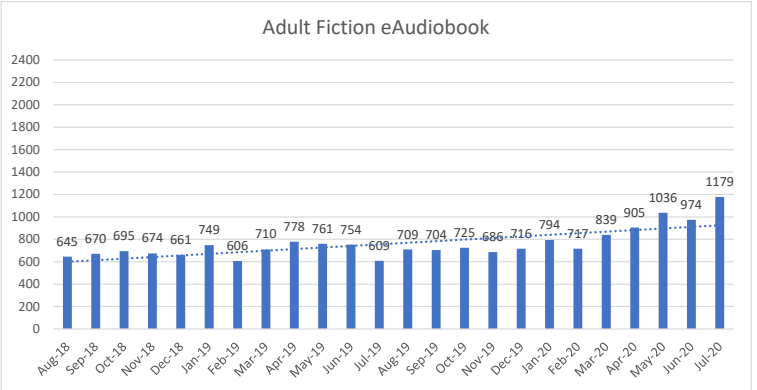
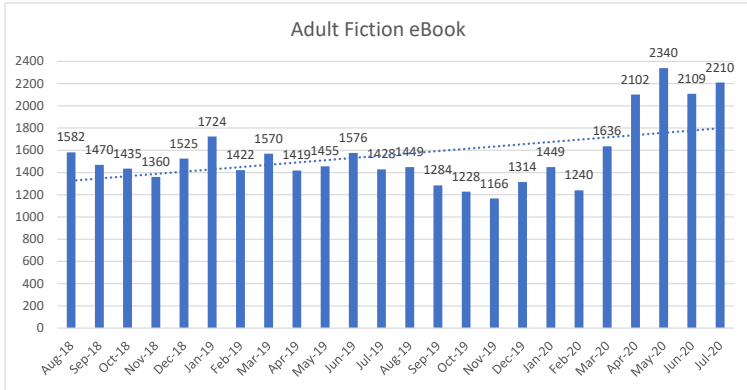
### **Human Resources Changes**

Our HR representative has accepted a new job and his last day will be Friday, Aug. 14. He has been very helpful in his time with the library, and he will be greatly missed. We are already working with HR Source to find a suitable replacement.

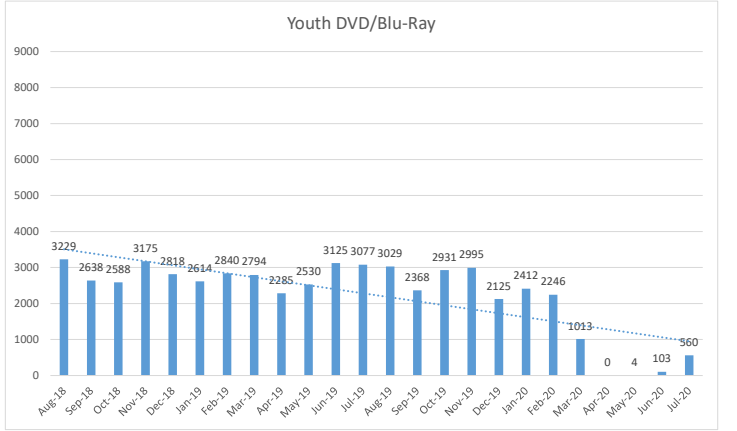
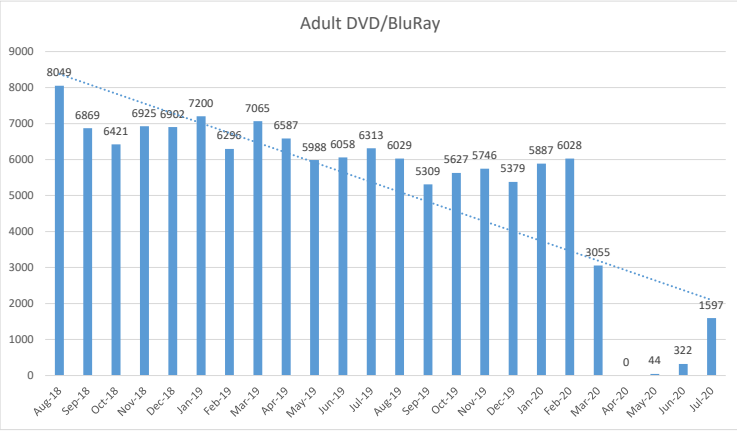
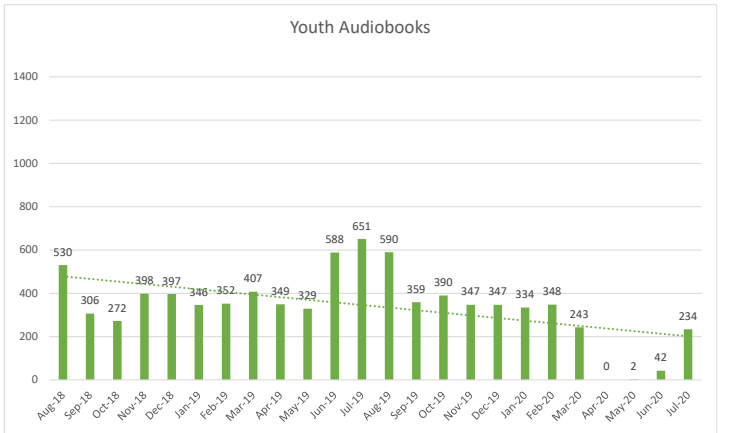
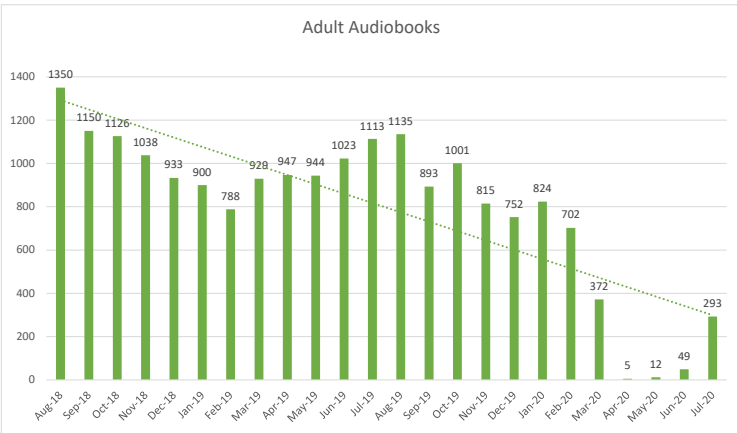
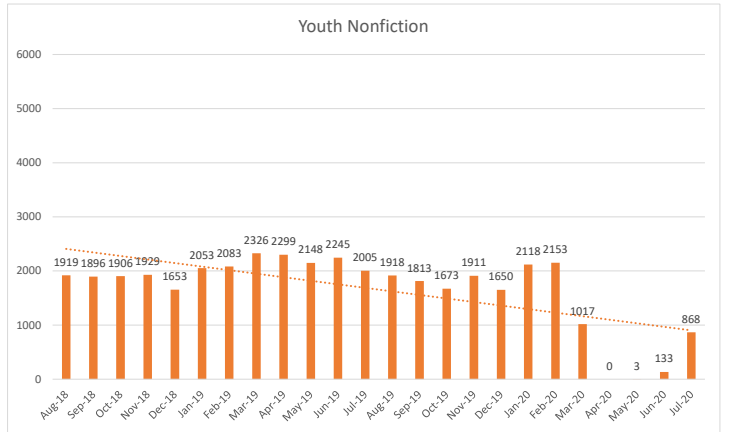
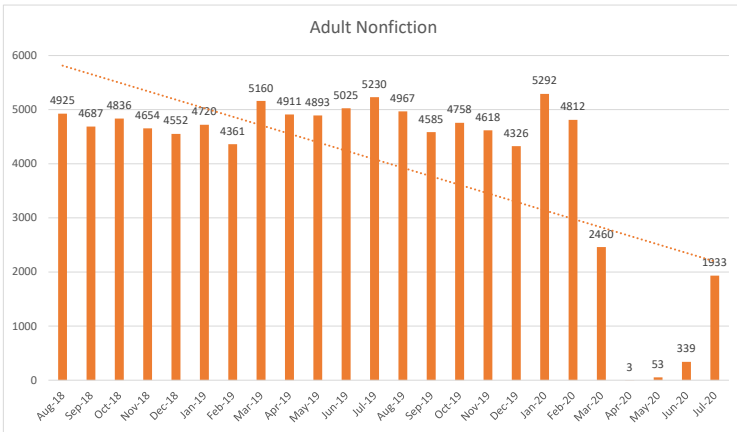
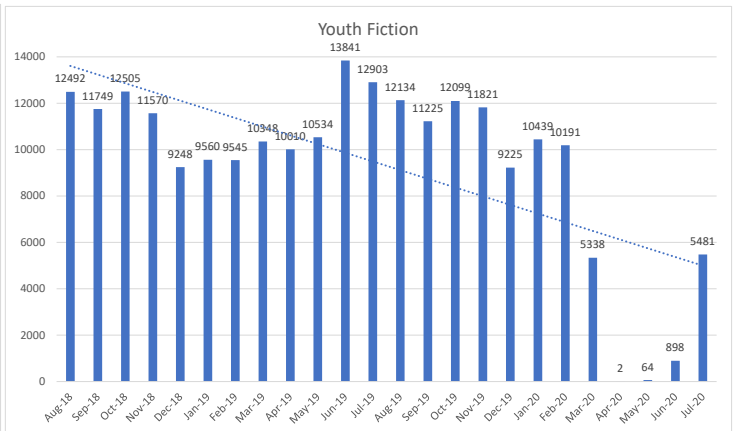
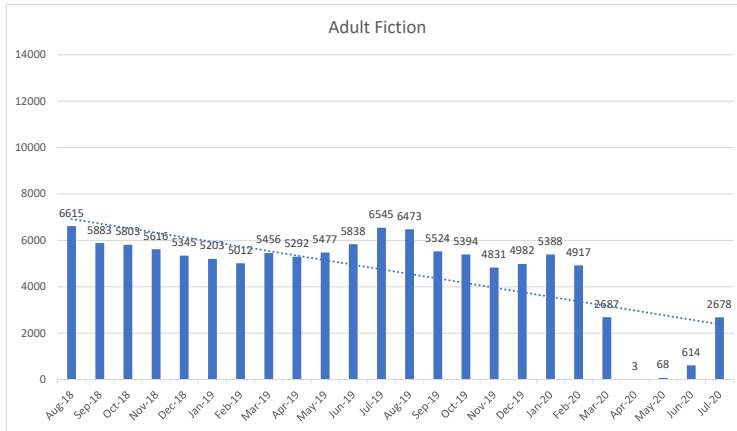
## Digital July 2020 Continued



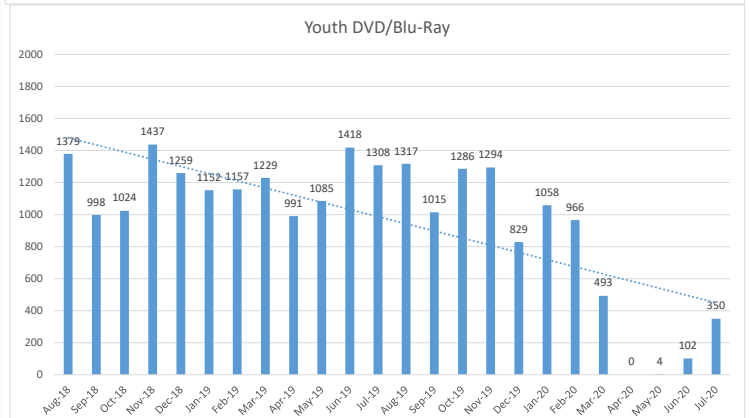
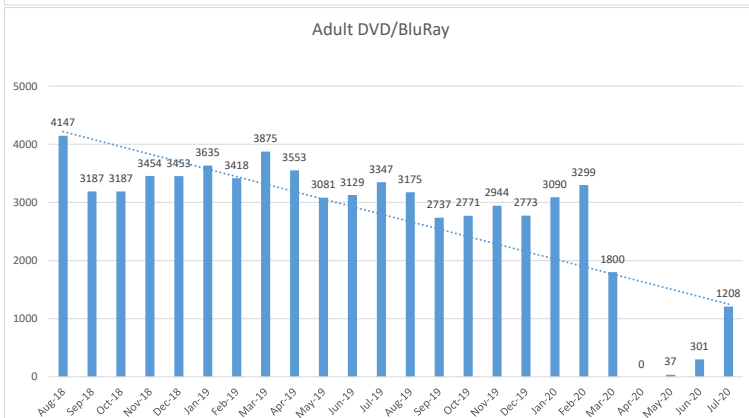
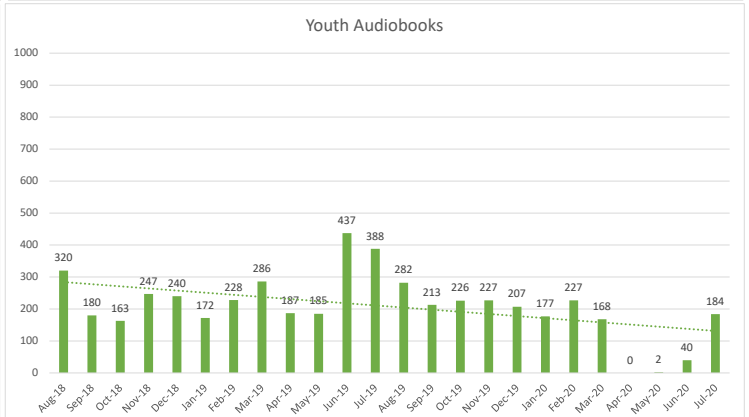
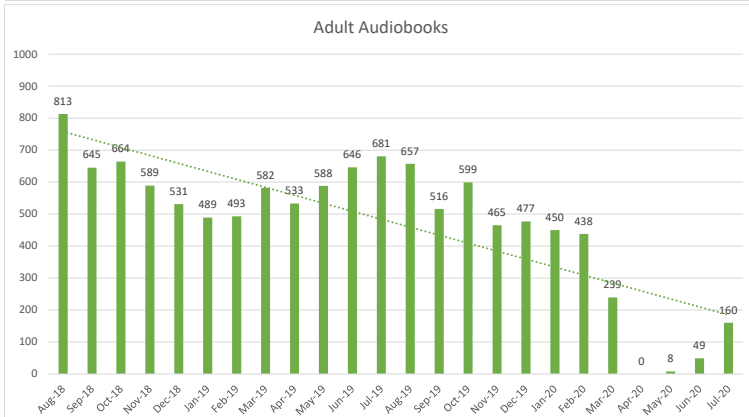
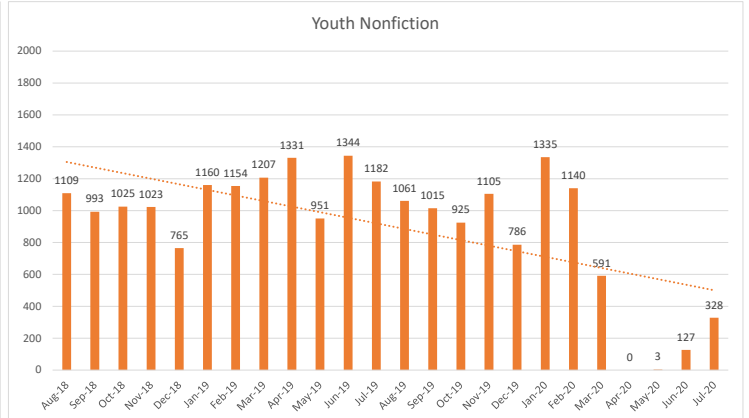
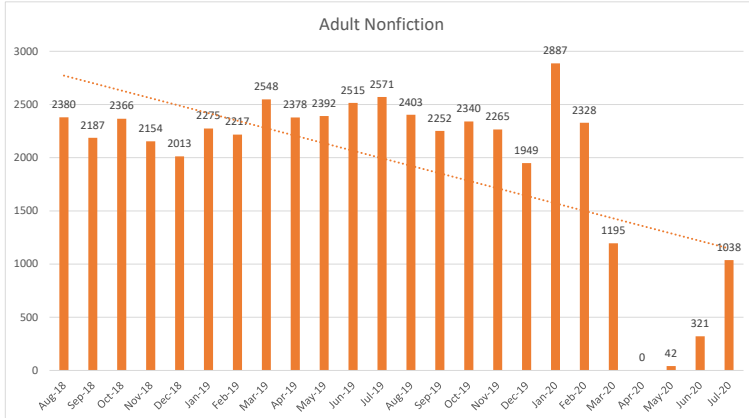
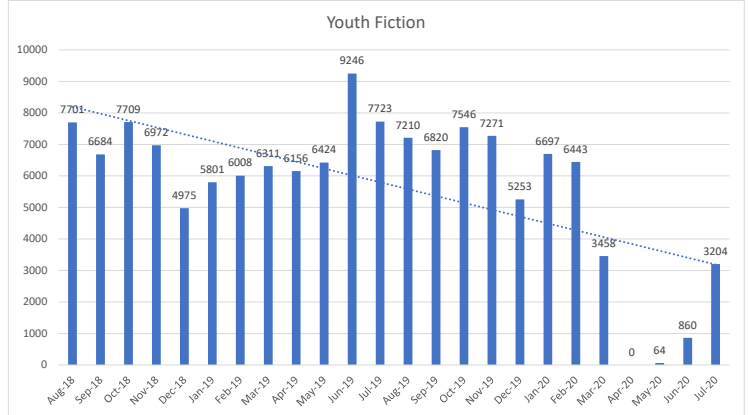
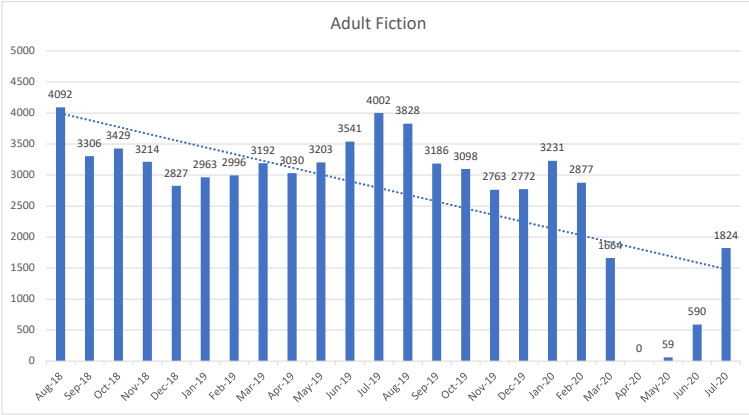
**Digital July 2020**



**Physical Checkouts + Renewals July 2020**

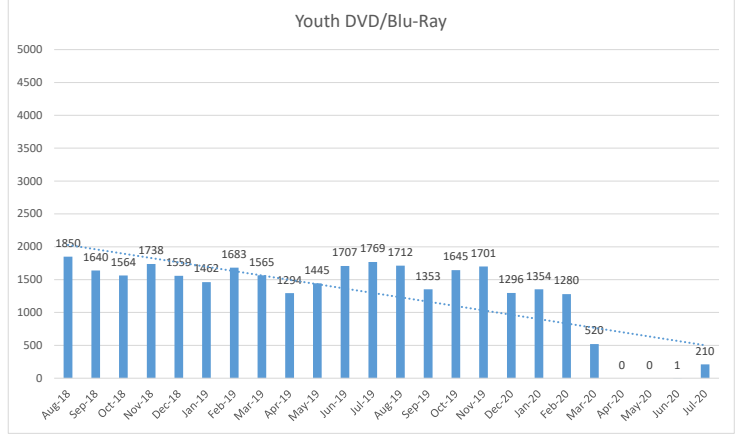
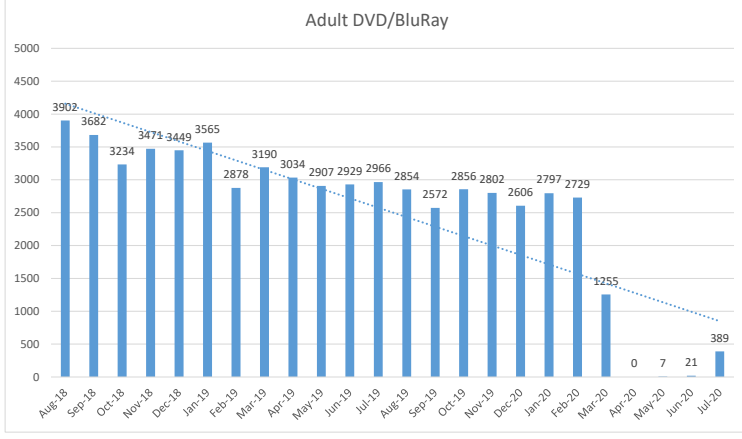
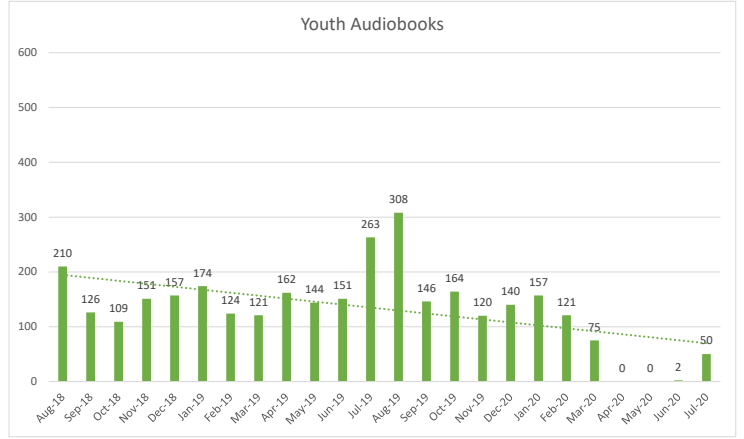
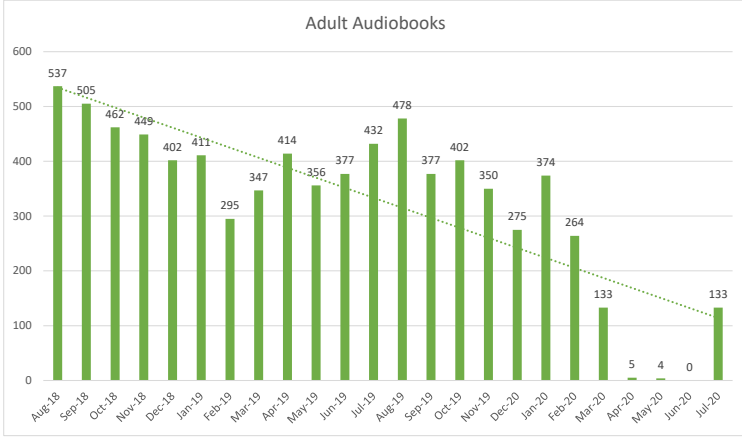
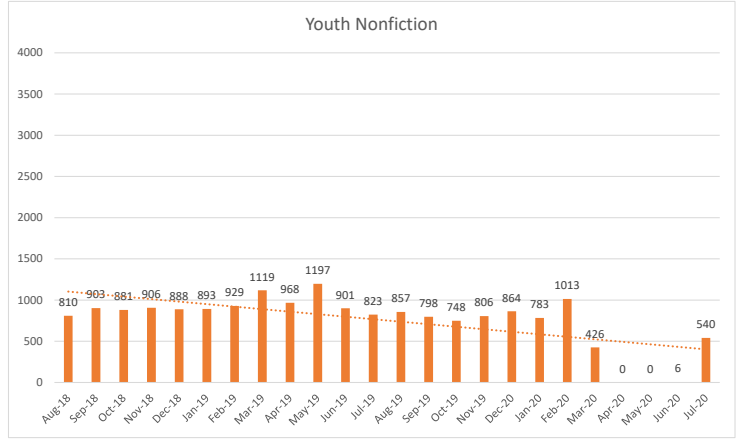
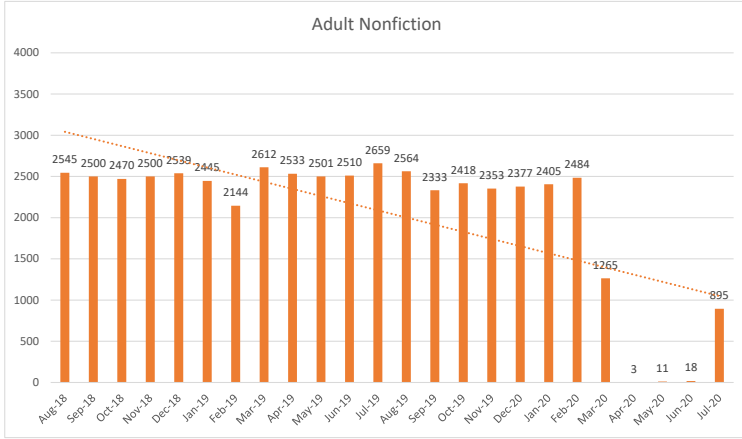
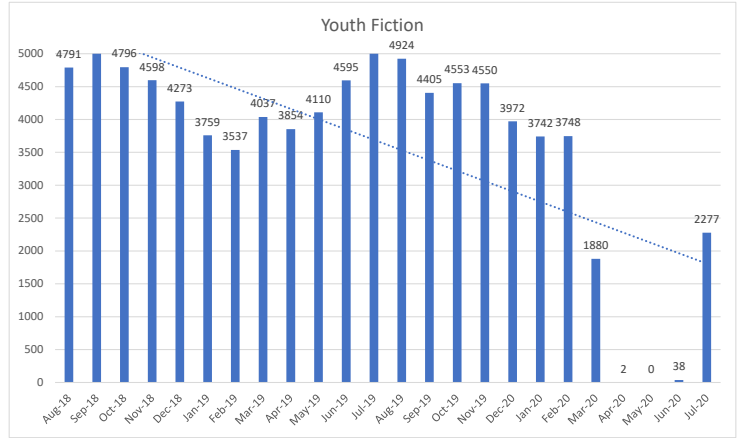
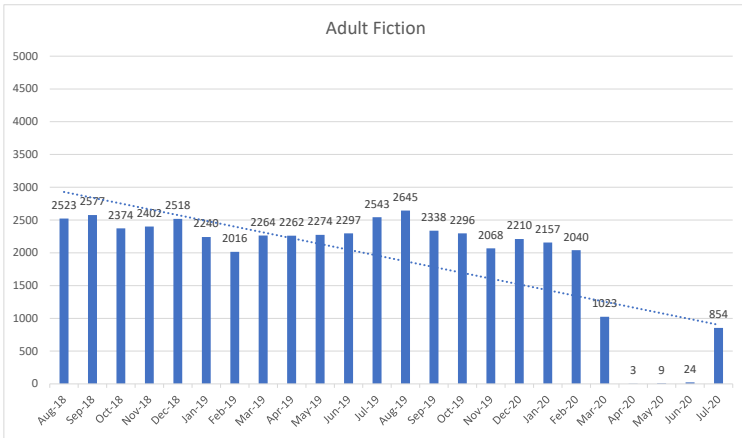


**Physical Initial Checkouts July 2020**

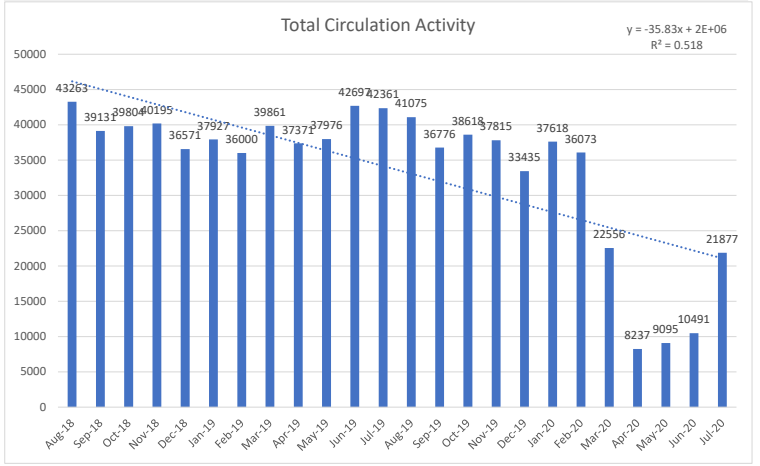
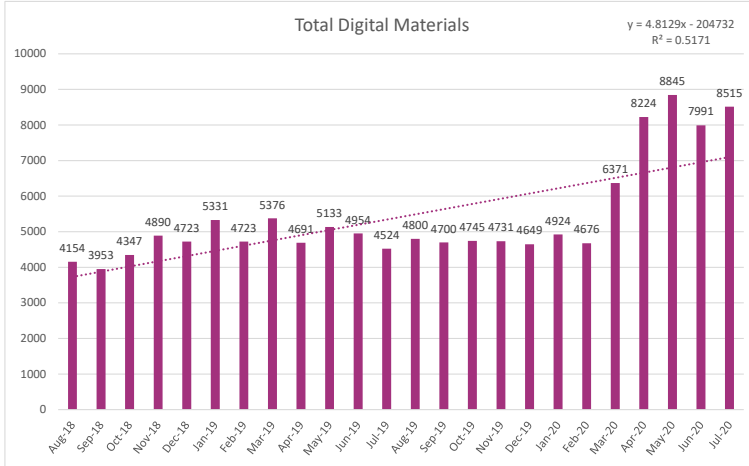
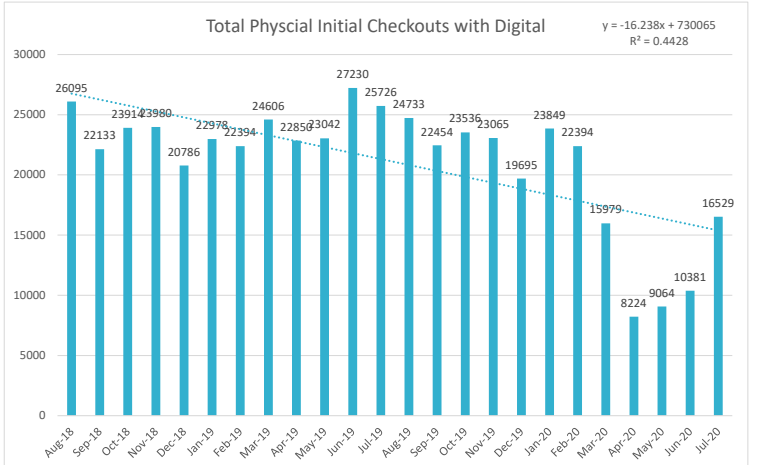
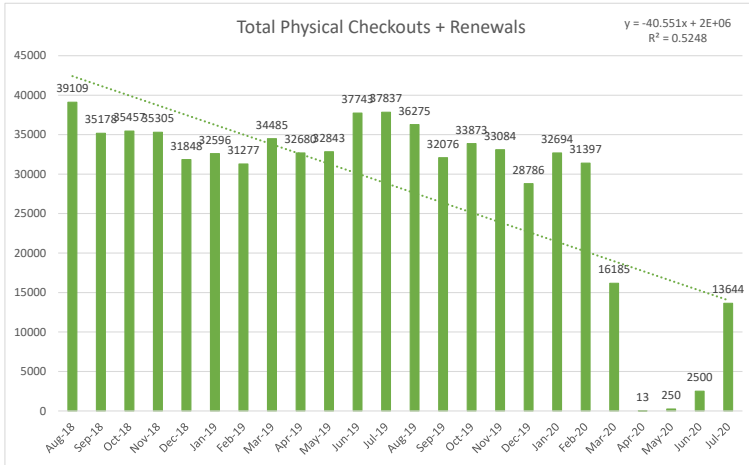
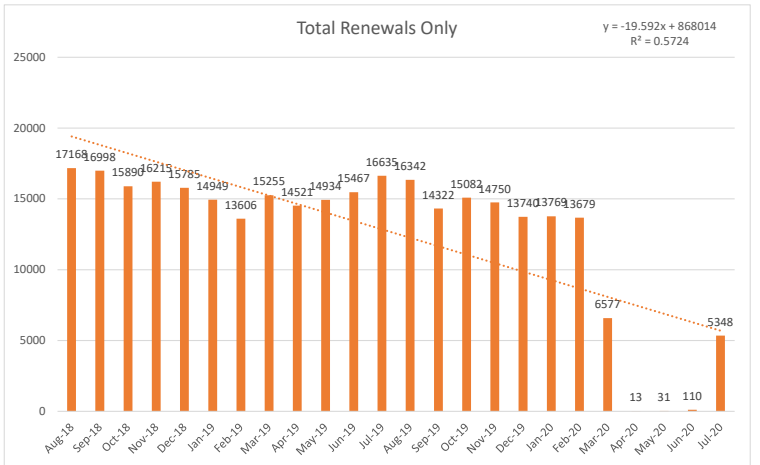
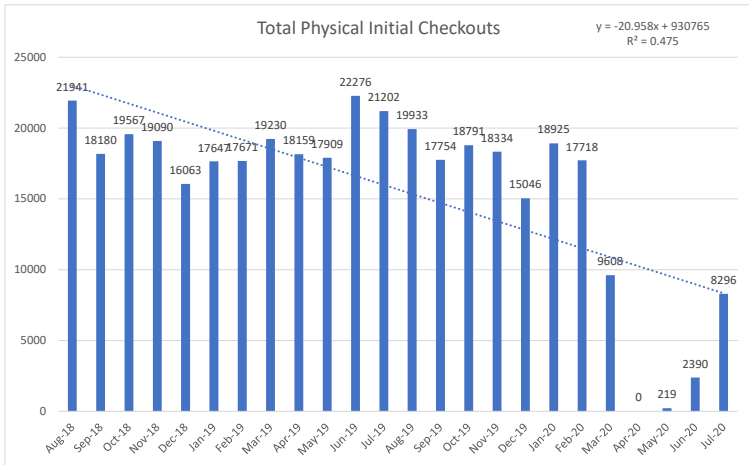




### Physical Renewals July 2020



**Totals Graphs July 2020**



# Northfield Reopening Plans

## Reopening Plans

As we continue to remain in phase 4, and the Winnetka reopening is running more smoothly, we have turned our attention to the reopening of the Northfield Branch. Sarah Quish and Courtney Volny have started a Northfield Exploratory Committee with library staff to determine the best way to proceed.

The committee held its first meeting on August 12<sup>th</sup>. During this meeting we discussed accessing the collection, opening the Northfield book drop and starting curbside service. The group decided to plan to simultaneously accomplish these tasks to make the process move more quickly. There are a lot of pieces to be worked out, but we are excited to move forward and will do so in the most thoughtful and safe way possible. The goal is to be ready to offer these services in the beginning of September.

The following are key items discussed during the meeting.

- Working with our facilities team and the village to get the building ready for staff to enter. This includes:
  - Plexiglas barriers being created & installed all-around both sides of the desk
  - Chairs and other furniture for patrons being moved to the Community Room for the time being
  - PPE supplies for staff being delivered by facilities
  - Extra cleaning supplies being delivered by facilities
  - Extra cleanings being started, and scheduling a routine for cleaning once staff begin entering the building
  - Updating/cleaning our HVAC system
- Working with staff to reevaluate and simplify procedures used for curbside at the Winnetka Public Library.
- Exploring how to physically move the collection, and the coordination needed to do so.
- Contacting our merchant delivery service to reinstate delivery between locations
- Working with our scheduling manager to create a schedule for curbside services, flipping and weeding of materials, and the shift of all Northfield materials housed at Winnetka back to Northfield.
- Reopening our drop box to the public for returns
- Operating hours and days for curbside services
  - Opening two weekdays and one weekend day for curbside services, this would potentially be one day with morning hours, and another with afternoon/evening hours
- Using the Northfield Community room to quarantine all items returned to Northfield through the bookdrop, or by patrons during curbside pickup.
  - These items will follow the same four-day quarantine schedule that is currently in place at Winnetka
- Evaluating the amount of flipping, weeding, and shelving of Northfield materials and the ensuing number of hours that will coincide with getting materials ready.

# Patio Project Update

## **Progress**

Concrete was poured instead of the pavers that had been previously discussed. Concrete was the original plan, and The Lakota Group felt strongly when they viewed the pavers in the field that they did not compliment the design. The decision was made to continue with the concrete instead of the pavers.

The lights and handrails are next to be installed, and once those go in the patio can open to the public. If all goes well, we can open it up before Labor Day.

The sign and the landscaping will be the final pieces to be completed.

## **Budget**

We are currently coming in with a net credit of \$6,215.



Landscape Architects  
& Contractors

751 North Bolingbrook Drive  
Link 17  
Bolingbrook, Illinois 60440

tel 630.759.8200  
fax 630.679.1358  
www.landworkslimited.com

August 4, 2020

**Winnetka Public Library North Entry - Change Order One**

Total Contract Amount: \$282,481.00

**Credits:**

Line Item

4.	Tree Trimming Allowance	\$3,000.00
30.	Concrete Stairs and Foundation	\$7,500.00
35.	Tuckpointing	\$2,150.00

Alt#4

65.	Coping Lighting, size change from 18" to 3" long	\$3,000.00
-----	--	------------

Alt#5	Heated Paving	<u>\$19,000.00</u>
-------	---------------	--------------------

Grand Total Credits: \$34,650.00

**Additions:**

25A.	Add sub concrete slab at bluestone at front door, Add concrete infill adjacent to thresholds at doors at terrace, excavate a portion of existing planter east of walk to allow weep holes.	\$6,650.00
------	---	------------

30A.	Bluestone Treads and concrete foundation for staircase	\$14,500.00
------	---	-------------

35A.	Demo ex. Brick and install New Brick at Planter Wall east of walk, And at North Side of Planter	<u>\$7,285.00</u>
------	---	-------------------

Grand Total Additions: \$28,435.00

**Net Credit: \$6,215.00**

**Potential Additional Scope of Work:**

Plant Evergreen Screen at front elevation to screen utility 5 Emerald Green Arborvitae 6'	\$1,700.00
--	------------

Power Wash front elevation of Library within scope of work area from the eave line down & wash windows	TBD
---	-----

## District closing dates for Fiscal Year 2020-2021

Independence Day	Saturday, July 4, 2020
Sunday before Labor Day ( <b>not a paid holiday</b> )	Sunday, September 6, 2020
Labor Day	Monday, September 7, 2020
Thanksgiving Eve – close at 5 p.m. ( <b>not a paid holiday</b> )	Wednesday, November 25, 2020
Thanksgiving Day	Thursday, November 26, 2020
Christmas Eve	Thursday, December 24, 2020
Christmas Day	Friday, December 25, 2020
New Year’s Eve	Thursday, December 31, 2020
New Year’s Day	Friday, January 1, 2021
Easter Sunday ( <b>not a paid holiday</b> )	Sunday, April 4, 2021
Sunday before Memorial Day ( <b>not a paid holiday</b> )	Sunday, May 30, 2021
Memorial Day	Monday, May 31, 2021

**8 paid holidays**

**WINNETKA-NORTHFIELD PUBLIC LIBRARY DISTRICT  
ORDINANCE NO. 2020-2021/3**

**ANNUAL ORDINANCE AUTHORIZING  
PUBLIC LIBRARY DISTRICT NON-RESIDENT CARDS**

**WHEREAS**, the Winnetka-Northfield Public Library District is a tax-supported Public Library District; and

**WHEREAS**, people residing within the jurisdictional boundaries of the Winnetka-Northfield Public Library District pay taxes to support the library, and so need pay no additional fee to be eligible to receive a library card; and

**WHEREAS**, PA 92-0166 stipulates that “A person residing outside of a public library service area must apply for a non-resident card at the public library located closest to the person’s principal residence”; and

**WHEREAS**, the Office of the Illinois Secretary of State has issued regulations defining the “closest public library” and also providing three formulae which public libraries can use to determine the non-resident fee; and

**WHEREAS**, the Board of Library Trustees of the Winnetka-Northfield Public Library District has determined for its 2020-2021 fiscal year, commencing July 1, 2020 and ending June 30, 2021 to participate in the non-resident reciprocal borrowing program of its regional library system and to issue non-resident library cards;

**NOW, THEREFORE, BE IT AND IT IS HEREBY ORDAINED BY THE BOARD OF LIBRARY TRUSTEES OF THE WINNETKA-NORTHFIELD PUBLIC LIBRARY DISTRICT** as follows:

**Section 1:** Individuals residing beyond the jurisdictional boundaries of the Winnetka-Northfield Public Library District and not residing within the boundaries of another public library, and owning no taxable property within the jurisdictional boundaries of the Winnetka-Northfield Public Library District, may purchase a nonresident fee card for the fee calculated according to the Tax Bill Method (23 Ad. Code 3050.60{b}).

**Section 2:** Individuals residing beyond the jurisdictional boundaries of the Winnetka-Northfield Public Library District, but owning (as an individual, a partner, the principal stockholder, or other joint owner) taxable property within the jurisdictional boundaries of the Winnetka-Northfield Public Library District, or serving as a Senior Administrative Officer of a firm, business, or other corporation owning taxable property within the jurisdictional boundaries of the Winnetka-Northfield Public Library District, notwithstanding anything to the contrary in this Ordinance, may obtain one (1) non-resident library card without payment of the non-resident fee upon presentation of the most recent tax bill upon that taxable property; provided, however, that in no event shall the privileges and use of the Library be extended to more than one (1) individual non-resident for each parcel of taxable property. Each non-resident library card issued pursuant to this Section is limited to the exclusive use of the individual whose name appears on its face.

**Section 3:** The President of the Board of Library Trustees shall notify the regional library system in writing within 30 days of the adoption of this Ordinance, stating (a) the effective date of this Ordinance, (b) the beginning and ending dates of the 12-month period of validity for non-resident library cards issued pursuant to this Ordinance, and (c) the fee formula as set forth herein.

**Section 4:** The Winnetka-Northfield Public Library District shall continue to honor all non-resident library cards heretofore issued by the Library, for the full term of purchase.

**Section 5:** The Winnetka-Northfield Public Library District shall cooperate with other participating area public libraries and the regional library system and adjacent regional library systems to determine the appropriate non-resident service areas, as stated in 23 Ad. Code 3050.25.

**Section 6:** The Policy of the Winnetka-Northfield Public Library District for service to non-residents, including a description of the Library’s service areas and the methods of calculating fees, shall be available for public inspection at the library.

**Section 7:** A valid non-resident library card issued by the Winnetka-Northfield Public Library District pursuant to this Ordinance shall accord a non-resident library cardholder all the services which this Library provides to its residents, including reciprocal borrowing privileges.

**Section 8:** No non-resident is eligible to receive a “local use” library card from the Winnetka-Northfield Public Library District.

Adopted by the Board of Trustees of the Winnetka-Northfield Public Library District, Cook County, Illinois, on the 18<sup>th</sup> day of August 2020 by a vote of:

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

NAYES: \_\_\_\_\_

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

APPROVED by the Board of Library Trustees of the Winnetka-Northfield Public Library District.

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

ATTEST:

\_\_\_\_\_  
Suzanne Shoup  
Secretary of the Board of Library Trustees  
Winnetka-Northfield Public Library District  
Cook County, Illinois



## **Recommendation of Printer and Photocopier Replacement Expenditure**

### **Current lease - \$2,280/month for 36-months**

The current 36-month copier and printer lease ends in September. The lease has covered 3 large copiers, 3 smaller copiers which also function as printers, 2 heavy duty printers, and two light duty printers. The lease agreement has included maintenance and supplies. This configuration has been working well at both buildings, although we can make some minor adjustments to improve service and reduce costs.

### **Proposed new lease - \$1,830/month for 51-months**

The lease company has proposed a new 51-month lease (48 months + 3 months deferred) in which all of the copier equipment would be replaced with updated models. The updated models would all be the more current versions of the equipment we have now with minor improvements but the same interfaces. The small public copier in the Studio would now have support for printing from Macs, a deficiency we have noticed in the past lease period, as Macs are used more in this area.

The two heavy duty printers and one of the light duty printers would be kept, rotating them for more even wear. The second light duty printer would be returned as we are not using it and we do not anticipate the return of a need for it.

The resulting lease cost is \$1,830 a month, a reduction of \$450 a month or \$5,400 a year, over the current lease. We are receiving U.S. Communities pricing on the equipment.



July 6, 2020

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

Dear Board Members and Management:

We are pleased to confirm our understanding of the services we are to provide Winnetka-Northfield Public Library District for the year ended June 30, 2020. We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information including the related notes to the financial statements, which collectively comprise the basic financial statements, of Winnetka-Northfield Public Library District as of and for the year ended June 30, 2020. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Winnetka-Northfield Public Library District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Winnetka-Northfield Public Library District's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

We have also been engaged to report on supplementary information other than RSI that accompanies Winnetka-Northfield Public Library District's financial statements. We will subject the supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditor's report on the financial statements.

### **Audit Objective**

The objective of our audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with generally accepted accounting principles and to report on the fairness of the supplementary information referred to

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

### **Audit Procedures – General**

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

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

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

## **Audit Procedures – Internal Control**

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

## **Audit Procedures – Compliance**

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

## **Other Services**

We will propose various adjustments to your accounts and prepare financial statements of Winnetka-Northfield Public Library District in conformity with U.S. generally accepted accounting principles based on the information provided by you. As part of our engagement, we will also prepare the Annual Financial Report required to be filed with the Office of the Comptroller of the State of Illinois for the year ended June 30, 2020. We will perform the services in accordance with applicable professional standards. All of the other services are limited to the services described above. We, in our sole professional judgement, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

## **Management Responsibilities**

Management is responsible for designing, implementing, and maintaining effective internal controls, relevant to the preparation and fair presentation of financial statements that are free from material misstatements, whether due to fraud or error, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation in the financial statements in conformity with U.S. generally accepted accounting principles. Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, including identification of all related parties and all related-party relationships and transactions, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the representation letter that the effects of any uncorrected

misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

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

You are responsible for the preparation of the supplementary information in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon or make the audited financial statements readily available to users of the supplementary information no later than the date of the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the representation letter that (a) you are responsible for presentation of the supplementary information, in accordance with GAAP; (b) that you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (c) that the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (d) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

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

### **Engagement Administration, Fees, and Other**

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

We expect to begin our audit in August or September 2020 and plan to issue our report no later than your November 2020 Board of Trustees meeting. Christian N. McClure is the engagement

partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

Our fees for these services will be based on time spent at our standard hourly rates plus travel and other out-of-pocket costs such as report production, typing, postage, etc. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. The fee for our services will be \$12,000 for the audit, financial statement preparation, the annual financial state report and management letter (if necessary).

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

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

Sincerely,



McClure, Inserra & Company, Chartered

RESPONSE:

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

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

To: The Board of Library Trustees

From: Sarah Quish

Date: August 12, 2020

Re: Ordinance#2020-2021/2, .02% Building and Maintenance Tax

In the past, the Board has been presented with, and has passed, a .02% levy Building and Maintenance Tax levy. This is separate from the overall levy ordinance that will be passed in the fall.

The .02% levy raises funds strictly for the Building and Site funds to be used for the upkeep of the Library's building. The lease payments and utilities for the Northfield Branch will also be included in payments made from the Building & Sites fund effective July 1, 2020 (the start of the 2020-2021 fiscal year).

Ordinance #2020-2021/2 is the 2020-2021 .02% Building and Maintenance Tax ordinance. The Ordinance itself will be presented at the August 18, 2020 Board Meeting. Assuming it will pass, the Public Notice page (the first page of the following information) will be published in the Chicago Sun-Times that reaches the library's service area. Although not part of the actual ordinance, the third page shows the information used by staff to calculate the number of registered voters who would need to sign petitions as mentioned in the Public Notice.

**Recommendation: Approval by roll call vote: Ordinance# 2020-2021/2, the .02% Building and Maintenance Tax levy for Fiscal Year 2020-2021.**

ORDINANCE NO. 2020-2021/2  
**(.02% Building and Maintenance Tax)**

WHEREAS, Illinois Statutes authorize the Library Trustees to levy a special tax in addition to the annual Public Library District tax for the purchase of sites and buildings, maintenance, equipment, and other purposes; and

WHEREAS, the amount of said special tax is .02% of the value of all the taxable property in the District as equalized or assessed by the Department of Revenue; and

WHEREAS, the Library Trustees deem it advisable and necessary to levy said special tax for the 2020-2021 fiscal year.

NOW, by the Board of Library Trustees of the Winnetka-Northfield Public Library District that, for the purchase of sites and buildings, the construction and equipment of buildings, the rental of buildings required for Library purposes, and maintenance, repairs, and alterations of Library buildings and equipment, a special tax of .02% of the value of all the taxable property in the District, as equalized or assessed by the Department of Revenue, shall be and is levied for the 2020-2021 fiscal year.

Notice of the adoption of this Ordinance shall be published in accordance with Illinois Statutes.

This Ordinance shall be in full force and effect from and after its adoption.

Adopted this 18<sup>th</sup> day of August, 2020, pursuant to a roll call vote as follows:

AYES:

NAYS:

ABSENT:

ABSTAIN:

APPROVED:

\_\_\_\_\_  
President  
Board of Library Trustees  
Winnetka-Northfield Public Library District

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



Published this \_\_\_\_<sup>th</sup> day of August 2020.  
Posted this \_\_\_\_<sup>th</sup> day of August 2020

**PUBLIC NOTICE**

Public notice is hereby given that, by Ordinance No. 2020-2021/2 adopted on the 18<sup>th</sup> day of August, 2020, the Board of Library Trustees of the Winnetka-Northfield Public Library District determined to levy an additional tax of 0.02% of the value of all taxable property in the District, as equalized or assessed by the Department of Revenue, for the purchase of sites and buildings, the construction and equipment of buildings, the rental of buildings required for Library purposes, and maintenance, repairs and alterations of Library buildings and equipment, said levy to be effective for the 2020-2021 fiscal year. The text of said Ordinance is set forth below.

The question of levying said tax shall be submitted to the electors of the District if a petition is filed with the Board signed by not less than 1,375 registered voters in the District asking that the question of levying said 0.02% tax be submitted to the electors of the District. Said petition must be filed within thirty (30) days after publication of this Public Notice. The date of the prospective referendum is April 6, 2021.

/s/ Suzie Shoup Secretary

Board of Library Trustees  
Winnetka-Northfield Public Library District

Not to be included in published notice, only for reference use.

Registered voters on August 1, 2020

Winnetka (Cook)	9,535	(per Colleen - 312-603-1127 <u><a href="mailto:Colleen.Gleason@CookCountyIL.gov">Colleen.Gleason@CookCountyIL.gov</a></u> as of 08/01/2020)
-----------------	-------	---

Northfield (Cook)	4,558
-------------------	-------

Total Registered Voters	13,748
-------------------------	--------

10% of 13,748 = 1,374.8

Per 75ILCS 5/3-1 "However, if within the 30 day period, a petition is filed with the corporate authorities, signed by electors of the city equal in number to 10% or more of the total number of registered voters in the city, asking that the question of levying such a .03% tax be submitted to the electors of the city, the question shall be submitted at an election."

(Tentative)\*

**BUDGET AND APPROPRIATION ORDINANCE****ORDINANCE NO. 2020-2021/1****WINNETKA-NORTHFIELD PUBLIC LIBRARY DISTRICT  
COOK COUNTY, ILLINOIS****FISCAL YEAR JULY 1, 2020 to JUNE 30, 2021**

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

**BE IT ORDAINED** by the Board of Library Trustees of the Winnetka-Northfield Public Library District as follows:

SECTION 1. The following budget and appropriation amounts are adopted for the fiscal year beginning July 1, 2020 and ending June 30, 2021.

	<u>Budget</u>	<u>Appropriation</u>
A. <u>GENERAL FUND</u>		
1. IT Services	\$ 171,250.00	\$ 180,000
2. Administrative Services	\$ 314,806.00	\$ 347,000
3. Personnel Salaries and Benefits	\$1,790,000.00	\$1,862,000
4. Programming	\$ 71,190.00	\$ 90,000
5. Insurance	\$ 30,000.00	\$ 35,000
6. Materials	\$ 662,650.00	\$ 738,000
7. Capital Outlay	\$ 410,000.00	\$ 547,000
TOTAL	\$3,449,896.00	\$3,799,000

---

\*All figures contained in this Budget and Appropriation Ordinance are tentative and subject to change prior to final approval of the Board. Final approval of the Board is expected on September 21, 2020.

	<u>Budget</u>	<u>Appropriation</u>
<b>B. <u>SPECIAL FUND TAX FUNDS</u></b>		
1. IMRF	\$111,000	\$200,000
2. FICA	\$123,000	\$150,000
3. Unemployment Insurance Fund	\$5,000	\$100,000
4. Liability Insurance	\$15,000	\$30,000
5. Audit Fund	\$12,000	\$22,000
6. Building and Equipment (.02%)	<u>\$320,000</u>	<u>\$ 559,000</u>
 TOTAL	 \$586,000	 \$1,061,000
 TOTAL BUDGET	 \$4,035,896	
 TOTAL APPROPRIATIONS		 \$4,860,000

SECTION 2. As part of the annual budget, it is stated:

- a. The cash on hand at the beginning of the fiscal year is \$6,365,164.84
- b. The estimated cash expected to be received during the fiscal year from all sources is \$4,444,370
- c. The estimated expenditures for the fiscal year are \$4,035,896.
- d. The estimated cash expected to be on hand at the end of the fiscal year is \$6,395,164.84
- e. The estimated amount of taxes to be received during the fiscal year is \$4,228,870<sup>1</sup>
- f. The estimated amount of income to be received from sources other than library taxes during the fiscal year is \$215,500.

SECTION 3. Funds in the total amount of \$4,858,906 or so much thereof as may be authorized by law, be and the same are hereby appropriated as specified.

---

<sup>1</sup> Latest tax extension of \$4,208,870 (to be received in 2020 from levy filed in 2019) plus \$20,000 from corporate replacement tax.

SECTION 4. All unexpended balances of proceeds received annually from public library taxes not in excess of statutory limits may be transferred to the Special Reserve Fund.

PASSED by the Board of Library Trustees on September 21, 2020.

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

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

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

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

ATTEST:

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

(SEAL)

STATE OF ILLINOIS )  
                               ) SS.  
COUNTY OF COOK  )

**CERTIFICATE OF AUTHENTICITY**

I, Suzie Shoup, the duly qualified and acting Secretary of the Board of Library Trustees of the Winnetka-Northfield Public Library District, and the keeper of the records thereof, hereby certify that attached hereto is a true and correct copy of an Ordinance entitled:

**BUDGET AND APPROPRIATION ORDINANCE**

**ORDINANCE NO. 2020-2021/1**

adopted at a regular meeting of the said Board of Library Trustees held on September 21, 2020.

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

Date signed: September 21, 2020

(Library Seal)