

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

**THE MEETING WILL BEGIN AT 7:00 PM VIA ZOOM  
INSTRUCTIONS TO JOIN POSTED AT [WWW.WINNETKALIBRARY.ORG](http://WWW.WINNETKALIBRARY.ORG)**

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

**AGENDA**

Monday, November 16, 2020

- I. Call to Order**
- II. Roll Call**
- III. Vote to Approve Resolution to Accept a Resignation, Declare a Vacancy and Appoint a New Library Trustee**
- IV. Oath of Office**
- V. Public Comments**
- VI. Vote to Approve Minutes**
  - Approve Minutes of the October 19, 2020 Regular Meeting\*
  - Approve Minutes of the November 5, 2020 Special Meeting\*
- VII. Financial Report**
  - Approve October 2020 Financial Statements\*
- VIII. Library Reports**
  - Director's Report\* (Director Dombrowski)
  - Board President's Comments (President Ruiz-Funes)
- IX. Liaisons to Other Organizations – Reports**
  - Winnetka Village (Trustee Johnson)
  - Northfield Village
- X. Unfinished Business**
  - Discussion and Vote on FY21-22 Tax Levy Ordinance\*
- XI. New Business**
  - Discussion regarding Linden Patio Homes and tree roots (Jason Kolisch, CityWide)\*
  - Discussion on 2021 Per Capita Grant Educational Requirement
  - Feedback from Northfield Village Manager/Board President
  - Discussion on COVID numbers and library response

\*Attachments

**Winnetka-Northfield Public Library District  
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**XII. Communications**

- The next meeting will be held on Monday, December 21 at 7pm.
- The library will be closed on Thanksgiving Day (11/26) and will be closing at 5pm on Wednesday (11/25)
- Library hours have been adjusted as follows:
  - Winnetka Branch: M-SAT 10am-6pm, SUN 1pm-5pm  
Curbside during all open hours
  - Northfield Branch: W/F/SAT 10am-6pm  
Curbside M/T/TH 10am-6pm

**XIII. Public Comments**

**XIV. 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.

**XV. Return to Open Session**

**XVI. Adjournment**

THE WINNETKA-NORTHFIELD PUBLIC LIBRARY DISTRICT  
RESOLUTION NO. 2020-2021/3

**A RESOLUTION TO DECLARE A VACANCY AND APPOINT A NEW LIBRARY TRUSTEE**

**(Suzie Shoup/Sarah Munoz Appointment)**

WHEREAS, Suzie Shoup (“Shoup”) previously served as a Library Trustee; and

WHEREAS, Shoup resigned; and

WHEREAS, the Library District Act, 75 ILCS 16/30-25, provides that, following a resignation, a vacancy in the office of Library Trustee shall be declared by the Library Board; and

WHEREAS, vacancies shall be filled by appointment of the Library Trustees until the next regular library election.

NOW, THEREFORE, BE IT RESOLVED that the Library Trustees hereby:

A. Declare a vacancy in the office of Library Trustee for a term set to expire in 2021 (the term previously filled by Shoup);

B. Appoint Sarah Munoz to fill the vacancy effective November 16, 2020 and until the next regular election of Library Trustees in April, 2021.

This Resolution adopted this 16th day of November, 2020

Votes (by Trustee Last Name)

AYES: \_\_\_\_

NAYS: \_\_\_\_

ABSENT: \_\_\_\_

ABSTAIN: \_\_\_\_

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

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Katherine Casale MacNally, Secretary  
Board of Trustees, Winnetka-Northfield Public Library District

(Oath administered by Board Secretary or Notary Public)

**OATH OF OFFICE - LIBRARY TRUSTEE**  
**(Winnetka-Northfield Public Library District)**

I, **Sarah Munoz**, solemnly swear that I will support the Constitution of the United States and the Constitution of the State of Illinois and that I will faithfully discharge the duties of the office of Library Trustee according to the best of my ability.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Trustee's printed name)

**November 16, 2020**  
\_\_\_\_\_  
(Date)

Oath administered online via ZOOM by me  
and signed in my presence

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

Date: **November 16, 2020**

**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 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 20<sup>th</sup> will be the Skokie Trail.

#### **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; the Tax Levy Ordinance will be voted on 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 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 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

## All Funds Summary

For the 4 Months Ended October 31, 2020

Ideal Budget Percentage Spent: 33.33%

	<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	4,142,360.00	1,380,786.67	1,989,523.93	48.03 %	608,737.26
IMRF Fund	100,000.00	33,333.33	45,168.86	45.17 %	11,835.53
FICA Fund	40,000.00	13,333.33	18,067.81	45.17 %	4,734.48
Building Fund	152,000.00	50,666.67	68,656.83	45.17 %	17,990.16
Unemployment Fund	10.00	3.33	4.48	44.80 %	1.15
<b>Total Revenues</b>	<u>4,434,370.00</u>	<u>1,478,123.33</u>	<u>2,121,421.91</u>	<u>47.84 %</u>	<u>643,298.58</u>
<b>Expenses</b>					
Library Fund	3,476,896.00	1,158,965.33	1,150,179.78	33.08 %	(8,785.55)
IMRF Fund	111,000.00	37,000.00	41,054.29	36.99 %	4,054.29
FICA Fund	123,000.00	41,000.00	37,336.83	30.36 %	(3,663.17)
Building Fund	320,000.00	106,666.67	80,947.28	25.30 %	(25,719.39)
Unemployment Fund	<u>5,000.00</u>	<u>1,666.67</u>	<u>6,292.00</u>	<u>125.84 %</u>	<u>4,625.33</u>
<b>Total Expenses</b>	<u>4,035,896.00</u>	<u>1,345,298.67</u>	<u>1,315,810.18</u>	<u>32.60 %</u>	<u>(29,488.49)</u>
<b>Total Revenues</b>	4,434,370.00	1,478,123.33	2,121,421.91	47.84 %	643,298.58
<b>Total Expenses</b>	<u>4,035,896.00</u>	<u>1,345,298.67</u>	<u>1,315,810.18</u>	<u>32.60 %</u>	<u>29,488.49</u>
<b>Excess Revenues less Expenses</b>	<u>398,474.00</u>	<u>132,824.66</u>	<u>805,611.73</u>	<u>202.17 %</u>	<u>672,787.07</u>

# Winnetka-Northfield Public Library District

## Library Fund Summary

For the 4 Months Ended October 31, 2020

Ideal Budget Percentage Spent: 33.33%

	<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	1,305,620.00	1,833,174.40	46.80 %	527,554.40
Replacement Tax	20,000.00	6,666.67	19,147.20	95.74 %	12,480.53
Collections	126,000.00	42,000.00	98,694.91	78.33 %	56,694.91
Materials	9,500.00	3,166.67	865.96	9.12 %	(2,300.71)
Other Income	<u>70,000.00</u>	<u>23,333.33</u>	<u>37,641.46</u>	<u>53.77 %</u>	<u>14,308.13</u>
<b>Total Operating Revenue</b>	<u>4,142,360.00</u>	<u>1,380,786.67</u>	<u>1,989,523.93</u>	<u>48.03 %</u>	<u>608,737.26</u>
<b>Operating Expenses</b>					
Personnel	1,790,000.00	596,666.67	520,983.82	29.11 %	(75,682.85)
Administration	229,106.00	76,368.67	87,010.67	37.98 %	10,642.00
Utilities	97,700.00	32,566.67	25,489.23	26.09 %	(7,077.44)
IT Services	171,250.00	57,083.33	39,770.80	23.22 %	(17,312.53)
Public Relations	45,000.00	15,000.00	10,776.76	23.95 %	(4,223.24)
Library Materials - Adult	576,750.00	192,250.00	241,984.14	41.96 %	49,734.14
Library Materials - Youth	85,900.00	28,633.33	16,866.65	19.64 %	(11,766.68)
Programs	71,190.00	23,730.00	14,274.02	20.05 %	(9,455.98)
Capital	<u>410,000.00</u>	<u>136,666.67</u>	<u>193,023.69</u>	<u>47.08 %</u>	<u>56,357.02</u>
<b>Total Operating Expenses</b>	<u>3,476,896.00</u>	<u>1,158,965.33</u>	<u>1,150,179.78</u>	<u>33.08 %</u>	<u>(8,785.55)</u>
Total Revenues	4,142,360.00	1,380,786.67	1,989,523.93	48.03 %	608,737.26
Total Expenses	<u>3,476,896.00</u>	<u>1,158,965.33</u>	<u>1,150,179.78</u>	<u>33.08 %</u>	<u>(8,785.55)</u>
Excess Revenues less Expenses	<u>665,464.00</u>	<u>221,821.34</u>	<u>839,344.15</u>	<u>126.13 %</u>	<u>617,522.81</u>

Winnetka-Northfield Public Library District

Statement of Revenues and Expenditures - Modified Cash Basis

For the 4 Months Ended October 31, 2020

Ideal Budget Percentage Spent: 33.33%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year to Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
<b>LIBRARY FUND</b>					
Revenues					
Taxes					
Property Taxes Collections	3,916,860.00	1,305,620.00	1,823,914.27	46.57 %	518,294.27
Property Taxes Collections-Liability	0.00	0.00	5,872.10	0.00	5,872.10
Property Taxes Collections-Audit	0.00	0.00	3,388.03	0.00	3,388.03
Replacement Tax	<u>20,000.00</u>	<u>6,666.67</u>	<u>19,147.20</u>	<u>95.74 %</u>	<u>12,480.53</u>
Total Taxes	<u>3,936,860.00</u>	<u>1,312,286.67</u>	<u>1,852,321.60</u>	<u>47.05 %</u>	<u>540,034.93</u>
Collections					
Per Capita Grant	15,000.00	5,000.00	23,172.25	154.48 %	18,172.25
Kenilworth Services	100,000.00	33,333.33	74,776.97	74.78	41,443.64
Fines - Winnetka	8,000.00	2,666.67	761.69	9.52	(1,904.98)
Studio Fees	1,000.00	333.33	0.00	0.00	(333.33)
Lost/Damaged Mat.-Winnetka	<u>2,000.00</u>	<u>666.67</u>	<u>(16.00)</u>	<u>(0.80)</u>	<u>(682.67)</u>
Total Collections	<u>126,000.00</u>	<u>42,000.00</u>	<u>98,694.91</u>	<u>78.33 %</u>	<u>56,694.91</u>
Materials					
Copy/Printing - Winnetka	7,500.00	2,500.00	0.00	0.00 %	(2,500.00)
Book Sales - Winnetka	<u>2,000.00</u>	<u>666.67</u>	<u>865.96</u>	<u>43.30</u>	<u>199.29</u>
Total Materials	<u>9,500.00</u>	<u>3,166.67</u>	<u>865.96</u>	<u>9.12 %</u>	<u>(2,300.71)</u>
Other Income					
Checking Interest Income	50,000.00	16,666.67	2,057.82	4.12 %	(14,608.85)
Byline Bank IMA Interest	0.00	0.00	21,331.36	0.00	21,331.36
Change on Investment Value	0.00	0.00	(957.50)	0.00	(957.50)
Money Market-Interest	0.00	0.00	9.78	0.00	9.78
Gift Fund (over \$100)	0.00	0.00	200.00	0.00	200.00
Friends Donations	<u>20,000.00</u>	<u>6,666.67</u>	<u>15,000.00</u>	<u>75.00</u>	<u>8,333.33</u>
Total Other Income	<u>70,000.00</u>	<u>23,333.33</u>	<u>37,641.46</u>	<u>53.77 %</u>	<u>14,308.13</u>
Total Revenue	<u>4,142,360.00</u>	<u>1,380,786.67</u>	<u>1,989,523.93</u>	<u>48.03 %</u>	<u>608,737.26</u>

Winnetka-Northfield Public Library District

Statement of Revenues and Expenditures - Modified Cash Basis

For the 4 Months Ended October 31, 2020

Ideal Budget Percentage Spent: 33.33%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year to Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
<u>LIBRARY FUND</u>					
Expenses					
Personnel					
Salaries	1,610,000.00	536,666.67	471,474.14	29.28 %	(65,192.53)
Health Insurance	155,000.00	51,666.67	48,591.26	31.35	(3,075.41)
Flu Vaccination	500.00	166.67	125.52	25.10	(41.15)
Employee Asst. Program	1,500.00	500.00	0.00	0.00	(500.00)
Conferences	20,000.00	6,666.67	525.00	2.63	(6,141.67)
Flexible Spending Account	<u>3,000.00</u>	<u>1,000.00</u>	<u>267.90</u>	<u>8.93</u>	<u>(732.10)</u>
Total Personnel	<u>1,790,000.00</u>	<u>596,666.67</u>	<u>520,983.82</u>	<u>29.11 %</u>	<u>(75,682.85)</u>
Administration					
Audit Fees	12,000.00	4,000.00	4,000.00	33.33 %	0.00
Library Supplies	38,500.00	12,833.33	7,626.46	19.81	(5,206.87)
Office Supplies	8,000.00	2,666.67	2,856.09	35.70	189.42
Breakroom Supplies	1,500.00	500.00	469.00	31.27	(31.00)
Postage	4,500.00	1,500.00	1,098.92	24.42	(401.08)
Hospitality	5,400.00	1,800.00	0.00	0.00	(1,800.00)
Accounting and Bookkeeping	20,000.00	6,666.67	6,668.00	33.34	1.33
Legal Notices	1,000.00	333.33	770.00	77.00	436.67
Delivery Service	8,000.00	2,666.67	416.67	5.21	(2,250.00)
Payroll Services	10,000.00	3,333.33	2,852.88	28.53	(480.45)
Liability Insurance Costs	30,000.00	10,000.00	20,742.00	69.14	10,742.00
ILL Fees	150.00	50.00	0.00	0.00	(50.00)
Board Expenses	1,000.00	333.33	53.70	5.37	(279.63)
Memberships	6,000.00	2,000.00	1,325.00	22.08	(675.00)
Staff Recognition/Events/Meetings	5,000.00	1,666.67	79.90	1.60	(1,586.77)
Director's Expenses	500.00	166.67	0.00	0.00	(166.67)
Legal	15,000.00	5,000.00	3,800.00	25.33	(1,200.00)
Architects	0.00	0.00	4,844.30	0.00	4,844.30
Building Appraisal	500.00	166.67	0.00	0.00	(166.67)
Other Consultations	62,056.00	20,685.33	18,000.00	29.01	(2,685.33)
Investment Fees	0.00	0.00	2,829.00	0.00	2,829.00
HR Consultant	0.00	0.00	8,478.75	0.00	8,478.75
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>76,368.67</u>	<u>87,010.67</u>	<u>37.98 %</u>	<u>10,642.00</u>
Utilities					
Electricity - Winnetka	49,000.00	16,333.33	15,164.28	30.95 %	(1,169.05)
Water - Winnetka	5,700.00	1,900.00	927.08	16.26	(972.92)
Storm Sewer - Winnetka	1,900.00	633.33	399.48	21.03	(233.85)
Natural Gas - Winnetka	14,000.00	4,666.67	1,712.72	12.23	(2,953.95)
Telephone - Winnetka	10,000.00	3,333.33	3,348.08	33.48	14.75
Internet Services	<u>17,100.00</u>	<u>5,700.00</u>	<u>3,937.59</u>	<u>23.03</u>	<u>(1,762.41)</u>
Total Utilities	<u>97,700.00</u>	<u>32,566.67</u>	<u>25,489.23</u>	<u>26.09 %</u>	<u>(7,077.44)</u>
Information Technology					
CCS Operating	83,250.00	27,750.00	25,781.05	30.97 %	(1,968.95)
Software	35,000.00	11,666.67	5,806.02	16.59	(5,860.65)
LAN Management	50,000.00	16,666.67	7,766.00	15.53	(8,900.67)
Hardware	0.00	0.00	342.73	0.00	342.73
Technology/Website	<u>3,000.00</u>	<u>1,000.00</u>	<u>75.00</u>	<u>2.50</u>	<u>(925.00)</u>
Total Information Technology	<u>171,250.00</u>	<u>57,083.33</u>	<u>39,770.80</u>	<u>23.22 %</u>	<u>(17,312.53)</u>

Winnetka-Northfield Public Library District

Statement of Revenues and Expenditures - Modified Cash Basis

For the 4 Months Ended October 31, 2020

Ideal Budget Percentage Spent: 33.33%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year to Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
<u>LIBRARY FUND</u>					
Public Relations					
PR E-Marketing	1,500.00	500.00	901.15	60.08 %	401.15
PR Promotional	7,000.00	2,333.33	25.00	0.36	(2,308.33)
PR Source	25,000.00	8,333.33	8,945.05	35.78	611.72
PR Supplies	8,000.00	2,666.67	705.56	8.82	(1,961.11)
PR Advertising	<u>3,500.00</u>	<u>1,166.67</u>	<u>200.00</u>	<u>5.71</u>	<u>(966.67)</u>
Total Public Relations	<u>45,000.00</u>	<u>15,000.00</u>	<u>10,776.76</u>	<u>23.95 %</u>	<u>(4,223.24)</u>
Library Materials - Adult					
Books-Fiction-Adult-Winnetka	79,000.00	26,333.33	34,206.57	43.30 %	7,873.24
Books-Non-Fiction-Adult-Winnetka	77,000.00	25,666.67	25,005.44	32.47	(661.23)
Periodicals-Winnetka	28,000.00	9,333.33	3,439.13	12.28	(5,894.20)
DVDs-Adult-Winnetka	53,000.00	17,666.67	13,650.68	25.76	(4,015.99)
Audio Books-Adult-Winnetka	22,000.00	7,333.33	9,708.66	44.13	2,375.33
Books-Digital-Winnetka	212,750.00	70,916.67	92,621.02	43.54	21,704.35
Online Database	<u>105,000.00</u>	<u>35,000.00</u>	<u>63,352.64</u>	<u>60.34</u>	<u>28,352.64</u>
Total Library Materials - Adult	<u>576,750.00</u>	<u>192,250.00</u>	<u>241,984.14</u>	<u>41.96 %</u>	<u>49,734.14</u>
Library Materials - Youth					
Books-Fiction-Juv-Winnetka	18,000.00	6,000.00	4,966.05	27.59 %	(1,033.95)
Books-Non-Fiction, Easy, & JH-Winnetka	17,000.00	5,666.67	1,397.91	8.22	(4,268.76)
DVDs-Juv-Winnetka	12,500.00	4,166.67	2,977.57	23.82	(1,189.10)
Audio Books-Juv-Winnetka	8,000.00	2,666.67	2,814.66	35.18	147.99
Music-Juv-Winnetka	900.00	300.00	0.00	0.00	(300.00)
Books-Easy-Winnetka	18,000.00	6,000.00	3,195.55	17.75	(2,804.45)
Books-Jr. High-Winnetka	<u>11,500.00</u>	<u>3,833.33</u>	<u>1,514.91</u>	<u>13.17</u>	<u>(2,318.42)</u>
Total Library Materials - Youth	<u>85,900.00</u>	<u>28,633.33</u>	<u>16,866.65</u>	<u>19.64 %</u>	<u>(11,766.68)</u>
Programs					
Summer Reading	9,990.00	3,330.00	3,184.33	31.88 %	(145.67)
Studio General Supplies	6,750.00	2,250.00	0.00	0.00	(2,250.00)
OBTV	15,300.00	5,100.00	637.50	4.17	(4,462.50)
Programming-District Initiative	0.00	0.00	350.00	0.00	350.00
Programming - Youth	14,850.00	4,950.00	3,912.19	26.34	(1,037.81)
Programming - Adult	19,800.00	6,600.00	6,190.00	31.26	(410.00)
Studio Maintenance/Repair	<u>4,500.00</u>	<u>1,500.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(1,500.00)</u>
Total Programs	<u>71,190.00</u>	<u>23,730.00</u>	<u>14,274.02</u>	<u>20.05 %</u>	<u>(9,455.98)</u>
Capital					
Capital Outlay	0.00	0.00	177,527.55	0.00 %	177,527.55
Building	84,785.00	28,261.67	0.00	0.00	(28,261.67)
Equipment/Furniture	250,000.00	83,333.33	6,905.77	2.76	(76,427.56)
Computer Equipment	<u>75,215.00</u>	<u>25,071.67</u>	<u>8,590.37</u>	<u>11.42</u>	<u>(16,481.30)</u>
Total Capital	<u>410,000.00</u>	<u>136,666.67</u>	<u>193,023.69</u>	<u>47.08 %</u>	<u>56,357.02</u>
Total Expenses	<u>3,476,896.00</u>	<u>1,158,965.33</u>	<u>1,150,179.78</u>	<u>33.08 %</u>	<u>(8,785.55)</u>
Excess Revenues less Expenses	<u>665,464.00</u>	<u>221,821.34</u>	<u>839,344.15</u>	<u>126.13 %</u>	<u>617,522.81</u>

Winnetka-Northfield Public Library District

Statement of Revenues and Expenditures - Modified Cash Basis

For the 4 Months Ended October 31, 2020

Ideal Budget Percentage Spent: 33.33%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year to Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
<b>BUILDING FUND</b>					
<b>Revenues</b>					
Property Taxes Collections-Building	<u>152,000.00</u>	<u>50,666.67</u>	<u>68,656.83</u>	<u>45.17 %</u>	<u>17,990.16</u>
Total Revenue	<u>152,000.00</u>	<u>50,666.67</u>	<u>68,656.83</u>	<u>45.17 %</u>	<u>17,990.16</u>
<b>Expenses</b>					
Northfield Lease	66,000.00	22,000.00	10,680.42	16.18 %	(11,319.58)
Janitorial Supplies	13,176.00	4,392.00	1,072.78	8.14	(3,319.22)
Snow Removal	8,960.00	2,986.67	0.00	0.00	(2,986.67)
Photocopier Leases	44,800.00	14,933.33	1,046.31	2.34	(13,887.02)
Phone Lease	10,752.00	3,584.00	939.96	8.74	(2,644.04)
Building Maintenance Service	123,200.00	41,066.67	45,971.97	37.31	4,905.30
Elevators	8,960.00	2,986.67	2,486.60	27.75	(500.07)
Landscaping	5,600.00	1,866.67	2,766.16	49.40	899.49
HVAC	11,200.00	3,733.33	3,999.00	35.71	265.67
Automatic Doors	3,920.00	1,306.67	0.00	0.00	(1,306.67)
Roof	672.00	224.00	0.00	0.00	(224.00)
Alarms	3,080.00	1,026.67	949.84	30.84	(76.83)
Equipment	4,480.00	1,493.33	0.00	0.00	(1,493.33)
Misc Services	<u>15,200.00</u>	<u>5,066.67</u>	<u>11,034.24</u>	<u>72.59</u>	<u>5,967.57</u>
Total Expenses	<u>320,000.00</u>	<u>106,666.67</u>	<u>80,947.28</u>	<u>25.30 %</u>	<u>(25,719.39)</u>
Excess Revenues less Expenses	<u>\$ (168,000.00)</u>	<u>\$ (56,000.00)</u>	<u>\$ (12,290.45)</u>	<u>7.32 %</u>	<u>43,709.55</u>

# Winnetka-Northfield Public Library District

## Check Register

All Bank Accounts

October 1, 2020 - October 31, 2020

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Vendor Checks						
AT&T				2993	10/01/20	<u>336.37</u>
10-0-5176	Internet Services	Inv # S663007007-20254	336.37			
Chicago Food Swap				2994	10/01/20	<u>200.00</u>
10-0-5908	Programming - Adult	9/22/20 - Introduction to Fermentation	200.00			
Erica J. Reckamp				2995	10/01/20	<u>150.00</u>
10-0-5908	Programming - Adult	10/12/20 - Job Search Like a Pro	150.00			
Gary E. Midkiff & Company				2996	10/01/20	<u>250.00</u>
10-0-5908	Programming - Adult	10/20/20 - Consuming and Discussing Political News	250.00			
Jonathan D Lewis				2997	10/01/20	<u>300.00</u>
10-0-5907	Programming - Youth	10/10/20 - Saturday Morning Dance Party	300.00			
Kevin Wood				2998	10/01/20	<u>200.00</u>
10-0-5908	Programming - Adult	10/05/20 - The Political Lincoln: Honest Abe on Campaigns and Elections	200.00			
Landworks Limited				2999	10/01/20	<u>173,715.70</u>
10-0-5800	Capital Outlay	9/28/20 Statement	173,715.70			
McClure Inserra & Company				3000	10/01/20	<u>1,000.00</u>
10-0-5101	Audit Fees	Inv # 11552; Progress Billing	1,000.00			
Morgan Garrity				3001	10/01/20	<u>100.00</u>
10-0-5907	Programming - Youth	10/25/20 Tarot for Teens	100.00			
Winnetka-Northfield Chamber of Commerce				3002	10/01/20	<u>110.00</u>
10-0-5731	Memberships	Inv # 44381; 10/1/20-9/30/21 Membership	110.00			
Clarence Goodman				3003	10/15/20	<u>250.00</u>
10-0-5908	Programming - Adult	"Hell Hath No Fury" Performance	250.00			
Clarence Goodman				3004	10/15/20	<u>250.00</u>
10-0-5908	Programming - Adult	"The Great Migration and the Great War"	250.00			
Isabel Raci				3005	10/15/20	<u>165.00</u>
10-0-5908	Programming - Adult	Virtual Chair Yoga	165.00			
Ivan Figueredo				3006	10/15/20	<u>350.00</u>
10-0-5907	Programming - Youth	Learn & Play Chess	350.00			
Jessica Michna				3007	10/15/20	<u>180.00</u>
10-0-5908	Programming - Adult	Goode Rebeka: Trial by Fire	180.00			
Laura Senner				3008	10/15/20	<u>16.00</u>
10-0-4150	Lost/Damaged Materials	The Night Worker	16.00			
Lauren Erickson				3009	10/15/20	<u>350.00</u>
10-0-5907	Programming - Youth	Firefly Family Theatre	350.00			



# Winnetka-Northfield Public Library District

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All Bank Accounts

October 1, 2020 - October 31, 2020

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McClure Inserra & Company 10-0-5101	Audit Fees	inv# 11582	3,000.00	3010	10/15/20	<u>3,000.00</u>
Tumbleweed press, Inc 10-1-5346	Online Database - Winnetka	inv# 100074	749.46	3011	10/15/20	<u>749.46</u>
GREAT AMERICA FINANCIAL SERVICES 70-0-5747	Phone Lease	inv# 27953836	579.98	3012	10/15/20	<u>579.98</u>
LibraryWorks, Inc. 10-0-5114	Conferences	LibraryWorks, Inc.	150.00	3013	10/15/20	<u>150.00</u>
Technology Management Rev Fund 10-0-5176	Internet Services	inv# T2102895 - September	450.00	3014	10/15/20	<u>450.00</u>
Susan Kelly 10-0-5736	Legal	Final Settlement for EEOC Claim	3,800.00	3015	10/26/20	<u>3,800.00</u>
Amber Mechanical Contractors Inc. 70-0-5752	HVAC	INV #C008395	1,999.50	3016	10/29/20	<u>1,999.50</u>
AT&T 10-0-5176	Internet Services	AT&T	341.90	3017	10/29/20	<u>341.90</u>
Cheryl Rich Heisler 10-0-5908	Programming - Adult	Holiday Holding Pattern - Cocktails	175.00	3018	10/29/20	<u>175.00</u>
Farmhouse Academy Corporation 10-0-5908	Programming - Adult	Cooking Classes - Virtual	150.00	3019	10/29/20	<u>150.00</u>
Henrichsen's 70-0-5799	Misc Services	INV# 110068	124.30	3020	10/29/20	<u>124.30</u>
Midwest Irrigation Co., LLC 70-0-5750	Landscaping	INV# 135025	221.00	3021	10/29/20	<u>221.00</u>
Quench USA, Inc. 10-0-5122	Breakroom Supplies	Inv # 02726975	216.00	3022	10/29/20	<u>216.00</u>
Alliance for Early Childhood 10-0-5731	Memberships	Membership Dues	90.00	3023	10/29/20	<u>90.00</u>
COOPERATIVE COMPUTER SERVICES 10-0-5132	CCS Operating	INV# 1782	19,470.69	3024	10/29/20	<u>19,470.69</u>
MICROSOFT 10-0-5134	Software	Inv # E0600BYA92; Office 365 Education E3	1,095.08	16095	10/05/20	<u>1,095.08</u>
PITNEY BOWES 10-0-5123	Postage	Inv # 3104248693; Sept-Dec postage lease	329.46	16096	10/05/20	<u>329.46</u>
The Employers Association 10-0-5115	Flexible Spending Account	Inv # 234213; FSA	35.00	16097	10/05/20	<u>35.00</u>

# Winnetka-Northfield Public Library District

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
City Wide of Chicago				16098	10/05/20	<u>11,722.94</u>
10-0-5884	Equipment/Furniture	inv # I00005838; Installed 2 new COVID barriers	1,448.33			
70-0-5725	Janitorial Supplies	Inv # I00005754; Karat Face Masks	150.00			
70-0-5748	Building Maintenance Service	Inv # I00005809; Weekly Spraying of Northfield	350.00			
70-0-5748	Building Maintenance Service	Inv # I00005810; Weekly Spraying of Northfield	350.00			
70-0-5748	Building Maintenance Service	Inv # I00005772; Weekly disinfectant spraying	425.00			
70-0-5748	Building Maintenance Service	Inv # I00005773; Weekly disinfectant spraying	425.00			
70-0-5748	Building Maintenance Service	Inv # I00005774; Weekly disinfectant spraying	425.00			
70-0-5799	Misc Services	Inv # I00005840; COVID barriers & prep to reopen Northfield - flooring in IT closet	8,149.61			
Kathy Skiba				16099	10/05/20	<u>40.00</u>
10-0-5112	Flu Vaccination	Flu Shot - Marianos	40.00			
HR Source				16100	10/05/20	<u>637.50</u>
10-0-5745	HR Consultant	Inv # 12360; 9/15/20	637.50			
ANTHONY SCOPELLITI LANDSCAPING, INC.				16101	10/05/20	<u>420.00</u>
70-0-5750	Landscaping	Inv # 22708; August Landscaping	420.00			
Stephanie Girardi				16102	10/05/20	<u>19.13</u>
10-0-5112	Flu Vaccination	Flu Shot - Walgreens	19.13			
Baker & Taylor				16103	10/05/20	<u>2,282.39</u>
10-1-5340	Books-Fiction-Adult-Winnetka	2035482430	325.81			
10-0-5120	Library Supplies	2035458788	13.72			
10-0-5120	Library Supplies	2035458787	66.42			
10-0-5120	Library Supplies	2035482430	24.39			
10-2-5340	Books-Fiction-Adult-Northfield	2035482430	103.64			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	2035458787	1,271.09			
10-2-5341	Books-Non-Fiction-Adult-Northfield	2035458787	181.27			
10-1-5440	Books-Fiction-Juv-Winnetka	2035458788	98.01			
10-2-5440	Books-Fiction-Juv-Northfield	2035458788	98.01			
10-1-5447	Books-Easy-Winnetka	2035458788	58.55			
10-2-5447	Books-Easy-Northfield	2035458788	41.48			
Midwest Tape				16104	10/05/20	<u>1,172.97</u>
10-0-5120	Library Supplies	99379477	2.50			
10-0-5120	Library Supplies	99379476	7.50			
10-0-5120	Library Supplies	99379501	2.50			
10-0-5120	Library Supplies	99379500	2.50			
10-0-5120	Library Supplies	99379478	7.50			
10-0-5120	Library Supplies	99379479	2.50			
10-0-5120	Library Supplies	99379505	22.50			
10-0-5120	Library Supplies	99379506	22.50			
10-0-5120	Library Supplies	99379504	14.80			

# Winnetka-Northfield Public Library District

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All Bank Accounts

October 1, 2020 - October 31, 2020

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5120	Library Supplies	99379503	22.30			
10-0-5120	Library Supplies	99379507	2.50			
10-0-5120	Library Supplies	99379508	9.90			
10-0-5120	Library Supplies	99379510	2.50			
10-0-5120	Library Supplies	99379509	22.30			
10-0-5120	Library Supplies	99379475	2.50			
10-0-5120	Library Supplies	99379511	2.50			
10-1-5343	DVDs-Adult-Winnetka	99379476	39.72			
10-1-5343	DVDs-Adult-Winnetka	99379479	23.19			
10-1-5343	DVDs-Adult-Winnetka	99379503	136.43			
10-1-5343	DVDs-Adult-Winnetka	99379509	142.43			
10-1-5343	DVDs-Adult-Winnetka	99379510	12.74			
10-2-5343	DVDs-Adult-Northfield	99379508	59.97			
10-2-5343	DVDs-Adult-Northfield	99379504	87.71			
10-2-5343	DVDs-Adult-Northfield	99379477	12.74			
10-1-5344	Audio Books-Adult-Winnetka	99379478	119.97			
10-1-5344	Audio Books-Adult-Winnetka	99379500	55.99			
10-1-5344	Audio Books-Adult-Winnetka	99379507	19.99			
10-1-5344	Audio Books-Adult-Winnetka	99379511	69.99			
10-2-5344	Audio Books-Adult-Northfield	99379501	44.99			
10-1-5443	DVDs-Juv-Winnetka	99379506	92.16			
10-2-5443	DVDs-Juv-Northfield	99379505	83.16			
10-2-5443	DVDs-Juv-Northfield	99379475	22.49			
Midwest Tape				16105	10/05/20	<u>1,426.77</u>
10-0-5120	Library Supplies	99397026	15.00			
10-0-5120	Library Supplies	99397027	5.00			
10-0-5120	Library Supplies	99397140	5.00			
10-0-5120	Library Supplies	99397141	7.50			
10-0-5120	Library Supplies	99397029	5.00			
10-0-5120	Library Supplies	99397028	10.00			
10-0-5120	Library Supplies	99397142	19.80			
10-0-5120	Library Supplies	99397143	24.80			
10-0-5120	Library Supplies	99397145	5.00			
10-0-5120	Library Supplies	99397144	24.80			
10-0-5120	Library Supplies	99397146	2.50			
10-0-5120	Library Supplies	99397147	15.00			
10-0-5120	Library Supplies	99397149	2.50			
10-0-5120	Library Supplies	99397148	4.90			
10-0-5120	Library Supplies	99397025	12.50			
10-0-5120	Library Supplies	99397153	5.00			
10-0-5120	Library Supplies	99397150	2.50			
10-0-5120	Library Supplies	99397152	2.50			
10-1-5343	DVDs-Adult-Winnetka	99397028	56.21			
10-1-5343	DVDs-Adult-Winnetka	99397141	40.48			
10-1-5343	DVDs-Adult-Winnetka	99397144	197.92			
10-1-5343	DVDs-Adult-Winnetka	99397147	108.69			
10-1-5343	DVDs-Adult-Winnetka	99397153	22.49			
10-2-5343	DVDs-Adult-Northfield	99397148	34.49			
10-2-5343	DVDs-Adult-Northfield	99397149	14.99			
10-2-5343	DVDs-Adult-Northfield	99397027	30.73			
10-1-5344	Audio Books-Adult-Winnetka	99397029	74.98			

# Winnetka-Northfield Public Library District

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-1-5344	Audio Books-Adult-Winnetka	99397145	64.98			
10-1-5344	Audio Books-Adult-Winnetka	99397152	39.99			
10-2-5344	Audio Books-Adult-Northfield	99397150	39.99			
10-2-5344	Audio Books-Adult-Northfield	99397146	29.99			
10-2-5344	Audio Books-Adult-Northfield	99397140	74.98			
10-1-5443	DVDs-Juv-Winnetka	99397026	138.69			
10-1-5443	DVDs-Juv-Winnetka	99397143	100.45			
10-2-5443	DVDs-Juv-Northfield	99397142	74.97			
10-2-5443	DVDs-Juv-Northfield	99397025	112.45			
Baker & Taylor				16106	10/05/20	<u>1,226.17</u>
10-1-5340	Books-Fiction-Adult-Winnetka	2035495172	385.08			
10-1-5340	Books-Fiction-Adult-Winnetka	2035489226	348.28			
10-0-5120	Library Supplies	2035495113	23.11			
10-0-5120	Library Supplies	2035495172	22.75			
10-0-5120	Library Supplies	2035489226	26.50			
10-2-5340	Books-Fiction-Adult-Northfield	2035495172	97.85			
10-2-5340	Books-Fiction-Adult-Northfield	2035489226	92.07			
10-1-5440	Books-Fiction-Juv-Winnetka	2035495113	118.20			
10-2-5440	Books-Fiction-Juv-Northfield	2035495113	100.34			
10-1-5447	Books-Easy-Winnetka	2035495113	11.99			
Kanopy				16107	10/05/20	<u>566.00</u>
10-1-5345	Books-Digital-Winnetka	Inv # 216701-PPU	566.00			
OVERDRIVE INC.				16108	10/05/20	<u>6,609.81</u>
10-1-5345	Books-Digital-Winnetka	OVERDRIVE INC.	6,609.81			
Lauterbach & Amen, LLP				16109	10/21/20	<u>1,667.00</u>
10-0-5131	Accounting and Bookkeeping	Inv #49562-September	1,667.00			
RAILS				16110	10/21/20	<u>82.50</u>
10-1-5346	Online Database - Winnetka	inv #7364-October	82.50			
City Wide of Chicago				16111	10/21/20	<u>10,650.00</u>
70-0-5725	Janitorial Supplies	inv# 100005886	875.00			
70-0-5748	Building Maintenance Service	inv# 100005844	9,000.00			
70-0-5748	Building Maintenance Service	inv# 100005884	350.00			
70-0-5748	Building Maintenance Service	inv# 100005883	425.00			
Stephanie Girardi				16112	10/21/20	<u>132.64</u>
70-0-5750	Landscaping	Fall Plants	132.64			
QUILL CORPORATION				16113	10/21/20	<u>12.70</u>
10-0-5121	Office Supplies	inv# 11266440	12.70			

# Winnetka-Northfield Public Library District

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All Bank Accounts

October 1, 2020 - October 31, 2020

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
DIGITAL INSURANCE, INC. 10-0-5115	Flexible Spending Account	inv# 09996 - September	35.50	16114	10/21/20	<u>35.50</u>
The Lakota Group, Inc. 10-0-5741	Architects	inv# 18043.02-06	893.10	16115	10/21/20	<u>893.10</u>
Sarah Quish 10-0-5112	Flu Vaccination	Flu Shot	25.40	16116	10/21/20	<u>25.40</u>
CDW-G 10-0-5885	Computer Equipment	inv # 2305926	450.00	16117	10/21/20	<u>450.00</u>
VILLAGE OF WINNETKA 10-0-5111	Health Insurance	inv# 2020-00000010	17,079.80	16118	10/21/20	<u>17,079.80</u>
Melissa Morgan 10-0-5907	Programming - Youth	Supplies for Family Science	14.94	16119	10/21/20	<u>14.94</u>
Twisted Fiber Studio (Shari Pontillo) 10-0-5908	Programming - Adult	Crafting Composition Notebooks	175.00	16120	10/21/20	<u>175.00</u>
BIBLIOTHECA, LLC 10-1-5345 10-1-5345 10-1-5345	Books-Digital-Winnetka Books-Digital-Winnetka Books-Digital-Winnetka	inv# INV-US36815 - September inv# INV-US36814 - September inv# INV-US36816 - September	17.99 103.00 3,307.64	16121	10/21/20	<u>3,428.63</u>
Avril 1 Group, Inc. 10-0-5908	Programming - Adult	The Ghost Army of World War II	200.00	16122	10/21/20	<u>200.00</u>
Shannon Hahle 10-0-5112	Flu Vaccination	Flu Shot	40.99	16123	10/21/20	<u>40.99</u>
MERCHANTS DELIVERY SERVICE 10-0-5138	Delivery Service	5 Days book transfer	125.00	16124	10/21/20	<u>125.00</u>
HOOPLA (MIDWEST TAPE) 10-1-5345	Books-Digital-Winnetka	inv# 99453134 - September	460.76	16125	10/21/20	<u>460.76</u>
HR Source 10-0-5745	HR Consultant	inv# 12434 - September	1,912.50	16126	10/21/20	<u>1,912.50</u>
3 Points, LLC 10-0-5135	LAN Management	inv# 35467	2,437.00	16127	10/21/20	<u>2,437.00</u>
OVERDRIVE INC. 10-1-5345	Books-Digital-Winnetka	See Spreadsheet	9,346.77	16128	10/21/20	<u>9,346.77</u>
Art Excursions, Inc. (Jeff Mishur) 10-0-5908	Programming - Adult	Art Lecture	350.00	16129	10/21/20	<u>350.00</u>
Illinois Municipal Retirement Fund 10-0-2035 10-0-5102	IMRF withholding IMRF Expenses	Illinois Municipal Retirement Fund Illinois Municipal Retirement Fund	7,313.92 13,937.03	16151	10/31/20	<u>21,250.95</u>
NATIONWIDE RETIREMENT SOLUTIONS				16152	10/31/20	<u>2,703.00</u>

# Winnetka-Northfield Public Library District

## Check Register

All Bank Accounts

October 1, 2020 - October 31, 2020

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-2040	457 withholding	NATIONWIDE RETIREMENT SOLUTIONS	901.00			
10-0-2040	457 withholding	NATIONWIDE RETIREMENT SOLUTIONS	901.00			
10-0-2040	457 withholding	NATIONWIDE RETIREMENT SOLUTIONS	901.00			
First Bankcard				16153	10/20/20	<u>2,247.20</u>
10-0-5114	Conferences	Garrity- ALSC Virtual Conference	75.00			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Garrity- My Life as a Villainess	62.97			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Compton Dzak- Amazon	10.99			
10-1-5343	DVDs-Adult-Winnetka	Compton Dzak- Uncletomfilm	25.50			
10-0-5121	Office Supplies	Swenson- Isopropnl Alcohol	118.90			
10-0-5121	Office Supplies	Swenson- Screen Cleaner	30.98			
10-0-5134	Software	Wolf- Quickbooks Subscription	70.00			
10-0-5134	Software	Swenson- Creative Cloud Subscription	243.92			
10-0-5134	Software	Compton Dzak- Zoom	109.98			
10-0-5134	Software	Compton Dzak- Zoom	141.94			
10-0-5136	Hardware	Swenson- Styluses	14.99			
10-0-5177	Technology/Website	Swenson- Website Hosting and Backup	25.00			
10-0-5720	PR E-Marketing	Quish- Facebook Ad	6.15			
10-0-5723	PR Supplies	Quish- Faxing Information	6.36			
10-0-5723	PR Supplies	Quish- Curbside Signs	115.97			
10-0-5723	PR Supplies	Quish- Curbside Bags	395.32			
10-0-5723	PR Supplies	Quish- Packing Tape and Stickers	34.07			
10-0-5723	PR Supplies	Quish- Chicago Tribune	7.96			
10-0-5724	PR Advertising	Quish- Membership and Banners	200.00			
10-0-5731	Memberships	Quish- Membership and Banners	300.00			
10-0-5732	Staff Recognition/Events/Meetings	Compton Dzak- Proflowers	79.90			
10-0-5907	Programming - Youth	Garrity- Supplies for Take and Make	83.58			
10-0-5907	Programming - Youth	Garrity- Supplies for Maker Club	54.74			
10-0-5907	Programming - Youth	Garrity- Scarves for Storytime To Go Kits	14.99			
10-0-5907	Programming - Youth	Garrity- Marshmallows for Family Science	12.00			
10-0-5907	Programming - Youth	Garrity- Toothpicks for Family Science	5.99			
OVERDRIVE INC.				16154	10/31/20	<u>8,895.91</u>
10-1-5345	Books-Digital-Winnetka	OVERDRIVE INC.	8,895.91			
VILLAGE OF WINNETKA				16155	10/21/20	<u>4,705.67</u>
10-1-5171	Electricity - Winnetka	VILLAGE OF WINNETKA	47.80			
10-1-5171	Electricity - Winnetka	VILLAGE OF WINNETKA	3,772.34			
10-1-5171	Electricity - Winnetka	VILLAGE OF WINNETKA	290.16			
10-1-5171	Electricity - Winnetka	VILLAGE OF WINNETKA	103.17			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	72.00			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	186.83			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	15.35			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	82.86			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	2.00			
10-1-5173	Storm Sewer - Winnetka	VILLAGE OF WINNETKA	133.16			

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

October 1, 2020 - October 31, 2020

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
COMCAST 10-0-5176	Internet Services	COMCAST	69.95	16157	10/05/20	<u>69.95</u>
NORTH SHORE GAS 10-1-5174	Natural Gas - Winnetka	NORTH SHORE GAS	369.98	16158	10/07/20	<u>369.98</u>
COMCAST 10-0-5176	Internet Services	COMCAST	237.85	16159	10/13/20	<u>237.85</u>
NICOR 10-2-5174	Natural Gas - Northfield	NICOR	66.53	16160	10/13/20	<u>66.53</u>
VILLAGE OF NORTHFIELD 10-2-5172	Water - Northfield	VILLAGE OF NORTHFIELD	99.99	16161	10/29/20	<u>99.99</u>
Deluxe 10-0-5121	Office Supplies	Deluxe	103.08	16162	10/29/20	<u>103.08</u>
COMED 10-2-5171	Electricity - Northfield	COMED	391.32	16163	10/15/20	<u>391.32</u>
PITNEY BOWES 10-0-5123	Postage	PITNEY BOWES	100.00	16164	10/27/20	<u>100.00</u>
CALL ONE 10-1-5175	Telephone - Winnetka	CALL ONE	12.34	16165	10/05/20	<u>12.34</u>
					Check List Total	<u><u>327,798.12</u></u>

## OCTOBER 2020 DIRECTOR'S REPORT

### Staff Updates

- Comings
  - Monica Dombrowski, Library Director (10/19)
- Goings
  - Meghan White, Adult Services Librarian (10/23)
- Anniversaries
  - Anna Jaich-Westine, 10/2 (20 years)
  - Michael Strohm, 10/10 (7 years)
  - Stephanie Girardi, 10/15 (26 years)
  - Jimmy Gonzalez-Vicker, 10/21 (6 years)

### Organizational Changes

- 6.5 staff members were reassigned to the Northfield Branch (one is shared between)
- The Collection Services department was disbanded and collection development responsibilities were returned to the department librarians
- Stephanie Girardi was promoted to Tech Services Supervisor
- Jimmy Gonzalez-Vicker was moved to the Digital Services Department in the role of Studio Specialist
- Michael Cianfrani was moved to the Digital Services Department in the role of Digital Web Services Specialist
- Brandon Marshall was moved to the Adult Services Department in the role of Librarian
- Job Postings
  - 25-hour Youth & Teen Services Assistant (replacement)
  - FT Digital Services Manager (new)
  - FT Branch Services Manager (new)

### Finances

- We are at 48.03% of our expected operating revenues for the year
- We are at 33.08% of our budgeted operating expenses for the year (goal is 33.33%)
- Our unemployment fund remains over budget (125.84%)

### Programming

**Youth:** 277 attendees at 39 virtual programs; 241 Take & Make Craft Kits

**Adult:** 241 attendees at 18 programs

### Outreach & Partnerships

**Youth:** Amanda Garrity read spooky stories for the Winnetka Park District's "Family Campfire" event on 10/23 at Crow Island Woods.

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



## **Collections**

### ***Physical Item Circulations***

#### **Adult**

**October 2020:** 14,959      **October 2019:** 18,281      **Difference:** -3,322 (-18%)

#### **Youth**

**October 2020:** 14,317      **October 2019:** 17,310      **Difference:** -2,993 (-17%)

### ***eResource Item Circulations***

**October 2020:** 8,170      **October 2019:** 4,755      **Difference:** 3,415 (72%)

## **Services**

**Library Visitors:** 6,017 (Winnetka)

### ***Reference Transactions***

**Youth:** 350      **Adult:** 2,128

### ***Technology***

- Public Computer Sessions: 380 (Winnetka)
- Hotspot Sessions: 10,129 from 530 devices (Winnetka), 1,049 from 145 devices (Northfield)
- Bandwidth Used: 82GB (Winnetka), 64GB (Northfield)
- Website Hits: 8,330 from 4,625 users
- App Users: 383

### ***Curbside Pickups***

**Winnetka:** 96      **Northfield:** 171

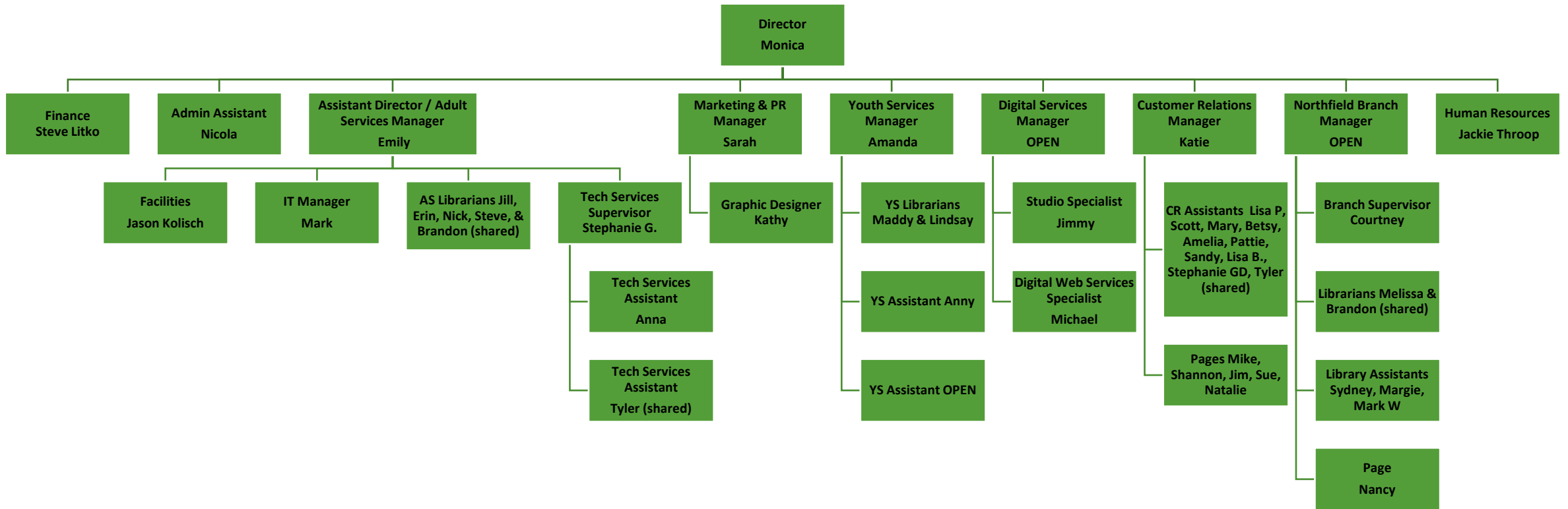
## **Professional Development Highlights**

- Monica Dombrowski presented a session at ILA's Virtual Conference on 10/20 entitled, "A Seat at Every Table: Leadership Beyond the Library."
- Amanda Garrity, Youth Services Manager, presented on early readers and chapter books to a group of educators at the Alliance for Education's "What's New in Children's Literature" event
- All staff members completed Traliant's "*Preventing Workplace Harassment and Discrimination*" online training.

## **Impact Stories**

Board member Kate Casale-MacNally shared the following regarding the Youth Services Team: "Your whole team has been KILLING it recently, and I'm pretty sure that (my daughter) wants to be adopted by Miss Lindsay."

# Winnetka-Northfield Public Library District Organizational Chart



**TAX LEVY ORDINANCE**

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

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

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

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

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

**Section 2.** A tax in the sum of \$4,476,000.00 is levied upon all taxable property within the District, said tax levied to defray expenses and liabilities of the District for the fiscal year beginning July 1, 2020 ending June 30, 2021 for the specific objects and purposes indicated as follows:

A.	<u>GENERAL FUND</u>	<u>Appropriation</u>	<u>Levy</u>
1.	IT Services	\$ 180,000.00	\$ 175,000.00
2.	Administrative Services	\$ 377,000.00	\$ 377,000.00
3.	Personnel Salaries and Benefits	\$1,862,000.00	\$1,862,000.00
4.	Programming	\$ 90,000.00	\$ 80,000.00
5.	Insurance	\$ 35,000.00	\$ 30,000.00
6.	Materials	\$ 738,000.00	\$ 700,000.00
7.	Capital Outlay	\$ 547,000.00	\$ 525,000.00
	TOTAL	\$3,829,000.00	\$3,749,000.00

B. SPECIAL FUND TAX FUNDS

	<u>Appropriation</u>	<u>Levy</u>
1. IMRF	\$200,000.00	\$175,000.00
2. FICA	\$150,000.00	\$130,000.00
3. Unemployment Insurance Fund	\$100,000.00	\$2,000.00
4. Building & Equipment (.02%)	<u>\$559,000.00</u>	<u>\$420,000.00</u>
TOTAL	\$1,009,000.00	\$727,000.00

**SUMMARY**

Total Appropriation	\$4,838,000.00
Appropriated from sources other than taxation	\$362,000.00
Total Levy – General Fund (\$3,749,000.00) and Special Funds (\$727,000)	\$4,476,000.00

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

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

**Section 5:** This Ordinance shall be in full force and effect from and after its passage. Passed November 16, 2020, pursuant to a roll call vote as follows:

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

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

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

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

ATTEST:

\_\_\_\_\_  
 Katherine Casale MacNally, Secretary  
 Board of Library Trustees  
 Winnetka-Northfield Public Library District

STATE OF ILLINOIS    )  
                                  ) SS.  
COUNTY OF COOK    )

**CERTIFICATE OF AUTHENTICITY**

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

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

adopted at a regular meeting of the said Board of Library Trustees held on November 16, 2020.

\_\_\_\_\_  
Katherine Casale MacNally, Secretary  
Board of Library Trustees  
Winnetka-Northfield Public Library District

Date signed: November 16, 2020

(Library Seal)

August 3, 2020

Emily Compton-Dzak  
Interim-Director  
Winnetka Public Library  
768 Oak Street  
Winnetka, IL 60093

Dear Ms. Compton-Dzak:

I am writing on behalf of your neighbors, and our homeowners, at 465-477 Linden Street. Our townhomes border the library parking lot to the south, and are separated by several of your large Maple trees and our fence. Within six feet of the Maples, and alongside our fence, are the sanitary and storm sewer lines which serve our North building (471-477) and a walkway to the building entrances (see attached diagram). From time to time - and at our own expense - we have trimmed the low hanging branches of the Maples over the walkways and the roof of the building. The roots of the Maples, however, have slowly found their way onto our property via our sanitary and storm sewer lines. These roots are now a semi-annual maintenance issue for us, along with improvements to our plumbing infrastructure over the years, to properly eliminate them.

Prior to 2016, the sewer lines were rodded sporadically as issues arose in the North building homes served by the sewer lines and affected by the root obstructions. However, due to the active growth of roots in the sewer lines between visits, it was recommended that the sewer lines be rodded twice a year beginning in 2016. Armed with a video camera and rodding equipment, we have worked with Mergenthaler Plumbing of Northbrook to remove the roots from both sewer lines (via the sewer line cleanout/access) in an attempt to clear the lines out to the separate sewer mains under the street. More recently, the removal of these roots has become more difficult and more costly. In June, we spent \$5,550 to increase the storm sewer line cleanout/access from 3" to 6" so that we could remove the larger roots which obstructed the flow to the street as some of the roots were the size of small branches. The new access was successful; however, we have been told that roots closer to the street are so large that both sewer lines would have to be excavated in order to remove them. We do not have an estimate for the cost of the excavation at this time, but we have asked our plumber to investigate the costs and our options.

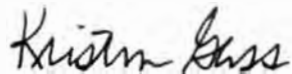
I have attached a schedule detailing the history of our costs, as well as a record of reimbursements from the library. As you can see from the schedule, our current annual cost to remove the roots, through rodding, amounts to more than \$1,000/year. It was only recently brought to my attention that in previous years we had addressed this situation with the library and you were kind enough to reimburse us for a portion of the costs. In our last correspondence with the library on November 3, 2010, we addressed this cost-sharing and our intent to rod the North building sewer lines annually to minimize the possibility of future damage. It is my understanding that cost-sharing has not been pursued since 2010.

Emily Compton-Dzak  
August 3, 2020  
Page 2

I cannot stress how important it is for us to maintain clear sanitary and storm sewer lines for our homes. While we appreciate the beauty of the Maple trees which border our properties, they are a financial strain for us to maintain on our own. We are not asking for the trees to be removed, but we are asking if you could share in the cost of maintaining your beautiful Maple trees.

If you should have any questions, or need additional information, please do not hesitate to contact me at 847-772-8361.

Kind regards,

A handwritten signature in black ink that reads "Kristen Goss". The signature is written in a cursive style with a large initial 'K'.

Kristen Goss  
465 Linden Street

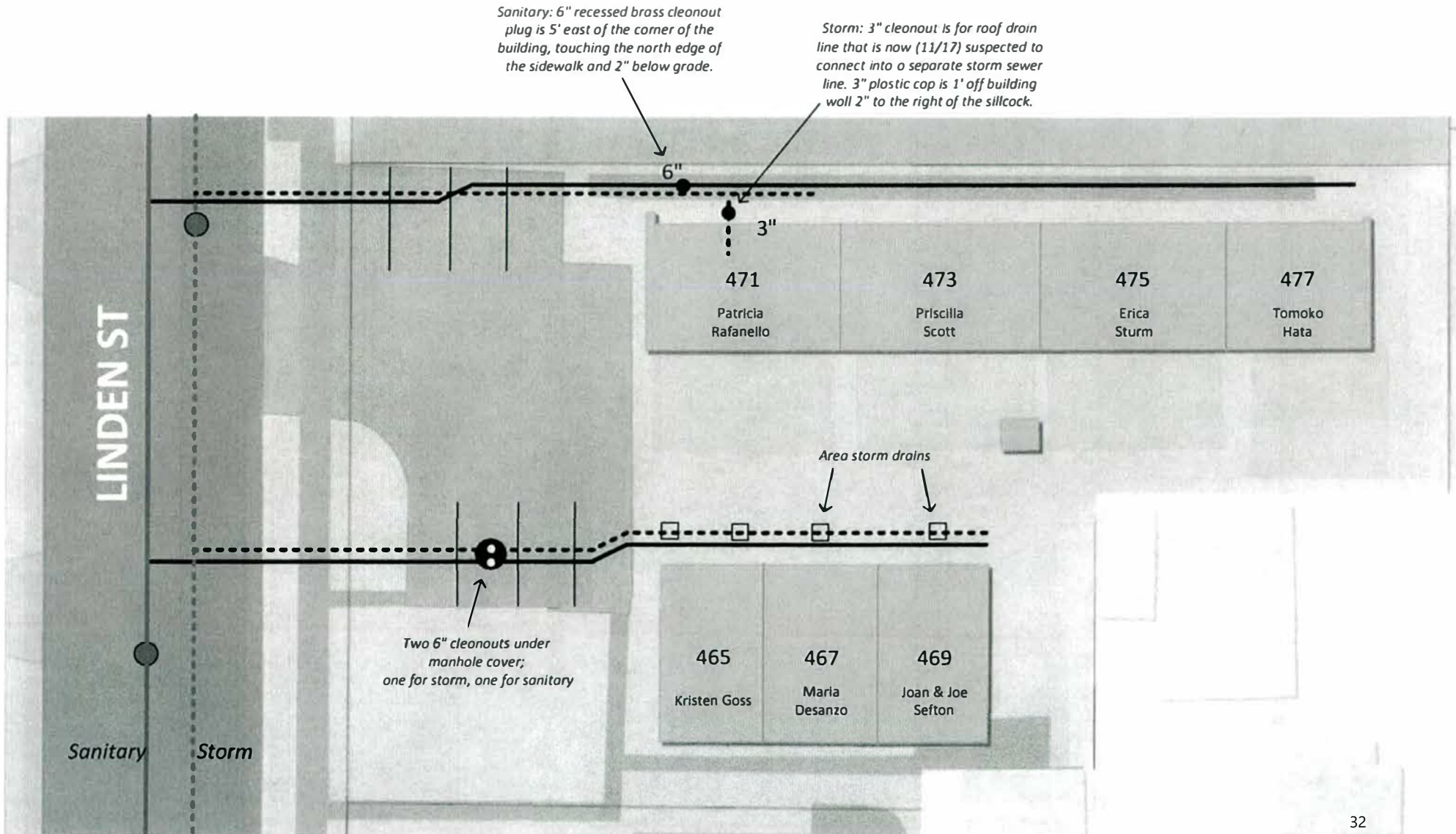
President  
Linden Patio Homes Association

Linden Patio Homes  
Linden St, Winnetka, Ill.

11/6/17

Names updated 11-29-17

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





Linden Patio Homes - Maintenance and Plumbing Infrastructure Improvements Attributable to Library Maple Trees

Date	Contractor/Plumber	Amount	Reimbursed	Description of Work
July 2020	Mergenthaler Plumbing	1,983.75		Rodding of North building storm and sanitary lines only.
June 2020	Mergenthaler Plumbing	5,550.00		New Sewer Access to North building clean-out for roots of library trees.
July 2020	A.D. Bush Concrete	1,300.00		Balance Due for sidewalk repair relating to Sewer Access repair/replacement. (Required project minimum \$2,500)
June 2020	A.D. Bush Concrete	1,300.00		50% deposit for sidewalk repair relating to Sewer Access repair/replacement. (Required project minimum \$2,500)
October 2019	Mergenthaler Plumbing	875.00		Preventive rodding of North building. South building storm and sanitary lines found clear; therefore, rodding not necessary.
May 2019	Mergenthaler Plumbing	591.00		Preventive rodding of North building storm and sanitary lines only.
October 2018	Mergenthaler Plumbing	363.00		Preventive rodding of North building storm and sanitary lines only.
May 2018	Mergenthaler Plumbing	584.00		Preventive rodding of North building storm and sanitary lines. South building storm and sanitary lines found clear; therefore, rodding not necessary.
November 2017	Mergenthaler Plumbing	584.00		Preventive rodding of North building storm and sanitary lines. South building storm and sanitary lines found clear; therefore, rodding not necessary.
November 2016	Mergenthaler Plumbing	339.00		Rodding of North and South building storm and sanitary lines. Breakdown not available.
April 2016	Mergenthaler Plumbing	547.50		Preventive rodding of North building storm and sanitary lines only.
May 2015	Mergenthaler Plumbing	500.00		Preventive rodding of North building storm and sanitary lines only.
May 2014	Bratschi Plumbing	1,032.00		Rodding of North and South building storm and sanitary lines. Breakdown not available.
October 2010	Tangney & Sons Plumbing & Sewer	3,500.00		Tangney Plumbing discovered a break in the clay pipe where the roots entered the pipe, filled the section almost completely, and broke the pipe, as seen with the rodding camera. Tangney dug down about 7 feet and replaced the broken section.
	John Bush Concrete	700.00		Replace concrete walkway.
	Library Reimbursement		2,100.00	Library reimbursed 50%.
November 2007	Bratschi Plumbing	1,270.00		Rodded North building sewer line, loaded with library tree roots.
	Library Reimbursement		635.00	Library reimbursed 50%.
Summer 2005	Not Available	6,600.00		North building installed outside sewer cleanout for library roots.
	Library Reimbursement		700.00	Library reimbursed \$700.
	TOTAL	27,619.25	3,435.00	

# Mergenthaler Plumbing

CALLMERG.COM

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

## INVOICE

#169

INVOICE # 20-06240  
 DATE 6/19/2020  
 TERMS Due on Receipt

Linden Patio Homes  
 c/o Kristen Goss  
 465 Linden St  
 Winnetka, IL 60093

- Sump pumps
- Water heaters
- Water filters
- Sewer rodding
- Battery backup sump pumps
- Flood control
- Backflow testing
- Video inspections

SERVICED	ITEM	DESCRIPTION	QTY	AMOUNT
		Continued storm sewer line rodding, post cleanout installation		
6/15/2020	Sew	Sewer line power rodding service. 12:20 - 4:18pm	3.75	795.00
6/17/2020	Sew2	Sewer line power rodding service. Two-man team 7:48 - 11:47am	3.75	1,188.75

We spent Monday afternoon and Wednesday morning trying to hack away at the roots. We broke one cable and two cutters on Monday but actually made some progress. On Wednesday, we finally were able to pass the root mass, but only with a 2" cutter (the pipe is 6" diameter). The water level in the pipe has drained out (before it always had some standing water in it). From the video image of the roots, we suspect the cutter was able to wiggle past some of the thicker roots and make a small hole. We can now see large roots that our cutters and cables just are not intended to cut. Between the 6 hours spent last week and the 7.5 hours this week, I see no benefit spending more rodding time.

Unfortunately, this portion of the sewer would likely have to be excavated and simply cut out to get those roots out. My recommendation at this point is to enjoy what appears to be the improved drainage and start saving for some future additional excavation.

Thank You!

*Kristin Goss*

THANK YOU FOR YOUR BUSINESS! Payment is due upon receipt. Payments not received in 7 days are considered late and subject to 1-1/2 % per month finance charge and collection costs after 30 days.

**TOTAL \$1,983.75**

# Mergenthaler Plumbing

## INVOICE

156 P k r, rthbr k, 7 74  
58-845-4 5 58-845-4 64f

<b>INVOICE #</b>	20-06156
<b>DATE</b>	6/14/2020
<b>TERMS</b>	Due on Receipt

**BILL TO**

Linden Patio Homes  
c/o Kristen Goss  
465 Linden St  
Winnetka, IL 60093

SERVICED	ITEM	DESCRIPTION	QTY	AMOUNT
		SITE: 471 Linden St, Winnetka, IL		
6/5/2020	St	Storm Sewer & Drain Contract Excavate the storm sewer under the sidewalk in front of unit 471. Installed 6" cleanout access on the main to allow us to better service the east-west line that has never been accessible. Hauled away excavation spoilage brought in clean gravel to backfill. Sidewalk repairs by others..		5,400.00
	Permit f...	Village fees paid; permit #: SR2020-433		150.00
6/8/2020	Sew2	Sewer line power rodding service. Two-man team	3.5	1,109.50
	Sew2	Sewer line power rodding service. Two-man team	2.5	792.50
	Disc	Discount waive rodding fee		-1,902.00

Via email Wed 6/10/2020:

We returned on Monday and spent almost 3.5 hours rodding that line trying to cut through the heavy root mass about 40 feet west of the cleanout. We were unsuccessful passing beyond that point.

We returned on Tuesday and spent 2.5 more hours rodding pulling back a mass of roots that look more like branches than roots.

These 6 hours spent rodding, while not originally intended to be included, I am going to consider part of the original repair contract. I will forward the final invoice shortly.

The 6" cleanout installation has already been successful. We are now able to confidently rod in the proper direction. We were successful in removing root pieces we could never have through the smaller 3" opening. We are able to make progress we otherwise would not have been able.

The take home, though, here is more rodding time will be needed, how much more I cannot say. We have to just try to chew through some very heavy, thick roots.

THANK YOU FOR YOU BUSINESS! Payment is due upon receipt. Payments not received in 7 days are considered late and subject to 1-1/2 % per month finance charge and collection costs after 30 days.

**TOTAL \$5,550.00**

[www.mergenthalerinc.com](http://www.mergenthalerinc.com)

[www.callmerg.com](http://www.callmerg.com)

1 Attached Images



# Mergenthaler Plumbing

CALLMERG.COM

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

# INVOICE

INVOICE # 19-10197  
 DATE 10/21/2019  
 TERMS Due on Receipt

Linden Patio Homes  
 c/o Kristen Goss  
 465 Linden St  
 Winnetka, IL 60093

- Sump pumps
- Water heaters
- Water filters
- Sewer rodding
- Battery backup sump pumps
- Flood control
- Backflow testing
- Video inspections

SERVICED	ITEM	DESCRIPTION	QTY	AMOUNT
		SITE: 471-477 Linden St (North bldg) & 465-469 Linden St (South bldg), Winnetka, IL		
		Per Kristen Goss, plumbers to perform preventative rodding for BOTH North and South buildings		
10/17/2019		Video inspection of the 465-469 Linden St (South bldg) storm and sanitary lines found them clear as they were back in 2017. Video inspection of the 471-477 Linden St (North bldg) sanitary line found roots in both directions from the cleanout, so it was rodded with 4" and 6" cutters to clear them. Remainder of time ~2.75 hrs was spent rodding the storm sewer line from the 3" cleanout. Each time the 2-1/2" cutter was pulled back, it became difficult at a point and the men struggled to free it. Each time it came out, the cable had roots wrapped around it, unlike in May. It is possible that there was a large ball of roots that had wrapped around the cutter larger than the 3" pipe we were accessing the line through. As has been documented previously, this storm sewer line has issues and the current access prevents us from properly servicing the line. Please consider having the line excavated to install a larger, 6" cleanout access to be able to inspect and rod the line more effectively. Please note to do so would likely impact the fence and pavement.		
	SC	Service call charge including travel time		59.00
	Sew	Sewer line power rodding service.	4	816.00
	L	Labor Charge (second man sent due to cable getting stuck in May)	4	592.00
	Disc	Discount - waive second man this visit only.		-592.00

THANK YOU FOR YOU BUSINESS! Payment is due upon receipt. Payments not received in 7 days are considered late and subject to 1-1/2 % per month finance charge and collection costs after 30 days.

**TOTAL \$875.00**

# Mergenthaler Plumbing

CALLMERO.COM

#689

# INVOICE

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

INVOICE # 19-04267  
 DATE 4/30/2019  
 TERMS Due on Receipt

Linden Patio Homes  
 c/o Kristen Goss  
 465 Linden St  
 Winnetka, IL 60093

- Sump pumps
- Water heaters
- Water filters
- Sewer rodding
- Battery backup sump pumps
- Flood control
- Backflow testing
- Video inspections

SERVICED	ITEM	DESCRIPTION	QTY	AMOUNT
		Site:: 471 Linden St, Winnetka, IL		
		Perform preventative rodding for the North building only. The storm and sanitary cleanouts are behind unit 471.		
4/30/2019		Rodded north sanitary line from the 6" cleanout access in both directions using 4" and 6" cutters to clear root growth. Rodded from the 3" cleanout access that connects to the storm sewer with 2" and 3" cutters. Did not remove any roots but cutter got stuck pulling back several times.		
	SC	Service call charge including travel time		59.00
	Sew2	Sewer line power rodding service.	1.75	532.00

Thanks so much, Michael!

Kristin Goss

THANK YOU FOR YOUR BUSINESS! Payment is due upon receipt. Payments not received in 7 days are considered late and subject to 1-1/2 % per month finance charge and collection costs after 30 days.

**TOTAL \$591.00**

# Mergenthaler Plumbing

CALLMERG.COM

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

## INVOICE

INVOICE # 18-10106  
DATE 10/22/2018  
TERMS Due on Receipt

Linden Patio Homes  
c/o Kristen Goss  
465 Linden St  
Winnetka, IL 60093

- Sump pumps
- Water heaters
- Water filters
- Sewer rodding
- Battery backup sump pumps
- Flood control
- Backflow testing
- Video inspections

SERVICED	ITEM	DESCRIPTION	QTY	AMOUNT
		Site: 471-477 Linden St., Winnetka, IL		
		Preventative rodding of cleanouts for northern building ONLY Rod the north sanitary sewer line serving 471-477 through the 6" cleanout access back toward 477 and out to the street.		
10/17/2018		Plumber rodded north sanitary line from the 6" cleanout access in both directions and encountered root growth out approx. 40 FT when rodding in direction of main, using 4" and 6" cutters to clear line and restore flow. Plumber also rodded from the 3" cleanout access that connects to the storm sewer, finding line clear the entire 80 FT length of line.		
	SC	Service call charge including travel time		59.00
	Sew2	Sewer line power rodding service. Two-man team		304.00

THANK YOU FOR YOU BUSINESS! Payment is due upon receipt. Payments not received in 7 days are considered late and subject to 1-1/2 % per month finance charge and collection costs after 30 days.

**TOTAL \$363.00**

# Mergenthaler Plumbing

CALLMERG.COM

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

## INVOICE

INVOICE # 18-05132r  
DATE 5/23/2018  
TERMS Due on Receipt

Linden Patio Homes  
c/o Kristen Goss  
465 Linden St  
Winnetka, IL 60093

- Sump pumps
- Water heaters
- Water filters
- Sewer rodding
- Battery backup sump pumps
- Flood control
- Backflow testing
- Video inspections

SERVICED	ITEM	DESCRIPTION	QTY	AMOUNT
5/15/2018		Rodded the north sanitary sewer line serving 471-477 through the 6" cleanout access back toward 477 and out to the street. Encountered moderate root growth near the edge of the parking lot near the city sidewalk and some root growth between 473 and 475. Similar to our previous attempt at rodding through the available 3" storm sewer cleanout behind 471, the cable was only able to pass about 10'. (See notes on last year's invoice #17-11130 attached)		
		Video inspection of storm and sanitary sewer lines serving 465-469 found them clear.		
	SC	Service call charge including travel time		59.00
	Sew2	Sewer line power rodding service. Two-man team	2.25	675.00
	Disc	Patience Discount per Mike		-150.00

THANK YOU FOR YOU BUSINESS! Payment is due upon receipt. Payments not received in 7 days are considered late and subject to 1-1/2 % per month finance charge and collection costs after 30 days.

**TOTAL \$584.00**



# Mergenthaler Plumbing

CALLMERG.COM

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

# INVOICE

INVOICE # 17-11130  
 DATE 11/7/2017  
 TERMS Due on Receipt

**PAID**  
**11/15/2017**

Linden Patio Homes  
 c/o Kristen Goss  
 465 Linden St  
 Winnetka, IL 60093

- Sump pumps
- Water heaters
- Water filters
- Sewer rodding
- Battery backup sump pumps
- Flood control
- Backflow testing
- Video inspections

SERVICED	ITEM	DESCRIPTION	QTY	AMOUNT
		<p>SITE: 471-477 Linden St (north bldg) &amp; 465-469 Linden St (south bldg), Winnetka, IL</p> <p>Per Kristen Goss, perform preventative rodding of each building and then determine which building needs more frequent recurring rodding service</p> <p>The sanitary and storm lines serving the 465-469 building were video inspected and found clear. The sanitary line for the 471-477 building had significant roots and was rodded. More frequent rodding sessions don't appear necessary, though we would recommend performing the work in October.</p> <p>This is the third year we've rodded the line for the complex. We did learn something new on this visit. We have been of the mistaken belief that the 3" cleanout behind 471 that serves the roof drain line was connected to the sanitary sewer running behind the 471-477 building rather than connecting into its own storm sewer line. As a result, only the sanitary line has been rodded.</p> <p>This year, with the help of a second man, it was determined that the 3" cleanout behind 471 and serving the roof drain line actually connects into a separate storm sewer line that runs parallel to the sanitary line. We attempted rodding this line, but were only able to send about 10' of cable into the line before the resistance on the cable caused the tech to stop and to not force things since the line was and has been draining normally. Sending the video camera through the 3" cleanout allowed us to see the connection to the main line but was unable to make the turn. While the line is draining and has been these last few years, we want to document the fact we cannot service this line from the available access. It would likely need to be excavated to service it better. An updated map is attached.</p>		
11/6/2017	SC Sew2	Service call charge including travel time Sewer line power rodding service. Two-man team	1.75	59.00 525.00

THANK YOU FOR YOU BUSINESS! Payment is due upon receipt. Payments not received in 7 days are considered late and subject to 1-1/2 % per month finance charge and collection costs after 30 days.

**TOTAL \$584.00**

**From:** [Roger Ritzman](#)  
**To:** [Sarah Quish](#)  
**Subject:** RE: Thursday Questions  
**Date:** Wednesday, August 19, 2020 12:40:16 PM

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Sarah,

After reviewing Kristen Goss' letter dated August 3, 2020 and applicable Illinois case law, it appears likely that the Library has responsibility/exposure for repair costs caused by tree roots growing into our neighbor's sewer line.

Illinois law relevant to encroaching tree roots (and branches) is nuanced and fact specific. As a general principal, owners of trees in urban settings owe a duty of care to neighboring property owners and the public to maintain trees so as not to create or allow dangerous conditions to persist and/or cause damage to adjoining owners.

In Chandler v. Larson, 500 N.E.2d 584, 148 Ill.App.3d 1032, 102 Ill.Dec. 691 (Ill. App. 1986), the Court explained:

“...plaintiff had placed defendant on notice that the roots from defendant's tree were causing considerable damage to plaintiff's garage. The complaint further alleged that, although defendant had received such notice, she continued to refuse to uproot the tree or to use other methods which would prevent further harm and injury to plaintiff's garage. As an owner of urban property, defendant owes adjoining landowners, such as plaintiff, a duty of reasonable care. That duty would necessarily include the taking of reasonable steps to prevent damage to plaintiff's garage caused by the roots of one of defendant's trees.”

Per Kristin Goss' letter of August 3, 2020 (and perhaps as far back as 2010), we have notice that our tree roots are causing damage to our neighbor's sewer lines. As a result, we have a duty of reasonable care to address the tree root problem.

We recommend pursuing an agreement/arrangement with our neighbor that addresses the tree root issue while minimizing damage to or removal of the Library's trees. Perhaps we could agree to pay a flat amount per year or a percentage of the root removal cost.

In her letter, Kristin Goss asks if we could “share in the cost of maintaining your beautiful Maple trees”. Perhaps you can discuss with her a proposed cost sharing agreement.

Roger A. Ritzman  
Peregrine, Stime, Newman, Ritzman & Bruckner, Ltd.  
221 E. Illinois Street, P.O. Box 564  
Wheaton, IL 60187-0564  
(630) 665-1900  
(630) 665-0407 (Fax)  
[www.psnrb.com](http://www.psnrb.com)

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**From:** Sarah Quish [mailto:sjquish@winnetkalibrary.org]  
**Sent:** Thursday, August 13, 2020 6:38 AM  
**To:** Roger Ritzman <rritzman@psnrb.com>  
**Subject:** Thursday Questions

Good morning!

A few quick questions:

1. See letter attached, I'm trying to figure out what our legal responsibility is regarding the trees (Note there's also value in being a good neighbor, but I thought I'd check with legal responsibility first)
2. Regarding our board meeting
  - a. Is there any problem with publishing the times on there (1-2pm Open meeting, general board business, 2-7pm Closed session, Director Search candidate interviews) usually it's just the meeting start time.
  - b. When they return to open session after the adjournment, does that need to be on Zoom? We'll be juggling several zooms, and would have to create another quickly at 7pm to do that if necessary. Agenda attached for clarity.

Thanks,  
Sarah

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**From:** Nicola White <nwhite@winnetkalibrary.org>  
**Sent:** Wednesday, August 12, 2020 9:20 AM  
**To:** Sarah Quish <sjquish@winnetkalibrary.org>  
**Subject:** Paper Mail 8/12/20

Hi Sarah,

This letter came in the mail today for Emily.

Nicola White

*Administrative Assistant*

**Winnetka-Northfield Public Library District**

(847) 446-7220