

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

**THE MEETING WILL BEGIN AT 7:00 PM AND WILL BE HELD AT THE WINNETKA LIBRARY.
INSTRUCTIONS TO JOIN VIRTUALLY POSTED AT WWW.WNPLD.ORG**

AGENDA

Monday, August 19, 2024

- I. Call to Order**
- II. Roll Call**
- III. Public Comments**
- IV. Vote to Approve Minutes**
 - Approve Minutes of the July 15, 2024 Regular Meeting* (1 min)
- V. Financial Report**
 - July 2024 Financial Statements* (5 mins)
- VI. Library Reports**
 - Director's Report* (10 mins)
 - President's Comments (5 mins)
- VII. Liaisons to Other Organizations – Reports**
 - Winnetka Village (5 mins)
 - Northfield Village (5 mins)
- VIII. Unfinished Business**
 - Discussion & Approval of Resolution to Waive Non-Resident Library Card Fees for Minors (5 mins)
- IX. New Business**
 - Approval of Annual Ordinance Authorizing Non-Resident Cards (5 mins)
 - Approval of Minutes of Meetings Lawfully Closed Under the Open Meetings Act (2 mins)
 - Approval of Resolution Determining Release of Closed Session Minutes (2 mins)
 - Approval of Resolution Approving Destruction of Closed Session Recordings (2 mins)
 - Review Draft FY24-25 Budget & Appropriation Ordinance* (10 mins)
 - Review Draft Certified Estimate of Revenues by Source for FY24-25* (5 mins)

*Attachments

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

**THE MEETING WILL BEGIN AT 7:00 PM AND WILL BE HELD AT THE WINNETKA LIBRARY.
INSTRUCTIONS TO JOIN VIRTUALLY POSTED AT WWW.WNPLD.ORG**

X. Communications

- The next regular meeting will be held on Monday, September 16th at 7 p.m. at the Northfield Library.
- The library will be closed on the following dates:
 - Sunday, August 25th (End of Summer Party @ Clarkson Park)
 - Sunday, September 1st and Monday, September 2nd (Labor Day)

XI. Public Comments

XII. Adjourn to Closed Session

- **Closed Session**
5 ILCS 120/2(c)(5): To consider the purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired.

XIII. Return to Open Session

XIV. Adjournment

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

July 15, 2024

I. Call to Order

The meeting was held at the Winnetka Library, 768 Oak St., Winnetka, Illinois. President Mitchell called the meeting to order at 7:02 p.m. A quorum was present.

II. Roll Call

Present: Trustees Travis Gosselin, Matt Kinnich, Sarah Munoz, Ranjini Shankar, Thomas Sundell, Sarah Tegel, and Board President Melissa Mitchell; and Library Director Monica Dombrowski.

Present were library employees Mark Swenson and Luvia Melero.
Present was Jeffrey Liss online.

III. Public Comments

No comments.

IV. Approval of Minutes

Approve minutes of the June 18, 2024 regular meeting.

President Mitchell announced approval of the June 18, 2024 Regular Meeting Minutes.

V. Financial Report

Trustee Munoz presented the June 2024 Financial Statement.

VI. Library Reports

Library Director's Report

Director Dombrowski presented the June 2024 Director's Report, which was included in the board packet for July 15th 2024.

Board President's Report

President Mitchell had nothing to report.

VII. Liaison Reports

Winnetka Village – Trustee Gosselin stated that the Winnetka Caucus has 13 open board slots across the four public bodies. He also spoke of the village Post Office project.

Northfield Village – Trustee Kinnich had nothing to report on Northfield, except fluoridation of the water system. Trustee Shankar spoke of the upcoming book sale.

VIII. Unfinished Business

- *Update on Northfield renovation project*
Nothing to update as awaiting the Village of Northfield detailed proposal, planned for the August board meeting.
- *Revised meeting room policy*
Following review off the revised meeting room policy, on a motion by Trustee Munoz that the policy be approved, the policy was so approved by voice vote of the board.

IX. New Business

- *Resolution to Waive Non-Resident Library Card Fees for Minors*
After review of the resolution, the trustees recommended it be revised to better define applicable non-resident minors.
- *Q4 Strategic Plan Update*
Director Dombrowski provided an update on accomplishments under the respective work streams of the strategic plan.
- *FY 23-24 Investment Update*
Trustee Munoz as Treasurer provided an update on the District's FY 23-24 investment results, assets, and re-investment.
- *Building and Maintenance Tax Ordinance (special .02% tax)*
On motion by Trustee Gosselin and by roll call vote, the ordinance was approved:

ROLL CALL VOTE

AYES: Trustees Gosselin, Kinnich, Munoz, Shankar, Sundell, Tegel, and Mitchell
NAYS: 0

- *Assignment of Trustees to Review Minutes of Meetings Lawfully Closed Under the Open Meetings Act*
Trustees Munoz and Tegel will review the closed session minutes for the period August through December, 2022

X. Communications

The next regular meeting of the board will be held on Monday, August 19th at 7 p.m. at the Winnetka Library.
The Studio will be closed Friday, July 26, for lighting installation and will re-open July 27.
The District's end-of-summer party will be held at Clarkson Park in Northfield on Sunday, August 25, from 1 pm to 3 pm.

XI. Public Comments

No comments

XII. Adjournment

There being no further business to come before the Board, a Motion to adjourn to Closed Session was made by Trustee Sundell.

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

The Motion passed on voice vote and President Mitchell adjourned the meeting at 8:04 p.m.

XII. Return to Open Session

Returning to Open Session at 8:43 p.m.

XIII. Adjournment

There being no further business to come before the Board, a Motion to adjourn was made by Trustee Gosselin.

The Motion passed on voice vote and President Mitchell adjourned the meeting at 8:43 p.m.

Respectfully submitted,

Thomas Sundell
Board Secretary

_____ Melissa Mitchell, President

_____ Thomas Sundell, Secretary

Winnetka-Northfield Public Library District

All Funds Summary

For the 1 Month Ended July 31, 2024

Prorated 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>
Revenues					
Library Fund	5,047,485.00	420,623.75	1,226,808.44	24.31 %	806,184.69
Building Fund	399,690.00	33,307.50	101,130.54	25.30 %	67,823.04
Total Revenues	<u>5,447,175.00</u>	<u>453,931.25</u>	<u>1,327,938.98</u>	<u>24.38 %</u>	<u>874,007.73</u>
Expenses					
Library Fund	4,443,080.00	370,256.67	319,213.45	7.18 %	(51,043.22)
IMRF Fund	75,000.00	6,250.00	5,384.98	7.18 %	(865.02)
FICA Fund	175,000.00	14,583.33	11,758.83	6.72 %	(2,824.50)
Building Fund	399,000.00	33,250.00	16,660.31	4.18 %	(16,589.69)
Special Reserve Fund	0.00	0.00	0.00	0.00 %	0.00
Total Expenses	<u>5,092,080.00</u>	<u>424,340.00</u>	<u>353,017.57</u>	<u>6.93 %</u>	<u>(71,322.43)</u>
Total Revenues	5,447,175.00	453,931.25	1,327,938.98	24.38 %	874,007.73
Total Expenses	<u>5,092,080.00</u>	<u>424,340.00</u>	<u>353,017.57</u>	<u>6.93 %</u>	<u>71,322.43</u>
Excess Revenues less Expenses	<u>355,095.00</u>	<u>29,591.25</u>	<u>974,921.41</u>	<u>274.55 %</u>	<u>945,330.16</u>

Winnetka-Northfield Public Library District

Library Fund Summary

For the 1 Month Ended July 31, 2024

Prorated Budget Percentage Spent: 8.33%

	Annual Budget	Prorated Budget	Year-to-Date Actual	% of Budget	Variance vs. Prorated Budget
Operating Revenue					
Property Tax	4,551,670.00	379,305.83	1,155,724.69	25.39 %	776,418.86
Replacement Tax	45,000.00	3,750.00	11,842.02	26.32 %	8,092.02
Collections	166,315.00	13,859.58	399.77	0.24 %	(13,459.81)
Materials	8,000.00	666.67	28,888.96	361.11 %	28,222.29
Other Income	276,500.00	23,041.67	29,953.00	10.83 %	6,911.33
Total Operating Revenue	5,047,485.00	420,623.75	1,226,808.44	24.31 %	806,184.69
Operating Expenses					
Personnel	2,587,750.00	215,645.83	190,740.97	7.37 %	(24,904.86)
Administration	175,630.00	14,635.83	32,334.32	18.41 %	17,698.49
Utilities	96,000.00	8,000.00	9,124.46	9.50 %	1,124.46
IT Services	273,000.00	22,750.00	14,567.11	5.34 %	(8,182.89)
Public Relations	61,000.00	5,083.33	2,430.86	3.99 %	(2,652.47)
Library Materials - Adult	568,450.00	47,370.83	48,109.63	8.46 %	738.80
Library Materials - Youth	83,250.00	6,937.50	1,170.05	1.41 %	(5,767.45)
Programs	103,000.00	8,583.33	4,665.11	4.53 %	(3,918.22)
Capital	495,000.00	41,250.00	16,070.94	3.25 %	(25,179.06)
Total Operating Expenses	4,443,080.00	370,256.67	319,213.45	7.18 %	(51,043.22)
Total Revenues	5,047,485.00	420,623.75	1,226,808.44	24.31 %	806,184.69
Total Expenses	4,443,080.00	370,256.67	319,213.45	7.18 %	(51,043.22)
Excess Revenues less Expenses	604,405.00	50,367.08	907,594.99	150.16 %	857,227.91

Winnetka-Northfield Public Library District

Statement of Revenues and Expenditures - Modified Cash Basis

For the 1 Month Ended July 31, 2024

Prorated Budget Percentage Spent: 8.33%

	Annual Budget	Prorated Budget	Year to Date Actual	% of Budget	Variance vs. Prorated Budget
LIBRARY FUND					
Revenues					
Taxes					
Property Taxes Collections	4,551,670.00	379,305.83	1,155,724.69	25.39 %	776,418.86
Replacement Tax	45,000.00	3,750.00	11,842.02	26.32	8,092.02
Total Taxes	4,596,670.00	383,055.83	1,167,566.71	25.40 %	784,510.88
Collections					
Per Capita Grant	27,465.00	2,288.75	0.00	0.00 %	(2,288.75)
Kenilworth Services	134,850.00	11,237.50	0.00	0.00	(11,237.50)
Studio Fees	1,250.00	104.17	62.23	4.98	(41.94)
Lost/Damaged Mat.	2,750.00	229.17	337.54	12.27	108.37
Total Collections	166,315.00	13,859.58	399.77	0.24 %	(13,459.81)
Materials					
Copy/Printing	6,500.00	541.67	28,888.96	444.45 %	28,347.29
Book Sales	1,500.00	125.00	0.00	0.00	(125.00)
Total Materials	8,000.00	666.67	28,888.96	361.11 %	28,222.29
Other Income					
Checking Interest Income	6,000.00	500.00	1,189.85	19.83 %	689.85
Byline Bank IMA Interest	250,000.00	20,833.33	28,568.84	11.43	7,735.51
Money Market-Interest	2,000.00	166.67	189.31	9.47	22.64
Misc. Revenue	0.00	0.00	5.00	0.00	5.00
Gift Fund (over \$100)	1,000.00	83.33	0.00	0.00	(83.33)
Friends Donations	17,500.00	1,458.33	0.00	0.00	(1,458.33)
Total Other Income	276,500.00	23,041.67	29,953.00	10.83 %	6,911.33
Total Revenue	5,047,485.00	420,623.75	1,226,808.44	24.31 %	806,184.69

Winnetka-Northfield Public Library District

Statement of Revenues and Expenditures - Modified Cash Basis

For the 1 Month Ended July 31, 2024

Prorated Budget Percentage Spent: 8.33%

	Annual Budget	Prorated Budget	Year to Date Actual	% of Budget	Variance vs. Prorated Budget
LIBRARY FUND					
Expenses					
Personnel					
Salaries	2,275,000.00	189,583.33	163,724.31	7.20 %	(25,859.02)
Health Insurance	275,000.00	22,916.67	24,429.46	8.88	1,512.79
Employee Asst. Program	500.00	41.67	0.00	0.00	(41.67)
Professional Development	30,000.00	2,500.00	1,024.57	3.42	(1,475.43)
Flexible Spending Account	1,250.00	104.17	0.00	0.00	(104.17)
Staff Recognition/Events/Meetings	6,000.00	500.00	1,562.63	26.04	1,062.63
Total Personnel	2,587,750.00	215,645.83	190,740.97	7.37 %	(24,904.86)
Administration					
Audit Fees	13,430.00	1,119.17	0.00	0.00 %	(1,119.17)
Library Supplies	32,000.00	2,666.67	630.01	1.97	(2,036.66)
Office Supplies	5,800.00	483.33	102.67	1.77	(380.66)
Breakroom Supplies	3,400.00	283.33	0.00	0.00	(283.33)
Postage	3,250.00	270.83	0.00	0.00	(270.83)
Hospitality	500.00	41.67	30.25	6.05	(11.42)
Accounting and Bookkeeping	24,000.00	2,000.00	1,725.00	7.19	(275.00)
Delivery Service	5,500.00	458.33	575.00	10.45	116.67
Payroll Services	6,500.00	541.67	493.48	7.59	(48.19)
Liability Insurance Costs	36,250.00	3,020.83	27,191.00	75.01	24,170.17
Board Expenses	5,000.00	416.67	19.40	0.39	(397.27)
Memberships	6,500.00	541.67	665.00	10.23	123.33
Legal	15,000.00	1,250.00	0.00	0.00	(1,250.00)
Consultants	7,000.00	583.33	0.00	0.00	(583.33)
Investment Fees	11,000.00	916.67	886.80	8.06	(29.87)
Miscellaneous	500.00	41.67	15.71	3.14	(25.96)
Total Administration	175,630.00	14,635.83	32,334.32	18.41 %	17,698.49
Utilities					
Electricity	40,000.00	3,333.33	5,000.57	12.50 %	1,667.24
Water	5,000.00	416.67	785.14	15.70	368.47
Storm Sewer	1,500.00	125.00	139.71	9.31	14.71
Natural Gas	8,000.00	666.67	280.80	3.51	(385.87)
Telephone	17,500.00	1,458.33	0.00	0.00	(1,458.33)
Internet Services	24,000.00	2,000.00	2,918.24	12.16	918.24
Total Utilities	96,000.00	8,000.00	9,124.46	9.50 %	1,124.46
Information Technology					
CCS Operating	79,000.00	6,583.33	0.00	0.00 %	(6,583.33)
Software	35,000.00	2,916.67	2,687.57	7.68	(229.10)
LAN Management	40,000.00	3,333.33	0.00	0.00	(3,333.33)
Hardware	4,000.00	333.33	0.00	0.00	(333.33)
Website/Platform Fees	60,000.00	5,000.00	5,017.26	8.36	17.26
Photocopier Leases	25,000.00	2,083.33	1,868.47	7.47	(214.86)
Computer Equipment	30,000.00	2,500.00	4,993.81	16.65	2,493.81
Total Information Technology	273,000.00	22,750.00	14,567.11	5.34 %	(8,182.89)

Winnetka-Northfield Public Library District
Statement of Revenues and Expenditures - Modified Cash Basis
For the 1 Month Ended July 31, 2024

Prorated 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>
LIBRARY FUND					
Public Relations					
Promotional	11,000.00	916.67	2,007.93	18.25 %	1,091.26
Newsletter/Mailers	35,000.00	2,916.67	0.00	0.00	(2,916.67)
PR Supplies	4,000.00	333.33	422.93	10.57	89.60
Marketing/Advertising	<u>11,000.00</u>	<u>916.67</u>	<u>0.00</u>	<u>0.00</u>	<u>(916.67)</u>
Total Public Relations	<u>61,000.00</u>	<u>5,083.33</u>	<u>2,430.86</u>	<u>3.99 %</u>	<u>(2,652.47)</u>
Library Materials - Adult					
Books-Fiction-Adult	79,000.00	6,583.33	8,907.66	11.28 %	2,324.33
Books-Non-Fiction-Adult	69,000.00	5,750.00	3,092.76	4.48	(2,657.24)
Periodicals	20,200.00	1,683.33	2,876.53	14.24	1,193.20
DVDs-Adult	23,000.00	1,916.67	1,722.76	7.49	(193.91)
Audio Books-Adult	5,250.00	437.50	249.94	4.76	(187.56)
Books-Digital	0.00	0.00	21,555.17	0.00	21,555.17
Online Database	65,000.00	5,416.67	9,704.81	14.93	4,288.14
E Books	305,000.00	25,416.67	0.00	0.00	(25,416.67)
Video Games-Adults	<u>2,000.00</u>	<u>166.67</u>	<u>0.00</u>	<u>0.00</u>	<u>(166.67)</u>
Total Library Materials - Adult	<u>568,450.00</u>	<u>47,370.83</u>	<u>48,109.63</u>	<u>8.46 %</u>	<u>738.80</u>
Library Materials - Youth					
Kits	3,500.00	291.67	54.50	1.56 %	(237.17)
Books-Fiction-Juv	42,500.00	3,541.67	826.85	1.95	(2,714.82)
Books-Non-Fiction-Juv	13,000.00	1,083.33	288.70	2.22	(794.63)
DVDs-Juv	750.00	62.50	0.00	0.00	(62.50)
Audio Books/Talking Books Juv	17,500.00	1,458.33	0.00	0.00	(1,458.33)
Video Games-Juv	<u>6,000.00</u>	<u>500.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(500.00)</u>
Total Library Materials - Youth	<u>83,250.00</u>	<u>6,937.50</u>	<u>1,170.05</u>	<u>1.41 %</u>	<u>(5,767.45)</u>
Programs					
Reading Programs	11,000.00	916.67	0.00	0.00 %	(916.67)
Programming - Studio	14,500.00	1,208.33	(90.97)	(0.63)	(1,299.30)
Programming - Youth	40,000.00	3,333.33	1,231.08	3.08	(2,102.25)
Programming - Adult	35,500.00	2,958.33	3,525.00	9.93	566.67
Studio Maintenance/Repair	<u>2,000.00</u>	<u>166.67</u>	<u>0.00</u>	<u>0.00</u>	<u>(166.67)</u>
Total Programs	<u>103,000.00</u>	<u>8,583.33</u>	<u>4,665.11</u>	<u>4.53 %</u>	<u>(3,918.22)</u>
Capital					
Capital Outlay	275,000.00	22,916.67	16,030.00	5.83 %	(6,886.67)
Building	155,000.00	12,916.67	0.00	0.00	(12,916.67)
Equipment/Furniture	<u>65,000.00</u>	<u>5,416.67</u>	<u>40.94</u>	<u>0.06</u>	<u>(5,375.73)</u>
Total Capital	<u>495,000.00</u>	<u>41,250.00</u>	<u>16,070.94</u>	<u>3.25 %</u>	<u>(25,179.06)</u>
Total Expenses	<u>4,443,080.00</u>	<u>370,256.67</u>	<u>319,213.45</u>	<u>7.18 %</u>	<u>(51,043.22)</u>
Excess Revenues less Expenses	<u>604,405.00</u>	<u>50,367.08</u>	<u>907,594.99</u>	<u>150.16 %</u>	<u>857,227.91</u>

Winnetka-Northfield Public Library District
Statement of Revenues and Expenditures - Modified Cash Basis
For the 1 Month Ended July 31, 2024

Prorated 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>
BUILDING FUND					
Revenues					
Property Taxes Collections-Building	399,690.00	33,307.50	101,130.54	25.30 %	67,823.04
Total Revenue	<u>399,690.00</u>	<u>33,307.50</u>	<u>101,130.54</u>	<u>25.30 %</u>	<u>67,823.04</u>
Expenses					
Northfield Lease	72,500.00	6,041.67	5,852.89	8.07 %	(188.78)
Janitorial Supplies	11,000.00	916.67	33.93	0.31	(882.74)
Snow Removal	9,000.00	750.00	0.00	0.00	(750.00)
Building Appraisal	500.00	41.67	0.00	0.00	(41.67)
Building Maintenance Service	113,000.00	9,416.67	8,000.00	7.08	(1,416.67)
Elevators	10,000.00	833.33	0.00	0.00	(833.33)
Landscaping	20,000.00	1,666.67	135.92	0.68	(1,530.75)
HVAC	11,200.00	933.33	1,999.50	17.85	1,066.17
Flooring & Painting	125,000.00	10,416.67	0.00	0.00	(10,416.67)
Automatic Doors	7,500.00	625.00	0.00	0.00	(625.00)
Roof	700.00	58.33	0.00	0.00	(58.33)
Alarms & Security	6,000.00	500.00	638.07	10.63	138.07
Equipment	2,100.00	175.00	0.00	0.00	(175.00)
Plumbing	1,500.00	125.00	0.00	0.00	(125.00)
Electrical	7,000.00	583.33	0.00	0.00	(583.33)
Misc Services	2,000.00	166.67	0.00	0.00	(166.67)
Total Expenses	<u>399,000.00</u>	<u>33,250.00</u>	<u>16,660.31</u>	<u>4.18 %</u>	<u>(16,589.69)</u>
Excess Revenues less Expenses	<u>\$ 690.00</u>	<u>\$ 57.50</u>	<u>\$ 84,470.23</u>	<u>12,242.06 %</u>	<u>84,412.73</u>
IMRF FUND					
Revenues					
Total Revenue	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00 %</u>	<u>0.00</u>
Expenses					
IMRF Expenses	75,000.00	6,250.00	5,384.98	7.18 %	(865.02)
Total Expenses	<u>75,000.00</u>	<u>6,250.00</u>	<u>5,384.98</u>	<u>7.18 %</u>	<u>(865.02)</u>
Excess Revenues less Expenses	<u>\$ (75,000.00)</u>	<u>\$ (6,250.00)</u>	<u>\$ (5,384.98)</u>	<u>7.18 %</u>	<u>865.02</u>

Winnetka-Northfield Public Library District
Statement of Revenues and Expenditures - Modified Cash Basis
For the 1 Month Ended July 31, 2024

Prorated Budget Percentage Spent: 8.33%

	Annual Budget	Prorated Budget	Year to Date Actual	% of Budget	Variance vs. Prorated Budget
FICA FUND					
Revenues					
Total Revenue	0.00	0.00	0.00	0.00 %	0.00
Expenses					
FICA	175,000.00	14,583.33	11,758.83	6.72 %	(2,824.50)
Total Expenses	175,000.00	14,583.33	11,758.83	6.72 %	(2,824.50)
Excess Revenues less Expenses	\$ (175,000.00)	\$ (14,583.33)	\$ (11,758.83)	6.72 %	2,824.50
UNEMPLOYMENT FUND					
Revenues					
Total Revenue	0.00	0.00	0.00	0.00 %	0.00
Expenses					
Excess Revenues less Expenses	\$ 0.00	\$ 0.00	\$ 0.00	0.00 %	0.00

Winnetka-Northfield Public Library District
Statement of Revenues and Expenditures - Modified Cash Basis
For the 1 Month Ended July 31, 2024

Prorated Budget Percentage Spent: 8.33%

	Annual Budget	Prorated Budget	Year to Date Actual	% of Budget	Variance vs. Prorated Budget
SPECIAL RESERVE FUND					
Revenues					
Transfer In	0.00	0.00	0.00	0.00 %	0.00
Expenses					
Excess Revenues less Expenses	\$ 0.00	\$ 0.00	\$ 0.00	0.00 %	0.00

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts
July 1, 2024 - July 31, 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Vendor Checks						
Fairway Laser Systems 10-0-5800	Capital Outlay	Inv 23-030	16,030.00	4560	07/02/24	<u>16,030.00</u>
Fairway Laser Systems 10-0-5800	Capital Outlay	to VOID chk 4560	-16,030.00	4560	07/31/24	<u>(16,030.00)</u>
Magic of Gary Kantor 10-0-5907	Programming - Youth	Event Presentation	475.00	4561	07/02/24	<u>475.00</u>
Amber Mechanical Contractors Inc. 70-0-5752	HVAC	Inv C017103	1,999.50	4564	07/12/24	<u>1,999.50</u>
Catapult 10-0-5115	Flexible Spending Account	Inv 01145105	50.00	4565	07/12/24	<u>100.00</u>
10-0-5115	Flexible Spending Account	Inv 00146577	50.00			
Chicago Hearing Society 10-0-5732	Staff Recognition/Events/Meetings	Inv C200229	180.00	4566	07/12/24	<u>180.00</u>
Chicago Tribune 10-1-5342	Periodicals-Winnetka	Subscription through 9/30/2024	430.99	4567	07/12/24	<u>854.99</u>
10-1-5342	Periodicals-Winnetka	Subscription Through 8/15/2024	424.00			
Clear Loss Prevention, Inc 70-0-5782	Equipment	Inv 73428	2,614.99	4568	07/12/24	<u>5,229.98</u>
70-0-5748	Building Maintenance Service	Inv 73428	2,614.99			
GUY SCOPELLITI LANDSCAPE 70-0-5750	Landscaping	Inv 44570	1,500.00	4569	07/12/24	<u>1,500.00</u>
Invengo American Corporation 10-0-5177	Website/Platform Fees	Inv 1013456	2,054.00	4570	07/12/24	<u>2,054.00</u>
Lindemann Chimney Co. 70-0-5799	Misc Services	Inv 270438	1,933.27	4571	07/12/24	<u>1,933.27</u>
New York Times 10-1-5342	Periodicals-Winnetka	Inv 17DAFC8C2426	1,599.05	4572	07/12/24	<u>1,599.05</u>
Nova Fire Protection 10-0-5882	Building	Inv 58475	12,995.00	4573	07/12/24	<u>12,995.00</u>
OCLC Inc 10-1-5345	Books-Digital-Winnetka	Inv 1000392421	390.27	4574	07/12/24	<u>390.27</u>
OurDigitalWorld 10-0-5177	Website/Platform Fees	Inv 2023-338	4,037.50	4575	07/12/24	<u>4,037.50</u>
Sydney Clark 10-0-5114	Professional Development	Reimbursement	8.31	4576	07/12/24	<u>8.31</u>
Team One Repair, Inc. 10-0-5120	Library Supplies	Inv 1554815	422.00	4577	07/12/24	<u>422.00</u>

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts
July 1, 2024 - July 31, 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Technology Management Rev Fund 10-0-5176	Internet Services	Inv T2426353	1,000.00	4578	07/12/24	<u>1,000.00</u>
The Laughing Academy 10-0-5908	Programming - Adult	Event Presentation	250.00	4579	07/12/24	<u>250.00</u>
Anette Isaacs 10-0-5908	Programming - Adult	Event Presentation	250.00	4580	07/26/24	<u>250.00</u>
Animal Quest Entertainment Inc. 10-0-5907	Programming - Youth	Event Presentation	699.00	4581	07/26/24	<u>699.00</u>
Animal Quest Entertainment Inc. 10-0-5907	Programming - Youth	To VOID check 4581	-699.00	4581	07/31/24	<u>(699.00)</u>
Annette Bochenek 10-0-5908	Programming - Adult	Event Presentation	300.00	4582	07/26/24	<u>300.00</u>
AT&T 10-0-5176	Internet Services	Inv S663007007-24192	770.68	4583	07/26/24	<u>770.68</u>
Bokeum Moon 10-0-5908	Programming - Adult	Event Presentation	300.00	4584	07/26/24	<u>300.00</u>
Brian Moskalik 10-0-5908	Programming - Adult	Event Presentation	250.00	4585	07/26/24	<u>250.00</u>
Chicago Hearing Society 10-0-5732	Staff Recognition/Events/Meetings	Inv C200667	180.00	4586	07/26/24	<u>180.00</u>
Clear Loss Prevention, Inc 70-0-5782	Equipment	Inv 73402	3,884.81	4587	07/26/24	<u>7,769.61</u>
70-0-5748	Building Maintenance Service	Inv 73402	3,884.80			
Dennis Tracy 10-0-5114	Professional Development	Reimbursement	1,156.00	4588	07/26/24	<u>1,156.00</u>
ElliePresents, Inc 10-0-5908	Programming - Adult	Event Presentation	375.00	4589	07/26/24	<u>375.00</u>
Eugene Flynn 10-0-5908	Programming - Adult	Event Presentation	200.00	4590	07/26/24	<u>200.00</u>
Eugene Flynn 10-0-5908	Programming - Adult	To VOID check 4590	-200.00	4590	07/31/24	<u>(200.00)</u>
Gary Wenstrup 10-0-5908	Programming - Adult	Event Presentation	250.00	4591	07/26/24	<u>250.00</u>
Illinois Library Association 10-0-5731	Memberships	Membership Through 5/31/2025	150.00	4592	07/26/24	<u>450.00</u>
10-0-5731	Memberships	Membership Through 5/31/2025	300.00			

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts
July 1, 2024 - July 31, 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Image Systems & Business 10-0-5766	Solutions Leasing a Progr Photocopier Leases	Inv 587980448	1,868.47	4593	07/26/24	<u>1,868.47</u>
Luvia Melero 10-0-5114	Professional Development	Reimbursement	57.00	4594	07/26/24	<u>57.00</u>
Lynn Rymarz 10-0-5908	Programming - Adult	Event Presentation	300.00	4595	07/26/24	<u>300.00</u>
Molly Schoenherr 10-0-5114	Professional Development	Reimbursement	509.33	4596	07/26/24	<u>509.33</u>
Monica Dombrowski 10-0-5114 10-0-5114	Professional Development Professional Development	Reimbursement Reimbursement	213.46 8.44	4597	07/26/24	<u>221.90</u>
Oxford University Press 10-1-5346	Online Database - Winnetka	Inv 16759306	1,706.90	4598	07/26/24	<u>1,706.90</u>
Petra van Nuis 10-0-5908	Programming - Adult	Event Presentation	400.00	4599	07/26/24	<u>400.00</u>
Philadelphia Insurance Companies 10-0-5150	Liability Insurance	Inv 2007056389	9,689.00	4600	07/26/24	<u>9,689.00</u>
Presidio Networked Solutions Group, LLC 10-0-5177	Website/Platform Fees	Inv 6013524005544A	489.30	4601	07/26/24	<u>489.30</u>
Sarah Munoz 10-0-5114	Professional Development	Reimbursement	216.32	4602	07/26/24	<u>216.32</u>
Srividhya Venkatakrisnan 10-0-5908	Programming - Adult	Event Presentation	400.00	4603	07/26/24	<u>400.00</u>
The Book Stall 10-1-5341 10-2-5341 10-1-5340 10-2-5340 10-1-5341 10-2-5341 10-2-5341 10-1-5341	Books-Non-Fiction-Adult- Winnetka Books-Non-Fiction-Adult- Northfield Books-Fiction-Adult- Winnetka Books-Fiction-Adult- Northfield Books-Non-Fiction-Adult- Winnetka Books-Non-Fiction-Adult- Northfield Books-Non-Fiction-Adult- Northfield Books-Non-Fiction-Adult- Winnetka	Inv 528202 Inv 528202 Inv 528942 Inv 528942 Inv 528818 Inv 528818 Inv 530746 Inv 530746	53.60 23.19 27.99 27.99 72.00 53.60 39.19 15.19	4604	07/26/24	<u>312.75</u>
The Reptile Den LLC 10-0-5907	Programming - Youth	Event Presentation	200.00	4605	07/26/24	<u>200.00</u>
Utica National Insurance Group 10-0-5150	Liability Insurance	Acct #202228254	17,502.00	4606	07/26/24	<u>17,502.00</u>

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

July 1, 2024 - July 31, 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
WT. Cox Subscriptions, Inc. 10-1-5342	Periodicals-Winnetka	Inv 3138426	319.00	4607	07/26/24	<u>319.00</u>
Zbigniew Banas 10-0-5908	Programming - Adult	Event Presentation	300.00	4608	07/26/24	<u>300.00</u>
Fairway Laser Systems 10-0-5800	Capital Outlay	Inv 23-030	16,030.00	4609	07/26/24	<u>16,030.00</u>
ALARM DETECTION SYSTEMS, INC. 70-0-5758	Alarms & Security	Inv 57525-1109	638.07	18184	07/05/24	<u>638.07</u>
OVERDRIVE INC. 10-1-5345	Books-Digital-Winnetka	Inv 01018CP24167684	9,957.45	18185	07/05/24	<u>60,326.12</u>
10-1-5345	Books-Digital-Winnetka	Inv 01018MA24168221	7,665.41			
10-1-5345	Books-Digital-Winnetka	Inv 01018MA24135114	6,860.06			
10-1-5345	Books-Digital-Winnetka	Inv 01018MA24165394	3,932.31			
10-1-5345	Books-Digital-Winnetka	Inv 01018CP24099681	11,966.54			
10-1-5345	Books-Digital-Winnetka	Inv 01018CP24132642	9,991.42			
10-1-5345	Books-Digital-Winnetka	Inv 01018MA24100269	6,068.18			
10-1-5345	Books-Digital-Winnetka	Inv 01018MA24131007	3,884.75			
QUILL CORPORATION 10-0-5120	Library Supplies	Inv 38045382	194.12	18186	07/05/24	<u>1,094.47</u>
10-0-5120	Library Supplies	Inv 38530674	61.58			
10-0-5120	Library Supplies	Inv 36627744	224.64			
10-0-5120	Library Supplies	Inv 37829662	145.65			
10-0-5120	Library Supplies	Inv 38530625	190.56			
10-0-5120	Library Supplies	Inv 38811395	45.80			
10-0-5121	Office Supplies	Inv 38933719	50.01			
10-0-5120	Library Supplies	Inv 39002856	98.58			
10-0-5120	Library Supplies	Inv 39003509	25.99			
10-0-5120	Library Supplies	Inv 39044422	57.54			
MERCHANTS DELIVERY SERVICE 10-0-5138	Delivery Service	05.2024	575.00	18187	07/05/24	<u>575.00</u>
CDW-G 10-0-5885	Computer Equipment	Inv RV39892	97.80	18188	07/05/24	<u>883.66</u>
10-0-5885	Computer Equipment	Inv RX61420	785.86			
Today's Business Solutions INC 10-0-5134	Software	Inv 16571	1,395.00	18189	07/05/24	<u>1,395.00</u>
BAKER & TAYLOR 10-2-5340	Books-Fiction-Adult-Northfield	BAKER & TAYLOR	448.59	18190	07/05/24	<u>4,680.01</u>
10-1-5340	Books-Fiction-Adult-Winnetka	BAKER & TAYLOR	1,722.48			
10-0-5120	Library Supplies	BAKER & TAYLOR	381.31			
10-2-5441	Books-Non-Fiction-Juv-Northfield	BAKER & TAYLOR	86.71			
10-2-5341	Books-Non-Fiction-Adult-Northfield	BAKER & TAYLOR	361.69			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	BAKER & TAYLOR	1,304.32			
10-2-5440	Books-Fiction-Juv-Northfield	BAKER & TAYLOR	99.08			

Winnetka-Northfield Public Library District

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-1-5440	Books-Fiction-Juv-Winnetka	BAKER & TAYLOR	201.17			
10-1-5441	Books-Non-Fiction-Juv-Winnetka	BAKER & TAYLOR	74.66			
MIDWEST TAPE				18191	07/05/24	<u>280.80</u>
10-1-5343	DVDs-Adult-Winnetka	MIDWEST TAPE	192.66			
10-0-5120	Library Supplies	MIDWEST TAPE	29.67			
10-2-5343	DVDs-Adult-Northfield	MIDWEST TAPE	58.47			
BAKER & TAYLOR				18201	07/18/24	<u>9,109.55</u>
10-2-5340	Books-Fiction-Adult-Northfield	BAKER & TAYLOR	2,248.30			
10-1-5340	Books-Fiction-Adult-Winnetka	BAKER & TAYLOR	4,341.07			
10-0-5120	Library Supplies	BAKER & TAYLOR	741.40			
10-2-5440	Books-Fiction-Juv-Northfield	BAKER & TAYLOR	150.77			
10-1-5440	Books-Fiction-Juv-Winnetka	BAKER & TAYLOR	375.83			
10-2-5341	Books-Non-Fiction-Adult-Northfield	BAKER & TAYLOR	426.48			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	BAKER & TAYLOR	698.37			
10-2-5441	Books-Non-Fiction-Juv-Northfield	BAKER & TAYLOR	40.47			
10-1-5441	Books-Non-Fiction-Juv-Winnetka	BAKER & TAYLOR	86.86			
MIDWEST TAPE				18202	07/18/24	<u>1,336.72</u>
10-1-5343	DVDs-Adult-Winnetka	MIDWEST TAPE	682.49			
10-0-5120	Library Supplies	MIDWEST TAPE	112.89			
10-1-5344	Audio Books-Adult-Winnetka	MIDWEST TAPE	124.97			
10-2-5344	Audio Books-Adult-Northfield	MIDWEST TAPE	124.97			
10-2-5343	DVDs-Adult-Northfield	MIDWEST TAPE	291.40			
MANGO LANGUAGES				18203	07/18/24	<u>4,489.32</u>
10-1-5346	Online Database - Winnetka	Inv 014541	4,489.32			
VILLAGE OF NORTHFIELD				18204	07/18/24	<u>5,852.89</u>
70-2-5159	Northfield Lease	July 2024 Lease	5,852.89			
VILLAGE OF WINNETKA				18205	07/18/24	<u>33,281.58</u>
10-0-5111	Health Insurance	Inv 2024-00000007	33,281.58			
MERCHANTS DELIVERY SERVICE				18206	07/18/24	<u>500.00</u>
10-0-5138	Delivery Service	6.2024	500.00			
RAILS				18207	07/18/24	<u>660.00</u>
10-0-5177	Website/Platform Fees	Inv 12481	660.00			
Kanopy				18208	07/18/24	<u>597.00</u>
10-1-5345	Books-Digital-Winnetka	Inv 406380-PPU	597.00			
HOOPLA (MIDWEST TAPE)				18209	07/18/24	<u>2,471.16</u>
10-1-5345	Books-Digital-Winnetka	Inv 505700537	2,471.16			

Winnetka-Northfield Public Library District

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
PROQUEST LLC				18210	07/18/24	<u>3,508.59</u>
10-1-5346	Online Database - Winnetka	Inv 70846865	2,458.40			
10-1-5346	Online Database - Winnetka	Inv 70847062	1,050.19			
DD Facility Services				18211	07/18/24	<u>8,000.00</u>
70-0-5748	Building Maintenance Service	Inv 1020	8,000.00			
NATIONWIDE RETIREMENT SOLUTIONS				18223	07/31/24	<u>1,225.00</u>
10-0-2040	457 withholding	NATIONWIDE RETIREMENT SOLUTIONS	1,225.00			
NATIONWIDE RETIREMENT SOLUTIONS				18224	07/31/24	<u>1,225.00</u>
10-0-2040	457 withholding	NATIONWIDE RETIREMENT SOLUTIONS	1,225.00			
NATIONWIDE RETIREMENT SOLUTIONS				18225	07/31/24	<u>1,225.00</u>
10-0-2040	457 withholding	NATIONWIDE RETIREMENT SOLUTIONS	1,225.00			
NICOR				18226	07/31/24	<u>28.85</u>
10-2-5174	Natural Gas - Northfield	NICOR	28.85			
Peerless Network				18227	07/31/24	<u>41.16</u>
10-0-5176	Internet Services	Peerless Network	41.16			
COMCAST				18228	07/31/24	<u>71.95</u>
10-0-5176	Internet Services	COMCAST	71.95			
COMCAST				18229	07/31/24	<u>434.45</u>
10-0-5176	Internet Services	COMCAST	434.45			
COMED				18230	07/31/24	<u>877.50</u>
10-2-5171	Electricity - Northfield	COMED	877.50			
NORTH SHORE GAS				18231	07/31/24	<u>251.95</u>
10-1-5174	Natural Gas - Winnetka	NORTH SHORE GAS	251.95			
PITNEY BOWES				18232	07/31/24	<u>100.00</u>
10-0-5123	Postage	PITNEY BOWES	100.00			
VILLAGE OF NORTHFIELD				18246	07/31/24	<u>46.32</u>
10-2-5172	Water - Northfield	VILLAGE OF NORTHFIELD	46.32			
VILLAGE OF WINNETKA				18247	07/31/24	<u>5,001.60</u>
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	343.02			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	26.12			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	71.01			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	113.28			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	2.00			
10-1-5173	Storm Sewer - Winnetka	VILLAGE OF WINNETKA	139.71			
10-1-5171	Electricity - Winnetka	VILLAGE OF WINNETKA	4,520.27			
10-1-5171	Electricity - Winnetka	VILLAGE OF WINNETKA	-397.20			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	84.74			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	98.65			

Winnetka-Northfield Public Library District

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July 1, 2024 - July 31, 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
First Bankcard				18248	07/31/24	12,623.68
10-0-5124	Hospitality	Dombrowski - NF Village Mgr Welcome Lunch	30.25			
10-0-5907	Programming - Youth	Karwowska - Youth Programming	16.99			
10-1-5439	Kits	Karwowska - Early Lit Kit Replacements	32.01			
10-0-5907	Programming - Youth	Karwowska - Youth Programming	14.99			
10-0-5907	Programming - Youth	Karwowska - Youth Programming	34.04			
10-0-5907	Programming - Youth	Karwowska - Youth Programming	35.49			
10-0-5731	Memberships	Karwowska - ALA Membership - A Urich	215.00			
10-0-5907	Programming - Youth	Karwowska - Youth Programming	125.70			
10-0-5907	Programming - Youth	Karwowska - Youth Programming	32.11			
10-0-5907	Programming - Youth	Karwowska - Youth Programming	33.81			
10-0-5907	Programming - Youth	Karwowska - Youth Programming	14.99			
10-0-5114	Professional Development	Karwowska - ALSC conference - A Urich	399.00			
10-0-5907	Programming - Youth	Karwowska - Youth Programming	22.72			
10-0-5114	Professional Development	Karwowska - Premier Showcase conference - A Karwowska	20.00			
10-0-5114	Professional Development	Karwowska - Librarian for a Day - meal with Sears School winner	36.66			
10-0-5907	Programming - Youth	Karwowska - Youth Programming	127.40			
10-1-5439	Kits	Karwowska - Early Lit Kit Replacements	22.49			
70-0-5750	Landscaping	Mall - Dirt for Planters	135.92			
10-1-5341	Books-Non-Fiction-Adult- Winnetka	Mall - Materials	27.17			
10-0-5134	Software	Mall - Virtual event hosting	127.97			
10-0-5908	Programming - Adult	Mall - Adult programming (prize for Friends and Family Trivia Night, 5/30)	50.00			
10-0-5908	Programming - Adult	Mall - Adult programming (prize for Friends and Family Trivia Night, 5/30)	50.00			
10-1-5340	Books-Fiction-Adult- Winnetka	Mall - Materials	91.24			
10-0-5908	Programming - Adult	Mall - Adult programming (prize for Friends and Family Trivia Night, 5/30)	50.00			
10-1-5341	Books-Non-Fiction-Adult- Winnetka	Mall - Materials	17.96			
10-1-5342	Periodicals-Winnetka	Mall - Materials	103.49			
10-1-5343	DVDs-Adult-Winnetka	Mall - Materials	11.48			
10-1-5343	DVDs-Adult-Winnetka	Mall - Materials	53.01			
10-0-5120	Library Supplies	Mall - Tech Services Supplies	38.99			
10-1-5343	DVDs-Adult-Winnetka	Mall - Materials	39.07			
10-1-5343	DVDs-Adult-Winnetka	Mall - Materials	229.32			
10-0-5906	Programming - Studio	Mall - Studio Programming	15.99			
10-1-5343	DVDs-Adult-Winnetka	Mall - Materials	164.86			
10-0-5732	Staff Recognition/Events/Meeti ngs	Melero - June Birthdays	60.00			
10-0-5732	Staff Recognition/Events/Meeti ngs	Melero - Condolences flowers	60.49			
10-0-5114	Professional Development	Melero - ALA Conference	552.16			
10-0-5719	Staff Board Expenses	Melero - Gluten Free Board snacks	19.40			
10-0-5732	Staff Recognition/Events/Meeti ngs	Melero - July Birthdays	115.00			

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5732	Staff Recognition/Events/Meetings	Melero - Birthdays/Anniversaries (Dennis)	11.99			
10-0-5732	Staff Recognition/Events/Meetings	Melero - Birthdays/Anniversaries (vegan)	25.98			
10-0-5732	Staff Recognition/Events/Meetings	Melero - Birthdays/Anniversaries	760.03			
10-0-5732	Staff Recognition/Events/Meetings	Melero - Birthdays/Anniversaries (Anna)	10.17			
10-0-5732	Staff Recognition/Events/Meetings	Melero - Board Snacks	59.25			
10-0-5121	Office Supplies	Morgan - office supplies - page holders for Tul notebooks	16.99			
10-0-5907	Programming - Youth	Morgan - programming, youth - Fruit Rocketship	47.86			
10-0-5907	Programming - Youth	Morgan - office supplies - for daily documents	9.99			
10-0-5907	Programming - Youth	Morgan - office supplies - to store posters	39.99			
70-0-5725	Janitorial Supplies	Morgan - Janitorial Supplies - HEPA filters for air purifier	33.93			
10-0-5884	Equipment/Furniture	Morgan - Equipment/Furniture - curtain & rod for privacy in staff area	40.94			
10-0-5906	Programming - Studio	Munoz - Silhouette return	-329.99			
10-0-5906	Programming - Studio	Munoz - Embroidery Stabilizer;filament (Studio Supplies)	72.96			
10-0-5732	Staff Recognition/Events/Meetings	Munoz - Snacks for Staff meeting 5/30/24	25.62			
10-0-5906	Programming - Studio	Munoz - Filament (Studio Supplies)	33.78			
10-0-5906	Programming - Studio	Munoz - Filament; tea towels for program	39.98			
10-0-5906	Programming - Studio	Munoz - Foam brush; acrylic paint (program supplies)	8.57			
10-0-5906	Programming - Studio	Munoz - White tea towels (program supplies)	15.77			
10-0-5732	Staff Recognition/Events/Meetings	Munoz - Dessert (Spirit Committee)	28.59			
10-0-5906	Programming - Studio	Munoz - Card stock (program Supplies)	41.36			
10-0-5906	Programming - Studio	Munoz - Cricut supplies	10.61			
10-0-5134	Software	Quish - Stock art & vector images annual subscription	639.00			
10-0-5721	Promotional	Quish - Beach balls for outreach	513.93			
10-0-5723	PR Supplies	Quish - Rolls of paper for large format printer	357.54			
10-0-5721	Promotional	Quish - Ink for large format printer	1,587.42			
10-0-5723	PR Supplies	Quish - Paper for signs	65.39			
10-0-5721	Promotional	Quish - Credit from tax exemption	-93.42			
10-0-5134	Software	Swenson - Entra Licenses	7.20			
10-0-5134	Software	Swenson - PowerBi Licenses	30.00			
10-0-5134	Software	Swenson - Office 365 licenses	192.50			
10-0-5176	Internet Services	Swenson - Hotspot service subscriptions renewal	600.00			
10-0-5177	Website/Platform Fees	Swenson - Content website hosting	5.00			
10-0-5177	Website/Platform Fees	Swenson - Content website backup	0.35			
10-0-5885	Computer Equipment	Swenson - Extended warranty for printer	2,442.00			

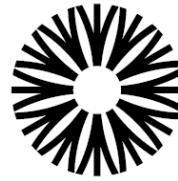
Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

July 1, 2024 - July 31, 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5134	Software	Swenson - Creative Cloud Licenses	295.90			
10-0-5885	Computer Equipment	Swenson - iPad for Studio	329.00			
10-0-5885	Computer Equipment	Swenson - Stands for ticket kiosk	1,339.15			
10-0-5121	Office Supplies	Volny - Front Desk Supplies	35.67			
	Staff					
10-0-5732	Recognition/Events/Meetings	Volny - Monthly Staff Meeting Snacks	45.51			
Check List Total						<u>260,434.53</u>



AUGUST 2024 DIRECTOR'S REPORT

STAFF UPDATES

Anniversaries: Melissa Morgan, Branch Services Manager, 7/7 (21 years); Lisa Martin, Branch Services Librarian, 7/10 (1 year).

Goings: Tyler Steinemann, Patron Services Assistant, left to pursue missionary work in El Salvador. We'll miss him but are really proud of him for stepping out of his comfort zone and pursuing his passion!

STAFF SHOUT OUTS

- Branch Service Librarians Amelia and Rebecca hand-picked books for rising 1st-8th graders attending Middlefork and Sunset Ridge schools. Over the past two months, we tracked 257 unique check outs of those titles and, on July 30, 59% were currently checked out. Congratulations to both for selecting books that are exciting for our patrons!

PROGRAMMING

Youth

Category	25JUL	24JUL	Mo. % +/-	FY24-25 YTD	FY23-24 YTD	FY % +/- comm
Programs	54	54	0.00%	54	54	0.00%
Live Attendees	1,635	1,521	7.50%	1,635	1,521	7.50%
Passive Programming	4,689	3,510	33.59%	4,689	3,510	33.59%

Highlights

Kindness Rocks (IP) (NF)	31 attendees painted images or phrases onto rocks then left them in their favorite spot across the District and tagged us #wnpld50.
Mess-tival	47 attendees joined us outside to work with messy materials like shaving cream, chocolate, baking soda/vinegar, and bubbles!
Stories in the Park	60-70 attendees joined us on three separate dates in Winnetka parks to sing, dance, listen to stories, chase bubbles and more!

Adults

Category	25JUL	24JUL	Mo. % +/-	FY24-25 YTD	FY23-24 YTD	FY % +/-
Programs	16	17	-5.88%	16	17	-5.88%
Live Attendees	305	376	-18.88%	305	376	-18.88%
Recording Attendees	71	73	-2.74%	71	73	-2.74%

Highlights

Loose Florals with Audrey Ra (IP)	19 attendees learned to paint watercolor flowers with local instructor Audrey Ra.
Savor & Share Cookbook Book Club: Lunch Bunch (IP)	9 attendees attended session 2 of our newest book club, making a dish from a selected cookbook to share with the group.


Chicago's Extraordinary Places and Spaces (V)	80 attendees explored many of the city's oldest and most stunning buildings, each with its own unique charm.
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(IP)= In-Person Program (V)=Virtual Program

Studio

Category	25JUL	24JUL	Mo. % +/-	FY24-25 YTD	FY23-24 YTD	FY % +/-
1:1s	209	276	-24.28%	209	276	-24.28%
Programs	13	15	-53.33%	7	15	-53.33%
Attendees	52	108	-75.93%	26	108	-75.93%

Highlights

Pack Your Creativity	6 attendees independently selected unique designs to decorate clear totes, using our large vinyl cutter and CRICUT access software.
Fruity Embroidered Tea Towels	8 attendees used natural fruit stamps to paint designs onto tea towels, then added embroidered fruit designs.
Capture Your Journey 	6 attendees enrolled in this program to learn the fundamentals of our new CRICUT access software, creating personalized decals for felt photo albums using heat transfer vinyl.

Community Engagement

Category	25JUL	24JUL	Mo. % +/-	FY24-25 YTD	FY23-24 YTD	FY % +/-
Youth Events	4	4	0.00%	4	4	0.00%
Adult Events	1	7	-85.71%	1	7	-85.71%
Family Events	2	1	100.00%	2	1	100.00%
Total Events	7	12	-41.67%	7	12	-41.67%
Youth Attendance	320	218	46.79%	320	218	46.79%
Adult Attendance	17	158	-89.24%	17	158	-89.24%
Family Attendance	189	234	-19.23%	189	234	-19.23%
Total Attendance	526	610	-13.77%	526	610	-13.77%

Highlights

Camp Storytimes	Youth Librarians led storytimes for groups of Winnetka and Kenilworth Park District campers.
Market & Music	Staff interacted with 88+ residents who visited our booth to talk summer reading, talking books, readers' advisory, and library swag giveaways!

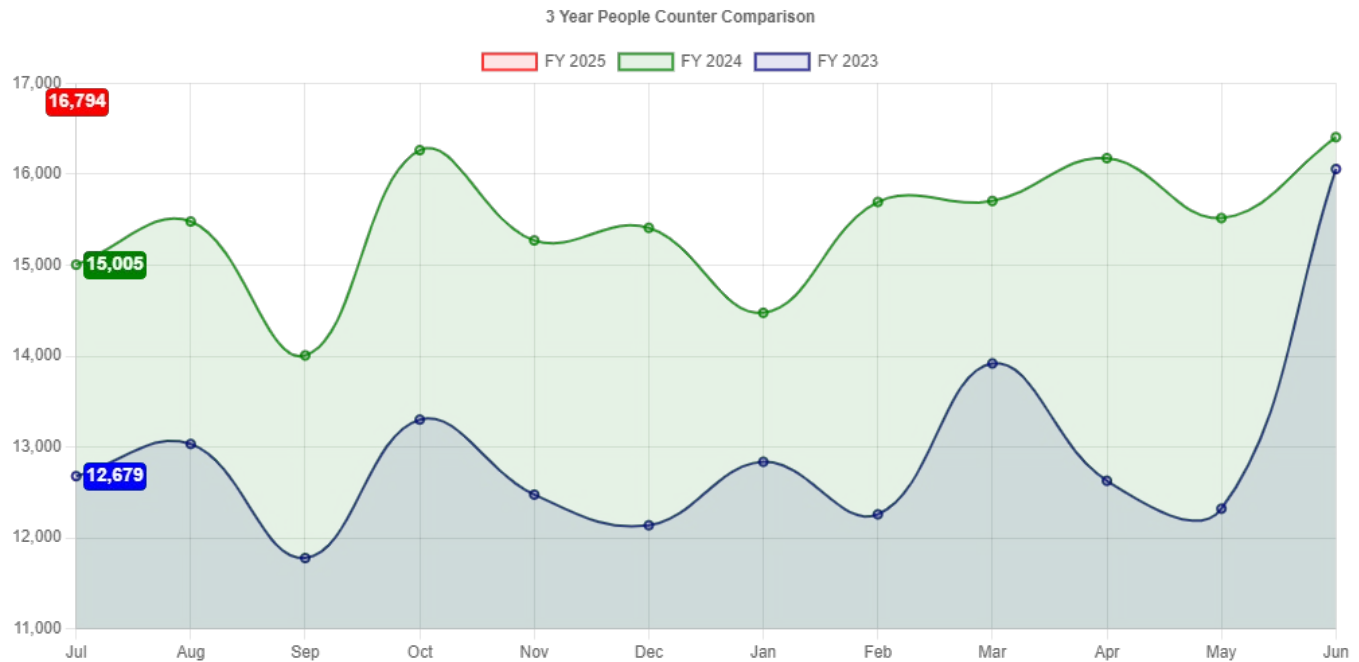
SERVICES

Visitors

Building	25JUL	24JUL	Mo. % +/-	FY24-25 YTD	FY23-24 YTD	FY % +/-
Winnetka	11,733	10,537	11.35%	11,733	10,537	11.35%
Northfield	4,867	4,233	14.98%	4,867	4,233	14.98%
Total	16,600	14,770	12.39%	16,600	14,770	12.39%

Virtual	194	235	-17.45%	194	235	-17.45%
Total	16,794	15,005	11.92%	16,794	15,005	11.92%

Note: Closed on 7/4 for Independence Day.



Cardholders (by Household)

Community	Number of Households	Households w/Cards	% Households w/Cards
Winnetka	4,242	3,128	73.74%
Northfield	2,340	1,383	59.10%
Total District	6,582	4,588	68.54%
Kenilworth	789	215*	27.25%
Total	7,371	4,726	61.47%

*based on typical 60%/40% WN/WM split, potential KN households for us = 316 (68% of which currently have cards)

Desk Questions

Category	25JUL	24JUL	Mo. % +/-	FY24-25 YTD	FY23-24 YTD	FY % +/-
Adult	2,490	2,502	-0.48%	2,490	2,502	-0.48%
Youth	513	528	-2.84%	513	528	-2.84%
Digital Services	41	93	-55.91%	41	93	-55.91%
Total	3,044	3,123	-2.53%	3,044	3,123	-2.53%

TECHNOLOGY

Computer Usage

Location	25JUL	24JUL	Mo. % +/-	FY24-25 YTD	FY23-24 YTD	FY % +/-
Winnetka	553	413	33.90%	553	413	33.90%
Northfield	233	230	1.30%	233	230	1.30%

Total	786	643	22.24%	786	643	22.24%
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Hotspot Usage

Location	25JUL	24JUL	Mo. % +/-	FY24-25 YTD	FY23-24 YTD	FY % +/-
Winnetka Sessions	10,926	18,692	-41.55%	10,926	18,692	-41.55%
Northfield Sessions	1,779	4,236	-58.00%	1,779	4,236	-58.00%
Total	12,705	22,928	-44.59%	12,705	22,928	-44.59%
Winnetka Bandwidth	297 GB	556 GB	-46.58%	297 GB	556 GB	-46.58%
Northfield Bandwidth	85 GB	118 GB	-27.97%	85 GB	118 GB	-27.97%
Total	382 GB	674 GB	-43.32%	382 GB	674 GB	-43.32%

Website Visits

Activity	25JUL	24JUL	Mo. % +/-	FY24-25 YTD	FY23-24 YTD	FY % +/-
Total Visits	10,138	8,857	14.46%	10,138	8,857	14.46%
Unique Visits	6,103	5,626	8.48%	6,103	5,626	8.48%

MARKETING

Email Subscribers

25JUL	% Cardholders	24JUL	Open Rate	Click Rate
10,527	113.47%	10,813	50%	1%

Open Rate: % who opened the email. Click Rate: % who clicked on links inside the email.

Social Media Activity

Platform	25JUL Impres.	25JUL Reach	25JUL Engage.
YouTube	23,595	931	-
Facebook	0	0	0
Instagram	5,078	988	177
LinkedIn	736	298	39
Total	29,409	2,217	216

Impressions: # of times the content has been seen/viewed. Reach: # of people seeing content for the first time.

Engagements: # of comments, likes, shares, & click-throughs.

COLLECTIONS

Physical Adult (By Location)

Location	25JUL	24JUL	Mo. % +/-	FY24-25 YTD	FY23-24 YTD	FY % +/-
Winnetka	11,561	11,143	3.75%	11,561	11,143	3.75%
Northfield	4,068	4,089	-0.51%	4,068	4,089	-0.51%

Physical Youth (By Location)

Location	25JUL	24JUL	Mo. % +/-	FY24-25 YTD	FY23-24 YTD	FY % +/-
Winnetka	15,547	14,736	5.50%	15,547	14,736	5.50%
Northfield	3,510	3,639	-3.54%	3,510	3,639	-3.54%

Physical Miscellaneous

Lending Type	25JUL	24JUL	Mo. % +/-	FY24-25 YTD	FY23-24 YTD	FY % +/-
Kenilworth Patrons	763	1,158	-34.11%	763	1,158	-34.11%
Borrowed from Other Libraries	1,787	1,673	6.81%	1,787	1,673	6.81%

Physical Adult (By Type)

Material Type	25JUL	24JUL	Mo. % +/-	FY24-25 YTD	FY23-24 YTD	FY % +/-
Books	9,416	9,172	2.66%	9,416	9,172	2.66%
Book - Fiction	5,651	5,515	2.47%	5,651	5,515	2.47%
Book - Nonfiction	3,765	3,657	2.95%	3,765	3,657	2.95%
Audiobook - CD	155	264	-41.29%	155	264	-41.29%
Music CD	85	66	28.79%	85	66	28.79%
Playaway	19	30	-36.67%	19	30	-36.67%
DVD/Blu-Ray	2,785	2,943	-5.37%	2,785	2,943	-5.37%
Magazine	234	328	-28.66%	234	328	-28.66%
Videogame	99	21	371.43%	99	21	371.43%
Computing Device	15	8	87.50%	15	8	87.50%
Library of Things	26	22	18.18%	26	22	18.18%
Other	12	0	-	12	0	-
Non-CCS ILL	40	29	37.93%	40	29	37.93%
Sent Out	2,743	2,349	16.77%	2,743	2,349	16.77%
Total	15,629	15,232	2.61%	15,629	15,232	2.61%

Physical Youth (By Type)

Material Type	25JUL	24JUL	Mo. % +/-	FY24-25 YTD	FY23-24 YTD	FY % +/-
Books	13,596	14,424	-5.74%	13,596	14,424	-5.74%
Book - Fiction	11,525	12,121	-4.92%	11,525	12,121	-4.92%
Book - Nonfiction	2,071	2,303	-10.07%	2,071	2,303	-10.07%
Audiobook - CD	0	12	-100.00%	0	12	-100.00%
Playaway	304	331	-8.16%	304	331	-8.16%
DVD/Blu-Ray	1,125	1,053	6.84%	1,125	1,053	6.84%
Videogame	426	255	67.06%	426	255	67.06%
Computing Device	53	48	10.42%	53	48	10.42%
Vox Reader	381	238	60.08%	381	238	60.08%
Youth Kits	62	73	-15.07%	62	73	-15.07%
Other	9	14	-35.71%	9	14	-35.71%
In House Circulation	3,096	1,927	60.66%	3,096	1,927	60.66%
Total	19,057	18,375	3.71%	19,057	18,375	3.71%

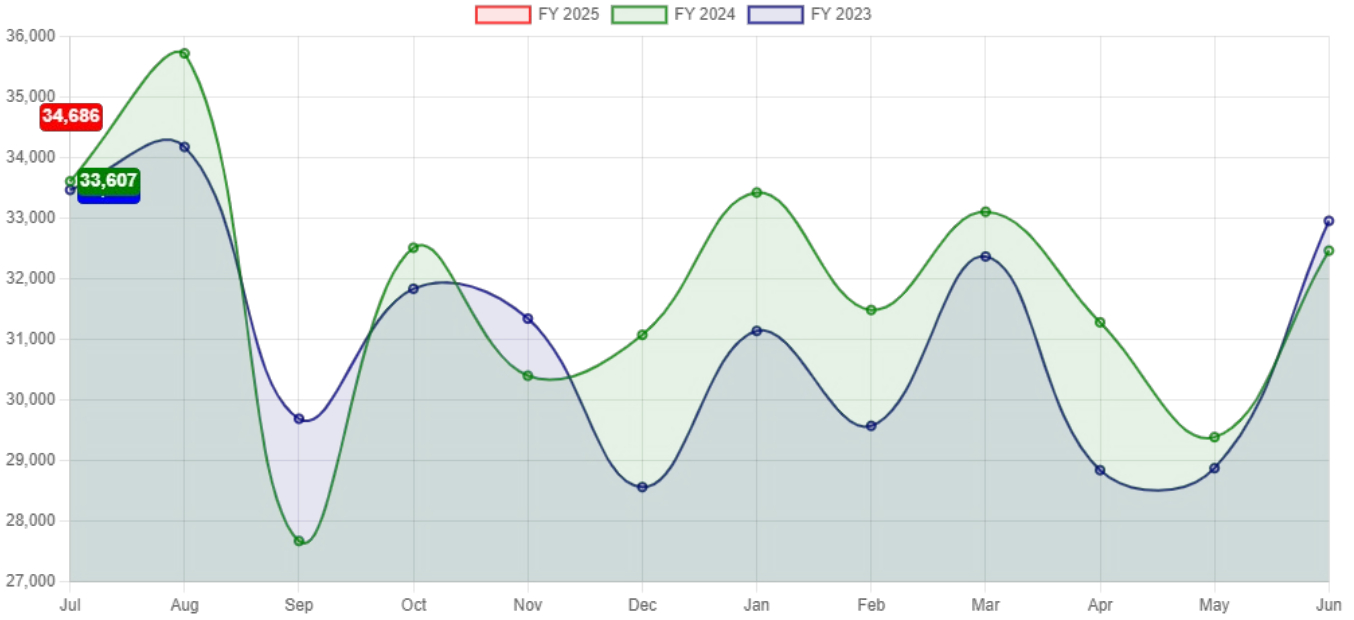
MTD Total Physical Circulation

25JUL Physical Circulation	24JUL Physical Circulation	Net Change
34,686	33,607	3.21%

YTD Total Physical Circulation

FY24-25 YTD Physical Circulation	FY23-24 YTD Physical Circulation	Net Change
34,686	33,607	3.21%

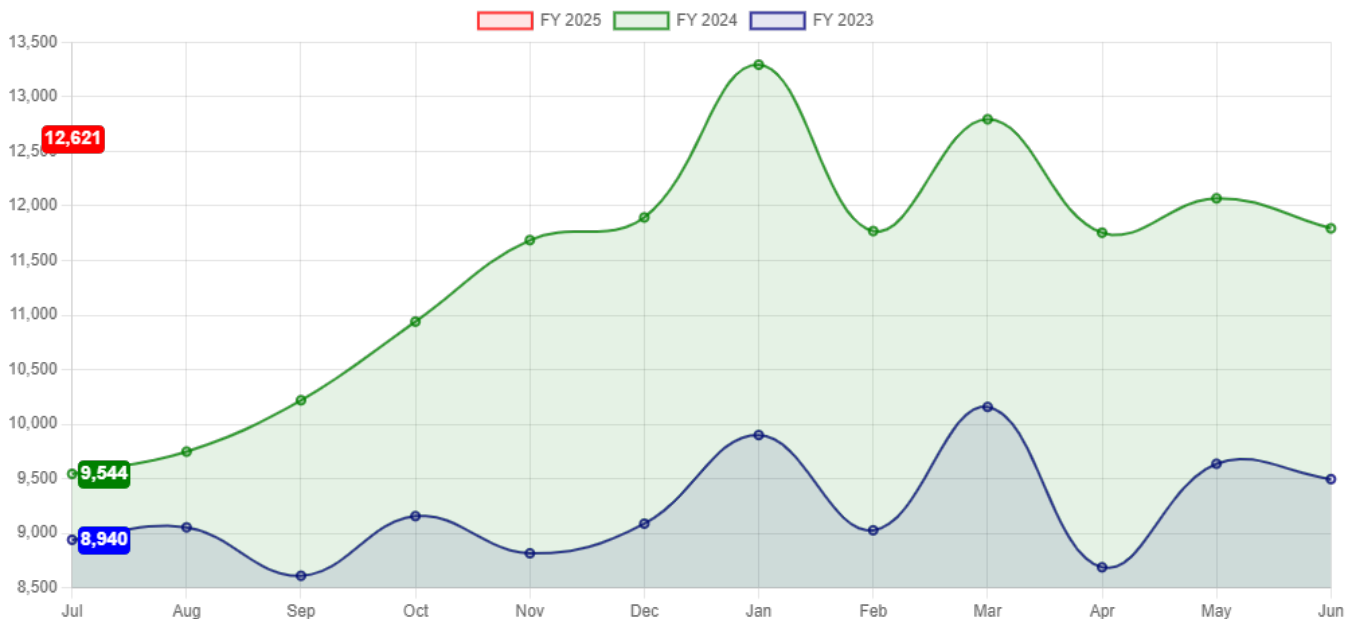
3 Year Circulation Comparison



Digital Circulation

Material Type	25JUL	24JUL	Mo. % +/-	FY24-25 YTD	FY23-24 YTD	FY % +/-
eBooks	5,148	4,539	13.42%	5,148	4,539	13.42%
eAudiobooks	4,798	3,792	26.53%	4,798	3,792	26.53%
eMagazines*	2,151	644	234.01%	2,151	644	234.01%
eVideos	496	527	-5.88%	496	527	-5.88%
eMusic	28	42	-33.33%	28	42	-33.33%
Total	12,621	9,544	32.24%	12,621	9,544	32.24%

3 Year eResource Comparison



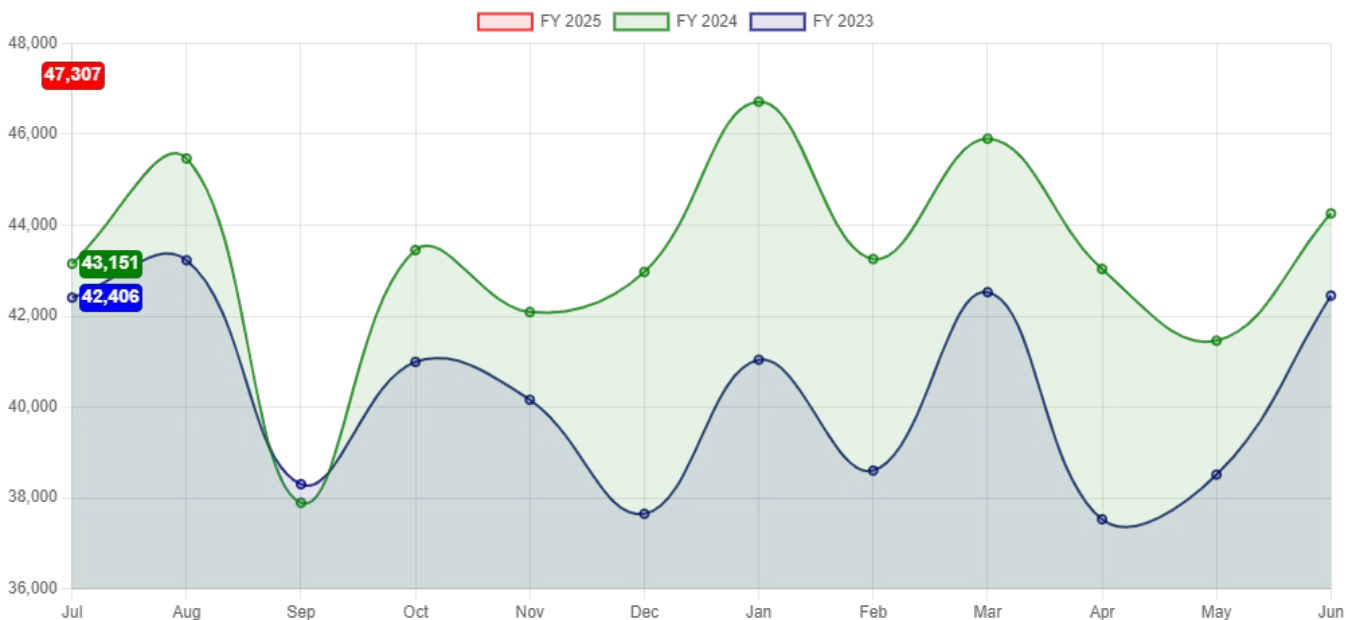
MTD Total District Circulation

25JUL District Circulation	24JUL District Circulation	Net Change
47,307	43,151	9.63%

YTD Total District Circulation

FY24-25 YTD District Circulation	FY23-24 YTD District Circulation	Net Change
47,307	43,151	9.63%

3 Year Combined Circulation Comparison



IMPACT STORIES

Branch Services

General Feedback

- A patron really likes the Northfield Library because of our calm staff, specifically Branch Services Librarians Lisa and Rebecca and Branch Services Assistant Carolyn. She identified herself as a very high-strung person who appreciates calmness, and Northfield staff fit her needs perfectly.
- Branch Services Librarian Rebecca helped a patron find books about puberty. They discussed the many resources available now compared to 15-20 years ago and that the topic can be overwhelming. Rebecca sent a follow-up email with additional options to which the patron responded, *“Rebecca, you are the sweetest! Thank you so much for your guidance today! ❤️ I so appreciate it! I will look into these and keep you posted if we would like to borrow them. We had a lot of discussions today, so we might be okay for a bit. 😊 Thank you again!”*
- A patron who recently moved to the New Trier district for the schools was very pleased that the Northfield Branch employs staff from the area. He and Branch Services Librarian Lisa spoke about New Trier, college admissions, Vox books, and kindergarten options. He was very excited to learn his four-year-old son could potentially attend the Center for Talent Development run by Northwestern. As they left (with armfuls of items from the book sale), he thanked Lisa again and said she’d been awesome.
- A patron mentioned that the Northfield Branch Library was the first place she visited after recovering from an illness.

Comment Box + Patron Feedback

- *“When my wife asked me to get this book, I picked Northfield because it was closest. I didn’t know you guys offered such good service! You’re fantastic!”*

Posted on Google Reviews:



W. Mable

Local Guide • 19 reviews • 0 photos



1 week ago

NEW

This place is beautiful! Clean, feels comfortable to work in peace, and provides ladies needs which isn't common. Came in handy!

- Sit & Knit attendees discussed charities and requirements for donating knitted goods. Two members then shared that they encourage friends to join because it’s a great alternative for people who can’t attend the North Shore Senior Center’s knitting circle.

Feedback for Traveling in Wonder with Autumn Carolynn: *“Autumn did great! I hope that you're able to bring on additional local authors in a similar way.”*

Feedback for Loose Florals with Audrey Ra

- *“Please have art class more often if possible. Thank you!”*
- *“Audrey is delightful and so talented. The class was so relaxing, informative and thoroughly enjoyable. I wish it could have been longer.”*
- *“This is the second class I have taken; she is AMAZING. Perfect for all levels!”*

Feedback for Art Explorers

- *“Rebecca runs fantastic events for my kids! They love going to the library for Art Explorers and especially liked yesterday's bucket hat. Thank you, Rebecca, for being so kind to them.”*
- *“This is so fun! How do you come up with all these ideas?”*

Feedback for Savor and Share

- *“This was a great opportunity to explore new recipes and to gather with the community to share thoughts and food.”*
- *“I was the volunteer host. I think it went fine. Good variety of shared recipes with 8 women attending. Love the noon gathering time. Sorry there won't be an August session.”*

Community Engagement

- Feedback from Books at the Beach
- *“It's always great to hear about popular books and those that will be released soon. Good to hear from others attending about what they read. Always nice to be able to check out books too.”*
- *“I love all the personal anecdotes about the books. Anyone can read the fly leaf! Also - I love that you don't leave out NON-FICTION!”*

Youth Services

General Feedback:

- Sensory Shenanigans: *“Your ideas are always so creative!”*
- D&D: *“I had a teen come to D&D this month. She visits her grandmother who lives in Winnetka in the summers, and she came to Cat Adventures last summer. Over the last year since her first time playing, she's gotten really into playing D&D at home and made some friends at school by joining the D&D club where she lives!”*
- Bubble Party: *“This and all of your summer programs for the kids are so awesome!”*
- Feedback on Summer Reading prize books:
- A middle grade kid said the selection was *“so much better”* this year
- A parent took pictures of the books her kiddo didn't pick so they could go find them on the shelf and check them out! She said there were so many good choices, and they would have to check out a ton!

Adult Services

General Feedback:

- An elderly patron came to the Reference Desk to ask if we knew about phones. She said she needed help because her daughter was away, and she wasn't sure if the ringer was working. We checked her phone for her and sure enough, the ringer was turned off. We corrected this and instructed her on how to change and check her phone's ring settings in the future. She was so grateful that tears came to her eyes. She said that her daughter told her to walk next door to the library and ask for help. We're so glad that she did.

Feedback for The Glorious Arts: The Culmination of Chicago as an Arts Mecca: *“Excellent presentation on a fascinating subject! Loved it! Thank you!”*

Feedback for Chair Yoga: *“Great yoga leader! Thanks!”*

Feedback for Chicago Inventions, Innovations, and Firsts that Helped Change the World:

- *“It’s great that libraries give people access to these great programs.”*
- *“Not only was it informative & educational, but it was also fun and entertaining! Thank you so much!”*
- *“It was great presentation with a lot of information. Thank you very much.”*
- *“For the complexity and volume of info, this program was incredibly well organized!”*

Feedback for The Explosive Science of Volcanoes:

- *“We learned a great deal of information that was new to us. We also loved his pictures!”*
- *“Fascinating. I would like to see a future presentation about climate change in relation to how the scientists view it and what we, as a society, can believe. More scientific events would be great.”*

Feedback for Chicago's Extraordinary Places and Spaces:

- *“I really enjoyed the presentation tonight. The presenter was so interesting, and she really loves her subject, which showed in her knowledge and enthusiasm. Thank you.”*
- *“Beth Sair created a beautiful presentation of important landmarks in Chicago and she explained every thing in a very clear and interesting way. I enjoyed her presentation.”*
- *“Very interesting and educational...Narrator was very well versed in subject.”*
- *“This was one of the best webinars I have seen in recent months. This presenter has so much knowledge and is so well organized. Please have her present again.”*
- *“Lived in Chicago area all my life and I was happy to learn more details about the city.”*

Feedback for Next Chapter Book Club:

- *“The librarian leaders are well-prepared with interesting background information to lead off the discussion. Everyone is actively involved, and all participants are encouraged to express their opinions. It is a friendly, intelligent, and delightful group.”*
- *“I like the way everyone is encouraged and given the chance to speak. The librarians do an excellent job moderating the discussion. Thank you!”*

Digital Services

General Feedback:

- Studio Specialist Mikayla Contreras observed three patrons returning to the Studio with embroidery projects, eager to begin new projects after attending her embroidery program.
- A patron encountered difficulties with a self-designed 3D print. Studio Specialists Dennis and Zoe assisted by suggesting a laser cutter and wood material to create a jewelry prototype for the patron’s internship. The patron was pleased with the alternative outcome and the Studio’s problem-solving approach.
- Studio Specialist Zoe Caggiano assisted a patron in creating personalized monogrammed belts for his groomsmen. Both the patron and his mother were delighted with the results.
- A patron created personalized glass cups featuring an engraved drawing of their friend’s house, resulting in a stunning and unique gift. The patron was thrilled with the outcome, thanks to the expert guidance of Studio Specialist Zoe Caggiano.

Feedback on Pack Your Creativity:

- *It was so much fun, and Laura gave us some great instructions. I like that everyone’s project was cut at once! Great machine, great teacher and great project.*

Feedback on Pressed on Fruity Embroidered Tea Towels:

- *very creative. I can see using this in more tea towels/ fabrics*
- *Another wonderful class by Mikayla! Clearly lots of prep work in advance of class, and so well organized. I appreciated the choice of embroidery elements, and the fruit "painting", so we all could make unique*

projects. Thank you, Mikayla! Looking forward to your next class. - Eileen MacDonald

Feedback on Capture Your Journey:

- *One of the best classes in which I have participated. Allowed the time and the help to make something unique.*

Patron Services

- Patron came to tell me that Page Matty Schulz was doing a phenomenal job, and we should know how lucky we are to have him as a part of our team. She said she had been sitting upstairs in the mezzanine and was watching Matty work, and his attention to detail was astonishing. She said she hopes we know how amazing he is!

Survey Comments:

- *"I love coming to the library*

**THE BOARD OF LIBRARY TRUSTEES OF THE WINNETKA-NORTHFIELD
PUBLIC LIBRARY DISTRICT, COOK COUNTY, ILLINOIS**

RESOLUTION NO. 2024-2025/1

A RESOLUTION AUTHORIZING A WAIVER OF NON-RESIDENT LIBRARY CARD FEES
FOR PERSONS UNDER THE AGE OF 18

WHEREAS, the Board of Library Trustees (“The Board”) should annually determine whether to issue non-resident library cards to non-residents and adopt a non-resident library card fee formula and concomitant fee that will be used; and

WHEREAS, 75 ILCS 16/30-55.60 authorizes “The Board” to waive the otherwise applicable nonresident fee for persons under the age of 18; and

WHEREAS, The Board desires to waive nonresident fees for persons under the age of 18.

NOW, THEREFORE, BE IT RESOLVED by The Board as follows:

SECTION 1. The recitals set forth above are hereby incorporated into and made a part of this Resolution as though set forth in this Section 1.

SECTION 2. The Board hereby waives the otherwise applicable nonresident cardholder fee for persons under the age of 18 residing in the unincorporated areas of zip code 60093. Each nonresident library card issued pursuant to this Resolution is limited to the exclusive use of the person whose name appears on the card. Applicants requesting a waiver of the nonresident cardholder fee will be required to show proof of age and any other documentation to establish eligibility for the fee waiver authorized by this Resolution. Any nonresident library card issued by Winnetka-Northfield Public Library District pursuant to this Resolution is subject to all cardholder policies established for District residents.

SECTION 3. This Resolution is effective upon passage.

PASSED by the Board of Library Trustees of Winnetka-Northfield Public Library District, Cook County, Illinois this 19th day of August 2024.

AYES:

NAYS:

ABSENT OR NOT VOTING:

APPROVED:

Melissa Mitchell, President, Board of Library Trustees
Winnetka-Northfield Public Library District
Cook County, Illinois

ATTEST:

Thomas Sundell, Secretary, Board of Library Trustees
Winnetka-Northfield Public Library District
Cook County, Illinois

STATE OF ILLINOIS)
) SS
COUNTY OF COOK)

**WINNETKA-NORTHFIELD PUBLIC LIBRARY DISTRICT
ORDINANCE NO. 2024-2025/2**

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

WHEREAS, the Winnetka-Northfield Public Library District (“The District”) is a tax-supported Public Library District; and

WHEREAS, people residing within the jurisdictional boundaries of The 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 District has determined for its 2024-2025 fiscal year, commencing July 1, 2024, and ending June 30, 2025, 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 DISTRICT as follows:

Section 1: Individuals residing beyond the jurisdictional boundaries of The District and not residing within the boundaries of another public library and owning no taxable property within the jurisdictional boundaries of The 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 District, but owning (as an individual, a partner, the principal stockholder, or other joint owner) taxable property within the jurisdictional boundaries of The District, or serving as a Senior Administrative Officer of a firm, business, or other corporation owning taxable property within the jurisdictional boundaries of The 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 Executive Director of The District 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 District shall continue to honor all non-resident library cards heretofore issued by The District, for the full term of purchase.

Section 5: The 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 District for service to non-residents, including a description of The District’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 District pursuant to this Ordinance shall accord a non-resident library cardholder all the services which The District provides to its residents, including reciprocal borrowing privileges.

Section 8: No non-resident is eligible to receive a “local use” library card from The District.

Adopted by the Board of Trustees of the Winnetka-Northfield Public Library District, Cook County, Illinois, on the 19th day of August 2024 by a vote of:

AYES: _____

NAYES: _____

ABSENT: _____

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

Melissa Mitchell
President of the Board of Library Trustees
Winnetka-Northfield Public Library District
Cook County, Illinois

ATTEST:

Thomas Sundell
Secretary of the Board of Library Trustees
Winnetka-Northfield Public Library District
Cook County, Illinois

**THE WINNETKA-NORTHFIELD PUBLIC LIBRARY DISTRICT
RESOLUTION NO. 2024-2025/1**

RESOLUTION DETERMINING RELEASE OF CLOSED SESSION MINUTES

WHEREAS, the Board of Library Trustees met from time to time in closed session for purposes authorized by the Illinois Open Meetings Act; and

WHEREAS, the Board has determined that the minutes of the closed session meetings listed on the attached Schedule A no longer require confidential treatment and should be made available for public inspection; and

WHEREAS, the Board has determined that a need for confidentiality exists as to the minutes from the closed session meetings listed on the attached Schedule B.

NOW, THEREFORE, BE IT RESOLVED as follows:

Section 1: The minutes from the closed session meetings listed on the attached Schedule A are hereby released/available for public inspection.

Section 2: This Resolution is in full force and effect from and after its passage.

Passed by the Board the Board of Library Trustees this 19th day of August 2024.

Ayes:

Nays:

Absent:

Abstaining:

Melissa Mitchell, President Board of Trustees
Winnetka-Northfield Public Library District

ATTEST:

Thomas Sundell, Secretary Board of Trustees
Winnetka-Northfield Public Library District

SCHEDULE A

Closed Session Minutes Recommended for Release

Date:
None.

SCHEDULE B

Closed Session Minutes Not Eligible for Release Due to an Ongoing Need for Confidentiality

Dates:

<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
10/05/2011	2/11/2012	1/9/2013	1/20/2014	4/20/2015	1/11/2016
10/17/2011	2/27/2012	1/21/2013	2/5/2014	6/15/2015	4/18/2016
10/25/2011	3/7/2012	2/6/2013	4/21/2014		7/18/2016
11/2/2011	3/14/2012	2/10/2013	6/16/2014		9/19/2016
	3/19/2012	2/17/2013			
	4/4/2012	2/18/2013			
	6/18/2012	3/6/2013			
	7/11/2012	4/15/2013			
	8/1/2012	5/1/2013			
	8/20/2012	6/17/2013			
	10/15/2012	9/11/2013			
	11/19/2012*	9/23/2013			
	11/19/2012*	10/2/2013			
	12/5/2012	12/9/2013			
	12/10/2012				
<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
2/20/2017	4/16/2018	4/15/2019	1/20/20*	4/19/2021	7/21/2022
4/17/2017	5/21/2018	5/20/2019	1/20/20*	8/16/2021	4/18/2022
5/3/2017	6/20/2018	6/17/2019	2/17/20	11/22/2021	6/20/2022*
		7/8/2019	6/15/20		6/20/2022*
		8/19/2019	8/18/20		7/18/2022*
		9/4/2019	11/16/20		7/18/2020*
		9/16/2019			8/15/2022*
		10/21/2019			
		12/16/2019			

* Multiple Closed Session Meetings for Different Topics

**THE WINNETKA-NORTHFIELD PUBLIC LIBRARY DISTRICT
RESOLUTION NO. 2024-2025/2**

RESOLUTION APPROVING DESTRUCTION OF CLOSED SESSION MEETING RECORDINGS

WHEREAS, the Board of Library Trustees met from time to time in closed session for purposes authorized by the Illinois Open Meetings Act; and

WHEREAS, closed session meetings were recorded in accordance with the Open Meetings Act.; and

WHEREAS, the Board may destroy closed session recordings not less than eighteen (18) months after the closed session provided the Board:

1. Approved written minutes of the closed session; and
2. Approves destruction of the recording.

NOW, THEREFORE, BE IT RESOLVED as follows:

Section 1: The recordings of the closed session meetings listed on the attached Schedule A shall be promptly destroyed by the Secretary of the Library Board of Trustees.

Section 2: This Resolution is in full force and effect from and after its passage.

Passed by the Board of Library Trustees this 19th day of August 2024.

Ayes: _____
Nays: _____
Absent: _____
Abstaining: _____

Melissa Mitchell, President Board of Trustees
Winnetka-Northfield Public Library District

ATTEST:

Thomas Sundell, Secretary Board of Trustees
Winnetka-Northfield Public Library District

SCHEDULE A

Closed Session Recordings to be Destroyed

Date:

August 15, 2022*

** Two Closed Session Meetings for Different Topics*

THE BOARD OF TRUSTEES OF THE WINNETKA-NORTHFIELD
PUBLIC LIBRARY DISTRICT, COOK COUNTY, ILLINOIS

Public notice is hereby given that a public hearing will be held on the proposed Annual Budget and Appropriation Ordinance for the Fiscal Year July 1, 2024, to June 30, 2025, at the following place and time: Northfield Library, 1785 Orchard Lane, Northfield, Illinois at 7:00 PM on the 16th day of September 2024. The said ordinance shall be available for public inspection for at least thirty (30) days prior thereto at said Winnetka-Northfield Public Library District, 768 Oak St., Winnetka, IL 60093 during regular business hours.

Dated this 19th day of August 2024.

Thomas Sundell, Secretary
Winnetka-Northfield Public Library District Board of Trustees

(DRAFT)*

BUDGET AND APPROPRIATION ORDINANCE**ORDINANCE NO. 2024-2025/3****WINNETKA-NORTHFIELD PUBLIC LIBRARY DISTRICT
COOK COUNTY, ILLINOIS****FISCAL YEAR JULY 1, 2024 to JUNE 30, 2025**

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, 2024 and ending June 30, 2025.

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, 2024 and ending June 30, 2025.

A. CORPORATE FUND

	<u>Budget</u>	<u>Appropriation</u>
1. Personnel Expenses	\$2,837,750	\$3,121,525
2. Administrative Services	\$352,930	\$388,223
3. IT Services	\$273,000	\$300,300
4. Materials	\$717,450	\$789,195
5. Programming	\$109,100	\$120,010
6. Capital Outlay	\$620,000	\$682,000
TOTAL CORPORATE FUND	\$4,910,230	\$5,401,253

B. SPECIAL RESERVE FUND

	<u>Budget</u>	<u>Appropriation</u>
1. Capital	\$2,000,000	\$5,000,000
TOTAL SPECIAL RESERVE FUND	\$2,000,000	\$5,000,000

*All figures contained in this Budget and Appropriation Ordinance are tentative and subject to change prior to final approval by the Board. Final approval of the Board is expected on September 16, 2024.

C. SPECIAL TAX FUNDS

	<u>Budget</u>	<u>Appropriation</u>
1. Library Building & Sites (.02%)	\$399,690	\$403,687
2. Unemployment Insurance	\$1	\$50,000
TOTAL SPECIAL TAX FUNDS	\$399,691	\$453,687
TOTAL BUDGET & APPROPRIATION	\$7,309,921	\$10,854,940

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

- a. The cash on hand at the beginning of the fiscal year is \$8,626,610.
- b. The estimated cash expected to be received during the fiscal year from all sources is \$5,447,625.
- c. The estimated expenditures for the fiscal year are \$7,309,921.
- d. The estimated cash expected to be on hand at the end of the fiscal year is \$6,764,314.
- e. The estimated amount of taxes to be received during the fiscal year is \$4,951,360.
- f. The estimated amount of income to be received from sources other than library taxes during the fiscal year is \$495,815.

SECTION 3. Funds in the total amount of \$10,854,940 or so much thereof as may be authorized by law, be and the same are hereby appropriated as specified.

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 16, 2024.

AYES: _____

NAYS: _____

ABSENT: _____

Melissa Mitchell, President Board of
Library Trustees
Winnetka-Northfield Public Library District

ATTEST:

Thomas Sundell, Secretary
Board of Library Trustees
Winnetka-Northfield Public Library District

(SEAL)

STATE OF ILLINOIS)
) SS.
COUNTY OF COOK)

CERTIFICATE OF AUTHENTICITY

I, Thomas Sundell, 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. 2024-2025/3

adopted at a regular meeting of the said Board of Library Trustees held on September 16, 2024.

Thomas Sundell, Secretary
Board of Library Trustees
Winnetka-Northfield Public Library

DistrictDate signed: September 16, 2024

(Library Seal)

	FY23-24	FY23-24	FY23-24	FY24-25	FY24-25	% of
	APPROVED	Actuals	% to Budget	PROPOSED	% Change	Budget
	7/1/23-6/30/24			7/1/24-6/30/25		
INCOME						
TAX REVENUE						
Replacement Tax	\$ 90,000.00	\$76,375.00	84.9%	\$ 45,000.00	-50.0%	0.9%
Property Tax Collections	\$ 4,106,860.00	\$4,400,384.00	107.1%	\$ 4,551,670.00	10.8%	90.2%
TOTAL	\$ 4,196,860.00	\$4,476,759.00	106.7%	\$ 4,596,670.00	9.5%	91.1%
COLLECTIONS						
Per Capita Grant	\$ 27,280.00	\$27,280.00	100.0%	\$ 27,465.00	0.7%	0.5%
Kenilworth Services	\$ 129,663.00	\$131,184.00	101.2%	\$ 134,850.00	4.0%	2.7%
Studio Fees	\$ 1,000.00	\$930.00	93.0%	\$ 1,250.00	25.0%	0.0%
Lost/Damaged Materials	\$ 2,500.00	\$2,954.00	118.2%	\$ 2,750.00	10.0%	0.1%
TOTAL	\$ 160,443.00	\$162,348.00	101.2%	\$ 166,315.00	3.7%	3.3%
MATERIALS						
Copying/Printing	\$ 4,000.00	\$7,994.00	199.9%	\$ 6,500.00	62.5%	0.1%
Book Sales	\$ 1,000.00	\$883.00	88.3%	\$ 1,500.00	50.0%	0.0%
TOTAL	\$ 5,000.00	\$8,877.00	177.5%	\$ 8,000.00	60.0%	0.2%
ACCT EARNINGS						
Interest- Checking	\$ 3,500.00	\$11,602.00	331.5%	\$ 6,000.00	71.4%	0.1%
Interest- Byline Bank IMA	\$ 164,000.00	\$271,403.00	165.5%	\$ 250,000.00	52.4%	5.0%
Interest- Money Market	\$ 2,000.00	\$2,229.00	111.5%	\$ 2,000.00	0.0%	0.0%
TOTAL	\$ 169,500.00	\$285,234.00	168.3%	\$ 258,000.00	52.2%	5.1%
OTHER REVENUE						
Gift Fund	\$ 500.00	\$1,000.00	200.0%	\$ 1,000.00	100.0%	0.0%
Friends Donations	\$ 20,000.00	\$15,265.00	76.3%	\$ 17,500.00	-12.5%	0.3%
Miscellaneous (Great Decis.)	\$ -	\$450.00		\$ 450.00		
TOTAL	\$ 20,500.00	\$16,265.00	79.3%	\$ 18,950.00	-7.6%	0.4%
TOTAL REVENUE	\$ 4,552,303.00	\$4,949,483.00	108.7%	\$ 5,047,935.00	10.9%	100.0%
EXPENSES						
PERSONNEL						
Salaries	\$ 2,040,000.00	\$1,962,299.76	96.2%	\$ 2,275,000.00	11.5%	46.3%

Health Insurance	\$ 335,000.00	\$257,421.00	76.8%	\$ 275,000.00	-17.9%	5.6%
FICA	\$ 84,000.00	\$75,366.00	89.7%	\$ 175,000.00	108.3%	3.6%
IMRF	\$ -	\$0.00	#DIV/0!	\$ 75,000.00	#DIV/0!	1.5%
Employee Assistance Program	\$ 500.00	\$0.00	0.0%	\$ 500.00	0.0%	0.0%
Professional Development	\$ 30,000.00	\$24,914.00	83.0%	\$ 30,000.00	0.0%	0.6%
Staff Recognition/Events/Mtgs	\$ 6,000.00	\$4,824.00	80.4%	\$ 6,000.00	0.0%	0.1%
Flexible Spending Account	\$ 750.00	\$840.00	112.0%	\$ 1,250.00	66.7%	0.0%
TOTAL	\$ 2,496,250.00	\$2,325,664.76	93.2%	\$ 2,837,750.00	13.7%	57.8%
ADMINISTRATION						
Audit Fees	\$ 12,950.00	\$12,400.00	95.8%	\$ 13,430.00	3.7%	0.3%
Library Supplies	\$ 38,000.00	\$45,009.20	118.4%	\$ 46,000.00	21.1%	0.9%
Office Supplies	\$ 6,500.00	\$4,916.45	75.6%	\$ 5,800.00	-10.8%	0.1%
Breakroom Supplies	\$ 4,000.00	\$2,451.94	61.3%	\$ 3,400.00	-15.0%	0.1%
Postage	\$ 2,500.00	\$3,193.20	127.7%	\$ 3,500.00	40.0%	0.1%
Hospitality	\$ 500.00	\$203.98	40.8%	\$ 500.00	0.0%	0.0%
Accounting & Bookkeeping	\$ 24,000.00	\$19,905.00	82.9%	\$ 24,000.00	0.0%	0.5%
Delivery Services	\$ 6,000.00	\$5,315.87	88.6%	\$ 5,500.00	-8.3%	0.1%
Payroll Services	\$ 9,500.00	\$9,317.99	98.1%	\$ 9,000.00	-5.3%	0.2%
Liability Insurance	\$ 33,000.00	\$32,474.00	98.4%	\$ 30,500.00	-7.6%	0.6%
Board Expenses	\$ 1,500.00	\$363.61	24.2%	\$ 5,000.00	233.3%	0.1%
Memberships	\$ 7,000.00	\$6,451.86	92.2%	\$ 7,000.00	0.0%	0.1%
Legal	\$ 30,000.00	\$26,180.64	87.3%	\$ 18,000.00	-40.0%	0.4%
Consultants	\$ 5,000.00	\$2,056.74	41.1%	\$ 5,000.00	0.0%	0.1%
Investment Fees	\$ 16,800.00	\$20,115.80	119.7%	\$ 16,800.00	0.0%	0.3%
Miscellaneous	\$ 500.00	\$184.87	37.0%	\$ 500.00	0.0%	0.0%
TOTAL	\$ 197,750.00	\$190,541.15	96.4%	\$ 193,930.00	-1.9%	3.9%
UTILITIES						
Electricity	\$ 42,000.00	\$37,885.06	90.2%	\$ 40,000.00	-4.8%	0.8%
Water	\$ 9,000.00	\$4,392.18	48.8%	\$ 5,000.00	-44.4%	0.1%
Storm Sewer	\$ 1,500.00	\$1,490.96	99.4%	\$ 1,500.00	0.0%	0.0%
Natural Gas	\$ 13,500.00	\$9,148.27	67.8%	\$ 10,000.00	-25.9%	0.2%

Telephone	\$ 16,500.00	\$17,283.23	104.7%	\$ 17,500.00	6.1%	0.4%
Internet Services	\$ 24,000.00	\$18,758.27	78.2%	\$ 24,000.00	0.0%	0.5%
TOTAL	\$ 106,500.00	\$88,957.97	83.5%	\$ 98,000.00	-8.0%	2.0%
INFORMATION TECHNOLOGY						
CCS Operating	\$ 79,000.00	\$76,847.72	97.3%	\$ 79,000.00	0.0%	1.6%
Software	\$ 90,000.00	\$86,852.35	96.5%	\$ 35,000.00	-61.1%	0.7%
LAN Management	\$ 40,000.00	\$38,612.42	96.5%	\$ 40,000.00	0.0%	0.8%
Hardware	\$ 4,000.00	\$3,792.88	94.8%	\$ 4,000.00	0.0%	0.1%
Computer Equipment	\$ 38,570.11	\$72,026.89	186.7%	\$ 30,000.00	-22.2%	0.6%
Website/Platform Fees	\$ 100,000.00	\$20,198.49	20.2%	\$ 60,000.00	-40.0%	1.2%
Photocopier Leases	\$ 23,000.00	\$31,600.49	137.4%	\$ 25,000.00	8.7%	0.5%
TOTAL	\$ 374,570.11	\$329,931.24	88.1%	\$ 273,000.00	-27.1%	5.6%
PUBLIC RELATIONS						
Marketing/Advertising	\$ 7,000.00	\$7,000.00	100.0%	\$ 11,000.00	57.1%	0.2%
Promotional	\$ 11,000.00	\$7,312.02	66.5%	\$ 11,000.00	0.0%	0.2%
Newsletter/Mailers	\$ 29,750.00	\$30,601.26	102.9%	\$ 35,000.00	17.6%	0.7%
PR Supplies	\$ 4,000.00	\$3,181.43	79.5%	\$ 4,000.00	0.0%	0.1%
TOTAL	\$ 51,750.00	\$48,094.71	92.9%	\$ 61,000.00	17.9%	1.2%
COLLECTIONS- ADULT						
Books-Fiction	\$ 85,000.00	\$76,100.00	89.5%	\$ 85,000.00	0.0%	1.7%
Books-Non-Fiction	\$ 75,000.00	\$68,172.69	90.9%	\$ 75,000.00	0.0%	1.5%
Periodicals	\$ 20,200.00	\$18,765.62	92.9%	\$ 20,200.00	0.0%	0.4%
DVDs	\$ 25,000.00	\$21,150.76	84.6%	\$ 25,000.00	0.0%	0.5%
Video Games	\$ 2,000.00	\$2,094.05	104.7%	\$ 2,000.00	0.0%	0.0%
Audiobooks	\$ 6,500.00	\$7,019.75	108.0%	\$ 6,500.00	0.0%	0.1%
eBooks (eResources)	\$ 255,800.00	\$292,478.04	114.3%	\$ 355,000.00	38.8%	7.2%
Online Databases	\$ 65,000.00	\$60,325.46	92.8%	\$ 65,000.00	0.0%	1.3%
TOTAL	\$ 534,500.00	\$546,106.37	102.2%	\$ 633,700.00	18.6%	12.9%
COLLECTIONS- YOUTH						
Books-Fiction	\$ 45,000.00	\$40,895.95	90.9%	\$ 42,500.00	-5.6%	0.9%
Books-Non-Fiction	\$ 13,000.00	\$13,816.06	106.3%	\$ 14,000.00	7.7%	0.3%

DVDs	\$	1,500.00	\$1,055.08	70.3%	\$	750.00	-50.0%	0.0%
Audiobooks/Talking Books	\$	15,000.00	\$17,073.00	113.8%	\$	17,500.00	16.7%	0.4%
Kits	\$	5,000.00	\$4,104.53	82.1%	\$	3,500.00	-30.0%	0.1%
Video Games	\$	5,500.00	\$5,100.21	92.7%	\$	5,500.00	0.0%	0.1%
TOTAL	\$	85,000.00	\$82,044.83	96.5%	\$	83,750.00	-1.5%	1.7%
PROGRAMS								
Reading Programs	\$	10,000.00	\$10,509.02	105.1%	\$	11,000.00	10.0%	0.2%
Programming- Studio	\$	11,750.00	\$12,223.82	104.0%	\$	17,600.00	49.8%	0.4%
Programming-Youth	\$	30,000.00	\$34,716.27	115.7%	\$	42,000.00	40.0%	0.9%
Programming-Adult	\$	37,500.00	\$33,364.64	89.0%	\$	35,500.00	-5.3%	0.7%
Studio Maintenance/Repair	\$	1,429.89	\$2,199.79	153.8%	\$	3,000.00	109.8%	0.1%
TOTAL	\$	90,679.89	\$93,013.54	102.6%	\$	109,100.00	20.3%	2.2%
CAPITAL								
Capital Outlay	\$	435,250.00	\$87,846.68	20.2%	\$	400,000.00	-8.1%	8.1%
Building	\$	155,000.00	\$89,808.84	57.9%	\$	155,000.00	0.0%	3.2%
Equipment/Furniture	\$	25,000.00	\$24,554.30	98.2%	\$	65,000.00	160.0%	1.3%
TOTAL	\$	615,250.00	\$202,209.82	32.9%	\$	620,000.00	0.8%	12.6%
TOTAL EXPENSES	\$	4,552,250.00	\$3,906,564.39	85.8%	\$	4,910,230.00	7.9%	100.0%

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

The anticipated revenue by source for the Winnetka-Northfield Public Library District for the Fiscal Year beginning July 1, 2024 and ending June 30, 2025:

Tax Receipts	\$4,951,360.00
Interest	\$258,000.00
Kenilworth Service Contract	\$134,850.00
Corporate Replacement Tax	\$45,000.00
Illinois Public Library Per Capita Grant	\$27,465.00
Friends of the Library Contributions	\$17,500.00
Other Income	\$13,450.00
Total Anticipated Revenue	\$5,447,625

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

Date

Sarah Munoz, Treasurer
Library Board of Trustees
Winnetka-Northfield Public Library District