

AGENDA
Monday, July 15, 2024

- I. Call to Order**
- II. Roll Call**
- III. Public Comments**
- IV. Vote to Approve Minutes**
 - Approve Minutes of the June 18, 2024 Regular Meeting* (1 min)
- V. Financial Report**
 - June 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**
 - Update on Northfield Building Project (5 mins)
 - Discussion & Approval of Revised Meeting Room Policy (5 mins)
- IX. New Business**
 - Discussion & Approval of Resolution to Waive Non-Resident Library Card Fees for Minors (15 mins)*
 - Q4 Strategic Plan Updates (10 mins)
 - FY23-24 Investment Update (5 mins)
 - Approval of Building & Maintenance Tax (.02% special tax) Ordinance* (5 mins)
 - Assignment of Trustees to Review Minutes of Meetings Lawfully Closed Under the Open Meetings Act (2 mins)

X. Communications

- The Studio will be closed on Friday, July 26th to allow for additional lighting to be installed. The Studio will re-open on Saturday, July 27th at 9am.
- The next regular meeting will be held on Monday, August 19th at 7 p.m. at the Winnetka Library.
- The District's End of Summer Party will be on Sunday, August 25th from 1pm-3pm at Clarkson Park in Northfield.

XI. Public Comments

XII. Adjourn to Closed Session

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

XIII. Return to Open Session

XIV. Adjournment

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

June 18, 2024

I. Call to Order

The meeting was held at the Northfield Library, 1785 Orchard Ln., Northfield, Illinois. President Mitchell called the meeting to order at 7:01 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 was library employee Mark Swenson.

III. Public Comments

No comments.

IV. Approval of Minutes

Approve minutes of the May 20, 2024 regular meeting and June 3, 2024 special meeting.

President Mitchell announced approval of the May 20, 2024 Regular Meeting Minutes and then the June 3, 2024 Special Meeting Minutes.

V. Financial Report

Trustee Munoz presented the May 2024 Financial Statement.

VI. Library Reports

Library Director's Report

Director Dombrowski presented the May 2024 Director's Report, which was included in the board packet for May, 2024. A discussion ensued over the Finance entry, whether it needed more elucidation which Director Dombrowski will discuss with the District's accountant.

Board President's Report

President Mitchell had nothing to report.

VII. Liaison Reports

Winnetka Village – Trustee Gosselin had nothing to report.
Northfield Village – Trustee Kinnich had nothing to report.

VIII. Unfinished Business

- *Update on Northfield renovation project*
The Village proposal in full is expected for the library district's August board meeting.
- *Discussion and approval of FY24-25 Operating Budget*
Following discussion the FY 24-25 Operating budget was approved on a motion by Trustee Sundell.

The Motion passed on a roll call vote:
 Ayes: Trustees Gosselin, Kinnich, Munoz, Shankar, Sundell, Tegel
 Nays: None
 Abstain [no tie vote]: President Mitchell

IX. New Business

- *Discussion & Approval of Revised Meeting Room Policy*
In the course of discussion several alterations were recommended by various trustees. Director Dombrowski will make the suggested changes and return the policy for approval in the July board meeting.

X. Communications

The next regular meeting of the board of trustees will be on Monday, July 15th at 7 pm at the Winnetka library.

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 Kinnich.

5ILCS 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.

The Motion passed on voice vote and President Mitchell adjourned the meeting at 7:55 p.m.

XII. Return to Open Session

Returning to Open Session at 8:24 p.m.

XIII. Adjournment

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

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 8:24 p.m.

XIV. Return to Open Session

Returning to Open Session at 9:17 p.m.

XV. Adjournment

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

The Motion passed on voice vote and President Mitchell adjourned the meeting at 9:17 p.m

Respectfully submitted,

Thomas Sundell
Board Secretary

_____ Melissa Mitchell, President

_____ Thomas Sundell, Secretary

Winnetka-Northfield Public Library District

All Funds Summary

For the 12 Months Ended June 30, 2024

Prorated Budget Percentage Spent: 100.00%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Current Year-to-Date</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
Revenues					
Library Fund	4,552,273.00	4,552,273.00	4,954,342.22	108.83 %	402,069.22
IMRF Fund	66,000.00	66,000.00	9,923.78	15.04 %	(56,076.22)
FICA Fund	0.00	0.00	58,410.98	0.00 %	58,410.98
Building Fund	380,000.00	380,000.00	191,315.10	50.35 %	(188,684.90)
Unemployment Fund	1.00	1.00	0.48	48.00 %	(0.52)
Total Revenues	<u>4,998,274.00</u>	<u>4,998,274.00</u>	<u>5,213,992.56</u>	<u>104.32 %</u>	<u>215,718.56</u>
Expenses					
Library Fund	4,552,250.00	4,552,250.00	3,839,937.06	84.35 %	(712,312.94)
IMRF Fund	66,000.00	66,000.00	53,025.68	80.34 %	(12,974.32)
FICA Fund	70,000.00	70,000.00	70,000.00	100.00 %	0.00
Building Fund	380,000.00	380,000.00	366,272.50	96.39 %	(13,727.50)
Unemployment Fund	1.00	1.00	0.00	0.00 %	(1.00)
Special Reserve Fund	<u>5,200,000.00</u>	<u>5,200,000.00</u>	<u>0.00</u>	<u>0.00 %</u>	<u>(5,200,000.00)</u>
Total Expenses	<u>10,268,251.00</u>	<u>10,268,251.00</u>	<u>4,329,235.24</u>	<u>42.16 %</u>	<u>(5,939,015.76)</u>
Total Revenues	4,998,274.00	4,998,274.00	5,213,992.56	104.32 %	215,718.56
Total Expenses	<u>10,268,251.00</u>	<u>10,268,251.00</u>	<u>4,329,235.24</u>	<u>42.16 %</u>	<u>5,939,015.76</u>
Excess Revenues less Expenses	<u>(5,269,977.00)</u>	<u>(5,269,977.00)</u>	<u>884,757.32</u>	<u>(16.79)%</u>	<u>6,154,734.32</u>

Winnetka-Northfield Public Library District

Library Fund Summary

For the 12 Months Ended June 30, 2024

Prorated Budget Percentage Spent: 100.00%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year-to-Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
Operating Revenue					
Property Tax	4,106,860.00	4,106,860.00	4,400,384.27	107.15 %	293,524.27
Replacement Tax	90,000.00	90,000.00	76,374.78	84.86 %	(13,625.22)
Collections	160,413.00	160,413.00	162,797.68	101.49 %	2,384.68
Materials	5,000.00	5,000.00	8,829.76	176.60 %	3,829.76
Other Income	190,000.00	190,000.00	305,955.73	161.03 %	115,955.73
Total Operating Revenue	<u>4,552,273.00</u>	<u>4,552,273.00</u>	<u>4,954,342.22</u>	<u>108.83 %</u>	<u>402,069.22</u>
Operating Expenses					
Personnel	2,496,250.00	2,496,250.00	2,317,376.98	92.83 %	(178,873.02)
Administration	197,750.00	197,750.00	185,610.44	93.86 %	(12,139.56)
Utilities	106,500.00	106,500.00	88,957.97	83.53 %	(17,542.03)
IT Services	374,570.11	374,570.11	344,186.67	91.89 %	(30,383.44)
Public Relations	51,750.00	51,750.00	48,094.71	92.94 %	(3,655.29)
Library Materials - Adult	534,500.00	534,500.00	487,386.12	91.19 %	(47,113.88)
Library Materials - Youth	85,000.00	85,000.00	82,041.83	96.52 %	(2,958.17)
Programs	90,679.89	90,679.89	96,888.54	106.85 %	6,208.65
Capital	615,250.00	615,250.00	189,214.82	30.75 %	(426,035.18)
Total Operating Expenses	<u>4,552,250.00</u>	<u>4,552,250.00</u>	<u>3,839,937.06</u>	<u>84.35 %</u>	<u>(712,312.94)</u>
Total Revenues	4,552,273.00	4,552,273.00	4,954,342.22	108.83 %	402,069.22
Total Expenses	4,552,250.00	4,552,250.00	3,839,937.06	84.35 %	(712,312.94)
Excess Revenues less Expenses	<u>23.00</u>	<u>23.00</u>	<u>1,114,405.16</u>	<u>4,845,239.83 %</u>	<u>1,114,382.16</u>

Winnetka-Northfield Public Library District
Statement of Revenues and Expenditures - Modified Cash Basis
For the 12 Months Ended June 30, 2024

Prorated Budget Percentage Spent: 100.00%

	<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>					
Revenues					
Taxes					
Property Taxes Collections	4,106,860.00	4,106,860.00	4,377,906.33	106.60 %	271,046.33
Property Taxes Collections-Liability	0.00	0.00	16,355.82	0.00	16,355.82
Property Taxes Collections-Audit	0.00	0.00	6,122.12	0.00	6,122.12
Replacement Tax	<u>90,000.00</u>	<u>90,000.00</u>	<u>76,374.78</u>	<u>84.86</u>	<u>(13,625.22)</u>
Total Taxes	<u>4,196,860.00</u>	<u>4,196,860.00</u>	<u>4,476,759.05</u>	<u>106.67 %</u>	<u>279,899.05</u>
Collections					
Per Capita Grant	27,250.00	27,250.00	27,280.13	100.11 %	30.13
Kenilworth Services	129,663.00	129,663.00	131,183.50	101.17	1,520.50
Studio Fees	1,000.00	1,000.00	930.28	93.03	(69.72)
Lost/Damaged Mat.	2,500.00	2,500.00	2,953.77	118.15	453.77
Library Programs	<u>0.00</u>	<u>0.00</u>	<u>450.00</u>	<u>0.00</u>	<u>450.00</u>
Total Collections	<u>160,413.00</u>	<u>160,413.00</u>	<u>162,797.68</u>	<u>101.49 %</u>	<u>2,384.68</u>
Materials					
Copy/Printing	4,000.00	4,000.00	7,994.39	199.86 %	3,994.39
ILL Materials - Winnetka	0.00	0.00	(47.50)	0.00	(47.50)
Book Sales	<u>1,000.00</u>	<u>1,000.00</u>	<u>882.87</u>	<u>88.29</u>	<u>(117.13)</u>
Total Materials	<u>5,000.00</u>	<u>5,000.00</u>	<u>8,829.76</u>	<u>176.60 %</u>	<u>3,829.76</u>
Other Income					
Checking Interest Income	3,500.00	3,500.00	11,602.38	331.50 %	8,102.38
Byline Bank IMA Interest	164,000.00	164,000.00	271,403.00	165.49	107,403.00
Money Market-Interest	2,000.00	2,000.00	2,229.00	111.45	229.00
Misc. Revenue	0.00	0.00	4,456.20	0.00	4,456.20
Gift Fund (over \$100)	500.00	500.00	1,000.00	200.00	500.00
Friends Donations	<u>20,000.00</u>	<u>20,000.00</u>	<u>15,265.15</u>	<u>76.33</u>	<u>(4,734.85)</u>
Total Other Income	<u>190,000.00</u>	<u>190,000.00</u>	<u>305,955.73</u>	<u>161.03 %</u>	<u>115,955.73</u>
Total Revenue	<u>4,552,273.00</u>	<u>4,552,273.00</u>	<u>4,954,342.22</u>	<u>108.83 %</u>	<u>402,069.22</u>

Winnetka-Northfield Public Library District

Statement of Revenues and Expenditures - Modified Cash Basis

For the 12 Months Ended June 30, 2024

Prorated Budget Percentage Spent: 100.00%

	Annual Budget	Prorated Budget	Year to Date Actual	% of Budget	Variance vs. Prorated Budget
LIBRARY FUND					
Expenses					
Personnel					
Salaries	2,040,000.00	2,040,000.00	1,956,264.55	95.90 %	(83,735.45)
Health Insurance	335,000.00	335,000.00	257,420.81	76.84	(77,579.19)
Employee Asst. Program	500.00	500.00	0.00	0.00	(500.00)
Professional Development	30,000.00	30,000.00	22,762.02	75.87	(7,237.98)
Flexible Spending Account	750.00	750.00	740.00	98.67	(10.00)
Payroll Taxes	84,000.00	84,000.00	75,366.08	89.72	(8,633.92)
Staff Recognition/Events/Meetings	6,000.00	6,000.00	4,823.52	80.39	(1,176.48)
Total Personnel	2,496,250.00	2,496,250.00	2,317,376.98	92.83 %	(178,873.02)
Administration					
Audit Fees	12,950.00	12,950.00	12,400.00	95.75 %	(550.00)
Library Supplies	38,000.00	38,000.00	42,868.49	112.81	4,868.49
Office Supplies	6,500.00	6,500.00	4,916.45	75.64	(1,583.55)
Breakroom Supplies	4,000.00	4,000.00	2,451.94	61.30	(1,548.06)
Postage	2,500.00	2,500.00	3,093.20	123.73	593.20
Hospitality	500.00	500.00	203.98	40.80	(296.02)
Accounting and Bookkeeping	24,000.00	24,000.00	16,455.00	68.56	(7,545.00)
Delivery Service	6,000.00	6,000.00	4,815.87	80.26	(1,184.13)
Payroll Services	9,500.00	9,500.00	9,317.99	98.08	(182.01)
Liability Insurance Costs	33,000.00	33,000.00	32,474.00	98.41	(526.00)
Board Expenses	1,500.00	1,500.00	363.61	24.24	(1,136.39)
Memberships	7,000.00	7,000.00	7,711.86	110.17	711.86
Legal	30,000.00	30,000.00	26,180.64	87.27	(3,819.36)
Consultants	5,000.00	5,000.00	2,056.74	41.13	(2,943.26)
Investment Fees	16,800.00	16,800.00	20,115.80	119.74	3,315.80
Miscellaneous	500.00	500.00	184.87	36.97	(315.13)
Total Administration	197,750.00	197,750.00	185,610.44	93.86 %	(12,139.56)
Utilities					
Electricity	42,000.00	42,000.00	37,885.06	90.20 %	(4,114.94)
Water	9,000.00	9,000.00	4,392.18	48.80	(4,607.82)
Storm Sewer	1,500.00	1,500.00	1,490.96	99.40	(9.04)
Natural Gas	13,500.00	13,500.00	9,148.27	67.76	(4,351.73)
Telephone	16,500.00	16,500.00	17,283.23	104.75	783.23
Internet Services	24,000.00	24,000.00	18,758.27	78.16	(5,241.73)
Total Utilities	106,500.00	106,500.00	88,957.97	83.53 %	(17,542.03)
Information Technology					
CCS Operating	79,000.00	79,000.00	76,847.72	97.28 %	(2,152.28)
Software	90,000.00	90,000.00	97,135.48	107.93	7,135.48
LAN Management	40,000.00	40,000.00	38,612.42	96.53	(1,387.58)
Hardware	4,000.00	4,000.00	3,792.88	94.82	(207.12)
Website/Platform Fees	100,000.00	100,000.00	75,999.19	76.00	(24,000.81)
Photocopier Leases	23,000.00	23,000.00	20,198.49	87.82	(2,801.51)
Computer Equipment	38,570.11	38,570.11	31,600.49	81.93	(6,969.62)
Total Information Technology	374,570.11	374,570.11	344,186.67	91.89 %	(30,383.44)

Winnetka-Northfield Public Library District

Statement of Revenues and Expenditures - Modified Cash Basis

For the 12 Months Ended June 30, 2024

Prorated Budget Percentage Spent: 100.00%

	Annual Budget	Prorated Budget	Year to Date Actual	% of Budget	Variance vs. Prorated Budget
LIBRARY FUND					
Public Relations					
Promotional	11,000.00	11,000.00	7,312.02	66.47 %	(3,687.98)
Newsletter/Mailers	29,750.00	29,750.00	30,601.26	102.86	851.26
PR Supplies	4,000.00	4,000.00	3,181.43	79.54	(818.57)
Marketing/Advertising	7,000.00	7,000.00	7,000.00	100.00	0.00
Total Public Relations	51,750.00	51,750.00	48,094.71	92.94 %	(3,655.29)
Library Materials - Adult					
Books-Fiction-Adult	85,000.00	85,000.00	76,100.88	89.53 %	(8,899.12)
Books-Non-Fiction-Adult	75,000.00	75,000.00	68,172.69	90.90	(6,827.31)
Periodicals	20,200.00	20,200.00	21,001.62	103.97	801.62
DVDs-Adult	25,000.00	25,000.00	21,150.76	84.60	(3,849.24)
Audio Books-Adult	6,500.00	6,500.00	7,019.75	108.00	519.75
Books-Digital	255,800.00	255,800.00	225,541.91	88.17	(30,258.09)
Online Database	65,000.00	65,000.00	66,304.46	102.01	1,304.46
Video Games-Adults	2,000.00	2,000.00	2,094.05	104.70	94.05
Total Library Materials - Adult	534,500.00	534,500.00	487,386.12	91.19 %	(47,113.88)
Library Materials - Youth					
Kits	5,000.00	5,000.00	4,101.53	82.03 %	(898.47)
Books-Fiction-Juv	45,000.00	45,000.00	40,895.95	90.88	(4,104.05)
Books-Non-Fiction-Juv	13,000.00	13,000.00	13,816.06	106.28	816.06
DVDs-Juv	1,500.00	1,500.00	1,055.08	70.34	(444.92)
Audio Books/Talking Books Juv	15,000.00	15,000.00	17,073.00	113.82	2,073.00
Video Games-Juv	5,500.00	5,500.00	5,100.21	92.73	(399.79)
Total Library Materials - Youth	85,000.00	85,000.00	82,041.83	96.52 %	(2,958.17)
Programs					
Reading Programs	10,000.00	10,000.00	11,009.02	110.09 %	1,009.02
Programming - Studio	11,750.00	11,750.00	12,223.82	104.03	473.82
Programming - Youth	30,000.00	30,000.00	36,816.27	122.72	6,816.27
Programming - Adult	37,500.00	37,500.00	34,639.64	92.37	(2,860.36)
Studio Maintenance/Repair	1,429.89	1,429.89	2,199.79	153.84	769.90
Total Programs	90,679.89	90,679.89	96,888.54	106.85 %	6,208.65
Capital					
Capital Outlay	435,250.00	435,250.00	87,846.68	20.18 %	(347,403.32)
Building	155,000.00	155,000.00	76,813.84	49.56	(78,186.16)
Equipment/Furniture	25,000.00	25,000.00	24,554.30	98.22	(445.70)
Total Capital	615,250.00	615,250.00	189,214.82	30.75 %	(426,035.18)
Total Expenses	4,552,250.00	4,552,250.00	3,839,937.06	84.35 %	(712,312.94)
Excess Revenues less Expenses	23.00	23.00	1,114,405.16	4,845,239.83 %	1,114,382.16

Winnetka-Northfield Public Library District

Statement of Revenues and Expenditures - Modified Cash Basis

For the 12 Months Ended June 30, 2024

Prorated Budget Percentage Spent: 100.00%

	<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	380,000.00	380,000.00	191,315.10	50.35 %	(188,684.90)
Total Revenue	<u>380,000.00</u>	<u>380,000.00</u>	<u>191,315.10</u>	<u>50.35 %</u>	<u>(188,684.90)</u>
Expenses					
Northfield Lease	69,000.00	69,000.00	70,234.68	101.79 %	1,234.68
Janitorial Supplies	10,800.00	10,800.00	10,335.83	95.70	(464.17)
Snow Removal	9,000.00	9,000.00	6,055.00	67.28	(2,945.00)
Building Appraisal	300.00	300.00	285.00	95.00	(15.00)
Building Maintenance Service	100,000.00	100,000.00	89,210.00	89.21	(10,790.00)
Elevators	135,000.00	135,000.00	145,502.20	107.78	10,502.20
Landscaping	25,000.00	25,000.00	15,468.44	61.87	(9,531.56)
HVAC	11,200.00	11,200.00	11,150.19	99.56	(49.81)
Automatic Doors	5,000.00	5,000.00	6,485.32	129.71	1,485.32
Roof	700.00	700.00	732.00	104.57	32.00
Alarms & Security	6,000.00	6,000.00	3,357.21	55.95	(2,642.79)
Equipment	4,000.00	4,000.00	1,895.16	47.38	(2,104.84)
Plumbing	500.00	500.00	390.42	78.08	(109.58)
Electrical	1,500.00	1,500.00	1,500.00	100.00	0.00
Misc Services	2,000.00	2,000.00	3,671.05	183.55	1,671.05
Total Expenses	<u>380,000.00</u>	<u>380,000.00</u>	<u>366,272.50</u>	<u>96.39 %</u>	<u>(13,727.50)</u>
Excess Revenues less Expenses	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ (174,957.40)</u>	<u>0.00 %</u>	<u>(174,957.40)</u>
IMRF FUND					
Revenues					
Property Taxes Collections-IMRF	66,000.00	66,000.00	9,923.78	15.04 %	(56,076.22)
Total Revenue	<u>66,000.00</u>	<u>66,000.00</u>	<u>9,923.78</u>	<u>15.04 %</u>	<u>(56,076.22)</u>
Expenses					
IMRF Expenses	66,000.00	66,000.00	53,025.68	80.34 %	(12,974.32)
Total Expenses	<u>66,000.00</u>	<u>66,000.00</u>	<u>53,025.68</u>	<u>80.34 %</u>	<u>(12,974.32)</u>
Excess Revenues less Expenses	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ (43,101.90)</u>	<u>0.00 %</u>	<u>(43,101.90)</u>

Winnetka-Northfield Public Library District
Statement of Revenues and Expenditures - Modified Cash Basis
For the 12 Months Ended June 30, 2024

Prorated Budget Percentage Spent: 100.00%

	Annual Budget	Prorated Budget	Year to Date Actual	% of Budget	Variance vs. Prorated Budget
FICA FUND					
Revenues					
Property Taxes Collections-FICA	0.00	0.00	58,410.98	0.00 %	58,410.98
Total Revenue	0.00	0.00	58,410.98	0.00 %	58,410.98
Expenses					
FICA	70,000.00	70,000.00	70,000.00	100.00 %	0.00
Total Expenses	70,000.00	70,000.00	70,000.00	100.00 %	0.00
 Excess Revenues less Expenses	 \$ (70,000.00)	 \$ (70,000.00)	 \$ (11,589.02)	 16.56 %	 58,410.98
UNEMPLOYMENT FUND					
Revenues					
Property Taxes Collections-Unemployment	1.00	1.00	0.48	48.00 %	(0.52)
Total Revenue	1.00	1.00	0.48	48.00 %	(0.52)
Expenses					
Unemployment	1.00	1.00	0.00	0.00 %	(1.00)
Total Expenses	1.00	1.00	0.00	0.00 %	(1.00)
 Excess Revenues less Expenses	 \$ 0.00	 \$ 0.00	 \$ 0.48	 0.00 %	 0.48

Winnetka-Northfield Public Library District
Statement of Revenues and Expenditures - Modified Cash Basis
For the 12 Months Ended June 30, 2024

Prorated Budget Percentage Spent: 100.00%

	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					
Capital Outlay	5,200,000.00	5,200,000.00	0.00	0.00 %	(5,200,000.00)
Total Expenses	5,200,000.00	5,200,000.00	0.00	0.00 %	(5,200,000.00)
Excess Revenues less Expenses	\$ (5,200,000.00)	\$ (5,200,000.00)	\$ 0.00	0.00 %	5,200,000.00

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

June 1, 2024 - June 30, 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Vendor Checks						
Background Screening Consultants LLC 10-0-5736	Legal	Inv 23840	61.00	4527	06/14/24	<u>61.00</u>
Clarence Goodman 10-0-5908	Programming - Adult	Reimbursement	300.00	4528	06/14/24	<u>300.00</u>
Dow Jones & Company Inc. 10-1-5342	Periodicals-Winnetka	The Wall Street Journal	659.88	4529	06/14/24	<u>659.88</u>
Fairway Laser Systems 10-0-5800	Capital Outlay	Inv 23-030	16,030.00	4530	06/14/24	<u>16,030.00</u>
Fairway Laser Systems 10-0-5800	Capital Outlay	To VOID check 4530	-16,030.00	4530	06/30/24	<u>(16,030.00)</u>
GUY SCOPELLITI LANDSCAPE 70-0-5750	Landscaping	Inv 44290	1,500.00	4531	06/14/24	<u>1,500.00</u>
Library Ideas, LLC 10-1-5444	Audio Books-Juv-Winnetka	Inv 105512	87.92	4532	06/14/24	<u>619.04</u>
10-1-5444	Audio Books-Juv-Winnetka	Inv 112970	531.12			
Lindemann Chimney Co. 70-0-5799	Misc Services	Inv 125199 - Deposit	1,500.00	4533	06/14/24	<u>1,500.00</u>
MORNINGSTAR 10-1-5346	Online Database - Winnetka	Subscription ID 36403329	5,979.00	4534	06/14/24	<u>5,979.00</u>
Non-Stop Entertainment 10-0-5308	Reading Programs	Inv 20240514-01	500.00	4535	06/14/24	<u>500.00</u>
OCLC Inc 10-1-5345	Books-Digital-Winnetka	Inv 1000373105	335.53	4536	06/14/24	<u>335.53</u>
Pioneer Press 10-1-5342	Periodicals-Winnetka	Services Thru 11/28/2024	48.24	4537	06/14/24	<u>48.24</u>
Sarah Munoz 10-0-5114	Professional Development	Flight Reimbursement	521.96	4538	06/14/24	<u>521.96</u>
Stephanie Girardi 10-0-5114	Professional Development	Reimbursement	115.88	4539	06/14/24	<u>115.88</u>
Sydney Clark 10-0-5114	Professional Development	Reimbursement	11.12	4540	06/14/24	<u>11.12</u>
The Book Stall 10-2-5341	Books-Non-Fiction-Adult-Northfield	Inv 523901	46.39	4541	06/14/24	<u>46.39</u>
Unique 10-0-5177	Website/Platform Fees	Inv 6125197	385.05	4542	06/14/24	<u>385.05</u>

Winnetka-Northfield Public Library District

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All Bank Accounts

June 1, 2024 - June 30, 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
VILLAGE OF WINNETKA 70-0-5799	Misc Services	VILLAGE OF WINNETKA	50.00	4543	06/14/24	<u>50.00</u>
AT&T 10-0-5176	Internet Services	INV S653007007-24162	473.65	4544	06/27/24	<u>473.65</u>
Autumn Carolynn Photography 10-0-5908	Programming - Adult	Photography	125.00	4545	06/27/24	<u>125.00</u>
Beth C. Sair 10-0-5908	Programming - Adult	Event Presentation	200.00	4546	06/27/24	<u>200.00</u>
Bokeum Moon 10-0-5908	Programming - Adult	Event Presentation	300.00	4547	06/27/24	<u>300.00</u>
Catapult 10-0-5115	Flexible Spending Account	Inv 00149816	50.00	4548	06/27/24	<u>50.00</u>
Chicago Sun-Times 10-1-5342	Periodicals-Winnetka	Chicago Sun-Times Renewal	753.30	4549	06/27/24	<u>753.30</u>
Daniel Laib 10-0-5907	Programming - Youth	Event Presentation	550.00	4550	06/27/24	<u>550.00</u>
Image Systems & Business 10-0-5766	Solutions Leasing a Progr Photocopier Leases	Inv 401681	792.03	4551	06/27/24	<u>792.03</u>
Jessica Ellington 10-0-5908	Programming - Adult	Event Presentation	300.00	4552	06/27/24	<u>300.00</u>
New York Times 10-1-5342	Periodicals-Winnetka	Inv 17DA556D2424	1,118.00	4553	06/27/24	<u>1,118.00</u>
Our Music LLC 10-0-5907	Programming - Youth	Event Presentation	750.00	4554	06/27/24	<u>750.00</u>
Pioneer Press 10-1-5342	Periodicals-Winnetka	Winnetka Talk	15.74	4555	06/27/24	<u>15.74</u>
Richard Schultz 10-0-5908	Programming - Adult	Event Presentation	350.00	4556	06/27/24	<u>350.00</u>
Rock 'n' Kids, inc 10-0-5907	Programming - Youth	Event Presentation	800.00	4557	06/27/24	<u>800.00</u>
Terrence Lynch 10-0-5908	Programming - Adult	Event Presentation	300.00	4558	06/27/24	<u>300.00</u>
World Archives Midco, LLC 10-1-5346	Online Database - Winnetka	Inv 272884	3,638.00	4559	06/27/24	<u>3,638.00</u>
PITNEY BOWES 10-0-5123 10-0-5123	Postage Postage	PITNEY BOWES PITNEY BOWES	100.00 100.00	4562	06/30/24	<u>200.00</u>
COMCAST				4563	06/30/24	<u>71.95</u>

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

June 1, 2024 - June 30, 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5176	Internet Services	INV	71.95			
Warehouse Direct				18149	06/06/24	<u>2,143.02</u>
70-0-5725	Janitorial Supplies	Inv 5687340-0, 3/18/24	437.80			
70-0-5725	Janitorial Supplies	Inv 5687340-1, 3/20/24	113.12			
70-0-5725	Janitorial Supplies	Inv 5713302-0, 4/30/24	1,592.10			
DEMCO				18150	06/06/24	<u>11,455.37</u>
10-0-5120	Library Supplies	Inv 7488945, 5/28/24	11,455.37			
PITNEY BOWES				18151	06/06/24	<u>299.01</u>
10-0-5123	Postage	Inv 3106653622, 05/11/24	299.01			
Today's Business Solutions INC				18152	06/06/24	<u>39.60</u>
10-0-5134	Software	Inv 042324-13, 5/23/24	39.60			
HR Source				18153	06/06/24	<u>150.00</u>
10-0-5731	Memberships	Inv 20126, 5/21/24	150.00			
Ntiva				18154	06/06/24	<u>2,351.91</u>
10-0-5135	LAN Management	Inv 236079, 05/05/24	2,351.91			
COOPERATIVE COMPUTER SERVICES				18155	06/06/24	<u>89.48</u>
10-0-5132	CCS Operating & OCLC	Inv 2274, 05/15/24	89.48			
BAKER & TAYLOR				18156	06/06/24	<u>8,132.64</u>
10-2-5341	Books-Non-Fiction-Adult-Northfield	BAKER & TAYLOR	995.58			
10-0-5120	Library Supplies	BAKER & TAYLOR	651.05			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	BAKER & TAYLOR	802.15			
10-2-5440	Books-Fiction-Juv-Northfield	BAKER & TAYLOR	148.21			
10-1-5440	Books-Fiction-Juv-Winnetka	BAKER & TAYLOR	767.44			
10-0-5120	Library Supplies	BAKER & TAYLOR	651.05			
10-2-5340	Books-Fiction-Adult-Northfield	BAKER & TAYLOR	912.58			
10-1-5340	Books-Fiction-Adult-Winnetka	BAKER & TAYLOR	1,198.71			
10-2-5341	Books-Non-Fiction-Adult-Northfield	BAKER & TAYLOR	995.58			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	BAKER & TAYLOR	802.15			
10-1-5441	Books-Non-Fiction-Juv-Winnetka	BAKER & TAYLOR	36.70			
10-1-5441	Books-Non-Fiction-Juv-Winnetka	BAKER & TAYLOR	171.44			
MIDWEST TAPE				18157	06/06/24	<u>615.35</u>
10-0-5120	Library Supplies	MIDWEST TAPE	49.75			
10-0-5120	Library Supplies	MIDWEST TAPE	49.75			
10-2-5343	DVDs-Adult-Northfield	MIDWEST TAPE	126.24			
10-1-5343	DVDs-Adult-Winnetka	MIDWEST TAPE	299.63			
10-1-5344	Audio Books-Adult-Winnetka	MIDWEST TAPE	44.99			
10-2-5344	Audio Books-Adult-Northfield	MIDWEST TAPE	44.99			
BAKER & TAYLOR				18171	06/20/24	<u>5,528.49</u>

Winnetka-Northfield Public Library District

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June 1, 2024 - June 30, 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-2-5440	Books-Fiction-Juv-Northfield	BAKER & TAYLOR	499.60			
10-1-5440	Books-Fiction-Juv-Winnetka	BAKER & TAYLOR	1,074.29			
10-0-5120	Library Supplies	BAKER & TAYLOR	625.60			
10-2-5340	Books-Fiction-Adult-Northfield	BAKER & TAYLOR	116.79			
10-1-5340	Books-Fiction-Adult-Winnetka	BAKER & TAYLOR	671.64			
10-2-5341	Books-Non-Fiction-Adult-Northfield	BAKER & TAYLOR	572.30			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	BAKER & TAYLOR	1,871.27			
10-2-5441	Books-Non-Fiction-Juv-Northfield	BAKER & TAYLOR	32.72			
10-1-5441	Books-Non-Fiction-Juv-Winnetka	BAKER & TAYLOR	64.28			
MIDWEST TAPE				18172	06/20/24	<u>1,514.05</u>
10-1-5343	DVDs-Adult-Winnetka	MIDWEST TAPE	808.13			
10-0-5120	Library Supplies	MIDWEST TAPE	137.13			
10-1-5344	Audio Books-Adult-Winnetka	MIDWEST TAPE	84.98			
10-2-5343	DVDs-Adult-Northfield	MIDWEST TAPE	281.87			
10-1-5443	DVDs-Juv-Winnetka	MIDWEST TAPE	58.48			
10-2-5443	DVDs-Juv-Northfield	MIDWEST TAPE	58.48			
10-2-5344	Audio Books-Adult-Northfield	MIDWEST TAPE	84.98			
Robbins Schwartz				18173	06/20/24	<u>428.75</u>
10-0-5736	Legal	Inv 980341	428.75			
VILLAGE OF WINNETKA				18174	06/20/24	<u>30,415.53</u>
10-0-5111	Health Insurance	Inv 2024-00000006	30,415.53			
BIBLIOTHECA, LLC				18175	06/20/24	<u>760.96</u>
10-1-5345	Books-Digital-Winnetka	Inv US72455	371.28			
10-1-5345	Books-Digital-Winnetka	Inv US73384	389.68			
VILLAGE OF NORTHFIELD				18176	06/20/24	<u>5,852.89</u>
70-2-5159	Northfield Lease	Inv 501LIB	5,852.89			
Ntiva				18177	06/20/24	<u>2,351.91</u>
10-0-5135	LAN Management	Inv 238142	2,351.91			
Shales McNutt Construction				18178	06/20/24	<u>8,500.00</u>
10-0-5800	Capital Outlay	Inv 23-006-01	8,500.00			
HOOPLA (MIDWEST TAPE)				18179	06/20/24	<u>2,275.03</u>
10-1-5345	Books-Digital-Winnetka	Inv 50559150	2,275.03			
CDW-G				18180	06/20/24	<u>4,956.52</u>
10-0-5885	Computer Equipment	Inv RT43720	1,865.36			
10-0-5885	Computer Equipment	Inv RN77125	3,091.16			
Kanopy				18181	06/20/24	<u>619.00</u>
10-1-5345	Books-Digital-Winnetka	Inv 402788	619.00			
RAILS				18182	06/20/24	<u>6,515.60</u>

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

June 1, 2024 - June 30, 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5177	Website/Platform Fees	Inv 12347	6,515.60			
VOGUE PRINTERS				18183	06/20/24	<u>6,342.75</u>
10-0-5722	Newsletter/Mailers	Inv 24-2469	6,342.75			
Peerless Network				18192	06/30/24	<u>41.16</u>
10-0-5176	Internet Services	INV	41.16			
COMCAST				18193	06/30/24	<u>434.45</u>
10-0-5176	Internet Services	INV	434.45			
NATIONWIDE RETIREMENT SOLUTIONS				18194	06/30/24	<u>1,225.00</u>
10-0-2040	457 withholding	NATIONWIDE RETIREMENT SOLUTIONS	1,225.00			
NORTH SHORE GAS				18195	06/30/24	<u>300.24</u>
10-1-5174	Natural Gas - Winnetka	INV	300.24			
NICOR				18196	06/30/24	<u>232.38</u>
10-2-5174	Natural Gas - Northfield	INV	232.38			
COMED				18197	06/30/24	<u>700.61</u>
10-2-5171	Electricity - Northfield	INV	700.61			
First Bankcard				18198	06/30/24	<u>9,361.84</u>
10-0-5731	Memberships	Dombrowski - ALA Annual Membership- MD	247.00			
10-0-5177	Website/Platform Fees	Dombrowski - Survey Monkey Subscription	468.00			
10-0-5719	Board Expenses	Dombrowski - Sarah M Birthday Treats	24.32			
10-0-5907	Programming - Youth	Karowska - Youth Programming	16.99			
10-0-5907	Programming - Youth	Karowska - Youth Programming	159.93			
10-0-5907	Programming - Youth	Karowska - Youth Programming	29.37			
10-0-5907	Programming - Youth	Karowska - Youth Programming	19.90			
10-0-5907	Programming - Youth	Karowska - Youth Programming	139.97			
10-0-5907	Programming - Youth	Karowska - Youth Programming	13.99			
10-0-5121	Office Supplies	Karowska - Office Supplies	25.95			
10-0-5731	Memberships	Karowska - Memberships - ILA Karowska	150.00			
10-0-5907	Programming - Youth	Karowska - Youth Programming	19.99			
10-0-5732	Staff Recognition/Events/Meetings	Karowska - Staff Recognition - S Girardi	35.96			
10-1-5439	Kits	Karowska - STEAM Kit return	-64.63			
10-0-5907	Programming - Youth	Karowska - Youth Programming	21.99			
10-1-5439	Kits	Karowska - Rock Star Kits	63.96			
10-0-5907	Programming - Youth	Karowska - Youth Programming	29.99			
10-0-5120	Library Supplies	Karowska - Library Supplies	95.97			
10-0-5120	Library Supplies	Karowska - Library Supplies	18.95			
10-1-5441	Books-Non-Fiction-Juv-Winnetka	Karowska - Juv Nonfiction books	33.58			
10-2-5441	Books-Non-Fiction-Juv-Northfield	Karowska - Juv Nonfiction books	33.58			
10-1-5439	Kits	Karowska - Teen Kit replacements	99.98			
10-0-5907	Programming - Youth	Karowska - Youth Programming	-12.00			
10-0-5907	Programming - Youth	Karowska - Youth Programming	24.99			
10-1-5439	Kits	Karowska - STEAM Kit replacement	37.79			

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-1-5441	Books-Non-Fiction-Juv-Winnetka	Karwowska - Juv Nonfiction books	16.78			
10-2-5441	Books-Non-Fiction-Juv-Northfield	Karwowska - Juv Nonfiction books	16.78			
10-0-5907	Programming - Youth	Karwowska - Youth Programming	47.94			
10-0-5907	Programming - Youth	Karwowska - Youth Programming	38.85			
10-0-5907	Programming - Youth	Karwowska - Youth Programming	39.97			
10-0-5308	Reading Programs	Karwowska - Reading Programs - summer reading prize	100.00			
10-0-5907	Programming - Youth	Karwowska - Youth Programming	151.68			
10-1-5441	Books-Non-Fiction-Juv-Winnetka	Karwowska - Juv Nonfiction books	15.80			
10-2-5441	Books-Non-Fiction-Juv-Northfield	Karwowska - Juv Nonfiction books	15.80			
10-0-5907	Programming - Youth	Karwowska - Youth Programming	18.99			
10-0-5907	Programming - Youth	Karwowska - Youth Programming	64.75			
10-0-5907	Programming - Youth	Karwowska - Youth Programming	24.99			
10-0-5907	Programming - Youth	Karwowska - Youth Programming	36.00			
10-0-5907	Programming - Youth	Karwowska - Youth Programming	43.40			
10-0-5907	Programming - Youth	Karwowska - Youth Programming	18.62			
10-0-5907	Programming - Youth	Karwowska - Youth Programming	102.59			
10-0-5907	Programming - Youth	Karwowska - Youth Programming	24.89			
10-0-5907	Programming - Youth	Karwowska - Youth Programming	59.99			
10-0-5907	Programming - Youth	Karwowska - Youth Programming	126.58			
10-0-5907	Programming - Youth	Karwowska - Youth Programming	7.58			
10-0-5907	Programming - Youth	Karwowska - Youth Programming	20.51			
10-0-5907	Programming - Youth	Karwowska - Youth Programming	24.89			
10-0-5907	Programming - Youth	Karwowska - Youth Programming	501.85			
10-0-5907	Programming - Youth	Karwowska - Youth Programming	34.01			
10-1-5445	Video Games-Juv-Winnetka	Karwowska - Youth Videogames	59.99			
10-2-5445	Video Games- Juv-Northfield	Karwowska - Youth Videogames	59.99			
10-0-5731	Memberships	Mall - Professional membership dues	229.00			
10-0-5731	Memberships	Mall - Professional membership dues	100.00			
10-1-5340	Books-Fiction-Adult-Winnetka	Mall - Materials	49.91			
10-1-5340	Books-Fiction-Adult-Winnetka	Mall - Materials	93.85			
10-0-5134	Software	Mall - Virtual event hosting	127.97			
10-0-5898	Miscellaneous	Mall - Bird Feeder	117.60			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Mall - Materials	30.65			
10-1-5340	Books-Fiction-Adult-Winnetka	Mall - Materials	161.60			
10-0-5907	Programming - Youth	Mall - Youth programming supplies	22.08			
10-0-5732	Staff Recognition/Events/Meetings	Melero - Staff flowers	23.09			
10-0-5732	Staff Recognition/Events/Meetings	Melero - Birthday Gift Cards	40.00			
10-0-5732	Staff Recognition/Events/Meetings	Melero - Staff Microwave	120.71			
10-0-5800	Capital Outlay	Melero - Mikaylas state of economics fee	15.32			
10-0-5732	Staff Recognition/Events/Meetings	Melero - Ales plant	17.60			

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5907	Programming - Youth	Morgan - Programming - Youth - window decoration	27.28			
10-0-5121	Office Supplies	Morgan - Office Supplies - bandaids for both locations	72.80			
10-0-5731	Memberships	Morgan - professional membership renewal for Melissa - ALA	247.00			
10-0-5121	Office Supplies	Morgan - Office Supplies - wall calendar	54.99			
10-0-5121	Office Supplies	Morgan - office supplies - sugar, sticky notes, pencil holder	40.45			
10-2-5340	Books-Fiction-Adult-Northfield	Morgan - Books - Fiction - Adult - Northfield	79.75			
10-0-5121	Office Supplies	Morgan - office supplies - markers, picture frames, door stoppers	50.40			
10-0-5907	Programming - Youth	Morgan - Programming - Youth - Character Party & Family Science	17.56			
10-0-5907	Programming - Youth	Morgan - Programming - Youth - Student Library Advisory Board at Sunset Ridge, site visit	4.31			
10-0-5732	Staff Recognition/Events/Meetings	Munoz - snacks for Dept. staff meeting	37.63			
10-0-5906	Programming - Studio	Munoz - Utility Knives, dried pressed flowers	43.72			
10-0-5910	Studio Maintenance/Repair	Munoz - Maintenance Training session	500.00			
10-0-5906	Programming - Studio	Munoz - Candle jars	33.99			
10-0-5906	Programming - Studio	Munoz - Replacement sewing foot pedals	39.98			
10-0-5906	Programming - Studio	Munoz - wood stands	25.99			
10-0-5906	Programming - Studio	Munoz - button maker supplies, wood stands, embroidery stabilizer	56.97			
10-0-5800	Capital Outlay	Munoz - 3d PRINTER	1,229.00			
10-0-5906	Programming - Studio	Munoz - Cricut supplies	10.61			
10-0-5906	Programming - Studio	Munoz - Shipping cost for Returned BROKEN Silhouette	24.62			
10-0-5732	Staff Recognition/Events/Meetings	Munoz - Fruit for craft program	8.18			
10-0-5906	Programming - Studio	Munoz - button maker supplies	15.99			
10-0-5723	PR Supplies	Quish - Stickers for 1000 Books	38.02			
10-0-5134	Software	Quish - Annual subscription for proofreading	55.99			
10-0-5134	Software	Quish - Annual subscription for web posting newsletters	528.00			
10-0-5723	PR Supplies	Quish - Bookmarks & rack cards for youth summer	256.35			
10-0-5134	Software	Quish - Annual subscription for social	150.00			
10-0-5134	Software	Swenson - Office 365 Licenses	192.50			
10-0-5134	Software	Swenson - Entra Licenses	7.20			
10-0-5134	Software	Swenson - PowerBI Licenses	30.00			
10-0-5885	Computer Equipment	Swenson - Equipment for Northfield Speakers	348.43			
10-0-5177	Website/Platform Fees	Swenson - Script Website Hosting	5.00			
10-0-5177	Website/Platform Fees	Swenson - Script website backup	1.53			
10-0-5885	Computer Equipment	Swenson - Replacement Raspberry Pi	49.00			
10-0-5134	Software	Swenson - Creative Cloud Licenses	295.90			
10-0-5177	Website/Platform Fees	Swenson - Domain Name Renewals	135.36			
10-0-5121	Office Supplies	Volny - Desk Supplies	35.74			
10-0-5121	Office Supplies	Volny -	27.89			
10-0-5732	Staff Recognition/Events/Meetings	Volny - Staff Meeting	25.59			

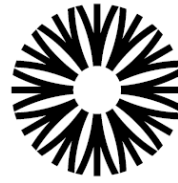
Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

June 1, 2024 - June 30, 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
VILLAGE OF WINNETKA				18199	06/30/24	<u>3,304.03</u>
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	80.04			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	26.12			
10-1-5171	Electricity - Winnetka	VILLAGE OF WINNETKA	71.01			
10-1-5171	Electricity - Winnetka	VILLAGE OF WINNETKA	26.43			
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	227.00			
10-1-5171	Electricity - Winnetka	VILLAGE OF WINNETKA	2,822.81			
10-1-5171	Electricity - Winnetka	VILLAGE OF WINNETKA	-241.20			
10-1-5171	Electricity - Winnetka	VILLAGE OF WINNETKA	51.46			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	98.65			
VILLAGE OF NORTHFIELD				18200	06/30/24	<u>46.32</u>
10-2-5172	Water - Northfield	VILLAGE OF NORTHFIELD	46.32			
					Check List Total	<u><u>140,404.65</u></u>



JULY 2024 DIRECTOR'S REPORT

STAFF UPDATES

Anniversaries: Branch Services Librarian Amelia Kmiec, 5 years (6/17); Patron Services Assistant Lisa Porter, 16 years (6/24).

STAFF SHOUT OUTS

- Youth Services Librarian Tom and Youth Services Manager Anna partnered with the Winnetka Park District to launch our first ever Stories in the Park series. We have 6 sessions scheduled this summer.
- Our website is currently being featured by Library Market in their latest marketing materials (see image).

FINANCES (Target = 100% based on 12 months into our fiscal year)

- We are at 108.83% of our expected operating revenues.
- We are at 84.35% of our budgeted operating expenses (with year-end #'s still to come in).

PROGRAMMING

Youth

Category	24JUN	23JUN	Mo. % +/-	FY23-24 YTD	FY22-23 YTD	FY % +/-
Programs	48	64	-25.00%	604	627	-3.67%
Live Attendees	1,499	1,585	-5.43%	17,927	13,400	33.78%
Passive Programming	4,597	3,282	40.07%	53,000	28,136	88.37%

Highlights

Art Play	46 attendees (a record high!) explored art through self-directed stations involving triangles and paper ice cream cones.
Music at the Blissful	41 attendees enjoyed national touring musician Evan Haller's fun-filled, interactive, movement-packed musical experience.
Stories in the Park	70 attendees descended on Dwyer park to sing, dance, and listen to stories at this partnership event with WN Park District.

Adults

Category	24JUN	23JUN	Mo. % +/-	FY23-24 YTD	FY22-23 YTD	FY % +/-
Programs	25	14	78.57%	251	220	14.09%
Live Attendees	481	407	18.18%	5,521	5,313	3.91%
Recording Attendees	120	149	-19.46%	3,143	3,583	-12.28%

Highlights

Libby Fischer Hellmann: Max's War (IP)	35 attendees heard from NF author Hellman about her latest book, <i>Max's War</i> , written as a tribute to her late father-in-law.
An Evening of Improv with The Scrub Daddies (IP)	26 attendees enjoyed a night of comedy with The Laughing Academy's high school house team, The Scrub Daddies.

Architectural Diversity on the North Shore (V)	46 people joined the curator of WHS to learn about local homes that showcase the diversity of the village and the North Shore at large.
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(IP)= In-Person Program (V)=Virtual Program

Studio

Category	24JUN	23JUN	Mo. % +/-	FY23-24 YTD	FY22-23 YTD	FY % +/-
1:1s	187	312	-40.06%	2,849	1,438	98.12%
Programs	12	17	-29.41%	160	169	-5.33%
Attendees	66	129	-48.84%	861	1,219	-29.37%

Highlights

Pressed Flower Luminaries	16 attendees came together to create a crafty set of floral candle holders.
Craft a Dad-Worthy Card (NF)	20 attendees made artistic cards form pre-cut materials for family members in celebration of Father’s Day.
Festive Fourth Paper Wreath	11 attendees crafted festive 4 th of July wreaths using layered paper cut on the laser cutter.



Community Engagement

Category	24JUN	23JUN	Mo. % +/-	FY23-24 YTD	FY22-23 YTD	FY % +/-
Youth Events	2	8	-75.00%	36	34	5.88%
Adult Events	3	3	0.00%	40	24	66.67%
Family Events	3	5	-40.00%	15	21	-28.57%
Total Events	8	16	-50.00%	91	79	15.19%
Youth Attendance	53	694	-92.36%	1,753	1,680	4.35%
Adult Attendance	36	32	12.50%	765	260	194.23%
Family Attendance	772	936	-17.52%	2,712	2,516	7.79%
Total Attendance	861	1,662	-48.19%	5,230	4,456	17.37%

Highlights

Winnetka Children’s Fair	The 77 th Annual Children’s Fair—hosted by the Winnetka Community Nursery School—allowed us to promote the start of summer reading and interact with 544 attendees who spun our prize wheel for branded prizes!
Librarian for a Day	Librarian Tom crafted a “Librarian for a Day” experience for a raffle winner (Sears School PTO event). She was given a tour, helped check in and shelve books, created youth displays, and learned more about the behind the scenes at the library.

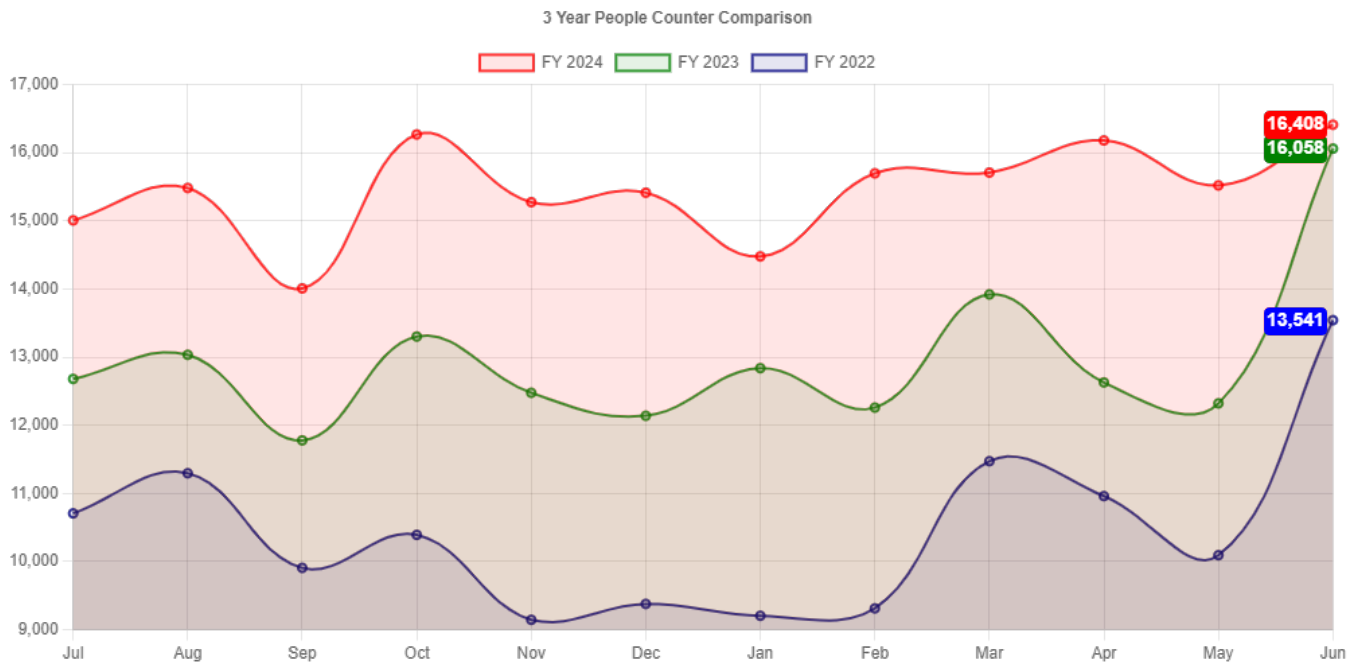
SERVICES

Visitors

Building	24JUN	23JUN	Mo. % +/-	FY23-24 YTD	FY22-23 YTD	FY % +/-
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Winnetka	11,278	11,546	-2.32%	129,387	109,892	17.74%
Northfield	4,844	4,191	15.58%	52,726	41,479	27.11%
Total	16,122	15,737	2.45%	182,113	151,371	20.31%
Virtual	286	321	-10.90%	3,307	4,057	-18.49%
Total	16,408	16,058	2.18%	185,420	155,428	19.30%

Note: Closed on 6/19.



Cardholders (by Household)

Community	Number of Households	Households w/Cards	% Households w/Cards
Winnetka	4,242	3,168	74.68%
Northfield	2,340	1,420	60.68%
Total District	6,582	4,588	69.71%
Kenilworth	789	215*	27.25%
Total	7,371	4,803	65.16%

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

Desk Questions

Category	24JUN	23JUN	Mo. % +/-	FY23-24 YTD	FY22-23 YTD	FY % +/-
Adult	2,113	2,705	-21.89%	27,620	26,224	5.32%
Youth	494	735	-32.79%	5,425	7,425	-26.94%
Digital Services	67	60	11.67%	736	1,609	-54.26%
Total	2,674	3,500	-23.60%	33,781	35,258	-4.19%

TECHNOLOGY

Computer Usage

Location	24JUN	23JUN	Mo. % +/-	FY23-24 YTD	FY22-23 YTD	FY % +/-
Winnetka	435	544	-20.04%	4,967	5,294	-6.18%

Northfield	205	265	-22.64%	2,632	2,706	-2.73%
Total	640	809	-20.89%	7,599	8,000	-5.01%

Hotspot Usage

Location	24JUN	23JUN	Mo. % +/-	FY23-24 YTD	FY22-23 YTD	FY % +/-
Winnetka Sessions	15,159	27,036	-43.93%	227,673	269,898	-15.64%
Northfield Sessions	2,689	5,277	-49.04%	39,641	52,572	-24.60%
Total	17,848	32,313	-44.77%	267,314	322,470	-17.10%
Winnetka Bandwidth	513 GB	696 GB	-26.29%	6,596 GB	6,693 GB	-1.45%
Northfield Bandwidth	185 GB	106 GB	74.53%	1,449 GB	940 GB	54.15%
Total	698 GB	802 GB	-12.97%	8,045 GB	7,633 GB	5.40%

Website Visits

Activity	24JUN	23JUN	Mo. % +/-	FY23-24 YTD	FY22-23 YTD	FY % +/-
Total Visits	10,991	9,612	14.35%	137,245	104,052	31.90%
Unique Visits	6,276	6,035	3.99%	85,819	67,291	27.53%

MARKETING

Email Subscribers

24JUN	% Cardholders	23JUN	Open Rate	Click Rate
10,540	113.61%	10,761	51%	1%

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

Social Media Activity

Platform	24JUN Impres.	24JUN Reach	24JUN Engage.
YouTube	33,382	999	N/A
Facebook	-	-	-
Instagram	5,635	1,023	81
LinkedIn	1,052	465	335
Total	40,069	2,487	416

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	24JUN	23JUN	Mo. % +/-	FY23-24 YTD	FY22-23 YTD	FY % +/-
Winnetka	10,549	10,208	3.34%	125,244	116,252	7.73%

Northfield	3,803	3,892	-2.29%	44,981	46,459	-3.18%
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Physical Youth (By Location)

Location	24JUN	23JUN	Mo. % +/-	FY23-24 YTD	FY22-23 YTD	FY % +/-
Winnetka	14,541	15,538	-6.42%	172,766	166,959	3.48%
Northfield	3,571	3,317	7.66%	39,140	43,152	-9.30%

Physical Miscellaneous

Lending Type	24JUN	23JUN	Mo. % +/-	FY23-24 YTD	FY22-23 YTD	FY % +/-
Kenilworth Patrons	826	950	-13.05%	11,446	13,077	-12.47%
Borrowed from Other Libraries	1,646	2,021	-18.56%	20,723	20,825	-0.49%

Physical Adult (By Type)

Material Type	24JUN	23JUN	Mo. % +/-	FY23-24 YTD	FY22-23 YTD	FY % +/-
Books	8,683	8,687	-0.05%	102,231	102,323	-0.09%
Book - Fiction	5,072	5,005	1.34%	57,488	56,983	0.89%
Book - Nonfiction	3,611	3,682	-1.93%	44,743	45,340	-1.32%
Audiobook - CD	163	219	-25.57%	2,391	3,155	-24.22%
Music CD	51	106	-51.89%	1,050	1,366	-23.13%
Playaway	9	30	-70.00%	269	479	-43.84%
DVD/Blu-Ray	2,546	2,253	13.00%	32,195	31,425	2.45%
Magazine	154	270	-42.96%	2,630	2,647	-0.64%
Videogame	34	25	36.00%	269	323	-16.72%
Computing Device	0	7	-100.00%	56	57	-1.75%
Library of Things	29	24	20.83%	304	231	31.60%
Other	26	0	-	943	64	1373.44%
Non-CCS ILL	41	45	-8.89%	455	454	0.22%
Sent Out	2,616	2,434	7.48%	27,432	20,186	35.90%
Total	14,352	14,100	1.79%	170,225	162,710	4.62%

Physical Youth (By Type)

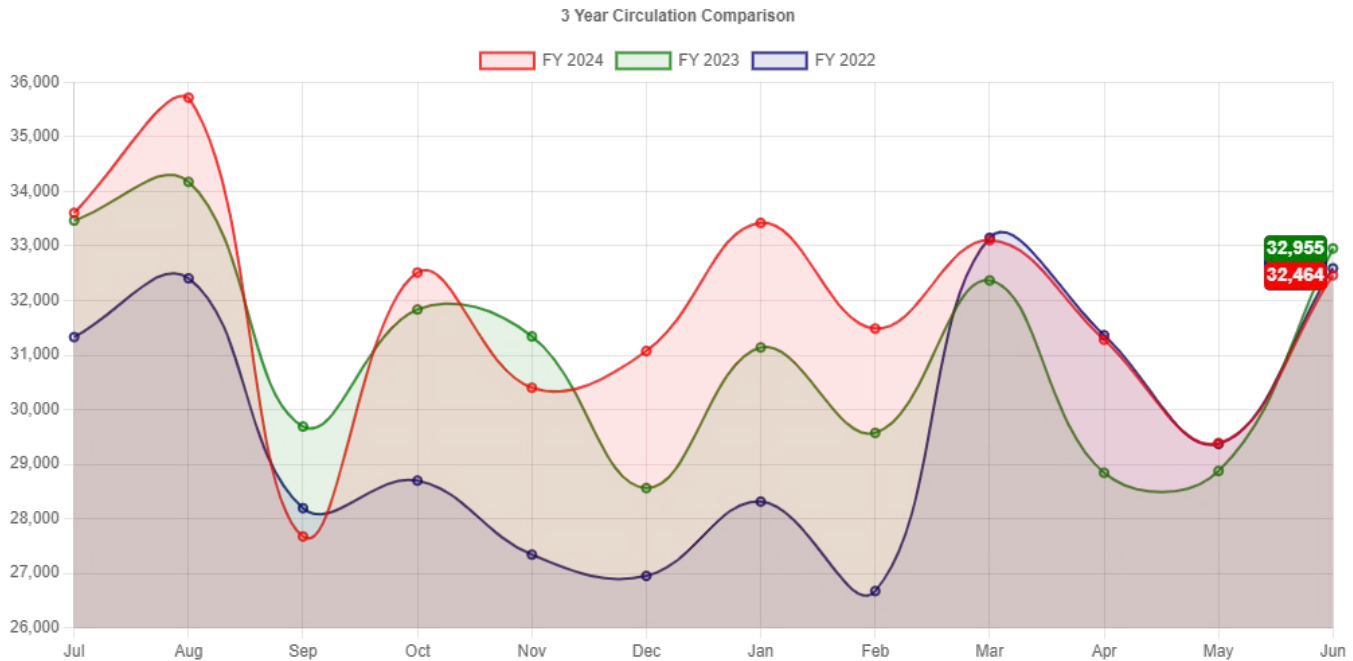
Material Type	24JUN	23JUN	Mo. % +/-	FY23-24 YTD	FY22-23 YTD	FY % +/-
Books	13,272	14,387	-7.75%	155,353	159,323	-2.49%
Book - Fiction	11,187	12,120	-7.70%	130,227	134,831	-3.41%
Book - Nonfiction	2,085	2,267	-8.03%	25,126	24,492	2.59%
Audiobook - CD	5	10	-50.00%	51	245	-79.18%
Playaway	260	386	-32.64%	2,674	2,893	-7.57%
DVD/Blu-Ray	938	689	36.14%	8,798	10,928	-19.49%
Videogame	348	263	32.32%	3,407	2,903	17.36%
Computing Device	54	48	12.50%	803	619	29.73%
Vox Reader	403	293	37.54%	4,494	3,461	29.85%
Youth Kits	79	61	29.51%	838	604	38.74%
Other	5	7	-28.57%	267	419	-36.28%
In House Circulation	2,747	2,705	1.55%	35,189	28,486	23.53%
Total	18,112	18,855	-3.94%	211,906	210,111	0.85%

MTD Total Physical Circulation

24JUN Physical Circulation	23JUN Physical Circulation	Net Change
32,464	32,955	-1.49%

YTD Total Physical Circulation

FY23-24 YTD Physical Circulation	FY22-23 YTD Physical Circulation	Net Change
382,131	372,821	2.50%

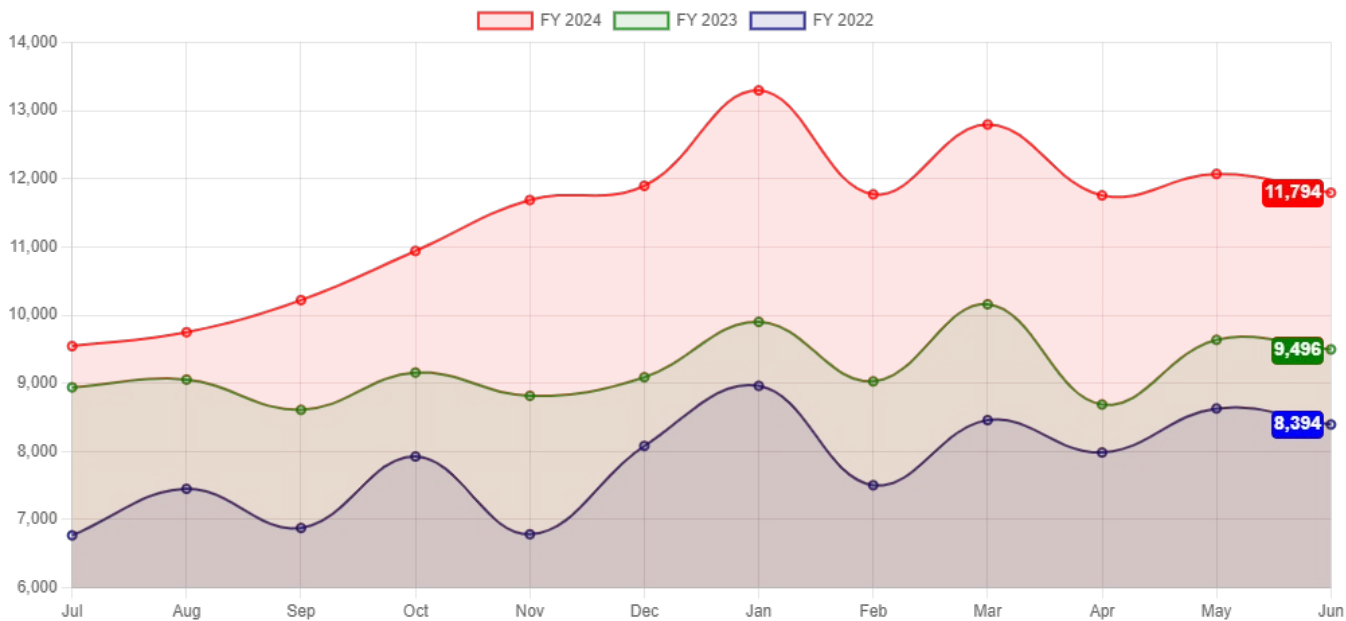


Digital Circulation

Material Type	24JUN	23JUN	Mo. % +/-	FY23-24 YTD	FY22-23 YTD	FY % +/-
eBooks	4,686	4,068	15.19%	56,353	49,746	13.28%
eAudiobooks	4,364	3,657	19.33%	49,249	38,981	26.34%
eMagazines*	2,118	1,201	76.35%	25,239	16,242	55.39%
eVideos	584	490	19.18%	6,108	5,004	22.06%
eMusic	42	80	-47.50%	563	598	-5.85%
Total	11,794	9,496	24.20%	137,512	110,571	24.37%

Note: eResource materials accounted for 26.5% of the District's total circulation this year!

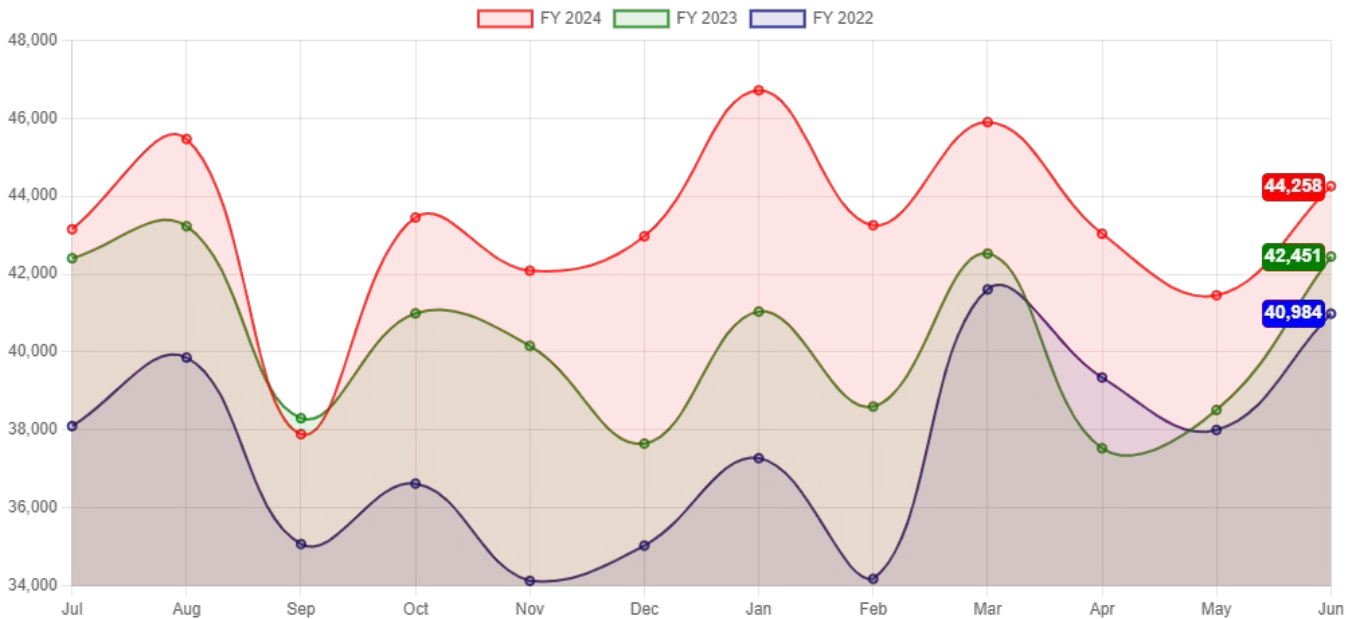
3 Year eResource Comparison



MTD Total District Circulation

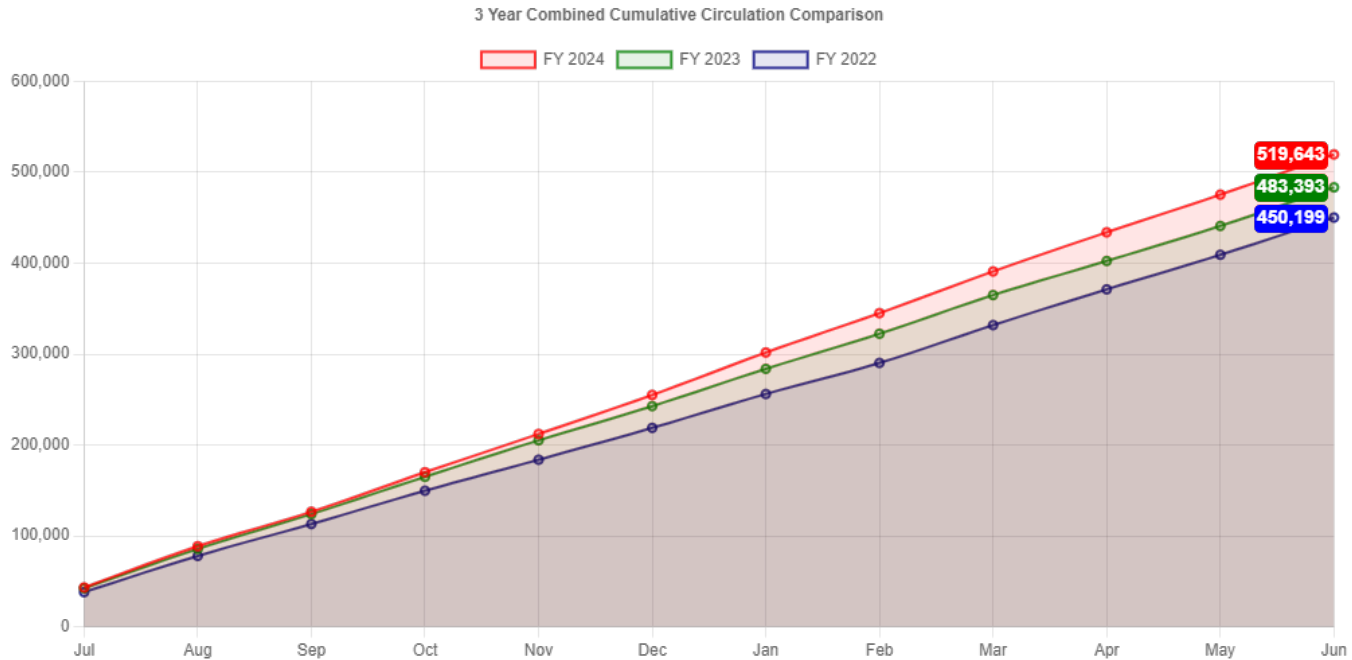
24JUN District Circulation	23JUN District Circulation	Net Change
44,258	42,451	4.26%

3 Year Combined Circulation Comparison



YTD Total District Circulation

FY23-24 YTD District Circulation	FY22-23 YTD District Circulation	Net Change
519,643	483,393	7.50%



IMPACT STORIES

Branch Services

General Feedback:

- A patron recently read *The Anxious Generation* and wants to reduce screen time at home. He asked for “Back to School” picture books and, after Branch Services Librarian Lisa provided them, repeatedly stated how “awesome” the selection is, and promised to return after they “plowed through” the first bunch.
- In our regular program, Art Play, a four-year-old almost teared up in frustration while trying to draw a triangle. Branch Services Librarian Rebecca demonstrated an easy way to make the shape which perked him up immediately. The child then said, “This is the best day ever,” and told his mom he wanted to be an artist. His mom appreciated Rebecca’s understanding that it’s hard to not know things and that making mistakes is part of learning.
- Branch Services Assistant Becca and Branch Services Librarian Rebecca helped a patron find books for her grandchildren and to set up the Libby App for her own personal reading. She was grateful for the individualized assistance and said, “You are so helpful here!”
- A patron requested a digital version of the library’s summer reading log. Community Engagement Librarian Sydney, Branch Services Librarian Lisa and Graphic Designer Kathy collaborated to create an editable PDF version that accommodated his needs.
- Branch Services Assistant Carolyn and Branch Services Librarian Debbie helped a patron navigate the reading history in their account profile and sort the list (over 400 items!) by date, author, or title. The patron was delighted to learn about this feature because she can’t remember all that she’s read.
- A patron made a special trip to compliment Branch Services Librarian Debbie’s readers advisory assistance and tell us how much she liked Debbie’s book recommendations.

- Branch Services Assistant Kathryn and Community Engagement Librarian Sydney helped identify materials suitable for tutoring a newly arrived refugee couple. They found books from our youth non-fiction collection on topics like cooking and money which should be helpful with literacy & fluency, as well as learning about American culture. The patron also took some of our discarded magazines, which can be used for practice outside of the regular tutoring sessions.
- A patron returned a Rockstar Readaloud Kit and grabbed another, *“It was fantastic! We are excited to try all of them.”* Her older child had fun reading the books aloud to the family.
- A patron with three active children, one of whom is neurodivergent, told Branch Services Librarian Amelia that this is her favorite library to visit and that she appreciates all we offer for children.
- A patron affirmed support for the library being closed on Juneteenth, noting that lots of other places were open.
- *“This library is just wonderful. It’s always so well organized and the staff is so very friendly. I just love it here!”*

Feedback for Chat with an Improviser: *“Fun to listen to and the Zoom format was very convenient (was able to cook dinner while listening!)”*

Feedback for Cookie Decorating: *“It was great. The class was fun and informative. Everyone’s cookies have a different personality. Kelly is kind and patient. And, wow, the prep!”*

Feedback for Libby Fischer Hellmann: Max’s War:

- *“Great 1st time @ NFLD Public Library. Acoustics were a minor problem in the Conference Room (speaker not mic’d & questions were not repeated). Thank you for the presentation.”*
- *“The author was a great speaker & provided an informative presentation. The Community Room is comfortable. Staff is always very helpful (thanks for finding & returning my hat!).”*
- *“Wonderful program! My father was a Ritchie Boy – so glad I came.”*
- *“We love our Northfield Library!”*

Community Engagement

- Feedback from the parent of the Librarian for a Day student: *“Thank you so much for making [student’s] day so very fun and special. She had the best time at the library and was so excited to share all that you did together. Sounds like a fantastic day...Reading has always been one of [student’s] great loves so this was perfect.”*
- Feedback from the Winnetka Children’s Fair Organizers: *“Thank you so much for being a part of the Fair!!! The wheel was so cute and fun! We are so appreciative of our partnership with WPL and are grateful for your continual support of the Fair.”*
- Feedback from Books at the Beach:
 - *“Can’t wait for summer to roll around. Love this program!”*
 - *“The range of books you talk about is of interest to a wide variety of attendees. I appreciate that you bring books for us to check out. Thanks!”*

Youth Services

General Feedback:

- *“These Vox books are great! He’s been understanding the words more and more when he listens and reads at the same time. I see his finger move at same pace as the narrator and he’s getting it! Thank you for having these.”*
- *“Thanks for having the Summer Reading Challenge. My son is waking up every morning and reading 20 minutes and tells me all about it. I hope this routine stays!”*
- A patron gushed about how much she loves the little prizes [for the Scavenger Hunt]. She said she always tries to bring the boys in on the first of the month to see what the new surprise is!

Feedback on June Storytimes:

- *“You are so amazing at this. I have no idea how you do it!”*
- *“You sure know how to entertain these kids!”*
- *“I’ve never been to a storytime outside! Thanks for bringing library fun to the park!”*

Adult Services

Feedback for The Cicadas Are Coming: *“I am glad that you find someone so knowledgeable to do the presentation. I also like to listen about other things like plant life, tree life, flowers, and solar... to help us be more educated with regards to our beautiful environment. Thanks.”*

Feedback for White House Brides with Valerie Gugala:

- *“Really appreciate that you provide these programs on Zoom. I don't drive after dark anymore.”*
- *“Speaker was GREAT! Knew her topic, inside and out. Bring her back with any topic. A+++.”*

Feedback for The Airborne on D-Day:

- *“The presenter was very well/ spoken and his passion about the subject was evident. He used personal stories about the soldiers which were very engaging. Thoroughly enjoyed the event as we have others at the library. Thank you for presenting such a varied menu of interesting and informative programs.”*
- *“Bob did a great job presenting this talk. He’d obviously done a great deal of research on the topic and is a good speaker; he knows his stuff. This was a story about elements of D-day with which I was unfamiliar, so I found the presentation very informative. Bob also does presentations on other military subjects, and I would recommend the library have him back...for another presentation. He said he’s retiring at the end of this year.”*

Feedback for Lady Bird Johnson: A Living History Portrayal by Leslie Goddard:

- *“You have exceptional programming, and I enjoy every single one of your zoom presentations.”*
- *“Program was really good. Motivated me to read more about Lady Bird and LBJ. I really appreciate you making these programs available via Zoom.”*
- *“I appreciate the Zoom programs because I no longer drive after dark and would not be able to get to the library in person. Thanks.”*
- *“I think that all your programming is excellent and I look forward to your zoom events. Thank you for having such high quality.”*
- *“What a talent Leslie is. This was so much better than a lecture. I appreciate and have enjoyed your Zooms, and look forward to the ones coming up. Thanks so much!”*
- *“I always enjoy Leslie Goddard programs. I learn new things about people that I didn’t know before in a very interesting and entertaining format. Thank you—keep these programs coming!”*
- *“Always enjoy Leslie. Glad you were able to do this on zoom so we could enjoy it.”*
- *“Love these enrichment programs. So in keeping with the library's mission.”*
- *“I just watched the recording, and as always, Leslie Goddard is a delight. Great program!! Very informative and entertaining!!”*
- *“Love Leslie Goddard, the virtual option and the recording. Thank you!”*

Feedback for Georgia O’Keeffe: An American Master with Jeff Mishur:

- *“This was our first experience of the library’s programming...it was simply wonderful. We look forward to future offerings. Thank you so much.”*
- *“I appreciate the varied programming the library offers and that much of it is via Zoom.”*
- *“Excellent program, thanks for making it possible to view on Zoom!”*
- *“Love hearing about art and artists from Jeff. He is knowledgeable, interesting and brings us along with him on a journey of discovery. Thank you for bringing us his programs.”*
- *“I am very glad that Jeff did this. All of his presentations have been fantastic. I am very glad that he covered Georgia O’Keefe before New York and afterwards both because I’m interested in that broader picture but also because it helps understand more about where she was coming from. Thanks!”*

- *“More arts or music talks are appreciated and that you generally make the recordings available in case we miss some of them.”*

Feedback for Craft Your Story: Mini Memoir Workshop: *“More like this, please! She was excellent. And it was great that we got to build on what we learned. The three-day format gave us an opportunity to get more out of it. Thanks for this offering.”*

Feedback for Chair Yoga: *“This was my first time joining this class...it's the best Winnetka Library class I've taken! Thanks! I'll be back!”*

Feedback for Architectural Diversity on North Shore:

- *“Loved the History. Would like to see one focused more on the Architecture.”*
- *“Well done, well-researched, fine presentation. Thank you!”*
- *“Lots of information. Thank you. Love that you offer these webinars.”*

Digital Services

General Feedback

- The Digital Services department recently expanded its offerings in the Studio with a new laser cutter, large vinyl cutter, and 3D printer. Long-time patrons—and brand-new ones—have expressed their delight with the new equipment, the staff, and the positive, creative environment that has taken hold in The Studio!
- Studio Specialist Zoe helped a patron make a customized embroidered graduation stole for her daughter to help mark her special day. The patron was thrilled with the result and grateful for Zoe's patience and guidance throughout her project.

Feedback on Grow with Adventure (Gardening Gloves):

- *“Laura did a fabulous job with this class! Instructions were clear and comprehensive, and she was very patient and helpful as patrons developed their own designs. I really appreciated her demo of the new Cricut machine as well, so that we can enjoy this resource, but also use it responsibly. Laura clearly put a lot of time, thought, and especially prep work into the class, so that it ran smoothly. She was also very (very!) generous in allowing us stragglers extra time to finish our gloves. My only problem is that the gardening gloves are so cute, I'm afraid to get them dirty! Thanks so much Laura, and the library studio, for offering these wonderful classes 😊!”*
- *“It was so nice to learn how to use the program and the techniques. Also not to mention how nice Laura is!”*

Feedback on Pressed Flower Luminaries:

- *“I love the different kinds of flower options and how you can do it however you want. It is also a very cool project basically anyone can enjoy.”*
- *“Mikayla was great and gave clear directions. Simple fun project.”*
- *“I loved this idea I think you should do more activities like this.”*

Feedback on Festive Fourth Wreath:

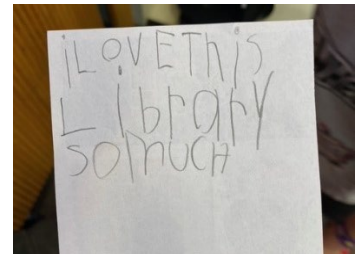
- *“Annie: thanks so much for creating and leading this fun event, and SUPER thanks for your patience and assistance to a 1st timer. I'm proud of my wreath and will hang on my front door very soon!”*
- *“Enjoyed this wreath class, it was timed well for all 12 of us to finish! Thanks Annie!”*
- *“Wonderful, creative, evening of friendship and fun.”*
- *“The Studio is a fantastic resource and I've participated in many activities and classes, but I especially enjoy the wreath-making classes. Annie always has wonderful projects and is a pleasure to spend time with. It's evident she puts a lot of thought into the wreath designs and materials. She provides good instructions and is very helpful and encouraging. I always look forward to a wreath-making class and hope to do more in the future!”*
- *“Another great wreath program, led by Annie! Clearly lots of time, effort, and thought to create the materials in advance, and Annie is so patient in guiding us to complete the final product. My wreath is hung and looks amazing! Just in time for the 4th. Thank you, Annie, and The Studio!”*
- *“This was my first wreath making event in the Studio and it was fun, not too hard, and Annie made it easy to follow the instructions. I am looking forward to doing it again!”*

Patron Services

- A patron came in with her teenage daughter looking for dystopian novels but the daughter had read almost every one of the novels that librarian Molly and I (Courtney, Patron Services Manager) were picking out for her. I walked around in the teen section with the daughter for a little while asking her what she liked about dystopian novels and after getting a little more information was able to recommend a few adult books that she hadn't read yet. The mother was very excited that we had found some books for her daughter, she said that she hadn't always been a big reader but lately had been reading so many books and was worried if we couldn't find anything she would lose interest. She said they were both excited to be doing the summer reading program together and thanked us for our help.
- Patron Services Assistant Tyler spent considerable time with a patron trying to figure out a book she'd read and loved in the past but could not remember the name of. After much sleuthing, Tyler determined it as Crooked House by Agatha Christie. The patron was thrilled for the help as she said it had been bothering her for months!

Comment Box (NF)

- One of our favorite young patrons noticed the comment box and asked if he could write something. Mom shared his feedback with Librarians Sydney and Amelia.
- *"Our library rocks!! Great summer displays."*
- *"The native plants - a fantastic sight! Thank you!"*



Library Market Info Sheet

brought to you by LibraryMarket

LibraryWebsite | intuitive & unique websites

Connect your community to the library's services

A dynamic platform with a custom theme designed to help tell your library story.

Libraries spend too much time and money on their collections and resources to leave them at the mercy of outdated websites. Provide your existing and potential patrons access to your services with an elegantly designed and easy-to-navigate portal.

Give your staff the tools to maintain and grow the website as the library writes its next chapter. Library Market's innovative websites supply you with the means to showcase the things that matter most to your community.

A few clients using LibraryWebsite:

Being handed out to potential clients at the ALA Conference!





Meeting Room Policy

The Winnetka-Northfield Public Library District (“the District”) provides public meeting space to support the mission of being a community resource for the advancement of knowledge and cultural enrichment. While the primary use of our meeting rooms is for Library activities and functions, meeting rooms are available to District residents and organizations operating within the District’s boundaries **who possess a valid District library card** when not otherwise in use.

Availability & Use

Priority for any meeting room is assigned as follows:

- District-sponsored programs and activities including functions of the District;
- Educational, informational, cultural, and civic programs sponsored or co-sponsored by the District and related to its mission, collections, and services;
- Meetings of organizations, businesses, and other groups in need of space to conduct an event consistent with the District’s mission, on a first-come, first-served basis.

Limitations

The District’s meeting rooms are not available for uses, events, or activities that are contrary to the District’s mission. Examples of prohibited uses of the meeting rooms include but are not limited to:

1. Uses, events, or other activities which, by their nature, may be disruptive to normal library operations unless approved in advance by the Executive Director.
2. Social or private parties, such as birthday and graduation parties, and bridal/baby showers.
3. Fundraising activities, except for those that result in a direct benefit to the Library and have received prior approval from the Executive Director.
4. Political rallies and/or meetings organized for the purpose of urging action such as voting for or against any candidate, position, question, or referendum.
5. Religious worship services, ceremonies, or prayer services.
6. Commercial and for-profit purposes, e.g. programs or events (including but not limited to workshops or seminars) involving the sale, advertising, solicitation, or promotion of commercial products or services.
7. Any use or activity that is in violation of local, state, or federal law.

General Rules

- Meetings may begin no earlier than 30 minutes after the Library opens and must end no later than 15 minutes before the library closes. The Executive Director may approve exceptions.
- All meetings must be open to the public free of charge. Donations or fees may not be solicited as a condition of attendance.
- District staff are not responsible for staffing or coordinating any aspect of meetings that are not sponsored by the Library.
- The District reserves the right to observe all meetings conducted on the premises to ensure compliance with Library regulations and policies.
- The District reserves the right to request copies of any materials a group is planning to distribute while using the room to ensure compliance with this policy. Failure to provide this information, if requested, may result in cancellation of the room reservation.
- All users of the rooms are expected to comply with the District's [Patron Conduct Policy](#).
- The District reserves the right to disallow further reservations by any person or group that repeatedly or knowingly violates District policy.

Room Etiquette

- Activities taking place in the meeting rooms must be contained within the rooms and must not create safety hazards nor interfere with normal library operations or other patrons' use of the library.
- Any equipment not listed in the [Book a Room](#) application on our website is not available for patron use without advance permission from District staff.
- Patrons reserving a meeting room may provide food and non-alcoholic beverages. They are also responsible for the setup and clean up of the room including tables, chairs, equipment, and any food/beverage service they provide.

Reservations

- Patrons wishing to reserve and use a meeting room are required to review the District's Meeting Room Policy, complete the [Book a Room](#) application on the District's website, and accept the terms of the policy prior to using the room.
- Rooms may be reserved by those 18 years of age and older.
- Rooms may be reserved up to two times per month per group, for up to four hours each time. This limit applies across all meeting rooms in the District; there is not a separate limit for each room.
- Attendance in any meeting room is limited to the occupancy limits established by the Fire Marshall.
- Any person or group wishing to use a meeting room must complete a meeting room application no more than 60 days in advance of their requested meeting date.

- The person reserving the room needs to check in at the front desk 15 minutes prior to the room reservation and must be present for the duration of the event.
- No reservation holder may transfer a reservation to another patron.
- The Library reserves the right to change or cancel a reservation as well as to reassign a meeting to another room if circumstances necessitate.

Endorsement

The District is not responsible for the content of the meetings held at their facilities. Use of the meeting rooms does not constitute the District’s endorsement of the philosophies, practices, or viewpoints of the meeting participants. The District’s phone number may not be listed on any publicity materials and staff must not be expected to answer any questions about meetings held in our rooms. In addition, the following disclaimer must be included in all written or electronic publicity materials:

“The Winnetka-Northfield Public Library District provides meeting space as a community service. The District neither sponsors nor endorses this event nor the presenting individual(s) or organization(s).”

Rooms and Equipment

Winnetka Lloyd Room

Equipment Available:

- Projector & screen
- Tables & chairs
- Laptop
- Whiteboard, erase, & makers
- Hearing loop
- Speaker system with microphone
- Meeting Owl
- Patio Access

Winnetka Community Room

Equipment Available:

- Projector & screen
- Tables & chairs
- Laptop
- Tv screen & projector
- Microphone
- Meeting Owl
- Table-top podium

Northfield Community Room

Equipment Available:

- Tv screen & projector
- Tables & chairs
- Laptop
- Meeting Owl

**THE BOARD OF 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, pursuant to state law, library boards of trustees must annually determine whether to issue non-resident library cards to non-residents and adopt the non-resident library card fee formula and fee that will be used; and

WHEREAS, recently, the Illinois General Assembly approved Public Act 102-0843 authorizing library boards of trustees to establish a policy to waive the otherwise applicable nonresident fee for persons under the age of 18 and to establish reasonable rules regarding such waiver; and

WHEREAS, the Winnetka-Northfield Public Library District Board of Trustees has determined that it desires to establish a policy to waive nonresident fees for persons under the age of 18, as set forth in this Resolution.

NOW, THEREFORE, BE IT RESOLVED by the President and Board of Trustees of the District, County of Cook and State of Illinois, 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 of Trustees of Winnetka-Northfield Public Library District hereby waives the otherwise applicable nonresident cardholder fee for persons under the age of 18. 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 will be subject to the cardholder policies established for District residents.

SECTION 3. This Resolution shall take effect immediately upon its passage and approval as provided by law.

PASSED by the Board of Trustees of Winnetka-Northfield Public Library District, Cook County, Illinois this 15th day of July 2024.

AYES:

NAYS:

ABSENT OR NOT VOTING:

APPROVED:

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

ATTEST:

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

STATE OF ILLINOIS)
) SS
COUNTY OF COOK)

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

ORDINANCE NO. 2024-2025/1:

AN ORDINANCE DETERMINING TO LEVY AN ADDITIONAL
TAX OF .02% FOR THE 2024-2025 FISCAL YEAR

WHEREAS, the Public Library District Act of 1991 (75 ILCS 16/35-5) authorizes the Board of Trustees to levy a special tax in addition to the annual public library district tax for the purchase of sites and buildings, the construction and equipment of buildings, the rental of buildings required for library purposes, and maintenance, repairs and alterations of library buildings and equipment; and

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

WHEREAS, the Board of Trustees deems it advisable and necessary to levy said special tax for the 2024-2025 fiscal year for the purposes herein before set forth.

NOW, THEREFORE, BE IT ORDAINED AND DETERMINED by the Board of Trustees of the Winnetka-Northfield Public Library District that for the purchase of sites and buildings, the construction and equipment of buildings, the rental of buildings required for library purposes, and maintenance, repairs and alterations of library buildings and equipment, a special tax of .02% of the value of all taxable property in the District, as equalized or assessed, shall be levied for the fiscal year 2023-2024.

FURTHER, a copy of this Ordinance shall be published in a newspaper of general circulation within the District within fifteen (15) days after the date of adoption of the Ordinance in the form provided by law.

FURTHER, this Ordinance shall be in full force and effect from and after its adoption as provided by law.

ADOPTED this 15th day of July 2024, pursuant to a roll call vote as follows:

AYES:

NAYS:

ABSENT OR NOT VOTING:

APPROVED:

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

ATTEST:

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

STATE OF ILLINOIS)
) SS
COUNTY OF COOK)

CERTIFICATION OF AUTHENTICITY

I, Thomas Sundell, hereby certify that I am the duly qualified and acting Secretary of the Board of Trustees of the Winnetka-Northfield Public Library District, Cook County, Illinois and as such I am the custodian and keeper of the records and files of said Library District.

I do further certify that the attached is a true and correct copy of an Ordinance adopted on the 17th day of July 2023, at a meeting of the Board of Trustees of the Winnetka-Northfield Public Library District. I further certify that the Ordinance will be published in a newspaper of general circulation within the District by the 31st day of July 2023.

IN WITNESS WHEREOF, I have hereunto affixed my official signature and corporate seal of the Winnetka-Northfield Public Library District, Cook County, Illinois, on this 17th day of July 2023.

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

(SEAL)

PUBLIC NOTICE

PUBLIC NOTICE is hereby given that, by Ordinance adopted on the 17th day of July, 2023, the Board of Trustees of the Winnetka-Northfield Public Library District determined to levy an additional tax of .02% of the value of all the taxable property in the District, as equalized or assessed by the Department of Revenue, for the purchase of sites and buildings, the construction and equipment of buildings, the rental of buildings required for library purposes, and maintenance, repairs and alterations of library buildings and equipment, said tax levy to be effective for the 2023-2024 fiscal year. The text of said Ordinance is set forth below.

The question of levying a .02% tax shall be submitted to the electors of the District if a petition is filed with the Board signed by 1,439 registered voters in the District asking that the question of levying said .02% tax be submitted to the electors of the District. Said petition must be filed within thirty (30) days after publication of this Public Notice. The date of the prospective referendum is March 19, 2024.

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

(SEAL)