

**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.WINNETKALIBRARY.ORG**

AGENDA

Monday, November 18, 2024

- I. Call to Order**
- II. Roll Call**
- III. Public Comments**
- IV. Approval of Minutes**
 - Approval of Minutes of October 21, 2024 Regular Meeting* (1 min)
- V. Financial Report**
 - October 2024 Financial Statements* (5 mins)
- VI. Library Reports**
 - Director's Report* (10 minutes)
 - Board President's Comments (10 minutes)
- VII. Liaisons to Other Organizations – Reports**
 - Winnetka Village (5 mins)
 - Northfield Village (5 mins)
- VIII. Unfinished Business**
 - Update on Northfield Library Renovation Project
 - Update on Winnetka Library Safety Project
 - Approval of FY24-25 Levy Ordinance*
- IX. New Business**
- X. Communications**
 - The library will be closed on Thursday, December 5th for Staff Day Training.
 - The next regular meeting will be on Monday, December 16th at 7 p.m. at the Winnetka Library.
- XI. Public Comments**
- XII. Adjournment**

*Attachments

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

October 21, 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 7:03 p.m. A quorum was present.

II. Roll Call

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

Present were library employees Mark Swenson and Luvia Melero.

III. Public Comments

No comments.

IV. Approval of Minutes

Approve minutes of the September 16, 2024 special and regular meetings.

President Mitchell announced approval of the September 16, 2024 Special Regular Meetings Minutes and September 16, 2024 Regular Meeting Minutes.

V. Financial Report

Trustee Munoz presented the September 2024 Financial Statement, which occasioned discussion of the increase in numbers of voided checks.

VI. Library Reports

Library Director's Report

Director Dombrowski presented the September 2024 Director's Report, which was included in the board packet for October 21, 2024.

Board President's Report

President Mitchell reminded members that the Winnetka Caucus is conducting its fall meeting on November 7.

VII. Liaison Reports

Winnetka Village – Trustee Gosselin echoed the notice of the Winnetka Caucus meeting and the proposed slate of library trustee candidates, of which one position remains open. The board confirmed the steps necessary to fill the open trustee position in the event no additional candidate qualifies for the April election.

Northfield Village – In Trustee Kinnich’s absence mention was made of the status of the round-about project in Northfield.

VIII. Unfinished Business

- *Update on Northfield Library Renovation Project*
Exec. Director Dombrowski confirmed that phase I documents were sent to Northfield Village Manager Patrick Brennan, and that on October 15, he sent out the RFQ to a wide set of architectural firms, of which three have already indicated their intention to propose. She outlined the steps and timing going forward on the project through the architectural firm(s) selection.
- *Update on Winnetka Library Safety Project*
Exec. Director Dombrowski stated the steps taken through the 2nd design meeting and the intent for a 3rd design meeting and resulting final pricing for the necessary changes. This includes likely further asbestos remediation as a result of discovering additional suspect asbestos after the movement of bookcases.
- *Discussion and Vote on Update Meeting Room Policy*
After agreeing on two further modifications (1. specifying the three meeting rooms; 2. allowing use for benefit events on behalf of the library), on motion by Trustee Munoz, the Trustees approved the meeting room policy by voice vote.

IX. New Business

- *Update on FY24-25 Q1 Strategic Planning Activities*
Exec. Director Dombrowski presented the update, outlined in the October Board packet. Discussion followed on the intent to refresh the strategic plan as the existing plan activities are completed as of year-end, with the exception of the Northfield Library renovation. Exec. Director Dombrowski suggested that the refresh process begin following year-end to cover a five-year period, with the process handled internally and report out in June 2025.
- *Discussion of Draft FY24-25 Levy*

As contained in the October Board packet, the proposed levy was presented by Exec. Director Dombrowski.

X. Communications

The next regular meeting of the board will be held on Monday, November 18th at 7 p.m. at the Winnetka Library.

The Winnetka library will be a polling place for the November 5 general election.

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.

The Motion passed on voice vote and President Mitchell adjourned the meeting at 8:02 p.m.

Respectfully submitted,

Thomas Sundell
Board Secretary

_____ Melissa Mitchell, President

_____ Thomas Sundell, Secretary

Winnetka-Northfield Public Library District

All Funds Summary

For the 4 Months Ended October 31, 2024

Prorated Budget Percentage Spent: 33.33%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Current Year-to-Date</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
Revenues					
Library Fund	5,047,935.00	1,682,645.00	2,374,810.41	47.05 %	692,165.41
Building Fund	399,690.00	133,230.00	192,125.18	48.07 %	58,895.18
Total Revenues	<u>5,447,625.00</u>	<u>1,815,875.00</u>	<u>2,566,935.59</u>	<u>47.12 %</u>	<u>751,060.59</u>
Expenses					
Library Fund	4,910,230.00	1,636,743.33	1,363,047.70	27.76 %	(273,695.63)
Building Fund	399,000.00	133,000.00	78,349.27	19.64 %	(54,650.73)
Special Reserve Fund	0.00	0.00	0.00	0.00 %	0.00
Total Expenses	<u>5,309,230.00</u>	<u>1,769,743.33</u>	<u>1,441,396.97</u>	<u>27.15 %</u>	<u>(328,346.36)</u>
Total Revenues	5,447,625.00	1,815,875.00	2,566,935.59	47.12 %	751,060.59
Total Expenses	<u>5,309,230.00</u>	<u>1,769,743.33</u>	<u>1,441,396.97</u>	<u>27.15 %</u>	<u>328,346.36</u>
Excess Revenues less Expenses	<u>138,395.00</u>	<u>46,131.67</u>	<u>1,125,538.62</u>	<u>813.28 %</u>	<u>1,079,406.95</u>

Winnetka-Northfield Public Library District

Library Fund Summary

For the 4 Months Ended October 31, 2024

Prorated Budget Percentage Spent: 33.33%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year-to-Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
Operating Revenue					
Property Tax	4,551,670.00	1,517,223.33	2,195,615.68	48.24 %	678,392.35
Replacement Tax	45,000.00	15,000.00	23,081.63	51.29 %	8,081.63
Collections	166,315.00	55,438.33	64,347.30	38.69 %	8,908.97
Materials	8,000.00	2,666.67	3,991.51	49.89 %	1,324.84
Other Income	276,950.00	92,316.67	87,774.29	31.69 %	(4,542.38)
Total Operating Revenue	<u>5,047,935.00</u>	<u>1,682,645.00</u>	<u>2,374,810.41</u>	<u>47.05 %</u>	<u>692,165.41</u>
Operating Expenses					
Personnel	2,837,750.00	945,916.67	839,261.84	29.57 %	(106,654.83)
Administration	193,930.00	64,643.33	68,049.54	35.09 %	3,406.21
Utilities	98,000.00	32,666.67	26,993.81	27.54 %	(5,672.86)
IT Services	273,000.00	91,000.00	110,862.78	40.61 %	19,862.78
Public Relations	61,000.00	20,333.33	15,872.96	26.02 %	(4,460.37)
Library Materials - Adult	633,700.00	211,233.33	227,853.85	35.96 %	16,620.52
Library Materials - Youth	83,750.00	27,916.67	24,017.08	28.68 %	(3,899.59)
Programs	109,100.00	36,366.67	35,313.49	32.37 %	(1,053.18)
Capital	620,000.00	206,666.67	14,822.35	2.39 %	(191,844.32)
Total Operating Expenses	<u>4,910,230.00</u>	<u>1,636,743.33</u>	<u>1,363,047.70</u>	<u>27.76 %</u>	<u>(273,695.63)</u>
Total Revenues	5,047,935.00	1,682,645.00	2,374,810.41	47.05 %	692,165.41
Total Expenses	4,910,230.00	1,636,743.33	1,363,047.70	27.76 %	(273,695.63)
Excess Revenues less Expenses	<u>137,705.00</u>	<u>45,901.67</u>	<u>1,011,762.71</u>	<u>734.73 %</u>	<u>965,861.04</u>

Winnetka-Northfield Public Library District

Statement of Revenues and Expenditures - Modified Cash Basis

For the 4 Months Ended October 31, 2024

Prorated Budget Percentage Spent: 33.33%

	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	1,517,223.33	2,195,615.68	48.24 %	678,392.35
Replacement Tax	45,000.00	15,000.00	23,081.63	51.29	8,081.63
Total Taxes	4,596,670.00	1,532,223.33	2,218,697.31	48.27 %	686,473.98
Collections					
Per Capita Grant	27,465.00	9,155.00	27,465.08	100.00 %	18,310.08
Kenilworth Services	134,850.00	44,950.00	35,535.26	26.35	(9,414.74)
Studio Fees	1,250.00	416.67	361.30	28.90	(55.37)
Lost/Damaged Mat.	2,750.00	916.67	985.66	35.84	68.99
Total Collections	166,315.00	55,438.33	64,347.30	38.69 %	8,908.97
Materials					
Copy/Printing	6,500.00	2,166.67	3,829.27	58.91 %	1,662.60
Book Sales	1,500.00	500.00	162.24	10.82	(337.76)
Total Materials	8,000.00	2,666.67	3,991.51	49.89 %	1,324.84
Other Income					
Rails Support Grant	0.00	0.00	1,329.10	0.00 %	1,329.10
Checking Interest Income	6,000.00	2,000.00	6,298.12	104.97	4,298.12
Byline Bank IMA Interest	250,000.00	83,333.33	79,359.04	31.74	(3,974.29)
Money Market-Interest	2,000.00	666.67	751.60	37.58	84.93
Misc. Revenue	450.00	150.00	36.43	8.10	(113.57)
Gift Fund (over \$100)	1,000.00	333.33	0.00	0.00	(333.33)
Friends Donations	17,500.00	5,833.33	0.00	0.00	(5,833.33)
Total Other Income	276,950.00	92,316.67	87,774.29	31.69 %	(4,542.38)
Total Revenue	5,047,935.00	1,682,645.00	2,374,810.41	47.05 %	692,165.41

Winnetka-Northfield Public Library District

Statement of Revenues and Expenditures - Modified Cash Basis

For the 4 Months Ended October 31, 2024

Prorated Budget Percentage Spent: 33.33%

	Annual Budget	Prorated Budget	Year to Date Actual	% of Budget	Variance vs. Prorated Budget
LIBRARY FUND					
Expenses					
Personnel					
IMRF Expenses	75,000.00	25,000.00	19,532.97	26.04 %	(5,467.03)
FICA	175,000.00	58,333.33	54,599.06	31.20	(3,734.27)
Salaries	2,275,000.00	758,333.33	668,166.20	29.37	(90,167.13)
Health Insurance	275,000.00	91,666.67	86,905.38	31.60	(4,761.29)
Employee Asst. Program	500.00	166.67	250.00	50.00	83.33
Professional Development	30,000.00	10,000.00	7,884.91	26.28	(2,115.09)
Flexible Spending Account	1,250.00	416.67	200.00	16.00	(216.67)
Staff Recognition/Events/Meetings	6,000.00	2,000.00	1,723.32	28.72	(276.68)
Total Personnel	2,837,750.00	945,916.67	839,261.84	29.57 %	(106,654.83)
Administration					
Audit Fees	13,430.00	4,476.67	2,500.00	18.62 %	(1,976.67)
Library Supplies	46,000.00	15,333.33	11,853.73	25.77	(3,479.60)
Office Supplies	5,800.00	1,933.33	2,392.24	41.25	458.91
Breakroom Supplies	3,400.00	1,133.33	828.99	24.38	(304.34)
Postage	3,500.00	1,166.67	803.75	22.96	(362.92)
Hospitality	500.00	166.67	0.00	0.00	(166.67)
Accounting and Bookkeeping	24,000.00	8,000.00	6,900.00	28.75	(1,100.00)
Delivery Service	5,500.00	1,833.33	1,717.81	31.23	(115.52)
Payroll Services	9,000.00	3,000.00	2,049.50	22.77	(950.50)
Liability Insurance Costs	30,500.00	10,166.67	30,675.00	100.57	20,508.33
Board Expenses	5,000.00	1,666.67	17.08	0.34	(1,649.59)
Memberships	7,000.00	2,333.33	2,213.24	31.62	(120.09)
Legal	18,000.00	6,000.00	1,474.90	8.19	(4,525.10)
Consultants	5,000.00	1,666.67	0.00	0.00	(1,666.67)
Investment Fees	16,800.00	5,600.00	4,486.92	26.71	(1,113.08)
Miscellaneous	500.00	166.67	136.38	27.28	(30.29)
Total Administration	193,930.00	64,643.33	68,049.54	35.09 %	3,406.21
Utilities					
Electricity	40,000.00	13,333.33	15,451.60	38.63 %	2,118.27
Water	5,000.00	1,666.67	2,400.26	48.01	733.59
Storm Sewer	1,500.00	500.00	530.40	35.36	30.40
Natural Gas	10,000.00	3,333.33	1,229.21	12.29	(2,104.12)
Telephone	17,500.00	5,833.33	82.50	0.47	(5,750.83)
Internet Services	24,000.00	8,000.00	7,299.84	30.42	(700.16)
Total Utilities	98,000.00	32,666.67	26,993.81	27.54 %	(5,672.86)
Information Technology					
CCS Operating	79,000.00	26,333.33	36,733.24	46.50 %	10,399.91
Software	35,000.00	11,666.67	14,300.94	40.86	2,634.27
LAN Management	40,000.00	13,333.33	12,181.14	30.45	(1,152.19)
Hardware	4,000.00	1,333.33	975.68	24.39	(357.65)
Website/Platform Fees	60,000.00	20,000.00	20,885.64	34.81	885.64
Photocopier Leases	25,000.00	8,333.33	6,002.28	24.01	(2,331.05)
Computer Equipment	30,000.00	10,000.00	19,783.86	65.95	9,783.86
Total Information Technology	273,000.00	91,000.00	110,862.78	40.61 %	19,862.78

Winnetka-Northfield Public Library District
Statement of Revenues and Expenditures - Modified Cash Basis
For the 4 Months Ended October 31, 2024

Prorated Budget Percentage Spent: 33.33%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year to Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
LIBRARY FUND					
Public Relations					
Promotional	11,000.00	3,666.67	3,098.07	28.16 %	(568.60)
Newsletter/Mailers	35,000.00	11,666.67	10,737.14	30.68	(929.53)
PR Supplies	4,000.00	1,333.33	43.54	1.09	(1,289.79)
Marketing/Advertising	<u>11,000.00</u>	<u>3,666.67</u>	<u>1,994.21</u>	<u>18.13</u>	<u>(1,672.46)</u>
Total Public Relations	<u>61,000.00</u>	<u>20,333.33</u>	<u>15,872.96</u>	<u>26.02 %</u>	<u>(4,460.37)</u>
Library Materials - Adult					
Books-Fiction-Adult	85,000.00	28,333.33	32,122.76	37.79 %	3,789.43
Books-Non-Fiction-Adult	75,000.00	25,000.00	22,874.92	30.50	(2,125.08)
Periodicals	20,200.00	6,733.33	14,879.28	73.66	8,145.95
DVDs-Adult	25,000.00	8,333.33	8,080.31	32.32	(253.02)
Audio Books-Adult	6,500.00	2,166.67	934.77	14.38	(1,231.90)
Books-Digital	355,000.00	118,333.33	110,011.05	30.99	(8,322.28)
Online Database	65,000.00	21,666.67	38,786.64	59.67	17,119.97
Video Games-Adults	<u>2,000.00</u>	<u>666.67</u>	<u>164.12</u>	<u>8.21</u>	<u>(502.55)</u>
Total Library Materials - Adult	<u>633,700.00</u>	<u>211,233.33</u>	<u>227,853.85</u>	<u>35.96 %</u>	<u>16,620.52</u>
Library Materials - Youth					
Kits	3,500.00	1,166.67	332.61	9.50 %	(834.06)
Books-Fiction-Juv	42,500.00	14,166.67	11,693.49	27.51	(2,473.18)
Books-Non-Fiction-Juv	14,000.00	4,666.67	6,659.01	47.56	1,992.34
DVDs-Juv	750.00	250.00	245.91	32.79	(4.09)
Audio Books/Talking Books Juv	17,500.00	5,833.33	5,086.06	29.06	(747.27)
Video Games-Juv	<u>5,500.00</u>	<u>1,833.33</u>	<u>0.00</u>	<u>0.00</u>	<u>(1,833.33)</u>
Total Library Materials - Youth	<u>83,750.00</u>	<u>27,916.67</u>	<u>24,017.08</u>	<u>28.68 %</u>	<u>(3,899.59)</u>
Programs					
Reading Programs	11,000.00	3,666.67	3,340.29	30.37 %	(326.38)
Programming - Studio	17,600.00	5,866.67	2,381.07	13.53	(3,485.60)
Programming - Youth	42,000.00	14,000.00	15,319.43	36.47	1,319.43
Programming - Adult	35,500.00	11,833.33	14,062.80	39.61	2,229.47
Studio Maintenance/Repair	<u>3,000.00</u>	<u>1,000.00</u>	<u>209.90</u>	<u>7.00</u>	<u>(790.10)</u>
Total Programs	<u>109,100.00</u>	<u>36,366.67</u>	<u>35,313.49</u>	<u>32.37 %</u>	<u>(1,053.18)</u>
Capital					
Capital Outlay	400,000.00	133,333.33	10,485.62	2.62 %	(122,847.71)
Building	155,000.00	51,666.67	3,169.20	2.04	(48,497.47)
Equipment/Furniture	<u>65,000.00</u>	<u>21,666.67</u>	<u>1,167.53</u>	<u>1.80</u>	<u>(20,499.14)</u>
Total Capital	<u>620,000.00</u>	<u>206,666.67</u>	<u>14,822.35</u>	<u>2.39 %</u>	<u>(191,844.32)</u>
Total Expenses	<u>4,910,230.00</u>	<u>1,636,743.33</u>	<u>1,363,047.70</u>	<u>27.76 %</u>	<u>(273,695.63)</u>
Excess Revenues less Expenses	<u>137,705.00</u>	<u>45,901.67</u>	<u>1,011,762.71</u>	<u>734.73 %</u>	<u>965,861.04</u>

Winnetka-Northfield Public Library District
Statement of Revenues and Expenditures - Modified Cash Basis
For the 4 Months Ended October 31, 2024

Prorated Budget Percentage Spent: 33.33%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year to Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
BUILDING FUND					
Revenues					
Property Taxes Collections-Building	399,690.00	133,230.00	192,125.18	48.07 %	58,895.18
Total Revenue	<u>399,690.00</u>	<u>133,230.00</u>	<u>192,125.18</u>	<u>48.07 %</u>	<u>58,895.18</u>
Expenses					
Northfield Lease	72,500.00	24,166.67	24,113.92	33.26 %	(52.75)
Janitorial Supplies	11,000.00	3,666.67	3,070.52	27.91	(596.15)
Snow Removal	9,000.00	3,000.00	0.00	0.00	(3,000.00)
Building Appraisal	500.00	166.67	0.00	0.00	(166.67)
Building Maintenance Service	113,000.00	37,666.67	32,000.00	28.32	(5,666.67)
Elevators	10,000.00	3,333.33	1,100.00	11.00	(2,233.33)
Landscaping	20,000.00	6,666.67	6,918.69	34.59	252.02
HVAC	11,200.00	3,733.33	3,999.00	35.71	265.67
Flooring & Painting	125,000.00	41,666.67	0.00	0.00	(41,666.67)
Automatic Doors	7,500.00	2,500.00	0.00	0.00	(2,500.00)
Roof	700.00	233.33	366.00	52.29	132.67
Alarms & Security	6,000.00	2,000.00	1,276.14	21.27	(723.86)
Equipment	2,100.00	700.00	0.00	0.00	(700.00)
Plumbing	1,500.00	500.00	0.00	0.00	(500.00)
Electrical	7,000.00	2,333.33	5,505.00	78.64	3,171.67
Misc Services	2,000.00	666.67	0.00	0.00	(666.67)
Total Expenses	<u>399,000.00</u>	<u>133,000.00</u>	<u>78,349.27</u>	<u>19.64 %</u>	<u>(54,650.73)</u>
Excess Revenues less Expenses	<u>\$ 690.00</u>	<u>\$ 230.00</u>	<u>\$ 113,775.91</u>	<u>16,489.26 %</u>	<u>113,545.91</u>

UNEMPLOYMENT 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					
Excess Revenues less Expenses	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>0.00 %</u>	<u>0.00</u>

Winnetka-Northfield Public Library District
Statement of Revenues and Expenditures - Modified Cash Basis
For the 4 Months Ended October 31, 2024

Prorated Budget Percentage Spent: 33.33%

	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

October 1, 2024 - October 31, 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Vendor Checks						
AT&T				4700	10/03/24	<u>473.65</u>
10-0-5176	Internet Services	Inv S663007007-24254	473.65			
Chicago Hearing Society				4701	10/03/24	<u>180.00</u>
10-0-5732	Staff Recognition/Events/Meetings	Inv C202132; 09.14.24	180.00			
Gayle Wadsworth				4702	10/03/24	<u>600.00</u>
10-0-5907	Programming - Youth	Event Presenter; 10.28.24	600.00			
Gerald Savage				4703	10/03/24	<u>364.30</u>
10-0-5908	Programming - Adult	Event Presenter; 10.20.24	364.30			
Image Systems & Business Solutions	Leasing a Photocopier	Leases		4704	10/03/24	<u>1,868.47</u>
10-0-5766		Inv 588191722; 08.13.24	1,868.47			
Kathryn Freemond				4705	10/03/24	<u>29.98</u>
10-0-5732	Staff Recognition/Events/Meetings	Reimbursements	29.98			
Kelly Dull				4706	10/03/24	<u>400.00</u>
10-0-5908	Programming - Adult	Event Presenter; 10.12.24	400.00			
Lynn Rymarz				4707	10/03/24	<u>300.00</u>
10-0-5908	Programming - Adult	Event Presenter; 10.05.24	300.00			
Monica Dombrowski				4708	10/03/24	<u>103.93</u>
10-0-5114	Professional Development	Reimbursement	103.93			
National Museum of Mexican Art				4709	10/03/24	<u>220.00</u>
10-0-5908	Programming - Adult	Event Presenter; 10.28.24	220.00			
NIR ROOF CARE, INC.				4710	10/03/24	<u>366.00</u>
70-0-5756	Roof	Inv 170023; 09.24.24	366.00			
Quench USA, Inc.				4711	10/03/24	<u>419.49</u>
10-0-5122	Breakroom Supplies	Inv 07988623; 10.01.24	419.49			
Stephanie Girardi				4712	10/03/24	<u>423.62</u>
10-0-5114	Professional Development	Stephanie Girardi	90.00			
70-0-5750	Landscaping	Stephanie Girardi	333.62			
The Book Stall				4713	10/03/24	<u>75.20</u>
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Inv 538283	24.00			
10-1-5340	Books-Fiction-Adult-Winnetka	Inv 537540	23.20			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Inv 538230	28.00			
Thomas K. Sundell				4714	10/03/24	<u>16.35</u>
10-1-5340	Books-Fiction-Adult-Winnetka	Inv 101; 09.23.24	16.35			
Winnetka-Northfield Chamber of Commerce				4715	10/03/24	<u>100.00</u>

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10-0-5731	Memberships	Inv 47644; 07.03.24	100.00			
Zbigniew Banas				4716	10/03/24	<u>300.00</u>
10-0-5908	Programming - Adult	Event Presenter; 10.26.24	300.00			
Amber Mechanical Contractors Inc.				4717	10/17/24	<u>1,999.50</u>
70-0-5752	HVAC	Inv C017411; 10.2024	1,999.50			
ATA Group, LLP				4718	10/17/24	<u>2,500.00</u>
10-0-5101	Audit Fees	Inv 12537; 09.30.24	2,500.00			
Chicago Tribune				4719	10/17/24	<u>424.00</u>
10-1-5342	Periodicals-Winnetka	Pays through 11/26/24	424.00			
GUY SCOPELLITI LANDSCAPE				4720	10/17/24	<u>1,500.00</u>
70-0-5750	Landscaping	Inv 45338; 10.01.24	1,500.00			
Image Systems & Business Solutions	Leasing a Progr			4721	10/17/24	<u>411.74</u>
10-0-5766	Photocopier Leases	Inv 408306; 10.08.24	411.74			
Monica Dombrowski				4722	10/17/24	<u>242.96</u>
10-0-5114	Professional Development	Reimbursement	242.96			
OCLC Inc				4723	10/17/24	<u>307.16</u>
10-1-5345	Books-Digital-Winnetka	Inv 1000406845; 09.01.24 - 09.30.24	307.16			
Our Music LLC				4724	10/17/24	<u>500.00</u>
10-0-5907	Programming - Youth	Event Presenter	500.00			
Peregrine, Stime, Newman, Ritzman & Bruckner, LTD				4725	10/17/24	<u>1,237.50</u>
10-0-5736	Legal	Inv 62675; 10.02.24	1,237.50			
Stephanie Girardi				4726	10/17/24	<u>1,138.40</u>
10-0-5114	Professional Development	Reimbursement	1,138.40			
Team One Repair, Inc.				4727	10/17/24	<u>422.00</u>
10-0-5120	Library Supplies	Inv 1584953; 10.10.24	211.00			
10-0-5120	Library Supplies	Inv 1599408; 10.09.24	211.00			
Technology Management Rev Fund				4728	10/17/24	<u>1,000.00</u>
10-0-5176	Internet Services	Inv T2502592; 09.23.24	1,000.00			
The Book Stall				4729	10/17/24	<u>176.38</u>
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Inv 541326; 10.14.24	23.19			
10-2-5341	Books-Non-Fiction-Adult-Northfield	Inv 541326; 10.14.24	21.60			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Inv 540730; 10.10.24	28.80			
10-2-5341	Books-Non-Fiction-Adult-Northfield	Inv 540730; 10.10.24	23.99			
10-2-5341	Books-Non-Fiction-Adult-Northfield	Inv 541456; 10.15.24	51.60			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Inv 539933; 10.04.24	27.20			
T-Rexplorers, LLC				4730	10/17/24	<u>490.00</u>

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10-0-5907	Programming - Youth	Event Presenter; 11.05.24	490.00			
True Air				4731	10/17/24	<u>5,505.00</u>
70-0-5784	Electrical	20 amp Circuit	1,150.00			
70-0-5784	Electrical	Light Fixtures	2,400.00			
70-0-5784	Electrical	Can-light removal/Installation	560.00			
70-0-5784	Electrical	Outlet Installation	650.00			
70-0-5784	Electrical	Stair Light Fixture	745.00			
Valerie Gugala				4732	10/17/24	<u>200.00</u>
10-0-5908	Programming - Adult	Event Presenter; 11.05.24	200.00			
VILLAGE OF WINNETKA				4733	10/17/24	<u>250.00</u>
10-0-5113	Employee Asst. Program	Inv 2024-00000009; 10.02.2024	250.00			
Winnetka-Northfield Chamber of Commerce				4734	10/17/24	<u>125.00</u>
10-0-5731	Memberships	Inv 47884; 08.21.24	125.00			
Arrayscape Gaming, Inc				4735	10/31/24	<u>350.00</u>
10-0-5177	Website/Platform Fees	Inv 1238	350.00			
AT&T				4736	10/31/24	<u>473.85</u>
10-0-5176	Internet Services	Inv S663007007-24264	473.85			
B.H. Suhr & Company, Inc.				4737	10/31/24	<u>1,750.00</u>
10-0-5882	Building	Inv 2407	1,750.00			
Bokeum Moon				4738	10/31/24	<u>350.00</u>
10-0-5908	Programming - Adult	Event Presentation	350.00			
Brian Michalski				4739	10/31/24	<u>375.00</u>
10-0-5908	Programming - Adult	Event Presentation	375.00			
Cupello Mechanical				4740	10/31/24	<u>787.00</u>
10-0-5882	Building	Inv 3112; 10.17.24	787.00			
DOUGLAS FLOOR COVERING				4741	10/31/24	<u>1,100.00</u>
70-0-5749	Elevators	Job # AL-761	1,100.00			
Esscoe L.L.C.				4742	10/31/24	<u>365.00</u>
10-0-5882	Building	Inv 68858	365.00			
Image Systems & Business Solutions	Leasing a Progr			4743	10/31/24	<u>1,868.47</u>
10-0-5766	Photocopier Leases	Inv 588560961	1,868.47			
Michelle Nichols-Yehling				4744	10/31/24	<u>150.00</u>
10-0-5908	Programming - Adult	Event Presentation	150.00			
OCLC Inc				4745	10/31/24	<u>6,887.38</u>
10-1-5345	Books-Digital-Winnetka	Inv 1000369406	359.80			
10-1-5345	Books-Digital-Winnetka	Inv 1000370030	2,201.19			
10-1-5345	Books-Digital-Winnetka	Inv 1000373723	4,326.39			
Rebecca Ganellen				4746	10/31/24	<u>23.93</u>
10-0-5907	Programming - Youth	Reimbursement	23.93			

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Stephanie Girardi 70-0-5750	Landscaping	Reimbursement	89.94	4747	10/31/24	<u>89.94</u>
Sticky Fingers Cooking 10-0-5907	Programming - Youth	Event Presentation	280.00	4748	10/31/24	<u>280.00</u>
Technology Management Rev Fund 10-0-5176	Internet Services	Inv T2505103	1,000.00	4749	10/31/24	<u>1,000.00</u>
The Alliance For Early Childhood 10-0-5731	Memberships	Inv 1381	100.00	4750	10/31/24	<u>100.00</u>
The Book Stall 10-1-5341	Books-Non-Fiction-Adult-Winnetka	Inv 541671	24.00	4751	10/31/24	<u>93.59</u>
10-2-5341	Books-Non-Fiction-Adult-Northfield	Inv 541671	23.19			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Inv 543553	24.00			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Inv 543427	22.40			
HOOPLA (MIDWEST TAPE) 10-1-5345	Books-Digital-Winnetka	Inv 506124337; 09.30.24	2,035.31	18293	10/10/24	<u>2,035.31</u>
OVERDRIVE INC. 10-1-5345	Books-Digital-Winnetka	Inv 01018CP24289878; 09.30.24	12,938.02	18294	10/10/24	<u>25,677.50</u>
10-1-5345	Books-Digital-Winnetka	Inv 01018MA24292257; 09.30.24	7,873.11			
10-1-5345	Books-Digital-Winnetka	Inv 01018MA24290767; 09.30.24	4,866.37			
Kanopy 10-1-5345	Books-Digital-Winnetka	Inv 419301- PPU; 09.30.24	452.00	18295	10/10/24	<u>452.00</u>
Today's Business Solutions INC 10-0-5134	Software	Inv 17057; 09.17.24	2,202.37	18296	10/10/24	<u>3,902.37</u>
10-0-5134	Software	Inv 17067; 09.17.24	1,700.00			
Ntiva 10-0-5135	LAN Management	Inv 247250; 09.23.24	1,925.00	18297	10/10/24	<u>1,925.00</u>
CDW-G 10-0-5885	Computer Equipment	Inv AA7MF5I; 09.23.24	14,523.99	18298	10/10/24	<u>14,523.99</u>
DD Facility Services 70-0-5748	Building Maintenance Service	Inv 1049; 10.01.24	8,000.00	18299	10/10/24	<u>8,000.00</u>
BAKER & TAYLOR 10-2-5341	Books-Non-Fiction-Adult-Northfield	BAKER & TAYLOR	816.47	18300	10/10/24	<u>10,303.08</u>
10-1-5341	Books-Non-Fiction-Adult-Winnetka	BAKER & TAYLOR	2,409.23			
10-0-5120	Library Supplies	BAKER & TAYLOR	940.96			
10-2-5340	Books-Fiction-Adult-Northfield	BAKER & TAYLOR	1,306.85			
10-1-5340	Books-Fiction-Adult-Winnetka	BAKER & TAYLOR	2,780.33			
10-2-5440	Books-Fiction-Juv-Northfield	BAKER & TAYLOR	169.91			

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10-1-5440	Books-Fiction-Juv-Winnetka	BAKER & TAYLOR	1,452.34			
10-2-5441	Books-Non-Fiction-Juv-Northfield	BAKER & TAYLOR	41.13			
10-1-5441	Books-Non-Fiction-Juv-Winnetka	BAKER & TAYLOR	269.96			
10-2-5444	Audio Books-Juv-Northfield	BAKER & TAYLOR	115.90			
MIDWEST TAPE				18301	10/10/24	<u>1,360.48</u>
10-0-5120	Library Supplies	MIDWEST TAPE	129.90			
10-1-5344	Audio Books-Adult-Winnetka	MIDWEST TAPE	89.97			
10-2-5343	DVDs-Adult-Northfield	MIDWEST TAPE	219.52			
10-1-5343	DVDs-Adult-Winnetka	MIDWEST TAPE	867.11			
10-2-5443	DVDs-Juv-Northfield	MIDWEST TAPE	26.99			
10-1-5443	DVDs-Juv-Winnetka	MIDWEST TAPE	26.99			
Children's Plus Inc.				18302	10/10/24	<u>452.40</u>
10-1-5441	Books-Non-Fiction-Juv-Winnetka	Children's Plus Inc.	258.53			
10-1-5441	Books-Non-Fiction-Juv-Winnetka	Children's Plus Inc.	193.87			
CDW-G				18316	10/24/24	<u>1,319.57</u>
10-0-5136	Hardware	Inv SD68055; 07.03.24	197.87			
10-0-5885	Computer Equipment	Inv AA93F7U; 10.09.24	808.99			
10-0-5136	Hardware	Inv AA9SL5L; 10.08.24	312.71			
VILLAGE OF NORTHFIELD				18317	10/24/24	<u>6,028.48</u>
70-2-5159	Northfield Lease	Oct. 2024	6,028.48			
COOPERATIVE COMPUTER SERVICES				18318	10/24/24	<u>17,390.12</u>
10-0-5132	CCS Operating & OCLC	Inv 2353; 10.15.24	17,390.12			
Warehouse Direct				18319	10/24/24	<u>776.68</u>
70-0-5725	Janitorial Supplies	Inv 5809271-0; 10.15.24	733.73			
70-0-5725	Janitorial Supplies	Inv 5803557; 10.04.24	42.95			
Lauterbach & Amen, LLP				18320	10/24/24	<u>1,725.00</u>
10-0-5131	Accounting and Bookkeeping	Inv 96413; 10.02.24	1,725.00			
MERCHANTS DELIVERY SERVICE				18321	10/24/24	<u>525.00</u>
10-0-5138	Delivery Service	09.2024	525.00			
VILLAGE OF WINNETKA				18322	10/24/24	<u>28,323.01</u>
10-0-5111	Health Insurance	Inv 2024-00000010; 10.01.24	28,323.01			
Ntiva				18323	10/24/24	<u>2,355.41</u>
10-0-5135	LAN Management	Inv 248856; 10.04.24	2,355.41			
VOGUE PRINTERS				18324	10/24/24	<u>3,751.23</u>
10-0-5722	Newsletter/Mailers	Inv 24-3056; 10.01.24	3,751.23			
BAKER & TAYLOR				18325	10/24/24	<u>8,101.21</u>
10-1-5440	Books-Fiction-Juv-Winnetka	BAKER & TAYLOR	953.23			
10-0-5120	Library Supplies	BAKER & TAYLOR	673.73			

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10-2-5340	Books-Fiction-Adult-Northfield	BAKER & TAYLOR	728.79			
10-1-5340	Books-Fiction-Adult-Winnetka	BAKER & TAYLOR	2,298.02			
10-2-5341	Books-Non-Fiction-Adult-Northfield	BAKER & TAYLOR	877.00			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	BAKER & TAYLOR	1,792.46			
10-2-5441	Books-Non-Fiction-Juv-Northfield	BAKER & TAYLOR	91.58			
10-1-5441	Books-Non-Fiction-Juv-Winnetka	BAKER & TAYLOR	335.35			
10-2-5440	Books-Fiction-Juv-Northfield	BAKER & TAYLOR	351.05			
MIDWEST TAPE				18326	10/24/24	<u>1,787.00</u>
10-0-5120	Library Supplies	MIDWEST TAPE	142.92			
10-1-5344	Audio Books-Adult-Winnetka	MIDWEST TAPE	207.95			
10-2-5343	DVDs-Adult-Northfield	MIDWEST TAPE	461.06			
10-1-5343	DVDs-Adult-Winnetka	MIDWEST TAPE	907.60			
10-1-5443	DVDs-Juv-Winnetka	MIDWEST TAPE	41.98			
10-2-5443	DVDs-Juv-Northfield	MIDWEST TAPE	25.49			
Children's Plus Inc.				18327	10/24/24	<u>1,221.01</u>
10-1-5441	Books-Non-Fiction-Juv-Winnetka	Children's Plus Inc.	1,221.01			
Peerless Network				18335	10/31/24	<u>41.25</u>
10-0-5176	Internet Services	ACH	41.25			
COMCAST				18336	10/31/24	<u>71.95</u>
10-0-5176	Internet Services	ACH	71.95			
PITNEY BOWES				18337	10/31/24	<u>100.00</u>
10-0-5123	Postage	PITNEY BOWES	100.00			
NICOR				18338	10/31/24	<u>53.14</u>
10-2-5174	Natural Gas - Northfield	ACH	53.14			
COMCAST				18339	10/31/24	<u>434.45</u>
10-0-5176	Internet Services	ACH	434.45			
NORTH SHORE GAS				18340	10/31/24	<u>261.54</u>
10-1-5174	Natural Gas - Winnetka	ACH	261.54			
COMED				18341	10/31/24	<u>982.19</u>
10-2-5171	Electricity - Northfield	ACH	982.19			
PITNEY BOWES				18342	10/31/24	<u>100.00</u>
10-0-5123	Postage	ACH	100.00			
VILLAGE OF WINNETKA				18343	10/31/24	<u>5,934.77</u>
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	520.25			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	26.12			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	71.01			
10-1-5173	Storm Sewer - Winnetka	VILLAGE OF WINNETKA	171.81			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	2.00			
10-1-5173	Storm Sewer - Winnetka	VILLAGE OF WINNETKA	139.71			

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10-1-5171	Electricity - Winnetka	VILLAGE OF WINNETKA	5,285.65			
10-1-5171	Electricity - Winnetka	VILLAGE OF WINNETKA	-483.60			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	103.17			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	98.65			
VILLAGE OF NORTHFIELD				18344	10/31/24	<u>46.32</u>
10-2-5172	Water - Northfield	ACH	46.32			
NATIONWIDE RETIREMENT SOLUTIONS				18345	10/31/24	<u>1,225.00</u>
10-0-2040	457 withholding	ACH	1,225.00			
NATIONWIDE RETIREMENT SOLUTIONS				18346	10/31/24	<u>1,225.00</u>
10-0-2040	457 withholding	NATIONWIDE RETIREMENT SOLUTIONS	1,225.00			
First Bankcard				18347	10/31/24	<u>14,583.46</u>
10-0-5884	Equipment/Furniture	Dombrowski - Lumbar Supports for Director's Office	49.98			
10-0-5884	Equipment/Furniture	Dombrowski - Additional Lighting for Director's Office	223.12			
10-0-5114	Professional Development	Dombrowski - eBook for programmers	17.99			
10-0-5177	Website/Platform Fees	Dombrowski - PLA Benchmark Subscription Renewal	420.00			
10-0-5114	Professional Development	Dombrowski - Book for Digital Services Prof Dev	65.79			
10-0-5134	Software	Dombrowski - Chat GPT 1-month Subscription	20.00			
10-0-5907	Programming - Youth	Karowska - Youth Programming	19.99			
10-0-5308	Reading Programs	Karowska - Summer Reading Party supplies	119.89			
10-0-5907	Programming - Youth	Karowska - Youth Programming	79.83			
10-0-5907	Programming - Youth	Karowska - Youth Programming	48.02			
10-0-5907	Programming - Youth	Karowska - Youth Programming	7.49			
10-0-5907	Programming - Youth	Karowska - Youth Programming	300.72			
10-1-5441	Books-Non-Fiction-Juv-Winnetka	Karowska - Youth Videogames	84.80			
10-2-5441	Books-Non-Fiction-Juv-Northfield	Karowska - Youth Videogames	84.80			
10-0-5308	Reading Programs	Karowska - Summer Reading Party Sign	74.14			
10-1-5441	Books-Non-Fiction-Juv-Winnetka	Karowska - Youth Videogames	49.99			
10-2-5441	Books-Non-Fiction-Juv-Northfield	Karowska - Youth Videogames	44.99			
10-0-5308	Reading Programs	Karowska - Summer Reading Prizes	15.00			
10-0-5907	Programming - Youth	Karowska - Youth Programming (paid performer)	400.00			
10-1-5441	Books-Non-Fiction-Juv-Winnetka	Karowska - Youth Videogames	122.66			
10-2-5441	Books-Non-Fiction-Juv-Northfield	Karowska - Youth Videogames	122.65			
10-1-5444	Audio Books-Juv-Winnetka	Karowska - Youth multimedia (audiobook line)	547.47			
10-2-5444	Audio Books-Juv-Northfield	Karowska - Youth multimedia (audiobook line)	547.46			
10-0-5907	Programming - Youth	Karowska - Youth Programming	25.28			
10-0-5907	Programming - Youth	Karowska - Youth Programming	1,194.65			
10-0-5907	Programming - Youth	Karowska - Youth Programming	39.98			
10-0-5907	Programming - Youth	Karowska - Youth Programming	29.97			
10-0-5907	Programming - Youth	Karowska - Youth Programming	17.98			

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10-0-5907	Programming - Youth	Karwowska - Youth Programming	11.99			
10-0-5120	Library Supplies	Karwowska - Library Supplies	77.35			
10-0-5907	Programming - Youth	Karwowska - Youth Programming	24.99			
10-2-5441	Books-Non-Fiction-Juv-Northfield	Karwowska - Youth Videogames refund	-49.99			
10-1-5441	Books-Non-Fiction-Juv-Winnetka	Karwowska - Youth Videogames	61.78			
10-2-5441	Books-Non-Fiction-Juv-Northfield	Karwowska - Youth Videogames	61.78			
10-1-5441	Books-Non-Fiction-Juv-Winnetka	Karwowska - Youth Videogames	44.99			
10-2-5441	Books-Non-Fiction-Juv-Northfield	Karwowska - Youth Videogames	44.99			
10-1-5441	Books-Non-Fiction-Juv-Winnetka	Karwowska - Youth Videogames	89.98			
10-2-5441	Books-Non-Fiction-Juv-Northfield	Karwowska - Youth Videogames	89.98			
10-1-5439	Kits	Karwowska - Early Lit Kit replacement	8.59			
10-0-5114	Professional Development	Karwowska - Prof Dev Tmalinowski Caudill FY24-25	9.00			
10-0-5114	Professional Development	Karwowska - Prof Dev Tmalinowski Caudill FY24-25	209.28			
10-0-5114	Professional Development	Karwowska - Prof Dev Tmalinowski Caudill FY24-25	19.99			
10-0-5114	Professional Development	Karwowska - Prof Dev Tmalinowski Caudill FY24-25	36.00			
10-0-5114	Professional Development	Karwowska - Prof Dev AURich ALSC FY24-25	3.29			
10-0-5114	Professional Development	Karwowska - Prof Dev AURich ALSC FY24-25	27.31			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Mall - Materials	11.00			
10-0-5121	Office Supplies	Mall - Office supplies for Northfield	59.28			
10-0-5121	Office Supplies	Mall - Office supplies for Northfield	93.53			
10-0-5121	Office Supplies	First Bankcard	18.00			
10-1-5441	Books-Non-Fiction-Juv-Winnetka	Mall - Materials	12.64			
10-0-5121	Office Supplies	Mall - First aid kits	16.32			
10-0-5120	Library Supplies	Mall - Tech Services supplies	19.99			
10-0-5120	Library Supplies	Mall - Tech Services supplies	19.99			
10-1-5342	Periodicals-Winnetka	Mall - Materials	79.00			
10-0-5134	Software	Mall - Virtual event hosting	127.97			
10-0-5120	Library Supplies	Mall - Tech Services supplies	99.95			
10-0-5908	Programming - Adult	Mall - Trivia event software	102.00			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Mall - Materials	45.99			
10-1-5340	Books-Fiction-Adult-Winnetka	Mall - Materials	18.95			
10-0-5120	Library Supplies	Mall - Refund for Tech Services supplies, 8/22	-7.97			
10-0-5121	Office Supplies	Mall - Laundry detergent for library use	19.70			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Mall - Materials	57.40			
10-0-5898	Miscellaneous	Mall - Bird food	24.66			
10-0-5491	VideoGames-Adults	Mall - Materials	164.12			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Mall - Materials	311.39			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Mall - Materials	10.31			
10-0-5724	Marketing/Advertising	Melero - B&A	224.00			
70-0-5750	Landscaping	Melero - Landscaping	381.00			

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

October 1, 2024 - October 31, 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
70-0-5750	Landscaping	Melero - Landscaping	75.00			
10-0-5114	Professional Development	Melero - HR Course and Certification	1,265.00			
10-0-5121	Office Supplies	Melero - Planner	34.83			
10-0-5732	Staff Recognition/Events/Meetings	Melero - Staff Celebrations	50.00			
10-0-5121	Office Supplies	Melero - Fridge Stickers	9.99			
10-0-5121	Office Supplies	Melero - Staff Kitchen supplies	39.96			
10-0-5732	Staff Recognition/Events/Meetings	Melero - Staff celebratory gift card	100.00			
10-0-5121	Office Supplies	Morgan - office supplies	8.00			
10-0-5121	Office Supplies	Morgan - office supplies	29.99			
10-0-5121	Office Supplies	Morgan - office supplies	41.97			
10-0-5907	Programming - Youth	Morgan - Programming - Youth for art play	11.98			
10-0-5121	Office Supplies	Morgan - office supplies	283.51			
10-0-5121	Office Supplies	Morgan - office supplies	116.26			
10-0-5907	Programming - Youth	Morgan - Programming - Youth - replaced items for preschool play area	9.99			
10-0-5882	Building	Morgan - Building - keys to Northfield	33.08			
10-0-5907	Programming - Youth	Morgan - Programming - Youth - scavenger hunt supplies	7.99			
10-0-5121	Office Supplies	Morgan - office supplies	43.14			
10-0-5121	Office Supplies	Morgan - office supplies	14.93			
10-0-5732	Staff Recognition/Events/Meetings	Morgan - Staff Recognition/Events/Meetings - Amelia Kmiec & Nancy Stern	17.90			
10-0-5906	Programming - Studio	Munoz - Studio Supplies: Embroidery station	8.48			
10-0-5906	Programming - Studio	Munoz - programming supplies : Decorate a Summer Tote Bag	9.65			
10-0-5906	Programming - Studio	Munoz - Studio Supplies: Heat Transfer vinyl	43.13			
10-0-5906	Programming - Studio	Munoz - programming supplies: Back to School Study Aid	91.97			
10-0-5732	Staff Recognition/Events/Meetings	Munoz - Staff incentive	6.49			
10-0-5906	Programming - Studio	Munoz - Studio Supplies: 3D printer Filament	34.99			
10-0-5906	Programming - Studio	Munoz - Studio Supplies: 3D printer Filament	19.99			
10-0-5906	Programming - Studio	Munoz - Studio Supplies: 3D printer Filament	76.97			
10-0-5906	Programming - Studio	Munoz - Studio Supplies: 3D printer Filament	-34.99			
10-0-5906	Programming - Studio	Munoz - Replacement part : Laser machine	6.49			
10-0-5906	Programming - Studio	Munoz - LoT: Ninentendo switch replacement controllers	79.99			
10-0-5906	Programming - Studio	Munoz - programming supplies : Gourdgeous Wreath	36.98			
10-0-5906	Programming - Studio	Munoz - programming supplies : Gourdgeous Wreath	40.56			
10-0-5906	Programming - Studio	Munoz - programming supplies : Gourdgeous Wreath	58.40			
10-0-5906	Programming - Studio	Munoz - programming supplies : Gourdgeous Wreath	21.98			
10-0-5906	Programming - Studio	Munoz - programming supplies : Polymer Clay Earrings	39.96			

Winnetka-Northfield Public Library District

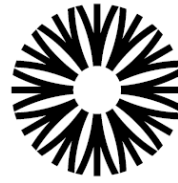
Check Register

All Bank Accounts

October 1, 2024 - October 31, 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5906	Programming - Studio	Munoz - Programming Supplies: DIY Decor Tray	69.18			
10-0-5906	Programming - Studio	Munoz - Programming Supplies: Thanksgiving Table Decor	12.50			
10-0-5906	Programming - Studio	Munoz - Studio Supplies: replinashibles	15.00			
10-0-5906	Programming - Studio	Munoz - Studio Supplies: Embroidery station	18.44			
10-0-5906	Programming - Studio	Munoz - LoT: Board Games Elastic Rubberbands	18.98			
10-0-5906	Programming - Studio	Munoz - Studio Supplies: Embroidery station	30.92			
10-0-5906	Programming - Studio	Munoz - Programming Supplies : Back to School Aid	14.38			
10-0-5906	Programming - Studio	Munoz - Studio Supplies: Cricut	10.61			
10-0-5906	Programming - Studio	Munoz - Studio Supplies:	62.99			
10-0-5906	Programming - Studio	Munoz - Studio Supplies: Embroidery station	14.98			
10-0-5906	Programming - Studio	Munoz - Replacement part : Laser machine	20.09			
10-0-5906	Programming - Studio	Munoz - Programming Supplies: Fall Luminary	17.13			
10-0-5906	Programming - Studio	Munoz - Programming Supplies: Back to School Aid	27.11			
10-0-5906	Programming - Studio	Munoz - Programming Supplies: Wooden Jack-O-Lantern	31.98			
10-0-5906	Programming - Studio	Munoz - LoT: Outdoor Games Accessories	38.58			
10-0-5906	Programming - Studio	Munoz - Replacement part : Laser machine	-6.49			
10-0-5906	Programming - Studio	Munoz - programming supplies : Gourdgeous Wreath	-13.97			
10-0-5906	Programming - Studio	Munoz - programming supplies : Gourdgeous Wreath	-14.47			
10-0-5906	Programming - Studio	Munoz - programming supplies : Gourdgeous Wreath	-15.99			
10-0-5721	Promotional	Quish - Staff T-shirt Inventory	343.02			
10-0-5721	Promotional	Quish - Staff Sweatshirt Inventory	463.04			
10-0-5721	Promotional	Quish - Refund of taxes paid	-27.24			
10-0-5721	Promotional	Quish - Branded Slinkys & Tumblers	733.37			
10-0-5723	PR Supplies	Quish - Reorder of business cards for Courtney Volny	43.54			
10-0-5724	Marketing/Advertising	Quish - Storytime Rack Cards	188.47			
10-0-5134	Software	Swenson - Entra Licenses	7.20			
10-0-5134	Software	Swenson - Power BI Licenses	30.00			
10-0-5134	Software	Swenson - Office 365 Licenses	192.50			
10-0-5177	Website/Platform Fees	Swenson - Content Website Hosting	5.00			
10-0-5177	Website/Platform Fees	Swenson - Content Website Backup	1.01			
10-0-5134	Software	Swenson - Creative Cloud Subscriptions	295.90			
10-0-5885	Computer Equipment	Swenson - New Computer for Luvia	1,552.00			
10-0-5121	Office Supplies	Volny - Office Supploes	45.00			
10-0-5120	Library Supplies	Volny - iPad Case	25.99			
10-0-5121	Office Supplies	Volny - TUL Supplies	16.99			
10-0-5732	Staff Recognition/Events/Meetings	Volny - Staff Meeting Snacks	75.31			
10-0-5121	Office Supplies	Volny - TUL Supplies	13.85			
10-0-5121	Office Supplies	Volny - TUL Supplies	19.85			
10-0-5121	Office Supplies	Volny - TUL Supplies	16.99			

Check List Total 207,709.71



NOVEMBER 2024 DIRECTOR’S REPORT

STAFF UPDATES

Anniversaries: Anna Jaich-Westine, Tech Services Assistant, 10/2 (24 years); Sydney Clark, Community Engagement Librarian, 10/3 (11 years); Jeanine McCarthy, Patron Services Assistant, 10/10 (2 years); Mike Strohm, Page, 10/10 (11 years); Stephanie Girardi, Tech Services Supervisor, 10/15 (30 years); Anna Karwowska, Youth Services Manager, 10/17 (2 years); Monica Dombrowski, Executive Director, 10/19 (4 years); Dennis Tracy, Studio Specialist, 10/30 (1 year).

Comings: Gil Strieter joined us on 10/30/24 as our new Youth Services Librarian. Gil comes to us from a preschool and has lots of experience with our tiniest patrons!

STAFF SHOUT OUTS

- Thanks to Branch Librarian Lisa’s data analyzation efforts, the nonfiction collection at Northfield has circulated more items YTD than all of 2023. The total number of checkouts/renewals for this collection is likewise projected to surpass that of 2023.
- Tech Services Supervisor Stephanie gave a presentation on seed libraries and Youth Services Librarian Tom gave a presentation on his Move & Groove program at the Illinois Library Association Annual Conference in Peoria. Both were well-attended, with engaged participants excited by the information!

PROGRAMMING

Youth

Category	OCT24/25	OCT23/24	Mo. % +/-	FY24-25 YTD	FY23-24 YTD	FY % +/-
Programs	63	61	3.28%	221	203	8.87%
Live Attendees	1,987	1,743	14.00%	7,268	5,805	25.20%
Passive Programming	4,529	4,666	-2.94%	17,856	14,931	19.59%

Highlights

Family Science	12 attendees learned about chemistry by mixing vinegar & baking soda to create gas that blew up a balloon.
Edible Haunted Houses	25 attendees celebrated the spooky season by using cereal treats, frosting, and candy to make haunted houses.
Pumpkin Decorating	131 attendees across 4 sessions at both branches used stickers, gems, and other craft materials to decorate mini pumpkins.
Not So Spooky Halloween	146 attendees joined us for Halloween games, sensory bins, craft activities, and treats in the Youth Services Department.

Adults

Category	OCT24/25	OCT23/24	Mo. % +/-	FY24-25 YTD	FY23-24 YTD	FY % +/-
Programs	26	24	8.33%	87	72	20.83%
Live Attendees	584	589	-0.85%	1,616	1,735	-6.86%
Recording Attendees	659	188	250.53%	887	1,184	-25.08%

Highlights

There's Something Strange in Your Neighborhood (V)	49 participants enjoyed hearing Troy Taylor's stories behind the area's famous and little-known haunts.
Lucille Ball: A Portrayal by Leslie Goddard (V)	123 people attended a portrayal of comedienne Lucille Ball learning about both the comic legend and the real woman behind the myth.
Abraham Lincoln: A New Birth of Freedom (IP)	16 attendees listened to Abe Lincoln, portrayed by historian Kevin Wood, as he detailed his frontier upbringing/experiences through the Civil War.

(IP)= In-Person Program (V)=Virtual Program

Studio

Category	OCT24/25	OCT23/24	Mo. % +/-	FY24-25 YTD	FY23-24 YTD	FY % +/-
1:1s	257	270	-4.81%	914	1,124	-18.68%
Programs	15	16	-6.25%	44	61	-27.87%
Attendees	105	82	28.05%	257	419	-38.66%

Highlights

Gourdgeous Wreath	10 patrons assembled a stunning fall-themed wreath.
Wooden Jack-o-Lantern	7 patrons created a stack of rustic wooden pumpkins using the laser machine.
Digitizing for Embroidery	11 patrons learned how to transform images, logos, and artwork into embroidery files using Hatch embroidery, our new user-friendly embroidery software.
Polymer Clay Earrings	7 patrons used colorful clays to design and craft unique earrings.

Community Engagement

Category	OCT24/25	OCT23/24	Mo. % +/-	FY24-25 YTD	FY23-24 YTD	FY % +/-
Youth Events	1	3	-66.67%	6	11	-45.45%
Adult Events	4	4	0.00%	10	22	-54.55%
Family Events	1	-	-	6	6	0.00%
Total Events	6	7	-14.29%	22	39	-43.59%
Youth Attendance	10	28	-64.29%	340	345	-1.45%
Adult Attendance	90	78	15.38%	397	466	-14.81%
Family Attendance	6	-	-	751	1,300	-42.23%
Total Attendance	106	106	0.00%	1,488	2,111	-29.51%

Highlights

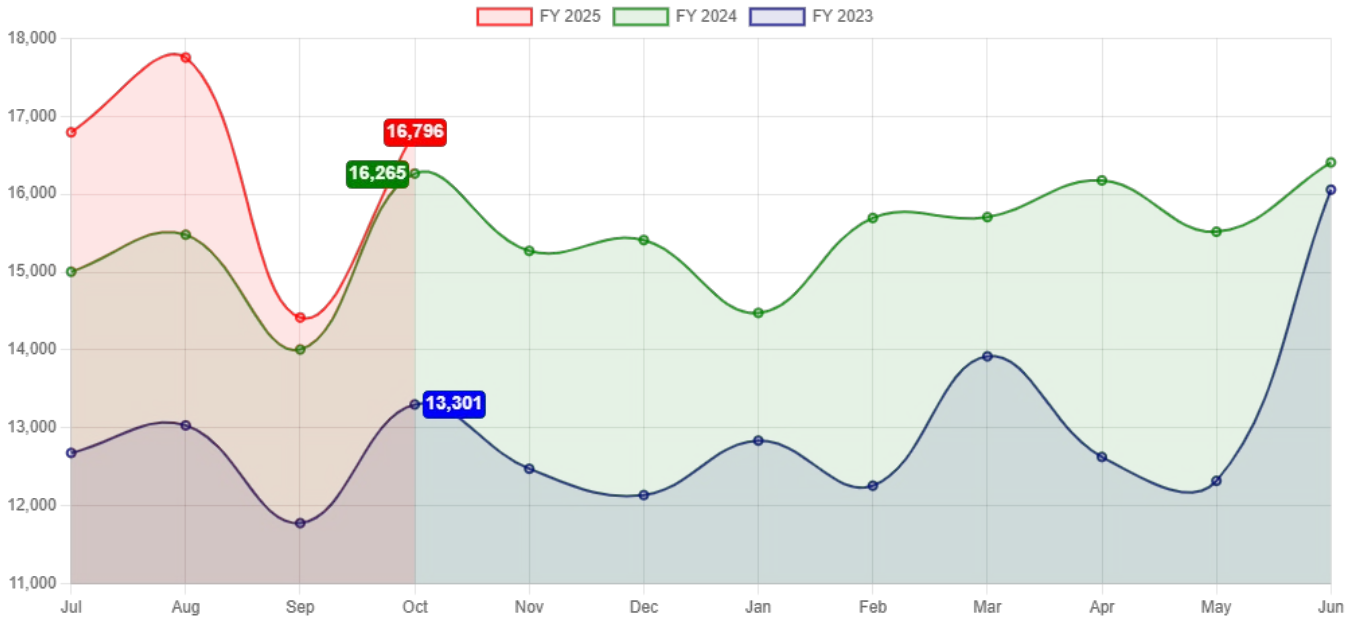
Tree Identification Tour	21 attendees enjoyed a tree identification walk in the library's with Open Lands TreeKeeper, Lynn Zaransky. Co-sponsored by Go Green Winnetka.
North Shore Senior Center Vaccine Clinic	47 community members stopped at the library's table, promoting health and wellness resources, during NSSC's annual vaccine clinic.

SERVICES

Visitors

Building	OCT24/25	OCT23/24	Mo. % +/-	FY24-25 YTD	FY23-24 YTD	FY % +/-
Winnetka	11,860	11,451	3.57%	46,567	42,579	9.37%
Northfield	4,583	4,411	3.90%	18,346	17,071	7.47%
Total	16,443	15,862	3.66%	64,913	59,650	8.82%
Virtual	353	403	-12.41%	848	1,107	-23.40%
Total	16,796	16,265	3.26%	65,761	60,757	8.24%

3 Year People Counter Comparison



Cardholders (by Household)

Community	Number of Households	Households w/Cards	% Households w/Cards
Winnetka	4,242	3,174	74.82%
Northfield	2,340	1,412	60.34%
Total District	6,582	4,586	69.67%
Kenilworth	789	215*	27.25%
Total	7,371	4,801	65.13%

Desk Questions

Category	OCT24/25	OCT23/24	Mo. % +/-	FY24-25 YTD	FY23-24 YTD	FY % +/-
Adult	2,335	2,220	5.18%	8,944	9,579	-6.63%
Youth	555	427	29.98%	2,103	1,946	8.07%
Digital Services	91	84	8.33%	259	337	-23.15%
Total	2,981	2,731	9.15%	11,306	11,862	-4.69%

TECHNOLOGY

Computer Usage

Location	OCT24/25	OCT23/24	Mo. % +/-	FY24-25 YTD	FY23-24 YTD	FY % +/-
Winnetka	379	581	-34.77%	1,773	1,922	-7.75%
Northfield	231	205	12.68%	970	933	3.97%
Total	610	786	-22.39%	2,743	2,855	-3.92%

Hotspot Usage

Location	OCT24/25	OCT23/24	Mo. % +/-	FY24-25 YTD	FY23-24 YTD	FY % +/-
Winnetka Sessions	16,413	23,856	-31.20%	52,858	81,594	-35.22%
Northfield Sessions	2,506	4,175	-39.98%	7,764	16,644	-53.35%
Total	18,919	28,031	-32.51%	60,622	98,238	-38.29%

Winnetka Bandwidth	227 GB	539 GB	-57.88%	933 GB	2,236 GB	-58.27%
Northfield Bandwidth	91 GB	103 GB	-11.65%	367 GB	425 GB	-13.65%
Total	318 GB	642 GB	-50.47%	1,300 GB	2,661 GB	-51.15%

Website Visits

Activity	OCT24/25	OCT23/24	Mo. % +/-	FY24-25 YTD	FY23-24 YTD	FY % +/-
Total Visits	10,555	12,906	-18.22%	42,647	44,571	-4.32%
Unique Visits	6,285	7,687	-18.24%	25,038	27,692	-9.58%

MARKETING

Email Subscribers

OCT24/25	% Cardholders	OCT23/24	Open Rate	Click Rate
10,453	112.08%	10,754	55%	2%

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

Social Media Activity

Platform	OCT24/25 Impres.	OCT24/25 Reach	OCT24/25 Engage.
YouTube	54,326	6,943	N/A
Facebook	4,577	7,768	181
Instagram	4,475	912	52
LinkedIn	370	164	52
Total	63,748	15,787	285

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	OCT24/25	OCT23/24	Mo. % +/-	FY24-25 YTD	FY23-24 YTD	FY % +/-
Winnetka	10,027	10,054	-0.27%	42,201	41,718	1.16%
Northfield	3,698	3,966	-6.76%	15,112	15,571	-2.95%

Physical Youth (By Location)

Location	OCT24/25	OCT23/24	Mo. % +/-	FY24-25 YTD	FY23-24 YTD	FY % +/-
Winnetka	13,643	14,903	-8.45%	55,516	58,834	-5.64%
Northfield	3,412	3,589	-4.93%	12,774	13,388	-4.59%

Physical Miscellaneous

Lending Type	OCT24/25	OCT23/24	Mo. % +/-	FY24-25 YTD	FY23-24 YTD	FY % +/-
	5	4				
Kenilworth Patrons	658	1,172	-43.86%	2,968	4,971	-40.29%
Borrowed from Other Libraries	1,699	1,707	-0.47%	6,479	6,881	-5.84%

Physical Adult (By Type)

Material Type	OCT24/25	OCT23/24	Mo. % +/-	FY24-25 YTD	FY23-24 YTD	FY % +/-
Books	8,251	8,649	-4.60%	34,606	35,623	-2.85%
Book - Fiction	4,588	4,992	-8.09%	20,036	21,106	-5.07%
Book - Nonfiction	3,663	3,657	0.16%	14,570	14,517	0.37%
Audiobook - CD	166	212	-21.70%	597	943	-36.69%
Music CD	45	81	-44.44%	253	295	-14.24%
Playaway	18	25	-28.00%	83	124	-33.06%
DVD/Blu-Ray	2,429	2,651	-8.37%	9,559	10,496	-8.93%
Magazine	187	239	-21.76%	812	931	-12.78%
Videogame	31	15	106.67%	180	75	140.00%
Computing Device	5	0	-	25	22	13.64%
Library of Things	39	22	77.27%	96	81	18.52%
Other	1	5	-80.00%	491	7	6914.29%
Non-CCS ILL	59	42	40.48%	193	126	53.17%
Sent Out	2,494	2,079	19.96%	10,418	8,566	21.62%
Studio Equipment	105	0	-	0	0	-
Total	13,830	14,020	-1.36%	57,313	57,289	0.04%

Physical Youth (By Type)

Material Type	OCT24/25	OCT23/24	Mo. % +/-	FY24-25 YTD	FY23-24 YTD	FY % +/-
Books	12,749	13,916	-8.39%	51,055	55,540	-8.08%
Book - Fiction	10,800	11,892	-9.18%	43,153	46,955	-8.10%
Book - Nonfiction	1,949	2,024	-3.71%	7,902	8,585	-7.96%
Audiobook - CD	0	2	-100.00%	3	25	-88.00%
Playaway	187	163	14.72%	1,007	1,077	-6.50%
DVD/Blu-Ray	534	703	-24.04%	2,985	3,327	-10.28%
Videogame	247	263	-6.08%	1,303	1,030	26.50%
Computing Device	53	60	-11.67%	242	220	10.00%
Vox Reader	325	392	-17.09%	1,415	1,340	5.60%
Youth Kits	82	70	17.14%	279	272	2.57%
Other	20	32	-37.50%	38	78	-51.28%
In House Circulation	2,857	2,891	-1.18%	9,955	9,312	6.91%
Total	17,055	18,492	-7.77%	68,290	72,222	-5.44%

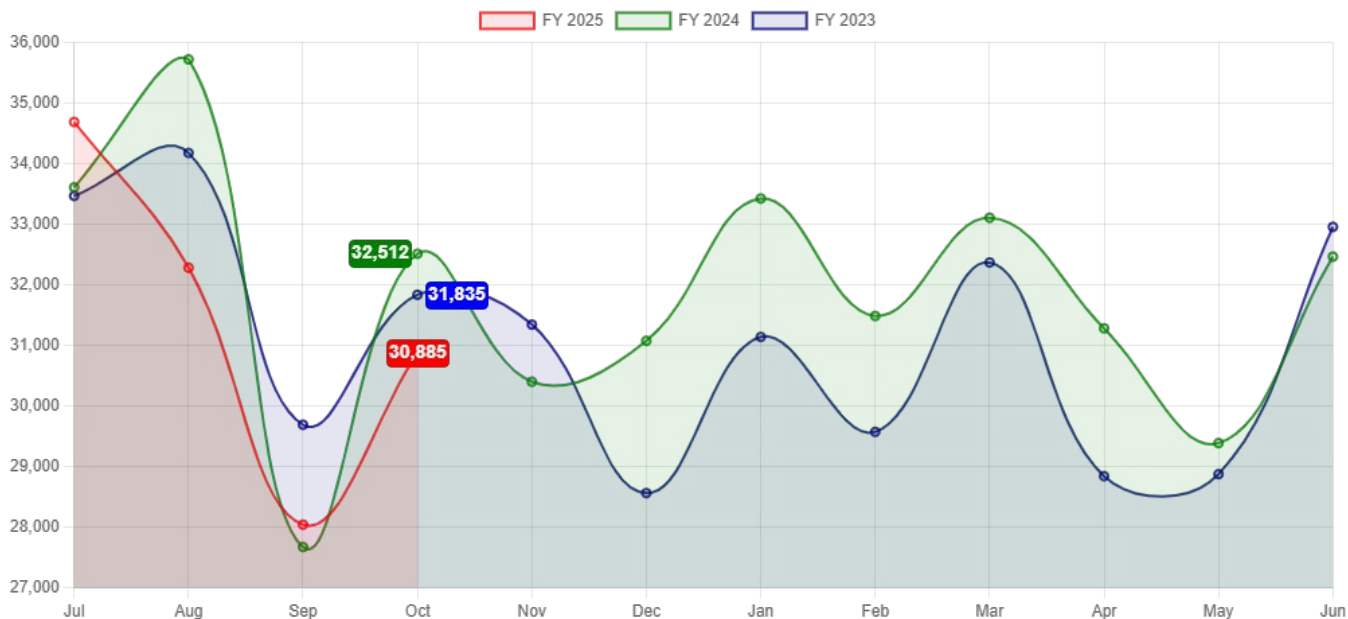
MTD Total Physical Circulation

OCT24/25 Physical Circulation	OCT23/24 Physical Circulation	Net Change
30,885	32,512	-5.00%

YTD Total Physical Circulation

FY24-25 YTD Physical Circulation	FY23-24 YTD Physical Circulation	Net Change
125,603	129,511	-3.02%

3 Year Circulation Comparison

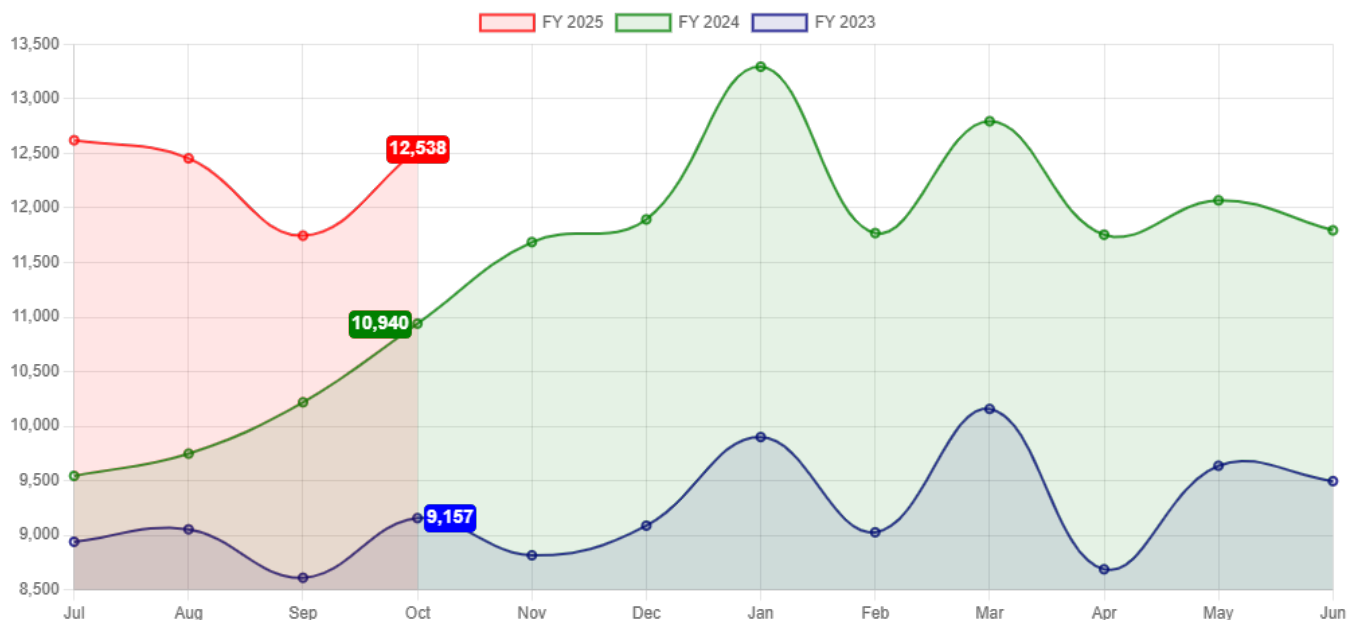


Digital Circulation

Material Type	OCT24/25	OCT23/24	Mo. % +/-	FY24-25 YTD	FY23-24 YTD	FY % +/-
eBooks	4,922	4,462	10.31%	19,907	17,706	12.43%
eAudiobooks	4,509	3,889	15.94%	18,388	15,435	19.13%
eMagazines*	2,506	2,169	15.54%	8,916	5,185	71.96%
eVideos	553	380	45.53%	2,016	1,936	4.13%
eMusic	48	40	20.00%	133	189	-29.63%
Total	12,538	10,940	14.61%	49,360	40,451	22.02%

*Vendor made a change & now auto delivers new issues of eMags to those with a copy checked out.

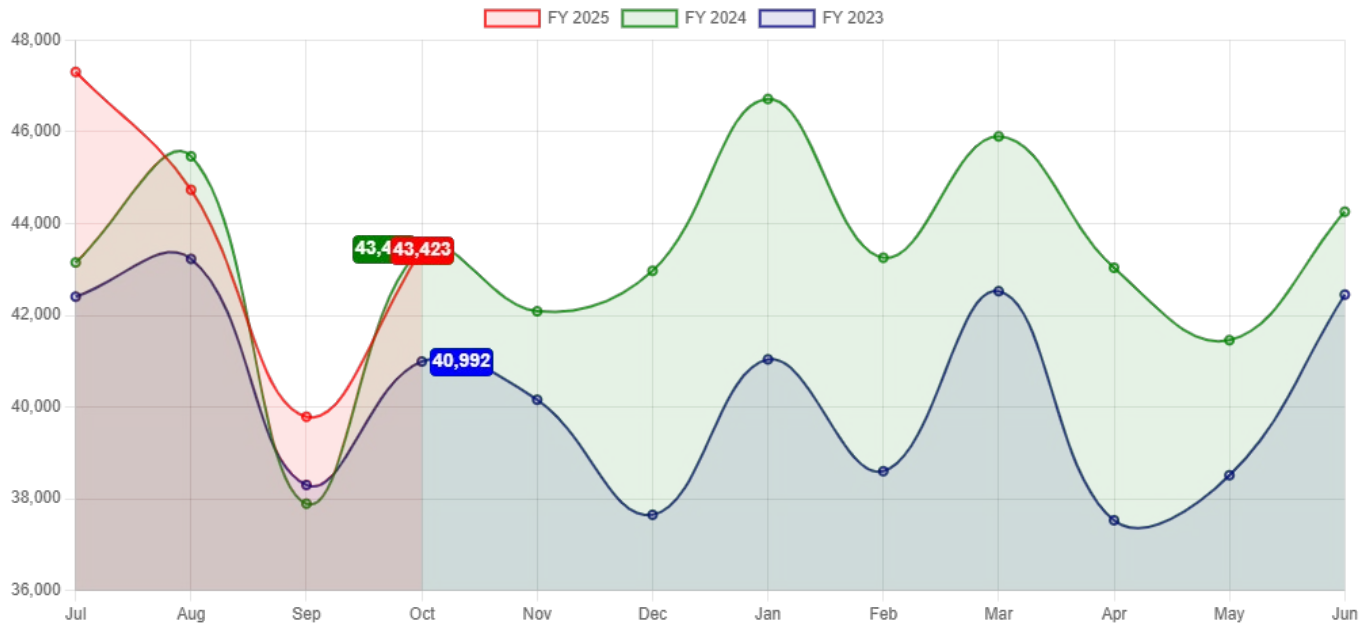
3 Year eResource Comparison



MTD Total District Circulation

OCT24/25 District Circulation	OCT23/24 District Circulation	Net Change
43,318	43,452	-0.31%

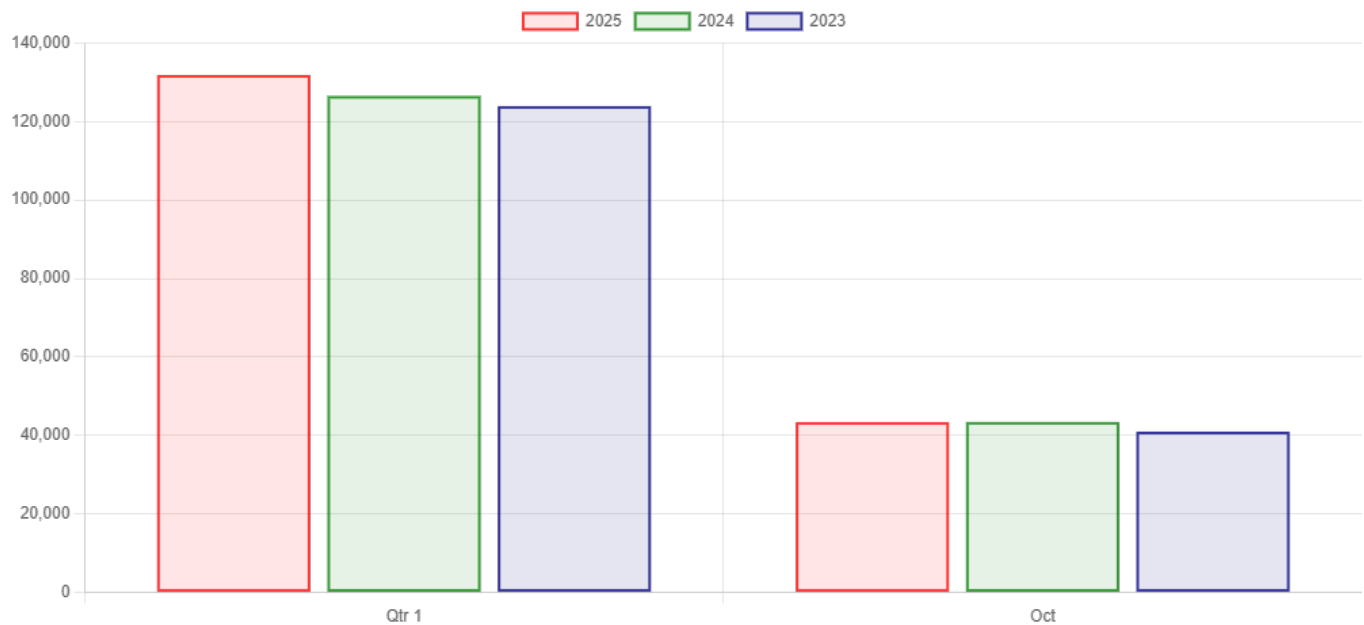
3 Year Combined Circulation Comparison



YTD Total District Circulation

FY24-25 YTD District Circulation	FY23-24 YTD District Circulation	Net Change
174,963	169,962	2.94%

3 Year Cumulative Circulation to Date



IMPACT STORIES

Branch Services

General Feedback

- Librarian Sydney helped a new resident set up Libby on her iPhone. A lifetime library user, the patron said she loved our library and that getting her new library card set up was one of the first things she did when she moved into the District.
- Two patrons commented on the display *So, Your Kids Are 'Too Old' to Get Scared by Halloween* curated by Librarian Lisa, which featured books on college prep exams. One said it made her day and the other said she cackled out loud.
- *"It's been the week from [patron mouthed the word 'hell'] but at least I've got some good books thanks to you!"*
- *"You are so kind to listen to people's life stories. I hope people realize what an important space you provide, especially for older adults who just need someone to talk to."*
- *"This is our favorite library. You guys are always so friendly. It's really nice, especially when I have the twins on my own."*
- A child and mom came to Northfield to find a Diary of a Wimpy Kid book. Branch Services Librarian Rebecca helped them find it and also showed them the Beginning Chapters section. The mom commented that, *"We should come back here more often because it's so easy to find stuff."*
- *"You guys have a great selection of children's books; it's really nicely organized."*
- *"It's really nice that you're open at 8 unlike most libraries that open at 9."*

Feedback for There's Something Strange in Your Neighborhood:

- *"Troy is a PHENOMENAL storyteller and is incredibly knowledgeable on the subject matter. He keeps his discussion interesting yet easy to follow and not to mention relevant to local ghost stories!"*
- *"I love Troy Taylor's books, presentations, ghost hunts, etc. He is a world-class researcher who brings to light otherwise unknown facts. He presents in a way that is very engaging."*

Feedback for Fall Cookie Decorating: *"The class was delightful. The teacher was organized and helpful. The wide range of colors and tools was great."*

Feedback for Art Play: *"This is such a fun idea! I'm going to do this at home with the 6-year-old."*

Community Engagement

Feedback at the NSSC Vaccine Clinic event:

- *"We have lived in 13 towns, but we love the Winnetka Library the most. Fantastic service!"*
- A man walking up to the table said, *"...my brother has Parkinsons, and I don't know anything about it."* Fortunately, one of our books displayed at our table was about Parkinsons so we were able to check it out to his library card while he was at the event.

Youth Services

General Feedback

- *"This is the best library ever. We love coming here and participating in all these programs!"*
- *"You guys do such a good job here. You have such great activities and crafts, and we love storytime. We just really love coming here and so appreciate what you do."*
- *"The library is always so solid no matter the kids ages."*
- *"I've been coming here for years, and Mr. Tom is one of the best!"*

Feedback for Crafternoon: *“Thank you for all the effort and heart you put into this program! We can tell you really care and are happy to be here doing this”*

Feedback for Baby Move & Play: *“This Move & Play thing is really perfect for our needs right now. My little one can’t sit for more than 10 minutes but we want to be able to come to storytime!”*

Feedback for Pumpkin Decorating:

- A grown up thanked us for offering this program and others like it so they don’t have to stress so much about the effort that has to be put in to provide similar activities at home
- *“Loved sharing this time with my grandson. He enjoyed choosing a pumpkin and fun sparkly stickers!”*
- *“The staff member who oversaw the Winnetka location was great! Interacted with the kids. Helpful and kind. Played great music. We had a blast!”*

Feedback for Not So Spooky Halloween:

- *“This Halloween thing was so fun and so engaging! We just spent an hour in there!”*
- *“I thought we’d last five minutes in here, but here we are going on 45! Incredible”*

Adult Services

Feedback for Colleen Moore: Silent Film Star, Fairy Doll House Creator with Lynn Rymarz:

- *“Thank you. Please continue to do more programs like these. They are fantastic.”*
- *“Really fun and interesting story. Colleen Moore had a connection Winnetka!”*
- *“A wonderful performance I want to see more”*
- *“Bring her back more often”*

Feedback for Decoding the Mysteries of Cats: *“Having been a cat owner for most of my life, I didn’t think there was much more I could learn about cats. Wrong! Stephen Quandt, the presenter, laid out the basics of cat motivation and behavior clearly and succinctly, supported by real-life examples. I came away far better equipped to live symbiotically with and to enjoy our sweet mini-mountain lion Thanks for the enlightening event!”*

Feedback for Lucille Ball: A Portrayal by Leslie Goddard:

- *“Winnetka Library’s zoom events are always thoughtfully selected, informative and a joy to watch. Thank you so much for providing these zoom programs. We greatly appreciate them.”*
- *I love our national treasure, Leslie Goodard! She is amazing. I love the acting as she brings strong woman from history to life before our eyes. The painstakingly detailed research she does to create the historical person comes through in all her presentations. I just love Leslie’s work. I am a huge fan. Thank you, Winnetka library, for scheduling her latest creation.”*
- *“Leslie Goddard is an amazing performer! I love virtual programs after a day of work. Please have her back again! Thank you!”*
- *Please invite Leslie Goddard back! Love the zoom option. Thank you for the recording!*
- *“I love all the programs that <https://www.wnpld.org/> provides.”*

Feedback for Fleeing the Nazis: A Journey of Two Sisters and the Hero Who Outwitted the Gestapo:

- *“Best presentation this year. What an amazing story of bravery for two young women to venture out and the Hero who risked his life to save so many others. Inspiring. Intriguing. Thank you for hosting!”*
- *“I think it needs to be repeated and somehow made available to the high schools and colleges in this country as the survivors are passing away. The era of history must not be allowed to be buried with them.”*
- *“Very interesting event! Thank you! I appreciate the library hosting events related to historical issues.”*

Feedback for The Reintroduction of Native Americans to Illinois: *“This is my 3rd program with Gerald Savage at Winnetka Library. It's always a pleasure to listen to his Native American programs. I look forward to many more because I always learn something new, and he is a real pleasure to speak with.”*

Feedback for Halloween Horror Trivia:

- *“This is my third year attending, absolutely love it. Don't change a thing!”*
- *“This was very enjoyable, and the questions had a great balance of difficulty even for people who don't really follow horror movies.”*

Feedback for Chair Yoga: *“The class helps bring peace into my day.”*

Feedback for Day of the Dead Exhibit Tour:

- *“This is a wonderful way to be engaged in a cultural event when one cannot physically go.”*
- *“I'm glad you have virtual visits to museums that are not easily accessible.”*

Digital Services

- Studio specialist Zoe helped a patron throughout the month of October with a Halloween costume for her grandson. The patron was very pleased with the outcome of her project and thankful for all of Zoe's help.
- During a weekly device advice session, Studio Specialist Dennis helped a patron reformat a Google Document for an upcoming speech. The patron later expressed gratitude, sharing that the speech was a huge success.

Feedback for Gourdgeous Wreath:

- *“Annie was exceptional in her presentation, preparation, and explaining how to design the wreath. She took her time with everyone in the class. Annie made everyone feel comfortable. relaxed and at the end everyone enjoyed their creation. Both of us cannot wait for her next craft project and look forward to being there.”*
- *“Annie's programs are always enjoyable. She puts a lot of effort into each project and is so helpful! Hope to participate in many more - keep them coming!!!!”*
- *“Excellent event and excellent studio and staff! Thank you!”*
- *“Annie is patient and well prepared. The wreath is cute and on my front door!”*

Patron Services

- Courtney, Patron Services Manager, and Betsy, Library Assistant, helped a patron who was coming in for the first time in a long while. She had a list of books that were recommended to her by her friends, but all the books on the list were the most popular titles (The Women and God of the Woods!). Fortunately, they were able to help her find some read a-likes and she walked away with a stack of books she was excited to read and share with her friends.
- Matty, one of our Pages, was getting the book drop and was stopped by a young patron who was very excited to see him here as well as at the park district. They were astonished that Matty had more than one job and would be able to see him more than once!

**TAX LEVY 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 Tax Levy Ordinance of the Winnetka-Northfield Public Library District, Cook County, Illinois, for the fiscal year beginning July 1, 2024 and ending June 30, 2025.

Section 1: Ordinance 2024-2025/2 (Budget & Appropriation Ordinance) is incorporated by reference.

Section 2: A tax in the sum of \$5,112,778.00 is levied upon all taxable property within the District, said tax levied to defray expenses and liabilities of the District for the fiscal year beginning July 1, 2024 ending June 30, 2025 for the specific objects and purposes indicated as follows:

A.	<u>CORPORATE FUND</u>	<u>Levy</u>
	1. Personnel Expenses	\$2,837,750
	2. Administrative Services	\$352,930
	3. IT Services	\$273,000
	4. Materials	\$717,450
	5. Programming	\$109,100
	6. Capital Outlay	\$422,857
	TOTAL	\$4,713,087
B.	<u>SPECIAL RESERVE FUND</u>	<u>Levy</u>
	1. Capital Outlay	\$0
	TOTAL	\$0
C.	<u>SPECIAL FUNDS</u>	<u>Levy</u>
	1. Unemployment Insurance Fund	\$1
	2. Building & Equipment (.02%)	\$399,690
	TOTAL	\$399,691
		<u>Summary</u>
	Total Appropriation	\$10,854,940
	Appropriated From Sources Other Than Taxation	\$5,742,162
	Total Levy- General Fund (\$4,713,087) & Special Funds (\$399,691)	\$5,112,778

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

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

Section 5: This Ordinance shall be in full force and effect from and after its passage.

Passed November 18, 2024, pursuant to a roll call vote as follows:

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

WINNETKA-NORTHFIELD PUBLIC LIBRARY DISTRICT

**CERTIFICATE OF COMPLIANCE
WITH TRUTH IN TAXATION LAW**

I, Melissa Mitchell, certify that I am the President of the Board of Library Trustees of Winnetka-Northfield Public Library District

I further certify that the attached Ordinance No. 2024-2025/3 (Tax Levy Ordinance) was adopted in compliance with the provisions of the Truth in Taxation Law, 35 ILCS 200/18-55 *et seq.*

This Certificate applies to the 2024 levy.

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

Date signed: November 18, 2024

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:

TAX LEVY ORDINANCE

ORDINANCE NO. 2024-2025/3

adopted at a regular meeting of the said Board of Library Trustees held on November 18, 2024.

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

Date signed: November 18, 2024

(Library Seal)