

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

THE MEETING WILL BEGIN AT 7:00 PM AT THE WINNETKA LIBRARY
LINK TO ATTEND VIRTUALLY POSTED AT WWW.WNPLD.ORG

AGENDA Monday, August 18, 2025

- 1) Call to Order**
- 2) Roll Call**
- 3) Public Comments**
- 4) Consent Agenda**
 - a. Approval of July 21, 2025 Regular Meeting Minutes*
 - b. Approval of July 2025 Revenue & Expense Summary*
 - c. Approval of July 2025 Bill List*
 - d. Approval of Updated Board Bylaws*
- 5) Library Reports**
 - Director's Report*
 - President's Comments
- 6) Village Reports**
 - Winnetka Village Liaison
 - Northfield Village Liaison
- 7) Unfinished Business**
 - Update on Building Projects
- 8) New Business**
 - Discussion & Vote on June Study Session for FY26-27 Working Budget
 - Discussion & Vote on Board Meeting Time
 - Discussion of Draft FY25-26 Budget & Appropriation*
- 9) Communications**
 - End of Summer Party: Sunday, August 24 at Hubbard Woods Park (1-3pm)
 - District facilities closed Sunday, August 31 & Monday, September 1 for Labor Day
 - Next regular meeting: Monday, September 16, 2025 at Northfield Library
- 10) Public Comments**
- 11) Adjournment**

*Attachments

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

July 21, 2025

I. Call to Order

The meeting was held at the Winnetka Library, 768 Oak St., Winnetka, Illinois. President Freechack called the meeting to order at 7:00 p.m. A quorum was present.

II. Roll Call

Present were Trustees Matt Kinnich, Ranjini Shankar, Lindsay Jenkins, and Sarah Tegel; Board President Laura Freechack; and Library Executive Director Monica Dombrowski.

Following a voice vote by Trustees, Trustee Sarah Munoz attended the meeting virtually.

Present were library employees Mark Swenson and Luvia Melero.

Present was Northfield resident and Northfield Village Library liaison, Matt Galin.

III. Public Comments

No public comments.

IV. Approval of Minutes

- *Approve June 18, 2025 Regular Meeting Minutes*

President Freechack announced approval of the June 18, 2025 Regular Meeting Minutes.

Trustee Jenny Fisher joined the meeting in person following the Minutes approval.

V. Financial Report

- *Review June 2025 Financial Statements*

Treasurer Kinnich presented the June 2025 Financial Statement as included in the board packet for July 21, 2025.

VI. Library Reports

- *Director's Report*

Exec. Director Dombrowski presented the July 2025 Director's Report, which was included in the board packet for July 21, 2025.

- *President's Report*

President Freechack noted that she had recently met with the Northfield Village President. She noted that the 2025 resident survey distributed by the Winnetka Caucus Council contained a misleading question regarding the status of Northfield Library improvements, which she was able to change by speaking to the Chair of the Caucus' Library Committee.

VII. Village Reports

• *Winnetka Report*

Trustee Fisher shared that the Village of Winnetka extended its U.S. Post Office location lease until Aug. 1. The Village is contemplating adding a one percent local grocery tax to replace the state tax. Winnetka will also welcome a new village manager.

• *Northfield Report*

Trustee Jenkins shared that Northfield Village Board has voted to amend a code that limits buildings to three stories.

VIII. Unfinished Business

• *Update on Building Projects*

Exec. Director Dombrowski shared that the Village of Northfield is working on a draft architectural agreement with Wight & Co. for the building envelope. The Winnetka safety and youth improvements project should be complete by Aug. 28.

• *Discussion of Trustee Bylaws*

President Freechack chaired a discussion regarding updates to current trustee bylaws. The board plans to vote on formal adoption of the changes at the August meeting.

IX. New Business

• *FY24-25 Investment Update*

Treasurer Kinnich shared a summary of the District's investments for 2024-2025 fiscal year.

• *Discussion and Approval of New Financial Report Format*

Treasurer Kinnich shared a new financial report format with a simplified check register. Adoption of the new format was approved unanimously by voice vote.

• *Approval of Building and Maintenance Tax Ordinance*

Approved by roll call vote:

YES: 6

NO: 0

X. Communications

The End of Summer Party is Sunday, August 24, at Hubbard Woods Park (1-3pm). The next regular meeting will be Monday, August 18, 2025, at the Winnetka Library.

XI. Public Comments

Winnetka resident Jeffrey Liss commented on the trustee bylaws review discussion and current library board meeting conventions.

XII. Adjourn to 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.*
- Upon motion by Trustee Munoz and approved by voice vote, the board moved to adjourn to closed session at 8:42 p.m.

XIII. Return to Open Session

President Freechack called the session to order at 9:27 p.m.

Present were Trustees Matt Kinnich, Ranjini Shankar, Jenny Fisher, Lindsay Jenkins, and Sarah Tegel; Board President Laura Freechack; and Executive Director Monica Dombrowski.

Attending virtually was Trustee Sarah Munoz.

Present were library employees Mark Swenson and Luvia Melero.

XIV. Adjournment

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

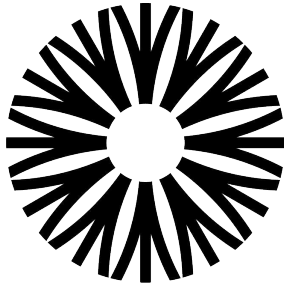
The motion passed on voice vote and President Freechack adjourned the meeting at 9:28 p.m.

Respectfully submitted,

Sarah Tegel
Board Secretary

_____ Laura Freechack, President

_____ Sarah Tegel, Secretary



Winnetka-Northfield

PUBLIC LIBRARY DISTRICT

Board Report

For the Month Ended July 31, 2025



Prepared by:

Lauterbach & Amen, LLP

CERTIFIED PUBLIC ACCOUNTANTS

Lauterbach & Amen, LLP
668 N. River Road, Naperville, IL 60563
Phone: 630.393.1483 www.lauterbachamen.com

Winnetka-Northfield Public Library District
Revenue and Expense Summary
For the 1 Month Ended July 31, 2025

All Funds

Ideal Budget Percentage Spent: 8.33%

	Month-to-Date Actual	Year-to-Date Actual	Annual Budget	Remaining Budget	% Collected / Expended
Operating Revenue					
Property Tax	\$ 0.00	\$ 0.00	\$ 5,162,670.00	5,162,670.00	0.00%
Replacement Tax	8,085.20	8,085.20	45,000.00	36,914.80	17.97%
Collections	803.70	803.70	139,380.00	138,576.30	0.58%
Materials	571.81	571.81	9,300.00	8,728.19	6.15%
Other Income	16,006.68	16,006.68	237,450.00	221,443.32	6.74%
Total Operating Revenue	<u>25,467.39</u>	<u>25,467.39</u>	<u>5,593,800.00</u>	<u>5,568,332.61</u>	<u>0.46%</u>
Operating Expenses					
Administration	30,241.91	30,241.91	165,693.00	135,451.09	18.25%
Building	6,583.44	6,583.44	478,302.00	471,718.56	1.38%
Capital	350.00	350.00	465,000.00	464,650.00	0.08%
IT Services	27,986.77	27,986.77	280,000.00	252,013.23	10.00%
Library Materials - Adult	61,893.05	61,893.05	749,500.00	687,606.95	8.26%
Library Materials - Youth	2,467.79	2,467.79	88,250.00	85,782.21	2.80%
Personnel	311,183.01	311,183.01	3,064,750.00	2,753,566.99	10.15%
Public Relations	0.00	0.00	61,000.00	61,000.00	0.00%
Programs	5,075.00	5,075.00	109,100.00	104,025.00	4.65%
Utilities	2,090.63	2,090.63	100,150.00	98,059.37	2.09%
Total Expenses	<u>447,871.60</u>	<u>447,871.60</u>	<u>5,561,745.00</u>	<u>5,113,873.40</u>	<u>8.05%</u>
Excess Revenues less Expenses	<u>\$ (422,404.21)</u>	<u>\$ (422,404.21)</u>	<u>\$ 32,055.00</u>	<u>\$ 454,459.21</u>	

Winnetka-Northfield Public Library District
Revenue and Expense Summary
For the 1 Month Ended July 31, 2025

Fund 10 - Library

Ideal Budget Percentage Spent: 8.33%

	Month-to-Date Actual	Year-to-Date Actual	Annual Budget	Remaining Budget	% Collected / Expended
Operating Revenue					
Property Tax	\$ 0.00	\$ 0.00	\$ 4,684,000.00	4,684,000.00	0.00%
Replacement Tax	8,085.20	8,085.20	45,000.00	36,914.80	17.97%
Collections	803.70	803.70	139,380.00	138,576.30	0.58%
Other Income	16,006.68	16,006.68	237,450.00	221,443.32	6.74%
Total Operating Revenue	<u>25,467.39</u>	<u>25,467.39</u>	<u>5,115,130.00</u>	<u>5,089,662.61</u>	<u>0.50%</u>
Operating Expenses					
Administration	30,241.91	30,241.91	165,693.00	135,451.09	18.25%
Capital	350.00	350.00	465,000.00	464,650.00	0.08%
IT Services	27,986.77	27,986.77	280,000.00	252,013.23	10.00%
Library Materials - Adult	61,893.05	61,893.05	749,500.00	687,606.95	8.26%
Library Materials - Youth	2,467.79	2,467.79	88,250.00	85,782.21	2.80%
Personnel	311,183.01	311,183.01	3,064,750.00	2,753,566.99	10.15%
Public Relations	0.00	0.00	61,000.00	61,000.00	0.00%
Programs	5,075.00	5,075.00	109,100.00	104,025.00	4.65%
Utilities	2,090.63	2,090.63	100,150.00	98,059.37	2.09%
Total Expenses	<u>441,288.16</u>	<u>441,288.16</u>	<u>5,083,443.00</u>	<u>4,642,154.84</u>	<u>8.68%</u>
Excess Revenues less Expenses	<u>\$ (415,820.77)</u>	<u>\$ (415,820.77)</u>	<u>\$ 31,687.00</u>	<u>\$ 447,507.77</u>	

Winnetka-Northfield Public Library District
Revenue and Expense Summary
For the 1 Month Ended July 31, 2025

Fund 70 - Building & Equipment

Ideal Budget Percentage Spent: 8.33%

	<u>Month-to-Date Actual</u>	<u>Year-to-Date Actual</u>	<u>Annual Budget</u>	<u>Remaining Budget</u>	<u>% Collected / Expended</u>
Operating Revenue					
Property Tax	\$ 0.00	\$ 0.00	\$ 478,670.00	478,670.00	0.00%
Total Operating Revenue	<u>0.00</u>	<u>0.00</u>	<u>478,670.00</u>	<u>478,670.00</u>	<u>0.00%</u>
Operating Expenses					
Building	6,583.44	6,583.44	478,302.00	471,718.56	1.38%
Total Expenses	<u>6,583.44</u>	<u>6,583.44</u>	<u>478,302.00</u>	<u>471,718.56</u>	<u>1.38%</u>
Excess Revenues less Expenses	<u>\$ (6,583.44)</u>	<u>\$ (6,583.44)</u>	<u>\$ 368.00</u>	<u>\$ 6,951.44</u>	

Winnetka-Northfield Public Library District**Check List**

All Bank Accounts

July 1, 2025 - July 31, 2025

Check Number	Check Date	Payee	Amount
Vendor Checks			
5072	07/01/25	VILLAGE OF WINNETKA	50.00
5073	07/10/25	Amber Mechanical Contractors Inc.	2,058.00
5074	07/10/25	Annette Bochenek	300.00
5075	07/10/25	AT&T	481.44
5076	07/10/25	Colley Elevator Co.	440.00
5077	07/10/25	Digicorp, Inc	23,470.00
5078	07/10/25	Engberg Anderson, Inc.	96,594.50
5078	07/31/25	Engberg Anderson, Inc.	(96,594.50)
5079	07/10/25	Fairway Laser Systems Inc.	350.00
5080	07/10/25	Greenfield Consulting LLC	75.00
5081	07/10/25	GUY SCOPELLITI LANDSCAPE	1,875.00
5082	07/10/25	New York Times	1,599.05
5083	07/10/25	OCLC Inc	330.85
5084	07/10/25	OurDigitalWorld	4,250.00
5085	07/10/25	Playscapes	1,802.67
5086	07/10/25	Quench USA, Inc.	468.27
5087	07/10/25	Technology Management Rev Fund	1,000.00
5088	07/10/25	The Book Stall	457.44
5089	07/10/25	The Laughing Academy	300.00
5090	07/10/25	Theresa Goodrich	300.00
5091	07/10/25	Timothy Wittman	225.00
5092	07/24/25	AT&T	488.20
5093	07/24/25	Chicago Hearing Society	180.00
5094	07/24/25	Chicago Sun-Times	938.00
5095	07/24/25	Chicago Tribune	981.99
5096	07/24/25	Fairway Laser Systems Inc.	350.00
5097	07/24/25	Image Systems & Business Solutions Leasing a Progr	1,830.00
5098	07/24/25	Ingram Library Services	566.84
5099	07/24/25	Joyce Haworth	240.00
5100	07/24/25	Julie E. Strauss	225.00
5101	07/24/25	Kelli Marshall	250.00
5102	07/24/25	Kim White	300.00
5103	07/24/25	Kristyn Slick	160.00
5104	07/24/25	National Museum of Mexican Art	220.00
5105	07/24/25	Outsource IT Solutions Group	6,756.90
5106	07/24/25	Oxford University Press	1,758.11
5107	07/24/25	Sarah Munoz	155.00
5108	07/24/25	Stephanie Girardi	473.00
5109	07/24/25	Sticky Fingers Cooking	280.00
5110	07/24/25	Team One Repair, Inc.	219.00
5111	07/24/25	The Book Stall	165.46
5112	07/24/25	The Laughing Academy	300.00
5113	07/24/25	Travelers CL Remittance Center	2,011.00
5114	07/24/25	Troy Taylor	100.00
5115	07/24/25	Utica National Insurance Group	24,802.00
18598	07/03/25	OVERDRIVE INC.	27,500.02
18599	07/03/25	QUILL CORPORATION	48.94
18600	07/03/25	Today's Business Solutions INC	1,395.00
18601	07/03/25	Catapult	50.00
18602	07/03/25	DE LAGE LANDEN FINANCIALSVCS.	2,894.08
18603	07/03/25	BAKER & TAYLOR	8,915.90
18604	07/03/25	MIDWEST TAPE	3,640.31
18605	07/03/25	Children's Plus Inc.	1,663.34
18606	07/03/25	Yakety Yak Furniture Inc.	12,780.00
18617	07/17/25	DD Facility Services	19,478.90
18618	07/17/25	Lauterbach & Amen, LLP	1,725.00
18619	07/17/25	Kanopy	764.00

Winnetka-Northfield Public Library District

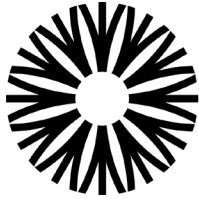
Check List

All Bank Accounts

July 1, 2025 - July 31, 2025

Check Number	Check Date	Payee	Amount
18620	07/17/25	HOOPLA (MIDWEST TAPE)	3,049.96
18621	07/17/25	DEMCO	326.31
18622	07/17/25	OVERDRIVE INC.	58,648.88
18623	07/17/25	CDW-G	819.11
18624	07/17/25	VILLAGE OF WINNETKA	30,506.20
18625	07/17/25	MERCHANTS DELIVERY SERVICE	630.00
18626	07/17/25	RAILS	2,617.00
18627	07/17/25	BAKER & TAYLOR	6,961.68
18628	07/17/25	MIDWEST TAPE	1,621.59
18629	07/17/25	Children's Plus Inc.	2,488.60
18630	07/31/25	RAILS	4,408.36
18631	07/31/25	CDW-G	5,390.36
18632	07/31/25	VILLAGE OF NORTHFIELD	6,028.48
18633	07/31/25	VOGUE PRINTERS	475.00
18634	07/31/25	Warehouse Direct	114.96
18635	07/31/25	Shales McNutt Construction	96,594.50
18636	07/31/25	Children's Plus Inc.	1,351.34
18637	07/31/25	BAKER & TAYLOR	7,927.79
18638	07/31/25	MIDWEST TAPE	1,334.83
18639	07/31/25	COMCAST	530.65
18640	07/31/25	NATIONWIDE RETIREMENT SOLUTIONS	3,675.00
18641	07/31/25	PITNEY BOWES	199.30
18642	07/31/25	Peerless Network	41.37
18643	07/31/25	NICOR	155.07
18644	07/31/25	COMED	875.34
18645	07/31/25	NORTH SHORE GAS	369.58
18646	07/31/25	First Bankcard	17,921.45
18647	07/31/25	VILLAGE OF WINNETKA	4,384.56
Vendor Check Total			<u>423,885.98</u>
Check List Total			<u><u>423,885.98</u></u>

Check count = 85



Winnetka-Northfield

PUBLIC LIBRARY DISTRICT

Board of Trustees Bylaws

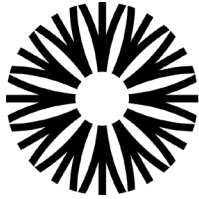
This organization, called the Winnetka-Northfield Public Library District Board of Trustees (“the Board”) of Cook County, Illinois, exists by virtue of the provisions of the laws of the State of Illinois. The Board exercises the powers and authorities delegated by the *Illinois Public Library District Act of 1991* (75 ILCS 16/) to establish these bylaws that govern the Board’s structure, responsibilities, and methods.

1.0 TRUSTEES

- 1.1 The Board will consist of seven (7) Trustees, all of whom must reside in the Library District (“The District”).
- 1.2 At least two (2) of the Trustees shall reside in the Village of Northfield and at least three (3) shall reside in the Village of Winnetka.
- 1.3 Under Illinois law, Trustees will be elected for terms of four (4) years.
- 1.4 In the event a Trustee is unable to complete their term, the Trustee will submit a formal resignation to the Board, which will declare a vacancy and appoint a replacement within 90 days. The Board will consult the list of alternative candidates provided by the Winnetka Caucus, as appropriate. If the Board is unable to fill a vacancy within 90 days of resignation, the Board Secretary or President shall notify the Illinois State Library so it can work with the Board to fill the vacancy.
- 1.5 The Board shall recruit, employ, and retain the Executive Director, who is the sole employee of the Board. The Board shall evaluate the performance of the Executive Director on at least an annual basis and set the Executive Director’s compensation.

2.0 OFFICERS

- 2.1 The Board shall establish and fill the following officer roles from among its members: President, Vice-President, Secretary, and Treasurer.
- 2.2 Officer terms shall run for two (2) years and be limited to four (4) consecutive terms in the same role. In the event an officer resigns or becomes unable to perform the duties of the office, the Board will elect another Trustee to fill the role for the remainder of the elected term. That Trustee will then be eligible to be re-elected for two (2) consecutive terms for the same office.
- 2.3 Elections shall take place immediately following the Oath of Office at the May meeting in every consolidated election year. Trustees may nominate themselves or each other for officer roles and a majority vote will carry.

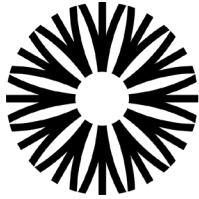


Winnetka-Northfield
PUBLIC LIBRARY DISTRICT

- 2.4 The President shall preside over all meetings of the Board and work with the Executive Director to set the Board meeting agendas. The President shall act as an approver for all financial transactions and a signer for all official District documents, as needed. The President shall act as the primary media contact for the Board but can delegate that responsibility to other Trustees. When required, the President shall appoint Trustees to Committees in consultation with the Board. The President shall abstain from voting during Board meetings unless there is a tie (in which case, they act as the tie breaker), or unless only a quorum of four (4) Trustees (including the President) is in attendance.
- 2.5 The Vice-President shall serve as President in the President's absence.
- 2.6 The Secretary shall oversee official Board records including open and closed session meeting minutes/recordings and act as the Board's parliamentarian, guiding the Board in the use of Robert's Rules. The Secretary takes minutes for both open and closed meetings including the names of those in attendance, the ordinances enacted, resolutions, rules and regulations adopted, and all other pertinent actions taken by the Board. The Secretary also acts as a signer for all official District documents and is the secondary media contact for the Board. The Secretary assigns Trustees to review the closed session meeting minutes/recordings twice per year and destroys the closed session recordings, when approved to do so by the Board.
- 2.7 The Treasurer shall oversee official finance records for the District including all receipts, disbursements, and investments. The Treasurer shall act as an approver for all financial transactions, as needed, and provide input for the annual audit, performed by an Illinois-certified public accountant retained by the District. The Treasurer shall approve investments on behalf of the Board and report on the District's investments annually at the July Board meeting. The Treasurer shall be covered by a Government Crime insurance policy provided by the District as they faithfully discharge their duties of office.
- 2.8 In addition, two (2) Trustees will be appointed liaisons [one (1) each] to the Village of Winnetka and the Village of Northfield.

3.0 COMMITTEES

- 3.1 Committees may be created by the Board to address specific issues by an affirmative vote of a majority of the quorum. Each Committee shall be disbanded upon completion of its assigned task(s) or by vote of a majority of the quorum.
- 3.2 Any recommendation by a Committee must be presented to the Board for action.
- 3.3 Any proposed expenses incurred by a Committee must be approved in advance by the Board.



Winnetka-Northfield

PUBLIC LIBRARY DISTRICT

- 3.4 The Board may appoint non-Board members to Committees by an affirmative vote of a majority of a quorum.
- 3.5 The Board may add, delete, or change the duties of a Committee by an affirmative vote of a majority of the quorum.
- 3.6 Committee meetings are subject to compliance with the Illinois Open Meetings Act (OMA).

4.0 MEETINGS

- 4.1 The regular monthly meetings of the Board shall be held at either the Winnetka or Northfield Library according to an annual meeting ordinance approved by the Board at its May meeting each year. The Board may hold study sessions to discuss specific topics throughout the year, as needed and/or desired. All meetings will be listed on the District's website. The Board may, by majority vote, change the date, time, or place of any Board meeting, as needed and/or desired.
- 4.2 In the event a Special or Emergency meeting is deemed appropriate and/or necessary, the Board will follow OMA guidelines as outlined by the state statute 5 ILCS 120/.
- 4.3 A quorum for the transaction of business shall consist of four (4) Trustees.
- 4.4 If a quorum is physically present, a majority of the quorum may allow another Trustee to attend the meeting using an audio or video link (other means) if that member is prevented from physically attending because of (i) personal illness or disability, (ii) employment purposes or the business of the Library Board, or (iii) a family or another emergency. If a Trustee wishes to attend a meeting by other means, the member must notify the Executive Director and Presiding officer no less than two (2) hours before the meeting is scheduled to begin.
- 4.5 A Trustee who misses more than three regular monthly meetings in a calendar year may be asked by the Board, at its discretion, to resign.
- 4.6 All meetings must comply with OMA. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Board in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the Board may adopt.
- 4.7 No Trustee shall engage in any business or transaction or have a financial or personal interest, whether directly or indirectly, that is incompatible with the proper discharge of his or her official duties in the public interest, or that may tend to impair his or her independence of judgment or action in the performance of such official duties. Any Trustee who has any interest of a financial or personal nature in a matter before the



Winnetka-Northfield

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Board shall recuse themselves from discussion and abstain from voting on said matter. All Trustees must file the Disclosure of Economic Interests Statement as required by the Illinois Governmental Ethics Act. [5 ILCS 420/4A-101]

5.0 ORDER OF BUSINESS

5.1 The order of business at a regular meeting of the Board shall be as follows:

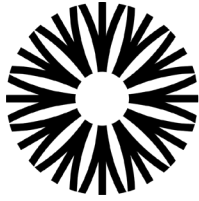
1. Call to Order
2. Roll Call
3. Public Comments
4. Approval of Consent Agenda
5. Director's Report
6. Village Liaison Reports
7. Unfinished Business
8. New Business
9. Communications
10. Public Comments
11. Adjournment

6.0 DISBURSEMENTS

- 6.1 Disbursements of funds equal to or less than \$15,000.000 shall be authorized by any one (1) of the following: Executive Director, Treasurer, President. Disbursement of funds exceeding \$15,000.00 shall be authorized by any two (2) of the persons designated above.
- 6.2 District-related Trustee expenses in excess of \$150 require advance approval by the Executive Director.
- 6.3 Trustee expense reimbursement requests must be submitted within 60 days of incurring the expense(s) to be eligible for reimbursement.

7.0 RULES AND REGULATIONS

- 7.1 The Board of Trustees shall set the policies for use of the District and designate the days and hours of service. This information shall be posted by the District, so members of the public have access. The Board shall equip and maintain the District for the benefit of the greatest number of residents.



Winnetka-Northfield
PUBLIC LIBRARY DISTRICT

- 7.2 Substantive questions or communication between Trustees and staff shall be funneled through the Executive Director.
- 7.3 All communications between Trustees shall be conducted in accordance with OMA guidelines and are subject to provisions of the Freedom of Information Act (FOIA).

8.0 AMENDMENTS

- 8.1 These Bylaws may be amended by a vote of a majority of a quorum of the Board.



AUGUST 2025 DIRECTOR'S REPORT

STAFF UPDATES

Anniversaries: Courtney Volny, Patron Services Manager, 8/15 (9 years); Jim Young, Page, 8/15 (9 years); Ash Carlino, Patron Services Assistant, 8/20 (1 year); Monica Blaconeri, Patron Services Assistant, 8/20 (1 year).

STAFF SHOUT OUTS

- Branch Services Librarian Rebecca held the first meeting of the Eco-Readers Book Club with local author Carolyn Armstrong in attendance. Carolyn spoke about her Eco-Warriors series, how she started writing, and how we can support our planet. This program was made possible through partnerships with Go Green Northfield and the Northfield Park District.

PROGRAMMING

Youth

Category	JUL25/26	JUL24/25	Mo. % +/-	FY25-26 YTD	FY24-25 YTD	FY % +/-
Programs	56	54	3.70%	56	54	3.70%
Live Attendees	1,950	1,635	19.27%	1,950	1,635	19.27%
Passive Programming	4,352	4,689	-7.19%	4,352	4,689	-7.19%

Highlights

Edible Beach Scene	49 attendees across two sessions made custom beach scenes with Jell-O, Cheerios, and candy.
Baby Olympics	13 babies and toddlers worked on coordination, motor skills, and sequential learning as they made their way through an obstacle course.
Sensory Splash	51 attendees joined us for an hour of interactive water play outside.

Adults

Category	JUL25/26	JUL24/25	Mo. % +/-	FY25-26 YTD	FY24-25 YTD	FY % +/-
Programs	12	12	0.00%	12	12	0.00%
Live Attendees	669	305	119.34%	669	305	119.34%
Recording Attendees	147	71	107.04%	147	71	107.04%

Highlights

Savor and Share Cookbook Club (IP)	11 attendees came together to share dishes & continue becoming connoisseurs of the cookbook industry.
An Evening of Improv with The Gulf of Glenview (IP)	35 attendees enjoyed improv comedy featuring the house team at The Laughing Academy in Glenview.
Gustave Caillebotte & the Story of Impressionism with Jeff Mishur (V)	103 attendees learned about one of the founding French Impressionists in a lecture related to the Caillebotte exhibit at the AIC.

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

Digital Services

Category	JUL25/26	JUL24/25	Mo. % +/-	FY25-26 YTD	FY24-25 YTD	FY % +/-
1:1s	500	209	139.23%	500	209	139.23%
Programs	10	13	-23.08%	10	13	-23.08%
Attendees	39	52	-25.00%	39	52	-25.00%

Highlights

Fireworks-Free Wreath	9 patrons showed off their patriotic spirit by making a paper wreath that featured a red, white and blue design with an eagle.
A Bookshelf for Your Bookshelf	6 patrons built mini bookshelves and books using pieces made on our laser cutter & 3D printer that were 1/12 the size of real items!

Community Engagement

Category	JUL25/26	JUL24/25	Mo. % +/-	FY25-26 YTD	FY24-25 YTD	FY % +/-
Youth Events	11	4	175.00%	11	4	175.00%
Adult Events	1	1	0.00%	1	1	0.00%
Family Events	0	2	-100.00%	0	2	-100.00%
Total Events	12	7	71.43%	12	7	71.43%
Youth Attendance	752	320	135.00%	752	320	135.00%
Adult Attendance	14	17	-17.65%	14	17	-17.65%
Family Attendance	0	189	-100.00%	0	189	-100.00%
Total Attendance	766	526	45.63%	766	526	45.63%

Highlights

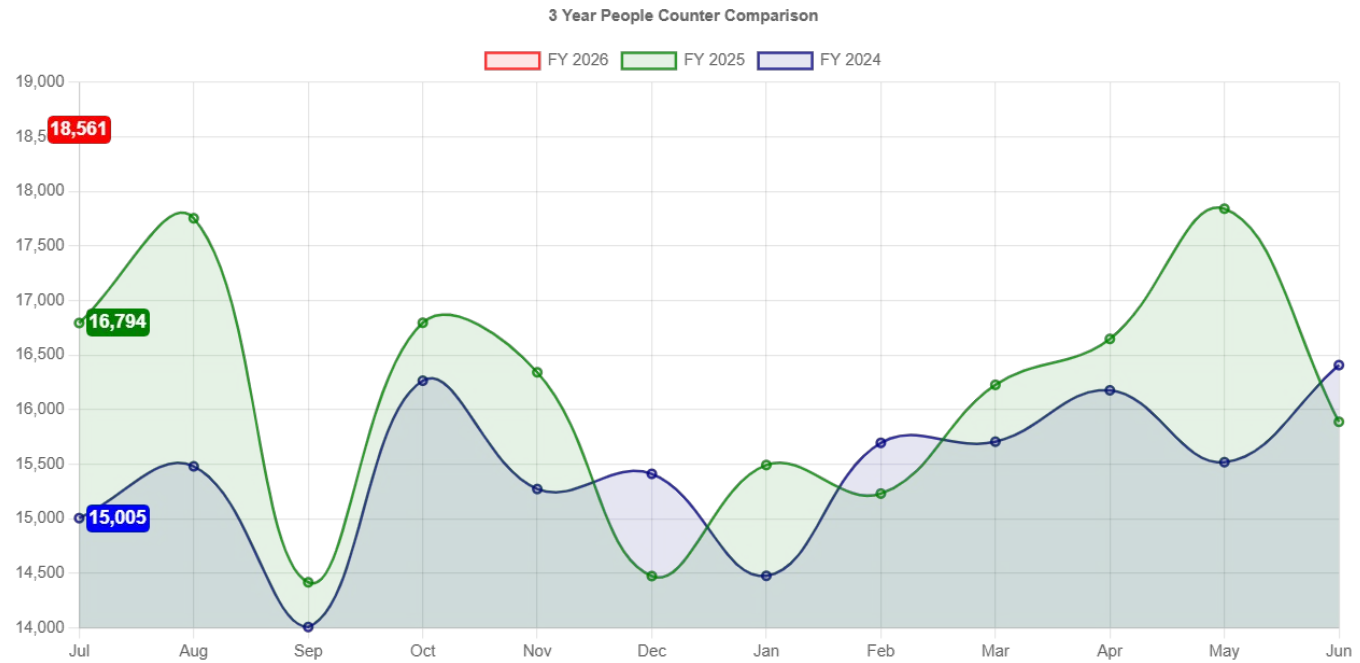
Books at the Beach (IP)	14 attendees hit Tower Rd Beach to chat about books with Adult Services Assistant Betsy, Branch Services Assistant Kathryn, and Branch Services Librarian Denise.
Stories in the Park (Winnetka Park District)	710 attendees across 10 sessions came to sing, dance, listen to stories, play with bubbles and more!
Bubbles in the Park (Kenilworth Park District)	42 attendees hit the park in Kenilworth to attend our bubble event that featured a variety of bubble-making tools and music!

SERVICES

Visitors

Building	JUL25/26	JUL24/25	Mo. % +/-	FY25-26 YTD	FY24-25 YTD	FY % +/-
Winnetka	12,724	11,733	8.45%	12,724	11,733	8.45%
Northfield	5,303	4,867	8.96%	5,303	4,867	8.96%
Total	18,027	16,600	8.60%	18,027	16,600	8.60%
Virtual	534	194	175.26%	534	194	175.26%
Total	18,561	16,794	10.52%	18,561	16,794	10.52%

Note: Closed on 7/4 for Independence Day.



Cardholders (by Household)

Community	Number of Households	Households w/Cards	% Households w/Cards
Winnetka	4,242	3,249	76.59%
Northfield	2,340	1,449	61.92%
Total District	6,582	4,698	71.38%
Kenilworth	789	222	28.14%
Total	7,371	4,920	66.75%

Desk Questions

Category	JUL25/26	JUL24/25	Mo. % +/-	FY25-26 YTD	FY24-25 YTD	FY % +/-
Adult	2,492	2,490	0.08%	2,492	2,490	0.08%
Youth	764	513	48.93%	764	513	48.93%
Digital Services	103	46	123.91%	103	46	123.91%
Total	3,359	3,049	10.17%	3,359	3,049	10.17%

TECHNOLOGY

Computer Usage

Location	JUL25/26	JUL24/25	Mo. % +/-	FY25-26 YTD	FY24-25 YTD	FY % +/-
Winnetka	552	553	-0.18%	552	553	-0.18%
Northfield	228	233	-2.15%	228	233	-2.15%
Total	780	786	-0.76%	780	786	-0.76%

Hotspot Usage

Location	JUL25/26	JUL24/25	Mo. % +/-	FY25-26 YTD	FY24-25 YTD	FY % +/-
Winnetka Sessions	15,071	10,926	37.94%	15,071	10,926	37.94%
Northfield Sessions	1,268	1,779	-28.72%	1,268	1,779	-28.72%
Total	16,339	12,705	28.60%	16,339	12,705	28.60%
Winnetka Bandwidth	532 GB	297 GB	79.12%	532 GB	297 GB	79.12%

Northfield Bandwidth	88 GB	85 GB	3.53%	88 GB	85 GB	3.53%
Total	620 GB	382 GB	62.30%	620 GB	382 GB	62.30%

*The wireless equipment at WN was replaced in late July; stats after 7/25 are not included in this data.

Website Visits

Activity	JUL25/26	JUL24/25	Mo. % +/-	FY25-26 YTD	FY24-25 YTD	FY % +/-
Total Visits	12,091	10,138	19.26%	12,091	10,138	19.26%
Unique Visits	6,152	6,103	0.80%	6,152	6,103	0.80%

MARKETING

Email Subscribers

JUL25/26	% Cardholders	JUL24/25	Open Rate	Click Rate
10,341	108.60%	10,530	59%	2%

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

Social Media Activity

Platform	JUL25/26 Impressions	JUL25/26 Engagements
YouTube	11,810	N/A
Facebook	13,232	313
Instagram	6,291	195
LinkedIn	690	30
Total	32,023	538

Impressions: # of times the content was seen/viewed. Engagements: # of comments, likes, shares, & click-throughs.

COLLECTIONS

Physical Adult (By Location)

Location	JUL25/26	JUL24/25	Mo. % +/-	FY25-26 YTD	FY24-25 YTD	FY % +/-
Winnetka	11,095	11,561	-4.03%	11,095	11,561	-4.03%
Northfield	3,711	4,068	-8.78%	3,711	4,068	-8.78%

Physical Youth (By Location)

Location	JUL25/26	JUL24/25	Mo. % +/-	FY25-26 YTD	FY24-25 YTD	FY % +/-
Winnetka	14,414	15,547	-7.29%	14,414	15,547	-7.29%
Northfield	3,434	3,510	-2.17%	3,434	3,510	-2.17%

Physical Miscellaneous

Lending Type	JUL25/26	JUL24/25	Mo. % +/-	FY25-26 YTD	FY24-25 YTD	FY % +/-
Kenilworth Patrons	731	763	-4.19%	731	763	-4.19%
Borrowed from Other Libraries	1,789	1,787	0.11%	1,789	1,787	0.11%

Physical Adult (By Type)

Material Type	JUL25/26	JUL24/25	Mo. % +/-	FY25-26 YTD	FY24-25 YTD	FY % +/-
Books	9,156	9,416	-2.76%	9,156	9,416	-2.76%
-Fiction	5,299	5,651	-6.23%	5,299	5,651	-6.23%
-Nonfiction	3,857	3,765	2.44%	3,857	3,765	2.44%
Audiobook (CD)	168	155	8.39%	168	155	8.39%

Music CD	38	85	-55.29%	38	85	-55.29%
Playaway	14	19	-26.32%	14	19	-26.32%
DVD/Blu-Ray	2,376	2,785	-14.69%	2,376	2,785	-14.69%
Magazine	252	234	7.69%	252	234	7.69%
Videogame	47	99	-52.53%	47	99	-52.53%
Computing Device	7	15	-53.33%	7	15	-53.33%
Library of Things	37	26	42.31%	37	26	42.31%
Other	4	12	-66.67%	4	12	-66.67%
Non-CCS ILL	74	40	85.00%	74	40	85.00%
Sent Out	2,633	2,743	-4.01%	2,633	2,743	-4.01%
Studio Equipment	290	0	-	290	0	-
Total	15,096	15,629	-3.41%	15,096	15,629	-3.41%

Physical Youth (By Type)

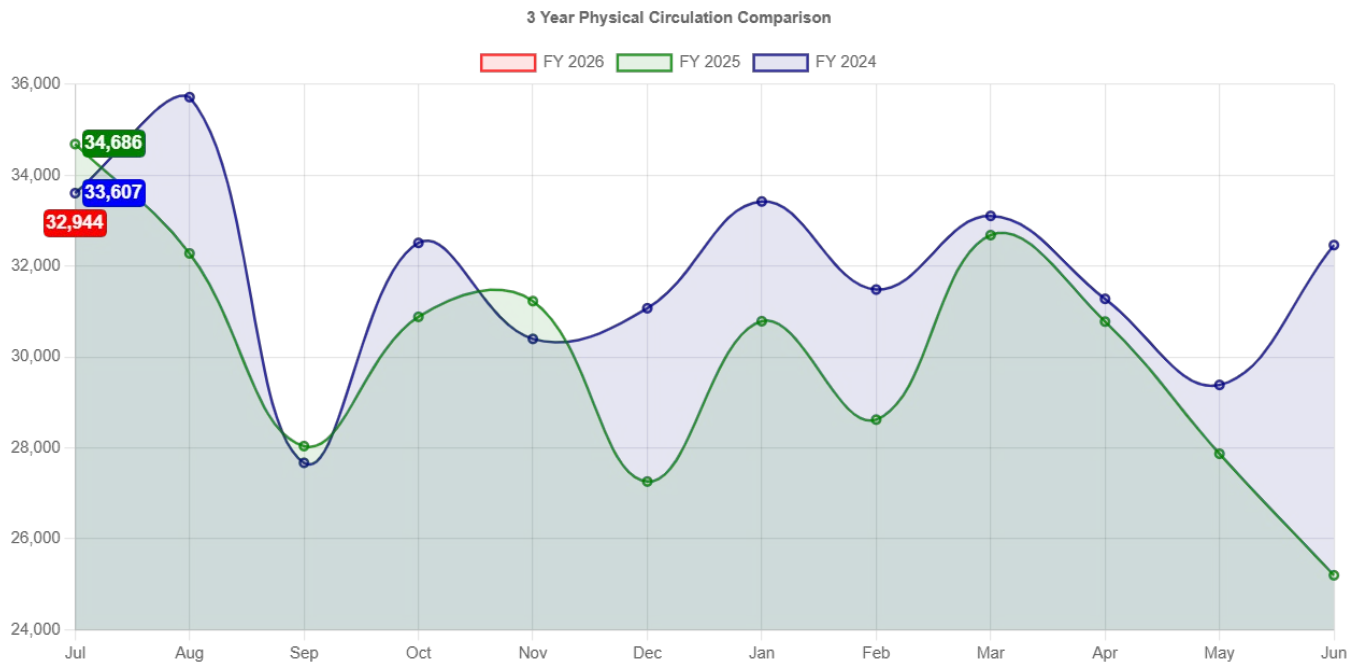
Material Type	JUL25/26	JUL24/25	Mo. % +/-	FY25-26 YTD	FY24-25 YTD	FY % +/-
Books	13,635	13,596	0.29%	13,635	13,596	0.29%
-Fiction	11,625	11,525	0.87%	11,625	11,525	0.87%
- Nonfiction	2,010	2,071	-2.95%	2,010	2,071	-2.95%
Audiobook (CD)	5	0	-	5	0	-
Playaway	434	304	42.76%	434	304	42.76%
DVD/Blu-Ray	572	1,125	-49.16%	572	1,125	-49.16%
Videogame	369	426	-13.38%	369	426	-13.38%
Computing Device	97	53	83.02%	97	53	83.02%
Vox Reader	398	381	4.46%	398	381	4.46%
Youth Kits	36	62	-41.94%	36	62	-41.94%
Other	19	9	111.11%	19	9	111.11%
In House Circulation	2,522	3,096	-18.54%	2,522	3,096	-18.54%
Total	18,088	19,057	-5.08%	18,088	19,057	-5.08%

MTD Total Physical Circulation

JUL25/26 Physical Circulation	JUL24/25 Physical Circulation	Net Change
33,184	34,686	-4.33%

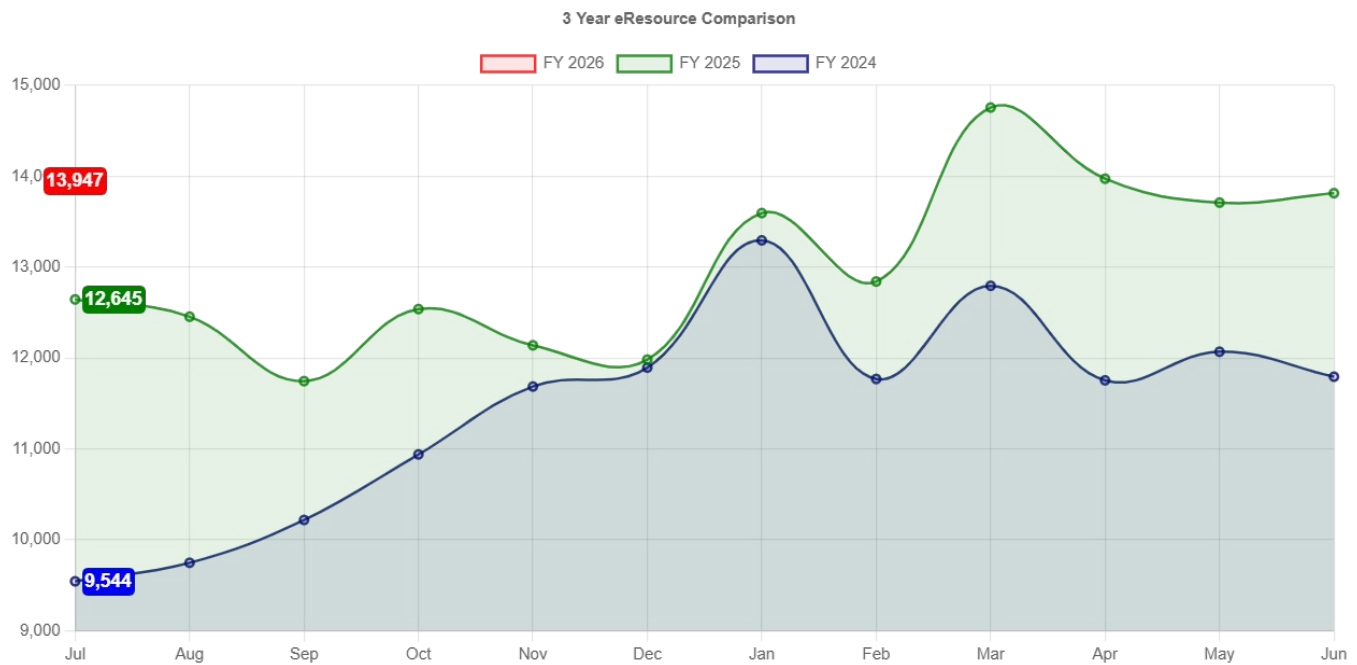
YTD Total Physical Circulation

FY25-26 YTD Physical Circulation	FY24-25 YTD Physical Circulation	Net Change
33,184	34,686	-4.33%



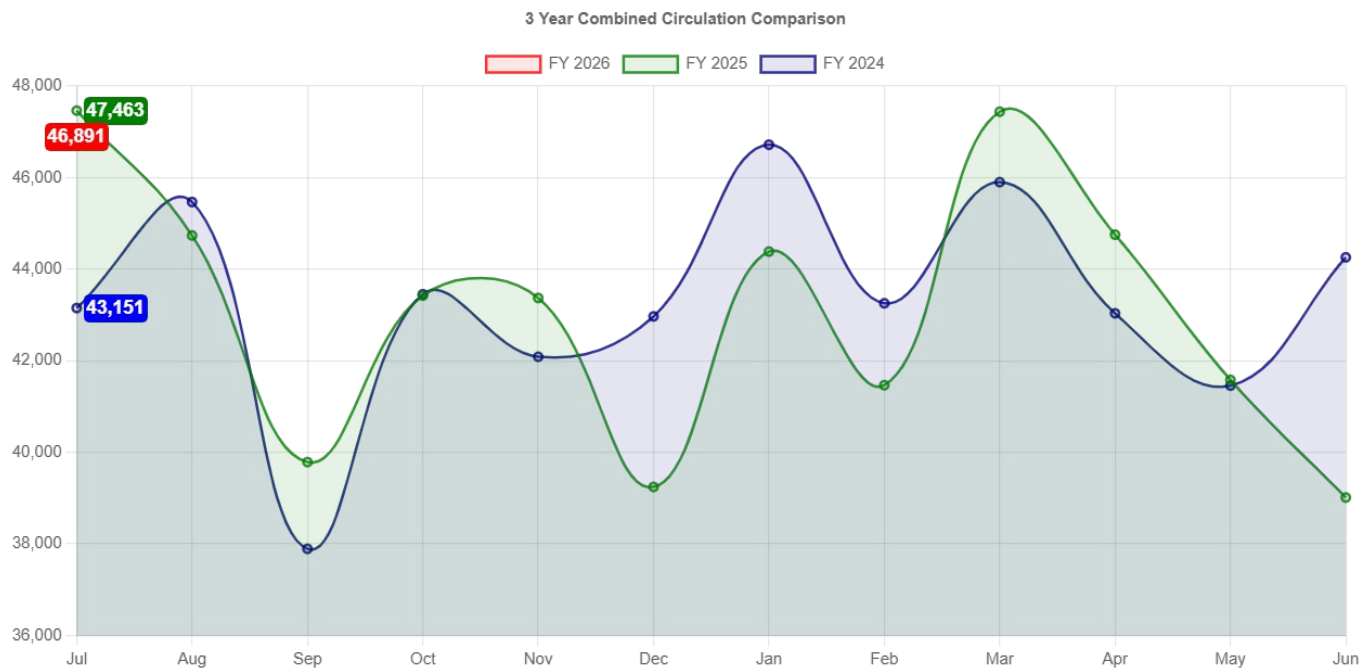
Digital Circulation

Material Type	JUL25/26	JUL24/25	Mo. % +/-	FY25-26 YTD	FY24-25 YTD	FY % +/-
eBooks	6,091	5,148	18.32%	6,091	5,148	18.32%
eAudiobooks	5,569	4,798	16.07%	5,569	4,798	16.07%
eMagazines*	1,692	2,175	-22.21%	1,692	2,175	-22.21%
eVideos	552	496	11.29%	552	496	11.29%
eMusic	43	28	53.57%	43	28	53.57%
Total	13,947	12,645	10.30%	13,947	12,645	10.30%



MTD Total District Circulation

JUL25/26 District Circulation	JUL24/25 District Circulation	Net Change
46,601	47,331	-1.54%



YTD Total District Circulation

FY25-26 YTD District Circulation	FY24-25 YTD District Circulation	Net Change
46,601	47,331	-1.54%

IMPACT STORIES

Branch Services

General Feedback

- A caregiver told Branch Services Assistant Becca how much her three kids absolutely love Branch Services Assistant Carolyn. *"They just love to tell her about what they did today, and they love to ask her questions! She is their favorite!"*
- A patron mentioned that Northfield is her favorite library because of our displays, and she happily makes a special trip when looking for something to read.
- A well-known patron commented that Northfield makes a big impact despite the small footprint, *"It's a limited space but the library does a great job. You always have good choices and feature new books."*
- Branch Services Librarian Amelia really delivered high-level of customer service by calling three different libraries to locate for a "Hot Pick" book for a patron. Once it was found, the patron exclaimed, *"Amelia, you're a doll!"* and a coworker cheered, *"Above and beyond!"*
- Branch Services Assistant Kathryn helped a patron find a spot suitable for a passport photo. After some trial and error, they used a white wall at the post office, enabling the patron to successfully take the photo and submit the application.

Program Feedback

- Feedback on Sit & Knit:
 - An attendee appreciated this opportunity to learn something with her granddaughter, who quickly picked up the skill and proudly showed her progress to the group.
 - The Northfield Branch acts as an important third place for the community and another group now meets on their own to knit together.
 - Two New Trier alumni came to learn to knit because it's supposed to be a soothing, meditative activity and good for the one who's recovering from a Traumatic Brain Injury following a car accident.
- Feedback for Cinematic Canines and Circus Stars in Chicagoland Cemeteries:
 - *"Such a good presentation on a fascinating & entertaining subject!"*
 - *"Thank you for providing this excellent virtual tour. Any time you can feature the expertise of Kelli Marshall, I'm IN, ALL IN!"*
- Feedback for Art Play:
 - *"It's great you have this here, so I don't have to worry about a mess in my house!"*
 - *"I'm impressed my toddler did so well – she's only 17 months old."*
- Feedback for Art Journaling: *"It's so great to be able to talk to each other about what we are working on."*
- Feedback for Edible Beach Scene:
 - *"This is such a fun idea!"*
 - *"I made an island. These are surfers on surfboards. They stand up with the umbrella."*
 - *"All of my people are swimming. They're doing backstroke, this one is swimming normally. You can see them through the Jello."*
- Feedback for An Evening of Improv with the Gulf of Glenview:
 - *"Great program. Lots of fun. Super well-attended."*
 - *"Lots of fun! Wasn't sure if guests were going to be pulled up into the action. The time flew by! Would like to see more entertainment like this offered :-) Thank again! This was a terrific programming idea!"*

Youth Services

General Feedback

- *"We love coming here instead of going to the Northbrook library where we live, my daughter just has an easier time in here and gets less overwhelmed. Thank you for your kindness towards her."*
- A Grandma came in looking for books on spiders to combat some misinformation at camp! Both adult and youth books were provided, and grandma was delighted to have some books to use as resources instead of *"...counting on Google AI to get it right."*
- We also received many compliments about the renovation throughout the month!

Program Feedback

- Feedback for Mario Kart: *"I haven't played video games in over 15 years, this is fun!"*
- Feedback for Sensory Splash: *"I would love to do this kind of stuff [at home], but the setup and cleanup would be so overwhelming. This is so awesome!"*
- Feedback for Graphic Novel Crew:
 - *"Thank you so much again for literally making [my daughter's] whole summer. She adores books and I love that you created a space where kiddos can chat about their favorite books. We are so grateful!"*

- *"I truly can't thank you enough. These young tweens are at such an important moment in their book-loving lives, and knowing they have community is wonderful. [My child] told me about the other kids in the club, specifically saying, 'Mom, they're just like me. They like reading, too! [bullies at school] are wrong - I'm not weird or alone.' She's been talking about the club and asking about the next meetings. Thank you so much for sharing your time and passion and helping kids feel 'not weird or alone.'"*
- Feedback for Stories in the Park:
 - *"Thank you for telling me about storytime yesterday, I'm glad we could make it and lots of fun. I think I had more fun than my grandkid!"*
 - *"You had lots of energy at storytime. I could tell you know how to have fun."*

Adult Services

Program Feedback

- Feedback for Gustave Caillebotte and the Story of Impressionism with Jeff Mishur:
 - *"This was one of the most informative, well researched and interesting presentations on an artist, Caillebotte. Mr. Mishur's presentation integrated other artists into the program, which gave me a more personal perspective on Caillebotte and his art. This was my first zoom presentation on art, and I am so excited and appreciate this outreach from my public library. I will gladly re-arrange anything I have going on to participate in any presentation by Mr. Mishur!!"*
 - *"PLEASE JUST KEEP UP YOUR GOOD WORK!"*
 - *Jeff always does a great job. It was so nice to have this program so early in the run of the exhibition at the Art Institute. Thank you."*
 - *"I'm going to the Art Institute to see the exhibit and this program was a great primer."*
- Feedback for Morbid History:
 - *"This was a very different topic and a really well-done presentation! Thanks so much! I am grateful for the library Zooms. I am a senior and they are my school 😊"*
 - *"Appreciate variety and quality of offerings."*
 - *"Thank you for offering this interesting presentation. It's great to have evening programs on zoom so I don't have to drive to the library in person. Also programs on zoom allow a wider range of non-local presenters with more diverse topics."*
- Feedback for The Great Migration & The Great War: Engines of Change:
 - *"Enthusiastic and experienced speaker. Solid overview of what I'd usually thought of as separate topics."*
 - *"I appreciated his enthusiasm and being able to cover a great deal of material in a short period."*
- Feedback for Women's Retirement Roadmap:
 - *"It was extremely informative!! Ronald Lawless was an excellent speaker. I learned a whole lot!! Was very glad to attend. Thank you!!"*
 - *"Why don't people explain this earlier in life? Need more general financial education for all ages."*
- Feedback for Chicago in the Classics with Annette Bochenek:
 - *"Wonderful program! Very knowledgeable presenter! I look forward to revisiting some of these Chicago films."*
 - *"This was so interesting, especially since I did not grow up here. Thank you!"*
 - *"Everything Dr. Bochenek talks about is interesting and entertaining. I would come to any program where she is the presenter."*

- Feedback for Books at the Beach:
 - *"I always enjoyed this event. Usually I can attend when it's at the beach since I live really close and can spare an hour away from work to attend. I really enjoyed the librarians' recommendations for some books that are not on the *popular* list. I tend to enough smaller author's work. I really enjoy this event, so I can read/borrow books that I normally wouldn't. I look forward to this yearly/quarterly events!"*
 - *"Fabulous program! All the librarians are amazing! Very eye-opening and helpful. Setting is gorgeous. Lovely way to use our local facilities. Information was fabulous; wonderful to be able to check out books there!!!"*
- Feedback for Traveling on the Amtrak Empire Builder:
 - *"This was a tremendously, interesting and entertaining program! Thank you so so much for offering this! Your variety of the Zoom programs is wonderful!"*
 - *"Enjoyed the program. I like Zoom programs because my husband and I are older and don't like to go out at night. Thank you for offering Zoom programs, we really appreciate it."*
 - *"Theresa's talk was well organized, filled with lots of useful information and very interesting. I enjoyed seeing her photos and following her trip on the maps she displayed. Hope to see her again!"*
 - *"Thank you for hosting local author and travel expert Theresa Carter. It was a terrific format, easy to attend, and perfectly informative. Train travel certainly invites the imagination and wonder that make our life better."*
- Feedback for Frank Lloyd Wright & Nature:
 - *"This was truly excellent. The presenter made me aware of things that I knew partly but had never understood so well. Surprising to me to have quality like this in a small room for free at my public library. Wow!"*
 - *"Absolutely terrific! I learned so much that I never knew before. Tim is a wonderful speaker and so engaging. His presentation was incredibly interesting and chock full of great information. He really knows his stuff. I hope you have him back to speak again sometime soon. I'm so sorry for all the people who were unable to attend."*
 - *"The speaker was especially wonderful. He had a very nice way of bringing us along on FLW's journey of discovering his "style." And he taught us the meaning and value of that style vs just slapping some beautiful photos of various FLW designed structures on the wall. I could appreciate the photos so much more because of the speaker's style of keeping us engaged - and teaching us! I would love to come to another talk of his - perhaps on the 1893 World's Fair buildings or maybe on some of the restored buildings (The Rookery, etc.) in Chicago that were designed by other prominent architects."*
- Feedback for The Best Movies of All Time:
 - *"Excellent presenter - so thoughtful and eloquent. Really appreciated his letting us know how we can stream many of the films! I'll look forward to hearing him speak again."*
 - *"Loved the presenter's approach and insights."*
- Feedback for Mayhem in the National Parks:
 - *"It was fabulous!!!! All the places I have never been. One of your most enjoyable programs!!"*
 - *"John is a good storyteller and it was fun to watch his biking adventure."*
- Feedback for Let's Talk Downsizing! Down-Sizing can be the time to Right-Size:
 - *"Great presentation with clear, thoughtful guidance for tackling what most people find very daunting-organizing / downsizing. Really enjoyed presenter's style and thinking."*
 - *"ORGANIZED PRESENTER WITH A LOT OF USEFUL INFORMATION FOR DECLUTTERING AND DOWNSIZING. THANK YOU FOR PRESENTING ON ZOOM."*
 - *"Colleen is a wonderful presenter. I appreciate Erin mentioning the upcoming library programs."*

- Feedback for A Conversation with Audiobook Narrator Kimberly Farr:
 - *"Like just about every Winnetka Library event I've attended, this was fantastic! I really appreciate all of the work put into them."*
 - *"Betsy does a great job organizing events and finding interesting authors."*
 - *"Great program! Loved the tag team with Erin and Betsy. And of course, Kimberly was a joy to listen to! Thank you for sharing the audiobook love!"*
 - *"I have enjoyed all of the several library events I've attended. Thanks for the great work you do!"*
 - *"I loved this program! A unique bookish subject presented in such a fun and down-to-earth way. Kimberly Farr is fantastic. Thank you so much to Erin and Betsy for introducing her to us!"*

Digital Services

General Feedback

- *"I love how The Studio is always changing and adding interesting things for kids!"*
- *"I love this place and all the stuff my sister can make here for me."*
- *"Thank you for being so patient and teaching me how to use my phone instead of just fixing it for me."*
- *"Wow I thought this was going to be so difficult, but you explained it so clearly."*
- *"My kids always want to come down here to see what new 3D prints you have!"*
- *"I love coming in to see what new things you have to work on each week... it's inspiring!"*
- *"I can check out a PS5 from the Library? That's awesome!"*
- *"I'm so grateful for this place and everyone here!"*
- Patron Email to Laura, Digital Services Manager: *"Hi Laura, I just want to acknowledge Zoe for helping me in the Studio a couple of weeks ago. She helped me to upload college logos and use the laser engraver for transferring those logos to Yeti mugs. Zoe was so kind and very patient as she was teaching me how to use the equipment. She made the otherwise stressful experience for this middle-aged cavewoman a fun one. I really enjoyed my time at the Studio because of Zoe."*
- With guidance from Studio Specialist, Mikayla, a patron learned to use our embroidery equipment and complete an independent project. This new skill then empowered her to create personalized hats for her sister's bachelorette party. She noted that using the Studio for the project was saving her a significant amount of money and ensuring they were ready on time versus ordering them online.
- With help from Studio specialist Zoe, a kid's awesome monster drawing went from paper to a laser engraved piece of wood. This project gave him a cool, permanent way to show off his creativity and bring his imagination to life.
- A patron gave new life to his old computer with guidance from Studio Specialist, Zoe. He learned how to replace the RAM himself, a new skill that not only saved him money on a new computer but also empowered him to tackle future tech repairs.



Programming Feedback

- Feedback for Fireworks-Free Wreath:
 - *"Creative, fun, and the perfect holiday decor!"*
 - *"Annie is always very creative in developing fun and engaging projects for patrons. This wreath was totally enjoyable to do, and I learned some new techniques with easily available materials."*

- *"Always enjoy learning all the creative ideas the Studio Specialists teach us!! Love my wreaths and I show them off."*
- Feedback for Book Folding Art:
 - *"Always a pleasure to be in a class with Mikayla. I was so inspired by the Book Folding Art class that I went out and did a few extra ones on my own. Keep up the great work!"*
 - A patron loved this project so much she came back to show Mikayla, who led the class, 6 more books she independently folded at home!
- Feedback for A Bookshelf for Your Bookshelf:
 - *"Fun program! I really appreciate the prep work and attention to detail that Mikayla put into this bookshelf class, including the music ♪! Very happy with the finished product too, so cute. Thanks much!"*
 - *"Enjoyed it a lot! So creative and loved all the tiny objects- and it kept me busy for the full two hours!"*
- Feedback for Flower Crown Frenzy: *"It's always great to be in a class with Zoe. She's patient and makes crafting fun! Keep up the great work!"*
- Feedback for Cut the Cord:
 - *"Dennis did an amazing job! He was extremely knowledgeable and made everything very understandable. His pacing was great!"*
 - *"Informative. The speaker was prepared, and the program was well presented."*
 - A patron praised our recent class on cord-cutting, stating it was a significant improvement over past presentations on the same topic. The class showed them how to explore alternatives to traditional cable, giving them the tools to potentially save a substantial amount of money.



Patron Services

- As part of our summer reading theme, we have been hiding Gordon, a plushie, around the lobby, in the new books area, and in the adult fiction stacks. Every time someone finds him, they can come to the front desk and receive a sticker. Last week a nanny and a child came in and the child immediately told the nanny that they couldn't wait to find Gordon today. The nanny asked why they were excited when they'd already found Gordon last week. The child rolled their eyes and said, *"Every week they hide him in a new spot, duh!"*
- A patron who has lived in Winnetka for over 40 years came in to get his first library card. He was helped by Patron Services Associate Jamie, who took the time to run through our circulation policies, explained what he could do with his card, and then gave him a tour of the building in addition to answering his questions. The patron was so thankful for Jamie's help that when it came time for him to check out materials, he wanted to wait for Jamie to be available so he could thank them for their help!

WINNETKA-NORTHFIELD PUBLIC LIBRARY DISTRICT

BUDGET & APPROPRIATION ORDINANCE

FISCAL YEAR JULY 1, 2025 - JUNE 30, 2026

ORDINANCE NO. 2025-2026/2

COOK COUNTY, ILLINOIS

This Ordinance constitutes the Budget & Appropriation Ordinance for the Winnetka-Northfield Public Library District, located in Cook County, Illinois, for the fiscal year beginning July 1, 2025 and ending June 30, 2026.

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

SECTION 1. The following budget and appropriation amounts are adopted for the fiscal year beginning July 1, 2025 and ending June 30, 2026.

A. CORPORATE FUND

	<u>Budget</u>	<u>Appropriation</u>
1. Personnel Expenses	\$3,064,750	\$3,371,225
2. Administrative Services	\$327,343	\$360,077
3. IT Services	\$280,000	\$308,000
4. Materials	\$840,750	\$924,825
5. Programming	\$109,100	\$120,010
6. Capital Outlay	\$465,000	\$511,500
Total Corporate Fund	\$5,086,943	\$5,595,637

B. SPECIAL RESERVE FUND

	<u>Budget</u>	<u>Appropriation</u>
1. Capital	\$3,000,000	\$5,000,000
Total Special Reserve Fund	\$3,000,000	\$5,000,000

C. SPECIAL TAX FUNDS

	<u>Budget</u>	<u>Appropriation</u>
1. Library Building & Sites (.02%)	\$478,302	\$526,132
2. Unemployment Insurance	\$1	\$50,000
Total Special Tax Funds	\$478,303	\$576,132

TOTAL BUDGET & APPROPRIATION	\$8,565,246	\$11,171,769
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SECTION 2. As part of the annual budget, it is stated:

- a. The cash on hand at the beginning of the fiscal year is \$9,288,031.84.
- b. The estimated cash expected to be received during the fiscal year from all sources is \$5,590,800.
- c. The estimated total expenditures for the fiscal year is \$8,565,246.
- d. The estimated cash expected to be on hand at the end of the fiscal year is \$6,313,586.
- e. The estimated amount of taxes to be received during the fiscal year is \$5,162,670.
- f. The estimated amount of income to be received from sources other than library taxes for the fiscal year is \$428,130.

SECTION 3. Funds in the total amount of \$11,171,769 or so much thereof as may be authorized by law, and the same are hereby appropriated as specified.

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

PASSED by the Winnetka-Northfield Public Library District Board of Trustees on September 15, 2025.

AYES: _____

NAYS: _____

ABSENT: _____

Laura Freechack, President | Board of Trustees
Winnetka-Northfield Public Library District

ATTEST:

Sarah Tegel, Secretary | Board of Trustees
Winnetka-Northfield Public Library District

(SEAL)

STATE OF ILLINOIS)
) SS.
COUNTY OF COOK)

CERTIFICATE OF AUTHENTICITY

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

**BUDGET & APPROPRIATION ORDINANCE
ORDINANCE NO. 2025-2026/2**

adopted at a regular meeting of the Library District Board of Trustees held on September 15, 2025.

Sarah Tegel, Secretary | Board of Trustees
Winnetka-Northfield Public Library District

(SEAL)

**WINNETKA-NORTHFIELD PUBLIC LIBRARY DISTRICT
CERTIFIED ESTIMATE OF ANTICIPATED REVENUE BY SOURCE
FISCAL YEAR JULY 1, 2025 – JUNE 30, 2026**

The anticipated revenue by source for the Winnetka-Northfield Public Library District for the Fiscal Year beginning July 1, 2025 and ending June 30, 2026:

Tax Receipts	\$5,162,670
Interest	\$216,000
Kenilworth Service Contract	\$105,000
Corporate Replacement Tax	\$45,000
Illinois Public Library Per Capita Grant	\$27,280
Friends of the Library Contributions	\$20,000
Other Income	\$14,850
Total Anticipated Revenue	\$5,590,800

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

Date

Matt Kinnich, Treasurer | Board of Trustees
Winnetka-Northfield Public Library District