

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 NORTHFIELD LIBRARY.
INSTRUCTIONS TO JOIN VIRTUALLY POSTED AT WWW.WNPLD.ORG**

AGENDA

Monday, March 17, 2025

- I. Call to Order**
- II. Roll Call**
- III. Public Comments**
- IV. Approval of Minutes**
 - Approval of Minutes of 2/19/25 Regular Meeting* (1 min)
- V. Financial Report**
 - February 2025 Financial Statements* (5 mins)
- VI. Library Reports**
 - Director's Report* (10 mins)
 - President's Comments (5 mins)
- VII. Liaisons to Other Organizations – Reports**
 - Winnetka Village (5 mins)
 - Northfield Village (5 mins)
- VIII. Unfinished Business**
 - Update on Library Building Projects (10 mins)
 - Approval of Minutes of Meetings Lawfully Closed Under the Open Meetings Act* (2 mins)
 - Approval of Resolution Determining Release of Closed Session Minutes* (2 mins)
- IX. New Business**
 - Discussion & Vote on Bid Recommendation for Winnetka Safety Project (Brooke Irving, SMC & Kristin Richardson, Engberg Anderson) (15 mins)
 - Discussion & Vote on Draft FY25-26 Board Meeting Dates (10 mins)
- X. Communications**
 - The next regular meeting will be on Monday, 4/21/25 at 7 p.m. at the Winnetka Library
- XI. Public Comments**
- XII. Move to Closed Session**
 - Closed Session
 - 5 ILCS 120/2(c)(1): To consider the appointment, employment, compensation, discipline, performance, or dismissal of a specific employee of the library district.
- XIII. Return to Open Session**
- XIV. Adjournment**

*Attachments

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

February 19, 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 7:01 p.m. A quorum was present.

II. Organizational Meeting of the Board

- A Motion to permit Trustee Kinnich to attend via Zoom was made by Trustee Munoz, the Motion passed on a voice vote.
- *Resolution to Appoint a New Trustee*
A Motion to Approve the Resolution to Appoint a New Trustee was made by Trustee Tegel. The Motion passed on a voice vote.
- Oath of Office
Secretary Sundell administered the oath of office incoming Trustee Laura Freechack.

Trustee Freechack's husband and children witnessed her entry on the board.

III. Roll Call

Present: Trustees Laura Freechack, Matt Kinnich (online), Sarah Munoz, Ranjini Shankar, Thomas Sundell, Sarah Tegel, and Board President Melissa Mitchell; and Library Exec. Director Monica Dombrowski.

Present was library employee Mark Swenson.

IV. Public Comments

Resident Kate Casale MacNally welcomed Trustee Freechack to the board.

V. Approval of Minutes

Approve minutes of the January 22, 2025 regular meeting.

President Mitchell announced approval of the January 22, 2025 Regular Meeting Minutes.

VI. Financial Report

Trustee Munoz presented the December 2024 Financial Statement. For the Kenilworth allocation, we are awaiting the second quarter payment expected this month, which did not occur in the prior months as promised.

VII. Library Reports

Library Director's Report

Exec. Director Dombrowski presented the January 2025 Director's Report, which was included in the board packet for February 19, 2025.

Board President's Report

President Mitchell had nothing to report.

VIII. Liaison Reports

Winnetka Village – Trustee Tegel spoke of the planned music fest, which will have the same footprint as last year. Exec. Director Dombrowski read a letter from the Village of Winnetka regarding the proposed IDOT changes to Green Bay Rd. in the library's vicinity.

Northfield Village – Trustee Kinnich reported the Village of Northfield budgeting of \$100,000 toward the building renovation of the Northfield branch library.

IX. Unfinished Business

- *Update on the Winnetka Library Safety Project*
Exec. Director Dombrowski reported on the bid process and timeline for the safety project construction, as well as speaking of The Studio refresh, where new carpeting and painting has occurred. The expectation is that the safety project contractor selection and costs will be brought before the board for review and approval at the March board meeting.
- *Update on the Northfield Library Renovation Project*
Exec. Director Dombrowski provided an update, stating that four architectural firms' proposals have been received and are under review by the joint Village-Library project committee, with the goal providing committee recommendations to the respective boards at the March meetings.
- *Approval of Minutes of Meetings Lawfully Closed and the Resolution Determining Release of Such Minutes*
Tabled on request of Trustee Sundell, pending the insertion of signed minutes for the May 15, 2023 closed session. The respective resolutions to be addressed at the March board meeting.
- *Discussion & Vote on Security Camera Policy*
Exec. Director Dombrowski presented the policy revisions, based on the prior month's board discussion. On Motion by Trustee Sundell and by voice vote the revised policy was approved.

X. New Business

- *Discussion & Vote on Revised Circulation Policy*
Exec. Director Dombrowski presented the revised policy, which raised questions among the board members to be researched and answered at or before the next

board meeting. On Motion by Trustee Shankar and by voice vote the revised policy was approved.

- *Discussion on Board Officer Succession Plan*

President Mitchell asked those board members continuing their terms past May to consider the two officer positions, President and Secretary, which will open at the end of President Mitchell and Secretary Sundell's terms of office, keeping in mind that there will also be two new members to the board following the election and appointment.

XI. Communications

The next regular meeting of the board will be held on Monday, March 17, at 7 p.m. at the Northfield Library.

XII. Public Comments

No public comment.

XIII. Move to Closed Session

A Motion to move was made by Trustee Munoz to move into closed session pursuant to 5 ILCS 120/2(c)(1) To consider the appointment, employment, compensation, discipline, performance, or dismissal of a specific employee of the library district.

The Motion passed on voice vote and President Mitchell moved the meeting at 8:15 p.m.

XIV. Return to Open Session

Returning to Open Session at 9:19 p.m.

XV. Adjournment

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

The Motion passed on voice vote and President Mitchell adjourned the meeting at 9:20 p.m

Respectfully submitted,

Thomas Sundell
Board Secretary

_____ Melissa Mitchell, President

_____ Thomas Sundell, Secretary

Winnetka-Northfield Public Library District

All Funds Summary

For the 8 Months Ended February 28, 2025

Prorated Budget Percentage Spent: 66.67%

	<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	3,365,290.00	3,469,160.00	68.72 %	103,870.00
Building Fund	399,690.00	266,460.00	275,838.86	69.01 %	9,378.86
Total Revenues	<u>5,447,625.00</u>	<u>3,631,750.00</u>	<u>3,744,998.86</u>	<u>68.75 %</u>	<u>113,248.86</u>
Expenses					
Library Fund	4,910,230.00	3,273,486.67	2,769,902.02	56.41 %	(503,584.65)
Building Fund	399,000.00	266,000.00	175,126.45	43.89 %	(90,873.55)
Special Reserve Fund	0.00	0.00	0.00	0.00 %	0.00
Total Expenses	<u>5,309,230.00</u>	<u>3,539,486.67</u>	<u>2,945,946.19</u>	<u>55.49 %</u>	<u>(593,540.48)</u>
Total Revenues	5,447,625.00	3,631,750.00	3,744,998.86	68.75 %	113,248.86
Total Expenses	<u>5,309,230.00</u>	<u>3,539,486.67</u>	<u>2,945,946.19</u>	<u>55.49 %</u>	<u>593,540.48</u>
Excess Revenues less Expenses	<u>138,395.00</u>	<u>92,263.33</u>	<u>799,052.67</u>	<u>577.37 %</u>	<u>706,789.34</u>

Winnetka-Northfield Public Library District

Library Fund Summary

For the 8 Months Ended February 28, 2025

Prorated Budget Percentage Spent: 66.67%

	<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	3,034,446.67	3,152,299.49	69.26 %	117,852.82
Replacement Tax	45,000.00	30,000.00	33,406.16	74.24	3,406.16
Collections	166,315.00	110,876.67	99,784.71	60.00	(11,091.96)
Materials	8,000.00	5,333.33	6,187.57	77.34	854.24
Other Income	276,950.00	184,633.33	177,482.07	64.08	(7,151.26)
Total Operating Revenue	<u>5,047,935.00</u>	<u>3,365,290.00</u>	<u>3,469,160.00</u>	<u>68.72 %</u>	<u>103,870.00</u>
Operating Expenses					
Personnel	2,837,750.00	1,891,833.33	1,793,653.13	63.21 %	(98,180.20)
Administration	193,930.00	129,286.67	117,176.82	60.42	(12,109.85)
Utilities	98,000.00	65,333.33	54,855.82	55.98	(10,477.51)
IT Services	273,000.00	182,000.00	169,809.32	62.20	(12,190.68)
Public Relations	61,000.00	40,666.67	35,773.10	58.64	(4,893.57)
Library Materials - Adult	633,700.00	422,466.67	414,573.52	65.42	(7,893.15)
Library Materials - Youth	83,750.00	55,833.33	45,937.99	54.85	(9,895.34)
Programs	109,100.00	72,733.33	63,328.95	58.05	(9,404.38)
Capital	620,000.00	413,333.33	74,793.37	12.06	(338,539.96)
Total Operating Expenses	<u>4,910,230.00</u>	<u>3,273,486.67</u>	<u>2,769,902.02</u>	<u>56.41 %</u>	<u>(503,584.65)</u>
Total Revenues	5,047,935.00	3,365,290.00	3,469,160.00	68.72 %	103,870.00
Total Expenses	<u>4,910,230.00</u>	<u>3,273,486.67</u>	<u>2,769,902.02</u>	<u>5,641.00</u>	<u>(503,584.65)</u>
Excess Revenues less Expenses	<u>137,705.00</u>	<u>91,803.33</u>	<u>699,257.98</u>	<u>507.79 %</u>	<u>607,454.65</u>

Winnetka-Northfield Public Library District
Statement of Revenues and Expenditures - Modified Cash Basis
For the 8 Months Ended February 28, 2025

Prorated Budget Percentage Spent: 66.67%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year to Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
<u>LIBRARY FUND</u>					
Revenues					
Taxes					
Property Taxes Collections	4,551,670.00	3,034,446.67	3,152,299.49	69.26 %	117,852.82
Replacement Tax	45,000.00	30,000.00	33,406.16	74.24	3,406.16
Total Taxes	<u>4,596,670.00</u>	<u>3,064,446.67</u>	<u>3,185,705.65</u>	<u>69.30 %</u>	<u>121,258.98</u>
Collections					
Per Capita Grant	27,465.00	18,310.00	27,465.08	100.00 %	9,155.08
Kenilworth Services	134,850.00	89,900.00	69,539.26	51.57	(20,360.74)
Studio Fees	1,250.00	833.33	695.49	55.64	(137.84)
Lost/Damaged Mat.	2,750.00	1,833.33	2,084.88	75.81	251.55
Total Collections	<u>166,315.00</u>	<u>110,876.67</u>	<u>99,784.71</u>	<u>60.00 %</u>	<u>(11,091.96)</u>
Materials					
Copy/Printing	6,500.00	4,333.33	5,712.31	87.88 %	1,378.98
Book Sales	1,500.00	1,000.00	475.26	31.68	(524.74)
Total Materials	<u>8,000.00</u>	<u>5,333.33</u>	<u>6,187.57</u>	<u>77.34 %</u>	<u>854.24</u>
Other Income					
Rails Support Grant	0.00	0.00	3,987.30	0.00 %	3,987.30
Checking Interest Income	6,000.00	4,000.00	11,406.73	190.11	7,406.73
Byline Bank IMA Interest	250,000.00	166,666.67	160,565.52	64.23	(6,101.15)
Money Market-Interest	2,000.00	1,333.33	1,486.09	74.30	152.76
Misc. Revenue	450.00	300.00	36.43	8.10	(263.57)
Gift Fund (over \$100)	1,000.00	666.67	0.00	0.00	(666.67)
Friends Donations	17,500.00	11,666.67	0.00	0.00	(11,666.67)
Total Other Income	<u>276,950.00</u>	<u>184,633.33</u>	<u>177,482.07</u>	<u>64.08 %</u>	<u>(7,151.26)</u>
Total Revenue	<u>5,047,935.00</u>	<u>3,365,290.00</u>	<u>3,469,160.00</u>	<u>68.72 %</u>	<u>103,870.00</u>

Winnetka-Northfield Public Library District

Statement of Revenues and Expenditures - Modified Cash Basis

For the 8 Months Ended February 28, 2025

Prorated Budget Percentage Spent: 66.67%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year to Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
<u>LIBRARY FUND</u>					
Expenses					
Personnel					
IMRF Expenses	75,000.00	50,000.00	45,008.18	60.01 %	(4,991.82)
FICA	175,000.00	116,666.67	110,497.49	63.14	(6,169.18)
Salaries	2,275,000.00	1,516,666.67	1,435,713.89	63.11	(80,952.78)
Health Insurance	275,000.00	183,333.33	178,430.65	64.88	(4,902.68)
Employee Asst. Program	500.00	333.33	250.00	50.00	(83.33)
Professional Development	30,000.00	20,000.00	19,582.75	65.28	(417.25)
Flexible Spending Account	1,250.00	833.33	650.00	52.00	(183.33)
Staff Recognition/Events/Meetings	<u>6,000.00</u>	<u>4,000.00</u>	<u>3,520.17</u>	<u>58.67</u>	<u>(479.83)</u>
Total Personnel	<u>2,837,750.00</u>	<u>1,891,833.33</u>	<u>1,793,653.13</u>	<u>63.21 %</u>	<u>(98,180.20)</u>
Administration					
Audit Fees	13,430.00	8,953.33	13,430.00	100.00 %	4,476.67
Library Supplies	46,000.00	30,666.67	21,269.82	46.24	(9,396.85)
Office Supplies	5,800.00	3,866.67	4,238.98	73.09	372.31
Breakroom Supplies	3,400.00	2,266.67	1,867.95	54.94	(398.72)
Postage	3,500.00	2,333.33	2,251.77	64.34	(81.56)
Hospitality	500.00	333.33	115.96	23.19	(217.37)
Accounting and Bookkeeping	24,000.00	16,000.00	16,688.32	69.53	688.32
Delivery Service	5,500.00	3,666.67	3,817.81	69.41	151.14
Payroll Services	9,000.00	6,000.00	4,543.11	50.48	(1,456.89)
Liability Insurance Costs	30,500.00	20,333.33	30,675.00	100.57	10,341.67
Board Expenses	5,000.00	3,333.33	258.05	5.16	(3,075.28)
Memberships	7,000.00	4,666.67	5,088.24	72.69	421.57
Legal	18,000.00	12,000.00	3,303.80	18.35	(8,696.20)
Consultants	5,000.00	3,333.33	0.00	0.00	(3,333.33)
Investment Fees	16,800.00	11,200.00	9,354.18	55.68	(1,845.82)
Miscellaneous	<u>500.00</u>	<u>333.33</u>	<u>273.83</u>	<u>54.77</u>	<u>(59.50)</u>
Total Administration	<u>193,930.00</u>	<u>129,286.67</u>	<u>117,176.82</u>	<u>60.42 %</u>	<u>(12,109.85)</u>
Utilities					
Electricity	40,000.00	26,666.67	28,833.80	72.08 %	2,167.13
Water	5,000.00	3,333.33	4,367.33	87.35	1,034.00
Storm Sewer	1,500.00	1,000.00	1,089.24	72.62	89.24
Natural Gas	10,000.00	6,666.67	6,073.52	60.74	(593.15)
Telephone	17,500.00	11,666.67	165.18	0.94	(11,501.49)
Internet Services	<u>24,000.00</u>	<u>16,000.00</u>	<u>14,326.75</u>	<u>59.69</u>	<u>(1,673.25)</u>
Total Utilities	<u>98,000.00</u>	<u>65,333.33</u>	<u>54,855.82</u>	<u>55.98 %</u>	<u>(10,477.51)</u>
Information Technology					
CCS Operating	79,000.00	52,666.67	36,733.24	46.50 %	(15,933.43)
Software	35,000.00	23,333.33	33,698.65	96.28	10,365.32
LAN Management	40,000.00	26,666.67	23,862.46	59.66	(2,804.21)
Hardware	4,000.00	2,666.67	2,323.75	58.09	(342.92)
Subscriptions	0.00	0.00	40.00	0.00	40.00
Website/Platform Fees	60,000.00	40,000.00	41,660.78	69.43	1,660.78
Photocopier Leases	25,000.00	16,666.67	11,706.58	46.83	(4,960.09)
Computer Equipment	<u>30,000.00</u>	<u>20,000.00</u>	<u>19,783.86</u>	<u>65.95</u>	<u>(216.14)</u>
Total Information Technology	<u>273,000.00</u>	<u>182,000.00</u>	<u>169,809.32</u>	<u>62.20 %</u>	<u>(12,190.68)</u>

Winnetka-Northfield Public Library District
Statement of Revenues and Expenditures - Modified Cash Basis
For the 8 Months Ended February 28, 2025

Prorated Budget Percentage Spent: 66.67%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year to Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
<u>LIBRARY FUND</u>					
Public Relations					
Promotional	11,000.00	7,333.33	3,127.79	28.43 %	(4,205.54)
Newsletter/Mailers	35,000.00	23,333.33	23,150.19	66.14	(183.14)
PR Supplies	4,000.00	2,666.67	3,080.55	77.01	413.88
Marketing/Advertising	<u>11,000.00</u>	<u>7,333.33</u>	<u>6,414.57</u>	<u>58.31</u>	<u>(918.76)</u>
Total Public Relations	<u>61,000.00</u>	<u>40,666.67</u>	<u>35,773.10</u>	<u>58.64 %</u>	<u>(4,893.57)</u>
Library Materials - Adult					
Adult Services - Winnetka	0.00	0.00	24.66	0.00 %	24.66
Books-Fiction-Adult	85,000.00	56,666.67	55,151.58	64.88	(1,515.09)
Books-Non-Fiction-Adult	75,000.00	50,000.00	44,504.96	59.34	(5,495.04)
Periodicals	20,200.00	13,466.67	18,896.08	93.54	5,429.41
DVDs-Adult	25,000.00	16,666.67	17,097.45	68.39	430.78
Audio Books-Adult	6,500.00	4,333.33	3,822.83	58.81	(510.50)
Books-Digital	355,000.00	236,666.67	220,147.24	62.01	(16,519.43)
Online Database	65,000.00	43,333.33	54,644.64	84.07	11,311.31
Video Games-Adults	<u>2,000.00</u>	<u>1,333.33</u>	<u>284.08</u>	<u>14.20</u>	<u>(1,049.25)</u>
Total Library Materials - Adult	<u>633,700.00</u>	<u>422,466.67</u>	<u>414,573.52</u>	<u>65.42 %</u>	<u>(7,893.15)</u>
Library Materials - Youth					
Kits	3,500.00	2,333.33	1,111.22	31.75 %	(1,222.11)
Books-Fiction-Juv	42,500.00	28,333.33	21,484.49	50.55	(6,848.84)
Books-Non-Fiction-Juv	14,000.00	9,333.33	8,962.72	64.02	(370.61)
DVDs-Juv	750.00	500.00	486.43	64.86	(13.57)
Audio Books/Talking Books Juv	17,500.00	11,666.67	9,771.49	55.84	(1,895.18)
Video Games-Juv	<u>5,500.00</u>	<u>3,666.67</u>	<u>4,121.64</u>	<u>74.94</u>	<u>454.97</u>
Total Library Materials - Youth	<u>83,750.00</u>	<u>55,833.33</u>	<u>45,937.99</u>	<u>54.85 %</u>	<u>(9,895.34)</u>
Programs					
Reading Programs	11,000.00	7,333.33	6,024.21	54.77 %	(1,309.12)
Programming - Studio	17,600.00	11,733.33	7,206.32	40.95	(4,527.01)
Programming - Youth	42,000.00	28,000.00	24,338.16	57.95	(3,661.84)
Programming - Adult	35,500.00	23,666.67	25,550.36	71.97	1,883.69
Studio Maintenance/Repair	<u>3,000.00</u>	<u>2,000.00</u>	<u>209.90</u>	<u>7.00</u>	<u>(1,790.10)</u>
Total Programs	<u>109,100.00</u>	<u>72,733.33</u>	<u>63,328.95</u>	<u>58.05 %</u>	<u>(9,404.38)</u>
Capital					
Capital Outlay	400,000.00	266,666.67	30,013.61	7.50 %	(236,653.06)
Building	155,000.00	103,333.33	5,570.86	3.59	(97,762.47)
Equipment/Furniture	<u>65,000.00</u>	<u>43,333.33</u>	<u>39,208.90</u>	<u>60.32</u>	<u>(4,124.43)</u>
Total Capital	<u>620,000.00</u>	<u>413,333.33</u>	<u>74,793.37</u>	<u>12.06 %</u>	<u>(338,539.96)</u>
Total Expenses	<u>4,910,230.00</u>	<u>3,273,486.67</u>	<u>2,769,902.02</u>	<u>56.41 %</u>	<u>(503,584.65)</u>
Excess Revenues less Expenses	<u>137,705.00</u>	<u>91,803.33</u>	<u>699,257.98</u>	<u>507.79 %</u>	<u>607,454.65</u>

Winnetka-Northfield Public Library District
Statement of Revenues and Expenditures - Modified Cash Basis
For the 8 Months Ended February 28, 2025

Prorated Budget Percentage Spent: 66.67%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year to Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
<u>BUILDING FUND</u>					
Revenues					
Property Taxes Collections-Building	<u>399,690.00</u>	<u>266,460.00</u>	<u>275,838.86</u>	<u>69.01 %</u>	<u>9,378.86</u>
Total Revenue	<u>399,690.00</u>	<u>266,460.00</u>	<u>275,838.86</u>	<u>69.01 %</u>	<u>9,378.86</u>
Expenses					
Northfield Lease	72,500.00	48,333.33	48,227.84	66.52 %	(105.49)
Janitorial Supplies	11,000.00	7,333.33	5,670.88	51.55	(1,662.45)
Snow Removal	9,000.00	6,000.00	2,465.00	27.39	(3,535.00)
Building Appraisal	500.00	333.33	0.00	0.00	(333.33)
Building Maintenance Service	113,000.00	75,333.33	64,640.00	57.20	(10,693.33)
Elevators	10,000.00	6,666.67	7,423.00	74.23	756.33
Landscaping	20,000.00	13,333.33	11,902.19	59.51	(1,431.14)
HVAC	11,200.00	7,466.67	6,196.50	55.33	(1,270.17)
Flooring & Painting	125,000.00	83,333.33	16,612.85	13.29	(66,720.48)
Automatic Doors	7,500.00	5,000.00	393.98	5.25	(4,606.02)
Roof	700.00	466.67	366.00	52.29	(100.67)
Alarms & Security	6,000.00	4,000.00	1,914.21	31.90	(2,085.79)
Equipment	2,100.00	1,400.00	0.00	0.00	(1,400.00)
Plumbing	1,500.00	1,000.00	600.00	40.00	(400.00)
Electrical	7,000.00	4,666.67	7,665.00	109.50	2,998.33
Misc Services	<u>2,000.00</u>	<u>1,333.33</u>	<u>1,049.00</u>	<u>52.45</u>	<u>(284.33)</u>
Total Expenses	<u>399,000.00</u>	<u>266,000.00</u>	<u>175,126.45</u>	<u>43.89 %</u>	<u>(90,873.55)</u>
Excess Revenues less Expenses	<u>\$ 690.00</u>	<u>\$ 460.00</u>	<u>\$ 100,712.41</u>	<u>14,596.00 %</u>	<u>100,252.41</u>
<u>UNEMPLOYMENT FUND</u>					
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 8 Months Ended February 28, 2025

Prorated Budget Percentage Spent: 66.67%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year to Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
<u>SPECIAL RESERVE FUND</u>					
Revenues					
Transfer In	<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

Check Register

All Bank Accounts

February 1, 2025 - February 28, 2025

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Vendor Checks						
Amber Mechanical Contractors Inc. 70-0-5752	HVAC	Inv W38512	198.00	4867	02/06/25	<u>198.00</u>
Annette Bochenek 10-0-5908	Programming - Adult	Event Presentation	300.00	4868	02/06/25	<u>300.00</u>
Arlington Heights Memorial Library 10-0-5908	Programming - Adult	Inv 232025-29	25.00	4869	02/06/25	<u>25.00</u>
Background Screening Consultants LLC 10-0-5736	Legal	Inv 25058	74.70	4870	02/06/25	<u>74.70</u>
Brian Michalski 10-0-5908	Programming - Adult	Event Presentation	295.00	4871	02/06/25	<u>295.00</u>
Caroline Farrell 10-1-4150	Lost/Damaged Mat.- Winnetka	Caroline Farrell	6.74	4872	02/06/25	<u>6.74</u>
Chelsea Burnett 10-0-5908	Programming - Adult	Event Presentation	195.00	4873	02/06/25	<u>195.00</u>
Chicago Hearing Society 10-0-5114	Professional Development	Inv C204467	180.00	4874	02/06/25	<u>180.00</u>
Colley Elevator Co. 70-0-5749	Elevators	Inv 273616	440.00	4875	02/06/25	<u>440.00</u>
COMED 10-2-5171	Electricity - Northfield	Acct 4574801111	1,215.00	4876	02/06/25	<u>1,215.00</u>
FrogLady Presentations 10-0-5907	Programming - Youth	Event Presentation	650.00	4877	02/06/25	<u>650.00</u>
Gayle Wadsworth 10-0-5907 10-0-5907	Programming - Youth Programming - Youth	Event Presentation Event Presentation	300.00 900.00	4878	02/06/25	<u>1,200.00</u>
Great Oaks Landscaping, Inc. 70-0-5750	Landscaping	Inv 7194	634.50	4879	02/06/25	<u>634.50</u>
GUY SCOPELLITI LANDSCAPE 70-0-5750	Landscaping	Est 24-971	1,640.00	4880	02/06/25	<u>1,640.00</u>
Image Systems & Business Solutions Leasing a Progr 10-0-5766	Photocopier Leases	Inv 413514; 01.17.25	593.59	4881	02/06/25	<u>593.59</u>
Image Systems & Business Solutions Leasing a Progr 10-0-5766	Photocopier Leases	To VOID check 4881	-593.59	4881	02/28/25	<u>(593.59)</u>
John F Lyons 10-0-5908	Programming - Adult	Event Presentation	300.00	4882	02/06/25	<u>300.00</u>
Joyce Haworth 10-0-5908	Programming - Adult	Event Presentation	240.00	4883	02/06/25	<u>240.00</u>

Winnetka-Northfield Public Library District

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All Bank Accounts

February 1, 2025 - February 28, 2025

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Niche Academy 10-0-5134	Software	Inv 11074	1,600.00	4884	02/06/25	<u>1,600.00</u>
OCLC Inc 10-1-5345 10-1-5345	Books-Digital-Winnetka Books-Digital-Winnetka	Inv 1000420815 Inv 1000421098	109.00 386.37	4885	02/06/25	<u>495.37</u>
Richard Schultz 10-0-5908	Programming - Adult	Event Presentation	350.00	4886	02/06/25	<u>350.00</u>
Rock 'n' Kids, inc 10-0-5907	Programming - Youth	Event Presentation	400.00	4887	02/06/25	<u>400.00</u>
Sydney Clark 10-0-5724 10-0-5114 10-0-5114	Marketing/Advertising Professional Development Professional Development	Reimbursement Reimbursement Reimbursement	10.18 7.00 7.35	4888	02/06/25	<u>24.53</u>
Team One Repair, Inc. 10-0-5120 10-0-5120	Library Supplies Library Supplies	Inv 1612194 Inv 1614325	422.00 211.00	4889	02/06/25	<u>633.00</u>
The Book Stall 10-1-5341	Books-Non-Fiction-Adult-Winnetka	Inv 558551	19.96	4890	02/06/25	<u>19.96</u>
Valerie Gugala 10-0-5908	Programming - Adult	Event Presentation	200.00	4891	02/06/25	<u>200.00</u>
Zbigniew Banas 10-0-5908	Programming - Adult	Event Presentation; 03.01.25	300.00	4892	02/06/25	<u>300.00</u>
CHICAGO BACKFLOW INC. 70-0-5783	Plumbing	Inv 402770	600.00	4893	02/07/25	<u>600.00</u>
Image Systems & Business Solutions 10-0-5766	Photocopier Leases	Inv 413514	593.59	4894	02/07/25	<u>593.59</u>
U.S. Postal Service 10-0-5722	Newsletter/Mailers	Permit #85; Acct 551619	972.28	4895	02/07/25	<u>972.28</u>
Zbigniew Banas 10-0-5908	Programming - Adult	Event Presentation	300.00	4896	02/07/25	<u>300.00</u>
B.H. Suhr & Company, Inc. 10-0-5882	Building	Inv 2472	25.00	4897	02/20/25	<u>25.00</u>
Drury Phebus 10-1-5440	Books-Fiction-Juv-Winnetka	Drury Phebus	11.29	4898	02/20/25	<u>11.29</u>
ElliePresents, Inc 10-0-5908	Programming - Adult	Event Presentation	375.00	4899	02/20/25	<u>375.00</u>
Engberg Anderson, Inc. 10-0-5800	Capital Outlay	Inv 24373700-6	1,830.75	4900	02/20/25	<u>1,830.75</u>

Winnetka-Northfield Public Library District

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February 1, 2025 - February 28, 2025

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Image Systems & Business Solutions 10-0-5770	Lease Principal Payment	Inv 415047	917.72	4901	02/20/25	<u>917.72</u>
Jeanne Schultz Angel 10-0-5908	Programming - Adult	Event Presentation	350.00	4902	02/20/25	<u>350.00</u>
Kelly Dull 10-0-5908	Programming - Adult	Event Presentation	400.00	4903	02/20/25	<u>400.00</u>
Non-Stop Entertainment 10-0-5308	Reading Programs	Inv 20250208-01	600.00	4904	02/20/25	<u>600.00</u>
Technology Management Rev Fund 10-0-5176	Internet Services	Inv T2220223	1,000.00	4905	02/20/25	<u>1,000.00</u>
The Book Stall 10-1-5341	Books-Non-Fiction-Adult-Winnetka	Inv 560122	23.99	4906	02/20/25	<u>49.59</u>
10-2-5341	Books-Non-Fiction-Adult-Northfield	Inv 560122	25.60			
The Soft Play Life LLC 10-0-5907	Programming - Youth	08.06.2025	320.00	4907	02/20/25	<u>320.00</u>
True Air 70-0-5784	Electrical	Study Room Wall Heaters	2,160.00	4908	02/20/25	<u>2,160.00</u>
Greg Borzo 10-0-5908	Programming - Adult	Event Presentation; 02.22.25	300.00	4909	02/21/25	<u>300.00</u>
Yakety Yak Furniture Inc. 10-0-5884	Equipment/Furniture	Inv 1692 - Deposit	12,780.00	18435	02/05/25	<u>12,780.00</u>
VILLAGE OF WINNETKA 10-0-5111	Health Insurance	Inv 2025-0000001	29,472.52	18436	02/13/25	<u>29,472.52</u>
QUILL CORPORATION 10-0-5121	Office Supplies	Inv 42607856	274.17	18437	02/13/25	<u>304.01</u>
10-0-5121	Office Supplies	Inv 42672247	17.80			
10-0-5121	Office Supplies	Inv 42679735	12.04			
CDW-G 10-0-5136	Hardware	Inv ACSJQ6Q	210.57	18438	02/13/25	<u>394.40</u>
10-0-5136	Hardware	Inv AC6BZ7I	183.83			
DD Facility Services 70-0-5748	Building Maintenance Service	Inv 1090	8,160.00	18439	02/13/25	<u>8,160.00</u>
Kanopy 10-1-5345	Books-Digital-Winnetka	Inv 437228-PPU	770.00	18440	02/13/25	<u>770.00</u>
HOOPLA (MIDWEST TAPE) 10-1-5345	Books-Digital-Winnetka	Inv 506691020	2,365.19	18441	02/13/25	<u>2,365.19</u>
OVERDRIVE INC. 10-1-5345	Books-Digital-Winnetka	Inv 01018CP24403436	6,953.66	18442	02/13/25	<u>51,900.31</u>

Winnetka-Northfield Public Library District

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-1-5345	Books-Digital-Winnetka	Inv 01018CP24402694	6,954.48			
10-1-5345	Books-Digital-Winnetka	Inv 01018CP25031244	7,485.49			
10-1-5345	Books-Digital-Winnetka	Inv 01018CP25031860	7,492.04			
10-1-5345	Books-Digital-Winnetka	Inv 01018MA24401244	1,621.03			
10-1-5345	Books-Digital-Winnetka	Inv 01018MA24406191	5,471.70			
10-1-5345	Books-Digital-Winnetka	Inv 01018MA25029976	6,294.41			
10-1-5345	Books-Digital-Winnetka	Inv 01018MA25034791	9,627.50			
MERCHANTS DELIVERY SERVICE				18443	02/13/25	<u>550.00</u>
10-0-5138	Delivery Service	MERCHANTS DELIVERY SERVICE	550.00			
BAKER & TAYLOR				18444	02/13/25	<u>9,001.86</u>
10-2-5340	Books-Fiction-Adult-Northfield	BAKER & TAYLOR	1,238.44			
10-1-5340	Books-Fiction-Adult-Winnetka	BAKER & TAYLOR	2,933.33			
10-0-5120	Library Supplies	BAKER & TAYLOR	822.93			
10-2-5341	Books-Non-Fiction-Adult-Northfield	BAKER & TAYLOR	323.31			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	BAKER & TAYLOR	1,537.02			
10-2-5441	Books-Non-Fiction-Juv-Northfield	BAKER & TAYLOR	188.22			
10-1-5441	Books-Non-Fiction-Juv-Winnetka	BAKER & TAYLOR	235.32			
10-2-5440	Books-Fiction-Juv-Northfield	BAKER & TAYLOR	380.61			
10-1-5440	Books-Fiction-Juv-Winnetka	BAKER & TAYLOR	941.03			
10-1-5343	DVDs-Adult-Winnetka	BAKER & TAYLOR	401.65			
MIDWEST TAPE				18445	02/13/25	<u>874.87</u>
10-0-5120	Library Supplies	MIDWEST TAPE	47.76			
10-1-5343	DVDs-Adult-Winnetka	MIDWEST TAPE	291.74			
10-2-5343	DVDs-Adult-Northfield	MIDWEST TAPE	157.44			
10-1-5444	Audio Books-Juv-Winnetka	MIDWEST TAPE	291.95			
10-1-5344	Audio Books-Adult-Winnetka	MIDWEST TAPE	85.98			
VILLAGE OF NORTHFIELD				18457	02/27/25	<u>6,028.48</u>
70-2-5159	Northfield Lease	Inv 101LIB	6,028.48			
VILLAGE OF WINNETKA				18458	02/27/25	<u>25,408.40</u>
10-0-5111	Health Insurance	Inv 2025-00000002	25,408.40			
QUILL CORPORATION				18459	02/27/25	<u>177.21</u>
10-0-5121	Office Supplies	Inv 42714529	177.21			
PITNEY BOWES				18460	02/27/25	<u>299.01</u>
10-0-5123	Postage	Inv 3107081557	299.01			
VOGUE PRINTERS				18461	02/27/25	<u>5,047.34</u>
10-0-5722	Newsletter/Mailers	Inv 25-1108	5,047.34			
Lauterbach & Amen, LLP				18462	02/27/25	<u>1,725.00</u>
10-0-5131	Accounting and Bookkeeping	Inv 100109	1,725.00			

Winnetka-Northfield Public Library District

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February 1, 2025 - February 28, 2025

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
DEMCO				18463	02/27/25	<u>62.40</u>
10-0-5120	Library Supplies	Inv 7599843	62.40			
BAKER & TAYLOR				18464	02/27/25	<u>7,876.32</u>
10-1-5340	Books-Fiction-Adult-Winnetka	BAKER & TAYLOR	2,702.85			
10-0-5120	Library Supplies	BAKER & TAYLOR	632.33			
10-2-5341	Books-Non-Fiction-Adult-Northfield	BAKER & TAYLOR	552.32			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	BAKER & TAYLOR	1,459.34			
10-2-5340	Books-Fiction-Adult-Northfield	BAKER & TAYLOR	878.66			
10-2-5440	Books-Fiction-Juv-Northfield	BAKER & TAYLOR	133.42			
10-1-5440	Books-Fiction-Juv-Winnetka	BAKER & TAYLOR	264.75			
10-1-5440	Books-Fiction-Juv-Winnetka	BAKER & TAYLOR	903.76			
10-2-5441	Books-Non-Fiction-Juv-Northfield	BAKER & TAYLOR	82.89			
10-1-5441	Books-Non-Fiction-Juv-Winnetka	BAKER & TAYLOR	211.05			
10-2-5444	Audio Books-Juv-Northfield	BAKER & TAYLOR	54.95			
MIDWEST TAPE				18465	02/27/25	<u>1,423.21</u>
10-0-5120	Library Supplies	MIDWEST TAPE	103.48			
10-2-5343	DVDs-Adult-Northfield	MIDWEST TAPE	341.86			
10-1-5343	DVDs-Adult-Winnetka	MIDWEST TAPE	857.90			
10-1-5344	Audio Books-Adult-Winnetka	MIDWEST TAPE	79.98			
10-2-5344	Audio Books-Adult-Northfield	MIDWEST TAPE	39.99			
Library Furniture International, Inc.				18466	02/27/25	<u>12,925.00</u>
10-0-5884	Equipment/Furniture	ACH	12,925.00			
COMCAST				18467	02/28/25	<u>75.90</u>
10-0-5176	Internet Services	ACH	75.90			
Peerless Network				18468	02/28/25	<u>41.35</u>
10-1-5175	Telephone - Winnetka	ACH	41.35			
NICOR				18469	02/28/25	<u>478.43</u>
10-2-5174	Natural Gas - Northfield	ACH	478.43			
PITNEY BOWES				18470	02/28/25	<u>200.00</u>
10-0-5123	Postage	ACH	100.00			
10-0-5123	Postage	PITNEY BOWES	100.00			
COMCAST				18471	02/28/25	<u>454.75</u>
10-0-5176	Internet Services	ACH	454.75			
NORTH SHORE GAS				18472	02/28/25	<u>1,648.15</u>
10-1-5174	Natural Gas - Winnetka	ACH	1,648.15			
NATIONWIDE RETIREMENT SOLUTIONS				18473	02/28/25	<u>1,225.00</u>
10-0-2040	457 withholding	ACH	1,225.00			

Winnetka-Northfield Public Library District

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
VILLAGE OF WINNETKA				18474	02/28/25	<u>2,726.26</u>
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	75.82			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	27.88			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	76.34			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	23.77			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	2.00			
10-1-5173	Storm Sewer - Winnetka	VILLAGE OF WINNETKA	139.71			
10-1-5171	Electricity - Winnetka	VILLAGE OF WINNETKA	2,590.31			
10-1-5171	Electricity - Winnetka	VILLAGE OF WINNETKA	-372.80			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	59.65			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	103.58			
VILLAGE OF NORTHFIELD				18475	02/28/25	<u>42.47</u>
10-2-5172	Water - Northfield	ACH	42.47			
First Bankcard				18476	02/28/25	<u>10,834.00</u>
10-0-5732	Staff Recognition/Events/Meetings	Dombrowski - January Staff Birthdays	35.00			
10-0-5121	Office Supplies	Dombrowski - Monica 2025 Planner Inserts	42.68			
10-0-5731	Memberships	Dombrowski - 2025 WNPLD Laconi Membership	150.00			
10-0-5884	Equipment/Furniture	Dombrowski - AED Machines for Library	2,828.00			
10-0-5139	Subscriptions	Dombrowski - ChatGPT Monthly Subscription	20.00			
10-0-5907	Programming - Youth	Karwowska - Youth Programming	19.87			
10-0-5907	Programming - Youth	Karwowska - Youth Programming	201.71			
10-1-5440	Books-Fiction-Juv-Winnetka	Karwowska - Juv Fiction Books	22.42			
10-1-5439	Kits	Karwowska - Kit Replacements	140.97			
10-0-5120	Library Supplies	Karwowska - Library supplies (cleaning supplies)	46.93			
10-0-5907	Programming - Youth	Karwowska - Youth Programming	85.12			
10-0-5907	Programming - Youth	Karwowska - Youth Programming	9.95			
10-0-5308	Reading Programs	Karwowska - Reading Programs WR Prize	100.00			
10-0-5120	Library Supplies	Karwowska - Library supplies (cleaning supplies)	39.50			
10-0-5907	Programming - Youth	Karwowska - Youth Programming	39.99			
10-0-5907	Programming - Youth	Karwowska - Youth Programming	22.25			
10-0-5732	Staff Recognition/Events/Meetings	Karwowska - Staff Recognition - YS Dept Mtg	37.16			
10-0-5907	Programming - Youth	Karwowska - Price of 1 puzzle from this bulk order for Youth Programming	12.57			
10-0-5114	Professional Development	Karwowska - Prof Dev T Malinowski Reaching Forward FY 2425	128.00			
10-1-5444	Audio Books-Juv-Winnetka	Karwowska - Juv Audio	19.99			
10-0-5907	Programming - Youth	Karwowska - Youth Programming	19.98			
10-1-5445	Video Games-Juv-Winnetka	Karwowska - Video Games Youth	79.98			
10-2-5445	Video Games- Juv-Northfield	Karwowska - Video Games Youth	79.98			
10-1-5439	Kits	Karwowska - Kit Replacements	23.98			
10-0-5907	Programming - Youth	Karwowska - Youth Programming	118.11			
10-0-5907	Programming - Youth	Karwowska - Youth Programming	173.90			

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5120	Library Supplies	Karwowska - Library supplies (air purifier for Lloyd because of smell)	204.99			
10-0-5121	Office Supplies	Mall - Fan for service desks	9.98			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Mall - Materials	19.99			
10-0-5134	Software	Mall - Virtual event hosting	127.98			
10-0-5908	Programming - Adult	Mall - Program supplies (Best Books of 2024, 1/15)	219.44			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Mall - Materials	19.95			
10-0-5114	Professional Development	Mall - Professional conference	128.00			
10-2-5341	Books-Non-Fiction-Adult-Northfield	Mall - Materials	52.00			
10-2-5341	Books-Non-Fiction-Adult-Northfield	Mall - Materials	124.98			
10-0-5491	VideoGames-Adults	Mall - Materials	49.97			
10-0-5908	Programming - Adult	Mall - Program supplies (Best Books of 2024, 1/15)	66.01			
10-1-5340	Books-Fiction-Adult-Winnetka	Mall - Materials	114.98			
10-0-5308	Reading Programs	Mall - Winter Reading prize	100.00			
10-0-5907	Programming - Youth	Mall - Youth Programming supplies	-12.34			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Mall - Materials	69.99			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Mall - Materials	39.97			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Mall - Materials	59.03			
10-0-5308	Reading Programs	Mall - Winter Reading prize	115.00			
10-1-5340	Books-Fiction-Adult-Winnetka	Mall - Materials	27.99			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Mall - Materials	25.00			
10-0-5491	VideoGames-Adults	Mall - Materials	69.99			
10-0-5731	Memberships	Mall - Professional membership dues	150.00			
10-0-5731	Memberships	Mall - Professional membership dues	195.00			
10-0-5731	Memberships	Mall - Professional membership dues	210.00			
10-0-5120	Library Supplies	Mall - Tech Services supplies	15.99			
10-0-5906	Programming - Studio	Melero - Acrylic Sheet for Studio	261.25			
10-0-5121	Office Supplies	Melero - Office Supplies	20.21			
10-0-5719	Board Expenses	Melero - Board Water	7.15			
10-0-5114	Professional Development	Melero - HR Conference	599.00			
10-0-5906	Programming - Studio	Melero - Accidental Charge (refunded)	8.00			
10-0-5906	Programming - Studio	Melero - Accidental Charge (refunded)	10.00			
10-0-5732	Staff Recognition/Events/Meetings	Morgan - Staff Recognition/Events/Meetings - Sydney Clark	72.81			
10-0-5732	Staff Recognition/Events/Meetings	Morgan - Staff Recognition/Events/Meetings - Sydney Clark	13.98			
10-0-5719	Board Expenses	Munoz - Board member gift	38.41			
10-0-5906	Programming - Studio	Munoz - Library of things - PS5 storage case	87.98			
10-0-5906	Programming - Studio	Munoz - 3D printer - filament	66.97			
10-0-5906	Programming - Studio	Munoz - Library of things - PS5 remote control	74.99			
10-0-5732	Staff Recognition/Events/Meetings	Munoz - Staff Programming Meeting	43.02			

Winnetka-Northfield Public Library District

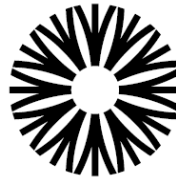
Check Register

All Bank Accounts

February 1, 2025 - February 28, 2025

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5906	Programming - Studio	Munoz - Library of Things - PS5 Protective covers	44.98			
10-0-5906	Programming - Studio	Munoz - Studio Supplies - Wood sheets	63.94			
10-0-5906	Programming - Studio	Munoz - Studio supplies - Vinyl	9.99			
10-0-5906	Programming - Studio	Munoz - Library of Things - Storage container	15.51			
10-0-5906	Programming - Studio	Munoz - Studio Supplies - Vinyl	15.85			
10-0-5906	Programming - Studio	Munoz - 3D printer - filament storage containers	29.99			
10-0-5906	Programming - Studio	Munoz - Studio Supplies - vinyl	79.01			
10-0-5134	Software	Quish - Email Communication Annual Renewal	1,836.80			
10-0-5724	Marketing/Advertising	Quish - Summer Reading Graphics Package	15.00			
10-0-5134	Software	Swenson - Microsoft Entra Licenses	7.20			
10-0-5134	Software	Swenson - Microsoft Office 365 Licenses	192.50			
10-0-5134	Software	Swenson - Microsoft Power Bi Licenses	30.00			
10-0-5177	Website/Platform Fees	Swenson - Content Website Hosting	5.00			
10-0-5177	Website/Platform Fees	Swenson - Content Website Backup	0.77			
10-0-5177	Website/Platform Fees	Swenson - One Book Two Villages Domain Renewal	15.92			
10-0-5136	Hardware	Swenson - Analog/Bluetooth Phone for Testing	49.95			
10-0-5134	Software	Swenson - Creative Cloud Subscriptions	278.91			
10-0-5121	Office Supplies	Volny - ILL Supplies	26.99			
10-0-5121	Office Supplies	Volny - Desk Supplies	26.96			
10-0-5121	Office Supplies	Volny - Desk Supplies	12.98			
10-0-5121	Office Supplies	Volny - Desk Supplies	19.98			
10-0-5121	Office Supplies	Volny - ILL Supplies	26.99			
10-0-5732	Staff Recognition/Events/Meetings	Volny - Staff Meeting Treats	37.56			
10-0-5121	Office Supplies	Volny - Study Room Pager	89.99			
10-0-5732	Staff Recognition/Events/Meetings	Volny - Staff Meeting Treats	12.51			
10-0-5121	Office Supplies	Volny - Refunded Study Room Pager (Wrong Item)	-89.99			
10-0-5121	Office Supplies	Volny - Refund of ILL Supplies (Never received)	-26.99			
Byline Bank				18477	02/28/25	158.32
10-0-5131	Accounting and Bookkeeping	Deposit Slips	158.32			

Check List Total 217,852.18



MARCH 2025 DIRECTOR'S REPORT

STAFF UPDATES

Anniversaries: Laura Munoz, Digital Services Manager, 2/7 (1 year); Luvia Melero, Business Manager, 2/16 (1 year); Kathryn Freemond, Branch Services Assistant, 2/21 (3 years); Shannon Hahle, Youth Services Assistant, 2/22 (9 years).

Comings: Denise Ulett, Branch Services Librarian, 2/5/25.

STAFF SHOUT OUTS

- Youth Services Librarian Tom showcased a book talk entitled “*Fostering Partnerships with Young Readers*” at the Preschool-Kindergarten Summit hosted by The Alliance for Early Childhood.
- Youth Services Librarian Tom presented a session called “*Unusual Storytimes*” at the Illinois Youth Services Institute.
- IT Manger Mark & Youth Services Manager Anna submitted a proposal for the 2025 ILA Conference.
- Executive Director Monica submitted a proposal for the 2025 ILA Conference.

PROGRAMMING

Youth

Category	FEB24/25	FEB23/24	Mo. % +/-	FY24-25 YTD	FY23-24 YTD	FY % +/-
Programs	50	53	-5.66%	409	406	0.74%
Live Attendees	1,553	1,558	-0.32%	13,487	11,896	13.37%
Passive Programming	5,705	4,382	30.19%	40,385	33,250	21.46%

Highlights

Valentine's Day Cookie Decorating	45 children and caregivers decorated cookies celebrating Valentine's Day.
Family Science	Using marshmallows and toothpicks, families worked to build the tallest, fluffiest snowman. The winner's was 11 inches high. 43 attendees.
FrogLady Reptiles & Amphibians	47 patrons joined us for a hoppin' good time as we met over 15 live reptiles and amphibians with the FrogLady.
DIY Love Potion	15 teens made an enchanting and whimsical potion perfect for Valentine's Day.

Adults

Category	FEB24/25	FEB23/24	Mo. % +/-	FY24-25 YTD	FY23-24 YTD	FY % +/-
Programs	30	27	11.11%	170	154	10.39%
Live Attendees	681	546	24.73%	3,354	3,628	-7.55%
Recording Attendees	176	234	-24.79%	1,494	1,776	-15.88%

Highlights

The Hostess in Chief: Mamie Doud Eisenhower (IP)	18 people enjoyed “meeting” Mamie and hearing about her life as Ike's wife, the first lady and “just a good friend.”
Wild Child to Grande Dame: The Life of Alice Roosevelt Longworth (V)	61 attendees learned about the remarkable journey of a woman who defied convention and left an indelible mark on American history.
Decluttering Our Hearts and Homes: The Emotional Connection to Stuff (V)	42 attendees looked at specific steps to effectively declutter the spaces in which they live and work.

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

Studio

Category	FEB24/25	FEB23/24	Mo. % +/-	FY24-25 YTD	FY23-24 YTD	FY % +/-
1:1s	141	244	-42.21%	1,684	2,136	-21.16%
Programs	10	10	0.00%	82	108	-24.07%
Attendees	36	62	-41.94%	513	645	-20.47%

Highlights

Paper Flower Shadow Box	6 patrons were taught the art of paper rose folding for a beautiful shadow box display.
CorelDRAW Basics	3 patrons learned how to use CorelDRAW to create designs that are compatible with our laser machines.

Community Engagement

Category	FEB24/25	FEB23/24	Mo. % +/-	FY24-25 YTD	FY23-24 YTD	FY % +/-
Youth Events	2	2	0.00%	10	17	-41.18%
Adult Events	0	4	-100.00%	15	31	-51.61%
Family Events	0	-	-	11	9	22.22%
Total Events	2	6	-66.67%	36	57	-36.84%
Youth Attendance	85	26	226.92%	630	497	26.76%
Adult Attendance	0	97	-100.00%	494	666	-25.83%
Family Attendance	0	-	-	973	1,586	-38.65%
Total Attendance	85	123	-30.89%	2,097	2,749	-23.72%

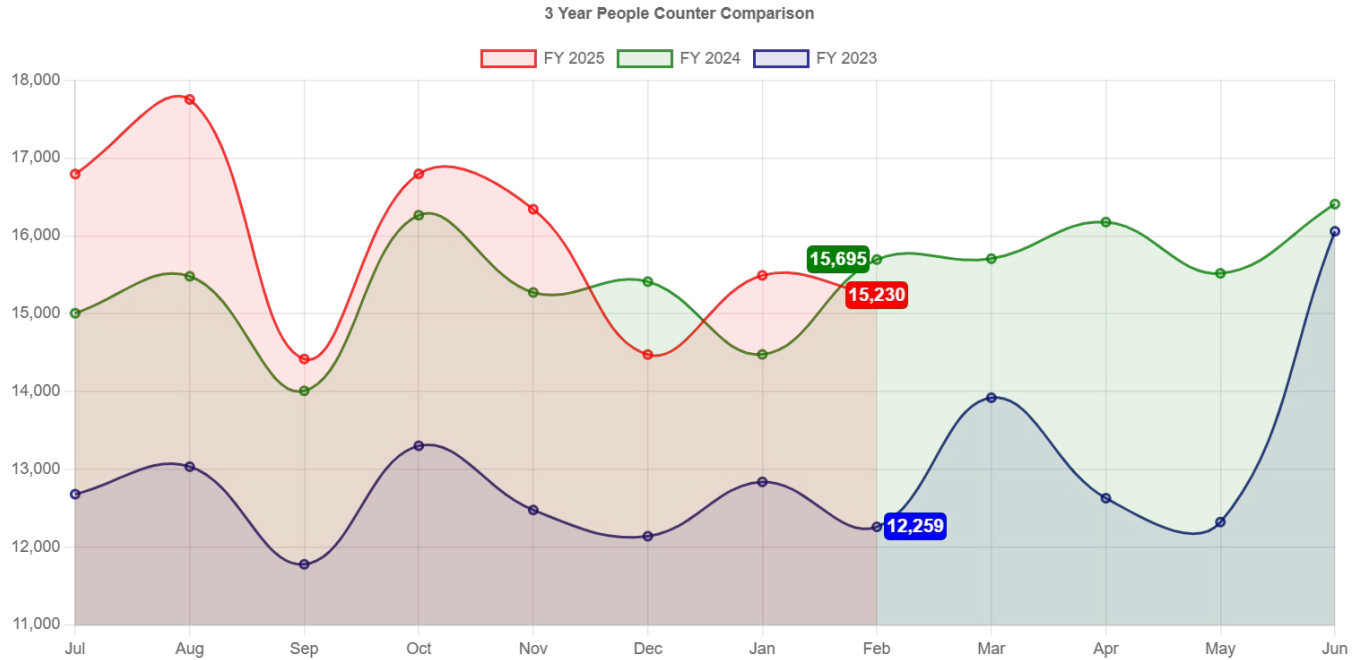
Highlights

Read the Wrapper!	In partnership with Go Green Northfield, students from the Sunset Ridge Green Club installed a display to educate patrons about the dangers of palm oil.
Preschool Kindergarten Summit	Librarian Tom presented to 25 community educators with a book talk entitled "Fostering Partnerships with Young Readers"
Illinois Youth Services Institute	Librarian Tom presented a session called "Unusual Storytimes" for 60 librarians.

SERVICES

Visitors

Building	FEB24/25	FEB23/24	Mo. % +/-	FY24-25 YTD	FY23-24 YTD	FY % +/-
Winnetka	10,255	11,033	-7.05%	88,915	85,170	4.40%
Northfield	4,458	4,342	2.67%	36,244	34,124	6.21%
Total	14,713	15,375	-4.31%	125,159	119,294	4.92%
Virtual	517	320	61.56%	2,140	2,317	-7.64%
Total	15,230	15,695	-2.96%	127,299	121,611	4.68%



Cardholders (by Household)

Community	Number of Households	Households w/Cards	% Households w/Cards
Winnetka	4,242	3,215	75.79%
Northfield	2,340	1,430	61.11%
Total District	6,582	4,645	70.57%
Kenilworth	789	214	27.12%
Total	7,371	4,859	65.92%

Desk Questions

Category	FEB24/25	FEB23/24	Mo. % +/-	FY24-25 YTD	FY23-24 YTD	FY % +/-
Adult	1,956	2,304	-15.10%	16,964	18,353	-7.57%
Youth	578	432	33.80%	4,546	3,710	22.53%
Digital Services	84	86	-2.33%	615	611	0.65%
Total	2,618	2,822	-7.23%	22,125	22,674	-2.42%

TECHNOLOGY

Computer Usage

Location	FEB24/25	FEB23/24	Mo. % +/-	FY24-25 YTD	FY23-24 YTD	FY % +/-
Winnetka	340	346	-1.73%	3,288	3,385	-2.87%
Northfield	193	222	-13.06%	1,753	1,760	-0.40%
Total	533	568	-6.16%	5,041	5,145	-2.02%

Hotspot Usage

Location	FEB24/25	FEB23/24	Mo. % +/-	FY24-25 YTD	FY23-24 YTD	FY % +/-
Winnetka Sessions	10,927	16,791	-34.92%	100,697	159,182	-36.74%
Northfield Sessions	3,270	1,927	69.69%	18,513	29,026	-36.22%
Total	14,197	18,718	-24.15%	119,210	188,208	-36.66%

Winnetka Bandwidth	199 GB	443 GB	-55.08%	1,897 GB	4,455 GB	-57.42%
Northfield Bandwidth	216 GB	111 GB	94.59%	900 GB	834 GB	7.91%
Total	415 GB	554 GB	-25.09%	2,797 GB	5,289 GB	-47.12%

Website Visits

Activity	FEB24/25	FEB23/24	Mo. % +/-	FY24-25 YTD	FY23-24 YTD	FY % +/-
Total Visits	10,588	12,159	-12.92%	85,805	91,012	-5.72%
Unique Visits	5,760	7,510	-23.30%	49,541	56,703	-12.63%

MARKETING

Email Subscribers

FEB24/25	% Cardholders	FEB23/24	Open Rate	Click Rate
10,434	109.69%	10,673	59%	3%

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

Social Media Activity

Platform	FEB24/25 Impres.	FEB24/25 Reach	FEB24/25 Engage.
YouTube	44,787	1,132	N/A
Facebook	5,311	3,245	259
Instagram	5,459	959	340
LinkedIn	617	0	16
Total	56,174	5,336	615

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	FEB24/25	FEB23/24	Mo. % +/-	FY24-25 YTD	FY23-24 YTD	FY % +/-
Winnetka	9,913	10,297	-3.73%	81,616	83,181	-1.88%
Northfield	3,287	3,589	-8.41%	28,717	30,131	-4.69%

Physical Youth (By Location)

Location	FEB24/25	FEB23/24	Mo. % +/-	FY24-25 YTD	FY23-24 YTD	FY % +/-
Winnetka	12,774	14,570	-12.33%	108,971	115,692	-5.81%
Northfield	2,599	3,029	-14.20%	23,802	26,889	-11.48%

Physical Miscellaneous

Lending Type	FEB24/25	FEB23/24	Mo. % +/-	FY24-25 YTD	FY23-24 YTD	FY % +/-
Kenilworth Patrons	680	773	-12.03%	5,834	8,455	-31.00%
Borrowed from Other Libraries	1,732	1,786	-3.02%	13,083	14,049	-6.88%

Physical Adult (By Type)

Material Type	FEB24/25	FEB23/24	Mo. % +/-	FY24-25 YTD	FY23-24 YTD	FY % +/-
Books	7,599	7,876	-3.52%	65,738	67,860	-3.13%
Book - Fiction	3,964	4,166	-4.85%	36,954	38,627	-4.33%
Book - Nonfiction	3,635	3,710	-2.02%	28,784	29,233	-1.54%
Audiobook - CD	189	184	2.72%	1,220	1,628	-25.06%
Music CD	37	114	-67.54%	465	742	-37.33%
Playaway	25	28	-10.71%	179	218	-17.89%
DVD/Blu-Ray	2,369	2,736	-13.41%	19,059	22,166	-14.02%
Magazine	182	184	-1.09%	1,560	1,767	-11.71%
Videogame	37	29	27.59%	350	187	87.17%
Computing Device	10	8	25.00%	56	49	14.29%
Library of Things	31	28	10.71%	210	184	14.13%
Other	434	292	48.63%	953	319	198.75%
Non-CCS ILL	51	44	15.91%	375	283	32.51%
Sent Out	2,236	2,363	-5.37%	20,168	17,909	12.61%
Studio Equipment	51	0	-	0	0	-
Total	13,251	13,886	-4.57%	110,333	113,312	-2.63%

Physical Youth (By Type)

Material Type	FEB24/25	FEB23/24	Mo. % +/-	FY24-25 YTD	FY23-24 YTD	FY % +/-
Books	10,830	12,566	-13.82%	97,167	105,680	-8.06%
Book - Fiction	8,868	10,423	-14.92%	81,174	88,880	-8.67%
Book - Nonfiction	1,962	2,143	-8.45%	15,993	16,800	-4.80%
Audiobook - CD	1	2	-50.00%	9	34	-73.53%
Playaway	254	160	58.75%	1,964	1,819	7.97%
DVD/Blu-Ray	335	550	-39.09%	4,815	5,919	-18.65%
Videogame	372	318	16.98%	2,779	2,148	29.38%
Computing Device	74	71	4.23%	554	508	9.06%
Vox Reader	339	389	-12.85%	2,729	2,994	-8.85%
Youth Kits	119	65	83.08%	667	551	21.05%
Other	4	23	-82.61%	88	238	-63.03%
In House Circulation	3,031	3,444	-11.99%	21,942	22,670	-3.21%
Total	15,373	17,599	-12.65%	132,773	142,581	-6.88%

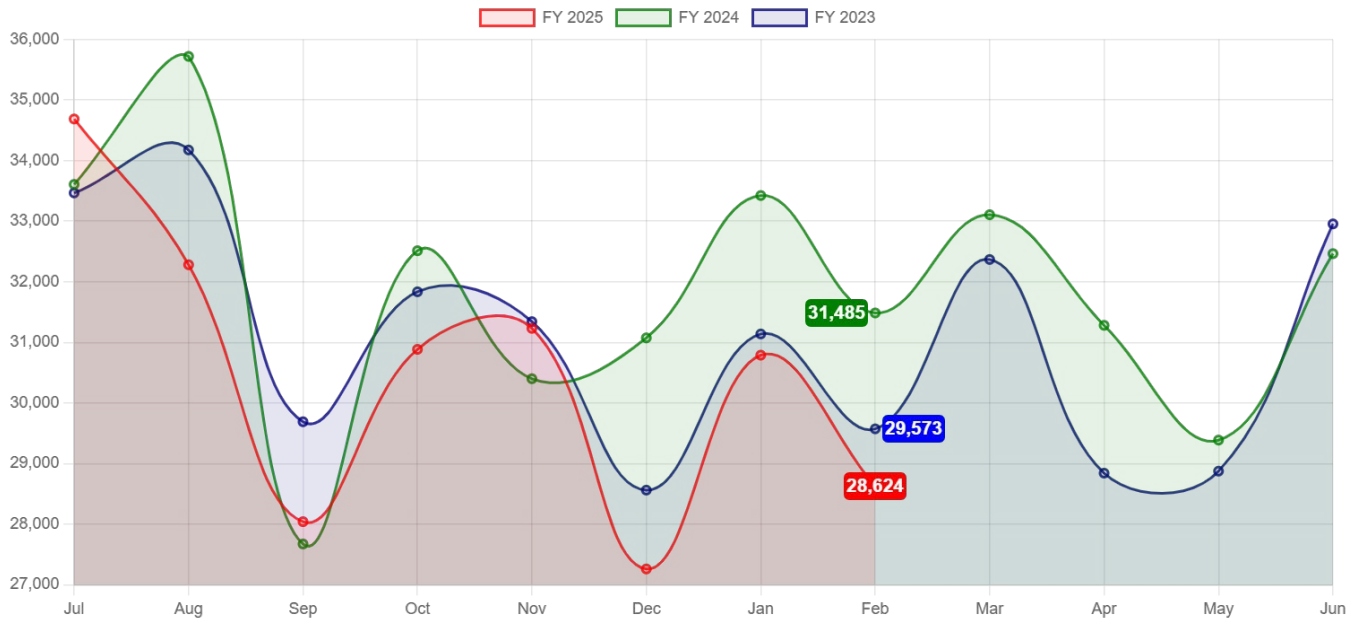
MTD Total Physical Circulation

FEB24/25 Physical Circulation	FEB23/24 Physical Circulation	Net Change
28,624	31,485	-9.09%

YTD Total Physical Circulation

FY24-25 YTD Physical Circulation	FY23-24 YTD Physical Circulation	Net Change
243,106	255,893	-5.00%

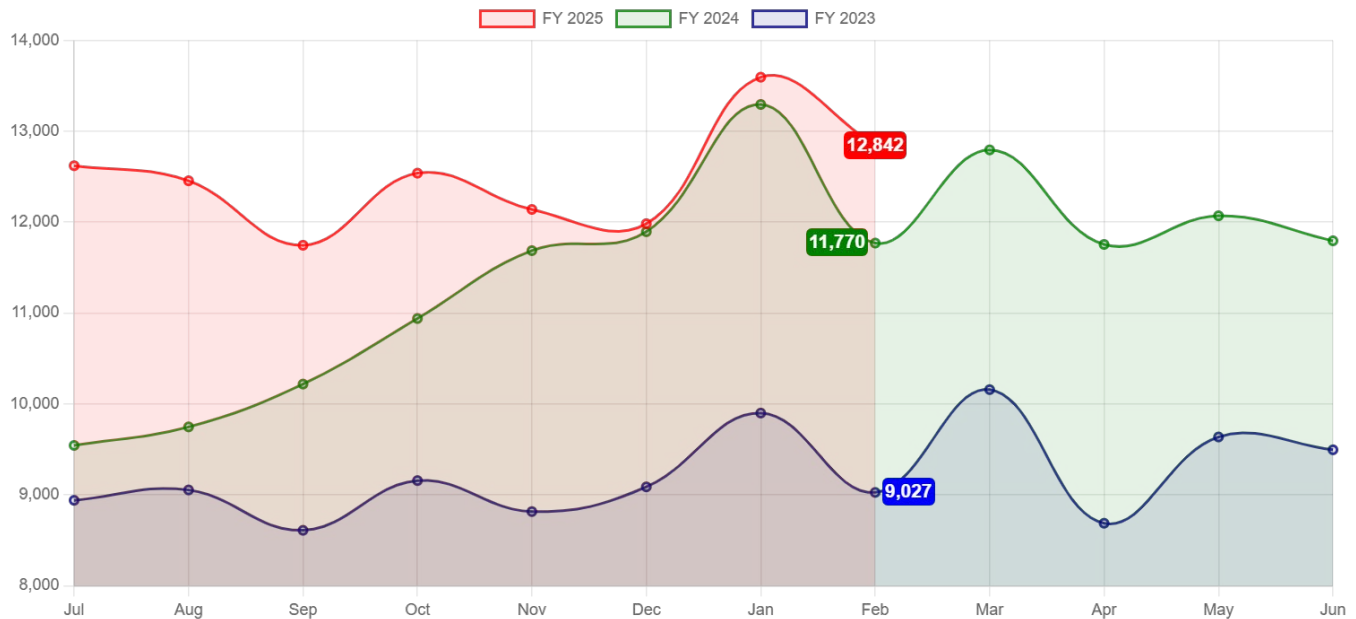
3 Year Physical Circulation Comparison



Digital Circulation

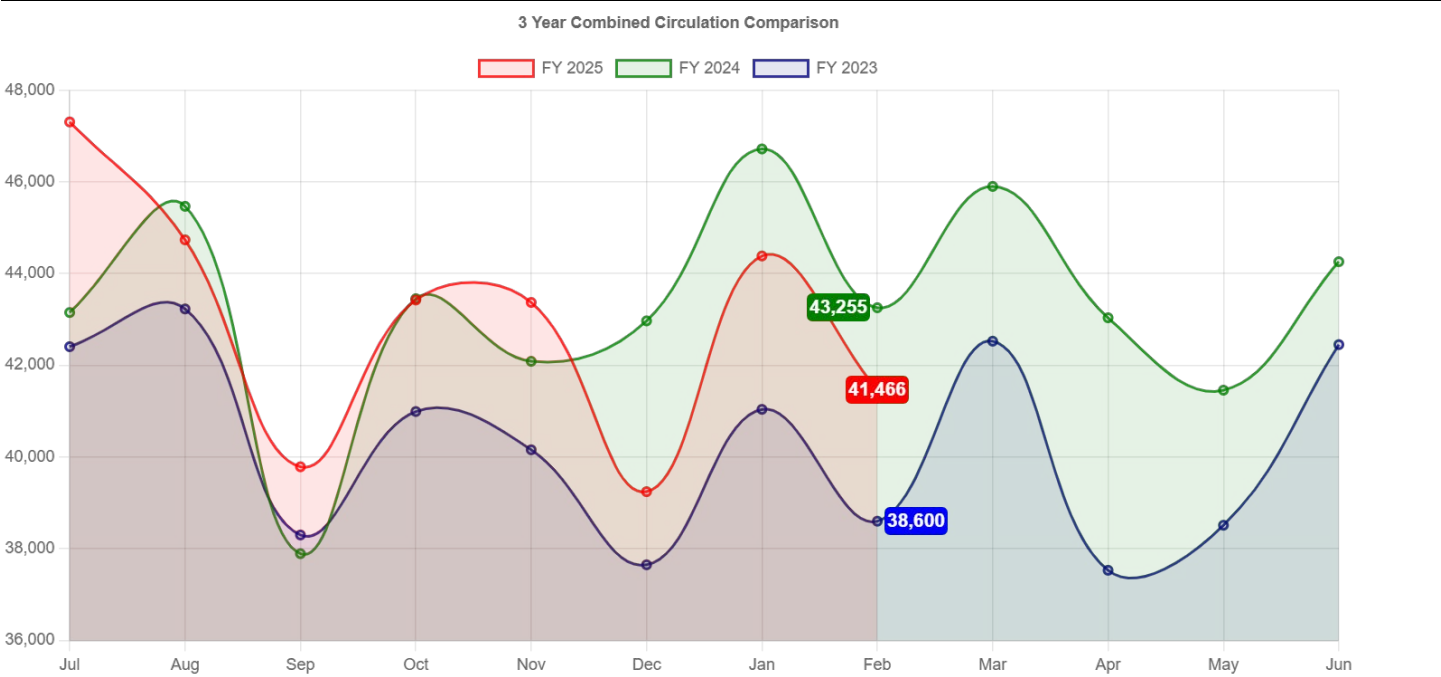
Material Type	FEB24/25	FEB23/24	Mo. % +/-	FY24-25 YTD	FY23-24 YTD	FY % +/-
eBooks	5,279	4,684	12.70%	40,832	37,129	9.97%
eAudiobooks	4,552	4,021	13.21%	36,989	31,739	16.54%
eMagazines*	2,379	2,478	-4.00%	17,475	15,937	9.65%
eVideos	561	544	3.12%	4,254	3,923	8.44%
eMusic	71	43	65.12%	371	370	0.27%
Total	12,842	11,770	9.11%	99,921	89,098	12.15%

3 Year eResource Comparison



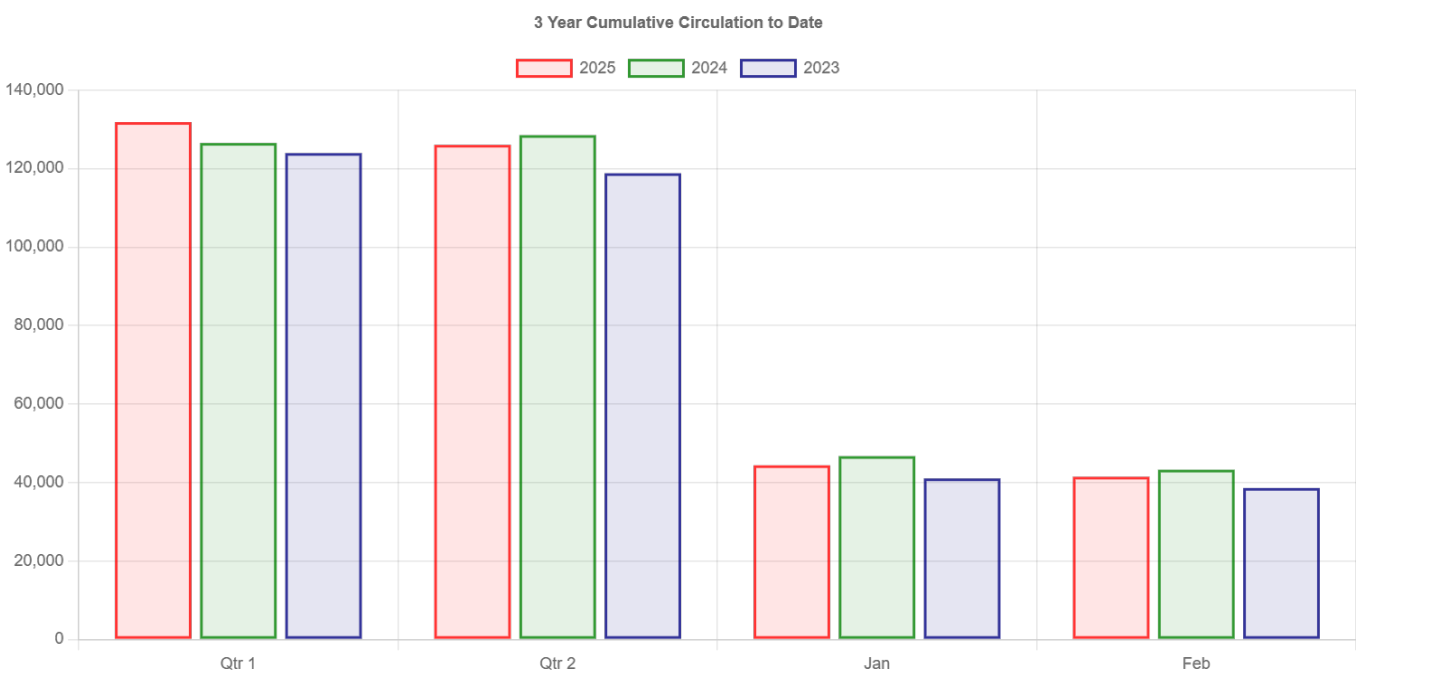
MTD Total District Circulation

FEB24/25 District Circulation	FEB23/24 District Circulation	Net Change
41,415	43,255	-4.25%



YTD Total District Circulation

FY24-25 YTD District Circulation	FY23-24 YTD District Circulation	Net Change
343,027	344,991	-0.57%



IMPACT STORIES

Branch Services

- General Feedback
 - Library Assistant Becca provided 1:1 tech help to a patron struggling with the public computers. He was very appreciative of her patience and kindness when he asked the same questions and missed the same steps a few times.
 - A patron shared that his kids LOVE the library and could spend hours here. *"We were just going to put our returns in the book drop but they asked to go in."* The kids left with stacks of books, ranging from favorite series to new authors.
 - Librarian Rebecca provided reader's advisory to a student who felt history lessons in school were boring. She found historical fiction books full of adventure, espionage, and unwavering loyalty to hit the spot and spark an interest in history.
 - Multiple patrons expressed gratitude for the Northfield Library's location near New Trier East and Loyola Academy. They said it's a great spot to hang out while waiting to pick up their children.
 - A Sit and Knit attendee was very grateful for Librarian Lisa's help with a knitting pattern. The patron had a yarn that was ill-suited for the pattern and Lisa helped her find one that would work better. The patron left feeling confident she could complete the project.
- Programming
 - Feedback for Art Play
 - *"I love that they get to play with paint, and it's not in my house or on my carpet."*
 - *"When I saw the program on the library website, I was like 'we are definitely going to this.'"*
 - From a child, *"Miss Rebecca, thank you for letting me paint."*
 - Feedback for Watercolor Crystals with Audrey Ra: *"How great. She was very engaging and sweet."*
 - Feedback for Medicare 101: *"Helpful & clear presentation. Presenter seems as though she will be responsive to future questions."*
 - Feedback for The Hostess in Chief: Mamie Doud Eisenhower
 - *"The presenter was delightful. She told very interesting stories from Mrs. Eisenhower's point of view."*
 - *"It was definitely an enjoyable afternoon. I love those events."*

Community Engagement

- As featured in the Staff Shoutouts section, Youth Services Librarian Tom showcased a booktalk at the Alliance's Preschool Kindergarten Summit and a session on unusual storytimes at the Illinois Youth Services Institute's Annual Conference (pics below).



Youth Services

- Collection feedback
 - *"Please continue to offer [Tonies] and add new ones regularly because it's been such a positive experience for us to check them out!"*
 - *"What?! You have video games to rent? That's so cool!"*
- Programming
 - Feedback on Playdough Party:
 - *"This was awesome!! Please do more events like this at Northfield!" - Playdough Party 2/19*
 - *"Whoever put this on the calendar deserves a raise! My kids (2 year old twins) have been playing nicely and focused for 45 minutes!"*
 - Feedback on Scavenger Hunt: *"I have to tell you, last time I was here we talked about the banana milk. So I ordered some from Amazon and although my kids thought it was so-so I liked it and rest will be for me so thank you for that!"*

Adult Services

- General Feedback: One of the library's regular, daily users was overheard telling another patron who was excited about the seed library that *"...this library is the best place in town."*
- Programming
 - Feedback for Martha Washington: Our Founding Mother with Lynn Rymarz: *"The presentation was both informative and entertaining. Excellent performance. Thank you."*
 - Feedback for Married in the Movies with Annette Bochenek: *"Thank you! Appreciate the wide variety of virtual offerings. Am learning so much and enjoy the presentations. Thank you again! Any topics are fine by me."*
 - Feedback for Casting a Historic Vote: Suffrage for Women in Illinois:
 - *"You do an outstanding job on choosing speakers and topics. Thank you so much."*
 - *"The speaker was very engaging and knowledgeable. I'd be interested in other programs with her also potentially with more time for Q&A!"*
 - *"Thank you for providing this education."*
 - Feedback for Citizen Soldier: African Americans in Times of War:
 - *"Excellent presentation. Would look forward to any other presentations from the presenter."*
 - *"Appreciate all of your virtual presentations. My wife and I are at an age now where night driving is risky."*
 - *"The presentation was very well done. I hope we out there in zoomland have more opportunities like tonight's program. Thank you!"*
 - *"I knew nothing about the Red Tails before the library's fine program. Many thanks."*
 - Feedback for Wild Child to Grande Dame: The Life of Alice Roosevelt Longworth:
 - *"Love the programs offered by the Library -- a host of topics and events. Adds to my reasons for moving here about 9 months ago."*
 - *"Thank you for such great virtual programs!!!!"*
 - *"We enjoy the many programs offered, both in person and on Zoom! Thank you!"*
 - *"These historical figures are so much fun to learn about. History becomes "real" when we learn about their personalities, their foibles, their interactions with other historical figures, their place in history, etc."*
 - *"Thank you for presenting this program which provided a comprehensive overview of Alice Roosevelt Longworth's long life. I had some knowledge of Longworth but didn't appreciate the span and many*

facets of her fascinating life and place in history. Great job by Valerie Gugala who enthusiastically and comprehensively presented!"

- *"I accidentally learned a lot of history when I thought I was just having fun! Excellent. Well researched. Great presentation."*
- Feedback for Global Climate Change: What You Need to Know:
 - *"Excellent scientific look at global climate change. I appreciate that the program was being recorded so I can spend more time with some of the slides as I digest the information. Thank you for making it so easy to hear experts talk about very current subjects!"*
 - *"These kinds of educational programs are more important now than ever. Would you do one on the state of our water supply, lake Michigan and the wildlife that reside here."*
 - *"Extremely useful for citizens who get politicians making uneducated decisions regarding climate issues!"*
- Feedback for The Evolution of Documentary Films:
 - *"Appreciate that they are recorded so I can go back and re-listen to particular sections. Also, really appreciate the recordings of evening programs when I can't get home in time to see them! Thanks so much for offering such great programing, particularly those on Zoom."*
 - *"It's great that our library has some of the documentaries mentioned!"*
 - *"This presentation was so full of information that I think it merited a power point of important films and film makers as well as the various types of documentaries that were being presented."*
- Feedback for Chicago's Greatest Architecture and Buildings:
 - *"We appreciate the wide variety of offerings."*
 - *"Makes me want to go back to Chicago for an architecture tour! Very interesting."*
- Feedback for Magical Morocco:
 - *"Great job programming the virtual offerings. Can't thank you enough for the variety, quality presenters. Thank you!"*
 - *"Thank you for this travel experience to Morocco! Looking forward to the next travel adventure. TY"*

Digital Services

- General Feedback on Studio Remodel:
 - *"You guys have really upped your organization."*
 - *"It's great to have all of your items displayed so people know what you have."*
 - *"The floor looks great!"*
 - A patron came out of the elevator and was happily surprised with the new flooring, exclaiming, "OMG!"
 - *"Space looks amazing!"*
 - *"Floor looks incredible!"*
 - *"The Studio renovation is AWESOME!! So happy for everyone. I look forward to my next project!"*
 - A longtime patron mentioned to staff member Annie how much she LOVES the new Studio look! She particularly likes the floors and the organization.
- Studio Specialist Dennis assisted a patron with spam issues, while Annie provided job search advice. The patron was able to follow Dennis' instructions and successfully remove the spam herself. She expressed appreciation for Annie's job search guidance and, upon leaving, remarked, *"Dennis and Annie are a dream team!"*

- A retired WGN news anchor and his wife visited the Studio, expressing excitement about using the Creation Station to digitize their significant collection of photographs.

Patron Services

- General Feedback from Monica B, Patron Services Assistant: *"I just wanted to share a wonderful interaction I had with a patron on Sunday afternoon concerning our seed library:*

A young woman came into the library, exasperated and looking around frantically. When I asked if there was something I could help her find, she asked desperately, "Seed Library?" I pointed out our display and she exhaled, "oh THANK you!" with relief. After many minutes of reading and rummaging, the patron came to the desk with a good two inches of seed packets. As I was checking them out to her, the patron relayed to me the long journey she made from Evanston to get to us.

Apparently, the associate she spoke with at EPL was not at all familiar with seed libraries. She said he made her feel like she was making the whole thing up, implying it was a crazy idea: libraries giving out seeds to people! She told me how she insisted he call other libraries in the area to help her find a seed library and that's when I remembered a call from an Evanston employee earlier in the day asking, "Do you have a 'seed library' at Winnetka?" I replied in the affirmative and recalled his surprise, "Like, you give out seeds to people?" What a crazy idea!

The patron went on to explain that her friend has a big backyard with kids who are finally old enough to help in the garden. She was so proud of her seeds and so excited to share her love of gardening with her friends and their family. I felt proud that we were able to provide seeds to this passionate patron. And Stephanie, you should feel proudest of all! Your work is appreciated by green thumbs everywhere!"

General Feedback

- We got a Valentine from some students who love the library!



**THE WINNETKA-NORTHFIELD PUBLIC LIBRARY DISTRICT
RESOLUTION NO. 2024-2025/6**

RESOLUTION DETERMINING RELEASE OF CLOSED SESSION MINUTES

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

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

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

NOW, THEREFORE, BE IT RESOLVED as follows:

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

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

Passed by the Board the Board of Library Trustees this 17th day of March 2025.

Ayes:

Nays:

Absent:

Abstaining:

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

ATTEST:

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

SCHEDULE A

Closed Session Minutes Recommended for Release

Date:

None.

SCHEDULE B

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

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

<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
2/20/2017	4/16/2018	4/15/2019	1/20/20*	4/19/2021	7/21/2022
4/17/2017	5/21/2018	5/20/2019	1/20/20*	8/16/2021	4/18/2022
5/3/2017	6/20/2018	6/17/2019	2/17/20	11/22/2021	6/20/2022*
		7/8/2019	6/15/20		6/20/2022*
		8/19/2019	8/18/20		7/18/2022*
		9/4/2019	11/16/20		7/18/2020*
		9/16/2019			8/15/2022*
		10/21/2019			
		12/16/2019			

2023
2/20/2023
3/21/2023
4/17/2023
5/15/2023
6/19/2023*
6/19/2023*

**Multiple Closed Sessions for Different Topics*

**THE WINNETKA-NORTHFIELD PUBLIC LIBRARY DISTRICT
RESOLUTION NO. 2024-2025/7**

RESOLUTION APPROVING DESTRUCTION OF CLOSED SESSION MEETING RECORDINGS

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED as follows:

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

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

Passed by the Board of Library Trustees this 17th day of March 2025.

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

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

ATTEST:

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

SCHEDULE A

Closed Session Recordings to be Destroyed

Date:

None

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

ORDINANCE NO. 2024-2025/4

SCHEDULE OF REGULAR MEETINGS OF THE BOARD OF TRUSTEES
OF THE WINNETKA-NORTHFIELD PUBLIC LIBRARY DISTRICT
COOK COUNTY, ILLINOIS
FOR FISCAL YEAR 2025-2026

WHEREAS, the Illinois Public Library District Act (75 ILCS 16/30-50) requires this Board to establish a regular schedule of meetings at the beginning of the fiscal year, stating the regular dates, times, and places of such meetings; and

WHEREAS, the Illinois Public Library District Act provides that the Secretary of this Board shall maintain at a public place specified by ordinance certified copies of all ordinances, and it is therefore necessary to establish a public place for maintenance of said certified copies;

NOW THEREFORE, BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE WINNETKA-NORTHFIELD PUBLIC LIBRARY DISTRICT, COOK COUNTY, ILLINOIS, that:

Section 1. Unless otherwise changed by this Board pursuant to said statutes, all meetings of this Board shall be held at the Winnetka-Northfield Public Library District, 768 Oak Street, Winnetka, Illinois 60093 or the Northfield Library, 1785 Orchard Lane, Northfield, Illinois 60093, whichever is indicated, at the time of 7:00 p.m.

Section 2. The following is a schedule of the dates of the regular meetings for the 2025-2026 fiscal year:

July 21, 2025	Winnetka	*January 19, 2025	Winnetka
August 18, 2025	Winnetka	*February 16, 2025	Winnetka
September 15, 2025	Northfield	March 16, 2025	Northfield
October 20, 2025	Winnetka	April 20, 2025	Winnetka
November 17, 2025	Winnetka	May 18, 2025	Winnetka
December 15, 2025	Northfield	June 15, 2025	Northfield

**Meeting dates fall on holidays*

Section 3. Any changes in these regular meeting dates on a temporary or permanent basis shall be according to the aforesaid statutes and with notices as set forth in said statutes. Public notice of this schedule shall be given by posting a copy of the notice at the Winnetka - Northfield Public Library, main library and branch, and a copy of said notice shall be supplied to a newspaper published within the District. This schedule shall be available at the Winnetka - Northfield Public Library District for public inspection throughout the fiscal year.

Section 4. The following public place shall be the repository to which the Secretary of this Board shall maintain certified copies of all ordinances passed by this Board and make such available for public inspection:

Winnetka - Northfield Public Library District
768 Oak Street
Winnetka, Illinois 60093

Section 5. This ordinance shall be in full force and effect from and after its passage and approval, according to law; and any resolutions or ordinances in conflict herewith are hereby repealed; and should any part of this ordinance be adjudged invalid or unconstitutional, such adjudication shall affect only that part of this act specifically covered thereby and shall not affect any other provisions or part of this act.

Passed by the Board of Trustees of the Winnetka-Northfield Public Library District, Cook County, Illinois, on the 17th day of March, 2025 by a vote of:

Ayes:
Nays:
Absent or Not Voting:

STATE OF
ILLINOIS)
) SS
COUNTY OF
COOK)

APPROVED:

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

ATTEST:

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