

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

THE MEETING WILL BE HELD AT 6:30 PM AT THE WINNETKA LIBRARY
LINK TO ATTEND VIRTUALLY POSTED AT WWW.WNPLD.ORG

AGENDA

Monday, October 20, 2025

- 1) Call to Order**
- 2) Roll Call**
- 3) Public Comments**
- 4) Consent Agenda**
 - a. Approval of September 15, 2025 Special Meeting Minutes*
 - b. Approval of September 15, 2025 Regular Meeting Minutes*
 - c. Approval of September 2025 Revenue & Expense Summary*
 - d. Approval of September 2025 Bill List*
- 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**
 - Presentation of FY25-26 Q1 Strategic Planning Updates*
 - Discussion on Draft FY25-26 Levy*
 - Discussion & Vote on Operating Reserve Balance
 - Discussion & Vote on Northfield Village Expansion Project IGA*
- 9) Communications**
 - Next regular meeting: Monday, November 17, 2025 at Winnetka Library
- 10) Public Comments**
- 11) Adjournment**

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

September 15, 2025

I. Call to Order

The meeting was held at the Northfield Library, 1785 Orchard Lane, Northfield, Illinois. President Freechack called the meeting to order at 6:30 p.m. A quorum was present.

II. Roll Call

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

Absent was Trustee Lindsay Jenkins.

Present were library employees Mark Swenson, Luvia Melero and Pim Halka.

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

III. Public Comments

No public comments.

IV. Public Hearing on Proposed Budget & Appropriation Ordinance for Fiscal Year 2025-2026

The Proposed Budget & Appropriation Ordinance for Fiscal Year 2025-2026 appeared in the Sept. 15, 2025 Special Meeting board packet. No public comments were made.

V. Vote to Adopt Budget & Appropriation Ordinance for Fiscal Year 2025-2026

A motion to adopt the Budget and Appropriation Ordinance for Fiscal Year 2025-2026 was made by Trustee Shankar and adopted by roll call vote.

VOTE:

Yes: 5

No: 0

VI. Adjournment

A motion to adjourn was made by Trustee Munoz and President Freechack adjourned the meeting at 6:35pm.

Respectfully submitted,

Sarah Tegel
Board Secretary

_____ Laura Freechack, President

_____ Sarah Tegel, Secretary

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

September 15, 2025

I. Call to Order

The meeting was held at the Northfield Library, 1785 Orchard Lane, Northfield, Illinois. President Freechack called the meeting to order at 6:35 p.m. A quorum was present.

II. Roll Call

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

Absent was Trustee Lindsay Jenkins.

Present were library employees Mark Swenson, Luvia Melero and Pim Halka.

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

III. Public Comments

No public comments.

IV. Consent Agenda

- *Approval of August 18, 2025 Regular Meeting Minutes*
- *Approval of August 2025 Revenue & Expense Summary*
- *Approval of August 2025 Bill List*

The Consent Agenda was approved upon motion by Trustee Munoz, and confirmed by voice vote.

V. Library Reports

- *Director's Report*

Exec. Director Dombrowski presented the September 2025 Director's Report, which was included in the board packet for the September 15, 2025 Regular Meeting.

- *President's Comments*

President Freechack noted that the Winnetka Caucus Council annual survey results were largely positive regarding the library district; she will meet with the New Trier School Board President, the D36 School Board President, and the Winnetka Village and Parks Board Presidents quarterly; and the board will evaluate hiring Deiters & Todd Library Consulting to conduct a training session on director evaluations.

VI. Village Reports

• *Winnetka Report*

Trustee Fisher shared that Winnetka has a new e-scooter policy with an e-bicycle policy forthcoming, and an affordable housing policy was adopted by the Village Council.

• *Northfield Report*

No report.

VII. Unfinished Business

• *Update on Building Projects*

Exec. Director Dombrowski reported that regarding the Winnetka project, interior projects have been completed aside from one door which will be completed in October; new exit sidewalks have been poured; and the new youth flooring will be sealed.

Regarding Northfield: Village Manager Patrick Brennan discussed the draft IGA Memo between the Village of Northfield and the Library District outlining the proposed working relationship and financial partnership being considered for the renovation project. The memo is scheduled to be approved at the Village's October meeting. The Village has also chosen to move to its second-choice architecture firm for the project.

VIII. New Business

No new business.

IX. Communications

Next regular meeting: Monday, October 20, 2025 at Winnetka Library.

X. Public Comment

No public comment.

XI. 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 7:32 p.m.

Respectfully submitted,

Sarah Tegel
Board Secretary

_____ Laura Freechack, President

_____ Sarah Tegel, Secretary



Winnetka-Northfield
PUBLIC LIBRARY DISTRICT

Winnetka-Northfield Public Library District

Board Report
For the Month Ended
September 30, 2025

Prepared By



Lauterbach & Amen

Winnetka-Northfield Public Library District
Revenue and Expense Summary
For the 3 Months Ended September 30, 2025

All Funds

Ideal Budget Percentage Spent: 25.00%

	Month-to-Date Actual	Year-to-Date Actual	Annual Budget	Remaining Budget	% Collected / Expended
Operating Revenue					
Property Tax	\$ 1,849.11	\$ 33,466.61	\$ 5,162,670.00	5,129,203.39	0.65%
Replacement Tax	0.00	9,474.40	45,000.00	35,525.60	21.05%
Collections	518.36	29,067.53	139,380.00	110,312.47	20.85%
Materials	622.85	2,471.38	9,300.00	6,828.62	26.57%
Other Income	20,167.08	56,459.14	237,450.00	180,990.86	23.78%
Total Operating Revenue	<u>23,157.40</u>	<u>130,939.06</u>	<u>5,593,800.00</u>	<u>5,462,860.94</u>	<u>2.34%</u>
Operating Expenses					
Administration	7,779.28	49,511.79	175,293.00	125,781.21	28.25%
Building	25,220.19	53,686.02	478,302.00	424,615.98	11.22%
Capital	142,690.59	198,020.27	465,000.00	266,979.73	42.59%
IT Services	35,518.04	94,840.08	280,000.00	185,159.92	33.87%
Library Materials - Adult	17,601.84	124,939.34	752,500.00	627,560.66	16.60%
Library Materials - Youth	2,261.65	13,232.77	88,250.00	75,017.23	14.99%
Personnel	218,113.42	652,921.60	3,064,750.00	2,411,828.40	21.30%
Public Relations	2,033.78	4,174.47	61,000.00	56,825.53	6.84%
Programs	8,763.82	22,443.32	109,100.00	86,656.68	20.57%
Utilities	10,210.34	21,313.87	100,150.00	78,836.13	21.28%
Total Expenses	<u>470,192.95</u>	<u>1,235,083.53</u>	<u>5,574,345.00</u>	<u>4,339,261.47</u>	<u>22.16%</u>
Excess Revenues less Expenses	<u>\$ (447,035.55)</u>	<u>\$ (1,104,144.47)</u>	<u>\$ 19,455.00</u>	<u>\$ 1,123,599.47</u>	

Winnetka-Northfield Public Library District
Revenue and Expense Summary
For the 3 Months Ended September 30, 2025

Fund 10 - Library

Ideal Budget Percentage Spent: 25.00%

	Month-to-Date Actual	Year-to-Date Actual	Annual Budget	Remaining Budget	% Collected / Expended
Operating Revenue					
Property Tax	\$ 1,677.67	\$ 30,751.12	\$ 4,684,000.00	4,653,248.88	0.66%
Replacement Tax	0.00	9,474.40	45,000.00	35,525.60	21.05%
Collections	518.36	29,067.53	139,380.00	110,312.47	20.85%
Other Income	20,167.08	56,459.14	237,450.00	180,990.86	23.78%
Total Operating Revenue	<u>22,985.96</u>	<u>128,223.57</u>	<u>5,115,130.00</u>	<u>4,986,906.43</u>	<u>2.51%</u>
Operating Expenses					
Administration	7,779.28	49,511.79	175,293.00	125,781.21	28.25%
Building	0.00	45.72	0.00	(45.72)	0.00%
Capital	142,690.59	198,020.27	465,000.00	266,979.73	42.59%
IT Services	35,518.04	94,840.08	280,000.00	185,159.92	33.87%
Library Materials - Adult	17,601.84	124,939.34	752,500.00	627,560.66	16.60%
Library Materials - Youth	2,261.65	13,232.77	88,250.00	75,017.23	14.99%
Personnel	218,113.42	652,921.60	3,064,750.00	2,411,828.40	21.30%
Public Relations	2,033.78	4,174.47	61,000.00	56,825.53	6.84%
Programs	8,763.82	22,443.32	109,100.00	86,656.68	20.57%
Utilities	10,210.34	21,313.87	100,150.00	78,836.13	21.28%
Total Expenses	<u>444,972.76</u>	<u>1,181,443.23</u>	<u>5,096,043.00</u>	<u>3,914,599.77</u>	<u>23.18%</u>
Excess Revenues less Expenses	<u>\$ (421,986.80)</u>	<u>\$ (1,053,219.66)</u>	<u>\$ 19,087.00</u>	<u>\$ 1,072,306.66</u>	

Winnetka-Northfield Public Library District
Revenue and Expense Summary
For the 3 Months Ended September 30, 2025

Fund 70 - Building & Equipment

Ideal Budget Percentage Spent: 25.00%

	Month-to-Date Actual	Year-to-Date Actual	Annual Budget	Remaining Budget	% Collected / Expended
Operating Revenue					
Property Tax	\$ 171.44	\$ 2,715.49	\$ 478,670.00	475,954.51	0.57%
Total Operating Revenue	<u>171.44</u>	<u>2,715.49</u>	<u>478,670.00</u>	<u>475,954.51</u>	<u>0.57%</u>
Operating Expenses					
Building	25,220.19	53,640.30	478,302.00	424,661.70	11.21%
Total Expenses	<u>25,220.19</u>	<u>53,640.30</u>	<u>478,302.00</u>	<u>424,661.70</u>	<u>11.21%</u>
Excess Revenues less Expenses	<u>\$ (25,048.75)</u>	<u>\$ (50,924.81)</u>	<u>\$ 368.00</u>	<u>\$ 51,292.81</u>	

Winnetka-Northfield Public Library District

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Check List

All Bank Accounts

September 1, 2025 - September 30, 2025

Check Number	Check Date	Payee	Amount
Vendor Checks			
5149	09/05/25	Anna Karwowska	224.58
5150	09/05/25	Background Screening Consultants LLC	63.99
5151	09/05/25	Brian Moskalik	350.00
5152	09/05/25	Chicago Hearing Society	180.00
5153	09/05/25	Chicago Tribune	981.99
5154	09/05/25	Engberg Anderson, Inc.	1,004.50
5155	09/05/25	Flying Fox Conservation Fund	600.00
5156	09/05/25	Framework Computer Inc.	4,248.00
5157	09/05/25	Great Oaks Landscaping, Inc.	399.00
5158	09/05/25	Jennifer Barnes	350.00
5159	09/05/25	Kathryn Freemond	17.08
5160	09/05/25	Kelli Marshall	250.00
5161	09/05/25	Leslie Goddard	300.00
5162	09/05/25	Monica Dombrowski	21.84
5163	09/05/25	NewsBank	2,406.00
5164	09/05/25	Outsource IT Solutions Group	16,650.00
5165	09/05/25	Petra van Nuis	400.00
5166	09/05/25	Quench USA, Inc.	9.64
5167	09/05/25	Stephanie Girardi	127.86
5168	09/05/25	Tee Jay Service Company, Inc	1,025.00
5169	09/05/25	Winnetka-Northfield Chamber of Commerce	132.00
5170	09/05/25	Zoe Caggiano	210.00
5171	09/09/25	Lauren Yeager	330.00
5172	09/19/25	Annette Bochenek	300.00
5173	09/19/25	Arrayscape Gaming, Inc	350.00
5174	09/19/25	Denise Ulett	77.92
5175	09/19/25	Engberg Anderson, Inc.	1,975.98
5176	09/19/25	GUY SCOPELLITI LANDSCAPE	1,500.00
5177	09/19/25	John Kokoris	300.00
5178	09/19/25	Katherine Hamilton-Smith	275.00
5179	09/19/25	Kelli Marshall	250.00
5180	09/19/25	Kit Sergeant	200.00
5181	09/19/25	Master Clean Inc.	875.00
5182	09/19/25	OCLC Inc	273.21
5183	09/19/25	Outsource IT Solutions Group	2,847.82
5184	09/19/25	Technology Management Rev Fund	1,000.00
5185	09/19/25	USA Today	398.78
5186	09/24/25	MERCHANTS DELIVERY SERVICE	630.00
5187	09/24/25	William Reichman	250.00
5188	09/26/25	U.S. Postal Service	1,400.12
18685	09/12/25	QUILL CORPORATION	388.76
18686	09/12/25	RAILS	660.00
18687	09/12/25	Warehouse Direct	1,635.31
18688	09/12/25	CDW-G	321.06
18689	09/12/25	HOOPLA (MIDWEST TAPE)	2,628.57
18690	09/12/25	Lauterbach & Amen, LLP	2,026.00
18691	09/12/25	Kanopy	835.00
18692	09/12/25	DD Facility Services	8,486.00
18693	09/12/25	Catapult	200.00
18694	09/12/25	DEMCO	394.06
18695	09/12/25	Shales McNutt Construction	139,800.10
18696	09/12/25	VILLAGE OF NORTHFIELD	6,571.03
18697	09/12/25	BAKER & TAYLOR	5,995.57
18698	09/12/25	MIDWEST TAPE	1,076.27
18699	09/12/25	Ingram Library Services	3,363.59
18700	09/12/25	Children's Plus Inc.	62.05
18701	09/30/25	Warehouse Direct	1,609.21

Winnetka-Northfield Public Library District

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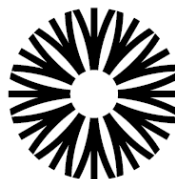
Check List

All Bank Accounts

September 1, 2025 - September 30, 2025

Check Number	Check Date	Payee	Amount
18702	09/30/25	VILLAGE OF WINNETKA	506.20
18703	09/30/25	ALARM DETECTION SYSTEMS, INC.	661.05
18704	09/30/25	DEMCO	174.17
18705	09/30/25	MANGO LANGUAGES	4,534.21
18720	09/30/25	Peerless Network	41.90
18721	09/30/25	COMCAST	75.90
18722	09/30/25	PITNEY BOWES	100.00
18723	09/30/25	COMCAST	454.75
18724	09/30/25	NICOR	68.26
18725	09/30/25	NATIONWIDE RETIREMENT SOLUTIONS	2,550.00
18726	09/30/25	NORTH SHORE GAS	219.58
18727	09/30/25	COMED	1,283.02
18728	09/30/25	VILLAGE OF WINNETKA	7,066.93
18729	09/30/25	First Bankcard	17,324.09
18730	09/30/25	PITNEY BOWES	100.00
Vendor Check Total			<u>254,397.95</u>
Check List Total			<u><u>254,397.95</u></u>

Check count = 72



OCTOBER 2025 DIRECTOR'S REPORT

STAFF UPDATES

Anniversaries: Jamie Heslin, Patron Services Assistant, 9/4 (1 year); Natalie Blaser, Tech Services Assistant, 9/17 (6 years).

Comings: Pim Halka, Community Engagement Coordinator, 9/8.

STAFF SHOUT OUTS

- Branch Services Librarian Lisa presented her in-house collection development tool to the CCS Patron Access Services Technical Group on 9/18/25. She received compliments from staff at Wilmette, Fox River Valley, Freemont Area libraries, and from Debra Wischmeyer, Director of Member Services at CCS.

PROGRAMMING

Youth

Category	SEP25/26	SEP24/25	Mo. % +/-	FY25-26 YTD	FY24-25 YTD	FY % +/-
Programs	59	48	22.92%	177	158	12.03%
Live Attendees	1,551	1,362	13.88%	6,070	5,281	14.94%
Passive Programming	2,655	3,705	-28.34%	11,439	13,327	-14.17%

Highlights

DIY Bookmarks	13 attendees made bookmarks using paper cuttings and old books.
Art Play	46 attendees learned about color theory by using foam blocks to stamp primary colors and collaging with paper & glue sticks.
Winnetka Weeders and Readers	35 children and their grownups celebrated this special 90th anniversary of the Winnetka Weeders with a nature-themed storytime and craft.
Beautiful Bats	39 attendees across two sessions enjoyed this Friends sponsored event where they learned about bats and even met a real bat!



Adults

Category	SEP25/26	SEP24/25	Mo. % +/-	FY25-26 YTD	FY24-25 YTD	FY % +/-
Programs	20	15	33.33%	44	42	4.76%
Attendees	515	336	53.27%	1,572	1,032	52.33%

Highlights

The Breakfast Club in Chicago (V)	52 attendees explored the school where the movie was filmed and heard behind-the-scenes stories related to the iconic ending & theme song.
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The History of Coffee (IP)	26 attendees explored the history and science of coffee, heard regional insights, and experienced an immersive tasting from a local roaster.
Bette Davis : A Living History Portrayal by Leslie Goddard (V)	105 attendees met the ultimate star from the golden age of Hollywood and learned about her life & legacy from patron favorite Leslie Goddard.

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

Studio

Category	SEP25/26	SEP24/25	Mo. % +/-	FY25-26 YTD	FY24-25 YTD	FY % +/-
1:1s	331	213	55.40%	1,260	657	91.78%
Programs	11	9	22.22%	29	29	0.00%
Attendees	39	61	-36.07%	112	152	-26.32%

Highlights

“Fiestive” Decor	8 Patrons celebrated Hispanic Heritage Month with a “fiestive” wall hanging! This colorful creation was made mostly of paper with acrylic cut accents using our laser machine.
Intro to Hand embroidery	6 Patrons learned the basics of traditional hand embroidery. Patrons left the class understanding essential stitches and techniques to get their own projects started.

Community Engagement

Category	SEP25/26	SEP24/25	Mo. % +/-	FY25-26 YTD	FY24-25 YTD	FY % +/-
Youth Events	1	1	0.00%	20	5	300.00%
Adult Events	6	1	500.00%	8	6	33.33%
Family Events	0	1	-100.00%	1	5	-80.00%
Total Events	7	3	133.33%	29	16	81.25%
Youth Attendance	34	10	240.00%	1,406	330	326.06%
Adult Attendance	160	65	146.15%	192	307	-37.46%
Family Attendance	0	0	-	250	745	-66.44%
Total Attendance	194	75	158.67%	1,848	1,382	33.72%

Highlights

Every Reader A Book: Material Challenges in Modern Libraries	130 attendees came to learn about book banning and challenges from Executive Director Monica, Executive Director Kate Hall of Northbrook Public Library, and Executive Director Lindsey Dorfman of Glenview Public Library.
New Trier Child Care Center	Branch Services Librarian Amelia was the special guest for 3 sessions of storytime which had 34 children.

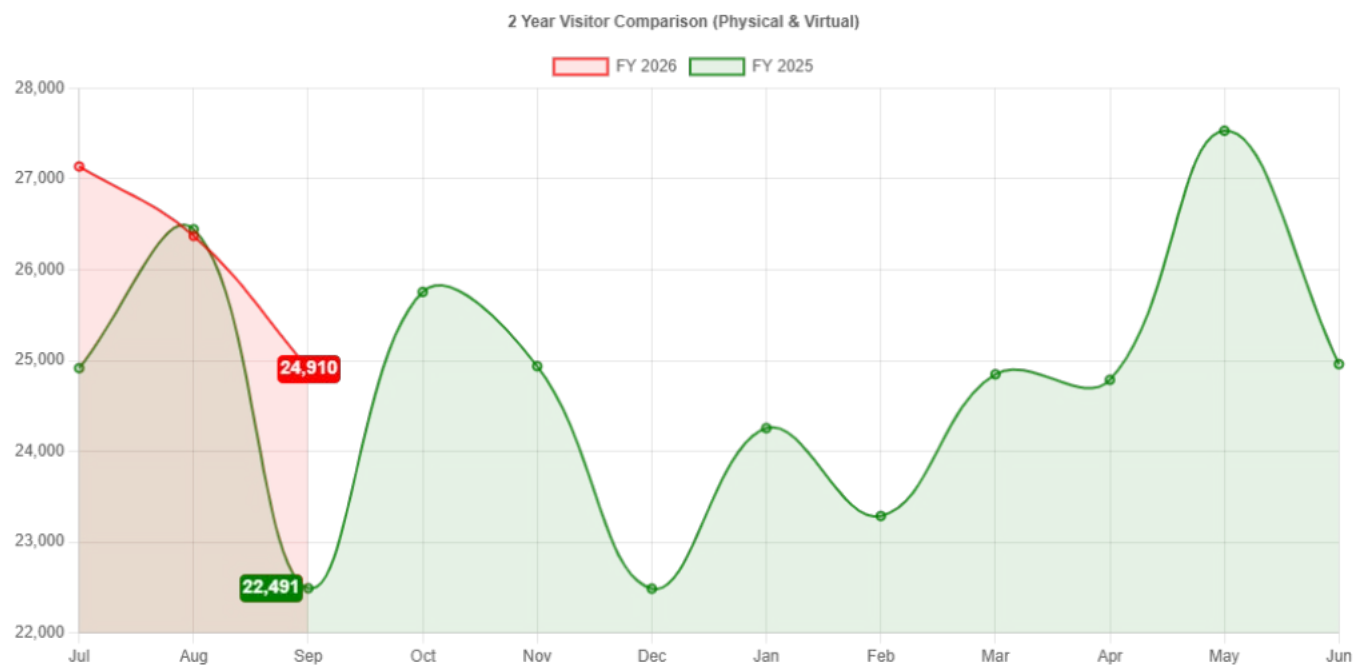
SERVICES

Visitors

Physical Branches	SEP25/26	SEP24/25	Mo. % +/-	FY25-26 YTD	FY24-25 YTD	FY % +/-
Winnetka	11,568	10,328	12.01%	37,487	34,707	8.01%
Northfield	4,316	3,993	8.09%	14,341	13,763	4.20%
Total	15,884	14,321	10.91%	51,828	48,470	6.93%
Digital Branch	SEP25/26	SEP24/25	Mo. % +/-	FY25-26 YTD	FY24-25 YTD	FY % +/-
Program Attendees	325	96	238.54%	1,119	495	126.06%
Recording Attendees	117	35	234.29%	289	228	26.75%
Website Visitors	6,206	6,085	1.99%	18,225	18,753	-2.82%

eResource Users	2,064	1,735	18.96%	6,020	5,187	16.06%
Database Users	314	219	43.38%	940	719	30.74%
Total	9,026	8,170	10.48%	26,593	25,382	4.77%
Combined Total	24,910	22,491	10.76%	78,421	73,852	6.19%

Note: Closed on 9/1 for Labor 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	SEP25/26	SEP24/25	Mo. % +/-	FY25-26 YTD	FY24-25 YTD	FY % +/-
Adult	2,173	1,951	11.38%	6,888	6,609	4.22%
Youth	598	467	28.05%	1,846	1,548	19.25%
Digital Services	64	63	1.59%	257	188	36.70%
Total	2,835	2,481	14.27%	8,991	8,345	7.74%

TECHNOLOGY

Computer Usage

Location	SEP25/26	SEP24/25	Mo. % +/-	FY25-26 YTD	FY24-25 YTD	FY % +/-
Winnetka	399	353	13.03%	1,346	1,394	-3.44%
Northfield	263	237	10.97%	723	739	-2.17%
Total	662	590	12.20%	2,069	2,133	-3.00%

Hotspot Usage

Location	SEP25/26	SEP24/25	Mo. % +/-	FY25-26 YTD	FY24-25 YTD	FY % +/-
Winnetka Sessions	20,080	14,561	37.90%	48,746	36,445	33.75%
Northfield Sessions	1,866	1,626	14.76%	5,653	5,258	7.51%
Total	21,946	16,187	35.58%	54,399	41,703	30.44%
Winnetka Bandwidth	674 GB	175 GB	285.14%	1,927 GB	706 GB	172.95%
Northfield Bandwidth	52 GB	97 GB	-46.39%	235 GB	276 GB	-14.86%
Total	726 GB	272 GB	166.91%	2,162 GB	982 GB	120.16%

MARKETING

Website Hits

Activity	SEP25/26	SEP24/25	Mo. % +/-	FY25-26 YTD	FY24-25 YTD	FY % +/-
Total Hits	11,475	10,693	7.31%	34,794	32,092	8.42%

Email Subscribers

SEP25/26	% Cardholders	SEP24/25	Open Rate	Click Rate
10,281	107.94%	10,475	59%	2%

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

Social Media Activity

Platform	SEP25/26	SEP24/25	Mo. % +/-	FY25-26 YTD	FY24-25 YTD	FY % +/-
YouTube						
Impressions	8,478	13,710	-38.16%	29,301	115,124	-74.55%
Facebook						
Impressions	13,009	4,845	168.50%	40,934	15,297	167.59%
Engagements	261	97	169.07%	985	435	126.44%
Instagram						
Impressions	5,716	4,587	24.61%	19,002	15,751	20.64%
Engagements	718	184	290.22%	1,306	570	129.12%
LinkedIn						
Impressions	2,664	524	408.40%	4,579	1,924	137.99%
Engagements	139	48	189.58%	240	87	175.86%
Total Impressions	29,867	23,666	26.20%	93,816	148,096	-36.65%
Total Engagements	0	329	239.82%	2,531	1,092	131.78%

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

COLLECTIONS

Physical Adult (By Location)

Location	SEP25/26	SEP24/25	Mo. % +/-	FY25-26 YTD	FY24-25 YTD	FY % +/-
Winnetka	10,033	9,636	4.12%	31,509	32,174	-2.07%
Northfield	3,474	3,431	1.25%	10,779	11,414	-5.56%

Physical Youth (By Location)

Location	SEP25/26	SEP24/25	Mo. % +/-	FY25-26 YTD	FY24-25 YTD	FY % +/-
Winnetka	12,618	12,391	1.83%	40,475	41,873	-3.34%
Northfield	3,306	2,457	34.55%	10,328	9,362	10.32%

Physical Miscellaneous

Lending Type	SEP25/26	SEP24/25	Mo. % +/-	FY25-26 YTD	FY24-25 YTD	FY % +/-
Kenilworth Patrons	639	705	-9.36%	2,049	2,310	-11.30%
Borrowed from Other Libraries	1,914	1,498	27.77%	5,268	4,780	10.21%

Physical Adult (By Type)

Material Type	SEP25/26	SEP24/25	Mo. % +/-	FY25-26 YTD	FY24-25 YTD	FY % +/-
Books	8,113	8,025	1.10%	25,830	26,355	-1.99%
Book - Fiction	4,583	4,498	1.89%	14,729	15,448	-4.65%
Book - Nonfiction	3,530	3,527	0.09%	11,101	10,907	1.78%
Audiobook - CD	113	133	-15.04%	429	431	-0.46%
Music CD	57	49	16.33%	120	208	-42.31%
Playaway	12	19	-36.84%	38	65	-41.54%
DVD/Blu-Ray	1,916	2,024	-5.34%	6,312	7,130	-11.47%
Magazine	222	217	2.30%	700	625	12.00%
Videogame	26	18	44.44%	108	149	-27.52%
Computing Device	4	0	-	15	20	-25.00%
Library of Things	39	7	457.14%	112	57	96.49%
Other	460	97	374.23%	1,022	490	108.57%
Non-CCS ILL	63	41	53.66%	176	134	31.34%
Sent Out	2,482	2,437	1.85%	7,426	7,924	-6.28%
Studio Equipment	144	126	14.29%	650	185	251.35%
Total	13,651	13,193	3.47%	42,938	43,773	-1.91%

Physical Youth (By Type)

Material Type	SEP25/26	SEP24/25	Mo. % +/-	FY25-26 YTD	FY24-25 YTD	FY % +/-
Books	12,397	11,597	6.90%	38,466	38,306	0.42%
Book - Fiction	10,743	9,851	9.05%	33,021	32,353	2.06%
Book - Nonfiction	1,654	1,746	-5.27%	5,445	5,953	-8.53%
Audiobook - CD	5	1	400.00%	11	3	266.67%
Playaway	285	174	63.79%	1,102	820	34.39%
DVD/Blu-Ray	322	522	-38.31%	1,502	2,451	-38.72%
Videogame	264	221	19.46%	983	1,056	-6.91%
Computing Device	56	65	-13.85%	245	189	29.63%
Vox Reader	312	316	-1.27%	1,027	1,090	-5.78%
Youth Kits	418	68	514.71%	1,135	197	476.14%
Other	17	1	1600.00%	46	18	155.56%
In House Circulation	2,137	1,882	13.55%	7,073	7,098	-0.35%
Total	16,216	14,848	9.21%	51,594	51,235	0.70%

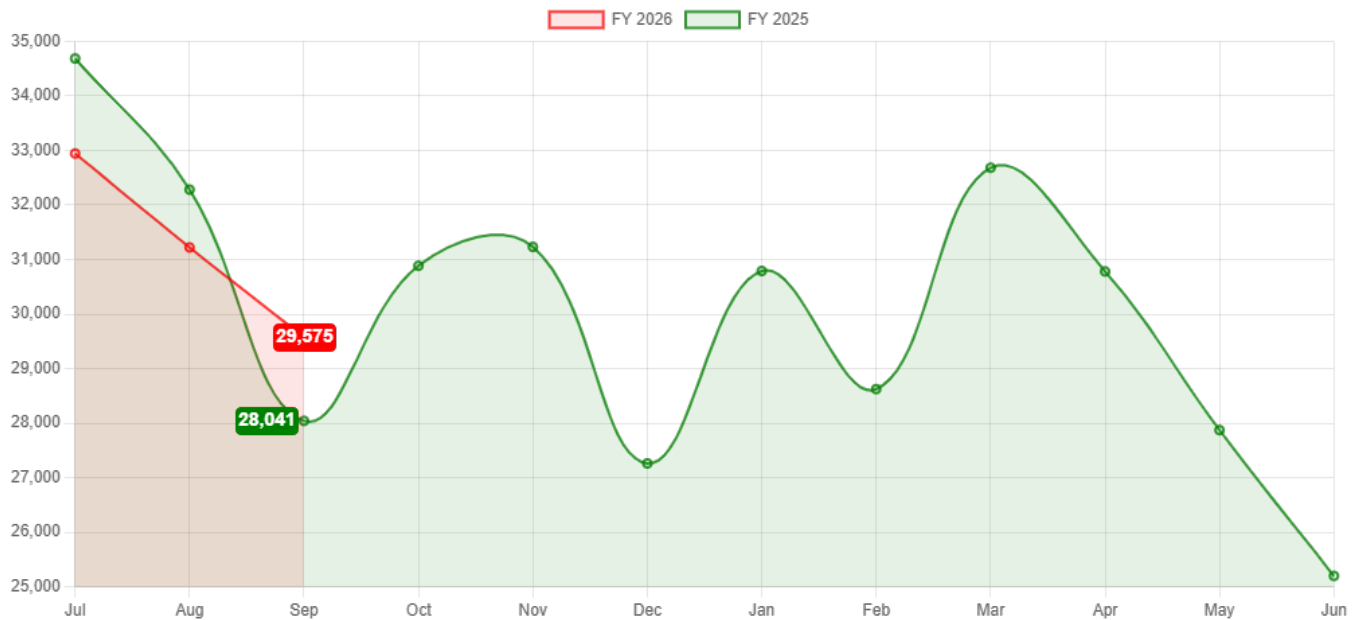
MTD Total Physical Circulation

SEP25/26 Physical Circulation	SEP24/25 Physical Circulation	Net Change
29,867	28,041	6.51%

YTD Total Physical Circulation

FY25-26 YTD Physical Circulation	FY24-25 YTD Physical Circulation	Net Change
94,532	95,008	-0.50%

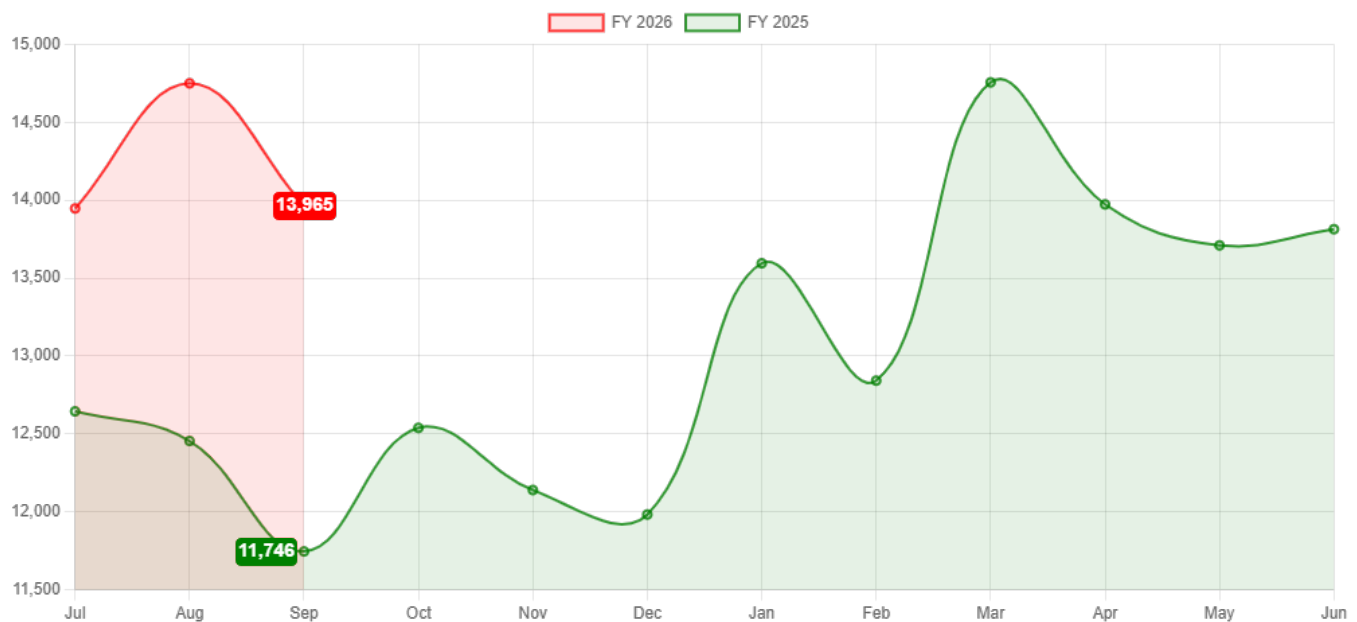
2 year Print Circulation Comparison



Digital Circulation

Material Type	SEP25/26	SEP24/25	Mo. % +/-	FY25-26 YTD	FY24-25 YTD	FY % +/-
eBooks	5,712	4,802	18.95%	17,737	14,985	18.37%
eAudiobooks	5,119	4,318	18.55%	16,269	13,879	17.22%
eMagazines	2,556	2,168	17.90%	6,768	6,434	5.19%
eVideos	528	427	23.65%	1,749	1,463	19.55%
eMusic	50	31	61.29%	139	85	63.53%
Total	13,965	11,746	18.89%	42,662	36,846	15.78%

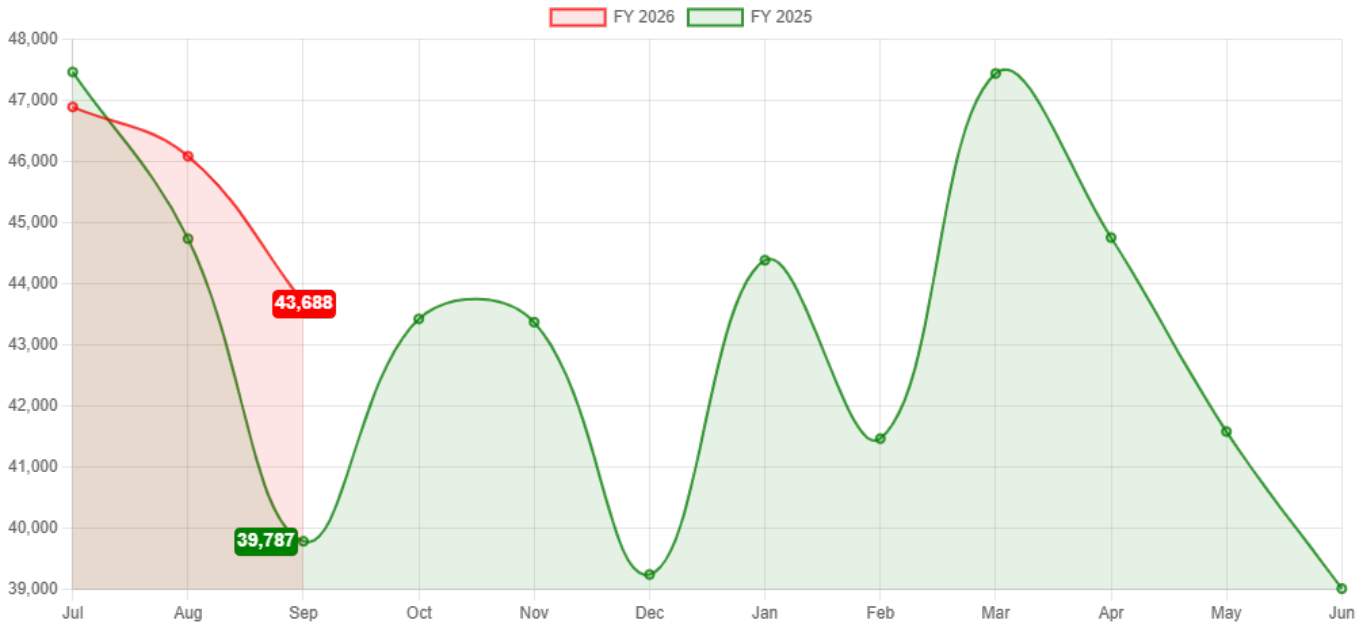
3 Year eResource Comparison



MTD Total District Circulation

SEP25/26 District Circulation	SEP24/25 District Circulation	Net Change
43,396	39,661	9.42%

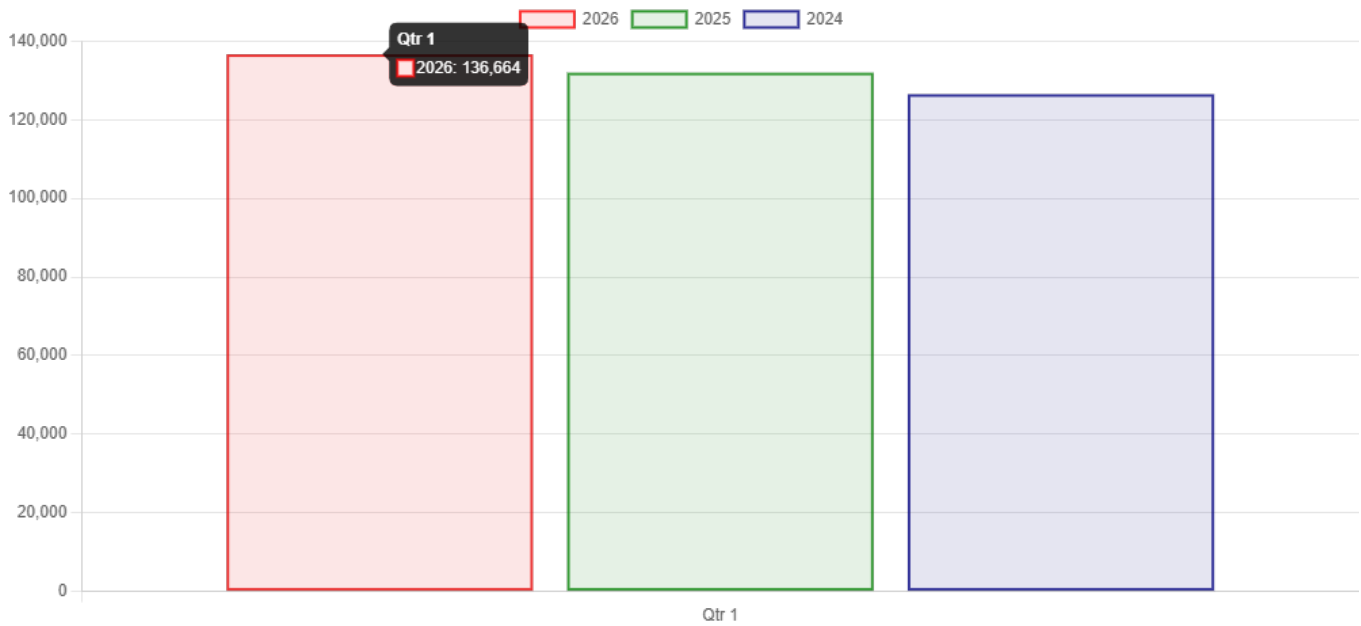
2 year Combined Circulation Comparison



YTD Total District Circulation

FY25-26 YTD District Circulation	FY24-25 YTD District Circulation	Net Change
135,753	131,669	3.10%

3 Year Cumulative Circulation to Date



IMPACT STORIES

Branch Services

General Feedback

- Branch Services Librarians Amelia, Rebecca, and Lisa used calming techniques and provided extensive support to a technology-challenged patron researching personal information online.
- Branch Services Librarian Lisa helped a patron get to a doctor's appointment after losing their phone and being unsure of the address. The patron deeply appreciated Lisa's help and added that, while she was a big supporter of her local library, she now wanted to support the Northfield Library, too.
- Branch Services Assistant Carolyn helped a patron with information about memory issues and connected her with the NSSC.
- Two patrons made friends after striking up a conversation over their shared use of our daily newspapers!
- *"I just want to tell you that both I Want to Eat Cookies and Some of My Best Friends Are Cookies were great recommendations. I bought marshmallow fluff for a recipe and will make it soon."*

Programming

- Feedback on Savor & Share: A Cookbook Book Club: *"Great meeting! You're doing a stellar job! (Also appreciate how you tactfully kept the conversation moving along...). 😊"*
- Feedback on History of Coffee:
 - *"Very interesting presentation with samples of different coffee – Guatemala, Ethiopia and Brazil."*
 - *"I don't drink coffee, but I loved the samples and learned a lot."*
 - *"The presenter was so engaging – you should have him back for his baking lecture!"*
 - *"Thank you for publicizing and inviting north shore residents to this informative event. The library front desk and event host were really friendly."*
- Feedback on Breakfast Club in Chicago:
 - *"Nicely presented interesting info on the different architectural styles"*
 - *"Can there be a library event about Home Alone?"*
- Feedback on Mah Jongg:
 - *"Sylvia is a great teacher. She explained the game so that we all understood how to play and was always available to help us choose a sequence to go with."*
 - *"This was a class for beginners. We had 8 attendees, so 2 tables of 4. It was very helpful that there were 2 teachers, so each table had someone helping them learn the game. Both teachers were very patient and knowledgeable. I really felt I learned the game by the end of the 4 lessons. Thank you!"*
- Feedback on Canasta:
 - *"The teachers were very patient and kind. Everything was well organized; the tables and equipment were all set and ready to go. The handouts were very helpful. Offer an intermediate or continuing class! Thanks."*

Community Engagement

- Branch Services Librarian Amelia held 3 storytimes at New Trier Bright Horizon to 34 eager 2- to 4-year-olds. The tiny tots enjoyed an apple felt story, scarves, a Halloween board book and bubbles. The assistant director loved the program so much, she asked if Amelia wanted to stay for the rest of the day.

Youth Services

General Feedback

- *"You helped me find books for my grandson last week and he loved them. Hopefully, the next time he visits we can come to the library again!"*

- A new father came in to get a library card for his newborn as a sweet surprise for the child's mother. Librarian Gil worked together with Patron Services Assistant Jeanine to get him all set up and share information on our infant programs and 1000 Books Before Kindergarten. He commented that he didn't know the library offered so much for babies and left excited to surprise his wife with the newborn's card, the "I just got my library card!" sticker, *The Source*, and the new 1000 Books Before Kindergarten folder.
- We continued receiving compliments about the updated youth space:
 - *"Place looks great!"*
 - *"Oh what a nice change, looks more open and inviting!"*

Adult Services

Programming

- Feedback for Bette Davis: A Living History Portrayal by Leslie Goddard:
 - *"Leslie always creates interesting and engaging presentations. Whether portraying famous women or just providing an historic perspective to an enlightening topic she gets the job done very effectively. Please keep her in the programming rotation!"*
 - *"Leslie's portrayal of Bette was outstanding. She went beyond the public Bette Davis to show the real person underneath this actress. Once again, it was an enjoyable and educational performance."*
 - *"Any Leslie Goddard program is fantastic. Thank you for bringing the program to Zoom. I'm older and don't drive at night, cataracts, so appreciate Zoom programs."*
 - *"The array of events is fabulous. Something for everyone. Thank you!"*
 - *"Thanks to the library for offering such programs. Also, thanks for taping it as it turned out I was unavailable Tues night unexpectedly. I think this was one of Leslie's better programs and all of them are great. It made me want to watch Bette Davis's films which I have never seen."*
 - *"This program contained a side to Betty Davis I didn't know about. It makes me want to rewatch some of the movies and see some for the first time!"*

Feedback for Bake Along: Apple Roses:

- *"I enjoyed this Bake Along: Apple Roses as it was incredible to see a beautiful seasonal event offered to celebrate the fall season! I also appreciated the virtual format that I could enjoy from the comfort of my home! In the future, I would love to see more virtual sessions, in wintertime, on a variety of educational and intellectual topics from guest speakers. Thank you for the programming! :)"*
- *"Keep the online cooking classes - they are fun!"*
- *"Might try these for Thanksgiving. They looked interesting. Bill the Baker was charming - and a good explainer! Thanks so much."*

Feedback for Women Spies in WWII: The Women of the SOE:

- *"A very interesting topic. She did a really nice and informative presentation. Thank you for booking her."*
- *"I had never heard of the SOE so very much enjoyed learning about it. Thanks for making it possible."*

Feedback for The History of the Rolling Stones:

- *"Thank you Erin. You always do a great job with hosting the presenters. We always appreciate your positivity and sweet personality!!"*
- *"Gary does a great job telling the story of a band - great integration of photos and clips of interviews and performances."*

Feedback for Chair Yoga: *"Thank you for the online event. It is very useful for Housewives."*

Digital Services

General Feedback

- Studio specialist Annie met a frequent Studio user who prototyped his parts to a vintage guitar using our 3D printing service. The patron showed Annie his entire process from digital ideas to final metal pieces manufactured in China. He was so incredibly grateful and said he truly couldn't do any of it if it weren't for us here at the Studio.
- Studio Specialist Dennis helped a patron stop a potential malware attack after the patron accidentally clicked on a bad link. Dennis was able to help the patron run a full system check to ensure the computer was clean. The patron was incredibly relieved and grateful for the quick essential help.
- A patron was able to create custom cardstock stationery for her daughter's upcoming birthday gift. She left incredibly grateful for our help, which enabled her to save money while still giving her a meaningful gift.
- *"I will be recruiting other moms to make decal designs in the Studio!"*

Programming

- Feedback on Notebook Makeover: *"Fun, enjoyable class and people."*
- Feedback on Discover what your Library Card Can Do: *"Lots of good information, presented well. I now have a much better comfort level with using the library's digital offerings."*
- Feedback on Fiestive Décor: *"A repeat of a fun Sunday spent making another of Annie's creations, a wreath dedicated to Hispanic Heritage month. Ours was hung as soon as we arrived home."*

Patron Services

- Patron Services Assistant Monica created a display for Library Card Sign Up month and we received the following feedback from patrons:
 - *"I didn't know this was a thing! Please tell me how to get a library card."*
 - *"These displays are always so cute, and I love how you incorporate various things. Like the bookmarks, it was such a fun idea."*

FY25-26 Q1 Strategic Planning Updates for Board (10/20/25)

Deliver Robust & Responsive Services

- Upgraded virtual server to protect patron data and information
- Implemented method for tracking digital library branch visitor counts
- Developed baseline supply costs for Youth programs and set budget for future programs based on historical data
- Reviewed 2025 Caucus Survey results for action items
- Added Ingram as a vendor for new material purchases to speed up shipping times
- Refined data collection points to improve accuracy of adult program targets and tracking
- Added new technology classes to Adult program offerings

Create a Comfortable & Welcoming Environment

- Completed WN Youth Services department enhancements (painting, flooring, new desks/storage units, emergency exits)
- Completed WN lobby enhancements (Patron Services desks, flooring, slat wall, book drop)
- Made significant progress toward completing WN Adult Services department enhancements (painting, drywall, floor patching, masonry, upstairs alcove)
- Made significant progress toward completing WN project exterior work (walkways, emergency lighting, masonry, flagstones, mulch, river rocks, gravel)
- Added tables and chairs to mezzanine and quiet room
- Started shifting project for Adult materials to make room for new display and travel shelving
- Made progress with Village of Northfield on expansion project

Increase Awareness of Library Offerings

- Shifted magazines to Marketplace area and moved large print to area in front of the elevator to increase visibility and browsability
- Started comprehensive marketing initiative for Studio using website, social media, print, and word-of-mouth marketing strategies
- Released FY24-25 Annual Report
- Added vinyl tracker for 1,000 Books Before Kindergarten to wall in WN Youth Services
- Began offering classes on subscription databases
- Kept staff apprised of status of Northfield expansion project

Enrich Community Life

- Hired Community Engagement Coordinator
- Launched D36 library card initiative to provide all teachers and students with cards
- Delivered presentation on Banned Books & Materials Challenges for community at NorthShore Senior Center

Deliver Best-in-Class Service

- Held Narcan training for staff
- Began creating office for HR Manager in WN staff workroom
- Shifted furniture in Patron Services workroom to improve flow & comfortability
- Registered 7+ staff and 2 Trustees for 2025 Illinois Library Association Conference
- Provided training for staff on how to make purchases through new vendor, Ingram
- Trained selectors on in-house data analysis tool for collection development
- Had team members join and/or participate in a variety of local organizations/groups for professional development

**TAX LEVY ORDINANCE
ORDINANCE NO. 2025-2026/3**

**WINNETKA-NORTHFIELD PUBLIC LIBRARY DISTRICT
COOK COUNTY, ILLINOIS**

FISCAL YEAR JULY 1, 2025 TO JUNE 30, 2026

This Ordinance constitutes the Tax Levy Ordinance of the Winnetka-Northfield Public Library District, Cook County, Illinois, for the fiscal year beginning July 1, 2025 and ending June 30, 2026.

Section 1: Ordinance 2025-2026/2 (Budget & Appropriation Ordinance) is incorporated by reference.

Section 2: A tax in the sum of \$5,256,437.00 is levied upon all taxable property within the District, said tax levied to defray expenses and liabilities of the District for the fiscal year beginning July 1, 2025 ending June 30, 2026 for the specific objects and purposes indicated as follows:

A.	<u>CORPORATE FUND</u>	<u>Levy</u>
	1. Personnel Expenses	\$3,064,750
	2. Administrative Services	\$327,343
	3. IT Services	\$280,000
	4. Materials	\$840,750
	5. Programming	\$109,100
	6. Capital Outlay	\$156,191
	TOTAL	\$4,778,134
B.	<u>SPECIAL RESERVE FUND</u>	<u>Levy</u>
	1. Capital Outlay	\$0
	TOTAL	\$0
C.	<u>SPECIAL FUNDS</u>	<u>Levy</u>
	1. Unemployment Insurance Fund	\$1
	2. Building & Equipment (.02%)	\$478,302
	TOTAL	\$478,303
		<u>Summary</u>
Total Appropriation		\$11,171,769
Appropriated From Sources Other Than Taxation		\$5,915,332
Total Levy- General Fund (\$4,778,134) & Special Funds (\$478,303)		\$5,256,437

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

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

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

Passed October 20, 2026, pursuant to a roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

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

ATTEST:

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

WINNETKA-NORTHFIELD PUBLIC LIBRARY DISTRICT**CERTIFICATE OF COMPLIANCE
WITH TRUTH IN TAXATION LAW**

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

I further certify that the attached Ordinance No. 2025-2026/3 (Tax Levy Ordinance) was adopted in compliance with the provisions of the Truth in Taxation Law, 35 ILCS 200/18-55 *et seq.*

This Certificate applies to the 2025 levy.

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

Date signed: October 20, 2026

REV. 10/7/25

**INTERGOVERNMENTAL AGREEMENT BETWEEN
THE VILLAGE OF NORTHFIELD AND THE WINNETKA-NORTHFIELD PUBLIC
LIBRARY CONCERNING CONSTRUCTION OF THE LIBRARY**

This Intergovernmental Agreement (“**Agreement**”) is effective November 1, 2025 (“**Effective Date**”), by and between the Village of Northfield, an Illinois home rule municipal corporation with offices located at 361 Happ Road, Northfield, Illinois (“**Village**”) and the Winnetka-Northfield Public Library District, an Illinois body politic with offices located at 768 Oak Street, Winnetka, Illinois ((their main offices are in Winnetka)) and 1785 Orchard Lane, Northfield, Illinois (“**Library**”) (collectively, the Village and Library are the “**Parties**” and sometimes individually, a “**Party**”).

RECITALS

WHEREAS, the Village and Library are units of local government lawfully organized and existing under the Constitution (“**Constitution**”) and laws of the State of Illinois; and

WHEREAS, Article VII, Section 10 of the Constitution authorizes units of government to contract among themselves to obtain or share services and to exercise, combine or transfer any power or function, in any manner not prohibited by law or by ordinance; and

WHEREAS, the Illinois Intergovernmental Cooperation Act, 5 ILCS 220/1, *et seq.*, provides additional powers to units of government that work together; and

WHEREAS, the Village is the owner of the property commonly known as 1785 Orchard Lane, Northfield, Illinois and depicted in Exhibit A (“**Property**”); and

WHEREAS, the Village and Library are parties to a lease agreement dated January 11, 2024, (“**Existing Lease Agreement**”) that allows the Library to operate on the Property in accordance with the terms of the Existing Lease Agreement; and

WHEREAS, the Parties desire to expand and improve the building located on the Property to allow the Library to (a) continue to provide service to the public in its current location and (b) enhance the quality of the Library’s service, all as generally described in this Agreement (“**Project**”); and

WHEREAS, upon completion, the Project will provide improved Library facilities for the benefit of the residents of the Village, and other communities, and provide a valuable resource to the region’s residents and visitors; and

WHEREAS, the Village will pay certain costs related to Project construction, including exterior design and site improvements, and the Library will pay certain costs associated with the interior improvements, all as set forth in this Agreement; and

WHEREAS, the Parties recognize the Project is a significant financial commitment and are in general agreement regarding the financial terms related to the Project's cost of construction and rent upon completion of the Project; and

WHEREAS, the Parties desire to memorialize the Parties' rights and obligations concerning the payment of the Parties' respective portions of the Project's costs and their commitment to the Project;

WITNESSETH:

NOW, THEREFORE, in consideration of the mutual covenants, terms, and conditions contained herein, the Parties agree as follows:

1. Recitals. The foregoing recitals and all exhibits attached to this Agreement are incorporated as though fully set forth in this Section 1.
2. Project Description. The Library currently leases a portion of the Property ("**Existing Leased Space**") containing approximately 5,090 square feet, and the Parties desire to increase the Existing Leased Space and building size on the Property by approximately 10,000 – 13,000 square feet. In general, the Village will be responsible for the design and construction oversight of the Project's exterior improvements, including constructing the additional building square footage and site improvements located outside of the footprint of the building's footprint (collectively, the "**Envelope**"). In general, the Library will be responsible for designing and constructing all improvements other than the Envelope, including, without limitation, all finishes, fixtures, furnishings, and other improvements located inside of the Envelope intended to accommodate the Library's use of the Project (collectively, the "**Interior Improvements**"). The Parties understand and acknowledge that Project plans have not been meaningfully developed as of the Effective Date, and the Parties agree to meet and confer concerning the Project's scale and design. The Village and Library agree to enter into an amendment to this Agreement to further define and delineate the specifics of the Envelope and the Interior Improvements once the Village has hired an architect for the Project.
 - a. Village's Project Role. The Village will be the lead agency responsible for the Project's design and construction and have the final authority to approve all plans related to the design, engineering, and construction of the Project, excluding the Library's responsibilities concerning the Interior Improvements.
 - b. Library's Project Role. The Library will be responsible for the design and construction of the Interior Improvements. The Library will hire its own architect for the design and construction related to the Interior Improvements. Subject to the Village's approval rights in Section 2.a, which approval shall not be unreasonably withheld, conditioned, or delayed, the Library will have the final authority on the design and construction of the Interior Improvements. The

Library will be invited to participate in design development meetings as part of the expansion design process of the Envelope.

3. Project Cost. The Parties acknowledge that the estimated cost of the Project has not been fully developed as of the Effective Date, but the cost is not expected to exceed \$5,000,000. Before the Village awards a bid for construction of the Project, or any part thereof, the Parties must agree upon an estimated project cost and obligations and procedures for modifications (e.g., change orders) to the estimated project cost ("***Estimated Project Cost***"), which agreement will be memorialized in an amendment to this Agreement. The Village will share with the Library the Estimated Project Cost upon obtaining bids to complete the Project and the Parties agree to meet and confer as soon as is reasonably practicable thereafter (or upon the reasonable request of either Party, at any other time) to discuss the Estimated Project Cost. In the event that the Parties cannot agree on a New Lease Agreement and on the Estimated Project Cost, despite good faith efforts to utilize value engineering and related approaches to reduce Project costs, the Village will not award a bid for construction of the Project and either Party may terminate this Agreement by delivering written notice to the other Party.
4. Construction Methods. The Village Manager, Patrick Brennan, will serve as the manager of the construction process ("***Construction Manager***"). In the event that Brennan is unable to serve as the Construction Manager, the Parties will mutually agree on a Construction Manager. During construction of the Project, if necessary, the Library agrees to vacate the Existing Leased Space during the time reasonably required to complete the Project. In such event, the Parties agree to enter into an amendment to the Existing Lease Agreement to abate rent owed during the period of time that the Library is required to vacate the Existing Leased Space.
5. Parties' Share of Project Costs.
 - a. Village's Payment Obligations. The Village agrees to pay all costs associated with the design, engineering, and construction of the Envelope, which expressly excludes costs associated with the Interior Improvements. During the Village's construction of the Envelope, the Village will take measures reasonably necessary to protect the interior of the Library building and/or the contents of the Library building. The Parties acknowledge that during construction of the Project it may be prudent for the Library to vacate all or a portion of the Library building.
 - b. Library's Payment Obligations. The Library agrees to pay all costs associated with the Interior Improvements, including, without limitation any engineering costs, with designing or implementing the Interior Improvements. In addition, the Library will be responsible for all costs associated with any requested upgrades to the standard design of the Envelope. By way of example, a standard HVAC trunk system would qualify as part of the Envelope, and, as a result, be the Village's responsibility. However, should the Library request a specialized dehumidification system, the Library is responsible for the cost associated with

that request. For the avoidance of doubt, the Library is not responsible for costs associated with the Envelope.

6. Lease Agreement. On or before the date the Parties approve the Estimated Project Cost, the Parties agree to enter into a long-term lease agreement for a term of no less than thirty (30) years to reflect the Library's ongoing occupancy of the Property ("***New Lease Agreement***"). The Parties will use commercially reasonable efforts to agree to mutually acceptable terms and conditions for the New Lease Agreement, including, without limitation, the terms identified in Section 7.
7. Financing Terms. The Village may borrow from the Library a portion of the funds necessary to pay for the Envelope's construction costs. Any funds borrowed by the Village will be repaid to the Library through a rent discount which will be further defined and developed in the New Lease Agreement; provided, however, the Parties agree to include in the New Lease Agreement financing terms that are generally consistent with the concepts set forth in Exhibit B ("***Financing Terms***"). For the avoidance of doubt, the Financing Terms are preliminary and subject to change and shall only be effective and enforceable if the Parties enter into a New Lease Agreement.
8. Mutual Cooperation. The Parties shall exercise their best efforts to cooperate as reasonably required to implement the terms of this Agreement and ensure the Project's successful and timely completion. The Parties agree that trust is an essential element of this Agreement. This Agreement is an example of the true spirit of intergovernmental cooperation and good faith.
9. Record Keeping. The Parties agree to maintain, for at least three (3) years after completion of the Project, all books, records, and supporting documents necessary to verify the amounts, recipients and uses of all disbursements of funds related to the Project, and to make the same available for review by any party seeking access to the same.
10. Indemnification. The Library agrees to indemnify, defend, and hold harmless the Village and its elected and appointed officials, agents, employees, and representatives from and against any and all claims, suits, settlements, actions, losses, expenses, damages, injuries, judgments, and demands regarding the actions of the Library arising from, growing out of, or connected with the Project or this Agreement. The Village agrees to indemnify, defend, and hold harmless the Library and its elected and appointed officials, agents, employees, and representatives from and against any and all claims, suits, settlements, actions, losses, expenses, damages, injuries, judgments, and demands regarding the actions of the Village arising from, growing out of, or connected with the Project or this Agreement.
11. Validity. It is mutually agreed that if any provision of this Agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of this Agreement is invalid or

unenforceable, but that by limiting such provision the Agreement becomes valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.

12. Enforceability, Assignment, and Third Party Rights. The covenants and agreements contained herein shall be binding upon and inure to the sole benefit of the Parties and their successors and assigns. Neither the Village nor the Library may assign this Agreement without the written consent of the other. Nothing herein, express or implied, is intended to or shall confer upon any other person, entity, company, or organization, any legal or equitable right, benefit or remedy of any nature whatsoever under or by reason of this Agreement.
13. Entire Agreement. This Agreement represents the entire agreement between the Village and the Library and supersedes all previous oral or written communications or understandings, excluding the Existing Lease Agreement, which shall remain in full force and effect.
14. Notices. All notices and communications required or permitted to be given under this Agreement must be in writing and shall be deemed received by the addressee thereof (i) when delivered in person on a business day at the address set forth below, (ii) on the third business day after being deposited in any main or branch United States post office, for delivery at the address set forth below, by properly addressed, postage prepaid, certified or registered mail, return receipt requested, or (iii) when delivered, if delivered by a nationally recognized overnight courier service. The notices and communications must be addressed to, and delivered at, the following addresses:

NORTHFIELD

Patrick Brennan
Village Manager
Village of Northfield
361 Happ Rd.
Northfield, IL 60093

With a copy to:

Gregory W. Jones
Ancel Glink, P.C.
140 S. Dearborn St, 6th Floor
Chicago, IL 60603

**WINNETKA-NORTHFIELD
PUBLIC LIBRARY DISTRICT**

Monica Dombrowski
Executive Director
Winnetka-Northfield Public Library District
1785 Orchard Lane
Northfield, IL 60093

With a copy to:

Roger A. Ritzman, Attorney
Peregrine, Stime, Newman, Ritzman & Bruckner
221 E. Illinois Street, POB 564
Wheaton, IL 60187

By notice complying with the requirements of this Section, each Party has the right to change the address or addressee or both for all future notices.

15. Governing Law. This Agreement will be governed by and construed in accordance with the laws of the State of Illinois. The venue for all disputes arising out of, under, or related to this Agreement shall be the Cook County Circuit Court.
16. Waiver. Failure of either Party to exercise any power given to it hereunder or to insist upon strict compliance by the other Party with its obligations hereunder, and no custom or practice of the Parties at variance with the terms hereof, shall not constitute a waiver of either Party's right to demand exact compliance with the terms hereof.
17. Authorization. The Village's authorized representatives who have executed this Agreement warrant that they have been lawfully authorized by the Village to execute this Agreement on the Village's behalf, and to bind the Village to this Agreement's terms. The Library's authorized representatives who have executed this Agreement warrant that they have been lawfully authorized by the Library to execute this Agreement on the Library's behalf, and to bind the Library to this Agreement's terms.
18. Modifications. No modification to this Agreement shall be effective until approved by the Parties in writing.
19. Captions. Any caption or heading within this Agreement is: a) for convenience only; b) not a part of this Agreement; and c) not to be used in construing the Agreement.
20. Counterparts. This Agreement may be signed in two or more counterparts, each of which shall be treated as an original but which, when taken together, shall constitute one and the same instrument.
21. Relationship. Nothing contained in this Agreement, nor any act of the Village or the Library, respectively, shall be deemed or construed by any of the Parties hereto or by third persons, to create any relationship of a third-party beneficiary, principal, agent, limited or general partnership, joint venture, or any association or relationship involving the Village or Library.
22. Term. This Agreement's term shall begin on the Effective Date and terminate upon the issuance of an occupancy certificate for the Project, unless terminated earlier in accordance with Section 3.

[Signature page follows]

IN WITNESS THEREOF, the Parties have passed and approved this Agreement as of the Effective Date.

VILLAGE OF NORTHFIELD, an Illinois
municipal corporation

**BOARD OF LIBRARY TRUSTEES
WINNETKA-NORTHFIELD PUBLIC
LIBRARY DISTRICT**, an Illinois body
politic

Name: Tracy Mendrek
Title: Board President
Date signed: _____

Name: Laura Freechack
Title: Board President
Date signed: _____

Exhibit A**Depiction of Property**

[Insert]

P.I.Ns.: 05-19-307-012;
05-19-307-007; and
05-19-307-015

DRAFT

Exhibit B

This Exhibit B is intended solely as an outline/illustration of the understanding of the Parties.

- a. The Village will pay two million dollars (\$2,000,000) towards the projected costs of the Project (\$5,000,000) (five million dollars). The Village's payment of \$2,000,000 is intended to be used for architectural, design and construction costs of the Project.
- b. The Library will loan the Village three million dollars (\$3,000,000) for Project related costs which loan will be repaid to the Library per the terms of the New Lease Agreement.
- c. The Library will pay the Village \$74,511 in 2025 for the Existing Leased Space (5,090 sq. feet approx.) ("2025 Lease Payment"). The 2025 Lease Payment supersedes terms of the Existing Lease Agreement.
- d. The Library will pay the Village \$0 in rent while the Existing Lease Space is vacant during construction of the Project.
- e. Following completion of the Project and the Library's occupancy of the Property, the Library will pay the Village rent of \$163,400 per year (\$16.34 x 10,000 sq. feet).
- f. The Library will receive from the Village a rent credit of \$88,889 per year ("Rent Credit") for thirty (30) years as installment repayment of the Library's three million dollars (\$3,000,000) loan to the Village.
- g. In the event the Library's Northfield branch closes prior to expiration of the New Lease Agreement, any unreimbursed loan amount will be forgiven by the Library.
- h. The terms in this Exhibit B are preliminary and subject to change. Only terms reflected in a New Lease Agreement approved by the Parties are enforceable.

Hypothetical rent payment schedule to be included in New Lease Agreement

Gross annual rent paid by the Library to the Village: (10,000 square feet x 16.34/square foot)	\$163,400
Gross annual Rent Credit given by the Village to the Library as installment repayment of Library's loan to the Village (\$3,000,000)	<u>\$88,889</u>
Net annual Rent:	\$74,511
Net monthly rent: (\$74,511 ÷ 12 months)	\$6,209

https://psnrbcom.sharepoint.com/sites/PS/Shared Documents/General/_1LIBRARYDIST/WINNETKA/Exhibit B.docx