

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

**THE MEETING WILL BEGIN AT 7:00 PM AND WILL BE HELD AT THE WINNETKA LIBRARY.
INSTRUCTIONS TO JOIN VIRTUALLY POSTED AT WWW.WNPLD.ORG**

AGENDA

Monday, April 21, 2025

- I. Call to Order**
- II. Roll Call**
- III. Public Comments**
- IV. Approval of Minutes**
 - Approval of Minutes of 3/17/25 Regular Meeting* (1 min)
- V. Financial Report**
 - March 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 (5 mins)
 - Approval of FY25-26 Board Meeting Dates* (2 mins)
- IX. New Business**
 - Discussion on Budget Study Session Meeting Date (5 mins)
 - Discussion on Draft FY26-30 Strategic Plan* (30 mins)
- X. Communications**
 - The next regular meeting will be on Monday, 5/19/25 at 7 p.m. at the Winnetka Library
- XI. Public Comments**
- XII. Move to Closed Session**
 - **Closed Session**
5 ILCS 120/2(c)(3): To consider the selection of a person to fill a public office when the public body is given power to appoint under law or ordinance.
- XIII. Return to Open Session**
- XIV. Adjournment**

*Attachments

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

March 17, 2025

I. Call to Order

The meeting was held at the Northfield Library, 1785 Orchard Ln., Northfield, Illinois. President Mitchell called the meeting to order at 7:00 p.m. A quorum was present.

II. Roll Call

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

Present was library employees Mark Swenson and Luvia Melero.

Present were Brooke Irving of SMC and Kristin Richardson of Engberg Anderson.

III. Public Comments

Resident Jeffrey Liss commented on the lease loss of Mariano's.

IV. Approval of Minutes

Approve minutes of the February 19, 2025 regular meeting.

President Mitchell announced approval of the February 19, 2025 Regular Meeting Minutes.

V. Financial Report

Trustee Munoz presented the February 2025 Financial Statement. For the Kenilworth allocation, the second quarter payment was received, and request made not to be delayed in future.

VI. Library Reports

Library Director's Report

Exec. Director Dombrowski presented the February 2025 Director's Report, which was included in the board packet for March 17, 2025.

Board President's Report

President Mitchell had nothing to report.

VII. Liaison Reports

Winnetka Village – Trustee Tegel had nothing to report. Exec. Director Dombrowski stated that the library will again be a polling place for the April 1 election.

Northfield Village – Trustee Kinnich reported that the various village concerns over the roundabout, sidewalks, and overpass bridge continue.

VIII. Unfinished Business

- *Update on the Library building projects*
Exec. Director Dombrowski reported on the Northfield Library project, to receive the proposals for review from the village manager. The roofing work is to be performed, with some concern over its completion. The Winnetka safety project bids have been received. The Studio refresh is completed and well accepted. A formal opening will occur in late spring although it is in use now as a soft launch.
- *Approval of Minutes of Meetings Lawfully Closed and the Resolution Determining Release of Such Minutes, as well destruction of applicable recordings*
With the completion of the minutes review by Trustees Munoz and Shankar, Trustee Sundell read the respective resolutions. President Mitchell made the motion to approve release, which was approved by voice vote. Trustee Munoz made the motion to destroy the applicable recording, which was approved by voice vote.

IX. New Business

- *Discussion & Vote on Bid Recommendation for Winnetka Safety Project*
Brooke Irving of SMC presented the bid summary for the construction, assisted by Kristin Richardson of Engberg Anderson, answering the board's questions.

On Motion by Trustee Shankar and by roll call vote the bid recommendation was approved.

ROLL CALL VOTE

AYES: Trustees Freechack, Kinnich, Munoz, Shankar, Sundell, and Tegel.

NAYS: 0

- *Discussion on Draft of FY25-26 Board Meeting Dates*
Exec. Director Dombrowski presented the draft resolution of FY25-26 board meeting dates, with discussion over those dates falling on a holiday being shifted from the respective Mondays to the following Tuesdays (Jan. 20 & Feb. 17), as well as over the question of a December board meeting. A revised draft will be presented at the April board meeting.

X. Communications

The next regular meeting of the board will be held on Monday, April 21, at 7 p.m. at the Winnetka Library.

XI. Public Comments

No public comment.

XII. Move to Closed Session

A Motion to move was made by Trustee Munoz to closed session in 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 8:00 p.m.

XIII. Return to Open Session

Returning to Open Session at 8:38 p.m.

XIV. Adjournment

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

The Motion passed on voice vote and President Mitchell adjourned the meeting at 8:39 p.m.

Respectfully submitted,

Thomas Sundell
Board Secretary

_____ Melissa Mitchell, President

_____ Thomas Sundell, Secretary

Winnetka-Northfield Public Library District

All Funds Summary

For the 9 Months Ended March 31, 2025

Prorated Budget Percentage Spent: 75.00%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Current Year-to-Date</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
Revenues					
Library Fund	5,047,935.00	3,785,951.25	4,852,126.58	96.12 %	1,066,175.33
Building Fund	399,690.00	299,767.50	392,231.25	98.13 %	92,463.75
Total Revenues	<u>5,447,625.00</u>	<u>4,085,718.75</u>	<u>5,244,357.83</u>	<u>96.27 %</u>	<u>1,158,639.08</u>
Expenses					
Library Fund	4,910,230.00	3,682,672.50	3,087,694.41	62.88 %	(594,978.09)
Building Fund	399,000.00	299,250.00	203,167.74	50.92 %	(96,082.26)
Special Reserve Fund	0.00	0.00	0.00	0.00 %	0.00
Total Expenses	<u>5,309,230.00</u>	<u>3,981,922.50</u>	<u>3,291,779.87</u>	<u>62.00 %</u>	<u>(690,142.63)</u>
Total Revenues	5,447,625.00	4,085,718.75	5,244,357.83	96.27 %	1,158,639.08
Total Expenses	<u>5,309,230.00</u>	<u>3,981,922.50</u>	<u>3,291,779.87</u>	<u>62.00 %</u>	<u>690,142.63</u>
Excess Revenues less Expenses	<u>138,395.00</u>	<u>103,796.25</u>	<u>1,952,577.96</u>	<u>1,410.87 %</u>	<u>1,848,781.71</u>

Winnetka-Northfield Public Library District

Library Fund Summary

For the 9 Months Ended March 31, 2025

Prorated Budget Percentage Spent: 75.00%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year-to-Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
Operating Revenue					
Property Tax	4,551,670.00	3,413,752.50	4,482,437.21	98.48 %	1,068,684.71
Replacement Tax	45,000.00	33,750.00	36,496.05	81.10	2,746.05
Collections	166,315.00	124,736.25	100,667.81	60.53	(24,068.44)
Materials	8,000.00	6,000.00	6,930.20	86.63	930.20
Other Income	276,950.00	207,712.50	225,595.31	81.46	17,882.81
Total Operating Revenue	<u>5,047,935.00</u>	<u>3,785,951.25</u>	<u>4,852,126.58</u>	<u>96.12 %</u>	<u>1,066,175.33</u>
Operating Expenses					
Personnel	2,837,750.00	2,128,312.50	1,976,091.99	69.64 %	(152,220.51)
Administration	193,930.00	145,447.50	131,341.90	67.73	(14,105.60)
Utilities	98,000.00	73,500.00	78,216.14	79.81	4,716.14
IT Services	273,000.00	204,750.00	186,216.44	68.21	(18,533.56)
Public Relations	61,000.00	45,750.00	36,166.24	59.29	(9,583.76)
Library Materials - Adult	633,700.00	475,275.00	467,086.66	73.71	(8,188.34)
Library Materials - Youth	83,750.00	62,812.50	51,528.10	61.53	(11,284.40)
Programs	109,100.00	81,825.00	75,596.52	69.29	(6,228.48)
Capital	620,000.00	465,000.00	85,450.42	13.78	(379,549.58)
Total Operating Expenses	<u>4,910,230.00</u>	<u>3,682,672.50</u>	<u>3,087,694.41</u>	<u>62.88 %</u>	<u>(594,978.09)</u>
Total Revenues	5,047,935.00	3,785,951.25	4,852,126.58	96.12 %	1,066,175.33
Total Expenses	<u>4,910,230.00</u>	<u>3,682,672.50</u>	<u>3,087,694.41</u>	<u>6,288.00</u>	<u>(594,978.09)</u>
Excess Revenues less Expenses	<u>137,705.00</u>	<u>103,278.75</u>	<u>1,764,432.17</u>	<u>1,281.31 %</u>	<u>1,661,153.42</u>

Winnetka-Northfield Public Library District

Statement of Revenues and Expenditures - Modified Cash Basis

For the 9 Months Ended March 31, 2025

Prorated Budget Percentage Spent: 75.00%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year to Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
<u>LIBRARY FUND</u>					
Revenues					
Taxes					
Property Taxes Collections	4,551,670.00	3,413,752.50	4,482,437.21	98.48 %	1,068,684.71
Replacement Tax	45,000.00	33,750.00	36,496.05	81.10	2,746.05
Total Taxes	<u>4,596,670.00</u>	<u>3,447,502.50</u>	<u>4,518,933.26</u>	<u>98.31 %</u>	<u>1,071,430.76</u>
Collections					
Per Capita Grant	27,465.00	20,598.75	27,465.08	100.00 %	6,866.33
Kenilworth Services	134,850.00	101,137.50	69,539.26	51.57	(31,598.24)
Studio Fees	1,250.00	937.50	807.23	64.58	(130.27)
Lost/Damaged Mat.	2,750.00	2,062.50	2,316.24	84.23	253.74
Library Programs	0.00	0.00	540.00	0.00	540.00
Total Collections	<u>166,315.00</u>	<u>124,736.25</u>	<u>100,667.81</u>	<u>60.53 %</u>	<u>(24,068.44)</u>
Materials					
Copy/Printing	6,500.00	4,875.00	6,454.94	99.31 %	1,579.94
Book Sales	1,500.00	1,125.00	475.26	31.68	(649.74)
Total Materials	<u>8,000.00</u>	<u>6,000.00</u>	<u>6,930.20</u>	<u>86.63 %</u>	<u>930.20</u>
Other Income					
Rails Support Grant	0.00	0.00	3,987.30	0.00 %	3,987.30
Checking Interest Income	6,000.00	4,500.00	13,195.12	219.92	8,695.12
Byline Bank IMA Interest	250,000.00	187,500.00	206,700.43	82.68	19,200.43
Money Market-Interest	2,000.00	1,500.00	1,676.03	83.80	176.03
Misc. Revenue	450.00	337.50	36.43	8.10	(301.07)
Gift Fund (over \$100)	1,000.00	750.00	0.00	0.00	(750.00)
Friends Donations	17,500.00	13,125.00	0.00	0.00	(13,125.00)
Total Other Income	<u>276,950.00</u>	<u>207,712.50</u>	<u>225,595.31</u>	<u>81.46 %</u>	<u>17,882.81</u>
Total Revenue	<u>5,047,935.00</u>	<u>3,785,951.25</u>	<u>4,852,126.58</u>	<u>96.12 %</u>	<u>1,066,175.33</u>

Winnetka-Northfield Public Library District

Statement of Revenues and Expenditures - Modified Cash Basis

For the 9 Months Ended March 31, 2025

Prorated Budget Percentage Spent: 75.00%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year to Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
<u>LIBRARY FUND</u>					
Expenses					
Personnel					
IMRF Expenses	75,000.00	56,250.00	51,189.14	68.25 %	(5,060.86)
FICA	175,000.00	131,250.00	122,927.98	70.24	(8,322.02)
Salaries	2,275,000.00	1,706,250.00	1,607,367.16	70.65	(98,882.84)
Health Insurance	275,000.00	206,250.00	170,308.97	61.93	(35,941.03)
Employee Asst. Program	500.00	375.00	250.00	50.00	(125.00)
Professional Development	30,000.00	22,500.00	21,011.55	70.04	(1,488.45)
Flexible Spending Account	1,250.00	937.50	700.00	56.00	(237.50)
Staff Recognition/Events/Meetings	<u>6,000.00</u>	<u>4,500.00</u>	<u>2,337.19</u>	<u>38.95</u>	<u>(2,162.81)</u>
Total Personnel	<u>2,837,750.00</u>	<u>2,128,312.50</u>	<u>1,976,091.99</u>	<u>69.64 %</u>	<u>(152,220.51)</u>
Administration					
Audit Fees	13,430.00	10,072.50	13,430.00	100.00 %	3,357.50
Library Supplies	46,000.00	34,500.00	24,171.23	52.55	(10,328.77)
Office Supplies	5,800.00	4,350.00	4,421.82	76.24	71.82
Breakroom Supplies	3,400.00	2,550.00	2,573.91	75.70	23.91
Postage	3,500.00	2,625.00	3,100.78	88.59	475.78
Hospitality	500.00	375.00	115.96	23.19	(259.04)
Accounting and Bookkeeping	24,000.00	18,000.00	18,413.32	76.72	413.32
Delivery Service	5,500.00	4,125.00	4,317.81	78.51	192.81
Payroll Services	9,000.00	6,750.00	5,035.04	55.94	(1,714.96)
Liability Insurance Costs	30,500.00	22,875.00	30,675.00	100.57	7,800.00
Board Expenses	5,000.00	3,750.00	301.73	6.03	(3,448.27)
Memberships	7,000.00	5,250.00	6,373.24	91.05	1,123.24
Legal	18,000.00	13,500.00	5,186.42	28.81	(8,313.58)
Consultants	5,000.00	3,750.00	2,340.00	46.80	(1,410.00)
Investment Fees	16,800.00	12,600.00	10,587.15	63.02	(2,012.85)
Miscellaneous	<u>500.00</u>	<u>375.00</u>	<u>298.49</u>	<u>59.70</u>	<u>(76.51)</u>
Total Administration	<u>193,930.00</u>	<u>145,447.50</u>	<u>131,341.90</u>	<u>67.73 %</u>	<u>(14,105.60)</u>
Utilities					
Electricity	40,000.00	30,000.00	30,785.15	76.96 %	785.15
Water	5,000.00	3,750.00	4,801.39	96.03	1,051.39
Storm Sewer	1,500.00	1,125.00	1,228.95	81.93	103.95
Natural Gas	10,000.00	7,500.00	8,184.37	81.84	684.37
Telephone	17,500.00	13,125.00	16,408.56	93.76	3,283.56
Internet Services	<u>24,000.00</u>	<u>18,000.00</u>	<u>16,807.72</u>	<u>70.03</u>	<u>(1,192.28)</u>
Total Utilities	<u>98,000.00</u>	<u>73,500.00</u>	<u>78,216.14</u>	<u>79.81 %</u>	<u>4,716.14</u>
Information Technology					
CCS Operating	79,000.00	59,250.00	36,733.24	46.50 %	(22,516.76)
Software	35,000.00	26,250.00	22,296.12	63.70	(3,953.88)
LAN Management	40,000.00	30,000.00	42,337.23	105.84	12,337.23
Hardware	4,000.00	3,000.00	2,520.77	63.02	(479.23)
Website/Platform Fees	60,000.00	45,000.00	39,384.42	65.64	(5,615.58)
Photocopier Leases	25,000.00	18,750.00	18,141.51	72.57	(608.49)
Computer Equipment	<u>30,000.00</u>	<u>22,500.00</u>	<u>24,803.15</u>	<u>82.68</u>	<u>2,303.15</u>
Total Information Technology	<u>273,000.00</u>	<u>204,750.00</u>	<u>186,216.44</u>	<u>68.21 %</u>	<u>(18,533.56)</u>

Winnetka-Northfield Public Library District
Statement of Revenues and Expenditures - Modified Cash Basis
For the 9 Months Ended March 31, 2025

Prorated Budget Percentage Spent: 75.00%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year to Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
<u>LIBRARY FUND</u>					
Public Relations					
Promotional	11,000.00	8,250.00	3,520.93	32.01 %	(4,729.07)
Newsletter/Mailers	35,000.00	26,250.00	23,150.19	66.14	(3,099.81)
PR Supplies	4,000.00	3,000.00	3,080.55	77.01	80.55
Marketing/Advertising	<u>11,000.00</u>	<u>8,250.00</u>	<u>6,414.57</u>	<u>58.31</u>	<u>(1,835.43)</u>
Total Public Relations	<u>61,000.00</u>	<u>45,750.00</u>	<u>36,166.24</u>	<u>59.29 %</u>	<u>(9,583.76)</u>
Library Materials - Adult					
Books-Fiction-Adult	85,000.00	63,750.00	61,617.72	72.49 %	(2,132.28)
Books-Non-Fiction-Adult	75,000.00	56,250.00	50,713.03	67.62	(5,536.97)
Periodicals	20,200.00	15,150.00	19,425.84	96.17	4,275.84
DVDs-Adult	25,000.00	18,750.00	19,193.60	76.77	443.60
Audio Books-Adult	6,500.00	4,875.00	4,239.56	65.22	(635.44)
Books-Digital	355,000.00	266,250.00	249,315.19	70.23	(16,934.81)
Online Database	65,000.00	48,750.00	62,297.64	95.84	13,547.64
Video Games-Adults	<u>2,000.00</u>	<u>1,500.00</u>	<u>284.08</u>	<u>14.20</u>	<u>(1,215.92)</u>
Total Library Materials - Adult	<u>633,700.00</u>	<u>475,275.00</u>	<u>467,086.66</u>	<u>73.71 %</u>	<u>(8,188.34)</u>
Library Materials - Youth					
Kits	3,500.00	2,625.00	2,117.59	60.50 %	(507.41)
Books-Fiction-Juv	42,000.00	31,500.00	24,107.02	57.40	(7,392.98)
Books-Non-Fiction-Juv	14,000.00	10,500.00	9,658.47	68.99	(841.53)
DVDs-Juv	1,250.00	937.50	550.91	44.07	(386.59)
Audio Books/Talking Books Juv	17,500.00	13,125.00	10,211.41	58.35	(2,913.59)
Video Games-Juv	<u>5,500.00</u>	<u>4,125.00</u>	<u>4,882.70</u>	<u>88.78</u>	<u>757.70</u>
Total Library Materials - Youth	<u>83,750.00</u>	<u>62,812.50</u>	<u>51,528.10</u>	<u>61.53 %</u>	<u>(11,284.40)</u>
Programs					
Reading Programs	11,000.00	8,250.00	6,655.51	60.50 %	(1,594.49)
Programming - Studio	17,600.00	13,200.00	8,519.83	48.41	(4,680.17)
Programming - Youth	42,000.00	31,500.00	31,644.50	75.34	144.50
Programming - Adult	35,500.00	26,625.00	28,566.78	80.47	1,941.78
Studio Maintenance/Repair	<u>3,000.00</u>	<u>2,250.00</u>	<u>209.90</u>	<u>7.00</u>	<u>(2,040.10)</u>
Total Programs	<u>109,100.00</u>	<u>81,825.00</u>	<u>75,596.52</u>	<u>69.29 %</u>	<u>(6,228.48)</u>
Capital					
Capital Outlay	400,000.00	300,000.00	29,502.01	7.38 %	(270,497.99)
Building	155,000.00	116,250.00	2,245.92	1.45	(114,004.08)
Equipment/Furniture	<u>65,000.00</u>	<u>48,750.00</u>	<u>53,702.49</u>	<u>82.62</u>	<u>4,952.49</u>
Total Capital	<u>620,000.00</u>	<u>465,000.00</u>	<u>85,450.42</u>	<u>13.78 %</u>	<u>(379,549.58)</u>
Total Expenses	<u>4,910,230.00</u>	<u>3,682,672.50</u>	<u>3,087,694.41</u>	<u>62.88 %</u>	<u>(594,978.09)</u>
Excess Revenues less Expenses	<u>137,705.00</u>	<u>103,278.75</u>	<u>1,764,432.17</u>	<u>1,281.31 %</u>	<u>1,661,153.42</u>

Winnetka-Northfield Public Library District

Statement of Revenues and Expenditures - Modified Cash Basis

For the 9 Months Ended March 31, 2025

Prorated Budget Percentage Spent: 75.00%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year to Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
BUILDING FUND					
Revenues					
Property Taxes Collections-Building	<u>399,690.00</u>	<u>299,767.50</u>	<u>392,231.25</u>	<u>98.13 %</u>	<u>92,463.75</u>
Total Revenue	<u>399,690.00</u>	<u>299,767.50</u>	<u>392,231.25</u>	<u>98.13 %</u>	<u>92,463.75</u>
Expenses					
Northfield Lease	72,500.00	54,375.00	54,256.32	74.84 %	(118.68)
Janitorial Supplies	11,000.00	8,250.00	7,296.79	66.33	(953.21)
Snow Removal	9,000.00	6,750.00	12,125.00	134.72	5,375.00
Building Appraisal	500.00	375.00	0.00	0.00	(375.00)
Building Maintenance Service	113,000.00	84,750.00	65,073.00	57.59	(19,677.00)
Elevators	10,000.00	7,500.00	7,423.00	74.23	(77.00)
Landscaping	20,000.00	15,000.00	11,902.19	59.51	(3,097.81)
HVAC	11,200.00	8,400.00	11,884.50	106.11	3,484.50
Flooring & Painting	125,000.00	93,750.00	16,612.85	13.29	(77,137.15)
Automatic Doors	7,500.00	5,625.00	393.98	5.25	(5,231.02)
Roof	700.00	525.00	366.00	52.29	(159.00)
Alarms & Security	6,000.00	4,500.00	3,785.36	63.09	(714.64)
Equipment	2,100.00	1,575.00	1,282.75	61.08	(292.25)
Plumbing	1,500.00	1,125.00	2,052.00	136.80	927.00
Electrical	7,000.00	5,250.00	7,665.00	109.50	2,415.00
Misc Services	<u>2,000.00</u>	<u>1,500.00</u>	<u>1,049.00</u>	<u>52.45</u>	<u>(451.00)</u>
Total Expenses	<u>399,000.00</u>	<u>299,250.00</u>	<u>203,167.74</u>	<u>50.92 %</u>	<u>(96,082.26)</u>
Excess Revenues less Expenses	<u>\$ 690.00</u>	<u>\$ 517.50</u>	<u>\$ 189,063.51</u>	<u>27,400.51 %</u>	<u>188,546.01</u>
UNEMPLOYMENT FUND					
Revenues					
Total Revenue	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00 %</u>	<u>0.00</u>
Expenses					
Excess Revenues less Expenses	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>0.00 %</u>	<u>0.00</u>

Winnetka-Northfield Public Library District
Statement of Revenues and Expenditures - Modified Cash Basis
For the 9 Months Ended March 31, 2025

Prorated Budget Percentage Spent: 75.00%

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

March 1, 2025 - March 31, 2025

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Anna Karwowska				4910	03/06/25	<u>186.50</u>
10-0-5114	Professional Development	Reimbursements	186.50			
AT&T				4911	03/06/25	<u>475.16</u>
10-0-5176	Internet Services	Inv S663007007-25041	475.16			
B.H. Suhr & Company, Inc.				4912	03/06/25	<u>550.00</u>
10-0-5884	Equipment/Furniture	Inv 2452	550.00			
Chicago Hearing Society				4913	03/06/25	<u>180.00</u>
10-0-5114	Professional Development	Inv C204948; 02.16.25	180.00			
Chicago Sun-Times				4914	03/06/25	<u>469.76</u>
10-1-5342	Periodicals-Winnetka	Acct 179853	469.76			
Claire Evans				4915	03/06/25	<u>275.00</u>
10-0-5908	Programming - Adult	Event Presentation	275.00			
Computype, Inc.				4916	03/06/25	<u>1,466.40</u>
10-0-5120	Library Supplies	Inv 704906; 02.14.25	1,466.40			
Engberg Anderson, Inc.				4917	03/06/25	<u>16,344.99</u>
10-0-5800	Capital Outlay	Inv 24373700-7	16,344.99			
Gayle Wadsworth				4918	03/06/25	<u>300.00</u>
10-0-5907	Programming - Youth	Event Presentation	300.00			
Gayle Wadsworth				4919	03/06/25	<u>1,200.00</u>
10-0-5907	Programming - Youth	Event Presentations	1,200.00			
Harvey Moshman				4920	03/06/25	<u>250.00</u>
10-0-5908	Programming - Adult	Event Presentation	250.00			
Image Systems & Business Solutions Leasing a Progr				4921	03/06/25	<u>5,698.83</u>
10-0-5766	Photocopier Leases	Inv 589373601	5,698.83			
Isabel Raci				4922	03/06/25	<u>510.00</u>
10-0-5908	Programming - Adult	Event Presentation	510.00			
Kelli Marshall				4923	03/06/25	<u>250.00</u>
10-0-5908	Programming - Adult	Event Presentation	250.00			
Lori Burkhart				4924	03/06/25	<u>180.00</u>
10-0-5908	Programming - Adult	Event Presentation	180.00			
Monica Dombrowski				4925	03/06/25	<u>31.36</u>
10-0-5114	Professional Development	Reimbursements	31.36			
Our Music LLC				4926	03/06/25	<u>1,250.00</u>
10-0-5907	Programming - Youth	Event Presentation	1,250.00			
Our Music LLC				4927	03/06/25	<u>1,250.00</u>
10-0-5907	Programming - Youth	Event Presentations	1,250.00			
Outsource IT Solutions Group				4928	03/06/25	<u>8,569.06</u>
10-0-5885	Computer Equipment	Inv 82795; 02.26.25	5,019.29			
10-0-5135	LAN Management	Inv 82737; 02.28.25	2,550.00			
10-0-5135	LAN Management	Inv 82864; 02.28.25	999.77			
Raul Negrete Moyo				4929	03/06/25	<u>4,600.00</u>
70-0-5740	Snow Removal	Snow Removal Services	4,600.00			
Seed Savers Exchange				4930	03/06/25	<u>50.00</u>
10-0-5908	Programming - Adult	Event Presentation	50.00			

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

March 1, 2025 - March 31, 2025

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Technology Management Rev Fund				4931	03/06/25	<u>1,000.00</u>
10-0-5176	Internet Services	Inv T2514848	1,000.00			
The Book Stall				4932	03/06/25	<u>80.00</u>
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Inv 562261	32.00			
10-2-5341	Books-Non-Fiction-Adult-Northfield	Inv 562261	24.00			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Inv 563081	24.00			
Cupello Mechanical				4933	03/06/25	<u>665.00</u>
10-0-5882	Building	Inv 3433	665.00			
OCLC Inc				4934	03/06/25	<u>460.68</u>
10-0-5177	Website/Platform Fees	Inv 3000382/3000383	460.68			
ALARM DETECTION SYSTEMS, INC.				4935	03/20/25	<u>638.07</u>
70-0-5758	Alarms & Security	Inv 57525-11112	638.07			
AT&T				4936	03/20/25	<u>475.16</u>
10-0-5176	Internet Services	Inv S663007007-25069	475.16			
Chicago Tribune				4937	03/20/25	<u>853.04</u>
10-0-5177	Website/Platform Fees	Thru 05.01.25	853.04			
Clarence Goodman				4938	03/20/25	<u>300.00</u>
10-0-5908	Programming - Adult	Event Presentation	300.00			
Clear Loss Prevention, Inc				4939	03/20/25	<u>835.00</u>
10-0-5882	Building	Inv 74754	835.00			
Dow Jones & Company Inc.				4940	03/20/25	<u>2,336.00</u>
10-1-5346	Online Database - Winnetka	Inv 311028936	2,336.00			
Image Systems & Business Solutions				4941	03/20/25	<u>736.10</u>
10-0-5766	Photocopier Leases	Inv 416810	736.10			
Invengo American Corporation				4942	03/20/25	<u>248.00</u>
10-0-5177	Website/Platform Fees	Inv SVIP030363	248.00			
Kids Science Labs				4943	03/20/25	<u>510.00</u>
10-0-5907	Programming - Youth	Event Presentation	510.00			
Midwest Environmental Consulting Service				4944	03/20/25	<u>1,000.00</u>
10-0-5882	Building	Inv 25-00276	1,000.00			
Outsource IT Solutions Group				4945	03/20/25	<u>2,550.00</u>
10-0-5135	LAN Management	Inv 83150	2,550.00			
Raul Negrete Moyo				4946	03/20/25	<u>5,060.00</u>
70-0-5740	Snow Removal	Raul Negrete Moyo	5,060.00			
Red Hill Birding				4947	03/20/25	<u>250.00</u>
10-0-5908	Programming - Adult	Event Presentation	250.00			
Rock 'n' Kids, inc				4948	03/20/25	<u>800.00</u>
10-0-5907	Programming - Youth	Event Presentation	800.00			
The Book Stall				4949	03/20/25	<u>14.40</u>
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Inv 564226	14.40			
The Poe Museum				4950	03/20/25	<u>150.00</u>
10-0-5908	Programming - Adult	Event Presentation	150.00			
Three Bees Honey Farms LLC				4951	03/20/25	<u>397.00</u>
10-0-5908	Programming - Adult	Event Presentation	397.00			
True Air				4952	03/20/25	<u>250.00</u>

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

March 1, 2025 - March 31, 2025

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
70-0-5748	Building Maintenance Service	Light Fixture	250.00			
Very Smart People LLC				4953	03/20/25	<u>200.00</u>
10-0-5906	Programming - Studio	Event Presentation	200.00			
Warehouse Direct				18478	03/13/25	<u>606.72</u>
70-0-5725	Janitorial Supplies	Inv 5879770-0	307.18			
70-0-5725	Janitorial Supplies	Inv 5879976-0	299.54			
Catapult				18479	03/13/25	<u>50.00</u>
10-0-5115	Flexible Spending Account	Inv 00162294	50.00			
PITNEY BOWES				18480	03/13/25	<u>299.01</u>
10-0-5123	Postage	Inv 3107081557	299.01			
QUILL CORPORATION				18481	03/13/25	<u>70.70</u>
70-0-5725	Janitorial Supplies	Inv 42977916	70.70			
DEMCO				18482	03/13/25	<u>62.40</u>
10-0-5120	Library Supplies	Inv 7599843	62.40			
Lauterbach & Amen, LLP				18483	03/13/25	<u>1,725.00</u>
10-0-5131	Accounting and Bookkeeping	Inv 101897	1,725.00			
Kanopy				18484	03/13/25	<u>726.00</u>
10-1-5345	Books-Digital-Winnetka	Inv 441793	726.00			
HOOPLA (MIDWEST TAPE)				18485	03/13/25	<u>2,421.31</u>
10-1-5345	Books-Digital-Winnetka	Inv 506822560	2,421.31			
CDW-G				18486	03/13/25	<u>140.77</u>
10-0-5136	Hardware	Inv AC99K7U	100.09			
10-0-5136	Hardware	Inv AC9W15R	40.68			
RingCentral Inc				18487	03/13/25	<u>16,202.03</u>
10-1-5175	Telephone - Winnetka	RingCentral Inc	16,202.03			
OVERDRIVE INC.				18488	03/13/25	<u>18,528.64</u>
10-1-5345	Books-Digital-Winnetka	Inv 01018CP25066016	7,484.32			
10-1-5345	Books-Digital-Winnetka	Inv 01018MA25063119	5,087.72			
10-1-5345	Books-Digital-Winnetka	Inv 01018MA25067635	5,956.60			
BAKER & TAYLOR				18489	03/13/25	<u>6,998.96</u>
10-2-5341	Books-Non-Fiction-Adult-Northfield	BAKER & TAYLOR	526.02			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	BAKER & TAYLOR	1,947.13			
10-0-5120	Library Supplies	BAKER & TAYLOR	599.80			
10-2-5340	Books-Fiction-Adult-Northfield	BAKER & TAYLOR	698.42			
10-1-5340	Books-Fiction-Adult-Winnetka	BAKER & TAYLOR	2,025.04			
10-2-5440	Books-Fiction-Juv-Northfield	BAKER & TAYLOR	348.12			
10-1-5440	Books-Fiction-Juv-Winnetka	BAKER & TAYLOR	683.60			
10-2-5441	Books-Non-Fiction-Juv-Northfield	BAKER & TAYLOR	88.03			
10-1-5441	Books-Non-Fiction-Juv-Winnetka	BAKER & TAYLOR	82.80			
MIDWEST TAPE				18490	03/13/25	<u>1,137.61</u>
10-2-5343	DVDs-Adult-Northfield	MIDWEST TAPE	341.47			
10-0-5120	Library Supplies	MIDWEST TAPE	95.34			
10-1-5343	DVDs-Adult-Winnetka	MIDWEST TAPE	700.80			
VILLAGE OF NORTHFIELD				18491	03/27/25	<u>6,028.48</u>
70-2-5159	Northfield Lease	Inv 101LIB	6,028.48			
MERCHANTS DELIVERY SERVICE				18492	03/27/25	<u>500.00</u>
10-0-5138	Delivery Service	ACH	500.00			

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

March 1, 2025 - March 31, 2025

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Warehouse Direct				18493	03/27/25	<u>708.84</u>
70-0-5725	Janitorial Supplies	INv 5894454-0	708.84			
CDW-G				18494	03/27/25	<u>56.25</u>
10-0-5136	Hardware	Inv AD2VV4G	56.25			
OVERDRIVE INC.				18495	03/27/25	<u>7,492.00</u>
10-1-5345	Books-Digital-Winnetka	Inv 01018CP25065260	7,492.00			
BAKER & TAYLOR				18496	03/27/25	<u>9,781.66</u>
10-2-5440	Books-Fiction-Juv-Northfield	BAKER & TAYLOR	390.92			
10-0-5120	Library Supplies	BAKER & TAYLOR	809.33			
10-2-5341	Books-Non-Fiction-Adult-Northfield	BAKER & TAYLOR	1,360.59			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	BAKER & TAYLOR	2,154.16			
10-1-5440	Books-Fiction-Juv-Winnetka	BAKER & TAYLOR	1,126.86			
10-2-5340	Books-Fiction-Adult-Northfield	BAKER & TAYLOR	688.27			
10-1-5340	Books-Fiction-Adult-Winnetka	BAKER & TAYLOR	2,726.61			
10-2-5441	Books-Non-Fiction-Juv-Northfield	BAKER & TAYLOR	210.12			
10-1-5441	Books-Non-Fiction-Juv-Winnetka	BAKER & TAYLOR	314.80			
MIDWEST TAPE				18497	03/27/25	<u>2,149.92</u>
10-0-5120	Library Supplies	MIDWEST TAPE	174.91			
10-2-5343	DVDs-Adult-Northfield	MIDWEST TAPE	230.14			
10-1-5343	DVDs-Adult-Winnetka	MIDWEST TAPE	823.74			
10-1-5444	Audio Books-Juv-Winnetka	MIDWEST TAPE	439.92			
10-1-5344	Audio Books-Adult-Winnetka	MIDWEST TAPE	373.74			
10-2-5344	Audio Books-Adult-Northfield	MIDWEST TAPE	42.99			
10-1-5443	DVDs-Juv-Winnetka	MIDWEST TAPE	64.48			
COMCAST				18510	03/31/25	<u>75.90</u>
10-0-5176	Internet Services	ACH	75.90			
Peerless Network				18511	03/31/25	<u>41.35</u>
10-1-5175	Telephone - Winnetka	ACH	41.35			
PITNEY BOWES				18512	03/31/25	<u>200.00</u>
10-0-5123	Postage	ACH	100.00			
10-0-5123	Postage	ACH	100.00			
NICOR				18513	03/31/25	<u>582.58</u>
10-2-5174	Natural Gas - Northfield	ACH	582.58			
COMCAST				18514	03/31/25	<u>454.75</u>
10-0-5176	Internet Services	ACH	454.75			
NORTH SHORE GAS				18515	03/31/25	<u>1,528.27</u>
10-1-5174	Natural Gas - Winnetka	ACH	1,528.27			
VILLAGE OF WINNETKA				18516	03/31/25	<u>2,467.22</u>
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	88.45			
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	27.73			
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	2,264.95			
10-1-5171	Electricity - Winnetka	VILLAGE OF WINNETKA	-313.60			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	50.18			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	103.58			
VILLAGE OF NORTHFIELD				18517	03/31/25	<u>57.90</u>
10-2-5172	Water - Northfield	VILLAGE OF NORTHFIELD	57.90			

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

March 1, 2025 - March 31, 2025

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
First Bankcard				18518	03/31/25	<u>17,642.80</u>
10-0-5114	Professional Development	Dombrowski - Atlas Director's Retreat	375.32			
10-0-5114	Professional Development	Dombrowski - Refund for Atlas Director's Retreat	-350.00			
10-0-5139	Subscriptions	Dombrowski - Admin Annual Zoom Account	149.90			
10-0-5139	Subscriptions	Dombrowski - Monthly ChatGPT Subscription	20.00			
10-0-5719	Board Expenses	Dombrowski - Treats for Melissa's Birthday	29.85			
10-0-5907	Programming - Youth	Karowska - Youth Programming	19.99			
10-1-5439	Kits	Karowska - Early Lit Kit Replacements WNK	311.95			
10-1-5445	Video Games-Juv-Winnetka	Karowska - Videogames Youth	53.99			
10-2-5445	Video Games- Juv-Northfield	Karowska - Videogames Youth	53.99			
10-0-5907	Programming - Youth	Karowska - Youth Programming	13.29			
10-0-5907	Programming - Youth	Karowska - Youth Programming	99.98			
10-1-5445	Video Games-Juv-Winnetka	Karowska - Videogames Youth	201.42			
10-2-5445	Video Games- Juv-Northfield	Karowska - Videogames Youth	201.41			
10-0-5907	Programming - Youth	Karowska - Youth Programming	481.58			
10-1-5439	Kits	Karowska - Teen Kits	81.11			
10-2-5439	Kits	Karowska - Teen Kits	81.10			
10-0-5120	Library Supplies	Karowska - Library Supplies	40.79			
10-0-5120	Library Supplies	Karowska - Library Supplies	40.95			
10-1-5439	Kits	Karowska - Teen Kits	134.40			
10-2-5439	Kits	Karowska - Teen Kits	134.40			
10-0-5120	Library Supplies	Karowska - Library Supplies	12.34			
10-1-5439	Kits	Karowska - Teen Kits	11.49			
10-2-5439	Kits	Karowska - Teen Kits	11.48			
10-1-5439	Kits	Karowska - STEAM Kit replacement WNK	24.99			
10-0-5120	Library Supplies	Karowska - Library Supplies	16.96			
10-1-5445	Video Games-Juv-Winnetka	Karowska - Videogames Youth	16.25			
10-2-5445	Video Games- Juv-Northfield	Karowska - Videogames Youth	16.24			
10-0-5308	Reading Programs	Karowska - Winter Reading Prizes	75.00			
10-0-5907	Programming - Youth	Karowska - Youth Programming	15.99			
10-1-5445	Video Games-Juv-Winnetka	Karowska - Videogames Youth	39.88			
10-2-5445	Video Games- Juv-Northfield	Karowska - Videogames Youth	39.88			
10-0-5907	Programming - Youth	Karowska - Youth Programming	62.17			
10-0-5907	Programming - Youth	Karowska - Youth Programming	133.20			
10-2-5439	Kits	Karowska - Early Lit Kit Replacements (NFLD)	9.99			
10-0-5907	Programming - Youth	Karowska - Youth Programming	33.00			
10-0-5907	Programming - Youth	Karowska - Youth Programming	37.70			
10-1-5439	Kits	Karowska - Teen Kits	63.52			
10-2-5439	Kits	Karowska - Teen Kits	63.51			
10-0-5907	Programming - Youth	Karowska - Youth Programming	23.36			
10-0-5907	Programming - Youth	Karowska - Youth Programming	19.98			
10-0-5700	Public Relations	Karowska - PR?	111.48			
10-0-5907	Programming - Youth	Karowska - Youth Programming	-9.99			
10-0-5120	Library Supplies	Karowska - Library Supplies	-16.96			
10-0-5120	Library Supplies	Karowska - Library Supplies	-31.96			
10-0-5907	Programming - Youth	Karowska - Youth Programming	86.37			
10-0-5907	Programming - Youth	Karowska - Youth Programming	23.88			
10-0-5121	Office Supplies	Karowska - Office Supplies	37.81			
10-0-5907	Programming - Youth	Karowska - Youth Programming	58.56			
10-0-5907	Programming - Youth	Karowska - Youth Programming	58.99			
10-0-5907	Programming - Youth	Karowska - Youth Programming	85.05			
10-1-5445	Video Games-Juv-Winnetka	Karowska - Videogames Youth	69.99			
10-2-5445	Video Games- Juv-Northfield	Karowska - Videogames Youth	69.99			

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

March 1, 2025 - March 31, 2025

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-1-5439	Kits	Karwowska - Teen Kits (WNK)	22.31			
10-0-5907	Programming - Youth	Karwowska - Youth Programming	59.07			
10-1-5445	Video Games-Juv-Winnetka	Karwowska - Videogames Youth	-0.99			
10-2-5445	Video Games- Juv-Northfield	Karwowska - Videogames Youth	-0.99			
10-0-5732	Staff Recognition/Events/Meetings	Karwowska - Staff Recognition YS Dept mtg	39.95			
10-0-5907	Programming - Youth	Karwowska - Youth Programming	100.41			
10-1-5439	Kits	Karwowska - Teen Kits	13.19			
10-2-5439	Kits	Karwowska - Teen Kits	13.19			
10-1-5439	Kits	Karwowska - Teen Kits (WNK)	29.74			
10-0-5907	Programming - Youth	Karwowska - Youth Programming	207.43			
10-0-5120	Library Supplies	Karwowska - Library Supplies	19.99			
10-0-5907	Programming - Youth	Karwowska - Youth Programming	23.00			
10-0-5907	Programming - Youth	Karwowska - Youth Programming	74.97			
10-0-5907	Programming - Youth	Karwowska - Youth Programming	15.99			
10-0-5907	Programming - Youth	Karwowska - Youth Programming	16.99			
10-1-5440	Books-Fiction-Juv-Winnetka	Karwowska - Fiction Books Youth	31.50			
10-1-5440	Books-Fiction-Juv-Winnetka	Karwowska - Fiction Books Youth	41.53			
10-0-5907	Programming - Youth	Mall - Youth Programming	67.88			
10-1-5340	Books-Fiction-Adult-Winnetka	Mall - Materials	98.64			
10-1-5340	Books-Fiction-Adult-Winnetka	Mall - Materials	100.00			
10-0-5906	Programming - Studio	Mall - Materials	85.00			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Mall - Materials	44.57			
70-0-5782	Equipment	Mall - Ring light for virtual event hosting	18.99			
10-0-5134	Software	Mall - Virtual event hosting	127.98			
10-0-5908	Programming - Adult	Mall - Programming supplies (One Seed Two Villages)	24.49			
10-0-5114	Professional Development	Mall - Professional meeting expenses (Tom Malinowski / Caudill Voting Committee Meetup)	21.70			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Mall - Materials	33.08			
10-0-5908	Programming - Adult	Mall - Programming supplies (One Seed Two Villages)	63.96			
10-0-5120	Library Supplies	Mall - Northfield supplies	99.99			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Mall - Materials	23.95			
10-0-5908	Programming - Adult	Mall - Programming supplies (One Seed Two Villages) and ring light for virtual event hosting	14.99			
10-0-5121	Office Supplies	Mall - Programming supplies (One Seed Two Villages) and ring light for virtual event hosting	23.99			
10-0-5908	Programming - Adult	Mall - Programming supplies (One Seed Two Villages)	62.96			
10-0-5908	Programming - Adult	Mall - Programming speaker fee (Citizen Soldier, 2/13)	350.00			
70-0-5782	Equipment	Mall - Refund - ring light for virtual event hosting	-18.99			
10-0-5908	Programming - Adult	Mall - Refund - programming supplies (One Seed Two Villages)	-41.98			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Mall - Materials	24.17			
10-0-5731	Memberships	Mall - Professional membership dues B.G	250.00			
10-1-5342	Periodicals-Winnetka	Mall - Materials	60.00			
10-0-5121	Office Supplies	Mall - Office supplies for Studio	15.44			
10-1-5340	Books-Fiction-Adult-Winnetka	Mall - Materials	101.00			
10-1-5340	Books-Fiction-Adult-Winnetka	Mall - Materials	28.16			
70-0-5725	Janitorial Supplies	Melero - Office Broom	16.99			
10-0-5122	Breakroom Supplies	Melero - Coffee water Resevour	37.99			
10-0-5732	Staff Recognition/Events/Meetings	Melero - employee appreciation	11.12			
10-0-5732	Staff Recognition/Events/Meetings	Melero - Graduation Celebration	49.17			
10-0-5732	Staff Recognition/Events/Meetings	Melero - Graduation Celebration	147.00			

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

March 1, 2025 - March 31, 2025

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5731	Memberships	Melero - Membership Fee	1,140.00			
10-0-5122	Breakroom Supplies	Melero - Coffee filter replacement	12.98			
10-0-5732	Staff Recognition/Events/Meetings	Melero - New Employee Treat	6.55			
10-0-5732	Staff Recognition/Events/Meetings	Melero - New Employee Treat	6.55			
70-0-5725	Janitorial Supplies	Melero - Toilet Paper Dispenser	156.07			
10-0-5907	Programming - Youth	Melero - Plates for NF program	16.50			
70-0-5782	Equipment	Melero - Storage Shelves	453.18			
10-0-5736	Legal	Melero - Publishing	1,882.62			
70-0-5782	Equipment	Melero - Event Tent	689.99			
10-0-5732	Staff Recognition/Events/Meetings	Morgan - Birthday Cards	80.00			
70-0-5782	Equipment	Morgan - vent covers & filters for air purifier	48.97			
10-0-5121	Office Supplies	Morgan - Office Supplies - USB drives	36.33			
10-0-5122	Breakroom Supplies	Morgan - Breakroom Supplies - plates	14.99			
10-0-5121	Office Supplies	Morgan - Office Supplies - USB drives	-12.11			
10-0-5121	Office Supplies	Morgan - Office Supplies - USB drives	-12.11			
10-0-5121	Office Supplies	Morgan - Office Supplies - USB drives	-12.11			
10-0-5907	Programming - Youth	Morgan - Programming - Youth - supplies for valentine's cookie decorating	5.99			
10-0-5907	Programming - Youth	Morgan - Programming - Youth - scavenger hunt prizes	41.45			
10-0-5907	Programming - Youth	Morgan - Programming - Youth - supplies for valentine's cookie decorating	88.19			
10-0-5907	Programming - Youth	Morgan - Programming - Youth - supplies for valentine's cookie decorating	12.25			
10-0-5731	Memberships	Morgan - Memberships - AK	180.00			
10-0-5731	Memberships	Morgan - Memberships - RG	180.00			
10-0-5907	Programming - Youth	Morgan - Programming - Youth - refund of tax charged for #10	-0.27			
10-0-5907	Programming - Youth	Morgan - Programming - Youth - storytime supplies	23.39			
10-0-5120	Library Supplies	Morgan - Library Supplies - bags for intralibrary delivery	107.96			
10-0-5906	Programming - Studio	Munoz - LoT - storage box	24.50			
10-0-5906	Programming - Studio	Munoz - Programming - paper flower shadow box	56.99			
10-0-5906	Programming - Studio	Munoz - programming - 6 weeding tool sets	29.94			
10-0-5906	Programming - Studio	Munoz - Studio supplies - iron cleaner	16.58			
10-0-5906	Programming - Studio	Munoz - LoT supplies	63.92			
10-0-5906	Programming - Studio	Munoz - Programming - paper wreaths	219.45			
10-0-5906	Programming - Studio	Munoz - Programming - lucky charms wreath	17.49			
10-0-5906	Programming - Studio	Munoz - LoT - Storage boxes	42.39			
10-0-5906	Programming - Studio	Munoz - LoT supplies	25.75			
10-0-5134	Software	Munoz - CRICUT software	95.88			
10-0-5906	Programming - Studio	Munoz - LoT - pin eject tool	4.95			
10-0-5906	Programming - Studio	Munoz - LoT - double sided tape	15.99			
10-0-5906	Programming - Studio	Munoz - studio supplies - Embroidery adhesive spray	22.86			
10-0-5906	Programming - Studio	Munoz - Studio Supplies - Filament storage	27.99			
10-0-5120	Library Supplies	Munoz - community room study supplies; expo markers, highlighters, etc..	33.20			
10-0-5906	Programming - Studio	Munoz - programming - Mario Party	84.40			
10-0-5906	Programming - Studio	Munoz - programming - Hand sewing basics	10.98			
10-0-5114	Professional Development	Munoz - Conference - plane tickets	570.96			
10-0-5906	Programming - Studio	Munoz - programming - paper flower shadow box	13.98			
10-0-5732	Staff Recognition/Events/Meetings	Munoz - Staff Recognition	40.00			
10-0-5906	Programming - Studio	Munoz - Studio Supplies - embroidery stabilizer	10.99			
10-0-5906	Programming - Studio	Munoz - Refund - LoT Storage box	-24.50			

Winnetka-Northfield Public Library District

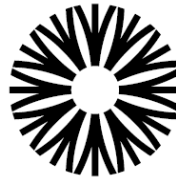
Check Register

All Bank Accounts

March 1, 2025 - March 31, 2025

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5906	Programming - Studio	Munoz - programming - Laser etched mirrors	363.86			
10-0-5721	Promotional	Quish - Envelopes for seed library	23.98			
10-0-5308	Reading Programs	Quish - Summer reading tshirts and supplies	556.30			
10-0-5721	Promotional	Quish - Refund for seed library envelopes order	-23.98			
10-0-5721	Promotional	Quish - Business cards & bookmarks	181.66			
10-0-5719	Board Expenses	Quish - Name plate for new board member	13.83			
10-0-5134	Software	Swenson - Microsoft Entra Licenses	7.20			
10-0-5134	Software	Swenson - Microsoft Power Bi Licenses	30.00			
10-0-5134	Software	Swenson - Microsoft Office 365 Licenses	192.50			
10-0-5177	Website/Platform Fees	Swenson - Content Website Hosting	5.00			
10-0-5177	Website/Platform Fees	Swenson - Content Website Backup	1.00			
10-0-5114	Professional Development	Swenson - Conference Registration	599.00			
10-0-5134	Software	Swenson - Creative Cloud Licenses	278.91			
10-0-5114	Professional Development	Swenson - Conference Airfare	518.96			
10-0-5134	Software	Swenson - Basecamp Subscription	1,200.00			
10-0-5120	Library Supplies	Volny - ILL Supplies	17.98			
10-0-5120	Library Supplies	Volny - Library Supplies	63.58			
10-0-5120	Library Supplies	Volny - Library Supplies	100.74			
10-0-5120	Library Supplies	Volny - ILL Supplies	29.54			
10-0-5120	Library Supplies	Volny - Library Supplies	57.99			
10-0-5732	Staff Recognition/Events/Meetings	Volny - Staff Mtg Treats	56.68			
10-0-5121	Office Supplies	Volny - Workroom Supplies	27.98			
10-0-5121	Office Supplies	Volny - Workroom Supplies	52.96			
10-0-5731	Memberships	Volny - Reaching Forward Admission	640.00			

Check List Total 162,632.58



APRIL 2025 DIRECTOR'S REPORT

STAFF UPDATES

Anniversaries: Annie Chu, Studio Specialist, 3/2 (2 years); Debbie Burns, Branch Services Librarian, 3/12 (1 year); Erin Collins, Adult Services Librarian, 3/14 (9 years); Becca Brunstad, Branch Services Assistant, 3/28 (1 year).

Comings: Emma Beckman joined us as a Youth Services Intern beginning March 3rd.

STAFF SHOUT OUTS

- Adult & Patron Services completed a long-term project to reallocate shelf space for nonfiction books to correspond to patron interest and demand. This will allow us to carry more titles in a variety of popular subject areas including cookbooks, childhood development, and philosophy. A special shout-out to Patron Services Assistant Ash for her many hours of work on the project!
- Branch Services Librarian Lisa spoke to CCS about the in-house collection development tool she & IT Manager Mark created as a potential add to the consortium.
- Youth Services Librarian Tom submitted a session proposal for PLA titled, "Unusual Storytimes: Beyond the Basics."
- North Shore Country Day 2nd graders created a work of art inspired by *The Great Wave off Kanagawa* out of upcycled bottle caps that is now hanging in the Youth Services department at Winnetka. YS Librarian Amber curated an accompanying display focused on art, conservation, and the environment.



PROGRAMMING

Youth

Category	MAR24/25	MAR23/24	Mo. % +/-	FY24-25 YTD	FY23-24 YTD	FY % +/-
Programs	60	50	20.00%	469	456	2.85%
Live Attendees	1,930	1,552	24.36%	15,417	13,448	14.64%
Passive Programming	5,723	5,212	9.80%	46,108	38,462	19.88%

Highlights

Tummy Time Painting (NF)	9 babies & caregivers created no-mess art projects while building their core strength.
Family Science (NF)	19 patrons learned about collecting data and observing trends graphical trends by counting pieces of candy and separating them by color.
Pet Rocks (WN)	53 kids over 2 sessions came to create customized pet rocks.

Adults

Category	MAR24/25	MAR23/24	Mo. % +/-	FY24-25 YTD	FY23-24 YTD	FY % +/-
Programs	22	26	-15.38%	192	180	6.67%
Live Attendees	391	513	-23.78%	3,745	4,141	-9.56%
Recording Attendees	69	75	-8.00%	1,563	1,851	-15.56%

Highlights

Cookie Decorating (IP)	Pastry chef Kelly Dull demonstrated tips and techniques for decorating cookies. Attendees had supplies and instructions to decorate a set of 4 cookies. 14 people attended.
Branching Out: Trees as Spiritual Beings (IP)	36 people enjoyed a stroll through Winnetka with Lynn Zaransky, TreeKeeper with Openlands, and Gerald Savage, Chief White Winnebago, Ho-Chunk Nation Elder, to enjoy the community's native trees and share Native American history and customs.
97th Academy Awards Preview (V)	61 people learned about the most significant movies and filmmakers nominated for this year's Academy Awards from Loyola University film and language professor Ziggy Banas.

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

Studio

Category	MAR24/25	MAR23/24	Mo. % +/-	FY24-25 YTD	FY23-24 YTD	FY % +/-
1:1s	343	198	73.23%	2,027	2,334	-13.15%
Programs	8	11	-27.27%	90	119	-24.37%
Attendees	65	77	-15.58%	578	722	-19.94%

Highlights

Lucky Charms Wreath	9 patrons successfully assembled a beautiful St. Patrick's Day paper wreath using laser-cut materials, demonstrating the capabilities of our equipment.
Laser Etched Mirrors	10 patrons learned how to etch and customize mirror acrylic using CorelDraw design software and our laser engraver.

Community Engagement

Category	MAR24/25	MAR23/24	Mo. % +/-	FY24-25 YTD	FY23-24 YTD	FY % +/-
Youth Events	1	2	-50.00%	11	19	-42.11%
Adult Events	3	2	50.00%	20	33	-39.39%
Family Events	18	2	800.00%	29	11	163.64%
Total Events	22	6	266.67%	60	63	-4.76%
Youth Attendance	25	27	-7.41%	655	524	25.00%
Adult Attendance	18	22	-18.18%	527	688	-23.40%
Family Attendance	0	179	-100.00%	973	1,765	-44.87%
Total Attendance	43	228	-81.14%	2,155	2,977	-27.61%

Highlights

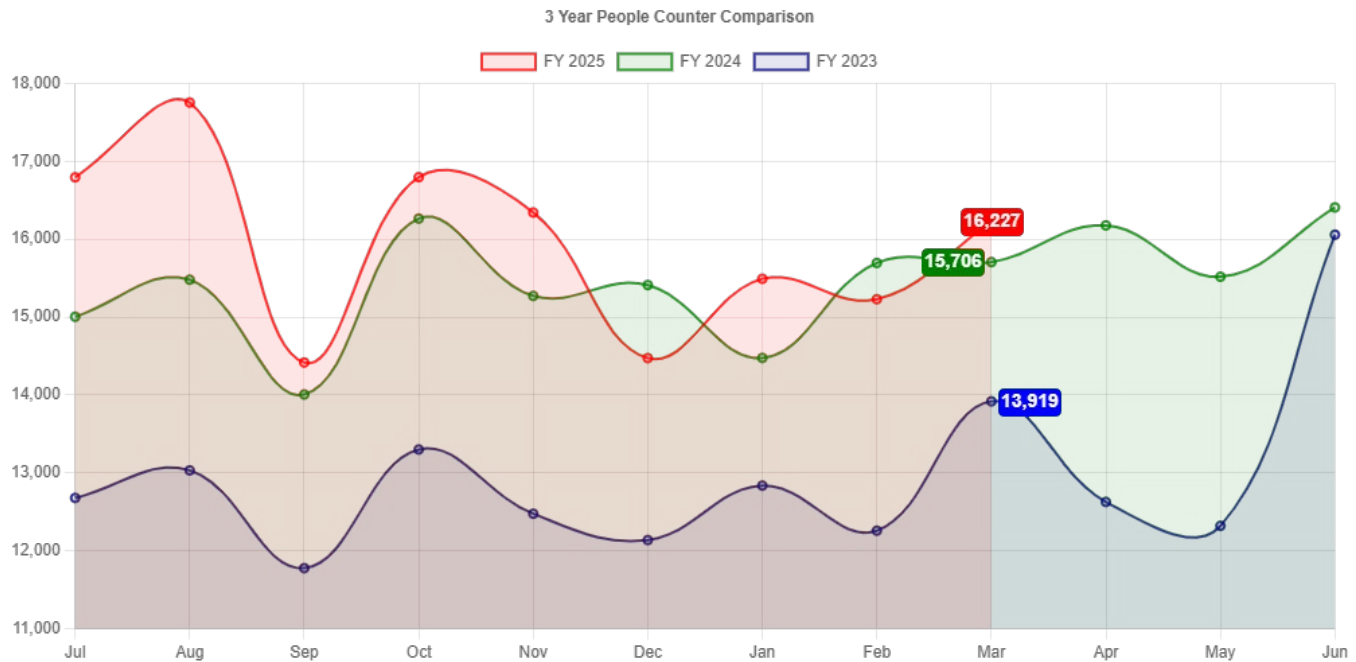
Skokie School Tour	Youth Services Librarian Tom led a group of 25 students on a tour and facilitated a Q&A session over lunch. Highlighted photos below. Click this link for the full album: https://photos.app.goo.gl/LwoDsLcyAoifczbZA
--------------------	---



SERVICES

Visitors

Building	MAR24/25	MAR23/24	Mo. % +/-	FY24-25 YTD	FY23-24 YTD	FY % +/-
Winnetka	11,108	10,816	2.70%	100,023	95,986	4.21%
Northfield	4,902	4,627	5.94%	41,146	38,751	6.18%
Total	16,010	15,443	3.67%	141,169	134,737	4.77%
Virtual	217	263	-17.49%	2,357	2,580	-8.64%
Total	16,227	15,706	3.32%	143,526	137,317	4.52%



Cardholders (by Household)

Community	Number of Households	Households w/Cards	% Households w/Cards
Winnetka	4,242	3,226	76.05%
Northfield	2,340	1,440	61.54%
Total District	6,582	4,666	70.89%
Kenilworth	789	218*	27.63%
Total	7,371	4,884	66.26%

Desk Questions

Category	MAR24/25	MAR23/24	Mo. % +/-	FY24-25 YTD	FY23-24 YTD	FY % +/-
Adult	2,076	2,143	-3.13%	19,040	20,496	-7.10%
Youth	654	460	42.17%	5,200	4,170	24.70%
Digital Services	87	62	40.32%	702	673	4.31%
Total	2,817	2,665	5.70%	24,942	25,339	-1.57%

TECHNOLOGY

Computer Usage

Location	MAR24/25	MAR23/24	Mo. % +/-	FY24-25 YTD	FY23-24 YTD	FY % +/-
Winnetka	417	371	12.40%	3,705	3,756	-1.36%
Northfield	270	240	12.50%	2,023	2,000	1.15%
Total	687	611	12.44%	5,728	5,756	-0.49%

Hotspot Usage

Location	MAR24/25	MAR23/24	Mo. % +/-	FY24-25 YTD	FY23-24 YTD	FY % +/-
Winnetka Sessions	11,539	15,984	-27.81%	112,236	175,166	-35.93%
Northfield Sessions	1,253	2,693	-53.47%	19,766	31,719	-37.68%
Total	12,792	18,677	-31.51%	132,002	206,885	-36.20%
Winnetka Bandwidth	220 GB	488 GB	-54.92%	2,117 GB	4,944 GB	-57.18%
Northfield Bandwidth	124 GB	105 GB	18.10%	1,024 GB	940 GB	8.94%
Total	344 GB	593 GB	-41.99%	3,141 GB	5,884 GB	-46.62%

Website Visits

Activity	MAR24/25	MAR23/24	Mo. % +/-	FY24-25 YTD	FY23-24 YTD	FY % +/-
Total Visits	10,982	13,641	-19.49%	96,787	104,653	-7.52%
Unique Visits	6,320	9,305	-32.08%	55,861	66,008	-15.37%

MARKETING

Email Subscribers

MAR24/25	% Cardholders	MAR23/24	Open Rate	Click Rate
10,387	109.71%	10,645	59%	1%

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

Social Media Activity

Platform	MAR24/25 Impres.	MAR24/25 Reach	MAR24/25 Engage.
YouTube	22,034	912	N/A
Facebook	4,484	2,770	117
Instagram	3,727	711	185
LinkedIn	685	333	26
Total	30,930	4,726	328

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	MAR24/25	MAR23/24	Mo. % +/-	FY24-25 YTD	FY23-24 YTD	FY % +/-
Winnetka	11,400	11,056	3.11%	93,016	94,237	-1.30%
Northfield	3,522	3,770	-6.58%	32,239	33,901	-4.90%

Physical Youth (By Location)

Location	MAR24/25	MAR23/24	Mo. % +/-	FY24-25 YTD	FY23-24 YTD	FY % +/-
----------	----------	----------	-----------	-------------	-------------	----------

Winnetka	14,672	15,160	-3.22%	123,643	130,852	-5.51%
Northfield	2,905	3,120	-6.89%	26,707	30,009	-11.00%

Physical Miscellaneous

Lending Type	MAR24/2 5	MAR23/2 4	Mo. % +/-	FY24-25 YTD	FY23-24 YTD	FY % +/-
Kenilworth Patrons	928	803	15.57%	6,762	9,258	-26.96%
Borrowed from Other Libraries	1,656	1,751	-5.43%	14,739	15,800	-6.72%

Physical Adult (By Type)

Material Type	MAR24/25	MAR23/24	Mo. % +/-	FY24-25 YTD	FY23-24 YTD	FY % +/-
Books	8,479	8,713	-2.69%	74,217	76,573	-3.08%
Book - Fiction	4,475	4,421	1.22%	41,429	43,048	-3.76%
Book - Nonfiction	4,004	4,292	-6.71%	32,788	33,525	-2.20%
Audiobook - CD	207	214	-3.27%	1,427	1,842	-22.53%
Music CD	34	66	-48.48%	499	808	-38.24%
Playaway	25	23	8.70%	204	241	-15.35%
DVD/Blu-Ray	2,680	2,908	-7.84%	21,739	25,074	-13.30%
Magazine	291	190	53.16%	1,851	1,957	-5.42%
Videogame	46	25	84.00%	396	212	86.79%
Computing Device	13	4	225.00%	69	53	30.19%
Library of Things	30	29	3.45%	240	213	12.68%
Other	657	276	138.04%	1,610	595	170.59%
Non-CCS ILL	48	55	-12.73%	423	338	25.15%
Sent Out	2,412	2,323	3.83%	22,580	20,232	11.61%
Studio Equipment	184	0	-	0	0	-
Total	15,106	14,826	1.89%	125,255	128,138	-2.25%

Physical Youth (By Type)

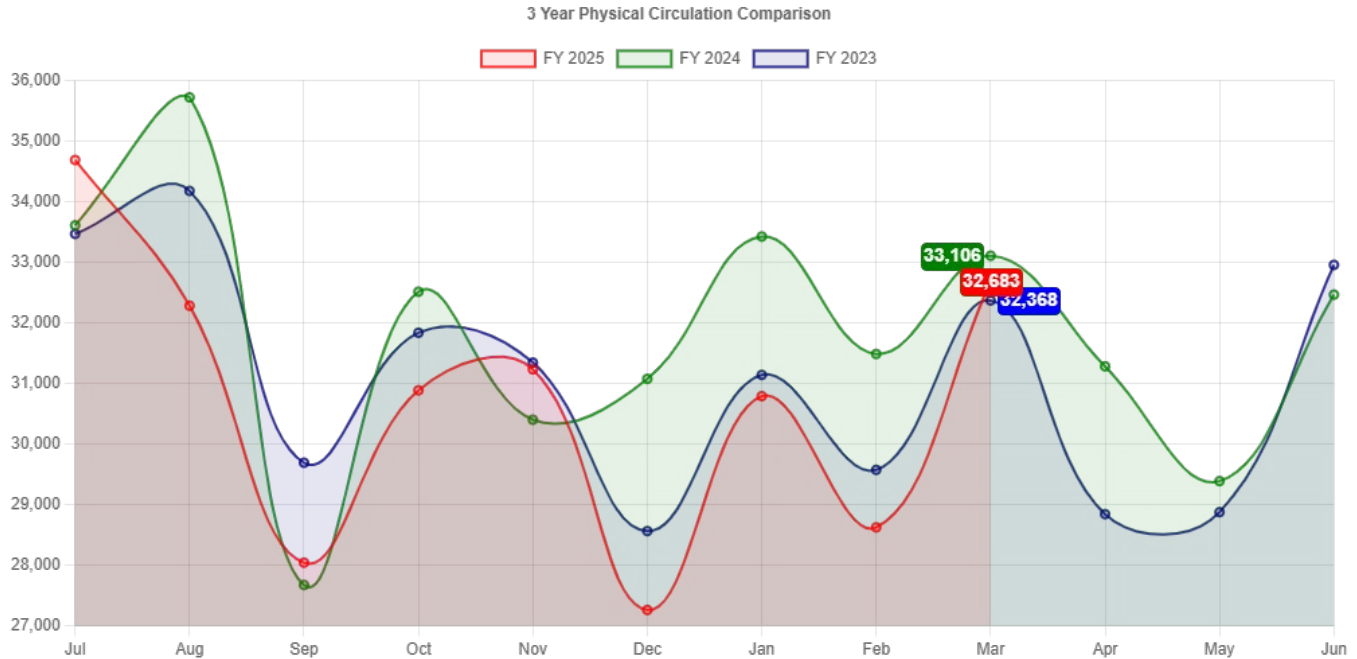
Material Type	MAR24/25	MAR23/24	Mo. % +/-	FY24-25 YTD	FY23-24 YTD	FY % +/-
Books	12,514	12,515	-0.01%	109,681	118,195	-7.20%
Book - Fiction	10,271	10,311	-0.39%	91,445	99,191	-7.81%
Book - Nonfiction	2,243	2,204	1.77%	18,236	19,004	-4.04%
Audiobook - CD	1	3	-66.67%	10	37	-72.97%
Playaway	355	223	59.19%	2,319	2,042	13.57%
DVD/Blu-Ray	546	795	-31.32%	5,361	6,714	-20.15%
Videogame	335	385	-12.99%	3,114	2,533	22.94%
Computing Device	87	85	2.35%	641	593	8.09%
Vox Reader	398	331	20.24%	3,127	3,325	-5.95%
Youth Kits	104	71	46.48%	771	622	23.95%
Other	12	15	-20.00%	100	253	-60.47%
In House Circulation	3,222	3,854	-16.40%	25,164	26,524	-5.13%
Total	17,577	18,280	-3.85%	150,350	160,861	-6.53%

MTD Total Physical Circulation

MAR24/25 Physical Circulation	MAR23/24 Physical Circulation	Net Change
32,683	33,106	-1.28%

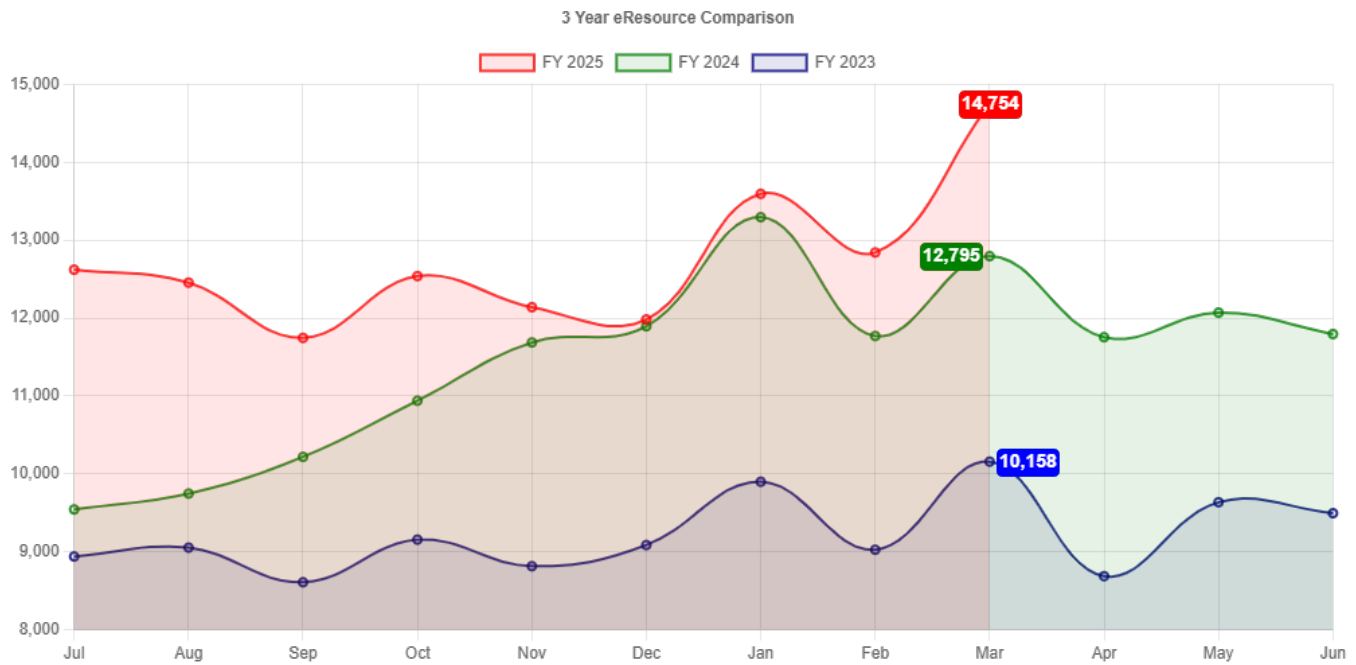
YTD Total Physical Circulation

FY24-25 YTD Physical Circulation	FY23-24 YTD Physical Circulation	Net Change
275,605	288,999	-4.63%



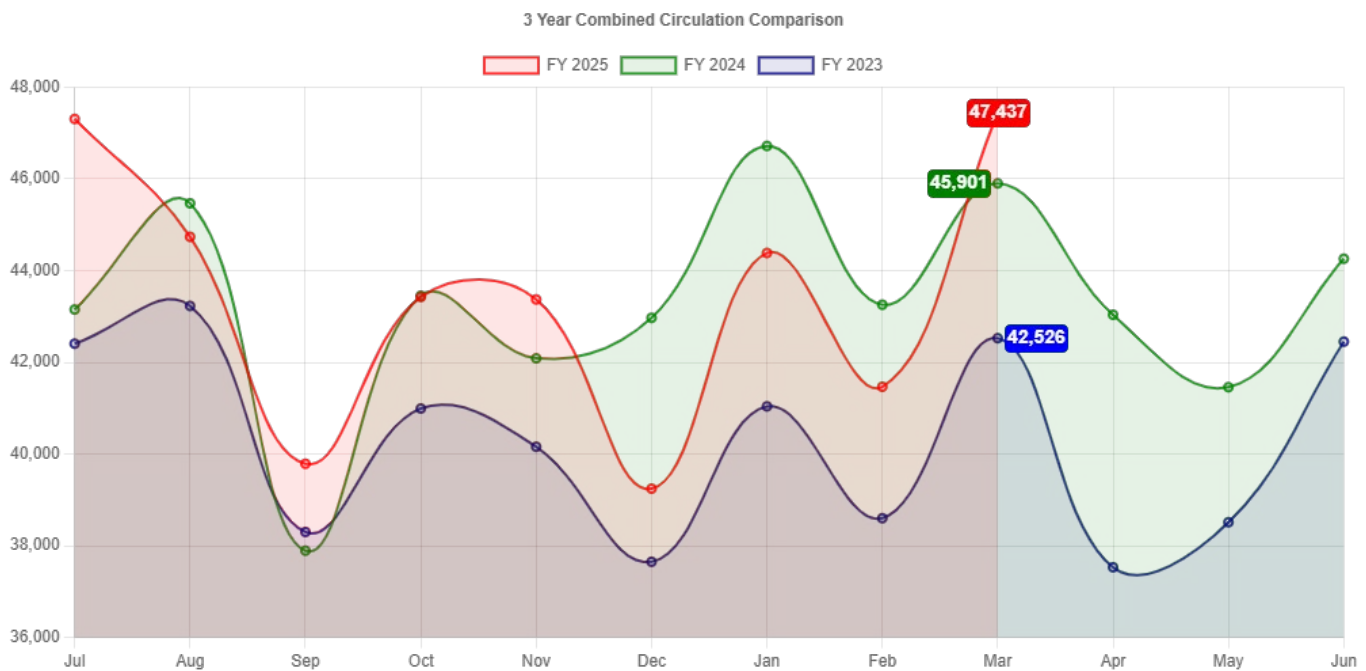
Digital Circulation

Material Type	MAR24/25	MAR23/24	Mo. % +/-	FY24-25 YTD	FY23-24 YTD	FY % +/-
eBooks	5,927	4,977	19.09%	46,759	42,106	11.05%
eAudiobooks	5,250	4,546	15.49%	42,239	36,285	16.41%
eMagazines	2,864	2,690	6.47%	20,339	18,627	9.19%
eVideos	633	524	20.80%	4,887	4,447	9.89%
eMusic	80	58	37.93%	451	428	5.37%
Total	14,754	12,795	15.31%	114,675	101,893	12.54%



MTD Total District Circulation

MAR24/25 District Circulation	MAR23/24 District Circulation	Net Change
47,253	45,901	2.95%



YTD Total District Circulation

FY24-25 YTD District Circulation	FY23-24 YTD District Circulation	Net Change
390,280	390,892	-0.16%

IMPACT STORIES

Branch Services

- General Feedback

- A toddler counted to 10 for the first time after completing the duck scavenger hunt!
- Librarian Rebecca reunited a beloved stuffed animal with its owner.



Hi
Looks like Elyse left her cat Stripes at the library. I found Stripes by the self-checkout while I was cleaning up last night.
Stripes has been a very good assistant today but would probably be happier back at home with Elyse.
Stripes will be waiting for you by the reference desk whenever you are able to stop by next!

- Librarian Lisa spoke with a patron who looked overwhelmed during Sit & Knit. The patron confided that she needed a break from the noise but, due to internalized negative messaging, felt unsafe doing so. Lisa offered tips and strategies while reassuring the patron that no one would judge her taking that step. Afterwards the patron appeared visibly relaxed and stayed for the rest of the program.
- The library is forging relationships within the community! Two people, who met through Sit & Knit, now regularly meet up for knitting outside of scheduled sessions.
- Librarian Amelia helped troubleshoot errors in a crochet pattern book and, as a result, a patron successfully made Muppets' characters, Kermit and Animal. She loaned Kermit to the library for display alongside the book, *The Muppets: Official Crochet Amigurumi*.
- Librarian Lisa provided 1:1 tech help to a patron unable to use an app due to a language barrier. With Lisa's assistance, the patron restored password & login information and went to a 7am healthcare appointment with all the necessary paperwork.
- Last summer, Librarian Rebecca helped a parent find books on puberty to help them answer their child's questions about their changing body. The parents checked-in recently to again share their appreciation for the library's resources on discussing this difficult topic.
- Patron Comments
 - "The library is the best thing about Northfield and I'm really glad you're here."
 - "You guys have the best stuff. I checked out a knitting book a couple weeks ago, I think it was Making Memories, which had the cutest kid's sweaters. I love it so much that I'll actually buy it, and I NEVER buy books!"
 - "This is such a good library. It's so good, and so nice. I've been coming here forever!"
 - Child: "They have Yoto cards?" *gasp* "No way! Where?"
 - "Do you know what my favorite thing is? My library card, ever since I was a little girl. I was so proud to have one and go to the library all by myself. It was [thumbs up gesture.]"
 - "I didn't know you had a fireplace here! That's my new discovery for the day."
 - *Gasp* "This is wonderful!" said a second grader after getting The Dumb Bunnies' Easter book.
 - "I love you guys, you are the best. You help so many people with so many things."
 - "Thanks so much for the Teen Learn-It Kits. My kids had so much fun!"

- Programming

- Feedback for Cookie Decorating: *"My husband and I thoroughly enjoyed Kelly's cookie decorating class!! Her demonstration was excellent, and she gave us so many helpful decorating tips. Thank you to the Northfield library for providing such a fun, useful, and delicious activity!!"*
- Feedback for Art Play: *"We don't have an area in our house set up for messy projects, so we never do art."*
- Feedback for Tummy Time Painting: *"I love an early morning kid's program!"*
- Feedback for Savor & Share: *"Denise is doing a great job with Savor & Share"*

Youth Services

- General Feedback
 - *"Oh you're Mr. Tom! My son Lewis went to Harkness House, and he raved about you when he visited the library over the summer!"*
 - *"These STEAM Kits are the best!"*
- Programming
 - Feedback for Sensory Shenanigans:
 - *"This is such a hidden gem program! I hope you'll be continuing over the summer. It's nice to have a smaller group!!"*
 - *"This program is such a lifesaver! We love making a mess but hate cleaning up at home."*
 - Feedback for Sensational Steam: *"Thanks for having a variety of programs and having stuff to do to keep my son occupied."*
 - Feedback for Storytimes:
 - *"We loved your new staff person's [Gil's] enthusiasm!"*
 - *"Wow, storytime changed so much [for the better]!"*

Adult Services

- General Feedback
 - We've had several comments from appreciative patrons who are excited about the new paywall-free access to the Chicago Tribune's website.
- Programming
 - Feedback for The Irish in America:
 - *"The instructor was fantastic! The entire presentation was really wonderful. Thanks for arranging this event. Please do more!"*
 - *"Very interesting and thoughtful lecture - especially to someone born and raised in N. Ireland! Thank you!"*
 - *"Very informational, but not overwhelming. John gave plenty of opportunities for questions. The pacing was good."*
 - Feedback for Branching Out: Trees as Spiritual Beings:
 - *"Both leaders were wonderful. Especially enjoyed the tree walk outdoors. Would love to attend again in Spring. Summer and/or Fall when trees give different clues for their identification. Well done, Winnetka Library! Thank you!"*
 - *"Always love a session with Gerald Savage, and the tree walk was a plus with a rep from OpenLands."*
 - *"I would like to hear much more from Gerald Savage about his culture and its relationship to nature."*
- Feedback for Mary Anning: History's Greatest Fossilist:

- *"I had no clue as to who Mary Anning was, but I saw the event listed in the weekly email from Winnetka and the subject intrigued me. The presenter did a great job, and I will definitely pursue more reading and learning about Mary Anning and Lyme Regis. I will also look for more library programs by this presenter. Thank you!"*
- *"Wonderful topic and great presentation! I was unfamiliar with Mary Anning, but Claire very effectively packed tons of information (along with great visuals) into one hour. I will definitely seek out more about Mary Anning's life and accomplishments. Thank you for introducing her to me."*
- *"I would consider registering for most any topic that has Claire as the presenter. She gave a lot of information in a short time, making it even more interesting by time it into her personal experience. She has a lovely friendly demeanor. She spoke clearly with good enunciation at a good pace, without "um" or "you know" peppering her sentences."*
- Feedback for Lost & Found: The Search for USS Lagarto: *"Great presentation. The documentary was well done and the Q&A after the film was very interesting."*
- Feedback for Hive Talkin': The Buzz on Bees: *"Interesting subject matter. Glad to have participated in this Zoom."*
- Feedback for 97th Academy Awards Preview: *"Thanks Winnetka-Northfield library for sponsoring this event! Such a treat! Ziggy Banas - you are the best!!!! What a wonderful presentation - looking forward to your future presentation with the library!"*
- Feedback for Chair Yoga: *"Thank you! Really am blessed by this class - enjoy the pace, exercises, flow...really beneficial. Thank you for offering it!"*

Digital Services

- General Feedback
 - Studio Specialist Mikayla found a way to print cross-stitch patterns onto mesh using our sublimation printer, savings our cross-stitchers hundreds of dollars in pattern purchases.
 - Studio Specialist Dennis helped a patron correct a misprint on a custom blanket she'd ordered. When the blanket arrived, one of the letters of her grandson's name was missing, so he showed the patron how to use the embroidery machine to add it, much to the delight of the patron!
 - Using our new hat heat press, Studio Specialist Mikayla guided a patron through the process of transferring a vinyl applique onto a backpack. The unique curved surface of the press ensured a perfect application. The patron was thrilled with the outcome and expressed sincere gratitude for our specialized equipment.
 - Four little girls came to the Studio to pick up complementary mini 3D print toys. They loved the day's print (chubby stegosaurus) and expressed how cute it was with one of the girls saying, *"I'm going to guard him all my life!"*
- Patron Comments
 - *"I haven't been down here! I'm so excited!"*
 - *"Love the library, great customer service and the staff is very friendly and always willing to help. Annie was amazing and very friendly with my kids. Annie is a great asset to the Winnetka Library."*
 - *"This space is GREAT! You guys did a nice job!"*
 - *"Laura was so patient and kind to me. She's great!"*
 - *"I think I found a new home (referring to the Studio) I love our library! Tell Monica I said THANK YOU, THANK YOU, THANK YOU!"*
 - *"Everybody here is so nice!"*
 - *"I feel so lucky to have a space like this available to me!"*
 - *"You've been great and such amazing help! You've gone above and beyond!"*

- *“Wow! It looks great down here! It’s a much better use of the space!”*
- Library of Things
 - *“We had SO MUCH FUN! We had a game night EVERY NIGHT and just had so much fun! Thank you!” - feedback on the library of games (exploding cats)*
 - *“Thank you so much for having the puzzles! We had so much FUN!”*
- Programming
 - Feedback for Lucky Charms Wreath:
 - *“Annie is so creative and talented at running these workshops. The paper craft projects she creates are wonderful and this Lucky Charms wreath was great fun. In addition, Annie also motivates me to be creative long after the workshop has finished.”*
 - *“What a creative project. I’m so appreciative of Annie’s creativity and her friendly helpfulness. BTW The Studio re-do looks great.”*
 - *“I always enjoy participating in Annie’s classes! She’s so talented & creative and always makes the event fun! Can’t wait for her next class 😊”*
 - *“We look forward every time there is an event that Annie is hosting. She is always creative, artistic and enjoyable to work with. We have never been disappointed with the creations she helps us create.”*

Patron Services

- General Feedback
 - Patron Services Assistant Ash assisted a patron who came in with a question about how to adjust the ringer on her phone. She sat with the patron and taught her not only how to change the volume but what various settings meant so she would be able to identify what the issue was in the future. The patron was grateful, and they started chatting about school and what degree Ash was going for. When she told the patron it was to get her library science degree the patron told her that she knew Ash was going to make a great librarian because she could tell she liked to help people!
- From the Patron Survey:
 - *“Self-checkout is a great tool. Thanks!”*
 - *“5 Stars Already”*
 - *“Happy with all employees and selection and availability. I appreciate no fines and extending time out.”*

**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 20, 2026	Winnetka
August 18, 2025	Winnetka	February 17, 2026	Winnetka
September 15, 2025	Northfield	March 16, 2026	Northfield
October 20, 2025	Winnetka	April 20, 2026	Winnetka
November 17, 2025	Winnetka	May 18, 2026	Winnetka
December 15, 2025	Northfield	June 15, 2026	Northfield

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 21st day of April, 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



FY26-30 Strategic Plan

PRIORITY	1	2	3	4	5
	Deliver Robust & Responsive Services	Create a Comfortable & Welcoming Environment	Increase Awareness of Library Offerings	Enrich Community Life	Deliver Best-in-Class Service
					
	<ul style="list-style-type: none"> ✓ Inspiring Discovery ✓ Nurturing Curiosity ✓ Strengthening Community 	<ul style="list-style-type: none"> ✓ Inspiring Discovery ✓ Strengthening Community 	<ul style="list-style-type: none"> ✓ Inspiring Discovery ✓ Nurturing Curiosity 	<ul style="list-style-type: none"> ✓ Strengthening Community 	<ul style="list-style-type: none"> ✓ Inspiring Discovery ✓ Nurturing Curiosity ✓ Strengthening Community
GOALS	<ul style="list-style-type: none"> • Right-Size Programming for Demand & Capacity • Right-Size Collections for Demand & Capacity • Evaluate Services for Priorities & Opportunities 	<ul style="list-style-type: none"> • Create Flexible & Inviting Spaces • Improve Function as a Third Space • Improve Staff Workspaces 	<ul style="list-style-type: none"> • Increase Awareness of Studio Offerings • Develop Communication Plan for Facility Improvements • Develop Targeted Marketing Content 	<ul style="list-style-type: none"> • Connect with Residents Outside the Library • Strengthen Community Partnerships • Grow Partnership with Friends of WNPLD 	<ul style="list-style-type: none"> • Provide High-Quality Onboarding & Training • Promote Ongoing Staff Training & Development • Foster a Positive Workplace Culture
	↓	↓	↓	↓	↓
	Resources that reflect the community	Facilities that meet current & future needs	Library used by the community	Community that supports the library	Delighted patrons

Vision: WNPLD is a dynamic hub that enriches life for the community by encouraging learning, creativity, and connection.

Mission: Inspiring Discovery, Nurturing Curiosity, Strengthening Community.

1 Deliver Robust & Responsive Services	2 Create a Comfortable & Welcoming Environment	3 Increase Awareness of Library Offerings	4 Enrich Community Life	5 Deliver Best-in-Class Service
<p><u>GOAL 1</u></p> <p>Right-size programming for demand and capacity</p> <p><u>Potential Year One Initiatives:</u></p> <ul style="list-style-type: none"> • Develop program targets by category • Create a plan to fill gap in technology classes 	<p><u>GOAL 1</u></p> <p>Create flexible and inviting spaces</p> <p><u>Potential Year One Initiatives:</u></p> <ul style="list-style-type: none"> • Evaluate and rework main floor layout at Winnetka • Expand Northfield 	<p><u>GOAL 1</u></p> <p>Increase awareness of Studio offerings</p> <p><u>Potential Year One Initiatives:</u></p> <ul style="list-style-type: none"> • Develop and promote targeted offerings for small business owners • Increase offerings for children and families 	<p><u>GOAL 1</u></p> <p>Connect with residents beyond library walls</p> <p><u>Potential Year One Initiatives:</u></p> <ul style="list-style-type: none"> • Hire community engagement coordinator • Create outreach team for community events 	<p><u>GOAL 1</u></p> <p>Provide high-quality training and onboarding for new hires</p> <p><u>Potential Year One Initiatives:</u></p> <ul style="list-style-type: none"> • Standardize and streamline recruiting/hiring/onboarding processes • Add customer service training to onboarding process
<p><u>GOAL 2</u></p> <p>Right-size collections for demand and capacity</p> <p><u>Potential Year One Initiatives:</u></p> <ul style="list-style-type: none"> • Explore selection tools to assist with collection management • Evaluate ways to increase physical collection at WN 	<p><u>GOAL 2</u></p> <p>Improve function as a third space</p> <p><u>Potential Year One Initiatives:</u></p> <ul style="list-style-type: none"> • Evaluate furniture and tech for 3rd space use • Evaluate policies related to space use 	<p><u>GOAL 2</u></p> <p>Develop communication plan for facility improvements</p> <p><u>Potential Year One Initiatives:</u></p> <ul style="list-style-type: none"> • Identify communication plan elements and create the plan 	<p><u>GOAL 2</u></p> <p>Strengthen community partnerships</p> <p><u>Potential Year One Initiatives:</u></p> <ul style="list-style-type: none"> • Create defined strategy for community engagement • Strengthen partnership with Park Districts • Strengthen partnership with School Districts 	<p><u>GOAL 2</u></p> <p>Promote ongoing staff development and training</p> <p><u>Potential Year One Initiatives:</u></p> <ul style="list-style-type: none"> • Encourage participation in networking groups and regional/state organizations • Formalize process for professional development requests & post-event sharing
<p><u>GOAL 3</u></p> <p>Evaluate services to identify priorities/opportunities</p> <p><u>Potential Year One Initiatives:</u></p> <ul style="list-style-type: none"> • Develop list of core services and evaluation criteria • Evaluate use of AI in staff workflows 	<p><u>GOAL 3</u></p> <p>Improve staff workspaces</p> <p><u>Potential Year One Initiatives:</u></p> <ul style="list-style-type: none"> • Evaluate issues with WN staff workroom/breakroom and prioritize improvement projects • Improve Northfield staff space as part of expansion 	<p><u>GOAL 3</u></p> <p>Develop targeted marketing content for specific audiences</p> <p><u>Potential Year One Initiatives:</u></p> <ul style="list-style-type: none"> • Launch curated eNewsletters for Youth Services • Develop marketing plan for new collections/services • Develop new resident welcome kits • Develop marketing campaign for commuter areas 	<p><u>GOAL 3</u></p> <p>Strengthen partnership with Friends of WNPLD</p> <p><u>Potential Year One Initiatives:</u></p> <ul style="list-style-type: none"> • Create liaison between WNPLD and Friends of the Library • Work with Friends to identify areas of strategic support to the District 	<p><u>GOAL 3</u></p> <p>Foster a positive workplace culture</p> <p><u>Potential Year One Initiatives:</u></p> <ul style="list-style-type: none"> • Formalize the Spirit Committee • Update Employee Handbook
<p><u>OUTCOME</u></p> <p>Resources that reflect the community.</p>	<p><u>OUTCOME</u></p> <p>Facilities that meet current & future needs.</p>	<p><u>OUTCOME</u></p> <p>Library used by the community.</p>	<p><u>OUTCOME</u></p> <p>Community that supports the library.</p>	<p><u>OUTCOME</u></p> <p>Delighted patrons.</p>