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
Tuesday, January 20, 2026

1) **Call to Order**

2) **Roll Call**

3) **Public Comments**

4) **Consent Agenda**

   a. Approval of December 15, 2025 Regular Meeting Minutes*

   b. Approval of December 2025 Revenue & Expense Summary*

   c. Approval of December 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 Northfield Project

8) **New Business**

   - FY25-26 Review of Illinois Public Library Standards

   - Q2 Strategic Plan Updates

   - Discussion & Vote on Home Delivery Policy

   - Discussion & Vote on Updated Public Comment Policy

   - Discussion & Vote on Updated Board Bylaws

9) **Communications**

   - February Library Board Meeting: 6:30pm on Tuesday, 2/17/26 at Winnetka Library

10) **Public Comments (?)**

11) **Adjournment**

*Attachments

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

December 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 6:33 p.m. A quorum was present.

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

Absent was Trustee Sarah Munoz.

Present were library employees Mark Swenson and Laura Martinez.

Present was Alex Todd with Deiters & Todd Consulting, and Raj Nagaraja with ATA Group.

III. Public Comments
No public comments.

IV.   Consent Agenda
　　　• *Approval of November 17, 2025 Regular Meeting Minutes*
　　　• *Approval of November 2025 Revenue & Expense Summary*
　　　• *Approval of November 2025 Bill List*

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

V.   Library Reports
　　　• *Director's Report*
Exec. Director Dombrowski presented the December 2025 Director's Report, which was included in the board packet for the December 15, 2025 Regular Meeting.

　　　• *President's Comments*
No President's comment.

VI.   Village Reports
　　　• *Winnetka Report*
Trustee Fisher shared that the Village has approved its 2026 budget.

• *Northfield Report*
No report.

VII. Unfinished Business

• *Update on Building Projects*
Exec. Director Dombrowski reported that the Winnetka project is nearing completion, and some furniture corrections and punch list items are being addressed with the appropriate vendors.

Regarding Northfield, Exec. Director Dombrowski and committee members are scheduling regular meetings through this phase of design development.

VIII. New Business

• *Presentation of FY24-25 Financial Audit (ATA Group)*
Raj Nagaraja of ATA Group presented the District's FY24-25 audit report, which was included in the in the board packet for the December 15, 2025 Regular Meeting.

• *Board Training- Executive Director Evaluation (Deiters & Todd Consulting)*
Alex Todd presented a training module regarding executive director evaluation best practices for library districts.

• *Discussion & Approval of Engberg Anderson Contract for Professional Services*
The contract was included in the board packet for the December 15, 2025 Regular Meeting.
Motion to approve by Trustee Shankar and approved by roll call vote:
YES: 5
NO: 0

• *Discussion & Approval of March Meeting Date Change*
Approved by voice vote, the board moved its March meeting to March 23, 2026.

IX. Communications
Next regular meeting: Next regular meeting: Tuesday, January 20, 2025, at Winnetka Library.

X. Public Comment
Winnetka resident Jeffrey List suggested extracting relevant slides from the Dieters & Todd training session for use when onboarding future board members.

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

The motion passed on voice vote and President Freechack adjourned the meeting at 8:34 p.m.

Respectfully submitted,

Sarah Tegel
Board Secretary

_____ Laura Freechack, President

_____ Sarah Tegel, Secretary
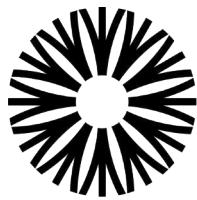
Winnetka-Northfield Public Library District

Board Report

For the Month Ended

December 31, 2025

Prepared By

Lauterbach & Amen

Winnetka-Northfield Public Library District
Revenue and Expense Summary
For the 6 Months Ended December 31, 2025

All Funds

Ideal Budget Percentage Spent: 50.00%

	Month-to-Date Actual	Year-to-Date Actual	Annual Budget	Remaining Budget	% Collected / Expended
Operating Revenue					
Property Tax	$ 1,883,581.86	$ 1,919,212.40	$ 5,162,670.00	3,243,457.60	37.17%
Replacement Tax	6,631.48	24,476.68	45,000.00	20,523.32	54.39%
Collections	787.91	57,799.00	139,380.00	81,581.00	41.47%
Materials	803.95	10,994.63	9,300.00	(1,694.63)	118.22%
Other Income	21,013.12	121,958.74	237,450.00	115,491.26	51.36%
Total Operating Revenue	1,912,818.32	2,134,441.45	5,593,800.00	3,459,358.55	38.16%
Operating Expenses					
Administration	11,587.72	108,286.52	175,293.00	67,006.48	61.77%
Building	55,552.90	195,718.64	478,302.00	282,583.36	40.92%
Capital	37,910.72	513,690.74	465,000.00	(48,690.74)	110.47%
IT Services	7,078.41	138,170.36	280,000.00	141,829.64	49.35%
Library Materials - Adult	21,274.32	280,712.37	752,500.00	471,787.63	37.30%
Library Materials - Youth	10,229.35	37,005.96	88,250.00	51,244.04	41.93%
Personnel	205,093.59	1,343,098.85	3,064,750.00	1,721,651.15	43.82%
Public Relations	16,153.69	23,261.97	61,000.00	37,738.03	38.13%
Programs	6,405.06	46,855.30	109,100.00	62,244.70	42.95%
Utilities	6,614.36	45,360.52	100,150.00	54,789.48	45.29%
Total Expenses	378,561.94	2,732,823.05	5,574,345.00	2,841,521.95	49.03%
Excess Revenues less Expenses	$ 1,534,256.38	$ (598,381.60)	$ 19,455.00	$ 617,836.60	

Winnetka-Northfield Public Library District
Revenue and Expense Summary
For the 6 Months Ended December 31, 2025

Fund 10 - Library

Ideal Budget Percentage Spent: 50.00%

	Month-to-Date Actual	Year-to-Date Actual	Annual Budget	Remaining Budget	% Collected / Expended
Operating Revenue					
Property Tax	$ 1,708,940.80	$ 1,741,655.22	$ 4,684,000.00	2,942,344.78	37.18%
Replacement Tax	6,631.48	24,476.68	45,000.00	20,523.32	54.39%
Collections	787.91	57,799.00	139,380.00	81,581.00	41.47%
Other Income	21,013.12	121,958.74	237,450.00	115,491.26	51.36%
Total Operating Revenue	1,738,177.26	1,956,884.27	5,115,130.00	3,158,245.73	38.26%
Operating Expenses					
Administration	11,587.72	108,286.52	175,293.00	67,006.48	61.77%
Capital	37,910.72	513,690.74	465,000.00	(48,690.74)	110.47%
IT Services	7,078.41	138,170.36	280,000.00	141,829.64	49.35%
Library Materials - Adult	21,274.32	280,712.37	752,500.00	471,787.63	37.30%
Library Materials - Youth	10,229.35	37,005.96	88,250.00	51,244.04	41.93%
Personnel	205,093.59	1,343,098.85	3,064,750.00	1,721,651.15	43.82%
Public Relations	16,153.69	23,261.97	61,000.00	37,738.03	38.13%
Programs	6,405.06	46,855.30	109,100.00	62,244.70	42.95%
Utilities	6,614.36	45,360.52	100,150.00	54,789.48	45.29%
Total Expenses	323,009.04	2,537,104.41	5,096,043.00	2,558,938.59	49.79%
Excess Revenues less Expenses	$ 1,415,168.22	$ (580,220.14)	$ 19,087.00	$ 599,307.14	

Winnetka-Northfield Public Library District
Revenue and Expense Summary
For the 6 Months Ended December 31, 2025

Fund 70 - Building & Equipment

Ideal Budget Percentage Spent: 50.00%

	Month-to-Date Actual	Year-to-Date Actual	Annual Budget	Remaining Budget	% Collected / Expended
Operating Revenue					
Property Tax	$ 174,641.06	$ 177,557.18	$ 478,670.00	301,112.82	37.09%
Total Operating Revenue	174,641.06	177,557.18	478,670.00	301,112.82	37.09%
Operating Expenses					
Building	55,552.90	195,718.64	478,302.00	282,583.36	40.92%
Total Expenses	55,552.90	195,718.64	478,302.00	282,583.36	40.92%
Excess Revenues less Expenses	$ 119,088.16	$ (18,161.46)	$ 368.00	$ 18,529.46	

Check Number	Check Date	Payee	Amount
Vendor Checks			
1025	12/31/25	Amelia Kmiec	900.96
18749	12/31/25	First Bankcard	16,058.06
18750	12/31/25	PITNEY BOWES	50.00
18751	12/31/25	Comcast Business	454.75
18752	12/31/25	NICOR	74.07
18753	12/31/25	NORTH SHORE GAS	635.85
18754	12/31/25	COMED	963.43
12/19/2025AP	12/19/25	The Book Stall	32.79
12/19/2025AP	12/19/25	Ingram Library Services	770.98
12/19/2025AP	12/19/25	Ingram Library Services	268.67
12/19/2025AP	12/19/25	Ingram Library Services	1,766.37
12/19/2025AP	12/19/25	Ingram Library Services	1,033.73
12/19/2025AP	12/19/25	The Book Stall	25.60
12/19/2025AP	12/19/25	Ingram Library Services	3,163.03
12/19/2025AP	12/19/25	Ingram Library Services	57.07
12/19/2025AP	12/19/25	Ingram Library Services	2,668.42
12/19/2025AP	12/19/25	Ingram Library Services	924.73
12/19/2025AP	12/19/25	Chicago Tribune	981.99
12/19/2025AP	12/19/25	RAILS	541.00
12/19/2025AP	12/19/25	Chicago Tribune	981.99
12/19/2025AP	12/19/25	HOOPLA (MIDWEST TAPE)	289.65
12/19/2025AP	12/19/25	MIDWEST TAPE	182.17
12/19/2025AP	12/19/25	HOOPLA (MIDWEST TAPE)	30.73
12/19/2025AP	12/19/25	The Book Stall	96.00
12/19/2025AP	12/19/25	Ingram Library Services	871.84
12/19/2025AP	12/19/25	Ingram Library Services	30.51
12/19/2025AP	12/19/25	HOOPLA (MIDWEST TAPE)	447.29
12/19/2025AP	12/19/25	HOOPLA (MIDWEST TAPE)	145.71
12/19/2025AP	12/19/25	Children's Plus DBA Libraria	282.70
12/19/2025AP	12/19/25	Ingram Library Services	67.51
12/19/2025AP	12/19/25	Ingram Library Services	369.32
12/19/2025AP	12/19/25	Children's Plus DBA Libraria	148.08
12/19/2025AP	12/19/25	Acorn Public Library District	17.00
12/19/2025AP	12/19/25	Deiters & Todd Library Consulting, LLC.	450.00
12/19/2025AP	12/19/25	Gary Wenstrup	260.00
12/19/2025AP	12/19/25	VILLAGE OF NORTHFIELD	6,209.33
12/19/2025AP	12/19/25	Warehouse Direct	1,613.85
12/19/2025AP	12/19/25	Raul Snow Removal Service	2,350.00
12/19/2025AP	12/19/25	LACONI	300.00
12/19/2025AP	12/19/25	DE LAGE LANDEN FINANCIALSVCS.	970.50
12/19/2025AP	12/19/25	Shales McNutt LLC dba SMC Construction Services	36,252.33
12/19/2025AP	12/19/25	Engberg Anderson, Inc.	1,574.00
12/19/2025AP	12/19/25	Colley Elevator Co.	1,060.00
12/19/2025AP	12/19/25	Warehouse Direct	2,939.00
12/19/2025AP	12/19/25	Clear Loss Prevention, Inc	28,624.36
12/19/2025AP	12/19/25	Johnson Locksmith	563.00
12/19/2025AP	12/19/25	Ingram Library Services	679.66
12/19/2025AP	12/19/25	Children's Plus DBA Libraria	4,040.17
12/19/2025AP	12/19/25	Ingram Library Services	67.21
12/19/2025AP	12/19/25	Children's Plus DBA Libraria	175.78
12/19/2025AP	12/19/25	Ingram Library Services	206.01
12/19/2025AP	12/19/25	Library Ideas, LLC	370.20
12/19/2025AP	12/19/25	ATA Group, LLP	2,000.00
12/19/2025AP	12/19/25	Laura Martinez	122.01
12/19/2025AP	12/19/25	Team One Repair, Inc.	438.00
12/19/2025AP	12/19/25	Children's Plus DBA Libraria	42.00
12/19/2025AP	12/19/25	HOOPLA (MIDWEST TAPE)	29.85

| Check Number	Check Date	Payee	Amount
12/19/2025AP	12/19/25	MIDWEST TAPE	15.92
12/19/2025AP	12/19/25	HOOPLA (MIDWEST TAPE)	13.93
12/19/2025AP	12/19/25	HOOPLA (MIDWEST TAPE)	25.87
12/19/2025AP	12/19/25	Ingram Library Services	434.00
12/19/2025AP	12/19/25	Monica Dombrowski	58.90
12/19/2025AP	12/19/25	Ingram Library Services	38.36
12/19/2025AP	12/19/25	Ingram Library Services	652.64
12/19/2025AP	12/19/25	Outsource IT Solutions Group	2,939.18
12/19/2025AP	12/19/25	CDW-G	138.21
12/19/2025AP	12/19/25	Technology Management Rev Fund	1,000.00
12/19/2025AP	12/19/25	Comprise Technologies, Inc	330.00
12/19/2025AP	12/19/25	Washington Post Enterprise Digital Solutions	2,036.00
12/19/2025AP	12/19/25	OCLC Inc	234.64
12/2/2025AP	12/02/25	Monica Dombrowski	21.84
12/2/2025AP	12/02/25	Ingram Library Services	190.44
12/2/2025AP	12/02/25	Children's Plus DBA Libraria	27.00
12/2/2025AP	12/02/25	Convergint Technologies LLC	1,965.00
12/2/2025AP	12/02/25	Emilie Lucchesi	375.00
12/2/2025AP	12/02/25	Isabel Raci	510.00
12/2/2025AP	12/02/25	VOGUE PRINTERS	14,245.18
12/2/2025AP	12/02/25	Children's Plus DBA Libraria	102.86
12/2/2025AP	12/02/25	Ingram Library Services	10.73
12/2/2025AP	12/02/25	Children's Plus DBA Libraria	75.49
12/2/2025AP	12/02/25	Ingram Library Services	133.34
12/2/2025AP	12/02/25	Ingram Library Services	969.11
12/2/2025AP	12/02/25	The Book Stall	90.35
12/2/2025AP	12/02/25	Ingram Library Services	405.11
12/2/2025AP	12/02/25	Ingram Library Services	843.39
12/22/2025AP	12/22/25	Kathy Skiba	369.24
12/22/2025AP	12/22/25	Sarah Quish	230.25
12/25/2025AP	12/25/25	VILLAGE OF NORTHFIELD	158.79
12/31/2025AP	12/31/25	VILLAGE OF WINNETKA	183.31
12/31/2025AP	12/31/25	VILLAGE OF WINNETKA	3,101.20
12/31/2025AP	12/31/25	PITNEY BOWES	299.70
12/31/2025AP	12/31/25	Peerless Network Inc.	42.96
12/8/2025AP	12/08/25	DD Facility Services	9,236.00
12/8/2025AP	12/08/25	Theresa Goodrich	300.00
12/8/2025AP	12/08/25	ElliePresents, Inc	400.00
12/8/2025AP	12/08/25	Convergint Technologies LLC	876.00
12/8/2025AP	12/08/25	LAUTERBACH & AMEN, LLP	2,026.00
12/8/2025AP	12/08/25	MERCHANTS DELIVERY SERVICE	600.00
12/8/2025AP	12/08/25	Kanopy	776.00
12/8/2025AP	12/08/25	Ingram Library Services	184.44
12/8/2025AP	12/08/25	Ingram Library Services	70.20
12/8/2025AP	12/08/25	Ingram Library Services	81.20
12/8/2025AP	12/08/25	Children's Plus DBA Libraria	51.00
12/8/2025AP	12/08/25	MIDWEST TAPE	11.94
12/8/2025AP	12/08/25	HOOPLA (MIDWEST TAPE)	3.98
12/8/2025AP	12/08/25	Ingram Library Services	432.77
12/8/2025AP	12/08/25	Ingram Library Services	106.35
12/8/2025AP	12/08/25	Ingram Library Services	256.03
12/8/2025AP	12/08/25	Ingram Library Services	554.05
12/8/2025AP	12/08/25	The Book Stall	96.78
12/8/2025AP	12/08/25	Ingram Library Services	107.62
12/8/2025AP	12/08/25	MIDWEST TAPE	127.44
12/8/2025AP	12/08/25	HOOPLA (MIDWEST TAPE)	29.99
12/8/2025AP	12/08/25	Ingram Library Services	41.62
12/8/2025AP	12/08/25	Children's Plus DBA Libraria	30.55

Winnetka-Northfield Public Library District
Check List

All Bank Accounts
December 1, 2025 - December 31, 2025

Check Number	Check Date	Payee	Amount
12/8/2025AP	12/08/25	HOOPLA (MIDWEST TAPE)	17.24
12/8/2025AP	12/08/25	Ingram Library Services	639.86
12/8/2025AP	12/08/25	Children's Plus DBA Libraria	376.61
12/8/2025AP	12/08/25	Ingram Library Services	94.95
		Vendor Check Total	176,465.82
		Check List Total	176,465.82

Check count = 119

JANUARY 2026 DIRECTOR'S REPORT

PROGRAMMING

Youth

Category	DEC25/26	DEC24/25	Mo. % +/-	FY25-26 YTD	FY24-25 YTD	FY % +/-
Programs	35	28	**25.00%**	338	**303**	**11.55%**
Live Attendees	1,140	945	**20.63%**	11,348	10,055	**12.86%**
Passive Programming	5,455	5,240	**4.10%**	25,503	29,217	**-12.71%**

Highlights

Family Science	24 participants used tinsel and balloons to explore the power of static electricity.
Candy Cottage	30 participants used Rice Krispie Treats, frosting, and candy to construct and decorate their unique, edible creations.
Gingerbread House Decorating	A record-breaking 273 participants joined us to create unique and festive holiday houses! Link to photo album

Adults

Category	DEC25/26	DEC24/25	Mo. % +/-	FY25-26 YTD	FY24-25 YTD	FY % +/-
Programs	13	8	**62.50%**	95	80	**18.75%**
Attendees	601	364	**65.11%**	3,149	2,302	**36.79%**

Highlights

Festivus 101: A Celebration for the Rest of Us (V)	43 patrons learned about the history of Festivus and how this unconventional holiday was born. Discover why Festivus has endured in popular culture and how it continues to captivate audiences in and outside Chicago.
Skies over the Great Lakes (V)	20 people came to listen to presenter Bruce Treadway speak about the naval aviation history at the Great Lakes Naval Station.
Christmas at Marshall Field's with Leslie Goddard (V)	122 attendees enjoyed an overview of Marshall Field's holiday traditions including the Walnut Room Christmas tree, window displays, and the catalogs.

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

Studio

Category	DEC25/26	DEC24/25	Mo. % +/-	FY25-26 YTD	FY24-25 YTD	FY % +/-
1:1s	417	172	**142.44%**	2,420	1,317	**83.75%**
Programs	9	7	**28.57%**	61	61	**0.00%**
Attendees	58	130	**-55.38%**	326	421	**-22.57%**

Highlights

Winter Wonderland Wreath	11 patrons made a magical winter village wreath made almost entirely out of paper.
Gift Tagging Extravaganza	11 patrons utilized our space and supplies to make handmade tags for their holiday gifts to loved ones.
Outsmarting Scammers	12 patrons strengthened their digital security knowledge by joining this workshop.

Community Engagement

Category	DEC25/26	DEC24/25	Mo. % +/-	FY25-26 YTD	FY24-25 YTD	FY % +/-
Youth Events	4	1	**300.00%**	29	7	**314.29%**
Adult Events	10	3	**233.33%**	22	15	**46.67%**
Family Events	1	3	**-66.67%**	2	11	**-81.82%**
Total Events	**15**	**7**	**114.29%**	**53**	**33**	**60.61%**
Youth Attendance	314	5	**6180.00%**	1,794	345	**420.00%**
Adult Attendance	0	77	**-100.00%**	280	494	**-43.32%**
Family Attendance	240	139	**72.66%**	490	973	**-49.64%**
Total Attendance	**554**	**221**	**150.68%**	**2,564**	**1,812**	**41.50%**

Highlights

12/2/25 Winnetka Nursery School Tour and Storytime	14 students and teachers enjoyed a tour and storytime with Mr. Tom.	

SERVICES

Visitors

Physical Branches	DEC25/26	DEC24/25	Mo. % +/-	FY25-26 YTD	FY24-25 YTD	FY % +/-
Winnetka	11,232	9,951	**12.87%**	73,667	68,110	**8.16%**
Northfield	4,732	4,211	**12.37%**	28,217	27,089	**4.16%**
Total	**15,964**	**14,162**	**12.72%**	**101,884**	**95,199**	**7.02%**
Digital Branch	**DEC25/26**	**DEC24/25**	**Mo. % +/-**	**FY25-26 YTD**	**FY24-25 YTD**	**FY % +/-**
Program Attendees	493	312	**58.01%**	2,208	1,378	**60.23%**
Recording Attendees	86	73	**17.81%**	581	1,151	**-49.52%**
Website Visitors	10,048	5,903	**70.22%**	45,042	37,323	**20.68%**
eResource Users	2,054	1,819	**12.92%**	12,133	10,530	**15.22%**
Database Users	296	218	**35.78%**	1,799	1,451	**23.98%**
Total	**12,977**	**8,325**	**55.88%**	**61,763**	**51,833**	**19.16%**
Combined Total	**28,941**	**22,487**	**28.70%**	**163,647**	**147,032**	**11.30%**

Note: Closed on 12/24, 12/25, and 12/31.

2 Year Visitor Comparison (Physical & Virtual)

Legend: FY 2026, FY 2025
Red line peak labeled 28,941; Green line labeled 22,487
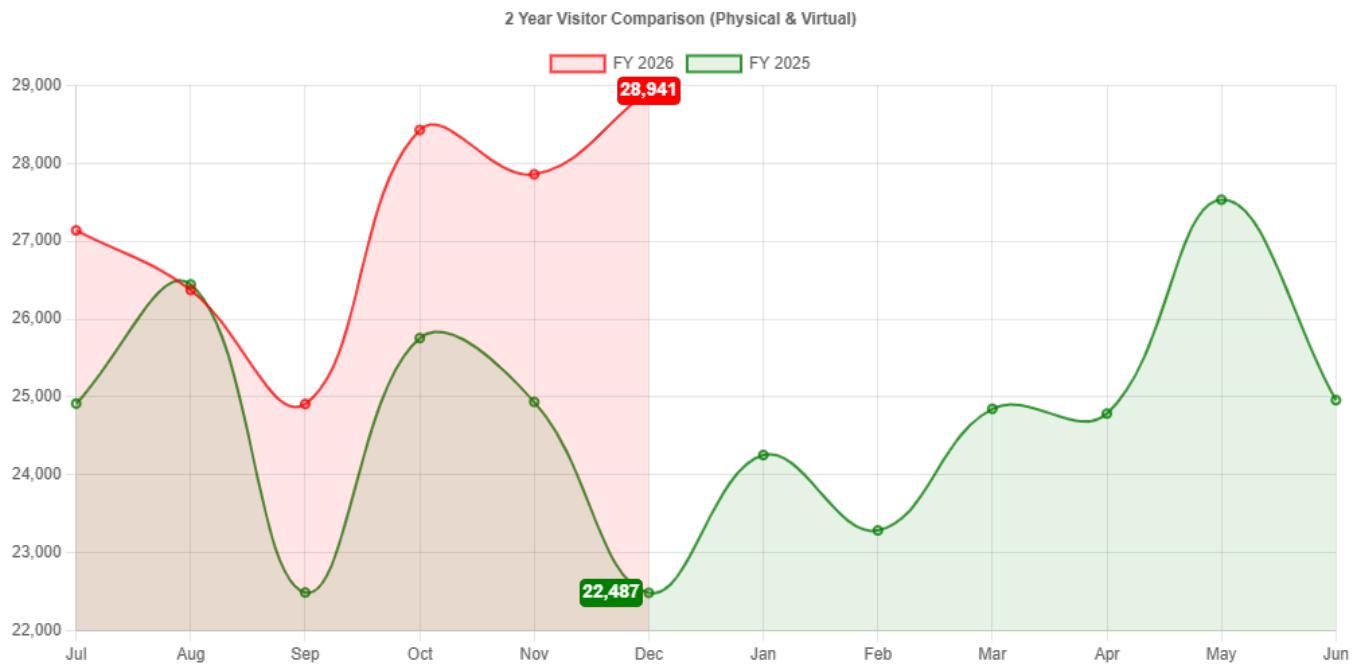
Cardholders (by Household)

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	DEC25/26	DEC24/25	Mo. % +/-	FY25-26 YTD	FY24-25 YTD	FY % +/-
Adult	1,962	1,949	0.67%	13,123	12,873	1.94%
Youth	591	406	45.57%	3,680	3,231	13.90%
Digital Services	126	95	32.63%	525	452	16.15%
Total	2,679	2,450	9.35%	17,328	16,556	4.66%

TECHNOLOGY

Computer Usage

Location	DEC25/26	DEC24/25	Mo. % +/-	FY25-26 YTD	FY24-25 YTD	FY % +/-
Winnetka	327	397	-17.63%	2,335	2,508	-6.90%
Northfield	197	182	8.24%	1,352	1,337	1.12%
Total	524	579	-9.50%	3,687	3,845	-4.11%

Hotspot Usage

Location	DEC25/26	DEC24/25	Mo. % +/-	FY25-26 YTD	FY24-25 YTD	FY % +/-
Winnetka Sessions	33,892	13,680	147.75%	161,116	79,003	103.94%
Northfield Sessions	10,644	2,541	318.89%	29,072	12,822	126.74%

	Total	44,536	16,221	174.56%	190,188	91,825	107.12%
Winnetka Bandwidth	952 GB	263 GB	261.98%	4,748 GB	1,417 GB	235.07%
Northfield Bandwidth	161 GB	109 GB	47.71%	681 GB	593 GB	14.84%
Total	1,113 GB	372 GB	199.19%	5,429 GB	2,010 GB	170.10%

MARKETING

Website Visits

Activity	DEC25/26	DEC24/25	Mo. % +/-	FY25-26 YTD	FY24-25 YTD	FY % +/-
Total Visits	14,737	9,908	48.74%	76,965	63,183	21.81%

Email Subscribers

DEC25/26	% Cardholders	DEC24/25	Open Rate	Click Rate
10,214	107.14%	10,390	55%	2%

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

Social Media Activity

Platform	DEC25/26	DEC24/25	Mo. % +/-	FY25-26 YTD	FY24-25 YTD	FY % +/-
YouTube						
Impressions	6,777	25,155	-73.06%	52,842	227,980	-76.82%
Facebook						
Impressions	12,390	2,124	483.33%	81,917	25,043	227.11%
Engagements	226	40	465.00%	1,692	707	139.32%
Instagram						
Impressions	4,900	2,627	86.52%	38,084	26,946	41.33%
Engagements	46	169	-72.78%	1,735	1,017	70.60%
LinkedIn						
Impressions	634	668	-5.09%	7,384	3,363	119.57%
Engagements	71	78	-8.97%	368	254	44.88%
Total Impressions	24,701	30,574	-19.21%	180,227	283,332	-36.39%
Total Engagements	343	287	19.51%	3,795	1,978	91.86%

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

COLLECTIONS

Physical Adult (By Location)

Location	DEC25/26	DEC24/25	Mo. % +/-	FY25-26 YTD	FY24-25 YTD	FY % +/-
Winnetka	9,513	9,233	3.03%	60,086	61,058	-1.59%
Northfield	3,126	3,259	-4.08%	20,047	21,721	-7.71%

Physical Youth (By Location)

Location	DEC25/26	DEC24/25	Mo. % +/-	FY25-26 YTD	FY24-25 YTD	FY % +/-
Winnetka	11,782	12,022	-2.00%	78,806	82,870	-4.90%
Northfield	3,578	2,623	36.41%	20,954	18,180	15.26%

Physical Miscellaneous

Lending Type	DEC25/26	DEC24/25	Mo. % +/-	FY25-26 YTD	FY24-25 YTD	FY % +/-
Kenilworth Patrons	679	636	6.76%	4,053	4,359	-7.02%
Borrowed from Other Libraries	1,425	1,466	-2.80%	10,406	9,479	9.78%

Physical Adult (By Type)

Material Type	DEC25/26	DEC24/25	Mo. % +/-	FY25-26 YTD	FY24-25 YTD	FY % +/-
Books	7,902	7,549	4.68%	49,080	49,884	-1.61%
Book - Fiction	4,407	4,271	3.18%	27,570	28,579	-3.53%
Book - Nonfiction	3,495	3,278	6.62%	21,510	21,305	0.96%
Audiobook - CD	57	124	-54.03%	677	869	-22.09%
Music CD	50	47	6.38%	263	360	-26.94%
Playaway	7	27	-74.07%	69	129	-46.51%
DVD/Blu-Ray	2,177	2,253	-3.37%	12,972	14,116	-8.10%
Magazine	119	159	-25.16%	1,235	1,200	2.92%
Videogame	26	31	-16.13%	187	244	-23.36%
Computing Device	9	4	125.00%	41	40	2.50%
Library of Things	37	25	48.00%	211	151	39.74%
Other	3	18	-83.33%	1,037	514	101.75%
Non-CCS ILL	42	35	20.00%	303	280	8.21%
Sent Out	2,210	2,220	-0.45%	14,058	14,992	-6.23%
Studio Equipment	227	124	83.06%	1,257	556	126.08%
Total	**12,866**	**12,616**	**1.98%**	**81,390**	**83,335**	**-2.33%**

Physical Youth (By Type)

Material Type	DEC25/26	DEC24/25	Mo. % +/-	FY25-26 YTD	FY24-25 YTD	FY % +/-
Books	10,859	10,485	3.57%	74,472	74,511	-0.05%
Book - Fiction	9,218	8,717	5.75%	63,783	62,566	1.95%
Book - Nonfiction	1,641	1,768	-7.18%	10,689	11,945	-10.51%
Audiobook - CD	2	1	100.00%	16	4	300.00%
Playaway	335	187	79.14%	2,061	1,429	44.23%
DVD/Blu-Ray	355	511	-30.53%	2,536	4,045	-37.31%
Videogame	223	345	-35.36%	1,671	2,014	-17.03%
Computing Device	77	71	8.45%	474	398	19.10%
Vox Reader	268	269	-0.37%	1,978	2,078	-4.81%
Youth Kits	354	87	306.90%	2,024	458	341.92%
Other	20	26	-23.08%	141	77	83.12%
In House Circulation	3,116	2,638	18.12%	15,769	16,003	-1.46%
Total	**15,609**	**14,645**	**6.58%**	**101,151**	**101,050**	**0.10%**

MTD Total Physical Circulation

DEC25/26 Physical Circulation	DEC24/25 Physical Circulation	Net Change
28,475	27,261	4.45%

YTD Total Physical Circulation

FY25-26 YTD Physical Circulation	FY24-25 YTD Physical Circulation	Net Change
182,541	184,385	**-1.00%**

2 year Print Circulation Comparison
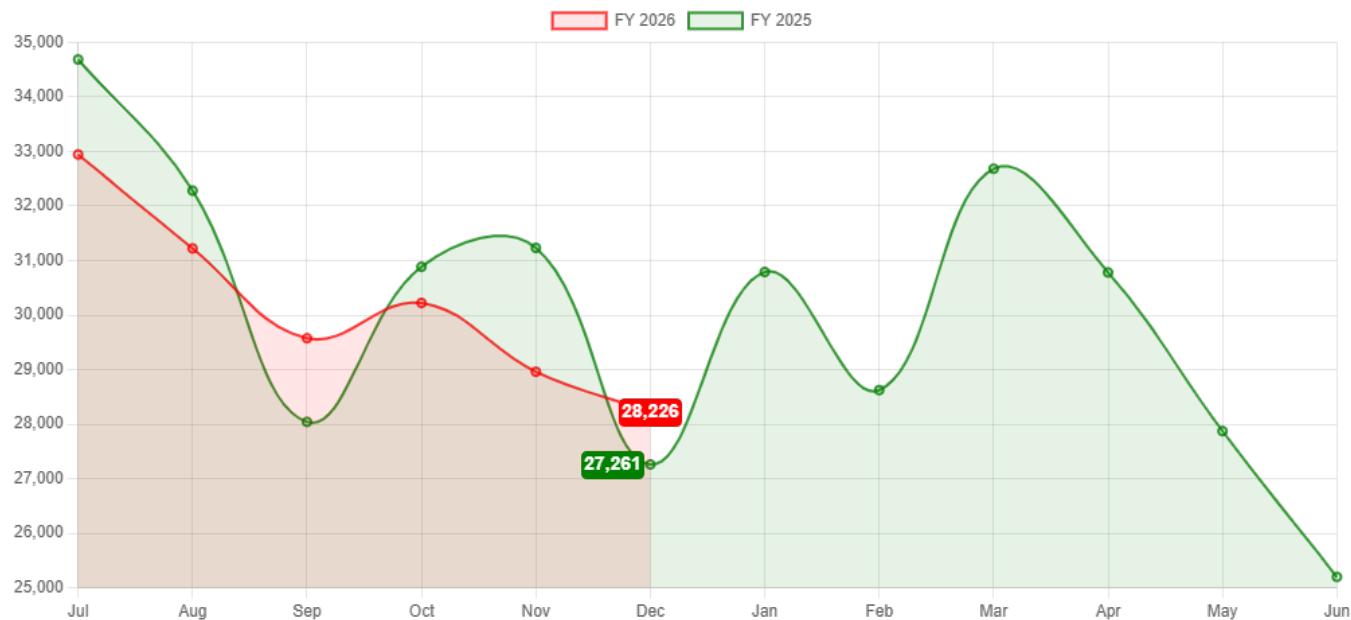
Digital Circulation

Material Type	DEC25/26	DEC24/25	Mo. % +/-	FY25-26 YTD	FY24-25 YTD	FY % +/-
eBooks	6,160	5,209	**18.26%**	35,120	29,959	**17.23%**
eAudiobooks	5,260	4,625	**13.73%**	32,270	27,421	**17.68%**
eMagazines*	2,798	1,568	**78.44%**	14,971	12,770	**17.24%**
eVideos	643	502	**28.09%**	3,556	3,096	**14.86%**
eMusic	52	79	**-34.18%**	298	262	**13.74%**
Total	**14,913**	**11,983**	**24.45%**	**86,215**	**73,508**	**17.29%**

3 Year eResource Comparison
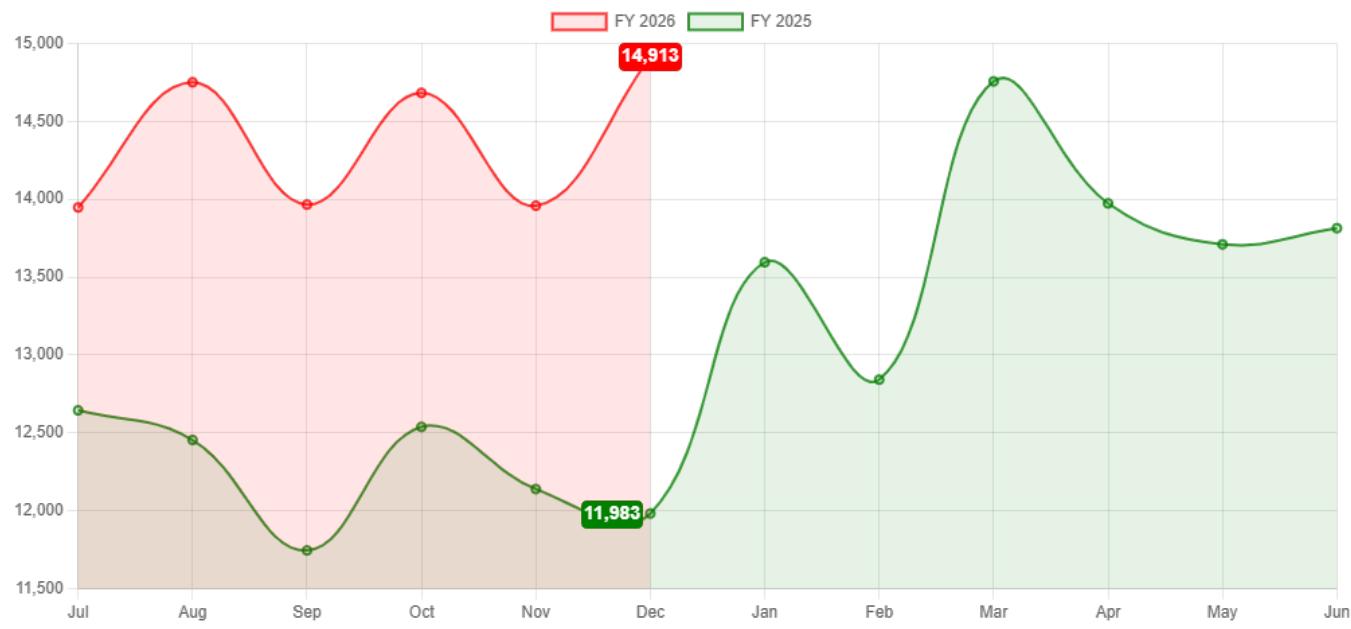
MTD Total District Circulation

DEC25/26 District Circulation	DEC24/25 District Circulation	Net Change
42,912	39,120	9.69%

2 year Combined Circulation Comparison
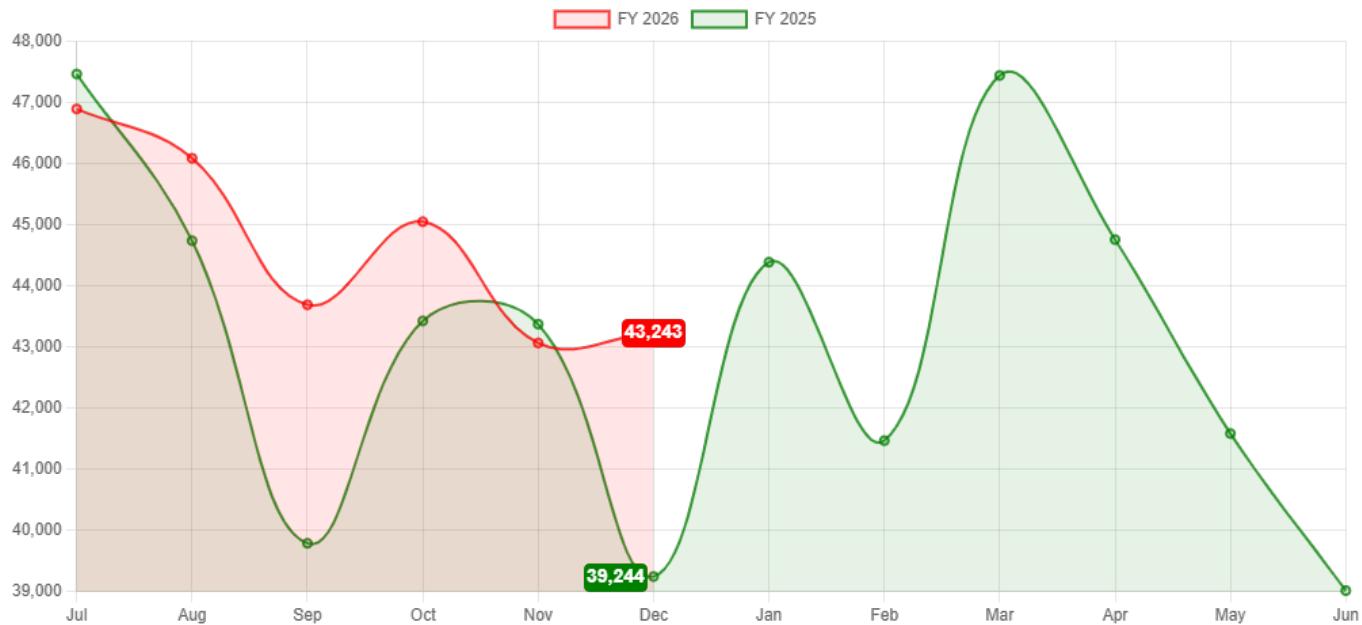
YTD Total District Circulation

FY25-26 YTD District Circulation	FY24-25 YTD District Circulation	Net Change
266,108	257,337	3.41%

IMPACT STORIES

Branch Services

General Feedback

- New Northfield residents were thrilled to open library cards and begin using our services, both in the building and online. One parent was especially excited to use Libby, access the New York Times, and bring his 9-month-old to storytime.
- A patron appreciated the library's partnership with the Integrated Global Studies School at New Trier High School to distribute opioid overdose kits. She was grateful for access to them and sent one to her son at college, who unfortunately had to rush a fraternity member to the emergency room for an overdose. This is a timely partnership with immediate benefits to the community.
- Branch Services Assistant Carolyn created an appealing display of Pulitzer Prize winning books. A patron exclaimed how much she appreciated seeing all the books from previous years on display and promptly checked out one of the titles.
- A patron visited a library out of state while on vacation and shared that he was surprised & disappointed by the unfriendly and unwelcoming atmosphere at that library compared to what he is offered here at his home library!
- An adult patron shared enthusiasm for the Winter Reading Challenge and appreciated the appealing prizes for all ages, including the Airbnb gift card.
- *"The library is changing my life,"* said a patron after checking out the bouncy house from the Northfield Park District's Library of Things made available through our collections!

- *"You're my personal hero,"* said a patron to Lisa after she fixed a problem with the app.
- "We just adore the Northfield Library. You treat us so well!"
- *"You always have the books I need!"*
- *"Thanks for being here, librarians save the world."*
- *"You've got an incredible operation here,"* said a visitor spending several hours in the space while his dog was being groomed.

Programming
- Feedback on Holiday Cookie Decorating
  - *"Kelly is an excellent instructor! Very clear with her instructions & demonstrating. Totally prepared with materials & delicious results. Keep her on your event list."*
  - *"The teacher is exceptional, very organized, and a clear communicator. She offered lots of colors and decorating elements for us to use."*
- Feedback on Festivus: A Celebration for the Rest of Us
  - *"These programs are so beneficial to understand sociological trends in addition to pure entertainment factor. Love it!"*
  - *"The presenter was great, very informative and never stopped (except for the dog, lol)"*
  - *"Kelli's engaging style, attention to detail and comprehensive clips, articles and quotes mean I will always register to attend her virtual tours! The more the better!"*

Community Engagement
- Partner Highlights
  - Holidays Around the World (Northfield Park District): 240 interactions and 3 checkouts!
  - North Shore Art League: Studio specialist Zoe worked with North Shore Art League to 3D print a new mold for the Winnetka Preservation Award plaque after the company that manufactured their previous mold went out of business (see article at Winnetka Preservation Awards here).
  - Avoca West: Northfield Librarian Rebecca gave presentations to over 300 k-5 students on our Winter Reading program.
  - New Trier High School's Integrated School of Global Studies: worked with students in the program reading Demon Copperhead to make Narcan kits available to members of the community at the library as part of their service learning project.
  - New Trier Township Food Pantry: collected over 550 items for holiday food drive.

Youth Services

General Feedback
- A patron visited the Youth Department looking for books on AI in an effort to better connect with his grandkids. Librarian Gil curated a selection of youth titles that broke down the concepts in a simple way, and the patron left excited to learn more about this emerging technology!
- Two siblings were excited to show off their LEGO creations (a Parrot Unicorn and a military base) but struggled to play together. Librarian Gil guided them toward interactive play in an age-appropriate way, which improved cooperation and allowed the children to play happily together.

- *"I really like these new chairs, they're good for my back!"*
- *"These STEAM kits are amazing!"*
- *"You have video games to check out?! My world just better."*
- *"I'm so happy the book I wanted is here!"*
- *"The library has so many good programs!"*
- *"I might need to get a bag for all of these [books], I didn't realize I was going to find so many treasures!"*
- To YS Librarian Gil: *"You are so good with the kids, I love how you talk to them and treat them. It is very admirable."*
- *"You guys have an amazing library here. We moved up here from the city and are just so in awe of everything you have to offer. Thank you so much."*
- *"[The library] is one of the best places in the community!"*

Programming
- Feedback on Gingerbread House Decorating with Ms. Amber:
  - *"Thanks for fitting us in, we didn't even know this was happening, so this was a wonderful treat!"*
  - *"Miss Amber makes the magic happen!"*
  - *"We all had fun, and not sure if we can wait 'til we get home to eat it."*
  - *"This event is the highlight of our season!"*
  - *"Thank you so much for hosting. This is a really well done and well-organized event!"*
  - *"I just have to say we love this library so much. It is so special. We recently tried going to another local library and it was just depressing! We can't ever imagine wanting to leave Winnetka because of how special this library is."*
  - *"You bring so much light to our lives!"*
  - *"We are so blessed to have been at the library today and had the complete surprise of doing this activity!"*
  - *"This is my favorite event of the year!"*
  - *"This is the best event of the year!"*
  - *"This is just the best and gives me some fun decorating ideas for some other projects."*
  - *"I looked at the schedule a few months ago and I didn't see this event on the schedule and panicked thinking I might have to make my own! Thank you for hosting again this year and I hope you do it forever."*
  - *"This is our favorite event of the season!"*
  - *"This is just the best! We look forward to this every year!"*
- Feedback on Storytimes:
  - 12/6: *"You're Mr. Tom! You're a celebrity! My kids' nanny takes lots of videos when they come to storytime and you're in them quite a bit. You're funny!"*
  - 12/10: *"Oh that was too much fun!"*

Adult Services
- Feedback for Christmas at Marshall Field's with Leslie Goddard:
  - *"Leslie rekindled so many fond memories of my Christmas visits to Field's. The perfect time to present this program. A job well done. Thank you. Happy Holidays."*
  - *"The program was really wonderful and nostalgic. I am so glad the library keeps bringing Leslie Goddard back. She's such a great storyteller. Thanks for giving me an early Christmas present!"*
  - *"Everything worked well, and the program was informative and entertaining. I appreciate the online delivery because I would not have been able to attend if it was an in-person event."*

- o *"Great presentation...Lots of nostalgia. My mom worked in the purse department in the 40s. We went to the Walnut Room religiously at Christmas. I still have my mom's metal "credit card" as well as my own."*
- o *"Talk about a walk down memory lane! It doesn't come any better than this! My first visit to the Walnut room was about 80 years ago, and my mother and I went there as a special treat. As an adult, we took our kids there probably three or four times. We would stand in line, and my husband would come from work and meet us. We all ordered the pot pies. One time, as we were leaving, my husband left the tip on the table (probably a few dollars) and my young son commented how wonderful it was to get so much for just a few dollars."*
- o *"Leslie Goddard is a treasure! Thank you for continuing to bring her expertise and her engaging programs to us through the library. I loved this festive and information-filled program about the holiday history of Marshall Field's."*
- o *"So delighted to see Leslie Goddard present Christmas at Marshall Field's. I saw her on PBS and really enjoyed an extended presentation to reminisce about the many years I enjoyed the windows and Walnut Room at Marshall Field's. Her research is spot on and always interesting."*
- o *"Love Leslie Goddard and love the virtual presentation option. Makes it easy and convenient to attend. Thank you 💗"*
- o *"Leslie Goddard and Beth Sair. Always great content and presentation. More please. Winter is long. I lovvvve zoom."*
- Feedback for <u>A Tour of Five National Parks</u>:
    - o *"The presenter was excellent, and the videos were very well done. Her suggestions were helpful. I plan to look into her books. Thank you for providing this excellent program and making the recording available."*
    - o *"Theresa was a great speaker. Very enthusiastic and engaging. She made me want to get into an RV and head right out to Glacier National Park!"*
    - o *"Loved hearing the history and seeing the photos and videos. Personal stories were great and so was her advice. Would 'travel' more with this presenter"*
    - o *"Would enjoy further national park adventures."*
- Feedback for <u>Winter Scenes in French Impressionism with Jeff Mishur</u>:
    - o *"This was my first presentation by Jeff Mishur and it will not be the last! Wonderful. Thank you to all who make virtual programs possible. Have a very Merry Christmas and Healthy 2026!"*
    - o *"All Jeff Mishur's programs are superb. This one was quite unique, taking a number of Impressionists into a realm rarely explored at museums or in his other presentations. Please continue to offer his programs & encourage new topics. Highly informative, interesting, & educational. Thank you!"*
    - o *"I appreciate your diversity in programs and especially the art programs."*
    - o *"Jeff's programs are always great as are those of Gary Wenstrup and Leslie Goddard. Thanks for virtual programming we love it!!!! Hope you continue to do so!"*
    - o *"Wonderful presentation. Very much appreciate different topics that enrich the mind."*
    - o *"Jeff is truly a gift. Thank you for giving us this precious gift!"*
    - o *"Jeff was an excellent presenter. His delivery was thorough and concise. I really learned a lot in a short amount of time. I'm so happy I listened to it."*
- Feedback for <u>Chair Yoga</u>:
    - o *"Isabel's classes have been a lifesaver since the pandemic. Thank you to the library for presenting these!"*
    - o *"I always feel peaceful and content after our class. Many thanks."*

- Feedback for <u>The Era of Art Deco Architecture in Chicago</u>:
  - *"Winnetka Library has some really interesting topics to attend via Zoom. Keep up the great work."*
  - *"I love when evening events are on zoom. I don't like to drive at night."*
  - *"It was fascinating and so well presented. Thank you!!"*
- Feedback for <u>The History of Motown Records</u>:
  - *"This program was GREAT as was Gary's program on Stevie Wonder. Have him back!"*
  - *"Terrific and comprehensive presentation!"*
  - *"Gary is always great. Can't wait for his next program."*

Digital Services

Programming

- Feedback on <u>When is it Time to Upgrade Your Devices</u>: "*Very good presentations and the information is really educational and invaluable. Thank You.*"
- Feedback on <u>Winter Wonderland Wreath</u>:
  - *"It's always a pleasure to be in a class with Annie! Keep up the great work!"*
  - *"Enjoyable & relaxing. Annie was engaging and helpful."*
  - *"The Winter Wonderland Wreath is absolutely amazing, and we can't stop looking at it. Annie has outdone herself with this enchanting creation for the holidays. Her designs are always original, creative, and fun."*
  - *"Love this wreath which can remain hanging after the holidays. Also loved the new way to apply glue. Those little squeezers work great! Annie did a fabulous job once again!"*

Patron Services

<u>General Feedback</u>

We've had several patrons let staff know how glad they are that we had brought back the staff pics display. One patron said that it was the first place she used to look for something new to read and was beyond excited when we brought it back. We also had someone leave this comment on our survey: *"Just want to say thanks for bringing back the staff picks!"*

Winnetka-Northfield
PUBLIC LIBRARY DISTRICT
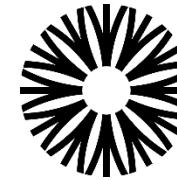
Standard 1: Access

The physical library remains central to successful service and while no one model can meet every need, some common requirements will help to create a functional and enjoyable environment for both staff and patrons. These include adequate and accessible layouts to house and circulate the collections, comfortable and light filled areas for the public and staff, meeting and study rooms for both group and individual use, and youth spaces that inspire children and teens. Libraries should review the long-term spatial needs of the library in conjunction with their current strategic plan.

Standard	Core	Intermediate	Advanced
1	The library follows all local, state and federal laws relating to access, including the Americans with Disabilities Act.	N/A	N/A
Level	☒	N/A	N/A
2	The library is open a minimum of 15 hours per week [23 Ill. Adm. Code 3030.110].	The library is open to the public with daytime, evening and weekend hours.	The library is open 7 days a week, for most of the year.
Level	☒	☒	☒
3	The library regularly reviews long term space needs.	The library addresses long term space needs in its strategic plan.	The library conducts a community needs survey and includes library spaces in the questionnaire.
Level	☒	☒	☒
4	The library provides an exterior book return that is open 24/7.	The library provides alternate methods for picking up and returning materials (e.g., drive-up book drop, curbside pickup, drive-through window).	The library provides off-site pick up and return of materials (e.g. homebound delivery, book mobiles, kiosks, automated lockers).
Level	☒	☒	☒
5	The library provides adequate, safe, well-lit, and convenient parking during all hours of service.	N/A	N/A
Level	☒	N/A	N/A
6	The library's entrance is clearly visible, easily identified, and well illuminated for both vehicles and pedestrians.	N/A	N/A
Level	☒	N/A	N/A
7	The library's interior spaces are adequately illuminated.	Natural light is utilized as much as possible.	The library has energy efficient lighting throughout its buildings.

Level			
	☒	☒	☐
8	The library provides signage to identify collections, services, and amenities.	In multilingual communities, signage is provided in relevant languages throughout the building.	N/A
Level	☒	☒	N/A
9	The library provides designated spaces for youth and adults.	<mark>The library provides dedicated space for teens.</mark>	The library provides dedicated spaces for other specific populations (e.g., sensory space, comfort room, mother's room).
Level	☒	☐	☐
10	The library has adequate and appropriately sized shelving to provide easy access to patrons of all ages.	N/A	N/A
Level	☒		
11	The library has sturdy and comfortable furnishings in sufficient quantities and sizes to meet the needs of patrons of all ages.		
Level	☒		
12	The library provides accessible spaces for library programs, meetings, and individual and group study.	The library has rooms designated for programs, meetings, and individual and group study.	
Level	☒	☒	

Comments/Improvement Plans:
- Standard 7A: Upgrading all remaining non-LED lighting at Winnetka is on our radar as part of the Facility Plan over the next 4-5 years. We will plan to use all LED lighting for the Northfield expansion/remodel.
- Standard 9I: We plan to attempt to carve out some space for teens at Northfield as part of the renovation project. We have exhausted our options at Winnetka without expanding the building based on which areas of the library the teens prefer and are willing to use.

Standard 2: Advocacy & Community Engagement

Advocacy and community engagement are vital for libraries to ensure continued support, relevance and sustainability. Advocacy helps secure necessary funding and public support by demonstrating the library's value to policymakers and stakeholders. Community engagement fosters deeper connections and ensures that programs and services address the evolving needs of the people it serves. By actively engaging with diverse populations, libraries promote the message that they provide learning opportunities, services, and programs that are free, inclusive and welcoming to all. Together, advocacy and community engagement ensure that libraries remain essential resources.

Standard	Core	Intermediate	Advanced
1	The director and board are knowledgeable of state-wide advocacy training tools.	Training in advocacy skills is offered to staff, the board, and/or other stakeholders, such as Friends of the Library and Foundation groups.	Library staff, board and community stakeholders have the skills and knowledge to be proactive advocates on behalf of the library and community.
Level	☒	☒	☒
2	The director and staff actively network with community organizations, businesses and institutions (e.g., Chamber of Commerce, Rotary, Kiwanis).	The director and staff present at school, business and community meetings on library initiatives, programs, collections and services.	The director and staff invite community leaders, organizations, partners and stakeholders to the library for tours, coffees, and/or information meetings to showcase what the library offers.
Level	☒	☒	☐
3	The director and staff collect and analyze data to measure how community members use the library.	Using data collected and analyzed, the director and staff communicate the library's impact and advocate for programs, personnel, and spaces.	The library annually highlights data, stories and accomplishments from the year and disseminates it to external and internal stakeholders.
Level	☒	☒	☒
4	The director and board know their local, state and federal elected officials.	The library includes local, state and federal elected officials on mailing lists and invites them to events.	The library partners with elected officials to co-host events and informational sessions to promote civic engagement.
Level	☒	☒	☒
5	The director and board and/or staff are informed of Illinois Library Association (ILA) and American Library Association (ALA) legislative priorities and promote those priorities when needed.	The director, board and/or staff actively participate in the local, state, and national legislative campaigns and events organized by ILA and ALA.	The director, board and/or staff serve on forums, committees, and boards of ILA and ALA.
Level	☒	☒	☒
6	The director, staff and board are aware of current community projects and economic planning and seek opportunities for library engagement.	The director, staff and board use their community engagement to inform the library's strategic plan.	The library is a sought-after partner in working with and developing community initiatives.

Level	☒	☒	☒
Comments/Improvement Plans:			

Standard 3: Buildings & Grounds

Stewardship of public library buildings involves designing, constructing and preserving facilities to ensure accessibility, safety, and functionality, for staff and users. This includes site selection, architectural planning for space efficiency, furniture and fixtures that meet patron and staff needs, and incorporating modern technology and sustainability features. Operational responsibilities include routine cleaning, grounds maintenance, structural repairs, HVAC upkeep, and technology updates to provide a comfortable and welcoming interior and exterior environment. Long-term financial planning is needed for libraries to ensure that it remains a well-equipped and inviting space for learning, research and community engagement.

Standard	Core	Intermediate	Advanced
1	The library's operating budget includes dedicated funds for regular maintenance of buildings and grounds.	The library establishes a special reserve fund with the goal of financing future capital projects, including repairs, remodeling, renovations, or a new building.	The library contributes annually to a special reserve fund to have sufficient financial resources to cover the costs of future capital projects.
Level	☒	☒	☒
2	The library has a capital improvement plan that defines and forecasts repair and replacement of major equipment and infrastructure.	The library regularly reviews the capital improvement plan.	The library hires a qualified architect or engineer to perform a long-term facility assessment to inform the capital improvement plan.
Level	☒	☒	☒
3	The library conducts a walkthrough to assess the condition of furniture and equipment on an annual basis.	The library keeps a current inventory of all furniture, fixtures, and equipment.	The library periodically conducts an appraisal of all furniture, fixtures and equipment with an accredited appraisal company.
Level	☒	☒	☒
4	The library has liability insurance that will cover replacement costs of the facility and its contents.	The library reviews its insurance coverage annually to ensure proper valuation of the facility and its contents.	N/A
Level	☒	☒	N/A
5	Staff and trustees receive a tour of the library's buildings and grounds.	Key staff receive training on building systems appropriate to their roles.	N/A
Level	☒	☒	N/A
6	The library has a building and grounds maintenance checklist that is annually reviewed and updated.	The library has a facilities maintenance manual that includes instructions for operation of all building systems.	N/A
Level	☒	☐	N/A
7	The library keeps a copy of all maintenance documents, blueprints of the original	The library keeps a digital copy of all maintenance documents, all documents	N/A

	building, and all subsequent renovations and warranties.	<mark>related to the construction for the original building and all subsequent renovations and warranties.</mark>	
Level	☒	☐	N/A
8	The library hires staff, contractors, or vendors to maintain the building and grounds and maintains a list of contacts for building systems.	N/A	N/A
Level	☒	N/A	N/A
9	The library has a master key box and a password list for access to the building and its systems.	The library has a security protocol for the distribution of keys and passwords, including regular password changes.	N/A
Level	☒	☒	N/A
10	The library strives to make its buildings and grounds as environmentally friendly as possible (e.g., LED lighting, recycling, energy efficient equipment, solar panels, EV chargers).	The library has a plan to improve environmental efficiency and sustainability.	The library seeks local, state, and national accreditations for environmental standards (e.g., LEED, Energy Star).
Level	☒	☒	☐

Comments/Improvement Plans:
- Standard 6I: In progress but not complete.
- Standard 7I: We have digital copies of what was provided to us digitally. We have no in-house option to digitize large-scale blueprints of the building and have, to date, chosen not to invest resources into paying an outside vendor to do so.

Standard 4: Collection Management

Libraries select, maintain, and provide access to information and materials in a variety of formats for all ages of the community to fulfill their educational, informational, recreational, and cultural needs. Libraries have a policy that addresses the selection and evaluation of materials and their weeding process.

Collections may be expanded beyond the physical boundaries of libraries through resource sharing, cooperative collection management, electronic resources and virtual collections. Libraries are encouraged to enhance their collections by participating in interlibrary loan practices and utilizing digital resources through national, state, regional, and local cooperative programs.

Standard	Core	Intermediate	Advanced
1	The library has a Board-approved collection management policy that affirms the American Library Association's Library Bill of Rights and represents the community it serves. The policy is reviewed bi-annually. [75 ILCS 5/4-7.2; 75 ILCS 16/30-60]	N/A	N/A
Level	☒	N/A	N/A
2	The library's budget has a designated budget line item for collection management.	Annual expenditure for materials for any size library ranges from 8 to 12% of the operating budget.	N/A
Level	☒	☒	N/A
3	The library has a process in place for collection management.	The library has staff who are responsible for collection management and are trained in the general principles of selection, inventory and weeding of materials.	Staff who are responsible for collection management are proficient in specific genres, age levels, and subjects.
Level	☒	☒	☒
4	The library agrees to make their resources, information and expertise available via interlibrary loan, reciprocal borrowing, and other formal cooperative agreements; and participate in system delivery.	N/A	N/A
Level	☒	N/A	N/A
5	The library abides by the ILLINET Interlibrary Loan Code as well as other formal regional/consortial agreements.	The library publicizes and promotes interlibrary loan to its patrons.	The library provides patrons with the ability to make their own interlibrary loan requests with little mediation.
Level	☒	☒	☒

6	The library strives to provide a collection that reflects the needs and interests of the community as well as the diversity of human experience.	The library regularly reviews the collection to ensure its inclusivity.	The library implements a comprehensive collection maintenance plan that includes a 2-3 year schedule for evaluation and maintenance of every area of the collection.
Level	☒	☒	☒
7	The library provides access to materials in a variety of formats for individuals of all ages, interests, and abilities (e.g., print, digital, audio, video, large print).	The library circulates physical objects and digital tools (a.k.a. "Library of Things").	N/A
Level	☒	☒	N/A
8	Materials are cataloged according to standard library practices.	Staff are aware of the importance of culturally sensitive cataloging terminology.	N/A
Level	☒	☒	N/A
9	The library has a reconsideration of materials policy and process.	N/A	N/A
Level	☒	N/A	N/A
10	The library serves as a repository for local history.	The library provides access to genealogy resources.	The library's special collections are digitized to preserve and provide broad access to these resources.
Level	☒	☒	☒
Comments/Improvement Plans:			

Standard 5: Finance & Budget

Illinois public libraries receive the bulk of their funding from local property tax revenues. Additional funding may come from grants and other miscellaneous revenue streams. Because public tax dollars fund library services, all libraries should strive for strong financial policies and transparent documentation. Board-approved policies and transparency are critical for maintaining public trust, ensuring legal compliance, and fostering responsible stewardship of taxpayer funds. Given the trust that taxpayers put in the library administration to be good stewards of the public monies, extensive training for the director and board of trustees is recommended.

The fiscal well-being of a public library is paramount to serving the community's residents. A library's well-managed finances—through strong policies, procedures, and oversight—allow administration to maintain the facility and collections, hire and retain qualified and competent staff, and provide a variety of programs and services that stakeholders desire. Creating and managing the annual budget is one of the core tasks of the director, and oversight of library finances is one of the most important responsibilities of the board.

Audits are a best practice for maintaining fiscal integrity. Libraries with a budget of $850,000 or more are required by Illinois statute (50 ILCS 310/1) to conduct an annual audit. It is a best practice recommendation that libraries under that budgetary limit still conduct an annual audit. Audits may be done in conjunction with the library's funding agency (city, village) or independently (districts).

Standard	Core	Intermediate	Advanced
1	The library has a written budget that is developed by administration and approved by the board.	The library has the budget in an electronic spreadsheet format.	The library includes legacy data in the spreadsheet to project future revenues and expenditures.
Level	☒	☒	☒
2	The library keeps a current accounting of its revenues and expenditures, and the board reviews and approves all monthly expenditures (e.g., invoices, electronic payments and transfers, insurances, payroll, pension/retirement, and tax obligations).	The board reviews actual revenues and expenses against the monthly budget and discusses variances with the director.	N/A
Level	☒	☒	N/A
3	The board's bylaws emphasize the importance of financial oversight and the creation of board-approved financial policies.	The library board regularly reviews and updates financial policies to reflect best practices.	The library board utilizes financial professionals to review and make recommendations to strengthen financial policies and procedures.
Level	☒	☒	☒
4	The library has a process for adding/removing signers from all financial accounts (e.g., bank accounts, credit cards, and online accounts).	N/A	N/A

Level			
	☒	N/A	N/A
5	The director and board have an understanding of the fundamental principles of library funding, financial reports, and budgeting. The library uses professionally accepted bookkeeping practices.	The director and board pursue continuing education to enhance their understanding of library funding, financial reports, and budgeting.	N/A
Level	☒	☒	N/A
6	The library follows all legal requirements for financial reporting. If applicable, the library follows all GASB (General Accounting Standards Board) accounting principles as required by the auditor.	The library actively maintains a transparency webpage where it posts its reporting requirements, ordinances, and audit status.	N/A
Level	☒	☒	N/A
7	The library strives to ensure adequate funding for library operations, staffing, programming, services, and facility needs using local funding.	The library seeks grants through Friends groups, foundations, library systems, and state programs to supplement the annual budget as needed. The library has an established donations and gifts program.	The library seeks non-traditional sources for fundraising (e.g., corporate sponsors/donations, endowments, investments) to supplement the annual budget.
Level	☒	☒	☒
8	The library conducts an annual audit if the budget is $850,000 or more. Depending on the type of library, the funding agent may do this as part of their annual audit.	The library board reviews and approves the annual audit, making the audit findings available to the public.	The board utilizes audit findings to enhance financial policies, improve efficiency, and mitigate risks.
Level	☒	☒	☒
9	The library or its funding agent (city, village) provides a treasurer's bond in the amount of 10% of the annual budget or the approved alternative of appropriate insurance as described in the statute (75 ILCS 5/4-9).	The library provides additional liability insurance coverage for its director, board, and others handling library money and/or financial transactions.	N/A
Level	☒	☒	N/A
10	The library utilizes internal controls to prevent fraud.	The board and director regularly review the library's internal controls.	If the library utilizes an auditor, they review the library's internal controls.
Level	☒	☒	☒
11	The library securely stores financial documents (e.g., checks, payroll, credit cards).	The library utilizes fraud protection measures (e.g., Positive Pay, payment by Automated Clearing House [ACH]).	N/A
Level	☒	☒	N/A

12	The library has a long-term financial plan.	The long-term financial plan includes an allowance for the building's capital needs, future projects, and projected expenses.	The long-term financial plan includes strategies for additional revenue streams (e.g., bequests, endowments, bond retirements, Tax Increment Financing [TIF]).
Level	☐	☐	☐

Comments/Improvement Plans:
- Standard 12I: There is no agreed-upon and/or clear-cut definition about what a "long-term plan" means for libraries. In reviewing the examples of financial policies on the ILA website, we have all of the elements in place but not synthesized into one document. We will work on putting them together and evaluating if anything else is needed over the next calendar year.

Standard 6: Governance & Administration

Illinois public libraries are governed by locally elected or appointed boards, which operate under the Illinois Local Library Act (75 ILCS 5) or the Illinois Public Library District Act (75 ILCS 16). The library board sets policies, oversees budgets and hires a director to manage day-to-day operations. Libraries may be municipal, district, or part of other government entities, and they receive funding through local property taxes, state grants and other sources. The Illinois State Library, under the Secretary of State, provides oversight with guidance and funding support. Additionally, regional library systems assist with resource sharing and professional development.

The library director serves as the chief administrator responsible for managing daily operations, maintaining building and grounds, implementing board policies, and ensuring the library meets community needs. They oversee staff, budgeting, strategic planning and compliance with state and local regulations. The director works closely with the board by providing reports and recommendations and advocates for funding and community partnerships. Additionally, they facilitate programming, collection development, and technology initiatives to enhance public services.

Standard	Core	Intermediate	Advanced
1	The board has an approved set of bylaws that outline its rules and procedures.	The board bylaws are reviewed at least every 3-5 years.	An attorney reviews the board bylaws periodically.
Level	☒	☒	☒
2	The library complies with local, state and federal laws. This includes the Illinois Open Meetings Act [5 ILCS 120] and the Freedom of Information Act. Per these statutes, the library has an OMA designee and one or more FOIA officers.	N/A	N/A
Level	☒	N/A	N/A
3	The board meets regularly to conduct the business of the library in accordance with the Illinois Compiled Statutes.	N/A	N/A
Level	☒	N/A	N/A
4	At each regular meeting, the board reviews and approves minutes and financial reports.	At each regular meeting, the library director presents to the board a report of library activities and statistics.	At each regular meeting, the library director presents supplemental materials to the board (e.g., departmental reports, analysis of statistics).
Level	☒	☒	☒
5	The library has a board-approved mission statement.	The mission statement is reviewed periodically by the board, director, and staff.	The library creates a vision or values statement.
Level	☒	☒	☒

6	Trustees represent the needs, interests, and aspirations of the community.	Trustees solicit input on library activities from the community.	Trustees serve on other local committees and forums acting as a bridge from the library to the community.
Level	☒	☒	☒
7	The library prepares and submits the Illinois Public Library Annual Report (IPLAR), as required by statute. [75 ILCS 16/30-65]	<mark>The IPLAR is prepared by administration and presented to the board of trustees at a public meeting.</mark>	N/A
Level	☒	☐	N/A
8	The library has public and internal policies that are approved by the board.	The director regularly includes relevant staff in the drafting and review of policies. The board reviews these policies on a regular rotation.	Library policies are regularly reviewed by an attorney or expert on the relevant topic.
Level	☒	☒	☒
9	The library has a strategic plan that is developed by the board, director, and staff.	The strategic plan is reviewed regularly by the board, director and staff.	The library includes members of the community in strategic plan development.
Level	☒	☒	☒
10	The library has a succession plan for the director.	<mark>The library has a succession plan for the director and key staff.</mark>	The succession plan is reviewed with the board and administration and updated as needed.
Level	☒	☐	☒
11	The board and director develop an orientation program for new trustees.	The board actively participates in ongoing continuing education activities.	N/A
Level	☒	☒	N/A
12	The library maintains insurance coverage for property damage, general liability, professional liability, cyber liability, workers' compensation, treasurer's bond/government crime, and directors and officers. Coverage needs may vary based on library size, location, and services provided.	N/A	N/A
Level	☒	N/A	N/A
13	The board, as an advocate for the library, identifies community priorities, ensures proper funding, and plans for the future.	The board advocates for the library with local stakeholders.	The board advocates for the library with state and federal stakeholders.
Level	☒	☒	☒
14	The library board, director, and staff are aware of the services offered by the regional library systems, the Illinois State Library and the Illinois Library Association.	The library board, director, and staff are engaged with the regional library systems, the Illinois State Library and the Illinois Library Association (e.g., attend workshops,	The library board, director, and staff participate as members of professional boards, committees, task forces, advisory councils of the regional library

		meetings, and conferences, and subscribe to library system e-news, ILA Reporter).	system, the Illinois State Library and the Illinois Library Association.
Level	☒	☒	☒
15	The director participates in professional development activities, including Directors University for first time Illinois directors.	The library provides financial support for the director's membership in professional organizations.	The director contributes to the profession by committee service, presentations, and authorship.
Level	☒	☒	☒

Comments/Improvement Plans:
- Standard 7I: The IPLAR is not presented to the Board at a public meeting though it is reviewed and approved by both the Board President and Secretary. Based on the way the data is collected and rolled up compared to the granular level I present in my monthly Director reports, I don't think reviewing it with the entire Board is a valuable use of our time even on an annual basis.
- Standard 10I: We have a succession plan for the Executive Director, but not other key staff positions and we lack the documentation to keep district operations running smoothly in the event the Business Manager resigns. We will work on creating the documentation for this position over the next year as well as creating a succession plan for our IT Manager.

Standard 7: Human Resources

Staff are essential to the success and effectiveness of the library. To be successful, staff should be paid competitive wages, have a thorough understanding of policies and procedures, and be provided continuing education and professional growth opportunities. A skilled, qualified, and empowered staff ensure that the library is a welcoming, vibrant, relevant, inclusive, and trusted community resource.

Standard	Core	Intermediate	Advanced
1	The library has sufficient staff for the hours that the library is open.	Staffing levels are sufficient to carry out the library's mission, to develop and implement strategic plan initiatives, and to provide services.	Library staff represent community demographics, especially focusing on cultural and multilingual diversity.
Level	☒	☒	☒
2	The library has a set of board approved personnel policies.	The personnel policies are reviewed on a regular schedule by the director and key staff.	The personnel policies are reviewed by an attorney.
Level	☒	☒	☒
3	The library provides job descriptions for all positions.	Job descriptions are reviewed as needed in order to align strengths, education, and expertise of staff with open positions and operational needs.	Job descriptions are reviewed by an HR professional.
Level	☒	☒	☒
4	The library compensates staff in a fair, equitable, and competitive manner. The library allocates up to 70% of the operating budget for salaries and benefits. This includes FICA, pension and health benefits.	The library has a salary schedule that includes all positions. The schedule is reviewed and adjusted to reflect cost of living and industry benchmarking.	The library conducts a market benchmarking study every 3-5 years, with pay ranges, conducted by a human resources professional, to determine current competitive pay practices.
Level	☒	☒	☒
5	The library provides employee benefits as directed by federal, state, and local law.	The library provides employees an expanded benefits package that may include healthcare and wellness benefits, tuition reimbursement, and/or pension or retirement savings. The library contributes to the premiums of any associated costs.	The library contributes to the premiums of healthcare and wellness benefits for employees and their dependents.
Level	☒	☒	☒
6	The library follows state and federal laws in recruiting, hiring, onboarding, supervising, and terminating employees.	Key library staff keep abreast of current HR laws and trends (e.g., attending webinars, engaging an attorney or reputable HR consulting firm).	The library employs a staff member who is dedicated to human resource management.

Level	☒	☒	☒
7	Staff members receive coaching, feedback, and support for their own development at least annually.	The library has a performance appraisal system that provides staff with an annual evaluation of current performance and guidance in improving or developing new skills according to their job description.	The performance appraisal system develops work goals and activities that align with the strategic plan.
Level	☒	☒	☒
8	New employees receive a thorough orientation and job training. The library complies with all state-mandated training requirements.	The library supports and encourages staff to acquire new skills, keep current with new developments in public libraries, and renew their enthusiasm for library work.	The library provides paid work time and funding for conference attendance, tuition assistance, and other skill and leadership development.
Level	☒	☒	☒
9	The library has a succession plan for the director.	The library has a succession plan for staff with specialized knowledge (e.g., assistant director, facilities manager, IT manager, business manager) that includes procedural job task instructions and checklists.	
Level	☒	☐	

Comments/Improvement Plans:
- Standard 9I: See comments in previous section regarding Standard 10.

Standard 8: Information Services

Information services include circulation, reference, reader's advisory, and technology assistance and instruction. Circulation activities may include library card registration, check-out and check-in of materials, management of patron accounts, hold placement, and interlibrary loan. Reference services primarily focus on answering informational questions, whether for school research projects, personal interest, or daily life needs. Reader's advisory encourages the use of collections for recreational purposes, including the suggestion of books and other media through one-on-one conversations, booklists, displays, and other means. Technology assistance and instruction may range from basic internet access, to device assistance, to computer classes, to high-tech digital media labs. These activities may be performed in separate departments or provided at a variety of service points using a range of service models.

In addition, information services may include referral to social service agencies, which, for some libraries, may mean branching into social work services. It may also include facilitation of the use of library spaces like meeting and study rooms and maker spaces. Libraries may opt to provide other services, such as notary, passport applications, or license plate renewal.

Standard	Core	Intermediate	Advanced
1	All basic information services are available when the library is open. These include: circulation, reference, reader's advisory, and technology assistance (including with personal devices) either through brief transactions or longer 1:1 sessions.	If the library provides additional information service offerings (e.g., notary, passports, digital media lab, maker space), an adequate number of trained staff are available to assist patrons in these areas.	N/A
Level	☒	☒	N/A
2	Staff provide accurate, timely, and courteous service.	N/A	N/A
Level	☒	N/A	N/A
3	The library has policies that guide the provision of information services, such as a Circulation Policy and Reference & Reader's Advisory Policy.	If additional services are offered, such as notary, passports, digital media lab, or maker space, the library has policies and/or clear procedures guiding their use.	N/A
Level	☒	☒	
4	Staff have access to appropriate technology (e.g., phones, computers, work email, printers, scanners) to receive and respond to patron inquiries.	The library provides a variety of self-service information service resources via its website or library apps 24/7.	==The library provides information services by chat or phone outside of the hours the library is open.==
Level	☒	☒	☐
5	Staff are familiar with all the library's offerings and other resources available to	The library provides staff who specialize in areas of information services (e.g.,	N/A

	answer patron queries (e.g., print media, online subscription resources, reliable free internet sites, governmental and nonprofit agencies, local history materials).	children's, teen, or adult services, or specific subject areas, such as business or technology).	
Level	☒	☒	N/A
6	Staff are aware of local and statewide agencies as resources to which they can refer patrons in need.	The library hosts representatives of local and statewide agencies to provide information about their services and/or meet with the public within the library space.	==The library may go beyond basic referrals to social service agencies by providing services by social workers or social work interns.==
Level	☒	☒	☐
7	Staff recognize the wide array of individual information needs within the community and strive to offer services for all.	The library provides opportunities for staff to expand their knowledge and sensitivity in providing information services to all people.	==The library employs staff with expertise in services specific to the needs of the community it serves (e.g., individuals with dementia or autism or people experiencing homelessness).==
Level	☒	☒	☐
8	The library seeks to eliminate barriers to services and information access (e.g., fines and fees, age restrictions).	In multilingual communities, the library strives to provide information services in languages relevant to patron needs.	In multilingual communities, the library employs staff who speak languages relevant to patron needs or contracts interpreting services to supplement staff's multilingual expertise.
Level	☒	☒	☒

Comments/Improvement Plans:
- <u>Standard 4A</u>: We have no plans to offer this service.
- <u>Standard 6A</u>: We refer patrons, as needed, to the social worker employed by New Trier Township.
- <u>Standard 7A</u>: We offer Sensory Shenanigans for children and would like to expand our programming options for this group over time.

Standard 9: Marketing & Promotion

Marketing and promotion play a critical role in the success and sustainability of public libraries. It is more important than ever for public libraries to tell their stories, collect data and measure success in order to sustain interest and support within their communities. When libraries utilize a variety of digital, print and face-to-face interactions, they not only raise awareness of their services, programs and collections but also retain and increase library users. Libraries that invest in marketing and promotion practices will successfully showcase value, impact, and return on investment to their communities.

Standard	Core	Intermediate	Advanced
1	The library uses a variety of print, digital and interpersonal methods to actively promote its collections, programs, and services to the community.	The library has a marketing guide that outlines where and how the library will market its services, programs and collections.	The library adopts a formal marketing plan.
Level	☒	☐	☐
2	The board, director and staff are familiar with public relations and marketing initiatives developed by the regional library systems, the Illinois State Library, the Illinois Library Association, and the American Library Association (e.g., iREAD, Banned Books Week, National Library Week, Library Card Signup Month).	The library provides training opportunities for the director, staff, and/or board to learn effective methods to promote library services in consistent and strategic ways.	The library has one or more dedicated employees for marketing and graphic design.
Level	☒	☒	☒
3	The library allocates funds for marketing and promotion.	N/A	N/A
Level	☒	N/A	N/A
4	The library adopts an easily recognizable logo that represents the library's brand.	The library uses its logo consistently across all print and digital marketing platforms.	The library adopts a brand style guide to unify the library's representation in all communications (e.g., color palette, fonts).
Level	☒	☒	☒
5	The library's print and digital marketing materials comply with all local, state and federal accessibility laws and standards.	The library strives to make its marketing materials accessible to individuals of all ages, abilities, reading levels and relevance.	N/A
Level	☒	☒	N/A
6	The library understands the community it serves and designs its marketing efforts to reach all residents.	The library identifies underserved populations and uses targeted marketing methods to conduct outreach to those communities.	N/A

Level	☒	☐	N/A
7	The library has board approved policies that govern its marketing and promotional method (e.g., social media, bulletin board).	N/A	N/A
Level	☒	N/A	N/A
8	The library collects data, stories and photos that illustrate the value of the library.	The library uses collected data, stories, and photos to communicate the value of the library to the community.	The library develops an annual report that uses data, stories, and photos to showcase the library's value and impact.
Level	☒	☒	☒
9	The library regularly evaluates the effectiveness of its marketing efforts.	The library uses data (e.g., resource usage, program attendees, and cardholders) to measure and analyze the impact of its marketing efforts and to inform future marketing.	N/A
Level	☒	☒	

Comments/Improvement Plans:
- Standard 1I-A: The marketing team has internal guidelines they use to make decisions about what they market and how, but have not synthesized those elements into a single document that is available to all staff. We also have no formal marketing plan in place and will evaluate the appropriateness of that over the next year.
- Standard 6: We plan to work on this as part of our strategic plan efforts over the next 4-5 years.

Standard 10: Programming

Programming is one of the channels through which libraries fulfill their mission of bringing people together for educational, recreational, and civic or community purposes. Literacy initiatives such as storytimes and book discussions encourage a love of reading and provide an opportunity to highlight library collections. Lifelong learning programs empower patrons with new information and improved skills that support their academic and vocational advancement, as well as their personal growth. Cultural programs promote appreciation of the arts and introduce participants to a variety of world traditions. Arts and crafts and do-it-yourself workshops foster creativity and ingenuity. Recreational programs combat social isolation and encourage interaction with others in the community. Programming can also serve as outreach to the community and promotion of the library's services by offering a wide variety of events that appeal to both regular and new uses. Programs may be in-person, virtual, or hybrid; they may include traditional presenter-led events as well as opportunities for self-directed activities by patrons. Programming must strive to welcome people of all ages, abilities, identities, and backgrounds.

Standard	Core	Intermediate	Advanced
1	The library provides programs for all ages free of charge or on a cost recovery basis.	The library provides virtual or hybrid programs where appropriate.	N/A
Level	☒	☒	N/A
2	The library follows all local, state, and federal accessibility requirements in the presentation of in-person and virtual programs.	The library strives to provide various modes of program participation to accommodate patrons of all abilities (e.g., low lighting, enhanced audio).	The library designs dedicated programs for patrons with specific needs (e.g., autism, dementia, low vision).
Level	☒	☒	☒
3	The library has a board-approved programming policy for all ages that includes a protocol for response to challenges.	N/A	N/A
Level	☒	N/A	N/A
4	The library regularly assesses the needs of its community, either formally or informally, to inform its program planning.	The library partners with local educational, social, cultural, and recreational organizations in order to present programs that address the community's needs.	The library draws on its community partnerships to provide programs in alternate venues in order to reach specific populations who cannot visit the library.
Level	☒	☒	☒
5	The library evaluates programs based on criteria such as attendance, guest feedback, and participant outcomes and adjusts its future programs based on this evaluation.	N/A	N/A
Level	☒	N/A	N/A

6	The library is aware of the diversity of its community and strives to offer programs that are inclusive. While library programs represent diverse viewpoints, library programs do not necessarily constitute an endorsement of the ideas or viewpoints expressed in their programs.	The library provides staff training in best practices for meeting the programming needs of a diverse community.	The library offers dedicated programs that address the specific cultures, life experiences and interests of its community.
Level	☒	☒	☒
Comments/Improvement Plans:			

Standard 11: Safety & Emergency Preparedness

Public libraries strive to be welcoming community centers safe for all who enter. Libraries should have written plans and policies to manage safety and security concerns, emergencies, and disaster recovery. Library staff should be well-versed in all emergency and safety plans, policies and protocols and have training on how to handle difficult situations with patrons. Local, state and federal safety and emergency laws should be reviewed on a regular basis. It is also critical that libraries maintain open lines of communication with the community and first responders.

Standard	Core	Intermediate	Advanced
1	The library has a communication protocol to keep the board, staff and public informed in the event of a disaster or emergency.	N/A	N/A
Level	☒	N/A	N/A
2	Staff have ready access to emergency call information for police, fire, director, board, and other relevant staff.	The library staff have ready access to all library key service providers (plumbing, electric, roofing).	The library has a designated team that works to provide safety and emergency training, protocols and communications to both staff and public.
Level	☒	☒	☐
3	The library provides training for staff on safety and emergency preparedness.	The library includes safety and emergency training in new employee on-boarding procedures.	In addition to safety and emergency training procedures, the library also offers medical training for staff (first aid, CPR, AED, etc.).
Level	☒	☒	☒
4	The library has a board approved Patron Conduct Policy.	The library staff is aware of the Patron Conduct Policy and understands how to implement it.	The library has a dedicated security staff person and/or a security surveillance system.
Level	☒	☒	☒
5	Library entrances, exits, evacuation routes, locations of designated tornado shelters, emergency supplies, fire alarms and fire extinguishers are clearly marked and visible for staff and the public.	Floor plans with designated emergency routes and equipment are displayed and shared with first responders.	The library has thorough documentation for emergency responders that includes location of mechanical, electric, plumbing, ladders, and current building blueprints.
Level	☒	☐	☐
6	The library maintains a stock of emergency supplies, which are stored in a clearly marked, designated location and are easily accessible to staff.	N/A	N/A
Level	☒	N/A	N/A
7	The library has an emergency and disaster preparedness manual that is easily accessible to staff.	The library annually reviews and updates the library emergency and preparedness manual.	The library has a separate emergency and safety procedure manual for the public that is posted in public spaces.

Level	☒	☒	☐
8	<mark>The library has a disaster recovery plan that is kept in an off-site location.</mark>	The library has a technology recovery plan, in the event of a physical disaster or cyberattack.	N/A
Level	☐	☒	N/A
9	The library complies with local, state and federal emergency and safety guidelines, ordinances and laws.	The library seeks to be included in community plans and works with local agencies on contingencies for various crises (flood, snow, pandemic, active shooter) in which the library can play an essential role.	N/A
Level	☒	☒	N/A
10	The library follows all local and state requirements for emergency systems and equipment inspections.	The library has a maintenance protocol for all emergency systems and equipment that is reviewed on a regular basis.	N/A
Level	☒	☒	N/A

Comments/Improvement Plans:
- Standard 2A: We have no formal team that works to provide safety training to the public.
- Standard 5I-A: We have no floor plans with emergency routes for the public nor or equipment/mechanical locations for emergency responders. We will be working to complete this over the next year.
- Standard 7A: We have no separate emergency and safety procedure manual for the public. We will investigate the appropriateness of this for our facilities and/or explore appropriate alternatives.
- Standard 8C: We have no disaster recovery plan that is kept in an off-site location or even a disaster recovery plan. Will work with our Facilities team to create one over the next year and determine the appropriate locations for off-site storage.

Standard 12: Technology

Technology is an integral part of any library. Technology transforms the library into a dynamic hub of information, learning, and community engagement. Libraries offer a wide array of digital services and tools that cater to the diverse needs of their communities. From providing access to e-books, high-speed internet, and online learning platforms to offering maker spaces equipped with 3D printers and coding workshops, technology has expanded the role of libraries far beyond traditional boundaries. By bridging the digital divide, fostering lifelong learning, and supporting innovation, technology ensures that libraries remain relevant and accessible in an increasingly digital world.

Standard	Core	Intermediate	Advanced
1	The library has a dedicated budget for technology equipment & services.	The library has a technology replacement schedule and/or technology plan.	The library conducts a technology needs assessment that examines current & emerging trends & includes community input.
Level	☒	☒	☒
2	The library has a board approved internet and computer use policy.	The library reviews and updates computer use policies on a regular basis.	N/A
Level	☒	☒	N/A
3	The library provides a sufficient number of public use computers.	The library offers laptops or tablets for the public to use in-house.	The library allows laptops or tablets to be checked out by the public.
Level	☒	☒	☐
4	The library has access to a trained individual to maintain all technology.	The library has a trained staff person or contractual service to maintain the technology infrastructure.	The library has a dedicated IT department.
Level	☒	☒	☒
5	The library takes steps to protect the integrity, safety and security of all technology. This may include antivirus software, firewalls, authentication, routine upgrades, patches, and scheduled data backup. The library provides staff training for best practices in computer safety and includes cyber security in its liability insurance. The library conducts annual penetration testing to evaluate security measures to determine if improvements or upgrades are needed.	The library provides staff training for best practices in computer safety and includes cyber security in its liability insurance.	The library conducts annual penetration testing to evaluate security measures to determine if improvements or upgrades are needed.
Level	☒	☒	☒
6	Staff are aware of adaptive features available in library equipment and software and are	The library provides adaptive equipment for individuals of all abilities (e.g., large print	The library provides adaptive equipment for individuals of all abilities for checkout.

	able to facilitate their use by patrons of all abilities (e.g., narration, captioning, magnification, color contrast adjustment).	keyboards, large trackball mice) and guides patrons in their use.	
Level	☐	☐	☐
7	The library provides internet access, wired and wireless, with sufficient capacity to meet the needs of both the staff and the public.	The library annually evaluates and updates its internet connectivity options for service impact and cost effectiveness	The library has multiple internet service providers available for failover back-up purposes and offers mobile hotspot checkout.
Level	☒	☒	☒
8	The library has basic communication tools, such as telephones, photocopiers and printers for both staff and public use.	The library offers facsimile, mobile printing, and scanners.	The library offers video conferencing equipment and space.
Level	☒	☒	☒
9	The library is aware of emerging technology trends such as the maker movement.	The library offers maker tools (e.g., video cameras, 3D printers, digital conversion devices) either for in-house use or check-out.	The library offers a maker space with a dedicated staff who are knowledgeable of the equipment.
Level	☒	☒	☒

Comments/Improvement Plans:
- Standard 3A: We do not circulate laptops for use outside the building. There has been little to no demand for this service and circulating them in-house has been sufficient.
- Standard 6C-I-A: Some staff are aware of and trained on the adaptive features available in our public technology equipment but not all. We are formulating a plan to ensure consistent knowledge and training as well as evaluating assistive devices for our circulating Library of Things collection.

FY25-26 Q2 Strategic Planning Updates for Board (1/20/26)

Deliver Robust & Responsive Services
- Added two half-day workshops to Studio offerings to expand programming.
- Developed baseline category targets for adult programs.
- Started creating baseline costs for youth programs.
- Redistributed collection development responsibilities for youth materials at Northfield.
- Completed review of 2025 Caucus survey feedback and used it to inform fall collection purchases.
- Relaunched 1,000 Books Before Kindergarten program with updated tracker & prizes.
- Pivoted to Ingram for bulk of collection purchases following the dissolution of Baker & Taylor, our primary vendor.
- Added additional shelving to travel section to grow collection.
- Reintroduced Staff Picks displays.
- Implemented Youth offerings in the Studio to attract younger patrons (video game tournaments, passive programs, take and make craft kits).

Create a Comfortable & Welcoming Environment
- Completed WN safety project work (save basement door, currently on order).
- Installed new shelving in Youth department and lobby/marketplace area.
- Added additional tables & chairs to Youth department.
- Added an additional quiet study area on the mezzanine level.
- Held architect kick off meeting with Engberg Anderson (EA) on Northfield project and created draft gray box checklist.
- Shared EA's program requirements with Wight & Company in preparation for the January project kickoff meeting.
- Revised food policy in Youth department to allow patrons to eat snacks in the department.
- Added mid-day cleaning to Youth department following morning story/playtime.
- Added more security cameras to Winnetka and readjusted/upgraded existing cameras.

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.
- Added dedicated display units at Winnetka for curated collections.
- Conducted two class visits/tours for local teachers and students to share info about library services and offerings (Greeley Elementary & WN Public Nursery School).
- Created plan for updated wayfinding signage at Winnetka.
- Started creating plan for new cardholder welcome kits.
- Started creating plan for targeted youth eNewsletter.
- Started creating specialized marketing packet for Studio that highlights use for small business owners.

Enrich Community Life
- Met with Haven Youth & Family Services to explore passive programming opportunities for Haven's after school Youth Organization.
- Held communication kick off meeting with Village of Northfield on NF building project.
- Launched Northfield project webpage on website and included blurb about project in eNewsletter.
- Organized and promoted township-wide holiday food drive for NT Food Pantry resulting in more than 550 items collected.
- Executive Director, Business Manager, Community Engagement Coordinator, Board President, and Board Vice President attended League of Women Voter's Holiday Tea.
- Executive Director met with fellow WN taxing body Executive Directors and Board President met with fellow WN taxing body Board Presidents to strengthen relationships.
- Partnered with Northfield Park District to make their outdoor games available for circulation through our Library of Things collection.

Deliver Best-in-Class Service
- Hired, onboarded, and began training new Business Manager.
- Began documenting Business Manager work procedures to eliminate a single point of failure for the business office.
- Staff Training & Development
  - Business Manager attended two workshops (Records Retention and Dealing with Workplace Conflict).
  - Graphic Designer and Marketing/PR Manager attended Marketing in Libraries Conference.
  - Executive Director, Branch Services Manager, IT Manager, four branch librarians, and two Trustees attended some or all of the 2025 ILA Conference. Branch Services Manager and two branch librarians also attended the RAILS data preconference.
  - Executive Director, four Trustees, and Friends of the Library President attended ILA's Legislative Meetup breakfast.
  - Executive Director & Board President attended Glencoe Public Library's expansion project meeting with members of their community.
  - Winnetka Youth Librarians enrolled in an 8-month series on unlocking the power of play to enhance youth program offerings.
  - Held Narcan training for desk staff.
- Implemented Bill.com platform to improve accounts receivable efficiency and streamline payment processes.

Winnetka-Northfield
PUBLIC LIBRARY DISTRICT
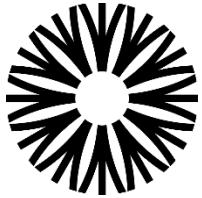
Home Delivery Service Policy

The Winnetka-Northfield Public Library District ("The District") offers home delivery service to cardholders in good standing who are unable to get to District facilities due to a short or long-term illness, caregiver responsibilities, or a lack of transportation.

Home delivery is provided at no additional cost to qualifying patrons. Delivery can be scheduled up to four times per month, based on staff availability, and the District's Circulation and Patron Conduct policies apply to homebound patrons when staff are present.

District staff are permitted to enter patron homes to drop off and pick up library materials provided the following conditions are met:
1) Pets are confined (except for trained service animals)
2) Conditions in the home are safe and sanitary
3) Patrons adhere to the District's Patron Conduct Policy

District staff may decline to enter patron homes if the above conditions aren't met or if any other conditions exist that make staff question their personal safety.

The District's Executive Director ("The Director") reserves the right to suspend and/or terminate home delivery privileges for up to a year for patrons failing to follow District policies. In the event of a suspension or termination of privileges, the Director will notify the patron, who may appeal the decision, in writing, to the District's Board of Trustees ("The Board"). A hearing will be held at the next regularly scheduled Board meeting and the decision of the Board is final.
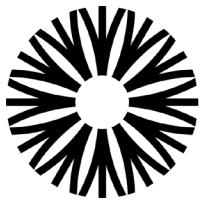
Public Comments Policy

The Public Comment Policy provides guidelines for members of the public to present their views during the Public Comment section of Board meetings while also permitting the Winnetka-Northfield Public Library District Board of Trustees ("The Board") to conduct meetings in an efficient and effective manner.

GUIDELINES

1) Public comments are permitted during the Public Comment portion of the meeting only.

2) Speakers may share their comments in person or virtually.

3) Speakers should sign in prior to the start of the meeting. Groups that wish to speak are asked to designate a single spokesperson and have them sign in prior to the start of the meeting.

4) Speakers may speak one time per meeting for up to three (3) minutes and may not assign their time to anyone else.

5) Speakers are governed by all other District policies during their comments including the Patron Conduct Policy. Repetitive comments and/or personal attacks on any Trustee or staff member are not permitted and may result in the speaker's time being terminated by the Board President or presiding officer.

6) The Public Comment section of the meeting will be limited to 15 minutes. This time frame can be extended to a maximum of 30 minutes by a majority vote of the Board.

7) The Board President or presiding officer will determine the order in which the speakers are recognized with preference being given to speakers who are attending in person.

8) Though Trustees will generally not respond to comments, the Board President or presiding officer may choose to ask clarifying questions or respond to comments when needed to ensure the accuracy of the public record. This act does not extend the speaker's comment period nor invite further discussion on the topic.

9) Requests to read written comments or incorporate them into the meeting minutes will not be honored as meeting minutes serve only as a summary of the Board's discussion topics and actions.

10) Members of the public may contact the Board of Trustees at any time via mail (768 Oak Street, Winnetka, IL 60093) or email (trustees@wnpld.org).
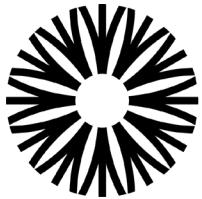
This organization, called the Winnetka-Northfield Public Library District Board of Trustees ("the Board") of Cook County, Illinois, exists by virtue of the provisions of the laws of the State of Illinois. The Board exercises the powers and authorities delegated by the *Illinois Public Library District Act of 1991* (75 ILCS 16/) to establish these bylaws that govern the Board's structure, responsibilities, and methods.

1.0 TRUSTEES

1.1 The Board will consist of seven (7) Trustees, all of whom must reside in the Library District ("The District").

1.2 At least two (2) of the Trustees shall reside in the Village of Northfield and at least three (3) shall reside in the Village of Winnetka.

1.3 Under Illinois law, Trustees will be elected for terms of four (4) years.

1.4 In the event a Trustee is unable to complete their term, the Trustee will submit a formal resignation to the Board, which will declare a vacancy and appoint a replacement within 90 days. The Board will consult the list of alternative candidates provided by the Winnetka Caucus, as appropriate. If the Board is unable to fill a vacancy within 90 days of resignation, the Board Secretary or President shall notify the Illinois State Library so it can work with the Board to fill the vacancy.

1.5 The Board shall recruit, employ, and retain the Executive Director, who is the sole employee of the Board. The Board shall evaluate the performance of the Executive Director on at least an annual basis and set the Executive Director's compensation.

2.0 OFFICERS

2.1 The Board shall establish and fill the following officer roles from among its members: President, Vice-President, Secretary, and Treasurer.

2.2 Officer terms shall run for two (2) years and be limited to four (4) consecutive terms in the same role. In the event an officer resigns or becomes unable to perform the duties of the office, the Board will elect another Trustee to fill the role for the remainder of the elected term. That Trustee will then be eligible to be re-elected for two (2) consecutive terms for the same office.

2.3 Elections shall take place immediately following the Oath of Office at the May meeting in every consolidated election year. Trustees may nominate themselves or each other for officer roles and a majority vote will carry.
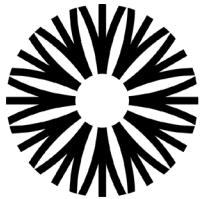
2.4   The President shall preside over all meetings of the Board and work with the Executive Director to set the Board meeting agendas. The President shall act as an approver for all financial transactions and a signer for all official District documents, as needed. The President shall act as the primary media contact for the Board but can delegate that responsibility to other Trustees. When required, the President shall appoint Trustees to Committees in consultation with the Board. The President shall abstain from voting during Board meetings unless there is a tie (in which case, they act as the tie breaker), or unless only a quorum of four (4) Trustees (including the President) is in attendance.

2.5   The Vice-President shall serve as President in the President's absence.

2.6   The Secretary shall oversee official Board records including open and closed session meeting minutes/recordings and act as the Board's parliamentarian, guiding the Board in the use of Robert's Rules. The Secretary takes minutes for both open and closed meetings including the names of those in attendance, the ordinances enacted, resolutions, rules and regulations adopted, and all other pertinent actions taken by the Board. The Secretary also acts as a signer for all official District documents and is the secondary media contact for the Board. The Secretary assigns Trustees to review the closed session meeting minutes/recordings twice per year and destroys the closed session recordings, when approved to do so by the Board.

2.7   The Treasurer shall oversee official finance records for the District including all receipts, disbursements, and investments. The Treasurer shall act as an approver for all financial transactions, as needed, and provide input for the annual audit, performed by an Illinois-certified public accountant retained by the District. The Treasurer shall approve investments on behalf of the Board and report on the District's investments annually at the July Board meeting. The Treasurer shall be covered by a Government Crime insurance policy provided by the District as they faithfully discharge their duties of office.

2.8   In addition, two (2) Trustees will be appointed liaisons [one (1) each] to the Village of Winnetka and the Village of Northfield.

3.0   COMMITTEES

3.1   Committees may be created by the Board to address specific issues by an affirmative vote of a majority of the quorum. Each Committee shall be disbanded upon completion of its assigned task(s) or by vote of a majority of the quorum.

3.2   Any recommendation by a Committee must be presented to the Board for action.

3.3   Any proposed expenses incurred by a Committee must be approved in advance by the Board.

3.4   The Board may appoint non-Board members to Committees by an affirmative vote of a majority of a quorum.

3.5   The Board may add, delete, or change the duties of a Committee by an affirmative vote of a majority of the quorum.

3.6   Committee meetings are subject to compliance with the Illinois Open Meetings Act (OMA).

4.0   MEETINGS

4.1   The regular monthly meetings of the Board shall be held at either the Winnetka or Northfield Library according to an annual meeting ordinance approved by the Board ~~at its May meeting~~ each year. The Board may hold study sessions to discuss specific topics throughout the year, as needed and/or desired. All meetings will be listed on the District's website. The Board may, by majority vote, change the date, time, or place of any Board meeting, as needed and/or desired.

4.2   In the event a Special or Emergency meeting is deemed appropriate and/or necessary, the Board will follow OMA guidelines as outlined by the state statute 5 ILCS 120/.

4.3   A quorum for the transaction of business shall consist of four (4) Trustees.

4.4   If a quorum is physically present, a majority of the quorum may allow another Trustee to attend the meeting using an audio or video link (other means) if that member is prevented from physically attending because of (i) personal illness or disability, (ii) employment purposes or the business of the Library Board, or (iii) a family or another emergency. If a Trustee wishes to attend a meeting by other means, the member must notify the Executive Director and Presiding officer no less than two (2) hours before the meeting is scheduled to begin.

4.5   A Trustee who misses more than three regular monthly meetings in a calendar year may be asked by the Board, at its discretion, to resign.

4.6   All meetings must comply with OMA. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Board in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the Board may adopt.

4.7   No Trustee shall engage in any business or transaction or have a financial or personal interest, whether directly or indirectly, that is incompatible with the proper discharge of his or her official duties in the public interest, or that may tend to impair his or her
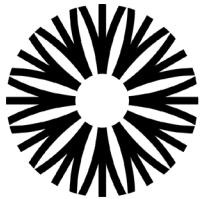
independence of judgment or action in the performance of such official duties. Any Trustee who has any interest of a financial or personal nature in a matter before the

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

5.0 ORDER OF BUSINESS

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

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

6.0 DISBURSEMENTS

6.1 Disbursements of funds equal to or less than $15,000.000 shall be authorized by any one (1) of the following: Executive Director, Treasurer, President. Disbursement of funds exceeding $15,000.00 shall be authorized by any two (2) of the persons designated above.

6.2 District-related Trustee expenses in excess of $150 require advance approval by the Executive Director.

6.3 Trustee expense reimbursement requests must be submitted within 60 days of incurring the expense(s) to be eligible for reimbursement.
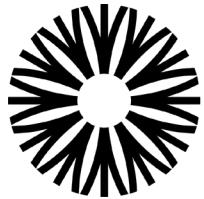
7.0 RULES AND REGULATIONS

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

7.2 Substantive questions or communication between Trustees and staff shall be funneled through the Executive Director.

7.3 All communications between Trustees shall be conducted in accordance with OMA guidelines and are subject to provisions of the Freedom of Information Act (FOIA).

8.0 AMENDMENTS

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