

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

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

AGENDA

Monday, May 19, 2025

- I. Call to Order**
- II. Roll Call**
- III. Organizational Meeting of the Board**
 - Oaths of Office for Elected Trustees*
 - Ordinance to Declare a Vacancy & Appoint a New Trustee*
 - Oath of Office for Appointed Trustee*
 - Election of Board Officers
 - Appointment of Village Liaisons
- IV. Roll Call**
- V. Public Comments**
- VI. Meeting Minutes**
 - Approve April 21, 2025 Regular Meeting Minutes*
- VII. Financial Report**
 - Review April 2025 Financial Statements*
- VIII. Library Reports**
 - Director's Report*
 - President's Comments
 - Village of Winnetka Liaison
 - Village of Northfield Liaison
- IX. Unfinished Business**
 - Update on Winnetka & Northfield Building Projects
 - Discussion & Approval of FY25-30 Strategic Plan*

*Attachments

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

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

X. New Business

- Discussion & Approval of FY25-26 District Closure Dates*

XI. Communications

- The Library will be closed on Sunday, May 25th, and Monday, May 26th in observance of Memorial Day
- A study session on the FY25-26 Working Budget will be held on Monday, June 2nd at Northfield Library at 7pm
- The next regular meeting will be held on Wednesday, June 18th at 7 pm at Northfield Library

XII. Public Comments

XIII. Adjournment

AN ORDINANCE TO DECLARE A VACANCY & APPOINT A NEW LIBRARY TRUSTEE

AND

AND

AND

ABSENT:

By: _____, Secretary
Board of Library Trustees

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

April 21, 2025

I. Call to Order

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

II. Roll Call

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

Present was library employee Mark Swenson.

Present were Winnetka/Northfield residents Jenny Fisher, Lindsay Jenkins, Lara Scarborough, and Malcolm Sturgis.

III. Public Comments

No public comments.

IV. Approval of Minutes

Approve minutes of the March 17, 2025 regular meeting.

President Mitchell announced approval of the March 17, 2025 Regular Meeting Minutes.

V. Financial Report

Trustee Munoz presented the March 2025 Financial Statement. It was noted that Federal funding cuts may impact interlibrary material loans under RAILS in the following year.

VI. Library Reports

Library Director's Report

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

Board President's Report

President Mitchell had nothing to report.

VII. Liaison Reports

Winnetka Village – Trustee Tegel spoke of potential parking issues when the One Winnetka project kicks, as parking will be reduced on Elm and Lincoln Streets.

Northfield Village – Trustee Kinnich reported the Village of Northfield will be reviewing zoning, which could alter areas open to residences.

VIII. Unfinished Business

- *Update on Library Building Projects*

Exec. Director Dombrowski outlined the progress of re-roofing the Northfield building, and its impact, which caused the library branch to be closed three days. While there are further steps the roofers will take in the weeks ahead (e.g., metal edging and coating), it is not expected to require closing the library. The Northfield architect selection process is temporarily on hold as new trustees take their roles in the village in May. The Safety construction for the Winnetka building is scheduled to commence on May 27.

- *Approval of FY25-26 Board Meeting Dates*

The ordinance included in the April board packet, reflecting the changes requested in the March board meeting, was approved on motion of Trustee Munoz and by voice vote.

IX. New Business

- *Discussion of the Budget Study Session Meeting*

Exec. Director Dombrowski proposed that the trustees meet on the FY25-26 budget draft on June 2 at the Northfield library. The trustees agreed.

- *Discussion on the draft FY26-30 Strategic Plan*

Exec. Director Dombrowski presented the draft Strategic Plan, developed in conjunction with Trustee Shankar and library staff, based on survey results and library stats. Discussion ensued over the proposed new vision statement as well as over the data supporting the respective priorities. The trustees directed the Exec. Director to prepare a preamble to the plan addressing the input/data sources used in developing the plan.

X. Communications

The next regular meeting of the board will be held on Monday, May 19, at 7 p.m. at the Winnetka Library.

XI. Public Comments

No public comments.

XII. Move to Closed Session

A Motion to move was made by Trustee Munoz to move into closed session pursuant to 5 ILCS 120/2(c)(3) To consider the selection of a person to fill a public office when the public body is given power to appoint under law or ordinance.

The Motion passed on voice vote and President Mitchell moved the meeting at 8:25 p.m.

XIII. Return to Open Session

Returning to Open Session at 9:42 p.m.

XIV. Adjournment

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

The Motion passed on voice vote and President Mitchell adjourned the meeting at 9:43 p.m

Respectfully submitted,

Thomas Sundell
Board Secretary

_____ Melissa Mitchell, President

_____ Thomas Sundell, Secretary

Winnetka-Northfield Public Library District

All Funds Summary

For the 10 Months Ended April 30, 2025

Prorated Budget Percentage Spent: 83.33%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Current Year-to-Date</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
Revenues					
Library Fund	5,047,935.00	4,206,612.50	5,085,746.05	100.75 %	879,133.55
Building Fund	399,690.00	333,075.00	405,733.68	101.51 %	72,658.68
Total Revenues	<u>5,447,625.00</u>	<u>4,539,687.50</u>	<u>5,491,479.73</u>	<u>100.81 %</u>	<u>951,792.23</u>
Expenses					
Library Fund	4,910,230.00	4,091,858.33	3,430,313.96	69.86 %	(661,544.37)
Building Fund	399,000.00	332,500.00	227,038.82	56.90 %	(105,461.18)
Special Reserve Fund	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00 %</u>	<u>0.00</u>
Total Expenses	<u>5,309,230.00</u>	<u>4,424,358.33</u>	<u>3,658,270.50</u>	<u>68.90 %</u>	<u>(766,087.83)</u>
Total Revenues	5,447,625.00	4,539,687.50	5,491,479.73	100.81 %	951,792.23
Total Expenses	<u>5,309,230.00</u>	<u>4,424,358.33</u>	<u>3,658,270.50</u>	<u>68.90 %</u>	<u>766,087.83</u>
Excess Revenues less Expenses	<u>138,395.00</u>	<u>115,329.17</u>	<u>1,833,209.23</u>	<u>1,324.62 %</u>	<u>1,717,880.06</u>

Winnetka-Northfield Public Library District

Library Fund Summary

For the 10 Months Ended April 30, 2025

Prorated Budget Percentage Spent: 83.33%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year-to-Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
Operating Revenue					
Property Tax	4,551,670.00	3,793,058.33	4,636,743.65	101.87 %	843,685.32
Replacement Tax	45,000.00	37,500.00	39,428.18	87.62	1,928.18
Collections	166,315.00	138,595.83	134,991.63	81.17	(3,604.20)
Materials	8,000.00	6,666.67	7,349.81	91.87	683.14
Other Income	276,950.00	230,791.67	267,232.78	96.49	36,441.11
Total Operating Revenue	<u>5,047,935.00</u>	<u>4,206,612.50</u>	<u>5,085,746.05</u>	<u>100.75 %</u>	<u>879,133.55</u>
Operating Expenses					
Personnel	2,837,750.00	2,364,791.67	2,189,644.13	77.16 %	(175,147.54)
Administration	193,930.00	161,608.33	141,059.38	72.74	(20,548.95)
Utilities	98,000.00	81,666.67	84,323.96	86.04	2,657.29
IT Services	273,000.00	227,500.00	206,235.11	75.54	(21,264.89)
Public Relations	61,000.00	50,833.33	36,850.76	60.41	(13,982.57)
Library Materials - Adult	633,700.00	528,083.33	522,154.74	82.40	(5,928.59)
Library Materials - Youth	83,750.00	69,791.67	57,346.86	68.47	(12,444.81)
Programs	109,100.00	90,916.67	80,222.77	73.53	(10,693.90)
Capital	620,000.00	516,666.67	112,476.25	18.14	(404,190.42)
Total Operating Expenses	<u>4,910,230.00</u>	<u>4,091,858.33</u>	<u>3,430,313.96</u>	<u>69.86 %</u>	<u>(661,544.37)</u>
Total Revenues	5,047,935.00	4,206,612.50	5,085,746.05	100.75 %	879,133.55
Total Expenses	<u>4,910,230.00</u>	<u>4,091,858.33</u>	<u>3,430,313.96</u>	<u>6,986.00</u>	<u>(661,544.37)</u>
Excess Revenues less Expenses	<u>137,705.00</u>	<u>114,754.17</u>	<u>1,655,432.09</u>	<u>1,202.16 %</u>	<u>1,540,677.92</u>

Winnetka-Northfield Public Library District

Statement of Revenues and Expenditures - Modified Cash Basis

For the 10 Months Ended April 30, 2025

Prorated Budget Percentage Spent: 83.33%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year to Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
<u>LIBRARY FUND</u>					
Revenues					
Taxes					
Property Taxes Collections	4,551,670.00	3,793,058.33	4,636,743.65	101.87 %	843,685.32
Replacement Tax	45,000.00	37,500.00	39,428.18	87.62	1,928.18
Total Taxes	<u>4,596,670.00</u>	<u>3,830,558.33</u>	<u>4,676,171.83</u>	<u>101.73 %</u>	<u>845,613.50</u>
Collections					
Per Capita Grant	27,465.00	22,887.50	27,465.08	100.00 %	4,577.58
Kenilworth Services	134,850.00	112,375.00	103,543.26	76.78	(8,831.74)
Studio Fees	1,250.00	1,041.67	897.43	71.79	(144.24)
Lost/Damaged Mat.	2,750.00	2,291.67	2,545.86	92.58	254.19
Library Programs	0.00	0.00	540.00	0.00	540.00
Total Collections	<u>166,315.00</u>	<u>138,595.83</u>	<u>134,991.63</u>	<u>81.17 %</u>	<u>(3,604.20)</u>
Materials					
Copy/Printing	6,500.00	5,416.67	6,874.55	105.76 %	1,457.88
Book Sales	1,500.00	1,250.00	475.26	31.68	(774.74)
Total Materials	<u>8,000.00</u>	<u>6,666.67</u>	<u>7,349.81</u>	<u>91.87 %</u>	<u>683.14</u>
Other Income					
Rails Support Grant	0.00	0.00	3,987.30	0.00 %	3,987.30
Checking Interest Income	6,000.00	5,000.00	14,979.42	249.66	9,979.42
Byline Bank IMA Interest	250,000.00	208,333.33	216,356.58	86.54	8,023.25
Money Market-Interest	2,000.00	1,666.67	1,859.92	93.00	193.25
Misc. Revenue	450.00	375.00	49.56	11.01	(325.44)
Gift Fund (over \$100)	1,000.00	833.33	0.00	0.00	(833.33)
Friends Donations	17,500.00	14,583.33	30,000.00	171.43	15,416.67
Total Other Income	<u>276,950.00</u>	<u>230,791.67</u>	<u>267,232.78</u>	<u>96.49 %</u>	<u>36,441.11</u>
Total Revenue	<u>5,047,935.00</u>	<u>4,206,612.50</u>	<u>5,085,746.05</u>	<u>100.75 %</u>	<u>879,133.55</u>

Winnetka-Northfield Public Library District

Statement of Revenues and Expenditures - Modified Cash Basis

For the 10 Months Ended April 30, 2025

Prorated Budget Percentage Spent: 83.33%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year to Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
<u>LIBRARY FUND</u>					
Expenses					
Personnel					
IMRF Expenses	75,000.00	62,500.00	57,720.25	76.96 %	(4,779.75)
FICA	175,000.00	145,833.33	135,288.18	77.31	(10,545.15)
Salaries	2,275,000.00	1,895,833.33	1,778,101.58	78.16	(117,731.75)
Health Insurance	275,000.00	229,166.67	192,659.10	70.06	(36,507.57)
Employee Asst. Program	500.00	416.67	250.00	50.00	(166.67)
Professional Development	30,000.00	25,000.00	22,402.46	74.67	(2,597.54)
Flexible Spending Account	1,250.00	1,041.67	700.00	56.00	(341.67)
Staff Recognition/Events/Meetings	<u>6,000.00</u>	<u>5,000.00</u>	<u>2,522.56</u>	<u>42.04</u>	<u>(2,477.44)</u>
Total Personnel	<u>2,837,750.00</u>	<u>2,364,791.67</u>	<u>2,189,644.13</u>	<u>77.16 %</u>	<u>(175,147.54)</u>
Administration					
Audit Fees	13,430.00	11,191.67	13,430.00	100.00 %	2,238.33
Library Supplies	46,000.00	38,333.33	26,661.30	57.96	(11,672.03)
Office Supplies	5,800.00	4,833.33	4,502.70	77.63	(330.63)
Breakroom Supplies	3,400.00	2,833.33	3,608.17	106.12	774.84
Postage	3,500.00	2,916.67	3,420.06	97.72	503.39
Hospitality	500.00	416.67	115.96	23.19	(300.71)
Accounting and Bookkeeping	24,000.00	20,000.00	20,138.32	83.91	138.32
Delivery Service	5,500.00	4,583.33	4,842.81	88.05	259.48
Payroll Services	9,000.00	7,500.00	5,517.90	61.31	(1,982.10)
Liability Insurance Costs	30,500.00	25,416.67	30,675.00	100.57	5,258.33
Board Expenses	5,000.00	4,166.67	486.41	9.73	(3,680.26)
Memberships	7,000.00	5,833.33	6,872.24	98.17	1,038.91
Legal	18,000.00	15,000.00	6,086.42	33.81	(8,913.58)
Consultants	5,000.00	4,166.67	2,520.00	50.40	(1,646.67)
Investment Fees	16,800.00	14,000.00	11,834.63	70.44	(2,165.37)
Miscellaneous	<u>500.00</u>	<u>416.67</u>	<u>347.46</u>	<u>69.49</u>	<u>(69.21)</u>
Total Administration	<u>193,930.00</u>	<u>161,608.33</u>	<u>141,059.38</u>	<u>72.74 %</u>	<u>(20,548.95)</u>
Utilities					
Electricity	40,000.00	33,333.33	33,076.65	82.69 %	(256.68)
Water	5,000.00	4,166.67	5,212.71	104.25	1,046.04
Storm Sewer	1,500.00	1,250.00	1,368.66	91.24	118.66
Natural Gas	10,000.00	8,333.33	9,877.66	98.78	1,544.33
Telephone	17,500.00	14,583.33	16,449.91	94.00	1,866.58
Internet Services	<u>24,000.00</u>	<u>20,000.00</u>	<u>18,338.37</u>	<u>76.41</u>	<u>(1,661.63)</u>
Total Utilities	<u>98,000.00</u>	<u>81,666.67</u>	<u>84,323.96</u>	<u>86.04 %</u>	<u>2,657.29</u>
Information Technology					
CCS Operating	79,000.00	65,833.33	36,733.24	46.50 %	(29,100.09)
Software	35,000.00	29,166.67	23,341.00	66.69	(5,825.67)
LAN Management	40,000.00	33,333.33	44,887.23	112.22	11,553.90
Hardware	4,000.00	3,333.33	3,500.58	87.51	167.25
Subscriptions	0.00	0.00	20.00	0.00	20.00
Website/Platform Fees	60,000.00	50,000.00	41,751.05	69.59	(8,248.95)
Photocopier Leases	25,000.00	20,833.33	24,718.86	98.88	3,885.53
Computer Equipment	<u>30,000.00</u>	<u>25,000.00</u>	<u>31,283.15</u>	<u>104.28</u>	<u>6,283.15</u>
Total Information Technology	<u>273,000.00</u>	<u>227,500.00</u>	<u>206,235.11</u>	<u>75.54 %</u>	<u>(21,264.89)</u>

Winnetka-Northfield Public Library District

Statement of Revenues and Expenditures - Modified Cash Basis

For the 10 Months Ended April 30, 2025

Prorated Budget Percentage Spent: 83.33%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year to Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
<u>LIBRARY FUND</u>					
Public Relations					
Promotional	11,000.00	9,166.67	3,520.93	32.01 %	(5,645.74)
Newsletter/Mailers	35,000.00	29,166.67	23,150.19	66.14	(6,016.48)
PR Supplies	4,000.00	3,333.33	3,168.93	79.22	(164.40)
Marketing/Advertising	<u>11,000.00</u>	<u>9,166.67</u>	<u>7,010.71</u>	<u>63.73</u>	<u>(2,155.96)</u>
Total Public Relations	<u>61,000.00</u>	<u>50,833.33</u>	<u>36,850.76</u>	<u>60.41 %</u>	<u>(13,982.57)</u>
Library Materials - Adult					
Books-Fiction-Adult	85,000.00	70,833.33	67,523.43	79.44 %	(3,309.90)
Books-Non-Fiction-Adult	75,000.00	62,500.00	55,651.11	74.20	(6,848.89)
Periodicals	20,200.00	16,833.33	19,465.33	96.36	2,632.00
DVDs-Adult	25,000.00	20,833.33	20,003.55	80.01	(829.78)
Audio Books-Adult	6,500.00	5,416.67	4,545.49	69.93	(871.18)
Books-Digital	355,000.00	295,833.33	288,564.11	81.29	(7,269.22)
Online Database	65,000.00	54,166.67	66,117.64	101.72	11,950.97
Video Games-Adults	<u>2,000.00</u>	<u>1,666.67</u>	<u>284.08</u>	<u>14.20</u>	<u>(1,382.59)</u>
Total Library Materials - Adult	<u>633,700.00</u>	<u>528,083.33</u>	<u>522,154.74</u>	<u>82.40 %</u>	<u>(5,928.59)</u>
Library Materials - Youth					
Kits	3,500.00	2,916.67	2,306.86	65.91 %	(609.81)
Books-Fiction-Juv	42,000.00	35,000.00	26,271.39	62.55	(8,728.61)
Books-Non-Fiction-Juv	14,000.00	11,666.67	12,081.46	86.30	414.79
DVDs-Juv	1,250.00	1,041.67	843.31	67.46	(198.36)
Audio Books/Talking Books Juv	17,500.00	14,583.33	10,481.32	59.89	(4,102.01)
Video Games-Juv	<u>5,500.00</u>	<u>4,583.33</u>	<u>5,362.52</u>	<u>97.50</u>	<u>779.19</u>
Total Library Materials - Youth	<u>83,750.00</u>	<u>69,791.67</u>	<u>57,346.86</u>	<u>68.47 %</u>	<u>(12,444.81)</u>
Programs					
Reading Programs	11,000.00	9,166.67	6,655.51	60.50 %	(2,511.16)
Programming - Studio	17,600.00	14,666.67	9,075.64	51.57	(5,591.03)
Programming - Youth	42,000.00	35,000.00	32,434.94	77.23	(2,565.06)
Programming - Adult	35,500.00	29,583.33	31,846.78	89.71	2,263.45
Studio Maintenance/Repair	<u>3,000.00</u>	<u>2,500.00</u>	<u>209.90</u>	<u>7.00</u>	<u>(2,290.10)</u>
Total Programs	<u>109,100.00</u>	<u>90,916.67</u>	<u>80,222.77</u>	<u>73.53 %</u>	<u>(10,693.90)</u>
Capital					
Capital Outlay	400,000.00	333,333.33	55,853.01	13.96 %	(277,480.32)
Building	155,000.00	129,166.67	2,245.92	1.45	(126,920.75)
Equipment/Furniture	<u>65,000.00</u>	<u>54,166.67</u>	<u>54,377.32</u>	<u>83.66</u>	<u>210.65</u>
Total Capital	<u>620,000.00</u>	<u>516,666.67</u>	<u>112,476.25</u>	<u>18.14 %</u>	<u>(404,190.42)</u>
Total Expenses	<u>4,910,230.00</u>	<u>4,091,858.33</u>	<u>3,430,313.96</u>	<u>69.86 %</u>	<u>(661,544.37)</u>
Excess Revenues less Expenses	<u>137,705.00</u>	<u>114,754.17</u>	<u>1,655,432.09</u>	<u>1,202.16 %</u>	<u>1,540,677.92</u>

Winnetka-Northfield Public Library District

Statement of Revenues and Expenditures - Modified Cash Basis

For the 10 Months Ended April 30, 2025

Prorated Budget Percentage Spent: 83.33%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year to Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
BUILDING FUND					
Revenues					
Property Taxes Collections-Building	<u>399,690.00</u>	<u>333,075.00</u>	<u>405,733.68</u>	<u>101.51 %</u>	<u>72,658.68</u>
Total Revenue	<u>399,690.00</u>	<u>333,075.00</u>	<u>405,733.68</u>	<u>101.51 %</u>	<u>72,658.68</u>
Expenses					
Northfield Lease	72,500.00	60,416.67	60,284.80	83.15 %	(131.87)
Janitorial Supplies	11,000.00	9,166.67	8,074.51	73.40	(1,092.16)
Snow Removal	9,000.00	7,500.00	12,125.00	134.72	4,625.00
Building Appraisal	500.00	416.67	0.00	0.00	(416.67)
Building Maintenance Service	113,000.00	94,166.67	73,233.00	64.81	(20,933.67)
Elevators	10,000.00	8,333.33	7,863.00	78.63	(470.33)
Landscaping	20,000.00	16,666.67	11,902.19	59.51	(4,764.48)
HVAC	11,200.00	9,333.33	19,630.50	175.27	10,297.17
Flooring & Painting	125,000.00	104,166.67	16,612.85	13.29	(87,553.82)
Automatic Doors	7,500.00	6,250.00	815.98	10.88	(5,434.02)
Roof	700.00	583.33	366.00	52.29	(217.33)
Alarms & Security	6,000.00	5,000.00	3,785.36	63.09	(1,214.64)
Equipment	2,100.00	1,750.00	1,066.15	50.77	(683.85)
Plumbing	1,500.00	1,250.00	2,052.00	136.80	802.00
Electrical	7,000.00	5,833.33	8,178.48	116.84	2,345.15
Misc Services	<u>2,000.00</u>	<u>1,666.67</u>	<u>1,049.00</u>	<u>52.45</u>	<u>(617.67)</u>
Total Expenses	<u>399,000.00</u>	<u>332,500.00</u>	<u>227,038.82</u>	<u>56.90 %</u>	<u>(105,461.18)</u>
Excess Revenues less Expenses	<u>\$ 690.00</u>	<u>\$ 575.00</u>	<u>\$ 178,694.86</u>	<u>25,897.81 %</u>	<u>178,119.86</u>
UNEMPLOYMENT FUND					
Revenues					
Total Revenue	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00 %</u>	<u>0.00</u>
Expenses					
Excess Revenues less Expenses	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>0.00 %</u>	<u>0.00</u>

Winnetka-Northfield Public Library District
Statement of Revenues and Expenditures - Modified Cash Basis
For the 10 Months Ended April 30, 2025

Prorated Budget Percentage Spent: 83.33%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year to Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
SPECIAL RESERVE FUND					
Revenues					
Transfer In	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00 %</u>	<u>0.00</u>
Expenses					
Excess Revenues less Expenses	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>0.00 %</u>	<u>0.00</u>

Winnetka-Northfield Public Library District

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All Bank Accounts

April 1, 2025 - April 30, 2025

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Chicago Hearing Society				4954	04/03/25	<u>180.00</u>
10-0-5743	Consultants	Inv C205381; 03.16.25	180.00			
Colley Elevator Co.				4955	04/03/25	<u>440.00</u>
70-0-5749	Elevators	Inv 278063; 04.01.25	440.00			
Delta Building Technologies				4956	04/03/25	<u>5,688.00</u>
10-0-5884	Equipment/Furniture	Inv MC002827; 03.01.25	5,688.00			
Gary Wenstrup				4957	04/03/25	<u>260.00</u>
10-0-5908	Programming - Adult	Event Presentation; 04.15.25	260.00			
IMAGETEC LP				4958	04/03/25	<u>7,557.35</u>
10-0-5885	Computer Equipment	Inv 762281; 03.19.25	980.00			
10-0-5766	Photocopier Leases	Inv 762539; 03.21.25	6,577.35			
Midwest Environmental Consulting Service				4959	04/03/25	<u>2,652.00</u>
10-0-5882	Building	Inv 25-00032; 01.15.25	2,652.00			
National Museum of Mexican Art				4960	04/03/25	<u>220.00</u>
10-0-5908	Programming - Adult	Event Presentation; 04.22.25	220.00			
Outsource IT Solutions Group				4961	04/03/25	<u>5,500.00</u>
10-0-5885	Computer Equipment	Inv 83192; 03.21.25	5,500.00			
Printing Concepts				4962	04/03/25	<u>675.00</u>
10-0-5120	Library Supplies	Inv 166819; 03.31.25	675.00			
Quench USA, Inc.				4963	04/03/25	<u>458.69</u>
10-0-5122	Breakroom Supplies	Inv08741421; 04.01.25	458.69			
Technology Management Rev Fund				4964	04/03/25	<u>1,000.00</u>
10-0-5176	Internet Services	Inv T2517207; 03.17.25	1,000.00			
Terrance Lynch				4965	04/03/25	<u>300.00</u>
10-0-5908	Programming - Adult	Event Presentation; 04.19.25	300.00			
The Book Stall				4966	04/03/25	<u>444.24</u>
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Inv 565860; 03.19.25	96.79			
10-2-5341	Books-Non-Fiction-Adult-Northfield	Inv 565860; 03.19.25	99.18			
10-2-5341	Books-Non-Fiction-Adult-Northfield	Inv 567117; 03.31.25	248.27			
Troy Taylor				4967	04/03/25	<u>100.00</u>
10-0-5908	Programming - Adult	Event Presentation	100.00			
World Archives Midco, LLC				4968	04/03/25	<u>3,820.00</u>
10-1-5346	Online Database - Winnetka	Inv 274472; 03.10.25	3,820.00			
Amber Mechanical Contractors Inc.				4969	04/17/25	<u>2,058.00</u>
70-0-5752	HVAC	Inv C018000; 04.01.25	2,058.00			
B.H. Suhr & Company, Inc.				4970	04/17/25	<u>150.00</u>
10-0-5884	Equipment/Furniture	Inv 2503; 04.09.25	150.00			
Barbara Rinella				4971	04/17/25	<u>350.00</u>
10-0-5908	Programming - Adult	Event Presentation; 05.03.25	350.00			
Engberg Anderson, Inc.				4972	04/17/25	<u>3,104.00</u>
10-0-5800	Capital Outlay	Inv 24373700-8; 03.31.25	3,104.00			
Eugene Flynn				4973	04/17/25	<u>200.00</u>
10-0-5908	Programming - Adult	Event Presentation; 04.30.25	200.00			
Greg Borzo				4974	04/17/25	<u>300.00</u>
10-0-5908	Programming - Adult	Event Presentation; 04.26.25	300.00			

Winnetka-Northfield Public Library District

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Jenny Riddle				4975	04/17/25	<u>400.00</u>
10-0-5908	Programming - Adult	Event Presentation; 05.10.25	400.00			
John Adams				4976	04/17/25	<u>250.00</u>
10-0-5908	Programming - Adult	Event Presentation; 04.24.25	250.00			
John Kokoris				4977	04/17/25	<u>300.00</u>
10-0-5908	Programming - Adult	Event Presentation; 05.06.25	300.00			
Laura Tewksbury				4978	04/17/25	<u>300.00</u>
10-0-5908	Programming - Adult	Event Presentation; 04.28.25	300.00			
Leslie Goddard				4979	04/17/25	<u>300.00</u>
10-0-5908	Programming - Adult	Event Presentation; 04.29.25	300.00			
OCLC Inc				4980	04/17/25	<u>487.47</u>
10-0-5177	Website/Platform Fees	Acct #46908	487.47			
Outsource IT Solutions Group				4981	04/17/25	<u>2,550.00</u>
10-0-5135	LAN Management	Inv 83489; 04.15.25	2,550.00			
Peregrine, Stime, Newman, Ritzman & Bruckner, LTD				4982	04/17/25	<u>900.00</u>
10-0-5731	Memberships	Inv 62797; 04.02.25	900.00			
Pioneer Press				4983	04/17/25	<u>39.49</u>
10-1-5342	Periodicals-Winnetka	Acct #168189160	39.49			
Team One Repair, Inc.				4984	04/17/25	<u>422.00</u>
10-0-5120	Library Supplies	Inv 1631958; 04.09.25	422.00			
Tee Jay Service Company, Inc				4985	04/17/25	<u>360.00</u>
10-0-5120	Library Supplies	Inv 214741; 04.09.25	360.00			
The Book Stall				4986	04/17/25	<u>67.97</u>
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Inv 568275; 04.09.25	26.39			
10-2-5341	Books-Non-Fiction-Adult-Northfield	Inv 568275; 04.09.25	23.99			
10-1-5340	Books-Fiction-Adult-Winnetka	Inv 569011; 04.14.25	17.59			
QUILL CORPORATION				18498	04/10/25	<u>575.57</u>
10-0-5122	Breakroom Supplies	Inv 43352893; 03.19.25	287.89			
10-0-5122	Breakroom Supplies	Inv 42946595; 02.20.25	163.67			
10-0-5122	Breakroom Supplies	Inv 43228816; 03.11.25	124.01			
OVERDRIVE INC.				18499	04/10/25	<u>35,788.98</u>
10-1-5345	Books-Digital-Winnetka	Inv 01018CP25065260	7,492.00			
10-1-5345	Books-Digital-Winnetka	Inv 01018CP2501490	7,493.70			
10-1-5345	Books-Digital-Winnetka	Inv 01018CP25102349	7,480.20			
10-1-5345	Books-Digital-Winnetka	Inv 01018MA25099211	4,109.90			
10-1-5345	Books-Digital-Winnetka	Inv 01018MA25104222	9,213.18			
Shales McNutt Construction				18500	04/10/25	<u>20,445.00</u>
10-0-5882	Building	Inv 24-013-01; 03.27.25	20,445.00			
Warehouse Direct				18501	04/10/25	<u>223.13</u>
70-0-5725	Janitorial Supplies	Inv 5903333-0; 03.28.25	223.13			
DD Facility Services				18502	04/10/25	<u>8,160.00</u>
70-0-5748	Building Maintenance Service	Inv 1114; 04.01.25	8,160.00			
Lauterbach & Amen, LLP				18503	04/10/25	<u>1,725.00</u>
10-0-5131	Accounting and Bookkeeping	Inv 103006	1,725.00			
Kanopy				18504	04/10/25	<u>845.00</u>
10-1-5345	Books-Digital-Winnetka	Inv 446370	845.00			

Winnetka-Northfield Public Library District

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SENSOURCE				18505	04/10/25	<u>1,410.00</u>
10-0-5177	Website/Platform Fees	Inv 62824; 04.01.25	1,410.00			
HOOPLA (MIDWEST TAPE)				18506	04/10/25	<u>2,614.94</u>
10-1-5345	Books-Digital-Winnetka	Inv 506968274	2,614.94			
BAKER & TAYLOR				18507	04/10/25	<u>5,668.87</u>
10-2-5340	Books-Fiction-Adult-Northfield	BAKER & TAYLOR	603.99			
10-1-5340	Books-Fiction-Adult-Winnetka	BAKER & TAYLOR	2,546.95			
10-0-5120	Library Supplies	BAKER & TAYLOR	462.54			
10-2-5440	Books-Fiction-Juv-Northfield	BAKER & TAYLOR	62.55			
10-1-5440	Books-Fiction-Juv-Winnetka	BAKER & TAYLOR	250.41			
10-2-5341	Books-Non-Fiction-Adult-Northfield	BAKER & TAYLOR	411.80			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	BAKER & TAYLOR	1,205.60			
10-2-5441	Books-Non-Fiction-Juv-Northfield	BAKER & TAYLOR	29.23			
10-1-5441	Books-Non-Fiction-Juv-Winnetka	BAKER & TAYLOR	95.80			
MIDWEST TAPE				18508	04/10/25	<u>767.84</u>
10-0-5120	Library Supplies	MIDWEST TAPE	53.55			
10-1-5344	Audio Books-Adult-Winnetka	MIDWEST TAPE	252.94			
10-1-5343	DVDs-Adult-Winnetka	MIDWEST TAPE	167.94			
10-1-5443	DVDs-Juv-Winnetka	MIDWEST TAPE	85.47			
10-2-5443	DVDs-Juv-Northfield	MIDWEST TAPE	85.47			
10-2-5343	DVDs-Adult-Northfield	MIDWEST TAPE	37.49			
10-1-5444	Audio Books-Juv-Winnetka	MIDWEST TAPE	31.99			
10-2-5344	Audio Books-Adult-Northfield	MIDWEST TAPE	52.99			
Children's Plus Inc.				18509	04/10/25	<u>1,774.79</u>
10-1-5440	Books-Fiction-Juv-Winnetka	Children's Plus Inc.	233.55			
10-1-5441	Books-Non-Fiction-Juv-Winnetka	Children's Plus Inc.	590.34			
10-1-5441	Books-Non-Fiction-Juv-Winnetka	Children's Plus Inc.	950.90			
QUILL CORPORATION				18519	04/24/25	<u>427.92</u>
70-0-5725	Janitorial Supplies	Inv 43531153; 04.01.25	38.74			
70-0-5725	Janitorial Supplies	Inv 43640064; 04.08.25	389.18			
PITNEY BOWES				18520	04/24/25	<u>119.28</u>
10-0-5123	Postage	Inv 1027275554; 04.10.25	119.28			
VILLAGE OF WINNETKA				18521	04/24/25	<u>30,471.81</u>
10-0-5111	Health Insurance	Inv 2025-0000003	30,471.81			
VILLAGE OF NORTHFIELD				18522	04/24/25	<u>6,028.48</u>
70-2-5159	Northfield Lease	Inv 041LIB; 04.01.25	6,028.48			
MERCHANTS DELIVERY SERVICE				18523	04/24/25	<u>525.00</u>
10-0-5138	Delivery Service	Inv 03/2025	525.00			
BAKER & TAYLOR				18524	04/24/25	<u>7,318.18</u>
10-2-5341	Books-Non-Fiction-Adult-Northfield	BAKER & TAYLOR	730.28			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	BAKER & TAYLOR	1,577.37			
10-0-5120	Library Supplies	BAKER & TAYLOR	629.29			
10-1-5440	Books-Fiction-Juv-Winnetka	BAKER & TAYLOR	1,081.97			
10-2-5444	Audio Books-Juv-Northfield	BAKER & TAYLOR	61.95			
10-2-5440	Books-Fiction-Juv-Northfield	BAKER & TAYLOR	299.90			
10-1-5340	Books-Fiction-Adult-Winnetka	BAKER & TAYLOR	1,364.24			
10-2-5340	Books-Fiction-Adult-Northfield	BAKER & TAYLOR	1,171.63			
10-2-5441	Books-Non-Fiction-Juv-Northfield	BAKER & TAYLOR	174.51			
10-1-5441	Books-Non-Fiction-Juv-Winnetka	BAKER & TAYLOR	227.04			
MIDWEST TAPE				18525	04/24/25	<u>699.08</u>

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10-0-5120	Library Supplies	MIDWEST TAPE	56.05			
10-1-5444	Audio Books-Juv-Winnetka	MIDWEST TAPE	175.97			
10-1-5343	DVDs-Adult-Winnetka	MIDWEST TAPE	217.40			
10-2-5443	DVDs-Juv-Northfield	MIDWEST TAPE	60.73			
10-1-5443	DVDs-Juv-Winnetka	MIDWEST TAPE	60.73			
10-2-5343	DVDs-Adult-Northfield	MIDWEST TAPE	128.20			
PITNEY BOWES				18531	04/30/25	<u>100.00</u>
10-0-5123	Postage	ACH	100.00			
Peerless Network				18532	04/30/25	<u>41.35</u>
10-1-5175	Telephone - Winnetka	ACH	41.35			
COMCAST				18533	04/30/25	<u>75.90</u>
10-0-5176	Internet Services	ACH	75.90			
NATIONWIDE RETIREMENT SOLUTIONS				18534	04/30/25	<u>6,125.00</u>
10-0-2040	457 withholding	ACH	1,225.00			
10-0-2040	457 withholding	ACH	1,225.00			
10-0-2040	457 withholding	ACH	1,225.00			
10-0-2040	457 withholding	ACH	1,225.00			
10-0-2040	457 withholding	ACH	1,225.00			
NORTH SHORE GAS				18535	04/30/25	<u>1,170.10</u>
10-1-5174	Natural Gas - Winnetka	ACH	1,170.10			
PITNEY BOWES				18536	04/30/25	<u>100.00</u>
10-0-5123	Postage	ACH	100.00			
VILLAGE OF WINNETKA				18537	04/30/25	<u>2,725.21</u>
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	75.82			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	27.88			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	76.34			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	23.77			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	2.00			
10-1-5173	Storm Sewer - Winnetka	VILLAGE OF WINNETKA	139.71			
10-1-5171	Electricity - Winnetka	VILLAGE OF WINNETKA	2,507.28			
10-1-5171	Electricity - Winnetka	VILLAGE OF WINNETKA	-275.20			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	44.03			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	103.58			
COMED				18538	04/30/25	<u>59.42</u>
10-2-5171	Electricity - Northfield	ACH	59.42			
VILLAGE OF NORTHFIELD				18539	04/30/25	<u>57.90</u>
10-2-5172	Water - Northfield	ACH	57.90			
First Bankcard				18540	04/30/25	<u>10,232.70</u>
10-0-5719	Board Expenses	Dombrowski - Lfreechack/Mdombrowski	140.00			
10-0-5139	Subscriptions	Laconi Trustee Banquet Registration	20.00			
10-0-5719	Board Expenses	Dombrowski - ChatGPT Subscription	5.72			
10-0-5719	Board Expenses	Dombrowski - Board Meeting Treats	38.96			
10-0-5907	Programming - Youth	Dombrowski - Board Meeting Treats	9.99			
10-0-5120	Library Supplies	Karwowska - Youth Programming	28.85			
10-0-5120	Library Supplies	Karwowska - library supplies (cleaning supplies)	59.99			
10-1-5439	Kits	Karwowska - Library supplies (receipt paper)	61.94			
10-0-5907	Programming - Youth	Karwowska - Kits (teen kits)	19.99			
10-0-5907	Programming - Youth	Karwowska - Youth Programming	47.98			
10-1-5439	Kits	Karwowska - Youth Programming	-10.56			

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5114	Professional Development	Karowska - Professional Development T Malinowski FY2425 IYSI	20.72			
10-0-5114	Professional Development	Karowska - Professional Development T Malinowski FY2425 IYSI	17.57			
10-0-5114	Professional Development	Karowska - Professional Development T Malinowski FY2425 IYSI	16.06			
10-1-5439	Kits	Karowska - Kits (teen kits)	10.56			
10-0-5907	Programming - Youth	Karowska - Youth Programming	-15.99			
10-1-5439	Kits	Karowska - Furniture/Equipment (?) - mobile desk for Emma	125.99			
10-0-5114	Professional Development	Karowska - Professional Development T Malinowski FY2425 IYSI	322.56			
10-0-5907	Programming - Youth	Karowska - Youth Programming	79.96			
10-1-5440	Books-Fiction-Juv-Winnetka	Karowska - J Fiction	17.54			
10-1-5439	Kits	Karowska - Kits (teen kits)	11.90			
10-1-5440	Books-Fiction-Juv-Winnetka	Karowska - J Fiction	32.17			
10-1-5439	Kits	Karowska - Kits (teen kits)	-10.56			
10-0-5732	Staff Recognition/Events/Meetings	Karowska - Staff Recognition Dept Meeting	37.95			
10-1-5440	Books-Fiction-Juv-Winnetka	Karowska - J Fiction	33.34			
10-0-5907	Programming - Youth	Karowska - Youth Programming	9.49			
10-1-5441	Books-Non-Fiction-Juv-Winnetka	Karowska - Nonfiction youth	50.67			
10-1-5440	Books-Fiction-Juv-Winnetka	Karowska - J Fiction	100.46			
10-0-5907	Programming - Youth	Karowska - Youth Programming	53.87			
10-0-5907	Programming - Youth	Karowska - Youth Programming	53.96			
10-0-5907	Programming - Youth	Karowska - Youth Programming	68.96			
10-1-5441	Books-Non-Fiction-Juv-Winnetka	Karowska - Nonfiction youth	26.76			
10-0-5907	Programming - Youth	Karowska - Youth Programming	-15.33			
10-0-5907	Programming - Youth	Karowska - Youth Programming	26.29			
10-1-5440	Books-Fiction-Juv-Winnetka	Karowska - J Fiction	14.98			
10-1-5440	Books-Fiction-Juv-Winnetka	Karowska - J Fiction	38.58			
10-1-5440	Books-Fiction-Juv-Winnetka	Karowska - J Fiction	-1.08			
10-0-5120	Library Supplies	Karowska - Library Supplies (spine tape)	227.20			
10-1-5445	Video Games-Juv-Winnetka	Karowska - Videogames youth	49.94			
10-2-5445	Video Games- Juv-Northfield	Karowska - Videogames youth	49.94			
10-0-5907	Programming - Youth	Karowska - Youth Programming	75.00			
10-1-5445	Video Games-Juv-Winnetka	Karowska - Videogames youth	189.97			
10-2-5445	Video Games- Juv-Northfield	Karowska - Videogames youth	189.97			
10-0-5907	Programming - Youth	Karowska - Youth Programming	95.86			
10-0-5907	Programming - Youth	Karowska - Youth Programming	19.96			
10-0-5907	Programming - Youth	Karowska - Youth Programming	37.98			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Mall - Materials	176.56			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Mall - Materials	172.00			
10-0-5731	Memberships	Mall - Amazon Prime membership fee	139.00			
10-0-5134	Software	Mall - Virtual event hosting	127.98			
10-1-5340	Books-Fiction-Adult-Winnetka	Mall - Materials	14.95			
10-0-5136	Hardware	Mall - Charging cables for patron use	150.86			
10-1-5441	Books-Non-Fiction-Juv-Winnetka	Mall - Materials	38.38			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Mall - Materials	51.36			
10-1-5340	Books-Fiction-Adult-Winnetka	Mall - Materials	82.40			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Mall - Materials	103.49			
10-1-5343	DVDs-Adult-Winnetka	Mall - Materials	43.97			
10-1-5343	DVDs-Adult-Winnetka	Mall - Materials	11.53			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Mall - Professional membership dues	15.00			
10-0-5907	Programming - Youth	Mall - Northfield Youth programming supplies (Jellybean taste testing, 4/17)	31.27			
10-0-5907	Programming - Youth	Mall - Northfield Youth programming supplies (Jellybean taste testing, 4/17) + Northfield office supplies	31.63			

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

April 1, 2025 - April 30, 2025

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5121	Office Supplies	Mall - Northfield Youth programming supplies (Jellybean taste testing, 4/17) + Northfield office supplies	24.99			
10-1-5343	DVDs-Adult-Winnetka	Mall - Materials	27.26			
10-0-5121	Office Supplies	Mall - Pencil sharpener for patron use	38.41			
10-1-5343	DVDs-Adult-Winnetka	Mall - Materials	176.16			
10-0-5731	Memberships	Mall - Professional membership dues	150.00			
10-0-5731	Memberships	Mall - Professional membership dues	210.00			
10-1-5340	Books-Fiction-Adult-Winnetka	Mall - Materials	103.96			
10-0-5907	Programming - Youth	Melero - Marshmallows for NF-Youth	28.46			
10-0-5732	Staff Recognition/Events/Meetings	Melero - Employee flowers	12.09			
10-0-5884	Equipment/Furniture	Melero - Basement Shelve refund	-226.59			
10-0-5114	Professional Development	Melero - HR Conference	415.00			
10-0-5907	Programming - Youth	Morgan - Programming - Youth, family science	8.95			
10-0-5907	Programming - Youth	Morgan - Programming - Youth, popsicle art	12.92			
10-2-5441	Books-Non-Fiction-Juv-Northfield	Morgan - Books - Non-Fiction, Easy, & JH - Northfield - YNF	219.61			
10-0-5121	Office Supplies	Morgan - Office Supplies - hangars & garment bags	22.98			
10-2-5441	Books-Non-Fiction-Juv-Northfield	Morgan - Books - Non-Fiction, Easy, & JH - Northfield - YNF	19.75			
10-0-5907	Programming - Youth	Morgan - Programming - Youth, family science	20.93			
10-0-5907	Programming - Youth	Morgan - Programming - Youth, popsicle art	17.98			
10-0-5121	Office Supplies	Morgan - Office Supplies - dish drainer	25.99			
10-0-5907	Programming - Youth	Morgan - Programming - Youth, sensory stone program	19.99			
10-0-5907	Programming - Youth	Morgan - Programming - Youth, jelly bean taste testing	35.36			
10-0-5121	Office Supplies	Morgan - Office Supplies - trash can with lid for community room	59.00			
70-0-5725	Janitorial Supplies	Morgan - Janitorial Supplies - booster fan to increase air flow in storage room	39.99			
70-0-5725	Janitorial Supplies	Morgan - Janitorial Supplies - refill of bathroom spray	27.68			
10-0-5121	Office Supplies	Morgan - Office Supplies - cabinet lock for community room	9.99			
10-0-5121	Office Supplies	Morgan - Office Supplies - paper for Tul planner	17.48			
10-0-5907	Programming - Youth	Morgan - Programming - Youth, jelly bean taste testing	14.98			
10-0-5906	Programming - Studio	Munoz - Label tape	20.19			
10-0-5906	Programming - Studio	Munoz - programming - laser etched mirrors	27.00			
10-0-5884	Equipment/Furniture	Munoz - Stand up desk	209.99			
10-0-5906	Programming - Studio	Munoz - programming - book folding	7.99			
10-0-5906	Programming - Studio	Munoz - camera charger replacements	14.23			
10-0-5114	Professional Development	Munoz - Conference - Computers in Libraries	599.00			
10-0-5906	Programming - Studio	Munoz - Extension cords	19.98			
10-0-5884	Equipment/Furniture	Munoz - storage - creative station	224.99			
10-0-5732	Staff Recognition/Events/Meetings	Munoz - staff recognition gift cards	55.00			
10-0-5906	Programming - Studio	Munoz - Online Photo Subscription	-36.00			
10-0-5906	Programming - Studio	Munoz - 3D printer - YELLOW filament	23.98			
10-0-5884	Equipment/Furniture	Munoz - Storage - vinyl shelf	239.85			
10-0-5906	Programming - Studio	Munoz - wireless mice x3	20.97			
10-0-5906	Programming - Studio	Munoz - Hat heat press	71.99			
10-0-5906	Programming - Studio	Munoz - LoT - Nintendo switch screen protector	11.91			
10-0-5906	Programming - Studio	Munoz - vinyl transfer tape	24.99			

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

April 1, 2025 - April 30, 2025

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5906	Programming - Studio	Munoz - programming - easter basket decorating	45.98			
10-0-5906	Programming - Studio	Munoz - magnets, book stand, shelves	76.95			
10-0-5906	Programming - Studio	Munoz - programming - spring candles, easter basket decorating, paper umbrellas	102.96			
10-0-5906	Programming - Studio	Munoz - label tape	19.99			
10-0-5906	Programming - Studio	Munoz - programming - paper wreaths	7.99			
10-0-5906	Programming - Studio	Munoz - programming - paper wreaths	13.48			
10-0-5732	Staff Recognition/Events/Meetings	Munoz - staff incentive - Dept. Meeting	40.00			
10-0-5906	Programming - Studio	Munoz - embroidery station - adhesive spray	21.84			
10-0-5906	Programming - Studio	Munoz - programming - paper wreaths	12.58			
10-0-5906	Programming - Studio	Munoz - programming - easter basket decorating ,	46.81			
10-0-5724	Marketing/Advertising	Quish - Ad in the Chamber Community Guide	340.00			
10-0-5724	Marketing/Advertising	Quish - Bookmarks & Storytime Cards	252.87			
10-0-5114	Professional Development	Quish - Staff lunch	40.33			
10-0-5724	Marketing/Advertising	Quish - Ribbon for Display Supplies	3.27			
10-0-5723	PR Supplies	Quish - Binders for Strategic Plan Survey Data	17.42			
10-0-5723	PR Supplies	Quish - Bulletin Boards & Supplies for Staff Space	70.96			
10-0-5134	Software	Swenson - Microsoft Entra Licenses	7.20			
10-0-5134	Software	Swenson - Microsoft Power BI Licenses	30.00			
10-0-5134	Software	Swenson - Microsoft Office 365 Licenses	192.50			
10-0-5177	Website/Platform Fees	Swenson - Content website hosting	5.00			
10-0-5177	Website/Platform Fees	Swenson - Content website backup	1.21			
10-0-5177	Website/Platform Fees	Swenson - Tax for Developer License	8.91			
10-0-5177	Website/Platform Fees	Swenson - Apple Developer License	99.00			
10-0-5136	Hardware	Swenson - Northfield Headsets	499.95			
10-0-5134	Software	Swenson - Creative Cloud Subscriptions	296.34			
70-0-5784	Electrical	Swenson - Data Port Repair	513.48			
10-0-5136	Hardware	Swenson - Conference iPad	329.00			
10-0-5134	Software	Swenson - Developer License Tax Refunded	-8.91			
10-0-5134	Software	Volny -	399.77			
NICOR				18541	04/30/25	<u>523.19</u>
10-0-5174	Natural Gas	ACH	523.19			
COMCAST				18542	04/30/25	<u>454.75</u>
10-0-5176	Internet Services	ACH	454.75			

Check List Total 189,088.60



MAY 2025 DIRECTOR'S REPORT

STAFF UPDATES

Anniversaries: Kathy Skiba, Graphic Designer, 4/2 (7 years); Sarah Quish, PR & Marketing Manager, 4/3 (8 years); Zoe Caggiano, Studio Specialist, 4/9 (1 year); Mikayla Contreras, Studio Specialist, 4/10 (2 years).

STAFF SHOUT OUTS

- Tech Services Supervisor Stephanie presented “A Seed Library for Every Library” to a full house at Reaching Forward North. Word of her expertise has traveled across the land; a number of area libraries have sought her advice for their own seed libraries and invited her to present to other networking groups and conferences. Our own seed library has again been very successful, with over 1600 packets checked out so far this year.
- Youth Services Librarian Tom presented “Unusual Storytimes: Beyond the Basics” at Reaching Forward. Here is a quote from an email sent by one of the attendees at his session: *“I’m emailing to thank you for your wonderful presentation at the Reaching Forward North Conference this week! I’m so grateful for the work you put into the program and all of the amazing advice and specific tips you shared! This was my first library conference, and I was not expecting to get so much out of the day - but WOW!”*
- Executive Director Monica’s ILA Conference Session Proposal was accepted. She will be discussing the topic of imposter syndrome with two other Directors, one of whom is the incoming ILA President.

PROGRAMMING

Youth

Category	APR24/25	APR23/24	Mo. % +/-	FY24-25 YTD	FY23-24 YTD	FY % +/-
Programs	58	50	16.00%	527	506	4.15%
Live Attendees	1,722	1,623	6.10%	17,139	15,071	13.72%
Passive Programming	5,752	4,613	24.69%	51,860	43,075	20.39%

Highlights

Jellybean Taste Testing	35 patrons participated in a jellybean taste test and sampled 3 different brands to pick a favorite.
Art Play	On a rainy day, 44 attendees used Q-Tip's to paint rain drops on umbrellas made from coffee filters and pipe cleaners.
Make Some Noise	68 attendees joined us to use shakers, rhythm sticks, and scarves to get the wiggles out as they danced and grooved along to music!

Adults

Category	APR24/25	APR23/24	Mo. % +/-	FY24-25 YTD	FY23-24 YTD	FY % +/-
Programs	24	24	0.00%	216	204	5.88%
Live Attendees	591	583	1.37%	4,336	4,724	-8.21%
Recording Attendees	34	382	-91.10%	1,597	2,233	-28.48%

Highlights

An Evening with H.H. Holmes (V)	57 attendees heard about the infamous serial killer H.H. Holmes, who created a “Murder Castle” in Chicago during the 1893 World’s Fair.
So, You Want to Write a Book: A Workshop for Curious Writers (IP)	11 attendees learned about the process of creating and publishing a book from local award-winning author John Wendell Adams.
Kentucky Derby: History and Traditions with Leslie Goddard (V)	112 attendees enjoyed this lively illustrated lecture from historian Leslie Goddard on the nation’s oldest continuously running sporting event.

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

Studio

Category	APR24/25	APR23/24	Mo. % +/-	FY24-25 YTD	FY23-24 YTD	FY % +/-
1:1s	356	168	111.90%	2,383	2,502	-4.76%
Programs	8	15	-46.67%	98	134	-26.87%
Attendees	44	42	4.76%	622	764	-18.59%

Highlights

Easter Basket Blooms	9 patrons crafted a distinctive basket wreath embellished with laser-cut, handmade paper flowers.
Spring Candle Making	8 patrons truly enjoyed creating a spring-themed candle while also learning the basics of glass etching.

Community Engagement

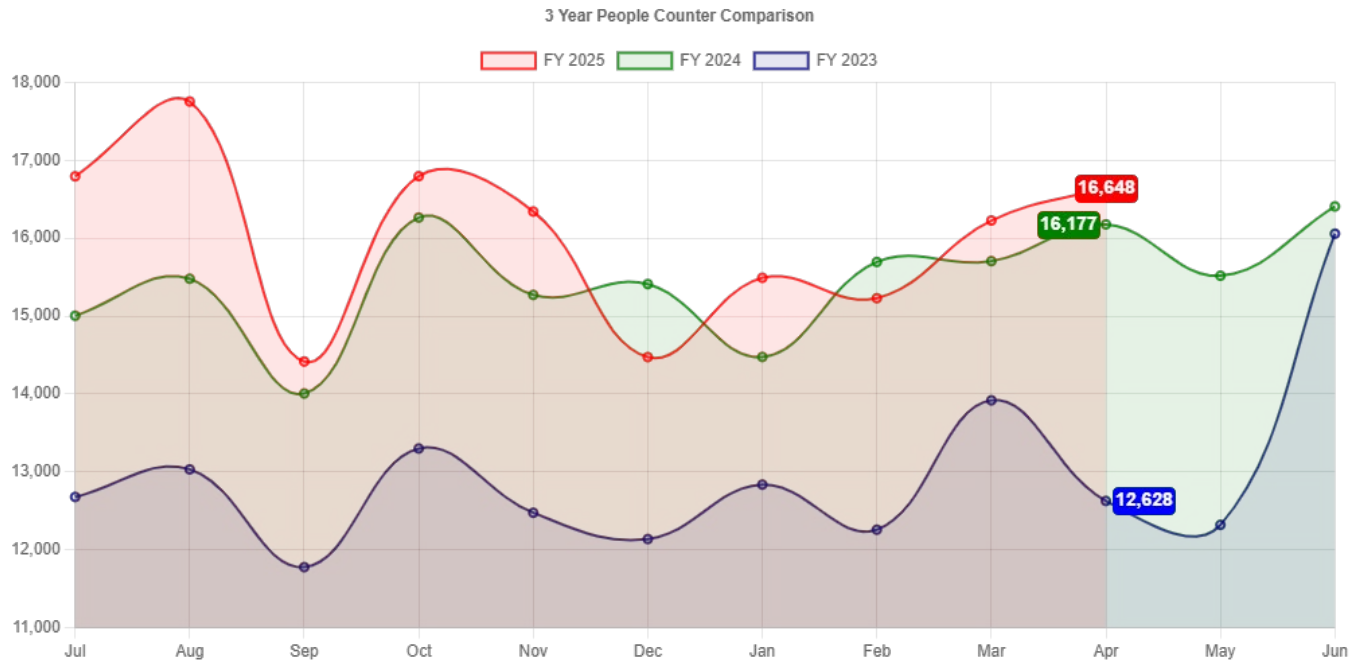
Category	APR24/25	APR23/24	Mo. % +/-	FY24-25 YTD	FY23-24 YTD	FY % +/-
Youth Events	0	3	-100.00%	11	22	-50.00%
Adult Events	2	2	0.00%	22	35	-37.14%
Family Events	0	-	-	29	11	163.64%
Total Events	2	5	-60.00%	62	68	-8.82%
Youth Attendance	0	98	-100.00%	655	622	5.31%
Adult Attendance	17	19	-10.53%	544	707	-23.06%
Family Attendance	0	-	-	973	1,765	-44.87%
Total Attendance	17	117	-85.47%	2,172	3,094	-29.80%

SERVICES

Visitors

Building	APR24/25	APR23/24	Mo. % +/-	FY24-25 YTD	FY23-24 YTD	FY % +/-
Winnetka	11,815	11,094	6.50%	111,838	107,080	4.44%
Northfield	4,353	4,763	-8.61%	45,499	43,514	4.56%
Total	16,168	15,857	1.96%	157,337	150,594	4.48%
Virtual	480	320	50.00%	2,837	2,900	-2.17%
Total	16,648	16,177	2.91%	160,174	153,494	4.35%

Note: Northfield Library was closed on 4/8, 4/10, and 4/11 for roof work.



Cardholders (by Household)

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

Desk Questions

Category	APR24/25	APR23/24	Mo. % +/-	FY24-25 YTD	FY23-24 YTD	FY % +/-
Adult	2,049	2,905	-29.47%	21,089	23,401	-9.88%
Youth	524	417	25.66%	5,724	4,587	24.79%
Digital Services	79	23	243.48%	781	696	12.21%
Total	2,652	3,345	-20.72%	27,594	28,684	-3.80%

TECHNOLOGY

Computer Usage

Location	APR24/25	APR23/24	Mo. % +/-	FY24-25 YTD	FY23-24 YTD	FY % +/-
Winnetka	422	393	7.38%	4,127	4,149	-0.53%
Northfield	226	231	-2.16%	2,249	2,231	0.81%
Total	648	624	3.85%	6,376	6,380	-0.06%

Hotspot Usage

Location	APR24/25	APR23/24	Mo. % +/-	FY24-25 YTD	FY23-24 YTD	FY % +/-
Winnetka Sessions	13,282	18,540	-28.36%	125,518	193,706	-35.20%
Northfield Sessions	1,870	2,456	-23.86%	21,636	34,175	-36.69%
Total	15,152	20,996	-27.83%	147,154	227,881	-35.43%

Winnetka Bandwidth	242 GB	586 GB	-58.70%	2,360 GB	5,529 GB	-57.32%
Northfield Bandwidth	114 GB	133 GB	-14.29%	1,138 GB	1,073 GB	6.06%
Total	356 GB	719 GB	-50.49%	3,498 GB	6,602 GB	-47.02%

Website Visits

Activity	APR24/25	APR23/24	Mo. % +/-	FY24-25 YTD	FY23-24 YTD	FY % +/-
Total Visits	11,174	10,705	4.38%	107,961	115,358	-6.41%
Unique Visits	5,934	6,574	-9.74%	61,795	72,582	-14.86%

MARKETING

Email Subscribers

APR24/25	% Cardholders	APR23/24	Open Rate	Click Rate
10,361	108.55%	10,594	59%	2%

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

Social Media Activity

Platform	APR24/25 Impressions	APR24/25 Reach	APR24/25 Engagement
YouTube	13,378	747	N/A
Facebook	6,852	4,050	117
Instagram	3,727	711	185
LinkedIn	363	141	20
Total	24,320	5,649	322

Impressions: # of times the content has been seen/viewed.

Reach: # of people seeing content for the first time.

Engagements: # of comments, likes, shares, & click-throughs.

COLLECTIONS

Physical Adult (By Location)

Location	APR24/25	APR23/24	Mo. % +/-	FY24-25 YTD	FY23-24 YTD	FY % +/-
Winnetka	10,466	10,411	0.53%	103,482	104,648	-1.11%
Northfield	3,477	3,648	-4.69%	35,716	37,549	-4.88%

Physical Youth (By Location)

Location	APR24/25	APR23/24	Mo. % +/-	FY24-25 YTD	FY23-24 YTD	FY % +/-
Winnetka	13,953	14,255	-2.12%	137,596	145,107	-5.18%
Northfield	2,727	2,967	-8.09%	29,434	32,976	-10.74%

Physical Miscellaneous

Lending Type	APR24/25	APR23/24	Mo. % +/-	FY24-25 YTD	FY23-24 YTD	FY % +/-
Kenilworth Patrons	742	732	1.37%	7,504	9,990	-24.88%
Borrowed from Other Libraries	1,586	1,649	-3.82%	16,325	17,449	-6.44%

Physical Adult (By Type)

Material Type	APR24/25	APR23/24	Mo. % +/-	FY24-25 YTD	FY23-24 YTD	FY % +/-
Books	8,378	8,486	-1.27%	82,595	85,059	-2.90%
Fiction	4,500	4,611	-2.41%	45,929	47,659	-3.63%
Nonfiction	3,878	3,875	0.08%	36,666	37,400	-1.96%
Audiobook CD	149	200	-25.50%	1,576	2,042	-22.82%
Music CD	21	83	-74.70%	520	891	-41.64%
Playaway	11	8	37.50%	215	249	-13.65%
DVD/Blu-Ray	2,277	2,435	-6.49%	24,016	27,509	-12.70%
Magazine	185	222	-16.67%	2,036	2,179	-6.56%
Videogame	40	18	122.22%	436	230	89.57%
Computing Device	6	3	100.00%	75	56	33.93%
Library of Things	27	29	-6.90%	267	242	10.33%
Other	544	243	123.87%	2,154	838	157.04%
Non-CCS ILL	50	29	72.41%	473	367	28.88%
Sent Out	2,255	2,303	-2.08%	24,835	22,535	10.21%
Studio Equipment	158	0	-	1,034	0	1,034
Total	14,101	14,059	0.30%	140,232	142,197	-1.38%

Physical Youth (By Type)

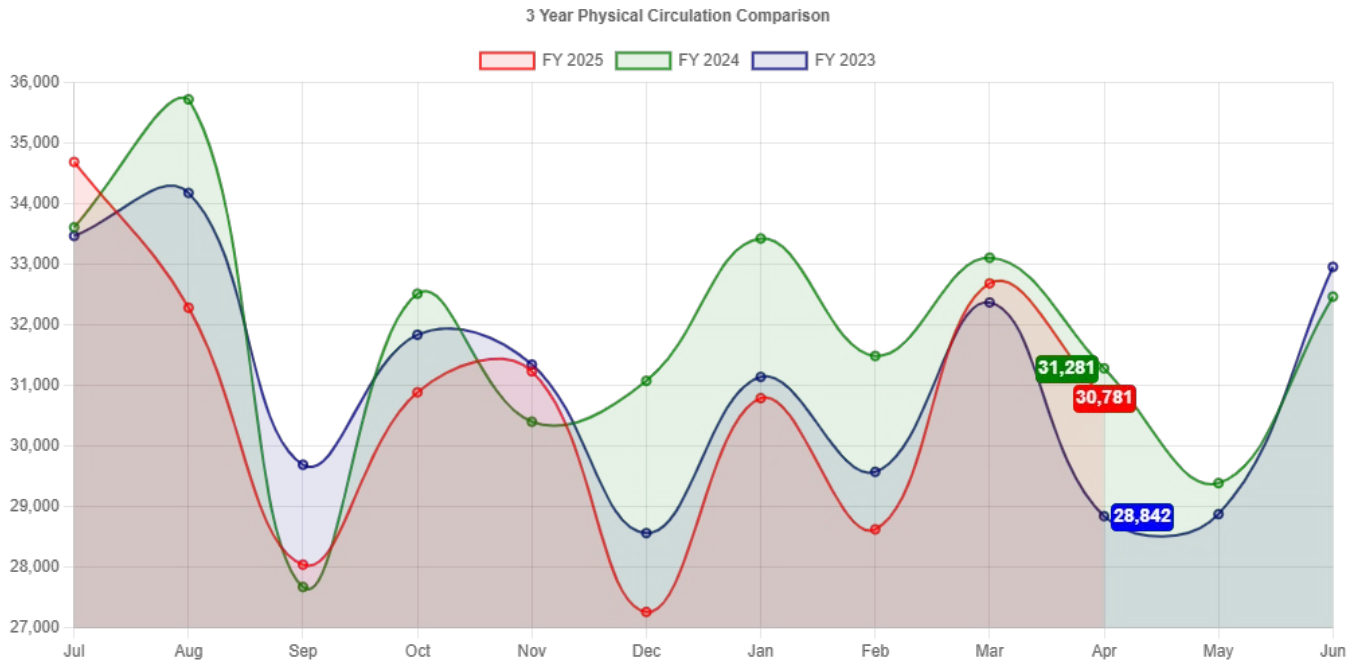
Material Type	APR24/25	APR23/24	Mo. % +/-	FY24-25 YTD	FY23-24 YTD	FY % +/-
Books	12,013	12,309	-2.40%	121,694	130,504	-6.75%
Fiction	10,074	10,160	-0.85%	101,519	109,351	-7.16%
Nonfiction	1,939	2,149	-9.77%	20,175	21,153	-4.62%
Audiobook CD	1	4	-75.00%	11	41	-73.17%
Playaway	315	196	60.71%	2,634	2,238	17.69%
DVD/Blu-Ray	513	598	-14.21%	5,874	7,312	-19.67%
Videogame	300	285	5.26%	3,414	2,818	21.15%
Computing Device	82	69	18.84%	723	662	9.21%
Vox Reader	370	419	-11.69%	3,497	3,744	-6.60%
Youth Kits	85	79	7.59%	856	701	22.11%
Other	7	6	16.67%	107	259	-58.69%
In-House Circulation	2,994	3,254	-7.99%	28,158	29,778	-5.44%
Total	16,680	17,222	-3.15%	167,030	178,083	-6.21%

MTD Total Physical Circulation

APR24/25 Physical Circulation	APR23/24 Physical Circulation	Net Change
30,781	31,281	-1.60%

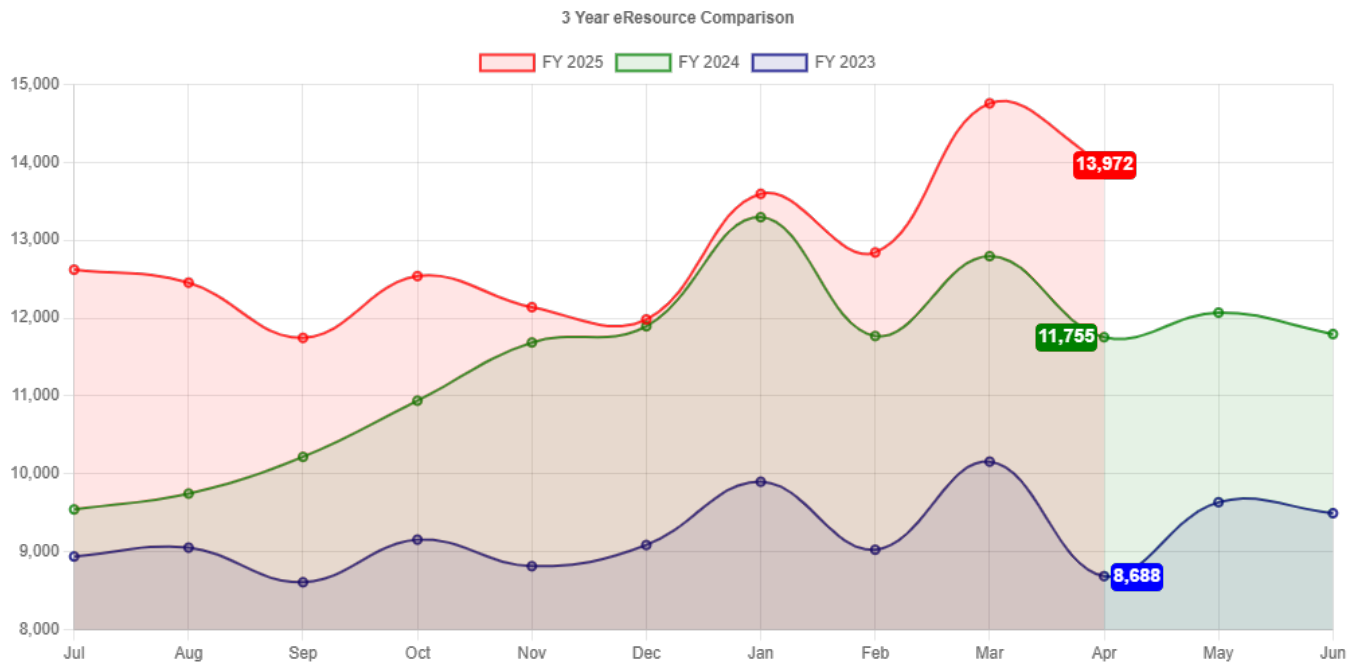
YTD Total Physical Circulation

FY24-25 YTD Physical Circulation	FY23-24 YTD Physical Circulation	Net Change
307,262	320,280	-4.06%



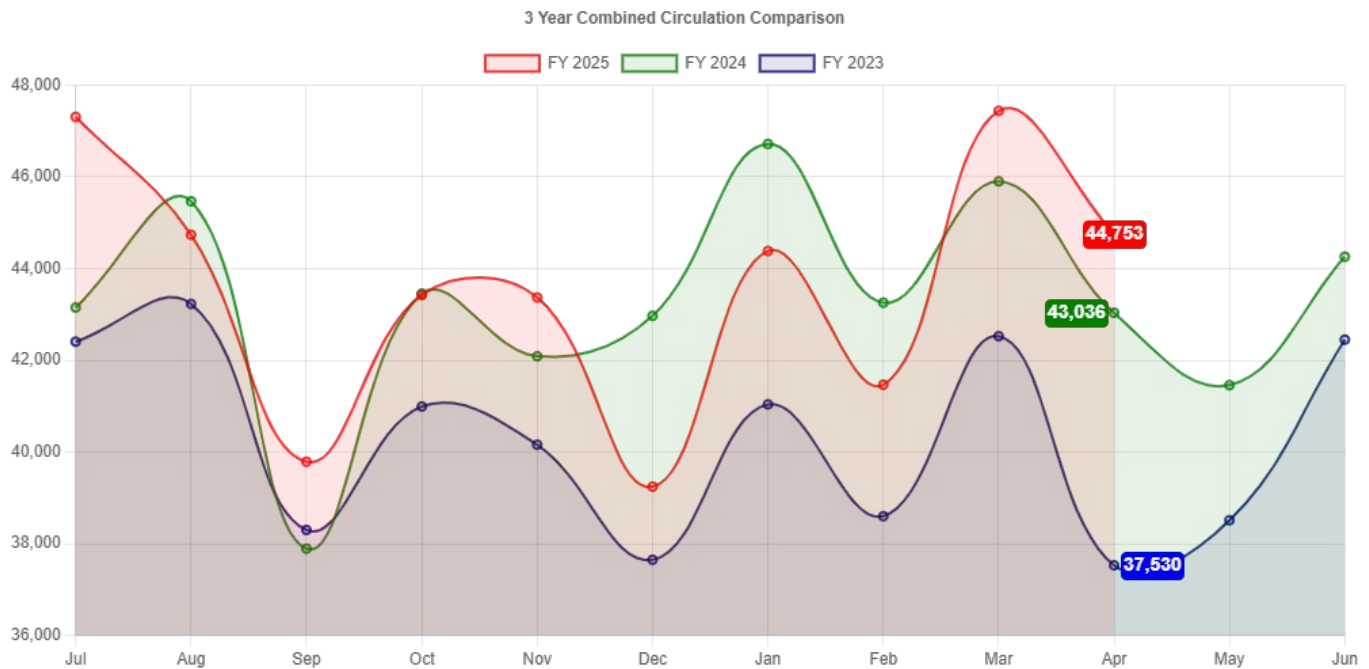
Digital Circulation

Material Type	APR24/25	APR23/24	Mo. % +/-	FY24-25 YTD	FY23-24 YTD	FY % +/-
eBooks	5,406	4,736	14.15%	52,167	46,842	11.37%
eAudiobooks	5,056	4,247	19.05%	47,295	40,532	16.69%
eMagazines	2,949	2,224	32.60%	23,288	20,851	11.69%
eVideos	488	502	-2.79%	5,375	4,949	8.61%
eMusic	73	46	58.70%	524	474	10.55%
Total	13,972	11,755	18.86%	128,649	113,648	13.20%



MTD Total District Circulation

APR24/25 District Circulation	APR23/24 District Circulation	Net Change
44,595	43,036	3.62%



YTD Total District Circulation

FY24-25 YTD District Circulation	FY23-24 YTD District Circulation	Net Change
435,911	433,928	0.46%

IMPACT STORIES

Branch Services

General Feedback/Comments

- Art Play continues to draw in new patrons to Northfield Branch Library. This patron was very impressed by all the non-book items available, like Tonies, YOTO Cards, and the seed collection, which is exciting and different from the Portland public libraries.
- A patron used a Rockstar Read Aloud Kit at her grandson's school and reported back that ALL three books were a hit.
- "I've been looking at your seed library because I've been thinking of starting a chaos garden, but there were like, no other resources around here for doing one."
- "Who would've thought that libraries had all these resources?"
- "My husband is in the car reading that book you [Lisa] recommended. It's such a good book, and the ending is just [chef's kiss.] I need to get back so I can be there when he finishes it!"
- "You are like my family. Not many people would miss me if I was gone, so you are part of an important group to me."
- A well-known patron joked, "Without the library, I would have to take out a second mortgage."

Programming

- Feedback for An Evening with H.H. Holmes: "Very articulate and interesting. Now going to purchase Mr. Taylor's book and The Devil in White City."
- Feedback for Chicago's Fabulous Fountains:

- *"This was very interesting and well done. The speaker is very good, and the audience responds well to him. Please have him come back again for one of his other programs."*
- *"Wonderful presentation!"*
- *"Interesting topic. Informative and entertaining lecture."*
- *"I hope he comes back to talk about the El, lost restaurants, etc."*
- Feedback for Family Storytime: *"I was a preschool teacher for 45 years so I can be critical. You [Rebecca] were excellent!"*

Youth Services

General Feedback/Comments

- *"There's nothing like the thrill of checking out a library book. I don't know why it always gets me so excited!"*
- *"I haven't been here in years. And I found my old library card from when I was a kid. I have great memories of the library."*
- A pregnant caregiver commented on the fact that they were very thankful for the library having so many things for their child to do since they have a hard time chasing after the kiddo at the park now, and it was nice to have a safe space for them to play.
- *"Thanks for letting him sit and I think that gave him encouragement to play and because I know you said helpful words."*- caregiver during the Mario Kart tournament

Adult Services

Programming

- Feedback for Spring Migration Birding Walk:
 - *"It's a wonderful class with a very knowledgeable expert. It's conducted right in town, taking full advantage of the forest preserve. So, it couldn't be more convenient. Thanks."*
 - *"Steve from Red Hill Birding did a great job leading us through our local Cook County forest preserve. He is a very good leader -- sensitive to birding newbies and more experienced birders. He has a vast knowledge, is very familiar with the landscape, and makes a special effort to show us the highlights of the area and season. He is generous with his time and when answering questions. This program helps us appreciate the richness and value of our local natural resources."*
 - *"Thanks to Nick mentioning it on a zoom the day before, my husband & I both attended the very interesting bird watch outing last Saturday. MANY thanks to Betsy....she welcomed everyone and was very engaging. Definitely an A+ outing!"*
- Feedback for By the Time I Get to Memphis: King's Last Year:
 - *"Having lived through the events described, this presentation brought back many memories. Thank you so much for sponsoring it."*
 - *"Bring him back - first time we ever heard one of his presentations. Thank you again for the variety of programs."*
- Feedback for A Biography of Frida Kahlo:
 - *"Very interesting details and photos of Frida's life. I liked the pace of the presentation. You have great programs, and they work well on ZOOM. Thanks!!"*
 - *"Thank you for continuing to provide interesting artist talks virtually. The presenter was very knowledgeable and has an upbeat style which makes these talks enjoyable."*
 - *"I've truly enjoyed his presentations in the past & this 1, & look forward to more, including 1 referenced for this summer, as well as others by his associates from this museum. Do include him as often as possible!"*

- *"I enjoyed this program especially as an introduction to the exhibit of her work that I will be seeing at the Art Institute in a short time."*
- Feedback for Digging in to the La Brea Tar Pits:
 - *"Thank you, Molly (great host) and for whomever chooses these programs. They are so enjoyable and educational. Really appreciate all the work and effort to produce them."*
 - *"Appreciate the variety of online programs. Lots of fun!"*
 - *"One of your best! I've been there before and it definitely is the pits!"*
 - *"Knowledgeable, engaging presenter—lots of enthusiasm for her topic. I appreciated her personal history, as it related to her passion for her work."*
- Feedback for Kentucky Derby: History and Traditions with Leslie Goddard:
 - *"Phenomenal! Leslie Goddard never disappoints! Thank you for providing fantastic programming!"*
 - *"Thank you so much for offering programs like this virtually! Leslie Goddard is a gem, and we are so fortunate that you make it possible for us to participate with her!"*
 - *"Always love programs with Leslie Goddard. I love history programs especially Chicago history. The library has some of the best virtual programming. Thank you!"*
 - *"Dr. Goddard stands out with her knowledge of subjects she presents as shown by her ready answers to questions. Thank you for having her present. History subjects are always welcome subjects for viewing."*
 - *"Really enjoyed Leslie's presentation of The Kentucky Derby. Liked the videos of the races where the winner was way ahead. The background information was most informative. Makes me want to attend the event."*
 - *"Timely topic. Leslie's presentations are always interesting, informative and beautifully delivered. Thank you! We always look forward to her lectures."*
- Feedback for Poe's Life and Legacy:
 - *"The speaker was very knowledgeable and made the presentation entertaining and gave me a new perspective of Edgar Allen Poe. The library has consistently interesting online events that I always enjoy."*
 - *"Interesting summary of Poe's life and work. Presenter captured the difficulty he faced throughout."*
- Feedback for The History of The Beach Boys: *"Gary is one of the most talented presenters I've had the pleasure to witness. He's so proficient with his presentation slides and has all the videos embedded and queued up to exactly where he wants them. Fantastic!"*
- Feedback for Greece: Old and New: *"Another great program. I love learning about other countries and history."*

Digital Services

- General Feedback/Comments
 - Studio Specialist Zoe taught a patron 3D modeling skills, enabling them to help their child in the Science Olympiad. The patron was so grateful for Zoe's knowledge and excitedly shared that they made it to state!
 - A patron's father was visiting, and she borrowed a puzzle from our Library of Things for him to use while he was here. She said he absolutely loved it and was able to complete it all by himself!
 - *"I've learned more today than I ever have in the past 10 years I've used this space! I'm on cloud 9 right now!"*
 - *"I've been able to check out games from your library for my family whose ages range from 12-95 years old! It's been great! Thank you so much!"*

- A patron volunteering with the RUSH Junior Board, a non-profit organization involving high school girls fundraising for the hospital, utilized our space to familiarize herself with her newly acquired CRICUT machine. She intends to use it to produce items for the organization's fundraisers.
- Patron mentioned they run a non-profit and were so enthusiastic about all of the equipment we had in the space. The patron expressed how happy she was to know that there are many options to help her make personalized items for gifts.
- *"Laura from The Studio is great! She not only knows her stuff (I used the embroidery machine), she is an excellent teacher as well! So, patient and kind. She is a true asset to the Winnetka Public Library!"*

Programming

- Feedback for Sublimation Basics: *"Very well-presented and inspiring!"*
- Feedback for Easter Basket Blooms:
 - *"I had a great time, and I love my basket! Annie is always so prepared and explains the process thoroughly."*
 - *"Beautiful basket, very creative, and always lovely for me to work on these skills of making the flowers. Thank you"*
 - *"Thank you, very creative basket and I love working on the projects, improves my small motor skills."*
- Feedback for Spring Candle Making:
 - *"I really enjoyed the candle making event and love using my creation! Thanks to Zoe for a fun evening!"*
 - *"Thank you for always coming up with ideas for the patrons!"*

Patron Services

- Lisa received a call from a patron who said that she had left photos in a book she had returned and was hoping we had found them. Lisa alerted the rest of the team to look out for them and, when they hadn't been located several days later, found the book and searched every page until she found them tucked deep into the spine. She then called the patron to let her know they'd been found, who was delighted at Lisa's dedication to recovering her pictures!

General

- We received our annual donation from the Friends of Winnetka-Northfield Public Library District in the amount of \$30,000! This year, they included some of the comments from donors along with a couple of handwritten notes, as shown below.

THANK YOU!

Here are some of the comments that were included with the Friends of the Library donations:

We love the Winnetka Library!

In honor of ALL the staff at the Northfield Library

In honor of all the librarians, especially Rebecca

In honor of readers

Sydney rules!

In honor of Betsy, Sydney, Katherine, Amanda, Debbie and everyone else at the libraries. You're all wonderful!

In honor of: The WPL Studio Staff

*Give a girl the right shoes
and she can conquer the world.*
Bette Midler






*Thank you
for all year
do !!
Amm*

Winnetka-Northfield Library -
Thank you for all your
wonderful, and free kids
programming - specifically
for kids 4-6 years. We
would never survive without
you !!

♥ The Herman Family
Chase, 6
Noelle, 4
Hailey, 2



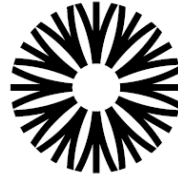
FY26-30 Strategic Plan

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

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

Mission: Inspiring Discovery, Nurturing Curiosity, Strengthening Community.

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



Winnetka-Northfield
PUBLIC LIBRARY DISTRICT

District Closing Dates for FY2025-2026

Independence Day

Friday 7/4/25

End of Summer Party

Sunday 8/24/25

Labor Day Weekend

Sunday 8/31/25 & Monday 9/1/25

Thanksgiving

Thursday 11/27/25 & Friday 11/28/25

Note: Early Closing at 5pm 11/26/25

Christmas Eve

Wednesday 12/24/25

Christmas Day

Thursday 12/25/25

New Year's Eve

Wednesday 12/31/25

New Year's Day

Thursday 1/1/26

Easter

Sunday 4/25/26

Memorial Day Weekend

Sunday 5/24/26 & Monday 5/25/26

Juneteenth

Friday 6/19/26

13 paid holidays