

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

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

AGENDA

Wednesday, February 19, 2025

- I. Call to Order**
- II. Organizational Meeting of the Board**
 - Resolution to Appoint a New Trustee*
 - Oath of Office*
- III. Roll Call**
- IV. Public Comments**
- V. Approval of Minutes**
 - Approval of Minutes of 1/22/25 Regular Meeting* (1 min)
- VI. Financial Report**
 - January 2025 Financial Statements* (5 mins)
- VII. Library Reports**
 - Director's Report* (10 mins)
 - President's Comments (5 mins)
- VIII. Liaisons to Other Organizations – Reports**
 - Winnetka Village (5 mins)
 - Northfield Village (5 mins)
- IX. Unfinished Business**
 - Update on Winnetka Safety Project (5 mins)
 - Update on Northfield Library Renovation Project (5 mins)
 - Approval of Minutes of Meetings Lawfully Closed Under the Open Meetings Act* (2 mins)
 - Approval of Resolution Determining Release of Closed Session Minutes* (2 mins)
 - Discussion & Vote on Security Camera Policy* (5 mins)
- X. New Business**
 - Discussion & Vote on Revised Circulation Policy* (5 mins)
 - Discussion on Board Officer Succession Plan (15 mins)
- XI. Communications**
 - The next regular meeting will be on Monday, 3/17/25 at 7 p.m. at the Northfield Library.

*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.WNPLD.ORG**

XII. Public Comments

XIII. Move to Closed Session

- Closed Session

5 ILCS 120/2(c)(1): To consider the appointment, employment, compensation, discipline, performance, or dismissal of a specific employee of the library district.

XIV. Return to Open Session

XV. Adjournment

*Attachments

THE WINNETKA-NORTHFIELD PUBLIC LIBRARY DISTRICT
RESOLUTION NO. 2024-2025/5

A RESOLUTION TO APPOINT A NEW LIBRARY TRUSTEE

(Travis Gosselin/ “Laura Freechack” Appointment)

WHEREAS, Travis Gosselin (Gosselin) previously served as a Library Trustee; and

WHEREAS, Gosselin resigned; and

WHEREAS, the Library District Act, 75 ILCS 16/30-25, provides that, following a resignation, a vacancy in the office of Library Trustee shall be declared by the Library Board; and

WHEREAS, the Library Board declared Gosselin’s seat to be vacant at its regular meeting on January 22, 2025; and

WHEREAS, vacancies shall be filled by appointment of the Library Trustees until the next regular library election.

NOW, THEREFORE, BE IT RESOLVED that the Library Trustees hereby:

A. Appoint “Laura Freechack” to fill the vacancy effective February 19, 2025 and until the next regular election of Library Trustees in April, 2027.

This Resolution adopted this 19th day of February, 2025

AYES:

NAYS:

ABSENT:

ABSTAIN:

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

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

(Oath administered by Board Secretary or Notary Public)

OATH OF OFFICE - LIBRARY TRUSTEE
(Winnetka-Northfield Public Library District)

I, Laura Freechack, solemnly swear that I will support the Constitution of the United States and the Constitution of the State of Illinois and that I will faithfully discharge the duties of the office of Library Trustee according to the best of my ability.

(Signature)

(Trustee's printed name)

(Date)

Oath administered by me and signed in my presence

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

Date: _____

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

January 22, 2024

I. Call to Order

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

II. Organizational Meeting of the Board

Trustee Sundell read the resolution to accept the resignation of Travis Gosselin from the board and to declare a board vacancy, and on his motion, the board by voice vote approved the acceptance and vacancy.

III. Roll Call

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

Present were library employees Mark Swenson and Luvia Melero. Present were Winnetka residents Laura Freechack and Jenny Fisher.

IV. Public Comments

No comments.

V. Approval of Minutes

Approve minutes of the December 16, 2024 regular meeting.

President Mitchell announced approval of the December 16, 2024 Regular Meeting Minutes.

VI. Financial Report

Trustee Munoz presented the December 2024 Financial Statement. For the Kenilworth allocation, we are awaiting the second quarter payment expected this month.

VII. Library Reports

Library Director's Report

Exec. Director Dombrowski presented the December 2024 Director's Report, which was included in the board packet for January 22, 2025.

Board President's Report

President Mitchell had nothing to report.

VIII. Liaison Reports

Winnetka Village – With Trustee Gosselin’s resignation, Trustee Tegel agreed to become the Winnetka village liaison.

Northfield Village – Trustee Kinnich had no updates on Northfield village actions.

IX. Unfinished Business

- *Update on the Winnetka Library Safety Project*
Exec. Director Dombrowski reported that Winnetka has approved the plat consolidation and utility changes, enabling the library district to apply for a building permit. The asbestos remediation has been re-priced and is expected to be \$10,000 rather than the budgeted \$30,000. The timeline will be adjusted based on permit approval.
- *Update on the Northfield Library Renovation Project*
Exec. Director Dombrowski provided an update, stating that four architectural firms will present and be interviewed by the joint Northfield village and library district committee on January 23. The goal is to have a selected firm under contract by March 18.

X. New Business

- *Assignment of Trustees to Review Closed Session Recordings & Minutes*
Trustees Munoz and Shankar agreed to conduct the review of the closed session minutes from the first half of 2023.
- *Discussion & Vote on Security Camera Policy*
A question was raised on one phrase within the policy draft regarding expanding the law enforcement agencies having access. Exec. Director Dombrowski will confer with the library district’s attorneys and provide a revised draft for the next board meeting.

XI. Communications

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

XII. Public Comments

Resident Jeffry Liss commented on the Security Camera Policy question.

XIII. Adjournment

A motion to adjourn was made by Trustee Kinnich to closed session in 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 adjourned the meeting at 7:41 p.m.

XIV. Return to Open Session

Returning to Open Session at 8:44 p.m.

XV. Adjournment

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

The Motion passed on voice vote and President Mitchell adjourned the meeting at 8:45 p.m.

Respectfully submitted,

Thomas Sundell
Board Secretary

_____Melissa Mitchell, President

_____Thomas Sundell, Secretary

Winnetka-Northfield Public Library District

All Funds Summary

For the 7 Months Ended January 31, 2025

Prorated Budget Percentage Spent: 58.33%

	<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	2,944,628.75	2,534,868.17	50.22 %	(409,760.58)
IMRF Fund	0.00	0.00	332.84	0.00 %	332.84
Building Fund	399,690.00	233,152.50	198,835.19	49.75 %	(34,317.31)
Total Revenues	<u>5,447,625.00</u>	<u>3,177,781.25</u>	<u>2,734,036.20</u>	<u>50.19 %</u>	<u>(443,745.05)</u>
Expenses					
Library Fund	4,910,230.00	2,864,300.83	2,404,281.25	48.96 %	(460,019.58)
Building Fund	399,000.00	232,750.00	138,652.62	34.75 %	(94,097.38)
Special Reserve Fund	0.00	0.00	0.00	0.00 %	0.00
Total Expenses	<u>5,309,230.00</u>	<u>3,097,050.83</u>	<u>2,542,933.87</u>	<u>47.90 %</u>	<u>(554,116.96)</u>
Total Revenues	5,447,625.00	3,177,781.25	2,734,036.20	50.19 %	(443,745.05)
Total Expenses	<u>5,309,230.00</u>	<u>3,097,050.83</u>	<u>2,542,933.87</u>	<u>47.90 %</u>	<u>554,116.96</u>
Excess Revenues less Expenses	<u>138,395.00</u>	<u>80,730.42</u>	<u>191,102.33</u>	<u>138.08 %</u>	<u>110,371.91</u>

Winnetka-Northfield Public Library District

Library Fund Summary

For the 7 Months Ended January 31, 2025

Prorated Budget Percentage Spent: 58.33%

	<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	2,655,140.83	2,271,965.12	49.91 %	(383,175.71)
Replacement Tax	45,000.00	26,250.00	33,406.16	74.24	7,156.16
Collections	166,315.00	97,017.08	65,384.30	39.31	(31,632.78)
Materials	8,000.00	4,666.67	5,392.87	67.41	726.20
Other Income	276,950.00	161,554.17	158,719.72	57.31	(2,834.45)
Total Operating Revenue	<u>5,047,935.00</u>	<u>2,944,628.75</u>	<u>2,534,868.17</u>	<u>50.22 %</u>	<u>(409,760.58)</u>
Operating Expenses					
Personnel	2,837,750.00	1,655,354.17	1,553,510.05	54.74 %	(101,844.12)
Administration	193,930.00	113,125.83	108,026.34	55.70	(5,099.49)
Utilities	98,000.00	57,166.67	47,173.51	48.14	(9,993.16)
IT Services	273,000.00	159,250.00	164,356.97	60.20	5,106.97
Public Relations	61,000.00	35,583.33	29,728.30	48.73	(5,855.03)
Library Materials - Adult	633,700.00	369,658.33	344,417.45	54.35	(25,240.88)
Library Materials - Youth	83,750.00	48,854.17	41,871.43	50.00	(6,982.74)
Programs	109,100.00	63,641.67	54,179.73	49.66	(9,461.94)
Capital	620,000.00	361,666.67	61,017.47	9.84	(300,649.20)
Total Operating Expenses	<u>4,910,230.00</u>	<u>2,864,300.83</u>	<u>2,404,281.25</u>	<u>48.96 %</u>	<u>(460,019.58)</u>
Total Revenues	5,047,935.00	2,944,628.75	2,534,868.17	50.22 %	(409,760.58)
Total Expenses	4,910,230.00	2,864,300.83	2,404,281.25	48.96 %	(460,019.58)
Excess Revenues less Expenses	<u>137,705.00</u>	<u>80,327.92</u>	<u>130,586.92</u>	<u>94.83 %</u>	<u>50,259.00</u>

Winnetka-Northfield Public Library District

Statement of Revenues and Expenditures - Modified Cash Basis

For the 7 Months Ended January 31, 2025

Prorated Budget Percentage Spent: 58.33%

	<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	2,655,140.83	2,271,965.12	49.91 %	(383,175.71)
Replacement Tax	45,000.00	26,250.00	33,406.16	74.24	7,156.16
Total Taxes	<u>4,596,670.00</u>	<u>2,681,390.83</u>	<u>2,305,371.28</u>	<u>50.15 %</u>	<u>(376,019.55)</u>
Collections					
Per Capita Grant	27,465.00	16,021.25	27,465.08	100.00 %	11,443.83
Kenilworth Services	134,850.00	78,662.50	35,535.26	26.35	(43,127.24)
Studio Fees	1,250.00	729.17	588.72	47.10	(140.45)
Lost/Damaged Mat.	2,750.00	1,604.17	1,795.24	65.28	191.07
Total Collections	<u>166,315.00</u>	<u>97,017.08</u>	<u>65,384.30</u>	<u>39.31 %</u>	<u>(31,632.78)</u>
Materials					
Copy/Printing	6,500.00	3,791.67	5,230.63	80.47 %	1,438.96
Book Sales	1,500.00	875.00	162.24	10.82	(712.76)
Total Materials	<u>8,000.00</u>	<u>4,666.67</u>	<u>5,392.87</u>	<u>67.41 %</u>	<u>726.20</u>
Other Income					
Rails Support Grant	0.00	0.00	2,658.20	0.00 %	2,658.20
Checking Interest Income	6,000.00	3,500.00	10,381.67	173.03	6,881.67
Byline Bank IMA Interest	250,000.00	145,833.33	144,328.82	57.73	(1,504.51)
Money Market-Interest	2,000.00	1,166.67	1,314.60	65.73	147.93
Misc. Revenue	450.00	262.50	36.43	8.10	(226.07)
Gift Fund (over \$100)	1,000.00	583.33	0.00	0.00	(583.33)
Friends Donations	17,500.00	10,208.33	0.00	0.00	(10,208.33)
Total Other Income	<u>276,950.00</u>	<u>161,554.17</u>	<u>158,719.72</u>	<u>57.31 %</u>	<u>(2,834.45)</u>
Total Revenue	<u>5,047,935.00</u>	<u>2,944,628.75</u>	<u>2,534,868.17</u>	<u>50.22 %</u>	<u>(409,760.58)</u>

Winnetka-Northfield Public Library District

Statement of Revenues and Expenditures - Modified Cash Basis

For the 7 Months Ended January 31, 2025

Prorated Budget Percentage Spent: 58.33%

	Annual Budget	Prorated Budget	Year to Date Actual	% of Budget	Variance vs. Prorated Budget
LIBRARY FUND					
Expenses					
Personnel					
IMRF Expenses	75,000.00	43,750.00	35,948.88	47.93 %	(7,801.12)
FICA	175,000.00	102,083.33	98,142.37	56.08	(3,940.96)
Salaries	2,275,000.00	1,327,083.33	1,265,235.06	55.61	(61,848.27)
Health Insurance	275,000.00	160,416.67	131,482.21	47.81	(28,934.46)
Employee Asst. Program	500.00	291.67	250.00	50.00	(41.67)
Professional Development	30,000.00	17,500.00	18,533.40	61.78	1,033.40
Flexible Spending Account	1,250.00	729.17	650.00	52.00	(79.17)
Staff Recognition/Events/Meetings	6,000.00	3,500.00	3,268.13	54.47	(231.87)
Total Personnel	2,837,750.00	1,655,354.17	1,553,510.05	54.74 %	(101,844.12)
Administration					
Audit Fees	13,430.00	7,834.17	13,430.00	100.00 %	5,595.83
Library Supplies	46,000.00	26,833.33	18,660.51	40.57	(8,172.82)
Office Supplies	5,800.00	3,383.33	3,597.98	62.03	214.65
Breakroom Supplies	3,400.00	1,983.33	1,867.95	54.94	(115.38)
Postage	3,500.00	2,041.67	1,752.76	50.08	(288.91)
Hospitality	500.00	291.67	115.96	23.19	(175.71)
Accounting and Bookkeeping	24,000.00	14,000.00	14,805.00	61.69	805.00
Delivery Service	5,500.00	3,208.33	3,267.81	59.41	59.48
Payroll Services	9,000.00	5,250.00	3,632.36	40.36	(1,617.64)
Liability Insurance Costs	30,500.00	17,791.67	30,675.00	100.57	12,883.33
Board Expenses	5,000.00	2,916.67	212.49	4.25	(2,704.18)
Memberships	7,000.00	4,083.33	4,383.24	62.62	299.91
Legal	18,000.00	10,500.00	3,229.10	17.94	(7,270.90)
Consultants	5,000.00	2,916.67	0.00	0.00	(2,916.67)
Investment Fees	16,800.00	9,800.00	8,122.35	48.35	(1,677.65)
Miscellaneous	500.00	291.67	273.83	54.77	(17.84)
Total Administration	193,930.00	113,125.83	108,026.34	55.70 %	(5,099.49)
Utilities					
Electricity	40,000.00	23,333.33	25,401.29	63.50 %	2,067.96
Water	5,000.00	2,916.67	3,955.82	79.12	1,039.15
Storm Sewer	1,500.00	875.00	949.53	63.30	74.53
Natural Gas	10,000.00	5,833.33	3,946.94	39.47	(1,886.39)
Telephone	17,500.00	10,208.33	123.83	0.71	(10,084.50)
Internet Services	24,000.00	14,000.00	12,796.10	53.32	(1,203.90)
Total Utilities	98,000.00	57,166.67	47,173.51	48.14 %	(9,993.16)
Information Technology					
CCS Operating	79,000.00	46,083.33	36,733.24	46.50 %	(9,350.09)
Software	35,000.00	20,416.67	29,625.26	84.64	9,208.59
LAN Management	40,000.00	23,333.33	23,862.46	59.66	529.13
Hardware	4,000.00	2,333.33	1,879.40	46.99	(453.93)
Subscriptions	0.00	0.00	20.00	0.00	20.00
Website/Platform Fees	60,000.00	35,000.00	41,339.76	68.90	6,339.76
Photocopier Leases	25,000.00	14,583.33	11,112.99	44.45	(3,470.34)
Computer Equipment	30,000.00	17,500.00	19,783.86	65.95	2,283.86
Total Information Technology	273,000.00	159,250.00	164,356.97	60.20 %	5,106.97

Winnetka-Northfield Public Library District

Statement of Revenues and Expenditures - Modified Cash Basis

For the 7 Months Ended January 31, 2025

Prorated Budget Percentage Spent: 58.33%

	Annual Budget	Prorated Budget	Year to Date Actual	% of Budget	Variance vs. Prorated Budget
LIBRARY FUND					
Public Relations					
Promotional	11,000.00	6,416.67	3,127.79	28.43 %	(3,288.88)
Newsletter/Mailers	35,000.00	20,416.67	17,130.57	48.94	(3,286.10)
PR Supplies	4,000.00	2,333.33	3,080.55	77.01	747.22
Marketing/Advertising	11,000.00	6,416.67	6,389.39	58.09	(27.28)
Total Public Relations	61,000.00	35,583.33	29,728.30	48.73 %	(5,855.03)
Library Materials - Adult					
Adult Services - Winnetka	0.00	0.00	24.66	0.00 %	24.66
Books-Fiction-Adult	85,000.00	49,583.33	47,255.33	55.59	(2,328.00)
Books-Non-Fiction-Adult	75,000.00	43,750.00	40,152.51	53.54	(3,597.49)
Periodicals	20,200.00	11,783.33	18,896.08	93.54	7,112.75
DVDs-Adult	25,000.00	14,583.33	15,046.86	60.19	463.53
Audio Books-Adult	6,500.00	3,791.67	3,616.88	55.64	(174.79)
Books-Digital	355,000.00	207,083.33	164,616.37	46.37	(42,466.96)
Online Database	65,000.00	37,916.67	54,644.64	84.07	16,727.97
Video Games-Adults	2,000.00	1,166.67	164.12	8.21	(1,002.55)
Total Library Materials - Adult	633,700.00	369,658.33	344,417.45	54.35 %	(25,240.88)
Library Materials - Youth					
Kits	3,500.00	2,041.67	946.27	27.04 %	(1,095.40)
Books-Fiction-Juv	42,500.00	24,791.67	18,827.21	44.30	(5,964.46)
Books-Non-Fiction-Juv	14,000.00	8,166.67	8,245.24	58.89	78.57
DVDs-Juv	750.00	437.50	486.43	64.86	48.93
Audio Books/Talking Books Juv	17,500.00	10,208.33	9,404.60	53.74	(803.73)
Video Games-Juv	5,500.00	3,208.33	3,961.68	72.03	753.35
Total Library Materials - Youth	83,750.00	48,854.17	41,871.43	50.00 %	(6,982.74)
Programs					
Reading Programs	11,000.00	6,416.67	5,109.21	46.45 %	(1,307.46)
Programming - Studio	17,600.00	10,266.67	6,448.66	36.64	(3,818.01)
Programming - Youth	42,000.00	24,500.00	21,077.05	50.18	(3,422.95)
Programming - Adult	35,500.00	20,708.33	21,334.91	60.10	626.58
Studio Maintenance/Repair	3,000.00	1,750.00	209.90	7.00	(1,540.10)
Total Programs	109,100.00	63,641.67	54,179.73	49.66 %	(9,461.94)
Capital					
Capital Outlay	400,000.00	233,333.33	28,182.86	7.05 %	(205,150.47)
Building	155,000.00	90,416.67	22,158.71	14.30	(68,257.96)
Equipment/Furniture	65,000.00	37,916.67	10,675.90	16.42	(27,240.77)
Total Capital	620,000.00	361,666.67	61,017.47	9.84 %	(300,649.20)
Total Expenses	4,910,230.00	2,864,300.83	2,404,281.25	48.96 %	(460,019.58)
Excess Revenues less Expenses	137,705.00	80,327.92	130,586.92	94.83 %	50,259.00

Winnetka-Northfield Public Library District
Statement of Revenues and Expenditures - Modified Cash Basis
For the 7 Months Ended January 31, 2025

Prorated Budget Percentage Spent: 58.33%

	<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>BUILDING FUND</u>					
Revenues					
Property Taxes Collections-Building	399,690.00	233,152.50	198,835.19	49.75 %	(34,317.31)
Total Revenue	<u>399,690.00</u>	<u>233,152.50</u>	<u>198,835.19</u>	<u>49.75 %</u>	<u>(34,317.31)</u>
Expenses					
Northfield Lease	72,500.00	42,291.67	42,199.36	58.21 %	(92.31)
Janitorial Supplies	11,000.00	6,416.67	5,670.88	51.55	(745.79)
Snow Removal	9,000.00	5,250.00	2,465.00	27.39	(2,785.00)
Building Appraisal	500.00	291.67	0.00	0.00	(291.67)
Building Maintenance Service	113,000.00	65,916.67	56,480.00	49.98	(9,436.67)
Elevators	10,000.00	5,833.33	6,983.00	69.83	1,149.67
Landscaping	20,000.00	11,666.67	9,627.69	48.14	(2,038.98)
HVAC	11,200.00	6,533.33	5,998.50	53.56	(534.83)
Flooring & Painting	125,000.00	72,916.67	0.00	0.00	(72,916.67)
Automatic Doors	7,500.00	4,375.00	393.98	5.25	(3,981.02)
Roof	700.00	408.33	366.00	52.29	(42.33)
Alarms & Security	6,000.00	3,500.00	1,914.21	31.90	(1,585.79)
Equipment	2,100.00	1,225.00	0.00	0.00	(1,225.00)
Plumbing	1,500.00	875.00	0.00	0.00	(875.00)
Electrical	7,000.00	4,083.33	5,505.00	78.64	1,421.67
Misc Services	2,000.00	1,166.67	1,049.00	52.45	(117.67)
Total Expenses	<u>399,000.00</u>	<u>232,750.00</u>	<u>138,652.62</u>	<u>34.75 %</u>	<u>(94,097.38)</u>
Excess Revenues less Expenses	<u>\$ 690.00</u>	<u>\$ 402.50</u>	<u>\$ 60,182.57</u>	<u>8,722.11 %</u>	<u>59,780.07</u>
<u>UNEMPLOYMENT FUND</u>					
Revenues					
Total Revenue	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00 %</u>	<u>0.00</u>
Expenses					
Excess Revenues less Expenses	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>0.00 %</u>	<u>0.00</u>

Winnetka-Northfield Public Library District
Statement of Revenues and Expenditures - Modified Cash Basis
For the 7 Months Ended January 31, 2025

Prorated Budget Percentage Spent: 58.33%

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

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

January 1, 2025 - January 31, 2025

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Vendor Checks						
Sylvia Taflove 10-0-5908	Programming - Adult	Program - Mah Jongg	320.00	4823	01/04/25	<u>320.00</u>
Amber Mechanical Contractors Inc. 70-0-5752	HVAC	Inv C017736	1,999.50	4824	01/09/25	<u>1,999.50</u>
Anette Isaacs 10-0-5908	Programming - Adult	Event Presentation	250.00	4825	01/09/25	<u>250.00</u>
AT&T 10-0-5176	Internet Services	Inv S663007007-24345	473.65	4826	01/09/25	<u>473.65</u>
CHICAGO BACKFLOW INC. 70-0-5799	Misc Services	Inv 402770; 8.9.24	600.00	4827	01/09/25	<u>600.00</u>
CHICAGO BACKFLOW INC. 70-0-5799	Misc Services	To VOID check 4827	-600.00	4827	01/31/25	<u>(600.00)</u>
Chicago Tribune 10-0-5177	Website/Platform Fees	Inv 1; 12.19.24	780.00	4828	01/09/25	<u>780.00</u>
Colley Elevator Co. 70-0-5749	Elevators	Inv 273616; 1.1.25	440.00	4829	01/09/25	<u>440.00</u>
Cupello Mechanical 10-0-5882	Building	Inv 3260	270.00	4830	01/09/25	<u>270.00</u>
Dow Jones & Company Inc. 10-1-5346	Online Database - Winnetka	Inv 97050104; 12.11.24	2,336.00	4831	01/09/25	<u>2,336.00</u>
Engberg Anderson, Inc. 10-0-5800	Capital Outlay	Inv 24373700-5; 12.31.24	843.80	4832	01/09/25	<u>843.80</u>
Esscoe L.L.C. 10-0-5177	Website/Platform Fees	Inv 70045; 01.01.25	876.00	4833	01/09/25	<u>876.00</u>
Firefly Family Theatre 10-0-5907	Programming - Youth	Event Presentation	525.00	4834	01/09/25	<u>525.00</u>
G. Richard Ryan 10-0-5908	Programming - Adult	G. Richard Ryan	100.00	4835	01/09/25	<u>100.00</u>
InfoUSA Marketing, Inc. 10-0-5177	Website/Platform Fees	Inv 10004241844; 08.20.24	2,040.00	4836	01/09/25	<u>2,040.00</u>
Invengo American Corporation 10-0-5177	Website/Platform Fees	Inv SVIP029887; 12.23.24	4,200.00	4837	01/09/25	<u>4,200.00</u>
LIBRARIES FIRST (Innovation Experts) 10-0-5177	Website/Platform Fees	Inv 9067; 12.19.24	220.00	4838	01/09/25	<u>220.00</u>
Library Furniture International, Inc. 10-0-5884	Equipment/Furniture	Inv 9879; 12.30.24	8,374.50	4839	01/09/25	<u>8,374.50</u>
National Museum of Mexican Art				4840	01/09/25	<u>220.00</u>

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

January 1, 2025 - January 31, 2025

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5908	Programming - Adult	Event Presentation	220.00			
OCLC Inc				4841	01/09/25	<u>2,308.09</u>
10-0-5177	Website/Platform Fees	Inv 1000416823; 1.1.25 - 12.31.25	2,000.00			
10-1-5345	Books-Digital-Winnetka	Inv 1000417369; 12.31.24	308.09			
Quench USA, Inc.				4842	01/09/25	<u>419.49</u>
10-0-5122	Breakroom Supplies	Inv 08349967; 01.01.25	419.49			
Raul Negrete Moyo				4843	01/09/25	<u>730.00</u>
70-0-5740	Snow Removal	Inv 001	730.00			
Rock 'n' Kids, inc				4844	01/09/25	<u>500.00</u>
10-0-5907	Programming - Youth	Event Presentation	500.00			
The Book Stall				4845	01/09/25	<u>110.38</u>
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Inv 552809	36.00			
10-2-5341	Books-Non-Fiction-Adult-Northfield	Inv 556317	26.40			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Inv 556800	23.99			
10-2-5341	Books-Non-Fiction-Adult-Northfield	Inv 556800	23.99			
Towne Monitoring				4846	01/09/25	<u>156.00</u>
70-0-5749	Elevators	10.24 - 09.25	156.00			
Wall Street Journal				4847	01/09/25	<u>719.88</u>
10-1-5342	Periodicals-Winnetka	Wall Street Journal	719.88			
Technology Management Rev Fund				4848	01/09/25	<u>1,000.00</u>
10-0-5176	Internet Services	Inv T2510002	1,000.00			
Anette Isaacs				4849	01/23/25	<u>250.00</u>
10-0-5908	Programming - Adult	Event Presentation	250.00			
Arrayscape Gaming, Inc				4850	01/23/25	<u>350.00</u>
10-0-5907	Programming - Youth	Event Presentation	350.00			
AT&T				4851	01/23/25	<u>947.30</u>
10-0-5176	Internet Services	Inv S663007007-25010	947.30			
Aunt Flow				4852	01/23/25	<u>150.00</u>
10-0-5120	Library Supplies	Inv S017724	150.00			
Bokeum Moon				4853	01/23/25	<u>350.00</u>
10-0-5908	Programming - Adult	Event Presentation	350.00			
Chicago Hearing Society				4854	01/23/25	<u>360.00</u>
10-0-5114	Professional Development	Inv C201455	180.00			
10-0-5114	Professional Development	Inv C202838	180.00			
Cupello Mechanical				4855	01/23/25	<u>150.00</u>
10-0-5882	Building	Inv 3318	150.00			
Greenfield Consulting, LLC				4856	01/23/25	<u>75.00</u>

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

January 1, 2025 - January 31, 2025

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5908	Programming - Adult	Event Presentation	75.00			
Jennifer Barnes				4857	01/23/25	<u>350.00</u>
10-0-5908	Programming - Adult	Event Presentation	350.00			
Jerry Moffitt				4858	01/23/25	<u>275.00</u>
10-0-5907	Programming - Youth	Event Presentation	275.00			
Outsource IT Solutions Group				4859	01/23/25	<u>2,550.00</u>
10-0-5135	LAN Management	Inv 82297	2,550.00			
Peregrine, Stime, Newman, Ritzman & Bruckner, LTD				4860	01/23/25	<u>1,687.50</u>
10-0-5736	Legal	Inv 62754	1,687.50			
Quench USA, Inc.				4861	01/23/25	<u>419.49</u>
10-0-5122	Breakroom Supplies	Inv08349967	419.49			
Team One Repair, Inc.				4862	01/23/25	<u>211.00</u>
10-0-5120	Library Supplies	Inv 1589690	211.00			
The Book Stall				4863	01/23/25	<u>52.00</u>
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Inv 557157	16.00			
10-2-5341	Books-Non-Fiction-Adult-Northfield	Inv 556995	36.00			
The Home Depot				4864	01/24/25	<u>8,306.42</u>
10-0-5882	Building	The Home Depot	8,306.42			
The Home Depot				4865	01/24/25	<u>8,306.43</u>
10-0-5882	Building	The Home Depot	8,306.43			
Lynn Rymarz				4866	01/28/25	<u>300.00</u>
10-0-5908	Programming - Adult	Event Presentation; 02.01.25	300.00			
VILLAGE OF WINNETKA				18396	01/03/25	<u>36,390.23</u>
10-0-5111	Health Insurance	Inv 2024-000000012	4,065.73			
10-0-5111	Health Insurance	Inv 2021-000000013	32,324.50			
Ntiva				18397	01/03/25	<u>892.50</u>
10-0-5135	LAN Management	Inv 254418; 12.17.24	892.50			
QUILL CORPORATION				18398	01/03/25	<u>51.86</u>
10-0-5121	Office Supplies	Inv 42006642	51.86			
BAKER & TAYLOR				18399	01/03/25	<u>4,381.53</u>
10-1-5340	Books-Fiction-Adult-Winnetka	BAKER & TAYLOR	920.76			
10-0-5120	Library Supplies	BAKER & TAYLOR	417.55			
10-2-5440	Books-Fiction-Juv-Northfield	BAKER & TAYLOR	490.38			
10-1-5440	Books-Fiction-Juv-Winnetka	BAKER & TAYLOR	382.75			
10-2-5444	Audio Books-Juv-Northfield	BAKER & TAYLOR	51.00			
10-2-5441	Books-Non-Fiction-Juv-Northfield	BAKER & TAYLOR	153.72			
10-2-5341	Books-Non-Fiction-Adult-Northfield	BAKER & TAYLOR	304.50			

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

January 1, 2025 - January 31, 2025

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-1-5341	Books-Non-Fiction-Adult-Winnetka	BAKER & TAYLOR	1,458.40			
10-2-5340	Books-Fiction-Adult-Northfield	BAKER & TAYLOR	202.47			
MIDWEST TAPE				18400	01/03/25	<u>1,463.47</u>
10-0-5120	Library Supplies	MIDWEST TAPE	103.12			
10-1-5443	DVDs-Juv-Winnetka	MIDWEST TAPE	91.46			
10-1-5343	DVDs-Adult-Winnetka	MIDWEST TAPE	873.54			
10-2-5343	DVDs-Adult-Northfield	MIDWEST TAPE	299.88			
10-1-5344	Audio Books-Adult-Winnetka	MIDWEST TAPE	34.99			
10-2-5344	Audio Books-Adult-Northfield	MIDWEST TAPE	34.99			
10-2-5443	DVDs-Juv-Northfield	MIDWEST TAPE	25.49			
QUILL CORPORATION				18401	01/16/25	<u>311.34</u>
70-0-5725	Janitorial Supplies	Inv 42018572; 12.17.24	111.39			
70-0-5725	Janitorial Supplies	Inv 42117665; 12.26.24	199.95			
Warehouse Direct				18402	01/16/25	<u>33.75</u>
70-0-5725	Janitorial Supplies	Inv 5837993-0; 12.18.24	33.75			
Catapult				18403	01/16/25	<u>50.00</u>
10-0-5115	Flexible Spending Account	Inv 00159533	50.00			
DD Facility Services				18404	01/16/25	<u>8,160.00</u>
70-0-5748	Building Maintenance Service	Inv 1078	8,160.00			
VILLAGE OF WINNETKA				18405	01/16/25	<u>4,065.73</u>
10-0-5111	Health Insurance	Inv 2024-00000012	4,065.73			
Kanopy				18406	01/16/25	<u>616.00</u>
10-1-5345	Books-Digital-Winnetka	Inv 432131	616.00			
HOOPLA (MIDWEST TAPE)				18407	01/16/25	<u>2,295.98</u>
10-1-5345	Books-Digital-Winnetka	Inv 506552715	2,295.98			
DEMCO				18408	01/16/25	<u>508.94</u>
10-0-5120	Library Supplies	Inv 7584266	508.94			
OVERDRIVE INC.				18409	01/16/25	<u>1,621.03</u>
10-1-5345	Books-Digital-Winnetka	Inv 01018MA24401244	1,621.03			
RAILS				18410	01/16/25	<u>3,130.00</u>
10-0-5908	Programming - Adult	Inv 13570	530.00			
10-0-5177	Website/Platform Fees	Inv 13604	2,600.00			
VILLAGE OF NORTHFIELD				18411	01/16/25	<u>6,028.48</u>
70-2-5159	Northfield Lease	Inv 101LIB	6,028.48			
Lauterbach & Amen, LLP				18412	01/16/25	<u>1,725.00</u>
10-0-5131	Accounting and Bookkeeping	Inv 99775	1,725.00			
MERCHANTS DELIVERY SERVICE				18413	01/16/25	<u>475.00</u>
10-0-5138	Delivery Service	MERCHANTS DELIVERY SERVICE	475.00			

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

January 1, 2025 - January 31, 2025

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
BAKER & TAYLOR				18415	01/16/25	<u>2,086.88</u>
10-2-5441	Books-Non-Fiction-Juv-Northfield	BAKER & TAYLOR	52.36			
10-1-5441	Books-Non-Fiction-Juv-Winnetka	BAKER & TAYLOR	16.94			
10-0-5120	Library Supplies	BAKER & TAYLOR	186.97			
10-1-5440	Books-Fiction-Juv-Winnetka	BAKER & TAYLOR	176.03			
10-1-5340	Books-Fiction-Adult-Winnetka	BAKER & TAYLOR	1,108.01			
10-2-5340	Books-Fiction-Adult-Northfield	BAKER & TAYLOR	436.80			
10-2-5440	Books-Fiction-Juv-Northfield	BAKER & TAYLOR	58.77			
10-1-5444	Audio Books-Juv-Winnetka	BAKER & TAYLOR	51.00			
MIDWEST TAPE				18416	01/16/25	<u>1,593.25</u>
10-0-5120	Library Supplies	MIDWEST TAPE	117.05			
10-1-5444	Audio Books-Juv-Winnetka	MIDWEST TAPE	139.97			
10-1-5343	DVDs-Adult-Winnetka	MIDWEST TAPE	730.17			
10-0-5120	Library Supplies	MIDWEST TAPE	117.05			
10-1-5344	Audio Books-Adult-Winnetka	MIDWEST TAPE	218.95			
10-2-5344	Audio Books-Adult-Northfield	MIDWEST TAPE	165.96			
10-1-5444	Audio Books-Juv-Winnetka	MIDWEST TAPE	104.10			
Warehouse Direct				18429	01/30/25	<u>1,072.33</u>
70-0-5725	Janitorial Supplies	Inv 5860477-0	655.93			
70-0-5725	Janitorial Supplies	Inv 5862063-0	416.40			
Catapult				18430	01/30/25	<u>300.00</u>
10-0-5115	Flexible Spending Account	Inv 00161050	300.00			
BAKER & TAYLOR				18431	01/30/25	<u>12,615.19</u>
10-2-5341	Books-Non-Fiction-Adult-Northfield	BAKER & TAYLOR	1,222.49			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	BAKER & TAYLOR	4,198.09			
10-0-5120	Library Supplies	BAKER & TAYLOR	1,162.03			
10-2-5441	Books-Non-Fiction-Juv-Northfield	BAKER & TAYLOR	175.05			
10-1-5441	Books-Non-Fiction-Juv-Winnetka	BAKER & TAYLOR	415.48			
10-2-5340	Books-Fiction-Adult-Northfield	BAKER & TAYLOR	866.96			
10-1-5340	Books-Fiction-Adult-Winnetka	BAKER & TAYLOR	2,204.53			
10-2-5440	Books-Fiction-Juv-Northfield	BAKER & TAYLOR	538.40			
10-1-5440	Books-Fiction-Juv-Winnetka	BAKER & TAYLOR	1,711.26			
10-2-5444	Audio Books-Juv-Northfield	BAKER & TAYLOR	120.90			
MIDWEST TAPE				18432	01/30/25	<u>1,689.43</u>
10-0-5120	Library Supplies	MIDWEST TAPE	131.34			

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

January 1, 2025 - January 31, 2025

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-2-5444	Audio Books-Juv-Northfield	MIDWEST TAPE	42.99			
10-1-5343	DVDs-Adult-Winnetka	MIDWEST TAPE	1,048.69			
10-1-5343	DVDs-Adult-Winnetka	MIDWEST TAPE	466.41			
COOPERATIVE COMPUTER SERVICES				18433	01/30/25	<u>17,390.12</u>
10-1-5345	Books-Digital-Winnetka	Inv 2391	17,390.12			
RAILS				18434	01/30/25	<u>103.10</u>
10-0-5177	Website/Platform Fees	Inv 13819	103.10			
Peerless Network				18446	01/31/25	<u>41.33</u>
10-1-5175	Telephone - Winnetka	ACH	41.33			
COMCAST				18447	01/31/25	<u>71.95</u>
10-0-5176	Internet Services	ACH	71.95			
NICOR				18448	01/31/25	<u>124.15</u>
10-2-5174	Natural Gas - Northfield	NICOR	124.15			
PITNEY BOWES				18449	01/31/25	<u>200.00</u>
10-0-5123	Postage	PITNEY BOWES	100.00			
10-0-5123	Postage	PITNEY BOWES	100.00			
NATIONWIDE RETIREMENT SOLUTIONS				18450	01/31/25	<u>4,900.00</u>
10-0-2040	457 withholding	NATIONWIDE RETIREMENT SOLUTIONS	1,225.00			
10-0-2040	457 withholding	NATIONWIDE RETIREMENT SOLUTIONS	1,225.00			
10-0-2040	457 withholding	NATIONWIDE RETIREMENT SOLUTIONS	1,225.00			
10-0-2040	457 withholding	NATIONWIDE RETIREMENT SOLUTIONS	1,225.00			
COMCAST				18451	01/31/25	<u>434.45</u>
10-0-5176	Internet Services	ACH	434.45			
NORTH SHORE GAS				18452	01/31/25	<u>1,527.47</u>
10-1-5174	Natural Gas - Winnetka	ACH	1,527.47			
COMED				18453	01/31/25	<u>639.52</u>
10-2-5171	Electricity - Northfield	COMED	639.52			
VILLAGE OF WINNETKA				18454	01/31/25	<u>2,350.15</u>
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	91.47			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	26.12			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	71.01			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	30.21			
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	2,073.17			
10-1-5171	Electricity - Winnetka	VILLAGE OF WINNETKA	-231.60			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	49.41			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	98.65			
VILLAGE OF NORTHFIELD				18455	01/31/25	<u>57.90</u>
10-2-5172	Water - Northfield	ACH	57.90			

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

January 1, 2025 - January 31, 2025

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
First Bankcard				18456	01/31/25	11,616.67
70-0-5755	Automatic Doors	Dombrowski - Batteries for NF Bathroom Door	33.98			
10-0-5731	Memberships	Dombrowski - Annual Membership Renewal- WNPLD	65.00			
10-0-5731	Memberships	Dombrowski - Annual Membership Renewal- + Business Mgr	65.00			
10-0-5732	Staff Recognition/Events/Meetings	Dombrowski - Snacks & Drinks for Staff Day	110.53			
10-0-5732	Staff Recognition/Events/Meetings	Dombrowski - November/December Staff Birthdays	60.00			
10-0-5884	Equipment/Furniture	Dombrowski - Diaper Pail for Northfield	79.95			
10-0-5124	Hospitality	Dombrowski - Cakes & Snacks for Anniversary Party	97.96			
10-0-5139	Subscriptions	Dombrowski - ChatGPT Subscription	20.00			
10-0-5719	Board Expenses	Dombrowski - Board Meeting Snacks- Birthdays	49.72			
10-0-5120	Library Supplies	Karwowska - Library Supplies (?) - bowls for breakroom	49.73			
10-0-5907	Programming - Youth	Karwowska - Youth Programming Supplies	53.69			
10-0-5907	Programming - Youth	Karwowska - Youth Programming Supplies	57.96			
10-1-5445	Video Games-Juv-Winnetka	Karwowska - Videogames Youth	769.66			
10-2-5445	Video Games- Juv-Northfield	Karwowska - Videogames Youth	769.66			
10-0-5907	Programming - Youth	Karwowska - Youth Programming Supplies	19.99			
10-1-5445	Video Games-Juv-Winnetka	Karwowska - Videogames Youth	137.47			
10-2-5445	Video Games- Juv-Northfield	Karwowska - Videogames Youth	137.46			
10-1-5445	Video Games-Juv-Winnetka	Karwowska - Videogames Youth	59.88			
10-2-5445	Video Games- Juv-Northfield	Karwowska - Videogames Youth	59.88			
10-1-5445	Video Games-Juv-Winnetka	Karwowska - Videogames Youth	29.99			
10-2-5445	Video Games- Juv-Northfield	Karwowska - Videogames Youth	29.99			
10-0-5907	Programming - Youth	Karwowska - Youth Programming Supplies	75.98			
10-2-5443	DVDs-Juv-Northfield	Karwowska - DVD Youth (Nfld)	8.22			
10-0-5907	Programming - Youth	Karwowska - Youth Programming Supplies	80.22			
10-0-5308	Reading Programs	Karwowska - Summer Reading Prizes	146.96			
10-0-5907	Programming - Youth	Karwowska - Youth Programming Supplies	194.67			
10-2-5443	DVDs-Juv-Northfield	Karwowska - DVD Youth (Nfld)	8.89			
10-0-5308	Reading Programs	Karwowska - Summer Reading Prizes	71.24			
10-1-5441	Books-Non-Fiction-Juv-Winnetka	Karwowska - Nonfiction Youth Book	39.99			
10-1-5439	Kits	Karwowska - Kit replacements	42.48			
10-1-5445	Video Games-Juv-Winnetka	Karwowska - Videogames Youth	138.00			
10-0-5120	Library Supplies	Karwowska - Library supplies - replacement tape dispenser	146.69			
10-1-5440	Books-Fiction-Juv-Winnetka	Karwowska - Fiction Youth Book	14.95			

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

January 1, 2025 - January 31, 2025

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Karwowska - Nonfiction Adult Book	39.99			
10-0-5114	Professional Development	Karwowska - Professional Development T Malinowski FY 24/25 IYSI	208.00			
10-0-5907	Programming - Youth	Karwowska - Youth Programming Supplies	89.98			
10-0-5114	Professional Development	Karwowska - Professional Development T Malinowski FY 24/25 IYSI	17.74			
10-0-5907	Programming - Youth	Karwowska - Youth Programming Supplies	-19.49			
10-0-5907	Programming - Youth	Karwowska - Youth Programming Supplies	39.34			
10-0-5907	Programming - Youth	Karwowska - Youth Programming Supplies	39.34			
10-0-5907	Programming - Youth	Karwowska - Youth Programming Supplies	13.49			
10-0-5907	Programming - Youth	Karwowska - Youth Programming Supplies - Ad Free Subscription for Storytime	139.99			
10-0-5121	Office Supplies	Mall - A/V and charging equipment for patron use	27.98			
10-0-5121	Office Supplies	Mall - A/V and charging equipment for patron use	46.89			
10-0-5120	Library Supplies	Mall - Tech Services supplies	24.99			
10-0-5731	Memberships	Mall - Professional membership dues	55.00			
10-0-5120	Library Supplies	Mall - Tech Services supplies	25.26			
10-0-5134	Software	Mall - Virtual event hosting	127.98			
10-0-5120	Library Supplies	Mall - Tech Services supplies	14.59			
10-1-5342	Periodicals-Winnetka	Mall - Materials	103.49			
10-0-5898	Miscellaneous	Mall - Outdoor decorations	24.99			
10-0-5308	Reading Programs	Mall - Winter Reading prizes	34.95			
10-0-5308	Reading Programs	Mall - Winter Reading prizes	1,000.00			
10-0-5308	Reading Programs	Mall - Winter Reading prizes	69.00			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Mall - Materials	24.29			
10-0-5906	Programming - Studio	Mall - Seed Library supplies	434.00			
10-0-5121	Office Supplies	Mall - Hygiene/sanitation supplies	86.70			
10-0-5906	Programming - Studio	Mall - Seed Library supplies	136.90			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Mall - Materials	26.53			
10-0-5907	Programming - Youth	Mall - Youth Programming supplies	38.22			
10-0-5907	Programming - Youth	Mall - Youth Programming supplies	84.87			
10-0-5121	Office Supplies	Mall - Bird food	24.66			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Mall - Materials	75.90			
10-0-5120	Library Supplies	Mall - Tech Services supplies	76.62			
10-0-5908	Programming - Adult	Mall - Program materials (Great Decisions series, beginning 1/22)	841.25			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Mall - Materials	318.14			
10-1-5343	DVDs-Adult-Winnetka	Mall - Materials	24.99			
10-0-5121	Office Supplies	Melero - Coffee creamer	17.97			
10-0-5120	Library Supplies	Melero - DVD cases- tax to be refunded	16.93			
10-0-5120	Library Supplies	Melero - DVD cases	188.16			
10-0-5732	Staff Recognition/Events/Meetings	Melero - All Staff/Holiday Party	463.74			

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

January 1, 2025 - January 31, 2025

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5732	Staff Recognition/Events/Meetings	Melero - Accidental charge refund	61.06			
10-0-5120	Library Supplies	Melero - DVD Cases- to be refunded-double charged	188.16			
10-0-5732	Staff Recognition/Events/Meetings	Melero - All Staff/Holiday Party	27.05			
10-0-5732	Staff Recognition/Events/Meetings	Melero - All Staff/Holiday Party	90.40			
10-0-5732	Staff Recognition/Events/Meetings	Melero - All Staff/Holiday Party	5.99			
10-0-5732	Staff Recognition/Events/Meetings	Melero - All Staff/Holiday Party	8.75			
10-0-5121	Office Supplies	Melero - PTO Coupon paper	13.99			
10-0-5121	Office Supplies	Melero - Batteries	37.07			
10-0-5882	Building	Morgan - building - fireplace screen	39.49			
10-0-5121	Office Supplies	Morgan - Office Supplies - foam earplugs for patron use	19.99			
10-0-5907	Programming - Youth	Morgan - Programming - Youth - prizes for treasure chest	18.16			
70-0-5725	Janitorial Supplies	Morgan - Janitorial Supplies - spray for bathroom	42.63			
10-0-5120	Library Supplies	Morgan - Library Supplies - book easels, bookmarks	97.56			
10-0-5907	Programming - Youth	Morgan - Programming - Youth - for cozy cottages and/or candy sushi	84.29			
10-2-5441	Books-Non-Fiction-Juv-Northfield	Morgan - Books - Non-Fiction, Easy, & JH - Northfield - youth nonfiction	37.40			
10-0-5907	Programming - Youth	Morgan - Programming - Youth - for cozy cottages and/or candy sushi	45.30			
70-0-5725	Janitorial Supplies	Morgan - Janitorial Supplies - diaper pail	159.99			
10-0-5121	Office Supplies	Morgan - Office Supplies - refill for planners	14.32			
10-0-5121	Office Supplies	Morgan - Office Supplies - refill for planners	21.97			
10-0-5906	Programming - Studio	Munoz - Programming: Yarn Spinning	30.54			
10-0-5906	Programming - Studio	Munoz - Studio Supplies: 3D printer filament	39.98			
10-0-5906	Programming - Studio	Munoz - Studio Supplies: Small Business Saturdays	52.97			
10-0-5906	Programming - Studio	Munoz - Studio Supplies: 3D printer filament, stabilizer	105.86			
10-0-5906	Programming - Studio	Munoz - Programming: Candle Making	42.54			
10-0-5906	Programming - Studio	Munoz - Programming: Staff plaques, candle making	62.95			
10-0-5906	Programming - Studio	Munoz - studio supplies: adhesive spray	23.99			
10-0-5124	Hospitality	Munoz - 50th exhibit : photobooth app	18.00			
10-0-5906	Programming - Studio	Munoz - Credit card is refunding this unknown transaction	36.00			
10-0-5906	Programming - Studio	Munoz - 50th exhibit: ipad tripod	26.98			
10-0-5906	Programming - Studio	Munoz - Studio Supplies: super glue, wood glue	56.22			
10-0-5906	Programming - Studio	Munoz - Studio supplies: hot glue guns	63.96			
10-0-5114	Professional Development	Munoz - continuing education: makerspace membership REFUND	65.00			

Winnetka-Northfield Public Library District

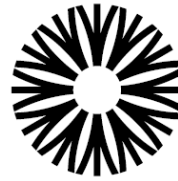
Check Register

All Bank Accounts

January 1, 2025 - January 31, 2025

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5906	Programming - Studio	Munoz - REFUND	-77.92			
10-0-5906	Programming - Studio	Munoz - REFUND	-140.42			
10-0-5906	Programming - Studio	Munoz - Programming; beaded lizard	36.07			
10-0-5906	Programming - Studio	Munoz - Studio Supplies: scissors	6.79			
10-0-5906	Programming - Studio	Munoz - studio supplies: cricut supplies	10.61			
10-0-5906	Programming - Studio	Munoz - 50th exhibit : photobooth app	19.99			
10-0-5882	Building	Munoz - Cleaning Supplies: alcohol wipes	28.85			
10-0-5882	Building	Munoz - Cleaning Supplies: disinfectant wipes	37.74			
10-0-5906	Programming - Studio	Munoz - Studio supplies: HTV, electric duster	47.78			
10-0-5906	Programming - Studio	Munoz - LoT item: Karaoke bag	31.99			
10-0-5724	Marketing/Advertising	Quish - 50th T-Shirts for Board Members	318.10			
10-0-5724	Marketing/Advertising	Quish - Balloons for 50th Party	76.50			
10-0-5724	Marketing/Advertising	Quish - Acrylic Brochure Holders	24.99			
10-0-5308	Reading Programs	Quish - Raffle Boxes for Winter Reading	84.98			
10-0-5724	Marketing/Advertising	Quish - Paper for 11x17 signs	62.07			
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	0.56			
10-0-5177	Website/Platform Fees	Swenson - Annual Vimeo Renewal	84.00			
10-0-5134	Software	Swenson - Refunded Tax	-18.50			
10-0-5134	Software	Swenson - Refunded Tax	-18.50			
10-0-5134	Software	Swenson - Adobe Creative Cloud Subscription	295.90			
10-0-5121	Office Supplies	Volny - CE Supplies	57.59			
10-0-5121	Office Supplies	Volny - Desk Supplies	45.08			

Check List Total 186,317.16



FEBRUARY 2025 DIRECTOR’S REPORT

STAFF UPDATES

Anniversaries: Betsy Griebenow, Adult Services Assistant, 1/4 (9 years); Stephanie Gonzalez-Diaz, 1/6 (5 years).

STAFF SHOUT OUTS

- Branch Services Librarian Amelia was accepted as a reviewer for *School Library Journal*.
- A patron left a positive Google review of the Northfield Branch Library and mentioned Amelia by name!
- Youth Services Librarian Tom, part of the Rebecca Caudill Young Readers’ Award Committee, helped to finalize the 2026 Caudill list, which has since been released to the public:



Northfield Branch Library

Public library

PLACE DETAILS



★★★★★ 5 days ago

I love this library . I highly recommend Story time with Ms. Amelia she’s amazing .

I’ve been in 8 different libraries and this is by far the best story time

The place is nice, clean, organized and count with enough resources for the kids and the librarians are kind and patient

<https://www.rebeccacaudill.org/images/2026/2026CaudillAuthorList.pdf>

- IT Manager Mark created and implemented a new ticket kiosk for both Winnetka and Northfield, which allows Winnetka-Northfield PLD cardholders priority access to youth programs such as storytime.
- Branch Services Manager Melissa served on the transition team for Illinois Libraries Present to become part of the Illinois Library Association.

PROGRAMMING

Youth

Category	JAN24/25	JAN23/24	Mo. % +/-	FY24-25 YTD	FY23-24 YTD	FY % +/-
Programs	56	49	14.29%	359	353	1.70%
Live Attendees	1,879	1,414	32.89%	11,934	10,338	15.44%
Passive Programming	5,463	4,780	14.29%	34,680	28,868	20.13%

Highlights

Art Play (NF)	51 attendees had a blast decorating paper crowns with gems, stickers, and markers.
Family Science (NF)	To decrease barriers to participation, Family Science was held in the library, rather than the community room. Attendance increased twofold to 30.

Adults

Category	JAN24/25	JAN23/24	Mo. % +/-	FY24-25 YTD	FY23-24 YTD	FY % +/-
Programs	20	24	-16.67%	140	127	10.24%
Live Attendees	371	640	-42.03%	2,673	3,082	-13.27%
Recording Attendees	167	145	15.17%	1,318	1,542	-14.53%

Highlights

Mah Jongg (IP) (NF)	A small group of 8 learned to play Mah Jongg, a rummy-like strategy game played with tiles. This setting allowed the instructor to cater to different learning styles and supervise play over 4 sessions.
Laura Ingalls Wilder, The Real Story: A Dramatic Portrayal (V)	69 attendees learned about the life of Laura Ingalls Wilder, and the times, places, and people who inspired her wonderful books.
Mexican Muralism: From Rivera to Street Art (V)	43 attendees enjoyed this discussion of Mexican street art from the 1920s to today, presented by Chicago's National Museum of Mexican Art.

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

Studio

Category	JAN24/25	JAN23/24	Mo. % +/-	FY24-25 YTD	FY23-24 YTD	FY % +/-
1:1s	226	198	14.14%	1,543	1,892	-18.45%
Programs	11	14	-21.43%	72	98	-26.53%
Attendees	56	74	-24.32%	477	583	-18.18%


Highlights

Candle Making (NF)	10 patrons personalized their candle-making experience by selecting from a wide array of unique scents and dried flowers.
Yarn Spinning	6 patrons enjoyed learning how to spin yarn from wool on a drop spindle printed right here using our 3D printer.

Community Engagement

Category	JAN24/25	JAN23/24	Mo. % +/-	FY24-25 YTD	FY23-24 YTD	FY % +/-
Youth Events	1	1	0.00%	8	15	-46.67%
Adult Events	0	3	-100.00%	15	27	-44.44%
Family Events	0	1	-100.00%	11	9	22.22%
Total Events	1	5	-80.00%	34	51	-33.33%
Youth Attendance	200	14	1328.57%	545	471	15.71%
Adult Attendance	0	83	-100.00%	494	569	-13.18%
Family Attendance	0	161	-100.00%	973	1,586	-38.65%
Total Attendance	200	258	-22.48%	2,012	2,626	-23.38%

Highlights

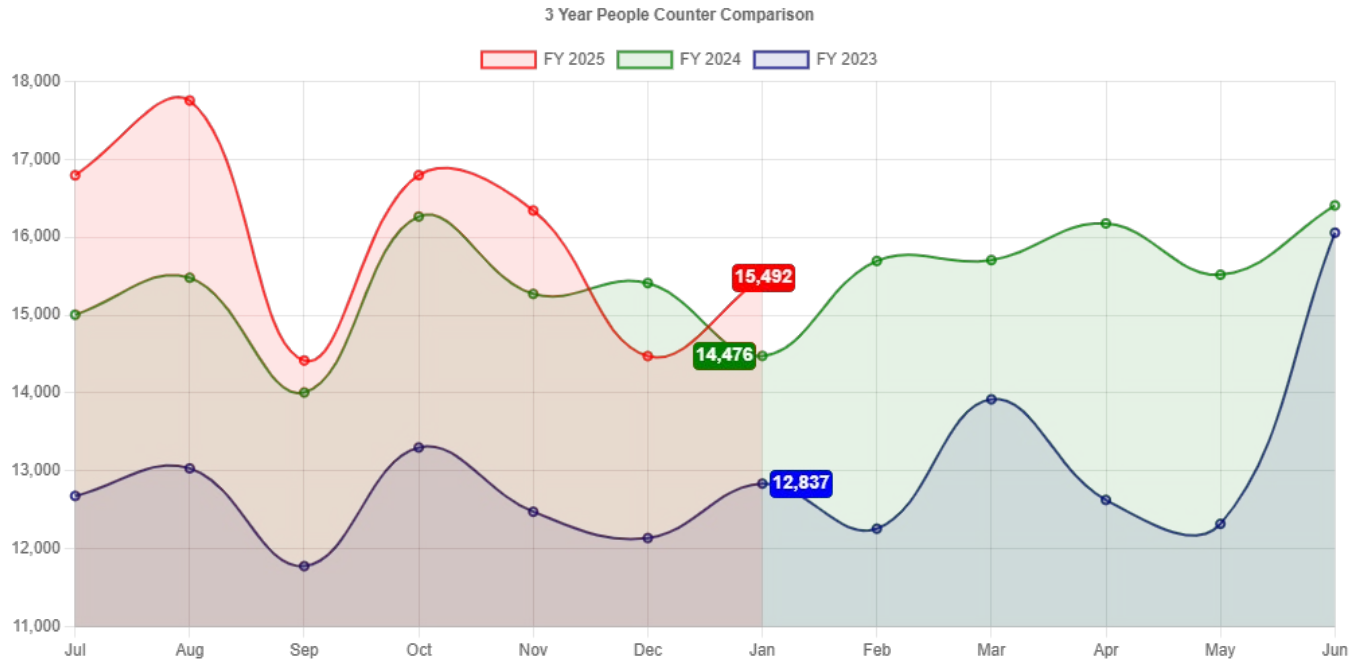
Best Books of 2024	Librarians Molly, Betsy, and Sydney teamed up with staff from The Book Stall to recommend their favorite reads of the year. 55 people attended.
Let's Play! Cardboard Design Experience	<p>Youth Services Librarian Tom teamed up with The Alliance for Early Childhood to bring an awesome cardboard construction experience to the public. The event was hosted at Sears School in Kenilworth. 200 people attended.</p> 

SERVICES

Visitors

Building	JAN24/25	JAN23/24	Mo. % +/-	FY24-25 YTD	FY23-24 YTD	FY % +/-
Winnetka	10,550	9,578	10.15%	78,660	74,137	6.10%
Northfield	4,697	4,438	5.84%	31,786	29,782	6.73%
Total	15,247	14,016	8.78%	110,446	103,919	6.28%
Virtual	245	460	-46.74%	1,623	1,997	-18.73%
Total	15,492	14,476	7.02%	112,069	105,916	5.81%

Note: Closed on 1/1/25 for the holiday.



Cardholders (by Household)

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

Desk Questions

Category	JAN24/25	JAN23/24	Mo. % +/-	FY24-25 YTD	FY23-24 YTD	FY % +/-
Adult	2,135	2,235	-4.47%	15,008	16,049	-6.49%
Youth	737	433	70.21%	3,968	3,278	21.05%
Digital Services	72	40	80.00%	483	509	-5.11%
Total	2,944	2,708	8.71%	19,459	19,836	-1.90%

TECHNOLOGY

Computer Usage

Location	JAN24/25	JAN23/24	Mo. % +/-	FY24-25 YTD	FY23-24 YTD	FY % +/-
Winnetka	440	296	48.65%	2,948	3,039	-2.99%
Northfield	223	202	10.40%	1,560	1,538	1.43%
Total	663	498	33.13%	4,508	4,577	-1.51%

Hotspot Usage

Location	JAN24/25	JAN23/24	Mo. % +/-	FY24-25 YTD	FY23-24 YTD	FY % +/-
Winnetka Sessions	10,767	12,678	-15.07%	89,770	142,391	-36.96%
Northfield Sessions	2,421	2,604	-7.03%	15,243	27,099	-43.75%
Total	13,188	15,282	-13.70%	105,013	169,490	-38.04%
Winnetka Bandwidth	281 GB	399 GB	-29.57%	1,698 GB	4,012 GB	-57.68%
Northfield Bandwidth	91 GB	97 GB	-6.19%	684 GB	724 GB	-5.52%
Total	372 GB	496 GB	-25.00%	2,382 GB	4,736 GB	-49.70%

Website Visits

Activity	JAN24/25	JAN23/24	Mo. % +/-	FY24-25 YTD	FY23-24 YTD	FY % +/-
Total Visits	12,034	13,636	-11.75%	75,217	78,853	-4.61%
Unique Visits	6,458	8,651	-25.35%	43,781	49,193	-11.00%

MARKETING

Email Subscribers

JAN24/25	% Cardholders	JAN23/24	Open Rate	Click Rate
10,464	110.80%	10,684	59%	2%

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

Social Media Activity

Platform	JAN24/25 Impres.	JAN24/25 Reach	JAN24/25 Engage.
YouTube	28,089	9,790	N/A
Facebook	6,321	4,396	76
Instagram	8,001	1,318	415
LinkedIn	593	306	42
Total	43,004	15,810	533

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	JAN24/25	JAN23/24	Mo. % +/-	FY24-25 YTD	FY23-24 YTD	FY % +/-
Winnetka	10,645	11,364	-6.33%	71,703	72,884	-1.62%
Northfield	3,709	3,777	-1.80%	25,430	26,542	-4.19%

Physical Youth (By Location)

Location	JAN24/25	JAN23/24	Mo. % +/-	FY24-25 YTD	FY23-24 YTD	FY % +/-
Winnetka	13,327	14,952	-10.87%	96,197	101,122	-4.87%
Northfield	3,023	3,330	-9.22%	21,203	23,860	-11.14%

Physical Miscellaneous

Lending Type	JAN24/25	JAN23/24	Mo. % +/-	FY24-25 YTD	FY23-24 YTD	FY % +/-
Kenilworth Patrons	795	863	-7.88%	5,154	7,682	-32.91%
Borrowed from Other Libraries	1,872	1,834	2.07%	11,351	12,263	-7.44%

Physical Adult (By Type)

Material Type	JAN24/25	JAN23/24	Mo. % +/-	FY24-25 YTD	FY23-24 YTD	FY % +/-
Books	8,255	8,530	-3.22%	58,139	59,984	-3.08%
Book - Fiction	4,411	4,559	-3.25%	32,990	34,461	-4.27%
Book - Nonfiction	3,844	3,971	-3.20%	25,149	25,523	-1.47%
Audiobook - CD	162	150	8.00%	1,031	1,444	-28.60%
Music CD	68	105	-35.24%	428	628	-31.85%
Playaway	25	25	0.00%	154	190	-18.95%
DVD/Blu-Ray	2,574	3,271	-21.31%	16,690	19,430	-14.10%
Magazine	178	186	-4.30%	1,378	1,583	-12.95%
Videogame	69	37	86.49%	313	158	98.10%
Computing Device	6	9	-33.33%	46	41	12.20%
Library of Things	28	22	27.27%	179	156	14.74%
Other	5	6	-16.67%	519	27	1822.22%
Non-CCS ILL	44	57	-22.81%	324	239	35.56%
Sent Out	2,940	2,743	7.18%	17,932	15,546	15.35%
Studio Equipment	85	0	-	0	0	-
Total	14,439	15,141	-4.64%	97,133	99,426	-2.31%

Physical Youth (By Type)

Material Type	JAN24/25	JAN23/24	Mo. % +/-	FY24-25 YTD	FY23-24 YTD	FY % +/-
Books	11,826	12,637	-6.42%	86,337	93,114	-7.28%
Book - Fiction	9,740	10,518	-7.40%	72,306	78,457	-7.84%
Book - Nonfiction	2,086	2,119	-1.56%	14,031	14,657	-4.27%
Audiobook - CD	4	2	100.00%	8	32	-75.00%
Playaway	281	183	53.55%	1,710	1,659	3.07%
DVD/Blu-Ray	435	649	-32.97%	4,480	5,369	-16.56%
Videogame	393	334	17.66%	2,407	1,830	31.53%
Computing Device	82	44	86.36%	480	437	9.84%
Vox Reader	312	525	-40.57%	2,390	2,605	-8.25%

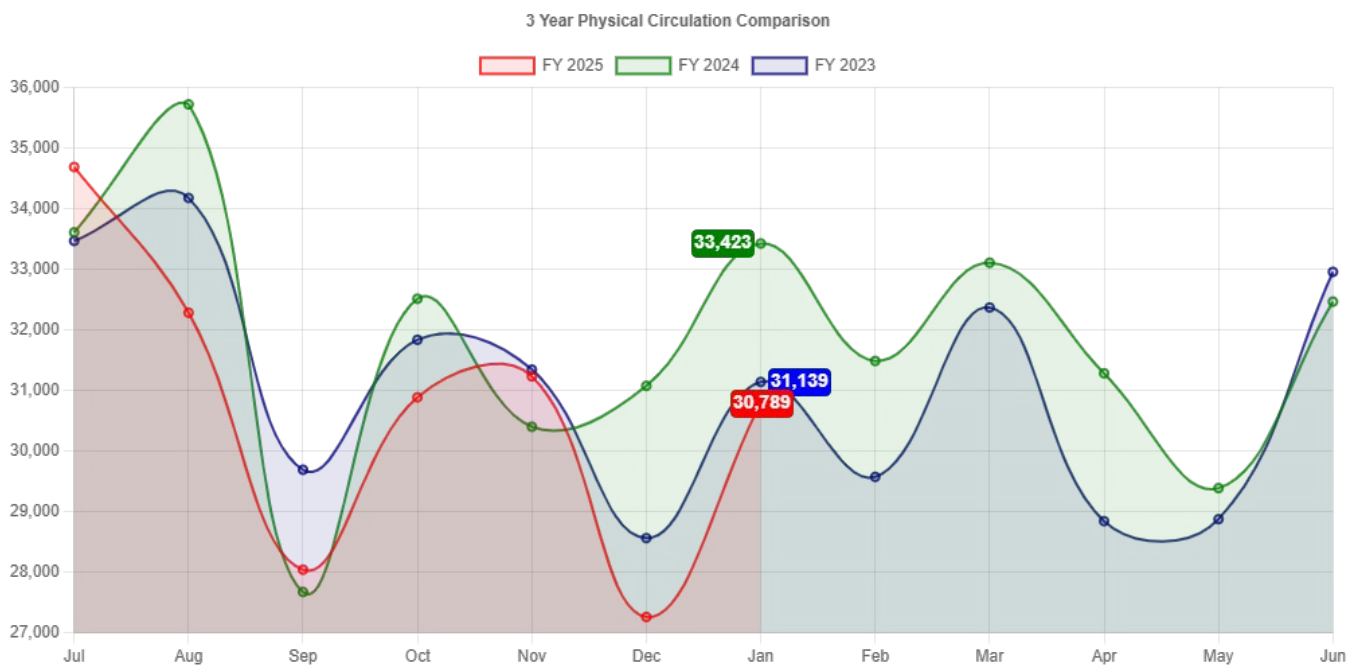
Youth Kits	90	83	8.43%	548	486	12.76%
Other	7	20	-65.00%	84	215	-60.93%
In House Circulation	2,908	3,801	-23.49%	18,911	19,226	-1.64%
Total	16,350	18,282	-10.57%	117,400	124,982	-6.07%

MTD Total Physical Circulation

JAN24/25 Physical Circulation	JAN23/24 Physical Circulation	Net Change
30,789	33,423	-7.88%

YTD Total Physical Circulation

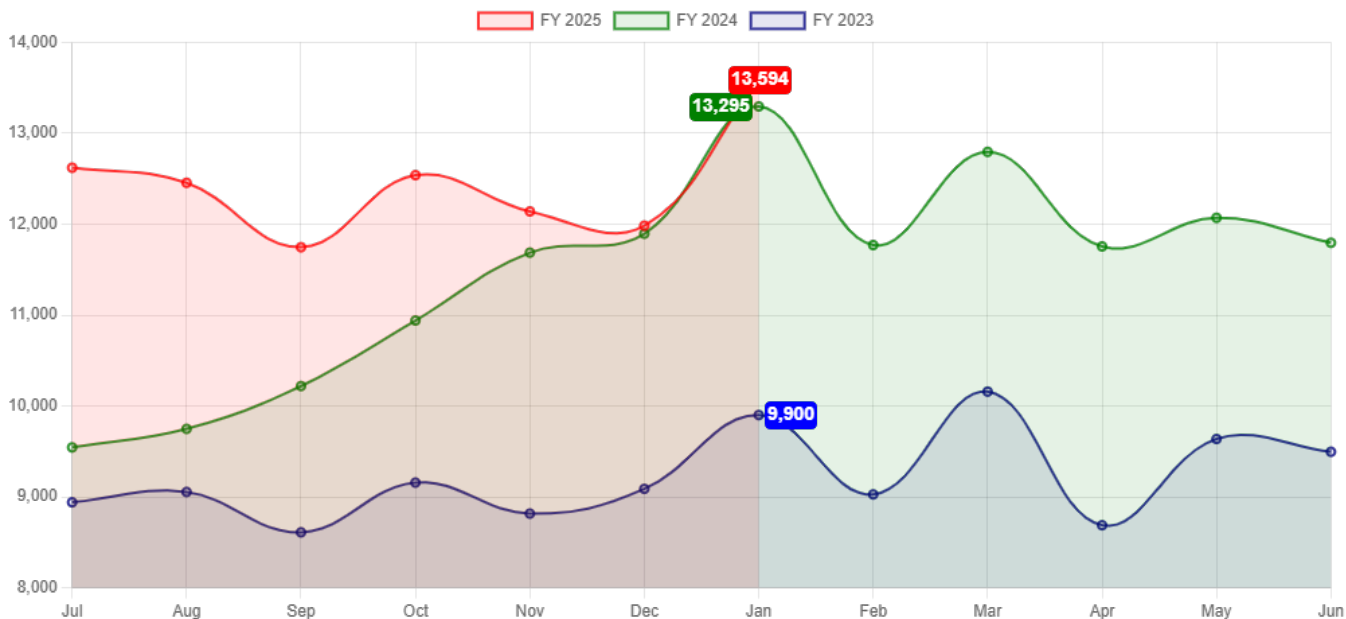
FY24-25 YTD Physical Circulation	FY23-24 YTD Physical Circulation	Net Change
214,533	224,408	-4.40%



Digital Circulation

Material Type	JAN24/25	JAN23/24	Mo. % +/-	FY24-25 YTD	FY23-24 YTD	FY % +/-
eBooks	5,593	5,565	0.50%	35,552	32,445	9.58%
eAudiobooks	5,016	4,212	19.09%	32,437	27,718	17.03%
eMagazines	2,350	2,936	-19.96%	15,096	13,459	12.16%
eVideos	597	528	13.07%	3,693	3,379	9.29%
eMusic	38	54	-29.63%	300	327	-8.26%
Total	13,594	13,295	2.25%	87,078	77,328	12.61%

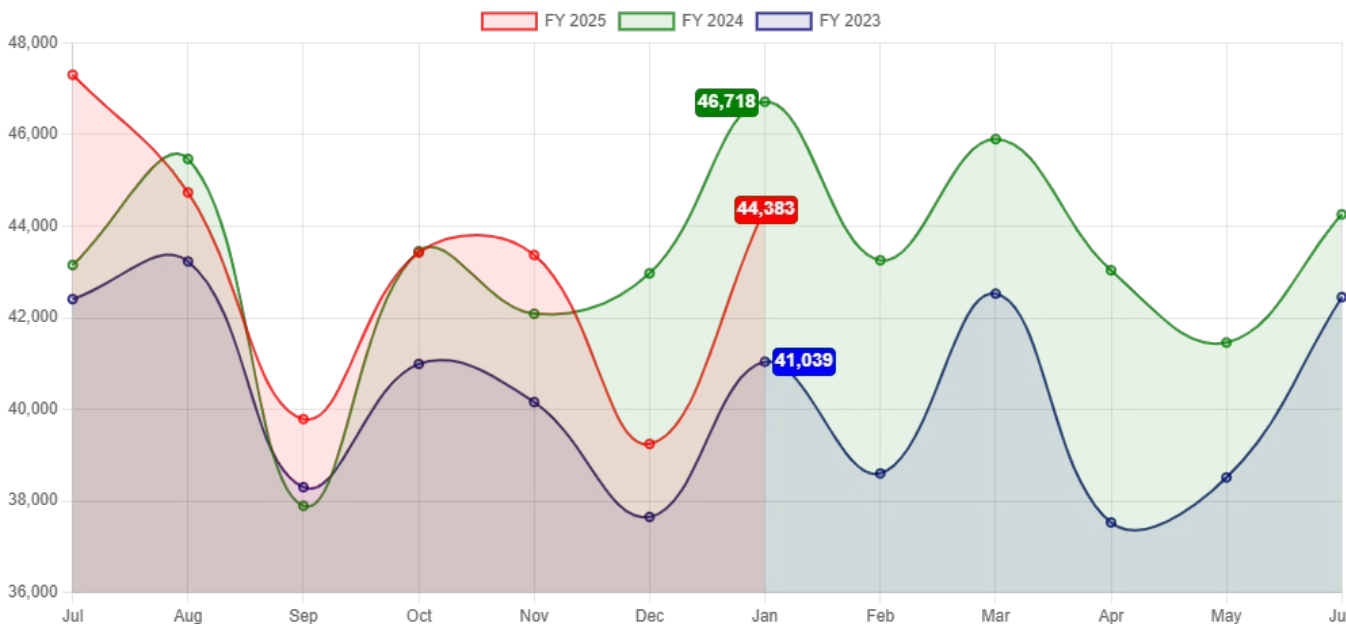
3 Year eResource Comparison



MTD Total District Circulation

JAN24/25 District Circulation	JAN23/24 District Circulation	Net Change
44,298	46,718	-5.18%

3 Year Combined Circulation Comparison



YTD Total District Circulation

FY24-25 YTD District Circulation	FY23-24 YTD District Circulation	Net Change
301,611	301,736	-0.04%

IMPACT STORIES

Branch Services

General/Comment Box Feedback

- An 11-year-old asked permission to use the library's phone to call home. While waiting to be picked up, he browsed around, spotted *The West Side Story* on DVD and mentioned that his grandmother knew the actress who played Maria in the original Broadway show. Later his grandmother called to thank Branch Services Librarian Rebecca for her assistance and also said how impressed she was that her grandson went to the library for help. Rebecca replied that he was very resourceful and knew his address & phone number by heart. It was a heartwarming experience to learn that even our young community members view the library as a refuge.
- A patron asked Branch Services Librarian Lisa about careers in the library field. She provided an overview of requirements for school/public/academic library careers, positions that do/don't require a master's degree in library science, IL schools that offer MS programs, and how find library jobs that don't require a MS. The patron explained that he was trying to help a sibling who was dissatisfied with work.
- A patron said, *"Thank you for all the joy you've brought [my toddler]! Thank you for all the work you do!"* Her child is so comfortable at the library and is a little *"...obsessed with the ducks."*
- Patrons are excited about the new collection of Yoto and Tonie Box players. *"We love the Yoto! We have our own player, so it was perfect to borrow cards."* *"We bought the Tonie Box for our kids years ago and passed it on to our 3-year-old when the boys got older."*
- *"This place is a treasure,"* from a patron who found exactly what they wanted.
- From an email: *"Thank you for having virtual shows. I cannot always get to Library so I enjoy watching from home."*
- *"Y'all have a wonderful library."*
- *"I really appreciate all the tables you added. It's so much easier to sit near an outlet!"*
- *"I think you should have more raffle prizes (for winter reading) so more people can win a big prize. Thanks!!!"*

Programming

- **Feedback for Savor & Share: A Cookbook Book Club:** *"It was a wonderful event. It was so nice to be with the group talking about and trying the recipes. Thank you so much for having this special group."*
- **Feedback for Storytime with Branch Services Librarian Rebecca:**
 - *"We loved your storytime! Your energy was perfect"*
 - *"It was our first time here and we really enjoyed it. You were lovely with the kids."*
- **Feedback for Art Play:** *"This is so perfect! She and her big sister have been playing princess and queen at home. We'll make one for [big sister] and show her when we pick her up from school."*

Community Engagement

Feedback for Best Books of 2024:

- *"Molly, You guys hit it out of the park once again last night! My friend and I have made attending an annual tradition."*
- *"Just loved everything that was said, and we are so lucky to have such great librarians who are so devoted to their craft!"*

- *“First time attendee. I really benefitted from hearing the librarians' and booksellers' rationales for having chosen the books selected. It was not just a rerun of the NYT List. They were unabashed about their love of different genres (horror!) and formats (written, audio, graphic). Clearly, they know and love their books.”*
- *“Thank you to The Book Stall and Library for hosting this event. I attended the one in the summer at the beach as well. It's great to hear about the recommendations. I especially love that the books provided by the librarians/book stall staff, are those that I normally wouldn't read or not on the popular/new york time list - those are great insights for the readers to get into the not so popular/not well-known books. love love this type of events that brings the community together.”*
- *“This was my first time attending this event and I was so impressed! Your book reviewers did an excellent job of presenting their favorite books. My list of books to read is growing! Now I want to challenge myself to explore new genres! I'll also look forward to more visits to the Book Stall and coming back next year for this special event! Thank you so much for a wonderful evening!”*
- *“What a wonderful event. This is the first time I have attended, and it was terrific. Can't wait to start reading some of the recommendations.”*
- *“Can't wait for next year - loved the range of offerings and thoughtful reviews. Here's to a very book-filled 2025!”*
- *“Keep doing these! The recommendations are so helpful - it is a joy to attend (this was my third time and I'm so grateful!).”*
- *“It was exceptional. All the staff reviewing books were exceptional. A nice volume of and variety of books were reviewed. Thank you very much!”*
- *“Helpful handout, very good presentations! Thank you! It was a delight.”*
- *“The book reviewers were excellent. My friends and I loved it!”*
- *“Excellent review and sharing at a fun location.”*
- *“Love this event and Books at the Beach!”*

Youth Services

General Feedback

- Gil guided a young patron on how to use the catalog in the Youth department. Later, the child was able to do it all by themselves and their caregiver thanked Gil for teaching their child this valuable skill!
- *“These [early literacy] backpacks are great, very smart to have these, thank you.”*
- *“We're so glad to use [Lloyd] room for snacks and to have some breathing room, thank you.”*

Programming

- A patron to Tom, after he covered Storytime at Northfield: *“I might have to start going to Thursday [storytimes] too!”*
- Sensory Shenanigans
 - *“Thank you for putting this program on! My kids love the sensory bins but it's just too much for me to handle on my own at home with twins so thank you so much. We really love this!”*
 - *“Thank you for the space to just come make a safe mess! It's so much easier to do it here than my house.”*

Adult Services

Programming

- Feedback for Managing Our Super-Busy Lives: A Practical Discussion:
 - *“Very well organized and good interaction between all the students. Very positive time with helpful suggestions on how to improve in many areas.”*
 - *“This is a great resource for any person, of any faith, or non-faith who is trying to find Joy; Peace; and Balance in these troubled times.”*
- Feedback for Social Security Benefits: *“This was SO informative and there was so much information to take in. I could see attending the same event again!”*
- Feedback for Notes of Legacy: Fanny and Felix Mendelssohn’s Marvelous Musical Journey:
 - *“Annette Isaac gave a highly enjoyable talk as she was professional and knowledgeable. I learnt so much about the Mendelssohn family and about the time in which they lived. Thank you, I do hope you will invite Ms. Isaac back.”*
 - *“Thank you so much for offering this program! It was so interesting and informative, and the speaker’s enthusiasm was just wonderful! Again, many thanks for this and so many of your other programs offered on Zoom.”*
 - *“Presenter consistently thoroughly researches the topic. Presents in such a delightful, passionate manner. Please bring her back for more programs.”*
 - *“I always appreciate and enjoy the interesting presentations. Zoom learning is fun! Thank you so much.”*
 - *“The presentation was outstanding...good photos, good quotes, interesting and informative lecture. My husband and I were so glad we signed up for the event.”*
 - *“It was well done. Great information. Slides and audio were very good. And I really like the perspectives on both of the siblings’ lives and especially the increased awareness of Fanny.”*
 - *“I so enjoyed this program and Annette Isaacs. It was charming and informative, and I hope we can hear more from her.”*
 - *“Loved learning about the Mendelson’s. I love these Zoom lessons.”*
 - *“These arts and music programs are wonderful.”*
- Feedback for Mexican Muralism: From Rivera to Street Art:
 - *“I really appreciate these presentations being available via Zoom. So much easier than to have to get in the car and drive to the Library. Besides I don’t drive after dark anymore. Keep up the good work!”*
 - *“The Mexican Museum’s presentations are informative and educational. I appreciate these types of programs and if the library is able to provide presentations from other museums, that would wonderful. Looking forward to the Frida presentation.”*
 - *“The presenter gave us a lot of historical background on the mural form, which was incredibly helpful and enriched my experience. I was impressed by the depth and breadth of his presentation overall and liked learning how we can currently visit many Chicago locations with Mexican Murals.”*
 - *“Excellent presenter who really knew the subject matter. Good selection of examples of the art he was describing. I’d recommend, for future presentations, getting the word out a bit more through posters and alerting the art classes in the schools. For example, the Mexican Muralism presentation would have fit perfectly as a small poster in the Mexican restaurants in Winnetka and perhaps the surrounding towns. Overall, a very good presentation.”*
 - *“I just wanted to expand on how great the program was. I am not only excited about visiting the museum, I want to walk around the area and look at the murals. Thanks for offering to forward us the info the speaker described on exploring the area.”*

- *“I thought this program was very well done. Keep up the good presentations.”*
- *“He was well researched, material very well presented, liked how he had the main points on the screen, liked the pictures. Please bring him back for more learning!”*
- *“The presenter really knew his subject and was enthusiastic about moralism, its history and evolution. I found his talk very enlightening.”*
- Feedback for Chair Yoga:
 - *“She is great. Good play by play, very thoughtful of varying levels of agility and balance in the unseen audience. Thanks for hosting, WPLD!”*

Digital Services

General Feedback

- Studio specialist Zoe helped a patron retrieve old medical records from a DVD and taught them how to transfer them to their doctor’s office. The patron was extremely appreciative for the help received.
- A patron, working with Studio Specialist Dennis, 3D-printed a prototype for an out-of-production electric guitar part (last produced in 2000). The 3D print will serve as a model for professional metal fabrication. The patron was so happy to have a place in the community where he could ask questions and learn more about this process.
- *“I am so grateful to have a space like this in our community! I told a friend of mine about it recently and we are both so excited to use the space...we have so many ideas!”*
- Email from patron re: Tech Help received from Studio Specialist Zoe: *“I was having problems with using certain types of edit functions on our home computer. After calling the library I talked to Zoe, who offered to help us. My husband and I went to The Studio and spent about an hour with her. She not only showed me how to accomplish what I needed for my reporting but offered other helpful advice and answered other important questions about internet security, iPhones, and more. Zoe is an excellent resource and her assistance this evening was invaluable!”*
- Email from patron re: Tech Help received by Studio Staff: *“I thought you should know how careful and sweet Zoe and especially Mikayla have been. I’ve been in and out trouble with trying to dispute visa charges through emailing. I was later helped by Dennis and even later by Annie. But really impressed by Mikaylah! I am very grateful you have a wonderful atmosphere in the basement!”*

Patron Services

General Feedback

- Patron Services Assistant Ash was working at the desk when a young patron named Mac came in and was very excited to see her and started exclaiming, *“Ash! Hi Ash!”* His nanny started laughing and said, *“Oh you’re Ash! He’s been talking about you all day and I had no idea who he was referring to!”* She told Ash how Mac absolutely loves coming to the library and seeing his favorite people.
- Patron Services Assistant Scott noticed a patron browsing in our foreign DVDs. He quickly printed out a copy of the new Staff Picks List & offered it to them. The patron was thankful to have a list of recommendations and asked where they could find the list in the future before checking out several DVD’s.

Survey Feedback

- *“Self-checkout is a great tool. Thanks!”*
- *“It could not (get any better).”*

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

RESOLUTION DETERMINING RELEASE OF CLOSED SESSION MINUTES

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

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

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

NOW, THEREFORE, BE IT RESOLVED as follows:

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

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

Passed by the Board the Board of Library Trustees this 19th day of February 2025.

Ayes:
Nays:
Absent:
Abstaining:

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

ATTEST:

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

SCHEDULE A

Closed Session Minutes Recommended for Release

Date:
None.

SCHEDULE B

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

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

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

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

**Multiple Closed Sessions for Different Topics*

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

RESOLUTION APPROVING DESTRUCTION OF CLOSED SESSION MEETING RECORDINGS

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED as follows:

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

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

Passed by the Board of Library Trustees this 19th day of February 2025.

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

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

ATTEST:

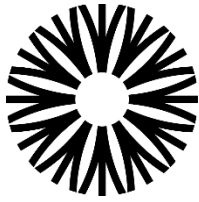
Thomas Sundell, Secretary Board of Trustees
Winnetka-Northfield Public Library District

SCHEDULE A

Closed Session Recordings to be Destroyed

Date:

None



Security Camera Policy

The Winnetka-Northfield Public Library District (“The District”) uses security cameras to help document events involving the safety and security of patrons, staff, and property. The security camera installation consists of dedicated cameras that provide real-time surveillance through a video management system. The primary purpose of security cameras is to discourage inappropriate and illegal behavior and to increase the likelihood of apprehending offenders.

SIGNAGE

The District shall post and maintain signs giving notice of the use of security cameras for monitoring and recording activity in public areas of the District property.

LOCATIONS

Cameras shall be located and directed to provide surveillance in areas where potential property loss might occur or in locations that present security concerns. Cameras are positioned to view service desks, exits, and areas prone to theft, vandalism or other activity that violates the District’s policies or laws. Cameras are not positioned in areas where patrons and/or staff have a reasonable expectation of privacy, such as restrooms.

ACCESS TO DIGITAL IMAGES

Video data is recorded and stored digitally. Recorded data is considered confidential and secure. Video surveillance records are not to be used to identify the activities of individual District patrons except as viewed in relation to a specific event or suspected criminal activity, suspected violation of District policy, or incidents where there is reasonable basis to believe a claim may be made against the District for civil liability. **Authorized District staff may provide still shots or selected portions of recorded data to law enforcement to assess the security risk of a specific individual on District property or investigate a crime on District or District-adjacent property.**

Recorded data is afforded the same level of confidentiality and protection provided to District patrons by Illinois state law and the District’s policies. In the event a warrant or subpoena is issued requesting the release or disclosure of surveillance recordings, the Executive Director, in consultation with the District’s attorney, will ensure compliance with law.

RETENTION OF DIGITAL IMAGES

Video images will be deleted 28 days after the time of recording, provided no criminal activity or policy violation has occurred or is being investigated. In the event of an incident, still shots or selected portions of the recorded data relating to the incident will be retained for one year following the incident or until one year following any associated litigation and/or criminal proceedings have commenced, whichever is longer. The storage media shall be kept in a secure area.

DISCLAIMER OF LIABILITY

The District disclaims any liability for use of video data for any purpose. Questions from patrons may be directed to the Executive Director or the Business Office.

DRAFT



TYPES OF CARDS

Library Cards

Library cards are available at no additional cost to residents of, and those owning property within, the Winnetka-Northfield Public Library District (the “District”) boundaries. Proof of residency or ownership is required in-person at the time of application and may be requested at the time of renewal. A parent or guardian must sign the application for children under 16 and provide proof of residency on the child’s behalf. So long as a library card holder remains a resident in the District, the library card will not expire, except for library cards that have not been used for at least three (3) years. A library card provides access to both physical and electronic materials.

eCards

Residents of, and those owning property within, the District are eligible to apply for an eCard, which limits the holder to use of the District’s electronic materials only (such as eBooks, eAudiobooks, and streaming videos). An eCard is available online at no additional cost. If a resident registers for an eCard and wishes to check out physical materials, they will need to change their card to a library card by following the application rules as detailed above in “Library Cards.”

Teacher Cards

Teachers employed by any of the schools located in the District’s boundaries are eligible for a teacher card at no extra charge. Proof of such employment is required at the time of application. Teacher cards are valid for one (1) year and are renewable every July if the applicant provides proof of continued employment by a school located within the District’s boundaries.

Nanny Cards

Nannies/Au Pairs employed by a District resident are eligible for a nanny card at no extra charge. A valid ID and a form completed by their employer, indicating they accept full responsibility for the use of the card, are required at the time of application. Nanny/Au Pair cards are valid for up to one (1) year and renewable if the applicant provides proof of continued employment by the same resident.

Non-Resident Minor Cards

Persons under the age of 18 residing in the unincorporated areas of zip code 60093 are eligible for a non-resident minor card at no charge. Applicants will be required to show



Winnetka-Northfield
PUBLIC LIBRARY DISTRICT

proof of age. A parent or guardian must sign the application for children under 16 and provide proof of age on the child’s behalf.

Business Cards

Businesses located within the District’s boundaries are eligible for a business card at no extra charge. One card will be issued for each business. A lease or proof of ownership is required at the time of application. Business cards are valid for one year and renewable.

Kenilworth Cards

Kenilworth residents may receive a library card from the District. The library card will be valid for the length of the current contract between the Village of Kenilworth and the District.

Reciprocal Borrower Cards

Patrons who hold a valid library card from a non-District library within the Reaching Across Illinois Library System (“RAILS”) can register as reciprocal borrowers of the District. Such persons must present their home library card and a valid ID at the time of application. Reciprocal borrowing privileges are valid for the same duration as cards issued by their home library (verified at the time of application).

Non-Resident Cards

By law, people living in areas unserved by a public library may purchase a fee-based card at the library in closest proximity to their residence. A non-resident fee-based card entitles users to all the privileges enjoyed by residents of the District.

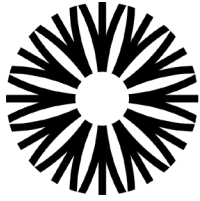
The cost of a library card will be determined by the equalized assessed value (“EAV”) of the property owned multiplied by the current tax rate for District residents.

Example: \$563,167.08 (EAV) X 0.00217 (Tax Rate) = \$1,267.13 (Cost of non-resident card)

Property owners will need to provide a valid photo ID and a copy of their most recent tax bill at the time of application.

For non-residents renting property, the cost of a library card will be \$200 per year. Renters will need to provide a valid photo ID and a copy of a current lease at the time of application.

Cards may be paid for in quarterly, bi-annual, or annual installments, based on the applicant’s preference at the time of application. Only one non-resident card will be issued per household, with all residents of the household added to the card as authorized users.



INTERLIBRARY LOAN (ILL)

The District provides library card holders in good standing with access to materials from libraries through ILL. As a member of RAILS, the District adheres to the policies and procedures established by that group.

HOLDS

Patrons will be notified when a hold item becomes available. Items will be held for four days before they are placed back in circulation. Patrons may pick up holds on behalf of another patron if they are authorized to do so on the cardholder’s account. Patrons may speak with a Customer Relations Assistant in person to add a designee to their account. The materials being picked up will be checked out to whichever library card is presented at the time of pick up.

LENDING PERIODS

Library materials circulate according to the following rules. An item will not be renewed if a hold has been placed on the item by another patron, or if the patron has a block on their library card. Otherwise, items are automatically renewed, if not returned by their due date, as outlined below.

Type of Material	Limit	Loan Period	Automatic Renewals
New Adult Books	150	2 Weeks	3
All other Books, Audiobooks, Playaways, CDs, & TV Series	150	3 Weeks	5
DVD & Blu-Ray: Adult & Youth	150	1 Week	3
New DVD’s, Blu-Rays and Magazines: Adult & Youth	150	1 Week	1
Seasonal Items	150	3 Weeks	0
Library of Things	150	1 Week	0
Video Games: Adult & Youth	150	1 Week	2
STEAM Kits and Early Literacy Kits	1	3 Weeks	0
<i>Note: STEAM kits cannot be placed in book drops and must be returned inside.</i>			



VACATION LOANS

Most items are eligible for a vacation loan, which is 6 weeks in length. Exceptions are anything with a NEW sticker, any item with a hold on it, and STEAM Kits.

LOST, DAMAGED, & INCOMPLETE ITEMS

Cardholders are responsible for damage to items they borrow including cases, containers, multiple parts, or additional contents. Damaged items are billed to the patron account at the replacement cost. Damaged items will be offered to the patron to keep. The library is not responsible for any damage to patron's personal equipment, such as DVD players, through the use of library materials.

Items not returned after being overdue for 45 days beyond the last applicable automatic renewal period, if any, are considered lost. Cardholders are responsible for lost items including cases, containers, multiple parts, or additional contents. Lost items are billed to the patron account at the replacement cost. Lost items may be returned to the library in good condition within three months of payment for a refund. Replacement copies are not accepted in lieu of payment.

Patron accounts exceeding \$50 in fees (any combination of lost/damaged, printing/copying, or Studio materials) will be blocked from checking out additional items and/or incurring additional Studio fees until the balance has been brought below \$50.

A patron may claim an item was either never checked out or was returned. A maximum of five claims per life of a patron's card is set for all libraries within our consortium.