

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, January 22, 2025

- I. **Call to Order**
- II. **Organizational Meeting of the Board**
 - Resolution to Accept a Resignation & Declare a Vacancy* (2 mins)
- III. **Roll Call**
- IV. **Public Comments**
- V. **Approval of Minutes**
 - Approval of Minutes of 12/16/24 Regular Meeting* (1 min)
- VI. **Financial Report**
 - December 2024 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 (10 mins)
 - Update on Northfield Library Renovation Project (10 mins)
- X. **New Business**
 - Assignment of Trustees to Review Closed Session Recordings & Minutes (2 mins)
 - Discussion & Vote on Security Camera Policy (15 mins)
- XI. **Communications**
 - The next regular meeting will be on Wednesday, 2/19/25 at 7 p.m. at the Winnetka Library.
- XII. **Public Comments**
- XIII. **Adjourn to Closed Session**
 - **Closed Session**

5 ILCS 120/2(c)(3): To consider the selection of a person to fill a public office when the public body is given power to appoint under law or ordinance.
- XIV. **Adjournment**

*Attachments

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

**A RESOLUTION TO ACCEPT A RESIGNATION AND DECLARE A VACANCY
(Travis Gosselin Resignation)**

WHEREAS, Travis Gosselin was elected Library Trustee to a term expiring in 2027;
and

WHEREAS, Travis Gosselin submitted his resignation to be effective January 7, 2025;
and

WHEREAS, the Public Library District Act of 1991, 75 ILCS 16/1-1 et seq. (the “Act”) provides that vacancies in the office of Library Trustee shall be declared by the Library Board;
and

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

NOW, THEREFORE, the Library Board hereby ordains as follows:

A. A vacancy in the office of Library Trustee is declared effective as of
January 22, 2025

and

B. By separate Ordinance, the Library Board will appoint someone to serve
as Library Trustee until the next regular election in April 2027.

This Ordinance adopted January 22, 2025.

AYES:

NAYS:

ABSENT:

Melissa Mitchell, President
Board of Library Trustees

ATTEST:

By: _____
Thomas Sundell, Secretary
Board of Library Trustees

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

December 16, 2024

I. Call to Order

The meeting was held at the Northfield Library, 1785 Orchard Ln., Northfield, Illinois. President Mitchell called the meeting to order at 7:02 p.m. A quorum was present.

II. Roll Call

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

Present were library employees Luvia Melero and Mark Swenson, as well as Engberg Anderson representative Kristin Richardson and ATA Group representative Raj Nagaraja.

III. Public Comments

No comments.

IV. Approval of Minutes

Approve minutes of the November 18, 2024 regular meeting.

President Mitchell announced approval of the November 18, 2024 Regular Meeting Minutes.

V. Financial Report

Trustee Munoz presented the November 2024 Financial Statement.

VI. Library Reports

Library Director's Report

Exec. Director Dombrowski presented the November 2024 Director's Report, which was included in the board packet for December 16, 2024. Analysis needed on the decline in library usage by Kenilworth cardholders.

Board President's Report

President Mitchell had nothing to report.

VII. Liaison Reports

Winnetka Village – Trustee Gosselin had nothing to report

Northfield Village – Trustee Kinnich reported that the village is exploring five options relative to the Willow/Happ Rd. re-build.

VIII. Unfinished Business

- *Update on the Winnetka Library Safety Project*

Kristin Richardson of EA presented the current plans, considerations, and estimated costs for the safety project, including certain items to be done in conjunction with the project that had been separately planned, such as lobby and youth section flooring. Project timeline is being impacted by issues such as a village special permit requirement and a utility easement for library park.

The new cost estimate being considerably higher than the prior budget, by voice vote it was decided by the board to not include the added display and adult section shelving.

On motion to approve the additional expense for the shelving by Trustee Sundell and by roll call vote, it was denied by the board:

ROLL CALL VOTE

AYES: Trustees Sundell and Tegel

NAYS: Trustees Gosselin, Kinnich, Munoz, and Shankar, and President Mitchell.

- *Update on the Northfield Library Renovation Project*

Exec. Director Dombrowski provided an update, stating that four architectural firms were chosen as candidates to bid and present in January. Additionally, the village will be replacing the roof on the building in the spring, 2025.

IX. New Business

- *Presentation of FY23-24 Financial Audit*

Raj Nagaraja of ATA Group presented the audit opinion and report to the board, noting that the library district received a clean audit opinion. The audit report was included in the board packet.

- *2024 Review of Standards for Illinois Libraries*

Exec. Director Dombrowski discussed those few items in the WNPLD response that are underway to meet standards or where standards cannot be met, such as the limited parking at the Winnetka branch. The WNPLD response was included in the board packet.

- *Review & Approval of Proposed Northfield Lease Extension*

The Village of Northfield has approved a one-year extension on the lease of the Northfield branch on the same terms as the existing lease, with the option of existing the lease an additional year beyond that timeframe. The revised lease was included in the board packet.

On motion to approve the amended lease and its extension by Trustee Sundell and by roll call vote, it was approved by the board:

ROLL CALL VOTE

AYES: Trustees Gosselin, Kinnich, Munoz, Shankar, Sundell, and Tegel, and President Mitchell.

NAYS: None.

X. Communications

The next regular meeting of the board will be held on Wednesday, January 22nd at 7 p.m. at the Winnetka Library.

The library will be closed on Tuesday, December 24th, Wednesday, December 25th, December 31st, 2024 and January 1st 2025 for the holidays.

XI. Public Comments

Jeffrey Liss commented that the safety project plans to be reassured that the bathrooms are unisex and that consideration be given to not require low stooping in any new shelving.

XII. Adjournment

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

The Motion passed on voice vote and President Mitchell adjourned the meeting at 8:32 p.m.

Respectfully submitted,

Thomas Sundell
Board Secretary

_____ Melissa Mitchell, President

_____ Thomas Sundell, Secretary

Winnetka-Northfield Public Library District

All Funds Summary

For the 6 Months Ended December 31, 2024

Prorated Budget Percentage Spent: 50.00%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Current Year-to-Date</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
Revenues					
Library Fund	5,047,935.00	2,523,967.50	2,512,352.93	49.77 %	(11,614.57)
Building Fund	399,690.00	199,845.00	198,571.90	49.68 %	(1,273.10)
Total Revenues	<u>5,447,625.00</u>	<u>2,723,812.50</u>	<u>2,710,924.83</u>	<u>49.76 %</u>	<u>(12,887.67)</u>
Expenses					
Library Fund	4,910,230.00	2,455,115.00	1,968,325.34	40.09 %	(486,789.66)
Building Fund	399,000.00	199,500.00	119,484.62	29.95 %	(80,015.38)
Special Reserve Fund	0.00	0.00	0.00	0.00 %	0.00
Total Expenses	<u>5,309,230.00</u>	<u>2,654,615.00</u>	<u>2,087,809.96</u>	<u>39.32 %</u>	<u>(566,805.04)</u>
Total Revenues	5,447,625.00	2,723,812.50	2,710,924.83	49.76 %	(12,887.67)
Total Expenses	<u>5,309,230.00</u>	<u>2,654,615.00</u>	<u>2,087,809.96</u>	<u>39.32 %</u>	<u>566,805.04</u>
Excess Revenues less Expenses	<u>138,395.00</u>	<u>69,197.50</u>	<u>623,114.87</u>	<u>450.24 %</u>	<u>553,917.37</u>

Winnetka-Northfield Public Library District**Library Fund Summary****For the 6 Months Ended December 31, 2024**

Prorated Budget Percentage Spent: 50.00%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year-to-Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
Operating Revenue					
Property Tax	4,551,670.00	2,275,835.00	2,269,289.05	49.86 %	(6,545.95)
Replacement Tax	45,000.00	22,500.00	25,906.98	57.57	3,406.98
Collections	166,315.00	83,157.50	64,871.14	39.00	(18,286.36)
Materials	8,000.00	4,000.00	4,956.59	61.96	956.59
Other Income	276,950.00	138,475.00	147,329.17	53.20	8,854.17
Total Operating Revenue	<u>5,047,935.00</u>	<u>2,523,967.50</u>	<u>2,512,352.93</u>	<u>49.77 %</u>	<u>(11,614.57)</u>
Operating Expenses					
Personnel	2,837,750.00	1,418,875.00	1,240,155.21	43.70 %	(178,719.79)
Administration	193,930.00	96,965.00	96,515.19	49.77	(449.81)
Utilities	98,000.00	49,000.00	39,505.64	40.31	(9,494.36)
IT Services	273,000.00	136,500.00	146,542.29	53.68	10,042.29
Public Relations	61,000.00	30,500.00	29,311.62	48.05	(1,188.38)
Library Materials - Adult	633,700.00	316,850.00	301,558.05	47.59	(15,291.95)
Library Materials - Youth	83,750.00	41,875.00	34,789.46	41.54	(7,085.54)
Programs	109,100.00	54,550.00	45,432.57	41.64	(9,117.43)
Capital	620,000.00	310,000.00	34,515.31	5.57	(275,484.69)
Total Operating Expenses	<u>4,910,230.00</u>	<u>2,455,115.00</u>	<u>1,968,325.34</u>	<u>40.09 %</u>	<u>(486,789.66)</u>
Total Revenues	5,047,935.00	2,523,967.50	2,512,352.93	49.77 %	(11,614.57)
Total Expenses	<u>4,910,230.00</u>	<u>2,455,115.00</u>	<u>1,968,325.34</u>	<u>4,009.00</u>	<u>(486,789.66)</u>
Excess Revenues less Expenses	<u>137,705.00</u>	<u>68,852.50</u>	<u>544,027.59</u>	<u>395.07 %</u>	<u>475,175.09</u>

Winnetka-Northfield Public Library District
Statement of Revenues and Expenditures - Modified Cash Basis
For the 6 Months Ended December 31, 2024

Prorated Budget Percentage Spent: 50.00%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year to Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
<u>LIBRARY FUND</u>					
Revenues					
Taxes					
Property Taxes Collections	4,551,670.00	2,275,835.00	2,269,289.05	49.86 %	(6,545.95)
Replacement Tax	45,000.00	22,500.00	25,906.98	57.57	3,406.98
Total Taxes	<u>4,596,670.00</u>	<u>2,298,335.00</u>	<u>2,295,196.03</u>	<u>49.93 %</u>	<u>(3,138.97)</u>
Collections					
Per Capita Grant	27,465.00	13,732.50	27,465.08	100.00 %	13,732.58
Kenilworth Services	134,850.00	67,425.00	35,535.26	26.35	(31,889.74)
Studio Fees	1,250.00	625.00	541.17	43.29	(83.83)
Lost/Damaged Mat.	2,750.00	1,375.00	1,329.63	48.35	(45.37)
Total Collections	<u>166,315.00</u>	<u>83,157.50</u>	<u>64,871.14</u>	<u>39.00 %</u>	<u>(18,286.36)</u>
Materials					
Copy/Printing	6,500.00	3,250.00	4,794.35	73.76 %	1,544.35
Book Sales	1,500.00	750.00	162.24	10.82	(587.76)
Total Materials	<u>8,000.00</u>	<u>4,000.00</u>	<u>4,956.59</u>	<u>61.96 %</u>	<u>956.59</u>
Other Income					
Rails Support Grant	0.00	0.00	2,658.20	0.00 %	2,658.20
Checking Interest Income	6,000.00	3,000.00	9,141.41	152.36	6,141.41
Byline Bank IMA Interest	250,000.00	125,000.00	134,368.32	53.75	9,368.32
Money Market-Interest	2,000.00	1,000.00	1,124.81	56.24	124.81
Misc. Revenue	450.00	225.00	36.43	8.10	(188.57)
Gift Fund (over \$100)	1,000.00	500.00	0.00	0.00	(500.00)
Friends Donations	17,500.00	8,750.00	0.00	0.00	(8,750.00)
Total Other Income	<u>276,950.00</u>	<u>138,475.00</u>	<u>147,329.17</u>	<u>53.20 %</u>	<u>8,854.17</u>
Total Revenue	<u>5,047,935.00</u>	<u>2,523,967.50</u>	<u>2,512,352.93</u>	<u>49.77 %</u>	<u>(11,614.57)</u>

Winnetka-Northfield Public Library District
Statement of Revenues and Expenditures - Modified Cash Basis
For the 6 Months Ended December 31, 2024

Prorated Budget Percentage Spent: 50.00%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year to Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
LIBRARY FUND					
Expenses					
Personnel					
IMRF Expenses	75,000.00	37,500.00	30,393.24	40.52 %	(7,106.76)
FICA	175,000.00	87,500.00	79,369.78	45.35	(8,130.22)
Salaries	2,275,000.00	1,137,500.00	1,010,212.61	44.40	(127,287.39)
Health Insurance	275,000.00	137,500.00	99,306.31	36.11	(38,193.69)
Employee Asst. Program	500.00	250.00	250.00	50.00	0.00
Professional Development	30,000.00	15,000.00	17,882.66	59.61	2,882.66
Flexible Spending Account	1,250.00	625.00	300.00	24.00	(325.00)
Staff Recognition/Events/Meetings	<u>6,000.00</u>	<u>3,000.00</u>	<u>2,440.61</u>	<u>40.68</u>	<u>(559.39)</u>
Total Personnel	<u>2,837,750.00</u>	<u>1,418,875.00</u>	<u>1,240,155.21</u>	<u>43.70 %</u>	<u>(178,719.79)</u>
Administration					
Audit Fees	13,430.00	6,715.00	13,430.00	100.00 %	6,715.00
Library Supplies	46,000.00	23,000.00	14,726.77	32.01	(8,273.23)
Office Supplies	5,800.00	2,900.00	3,131.91	54.00	231.91
Breakroom Supplies	3,400.00	1,700.00	1,028.97	30.26	(671.03)
Postage	3,500.00	1,750.00	1,552.76	44.36	(197.24)
Hospitality	500.00	250.00	0.00	0.00	(250.00)
Accounting and Bookkeeping	24,000.00	12,000.00	13,080.00	54.50	1,080.00
Delivery Service	5,500.00	2,750.00	2,792.81	50.78	42.81
Payroll Services	9,000.00	4,500.00	3,048.32	33.87	(1,451.68)
Liability Insurance Costs	30,500.00	15,250.00	30,675.00	100.57	15,425.00
Board Expenses	5,000.00	2,500.00	162.77	3.26	(2,337.23)
Memberships	7,000.00	3,500.00	4,198.24	59.97	698.24
Legal	18,000.00	9,000.00	1,541.60	8.56	(7,458.40)
Consultants	5,000.00	2,500.00	0.00	0.00	(2,500.00)
Investment Fees	16,800.00	8,400.00	6,897.20	41.05	(1,502.80)
Miscellaneous	<u>500.00</u>	<u>250.00</u>	<u>248.84</u>	<u>49.77</u>	<u>(1.16)</u>
Total Administration	<u>193,930.00</u>	<u>96,965.00</u>	<u>96,515.19</u>	<u>49.77 %</u>	<u>(449.81)</u>
Utilities					
Electricity	40,000.00	20,000.00	22,920.20	57.30 %	2,920.20
Water	5,000.00	2,500.00	3,529.05	70.58	1,029.05
Storm Sewer	1,500.00	750.00	809.82	53.99	59.82
Natural Gas	10,000.00	5,000.00	2,295.32	22.95	(2,704.68)
Telephone	17,500.00	8,750.00	82.50	0.47	(8,667.50)
Internet Services	<u>24,000.00</u>	<u>12,000.00</u>	<u>9,868.75</u>	<u>41.12</u>	<u>(2,131.25)</u>
Total Utilities	<u>98,000.00</u>	<u>49,000.00</u>	<u>39,505.64</u>	<u>40.31 %</u>	<u>(9,494.36)</u>
Information Technology					
CCS Operating	79,000.00	39,500.00	36,733.24	46.50 %	(2,766.76)
Software	35,000.00	17,500.00	29,008.68	82.88	11,508.68
LAN Management	40,000.00	20,000.00	20,419.96	51.05	419.96
Hardware	4,000.00	2,000.00	1,879.40	46.99	(120.60)
Website/Platform Fees	60,000.00	30,000.00	27,604.16	46.01	(2,395.84)
Photocopier Leases	25,000.00	12,500.00	11,112.99	44.45	(1,387.01)
Computer Equipment	<u>30,000.00</u>	<u>15,000.00</u>	<u>19,783.86</u>	<u>65.95</u>	<u>4,783.86</u>
Total Information Technology	<u>273,000.00</u>	<u>136,500.00</u>	<u>146,542.29</u>	<u>53.68 %</u>	<u>10,042.29</u>

Winnetka-Northfield Public Library District
Statement of Revenues and Expenditures - Modified Cash Basis
For the 6 Months Ended December 31, 2024

Prorated Budget Percentage Spent: 50.00%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year to Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
LIBRARY FUND					
Public Relations					
Promotional	11,000.00	5,500.00	3,127.79	28.43 %	(2,372.21)
Newsletter/Mailers	35,000.00	17,500.00	17,130.57	48.94	(369.43)
PR Supplies	4,000.00	2,000.00	3,145.53	78.64	1,145.53
Marketing/Advertising	<u>11,000.00</u>	<u>5,500.00</u>	<u>5,907.73</u>	<u>53.71</u>	<u>407.73</u>
Total Public Relations	<u>61,000.00</u>	<u>30,500.00</u>	<u>29,311.62</u>	<u>48.05 %</u>	<u>(1,188.38)</u>
Library Materials - Adult					
Adult Services - Winnetka	0.00	0.00	24.66	0.00 %	24.66
Books-Fiction-Adult	85,000.00	42,500.00	41,515.80	48.84	(984.20)
Books-Non-Fiction-Adult	75,000.00	37,500.00	32,321.80	43.10	(5,178.20)
Periodicals	20,200.00	10,100.00	18,072.71	89.47	7,972.71
DVDs-Adult	25,000.00	12,500.00	11,603.18	46.41	(896.82)
Audio Books-Adult	6,500.00	3,250.00	3,161.99	48.65	(88.01)
Books-Digital	355,000.00	177,500.00	142,385.15	40.11	(35,114.85)
Online Database	65,000.00	32,500.00	52,308.64	80.47	19,808.64
Video Games-Adults	<u>2,000.00</u>	<u>1,000.00</u>	<u>164.12</u>	<u>8.21</u>	<u>(835.88)</u>
Total Library Materials - Adult	<u>633,700.00</u>	<u>316,850.00</u>	<u>301,558.05</u>	<u>47.59 %</u>	<u>(15,291.95)</u>
Library Materials - Youth					
Kits	3,500.00	1,750.00	903.79	25.82 %	(846.21)
Books-Fiction-Juv	42,500.00	21,250.00	15,454.67	36.36	(5,795.33)
Books-Non-Fiction-Juv	14,000.00	7,000.00	7,354.30	52.53	354.30
DVDs-Juv	750.00	375.00	352.37	46.98	(22.63)
Audio Books/Talking Books Juv	17,500.00	8,750.00	8,894.64	50.83	144.64
Video Games-Juv	<u>5,500.00</u>	<u>2,750.00</u>	<u>1,829.69</u>	<u>33.27</u>	<u>(920.31)</u>
Total Library Materials - Youth	<u>83,750.00</u>	<u>41,875.00</u>	<u>34,789.46</u>	<u>41.54 %</u>	<u>(7,085.54)</u>
Programs					
Reading Programs	11,000.00	5,500.00	3,702.08	33.66 %	(1,797.92)
Programming - Studio	17,600.00	8,800.00	5,400.88	30.69	(3,399.12)
Programming - Youth	42,000.00	21,000.00	18,371.05	43.74	(2,628.95)
Programming - Adult	35,500.00	17,750.00	17,748.66	50.00	(1.34)
Studio Maintenance/Repair	<u>3,000.00</u>	<u>1,500.00</u>	<u>209.90</u>	<u>7.00</u>	<u>(1,290.10)</u>
Total Programs	<u>109,100.00</u>	<u>54,550.00</u>	<u>45,432.57</u>	<u>41.64 %</u>	<u>(9,117.43)</u>
Capital					
Capital Outlay	400,000.00	200,000.00	27,339.06	6.83 %	(172,660.94)
Building	155,000.00	77,500.00	5,019.78	3.24	(72,480.22)
Equipment/Furniture	<u>65,000.00</u>	<u>32,500.00</u>	<u>2,156.47</u>	<u>3.32</u>	<u>(30,343.53)</u>
Total Capital	<u>620,000.00</u>	<u>310,000.00</u>	<u>34,515.31</u>	<u>5.57 %</u>	<u>(275,484.69)</u>
Total Expenses	<u>4,910,230.00</u>	<u>2,455,115.00</u>	<u>1,968,325.34</u>	<u>40.09 %</u>	<u>(486,789.66)</u>
Excess Revenues less Expenses	<u>137,705.00</u>	<u>68,852.50</u>	<u>544,027.59</u>	<u>395.07 %</u>	<u>475,175.09</u>

Winnetka-Northfield Public Library District
Statement of Revenues and Expenditures - Modified Cash Basis
For the 6 Months Ended December 31, 2024

Prorated Budget Percentage Spent: 50.00%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year to Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
<u>BUILDING FUND</u>					
Revenues					
Property Taxes Collections-Building	399,690.00	199,845.00	198,571.90	49.68 %	(1,273.10)
Total Revenue	<u>399,690.00</u>	<u>199,845.00</u>	<u>198,571.90</u>	<u>49.68 %</u>	<u>(1,273.10)</u>
Expenses					
Northfield Lease	72,500.00	36,250.00	36,170.88	49.89 %	(79.12)
Janitorial Supplies	11,000.00	5,500.00	4,050.84	36.83	(1,449.16)
Snow Removal	9,000.00	4,500.00	1,735.00	19.28	(2,765.00)
Building Appraisal	500.00	250.00	0.00	0.00	(250.00)
Building Maintenance Service	113,000.00	56,500.00	48,320.00	42.76	(8,180.00)
Elevators	10,000.00	5,000.00	6,387.00	63.87	1,387.00
Landscaping	20,000.00	10,000.00	9,627.69	48.14	(372.31)
HVAC	11,200.00	5,600.00	3,999.00	35.71	(1,601.00)
Flooring & Painting	125,000.00	62,500.00	0.00	0.00	(62,500.00)
Automatic Doors	7,500.00	3,750.00	360.00	4.80	(3,390.00)
Roof	700.00	350.00	366.00	52.29	16.00
Alarms & Security	6,000.00	3,000.00	1,914.21	31.90	(1,085.79)
Equipment	2,100.00	1,050.00	0.00	0.00	(1,050.00)
Plumbing	1,500.00	750.00	0.00	0.00	(750.00)
Electrical	7,000.00	3,500.00	5,505.00	78.64	2,005.00
Misc Services	2,000.00	1,000.00	1,049.00	52.45	49.00
Total Expenses	<u>399,000.00</u>	<u>199,500.00</u>	<u>119,484.62</u>	<u>29.95 %</u>	<u>(80,015.38)</u>
Excess Revenues less Expenses	<u>\$ 690.00</u>	<u>\$ 345.00</u>	<u>\$ 79,087.28</u>	<u>11,461.92 %</u>	<u>78,742.28</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 6 Months Ended December 31, 2024

Prorated Budget Percentage Spent: 50.00%

	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

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Vendor Checks						
Anna Jaich-Westine 10-1-5300	Adult Services - Winnetka	Reimbursement	24.66	4801	12/12/24	<u>24.66</u>
ATA Group, LLP 10-0-5101	Audit Fees	Inv 12609; 11.30.24	4,380.00	4802	12/12/24	<u>4,380.00</u>
Betsy Griebenow 10-0-5114	Professional Development	Reimbursement	56.17	4803	12/12/24	<u>56.17</u>
Colley Elevator Co. 70-0-5749	Elevators	Inv 272155; 11.13.24	234.00	4804	12/12/24	<u>234.00</u>
Dow Jones & Company Inc. 10-1-5346	Online Database - Winnetka	Inv 97050104; 12.11.24	2,336.00	4805	12/12/24	<u>2,336.00</u>
Engberg Anderson, Inc. 10-0-5800	Capital Outlay	Inv 24373700-4; 11.30.24	5,437.30	4806	12/12/24	<u>5,437.30</u>
Image Systems & Business Solutions 10-0-5766	Photocopier Leases	Inv 411450; 12.05.24	587.52	4807	12/12/24	<u>587.52</u>
Melissa Morgan 10-0-5114	Professional Development	Reimbursement	32.68	4808	12/12/24	<u>32.68</u>
OCLC Inc 10-1-5345	Books-Digital-Winnetka	Inv 1000413825; 11.30.24	332.50	4809	12/12/24	<u>332.50</u>
Technology Management Rev Fund 10-0-5176	Internet Services	Inv T2507536; 11.18.24	1,000.00	4810	12/12/24	<u>1,000.00</u>
The Book Stall 10-2-5341	Books-Non-Fiction-Adult-Northfield	Inv 548395; 12.02.24	47.20	4811	12/12/24	<u>72.80</u>
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Inv 548395; 12.02.24	25.60			
VALUE LINE PUBLISHING LLC 10-1-5346	Online Database - Winnetka	Inv 759040-2411; 10.14.24	6,350.00	4812	12/12/24	<u>6,350.00</u>
Wall Street Journal 10-1-5342	Periodicals-Winnetka	Acct 030994042479	719.88	4813	12/12/24	<u>719.88</u>
Laura Frances Keyes 10-0-5908	Programming - Adult	Event Presentation; 1.07.25	250.00	4814	12/12/24	<u>250.00</u>
Amy Fleck 10-0-5908	Programming - Adult	Amy Fleck - Meal Prep 12/14/24	175.00	4815	12/16/24	<u>175.00</u>
Catherine F. Sullivan 10-0-4150	Lost/Damaged Materials	Refund	14.20	4816	12/26/24	<u>14.20</u>
Chicago Hearing Society 10-0-5732	Staff Recognition/Events/Meetings	Inv C203802; 01.07.25	900.00	4817	12/26/24	<u>900.00</u>

Winnetka-Northfield Public Library District

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December 1, 2024 - December 31, 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Chicago Tribune 10-1-5342	Periodicals-Winnetka	Subscription through 3/05/2025	446.99	4818	12/26/24	<u>446.99</u>
Colley Elevator Co. 70-0-5749	Elevators	Inv 272289; 11.20.24	4,523.00	4819	12/26/24	<u>4,523.00</u>
GUY SCOPELLITI LANDSCAPE 70-0-5750	Landscaping	Inv 45801; 12.10.24	750.00	4820	12/26/24	<u>750.00</u>
Illinois Office of the State Fire Marshal 70-0-5749	Elevators	Inv 5125149575; 12.16.24	75.00	4821	12/26/24	<u>75.00</u>
Winnetka-Northfield Chamber of Commerce 10-0-5731	Memberships	Annual Membership Fee	435.00	4822	12/26/24	<u>435.00</u>
VOGUE PRINTERS 10-0-5722 10-0-5724	Newsletter/Mailers Marketing/Advertising	Inv 24-3250 Inv 24-3272	5,422.34 350.00	18362	12/04/24	<u>5,772.34</u>
Warehouse Direct 70-0-5725	Janitorial Supplies	Inv 5830668-0	862.87	18363	12/04/24	<u>862.87</u>
Catapult 10-0-5115	Flexible Spending Account	Inv 00158158; 11.20.24	50.00	18364	12/04/24	<u>50.00</u>
QUILL CORPORATION 10-0-5121 10-0-5121 10-0-5121 10-0-5121	Office Supplies Office Supplies Office Supplies Office Supplies	Inv 41576274 Inv 41024128 Inv 41568267 Inv 41565517	164.43 23.96 10.28 147.82	18365	12/04/24	<u>346.49</u>
VILLAGE OF WINNETKA 10-0-5111	Health Insurance	Inv 2024-000000011	28,323.01	18366	12/04/24	<u>28,323.01</u>
Ntiva 10-0-5135	LAN Management	Inv 252154	1,330.00	18367	12/04/24	<u>1,330.00</u>
Today's Business Solutions INC 10-0-5134	Software	Inv 112024-25	72.60	18368	12/04/24	<u>72.60</u>
BAKER & TAYLOR 10-2-5440 10-1-5440 10-0-5120 10-2-5340 10-1-5340 10-2-5341 10-1-5341 10-2-5441 10-1-5441	Books-Fiction-Juv-Northfield Books-Fiction-Juv-Winnetka Library Supplies Books-Fiction-Adult-Northfield Books-Fiction-Adult-Winnetka Books-Non-Fiction-Adult-Northfield Books-Non-Fiction-Adult-Winnetka Books-Non-Fiction-Juv-Northfield Books-Non-Fiction-Juv-Winnetka	BAKER & TAYLOR BAKER & TAYLOR BAKER & TAYLOR BAKER & TAYLOR BAKER & TAYLOR BAKER & TAYLOR BAKER & TAYLOR BAKER & TAYLOR BAKER & TAYLOR	71.45 119.34 348.75 674.79 1,587.04 481.69 1,433.07 65.89 96.35	18369	12/04/24	<u>4,878.37</u>

Winnetka-Northfield Public Library District

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MIDWEST TAPE				18370	12/04/24	<u>1,512.60</u>
10-0-5120	Library Supplies	MIDWEST TAPE	114.52			
10-1-5443	DVDs-Juv-Winnetka	MIDWEST TAPE	23.99			
10-1-5343	DVDs-Adult-Winnetka	MIDWEST TAPE	771.26			
10-2-5343	DVDs-Adult-Northfield	MIDWEST TAPE	374.87			
10-2-5344	Audio Books-Adult-Northfield	MIDWEST TAPE	55.99			
10-1-5344	Audio Books-Adult-Winnetka	MIDWEST TAPE	103.98			
10-1-5444	Audio Books-Juv-Winnetka	MIDWEST TAPE	67.99			
ALARM DETECTION SYSTEMS, INC.				18385	12/19/24	<u>638.07</u>
70-0-5758	Alarms & Security	Inv 57525-1111; 12.06.24	638.07			
DD Facility Services				18386	12/19/24	<u>8,160.00</u>
70-0-5748	Building Maintenance Service	Inv 1068; 12.01.24	8,160.00			
Kanopy				18387	12/19/24	<u>756.00</u>
10-1-5342	Periodicals-Winnetka	Inv 428261; Inv 11.30.24	756.00			
HOOPLA (MIDWEST TAPE)				18388	12/19/24	<u>2,176.41</u>
10-1-5345	Books-Digital-Winnetka	Inv 506411946; 11.30.24	2,176.41			
Lauterbach & Amen, LLP				18389	12/19/24	<u>1,725.00</u>
10-0-5131	Accounting and Bookkeeping	Inv 98754; 12.01.24	1,725.00			
MERCHANTS DELIVERY SERVICE				18390	12/19/24	<u>500.00</u>
10-0-5138	Delivery Service	November 2024	500.00			
OVERDRIVE INC.				18391	12/19/24	<u>21,000.30</u>
10-1-5345	Books-Digital-Winnetka	Inv 01018CP24370359; 11.30.24	6,494.57			
10-1-5345	Books-Digital-Winnetka	Inv 01018CP24371236; 11.30.24	6,482.21			
10-1-5345	Books-Digital-Winnetka	Inv 01018MA24373508; 11.30.24	2,266.45			
10-1-5345	Books-Digital-Winnetka	Inv 01018MA24374659; 11.30.24	5,757.07			
Ntiva				18392	12/19/24	<u>2,351.91</u>
10-0-5135	LAN Management	Inv 253759; 12.04.24	2,351.91			
VILLAGE OF NORTHFIELD				18393	12/19/24	<u>6,028.48</u>
70-2-5159	Northfield Lease	Inv 1201LIB	6,028.48			
BAKER & TAYLOR				18394	12/19/24	<u>7,755.45</u>
10-2-5440	Books-Fiction-Juv-Northfield	BAKER & TAYLOR	238.00			
10-1-5440	Books-Fiction-Juv-Winnetka	BAKER & TAYLOR	895.15			
10-0-5120	Library Supplies	BAKER & TAYLOR	695.91			
10-2-5341	Books-Non-Fiction-Adult-Northfield	BAKER & TAYLOR	518.75			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	BAKER & TAYLOR	2,286.59			
10-1-5340	Books-Fiction-Adult-Winnetka	BAKER & TAYLOR	1,882.71			
10-2-5340	Books-Fiction-Adult-Northfield	BAKER & TAYLOR	1,018.92			

Winnetka-Northfield Public Library District

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-1-5444	Audio Books-Juv-Winnetka	BAKER & TAYLOR	58.04			
10-2-5441	Books-Non-Fiction-Juv-Northfield	BAKER & TAYLOR	30.29			
10-1-5441	Books-Non-Fiction-Juv-Winnetka	BAKER & TAYLOR	131.09			
MIDWEST TAPE				18395	12/19/24	<u>375.01</u>
10-0-5120	Library Supplies	MIDWEST TAPE	23.88			
10-1-5344	Audio Books-Adult-Winnetka	MIDWEST TAPE	167.96			
10-2-5344	Audio Books-Adult-Northfield	MIDWEST TAPE	39.99			
10-2-5344	Audio Books-Adult-Northfield	MIDWEST TAPE	84.70			
10-1-5443	DVDs-Juv-Winnetka	MIDWEST TAPE	58.48			
PITNEY BOWES				18417	12/31/24	<u>50.00</u>
10-0-5123	Postage	PITNEY BOWES	50.00			
Peerless Network				18418	12/31/24	<u>41.33</u>
10-0-5176	Internet Services	Peerless Network	41.33			
NATIONWIDE RETIREMENT SOLUTIONS				18419	12/31/24	<u>1,225.00</u>
10-0-2040	457 withholding	NATIONWIDE RETIREMENT SOLUTIONS	1,225.00			
NICOR				18420	12/31/24	<u>79.26</u>
10-2-5174	Natural Gas - Northfield	NICOR	79.26			
COMCAST				18421	12/31/24	<u>434.45</u>
10-0-5176	Internet Services	COMCAST	434.45			
NORTH SHORE GAS				18422	12/31/24	<u>646.30</u>
10-1-5174	Natural Gas - Winnetka	10.23.24 - 11.26.24	646.30			
COMED				18423	12/31/24	<u>697.46</u>
10-2-5171	Electricity - Northfield	COMED	697.46			
PITNEY BOWES				18424	12/31/24	<u>100.00</u>
10-0-5123	Postage	PITNEY BOWES	100.00			
VILLAGE OF NORTHFIELD				18425	12/31/24	<u>46.32</u>
10-2-5171	Electricity - Northfield	VILLAGE OF NORTHFIELD	46.32			
VILLAGE OF WINNETKA				18426	12/31/24	<u>3,076.68</u>
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	74.32			
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	24.54			
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	2,812.14			
10-1-5171	Electricity - Winnetka	VILLAGE OF WINNETKA	-218.40			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	46.59			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	98.65			
COMCAST				18427	12/31/24	<u>71.95</u>

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5176	Internet Services	COMCAST	71.95			
First Bankcard				18428	12/31/24	<u>18,087.33</u>
10-0-5731	Memberships	Dombrowski - MD Annual Membership Dues	150.00			
10-0-5731	Memberships	Dombrowski - WNPLD Annual Membership Dues	300.00			
10-0-5732	Staff Recognition/Events/Meetings	Dombrowski - Staff Gift Cards- November Birthdays	30.00			
10-0-5114	Professional Development	Dombrowski - Admin CHATGPT Subscription	20.00			
10-0-5114	Professional Development	Dombrowski - CORE Conference- MD Transportation (Tip)	2.50			
10-0-5114	Professional Development	Dombrowski - CORE Conference- MD Meal	20.64			
10-0-5114	Professional Development	Dombrowski - CORE Conference- MD Transportation (Tip)	2.00			
10-0-5114	Professional Development	Dombrowski - CORE Conference- MD Transportation	12.90			
10-0-5114	Professional Development	Dombrowski - CORE Conference- MD Meal	17.62			
10-0-5114	Professional Development	Dombrowski - CORE Conference- MD/LM/MS/MM Meal	143.14			
10-0-5114	Professional Development	Dombrowski - CORE Conference- MD Meal	15.59			
10-0-5114	Professional Development	Dombrowski - CORE Conference- MD Meal	21.45			
10-0-5114	Professional Development	Dombrowski - CORE Conference- MD Transportation	10.90			
10-0-5114	Professional Development	Dombrowski - CORE Conference- MD Meal	35.18			
10-0-5114	Professional Development	Dombrowski - CORE Conference- MD Transportation	30.94			
10-0-5114	Professional Development	Dombrowski - CORE Conference- MD/MS Meal	49.03			
10-0-5114	Professional Development	Dombrowski - CORE Conference- MD Transportation	60.00			
10-0-5114	Professional Development	Dombrowski - CORE Conference- MD Meal	10.87			
10-0-5114	Professional Development	Dombrowski - CORE Conference- MD Hotel	934.60			
10-0-5719	Board Expenses	Dombrowski - Board Treats- November Birthdays	29.44			
10-1-5444	Audio Books-Juv-Winnetka	Karwowska - Tonies (Juv Audio)	-10.00			
10-2-5444	Audio Books-Juv-Northfield	Karwowska - Tonies (Juv Audio)	-9.99			
10-0-5907	Programming - Youth	Karwowska - Youth Programming	53.19			
10-1-5444	Audio Books-Juv-Winnetka	Karwowska - Tonies (Juv Audio)	35.98			
10-2-5444	Audio Books-Juv-Northfield	Karwowska - Tonies (Juv Audio)	35.98			
10-0-5907	Programming - Youth	Karwowska - Youth Programming	17.98			
10-0-5907	Programming - Youth	Karwowska - Youth Programming	58.01			
10-1-5444	Audio Books-Juv-Winnetka	Karwowska - Tonies (Juv Audio)	14.99			
10-2-5444	Audio Books-Juv-Northfield	Karwowska - Tonies (Juv Audio)	14.98			
10-0-5732	Staff Recognition/Events/Meetings	Karwowska - Staff Recognition/Events/Meetings	40.82			
10-1-5445	Video Games-Juv-Winnetka	Karwowska - Videogames (Youth)	29.99			

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-2-5445	Video Games- Juv-Northfield	Karowska - Videogames (Youth)	29.99			
10-1-5439	Kits	Karowska - Kits (Early Lit Backpack replacement)	6.99			
10-1-5439	Kits	Karowska - Kits (Early Lit Backpack replacement)	41.10			
10-0-5114	Professional Development	Karowska - Professional Development T Malinowski ILA FY24/25	24.16			
10-0-5121	Office Supplies	Karowska - Office Supplies	15.19			
10-0-5907	Programming - Youth	Karowska - Youth Programming	115.96			
10-0-5907	Programming - Youth	Karowska - Youth Programming	29.99			
10-0-5732	Staff Recognition/Events/Meetings	Karowska - Staff Recognition/Events/Meetings	36.95			
10-0-5907	Programming - Youth	Karowska - Youth Programming	19.98			
10-0-5907	Programming - Youth	Karowska - Youth Programming	46.42			
10-0-5907	Programming - Youth	Karowska - Youth Programming	95.96			
10-1-5445	Video Games-Juv-Winnetka	Karowska - Videogames (Youth)	59.99			
10-2-5445	Video Games- Juv-Northfield	Karowska - Videogames (Youth)	59.99			
10-0-5907	Programming - Youth	Karowska - Youth Programming	374.56			
10-0-5907	Programming - Youth	Karowska -	-39.00			
10-0-5907	Programming - Youth	Karowska - Youth Programming	69.35			
10-1-5445	Video Games-Juv-Winnetka	Karowska - Videogames (Youth)	49.94			
10-2-5445	Video Games- Juv-Northfield	Karowska - Videogames (Youth)	49.94			
10-1-5445	Video Games-Juv-Winnetka	Karowska - Videogames (Youth)	58.99			
10-2-5445	Video Games- Juv-Northfield	Karowska - Videogames (Youth)	58.99			
10-1-5445	Video Games-Juv-Winnetka	Mall - Youth Materials	49.99			
10-2-5445	Video Games- Juv-Northfield	Mall - Youth Materials	49.99			
10-1-5444	Audio Books-Juv-Winnetka	Mall - Youth Materials	17.99			
10-1-5445	Video Games-Juv-Winnetka	Mall - Refund for Youth Materials	-0.10			
10-0-5908	Programming - Adult	Mall - Seeds for outreach event	9.98			
10-1-5340	Books-Fiction-Adult-Winnetka	Mall - Materials	34.99			
10-0-5134	Software	Mall - Virtual event hosting	143.97			
10-0-5908	Programming - Adult	Mall - Programming supplies (prize for Halloween Horror Trivia Night, 10/30)	50.00			
10-1-5340	Books-Fiction-Adult-Winnetka	Mall - Materials	50.87			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Mall - Materials	26.96			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Mall - Materials	49.99			
10-0-5908	Programming - Adult	Mall - Programming speaker fee (Citizen Soldier, 2/13/25)	350.00			
10-0-5114	Professional Development	Mall - Professional development meeting	100.00			
10-0-5908	Programming - Adult	Mall - Programming supplies (Holiday Cookie Exchange, 12/7)	53.94			
10-0-5908	Programming - Adult	Mall - Programming supplies (Holiday Cookie Exchange, 12/7)	17.31			

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10-0-5122	Breakroom Supplies	Mall - A/V and charging equipment for patron use	35.12			
10-0-5122	Breakroom Supplies	Mall - Supplies for Staff Institute Day	78.53			
10-1-5340	Books-Fiction-Adult-Winnetka	Mall - Materials	12.59			
10-0-5907	Programming - Youth	Mall - Youth programming supplies	21.28			
10-1-5440	Books-Fiction-Juv-Winnetka	Mall - Youth Materials	7.49			
10-0-5898	Miscellaneous	Mall - Bird food	24.66			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Mall - Materials	93.68			
10-1-5440	Books-Fiction-Juv-Winnetka	Mall - Youth Materials	32.38			
10-1-5340	Books-Fiction-Adult-Winnetka	Mall - Materials	144.00			
10-0-5120	Library Supplies	Melero - White Noise Machine restroom	49.99			
10-0-5120	Library Supplies	Melero - White Noise Machine Director Office	49.99			
10-0-5731	Memberships	Melero - Bulk Mail Fee	350.00			
10-0-5120	Library Supplies	Melero - accidental charge-refunded	61.06			
10-0-5731	Memberships	Melero - Lunch community engagement	15.00			
10-0-5732	Staff Recognition/Events/Meetings	Melero - All Staff/Holiday party	463.74			
10-0-5120	Library Supplies	Melero - Toilet Paper Basket	23.39			
10-0-5731	Memberships	Morgan - Memberships - ARRT annual fee for Alyssa (Lisa) Martin	15.00			
10-0-5731	Memberships	Morgan - Memberships - ILA annual fee for Alyssa (Lisa) Martin	100.00			
10-0-5731	Memberships	Morgan - Memberships - ALA annual fee for Alyssa (Lisa) Martin	210.00			
10-0-5121	Office Supplies	Morgan - Office Supplies - tape dispenser, pen holder	24.98			
10-0-5907	Programming - Youth	Morgan - Programming - Youth - program supplies for edible haunted houses	29.68			
10-0-5907	Programming - Youth	Morgan - Programming - Youth - toy	71.91			
10-0-5121	Office Supplies	Morgan - Office Supplies - batteries	10.60			
10-0-5907	Programming - Youth	Morgan - Programming - Youth - toy	-16.99			
10-0-5732	Staff Recognition/Events/Meetings	Morgan - Staff				
10-0-5732	Recognition/Events/Meetings	Recognition/Events/Meetings - Brunstad's promotion	66.17			
10-0-5907	Programming - Youth	Morgan - Programming - Youth - family science	20.64			
10-0-5731	Memberships	Morgan - Memberships - ALA annual fee for Sydney Clark	210.00			
10-0-5114	Professional Development	Morgan - Professional Development - meal Thurs	10.64			
10-0-5114	Professional Development	Morgan - Professional Development - transportation from airport	48.72			
10-0-5114	Professional Development	Morgan - Professional Development - meal Fri	28.25			
10-0-5114	Professional Development	Morgan - Professional Development - transportation to airport	2.00			
10-0-5114	Professional Development	Morgan - Professional Development - meal Sat	3.92			
10-0-5114	Professional Development	Morgan - Professional Development - meal Sat	6.71			
10-0-5114	Professional Development	Morgan - Professional Development - meal Sat for Mark Swenson & me	52.41			
10-0-5114	Professional Development	Morgan - Professional Development - lodging	457.80			

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

December 1, 2024 - December 31, 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5121	Office Supplies	Morgan - Office Supplies - trash can	59.00			
10-0-5907	Programming - Youth	Morgan - Programming - Youth - toys & crafts	27.92			
10-0-5121	Office Supplies	Morgan - Office Supplies - gate for staff area	46.03			
10-0-5906	Programming - Studio	Munoz - Programming: Pumpkin Pie Garland	6.99			
10-0-5906	Programming - Studio	Munoz - Studio Supplies : Sublimation	15.99			
10-0-5906	Programming - Studio	Munoz - Studio Supplies: Sublimation	36.64			
10-0-5906	Programming - Studio	Munoz - Programming: Warmest Wreath Wishes	27.68			
10-0-5906	Programming - Studio	Munoz - this item is a refund from AMAZON	-27.68			
10-0-5906	Programming - Studio	Munoz - LoT maintenance supplies	29.09			
10-0-5906	Programming - Studio	Munoz - LoT item: Karaoke Machine	99.98			
10-0-5732	Recognition/Events/Meetings Staff	Munoz - Department Meeting Snacks	3.00			
10-0-5732	Recognition/Events/Meetings Staff	Munoz - Halloween Candy	16.52			
10-0-5732	Recognition/Events/Meetings Staff	Munoz - Department Meeting Snacks	26.92			
10-0-5906	Programming - Studio	Munoz - Studio Supplies: 3D printer filament	43.98			
10-0-5906	Programming - Studio	Munoz - Programming: Family Holiday Shirts	53.94			
10-0-5906	Programming - Studio	Munoz - Programming: Thanksgiving Centerpiece	62.50			
10-0-5906	Programming - Studio	Munoz - LoT item: replacement Paper Shredder	70.00			
10-0-5906	Programming - Studio	Munoz - Programming: Thanksgiving Centerpiece	19.99			
10-0-5906	Programming - Studio	Munoz - Programming: Thanksgiving Centerpiece	25.99			
10-0-5906	Programming - Studio	Munoz - Programming: Thanksgiving Centerpiece	25.99			
10-0-5906	Programming - Studio	Munoz - LoT item: replacement sewing pedal	38.12			
10-0-5906	Programming - Studio	Munoz - Programming: Warmest Wreath Wishes	125.40			
10-0-5120	Library Supplies	Munoz - Acrylic sign holders	15.99			
10-0-5906	Programming - Studio	Munoz - Studio Supplies: Charging Cables	17.48			
10-0-5114	Professional Development	Munoz - Continuing Education: Makerspace Membership	65.00			
10-0-5906	Programming - Studio	Munoz - Programming: Candle Making	31.51			
10-0-5906	Programming - Studio	Munoz - Programming: Candle Making	54.99			
10-0-5906	Programming - Studio	Munoz - Programming: Warmest Wishes Wreath	132.65			
10-0-5906	Programming - Studio	Munoz - Programming: Warmest Wishes Wreath	16.95			
10-0-5906	Programming - Studio	Munoz - programming: Candle Making	22.98			
10-0-5906	Programming - Studio	Munoz - Studio Supplies: Embroidery Magnifying Glass	29.99			
10-0-5906	Programming - Studio	Munoz - Cricut supplies	10.61			
10-0-5114	Professional Development	Munoz - CORE conference	31.67			
10-0-5114	Professional Development	Munoz - CORE conference	51.24			
10-0-5114	Professional Development	Munoz - CORE conference	63.81			

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

December 1, 2024 - December 31, 2024

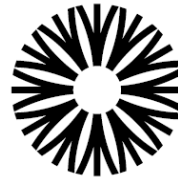
Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5114	Professional Development	Munoz - continuing Education: CORE conference	457.80			
10-0-5906	Programming - Studio	Munoz - Studio Supplies: Silhouette blade replacements	38.95			
10-0-5906	Programming - Studio	Munoz - Studio Supplies: 12x12 plywood sheets	62.99			
10-0-5906	Programming - Studio	Munoz - Studio Supplies: Goo Gone	35.64			
10-0-5906	Programming - Studio	Munoz - Programming: Yarn Spinning	7.99			
10-0-5723	PR Supplies	Quish - Ink for poster printer	331.80			
10-0-5723	PR Supplies	Quish - Ink for poster printer	1,763.75			
10-0-5724	Marketing/Advertising	Quish - Sticky notes for 50th event	11.96			
10-0-5724	Marketing/Advertising	Quish - Supplies for 50th event: plates, napkins, etc...	49.04			
10-0-5724	Marketing/Advertising	Quish - Test bag for 50th giveaways	11.00			
10-0-5724	Marketing/Advertising	Quish - Feedback standups for 50th	254.62			
10-0-5723	PR Supplies	Quish - Ink for poster printer	660.28			
10-0-5724	Marketing/Advertising	Quish - Giveaway bags for 50th	1,144.07			
10-0-5723	PR Supplies	Quish - Ink for poster printer	272.00			
10-0-5724	Marketing/Advertising	Quish - Kiosk Poster space for the 50th	50.00			
10-0-5724	Marketing/Advertising	Quish - 50th banners	1,351.52			
10-0-5721	Promotional	Quish - Business Cards for Gil Strieter	29.72			
10-0-5724	Marketing/Advertising	Quish - Staff t-shirts for the 50th event	691.31			
10-0-5723	PR Supplies	Quish - Staff calendar supplies	49.17			
10-0-5723	PR Supplies	Quish - Paper trimmer	24.99			
10-0-5308	Reading Programs	Quish - Winter Reading Bookmarks	81.79			
10-0-5121	Office Supplies	Volny - Accidental purchase-refunded to BM	0.05			
10-0-5732	Staff Recognition/Events/Meetings	Volny - Staff Meeting	74.97			
10-0-5121	Office Supplies	Volny - Desk Supplies	10.02			
10-0-5121	Office Supplies	Volny - Desk Supplies	67.09			
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 - Digital Signage Subscription	117.60			
10-0-5177	Website/Platform Fees	Swenson - Content Website Hosting	5.00			
10-0-5177	Website/Platform Fees	Swenson - Content Website Backup	0.62			
10-0-5177	Website/Platform Fees	Swenson - wnpld.info domain renewal	26.92			
10-0-5134	Software	Swenson - Creative Cloud Licenses	314.40			
10-0-5114	Professional Development	Swenson - Conference Expense - Taxi	44.85			
10-0-5114	Professional Development	Swenson - Conference Expense - Luggage	40.00			
10-0-5114	Professional Development	Swenson - Conference Expense - Meal	13.08			
10-0-5114	Professional Development	Swenson - Conference Expense - Meal	23.01			
10-0-5114	Professional Development	Swenson - Conference Expense - Taxi	44.85			
10-0-5114	Professional Development	Swenson - Conference Expense - Luggage	40.00			
10-0-5114	Professional Development	Swenson - Conference Expense - Meal	46.07			
10-0-5114	Professional Development	Swenson - Conference Expense - Lodging	817.54			

Winnetka-Northfield Public Library District Check Register

All Bank Accounts

December 1, 2024 - December 31, 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5114	Professional Development	Swenson - Conference Expense - Meal	6.92			
10-0-5731	Memberships	Swenson - Swenson ILA membership 24-25	200.00			
Check List Total						<u><u>148,303.69</u></u>



JANUARY 2025 DIRECTOR’S REPORT

STAFF UPDATES

Anniversary: Scott Siegel, Patron Services Assistant, 12/1 (15 years).

Going: Sydney Clark, the District’s Community Engagement Librarian, relocated to Florida to be closer to family. Her last day with us was 1/17/25. We are currently interviewing for a replacement Branch Services Librarian and will look to fill the outreach portion of her job this summer.

STAFF SHOUT OUTS

- Thanks to the team who created our 50th Anniversary exhibit! Librarians Jill & Lisa, Executive Director Monica, Digital Services Manager Laura, Tech Services Supervisor Stephanie, Branch Services Assistant Kathryn, PR & Mktg Manager Sarah, Graphic Designer Kathy, and Social Media & Mktg Coordinator, Jeremy.
- The Youth Services department, along with help from Tech Services, launched a circulating Yoto card and Tonie figure collection at both branches.

CHECK OUT OUR NEW YOUTH AUDIO COLLECTIONS

Yoto Players & Cards

The Yoto Player is a fun, screen-free music and audiobook player made just for kids! You can listen to stories and songs by using special Yoto cards. The cards are about the size of a credit card and have a special chip inside that the Yoto Player reads when you insert them. It’s a great way to enjoy stories and music without a screen.



Tonies Kit

The Toniebox is an awesome, screen-free music and story player for kids! To use it, you need special Tonie figurines. Each Tonie has a tiny chip inside that connects with the Toniebox, so when you place a Tonie on top, it starts playing a fun story or song!



PROGRAMMING

Youth

Category	DEC24/25	DEC23/24	Mo. % +/-	FY24-25 YTD	FY23-24 YTD	FY % +/-
Programs	28	45	-37.78%	303	304	-0.33%
Live Attendees	945	1,531	-38.28%	10,055	8,924	12.67%
Passive Programming	5,240	4,496	16.55%	29,217	24,088	21.29%

Highlights

Gingerbread House Decorating	210 participants across 4 sessions came to decorate a pre-made gingerbread house to add to their holiday fun.
Cozy Candy Cottage	34 patrons built cozy winter cottages from Rice Krispie Treats and decorated it with delicious candy.

Adults

Category	DEC24/25	DEC23/24	Mo. % +/-	FY24-25 YTD	FY23-24 YTD	FY % +/-
Programs	16	16	0.00%	120	103	16.50%
Live Attendees	364	290	25.52%	2,302	2,442	-5.73%
Recording Attendees	73	15	386.67%	1,151	1,397	-17.61%

Highlights

Behind the Scenes: National Lampoon's Christmas Vacation (V)	48 patrons enjoyed a behind-the-scenes tour of this classic movie.
Holiday Cookie Exchange (IP)	15 patrons exchanged cookies and recipes with fellow baking enthusiasts.
Splendors of the Vatican: Art, Architecture and History (V)	92 patrons enjoyed this overview of the art in the Vatican Museums by art historian Jeff Mishur.

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

Studio

Category	DEC24/25	DEC23/24	Mo. % +/-	FY24-25 YTD	FY23-24 YTD	FY % +/-
1:1s	172	285	-39.65%	1,317	1,694	-22.26%
Programs	7	5	40.00%	61	84	-27.38%
Attendees	130	23	465.22%	421	509	-17.29%

Highlights

Warmest Wishes Wreath	14 patrons had the opportunity to make a whimsical wreath made entirely out of paper.
Beginner Sublimation Project	17 patrons participated in a beginner sublimation project, creating personalized mugs using the library's sublimation printer.

Community Engagement

Category	DEC24/25	DEC23/24	Mo. % +/-	FY24-25 YTD	FY23-24 YTD	FY % +/-
Youth Events	1	3	-66.67%	7	14	-50.00%
Adult Events	0	-	-	12	24	-50.00%
Family Events	3	-	-	11	8	37.50%
Total Events	4	3	33.33%	30	46	-34.78%
Youth Attendance	5	112	-95.54%	345	457	-24.51%
Adult Attendance	0	-	-	417	486	-14.20%
Family Attendance	139	-	-	973	1,425	-31.72%
Total Attendance	144	112	28.57%	1,735	2,368	-26.73%

Highlights

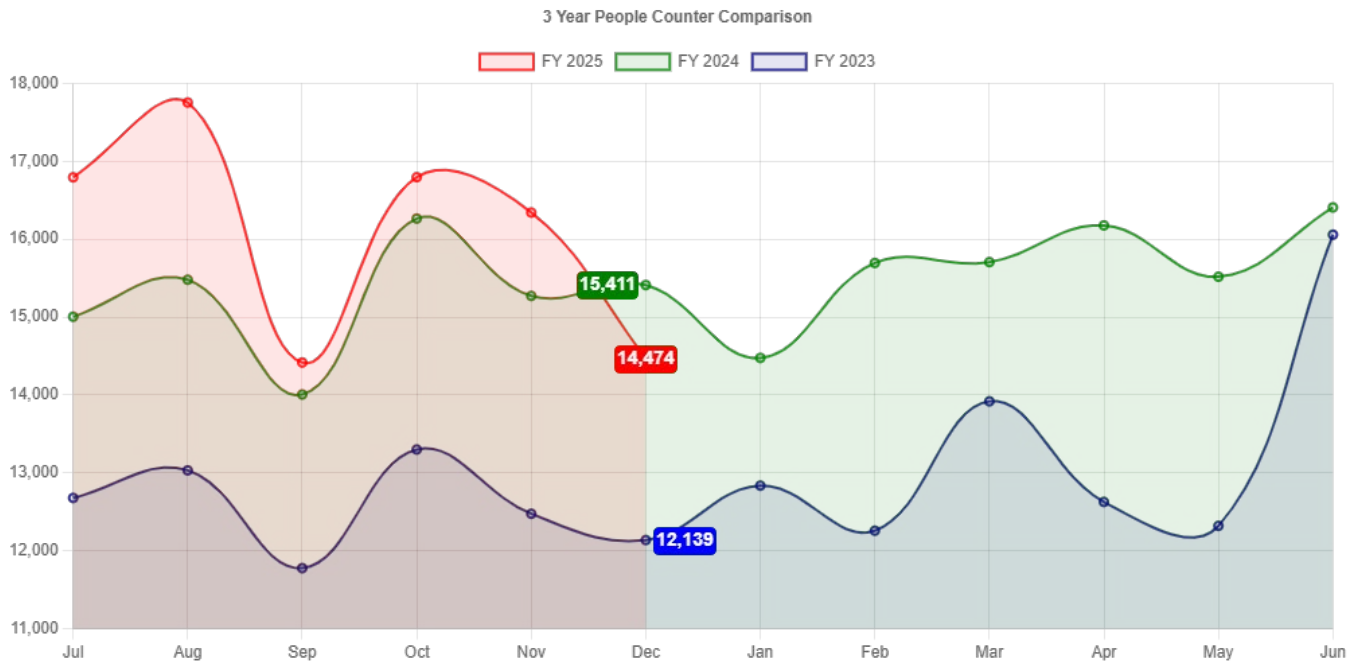
WNPLD 50 th Anniversary Celebration	50 attendees enjoyed a reception and special exhibit showcasing the rich history and bright future of our library district.
Northfield Park District Holiday Fest	85 community members visited with us as part of this annual holiday celebration, which includes the park lighting, visit from Santa, songs by Middlefork and Avoca students, and craft activity tables by NFCNS and WNPLD.

SERVICES

Visitors

Building	DEC24/25	DEC23/24	Mo. % +/-	FY24-25 YTD	FY23-24 YTD	FY % +/-
Winnetka	9,951	11,123	-10.54%	68,110	64,559	5.50%
Northfield	4,211	4,138	1.76%	27,089	25,344	6.89%
Total	14,162	15,261	-7.20%	95,199	89,903	5.89%
Virtual	312	150	108.00%	1,378	1,537	-10.34%
Total	14,474	15,411	-6.08%	96,577	91,440	5.62%

Note: Closed 12/5, 12/24, 12/25, and 12/31.



Cardholders (by Household)

Community	Number of Households	Households w/Cards	% Households w/Cards
Winnetka	4,242	3,179	74.94%
Northfield	2,340	1,396	59.66%
Total District	6,582	4,575	69.51%
Kenilworth	789	213*	27.00%
Total	7,371	4,788	64.96%

Desk Questions

Category	DEC24/25	DEC23/24	Mo. % +/-	FY24-25 YTD	FY23-24 YTD	FY % +/-
Adult	1,949	2,161	-9.81%	12,873	13,814	-6.81%
Youth	406	389	4.37%	3,231	2,845	13.57%
Digital Services	88	50	76.00%	411	469	-12.37%
Total	2,443	2,600	-6.04%	16,515	17,128	-3.58%

TECHNOLOGY

Computer Usage

Location	DEC24/25	DEC23/24	Mo. % +/-	FY24-25 YTD	FY23-24 YTD	FY % +/-
Winnetka	397	469	-15.35%	2,508	2,743	-8.57%
Northfield	182	193	-5.70%	1,337	1,336	0.07%
Total	579	662	-12.54%	3,845	4,079	-5.74%

Hotspot Usage

Location	DEC24/25	DEC23/24	Mo. % +/-	FY24-25 YTD	FY23-24 YTD	FY % +/-
Winnetka Sessions	13,680	24,873	-45.00%	79,003	129,713	-39.09%
Northfield Sessions	2,541	3,941	-35.52%	12,822	24,495	-47.65%
Total	16,221	28,814	-43.70%	91,825	154,208	-40.45%
Winnetka Bandwidth	263 GB	770 GB	-65.84%	1,417 GB	3,613 GB	-60.78%
Northfield Bandwidth	109 GB	86 GB	26.74%	593 GB	627 GB	-5.42%
Total	372 GB	856 GB	-56.54%	2,010 GB	4,240 GB	-52.59%

Website Visits

Activity	DEC24/25	DEC23/24	Mo. % +/-	FY24-25 YTD	FY23-24 YTD	FY % +/-
Total Visits	9,908	10,134	-2.23%	63,183	65,217	-3.12%
Unique Visits	5,903	6,297	-6.26%	37,323	40,542	-7.94%

MARKETING**Email Subscribers**

DEC24/25	% Cardholders	DEC23/24	Open Rate	Click Rate
10,390	110.02%	10,731	57%	2%

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

Social Media Activity

Platform	DEC24/25 Impres.	DEC24/25 Reach	DEC24/25 Engage.
YouTube	25,155	862	N/A
Facebook	2,124	2,037	40
Instagram	2,627	560	169
LinkedIn	668	317	78
Total	30,574	3,776	287

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	DEC24/25	DEC23/24	Mo. % +/-	FY24-25 YTD	FY23-24 YTD	FY % +/-
Winnetka	9,233	10,224	-9.69%	61,058	61,520	-0.75%
Northfield	3,259	3,656	-10.86%	21,721	22,765	-4.59%

Physical Youth (By Location)

Location	DEC24/25	DEC23/24	Mo. % +/-	FY24-25 YTD	FY23-24 YTD	FY % +/-
Winnetka	12,022	13,281	-9.48%	82,870	86,170	-3.83%
Northfield	2,623	3,913	-32.97%	18,180	20,530	-11.45%

Physical Miscellaneous

Lending Type	DEC24/25	DEC23/24	Mo. % +/-	FY24-25 YTD	FY23-24 YTD	FY % +/-
Kenilworth Patrons	636	949	-32.98%	4,359	6,819	-36.08%
Borrowed from Other Libraries	1,466	1,830	-19.89%	9,479	10,429	-9.11%

Physical Adult (By Type)

Material Type	DEC24/25	DEC23/24	Mo. % +/-	FY24-25 YTD	FY23-24 YTD	FY % +/-
Books	7,549	8,076	-6.53%	49,884	51,454	-3.05%
Book - Fiction	4,271	4,406	-3.06%	28,579	29,902	-4.42%
Book - Nonfiction	3,278	3,670	-10.68%	21,305	21,552	-1.15%
Audiobook - CD	124	157	-21.02%	869	1,294	-32.84%
Music CD	47	114	-58.77%	360	523	-31.17%
Playaway	27	16	68.75%	129	165	-21.82%
DVD/Blu-Ray	2,253	3,051	-26.16%	14,116	16,159	-12.64%
Magazine	159	190	-16.32%	1,200	1,397	-14.10%
Videogame	31	26	19.23%	244	121	101.65%
Computing Device	4	7	-42.86%	40	32	25.00%
Library of Things	25	25	0.00%	151	134	12.69%
Other	18	10	80.00%	514	21	2347.62%
Non-CCS ILL	35	36	-2.78%	280	182	53.85%
Sent Out	2,220	2,172	2.21%	14,992	12,803	17.10%
Studio Equipment	124	0	-	0	0	-
Total	12,616	13,880	-9.11%	82,779	84,285	-1.79%

Physical Youth (By Type)

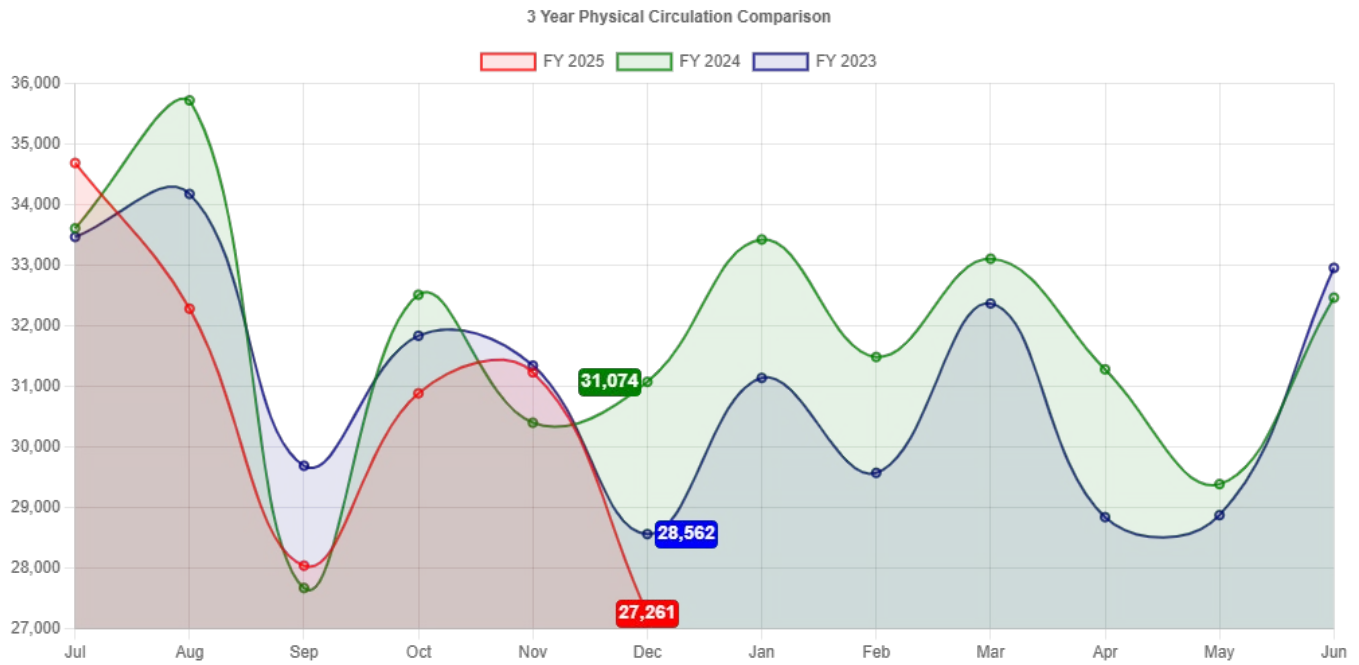
Material Type	DEC24/25	DEC23/24	Mo. % +/-	FY24-25 YTD	FY23-24 YTD	FY % +/-
Books	10,485	12,325	-14.93%	74,511	80,477	-7.41%
Book - Fiction	8,717	10,332	-15.63%	62,566	67,939	-7.91%
Book - Nonfiction	1,768	1,993	-11.29%	11,945	12,538	-4.73%
Audiobook - CD	1	1	0.00%	4	30	-86.67%
Playaway	187	216	-13.43%	1,429	1,476	-3.18%
DVD/Blu-Ray	511	706	-27.62%	4,045	4,720	-14.30%
Videogame	345	260	32.69%	2,014	1,496	34.63%
Computing Device	71	76	-6.58%	398	393	1.27%
Vox Reader	269	384	-29.95%	2,078	2,080	-0.10%
Youth Kits	87	69	26.09%	458	403	13.65%
Other	26	90	-71.11%	77	195	-60.51%
In House Circulation	2,638	3,064	-13.90%	16,003	15,425	3.75%
Total	14,645	17,194	-14.82%	101,050	106,700	-5.30%

MTD Total Physical Circulation

DEC24/25 Physical Circulation	DEC23/24 Physical Circulation	Net Change
27,261	31,074	-12.27%

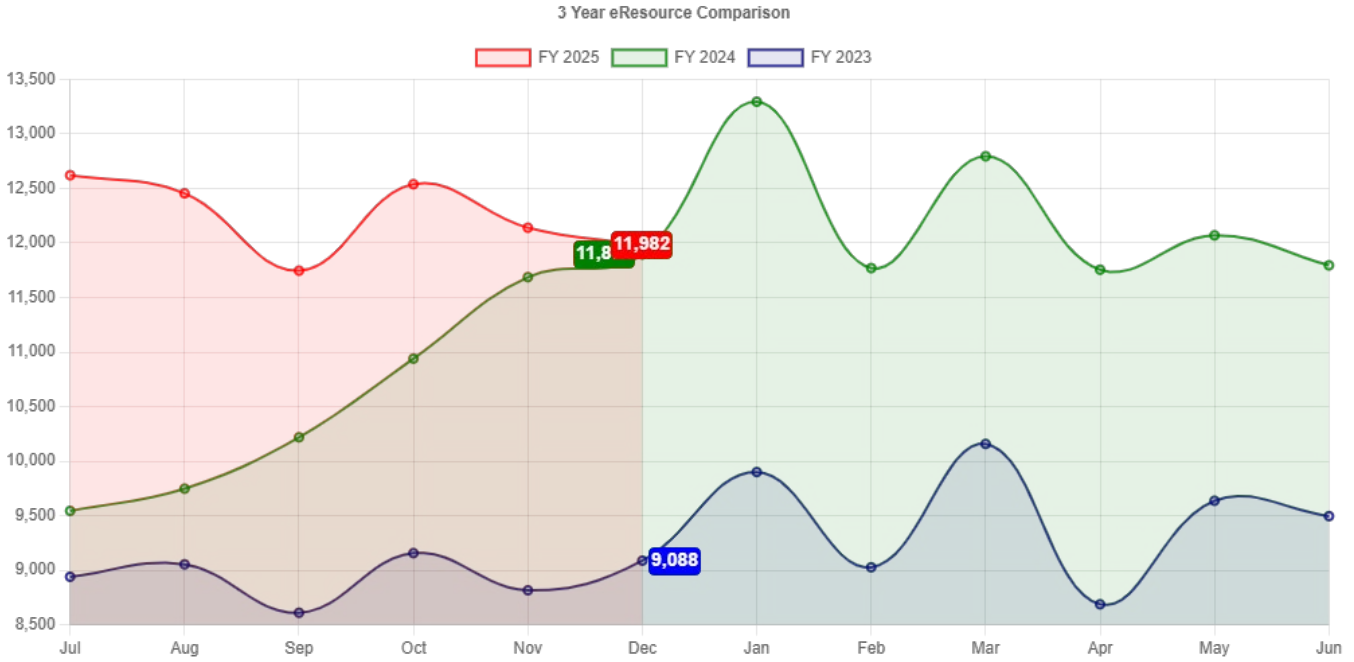
YTD Total Physical Circulation

FY24-25 YTD Physical Circulation	FY23-24 YTD Physical Circulation	Net Change
183,829	190,985	-3.75%



Digital Circulation

Material Type	DEC24/25	DEC23/24	Mo. % +/-	FY24-25 YTD	FY23-24 YTD	FY % +/-
eBooks	5,208	4,676	11.38%	29,958	26,880	11.45%
eAudiobooks	4,625	4,028	14.82%	27,421	23,506	16.66%
eMagazines	1,568	2,637	-40.54%	12,746	10,523	21.13%
eVideos	502	512	-1.95%	3,096	2,851	8.59%
eMusic	79	42	88.10%	262	273	-4.03%
Total	11,982	11,895	0.73%	73,483	64,033	14.76%

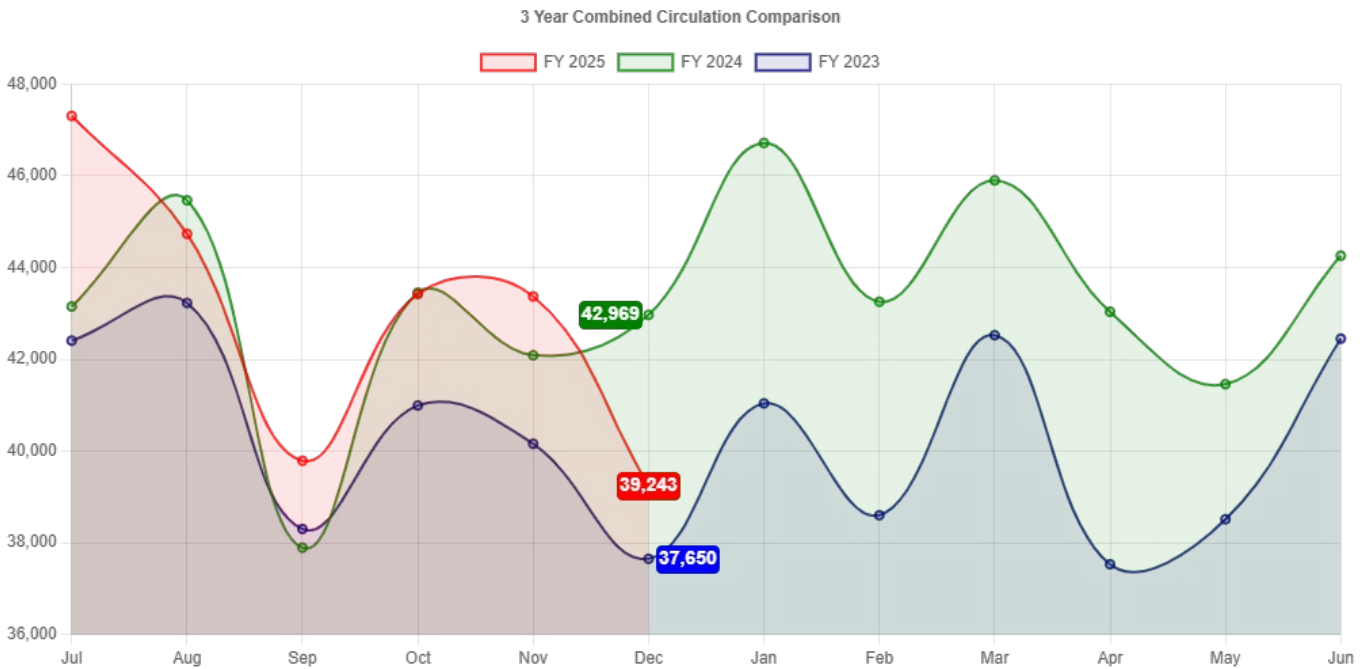


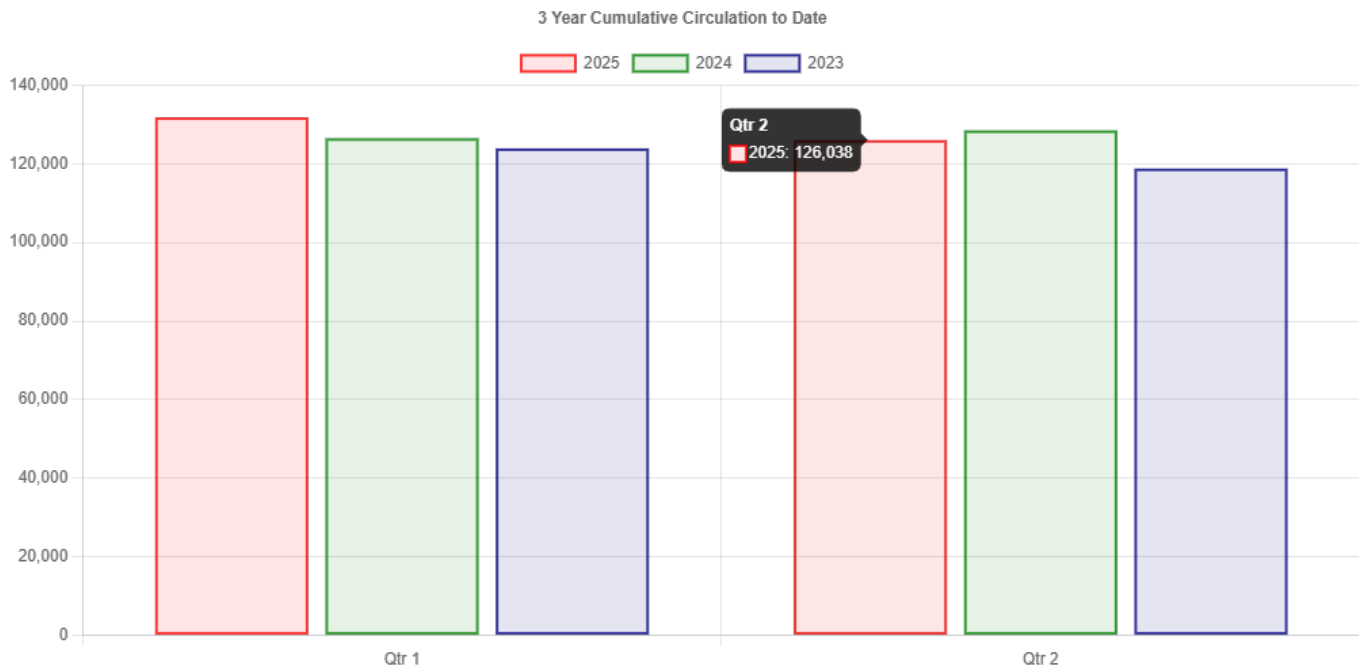
MTD Total District Circulation

DEC24/25 District Circulation	DEC23/24 District Circulation	Net Change
39,119	42,969	-8.96%

YTD Total District Circulation

FY24-25 YTD District Circulation	FY23-24 YTD District Circulation	Net Change
257,312	255,018	0.90%





IMPACT STORIES

Branch Services

Reader's Advisory: Branch Services Librarian Amelia's recommendation was a hit. *"I'm so grateful you recommended 'Press Start!' series to my kiddo. It took him a bit to warm up, but now he reads two a night!"*

Tech Help: A patron thanked Branch Services Librarian Lisa for troubleshooting the Libby app. She remembered that, years ago, Branch Services Manager Melissa Morgan taught her to use it and was very grateful that Lisa got it working again.

Facilities

- Patron complimented Northfield by saying, *"It's kind of nice that this library is smaller. It's easier to..."* (paused while their children ran through the entryway) and patron's spouse said, *"...corral everybody?"*
- *"I love it here. This place is like my second home."*
- *"You've made everything so much easier now. It's easy to check out a hold and you don't need to keep a receipt to return your books... It's really nice!"*

Programming: A patron emailed to compliment Branch Services Assistant Carolyn, *"It was so very nice of you to email me the info about the library knitting group!"*

- Feedback for Behind the Scenes: National Lampoons Christmas Vacation (V)
 - *"I enjoy Kelli's tours no matter what the subject is, or whether I've seen her presentations previously. She always adds a new wrinkle here and there, and I will always plan to 'attend' any of the tours provided by your library."*
 - *"Well, done, fun, and full of information. I enjoyed it. Thank you."*
 - *"Great Speaker, Informative Facts."*
- Feedback for Meal Prep:
 - *"I thought Amy was friendly and informative. I would like to hear more about her recipes and meal prep ideas."*
 - *"Detailed valuable info on meal prep!"*

- Feedback for Art Play: *“We don’t let our toddlers play with paint at home so I love that we can give them the experience here!”*
- Feedback for Cozy Candy Cottage:
 - *“This is great! The Rice Krispies are such a good idea for a base.”*
 - *“We did Gingerbread Houses at Winnetka last week too, they’re both so fun!”*

Community Engagement

Feedback from 50th Anniversary Party

- *“It’s so great that you did this! I’ve been a patron for over 46 years and it’s wonderful to see how our library has changed over time! Thank you for putting this together for the community to enjoy!”*
- *“I’m so happy with how the library is being run! We’ve been through some hard times in the past but it’s such a welcoming, friendly place now filled with people who clearly love their jobs in addition to a huge array of resources. I hope you and your staff keep up the great work!”*
- *“I’m worried about the future with all the people trying to get books removed from libraries, but looking at this exhibit reminds me that there’s always staff here fighting for our right to explore ideas and information from a wide variety of perspectives. Making sure everyone is represented—and welcome—in our library is critical to democracy and I appreciate the work you and your team are doing to reflect everyone in our community in the library’s collections and programs.”*

Youth Services

General Feedback

- There was a kid who was super shy about saying thank you after Anna helped with something, so she encouraged him to sign thank you and instead he signed "I love you!"
- *“I love that you have a Tonie player to checkout!”*
- *“I’ve been coming here three years and it’s my kids’ favorite place. You seem very thoughtful with programming and books and displays. We’re thankful!”*
- Winter Reading Prizes:
 - *“You have the best prizes!”*
 - *“These are the coolest toys I’ve ever seen, when I grow up, I’ll buy all of them”*

Programming

- Feedback on Scavenger Hunts:
 - *“I really like the scavenger hunt prizes you have!”*
 - A Wilmette patron said their family made it a habit to come to our library specifically to complete the scavenger hunts.
- Feedback for Gingerbread House Decorating:
 - *“All of us moms are just so appreciative that you do this kind of messy holiday programming and help to keep the glitter and sprinkles out of our carpet at home!”*
 - *“Wow! I cannot believe someone spent the time making these houses ahead of time! It totally changed the game to find the houses already made. We didn’t have to deal with any of the frustration, we just got to do the fun part. This was such a joyful experience, and we really appreciate it.”*
 - *“We so love coming to this event every year!”*
 - *“The floor and fireplace update really elevate this room! It looks great and must be nice for clean up.”*
 - *“We came last year for the first time and had such an amazing time that we had to come again! We loved it this year too.”*

- *"[My kids] love all of Winnetka-Northfield's library events! Thank you for the time, energy, thoughtfulness and creativity in coming up with these fun events for kids. We appreciate it!"*
- *"Literally, anything Amber touches is incredible. Her forethought in preparing incredible experiences, her kindness and humor in execution, her gentility and grace in hosting as if she was welcoming friends into her home...simply amazing"*
- *"You do an amazing job providing fun experiences for the kids!"*
- *"Such a fun event for the kids - appreciate the library purchasing the supplies and allowing the kids to get messy at the library rather than at home :) Very well done and appreciated!"*
- *"It was so well organized and cheery! The houses were really well constructed and appreciate that they were graham crackers which ingredients are well known. Kids had a lovely time!"*
- *"The event was really fantastic; I witnessed all of the kids (and parents/guardians) having a really good time. Thank you for hosting such fun events!"*
- *"All 3 of my kids loved this. The young woman who works at the library and made all of these by hand for the kids (and her mom) were just amazing. What an effort. Thank you!!"*

Adult Services

General Feedback

- Molly helped a patron find death certificates for his ancestors. His response: *"Hello, Molly. Thank you very much for finding these records for me! I appreciate tremendously your kindness and help. You have helped me greatly in my genealogy research today. I look forward to visiting the library today. Cheers and best wishes."*
- Betsy and Kathryn held their year-end Next Chapter Book Club meeting on 12/19. One of the regular attendees told Betsy: *"The Library is my favorite place, and you are my favorite person here."* Another attendee thanked Betsy and Kathryn, saying *"Thank you for this wonderful Book Club. I really enjoy coming together to talk about the interesting books you choose each month."*

Programming

- Feedback for The Great British Baking Tour: Holiday Edition:
 - *"The presenter Claire Evans was engaging and presented an interesting program about British baking traditions with a focus on the holidays with a nod to The Great British Baking show. It was fun and informative! Thank you!"*
 - *"This was a wonderful and fun presentation! thank you so much for offering this and your many other excellent zoom programs!"*
 - *"Thank you for offering such diverse programs and for even recording some."*
 - *"I love Claire's presentations about Great Britain. She is knowledgeable, entertaining, simplifies things for us. Would love to have more travel info about off the beaten track sights to see and visit."*
- Feedback for The Weirdest Birds Ever:
 - *"So interesting! I learned so much. Great photos too, and I appreciate the speaker (and of course, Molly!) sending the follow-up videos so quickly. I love nature programs, especially about our feathered friends! Thanks so much for sharing this with us!"*
 - *"Found it interesting and very informative. Birds were not something I ever gave a lot of time to studying."*
 - *I thought the presenter was excellent. I would like to see other presentations of hers.*
- Feedback for Christmas on State Street with Leslie Goddard:
 - *"Leslie is a talented presenter...my husband was not going to watch, but when it started, he was drawn in and riveted - didn't leave the room until it was over! Three times he said how much he enjoyed!"*
 - *"I am grateful and appreciative that you do Zoom programs, and I applaud that you contribute to mental health by these fun opportunities to learn new things. Merry Christmas & Happy New Year!"*

- *“I really enjoy Zoom programs. I have eye issues, so I don't like to drive at night and my husband doesn't drive anymore. So we really appreciate watching from home. We enjoy Leslie Goddard programs and programs by others like those. I like programs about the arts, movie stars, cooking, health, pretty much anything. My husband likes history: WWII, other wars too, political leaders, along with travel, and music. Thank you! Happy Holidays!”*
- *“Not only was this program perfectly festive for this time of year, but I also learned a lot from it! I appreciated Leslie Goddard's knowledge and her picture-filled presentation. What a fabulous historical holiday stroll through time down State Street. Thank you so much!”*
- *“Another great program with Leslie Goddard. So many memories. Your library has some of the best virtual programs. Thank you!! Merry Christmas!!!”*
- *“So glad u offer virtual events. I find it very difficult to have dinner with the family and get to the library by 7 for a program.”*
- *“The presentation and the presenter were perfect. Leslie Goddard had an agenda that was consistent with the program announcement, and she spoke to each point.”*
- Feedback for Behind the Scenes: National Lampoon's Christmas Vacation: *“I enjoy Kelli's tours no matter what the subject is, or whether I've seen her presentations previously. She always adds a new wrinkle here and there and will always plan to 'attend' any of the tours provided by the library.”*
- Feedback for Chair Yoga:
 - *“Please thank Isabel for another relaxing and inspiring session. Enjoyed the blooming Thanksgiving cactus also! Peace to you.”*
 - *“I wish the Chair Yoga class was every week!”*
- Feedback for The History of Elvis Presley: *“Love music documentaries. Second event I have participated in with Gary Wenstrup. Keep up the great work and looking forward to the one on the Beach Boys in the Spring.”*

Digital Services

General Feedback

- Digital Services staff assisted a patron who visited the library to print raffle tickets for RUSH University Medical Center. These raffle tickets were intended to raise funds for programs supporting military families and providing healthcare for pregnant young women seeking to complete their high school degrees. The patron expressed sincere gratitude for our assistance and commended the positive and welcoming atmosphere in the Studio.
- Studio Specialist Zoe assisted a patron in understanding how their computer functions. The patron expressed gratitude, stating that they finally *“...felt connected to the online world.”*
- Multiple patrons shared their appreciation with Studio staff, stating that our assistance with holiday projects and gifts *“...saved Christmas for them.”*
- Feedback for Warmest Wishes Wreath:
 - *“Annie's beautiful and creative wreaths are phenomenal. She is an excellent instructor and inspirational. Her craft sessions are superb, and she is an asset to the Studio.”*
 - *“It was a wonderful creative activity!”*
 - *“Annie always has wonderful projects that turn out beautiful even if the maker (me) isn't that talented.”*
 - *“Annie was just wonderful with assisting/instructing/answering questions! I look forward to future classes with her and all the wonderful offerings of future events at Winnetka-Northfield library.”*
 - *“Thank you for a very creative, fun and well-organized event. It was a lovely evening, and the wreaths are unique and so festive and pretty. Thanks! Thanks! Thanks!”*

Patron Services

- A patron came in to check out the latest James Patterson and ended up staying awhile to talk with patron services staff at the lobby desk. He said that he was lonely this time of year and had been struggling with finding something to laugh about, but the staff here cheered him up so much. He wished everyone a happy holiday and said he'd read the book as fast as he could so he could come back again.
- A patron came to the lobby desk after working in the Studio with (Digital Services Assistant) Zoe and said she wanted it on record that she already thought this library was amazing and couldn't get any better until she worked with Zoe. She said that Zoe was so attentive and helpful, that her project turned out amazing and she couldn't wait to tell her friends that they needed to come back to the library to check out books and use the Studio.
- Survey Feedback (Answering the question, "*How Can We Improve?*"):
 - 5 stars already!
 - None, happy with all employees and selection and availability. Appreciate no fines and extending time out.
 - In no way at all ;)

3

**THE WINNETKA-NORTHFIELD PUBLIC LIBRARY DISTRICT
RESOLUTION NO. 2024-2025/4**

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 Distric

SCHEDULE A

Closed Session Recordings to be Destroyed

Date:
None

DRAFT

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

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

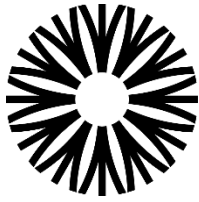
Date:
None.

DRAFT

SCHEDULE BClosed Session Minutes Not Eligible for Release Due to an Ongoing Need for ConfidentialityDates:

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

**Multiple Closed Sessions for Different Topics*



Winnetka-Northfield
PUBLIC LIBRARY DISTRICT

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. Access to recorded video data is limited to authorized District staff and will be provided to the Winnetka and/or Northfield Police Departments, as needed.

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.

ACCESS BY LAW ENFORCEMENT AND PATRON PRIVACY

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 individuals may use a still shot or selected portions of recorded data to request law enforcement review for assessing the security risk of a specific individual or for investigating a crime on District 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.

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.

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