

**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 NORTHFIELD LIBRARY.
INSTRUCTIONS TO JOIN VIRTUALLY POSTED AT WWW.WNPLD.ORG**

AGENDA

Monday, September 16, 2024

- I. Call to Order**
- II. Roll Call**
- III. Public Comments**
- IV. Vote to Approve Minutes**
 - Approve Minutes of the August 19, 2024 Regular Meeting* (1 min)
- V. Financial Report**
 - August 2024 Financial Statements* (5 mins)
- VI. Library Reports**
 - Director's Report* (10 mins)
 - President's Comments (5 mins)
- VII. Liaisons to Other Organizations – Reports**
 - Winnetka Village (5 mins)
 - Northfield Village (5 mins)
- VIII. Unfinished Business**
 - Update on Northfield Library Expansion Project (10 mins)
- IX. New Business**
 - Discussion & Approval of Updated Circulation Policy* (5 mins)
 - Update on Winnetka Safety Upgrade Project (15 mins)
- X. Communications**
 - The next regular meeting will be held on Monday, October 21st at 7 p.m. at the Winnetka Library.
- XI. Public Comments**

*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 NORTHFIELD LIBRARY.
INSTRUCTIONS TO JOIN VIRTUALLY POSTED AT WWW.WNPLD.ORG**

XII. Adjourn 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.

XIII. Return to Open Session

XIV. Adjournment

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

August 19, 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. Roll Call

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

Present was library employee Mark Swenson.

Present was Patrick Brennan, Northfield Village Manager.

III. Public Comments

No comments.

IV. Approval of Minutes

Approve minutes of the July 15, 2024 regular meeting.

President Mitchell announced approval of the July 15, 2024 Regular Meeting Minutes.

V. Financial Report

Trustee Munoz presented the July 2024 Financial Statement.

VI. Library Reports

Library Director's Report

Director Dombrowski presented the July 2024 Director's Report, which was included in the board packet for August 19, 2024.

Board President's Report

President Mitchell reminded members that the Winnetka Caucus is seeking candidates for board positions through Wed., Aug. 21st and that she, Trustee Munoz, and Director Dombrowski participated in the Northfield visioning session.

VII. Liaison Reports

Winnetka Village – Trustee Gosselin expanded on the Winnetka Caucus need for additional board candidates across the four boards.

Northfield Village – Trustee Kinnich reported on the Northfield Sidewalk Committee tentative plan for installing a sidewalk on Orchard Rd., which would impact the branch library’s parking lot. Trustee Shankar spoke of the upcoming library summer end party and book sale.

VIII. Unfinished Business

- *Resolution to Waive Non-Resident Library Card Fees for Minors*
On motion by Trustee Gosselin and by roll call vote, the resolution was approved:

ROLL CALL VOTE

AYES: Trustees Gosselin, Kinnich, Munoz, Shankar, Sundell, and Tegel

NAYS: 0

IX. New Business

- *Annual ordinance authorizing non-resident library cards*
On motion by Trustee Sundell and by roll call vote, the ordinance was approved:

ROLL CALL VOTE

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

NAYS: 0

- *Reviewed minutes of meetings lawfully closed under the opening meetings*
- *Resolution determining release of closed session minutes*
- *Resolution approving destruction of closed session recordings*

Trustees Munoz and Tegel having reviewed the closed session minutes for the period July-December, 2022, and recommended the minutes not be released and any recordings be destroyed, the trustees approved such motions made by Trustee Sundell by voice votes.

- *Review draft FY24-25 budget & appropriation ordinance*
- *Review draft certified estimate of revenues by source for FY24-25*

Director Dombrowski presented the draft ordinance and the draft estimates explaining the various points of content and answering board member questions. No changes were requested.

X. Communications

The next regular meeting of the board will be held on Monday, September 16th at 7 p.m. at the Northfield Library.

The library will be closed on Sunday, August 25, for the end-of-summer party will be held at Clarkson Park in Northfield, from 1 pm to 3 pm. Additionally, the library will be closed Sunday, September 1st, and Monday, September 2nd, for the Labor day holiday.

XI. Public Comments

No comments

XII. Adjournment

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

Closed Session 5 ILCS 120/2(c)(5): To consider the purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired.

The Motion passed on voice vote and President Mitchell adjourned the meeting at 7:41 p.m.

XII. Return to Open Session

Returning to Open Session at 8:20 p.m.

XIII. Adjournment

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

The Motion passed on voice vote and President Mitchell adjourned the meeting at 8:21 p.m.

Respectfully submitted,

Thomas Sundell
Board Secretary

_____ Melissa Mitchell, President

_____ Thomas Sundell, Secretary

Winnetka-Northfield Public Library District

All Funds Summary

For the 2 Months Ended August 31, 2024

Prorated Budget Percentage Spent: 16.67%

	<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	841,322.50	2,178,016.57	43.15 %	1,336,694.07
Building Fund	399,690.00	66,615.00	182,176.50	45.58 %	115,561.50
Total Revenues	<u>5,447,625.00</u>	<u>907,937.50</u>	<u>2,360,193.07</u>	<u>43.33 %</u>	<u>1,452,255.57</u>
Expenses					
Library Fund	4,910,230.00	818,371.67	643,856.26	13.11 %	(174,515.41)
Building Fund	399,000.00	66,500.00	34,833.49	8.73 %	(31,666.51)
Special Reserve Fund	0.00	0.00	0.00	0.00 %	0.00
Total Expenses	<u>5,309,230.00</u>	<u>884,871.67</u>	<u>678,689.75</u>	<u>12.78 %</u>	<u>(206,181.92)</u>
Total Revenues	5,447,625.00	907,937.50	2,360,193.07	43.33 %	1,452,255.57
Total Expenses	<u>5,309,230.00</u>	<u>884,871.67</u>	<u>678,689.75</u>	<u>12.78 %</u>	<u>206,181.92</u>
Excess Revenues less Expenses	<u>138,395.00</u>	<u>23,065.83</u>	<u>1,681,503.32</u>	<u>1,215.00 %</u>	<u>1,658,437.49</u>

Winnetka-Northfield Public Library District

Library Fund Summary

For the 2 Months Ended August 31, 2024

Prorated Budget Percentage Spent: 16.67%

	Annual Budget	Prorated Budget	Year-to-Date Actual	% of Budget	Variance vs. Prorated Budget
Operating Revenue					
Property Tax	4,551,670.00	758,611.67	2,081,921.68	45.74 %	1,323,310.01
Replacement Tax	45,000.00	7,500.00	14,050.79	31.22 %	6,550.79
Collections	166,315.00	27,719.17	29,655.36	17.83 %	1,936.19
Materials	8,000.00	1,333.33	2,310.27	28.88 %	976.94
Other Income	276,950.00	46,158.33	50,078.47	18.08 %	3,920.14
Total Operating Revenue	5,047,935.00	841,322.50	2,178,016.57	43.15 %	1,336,694.07
Operating Expenses					
Personnel	2,837,750.00	472,958.33	413,810.40	14.58 %	(59,147.93)
Administration	193,930.00	32,321.67	41,936.74	21.62 %	9,615.07
Utilities	98,000.00	16,333.33	7,276.87	7.43 %	(9,056.46)
IT Services	273,000.00	45,500.00	52,168.32	19.11 %	6,668.32
Public Relations	61,000.00	10,166.67	971.39	1.59 %	(9,195.28)
Library Materials - Adult	633,700.00	105,616.67	97,499.19	15.39 %	(8,117.48)
Library Materials - Youth	83,750.00	13,958.33	9,390.74	11.21 %	(4,567.59)
Programs	109,100.00	18,183.33	16,788.52	15.39 %	(1,394.81)
Capital	620,000.00	103,333.33	4,014.09	0.65 %	(99,319.24)
Total Operating Expenses	4,910,230.00	818,371.67	643,856.26	13.11 %	(174,515.41)
Total Revenues	5,047,935.00	841,322.50	2,178,016.57	43.15 %	1,336,694.07
Total Expenses	4,910,230.00	818,371.67	643,856.26	13.11 %	(174,515.41)
Excess Revenues less Expenses	137,705.00	22,950.83	1,534,160.31	1,114.09 %	1,511,209.48

Winnetka-Northfield Public Library District
Statement of Revenues and Expenditures - Modified Cash Basis
For the 2 Months Ended August 31, 2024

Prorated Budget Percentage Spent: 16.67%

	<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	758,611.67	2,081,921.68	45.74 %	1,323,310.01
Replacement Tax	45,000.00	7,500.00	14,050.79	31.22	6,550.79
Total Taxes	<u>4,596,670.00</u>	<u>766,111.67</u>	<u>2,095,972.47</u>	<u>45.60 %</u>	<u>1,329,860.80</u>
Collections					
Per Capita Grant	27,465.00	4,577.50	27,465.08	100.00 %	22,887.58
Kenilworth Services	134,850.00	22,475.00	1,531.26	1.14	(20,943.74)
Studio Fees	1,250.00	208.33	159.73	12.78	(48.60)
Lost/Damaged Mat.	2,750.00	458.33	499.29	18.16	40.96
Total Collections	<u>166,315.00</u>	<u>27,719.17</u>	<u>29,655.36</u>	<u>17.83 %</u>	<u>1,936.19</u>
Materials					
Copy/Printing	6,500.00	1,083.33	2,310.27	35.54 %	1,226.94
Book Sales	1,500.00	250.00	0.00	0.00	(250.00)
Total Materials	<u>8,000.00</u>	<u>1,333.33</u>	<u>2,310.27</u>	<u>28.88 %</u>	<u>976.94</u>
Other Income					
Checking Interest Income	6,000.00	1,000.00	2,978.35	49.64 %	1,978.35
Byline Bank IMA Interest	250,000.00	41,666.67	46,704.03	18.68	5,037.36
Money Market-Interest	2,000.00	333.33	378.69	18.93	45.36
Misc. Revenue	450.00	75.00	17.40	3.87	(57.60)
Gift Fund (over \$100)	1,000.00	166.67	0.00	0.00	(166.67)
Friends Donations	17,500.00	2,916.67	0.00	0.00	(2,916.67)
Total Other Income	<u>276,950.00</u>	<u>46,158.33</u>	<u>50,078.47</u>	<u>18.08 %</u>	<u>3,920.14</u>
Total Revenue	<u>5,047,935.00</u>	<u>841,322.50</u>	<u>2,178,016.57</u>	<u>43.15 %</u>	<u>1,336,694.07</u>

Winnetka-Northfield Public Library District

Statement of Revenues and Expenditures - Modified Cash Basis

For the 2 Months Ended August 31, 2024

Prorated Budget Percentage Spent: 16.67%

	Annual Budget	Prorated Budget	Year to Date Actual	% of Budget	Variance vs. Prorated Budget
LIBRARY FUND					
Expenses					
Personnel					
IMRF Expenses	75,000.00	12,500.00	5,109.29	6.81 %	(7,390.71)
FICA	175,000.00	29,166.67	30,124.04	17.21	957.37
Salaries	2,275,000.00	379,166.67	328,582.47	14.44	(50,584.20)
Health Insurance	275,000.00	45,833.33	46,903.62	17.06	1,070.29
Employee Asst. Program	500.00	83.33	0.00	0.00	(83.33)
Professional Development	30,000.00	5,000.00	2,059.52	6.87	(2,940.48)
Flexible Spending Account	1,250.00	208.33	200.00	16.00	(8.33)
Staff Recognition/Events/Meetings	6,000.00	1,000.00	831.46	13.86	(168.54)
Total Personnel	2,837,750.00	472,958.33	413,810.40	14.58 %	(59,147.93)
Administration					
Audit Fees	13,430.00	2,238.33	0.00	0.00 %	(2,238.33)
Library Supplies	46,000.00	7,666.67	6,642.11	14.44	(1,024.56)
Office Supplies	5,800.00	966.67	779.74	13.44	(186.93)
Breakroom Supplies	3,400.00	566.67	409.50	12.04	(157.17)
Postage	3,500.00	583.33	403.75	11.54	(179.58)
Hospitality	500.00	83.33	0.00	0.00	(83.33)
Accounting and Bookkeeping	24,000.00	4,000.00	3,450.00	14.38	(550.00)
Delivery Service	5,500.00	916.67	500.00	9.09	(416.67)
Payroll Services	9,000.00	1,500.00	1,072.20	11.91	(427.80)
Liability Insurance Costs	30,500.00	5,083.33	25,037.00	82.09	19,953.67
Board Expenses	5,000.00	833.33	0.00	0.00	(833.33)
Memberships	7,000.00	1,166.67	1,485.00	21.21	318.33
Legal	18,000.00	3,000.00	0.00	0.00	(3,000.00)
Consultants	5,000.00	833.33	0.00	0.00	(833.33)
Investment Fees	16,800.00	2,800.00	2,084.79	12.41	(715.21)
Miscellaneous	500.00	83.33	72.65	14.53	(10.68)
Total Administration	193,930.00	32,321.67	41,936.74	21.62 %	9,615.07
Utilities					
Electricity	40,000.00	6,666.67	4,076.41	10.19 %	(2,590.26)
Water	5,000.00	833.33	631.35	12.63	(201.98)
Storm Sewer	1,500.00	250.00	79.17	5.28	(170.83)
Natural Gas	10,000.00	1,666.67	624.05	6.24	(1,042.62)
Telephone	17,500.00	2,916.67	41.25	0.24	(2,875.42)
Internet Services	24,000.00	4,000.00	1,824.64	7.60	(2,175.36)
Total Utilities	98,000.00	16,333.33	7,276.87	7.43 %	(9,056.46)
Information Technology					
CCS Operating	79,000.00	13,166.67	17,390.12	22.01 %	4,223.45
Software	35,000.00	5,833.33	7,488.67	21.40	1,655.34
LAN Management	40,000.00	6,666.67	5,228.82	13.07	(1,437.85)
Hardware	4,000.00	666.67	465.10	11.63	(201.57)
Subscriptions	0.00	0.00	753.30	0.00	753.30
Website/Platform Fees	60,000.00	10,000.00	19,599.82	32.67	9,599.82
Photocopier Leases	25,000.00	4,166.67	(1,656.39)	(6.63)	(5,823.06)
Computer Equipment	30,000.00	5,000.00	2,898.88	9.66	(2,101.12)
Total Information Technology	273,000.00	45,500.00	52,168.32	19.11 %	6,668.32

Winnetka-Northfield Public Library District

Statement of Revenues and Expenditures - Modified Cash Basis

For the 2 Months Ended August 31, 2024

Prorated Budget Percentage Spent: 16.67%

	Annual Budget	Prorated Budget	Year to Date Actual	% of Budget	Variance vs. Prorated Budget
LIBRARY FUND					
Public Relations					
Promotional	11,000.00	1,833.33	0.00	0.00 %	(1,833.33)
Newsletter/Mailers	35,000.00	5,833.33	971.39	2.78	(4,861.94)
PR Supplies	4,000.00	666.67	0.00	0.00	(666.67)
Marketing/Advertising	11,000.00	1,833.33	0.00	0.00	(1,833.33)
Total Public Relations	61,000.00	10,166.67	971.39	1.59 %	(9,195.28)
Library Materials - Adult					
Books-Fiction-Adult	85,000.00	14,166.67	18,461.55	21.72 %	4,294.88
Books-Non-Fiction-Adult	75,000.00	12,500.00	11,557.87	15.41	(942.13)
Periodicals	20,200.00	3,366.67	13,450.00	66.58	10,083.33
DVDs-Adult	25,000.00	4,166.67	3,854.23	15.42	(312.44)
Audio Books-Adult	6,500.00	1,083.33	299.93	4.61	(783.40)
Books-Digital	355,000.00	59,166.67	34,191.80	9.63	(24,974.87)
Online Database	65,000.00	10,833.33	15,683.81	24.13	4,850.48
Video Games-Adults	2,000.00	333.33	0.00	0.00	(333.33)
Total Library Materials - Adult	633,700.00	105,616.67	97,499.19	15.39 %	(8,117.48)
Library Materials - Youth					
Kits	3,500.00	583.33	308.03	8.80 %	(275.30)
Books-Fiction-Juv	42,500.00	7,083.33	5,495.79	12.93	(1,587.54)
Books-Non-Fiction-Juv	14,000.00	2,333.33	2,669.35	19.07	336.02
DVDs-Juv	750.00	125.00	0.00	0.00	(125.00)
Audio Books/Talking Books Juv	17,500.00	2,916.67	917.57	5.24	(1,999.10)
Video Games-Juv	5,500.00	916.67	0.00	0.00	(916.67)
Total Library Materials - Youth	83,750.00	13,958.33	9,390.74	11.21 %	(4,567.59)
Programs					
Reading Programs	11,000.00	1,833.33	875.00	7.95 %	(958.33)
Programming - Studio	17,600.00	2,933.33	644.12	3.66	(2,289.21)
Programming - Youth	42,000.00	7,000.00	8,474.50	20.18	1,474.50
Programming - Adult	35,500.00	5,916.67	6,585.00	18.55	668.33
Studio Maintenance/Repair	3,000.00	500.00	209.90	7.00	(290.10)
Total Programs	109,100.00	18,183.33	16,788.52	15.39 %	(1,394.81)
Capital					
Capital Outlay	400,000.00	66,666.67	4,014.09	1.00 %	(62,652.58)
Building	155,000.00	25,833.33	0.00	0.00	(25,833.33)
Equipment/Furniture	65,000.00	10,833.33	0.00	0.00	(10,833.33)
Total Capital	620,000.00	103,333.33	4,014.09	0.65 %	(99,319.24)
Total Expenses	4,910,230.00	818,371.67	643,856.26	13.11 %	(174,515.41)
Excess Revenues less Expenses	137,705.00	22,950.83	1,534,160.31	1,114.09 %	1,511,209.48

Winnetka-Northfield Public Library District
Statement of Revenues and Expenditures - Modified Cash Basis
For the 2 Months Ended August 31, 2024

Prorated Budget Percentage Spent: 16.67%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year to Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
BUILDING FUND					
Revenues					
Property Taxes Collections-Building	399,690.00	66,615.00	182,176.50	45.58 %	115,561.50
Total Revenue	<u>399,690.00</u>	<u>66,615.00</u>	<u>182,176.50</u>	<u>45.58 %</u>	<u>115,561.50</u>
Expenses					
Northfield Lease	72,500.00	12,083.33	12,056.96	16.63 %	(26.37)
Janitorial Supplies	11,000.00	1,833.33	1,719.06	15.63	(114.27)
Snow Removal	9,000.00	1,500.00	0.00	0.00	(1,500.00)
Building Appraisal	500.00	83.33	0.00	0.00	(83.33)
Building Maintenance Service	113,000.00	18,833.33	16,000.00	14.16	(2,833.33)
Elevators	10,000.00	1,666.67	0.00	0.00	(1,666.67)
Landscaping	20,000.00	3,333.33	2,419.90	12.10	(913.43)
HVAC	11,200.00	1,866.67	1,999.50	17.85	132.83
Flooring & Painting	125,000.00	20,833.33	0.00	0.00	(20,833.33)
Automatic Doors	7,500.00	1,250.00	0.00	0.00	(1,250.00)
Roof	700.00	116.67	0.00	0.00	(116.67)
Alarms & Security	6,000.00	1,000.00	638.07	10.63	(361.93)
Equipment	2,100.00	350.00	0.00	0.00	(350.00)
Plumbing	1,500.00	250.00	0.00	0.00	(250.00)
Electrical	7,000.00	1,166.67	0.00	0.00	(1,166.67)
Misc Services	2,000.00	333.33	0.00	0.00	(333.33)
Total Expenses	<u>399,000.00</u>	<u>66,500.00</u>	<u>34,833.49</u>	<u>8.73 %</u>	<u>(31,666.51)</u>
Excess Revenues less Expenses	<u>\$ 690.00</u>	<u>\$ 115.00</u>	<u>\$ 147,343.01</u>	<u>21,354.06 %</u>	<u>147,228.01</u>
IMRF FUND					
Revenues					
Total Revenue	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00 %</u>	<u>0.00</u>
Expenses					
IMRF Expenses	75,000.00	12,500.00	5,109.29	6.81 %	(7,390.71)
Total Expenses	<u>75,000.00</u>	<u>12,500.00</u>	<u>5,109.29</u>	<u>6.81 %</u>	<u>(7,390.71)</u>
Excess Revenues less Expenses	<u>\$ (75,000.00)</u>	<u>\$ (12,500.00)</u>	<u>\$ (5,109.29)</u>	<u>6.81 %</u>	<u>7,390.71</u>

Winnetka-Northfield Public Library District
Statement of Revenues and Expenditures - Modified Cash Basis
For the 2 Months Ended August 31, 2024

Prorated Budget Percentage Spent: 16.67%

	Annual Budget	Prorated Budget	Year to Date Actual	% of Budget	Variance vs. Prorated Budget
FICA FUND					
Revenues					
Total Revenue	0.00	0.00	0.00	0.00 %	0.00
Expenses					
FICA	175,000.00	29,166.67	30,124.04	17.21 %	957.37
Excess Revenues less Expenses	\$ 0.00	\$ 0.00	\$ 0.00	0.00 %	0.00
UNEMPLOYMENT FUND					
Revenues					
Total Revenue	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
Statement of Revenues and Expenditures - Modified Cash Basis
For the 2 Months Ended August 31, 2024

Prorated Budget Percentage Spent: 16.67%

	Annual Budget	Prorated Budget	Year to Date Actual	% of Budget	Variance vs. Prorated Budget
SPECIAL RESERVE FUND					
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

August 1, 2024 - August 31, 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Vendor Checks						
Oxford University Press				4598	08/31/24	<u>(1,706.90)</u>
10-1-5346	Online Database - Winnetka	To VOID check 4598	-1,706.90			
Animal Quest Entertainment Inc.				4611	08/08/24	<u>499.00</u>
10-0-5907	Programming - Youth	Event Presenter	499.00			
Anna Karwowska				4612	08/08/24	<u>13.94</u>
10-0-5114	Professional Development	Reimbursement; 07.2024	13.94			
Claire Evans				4613	08/08/24	<u>175.00</u>
10-0-5908	Programming - Adult	Event Presenter; 08.28.24	175.00			
Debra Dudek				4614	08/08/24	<u>175.00</u>
10-0-5908	Programming - Adult	Event Presenter; 08.28.24	175.00			
DocuFree Corporation				4615	08/08/24	<u>3,500.00</u>
10-0-5134	Software	Inv 220244140; 08.02.24	3,500.00			
Engberg Anderson, Inc.				4616	08/08/24	<u>1,917.50</u>
10-0-5800	Capital Outlay	Inv 23358406-2; 07.31.24	1,917.50			
Esscoe L.L.C.				4617	08/08/24	<u>486.96</u>
10-0-5177	Website/Platform Fees	Inv 67140; 08.01.24	486.96			
Greenfield Consulting, LLC				4618	08/08/24	<u>75.00</u>
10-0-5908	Programming - Adult	Event Presenter; 08.26.24	75.00			
GUY SCOPELLITI LANDSCAPE				4619	08/08/24	<u>1,950.00</u>
70-0-5750	Landscaping	Inv 44829; 08.01.24	1,950.00			
Library Ideas, LLC				4620	08/08/24	<u>2,354.56</u>
10-1-5444	Audio Books-Juv-Winnetka	Inv 112809; 05.10.24	1,758.40			
10-1-5444	Audio Books-Juv-Winnetka	Inv 112810; 05.10.24	596.16			
Molly Schoenherr				4621	08/08/24	<u>1,329.80</u>
10-0-5114	Professional Development	Reimbursement	1,329.80			
Non-Stop Entertainment				4622	08/08/24	<u>375.00</u>
10-0-5308	Reading Programs	Event Presenter	375.00			
Party Picassos				4623	08/08/24	<u>600.00</u>
10-0-5907	Programming - Youth	Event Presenter; 08.25.24	600.00			
Quench USA, Inc.				4624	08/08/24	<u>4.74</u>
10-0-5123	Postage	Inv 07772358; 08.01.24	4.74			
Scott Ingerson				4625	08/08/24	<u>850.00</u>
10-0-5907	Programming - Youth	Event Presenter; 08.25.24	850.00			
Technology Management Rev Fund				4626	08/08/24	<u>1,000.00</u>
10-0-5176	Internet Services	Inv T2428928; 06.30.24	1,000.00			
The Book Stall				4627	08/08/24	<u>47.19</u>

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

August 1, 2024 - August 31, 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Inv 531677; 07.31.24	24.00			
10-2-5341	Books-Non-Fiction-Adult-Northfield	Inv 531677; 07.31.24	23.19			
VOGUE PRINTERS 10-0-5722	Newsletter/Mailers	Postage	971.39	4628	08/08/24	<u>971.39</u>
Eugene Flynn 10-0-5908	Programming - Adult	Event Presenter	200.00	4629	08/08/24	<u>200.00</u>
Chicago Tribune 10-1-5342	Periodicals-Winnetka	Subscriptions through 10.05.24	821.60	4630	08/22/24	<u>821.60</u>
Courtney Volny 10-0-5114	Professional Development	Reimbursement	75.19	4631	08/22/24	<u>75.19</u>
Dennis Tracy 10-0-5114	Professional Development	Reimbursement	8.25	4632	08/22/24	<u>8.25</u>
Fairway Laser Systems 10-0-5800	Capital Outlay	Inv 24-030 ra; 07.19.24	1,600.00	4633	08/22/24	<u>1,600.00</u>
Fox Valley Fire & Safety 70-0-5758	Alarms & Security	Inv00688845; 06.03.24	183.00	4634	08/22/24	<u>183.00</u>
Gayle Walsworth 10-0-5907	Programming - Youth	Event Presenter	600.00	4635	08/22/24	<u>600.00</u>
Greenfield Consulting, LLC 10-0-5908	Programming - Adult	Event Presentation; 08.26.24	75.00	4636	08/22/24	<u>75.00</u>
Image Systems & Business 10-0-5766	Solutions Leasing a Progr Photocopier Leases	Inv 393215; 01.09.24	2,898.84	4637	08/22/24	<u>8,025.88</u>
10-0-5766	Photocopier Leases	Inv 395075; 02.09.24	613.36			
10-0-5766	Photocopier Leases	Inv 398231; 04.05.24	499.46			
10-0-5766	Photocopier Leases	Inv 400122; 05.13.24	1,061.57			
10-0-5766	Photocopier Leases	Inv 401681; 06.13.24	792.03			
10-0-5766	Photocopier Leases	Inv 403329; 07.12.24	481.70			
10-0-5766	Photocopier Leases	Inv 396907; 03.13.24	836.91			
10-0-5766	Photocopier Leases	Inv 405139; 08.14.24	842.01			
John Adams 10-0-5908	Programming - Adult	Event Presenter; 09.12.24	250.00	4638	08/22/24	<u>250.00</u>
Madeleine Belk 10-0-5114	Professional Development	Reimbursement	245.22	4639	08/22/24	<u>245.22</u>
Northfield Park District 10-0-5114	Professional Development	Inv 42224	550.00	4640	08/22/24	<u>550.00</u>
Oxford University Press 10-1-5346	Online Database - Winnetka	Inv 16759306	1,706.90	4641	08/22/24	<u>1,706.90</u>
Printing Concepts 10-0-5120	Library Supplies	Inv 161538; 08.14.24	520.00	4642	08/22/24	<u>520.00</u>

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

August 1, 2024 - August 31, 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Quench USA, Inc. 10-0-5122	Breakroom Supplies	Inv 07640100; 07.01.24	409.50	4643	08/22/24	<u>409.50</u>
The Book Stall 10-2-5340	Books-Fiction-Adult-Northfield	Inv 533339; 08.15.24	155.97	4644	08/22/24	<u>171.96</u>
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Inv 533793; 08.19.24	15.99			
Travelers CL Remittance Center 10-0-5150	Liability Insurance	08.01.24 - 08.01.25	1,995.00	4645	08/22/24	<u>1,995.00</u>
Utica National Insurance Group 10-0-5150	Liability Insurance	Insurance; 08.01.24 - 08.01.25	5,540.00	4646	08/22/24	<u>5,540.00</u>
Victoria Telfer 10-0-5908	Programming - Adult	Event Presenter; 09.04.24	300.00	4647	08/22/24	<u>300.00</u>
Lauterbach & Amen, LLP 10-0-5131	Accounting and Bookkeeping	Inv 92029	1,725.00	18212	08/01/24	<u>5,175.00</u>
10-0-5131	Accounting and Bookkeeping	Inv 93169	1,725.00			
10-0-5131	Accounting and Bookkeeping	Inv 91100	1,725.00			
COOPERATIVE COMPUTER SERVICES 10-0-5132	CCS Operating & OCLC	Inv 2310	17,390.12	18213	08/01/24	<u>17,390.12</u>
CDW-G 10-0-5136	Hardware	Inv SK34535	188.76	18214	08/01/24	<u>2,784.98</u>
10-0-5885	Computer Equipment	Inv SG57442	1,945.12			
10-0-5134	Software	Inv SD59462	465.80			
10-0-5885	Computer Equipment	Inv SH44736	70.10			
10-0-5136	Hardware	Inv SJ02278	50.80			
10-0-5136	Hardware	Inv SJ03740	64.40			
Ntiva 10-0-5135	LAN Management	Inv 240429	2,351.91	18215	08/01/24	<u>2,351.91</u>
QUILL CORPORATION 10-0-5120	Library Supplies	Inv 38509334	239.89	18216	08/01/24	<u>2,097.56</u>
10-0-5121	Office Supplies	Inv 39623071	378.85			
10-0-5120	Library Supplies	Inv 39677289	1,478.82			
RAILS 10-0-5177	Website/Platform Fees	Inv 12548	3,997.00	18217	08/01/24	<u>7,299.00</u>
10-0-5177	Website/Platform Fees	Inv 12630	2,617.00			
10-0-5908	Programming - Adult	Inv 12852	685.00			
OVERDRIVE INC. 10-1-5345	Books-Digital-Winnetka	Inv 01018MA24194746	4,234.96	18218	08/01/24	<u>23,719.48</u>
10-1-5345	Books-Digital-Winnetka	Inv 01018CP24196593	7,969.21			
10-1-5345	Books-Digital-Winnetka	Inv 01018MA24197223	11,515.31			
Warehouse Direct 70-0-5725	Janitorial Supplies	Inv 5759764-0	687.78	18219	08/01/24	<u>687.78</u>

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

August 1, 2024 - August 31, 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Catapult				18220	08/01/24	<u>200.00</u>
10-0-5115	Flexible Spending Account	Inv 00151073	50.00			
10-0-5115	Flexible Spending Account	Inv 01145105	50.00			
10-0-5115	Flexible Spending Account	Inv 00146577	50.00			
10-0-5115	Flexible Spending Account	Inv 00149816	50.00			
BAKER & TAYLOR				18221	08/01/24	<u>8,613.74</u>
10-2-5440	Books-Fiction-Juv-Northfield	BAKER & TAYLOR	229.58			
10-1-5440	Books-Fiction-Juv-Winnetka	BAKER & TAYLOR	1,051.38			
10-0-5120	Library Supplies	BAKER & TAYLOR	736.84			
10-2-5340	Books-Fiction-Adult-Northfield	BAKER & TAYLOR	1,530.97			
10-1-5340	Books-Fiction-Adult-Winnetka	BAKER & TAYLOR	1,428.49			
10-1-5441	Books-Non-Fiction-Juv-Winnetka	BAKER & TAYLOR	178.73			
10-2-5341	Books-Non-Fiction-Adult-Northfield	BAKER & TAYLOR	827.13			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	BAKER & TAYLOR	2,590.80			
10-2-5441	Books-Non-Fiction-Juv-Northfield	BAKER & TAYLOR	39.82			
MIDWEST TAPE				18222	08/01/24	<u>1,646.91</u>
10-1-5343	DVDs-Adult-Winnetka	MIDWEST TAPE	1,082.86			
10-0-5120	Library Supplies	MIDWEST TAPE	155.22			
10-1-5344	Audio Books-Adult-Winnetka	MIDWEST TAPE	49.99			
10-2-5343	DVDs-Adult-Northfield	MIDWEST TAPE	358.84			
DD Facility Services				18233	08/15/24	<u>8,000.00</u>
70-0-5748	Building Maintenance Service	Inv 1030; 08.01.24	8,000.00			
HOOPLA (MIDWEST TAPE)				18234	08/15/24	<u>2,211.80</u>
10-1-5345	Books-Digital-Winnetka	Inv 505841514; 08.01.24	2,211.80			
Kanopy				18235	08/15/24	<u>504.00</u>
10-1-5345	Books-Digital-Winnetka	Inv 410035-PPU; 07.31.24	504.00			
Lauterbach & Amen, LLP				18236	08/15/24	<u>1,725.00</u>
10-0-5131	Accounting and Bookkeeping	Inv 94308; 08.01.24	1,725.00			
MERCHANTS DELIVERY SERVICE				18237	08/15/24	<u>575.00</u>
10-0-5120	Library Supplies	07/2024	575.00			
CDW-G				18238	08/15/24	<u>69.72</u>
10-0-5136	Hardware	Inv SQ71260; 08.01.24	49.83			
10-0-5136	Hardware	Inv SR26888; 08.03.24	19.89			
Warehouse Direct				18239	08/15/24	<u>473.95</u>
70-0-5725	Janitorial Supplies	Inv 5739652-0; 06.13.24	473.95			
VILLAGE OF NORTHFIELD				18240	08/15/24	<u>6,204.07</u>
70-2-5159	Northfield Lease	Inv 801LIB; 08.01.24	6,204.07			

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

August 1, 2024 - August 31, 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
OVERDRIVE INC. 10-1-5345	Books-Digital-Winnetka	Inv 01018MA24228009; 07.31.24	10,311.10	18241	08/15/24	<u>10,311.10</u>
Ntiva 10-0-5135	LAN Management	Inv 243769; 08.06.24	2,351.91	18242	08/15/24	<u>2,351.91</u>
QUILL CORPORATION 10-0-5121	Office Supplies	Inv 39883730; 08.05.24	45.53	18243	08/15/24	<u>45.53</u>
BAKER & TAYLOR				18244	08/15/24	<u>11,646.52</u>
10-2-5340	Books-Fiction-Adult-Northfield	BAKER & TAYLOR	878.89			
10-1-5340	Books-Fiction-Adult-Winnetka	BAKER & TAYLOR	3,406.03			
10-0-5120	Library Supplies	BAKER & TAYLOR	1,052.50			
10-2-5440	Books-Fiction-Juv-Northfield	BAKER & TAYLOR	885.35			
10-1-5440	Books-Fiction-Juv-Winnetka	BAKER & TAYLOR	1,344.69			
10-2-5341	Books-Non-Fiction-Adult-Northfield	BAKER & TAYLOR	761.58			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	BAKER & TAYLOR	2,093.25			
10-1-5441	Books-Non-Fiction-Juv-Winnetka	BAKER & TAYLOR	512.20			
10-1-5444	Audio Books-Juv-Winnetka	BAKER & TAYLOR	383.65			
10-2-5441	Books-Non-Fiction-Juv-Northfield	BAKER & TAYLOR	328.38			
MIDWEST TAPE				18245	08/15/24	<u>448.54</u>
10-0-5120	Library Supplies	MIDWEST TAPE	41.43			
10-2-5343	DVDs-Adult-Northfield	MIDWEST TAPE	81.72			
10-1-5343	DVDs-Adult-Winnetka	MIDWEST TAPE	325.39			
BAKER & TAYLOR				18249	08/29/24	<u>6,984.13</u>
10-2-5440	Books-Fiction-Juv-Northfield	BAKER & TAYLOR	436.46			
10-1-5444	Audio Books-Juv-Winnetka	BAKER & TAYLOR	212.80			
10-1-5440	Books-Fiction-Juv-Winnetka	BAKER & TAYLOR	721.48			
10-0-5120	Library Supplies	BAKER & TAYLOR	626.23			
10-2-5340	Books-Fiction-Adult-Northfield	BAKER & TAYLOR	373.77			
10-1-5340	Books-Fiction-Adult-Winnetka	BAKER & TAYLOR	1,756.69			
10-2-5341	Books-Non-Fiction-Adult-Northfield	BAKER & TAYLOR	366.78			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	BAKER & TAYLOR	1,787.57			
10-2-5441	Books-Non-Fiction-Juv-Northfield	BAKER & TAYLOR	202.97			
10-1-5441	Books-Non-Fiction-Juv-Winnetka	BAKER & TAYLOR	499.38			
MIDWEST TAPE				18250	08/29/24	<u>969.81</u>
10-1-5444	Audio Books-Juv-Winnetka	MIDWEST TAPE	111.98			
10-0-5120	Library Supplies	MIDWEST TAPE	77.43			

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

August 1, 2024 - August 31, 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-1-5343	DVDs-Adult-Winnetka	MIDWEST TAPE	569.74			
10-2-5343	DVDs-Adult-Northfield	MIDWEST TAPE	210.66			
Ntiva				18251	08/29/24	<u>525.00</u>
10-0-5135	LAN Management	Inv 244238; 07.31.24	525.00			
CDW-G				18252	08/29/24	<u>774.80</u>
10-0-5136	Hardware	Inv ST70782; 08.09.24	56.82			
10-0-5136	Hardware	Inv ST74741; 08.09.24	10.16			
10-0-5136	Hardware	Inv ST97346; 08.10.24	8.46			
10-0-5177	Website/Platform Fees	Inv AA1FF4K; 08.12.24	699.36			
VILLAGE OF WINNETKA				18253	08/29/24	<u>31,370.42</u>
10-0-5111	Health Insurance	Inv 2024-00000008; 08.06.24	31,370.42			
PITNEY BOWES				18254	08/29/24	<u>299.01</u>
10-0-5123	Postage	Inv 3106783034; 08.11.24	299.01			
DEMCO				18255	08/29/24	<u>477.55</u>
10-0-5120	Library Supplies	Inv 7506446; 07.12.24	477.55			
QUILL CORPORATION				18256	08/29/24	<u>218.46</u>
10-0-5121	Office Supplies	Inv 39488433; 07.11.24	27.58			
10-0-5121	Office Supplies	Inv 39509670; 07.12.24	19.46			
10-0-5121	Office Supplies	Inv 40050338; 08.14.24	171.42			
Warehouse Direct				18257	08/29/24	<u>1,031.28</u>
70-0-5725	Janitorial Supplies	Inv 5774048-0; 08.16.24	1,031.28			
COMCAST				18273	08/31/24	<u>71.95</u>
10-0-5176	Internet Services	08.11.24 - 09.10.24	71.95			
Peerless Network				18274	08/31/24	<u>41.25</u>
10-1-5175	Telephone - Winnetka	Peerless Network	41.25			
NICOR				18275	08/31/24	<u>52.98</u>
10-2-5174	Natural Gas - Northfield	NICOR	52.98			
COMCAST				18276	08/31/24	<u>434.45</u>
10-0-5176	Internet Services	08.20 - 09.19.24	434.45			
NORTH SHORE GAS				18277	08/31/24	<u>290.27</u>
10-1-5174	Natural Gas - Winnetka	Inv S116467763	290.27			
PITNEY BOWES				18278	08/31/24	<u>100.00</u>
10-0-5123	Postage	PITNEY BOWES	100.00			
NATIONWIDE RETIREMENT SOLUTIONS				18279	08/31/24	<u>1,225.00</u>
10-0-2040	457 withholding	NATIONWIDE RETIREMENT SOLUTIONS	1,225.00			
NATIONWIDE RETIREMENT SOLUTIONS				18280	08/31/24	<u>1,225.00</u>
10-0-2040	457 withholding	NATIONWIDE RETIREMENT SOLUTIONS	1,225.00			
NATIONWIDE RETIREMENT SOLUTIONS				18281	08/31/24	<u>1,225.00</u>

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

August 1, 2024 - August 31, 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-2040	457 withholding	NATIONWIDE RETIREMENT SOLUTIONS	1,225.00			
COMED				18282	08/31/24	<u>927.13</u>
10-2-5171	Electricity - Northfield	COMED	927.13			
VILLAGE OF WINNETKA				18283	08/31/24	<u>5,078.97</u>
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	160.48			
10-1-5173	Storm Sewer - Winnetka	VILLAGE OF WINNETKA	139.71			
10-1-5171	Electricity - Winnetka	VILLAGE OF WINNETKA	4,412.23			
10-1-5171	Electricity - Winnetka	VILLAGE OF WINNETKA	-403.20			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	86.02			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	98.65			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	2.00			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	485.95			
First Bankcard				18284	08/31/24	<u>15,528.26</u>
10-0-5910	Studio Maintenance/Repair	Munoz - Janome and Brother repair service	209.90			
10-0-5906	Programming - Studio	Munoz -	10.61			
10-0-5906	Programming - Studio	Munoz - Embroidery Supplies (stabilizer)	28.99			
10-0-5906	Programming - Studio	Munoz - Programming Supplies	7.20			
10-0-5906	Programming - Studio	Munoz - Embroidery Supplies (heatnbond stabilizer)	19.97			
10-0-5906	Programming - Studio	Munoz - Programming Supplies	10.16			
10-0-5906	Programming - Studio	Munoz - Programming Supplies	37.97			
10-0-5906	Programming - Studio	Munoz - Studio supplies (bobbins, HTV, Wire cutters; bag for outreach, brown pa	286.20			
10-0-5906	Programming - Studio	Munoz - LoT supplies (batteries, scale)	28.38			
10-0-5723	PR Supplies	Quish - Desktop air purifier for space	39.99			
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	5.05			
10-0-5177	Website/Platform Fees	Swenson - Content Website Backup	0.56			
10-0-5134	Software	Swenson - Adobe Creative Cloud Licenses	295.90			
10-0-5134	Software	Swenson - Deep Freeze License Renewals	294.00			
10-0-5136	Hardware	Swenson - Magnets for Kiosk Project	15.98			
10-0-5121	Office Supplies	Volny - Workroom Supplies	77.43			
10-0-5114	Professional Development	Volny - ALA Conference checked luggage	35.00			
10-0-5114	Professional Development	Volny - ALA Conference Uber to O'Hare (Friday June 28th)	46.76			
10-0-5114	Professional Development	Volny - ALA Conference Meals (Friday June 28th)	61.72			
10-0-5114	Professional Development	Volny - ALA Conference Uber to Hotel (Tip) (Friday June 28th)	1.70			
10-0-5114	Professional Development	Volny - ALA Conference Uber to Hotel (Friday June 28th)	23.76			
10-0-5114	Professional Development	Volny - ALA Conference Meals (Saturday June 29th)	74.30			

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

August 1, 2024 - August 31, 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5114	Professional Development	Volny - ALA Conference Meals (Sunday June 30th)	58.49			
10-0-5114	Professional Development	Volny - ALA Conference Uber to Airport (Monday July 1st)	23.87			
10-0-5114	Professional Development	Volny - ALA Conference	29.05			
10-0-5114	Professional Development	Volny - ALA Conference Uber to Home (Monday July 1st)	47.04			
10-0-5114	Professional Development	Volny - ALA Conference Hotel	920.19			
10-0-5114	Professional Development	Volny - ALA Conference Uber to Home (Tip) (Monday July 1st)	9.58			
10-0-5120	Library Supplies	Volny - Supplies for Front desk	10.45			
10-0-5732	Staff Recognition/Events/Meetings	Volny - Staff Meeting	81.31			
10-0-5114	Professional Development	Volny - Test for Book Sale-Money Returned	-5.00			
10-0-5114	Professional Development	Volny - Test for Book sale-Money Debited	5.00			
10-0-5120	Library Supplies	Volny - Square Reader for Book Sale	9.88			
10-0-5120	Library Supplies	Volny - Square Reader for Book Sale	12.87			
10-0-5114	Professional Development	Dombrowski - ALA Conference- Food	15.08			
10-0-5114	Professional Development	Dombrowski - ALA Conference- Food	27.67			
10-0-5114	Professional Development	Dombrowski - ALA Conference- Food	9.70			
10-0-5114	Professional Development	Dombrowski - ALA Conference- Food	30.89			
10-0-5114	Professional Development	Dombrowski - ALA Conference- Food	30.66			
10-0-5114	Professional Development	Dombrowski - ALA Conference- Food	11.20			
10-0-5114	Professional Development	Dombrowski - ALA Conference- Food	23.76			
10-0-5114	Professional Development	Dombrowski - ALA CORE Forum Membership	70.00			
10-0-5114	Professional Development	Dombrowski - ALA Conference- Food	47.78			
10-0-5114	Professional Development	Dombrowski - ALA Conference- Food	3.34			
10-0-5114	Professional Development	Dombrowski - ALA Conference- Food	6.14			
10-0-5114	Professional Development	Dombrowski - ALA Conference- Food	12.03			
10-0-5114	Professional Development	Dombrowski - ALA Conference- Hotel	1,509.84			
10-0-5114	Professional Development	Dombrowski - Accidental Charge-Employee Reimbursed	15.00			
10-0-5114	Professional Development	Dombrowski - Mdombrowski- CORE Conference Registration	448.00			
10-0-5114	Professional Development	Dombrowski - Mdombrowski- Airfare for CORE Conference	391.97			
10-0-5114	Professional Development	Karwowska - Prof Dev A Ulrich ALSC flight FY24-25	365.91			
10-0-5907	Programming - Youth	Karwowska - Youth Program supplies	46.98			
10-0-5907	Programming - Youth	Karwowska - Youth Program supplies	16.99			
10-0-5907	Programming - Youth	Karwowska - Youth Program supplies	166.79			
10-0-5907	Programming - Youth	Karwowska - Youth Program supplies	11.99			
10-0-5907	Programming - Youth	Karwowska - Youth Program supplies	-10.79			
10-1-5439	Kits	Karwowska - STEAM Kit replacement	7.99			
10-1-5441	Books-Non-Fiction-Juv-Winnetka	Karwowska - Youth Videogames	39.88			
10-2-5441	Books-Non-Fiction-Juv-Northfield	Karwowska - Youth Videogames	39.88			
10-0-5731	Memberships	Karwowska - Membership T Malinowski ILA FY24-25	150.00			
10-0-5114	Professional Development	Karwowska - Prof Dev T Malinowski ILA conference FY24-25	260.00			
10-0-5121	Office Supplies	Karwowska - Office supplies	3.28			
10-0-5907	Programming - Youth	Karwowska - Youth Program supplies	26.98			
10-1-5441	Books-Non-Fiction-Juv-Winnetka	Karwowska - Youth Videogames	28.28			

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

August 1, 2024 - August 31, 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-2-5441	Books-Non-Fiction-Juv-Northfield	Karowska - Youth Videogames	28.28			
10-0-5907	Programming - Youth	Karowska - Youth Program supplies	66.46			
10-1-5441	Books-Non-Fiction-Juv-Winnetka	Karowska - Juv Nonfiction Book	8.99			
10-0-5907	Programming - Youth	Karowska - Youth Program supplies	92.31			
10-0-5907	Programming - Youth	Karowska - Youth Program supplies	189.90			
10-1-5441	Books-Non-Fiction-Juv-Winnetka	Karowska - Youth Videogames	39.99			
10-2-5441	Books-Non-Fiction-Juv-Northfield	Karowska - Youth Videogames	39.99			
10-1-5441	Books-Non-Fiction-Juv-Winnetka	Karowska - Youth Videogames	196.94			
10-2-5441	Books-Non-Fiction-Juv-Northfield	Karowska - Youth Videogames	196.94			
10-0-5120	Library Supplies	Karowska - Cleaning Supplies	9.99			
10-0-5120	Library Supplies	Karowska - Cleaning Supplies	26.99			
10-0-5907	Programming - Youth	Karowska - Youth Program supplies	13.98			
10-0-5907	Programming - Youth	Karowska - Youth Program supplies	23.98			
10-0-5907	Programming - Youth	Karowska - Youth Program supplies	26.09			
10-0-5907	Programming - Youth	Karowska - Youth Program supplies	35.92			
10-0-5907	Programming - Youth	Karowska - Youth Program supplies	56.07			
10-1-5439	Kits	Karowska - STEAM Kit replacement	124.08			
10-0-5907	Programming - Youth	Karowska - Youth Program supplies	28.99			
10-1-5439	Kits	Karowska - Early Lit Kit Replacement	140.98			
10-1-5439	Kits	Karowska - STEAM Kit replacement	34.98			
10-1-5444	Audio Books-Juv-Winnetka	Karowska - Juv Audiobook	87.99			
10-2-5444	Audio Books-Juv-Northfield	Karowska - Juv Audiobook	87.99			
10-1-5444	Audio Books-Juv-Winnetka	Karowska - Juv Audiobook	16.58			
10-2-5444	Audio Books-Juv-Northfield	Karowska - Juv Audiobook	16.58			
10-0-5907	Programming - Youth	Karowska - Youth Program supplies	95.66			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Mall - Materials	42.85			
70-0-5750	Landscaping	Mall - Library garden supplies	49.94			
10-1-5340	Books-Fiction-Adult-Winnetka	Mall - Materials	98.15			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Mall - Materials	29.95			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Mall - Materials	19.95			
10-0-5732	Staff Recognition/Events/Meetings	Mall - Staff party supplies	36.96			
10-0-5134	Software	Mall - Virtual event hosting	127.97			
10-0-5731	Memberships	Mall - Professional membership dues, FY25	75.00			
10-0-5114	Professional Development Staff	Mall - Conference Registration	260.00			
10-0-5732	Staff Recognition/Events/Meetings	Mall - Staff party supplies	16.18			
70-0-5750	Landscaping	Mall - Library garden supplies	375.92			
10-0-5898	Miscellaneous	Mall - Bird food	12.98			
10-0-5898	Miscellaneous	Mall - Bird food	24.66			
70-0-5750	Landscaping	Mall - Library garden supplies	187.96			
10-1-5340	Books-Fiction-Adult-Winnetka	Mall - Materials	107.33			

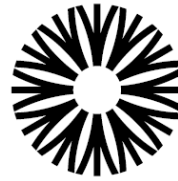
Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

August 1, 2024 - August 31, 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
70-0-5750	Landscaping	Mall - Partial refund for 7/17 Library garden supplies	-234.95			
70-0-5750	Landscaping	Mall - Library garden supplies	140.97			
10-0-5114	Professional Development	Melero - ALA	40.00			
10-0-5114	Professional Development	Melero - ALA	18.26			
10-0-5114	Professional Development	Melero - ALA	18.28			
10-0-5732	Staff Recognition/Events/Meetings	Melero - Amelias Baby welcoming	81.79			
10-0-5114	Professional Development	Melero - ALA	7.20			
10-0-5114	Professional Development	Melero - ALA	29.47			
10-0-5114	Professional Development	Melero - ALA	41.93			
10-0-5114	Professional Development	Melero - ALA	6.11			
10-0-5114	Professional Development	Melero - ALA	7.20			
10-0-5114	Professional Development	Melero - ALA	40.00			
10-0-5114	Professional Development	Melero - ALA	14.71			
10-0-5114	Professional Development	Melero - ALA	13.92			
10-0-5114	Professional Development	Melero - ALA	7.20			
10-0-5114	Professional Development	Melero - ALA	997.35			
10-0-5139	Subscriptions	Melero - Subscription Renewal	753.30			
10-0-5732	Staff Recognition/Events/Meetings	Melero - Tylers going away party	255.22			
10-0-5121	Office Supplies	Morgan - refund - office supplies - privacy curtains	-27.95			
10-0-5907	Programming - Youth	Morgan - youth performers - Programming - Youth	2,400.00			
10-0-5121	Office Supplies	Morgan - office supplies	29.96			
10-0-5121	Office Supplies	Morgan - Books - Non-Fiction - Adult - Northfield	21.70			
10-0-5907	Programming - Youth	Morgan - supplies- Programming - Youth	94.16			
10-0-5121	Office Supplies	Morgan - office supplies - privacy curtains	31.95			
10-2-5340	Books-Fiction-Adult-Northfield	Morgan - Books - Fiction - Adult - Northfield	6.99			
10-0-5732	Staff Recognition/Events/Meetings	Munoz - Digital Services Meeting snacks	18.63			
10-0-5906	Programming - Studio	Munoz - Eye Washing Station	26.99			
10-0-5800	Capital Outlay	Munoz - Compressor (needed for new laser)	496.59			
10-0-5906	Programming - Studio	Munoz - Programming supplies	69.96			
10-0-5906	Programming - Studio	Munoz - Programming Supplies	21.12			
10-0-5906	Programming - Studio	Munoz - Cricut Venture supplies	27.48			
10-0-5906	Programming - Studio	Munoz - Programming supplies	6.10			
10-0-5906	Programming - Studio	Munoz - Laser crafting supplies (wood sheets)	62.99			
VILLAGE OF NORTHFIELD				18285	08/31/24	<u>57.90</u>
10-2-5172	Water - Northfield	06.20.24 - 07.23.24	57.90			
Check List Total						<u><u>223,337.92</u></u>



AUGUST 2024 DIRECTOR’S REPORT

STAFF UPDATES

Anniversaries: Courtney Volny, Patron Services Manager, 8 years (8/15); Jim Young, Page, 8 years (8/15).

Comings: Ash Carlino, Patron Services Assistant (8/20); Monica Blacconeri, Patron Services Assistant (8/20).

STAFF SHOUT OUTS

- We had another successful Summer Reading Program with a total of 769 participants, about 200 more than last year! The split was 54% kids, 35% adults, & 11% teens (with teen doubling from last year).



- Our End of Summer Party at Clarkson Park had 250 attendees who enjoyed a balloon artist, face painter, henna artist, bubble show, Kona Ice Truck, and more! Thanks to the Friends of the Library & Fields BMW for their sponsorship of the party!
- Branch Services Librarian Rebecca was appointed to the Bluestem Award Nominations Committee for the Illinois Reader’s Choice Award for students grades 3-5.
- IT Manager Mark gave a presentation at the CCS Cataloging & Metadata Management (CAMM) technical group on the District’s adoption of a new Dewey arrangement for the religion collection (Dewey 220-299).
- Executive Director Monica was featured in the Illinois Library Association’s [Member Spotlight](#) on their website.
- Congratulations to Studio Specialist, Annie, and new husband, Andy, who were married in the Winnetka Library’s garden on August 18th! The two met while working here together in The Studio in 2023. ❤️

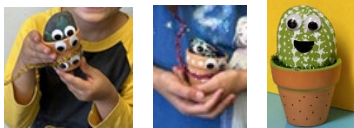


PROGRAMMING

Youth

Category	AUG24/25	AUG23/24	Mo. % +/-	FY24-25 YTD	FY23-24 YTD	FY % +/-
Programs	56	36	55.56%	110	90	22.22%
Live Attendees	2,284	1,128	102.48%	3,919	2,649	47.94%
Passive Programming	4,933	3,761	-99.84%	9,622	7,271	-35.43%

Highlights

Art Explorers (NF)	18 children let their creative side shine when making cactus pet rocks. 
Bug Bugs Bugs! & Mini Bug Exhibit	Librarians Amber & Anna collaborated to provide a celebration of all things bugs & an exhibit of real-life creepy crawlies courtesy of The Reptile Den for 227 attendees.
Taylor Swift Dance Party	84 attendees who missed the Eras Tour came to shake it off & make bracelets with other Swifties at our dance party.

Adults

Category	AUG24/25	AUG23/24	Mo. % +/-	FY24-25 YTD	FY23-24 YTD	FY % +/-
Programs	23	13	76.92%	39	30	30.00%
Live Attendees	391	435	-10.11%	696	811	-14.18%
Recording Attendees	122	902	-86.47%	193	975	-80.21%

Highlights

The History of Coffee (IP)	26 attendees joined coffee roaster Brian Moskalik for a tasting and an informative lecture about the history and science of coffee.
Steeped in Secrecy: The Boston Tea Party, 250 Years Later (V)	40 attendees learned about the political and genealogical history of the Boston Tea Party from former UK residents Claire Evans and Debra Dudek.
Sit & Knit (IP) (NF)	32 attendees came to Sit & Knit this month in this multi-generational community group centered around crafting interests.

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

Studio

Category	AUG24/25	AUG23/24	Mo. % +/-	FY24-25 YTD	FY23-24 YTD	FY % +/-
1:1s	235	321	-26.79%	444	597	-25.63%
Programs	7	15	-53.33%	20	30	-33.33%
Attendees	39	77	-49.35%	91	185	-50.81%

Highlights

Embroider Your Explorer Hat	6 attendees personalized bucket hats, learning how to use our embroidery machines.
Go For the Gold! Olympic-Themed Glass	6 attendees etched Olympic themed art onto tumbler glasses.
Jewelry Fit for an Explorer	11 attendees learned how to design and create laser-cut wooden earrings using both of our laser cutters.

Community Engagement

Category	AUG24/25	AUG23/24	Mo. % +/-	FY24-25 YTD	FY23-24 YTD	FY % +/-
Youth Events	0	1	-100.00%	4	5	-20.00%
Adult Events	4	4	0.00%	5	11	-54.55%
Family Events	2	1	100.00%	4	3	33.33%
Total Events	6	6	-14.29%	13	19	-31.58%
Youth Attendance	0	40	-100.00%	320	258	24.03%
Adult Attendance	225	132	70.45%	242	290	-16.55%
Family Attendance	556	319	74.29%	745	553	34.72%
Total Attendance	781	491	59.06%	1,307	1,101	18.71%

Highlights

End of Summer Party	Our annual end of summer party, held at Clarkson Park this year, with plenty of fun for kids, a bubble show, Kona Ice, and a used book sale benefitting the Friends of the Library. 250 attendees
Back to School – Teacher events	Staff attended D29’s staff day and D36’s new teacher luncheon to share library resources available to teachers & sign-up staff for teacher cards.

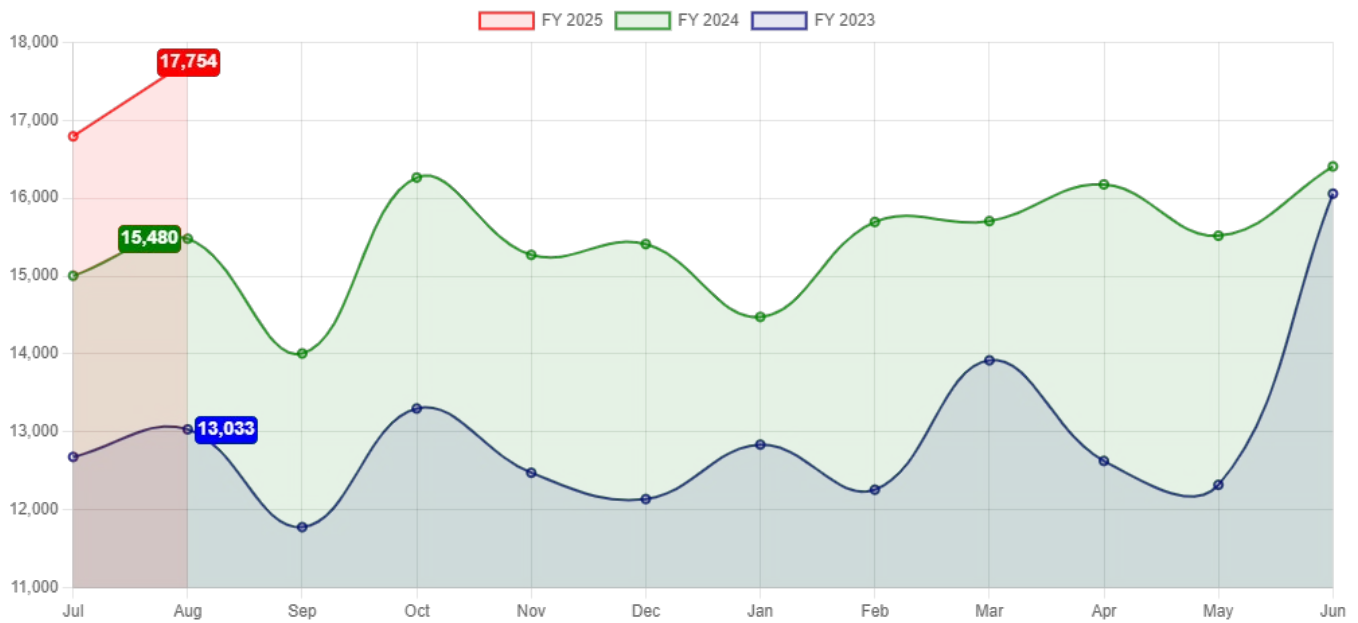
SERVICES

Visitors

Building	AUG24/25	AUG23/24	Mo. % +/-	FY24-25 YTD	FY23-24 YTD	FY % +/-
Winnetka	12,646	10,763	17.50%	24,379	21,300	14.46%
Northfield	4,903	4,405	11.31%	9,770	8,638	13.10%
Total	17,549	15,168	15.70%	34,149	29,938	14.07%
Virtual	205	312	-34.29%	399	547	-27.06%
Total	17,754	15,480	14.69%	34,548	30,485	13.33%

Note: Closed on 8/25 for the End of Summer Party.

3 Year People Counter Comparison



Cardholders (by Household)

Community	Number of Households	Households w/Cards	% Households w/Cards
Winnetka	4,242	3,166	74.63%
Northfield	2,340	1,411	60.30%
Total District	6,582	4,577	69.54%
Kenilworth	789	214*	27.12%
Total	7,371	4,791	65.00%

*based on typical 40% WN/ 60% WM split, WNPLD potential KN households = 316 (67.72% of which currently have cards)

Desk Questions

Category	AUG24/25	AUG23/24	Mo. % +/-	FY24-25 YTD	FY23-24 YTD	FY % +/-
Adult	2,168	2,520	-13.97%	4,658	5,022	-7.25%
Youth	568	515	10.29%	1,081	1,043	3.64%
Digital Services	74	90	-17.78%	115	183	-37.16%
Total	2,810	3,125	-10.08%	5,854	6,248	-6.31%

TECHNOLOGY

Computer Usage

Location	AUG24/25	AUG23/24	Mo. % +/-	FY24-25 YTD	FY23-24 YTD	FY % +/-
Winnetka	488	534	-8.61%	1,041	947	9.93%
Northfield	269	255	5.49%	502	485	3.51%
Total	757	789	-4.06%	1,543	1,432	7.75%

Hotspot Usage

Location	AUG24/25	AUG23/24	Mo. % +/-	FY24-25 YTD	FY23-24 YTD	FY % +/-
Winnetka Sessions	10,958	19,409	-43.54%	21,884	38,101	-42.56%
Northfield Sessions	1,853	4,093	-54.73%	3,632	8,329	-56.39%
Total	12,811	23,502	-45.49%	25,516	46,430	-45.04%
Winnetka Bandwidth	232 GB	617 GB	-62.40%	529 GB	1,172 GB	-54.86%
Northfield Bandwidth	93 GB	113 GB	-17.70%	179 GB	230 GB	-22.17%
Total	325 GB	730 GB	-55.48%	708 GB	1,402 GB	-49.50%

Website Visits

Activity	AUG24/25	AUG23/24	Mo. % +/-	FY24-25 YTD	FY23-24 YTD	FY % +/-
Total Visits	11,261	10,612	6.12%	21,399	19,469	9.91%
Unique Visits	6,565	6,962	-5.70%	12,668	12,588	0.64%

MARKETING

Email Subscribers

AUG24/25	% Cardholders	AUG23/24	Open Rate	Click Rate
10,516	113.00%	10,814	52%	2%

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

Social Media Activity

Platform	AUG24/25 Impressions	AUG24/25 Reach	AUG24/25 Engagements
YouTube	77,819	1,878	N/A
Facebook	4,989	4,826	178
Instagram	6,086	950	209
LinkedIn	664	324	0
Total	84,569	3,152	209

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	AUG24/25	AUG23/24	Mo. % +/-	FY24-25 YTD	FY23-24 YTD	FY % +/-
Winnetka	10,977	11,533	-4.82%	22,538	22,676	-0.61%
Northfield	3,915	4,129	-5.18%	7,983	8,218	-2.86%

Physical Youth (By Location)

Location	AUG24/25	AUG23/24	Mo. % +/-	FY24-25 YTD	FY23-24 YTD	FY % +/-
Winnetka	13,935	16,470	-15.39%	29,482	31,206	-5.52%
Northfield	3,395	3,587	-5.35%	6,905	7,226	-4.44%

Physical Miscellaneous

Lending Type	AUG24/25	AUG23/24	Mo. % +/-	FY24-25 YTD	FY23-24 YTD	FY % +/-
Kenilworth Patrons	842	1,446	-41.77%	1,605	2,604	-38.36%
Borrowed from Other Libs.	1,495	1,779	-15.96%	3,282	3,452	-4.92%

Physical Adult (By Type)

Material Type	AUG24/25	AUG23/24	Mo. % +/-	FY24-25 YTD	FY23-24 YTD	FY % +/-
Books	8,914	9,963	-10.53%	18,330	19,135	-4.21%
Book - Fiction	5,299	5,958	-11.06%	10,950	11,473	-4.56%
Book - Nonfiction	3,615	4,005	-9.74%	7,380	7,662	-3.68%
Audiobook - CD	143	259	-44.79%	298	523	-43.02%
Music CD	74	69	7.25%	159	135	17.78%
Playaway	27	43	-37.21%	46	73	-36.99%
DVD/Blu-Ray	2,321	2,837	-18.19%	5,106	5,780	-11.66%
Magazine	174	187	-6.95%	408	515	-20.78%
Videogame	32	24	33.33%	131	45	191.11%
Computing Device	5	7	-28.57%	20	15	33.33%
Library of Things	24	21	14.29%	50	43	16.28%
Other	381	0	-	393	0	-
Non-CCS ILL	53	24	120.83%	93	53	75.47%
Sent Out	2,744	2,228	23.16%	5,487	4,577	19.88%
Total	14,892	15,662	-4.92%	30,521	30,894	-1.21%

Physical Youth (By Type)

Material Type	AUG24/25	AUG23/24	Mo. % +/-	FY24-25 YTD	FY23-24 YTD	FY % +/-
Books	13,113	15,276	-14.16%	26,709	29,700	-10.07%
Book - Fiction	10,977	12,793	-14.20%	22,502	24,914	-9.68%
Book - Nonfiction	2,136	2,483	-13.98%	4,207	4,786	-12.10%
Audiobook - CD	2	9	-77.78%	2	21	-90.48%
Playaway	342	395	-13.42%	646	726	-11.02%
DVD/Blu-Ray	804	1,035	-22.32%	1,929	2,088	-7.61%
Videogame	409	309	32.36%	835	564	48.05%
Computing Device	71	60	18.33%	124	108	14.81%
Vox Reader	393	370	6.22%	774	608	27.30%
Youth Kits	67	63	6.35%	129	136	-5.15%
Other	8	24	-66.67%	17	38	-55.26%
In House Circulation	2,120	2,516	-15.74%	5,216	4,443	17.40%
Total	17,330	20,057	-13.60%	36,387	38,432	-5.32%

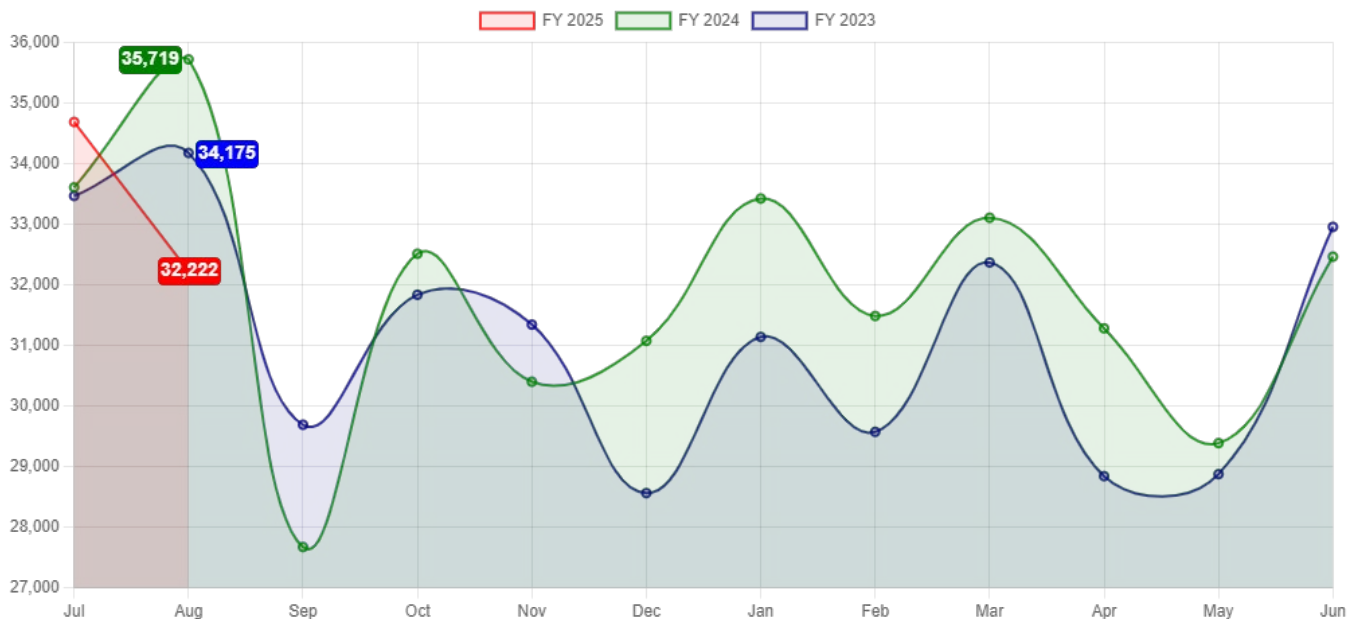
MTD Total Physical Circulation

AUG24/25 Physical Circulation	AUG23/24 Physical Circulation	Net Change
32,222	35,719	-9.79%

YTD Total Physical Circulation

FY24-25 YTD Physical Circulation	FY23-24 YTD Physical Circulation	Net Change
66,908	69,326	-3.49%

3 Year Circulation Comparison

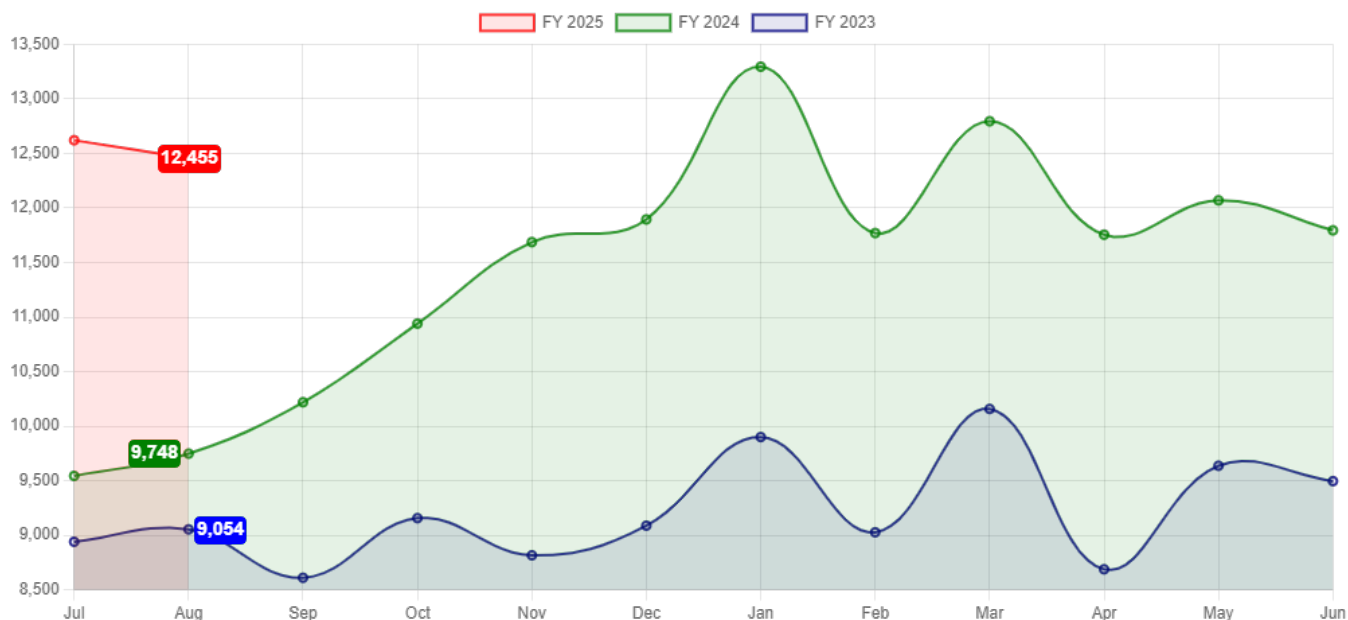


Digital Circulation

Material Type	AUG24/25	AUG23/24	Mo. % +/-	FY24-25 YTD	FY23-24 YTD	FY % +/-
eBooks	5,035	4,514	11.54%	10,183	9,053	12.48%
eAudiobooks	4,763	3,951	20.55%	9,561	7,743	23.48%
eMagazines*	2,091	704	197.02%	4,242	1,348	214.69%
eVideos	540	517	4.45%	1,036	1,044	-0.77%
eMusic	26	62	-58.06%	54	104	-48.08%
Total	12,455	9,748	27.77%	25,076	19,292	29.98%

*Vendor made a change & now auto delivers new issues of eMags to those with a copy checked out.

3 Year eResource Comparison

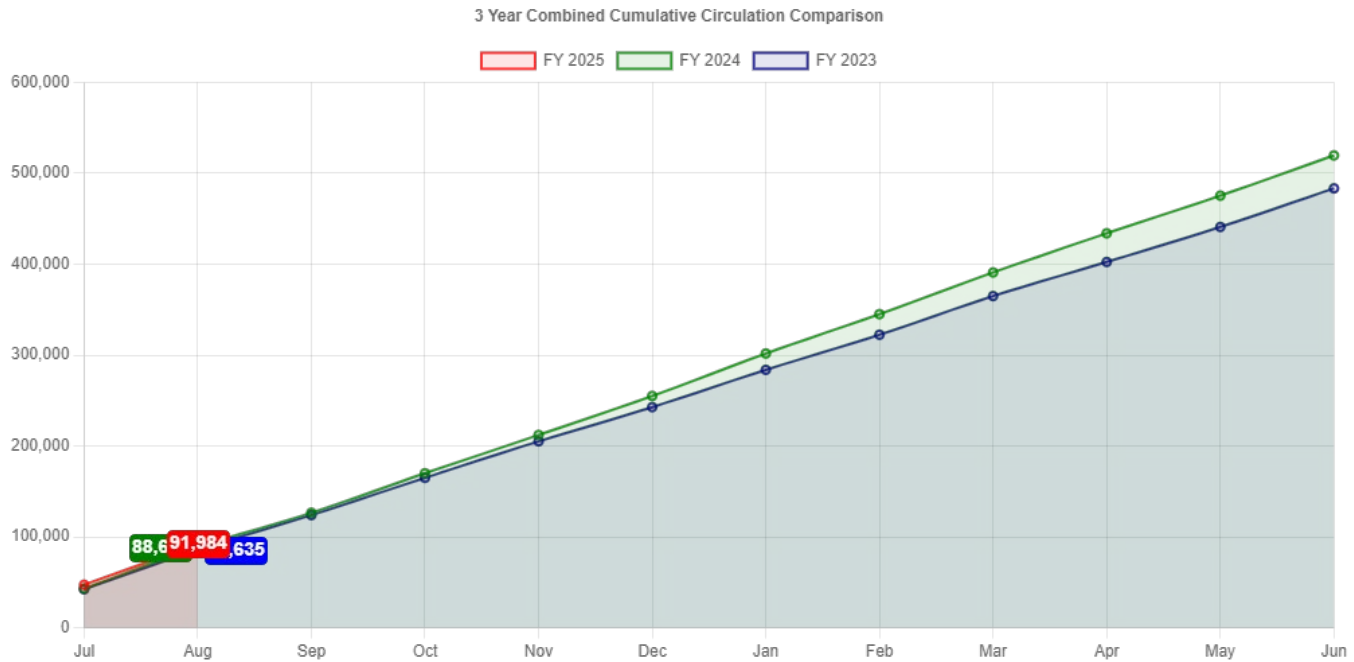


MTD Total District Circulation

AUG24/25 District Circulation	AUG23/24 District Circulation	Net Change
44,677	45,467	-1.74%

YTD Total District Circulation

FY24-25 YTD District Circulation	FY23-24 YTD District Circulation	Net Change
91,984	88,618	3.80%



IMPACT STORIES

Branch Services

General Feedback

- A group of patrons, who met through the library 2+ years ago, continue to see each other regularly – both at the library (they will sign up for programs together or run into each other in the Studio) and outside of it. They appreciate our programs & services which provided the opportunity to grow their circle of friends. This sense of community is especially important to them, and they so appreciate the library, which positively impacted their strong social bonds.
- A newer resident expressed gratitude for patient assistance with the Libby app from Branch Services Librarian Rebecca and others. She stated, *“I’ve had nothing but superb help here – kind, compassionate, and caring – ever since I moved to Northfield.”*
- *“I love this place. The library is the only positive thing that I can think of related to the government.”*
- A patron expressed appreciation that we aren't a "quiet" library as her child can be vocal.

Feedback for Sit & Knit: [After Branch Services Librarian Lisa taught someone to cast on] *“Thank you, I never would have figured this out on my own. I’m so glad you have this program. This is so much better than trying to learn from a YouTube Video.”*

Feedback for Miss Make-Believe's Imagination Waystation: *"She's great! Last time we saw her, my child spoke about it for a week!"*

Feedback for Phyllis Diller is ON!:

- *"I just want to say... I lived through all the comics you did, and you presented Phyllis absolutely beautifully. And I appreciated that you didn't make her a clown, you played her smart."*
- *"I can't say enough about how great the WNPL system is! The staff is always helpful, friendly & knowledgeable. Programs are always well-run & informative & venues are comfortable. Ellie, who played Phyllis, did a terrific job, & her presentation was a lot of fun. She was well-prepared for questions. As usual, thanks to the WNPL for a wonderful program, & we look forward to those in the future."*

Community Engagement

Feedback from Books at the Beach

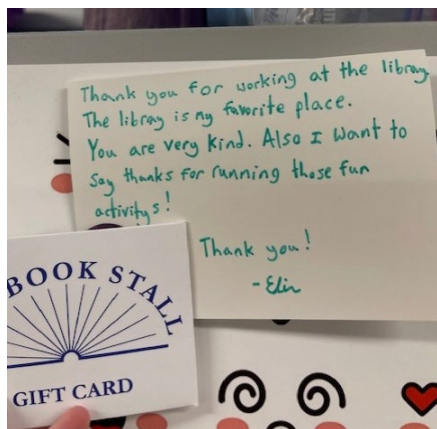
- *"Thank you as I feel people are craving a sense of community and connection and these as well as more interactive events can really foster that sense of belonging."*
- *"Wonderful to get a nice preview of this season's new books - and we sure can't complain about the venue. Thanks for preparing an excellent presentation and bringing the books in your 'mobile' library."*
- *"I appreciate the variety of books that were discussed and how the synopsis helped give a good description for me to decide if I want to read it. It is a nice informal way to get together with people in our community and interact with ideas that we are interested in exploring. thank you"*

Feedback from the Rotary presentation: The former director of the Winnetka Historical Society was over the moon about the Winnetka Talk digitization project! She described the cumbersome task of pouring through those records in the past and said that the new automated system available through the library's website is fantastic!

Youth Services

General Feedback

- *"Thanks so much for being here. I love using the library and am glad to see it change as the world changes too."*
- A group of regular users gave us a little thank you for everything we do!



Feedback from Playdough Party: *"One of your best classes!!"*

Feedback from Taylor Swift Dance Party:

- *"This is the best party I've ever been to!"*
- *"This is an amazing party please do this again!"*
- *"We love Taylor Swift and it's so fun to celebrate her with other people who also love her!"*

Adult Services

General Feedback

- Erin helped a patron connect an app on his phone to his heart monitor. He had been having trouble connecting and came to the library for help.
- Betsy helped a patron find a book and provided him with directions to the Northfield Library using Mariano's as a reference point. The patron stopped by Mariano's when he visited Northfield, purchased a plant for Betsy, and returned to Winnetka to give to her as thanks for her efforts.

Feedback for The History of Coffee:

- *"Exceptionally interesting, and really good presenter. Everyone stayed 1-3/4 hours for the 1-hour program. Can't give a better recommendation than that."*
- *"Fantastic event. Thank you for organizing and thanks to Brian for such an interesting and informative discussion and presentation."*
- *"The presenter was well qualified in the topic, had excellent presentation and facilitation skills and personable. Thank you very much."*

Feedback for Chair Yoga: *"I am recuperating from a severe arthritis of the spine and cannot get into physical therapy (due to availability) for a month. This was so helpful. I do what I can do and feel so much better moving!"*

Feedback for A Picture Book's Journey: From Inspiration to Publication: *"I came for and received a great overview of the picture book development and publishing process. The presenter generously shared her experience and insights and answered questions. Thanks for the very informative event!"*

Feedback for Exploring Croatia: *"Love to armchair travel! Thank you for this insightful and entertaining program."*

Feedback for The German Virtuosa: Inside the Life and Times of Clara Schumann:

- *"Please invite Ms. Issac back, she is a marvelous presenter. Knowledgeable and entertaining she really brings her subjects to life!"*
- *"Annette's presentation was very informative, interesting and enjoyable - hope to see her again soon!"*
- *"Very much enjoy zooms... no travel... no parking... very convenient."*

Feedback for Seven Basic Movie Plots: *"Library - thanks for making these talks available on Zoom! And thank you Ziggy for another great talk!"*

Feedback for History of Willie Nelson:

- *"Love Gary's presentations! Can we persuade him to do a deep dive on Tom Petty? I believe it would be great!"*
- *"This program was great! The presenter did an excellent job and had a good mix of music clips and historical information."*

Feedback for Hot Summer Swing - Live Concert with Petra the Jazz Singer: *"This duo is always entertaining. I love their music! I see them perform downtown in clubs. They are so talented."*

Feedback for Dynamic Duos: Classic Comedy Partnerships: *"One of your best presentations!"*

Feedback for Steeped in Secrecy: The Boston Tea Party, 250 Years Later: *"Very interesting. Enjoyed history so much. Never knew the tea party was so politically involved with government officials."*

Digital Services

General Feedback

- Studio Specialist Zoe helped a patron digitize their 8th grade graduation video from VHS for her class reunion. She was so thrilled and thankful that we could help her and that we were able to help her so quickly and easily!
- Studio Specialist Mikayla recently guided a mother and daughter through the process of using our embroidery machine to personalize towels for summer camp. This hands-on experience not only taught them a new skill but also fostered a memorable bonding moment.
- Studio Specialist Annie used The Studio equipment to make custom decorations for her wedding, which took place in our garden. From hemming her father's dress pants to a custom-made wedding banner, Annie proved that The Studio can be a one-stop-shop for wedding DIYers!

Feedback for Go for the Gold! Olympic Themed Glass:

- *"Very helpful and patient staff; great technology and equipment provided."*
- *"Dennis did a great job with this class! Organized and efficient, with a nice selection of Olympic icons. Some patrons chose more complex designs, and Dennis helped with those too. Impressed with the new epilog engraver as well!"*

Patron Services

- A resident stopped new Patron Services Assistant Monica outside to thank her for smiling and saying hello when she passed by. The patron shared that she had been on a tough phone call and was having a rough day and Monica's acknowledgement, and small act of kindness, made her feel a bit better about everything.
- A patron came in on a Monday night and was excited to see Patron Services Manager, Courtney, and Adult Services Librarian, Erin, working. She said she loves chatting with the two of them and expressed her gratitude for their ongoing amazing book recommendations!
- iPad Survey Comment: *"The service is really good, and I like it!"*



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



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.

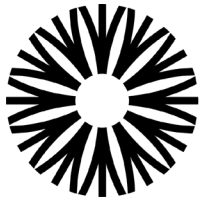
The cost of a library card will be determined by the equalized assessed value ("EAV") of the property owned multiplied by the current tax rate for District residents.

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	3
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	1 Week	0
Library of Things	150	1 Week	0
Video Games: Adult & Youth	150	2 Weeks	0
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. Replacement copies are not accepted in lieu of payment. 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.

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.