

**DEERFIELD PUBLIC LIBRARY BOARD OF TRUSTEES
MEETING AGENDA
920 Waukegan Road, Deerfield, IL, Meeting Room
Wednesday, February 16, 2022, 6:30 PM**

Residents wishing to share thoughts about any matter concerning the Library may do so by submitting an email to amy@deerfieldlibrary.org prior to the meeting.

1. ROLL CALL & CALL TO ORDER
2. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD & CORRESPONDENCE
3. APPROVAL OF MINUTES
 - A. January 19, 2022 Regular Meeting (ACTION)
4. TREASURER REPORT
 - A. December Financials: Balance Sheet, Revenues & Expenses, Quarterly Report, Year End Payroll Liability (ACTION)
 - B. January Financials: Balance Sheet, Revenue & Expenses (ACTION)
 - C. List of Checks and Payments for Approval (ACTION)
5. STAFF PRESENTATION: Melissa Stoeger, Head of Adult Services
6. VILLAGE LIAISON REPORT
7. LIBRARY DIRECTOR'S REPORT
8. OLD BUSINESS
 - A. Staff Survey
9. NEW BUSINESS
 - A. IPLAR Highlights
 - B. COVID-19 Information: Mask Mandate Update
10. OTHER
11. EXECUTIVE SESSION 5 ILCS 120/2 c (21) Semi-Annual Review of Historical Minutes both written and recorded of previous meetings held in Executive Session
12. ADJOURNMENT

MISSION STATEMENT: To provide our community with open access to the world of information and ideas, encouraging lifelong learning and personal growth in a welcoming environment.

Upcoming 2022 Library Board Meetings: March 16, April 20

***All topics on the agenda are potential action items.**

**DEERFIELD PUBLIC LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES**

January 19, 2022

1. ROLL CALL & CALL TO ORDER

President Ken Abosch called the meeting to order at 6:30 p.m., in the meeting room, 920 Waukegan Road, Deerfield, IL.

Present Board Members: Ken Abosch - President, Luisa Ellenbogen - Secretary, Seth Schriftman - Treasurer, Howard Handler, Kyle Stone and Emily Wallace.

Staff: Amy Falasz-Peterson, Library Director.

Kelly DeCorrevont called in by phone.

2. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD & CORRESPONDENCE

None.

3. APPROVAL OF MINUTES

A. December 15, 2021 Regular Session Meeting (ACTION)

MOTION: Mr. Howard Handler made a motion to approve the December 15, 2021 Regular Meeting minutes, seconded by Ms. Emily Wallace.

Vote: 4 Yes – Ken Abosch, Luisa Ellenbogen, Howard Handler and Emily Wallace.

2 Abstain- Seth Schriftman and Kyle Stone

The motion was approved.

4. TREASURER REPORT

Mr. Seth Schriftman presented the December financials.

A. December Financials: Balance Sheet, Revenues & Expenses (ACTION)

This item has been tabled to the next meeting.

B. List of Checks and Payments for Approval (ACTION)

Mr. Schriftman presented the outstanding list of checks to be approved for payment, which included:

-Electronic Payments, 2 ACHs, WinTrust	\$ 94.99
-AP Checks 12839-12911, 7 ACHs, WinTrust	<u>\$ 140,918.36</u>
The total amount presented for approval	\$ 141,013.35

MOTION: Mr. Kyle Stone made a motion to approve the List of Checks and Payments for Approval, seconded by Ms. Wallace.

DPL Board of Trustees
Regular Meeting Minutes
January 19, 2022

Vote: 6 Yes – Ken Abosch, Luisa Ellenbogen, Seth Schriftman, Howard Handler, Kyle Stone and Emily Wallace.

The motion was approved.

5. FRIENDS OF THE LIBRARY REPORT

None.

6. VILLAGE LIAISON REPORT

None.

7. LIBRARY DIRECTOR'S REPORT

Ms. Amy Falasz-Peterson provided the Director's Report. The Library's Top Titles of 2021 was included in the packet. Ms. Falasz-Peterson shared that we received notice that the Village annexed a property and shared the information. Our long time Adult Services Media Librarian, Ted Gray, is taking on a new role as the MakerSpace Manager. He begins his new role on Friday, January 21 and has some great ideas to reintroduce the MakerSpace to the community. The MakerSpace opened in late 2019 and the pandemic has impacted the vision of making it a collaborative space. It's time for a reintroduction.

8. OLD BUSINESS

A. 2022 Strategic Planning (DISCUSSION)

Mr. Abosch stated that strategic planning is important for us to do. After last month's meeting, it was determined that library staff will lead the process. Ms. Falasz-Peterson and Ms. Kelly DeCorrevont will be the lead staff for this project. We are looking forward to creating a brief electronic survey for the community. More information will be provided in the coming months.

9. NEW BUSINESS

A. COVID 19 Vaccination Update (DISCUSSION)

Ms. Falasz-Peterson provided the Board with an update on the possibility of a vaccine mandate for the staff. Since the fall, we conducted a staff survey to gather information. We had a tremendous response rate to the survey with 91% of staff responding. We discovered that 96% of the staff are fully vaccinated. Based on the high percentage of staff fully vaccinated, we do not recommend implementing a vaccination policy. Ms. Falasz-Peterson and Ms. DeCorrevont will continue to monitor all regulations to ensure that the Library is compliant. It was clear that the staff are very conscientious about it.

B. Staff Survey

Mr. Abosch discussed that the Board sends out a staff survey every couple of years. It seems like a good healthy process to do it again even in the strange environment of how people are feeling. Upon discussion, Mr. Abosch indicated that he will share the survey questions with the Board members before sharing the survey with the staff.

DPL Board of Trustees
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C. Legacy Board Outreach

Mr. Absoch discussed the idea of creating an opportunity for current board members to connect with previous library board members. Mr. Abosch stated that we have invested, dedicated, and committed individuals who served time on the library board. Mr. Stone indicated that he thought it was a great idea and now there needs to be a plan to implement it. Mr. Abosch suggested having an annual meeting to invite the former board members so they can hear about current events at the library. Mr. Stone suggested building on the relationship and perhaps sharing a cup of coffee with them to hear about their experiences on the Board.

10. OTHER

None.

11. EXECUTIVE SESSION 5 ILCS 120/2 c (21) Semi-Annual Review of Historical Minutes both written and recorded of previous meetings held in Executive Session

MOTION: At 7:17 p.m., Mr. Schriftman made a motion to move into Executive Session for the purpose of conducting the semi-annual review of minutes. Ms. Ellenbogen seconded the motion.

Vote: 6 Yes – Ken Abosch, Luisa Ellenbogen, Seth Schriftman, Howard Handler, Kyle Stone and Emily Wallace.

The motion was approved.

At 8:02 p.m., Mr. Schriftman made a motion to enter the open meeting, seconded by Ms. Wallace. Upon discussion, the Board summarized that no additional minutes would be opened at this time.

Vote: 6 Yes – Ken Abosch, Luisa Ellenbogen, Seth Schriftman, Howard Handler, Kyle Stone and Emily Wallace.

12. ADJOURNMENT

At 8:03 p.m., Mr. Schriftman made a motion to adjourn the meeting, seconded by Ms. Wallace.

Vote: 6 Yes – Ken Abosch, Luisa Ellenbogen, Seth Schriftman, Howard Handler, Kyle Stone and Emily Wallace.

The motion was approved.

Luisa Ellenbogen, Secretary

Deerfield Public Library

Balance Sheet

As of December 31, 2021

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
11000 Cash and Investments - General	0.00
11100 General Operating - WinTrust	1,334,615.93
11200 Payroll - WinTrust	339,418.49
11300 E-Pay - WinTrust	18,426.01
11400 Deposits - Bank Financial	26,590.27
11500 Petty Cash - Bank Financial	872.08
11600 Max-Safe Wintrust	4,738,925.24
11900 Petty Cash	574.00
Total 11000 Cash and Investments - General	6,459,422.02
12000 Cash and Investments - Reserve	0.00
13000 Cash & Invest - Other	0.00
14100 PMA Financial Services	
10-1410 PMA Reserve Fund	899,000.52
14110 PMA General Fund	0.00
60-1440 PMA Debt Svc 2011a GO	0.00
60-1441 PMA Debt Svc 2013 GO	0.00
Total 14100 PMA Financial Services	899,000.52
Total Bank Accounts	\$7,358,422.54
Accounts Receivable	\$0.00
Other Current Assets	
12101 Inventory Asset	0.00
15000 Other Current Assets	0.00
15010 Receivables	4.80
15100 Property Taxes Receivable	4,386,500.00
15110 Property Tax Receivable - 2011A	363,330.00
15115 Property tax receivable -2013A	0.00
15121 Property Tax Receivable - 2013	364,301.00
15200 Due from Village of Deerfield	0.00
15300 Prepaid Expenses	193,288.06
15400 Accrued Revenue - General	0.00
15400.9 Accrued Rev - Reserve	0.00
Total Other Current Assets	\$5,307,423.86
Total Current Assets	\$12,665,846.40

Deerfield Public Library

Balance Sheet

As of December 31, 2021

	TOTAL
Fixed Assets	
19000 Capital Assets	
19050 Capital Assets -Not Depreciated	
19100 Land	65,493.00
19150 Construction In Progress	0.00
Total 19050 Capital Assets -Not Depreciated	65,493.00
19200 Capital Assets - To Depreciate	
19210 Building	13,197,410.12
19300 Equipment	
19301 Equip - Phone System	33,636.00
19302 Equip - Automation System	309,361.00
19303 Equip - RFID	433,659.00
19304 Equip - Vehicle	23,432.00
19310 Furniture	883,919.00
Total 19300 Equipment	1,684,007.00
Total 19200 Capital Assets - To Depreciate	14,881,417.12
19220 Accumulated Depreciation	-4,743,632.00
Total 19000 Capital Assets	10,203,278.12
Total Fixed Assets	\$10,203,278.12
Other Assets	
15110 Deferred Outflows of Resources	945,981.74
19900 Due From Other Activity	0.00
Total Other Assets	\$945,981.74
TOTAL ASSETS	\$23,815,106.26

Deerfield Public Library

Balance Sheet

As of December 31, 2021

	TOTAL
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
21000 Accounts Payable	27,933.40
Total Accounts Payable	\$27,933.40
Credit Cards	\$0.00
Other Current Liabilities	
21055 Other Current Payables	0.00
21500 Retainage	0.00
22000 Payroll Liabilities	0.40
22100 Salaries Payable	57,002.06
22200 Deferred Compensation	0.00
22300 Withholdings	0.00
22310 Federal Income Tax	-970.92
22320 Social Security	738.58
22330 Medicare	0.00
22340 Employer' s FICA	0.00
22350 State Income Tax	-3,124.40
22360 IMRF	-364.39
22370 ICMA	70.67
22375 Vision	1,622.88
22380 Medical/Health	-44,831.31
22385 Dental	-1,416.28
22390 Life	7,259.52
Total 22300 Withholdings	-41,015.65
Total 22000 Payroll Liabilities	15,986.81
22395 FSA Payable	-2,223.63
23000 Due to Village - Short Term	0.00
24000 Accrued Expenses	25,336.12
24100 Collection on behalf of Friends	0.00
Total 24000 Accrued Expenses	25,336.12
25000 Deferred Inflows of Resources	29,497.44
25100 Deferred Property Taxes	4,386,500.00
Total 25000 Deferred Inflows of Resources	4,415,997.44
25110 Unearned Property Taxes-2011a	726,210.00
25120 Unearned Prop Taxes -20132	1,421.00
25902 Unearned Impact Fee - AMLI Proj	0.00
26300 Net Pension liability	1,490,392.00
29000 Due To Other Activity Bank Acct	0.00
Total Other Current Liabilities	\$6,673,119.74

Deerfield Public Library

Balance Sheet

As of December 31, 2021

	TOTAL
Total Current Liabilities	\$6,701,053.14
Long-Term Liabilities	
26000 Noncurrent Liabilities	
26009 Compensated Absences	126,803.00
26100 Other Postemployment Benefits	105,733.00
26200 Due to Village - Long Term Debt	6,407,955.74
Total 26000 Noncurrent Liabilities	6,640,491.74
Total Long-Term Liabilities	\$6,640,491.74
Total Liabilities	\$13,341,544.88
Equity	
31000 Opening Bal Equity	0.00
32000 Fund Balance, Beginning	2,461,199.75
32100 Fund Balance 2011-A	-43,738.95
32110 Fund Balance-2013	-36,910.41
32120 Fund Balance _ Res	2,540,309.11
32130 Fund Balance LT Debt Acct Grp	-950,128.90
33000 Investment in Capital Assets	12,699,530.12
33050 Debt Related to Capital Assets	-6,407,955.74
Total 33000 Investment in Capital Assets	6,291,574.38
Net Income	211,256.40
Total Equity	\$10,473,561.38
TOTAL LIABILITIES AND EQUITY	\$23,815,106.26

Deerfield Public Library

Budget vs. Actuals: Budget 2021 - FY21 P&L

January - December 2021

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
41000 Taxes				
41100 Property Tax	4,257,216.04	4,387,720.00	-130,503.96	97.03 %
41200 Replacement Tax	66,597.32	25,000.00	41,597.32	266.39 %
60-4110 Property Taxes - Debt 2011A	367,630.00	367,630.00	0.00	100.00 %
60-4111 Property Taxes - Debt 2013	363,201.26	363,201.26	0.00	100.00 %
Total 41000 Taxes	5,054,644.62	5,143,551.26	-88,906.64	98.27 %
42000 Fees & Fines				
42100 Fees Fines & Penalties	4,377.18	15,000.00	-10,622.82	29.18 %
42200 Non-Resident Fees	6,055.62	5,000.00	1,055.62	121.11 %
42300 Printing/Copying Fees	2,143.88	6,000.00	-3,856.12	35.73 %
Total 42000 Fees & Fines	12,576.68	26,000.00	-13,423.32	48.37 %
43000 Investment Income				
43100 Interest - General	16,543.15	23,000.00	-6,456.85	71.93 %
43200 Interest - Reserve	36,851.39	20,000.00	16,851.39	184.26 %
Total 43000 Investment Income	53,394.54	43,000.00	10,394.54	124.17 %
44000 Grants				
44100 State Grant				
44150 Per Capita Grant	26,881.88	10,000.00	16,881.88	268.82 %
Total 44100 State Grant	26,881.88	10,000.00	16,881.88	268.82 %
Total 44000 Grants	26,881.88	10,000.00	16,881.88	268.82 %
45000 Gifts and Contributions				
45100 General Donations	0.01	500.00	-499.99	0.00 %
45500 Friends Contributions	12,658.01	5,000.00	7,658.01	253.16 %
Total 45100 General Donations	12,658.02	5,500.00	7,158.02	230.15 %
Total 45000 Gifts and Contributions	12,658.02	5,500.00	7,158.02	230.15 %
49000 Miscellaneous Revenue				
49009 Miscellaneous	7,010.47	500.00	6,510.47	1,402.09 %
49065 Sale of Surplus Materials	102.64	500.00	-397.36	20.53 %
Total 49000 Miscellaneous Revenue	7,113.11	1,000.00	6,113.11	711.31 %
Total Income	\$5,167,268.85	\$5,229,051.26	\$ -61,782.41	98.82 %
GROSS PROFIT	\$5,167,268.85	\$5,229,051.26	\$ -61,782.41	98.82 %
Expenses				
50000 General Expenses				
51000 Personnel Expenses				
51100 Salaries	2,218,261.49	2,268,778.00	-50,516.51	97.77 %
51200 FICA	163,668.06	172,630.00	-8,961.94	94.81 %
51300 Health/Misc Benefits	291,814.47	338,000.00	-46,185.53	86.34 %
51400 Pension Contribution	247,747.86	225,062.00	22,685.86	110.08 %
51500 Other Benefits	8,949.15	9,000.00	-50.85	99.44 %
51600 Staff Enrichment	3,626.41	4,000.00	-373.59	90.66 %

Deerfield Public Library

Budget vs. Actuals: Budget 2021 - FY21 P&L

January - December 2021

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Total 51000 Personnel Expenses	2,934,067.44	3,017,470.00	-83,402.56	97.24 %
52000 Facility Expenses				
52100 Interior Facility Maintenance	57,337.35	55,000.00	2,337.35	104.25 %
52200 Facility Equipment Maintenance	54,865.02	55,000.00	-134.98	99.75 %
52300 Exterior Building Maintenance	18,774.60	15,000.00	3,774.60	125.16 %
52400 Utilities				
52410 Water	2,333.35	3,000.00	-666.65	77.78 %
52430 Telephone - Voice	10,115.82	15,000.00	-4,884.18	67.44 %
52440 Data Lines	31,472.68	28,000.00	3,472.68	112.40 %
Total 52400 Utilities	43,921.85	46,000.00	-2,078.15	95.48 %
52500 Minor Furnishings & Equipment	25,768.77	20,000.00	5,768.77	128.84 %
Total 52000 Facility Expenses	200,667.59	191,000.00	9,667.59	105.06 %
53000 Library Materials				
53100 Periodicals	14,886.94	17,500.00	-2,613.06	85.07 %
53200 Adult Materials-Books				
53221 Books - Adult Non-Fiction	32,251.28	40,000.00	-7,748.72	80.63 %
53222 Books-Adult Fiction	42,569.67	60,000.00	-17,430.33	70.95 %
Total 53200 Adult Materials-Books	74,820.95	100,000.00	-25,179.05	74.82 %
53300 Audio Visual Materials				
53320 Audio Visual - Adult	39,814.02	70,000.00	-30,185.98	56.88 %
53340 Audio Visual - Youth	12,620.12	20,000.00	-7,379.88	63.10 %
Total 53300 Audio Visual Materials	52,434.14	90,000.00	-37,565.86	58.26 %
53400 Youth Materials-Books				
53241 Books - Youth & Teens	58,375.00	70,000.00	-11,625.00	83.39 %
53550 Literacy Support - Youth	1,297.45	2,000.00	-702.55	64.87 %
Total 53400 Youth Materials-Books	59,672.45	72,000.00	-12,327.55	82.88 %
53501 Electronic Resources				
53500 E-Resources	299,916.98	290,000.00	9,916.98	103.42 %
Total 53501 Electronic Resources	299,916.98	290,000.00	9,916.98	103.42 %
53600 Non-Traditional Resources	6,447.61	6,000.00	447.61	107.46 %
Total 53000 Library Materials	508,179.07	575,500.00	-67,320.93	88.30 %
54000 Library Programs				
54100 Admin Programs	2,466.40	4,000.00	-1,533.60	61.66 %
54150 Outreach Programs	1,322.53	1,500.00	-177.47	88.17 %
54210 Adult Programs	22,348.61	23,000.00	-651.39	97.17 %
54400 Youth Programs	14,788.63	23,000.00	-8,211.37	64.30 %
Total 54000 Library Programs	40,926.17	51,500.00	-10,573.83	79.47 %
55000 Automation				
55350 Software & Licenses	138,892.03	190,000.00	-51,107.97	73.10 %
55360 IT Automation Support	115,454.58	90,000.00	25,454.58	128.28 %
55400 New Projects/equip				

Deerfield Public Library

Budget vs. Actuals: Budget 2021 - FY21 P&L

January - December 2021

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
56440 New Projects / IT Equipment	62,787.74	100,000.00	-37,212.26	62.79 %
Total 55400 New Projects/equip	62,787.74	100,000.00	-37,212.26	62.79 %
Total 55000 Automation	317,134.35	380,000.00	-62,865.65	83.46 %
56000 Professional/Contractual Svcs				
56009 Other Office Support	10,663.56	10,000.00	663.56	106.64 %
56100 Insurance	47,550.00	45,000.00	2,550.00	105.67 %
56200 Postage	7,534.09	8,250.00	-715.91	91.32 %
56300 Professional Printing Services	10,500.25	15,000.00	-4,499.75	70.00 %
56500 Professional Admin Services	18,309.30	25,000.00	-6,690.70	73.24 %
56550 Cataloging Service	18,919.04	27,000.00	-8,080.96	70.07 %
56555 Professional Outreach Services	5,275.00	5,500.00	-225.00	95.91 %
Total 56500 Professional Admin Services	42,503.34	57,500.00	-14,996.66	73.92 %
56700 Travel for Library Services		1,000.00	-1,000.00	
Total 56000 Professional/Contractual Svcs	118,751.24	136,750.00	-17,998.76	86.84 %
56400 Supplies				
56410 General Office/Operating Supplies	12,699.37	15,000.00	-2,300.63	84.66 %
56420 Processing Supplies	20,208.12	27,000.00	-6,791.88	74.84 %
Total 56400 Supplies	32,907.49	42,000.00	-9,092.51	78.35 %
57000 Training/Development Expenses				
56600 Dues & Memberships	6,569.46	8,000.00	-1,430.54	82.12 %
57100 Training & Education	12,859.84	20,000.00	-7,140.16	64.30 %
57200 Training Travel	996.17	6,000.00	-5,003.83	16.60 %
Total 57000 Training/Development Expenses	20,425.47	34,000.00	-13,574.53	60.07 %
Total 50000 General Expenses	4,173,058.82	4,428,220.00	-255,161.18	94.24 %
61000 Capital Expenses				
61100 Facility Improvements	67,123.00	50,000.00	17,123.00	134.25 %
Total 61000 Capital Expenses	67,123.00	50,000.00	17,123.00	134.25 %
70000 Debt Service				
60-7010 Debt Service 2011A Interest	87,630.00	87,630.00	0.00	100.00 %
60-7011 Debit Service 2013 Interest	78,200.63	78,201.26	-0.63	100.00 %
60-7020 Debt Service 2011A Principal	280,000.00	280,000.00	0.00	100.00 %
60-7021 Debit Service 2013 Principal	285,000.00	285,000.00	0.00	100.00 %
Total 70000 Debt Service	730,830.63	730,831.26	-0.63	100.00 %
Total Expenses	\$4,971,012.45	\$5,209,051.26	\$ -238,038.81	95.43 %
NET OPERATING INCOME	\$196,256.40	\$20,000.00	\$176,256.40	981.28 %
NET INCOME	\$196,256.40	\$20,000.00	\$176,256.40	981.28 %

Deerfield Public Library
Schedule of Changes in Investments - 4th Quarter of Fiscal Year 2021
 October 1 and December 31, 2021

	Beginning October 1, 2021	Increase / (Decrease)	Ending December 31, 2021
For General Operations			
Money Market Accounts			
Wintrust General OP/AP	604,774	729,842	1,334,616
Wintrust Max Safe MM	5,517,432	(778,507)	4,738,925
PMA Securities & Savings	-	-	-
	<u>6,122,206</u>	<u>(48,665)</u>	<u>6,073,541</u>
For Reserves			
Money Market Accounts			
PMA Investments	857,447	41,553	899,001
	<u>857,447</u>	<u>41,553</u>	<u>899,001</u>
Investments*, Grand Total	<u>\$ 6,979,653</u>	<u>\$ (7,111)</u>	<u>\$ 6,972,542</u>

*This report does not include cash held for immediate use, such as the petty cash accounts, the payroll account, or the e-pay account. At the end of the period, the summed balance of money held in these other accounts is:

\$385,307

Total cash deposits: \$7,357,849

Deerfield Public Library
End of Year Liability for Accrued Payroll and Compensated Absences
As of December 31, 2021

Library management is required to report the payroll liabilities to the Library Board as of the close of the fiscal year and this information is to be included in the minutes. The Library's total payroll liability for the fiscal year ending December 31, 2021 is \$133,059. This is less than the amount reported as of 12/31/2020, which was \$143,403. \$116,366, is current and expected to be paid out within the next year, and \$16,693 is a long-term liability.

The payroll liability consists of two parts: 1) the accrued payroll liability, which is wages and taxes not paid as of December 31st, and 2) compensated absences still outstanding.

1. Accrued Payroll Liability

This is the amount due to employees for work completed. For example, if there are three days from the end of December included in the second paycheck in January, the pay for those three days is the Library's 'accrued payroll liability' at 12/31. All of this part of the liability is current and it is paid out quickly in January.

The paychecks dated 01/14/2022 included work from 12/24/2021 through 1/6/2022 and the amount owed for those 8 days was \$49,596. (See (a) in the formula below.)

2. Compensated Absences Liability

'Compensated Absences Liability' is for the leave time earned, payable, and not yet used by employees. It is the sum of all leave earned (such as vacation, personal days, and holidays), plus the sick days that are eligible to be paid out upon termination if the employee (who must have been hired before 1/1/2008) and at least 55 years in age. The Library has 39 employees eligible for leave benefits and two of those are eligible for the sick days payout benefit.

The total amount owed for all compensated absences is \$83,463. \$66,770 of this is expected to be paid out within a short time and is a current liability (b). It includes the entire amount due for known upcoming separations, plus 80% of the amount due to all other employees. The remaining amount, \$16,693, is a long-term liability (c) and is an estimate of the leave time that will be carried over for use farther into the future.

Payroll Liability at 12/31/2021

<i>Accrued Payroll Liability</i>	<u>\$49,596</u> (a)
<i>Compensated Absences Liability</i>	
Current-expected payout within next 12 months	\$66,770 (b)
Long term	<u>16,693</u> (c)
Liability for compensated absences	<u>\$83,463</u>
 Total Payroll Liability	 <u>\$133,059</u>

4. TREASURER REPORT

B. January Financials: Balance Sheet, Revenue & Expenses (ACTION)

To be provided separately before the Board Meeting.

Deerfield Public Library

Balance Sheet

As of January 31, 2022

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
11000 Cash and Investments - General	0.00
11100 General Operating - WinTrust	1,152,397.74
11200 Payroll - WinTrust	265,420.81
11300 E-Pay - WinTrust	18,435.24
11400 Deposits - Bank Financial	26,867.71
11500 Petty Cash - Bank Financial	872.12
11600 Max-Safe Wintrust	4,639,425.74
11900 Petty Cash	574.00
Total 11000 Cash and Investments - General	6,103,993.36
14100 PMA Financial Services	
10-1410 PMA Reserve Fund	899,000.52
Total 14100 PMA Financial Services	899,000.52
Total Bank Accounts	\$7,002,993.88
Other Current Assets	
15010 Receivables	4.80
15100 Property Taxes Receivable	4,386,500.00
15110 Property Tax Receivable - 2011A	363,330.00
15121 Property Tax Receivable - 2013	364,301.00
15300 Prepaid Expenses	193,288.06
Total Other Current Assets	\$5,307,423.86
Total Current Assets	\$12,310,417.74

Deerfield Public Library

Balance Sheet

As of January 31, 2022

	TOTAL
Fixed Assets	
19000 Capital Assets	
19050 Capital Assets -Not Depreciated	
19100 Land	65,493.00
Total 19050 Capital Assets -Not Depreciated	65,493.00
19200 Capital Assets - To Depreciate	
19210 Building	13,197,410.12
19300 Equipment	
19301 Equip - Phone System	33,636.00
19302 Equip - Automation System	309,361.00
19303 Equip - RFID	433,659.00
19304 Equip - Vehicle	23,432.00
19310 Furniture	883,919.00
Total 19300 Equipment	1,684,007.00
Total 19200 Capital Assets - To Depreciate	14,881,417.12
19220 Accumulated Depreciation	-4,743,632.00
Total 19000 Capital Assets	10,203,278.12
Total Fixed Assets	\$10,203,278.12
Other Assets	
15110 Deferred Outflows of Resources	945,981.74
Total Other Assets	\$945,981.74
TOTAL ASSETS	\$23,459,677.60

Deerfield Public Library

Balance Sheet

As of January 31, 2022

	TOTAL
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
21000 Accounts Payable	55,286.21
Total Accounts Payable	\$55,286.21
Other Current Liabilities	
22000 Payroll Liabilities	0.40
22100 Salaries Payable	57,002.06
22300 Withholdings	0.00
22310 Federal Income Tax	-970.92
22320 Social Security	738.58
22350 State Income Tax	-3,124.40
22360 IMRF	-364.39
22370 ICMA	70.67
22375 Vision	1,833.12
22380 Medical/Health	-44,831.31
22385 Dental	-1,521.40
22390 Life	7,259.52
Total 22300 Withholdings	-40,910.53
Total 22000 Payroll Liabilities	16,091.93
22395 FSA Payable	-1,797.02
24000 Accrued Expenses	25,336.12
25000 Deferred Inflows of Resources	29,497.44
25100 Deferred Property Taxes	4,386,500.00
Total 25000 Deferred Inflows of Resources	4,415,997.44
25110 Unearned Property Taxes-2011a	726,210.00
25120 Unearned Prop Taxes -20132	1,421.00
26300 Net Pension liability	1,490,392.00
Total Other Current Liabilities	\$6,673,651.47
Total Current Liabilities	\$6,728,937.68
Long-Term Liabilities	
26000 Noncurrent Liabilities	
26009 Compensated Absences	126,803.00
26100 Other Postemployment Benefits	105,733.00
26200 Due to Village - Long Term Debt	6,407,955.74
Total 26000 Noncurrent Liabilities	6,640,491.74
Total Long-Term Liabilities	\$6,640,491.74
Total Liabilities	\$13,369,429.42

Deerfield Public Library

Balance Sheet

As of January 31, 2022

	TOTAL
Equity	
32000 Fund Balance, Beginning	2,672,961.45
32100 Fund Balance 2011-A	-43,738.95
32110 Fund Balance-2013	-36,910.41
32120 Fund Balance _ Res	2,540,309.11
32130 Fund Balance LT Debt Acct Grp	-950,128.90
33000 Investment in Capital Assets	12,699,530.12
33050 Debt Related to Capital Assets	-6,407,955.74
Total 33000 Investment in Capital Assets	6,291,574.38
Net Income	-383,818.50
Total Equity	\$10,090,248.18
TOTAL LIABILITIES AND EQUITY	\$23,459,677.60

Deerfield Public Library

Budget vs. Actuals: Budget 2022 - FY22 P&L

January 2022

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
41000 Taxes				
41100 Property Tax		4,387,720.00	-4,387,720.00	
41200 Replacement Tax		25,000.00	-25,000.00	
60-4110 Property Taxes - Debt Service 2021		683,950.00	-683,950.00	
Total 41000 Taxes		5,096,670.00	-5,096,670.00	
42000 Fees & Fines				
42100 Material Fees	236.14	10,000.00	-9,763.86	2.36 %
42200 Non-Resident Fees		5,000.00	-5,000.00	
42300 Printing/Copying Fees	212.02	4,000.00	-3,787.98	5.30 %
Total 42000 Fees & Fines	448.16	19,000.00	-18,551.84	2.36 %
43000 Investment Income				
43100 Interest - General	501.67	5,000.00	-4,498.33	10.03 %
43200 Interest - Reserve		5,000.00	-5,000.00	
Total 43000 Investment Income	501.67	10,000.00	-9,498.33	5.02 %
44000 Grants				
44100 State Grant				
44150 Per Capita Grant		20,000.00	-20,000.00	
Total 44100 State Grant		20,000.00	-20,000.00	
Total 44000 Grants		20,000.00	-20,000.00	
45000 Gifts and Contributions				
45100 General Donations		500.00	-500.00	
45500 Friends Contributions		5,000.00	-5,000.00	
Total 45100 General Donations		5,500.00	-5,500.00	
Total 45000 Gifts and Contributions		5,500.00	-5,500.00	
49000 Miscellaneous Revenue				
49009 Miscellaneous	54.21	500.00	-445.79	10.84 %
49065 Sale of Surplus Materials		500.00	-500.00	
Total 49000 Miscellaneous Revenue	54.21	1,000.00	-945.79	5.42 %
Uncategorized Income		145,000.00	-145,000.00	
Total Income	\$1,004.04	\$5,297,170.00	\$ -5,296,165.96	0.02 %
GROSS PROFIT	\$1,004.04	\$5,297,170.00	\$ -5,296,165.96	0.02 %
Expenses				
50000 General Expenses				
51000 Personnel Expenses				
51100 Salaries	177,146.92	2,359,500.00	-2,182,353.08	7.51 %
51200 FICA	13,070.79	180,570.00	-167,499.21	7.24 %
51300 Health/Misc Benefits	23,054.23	353,400.00	-330,345.77	6.52 %
51400 Pension Contribution	16,267.49	226,000.00	-209,732.51	7.20 %
51500 Other Benefits	54.90	9,000.00	-8,945.10	0.61 %
51600 Staff Enrichment	390.10	4,000.00	-3,609.90	9.75 %

Deerfield Public Library

Budget vs. Actuals: Budget 2022 - FY22 P&L

January 2022

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Total 51000 Personnel Expenses	229,984.43	3,132,470.00	-2,902,485.57	7.34 %
52000 Facility Expenses				
52100 Interior Facility Maintenance	4,454.69	60,000.00	-55,545.31	7.42 %
52200 Facility Equipment Maintenance	22,417.05	60,000.00	-37,582.95	37.36 %
52300 Exterior Building Maintenance	3,380.40	20,000.00	-16,619.60	16.90 %
52400 Utilities				
52410 Water	178.24	3,000.00	-2,821.76	5.94 %
52430 Telephone - Voice		15,000.00	-15,000.00	
52440 Data Lines	1,087.50	28,000.00	-26,912.50	3.88 %
Total 52400 Utilities	1,265.74	46,000.00	-44,734.26	2.75 %
52500 Minor Furnishings & Equipment	5,501.51	20,000.00	-14,498.49	27.51 %
Total 52000 Facility Expenses	37,019.39	206,000.00	-168,980.61	17.97 %
53000 Library Materials				
53100 Periodicals	2,226.31	16,500.00	-14,273.69	13.49 %
53200 Adult Materials-Books				
53221 Books - Adult Non-Fiction	2,609.95	40,000.00	-37,390.05	6.52 %
53222 Books-Adult Fiction	2,230.50	60,000.00	-57,769.50	3.72 %
Total 53200 Adult Materials-Books	4,840.45	100,000.00	-95,159.55	4.84 %
53300 Audio Visual Materials				
53320 Audio Visual - Adult	2,528.94	65,000.00	-62,471.06	3.89 %
53340 Audio Visual - Youth	468.81	15,000.00	-14,531.19	3.13 %
Total 53300 Audio Visual Materials	2,997.75	80,000.00	-77,002.25	3.75 %
53400 Youth Materials-Books				
53241 Books - Youth & Teens	2,733.33	70,000.00	-67,266.67	3.90 %
53550 Literacy Support - Youth		4,000.00	-4,000.00	
Total 53400 Youth Materials-Books	2,733.33	74,000.00	-71,266.67	3.69 %
53501 Electronic Resources				
53500 E-Resources	69,306.81	295,000.00	-225,693.19	23.49 %
Total 53501 Electronic Resources	69,306.81	295,000.00	-225,693.19	23.49 %
53600 Non-Traditional Resources	0.00	10,000.00	-10,000.00	0.00 %
Total 53000 Library Materials	82,104.65	575,500.00	-493,395.35	14.27 %
54000 Library Programs				
54100 Admin Programs	0.00	4,000.00	-4,000.00	0.00 %
54150 Outreach Programs		1,500.00	-1,500.00	
54210 Adult Programs	975.00	25,000.00	-24,025.00	3.90 %
54400 Youth Programs	660.00	28,000.00	-27,340.00	2.36 %
Total 54000 Library Programs	1,635.00	58,500.00	-56,865.00	2.79 %
55000 Technology				
55350 Software & Licenses	12,378.60	190,000.00	-177,621.40	6.52 %
55360 IT Support	9,081.74	110,000.00	-100,918.26	8.26 %
55400 New Projects/equip				

Deerfield Public Library

Budget vs. Actuals: Budget 2022 - FY22 P&L

January 2022

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
56440 IT Equipment	6,180.67	75,000.00	-68,819.33	8.24 %
Total 55400 New Projects/equip	6,180.67	75,000.00	-68,819.33	8.24 %
Total 55000 Technology	27,641.01	375,000.00	-347,358.99	7.37 %
56000 Professional/Contractual Svcs				
56009 Other Office Support	450.09	10,000.00	-9,549.91	4.50 %
56100 Insurance		50,000.00	-50,000.00	
56200 Postage	1,491.84	8,250.00	-6,758.16	18.08 %
56300 Professional Printing Services		16,000.00	-16,000.00	
56500 Professional Admin Services	1,300.00	21,000.00	-19,700.00	6.19 %
56550 Cataloging Service	508.74	22,000.00	-21,491.26	2.31 %
56555 Professional Outreach Services	1,647.00	5,500.00	-3,853.00	29.95 %
Total 56500 Professional Admin Services	3,455.74	48,500.00	-45,044.26	7.13 %
56700 Travel for Library Services		1,000.00	-1,000.00	
Total 56000 Professional/Contractual Svcs	5,397.67	133,750.00	-128,352.33	4.04 %
56400 Supplies				
56410 General Operating Supplies	380.21	15,000.00	-14,619.79	2.53 %
56420 Processing Supplies	660.18	23,000.00	-22,339.82	2.87 %
Total 56400 Supplies	1,040.39	38,000.00	-36,959.61	2.74 %
57000 Training/Development Expenses				
56600 Dues & Memberships		8,000.00	-8,000.00	
57100 Training & Education		25,000.00	-25,000.00	
57200 Training Travel		6,000.00	-6,000.00	
Total 57000 Training/Development Expenses		39,000.00	-39,000.00	
Total 50000 General Expenses	384,822.54	4,558,220.00	-4,173,397.46	8.44 %
61000 Capital Expenses				
61100 Facility Improvements		50,000.00	-50,000.00	
Total 61000 Capital Expenses		50,000.00	-50,000.00	
70000 Debt Service				
60-7010 Debt Service 2021 Interest (Payments)		253,950.00	-253,950.00	
60-7020 Debt Service 2021 Principal (Payments)		430,000.00	-430,000.00	
Total 70000 Debt Service		683,950.00	-683,950.00	
Total Expenses	\$384,822.54	\$5,292,170.00	\$ -4,907,347.46	7.27 %
NET OPERATING INCOME	\$ -383,818.50	\$5,000.00	\$ -388,818.50	-7,676.37 %
NET INCOME	\$ -383,818.50	\$5,000.00	\$ -388,818.50	-7,676.37 %

Deerfield Public Library
Credit Card Transactions by Account Holder
As of 2/8/2022
Presented for Approval February 2022

Date	Num	Vendor	Memo	Amount	Account Description
20000 Credit Cards Payable					
20001 Admin - 4734					
02/08/2022	AD 01/09/2022	MailChimp	E-Newsletter Mailing January 2022	62.99	Outreach Programs
02/08/2022	AD 01/10/2022	Adobe Creative Cloud	Staff Creative Cloud All Apps Monthly Subscription	52.99	Software & Licenses
02/08/2022	AD 01/12/2022	Illinois Library Association	Membership Renewal	250.00	Membership & Dues
02/08/2022	AD 01/12/2022	Illinois Library Association	Membership Renewal	300.00	Membership & Dues
02/08/2022	AD 01/19/2022	Netflix	Roku Monthly Subscription	17.99	E-Resources
02/08/2022	AD 01/15/2022	Spotify	Spotify for iPads Monthly Subscription	15.99	Youth Programming
02/08/2022	AD 01/22/2022	Adobe Products	Credit - Sales Tax	-3.00	Software & Licenses
02/08/2022	AD 01/22/2022	Adobe Products	Credit - Sales Tax	-3.31	Software & Licenses
02/08/2022	AD 01/22/2022	Adobe Products	Credit - Sales Tax	-3.31	Software & Licenses
02/08/2022	AD 01/22/2022	Adobe Products	Credit - Sales Tax	-3.31	Software & Licenses
02/08/2022	AD 01/22/2022	Adobe Products	Credit - Sales Tax	-3.31	Software & Licenses
02/08/2022	AD 01/22/2022	Adobe Products	Credit - Sales Tax	-3.31	Software & Licenses
02/08/2022	AD 01/22/2022	Adobe Products	Credit - Sales Tax	-76.42	Software & Licenses
02/08/2022	AD 01/22/2022	Adobe Creative Cloud	IT Staff Creative Cloud Monthly Subscription	52.99	Software & Licenses
02/08/2022	AD 01/30/2022	Netflix	Subscription for Roku Monthly Subscription	17.99	E-Resources
02/08/2022	AD 02/01/2022	Liberated Syndication	Podcasting Hosting	20.00	Software & Licenses
Total for 20001 Admin - 4734				694.97	
20002 Business Office - 1381					
02/08/2022	BO 01/10/22	First Bank Mastercard	Overlimit Fee Credit	-39.00	Other Office Support
02/08/2022	BO 01/14/22	American Library Association	Membership Renewal	220.00	Membership & Dues
02/08/2022	BO 01/14/22	Quill Corp	Post its, BIC Pens, Flair Felt Pens	49.97	General Office/Operation Supplies
02/08/2022	BO 01/18/22	Quill Corp	SEC Supplies Hearts Garland	10.36	Staff Enrichment
02/08/2022	BO 01/18/22	Quill Corp	Avery Binder Spine Inserts	14.14	General Office/Operation Supplies
02/08/2022	BO 01/18/22	Quill Corp	Tape Dispenser, Stapler, Staple Remover, Scissors	91.47	General Office/Operation Supplies
02/08/2022	BO 01/18/22	Quill Corp	SEC Supplies Valentines Candy	23.31	Staff Enrichment
02/08/2022	BO 01/18/22	Quill Corp	Copy Paper 10 Reams	335.00	General Office/Operation Supplies
02/08/2022	BO 01/19/22	Quill Corp	SEC Supplies Heart Cut Outs	12.31	Staff Enrichment
02/08/2022	BO 01/22/22	Quill Corp	Custom Peel & Seal Window Envelopes	110.85	General Office/Operation Supplies
02/08/2022	BO 01/22/22	Quill Corp	Copy Paper 10 Reams	335.00	General Office/Operation Supplies
02/08/2022	BO 01/24/22	Government Finance Office	Membership Renewal	160.00	Membership & Dues
02/08/2022	BO 01/28/22	USPS	Postage	8.36	Postage
02/08/2022	BO 01/28/22	Quill Corp	Ring Binder	14.39	General Office/Operation Supplies
02/08/2022	BO 01/28/22	Morton Grove Florist	Flowers for Bereavment - Falasz-Peterson	131.98	Admin Programs
02/08/2022	BO 01/28/22	Quill Corp	Tape, Index Cards, Binder Clips, Exam Gloves, Stick Notes	158.55	General Office/Operation Supplies
02/08/2022	BO 01/31/22	Vista Print	New Business Cards for: Ted Gray, Anne Jamieson, Sam Rosen	61.49	General Office/Operation Supplies
02/08/2022	BO 02/02/22	Melio Gordon, Jill	Transaction Fee for Paying thru Intuit with Credit Card	8.70	Other Office Support
02/08/2022	BO 02/02/22	Morton Grove Florist	Sales Tax Refund	-11.00	Admin Programs
02/08/2022	BO 02/02/22	Melio Gordon, Jill	SEC Staff Yoga Sessions Fridays for 6 weeks	300.00	Staff Enrichment
02/08/2022	BO 02/05/22	Quill Corp	Creamer, Sugar, Storage Boxes, Pens	155.66	General Office/Operation Supplies
Total for 20002 Business Office - 1381				2,151.54	
20003 Info Technology (IT) - 5382					
02/08/2022	IT 01/13/22	WPENGINE.com	Overage of Visitors Fee on DPL website	14.00	Software & Licenses
02/08/2022	IT 02/03/22	Risevision	Digital Signage	52.50	Software & Licenses
Total for 20003 Info Technology (IT) - 5382				66.50	
20004 Facilities - 1382					
02/08/2022	FC 01/13/22	Glass Management Services	Deposit for Replacement Glass for Quiet Room	432.29	Interior Facility Maintenance
Total for 20004 Facilities - 1382				432.29	
20007 Adult Services - 2368					
02/08/2022	AS 01/12/22	UWCC Registration	Continuing Education Spanish Training Jamieson	100.00	Training & Education
02/08/2022	AS 01/17/22	Netflix	Roku Monthly Subscription	17.99	E-Resources
02/08/2022	AS 01/18/22	DisneyPlus	Roku Monthly Subscription	13.99	E-Resources
02/08/2022	AS 01/22/22	American Library Association	Training - "Leading with Confidence	46.61	Training & Education
02/08/2022	AS 01/23/22	Hulu	Roku Monthly Subscription	6.99	E-Resources
02/08/2022	AS 01/24/22	Puzzle Warehouse	Supplies for Memory Kits to be reimbursed by Friends	34.53	Non Traditional Resources

02/08/2022	AS 01/24/22	Maternally.com	Supplies for Memory Kits to be reimbursed by Friends	151.96	Non Traditional Resources
02/08/2022	AS 01/24/22	Zoom	Monthly Subscription	54.99	E-Resources
02/08/2022	AS 02/01/22	Amazon Digital	Kindle E-Books	10.99	E-Resources
02/08/2022	AS 02/01/22	Amazon Digital	Kindle E-Books	13.99	E-Resources
02/08/2022	AS 02/01/22	Amazon Digital	Kindle E-Books	14.99	E-Resources
02/08/2022	AS 02/02/22	American Library Association	Membership Renewal - Anne Jamieson	375.00	Membership & Dues
02/08/2022	AS 02/03/22	DisneyPlus	Roku Monthly Subscription	7.00	E-Resources
02/08/2022	AS 02/03/22	DisneyPlus	Roku Monthly Subscription	13.99	E-Resources
Total for 20007 Adult Services - 2368				863.02	
20008 Youth Services - 0579					
02/08/2022	YS 01/25/22	American Library Association	Renewal of Membership for: Megan Sanks	164.00	Membership & Dues
Total for 20008 Youth Services - 0579				164.00	
20009 Outreach Coord - 2042					
02/08/2022	OC 01/06/22	Canva	Monthly Subscription	68.87	Professional Admin Services
02/08/2022	OC 01/19/22	Illinois Library Association	iRead Read Beyond the Beaten Path Resource Guide & Graphics	15.00	Outreach Programs
02/08/2022	OC 01/28/22	Fast Signs	Household Goods Drive Poster	38.08	Professional Printing Services
02/08/2022	OC 02/06/22	Canva	Monthly Subscription	68.87	Professional Admin Services
Total for 20009 Outreach Coord - 2042				190.82	
20010 Adult Prog Coord - 1227					
02/08/2022	APC 01/07/22	Taste of Chicago	Prizes for Virtual Trivia Night (3)	75.00	Adult Programming
02/08/2022	APC 01/07/22	FPA.ORG	Great Decisions Book & DVD	89.00	Adult Non Fiction & Adult AV
02/08/2022	APC 02/01/22	Cafe De Oro	Prizes for Around the World Program	35.00	Adult Programming
Total for 20010 Adult Prog Coord - 1227				199.00	
20011 Youth Prog Coord - 1971					
02/08/2022	YPC 01/06/22	Barnes & Noble	Comics & Cookies Program Books	44.97	Youth Programming
02/08/2022	YPC 01/13/22	Preschool Lesson	Toddlers & Preschoolers Program Supplies	38.00	Youth Programming
02/08/2022	YPC 01/26/22	Michaels Store	Program Supplies	15.75	Youth Programming
02/08/2022	YPC 02/01/22	Event Combust Andersons	Anderson's Childrens' Literature Breakfast	65.00	Training & Education
02/08/2022	YPC 02/02/22	Target.com	Comics & Cookies Program Supplies	5.41	Youth Programming
Total for 20011 Youth Prog Coord - 1971				169.13	
20012 Youth Coord - 1259					
02/08/2022	YC 02/04/22	LETSTICKTOGETHER	Virtual Stickboards for Program	35.00	Youth Programming
Total for 20012 Youth Coord - 1259				35.00	
20013 Teen Services - 7444					
02/08/2022	TS 01/19/2022	JoAnn Stores	Teen Volunteer Club Materials	116.87	Youth Programming
Total for 20013 Teen Services - 7444				116.87	
Total for 20000 Credit Cards Payable				5,083.14	

Deerfield Public Library					
Check Detail					
For the Regular Board Meeting on February 16, 2022					
Summary					Amount
11300 WinTrust E Pay	2 ACHs				\$94.99
11100 WinTrust General Operating	Check Num 12912-12969, 7 ACHS				\$121,334.81
Total Payments to Approve					\$121,429.80
Date	Num	Vendor	Memo	Amount	Account Num
11300 WinTrust E Pay -8926					
2/3/2022	ACH	PayPal Inc.	Merchant CC Processing Fees	59.95	56009
2/3/2022	ACH	Paymentech	Merchant CC Processing Fees	35.04	56009
Total for 11300 WinTrust E Pay -8926				94.99	
11100 WinTrust General Operating -2997					
1/24/2022	12912	OverDrive, Inc.	eBooks- January 2022	4,268.32	53500
1/24/2022	12913	Garvey's Office Products	Tabs & Hanging Folders	67.64	56410
1/24/2022	12914	Automatic Mechanical Services, Inc.	Replace (3) compressors and (1) Condenser Fan, Remove Filter Drier on ACCU-2	18,770.00	52200
1/24/2022	12915	Sikich LLP	StorageCraft Cloud Storage - Feb 2022 & Automation Support for Servers & Workstations	6,580.00	55350, 55360
1/24/2022	12916	Peerless Network, Inc.	Phone Support Maintenance 1/15/22-2/14/22	1,327.02	55360
1/24/2022	12917	Anderson Pest Solutions	Pest Management-January 2022	71.40	52100
1/24/2022	12918	Gale Cengage Learning	Gale Biography in Context Subscription Renewal 1/1/22-12/31/22, General One File Subscription Renewal 1/1/22-12/31/23, Gale Courses Unlimited Subscription 1/2/22-1/1/23	13,263.54	53500
1/24/2022	12919	LIMRICC	Unemployment Insurance Consortium - 2021 Q4	203.63	51500
1/24/2022	12920	FSS Technologies LLC	Burglar Alarm System Quarterly Maintenance Fee	120.00	52200
1/24/2022	12921	Lewis, Natasha Lehrer	Virtual Needle Felted Valentine's Girl Gnome with Natasha Lewis+ 2/9/22	540.00	54210
1/24/2022	12922	Gary Midkiff and Company	Virtual Great Decisions Program 02/15/22	215.00	54210
1/24/2022	12923	Nanny Nikki Music, LLC	Pre-Recorded Performance (1) Show & (1) Special Storytime/performance for Black History Month - 02/21/22-02/27/2022	400.00	54400
2/2/2022	12924	Automatic Mechanical Services, Inc.	Fix Issues with Compressors	2,765.00	52200
2/2/2022	12925	SE Inc.	Sidewalk Shoveling, Salling 12/26/21, 12/28/21-12/31/21, 1/1/22-1/2/22, 1/5/22	1,820.10	52300
2/2/2022	12926	AtoZdatabases	Subscription Renewal 1/1/22-12/31/22	2,882.00	53500
2/2/2022	12927	Baker & Taylor	Books, AV, Processing Supplies - January 2022	39.12	53221, 53241
2/2/2022	12928	Demco Software	Brain HQ Annual & Implementation Fee	1,100.00	53500
2/2/2022	12929	Manufacturers' News, Inc.	IL Services Directory 2022	235.90	53221
2/2/2022	12930	Midwest Tape 2000007021	Acquisitions for AV, Processing Supplies & Cataloging Service-January 2022	3,458.03	53320, 53340, 56420, 56550
2/2/2022	12931	Chicago Sun Times	Subscription Renewal 7 Days - 2022 for (52 Weeks)	624.20	53100
2/2/2022	12932	Brodart Co.	Bookends	56.51	52500
2/2/2022	12933	Glass & Mirror America	Replace Broken Window in Quiet Room	432.29	52100
2/2/2022	12934	The New York Times	7-Day Subscription Renewal 1/17/22-1/15/23, New York Times -Sunday Only 12/19/21 - 12/17/22	1,502.90	53100
2/2/2022	12935	OverDrive, Inc.	eBooks- January 2022	2,921.41	53500
2/2/2022	12936	Ingram Library Services LLC	Acquisitions for Books, AV, and Processing Supplies - January 2022	7,800.67	53221, 53222, 53241, 53320, 53340, 56420
2/2/2022	12937	Scalambrino & Arnoff, LLP	Legal Fees-Jan 2022 - Re: General Employment Matters	280.00	56500
2/2/2022	12938	Weblinx, Inc.	Website Redesign Services	3,500.00	56440
2/2/2022	12939	Garvey's Office Products	Cardstock Supply Restocking - Requested by Noreen Trotsky, 2022 Binders, Batteries for Graphics Room & Push Pins	130.72	56410
2/2/2022	12940	Lechner and Sons	Lobby Mats 1/25/22	99.01	52100
2/2/2022	12941	Pioneer Press	Deerfield Review Thursday Only (4 Copies) Subscription Renewal thru 8/18/22	107.50	53100
2/2/2022	12942	ACC Business	Internet Service 12/11/21-1/10/22	898.50	52440
2/2/2022	12943	Graphic Solutions, Inc.	Browsing Spring 2022 Graphic Design	1,647.00	56555

2/2/2022	12944	Better Containers MFG Co. Inc	Plastic Bags-Patron Services	169.19	56410
2/2/2022	12945	Quadient Leasing USA, Inc.	Postage Machine Quarterly Lease: 12/2/2021-3/1/2022	221.67	56200
2/2/2022	12946	State Industrial Products	Air Care Program	163.22	52100
2/2/2022	12947	Mindsight (Tympani)	IT Hardware Purchase - Indoor Temp & Humidity Sensor and Probe Sensor	325.33	56440
2/2/2022	12948	Best Quality Cleaning	Cleaning & Disinfection Service-Feb 2022	3,085.00	52100
2/2/2022	12949	News-Sun	Lake County News-Sun (Mon-Sat) 1 Copy thru 3/21/22	71.66	53100
2/2/2022	12950	CDW Government, Inc.	New Laptops - (1) for Ted Gray (1) for Spare to have on hand, & Printer/Scanner for Cheryl Castle	2,355.34	56440
2/2/2022	12951	De Lage Landen Financial Services, Inc.	Monthly Lse for 7 Copiers and 3 Printers-Jan 2022	1,454.72	55360
2/2/2022	12952	Kanopy Inc.	Pay Per Use Program	563.00	53500
2/2/2022	12953	Library Furniture International, Inc.	Furniture for Respite Room	5,445.00	52500
2/10/2022	12954	Petty Cash Box	Patron Refund - 7/12/21, 7/21/21, Spare Change Replenishment in Patron Services - 12/02/21	8.85	56009
2/10/2022	12955	SE Inc.	Sidewalk Shoveling, Sailing 1/13/22-1/15/22, 1/16/22	870.00	52300
2/10/2022	12956	Baker Tilly US, LLP	Audit Services - 2021	1,300.00	56500
2/10/2022	12957	OverDrive, Inc.	eBooks- January 2022	4,704.71	53500
2/10/2022	12958	Stevens Chemical Company	Paper Towels, Toilet Paper, Hand Roll Towel, Facial Tissue, Hand Soap	507.76	52100
2/10/2022	12959	Arlington Heights Memorial Library - Village of Arlington Heights	Participation Fee for Madeline Miller Author Event - 3/3/22	250.00	54210
2/10/2022	12960	Automatic Mechanical Services, Inc.	Leak Check on Unit ACC2	9,284.48	52200
2/10/2022	12961	Garvey's Office Products	Name Badge Holder Reorder, Labels	66.40	56410
2/10/2022	12962	CDW Government, Inc.	3 Year LVO Support (Onsite+Kyd+Pre)	355.10	55350
2/10/2022	12963	Lechner and Sons	Lobby Mats 2/8/22	99.01	52100
2/10/2022	12964	Blackstone Publishing	Acquisitions for AV- January 2022	7.95	53320
2/10/2022	12965	Grainger	Batteries for Panic Buttons	11.21	52200
2/10/2022	12966	Suburban Elevator Company	Annual Elevator Testing	308.00	52200
2/10/2022	12967	De Lage Landen Financial Services, Inc.	Monthly Lse for 7 Copiers and 3 Printers-Feb 2022	1,808.72	55360
2/10/2022	12968	Esscoe LLC	Work on Panic Buttons	535.00	52200
2/10/2022	12969	Claire Evans	Mary Anning on England's Jurassic Coast Hybrid Program (Presenter Virtual) 3/8/22 @ 1pm	175.00	54210
1/31/2022	ACH	Wex Health, Inc.	FSA Monthly Fees-Jan 2022	54.90	51500
2/1/2022	ACH	Village of Deerfield	Water & Sewer-December 2021	138.65	52410
2/1/2022	ACH	Village of Deerfield	Water & Sewer-December 2021	120.19	52410
2/1/2022	ACH	Amazon	Invoice #: 1CXK-6TGP-GLR4 Line of Credit: \$44.98 Invoice Date: 02/01/2022 for January 2022	3,379.88	52500, 53221, 53222, 53241, 53320, 53340, 53600, 54400, 56410, 56420, 56440
2/1/2022	ACH	Heartland Payments	Merchant CC Fees-February 2022	86.76	56009
2/4/2022	ACH	Comcast Cable	Patron Internet Service 12/16/21-1/15/22	197.56	52440
2/9/2022	ACH	First Bank Mastercard	January 2022 Credit Payment	5,083.14	20001-20013
Total for 11100 WinTrust General Operating -2997				121,334.81	

Director's Report: February 2022

FYI

- If you are interested in attending the ILA Legislative virtual breakfast on Monday, February 21, please let me know and I will be happy to register you for it. More information can be found [here](#).
- Melissa Stoeger, Head of Adult Services, will present on our Memory Kits at the meeting.
- Ted Gray assumed his new role as MakerSpace Manager. He's been learning the equipment in the space and already planning some exciting programs.
- Under New Business, I will share some of the IPLAR highlights from 2021.
- Also under New Business, we can spend time discussing the Governor's announcement that the Masking Requirement expected to be rescinded effective February 28.
- At the March meeting, we will have an Executive Session for my annual review.
- Articles of Interest:
 - In January, there was a [mask protest](#) at the St. Charles Public Library. After the protest, library staff started receiving threats. The St. Charles Public Library remained [closed](#) for more than 2 weeks. They recently [reopened](#).

Personnel

- In January the library had 0 separations
- In January the library filled 5 positions
 - MakerSpace Manager January 21
 - Adult Services Assistant Manager January 21
 - Interim Head of Youth Services February 4
 - Youth Services Librarian February 14
 - MakerSpace Assistant February 15
- [The library has 1 position open](#)
 - MakerSpace Assistant

DEPARTMENT REPORTS

Adult Services Report

Melissa Stoeger, Head of Adult Services

- January was a challenging month in some respects. We had some staffing issues due to COVID related illnesses and quarantine periods. As a result, some of our normal programs like Library Lifelines and the podcast had to be put on hold.
- We started our new year-long reading program for 2022: [Read Around the World](#). Each month will feature a different time zone and we will read books set in that time zone. Participants will earn "miles" based on pages read and prizes will be awarded to those with the most miles. In January, we had 40 people sign up and participants read a total of 22,852 "miles."



We promoted the start of Read Around the World. The tweet made 236 impressions and received 12 total engagements, which is 4.2% engagement rate.

- We had several very popular programs in January, including Trivia Night, Roving the Red Planet, Bitcoin, Cut the Cable, and Healthy Indian Snacks.
- We had another very high month of views of our YouTube videos. The program Remaining Artifacts From the White City is still enormously popular and had **42,800** views in January. We now have 902 YouTube subscribers!
- Last month, we agreed to participate in a consortium of Illinois libraries called Illinois Libraries Present to offer virtual programs with well known, best-selling authors and speakers. We had our first event in January with Silvia Moreno-Garcia. We had 13 Deerfield attendees. We believe the attendance numbers will increase once we are able to get the events published in Browsing.
- Anne, Vicki, Mariel and Cristina launched our new Twitch channel to feature the library's board games and video games. In January, they put out 2 program streams on Twitch: Photosynthesis (48 viewers) and Stardew Valley (27 viewers).
- We had to reschedule Library Lifelines and the monthly PLACE program. Regular participants were so caring and concerned for staff, offering to bring her meals or check in on her if she needed anything! One told her that she has "been such a giver for so long" that they would be happy to help her in any way. Vicki was very touched by all of the calls and emails she received from them.
- 1,011 Patron Questions (up slightly from last month)
- 2 Library Lifelines (down from usual due to illness)
- 0 Personalized Picks (down, will be looking at more ways to market this service)
- 22 Books to Go (up slightly from last month)
- Outreach: 0 (due to illness)
- 16 "live" programs with 335 attendees. 14 passive programs with 44,399 views. The first month of our new reading program had 40 participants.
- 297 Study Room reservations (this number is down from last month, the first time we've seen a decrease in use)
- 50,604 total YouTube views. This is up **160%**!

Business Office Report

Kelly DeCorrevont, Business Manager

- Mira and Kelly completed library payroll processing on January 6 and January 20
- Attended the Managers meeting on January 11
- Cheryl and Kelly completed library check runs on January 13 and January 24
- Hosted Business Office check ins on January 12, January 19 and January 26
- Hosted the [All Staff Meeting](#) on January 25. We had 33 attendees and celebrated our 2021 work year by watching our holiday video!
- Met with Tim from PMA on January 28 to discuss the library's current investments
- Mira attended the ALA LibLearnX conference from January 21-24

IT Report

Steve Wuehr, Head of IT

- Sierra Connectivity
 - IT is opening a support case with AT&T to discuss issues related to Sierra connectivity on that internet circuit. It's important to note that this issue with AT&T appears to only affect traffic bound for our catalog system using the proprietary client. No other internet traffic appears to be impacted by this issue.
- Security Awareness Training
 - Security Awareness training exercises have been assigned to all staff to complete during the month of February. Initial training includes a general overview of cybersecurity awareness and a brief assessment to get an idea of our overall security posture. Additional training designed to keep the idea of cybersecurity on everyone's mind will be sent out quarterly. Additionally, the IT department will conduct regular phishing exercises designed to keep staff aware
- SenSource
 - IT worked with SenSource to address issues related to door counts. There were some updates and configuration changes that needed to be performed and the sensors are working as expected.
- AMH
 - IT has familiarized with the details of the AMH replacement and have been in contact with both internal stakeholders as well as the vendor to learn specifics of the platform and hardware that was purchased and talk with them regarding timelines and any supply chain issues that may affect those timelines. We will be working with Patron and Support services in coordinating the removal and installation of the new AMH in order to ensure the least amount of disruption to operations as possible.
- Copier/Printer coin tower and scan station upgrades
 - The equipment is on order and we're awaiting delivery of all the necessary hardware to get the install scheduled.
- Wireless Upgrades

- Updated access points have been ordered and we are awaiting delivery. Supply chain issues have orders being shipped between 40 and 120 days after the order has been placed.
- MakerSpace
 - Began working with Ted Gray to identify documents, processes and procedures to hand over to him in his new position as MakerSpace Manager.

Outreach Report

Judy Hoffman, Outreach Coordinator

- Rotary: Presentation about the Library's "hidden treasures," and there definitely were some surprises for this group of library supporters. I also shared the top ten titles checkout out in 2021 in select categories, which were enthusiastically received by those looking for their next book.
- Dementia Friendly Community/Memory Cafe: Due to the level of Covid infections, the January 5 Cafe (in-person) was canceled. At this time, we are expecting to hold the Cafe in-person on March 2. The movement therapist from Weinberg Center will present a 30 minutes gentle movement class with music.
- Meeting Rooms: We had four community meetings scheduled for February, but once again had to cancel due to Covid. Three meetings are on the calendar for March, and expect a few more. The groups are still being cautious.
- Household Goods Collection: Our first lobby collection of 2022 is for the West Deerfield Township Food Pantry. The collection is for essential paper goods, personal hygiene products, and cleaning supplies. It will run the month of February, and from the start is going well.



Patron Services Report

Sayaka Suzuki, Patron Services Manager

- On January 19th, Sayaka submitted the ILLINET INTERLIBRARY LOAN AND RECIPROCAL BORROWING STATISTICAL SURVEY for FY 2021
- Sayaka is continuing to work on the implementation process for [Cards for Kids](#).
- During the month of January we had 6,868 library visits. In December we had 9,013 library visits.

- During the month of January we had 24,425 physical items that circulated including renewals. In December, we had 23,872 physical items that circulated including renewals.
- We did a total of 61 curbside pickup appointments. This was about double what we did in December. **Curbside pickup [service](#) is now available all hours the library is open.**
- We did a total of 7 virtual Library Card Registrations. This is on par with last month.

Support Services Report

Pam Skittino, Head of Support Services

- The LINKin catalog replacement with Encore was successfully implemented and is now live, this makes the LINKin interface look similar to our catalog
- Year-end procedures were completed to make sure our system is ready for 2022
- Updated Subject Headings from the outdated term "illegal aliens" to either of both of "noncitizens" or "illegal immigration", as appropriate
- Updated records for CreativeBug to add over 700 new classes
- Created a new resource for patrons and staff to be able to access lists of some of our collections <https://dpl-catalogserver.deerfieldlibrary.org/ftlist>
- Relabeled over 800 Picture Books with front-facing, color-coded labels at the top of the book. When the collection is fully relabeled they will be much easier to shelve and locate.

Youth Services Report

Melissa Stoeger, Interim Head of Youth Services

- In January, Megan Sanks [introduced the Text4Literacy](#) new service that DPL offers in partnership with the Bay Area Discovery Museum. Patrons can sign up for early literacy for weekly tips and information on child development skills.



- Kary Henry announced the [Library's 9th Annual Tournament of Books!](#) You can vote for your favorite [picture books](#), [early readers](#), [chapter books](#), [comic books](#), [non-fiction](#), and [teen books](#) again this year.



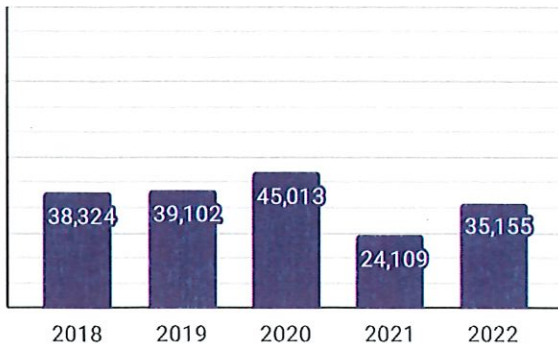
- School librarians provided feedback regarding the upcoming 9th annual Tournament of Books: "This is fabulous, Kary, thank you! My students always look forward to this!" "Thank you for this, Kary! We can't wait for it here, and it's going to be so much more fun doing this with everyone in person this year!" and "Thank you, Kary. [Our school] loves this opportunity."
- The teens were super engaged and excited about making blankets to donate for the winter service club.
- The Magic with Abby program was a huge hit with the kids who attended. She was an amazing presenter who taught the kids magic tricks and was very engaging and patient with them.
- The Lunar New Year celebration was a success! The kids loved hearing about their chinese zodiac animal and making the crafts. It was nice to have a mix of families who personally celebrate Lunar New Year and those who were just hearing about it for the first time.
- Little kid proudly told me that he had checked out 10 books and then proceeded to tell me about his lego set he was going to build when he got home and offered to bring it to show me next time.
- *"Thank you for all the wonderful programs the library hosts. Our family appreciates everything you are doing for the community."*
- Email from patron after a Movin' and Groovin' Storytime: *"Loved your class today! Keira had so much fun. Great music selections too."*
- One patron was very complimentary about Noreen and Megan's Baby Book Bunch, saying *"It's so nice having these books and activities to do during the winter when it's hard to go anywhere!"*

Deerfield Public Library

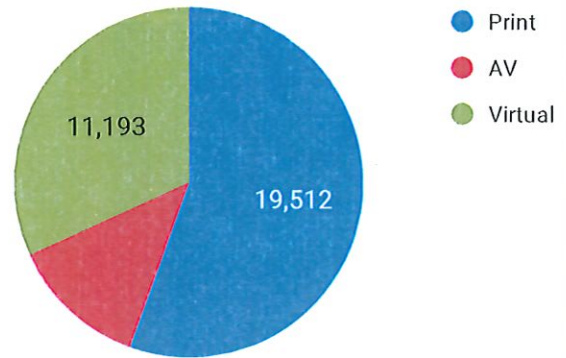
January 2022 Statistics

25

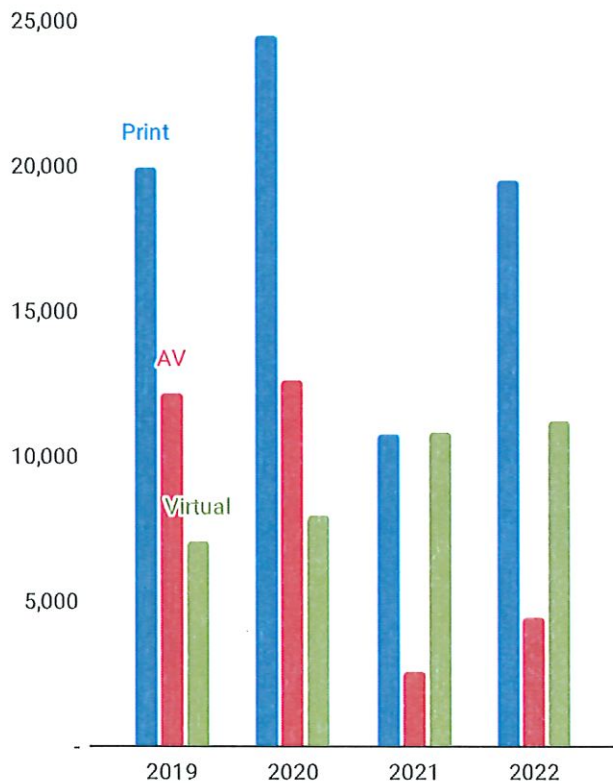
Total Circulation YTD



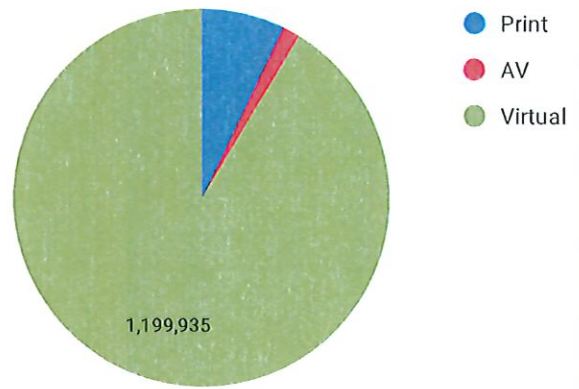
Circulation by Type YTD



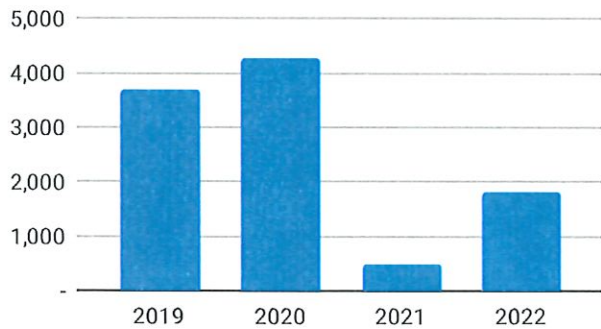
Circ Trends by Type YTD



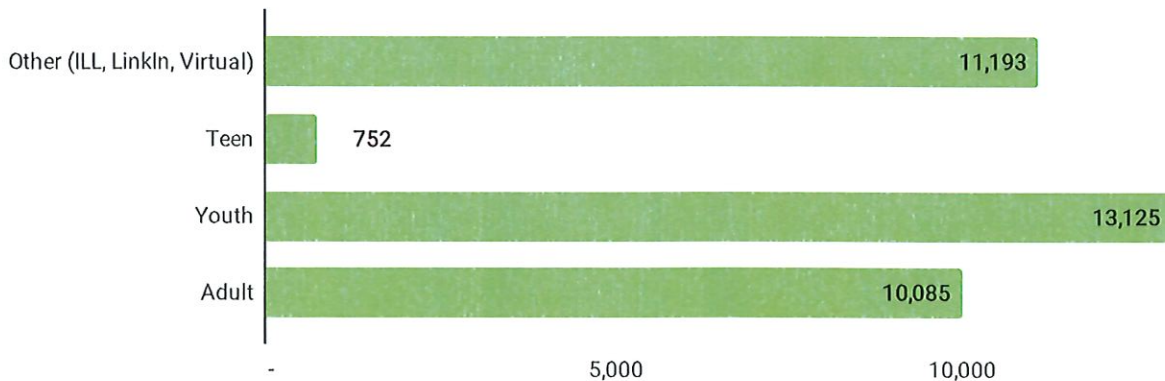
Collection by Type - January



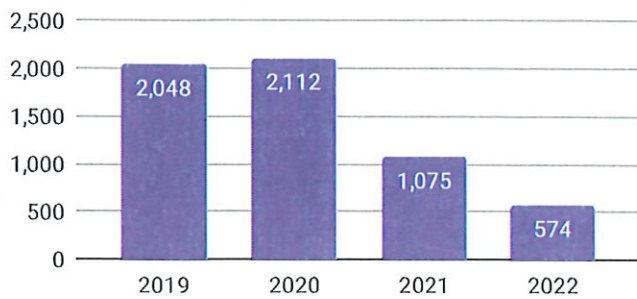
Questions Answered YTD



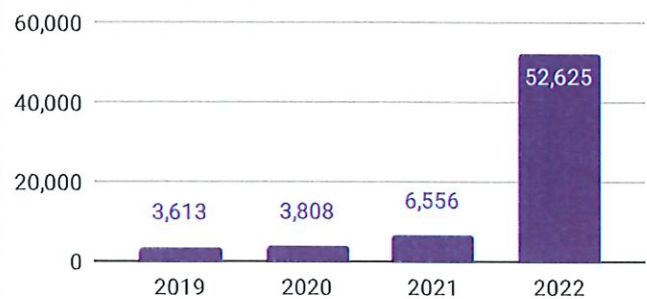
Circulation by Collection



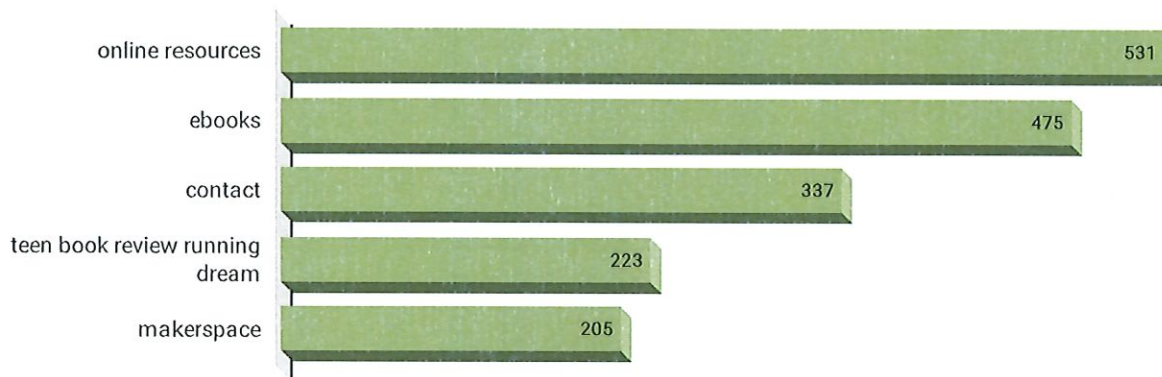
Active Program Attendance YTD



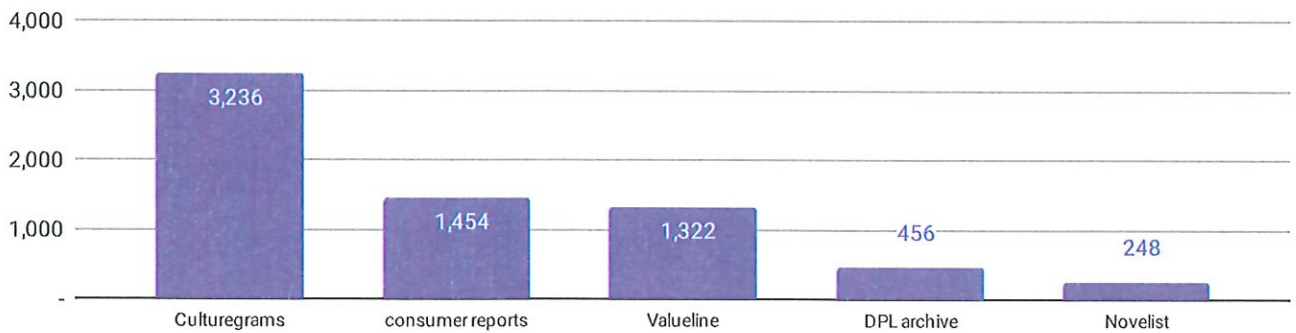
Passive program attendance YTD



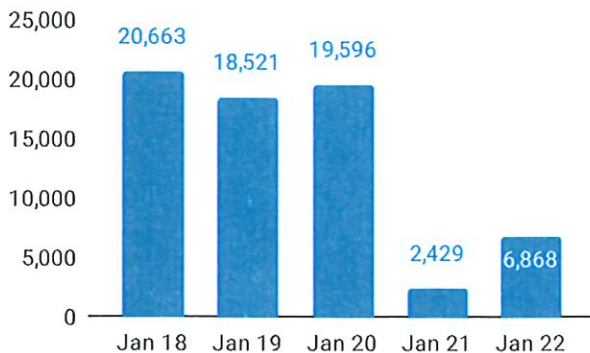
Most Popular Webpages



Most popular databases - December



Monthly Library Visits



Average Daily Attendance

