

**DEERFIELD PUBLIC LIBRARY BOARD OF TRUSTEES
MEETING AGENDA
920 Waukegan Road, Deerfield, IL, Meeting Room
Wednesday, December 21, 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. October 19, 2022 Executive Session Meeting (ACTION)
 - B. November 16, 2022 Regular Meeting (ACTION)
4. TREASURER REPORT
 - A. October Financials: Balance Sheet, Revenue & Expenses (ACTION)
 - B. List of Checks and Payments for Approval (ACTION)
5. VILLAGE LIAISON REPORT
6. LIBRARY DIRECTOR'S REPORT
7. OLD BUSINESS
 - A. Library Strategic Planning Update (DISCUSSION)
 - B. Holiday Party Information: January 20, 2023
8. NEW BUSINESS
 - A. Patron Ban (ACTION)
9. OTHER
10. 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 2023 Library Board Meetings: January 18, February 15, March 15

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

DEERFIELD PUBLIC LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES
November 16, 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, and Kyle Stone.

Staff: Amy Falasz-Peterson, Library Director; Kelly DeCorrevont, Business Manager; Melissa Stoeger, Assistant Director of Adult and Youth Services; Ted Gray, Makerspace Manager; and Jasmine Hosein, Administrative Associate.

Bill Seiden, Village Liaison.

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

There were two members of the community in observance but did not address the board.

3. APPROVAL OF MINUTES

A. October 19, 2022 Regular Session Meeting (ACTION)

MOTION: Mr. Seth Schriftman made a motion to approve the October 19, 2022 Regular Meeting minutes, seconded by Mr. Kyle Stone.

Vote: 5 Yes – Ken Abosch, Luisa Ellenbogen, Seth Schriftman, Howard Handler, and Kyle Stone.
The motion was approved.

B. October 19, 2022 Executive Session Meeting (ACTION)

Per Ms. Luisa Ellenbogen's request, the Executive Session meeting minutes will be approved at December's Board Meeting.

4. TREASURER REPORT

Mr. Schriftman presented the Library financials.

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

MOTION: Mr. Howard Handler made a motion to approve the October Financials, seconded by Mr. Abosch.

Vote: 5 Yes – Ken Abosch, Luisa Ellenbogen, Seth Schriftman, Howard Handler, and Kyle Stone.
The motion was approved.

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

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

-Petty Cash, Check 723	\$	40.17
-Electronic Payments, 3 ACHs, WinTrust	\$	139.85
-AP Checks 13362-13458, 11 ACHs, WinTrust	\$	<u>99,971.73</u>
The total amount presented for approval	\$	100,151.75

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

Vote: 5 Yes – Ken Abosch, Luisa Ellenbogen, Seth Schriftman, Howard Handler, Michael Goldberg, Kyle Stone and Emily Wallace.

The motion was approved.

5. VILLAGE LIAISON REPORT

Mr. Bill Seiden gave the Village report.

6. LIBRARY DIRECTOR'S REPORT

Ms. Amy Falasz-Peterson gave the director's report. The door counts and circulation statistics continue to grow. The LED lighting upgrade project is in progress and it is notably brighter.

7. OLD BUSINESS

A. Library Strategic Planning Update: Survey Information

A committee of staff and board members are meeting to compile information with the goal to present a draft at the December board meeting.

B. Staff Holiday Party Plan

We've decided to focus on Fun & Food at DPL for the holiday party on January 20th; the time and scope of activities is to be determined.

8. NEW BUSINESS

A. MakerSpace Use Policy (ACTION)

The new MakerSpace policy encapsulates the spirit of the space as it fits DPL. The board engaged in a lively discussion and were able to ask MakerSpace Manager, Mr. Ted Gray specific questions about the MakerSpace when applicable.

MOTION: Mr. Schriftman made a motion to approve the MakerSpace Use Policy, seconded by Ms. Ellenbogen.

Vote: 5 Yes – Ken Abosch, Luisa Ellenbogen, Seth Schriftman, Howard Handler, and Kyle Stone.
The motion was approved.

B. 3D Printing Policy (ACTION)

MOTION: Mr. Schriftman made a motion to approve the 3D Printing Policy, seconded by Mr. Stone.

Vote: 5 Yes – Ken Abosch, Luisa Ellenbogen, Seth Schriftman, Howard Handler, and Kyle Stone.
The motion was approved.

C. Patron Behavior Policy (ACTION)

The larger board discussed with the members of the policy committee the language of the proposed policy and came to an agreeable solution.

MOTION: Mr. Schriftman made a motion to approve the Patron Behavior Policy, seconded by Mr. Stone.

Vote: 5 Yes – Ken Abosch, Luisa Ellenbogen, Seth Schriftman, Howard Handler, and Kyle Stone.
The motion was approved.

D. Employee Handbook (ACTION)

MOTION: Mr. Schriftman made a motion to approve the update to the Employee Handbook change, seconded by Mr. Stone.

Vote: 5 Yes – Ken Abosch, Luisa Ellenbogen, Seth Schriftman, Howard Handler, and Kyle Stone
The motion was approved.

E. Circulation Policy (ACTION)

MOTION: Mr. Goldberg made a motion to approve the Circulation Policy, seconded by Mr. Stone.

Vote: 4 Yes – Ken Abosch, Luisa Ellenbogen, Seth Schriftman, and Kyle Stone.
1 No - Howard Handler.
The motion was approved.

F. FY 2023 Per Capita Grant Application: Standards Review Chapters 7-13 (Discussion)

The Board reviewed the checklists as required for the Per Capita grant application.

9. OTHER

10. STAFF PRESENTATION: Ted Gray, MakerSpace Manager

Mr. Gray gave a brief tour of the uses in the MakerSpace in the actual space. Mr. Gray spoke to the affordability of DPL's MakerSpace as a space to learn and develop one's own craft. Mr. Gray answered any questions board members or members of the community had while showcasing crafts that can be made using MakerSpace equipment.

11. ADJOURNMENT

At 7:51 p.m., Mr. Schriftman made a motion to adjourn the meeting, seconded by Mr. Stone.

5 Yes – Ken Abosch, Luisa Ellenbogen, Seth Schriftman, Howard Handler, and Kyle Stone.

The motion was approved.

Luisa Ellenbogen, Secretary

Deerfield Public Library

Balance Sheet

As of November 30, 2022

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
11000 Cash and Investments - General	0.00
11100 General Operating - WinTrust	810,980.78
11200 Payroll - WinTrust	244,598.96
11300 E-Pay - WinTrust	23,462.75
11400 Deposits - Bank Financial	1,524.16
11500 Petty Cash - Bank Financial	2,392.07
11600 Max-Safe Wintrust	3,766,578.80
11900 Petty Cash	574.00
Total 11000 Cash and Investments - General	4,850,111.52
14100 PMA Financial Services	
10-1410 PMA Reserve Fund	2,161,683.21
14110 PMA General Fund	0.00
60-1440 PMA Debt Service	0.00
60-1441 PMA Debt Service 2	0.00
Total 14100 PMA Financial Services	2,161,683.21
Total Bank Accounts	\$7,011,794.73
Accounts Receivable	
15120 Property Tax Receivable - 2013	24.99
Total Accounts Receivable	\$24.99
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	683,950.00
15121 Property Tax Receivable - 2013	0.00
15200 Due from Village of Deerfield	0.00
15300 Prepaid Expenses	280.00
15400 Accrued Revenue - General	0.00
Total Other Current Assets	\$5,070,734.80
Total Current Assets	\$12,082,554.52

Deerfield Public Library

Balance Sheet

As of November 30, 2022

	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	-5,242,342.00
Total 19000 Capital Assets	9,704,568.12
Total Fixed Assets	\$9,704,568.12
Other Assets	
15110 Deferred Outflows of Resources	656,318.74
15120 Deferred Outflows of Resources - OPEB	257,403.00
19900 Due From Other Activity	0.00
Total Other Assets	\$913,721.74
TOTAL ASSETS	\$22,700,844.38
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
21000 Accounts Payable	53,382.77
Total Accounts Payable	\$53,382.77
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	0.00
22200 Deferred Compensation	0.00
22300 Withholdings	-7,731.30

Deerfield Public Library

Balance Sheet

As of November 30, 2022

	TOTAL
Total 22000 Payroll Liabilities	-7,730.90
22395 FSA Payable	475.85
23000 Due to Village - Short Term	0.00
24000 Accrued Expenses	0.00
25000 Deferred Inflows of Resources	1,158,598.44
25100 Deferred Property Taxes	4,386,500.00
Total 25000 Deferred Inflows of Resources	5,545,098.44
25110 Unearned Property Taxes-2011a	683,950.00
25120 Unearned Prop Taxes -20132	0.00
25500 Deferred Inflows of Resources - OPEB	82,772.00
25902 Unearned Impact Fee - AMLI Proj	0.00
26300 Net Pension liability	147,698.00
29000 Due To Other Activity Bank Acct	0.00
Total Other Current Liabilities	\$6,452,263.39
Total Current Liabilities	\$6,505,646.16
Long-Term Liabilities	
26000 Noncurrent Liabilities	
26009 Compensated Absences	83,463.00
26100 Other Postemployment Benefits	607,165.00
26200 Due to Village - Long Term Debt	5,429,999.74
Total 26000 Noncurrent Liabilities	6,120,627.74
Total Long-Term Liabilities	\$6,120,627.74
Total Liabilities	\$12,626,273.90
Equity	
31000 Opening Bal Equity	0.00
32000 Fund Balance, Beginning	4,370,605.25
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	369,975.10
33000 Investment in Capital Assets	10,203,278.12
33050 Debt Related to Capital Assets	-6,969,999.74
Total 33000 Investment in Capital Assets	3,233,278.38
Net Income	-358,948.00
Total Equity	\$10,074,570.48
TOTAL LIABILITIES AND EQUITY	\$22,700,844.38

Deerfield Public Library

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

January - December 2022

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
41000 Taxes				
41100 Property Tax	4,215,977.26	4,387,720.00	-171,742.74	96.09 %
41200 Replacement Tax	126,105.27	25,000.00	101,105.27	504.42 %
60-4110 Property Taxes - Debt Service 2021	6,065.54	683,950.00	-677,884.46	0.89 %
Total 41000 Taxes	4,348,148.07	5,096,670.00	-748,521.93	85.31 %
42000 Fees & Fines				
42100 Material Fees	3,901.96	10,000.00	-6,098.04	39.02 %
42200 Non-Resident Fees	6,678.22	5,000.00	1,678.22	133.56 %
42300 Printing/Copying Fees	4,398.20	4,000.00	398.20	109.96 %
Total 42000 Fees & Fines	14,978.38	19,000.00	-4,021.62	78.83 %
43000 Investment Income				
43100 Interest - General	58,737.16	5,000.00	53,737.16	1,174.74 %
43200 Interest - Reserve	10,651.13	5,000.00	5,651.13	213.02 %
Total 43000 Investment Income	69,388.29	10,000.00	59,388.29	693.88 %
44000 Grants				
44100 State Grant				
44150 Per Capita Grant	28,314.10	20,000.00	8,314.10	141.57 %
Total 44100 State Grant	28,314.10	20,000.00	8,314.10	141.57 %
Total 44000 Grants	28,314.10	20,000.00	8,314.10	141.57 %
45000 Gifts and Contributions				
45100 General Donations	127.14	500.00	-372.86	25.43 %
45500 Friends Contributions	0.00	5,000.00	-5,000.00	0.00 %
Total 45100 General Donations	127.14	5,500.00	-5,372.86	2.31 %
Total 45000 Gifts and Contributions	127.14	5,500.00	-5,372.86	2.31 %
49000 Miscellaneous Revenue				
49009 Miscellaneous	89.71	500.00	-410.29	17.94 %
49065 Sale of Surplus Materials	539.42	500.00	39.42	107.88 %
Total 49000 Miscellaneous Revenue	629.13	1,000.00	-370.87	62.91 %
Total Income	\$4,461,585.11	\$5,152,170.00	\$ -690,584.89	86.60 %
GROSS PROFIT	\$4,461,585.11	\$5,152,170.00	\$ -690,584.89	86.60 %
Expenses				
50000 General Expenses				
51000 Personnel Expenses				
51100 Salaries	2,180,306.71	2,359,500.00	-179,193.29	92.41 %
51200 FICA	164,724.67	180,570.00	-15,845.33	91.22 %
51300 Health/Misc Benefits	288,166.42	353,400.00	-65,233.58	81.54 %
51400 Pension Contribution	199,498.85	226,000.00	-26,501.15	88.27 %
51500 Other Benefits	5,962.77	9,000.00	-3,037.23	66.25 %
51600 Staff Enrichment	2,497.58	4,000.00	-1,502.42	62.44 %
Total 51000 Personnel Expenses	2,841,157.00	3,132,470.00	-291,313.00	90.70 %

Deerfield Public Library

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

January - December 2022

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
52000 Facility Expenses				
52100 Interior Facility Maintenance	52,924.80	60,000.00	-7,075.20	88.21 %
52200 Facility Equipment Maintenance	85,200.17	60,000.00	25,200.17	142.00 %
52300 Exterior Building Maintenance	23,405.52	20,000.00	3,405.52	117.03 %
52400 Utilities				
52410 Water	2,683.11	3,000.00	-316.89	89.44 %
52430 Telephone - Voice	14,078.22	15,000.00	-921.78	93.85 %
52440 Data Lines	10,698.14	28,000.00	-17,301.86	38.21 %
Total 52400 Utilities	27,459.47	46,000.00	-18,540.53	59.69 %
52500 Minor Furnishings & Equipment	19,339.24	20,000.00	-660.76	96.70 %
Total 52000 Facility Expenses	208,329.20	206,000.00	2,329.20	101.13 %
53000 Library Materials				
53100 Periodicals	16,586.12	16,500.00	86.12	100.52 %
53200 Adult Materials-Books				
53221 Books - Adult Non-Fiction	34,589.02	40,000.00	-5,410.98	86.47 %
53222 Books-Adult Fiction	39,902.08	60,000.00	-20,097.92	66.50 %
Total 53200 Adult Materials-Books	74,491.10	100,000.00	-25,508.90	74.49 %
53300 Audio Visual Materials				
53320 Audio Visual - Adult	51,191.04	65,000.00	-13,808.96	78.76 %
53340 Audio Visual - Youth	11,078.66	15,000.00	-3,921.34	73.86 %
Total 53300 Audio Visual Materials	62,269.70	80,000.00	-17,730.30	77.84 %
53400 Youth Materials-Books				
53241 Books - Youth & Teens	46,301.82	70,000.00	-23,698.18	66.15 %
53550 Literacy Support - Youth	3,318.32	4,000.00	-681.68	82.96 %
Total 53400 Youth Materials-Books	49,620.14	74,000.00	-24,379.86	67.05 %
53501 Electronic Resources				
53500 E-Resources	278,828.38	295,000.00	-16,171.62	94.52 %
Total 53501 Electronic Resources	278,828.38	295,000.00	-16,171.62	94.52 %
53600 Non-Traditional Resources	5,784.48	10,000.00	-4,215.52	57.84 %
Total 53000 Library Materials	487,579.92	575,500.00	-87,920.08	84.72 %
54000 Library Programs				
54100 Admin Programs	1,541.20	4,000.00	-2,458.80	38.53 %
54150 Outreach Programs	1,458.37	1,500.00	-41.63	97.22 %
54210 Adult Programs	23,826.49	25,000.00	-1,173.51	95.31 %
54400 Youth Programs	26,208.04	28,000.00	-1,791.96	93.60 %
Total 54000 Library Programs	53,034.10	58,500.00	-5,465.90	90.66 %
55000 Technology				
55350 Software & Licenses	230,686.98	190,000.00	40,686.98	121.41 %
55360 IT Support	96,231.25	110,000.00	-13,768.75	87.48 %
55400 New Projects/equip				
56440 IT Equipment	64,353.87	75,000.00	-10,646.13	85.81 %

Deerfield Public Library

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

January - December 2022

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Total 55400 New Projects/equip	64,353.87	75,000.00	-10,646.13	85.81 %
Total 55000 Technology	391,272.10	375,000.00	16,272.10	104.34 %
56000 Professional/Contractual Svcs				
56009 Other Office Support	9,141.81	10,000.00	-858.19	91.42 %
56100 Insurance	36,579.00	50,000.00	-13,421.00	73.16 %
56200 Postage	7,020.77	8,250.00	-1,229.23	85.10 %
56300 Professional Printing Services	15,398.25	16,000.00	-601.75	96.24 %
56500 Professional Admin Services	23,978.28	21,000.00	2,978.28	114.18 %
56550 Cataloging Service	20,463.89	22,000.00	-1,536.11	93.02 %
56555 Professional Outreach Services	6,372.00	5,500.00	872.00	115.85 %
Total 56500 Professional Admin Services	50,814.17	48,500.00	2,314.17	104.77 %
56700 Travel for Library Services		1,000.00	-1,000.00	
Total 56000 Professional/Contractual Svcs	118,954.00	133,750.00	-14,796.00	88.94 %
56400 Supplies				
56410 General Operating Supplies	10,032.08	15,000.00	-4,967.92	66.88 %
56420 Processing Supplies	23,918.78	23,000.00	918.78	103.99 %
Total 56400 Supplies	33,950.86	38,000.00	-4,049.14	89.34 %
57000 Training/Development Expenses				
56600 Dues & Memberships	6,692.46	8,000.00	-1,307.54	83.66 %
57100 Training & Education	16,047.89	25,000.00	-8,952.11	64.19 %
57200 Training Travel	85.82	6,000.00	-5,914.18	1.43 %
Total 57000 Training/Development Expenses	22,826.17	39,000.00	-16,173.83	58.53 %
Total 50000 General Expenses	4,157,103.35	4,558,220.00	-401,116.65	91.20 %
61000 Capital Expenses				
61100 Facility Improvements	21,114.71	50,000.00	-28,885.29	42.23 %
Total 61000 Capital Expenses	21,114.71	50,000.00	-28,885.29	42.23 %
70000 Debt Service				
60-7010 Debt Service 2021 Interest (Payments)	683,950.00	253,950.00	430,000.00	269.32 %
60-7020 Debt Service 2021 Principal (Payments)		430,000.00	-430,000.00	
Total 70000 Debt Service	683,950.00	683,950.00	0.00	100.00 %
Total Expenses	\$4,862,168.06	\$5,292,170.00	\$ -430,001.94	91.87 %
NET OPERATING INCOME	\$ -400,582.95	\$ -140,000.00	\$ -260,582.95	286.13 %
NET INCOME	\$ -400,582.95	\$ -140,000.00	\$ -260,582.95	286.13 %



Master Total Portfolio Report

Report as of 11/30/2022

PMA Financial Network
 2135 CityGate Lane
 7th Floor
 Naperville, IL 60563
 Phone: 630-657-6400
 Fax: 630-718-8701

Deerfield Public Library (80226-102 - Reserve Fund)

Type	Holding ID	Settle Date	Maturity	FDIC #	Instrument	Cost	Par-Val/Mat. Val	Rate
ISC		11/30/2022			ISC Balance	\$295,146.89	\$295,146.89	
SEC	SEC-50883-1	02/25/2022	02/24/2023	33664	STATE BANK INDIA	\$247,195.56	\$247,000.00	0.770
SEC	SEC-51368-1	03/14/2022	03/14/2023	34519	MERRICK BANK	\$52,041.44	\$52,000.00	0.720
SEC	SEC-51366-1	03/16/2022	03/16/2023	33124	GOLDMAN SACHS BANK USA	\$98,077.80	\$98,000.00	0.770
SEC	SEC-50455-1	02/11/2022	08/11/2023	18569	PEOPLES STATE BANK WISC	\$100,044.68	\$100,000.00	0.570
SEC	SEC-50454-1	02/09/2022	02/09/2024	33124	GOLDMAN SACHS BANK USA	\$150,000.00	\$150,000.00	1.000
SEC	SEC-50882-1	02/18/2022	02/20/2024	35141	BMW BANK NORTH AMERICA	\$248,245.14	\$248,000.00	1.150
SEC	SEC-51365-1	03/16/2022	03/18/2024	33954	CAPITAL ONE BANK USA NA	\$247,000.00	\$247,000.00	1.600
SEC	SEC-52553-1	05/04/2022	05/06/2024	4297	CAPITAL ONE NA	\$246,239.16	\$246,000.00	2.600
CD	CD-295000-1	10/19/2022	10/18/2024	9450	FIRST BANK OF OHIO	\$228,000.00	\$248,029.80	4.393
SEC	SEC-56853-1	10/21/2022	10/21/2024	3511	WELLS FARGO BANK NA	\$249,692.54	\$249,000.00	4.355
Sub Totals →						\$2,161,683.21	\$2,180,176.69	

Totals →						\$2,161,683.21	\$2,180,176.69	
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Deerfield Public Library					
Check Detail					
For the Regular Board Meeting on December 21, 2022					
Summary					Amount
11300 WinTrust E Pay	4 ACHs				\$141.78
11100 WinTrust General Operating	Check Num 13459 - 13495, 12 ACHS				\$665,845.44
Total Payments to Approve					\$665,987.22
Date	Num	Vendor	Memo	Amount	Account Num
11300 WinTrust E Pay -8926					
12/1/2022	ACH	Heartland Payment Systems	Merchant CC Processing Fees	79.86	56009
12/5/2022	ACH	American Express Govt Svcs	Merchant CC Processing Fees	1.46	56009
12/5/2022	ACH	PayPal, Inc.	Merchant CC Processing Fees	25.40	56009
12/5/2022	ACH	Chase Paymentech	Merchant CC Processing Fees	35.06	56009
Total for 11300 WinTrust E Pay -8926				141.78	
11100 WinTrust General Operating -2997					
11/21/2022	13459	Greg Alexander	Professor Moptop Presents: Holiday Music	200.00	54210
11/21/2022	13460	Otis Elevator Company	Logistics & Fuel Impact Fee	125.00	52200
11/21/2022	13461	EBSCO Industries Inc., dba Ebsco Information Services	Magazine Subscriptions Annual Renewal 2023	10,548.50	53100
11/21/2022	13462	Scientific Spectrum	Service Call for Laser Engraver Check Up	312.50	56440
11/21/2022	13463	OverDrive, Inc.	eBooks - November 2022	4,443.66	53500
11/21/2022	13464	Deborah Nelson	Podcast Honorarium - 11/04/22	200.00	54210
11/21/2022	13465	Kodo Kids	Spectrum Light Lab, Screen Protectors, Rainbow Pegs, Animal X-Ray, Harlekin, Clear Pegs	2,646.50	54400
11/21/2022	13466	Lechner and Sons	Lobby Mats 11/15/22	117.41	52100
11/21/2022	13467	Peerless Network, Inc.	Phone Support Maintenance 11/15/22-12/14/22	1,332.44	52430
11/21/2022	13468	Sikich LLP	Automation Support for Servers & Workstations & StorageCraft Cloud Storage - December 2022	6,580.00	55350, 55360
11/21/2022	13469	Fox Valley Fire & Safety Company, Inc.	Fire Extinguishers Annual Maintenance & Fire Alarm Radio Monitoring Quarterly Lease - November 2022	386.15	52200
11/21/2022	13470	Anderson Pest Solutions	Pest Management - October 2022	71.40	52100
11/21/2022	13471	Village of Deerfield	Fuel & Garage Fees - October 2022	47.27	52200
11/21/2022	13472	Vogue Printers	Winter 2022-2023 Browsing Newsletter	3,297.00	56300
12/8/2022	13473	Baker & Taylor	Book & Processing Supplies - November 2022	37.12	53221, 56420
12/8/2022	13474	Midwest Tape 200007021	Acquisitions for AV, Processing Supplies & Cataloging Service - November 2022	4,220.99	53320, 53340, 56420, 56550
12/8/2022	13475	Otis Elevator Company	Elevator Maintenance Service 2022-2023 & Pressure Valve, Fire Alarm Testing and Witness Fee	3,481.84	52200
12/8/2022	13476	Deerfield High School	DHS Chamber Orchestra Holiday Concert Program	150.00	54210
12/8/2022	13477	James Martin Associates, Inc.	3% Fuel Surcharge per contract for: August - November 2022	63.83	52300
12/8/2022	13478	CDW Government, Inc.	Monitor, Keyboard & Mouse, Axis Tile Grid, Desktop Computer for Service Desk, Warranty	989.39	56440
12/8/2022	13479	OverDrive, Inc.	eBooks - November 2022	7,726.92	53500
12/8/2022	13480	Ingram Library Services LLC	Acquisitions for Books, AV, and Processing Supplies - November 2022	15,521.41	53221, 53222, 53241, 53320, 53550, 56420
12/8/2022	13481	Parties with Character	Final Payment (4) Character Storytime visits Fall 2022 (9/6, 10/12, 11/11, 12/21)	530.00	54400
12/8/2022	13482	Rose Paving, LLC	Concrete Curb Replacement & Bollard in Library Parking Lot by Drive up Drop Boxes	8,950.00	52300
12/8/2022	13483	ACC Business	Internet Service 10/11/22-11/10/22	902.22	52440
12/8/2022	13484	Lechner and Sons	Lobby Mats 11/29/22	117.41	52100
12/8/2022	13485	State Industrial Products	Air Care Program	191.60	52100
12/8/2022	13486	Marcive, Inc.	Authority Processing - November 2022 & Annual Delete File	776.71	56550
12/8/2022	13487	DBR Chamber of Commerce	Membership Dues - 2023	295.00	56600
12/8/2022	13488	Best Quality Cleaning	Monthly Cleaning - December 2022	2,225.00	52100

12/8/2022	13489	Jamie Gehin	Reimburse for Candy purchased for Gingerbread Houses Program 2022	61.57	54210
12/8/2022	13490	Team One Repair, Inc.	Sticky Receipt Paper	1,014.00	56410
12/8/2022	13491	Suburban Elevator Company	Annual Elevator Testing	450.00	52200
12/8/2022	13492	Demco, Inc.	New Furniture for Teen/Youth Department	3,406.76	61100
12/8/2022	13493	Kanopy Inc.	Pay Per Use Program	362.00	53500
12/8/2022	13494	Midwest Tape	Hoopla Subscription - November 2022	3,748.39	53500
12/8/2022	13495	Lucas Holdings, LLC	Library Cards (5,000)	1,129.50	56410
11/10/2022	ACH	Postmaster (USPS)	Bulk Mailing Postage for Winter Browsing 2022-2023	982.14	56200
11/15/2022	ACH	De Lage Landen Financial Services, Inc.	Monthly Lse for 7 Copiers and 3 Printers - November 2022	1,808.72	55360
11/22/2022	ACH	AT&T	Voice Lines: 9/29/22-10/28/22	338.94	52430
11/22/2022	ACH	Village of Deerfield	Library Debt Service Payment	556,975.00	60-7010
11/25/2022	ACH	Wex Health, Inc.	FSA Monthly Fees - November 2022	54.90	51500
12/1/2022	ACH	Village of Deerfield	Water & Sewer-October 2022	102.92	52410
12/1/2022	ACH	Village of Deerfield	Water & Sewer-October 2022	99.10	52410
12/1/2022	ACH	Amazon	Invoice #: 1GGN-K9WL-7JH3 Invoice Date: 12/01/2022 for November 2022 Credit Memo#: 1PXR-7PGJ-6KV3- November 2022	8,669.26	51600, 52500, 53222, 53241, 53320, 53550, 53600, 54100, 54210, 54400, 56410, 56420, 56440
12/4/2022	ACH	Comcast Cable	Patron Internet Service 11/16/22-12/15/22	200.62	52440
12/5/2022	ACH	Google, Inc.	Google Apps - December 2022	1,053.00	55350
12/6/2022	ACH	De Lage Landen Financial Services, Inc.	Monthly Lse for 7 Copiers and 3 Printers - December 2022	1,808.72	55360
12/13/2022	ACH	First Bank Mastercard	November 2022 Credit Card Payment	7,092.63	20001-20014
Total for 11100 WinTrust General Operating -2997				665,845.44	

Deerfield Public Library
Credit Card Transactions by Account Holder
As of 12/08/2022
Presented for Approval December 2022

	Date	Num	Vendor	Memo	Amount	Account Description
20000 Credit Cards Payable						
20001 Admin - 4734						
	12/08/2022	AD 11/09/22	MailChimp	E-Newsletter Mailing Monthly Subscription	69.99	Outreach Programs
	12/08/2022	AD 11/15/22	Spotify	Spotify for iPads Monthly Subscription	15.99	Youth Programming
	12/08/2022	AD 11/15/22	DBR Chamber of Commerce	Community Networking Event 12/8/22 - Falasz-Peterson	45.00	Training & Education
	12/08/2022	AD 11/19/22	Otter.AI	Meeting Notes Sharing Application - Subscription	99.99	Software & Licenses
	12/08/2022	AD 11/28/22	Cherry Pit Cafe	Lunch for Zoe's First Day	46.88	Staff Enrichment
	12/08/2022	AD 11/30/22	VistaPrint	New Business Cards for Zoe Garden	26.99	General Operating Supplies
	Total for 20001 Admin - 4734				304.84	
20002 Business Office - 1381						
	12/08/2022	BO 11/09/22	Vista Print	New Business Cards: Emily, Grace & Zach	50.99	General Operating Supplies
	12/08/2022	BO 11/11/22	HeadSpace for Work	Annual Subscription	1,273.47	Other Benefits
	12/08/2022	BO 11/14/22	Rosati's Pizza	Food for United Way Volunteer Event	107.13	Admin Programs
	12/08/2022	BO 11/14/22	Ultimate Screen Printing	Fleece, Polo, and Vest Order for Staff	532.00	Staff Enrichment
	12/08/2022	BO 11/14/22	DBR Chamber of Commerce	Community Networking Event 12/8/22 - DeCorrevont	45.00	Training & Education
	12/08/2022	BO 11/23/22	City BBQ	BBQ Lunch for Staff 11/23	174.21	Staff Enrichment
	12/08/2022	BO 11/23/22	Intuit	Reorder of Checks	297.37	General Operating Supplies
	12/08/2022	BO 11/29/22	Rosati's Pizza	Food for Lunch & Learn 11/29/22	140.00	Admin Programs
	12/08/2022	BO 11/30/22	Quill	Restock of Supplies for Admin, Graphic Room & Staff Lounge	169.05	General Operating Supplies
	12/08/2022	BO 12/05/22	Government Finance Officers Assoc.	Renewal of Membership - DeCorrevont	160.00	Membership & Dues
	12/08/2022	BO 12/06/22	Uline	Large Craft Paper Holder	164.90	Facility Improvements
	Total for 20002 Business Office - 1381				3,114.12	
20003 Info Technology (IT) - 5382						
	12/08/2022	IT 11/09/22	Adobe	Staff Creative Cloud All Apps Monthly Subscription	54.99	Software & Licenses
	12/08/2022	IT 11/11/22	Hesk	Annual Renewal for Library HelpDesk Software	211.44	IT Support
	12/08/2022	IT 11/15/22	Hesk	Sales Tax Credit	-12.44	IT Support
	12/08/2022	IT 11/21/22	Adobe	IT Staff Creative Cloud Monthly Subscription	52.99	Software & Licenses
	12/08/2022	IT 12/01/22	Liberated Syndication	Podcasting Hosting	20.00	Software & Licenses
	12/08/2022	IT 12/06/22	Telestream	Software Upgrade used by Adult Services	62.69	Software & Licenses
	Total for 20003 Info Technology (IT) - 5382				389.67	
20007 Adult Services - 2368						
	12/08/2022	AS 11/09/22	Bloomberg	Annual Bloomberg Business Week Subscription - Print & Online	399.00	Periodicals
	12/08/2022	AS 11/11/22	Apple	Roku Monthly Subscription - Apple TV	4.99	E-Resources
	12/08/2022	AS 11/11/22	Apple	Roku Monthly Subscription - Apple TV	4.99	E-Resources
	12/08/2022	AS 11/14/22	Netflix	Roku Monthly Subscription	19.99	E-Resources
	12/08/2022	AS 11/17/22	Netflix	Roku Monthly Subscription	19.99	E-Resources
	12/08/2022	AS 11/18/22	Disney Plus	Roku Monthly Subscription	12.99	E-Resources
	12/08/2022	AS 11/20/22	Apple	Roku Monthly Subscription - Apple TV - Addtl 3 Rokus Purchased	4.99	E-Resources
	12/08/2022	AS 11/20/22	Apple	Roku Monthly Subscription - Apple TV - Addtl 3 Rokus Purchased	4.99	E-Resources
	12/08/2022	AS 11/20/22	Apple	Roku Monthly Subscription - Apple TV - Addtl 3 Rokus Purchased	4.99	E-Resources
	12/08/2022	AS 11/23/22	Etsy	Felt Games for Youth	87.21	Literacy Support - Youth
	12/08/2022	AS 11/23/22	Etsy	Sales Tax Refund	-6.46	Literacy Support - Youth
	12/08/2022	AS 11/25/22	Acorn TV	Annual Fee for Subscription	69.99	E-Resources
	12/08/2022	AS 11/30/22	Netflix	Roku Monthly Subscription	19.99	E-Resources
	12/08/2022	AS 12/01/22	Chicago Tribune	Lake County News-Sun Subscription thru 02/04/23	39.50	Periodicals
	12/08/2022	AS 12/01/22	Acorn TV	Annual Fee for Subscription	69.99	E-Resources
	12/08/2022	AS 12/01/22	Acorn TV	Annual Fee for Subscription	69.99	E-Resources
	12/08/2022	AS 12/02/22	DisneyPlus	Roku Monthly Subscription	7.99	E-Resources
	12/08/2022	AS 12/03/22	DisneyPlus	Roku Monthly Subscription	12.99	E-Resources
	12/08/2022	AS 12/05/22	DisneyPlus	Roku Monthly Subscription	-7.99	E-Resources
	12/08/2022	AS 12/05/22	PayPal - Steve Hargadon	Training: "1st Amendment Auditors in the Library: Our Safe, Legal, and Reasonable Response" - A.Jamieson	99.00	Training & Education
	12/08/2022	AS 12/06/22	Amazon	Kindle E-Books	13.99	E-Resources

12/08/2022	AS 12/06/22	Amazon	Kindle E-Books	14.99	E-Resources
12/08/2022	AS 12/06/22	Amazon	Kindle E-Books	14.99	E-Resources
12/08/2022	AS 12/06/22	Amazon	Kindle E-Books	14.99	E-Resources
12/08/2022	AS 12/06/22	Amazon	Kindle E-Books	14.99	E-Resources
12/08/2022	AS 12/06/22	Amazon	Kindle E-Books	14.99	E-Resources
12/08/2022	AS 12/06/22	Amazon	Kindle E-Books	14.99	E-Resources
12/08/2022	AS 12/06/22	Amazon	Kindle E-Books	14.99	E-Resources
12/08/2022	AS 12/06/22	Amazon	Kindle E-Books	14.99	E-Resources
12/08/2022	AS 12/06/22	Amazon	Kindle E-Books	15.99	E-Resources
12/08/2022	AS 12/07/22	Amazon	Kindle E-Books	14.99	E-Resources
Total for 20007 Adult Services - 2368				1,119.00	
20009 Outreach Coord - 2042					
12/08/2022	OC 11/08/22	DBR Chamber of Commerce	Community Networking Event 12/8/22 - Hoffman	45.00	Training & Education
12/08/2022	OC 12/02/22	Illinois Library Association	iRead - Resource Guide for Summer Reading	15.00	Training & Education
Total for 20009 Outreach Coord - 2042				60.00	
20010 Adult Prog Coord - 5416					
12/08/2022	APC 11/08/22	Walgreens	Additional Snacks for Movie Night Program	8.58	Adult Programming
12/08/2022	APC 11/09/22	Deerfield Golf Club	Fee for Trivia Night in October	180.00	Adult Programming
12/08/2022	APC 11/17/22	Michael's	Gingerbread Houses for Program	209.79	Adult Programming
12/08/2022	APC 11/17/22	Michael's	Gingerbread Houses for Staff	69.93	Staff Enrichment
12/08/2022	APC 11/18/22	Apple	Roku Monthly Subscription - Apple TV - Add'l 3 Rokus Purchased	4.99	E-Resources
12/08/2022	APC 11/23/22	Zoom	Monthly Subscription	54.99	Adult Programming
12/08/2022	APC 12/04/22	Foreign Policy Association	Great Decisions Materials for 2023	42.82	Books - Adult Non-Fiction
12/08/2022	APC 12/04/22	Foreign Policy Association	Great Decisions Materials for 2023	47.83	Audio Visual - Adult
12/08/2022	APC 12/06/22	Long Grove Confectionery	Candy purchased for Gingerbread Houses for Staff	32.95	Staff Enrichment
Total for 20010 Adult Prog Coord - 5416				651.88	
20011 Youth Prog Coord - 1971					
12/08/2022	YPC 11/08/22	Michael's	(50) Gingerbread House Kits for Program	454.50	Youth Programming
12/08/2022	YPC 11/22/22	Oriental Trading Co.	Craft Kits for Grab & Go & STEM Activities	810.49	Youth Programming
12/08/2022	YPC 12/06/22	Chicago Book & Journal	ALA Early Literacy Calendar 2023	29.76	Literacy Support - Youth
Total for 20011 Youth Prog Coord - 1971				1,294.75	
20012 Youth Coord - 1259					
12/08/2022	YC 12/01/22	Matterport	Monthly Subscription	9.99	Software & Licenses
12/08/2022	YC 12/02/22	Michael's	Daily Planner - K. Henry	33.44	General Operating Supplies
Total for 20012 Youth Coord - 1259				43.43	
20013 Teen Services - 6330					
12/08/2022	TS 11/21/22	Secure Entertainment	Security Cases for Teen Gaming Station	114.94	IT Equipment
Total for 20013 Teen Services - 6330				114.94	
Total for 20000 Credit Cards Payable				7,092.63	

Director's Report: December 2022

FYI

- Each board member should have received an invite to the Library Holiday Party on Friday, January 20, 2023. Please RSVP by January 10, 2023.
- Under Old Business, I will provide an update on the Library Strategic Plan.
- Under New Business, the Board will discuss the recent Patron Ban.
- Article of Interest:
 - This [article](#) highlights how people's reading habits changed during the pandemic.

Personnel

- In November the library had 1 separation
 - Adult Services Assistant on November 7
- In November the library filled 1 position
 - Communications Coordinator on November 28
- [The library has 0 positions open](#)

DEPARTMENT REPORTS

Adult Services Report

Melissa Stoeger, Assistant Director of Adult & Youth Services

- Patron Assistance
 - We continue to see a rise in requests for in-person One on Ones.
 - While our study room usage was down slightly this month, they remain busy and often have wait lists after school.
- Outreach
 - Library Lifelines are still going strong and we've been growing our numbers of Books to Go patrons and deliveries. Chase has also been doing One on Ones for some of our homebound patrons.
- Programs
 - Our most popular program this month was Betty White. While some people are starting to come back for programs in person, when given a choice, the majority of adults choose to attend virtually.
 - This month our podcast guest was Deborah Nelson, University of Chicago professor and author of *Tough Enough: Arbus, Arendt, Didion, McCarthy, Sontag, Weil*. This was a great tie-in to the wrap-up of our 3 month Classics Book Discussion study of Joan Didion.
 - November's Twitch Video Game stream is a patron request -- Cult of the Lamb! This patron indicated that he watches all of our streams and really enjoys them.

- Sam and Vicki taught a TikTok Basics class and got a complimentary note from one of the attendees. She wrote "Wow!! Thank you, thank you. It was amazing."
- Collection
 - *Lessons in Chemistry* by Bonnie Garmus is the most popular adult book in the library right now. Both the print and ebooks have over 30 holds.
 - We have found that the Lego sets in our Library of Things collection are very popular with adults and children (and staff), so we have been looking for exciting new sets to add to the collection. We added the Mandalorian helmet, treehouse, viking ship and great pyramid and they had holds placed before they were even released. Lego sets are often expensive and can be cost prohibitive for many families, so we think adding them to our collection is a great way for patrons to be able to enjoy Lego.
- 1,185 Patron Questions
- 7 Library Lifelines and 10 one on ones
- 24 Books to Go
- 22 "live" programs with 231 attendees. 3 passive programs with 92 participants.
- Patrons read 9,981 "miles" for Read Around the World in November.
- 374 podcast listens
- 6,801 YouTube views
- 567 Study Room reservations (up from last month)

Business Office Report

Kelly DeCorrevont, Business Manager

- We had two hire orientations on November 4 and one new orientation on November 28
- November is open enrollment month. All 2023 insurance forms were due November 11
- Cheryl and Kelly completed Library check runs on November 9 and November 21
- Mira and Kelly completed Library payrolls on November 10 and November 22
- Kelly attended the area wide Business Managers meeting on November 17
- We hosted a Deerfield Wellness "Beating Holiday Stress" event on November 9
- We held our first volunteer event with United Way on November 15. It was a great time assembling nutritious snack packs together. Staff created almost 300 packs in 30 minutes! Here is the [presentation](#). Shout out to Mira Desai, our HR Associate for coordinating the successful staff event.



- Another staff event we did together was a Grab & Go Fall Turkey. It was fun to make! This was coordinated and created by Jasmine Hosein, our Administrative Associate and Grace Bono, our MakerSpace Assistant.
- Kelly, Amy and Seth attended the Village Board Meeting on November 21

IT Report

Steve Wuehr, Head of IT

- Door Access Control
 - The work to add additional doors is scheduled to take place on the 19th and 20th of December. The vendor will be onsite, along with a locksmith and low voltage contractor to add the additional doors to the card access system.
- Website Refresh
 - I have started working with our new Communications Coordinator regarding the layout and function of the new website. Zoe has jumped right in with helping to keep the new site maintained and updated.
- Computer Refresh
 - We will continue to replace workstations as they are received. Adult Services is complete and we're waiting on machines for Support services to arrive. Additionally, given the age of devices in Youth Services and issues being experienced we will start the process of replacing those machines as well. The current devices will be evaluated and anything that is still in good working order can be configured as spare devices.
- Server Work
 - We are in the process of beginning to phase out server operating systems that will be reaching the end of support in 2023. This will be necessary to ensure we are running currently supported operating systems that are capable of receiving security updates.
 - Expanding our use of Google Workspace

- Work continues on this project. As we continue on to moving adult services librarians over to laptops we will also transition their main file storage to Google. This will allow for easier access to files and information and will ensure data is regularly backed up regardless of where the device is connected.
- Intranet for staff
 - Work continues on making the staff intranet more relevant by setting it up as a repository for frequently accessed information for all staff to make finding work related information easier to find and access.
- Technology Replacement Plan
 - Work continues on a technology replacement plan that will help identify aging equipment and develop a priority based plan to replace both end user equipment and aging server and infrastructure.
- Backup system evaluation
 - We are starting to explore options to replace our existing backup system. The current system, while serviceable, is not as robust as other options out there. In the long run I believe there are better, more cost effective alternatives available to secure library data.

MakerSpace Report

Ted Gray, MakerSpace Manager

- Working to get additional counter space for the MakerSpace.
- We created a space to take pictures of patron projects with a nice background and a ring light.
- We hired Scientific Spectrum to come out and look at our laser engraver and do a tune up. He also did some training on some of the advanced settings and basic upkeep methods.
- It was a pleasure to attend the Board meeting on Wednesday Nov 16th. It was great to give everyone a tour of the space and make personalized pencils for each Board member.
- Developing spring programming ideas with the knowledge of how past programs have worked well.
- Work with IT to do a software inventory and standardize all laptops in the MakerSpace.
- Install new counter space/tables and clean up/organize even more.



- We used the laser engraver to cut out a turkey shape. Then we painted the individual pieces to create a Thanksgiving coaster.



- We used the embroidery machine to create a German/American T-Shirt. They created the design and we created an embroidery file to match it.
- We upgraded the front display case with a holiday theme. Look for new nice displays more often.
- We've done some experiments with water soluble backing in the embroidery machine to create lace effects. We've also figured out how to create free standing patches and embroidery bookmarks with this method.



- A patron made a matching set of wine glasses and a decanter for their child's wedding. A personalized wedding gift.



- The holiday season is clearly upon us and our patrons are starting to use the MakerSpace to create holiday gifts. We saw a big increase in patrons coming in to work on projects. We had our busiest month ever going past **500** visitors for the first time.

Outreach Report

Judy Hoffman, Outreach Coordinator

- **Dementia Friendly Community/Memory Cafe:** For our November Memory Cafe, we had 12 attendees. For the program portion, we had a sing-a-long, led by an engaging song leader brought in by our partners at CJE Weinberg. She brought a portable keyboard and lyrics sheets for all in attendance. It was lots of fun.
- **Small Business Development Center/College of Lake County:** The Director of the SBDC (Mitch Bienvenue) contacted DPL to discuss support for local entrepreneurs. Anne Jamieson and I met online with Mitch, and shared our resources in-house and online. Mitch has also spoken to a few other libraries in the area, and plans for a group meeting upcoming.
- **Village of Deerfield/Fine Arts Commission:** I attended the November 28 meeting, along with DPL Director, to choose artwork for the new round of the Public Art Program. This will kick off on February 8 with an evening reception at the library with the artists and their artwork.
- **Meeting Rooms:** In November we had 19 meeting room reservations (-2 from October)
- **E-newsletter:** We published two e-newsletters in November, with an average open rate of 58.1%. One example of how effective the newsletter is shows with the Adult Program scheduled for December 6: Marshall Field's Windows: Behind the Scenes. Program registration increased 33% in the first 24 hours after the e-news went out.
- **Deerfield High School / DPL Summer Reading Logo Design:** We will once again be partnering with DHS teacher Tim Bleck and his AP Graphic Design class on the design of our Summer Reading logo. Work with the students will begin in late January.
- **West Deerfield Township/Dementia Friendly Community:** The Township is planning a program to introduce the initiative to area memory care agencies as well as community members. There will be speakers and displays, and will be held on a weekday afternoon at the Library.

Patron Services Report

Sayaka Suzuki, Patron Services Manager

- During the month of November we had 11,302 library visits. In October we had 10,929 library visits.
- During the month of November, 26,044 physical items circulated including renewals. In October, we had 24,935 items circulated.
- We did a total of 5 curbside pickup appointments in November.
- We did 2 Virtual Patron Library Card registrations in November.

Support Services Report

Pam Skittino, Head of Support Services

- We wrapped up our contract negotiations with Clarivate (the company that owns Innovative) and received favorable terms for a five year contract.
- Pam attended the RAILS Technical Services virtual meeting

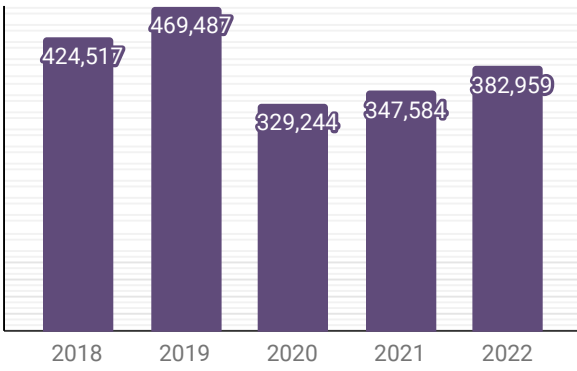
Youth Services Report

Melissa Stoeger, Assistant Director of Adult & Youth Services

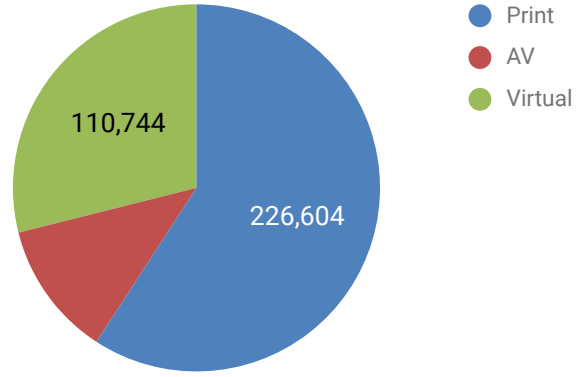
- Patron Assistance
 - Our Personalized Picks continue to be popular—we did 16 this month.
- Outreach
 - Kary gave a presentation at Shepard Middle School for **60** attendees on some of our online resources. Many of them were unaware of what we offered, and we saw an increase in usage of these databases afterwards.
 - Kary did a total of 12 outreach visits to the schools and served 310 children.
- Programs
 - Our Toddler storytimes have been incredibly popular. We moved from requiring registration to a ticketed, first come, first served system, which is working very well. We continue to keep this storytime in the large Meeting Room so we can accommodate demand. In November, all of the Toddler Times had over 40 participants.
 - We also added back Sensory Storytime on Saturday, which has also been very popular.
- Collection
 - Right now, unsurprisingly, the winter holiday books are flying off the shelves!
 - One of the most popular books in Youth Services' Parent Teacher collection is *Good Inside: A Guide to Becoming the Parent You Want to Be* by Rebecca Kennedy.
 - The *Bad Guys* series and the *Diary of a Wimpy Kid* series continue to be really popular with kids. The 16th *Bad Guys* and the 17th *Diary of a Wimpy Kid* were just released.

- Physical Space
 - We handed out 214 Stay and Play kits this month, however due to the increase in mess and cleanup (due to sand), we decided to sunset these kits. All of the toys are back out on the floor for use (except for the sand kits) and they are getting used!
 - We ordered some new furniture for the Preschool Pavillion to replace some of the worn out furniture. We have 2 new loveseats and 2 new rocker chairs, and we're still waiting for delivery of 2 more new chairs. We thank the Friends of the Library for covering the cost of the furniture!
 - A patron told us she just recently moved back to Deerfield after living in Colorado for the last 18 years and she loves what we did with the space. She specifically said "If anyone complains, they don't understand how much this was needed!"
- 829 patron questions
- 16 Personalized Picks
- 26 in-person programs with 349 attendees
- 3 Passive programs with 196 participation
- 14 Outreach programs to 400 children, teens and teachers
- 214 Stay and Play kit checkouts

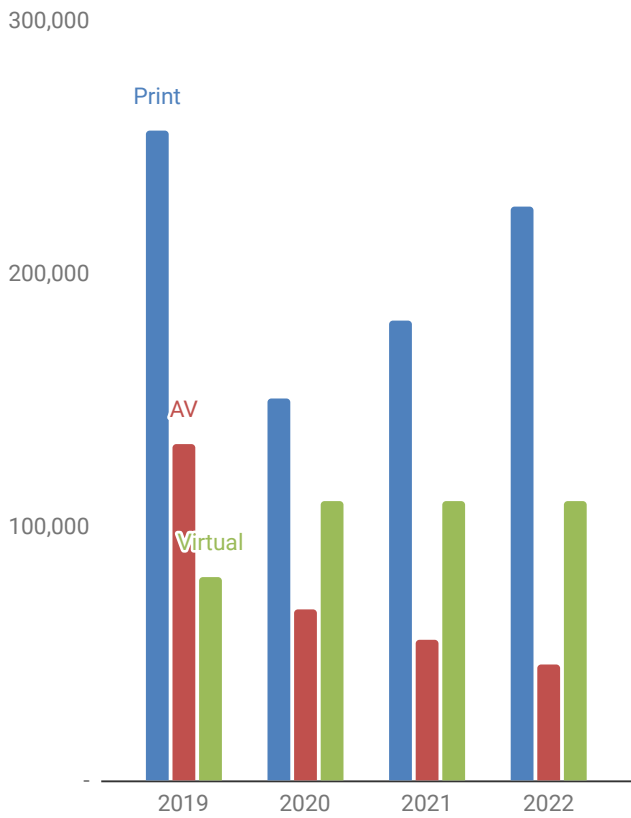
Total Circulation YTD



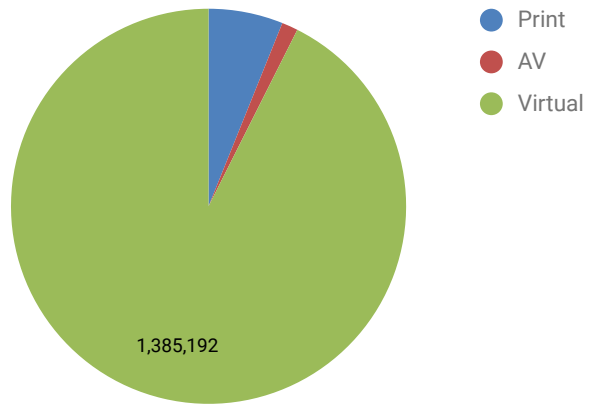
Circulation by Type YTD



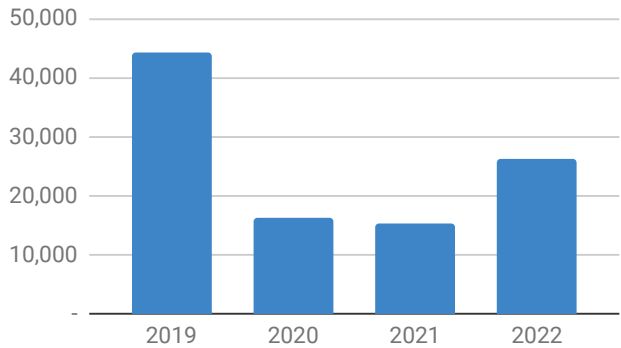
Circ Trends by Type YTD



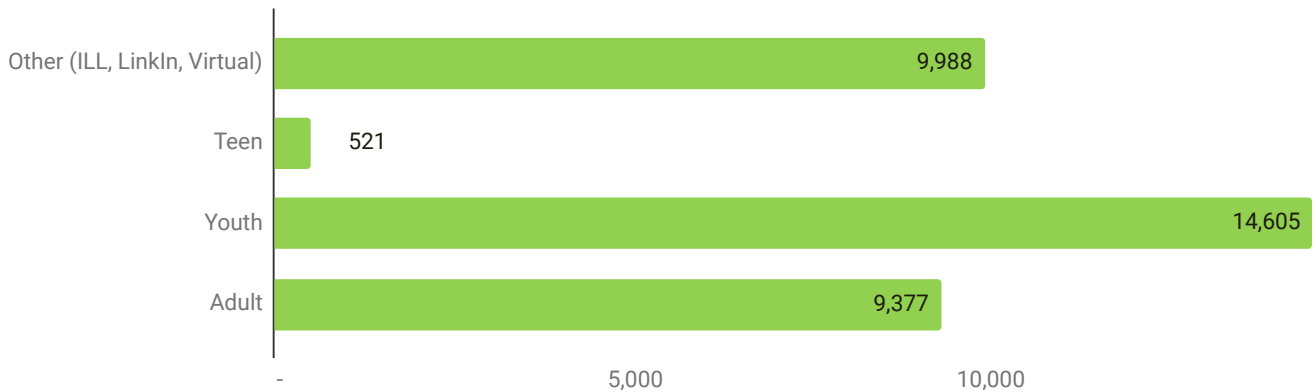
Collection by Type - November



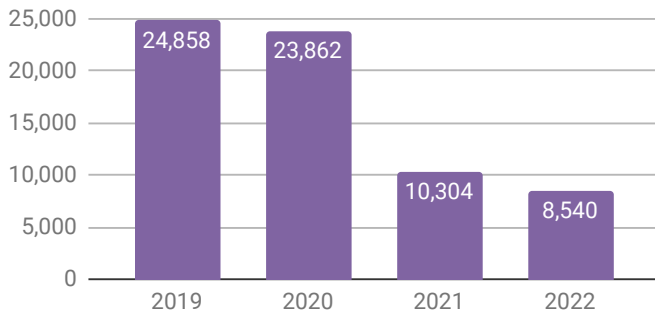
Questions Answered YTD



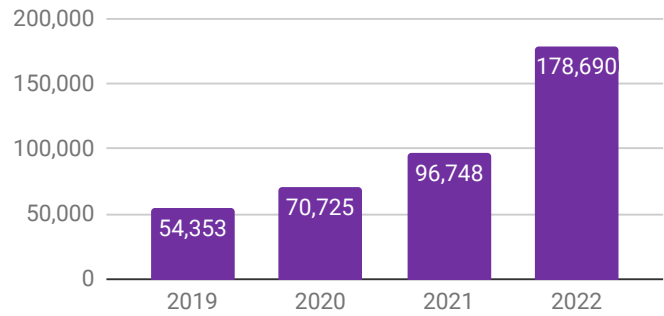
Circulation by Collection



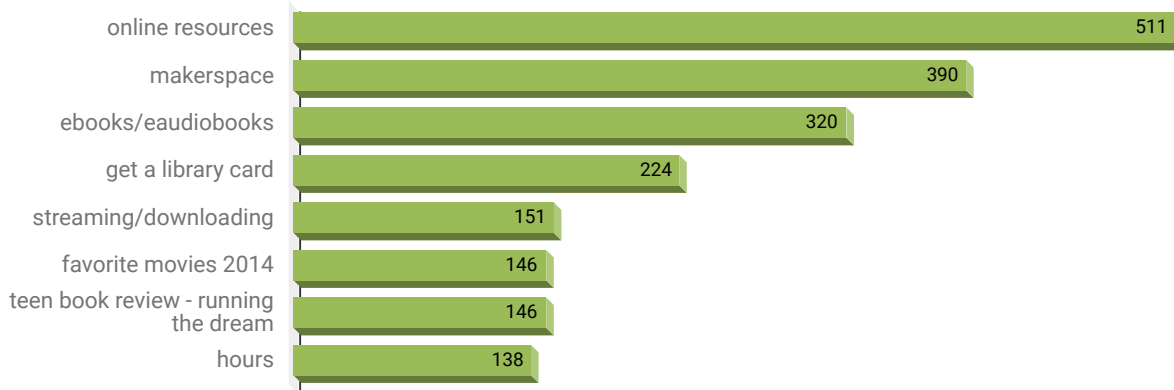
Active Program Attendance YTD



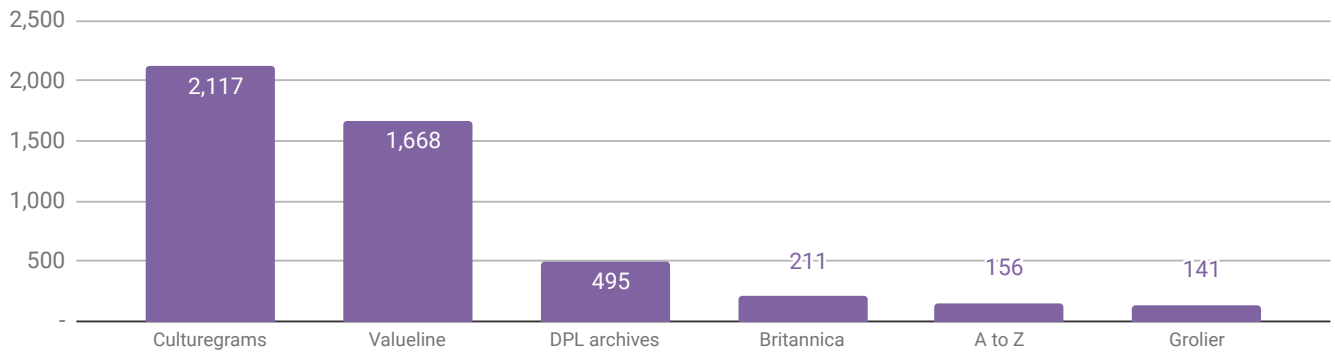
Passive program attendance YTD



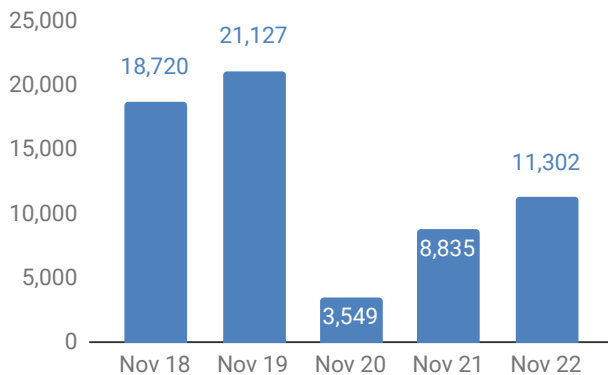
Most Popular Webpages



Most popular databases - October



Monthly Library Visits



Average Daily Attendance

