

**DEERFIELD PUBLIC LIBRARY BOARD OF TRUSTEES
MEETING AGENDA
920 Waukegan Road, Deerfield, IL, Board Room
Wednesday, February 15, 2023 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 18, 2023 Regular Meeting (ACTION)
4. TREASURER REPORT
 - A. Monthly Financials: Balance Sheet, Revenue & Expenses, Year End Payroll Liability (ACTION)
 - B. List of Checks and Payments for Approval (ACTION)
5. VILLAGE LIAISON REPORT
6. LIBRARY DIRECTOR'S REPORT
 - A. Board Meeting Location (Discussion)
7. OLD BUSINESS
 - A. Library Strategic Plan (Update)
8. NEW BUSINESS
 - A. Family Days (Discussion)
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: March 15, April 19, May 17

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

DEERFIELD PUBLIC LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES
January 18, 2023

1. ROLL CALL & CALL TO ORDER

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

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

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

Bill Seiden, Village Liaison.

Judy Geuder, Friends of the Deerfield Public Library.

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

None

3. APPROVAL OF MINUTES

A. December 21, 2022 Regular Session Meeting (ACTION)

MOTION: Ms. Emily Wallace a motion to approve the December 21, 2022 Regular Meeting minutes, seconded by Mr. Howard Handler.

Vote: 6 Yes – Ken Abosch – President, Luisa Ellenbogen – Secretary, Mike Goldberg, Howard Handler, Kyle Stone and Emily Wallace.

1 Abstain - Seth Schriftman

The motion was approved.

4. TREASURER REPORT

Mr. Schriftman presented the Treasurer Report for December.

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

MOTION: Mr. Goldberg made a motion to approve the December Financials seconded by Ms. Wallace.

Vote: 7 Yes – Ken Abosch – President, Luisa Ellenbogen – Secretary, Seth Schriftman – Treasurer, Mike Goldberg, Howard Handler, Kyle Stone and Emily Wallace.

The motion was approved.

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

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

- Check Num 724 - 725, Bank Financial	\$	92.30
-Electronic Payments, 3 ACHs, WinTrust	\$	264.43
-AP Checks 1345-13495, 12 ACHs, WinTrust	\$	<u>216,588.74</u>
The total amount presented for approval	\$	216,945.47

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

Vote: 7 Yes – Ken Abosch – President, Luisa Ellenbogen – Secretary, Seth Schriftman – Treasurer, Mike Goldberg, Howard Handler, Kyle Stone and Emily Wallace.

The motion was approved.

5. FRIENDS OF THE LIBRARY REPORT

Ms. Judy Geuder gave the Friends of the Library report noting \$13,000 in sales and double the traffic from this time last year. Two Friends of the Library board members resigned in 2022.

6. STAFF PRESENTATION: Melissa Stoeger, Assistant Director of Adult & Youth Services.

Ms. Melissa Stoeger gave a presentation about Book Censorship, specifically noting an increase in challenged books reported by the ALA.

7. VILLAGE LIAISON REPORT

Mr. Bill Seiden gave the Village report.

8. LIBRARY DIRECTOR'S REPORT

Ms. Amy Falasz- Peterson gave the director's report. She reminded the Board of the Deerfield Fine Arts Commission Public Art Reception scheduled for February 8, 2023 from 6-8 pm. We finished the LED project in December and it came in nearly \$10,000 under the original estimate.

A. Holiday Party Reminder

Ms. Falasz-Peterson reminded the board that the holiday party is starting at 5:00 PM on Friday, January 20, 2023.

9. OLD BUSINESS

A. Library Strategic Planning Update (Action)

MOTION: Mr. Kyle Stone made a motion to approve the Library Strategic Planning document, seconded by Mr. Goldberg.

Vote: 7 Yes – Ken Abosch – President, Luisa Ellenbogen – Secretary, Seth Schriftman – Treasurer, Mike Goldberg, Howard Handler, Kyle Stone and Emily Wallace.

The motion was approved.

10. NEW BUSINESS

None.

11. OTHER

None.

12. ADJOURNMENT

At 7:31 p.m., Mr. Goldberg made a motion to adjourn the meeting, seconded by Mr. Schriftman.

Vote: 7 Yes – Ken Abosch – President, Luisa Ellenbogen – Secretary, Seth Schriftman – Treasurer, Mike Goldberg, Howard Handler, Kyle Stone, and Emily Wallace.

The motion was approved.

Luisa Ellenbogen, Secretary

Deerfield Public Library
Credit Card Transactions by Account Holder
As of 02/07/2023
Presented for Approval February 15, 2023

Date	Num	Vendor	Memo	Amount	Account Description
20000 Credit Cards Payable					
20001 Admin - 4734					
02/07/2023	AD 01/09/23	MailChimp	E-Newsletter Mailing Monthly Subscription	80.00	Outreach Programs
02/07/2023	AD 01/15/23	Spotify	Spotify for iPads Monthly Subscription	15.99	Youth Programming
02/07/2023	AD 01/18/23	American Library Association	Renewal of Membership - A. Falasz-Peterson	376.00	Membership & Dues
02/07/2023	AD 02/01/23	Illinois Library Association	Illinois Dues - A. Falasz-Peterson	250.00	Membership & Dues
02/07/2023	AD 02/01/23	Panera Bread	Food for All Staff Meeting 01/31/23	253.69	Admin Programs
02/07/2023	AD 02/01/23	Illinois Library Association	Illinois Institutional Dues	300.00	Membership & Dues
Total for 20001 Admin - 4734				1,275.68	
20002 Business Office - 1381					
02/07/2023	BO 01/06/23	Quill	Dry Erase Markers	45.86	General Operating Supplies
02/07/2023	BO 01/10/23	Stop The Bleed	(2) Stop Bleed Tourniquet Kits with Celox Gauze	147.95	General Operating Supplies
02/07/2023	BO 01/11/23	Grainger	Replenish Masks	36.90	General Operating Supplies
02/07/2023	BO 01/12/23	USPS	Mailing out 1099's Certified Mail to IRS	8.93	Postage
02/07/2023	BO 01/19/23	Joe Donut	Prizes for Staff Holiday Party Games	10.00	Staff Enrichment
02/07/2023	BO 01/19/23	Chipotle	Prizes for Staff Holiday Party Games	10.00	Staff Enrichment
02/07/2023	BO 01/19/23	Whole Foods	Prizes for Staff Holiday Party Games	10.00	Staff Enrichment
02/07/2023	BO 01/19/23	Starbucks	Prizes for Staff Holiday Party Games	10.00	Staff Enrichment
02/07/2023	BO 01/19/23	Sweet Green	Prizes for Staff Holiday Party Games	10.00	Staff Enrichment
02/07/2023	BO 01/19/23	Walgreens	Prizes for Staff Holiday Party Games	40.00	Staff Enrichment
02/07/2023	BO 01/19/23	Cafe Zupas	Prizes for Staff Holiday Party Games	10.00	Staff Enrichment
02/07/2023	BO 01/20/23	American Library Association	Renewal of Membership - K. DeCorrevont	225.00	Membership & Dues
02/07/2023	BO 01/23/23	Quill	Supplies for Admin & Graphics Room	102.16	General Operating Supplies
02/07/2023	BO 01/26/23	Vista Print	DPL Logo Envelopes for Graphics Room	81.98	General Operating Supplies
02/07/2023	BO 01/26/23	The Webstaurant Store	New Pagers for Study Rooms & Computer Lab Waitlist	2,046.27	Minor Furnishings
02/07/2023	BO 01/30/23	Illinois Government Finance Assoc.	Membership Renewal 2023 - DeCorrevont & Castle	350.00	Membership & Dues
02/07/2023	BO 02/01/23	Vista Print	New Business Cards for Title Change - DeCorrevont	27.39	General Operating Supplies
02/07/2023	BO 02/01/23	HR Source	Training: "The Totally Responsible Organization - Working Better Together" - Desai	350.00	Training & Education
02/07/2023	BO 02/01/23	HR Source	Training: "Your Employee Handbook: Are You Up to Date?" - Desai	150.00	Training & Education
02/07/2023	BO 02/01/23	HR Source	Training: "Supervisory Essentials Meeting the Challenge" - Stoeger & Koch	390.00	Training & Education
Total for 20002 Business Office - 1381				4,062.44	
20003 Info Technology (IT) - 5382					
02/07/2023	IT 01/09/23	Adobe	Staff Creative Cloud All Apps Monthly Subscription	54.99	Software & Licenses
02/07/2023	IT 01/18/23	Deerfield Public Library	Testing Credit Card Terminals	0.20	Fines & Fees
02/07/2023	IT 01/18/23	Deerfield Public Library	Testing Credit Card Terminals	0.20	Fines & Fees
02/07/2023	IT 01/18/23	Deerfield Public Library	Testing Credit Card Terminals	0.20	Fines & Fees
02/07/2023	IT 01/18/23	Deerfield Public Library	Testing Credit Card Terminals	0.20	Fines & Fees
02/07/2023	IT 01/18/23	Deerfield Public Library	Testing Credit Card Terminals	0.20	Fines & Fees
02/07/2023	IT 01/21/23	Adobe	IT Staff Creative Cloud Monthly Subscription	54.99	Software & Licenses
02/07/2023	IT 02/01/23	Liberated Syndication	Podcasting Hosting	20.00	Software & Licenses
Total for 20003 Info Technology (IT) - 5382				130.98	
20004 Facilities - 1382					
02/07/2023	FC 01/12/23	Home Depot	Blue Tape & Wood Glue to Fix Wood Tree for YSD	24.94	Interior Facility Maintenance
02/07/2023	FC 01/19/23	Home Depot	Mop for Baby Garden & Misc. Painting Supplies	26.18	Interior Facility Maintenance
02/07/2023	FC 01/25/23	Home Depot	Items for Cleaning Efflorescence off Brick	18.24	Interior Facility Maintenance
02/07/2023	FC 02/01/23	Home Depot	Industrial Stapler & Staples to Repair Soundproofing in Study Rooms	32.95	Interior Facility Maintenance
02/07/2023	FC 02/02/23	Home Depot	Adhesive to mount Soundproof Boards in Study Rooms	9.16	Interior Facility Maintenance
Total for 20004 Facilities - 1382				111.47	
20005 Patron Services - 7279					

02/07/2023	PS 02/01/23	Jewel-Osco	Drinks & Snacks for Department Meeting	60.94	Admin Programs
Total for 20005 Patron Services - 7279				60.94	
20006 Support Services - 4206					
02/07/2023	SS 01/11/23	A24	DVD "Marcel the Shell" Ordered	204.00	Audio Visual - Adult
02/07/2023	SS 01/21/23	Innovative Users Group	IUG 2023 Conference Registration - P. Skittino	500.00	Training & Education
02/07/2023	SS 01/23/23	United Airlines	Airfare to IUG 2023 Conference	212.10	Training Travel
Total for 20006 Support Services - 4206				916.10	
20007 Adult Services - 2368					
02/07/2023	AS 01/08/23	Disney Plus	Roku Monthly Subscription	12.99	E-Resources
02/07/2023	AS 01/09/23	Walgreens	Snacks for Movie Program	12.87	Adult Programming
02/07/2023	AS 01/10/23	Apple	Roku Monthly Subscription - Apple TV	6.99	E-Resources
02/07/2023	AS 01/10/23	Apple	Roku Monthly Subscription - Apple TV	6.99	E-Resources
02/07/2023	AS 01/12/23	Disney Plus	Difference of charges from Dec '22 bill due to change in streaming plan in order to work with our roku devices	4.97	E-Resources
02/07/2023	AS 01/12/23	Disney Plus	Difference of charges from Dec '22 bill due to change in streaming plan in order to work with our roku devices	6.10	E-Resources
02/07/2023	AS 01/12/23	Disney Plus	Difference of charges from Dec '22 bill due to change in streaming plan in order to work with our roku devices	1.35	E-Resources
02/07/2023	AS 01/12/23	Amplify RJ	Webinar: "Intersectional Approaches to Restorative Justice" - E. Koch	99.00	Training & Education
02/07/2023	AS 01/14/23	Netflix	Roku Monthly Subscription	19.99	E-Resources
02/07/2023	AS 01/17/23	Netflix	Roku Monthly Subscription	19.99	E-Resources
02/07/2023	AS 01/18/23	Disney Plus	Roku Monthly Subscription	19.99	E-Resources
02/07/2023	AS 01/18/23	Paypal	Training: Library 2.0 - Coaching Skills 2023 - A.Jamieson	99.00	Training & Education
02/07/2023	AS 01/19/23	Apple	Roku Monthly Subscription - Apple TV - Addtl 3 Rokus Purchased	6.99	E-Resources
02/07/2023	AS 01/19/23	Apple	Roku Monthly Subscription - Apple TV - Addtl 3 Rokus Purchased	6.99	E-Resources
02/07/2023	AS 01/19/23	Apple	Roku Monthly Subscription - Apple TV - Addtl 3 Rokus Purchased	6.99	E-Resources
02/07/2023	AS 01/24/23	Chicago Tribune Subscription	Lake County News-Sun Subscription - Daily (1 Copy) thru 03/29/23	71.66	Periodicals
02/07/2023	AS 01/24/23	Chicago Tribune Subscription	Lake County News-Sun Subscription - Saturday Only (1 Copy) thru 04/01/23	39.50	Periodicals
02/07/2023	AS 01/25/23	Event Combo	Anderson Children Literature Breakfast - N.Trotsky	68.31	Training & Education
02/07/2023	AS 01/26/23	Illinois Library Association	2023 Illinois Youth Services Institute Conference - M. Stoeger	225.00	Training & Education
02/07/2023	AS 01/30/23	Netflix	Roku Monthly Subscription	19.99	E-Resources
02/07/2023	AS 02/01/23	American Library Association	Membership Renewal - A. Jamieson	383.00	Membership & Dues
02/07/2023	AS 02/02/23	Chicago Tribune Subscription	Print & Digital - Everyday (1 Copy) thru 04/14/23	147.34	Periodicals
02/07/2023	AS 02/02/23	Amazon	Kindle E-Books	17.99	E-Resources
02/07/2023	AS 02/02/23	Amazon	Kindle E-Books	14.99	E-Resources
02/07/2023	AS 02/03/23	Disney Plus	Roku Monthly Subscription	19.99	E-Resources
02/07/2023	AS 02/03/23	Amazon	Kindle E-Books	14.99	E-Resources
Total for 20007 Adult Services - 2368				1,353.96	
20010 Adult Prog Coord - 5416					
02/07/2023	APC 01/06/23	Walgreens	Snacks for Movie Program	12.87	Adult Programming
02/07/2023	APC 01/17/23	Apple	Roku Monthly Subscription - Apple TV - Addtl 3 Rokus Purchased	6.99	E-Resources
02/07/2023	APC 01/24/23	Zoom	Monthly Subscription	54.99	Adult Programming
Total for 20010 Adult Prog Coord - 5416				74.85	
20011 Youth Prog Coord - 1971					
02/07/2023	YPC 01/10/23	Walgreens	Credit for Return of Unused Slime Making Supplies	-17.27	Youth Programming
02/07/2023	YPC 01/14/23	Cherry Pit Cafe	Lunch for ASL Presenters	82.08	Youth Programming
02/07/2023	YPC 01/22/23	United Airlines	Check Bag Fee to LibLearnX	60.00	Training Travel
02/07/2023	YPC 01/27/23	Marriott	Water & Pop from Hotel Pantry	8.29	Training Travel
02/07/2023	YPC 01/27/23	Willa Jean	Food - Brunch	27.74	Training Travel
02/07/2023	YPC 01/27/23	Marriott	Food - Dinner	29.82	Training Travel
02/07/2023	YPC 01/27/23	LYFT	Rides for C. Bueno & K. Henry	47.99	Training Travel
02/07/2023	YPC 01/28/23	New Orleans Convention Center	Vending Machine - Pop Purchased	4.25	Training Travel
02/07/2023	YPC 01/28/23	Envie Espresso	Food - Dinner	21.73	Training Travel
02/07/2023	YPC 01/28/23	LYFT	Rides for C. Bueno & K. Henry	24.80	Training Travel

02/07/2023	YPC 01/29/23	New Orleans Convention Center	Food - Lunch	14.50	Training Travel
02/07/2023	YPC 01/29/23	Marriott	Food - Dinner & Breakfast for next day from Hotel Pantry	34.24	Training Travel
02/07/2023	YPC 01/29/23	Flamingo	Food - Dinner	45.50	Training Travel
02/07/2023	YPC 01/29/23	New Orleans Convention Center	Food - Drink	3.40	Training Travel
02/07/2023	YPC 01/29/23	Marriott	Hotel Stay for LibLearnX: 01/26/23-01/30/23	1,002.04	Training Travel
02/07/2023	YPC 01/30/23	Starbucks	Food - Breakfast	7.39	Training Travel
02/07/2023	YPC 01/30/23	Marriott	Food - Pantry at Hotel	10.49	Training Travel
02/07/2023	YPC 01/30/23	Cafe Beignet	Food - Breakfast	23.66	Training Travel
02/07/2023	YPC 01/31/23	LYFT	Rides for C. Bueno & K. Henry	40.79	Training Travel
Total for 20011 Youth Prog Coord - 1971				1,471.44	
20012 Youth Coord - 1259					
02/07/2023	YC 01/24/23	United Airlines	Check Bag Fee to LibLearnX	60.00	Training Travel
02/07/2023	YC 01/26/23	Hudson News	Water at Airport	4.09	Training Travel
02/07/2023	YC 01/26/23	Marriott	Food - Dinner	6.07	Training Travel
02/07/2023	YC 01/27/23	Marriott	Food - Breakfast from Hotel Pantry for next day	9.38	Training Travel
02/07/2023	YC 01/27/23	Marriott	Food - Breakfast from Hotel Pantry	9.94	Training Travel
02/07/2023	YC 01/28/23	Marriott	Food - Dinner from Hotel Pantry	8.84	Training Travel
02/07/2023	YC 01/28/23	Bread On Oak	Food - Lunch	25.52	Training Travel
02/07/2023	YC 01/30/23	New Orleans Convention Center	Food - Lunch	5.00	Training Travel
02/07/2023	YC 01/30/23	Marriott	Food - Breakfast from Hotel Pantry	6.07	Training Travel
02/07/2023	YC 01/30/23	Marriott	Food - Dinner from Hotel Pantry	22.09	Training Travel
02/07/2023	YC 01/30/23	Marriott	Hotel Stay for LibLearnX: 01/26/23-01/30/23	1,104.28	Training Travel
Total for 20012 Youth Coord - 1259				1,261.28	
20013 Teen Services - 6330					
02/07/2023	TS 01/11/23	Rosati's Pizza	Pizza for Teen Advisory Board on 01/11/23	53.73	Youth Programming
02/07/2023	TS 01/25/23	Teachers Pay Teachers	Book Speed Dating Program	4.00	Youth Programming
02/07/2023	TS 01/29/23	Half Price Books	Books for Book Speed Dating Teen Program	113.28	Youth Programming
Total for 20013 Teen Services - 6330				171.01	
20014 MakerSpace - 2311					
02/07/2023	MS 01/07/23	Joann Stores	Sewing Supplies for MakerSpace	45.39	MakerSpace Programs
02/07/2023	MS 01/09/23	Prusa Research	New 3D Printer	1,237.93	MakerSpace Equipment
02/07/2023	MS 01/12/23	DHL Express	Duty Taxes for Importing 3D Printer	51.07	MakerSpace Equipment
02/07/2023	MS 01/12/23	UWCC Registration	Training: Library Spaces Design in the 21st Century - G. Bono	225.00	Training & Education
Total for 20014 MakerSpace - 2311				1,559.39	
Total for 20000 Credit Cards Payable				12,449.54	

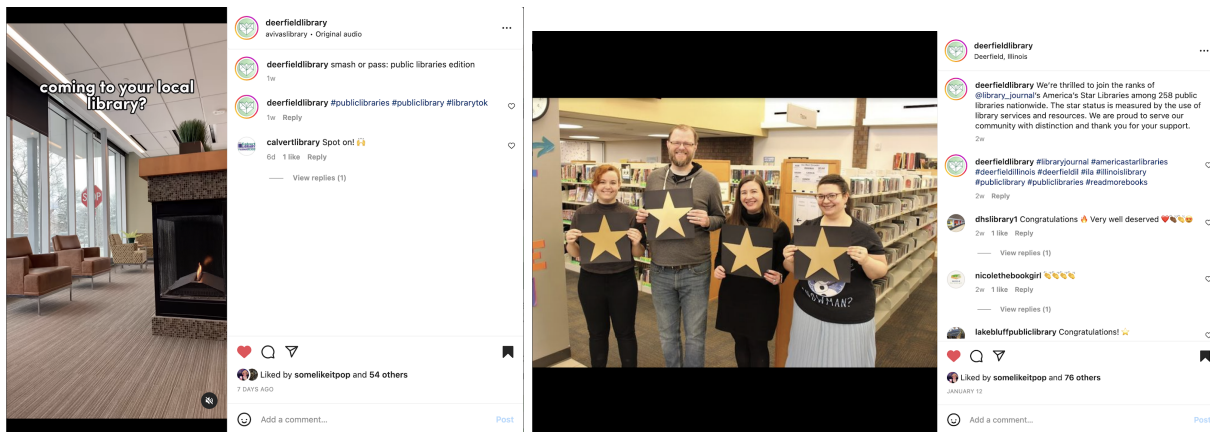
Deerfield Public Library					
Check Detail					
For the Regular Board Meeting on February 15, 2023					
Summary					Amount
11500 Bank Financial Petty Cash	Check Num 726-731				\$161.99
11300 WinTrust E Pay	3 ACHs				\$132.45
11100 WinTrust General Operating	Check Num 13573-13617, 13 ACHS				\$122,872.14
Total Payments to Approve					\$123,166.58
Date	Num	Vendor	Memo	Amount	Account Num
11500 Bank Financial Petty Cash -1537					
12/07/2022	726	Karolyn Henry	Travel for Outreach Visits	27.88	56700
01/18/2023	727	Emily Koch	Reimburse for Books Purchased for Youth Program	26.98	54400
01/31/2023	728	Oak Park Public Library	Payment for Damaged ILL Book by our Patron	17.99	42100
01/31/2023	729	Melany Gurtman	Patron Refund - Book was found on shelf	29.99	42100
02/03/2023	730	Cristina Bueno	Reimburse for Meal from LibLearnX Training	44.15	57200
02/03/2023	731	Karolyn Henry	Reimburse for Meal from LibLearnX Training	15.00	57200
Total for 11500 Bank Financial Petty Cash -1537				161.99	
11300 WinTrust E Pay -8926					
02/01/2023	ACH	Heartland Payment Systems	Merchant CC Processing Fees	72.21	56009
02/03/2023	ACH	Chase Paymentech	Merchant CC Processing Fees	35.04	56009
02/03/2023	ACH	PayPal Inc.	Merchant CC Processing Fees	25.20	56009
Total for 11300 WinTrust E Pay -8926				132.45	
11100 WinTrust General Operating -2997					
01/18/2023	13573	Atomatic Mechanical Services, Inc.	Replacement of TU-14 PCB Board Controller, Replace (2) existing PCB Boards with new, Service call for Quiet Room	3,875.11	52200
01/18/2023	13574	Algonquin Area Public Library District	Participation Fee for: Invisible Warriors Program March 2023 with Multiple Libraries	179.00	54210
01/18/2023	13575	Barry Bradford	The Life of Bob Newhart Program - 01/25/23	250.00	54210
01/18/2023	13576	Susan K. Maddox	Cozy Comfort Cuisine Program - 01/20/23	350.00	54210
01/18/2023	13577	The Crowley Company	Document Conversion to Digital for Deerfield Review Newspapers	7,282.35	53500
01/18/2023	13578	Grace Bono	Reimburse for Purchase of Fabric for Soundproof Walls in Study Rooms & Mileage	80.20	52500
01/18/2023	13579	Scholastic Library Publishing	Scholastic Go & Teachables Subscription Renewal 1/1/23-12/31/23	4,854.00	53500
01/18/2023	13580	The Library Store	New Lounge Chairs (2) for Youth	3,095.70	61100
01/18/2023	13581	Bibliotheca, LLC	Renewal of Service & Maintenance Agreement for Non-Sorter Items at Bibliotheca	12,831.00	55350
01/18/2023	13582	Demco, Inc.	Imprinted Color Coded Paper for Red Linkin Tape	454.42	56420
01/18/2023	13583	FSS Technologies LLC	Burglar Alarm System Quarterly Maintenance Fee	120.00	52200
02/08/2023	13584	Midwest Tape 2000007021	Acquisitions for AV, Processing Supplies & Cataloging Service - January 2023	1,816.43	53320, 56420, 56550
02/08/2023	13585	RAILS	Swank - Movie License Fee - 01/01/23 to 12/31/23 & One Time Loyalty Discount	427.00	53500
02/08/2023	13586	SE Inc.	Sidewalk Salting 1/6, 1/22, 1/25, 1/26	610.00	52300
02/08/2023	13587	Chicago Movie Tours & Talks, LLC	Mardi Gras & Movies in the Midwest program - 02/15/23	295.00	54210
02/08/2023	13588	Manufacturers' News, Inc.	IL Services Directory 2023	243.90	53221
02/08/2023	13589	Martha Peck	Antiques Appraisal Show with Martha Peck - 02/18/23	150.00	54210
02/08/2023	13590	Toria Jones	Networking for Journey's Sake with Toria Renee Jones - 01/28/23	225.00	54210
02/08/2023	13591	The Crowley Company	Shipping Charges for Returning Deerfield Reviews	231.32	53500
02/08/2023	13592	Today's Business Solutions, Inc.	Scan Station Hardware Agreement - 2022	795.00	55360

02/08/2023	13593	Ingram Library Services LLC	Acquisitions for Books, AV, and Processing Supplies - January 2023	8,995.81	53221, 53222, 53241, 53320, 56420
02/08/2023	13594	Scalambrino & Arnoff, LLP	Legal Fees-January 2023	215.92	56500
02/08/2023	13595	Lake County Forest Preserve	Guided Walk: Winter Bird Walk at Ryerson Woods - 02/17/23	80.00	54210
02/08/2023	13596	Cross the Lilliebridge	Love Letter 3-D Collage Program - 02/09/23	340.00	54210
02/08/2023	13597	Gary Midkiff and Company	Virtual Great Decisions Program 02/21/23	215.00	54210
02/08/2023	13598	Lechner and Sons	Lobby Mats 01/24/23 & 02/07/23	234.82	52100
02/08/2023	13599	The Great Boodini	The Great Boodini's Star Wars STEM Show - 02/04/23	500.00	54400
02/08/2023	13600	Charmm'd Foundation	Leadership Academy Training - A. Jamieson	550.00	57100
02/08/2023	13601	Petty Cash Box	Replenish Patron Services Spare Change	89.20	42100
02/08/2023	13602	Sikich LLP	Automation Support for Servers & Workstations & Storage Cloud Backup - February 2023	7,035.00	55360
02/08/2023	13603	The New York Times	7-Day Subscription Annual Renewal	1,560.00	53100
02/08/2023	13604	ACC Business	Internet Service 12/11/22-01/10/23	902.22	52440
02/08/2023	13605	Graphic Solutions, Inc.	Browsing Spring 2023 Graphic Design	1,487.00	56555
02/08/2023	13606	State Industrial Products	Air Care Program	191.60	52100
02/08/2023	13607	Office Revolution LLC	Final Payment for New MakerSpace Table	1,260.50	61100
02/08/2023	13608	H2I Group, Inc.	BOFA Filter Backup for MakerSpace	303.00	55440
02/08/2023	13609	Unique National Collections, Inc	NCOA Database Scrub (Geo Coding) for Patron Record	144.81	56550
02/08/2023	13610	Johnson Controls	Preventative Maintenance Contract 2023	3,977.00	52200
02/08/2023	13611	Best Quality Cleaning	Monthly Cleaning - February 2023	3,257.14	52100
02/08/2023	13612	Erica Reckamp	Virtual Job Search Like A Pro - LinkedIn - 02/28/23	200.00	54210
02/08/2023	13613	Stevens Chemical Company	Paper Towels, Bath TP, Liners, Soap, Standing Soap Dispenser	843.86	52100
02/08/2023	13614	Ancel, Glink, Diamond, Bush, DiCianni & Krafthefer, P.C.	Legal Fees-January 2023	56.25	56500
02/08/2023	13615	Kanopy Inc.	Pay Per Use Program	552.00	53500
02/08/2023	13616	Midwest Tape	Hoopla Subscription - January 2023	4,533.64	53500
02/08/2023	13617	ProQuest, LLC	Fold3 Library Edition, Newspapers.com-World Collection, U.S. Newsstream Online Subscription 2023	11,833.16	53500
01/19/2023	ACH	OverDrive, Inc.	eBooks - January 2023	5,632.49	53500
01/21/2023	ACH	AT&T	Voice Lines: 11/29/22-12/28/22	346.00	52430
01/25/2023	ACH	Wex Health, Inc.	FSA Monthly Fees - January 2023	54.90	51500
01/31/2023	ACH	Quadient Leasing	Quarterly Lease Q1 2023	221.67	56200
02/01/2023	ACH	Amazon	Invoice #: 1GJT-CKP7-693V Invoice Date: 02/01/2023 for January 2023 Credit Memo#: 1QJQ-YKX3-49DF - January 2023 Credit Memo#: 1LWR-L7VJ-6FKV - January 2023	3,646.16	51600, 52500, 53222, 53320, 53550, 53600, 54100, 54150, 54210, 54400, 54500, 56410, 56420, 55440, 56440
02/01/2023	ACH	Village of Deerfield	Water & Sewer-December 2022	156.20	52410
02/01/2023	ACH	Village of Deerfield	Water & Sewer-December 2022	185.39	52410
02/01/2023	ACH	De Lage Landen Financial Services, Inc.	Monthly Lse for 7 Copiers and 3 Printers - February 2023	1,808.72	55360
02/03/2023	ACH	OverDrive, Inc.	eBooks - January 2023	4,051.91	53500
02/03/2023	ACH	OverDrive, Inc.	eBooks - January 2023	5,531.87	53500
02/04/2023	ACH	Comcast Cable	Patron Internet Service 01/16/23-02/15/23	210.93	52440
02/05/2023	ACH	Google, Inc.	Google Apps - February 2023	1,053.00	55350
02/08/2023	ACH	First Bank Mastercard	January 2023 Credit Card Payment	12,449.54	20001-20014
Total for 11100 WinTrust General Operating -2997				122,872.14	

Director's Report: February 2023

FYI

- Please note that we are meeting in the **Board Room** for our February meeting.
- During the meeting, we will discuss where the Board would like to hold the meetings: Board Room or Meeting Rooms.
- During the meeting, we will also discuss Family Days.
- I will provide a report on the Library's Strategic Planning Process.
- **Library Statistics Update:** Two of the Board Charts will be undergoing significant changes: The Circulation by Collection chart at the bottom of the first page will have a line for ILL/LINKin and the Virtual category will be broken out into two lines - Adult and Youth - based on the audience age of the material (not the age of the actual user). This will help us identify how much of our usage for both adults and youth has shifted to the virtual collection over time. Secondly, the Passive Programming chart will be fully reconstructed and past data will not be displayed. In 2021, the IPLAR (Illinois Public Library Annual Report) changed how Passive programs were counted. It restricted the tallying of use from YouTube videos, Podcasts, etc. to the first 30 days after release only. Even if a program is very popular or is used for years, we can only count the first 30 days of statistics. The chart we presented has historically featured all usage in a given month. Starting in February you will see only what will be counted for IPLAR. Additionally, we have created an Infographic that summarizes our 2022 statistics. Thanks to Pam Skittino for such a beautiful document!
- In January, the Library started a TikTok channel and we have 147 subscribers! Staff across departments are working on content. We have continued to see engagement on our other social media channels. Instagram's most popular (and on trend) post was our "smash or pass" campaign, followed by our Library Journal 4 Star Library post. Our most popular tweet was "Library Shelfie Day", part of the Public Library Association's campaign. (See images below)



● Articles of Interest

- <https://www.wbez.org/stories/the-rundown-the-battle-for-freedom-of-speech-and-local-libraries/6d0a3b3b-48c8-4f9a-aa4a-5fefc06efeed> This 13 minute podcast features more information about the increase in book bans.
- <https://www.railslibraries.info/news/280323> This article highlights some of the hidden gems of the Chicago Botanic Garden's Rare Book Collection.
- https://www.everylibraryinstitute.org/2022annualreport?utm_campaign=eli_annual_report_23_central&utm_medium=email&utm_source=votelibraries At last month's meeting, Melissa Stoeger shared information about this organization and their work fighting book bans.

Personnel

- In January the library had 0 separations
- In January the library filled 0 positions
- [The library has 3 positions open](#)

DEPARTMENT REPORTS

Adult Services Report

Melissa Stoeger, Assistant Director of Adult & Youth Services

- Patron Assistance
 - "Wow! This is a great library. I came in looking for one of two books and I found BOTH books! This is great. Now I have two to read! Thanks again. Well done!"
 - An older lady told us how the library helped her get her lost car keys back because she had put her library card on the keychain: "People don't know how useful those library cards can be!"
- Outreach
 - Chase has been expanding our Books to Go service to include more than just book deliveries. He was getting many questions from homebound patrons about technology, so he has been scheduling one-on-ones and has been going over to sit down with them and work with them on everything from basic phone use to using Libby. He had 7 homebound one-on-one visits this month.
 - During the pandemic, Vicki had been doing outreach visits to the Center For Enriched Living virtually. In January she was finally able to go back to CEL in person to teach a technology class.
 - Vicki and Ted hosted two groups from NSSRA (North Suburban Special Recreation Association) in the MakerSpace for a make-and-take craft program.
- Programs
 - We started a new year-long reading program for adults "About Time" decades reading challenge. We had 35 people sign up in January and they read a total of 64 books.
 - Our Mindfulness program had a lot of positive feedback and we are considering making this a quarterly or monthly program. "Thank you, Jamie, for bringing the "Mindfulness in the New Year" program to us through the Deerfield Library. My husband and I both enjoyed the presentation by Judy and found it most helpful and stimulating. Am always looking forward to and anticipating the programs you bring in regarding Mindfulness, Yoga, and Meditation. So key to mental and physical health. We have practiced Meditation and Yoga for most of our lives and find that adding the Mindfulness piece is very stimulating."
- Collection
 - We added quite a few more tools to the Library of Things collection, including a Graphing Calculator, Jewelry Cleaner, a Paper Shredder, and a digital scale!
 - Prince Harry's memoir *Spare* was released in January and remains one of our highest demand titles in both print and digital. *Lessons in Chemistry* by Bonnie Garmus also continues to be in high demand in all formats. *Tomorrow, and Tomorrow, and Tomorrow* by Gabrielle Zevin is now the title with the highest holds in digital.
 - The security cases on our video games have been replaced with better cases that are easier for staff to unlock.
- 1,978 Patron Questions
- 11, Library Lifelines, 7 homebound One on Ones, 9 in library One on Ones
- 24 Books to Go
- 26 live programs with 428 attendees. 3 passive programs with 73 participants.

- 312 podcast listens
- 10,848 YouTube views
- 535 Study Room reservations

Business Office Report

Kelly DeCorrevont, Head of Finance

- Cheryl and Kelly completed library check runs on January 5, 11, 18
- Mira and Kelly completed payroll processing on January 5 and 19
- We had Wellness Committee meetings and events on January 4 and 18
- Our annual Holiday Party was fantastic on January 20! Shout out to our Staff Enrichment Committee and Jasmine, Admin Associate for coordinating. Jeopardy and watching several high-stakes Jenga games was a lot of fun! [2023-01-23 11.57.29.mov](#)
- We had our Library Interim Audit on January 25-27 with our auditors from BakerTilly
- We attended our all staff meeting on January 31 at the Library

IT Report

Steve Wuehr, Head of IT

- **Door Access Control**
 - Working with the vendor to replace failing access control boards. Over the past 18 months, the library has been experiencing issues with ports on the control boards for the access system failing. The existing boards are no longer available. The vendor is working with the manufacturer to identify the hardware necessary for the setup we have at the library.
- **Computer Refresh**
 - The replacement is being finished up in Youth Services. We will be coordinating with support services once they have completed the Innovative updates later this month.
- **Server Work**
 - Work continues on replacing operating systems nearing end of life. I am also beginning the process of putting together specs and getting quotes for new server hardware that will replace two aging servers with one new server.
- **MakerSpace Coordination**
 - As use of the makerspace picks up we will start meeting with staff on a quarterly basis to work with the staff more collaboratively to better ensure the technology is meeting the needs of the programming being offered. Working with their staff we have already created a software catalog and are working on a strategy to better handle software additions and updates to existing software as well.
- **Bibliotheca Renewal**
 - The library renewed our service agreements with bibliotheca for our self check and RFID workstation units this month. By examining the existing services, hardware and usage we were able to pare down some of the services and reduce the cost of the maintenance agreement.

- **CyberSecurity Training**

- Q1 training started on 2/1. Staff are asked to complete a 45 minute training that has been updated for 2023. We continue to perform bi-monthly phishing exercises designed to help staff utilize the skills taught by the quarterly training.
- **Backup system replacement**
 - Licensing for a new backup solution has been purchased and I am looking forward to getting the process of setting up the new backup system started soon.
- **Infrastructure updates**
 - We will be working with our technology partner to update firmware on our network switches in the coming weeks. Regular updates to the firmware are necessary and important to the overall stability of the library network.
- **CISA CyberSecurity Services**
 - The US Government Cybersecurity & Infrastructure Security Agency offers free assessments and tools to schools and local government entities. I am currently working with someone in the Chicago office to explore which of their offerings may be beneficial to the library. One of the items of interest is regularly conducted external vulnerability assessments. DHS will use similar tools that are used by pen test companies to perform regular vulnerability assessments of our external network and report the results to the library.

MakerSpace Report

Ted Gray, MakerSpace Manager

- We installed new counters along the back walls. We organized the space again and did another deep clean.
- We purchased a new Prusa 3D printer to replace our older Lulzbot machines. We're amazed at how much better it works.
- Thinking of new walk in projects for patrons as these seem to be very popular.
- Working with IT to do a software inventory and standardize all laptops in the MakerSpace.
- Coordinate with Zoe to increase our social media visibility.
- A patron used our laser engraver to make souvenir wall hangings for the cast of a play she really enjoyed.



- NSSRA visited us again. We had a great time doing different activities. One of the things



we did was use our sublimation printer to create luggage tags with their pictures on them.

- A patron used a ceramic tile in our laser engraver to create this for their outdoor walkway.



- We learned a new technique with our sublimation printer. Patrons can use sublimation ink markers, draw a design, and then we can transfer it onto sublimation ready items. A patron had their son draw this picture and then we made a coaster out of it. Father and son were thrilled!



- We had over 300 patrons visit the MakerSpace in January. This is down from our very busy holiday season but it is still a nice big number. It appears that around 300 visits/month is the new normal in the MakerSpace.

Outreach Report

Judy Hoffman, Outreach Coordinator

- PR (Deerfield Patch): [Public Art Program Open House Planned for Next Month in Deerfield](#) (January 19)
- PR (Lake County Gazette): [Wilmot Elementary Prepares to Celebrate 175th Birthday](#) (January 25)
- PR (Deerfield Patch): Election 2023: Village Races Take Shape in Deerfield (January 27)
- **Dementia Friendly Community/Memory Cafe:** For our January Memory Cafe, we had a Drum Circle led by a movement therapist from our partner, CJE Weinberg. They brought in a variety of drums and other percussion instruments, providing wonderful opportunities for experimentation.
- **Deerfield High School / DPL Summer Reading Logo Design:** We had our first meeting with DHS Graphic Design students interested in designing our Summer Reading logo. There are five students from the AP and the Advanced Graphic Design classes.
- **Skincare Product Collection:** DHS student Sophia Xia organized the collection for Wings Shelter (domestic violence). She did a great job coordinating with a project website, attractive flier, and social media promotion. The collection box in our lobby filled up multiple times during the three week collection run.
- **Meeting Rooms:** In January we had 14 meeting room reservations.
- **Patron Comment:** "Thank you so much for setting up that room for my presentation yesterday. The venue was wonderful; perfect room setup, great AV, clean, quiet. I loved it! And the participants enjoyed the presentation as well! Thanks again and perhaps I'll be able to host another event at your library in the future!"

- **Volunteer/TrueNorth:** Plans have been completed to welcome back a volunteer from TrueNorth (formerly North Suburban Special Education District). Our volunteer will start out helping out in the Youth department. Once fully up to speed, we hope to also add in duties for Patron Services.
- **Neighborhood Office Hours/Rep. Brad Schneider:** Staff from the office of Rep. Brad Schneider will be onsite to answer questions and assist patrons with issues with any Federal agencies. They will be in the lobby every other Thursday, 9:30-1:00, beginning February 9.

Patron Services Report

Sayaka Suzuki, Patron Services Manager

- On January 3, the Library Aides and Assistants helped out with the video game case replacement project. It was a library wide staff effort, and the majority of it was completed that day.
- In January, there were 11,164 library visits, about the same as December: 11,470.
- In January, 26,292 physical items circulated, including renewals. December: 25,700.
- We did 14 curbside pickup appointments.
- We did 1 virtual card registration appointment.

Support Services Report

Pam Skittino, Head of Support Services

- Set up the statistical dashboard for 2023
- Ran the "Top Titles" lists for 2022
- With the help of most staff in the building, we changed out all the video game cases for the "One-Time" brand of cases.
- The Classics book discussion was created and the initial collection was cataloged
- We started relabeling the Holiday Picture books - this project will continue into February
- WILIUG - we chose the scholarship winners for IUG and started conference planning; IUG - proposed a presentation at IUG, beta tested registration form..

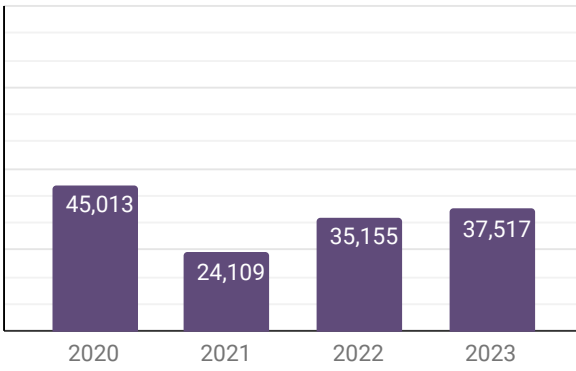
Youth Services Report

Melissa Stoeger, Assistant Director of Adult & Youth Services

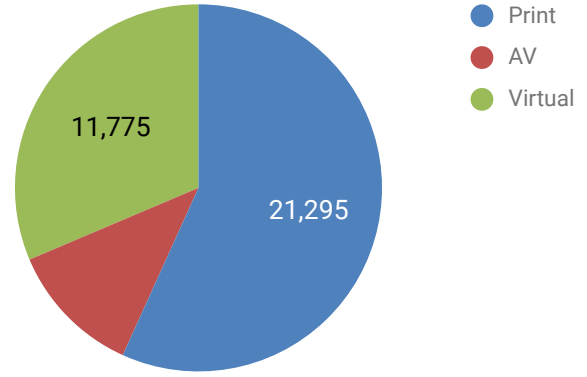
- Kary and Cristina both attended ALA's midwinter conference. Kary served as a judge on the committee to select the Theodor Seuss Geisel Award. This award recognizes distinguished books for beginning readers. Cristina presented a program on Navigating Challenging Topics with Graphic Novels and Manga.
- Patron Assistance
 - A mom stopped Dylan to compliment them on an interaction that happened months ago: "I wanted to thank you so much for helping my daughter who didn't know the name of the book she was looking for. You were so patient with her, and it meant the world to me, because I have a neurodivergent kiddo too, so it was so special that you gave her so much attention and were so nice to her."

- Outreach
 - Kary visited 5 schools this month and met with 211 children.
- Programs
 - Based on the high attendance numbers, we added a second Toddler Time story time on Tuesdays at 10:45am. We have found that patrons really enjoy this and it allows us to accommodate more participants. "Thank you for adding a 10:45 storytime, that's so nice of you guys! Sometimes mornings are just hard and take longer than you think."
 - We offered an ASL story time on a Saturday this month and had 31 attendees.
 - We also added an after school story time/activity for K-2 called Creative Clubhouse, which has also been very popular and we've gotten a number of thank yous. "My daughter loves this time at the library." "My boys love it thank you!" "_____ has enjoyed going to the last two creative clubhouse classes and truly appreciate your effort with the class. She has learned a ton!"
 - One girl was very excited about the program Crafternoon: Bracelet Making because she had suggested it in the Youth Advisory Board. "I was so excited when I saw it [in Browsing]. I was like wow, they actually listened!"
- Physical Space
 - The two remaining chairs that were on order for the Preschool Pavilion arrived, so we now have nice, new seating options in that spot.
- 1,024 patron questions
- 4 Personalized Picks
- 36 in-person programs with 488 attendees
- 6 Passive programs with 226 participation
- 5 Outreach programs to 211 children

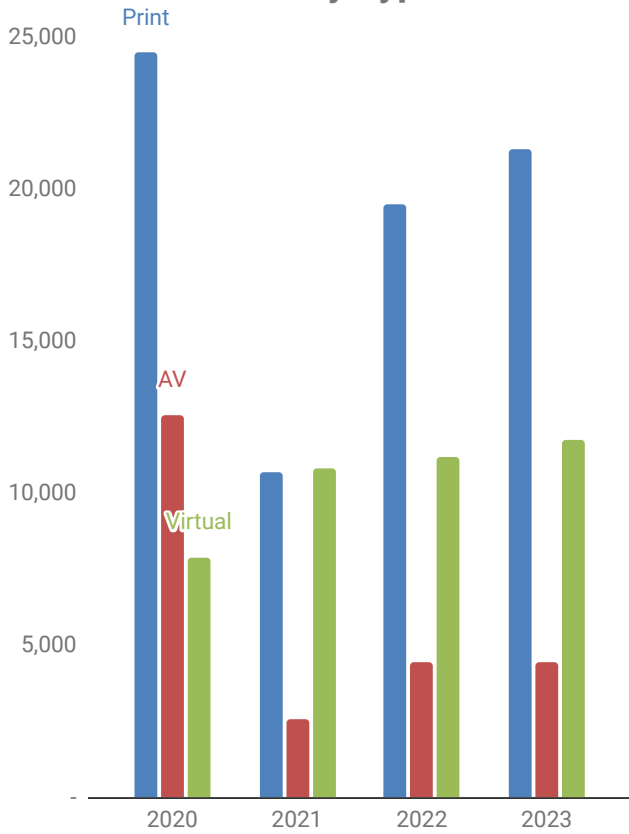
Total Circulation YTD



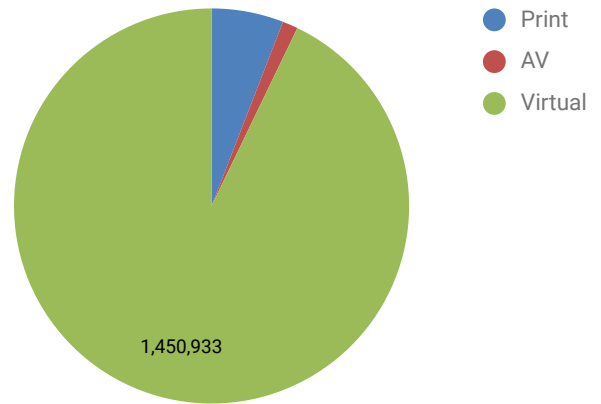
Circulation by Type YTD



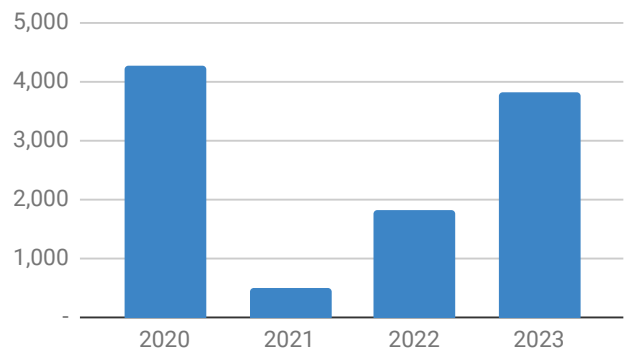
Circ Trends by Type YTD



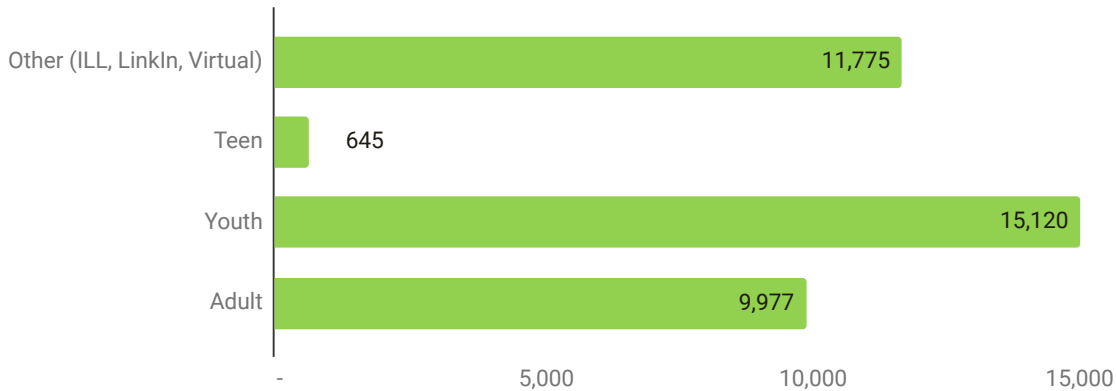
Collection by Type - January



Questions Answered YTD



Circulation by Collection WILL BE RECONSTRUCTED FOR FEBRUARY

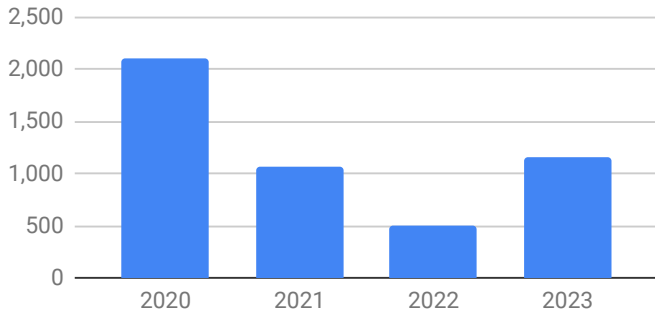


Deerfield Public Library

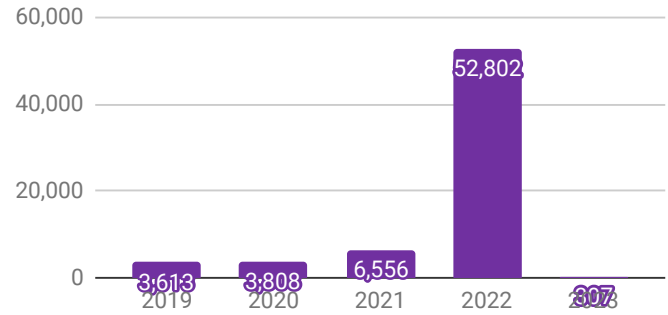
January 2023 Statistics

20

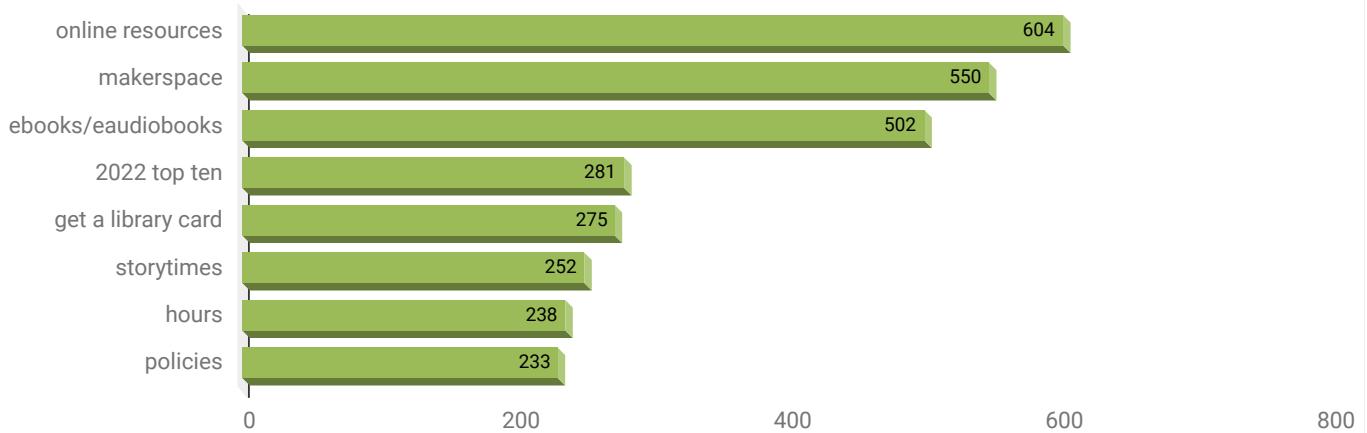
Active Program Attendance YTD



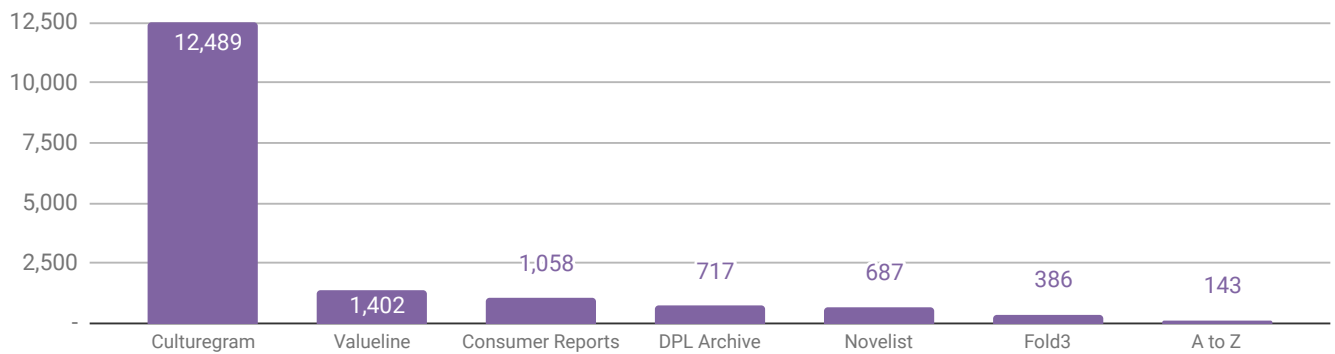
Passive UNDER CONSTRUCTION



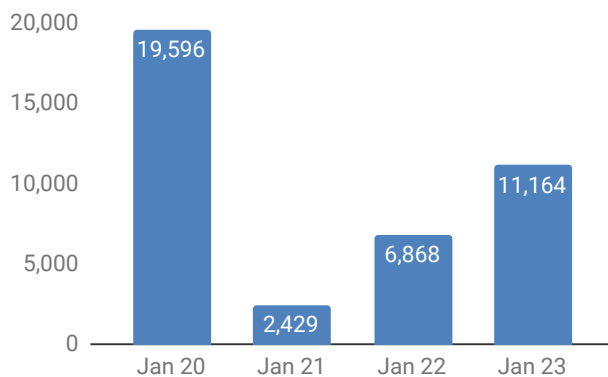
Most Popular Webpages



Most popular databases - December



Monthly Library Visits



Average Daily Attendance



Total Checkouts 419,246

Virtual
121,864



Print
247,252

AV, LOT
50,130

One-on-One Appointments



724

Books to Go

284



52,634 Program Attendees



14,450
Items Added

Pages Scanned 100,726



57,047



Sessions

Questions Answered

44,774 Total

29,408 for IPLAR



Library Visitors
117,082



Study
Rooms
Used
5,479

108,597



Views

6,710



Listens