

**DEERFIELD PUBLIC LIBRARY BOARD OF TRUSTEES
MEETING AGENDA
920 Waukegan Road, Deerfield, IL, Board Room
Wednesday, March 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. February 15, 2023 Regular Meeting (ACTION)
4. TREASURER REPORT
 - A. Monthly Financials: Balance Sheet, Revenue & Expenses (ACTION)
 - B. List of Checks and Payments for Approval (ACTION)
5. VILLAGE LIAISON REPORT
6. LIBRARY DIRECTOR'S REPORT
 - A. National Library Week Plans, April 23-29, 2023
7. OLD BUSINESS
 - A. Family Days (Discussion)
8. NEW BUSINESS
 - A. Employee Handbook Updates (ACTION)
 - B. Farmers Market Dates (DISCUSSION)
9. OTHER
10. EXECUTIVE SESSION 5 ILCS 120/2 c 1 to discuss the self evaluation and compensation of the Library Director
11. 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: April 19, May 17, June 21

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

DEERFIELD PUBLIC LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES
February 15, 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 and Kyle Stone.

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

Bill Seiden, Village Liaison.

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

None

3. APPROVAL OF MINUTES

A. January 18, 2023 Regular Session Meeting (ACTION)

MOTION: Mr. Mike Goldberg a motion to approve the January 18, 2023 Regular Meeting minutes, seconded by Mr. Kyle Stone.

Vote: 4 Yes – Ken Abosch – President, Luisa Ellenbogen – Secretary, Mike Goldberg, and Kyle Stone. The motion was approved.

4. TREASURER REPORT

Mr. Seth Schriftman presented the Treasurer Report for January.

A. Monthly Financials: Balance Sheet, Revenues & Expenses, Year End Payroll Liability(ACTION)

MOTION: Mr. Goldberg made a motion to approve the January Financials seconded by Mr. Stone.

Vote: 5 Yes – Ken Abosch – President, Luisa Ellenbogen – Secretary, Seth Schriftman – Treasurer, Mike Goldberg and Kyle Stone.

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 January, which included:

- Check Num 726 - 731, Bank Financial	\$	161.99
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-Electronic Payments, 3 ACHs, WinTrust	\$	132.45
-AP Checks 13573-13617, 13 ACHs, WinTrust	\$	<u>122,872.14</u>
The total amount presented for approval	\$	123,166.58

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

Vote: 5 Yes – Ken Abosch – President, Luisa Ellenbogen – Secretary, Seth Schriftman – Treasurer, Mike Goldberg and Kyle Stone.

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.

A. Board Meeting Location (Discussion)

Ms. Falasz-Peterson discussed the physical location of next month's board meeting and beyond. The Board engaged in a lively discussion settling on continuing to use the Board Room unless otherwise specified.

Ms. Falasz-Peterson also highlighted the new infographic with the 2022 Annual Statistics.

7. OLD BUSINESS

A. Library Strategic Plan (Update)

Ms. Falasz-Peterson gave the board an update regarding the Library Strategic Plan and the staff feedback.

8. NEW BUSINESS

A. Family Days (Discussion)

Ms. Falasz-Peterson gauged Library Board interest in walking in the Fourth of July parade.

9. OTHER

10. ADJOURNMENT

At 7:28 p.m., Mr. Goldberg made a motion to adjourn the meeting, seconded by Ms. Luisa Ellenbogen.

Vote: 5 Yes – Ken Abosch – President, Luisa Ellenbogen – Secretary, Seth Schriftman – Treasurer, Mike Goldberg and Kyle Stone.

The motion was approved.

Luisa Ellenbogen, Secretary

Deerfield Public Library

Balance Sheet
As of February 28, 2023

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
11000 Cash and Investments - General	0.00
11100 General Operating - WinTrust	1,080,048.68
11200 Payroll - WinTrust	55,179.02
11300 E-Pay - WinTrust	24,923.49
11400 Deposits - Bank Financial	5,575.82
11500 Petty Cash - Bank Financial	1,968.16
11600 Max-Safe Wintrust	3,398,774.72
11900 Petty Cash	574.00
Total 11000 Cash and Investments - General	4,567,043.89
14100 PMA Financial Services	
10-1410 PMA Reserve Fund	2,171,681.54
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	2,171,681.54
Total Bank Accounts	\$6,738,725.43
Accounts Receivable	
15120 Property Tax Receivable - 2013	29.00
Total Accounts Receivable	\$29.00
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	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	\$11,809,489.23

Deerfield Public Library

Balance Sheet
As of February 28, 2023

	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	\$22,427,779.09
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
21000 Accounts Payable	46,215.18
Total Accounts Payable	\$46,215.18
Credit Cards	\$493.92
Other Current Liabilities	
21055 Other Current Payables	0.00
21500 Retainage	0.00
22000 Payroll Liabilities	-37,335.21
22395 FSA Payable	-1,096.55
23000 Due to Village - Short Term	0.00
24000 Accrued Expenses	0.00
24100 Collection on behalf of Friends	0.00

Deerfield Public Library

Balance Sheet
As of February 28, 2023

	TOTAL
Total 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	\$6,421,086.68
Total Current Liabilities	\$6,467,795.78
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	\$12,588,423.52
Equity	
31000 Opening Bal Equity	0.00
32000 Fund Balance, Beginning	3,781,632.45
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	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	-5,190.11
Total Equity	\$9,839,355.57
TOTAL LIABILITIES AND EQUITY	\$22,427,779.09

Deerfield Public Library

Budget vs. Actuals: Budget 2023 - FY23 P&L

January - February, 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
41000 Taxes				
41100 Property Tax	744,009.25	4,387,720.00	-3,643,710.75	16.96 %
41200 Replacement Tax	8,643.86	25,000.00	-16,356.14	34.58 %
60-4110 Property Taxes - Debt Service 2021		687,450.00	-687,450.00	
Total 41000 Taxes	752,653.11	5,100,170.00	-4,347,516.89	14.76 %
42000 Fees & Fines				
42100 Material Fees	328.03	10,000.00	-9,671.97	3.28 %
42200 Non-Resident Fees	1,360.09	5,000.00	-3,639.91	27.20 %
42300 Printing/Copying Fees	940.53	4,000.00	-3,059.47	23.51 %
Total 42000 Fees & Fines	2,628.65	19,000.00	-16,371.35	13.84 %
43000 Investment Income				
43100 Interest - General	24,289.19	10,000.00	14,289.19	242.89 %
43200 Interest - Reserve	8,035.24	10,000.00	-1,964.76	80.35 %
Total 43000 Investment Income	32,324.43	20,000.00	12,324.43	161.62 %
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	2.75	500.00	-497.25	0.55 %
45500 Friends Contributions	200.00	10,000.00	-9,800.00	2.00 %
Total 45100 General Donations	202.75	10,500.00	-10,297.25	1.93 %
Total 45000 Gifts and Contributions	202.75	10,500.00	-10,297.25	1.93 %
49000 Miscellaneous Revenue				
49009 Miscellaneous	1,415.30	500.00	915.30	283.06 %
49065 Sale of Surplus Materials	219.80	500.00	-280.20	43.96 %
Total 49000 Miscellaneous Revenue	1,635.10	1,000.00	635.10	163.51 %
Total Income	\$789,444.04	\$5,170,670.00	\$ -4,381,225.96	15.27 %
GROSS PROFIT	\$789,444.04	\$5,170,670.00	\$ -4,381,225.96	15.27 %
Expenses				
50000 General Expenses				
51000 Personnel Expenses				
51100 Salaries	401,406.70	2,430,250.00	-2,028,843.30	16.52 %
51200 FICA	29,620.96	186,000.00	-156,379.04	15.93 %
51300 Health/Misc Benefits	53,073.68	387,000.00	-333,926.32	13.71 %
51400 Pension Contribution	27,263.19	221,000.00	-193,736.81	12.34 %
51500 Other Benefits	1,773.54	9,000.00	-7,226.46	19.71 %
51600 Staff Enrichment	671.49	4,000.00	-3,328.51	16.79 %
Total 51000 Personnel Expenses	513,809.56	3,237,250.00	-2,723,440.44	15.87 %

Deerfield Public Library

Budget vs. Actuals: Budget 2023 - FY23 P&L

January - February, 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
52000 Facility Expenses				
52100 Interior Facility Maintenance	7,693.91	60,000.00	-52,306.09	12.82 %
52200 Facility Equipment Maintenance	19,343.45	80,000.00	-60,656.55	24.18 %
52300 Exterior Building Maintenance	1,880.00	30,000.00	-28,120.00	6.27 %
52400 Utilities				
52410 Water	603.70	3,000.00	-2,396.30	20.12 %
52430 Telephone - Voice	3,719.69	23,000.00	-19,280.31	16.17 %
52440 Data Lines	2,215.99	17,000.00	-14,784.01	13.04 %
Total 52400 Utilities	6,539.38	43,000.00	-36,460.62	15.21 %
52500 Minor Furnishings & Equipment	2,163.34	25,000.00	-22,836.66	8.65 %
Total 52000 Facility Expenses	37,620.08	238,000.00	-200,379.92	15.81 %
53000 Library Materials				
53100 Periodicals	3,227.70	15,500.00	-12,272.30	20.82 %
53200 Adult Materials-Books				
53221 Books - Adult Non-Fiction	5,882.95	40,000.00	-34,117.05	14.71 %
53222 Books-Adult Fiction	7,075.84	60,000.00	-52,924.16	11.79 %
Total 53200 Adult Materials-Books	12,958.79	100,000.00	-87,041.21	12.96 %
53300 Audio Visual Materials				
53320 Audio Visual - Adult	6,127.60	64,000.00	-57,872.40	9.57 %
53340 Audio Visual - Youth	650.36	12,000.00	-11,349.64	5.42 %
Total 53300 Audio Visual Materials	6,777.96	76,000.00	-69,222.04	8.92 %
53400 Youth Materials-Books				
53241 Books - Youth & Teens	6,712.23	73,000.00	-66,287.77	9.19 %
53550 Literacy Support - Youth	98.01	2,000.00	-1,901.99	4.90 %
Total 53400 Youth Materials-Books	6,810.24	75,000.00	-68,189.76	9.08 %
53501 Electronic Resources				
53500 E-Resources	110,483.15	295,000.00	-184,516.85	37.45 %
Total 53501 Electronic Resources	110,483.15	295,000.00	-184,516.85	37.45 %
53600 Non-Traditional Resources	737.22	14,000.00	-13,262.78	5.27 %
Total 53000 Library Materials	140,995.06	575,500.00	-434,504.94	24.50 %
54000 Library Programs				
54100 Admin Programs	374.61	4,000.00	-3,625.39	9.37 %
54150 Outreach Programs	199.00	1,250.00	-1,051.00	15.92 %
54210 Adult Programs	5,788.71	25,000.00	-19,211.29	23.15 %
54400 Youth Programs	1,534.76	25,000.00	-23,465.24	6.14 %
54500 MakerSpace Programs	51.88	10,000.00	-9,948.12	0.52 %
Total 54000 Library Programs	7,948.96	65,250.00	-57,301.04	12.18 %
55000 Technology				
55350 Software & Licenses	25,826.99	230,000.00	-204,173.01	11.23 %
55360 IT Support	25,377.44	142,000.00	-116,622.56	17.87 %
55400 New Projects/equip				

Deerfield Public Library

Budget vs. Actuals: Budget 2023 - FY23 P&L

January - February, 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
56440 IT Equipment	1,748.74	63,000.00	-61,251.26	2.78 %
Total 55400 New Projects/equip	1,748.74	63,000.00	-61,251.26	2.78 %
55440 MakerSpace Equipment	2,790.79	10,000.00	-7,209.21	27.91 %
Total 55000 Technology	55,743.96	445,000.00	-389,256.04	12.53 %
56000 Professional/Contractual Svcs				
56009 Other Office Support	452.13	10,000.00	-9,547.87	4.52 %
56100 Insurance		40,000.00	-40,000.00	
56200 Postage	1,258.33	8,250.00	-6,991.67	15.25 %
56300 Professional Printing Services	3,297.00	16,000.00	-12,703.00	20.61 %
56500 Professional Admin Services	2,272.17	21,000.00	-18,727.83	10.82 %
56550 Cataloging Service	1,929.15	22,000.00	-20,070.85	8.77 %
56555 Professional Outreach Services	1,487.00	6,750.00	-5,263.00	22.03 %
Total 56500 Professional Admin Services	5,688.32	49,750.00	-44,061.68	11.43 %
56700 Travel for Library Services		1,000.00	-1,000.00	
Total 56000 Professional/Contractual Svcs	10,695.78	125,000.00	-114,304.22	8.56 %
56400 Supplies				
56410 General Operating Supplies	766.33	14,000.00	-13,233.67	5.47 %
56420 Processing Supplies	3,520.21	23,000.00	-19,479.79	15.31 %
Total 56400 Supplies	4,286.54	37,000.00	-32,713.46	11.59 %
57000 Training/Development Expenses				
56600 Dues & Memberships	2,034.00	8,000.00	-5,966.00	25.43 %
57100 Training & Education	7,656.31	25,000.00	-17,343.69	30.63 %
57200 Training Travel	2,983.90	6,000.00	-3,016.10	49.73 %
Total 57000 Training/Development Expenses	12,674.21	39,000.00	-26,325.79	32.50 %
Total 50000 General Expenses	783,774.15	4,762,000.00	-3,978,225.85	16.46 %
61000 Capital Expenses				
61100 Facility Improvements	10,860.00	500,000.00	-489,140.00	2.17 %
Total 61000 Capital Expenses	10,860.00	500,000.00	-489,140.00	2.17 %
70000 Debt Service				
60-7010 Debt Service 2021 Interest (Payments)		232,450.00	-232,450.00	
60-7020 Debt Service 2021 Principal (Payments)		455,000.00	-455,000.00	
Total 70000 Debt Service		687,450.00	-687,450.00	
Total Expenses	\$794,634.15	\$5,949,450.00	\$ -5,154,815.85	13.36 %
NET OPERATING INCOME	\$ -5,190.11	\$ -778,780.00	\$773,589.89	0.67 %
NET INCOME	\$ -5,190.11	\$ -778,780.00	\$773,589.89	0.67 %



Master Total Portfolio Report

Report as of 2/28/2023

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		02/28/2023			ISC Balance	\$319,390.78	\$319,390.78	
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-1346595-1	02/14/2023	08/07/2024	57993	ServisFirst Bank	\$232,950.00	\$249,516.72	4.807
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 →						\$2,171,681.54	\$2,206,937.30	

Totals →						\$2,171,681.54	\$2,206,937.30	
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Time and Dollar Weighted Average Portfolio Yield: 3.22%

Weighted Average Portfolio Maturity: 419.10 Days

Note: Weighted Yield & Weighted Average Portfolio Maturity are calculated using "Market Value" and are only based on the fixed rate investments.

Portfolio Summary

Type	Allocation (%)	Allocation (\$)	Description
SEC	62.39	\$1,355,422.23	Securities
CD	22.90	\$497,546.52	Certificate of Deposit
ISC	14.70	\$319,390.78	ISC Account

Index

Cost is comprised of the total amount you paid for the investment including any fees and commissions.

Rate is the average monthly rate for liquid investments or the rate on the last business day of the month for SDA investments or the yield to maturity or yield to worst for fixed term investments.

Face/Par is the amount received at maturity for fixed rate investments.

Market Value reflects the market value as reported by an independent third-party pricing service. Certificates of Deposit and other assets for which market pricing is not readily available from a third-party pricing service are listed at "Cost".

CD - Certificates of Deposit, **CP** - Commercial Paper, **ISC** - Investment Shares Class, **MMA** - Money Market Account, **SEC** - Government Securities, **TS** - Term Series

Deerfield Public Library					
Check Detail					
For the Regular Board Meeting on March 15, 2023					
Summary					Amount
11500 Bank Financial Petty Cash	Check Num 732-737				\$265.64
11300 WinTrust E Pay	3 ACHs				\$150.45
11100 WinTrust General Operating	Check Num 13618-13659, 14 ACHS				\$120,047.94
Total Payments to Approve					\$120,464.03
Date	Num	Vendor	Memo	Amount	Account Num
11500 Bank Financial Petty Cash -1537					
02/14/2023	732	Richard Franklin	Refund to Patron	18.99	42100
02/16/2023	733	Mira Desai	Reimbursement for Valentine's Day Candy for Staff	47.28	51600
02/22/2023	734	Grace Bono	Reimbursement for travel to MakerSpace training	44.74	57200
02/28/2023	735	Judith S. Roin	Memory Cafe: Gentle Chair Yoga	60.00	54150
03/06/2023	736	Karolyn Henry	Reimbursement for Mileage for school visits	24.63	56700
03/07/2023	737	Judith S. Roin	Springtime Yoga Program	70.00	54210
Total for 11500 Bank Financial Petty Cash -1537				265.64	
11300 WinTrust E Pay -8926					
03/01/2023	ACH	Heartland Payment Systems	Merchant CC Processing Fees	90.45	56009
03/03/2023	ACH	Chase Paymentech	Merchant CC Processing Fees	35.00	56009
03/03/2023	ACH	PayPal Inc.	Merchant CC Processing Fees	25.00	56009
Total for 11300 WinTrust E Pay -8926				150.45	
11100 WinTrust General Operating -2997					
02/22/2023	13618	Baker Tilly US, LLP	Audit Services - 2022	2,000.00	56500
02/22/2023	13619	Gaylord Archival	5 Boxes Ordered for Digitizing Project for Deerfield Review	133.66	56410
02/22/2023	13620	Value Line Publishing, LLC	Research Center Online Subscription Renewal: 3/1/23 - 2/28/24	2,925.00	53500
02/22/2023	13621	SE Inc.	Sidewalk Salting 1/29/23	510.00	52100
02/22/2023	13622	CDW Government, Inc.	New LVO Laptop & USB Dock and Backup Software	2,581.31	55350, 56440
02/22/2023	13623	Tech Systems, Inc.	Performed Annual 2023 Fire Inspection & Certification. Tested All Devices, Batteries and Signals	347.50	52200
02/22/2023	13624	OverDrive, Inc.	eBooks - February 2023	3,941.74	53500
02/22/2023	13625	Chicago Sun-Times	Subscription Renewal Sunday Only - 52 Weeks	187.20	53100
02/22/2023	13626	State Industrial Products	Materials for Carpet Spots & Staining on Windows	332.20	52100
02/22/2023	13627	Kelly DeCorrevont	Reimbursement for Tuition	5,000.00	57100
02/22/2023	13628	Atomatic Mechanical Services, Inc.	Address Heating Issues with Air Handling Unit	588.00	52200
02/22/2023	13629	Robert Pinsky	Podcast Interview w/ Robert Pinsky leading up to Favorite Poem Project. - 03/15/23	200.00	54210
02/22/2023	13630	Seymour Bernstein	Podcast Interview: Seymour Bernstein - 02/18/23	200.00	54210
02/22/2023	13631	Peerless Network, Inc.	Phone Support Maintenance 02/15/23-03/14/23	1,132.09	52430
02/22/2023	13632	Sikich LLP	Automation Support for Servers & Workstations - March 2023 & Storage Cloud Backup - March 2023	7,035.00	55360
02/22/2023	13633	Nanny Nikki Music, LLC	Storytime & Concert - 03/04/23 & Travel Fee	525.00	54400
02/22/2023	13634	Lechner and Sons	Lobby Mats 02/21/23	117.41	52100
02/22/2023	13635	Anderson Pest Solutions	Pest Management - January 2023	71.40	52100
02/22/2023	13636	Fox Valley Fire & Safety Company, Inc.	Fire Alarm Radio Monitoring Quarterly Lease - February 2023	228.00	52200
02/22/2023	13637	Vogue Printers	Spring 2023 Browsing Newsletter	3,297.00	56300
02/22/2023	13638	Madeline Dahlman	Book Discussion w/Madeline Dahlman - 03-09-23	200.00	54210
03/08/2023	13639	Baker & Taylor	Baker & Taylor - Books, AV, Processing Supplies - February 2023	5.38	53241

03/08/2023	13640	Midwest Tape 2000007021	Acquisitions for AV, Processing Supplies & Cataloging Service - February 2023	4,909.41	53320, 53340, 56420, 56550
03/08/2023	13641	SE Inc.	Sidewalk Salting 02/15/, 02/16, 02/21	760.00	52100
03/08/2023	13642	Scalambrino & Arnoff, LLP	Legal Fees-February 2023	1,115.85	56500
03/08/2023	13643	Ingram Library Services LLC	Acquisitions for Books, AV, and Processing Supplies - February 2023	12,159.92	53221, 53222, 53241, 53320, 56420
03/08/2023	13644	Greater Chicago Music Therapy, Inc.	What is Music Therapy Program - 03/22/23	225.00	54210
03/08/2023	13645	ACC Business	Internet Service 01/11/23-02/10/23	902.22	52440
03/08/2023	13646	Frogwater, Inc.	Frogwater Concert - 03/24/23	450.00	54210
03/08/2023	13647	Atomatic Mechanical Services, Inc.	2023 Annual Maintenance Agreement - Q1 Billing & 35% payment for OnGoing VRF Repairs	15,553.00	52200
03/08/2023	13648	Marcive, Inc.	Authority Processing - February 2023 & Authority Notification - Data Only - Annual Fee - 02/01/2023 - 01/31/2024	1,675.14	56550
03/08/2023	13649	Painters USA, Inc.	Deposit for Painting & Repair for 1st Floor & Youth	3,523.80	61100
03/08/2023	13650	State Industrial Products	Air Care Program	191.60	52100
03/08/2023	13651	Sarah Keister Armstrong & Associates, LLC	Strategic Planning Project Fee - Final 70%	5,950.00	56500
03/08/2023	13652	Best Quality Cleaning	Monthly Cleaning - March 2023	3,500.00	52100
03/08/2023	13653	Gary Midkiff and Company	Virtual Great Decisions Program 03/21/23	215.00	54210
03/08/2023	13654	Office Revolution LLC	Final Payment for New Furniture for Youth Services Reconfiguration	2,979.40	61100
03/08/2023	13655	Lechner and Sons	Lobby Mats 03/07/23	117.41	52100
03/08/2023	13656	Playaway Products LLC	Acquisitions for Wonderbooks Youth AV - Feb 2023	275.95	53340
03/08/2023	13657	Kanopy Inc.	Pay Per Use	457.00	53500
03/08/2023	13658	Midwest Tape	Hoopla - February 2023	4,139.60	53500
03/08/2023	13659	ThermFlo, Inc.	Generator Service Agreement 4/1/23-3/31/24	3,108.00	52200
02/09/2023	ACH	USPS	Postage for Spring 2023 Browsing	1,027.73	56200
02/17/2023	ACH	Wintrust	Service Charge	36.50	56009
02/21/2023	ACH	AT&T	Voice Lines: 12/29/22-01/28/23	353.69	52430
02/25/2023	ACH	Wex Health, Inc.	FSA Monthly Fees - February 2023	54.90	51500
03/01/2023	ACH	Amazon	Invoice #: 1TMQ-DK1H-6TQD Invoice Date: 03/01/2023 for February 2023 Credit Memo#: 17GX-VWGV-4KHK - February 2023	4,473.71	51600, 52100, 52500, 53221, 53241, 53320, 53550, 53600, 54210, 54400, 54500, 56410, 56420, 55440, 56440
03/01/2023	ACH	Village of Deerfield	Water & Sewer-January 2023	104.40	52410
03/01/2023	ACH	Village of Deerfield	Water & Sewer-January 2023	104.40	52410
03/03/2023	ACH	James Martin Associates, Inc.	2023 Annual Landscape Management	4,491.60	52300
03/04/2023	ACH	Comcast Cable	Patron Internet Service 02/16/23-03/15/23	210.94	52440
03/05/2023	ACH	Google, Inc.	Google Apps - March 2023	1,060.23	55350
03/06/2023	ACH	De Lage Landen Financial Services, Inc.	Monthly Lse for 7 Copiers and 3 Printers - March 2023	1,808.72	55360
03/07/2023	ACH	OverDrive, Inc.	eBooks - February 2023	4,641.90	53500
03/07/2023	ACH	OverDrive, Inc.	eBooks - February 2023	1,898.26	53500
03/09/2023	ACH	First Bank Mastercard	February 2023 Credit Card Payment	6,014.77	20001-20014
Total for 11100 WinTrust General Operating -2997				120,047.94	

Deerfield Public Library
Credit Card Transactions by Account Holder
As of 03/08/2023
Presented for Approval March 15, 2023

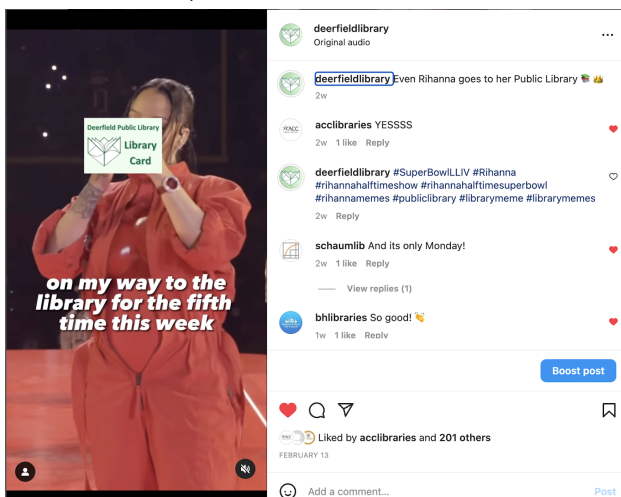
Date	Num	Vendor	Memo	Amount	Account Description
20000 Credit Cards Payable					
20001 Admin - 4734					
03/08/2023	AD 02/09/23	MailChimp	E-Newsletter Mailing Monthly Subscription	80.00	Outreach Programs
03/08/2023	AD 02/15/23	Spotify	Spotify for iPads Monthly Subscription	15.99	Youth Programming
03/08/2023	AD 02/22/23	American Library Association	ALA Conference 2023 - V. Karlovsky	220.00	Training & Education
03/08/2023	AD 02/22/23	American Library Association	ALA Conference 2023 - A. Jamieson	220.00	Training & Education
03/08/2023	AD 02/23/23	JC Licht	Paint Samples for Youth Area Walls	29.96	Facility Improvements
03/08/2023	AD 03/06/23	Ultimate Screen Printing	New Black DPL Polos for Facilities team	174.00	Other Benefits
Total for 20001 Admin - 4734				739.95	
20002 Business Office - 1381					
03/08/2023	BO 02/10/23	Quill	New Toaster for Staff Lounge	33.67	Minor Furnishings
03/08/2023	BO 02/14/23	JC Licht	Paint Samples for Youth Area Walls	59.92	Facility Improvements
03/08/2023	BO 02/15/23	Walgreens	Candy for SEC	13.75	Staff Enrichment
03/08/2023	BO 02/15/23	JC Licht	Paint Samples for Youth Area Walls	28.76	Facility Improvements
03/08/2023	BO 02/16/23	Jill Gordon	Payment for Staff Yoga for 8 weeks	480.00	Staff Enrichment
03/08/2023	BO 02/16/23	Melio	Transaction Fee for paying J.Gordon thru Quickbooks	13.92	Staff Enrichment
03/08/2023	BO 02/17/23	Quill	Peel & Seal Envelopes	94.30	General Operating Supplies
03/08/2023	BO 02/20/23	Library Works	Webinar: "Challenging Employee Conversations" - DeCorrevont, Stoeger, Jamieson, Desai	100.00	Training & Education
03/08/2023	BO 02/22/23	Etsy	Prize for Pi recitation contest	12.92	Staff Enrichment
03/08/2023	BO 02/23/23	Etsy	Sales Tax Refund	-0.96	Staff Enrichment
03/08/2023	BO 02/23/23	Defloured Bakery	Gluten Free Options for Pi Day	28.50	Staff Enrichment
03/08/2023	BO 02/23/23	Anderson Pest	Payment for Missing Oct Invoice	71.40	Interior Facility Maintenance
03/08/2023	BO 02/23/23	Intuit	Envelopes for Quickbook Checks	104.73	General Operating Supplies
03/08/2023	BO 02/24/23	Ramen Time	Thai food for Staff	157.00	Staff Enrichment
03/08/2023	BO 02/28/23	Quill	Bottled water for Staff Gatherings	35.16	Admin Programs
03/08/2023	BO 03/02/23	Upper Crust Bagels	Food & Beverage - All Staff 02/28	82.43	Admin Programs
03/08/2023	BO 03/03/23	Quill	Copier Paper	190.00	General Operating Supplies
Total for 20002 Business Office - 1381				1,505.50	
20003 Info Technology (IT) - 5382					
03/08/2023	IT 02/09/23	Today's Business Solutions	Charges for Faxes Sent	18.27	IT Support
03/08/2023	IT 02/09/23	Adobe	Staff Creative Cloud All Apps Monthly Subscription	54.99	Software & Licenses
03/08/2023	IT 02/10/23	TechSoup	Acrobat Professional Software	60.00	Software & Licenses
03/08/2023	IT 02/10/23	Revision	Annual Charge for Digital Signage 2023	720.00	Software & Licenses
03/08/2023	IT 03/01/23	Liberated Syndication	Podcasting Hosting	20.00	Software & Licenses
Total for 20003 Info Technology (IT) - 5382				873.26	
20004 Facilities - 1382					
03/08/2023	FC 02/10/23	Home Depot	Anchors for hanging items on walls	8.30	Interior Facility Maintenance
Total for 20004 Facilities - 1382				8.30	
20005 Patron Services - 7279					
03/08/2023	PS				
Total for 20005 Patron Services - 7279				0.00	
20006 Support Services - 4206					
03/08/2023	SS				
Total for 20006 Support Services - 4206				0.00	
20007 Adult Services - 2368					
03/08/2023	AS 02/08/23	Disney Plus	Roku Monthly Subscription	19.99	E-Resources
03/08/2023	AS 02/14/23	WTTW Channel 11	Annual PBS Subscription - Rokus	60.00	E-Resources
03/08/2023	AS 02/14/23	Netflix	Roku Monthly Subscription	19.99	E-Resources
03/08/2023	AS 02/17/23	Netflix	Roku Monthly Subscription	19.99	E-Resources
03/08/2023	AS 02/17/23	HBO Max	Annual Subscription - Rokus	99.99	E-Resources
03/08/2023	AS 02/18/23	Disney Plus	Roku Monthly Subscription	19.99	E-Resources
03/08/2023	AS 02/20/23	Apple	Roku Monthly Subscription - Apple TV	6.99	E-Resources
03/08/2023	AS 02/20/23	Apple	Roku Monthly Subscription - Apple TV	6.99	E-Resources
03/08/2023	AS 02/21/23	Joe Donut	Gift Card for Oscar's Prize	20.00	Adult Programming
03/08/2023	AS 02/28/23	Adult Reading Round Table	Membership Dues	15.00	Membership & Dues

03/08/2023	AS 02/28/23	Netflix	Roku Monthly Subscription	19.99	E-Resources
03/08/2023	AS 03/03/23	Disney Plus	Roku Monthly Subscription	19.99	E-Resources
03/08/2023	AS 03/03/23	Amazon	Kindle E-Books	14.99	E-Resources
03/08/2023	AS 03/03/23	Amazon	Kindle E-Books	14.99	E-Resources
03/08/2023	AS 03/04/23	Amazon	Kindle E-Books	12.99	E-Resources
Total for 20007 Adult Services - 2368				371.88	
20008 Youth Services - 0579					
03/08/2023	YS			0.00	
Total for 20008 Youth Services - 0579				0.00	
20009 Outreach Coord - 2042					
03/08/2023	OC 03/06/23	Canva	Graphic Design Platform	598.44	Professional Admin Services
Total for 20009 Outreach Coord - 2042				598.44	
20010 Adult Prog Coord - 5416					
03/08/2023	APC 02/09/23	Taco Vida	Gift Card Prizes for Trivia Night Feb 7th	15.00	Adult Programming
03/08/2023	APC 02/09/23	Taco Vida	Gift Card Prizes for Trivia Night Feb 7th	20.00	Adult Programming
03/08/2023	APC 02/09/23	Taco Vida	Gift Card Prizes for Trivia Night Feb 7th	25.00	Adult Programming
03/08/2023	APC 02/10/23	Sweet Green	Gift Card Prizes for Oscar Contest	20.00	Adult Programming
03/08/2023	APC 02/10/23	Walgreens	Snacks for Movie Night	25.70	Adult Programming
03/08/2023	APC 02/10/23	Rose Deerfield	Gift Card Prizes for Oscar Contest	20.00	Adult Programming
03/08/2023	APC 02/15/23	Jewel Osco	Treats for Mardi Gras Program	24.95	Adult Programming
03/08/2023	APC 02/23/23	Zoom	Monthly Subscription	54.99	Adult Programming
03/08/2023	APC 02/25/23	Michael's	Adult Birdhouse Painting Program	62.27	Adult Programming
Total for 20010 Adult Prog Coord - 5416				267.91	
20011 Youth Prog Coord - 1971					
03/08/2023	YPC 02/22/23	Eventbrite	Training: Queer Theory Crash	84.99	Training & Education
03/08/2023	YPC 02/26/23	Dollar Tree	Craft Supplies for Pokemon Program	12.25	Youth Programming
03/08/2023	YPC 02/26/23	Party City	Prizes & Decor for Pokemon Program	80.40	Youth Programming
03/08/2023	YPC 02/27/23	Etsy	Pokemon Bingo download for Program	4.00	Youth Programming
03/08/2023	YPC 02/27/23	Jewel - Osco	Supplies for Cocoa & Oreo Program	110.54	Youth Programming
03/08/2023	YPC 02/28/23	Dollar Tree	Supplies for Cocoa Program	3.75	Youth Programming
03/08/2023	YPC 02/28/23	Hobby-Lobby	Glue gun, circle punch, 3 extra paint mugs for Cocoa program	23.21	Youth Programming
03/08/2023	YPC 03/01/23	Dollar Tree	Disney Escape Room Supplies	60.00	Youth Programming
Total for 20011 Youth Prog Coord - 1971				379.14	
20012 Youth Coord - 1259					
03/08/2023	YC			0.00	
Total for 20012 Youth Coord - 1259				0.00	
20013 Teen Services - 6330					
03/08/2023	TS 02/08/23	Rosati's Pizza	Pizza for Teen Advisory Board on 02/08/23	67.72	Youth Programming
03/08/2023	TS 02/14/23	Etsy	Paper Bug Taxidermy Program	33.86	Youth Programming
Total for 20013 Teen Services - 6330				101.58	
20014 MakerSpace - 2311					
03/08/2023	MS 02/17/23	Target	Lazy Susans for MakerSpace	36.00	MakerSpace Programs
03/08/2023	MS 03/06/23	Prusa	3D Printer	1,132.81	MakerSpace Equipment
Total for 20014 MakerSpace - 2311				1,168.81	
Total for 20000 Credit Cards Payable				6,014.77	

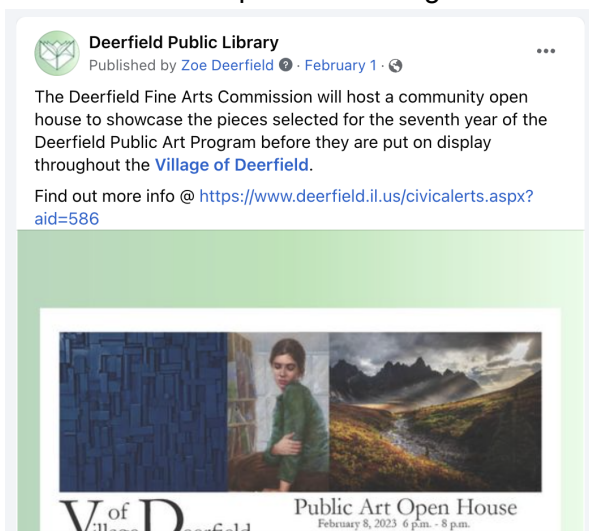
Director's Report: March 2023

FYI

- The Village of Deerfield will host a July 4 Parade during Family Days. The library will need to confirm the Trustees who would like to participate in the parade. The Library lobby will not be open this year as the parade route has changed.
- We will also pick three (3) dates for the Board to attend the Farmers Market which is held on Saturdays, June 10-October 14.
- Lake County has emailed information about the Statements of Economic Interest. Your email will include the login information. The Statements of Economic Interest are due by May 1, 2023.
- The [Northwest Quadrant](#) working group continues to meet. In addition to me, the group has members from the Village, Park District, Church and local business owners. We have met since 2016 to develop a cooperative plan to help make this area of the Village pedestrian friendly and offer ample parking. After years, the group is close to presenting a conceptual plan. I'll be presenting this document in the coming months.
- Our most popular Instagram post was the Rihanna meme right after the Superbowl. There were 199 likes, which reflects a 696% increase from previous months.



- Our most popular Facebook post was promoting the February 8 Deerfield Fine Arts Commission Reception. The image featured is hanging in the Library on the lower level.



- Articles of Interest
 - <https://americanlibrariesmagazine.org/2023/03/01/from-makeshift-to-mainstay/>

- <https://people.com/human-interest/women-changing-the-world-2023/> (Check out #5!)
- Another [article](#) that illustrates the struggles librarians are facing throughout the country.
- This [article](#) focuses on a proposed bill seeking to limit banning books.

Personnel

- In February the library had 0 separations
- In February the library filled 2 positions
 - Youth Services Assistant on February 20
 - Facility Custodian on February 28
- [The library has 0 positions open](#)
 - Adult Services Assistant scheduled to start on March 22

DEPARTMENT REPORTS

Adult Services Report

Melissa Stoeger, Assistant Director of Adult & Youth Services

- Patron Assistance
 - Anne assisted a patron in finding a book via email and received this message: “A 20-year resident of Deerfield, the library has been one of the huge blessings for which I have been profoundly grateful. Thank you for enriching our lives.”-TL
 - Another patron emailed: “As long as I am writing, please allow me to thank you and everyone at the library for being so wonderful and making our library such a shining star of our community! I lost my job a while back and literally would not be able to read new books without my amazing library! And I am constantly asking librarians for help choosing books and each and everyone is so knowledgeable and so kind-hearted and so helpful and always able to guide me to wonderful books!”-SB
- Outreach
 - Dylan gave his presentation on the Fight to Integrate Deerfield to 24 students at DHS. Later in the library, a student who attended the presentation stopped Dylan to tell him how much he enjoyed the presentation.
 - Vicki gave 4 classes at the Center for Enriched Living to 49 people.
- Programs
 - Our February podcast episode featured an interview with Seymour Bernstein, a world-famous pianist and the subject of a 2015 documentary directed by Ethan Hawke called *Seymour, an Introduction*. Bernstein is turning 96 in April. The episode was released on the last day of February and in that one day had 56 listens. Seymour told Dylan, “out of all the people who’ve interviewed me, you’re the only one who understood why I made that decision” [to leave his solo concert stage career]. In addition, the podcast also had 671 total listeners for the month, which is about double our usual number.

- We had a great turnout for our latest virtual trivia night. “Thanks for a fun evening and enjoyed your witty comments. Looking forward to the next event.”-R.
- We offered a 3-D letter collage program that was very popular. “Just wanted to let you know how much I enjoyed the collage class last week. I thought the teacher was amazingly prepared and the project was great. Thanks for hosting!!!”-C.
- We had 43 people attend the What’s It Worth Antiques program. The oldest item brought in was believed to be from the 1700s!
- Collection
 - We received the annual usage report for 2022 from the Digital Library of Illinois consortium (Overdrive/Libby). In 2022, Deerfield patrons checked out a total of 81,199 items from Libby. In comparison, in 2021 we checked out 73,843 items and in 2020 we checked out 69,752 items.
- 1,872 Patron Questions
- 12 Library Lifelines, 5 in library One on Ones
- 29 Books to Go
- 27 live programs with 364 attendees. 4 passive programs with 132 participants.
- 671 total podcast listens
- 550 Study Room reservations
- Adding additional Rokus to the LOT collection and reconfiguring to bring down wait times.
- Implementing “pagers” for study rooms to help speed up room turnover.
- Looking at refreshing and reconfiguring seating in Adult Services, including study rooms.

Business Office Report

Kelly DeCorrevont, Head of Finance

- We submitted the 2023 IPLAR to the State of Illinois in February
- Attended area wide library Business Manager meeting on February 2
- Staff Enrichment Committee met on February 2 to discuss upcoming activities
- Mira and Kelly completed payroll processing on February 2 and 16
- Cheryl and Kelly completed library check runs on February 8 and 22
- Deerfield Wellness Committee met on February 8
 - We hosted a wellness webinar on Personal Productivity on February 9
 - We hosted a wellness in person event on Financial Fitness on February 21
- Kelly and Mira attended a Challenging Employee Conversations webinar on February 23
- Completed new hire orientations on February 20 and 28
- All Staff meeting on February 28

IT Report

Steve Wuehr, Head of IT

- **Door Access Control**
The necessary hardware compatible with our setup has been identified and the parts are on order. This hardware will replace control boards that are starting to experience hardware failure and these particular boards are no longer manufactured.

- **Computer Refresh**

We have completed the refresh of Youth Services and will be continuing on to Support Services shortly.

- **Server Work**

We have completed the process of retiring the 2012 servers on the staff network that are responsible for authentication of staff logins. This is the first step in upgrading 2012 operating systems that will be approaching end of life. I am putting together specs and reviewing quotes for new server hardware that will replace two aging servers with one new server.

- **MakerSpace Coordination**

We are assisting the MakerSpace staff evaluate the software in use and have completed a software catalog. Working with the staff we have identified a few areas where we can improve and help increase the functionality of the technology in the MakerSpace.

- **CyberSecurity Training**

Staff completed the Q1 training in February. While we continue to perform bi-monthly phishing exercises designed to help staff utilize the skills taught by the Q1 training we will be preparing for Q2 which will likely happen sometime in May.

- **Backup system replacement**

With two of the older 2012 servers now retired we can start the process of building the new server that will be responsible for managing the backups. This work should begin soon.

- **Infrastructure updates**

This work had to be postponed last month due to scheduling issues. It is now slated to take place early in March on a Friday evening. This is necessary to ensure our infrastructure has the latest security updates in place.

- **CISA CyberSecurity Services**

The library recently completed on-boarding with CISA to provide regular vulnerability scans of our network perimeter. They will conduct checks weekly and report the findings to me for review, assessment and where necessary, remediation.

MakerSpace Report

Ted Gray, MakerSpace Manager

- We got rid of the sandbox. We did this for a number of reasons. The sand was getting all over the place and it's not good for the equipment. We also did it based on feedback from the strategic plan and recommendations regarding the look and feel of the MakerSpace. We wanted it to look like a more "adult" destination.
- Started working with IT on a software inventory for the MakerSpace. Also looking at repurposing some PCs and moving things around.
- Start working on creating video content. Basic instructional videos like InkScape 101 and Intro to Sewing.
- A patron used our laser engraver to create a cutting board for her sister who is totally into the Minions.



- A patron who was a big Cubs fan was going down to Spring Training and made their father a nice Cubs sweatshirt. Two sided! One side was done with the embroidery machine and the other using the vinyl cutter and heat transfer vinyl. We've learned how to do two color designs.



- A patron was going to visit their sister at their beach home. They created this beach themed cutting board. We put the seagull footprints along the bottom. Another example of the types of creative ideas our patrons come up with almost every day.



- We had over 300 patrons visit the MakerSpace once again in February. It seems like we're sort of on a roll. We've settled in and now we're starting to really dive into our services to improve things even more.

Outreach Report

Judy Hoffman, Outreach Coordinator

- **Dementia Friendly Community/Memory Cafe:** For our February Memory Cafe, we had a crafts program led by an art therapist from our partner, CJE Weinberg. We all enjoyed making flowers with coffee filters. There were 13 guests in attendance, two of which came as observers that will be starting a Russian-language Memory Cafe for CJE.
- **Village of Deerfield Public Art Reception:** In partnership with the Village, we were happy to host the reception for the Public Art Program. This was the first reception since before the pandemic. We had an excellent turnout, and one of the pieces on display was purchased from the artist at the reception. The artist will provide another piece for the 2023-2024 displays.
- **Volunteer/TrueNorth:** We welcomed a new volunteer from TrueNorth (formerly North Suburban Special Education District). Our volunteer is currently working with the Youth department. Once fully up to speed, we hope to also add in duties for Patron Services.
- **Neighborhood Office Hours/Rep. Brad Schneider:** On February 9, staff from the office of Brad Schneider started NOH to answer questions and assist patrons with issues with any Federal agencies. They will be in the lobby every other Thursday, 9:30 a.m.-1:00p.m.
- **Staff Training/Center for Enriched Living:** Outreach arranged for staff training on supporting our patrons with developmental disabilities. The presentation was given by a staff member from the Center for Enriched Living.
- **Illinois Library Association/Advocacy Training:** I attended the two-part advocacy training presented online by ILA. This training was a new way to connect with legislators and prepare for continued advocacy. Previously, for almost 30 years the IL Library Systems and ILA hosted a Legislative Breakfast in different parts of the state for libraries and legislators to connect. The events went online during the pandemic. This year's new format continued to be online, and involved only inviting new elected officials to introduce them to the issues.
- **Community Relations Commission:** At our February meeting, we reviewed 18 applications from DHS sophomores and juniors to fill the two student seats on the commission. We also discussed upcoming plans for Women's History Month.
- **Fine Arts Commission:** I presented our request for funding for the DPL 2023 Queer Poem-a-Day program. Last year, the Commission provided \$1,000. The members voted to support this third year of QPAD with a gift of \$1,500.
- **Meeting Rooms:** In February we had 14 meeting room reservations. Two groups that met regularly at DPL before the pandemic (weekly or monthly), notified me that they have decided to stay on Zoom for their meetings. The majority of members prefer the convenience of meeting without leaving home.

Patron Services Report

Sayaka Suzuki, Patron Services Manager

- Claudette and Alan spent some Friday afternoons helping out in the MakerSpace.
- In February, we had 11,005 library visits. In January we had 11,164 library visits.
- In February 24,404 physical items circulated including renewals. In January, 26,292 physical items circulated, including renewals.
- We did 7 curbside pickups and 3 virtual library card registrations in February.

Support Services Report

Pam Skittino, Head of Support Services

- Lynn and Stuart completed the Holiday picture book relabeling project
- Lynn and Pam started and completed the Early Chapter Book relabeling project which moved more than 600 books from the J Fiction collection to the Early Chapter Book collection.
- IPLAR/statistics and annual infographics completed
- Sierra and Encore have been updated to the latest releases
- Pam signed the library up for the next LX Starter cohort - this is a group of libraries all learning how to configure and use a much more modern style of courtesy/overdue/billing and hold notices - these will be available to our patrons in April
- Renamed the Locked Case Reference collection to Local History Room
- Updated the Google Analytics scripts in the catalogs to the latest version
- Pam attended two hours of the "Kansas Summit" by ByWater Solutions dealing with the Aspen catalog

Youth Services Report

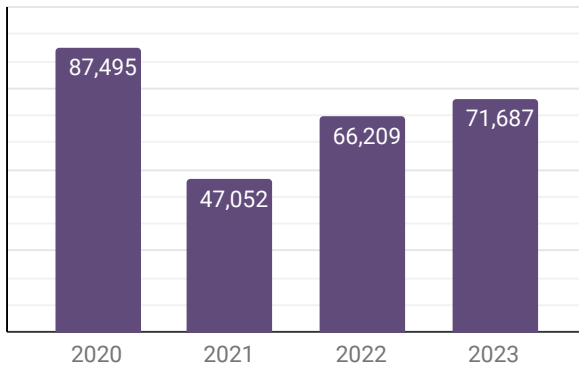
Melissa Stoeger, Assistant Director of Adult & Youth Services

- Patron Assistance
 - An older gentleman came up to me & asked me to help him find "The Essential Authors" books. Not quite knowing what he meant, I dug further by asking him questions and found out that he was looking for books on the Pen 100 list of books that were being banned by Florida schools. He wanted to educate himself further and asked if we get challenged and how that works. I explained it to him and he said "I'm sorry to hear that....this whole thing is crazy."-Noreen
- Outreach
 - Emily gave a tour of the library to 31 children from Deerfield Christian Beginnings preschool.
- Programs
 - We had 24 kids attend our Pokemon Party and we got a lot of positive comments from the kids about the games and the crafts.
 - We had 53 attendees for the Great Boodini STEM magic show.
- Collection
 - We added to and re-cataloged some of the juvenile books to the early chapter books and got a lot of great feedback about that. "Whoever decided to add more

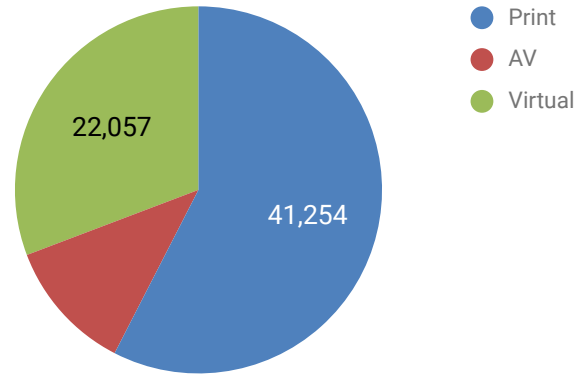
books to the ECB section, I really appreciate it. My kid is at that reading level so it's perfect, I see so many series that will be great for them!"

- We completed the re-labeling project in the picture book section. We also shifted the picture books to place the categories at the front of the collection, making them easier to find.
- The library received the following email from a patron: "As a Deerfield resident and parent of a transgender teenager at DHS, I wanted to compliment you on the inclusive tone you have set at the library. I was there for a meeting today and noticed additions (signage/flags in the children's area, a sign on the entry restrooms calling out the single stall options available). I also received your new program offerings today and was thrilled to see the Name Change and Gender Marker 101 for Spring 2023. Your book selection, particularly for Young Adults, is diverse and inclusive from my perspective. I consistently see diversity highlighted and celebrated in the books that are chosen for display. Considering that many of these books aren't even available or allowed now in other parts of the country, it makes me so proud of my community when I see them. The environment you have created makes a statement to our kids about our values as a community and gives diverse families a safe, hopeful space to relax and learn in. I shared your Name Change and Gender Marker course offering with my Deerfield trans parent support group (14 area families and growing). Some of these parents have gone through the name change and gender marker experience with little or no help. This course provides them a resource. It also raises awareness of and gives visibility to the trans community in Deerfield. Given what these families are up against in the larger world, it is decisions like this that give them hope that they are seen and embraced in our community. Thank you for all you do!" -A.R.
- 895 patron questions
- 5 Personalized Picks
- 27 in-person programs with 442 attendees
- 4 Passive programs with 48 participation
- 15 Outreach programs to 410 children
- Youth Services is adding Wednesday storytime in March.
- We are planning for the Summer Reading Program.
- Selected new paint colors and prepared for painting in March.
- We are in the process of replacing the study room chairs.

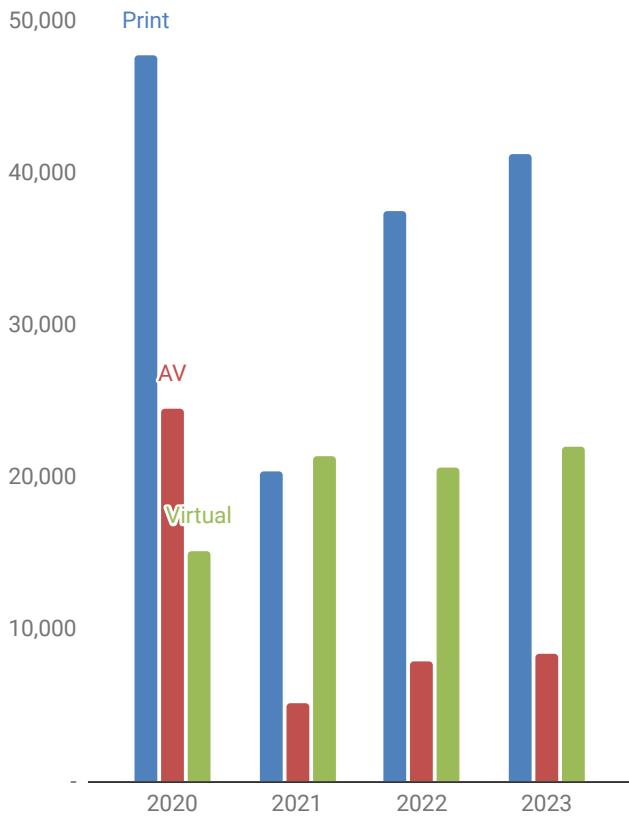
Total Circulation YTD



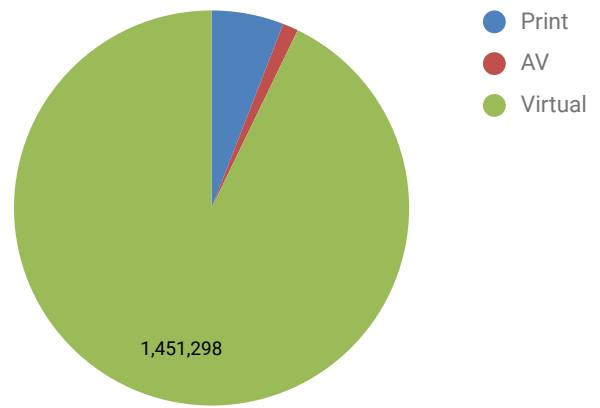
Circulation by Type YTD



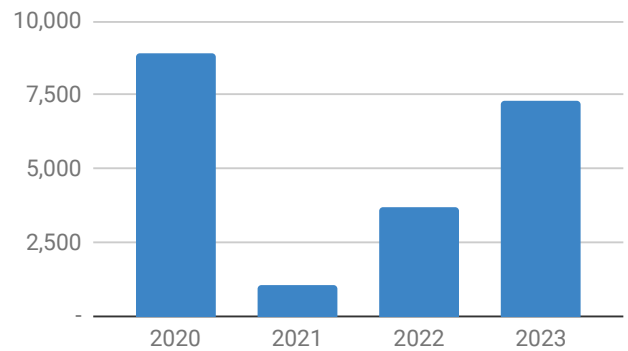
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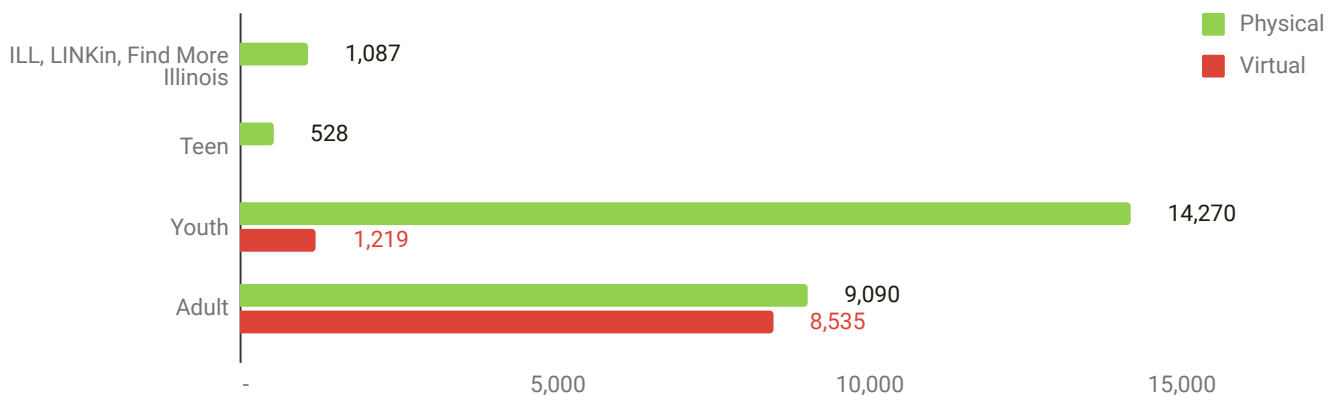
Collection by Type - February



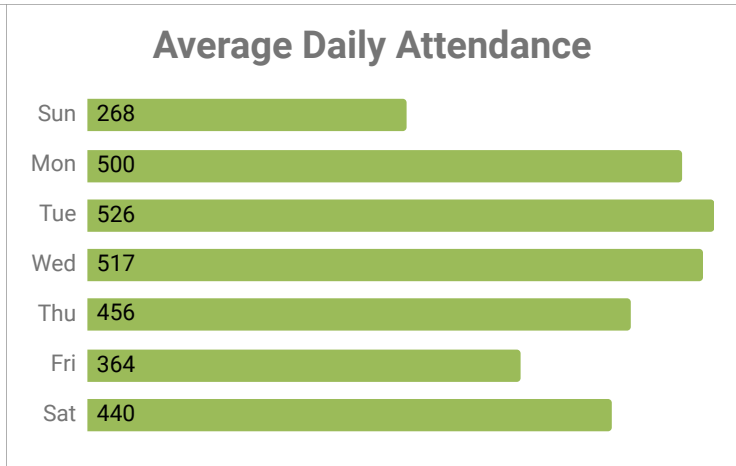
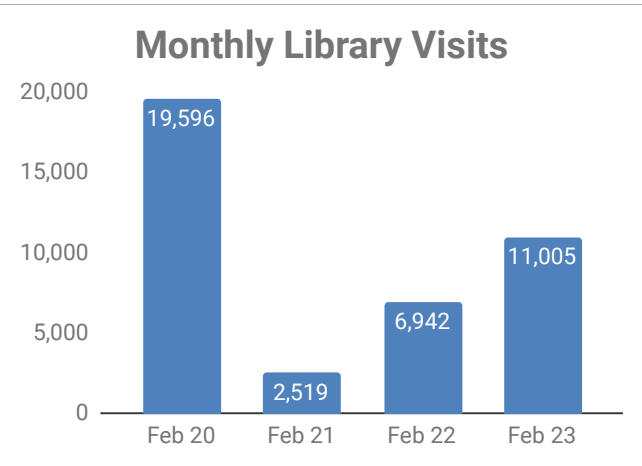
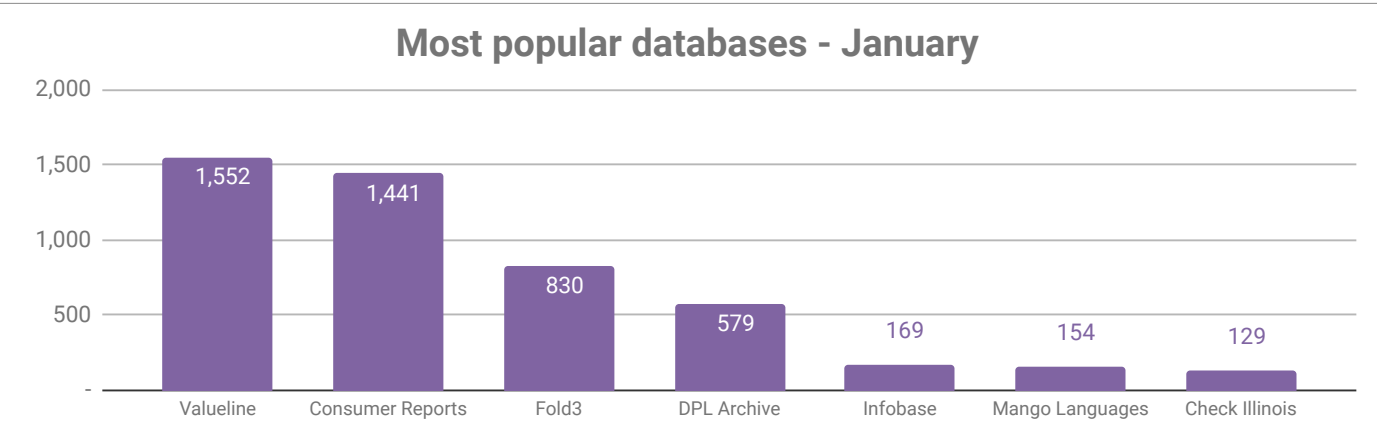
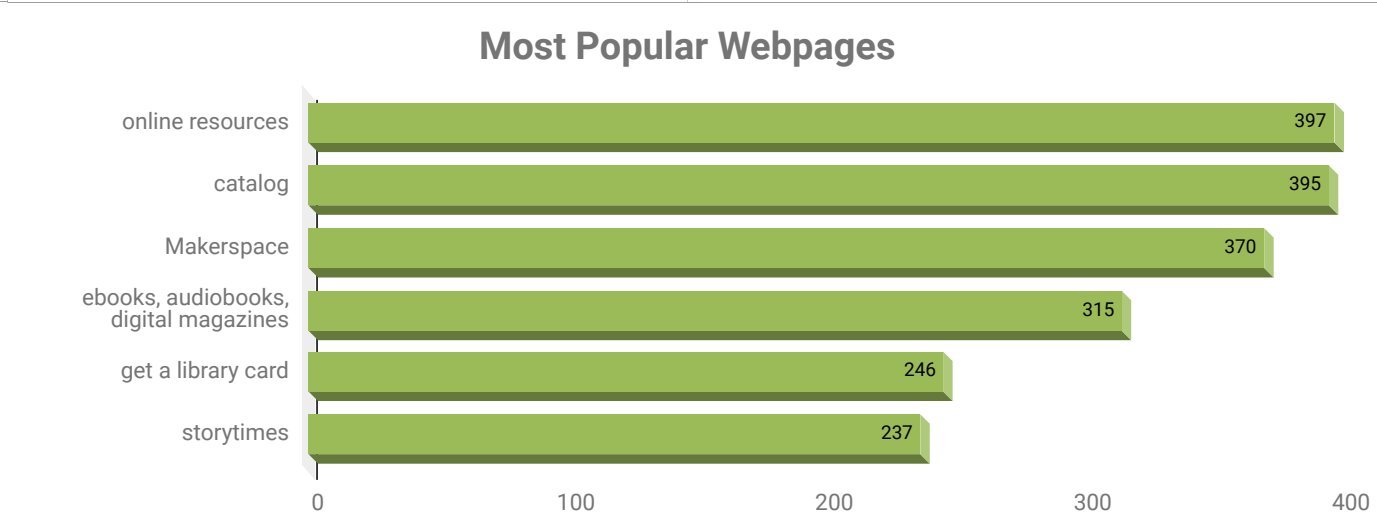
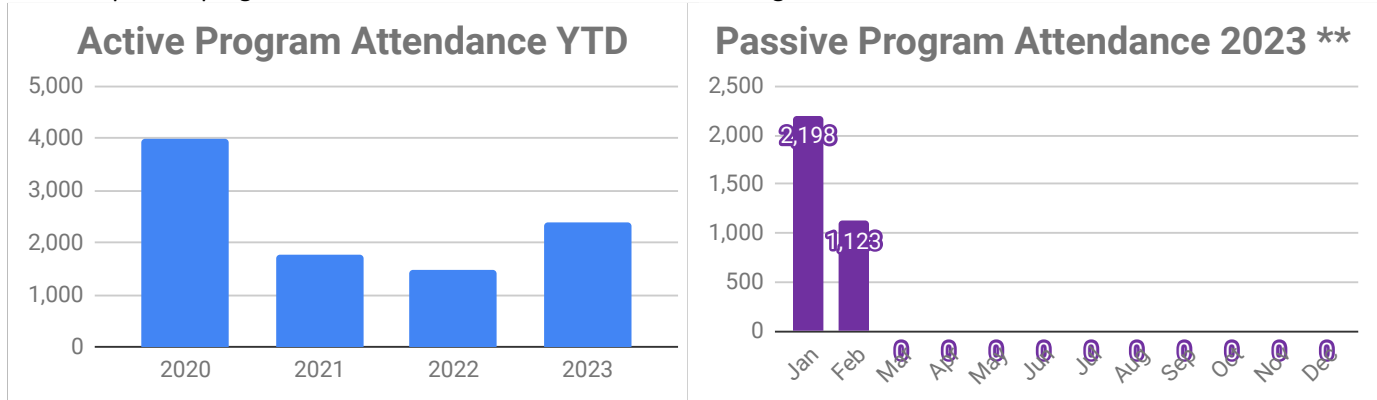
Questions Answered YTD



Circulation by Collection



**Virtual passive program numbers are tallied in the month following their release; in Feb the Jan #'s will be accurate



To: Library Board of Trustees
From: Human Relations Committee
Re: Employee Handbook Updates
Date: March 16, 2023

On March 9, the Human Relations Committee met to review and approve the following proposed changes to the Employee Handbook. The Employee Handbook will be a separate attachment to this email.

IV – 6 SEXUAL AND OTHER FORMS OF HARASSMENT AND RETALIATION

Added clarifying language to this policy, specifically what happens if an employee is accused of harassment and other clarifying language regarding additional protections.

IV – 6 ON-THE-JOB BEHAVIOR / BREACHES OF CONDUCT

Added clarifying language to a violation of the Library's drug/alcohol policy including failure to notify Library management of a drug conviction within five (5) working days after the conviction.

V – 12.3 CELLULAR PHONES, TWO-WAY RADIO AND LIBRARY PHONE USE

Added language that the Library will provide a monthly cellular phone service reimbursement to eligible staff.

IX – 5 FUNERAL / BEREAVEMENT LEAVE

In order to comply with Illinois Family Bereavement Leave Act (820 ILCS 154/), we need to update our policy to allow for up to two weeks off in our Bereavement Leave Policy. We updated the language in our policy to reflect 5 paid days and up to 5 unpaid days.

IX – 9 FAMILY MEDICAL LEAVE ACT (FMLA)

Added clarifying language when the leave is needed for planned medical treatment, employees must attempt to schedule treatment so as not to unduly disrupt the Library's operations.

Added clarifying language during an approved FMLA leave, the Library will maintain the employee's health benefits as if the employee continued to remain actively employed but the employee must continue to pay his or her share of the premium. Failure of the employee to pay his or her share of the health insurance premium may result in loss of coverage. If the employee does not return to work after the expiration of the leave, the employee may be required to reimburse the Employer for payment of health insurance premiums during the FMLA leave.