

**DEERFIELD PUBLIC LIBRARY BOARD OF TRUSTEES
MEETING AGENDA
920 Waukegan Road, Deerfield, IL, Board Room
Wednesday, April 19, 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. March 15, 2023 Regular Meeting (ACTION)
 - B. March 15, 2023 Executive Session (ACTION)
4. TREASURER REPORT
 - A. Monthly Financials: Balance Sheet, Revenue & Expenses, Quarterly Report (ACTION)
 - B. List of Checks and Payments for Approval (ACTION)
5. STAFF PRESENTATION: Pam Skittino, Head of Support Services
6. VILLAGE LIAISON REPORT
7. LIBRARY DIRECTOR'S REPORT
 - A. Reminder: Officer Elections
8. OLD BUSINESS
 - A. Farmers Market: Saturday, June 10
9. NEW BUSINESS
 - A. Resolution Recognizing Outgoing Board Member (ACTION)
 - B. Non-Resident Fee Card Participation (ACTION)
 - C. Motion Based on Executive Session (ACTION)
10. EXECUTIVE SESSION 5 ILCS 120/2 c 1 to discuss the self evaluation and compensation of the Library Director
11. OTHER
12. ADJOURNMENT

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

Upcoming 2023 Library Board Meetings: May 17, June 21, July 19

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

DEERFIELD PUBLIC LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES
March 15, 2023

1. ROLL CALL & CALL TO ORDER

Secretary Luisa Ellenbogen called the meeting to order at 6:31 p.m., in the Board Room, 920 Waukegan Road, Deerfield, IL.

Present Board Members: Seth Schriftman - Treasurer, Luisa Ellenbogen - Secretary, Howard Handler, Emily Wallace, 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.

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

Ms. Stephanie Brand introduced herself as she is running for a board position.

3. APPROVAL OF MINUTES

A. February 15, 2023 Regular Session Meeting (ACTION)

MOTION: Mr. Kyle Stone a motion to approve the February 15, 2023 Regular Meeting minutes, seconded by Ms. Emily Wallace.

Vote: 4 Yes – Luisa Ellenbogen - Secretary, Howard Handler, Emily Wallace, and Kyle Stone.
The motion was approved.

4. TREASURER REPORT

Mr. Seth Schriftman presented the Treasurer Report for February.

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

MOTION: Mr. Stone made a motion to approve the February Financials seconded by Ms. Ellenbogen.

Vote: 5 Yes – Seth Schriftman - Treasurer, Luisa Ellenbogen - Secretary, Howard Handler, Emily Wallace, 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 February, which included:

-Petty Cash Checks 732-737, Bank Financial	\$	265.64
-Electronic Payments, 3 ACHs, WinTrust	\$	150.45
-AP Checks 13573-13617, 13 ACHs, WinTrust	\$	<u>120,047.94</u>
The total amount presented for approval	\$	120,464.03

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

Vote: 5 Yes – Seth Schriftman - Treasurer, Luisa Ellenbogen - Secretary, Howard Handler, Emily Wallace, and Kyle Stone.

The motion was approved.

5. VILLAGE LIAISON REPORT

None

6. LIBRARY DIRECTOR'S REPORT

Ms. Amy Falasz-Peterson gave the Director's report.

A. National Library Week Plans, April 23-29, 2023

Ms. Falasz-Peterson asked for Board Members to coordinate the delivery of treats on April 25 which is National Library Workers Day for staff.

Ms. Falasz-Peterson reported that 81,999 digital items from Libby have been checked out by Deerfield patrons. Ms. Falasz-Peterson reported that the Village will begin work on Waukegan Road, which will impact traffic to the Library. Ms. Falasz-Peterson informed the board of the next Friends of the Library meeting, March 23, 2023.

7. OLD BUSINESS

A. Family Days (DISCUSSION)

Ms. Falasz-Peterson gauged interest in board participation in the Village's Fourth of July Parade.

8. NEW BUSINESS

A. Employee Handbook Updates (ACTION)

Ms. Falasz-Peterson outlined the changes the HR Committee is proposing for the employee handbook, mostly regarding the clarification of language. Each update is subject to individual approval.

Section IV - 6 Sexual and Other Forms of Harassment and Retaliation

MOTION: Mr. Schriftman made a motion to approve the clarifying language added to this policy, seconded by Ms. Wallace.

Vote: 5 Yes – Seth Schriftman - Treasurer, Luisa Ellenbogen - Secretary, Howard Handler, Emily Wallace, and Kyle Stone.

The motion was approved.

Section IV - 6 On-the-Job Behavior / Breaches of Conduct

MOTION: Mr. Schriftman made a motion to approve the clarifying language added to this policy, seconded by Ms. Wallace.

Vote: 4 Yes – Seth Schriftman - Treasurer, Luisa Ellenbogen - Secretary, Emily Wallace, and Kyle Stone.

1 No - Howard Handler

The motion was approved.

Section V - 12.3 Cellular Phones, Two - Way Radio and Library Phone Use

MOTION: Mr. Schriftman made a motion to approve the addition of a monthly stipend for cellular phone service for eligible staff, seconded by Ms. Wallace.

Vote: 2 Yes – Seth Schriftman - Treasurer and Emily Wallace.

3 No - Kyle Stone, Luisa Ellenbogen, and Howard Handler.

The motion was not approved.

Section IX - 5 Funeral / Bereavement Leave

MOTION: Mr. Schriftman made a motion to approve the update to the Bereavement Leave Policy to comply with state law, seconded by Ms. Wallace.

Vote: 5 Yes – Seth Schriftman - Treasurer, Luisa Ellenbogen - Secretary, Howard Handler, Emily Wallace, and Kyle Stone.

The motion was approved.

Section IX - 9 Family Medical Leave Act (FMLA)

MOTION: Mr. Schriftman made a motion to approve the addition of clarifying language to the FMLA guidelines outlined in the Employee Handbook, seconded by Ms. Wallace.

Vote: 5 Yes – Seth Schriftman - Treasurer, Luisa Ellenbogen - Secretary, Howard Handler, Emily Wallace, and Kyle Stone.

The motion was approved.

Ms. Ellenbogen has asked that the next time the HR Committee meets to ensure that language for all aforementioned updates are gender inclusive.

B. Farmers Market Dates (DISCUSSION)

Ms. Falasz-Peterson requested that the board select three dates for the Farmer's Market Board.

9. OTHER

None

At 7:30 p.m., Ms. Wallace made a motion to move into Executive Session, seconded by Mr. Schriftman.

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

The motion was approved.

The Board returned to the Open Meeting at 8: 24 pm.

12. ADJOURNMENT

At 8:24 p.m., Mr. Schriftman made a motion to adjourn the meeting, seconded by Ms. Wallace.

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

Luisa Ellenbogen, Secretary

Deerfield Public Library

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Balance Sheet As of March 31, 2023

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
11000 Cash and Investments - General	0.00
11100 General Operating - WinTrust	1,085,522.97
11200 Payroll - WinTrust	152,287.08
11300 E-Pay - WinTrust	25,949.98
11400 Deposits - Bank Financial	6,147.16
11500 Petty Cash - Bank Financial	1,821.11
11600 Max-Safe Wintrust	2,982,086.93
11900 Petty Cash	574.00
Total 11000 Cash and Investments - General	4,254,389.23
14100 PMA Financial Services	
10-1410 PMA Reserve Fund	2,176,671.32
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	2,176,671.32
Total Bank Accounts	\$6,431,060.55
Accounts Receivable	
15120 Property Tax Receivable - 2013	0.00
Total Accounts Receivable	\$0.00
Other Current Assets	
12101 Inventory Asset	0.00
15000 Other Current Assets	0.00
15010 Receivables	4.80
15100 Property Taxes Receivable	4,386,500.00
15110 Property Tax Receivable - 2011A	683,950.00
15121 Property Tax Receivable - 2013	0.00
15200 Due from Village of Deerfield	0.00
15300 Prepaid Expenses	0.00
15400 Accrued Revenue - General	0.00
Total Other Current Assets	\$5,070,454.80
Total Current Assets	\$11,501,515.35

Deerfield Public Library

Balance Sheet As of March 31, 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	-5,741,052.00
Total 19000 Capital Assets	9,205,858.12
Total Fixed Assets	\$9,205,858.12
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	\$21,621,095.21
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
21000 Accounts Payable	75,487.71

Deerfield Public Library

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Balance Sheet As of March 31, 2023

	TOTAL
Total Accounts Payable	\$75,487.71
Credit Cards	\$0.00
Other Current Liabilities	
21055 Other Current Payables	0.00
21500 Retainage	0.00
22000 Payroll Liabilities	0.40
22100 Salaries Payable	63,496.63
22200 Deferred Compensation	0.00
22300 Withholdings	0.00
22310 Federal Income Tax	-236.87
22320 Social Security	738.58
22330 Medicare	0.00
22340 Employer' s FICA	0.00
22350 State Income Tax	-2,265.69
22360 IMRF	12,922.82
22370 ICMA	70.67
22375 Vision	4,980.04
22380 Medical/Health	-29,224.09
22385 Dental	-2,263.37
22390 Life	7,051.23
22400 EAP	30.00
Total 22300 Withholdings	-8,196.68
Total 22000 Payroll Liabilities	55,300.35
22395 FSA Payable	-1,233.47
23000 Due to Village - Short Term	0.00
24000 Accrued Expenses	0.00
25000 Deferred Inflows of Resources	1,158,598.44
25100 Deferred Property Taxes	4,386,500.00
Total 25000 Deferred Inflows of Resources	5,545,098.44
25110 Unearned Property Taxes-2011a	683,950.00
25120 Unearned Prop Taxes -20132	0.00
25500 Deferred Inflows of Resources - OPEB	82,772.00
25902 Unearned Impact Fee - AMLI Proj	0.00
26300 Net Pension liability	147,698.00
29000 Due To Other Activity Bank Acct	0.00
Total Other Current Liabilities	\$6,513,585.32
Total Current Liabilities	\$6,589,073.03

Deerfield Public Library

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Balance Sheet As of March 31, 2023

	TOTAL
Long-Term Liabilities	
26000 Noncurrent Liabilities	
26009 Compensated Absences	83,075.00
26100 Other Postemployment Benefits	607,165.00
26200 Due to Village - Long Term Debt	4,746,049.74
Total 26000 Noncurrent Liabilities	5,436,289.74
Total Long-Term Liabilities	\$5,436,289.74
Total Liabilities	\$12,025,362.77
Equity	
31000 Opening Bal Equity	0.00
32000 Fund Balance, Beginning	3,219,145.82
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	370,363.10
33000 Investment in Capital Assets	10,203,278.12
33050 Debt Related to Capital Assets	-6,286,049.74
Total 33000 Investment in Capital Assets	3,917,228.38
Net Income	-370,664.61
Total Equity	\$9,595,732.44
TOTAL LIABILITIES AND EQUITY	\$21,621,095.21

Deerfield Public Library

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

January - March, 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
41000 Taxes				
41100 Property Tax	914,750.68	4,387,720.00	-3,472,969.32	20.85 %
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	923,394.54	5,100,170.00	-4,176,775.46	18.11 %
42000 Fees & Fines				
42100 Material Fees	604.31	10,000.00	-9,395.69	6.04 %
42200 Non-Resident Fees	2,294.74	5,000.00	-2,705.26	45.89 %
42300 Printing/Copying Fees	1,392.73	4,000.00	-2,607.27	34.82 %
Total 42000 Fees & Fines	4,291.78	19,000.00	-14,708.22	22.59 %
43000 Investment Income				
43100 Interest - General	36,861.63	10,000.00	26,861.63	368.62 %
43200 Interest - Reserve	13,025.02	10,000.00	3,025.02	130.25 %
Total 43000 Investment Income	49,886.65	20,000.00	29,886.65	249.43 %
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	1,417.37	500.00	917.37	283.47 %
49065 Sale of Surplus Materials	219.80	500.00	-280.20	43.96 %
Total 49000 Miscellaneous Revenue	1,637.17	1,000.00	637.17	163.72 %
Total Income	\$979,412.89	\$5,170,670.00	\$ -4,191,257.11	18.94 %
GROSS PROFIT	\$979,412.89	\$5,170,670.00	\$ -4,191,257.11	18.94 %
Expenses				
50000 General Expenses				
51000 Personnel Expenses				
51100 Salaries	708,380.45	2,430,250.00	-1,721,869.55	29.15 %
51200 FICA	52,284.57	186,000.00	-133,715.43	28.11 %
51300 Health/Misc Benefits	92,849.81	387,000.00	-294,150.19	23.99 %
51400 Pension Contribution	47,831.27	221,000.00	-173,168.73	21.64 %
51500 Other Benefits	3,585.67	9,000.00	-5,414.33	39.84 %
51600 Staff Enrichment	971.28	4,000.00	-3,028.72	24.28 %
Total 51000 Personnel Expenses	905,903.05	3,237,250.00	-2,331,346.95	27.98 %

Deerfield Public Library

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

January - March, 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
52000 Facility Expenses				
52100 Interior Facility Maintenance	13,192.80	60,000.00	-46,807.20	21.99 %
52200 Facility Equipment Maintenance	33,151.67	80,000.00	-46,848.33	41.44 %
52300 Exterior Building Maintenance	17,257.60	30,000.00	-12,742.40	57.53 %
52400 Utilities				
52410 Water	812.50	3,000.00	-2,187.50	27.08 %
52430 Telephone - Voice	5,202.20	23,000.00	-17,797.80	22.62 %
52440 Data Lines	3,329.15	17,000.00	-13,670.85	19.58 %
Total 52400 Utilities	9,343.85	43,000.00	-33,656.15	21.73 %
52500 Minor Furnishings & Equipment	2,768.49	25,000.00	-22,231.51	11.07 %
Total 52000 Facility Expenses	75,714.41	238,000.00	-162,285.59	31.81 %
53000 Library Materials				
53100 Periodicals	4,145.70	15,500.00	-11,354.30	26.75 %
53200 Adult Materials-Books				
53221 Books - Adult Non-Fiction	8,886.36	40,000.00	-31,113.64	22.22 %
53222 Books-Adult Fiction	10,640.55	60,000.00	-49,359.45	17.73 %
Total 53200 Adult Materials-Books	19,526.91	100,000.00	-80,473.09	19.53 %
53300 Audio Visual Materials				
53320 Audio Visual - Adult	10,841.72	64,000.00	-53,158.28	16.94 %
53340 Audio Visual - Youth	1,205.50	12,000.00	-10,794.50	10.05 %
Total 53300 Audio Visual Materials	12,047.22	76,000.00	-63,952.78	15.85 %
53400 Youth Materials-Books				
53241 Books - Youth & Teens	12,337.06	73,000.00	-60,662.94	16.90 %
53550 Literacy Support - Youth	53.46	2,000.00	-1,946.54	2.67 %
Total 53400 Youth Materials-Books	12,390.52	75,000.00	-62,609.48	16.52 %
53501 Electronic Resources				
53500 E-Resources	127,614.52	295,000.00	-167,385.48	43.26 %
Total 53501 Electronic Resources	127,614.52	295,000.00	-167,385.48	43.26 %
53600 Non-Traditional Resources	1,329.26	14,000.00	-12,670.74	9.49 %
Total 53000 Library Materials	177,054.13	575,500.00	-398,445.87	30.77 %
54000 Library Programs				
54100 Admin Programs	492.20	4,000.00	-3,507.80	12.31 %
54150 Outreach Programs	279.00	1,250.00	-971.00	22.32 %
54210 Adult Programs	7,429.07	25,000.00	-17,570.93	29.72 %
54400 Youth Programs	2,910.33	25,000.00	-22,089.67	11.64 %
54500 MakerSpace Programs	191.62	10,000.00	-9,808.38	1.92 %
Total 54000 Library Programs	11,302.22	65,250.00	-53,947.78	17.32 %
55000 Technology				
55350 Software & Licenses	64,294.32	230,000.00	-165,705.68	27.95 %
55360 IT Support	36,048.15	142,000.00	-105,951.85	25.39 %
55400 New Projects/equip				

Deerfield Public Library

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

January - March, 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
56440 IT Equipment	4,151.29	63,000.00	-58,848.71	6.59 %
Total 55400 New Projects/equip	4,151.29	63,000.00	-58,848.71	6.59 %
55440 MakerSpace Equipment	4,917.23	10,000.00	-5,082.77	49.17 %
Total 55000 Technology	109,410.99	445,000.00	-335,589.01	24.59 %
56000 Professional/Contractual Svcs				
56009 Other Office Support	788.51	10,000.00	-9,211.49	7.89 %
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	10,271.46	21,000.00	-10,728.54	48.91 %
56550 Cataloging Service	1,984.35	22,000.00	-20,015.65	9.02 %
56555 Professional Outreach Services	1,487.00	6,750.00	-5,263.00	22.03 %
Total 56500 Professional Admin Services	13,742.81	49,750.00	-36,007.19	27.62 %
56700 Travel for Library Services	24.63	1,000.00	-975.37	2.46 %
Total 56000 Professional/Contractual Svcs	19,111.28	125,000.00	-105,888.72	15.29 %
56400 Supplies				
56410 General Operating Supplies	1,437.37	14,000.00	-12,562.63	10.27 %
56420 Processing Supplies	5,245.90	23,000.00	-17,754.10	22.81 %
Total 56400 Supplies	6,683.27	37,000.00	-30,316.73	18.06 %
57000 Training/Development Expenses				
56600 Dues & Memberships	2,049.00	8,000.00	-5,951.00	25.61 %
57100 Training & Education	10,840.30	25,000.00	-14,159.70	43.36 %
57200 Training Travel	3,168.61	6,000.00	-2,831.39	52.81 %
Total 57000 Training/Development Expenses	16,057.91	39,000.00	-22,942.09	41.17 %
Total 50000 General Expenses	1,321,237.26	4,762,000.00	-3,440,762.74	27.75 %
61000 Capital Expenses				
61100 Facility Improvements	28,840.24	500,000.00	-471,159.76	5.77 %
Total 61000 Capital Expenses	28,840.24	500,000.00	-471,159.76	5.77 %
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	\$1,350,077.50	\$5,949,450.00	\$ -4,599,372.50	22.69 %
NET OPERATING INCOME	\$ -370,664.61	\$ -778,780.00	\$408,115.39	47.60 %
NET INCOME	\$ -370,664.61	\$ -778,780.00	\$408,115.39	47.60 %



Master Total Portfolio Report

Report as of 3/31/2023

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		03/31/2023			ISC Balance	\$314,499.80	\$314,499.80	
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
CD	CD-1347127-1	03/20/2023	03/19/2024	58816	Royal Business Bank	\$160,000.00	\$168,538.95	5.337
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 →						\$2,176,671.32	\$2,220,585.27	
Totals →						\$2,176,671.32	\$2,220,585.27	

Time and Dollar Weighted Average Portfolio Yield: 3.42%

Weighted Average Portfolio Maturity: 417.24 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	55.20	\$1,208,369.42	Securities
CD	30.43	\$666,085.47	Certificate of Deposit
ISC	14.37	\$314,499.80	ISC Account

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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
Schedule of Changes in Investments - 1st Quarter of Fiscal Year 2023
 January 1 and March 31, 2023

	Beginning Jan 1, 2023	Increase / (Decrease)	Ending Mar 31, 2023
For General Operations			
Money Market Accounts			
Wintrust General OP/AP	898,050	189,729	1,087,779
Wintrust Max Safe MM	3,427,920	(445,833)	2,982,087
PMA Securities & Savings	-	-	-
Total Investments For Operations	4,325,970	(256,104)	4,069,866
For Reserves			
Money Market Accounts			
PMA Investments	2,163,646	13,025	2,176,671
30% CD; 55% DTC; 15% ISC	PMA Avg= 3.42%		
Total Investments For Reserves	2,163,646	13,025	2,176,671
For Debt Service			
PMA Investments	2011A Debt Service	-	-
PMA Investments	2013 Debt Service	-	-
Total Investments For Debt Service	-	-	-
Investments*, Grand Total	\$ 6,430,775	\$ (243,079)	\$ 6,246,537

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

\$214,713

Total cash deposits: \$6,461,251

Deerfield Public Library					
Check Detail					
For the Regular Board Meeting on April 19, 2023					
Summary					Amount
11500 Bank Financial Petty Cash	Check Num 738				\$52.85
11300 WinTrust E Pay	3 ACHs				\$149.98
11100 WinTrust General Operating	Check Num 13660-13702, 12 ACHS				\$250,501.20
Total Payments to Approve					\$250,704.03
Date	Num	Vendor	Memo	Amount	Account Num
11500 Bank Financial Petty Cash -1537					
03/23/2023	738	Petty Cash	Replenish Copier Spare Change Bag - Q1 2023	52.85	42300
Total for 11500 Bank Financial Petty Cash -1537				52.85	
11300 WinTrust E Pay -8926					
04/03/2023	ACH	Heartland Payment Systems	Merchant CC Processing Fees	89.75	56009
04/04/2023	ACH	Chase Paymentech	Merchant CC Processing Fees	35.03	56009
04/04/2023	ACH	PayPal Inc.	Merchant CC Processing Fees	25.20	56009
Total for 11300 WinTrust E Pay -8926				149.98	
11100 WinTrust General Operating -2997					
03/22/2023	13660	Tech Systems, Inc.	Service Call 3/3/23	252.00	52200
03/22/2023	13661	OverDrive, Inc.	eBooks - March 2023	2,939.74	53500
03/22/2023	13662	Tauya Frost	Female Supreme Court Justices program 4/11/23	350.00	54210
03/22/2023	13663	Susan Barzacchini	Vintage Tin & Wire Pendant program 4/07/23	200.00	54210
03/22/2023	13664	Peerless Network, Inc.	Phone Support Maintenance 03/15/23-04/14/23	1,132.13	52430
03/22/2023	13665	Traliant Operating, LLC	Course License (60) & Implementation Fees	2,559.00	57100
03/22/2023	13666	Stevens Chemical Company	Paper Towels, Bath TP, Liners, Soap	669.91	52100
03/22/2023	13667	Lechner and Sons	Lobby Mats 03/21/23	123.15	52100
03/22/2023	13668	Melissa Stoeger	Reimbursement for Mileage to travel to the ILA YS Conference on 3/16/23-3/17/23	184.71	57200
03/22/2023	13669	Anderson Pest Solutions	Pest Management - March 2023	71.40	52100
03/22/2023	13670	Bibliotheca, LLC	New AMH Sorter & Service Lease Agreement - Year 2 of 8	36,552.11	55350
03/22/2023	13671	Chicago Backflow, Inc.	Annual Backflow Valve Testing - 2023	944.85	52200
03/22/2023	13672	Mergent Inc.	Bond Record 3/1/23 - 2/28/24	918.00	53100
03/22/2023	13673	Uline, Inc.	New Glass Dry Erase boards for Youth	515.50	52500
03/22/2023	13674	Library Ideas, LLC	Acquisitions for AV - Youth - March 2023	306.40	53340
03/22/2023	13675	Grainger	Parts ordered to repair urinals in men's restroom	570.37	52200
03/22/2023	13676	Town Square Publications	DBR Community Guide Ad 5/10/23	335.00	56500
03/22/2023	13677	Madeline Dahlman	Book Discussion w/Madeline Dahlman - 04-13-23	200.00	54210
04/05/2023	13678	Midwest Tape 2000007021	Acquisitions for AV, Processing Supplies & Cataloging Service - March 2023	3,711.19	53320, 53340, 56420, 56550
04/05/2023	13679	SE Inc.	Sidewalk Salting 02/25, 03/09-03/13	1,010.00	52300
04/05/2023	13680	Ingram Library Services LLC	Acquisitions for Books, AV, and Processing Supplies - March 2023	13,766.77	53221, 53222, 53241, 53320, 53340, 54400, 56420
04/05/2023	13681	OverDrive, Inc.	eBooks - March 2023	8,080.89	53500
04/05/2023	13682	CDW Government, Inc.	Chromebox (7)	1,843.58	56440
04/05/2023	13683	Gary Midkiff and Company	Virtual Great Decisions Program 4/18/23	215.00	54210
04/05/2023	13684	Painters USA, Inc.	Remaining Bal of Total for Painting Upstairs Painting & Deposit for Lower Level Painting Project	14,882.20	61100
04/05/2023	13685	Gale Cengage Learning	EBK: Novels for Students V69	215.27	53500
04/05/2023	13686	ACC Business	Internet Service 02/11/23-03/10/23	902.22	52440
04/05/2023	13687	Illinois Architectural Glass & Aluminum, LLC	Repairs to Quiet Room for Water Issues	9,876.00	52300
04/05/2023	13688	H2I Group, Inc.	BOFA Filter for MakerSpace (2)	571.00	55440

04/05/2023	13689	Mobile Beacon	Patron WiFi Hotspot Renewal - #10 only	120.00	53600
04/05/2023	13690	Sikich LLP	Automation Support for Servers & Workstations & Storage Cloud Backup - April 2023	7,035.00	55360
04/05/2023	13691	State Industrial Products	Air Care Program	191.60	52100
04/05/2023	13692	Atomatic Mechanical Services, Inc.	Maintenance to LG TU-45, 63, 64	3,380.00	52200
04/05/2023	13693	Libraries First	Museum Adventure Pass Program 2023	195.00	53500
04/05/2023	13694	Best Quality Cleaning	Monthly Cleaning - April 2023	3,500.00	52100
04/05/2023	13695	Lechner and Sons	Lobby Mats 04/04/23	123.15	52100
04/05/2023	13696	Ellie Presents	Remaining balance for 1850's tasting history program 4/15/23	425.00	54210
04/05/2023	13697	Lynn Rymarz	Tales from the Oregon Trail program 4/25/23	300.00	54210
04/05/2023	13698	Kanopy Inc.	Pay Per Use Program	485.00	53500
04/05/2023	13699	Midwest Tape	Hoopla Subscription - March 2023	4,878.59	53500
04/05/2023	13700	Suburban Elevator Company	Preventative Maintenance Quarterly	219.99	52200
04/05/2023	13701	Innovative Interfaces, Inc.	Annual Fee for Resource Sharing (INN-Reach) & Sierra/Encore Annual Software Agreement	110,887.91	55350
04/05/2023	13702	LIMRiCC	Unemployment Insurance Consortium - 2023 Q1	1,583.23	51500
03/24/2023	ACH	AT&T	Voice Lines: 01/29/23-02/28/23	350.38	52430
03/24/2023	ACH	Wex Health, Inc.	FSA Monthly Fees - March 2023	54.90	51500
03/31/2023	ACH	Illinois Department of Employment Services	Late Fee	145.00	56009
03/31/2023	ACH	Wintrust	Service Charge	40.93	56009
04/03/2023	ACH	Village of Deerfield	Water & Sewer - February 2023	163.55	52410
04/03/2023	ACH	Village of Deerfield	Water & Sewer - February 2023	204.43	52410
04/04/2023	ACH	Comcast Cable	Patron Internet Service 03/16/23-04/15/23	210.94	52440
04/05/2023	ACH	Google, Inc.	Google Apps - April 2023	1,087.41	55350
04/05/2023	ACH	Amazon	Invoice #: 1XGK-JCMR-FKDY Invoice Date: 04/01/2023 for March 2023 Credit Memo#: 1TQ6-XTNT-G7X4 - March 2023	4,134.32	51600, 52100, 52500, 53221, 53222, 53320, 53600, 54210, 54400, 54500, 56009, 56410, 56420, 55440, 56440
04/07/2023	ACH	Quadient	Postage Added to Meter in Patron Services - 04/07/23	400.00	56200
04/11/2023	ACH	First Bank Mastercard	March 2023 Credit Card Payment	4,677.76	20001-20014
04/12/2023	ACH	De Lage Landen Financial Services, Inc.	Monthly Lse for 7 Copiers and 3 Printers - April 2023	1,808.72	55360
Total for 11100 WinTrust General Operating -2997				250,501.20	

Deerfield Public Library
Credit Card Transactions by Account Holder
As of 04/07/2023
Presented for Approval April 19, 2023

Date	Num	Vendor	Memo	Amount	Account Description
20000 Credit Cards Payable					
20001 Admin - 4734					
04/07/2023	AD 03/09/23	MailChimp	E-Newsletter Mailing Monthly Subscription	80.00	Outreach Programs
04/07/2023	AD 03/13/23	JC Licht	Paint Color Consultation for Adult Areas	250.00	Facility Improvements
04/07/2023	AD 03/15/23	Spotify	Spotify for iPads Monthly Subscription	15.99	Youth Programming
Total for 20001 Admin - 4734				345.99	
20002 Business Office - 1381					
04/07/2023	BO 03/07/23	JC Licht	Paint Samples for Adult Study Rooms	59.92	Facility Improvements
04/07/2023	BO 03/08/23	Etsy	Sales Tax Refund	-3.14	Staff Enrichment
04/07/2023	BO 03/08/23	Etsy	Prizes for SEC	42.38	Staff Enrichment
04/07/2023	BO 03/08/23	Count It Labs	Spring Step Challenge for Staff	99.75	Staff Enrichment
04/07/2023	BO 03/08/23	Deerfield Bakery	Pi Day for SEC	119.70	Staff Enrichment
04/07/2023	BO 03/08/23	The Crystal Cave	Commemorative Paperweight for Board Member - K. Stone	199.80	Admin Programs
04/07/2023	BO 03/09/23	Quill	Compostable Forks for Staff Lounge	29.88	General Operating Supplies
04/07/2023	BO 03/15/23	Quill	Chair Samples for Youth & Adult	339.98	Minor Furnishings
04/07/2023	BO 03/18/23	Quill	Coat Rack for MakerSpace	131.99	Minor Furnishings
04/07/2023	BO 03/18/23	Quill	Supplies: Forks, Spoons, Batteries	87.96	General Operating Supplies
04/07/2023	BO 03/30/23	DocuSign	Annual Subscription Renewal	300.00	Other Office Support
Total for 20002 Business Office - 1381				1,408.22	
20003 Info Technology (IT) - 5382					
04/07/2023	IT 03/09/23	Adobe	Staff Creative Cloud All Apps Monthly Subscription	54.99	Software & Licenses
04/07/2023	IT 03/17/23	EBay	Replacement Parts for AV Equipment	99.91	IT Equipment
04/07/2023	IT 03/17/23	EBay	Replacement Parts for AV Equipment	100.70	IT Equipment
04/07/2023	IT 04/01/23	Liberated Syndication	Podcasting Hosting	20.00	Software & Licenses
04/07/2023	IT 04/03/23	Todays Business Solutions	Payment for Faxes	13.49	IT Support
Total for 20003 Info Technology (IT) - 5382				289.09	
20004 Facilities - 1382					
04/07/2023	FC 03/15/23	Home Depot	Anchors for Large TV in Cafe Area	15.30	Interior Facility Maintenance
04/07/2023	FC 03/16/23	Home Depot	Anchors for Large TV in Cafe Area	6.61	Interior Facility Maintenance
04/07/2023	FC 03/21/23	Home Depot	Sliders to Move Furniture	15.54	Interior Facility Maintenance
04/07/2023	FC 03/21/23	Ace Hardware	Scissor Lift Rental for High Ceiling Dusting	280.00	Interior Facility Maintenance
Total for 20004 Facilities - 1382				317.45	
20006 Support Services - 4206					
04/07/2023	SS 03/31/23	Paypal - Follow It	Converting RSS feed to email service	30.00	Software & Licenses
Total for 20006 Support Services - 4206				30.00	
20007 Adult Services - 2368					
04/07/2023	AS 03/08/23	Disney Plus	Roku Monthly Subscription	19.99	E-Resources
04/07/2023	AS 03/14/23	Netflix	Roku Monthly Subscription	19.99	E-Resources
04/07/2023	AS 03/14/23	AMC Theater	Accidental Charge	16.20	Miscellaneous
04/07/2023	AS 03/14/23	AMC Theater	Reversal of Accidental Charge	-14.13	Miscellaneous
04/07/2023	AS 03/16/23	D.P. Dough	Meals during ILA YS Conference - M. Stoeger	26.37	Training Travel
04/07/2023	AS 03/17/23	McDonald's	Meals during ILA YS Conference - M. Stoeger	8.46	Training Travel
04/07/2023	AS 03/17/23	Netflix	Roku Monthly Subscription	19.99	E-Resources
04/07/2023	AS 03/18/23	Disney Plus	Roku Monthly Subscription	19.99	E-Resources
04/07/2023	AS 03/18/23	Marriott Hotel	Lodging for ILA YS Conference - M. Stoeger	176.51	Training Travel
04/07/2023	AS 03/20/23	Apple	Roku Monthly Subscription - Apple TV	6.99	E-Resources
04/07/2023	AS 03/20/23	Apple	Roku Monthly Subscription - Apple TV	6.99	E-Resources
04/07/2023	AS 03/22/23	American Library Association	Membership Renewal - N. Trotsky	286.00	Membership & Dues
04/07/2023	AS 03/28/23	Library Works	Webinar - Reluctant Leadership - E. Koch	49.00	Training & Education
04/07/2023	AS 03/28/23	American Library Association	ALA Conference & Exhibition - N. Trotsky	385.00	Training & Education
04/07/2023	AS 03/30/23	Netflix	Roku Monthly Subscription	19.99	E-Resources
04/07/2023	AS 04/03/23	Disney Plus	Roku Monthly Subscription	19.99	E-Resources
04/07/2023	AS 04/03/23	BriteBox	Annual Subscription for Rokus	79.99	E-Resources
Total for 20007 Adult Services - 2368				1,147.32	
20009 Outreach Coord - 2042					
04/07/2023	OC 03/13/23	Illinois Library Association	Library Finance 101	15.00	Training & Education

04/07/2023	OC 03/15/23	Upper Crust Bagels	Food & Bev for Lake Co. Marketing Meeting - 03/16/23	46.79	Admin Program
04/07/2023	OC 03/15/23	Jewel Osco	Food & Bev for Lake Co. Marketing Meeting - 03/16/23	29.45	Admin Program
04/07/2023	OC 03/24/23	Paypal	BangKit Tri Setiadi - License for Graphic Font	19.00	General Operating Supplies
04/07/2023	OC 03/27/23	Whole Foods	Gift Card for SRP Logo Design Winner	100.00	Outreach Programs
Total for 20009 Outreach Coord - 2042				210.24	
20010 Adult Prog Coord - 5416					
04/07/2023	APC 03/09/23	Michael's	Adult Birdhouse Painting Program	95.84	Adult Programming
04/07/2023	APC 03/14/23	Walgreens	Snacks for Movie Night Program	11.23	Adult Programming
04/07/2023	APC 03/23/23	Zoom	Monthly Subscription	55.99	Adult Programming
04/07/2023	APC 03/24/23	Jewel-Osco	Food for Frogwater Lunch & Listen Concert	52.87	Adult Programming
04/07/2023	APC 03/31/23	Walmart	Paint for Birdhouse Painting Program	64.69	Adult Programming
04/07/2023	APC 04/06/23	Wizards of Coast	D&D Subscription for Programs	27.50	Adult Programming
04/07/2023	APC 04/06/23	Wizards of Coast	D&D Subscription for Programs	27.49	Youth Programming
Total for 20010 Adult Prog Coord - 5416				335.61	
20011 Youth Prog Coord - 1971					
04/07/2023	YPC 03/11/23	Premier Showcase	Admission to Chicago Showcase - C. Bueno	15.00	Training & Education
04/07/2023	YPC 03/16/23	American Library Association	ALA Conference & Exhibition - C. Bueno	220.00	Training & Education
Total for 20011 Youth Prog Coord - 1971				235.00	
20012 Youth Coord - 1259					
04/07/2023	YC 03/27/23	American Library Association	ALA Conference & Exhibition - K. Henry	240.00	Training & Education
Total for 20012 Youth Coord - 1259				240.00	
20013 Teen Services - 6330					
04/07/2023	TS 03/08/23	Rosati's Pizza	Pizza for Teen Advisory Board on 03/08/23	60.00	Youth Programming
04/07/2023	TS 03/10/23	DND Beyond	Extras for D&D Beyond	9.99	Youth Programming
Total for 20013 Teen Services - 6330				69.99	
20014 MakerSpace - 2311					
04/07/2023	MS 03/10/23	DHL Express	Duty & Taxes for New 3D Printer MakerSpace	48.85	MakerSpace Equipment
Total for 20014 MakerSpace - 2311				48.85	
Total for 20000 Credit Cards Payable				4,677.76	

Director's Report: April 2023

FYI

- Congratulations to our recently elected incumbents, Ken Abosch and Luisa Ellenbogen. Stephanie Brand will be seated at our May meeting.
- Please remember to file your Lake County Statement of Economic Interest by May 1, 2023.
- Pam Skittino, our Head of Support Services, will give a presentation at the meeting.
- The Board will have a table at the Opening Day of the Farmers Market, **June 10, 2023**. At our April meeting, we can discuss who will be available to attend.
- Articles of Interest
 - <https://bookriot.com/bookmobiles-from-around-the-world/>
 - <https://www.ala.org/news/press-releases/2023/03/record-book-bans-2022>

Personnel

- In March the library had 0 separations
- In March the library filled 1 position
 - Adult Services Assistant on March 22
- [The library has 0 positions open](#)

DEPARTMENT REPORTS

Adult Services Report

Melissa Stoeger, Assistant Director of Adult & Youth Services

- Outreach
 - Vicki held 3 classes at the Center for Enriched Living for 39 participants.
 - Chase and Cristina visited the 5th grade class at the School of St. Mary to give an introduction to archeology to the students. They had a great visit and are planning on offering archeology programs in the summer for younger kids, as well as teens and adults.
- Programs
 - We had our first Scrabble Club meeting and had 10 participants. Although the group was small, it was a fun event.
 - Our most popular in-library programs were the Frogwater concert (29) and birdhouse painting (27).
 - "I am 70 years old and I have never done something like this just for myself before. Thank you." (Birdhouse painting)
 - The views of our Twitch streams have been growing monthly. We were recently listed in the Top 17% of all board game streamers on Twitch.
 - Dylan's Classics Book Discussion has been doing a series on Italo Calvino, and to cap off the discussion, Dylan interviewed literary critic Merve Emre on Calvino. This got a lot of attention on Twitter.
 - "This was so much fun! Dylan is an excellent host! I only wish the whole Calvino reading group could have been present." (from Merve Emre)

- "Simply amazing + so enriching. Got the urge to open my Calvino again. Wonderful passages on criticism (+ critique, I'd say). Thank you @dylanzavagno & @mervatim!"
- "Listened on the way home from work last night...never surprised of course, but so impressed by your care and commitment to the work, your guests, and your listeners!"
- Email from local podcast listener: "Dylan, Just a quick note to say that I listened to your podcast conversation with Merve Emre and thought it was so lively and enjoyable! I appreciated the preparation you put into it, too, and it makes me want to read more of Calvino!"



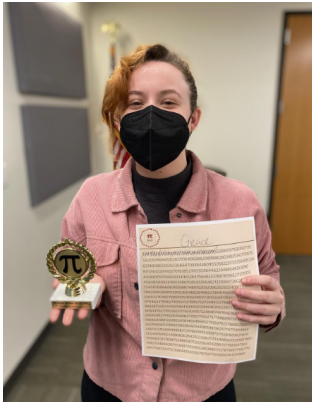
- 1,910 Patron Questions
- 13 Library Lifelines and 3 in person Library One on Ones
- 24 Books to Go
- 24 live programs with 383 attendees. 4 passive programs with 56 participants.
 - Gave out 14 Museum Adventure Passes (up significantly)
- 1,117 total Deerfield Library podcast listens (up significantly)
- 633 Study Room reservations (up significantly)

- We are repainting study rooms, recovering sound panels and replacing chairs.
- Adding additional Rokus to the LOT collection and reconfiguring to help bring down wait times.
- Implementing “pagers” for study rooms to help speed up room turnover.
- Looking at refreshing and reconfiguring seating in Adult Services.

Business Office Report

Kelly DeCorrevont, Head of Finance

- We had our Board Human Relations Committee meeting on March 9
- Staff Enrichment Committee met on February 2 to discuss upcoming activities
- Mira and Kelly completed payroll processing on March 2, 16 and 30
- Cheryl and Kelly completed library check runs on March 8 and 22
- Completed new hire orientation on March 22
- The Staff Enrichment Committee hosted Staff Pi Day on March 14. Shout out to Grace!



IT Report

Steve Wuehr, Head of IT

- **Door Access Control** We are still waiting on parts to complete the control board replacement for the card access system. About half of the necessary parts have arrived. Once everything has arrived we will schedule time for the work to take place.
- **Computer Refresh** Support Services will be receiving new computers in the next couple of months. They will likely be the first department in the building to have Windows 11 deployed.
- **Server Work** We will be ordering a new server in 2023 to replace two aging servers. Additionally, we are in the process of setting up a password sync which will allow our staff to have their workstation passwords automatically sync with the email passwords.
- **MakerSpace Coordination** We have been working to get all of the makerspace laptops running the most stable release of the software applications that are most used as part of their programming. About half of the machines have been updated, with the remainder happening throughout the end of April as time allows.
- **Cabling** We will be adding some additional cabling to the Makerspace to help alleviate an issue at the service desk. The current cabling is in a poorly located floor box and is

prone to having cables damaged. Additionally, several network cables at the LL Reference Desk are in need of repair/replacement.

- **Antivirus Replacement** We have been working to replace the antivirus software on our staff and patron workstations with a new EDR (Endpoint Detection and Response) platform that is superior to traditional antivirus products. We have completed the rollout to staff devices and are nearing the completion of the rollout to patron devices.
- **CyberSecurity Training** We continue to perform bi-monthly phishing exercises designed to help staff utilize the skills taught by the training. Additionally, we will be preparing for Q2 which will likely happen sometime in May.
- **Infrastructure updates** We were able to update firmware on several servers and switches. There is still one device requiring an update that needs to be done as there were some technical issues that prevented the work from being completed.
- **CISA CyberSecurity Services** These scans outlined a couple of issues that required remediation. The on-going scans will be beneficial to the library by ensuring any new vulnerabilities that may present themselves in the future will be identified, allowing us to determine the severity of the vulnerability and how urgent it may be to remediate.

MakerSpace Report

Ted Gray, MakerSpace Manager

- We purchased a second Prusa 3D printer. With this second Prusa 3D printer on hand, we've been able to dramatically cut down on the wait time for our patrons for their 3D prints. We've been able to catch up in our 3D printing queue and patrons now get their 3D prints in a matter of a day or two instead of about a week.
- IT has been doing a number of upgrades for us. We upgraded the laptop we use for the laser engraver to a newer better PC with more memory and a better CPU. We also made sure it has the very latest software. IT also updated all of the patron laptops so they are running the same updated versions of the software we use.
- We've really been thinking about and developing our programs. We're going to try a few new things for the summer. We're planning on having several programs in the evening to see what sort of crowds we get. One event will be called *Night At The MakerSpace* which will be an open house crafting event. We've also realized from patron feedback that patrons want tangible objects when they go to events in the MakerSpace. They don't enjoy the software and demonstration programs as much that are more lecture based. Even if it's a bunch of scrabble tiles that cost 7 cents each. So, to that end, we developed more programs for the Summer where patrons will walk away with something at the end.
- Start working on creating video content. Basic instructional videos. InkScape 101. Intro to Sewing.
- Redo update brochures for the equipment in the MakerSpace.
- We had some patrons come in and make their own Tshirts for March Madness. Too bad that Northwestern lost their game in the second round. But we had fun making purple T shirts using our vinyl cutter!



- A patron was inspired by our upcoming Scrabble Tile program and created this image to put on a wooden cutting board using our laser engraver.



- A patron's child goes to Caruso Middle School where they just did a production of the musical "Annie Jr". She designed and made wooden keepsakes for all of the cast and crew. She cut out all of the pieces on our laser engraver and then painted them and then glued them together. Apparently they were a huge hit when she gave them out after the final performance.



- A patron's kids are going to summer camp and we made custom cloth laundry bags for them. They picked out an embroidery design with a camp theme they liked on Etsy. We showed them how to pay for the files (\$1.29), download them, and then load them onto our embroidery machine. We embroidered the design and then used the vinyl cutter to make a heat transfer vinyl with their name that we ironed on.



- We've had a bunch of fun and successful programs recently. Here is an example from our custom scrabble tile program we had recently. Everybody got around 20 blank tiles that they could use. A bunch of folks liked the idea of printing out everyone's name in their family and linking them together if they could.



- A library director I know well told an anecdote at the beginning of winter how every time there is snow in the forecast they have at least 12 people come up to them and ask, "Have you seen the weather forecast for tomorrow?" I thought that was funny. At the beginning of the month there was a day when snow was forecast for the next day. I was inspired to make this mug using our sublimation printer.



- We had almost **500** visitors in the MakerSpace in March. A very busy month once again. Spring Break was very busy and we had a number of families come in with their kids during that week. We were able to fulfill 49 3D print jobs for our patrons in March.

Outreach Report

Judy Hoffman, Outreach Coordinator

- **DHS Partnership/Summer Reading Logo Design:** DPL staff once again had the opportunity to work with DHS graphic design students on the design of our Summer Reading logo. We worked with five talented students, and the winning design is by William Love IV. We have had a partnership with the DHS Art Department from 2015-2021, then after a year off (2022), returned in 2023.
- **Community Relations Commission/Women's History Month:** In support of the Commission's celebration of Women's History Month, the Library hosted an interactive art project by local artist, Kimberly Perl Friedman. The piece encouraged visitors to write out and pin on their thoughts on how they can make the world a better place. It proved to be very popular, full of heartfelt statements from people of all ages.
- **Sustainability Commission/Ask the Arborist:** We supported this March 11 program with cross-promotion on digital and print platforms. It proved to be very popular, with a full house.
- **Lake Co. Libraries Marketing Group:** Prior to the pandemic, marketing staff from many Lake Co. libraries would meet in-person 2-3 times a year to share ideas, experiences and resources. The pandemic kept us all busy, only allowing time for one virtual meeting. In March, we gathered together at our library, including a number of marketers that had not been in place at their library prior to 2020.
- **Memory Cafe @ DPL:** Hosted regular monthly event on March 1.
- **DBR Chamber:** Attended Women's History Month Art Exhibit, March 10; Open House for the new Coder School, March 16.
- **Deerfield Rotary:** Attended regular meetings on March 23 and 30.
- **Meeting Rooms:** In March we had 15 meeting room reservations
- **Dementia Conversations Program, May 18:** In recognition of two years as a Dementia Friendly Community, DPL is partnering with West Deerfield Township on a special community program. The program will be held at Village Hall, and will feature an expert panel.

Patron Services Report

Sayaka Suzuki, Patron Services Manager

- 1 virtual registration appointment in the month of March.
- 6 curbside appointments in the month of March.
- 13,015 library visits in March (compared to 11,005 in February).
- 27,779 items circulated, including renewals (compared to 24,404 in February).

Support Services Report

Pam Skittino, Head of Support Services

- Pam and Tom attended two training sessions for email circulation notices and created and tested the new notices, with graphics assistance from Zoe. The new notices will roll out to patrons on April 18th

- Tom was trained to troubleshoot the virtual server that runs our automated Sierra processes, and to send files to vendors - should they not run automatically
- Pam and Lance in Patron Services completed the patron purge
- Moving manga titles to volume records - ongoing
- Shoutbomb phone notice project - currently working on
- Syndetics Unbound Implementation - start in April
- Additional text message notices (hold cancellations) - start in April
- Create Lists training - April/May

Youth Services Report

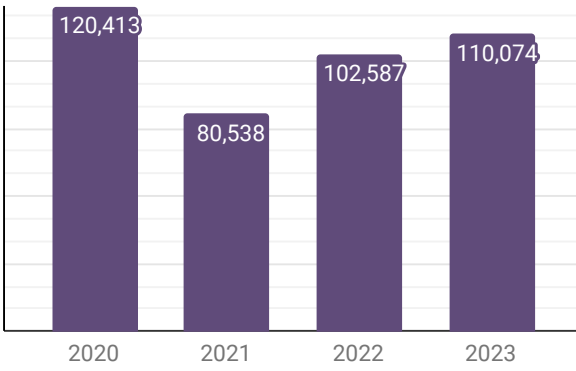
Melissa Stoeger, Assistant Director of Adult & Youth Services

- Outreach
 - Kary had 17 school outreach visits to 416 students.
 - We hosted several DHS students who were working on a picture book project. We gave them a tour of the youth department and prepared carts of books for them to review.
 - Chase and Cristina visited the 5th grade class at the School of St. Mary to give an introduction to archeology to the students. They had a great visit and are planning on offering archeology programs in the summer for younger kids as well as teens and adults.
- Programs
 - With the second toddler storytime we added to Tuesday mornings, our attendance has increased and we're getting almost **70** kids on Tuesdays now. The newly added Wednesday storytime has also been getting good attendance.
 - A parent said, "Every day, he asks me if this is a Creative Clubhouse day. He loves it so much."
 - During spring break we offered a series of "Boredom Buster" programs, including Lego, crafts, and board games. "Thank you for doing these programs. It's so great to have something to do this week since we didn't go out of town!"
 - Aside from our storytimes, our most popular programs this month were the Nanny Nikki storytime and concert (35 attendees) and the Disney escape rooms (34 attendees).
 - We had a blind Oreo taste test and kids voted for their favorite flavor. There was a tie between lemon and mint.
- 1,216 patron questions (up significantly from last month)
- 6 Personalized Picks
- 39 in-person programs with 750 attendees
- 3 Passive programs with 33 participation
- 17 Outreach programs to 416 children

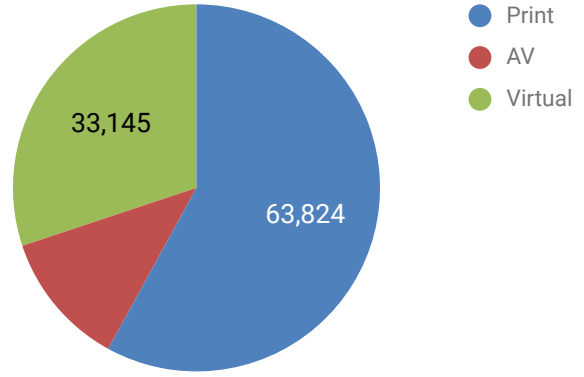
Deerfield Public Library

March 2023 Statistics

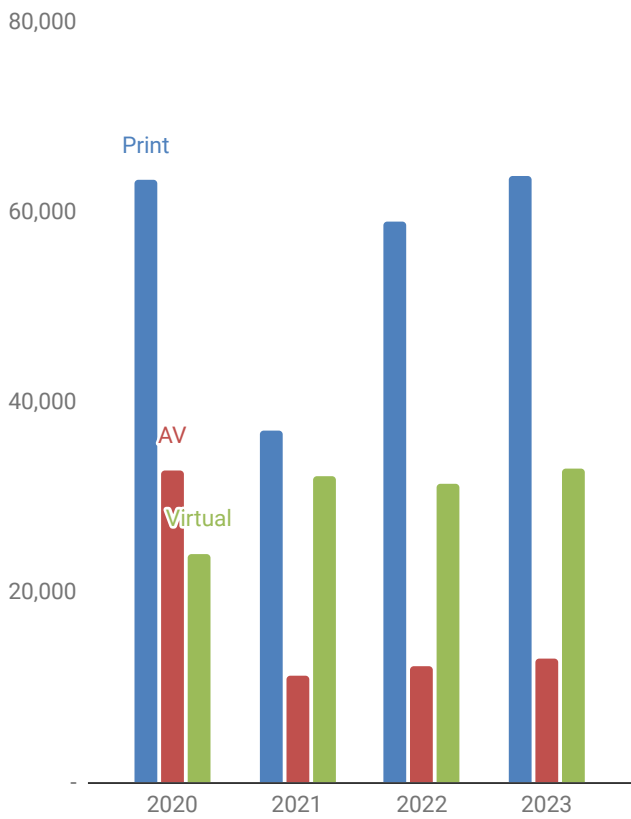
Total Circulation YTD



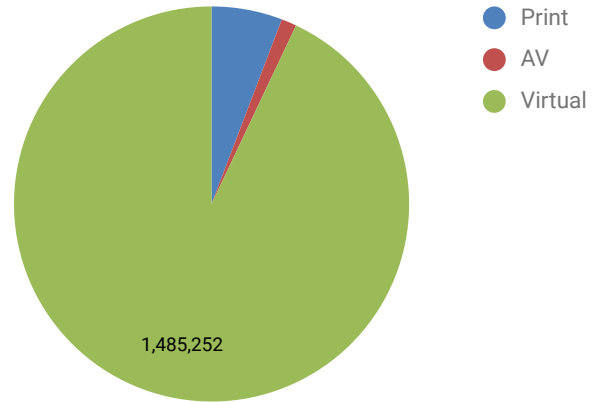
Circulation by Type YTD



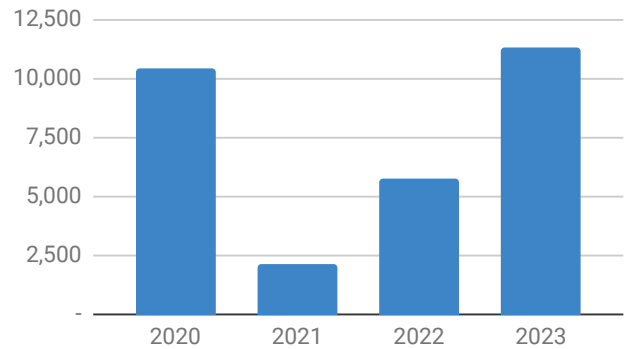
Circ Trends by Type YTD



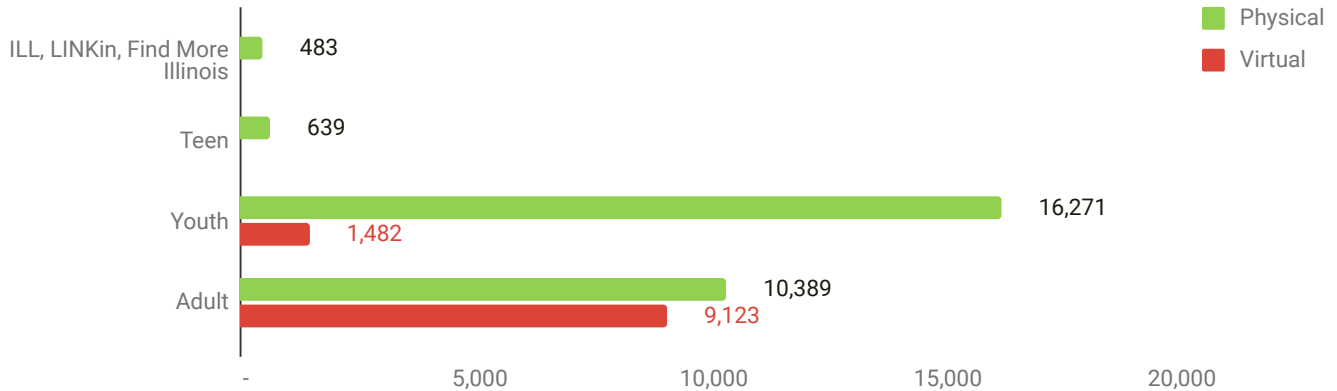
Collection by Type - March



Questions Answered YTD



Circulation by Collection



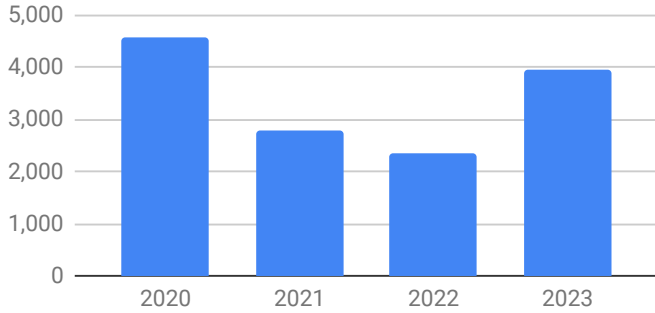
Deerfield Public Library

March 2023 Statistics

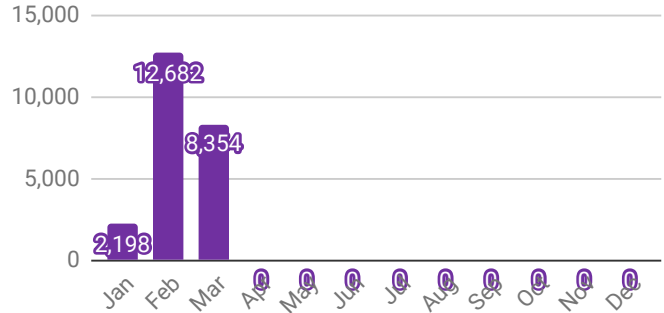
30

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

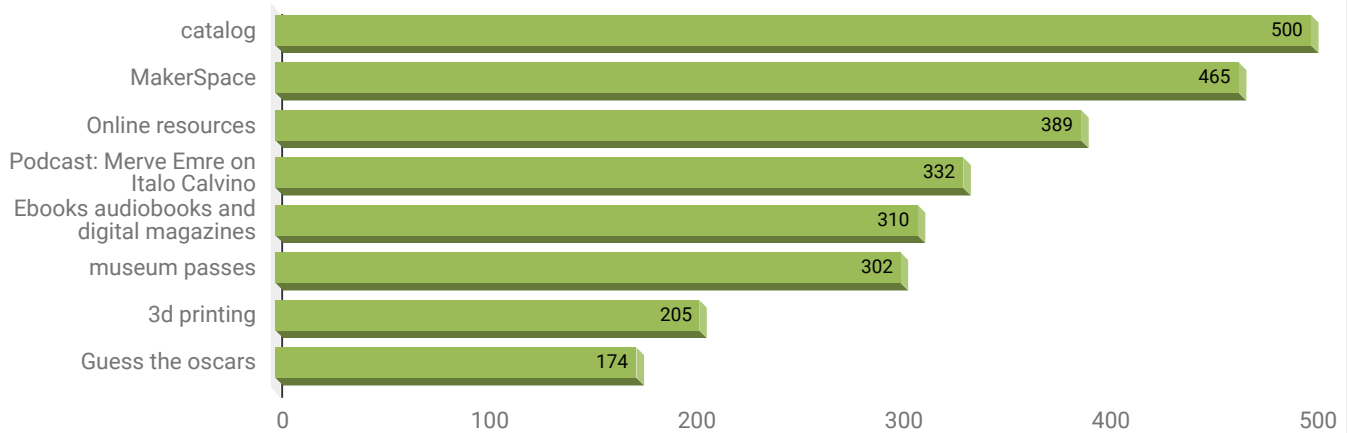
Active Program Attendance YTD



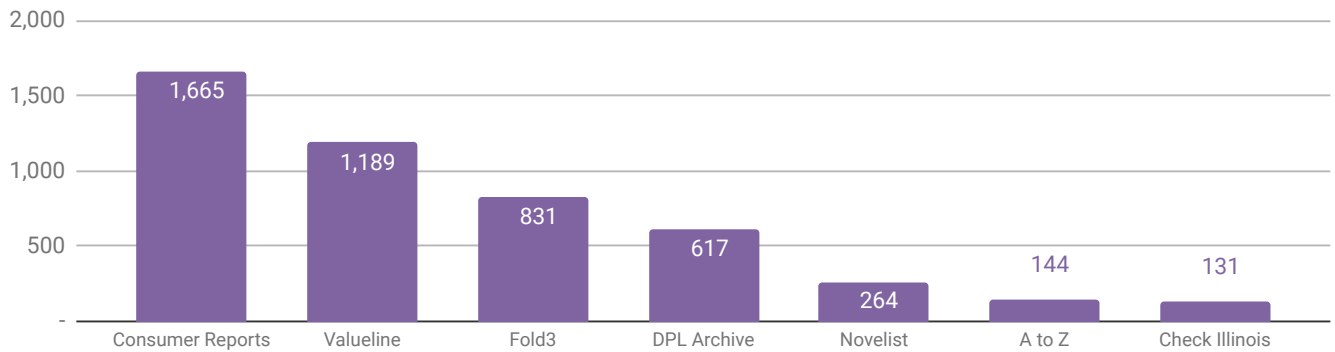
Passive Program Attendance 2023 **



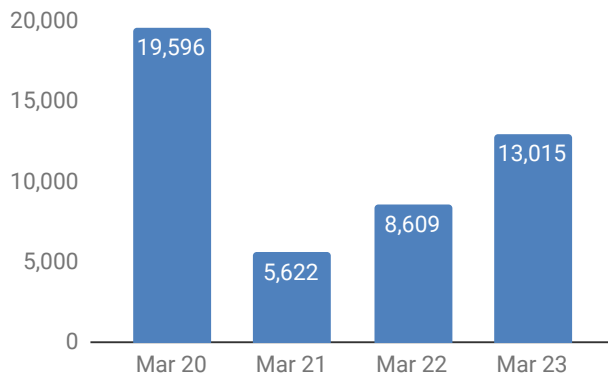
Most Popular Webpages



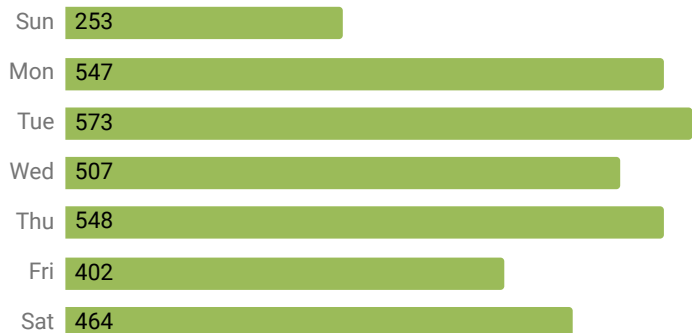
Most popular databases - February



Monthly Library Visits



Average Daily Attendance





Deerfield Public Library Board Resolution

April 19, 2023

RESOLUTION

NON-RESIDENT FEE CARDS

Whereas the mission of the Deerfield Public Library is to provide our community with open access to the world of information and ideas, encouraging lifelong learning and personal growth in a welcoming environment, and

Whereas the Deerfield Public Library Board of Trustees interprets “community” broadly, and

Whereas the residents of nearby unincorporated areas wish to access library services, and

Whereas the Deerfield Public Library Board of Trustees wishes to provide non-residents access to the library services provided by Deerfield Public Library, as allowed by Illinois law,

Now, therefore, the Deerfield Public Library Board of Trustees hereby resolves that

Local non-residents, who live in un-served areas, may purchase library series for a fee equitable to that paid in taxes by residents of the Village of Deerfield, using the tax-formula basis, as allowed by Illinois law, and

The Reaching Across Illinois Libraries System (RAILS) will be notified of the same.

The Trustees further resolve to review this decision annually.

Be it resolved that the Effective Date of this resolution shall be May 1, 2023 and shall be in force and effective on this day.

I, Luisa Ellenbogen, Secretary of the Board of Trustees of the Deerfield Public Library, do certify that the foregoing resolution was duly passed and adopted by the Board of Trustees of the Deerfield Public Library at the regular meeting held on April 19, 2023 at 6:30 p.m.

Board Secretary _____
Luisa Ellenbogen

Board President _____
Ken Abosch

Board Treasurer _____
Seth Schriftman