

**DEERFIELD PUBLIC LIBRARY BOARD OF TRUSTEES
MEETING AGENDA
920 Waukegan Road, Deerfield, IL, Board Room
Wednesday, June 21, 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. May 17, 2023 (ACTION)
4. TREASURER REPORT
 - A. Monthly Financials: Balance Sheet, Revenue & Expenses (ACTION)
 - B. List of Checks and Payments for Approval (ACTION)
5. STAFF PRESENTATION: Chase Sachs, Adult Services Associate
6. VILLAGE LIAISON REPORT
7. LIBRARY DIRECTOR'S REPORT
 - A. Strategic Planning Update
8. OLD BUSINESS
 - A. Farmers Market Report
9. NEW BUSINESS
 - A. Confirm July Meeting Attendance
10. OTHER
11. EXECUTIVE SESSION 5 ILCS 120/2 c (21) Semi-Annual Review of Historical Minutes both written and recorded of previous meetings held in Executive Session
12. ADJOURNMENT

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

Upcoming 2023 Library Board Meetings: July 19, August 16, September 20

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

DEERFIELD PUBLIC LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES
May 17, 2023

1. ROLL CALL & CALL TO ORDER

A. Swearing in of Newly Elected Board Members

Mr. Kent Street from the Village of Deerfield swore in Mr. Ken Abosch, Ms. Stephanie Brand, and Ms. Luisa Ellenbogen.

Mr. Abosch called the meeting to order at 6:31 pm.

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

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

B. Signing of Oaths of Office

Mr. Street from the Village of Deerfield provided Mr. Abosch, Ms. Brand, and Ms. Ellenbogen their Oaths of Office to sign.

C. Elections of New Officers

Mr. Abosch asked for the election of new officers beginning with the President. Ms. Ellenbogen had submitted her name for nomination as President.

MOTION: Mr. Howard Handler made a motion to elect Ms. Ellenbogen as President, seconded by Mr. Seth Schriftman.

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

The motion was approved.

Mr. Schriftman had submitted his name for nomination as Treasurer.

MOTION: Mr. Goldberg made a motion to re-elect Mr. Schriftman as Treasurer, seconded by Mr. Abosch.

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

The motion was approved.

Mr. Abosch had submitted his name for nomination as Secretary.

MOTION: Mr. Schriftman made a motion to elect Mr. Abosch to serve as Secretary, seconded by Mr. Mike Goldberg.

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

The motion was approved.

At this point, Mr. Abosch turned the meeting over to Ms. Ellenbogen, recently elected President.

D. Appointments to Board Committees

Ms. Ellenbogen discussed the List of Board of Trustees Committees.

Deerfield Public Library									
List of Board of Trustee Committees									
As of 5/17/2023									
			Building	Board Relations	Finance	Policy	Memorials	Long-Range	Human Relations
Board Officers:									
President	Luisa	Ellenbogen	X	X	X	X	X	Chair	X
Secretary	Ken	Abosch		X				X	Chair
Treasurer	Seth	Schriftman	X		Chair		X	X	X
Board Members:									
	Mike	Goldberg	Chair	Chair		Chair	X	X	
	Howard	Handler	X		X	X		X	
	Emily	Wallace					Chair	X	X
	Stephanie	Brand				X		X	X

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

Mr. Robert Scott, a member of the community, addressed the Board of Trustees.

3. APPROVAL OF MINUTES

A. March 15, 2023 Executive Session Meeting (ACTION)

MOTION: Mr. Schriftman made a motion to approve the March 15, 2023 Executive Session Meeting minutes, seconded by Ms. Emily Wallace.

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

B. April 19, 2023 Regular Meeting (ACTION)

MOTION: Ms. Wallace made a motion to approve the April 19, 2023 Regular Meeting minutes, seconded by Mr. Goldberg.

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

C. April 19, 2023 Executive Session Meeting (ACTION)

MOTION: Mr. Schriftman made a motion to approve the April 19, 2023 Executive Session Meeting minutes, seconded by Ms. Wallace.

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

4. TREASURER REPORT

Mr. Schriftman presented the Treasurer Report for April.

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

MOTION: Mr. Goldberg made a motion to approve the April Financials, seconded by Mr. Abosch.

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

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 April, which included:

-Petty Cash Checks 739, Bank Financial	\$	22.00
-Electronic Payments, 4 ACHs, WinTrust	\$	149.22
-AP Checks 13703 - 13748, 9 ACHs, WinTrust	\$	<u>72,349.92</u>
The total amount presented for approval	\$	72,521.14

MOTION: Mr. Goldberg made a motion to approve the April Financials seconded by Mr. Abosch.

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

The motion was approved.

5. STAFF PRESENTATION: Steve Wuehr, Head of IT

Mr. Steve Wuehr gave a presentation of the IT Department and the vital service they provide for the library and community it serves.

6. VILLAGE LIAISON REPORT

Mr. Bill Seiden gave the Village Report.

At 7:35 pm, Mr. Howard Handler left the meeting.

7. LIBRARY DIRECTOR'S REPORT

A. Shirt Order Reminder

Ms. Amy Falasz-Peterson reminded the board to submit their shirt sizes for the new board t-shirts and polos. Ms. Falasz-Peterson shared the monthly statistics report. In addition, she shared information about the impact the area construction is having on the parking at the Library. The Summer Reading

Program starts on June 10, 2023. This year's theme is "Find Your Voice" and we have a number of fun activities planned for June 10.

8. OLD BUSINESS

A. Farmers Market

Ms. Falasz-Peterson confirmed board attendance at the farmer's market.

9. NEW BUSINESS

A. Director Goals

Ms. Falasz-Peterson went into detail about her goals for the upcoming year.

10. OTHER

11. ADJOURNMENT

At 8:06 p.m., Mr. Goldberg made a motion to adjourn the meeting, seconded by Ms. Brand.

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

The motion was approved.

Ken Abosch, Secretary

Deerfield Public Library

Balance Sheet As of May 31, 2023

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
11000 Cash and Investments - General	0.00
11100 General Operating - WinTrust	1,250,207.23
11200 Payroll - WinTrust	147,732.18
11300 E-Pay - WinTrust	27,545.80
11400 Deposits - Bank Financial	8,011.33
11500 Petty Cash - Bank Financial	1,598.87
11600 Max-Safe Wintrust	2,455,320.64
11900 Petty Cash	574.00
Total 11000 Cash and Investments - General	3,890,990.05
14100 PMA Financial Services	
10-1410 PMA Reserve Fund	2,176,671.32
Total 14100 PMA Financial Services	2,176,671.32
Total Bank Accounts	\$6,067,661.37
Accounts Receivable	
15120 Property Tax Receivable - 2013	21.00
Total Accounts Receivable	\$21.00
Other Current Assets	
15010 Receivables	4.80
15100 Property Taxes Receivable	4,386,500.00
15110 Property Tax Receivable - 2011A	683,950.00
Total Other Current Assets	\$5,070,454.80
Total Current Assets	\$11,138,137.17
Fixed Assets	
19000 Capital Assets	
19050 Capital Assets -Not Depreciated	
19100 Land	65,493.00
Total 19050 Capital Assets -Not Depreciated	65,493.00
19200 Capital Assets - To Depreciate	
19210 Building	13,197,410.12
19300 Equipment	
19301 Equip - Phone System	33,636.00
19302 Equip - Automation System	309,361.00
19303 Equip - RFID	433,659.00
19304 Equip - Vehicle	23,432.00
19310 Furniture	883,919.00
Total 19300 Equipment	1,684,007.00

Deerfield Public Library

7

Balance Sheet As of May 31, 2023

	TOTAL
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
Total Other Assets	\$913,721.74
TOTAL ASSETS	\$21,257,717.03
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
21000 Accounts Payable	55,885.25
Total Accounts Payable	\$55,885.25
Other Current Liabilities	
22000 Payroll Liabilities	0.40
22100 Salaries Payable	63,496.63
22300 Withholdings	-9,984.79
Total 22000 Payroll Liabilities	53,512.24
22395 FSA Payable	-1,155.90
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
25500 Deferred Inflows of Resources - OPEB	82,772.00
26300 Net Pension liability	147,698.00
Total Other Current Liabilities	\$6,511,874.78
Total Current Liabilities	\$6,567,760.03
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	\$12,004,049.77

Deerfield Public Library

Balance Sheet
As of May 31, 2023

	TOTAL
Equity	
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	-712,729.79
Total Equity	\$9,253,667.26
TOTAL LIABILITIES AND EQUITY	\$21,257,717.03

Deerfield Public Library

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

January - May, 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
41000 Taxes				
41100 Property Tax	597,304.26	4,387,720.00	-3,790,415.74	13.61 %
41200 Replacement Tax	76,511.13	25,000.00	51,511.13	306.04 %
60-4110 Property Taxes - Debt Service 2021	687,450.00	687,450.00	0.00	100.00 %
Total 41000 Taxes	1,361,265.39	5,100,170.00	-3,738,904.61	26.69 %
42000 Fees & Fines				
42100 Material Fees	1,299.07	10,000.00	-8,700.93	12.99 %
42200 Non-Resident Fees	3,624.76	5,000.00	-1,375.24	72.50 %
42300 Printing/Copying Fees	2,608.58	4,000.00	-1,391.42	65.21 %
Total 42000 Fees & Fines	7,532.41	19,000.00	-11,467.59	39.64 %
43000 Investment Income				
43100 Interest - General	57,502.86	10,000.00	47,502.86	575.03 %
43200 Interest - Reserve	13,025.02	10,000.00	3,025.02	130.25 %
Total 43000 Investment Income	70,527.88	20,000.00	50,527.88	352.64 %
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	1,580.69	500.00	1,080.69	316.14 %
49065 Sale of Surplus Materials	332.71	500.00	-167.29	66.54 %
Total 49000 Miscellaneous Revenue	1,913.40	1,000.00	913.40	191.34 %
Total Income	\$1,441,441.83	\$5,170,670.00	\$ -3,729,228.17	27.88 %
GROSS PROFIT	\$1,441,441.83	\$5,170,670.00	\$ -3,729,228.17	27.88 %
Expenses				
50000 General Expenses				
51000 Personnel Expenses				
51100 Salaries	1,117,536.95	2,430,250.00	-1,312,713.05	45.98 %
51200 FICA	82,519.36	186,000.00	-103,480.64	44.37 %
51300 Health/Misc Benefits	144,645.37	387,000.00	-242,354.63	37.38 %
51400 Pension Contribution	75,125.85	221,000.00	-145,874.15	33.99 %
51500 Other Benefits	3,695.47	9,000.00	-5,304.53	41.06 %
51600 Staff Enrichment	1,407.20	4,000.00	-2,592.80	35.18 %
Total 51000 Personnel Expenses	1,424,930.20	3,237,250.00	-1,812,319.80	44.02 %

Deerfield Public Library

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

January - May, 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
52000 Facility Expenses				
52100 Interior Facility Maintenance	27,601.12	60,000.00	-32,398.88	46.00 %
52200 Facility Equipment Maintenance	40,685.82	80,000.00	-39,314.18	50.86 %
52300 Exterior Building Maintenance	17,477.60	30,000.00	-12,522.40	58.26 %
52400 Utilities				
52410 Water	1,528.02	3,000.00	-1,471.98	50.93 %
52430 Telephone - Voice	8,160.54	23,000.00	-14,839.46	35.48 %
52440 Data Lines	5,675.47	17,000.00	-11,324.53	33.39 %
Total 52400 Utilities	15,364.03	43,000.00	-27,635.97	35.73 %
52500 Minor Furnishings & Equipment	4,021.28	25,000.00	-20,978.72	16.09 %
Total 52000 Facility Expenses	105,149.85	238,000.00	-132,850.15	44.18 %
53000 Library Materials				
53100 Periodicals	4,547.70	15,500.00	-10,952.30	29.34 %
53200 Adult Materials-Books				
53221 Books - Adult Non-Fiction	15,420.60	40,000.00	-24,579.40	38.55 %
53222 Books-Adult Fiction	18,351.93	60,000.00	-41,648.07	30.59 %
Total 53200 Adult Materials-Books	33,772.53	100,000.00	-66,227.47	33.77 %
53300 Audio Visual Materials				
53320 Audio Visual - Adult	20,240.60	64,000.00	-43,759.40	31.63 %
53340 Audio Visual - Youth	2,444.86	12,000.00	-9,555.14	20.37 %
Total 53300 Audio Visual Materials	22,685.46	76,000.00	-53,314.54	29.85 %
53400 Youth Materials-Books				
53241 Books - Youth & Teens	22,036.40	73,000.00	-50,963.60	30.19 %
53550 Literacy Support - Youth	326.53	2,000.00	-1,673.47	16.33 %
Total 53400 Youth Materials-Books	22,362.93	75,000.00	-52,637.07	29.82 %
53501 Electronic Resources				
53500 E-Resources	157,716.38	295,000.00	-137,283.62	53.46 %
Total 53501 Electronic Resources	157,716.38	295,000.00	-137,283.62	53.46 %
53600 Non-Traditional Resources	2,588.55	14,000.00	-11,411.45	18.49 %
Total 53000 Library Materials	243,673.55	575,500.00	-331,826.45	42.34 %
54000 Library Programs				
54100 Admin Programs	1,216.97	4,000.00	-2,783.03	30.42 %
54150 Outreach Programs	539.00	1,250.00	-711.00	43.12 %
54210 Adult Programs	12,247.37	25,000.00	-12,752.63	48.99 %
54400 Youth Programs	7,082.21	25,000.00	-17,917.79	28.33 %
54500 MakerSpace Programs	417.52	10,000.00	-9,582.48	4.18 %
Total 54000 Library Programs	21,503.07	65,250.00	-43,746.93	32.95 %
55000 Technology				
55350 Software & Licenses	177,748.05	230,000.00	-52,251.95	77.28 %
55360 IT Support	57,008.78	142,000.00	-84,991.22	40.15 %
55400 New Projects/equip				

Deerfield Public Library

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

January - May, 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
56440 IT Equipment	6,790.28	63,000.00	-56,209.72	10.78 %
Total 55400 New Projects/equip	6,790.28	63,000.00	-56,209.72	10.78 %
55440 MakerSpace Equipment	5,921.01	10,000.00	-4,078.99	59.21 %
Total 55000 Technology	247,468.12	445,000.00	-197,531.88	55.61 %
56000 Professional/Contractual Svcs				
56009 Other Office Support	2,764.71	10,000.00	-7,235.29	27.65 %
56100 Insurance		40,000.00	-40,000.00	
56200 Postage	2,909.47	8,250.00	-5,340.53	35.27 %
56300 Professional Printing Services	8,033.00	16,000.00	-7,967.00	50.21 %
56500 Professional Admin Services	13,686.46	21,000.00	-7,313.54	65.17 %
56550 Cataloging Service	2,527.65	22,000.00	-19,472.35	11.49 %
56555 Professional Outreach Services	3,362.00	6,750.00	-3,388.00	49.81 %
Total 56500 Professional Admin Services	19,576.11	49,750.00	-30,173.89	39.35 %
56700 Travel for Library Services	65.24	1,000.00	-934.76	6.52 %
Total 56000 Professional/Contractual Svcs	33,348.53	125,000.00	-91,651.47	26.68 %
56400 Supplies				
56410 General Operating Supplies	2,184.85	14,000.00	-11,815.15	15.61 %
56420 Processing Supplies	8,695.92	23,000.00	-14,304.08	37.81 %
Total 56400 Supplies	10,880.77	37,000.00	-26,119.23	29.41 %
57000 Training/Development Expenses				
56600 Dues & Memberships	4,349.00	8,000.00	-3,651.00	54.36 %
57100 Training & Education	13,864.94	25,000.00	-11,135.06	55.46 %
57200 Training Travel	3,507.09	6,000.00	-2,492.91	58.45 %
Total 57000 Training/Development Expenses	21,721.03	39,000.00	-17,278.97	55.69 %
Total 50000 General Expenses	2,108,675.12	4,762,000.00	-2,653,324.88	44.28 %
61000 Capital Expenses				
61100 Facility Improvements	45,496.50	500,000.00	-454,503.50	9.10 %
Total 61000 Capital Expenses	45,496.50	500,000.00	-454,503.50	9.10 %
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	\$2,154,171.62	\$5,949,450.00	\$ -3,795,278.38	36.21 %
NET OPERATING INCOME	\$ -712,729.79	\$ -778,780.00	\$66,050.21	91.52 %
NET INCOME	\$ -712,729.79	\$ -778,780.00	\$66,050.21	91.52 %

Deerfield Public Library					
Check Detail					
For the Regular Board Meeting on June 21, 2023					
Summary					Amount
11500 Bank Financial Petty Cash	Check Num 740-746				\$201.00
11300 WinTrust E Pay	3 ACHs				\$121.73
11100 WinTrust General Operating	Check Num 13749-13818, 11 ACHS				\$234,134.79
Total Payments to Approve					\$234,457.52
Date	Num	Vendor	Memo	Amount	Account Num
11500 Bank Financial Petty Cash -1537					
05/10/2023	740	Anne Jamieson	Travel Reimbursement "Reaching Forward" Conference	25.35	57200
05/10/2023	741	Aaron Kaplan	Voided	0.00	42100
05/11/2023	742	Stephanie Keough	Travel Reimbursement "Reaching Forward" Conference	38.32	57200
05/16/2023	743	Judy Hoffman	Travel Reimbursement RAILS HQ	37.73	57200
05/19/2023	744	Megan Sanks	Travel Reimbursement "Reaching Forward" Conference	25.74	57200
05/19/2023	745	Karolyn Henry	Travel Reimbursement School Outreach	40.61	56700
05/25/2023	746	Jennifer Lang	Reimbursement for Non-Resident Fee	33.25	42100
Total for 11500 Bank Financial Petty Cash -1537				201.00	
11300 WinTrust E Pay -8926					
06/01/2023	ACH	Heartland Payment Systems	Merchant CC Processing Fees	85.15	56009
06/05/2023	ACH	Chase Paymentech	Merchant CC Processing Fees	11.38	56009
06/05/2023	ACH	PayPal Inc.	Merchant CC Processing Fees	25.20	56009
Total for 11300 WinTrust E Pay -8926				121.73	
11100 WinTrust General Operating -2997					
05/17/2023	13749	HR Source	Annual Membership Renewal & Public Library Supplemental Report Participant 2023	1,630.00	56600, 56500
05/17/2023	13750	CDW Government, Inc.	Transmitters & HDMI Receiver for Meeting Room	1,255.50	56440
05/17/2023	13751	Painters USA, Inc.	Painting Lower Level, Meeting, Quiet, and Study Rooms - Remaining Bal	8,897.00	61100
05/17/2023	13752	SE Inc.	Sidewalk Salting 11/15/22 & 11/17/22	220.00	52300
05/17/2023	13753	Cross the Lilliebridge	Tack Collage with Jennifer Lilliebridge 6/8/23	400.00	54210
05/17/2023	13754	Clarus Glassboards, LLC	(4) New Glass Whiteboards for Youth & Teen Walls	1,906.56	61100
05/17/2023	13755	David William Flippo	"Jazz for the Generations" Lunch & Listen concert - 06/10/23	375.00	54210
05/17/2023	13756	Tom Walsh	Tuition Reimbursement - Organization of Knowledge Course	1,275.00	57100
05/17/2023	13757	Excalibur Technology Corp.	Integrator used to help set up our new backup infrastructure	632.80	55360
05/17/2023	13758	American Home Maintenance Service & Repairs, LLC	Installed (6) glass whiteboards & re-hung robot pictures in Youth	785.00	61100
05/17/2023	13759	Lechner and Sons	Lobby Mats 05/16/23	123.15	52100
05/17/2023	13760	Peerless Network, Inc.	Phone Support Maintenance 5/15/23-6/14/23	1,132.13	52430
05/17/2023	13761	Showcases	Vinyl 40 CD Albums Heavy Duty 3-Ring & Two Bookwells	103.62	56420
05/17/2023	13762	Stevens Chemical Company	Hands Free Roll Towel Dispenser	14.00	52100
05/17/2023	13763	Fox Valley Fire & Safety Company, Inc.	Fire Alarm Radio Monitoring Quarterly Lease - May 2023	228.00	52200
05/17/2023	13764	Playaway Products LLC	Acquisitions for Wonderbooks Youth Av - May 2023	269.95	53340
05/17/2023	13765	Anderson Lock	Repairs to Back Staff Entrance Door	410.00	52200
05/17/2023	13766	Anderson Pest Solutions	Pest Management - May 2023	71.40	52100
05/17/2023	13767	Vogue Printers	Summer 2023 Browsing Newsletter	4,736.00	56300
05/17/2023	13768	Today's Business Solutions, Inc.	Annual Support & Maintenance - 2023	2,626.90	55360
05/17/2023	13769	Madeline Dahlman	Book Discussion w/Madeline Dahlman 6/8/23	200.00	54210

06/07/2023	13770 -13794	Voided Checks	Voided checks due to misprint	0.00	VOID
06/07/2023	13795	Midwest Tape	Acquisitions for AV, Processing Supplies & Cataloging Service - May 2023	5,500.77	53320, 53340, 56420, 56550
06/07/2023	13796	Jessica Mlinaric	Chicago Scavenger Hunt Program - 6/14/23	200.00	54210
06/07/2023	13797	Chicago Distribution Center	Sustainable Library's Cookbook	50.33	53241
06/07/2023	13798	Clean Source	Carpet Cleaning Entire Library - 05/12/23	3,612.55	52100
06/07/2023	13799	Automatic Mechanical Services, Inc.	ACCU-3: Diagnose Issues with Refrigerant Leak, ACCU-1 Diagnose issue with Reactor & Diode, 2023 Annual Maintenance Agreement - Q2 Billing, Final Payment for Completion of VRF Repairs	11,235.00	52200
06/07/2023	13800	CDW Government, Inc.	Spare Monitor	96.47	56440
06/07/2023	13801	Ingram Library Services LLC	Acquisitions for Books, AV, and Processing Supplies - May 2023	12,758.65	53221, 53222, 53241, 53320, 56420
06/07/2023	13802	OverDrive, Inc.	eBooks - May 2023	8,031.79	53500
06/07/2023	13803	RAILS	OverDrive Consortium Fee 7/1/23-6/30/24	7,501.52	53500
06/07/2023	13804	Rotary Club of Deerfield	Dues & Luncheon Q1 2023	374.00	56600
06/07/2023	13805	Sikich LLP	Automation Support for Servers & Workstations & Storage Cloud Backup - June 2023	7,035.00	55360
06/07/2023	13806	Judith S. Roin	Summer Solstice Yoga & Mindfulness - 6/16/23	70.00	54210
06/07/2023	13807	ACC Business	Internet Service 4/11/23-5/10/23	902.22	52440
06/07/2023	13808	State Industrial Products	Air Care Program	191.60	52100
06/07/2023	13809	Lechner and Sons	Lobby Mats 5/30/23	123.15	52100
06/07/2023	13810	Marcive, Inc.	Authority Processing - May 2023	402.90	56550
06/07/2023	13811	Demco, Inc.	New Chairs for Youth & Adult Study Rooms &(1) Whiteboard & Norbond Liquid Plastic Adhesive	4,122.79	54620, 61100
06/07/2023	13812	Best Quality Cleaning	Monthly Cleaning - June 2023	3,500.00	52100
06/07/2023	13813	Clean Art Works, Inc.	Inside & Outside Window Cleaning - May 2023	1,340.00	52100
06/07/2023	13814	Mobile Beacon	WiFi Hotspot Renewal - Patrons for LOT	600.00	53600
06/07/2023	13815	Esscoe LLC	Service Call - Back Staff Door	527.50	52200
06/07/2023	13816	Kanopy Inc.	Pay Per Use Program	462.00	53500
06/07/2023	13817	Midwest Tape	Hoopla Subscription - May 2023	4,468.81	53500
06/07/2023	13818	Quench USA, Inc.	Water Cooler Qtrly Rent: 6/1/2023-8/31/2023	124.74	52200
05/17/2023	ACH	Overdrive	eBooks - May 2023	2,594.75	53500
05/23/2023	ACH	AT&T	Voice Lines: 3/29/23-4/28/23	343.70	52430
05/25/2023	ACH	Wex Health, Inc.	FSA Monthly Fees - May 2023	54.90	51500
06/01/2023	ACH	Village of Deerfield	Water & Sewer - April 2023	153.33	52410
06/01/2023	ACH	Village of Deerfield	Water & Sewer - April 2023	132.89	52410
06/01/2023	ACH	Village of Deerfield	Library Debt Service Payment	116,225.00	60-7010
06/02/2023	ACH	De Lage Landen Financial Services, Inc.	Monthly Lse for 7 Copiers and 3 Printers - June 2023	1,808.72	55360
06/02/2023	ACH	Amazon	Invoice #: 1L17-N94V-4G1C Invoice Date: 06/01/2023 for May 2023 Credit Memo#: 1HPP-T7VL-3NMM - May 2023	6,059.52	51600, 52200, 52500, 53222, 53241, 53320, 53550, 53600, 54210, 54400, 54500, 56410, 56420, 55440, 56440
06/04/2023	ACH	Comcast Cable	Patron Internet Service 5/16/23-6/15/23	210.94	52440
06/05/2023	ACH	Google, Inc.	Google Apps - June 2023	1,107.00	55350
06/14/2023	ACH	First Bank Mastercard	May 2023 Credit Card Payment	4,920.24	20001-20014
Total for 11100 WinTrust General Operating -2997				234,134.79	

Deerfield Public Library
Credit Card Transactions by Account Holder
As of 06/08/2023
Presented for Approval June 21, 2023

Date	Num	Vendor	Memo	Amount	Account Description
20000 Credit Cards Payable					
20001 Admin - 4734					
06/08/2023	AD 05/09/23	MailChimp	E-Newsletter Mailing Monthly Subscription	80.00	Outreach Programs
06/08/2023	AD 05/11/23	Library Works	Book Bans & Censorship Webinar - A. Falasz-Peterson	98.00	Training & Education
06/08/2023	AD 05/11/23	American Library Association	ALA Annual Conference 2023 - J. Hoffman	40.00	Training & Education
06/08/2023	AD 05/15/23	Spotify	Spotify for iPads Monthly Subscription	15.99	Youth Programming
06/08/2023	AD 05/15/23	Ultimate Screen Printing	Shirts for Board of Trustees	93.00	Admin Programs
06/08/2023	AD 05/15/23	Ultimate Screen Printing	Shirts for Board of Trustees	198.00	Admin Programs
06/08/2023	AD 05/18/23	Ultimate Screen Printing	Shirts for Board of Trustees	29.00	Admin Programs
06/08/2023	AD 05/18/23	Ultimate Screen Printing	Shirts for Board of Trustees	59.00	Admin Programs
06/08/2023	AD 05/18/23	Lowe's	Table for Lower Level Printing Station	150.95	Minor Furnishings
06/08/2023	AD 05/25/23	Uline	Whiteboard for Adult Study Room	233.90	Minor Furnishings
06/08/2023	AD 05/31/23	Home Depot	Paint Supplies for Youth Book Cubbies	67.66	Facility Improvements
Total for 20001 Admin - 4734				1,065.50	
20002 Business Office - 1381					
06/08/2023	BO 05/10/23	FloorGuy Supply	Scratch Fix Kit for Quiet Room Floors	89.71	Interior Facility Maintenance
06/08/2023	BO 05/11/23	IL Forno Pizza	Lunch for Staff	114.88	Staff Enrichment
06/08/2023	BO 05/12/23	Quill	Envelopes for Payroll	76.22	General Operating Supplies
06/08/2023	BO 05/17/23	Quill	Wood Stirrers, Spoons, Correction Tape	70.29	General Operating Supplies
06/08/2023	BO 05/24/23	Mariano's	Food for All Staff Meeting	46.62	Admin Programs
06/08/2023	BO 06/03/23	Quill	Supply Restock of Graphics Room	271.71	General Operating Supplies
06/08/2023	BO 06/03/23	Portillo's	Lunch for Staff	198.33	Staff Enrichment
Total for 20002 Business Office - 1381				867.76	
20003 Info Technology (IT) - 5382					
06/08/2023	IT 05/09/23	Adobe	Staff Creative Cloud All Apps Monthly Subscription	54.99	Software & Licenses
06/08/2023	IT 05/10/23	Wasabi Technologies	Credit Card Validation Charge	1.00	Software & Licenses
06/08/2023	IT 05/11/23	Adobe	Annual Renewal for Staff	359.88	Software & Licenses
06/08/2023	IT 05/17/23	Ebay	Backup for Video Capture Card for Adult Services	150.00	IT Equipment
06/08/2023	IT 06/01/23	Liberated Syndication	Podcasting Hosting	20.00	Software & Licenses
06/08/2023	IT 06/01/23	Google	Google Voice Number for Board Voicemail	10.96	Telephone & Voice
06/08/2023	IT 06/06/23	Deerfield Public Library	Testing of Self Checkout	0.20	Fines & Fees
Total for 20003 Info Technology (IT) - 5382				597.03	
20004 Facilities - 1382					
06/08/2023	FC 05/10/23	Anderson Lock	Copy of Master Key for Facilities	53.00	Minor Furnishings
06/08/2023	FC 05/19/23	Highland Park Ford	Oil Change for Library Vehicle	61.35	Facility Equipment Maintenance
06/08/2023	FC 05/23/23	Home Depot	Items to Mount Soundboards & Paint Tray	30.36	Interior Facility Maintenance
Total for 20004 Facilities - 1382				144.71	
20006 Support Services - 4206					
06/08/2023	SS 05/08/23	United	Bag Fee for IUG Conference Trip - P. Skittino	35.00	Training Travel
06/08/2023	SS 05/13/23	United	Bag Fee for IUG Conference Trip - P. Skittino	35.00	Training Travel
06/08/2023	SS 05/25/23	American Library Association	ALA Annual Conference - P. Skittino	40.00	Training & Education
06/08/2023	SS 05/25/23	American Library Association	ALA Annual Conference - T. Walsh	40.00	Training & Education
06/08/2023	SS 05/25/23	American Library Association	ALA Annual Conference - S. Osakada	40.00	Training & Education
Total for 20006 Support Services - 4206				190.00	
20007 Adult Services - 2368					
06/08/2023	AS 05/08/23	Disney Plus	Roku Monthly Subscription	19.99	E-Resources
06/08/2023	AS 05/13/23	Roku WarnerMedia	HBO Max Annual Subscription	99.99	E-Resources
06/08/2023	AS 05/14/23	Netflix	Roku Monthly Subscription	19.99	E-Resources
06/08/2023	AS 05/19/23	Apple	Roku Monthly Subscription - Apple TV	6.99	E-Resources
06/08/2023	AS 05/19/23	Apple	Roku Monthly Subscription - Apple TV	6.99	E-Resources
06/08/2023	AS 05/26/23	Chicago Tribune	Lake County News-Sun Subscription thru 7/12/23	176.87	Periodicals
06/08/2023	AS 05/30/23	Netflix	Roku Monthly Subscription	19.99	E-Resources
06/08/2023	AS 06/01/23	Amazon	Kindle E-Books	10.99	E-Resources
06/08/2023	AS 06/01/23	Amazon	Kindle E-Books	12.99	E-Resources
06/08/2023	AS 06/01/23	Amazon	Kindle E-Books	15.99	E-Resources

06/08/2023	AS 06/01/23	Amazon	Kindle E-Books	16.99	E-Resources
06/08/2023	AS 06/02/23	Disney Plus	Roku Monthly Subscription	19.99	E-Resources
Total for 20007 Adult Services - 2368				427.76	
20010 Adult Prog Coord - 5416					
06/08/2023	APC 05/23/23	Joe Donut	Prize for Bunco Night 5/25/23	25.00	Adult Programming
06/08/2023	APC 05/23/23	Zoom	Monthly Subscription	55.99	Adult Programming
06/08/2023	APC 05/23/23	Bobby's Deerfield	Prize for Bunco Night 5/25/23	50.00	Adult Programming
06/08/2023	APC 05/25/23	Jewel-Osco	Desserts for Black Tie Bunco 5/25/23	36.45	Adult Programming
06/08/2023	APC 05/30/23	Deerfield Golf Club	Location Fee for Trivia Night	180.00	Adult Programming
Total for 20010 Adult Prog Coord - 5416				347.44	
20011 Youth Prog Coord - 1971					
06/08/2023	YPC 05/09/23	American Library Association	ALA Membership Renewal	93.00	Membership & Dues
06/08/2023	YPC 05/12/23	Five Below	SRP Prizes, portion to be reimbursed by Friends	346.95	Youth Programming
06/08/2023	YPC 05/15/23	Walgreens	Gift Cards for Summer Reading Prizes & Tournament of Books Sticker Contest	240.00	Youth Programming
06/08/2023	YPC 05/18/23	Let's Stick Together	Sticker Mosaic Posters for Youth Dept	247.39	Youth Programming
06/08/2023	YPC 05/25/23	Mobile Room Escape	Car Racing Program 6/10/23 - Remaining Bal	255.75	Youth Programming
Total for 20011 Youth Prog Coord - 1971				1,183.09	
20012 Youth Coord - 1259					
06/08/2023	YC 05/10/23	JoAnn's	Homeschool Programming Supplies	19.24	Youth Programming
Total for 20012 Youth Coord - 1259				19.24	
20013 Teen Services - 6330					
06/08/2023	TS 05/10/23	Rosati's Pizza	Pizza for Teen Advisory Board 5/10/23	52.73	Youth Programming
Total for 20013 Teen Services - 6330				52.73	
20014 MakerSpace - 2311					
06/08/2023	MS 05/23/23	Jewel - Osco	Flowers for MakerSpace Program	24.98	MakerSpace Programming
Total for 20014 MakerSpace - 2311				24.98	
Total for 20000 Credit Cards Payable				4,920.24	

Director's Report: June 2023

FYI

- At this meeting, Chase from Adult Services will give a presentation on the Books to Go program.
- Additionally, the Board will conduct their semi-annual review of Executive Session minutes at the meeting.
- We will also hear about the June 10 Farmers Market.
- The monthly statistics are included in the packet. As you can see, May was a very busy month for us!
- I have included a copy of our Per Capita Award Letter from the Illinois State Library.
- Articles of Interest
 - <https://www.publishersweekly.com/pw/by-topic/industry-news/publisher-news/article/92322-pen-america-penguin-random-house-sue-florida-school-district-over-unconstitutional-book-bans.html>
 - <https://abc7chicago.com/illinois-book-ban-bill-public-library-libraries-near-me/13373993/>
 - https://municipalminute.ancelglink.com/2023/06/new-law-ties-state-library-funding-to.html?utm_source=feedblitz&utm_medium=FeedBlitzRss&utm_campaign=municipalminute
 - Looking for a new [podcast](#)

Personnel

- In May the library had 0 separations
- In May the library filled 1 position
 - Summer Library Aide on May 15
- [The library has 0 positions open](#)

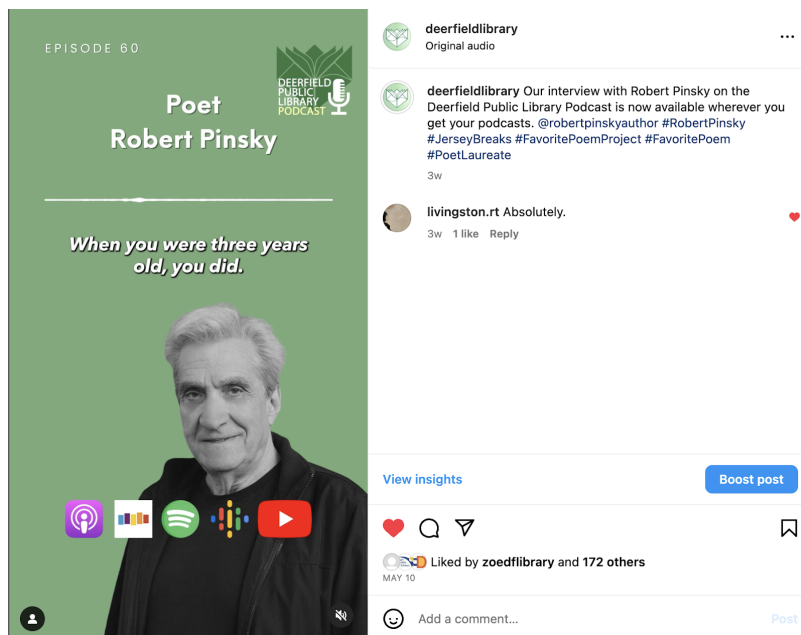
DEPARTMENT REPORTS

Adult Services Report

Melissa Stoeger, Assistant Director of Adult & Youth Services

- Physical Space
 - The refresh of our study rooms is complete. Rooms have fresh paint, recovered sound panels, and new chairs. One of our regular study room users said "The renovated rooms look great!"
- Outreach
 - Vicki led 5 classes to 62 participants at the Center for Enriched Living on technology basics.
 - Chase gave 3 one on ones to homebound patrons
- Programs
 - May's podcast episode featured Robert Pinsky, former U.S. Poet Laureate. During May it had 159 listens and we got these great Tweets:

- @Ferniedelpaso: "Such a great conversation between Pinsky and Zavagno. A great podcast overall. Love the @RichieHof and Calvino ones as well. Def worth listening to!"
- "An entrancing interview with @RobertPinsky by @dylanzavagno— art and childhood, finding freedom from au courant poetry, authenticity and gulfs"



- We offered a program called “Name Change and Gender Marker 101.” Between the live program, streaming on Twitch, and the YouTube video, we had 54 attendees/viewers.
 - “Thank you for all you and the organization does for our trans/non binary community.” - Susan
 - “As a library worker I am giving mad props to y’all for hosting this program in this political climate. Bravo!!!!”
- Storm Chasing and IL Weather was another very popular program. Including live, Twitch and YouTube views, we had 105 attendees/viewers.
 - “Thank you! I’m thrilled the recording is available—this is SO my thing, and was disappointed to have had a work gala at the same time.”
- The Bonds of Civil War also had a great turnout: 98 attendees/viewers, and we got great feedback.
 - “Excellent story of Lake County’s role in the Civil War. I enjoyed listening to Diana Dretske tell about her book and her research.” -Carol
 - “My husband and I very much enjoyed Diana’s talk on the Civil War and lake county’s immigrants’ contributions.”-Terri
- Our Twitch channel has really been picking up viewers in the last few months. Aside from our regular Twitch programs, we have also begun live streaming some of our other programs on Twitch as well as YouTube. Our Twitch channel was responsible for 291 views in May. One of our most popular programs on Twitch is our Lunchtime Listens, which feature staff reading short stories or portions of novels.
- We received this nice compliment from a patron regarding our virtual programs:

- "I want to thank you for all the great virtual/hybrid options that you offer. My husband is immunocompromised and they have been really helpful."-
Linda T

- We added some more fun items to the LOT for summer: a croquet set and a frisbee golf set

- 2,078 Patron Questions (up from last month)
- 11 Library Lifelines, 5 in library One on Ones, and 3 homebound One on Ones
- 23 Books to Go deliveries
- 25 live programs with 372 attendees. 7 passive programs with 567 participants.
- 1,013 total podcast listens (up from last month)
- 712 Study Room reservations (up from last month)

Business Office Report

Kelly DeCorrevont, Head of Finance

- Cheryl and Kelly completed check runs on May 3 and May 17
- The Staff Enrichment Committee met on May 4 to discuss upcoming staff events
- Amy, Melissa and Kelly met with architects on May 10
- Tony and Kelly had a landscaping meeting on May 10
- Mira and Kelly completed payroll on May 11 and May 25
- Kelly had a pre-renewal meeting with our insurance company on May 23
- We had our All Staff Meeting on May 25
- The dark blue study room sound boards, paint colors and new chairs in AS/YS look great. Thank you to Grace, Tony, Jasmine & Cheryl for the hard work!
- The Library was closed Sunday, May 28 and Monday, May 29 for Memorial Day
- Kelly started phone interviews for the Facility Custodian position on May 30
- We had 100% completion rate for our annual required Traliant staff compliance trainings



- Civility in the Workplace
- Sparks Series: Staying Connected
- Diversity, Equity, & Inclusion in the Workplace V4.1
- Preventing Discrimination & Harassment: IL Employ...
- Preventing Discrimination & Harassment: IL Manage...

IT Report

Steve Wuehr, Head of IT

- **Door Access Control** We are still experiencing supply chain issues related to some of the hardware. We are in a holding pattern until all of the hardware arrives. There has

been an issue with the door alarm between the Makerspace and Youth Services office that is being addressed as well. Additionally, the software that runs the door access system is going to reach end of support this year and the library will need to upgrade to a newer version in the months ahead.

- **Computer Refresh** Youth Services Patron machines are being worked on and we will be getting ready to start Support Services as well. We are also in the process of getting a deployment system that will speed up the deployment of new machines in the future as well.
- **Backup system replacement** We have a new backup system in place that will allow us better control and management of our backup process going forward. This system will replace the previous backup solution and will result in an overall savings in the future as well.
- **Credit Card Payments** The self check terminals have been experiencing some issues with processing credit card payments. After working with support, we've identified some ways to improve the process and hopefully reduce some of the issues. We are working on implementing those changes now.
- **Meeting Rooms** We have labeled all of the meeting room accessories and created inventory lists for each room to make sure all of the needed items are available in each room for programs.
- **CyberSecurity Training** Our Q2 training is complete. We continue to run monthly phishing tests and will start preparing for our Q3 training in the next couple of months.
- **Cabling** Have added some cabling in a couple of areas and discovered that some data cabling at the reference desk was damaged due to water in the in floor conduit. We are in the process of investigating whether we can pull outdoor rated cable in the conduit to help shield it from water damage.
- **Infrastructure updates** One last switch update is necessary and is planned for the evening of June 23rd after the library closes.
- **Meeting Room AV** We will be starting internal conversations about upgrades to the meeting room AV solution. At 10 years old, the system is out of date, can be difficult to use and given the age of the hardware, is prone to technical issues. We did recently add a standalone device called a Meeting Owl to be able to better offer small discussion hybrid programs.

MakerSpace Report

Ted Gray, MakerSpace Manager

- Steve in IT helped us out by moving the ethernet ports that were inside of a cabinet in the Graphics Lounge to the other side of the wall into the MakerSpace. This allowed us to clean up the cabling and stop using the ports that were in the floor in a very inconvenient location. We also moved the big desktop machine onto a bracket on the bottom of the desk. This really cleans up the desk and makes it look more open and accessible.
- Our May the 4th event was a lot of fun! We're already starting to think about how to make it even better next year.
- Grace is still helping Tony reupholster the sound boards from the study rooms. This turned out to be a bigger than anticipated project but it's saving the library literally thousands of dollars by doing it ourselves.

- We cleaned off the small set of shelves and put it outside the MakerSpace for the 3D print holds. It helps clean up the main hold shelves and patrons can still pick up their holds any time the library is open.
- A patron who was a talented graphic designer created these signs for a friend of hers who had a summer cottage by the beach. It was one of those rare cases when we had a patron bring in their own files that were done perfectly. We were able to pretty much print them out right away. So nice!



- One of our policies is that we don't make weapons in the MakerSpace. But we can help you make a homemade knife sheath! This was cut out of a leather sheet, laser engraved, and then sewn together. It turned out great!

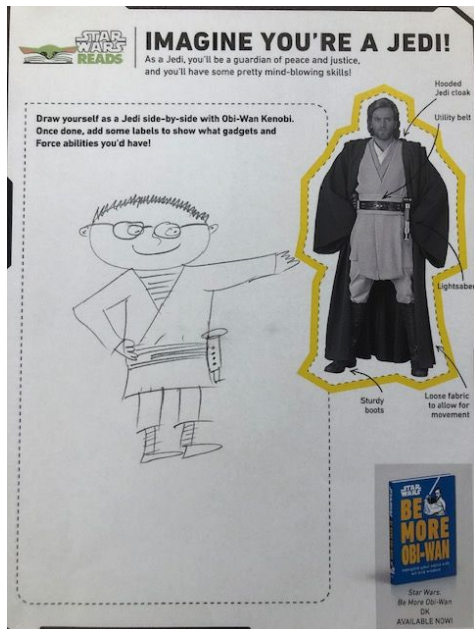


Our May the 4th Celebration in the MakerSpace really was a lot of fun! We had a variety of activities going all day.

Here is the walk in project we had. Create your own paper bag baby Yoda puppet!



Another walk in project was coloring sheets. Ted drew himself as a Jedi done in the style of Deerfield comic book artist Jeffrey Brown!



Here are some of the finished lightsaber hilts that our patrons learned how to design with Fusion 360 design software.



- We had a very successful program in coordination with Kary in Youth on Thursday May 11th, EL Family Night. We had over 70 patrons come through the MakerSpace and get a tour. The kids all did crafts while we gave the parents a tour of the space. We gave each family a grab bag that included a DPL sticker, a DPL wooden puzzle and a few fun small 3D prints including a Space Invaders magnet!



- Another fun program was our homemade Mother's Day cards program. We figured out how to use the laser engraver to cut out intricate designs and then put colored paper behind the cut outs to create a really nice effect.



- We finished up the month of May with another program that went really well. Our patrons loved making these pressed flower sun catchers. We had the pressed flowers ready to go. We cut out square acrylic pieces beforehand. So it was a super easy craft. Just lay down your flowers in one piece. Put the other piece on top and tape them together.



- One of the "issues" we've been looking at is program attendance. We like to keep our programs small because of their nature. We end up helping our patrons a lot during programs so smaller numbers allow more personal interactions.

Outreach Report

Judy Hoffman, Outreach Coordinator

- **Memory Cafe @ DPL** (May 3): For this month's Cafe, we had a great "back by popular demand" music program from Shenanigans. This is a ukulele quartet, made up of talented community volunteers, who entertain with humor and sing-alongs.
- **Dementia Conversations** (May 18): DPL participated in this community-wide event coordinated by the West Deerfield Township. As part of the discussion of how Deerfield is a Dementia Friendly Community, the Library Memory Cafe and Memory Kits were featured.
- **Browsing newsletter:** With the Summer issue, which was released in May, DPL returned to a 12 page issue. We included a new occasional feature: Staff Profiles. There has been a lot of positive feedback from patrons.

- **Fine Arts Commission:** We completed plans for Deerfield Pride Month events. The Fine Arts Commission will be at the Farmers Market on June 17, along with PFLAG. The Commission provided financial support for the Library's third season of Queer Poem-a-Day.
- **First Poem Project Reading** (May 27): [Deerfield Patch](#) featured the event in three daily feeds.
- **Meeting Rooms:** In May, we had **17** meeting room reservations. This is the highest monthly number post-pandemic.
- **Alzheimer's Association Support Group:** A certified leader for the Alzheimer's Association has led a monthly meeting for caregivers at DPL for more than seven years. Prior to March 2020, the group typically had around six attendees, and for a period of time moved to Zoom. Since returning to in-person at DPL, the group has grown to 12-14 attendees.
- **Cradles to Crayons Donation Collection:** For the first time, we are working with the organization as a donation site. For the month of June, we will have a collection in the lobby of gently used and new items for babies up to approximately 24 months.

Patron Services Report

Lance Higginbotham, Patron Services Assistant Manager

- We had 0 virtual card registrations in the month of May, the same as April.
- We had 8 curbside pick ups in May (compared to 5 in April).
- June 9th will mark our 3 year anniversary of doing curbside. We have done **11,894** of them in that nearly 3 year span. Although most of those were during the height of the pandemic, the number is a significant one.
- 12,254 library visits in May (compared to 11,708 in April).
- 24,134 physical items circulated, including renewals (compared to 25,123 in April).

Support Services Report

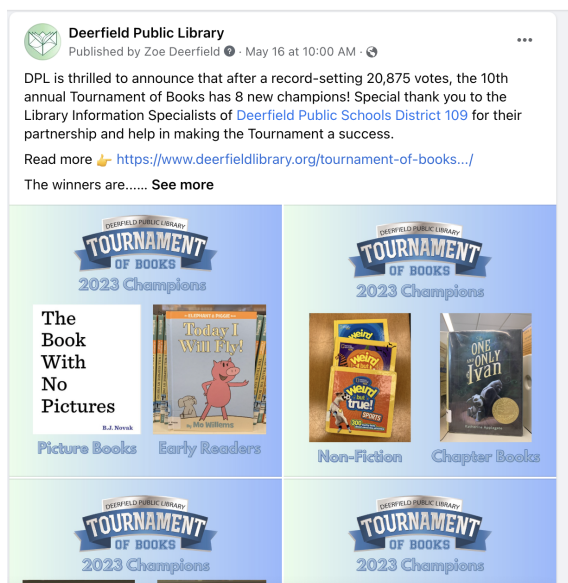
Pam Skittino, Head of Support Services

- Pam trained Sam and Dylan G on Create Lists
- Pam attended IUG in Phoenix and gave a presentation with Kathy Setter from Wisconsin - title: Better than I found it: preparing for your successor - which had a live attendance around 50 people. It was recorded and is currently the one that has been watched the most, 30 times! That puts it in the **top 20** of all the videos on our channel, including ones from the virtual conferences."
- The library gave Arlington Heights a tour and a demonstration of Mobile Worklists
- Puzzles in the LOT collection were relabeled so they would be shelved together

Youth Services Report

Melissa Stoeger, Assistant Director of Adult & Youth Services

- Physical Space
 - We finished refreshing the study rooms. Both rooms have been repainted and have new chairs.
 - We added magnetic whiteboards around the YS and Teen spaces, which allows us to advertise programs, hang up pictures, etc.
- Outreach
 - Kary had 16 school visits with 421 children.
- Programs
 - Our most popular program was the Tournament of Books. In May we had **11,457** votes.



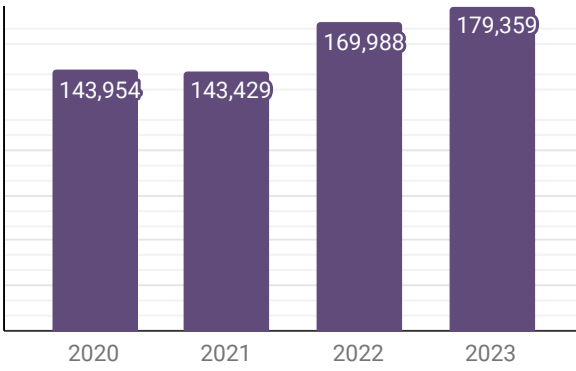
- Ben's Bubble Show was very popular. We had 90 attendees! A patron called the bubble machine "the Mercedes of bubble machines."
- Our English Language Family night was a great success and a collaboration between Youth and Adult Services and the MakerSpace. We had 72 attendees.
 - From a DPL 109 teacher: "What a fantastic DPL 109 EL Family Night!!! Our EL team appreciates all you do to orchestrate such an amazing, informative, and fun evening for our families- everyone was so engaged and so happy."
- 973 patron questions
- 4 Personalized Picks
- 25 in-person programs with 634 attendees
- **10 Passive programs with 11,746 participation**
- 16 Outreach programs to 421 children

Deerfield Public Library

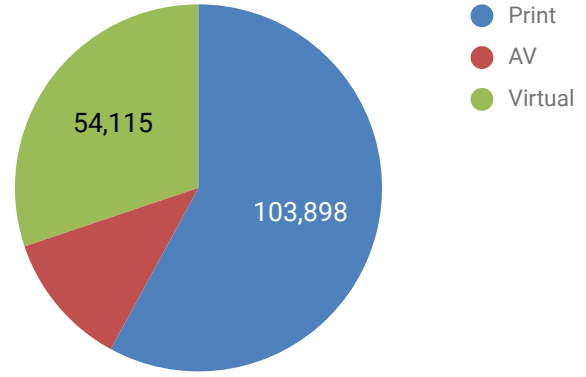
May 2023 Statistics

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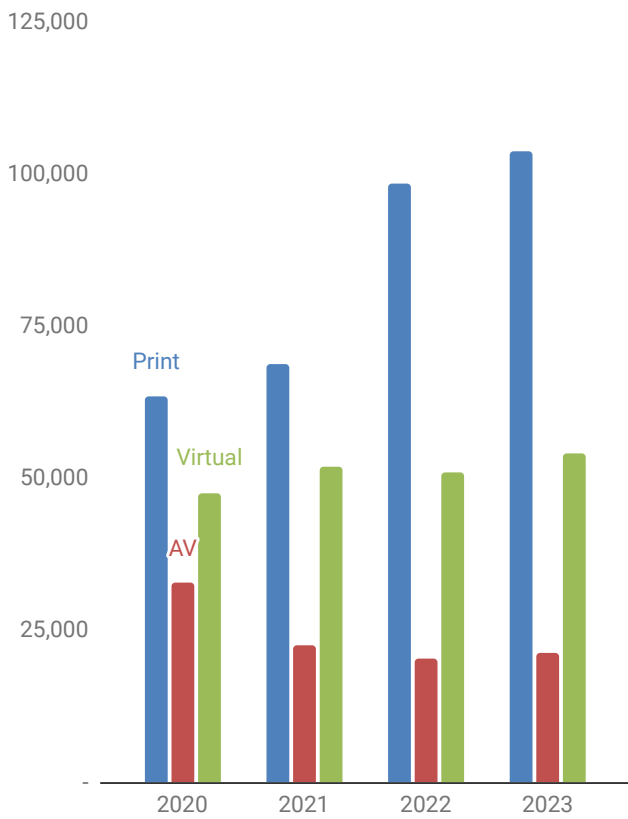
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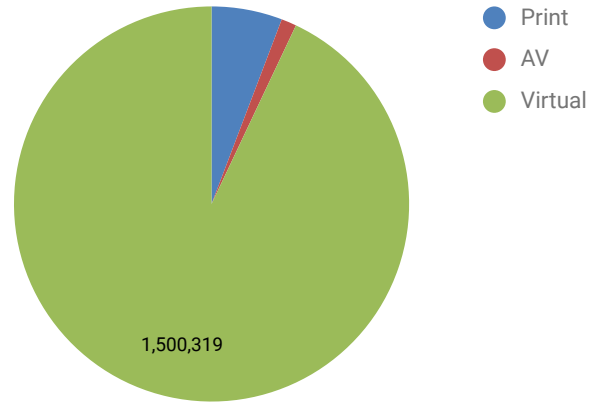
Circulation by Type YTD



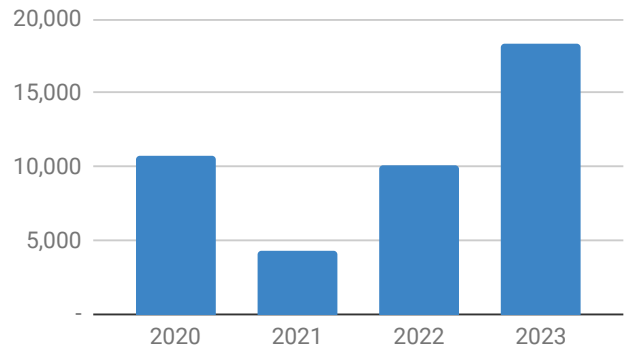
Circ Trends by Type YTD



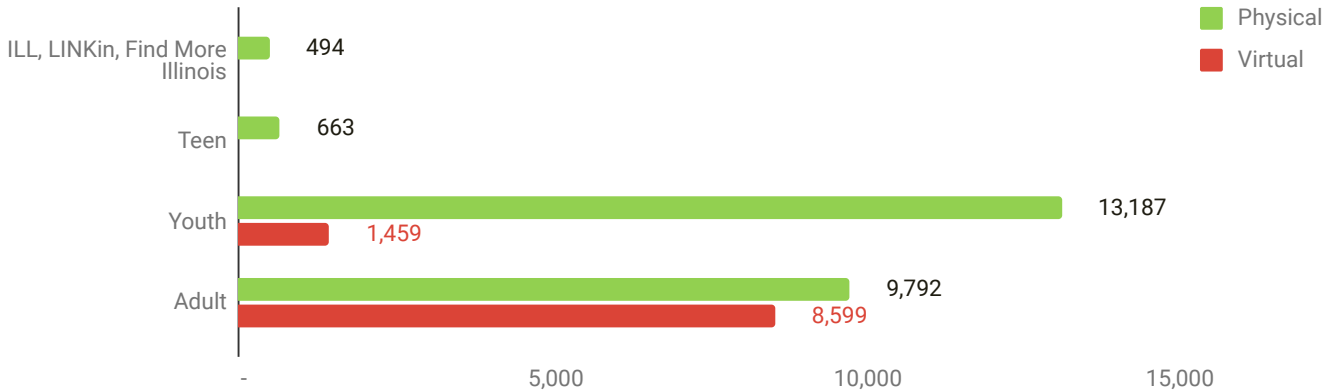
Collection by Type - May



Questions Answered YTD



Circulation by Collection

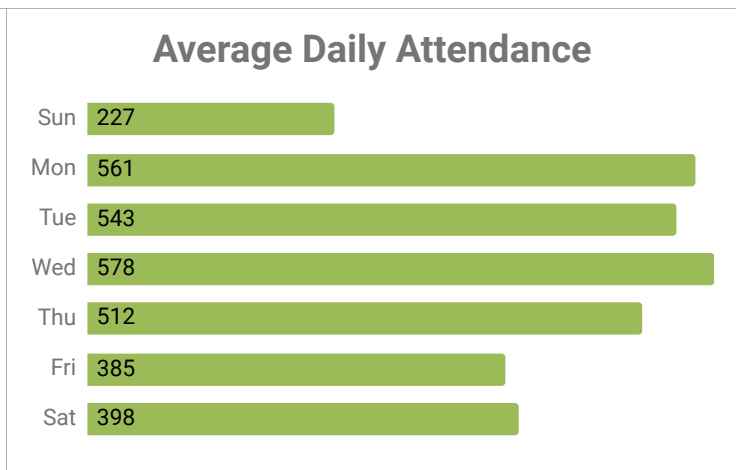
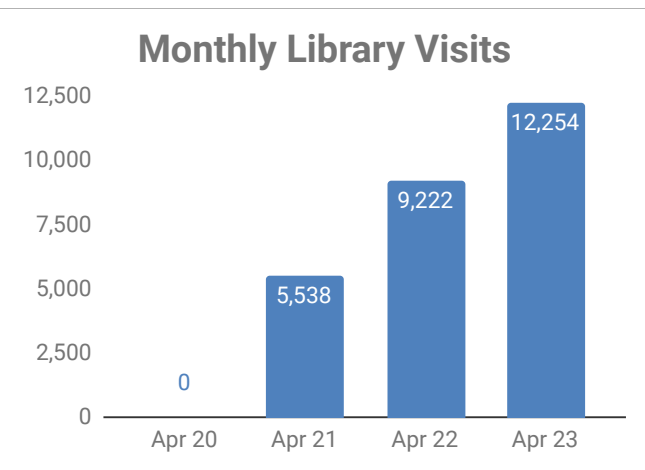
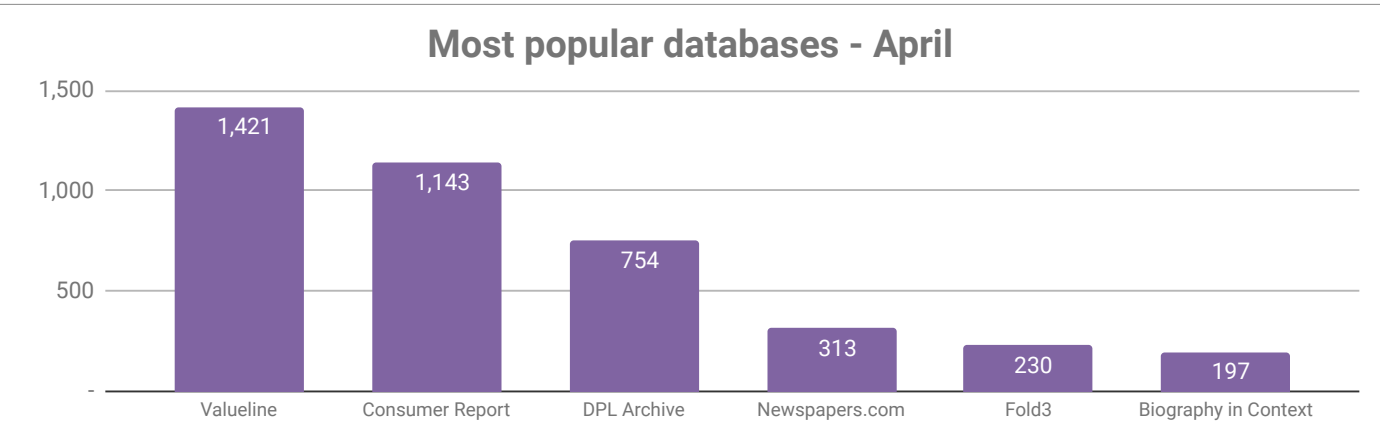
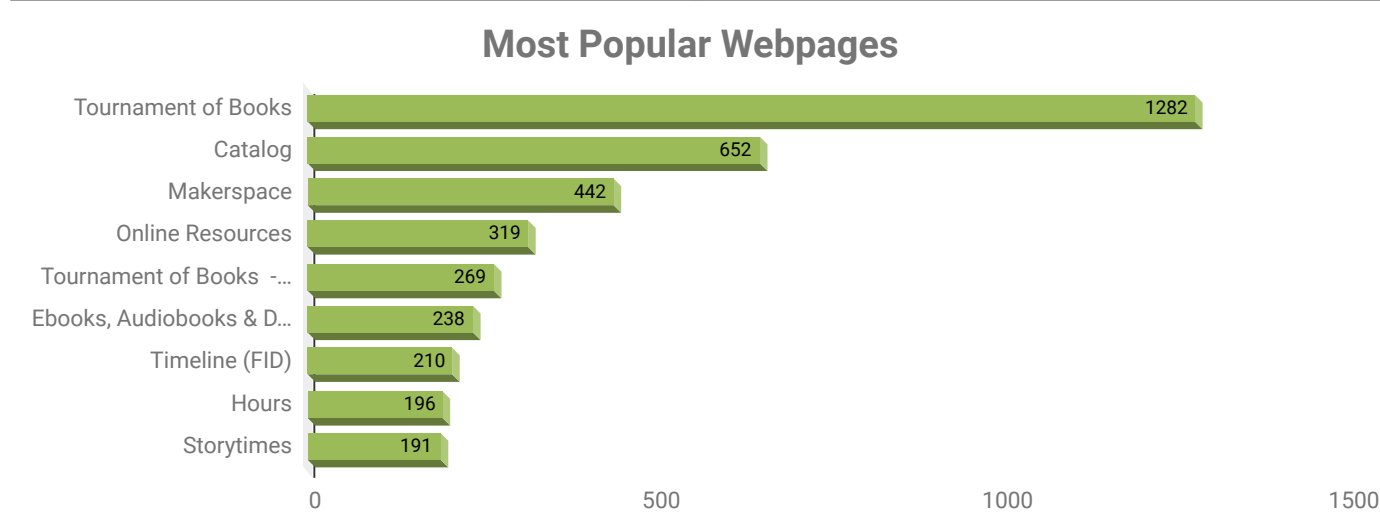
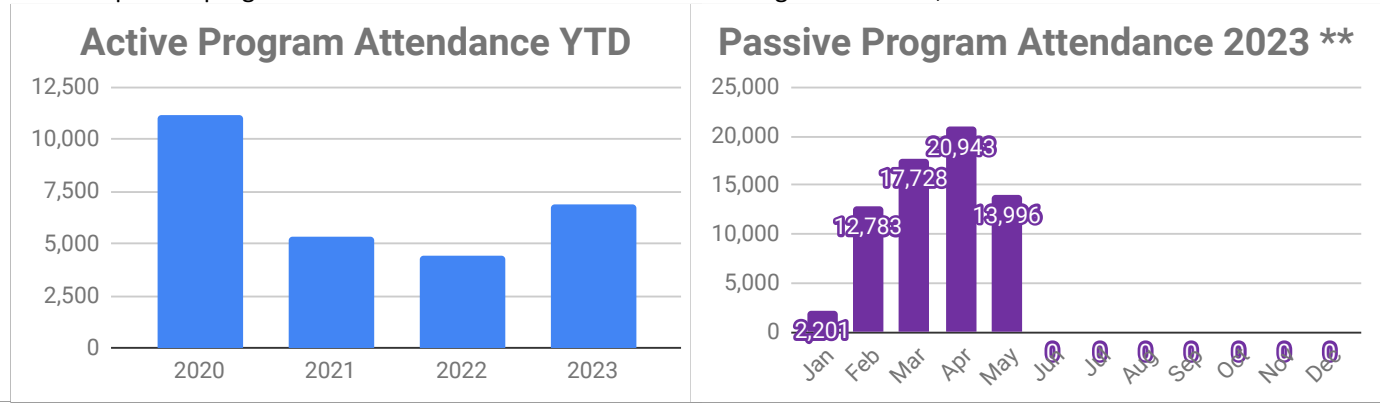


Deerfield Public Library

May 2023 Statistics

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





DPL STRATEGIC PLAN UPDATE

June 2023

ACCOMPLISHMENTS

On which goals and strategies have you made tangible progress?

Goal 1: Refresh the library's building interior to attract new patrons, expand opportunity to use the library space, and most effectively use available physical space.

- Created a more vibrant youth space by updating the paint and carpeting. We have also updated the Study Rooms in the library to create an environment that is solidifying the library's role as a "third place".
- We have a new "Tuesday Releases" cart that holds all new releases on a given Tuesday. The moveable cart lives by the front door on Tuesdays. This is an example of a pop up display to encourage patrons to check out our new releases.

Goal 2: Strengthen targeted marketing and communications efforts that build upon the community's existing awareness of what the library has to offer.

- We are using social media to market existing resources, specifically our Library of Things (LOT) collection with a new campaign in a video series.

Goal 3: Optimize library offerings to increase their accessibility and efficacy within the lives of patrons.

- We are increasing the items in the Library of Things collection.

Goal 4: Expand internal capacity to continually improve library services for the Deerfield community.

- Staff are working on collaborative library wide events including the Summer Reading program. Staff continue to be trained in other departments.

IN PROGRESS

What actions is your team taking that are currently in progress?

- Staff are investigating ways to improve the desk space in the MakerSpace. In addition, we are working with the Library's architect to find ways to improve the entrance/lobby area in the Library. Staff are evaluating items to be added to the Library of Things collection, as well as reviewing procedures on purchasing additional titles for books on hold.



WHAT'S NEXT?

What actions do you plan to take during the next six months to support the goals and strategies in the strategic plan?

- Work with the architect to finalize plans for a furniture upgrade and front desk reconfiguration
- Provide additional customer service training for staff
- Work with MakerSpace staff to create guides for equipment in the MakerSpace

WHAT REQUIRES ADDITIONAL RESOURCES?

*Which strategies require additional resources, staff capacity, or other support to accomplish?
What is your timeline, if known?*

In the next six months, we will review the MakerSpace staffing and hours of operation. In addition, we will provide customer service training for all staff, as well as cross departmental training.

Facility updates require additional resources and staff capacity. We have Facility and Administrative staff working with vendors on specific improvement projects including window tinting and landscaping improvements.

We also have a six month timeline to start our project with the architect to update our seating in the library and desk/office reconfigurations.