

**DEERFIELD PUBLIC LIBRARY BOARD OF TRUSTEES  
MEETING AGENDA  
920 Waukegan Road, Deerfield, IL, Meeting Room  
Wednesday, July 19, 2023, 6:30 PM**

1. ROLL CALL & CALL TO ORDER
2. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD & CORRESPONDENCE
3. APPROVAL OF MINUTES
  - A. June 21, 2023 Regular Meeting (ACTION)
  - B. June 21, 2023 Executive Session Meeting (ACTION)
4. TREASURER REPORT
  - A. Monthly Financials: Balance Sheet, Revenue & Expenses, Quarterly Report (ACTION)
  - B. List of Checks and Payments for Approval (ACTION)
5. VILLAGE LIAISON REPORT
6. LIBRARY DIRECTOR'S REPORT
  - A. Confirm Finance Committee Meeting Dates
7. OLD BUSINESS
8. NEW BUSINESS
  - A. Insurance Renewal (ACTION)
  - B. Easement Discussion
9. OTHER
10. ADJOURNMENT

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

Upcoming 2023 Library Board Meetings: August 16, September 20, October 18

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

**DEERFIELD PUBLIC LIBRARY BOARD OF TRUSTEES**  
**REGULAR MEETING MINUTES**  
**June 21, 2023**

1. ROLL CALL & CALL TO ORDER

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

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

Staff: Amy Falasz-Peterson, Library Director; Melissa Stoeger, Assistant Director of Adult and Youth Services; Chase Sachs, Adult Services Associate and Jasmine Hosein, Administrative Associate.

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

None.

3. APPROVAL OF MINUTES

A. May 17, 2023 Regular Meeting (ACTION)

MOTION: Mr. Mike Goldberg made a motion to approve the May 17, 2023 Regular 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.

4. TREASURER REPORT

Mr. Schriftman presented the Treasurer Report for May.

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

MOTION: Mr. Goldberg made a motion to approve the May Financials, 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.

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 May, which included:

-Petty Cash Checks 740-746, Bank Financial	\$	201.00
-Electronic Payments, 3 ACHs, WinTrust	\$	121.73
-AP Checks 13749 - 13818, 11 ACHs, WinTrust	\$	<u>234,134.79</u>
The total amount presented for approval	\$	234,457.52

MOTION: Mr. Goldberg made a motion to approve the May Financials seconded by Mr. Ken 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: Chase Sachs, Adult Services Associate

Mr. Chase Sachs outlined the Books to Go program and the vital service it provides to homebound patrons. Mr. Sachs answered questions about the One on One program where an associate will assist a patron with technology questions in the library. The board had many questions about expanding the reach of the Books to Go and further extending the library's services to homebound patrons and those in assisted living facilities.

6. VILLAGE LIAISON REPORT

Mr. Bill Seiden gave the Village Report.

7. LIBRARY DIRECTOR'S REPORT

Ms. Amy Falasz-Peterson gave the director's report with a highlight of the third anniversary of the introduction of curbside pickup. The Summer Reading Program is in full swing with over 300 participants already signed up.

A. Strategic Planning Update

Ms. Falasz-Peterson gave a brief update outlining her meeting with the architect for updating some aesthetic and functional aspects of the library.

8. OLD BUSINESS

A. Farmers Market Report

Ms. Ellenbogen discussed the feedback received from members of the community by the board members who attended the June 10, 2023 Deerfield Farmers Market.

9. NEW BUSINESS

A. Confirm July Meeting Attendance

Ms. Ellenbogen confirmed attendance for the July 19, 2023 Board Meeting.

10. OTHER

None

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.

At 8:00 p.m., Mr. Goldberg made a motion to move into Executive Session, seconded by Mr. 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.

The Board returned to the Open Meeting at 8:15 pm.

MOTION: Mr. Goldberg moved to open the following minutes 12/19/2017, 12/19/2018, 7/21/2021, 10/19/2022, 3/15/2023, and 4/19/2023. The motion was seconded by Mr. Schriftman.

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

## 12. ADJOURNMENT

At 8:15 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.

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Ken Abosch, Secretary

## Deerfield Public Library

## Balance Sheet

As of June 30, 2023

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
11000 Cash and Investments - General	0.00
11100 General Operating - WinTrust	920,890.69
11200 Payroll - WinTrust	248,569.59
11300 E-Pay - WinTrust	28,349.20
11400 Deposits - Bank Financial	8,455.43
11500 Petty Cash - Bank Financial	1,599.21
11600 Max-Safe Wintrust	4,224,286.29
11900 Petty Cash	574.00
<b>Total 11000 Cash and Investments - General</b>	<b>5,432,724.41</b>
14100 PMA Financial Services	
10-1410 PMA Reserve Fund	2,184,401.21
14110 PMA General Fund	0.00
60-1440 PMA Debt Service	0.00
60-1441 PMA Debt Service 2	0.00
<b>Total 14100 PMA Financial Services</b>	<b>2,184,401.21</b>
<b>Total Bank Accounts</b>	<b>\$7,617,125.62</b>
Accounts Receivable	<b>\$0.00</b>
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
<b>Total Other Current Assets</b>	<b>\$5,070,454.80</b>
<b>Total Current Assets</b>	<b>\$12,687,580.42</b>

## Deerfield Public Library

## Balance Sheet

As of June 30, 2023

	TOTAL
Fixed Assets	
19000 Capital Assets	
19050 Capital Assets -Not Depreciated	
19100 Land	65,493.00
19150 Construction In Progress	0.00
<b>Total 19050 Capital Assets -Not Depreciated</b>	<b>65,493.00</b>
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
<b>Total 19300 Equipment</b>	<b>1,684,007.00</b>
<b>Total 19200 Capital Assets - To Depreciate</b>	<b>14,881,417.12</b>
19220 Accumulated Depreciation	-5,741,052.00
<b>Total 19000 Capital Assets</b>	<b>9,205,858.12</b>
<b>Total Fixed Assets</b>	<b>\$9,205,858.12</b>
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
<b>Total Other Assets</b>	<b>\$913,721.74</b>
<b>TOTAL ASSETS</b>	<b>\$22,807,160.28</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
21000 Accounts Payable	39,088.43
<b>Total Accounts Payable</b>	<b>\$39,088.43</b>
Credit Cards	<b>\$0.00</b>
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	-37,755.57

## Deerfield Public Library

Balance Sheet  
As of June 30, 2023

	TOTAL
<b>Total 22000 Payroll Liabilities</b>	<b>25,741.46</b>
22395 FSA Payable	-1,609.91
23000 Due to Village - Short Term	0.00
24000 Accrued Expenses	<b>0.00</b>
25000 Deferred Inflows of Resources	1,158,598.44
25100 Deferred Property Taxes	4,386,500.00
<b>Total 25000 Deferred Inflows of Resources</b>	<b>5,545,098.44</b>
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	<b>0.00</b>
<b>Total Other Current Liabilities</b>	<b>\$6,483,649.99</b>
<b>Total Current Liabilities</b>	<b>\$6,522,738.42</b>
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
<b>Total 26000 Noncurrent Liabilities</b>	<b>5,436,289.74</b>
<b>Total Long-Term Liabilities</b>	<b>\$5,436,289.74</b>
<b>Total Liabilities</b>	<b>\$11,959,028.16</b>
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
<b>Total 33000 Investment in Capital Assets</b>	<b>3,917,228.38</b>
Net Income	881,735.07
<b>Total Equity</b>	<b>\$10,848,132.12</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$22,807,160.28</b>

## Deerfield Public Library

## Budget vs. Actuals: Budget 2023 - FY23 P&amp;L

January - June, 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Income</b>				
41000 Taxes				
41100 Property Tax	2,649,087.28	4,387,720.00	-1,738,632.72	60.38 %
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 %
<b>Total 41000 Taxes</b>	<b>3,413,048.41</b>	<b>5,100,170.00</b>	<b>-1,687,121.59</b>	<b>66.92 %</b>
42000 Fees & Fines				
42100 Material Fees	1,627.30	10,000.00	-8,372.70	16.27 %
42200 Non-Resident Fees	4,321.43	5,000.00	-678.57	86.43 %
42300 Printing/Copying Fees	2,930.04	4,000.00	-1,069.96	73.25 %
<b>Total 42000 Fees &amp; Fines</b>	<b>8,878.77</b>	<b>19,000.00</b>	<b>-10,121.23</b>	<b>46.73 %</b>
43000 Investment Income				
43100 Interest - General	71,457.46	10,000.00	61,457.46	714.57 %
43200 Interest - Reserve	20,754.91	10,000.00	10,754.91	207.55 %
<b>Total 43000 Investment Income</b>	<b>92,212.37</b>	<b>20,000.00</b>	<b>72,212.37</b>	<b>461.06 %</b>
44000 Grants				
44100 State Grant				
44150 Per Capita Grant		20,000.00	-20,000.00	
<b>Total 44100 State Grant</b>		<b>20,000.00</b>	<b>-20,000.00</b>	
<b>Total 44000 Grants</b>		<b>20,000.00</b>	<b>-20,000.00</b>	
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 %
<b>Total 45100 General Donations</b>	<b>202.75</b>	<b>10,500.00</b>	<b>-10,297.25</b>	<b>1.93 %</b>
<b>Total 45000 Gifts and Contributions</b>	<b>202.75</b>	<b>10,500.00</b>	<b>-10,297.25</b>	<b>1.93 %</b>
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 %
<b>Total 49000 Miscellaneous Revenue</b>	<b>1,913.40</b>	<b>1,000.00</b>	<b>913.40</b>	<b>191.34 %</b>
<b>Total Income</b>	<b>\$3,516,255.70</b>	<b>\$5,170,670.00</b>	<b>\$ -1,654,414.30</b>	<b>68.00 %</b>
<b>GROSS PROFIT</b>	<b>\$3,516,255.70</b>	<b>\$5,170,670.00</b>	<b>\$ -1,654,414.30</b>	<b>68.00 %</b>
<b>Expenses</b>				
50000 General Expenses				
51000 Personnel Expenses				
51100 Salaries	1,314,671.36	2,430,250.00	-1,115,578.64	54.10 %
51200 FICA	97,353.51	186,000.00	-88,646.49	52.34 %
51300 Health/Misc Benefits	156,878.78	387,000.00	-230,121.22	40.54 %
51400 Pension Contribution	88,337.12	221,000.00	-132,662.88	39.97 %
51500 Other Benefits	4,192.93	9,000.00	-4,807.07	46.59 %
51600 Staff Enrichment	1,801.86	4,000.00	-2,198.14	45.05 %
<b>Total 51000 Personnel Expenses</b>	<b>1,663,235.56</b>	<b>3,237,250.00</b>	<b>-1,574,014.44</b>	<b>51.38 %</b>



## Deerfield Public Library

## Budget vs. Actuals: Budget 2023 - FY23 P&amp;L

January - June, 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>52000 Facility Expenses</b>				
52100 Interior Facility Maintenance	33,158.01	60,000.00	-26,841.99	55.26 %
52200 Facility Equipment Maintenance	50,461.78	80,000.00	-29,538.22	63.08 %
52300 Exterior Building Maintenance	18,357.60	30,000.00	-11,642.40	61.19 %
52400 Utilities				
52410 Water	1,814.24	3,000.00	-1,185.76	60.47 %
52430 Telephone - Voice	9,650.28	23,000.00	-13,349.72	41.96 %
52440 Data Lines	6,788.63	17,000.00	-10,211.37	39.93 %
<b>Total 52400 Utilities</b>	<b>18,253.15</b>	<b>43,000.00</b>	<b>-24,746.85</b>	<b>42.45 %</b>
52500 Minor Furnishings & Equipment	4,868.96	25,000.00	-20,131.04	19.48 %
<b>Total 52000 Facility Expenses</b>	<b>125,099.50</b>	<b>238,000.00</b>	<b>-112,900.50</b>	<b>52.56 %</b>
<b>53000 Library Materials</b>				
53100 Periodicals	4,724.57	15,500.00	-10,775.43	30.48 %
53200 Adult Materials-Books				
53221 Books - Adult Non-Fiction	19,272.37	40,000.00	-20,727.63	48.18 %
53222 Books-Adult Fiction	23,005.91	60,000.00	-36,994.09	38.34 %
<b>Total 53200 Adult Materials-Books</b>	<b>42,278.28</b>	<b>100,000.00</b>	<b>-57,721.72</b>	<b>42.28 %</b>
53300 Audio Visual Materials				
53320 Audio Visual - Adult	23,706.89	64,000.00	-40,293.11	37.04 %
53340 Audio Visual - Youth	3,513.85	12,000.00	-8,486.15	29.28 %
<b>Total 53300 Audio Visual Materials</b>	<b>27,220.74</b>	<b>76,000.00</b>	<b>-48,779.26</b>	<b>35.82 %</b>
53400 Youth Materials-Books				
53241 Books - Youth & Teens	25,570.54	73,000.00	-47,429.46	35.03 %
53550 Literacy Support - Youth	395.29	2,000.00	-1,604.71	19.76 %
<b>Total 53400 Youth Materials-Books</b>	<b>25,965.83</b>	<b>75,000.00</b>	<b>-49,034.17</b>	<b>34.62 %</b>
53501 Electronic Resources				
53500 E-Resources	183,976.48	295,000.00	-111,023.52	62.36 %
<b>Total 53501 Electronic Resources</b>	<b>183,976.48</b>	<b>295,000.00</b>	<b>-111,023.52</b>	<b>62.36 %</b>
53600 Non-Traditional Resources	3,930.79	14,000.00	-10,069.21	28.08 %
<b>Total 53000 Library Materials</b>	<b>288,096.69</b>	<b>575,500.00</b>	<b>-287,403.31</b>	<b>50.06 %</b>
<b>54000 Library Programs</b>				
54100 Admin Programs	1,642.59	4,000.00	-2,357.41	41.06 %
54150 Outreach Programs	619.00	1,250.00	-631.00	49.52 %
54210 Adult Programs	17,232.33	25,000.00	-7,767.67	68.93 %
54400 Youth Programs	11,379.54	25,000.00	-13,620.46	45.52 %
54500 MakerSpace Programs	617.42	10,000.00	-9,382.58	6.17 %
<b>Total 54000 Library Programs</b>	<b>31,490.88</b>	<b>65,250.00</b>	<b>-33,759.12</b>	<b>48.26 %</b>
<b>55000 Technology</b>				
55350 Software & Licenses	181,540.92	230,000.00	-48,459.08	78.93 %
55360 IT Support	63,973.78	142,000.00	-78,026.22	45.05 %
55400 New Projects/equip				
56440 IT Equipment	13,122.93	63,000.00	-49,877.07	20.83 %

## Deerfield Public Library

## Budget vs. Actuals: Budget 2023 - FY23 P&amp;L

January - June, 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Total 55400 New Projects/equip</b>	<b>13,122.93</b>	<b>63,000.00</b>	<b>-49,877.07</b>	<b>20.83 %</b>
55440 MakerSpace Equipment	6,249.32	10,000.00	-3,750.68	62.49 %
<b>Total 55000 Technology</b>	<b>264,886.95</b>	<b>445,000.00</b>	<b>-180,113.05</b>	<b>59.53 %</b>
56000 Professional/Contractual Svcs				
56009 Other Office Support	2,886.44	10,000.00	-7,113.56	28.86 %
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	13,855.21	21,000.00	-7,144.79	65.98 %
56550 Cataloging Service	2,574.45	22,000.00	-19,425.55	11.70 %
56555 Professional Outreach Services	3,362.00	6,750.00	-3,388.00	49.81 %
<b>Total 56500 Professional Admin Services</b>	<b>19,791.66</b>	<b>49,750.00</b>	<b>-29,958.34</b>	<b>39.78 %</b>
56700 Travel for Library Services	65.24	1,000.00	-934.76	6.52 %
<b>Total 56000 Professional/Contractual Svcs</b>	<b>33,685.81</b>	<b>125,000.00</b>	<b>-91,314.19</b>	<b>26.95 %</b>
56400 Supplies				
56410 General Operating Supplies	3,233.13	14,000.00	-10,766.87	23.09 %
56420 Processing Supplies	10,386.01	23,000.00	-12,613.99	45.16 %
<b>Total 56400 Supplies</b>	<b>13,619.14</b>	<b>37,000.00</b>	<b>-23,380.86</b>	<b>36.81 %</b>
57000 Training/Development Expenses				
56600 Dues & Memberships	4,816.00	8,000.00	-3,184.00	60.20 %
57100 Training & Education	14,122.94	25,000.00	-10,877.06	56.49 %
57200 Training Travel	3,907.35	6,000.00	-2,092.65	65.12 %
<b>Total 57000 Training/Development Expenses</b>	<b>22,846.29</b>	<b>39,000.00</b>	<b>-16,153.71</b>	<b>58.58 %</b>
<b>Total 50000 General Expenses</b>	<b>2,442,960.82</b>	<b>4,762,000.00</b>	<b>-2,319,039.18</b>	<b>51.30 %</b>
61000 Capital Expenses				
61100 Facility Improvements	75,334.81	500,000.00	-424,665.19	15.07 %
<b>Total 61000 Capital Expenses</b>	<b>75,334.81</b>	<b>500,000.00</b>	<b>-424,665.19</b>	<b>15.07 %</b>
70000 Debt Service				
60-7010 Debt Service 2021 Interest (Payments)	116,225.00	232,450.00	-116,225.00	50.00 %
60-7020 Debt Service 2021 Principal (Payments)		455,000.00	-455,000.00	
<b>Total 70000 Debt Service</b>	<b>116,225.00</b>	<b>687,450.00</b>	<b>-571,225.00</b>	<b>16.91 %</b>
<b>Total Expenses</b>	<b>\$2,634,520.63</b>	<b>\$5,949,450.00</b>	<b>\$ -3,314,929.37</b>	<b>44.28 %</b>
NET OPERATING INCOME	<b>\$881,735.07</b>	<b>\$ -778,780.00</b>	<b>\$1,660,515.07</b>	<b>-113.22 %</b>
NET INCOME	<b>\$881,735.07</b>	<b>\$ -778,780.00</b>	<b>\$1,660,515.07</b>	<b>-113.22 %</b>

**Deerfield Public Library**  
Schedule of Changes in Investments - 2nd Quarter of Fiscal Year 2023  
 April 1 and June 30, 2023

	Beginning April 1, 2023	Increase / (Decrease)	Ending June 30, 2023
<b>For General Operations</b>			
Money Market Accounts			
Wintrust General OP/AP	1,087,779	(166,888)	920,891
Wintrust Max Safe MM	2,982,087	1,242,199	4,224,286
PMA Securities & Savings	-	-	-
	<u>4,069,866</u>	<u>1,075,311</u>	<u>5,145,177</u>
<b>For Reserves</b>			
Money Market Accounts			
PMA Investments	2,176,671	7,730	2,184,401
41.36% CD; 54.82% SEC; 3.83% ISC	PMA Avg= 3.690%		
Total Investments For Reserves	<u>2,176,671</u>	<u>7,730</u>	<u>2,184,401</u>
Investments*, Grand Total	<u>\$ 6,246,537</u>	<u>\$ 1,083,041</u>	<u>\$ 7,329,578</u>

\*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:

\$286,973

Total cash deposits: \$7,616,552



## Master Total Portfolio Report

Report as of 6/30/2023

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		06/30/2023			ISC Balance	\$84,779.69	\$84,779.69	
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
CD	CD-1348129-1	04/17/2023	04/16/2024	34607	First Internet Bank of Indiana	\$237,450.00	\$249,887.55	5.253
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
<b>Sub Totals --</b>						<b>\$2,184,401.21</b>	<b>\$2,240,752.71</b>	

<b>Totals --</b>						<b>\$2,184,401.21</b>	<b>\$2,240,752.71</b>	
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**Time and Dollar Weighted Average Portfolio Yield:** 3.69%

**Weighted Average Portfolio Maturity:** 321.68 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	54.82	\$1,214,118.63	Securities
CD	41.36	\$915,973.02	Certificate of Deposit
ISC	3.83	\$84,779.69	ISC Account

### Index

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

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

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

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

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

<b>Deerfield Public Library</b>					
<b>Check Detail</b>					
<b>For the Regular Board Meeting on July 19, 2023</b>					
<b>Summary</b>					<b>Amount</b>
<b>11300 WinTrust E Pay</b>	<b>4 ACHs</b>				<b>\$132.34</b>
<b>11100 WinTrust General Operating</b>	<b>Check Num 13819-13864, 10 ACHS</b>				<b>\$122,068.92</b>
<b>Total Payments to Approve</b>					<b>\$122,201.26</b>
<b>Date</b>	<b>Num</b>	<b>Vendor</b>	<b>Memo</b>	<b>Amount</b>	<b>Account Num</b>
<b>11300 WinTrust E Pay -8926</b>					
07/03/2023	ACH	Heartland Payment Systems	Merchant CC Processing Fees	68.78	56009
07/05/2023	ACH	PayPal Inc.	Merchant CC Processing Fees	25.40	56009
07/05/2023	ACH	Chase Paymentech	Merchant CC Processing Fees	37.49	56009
07/05/2023	ACH	American Express	Merchant CC Processing Fees	0.67	56009
<b>Total for 11300 WinTrust E Pay -8926</b>				<b>132.34</b>	
<b>11100 WinTrust General Operating -2997</b>					
06/28/2023	13819	James Martin Associates, Inc.	Landscaping on North & West Side of Library & Summer Container Display 2023	15,980.00	52300, 61100
06/28/2023	13820	OverDrive, Inc.	eBooks - June 2023	4,137.63	53500
06/28/2023	13821	Lake County Forest Preserve	Insects at Middlefork Savanna - 06/29/23	80.00	54210
06/28/2023	13822	Ancel, Glink, Diamond, Bush, DiCianni & Krafthefer, P.C.	Legal Fees-May 2023	168.75	56500
06/28/2023	13823	Illinois Architectural Glass & Aluminum, LLC	Install Steel Cladding on West Side of Library	9,600.00	61100
06/28/2023	13824	Lechner and Sons	Lobby Mats 06/13/23 & 06/27/23	246.30	52100
06/28/2023	13825	Sikich LLP	Automation Support for Servers & Workstations & Storage Cloud Backup - July 2023	6,965.00	55360
06/28/2023	13826	Peerless Network, Inc.	Phone Support Maintenance 06/15/23-07/14/23	1,132.13	52430
06/28/2023	13827	Excel Window Tinting	Window Tinting for Upper Windows on West Side of Building	3,285.00	61100
06/28/2023	13828	Lenovo Inc.	New Youth Patron Computers (7)	5,432.00	56440
06/28/2023	13829	Anderson Pest Solutions	Pest Management - June 2023	71.40	52100
06/28/2023	13830	Thomson Reuters-West	Acquisitions for Books - IL Court Rules & Procedures Circuit Keyrules 2023	1,129.20	53221
06/28/2023	13831	Atomatic Mechanical Services, Inc.	ACCU-1 Replacement of Transformer & Diode	1,360.00	52200
06/28/2023	13832	Innovative Interfaces, Inc.	Sierra Syndetics Unbound - Year 1 of 3	2,250.00	55350
06/28/2023	13833	Library Ideas, LLC	Acquisitions for AV - Youth - June 2023	266.23	53340
06/28/2023	13834	Playaway Products LLC	Acquisitions for Wonderbooks Youth Av - June 2023	54.99	53340
06/28/2023	13835	Zoe Garden	Reimbursement for Mileage & Garage Fees for (2) days at ALA Conference - Z. Garden	141.60	57200
06/28/2023	13836	Susan K. Maddox	Summertime Entertaining with Chef Maddox - 07/07/23	350.00	54210
06/28/2023	13837	State Industrial Products	Air Care Program	191.60	52100
06/28/2023	13838	LLD Electric Co.	Staff Door Security Wiring Replacement	650.00	52100
06/28/2023	13839	Esscoe LLC	Replace batteries in all (14) panic buttons	805.00	52200
06/28/2023	13840	Stevens Chemical Company	Hand Towel, TP, Tissues, Paper Plates, Liners, Hand Soap	777.52	52100
06/28/2023	13841	Grainger	Part to replace sensor in urinal in men's upstairs restroom	285.73	52,200
07/06/2023	13842	Midwest Tape	Acquisitions for AV, Processing Supplies & Cataloging Service - June 2023	3,671.55	53320, 53340, 56420, 56550
07/06/2023	13843	Barbara J. Barrett	Chicago's Historic Motor Row District - 07/13/23	150.00	54210
07/06/2023	13844	Clarence Goodman	Game Time! Chicago Sports Outside the Lines - 07/20/23	334.00	54210
07/06/2023	13845	John Wasik	Metropolitan Ecology program 07/12/23	250.00	54210
07/06/2023	13846	OverDrive, Inc.	eBooks - June 2023	9,405.54	53500
07/06/2023	13847	Greg Alexander	Professor Moptop Presents: The Grateful Dead - 07/18/23	200.00	54210

07/06/2023	13848	Ingram Library Services LLC	Acquisitions for Books, AV, and Processing Supplies - June 2023	13,793.73	53221, 53222, 53241, 53320, 53340, 54400, 54210, 56420
07/06/2023	13849	Des Plaines Glass Company	Install Clear Windows in Teen Seating Area (3) & Replace Privacy Glass by Patron Copier Area	3,210.00	61100
07/06/2023	13850	Noreen Trotsky	Travel Reimbursement for ALA '23 Conference - 06/23/23 & 06/24/23	188.66	57200
07/06/2023	13851	ACC Business	Internet Service 05/11/23-06/10/23	902.22	52440
07/06/2023	13852	Carpets of Highwood, Inc	Deposit to Install New Youth Carpet Accents	1,099.65	61100
07/06/2023	13853	Gail Morales	Singing Bowls Meditation program - 07/15/23	200.00	54210
07/06/2023	13854	Lisa Hiton	QPAD 2023	3,000.00	54210
07/06/2023	13855	Perspectives, LTD	EAP Services: 7/1/23-12/31/23	1,663.74	51500
07/06/2023	13856	Mobile Beacon	Hot Spot Renewal - (8) Patron & (1) IT	1,080.00	52440, 53600
07/06/2023	13857	Pam Skittino	Travel and Food Reimbursement IUG Conference - May 2023 & Travel Reimbursement WILIUG Conference - June 2023	405.68	57200
07/06/2023	13858	Best Quality Cleaning	Monthly Cleaning - July 2023	3,500.00	52100
07/06/2023	13859	SenSource, Inc.	People Counters - Annual Fee	396.00	55350
07/06/2023	13860	Kanopy Inc.	Pay Per Use Program	538.00	53500
07/06/2023	13861	Midwest Tape	Hoopla Subscription - June 2023	4,426.52	53500
07/06/2023	13862	Suburban Elevator Company	Preventative Maintenance Quarterly	219.99	52200
07/06/2023	13863	LIMRICC	Unemployment Insurance Consortium - 2023 Q2	442.56	51500
07/06/2023	13864	Madeline Dahlman	Book Discussion w/Madeline Dahlman - 07/13/23	200.00	54210
06/22/2023	ACH	AT&T	Voice Lines: 04/29/23-05/28/23	346.65	52430
06/26/2023	ACH	Wex Health, Inc.	FSA Monthly Fees - June 2023	54.90	51500
07/03/2023	ACH	Village of Deerfield	Water & Sewer - May 2023	194.21	52410
07/03/2023	ACH	Village of Deerfield	Water & Sewer - May 2023	153.33	52410
07/03/2023	ACH	Trakstar	Trakstar Pro Review Software - Year 3 of 3	4,499.10	56500
07/03/2023	ACH	De Lage Landen Financial Services, Inc.	Monthly Lse for 7 Copiers and 3 Printers - July 2023	1,808.72	55360
07/04/2023	ACH	Comcast Cable	Patron Internet Service 06/16/23-07/15/23	210.94	52440
07/05/2023	ACH	Google, Inc.	Google Apps - July 2023	1,107.00	55350
07/06/2023	ACH	Amazon	Invoice #: 13H6-XYT7-LMQ9 Invoice Date: 07/01/2023 for June 2023 Credit Memo#: 1HWL-K73M-L7NT - June 2023 Credit Memo#: 1KXY-CD1W-NRW7 - June 2023	3,163.20	51600, 52500, 53221, 53222, 53241, 53320, 53550, 53600, 54210, 54400, 54500, 56410, 56420, 55440, 56440
07/11/2023	ACH	First Bank Mastercard	June 2023 Credit Card Payment	5,892.95	20001-20014
<b>Total for 11100 WinTrust General Operating -2997</b>				<b>122,068.92</b>	

**Deerfield Public Library**  
**Credit Card Transactions by Account Holder**  
**As of 07/10/2023**  
**Presented for Approval July 19, 2023**

Date	Num	Vendor	Memo	Amount	Account Description
<b>20000 Credit Cards Payable</b>					
<b>20001 Admin - 4734</b>					
07/10/2023	AD 06/09/23	MailChimp	E-Newsletter Mailing Monthly Subscription	80.00	Outreach Programs
07/10/2023	AD 06/15/23	Spotify	Spotify for iPads Monthly Subscription	15.99	Youth Programming
07/10/2023	AD 06/16/23	Uline	Corrugated Trays requested by Youth for programming	53.25	Youth Programming
07/10/2023	AD 06/30/23	Swansons Blossom	Flower Arrangements (2) Bereavements	187.90	Admin Programs
<b>Total for 20001 Admin - 4734</b>				<b>337.14</b>	
<b>20002 Business Office - 1381</b>					
07/10/2023	BO 06/07/23	Portillo's	Sales Tax Refund	-16.38	Staff Enrichment
07/10/2023	BO 06/15/23	Quill	Laminating Film Roll for Laminating Machine	94.99	General Operating Supplies
07/10/2023	BO 06/19/23	Intuit	Envelopes for Checks	104.73	General Operating Supplies
07/10/2023	BO 06/21/23	Quill	Supply Restock for Graphics Room & Admin	44.26	General Operating Supplies
07/10/2023	BO 06/22/23	HR Source	Training for Employee Onboarding - M. Desai	195.00	Training & Education
07/10/2023	BO 06/28/23	When to Work	Staff Scheduling Software Renewal	520.00	Other Office Support
07/10/2023	BO 06/28/23	Jewel-Osco	Food for United Way Volunteer Lunch	29.98	Admin Programs
07/10/2023	BO 06/29/23	Jimmy Johns	Food for United Way Volunteer Lunch	96.56	Admin Programs
07/10/2023	BO 06/30/23	Quill	Supply Restock of Copier Paper & Cardstock	106.93	General Operating Supplies
07/10/2023	BO 07/03/23	United Way	Staff Volunteer Day 06/29/23	1,236.00	Admin Programs
<b>Total for 20002 Business Office - 1381</b>				<b>2,412.07</b>	
<b>20003 Info Technology (IT) - 5382</b>					
07/10/2023	IT 06/09/23	Adobe	Staff Creative Cloud All Apps Monthly Subscription	54.99	Software & Licenses
07/10/2023	IT 06/10/23	Apple	Replacement Device to Manage Our Social Media for Zoe Garden	629.00	IT Equipment
07/10/2023	IT 07/01/23	Google	Monthly Charge for Library Board Voicemail	14.82	Telephone - Voice
07/10/2023	IT 07/01/23	Liberated Syndication	Podcasting Hosting	20.00	Software & Licenses
<b>Total for 20003 Info Technology (IT) - 5382</b>				<b>718.81</b>	
<b>20004 Facilities - 1382</b>					
07/10/2023	FC 06/14/23	Ace Hardware	Rental of Scissor Lift for Window Tinting	278.80	Facility Improvements
07/10/2023	FC 06/15/23	Home Depot	Mulch for Front Flower Beds of the Library	33.30	Exterior Facility Maintenance
07/10/2023	FC 06/29/23	Ace Hardware	Credit for Issues with Scissor Lift	-50.00	Facility Improvements
<b>Total for 20004 Facilities - 1382</b>				<b>262.10</b>	
<b>20006 Support Services - 4206</b>					
07/10/2023	SS 06/20/23	Paypal	WILUG 2024 Membership Fee	41.88	Membership & Dues
07/10/2023	SS 06/21/23	American Library Association	ALA Membership Renewal - P. Skittino	155.00	Membership & Dues
07/10/2023	SS 06/24/23	McCormick Place	Food at ALA '23 Conference - Osakada, Skittino, Walsh	52.50	Training Travel
<b>Total for 20006 Support Services - 4206</b>				<b>249.38</b>	
<b>20007 Adult Services - 2368</b>					
07/10/2023	AS 06/08/23	Disney Plus	Roku Monthly Subscription	19.99	E-Resources
07/10/2023	AS 06/09/23	IL Forno	Food for Youth Staff that stayed late to decorate for Summer Reading Kick Off	47.30	Admin Programs
07/10/2023	AS 06/09/23	Chicago Tribune	Lake County News-Sun - Sat Only thru 07/15/23	71.85	Periodicals
07/10/2023	AS 06/09/23	Chicago Tribune	Chicago Tribune - Everyday thru 07/27/23	316.57	Periodicals
07/10/2023	AS 06/14/23	Netflix	Roku Monthly Subscription	19.99	E-Resources
07/10/2023	AS 06/19/23	LEGO	Replacement pieces for LOT LEGO Sets	5.36	Non-Traditional Resource
07/10/2023	AS 06/19/23	Apple	Roku Monthly Subscription - Apple TV	6.99	E-Resources
07/10/2023	AS 06/19/23	Apple	Roku Monthly Subscription - Apple TV	6.99	E-Resources
07/10/2023	AS 06/30/23	Netflix	Roku Monthly Subscription	19.99	E-Resources
07/10/2023	AS 07/02/23	Disney Plus	Roku Monthly Subscription	19.99	E-Resources
07/10/2023	AS 07/05/23	LEGO	Replacement pieces for LOT LEGO Sets	12.25	Non-Traditional Resource
07/10/2023	AS 07/06/23	Amazon	Kindle E-Books	14.99	E-Resources
07/10/2023	AS 07/06/23	Amazon	Kindle E-Books	14.99	E-Resources
07/10/2023	AS 07/06/23	Amazon	Kindle E-Books	14.99	E-Resources
07/10/2023	AS 07/06/23	Amazon	Kindle E-Books	14.99	E-Resources
07/10/2023	AS 07/06/23	Amazon	Kindle E-Books	14.99	E-Resources
07/10/2023	AS 07/06/23	Amazon	Kindle E-Books	14.99	E-Resources
07/10/2023	AS 07/06/23	Amazon	Kindle E-Books	10.99	E-Resources



07/10/2023	AS 07/06/23	Amazon	Kindle E-Books	11.99	E-Resources
07/10/2023	AS 07/06/23	Amazon	Kindle E-Books	14.99	E-Resources
<b>Total for 20007 Adult Services - 2368</b>				<b>675.18</b>	
<b>20009 Outreach Coord - 2042</b>					
07/10/2023	OC 06/24/23	Martin Luther King	Parking for ALA Conference - J. Hoffman	25.00	Training Travel
<b>Total for 20009 Outreach Coord - 2042</b>				<b>25.00</b>	
<b>20010 Adult Prog Coord - 5416</b>					
07/10/2023	APC 06/10/23	Jewel-Osco	Desserts for Lunch & Learn Concert	42.94	Adult Programming
07/10/2023	APC 06/13/23	Old Town School of Folk Music	Deposit for Joni Mitchell Tribute Concert - 11/3/23	225.00	Adult Programming
07/10/2023	APC 06/23/23	Zoom	Monthly Subscription	55.99	Adult Programming
<b>Total for 20010 Adult Prog Coord - 5416</b>				<b>323.93</b>	
<b>20011 Youth Prog Coord - 1971</b>					
07/10/2023	YPC 06/07/23	Demco	Bookmarks for the Year	199.02	Youth Programming
07/10/2023	YPC 06/08/23	Oriental Trading Co.	Program Supplies for Juneteenth & Grab & Go's	333.57	Youth Programming
07/10/2023	YPC 06/19/23	Dollar Tree	Square Wood Carving Sets for Program	36.49	Youth Programming
07/10/2023	YPC 06/23/23	Park Whiz	Parking for ALA Conference 2023 - C. Bueno	71.00	Training Travel
07/10/2023	YPC 06/23/23	Park Whiz	Refund	-71.00	Training Travel
07/10/2023	YPC 06/23/23	Spot Hero	Parking for ALA Conference 2023 - C. Bueno	84.40	Training Travel
07/10/2023	YPC 06/25/23	Lyft	Travel for ALA Conference 2023 - C. Bueno	16.99	Training Travel
<b>Total for 20011 Youth Prog Coord - 1971</b>				<b>670.47</b>	
<b>20012 Youth Coord - 1259</b>					
07/10/2023	YC 06/14/23	JoAnn's	Supplies for Project Linus	131.48	Youth Programming
07/10/2023	YC 06/15/23	Oriental Trading Co.	Supplies for Grab & Gro Craft	29.16	Youth Programming
07/10/2023	YC 06/24/23	McCormick Place	Food Purchased at ALA Conference 2023	5.50	Training Travel
<b>Total for 20012 Youth Coord - 1259</b>				<b>166.14</b>	
<b>20013 Teen Services - 6330</b>					
07/10/2023	TS 06/15/23	Rosati's Pizza	Pizza for Mario Kart Program - 06/15/23	52.73	Youth Programming
<b>Total for 20013 Teen Services - 6330</b>				<b>52.73</b>	
<b>Total for 20000 Credit Cards Payable</b>				<b>5,892.95</b>	

## Director's Report: July 2023

### FYI

- Please note, we will review the 2022 Library Audit at our August 16, 2023 meeting.
- At the July meeting, we will review the Library's annual insurance renewal. This information is included in your packet.
- At the meeting, I will have correspondence we received from our community at the end of June regarding the Library's scheduled programming.
- Articles of Interest
  - <https://bookriot.com/who-was-tessa-kelso/>

### Personnel

- In June the library had 3 separations
  - Facility Custodian on June 1
  - Youth Librarian Sub on June 25
  - Patron Services Manager on June 30
- In June the library filled 1 position
  - Facility Custodian on June 27
- [The library has 1 position open](#)

## DEPARTMENT REPORTS

### Adult Services Report

Melissa Stoeger, Assistant Director of Adult & Youth Services

- Outreach
  - Vicki led 4 technology classes at the Center for Enriched Living for 42 people.
  - Chase delivered items to 25 homebound patrons.
  - Anne, Sam and Vicki presented "Using Twitch at Your Public Library" at the annual ALA convention to 57 attendees.
- Programs
  - In June we had the third year of Queer Poem a Day. This year we changed up the format and offered QPAD: Lineage Edition. We asked a contemporary queer poet to read a work of influence by an LGBTQIA+ writer of the past followed by an original poem of their own. Our poets discussed the poem they chose and how their own work responds. We had 1,416 listens in June. We had a lot of great comments from listeners on social media.
    - @lindseyleavitt, Jun 27: "Thank you for thoughtfully working to serve your community ❤️❤️❤️"
    - @libraryladykim, Jun 27: "Thank you for offering things like this! 🏳️‍🌈"
    - @pdavislibrarian, Jun 27: "Bravo! What a wonderful program to uplift members of your community who are being actively targeted by hate! Libraries belong to everyone! #spreadlovenothate #momsforlibraries"

- @AlixBurack, Jun 1: "What a fabulous way to bridge the past and the present! Brilliant idea!"
- @melaniecollon21: "Who woulda thought Deerfield had such good sh\*t going on?"
- From poet Richie Hofmann, @RichieHof, Jun 26: "Librarians unlock a future of possibility and imagination for so many of us. Grateful to @dylanzavagno and @lhiton for their work on Queer Poem a Day at @DeerfieldPL. I listen with admiration and with hope. You should too"
- From poet Tara Skurtu: "Thank you so much for Queer Poem-a-Day, and for letting me participate in this lineage edition—I am so so happy and grateful. ❤️"
- Email from listener: "Dear Dylan, Thank you for continuing production on Queer Poem a Day! I enjoyed both poems read by K Iver on the June 16 broadcast. I particularly would like to find the first poem that K. read, written by David [Wojnarowicz]...I will look for more of his published work. It touched a chord. Thank you!-David"
- *Xtra*, an online magazine and community platform covering LGBTQ+ culture, politics and health featured QPAD in an article on [Pride content](#).
- As always, Vicki's PLACE attendees love our programs. Vicki had 11 people attend this month's program.
  - "Thank you so much for everything you do. Rachel loves your programs. She gets so excited when it is "Vicki Week" and always talks about how she has plans when it is "Vicki Night." She enjoys them so much." (Parent of a regular PLACE Program attendee while stopping at our CEL Community Day table).
- 1,864 Patron Questions (down from last month)
- 5 Library Lifelines, 2 in library One on Ones, and 1 homebound One on One (down from last month)
- 25 Books to Go deliveries
- 27 live programs with 305 attendees. 23 passive programs with 1,416 participants.
- 2,092 total podcast listens (up from last month, mainly due to QPAD)
- 472 Study Room reservations (down from last month, but typical for June)
- 7,591 checkouts on Libby (up slightly from last month)
- 550 checkouts on Kanopy (up from last month)
- 4,479 Database views (down slightly from last month, typical for June)
- Looking at refreshing and reconfiguring seating in Adult Services.
- Looking into secure shelving for LOT items.
- Haunted Library October 13th!



This video promoting our outdoor games in the Library of Things (LOT) collection was the most popular video across all social media platforms.

## Business Office Report

Kelly DeCorrevont, Head of Finance

- Cheryl and Kelly completed check runs on June 7 and June 28
- Staff Enrichment Committee met on May 4 to discuss upcoming staff events
- Amy, Melissa and Kelly met with architects on June 7
- Mira and Kelly completed payroll on June 8 and June 22
- Completed the audit management discussion and analysis on June 26
- We interviewed for the Facility Custodian position in June
- Completed new hire orientation on June 27
- We had our staff volunteer day on June 29 with United Way and had over 20 attendees
- Kelly is participating in the [WPFN mentorship program](#) and started meetings on June 30

## IT Report

Steve Wuehr, Head of IT

- **Door Access Control**
  - We are still experiencing supply chain issues related to some of the hardware. We continue to be in a holding pattern. It is believed that the new control boards will help alleviate the issues with the MakerSpace door as well. Once the boards have been replaced we will upgrade the soon to be end of life version of the software running the system.
- **Computer Refresh**
  - We have selected a software deployment system that will make getting new machines ready for deployment much easier going forward. This will allow us to

maintain a single image for different types of hardware, something which we are presently unable to do now.

- **Meeting Rooms**
  - Discussions will be starting on how to improve the AV in the meeting room spaces. A large part of the problem with the AV system is that it was originally designed for the anticipated usage of the space and not how the space is actually used. This led to an overly complex system that we should be able to simplify.
- **Server Retirement**
  - We were able to retire the server that handled phone call notifications for patrons that selected that as an option. Support Services was able to migrate to a new service that no longer requires an on-premise server for this task.
- **CyberSecurity Training**
  - Preparation for our Q3 training will take place later in July. I anticipate the training starting sometime in August.
- **Cabling**
  - We will be replacing the cabling at the reference desk in the near future. I am looking to schedule the work to be as minimally disruptive as possible. This cabling will be outdoor rated cable to deal with the water infiltration issue that was discovered in conduit.
- **Infrastructure updates**
  - We finished updates back at the end of June and will be scheduling the next round of updates for our infrastructure soon. Keeping the latest firmware on our hardware helps ensure any potential vulnerabilities are patched in a timely manner.
- **Server Replacement**
  - We will be looking to purchase a new server in the near future. This new server will be able to replace two physical servers with one. The two servers to be replaced are nearing a decade old and are ready for replacement.

## MakerSpace Report

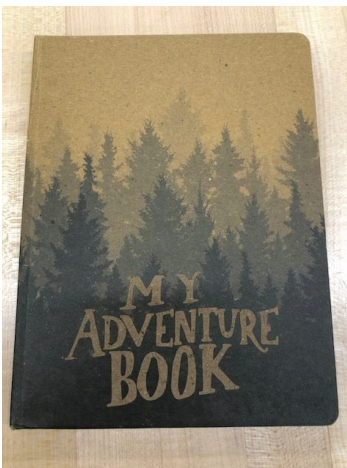
Ted Gray, MakerSpace Manager

- We celebrated Pride Month with flags and programming. We started the month with a Pride Journal program that was well attended and then continued to keep the Journals and stickers out all month as a walk in program. We had no issues at all.
- We worked with IT and Zoe to make some changes with how the MakerSpace appointments were working. There seemed to be some confusion for our patrons about booking the MakerSpace vs the Digital Media Lab. We ended up creating two separate calendars and creating a new separate appointment tab/link on the website.
- One of the points of the Strategic Plan was to increase the hours that the MakerSpace is open. We're seriously starting to look at how to make that happen.
- We're looking at purchasing one of the next generation of 3D printers. In the last several months several new 3D printers have been released on the market that offer the potential for much faster 3D printing. This could really help us in a number of ways.

- We had a patron at the beginning of June discover how much fun it is to use the sublimation printer to make nice Mouse Pads. He made a couple of them and they turned out great!



- A patron came in with some journals they had bought that had a forest on the front. They wanted to engrave "My Adventure Book" and keep a journal of an upcoming trip. We figured out how to use a lower power setting on the laser engraver to etch the words on the front in a special font that they wanted to use. Do you recognize what movie it's from? (\* answer at the end of the report!)



- A patron created some of the most elaborate vinyl stickers we've seen and put them on some paddles. Very neat art. Four different colors are used on the one on the right.



- A big theme this month seemed to be kids going to overnight summer camp. We had a bunch of parents come in with their kids to customize camp gear. This young patron designed her T-shirt by herself. She picked out the font and wanted to put pink hearts under the name.



- This camper designed her T-shirt a little differently. She wanted to use all the fun glittery heat transfer vinyl that we had. She went through our scrap pile and chose a bunch of fun different colors. That's why we keep our scraps!



- Apparently there are two different youth baseball teams going to Cooperstown, NY for a big baseball tournament. Both teams are in the same age group and both teams are called the Deerfield Warriors. Apparently there is some competition between these two teams and the parents are competitive as well. We had two parents come in and make customized swag for their kid's team. It was the largest single project we've ever worked on in the MakerSpace. They were there for almost five straight hours and in the end they made 12 customized pillow cases, luggage tags, carrying cases, and backpacks!



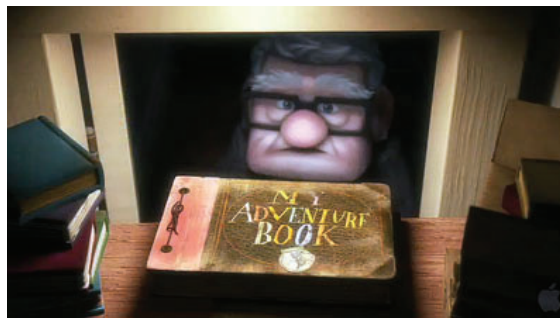
- Perhaps my favorite anecdote happened on the day of the Big Topics for Big Kids event. When the event was over it seemed like a bunch of the families ended up visiting the MakerSpace. One of the young boys wanted to make his own T-Shirt. He explained to us that he wanted to be a fashion designer when he grew up. He picked out an image he

really liked and we created a sparkly version of it for his T-Shirt. A glittery rainbow unicorn. He is wearing it with Pride!



- June was our busiest month of the year so far with a monthly tally of over **500**. This is due in some part to the large amount of 3D prints that we did. It seems like 3D printing is more popular than ever!

\* My Adventure Book is from the movie "Up"



## Outreach Report

Judy Hoffman, Outreach Coordinator

- **Memory Cafe @ DPL** (June 7): For this month's Cafe, we had one of our most popular activities: Show & Tell. Attendees bring in a memento, craft, or any special item and tell us about it and the role it plays in their life. We also had staff from two north suburban libraries in attendance to observe (and participate). Their libraries are preparing to also offer Memory Cafes.
- **Village of Deerfield-Pride Month:** DPL June programs were the core offerings of the Village's Pride month activities. The Village promoted extensively through the e-news and press releases. Full activities: [Deerfield Patch, June 2](#).
- **Deerfield Rotary** (June 1): DPL provided the speaker for the first weekly meeting in June. Our guest was Jessie Lee of the Deerbrook Park Toastmasters. Jessie has earned the Distinguished Toastmaster Award, the highest ranking in Toastmasters International. The Toastmasters meet monthly at the Library.
- **Deerfield Fine Arts Commission:** The Commission sponsored the return of the Deerfield Art Festival, which was held June 3-4. Commissioners spent time with the artists the evening prior, and throughout the Festival.



- **Farmers Market** (June 10): DPL Trustees were onsite to greet the public, take comments, and hand out fun tchotchkes, including kiddie sunglasses and watercolor paint sets.
- **Meeting Rooms:** We had 18 reservations, and two of those groups had to cancel close to the reservation date.
- **Meeting Room Reservations/New Platform:** We are at work on transitioning our online meeting room reservations from a Google form to Communico Reserve. This user-friendly platform will improve the experience for patrons with the ability to immediately see availability of dates. We expect to have the new platform available for the public by September 1.
- **Community Relations Commission:** To support the Commission's focus on National Hispanic Heritage Month, on September 28 the Library will host a viewing and discussion of *My Name is Lopez*. This eye-opening documentary about singer Trini Lopez was co-produced by former Deerfield residents, Gary and Joan Gand. Gary will lead a Q&A following the viewing.

### Patron Services Report

Lance Higginbotham, Patron Services Assistant Manager

- We had 1 virtual card registration in June.
- We had **14** curbside appointments in June (compared to 8 in May).
- **13,583** Library visits in June (compared to 12,254 in May).
- **27,545** physical items circulated in June (compared to 24,134 in May).
- Sayaka Suzuki ended her tenure as Patron Services Manager on June 30, 2023. She served the Library in various capacities for 14 years. We will miss her dearly.

### Support Services Report

Pam Skittino, Head of Support Services

- Pam attended WILIUG at the Helen Plum Library and repeated a presentation with Kathy Setter from Wisconsin - title: "Better than I found it: preparing for your successor".
- Sierra and Encore were moved from Amazon hosted servers to ProQuest hosted servers
- We switched our voice notices from Talking Tech/I-tiva to Shoutbomb - this was budget-friendly and allows us to send all notices types (holds, overdues, courtesy, etc) via phone.
- Tom, Stuart and Pam went to the ALA Exhibit Hall
- Pam and Lynn attended the United Way kit packaging volunteer activity

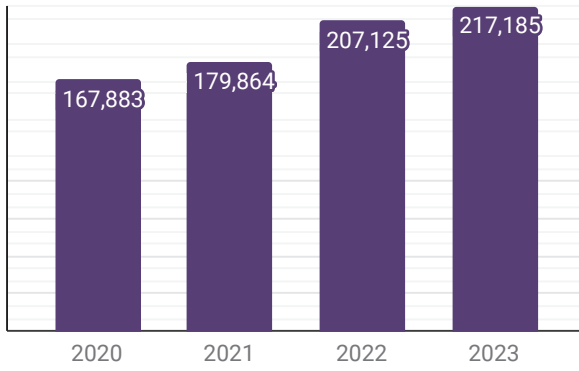
## Youth Services Report

Melissa Stoeger, Assistant Director of Adult & Youth Services

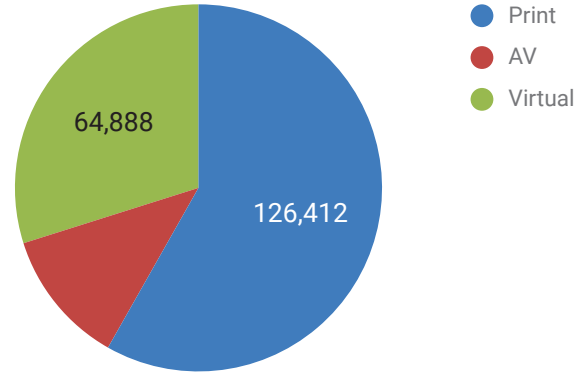
- Programs
  - We kicked off our Summer Reading Program on June 10th with a dance party in the morning and remote control car racing (outdoors!) in the afternoon. We had 50 kids turn out for the racing!
  - We had 506 kids sign up for the summer reading program in June and we have about 50 teen volunteers who are helping us.
  - Our outdoor storytimes have been more popular than ever this year. We had over 90 people at one storytime!
  - Our most recent Big Topics for Big Kids storytime had 15 attendees (parents and kids).
- Outreach
  - Kary and Cristina had 4 outreach events at the local schools and visited 1,551 students to tell them about our Summer Reading Program!
- Services
  - We had an increase in Personalized Picks requests this month and got this thank you from a patron:
    - "Wow, this list is amazing, thank you so much!!"
  - We also had an increase in the Baby Book Bunch bundles that we create for patrons and got this thank you from a patron:
    - "You always pick out such great books."
  - We also provide Early Literacy calendars for parents with suggestions on activities to do with their children and we got this feedback from a patron:
    - "I love these calendars, they're so helpful. Some days you just need a new idea!"
- 1,219 patron questions (up from last month)
- 12 Personalized Picks (up from last month)
- 22 in-person programs with 521 attendees
- 7 Passive programs with 460 participation (drop from last month, however last month still included voting for Tournament of Books)
- 4 Outreach programs to 1,551 children (up from last month)
- Haunted Library October 13th!
- Grab & Go Kits continue to be popular. Here is the June Butterfly Suncatcher craft



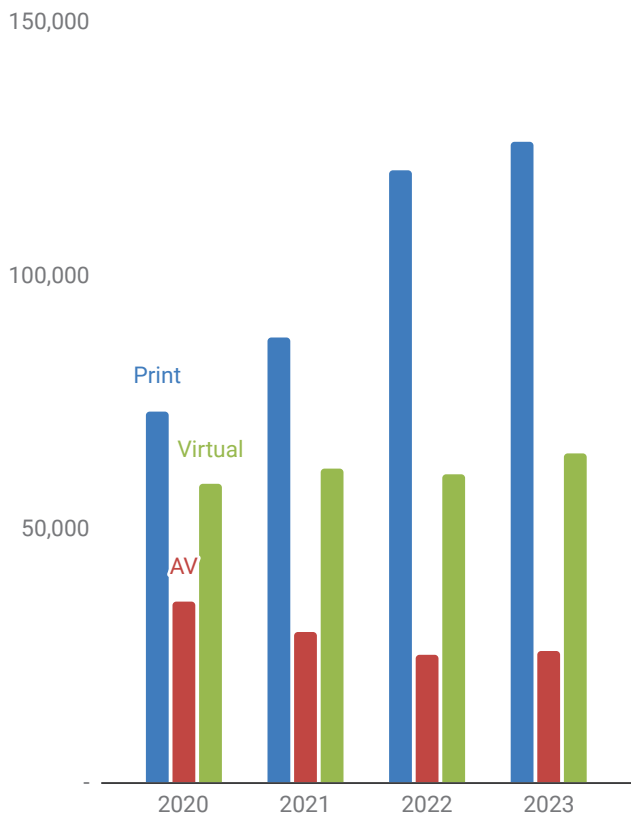
### Total Circulation YTD



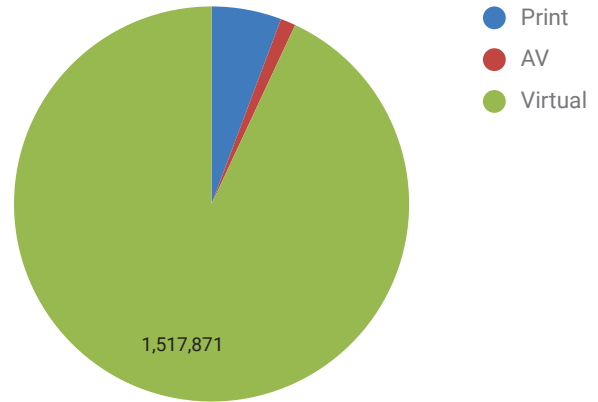
### Circulation by Type YTD



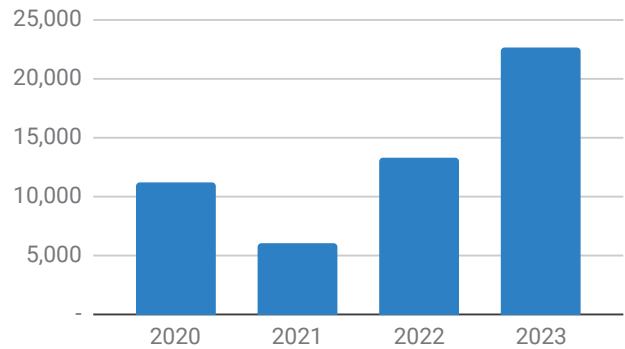
### Circ Trends by Type YTD



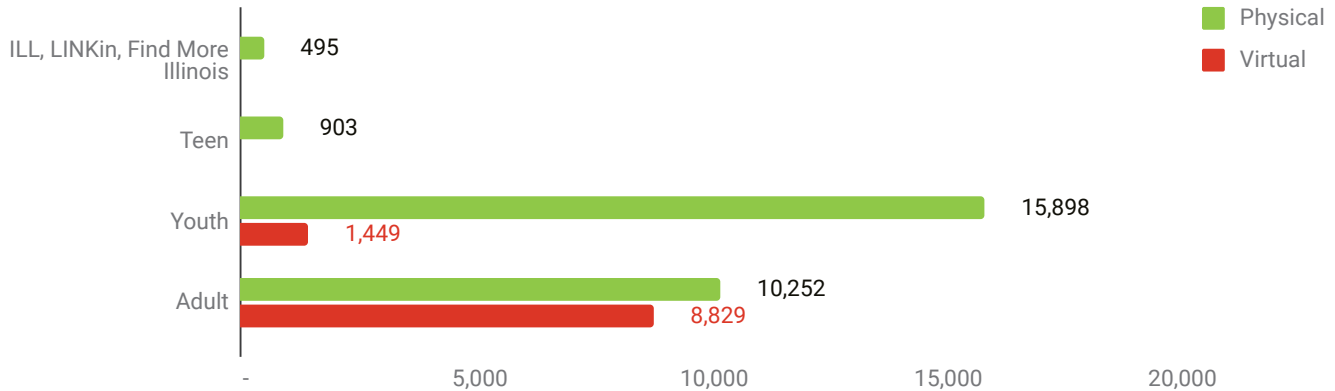
### Collection by Type - June



### Questions Answered YTD



### Circulation by Collection



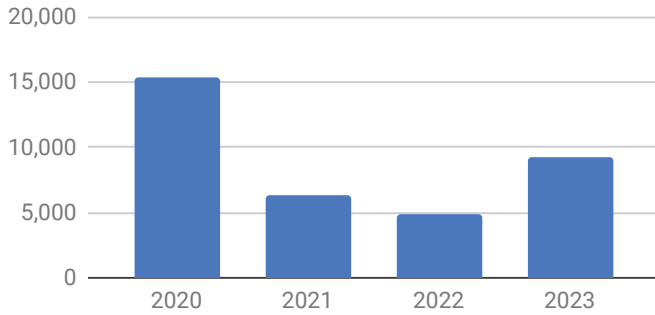
# Deerfield Public Library

June 2023 Statistics

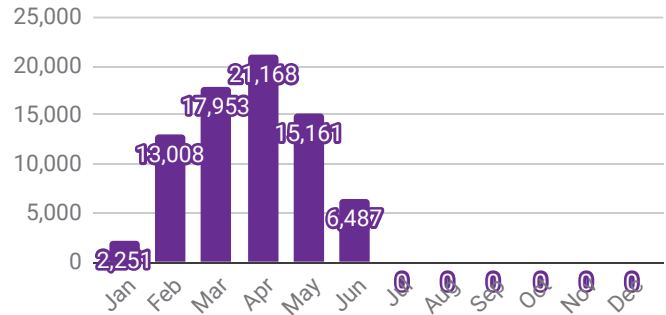
28

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

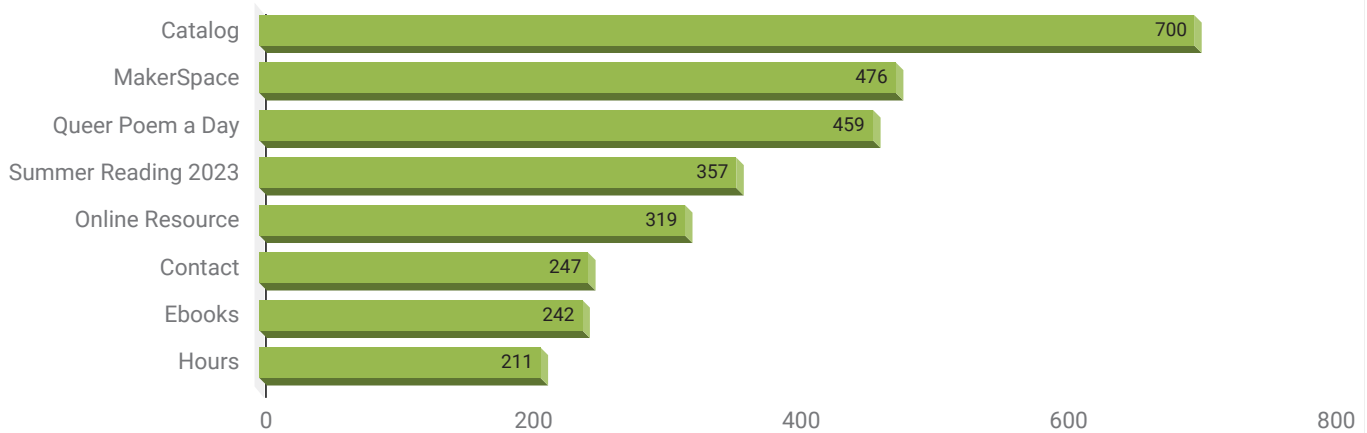
## Active Program Attendance YTD



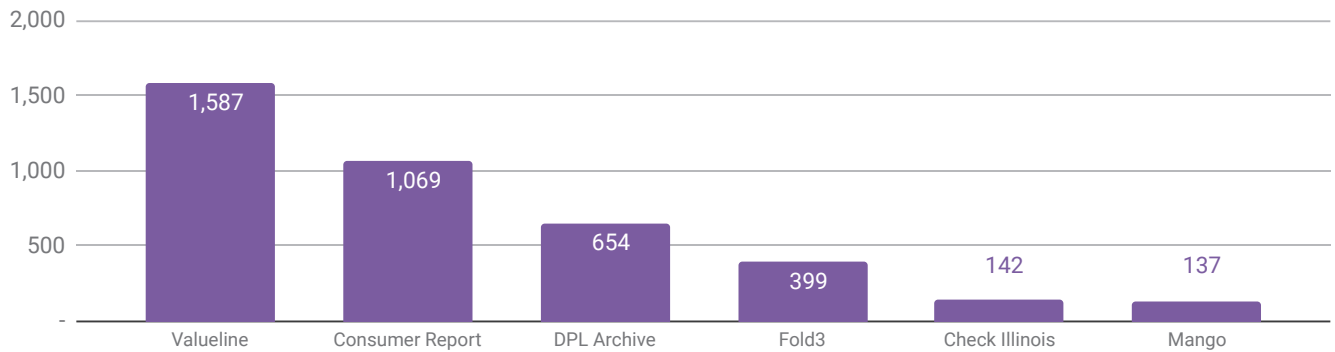
## Passive Program Attendance 2023 \*\*



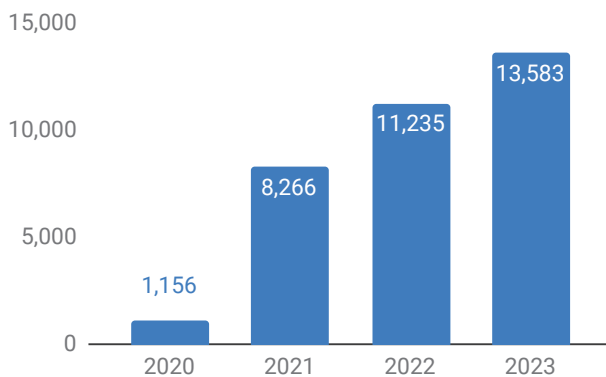
## Most Popular Webpages



## Most popular databases - May



## Monthly Library Visits



## Average Daily Attendance

