

**DEERFIELD PUBLIC LIBRARY BOARD OF TRUSTEES  
MEETING AGENDA  
920 Waukegan Road, Deerfield, IL, Meeting Room A/B  
Thursday, August 24, 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 Executive Session Meeting (ACTION)
  - B. July 19, 2023 Regular Meeting (ACTION)
4. TREASURER REPORT
  - A. Monthly Financials: Balance Sheet, Revenue & Expenses (ACTION)
  - B. List of Checks and Payments for Approval (ACTION)
  - C. FY 2022 Audit Presentation
5. VILLAGE LIAISON REPORT
6. LIBRARY DIRECTOR'S REPORT
  - A. Finance Committee Meeting Dates
7. OLD BUSINESS
8. NEW BUSINESS
  - A. Acceptance of FY 2022 Audit (ACTION)
  - B. Motion to Destroy Verbatim Recordings of Previously Closed Minutes per 5 ILCS 120/2.06(c) (ACTION)
  - C. Building Update Report (ACTION)
  - D. Collection Development Policy (ACTION)
  - E. Study Room Policy (ACTION)
  - F. Tutor Policy (ACTION)
  - G. Unattended Children & Vulnerable Adults Policy (ACTION)
  - H. Meeting Room Policy (ACTION)
  - I. Computer & Internet Use Policy (ACTION)
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: September 20, October 18, November 15

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

**DEERFIELD PUBLIC LIBRARY BOARD OF TRUSTEES**  
**REGULAR MEETING MINUTES**  
**July 19, 2023**

1. ROLL CALL & CALL TO ORDER

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

Present Board Members: Luisa Ellenbogen- President, Seth Schriftman - Treasurer, Emily Wallace, and Stephanie Brand.

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

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

None.

3. APPROVAL OF MINUTES

A. June 21, 2023 Regular Meeting (ACTION)

MOTION: Mr. Seth Schriftman made a motion to approve the June 21, 2023 Regular Meeting minutes, seconded by Ms. Emily Wallace.

Vote: 4 Yes - Luisa Ellenbogen- President, Seth Schriftman - Treasurer, Emily Wallace, and Stephanie Brand.

The motion was approved.

B. June 21, 2023 Executive Session Meeting (ACTION)

Approval of the Executive Session Meeting minutes will be postponed until the August 16 board meeting.

4. TREASURER REPORT

Mr. Schriftman presented the Treasurer Report for June.

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

MOTION: Ms. Wallace made a motion to approve the June Financials, seconded by Ms. Stephanie Brand.

Vote: 4 Yes - Luisa Ellenbogen- President, Seth Schriftman - Treasurer, Emily Wallace, and Stephanie Brand.

The motion was approved.

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

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

-Electronic Payments, 4 ACHs, WinTrust	\$	132.34
-AP Checks 13819 - 13864, 10 ACHs, WinTrust	\$	<u>122,068.92</u>
The total amount presented for approval	\$	122,201.26

MOTION: Ms. Wallace made a motion to approve the June Financials seconded by Ms. Brand.

Vote: 4 Yes - Luisa Ellenbogen- President, Seth Schrifman - Treasurer, Emily Wallace, and Stephanie Brand.

The motion was approved.

5. VILLAGE LIAISON REPORT

Mr. Bill Seiden was not at the meeting.

6. LIBRARY DIRECTOR'S REPORT

Ms. Amy Falasz-Peterson gave a brief overview of her report, including emails of support for library staff.

Ms. Falasz-Peterson reminded the board of the Policy Committee meeting date on August 9, 2023.

A. Confirm Finance Committee Meeting Dates

The Finance Committee will meet August 16, 2023 at 5pm.

7. OLD BUSINESS

None.

8. NEW BUSINESS

A. Insurance Renewal (ACTION)

Ms. Kelly Decorrevont outlined the update and process of renewing the library's insurance through Cook & Kocher. Ms. Decorrevont answered questions posed by members of the board.

MOTION: Mr. Schrifman made a motion to approve the Insurance Renewal amount of \$40,029 seconded by Ms. Wallace.

Vote: 4 Yes - Luisa Ellenbogen- President, Seth Schrifman - Treasurer, Emily Wallace, and Stephanie Brand.

The motion was approved.

B. Easement Discussion

The Board discussed a possible easement.

9. OTHER

None.

10. ADJOURNMENT

At 7:13 p.m., Ms. Wallace made a motion to adjourn the meeting, seconded by Ms. Brand.

Vote: 4 Yes - Luisa Ellenbogen- President, Seth Schriftman - Treasurer, Emily Wallace, and Stephanie Brand.

The motion was approved.

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Ken Abosch, Secretary

## Deerfield Public Library

Balance Sheet  
As of July 31, 2023

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
11000 Cash and Investments - General	0.00
11100 General Operating - WinTrust	730,047.56
11200 Payroll - WinTrust	249,361.45
11300 E-Pay - WinTrust	28,406.46
11400 Deposits - Bank Financial	49,548.30
11500 Petty Cash - Bank Financial	1,599.55
11600 Max-Safe Wintrust	4,124,984.61
11900 Petty Cash	574.00
<b>Total 11000 Cash and Investments - General</b>	<b>5,184,521.93</b>
14100 PMA Financial Services	
10-1410 PMA Reserve Fund	2,185,738.45
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>2,185,738.45</b>
<b>Total Bank Accounts</b>	<b>\$7,370,260.38</b>
Accounts Receivable	
15120 Property Tax Receivable - 2013	0.00
<b>Total Accounts Receivable</b>	<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	830,518.00
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>\$5,217,022.80</b>
<b>Total Current Assets</b>	<b>\$12,587,283.18</b>

## Deerfield Public Library

Balance Sheet  
As of July 31, 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	377,678.74
15120 Deferred Outflows of Resources - OPEB	283,312.00
19900 Due From Other Activity	
19960 Gen - due from 2011A	606,085.00
19961 Gen - Due from 2013	0.00
60-1011 Debt Service Due from Genl	0.00
61-1011 2013-Due from Genl	0.00
<b>Total 19900 Due From Other Activity</b>	<b>606,085.00</b>
<b>Total Other Assets</b>	<b>\$1,267,075.74</b>
<b>TOTAL ASSETS</b>	<b>\$23,060,217.04</b>

## Deerfield Public Library

Balance Sheet  
As of July 31, 2023

	TOTAL
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
21000 Accounts Payable	60,462.92
<b>Total Accounts Payable</b>	<b>\$60,462.92</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	<b>-37,797.22</b>
<b>Total 22000 Payroll Liabilities</b>	<b>25,699.81</b>
22395 FSA Payable	-1,797.45
23000 Due to Village - Short Term	0.00
24000 Accrued Expenses	0.00
24100 Collection on behalf of Friends	0.00
<b>Total 24000 Accrued Expenses</b>	<b>0.00</b>
25000 Deferred Inflows of Resources	1,813,735.44
25100 Deferred Property Taxes	4,386,500.00
<b>Total 25000 Deferred Inflows of Resources</b>	<b>6,200,235.44</b>
25110 Unearned Property Taxes-2011a	683,950.00
25120 Unearned Prop Taxes -20132	0.00
25500 Deferred Inflows of Resources - OPEB	211,999.00
25902 Unearned Impact Fee - AMLI Proj	0.00
26300 Net Pension liability	-1,254,070.00
29000 Due To Other Activity Bank Acct	<b>0.00</b>
<b>Total Other Current Liabilities</b>	<b>\$5,866,016.80</b>
<b>Total Current Liabilities</b>	<b>\$5,926,479.72</b>
Long-Term Liabilities	
26000 Noncurrent Liabilities	
26009 Compensated Absences	94,707.00
26100 Other Postemployment Benefits	519,480.00
26200 Due to Village - Long Term Debt	4,746,049.74
<b>Total 26000 Noncurrent Liabilities</b>	<b>5,360,236.74</b>
<b>Total Long-Term Liabilities</b>	<b>\$5,360,236.74</b>
<b>Total Liabilities</b>	<b>\$11,286,716.46</b>

## Deerfield Public Library

Balance Sheet  
As of July 31, 2023

	TOTAL
Equity	
31000 Opening Bal Equity	0.00
32000 Fund Balance, Beginning	4,412,524.82
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	613,724.53
<b>Total Equity</b>	<b>\$11,773,500.58</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$23,060,217.04</b>



## Deerfield Public Library

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

January - July, 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Income</b>				
41000 Taxes				
41100 Property Tax	2,730,813.95	4,387,720.00	-1,656,906.05	62.24 %
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>3,494,775.08</b>	<b>5,100,170.00</b>	<b>-1,605,394.92</b>	<b>68.52 %</b>
42000 Fees & Fines				
42100 Material Fees	1,823.20	10,000.00	-8,176.80	18.23 %
42200 Non-Resident Fees	4,321.43	5,000.00	-678.57	86.43 %
42300 Printing/Copying Fees	3,403.00	4,000.00	-597.00	85.08 %
<b>Total 42000 Fees &amp; Fines</b>	<b>9,547.63</b>	<b>19,000.00</b>	<b>-9,452.37</b>	<b>50.25 %</b>
43000 Investment Income				
43100 Interest - General	90,431.96	10,000.00	80,431.96	904.32 %
43200 Interest - Reserve	22,092.15	10,000.00	12,092.15	220.92 %
<b>Total 43000 Investment Income</b>	<b>112,524.11</b>	<b>20,000.00</b>	<b>92,524.11</b>	<b>562.62 %</b>
44000 Grants				
44100 State Grant				
44150 Per Capita Grant	28,314.10	20,000.00	8,314.10	141.57 %
<b>Total 44100 State Grant</b>	<b>28,314.10</b>	<b>20,000.00</b>	<b>8,314.10</b>	<b>141.57 %</b>
<b>Total 44000 Grants</b>	<b>28,314.10</b>	<b>20,000.00</b>	<b>8,314.10</b>	<b>141.57 %</b>
45000 Gifts and Contributions				
45100 General Donations	10,002.75	500.00	9,502.75	2,000.55 %
45500 Friends Contributions	2,497.00	10,000.00	-7,503.00	24.97 %
<b>Total 45100 General Donations</b>	<b>12,499.75</b>	<b>10,500.00</b>	<b>1,999.75</b>	<b>119.05 %</b>
<b>Total 45000 Gifts and Contributions</b>	<b>12,499.75</b>	<b>10,500.00</b>	<b>1,999.75</b>	<b>119.05 %</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>\$3,659,574.07</b>	<b>\$5,170,670.00</b>	<b>\$ -1,511,095.93</b>	<b>70.78 %</b>
<b>GROSS PROFIT</b>	<b>\$3,659,574.07</b>	<b>\$5,170,670.00</b>	<b>\$ -1,511,095.93</b>	<b>70.78 %</b>
<b>Expenses</b>				
50000 General Expenses				
51000 Personnel Expenses				
51100 Salaries	1,515,271.12	2,430,250.00	-914,978.88	62.35 %
51200 FICA	112,198.13	186,000.00	-73,801.87	60.32 %
51300 Health/Misc Benefits	181,238.93	387,000.00	-205,761.07	46.83 %
51400 Pension Contribution	101,598.81	221,000.00	-119,401.19	45.97 %
51500 Other Benefits	5,911.57	9,000.00	-3,088.43	65.68 %
51600 Staff Enrichment	2,168.38	4,000.00	-1,831.62	54.21 %
<b>Total 51000 Personnel Expenses</b>	<b>1,918,386.94</b>	<b>3,237,250.00</b>	<b>-1,318,863.06</b>	<b>59.26 %</b>

## Deerfield Public Library

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

January - July, 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>52000 Facility Expenses</b>				
52100 Interior Facility Maintenance	36,798.87	60,000.00	-23,201.13	61.33 %
52200 Facility Equipment Maintenance	57,207.56	80,000.00	-22,792.44	71.51 %
52300 Exterior Building Maintenance	18,357.60	30,000.00	-11,642.40	61.19 %
<b>52400 Utilities</b>				
52410 Water	2,161.78	3,000.00	-838.22	72.06 %
52430 Telephone - Voice	11,143.89	23,000.00	-11,856.11	48.45 %
52440 Data Lines	8,021.79	17,000.00	-8,978.21	47.19 %
<b>Total 52400 Utilities</b>	<b>21,327.46</b>	<b>43,000.00</b>	<b>-21,672.54</b>	<b>49.60 %</b>
52500 Minor Furnishings & Equipment	4,814.98	25,000.00	-20,185.02	19.26 %
<b>Total 52000 Facility Expenses</b>	<b>138,506.47</b>	<b>238,000.00</b>	<b>-99,493.53</b>	<b>58.20 %</b>
<b>53000 Library Materials</b>				
53100 Periodicals	5,112.99	15,500.00	-10,387.01	32.99 %
<b>53200 Adult Materials-Books</b>				
53221 Books - Adult Non-Fiction	21,931.58	40,000.00	-18,068.42	54.83 %
53222 Books-Adult Fiction	29,071.67	60,000.00	-30,928.33	48.45 %
<b>Total 53200 Adult Materials-Books</b>	<b>51,003.25</b>	<b>100,000.00</b>	<b>-48,996.75</b>	<b>51.00 %</b>
<b>53300 Audio Visual Materials</b>				
53320 Audio Visual - Adult	28,014.42	64,000.00	-35,985.58	43.77 %
53340 Audio Visual - Youth	3,989.75	12,000.00	-8,010.25	33.25 %
<b>Total 53300 Audio Visual Materials</b>	<b>32,004.17</b>	<b>76,000.00</b>	<b>-43,995.83</b>	<b>42.11 %</b>
<b>53400 Youth Materials-Books</b>				
53241 Books - Youth & Teens	29,072.85	73,000.00	-43,927.15	39.83 %
53550 Literacy Support - Youth	600.32	2,000.00	-1,399.68	30.02 %
<b>Total 53400 Youth Materials-Books</b>	<b>29,673.17</b>	<b>75,000.00</b>	<b>-45,326.83</b>	<b>39.56 %</b>
<b>53501 Electronic Resources</b>				
53500 E-Resources	199,909.79	295,000.00	-95,090.21	67.77 %
<b>Total 53501 Electronic Resources</b>	<b>199,909.79</b>	<b>295,000.00</b>	<b>-95,090.21</b>	<b>67.77 %</b>
53600 Non-Traditional Resources	5,433.43	14,000.00	-8,566.57	38.81 %
<b>Total 53000 Library Materials</b>	<b>323,136.80</b>	<b>575,500.00</b>	<b>-252,363.20</b>	<b>56.15 %</b>
<b>54000 Library Programs</b>				
54100 Admin Programs	3,240.33	4,000.00	-759.67	81.01 %
54150 Outreach Programs	699.00	1,250.00	-551.00	55.92 %
54210 Adult Programs	18,759.04	25,000.00	-6,240.96	75.04 %
54400 Youth Programs	15,861.48	25,000.00	-9,138.52	63.45 %
54500 MakerSpace Programs	691.54	10,000.00	-9,308.46	6.92 %
<b>Total 54000 Library Programs</b>	<b>39,251.39</b>	<b>65,250.00</b>	<b>-25,998.61</b>	<b>60.16 %</b>
<b>55000 Technology</b>				
55350 Software & Licenses	185,738.91	230,000.00	-44,261.09	80.76 %
55360 IT Support	77,683.56	142,000.00	-64,316.44	54.71 %
<b>55400 New Projects/equip</b>				
56440 IT Equipment	13,767.25	63,000.00	-49,232.75	21.85 %

## Deerfield Public Library

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

January - July, 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Total 55400 New Projects/equip</b>	<b>13,767.25</b>	<b>63,000.00</b>	<b>-49,232.75</b>	<b>21.85 %</b>
55440 MakerSpace Equipment	6,799.28	10,000.00	-3,200.72	67.99 %
<b>Total 55000 Technology</b>	<b>283,989.00</b>	<b>445,000.00</b>	<b>-161,011.00</b>	<b>63.82 %</b>
56000 Professional/Contractual Svcs				
56009 Other Office Support	7,339.78	10,000.00	-2,660.22	73.40 %
56100 Insurance	40,849.00	40,000.00	849.00	102.12 %
56200 Postage	3,501.37	8,250.00	-4,748.63	42.44 %
56300 Professional Printing Services	8,033.00	16,000.00	-7,967.00	50.21 %
56500 Professional Admin Services	18,783.96	21,000.00	-2,216.04	89.45 %
56550 Cataloging Service	18,956.79	22,000.00	-3,043.21	86.17 %
56555 Professional Outreach Services	5,237.00	6,750.00	-1,513.00	77.59 %
<b>Total 56500 Professional Admin Services</b>	<b>42,977.75</b>	<b>49,750.00</b>	<b>-6,772.25</b>	<b>86.39 %</b>
56700 Travel for Library Services	65.24	1,000.00	-934.76	6.52 %
<b>Total 56000 Professional/Contractual Svcs</b>	<b>102,766.14</b>	<b>125,000.00</b>	<b>-22,233.86</b>	<b>82.21 %</b>
56400 Supplies				
56410 General Operating Supplies	7,086.75	14,000.00	-6,913.25	50.62 %
56420 Processing Supplies	12,186.55	23,000.00	-10,813.45	52.99 %
<b>Total 56400 Supplies</b>	<b>19,273.30</b>	<b>37,000.00</b>	<b>-17,726.70</b>	<b>52.09 %</b>
57000 Training/Development Expenses				
56600 Dues & Memberships	5,422.88	8,000.00	-2,577.12	67.79 %
57100 Training & Education	14,317.94	25,000.00	-10,682.06	57.27 %
57200 Training Travel	4,800.42	6,000.00	-1,199.58	80.01 %
<b>Total 57000 Training/Development Expenses</b>	<b>24,541.24</b>	<b>39,000.00</b>	<b>-14,458.76</b>	<b>62.93 %</b>
<b>Total 50000 General Expenses</b>	<b>2,849,851.28</b>	<b>4,762,000.00</b>	<b>-1,912,148.72</b>	<b>59.85 %</b>
61000 Capital Expenses				
61100 Facility Improvements	79,773.26	500,000.00	-420,226.74	15.95 %
<b>Total 61000 Capital Expenses</b>	<b>79,773.26</b>	<b>500,000.00</b>	<b>-420,226.74</b>	<b>15.95 %</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>\$3,045,849.54</b>	<b>\$5,949,450.00</b>	<b>\$ -2,903,600.46</b>	<b>51.20 %</b>
NET OPERATING INCOME	<b>\$613,724.53</b>	<b>\$ -778,780.00</b>	<b>\$1,392,504.53</b>	<b>-78.81 %</b>
NET INCOME	<b>\$613,724.53</b>	<b>\$ -778,780.00</b>	<b>\$1,392,504.53</b>	<b>-78.81 %</b>



# Master Total Portfolio Report

Report as of 7/31/2023

PMA Financial Network  
 2135 CityGate Lane  
 7th Floor  
 Naperville, IL 60563  
 Phone: 630-657-6400  
 Fax: 630-718-8701

## Deerfield Public Library (80226-102 - Reserve Fund)

Type	Holding ID	Settle Date	Maturity	FDIC #	Instrument	Cost	Par-Val/Mat. Val	Rate
ISC		07/31/2023			ISC Balance	\$86,116.93	\$86,116.93	
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>\$2,185,738.45</b>	<b>\$2,242,089.95</b>	

<b>Totals →</b>						<b>\$2,185,738.45</b>	<b>\$2,242,089.95</b>	
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**Time and Dollar Weighted Average Portfolio Yield:** 3.73%

**Weighted Average Portfolio Maturity:** 290.55 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	54.85	\$1,217,453.77	Securities
CD	41.27	\$915,973.02	Certificate of Deposit
ISC	3.88	\$86,116.93	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 Board Meeting on August 24, 2023</b>					
<b>Summary</b>					<b>Amount</b>
<b>11500 Bank Financial Petty Cash</b>	<b>Check Num 747</b>				<b>\$42.13</b>
<b>11300 WinTrust E Pay</b>	<b>4 ACHs</b>				<b>\$213.85</b>
<b>11100 WinTrust General Operating</b>	<b>Check Num 13865-13914, 13 ACHS</b>				<b>\$148,002.91</b>
<b>Total Payments to Approve</b>					<b>\$148,258.89</b>
<b>Date</b>	<b>Num</b>	<b>Vendor</b>	<b>Memo</b>	<b>Amount</b>	<b>Account Num</b>
<b>11500 Bank Financial Petty Cash -1537</b>					
08/01/2023	747	Megan Sanks	Reimburse for Youth Program Supplies	42.13	54400
<b>Total for 11500 Bank Financial Petty Cash -1537</b>				<b>42.13</b>	
<b>11300 WinTrust E Pay -8926</b>					
08/01/2023	ACH	Heartland Payment Systems	Merchant CC Processing Fees	171.50	56009
08/03/2023	ACH	PayPal Inc.	Merchant CC Processing Fees	25.80	56009
08/03/2023	ACH	Chase Paymentech	Merchant CC Processing Fees	16.04	56009
08/07/2023	ACH	American Express	Merchant CC Processing Fees	0.51	56009
<b>Total for 11300 WinTrust E Pay -8926</b>				<b>213.85</b>	
<b>11100 WinTrust General Operating -2997</b>					
07/19/2023	13865	Baker Tilly US, LLP	Audit Services - 2022	4,310.00	56500
07/19/2023	13866	Tee Jay Service Company, Inc.	Replace Weatherstripping on Front Doors	686.00	61100
07/19/2023	13867	Rotary Club of Deerfield	Dues & Luncheon - Q2 2023	410.00	56600
07/19/2023	13868	Lake County Collector	RE: West Fork Drainage - Tax Year 2022	163.31	56009
07/19/2023	13869	OverDrive, Inc.	eBooks - July 2023	3,716.17	53500
07/19/2023	13870	Andertoons LLC	Let's Draw Series - Spring & Summer 2023	900.00	54400
07/19/2023	13871	H2I Group, Inc.	BOFA Filter for MakerSpace	500.00	55440
07/19/2023	13872	Karolyn Henry	Reimbursement for Mileage & Parking for ALA Conference 2023	303.00	57200
07/19/2023	13873	Ancel, Glink, Diamond, Bush, DiCianni & Krafthefer, P.C.	Legal Fees-June 2023	618.75	56500
07/19/2023	13874	Lechner and Sons	Lobby Mats 07/11/23	123.15	52100
07/19/2023	13875	SmartDeploy, LLC	SmartDeploy Pro Subscription	2,256.00	55350
07/19/2023	13876	Travelers Insurance Company	Government Crime Insurance	2,752.00	56100
07/19/2023	13877	Automatic Mechanical Services, Inc.	Repair to Air Handler - Replaced Blower Motor	5,920.59	52200
07/19/2023	13878	Quadient Leasing USA, Inc.	Supply Reorder of: Postage Sheets & Ink Cartridge for Postage Machine in Patron Services	191.90	56200
07/19/2023	13879	Sikich LLP	Annual Agreement - G8 Server & Automation Support for Servers & Workstations & Storage Cloud Backup - August 2023	8,608.00	55360
07/19/2023	13880	Cross the Lilliebridge	Charge for Extra Patron Attended Tack Collage with Jennifer Lilliebridge - 06/08/23	20.00	54210
07/19/2023	13881	Illinois Library Association	iRead Summer Reading 2023 - Giveaways, Decor, etc	873.82	54400
07/19/2023	13882	Jason Kollum	(2) Programs: Juggling Show - 07/22/23 & Balloon Workshop - 07/26/23	975.00	54400
07/19/2023	13883	Kimberly White	Monarch Butterfly Storytime - 07/10/23	275.00	54400
07/19/2023	13884	Peerless Network, Inc.	Phone Support Maintenance 07/15/23-08/14/23	1,132.14	52430
07/19/2023	13885	Quench USA, Inc.	Water Cooler Qtrly Rent: 03/31/2023-05/31/2023	118.80	52200
07/19/2023	13886	Utica National Insurance Group	Auto and Umbrella Insurance Renewals	34,784.00	56100
07/19/2023	13887	Anderson Pest Solutions	Pest Management - July 2023	71.40	52100
07/19/2023	13888	ThermFlo, Inc.	Battery Replacement	366.40	52200
07/19/2023	13889	FSS Technologies LLC	Burglar Alarm System Quarterly Maintenance Fee	120.00	52200
08/08/2023	13890	Midwest Tape 2000007021	Acquisitions for AV, Processing Supplies & Cataloging Service - July 2023	3,698.30	53320, 53340, 56420, 56550

08/08/2023	13891	Ingram Library Services LLC	Acquisitions for Books, AV, and Processing Supplies - July 2023	14,094.97	53221, 53222, 53241, 53320, 53340, 56420, 55350
08/08/2023	13892	OverDrive, Inc.	eBooks - July 2023	6,946.33	53500
08/08/2023	13893	Lechner and Sons	Lobby Mats 07/25/23	123.15	52100
08/08/2023	13894	Carpets of Highwood, Inc	Final \$ amount for Installing New Youth Carpet Accents	999.65	61100
08/08/2023	13895	ACC Business	Internet Service 06/11/23-07/10/23	902.22	52440
08/08/2023	13896	Yoga RN Recess	Wellness Yoga for Staff 08/03 to 08/31/23	300.00	51600
08/08/2023	13897	Mindsight (Tympani)	Renewal of Wireless Access Point Licenses	3,161.06	55360
08/08/2023	13898	Graphic Solutions, Inc.	Browsing Fall 2023 Graphic Design	1,875.00	56555
08/08/2023	13899	State Industrial Products	Air Care Program	191.60	52100
08/08/2023	13900	BMW Plumbing, Inc.	Replace (2) Faucets in Men's LL Bathroom	2,640.00	52100
08/08/2023	13901	Christina Lovering	Water-Soluble Ink Drawing Pen Painting Program - 08/08/23	250.00	54210
08/08/2023	13902	Marcive, Inc.	Authority Processing - July 2023	58.32	56550
08/08/2023	13903	Sikich LLP	Security Certificate for VPN	132.00	55360
08/08/2023	13904	Sounds of Real Music & Entertainment	Appalachia: Music & Culture of the Mountains Program - 08/26/23	450.00	54210
08/08/2023	13905	Gary Midkiff and Company	Virtual Great Decisions Program 08/15/23	215.00	54210
08/08/2023	13906	Quadient Leasing USA, Inc.	Postage Machine Quarterly Lease: 6/2/2023-9/1/2023	221.67	56200
08/08/2023	13907	Best Quality Cleaning	Monthly Cleaning - August 2023	3,500.00	52100
08/08/2023	13908	AnceI, Glink, Diamond, Bush, DiCianni & Krafthefer, P.C.	Legal Fees-July 2023	56.25	56500
08/08/2023	13909	Kanopy Inc.	Pay Per Use Program	503.00	53500
08/08/2023	13910	Midwest Tape	Hoopla Subscription - July 2023	4,545.96	53500
08/08/2023	13911	Playaway Products LLC	Acquisitions for Wonderbooks Youth Av - July 2023	330.94	53340
08/08/2023	13912	Esscoe LLC	Replaced & Reprogrammed Panic Button - 1st Floor Adult Services Desk	595.00	52200
08/08/2023	13913	Library Ideas, LLC	Acquisitions for AV - Youth - July 2023	291.75	53340
08/08/2023	13914	Product LLC	Circulation Area & Furniture Design Services	5,000.00	61100
07/17/2023	ACH	Hireology, Inc.	Hireology Services - Annual Fee	3,609.00	56009
07/22/2023	ACH	AT&T	Voice Lines: 05/29/23-06/28/23	346.65	52430
07/25/2023	ACH	Wex Health, Inc.	FSA Monthly Fees - July 2023	54.90	51500
07/25/2023	ACH	Cook & Kocher Insurance Group, Inc.	Cyber Insurance Renewal	3,313.00	56100
07/26/2023	ACH	Quadient Leasing USA, Inc.	Postage Added to Meter - 7/25/23	400.00	56200
08/01/2023	ACH	Village of Deerfield	Water & Sewer - June 2023	132.89	52410
08/01/2023	ACH	Village of Deerfield	Water & Sewer - June 2023	122.67	52410
08/01/2023	ACH	Amazon	Invoice #: 1H4M-DC7Y-KN9N Invoice Date: 08/01/2023 for July 2023 Credit Memo#: 1LC3-WVTP-HVPY - July 2023	3,132.41	51600, 52500, 53221, 53241, 53320, 53550, 53600, 54150, 54210, 54400, 54500, 56410, 56420, 55440, 56440
08/03/2023	ACH	Lisa Hiton	QPAD 2023 - Had to Void Check#13854 & Reissue via ACH	3,000.00	54210
08/03/2023	ACH	De Lage Landen Financial Services, Inc.	Monthly Lse for 7 Copiers and 3 Printers - August 2023	1,808.72	55360
08/04/2023	ACH	Comcast Cable	Patron Internet Service 07/16/23-08/15/23	210.94	52440
08/05/2023	ACH	Google, Inc.	Google Apps - August 2023	1,107.00	55350
08/09/2023	ACH	First Bank Mastercard	July 2023 Credit Card Payment	8,345.59	20001-20014
08/10/2023	ACH	USPS	Fall 2023 Browsing Postage	1,141.54	56200
<b>Total for 11100 WinTrust General Operating -2997</b>				<b>148,002.91</b>	

**Deerfield Public Library**  
**Credit Card Transactions by Account Holder**  
**As of 08/08/2023**  
**Presented for Approval August 24, 2023**

Date	Num	Vendor	Memo	Amount	Account Description
<b>20000 Credit Cards Payable</b>					
<b>20001 Admin - 4734</b>					
08/08/2023	AD 07/07/23	1-800-GOT-JUNK	Junk Removal of Broken & Old Items in Storage	1,542.94	Interior Facility Maintenance
08/08/2023	AD 07/09/23	MailChimp	E-Newsletter Mailing Monthly Subscription	80.00	Outreach Programs
08/08/2023	AD 07/13/23	Ultimate Screening	New Polos for Facilities New Hire	90.00	Other Benefits
08/08/2023	AD 07/15/23	Spotify	Spotify for iPads Monthly Subscription	15.99	Youth Programming
08/08/2023	AD 07/19/23	School Outfitters	Shelving Units for Youth Services Area (3)	1,201.37	Minor Furnishings
08/08/2023	AD 07/20/23	McAlister's Deli	SEC Lunch for Staff	209.99	Staff Enrichment
08/08/2023	AD 07/20/23	Uline	Hygiene Supplies for Women's Bathrooms	246.72	General Operating Supplies
<b>Total for 20001 Admin - 4734</b>				<b>3,387.01</b>	
<b>20002 Business Office - 1381</b>					
08/08/2023	BO 07/12/23	Illinois Government Finance	Webinar: Economic Outlook for US & IL	20.00	Training & Education
08/08/2023	BO 07/24/23	Illinois Library Association	ILA Membership Renewal - DeCorrevont	40.00	Membership & Dues
08/08/2023	BO 07/24/23	Quill	Paper & Supply Restock	157.43	General Operation Supplies
08/08/2023	BO 07/28/23	1-800-GOT-JUNK	Final Junk Removal	416.23	Interior Facility Maintenance
08/08/2023	BO 07/31/23	USPS	Certified Mail for Final Paycheck for K. Skeans	5.01	Postage
08/08/2023	BO 08/01/23	Uline	Picnic Table For Library and Village Staff	1,457.43	Minor Furnishings
08/08/2023	BO 08/02/23	VistaPrint	Business Cards - S. Keough & DPL Labels	81.35	General Operation Supplies
<b>Total for 20002 Business Office - 1381</b>				<b>2,177.45</b>	
<b>20003 Info Technology (IT) - 5382</b>					
08/08/2023	IT 07/09/23	Adobe	Staff Creative Cloud All Apps Monthly Subscription	54.99	Software & Licenses
08/08/2023	IT 07/18/23	Today's Business Solutions	Quarterly Fee for Faxing	23.56	IT Support
08/08/2023	IT 07/19/23	JetPack Security	Website Security Tools	119.40	Software & Licenses
08/08/2023	IT 07/20/23	JetPack Security	Credit for Website Security Tools	-119.40	Software & Licenses
08/08/2023	IT 07/23/23	Adobe	Renewal for All Staff #2 of 3	359.88	Software & Licenses
08/08/2023	IT 07/31/23	Faronics Technologies	Patron Computer Security Software - Deep Freeze	388.50	Software & Licenses
08/08/2023	IT 08/01/23	Google	Monthly Charge for Library Board Voicemail	14.82	Telephone - Voice
08/08/2023	IT 08/01/23	Liberated Syndication	Podcasting Hosting	20.00	Software & Licenses
08/08/2023	IT 08/02/23	Wasabi Technologies	Refund for Credit Card Validation from Prior Month	-1.00	Software & Licenses
08/08/2023	IT 08/03/23	Deerfield Public Library	Self Check Test	0.20	Fines & Fees
08/08/2023	IT 08/03/23	Deerfield Public Library	Self Check Test	0.20	Fines & Fees
08/08/2023	IT 08/03/23	Deerfield Public Library	Self Check Test	0.20	Fines & Fees
<b>Total for 20003 Info Technology (IT) - 5382</b>				<b>861.35</b>	
<b>20004 Facilities - 1382</b>					
08/08/2023	FC 07/06/23	Home Depot	LED Light for Globes in Front Lobby	25.95	Interior Facility Maintenance
08/08/2023	FC 07/14/23	Grainger	Part Ordered for Repair in LL Women's Restroom	61.60	Facility Equipment Maintenance
08/08/2023	FC 08/01/23	Home Depot	Motion Sensor for LL Study Room & Voltage Tester	66.01	Interior Facility Maintenance
08/08/2023	FC 08/03/23	Home Depot	Angle Grinder & Gloves	119.01	Exterior Facility Maintenance
08/08/2023	FC 08/04/23	JC Licht	Sales Tax from Purchase will be Refunded	1.74	Exterior Facility Maintenance
<b>Total for 20004 Facilities - 1382</b>				<b>274.31</b>	
<b>20006 Support Services - 4206</b>					
08/08/2023	SS 08/04/23	Innovative Users Group	IUG Membership - P. Skittino	125.00	Membership & Dues
<b>Total for 20006 Support Services - 4206</b>				<b>125.00</b>	
<b>20007 Adult Services - 2368</b>					
08/08/2023	AS 07/08/23	Disney Plus	Roku Monthly Subscription	19.99	E-Resources
08/08/2023	AS 07/14/23	Netflix	Roku Monthly Subscription	19.99	E-Resources
08/08/2023	AS 07/19/23	Apple	Roku Monthly Subscription - Apple TV	6.99	E-Resources
08/08/2023	AS 07/19/23	Apple	Roku Monthly Subscription - Apple TV	6.99	E-Resources
08/08/2023	AS 07/30/23	Netflix	Roku Monthly Subscription	19.99	E-Resources
08/08/2023	AS 07/31/23	Deerfield Bakery	Cake for Staff Wedding Shower	29.46	Staff Enrichment
08/08/2023	AS 08/01/23	Amazon	Kindle E-Books	11.99	E-Resources
08/08/2023	AS 08/01/23	Amazon	Kindle E-Books	12.99	E-Resources
08/08/2023	AS 08/01/23	Amazon	Kindle E-Books	13.99	E-Resources
08/08/2023	AS 08/01/23	Amazon	Kindle E-Books	14.99	E-Resources



08/08/2023	AS 08/01/23	Amazon	Kindle E-Books	14.99	E-Resources
08/08/2023	AS 08/01/23	Amazon	Kindle E-Books	14.99	E-Resources
08/08/2023	AS 08/01/23	Amazon	Kindle E-Books	14.99	E-Resources
08/08/2023	AS 08/01/23	Amazon	Kindle E-Books	14.99	E-Resources
08/08/2023	AS 08/01/23	Amazon	Kindle E-Books	14.99	E-Resources
08/08/2023	AS 08/01/23	Amazon	Kindle E-Books	15.99	E-Resources
08/08/2023	AS 08/01/23	American Library Association	ALA Conference: "Coworkers to Supervisor" A.Jamieson	57.67	Training & Education
08/08/2023	AS 08/03/23	Disney Plus	Roku Monthly Subscription	12.99	E-Resources
<b>Total for 20007 Adult Services - 2368</b>				<b>318.97</b>	
<b>20009 Outreach Coord - 2042</b>					
08/08/2023	OC 07/05/23	<a href="http://Stylebook.com">Stylebook.com</a>	Communications Style Guide Subscription 2023	26.10	General Operating Supplies
08/08/2023	OC 08/02/23	Deerfield Park District	Theatre for Young Audiences - J. Hoffman	10.00	Training & Education
<b>Total for 20009 Outreach Coord - 2042</b>				<b>36.10</b>	
<b>20010 Adult Prog Coord - 5416</b>					
08/08/2023	APC 07/23/23	Zoom	Monthly Subscription	55.99	Adult Programming
<b>Total for 20010 Adult Prog Coord - 5416</b>				<b>55.99</b>	
<b>20011 Youth Prog Coord - 1971</b>					
08/08/2023	YPC 07/06/23	Home Depot	Sand for Archaeology Program	14.64	Youth Programming
08/08/2023	YPC 07/08/23	Dollar Tree	Tablecloths for Paint & Sip Program	15.00	Youth Programming
08/08/2023	YPC 07/17/23	Mobile Room Escape	Final Payment for Escape Room - 07/29/23	546.37	Youth Programming
08/08/2023	YPC 07/18/23	Five Below	Summer Reading Prizes 2023	70.25	Youth Programming
08/08/2023	YPC 07/18/23	Five Below	Return	-22.00	Youth Programming
08/08/2023	YPC 07/26/23	Home Depot	Supplies for Stepping Stone Program	30.80	Youth Programming
08/08/2023	YPC 07/29/23	Michael's	Extra Summer Reading Program Prize	2.50	Youth Programming
08/08/2023	YPC 08/01/23	Michael's	Supplies for Grab & Go & Get Set For School Program	39.48	Youth Programming
08/08/2023	YPC 08/01/23	Michael's	Supplies for Grab & Go & Get Set For School Program	67.56	Youth Programming
<b>Total for 20011 Youth Prog Coord - 1971</b>				<b>764.60</b>	
<b>20012 Youth Coord - 1259</b>					
08/08/2023	YC 07/17/23	Association Bookmobile & Outreach Services	Renewal of ABOS Membership - K.Henry	49.00	Membership & Dues
<b>Total for 20012 Youth Coord - 1259</b>				<b>49.00</b>	
<b>20013 Teen Services - 6330</b>					
08/08/2023	TS 07/11/23	American Library Association	ALA & YALSA Membership Renewal - D.Grube	180.00	Membership & Dues
08/08/2023	TS 07/13/23	Molly Costello Art & Design	Art for Teen Space	42.99	Minor Furnishings
08/08/2023	TS 08/04/23	Pet Supplies	Aquarium Gravel for Mosaic Program on 8/4/23	11.46	Youth Programming
08/08/2023	TS 08/04/23	Hobby Lobby	Crafts for Mosaic Program on 8/4/23	61.36	Youth Programming
<b>Total for 20013 Teen Services - 6330</b>				<b>295.81</b>	
<b>Total for 20000 Credit Cards Payable</b>				<b>8,345.59</b>	

## Director's Report: August 2023

### FYI

- Our auditor, BakerTilly, will present the FY2022 audit at the meeting.
- I am happy to announce that Stephanie Keough is our new Head of Patron Services. Stephanie has worked as a Patron Services Assistant for four years and brings 20+ years of retail management experience. She began the new role on August 7, 2023.
- The Library received a bequest this month. It was a nice surprise.
- The Policy Committee met on August 9, 2023 and recommended six policies for full board approval.
- The Finance Committee met on August 9, 2023 and discussed the first draft of the FY2024 budget. The Committee will meet again on September 20, 2023 at 5:30 pm.
- The Board will make a motion to destroy recordings of previously closed minutes at the meeting.
- Under New Business, I will share information about our planned facility updates. There is a separate attachment with additional information.
- Articles of Interest
  - <https://bookriot.com/book-centered-spaces-as-third-places/>

### Personnel

- In July the library had 1 separation
  - Adult Services Assistant on July 14
- In July the library filled 2 positions
  - Head of Patron Services on August 7
  - Inclusion Coordinator on August 18
- [The library has 0 positions open](#)

## DEPARTMENT REPORTS

### Adult Services Report

Melissa Stoeger, Assistant Director of Adult & Youth Services

- Programs
  - We had the always popular Professor Moptop back for another program. This program was about the Grateful Dead and we had 56 attendees.
    - Feedback from an attendee: "Great program! The professor's breadth of knowledge is very impressive and a real pro at delivering the information in an engaging manner."
    - Feedback from Gregory Alexander (Professor Moptop): "Hello!!! Thank you both again and again for a really fun night!! I got a few nice emails from patrons who said what a great library it is, and how much they were looking forward to another presentation. I appreciate your professionalism and courtesy, have a series of great days until I see you again!!"
  - From a patron after our Chicago Sports Game Time program: "This program was packed with information! I have shared the link with several people who would enjoy it."

- Our Twitch programming is continuing to get great numbers. We had 6 live streams in July that 172 people watched. Those videos also got another 207 views throughout the month.
- Dylan Zavagno led an updated version of the Deerfield public art tour, which we haven't done in a few years. We had 16 people attend.
- 1806 Patron Questions
- 8 Library Lifelines, 2 in library One on Ones, and 3 homebound One on Ones
- 6 exams proctored (This number has been consistently increasing over the past couple of months. We thought the pandemic may have permanently changed proctoring, but it seems like it is coming back.)
- 31 Books to Go deliveries
- 22 live programs with 420 attendees. 11 passive programs with 463 participants.
- 701 total podcast listens
- 527 Study Room reservations (up from last month)
- Refreshing and reconfiguring seating in Adult Services.
- Looking into secure shelving for LOT items.
- Haunted Library October 13th!

## Business Office Report

Kelly DeCorrevont, Head of Finance

- Participating in the [WPFN mentorship program](#) and had meetings on July 5 and July 20
- Cheryl and Kelly completed check runs on July 6 and July 19
- Mira and Kelly completed payroll on July 6 and July 20
- Staff Enrichment Committee met on July 10 to discuss upcoming staff events
- We had our staff Orphans of the Storm collection drive from July 11 to July 25



- Cheryl and Kelly attended IGFOA Economic Outlook webinar on July 12
- Kelly met with insurance representative on July 12 to discuss policy renewals
- Amy, Melissa and Kelly met with architects on July 12
- Cheryl coordinated the Youth Services carpet installation on July 16
- In July, we interviewed for Head of Patron Services and Inclusion Coordinator positions
- Kelly and Seth met to discuss the FY2024 budget on July 28

## IT Report

Steve Wuehr, Head of IT

- **CyberSecurity Training**
  - Q3 training started mid August. Staff have 1 month to complete the training. This quarter includes some information on the AI platform ChatGPT.

- **Computer Refresh**
  - Youth patron computers have been replaced. We will be turning our attention to Support Services and Makerspace patron laptops next. We are able to purchase devices directly from Lenovo under the Lenovo MHEC (Midwestern Higher Education Compact) national contract valid for K12, Hi-Ed, and State and Local government entities that provide pre-negotiated discounts on hardware. Additionally, we have upgraded the drives on 4 machines in the Adult Computer Lab as well as the 2 Express patron computers. The drives on these devices were full and causing stability issues with the machines This is a cost effective way to extend the life of these machines.
- **Credit Card Payments**
  - The credit card terminals on the self checks have been re-enabled with some new informational pop-ups when payments are made. The hope is these pop-ups will help alleviate some of the issues experienced in recent months with failed payments.
- **Meeting Rooms**
  - I have met with an AV integrator who can help us design a system to replace the AV in the meeting rooms. By working with an integrator to help design a system to be put out to bid we will ensure all bids received will match our desired specifications and that we are comparing apples to apples in the decision making process. I am optimistic that by designing the spaces for how the rooms are actually used vs how they are designed now that we can reduce the complexity, modernize the hardware and improve the ease of use of the overall system.
- **Cabling**
  - Cabling at the Reference desk is scheduled to be replaced on 8/29. This is the day of our staff meeting and provides an extra hour in the morning to complete the work without disruption to staff or patrons. This cabling will be outdoor rated cable to deal with the water infiltration issue that was discovered in conduit.

## MakerSpace Report

Ted Gray, MakerSpace Manager

- We worked with IT to upgrade/update the PCs on the MakerSpace desk. We got rid of the big desktop PC and mounted a newer machine below the desk. This cleaned up the top of the desk and made it look more approachable.
- We had some really great and well attended programming in July. After doing programs for over a year now we're really learning how to do them well. We had two full sessions of our Sewing 101 classes, 10/12 patrons for a Beach Towel embroidery class, and our Night at the MakerSpace evening event was well attended as well. We're already preparing for our Fall classes and starting to think about Winter programs.
- 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.
- These are a great example of a patron coming in with a good idea and executing it on our Vinyl Cutter. They had a great design in mind with a few different colors. Ready for a fun girls night out in downtown Chicago!



- We had two different families come into the MakerSpace to get help to prepare to visit the Star Wars Galactic [Star Cruiser](#) Adventure in Disney World. We helped this family for weeks. They made their lightsabers at one of our MakerSpace programs. We helped them with 3D prints for their costumes and helped sew them together. We made keychains and badges on our laser engraver for them. They all had an amazing time!



- We've gotten very good at engraving on water bottles. We thought these were a nice example. A patron's son was recently married. She made for the two of them matching his and hers water bottles with the date of their wedding!



- We have had several very successful programs on how to put a picture on a sublimation mug. It seems like dogs have been popular things to put on the mugs.



- This patron bought an old jean jacket at a thrift store and used our embroidery machine over several visits to put a flowered design on the back.



- Sometimes we build things for ourselves in the MakerSpace and work on our own projects. This is a 3D print that I made and had on display in the MakerSpace. It's a tensegrity structure. It seems like magic.



- The MakerSpace has been much busier this summer than last summer!
  - In June 2022, we had 357 visits. In June 2023, **506** visits
  - In July 2022, we had 241 visits. In July 2023, **463** visits

## Outreach Report

Judy Hoffman, Outreach Coordinator

- **Memory Cafe @ DPL** (July 5): A recreational therapist from CJE led the group in a series of brain games. The group really enjoyed the experience, which was fun, and at times, challenging. The therapist reminded us that it is good to feel challenged.
- **Farmers Market** (July 29): Emily Koch and I staffed the Market's Kids Activities tent. The 100 craft kits (paper bag hand puppets) we brought were all picked up. About half of the kids stayed and put them together in the tent. We also brought three large outdoor games from our Library of Things collections. A number of visitors said they had learned about the games from our social media posts, and were very complimentary of our ongoing social media posts.
- **Community Relations Commission**: We worked on concept and copy for the new "Dear in Deerfield" initiative that will be introduced by the Village in October. This project will encourage shining a light on acts of kindness in the community.
- **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 mid-October.

## Patron Services Report

Stephanie Keough, Head of Patron Services

- We had 8 curbside appointments in July
- We had 3 virtual library card appointments in July (2 registrations, 1 renewal).

## Support Services Report

Pam Skittino, Head of Support Services

- Pam created some Gale Courses bookmarks specifically targeting the computer programming users - we'll see if they have any effect going forward.
- Links and logins were adjusted for OCLC Connexion and Worldcat Discovery
- The LINKin catalog moved from Amazon hosted servers to ProQuest servers
- Podcast MARC records - ongoing
- Moving manga titles to volume records - ongoing

## Youth Services Report

Melissa Stoeger, Assistant Director of Adult & Youth Services

- Programs
  - We partnered with the Deerfield Family Theater to promote their performance of Fancy Nancy. The actress who played Nancy from the childrens' stories came to the library and did a Fancy Nancy storytime and we had a craft. We had 28 attendees.
  - Our outdoor storytimes continued to be a big hit in July. We regularly had over 50 attendees and once as many as 85!
  - In July, we had 208 kids finish the Summer Reading Program. (Final numbers for the entire program will be included in August's report)
  - We had a mobile escape room come to the library for kids and teens and had 46 attendees.
  - As part of our summer reading program, our teen volunteers participate in a book buddy program, where younger kids are partnered with a teen volunteer to practice their reading skills. We got this email from a patron:
    - "I wanted to say thank you and tell you how wonderful the book buddy program is. My daughter really didn't like to read and it would be a struggle to get her to read every day. But her Big Buddy has been so encouraging and it made such a difference! Her buddy got her to sign up for SRP and now she asks to read everyday! This program is so wonderful, thank you for providing it."
  - This year we've increased the opportunities for kids to win prizes for SRP and it has been a big draw. We've put the prizes on display in our display cabinets and the kids seem to really like checking out what they can win. We got this feedback from a parent:
    - "Thank you so much for these prizes. I am declaring this the Summer of Reading for us. I think we've checked out over 100 books this summer so far (a lot of graphic novels!) No nagging for me. My kids have been so motivated to read and they are loving the prizes—C has been using her Manga drawing set daily. And she let her younger brother M pick out one of her other prizes and J loved getting his McDonalds card. I realize my teens are winning a lot. Lol! But they don't go to summer camps so it can sometimes feel like all friends and neighbors are gone all day/summer so this is our little secret way to balance it all out!! Thanks again, AS"



- And from a six year old reader: "I gotta tell you, you've got great prizes in here."

- Services

- Email from patron about the Baby Book Bunch service: "Hi Ms. Megan and Ms. Noreen, D wanted to say thank you for the great books we've been reading each day, as well as the fun Jell-O activity! He had a blast digging for the rings and especially eating the Jell-O. What a clever and fun idea! We thought we'd share a photo of D so you could see how much fun he had!"-JF

- Physical space

- A regular user of our study rooms stopped to tell us how much better our new chairs are! "These new ones are the perfect height. I used to have to bring in a pad to sit on so these new ones are just great!"

- Outreach

- Emily and Judy represented the library at the July 29th Farmer's Market. Emily got a lot of positive feedback from patrons, especially regarding the grab-and-go crafts we put out each month.



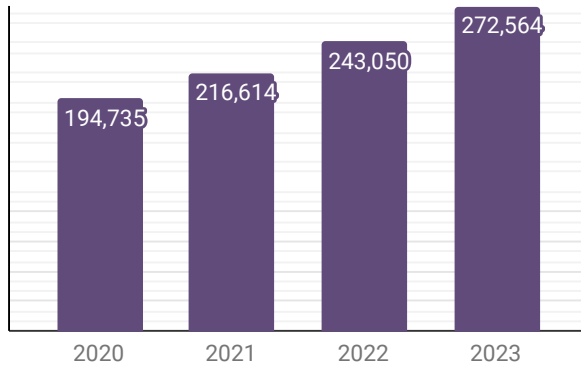
- Our most popular instagram posts in July: "Hi, Barbie" and then our promotional video on Library of Things.
- 1,158 patron questions
- 9 Personalized Picks
- 24 in-person programs with 600 attendees
- 11 Passive programs with 791 participation
- 208 Summer Reading Program finishers (July only)
- Haunted Library October 13th!

# Deerfield Public Library

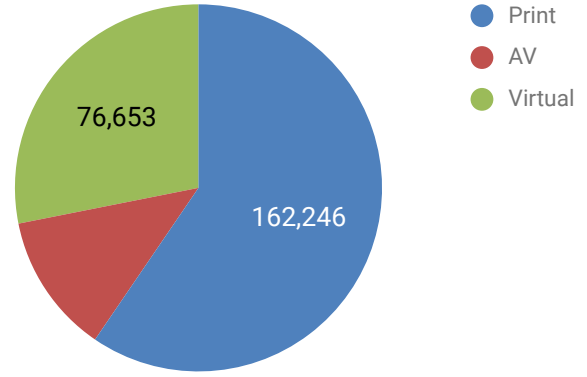
July 2023 Statistics

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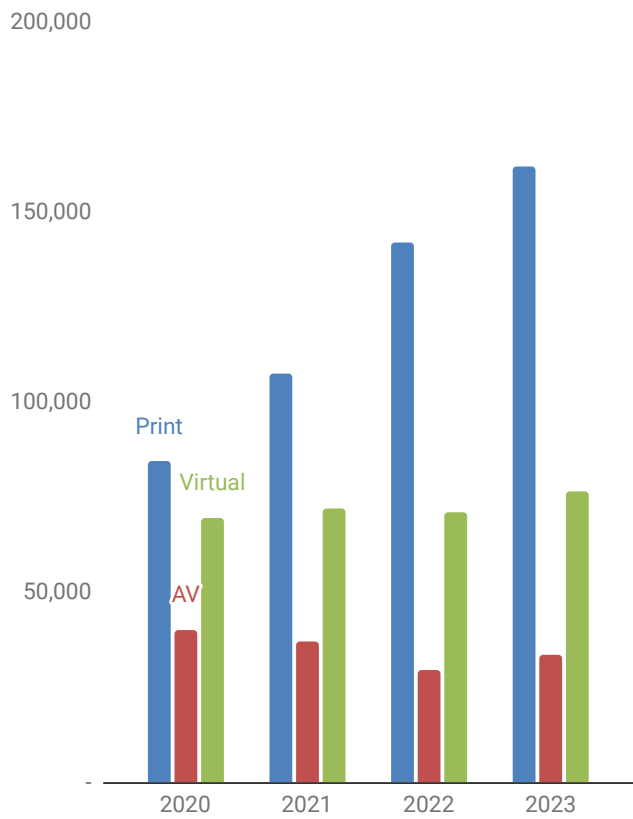
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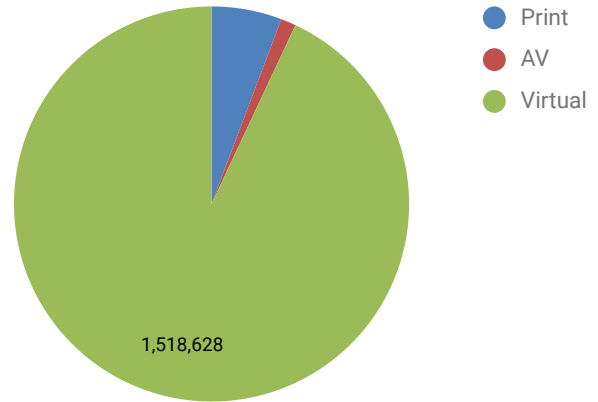
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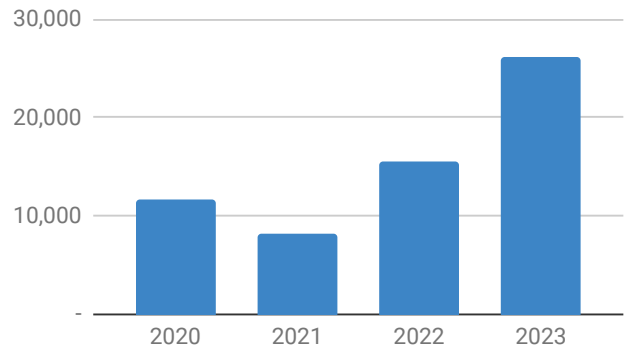
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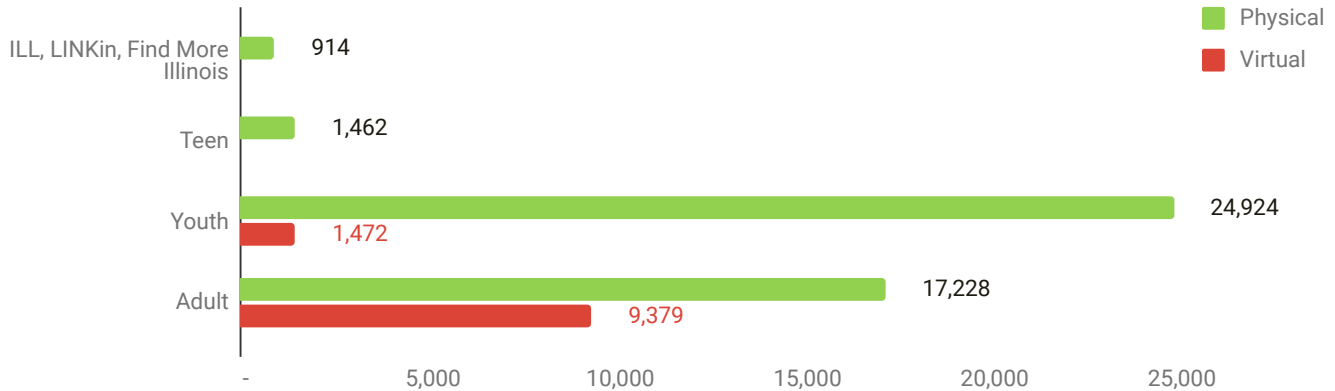
### Collection by Type - July



### Questions Answered YTD



### Circulation by Collection

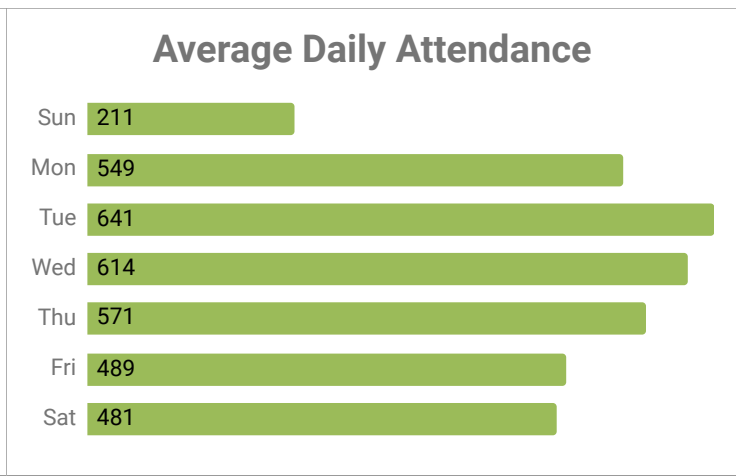
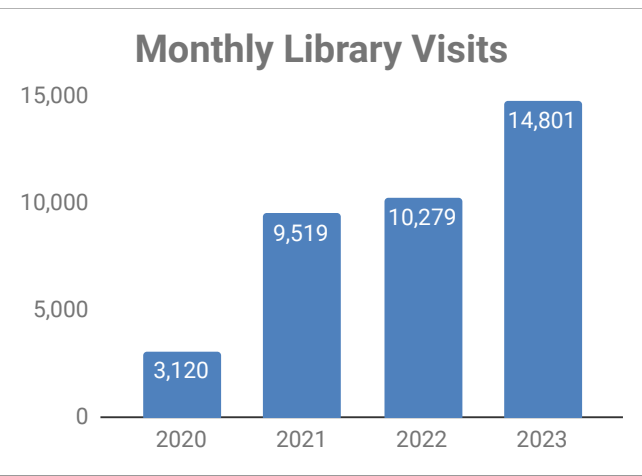
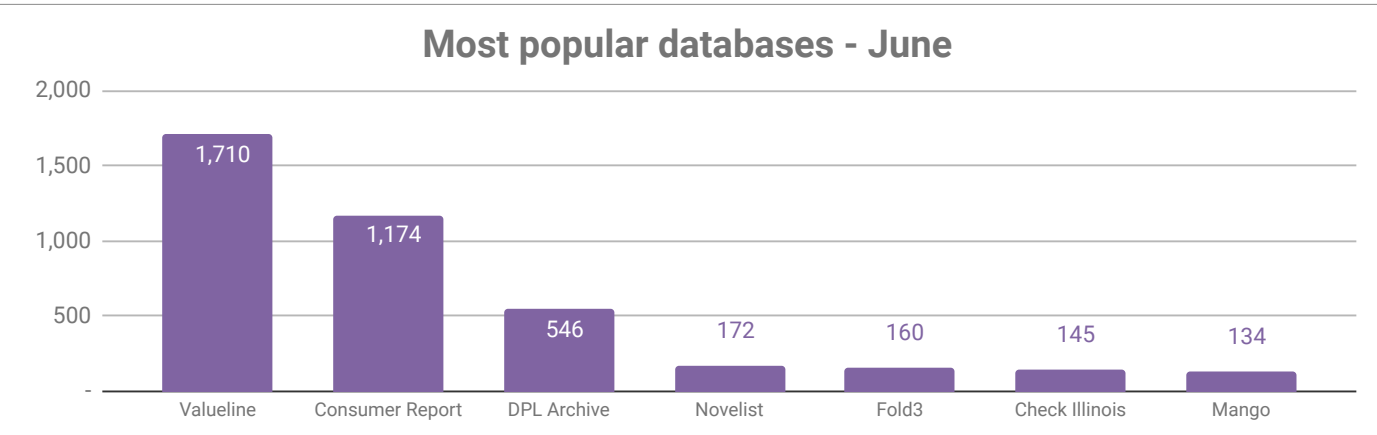
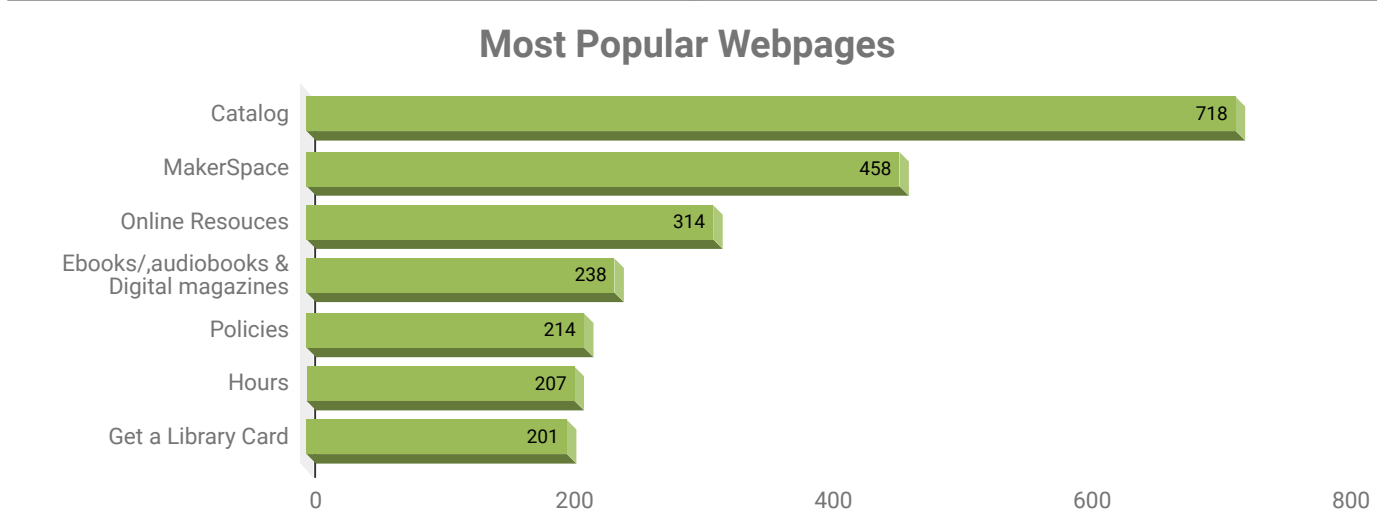
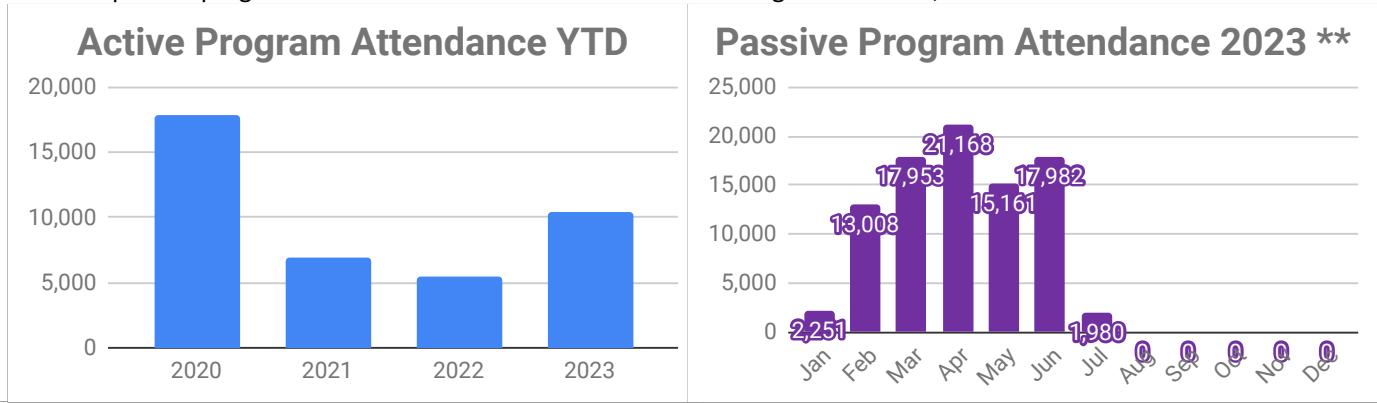


# Deerfield Public Library

July 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



**To: Board of Trustees**  
**Re: Building Update Report**  
**Date: August 24, 2023**

In accordance with Goal 1 of the [Library's Strategic Plan](#) – refresh the library's interior to attract new patrons, expand opportunity to use the library space, and most effectively use available physical space – the management team has formulated a set of proposed enhancements for the Library. These enhancements primarily involve the introduction of new furniture pieces. The projected expenditure for these updates is approximately \$365,500, which has been included in the FY2023 Budget.

First, there's a plan to add an extra office area within the Patron Services workroom, intended for the Patron Services Assistant Manager. This portion will involve constructing a new wall and addressing any electrical requirements essential for setting up this office space.

As you know, the [Library of Things](#) collection is a very popular, growing collection. We want to upgrade the storage to have more items on display in the magazine alcove. We will create locked cabinets for additional shelving for our bigger items in the collection. In addition, we will be upgrading the seating in that area.

We're looking to refresh our main entrance and fireplace area. Our plan involves updating the furniture to incorporate more seating. Moreover, we'll relocate our newspapers from the magazine alcove to the fireplace area. In the cafe space, we'll give the bench a new upholstery and refresh the wall paint. Additionally, a front desk reconfiguration is in the works – it will be moved away from its current spot behind the pole and redesigned to provide extra storage space.

At the end of FY2021, we replaced the flooring in the Quiet Room. Now, we will update some of the furniture in the Quiet Room. We are proposing new study carrels to enhance the functionality of the space.

Our final step involves the inclusion of a tall table just outside the computer lab on the lower level. In addition, we're creating more seating space in Adult Services by eliminating the vacant reference shelves.

**To: Board of Trustees**  
**Re: Proposed Policies for Review**  
**Date: August 24, 2023**

The Policy Committee met on August 9, 2023. The Committee recommended the following policies for board approval at the meeting.

### **Collection Development Policy**

Based on several library webinars on intellectual freedom, we have added the following language to the policy: *The decision on reconsideration of a specific resource will remain in effect for three years.* In addition, we have updated the Request for Reconsideration form to include a line requesting the requester's DPL Card number.

### **Study Room Policy**

We recommend updating the language to clarify that food is not allowed in the study rooms. We also recommend removing the floor plan that shows the location of the study rooms.

### **Tutor Policy**

We recommend clarifying where tutors are able to sit in the Library for the purpose of tutoring. In addition, we recommend that we remove the language about where to use cell phones as we no longer have designated areas that are "cell phone zones".

### **Unattended Children & Vulnerable Adults Policy**

We added clarifying language for an appropriate age of a responsible caregiver. We suggest that 12 years old is an appropriate age for a caregiver. Youth Services staff surveyed area libraries for their policy on this matter and 12 was a common age.

### **Meeting Room Policy**

We want to add clarifying language as to how and when groups can schedule their meetings, specifically we will not be able to accommodate requests for meeting rooms less than 7 days and no more than 60 days in advance. We removed several of the procedural aspects of the policy, things like room setup and what equipment is available. In addition, we shortened the response time for the library to reply to requests.

### **Computer & Internet Use Policy (NEW)**

We determined it would be in our best interest to combine three similar policies (Public Computer Registration Use, Wireless Network Use and Laptop Lending Policy) into one policy that encompasses computer and internet use. This newly crafted policy includes language from each policy that highlights the appropriate use of the library's technology.