

**DEERFIELD PUBLIC LIBRARY BOARD OF TRUSTEES
MEETING AGENDA
920 Waukegan Road, Deerfield, IL, Board Room
Wednesday, September 20, 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. August 24, 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. Proposed FY 2024 Budget & 2023 Levy Request (DISCUSSION)
5. FRIENDS OF THE LIBRARY REPORT
6. VILLAGE LIAISON REPORT
7. LIBRARY DIRECTOR'S REPORT
8. OLD BUSINESS
 - A. Patron Ban Update (DISCUSSION)
 - B. Building Update Report (DISCUSSION)
9. NEW BUSINESS
 - A. 2024 Board Dates (ACTION)
 - B. 2024 Holidays/Closed Dates (ACTION)
10. OTHER
11. ADJOURNMENT

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

Upcoming Board Meetings: October 18, November 15, December 20

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

DEERFIELD PUBLIC LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES
August 24, 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, Ken Abosch - Secretary, Howard Handler, and Emily Wallace.

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

Bill Seiden, Village Liaison.

Cindy Park, Auditor from BakerTilly.

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

None.

3. APPROVAL OF MINUTES

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

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

Vote: 5 Yes - Luisa Ellenbogen- President, Seth Schriftman - Treasurer, Ken Abosch - Secretary, Howard Handler, and Emily Wallace.

The motion was approved.

B. July 19, 2023 Regular Meeting (ACTION)

MOTION: Mr. Schriftman made a motion to approve the July 19, 2023 Regular Meeting minutes, seconded by Mr. Ken Abosch.

Vote: 5 Yes - Luisa Ellenbogen- President, Seth Schriftman - Treasurer, Ken Abosch - Secretary, Howard Handler and Emily Wallace.

The motion was approved.

4. TREASURER REPORT

Mr. Schriftman presented the Treasurer Report for July.

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

MOTION: Ms. Wallace made a motion to approve the July Financials, seconded by Mr. Howard Handler.

Vote: 5 Yes - Luisa Ellenbogen- President, Seth Schriftman - Treasurer, Ken Abosch - Secretary, Howard Handler, and Emily Wallace.

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 July, which included:

| | | |
|---|----|-------------------|
| - Petty Cash, Check Num 747, Bank Financial | \$ | 42.13 |
| -Electronic Payments, 4 ACHs, WinTrust | \$ | 213.85 |
| -AP Checks 13865-13914, 13 ACHs, WinTrust | \$ | <u>148,002.91</u> |
| The total amount presented for approval | \$ | 148,258.89 |

MOTION: Ms. Wallace made a motion to approve the Lists of Checks and Payments, seconded by Ms. Ellenbogen.

Vote: 5 Yes - Luisa Ellenbogen- President, Seth Schriftman - Treasurer, Ken Abosch - Secretary, Howard Handler, and Emily Wallace.

The motion was approved.

C. FY 2022 Audit Presentation

Ms. Cindy Park, an auditor from BakerTilly, gave a presentation on the audit that was conducted of the financial fitness of the Deerfield Public Library.

5. VILLAGE LIAISON REPORT

Mr. Bill Seiden had nothing to report from the Village.

6. LIBRARY DIRECTOR'S REPORT

Ms. Amy Falasz-Peterson gave her report outlining the increased traffic the Library has seen during the summer as evidenced by increased circulation numbers.

A. Finance Committee Meeting Dates

Ms. Falasz-Peterson reminded the board of the upcoming September 20, 2023 meeting.

7. OLD BUSINESS

None.

8. NEW BUSINESS

A. Acceptance of FY 2022 Audit (ACTION)

MOTION: Ms. Wallace made a motion to accept the FY 2022 Audit, seconded by Ms. Ellenbogen.

Vote: 5 Yes - Luisa Ellenbogen- President, Seth Schriftman - Treasurer, Ken Abosch - Secretary, Howard Handler, and Emily Wallace.

The motion was approved.

B. Motion to Destroy Verbatim Recordings of Previously Closed Minutes per 5 ILCS 120/2.06(c)(ACTION)

MOTION: Mr. Abosch made a motion to that the Deerfield Public Library Board of Trustees approves the destruction of the verbatim audio recordings of the following closed meeting minutes: December 14, 2016, March 15, 2017, July 19, 2017, August 16, 2017, October 18, 2017, December 19, 2017, March 21, 2018, April 18, 2018, May 16, 2018, June 20, 2018, November 14, 2018, December 12, 2018, March 20, 2019, April 17, 2019, June 19, 2019, and July 21, 2021. All written minute requirements have been met per 5 ILCS 12/2.06 (a). The motion was seconded by Mr. Schriftman.

Vote: 5 Yes - Luisa Ellenbogen- President, Seth Schriftman - Treasurer, Ken Abosch - Secretary, Howard Handler, and Emily Wallace.

The motion was approved.

C. Building Update Report (ACTION)

MOTION: Mr. Schriftman made a motion to accept the Building Update Report, seconded by Ms. Wallace.

Vote: 5 Yes - Luisa Ellenbogen- President, Seth Schriftman - Treasurer, Ken Abosch - Secretary, Howard Handler, and Emily Wallace.

The motion was approved.

D. Collection Development Policy (ACTION)

MOTION: Ms. Wallace made a motion to accept the updated Collection Development Policy, seconded by Mr. Abosch.

Vote: 5 Yes - Luisa Ellenbogen- President, Seth Schriftman - Treasurer, Ken Abosch - Secretary, Howard Handler, and Emily Wallace.

The motion was approved.

E. Study Room Policy (ACTION)

MOTION: Mr. Handler made a motion to accept the updated Study Room Policy, seconded by Mr. Abosch.

Vote: 5 Yes - Luisa Ellenbogen- President, Seth Schriftman - Treasurer, Ken Abosch - Secretary, Howard Handler, and Emily Wallace.

The motion was approved.

F. Tutor Policy (ACTION)

MOTION: Mr. Abosch made a motion to accept the updated Tutor Policy, seconded by Ms. Wallace.

Vote: 5 Yes - Luisa Ellenbogen- President, Seth Schriftman - Treasurer, Ken Abosch - Secretary, Howard Handler, and Emily Wallace.

The motion was approved.

G. Unattended Children & Vulnerable Adults Policy (ACTION)

MOTION: Mr. Schriftman made a motion to accept the updated Unattended Children & Vulnerable Adults Policy, seconded by Mr. Abosch.

Vote: 5 Yes - Luisa Ellenbogen- President, Seth Schriftman - Treasurer, Ken Abosch - Secretary, Howard Handler, and Emily Wallace.

The motion was approved.

H. Meeting Room Policy (ACTION)

MOTION: Mr. Handler made a motion to accept the updated Meeting Room Policy, seconded by Ms. Wallace.

Vote: 5 Yes - Luisa Ellenbogen- President, Seth Schriftman - Treasurer, Ken Abosch - Secretary, Howard Handler, and Emily Wallace.

The motion was approved.

I. Computer & Internet Use Policy (ACTION)

MOTION: Ms. Wallace made a motion to accept the Computer & Internet Use Policy, seconded by Mr. Schriftman.

Vote: 5 Yes - Luisa Ellenbogen- President, Seth Schriftman - Treasurer, Ken Abosch - Secretary, Howard Handler, and Emily Wallace.

The motion was approved.

9. OTHER

None.

10. ADJOURNMENT

At 7:31 p.m., Ms. Wallace made a motion to adjourn the meeting, seconded by Mr. Schriftman.

Vote: 5 Yes - Luisa Ellenbogen- President, Seth Schriftman - Treasurer, Ken Abosch - Secretary, Howard Handler, and Emily Wallace.

The motion was approved.

Ken Abosch, Secretary

Deerfield Public Library

Balance Sheet
As of August 31, 2023

| | TOTAL |
|---|------------------------|
| ASSETS | |
| Current Assets | |
| Bank Accounts | |
| 11000 Cash and Investments - General | 0.00 |
| 11100 General Operating - WinTrust | 839,268.70 |
| 11200 Payroll - WinTrust | 148,773.41 |
| 11300 E-Pay - WinTrust | 30,638.31 |
| 11400 Deposits - Bank Financial | 51,384.64 |
| 11500 Petty Cash - Bank Financial | 2,484.46 |
| 11600 Max-Safe Wintrust | 3,678,910.59 |
| 11900 Petty Cash | 574.00 |
| Total 11000 Cash and Investments - General | 4,752,034.11 |
| 14100 PMA Financial Services | |
| 10-1410 PMA Reserve Fund | 2,189,407.69 |
| 14110 PMA General Fund | 0.00 |
| 60-1440 PMA Debt Service | 0.00 |
| 60-1441 PMA Debt Service 2 | 0.00 |
| Total 14100 PMA Financial Services | 2,189,407.69 |
| Total Bank Accounts | \$6,941,441.80 |
| Accounts Receivable | |
| 15120 Property Tax Receivable - 2013 | 354.99 |
| Total Accounts Receivable | \$354.99 |
| Other Current Assets | |
| 12101 Inventory Asset | 0.00 |
| 15000 Other Current Assets | 0.00 |
| 15010 Receivables | -295.20 |
| 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 |
| Total Other Current Assets | \$5,216,722.80 |
| Total Current Assets | \$12,158,519.59 |

Deerfield Public Library

Balance Sheet
As of August 31, 2023

| | TOTAL |
|--|------------------------|
| Fixed Assets | |
| 19000 Capital Assets | |
| 19050 Capital Assets -Not Depreciated | |
| 19100 Land | 65,493.00 |
| 19150 Construction In Progress | 0.00 |
| Total 19050 Capital Assets -Not Depreciated | 65,493.00 |
| 19200 Capital Assets - To Depreciate | |
| 19210 Building | 13,197,410.12 |
| 19300 Equipment | |
| 19301 Equip - Phone System | 33,636.00 |
| 19302 Equip - Automation System | 309,361.00 |
| 19303 Equip - RFID | 433,659.00 |
| 19304 Equip - Vehicle | 23,432.00 |
| 19310 Furniture | 883,919.00 |
| Total 19300 Equipment | 1,684,007.00 |
| Total 19200 Capital Assets - To Depreciate | 14,881,417.12 |
| 19220 Accumulated Depreciation | -5,741,052.00 |
| Total 19000 Capital Assets | 9,205,858.12 |
| Total Fixed Assets | \$9,205,858.12 |
| Other Assets | |
| 15110 Deferred Outflows of Resources | 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 |
| Total 19900 Due From Other Activity | 606,085.00 |
| Total Other Assets | \$1,267,075.74 |
| TOTAL ASSETS | \$22,631,453.45 |

Deerfield Public Library

Balance Sheet
As of August 31, 2023

| | TOTAL |
|--|------------------------|
| LIABILITIES AND EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Accounts Payable | |
| 21000 Accounts Payable | 56,663.36 |
| Total Accounts Payable | \$56,663.36 |
| Credit Cards | \$0.00 |
| Other Current Liabilities | |
| 21055 Other Current Payables | 0.00 |
| 21500 Retainage | 0.00 |
| 22000 Payroll Liabilities | 0.40 |
| 22100 Salaries Payable | 63,496.63 |
| 22200 Deferred Compensation | 0.00 |
| 22300 Withholdings | -9,850.01 |
| Total 22000 Payroll Liabilities | 53,647.02 |
| 22395 FSA Payable | -1,411.15 |
| 23000 Due to Village - Short Term | 0.00 |
| 24000 Accrued Expenses | 0.00 |
| 25000 Deferred Inflows of Resources | 1,813,735.44 |
| 25100 Deferred Property Taxes | 4,386,500.00 |
| Total 25000 Deferred Inflows of Resources | 6,200,235.44 |
| 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 | 0.00 |
| Total Other Current Liabilities | \$5,894,350.31 |
| Total Current Liabilities | \$5,951,013.67 |
| 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 |
| Total 26000 Noncurrent Liabilities | 5,360,236.74 |
| Total Long-Term Liabilities | \$5,360,236.74 |
| Total Liabilities | \$11,311,250.41 |

Deerfield Public Library

Balance Sheet

As of August 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 |
| Total 33000 Investment in Capital Assets | 3,917,228.38 |
| Net Income | 160,426.99 |
| Total Equity | \$11,320,203.04 |
| TOTAL LIABILITIES AND EQUITY | \$22,631,453.45 |

Deerfield Public Library

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

January - August, 2023

| | TOTAL | | | |
|--|-----------------------|-----------------------|-------------------------|-----------------|
| | ACTUAL | BUDGET | OVER BUDGET | % OF BUDGET |
| Income | | | | |
| 41000 Taxes | | | | |
| 41100 Property Tax | 2,766,316.81 | 4,387,720.00 | -1,621,403.19 | 63.05 % |
| 41200 Replacement Tax | 76,511.13 | 25,000.00 | 51,511.13 | 306.04 % |
| 60-4110 Property Taxes - Debt Service 2021 | 687,450.00 | 687,450.00 | 0.00 | 100.00 % |
| Total 41000 Taxes | 3,530,277.94 | 5,100,170.00 | -1,569,892.06 | 69.22 % |
| 42000 Fees & Fines | | | | |
| 42100 Material Fees | 2,487.27 | 10,000.00 | -7,512.73 | 24.87 % |
| 42200 Non-Resident Fees | 6,221.37 | 5,000.00 | 1,221.37 | 124.43 % |
| 42300 Printing/Copying Fees | 3,779.55 | 4,000.00 | -220.45 | 94.49 % |
| Total 42000 Fees & Fines | 12,488.19 | 19,000.00 | -6,511.81 | 65.73 % |
| 43000 Investment Income | | | | |
| 43100 Interest - General | 108,865.80 | 10,000.00 | 98,865.80 | 1,088.66 % |
| 43200 Interest - Reserve | 25,761.39 | 10,000.00 | 15,761.39 | 257.61 % |
| Total 43000 Investment Income | 134,627.19 | 20,000.00 | 114,627.19 | 673.14 % |
| 44000 Grants | | | | |
| 44009 Other Operating Grants | 1,500.00 | | 1,500.00 | |
| 44100 State Grant | | | | |
| 44150 Per Capita Grant | 28,314.10 | 20,000.00 | 8,314.10 | 141.57 % |
| Total 44100 State Grant | 28,314.10 | 20,000.00 | 8,314.10 | 141.57 % |
| Total 44000 Grants | 29,814.10 | 20,000.00 | 9,814.10 | 149.07 % |
| 45000 Gifts and Contributions | | | | |
| 45100 General Donations | 10,027.75 | 500.00 | 9,527.75 | 2,005.55 % |
| 45500 Friends Contributions | 2,497.00 | 10,000.00 | -7,503.00 | 24.97 % |
| Total 45100 General Donations | 12,524.75 | 10,500.00 | 2,024.75 | 119.28 % |
| Total 45000 Gifts and Contributions | 12,524.75 | 10,500.00 | 2,024.75 | 119.28 % |
| 49000 Miscellaneous Revenue | | | | |
| 49009 Miscellaneous | 2,381.57 | 500.00 | 1,881.57 | 476.31 % |
| 49065 Sale of Surplus Materials | 332.71 | 500.00 | -167.29 | 66.54 % |
| Total 49000 Miscellaneous Revenue | 2,714.28 | 1,000.00 | 1,714.28 | 271.43 % |
| Total Income | \$3,722,446.45 | \$5,170,670.00 | \$ -1,448,223.55 | 71.99 % |
| GROSS PROFIT | \$3,722,446.45 | \$5,170,670.00 | \$ -1,448,223.55 | 71.99 % |
| Expenses | | | | |
| 50000 General Expenses | | | | |
| 51000 Personnel Expenses | | | | |
| 51100 Salaries | 1,818,777.71 | 2,430,250.00 | -611,472.29 | 74.84 % |
| 51200 FICA | 134,652.56 | 186,000.00 | -51,347.44 | 72.39 % |
| 51300 Health/Misc Benefits | 218,127.04 | 387,000.00 | -168,872.96 | 56.36 % |
| 51400 Pension Contribution | 121,804.73 | 221,000.00 | -99,195.27 | 55.12 % |
| 51500 Other Benefits | 6,056.47 | 9,000.00 | -2,943.53 | 67.29 % |
| 51600 Staff Enrichment | 2,422.81 | 4,000.00 | -1,577.19 | 60.57 % |

Deerfield Public Library

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

January - August, 2023

| | TOTAL | | | |
|---|---------------------|---------------------|--------------------|----------------|
| | ACTUAL | BUDGET | OVER BUDGET | % OF BUDGET |
| Total 51000 Personnel Expenses | 2,301,841.32 | 3,237,250.00 | -935,408.68 | 71.10 % |
| 52000 Facility Expenses | | | | |
| 52100 Interior Facility Maintenance | 44,920.30 | 60,000.00 | -15,079.70 | 74.87 % |
| 52200 Facility Equipment Maintenance | 59,113.22 | 80,000.00 | -20,886.78 | 73.89 % |
| 52300 Exterior Building Maintenance | 18,359.34 | 30,000.00 | -11,640.66 | 61.20 % |
| 52400 Utilities | | | | |
| 52410 Water | 2,417.34 | 3,000.00 | -582.66 | 80.58 % |
| 52430 Telephone - Voice | 12,644.07 | 23,000.00 | -10,355.93 | 54.97 % |
| 52440 Data Lines | 9,134.95 | 17,000.00 | -7,865.05 | 53.74 % |
| Total 52400 Utilities | 24,196.36 | 43,000.00 | -18,803.64 | 56.27 % |
| 52500 Minor Furnishings & Equipment | 11,180.40 | 25,000.00 | -13,819.60 | 44.72 % |
| Total 52000 Facility Expenses | 157,769.62 | 238,000.00 | -80,230.38 | 66.29 % |
| 53000 Library Materials | | | | |
| 53100 Periodicals | 5,212.94 | 15,500.00 | -10,287.06 | 33.63 % |
| 53200 Adult Materials-Books | | | | |
| 53221 Books - Adult Non-Fiction | 25,344.20 | 40,000.00 | -14,655.80 | 63.36 % |
| 53222 Books-Adult Fiction | 34,164.79 | 60,000.00 | -25,835.21 | 56.94 % |
| Total 53200 Adult Materials-Books | 59,508.99 | 100,000.00 | -40,491.01 | 59.51 % |
| 53300 Audio Visual Materials | | | | |
| 53320 Audio Visual - Adult | 32,811.48 | 64,000.00 | -31,188.52 | 51.27 % |
| 53340 Audio Visual - Youth | 4,898.25 | 12,000.00 | -7,101.75 | 40.82 % |
| Total 53300 Audio Visual Materials | 37,709.73 | 76,000.00 | -38,290.27 | 49.62 % |
| 53400 Youth Materials-Books | | | | |
| 53241 Books - Youth & Teens | 33,760.88 | 73,000.00 | -39,239.12 | 46.25 % |
| 53550 Literacy Support - Youth | 845.17 | 2,000.00 | -1,154.83 | 42.26 % |
| Total 53400 Youth Materials-Books | 34,606.05 | 75,000.00 | -40,393.95 | 46.14 % |
| 53501 Electronic Resources | | | | |
| 53500 E-Resources | 222,190.48 | 295,000.00 | -72,809.52 | 75.32 % |
| Total 53501 Electronic Resources | 222,190.48 | 295,000.00 | -72,809.52 | 75.32 % |
| 53600 Non-Traditional Resources | 5,840.92 | 14,000.00 | -8,159.08 | 41.72 % |
| Total 53000 Library Materials | 365,069.11 | 575,500.00 | -210,430.89 | 63.44 % |
| 54000 Library Programs | | | | |
| 54100 Admin Programs | 3,240.33 | 4,000.00 | -759.67 | 81.01 % |
| 54150 Outreach Programs | 906.40 | 1,250.00 | -343.60 | 72.51 % |
| 54210 Adult Programs | 20,946.24 | 25,000.00 | -4,053.76 | 83.78 % |
| 54400 Youth Programs | 18,025.46 | 25,000.00 | -6,974.54 | 72.10 % |
| 54500 MakerSpace Programs | 822.07 | 10,000.00 | -9,177.93 | 8.22 % |
| Total 54000 Library Programs | 43,940.50 | 65,250.00 | -21,309.50 | 67.34 % |
| 55000 Technology | | | | |
| 55350 Software & Licenses | 190,668.28 | 230,000.00 | -39,331.72 | 82.90 % |
| 55360 IT Support | 90,625.56 | 142,000.00 | -51,374.44 | 63.82 % |
| 55400 New Projects/equip | | | | |

Deerfield Public Library

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

January - August, 2023

| | TOTAL | | | |
|--|-----------------------|-----------------------|-------------------------|-----------------|
| | ACTUAL | BUDGET | OVER BUDGET | % OF BUDGET |
| 56440 IT Equipment | 23,694.61 | 63,000.00 | -39,305.39 | 37.61 % |
| Total 55400 New Projects/equip | 23,694.61 | 63,000.00 | -39,305.39 | 37.61 % |
| 55440 MakerSpace Equipment | 6,833.83 | 10,000.00 | -3,166.17 | 68.34 % |
| Total 55000 Technology | 311,822.28 | 445,000.00 | -133,177.72 | 70.07 % |
| 56000 Professional/Contractual Svcs | | | | |
| 56009 Other Office Support | 8,806.80 | 10,000.00 | -1,193.20 | 88.07 % |
| 56100 Insurance | 40,849.00 | 40,000.00 | 849.00 | 102.12 % |
| 56200 Postage | 5,179.59 | 8,250.00 | -3,070.41 | 62.78 % |
| 56300 Professional Printing Services | 12,769.00 | 16,000.00 | -3,231.00 | 79.81 % |
| 56500 Professional Admin Services | 23,339.31 | 21,000.00 | 2,339.31 | 111.14 % |
| 56550 Cataloging Service | 19,105.19 | 22,000.00 | -2,894.81 | 86.84 % |
| 56555 Professional Outreach Services | 5,237.00 | 6,750.00 | -1,513.00 | 77.59 % |
| Total 56500 Professional Admin Services | 47,681.50 | 49,750.00 | -2,068.50 | 95.84 % |
| 56700 Travel for Library Services | 65.24 | 1,000.00 | -934.76 | 6.52 % |
| Total 56000 Professional/Contractual Svcs | 115,351.13 | 125,000.00 | -9,648.87 | 92.28 % |
| 56400 Supplies | | | | |
| 56410 General Operating Supplies | 8,453.20 | 14,000.00 | -5,546.80 | 60.38 % |
| 56420 Processing Supplies | 14,018.13 | 23,000.00 | -8,981.87 | 60.95 % |
| Total 56400 Supplies | 22,471.33 | 37,000.00 | -14,528.67 | 60.73 % |
| 57000 Training/Development Expenses | | | | |
| 56600 Dues & Memberships | 5,816.88 | 8,000.00 | -2,183.12 | 72.71 % |
| 57100 Training & Education | 16,680.61 | 25,000.00 | -8,319.39 | 66.72 % |
| 57200 Training Travel | 4,800.42 | 6,000.00 | -1,199.58 | 80.01 % |
| Total 57000 Training/Development Expenses | 27,297.91 | 39,000.00 | -11,702.09 | 69.99 % |
| Total 50000 General Expenses | 3,345,563.20 | 4,762,000.00 | -1,416,436.80 | 70.26 % |
| 61000 Capital Expenses | | | | |
| 61100 Facility Improvements | 100,231.26 | 500,000.00 | -399,768.74 | 20.05 % |
| Total 61000 Capital Expenses | 100,231.26 | 500,000.00 | -399,768.74 | 20.05 % |
| 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 | |
| Total 70000 Debt Service | 116,225.00 | 687,450.00 | -571,225.00 | 16.91 % |
| Total Expenses | \$3,562,019.46 | \$5,949,450.00 | \$ -2,387,430.54 | 59.87 % |
| NET OPERATING INCOME | \$160,426.99 | \$ -778,780.00 | \$939,206.99 | -20.60 % |
| NET INCOME | \$160,426.99 | \$ -778,780.00 | \$939,206.99 | -20.60 % |

| Deerfield Public Library | | | | | |
|--|---------------------------------------|--|--|---------------|----------------------------|
| Check Detail | | | | | |
| For Board Meeting on September 20, 2023 | | | | | |
| Summary | | | | | Amount |
| 11500 Bank Financial Petty Cash | Check Num 748-749 | | | | \$73.39 |
| 11300 WinTrust E Pay | 4 ACHs | | | | \$258.24 |
| 11100 WinTrust General Operating | Check Num 13915-13966, 11 ACHS | | | | \$148,907.88 |
| Total Payments to Approve | | | | | \$149,239.51 |
| Date | Num | Vendor | Memo | Amount | Account Num |
| 11500 Bank Financial Petty Cash -1537 | | | | | |
| 08/24/2023 | 748 | Petty Cash Box | Replenish Copier Spare Charge Bag | 59.70 | 42300 |
| 08/31/2023 | 749 | Kary Henry | Reimburse for Chocolates purchased In-Service & Youth/Teen Group | 13.69 | 54400 |
| Total for 11500 Bank Financial Petty Cash -1537 | | | | 73.39 | |
| 11300 WinTrust E Pay -8926 | | | | | |
| 09/01/2023 | ACH | Heartland Payment Systems | Merchant CC Processing Fees | 217.53 | 56009 |
| 09/05/2023 | ACH | Chase Paymentech | Merchant CC Processing Fees | 13.48 | 56009 |
| 09/05/2023 | ACH | American Express | Merchant CC Processing Fees | 1.63 | 56009 |
| 09/06/2023 | ACH | Paypal | Merchant CC Processing Fees | 25.60 | 56009 |
| Total for 11300 WinTrust E Pay -8926 | | | | 258.24 | |
| 11100 WinTrust General Operating -2997 | | | | | |
| 08/24/2023 | 13915 | RAILS | Find More Illinois Fees - 7/1/23 to 6/30/24 | 3,000.00 | 55350 |
| 08/24/2023 | 13916 | OverDrive, Inc. | eBooks - August 2023 | 5,532.06 | 53500 |
| 08/24/2023 | 13917 | Funny Valentine Press | The Windy City on the Air: Chicago & The Golden Age of Radio with Steve Darnall - 9/14/23 | 250.00 | 54210 |
| 08/24/2023 | 13918 | Julia Kemerer | Carved Book Collage Program - 09/08/23 | 350.00 | 54210 |
| 08/24/2023 | 13919 | Lechner and Sons | Lobby Mats 08/08/23 & 08/22/23 | 246.30 | 52100 |
| 08/24/2023 | 13920 | Sikich LLP | Automation Support for Servers & Workstations & Storage Cloud Backup - September 2023, Professional Support for Security Certificate for VPN, HP Tech Care Post Essential Warranty | 9,301.00 | 55360 |
| 08/24/2023 | 13921 | Lake County Forest Preserve | Hummingbirds of North America at Ryerson - 08/17/23 | 80.00 | 54210 |
| 08/24/2023 | 13922 | Nicole Burg | Tuition Reimbursement | 1,000.00 | 57100 |
| 08/24/2023 | 13923 | Jigglejam Productions | Jodi Koplin's Jigglejam Program on 08/05/23 | 600.00 | 54400 |
| 08/24/2023 | 13924 | Tom Walsh | Tuition Reimbursement - Course: Evidence Based Planning Management & Decision Making - LIS708.02 - T. Walsh | 1,275.00 | 57100 |
| 08/24/2023 | 13925 | Peerless Network, Inc. | Phone Support Maintenance 08/15/23-09/14/23 | 1,132.13 | 54230 |
| 08/24/2023 | 13926 | Stevens Chemical Company | Paper Towels, TP, Hand Towels, Liners, Hand Soap, Hot Cup & Lids, Napkins | 2,061.00 | 52100 |
| 08/24/2023 | 13927 | Daniel Baer | QPAD Podcast: Pianist - 2023 | 300.00 | 54210 |
| 08/24/2023 | 13928 | Anderson Pest Solutions | Pest Management - August 2023 | 71.40 | 52100 |
| 08/24/2023 | 13929 | Fox Valley Fire & Safety Company, Inc. | Fire Alarm Radio Monitoring Quarterly Lease - August 2023 | 228.00 | 52200 |
| 08/24/2023 | 13930 | Lenovo Inc. | Patron Computers for MakerSpace (9) | 9,630.00 | 56440 |
| 08/24/2023 | 13931 | Vogue Printers | Fall 2023 Browsing Newsletter | 4,736.00 | 56300 |
| 08/24/2023 | 13932 | Nelson Fire Protection | Annual Fire Sprinkler Inspection 8/10/23 | 720.00 | 52200 |
| 08/24/2023 | 13933 | Demco, Inc. | Book Carts for Patron Services (7) | 3,604.18 | 52500 |
| 08/24/2023 | 13934 | Imprint Plus | Name Badges, Lens Cover & Magnet Plates | 286.03 | 56410 |
| 08/24/2023 | 13935 | Playaway Products LLC | Acquisitions for Wonderbooks Youth Av - August 2023 | 54.99 | 53340 |
| 08/24/2023 | 13936 | Better Containers MFG Co. Inc | Plastic Bags-Patron Services | 369.19 | 56410 |
| 08/24/2023 | 13937 | IHLS - OCLC | OCLC Annual Service Fee - 2024 | 16,260.42 | 56550 |
| 08/24/2023 | 13938 | Madeline Dahlman | Book Discussion w/Madeline Dahlman - 09-14-23 | 200.00 | 54210 |
| 09/06/2023 | 13939 | Midwest Tape | Acquisitions for AV, Processing Supplies & Cataloging Service - August 2023 | 4,484.43 | 53320, 53340, 56420, 56550 |

| | | | | | |
|---|-------|--|---|-------------------|--|
| 09/06/2023 | 13940 | Ingram Library Services LLC | Acquisitions for Books, AV, and Processing Supplies - August 2023 | 14,714.32 | 53221, 53222, 53241, 53320, 54210, 56420 |
| 09/06/2023 | 13941 | OverDrive, Inc. | eBooks - August 2023 | 10,721.26 | 53500 |
| 09/06/2023 | 13942 | RAILS | Creative Bug Subscription - 10/1/23 to 09/30/24 | 660.00 | 53500 |
| 09/06/2023 | 13943 | Desueno Dance LLC | Learn to Cha-Cha with Desueno Dance - 09/21/23 | 250.00 | 54210 |
| 09/06/2023 | 13944 | Kloepfer Construction | Curb Repair - 30ft | 4,750.00 | 61100 |
| 09/06/2023 | 13945 | Village of Deerfield | Fuel & Garage Fees - Feb & Apr 2023 & Village of Deerfield GASB 74/75 Report | 1,278.72 | 52200, 56009 |
| 09/06/2023 | 13946 | Gary Midkiff and Company | Virtual Great Decisions Program 09/19/23 | 215.00 | 54210 |
| 09/06/2023 | 13947 | Staples Business Credit | Art Work Fee for Payroll Envelopes | 39.06 | 56410 |
| 09/06/2023 | 13948 | ACC Business | Internet Service 07/11/23-08/10/23 | 902.22 | 52440 |
| 09/06/2023 | 13949 | State Industrial Products | Air Care Program | 191.60 | 52100 |
| 09/06/2023 | 13950 | Illinois Architectural Glass & Aluminum, LLC | Replaced window by the Friends Book Sale Area | 10,708.00 | 61100 |
| 09/06/2023 | 13951 | Judith S. Roin | Easing into Fall Yoga with Judy Roin - 09/22/23 | 75.00 | 54210 |
| 09/06/2023 | 13952 | Marcive, Inc. | Authority Processing - August 2023 | 84.00 | 56550 |
| 09/06/2023 | 13953 | Atomatic Mechanical Services, Inc. | 2023 Annual Maintenance Agreement - Q3 Billing | 5,553.00 | 52200 |
| 09/06/2023 | 13954 | Homeless Training Institute, LLC | Librarian's Guide to Homelessness Subscription | 649.00 | 57100 |
| 09/06/2023 | 13955 | Best Quality Cleaning | Monthly Cleaning - September 2023 | 3,500.00 | 52100 |
| 09/06/2023 | 13956 | Ellie Presents | 1970's Tasting History Cooking Program - 10/06/23 | 350.00 | 54210 |
| 09/06/2023 | 13957 | Lechner and Sons | Lobby Mats 09/05/23 | 123.15 | 52100 |
| 09/06/2023 | 13958 | Morris Taylor | Magic Show Program - 09/09/23 | 394.00 | 54400 |
| 09/06/2023 | 13959 | Paddy Lynn | Irena Sender: Rescuer of Thousands During WWII Program - 09/27/23 | 350.00 | 54210 |
| 09/06/2023 | 13960 | Rose Paving, LLC | Parking Lot Restripe | 1,200.00 | 52300 |
| 09/06/2023 | 13961 | Information Today, Inc. | Marketing Library Services Subscription Renewal - 6 issues | 99.95 | 53100 |
| 09/06/2023 | 13962 | Kanopy Inc. | Pay Per Use Program | 542.00 | 53500 |
| 09/06/2023 | 13963 | Library Ideas, LLC | Acquisitions for AV - Youth - August 2023 | 445.55 | 53340 |
| 09/06/2023 | 13964 | Midwest Tape | Hoopla Subscription - August 2023 | 5,253.53 | 53500 |
| 09/06/2023 | 13965 | Esscoe LLC | Security Software Maintenance Agreement - 09/01/23 - 08/31/24 | 769.92 | 55350 |
| 09/06/2023 | 13966 | Quench USA, Inc. | Water Cooler Qtrly Rent: 09/01/2023-11/30/2023 | 124.74 | 52200 |
| | | | | | |
| 08/11/2023 | ACH | Postmaster (USPS) | Bulk Mailing Permit 196 Fee Renewal - 2023 | 310.00 | 56200 |
| 08/16/2023 | ACH | Trakstar | Trakstar Pro Review Software - Year 3 of 3 | 4,499.10 | 56500 |
| 08/22/2023 | ACH | AT&T | Voice Lines: 06/29/23-07/28/23 | 353.23 | 52430 |
| 08/25/2023 | ACH | Wex Health, Inc. | FSA Monthly Fees - August 2023 | 54.90 | 51500 |
| 09/01/2023 | ACH | Village of Deerfield | Water & Sewer - July 2023 | 214.65 | 52410 |
| 09/01/2023 | ACH | Village of Deerfield | Water & Sewer - July 2023 | 183.99 | 52410 |
| 09/04/2023 | ACH | Comcast Cable | Patron Internet Service 08/16/23-09/15/23 | 210.94 | 52440 |
| 09/05/2023 | ACH | Amazon | Invoice #: 16JH-7Y9P-C7MD Invoice Date: 09/01/2023 for August 2023 Credit Memo#: 1VRK-7V61-4LTG - August 2023 | 4,994.74 | 51600, 52100, 53221, 53222, 53320, 53550, 53600, 54100, 54210, 54400, 54500, 56009, 56410, 56420, 55440, 56440 |
| 09/05/2023 | ACH | Google, Inc. | Google Apps - September 2023 | 1,107.00 | 55350 |
| 09/06/2023 | ACH | De Lage Landen Financial Services, Inc. | Monthly Lse for 7 Copiers and 3 Printers - September 2023 | 1,808.72 | 55360 |
| 09/12/2023 | ACH | First Bank Mastercard | August 2023 Credit Card Payment | 5,454.46 | 20001-20014 |
| Total for 11100 WinTrust General Operating -2997 | | | | 148,907.88 | |

Deerfield Public Library
Credit Card Transactions by Account Holder
As of 09/08/2023
Presented for Approval September 20, 2023

| Date | Num | Vendor | Memo | Amount | Account Description |
|--|--------------|------------------------------------|--|---------------|--------------------------------|
| 20000 Credit Cards Payable | | | | | |
| 20001 Admin - 4734 | | | | | |
| 09/08/2023 | AD 08/09/23 | MailChimp | E-Newsletter Mailing Monthly Subscription | 80.00 | Outreach Programs |
| 09/08/2023 | AD 08/15/23 | Spotify | Spotify for iPads Monthly Subscription | 15.99 | Youth Programming |
| 09/08/2023 | AD 08/17/23 | Cafe Zupas | Welcome Lunch for New Patron Services Manager | 31.24 | Admin Programs |
| 09/08/2023 | AD 08/29/23 | Upper Crust Bagels | Food for All Staff Meeting - 8/29/23 | 81.75 | Admin Programs |
| Total for 20001 Admin - 4734 | | | | 208.98 | |
| 20002 Business Office - 1381 | | | | | |
| 09/08/2023 | BO 08/10/23 | Vista Print | New Business Cards - V.Karlovsy | 23.98 | General Operating Supplies |
| 09/08/2023 | BO 08/11/23 | Staples | Restock of Supplies: Post-it Flags & Notes, Staple Remover & Sharpies | 68.87 | General Operating Supplies |
| 09/08/2023 | BO 08/17/23 | Panera | Staff Lunch for SEC | 192.42 | Staff Enrichment |
| 09/08/2023 | BO 08/23/23 | HR Source | Training "Benchmarking Fundamentals" 9/14 - DeCorrevont | 150.00 | Training & Education |
| 09/08/2023 | BO 08/23/23 | HR Source | Training "Supervisory Essentials Meeting the Challenge" 9/13 - DeCorrevont | 195.00 | Training & Education |
| 09/08/2023 | BO 08/23/23 | HR Source | Training "Supervisory Essentials Meeting the Challenge" 9/13 - Keough | 195.00 | Training & Education |
| 09/08/2023 | BO 08/28/23 | B&H Photo | Cameras for Staff Participation in Fall Scavenger Hunt | 35.88 | Staff Enrichment |
| 09/08/2023 | BO 08/29/23 | Vista Print | Deerfield Library Donation Magnets for Book Bins (2) | 50.99 | Facility Equipment Maintenance |
| Total for 20002 Business Office - 1381 | | | | 912.14 | |
| 20003 Info Technology (IT) - 5382 | | | | | |
| 09/08/2023 | IT 08/09/23 | Adobe | Staff Creative Cloud All Apps Monthly Subscription | 54.99 | Software & Licenses |
| 09/08/2023 | IT 08/23/23 | B&H Photo | Security Camera for Main Floor | 369.00 | IT Equipment |
| 09/08/2023 | IT 08/31/23 | Today's Business Solutions | Fax Charges for Q2 2023 | 23.56 | IT Support |
| 09/08/2023 | IT 09/01/23 | Google | Monthly Charge for Library Board Voicemail | 14.85 | Telephone - Voice |
| 09/08/2023 | IT 09/01/23 | Liberated Syndication | Podcasting Hosting | 20.00 | Software & Licenses |
| Total for 20003 Info Technology (IT) - 5382 | | | | 482.40 | |
| 20004 Facilities - 1382 | | | | | |
| 09/08/2023 | FC 08/11/23 | JC Licht | Rust Solution for Outside Bollards | 167.88 | Exterior Facility Maintenance |
| Total for 20004 Facilities - 1382 | | | | 167.88 | |
| 20006 Support Services - 1166 | | | | | |
| 09/08/2023 | SS 09/05/23 | Paypal | Follow.it RSS Feed Service Credits for Use | 30.00 | Software & Licenses |
| Total for 20006 Support Services - 1166 | | | | 30.00 | |
| 20007 Adult Services - 2368 | | | | | |
| 09/08/2023 | AS 08/08/23 | Disney Plus | Roku Monthly Subscription | 12.99 | E-Resources |
| 09/08/2023 | AS 08/08/23 | Target | Command Strips | 21.58 | General Operating Supplies |
| 09/08/2023 | AS 08/09/23 | Help Max.com | Roku Annual Subscription | 99.99 | E-Resources |
| 09/08/2023 | AS 08/10/23 | Colorado Library Consortium (CLIC) | 2023 CLEL Virtual Conference -M. Sanks | 35.00 | Training & Education |
| 09/08/2023 | AS 08/14/23 | Netflix | Roku Monthly Subscription | 19.99 | E-Resources |
| 09/08/2023 | AS 08/15/23 | Event Brite | Library Leaders' Safety Summit - M.Stoeger | 210.99 | Training & Education |
| 09/08/2023 | AS 08/15/23 | Event Brite | Creating Safer Libraries: Foundations for Librarians & Frontline Staff - M.Stoeger | 188.94 | Training & Education |
| 09/08/2023 | AS 08/19/23 | Apple | Roku Monthly Subscription - Apple TV | 6.99 | E-Resources |
| 09/08/2023 | AS 08/19/23 | Apple | Roku Monthly Subscription - Apple TV | 6.99 | E-Resources |
| 09/08/2023 | AS 08/29/23 | Paypal | Safety Webinar with Steven D. Hargadon - M.Stoeger | 99.00 | Training & Education |
| 09/08/2023 | AS 08/30/23 | Netflix | Roku Monthly Subscription | 19.99 | E-Resources |
| 09/08/2023 | AS 08/31/23 | American Library Association | ALA Webinar: Library Services for Visually Impaired & Deaf Patrons | 208.00 | Training & Education |
| 09/08/2023 | AS 09/02/23 | Disney Plus | Roku Monthly Subscription | 12.99 | E-Resources |
| Total for 20007 Adult Services - 2368 | | | | 943.44 | |
| 20010 Adult Prog Coord - 5416 | | | | | |
| 09/08/2023 | APC 08/18/23 | Jewel - Osco | Desserts for Lunch & Learn - Appalachia: Music & Culture Program 8/18/23 | 52.41 | Adult Programming |
| 09/08/2023 | APC 08/23/23 | Zoom | Monthly Subscription | 55.99 | Adult Programming |

| | | | | | | |
|--|------------|--------------|------------------------------|--|-----------------|----------------------|
| | 09/08/2023 | APC 08/29/23 | Jewel - Osco | Snacks & Prizes (2 Gift Cards) for Trivia Night 8/29/23 | 105.35 | Adult Programming |
| Total for 20010 Adult Prog Coord - 5416 | | | | | 213.75 | |
| 20011 Youth Prog Coord - 1971 | | | | | | |
| | 09/08/2023 | YPC 08/11/23 | Museum of Science & Industry | Museum Membership for SRP Prize 2023 | 195.00 | Youth Programming |
| | 09/08/2023 | YPC 08/11/23 | Shedd Aquarium | Membership for SRP Winner 2023 | 195.00 | Youth Programming |
| | 09/08/2023 | YPC 08/11/23 | Deerfield Park District | Gift Cards for SRP Prizes 2023 (3) | 450.00 | Youth Programming |
| | 09/08/2023 | YPC 08/14/23 | Shedd Aquarium | Membership for SRP Winner 2023 | 195.00 | Youth Programming |
| | 09/08/2023 | YPC 08/19/23 | Museum of Science & Industry | Membership for SRP Winner 2023 | 195.00 | Youth Programming |
| | 09/08/2023 | YPC 08/19/23 | Shedd Aquarium | Membership for SRP Winner 2023 | 195.00 | Youth Programming |
| | 09/08/2023 | YPC 09/05/23 | Party City | Bluey Decorations for Bluey Program | 102.00 | Youth Programming |
| | 09/08/2023 | YPC 09/06/23 | World Wildlife Fund | Sponsorship of Animal Voted for by Patrons | 180.00 | Youth Programming |
| Total for 20011 Youth Prog Coord - 1971 | | | | | 1,707.00 | |
| 20012 Youth Coord - 1259 | | | | | | |
| | 09/08/2023 | YC 08/25/23 | American Library Association | Renewal of Membership - K. Henry | 91.00 | Membership & Dues |
| Total for 20012 Youth Coord - 1259 | | | | | 91.00 | |
| 20013 Teen Services - 6330 | | | | | | |
| | 09/08/2023 | TS 08/23/23 | B&H Photo | Disposable Cameras for Fall Scavenger Hunt | 35.88 | Youth Programming |
| Total for 20013 Teen Services - 6330 | | | | | 35.88 | |
| 20014 MakerSpace - 2311 | | | | | | |
| | 09/08/2023 | MS 08/23/23 | Bambu Lab | New 3D Printer for Walk-In at MakerSpace | 661.99 | MakerSpace Equipment |
| Total for 20014 MakerSpace - 2311 | | | | | 661.99 | |
| Total for 20000 Credit Cards Payable | | | | | 5,454.46 | |

| | Account Number | Description | FY 2023 | PYE 2023 | PYE 2023 - FY 2023 | FY 2024 | Proposed FY 2024 - FY 2023 | % Change FY 2023 - Proposed FY 2024 |
|---------------------------|----------------|--|---------------------|---------------------|--------------------|---------------------|----------------------------|-------------------------------------|
| Operating Revenue | | | | | | | | |
| | 41100 | Property Tax | 4,387,720.00 | 4,387,720.00 | 0.00 | 4,607,500.00 | 219,780.00 | 5.01% |
| | 41200 | Replacement Tax | 25,000.00 | 76,000.00 | 51,000.00 | 75,000.00 | 50,000.00 | 200.00% |
| | 42100 | Material Fees | 10,000.00 | 4,000.00 | -6,000.00 | 5,000.00 | -5,000.00 | -50.00% |
| | 42200 | Non-Resident Fees | 5,000.00 | 6,000.00 | 1,000.00 | 5,000.00 | 0.00 | 0.00% |
| | 42300 | Printing/Copying Fees | 4,000.00 | 4,000.00 | 0.00 | 4,000.00 | 0.00 | 0.00% |
| | 44150 | Per Capita Grant | 20,000.00 | 25,000.00 | 5,000.00 | 25,000.00 | 5,000.00 | 25.00% |
| | 44009 | Other Operating Grants | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| | 45500 | Friends Contributions | 10,000.00 | 10,000.00 | 0.00 | 10,000.00 | 0.00 | 0.00% |
| | 45100 | General Donations | 500.00 | 500.00 | 0.00 | 500.00 | 0.00 | 0.00% |
| | 43100 | Interest | 10,000.00 | 75,000.00 | 65,000.00 | 75,000.00 | 65,000.00 | 650.00% |
| | 49009 | Miscellaneous | 500.00 | 1,600.00 | 1,100.00 | 1,000.00 | 500.00 | 100.00% |
| | 49065 | Sale of Surplus Materials | 500.00 | 500.00 | 0.00 | 500.00 | 0.00 | 0.00% |
| | | Transfer from Reserve | 788,780.00 | 788,780.00 | 0.00 | 332,000.00 | -456,780.00 | |
| | | Total Operating Revenue | 5,262,000.00 | 5,379,100.00 | 117,100.00 | 5,140,500.00 | -121,500.00 | -2.31% |
| Operating Expenses | | | | | | | | |
| | 51100 | Salaries | 2,430,250.00 | 2,600,000.00 | 169,750.00 | 2,700,000.00 | 269,750.00 | 11.10% |
| | 51200 | FICA | 186,000.00 | 186,000.00 | 0.01 | 206,640.00 | 20,640.00 | 11.10% |
| | 51300 | Health/Misc Benefits | 387,000.00 | 387,000.00 | 0.00 | 425,000.00 | 38,000.00 | 9.82% |
| | 51400 | Pension Contribution | 221,000.00 | 221,000.00 | 0.00 | 221,860.00 | 860.00 | 0.39% |
| | 51500 | Other Benefits | 9,000.00 | 9,000.00 | 0.00 | 9,000.00 | 0.00 | 0.00% |
| | 51600 | Staff Enrichment | 4,000.00 | 4,000.00 | 0.00 | 5,000.00 | 1,000.00 | 25.00% |
| | | Total Personnel | 3,237,250.00 | 3,407,000.00 | 169,750.01 | 3,567,500.00 | 330,250.00 | 10.20% |
| | 52100 | Interior Facility Maintenance | 60,000.00 | 60,000.00 | 0.00 | 66,000.00 | 6,000.00 | 10.00% |
| | 52200 | Facility Equipment Maintenance | 80,000.00 | 95,000.00 | 15,000.00 | 100,000.00 | 20,000.00 | 25.00% |
| | 52300 | Exterior Building Maintenance | 30,000.00 | 30,000.00 | 0.00 | 30,000.00 | 0.00 | 0.00% |
| | | Total Repairs & Maintenance | 170,000.00 | 185,000.00 | 15,000.00 | 196,000.00 | 26,000.00 | 15.29% |
| | 52410 | Water | 3,000.00 | 4,000.00 | 1,000.00 | 4,000.00 | 1,000.00 | 33.33% |
| | 52430 | Telephone - Voice | 23,000.00 | 23,000.00 | 0.00 | 21,000.00 | -2,000.00 | -8.70% |
| | 52440 | Data Lines | 17,000.00 | 17,000.00 | 0.00 | 15,000.00 | -2,000.00 | -11.76% |
| | | Total Utilities | 43,000.00 | 44,000.00 | 1,000.00 | 40,000.00 | -3,000.00 | -6.98% |
| | 52500 | Minor Furnishings & Equipment (<25,000) | 25,000.00 | 25,000.00 | 0.00 | 25,000.00 | 0.00 | 0.00% |
| | | Total Minor Furnishings & Equipment | 25,000.00 | 25,000.00 | 0.00 | 25,000.00 | 0.00 | 0.00% |
| | 53100 | Periodicals | 15,500.00 | 15,500.00 | 0.00 | 15,500.00 | 0.00 | 0.00% |
| | 53221 | Books - Adult Non-Fiction | 40,000.00 | 30,000.00 | -10,000.00 | 40,000.00 | 0.00 | 0.00% |
| | 53222 | Books - Adult Fiction | 60,000.00 | 50,000.00 | -10,000.00 | 59,000.00 | -1,000.00 | -1.67% |
| | 53241 | Books - Youth & Teens | 73,000.00 | 60,000.00 | -13,000.00 | 72,000.00 | -1,000.00 | -1.37% |
| | 53320 | Audio Visual - Adult | 64,000.00 | 64,000.00 | 0.00 | 59,000.00 | -5,000.00 | -7.81% |
| | 53340 | Audio Visual - Youth | 12,000.00 | 12,000.00 | 0.00 | 10,000.00 | -2,000.00 | -16.67% |
| | 53500 | E-Resources | 295,000.00 | 295,000.00 | 0.00 | 304,000.00 | 9,000.00 | 3.05% |
| | 53550 | Literacy Support - Youth | 2,000.00 | 2,000.00 | 0.00 | 2,000.00 | 0.00 | 0.00% |
| | 53600 | Library Of Things | 14,000.00 | 14,000.00 | 0.00 | 14,000.00 | 0.00 | 0.00% |
| | | Total Library Materials | 575,500.00 | 542,500.00 | -33,000.00 | 575,500.00 | 0.00 | 0.00% |
| | 54100 | Admin Programs | 4,000.00 | 4,000.00 | 0.00 | 5,000.00 | 1,000.00 | 25.00% |
| | 54150 | Outreach Programs | 1,250.00 | 1,250.00 | 0.00 | 2,000.00 | 750.00 | 60.00% |
| | 54210 | Adult Programs | 25,000.00 | 25,000.00 | 0.00 | 25,000.00 | 0.00 | 0.00% |
| | 54400 | Youth Programs | 25,000.00 | 25,000.00 | 0.00 | 25,000.00 | 0.00 | 0.00% |
| | 54500 | MakerSpace Programs | 10,000.00 | 1,500.00 | -8,500.00 | 1,500.00 | -8,500.00 | -85.00% |
| | | Total Library Programs | 65,250.00 | 56,750.00 | -8,500.00 | 58,500.00 | -6,750.00 | -10.34% |
| | 55350 | Software & Licenses | 230,000.00 | 224,000.00 | -6,000.00 | 220,000.00 | -10,000.00 | -4.35% |
| | 55360 | IT Support | 142,000.00 | 142,000.00 | 0.00 | 125,000.00 | -17,000.00 | -11.97% |
| | 56440 | IT Equipment | 63,000.00 | 55,000.00 | -8,000.00 | 60,000.00 | -3,000.00 | -4.76% |
| | 55440 | MakerSpace Equipment | 10,000.00 | 10,000.00 | 0.00 | 8,500.00 | -1,500.00 | -15.00% |
| | | Total Library Technology | 445,000.00 | 431,000.00 | -14,000.00 | 413,500.00 | -31,500.00 | -7.08% |
| | 56009 | Other Office Support | 10,000.00 | 9,000.00 | -1,000.00 | 9,000.00 | -1,000.00 | -10.00% |
| | 56100 | Insurance | 40,000.00 | 40,849.00 | 849.00 | 44,000.00 | 4,000.00 | 10.00% |

| | Account Number | Description | FY 2023 | PYE 2023 | PYE 2023 - FY 2023 | FY 2024 | Proposed FY 2024 - FY 2023 | % Change FY 2023 - Proposed FY 2024 |
|-------------------------------|----------------|--|---------------------|---------------------|--------------------|---------------------|----------------------------|-------------------------------------|
| | 56200 | Postage | 8,250.00 | 7,500.00 | -750.00 | 7,500.00 | -750.00 | -9.09% |
| | 56300 | Professional Printing Services | 16,000.00 | 16,000.00 | 0.00 | 19,250.00 | 3,250.00 | 20.31% |
| | 56550 | Cataloging Service | 22,000.00 | 22,000.00 | 0.00 | 22,000.00 | 0.00 | 0.00% |
| | 56500 | Professional Admin Services | 21,000.00 | 25,000.00 | 4,000.00 | 25,000.00 | 4,000.00 | 19.05% |
| | 56555 | Professional Outreach Services | 6,750.00 | 6,750.00 | 6,750.00 | 8,750.00 | 2,000.00 | 29.63% |
| | 56700 | Travel for Library Services | 1,000.00 | 500.00 | -500.00 | 500.00 | -500.00 | -50.00% |
| | | Total Professional and Operating Services | 125,000.00 | 127,599.00 | 2,599.00 | 136,000.00 | 11,000.00 | 8.80% |
| | 56410 | General Operating Supplies | 14,000.00 | 10,000.00 | -4,000.00 | 15,000.00 | 1,000.00 | 7.14% |
| | 56420 | Processing Supplies | 23,000.00 | 23,000.00 | 0.00 | 24,500.00 | 1,500.00 | 6.52% |
| | | Total Supplies | 37,000.00 | 33,000.00 | -4,000.00 | 39,500.00 | 2,500.00 | 6.76% |
| | 56600 | Dues & Memberships | 8,000.00 | 8,000.00 | 0.00 | 8,000.00 | 0.00 | 0.00% |
| | 57100 | Training & Education | 25,000.00 | 25,000.00 | 0.00 | 25,000.00 | 0.00 | 0.00% |
| | 57200 | Training Travel | 6,000.00 | 6,000.00 | 0.00 | 6,000.00 | 0.00 | 0.00% |
| | | Total Professional Dev't | 39,000.00 | 39,000.00 | 0.00 | 39,000.00 | 0.00 | 0.00% |
| | 61100 | Facility Improvements | 500,000.00 | 500,000.00 | 0.00 | 50,000.00 | -450,000.00 | -90.00% |
| | 61200 | Capital Equipment | 0.00 | | | 0.00 | 0.00 | |
| | | Total Capital Outlay | 500,000.00 | 500,000.00 | 0.00 | 50,000.00 | -450,000.00 | |
| | | Total Operating Expenses | 5,262,000.00 | 5,390,849.00 | 128,849.01 | 5,140,500.00 | -121,500.00 | -2.31% |
| Non Operating Activity | | | | | | | | |
| | 43200 | Interest - Reserve | 10,000.00 | 25,000.00 | 15,000.00 | 25,000.00 | 15,000.00 | 150.00% |
| | 42901 | Impact Fees | | 0.00 | 0.00 | | 0.00 | |
| | 62000 | Special Capital Projects | | 0.00 | 0.00 | | 0.00 | |
| | | Total Revenue & Other Sources | 10,000.00 | 25,000.00 | 15,000.00 | 25,000.00 | 15,000.00 | 150.00% |
| | 60-4110 | Debt Service 2021 Taxes Received | 687,450.00 | 367,630.00 | -319,820.00 | 689,700.00 | 2,250.00 | 0.33% |
| | 60-4310 | Debt Service 2021 Investment Income | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| | | Total Revenue & Other Sources | 687,450.00 | 367,630.00 | -319,820.00 | 689,700.00 | 2,250.00 | 0.33% |
| | 60-7010 | Debt Service 2021 Interest (Payments) | 232,450.00 | 87,630.00 | -144,820.00 | 209,700.00 | -22,750.00 | -9.79% |
| | 60-7020 | Debt Service 2021 Principal (Payments) | 455,000.00 | 280,000.00 | -175,000.00 | 480,000.00 | 25,000.00 | 5.49% |
| | | Total Expenses & Other Uses | 687,450.00 | 367,630.00 | -319,820.00 | 689,700.00 | 2,250.00 | 0.33% |

Director's Report: September 2023

FYI

- A representative from the Friends of the Library will be at the meeting to give an update on all things Friends related.
- The Finance Committee will meet immediately before our regular meeting at 5:30 pm.
- Under Old Business, I will share an update on the patron who was banned from the Library.
- Under Old Business, I will share information about our planned facility updates.
- Articles of Interest
 - <https://www.thetelegraph.com/news/article/giannoulias-defends-illinois-new-library-law-18364211.php>
 - <https://chicago.suntimes.com/crime/2023/9/12/23870872/libraries-in-chicago-suburbs-receive-bomb-threats>

Personnel

- In August the library had 0 separations
- In August the library filled 0 positions
- [The library has 2 positions open](#)

DEPARTMENT REPORTS

Adult Services Report

Melissa Stoeger, Assistant Director of Adult & Youth Services

- In August, *Business Insider* featured a profile of literary critic Merve Emre, a former guest on the DPL podcast (March 2023). The author of the article retweeted our podcast episode with Emre, and we had 175 more listens to the episode this month. In total that episode has had 1,056 listens, one of the highest episodes we've had!
- One of our most popular Lunch and Listens to date was this month's program, Appalachia Music and Culture. We had 49 people attend in person.
- 2,183 Patron Questions (up from last month)
- 12 Library Lifelines, 5 in library One on Ones, and 2 homebound One on Ones, 1 Personalized Pick (all up from last month)
- 1 exam proctored
- 28 Books to Go deliveries
- 20 live programs with 360 attendees. 8 passive programs with 263 participants.
- 345 total podcast listens
- 605 Study Room reservations (up from last month)
- Although our overall database usage was down this month, we saw a spike in usage with Creative Bug, most likely due to a feature in the e-newsletter, blog and on social media.
- We saw an increase in circulation for Hoopla, which is most likely due to a promotion we did on the blog and social media reminding patrons that some titles they may be waiting for on Libby, might also be available on Hoopla with no waiting.
- The Haunted Library is on October 13th! 🎃

Business Office Report

Kelly DeCorrevont, Head of Finance

- Mira coordinated our staff [Deerfield Food Pantry](#) collection from August 1 to August 21
- Mira and Kelly completed payroll on August 3 and August 17
- Staff Enrichment Committee met on August 3 to discuss upcoming staff events
- Cheryl and Kelly completed check runs on August 8 and August 24
- We had Policy Committee and Finance Committee meetings on August 9
- Participating in the [WPFN mentorship program](#) and had meetings on August 16
- Amy, Melissa and Kelly met with architects on August 18
- Kelly hosted an area wide library finance managers meeting on August 24
- We had 10 staff participate in the Wellness month long Movement Challenge
- We had our all staff meeting on August 29

IT Report

Steve Wuehr, Head of IT

- Work continues on updated machines for the MakerSpace and Support Services. Additionally, we will be adding a couple of new Chromebooks for library staff to have access to as well.
- It's been just over a month since we've turned the credit card terminals back on and there has been a vast improvement in the number of successful transactions. We're continuing to monitor and investigate alternative means of payment processing in the future.
- We will be working with a local electronics recycler to dispose of old and broken computer hardware. This will consist of several 7+ year old desktop computers, several broken monitors, several broken printers and other smaller items that have outlived their useful life. This recycler offers reduced/free pickup of many items for education and governmental bodies.
- A new security camera was installed on the main floor near the media desk and self check units by patron services. This installation utilized existing wiring that was already in place and allowed for easy installation of a camera in this location.
- 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. The vendor says the boards should be available at the end of the month.
- The AV Integrator was here to inventory the existing system and get specifications for how we'd like a re-designed system to function. This will be a modernization of what we presently have, designing the system for how the rooms are actually being used. This redesign will give the library up to date equipment, be easier to use, offer some new features and, most importantly, be far more reliable than the equipment we currently have installed. We will design the system to allow for some future enhancements in mind, things like permanent installation of equipment for hybrid programming.
- The cabling work at the reference/computer desk was completed on 8/29 during our all staff meeting. We schedule the work for days like this to allow for some extra time to

complete the work prior to opening to the public. The work was able to be completed by about 9:30, before we opened to patrons for the day.

- 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 are working with IT on upgrading our patron notebooks. Coordinating with them on exactly what software should be on each one so we can make them all consistent and have the same software. We're also looking at getting a new cabinet.
- We're starting to think about and prepare for the Haunted Library program in October. We'll be making trophies on our 3D printers and putting together grab bags and creating backdrops for selfie stations on our large format printer.
- Once again we had some really great and well attended programming in August. Our sublimation mugs class has turned out to be very popular. Then we had an Intro to Leather Working class that was full. Everyone got to make their own little leather credit card holder. Then we had two sessions of a class on how to make pet pillows on our sublimation printer that were both full. Everyone loves taking home their own pet pillows!



- We just ordered a new Bambu 3D printer. We're looking forward to getting it in and using it to help with upcoming programming.
- We like to be a resource for the library itself and our staff. One of our Youth librarians was lamenting on how one of their acrylic shelves had broken. We were able to figure out how to model a replacement part and make it on one of our 3D printers. We were able to fix the shelf so Youth could use it for a display again.



- A patron wanted to upgrade their metal container that they used for dog treats. We made a nice big vinyl sticker for them.



- We've figured out how to use our large format printer to create life size cutouts. One patron made Elvis for a birthday party. We used that inspiration to create these Bears for a birthday party!





- Something we also enjoy is being a resource for small business owners who are just getting started. This patron made a set of small travel bags with their company logo using HTV (Heat Transfer Vinyl). They were so happy with the way they turned out. They look like they were done by a professional design company.

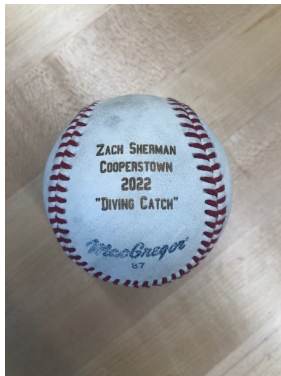


- Another small local business made custom water tumblers using our sublimation printer.



- Sometimes patrons have ideas we would have never thought of. We are often inspired by our patrons. This patron asked if we could use the laser engraver on a baseball. We

had never thought of that. Their son was given this ball during a tournament for making a fantastic catch. They used the laser engraver to “authenticate” it.



- August was our busiest month ever in the MakerSpace! Our tally sheet went over 600 for the first time. More and more patrons seem to be discovering the MakerSpace and we're getting more repeat visits.
- All of our Fall programs are full already and many of them have long wait lists. It seems like most of our programs are well attended and have very few no shows at this point.

Outreach Report

Judy Hoffman, Outreach Coordinator

- **Memory Cafe @ DPL (August):** Judy presented a new “home made” program called “This or That.” With a PowerPoint, we went through slides where attendees would comment on the preferred choice of two. There were 18 slides, including best U.S. city after Chicago (NY or LA), best pet (cat or dog), and the most popular question: pizza (thick or thin). It was one of our most interactive sessions. We will definitely create a new PPT and present it in the future.
- **Community Relations Commission:** In partnership with the Commission, DPL will be hosting a viewing and discussion of a documentary on music icon, Trini Lopez (*My Name is Lopez*). The event is September 28, 6 pm. The documentary is co-produced by Deerfield native, Gary Gand, and he will be in attendance. The discussion Gary following the film will be led by Deerfield High School film teacher, Brett Schwartz.
- **Meeting Rooms:** 18 reservations
- **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 filled 10 curbside appointments.
- We are interviewing for two open positions: Assistant and Library Aide

Support Services Report

Pam Skittino, Head of Support Services

- Refined a number of internal SQL scripts to get better data
- Pam attended a virtual cataloging forum, and a virtual Technical Services managers meeting

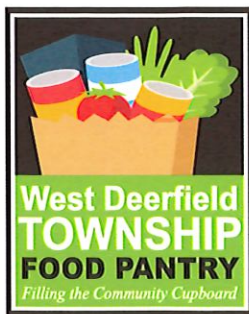
Youth Services Report

Melissa Stoeger, Assistant Director of Adult & Youth Services

- Cristina and Kary have been appointed to the AISLE Bluestem Award Committee.
- We finished our 2023 Summer Reading Program! In total we had 616 kids sign up and 258 that completed the program, which is a 41% finish rate. We are very pleased with these numbers. In 2022, we had a 33% completion rate and in 2021, we had a 31% completion rate.
- Last year we held a vote to adopt an endangered animal and it was so successful that we decided to do it again this year. We had 452 votes over the summer and the winner was the Fennec Fox!



- Emily attended Locker Day at Shepard (with Kelly G from Patron Services), and they spoke with 109 students.
- Noreen and Megan (with Lance from Patron Services) attended a teacher in-service day at Caruso and spoke with 67 teachers.
- Emily (with Lance and Stephanie from Patron Services) attended an open house at Shepard and spoke with 100 adults.
- Kary attended an in-service for the Deerfield Park District and gave a presentation for 11 teachers.
- Gigi's Playhouse (a center for people with Down Syndrome and their families) reached out to us for some advice on weeding and adding titles to their in-house library. In August, Megan went over and helped weed their collection and make suggestions.
- 988 patron questions
- 4 Personalized Picks
- 5 in-person programs with 134 attendees
- 12 Passive programs with 468 participation
- 5 Outreach events with 288 attendees



August 23, 2023

Amy Falasz-Peterson, Director
Deerfield Public Library
920 Waukegan Road
Deerfield IL 60016

Dear Amy and Deerfield Library friends,

Thank you for donation of three carts full of paper goods to the West Deerfield Township Food Pantry on August 22, 2023. These items are always in high demand among our clients, and will be so appreciated.

As you know, the number of people relying on the Food Pantry has increased substantially during the last few years. Senior citizens, singles, and families all count on the Pantry for food and basic household necessities. As donations typically fall off during the summer months, your donation is especially timely.

On behalf of all those who will benefit from this donation, please accept my deepest gratitude.

Sincerely,

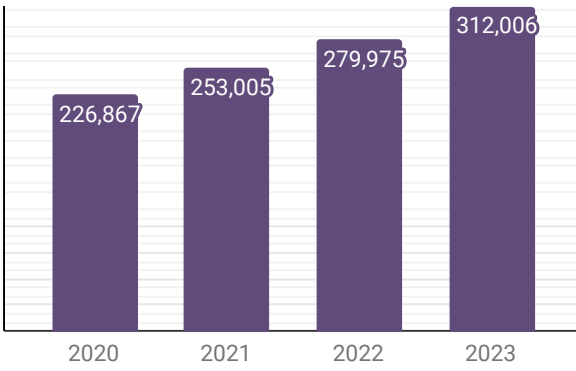
Alyson M. Feiger
Township Supervisor

Deerfield Public Library

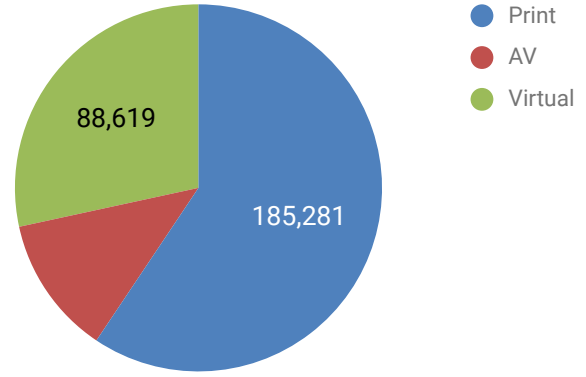
August 2023 Statistics

27

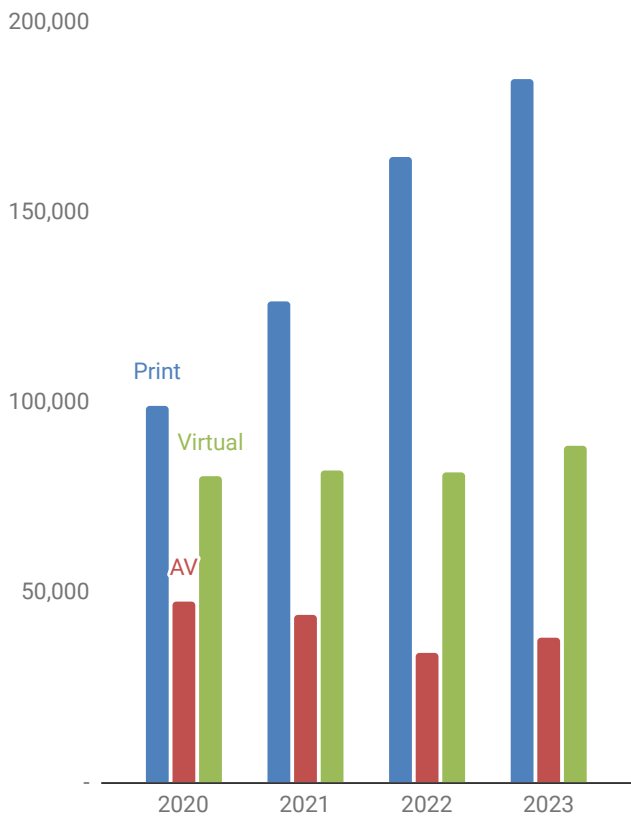
Total Circulation YTD



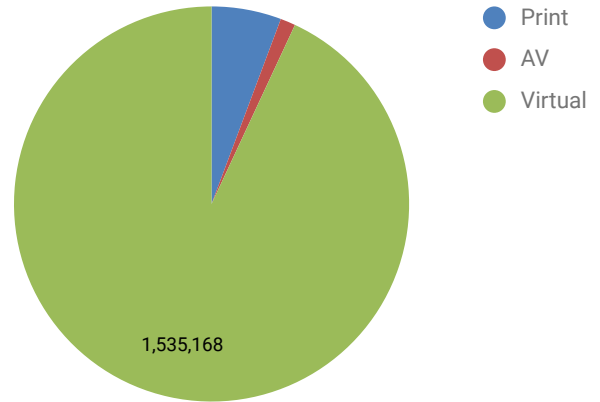
Circulation by Type YTD



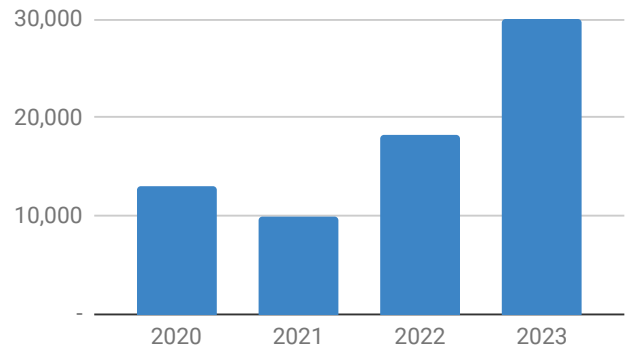
Circ Trends by Type YTD



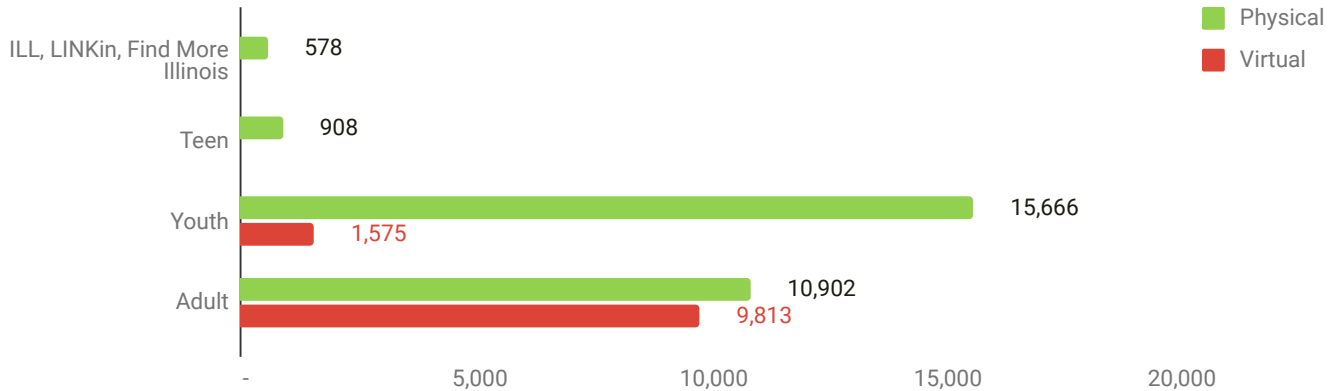
Collection by Type - August



Questions Answered YTD



Circulation by Collection



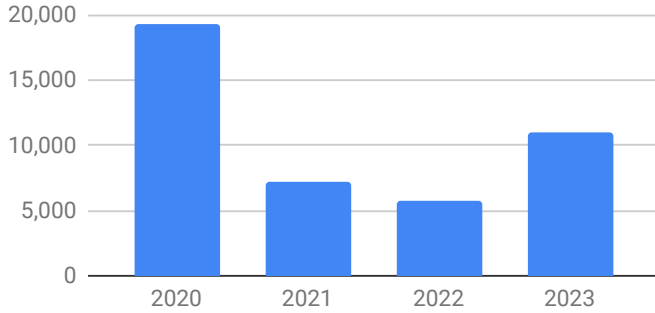
Deerfield Public Library

August 2023 Statistics

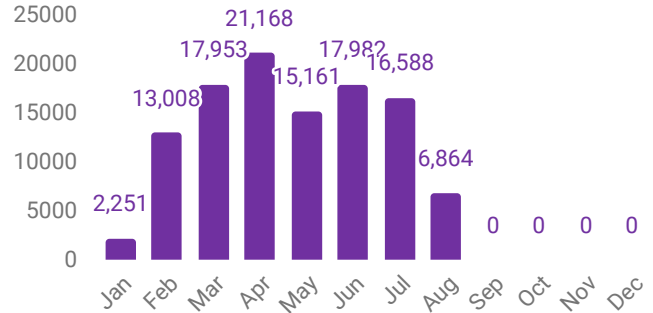
28

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

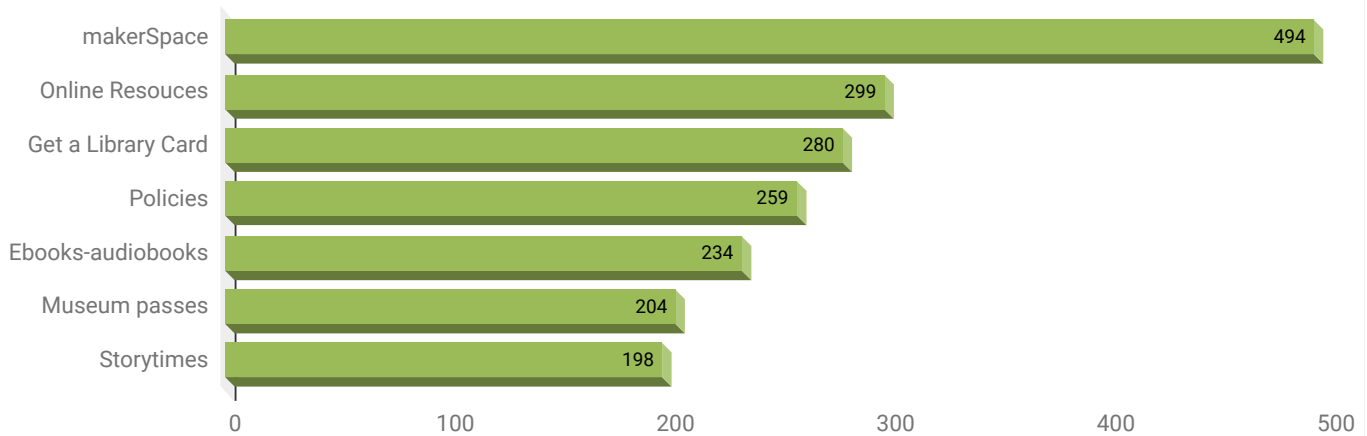
Active Program Attendance YTD



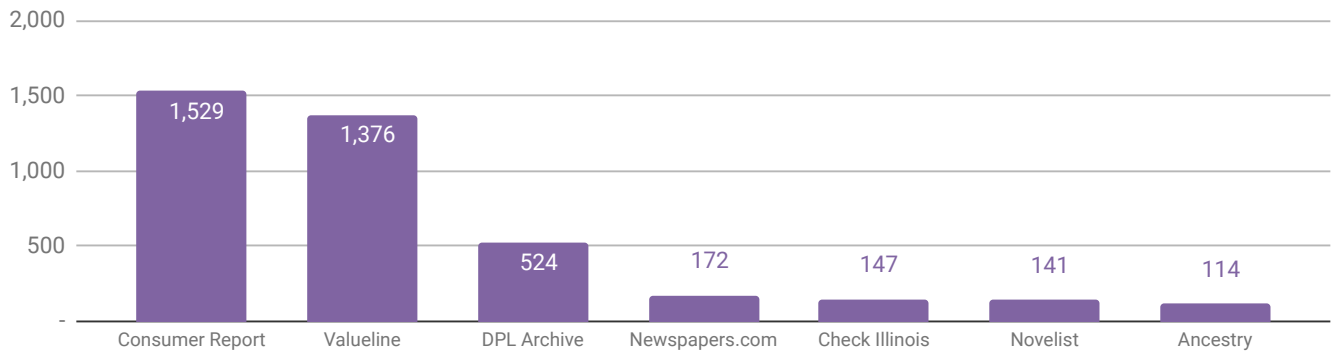
Passive Program Attendance 2023 **



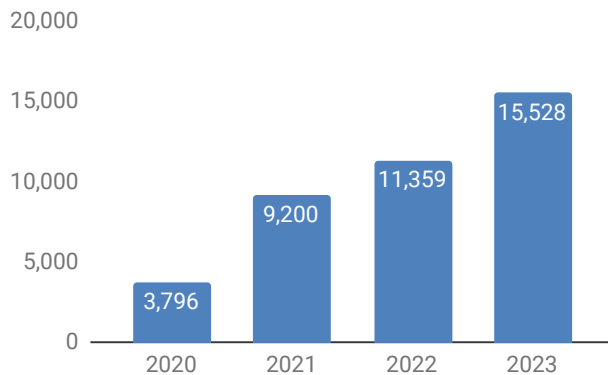
Most Popular Webpages



Most popular databases - July



Monthly Library Visits



Average Daily Attendance



To: Library Board of Trustees
Re: 2024 Proposed Holidays Closures and Board Meeting Dates
Date: September 20, 2023

This memo will cover agenda items 9A and 9B.

I've included the proposed 2024 Holidays Closures. The document is included in the packet and remains the same holiday closures we had in 2023.

In addition, we will approve the 2024 Board Meeting dates. The Board generally meets the third Wednesday of the month at 6:30 pm unless otherwise noted.

Deerfield Public Library PROPOSED 2024 Regular Board Meetings

The general practice of the Library Board of Trustees is to hold regular Library Board meetings on the 3rd Wednesday of each month at 6:30 pm. This practice may be changed due to a lack of a quorum or to avoid conflict with a holiday. The following meeting schedule is planned for the calendar year 2024.

January 17, 2024

February 21, 2024

March 20, 2024

April 17, 2024

May 15, 2024

June 19, 2024

July 17, 2024

August 21, 2024

September 18, 2024

October 16, 2024

November 20, 2024

December 18, 2024

Notice and agendas of all Board meetings, committee meetings, and/or Special Board meetings will be posted in the Library, on the Library website, and at the Village Hall at least 48 hours before that meeting is to be held.

The meetings listed above are scheduled to be held at the Deerfield Public Library, 920 Waukegan Road, Deerfield, Illinois.

Deerfield Public Library
PROPOSED 2024 Holiday Closures

New Year's Eve and Day

Sunday, December 31, 2023 – Closed

Monday, January 1, 2024 – Closed

Martin Luther King Jr. Day

Monday, January 15, 2024 – Closed

Easter Day

Sunday, March 31, 2024 – Closed

Memorial Day

Sunday, May 26, 2024- Closed

Monday, May 27, 2024 – Closed

Independence Day

Wednesday, July 3, 2024 – Close at 3 p.m.

Thursday, July 4, 2024 – Closed

Labor Day

Sunday, September 1, 2024- Closed

Monday, September 2, 2024 – Closed

Thanksgiving Eve and Thanksgiving Day

Wednesday, November 27, 2024 – Close at 3 p.m.

Thursday, November 28, 2024 – Closed

Christmas Eve Day, and Christmas Day

Tuesday, December 24, 2024 – Closed

Wednesday, December 25, 2024 – Closed

New Year's Eve and New Year's Day

Tuesday, December 31, 2024 – Close at 3 p.m.

Wednesday, January 1, 2025 – Closed