

**DEERFIELD PUBLIC LIBRARY BOARD OF TRUSTEES  
MEETING AGENDA  
920 Waukegan Road, Deerfield, IL, Board Room  
Tuesday, October 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. September 20, 2023 Regular Meeting (ACTION)
4. TREASURER REPORT
  - A. Monthly Financials: Balance Sheet, Revenue & Expenses, Quarterly Report (ACTION)
  - B. List of Checks and Payments for Approval (ACTION)
  - C. Proposed FY 2024 Budget & 2023 Levy Request (ACTION)
5. VILLAGE LIAISON REPORT
6. LIBRARY DIRECTOR'S REPORT
7. OLD BUSINESS
  - A. Patron Ban Extension (ACTION)
  - B. Building Update: Bid Acceptance (ACTION)
8. NEW BUSINESS
  - A. Board Vacancy Update (DISCUSSION)
  - B. Employee Handbook Updates (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 Board Meetings: November 15, December 20

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

**DEERFIELD PUBLIC LIBRARY BOARD OF TRUSTEES**  
**REGULAR MEETING MINUTES**  
**September 20, 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, Howard Handler, Mike Goldberg, 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; Stephanie Keough, Head of Patron Services and Jasmine Hosein, Administrative Associate.

Stuart Babendir, Friends of the Deerfield Public Library.

Bill Seiden, Village Liaison.

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

Two members of the public attended the meeting to observe for a high school class.

3. APPROVAL OF MINUTES

A. August 24, 2023 Regular Meeting (ACTION)

MOTION: Mr. Seth Schriftman made a motion to approve the August 24, 2023 Regular Meeting minutes, seconded by Ms. Emily Wallace.

Vote: 5 Yes - Luisa Ellenbogen- President, Seth Schriftman - Treasurer, Howard Handler, Emily Wallace, and Stephanie Brand.

1 Abstain: Mike Goldberg.

The motion was approved.

4. TREASURER REPORT

Mr. Schriftman presented the Treasurer Report for August and answered questions as they arose.

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

MOTION: Mr. Mike Goldberg made a motion to approve the August Financials, seconded by Ms. Wallace.

Vote: 6 Yes - Luisa Ellenbogen- President, Seth Schriftman - Treasurer, Howard Handler, Mike Goldberg, Emily Wallace, and Stephanie Brand.

The motion was approved.

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

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

- Petty Cash, Check Num 748 - 749, Bank Financial	\$	73.39
-Electronic Payments, 4 ACHs, WinTrust	\$	258.24
-AP Checks 13915-13966, 11 ACHs, WinTrust	\$	<u>148,907.88</u>
The total amount presented for approval	\$	149,239.51

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

Vote: 6 Yes -Luisa Ellenbogen- President, Seth Schriftman - Treasurer, Howard Handler, Mike Goldberg, Emily Wallace, and Stephanie Brand.

The motion was approved.

C. Proposed FY 2024 Budget & 2023 Levy Request (DISCUSSION)

Mr. Schriftman went over the proposed budget and levy request, answering any questions that arose.

5. FRIENDS OF THE LIBRARY REPORT

Mr. Stuart Babendir gave the Friends' report informing the board of an upcoming book sale at the farmers market and a potential fundraising opportunity in the spring. Mr. Babendir informed the board that there are 65 members or "friends" of the Deerfield Public Library.

6. VILLAGE LIAISON REPORT

Mr. Bill Seiden gave the Village report

7. LIBRARY DIRECTOR'S REPORT

Ms. Amy Falasz-Peterson gave the director's report introducing Stephanie Keough as the new Head of Patron services, shared information about recent bomb threats to libraries in the Chicagoland area, and informed the board of a half day training that all staff will attend.

8. OLD BUSINESS

A. Patron Ban Update (DISCUSSION)

The board discussed the patron ban that was voted on in December of 2022. The Board will continue the conversation at the October meeting.

B. Building Update Report (DISCUSSION)

Ms. Falasz-Peterson outlined the upcoming Library updates.

9. NEW BUSINESS

A. 2024 Board Dates (ACTION)

MOTION: Mr. Goldberg made a motion to accept the proposed 2024 Board Dates, seconded by Mr. Schriftman.

Vote: 6 Yes -Luisa Ellenbogen- President, Seth Schriftman - Treasurer, Howard Handler, Mike Goldberg, Emily Wallace, and Stephanie Brand.

The motion was approved.

B. 2024 Holidays/Closed Dates (ACTION)

MOTION: Mr. Goldberg made a motion to accept the proposed 2024 Holidays/Closed Dates, seconded by Ms. Stephanie Brand.

Vote: 6 Yes - Luisa Ellenbogen- President, Seth Schriftman - Treasurer, Howard Handler, Mike Goldberg, Emily Wallace, and Stephanie Brand.

The motion was approved.

9. OTHER

Mr. Howard Handler announced to the board that he would be reluctantly stepping down due to conflicting commitments.

10. ADJOURNMENT

At 7:43 p.m, Ms. Wallace made a motion to adjourn the meeting, seconded by Mr. Handler.

Vote: 6 Yes - Luisa Ellenbogen- President, Seth Schriftman - Treasurer, Howard Handler, Mike Goldberg, Emily Wallace, and Stephanie Brand.

The motion was approved.

---

Ken Abosch, Secretary



# Deerfield Public Library

5

## Balance Sheet

As of September 30, 2023

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
11000 Cash and Investments - General	0.00
11100 General Operating - WinTrust	974,099.50
11200 Payroll - WinTrust	247,549.38
11300 E-Pay - WinTrust	30,829.58
11400 Deposits - Bank Financial	59,501.52
11500 Petty Cash - Bank Financial	2,455.10
11600 Max-Safe Wintrust	4,370,218.01
11900 Petty Cash	574.00
<b>Total 11000 Cash and Investments - General</b>	<b>5,685,227.09</b>
14100 PMA Financial Services	
10-1410 PMA Reserve Fund	2,192,745.59
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>2,192,745.59</b>
<b>Total Bank Accounts</b>	<b>\$7,877,972.68</b>
Accounts Receivable	
15120 Property Tax Receivable - 2013	54.99
<b>Total Accounts Receivable</b>	<b>\$54.99</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>\$13,095,050.47</b>

# Deerfield Public Library

6

## Balance Sheet

As of September 30, 2023

	TOTAL
Fixed Assets	
19000 Capital Assets	
19050 Capital Assets -Not Depreciated	
19100 Land	65,493.00
19150 Construction In Progress	0.00
<b>Total 19050 Capital Assets -Not Depreciated</b>	<b>65,493.00</b>
19200 Capital Assets - To Depreciate	
19210 Building	13,197,410.12
19300 Equipment	
19301 Equip - Phone System	33,636.00
19302 Equip - Automation System	309,361.00
19303 Equip - RFID	433,659.00
19304 Equip - Vehicle	23,432.00
19310 Furniture	883,919.00
<b>Total 19300 Equipment</b>	<b>1,684,007.00</b>
<b>Total 19200 Capital Assets - To Depreciate</b>	<b>14,881,417.12</b>
19220 Accumulated Depreciation	-5,741,052.00
<b>Total 19000 Capital Assets</b>	<b>9,205,858.12</b>
<b>Total Fixed Assets</b>	<b>\$9,205,858.12</b>
Other Assets	
15110 Deferred Outflows of Resources	377,678.74
15120 Deferred Outflows of Resources - OPEB	283,312.00
19900 Due From Other Activity	606,085.00
<b>Total Other Assets</b>	<b>\$1,267,075.74</b>
<b>TOTAL ASSETS</b>	<b>\$23,567,984.33</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
21000 Accounts Payable	42,444.66
<b>Total Accounts Payable</b>	<b>\$42,444.66</b>
Credit Cards	<b>\$0.00</b>
Other Current Liabilities	
21055 Other Current Payables	0.00
21500 Retainage	0.00
22000 Payroll Liabilities	54,111.80
22395 FSA Payable	-1,560.93
23000 Due to Village - Short Term	0.00
24000 Accrued Expenses	0.00
24100 Collection on behalf of Friends	0.00

# Deerfield Public Library

## Balance Sheet

As of September 30, 2023

	TOTAL
<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	0.00
<b>Total Other Current Liabilities</b>	<b>\$5,894,665.31</b>
<b>Total Current Liabilities</b>	<b>\$5,937,109.97</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>\$11,297,346.71</b>
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	1,110,861.57
<b>Total Equity</b>	<b>\$12,270,637.62</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$23,567,984.33</b>

## Deerfield Public Library

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

January - September, 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Income</b>				
41000 Taxes				
41100 Property Tax	4,039,240.52	4,387,720.00	-348,479.48	92.06 %
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>4,803,201.65</b>	<b>5,100,170.00</b>	<b>-296,968.35</b>	<b>94.18 %</b>
42000 Fees & Fines				
42100 Material Fees	3,221.77	10,000.00	-6,778.23	32.22 %
42200 Non-Resident Fees	6,221.37	5,000.00	1,221.37	124.43 %
42300 Printing/Copying Fees	4,493.40	4,000.00	493.40	112.34 %
<b>Total 42000 Fees &amp; Fines</b>	<b>13,936.54</b>	<b>19,000.00</b>	<b>-5,063.46</b>	<b>73.35 %</b>
43000 Investment Income				
43100 Interest - General	127,261.20	10,000.00	117,261.20	1,272.61 %
43200 Interest - Reserve	29,099.29	10,000.00	19,099.29	290.99 %
<b>Total 43000 Investment Income</b>	<b>156,360.49</b>	<b>20,000.00</b>	<b>136,360.49</b>	<b>781.80 %</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	10,027.75	500.00	9,527.75	2,005.55 %
45500 Friends Contributions	8,480.86	10,000.00	-1,519.14	84.81 %
<b>Total 45100 General Donations</b>	<b>18,508.61</b>	<b>10,500.00</b>	<b>8,008.61</b>	<b>176.27 %</b>
<b>Total 45000 Gifts and Contributions</b>	<b>18,508.61</b>	<b>10,500.00</b>	<b>8,008.61</b>	<b>176.27 %</b>
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 %
<b>Total 49000 Miscellaneous Revenue</b>	<b>2,714.28</b>	<b>1,000.00</b>	<b>1,714.28</b>	<b>271.43 %</b>
<b>Total Income</b>	<b>\$5,023,035.67</b>	<b>\$5,170,670.00</b>	<b>\$ -147,634.33</b>	<b>97.14 %</b>
<b>GROSS PROFIT</b>	<b>\$5,023,035.67</b>	<b>\$5,170,670.00</b>	<b>\$ -147,634.33</b>	<b>97.14 %</b>
<b>Expenses</b>				
50000 General Expenses				
51000 Personnel Expenses				
51100 Salaries	2,021,790.01	2,430,250.00	-408,459.99	83.19 %
51200 FICA	149,658.56	186,000.00	-36,341.44	80.46 %
51300 Health/Misc Benefits	243,594.22	387,000.00	-143,405.78	62.94 %
51400 Pension Contribution	135,425.23	221,000.00	-85,574.77	61.28 %
51500 Other Benefits	6,334.30	9,000.00	-2,665.70	70.38 %
51600 Staff Enrichment	2,541.31	4,000.00	-1,458.69	63.53 %
<b>Total 51000 Personnel Expenses</b>	<b>2,559,343.63</b>	<b>3,237,250.00</b>	<b>-677,906.37</b>	<b>79.06 %</b>

## Deerfield Public Library

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

January - September, 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>52000 Facility Expenses</b>				
52100 Interior Facility Maintenance	48,980.03	60,000.00	-11,019.97	81.63 %
52200 Facility Equipment Maintenance	66,410.45	80,000.00	-13,589.55	83.01 %
52300 Exterior Building Maintenance	19,727.22	30,000.00	-10,272.78	65.76 %
52400 Utilities				
52410 Water	2,815.98	3,000.00	-184.02	93.87 %
52430 Telephone - Voice	14,141.18	23,000.00	-8,858.82	61.48 %
52440 Data Lines	10,248.11	17,000.00	-6,751.89	60.28 %
<b>Total 52400 Utilities</b>	<b>27,205.27</b>	<b>43,000.00</b>	<b>-15,794.73</b>	<b>63.27 %</b>
52500 Minor Furnishings & Equipment	11,180.40	25,000.00	-13,819.60	44.72 %
<b>Total 52000 Facility Expenses</b>	<b>173,503.37</b>	<b>238,000.00</b>	<b>-64,496.63</b>	<b>72.90 %</b>
<b>53000 Library Materials</b>				
53100 Periodicals	5,900.20	15,500.00	-9,599.80	38.07 %
53200 Adult Materials-Books				
53221 Books - Adult Non-Fiction	27,945.06	40,000.00	-12,054.94	69.86 %
53222 Books-Adult Fiction	37,861.07	60,000.00	-22,138.93	63.10 %
<b>Total 53200 Adult Materials-Books</b>	<b>65,806.13</b>	<b>100,000.00</b>	<b>-34,193.87</b>	<b>65.81 %</b>
53300 Audio Visual Materials				
53320 Audio Visual - Adult	36,253.94	64,000.00	-27,746.06	56.65 %
53340 Audio Visual - Youth	5,529.33	12,000.00	-6,470.67	46.08 %
<b>Total 53300 Audio Visual Materials</b>	<b>41,783.27</b>	<b>76,000.00</b>	<b>-34,216.73</b>	<b>54.98 %</b>
53400 Youth Materials-Books				
53241 Books - Youth & Teens	38,600.88	73,000.00	-34,399.12	52.88 %
53550 Literacy Support - Youth	852.96	2,000.00	-1,147.04	42.65 %
<b>Total 53400 Youth Materials-Books</b>	<b>39,453.84</b>	<b>75,000.00</b>	<b>-35,546.16</b>	<b>52.61 %</b>
53501 Electronic Resources				
53500 E-Resources	243,824.75	295,000.00	-51,175.25	82.65 %
<b>Total 53501 Electronic Resources</b>	<b>243,824.75</b>	<b>295,000.00</b>	<b>-51,175.25</b>	<b>82.65 %</b>
53600 Non-Traditional Resources	7,003.99	14,000.00	-6,996.01	50.03 %
<b>Total 53000 Library Materials</b>	<b>403,772.18</b>	<b>575,500.00</b>	<b>-171,727.82</b>	<b>70.16 %</b>
<b>54000 Library Programs</b>				
54100 Admin Programs	3,589.90	4,000.00	-410.10	89.75 %
54150 Outreach Programs	986.40	1,250.00	-263.60	78.91 %
54210 Adult Programs	23,095.58	25,000.00	-1,904.42	92.38 %
54400 Youth Programs	21,957.50	25,000.00	-3,042.50	87.83 %
54500 MakerSpace Programs	999.58	10,000.00	-9,000.42	10.00 %
<b>Total 54000 Library Programs</b>	<b>50,628.96</b>	<b>65,250.00</b>	<b>-14,621.04</b>	<b>77.59 %</b>
<b>55000 Technology</b>				
55350 Software & Licenses	192,650.19	230,000.00	-37,349.81	83.76 %
55360 IT Support	97,614.12	142,000.00	-44,385.88	68.74 %
55400 New Projects/equip				
56440 IT Equipment	25,573.44	63,000.00	-37,426.56	40.59 %

## Deerfield Public Library

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

January - September, 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Total 55400 New Projects/equip</b>	<b>25,573.44</b>	<b>63,000.00</b>	<b>-37,426.56</b>	<b>40.59 %</b>
55440 MakerSpace Equipment	8,271.45	10,000.00	-1,728.55	82.71 %
<b>Total 55000 Technology</b>	<b>324,109.20</b>	<b>445,000.00</b>	<b>-120,890.80</b>	<b>72.83 %</b>
56000 Professional/Contractual Svcs				
56009 Other Office Support	9,219.68	10,000.00	-780.32	92.20 %
56100 Insurance	40,026.00	40,000.00	26.00	100.07 %
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	24,341.38	21,000.00	3,341.38	115.91 %
56550 Cataloging Service	19,166.79	22,000.00	-2,833.21	87.12 %
56555 Professional Outreach Services	5,237.00	6,750.00	-1,513.00	77.59 %
<b>Total 56500 Professional Admin Services</b>	<b>48,745.17</b>	<b>49,750.00</b>	<b>-1,004.83</b>	<b>97.98 %</b>
56700 Travel for Library Services	95.11	1,000.00	-904.89	9.51 %
<b>Total 56000 Professional/Contractual Svcs</b>	<b>116,034.55</b>	<b>125,000.00</b>	<b>-8,965.45</b>	<b>92.83 %</b>
56400 Supplies				
56410 General Operating Supplies	8,894.07	14,000.00	-5,105.93	63.53 %
56420 Processing Supplies	16,493.04	23,000.00	-6,506.96	71.71 %
<b>Total 56400 Supplies</b>	<b>25,387.11</b>	<b>37,000.00</b>	<b>-11,612.89</b>	<b>68.61 %</b>
57000 Training/Development Expenses				
56600 Dues & Memberships	5,907.88	8,000.00	-2,092.12	73.85 %
57100 Training & Education	19,901.54	25,000.00	-5,098.46	79.61 %
57200 Training Travel	4,800.42	6,000.00	-1,199.58	80.01 %
<b>Total 57000 Training/Development Expenses</b>	<b>30,609.84</b>	<b>39,000.00</b>	<b>-8,390.16</b>	<b>78.49 %</b>
<b>Total 50000 General Expenses</b>	<b>3,683,388.84</b>	<b>4,762,000.00</b>	<b>-1,078,611.16</b>	<b>77.35 %</b>
61000 Capital Expenses				
61100 Facility Improvements	114,060.26	500,000.00	-385,939.74	22.81 %
<b>Total 61000 Capital Expenses</b>	<b>114,060.26</b>	<b>500,000.00</b>	<b>-385,939.74</b>	<b>22.81 %</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>\$3,913,674.10</b>	<b>\$5,949,450.00</b>	<b>\$ -2,035,775.90</b>	<b>65.78 %</b>
NET OPERATING INCOME	<b>\$1,109,361.57</b>	<b>\$ -778,780.00</b>	<b>\$1,888,141.57</b>	<b>-142.45 %</b>
NET INCOME	<b>\$1,109,361.57</b>	<b>\$ -778,780.00</b>	<b>\$1,888,141.57</b>	<b>-142.45 %</b>

**Deerfield Public Library**  
**Schedule of Changes in Investments - 3rd Quarter of Fiscal Year 2023**  
**July 1 and September 30, 2023**

	Beginning July 1, 2023	Increase / (Decrease)	Ending September 30, 2023
<b>For General Operations</b>			
Money Market Accounts			
Wintrust General OP/AP	920,891	65,304	986,195
Wintrust Max Safe MM	4,224,286	145,932	4,370,218
PMA Securities & Savings	-	-	-
	<u>5,145,177</u>	<u>211,236</u>	<u>5,356,413</u>
<b>For Reserves</b>			
Money Market Accounts			
PMA Investments	2,176,671	16,074	2,192,746
	<u>2,176,671</u>	<u>16,074</u>	<u>2,192,746</u>
<b>Investments*, Grand Total</b>	<u><u>\$ 7,321,848</u></u>	<u><u>\$ 227,310</u></u>	<u><u>\$ 7,549,158</u></u>

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

\$368,880

Total cash deposits: \$7,918,038



# Master Total Portfolio Report

Report as of 9/30/2023

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

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

Type	Holding ID	Settle Date	Maturity	FDIC #	Instrument	Cost	Par-Val/Mat. Val	Rate
ISC		09/30/2023			ISC Balance	\$93,168.75	\$93,168.75	
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-1352513-1	08/18/2023	08/19/2024	5496	Cornerstone Bank	\$100,000.00	\$105,402.44	5.373
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>\$2,192,745.59</b>	<b>\$2,254,544.21</b>	
<b>Totals →</b>						<b>\$2,192,745.59</b>	<b>\$2,254,544.21</b>	



Time and Dollar Weighted Average Portfolio Yield: 3.91%

Weighted Average Portfolio Maturity: 247.07 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	50.16	\$1,121,856.39	Securities
CD	45.67	\$1,021,375.46	Certificate of Deposit
ISC	4.17	\$93,168.75	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 October 18, 2023</b>					
<b>Summary</b>					<b>Amount</b>
<b>11500 Bank Financial Petty Cash</b>	<b>Check Num 750-751</b>				<b>\$75.00</b>
<b>11300 WinTrust E Pay</b>	<b>4 ACHs</b>				<b>\$160.79</b>
<b>11100 WinTrust General Operating</b>	<b>Check Num 13967-14010, 11 ACHS</b>				<b>\$116,280.72</b>
<b>Total Payments to Approve</b>					<b>\$116,516.51</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>					
09/20/2023	750	Kary Henry	Reimbursement for Mileage for going out to schools 06/06/23 to 09/11/23	29.87	56700
10/09/2023	751	Judith Roth	Gentle Chair Yoga for Memory Cafe: 11/1/23	75.00	54150
<b>Total for 11500 Bank Financial Petty Cash -1537</b>				<b>75.00</b>	
<b>11300 WinTrust E Pay -8926</b>					
10/02/2023	ACH	Heartland Payment Systems	Merchant CC Processing Fees	120.61	56009
10/03/2023	ACH	Chase Paymentech	Merchant CC Processing Fees	14.09	56009
10/03/2023	ACH	Paypal	Merchant CC Processing Fees	25.70	56009
10/05/2023	ACH	American Express	Merchant CC Processing Fees	0.39	56009
<b>Total for 11300 WinTrust E Pay -8926</b>				<b>160.79</b>	
<b>11100 WinTrust General Operating -2997</b>					
09/20/2023	13967	Otis Elevator Company	Fleet Maintenance & Logistics Surcharge	100.00	52200
09/20/2023	13968	CDW Government, Inc.	Mounting Plate for New Security Cameras	41.75	56440
09/20/2023	13969	Stephanie Keough	Reimbursement for breakfast pastries purchased for 09/26/23 all staff meeting	122.10	54100
09/20/2023	13970	OverDrive, Inc.	eBooks - September 2023	4,809.24	53500
09/20/2023	13971	Ancel, Glink, Diamond, Bush, DiCianni & Krafthefer, P.C.	Legal Fees-August 2023	562.50	56500
09/20/2023	13972	PumpkinCarver.net LLC	Pumpkin Carver Marc Solomon for Haunted Library Program - 10/13/23	325.00	54210
09/20/2023	13973	Barbara G. Meyer	(25) Tarot Card Readings for Haunted Library - 10/13/23	415.00	54210
09/20/2023	13974	Lake County Forest Preserve	Robberies, Holdups & Shootouts with LCFP - 10/26/23	80.00	54210
09/20/2023	13975	Peerless Network, Inc.	Phone Support Maintenance 09/15/23-10/14/23	1,132.13	52430
09/20/2023	13976	ACS Powerwash, Inc.	Powerwash 1st & 2nd Floor, sidewalks & downspout curbs	4,829.00	61100
09/20/2023	13977	Lechner and Sons	Lobby Mats 09/19/23	123.15	52100
09/20/2023	13978	Parties with Character	Deposit for (4) Character Storytime visits with Keepsakes Fall 2023 (9/7, 9/27, 10/12, 11/7)	724.00	54400
09/20/2023	13979	Screaming Galaxy LLC	Super Stolie (1) hour music/spanish learning show: 9/13/23	450.00	54400
09/20/2023	13980	Anderson Pest Solutions	Pest Management - September 2023	71.40	52100
09/20/2023	13981	Sikich LLP	Automation Support for Servers & Workstations & Storage Cloud Backup - October 2023	6,965.00	55360
09/20/2023	13982	Product LLC	Construction Documents/Furniture Design	9,000.00	61100
09/20/2023	13983	Lenovo Inc.	(2) Chromebooks	972.00	56440
09/20/2023	13984	Demco, Inc.	(48) Rolls of Book Tape for Support Services	310.56	56420
09/20/2023	13985	Esscoe LLC	Investigated & Resolved Door Issue - Found end of program not visible from Main view which caused doors & panel to go offline.	477.50	52200
09/20/2023	13986	Madeline Dahlman	Book Discussion w/Madeline Dahlman - 10-12-23	200.00	54210
10/04/2023	13987	Midwest Tape	Acquisitions for AV, Processing Supplies & Cataloging Service - September 2023	3,412.49	53320, 53340, 56420, 56550
10/04/2023	13988	Proshred North	Records Disposal on 9/27/23	335.00	56500
10/04/2023	13989	News-Sun	Lake County News-Sun (Mon-Sat) & 1 extra Sat Copy thru 10/24/23	255.15	53100
10/04/2023	13990	OverDrive, Inc.	eBooks - September 2023	10,892.05	53500
10/04/2023	13991	Baker & Taylor	Books - Youth - September 2023	17.02	53241

10/04/2023	13992	Ingram Library Services LLC	Acquisitions for Books, AV, and Processing Supplies - September 2023	12,987.93	53221, 53222, 53241, 53320, 56420
10/04/2023	13993	Atomatic Mechanical Services, Inc.	Service Call for Issue with ACCU-2 Error Code	454.00	52200
10/04/2023	13994	BMW Plumbing, Inc.	Diagnose & Repair Leaking Bottle Filler on drinking fountain in LL	637.00	52200
10/04/2023	13995	Staples Business Credit	Payroll Envelopes (500)	112.88	56410
10/04/2023	13996	Traliant Operating, LLC	Training for Staff: "Active Shoot & Housekeeping in the WP" 2023	1,290.00	57100
10/04/2023	13997	ACC Business	Internet Service 08/11/23-09/10/23	902.22	52440
10/04/2023	13998	State Industrial Products	Air Care Program	197.34	52100
10/04/2023	13999	Chicago Tribune Company, LLC	Print & Digital Subscription Renewal - Everyday - Thru 11/08/23	432.11	53100
10/04/2023	14000	CDW Government, Inc.	Chromeboxes (5)	1,432.94	56440
10/04/2023	14001	Lechner and Sons	Lobby Mats 10/03/23	123.15	52100
10/04/2023	14002	Best Quality Cleaning	Monthly Cleaning - October 2023	3,500.00	52100
10/04/2023	14003	Gary Midkiff and Company	Virtual Great Decisions Program 10/17/23	215.00	54210
10/04/2023	14004	Old Town School of Folk Music	Final Payment on Lunch & Listen - Joni Mitchell Concert : 11/3/23	225.00	54210
10/04/2023	14005	Scott E. Pointon	You Can Brew It! - Home Brewing program: 10/25/23	190.00	54210
10/04/2023	14006	Playaway Products LLC	Acquisitions for Wonderbooks Youth Av - September 2023 & (2) LaunchPAD Circulation Case	98.92	53340, 56420
10/04/2023	14007	Kanopy Inc.	Pay Per Use Program	626.00	53500
10/04/2023	14008	Midwest Tape	Hoopla Subscription - September 2023	4,467.05	53500
10/04/2023	14009	Suburban Elevator Company	Preventative Maintenance Quarterly	219.99	52200
10/04/2023	14010	LIMRICC	Unemployment Insurance Consortium - 2023 Q3	222.93	51500
09/18/2023	ACH	Wintrust Bank	Service Charge	83.94	52430
09/21/2023	ACH	AT&T	Voice Lines: 07/29/23-08/28/23	350.13	52430
09/25/2023	ACH	Wex Health, Inc.	FSA Monthly Fees - September 2023	54.90	51500
10/02/2023	ACH	Village of Deerfield	Water & Sewer - August 2023	122.67	52410
10/02/2023	ACH	Village of Deerfield	Water & Sewer - August 2023	108.41	52410
10/03/2023	ACH	Amazon	Invoice #: 1NQD-PWF3-XM19 Invoice Date: 10/01/2023 for September 2023 Credit Memo#: 19MK-VV14-XMPN - September 2023	4,759.34	51600, 52300, 53221, 53222, 53241, 53320, 53550, 53600, 54210, 54400, 54500, 56410, 56420, 55440, 56440
10/04/2023	ACH	Comcast Cable	Patron Internet Service 09/16/23-10/15/23	210.94	52440
10/05/2023	ACH	De Lage Landen Financial Services, Inc.	Monthly Lse for 7 Copiers and 3 Printers - October 2023	1,808.72	55360
10/05/2023	ACH	Library Furniture International, Inc.	30% Deposit for Library Furniture for Upper Level Remodel	26,505.80	61100
10/05/2023	ACH	Google, Inc.	Google Apps - October 2023	1,107.00	55350
10/11/2023	ACH	First Bank Mastercard	September 2023 Credit Card Payment	6,212.37	20001-20014
<b>Total for 11100 WinTrust General Operating -2997</b>				<b>116,280.72</b>	

**Deerfield Public Library**  
**Credit Card Transactions by Account Holder**  
**As of 10/10/2023**  
**Presented for Approval October 18, 2023**

	Date	Num	Vendor	Memo	Amount	Account Description
<b>20000 Credit Cards Payable</b>						
<b>20001 Admin - 4734</b>						
	10/10/2023	AD 09/09/23	MailChimp	E-Newsletter Mailing Monthly Subscription	58.00	Outreach Programs
	10/10/2023	AD 09/15/23	Spotify	Spotify for iPads Monthly Subscription	16.99	Youth Programming
	10/10/2023	AD 09/19/23	Oriental Trading Co.	Candy Containers for Haunted Library	31.76	Adult Programming
	10/10/2023	AD 09/26/23	Upper Crust Bagels	Food for All Staff Meeting 9/26/23	78.47	Admin Programs
	10/10/2023	AD 09/26/23	Oriental Trading Co.	Haunted Library Handouts	17.56	Adult Programming
	10/10/2023	AD 09/27/23	McAlister's Deli	Food for All Staff Meeting 9/26/23	465.65	Admin Programs
	<b>Total for 20001 Admin - 4734</b>				<b>668.43</b>	
<b>20002 Business Office - 1381</b>						
	10/10/2023	BO 09/07/23	Staples	Supplies for Graphics Room & Batteries for Patron Pagers	129.70	General Operating Supplies
	10/10/2023	BO 09/07/23	B&H Photo	Epson Ink Cartridges for MakerSpace Printer (6)	220.32	MakerSpace Equipment
	10/10/2023	BO 09/08/23	Quill	Supplies Copy Paper	79.98	General Operating Supplies
	10/10/2023	BO 09/12/23	Staples	Supplies for Graphics Room & Batteries for Patron Pagers	37.76	General Operating Supplies
	10/10/2023	BO 09/15/23	Staples	Supplies Paper Clips, Cardstock, Pens, Sticky Notes, Labels, Scissors	118.16	General Operating Supplies
	10/10/2023	BO 09/18/23	Quill	Supplies Patron Coffee Stirrers	9.50	General Operating Supplies
	10/10/2023	BO 09/18/23	Grainger	Supplies First Aid Kits & Menstrual	51.78	General Operating Supplies
	10/10/2023	BO 09/19/23	City BBQ	SEC Lunch for Staff	191.16	Staff Enrichment
	10/10/2023	BO 09/20/23	Quill	Supplies Menstrual	87.99	General Operating Supplies
	10/10/2023	BO 09/29/23	Illinois Government Finance Association	IGFOA Fraud Training 10/18/23 - C. Castle	35.00	Training & Education
	<b>Total for 20002 Business Office - 1381</b>				<b>961.35</b>	
<b>20003 Info Technology (IT) - 5382</b>						
	10/10/2023	IT 09/09/23	Adobe	Staff Creative Cloud All Apps Monthly Subscription	54.99	Software & Licenses
	10/10/2023	IT 09/12/23	Wasabi Technologies	Storage for Remote Backup	32.05	IT Support
	10/10/2023	IT 10/01/23	Google	Monthly Charge for Library Board Voicemail	14.84	Telephone - Voice
	10/10/2023	IT 10/01/23	Liberated Syndication	Podcasting Hosting	20.00	Software & Licenses
	10/10/2023	IT 10/03/23	Wasabi Technologies	Storage for Remote Backup	39.54	IT Support
	10/10/2023	IT 10/05/23	Apple	Developer Account for Mobile App	99.00	Software & Licenses
	10/10/2023	IT 10/05/23	Square	New Terminal for Patron Services & Extra Receipt Rolls	354.24	IT Equipment
	10/10/2023	IT 10/05/23	Sweetwater Sound	Equipment for AV Refresh for Meeting Rooms	643.00	Facility Improvements
	<b>Total for 20003 Info Technology (IT) - 5382</b>				<b>1,257.66</b>	
<b>20004 Facilities - 1382</b>						
	10/10/2023	FC 09/29/23	Home Depot	Carpet Cleaner & Blank Wall Plate for Staff Lounge	239.74	Interior Facilities Maintenance
	<b>Total for 20004 Facilities - 1382</b>				<b>239.74</b>	
<b>20006 Support Services - 1166</b>						
	10/10/2023	SS 09/18/23	Depict Data Studio	Dashboard Design Class - P. Skittino	997.00	Training & Education
	<b>Total for 20006 Support Services - 1166</b>				<b>997.00</b>	
<b>20007 Adult Services - 2368</b>						
	10/10/2023	AS 09/08/23	Disney Plus	Roku Monthly Subscription	12.99	E-Resources
	10/10/2023	AS 09/14/23	American Library Association	Refund for cancelled webinar	-57.67	Training & Education
	10/10/2023	AS 09/14/23	Netflix	Roku Monthly Subscription	19.99	E-Resources
	10/10/2023	AS 09/19/23	Apple	Roku Monthly Subscription - Apple TV	6.99	E-Resources
	10/10/2023	AS 09/19/23	Apple	Roku Monthly Subscription - Apple TV	6.99	E-Resources
	10/10/2023	AS 09/21/23	American Library Association	Renewal of ALA Membership - E. Koch	224.00	Membership & Dues
	10/10/2023	AS 09/22/23	American Library Association	Registration YALSA Conference 11/10/23 - E. Koch	248.00	Training & Education
	10/10/2023	AS 09/28/23	American Library Association	Disability Inclusion in Library Services webinar- V. Karlovsky	79.00	Training & Education
	10/10/2023	AS 09/28/23	Jewel - Osco	Snacks purchased for Lopez Movie Screening	34.95	Adult Programming
	10/10/2023	AS 09/30/23	Netflix	Roku Monthly Subscription	19.99	E-Resources
	10/10/2023	AS 10/02/23	Amazon	Kindle E-Books	14.99	E-Resources

10/10/2023	AS 10/02/23	Amazon	Kindle E-Books	14.99	E-Resources
10/10/2023	AS 10/02/23	Amazon	Kindle E-Books	8.21	E-Resources
10/10/2023	AS 10/02/23	Amazon	Kindle E-Books	14.99	E-Resources
10/10/2023	AS 10/02/23	Amazon	Kindle E-Books	14.99	E-Resources
10/10/2023	AS 10/02/23	Amazon	Kindle E-Books	14.99	E-Resources
10/10/2023	AS 10/02/23	Amazon	Kindle E-Books	14.99	E-Resources
10/10/2023	AS 10/02/23	Amazon	Kindle E-Books	14.99	E-Resources
10/10/2023	AS 10/02/23	Amazon	Kindle E-Books	14.99	E-Resources
10/10/2023	AS 10/02/23	Amazon	Kindle E-Books	14.99	E-Resources
10/10/2023	AS 10/03/23	Disney Plus	Roku Monthly Subscription	12.99	E-Resources
10/10/2023	AS 10/03/23	Amazon	Kindle E-Books	13.99	E-Resources
<b>Total for 20007 Adult Services - 2368</b>				<b>765.33</b>	
<b>20009 Outreach Coord - 2042</b>					
10/10/2023	OC 09/20/23	Whole Foods	Refreshments for Lake County Marketing Meeting 9/21/23	17.97	Training & Education
10/10/2023	OC 09/21/23	Upper Crust Bagels	Food for Lake County Marketing Meeting 9/21/23	39.46	Training & Education
<b>Total for 20009 Outreach Coord - 2042</b>				<b>57.43</b>	
<b>20010 Adult Prog Coord - 5416</b>					
10/10/2023	APC 09/18/23	Kahoot	Annual Renewal Subscription	240.00	Adult Programming
10/10/2023	APC 09/23/23	Zoom	Monthly Subscription	55.99	Adult Programming
10/10/2023	APC 10/01/23	MOD Pizza	Pizza for Chicago Legos User Group on Lego Day 9/30/23	87.62	Adult Programming
<b>Total for 20010 Adult Prog Coord - 5416</b>				<b>383.61</b>	
<b>20011 Youth Prog Coord - 1971</b>					
10/10/2023	YPC 09/13/23	Paypal	Printable Parties Digital Kit for Haunted Library 10/13/23	13.04	Youth Programming
10/10/2023	YPC 09/14/23	Oriental Trading Co.	Haunted Library & October Program Supplies	129.41	Youth Programming
10/10/2023	YPC 09/20/23	Lego	Lego Sets for Lego Contest	39.96	Youth Programming
10/10/2023	YPC 09/25/23	Target	Lego Sets for Lego Contest & Haunted Library Supplies	116.91	Youth Programming
10/10/2023	YPC 09/29/23	Target	Lego Sets for Lego Contest & Haunted Library Supplies	53.95	Youth Programming
10/10/2023	YPC 09/29/23	Jewel-Osco	Guacamole Program Supplies	143.53	Youth Programming
10/10/2023	YPC 10/01/23	Michael's	Haunted Library Decor & Pumpkins for YS	100.55	Youth Programming
10/10/2023	YPC 10/03/23	Target	Return	-29.99	Youth Programming
<b>Total for 20011 Youth Prog Coord - 1971</b>				<b>567.36</b>	
<b>20012 Youth Coord - 1259</b>					
10/10/2023	YC 09/29/23	Joann's	Cricut T-Shirts for Read it, Make It program	8.98	Youth Programming
<b>Total for 20012 Youth Coord - 1259</b>				<b>8.98</b>	
<b>20013 Teen Services - 6330</b>					
10/10/2023	TS 09/13/23	Rosati's Pizza	Food for Teen Advisory Board 09/13/23	56.23	Youth Programming
10/10/2023	TS 09/22/23	American Library Association	Registration YALSA Conference 11/10/23 - D. Grube	248.00	Training & Education
10/10/2023	TS 09/22/23	Dollar Tree	Balloons for "Eye of Sauron" tower for Hobbit Day Decor	1.25	Youth Programming
<b>Total for 20013 Teen Services - 6330</b>				<b>305.48</b>	
<b>Total for 20000 Credit Cards Payable</b>				<b>6,212.37</b>	

## Director's Report: October 2023

### FYI

- We will approve the FY 2024 budget at this meeting.
- I will provide an update on the board vacancy applications and the process.
- Under Old Business, I will share an update on the patron who was banned from the Library with a recommendation for a further ban.
- Under Old Business, the Board will award the bids for the building update project. There is a memo from our architect and it's included in the packet.
- Articles of Interest
  - <https://americanlibrariesmagazine.org/blogs/the-scoop/challenges-to-books-in-libraries-surge-to-new-record/>
  - <https://bookriot.com/best-librarian-characters-in-tv-and-film/>

### Personnel

- In September the library had 1 separation
  - Library Aide on September 6
- In September the library filled 2 positions
  - Patron Services Assistant who started on October 2
  - Patron Services Assistant who started on October 3
- [The library has 1 position open](#)

## DEPARTMENT REPORTS

### Adult Services Report

Melissa Stoeger, Assistant Director of Adult & Youth Services

- Our most popular program this month was Irena Sendler: Rescuer of Thousands During WWII. We had 56 people attend in person and virtually, and another 77 views on YouTube.
- Our second most popular program was Lego Day with the Chicago Area Lego Users Group. We had 126 people attend to view the Lego displays, and 12 participated in a Lego competition.
- We also had a great turnout (43) for our program Windy City on the Air, and received a nice email from a patron: "On behalf of my husband and myself we want to send kudos to you and the Deerfield Library for last nights presentation Windy City on Air."-LW
- Vicki updated our sensory kits in the library. Kits are available at all the service desks and offer a number of fidgets, stress toys, and headphones.
- 1960 Patron Questions
- 6 Library Lifelines, 5 in library One on Ones, 2 Personalized Picks
- 2 exams proctored
- 27 Books to Go deliveries
- 25 live programs with 617 attendees. 11 passive programs with 277 participants.
- 561 total podcast listens
- 633 Study Room reservations
- Database usage is up (5489 uses), mainly due to over 1,000 uses of Culturegrams

- Use of our digital magazines doubled this month (476 in Sept, 237 in August)

## Business Office Report

Kelly DeCorrevont, Head of Finance

- Cheryl and Kelly completed check runs on September 6 and September 20.
- Jasmine and Tony coordinated exterior building power washing on September 10 and 17.
- Mira and Kelly completed payroll on September 14 and September 28.
- The library hosted our Wellness Committee presentation on Suicide Awareness on September 13. September was Suicide Awareness Month [988 Suicide & Crisis Lifeline](#)
- Kelly attended Supervisory Essentials: Meeting the Challenge and Benchmarking Fundamentals training on September 13 and 14.
- Kelly and Tony attended the Safety Summit training with Melissa on September 20
- We had our Finance Committee and regular Board Meeting on September 20
- Jasmine and Tony coordinated annual records disposal on September 28. We had 48 boxes to physically shred on site.

## IT Report

Steve Wuehr, Head of IT

- **Makerspace**
  - Along with new laptops for the MakerSpace we will be getting a new charging cart for these devices. The new cart will allow the devices to have proper ventilation, allowing them to remain on which will allow us to better manage the software updates of these machines.
- **Credit Card Payments**
  - We are working on transitioning our credit card payment system to Square. This will result in lower fees for the library and should eliminate several issues with transactions failing to be recorded by our ILS. This will allow us to retire the credit card readers on the self check units, resulting in a significant reduction of support and maintenance fees going forward.
- **Equipment Recycling**
  - 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. The timeline for this is before the end of the year.
- **Meeting Room Audiovisual Equipment**
  - We are in the process of procuring new hardware to refresh the AV technology in the meeting rooms. Along with aligning the system design with how the rooms are utilized, a refresh of the hardware will improve reliability of the system. Along with the replacement of existing hardware, we will also be adding the ability to wirelessly share a laptop or other presentation device with the projectors in the space.
- **Signage Updates**

- We updated the hardware that drives the digital signage displays throughout the library. The original hardware was past its useful life and was no longer capable of receiving security updates. With upcoming changes to how the signage software functions it was necessary to update the hardware to ensure the system can continue to run as expected.
- **Hardware Movement**
  - We replaced the old, end of life self check unit on the lower level with one of the self check units from the Media Desk area. This allowed us to place a catalog station in a more prominent location for patrons to have better access to perform catalog searches.

## MakerSpace Report

Ted Gray, MakerSpace Manager

- We got the new Bambu 3D printer and it's been a great new asset in the MakerSpace. The quality of the prints is great and it is so much faster than our older 3D printers. We've been able to increase the capacity for the number of 3D prints we can do. Since getting the Bambu we've been averaging around 75 prints/month.
- 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've been spending a lot of time preparing for the Haunted Library program. We're creating the trophies for the costume contest, creating grab bags of Makerspace treats, and making backdrops for selfie stations.
- The month of October is just a busy month in the MakerSpace. We're spending a lot of time getting ready and preparing for all of the Halloween fun!
- Prizes for the Hobbit Day program!



- In coordination with Dylan Grube, our Teen Librarian, we had a program on how to make Hobbit Doors that our patrons loved.





- We had a visit from the good people at CEL (Center for Enriched Living). We used the same techniques we used for the pet pillows to make pillows for our guests. We asked each person if they would like their picture taken and put on a pillow. Everyone wanted one. They were absolutely thrilled to see their faces on a pillow and even more thrilled that they could take them home with them when we were all done.



- More pictures from our Hobbit Day event. It was a fun day!



- A patron made a set of glasses with some of their favorite places they've traveled to over the years.



- A patron has been working on creating items for her daughter's Bat Mitzvah. She designed the logo and tried a bunch of different blankets until we found the perfect one. After this she came in and made 40 more.



- A patron made this sublimation puzzle to give to the grandmother of her great grandson.



## Outreach Report

Judy Hoffman, Outreach Coordinator

- **Memory Cafe @ DPL (September):** Our activity was the always popular “Show & Tell.” Attendees brought in one or two items to show and discuss. This is always an interactive session, with a wide range of mementos and projects. We heard a moving story about an heirloom that a family was not able to bring on a train during a forced evacuation many decades ago in an overseas country, and the miracle of how it was returned to them.
- **Community Relations Commission:** In partnership with the Commission, on September 26, DPL presented a viewing and discussion of a documentary on music icon, Trini Lopez (*My Name is Lopez*). Co-producer and Deerfield native, Gary Gand was in attendance, and interviewed following the viewing by DHS film teacher, Brett Schwartz. Many attendees were childhood friends of Gary, and in conversation I found out where the large fountain that was in the pre-renovated DPL landed (purchased by someone in attendance).
- **Lake County Libraries Marketing Staff:** On September 21, DPL hosted marketing staff (18 in attendance) to share information and resources. The group communicates regularly on email, and meets in-person a couple times annually. The first agenda topic was bomb threats, and libraries that had received threats shared their experiences with a lengthy discussion about procedures and communication.
- **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. We had 19 meeting group reservations in September.

## Patron Services Report

Stephanie Keough, Head of Patron Services

- We hired two new 15-hour PS Assistants who are training right now. We also hired an Aide who will join us on 10/18. We're thrilled by these additions to our team.
- I had the opportunity to train the whole library on Zingerman's Guide to Good Service. Lots of stories were shared, bringing awareness to how we can better serve our patrons as well as support each other internally, especially by calling out great internal service from our peers.
- We will be using Square in lieu of our credit card terminals soon. I'm not sure what the training for this change of process looks like yet, but that will be a new system for us to learn.
- 13 curbside appointments and 1 virtual. Year-to-date circulation: 349,058.

## Support Services Report

Pam Skittino, Head of Support Services

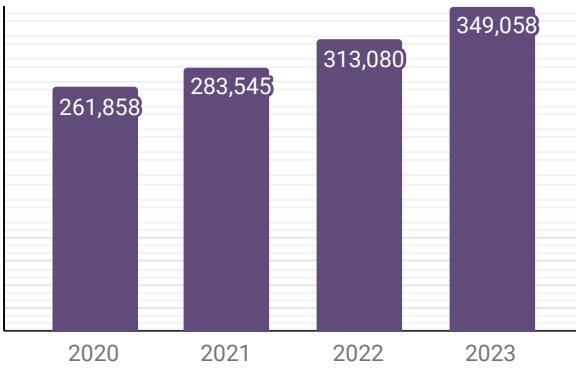
- We verified our resident card holders address and updated the information in Sierra
- Coordinated the Aspen demo for public facing managers

## Youth Services Report

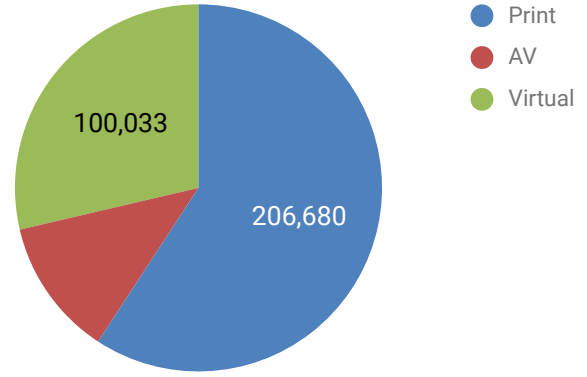
Melissa Stoeger, Assistant Director of Adult & Youth Services

- Our most popular events were our storytimes. We had 3 outdoor storytimes in September for a total of 164 attendees. We also had 2 character storytimes. We had 43 attend our Barbie storytime and 52 attend our Little Mermaid storytime. We always receive great compliments from our patrons on these programs.
- Other popular programs this month were Morris the Magic Man, which had 53 attendees, and a Bluey Party, which had 40 very enthusiastic attendees.
- In September, Megan visited Gigi's Playhouse in Deerfield to help them review and weed their in-house library. One of the volunteers stopped by the library to tell us how thankful they were for Megan's expertise and assistance.
- Kary had 4 visits to Deerfield schools and saw 201 children.
- The Creation Station (green newspaper box) that we put outside during COVID for patrons to pick up grab and go kits, was getting rusty, so we removed it. We decided to wait for feedback from patrons as to whether they still wanted outside pickup, or if they would come inside for the kits. Right away on the Monday morning that the kits were released, two patrons came in to pick them up and thanked us for providing them.
- 980 patron questions
- 7 Personalized Picks
- 19 in-person programs with 486 attendees
- 6 Passive programs with 233 participation

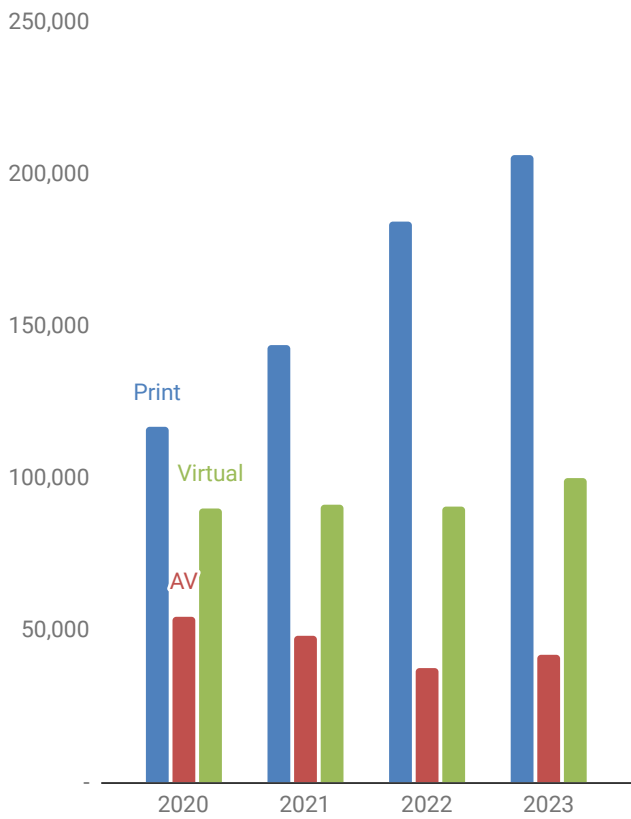
### Total Circulation YTD



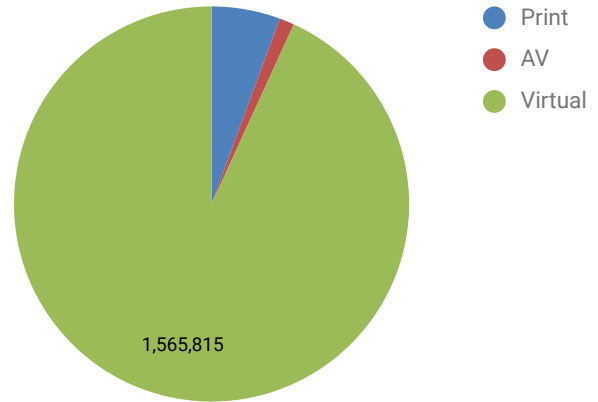
### Circulation by Type YTD



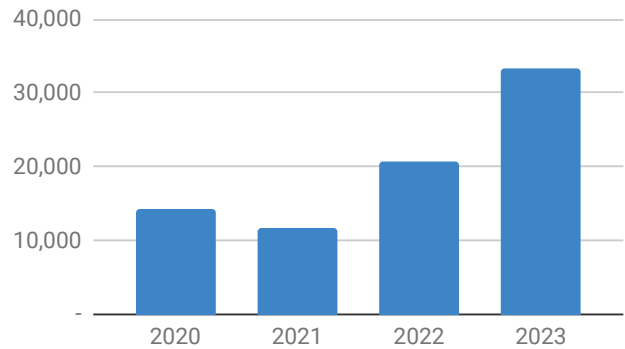
### Circ Trends by Type YTD



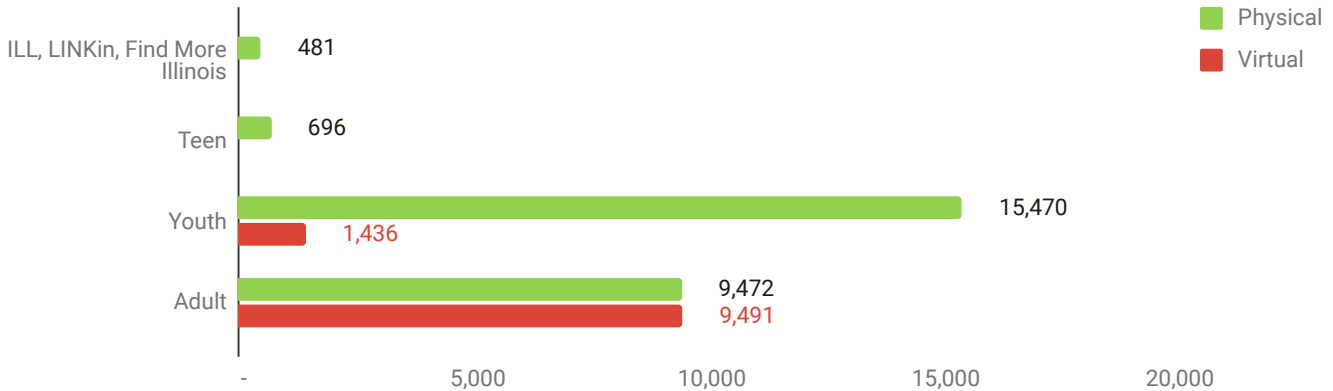
### Collection by Type - September



### Questions Answered YTD



### Circulation by Collection



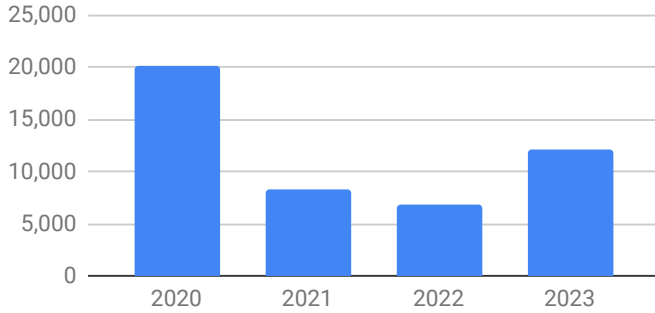
# Deerfield Public Library

September 2023 Statistics

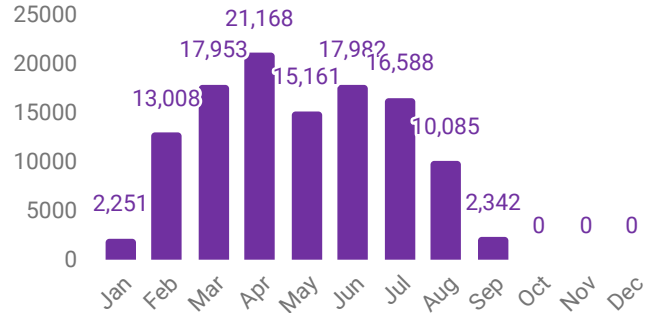
26

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

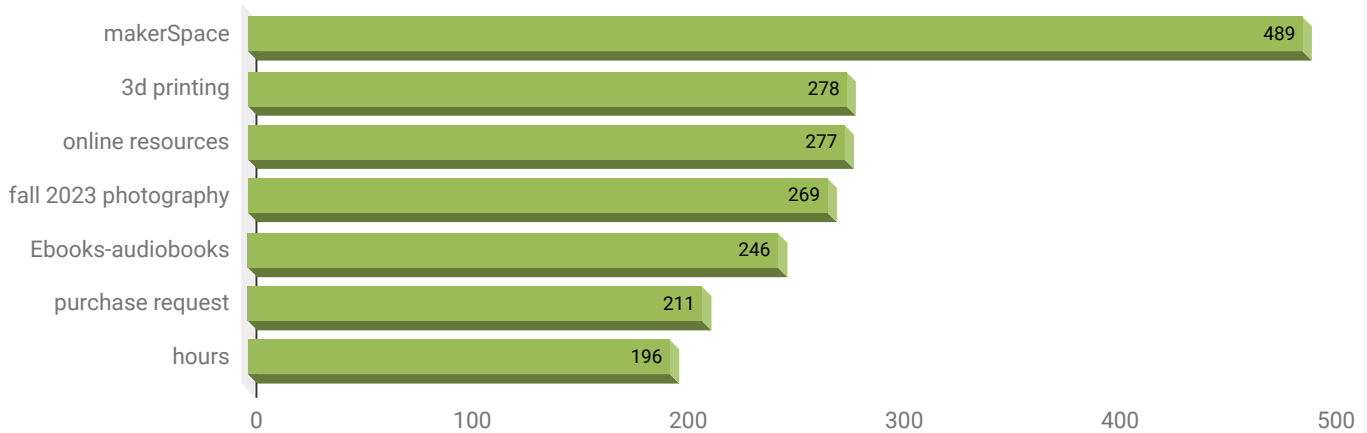
## Active Program Attendance YTD



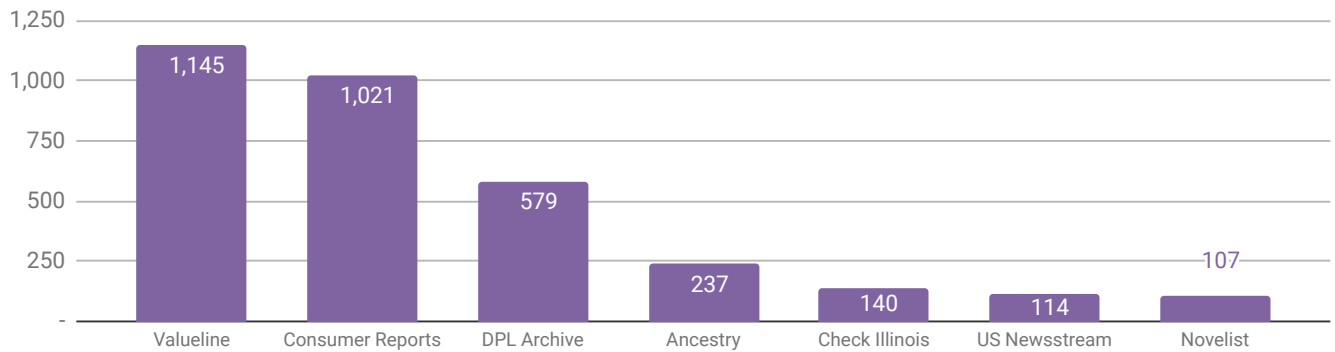
## Passive Program Attendance 2023 \*\*



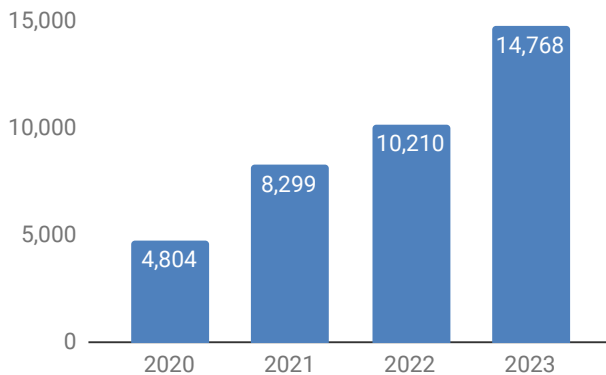
## Most Popular Webpages



## Most popular databases - August



## Monthly Library Visits



## Average Daily Attendance



**To: Board of Trustees**  
**Re: Employee Handbook Updates**  
**Date: October 24, 2023**

We have two proposed changes to our Employee Handbook. The Employee Handbook has been emailed as a separate attachment.

In Section VIII-10, eligible employees are covered by dental and vision insurance on their 31st day of employment rather than their 91st day of employment. This is noted in red on page 57.

In Section IX-3, we propose updating the amount of personal days available for all staff to be in compliance with the Paid Leave for All Workers Act. The updated schedule of personal days is noted in red on page 63 of the document.

I ask that the Board approve these changes at the October meeting.