

**DEERFIELD PUBLIC LIBRARY BOARD OF TRUSTEES
MEETING AGENDA**

**920 Waukegan Road, Deerfield, IL, Board Room
Wednesday, January 17, 2024, 6:30 PM**

1. ROLL CALL & CALL TO ORDER
 - A. Swearing in of Newly Appointed Board Member
 - B. Signing of Oath of Office
2. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD & CORRESPONDENCE
3. APPROVAL OF MINUTES
 - A. November 15, 2023 Regular Meeting (ACTION)
 - B. November 15, 2023 Executive Session Meeting (ACTION)
 - C. December 11, 2023 Special Meeting (ACTION)
 - D. December 11, 2023 Executive Session Meeting (ACTION)
4. TREASURER REPORT
 - A. Monthly Financials: Balance Sheet, Revenue & Expenses (ACTION)
 - B. List of Checks and Payments for Approval (ACTION)
5. STAFF PRESENTATION, Emily Koch, Assistant Manager, Youth Services
6. VILLAGE LIAISON REPORT
7. LIBRARY DIRECTOR'S REPORT
 - A. Building Updates Report
8. OLD BUSINESS
 - A. Staff Holiday Party
9. NEW BUSINESS
 - A. Personal Time Policy Update (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: February 21, 2024; March 20, 2024; April 17, 2024

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

DEERFIELD PUBLIC LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES
November 15, 2023

1. ROLL CALL & CALL TO ORDER

President Luisa Ellenbogen called the meeting to order at 5:30 p.m., in the Board Room, 920 Waukegan Road, Deerfield, IL.

Present Board Members: Luisa Ellenbogen- President, Ken Abosch - Secretary, Emily Wallace, and Stephanie Brand.

Mike Goldberg arrived at 5:42 p.m.

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

Bill Seiden, Village Liaison.

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

Mr. Larry Krupp addressed the board.

3. APPROVAL OF MINUTES

A. October 24, 2023 Regular Meeting (ACTION)

MOTION: Ms. Stephanie Brand made a motion to approve the October 24, 2023 Regular Meeting minutes, seconded by Ms. Emily Wallace.

Vote: 4 - Yes Luisa Ellenbogen, Ken Abosch, Emily Wallace, and Stephanie Brand.
The motion was approved.

4. TREASURER REPORT

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

Ms. Kelly DeCorrevont gave the financial report.

MOTION: Ms. Wallace made a motion to approve the October Financials, seconded by Mr. Ken Abosch.

Vote: 4 - Yes Luisa Ellenbogen, Ken Abosch, Emily Wallace, and Stephanie Brand.
The motion was approved.

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

Ms. DeCorrevont presented the outstanding list of checks and payments to be approved for October, which included:

-Electronic Payments, 3 ACHs, WinTrust	\$	203.81
-AP Checks 14011 - 14057, 12 ACHs, WinTrust	\$	<u>236,684.23</u>
The total amount presented for approval	\$	236,888.04

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

Vote: 4 - Yes Luisa Ellenbogen, Ken Abosch, Emily Wallace, and Stephanie Brand.
The motion was approved.

C. Bank Account Changes (Discussion)

Ms. DeCorrevont led the discussion regarding a possible change of banking institution from Bank Financial to JP Morgan Chase.

5. VILLAGE LIAISON REPORT

Mr. Bill Seiden gave the Village report.

6. LIBRARY DIRECTOR'S REPORT

Ms. Amy Falasz-Peterson gave the Director's report.

A. Building Updates Report

Ms. Falasz-Peterson reported construction has begun in the Patron Services workroom as well as various other improvement projects.

B. Staff Holiday Party

Mr. Falasz-Peterson revealed the date of the Staff Holiday Party. The Holiday Party will be taking place on Friday, January 19, 2023 at 5pm at the Deerfield Public Library. The 2022 Holiday Party was well attended and it is anticipated that this year will be as well.

7. OLD BUSINESS

Ms. Brand discussed attending the Deerfield Multiboard Reception.

8. NEW BUSINESS

A. FY 2024 Per Capita Grant Application Standards Review (DISCUSSION)

The Board reviewed and discussed the Library's progress towards meeting the Standards for Illinois Public Libraries.

9. OTHER

NONE

At 6:10 pm, Mr. Goldberg made a motion to adjourn to the Executive Session, seconded by Mr. Abosch.

Vote: 5 - Yes Luisa Ellenbogen, Ken Abosch, Emily Wallace, Mike Goldberg, and Stephanie Brand.
The motion was approved.

10. EXECUTIVE SESSION 5 ILCS 120/2(C)(3): The selection of a person to fill a public office, as defined in the OMA, including a vacancy in a public office, when the public body is given the power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance.

The Board returned to open session at 7:33 p.m.

Mr. Goldberg made a motion to authorize staff to notify candidates for the Board of Trustees vacancy position seconded by Mr. Abosch.

Vote: 5 Yes Luisa Ellenbogen, Ken Abosch, Mike Goldberg, Emily Wallace, and Stephanie Brand.
The motion was approved.

11. ADJOURNMENT

At 7:34 p.m, Mr. Godlberg made a motion to adjourn the meeting, seconded by Ms. Wallace.

Vote: 5 Yes Luisa Ellenbogen, Ken Abosch, Mike Goldberg, Emily Wallace, and Stephanie Brand.
The motion was approved.

Ken Abosch, Secretary

DEERFIELD PUBLIC LIBRARY BOARD OF TRUSTEES
SPECIAL MEETING MINUTES
December 11, 2023

1. ROLL CALL & CALL TO ORDER

Secretary Ken Abosch called the meeting to order at 5:30 p.m., in the Board Room, 920 Waukegan Road, Deerfield, IL.

Present Board Members: Ken Abosch - Secretary, Emily Wallace, Stephanie Brand, and Mike Goldberg.

Staff: Amy Falasz-Peterson, Library Director.

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

None.

At 5:31 pm, Mr. Goldberg made a motion that the Board adjourn to the Executive Session, seconded by Ms. Wallace.

3. EXECUTIVE SESSION 5 ILCS 120/2(C)(3): The selection of a person to fill a public office, as defined in the OMA, including a vacancy in a public office, when the public body is given the power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance.

The Board returned to open session at 7:43 p.m.

Mr. Abosch reported that the consensus of the Board was to offer the vacant board seat to Mr. Josh Charlson. Mr. Abosch asked Ms. Amy Falasz-Peterson to follow up with the candidates to notify them of the Board's decision.

11. ADJOURNMENT

At 7:45 p.m, Mr. Goldberg made a motion to adjourn the meeting, seconded by Ms. Wallace.

Vote: 4 Yes Ken Abosch, Mike Goldberg, Emily Wallace, and Stephanie Brand.

The motion was approved.

Ken Abosch, Secretary

Deerfield Public Library

Balance Sheet

As of November 30, 2023

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
11000 Cash and Investments - General	0.00
11100 General Operating - WinTrust	280,288.70
11200 Payroll - WinTrust	336,481.32
11300 E-Pay - WinTrust	33,634.49
11400 Deposits - Bank Financial	73,406.98
11500 Petty Cash - Bank Financial	2,306.53
11600 Max-Safe Wintrust	4,433,995.87
11900 Petty Cash	574.00
Total 11000 Cash and Investments - General	5,160,687.89
14100 PMA Financial Services	2,198,746.59
Total Bank Accounts	\$7,359,434.48
Accounts Receivable	\$0.00
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
Total Other Current Assets	\$5,217,022.80
Total Current Assets	\$12,576,457.28
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

Deerfield Public Library

Balance Sheet

As of November 30, 2023

	TOTAL
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	\$23,049,391.14
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
21000 Accounts Payable	66,313.32
Total Accounts Payable	\$66,313.32
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	-8,409.74
Total 22000 Payroll Liabilities	55,087.29
22395 FSA Payable	-1,968.39
23000 Due to Village - Short Term	0.00
24000 Accrued Expenses	0.00
24100 Collection on behalf of Friends	0.00
Total 24000 Accrued Expenses	0.00
25000 Deferred Inflows of Resources	1,813,735.44
25100 Deferred Property Taxes	4,386,500.00

Deerfield Public Library

Balance Sheet

As of November 30, 2023

	TOTAL
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	\$5,895,233.34
Total Current Liabilities	\$5,961,546.66
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	\$11,321,783.40
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	567,831.69
Total Equity	\$11,727,607.74
TOTAL LIABILITIES AND EQUITY	\$23,049,391.14

Deerfield Public Library

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

January - November, 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
41000 Taxes				
41100 Property Tax	4,960,696.70	4,387,720.00	572,976.70	113.06 %
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 %
Total 41000 Taxes	5,724,657.83	5,100,170.00	624,487.83	112.24 %
42000 Fees & Fines				
42100 Material Fees	3,913.41	10,000.00	-6,086.59	39.13 %
42200 Non-Resident Fees	8,762.74	5,000.00	3,762.74	175.25 %
42300 Printing/Copying Fees	5,179.90	4,000.00	1,179.90	129.50 %
Total 42000 Fees & Fines	17,856.05	19,000.00	-1,143.95	93.98 %
43000 Investment Income				
43100 Interest - General	169,609.13	10,000.00	159,609.13	1,696.09 %
43200 Interest - Reserve	35,100.29	10,000.00	25,100.29	351.00 %
Total 43000 Investment Income	204,709.42	20,000.00	184,709.42	1,023.55 %
44000 Grants				
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	28,314.10	20,000.00	8,314.10	141.57 %
45000 Gifts and Contributions				
45100 General Donations	10,032.75	500.00	9,532.75	2,006.55 %
45500 Friends Contributions	21,383.86	10,000.00	11,383.86	213.84 %
Total 45100 General Donations	31,416.61	10,500.00	20,916.61	299.21 %
Total 45000 Gifts and Contributions	31,416.61	10,500.00	20,916.61	299.21 %
49000 Miscellaneous Revenue				
49009 Miscellaneous	2,381.57	500.00	1,881.57	476.31 %
49065 Sale of Surplus Materials	499.44	500.00	-0.56	99.89 %
Total 49000 Miscellaneous Revenue	2,881.01	1,000.00	1,881.01	288.10 %
Total Income	\$6,009,835.02	\$5,170,670.00	\$839,165.02	116.23 %
GROSS PROFIT	\$6,009,835.02	\$5,170,670.00	\$839,165.02	116.23 %
Expenses				
50000 General Expenses				
51000 Personnel Expenses				
51100 Salaries	2,436,233.46	2,430,250.00	5,983.46	100.25 %
51200 FICA	180,269.37	186,000.00	-5,730.63	96.92 %
51300 Health/Misc Benefits	295,898.35	387,000.00	-91,101.65	76.46 %
51400 Pension Contribution	163,029.86	221,000.00	-57,970.14	73.77 %
51500 Other Benefits	7,457.02	9,000.00	-1,542.98	82.86 %
51600 Staff Enrichment	2,825.23	4,000.00	-1,174.77	70.63 %
Total 51000 Personnel Expenses	3,085,713.29	3,237,250.00	-151,536.71	95.32 %

Deerfield Public Library

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

January - November, 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
52000 Facility Expenses				
52100 Interior Facility Maintenance	59,036.42	60,000.00	-963.58	98.39 %
52200 Facility Equipment Maintenance	113,151.74	80,000.00	33,151.74	141.44 %
52300 Exterior Building Maintenance	21,187.07	30,000.00	-8,812.93	70.62 %
52400 Utilities				
52410 Water	3,425.26	3,000.00	425.26	114.18 %
52430 Telephone - Voice	17,173.54	23,000.00	-5,826.46	74.67 %
52440 Data Lines	12,474.43	17,000.00	-4,525.57	73.38 %
Total 52400 Utilities	33,073.23	43,000.00	-9,926.77	76.91 %
52500 Minor Furnishings & Equipment	12,946.61	25,000.00	-12,053.39	51.79 %
Total 52000 Facility Expenses	239,395.07	238,000.00	1,395.07	100.59 %
53000 Library Materials				
53100 Periodicals	17,110.34	15,500.00	1,610.34	110.39 %
53200 Adult Materials-Books				
53221 Books - Adult Non-Fiction	35,637.14	40,000.00	-4,362.86	89.09 %
53222 Books-Adult Fiction	46,076.92	60,000.00	-13,923.08	76.79 %
Total 53200 Adult Materials-Books	81,714.06	100,000.00	-18,285.94	81.71 %
53300 Audio Visual Materials				
53320 Audio Visual - Adult	50,600.46	64,000.00	-13,399.54	79.06 %
53340 Audio Visual - Youth	6,412.36	12,000.00	-5,587.64	53.44 %
Total 53300 Audio Visual Materials	57,012.82	76,000.00	-18,987.18	75.02 %
53400 Youth Materials-Books				
53241 Books - Youth & Teens	48,260.00	73,000.00	-24,740.00	66.11 %
53550 Literacy Support - Youth	1,971.67	2,000.00	-28.33	98.58 %
Total 53400 Youth Materials-Books	50,231.67	75,000.00	-24,768.33	66.98 %
53501 Electronic Resources				
53500 E-Resources	279,902.69	295,000.00	-15,097.31	94.88 %
Total 53501 Electronic Resources	279,902.69	295,000.00	-15,097.31	94.88 %
53600 Non-Traditional Resources	8,429.27	14,000.00	-5,570.73	60.21 %
Total 53000 Library Materials	494,400.85	575,500.00	-81,099.15	85.91 %
54000 Library Programs				
54100 Admin Programs	4,087.23	4,000.00	87.23	102.18 %
54150 Outreach Programs	1,188.40	1,250.00	-61.60	95.07 %
54210 Adult Programs	26,497.91	25,000.00	1,497.91	105.99 %
54400 Youth Programs	27,128.20	25,000.00	2,128.20	108.51 %
54500 MakerSpace Programs	3,008.27	10,000.00	-6,991.73	30.08 %
Total 54000 Library Programs	61,910.01	65,250.00	-3,339.99	94.88 %
55000 Technology				
55350 Software & Licenses	207,214.80	230,000.00	-22,785.20	90.09 %
55360 IT Support	131,343.19	142,000.00	-10,656.81	92.50 %
55400 New Projects/equip				
56440 IT Equipment	35,436.34	63,000.00	-27,563.66	56.25 %

Deerfield Public Library

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

January - November, 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Total 55400 New Projects/equip	35,436.34	63,000.00	-27,563.66	56.25 %
55440 MakerSpace Equipment	8,949.24	10,000.00	-1,050.76	89.49 %
Total 55000 Technology	382,943.57	445,000.00	-62,056.43	86.05 %
56000 Professional/Contractual Svcs				
56009 Other Office Support	9,805.22	10,000.00	-194.78	98.05 %
56100 Insurance	40,026.00	40,000.00	26.00	100.07 %
56200 Postage	6,935.88	8,250.00	-1,314.12	84.07 %
56300 Professional Printing Services	17,505.00	16,000.00	1,505.00	109.41 %
56500 Professional Admin Services	24,758.88	21,000.00	3,758.88	117.90 %
56550 Cataloging Service	20,157.32	22,000.00	-1,842.68	91.62 %
56555 Professional Outreach Services	7,222.00	6,750.00	472.00	106.99 %
Total 56500 Professional Admin Services	52,138.20	49,750.00	2,388.20	104.80 %
56700 Travel for Library Services	95.11	1,000.00	-904.89	9.51 %
Total 56000 Professional/Contractual Svcs	126,505.41	125,000.00	1,505.41	101.20 %
56400 Supplies				
56410 General Operating Supplies	11,260.87	14,000.00	-2,739.13	80.43 %
56420 Processing Supplies	21,241.55	23,000.00	-1,758.45	92.35 %
Total 56400 Supplies	32,502.42	37,000.00	-4,497.58	87.84 %
57000 Training/Development Expenses				
56600 Dues & Memberships	6,791.88	8,000.00	-1,208.12	84.90 %
57100 Training & Education	21,704.09	25,000.00	-3,295.91	86.82 %
57200 Training Travel	5,131.82	6,000.00	-868.18	85.53 %
Total 57000 Training/Development Expenses	33,627.79	39,000.00	-5,372.21	86.23 %
Total 50000 General Expenses	4,456,998.41	4,762,000.00	-305,001.59	93.60 %
61000 Capital Expenses				
61100 Facility Improvements	299,054.92	500,000.00	-200,945.08	59.81 %
Total 61000 Capital Expenses	299,054.92	500,000.00	-200,945.08	59.81 %
70000 Debt Service				
60-7010 Debt Service 2021 Interest (Payments)	232,450.00	232,450.00	0.00	100.00 %
60-7020 Debt Service 2021 Principal (Payments)	455,000.00	455,000.00	0.00	100.00 %
Total 70000 Debt Service	687,450.00	687,450.00	0.00	100.00 %
Total Expenses	\$5,443,503.33	\$5,949,450.00	\$ -505,946.67	91.50 %
NET OPERATING INCOME	\$566,331.69	\$ -778,780.00	\$1,345,111.69	-72.72 %
NET INCOME	\$566,331.69	\$ -778,780.00	\$1,345,111.69	-72.72 %



Master Total Portfolio Report

Report as of 11/30/2023

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		11/30/2023			ISC Balance	\$99,169.75	\$99,169.75	
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
Sub Totals --						\$2,198,746.59	\$2,260,545.21	

Totals --						\$2,198,746.59	\$2,260,545.21	
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Time and Dollar Weighted Average Portfolio Yield: 4.02%

Weighted Average Portfolio Maturity: 185.90 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	50.18	\$1,128,482.44	Securities
CD	45.41	\$1,021,375.46	Certificate of Deposit
ISC	4.41	\$99,169.75	ISC Account

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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

Deerfield Public Library

Balance Sheet

As of December 31, 2023

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
11000 Cash and Investments - General	0.00
11100 General Operating - WinTrust	327,300.35
11200 Payroll - WinTrust	217,862.66
11300 E-Pay - WinTrust	34,050.93
11400 Deposits - Bank Financial	74,110.25
11500 Petty Cash - Bank Financial	2,199.73
11600 Max-Safe Wintrust	4,296,378.22
11900 Petty Cash	574.00
Total 11000 Cash and Investments - General	4,952,476.14
14100 PMA Financial Services	
10-1410 PMA Reserve Fund	2,200,114.92
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	2,200,114.92
Total Bank Accounts	\$7,152,591.06
Accounts Receivable	
15120 Property Tax Receivable - 2013	67.96
Total Accounts Receivable	\$67.96
Other Current Assets	
12101 Inventory Asset	0.00
15000 Other Current Assets	0.00
15010 Receivables	4.80
15100 Property Taxes Receivable	4,386,500.00
15110 Property Tax Receivable - 2011A	683,950.00
15121 Property Tax Receivable - 2013	0.00
15200 Due from Village of Deerfield	0.00
15300 Prepaid Expenses	0.00
15400 Accrued Revenue - General	0.00
Total Other Current Assets	\$5,070,454.80
Total Current Assets	\$12,223,113.82

Deerfield Public Library

Balance Sheet

As of December 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	0.00
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	0.00
Total Other Assets	\$660,990.74
TOTAL ASSETS	\$22,089,962.68
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
21000 Accounts Payable	183,565.55
Total Accounts Payable	\$183,565.55
Credit Cards	
20000 Credit Cards Payable	-682.87

Deerfield Public Library

Balance Sheet

As of December 31, 2023

	TOTAL
Total Credit Cards	\$ -682.87
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	0.00
22310 Federal Income Tax	-236.87
22320 Social Security	738.58
22330 Medicare	0.00
22340 Employer' s FICA	0.00
22350 State Income Tax	-2,265.69
22360 IMRF	529.83
22370 ICMA	70.67
22375 Vision	6,619.64
22380 Medical/Health	-45,708.90
22385 Dental	-4,042.82
22390 Life	6,915.58
22400 EAP	96.00
Total 22300 Withholdings	-37,283.98
Total 22000 Payroll Liabilities	26,213.05
22395 FSA Payable	-1,748.39
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	\$5,866,579.10
Total Current Liabilities	\$6,049,461.78

Deerfield Public Library

Balance Sheet

As of December 31, 2023

	TOTAL
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	\$11,409,698.52
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	-479,511.89
Total Equity	\$10,680,264.16
TOTAL LIABILITIES AND EQUITY	\$22,089,962.68

Deerfield Public Library

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

January - December 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
41000 Taxes				
41100 Property Tax	4,458,805.82	4,387,720.00	71,085.82	101.62 %
41200 Replacement Tax	112,103.41	25,000.00	87,103.41	448.41 %
60-4110 Property Taxes - Debt Service 2021	687,450.00	687,450.00	0.00	100.00 %
Total 41000 Taxes	5,258,359.23	5,100,170.00	158,189.23	103.10 %
42000 Fees & Fines				
42100 Material Fees	4,469.41	10,000.00	-5,530.59	44.69 %
42200 Non-Resident Fees	8,762.74	5,000.00	3,762.74	175.25 %
42300 Printing/Copying Fees	5,395.44	4,000.00	1,395.44	134.89 %
Total 42000 Fees & Fines	18,627.59	19,000.00	-372.41	98.04 %
43000 Investment Income				
43100 Interest - General	189,888.94	10,000.00	179,888.94	1,898.89 %
43200 Interest - Reserve	36,468.62	10,000.00	26,468.62	364.69 %
Total 43000 Investment Income	226,357.56	20,000.00	206,357.56	1,131.79 %
44000 Grants				
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	28,314.10	20,000.00	8,314.10	141.57 %
45000 Gifts and Contributions				
45100 General Donations	10,032.75	500.00	9,532.75	2,006.55 %
45500 Friends Contributions	21,383.86	10,000.00	11,383.86	213.84 %
Total 45100 General Donations	31,416.61	10,500.00	20,916.61	299.21 %
Total 45000 Gifts and Contributions	31,416.61	10,500.00	20,916.61	299.21 %
49000 Miscellaneous Revenue				
49009 Miscellaneous	2,381.57	500.00	1,881.57	476.31 %
49065 Sale of Surplus Materials	499.44	500.00	-0.56	99.89 %
Total 49000 Miscellaneous Revenue	2,881.01	1,000.00	1,881.01	288.10 %
Total Income	\$5,565,956.10	\$5,170,670.00	\$395,286.10	107.64 %
GROSS PROFIT	\$5,565,956.10	\$5,170,670.00	\$395,286.10	107.64 %
Expenses				
50000 General Expenses				
51000 Personnel Expenses				
51100 Salaries	2,652,843.63	2,430,250.00	222,593.63	109.16 %
51200 FICA	196,662.04	186,000.00	10,662.04	105.73 %
51300 Health/Misc Benefits	309,021.31	387,000.00	-77,978.69	79.85 %
51400 Pension Contribution	177,393.06	221,000.00	-43,606.94	80.27 %
51500 Other Benefits	7,727.78	9,000.00	-1,272.22	85.86 %
51600 Staff Enrichment	4,341.65	4,000.00	341.65	108.54 %
Total 51000 Personnel Expenses	3,347,989.47	3,237,250.00	110,739.47	103.42 %

Deerfield Public Library

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

January - December 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
52000 Facility Expenses				
52100 Interior Facility Maintenance	62,811.67	60,000.00	2,811.67	104.69 %
52200 Facility Equipment Maintenance	128,925.48	80,000.00	48,925.48	161.16 %
52300 Exterior Building Maintenance	22,687.07	30,000.00	-7,312.93	75.62 %
52400 Utilities				
52410 Water	3,666.56	3,000.00	666.56	122.22 %
52430 Telephone - Voice	18,705.93	23,000.00	-4,294.07	81.33 %
52440 Data Lines	13,587.59	17,000.00	-3,412.41	79.93 %
Total 52400 Utilities	35,960.08	43,000.00	-7,039.92	83.63 %
52500 Minor Furnishings & Equipment	17,435.16	25,000.00	-7,564.84	69.74 %
Total 52000 Facility Expenses	267,819.46	238,000.00	29,819.46	112.53 %
53000 Library Materials				
53100 Periodicals	17,927.34	15,500.00	2,427.34	115.66 %
53200 Adult Materials-Books				
53221 Books - Adult Non-Fiction	38,330.07	40,000.00	-1,669.93	95.83 %
53222 Books-Adult Fiction	48,072.78	60,000.00	-11,927.22	80.12 %
Total 53200 Adult Materials-Books	86,402.85	100,000.00	-13,597.15	86.40 %
53300 Audio Visual Materials				
53320 Audio Visual - Adult	56,079.84	64,000.00	-7,920.16	87.62 %
53340 Audio Visual - Youth	7,556.38	12,000.00	-4,443.62	62.97 %
Total 53300 Audio Visual Materials	63,636.22	76,000.00	-12,363.78	83.73 %
53400 Youth Materials-Books				
53241 Books - Youth & Teens	55,896.43	73,000.00	-17,103.57	76.57 %
53550 Literacy Support - Youth	1,998.66	2,000.00	-1.34	99.93 %
Total 53400 Youth Materials-Books	57,895.09	75,000.00	-17,104.91	77.19 %
53501 Electronic Resources				
53500 E-Resources	296,411.57	295,000.00	1,411.57	100.48 %
Total 53501 Electronic Resources	296,411.57	295,000.00	1,411.57	100.48 %
53600 Non-Traditional Resources	13,777.12	14,000.00	-222.88	98.41 %
Total 53000 Library Materials	536,050.19	575,500.00	-39,449.81	93.15 %
54000 Library Programs				
54100 Admin Programs	4,383.49	4,000.00	383.49	109.59 %
54150 Outreach Programs	1,332.40	1,250.00	82.40	106.59 %
54210 Adult Programs	27,920.58	25,000.00	2,920.58	111.68 %
54400 Youth Programs	31,714.66	25,000.00	6,714.66	126.86 %
54500 MakerSpace Programs	9,260.07	10,000.00	-739.93	92.60 %
Total 54000 Library Programs	74,611.20	65,250.00	9,361.20	114.35 %
55000 Technology				
55350 Software & Licenses	211,242.06	230,000.00	-18,757.94	91.84 %
55360 IT Support	141,846.19	142,000.00	-153.81	99.89 %
55400 New Projects/equip				
56440 IT Equipment	62,771.84	63,000.00	-228.16	99.64 %

Deerfield Public Library

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

January - December 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Total 55400 New Projects/equip	62,771.84	63,000.00	-228.16	99.64 %
55440 MakerSpace Equipment	9,893.82	10,000.00	-106.18	98.94 %
Total 55000 Technology	425,753.91	445,000.00	-19,246.09	95.68 %
56000 Professional/Contractual Svcs				
56009 Other Office Support	11,008.55	10,000.00	1,008.55	110.09 %
56100 Insurance	40,026.00	40,000.00	26.00	100.07 %
56200 Postage	6,955.50	8,250.00	-1,294.50	84.31 %
56300 Professional Printing Services	17,505.00	16,000.00	1,505.00	109.41 %
56500 Professional Admin Services	25,387.88	21,000.00	4,387.88	120.89 %
56550 Cataloging Service	20,570.68	22,000.00	-1,429.32	93.50 %
56555 Professional Outreach Services	7,222.00	6,750.00	472.00	106.99 %
Total 56500 Professional Admin Services	53,180.56	49,750.00	3,430.56	106.90 %
56700 Travel for Library Services	158.48	1,000.00	-841.52	15.85 %
Total 56000 Professional/Contractual Svcs	128,834.09	125,000.00	3,834.09	103.07 %
56400 Supplies				
56410 General Operating Supplies	13,521.32	14,000.00	-478.68	96.58 %
56420 Processing Supplies	23,403.50	23,000.00	403.50	101.75 %
Total 56400 Supplies	36,924.82	37,000.00	-75.18	99.80 %
57000 Training/Development Expenses				
56600 Dues & Memberships	8,412.88	8,000.00	412.88	105.16 %
57100 Training & Education	24,692.67	25,000.00	-307.33	98.77 %
57200 Training Travel	6,383.74	6,000.00	383.74	106.40 %
Total 57000 Training/Development Expenses	39,489.29	39,000.00	489.29	101.25 %
Total 50000 General Expenses	4,857,472.43	4,762,000.00	95,472.43	102.00 %
61000 Capital Expenses				
61100 Facility Improvements	502,045.56	500,000.00	2,045.56	100.41 %
Total 61000 Capital Expenses	502,045.56	500,000.00	2,045.56	100.41 %
70000 Debt Service				
60-7010 Debt Service 2021 Interest (Payments)	232,450.00	232,450.00	0.00	100.00 %
60-7020 Debt Service 2021 Principal (Payments)	455,000.00	455,000.00	0.00	100.00 %
Total 70000 Debt Service	687,450.00	687,450.00	0.00	100.00 %
Total Expenses	\$6,046,967.99	\$5,949,450.00	\$97,517.99	101.64 %
NET OPERATING INCOME	\$ -481,011.89	\$ -778,780.00	\$297,768.11	61.76 %
NET INCOME	\$ -481,011.89	\$ -778,780.00	\$297,768.11	61.76 %



Master Total Portfolio Report

Report as of 12/31/2023

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

Deerfield Public Library (80226-102 - Reserve Fund)

Type	Holding ID	Settle Date	Maturity	FDIC #	Instrument	Cost	Par-Val/Mat. Val	Rate
ISC		12/31/2023			ISC Balance	\$100,538.08	\$100,538.08	
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
Sub Totals -						\$2,200,114.92	\$2,261,913.54	
Totals -						\$2,200,114.92	\$2,261,913.54	

Time and Dollar Weighted Average Portfolio Yield: 4.12%

Weighted Average Portfolio Maturity: 154.86 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	50.23	\$1,132,474.57	Securities
CD	45.31	\$1,021,375.46	Certificate of Deposit
ISC	4.46	\$100,538.08	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

Deerfield Public Library
Schedule of Changes in Investments - 4th Quarter of Fiscal Year 2023
 October 1 and December 31, 2023

	<u>Starting</u> <u>October 1, 2023</u>	<u>Increase /</u> <u>(Decrease)</u>	<u>Ending</u> <u>December 31, 2023</u>
For General Operations			
Money Market Accounts			
Wintrust General OP/AP	871,626	(544,326)	327,300
Wintrust Max Safe MM	4,804,366	(507,988)	4,296,378
PMA Securities & Savings	-	-	-
	<u>5,675,992</u>	<u>(1,052,313)</u>	<u>4,623,679</u>
For Reserves			
Money Market Accounts			
PMA Investments	1,656,500	543,615	2,200,115
	<u>1,656,500</u>	<u>543,615</u>	<u>2,200,115</u>
 Investments*, Grand Total	 <u>\$ 7,332,492</u>	 <u>\$ (508,699)</u>	 <u>\$ 6,823,793</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:

\$328,798

Total cash deposits: \$7,152,591

Deerfield Public Library					
Check Detail					
For Board Meeting on December 20, 2023					
Summary					Amount
11500 Bank Financial Petty Cash	Check Num 752-754				\$145.73
11300 WinTrust E Pay	2 ACHs				\$36.34
11100 WinTrust General Operating	Check Num 14058-14104, 13 ACHS				\$783,073.65
Total Payments to Approve					\$783,255.72
Date	Num	Vendor	Memo	Amount	Account Num
11500 Bank Financial Petty Cash -1537					
11/14/2023	752	Dylan Grube	Reimburse for Travel - YALSA Conference Nov '23	25.74	57200
11/20/2023	753	Mira Desai	Reimburse for Halloween Candy & Bags for Staff	48.84	51600
12/07/2023	754	Petty Cash Box	Replenish PS Service Desk Spare Change Bag	71.15	42100
Total for 11500 Bank Financial Petty Cash -1537					145.73
11300 WinTrust E Pay -8926					
12/05/2023	ACH	Chase Paymentech	Merchant CC Processing Fees	11.14	56009
12/05/2023	ACH	Paypal	Merchant CC Processing Fees	25.20	56009
Total for 11300 WinTrust E Pay -8926					36.34
11100 WinTrust General Operating -2997					
11/28/2023	14058	EBSCO Industries Inc., dba Ebsco Information Services	Magazine Subscriptions Annual Renewal 2024	10,323.10	53100
11/28/2023	14059	Otis Elevator Company	Elevator Maintenance Service 2023-2024	2,258.16	52200
11/28/2023	14060	OverDrive, Inc.	eBooks - November 2023	3,719.32	53500
11/28/2023	14061	Sentinel Technologies, Inc.	Renew Warranties for Servers & our Firewall	6,067.13	55360
11/28/2023	14062	Ancel, Glink, Diamond, Bush, DiCianni & Krafthefer, P.C.	Legal Fees-October 2023	281.25	56500
11/28/2023	14063	Deerfield High School	DHS Chamber Orchestra Holiday Concert Program on 12/09/23	150.00	54210
11/28/2023	14064	Hawk Masonry	Tuckpointing Exterior of Library & Interior Wall of LL by Elevator. Caulking Windows on Upper Level by Front Door	11,700.00	61100
11/28/2023	14065	Lechner and Sons	Lobby Mats 11/14/23	123.15	52100
11/28/2023	14066	Lenovo Inc.	New Laptops (3) for Staff & Chargers	3,520.00	56440
11/28/2023	14067	Judith S. Roin	Welcoming the Winter Solstice with Mindfulness with Judy Roin - 12/15/23	75.00	54210
11/28/2023	14068	Anderson Pest Solutions	Pest Management - November 2023	71.40	52100
11/28/2023	14069	Sikich LLP	Automation Support for Servers & Workstations & Storage Cloud Backup - December 2023	6,965.00	55360
11/28/2023	14070	Alice Herz	Bee & Stencil Kits for Grab & Go	170.51	54400
11/28/2023	14071	Parties with Character	Remaining Balance for (4) Character Storytime visits with Keepsakes Fall 2023 (9/7, 9/27, 10/12, 11/7)	724.00	54400
11/28/2023	14072	Fox Valley Fire & Safety Company, Inc.	Fire Extinguishers Annual Maintenance & Fire Alarm Radio Monitoring Quarterly Lease - November 2023	386.15	52200
11/28/2023	14073	Demco, Inc.	New Sensory Wall Items - Youth	902.06	53550
11/28/2023	14074	H2I Group, Inc.	BOFA Filters for MakerSpace	1,616.00	54500
11/28/2023	14075	Knudsen Construction, Inc.	Partial Payment for Upper Level & Patron Service Offices Remodel	40,232.50	61100
11/28/2023	14076	Vogue Printers	Winter 2023-2024 Browsing Newsletter	4,736.00	56300
11/28/2023	14077	Showcases	300 DVD Cases	324.00	56420
11/28/2023	14078	Filter Services, Inc.	Filters for Air Handlers	589.00	52200
11/28/2023	14079	Village of Deerfield	Fuel & Garage Fees - Oct 2023	37.41	52200
12/06/2023	14080	Product LLC	Original Checks were Lost in Mail - Void & Reissue	15,271.81	61100
12/06/2023	14081	Proshred North	Original Check was Lost in Mail - Void & Reissue	335.00	56500
12/06/2023	14082	Unique National Collections, Inc	NCOA Database Scrub (Geo Coding) for Patron Record	142.67	56550
12/06/2023	14083	Midwest Tape 2000007021	Acquisitions for AV, Processing Supplies & Cataloging Service - November 2023	7,347.35	55320, 53340, 56420, 56550

12/06/2023	14084	James Martin Associates, Inc.	Winter Container Display - 2023	750.00	52300
12/06/2023	14085	OverDrive, Inc.	eBooks - November 2023	9,794.70	53500
12/06/2023	14086	Ingram Library Services LLC	Acquisitions for Books, AV, and Processing Supplies - November 2023	13,141.91	53221, 53222, 53241, 53320, 53550, 56420
12/06/2023	14087	AV Techsource, Inc.	Equipment for Meeting AV Refresh	9,395.50	61100
12/06/2023	14088	ACC Business	Internet Service 10/11/23-11/10/23	902.22	52440
12/06/2023	14089	Cintas Corporation	Monthly Lease for (3) New AED Devices & (3)Trauma Bags attached to AEDs	1,217.58	52200
12/06/2023	14090	Lechner and Sons	Lobby Mats 11/28/23 - Final Invoice	123.15	52100
12/06/2023	14091	CDW Government, Inc.	Cisco Direct	820.63	56440
12/06/2023	14092	Excel Window Tinting	Install Semi Transparent Clear Frost on (18) North facing windows, LOT & Youth Area for Privacy	2,165.00	61100
12/06/2023	14093	Marcive, Inc.	Authority Processing - November 2023 & Annual Deletion Service	695.26	56550
12/06/2023	14094	Automatic Mechanical Services, Inc.	2023 Annual Maintenance Agreement - Q4 Billing	5,553.00	52200
12/06/2023	14095	DBR Chamber of Commerce	Membership Dues - 2024	299.00	56600
12/06/2023	14096	Best Quality Cleaning	Monthly Cleaning - December 2023	3,500.00	52100
12/06/2023	14097	Alice Herz	Tuition Reimbursement - A. Herz	1,000.00	57100
12/06/2023	14098	Atlas Concrete Lifting, Inc.	Concrete Lifting of Northside Sidewalk from Youth programming room down to Waukegan Road	875.00	61100
12/06/2023	14099	Playaway Products LLC	Acquisitions for Wonderbooks Youth Av - November 2023	561.90	53340
12/06/2023	14100	Demco, Inc.	New Chairs for Youth Computer Lab (6-Navy) & Teen Table (4-Lime Green)	1,734.54	52500
12/06/2023	14101	Kanopy Inc.	Pay Per Use Program	487.00	53500
12/06/2023	14102	Midwest Tape	Hoopla Subscription - November 2023	4,333.60	53500
12/06/2023	14103	Quench USA, Inc.	Water Cooler Qtrly Rent: 12/01/2023-02/29/2024	124.74	52200
12/06/2023	14104	RAILS	Communico Cloud Platform 01/01/24-12/31/24	7,500.00	55350
11/15/2023	ACH	Peerless Network, Inc.	Phone Support Maintenance 11/15/23-12/14/23	1,132.13	52430
11/17/2023	ACH	LaCrosse Electric Co.	Replacement cabling at the reference desk and additional cabling for the makerspace and computer lab.	4,710.00	55360
11/21/2023	ACH	AT&T	Voice Lines: 09/29/23-10/28/23	388.86	52430
11/24/2023	ACH	Wex Health, Inc.	FSA Monthly Fees - October 2023	54.90	51500
11/28/2023	ACH	Village of Deerfield	Library Debt Service Payment	571,225.00	60-7010, 60-7020
12/01/2023	ACH	Village of Deerfield	Water & Sewer - September 2023	132.89	52410
12/01/2023	ACH	Village of Deerfield	Water & Sewer - September 2023	108.41	52410
12/04/2023	ACH	Comcast Cable	Patron Internet Service 11/16/23-12/15/23	210.94	52440
12/05/2023	ACH	De Lage Landen Financial Services, Inc.	Monthly Lse for 7 Copiers and 3 Printers - December 2023	1,808.72	55360
12/06/2023	ACH	Amazon	Invoice #: 1HX9-3RQQ-DG1L Invoice Date: 12/01/2023 for November 2023 Credit Memo#: 1JGL-XD6Y-DP4J - November 2023	10,347.19	51600, 52500, 53221, 53241, 53320, 53600, 54210, 54400, 54500, 56410, 56420, 55440, 56440
12/06/2023	ACH	Google, Inc.	Google Apps - December 2023	1,107.00	55350
12/11/2023	ACH	Illinois Department of Employment Services (IDES)	Late Fee	105.00	56009
12/12/2023	ACH	First Bank Mastercard	November 2023 Credit Card Payment	8,689.91	20001-20014
Total for 11100 WinTrust General Operating -2997				783,073.65	

Deerfield Public Library
Credit Card Transactions by Account Holder
As of 12/08/2023
Presented for Approval January 17, 2023

	Date	Num	Vendor	Memo	Amount	Account Description
20000 Credit Cards Payable						
20001 Admin - 4734						
	12/08/2023	AD 11/08/23	Whole Foods	Treats & SEC Gift for Katie J.'s Baby Shower	35.98	Staff Enrichment
	12/08/2023	AD 11/09/23	MailChimp	E-Newsletter Mailing Monthly Subscription	69.00	Outreach Programs
	12/08/2023	AD 11/15/23	Spotify	Spotify for iPads Monthly Subscription	16.99	Youth Programming
	12/08/2023	AD 11/15/23	Il Forno Pizza	Pizza for Board Meeting - 11/15/23	80.19	Admin Programs
	12/08/2023	AD 11/15/23	DBR Chamber of Commerce	Tickets for Holiday Luncheon - 12/7/23 - A. Falasz-Peterson & K. DeCorrevont	100.00	Training & Education
	12/08/2023	AD 11/20/23	B&H Photo	Printer Ink for MakerSpace Large Format Printer	626.40	MakerSpace Equipment
	12/08/2023	AD 11/21/23	DBR Chamber of Commerce	Ticket for Holiday Luncheon - 12/7/23 - S. Scaletta	50.00	Training & Education
	12/08/2023	AD 11/22/23	Illinois Library Association	ILA Legislative Breakfast - A. Falasz-Peterson	45.00	Training & Education
	12/08/2023	AD 11/27/23	Cafe Zupas	Lunch with New Communications Outreach Manager	47.14	Admin Programs
	12/08/2023	AD 11/28/23	Jewel-Osco	Desserts for Judy H.'s Retirement Party	43.95	Staff Enrichment
	12/08/2023	AD 11/29/23	Mariano's	Drinks & Snacks for All Staff Meeting - 11/30/23	41.51	Admin Programs
	12/08/2023	AD 11/29/23	Rosati's Pizza	Food for Judy H.'s Retirement Party	127.48	Staff Enrichment
	Total for 20001 Admin - 4734				1,283.64	
20002 Business Office - 1381						
	12/08/2023	BO 11/09/23	USPS	Postage to Send AED in for Reimbursement	17.10	Postage
	12/08/2023	BO 11/09/23	Compliance Signs	New Signage for Patron & Employee Entrances	76.09	General Operating Supplies
	12/08/2023	BO 11/09/23	Broadway in Chicago	Gift Card for Judy H.'s Retirement Gift	100.00	Admin Programs
	12/08/2023	BO 11/13/23	Vista Print	New Business Cards for K.Vossberg, Return Labels	78.69	General Operating Supplies
	12/08/2023	BO 11/16/23	Ultimate Screen Print	DPL Employee Fleece Orders 2023	989.50	Staff Enrichment
	12/08/2023	BO 11/30/23	Vista Print	New Business Cards for S. Scaletta	22.19	General Operating Supplies
	12/08/2023	BO 11/30/23	Upper Crust Bagels	Bagels for All Staff Meeting - 11/30/23	27.42	Admin Programs
	12/08/2023	BO 12/02/23	Staples	Creamer for Patrons, Forks, Spoons, Batteries	184.23	General Operating Supplies
	Total for 20002 Business Office - 1381				1,495.22	
20003 Info Technology (IT) - 5382						
	12/08/2023	IT 11/08/23	Wasabi Technologies	Storage for Remote Backup	34.34	IT Support
	12/08/2023	IT 11/09/23	Adobe	Staff Creative Cloud All Apps Monthly Subscription	54.99	Software & Licenses
	12/08/2023	IT 11/12/23	Hesk	Hesk Cloud Help Desk Annual Payment	199.00	Software & Licenses
	12/08/2023	IT 11/13/23	CBI*Cyberlink	Support Services for PowerDVD Software	59.99	Software & Licenses
	12/08/2023	IT 11/19/23	Otter.AI	Annual Subscription for Transcription Services	119.99	Software & Licenses
	12/08/2023	IT 11/30/23	Today's Business Solution	Fee for Public Use of Fax Machine	39.94	IT Support
	12/08/2023	IT 12/01/23	Google	Monthly Charge for Library Board Voicemail	14.27	Telephone - Voice
	12/08/2023	IT 12/01/23	Liberated Syndication	Podcasting Hosting	20.00	Software & Licenses
	Total for 20003 Info Technology (IT) - 5382				542.52	
20004 Facilities - 1382						
	12/08/2023	FC 11/14/2023	Home Depot	Materials to Fix Cabinets in Youth Service Desk	4.14	Interior Facility Maintenance
	Total for 20004 Facilities - 1382				4.14	
20007 Adult Services - 2368						
	12/08/2023	AS 11/08/23	Disney Plus	Roku Monthly Subscription	14.99	E-Resources
	12/08/2023	AS 11/09/23	Bloomberg	Annual Subscription	399.00	Periodicals
	12/08/2023	AS 11/10/23	PBS WTTW	Annual Subscription	60.00	E-Resources
	12/08/2023	AS 11/14/23	Netflix	Roku Monthly Subscription	19.99	E-Resources
	12/08/2023	AS 11/19/23	Apple	Roku Monthly Subscription - Apple TV	6.99	E-Resources
	12/08/2023	AS 11/19/23	Apple	Roku Monthly Subscription - Apple TV	6.99	E-Resources
	12/08/2023	AS 11/22/23	Illinois Library Association	Renewal of ILA Membership - M. Sanks	100.00	Membership & Dues
	12/08/2023	AS 11/22/23	American Library Association	Renewal of ALA Membership - M. Sanks	215.00	Membership & Dues
	12/08/2023	AS 11/24/23	Lego	Lego Sets for LOT	564.44	Library of Things
	12/08/2023	AS 11/30/23	Netflix	Roku Monthly Subscription	22.99	E-Resources
	12/08/2023	AS 12/01/23	Acorn TV	Annual Subscription	69.99	E-Resources
	12/08/2023	AS 12/03/23	Disney Plus	Roku Monthly Subscription	14.99	E-Resources
	Total for 20007 Adult Services - 2368				1,495.37	

20010 Adult Prog Coord - 5416

12/08/2023	APC 11/07/23	Jewel-Osco	Gift Cards (4) & Snacks for Trivia Night 11/7/23	120.69	Adult Programming
12/08/2023	APC 11/14/23	Jewel-Osco	Snacks for Movie Night 11/14/23	22.48	Adult Programming
12/08/2023	APC 11/23/23	Zoom	Monthly Subscription	55.99	Adult Programming
12/08/2023	APC 11/30/23	Foreign Policy Assoc (FPA)	Great Decision Materials (Book)	42.67	Books - Adult Non-Fiction
12/08/2023	APC 11/30/23	Foreign Policy Assoc (FPA)	Great Decision Materials (DVD)	47.68	Audio Visual - Adult
12/08/2023	APC 11/30/23	Wal-Mart	Gingerbread houses for program 12/19/23	207.27	Adult Programming
Total for 20010 Adult Prog Coord - 5416				496.78	

20011 Youth Prog Coord - 1971

12/08/2023	YPC 10/25/23	Wyndham Hotel	Credit was provided due to issue with Hotel Stay for ILA Conference '23	-67.83	Training Travel
12/08/2023	YPC 11/23/23	Lake Shore Learning Material	Sorting & Pattern activities for In-House & Outreach Programs	159.94	Youth Programming
12/08/2023	YPC 11/24/23	Lego	Lego Sets for LOT collection	597.82	Library of Things
12/08/2023	YPC 11/29/23	Discount School Supply	Food, Looms, Specimen Sets for Outreach, Play Area & Programs	313.38	Youth Programming
12/08/2023	YPC 11/29/23	Wal-Mart	Gingerbread houses & extra decorating items & Ugly sweater kits for YAB & TAB	409.40	Youth Programming
12/08/2023	YPC 11/30/23	Oriental Trading Co.	Crafts for December Grab & Go Kits & New Years	14.99	Youth Programming
12/08/2023	YPC 12/01/23	Oriental Trading Co.	Crafts for December Grab & Go Kits & New Years	273.50	Youth Programming
12/08/2023	YPC 12/06/23	Chicago Books & Journals	ALA Early Literacy Calendar 2024	29.76	Literacy Support Youth
Total for 20011 Youth Prog Coord - 1971				1,730.96	

20013 Teen Services - 6330

12/08/2023	TS 11/08/23	Rosati's Pizza	Food for Teen Advisory Board 11/08/23	51.23	Youth Programming
12/08/2023	TS 11/10/23	Hyatt	Food for YALSA Conference '23 - D. Grube & E. Koch	50.00	Training Travel
12/08/2023	TS 11/12/23	Amtrak	Food for YALSA Conference '23 - D. Grube & E. Koch	23.50	Training Travel
12/08/2023	TS 11/12/23	Condado Tacos	Food for YALSA Conference '23 - D. Grube & E. Koch	50.27	Training Travel
12/08/2023	TS 11/12/23	Hyatt	Food for YALSA Conference '23 - D. Grube & E. Koch	44.75	Training Travel
12/08/2023	TS 11/12/23	Hyatt	Lodging for YALSA Conference '23 - D. Grube	351.44	Training Travel
12/08/2023	TS 11/12/23	Hyatt	Lodging for YALSA Conference '23 - E. Koch	351.44	Training Travel
12/08/2023	TS 11/16/23	Rosati's Pizza	Pizza for Hunger Games Party	40.73	Youth Programming
12/08/2023	TS 11/17/23	Teachers Pay Teachers	Coloring Pages for Hunger Games Party	4.00	Youth Programming
Total for 20013 Teen Services - 6330				967.36	

20014 MakerSpace - 2311

12/08/2023	MS 11/09/23	Bambulab	New 3D Printer	673.92	MakerSpace Programming
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Total for 20014 MakerSpace - 2311**673.92****Total for 20000 Credit Cards Payable****8,689.91**

Deerfield Public Library					
Check Detail					
For Board Meeting on January 17, 2024					
Summary					Amount
11500 Bank Financial Petty Cash	Check Num 755				\$36.11
11300 WinTrust E Pay	2 ACHs				\$39.39
11100 WinTrust General Operating	Check Num 14105-14180, 10 ACHS				\$368,278.53
Total Payments to Approve					\$368,354.03
Date	Num	Vendor	Memo	Amount	Account Num
11500 Bank Financial Petty Cash -1537					
12/19/2023	755	Cristina Bueno	Reimburse for: Lunchbags, rice for grab & go & gingerbread houses to test for program	36.11	54400
Total for 11500 Bank Financial Petty Cash -1537				36.11	
11300 WinTrust E Pay -8926					
01/03/2024	ACH	Chase Paymentech	Merchant CC Processing Fees	14.09	56009
01/03/2024	ACH	Paypal	Merchant CC Processing Fees	25.30	56009
Total for 11300 WinTrust E Pay -8926				39.39	
11100 WinTrust General Operating -2997					
12/20/2023	14105	Andertoons LLC	Let's Draw Program Series - Fall & Winter 2023	1,050.00	54400
12/20/2023	14106	SE Inc.	Sidewalk Salting 11/26/23	185.00	52300
12/20/2023	14107	Atomatic Mechanical Services, Inc.	ACCU-3 Replacement of Inverter Board & Bridge Diode & Service Call to Investigate Issues with ACCU-3 Master Condenser	3,961.50	52200
12/20/2023	14108	Cintas Corporation	Supplies for: Bathrooms, Sanitizing Stations & Mats for the Library	485.53	56410
12/20/2023	14109	Petty Cash Box	Replenish Petty Cash Box to get back \$100	70.60	42100, 51600, 54400, 54500, 56700, 57200
12/20/2023	14110	OverDrive, Inc.	eBooks - December 2023	5,225.39	53500
12/20/2023	14111	GalCon Technologies, Inc.	Install Meeting Room AV Upgrades & Equipment	4,620.00	55360
12/20/2023	14112	CDW Government, Inc.	Add'l Chromebox to accommodate Add'l Signage Player in Youth Services	447.11	56440
12/20/2023	14113	Mindsight	Add'l Wireless Access Point License for Board Room	240.47	56440
12/20/2023	14114	Cristina Bueno	Mileage reimbursement for School Visits & Travel	442.58	56700, 57200
12/20/2023	14115	The Furniture Shop	Reupholster Booth in Patron Cafe	4,121.00	61100
12/20/2023	14116	Peerless Network, Inc.	Phone Support Maintenance 12/15/23-1/14/24	1,132.13	52430
12/20/2023	14117	Continental Painting & Decorating, Inc.	Refinish Both Stairwells Railings	2,500.00	61100
12/20/2023	14118	Stevens Chemical Company	TP, Paper Towels, Hot Paper Cups	190.15	52100
12/20/2023	14119	TA Bowman Constructors, LLC	Repair & Secure Both Staircases Railings	18,800.00	61100
12/20/2023	14120	Anderson Pest Solutions	Pest Management - December 2023	71.40	52100
12/20/2023	14121	Playaway Products LLC	Acquisitions for Wonderbooks Youth Av - December 2023 & Large Playaway Launchpads for LOT	2,163.86	53340, 53600
12/20/2023	14122	Library Ideas, LLC	Acquisitions for AV - Youth - December 2023	838.30	53340
12/20/2023	14123	Demco, Inc.	Large All Purpose Easels (1,000)	2,697.80	52500
12/20/2023	14124	Esscoe LLC	Replaced Wireless Panic Button - Director office	595.00	52200
12/20/2023	14125	Sikich LLP	Automation Support for Servers & Workstations & Storage Cloud Backup - January 2024	7,295.75	55360
12/20/2023	14126	Laurie M. Petersen	Inside Chicago's Intriguing House Museums - 1/17/24	200.00	54210
12/20/2023	14127	Libraries First	Museum Adventure Pass Program 2024	195.00	53500
12/20/2023	14128	Madeline Dahlman	Book Discussion w/Madeline Dahlman - 1-11-24	200.00	54210
12/27/2023	14129	KI	New Patron Services Lockers	3,467.00	61100
12/27/2023	14130	Atomatic Mechanical Services, Inc.	ACCU-3 Master: Remove & Replace Both (2) EEV Values	5,148.00	52200
12/27/2023	14131	Hawk Masonry	Cut Out & Reapplied Sealant on West Side of Walkway	1,500.00	52300
12/27/2023	14132	Cintas Corporation	Refill of Supplies: First Aid Kits	163.36	56410

12/27/2023	14133	Karolyn Henry	Reimbursement for Mileage for going out to schools 09/13/23 to 12/20/23	52.33	56700
12/27/2023	14134	CDW Government, Inc.	Replacement Network Switches (2)	3,572.78	56440
12/27/2023	14135	Tom Walsh	Tuition Reimbursement	1,275.00	57100
12/27/2023	14136	Library Furniture International, Inc.	Wall Display (2), Newspaper Fixture and Add'l Wall Display in LOT	31,048.39	61100
12/27/2023	14137	Lenovo Inc.	New Desktop Computers (6) & Thinkpads (2)	7,347.00	56440
01/09/2024	14138	Midwest Tape 2000007021	Acquisitions for AV, Processing Supplies & Cataloging Service - December 2023	3,652.80	53320, 53340, 56420, 56550
01/09/2024	14139	OverDrive, Inc.	eBooks - December 2023	5,814.22	53500
01/09/2024	14140	Rotary Club of Deerfield	Dues & Luncheon - Qtr 4 2023	460.00	56600
01/09/2024	14141	Scalabrino & Amoff, LLP	Legal Fees - December 2023	96.00	56500
01/09/2024	14142	Ingram Library Services LLC	Acquisitions for Books, AV, and Processing Supplies - December 2023	8,834.90	53221, 53222, 53241, 53320, 53340, 56420
01/09/2024	14143	Chicago Sun-Times	Annual Subscriptions (7day & Sun only)	856.80	53100
01/09/2024	14144	EBSCO Industries Inc., dba Ebsco Information Services	Novelist K-8 Plus, Novelist Plus, Novelist Select, & ConsumerReports.org Subscription Renewal - 2024	5,302.00	53500
01/09/2024	14145	Greg Alexander	Professor Moptop Presents: Stevie Wonder - 01/23/24	200.00	54210
01/09/2024	14146	ShoutBomb LLC	Text Messaging Service 2024	612.00	55350
01/09/2024	14147	Michelle Nichols-Yehling	The Great North American Eclipse - 01/30/24	225.00	54210
01/09/2024	14148	Sentinel Technologies, Inc.	New Servers & Labor Purchased for Install	19,692.40	55360, 56440
01/09/2024	14149	ACC Business	Internet Service 11/11/23-12/10/23	902.22	52440
01/09/2024	14150	Knudsen Construction, Inc.	2nd Partial Payment for Upper Level & Patron Service Offices Remodel	32,787.50	61100
01/09/2024	14151	Marcive, Inc.	Authority Processing - December 2023 & 2nd Deletion Service	358.76	56550
01/09/2024	14152	Thomas Interiors	Final Balance - Furniture for Upper Level Renovation 2023	62,977.61	61100
01/09/2024	14153	Trakstar	Trakstar - Add'l 25 Seats -12/12/23-08/26/24	533.00	56500
01/09/2024	14154	Cintas Corporation	Refill of Supplies for: Bathrooms, Sanitizing Stations & Mats for the Library & Monthly Lease for (3) New AED Devices	807.67	52100, 52200, 56410
01/09/2024	14155	Manufacturers' News, Inc.	IL Services Directory 2024	238.90	53221
01/09/2024	14156	Zoobean Inc.	Beanstack Subscription 2024	911.00	53500
01/09/2024	14157	H2I Group, Inc.	Laser Engraver Supplies MakerSpace	144.49	55440
01/09/2024	14158	Lean Belias Kitchen	Virtual Sushi Class - 01/18/24	175.00	54210
01/09/2024	14159	Sara Fujimura	Writing Workshop: There are only 7 Stories in the World - 01/24/24	200.00	54210
01/09/2024	14160	Yvonne Wolf	Introduction to the Chinese Art of Papercutting - 01/26/24	300.00	54210
01/09/2024	14161	Best Quality Cleaning	Monthly Cleaning - January 2024	3,500.00	52100
01/09/2024	14162	CDW Government, Inc.	Annual Licensing Renewal	1,035.81	55350
01/09/2024	14163	Kerstin Vossberg	Reimburse for ASL Couse	150.00	57100
01/09/2024	14164	Mobile Beacon	Add'l New Hot Spots (5) & Service Subscription	1,635.00	53600
01/09/2024	14165	Anderson Lock	New Cylinder, Keys & Lock for New Office Door in Patron Services	690.33	61100
01/09/2024	14166	The New York Times	New York Times -Sunday Only 52 weeks	598.00	53100
01/09/2024	14167	Demco, Inc.	ILL & LINKin Tape	795.23	56420
01/09/2024	14168	Kanopy Inc.	Pay Per Use Program	532.00	53500
01/09/2024	14169	Library Furniture International, Inc.	Final Balance for: Front Desk, LOT Shelving & Custom Cabinets Remodel 2023	41,523.81	61100
01/09/2024	14170	Midwest Tape	Hoopla Subscription - December 2023	4,630.40	53500
01/09/2024	14171	Product LLC	Construction Administration	1,500.00	61100
01/09/2024	14172	Chicago Tribune Company, LLC	Print & Digital Subscription Renewal - Everyday - Thru 03/17/25	494.00	53100
01/09/2024	14173	Encyclopedia Britannica, Inc.	Britannica Online Library Edition - 2024	825.00	53500
01/09/2024	14174	Gale Cengage Learning	Biography in Context & General One File Subscription Renewal 2024	7,896.29	53500
01/09/2024	14175	Morningstar Inc.	Investment Center Subscription Renewal 2024	3,049.00	53500
01/09/2024	14176	NewsBank Inc.	Deerfield Review (IL), America's News by Newsbank Subscription Renewal - 2024	6,810.00	53500

01/09/2024	14177	ProQuest, LLC	HNP Chicago Tribune, Ancestry Library, Heritage Quest Online, Culturegrams Subscription Renewal	7,754.39	53500
01/09/2024	14178	Suburban Elevator Company	Preventative Maintenance Quarterly	219.99	52200
01/09/2024	14179	Tumbleweed Press Inc.	TumblePlatinum Subscription Renewal - 2024	2,341.65	53500
01/09/2024	14180	Creative Empire LLC dba Mango Languages	Mango Conversations Subscription Renewal 2024	3,541.68	53500
12/22/2023	ACH	AT&T	Voice Lines: 10/29/23-11/28/23	371.72	52430
12/26/2023	ACH	Wex Health, Inc.	FSA Monthly Fees - December 2023	54.90	51500
12/30/2023	ACH	Amazon	Invoice #: 1JYJ-TT4G-WNG1 Invoice Date: 12/30/2023 for December 2023 Credit Memo#: 11G3-LL6K-V6FD - December 2023	4,297.39	51600, 52500, 53221, 53241, 53320, 53600, 54210, 54400, 54500, 56410, 55440,
01/02/2024	ACH	Village of Deerfield	Water & Sewer - November 2023	183.99	52410
01/02/2024	ACH	Village of Deerfield	Water & Sewer - November 2023	153.33	52410
01/04/2024	ACH	Comcast Cable	Patron Internet Service 12/16/23-1/15/24	210.94	52440
01/04/2024	ACH	De Lage Landen Financial Services, Inc.	Monthly Lse for 7 Copiers and 3 Printers - January 2024	1,808.72	55360
01/08/2024	ACH	Google, Inc.	Google Apps - January 2024	1,107.00	55350
01/09/2024	ACH	Hireology, Inc.	Job Posting for Facility Maint. Full-Time 2024	224.00	56009
01/09/2024	ACH	First Bank Mastercard	December 2023 Credit Card Payment	12,959.26	20001-20014
Total for 11100 WinTrust General Operating -2997				368,278.53	

Deerfield Public Library
Credit Card Transactions by Account Holder
As of 12/08/2023
Presented for Approval January 17, 2023

Date	Num	Vendor	Memo	Amount	Account Description
20000 Credit Cards Payable					
20001 Admin - 4734					
12/08/2023	AD 11/08/23	Whole Foods	Treats & SEC Gift for Katie J.'s Baby Shower	35.98	Staff Enrichment
12/08/2023	AD 11/09/23	MailChimp	E-Newsletter Mailing Monthly Subscription	69.00	Outreach Programs
12/08/2023	AD 11/15/23	Spotify	Spotify for iPads Monthly Subscription	16.99	Youth Programming
12/08/2023	AD 11/15/23	Il Forno Pizza	Pizza for Board Meeting - 11/15/23	80.19	Admin Programs
12/08/2023	AD 11/15/23	DBR Chamber of Commerce	Tickets for Holiday Luncheon - 12/7/23 - A. Falasz-Peterson & K. DeCorrevont	100.00	Training & Education
12/08/2023	AD 11/20/23	B&H Photo	Printer Ink for MakerSpace Large Format Printer	626.40	MakerSpace Equipment
12/08/2023	AD 11/21/23	DBR Chamber of Commerce	Ticket for Holiday Luncheon - 12/7/23 - S. Scaletta	50.00	Training & Education
12/08/2023	AD 11/22/23	Illinois Library Association	ILA Legislative Breakfast - A. Falasz-Peterson	45.00	Training & Education
12/08/2023	AD 11/27/23	Cafe Zupas	Lunch with New Communications Outreach Manager	47.14	Admin Programs
12/08/2023	AD 11/28/23	Jewel-Osco	Desserts for Judy H.'s Retirement Party	43.95	Staff Enrichment
12/08/2023	AD 11/29/23	Mariano's	Drinks & Snacks for All Staff Meeting - 11/30/23	41.51	Admin Programs
12/08/2023	AD 11/29/23	Rosati's Pizza	Food for Judy H.'s Retirement Party	127.48	Staff Enrichment
Total for 20001 Admin - 4734				1,283.64	
20002 Business Office - 1381					
12/08/2023	BO 11/09/23	USPS	Postage to Send AED in for Reimbursement	17.10	Postage
12/08/2023	BO 11/09/23	Compliance Signs	New Signage for Patron & Employee Entrances	76.09	General Operating Supplies
12/08/2023	BO 11/09/23	Broadway in Chicago	Gift Card for Judy H.'s Retirement Gift	100.00	Admin Programs
12/08/2023	BO 11/13/23	Vista Print	New Business Cards for K.Vossberg, Return Labels	78.69	General Operating Supplies
12/08/2023	BO 11/16/23	Ultimate Screen Print	DPL Employee Fleece Orders 2023	989.50	Staff Enrichment
12/08/2023	BO 11/30/23	Vista Print	New Business Cards for S. Scaletta	22.19	General Operating Supplies
12/08/2023	BO 11/30/23	Upper Crust Bagels	Bagels for All Staff Meeting - 11/30/23	27.42	Admin Programs
12/08/2023	BO 12/02/23	Staples	Creamer for Patrons, Forks, Spoons, Batteries	184.23	General Operating Supplies
Total for 20002 Business Office - 1381				1,495.22	
20003 Info Technology (IT) - 5382					
12/08/2023	IT 11/08/23	Wasabi Technologies	Storage for Remote Backup	34.34	IT Support
12/08/2023	IT 11/09/23	Adobe	Staff Creative Cloud All Apps Monthly Subscription	54.99	Software & Licenses
12/08/2023	IT 11/12/23	Hesk	Hesk Cloud Help Desk Annual Payment	199.00	Software & Licenses
12/08/2023	IT 11/13/23	CBI*Cyberlink	Support Services for PowerDVD Software	59.99	Software & Licenses
12/08/2023	IT 11/19/23	<u>Olter.AI</u>	Annual Subscription for Transcription Services	119.99	Software & Licenses
12/08/2023	IT 11/30/23	Today's Business Solution	Fee for Public Use of Fax Machine	39.94	IT Support
12/08/2023	IT 12/01/23	Google	Monthly Charge for Library Board Voicemail	14.27	Telephone - Voice
12/08/2023	IT 12/01/23	Liberated Syndication	Podcasting Hosting	20.00	Software & Licenses
Total for 20003 Info Technology (IT) - 5382				542.52	
20004 Facilities - 1382					
12/08/2023	FC 11/14/2023	Home Depot	Materials to Fix Cabinets in Youth Service Desk	4.14	Interior Facility Maintenance
Total for 20004 Facilities - 1382				4.14	
20007 Adult Services - 2368					
12/08/2023	AS 11/08/23	Disney Plus	Roku Monthly Subscription	14.99	E-Resources
12/08/2023	AS 11/09/23	Bloomberg	Annual Subscription	399.00	Periodicals
12/08/2023	AS 11/10/23	PBS WTTW	Annual Subscription	60.00	E-Resources
12/08/2023	AS 11/14/23	Netflix	Roku Monthly Subscription	19.99	E-Resources
12/08/2023	AS 11/19/23	Apple	Roku Monthly Subscription - Apple TV	6.99	E-Resources
12/08/2023	AS 11/19/23	Apple	Roku Monthly Subscription - Apple TV	6.99	E-Resources
12/08/2023	AS 11/22/23	Illinois Library Association	Renewal of ILA Membership - M. Sanks	100.00	Membership & Dues
12/08/2023	AS 11/22/23	American Library Association	Renewal of ALA Membership - M. Sanks	215.00	Membership & Dues
12/08/2023	AS 11/24/23	Lego	Lego Sets for LOT	564.44	Library of Things
12/08/2023	AS 11/30/23	Netflix	Roku Monthly Subscription	22.99	E-Resources
12/08/2023	AS 12/01/23	Acorn TV	Annual Subscription	69.99	E-Resources
12/08/2023	AS 12/03/23	Disney Plus	Roku Monthly Subscription	14.99	E-Resources
Total for 20007 Adult Services - 2368				1,495.37	

20010 Adult Prog Coord - 5416					
12/08/2023	APC 11/07/23	Jewel-Osco	Gift Cards (4) & Snacks for Trivia Night 11/7/23	120.69	Adult Programming
12/08/2023	APC 11/14/23	Jewel-Osco	Snacks for Movie Night 11/14/23	22.48	Adult Programming
12/08/2023	APC 11/23/23	Zoom	Monthly Subscription	55.99	Adult Programming
12/08/2023	APC 11/30/23	Foreign Policy Assoc (FPA)	Great Decision Materials (Book)	42.67	Books - Adult Non-Fiction
12/08/2023	APC 11/30/23	Foreign Policy Assoc (FPA)	Great Decision Materials (DVD)	47.68	Audio Visual - Adult
12/08/2023	APC 11/30/23	Wal-Mart	Gingerbread houses for program 12/19/23	207.27	Adult Programming
Total for 20010 Adult Prog Coord - 5416				496.78	
20011 Youth Prog Coord - 1971					
12/08/2023	YPC 10/25/23	Wyndham Hotel	Credit was provided due to issue with Hotel Stay for ILA Conference '23	-67.83	Training Travel
12/08/2023	YPC 11/23/23	Lake Shore Learning Material	Sorting & Pattern activities for In-House & Outreach Programs	159.94	Youth Programming
12/08/2023	YPC 11/24/23	Lego	Lego Sets for LOT collection	597.82	Library of Things
12/08/2023	YPC 11/29/23	Discount School Supply	Food, Looms, Specimen Sets for Outreach, Play Area & Programs	313.38	Youth Programming
12/08/2023	YPC 11/29/23	Wal-Mart	Gingerbread houses & extra decorating items & Ugly sweater kits for YAB & TAB	409.40	Youth Programming
12/08/2023	YPC 11/30/23	Oriental Trading Co.	Crafts for December Grab & Go Kits & New Years	14.99	Youth Programming
12/08/2023	YPC 12/01/23	Oriental Trading Co.	Crafts for December Grab & Go Kits & New Years	273.50	Youth Programming
12/08/2023	YPC 12/06/23	Chicago Books & Journals	ALA Early Literacy Calendar 2024	29.76	Literacy Support Youth
Total for 20011 Youth Prog Coord - 1971				1,730.96	
20013 Teen Services - 6330					
12/08/2023	TS 11/08/23	Rosati's Pizza	Food for Teen Advisory Board 11/08/23	51.23	Youth Programming
12/08/2023	TS 11/10/23	Hyatt	Food for YALSA Conference '23 - D. Grube & E. Koch	50.00	Training Travel
12/08/2023	TS 11/12/23	Amtrak	Food for YALSA Conference '23 - D. Grube & E. Koch	23.50	Training Travel
12/08/2023	TS 11/12/23	Condado Tacos	Food for YALSA Conference '23 - D. Grube & E. Koch	50.27	Training Travel
12/08/2023	TS 11/12/23	Hyatt	Food for YALSA Conference '23 - D. Grube & E. Koch	44.75	Training Travel
12/08/2023	TS 11/12/23	Hyatt	Lodging for YALSA Conference '23 - D. Grube	351.44	Training Travel
12/08/2023	TS 11/12/23	Hyatt	Lodging for YALSA Conference '23 - E. Koch	351.44	Training Travel
12/08/2023	TS 11/16/23	Rosati's Pizza	Pizza for Hunger Games Party	40.73	Youth Programming
12/08/2023	TS 11/17/23	Teachers Pay Teachers	Coloring Pages for Hunger Games Party	4.00	Youth Programming
Total for 20013 Teen Services - 6330				967.36	
20014 MakerSpace - 2311					
12/08/2023	MS 11/09/23	Bambulab	New 3D Printer	673.92	MakerSpace Programming
Total for 20014 MakerSpace - 2311				673.92	
Total for 20000 Credit Cards Payable				8,689.91	

Deerfield Public Library
Credit Card Transactions by Account Holder
As of 12/30/2023
Presented for Approval January 17, 2024

Date	Num	Vendor	Memo	Amount	Account Description
20000 Credit Cards Payable					
20001 Admin - 4734					
12/30/2023	AD 12/09/23	MailChimp	E-Newsletter Mailing Monthly Subscription	75.00	Outreach Programs
12/30/2023	AD 12/15/23	Spotify	Spotify for iPads Monthly Subscription	16.99	Youth Programming
12/30/2023	AD 12/15/23	IKEA	Storage Shelves & Cart for MakerSpace Office	367.43	Minor Furnishings
12/30/2023	AD 12/15/23	The Library Store	Enclosed Bulletin Boards (2) for Youth Services	1,012.65	Minor Furnishings
12/30/2023	AD 12/17/23	IKEA	Refunded Sales Tax	-20.50	Minor Furnishings
12/30/2023	AD 12/17/23	American Library Assoc	Annual Membership Renewal - A. Falasz-Peterson	387.00	Membership & Dues
12/30/2023	AD 12/17/23	Uline	New Cart & Handles for Patron Services	242.20	Minor Furnishings
Total for 20001 Admin - 4734				2,080.77	
20002 Business Office - 1381					
12/30/2023	BO 12/08/23	Quill	Printer Paper for Graphics Room	109.96	General Operating Supplies
12/30/2023	BO 12/14/23	USPS	Postage for a ILL Book sent back to us	2.52	Postage
12/30/2023	BO 12/14/23	Walgreens	Gift Cards for prizes for Staff Holiday Trivia 12/18/23	40.00	Staff Enrichment
12/30/2023	BO 12/15/23	Jewel - Osco	Snacks for Staff Holiday Trivia 12/18/23	27.96	Staff Enrichment
12/30/2023	BO 12/19/23	Quill	Restock Ketchup in Staff Lounge	25.09	General Operating Supplies
12/30/2023	BO 12/19/23	Quill	Restock Supplies: Cardstock, Post Its & Flags	57.04	General Operating Supplies
12/30/2023	BO 12/20/23	Intuit	Restock QuickBook Check Envelopes	104.73	General Operating Supplies
12/30/2023	BO 12/23/23	Intuit	Annual QuickBook Subscription	970.00	Other Office Support
12/30/2023	BO 12/27/23	Grainger	Window Mounted Name Placard - Lance H.'s Office	22.23	General Operating Supplies
12/30/2023	BO 12/27/23	Government Finance Assoc	Renewal of Membership - K. DeCorrevont	160.00	Membership & Dues
12/30/2023	BO 12/29/23	Intuit	1099 forms for 2023	83.98	General Operating Supplies
12/30/2023	BO 12/29/23	Staples	Whiteboard for Stephanie K.'s Office	147.28	Minor Furnishings
12/30/2023	BO 01/03/24	American Library Assoc	Training - "Who Manages, Who Leads Part 1" - K. DeCorrevont	129.58	Training & Education
12/30/2023	BO 01/04/24	Ultimate Screen Printing	Add'l Fleece Ordered for Staff	36.00	Staff Enrichment
Total for 20002 Business Office - 1381				1,916.37	
20003 Info Technology (IT) - 5382					
12/30/2023	IT 12/07/23	RiseVision	License Added for Display in Youth Services	25.64	Software & Licenses
12/30/2023	IT 12/08/23	Wasabi Technologies	Storage for Remote Backup	38.66	Software & Licenses
12/30/2023	IT 12/10/23	Adobe	Staff Creative Cloud All Apps Monthly Subscription	54.99	Software & Licenses
12/30/2023	IT 12/13/23	TechSoup	Replacing Adobe Creative Cloud with Full Version for Staff	120.00	Software & Licenses
12/30/2023	IT 12/18/23	TechSoup	Microsoft Server Licensing	2,207.00	Software & Licenses
12/30/2023	IT 01/01/24	Google	Monthly Charge for Library Board Voicemail	14.27	Telephone - Voice
12/30/2023	IT 01/01/24	Liberated Syndication	Podcasting Hosting	20.00	Software & Licenses
Total for 20003 Info Technology (IT) - 5382				2,480.56	
20004 Facilities - 1382					
12/30/2023	FC 01/03/24	Home Depot	Joint Compound & Sandpaper for Wall Repair	9.56	Interior Facility Maintenance
Total for 20004 Facilities - 1382				9.56	
20005 Patron Services - 8030					
12/30/2023	PS 12/11/23	Home Depot	Poinsettias for the Library	35.28	General Operating Supplies
Total for 20005 Patron Services - 8030				35.28	
20006 Support Services - 1166					
12/30/2023	SS 12/13/23	HW Wilson	Professional Books (2)	733.00	Adult Non-Fiction Books
12/30/2023	SS 12/14/23	The Library Store	Genre Labels	25.89	Processing Supplies
12/30/2023	SS 01/04/24	Innovative Users Group	IUG '24 Conference Registration - P. Skittino	340.00	Training & Education
Total for 20006 Support Services - 1166				1,098.89	
20007 Adult Services - 2368					
12/30/2023	AS 12/08/23	Lego	Replacement Pieces for LOT Sets	4.97	Library of Things
12/30/2023	AS 12/08/23	Disney Plus	Roku Monthly Subscription	14.99	E-Resources
12/30/2023	AS 12/08/23	Jewel - Osco	Supplies for Youth Gingerbread Program	33.42	Youth Programming
12/30/2023	AS 12/11/23	Lego	Sales Tax Refund	-1.61	Library of Things
12/30/2023	AS 12/11/23	Library Journal	Annual Digital Subscription	290.00	Periodicals
12/30/2023	AS 12/14/23	Netflix	Roku Monthly Subscription	22.99	E-Resources

12/30/2023	AS 12/27/23	Amazon	Kindle E-Books	16.98	Youth Books
12/30/2023	AS 12/27/23	Amazon	Kindle E-Books	17.98	Youth Books
12/30/2023	AS 12/27/23	Amazon	Kindle E-Books	19.98	Youth Books
12/30/2023	AS 12/27/23	Amazon	Kindle E-Books	20.98	Youth Books
12/30/2023	AS 12/27/23	Amazon	Kindle E-Books	20.98	Youth Books
12/30/2023	AS 12/27/23	Amazon	Kindle E-Books	22.98	Youth Books
12/30/2023	AS 12/27/23	Amazon	Kindle E-Books	23.98	Youth Books
12/30/2023	AS 12/27/23	Amazon	Kindle E-Books	23.98	Youth Books
12/30/2023	AS 12/27/23	Amazon	Kindle E-Books	26.97	Youth Books
12/30/2023	AS 12/27/23	Amazon	Kindle E-Books	26.97	Youth Books
12/30/2023	AS 12/27/23	Amazon	Kindle E-Books	27.97	Youth Books
12/30/2023	AS 12/27/23	Amazon	Kindle E-Books	27.98	Youth Books
12/30/2023	AS 12/27/23	Amazon	Kindle E-Books	28.97	Youth Books
12/30/2023	AS 12/27/23	Amazon	Kindle E-Books	29.97	Youth Books
12/30/2023	AS 12/27/23	Amazon	Kindle E-Books	31.96	Youth Books
12/30/2023	AS 12/27/23	Amazon	Kindle E-Books	32.97	Youth Books
12/30/2023	AS 12/27/23	Amazon	Kindle E-Books	33.97	Youth Books
12/30/2023	AS 12/27/23	Amazon	Kindle E-Books	3.00	Youth Books
12/30/2023	AS 12/27/23	Amazon	Kindle E-Books	34.97	Youth Books
12/30/2023	AS 12/27/23	Amazon	Kindle E-Books	37.96	Youth Books
12/30/2023	AS 12/27/23	Amazon	Kindle E-Books	37.97	Youth Books
12/30/2023	AS 12/27/23	Amazon	Kindle E-Books	39.96	Youth Books
12/30/2023	AS 12/27/23	Amazon	Kindle E-Books	41.95	Youth Books
12/30/2023	AS 12/27/23	Amazon	Kindle E-Books	45.96	Youth Books
12/30/2023	AS 12/27/23	Library Works	Training for Adult & Youth Services - "Nurturing Your Resilience to Avoid Burnout"	49.00	Training & Education
12/30/2023	AS 12/27/23	Amazon	Kindle E-Books	49.95	Youth Books
12/30/2023	AS 12/27/23	Amazon	Kindle E-Books	52.45	Youth Books
12/30/2023	AS 12/27/23	Amazon	Kindle E-Books	58.16	Youth Books
12/30/2023	AS 12/27/23	Amazon	Kindle E-Books	67.93	Youth Books
12/30/2023	AS 12/27/23	Amazon	Kindle E-Books	72.94	Youth Books
12/30/2023	AS 12/27/23	Amazon	Kindle E-Books	79.88	Youth Books
12/30/2023	AS 12/27/23	Amazon	Kindle E-Books	90.91	Youth Books
12/30/2023	AS 12/27/23	Amazon	Kindle E-Books	109.89	Youth Books
12/30/2023	AS 12/27/23	Amazon	Kindle E-Books	149.85	Youth Books
12/30/2023	AS 12/30/23	Netflix	Roku Monthly Subscription	22.99	E-Resources
12/30/2023	AS 01/03/24	Disney Plus	Roku Monthly Subscription	14.99	E-Resources
12/30/2023	AS 01/03/24	Harvard Business Review	Harvard Business Review Subscription Renewal 2024	128.00	Periodicals
Total for 20007 Adult Services - 2368				3,309.58	
20010 Adult Prog Coord - 5416					
12/30/2023	APC 12/13/23	Jewel-Osco	Desserts for Lunch & Learn & Add'l Icing for Gingerbread Houses	58.42	Adult Programming
12/30/2023	APC 12/17/23	Walgreens	Candy Supplies for Gingerbread House Program	28.11	Adult Programming
12/30/2023	APC 12/19/23	Walgreens	Candy Supplies for Gingerbread House Program	13.36	Adult Programming
12/30/2023	APC 12/23/23	Zoom	Monthly Subscription	55.99	Adult Programming
Total for 20010 Adult Prog Coord - 5416				155.88	
20011 Youth Prog Coord - 1971					
12/30/2023	YPC 12/07/23	Oriental Trading Co.	December Grab & Go's & New Years Program	82.42	Youth Programming
12/30/2023	YPC 12/11/23	Chicago Book & Journals	Books for Professional Collection & Sales Tax Refund	179.42	Books - Youth
12/30/2023	YPC 12/11/23	Chicago Book & Journals	Sales Tax Refund	-2.77	Literacy Support Youth
12/30/2023	YPC 12/13/23	Wal-Mart	Rice for December Grab & Go's & Coloring Books for Teen Finals Break Room	41.12	Youth Programming
12/30/2023	YPC 12/15/23	Michael's	Office Planner	17.99	General Operating Supplies
12/30/2023	YPC 12/16/23	Michael's	Bug Program Supplies	33.88	Youth Programming
12/30/2023	YPC 12/16/23	American Girl	American Girl Dolls for LOT Collection	631.00	Library of Things
12/30/2023	YPC 12/18/23	Jewel-Osco	Add'l snacks for Teen finals & upcoming program	120.44	Youth Programming
Total for 20011 Youth Prog Coord - 1971				1,103.50	
20013 Teen Services - 6330					
12/30/2023	TS 12/08/23	Jewel - Osco	Snacks for First Chapter Friday & Finals Study Lounge	50.97	Youth Programming
12/30/2023	TS 12/12/23	B&H Photo	Gift Card Prize for Teen & Adult Fall Photography Scavenger Hunt	75.00	Adult Programming

12/30/2023	TS 12/27/23	Amazon	Kindle E-Books	2.99	Youth Books
12/30/2023	TS 12/27/23	Amazon	Kindle E-Books	8.99	Youth Books
12/30/2023	TS 12/27/23	Amazon	Kindle E-Books	8.99	Youth Books
12/30/2023	TS 12/27/23	Amazon	Kindle E-Books	8.99	Youth Books
12/30/2023	TS 12/27/23	Amazon	Kindle E-Books	9.99	Youth Books
12/30/2023	TS 12/27/23	Amazon	Kindle E-Books	9.99	Youth Books
12/30/2023	TS 12/27/23	Amazon	Kindle E-Books	9.99	Youth Books
12/30/2023	TS 12/27/23	Amazon	Kindle E-Books	10.49	Youth Books
12/30/2023	TS 12/27/23	Amazon	Kindle E-Books	10.99	Youth Books
12/30/2023	TS 12/27/23	Amazon	Kindle E-Books	11.99	Youth Books
12/30/2023	TS 12/27/23	Amazon	Kindle E-Books	13.99	Youth Books
12/30/2023	TS 12/27/23	Amazon	Kindle E-Books	13.99	Youth Books
12/30/2023	TS 12/27/23	Amazon	Kindle E-Books	15.99	Youth Books
12/30/2023	TS 12/27/23	Amazon	Kindle E-Books	17.98	Youth Books
12/30/2023	TS 12/27/23	Amazon	Kindle E-Books	31.97	Youth Books
12/30/2023	TS 12/27/23	Amazon	Kindle E-Books	32.47	Youth Books
12/30/2023	TS 12/27/23	Amazon	Kindle E-Books	39.96	Youth Books
12/30/2023	TS 12/27/23	Amazon	Kindle E-Books	42.46	Youth Books
12/30/2023	TS 12/27/23	Amazon	Kindle E-Books	49.96	Youth Books
12/30/2023	TS 12/27/23	Amazon	Kindle E-Books	55.95	Youth Books
12/30/2023	TS 12/27/23	Amazon	Kindle E-Books	7.99	Youth Books
12/30/2023	TS 12/27/23	Amazon	Kindle E-Books	9.99	Youth Books
12/30/2023	TS 12/27/23	Amazon	Kindle E-Books	10.49	Youth Books
12/30/2023	TS 12/27/23	Amazon	Kindle E-Books	-11.99	Youth Books
12/30/2023	TS 12/27/23	Amazon	Kindle E-Books	11.99	Youth Books
12/30/2023	TS 12/27/23	Amazon	Kindle E-Books	11.99	Youth Books
12/30/2023	TS 12/27/23	Amazon	Kindle E-Books	11.99	Youth Books
12/30/2023	TS 12/27/23	Amazon	Kindle E-Books	14.49	Youth Books
12/30/2023	TS 12/27/23	Amazon	Kindle E-Books	14.99	Youth Books
12/30/2023	TS 12/27/23	Amazon	Kindle E-Books	39.96	Youth Books
12/30/2023	TS 12/27/23	Amazon	Kindle E-Books	57.95	Youth Books
12/30/2023	TS 12/27/23	Amazon	Kindle E-Books	13.98	Youth Books
12/30/2023	TS 12/27/23	Amazon	Kindle E-Books	8.99	Youth Books
12/30/2023	TS 12/27/23	Amazon	Kindle E-Books	9.99	Youth Books
12/30/2023	TS 12/27/23	Amazon	Kindle E-Books	10.99	Youth Books
12/30/2023	TS 12/27/23	Amazon	Kindle E-Books	10.99	Youth Books
Total for 20013 Teen Services - 6330				768.87	
Total for 20000 Credit Cards Payable				12,959.26	

Director's Report: December 2023

FYI

- We will welcome our newest board member!
- I will introduce you to Steph Scaletta, our new Communications & Outreach Manager. Steph started at DPL on November 27.
- Emily Koch, our Assistant Manager of Youth Services, will do a presentation on how we select materials for our collection.
- On December 5, I attended the ILA Legislative Breakfast. This was the first time we met in person since President's Day 2020. For your reference, I have included the handout in this packet.
- I will provide an update on the various building projects in the Library under the "Directors Report".
- Articles of Interest
 - https://literaryactivism.substack.com/p/lawsuits-are-the-way-forward-a-look?utm_source=substack&utm_medium=email
 - <https://www.illinois.gov/news/press-release.29387.html>
 - <https://www.audiofilemagazine.com/best-audiobooks-2023/>

Personnel

- In November the library had 0 separations
- In November the library filled 2 positions
 - Communications and Outreach Manager on November 27
 - Adult Services Assistant on December 4
- [The library had 1 position open](#)

DEPARTMENT REPORTS

Adult Services Report

Melissa Stoeger, Assistant Director of Adult & Youth Services

- Anne, Vicki, Sam, Megan and Cristina had an article published in the October issue of *Computers in Libraries* called "Using Twitch at Your Public Library."
- In November we screened the movie *Barbie* for our Tuesday new movie night and it proved to be the most popular movie night we have had. We had 45 people attend!
- Our program The Reintroduction of Native Americans into Illinois had 30 people attend either in person or live virtually, and has had 173 views on YouTube so far.
- Our November podcast was a discussion with Dr. Jennifer MacLure, author of *The Feeling of Letting Die: Necroeconomics and Victorian Fiction*, which was an interesting tie into the multi-series discussions we have had of *Bleak House*, by Charles Dickens. The episode has had 119 listens so far. Our *Bleak House* discussion group continues to have strong numbers. We had 17 people for the November discussion.
 - Email from Classics Book Discussion Member: "I have SO enjoyed reading the novel, and it's definitely one that would have been intimidating had I been reading it on my own. ... I hope you'll choose some equally classic and challenging tomes for next year!"

- 1,614 Patron Questions
- 9 Library Lifelines, 1 in library One on One
- 2 exams proctored
- 27 Books to Go deliveries
- 20 live programs with 386 attendees. 11 passive programs with 440 participants.
- 396 total podcast listens
- 701 Study Room reservations
- Our digital magazine usage continues to remain high, with 1,063 uses.

Business Office Report

Kelly DeCorrevont, Head of Finance

- November 1 is the start of our annual review season with library staff
- Staff Enrichment Committee met on November 1
- Cheryl and Kelly completed library check runs on November 9 and November 21
- Mira and Kelly completed library payroll on November 9 and November 21
- We have had construction work going on. We appreciate our staff flexing schedules to accommodate meetings with vendors and inspecting completed work.
- Privacy window treatments have been installed in the LOT and YS north side areas.
- Attended the Sustainable Library Initiative orientation on November 14
- Hosted a WPFN meeting on November 14
- Completed new hire orientation on November 27
- Attended the safety summit training on November 29
- Attended the all staff meeting on November 30

IT Report

Steve Wuehr, Head of IT

- **Makerspace** We have received and deployed a new laptop to our new Makerspace Assistant, Kerstin. Additionally, we will be replacing the machine of our part time assistant with a new machine in the near future. We have also been working with Makerspace staff on getting a machine configured to run the new embroidery machine software.
- **Door Access Control** The work to replace the door access control boards was finally completed. Additionally, an issue with one of the doors was also addressed and, we hope, finally resolved. The last outstanding task is to upgrade the control software to the latest version and we are working on the scheduling of that task now.
- **Support Services Workstations** We are in the process of replacing the machines in Support Services now. We did experience an issue with a couple of pieces of specialized software that caused some problems, but we're moving forward with the rest of the replacements.
- **Cabling** I will be making myself available to coordinate the cabling for the patron services workroom. This work will involve pulling new cabling from the server room to the new office in the workroom as well as the new locations in the floor on the lower level.
- **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.

- **Server Replacement** A new server is on order and will be delivered in the early part of 2024. This server will allow us to replace 3 physical servers with one and will allow the library to consolidate maintenance costs. Along with the new server, we will also be ordering new server OS licensing to replace older licensing that is no longer usable.
- **New Catalog** Attending configuration meetings and providing technical support and assistance for the deployment of Aspen Discovery, the new catalog overlay designed to replace our old catalog system, Encore.
- **Meeting Room Audiovisual Equipment** We will be refreshing the AV equipment in the meeting rooms next year. We have acquired hardware and are working with an integrator to get the installation scheduled.

MakerSpace Report

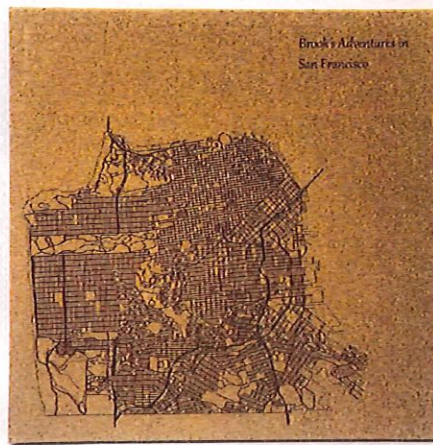
Ted Gray, MakerSpace Manager

- On Monday, November 27th we started our special expanded hours for the holidays and are now open until 8pm M-Thursday. This is also a trial run to see how these extended hours work so we can implement them permanently in the new year.
- It seems like our 3D print services are exploding in popularity. We purchased a 2nd Bambu 3D printer and now have 4 3D printers at our disposal. We printed out a record number of 145 3D prints in November!



(full 3D print hold shelves)

- We just purchased a new, better embroidery machine. We're learning how to use it and looking forward to introducing it to our patrons.
- We would like to create instructional materials for all of the devices in the MakerSpace. We're starting to work on these in conjunction with training Kerstin on how to use all of the equipment.
- The MakerSpace will be closed the first week of January. When we reopen, we will be staffing our new extended hours.
- This is a large cork board in a frame ready to put on a wall. Our patron etched a detailed map of San Francisco as a memento of a trip their child made there.



- Our patron's father retired and moved to Woodhaven Lakes. Apparently he's become quite popular there and everyone knows him!



- Apparently family tradition for this patron's family is that Grandma falls asleep during every family gathering. Our patron made water mugs memorializing this event.



- Sometimes patrons bring in items that we haven't tried before. This patron brought in a sublimation ready glass cutting board. You put the picture on the bottom. This is more of an abstract design but it looks great!



- Joshua is three years old and wanted to make his own T-shirt in the MakerSpace. He picked out his very favorite things and made a shirt. It looks great!



- Our appointments are booked already with patrons making gifts for the holidays. Matching cutting board, coasters, and glasses.



- An embroidered stocking cap and a bead lizard made while doing the embroidery. Two things at once!



- I, Ted, your humble MakerSpace manager, was working on this 3D print project for months when it wasn't busy. Printing out piece by piece in the various colors. Finally put it all together and it looks amazing!



- Finally, we said goodbye to Judy as she retired. We're going to miss her! The MakerSpace helped out by supplying a bunch of customized items for her to enjoy at home.



- November was our busiest month ever in the MakerSpace with our monthly tally sheet going over 750.

Communications & Outreach Report

Steph Scaletta, Communications & Outreach Report

- Welcome to the DPL Team! We will have a report for the January packet.

Patron Services Report

Stephanie Keough, Head of Patron Services

- Lance and Stephanie are ready to move into their offices! Prepping for the construction projects has been a challenge, as the turnaround can be tight, but we've made it happen.
- 369,387 total circulation (there was an error in my October numbers). 10 curbside appointments, 9 to the same person.

Support Services Report

Pam Skittino, Head of Support Services

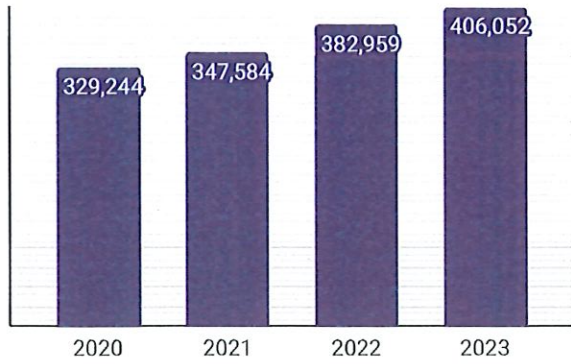
- Aspen implementation began! We will go live in February 2024. These enhancements will make our catalog even more user friendly!
- Currently working on adding additional text message notices for patrons.
- We are working to relabel the Youth series.

Youth Services Report

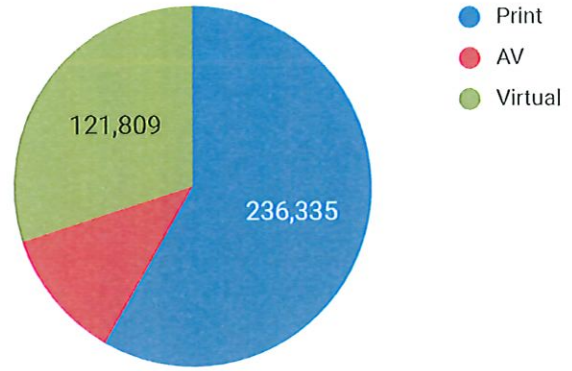
Melissa Stoeger, Assistant Director of Adult & Youth Services

- Megan published a "2023 Toy and Book Gift Guide" for the library blog.
- We had 12 people participate in our Baby Book Bunches this month. We received two emails from families thanking us for providing this service.
 - "Thank you, we really appreciate this program and all your programming for the kiddos!!"
- Kary gave booktalks to four 2nd grade classes (91 kids) at Walden Elementary on early chapter books. The teacher commented on how helpful the suggestions were and planned to pass them on to the parents. Since then, we have had multiple families come in and ask for the books Miss Kary recommended!
- Noreen put together an I Spy scavenger hunt, which turned out to be very popular. 127 kids participated!
- We got another comment from a parent who thought our Taylor Swift display was "brilliant."
- Dylan G. and Emily attended the YALSA (Young Adult Library Services Association) conference in St. Louis on behalf of the library.
- 1,061 patron questions
- 3 Personalized Picks
- 36 in-person programs with 641 attendees
- 8 Passive programs with 394 participation
- 11 Outreach events with 304 attendees

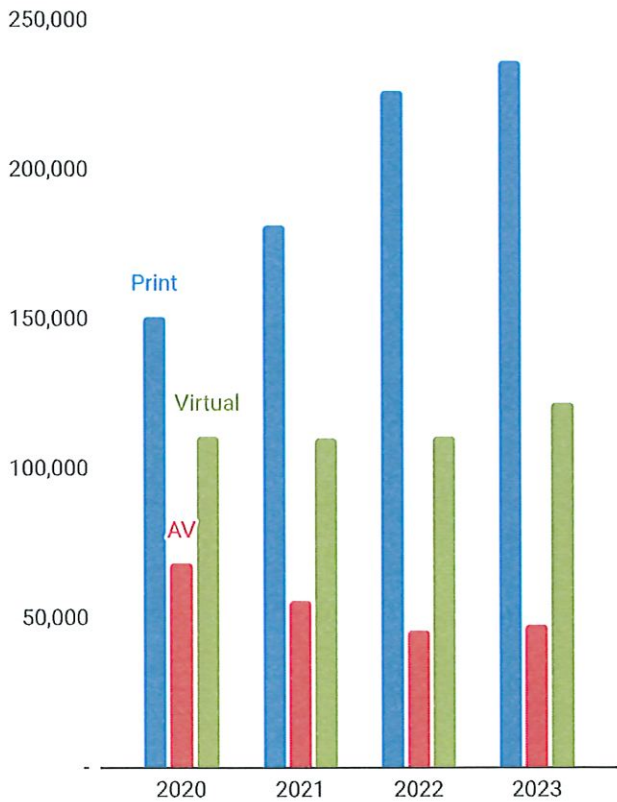
Total Circulation YTD



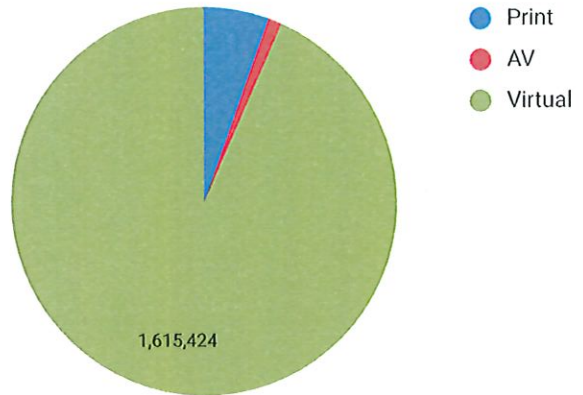
Circulation by Type YTD



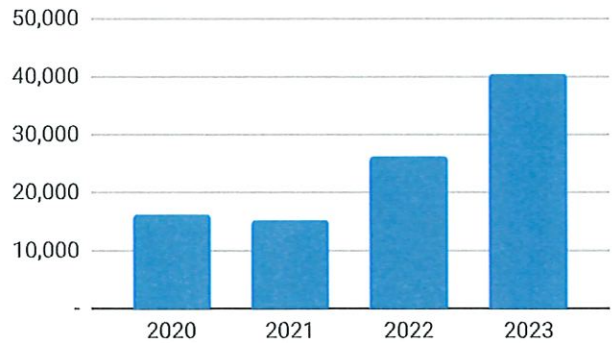
Circ Trends by Type YTD



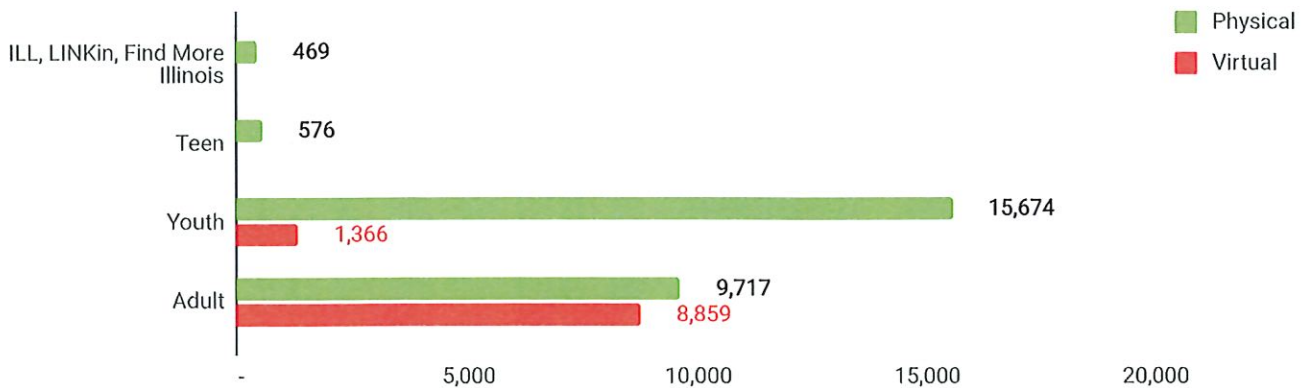
Collection by Type - November



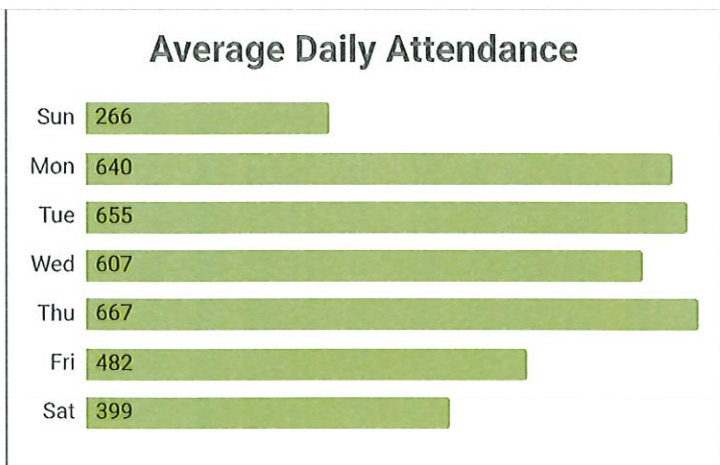
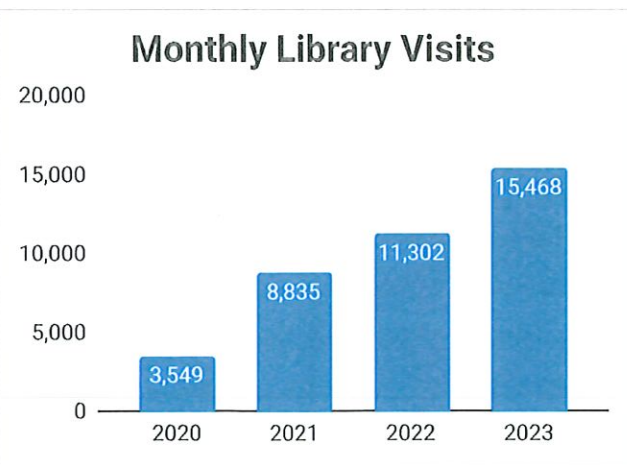
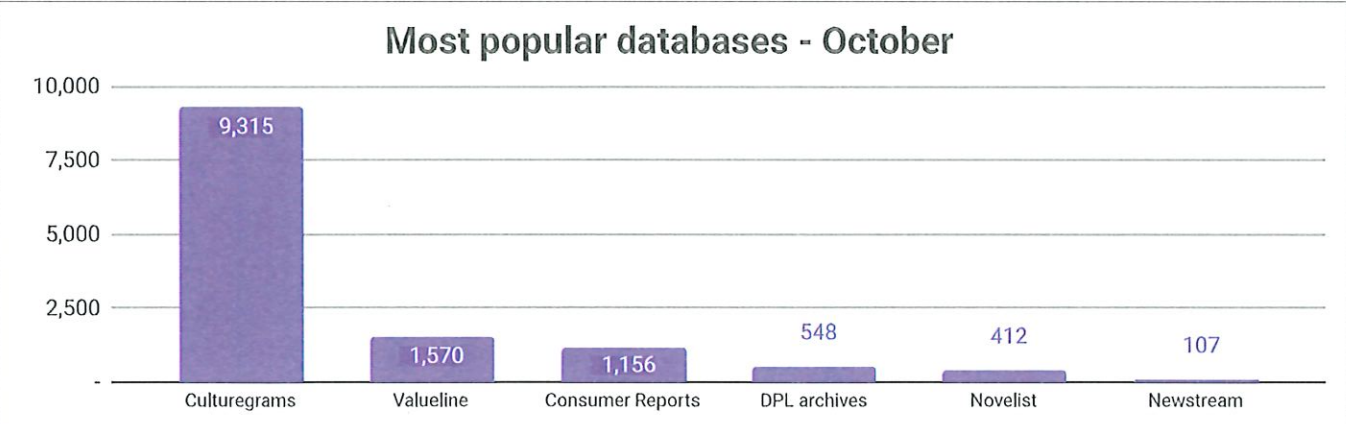
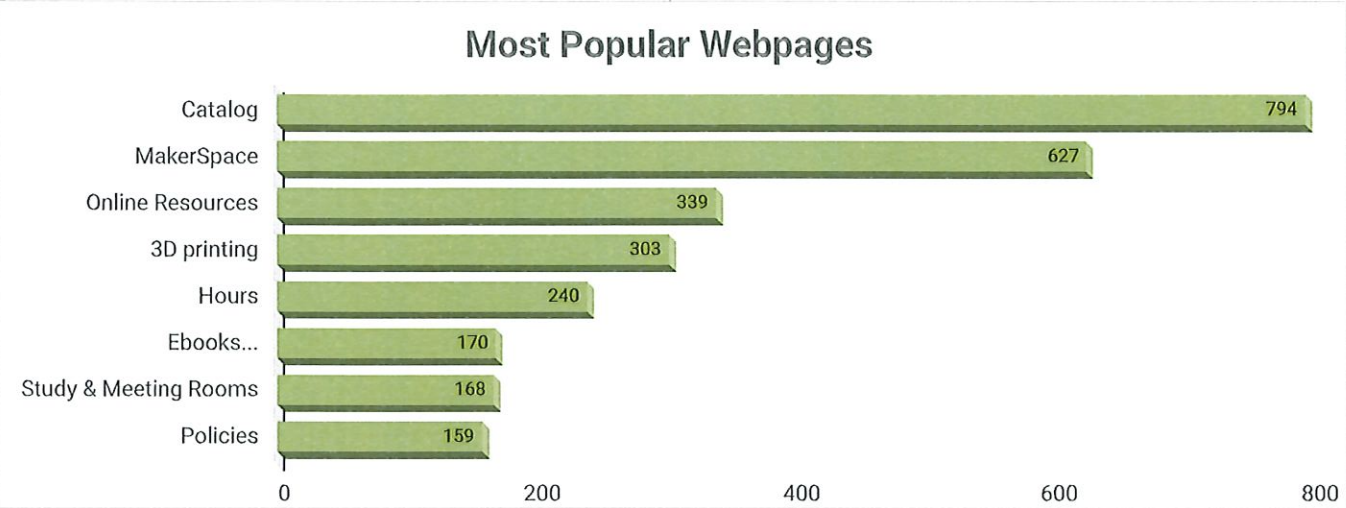
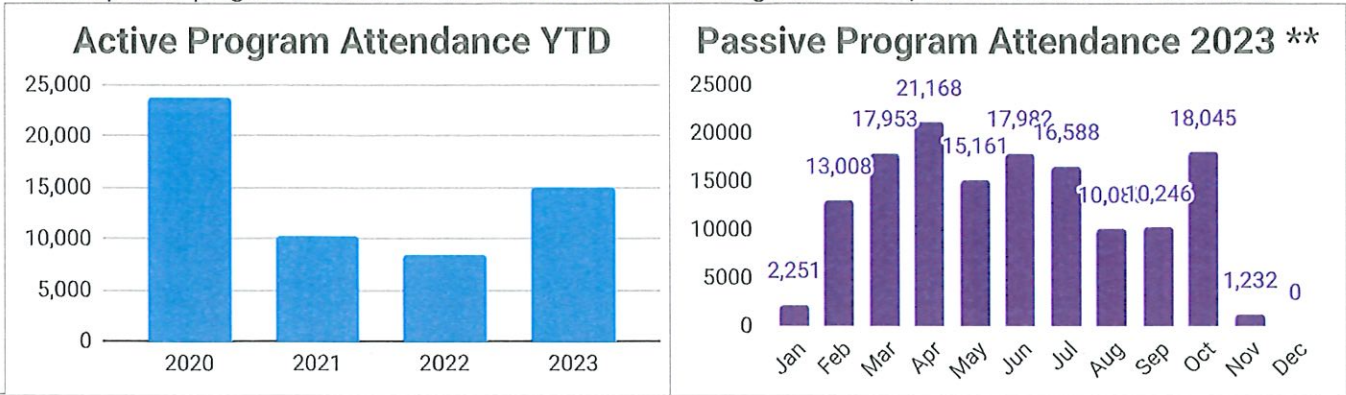
Questions Answered YTD



Circulation by Collection



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





Illinois Library Association

LIBRARY LEGISLATIVE

MEETUPS

103rd Illinois General Assembly

| 2024 Spring Session |

Fund Libraries

Fully fund Fiscal Year 2025 state appropriations for the Illinois Secretary of State's grant programs, equalization grants, and per capita grants for public libraries, school libraries, and library systems. Approve appropriations for the Illinois State Library and higher education institutions including state university and community college academic libraries for the benefit of students, their families, and our communities. Increase the per capita and per student grant rates for public libraries and school libraries, respectively, to keep pace with increased expenses libraries will incur throughout the year.

Raise the Current Competitive Bidding Threshold

The Illinois Local Library Act and the Public Library District Act of 1991 currently set the competitive bidding threshold at \$25,000. The association supports legislation seeking an inflationary adjustment to \$30,000 for administrative burden relief and taxpayer savings.

Amend the Acquisition of Treasurer Bonds for Libraries

Illinois libraries are required to acquire treasurer bonds at 50% of the total funds received by a library in the previous fiscal year. Other units of local government, however, are required to acquire treasurer bonds at 10% of yearly collected revenue. ILA will introduce legislation seeking parity between libraries and other governmental units to require library treasurers to hold a bond of 10% of total revenue collections from the previous fiscal year.

Equitable Access to Electronic Literary Materials Act

Restrictions placed on libraries accessing digital content have posed a challenge in acquiring and providing access to e-books, as publishers often impose restrictive licensing and contractual terms. Most publishers and aggregators force libraries to acquire e-books with licensing terms that make it impossible to meet library standard access and preservation missions. ILA is proposing legislation seeking to change this through a new state law based on consumer protection and contract law to regulate library e-books contracts with publishers.



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Illinois Library Association



Illinois Library Association

LIBRARY LEGISLATIVE

MEETUPS

118th U.S. Congress

| Second Session |

Funding and Support

Dedicated library programs: Increase and maintain funding for the:

- Institute of Museum and Library Services, which administers the Library Services and Technology Act, with priority on services and technology for underserved communities;
- Innovative Approaches to Literacy program and support for school libraries through the Department of Education;
- Improving Library and Museum Facilities proposed program or other approaches to support library renovation and construction, sustainability, and resilience; and
- National library programs, including the Library of Congress and the Federal Depository Library Program.

Library-eligible programs: Continue and enhance federal programs for which libraries are eligible recipients or partners. Recognize and support libraries' important roles in:

- Economic and workforce development, including in reauthorization of the Workforce Innovation and Opportunity Act;
- K-12 and early education, including in reauthorization of the Every Student Succeeds Act; and
- Higher education, including in reauthorization of the Higher Education Act.

Library workers: Provide support and relief for library workers, including preserving the eligibility of library workers for Public Service Loan Forgiveness.

Digital Inclusion and Skills

To promote digital equity, access to technology, and enable modern library services, libraries in all parts of the country must be able to serve their users with fast and affordable broadband, technology access, and digital skills training.

- E-rate: Improve outreach and technical assistance for applicants to increase library participation in the program, especially in underserved communities. Expand eligible uses.
- Digital skills and economic opportunity: Expand support for libraries to deliver digital skills training and business and workforce development resources.
- Content access and liability: Restore net neutrality protections. Preserve Section 230 of the Communications Decency Act liability protections for libraries.

Copyright, Licensing, and Competition

Libraries rely on balanced and flexible copyright policy to enable vital library services. ALA supports a modern copyright system with effective user rights and limitations and exceptions to copyright. Additionally, libraries rely on fair licenses and market practices in order to provide access to digital content such as e-books.

- E-books and digital content: Prevent unfair and anti-competitive practices that limit libraries' ability to meet their users' reading and information needs.
- Copyright Office: Preserve the Librarian of Congress' authority to manage and oversee the Copyright Office.

Government Information and Services

Libraries provide access to government information and services in communities across the country. ALA supports policies that assist libraries in providing no-fee permanent public access to government information and equitable access to government services, which includes voting.

- Federal Depository Library Program: Modernize the Federal Depository Library Program.
- Public access to research: Ensure public access to publicly-funded research and data.

Director's Report: January 2024

FYI

- We will welcome our newest board member!
- Under the Treasurer Report, we will approve the December and January Financials.
- I've included the Top Titles of 2023 at the end of the packet. It is interesting to read about [other libraries' top](#) titles as well. There are a few similarities!
- I will introduce you to Steph Scaletta, our new Communications & Outreach Manager. Steph started at DPL on November 27.
- Emily Koch, our Assistant Manager of Youth Services, will do a presentation on how we select materials for the collection.
- I will provide an update on the various building projects in the Library under the "Directors Report".
- Articles of Interest
 - https://bookriot.com/data-overwhelmingly-supports-libraries/?utm_source=substac&utm_medium=email
 - <https://www.publishersweekly.com/pw/by-topic/industry-news/libraries/article/94025-overdrive-reports-another-record-year-for-digital-library-circulation.html>

Personnel

Personnel - December 2023

- In December the library had 1 separation
 - Communications Coordinator on December 1
- In December the library filled 0 positions
- [The library had 2 positions open](#)

DEPARTMENT REPORTS

Adult Services Report

Melissa Stoeger, Assistant Director of Adult & Youth Services

- The North Central "O" Gaugers returned with their trains, and it proved to be as popular as ever. We counted 674 attendees, which is the highest number we've had in many years. We received many compliments and thanks for hosting this program.
- The DHS Chamber Orchestra performed a holiday concert to 65 people.
- We hosted our annual gingerbread house decorating program for 24 participants. We offered this program for the first time a few years ago and it has become so popular that it is now an annual event.
- Dylan wrapped up his Classics series discussion of Charles Dickens' *Bleak House* with 18 people finishing the novel! He received this email from one of the participants:
 - "Dylan, pls accept this belated note of thanks for hosting the Bleak House discussions, they were wonderful and you are an excellent leader/moderator. Thanks again."
- The new LOT shelving was installed. This includes a number of locked cases so that we are able to store the items directly on the shelf and not in the back. We are still waiting for a few more cabinets.

- The magazines were relocated to the Quiet Room and the newspapers are now located by the fireplace.
- 1,881 Patron Questions
- 6 Library Lifelines and One on Ones
- 3 exams proctored
- 30 Books to Go deliveries
- 14 live programs with 1,285 attendees. 6 passive programs with 109 participants.
- 167 total podcast listens
- 639 Study Room reservations

Business Office Report

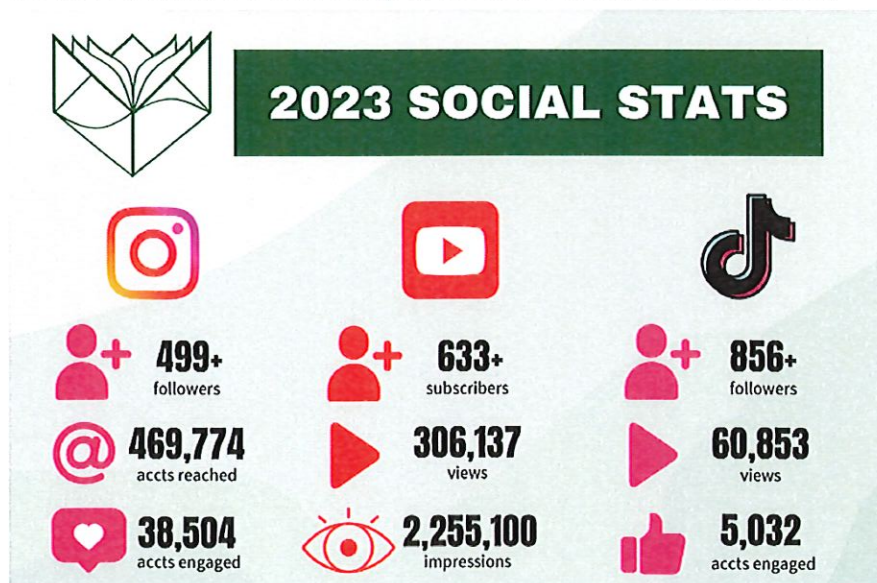
Kelly DeCorrevont, Head of Finance

- We were busy with facility improvements in December. Thank you to Cheryl for organizing the completion of these projects.
 - New Patron Services lockers for staff
 - Reupholstered booth in Patron Services cafe area
 - Repaired and secured both public staircase railings
 - Masonry and concrete repair work on public sidewalks
- We completed library check runs on December 6, December 20 and December 27.
- We completed library payroll on December 7 and December 21.
- We hosted the Wellness Committee Holiday Trivia on December 18. DPL defended our honor and we won! Thank you to Jasmine for organizing such a fun staff event.
- We sent out annual merit increase letters to eligible employees on December 22. The merit-based increases ranged from 1-4%.

Communications & Outreach Report

Stephanie Scaletta, Communications & Outreach Manager

- We have included a new infographic with our social media stats.



- **Marketing & Outreach Plan 2024:** Development of a plan for 2024 to implement with communications and outreach, including digital and print design. The outline consists of 3 goals with strategies and action plans for each.
- **Library of Things Design:** Rebranding including logo design, posters and signage.
- **Browsing Spring 2024 Issue:** Content creation, program editing and design/production management.
- **Outreach Plan 2024 Development:** WIP
 - Welcome Packet for new card members
 - Community Board and display/handouts: Reorganize and create signage/graphics
 - Event opportunities & program ideas
- Marketing Plan Implementation
 - Style Guide
 - Self Checkout Station: updated screen graphic
- Summer Reading Logo Design
- Podcast Branding Update

IT Report

Steve Wuehr, Head of IT

- **Makerspace Machines**
 - We are working on a replacement machine for our part-time Makerspace assistant. Additionally, we have provided staff with a dedicated device to interact with the new embroidery machine.
- **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.
- **Server Replacement**
 - A new server is on order and will be delivered in the early part of 2024. This server will allow us to replace 3 physical servers with one and will allow the library to consolidate maintenance costs.
- **New Catalog**
 - Configuration meetings for our new catalog, Aspen, are ongoing. We have been providing technical support and assistance for the deployment of Aspen Discovery, the new catalog overlay designed to replace our old catalog system, Encore.
- **Meeting Room Audiovisual Equipment**
 - We will be having the equipment in the meeting rooms refreshed the second week of March. All of the hardware is onsite and the room is reserved for the work to take place the week of March 11. This will be a refresh of a majority of the components in the meeting rooms that are at end of life.
- **Replacement Patron Computers**
 - A handful of replacement computers for patrons have been purchased and will be configured early in the new year. This will allow us to replace 6 aging public

computers, provide 2 new laptops for patrons to check out in the building and allow us to replace the digital media lab PC, which is used by patrons who wish to convert old photos and movies into a digital format.

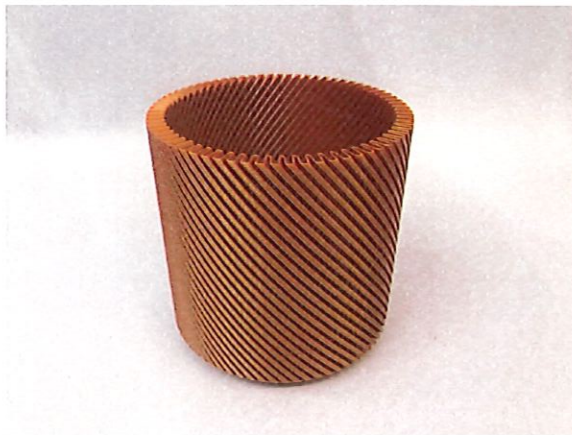
MakerSpace Report

Ted Gray, MakerSpace Manager

- The MakerSpace is now open Monday through Thursday from 10 a.m. to 8 p.m., Friday from 10 a.m. to 6 p.m., and Saturday from 9 a.m. to 5 p.m.
- December was just crazy busy for the holidays. We had anticipated that we would be busy but we had even more patrons visit than we expected. For the first time ever our tally sheet went over 1000! It seemed like we had no downtime in December and were busy every day.
- We purchased a new embroidery machine that is much better than our previous one. We're learning the software and look to offer enhanced embroidery services to our patrons soon.
- We worked really hard on coming up with walk in programs for our Youth patrons. This was especially helpful as often they were with their grown ups who were working on projects.
- We're working on Spring programming and have some great new ideas!
- We are closing the MakerSpace the first week of January. We have an extensive list of projects to work on without having patrons around. We're planning on doing a deep clean after the busy holiday season, prep for programming, reorder materials, and visit some other local Makerspaces in the area.
- We have our yearly service visit scheduled for our laser engraver. We'll have it adjusted, calibrated and cleaned.
- We would like to create instructional materials for all of the devices in the MakerSpace. We're starting to work on these in conjunction with training Kerstin on how to use all of the equipment.
- We are planning on creating better displays for the shelves in front of the Makerspace. We would also like to expand the MakerSpace library in the new year.
- We were so busy during December that we forgot to take pictures of so many neat projects. But here are some examples of some of the fantastic things we helped patrons with in December.
- Cutting boards were a very popular holiday gift this year. This was a great idea. Our patron asked their family for their signatures. Then they made a cutting board for their grandmother with the signatures from everyone in the family on it.



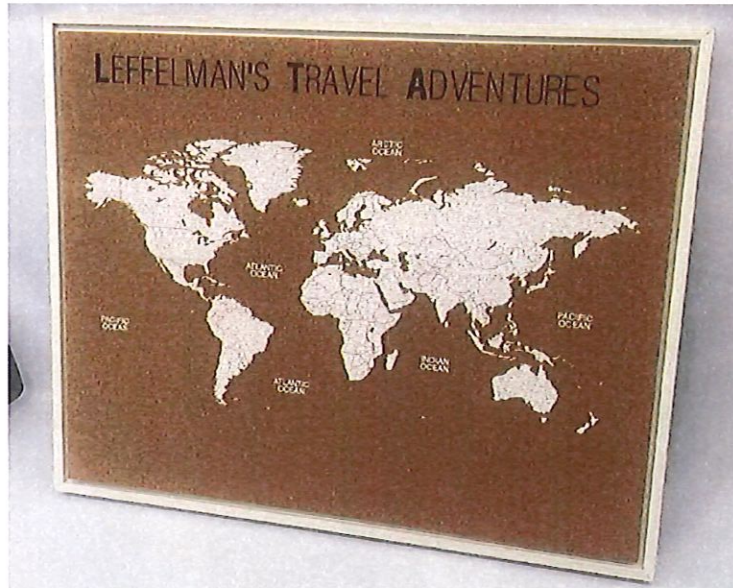
- We get 3D prints submitted every day. This one we thought was really neat. A pencil/pen holder that is flexible.



- Another wooden cutting board done in our laser engraver. We thought this one turned out particularly well with the intricate leaf pattern.



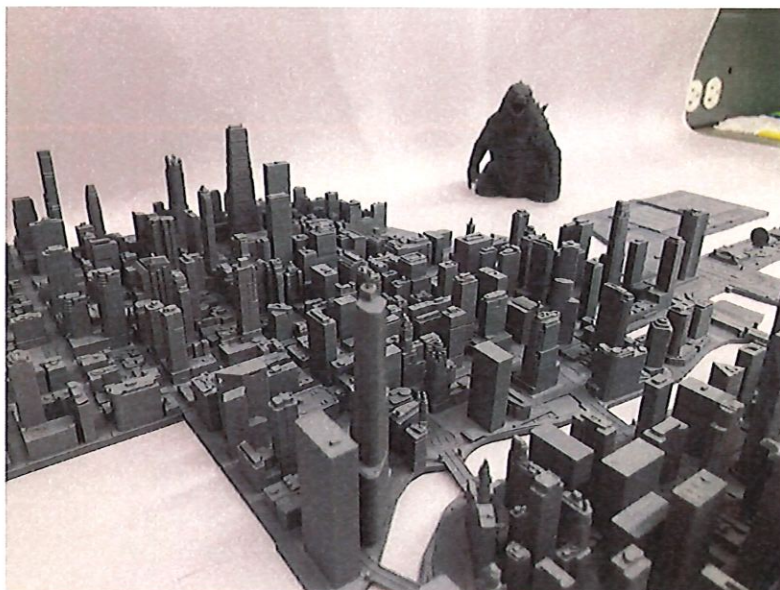
- This patron used the laser engraver to make a custom cork board to keep track of their travels.



- This patron used our embroidery machine to create a custom sweatshirt for the holidays.



- Our patron services assistant Ryan, as a personal hobby, likes to create intricate 3D designs of downtown Chicago. We've been printing out each part to make a nice display.



- This patron purchased sublimation ready sequin pouches for the holidays. We hadn't tried them before and weren't sure how well they would work. As you can see they turned out fantastic!



- 1,000. The first time we hit that number on our tally sheet for the month. Amazing! We were so busy during the holiday season.

Patron Services Report

Stephanie Keough, Head of Patron Services

- Patron traffic was hard to anticipate at the end of the month. Some days the aides were caught up by mid-day. We're feeling it now as patrons return from vacation placing lots of holds. While we were caught up, the aides had opportunities for shelf reading in adult non-fiction.
- A patron donated a "book" that was filled with jewelry.
- Total circulation was up 5.44% in 2023 over 2022.

Support Services Report

Pam Skittino, Head of Support Services

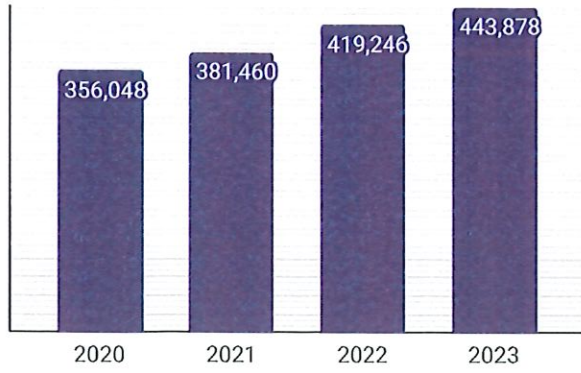
- The new Aspen catalog configuration is going well, the implementation team is working hard to get all of our outside resources connected and operational. Roll-out is planned for February 26, 2024
- Work began on relabeling the Accessibility collection within the Library of Things.
- One Board chart will change in January - Going forward we will be limiting the number of records that we retain in Sierra as all the streaming/downloadables will exist only in Aspen, the Collection by Type report will either go away or be modified.
- Circulation for all categories Print, AV, and Virtual was up from last year but only Virtual exceeds 2019 numbers. We are still showing a strong recovery.
- Top titles list for 2023 was emailed separately
- Youth materials are strongly preferred in print while adult materials are split fairly evenly between physical and virtual.
- In 2023, Support Services added 14,922 physical items and withdrew 12,446 for a net physical collection growth of 2,476 items. Support re-cataloged 945 titles, re-labeled 2,357 (the end of the picture book project), and repaired more than 700 items (books and AV). We sent 31 bins of books to Discover Books (approximately 18,600 lbs, combined withdrawals and Friends discards).

Youth Services Report

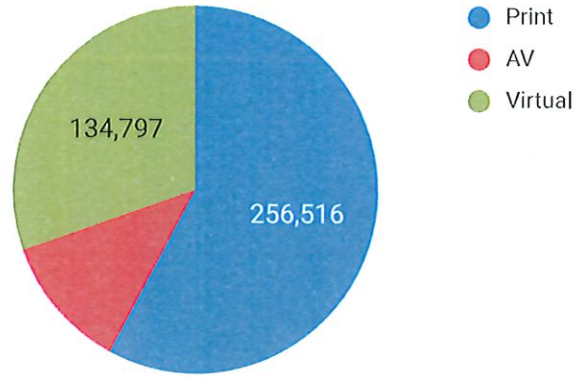
Melissa Stoeger, Assistant Director of Adult & Youth Services

- Our storytimes have been so popular that we have added a back to back second session to accommodate everyone.
 - One attendee commented to Megan after her Movin' & Groovin' storytime: "I just wanted to tell you this is our favorite storytime! We've gone to all of them and this was our first time at this one and it's our favorite. It's a bit of a drive for us to get here but it's worth it."
- We offered 2 sessions of the gingerbread decorating program and had 78 people attend.
- During the week of finals, we opened the Youth Program Room to students to use as a place to take a break from studying. We provided snacks, tea and hot chocolate. It was very popular with the students and we received a call from a parent who wanted to thank us for all we've done for the teens preparing for finals. She said her daughter was stressed but after spending some time in the Youth Program Room, she felt so much better.
- A grandmother complimented our Around the World dolls in the play area and asked where we bought them. She said these were wonderful toys to teach kids about diversity.
- 1,038 patron questions
- 13 Personalized Picks
- 21 in-person programs with 459 attendees
- 9 Passive programs with 336 participation
- 18 Outreach events with 485 attendees

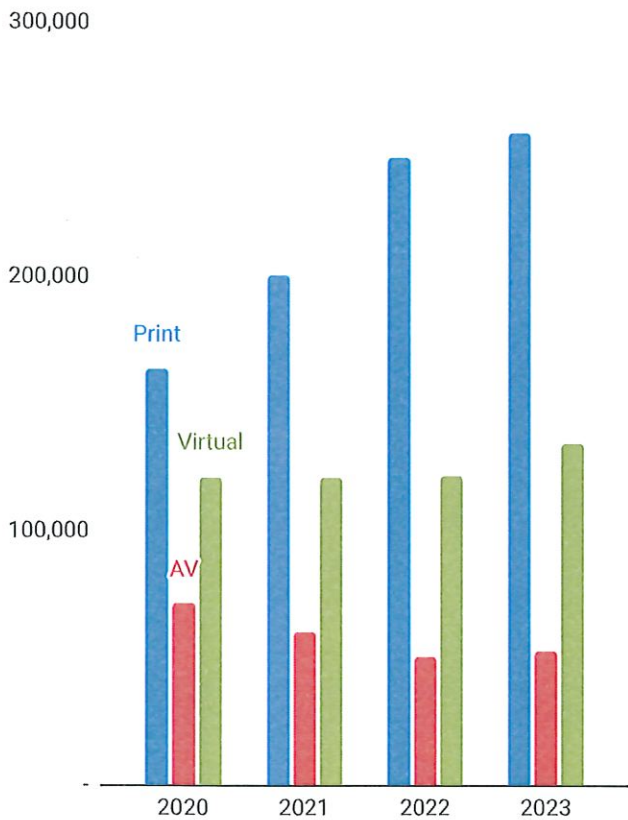
Total Circulation YTD



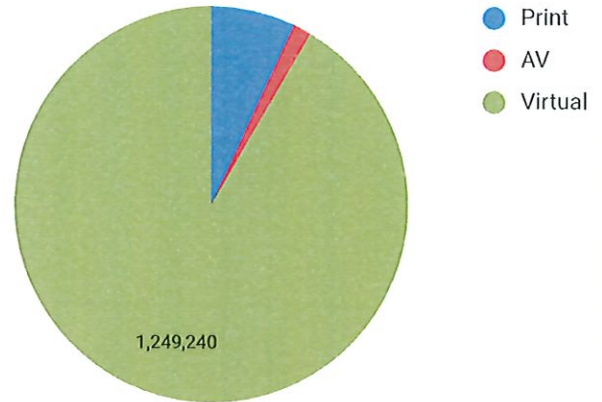
Circulation by Type YTD



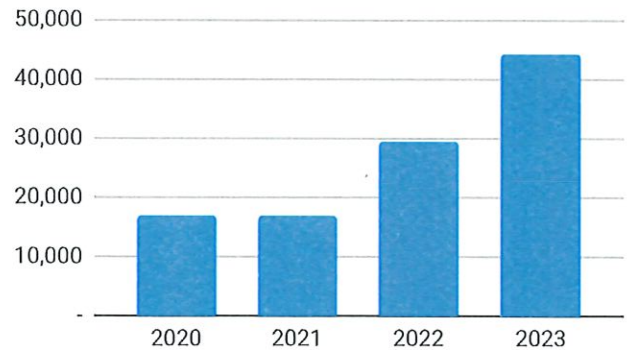
Circ Trends by Type YTD



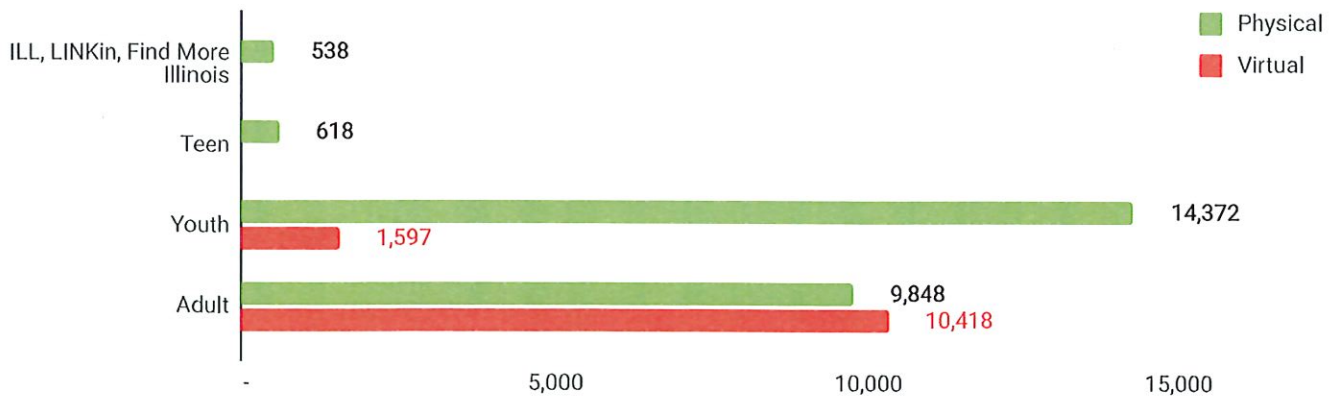
Collection by Type - December



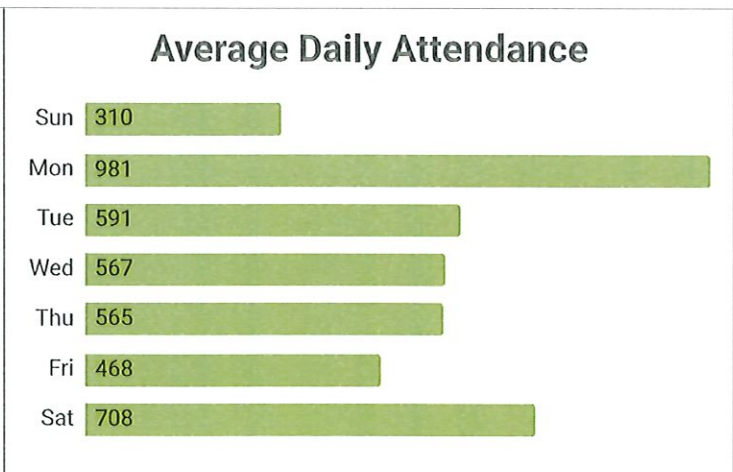
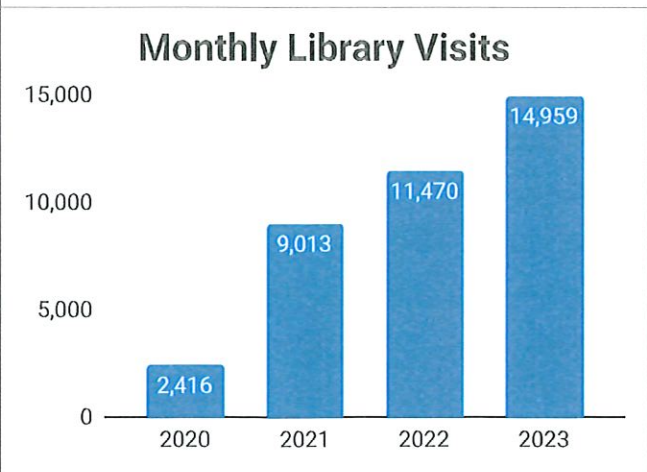
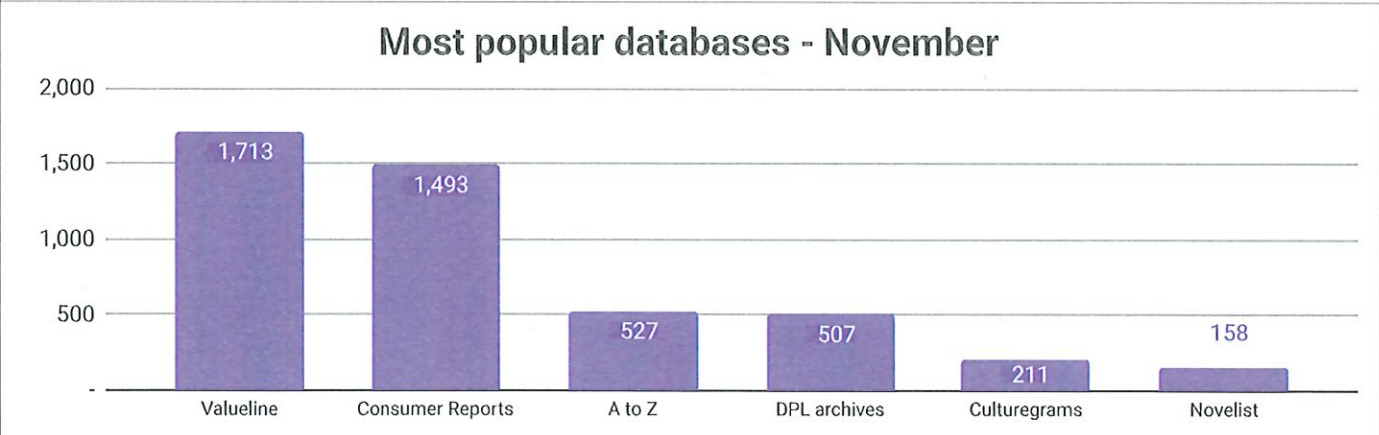
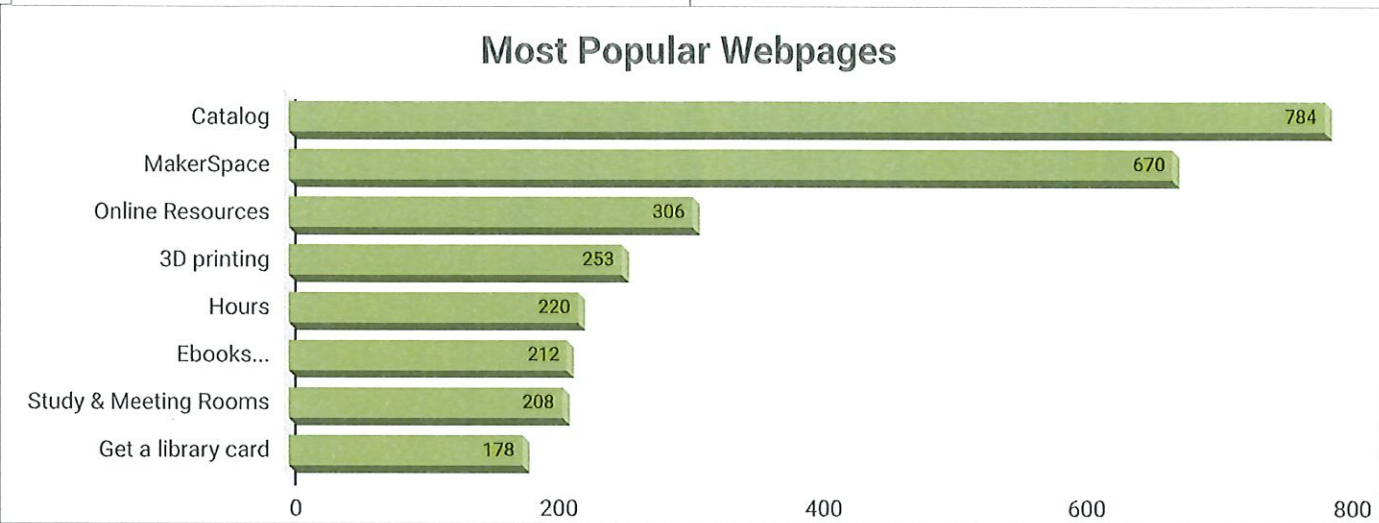
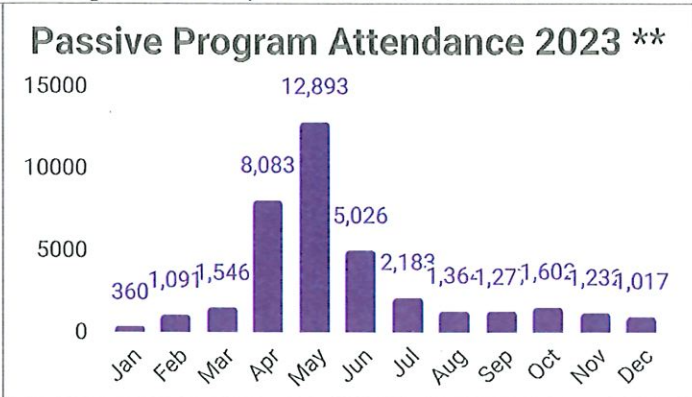
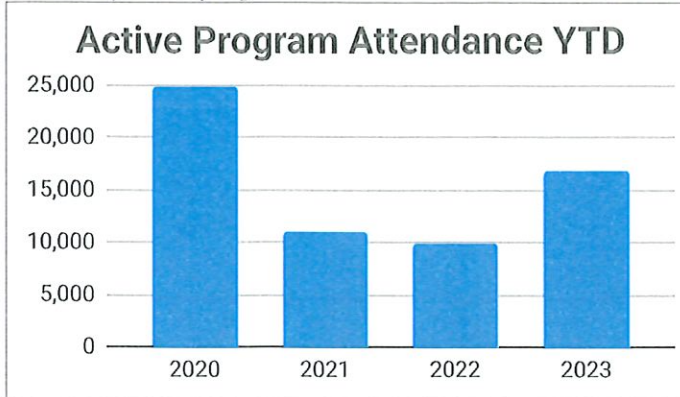
Questions Answered YTD

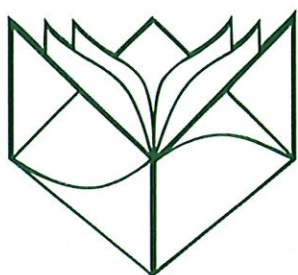


Circulation by Collection



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





2023 SOCIAL STATS



499+
followers

633+
subscribers

856+
followers

469,774
accts reached

306,137
views

60,853
views

38,504
accts engaged

2,255,100
impressions

5,032
accts engaged

Top Posts



240,037 views,
217,178 engaged

Top Posts

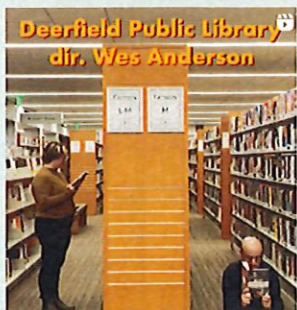


44,659 views,
134.4 watch hours

Top Posts



9,455 views, 1,030 engaged



142,803 views, 8,516 engaged



16,194 views, 49 watch hours



5,165 views, 491 engaged

To: Board of Trustees
Re: Personal Time Policy Update
Date: January 17, 2024

Our existing policy indicated that all employees were awarded 5 personal days. These days are front loaded and have to be used during each calendar year. They will not roll over. Based on new advice from our attorney, we will update the Personal Time Policy language from days to hours. We want to be clear that we are adhering to the new [Paid Leave for All Workers Act](#) that took effect January 1, 2024 in Illinois.

The recommended changes to the Policy follow this memo.

IX – 3 ~~PERSONAL DAYS~~ PERSONAL TIME

The Library recognizes that occasionally it may be necessary for an employee to miss work because of illness, non-work-related injury, or for pre-arranged personal reasons. For these reasons, the Library has set up a policy to give the employee some personal time off, ~~Personal Days~~, when these circumstances arise.

~~Regular full-time and part-time employees may take five paid personal days annually.~~ Employees who work less than thirty-seven and a half hours and more than or equal to an average of fifteen hours per week on a regular basis will receive ~~five~~ prorated paid personal ~~days-hours~~. Personal ~~days hours must~~ should be scheduled with the department head ~~in advance~~. Personal ~~days-time~~ does not carry over into the next calendar year. These hours must be used by the end of the fiscal year ~~and are not paid out at employment separation.~~

New Employees

The following table provides the allocation of personal ~~day~~ time in the first year of hire to new employees that begin in an eligible position. ~~;(one that is scheduled for 15 or more hours per week on a regular annual basis):~~

Schedule of Personal Hours Granted to Employees

Month of Hire	Full Time	25 Hrs/Wk	15 Hrs/Wk
Jan	37.50 40	25 30	45 20
Feb	37.50 40	25 30	45 20
Mar	30 37.50	20 25	42 15
Apr	30 37.50	20 25	42 15
May	22.50 30	45 20	9 12
Jun	22.50 30	45 20	9 12
Jul	45 22.50	40 15	6 10
Aug	45 22.50	40 15	6 10
Sep	7.50 15	5 10	3 6
Oct	7.50 15	5 10	3 6
Nov	-	-	-
Dec	-	-	-