

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

**920 Waukegan Road, Deerfield, IL, Board Room
Wednesday, February 21, 2024, 6:30 PM**

1. ROLL CALL & CALL TO ORDER
2. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD & CORRESPONDENCE
3. APPROVAL OF MINUTES
 - A. January 17, 2024 Regular Meeting (ACTION)
4. TREASURER REPORT
 - A. Monthly Financials: Balance Sheet, Revenue & Expenses, Year End Payroll Liability (ACTION)
 - B. List of Checks and Payments for Approval (ACTION)
5. STAFF PRESENTATION, Pam Skittino, Head of Support Services
6. FRIENDS OF THE LIBRARY REPORT
7. VILLAGE LIAISON REPORT
8. LIBRARY DIRECTOR'S REPORT
 - A. Building Updates Report
 - B. National Library Week, April 7-13 (Discussion)
9. OLD BUSINESS
10. NEW BUSINESS
 - A. Family Days (Discussion)
 - B. Farmers Market Dates (Discussion)
 - C. Committee Information (Discussion)
11. OTHER
12. EXECUTIVE SESSION 5 ILCS 120/2 c (21) Semi-Annual Review of Historical Minutes both written and recorded of previous meetings held in Executive Session
13. 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: March 20, April 17, May 15, 2024

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

DEERFIELD PUBLIC LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES
January 17, 2024

1. ROLL CALL & CALL TO ORDER

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

Present Board Members: Luisa Ellenbogen- President, Seth Schriftman - Treasurer, Ken Abosch - Secretary, Emily Wallace, and Josh Charlson.

Staff: Amy Falasz-Peterson, Library Director; Melissa Stoeger, Assistant Director of Adult and Youth Services; Kelly DeCorrevont, Head of Finance, Stephanie Scaletta, Communication and Outreach Manager; Emily Koch; Assistant Manager of Youth Services; Zoe Garden, Communications Coordinator; and Jasmine Hosein, Administrative Associate.

Stephanie Brand arrived at 6:33 pm.

A. Swearing in of Newly Appointed Board Member

Mr. Kent Street, Village Manager from the Village of Deerfield swore in Mr. Josh Charlson.

B. Signing of Oath of Office

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

None.

3. APPROVAL OF MINUTES

A. November 15, 2023 Regular Meeting (ACTION)

MOTION: Ms. Emily Wallace made a motion to approve the November 15, 2023 Regular Meeting minutes, seconded by Mr. Charlson.

Vote: 6 - Yes Luisa Ellenbogen, Seth Schriftman, Ken Abosch, Emily Wallace, Stephanie Brand, and Josh Charlson.

The motion was approved.

B. November 15, 2023 Executive Session Meeting (ACTION)

MOTION: Ms. Wallace made a motion to approve the November 15, 2023 Executive Session Meeting minutes, seconded by Ms. Stephanie Brand.

Vote: 6 - Yes Luisa Ellenbogen, Seth Schriftman, Ken Abosch, Emily Wallace, Stephanie Brand, and Josh Charlson.

The motion was approved.

C. December 11, 2023 Special Meeting (ACTION)

MOTION: Ms. Wallace made a motion to approve the December 11, 2023 Special Meeting minutes, seconded by Mr. Ken Abosch.

Vote: 6 - Yes Luisa Ellenbogen, Seth Schriftman, Ken Abosch, Emily Wallace, Stephanie Brand, and Josh Charlson.

The motion was approved.

D. December 11, 2023 Executive Session Meeting (ACTION)

MOTION: Ms. Wallace made a motion to approve the December 11, 2023 Executive Session Meeting minutes, seconded by Mr. Abosch.

Vote: 6 - Yes Luisa Ellenbogen, Seth Schriftman, Ken Abosch, Emily Wallace, Stephanie Brand, and Josh Charlson.

The motion was approved.

4. TREASURER REPORT

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

Mr. Seth Schriftman gave the financial report.

MOTION: Mr. Abosch made a motion to approve the November & December Financials, seconded by Ms. Ellenbogen.

Vote: 6 - Yes Luisa Ellenbogen, Seth Schriftman, Ken Abosch, Emily Wallace, Stephanie Brand, and Josh Charlson.

The motion was approved.

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

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

November

-Bank Financial Petty Cash, Check Num 752-754	\$	145.73
-Electronic Payments, 2 ACHs, WinTrust	\$	36.34
-AP Checks 14058 - 14104, 13 ACHs, WinTrust	\$	<u>783,073.65</u>
The total amount presented for approval	\$	783,255.72

December

-Bank Financial Petty Cash, Check Num 755	\$	36.11
-Electronic Payments, 2 ACHs, WinTrust	\$	39.39
-AP Checks 14105-14180, 10 ACHs, WinTrust	\$	<u>368,278.53</u>
The total amount presented for approval	\$	368,354.03

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

Vote: 6 - Yes Luisa Ellenbogen, Seth Schriftman, Ken Abosch, Emily Wallace, Stephanie Brand, and Josh Charlson.

The motion was approved.

5. STAFF PRESENTATION: Emily Koch, Assistant Manager, Youth Services.

Ms. Emily Koch gave a presentation on diversity in collection development, specifically for Youth Services.

6. VILLAGE LIAISON REPORT

None.

7. LIBRARY DIRECTOR'S REPORT

Ms. Amy Falasz-Peterson gave the Director's report and introduced Ms. Stephanie Scaletta, the new Communications and Outreach Manager, and Ms. Zoe Garden, Communications Coordinator. Ms. Scaletta shared some of the goals for communications and outreach. Ms. Garden gave a brief overview of the 2023 Social statistics.

A. Building Updates Report

Ms. Falasz-Peterson gave a building update regarding the completion of the Patron Services workroom, the Library of Things shelving, and new newspaper racks. In the coming weeks a new front desk will be installed, new furniture will be delivered alongside any other finishing touches.

8. OLD BUSINESS

A. Staff Holiday Party

9. NEW BUSINESS

A. Personal Time Policy Update (ACTION)

MOTION: Mr. Schriftman made a motion to approve the Personal Time Policy Update seconded by Ms. Wallace.

Vote: 6 - Yes Luisa Ellenbogen, Seth Schriftman, Ken Abosch, Emily Wallace, Stephanie Brand, and Josh Charlson.

The motion was approved.

10. OTHER

None.

11. ADJOURNMENT

At 7:37 p.m, Mr. Schriftman made a motion to adjourn the meeting, seconded by Mr. Charlson.

Vote: 6 - Yes Luisa Ellenbogen, Seth Schriftman, Ken Abosch, Emily Wallace, Stephanie Brand, and Josh Charlson.

The motion was approved.

Ken Abosch, Secretary

Deerfield Public Library

Balance Sheet

As of January 31, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
11000 Cash and Investments - General	0.00
11100 General Operating - WinTrust	664,796.21
11200 Payroll - WinTrust	206,957.73
11300 E-Pay - WinTrust	35,711.80
11400 Deposits - Bank Financial	75,229.64
11500 Petty Cash - Bank Financial	2,011.67
11600 Max-Safe Wintrust	3,416,305.48
11900 Petty Cash	574.00
Total 11000 Cash and Investments - General	4,401,586.53
14100 PMA Financial Services	
10-1410 PMA Reserve Fund	2,201,518.13
Total 14100 PMA Financial Services	2,201,518.13
Total Bank Accounts	\$6,603,104.66
Other Current Assets	
15010 Receivables	4.80
15100 Property Taxes Receivable	4,386,500.00
15110 Property Tax Receivable - 2011A	683,950.00
Total Other Current Assets	\$5,070,454.80
Total Current Assets	\$11,673,559.46
Fixed Assets	
19000 Capital Assets	
19050 Capital Assets -Not Depreciated	
19100 Land	65,493.00
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

Deerfield Public Library

Balance Sheet

As of January 31, 2024

	TOTAL
Other Assets	
15110 Deferred Outflows of Resources	377,678.74
15120 Deferred Outflows of Resources - OPEB	283,312.00
Total Other Assets	\$660,990.74
TOTAL ASSETS	\$21,540,408.32
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
21000 Accounts Payable	62,009.28
Total Accounts Payable	\$62,009.28
Other Current Liabilities	
22000 Payroll Liabilities	0.40
22100 Salaries Payable	63,496.63
22300 Withholdings	0.00
22310 Federal Income Tax	-236.87
22320 Social Security	738.58
22350 State Income Tax	-2,265.69
22360 IMRF	534.35
22370 ICMA	70.67
22375 Vision	6,838.76
22380 Medical/Health	-45,708.90
22385 Dental	-4,152.38
22390 Life	6,906.58
22400 EAP	105.00
Total 22300 Withholdings	-37,169.90
Total 22000 Payroll Liabilities	26,327.13
22395 FSA Payable	-1,728.31
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
25500 Deferred Inflows of Resources - OPEB	211,999.00
26300 Net Pension liability	-1,254,070.00
Total Other Current Liabilities	\$5,866,713.26
Total Current Liabilities	\$5,928,722.54

Deerfield Public Library

Balance Sheet
As of January 31, 2024

	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	\$11,288,959.28
Equity	
32000 Fund Balance, Beginning	3,927,719.66
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	-423,521.85
Total Equity	\$10,251,449.04
TOTAL LIABILITIES AND EQUITY	\$21,540,408.32

Deerfield Public Library

Budget vs. Actuals: Budget 2024 - FY24 P&L

January 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
41000 Taxes				
41100 Property Tax	2,800.59	4,607,500.00	-4,604,699.41	0.06 %
41200 Replacement Tax		75,000.00	-75,000.00	
60-4110 Property Taxes - Debt Service 2021		689,700.00	-689,700.00	
Total 41000 Taxes	2,800.59	5,372,200.00	-5,369,399.41	0.05 %
42000 Fees & Fines				
42100 Material Fees	384.42	5,000.00	-4,615.58	7.69 %
42200 Non-Resident Fees	1,422.58	5,000.00	-3,577.42	28.45 %
42300 Printing/Copying Fees	613.15	4,000.00	-3,386.85	15.33 %
Total 42000 Fees & Fines	2,420.15	14,000.00	-11,579.85	17.29 %
43000 Investment Income				
43100 Interest - General	17,143.47	75,000.00	-57,856.53	22.86 %
43200 Interest - Reserve	1,403.21	25,000.00	-23,596.79	5.61 %
Total 43000 Investment Income	18,546.68	100,000.00	-81,453.32	18.55 %
44000 Grants				
44100 State Grant				
44150 Per Capita Grant		25,000.00	-25,000.00	
Total 44100 State Grant		25,000.00	-25,000.00	
Total 44000 Grants		25,000.00	-25,000.00	
45000 Gifts and Contributions				
45100 General Donations	50.22	500.00	-449.78	10.04 %
45500 Friends Contributions		10,000.00	-10,000.00	
Total 45100 General Donations	50.22	10,500.00	-10,449.78	0.48 %
Total 45000 Gifts and Contributions	50.22	10,500.00	-10,449.78	0.48 %
49000 Miscellaneous Revenue				
49009 Miscellaneous	265.00	1,000.00	-735.00	26.50 %
49065 Sale of Surplus Materials		500.00	-500.00	
Total 49000 Miscellaneous Revenue	265.00	1,500.00	-1,235.00	17.67 %
Uncategorized Income		332,000.00	-332,000.00	
Total Income	\$24,082.64	\$5,855,200.00	\$ -5,831,117.36	0.41 %
GROSS PROFIT	\$24,082.64	\$5,855,200.00	\$ -5,831,117.36	0.41 %
Expenses				
50000 General Expenses				
51000 Personnel Expenses				
51100 Salaries	213,582.41	2,700,000.00	-2,486,417.59	7.91 %
51200 FICA	15,749.41	206,640.00	-190,890.59	7.62 %
51300 Health/Misc Benefits	28,570.86	425,000.00	-396,429.14	6.72 %
51400 Pension Contribution	14,416.80	221,860.00	-207,443.20	6.50 %
51500 Other Benefits	1,718.90	9,000.00	-7,281.10	19.10 %
51600 Staff Enrichment	-58.12	5,000.00	-5,058.12	-1.16 %

Deerfield Public Library

Budget vs. Actuals: Budget 2024 - FY24 P&L

January 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Total 51000 Personnel Expenses	273,980.26	3,567,500.00	-3,293,519.74	7.68 %
52000 Facility Expenses				
52100 Interior Facility Maintenance	3,709.64	66,000.00	-62,290.36	5.62 %
52200 Facility Equipment Maintenance	12,081.49	100,000.00	-87,918.51	12.08 %
52300 Exterior Building Maintenance	4,649.20	30,000.00	-25,350.80	15.50 %
52400 Utilities				
52410 Water	337.32	4,000.00	-3,662.68	8.43 %
52430 Telephone - Voice	1,379.17	21,000.00	-19,620.83	6.57 %
52440 Data Lines	1,113.16	15,000.00	-13,886.84	7.42 %
Total 52400 Utilities	2,829.65	40,000.00	-37,170.35	7.07 %
52500 Minor Furnishings & Equipment		25,000.00	-25,000.00	
Total 52000 Facility Expenses	23,269.98	261,000.00	-237,730.02	8.92 %
53000 Library Materials				
53100 Periodicals	3,716.80	15,500.00	-11,783.20	23.98 %
53200 Adult Materials-Books				
53221 Books - Adult Non-Fiction	2,587.84	40,000.00	-37,412.16	6.47 %
53222 Books-Adult Fiction	3,209.36	59,000.00	-55,790.64	5.44 %
Total 53200 Adult Materials-Books	5,797.20	99,000.00	-93,202.80	5.86 %
53300 Audio Visual Materials				
53320 Audio Visual - Adult	1,653.35	59,000.00	-57,346.65	2.80 %
53340 Audio Visual - Youth	143.37	10,000.00	-9,856.63	1.43 %
Total 53300 Audio Visual Materials	1,796.72	69,000.00	-67,203.28	2.60 %
53400 Youth Materials-Books				
53241 Books - Youth & Teens	3,041.16	72,000.00	-68,958.84	4.22 %
53550 Literacy Support - Youth		2,000.00	-2,000.00	
Total 53400 Youth Materials-Books	3,041.16	74,000.00	-70,958.84	4.11 %
53501 Electronic Resources				
53500 E-Resources	73,322.23	304,000.00	-230,677.77	24.12 %
Total 53501 Electronic Resources	73,322.23	304,000.00	-230,677.77	24.12 %
53600 Non-Traditional Resources	2,266.00	14,000.00	-11,734.00	16.19 %
Total 53000 Library Materials	89,940.11	575,500.00	-485,559.89	15.63 %
54000 Library Programs				
54100 Admin Programs		5,000.00	-5,000.00	
54150 Outreach Programs		2,000.00	-2,000.00	
54210 Adult Programs	4,429.60	25,000.00	-20,570.40	17.72 %
54400 Youth Programs	1,661.88	25,000.00	-23,338.12	6.65 %
54500 MakerSpace Programs	74.85	1,500.00	-1,425.15	4.99 %
Total 54000 Library Programs	6,166.33	58,500.00	-52,333.67	10.54 %
55000 Technology				
55350 Software & Licenses	29,772.81	220,000.00	-190,227.19	13.53 %
55360 IT Support	17,518.19	125,000.00	-107,481.81	14.01 %
55400 New Projects/equip				

Deerfield Public Library

Budget vs. Actuals: Budget 2024 - FY24 P&L

January 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
56440 IT Equipment		60,000.00	-60,000.00	
Total 55400 New Projects/equip		60,000.00	-60,000.00	
55440 MakerSpace Equipment	144.49	8,500.00	-8,355.51	1.70 %
Total 55000 Technology	47,435.49	413,500.00	-366,064.51	11.47 %
56000 Professional/Contractual Svcs				
56009 Other Office Support	440.73	9,000.00	-8,559.27	4.90 %
56100 Insurance		44,000.00	-44,000.00	
56200 Postage	221.67	7,500.00	-7,278.33	2.96 %
56300 Professional Printing Services		19,250.00	-19,250.00	
56500 Professional Admin Services	2,000.00	25,000.00	-23,000.00	8.00 %
56550 Cataloging Service	37.80	22,000.00	-21,962.20	0.17 %
56555 Professional Outreach Services	1,875.00	8,750.00	-6,875.00	21.43 %
Total 56500 Professional Admin Services	3,912.80	55,750.00	-51,837.20	7.02 %
56700 Travel for Library Services		500.00	-500.00	
Total 56000 Professional/Contractual Svcs	4,575.20	136,000.00	-131,424.80	3.36 %
56400 Supplies				
56410 General Operating Supplies	665.65	15,000.00	-14,334.35	4.44 %
56420 Processing Supplies	908.78	24,500.00	-23,591.22	3.71 %
Total 56400 Supplies	1,574.43	39,500.00	-37,925.57	3.99 %
57000 Training/Development Expenses				
56600 Dues & Memberships	399.00	8,000.00	-7,601.00	4.99 %
57100 Training & Education	150.00	25,000.00	-24,850.00	0.60 %
57200 Training Travel	113.69	6,000.00	-5,886.31	1.89 %
Total 57000 Training/Development Expenses	662.69	39,000.00	-38,337.31	1.70 %
Total 50000 General Expenses	447,604.49	5,090,500.00	-4,642,895.51	8.79 %
61000 Capital Expenses				
61100 Facility Improvements		50,000.00	-50,000.00	
Total 61000 Capital Expenses		50,000.00	-50,000.00	
70000 Debt Service				
60-7010 Debt Service 2021 Interest (Payments)		209,700.00	-209,700.00	
60-7020 Debt Service 2021 Principal (Payments)		480,000.00	-480,000.00	
Total 70000 Debt Service		689,700.00	-689,700.00	
Total Expenses	\$447,604.49	\$5,830,200.00	\$ -5,382,595.51	7.68 %
NET OPERATING INCOME	\$ -423,521.85	\$25,000.00	\$ -448,521.85	-1,694.09 %
NET INCOME	\$ -423,521.85	\$25,000.00	\$ -448,521.85	-1,694.09 %



Master Total Portfolio Report

Report as of 1/31/2024

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		01/31/2024			ISC Balance	\$101,941.29	\$101,941.29	
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 →						\$2,201,518.13	\$2,263,316.75	

Totals →						\$2,201,518.13	\$2,263,316.75	
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Time and Dollar Weighted Average Portfolio Yield: 4.27%

Weighted Average Portfolio Maturity: 123.78 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	50.28	\$1,135,791.82	Securities
CD	45.21	\$1,021,375.46	Certificate of Deposit
ISC	4.51	\$101,941.29	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
End of Year Liability for Accrued Payroll and Compensated Absences
As of December 31, 2023

Library management is required to report the payroll liabilities to the Library Board as of the close of the fiscal year and this information is to be included in the minutes. The Library's total payroll liability for the fiscal year ending December 31, 2023 is \$162,229. This is more than the amount reported as of 12/31/2022, which was \$158,203. \$143,257 is current and expected to be paid out within the next year, and \$18,972 is a long-term liability.

The payroll liability consists of two parts: 1) the accrued payroll liability, which is wages and taxes not paid as of December 31st, and 2) compensated absences still outstanding.

1. Accrued Payroll Liability

This is the amount due to employees for work completed. For example, if there are three days from the end of December included in the second paycheck in January, the pay for those three days is the Library's 'accrued payroll liability' at 12/31. All of this part of the liability is current and it is paid out quickly in January.

The paycheck dated 01/12/2024 included work from 12/22/2023 through 1/4/2024 and the amount owed for those 10 days was \$67,367. (See (a) in the formula below.)

2. Compensated Absences Liability

'Compensated Absences Liability' is for the leave time earned, payable, and not yet used by employees. It is the sum of all leave earned (such as vacation, personal days, and holidays), plus the sick days that are eligible to be paid out upon termination if the employee (who must have been hired before 1/1/2008) and at least 55 years in age. The Library has 38 employees eligible for leave benefits and two of those are eligible for the sick days payout benefit.

The total amount owed for all compensated absences is \$94,862. \$75,890 of this is expected to be paid out within a short time and is a current liability (b). It includes the entire amount due for known upcoming separations, plus 80% of the amount due to all other employees. The remaining amount, \$18,972, is a long-term liability (c) and is an estimate of the leave time that will be carried over for use farther into the future.

Payroll Liability at 12/31/2023

<i>Accrued Payroll Liability</i>	<u>\$67,367 (a)</u>
Current-expected payout within next 12 months	\$75,890 (b)
Long term	<u>18,972 (c)</u>
Liability for compensated absences	<u>\$94,862</u>
 Total Payroll Liability	 <u>\$162,229</u>

Deerfield Public Library					
Check Detail					
For Board Meeting on February 21, 2024					
Summary					Amount
11500 Bank Financial Petty Cash	Check Num 756-760				\$198.38
11300 WinTrust E Pay	4 ACHs				\$65.30
11100 WinTrust General Operating	Check Num 14181-14233, 12 ACHS				\$137,238.65
Total Payments to Approve					\$137,502.33
Date	Num	Vendor	Memo	Amount	Account Num
11500 Bank Financial Petty Cash -1537					
01/24/2024	756	Zach Kolman	Reimburse for Plates purchased for Laser Engraver Program	74.85	54500
01/24/2024	758	Zach Kolman	Mileage Reimbursement	38.32	57200
01/25/2024	757	Kerstin Vossberg	Mileage Reimbursement	43.08	57200
01/25/2024	759	Grace Bono	Mileage Reimbursement	32.29	57200
02/01/2024	760	Cristina Bueno	Reimburse for Cookie Decorating Kits for Staff Holiday Party	9.84	51600
Total for 11500 Bank Financial Petty Cash -1537				198.38	
11300 WinTrust E Pay -8926					
01/18/2024	ACH	Square SQ	Net of Sales & Patron Reimbursement	29.61	42100
02/05/2024	ACH	PayPal, Inc.	Merchant CC Processing Fees	25.10	56009
02/05/2024	ACH	Chase Paymentech	Merchant CC Processing Fees	10.25	56009
02/05/2024	ACH	American Express Govt Svcs	Merchant CC Processing Fees	0.34	56009
Total for 11300 WinTrust E Pay -8926				65.30	
11100 WinTrust General Operating -2997					
01/24/2024	14181	Cintas Corporation	Refill of Supplies for: Bathrooms, Sanitizing Stations, Mats & First Aid Kit Supplies	1,879.70	52100, 56410
01/24/2024	14182	Knudsen Construction, Inc.	Final Payment for Upper Level & Patron Service Offices Remodel	2,250.00	61100
01/24/2024	14183	RAILS	Swank Movie License Fee - 2024	448.00	53500
01/24/2024	14184	Perspectives, LTD	EAP Services: 1/1/24-6/30/24	1,664.00	51500
01/24/2024	14185	OverDrive, Inc.	eBooks - January 2024	4,106.18	53500
01/24/2024	14186	Donna Herula, LTD	The Donna Herula Trio - The Roots of Chicago Blues Lunch & Listen program- 02/03/24	500.00	54210
01/24/2024	14187	Happiness Forward, LLC	Bagels: Nosh, Laugh, and Learn program - 02/08/24	175.00	54210
01/24/2024	14188	Weave Your Dreams Into Reality Studios, LLC	Wea(V)e Day Valentine's Day Weaving program - 02/14/24	250.00	54210
01/24/2024	14189	Cathy Grafton	Threads of History - The Story of the Bayeux Tapestry program - 02/16/24	300.00	54210
01/24/2024	14191	American Library Association	Renewal of Membership Dues - A. Jamieson	399.00	56600
01/24/2024	14192	SysCloud Inc.	Annual Subscription - Data Backup	1,620.00	55350
01/24/2024	14193	The New York Times	7-Day Subscription Renewal - Annual	1,768.00	53100
01/24/2024	14194	Atomatic Mechanical Services, Inc.	Replace Board & Thermostat in MakerSpace & ACCU-3 Slave: Remove & Replace Both (2) EEV Values	7,059.00	52200
01/24/2024	14195	Natasha Lehrer Lewis Art	Wet Felted & Needle Felted Polar Bear Kits program - 01/16/24	454.00	54400
01/24/2024	14196	Product LLC	Final Payment - Construction Administration	1,228.19	61100
01/24/2024	14197	Peerless Network, Inc.	Phone Support Maintenance 1/15/24-2/14/24	1,132.13	52430
01/24/2024	14198	Today's Business Solutions, Inc.	Scan Station Hardware Agreement - Annual	795.00	55360
01/24/2024	14199	Anderson Pest Solutions	Pest Management - January 2024	71.40	52100
01/24/2024	14200	Scholastic Library Publishing	Scholastic Go & Teachables Subscription Renewal - Annual	4,951.00	53500
01/24/2024	14201	LIMRICC	Unemployment Insurance Consortium - 2023 Q4	215.86	51500
01/24/2024	14202	FSS Technologies LLC	Burglar Alarm System Quarterly Maintenance Fee	120.00	52200
01/24/2024	14203	Bibliotheca, LLC	Renewal of Service & Maintenance Agreement for Non-Sorter Items at Bibliotheca	10,648.00	55350

01/24/2024	14204	Madeline Dahlman	Book Discussion w/Madeline Dahlman - 02-08-24	200.00	54210
02/07/2024	14205	AtoZdatabases	Subscription Renewal - Annual	2,750.00	53500
02/07/2024	14206	Midwest Tape 2000007021	Acquisitions for AV, Processing Supplies & Cataloging Service - January 2024	2,035.79	53320, 53340, 56420, 56550
02/07/2024	14207	Infobase	Issues & Controversies Online Subscription Renewal - 2024	1,110.57	53500
02/07/2024	14208	ByWater Solutions, LLC	Aspen Catalog	7,250.00	55350
02/07/2024	14209	Constance Martin	Hidden Messages in Negro Spirituals on the Underground Railroad Program - 02/27/24	492.40	54210
02/07/2024	14210	Gary Midkiff and Company	Virtual Great Decisions Program 02/20/24	215.00	54210
02/07/2024	14211	Cintas Corporation	Monthly Lease for (3) New AED Devices & Mats for the Library	556.36	52100, 52200
02/07/2024	14212	OverDrive, Inc.	eBooks - January 2024	9,806.80	53500
02/07/2024	14213	Gale Cengage Learning	Gale Courses Unlimited Subscription Annual	6,030.43	53500
02/07/2024	14214	Ingram Library Services LLC	Acquisitions for Books, AV, and Processing Supplies - January 2024	9,071.27	53221, 53222, 53241, 53340, 54210, 56420
02/07/2024	14215	Manufacturers' News, Inc.	IL Services Directory 2024	332.90	53221
02/07/2024	14216	Staples Business Credit	Payroll Envelopes (1,000)	154.72	56410
02/07/2024	14217	ACC Business	Internet Service 12/11/23-01/10/24	902.22	52440
02/07/2024	14218	Johnson Controls	Preventative Maintenance Contract 2024	4,216.00	52200
02/07/2024	14219	Ann M. Torralb	Little Miss Anne Family Concert - 01/27/24	550.00	54400
02/07/2024	14220	Graphic Solutions, Inc.	Browsing Spring 2024 Graphic Design	1,875.00	56555
02/07/2024	14221	Parties with Character	Character Storytime visits (2) with Keepsakes Jan & Feb 2024	624.00	54400
02/07/2024	14222	Quadient Leasing USA, Inc.	Postage Machine Quarterly Lease: 12/2/2023-03/1/2024	221.67	56200
02/07/2024	14223	Amina Lolita Gautier	Podcast with Fiction Writer: Amina Gautier's new collection "The Best That You Can Do" on 02/05/24	200.00	54210
02/07/2024	14224	Badot, LLC	Filmmaker's Short Film Screening & Live Podcast: 02/08/24	200.00	54210
02/07/2024	14225	Marina Shifrin Wing	Filmmaker's Short Film Screening & Live Podcast: 02/08/24	200.00	54210
02/07/2024	14226	Sentinel Technologies, Inc.	Onboarding/Set Up Fee	5,810.00	55360
02/07/2024	14227	Taylor Simpson	Filmmaker's Short Film Screening & Live Podcast: 02/08/24	100.00	54210
02/07/2024	14228	Best Quality Cleaning	Monthly Cleaning - February 2024	3,500.00	52100
02/07/2024	14229	Village of Deerfield	Elevator Inspection 2023	75.00	52200
02/07/2024	14230	Kanopy Inc.	Pay Per Use Program	594.00	53500
02/07/2024	14231	Midwest Tape	Hoopla Subscription - January 2024	4,899.24	53500
02/07/2024	14232	ProQuest, LLC	Fold3 Library Edition, Newspapers.com-World Collection, U.S. Newsstream Online Subscription 2024	11,288.28	53500
02/07/2024	14233	Esscoe LLC	Replace BPS Panel in Closet 144-A	1,930.87	52200
01/22/2024	ACH	AT&T	Voice Lines: 12/28/23-1/27/24	247.04	52430
01/25/2024	ACH	Wex Health, Inc.	FSA Monthly Fees - January 2024	54.90	51500
01/30/2024	ACH	James Martin Associates, Inc.	Annual Payment for 2024 Landscape Maintenance	4,649.20	52300
01/31/2024	ACH	De Lage Landen Financial Services, Inc.	Monthly Lse for 7 Copiers and 3 Printers - February 2024	1,808.72	55360
02/01/2024	ACH	Village of Deerfield	Water & Sewer - December 2023	153.33	52410
02/01/2024	ACH	Village of Deerfield	Water & Sewer - December 2023	122.67	52410
02/04/2024	ACH	Comcast Cable	Patron Internet Service 1/16/24-2/15/24	222.29	52440
02/05/2024	ACH	Google, Inc.	Google Apps - February 2024	1,107.00	55350
02/06/2024	ACH	Amazon	Invoice #: 1NY4-6M7C-9CDP Invoice Date: 02/01/2024 for January 2024 Credit Memo#: 197P-6WMD-9N4Y - January 2024	2,453.14	51600, 53222, 53241, 53320, 53600, 54100, 54210, 54400, 54500, 56009, 56410, 56440, 56440
02/09/2024	ACH	USPS	Postage for Spring 2024 Browsing	1,146.44	56200
02/13/2024	ACH	Quadient Leasing USA, Inc.	Postage Added to Patron Services Machine	400.00	56200
02/13/2024	ACH	First Bank Mastercard	January 2024 Credit Card Payment	5,646.94	20001-20014
Total for 11100 WinTrust General Operating -2997				137,238.65	

Deerfield Public Library
Credit Card Transactions by Account Holder
As of 2/07/2023
Presented for Approval February 21, 2024

	Date	Num	Vendor	Memo	Amount	Account Description
20000 Credit Cards Payable						
20001 Admin - 4734						
	02/07/2024	AD 01/08/24	WallGaurd.com	Wallguard to Protect Wall from Large Bins in PS Workroom	216.29	Interior Facility Maintenance
	02/07/2024	AD 01/09/24	MailChimp	E-Newsletter Mailing Monthly Subscription	75.00	Outreach Programs
	02/07/2024	AD 01/15/24	Spotify	Spotify for iPads Monthly Subscription	16.99	Youth Programming
	02/07/2024	AD 01/18/24	Paypal	Webinar: "Building Good Work Relationships" with Steve Hargadon for Managers to Attend	325.00	Training & Education
	02/07/2024	AD 01/22/24	Jewel-Osco	Food & Beverage for All Staff & Staff Last Day 01/23/24	88.68	Admin Programs
	02/07/2024	AD 02/02/24	Jewel-Osco	Treats for Adult Program 02/03/24	35.97	Adult Programming
	02/07/2024	AD 02/03/24	Illinois Library Assoc	Renewal of Institutional Dues	300.00	Membership & Dues
Total for 20001 Admin - 4734					1,057.93	
20002 Business Office - 1381						
	02/07/2024	BO 01/02/24	Compliance Signs	Sale Tax Refund	-4.49	General Operating Supplies
	02/07/2024	BO 01/12/24	Staples	Supply Restock: Pens, Ruler, Rubber Bands, Notepads, Correction Tape, Push Pins, Utensils	235.71	General Operating Supplies
	02/07/2024	BO 01/13/24	Staples	Large Post Its & 1099 forms	70.59	General Operating Supplies
	02/07/2024	BO 01/17/24	Intuit	E-Filing of 1099s for 2023	106.68	Other Office Support
	02/07/2024	BO 01/17/24	Catered by Design	Food for Staff Holiday Party 01/19/24	994.50	Admin Programs
	02/07/2024	BO 01/18/24	Dollar Tree	Chafing Dishes & Plastic Table Coverings for Staff Holiday Party 01/19/24	5.00	Admin Programs
	02/07/2024	BO 01/18/24	USPS	Returned 1099 forms to Intuit	7.85	Postage
	02/07/2024	BO 01/18/24	Walgreens	Gift Cards & Candy for Staff Holiday Party 01/19/24	61.73	Admin Programs
	02/07/2024	BO 01/19/24	American Library Assoc.	Renewal of Membership - K. DeCorrevont	162.00	Membership & Dues
	02/07/2024	BO 01/19/24	Staples	Ordered 1099-NEC Forms	39.99	General Operating Supplies
	02/07/2024	BO 01/23/24	Intuit	Returned 1099 forms to Intuit	-83.98	General Operating Supplies
	02/07/2024	BO 01/27/24	Quill Corporation	Supply Restock: Copier Paper & Expo Markers	158.11	General Operating Supplies
	02/07/2024	BO 01/30/24	Quill Corporation	Bottled Water	70.32	General Operating Supplies
	02/07/2024	BO 01/31/24	HR Source	HR Roundtable 02/07/24 - M. Desai	140.00	Training & Education
	02/07/2024	BO 02/01/24	Staples	Return 1099 forms	-39.99	General Operating Supplies
	02/07/2024	BO 02/01/24	Staples	Return 1099 forms	-49.99	General Operating Supplies
20002 Business Office - 1381					1,874.03	
20003 Info Technology (IT) - 5382						
	02/07/2024	IT 01/08/24	Wasabi Technologies	Storage for Remote Backup	41.37	Software & Licenses
	02/07/2024	IT 01/09/24	Adobe	Staff Creative Cloud All Apps Monthly Subscription	54.99	Software & Licenses
	02/07/2024	IT 02/01/24	Google	Monthly Charge for Library Board Voicemail	14.27	Telephone - Voice
	02/07/2024	IT 02/01/24	Liberated Syndication	Podcasting Hosting	20.00	Software & Licenses
Total for 20003 Info Technology (IT) - 5382					130.63	
20004 Facilities - 1382						
	02/07/2024	FC 01/17/24	Batteries Plus	Batteries for Fire Alarm Panel in Youth	50.30	Facility Equipment Maintenance
Total for 20004 Facilities - 1382					50.30	
20007 Adult Services - 2368						
	02/07/2024	AS 01/08/24	Disney Plus	Roku Monthly Subscription	14.99	E-Resources
	02/07/2024	AS 01/14/24	Netflix	Roku Monthly Subscription	22.99	E-Resources
	02/07/2024	AS 01/18/24	Amazon	Kindle E-Books	14.99	E-Resources
	02/07/2024	AS 01/19/24	Apple	Roku Monthly Subscription - Apple TV	9.99	E-Resources
	02/07/2024	AS 01/19/24	Apple	Roku Monthly Subscription - Apple TV	9.99	E-Resources
	02/07/2024	AS 01/19/24	Deerfield Italian Kitchen	Appetizers for Horror Book Discussion	40.49	Adult Programming
	02/07/2024	AS 01/27/24	Lego	Lego Replacement Parts for LOT Collection	16.52	Library of Things
	02/07/2024	AS 01/27/24	JHup Journals	Subscription to The Bulletin of the Center for Children's Books (Print & Digital)	187.00	Periodicals
	02/07/2024	AS 01/29/24	Adult Reading Round Table	Renewal of Membership - M. Stoeger	15.00	Membership & Dues
	02/07/2024	AS 01/30/24	Netflix	Roku Monthly Subscription	22.99	E-Resources
	02/07/2024	AS 01/31/24	American Library Assoc.	IDEAS Training for V. Karlovsky	79.00	Training & Education
	02/07/2024	AS 02/01/24	Jewel-Osco	Gift Cards & Snacks for Trivia Night - 02/01/24	114.26	Adult Programming

02/07/2024	AS 02/02/24	Paypal	Webinar: "Emotional Intelligence for Librarians" - M.Stoeger	99.00	Training & Education
02/07/2024	AS 02/03/24	Disney Plus	Roku Monthly Subscription	14.99	E-Resources
Total for 20007 Adult Services - 2368				662.20	
20010 Adult Prog Coord - 5416					
02/07/2024	APC 01/09/24	Walgreens	Snacks for Tuesday New Movie Night	8.98	Adult Programming
02/07/2024	APC 01/23/24	Zoom	Monthly Subscription	55.99	Adult Programming
Total for 20010 Adult Prog Coord - 5416				64.97	
20011 Youth Prog Coord - 1971					
02/07/2024	YPC 01/10/24	Collaborative Summer Library Program	Program Guide for Summer Reading	35.95	Youth Programming
02/07/2024	YPC 01/24/24	LakeShore Learning	New Puzzles for Baby Bundles	96.49	Literacy Support - Youth
02/07/2024	YPC 01/26/24	USPS	Postage to Send "Sir Lancesloth" for Tour Around the Country to different Libraries	11.55	Postage
02/07/2024	YPC 01/26/24	Target	New Children Around the World Wooden Figures for Baby Bundles	36.95	Literacy Support - Youth
02/07/2024	YPC 01/27/24	Wal-Mart	New Spin & Speak Toy for Baby Bundles	20.89	Literacy Support - Youth
02/07/2024	YPC 02/01/24	Oriental Trading	Supplies for Lunar New Year program, Grab & Go, Bookmarks & Giveaways	157.42	Youth Programming
Total for 20011 Youth Prog Coord - 1971				359.25	
20012 Youth Coord - 1259					
02/07/2024	YC 02/05/2024	Michael's	Balloon & Sequin Cup for KiDLS program	8.48	Youth Programming
02/07/2024	YC 02/05/2024	Target	Treats for KiDLS program	1.19	Youth Programming
02/07/2024	YC 02/05/2024	Target	Treats for Outreach Program	28.76	Outreach Programming
Total for 20012 Youth Coord - 1259				38.43	
20013 Teen Services - 6330					
02/07/2024	TS 01/10/24	Rosati's	Pizza for Teen Advisory Board 01/10/24	62.22	Youth Programming
Total for 20013 Teen Services - 6330				62.22	
20014 MakerSpace - 2311					
02/07/2024	MS 01/19/24	BambuLabs	New 3D Printer	617.98	MakerSpace Equipment
02/07/2024	MS 01/25/24	Scientific Spectrum	Maintenance Service for Laser Engraver	729.00	MakerSpace Equipment
Total for 20014 MakerSpace - 2311				1,346.98	
Total for 20000 Credit Cards Payable				5,646.94	

Director's Report: February 2024

FYI

- The Board will conduct their semi-annual review of closed meeting minutes.
- We will have two guests at the meeting, Stuart Osakada from the Friends of the Library and Pam Skittino, Head of Support Services.
- We will discuss this season's Farmers Market and Family Days. In addition, we will discuss plans for National Library Week, April 7-13.
- We will discuss committees at the meeting.
- I will provide an update on the various building projects under the "Directors Report".
- Articles of Interest
 - https://bookriot.com/levar-burton-responds-to-book-bans-with-reading-rainbow-video/?utm_source=substack&utm_medium=email
 - I must have sports on my mind since the Superbowl and this [podcast](#) features librarians who are also athletes!

Personnel

Personnel - January 2024

- In January the library had 1 separation
 - Adult Services Programming Coordinator on January 23
- In January the library filled 1 position
 - Maintenance Associate on February 14
- [The library had 1 position open](#)

DEPARTMENT REPORTS

Adult Services Report

Melissa Stoeger, Assistant Director of Adult & Youth Services

- We added a new database to the Library's E-Resources. Peterson's Test and Career Prep provides access to test prep materials and practice exams for everything from AP, to ACT, SAT, LSAT, MCAT, GRE, and the U.S. citizenship exam. It also provides information on thousands of colleges and graduate schools, as well as scholarships and career exploration.
- Vicki Karlovsky has taken over leading our Memory Cafe. Recently, a caregiver told Vicki "Mother never remembers anything about that group. But she is always so happy when she is there and she always fights me when it's time to leave. She hates getting ready in the morning, but when she asks where we are going, I just tell her she will be happy when we get there." We also had comments from two separate patrons recently about how useful and meaningful they found our Memory Kits to be when interacting with their loved ones.
- Vicki had 3 visits to the Center for Enriched Living. She provided one-on-one help and gave a presentation on the history of video games.
- Our most popular program of the month was Inside Chicago's Intriguing House Museums. 80 people attending in person and virtually.

- We had 37 people attend our program on the Great Northern Eclipse. All attendees received solar glasses to safely view the eclipse in April. Additional glasses will be available to the public starting on April 1.
- We started our new year long reading program Last Book Standing, which is a tournament of books. Each month patrons will vote on 4 “candidates” and the winners will face off until we reach a final winner in November. This year we have added a movie option, where patrons can vote on their favorite movies. We had 27 people vote for the book tournament (*The Great Believers* by Rebecca Makkai won) and 30 for the movie tournament (*The Florida Project* won).
- 1,788 Patron Questions
- 5 Library Lifelines and 6 One on Ones
- 0 exams proctored
- 28 Books to Go deliveries
- 19 live programs with 396 attendees. 4 passive programs with 91 participants.
- 145 total podcast listens
- 557 Study Room reservations

Business Office Report

Kelly DeCorrevont, Head of Finance

- We had phone and in person interviews for the Maintenance Associate position in January.
- We completed library check runs on January 9 and January 24.
- We completed library payroll on January 4 and January 18.
- We worked on interim audit requests during the week on January 22 and January 29.
- We had our annual staff holiday party on January 19. We had 11 staff celebrating 5,10 and 15 year anniversaries in 2023.
- We had our all-staff meeting on January 23.
- I hosted a local library Finance Manager meeting on January 25. We discussed several topics including the new Illinois law requiring independent contractors reporting monthly. The law is Intended to capture individuals who would not otherwise be reported to IDES because they are self-employed and operate under a 1099 rather than a W-2.
- I hosted a Deerfield Wellness webinar on Accelerating Positive Change with John Heiser on January 31.
- On January 25, we had annual W-2 tax forms ready for staff pick up.

Communications & Outreach Report

Stephanie Scaletta, Communications & Outreach Manager

- **Style Guide 2024:** Development of DPL Style Guide for all staff outlining brand identity and application for internal and external communications.
<https://bit.ly/DPLStyleGuide2024>
- **MakerSpace:** Reorganization and revision of website information, updated photos of equipment and new type treatment for logo in progress. Collaboration on video tutorials of equipment and projects for YouTube.

- **Browsing Spring 2024 Issue:** Complete and in homes February 8. Spring registration begins February 14.
- **Aspen:** Online resource upload and formatting and website duplication.
- **Twitch live-stream for LOT game *Just One!* out in Feb.**

OUTREACH

- Black History Month/Heritage Month Resources List - compilations for digital platforms
- Community Relations Commission: Meeting February 20 @ 6:30pm, Village Hall
- Large Print and Audiobook donations to CJE, PTC & WDT
- Outreach Plan 2024 Development: WIP
 - Welcome Packet for new card members
 - Event opportunities & program ideas

COMMUNICATIONS/MARKETING

- Marketing Plan Implementation
 - Style Guide
- Summer Reading Logo Design
 - D113 coordination and project schedule
- MakerSpace Branding Update
- Scheduling monthly department meetings

IT Report

Steve Wuehr, Head of IT

- **Technology Partner**
 - We completed our transition from Sikich to Sentinel as of 2/1. The process was largely seamless to staff and patrons and will offer many of the same benefits at an overall savings to the library.
- **CyberSecurity Awareness Training**
 - Our Q1 Cybersecurity training program is currently underway. Each staff member will take a training refresher with new ideas and themes for 2024. It's designed to increase staff awareness of cybersecurity trends.
- **Security Camera Server Upgrade**
 - We completed an upgrade of the operating system for our security camera system in January. The previous OS had reached its end of life and was no longer able to receive updates.
- **Email Security Changes**
 - We made changes to our email security posture based on recommendations from Google. The changes are designed to ensure email sent out by the library is successfully delivered to its recipient and not marked spam.
- **New Server**
 - We received a new server and will start the process of getting the server installed and work on migrating data in the near future. This server is meant to replace 3 physical servers that are aging and need replacement.
- **Door Access Control**
 - Once our new server is up and running we will be able to get the software upgrade for our Door Access control software completed.
- **Equipment Recycling**

- We are compiling a list of old, outdated and broken hardware that has reached the end of its useful life for the library. The recycler offers reduced/free pickup of many items for education and governmental bodies.
- **Meeting Room Audiovisual Equipment**
 - A refresh of the meeting room AV is on track to take place the week of March 11. This will provide a more trouble free experience for patrons and staff.

MakerSpace Report

Ted Gray, MakerSpace Manager

- We have begun our new extended hours. We are now open until 8pm Monday through Thursday.
- The first week of January we put butcher paper up on the windows and spent each day cleaning and organizing the MakerSpace. We went through every drawer and threw out what we didn't need and organized what we had. We also visited several other MakerSpaces. It was very enlightening to see how other MakerSpaces work and how they interact with their patrons. We came away with a few great ideas.
- Going through the MakerSpace website and making a bunch of updates.
- We had Scientific Spectrum come out and do a yearly service appointment for the laser engraver.
- We are beginning to work on short instructional videos to show on the TV in the MakerSpace.
- We're always suggesting to people that they consider purchasing embroidery files on Etsy. This patron bought a file (it cost around \$3) and made a custom jean jacket for her daughter who is a big Taylor Swift fan. It looks amazing!



- We had a very successful program in January when we did Book Nooks. We had **100%** attendance and it seemed like everyone who was there had a fantastic time. We were amazed at the creativity of our patrons.



- This patron engraved a cutting board for their daughter's wedding and made matching coasters to go with it. Simple classic design.



- We had another very successful program where we used the laser engraver to put custom messages on stone plates.



- A patron made a custom birthday card for their Mother.



- In January of 2023 our tally sheet was at 337 for the month. This year we hit 551 for the month. This is even with us being closed to the public for the first week in January. Out of that total of 551, 33 patrons visited us during our evening hours. We were open for 14 evenings in January. We've had a number of our evening visitors thank us for being up late.

Patron Services Report

Stephanie Keough, Head of Patron Services

- We're working on tightening up some of our processes (streamlining language in some of email responses, using google forms and sheets for internal documentation).
- Still averaging about **ten** curbside appointments/month
- 14,144 library visits in January vs 11169 LY = 21% increase
- 26593 physical checkouts vs 26301 LY = 1.1% increase
- New information desk is coming soon!
- We are transitioning to electronic tasks and tally sheets on 2/11. No more paper! No more clipboards! No more clutter!

Support Services Report

Pam Skittino, Head of Support Services

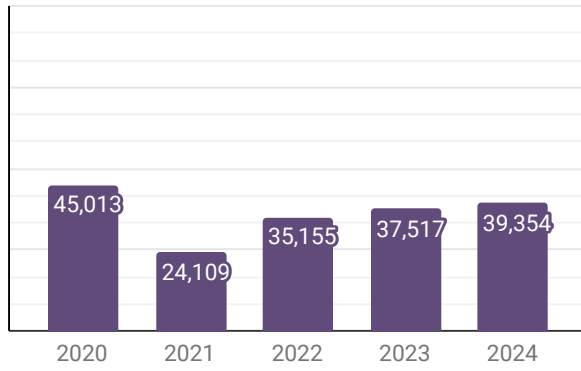
- Aspen configuration is nearly complete and staff training has begun. Roll-out is planned for February 26, 2024
- Tom Walsh has been absolutely phenomenal in the setup and testing of Aspen
- Pam Skittino was accepted as a member of the **Sierra Working Group** for the **IUG Member Exclusive Enhancement Process** (MEEP). This working group identifies critical member suggested software enhancements and presents them to the Product Managers at Clarivate.

Youth Services Report

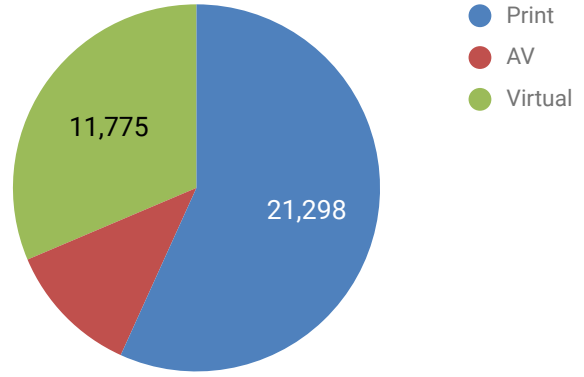
Melissa Stoeger, Assistant Director of Adult & Youth Services

- Our most popular program in January was the Little Miss Ann concert. Sixty-three people attended. We also had 53 people attend our Tinkerbell character visit and storytime.
- We added a STEAM playtime on Wednesday mornings and are consistently getting 20-30 attendees.
- Cristina Bueno was featured in the December issue of the ILA Reporter for winning an [ALA Spectrum](#) scholarship.
- 1,122 patron questions
- 13 Personalized Picks
- 28 in-person programs with 563 attendees
- 9 Passive programs with 277 participation
- 20 Outreach events with 599 attendees

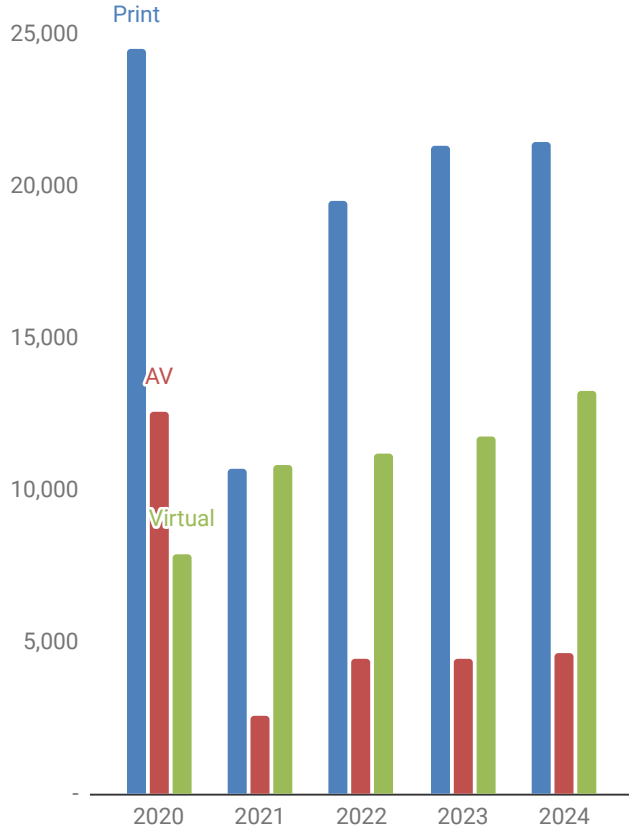
Total Circulation YTD



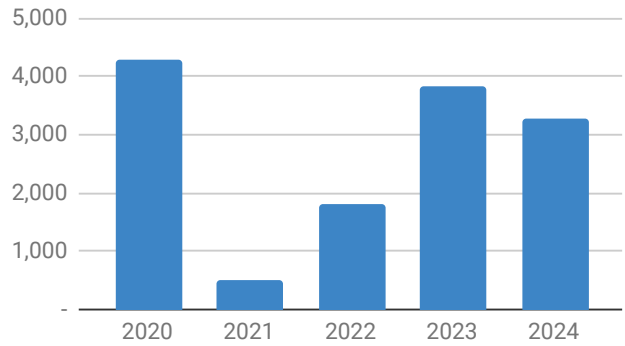
Circulation by Type YTD



Circ Trends by Type YTD



Questions Answered YTD

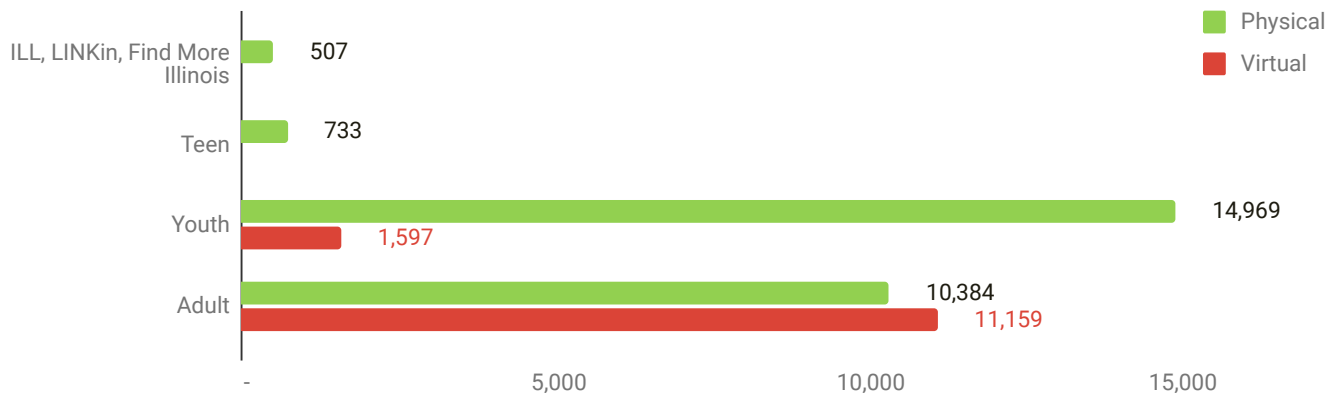


Resident Library Cards



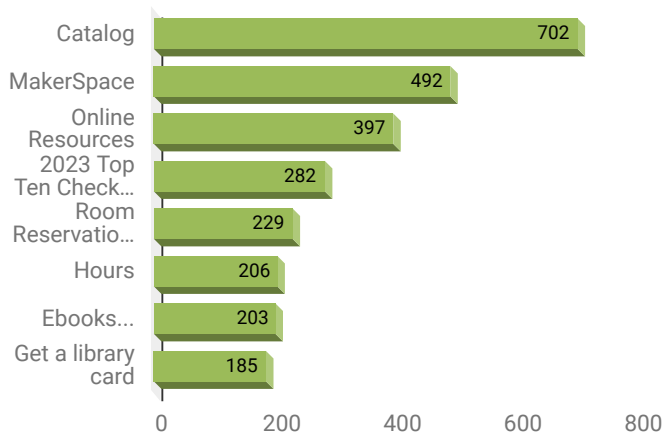
Valid Cards 11,270
 Added this month 97

Circulation by Collection

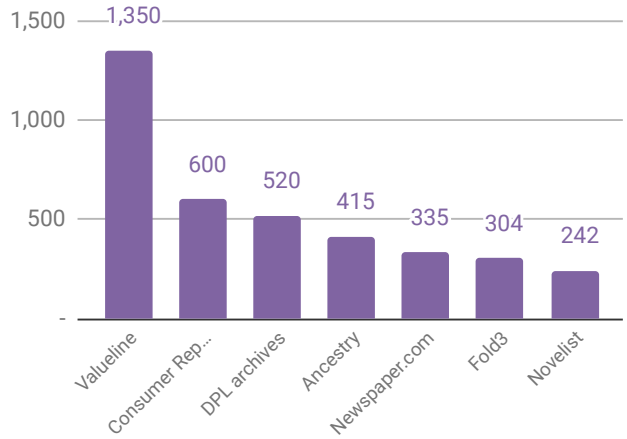


Program Statistics will return in February
They are being aligned with the Illinois Public Library Annual Report

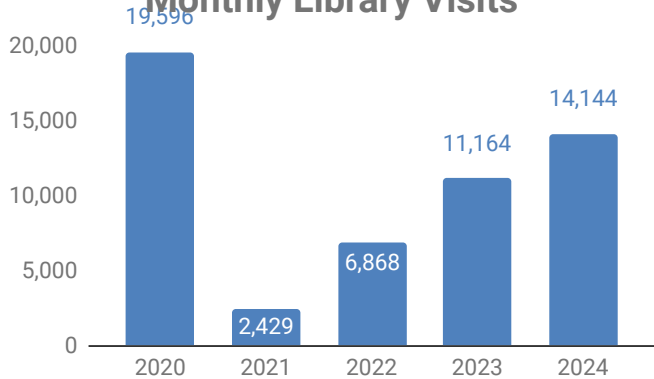
Most Popular Webpages



Most popular databases - December



Monthly Library Visits



Average Daily Attendance



Public Computer Sessions

YTD 671

Wireless Sessions

YTD 4,433



JAN 2024 SOCIAL



 **5,740**
page reach

 **77+**
subscribers

 **38+**
followers

 **5,662**
post reach

 **40,470**
views

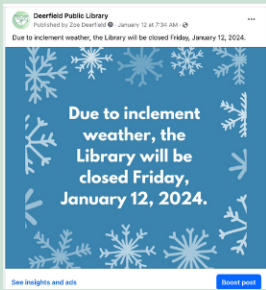
 **5,260**
video & live views

 **162**
accts engaged

 **399,300**
impressions

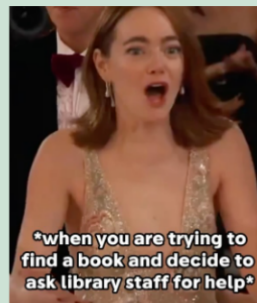
 **147**
accts engaged

Top Posts



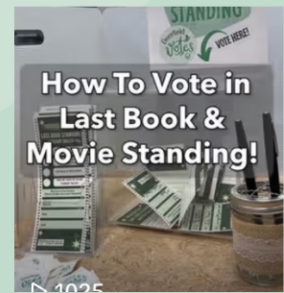
1,288 post reach,
23 engaged

Top Posts



7,718 views,
13 watch hours

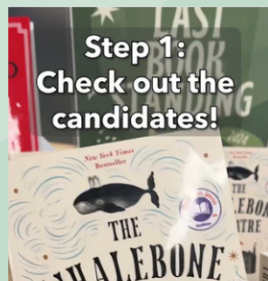
Top Posts



1,024 views, 25 engaged



1,014 post reach, 39 engaged



1,217 views, 3 watch hours



535 views, 37 engaged