

**DEERFIELD PUBLIC LIBRARY BOARD OF TRUSTEES
MEETING AGENDA
920 Waukegan Road, Deerfield, IL, Board Room
Wednesday, March 20, 2024, 6:30 PM**

Residents wishing to share thoughts about any matter concerning the Library may do so by submitting an email to amy@deerfieldlibrary.org prior to the meeting.

1. ROLL CALL & CALL TO ORDER
2. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD & CORRESPONDENCE
3. APPROVAL OF MINUTES
 - A. February 17, 2024 Regular Meeting (ACTION)
4. TREASURER REPORT
 - A. Monthly Financials: Balance Sheet, Revenue & Expenses (ACTION)
 - B. List of Checks and Payments for Approval (ACTION)
5. LIBRARY DIRECTOR'S REPORT
 - A. Building Updates Report
 - B. IPLAR Highlights (Discussion)
6. OLD BUSINESS
 - A. Family Days (Discussion)
 - B. Farmers Market (Discussion)
 - C. Committee Information (Discussion)
7. NEW BUSINESS
 - A. Hot Water Heater Proposal (ACTION)
 - B. Building Cleaning Proposal (ACTION)
8. OTHER
9. EXECUTIVE SESSION 5 ILCS 120/2 c 1 to discuss the self evaluation and compensation of the Library Director
10. ADJOURNMENT

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

Upcoming 2024 Library Board Meetings: April 17, May 15, June 19

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

DEERFIELD PUBLIC LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES
February 21, 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 Stephanie Brand.

Staff: Amy Falasz-Peterson, Library Director; Melissa Stoeger, Assistant Director of Adult and Youth Services; Kelly DeCorrevont, Head of Finance, Pam Skittino, Head of Support Services.

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

None.

3. APPROVAL OF MINUTES

A. January 17, 2024 Regular Meeting (ACTION)

MOTION: Mr. Seth Schritman made a motion to approve the January 17, 2024 Regular Meeting minutes, seconded by Ms. Emily Wallace.

Vote: 5 - Yes Luisa Ellenbogen, Seth Schriftman, Ken Abosch, Emily Wallace, Stephanie Brand.
The motion was approved.

4. TREASURER REPORT

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

Mr. Seth Schriftman gave the financial report.

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

Vote: 5 - Yes Luisa Ellenbogen, Seth Schriftman, Ken Abosch, Emily Wallace, Stephanie Brand.
The motion was approved.

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

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

-Bank Financial Petty Cash, Check Num 756-760	\$	198.38
-Electronic Payments, 4 ACHs, WinTrust	\$	65.30
-AP Checks 14181-14233, 12 ACHs, WinTrust	\$	<u>137,238.65</u>
The total amount presented for approval	\$	137,502.33

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

Vote: 5 - Yes Luisa Ellenbogen, Seth Schriftman, Ken Abosch, Emily Wallace, Stephanie Brand.
The motion was approved.

5. STAFF PRESENTATION: Pam Skittino, Head of Support Services

Ms. Pam Skittino gave a presentation on Aspen, our new catalog being launched to the public on February 26.

6. FRIENDS OF THE LIBRARY REPORT

Mr. Stuart Osakada provided an update on the Friends of the Library.

7. VILLAGE LIAISON REPORT

Ms. Ellenbogen shared the village news about the passing of Mr. Bill Seiden. The library will remember Bill fondly for his years of service to the Deerfield community.

8. LIBRARY DIRECTOR'S REPORT

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

A. Building Updates Report

Ms. Falasz-Peterson gave a building update regarding the completion of the new service front desk and LOT shelving.

9. OLD BUSINESS

None.

10. NEW BUSINESS

A. Family Days (Discussion)

The Board discussed the Village's Family Days. The Board will continue the conversation at the next meeting.

B. Farmers Market Dates (Discussion)

The Board discussed Farmers Market Dates for the 2024 season. The Board will continue the conversation at the next meeting.

C. Committee Information (Discussion)

The Board discussed the current committees and how to improve the effectiveness of the committees. They will continue the conversation at the next meeting.

11. OTHER

None.

At 8:16 p.m., Ms. Wallace made a motion to enter into Executive Session for the purposes of conducting a semi annual review of historical minutes both written and recorded, seconded by Ms. Ellenbogen.

Vote: 5 - Yes Luisa Ellenbogen, Seth Schriftman, Ken Abosch, Emily Wallace, Stephanie Brand.
The motion was approved.

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.

The Board returned to open session at 8:40 p.m.

Mr. Schriftman made a motion to open the following minutes: 12/11/2023, 11/15/2023, 6/21/2023, and 8/16/2012, seconded by Ms. Wallace.

Vote: 5 - Yes Luisa Ellenbogen, Seth Schriftman, Ken Abosch, Emily Wallace, Stephanie Brand.
The motion was approved.

13. ADJOURNMENT

At 8:42 p.m, Mr. Schriftman made a motion to adjourn the meeting, seconded by Ms. Wallace.

Vote: 5 - Yes Luisa Ellenbogen, Seth Schriftman, Ken Abosch, Emily Wallace, Stephanie Brand.
The motion was approved.

Ken Abosch, Secretary

Deerfield Public Library

Balance Sheet As of February 29, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
11000 Cash and Investments - General	0.00
11100 General Operating - WinTrust	1,005,201.48
11200 Payroll - WinTrust	184,569.37
11300 E-Pay - WinTrust	36,930.63
11400 Deposits - Bank Financial	76,977.44
11500 Petty Cash - Bank Financial	1,944.84
11600 Max-Safe Wintrust	2,768,283.34
11900 Petty Cash	574.00
Total 11000 Cash and Investments - General	4,074,481.10
14100 PMA Financial Services	
10-1410 PMA Reserve Fund	2,204,639.33
Total 14100 PMA Financial Services	2,204,639.33
Total Bank Accounts	\$6,279,120.43
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	\$11,349,575.23
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	-6,239,762.00
Total 19000 Capital Assets	8,707,148.12
Total Fixed Assets	\$8,707,148.12

Deerfield Public Library

Balance Sheet

As of February 29, 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	\$20,717,714.09
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
21000 Accounts Payable	105,859.67
Total Accounts Payable	\$105,859.67
Other Current Liabilities	
22000 Payroll Liabilities	0.40
22100 Salaries Payable	67,367.09
22300 Withholdings	0.00
22310 Federal Income Tax	-236.87
22320 Social Security	738.58
22350 State Income Tax	-2,265.69
22360 IMRF	14,629.56
22370 ICMA	70.67
22375 Vision	7,087.95
22380 Medical/Health	-26,145.35
22385 Dental	-3,443.75
22390 Life	7,133.59
22400 EAP	123.00
Total 22300 Withholdings	-2,308.31
Total 22000 Payroll Liabilities	65,059.18
22395 FSA Payable	-1,952.42
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	\$5,905,221.20
Total Current Liabilities	\$6,011,080.87

Deerfield Public Library

Balance Sheet

As of February 29, 2024

	TOTAL
Long-Term Liabilities	
26000 Noncurrent Liabilities	
26009 Compensated Absences	44,673.00
26100 Other Postemployment Benefits	519,480.00
26200 Due to Village - Long Term Debt	4,058,599.74
Total 26000 Noncurrent Liabilities	4,622,752.74
Total Long-Term Liabilities	\$4,622,752.74
Total Liabilities	\$10,633,833.61
Equity	
32000 Fund Balance, Beginning	3,425,139.20
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	420,397.10
33000 Investment in Capital Assets	10,203,278.12
33050 Debt Related to Capital Assets	-5,598,599.74
Total 33000 Investment in Capital Assets	4,604,678.38
Net Income	-825,993.95
Total Equity	\$10,083,880.48
TOTAL LIABILITIES AND EQUITY	\$20,717,714.09

Deerfield Public Library

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

January - February, 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
41000 Taxes				
41100 Property Tax	141,516.68	4,607,500.00	-4,465,983.32	3.07 %
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	141,516.68	5,372,200.00	-5,230,683.32	2.63 %
42000 Fees & Fines				
42100 Material Fees	725.69	5,000.00	-4,274.31	14.51 %
42200 Non-Resident Fees	2,396.82	5,000.00	-2,603.18	47.94 %
42300 Printing/Copying Fees	992.80	4,000.00	-3,007.20	24.82 %
Total 42000 Fees & Fines	4,115.31	14,000.00	-9,884.69	29.40 %
43000 Investment Income				
43100 Interest - General	30,420.63	75,000.00	-44,579.37	40.56 %
43200 Interest - Reserve	4,524.41	25,000.00	-20,475.59	18.10 %
Total 43000 Investment Income	34,945.04	100,000.00	-65,054.96	34.95 %
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	750.00	1,000.00	-250.00	75.00 %
49065 Sale of Surplus Materials	122.17	500.00	-377.83	24.43 %
Total 49000 Miscellaneous Revenue	872.17	1,500.00	-627.83	58.14 %
Uncategorized Income		332,000.00	-332,000.00	
Total Income	\$181,499.42	\$5,855,200.00	\$ -5,673,700.58	3.10 %
GROSS PROFIT	\$181,499.42	\$5,855,200.00	\$ -5,673,700.58	3.10 %
Expenses				
50000 General Expenses				
51000 Personnel Expenses				
51100 Salaries	540,307.54	2,700,000.00	-2,159,692.46	20.01 %
51200 FICA	39,785.45	206,640.00	-166,854.55	19.25 %
51300 Health/Misc Benefits	78,001.98	425,000.00	-346,998.02	18.35 %
51400 Pension Contribution	36,108.49	221,860.00	-185,751.51	16.28 %
51500 Other Benefits	1,773.80	9,000.00	-7,226.20	19.71 %
51600 Staff Enrichment	-79.08	5,000.00	-5,079.08	-1.58 %

Deerfield Public Library

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

January - February, 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Total 51000 Personnel Expenses	695,898.18	3,567,500.00	-2,871,601.82	19.51 %
52000 Facility Expenses				
52100 Interior Facility Maintenance	7,579.76	66,000.00	-58,420.24	11.48 %
52200 Facility Equipment Maintenance	35,012.16	100,000.00	-64,987.84	35.01 %
52300 Exterior Building Maintenance	4,649.20	30,000.00	-25,350.80	15.50 %
52400 Utilities				
52410 Water	613.32	4,000.00	-3,386.68	15.33 %
52430 Telephone - Voice	2,797.26	21,000.00	-18,202.74	13.32 %
52440 Data Lines	2,237.67	15,000.00	-12,762.33	14.92 %
Total 52400 Utilities	5,648.25	40,000.00	-34,351.75	14.12 %
52500 Minor Furnishings & Equipment		25,000.00	-25,000.00	
Total 52000 Facility Expenses	52,889.37	261,000.00	-208,110.63	20.26 %
53000 Library Materials				
53100 Periodicals	4,866.80	15,500.00	-10,633.20	31.40 %
53200 Adult Materials-Books				
53221 Books - Adult Non-Fiction	5,658.55	40,000.00	-34,341.45	14.15 %
53222 Books-Adult Fiction	7,299.32	59,000.00	-51,700.68	12.37 %
Total 53200 Adult Materials-Books	12,957.87	99,000.00	-86,042.13	13.09 %
53300 Audio Visual Materials				
53320 Audio Visual - Adult	5,599.89	59,000.00	-53,400.11	9.49 %
53340 Audio Visual - Youth	665.70	10,000.00	-9,334.30	6.66 %
Total 53300 Audio Visual Materials	6,265.59	69,000.00	-62,734.41	9.08 %
53400 Youth Materials-Books				
53241 Books - Youth & Teens	6,880.11	72,000.00	-65,119.89	9.56 %
53550 Literacy Support - Youth	154.33	2,000.00	-1,845.67	7.72 %
Total 53400 Youth Materials-Books	7,034.44	74,000.00	-66,965.56	9.51 %
53501 Electronic Resources				
53500 E-Resources	101,882.31	304,000.00	-202,117.69	33.51 %
Total 53501 Electronic Resources	101,882.31	304,000.00	-202,117.69	33.51 %
53600 Non-Traditional Resources	2,323.40	14,000.00	-11,676.60	16.60 %
Total 53000 Library Materials	135,330.41	575,500.00	-440,169.59	23.52 %
54000 Library Programs				
54100 Admin Programs	1,179.26	5,000.00	-3,820.74	23.59 %
54150 Outreach Programs	103.76	2,000.00	-1,896.24	5.19 %
54210 Adult Programs	6,611.64	25,000.00	-18,388.36	26.45 %
54400 Youth Programs	2,714.54	25,000.00	-22,285.46	10.86 %
54500 MakerSpace Programs	573.83	1,500.00	-926.17	38.26 %
Total 54000 Library Programs	11,183.03	58,500.00	-47,316.97	19.12 %
55000 Technology				
55350 Software & Licenses	67,548.28	220,000.00	-152,451.72	30.70 %
55360 IT Support	22,221.72	125,000.00	-102,778.28	17.78 %
55400 New Projects/equip				

Deerfield Public Library

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

January - February, 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
56440 IT Equipment	215.49	60,000.00	-59,784.51	0.36 %
Total 55400 New Projects/equip	215.49	60,000.00	-59,784.51	0.36 %
55440 MakerSpace Equipment	1,883.44	8,500.00	-6,616.56	22.16 %
Total 55000 Technology	91,868.93	413,500.00	-321,631.07	22.22 %
56000 Professional/Contractual Svcs				
56009 Other Office Support	726.37	9,000.00	-8,273.63	8.07 %
56100 Insurance		44,000.00	-44,000.00	
56200 Postage	1,787.51	7,500.00	-5,712.49	23.83 %
56300 Professional Printing Services	5,169.91	19,250.00	-14,080.09	26.86 %
56500 Professional Admin Services	2,172.50	25,000.00	-22,827.50	8.69 %
56550 Cataloging Service	1,644.00	22,000.00	-20,356.00	7.47 %
56555 Professional Outreach Services	1,875.00	8,750.00	-6,875.00	21.43 %
Total 56500 Professional Admin Services	5,691.50	55,750.00	-50,058.50	10.21 %
56700 Travel for Library Services		500.00	-500.00	
Total 56000 Professional/Contractual Svcs	13,375.29	136,000.00	-122,624.71	9.83 %
56400 Supplies				
56410 General Operating Supplies	2,523.51	15,000.00	-12,476.49	16.82 %
56420 Processing Supplies	2,891.96	24,500.00	-21,608.04	11.80 %
Total 56400 Supplies	5,415.47	39,500.00	-34,084.53	13.71 %
57000 Training/Development Expenses				
56600 Dues & Memberships	876.00	8,000.00	-7,124.00	10.95 %
57100 Training & Education	943.00	25,000.00	-24,057.00	3.77 %
57200 Training Travel	113.69	6,000.00	-5,886.31	1.89 %
Total 57000 Training/Development Expenses	1,932.69	39,000.00	-37,067.31	4.96 %
Total 50000 General Expenses	1,007,893.37	5,090,500.00	-4,082,606.63	19.80 %
61000 Capital Expenses				
61100 Facility Improvements	-400.00	50,000.00	-50,400.00	-0.80 %
Total 61000 Capital Expenses	-400.00	50,000.00	-50,400.00	-0.80 %
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	\$1,007,493.37	\$5,830,200.00	\$ -4,822,706.63	17.28 %
NET OPERATING INCOME	\$ -825,993.95	\$25,000.00	\$ -850,993.95	-3,303.98 %
NET INCOME	\$ -825,993.95	\$25,000.00	\$ -850,993.95	-3,303.98 %



Master Total Portfolio Report

Report as of 2/29/2024

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		02/29/2024			ISC Balance	\$2,495.91	\$2,495.91	
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
CD	CD-1358956-1	02/20/2024	02/18/2025	57512	Western Alliance Bank	\$225,000.00	\$236,228.15	5.004
SEC	SEC-63364-1	02/21/2024	05/15/2025		US TREASURY N/B	\$50,811.72	\$52,000.00	4.678
CD	CD-1358957-1	02/20/2024	08/11/2025	4185	First Priority Bank	\$225,000.00	\$241,110.96	4.833
Sub Totals →						\$2,204,639.33	\$2,295,210.48	
Totals →						\$2,204,639.33	\$2,295,210.48	

Time and Dollar Weighted Average Portfolio Yield: 4.66%

Weighted Average Portfolio Maturity: 193.74 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	34.48	\$790,087.37	Securities
CD	65.41	\$1,498,714.57	Certificate of Deposit
ISC	0.11	\$2,495.91	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					
Check Detail					
For Board Meeting on March 20, 2024					
Summary					Amount
11500 Bank Financial Petty Cash	Check Num 761-762				\$112.28
11300 WinTrust E Pay	2 ACHs				\$38.16
11100 WinTrust General Operating	Check Num 14234-14297, 13 ACHS				\$150,360.16
Total Payments to Approve					\$150,510.60
Date	Num	Vendor	Memo	Amount	Account Num
11500 Bank Financial Petty Cash -1537					
02/20/2024	761	Mira Desai	Reimburse for Valentine's Day Candy & Bags for Staff	57.39	54500
03/01/2024	762	Grace Bono	Reimbursement for Yarn purchased for MakerSpace Program	54.89	57200
Total for 11500 Bank Financial Petty Cash -1537				112.28	
11300 WinTrust E Pay -8926					
03/05/2024	ACH	Chase Paymentech	Merchant CC Processing Fees	12.86	42100
03/05/2024	ACH	PayPal, Inc.	Merchant CC Processing Fees	25.30	56009
Total for 11300 WinTrust E Pay -8926				38.16	
11100 WinTrust General Operating -2997					
02/21/2024	14234	Seymour Bernstein	Void & Reissue due to Check not being cashed or received	200.00	54210
02/21/2024	14235	Baker Tilly US, LLP	Audit Services - 2023	2,000.00	56500
02/21/2024	14236	Tech Systems, Inc.	Elevator FAID Testing & Annual Fire Inspection	665.00	52200
02/21/2024	14237	Cintas Corporation	Refill of Supplies for: Bathrooms, Sanitizing Stations & First Aid Kit	478.76	56410
02/21/2024	14238	Value Line Publishing, LLC	Research Center Online Subscription Renewal	2,975.00	53500
02/21/2024	14239	Steven Belliveau	Getting Excited About Science Program - 02/10/24	425.00	54400
02/21/2024	14240	Ancel, Glink, Diamond, Bush, DiCianni & Krafthefer, P.C.	Legal Fees - January 2024	172.50	56500
02/21/2024	14241	Gennady Sergiyenko	Chicago Cossacks Program - 03/07/24	600.00	54210
02/21/2024	14242	J. Kevin Chapman	Myths & History of the Great Highland Bagpipes Program - 03/01/24	295.00	54210
02/21/2024	14243	Peerless Network, Inc.	Phone Support Maintenance 2/15/24-3/14/24	1,132.22	52430
02/21/2024	14244	Gale Cengage Learning	Gale Presents: Petersons Test & Career Prep	2,800.00	53500
02/21/2024	14245	Anderson Pest Solutions	Pest Management - February 2024	71.40	52100
02/21/2024	14246	Mergent Inc.	Bond Record 3/1/24 - 2/28/25	963.00	53500
02/21/2024	14247	Madeline Dahlman	Book Discussion w/Madeline Dahlman - 03-14-24 & Void & Reissue for not receiving check for 02/08 program	400.00	52410
02/21/2024	14248	Vogue Printers	Spring 2024 Browsing Newsletter & LOT Brochures	5,169.91	56300
02/21/2024	14249	Demco, Inc.	Book Tape & Spine Labels	284.50	56420
03/06/2024	14250-14273	VOID	Checks Voided due to Printing Issue	0.00	VOID
03/06/2024	14274	Ingram Library Services LLC	Acquisitions for Books, AV, and Processing Supplies - February 2024 & Void re-issue for check not received for January statement	21,260.98	53221, 53222, 53241, 53320, 54210, 56420
03/06/2024	14275	Manufacturers' News, Inc.	Void & Reissue due to Check not being cashed or received	332.90	53221
03/06/2024	14276	Otis Elevator Company	Pressure Valve Testing for Patron Elevator	475.00	52200
03/06/2024	14277	ACC Business	Internet Service 01/11/24-02/10/24 & Void re-issue for check not received for January statement	1,804.44	52440
03/06/2024	14278	Ann M. Torralba	Void & Reissue due to Check not being cashed or received	550.00	54400
03/06/2024	14279	Midwest Tape 2000007021	Acquisitions for AV, Processing Supplies & Cataloging Service - February 2024	4,275.15	53320, 53340, 56420, 56550
03/06/2024	14280	Gary Midkiff and Company	Virtual Great Decisions Program 03/19/24	215.00	54210
03/06/2024	14281	Judith S. Roin	Mindfulness & Meditation with Judy Roin - 03/22/24	75.00	54210
03/06/2024	14282	Margoth Moreno	Upcycled Wine Bottle Art Program - 03/21/24	225.00	54210

03/06/2024	14283	OverDrive, Inc.	eBooks - February 2024	7,226.35	53500
03/06/2024	14284	Cintas Corporation	Refill of Supplies for: Bathrooms & Sanitizing Stations, Mats for the Library, Monthly Lease for (3) New AED Devices	1,084.34	52100, 52200, 56410
03/06/2024	14285	Kerstin Vossberg	Reimburse for ASL Couse - ASL 103	150.00	57100
03/06/2024	14286	Johnson Controls	HVAC Maintenance Contract 2024	19,240.00	52200
03/06/2024	14287	Marcive, Inc.	Authority Notification - Data Only - Annual Fee - 02/01/2024 - 01/31/2025	1,560.00	56550
03/06/2024	14288	Atomatic Mechanical Services, Inc.	Service Call for ACCU-3 Alarm	294.00	52200
03/06/2024	14289	Fox Valley Fire & Safety Company, Inc.	Fire Alarm Radio Monitoring Quarterly Lease - February 2024	228.00	52200
03/06/2024	14290	Showcases	DVD & Blu-Ray Cases	267.84	56420
03/06/2024	14291	Bibliotheca, LLC	New AMH Sorter & Service Lease Agreement - Year 3 of 8	36,552.11	55350
03/06/2024	14292	Better Containers MFG Co. Inc	Plastic Bags-Patron Services	381.09	56410
03/06/2024	14293	Creative Empire LLC dba Mango Languages	Mango Conversations Subscription Add On: American Sign Language	500.00	53500
03/06/2024	14294	Kanopy Inc.	Pay Per Use Program	423.00	53500
03/06/2024	14295	Midwest Tape	Hoopla Subscription - February 2024	4,748.98	53500
03/06/2024	14296	Quench USA, Inc.	Water Cooler Qtrly Rent: 03/01/2024-05/31/2024	124.74	52200
03/06/2024	14297	ThermFlo, Inc.	Generator Service Agreement 4/1/24-3/31/25	3,264.00	52200
02/22/2024	ACH	AT&T	Voice Lines: 01/28/24-02/27/24	271.60	52430
02/22/2024	ACH	Overdrive	eBooks - February 2024	4,517.97	53500
02/26/2024	ACH	Wex Health, Inc.	FSA Monthly Fees - February 2024	54.90	51500
02/26/2024	ACH	Graphic Solutions, Inc.	Void & Reissue due to Check not being cashed or received	1,875.00	56555
02/29/2024	ACH	Staples Business Credit	Void & Reissue due to Check not being cashed or received	154.72	56410
02/29/2024	ACH	Johnson Controls	Void & Reissue due to Check not being cashed or received	4,216.00	52200
03/01/2024	ACH	Village of Deerfield	Water & Sewer - January 2024	159.07	52410
03/01/2024	ACH	Village of Deerfield	Water & Sewer - January 2024	148.44	52410
03/01/2024	ACH	Amazon	Invoice #: 1QCQ-T4RX-7NVC Invoice Date: 03/01/2024 for February 2024 Credit Memo#: 1C1F-VYVL-D33T - February 2024	3,731.77	51600, 52100, 52500, 53221, 53222, 53241, 53320, 53550, 53600, 54150, 54210, 54400, 54500, 56410, 56420, 55440, 56440, 57100
03/04/2024	ACH	De Lage Landen Financial Services, Inc.	Monthly Lse for 7 Copiers and 3 Printers - March 2024	1,808.72	55360
03/04/2024	ACH	Comcast Cable	Patron Internet Service 2/16/24-3/15/24	222.29	52440
03/05/2024	ACH	Google, Inc.	Google Apps - March 2024	1,107.00	55350
03/11/2024	ACH	First Bank Mastercard	February 2024 Credit Card Payment	8,202.47	20001-20014
Total for 11100 WinTrust General Operating -2997				150,360.16	

Deerfield Public Library
Credit Card Transactions by Account Holder
As of 3/08/2024
Presented for Approval March 20, 2024

	Date	Num	Vendor	Memo	Amount	Account Description
20000 Credit Cards Payable						
20001 Admin - 4734						
	03/08/2024	AD 02/07/24	The Webstaurant Store	Hot Paper Cups & Sleeves for Staff & Patrons	60.73	General Operating Supplies
	03/08/2024	AD 02/09/24	Uline	Shelving for Youth Programming Room Closet	567.00	Facility Improvements
	03/08/2024	AD 02/09/24	MailChimp	E-Newsletter Mailing Monthly Subscription	75.00	Outreach Programs
	03/08/2024	AD 02/12/24	Swanson's Blossoms	Flower arrangement for Bill Seiden's family	109.75	Admin Programs
	03/08/2024	AD 02/15/24	Spotify	Spotify for iPads Monthly Subscription	16.99	Youth Programming
	03/08/2024	AD 02/15/24	Walgreens	Candy for SEC "Discount Valentines Day" event	12.75	Staff Enrichment
	03/08/2024	AD 02/20/24	Illinois Library Association	Renewal of ILA Membership for A. Falasz-Peterson	250.00	Membership & Dues
	03/08/2024	AD 02/21/24	David Nells dba Sharpening by Dave	Sharpen (5) Papercutters	133.90	General Operating Supplies
Total for 20001 Admin - 4734					1,226.12	
20002 Business Office - 1381						
	03/08/2024	BO 02/08/24	Ultimate Screen Printing	Polos & Black Fleece for New Maintenance Associate - Martin Ruiz	118.50	Other Benefits
	03/08/2024	BO 02/12/24	VistaPrint	New Business Cards for Adult Programmer - J. Hosein	23.98	General Operating Supplies
	03/08/2024	BO 02/12/24	Illinois Government Finance Association	IGFOA Membership Renewal - DeCorrevont & Castle	400.00	Membership & Dues
	03/08/2024	BO 02/14/24	Staples	Refill of Menstrual Supplies	80.66	General Operating Supplies
	03/08/2024	BO 02/22/24	VistaPrint	New Business Cards for Maintenance Associate - M. Ruiz	23.98	General Operating Supplies
	03/08/2024	BO 02/26/24	Illinois Government Finance Association	Webinar: "Mastering Procurement Strategies for Local Government" DeCorrevont & Castle	80.00	Training & Education
	03/08/2024	BO 02/27/24	HR Source	HR 2024 Conference - DeCorrevont & Desai	658.00	Training & Education
	03/08/2024	BO 02/27/24	Jewel-Osco	Food for All Staff Meeting - 02/28/24	45.31	Admin Programs
	03/08/2024	BO 02/29/24	PunchBowl.com	Annual Subscription for sending Birthday & Anniversary Cards for Staff	59.88	Staff Enrichment
	03/08/2024	BO 03/06/24	Husky Office Furniture	New desk chair sample to try for Staff	336.73	Minor Furnishings
Total for 20002 Business Office - 1381					1,827.04	
20003 Info Technology (IT) - 5382						
	03/08/2024	IT 02/07/24	Resound	Podcast Editing Service	15.00	Software & Licenses
	03/08/2024	IT 02/09/24	Wasabi Technologies	Storage for Remote Backup	40.99	Software & Licenses
	03/08/2024	IT 02/09/24	Adobe	Staff Creative Cloud All Apps Monthly Subscription	54.99	Software & Licenses
	03/08/2024	IT 02/10/24	Risevision	Annual Payment for Digital Signage System	864.00	Software & Licenses
	03/08/2024	IT 02/23/24	Todays Business Solutions	Fee for Public Use of Fax Machine	48.88	IT Support
	03/08/2024	IT 02/25/24	Apple	Apple Care+ for New iPad	59.00	IT Equipment
	03/08/2024	IT 02/25/24	Apple	New iPad for Youth Services	569.00	IT Equipment
	03/08/2024	IT 03/01/24	Google	Monthly Charge for Library Board Voicemail	14.27	Telephone - Voice
	03/08/2024	IT 03/01/24	Liberated Syndication	Podcasting Hosting	20.00	Software & Licenses
Total for 20003 Info Technology (IT) - 5382					1,686.13	
20004 Facilities - 1382						
	03/08/2024	FC 02/07/24	Home Depot	Supplies: Duct Tape, Plastic Anchor & Hanger	26.84	Interior Facility Maintenance
	03/08/2024	FC 02/16/24	Home Depot	Supplies: Tape Measure, Screwdriver, Light Bulbs	53.89	Interior Facility Maintenance
	03/08/2024	FC 02/20/24	Home Depot	Supplies to Paint Patron Services Workroom Wall & Repair Insulation Around Server Room HVAC Pipes	157.45	Interior Facility Maintenance
	03/08/2024	FC 02/21/24	Home Depot	Supplies: CLR & Insulated Hose for Copper Lines in Server Room HVAC	38.68	Interior Facility Maintenance
	03/08/2024	FC 02/22/24	Home Depot	Supplies: Rollers & Silicone for Painting & HVAC Room for Servers	19.94	Interior Facility Maintenance
	03/08/2024	FC 02/23/24	JC Licht	Paint for Half Wall by Front Desk	55.46	Interior Facility Maintenance
	03/08/2024	FC 02/23/24	Wallguard.com	Wallguard for Patron Services	216.29	Interior Facility Maintenance
	03/08/2024	FC 02/27/24	Home Depot	Supplies: New Mop for Library	42.91	Interior Facility Maintenance
Total for 20004 Facilities - 1382					611.46	
20005 Patron Services - 8030						
	03/08/2024	PS 02/22/24	Illinois Library Association	2024 Reaching Forward Conference Registration for (4) Staff Members	480.00	Training & Education

Total for 20005 Patron Services - 8030				480.00	
20006 Support Services - 1166					
03/08/2024	SS 02/22/24	Deerfield Public Library	Testing Online Square payments thru Aspen	0.20	Fines & Fees
03/08/2024	SS 02/22/24	Deerfield Public Library	Testing Online Square payments thru Aspen	0.20	Fines & Fees
03/08/2024	SS 02/22/24	Deerfield Public Library	Testing Online Square payments thru Aspen	1.00	Fines & Fees
03/08/2024	SS 03/04/24	United Airlines	Flight to IUG Conference March 25th - 27th 2024 - Skittino	388.39	Training Travel
Total for 20006 Support Services - 1166				389.79	
20007 Adult Services - 2368					
03/08/2024	AS 02/07/24	Wal-Mart	Plastic Cups for "Bagels,Nosh, Laugh & Learn" Program 02/08/24	7.24	Adult Programming
03/08/2024	AS 02/08/24	Disney Plus	Roku Monthly Subscription	14.99	E-Resources
03/08/2024	AS 02/08/24	Upper Crust Bagels	Bagels & Spreads for "Bagels,Nosh, Laugh & Learn" Program 02/08/24	53.97	Adult Programming
03/08/2024	AS 02/12/24	Walgreens	Snacks for Tuesday Movie Night	9.38	Adult Programming
03/08/2024	AS 02/14/24	Netflix	Roku Monthly Subscription	22.99	E-Resources
03/08/2024	AS 02/14/24	Library Works	Webinar Training - "Workplace Politics: Defining Roles, Shapes & Inner Workings" - M.Stoeger	98.00	Training & Education
03/08/2024	AS 02/17/24	HBO Max	Annual Subscription for Rokus	99.99	E-Resources
03/08/2024	AS 02/19/24	Apple	Roku Monthly Subscription - Apple TV	9.99	E-Resources
03/08/2024	AS 02/19/24	Garrett Brands	Patron Prize of Garrett Popcorn for "Guess the Oscars" competition	49.95	Adult Programming
03/08/2024	AS 02/20/24	Apple	Roku Monthly Subscription - Apple TV	9.99	E-Resources
03/08/2024	AS 02/22/24	Jerusalem Post	Annual Subscription	119.00	Periodicals
03/08/2024	AS 02/23/24	Zoom	Monthly Subscription	55.99	Adult Programming
03/08/2024	AS 02/29/24	Target	Video Game Purchase: Grand Theft Auto	25.98	Adult AV
03/08/2024	AS 02/29/24	Jewel-Osco	Desserts for Highland Bagpipes Program - 3/1/24	51.45	Adult Programming
03/08/2024	AS 02/29/24	Netflix	Roku Monthly Subscription	22.99	E-Resources
03/08/2024	AS 03/03/24	Disney Plus	Roku Monthly Subscription	14.99	E-Resources
03/08/2024	AS 03/04/24	Amazon	Kindle E-Books	16.99	E-Resources
03/08/2024	AS 03/04/24	Amazon	Kindle E-Books	11.99	E-Resources
03/08/2024	AS 03/04/24	Amazon	Kindle E-Books	14.99	E-Resources
03/08/2024	AS 03/04/24	Amazon	Kindle E-Books	9.18	E-Resources
03/08/2024	AS 03/04/24	Amazon	Kindle E-Books	14.99	E-Resources
Total for 20007 Adult Services - 2368				735.03	
20009 Outreach Coord - 5776					
03/08/2024	OC 02/13/24	4Imprint	Laser Edge Closed Back Table Throw	430.12	Outreach Programs
03/08/2024	OC 03/06/24	Canva	Subscription Charge - Annual	598.44	Professional Admin Services
Total for 20009 Outreach Coord - 5776				1,028.56	
20011 Youth Prog Coord - 1971					
03/08/2024	YPC 02/21/24	Tejeda's Tots	Leap Year Activities 2024	4.95	Youth Programming
Total for 20011 Youth Prog Coord - 1971				4.95	
20013 Teen Services - 6330					
03/08/2024	TS 02/14/24	Rosati's	Pizza for Teen Advisory Board 02/14/24	54.72	Youth Programming
03/08/2024	TS 02/21/24	DND Beyond	Extra Content for Adult & Teen D&D Program	26.45	Youth Programming
03/08/2024	TS 02/21/24	DND Beyond	Extra Content for Adult & Teen D&D Program	26.46	Adult Programming
Total for 20013 Teen Services - 6330				107.63	
20014 MakerSpace - 2311					
03/08/2024	MS 02/14/24	Prusa Research	Replacement Hot End for MakerSpace	105.76	MakerSpace Equipment
Total for 20014 MakerSpace - 2311				105.76	
Total for 20000 Credit Cards Payable				8,202.47	

Director's Report: March 2024

FYI

- We will go into the Executive Session to begin my annual review process.
- We will discuss this season's Farmers Market and Family Days. Please be prepared to give me a few Saturdays, June 8-October 5, for potential Farmers Market days.
- We will finish our discussion on committees at the meeting. I've included a memo summarizing last month's discussion in the packet.
- I will provide an update on the various building projects under my "Directors Report".
- I have included a flier for the upcoming Friends of the Library fundraiser, Deerfield Dines Out. This will be held during National Library Week, April 8-12.
- Remember to submit your Statements of Economic Interest to Lake County by May 1.
- Articles of Interest
 - <https://librarylearning.org/event/2024-03-22/burr-ridge-area-ilead-trustee-learning-portal-workshop>
 - <https://americanlibrariesmagazine.org/2024/03/01/reading-between-the-bots/>
 - <https://www.theatlantic.com/books/archive/2024/03/best-books-american-fiction/677479/>

Personnel

- In February the library had 0 separations
- In February the library filled 1 position
 - Adult Programming Coordinator on February 16
- [The library had 1 position open](#)

DEPARTMENT REPORTS

Adult Services Report

Melissa Stoeger, Assistant Director of Adult & Youth Services

- The new secure shelving for the LOT section was installed. The collection has been re-organized and we now are able to store all of the LOT items on the floor (versus in the back) and we are able to keep more valuable items locked.
- We received an email from a podcast listener about our 2023 episode with Seymour Bernstein:
 - "Was one of the best podcast interviews I have ever heard. And I listen to a lot of excellent podcasts. What wisdom and connection between both the interviewer and Seymour. Bravo! Thank you for this gift."
- Dylan Zavagno gave a presentation to DHS on the Fight to Integrate Deerfield. He received this note from the teacher:
 - "I wanted to let you know that we had a little time to process the field trip yesterday, and your presentation came up multiple times as a real highlight of the day. One young woman, probably the student in class who strikes me as least engaged, said that she wrote down several addresses that were listed on some of the historical documents and looked them up on-line and even drove around trying

to imagine the people who lived in those houses 60 years ago! I thought that spoke well to the power of what you gave the students.”

- February’s Classics Book Discussion was on Gwendolyn Brooks’s Maud Martha. Dylan received this email from a participant:
 - “Thanks for introducing me to Maud Martha! I knew Brooks’s poetry already. I’m amazed how she evoked such feelings and emotions with so few well chosen words..... I loved this book!! Great job, Dylan! Thanks for all you do!”
- The winner for February’s Last Book Standing was *Once There Were Wolves* by Charlotte McConaghy and the winner for February’s Last Moving Standing was *Lost in Translation*.
- 1,665 Patron Questions
- 4 Library Lifelines and 10 One on Ones
- 2 exams proctored
- 27 Books to Go deliveries
- 18 live programs with 317 attendees. 3 passive programs with 40 participants.
- 2 Outreach events with 38 participants
- 109 listens to our new podcast episode, 291 total listens
- 662 Study Room reservations (this is about 100 more than last month!)
- Jasmine and Anne are coordinating with Highland Park Public Library and Highwood Public Library to schedule a Juneteenth program.

Business Office Report

Kelly DeCorrevont, Head of Finance

- Attended the Leadership Unveiled: Navigating Crisis, Prioritizing Wellbeing, and Building Resilience webinar on February 1.
- Attended the ILA Network webinar: Training PIC's: Persons in Charge on February 5
- Facility improvement projects: installation of new front desk, railing work and end caps. New library seating started arriving on March 1.
- We completed library check runs on February 7 and February 21.
- We completed library payroll on February 1, February 15 and February 29.
- We are sending out Company Pulse Surveys to library staff this year. Our second survey was sent out on February 8. There are ten surveys that will be sent out in 2024.
- Completed New Hire orientation on February 13.
- Attended the Library Aspen Software training on February 15.
- Amy, Pam and Kelly finished the IPLAR in February.
- Cheryl and Kelly attended the IGFOA Webinar: Protecting your business from fraud webinar on February 22.
- We had our all staff meeting on February 28 with a presentation by Deerfield Police.

Communications & Outreach Report

Stephanie Scaletta, Communications & Outreach Manager

- **Style Guide 2024:** Application of design and brand standards to update library signage and communications
- **MakerSpace:** Online tutorial, first in series: <https://youtu.be/pFownnrercc?feature=shared>

- **Summer Reading Program:** Coordination with DHS design teachers and students for logo contest
- **Women's History Month:** Website & social promotion, digital displays and resource list for adults and youth: <https://www.deerfieldlibrary.org/womens-history-month-2024/>

OUTREACH

- **Outreach Plan 2024**
 - **Welcome Packet** for new card members and homebound patrons
 - **Quarterly community & partnerships** event scheduling
- **Heritage Month Resources List** - continuing work on yearly compilations for digital platforms
- **Rotary:** Meeting March 7
- **Youth book donations** to Park District/Little Free Libraries

COMMUNICATIONS/MARKETING

- **Library signage** continuing updates within style guide branding
- **Summer Reading Program** initiatives
- **MakerSpace Branding** updates

IT Report

Steve Wuehr, Head of IT

- **CyberSecurity Awareness Training**
We will be launching a new reporting tool for staff to report spam/phishing emails. There will be a brief training to show staff how the new reporting tool will work.
- **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 in addition to adding the ability to wirelessly project from laptops/mobile devices to the screens.
- **Replacement Patron Computers**
Work is progressing on replacing two express stations, four machines in the computer lab, two in-library use patron laptops and the Digital Media Lab PC in the Makerspace. The machines are presently being configured and will be the first patron machines in the library to be upgraded to Windows 11.
- **Google Workspace**
We are in the process of renewing our instance of Google Workspace, which provided library email, file storage and other collaboration tools.
- **New Catalog Station Solution**
In the next 8-10 months we will need to replace our existing catalog station solution with something new. Our existing solution is a custom build kiosk app that will be deprecated in early 2025. We are in the process of getting a new configuration ready for the catalog stations ahead of Google retiring the current kiosk solution we are presently using.
- **New Exterior Camera**
When the patron services workroom was re-done, we included additional network cabling for a camera to be located on the north exterior facade of the building.

MakerSpace Report

Ted Gray, MakerSpace Manager

- When we toured some of the local Makerspaces in the area in January we came away with some great ideas. One of them was to start to create instructional videos with the end goal of having enough videos to eventually have them showing in a loop on the TV in the MakerSpace. We finished our first video in February and it has been posted to the DPL YouTube site.
[▶ How to Create, Cut and Apply Vinyl Stickers - MakerSpace Tutorials](#)
- One of the other ideas we wanted to implement was having on demand 3D printing available. Have around 6 items pre-picked that can print quickly and easily. Have them all on an SD card available to print. We ordered a new Bambu mini so we could do quick prints. Almost the day we got it we got a recall notice for a bad part. Several days after that we got a notice that there was a serious defect with the machine and we shouldn't even plug it in due to risk from fire. So we got a return number to send it back. We're awaiting the full refund before proceeding further.
- When we visited Indian Trails' Makerspace one of the items that they had was a nice heat press. We've been wanting to upgrade the equipment we had and found that it wasn't that expensive at around \$250. So we purchased one for our MakerSpace. We could tell the difference almost right away. This will improve both HTV vinyl pressings as well as flat sublimation printing.



Here are some of the fantastic projects our patrons worked on in February.

- We purchased a new Embroidery machine at the beginning of the year. The quality really is much better and our patrons have been doing fantastic things with it. One patron has been coming in and making jean jackets to promote voting.



- On February 21st we hosted an event with the Deerfield Wellness Committee. Village employees got a tour of the MakerSpace and were able to make laser engraved wooden pens to take home. We designed a pen and pencil holder and printed them using our 3D printers.



- We have learned how to use our new embroidery machine to make custom baseball hats. This hat was made for a MakerSpace manager you might know who traveled to London England for a week in February.



- As previously mentioned we got a new heat press that has improved the quality of our sublimation printing. This is a sublimation puzzle that a family made. Using our new heat press it looks great!



- One of our upcoming programs is a class on how to make a clock using our laser engraver. One of the staff members bought a file on Etsy to make a clock as a prototype. The clocks that our patrons will make in the class won't be as intricate and fancy as this but after taking the class they'll know how to make something like this. The wood still needs to be stained and the clock hardware installed.



- In February of 2023 our tally sheet was at 411 for the month. This year, we hit **743** for the month of February. This is our third highest total ever.

Patron Services Report

Stephanie Keough, Head of Patron Services

- Lance, Claudette, and Kelly are registered for the Reaching Forward conference.
- Kelly has received some ILL training from Claudette
- Lots of beautification projects going on in February: new desks, repaired and painted walls and chair rails. We're grateful for all of the work that Tony and Martin do.

Support Services Report

Pam Skittino, Head of Support Services

- Staff participated in live or virtual training and Aspen successfully rolled-out on February 26th
- In the coming months, Support will be revising procedures to maximize the benefits of the Aspen catalog.
- The 1.4 million records that we currently load and delete monthly from Sierra are all being removed from Sierra as they will now be stored and automatically added and deleted by Aspen.

Youth Services Report

Melissa Stoeger, Assistant Director of Adult & Youth Services

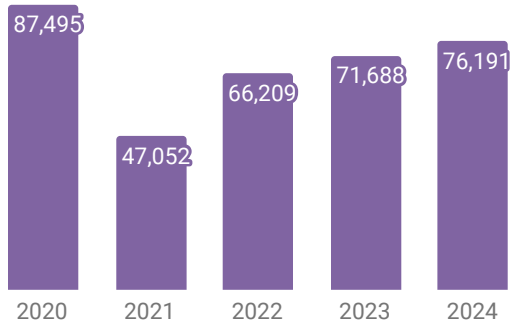
- Storytimes remain highly attended. In addition to our regular storytimes, we had a visit from Rapunzel which had 65 attendees. We also offered a Sensory Storytime which had 21 attendees and an ASL storytime which had 15 attendees.
- After a KiDLS program, one parent said that "everytime she talks to a friend about what our library does versus other area libraries or out-of-state libraries, people are always amazed."
- Cristina and Noreen offered a "Get Excited About Science" program and had 57 attendees.
- This month we had 53 kids for our monthly Lego club, the busiest yet!
- 1,172 patron questions
- 17 Personalized Picks
- 34 in-person programs with 807 attendees
- 8 Passive programs with 297 participation
- 21 Outreach events with 930 attendees

Deerfield Public Library

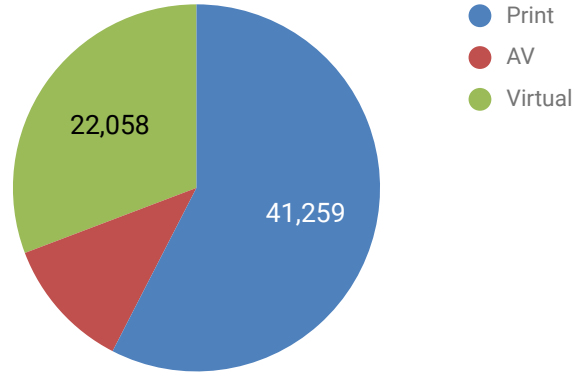
February 2024 Statistics

24

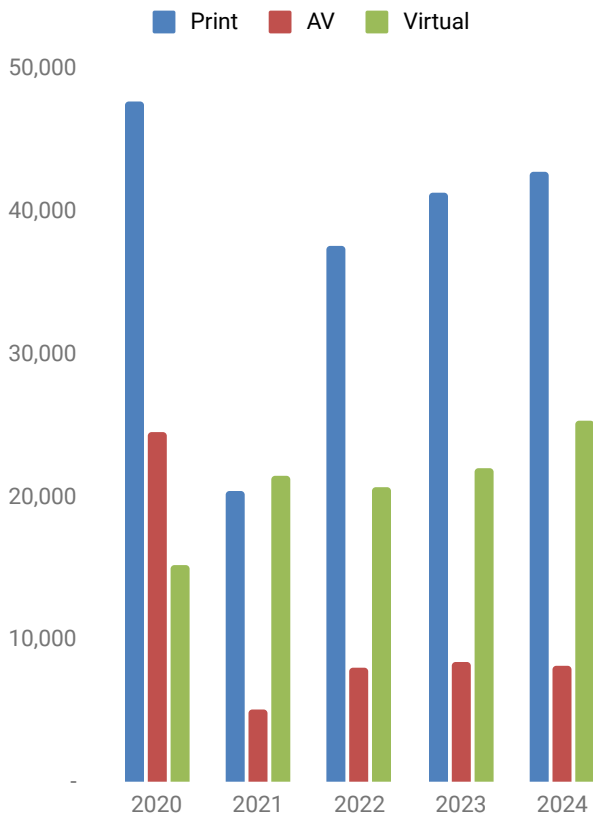
Total Circulation YTD



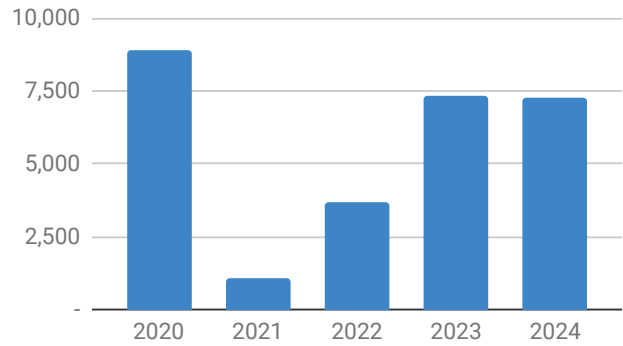
Circulation by Type YTD



Circ Trends by Type YTD



Questions Answered YTD

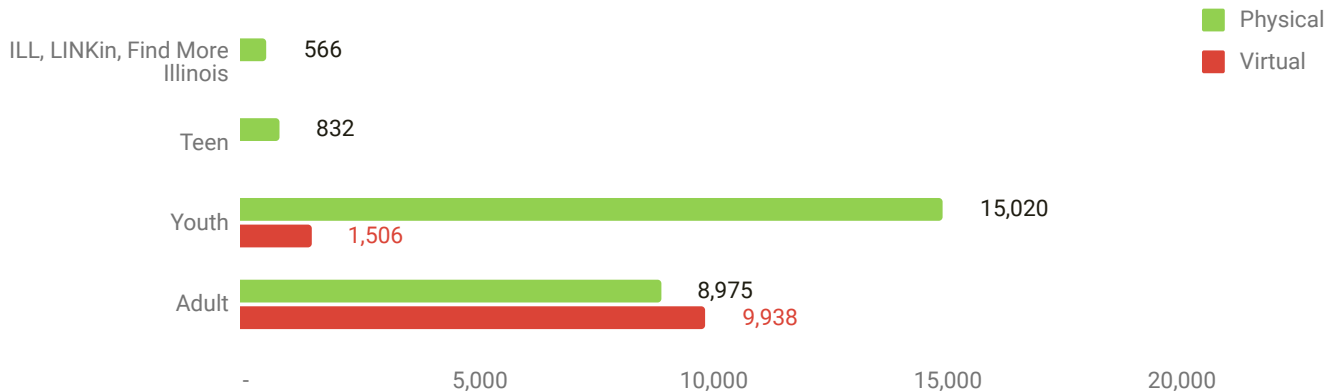


Resident Library Cards



Valid Cards 11,350
 Added this month 70

Circulation by Collection



Deerfield Public Library

February 2024 Statistics

25

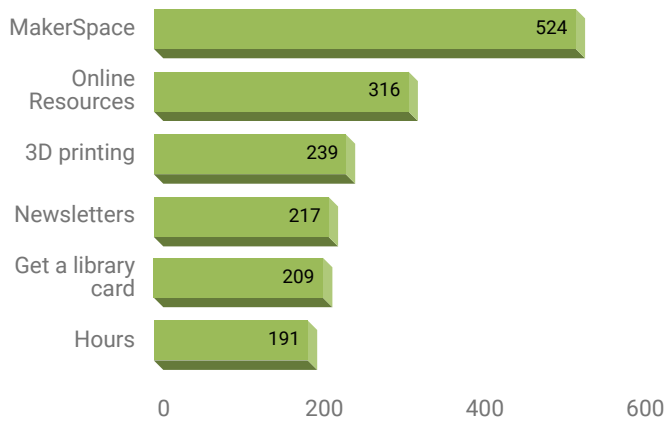
*Statistics for asynchronous program viewings on YouTube, Twitch, and TikTok are not included in this attendance count

Program Attendance*

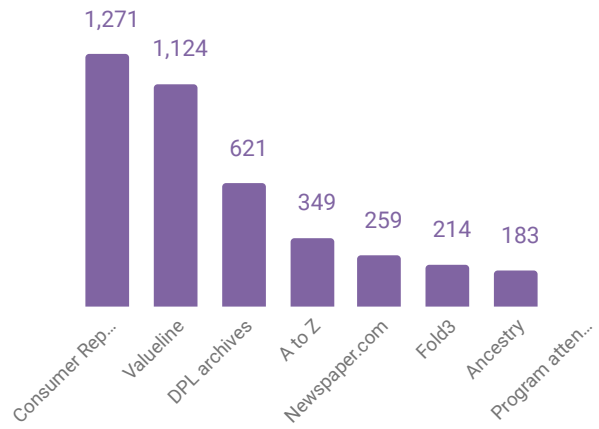
Passive Active



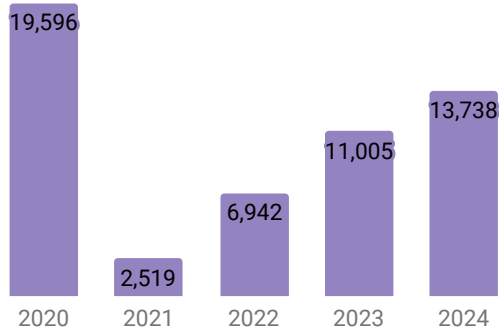
Most Popular Webpages



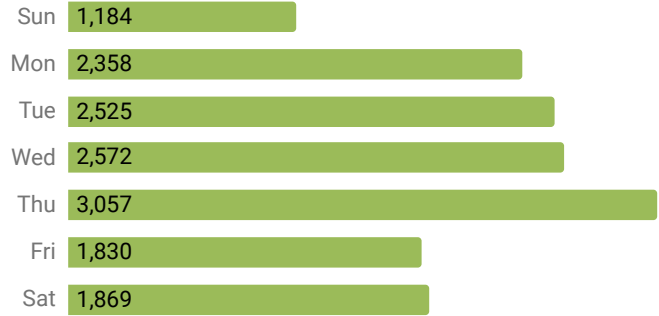
Most popular databases - January



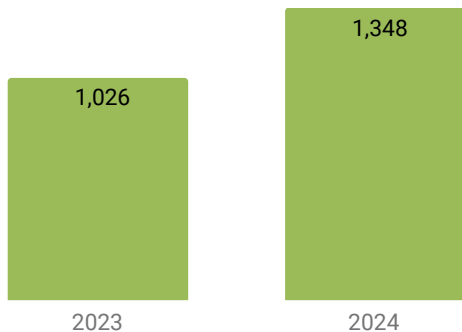
Monthly Library Visits



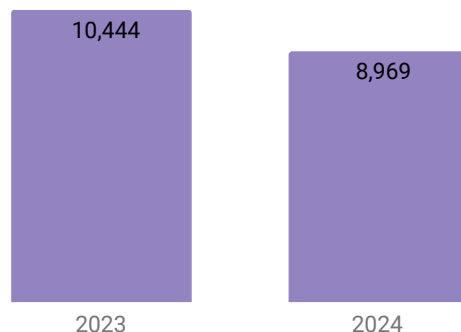
Total Door Count



Public Computer Sessions YTD



Wireless Sessions YTD





FEB 2024 SOCIAL



2,234
page reach



72+
subscribers



28+
followers



4,371
post reach



23,654
views



8,035
video & live views



293
accts engaged

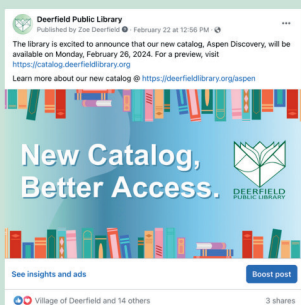


215,007
impressions



318
accts engaged

Top Posts



480 post reach,
86 engaged

Top Posts

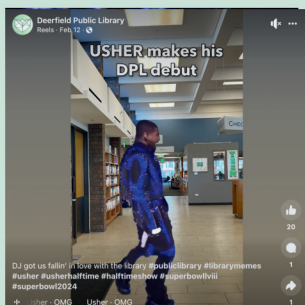


5,663 views,
5.7k watch hours

Top Posts



3,807 views, 109 engaged



877 views, 23 engaged



255 views, 0.6 watch hours



988 views, 133 engaged

DEERFIELD DINES OUT

During National Library Week,
these local eateries will help fund new
equipment and programs
for the **Deerfield Public Library**.

Please show your support to the library
by patronizing these locations
during April 8-11.

April 2024						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Deerfield Dines Out

Patronize these on ANY day from April 8-11...

Dear Franks
843 Waukegan Road

Nothing Bundt Cakes
190 Waukegan Road

Tony's Subs
1480 Waukegan Road

The Wild Roaster
601 Lake Cook Road

Upper Crust Bagels
835 Waukegan Road

Jimmy Thai
405 Lake Cook Road

Chick-fil-A
75 S. Waukegan Road

Il-Forno Pizza & Pasta
750 Osterman Avenue

Patronize these on the specified date...

Panera Bread
385 Lake Cook Road
on Monday, April 8

Mod Pizza
70 S. Waukegan Road
on Tuesday, April 9

McAlister's Deli
663 Lake Cook Road
on Tuesday, April 9
(after 4 pm)

Chipotle
675 Deerfield Road
on Wednesday, April 10

City Barbeque
365 Lake Cook Road
on Thursday, April 11

To: DPL Board of Trustees
Re: DPL Committees Information
Date: March 20, 2024

I've summarized our conversation from the February 21, 2024 Board Meeting in this memo. We will make our final decision at the March 20, 2024 board meeting and will implement the changes at the May 15, 2024 meeting. This is the meeting in which the Board normally assigns/picks committees.

To review, the Board reviewed the portion of the bylaws regarding committee information. To refresh, it's listed below.

DPL Board Bylaws

While having committees is not a legal requirement of a library board, the Library Board's Bylaws outline the requirements for the standing committees. These are listed below:

ARTICLE V COMMITTEES

Section I TYPES

Committees shall be of three types: Standing, Special, and Advisory.

Section II STANDING COMMITTEES

Standing committees shall be appointed annually after the election of officers at the regular meeting of the Board. Each Committee shall be appointed by the President. Standing Committees shall include, but not be limited to: (1) Finance, (2) Policy, (3) Human Relations, (4) Board Relations, (5) Memorials, (6) Long Range, and (7) Building.

Section III SPECIAL COMMITTEES

Special Committees for the study and investigation of any issue or problem may be appointed by the President, with the advice and consent of the Board of Trustees. The make-up may include staff, but must include at least one Board member. Each committee shall serve until the completion of the task for which it was established.

Section IV ADVISORY COMMITTEES

Advisory committees may be established by the Board of Trustees in order to provide stakeholder input and advice to the Board.

Next Steps

This is my recommendation, based on our conversations on the next steps for the board to take:

- Eliminate the Long Range Plan and Board Relations Committee
- Amend bylaws accordingly
- Keep the Human Relations Committee: but only have Board Officers on the committee
- Limit committee members to 3 board members
- Limit chairmanship to 1 committee
- Staff information: plan to meet on a regular basis and include appropriate staff members if necessary
- Implement the above plan for the May 2024 board meeting

To: Board of Trustees
Re: Hot Water Heater Replacement
Date: March 20, 2024

Our facility staff is proposing the replacement of our domestic hot water heaters (2), installed in 2013, with tankless hot water heaters (4) at our library facility. After conducting a thorough assessment and considering several factors, we believe this upgrade is necessary and will bring benefits to our operations.

The space to bring in identical water heaters is very limited. The only two ways of getting them in would be disconnecting the sprinkler piping and/or rolling them under the existing ductwork, which is not recommended. For this application we would recommend going with the tankless option. The AO Smith tankless water heaters offer several benefits over normal gas water heaters:

- Space-saving: Compact; wall-mounted
- Energy efficiency: Only heater water when it is needed, eliminating standby energy losses associated with traditional tank water heaters. Results in energy savings.
- Continuous hot water supply: Provide a continuous on-demand supply of hot water
- Longer lifespans than traditional tank water heaters
- Integrated temperature controller and advanced diagnostics to simplify troubleshooting
- Fewer greenhouse gas emissions compared to traditional tank water heaters.

Alternate 1 - Tankless Hot Water Heaters \$28,044.00

Based on these reasons and analysis, we recommend proceeding with the replacement of our existing water heaters with tankless hot water heaters. This upgrade aligns with our goals of efficiency, sustainability, and providing excellent service to our patrons. This project will be booked under the account number #61100 Facility Improvements.



3007 Malmo Drive
Arlington Heights, Illinois 60005
Tel. (708) 697-1766
Email: rafal.kras@jci.com

PROPOSAL

TO: Deerfield Public Library
DATE: March 8, 2024
PROJECT: Hot Water Heater Replacement

Scope of Work

Johnson Controls (JCI) is pleased to provide the following scope of work and pricing for the hot water heater replacement project at Deerfield Public Library.

BASE PROPOSAL – HOT WATER HEATERS **\$38,832.00**

- Isolate and remove both existing A.O. Smith domestic hot water heaters.
- Install (2) new identical A.O. Smith hot water heaters.
- Re-use most of the existing piping and hot water return pump.
- Re-pipe discharge so that there is equal piping coming out of both heaters for proper utilization.
- Start-up and check for proper sequence of operation.
- Lower old heaters and dispose of property.

The alternate scopes and commercial pricing listed below are not included in the above base proposal, but may be added upon written receipt and confirmation from our customer:

ALTERNATE 1 – TANKLESS HOT WATER HEATERS **\$28,044.00**

- Isolate and remove both existing A.O. Smith domestic hot water heaters.
- Install (4) A.O. Smith tankless water heaters in place of the (2) existing heaters.
- Pipe in new gas, electric and flue.
- Keep majority of piping along with return pump.
- Start-up and check for proper sequence of operation.
- Lower old heaters and dispose of property.

ALTERNATE 2 – CONDENSING BOILER **\$27,883.00**

- Isolate and remove both existing A.O. Smith domestic hot water heaters.
- Install a new condensing boiler with holding tank and all accessories for piping to each other along with a run-around pump and expansion tank.
- Re-use most of the existing pipe.
- Start-up and check for proper sequence of operation.
- Lower old heaters and dispose of property.

To: Board of Trustees
Re: Building Cleaning Services
Date: March 20, 2024

Our facility staff proposes replacing our current monthly cleaning services for the physical building. The areas slated for cleaning include all public areas, restrooms, and the staff break room. Cleaning will be scheduled after 9:00 pm on Monday through Thursday, after 6:0pm on Friday, and after 5:00 pm on Saturday. The staff has received three cleaning proposals from the following companies:

- Coverall Monthly 6x per week Service Charge: \$5,886
- Multisystem Management Company Monthly 6x per week Service Charge: \$2,648
- **Complete Cleaning Company Monthly 6x per week Service Charge: \$2,640.00**

We recommend partnering with Complete Cleaning Company due to their professional staff. “Employees are provided with proper uniforms and maintain picture identification cards at all times. They are instructed to remain in their designated work areas and refrain from disturbing papers on desks, opening drawers, or using telephones. The employees are expected to conduct themselves in a manner that upholds the dignity, security, and best interests of our clients, as well as Deerfield Public Library.”

Previously, the library worked with a cleaning company that charged \$3,500 monthly but did not consistently exhibit professional conduct.