

**DEERFIELD PUBLIC LIBRARY BOARD OF TRUSTEES
MEETING AGENDA
920 Waukegan Road, Deerfield, IL, Board Room
Wednesday, April 17, 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. March 20, 2024 Regular Meeting (ACTION)
 - B. March 20, 2024 Executive Session (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. Reminder: Officer Elections
 - B. Strategic Plan Update
6. OLD BUSINESS
 - A. Family Days (DISCUSSION)
7. NEW BUSINESS
 - A. Non-Resident Fee Card Participation (ACTION)
 - B. Motion Based on Executive Session (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: May 15, June 19, July 17

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

DEERFIELD PUBLIC LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES
March 20, 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, Stephanie Brand and Josh Charlson.

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

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

None.

3. APPROVAL OF MINUTES

A. February 21, 2024 Regular Meeting (ACTION)

MOTION: Mr. Seth Schriftman made a motion to approve the February 21, 2024 Regular Meeting minutes, seconded by Ms. Emily Wallace.

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

The motion was approved.

B. February 21, 2024 Executive Session Meeting (ACTION)

MOTION: Mr. Schriftman made a motion to approve the February 21, 2024 Executive Session Meeting minutes, seconded by Ms. Wallace.

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. Schriftman gave the financial report.

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

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 February, which included:

-Bank Financial Petty Cash, Check Num 761-762	\$	112.28
-Electronic Payments, 2 ACHs, WinTrust	\$	38.16
-AP Checks 14234-14297, 13 ACHs, WinTrust	\$	<u>150,360.16</u>
The total amount presented for approval	\$	150,510.60

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. LIBRARY DIRECTOR'S REPORT

Ms. Amy Falasz-Peterson gave the Director's report, highlighting the 2023 IPLAR statistics.

A. Building Updates Report

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

6. OLD BUSINESS

A. Family Days (Discussion)

Ms. Falasz-Peterson confirmed that Family Days and Parade are still scheduled. The Board requested that she follow up with the Friends of the Library to see if they are interested in walking with the Library Board. The Board will make a final decision at the April meeting.

B. Farmers Market (Discussion)

The Board discussed Farmers Market days. They are interested in the June 8 and September 21 dates. Ms. Falasz-Peterson will follow up with the Farmers Market coordinator.

C. Committee Information (Discussion)

The Board reviewed the proposed plan for adjusting committees. They agreed to limit chairmanship to two committees and implement the proposal at the May meeting.

7. NEW BUSINESS

A. Hot Water Heater Proposal (ACTION)

Ms. Falasz-Peterson presented the hot water heater proposal to the Board.

MOTION: Mr. Schriftman made a motion to approve the Hot Water Heater Proposal, seconded by Mr. Abosch.

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

The motion was approved.

B. Building Cleaning Proposal (ACTION)

Ms. Falasz-Peterson presented the building cleaning proposal to the Board.

MOTION: Mr. Schriftman made a motion to approve the Building Cleaning Proposal, seconded by Ms. Wallace.

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

The motion was approved.

8. OTHER

None.

At 7:28 p.m., Mr. Schriftman made a motion to enter into Executive Session.

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

The motion was approved.

9. EXECUTIVE SESSION 5 ILCS 120/2 c 1 to discuss the self evaluation and compensation of the Library Director.

The Board returned to open session at 8:20 p.m.

10. ADJOURNMENT

At 8:21 p.m, Mr. Schriftman made a motion to adjourn the meeting, seconded by Ms. Wallace.

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 March 31, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
11000 Cash and Investments - General	0.00
11100 General Operating - WinTrust	879,631.40
11200 Payroll - WinTrust	266,239.62
11300 E-Pay - WinTrust	37,445.57
11400 Deposits - Bank Financial	76,764.01
11500 Petty Cash - Bank Financial	2,820.83
11600 Max-Safe Wintrust	2,590,774.09
11900 Petty Cash	574.00
Total 11000 Cash and Investments - General	3,854,249.52
14100 PMA Financial Services	
10-1410 PMA Reserve Fund	2,216,255.55
14110 PMA General Fund	0.00
60-1440 PMA Debt Service	0.00
60-1441 PMA Debt Service 2	0.00
Total 14100 PMA Financial Services	2,216,255.55
Total Bank Accounts	\$6,070,505.07
Accounts Receivable	\$0.00
Other Current Assets	
12101 Inventory Asset	0.00
15000 Other Current Assets	0.00
15010 Receivables	4.80
15100 Property Taxes Receivable	4,386,500.00
15110 Property Tax Receivable - 2011A	683,950.00
15121 Property Tax Receivable - 2013	0.00
15200 Due from Village of Deerfield	0.00
15300 Prepaid Expenses	0.00
15400 Accrued Revenue - General	0.00
Total Other Current Assets	\$5,070,454.80
Total Current Assets	\$11,140,959.87

Deerfield Public Library

Balance Sheet

As of March 31, 2024

	TOTAL
Fixed Assets	
19000 Capital Assets	
19050 Capital Assets -Not Depreciated	
19100 Land	65,493.00
19150 Construction In Progress	0.00
Total 19050 Capital Assets -Not Depreciated	65,493.00
19200 Capital Assets - To Depreciate	
19210 Building	13,197,410.12
19300 Equipment	
19301 Equip - Phone System	33,636.00
19302 Equip - Automation System	309,361.00
19303 Equip - RFID	433,659.00
19304 Equip - Vehicle	23,432.00
19310 Furniture	883,919.00
Total 19300 Equipment	1,684,007.00
Total 19200 Capital Assets - To Depreciate	14,881,417.12
19220 Accumulated Depreciation	-6,239,762.00
Total 19000 Capital Assets	8,707,148.12
Total Fixed Assets	\$8,707,148.12
Other Assets	
15110 Deferred Outflows of Resources	377,678.74
15120 Deferred Outflows of Resources - OPEB	283,312.00
19900 Due From Other Activity	0.00
Total Other Assets	\$660,990.74
TOTAL ASSETS	\$20,509,098.73
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
21000 Accounts Payable	61,096.14
Total Accounts Payable	\$61,096.14
Credit Cards	
20000 Credit Cards Payable	0.00
Total Credit Cards	\$0.00
Other Current Liabilities	
21055 Other Current Payables	0.00
21500 Retainage	0.00
22000 Payroll Liabilities	0.40
22100 Salaries Payable	67,367.09
22200 Deferred Compensation	0.00
22300 Withholdings	-1,591.76

Deerfield Public Library

Balance Sheet As of March 31, 2024

	TOTAL
Total 22000 Payroll Liabilities	65,775.73
22395 FSA Payable	-2,019.01
23000 Due to Village - Short Term	0.00
24000 Accrued Expenses	0.00
25000 Deferred Inflows of Resources	1,813,735.44
25100 Deferred Property Taxes	4,386,500.00
Total 25000 Deferred Inflows of Resources	6,200,235.44
25110 Unearned Property Taxes-2011a	683,950.00
25120 Unearned Prop Taxes -20132	0.00
25500 Deferred Inflows of Resources - OPEB	211,999.00
25902 Unearned Impact Fee - AMLI Proj	0.00
26300 Net Pension liability	-1,254,070.00
29000 Due To Other Activity Bank Acct	0.00
Total Other Current Liabilities	\$5,905,871.16
Total Current Liabilities	\$5,966,967.30
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	\$10,589,720.04
Equity	
31000 Opening Bal Equity	0.00
32000 Fund Balance, Beginning	3,429,759.20
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	-995,115.74
Total Equity	\$9,919,378.69
TOTAL LIABILITIES AND EQUITY	\$20,509,098.73

Deerfield Public Library

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

January - March, 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
41000 Taxes				
41100 Property Tax	350,939.19	4,607,500.00	-4,256,560.81	7.62 %
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	350,939.19	5,372,200.00	-5,021,260.81	6.53 %
42000 Fees & Fines				
42100 Material Fees	1,394.47	5,000.00	-3,605.53	27.89 %
42200 Non-Resident Fees	2,396.82	5,000.00	-2,603.18	47.94 %
42300 Printing/Copying Fees	1,646.58	4,000.00	-2,353.42	41.16 %
Total 42000 Fees & Fines	5,437.87	14,000.00	-8,562.13	38.84 %
43000 Investment Income				
43100 Interest - General	43,505.07	75,000.00	-31,494.93	58.01 %
43200 Interest - Reserve	16,140.63	25,000.00	-8,859.37	64.56 %
Total 43000 Investment Income	59,645.70	100,000.00	-40,354.30	59.65 %
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	\$416,945.15	\$5,855,200.00	\$ -5,438,254.85	7.12 %
GROSS PROFIT	\$416,945.15	\$5,855,200.00	\$ -5,438,254.85	7.12 %
Expenses				
50000 General Expenses				
51000 Personnel Expenses				
51100 Salaries	762,297.16	2,700,000.00	-1,937,702.84	28.23 %
51200 FICA	56,075.92	206,640.00	-150,564.08	27.14 %
51300 Health/Misc Benefits	111,888.64	425,000.00	-313,111.36	26.33 %
51400 Pension Contribution	51,011.96	221,860.00	-170,848.04	22.99 %
51500 Other Benefits	3,241.80	9,000.00	-5,758.20	36.02 %
51600 Staff Enrichment	11.42	5,000.00	-4,988.58	0.23 %

Deerfield Public Library

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

January - March, 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Total 51000 Personnel Expenses	984,526.90	3,567,500.00	-2,582,973.10	27.60 %
52000 Facility Expenses				
52100 Interior Facility Maintenance	8,594.05	66,000.00	-57,405.95	13.02 %
52200 Facility Equipment Maintenance	40,068.95	100,000.00	-59,931.05	40.07 %
52300 Exterior Building Maintenance	5,014.20	30,000.00	-24,985.80	16.71 %
52400 Utilities				
52410 Water	920.83	4,000.00	-3,079.17	23.02 %
52430 Telephone - Voice	4,231.69	21,000.00	-16,768.31	20.15 %
52440 Data Lines	3,362.18	15,000.00	-11,637.82	22.41 %
Total 52400 Utilities	8,514.70	40,000.00	-31,485.30	21.29 %
52500 Minor Furnishings & Equipment	9,891.88	25,000.00	-15,108.12	39.57 %
Total 52000 Facility Expenses	72,083.78	261,000.00	-188,916.22	27.62 %
53000 Library Materials				
53100 Periodicals	4,985.80	15,500.00	-10,514.20	32.17 %
53200 Adult Materials-Books				
53221 Books - Adult Non-Fiction	9,141.05	40,000.00	-30,858.95	22.85 %
53222 Books-Adult Fiction	10,860.69	59,000.00	-48,139.31	18.41 %
Total 53200 Adult Materials-Books	20,001.74	99,000.00	-78,998.26	20.20 %
53300 Audio Visual Materials				
53320 Audio Visual - Adult	10,181.51	59,000.00	-48,818.49	17.26 %
53340 Audio Visual - Youth	1,541.85	10,000.00	-8,458.15	15.42 %
Total 53300 Audio Visual Materials	11,723.36	69,000.00	-57,276.64	16.99 %
53400 Youth Materials-Books				
53241 Books - Youth & Teens	11,637.95	72,000.00	-60,362.05	16.16 %
53550 Literacy Support - Youth	206.85	2,000.00	-1,793.15	10.34 %
Total 53400 Youth Materials-Books	11,844.80	74,000.00	-62,155.20	16.01 %
53501 Electronic Resources				
53500 E-Resources	118,392.55	304,000.00	-185,607.45	38.94 %
Total 53501 Electronic Resources	118,392.55	304,000.00	-185,607.45	38.94 %
53600 Non-Traditional Resources	2,629.84	14,000.00	-11,370.16	18.78 %
Total 53000 Library Materials	169,578.09	575,500.00	-405,921.91	29.47 %
54000 Library Programs				
54100 Admin Programs	1,334.32	5,000.00	-3,665.68	26.69 %
54150 Outreach Programs	646.66	2,000.00	-1,353.34	32.33 %
54210 Adult Programs	7,992.89	25,000.00	-17,007.11	31.97 %
54400 Youth Programs	4,193.62	25,000.00	-20,806.38	16.77 %
54500 MakerSpace Programs	634.31	1,500.00	-865.69	42.29 %
Total 54000 Library Programs	14,801.80	58,500.00	-43,698.20	25.30 %
55000 Technology				
55350 Software & Licenses	69,650.26	220,000.00	-150,349.74	31.66 %
55360 IT Support	30,028.45	125,000.00	-94,971.55	24.02 %
55400 New Projects/equip				

Deerfield Public Library

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

January - March, 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
56440 IT Equipment	3,149.93	60,000.00	-56,850.07	5.25 %
Total 55400 New Projects/equip	3,149.93	60,000.00	-56,850.07	5.25 %
55440 MakerSpace Equipment	2,621.17	8,500.00	-5,878.83	30.84 %
Total 55000 Technology	105,449.81	413,500.00	-308,050.19	25.50 %
56000 Professional/Contractual Svcs				
56009 Other Office Support	1,090.00	9,000.00	-7,910.00	12.11 %
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	5,310.13	19,250.00	-13,939.87	27.59 %
56500 Professional Admin Services	3,105.94	25,000.00	-21,894.06	12.42 %
56550 Cataloging Service	1,821.98	22,000.00	-20,178.02	8.28 %
56555 Professional Outreach Services	1,875.00	8,750.00	-6,875.00	21.43 %
Total 56500 Professional Admin Services	6,802.92	55,750.00	-48,947.08	12.20 %
56700 Travel for Library Services	69.61	500.00	-430.39	13.92 %
Total 56000 Professional/Contractual Svcs	15,060.17	136,000.00	-120,939.83	11.07 %
56400 Supplies				
56410 General Operating Supplies	3,598.39	15,000.00	-11,401.61	23.99 %
56420 Processing Supplies	4,592.72	24,500.00	-19,907.28	18.75 %
Total 56400 Supplies	8,191.11	39,500.00	-31,308.89	20.74 %
57000 Training/Development Expenses				
56600 Dues & Memberships	1,526.00	8,000.00	-6,474.00	19.08 %
57100 Training & Education	8,096.15	25,000.00	-16,903.85	32.38 %
57200 Training Travel	502.08	6,000.00	-5,497.92	8.37 %
Total 57000 Training/Development Expenses	10,124.23	39,000.00	-28,875.77	25.96 %
Total 50000 General Expenses	1,379,815.89	5,090,500.00	-3,710,684.11	27.11 %
61000 Capital Expenses				
61100 Facility Improvements	32,245.00	50,000.00	-17,755.00	64.49 %
Total 61000 Capital Expenses	32,245.00	50,000.00	-17,755.00	64.49 %
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	\$1,412,060.89	\$5,830,200.00	\$ -4,418,139.11	24.22 %
NET OPERATING INCOME	\$ -995,115.74	\$25,000.00	\$ -1,020,115.74	-3,980.46 %
NET INCOME	\$ -995,115.74	\$25,000.00	\$ -1,020,115.74	-3,980.46 %



Master Total Portfolio Report

Report as of 3/31/2024

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		03/31/2024			ISC Balance	\$21,112.13	\$21,112.13	
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
CD	CD-1360059-1	03/21/2024	03/21/2025	34742	EagleBank	\$165,000.00	\$173,451.30	5.122
CD	CD-1360060-1	03/21/2024	03/21/2025	29209	NexBank	\$235,000.00	\$246,707.35	4.982
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 →						\$2,216,255.55	\$2,318,446.40	
Totals →						\$2,216,255.55	\$2,318,446.40	

Time and Dollar Weighted Average Portfolio Yield: 4.80%

Weighted Average Portfolio Maturity: 229.65 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
CD	75.60	\$1,750,334.27	Certificate of Deposit
SEC	23.49	\$543,953.21	Securities
ISC	0.91	\$21,112.13	ISC Account

Index

Cost is comprised of the total amount you paid for the investment including any fees and commissions.

Rate is the average monthly rate for liquid investments or the rate on the last business day of the month for SDA investments or the yield to maturity or yield to worst for fixed term investments.

Face/Par is the amount received at maturity for fixed rate investments.

Market Value reflects the market value as reported by an independent third-party pricing service. Certificates of Deposit and other assets for which market pricing is not readily available from a third-party pricing service are listed at "Cost".

CD - Certificates of Deposit, **CP** - Commercial Paper, **ISC** - Investment Shares Class, **MMA** - Money Market Account, **SEC** - Government Securities, **TS** - Term Series

Deerfield Public Library					
Check Detail					
For Board Meeting on April 17, 2024					
Summary					Amount
11500 Bank Financial Petty Cash	Check Num 763				\$69.61
11300 WinTrust E Pay	2 ACHs				\$35.00
11100 WinTrust General Operating	Check Num 14298-14350, 13 ACHS				\$125,287.51
Total Payments to Approve					\$125,392.12
Date	Num	Vendor	Memo	Amount	Account Num
11500 Bank Financial Petty Cash -1537					
03/21/2024	763	Karolyn Henry	Mieage Reimbursement Outreach 1/13/24-3/19/24	69.61	56700
Total for 11500 Bank Financial Petty Cash -1537				69.61	
11300 WinTrust E Pay -8926					
04/03/2024	ACH	Chase Paymentech	Merchant CC Processing Fees	10.00	56009
04/04/2024	ACH	PayPal, Inc.	Merchant CC Processing Fees	25.00	56009
Total for 11300 WinTrust E Pay -8926				35.00	
11100 WinTrust General Operating -2997					
03/20/2024	14298	Madeline Dahlman	Book Discussion w/Madeline Dahlman 4-11-24	200.00	54210
03/20/2024	14299	Vogue Printers	Signage for Media & Adult Services	140.22	56300
03/20/2024	14300	LLD Electric Co.	Install Electrical for Automatic Doors (Back Staff, Mail Room, and Patron Services Workroom)	4,020.00	61100
03/20/2024	14301	Chicago Backflow, Inc.	Annual Backflow Valve Testing - 2024	945.00	52200
03/20/2024	14302	Village of Deerfield	Fuel & Garage Fees - Feb 2024	37.55	52200
03/20/2024	14303	Anderson Pest Solutions	Pest Management - March 2024	71.40	52100
03/20/2024	14304	Renee Millette	Workshop: Ghost Rats Comedy Troup 4/20/24	150.00	54210
03/20/2024	14305	Peerless Network, Inc.	Phone Support Maintenance 3/15/24-4/14/24	1,133.98	52430
03/20/2024	14306	Cintas Corporation	Mats for the Library, Refill of First Aid Supplies	96.75	52100, 56410
03/20/2024	14307	Tugboat Music LLC	Little Kids Little Songs by Green Golly program - 03/23/24	525.00	54400
03/20/2024	14308	Kelly DeCorrevont	Annual Exempt Business Membership Fee for Costco	120.00	56009
03/20/2024	14309	CDW Government, Inc.	Security Camera for North Facade of Library	2,160.37	56440
03/20/2024	14310	John Lynn	Best Bicycle Trails in Illinois Program - 04/11/24	275.00	54210
03/20/2024	14311	The Furniture Shop	Reupholster (4) Booths in Teen Area	7,145.00	52500
03/20/2024	14312	OverDrive, Inc.	eBooks - March 2024	3,011.29	53500
03/20/2024	14313	M.A. Mortenson Company	Custom Endcap for Railing on Brick Staircase	703.00	61100
03/20/2024	14314	Sentinel Technologies, Inc.	Automation Support for Servers & Workstations & Storage Back Up	4,703.53	55360
03/20/2024	14315	Tee Jay Service Company, Inc.	Install Automatic Door Openers at Staff Entrance & Patron Services Workroom & New Opener Switches for Front Doors	13,333.00	61100
04/10/2024	14316	Midwest Tape 2000007021	Acquisitions for AV, Processing Supplies & Cataloging Service - March 2024	4,538.77	53320, 53340, 56420, 56550
04/10/2024	14317	Batavia Public Library District	Payment for Lost ILL book "Dead Silence" due to BQC Error	15.25	53222
04/10/2024	14318	Cary Area Public Library District	Payment for Lost ILL book "Dead Silence" due to BQC Error	31.99	53222
04/10/2024	14319	SE Inc.	Sidewalk Shoveling & Salting - Jan - Feb 2024	1,785.00	52300
04/10/2024	14320	Ingram Library Services LLC	Acquisitions for Books, AV, and Processing Supplies - March 2024	12,666.75	53221, 53222, 53241, 53320, 56420
04/10/2024	14321	OverDrive, Inc.	eBooks - March 2024	7,494.31	53500
04/10/2024	14322	Cintas Corporation	Mats for the Library, Refill of Supplies for: Bathrooms & Sanitizing Stations, AED Training for Managers, Monthly Lease (3) AED Devices	2,828.45	52100, 52200, 56410, 57100
04/10/2024	14323	GalCon Technologies, Inc.	Work Performed for AV Upgrade in Meeting Rooms	1,200.00	55360
04/10/2024	14324	LACONI, Inc.	Laconi Annual Membership 2024	150.00	56600
04/10/2024	14325	Big Band Sound of Deerfield	Big Band Sound of Deerfield Performance on 04/21/24	500.00	54210

04/10/2024	14326	ACC Business	Internet Service 02/11/24-03/10/24	902.22	52440
04/10/2024	14327	Indian Trails Public Library District	Reimburse Indian Trails Library for lost book "The School for Good Mothers: a Novel" due to BCQ Error	27.00	53222
04/10/2024	14328	Marcive, Inc.	Authority Processing - March 2024	109.38	56550
04/10/2024	14329	Sentinel Technologies, Inc.	Automation Support for Servers & Workstations & Storage Back Up	4,749.13	55360
04/10/2024	14330	Complete Cleaning Company, Inc.	Monthly Cleaning Services for Library	2,640.00	52100
04/10/2024	14331	Loyola University of Chicago	Reimburse Loyola University of Lost Book " In the Catskills: Selections from writings of John Burroughs; with illustrations from photographs by Clifton Johnson" due to BQC Error.	100.00	53221
04/10/2024	14332	Barrington Public Library District	Reimburse Barrington Library for Lost Book: "Dead Silence" due to BQC Error.	15.25	53222
04/10/2024	14333	Gary Midkiff and Company	Virtual Great Decisions Program 04/16/24	215.00	54210
04/10/2024	14334	Pam Skittino	Reimbursement for Travel & Food during IUG Conference 2024 - 03/24/24 to 03/28/24	198.30	57200
04/10/2024	14335	Cross the Lilliebridge	Envelope Lapbook Folio Class - 05/03/24	500.00	54210
04/10/2024	14336	Ancel, Glink, Diamond, Bush, DiCianni & Krafthefer, P.C.	Legal Fees - March 2024	60.00	56500
04/10/2024	14337	DePaul University Library	ILL - Lost Book: "Jews & the Civil War: a reader" due to BQC Error.	75.00	53221
04/10/2024	14338	Marian McNair	Crystal Bowls Sound Meditation Program - 05/02/24	200.00	54210
04/10/2024	14339	Arrayscape Gaming, Inc.	Minecraft Programs - 04/10/24 & 04/17/24	550.00	54400
04/10/2024	14340	Chicago Hearing Society	Youth ASL Class & ASL Storytime on 01/23/24 & 02/24/24	350.00	54400
04/10/2024	14341	Kohl Children's Museum of Greater Chicago	Workshops with Kohl Children's Museum (6)	1,650.00	54400
04/10/2024	14342	Town Square Publications	DBR Community Guide Ad 5/25/24	335.00	56500
04/10/2024	14343	Library Ideas, LLC	Acquisitions for AV - Youth - March 2024	535.25	53340
04/10/2024	14344	Kanopy Inc.	Pay Per Use Program	498.00	53500
04/10/2024	14345	Midwest Tape	Hoopla Subscription - March 2024	5,242.57	53500
04/10/2024	14346	Book Page, Inc	Annual Subscription Renewal 2024	414.00	53100
04/10/2024	14347	Suburban Elevator Company	Preventative Maintenance Quarterly	255.03	52200
04/10/2024	14348	Esscoe LLC	Remote Assistance for Lenel OnGuard System	395.00	55360
04/10/2024	14349	LIMRiCC	Unemployment Insurance Consortium - 2024 Q1	1,413.10	51500
04/10/2024	14350	Madeline Dahlman	Book Discussion w/Madeline Dahlman - 05-09-24	200.00	54210
03/12/2024	ACH	Thomas Interiors	Deposit for Furniture for Add'l Chairs by Fireplace 50%	2,262.75	52500
03/23/2024	ACH	AT&T	Voice Lines: 02/28/24-03/27/24	286.18	52430
03/25/2024	ACH	Wex Health, Inc.	FSA Monthly Fees - March 2024	54.90	51500
04/01/2024	ACH	Village of Deerfield	Water & Sewer - February 2024	180.33	52410
04/01/2024	ACH	Village of Deerfield	Water & Sewer - February 2024	148.44	52410
04/01/2024	ACH	Traliant Operating, LLC	Course License (60) & (12) & Implementation Fees - 2024	2,034.00	57100
04/01/2024	ACH	Traliant Operating, LLC	Code of Conduct (62) & Interviewing & Hiring Lawfully & Managing Difficult Employees (12) Training	2,061.90	57100
04/02/2024	ACH	Amazon	Invoice #: 194D-LTM3-VXFW Invoice Date: 04/01/2024 for March 2024 Credit Memo#: 1XQQ-7H9D-4D4V - March 2024 Credit Memo#: 1N94-QHCJ-3RQR - March 2024	4,275.61	51600, 52100, 53221, 53222, 53241, 53320, 53550, 53600, 54210, 54400, 54500, 56410, 56420, 55440, 56440, 56555, 57100
04/03/2024	ACH	De Lage Landen Financial Services, Inc.	Monthly Lse for 7 Copiers and 3 Printers - April 2024	1,808.72	55360
04/04/2024	ACH	Comcast Cable	Patron Internet Service 3/16/24-4/15/24	222.29	52440
04/05/2024	ACH	Google, Inc.	Google Apps - April 2024	1,107.00	55350
04/09/2024	ACH	First Bank Mastercard	March 2024 Credit Card Payment	5,212.55	20001-20014
04/11/2024	ACH	Johnson Controls	Deposit for Replace & Install (2) Hot Water Heaters 50%	14,022.00	61100
Total for 11100 WinTrust General Operating -2997				125,287.51	

Deerfield Public Library
Credit Card Transactions by Account Holder
As of 4/08/2024
Presented for Approval April 17, 2024

Date	Num	Vendor	Memo	Amount	Account Description
20000 Credit Cards Payable					
20001 Admin - 4734					
04/08/2024	AD 03/09/24	MailChimp	E-Newsletter Mailing Monthly Subscription	75.00	Outreach Programs
04/08/2024	AD 03/11/24	Webstaurant Store	Hot Cups & Cup Sleeves	66.56	General Operating Supplies
04/08/2024	AD 03/15/24	Spotify	Spotify for iPads Monthly Subscription	16.99	Youth Programming
04/08/2024	AD 03/21/24	Swanson's Blossom	Flower arrangement for Steve Wuehr family	119.95	Admin Programs
Total for 20001 Admin - 4734				278.50	
20002 Business Office - 1381					
04/08/2024	BO 03/07/24	Vista Print	Reorder additional business cards for S. Scaletta	26.18	General Operating Supplies
04/08/2024	BO 03/10/24	Staples	Supply Restock: Post its, Hot Cups, Stirrers, Paper Plates	132.46	General Operating Supplies
04/08/2024	BO 03/12/24	Quill	Supply Restock: Copier Paper	79.98	General Operating Supplies
04/08/2024	BO 03/12/24	Quill	Supply Restock: Heavy Duty Staples	18.64	General Operating Supplies
04/08/2024	BO 03/14/24	Husky Furniture	Sample Desk Chair	482.99	Minor Furnishings
04/08/2024	BO 03/15/24	Jewel-Osco	Beverages for AED & Purchasing Training	57.89	Training & Education
04/08/2024	BO 03/20/24	Husky Furniture	Refund of Sample Desk Chair	-336.73	Minor Furnishings
04/08/2024	BO 03/21/24	Staples	Refund of Hot Cups	-59.86	General Operating Supplies
04/08/2024	BO 03/21/24	Husky Furniture	Refund of Sample Desk Chair	-482.99	Minor Furnishings
04/08/2024	BO 03/27/24	Chicago Book & Journal	Book: "The Public Library's Director's HR Toolkit Resource"	65.29	Other Office Support
04/08/2024	BO 03/29/24	DocuSign	Annual Subscription	300.00	Other Office Support
04/08/2024	BO 04/03/24	Chicago Book & Journal	Refund of Sales Tax	-5.52	Other Office Support
04/08/2024	BO 04/04/24	Staples	Cardstock & Double Sided Tape	43.25	General Operating Supplies
20002 Business Office - 1381				321.58	
20003 Info Technology (IT) - 5382					
04/08/2024	IT 03/07/24	Resound	Podcast Editing Service	15.00	Software & Licenses
04/08/2024	IT 03/09/24	Wasabi Technologies	Storage for Remote Backup	35.93	Software & Licenses
04/08/2024	IT 03/09/24	Adobe	Staff Creative Cloud All Apps Monthly Subscription	54.99	Software & Licenses
04/08/2024	IT 04/01/24	Google	Monthly Charge for Library Board Voicemail	14.27	Telephone - Voice
04/08/2024	IT 04/01/24	Liberated Syndication	Podcasting Hosting	20.00	Software & Licenses
Total for 20003 Info Technology (IT) - 5382				140.19	
20004 Facilities - 1382					
04/08/2024	FC 03/06/24	Home Depot	Supplies: Anchors & Drill Bit for Mounting Display Cases for YSD	23.87	Interior Facility Maintenance
04/08/2024	FC 03/22/24	JC Licht	Paint & Supplies for Admin Offices	122.70	Interior Facility Maintenance
04/08/2024	FC 03/27/24	Home Depot	Driver Set for Import Drill to Repair Window Shades	22.73	Interior Facility Maintenance
04/08/2024	FC 03/28/24	Home Depot	Electrical Outlet for YSD	7.44	Interior Facility Maintenance
Total for 20004 Facilities - 1382				176.74	
20006 Support Services - 1166					
04/08/2024	SS 03/23/24	United	Checked Luggage Fee for IUG Conference	40.00	Training Travel
04/08/2024	SS 03/24/24	Metro Cab	Transport from Airport to IUG Conference	67.70	Training Travel
04/08/2024	SS 03/24/24	Marriott	Food purchase at IUG Conference	3.45	Training Travel
04/08/2024	SS 03/26/24	Marriott	Food purchase at IUG Conference	23.08	Training Travel
04/08/2024	SS 03/28/24	Marriott	Lodging for IUG Conference 3/24/24-3/28/24	1,099.40	Training Travel
Total for 20006 Support Services - 1166				1,233.63	
20007 Adult Services - 2368					
04/08/2024	AS 03/08/24	Disney Plus	Roku Monthly Subscription	14.99	E-Resources
04/08/2024	AS 03/14/24	Netflix	Roku Monthly Subscription	22.99	E-Resources
04/08/2024	AS 03/18/24	Library Works	Training: "Challenging Employee Conversations Without Fear" - Melissa S.	49.00	Training & Education
04/08/2024	AS 03/19/24	Apple	Roku Monthly Subscription - Apple TV	9.99	E-Resources
04/08/2024	AS 03/19/24	Apple	Roku Monthly Subscription - Apple TV	9.99	E-Resources
04/08/2024	AS 03/23/24	Zoom	Monthly Subscription	55.99	Adult Programming
04/08/2024	AS 03/23/24	Target	Playstation Game: MLB The Show 24 for Patron Hold	69.99	Audio Visual - Adult
04/08/2024	AS 03/30/24	Netflix	Roku Monthly Subscription	22.99	E-Resources

04/08/2024	AS 03/30/24	American Library Association	Renewal of ALA Membership - N. Trotsky	300.00	Membership & Dues
04/08/2024	AS 04/01/24	Amazon	Kindle E-Books	14.99	E-Resources
04/08/2024	AS 04/01/24	Amazon	Kindle E-Books	13.99	E-Resources
04/08/2024	AS 04/01/24	Amazon	Kindle E-Books	14.99	E-Resources
04/08/2024	AS 04/01/24	Amazon	Kindle E-Books	14.99	E-Resources
04/08/2024	AS 04/01/24	Amazon	Kindle E-Books	12.99	E-Resources
04/08/2024	AS 04/03/24	Disney Plus	Roku Monthly Subscription	14.99	E-Resources
04/08/2024	AS 04/04/24	Britbox	Annual Subscription for Rokus	89.99	E-Resources
Total for 20007 Adult Services - 2368				732.86	
20009 Outreach Coord - 5776					
04/08/2024	OC 03/25/24	M13 Inc.	National Library Week Bookmarks	97.32	Professional Printing Services
04/08/2024	OC 03/27/24	M13 Inc.	Library Welcome Bookmarks	52.70	Professional Outreach Services
04/08/2024	OC 04/01/24	M13 Inc.	Library Brochures	257.68	Professional Printing Services
04/08/2024	OC 04/02/24	4 Imprint	Library Logo Pens for Welcome Packets	125.97	Professional Outreach Services
Total for 20009 Outreach Coord - 5776				533.67	
20010 Adult Prog Coord - 2491					
04/08/2024	APC 03/19/24	Illinois Library Association	2024 Reaching Forward Conference - Jasmine H.	160.00	Training & Education
04/08/2024	APC 03/19/24	Party City	Patron Prize - Year Long "Last Movie Standing" Program	5.00	Adult Programming
04/08/2024	APC 03/19/24	Marshall's	Patron Prize - Year Long "Last Movie Standing" Program	24.46	Adult Programming
04/08/2024	APC 03/20/24	Tony's Subs	Lunch for Staff	156.00	Staff Enrichment
Total for 20010 Adult Prog Coord - 2491				345.46	
20011 Youth Prog Coord - 1971					
04/08/2024	YPC 03/08/24	Lakeshore Learning Mat'l	Storytimes/Sensory Manipulatives and Toys for Programs	517.86	Youth Programming
04/08/2024	YPC 03/08/24	Lakeshore Learning Mat'l	Kids Kits for LOT	271.95	Library of Things
04/08/2024	YPC 03/10/24	Wal-Mart	SRP Prizes for 2024	164.00	Youth Programming
04/08/2024	YPC 03/27/24	Dollar Tree	Woodshop Build & Play Kits for Grab & Go - 2 of 3 Cases	60.00	Youth Programming
Total for 20011 Youth Prog Coord - 1971				1,013.81	
20012 Youth Coord - 1259					
04/08/2024	YC 03/12/24	Michael's	Supplies for Creative Clubhouse	21.97	Youth Programming
04/08/2024	YC 03/18/24	Jewel-Osco	Snacks for My First Book Club	20.48	Youth Programming
Total for 20012 Youth Coord - 1259				42.45	
20013 Teen Services - 6330					
04/08/2024	TS 03/13/24	Rosati's	Pizza for Teen Advisory Board 3/13/24	45.23	Youth Programming
Total for 20013 Teen Services - 6330				45.23	
20014 MakerSpace - 2311					
04/08/2024	MS 03/10/24	Bambulab	Refund for Recalled 3D Printer	-584.00	MakerSpace Equipment
04/08/2024	MS 03/13/24	Bambulab	New 3D Printer	512.98	MakerSpace Equipment
04/08/2024	MS 03/19/24	American Library Association	Renewal of ALA Membership - T. Gray	247.00	Membership & Dues
04/08/2024	MS 03/26/24	Bambulab	3D Printer Filament	159.98	MakerSpace Equipment
04/08/2024	MS 03/26/24	Jewel-Osco	Egg Dye for Program	12.47	MakerSpace Programming
Total for 20014 MakerSpace - 2311				348.43	
Total for 20000 Credit Cards Payable				5,212.55	

Director's Report: April 2024

FYI

- We will go into the Executive Session to finalize my annual review process.
- At the March meeting, the Board discussed their participation in the July 4 parade and indicated that there was enough interest to participate. I did reach out to the Friends of the Library. They have opted not to participate this year. I have fans in my office for distribution at the parade. The Board will make their final decision regarding participation in the parade at the meeting.
- After last month's meeting, we followed up with the Farmers Market organizers regarding a date for attendance at the Farmers Market. The Board will be at the Farmers Market on **Saturday, September 21, 2024**. Please mark that date in your calendars.
- Remember to submit your Statements of Economic Interest to Lake County by **May 1**.
- The Board will approve our participation in the Non Resident Fee Card program.
- I'll provide a Strategic Plan update at the meeting.
- Staff watching the eclipse on April 8:



- We will choose officers at the May 15 meeting. Please indicate your interest in an office by emailing me by **May 1, 2024**.
- The Deerfield Fine Arts Commission will host their annual reception on **Tuesday, May 21, 2024**. This event will take place at the Library from 6-8 pm.
- Articles of Interest
 - The ALA has released the [10 Most Challenged Books](#) of 2023.
 - This article provides a historical look at [Carnegie Libraries](#).
 - Here is a [message](#) from the IL Secretary of State for National Library Week.

Personnel

- In March the library had 0 separations
- In March the library filled 0 positions
- [The library had 1 position open](#)
 - Youth Services Assistant

DEPARTMENT REPORTS

Adult Services Report

Melissa Stoeger, Assistant Director of Adult & Youth Services

- New seating for the Quiet Room was installed.

- 2 new display units were installed in Adult Services, which has provided more retail-like display opportunities.
- Chase and Vicki visited Gidwitz to offer one on one assistance in their lobby. They assisted 17 residents.
- Our most popular in-person program this month was Myths and Mysteries of the Highland Bagpipe, which had 46 attendees, including several staff.
- 85 people participated in our Guess the Oscars contest. The winner received a tub of Garrets' popcorn.
- One of our long-time patrons left a message for Amy thanking the library for our one on one services, specifically with Chase. She said the tech assistance we provide to the older adults in the community is invaluable.
- Sam gave a presentation to Career Renewal, a local organization that provides free job search support, on library job search resources. We received great feedback from two of the attendees who found the information very helpful.
- Anne and Melissa completed First Aid and AED safety training.
- The winner for March's Last Book Standing was *The Seed Keeper* by Diane Wilson and the winner for March's Last Moving Standing was *Parasite*. We had a total of 53 votes.
- 1,898 Patron Questions
- 11 Library Lifelines and 24 One on Ones
- 1 exam proctored
- 1 Personalized Pick
- 30 Books to Go deliveries (up from the past 2 months)
- 19 live programs with 265 attendees. 9 passive programs with 325 participants
- 4 Outreach events with 37 participants
- 83 listens to our new podcast episode, 291 total monthly listens
- 699 Study Room reservations (this number continues to increase)
- 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

- New library furniture and new seating started arriving on March 1
- Automatic door openers were installed at the back delivery and mail doors along with the Patron Services department door
- Cheryl and Kelly processed library check runs on March 6 and March 20
- Kelly met with board member Josh Charlson on March 6 to provide an overview of the library financials
- Attended Wintrust Government Funds Virtual Event: Tips to Help Identify and Prevent Internal Theft webinar on March 12
- Mira and Kelly processed library payroll on March 14 and March 28
- We continue to work on 2023 audit requests as they come in.
- Library managers completed the First Aid/CPR/AED training on March 20



Communications & Outreach Report

Stephanie Scaletta, Communications & Outreach Manager

- **National Library Week:** 3 bookmark designs available for patrons, promotional support of Friends initiative “Deerfield Dines Out”
- **Welcome Packets:** Coordination with Teen Advisory Board and Youth Services on Outreach initiative building packets for new card members while learning about community outreach
- **Photo Library:** Building a photo library of updated spaces, exterior facility and patron interaction at programs and within the building for promotional materials
- **MakerSpace:** Online tutorial, second in series:
<https://youtu.be/pFownnrercc?feature=shared>
- **Summer Browsing 2024:** This issue will feature Summer Reading Program, Library of Things for summer activities—including new adaptability gaming equipment, programs for Adults and Youth
- **Arab American Heritage Month, National Deaf History Month:** Website & social promotion, digital displays and catalog resource list:
https://catalog.deerfieldlibrary.org/?browseCategory=dpl_heritage_months&subCategory=dpl_arab_american_heritage_month_2024
- https://catalog.deerfieldlibrary.org/?browseCategory=dpl_heritage_months&subCategory=dpl_national_deaf_history_month_2024
- **FAC Public Art Program:** Selection of artwork for library installation at 4/15 meeting
- **Community Relations Commission:** Review of applications for student commissioner at 4/16 meeting
- **Outdoor Games Day:** During Food Truck Wednesday on July 17
- **Library signage** continuing updates within style guide branding
- **Summer Reading Program** promotions
- **MakerSpace Branding** updates

IT Report

Steve Wuehr, Head of IT

- **CyberSecurity Awareness Training**
Training for the new phish alert button for staff is underway. The new reporting method for suspected phishing mail is now active for staff.
- **Meeting Room AV Equipment**
The hardware was installed for the meeting room AV and system programming is scheduled to take place the week of April 15th. We are able to use the projectors in the space at the moment and have a temporary setup for audio while we are waiting on the programming to be completed.
- **Replacement Patron Computers**
Work is progressing on replacing patron computers. We currently have 5 new machines installed in the Computer Lab with the remainder of the machines scheduled to be replaced over the summer.
- **Minecraft Program**
We have been involved in helping get the computers in the lab set up and configured for two Minecraft programs for kids that are taking place in April.
- **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.
- **New Exterior Camera**
The camera has arrived but the mounting brackets are on backorder. We will be arranging the installation of this camera when all the parts arrive.
- **Hybrid Events**
We are exploring a simpler way of offering hybrid events for patrons. We are presently using a homegrown technology solution which is not the easiest thing to set up and manage. We're exploring easier ways of being able to conduct these programs in the future.

MakerSpace Report

Ted Gray, MakerSpace Manager

- We are working on setting up 3D printing on demand. Unfortunately the process was slowed down a bit because of a problem with the first 3D printer we purchased. We got our replacement printer at the end of the month and we've started to get it set up. It should be ready to go by early April.
- Zach is working on his second MakerSpace instructional video. It should be done soon.
- The display shelves outside of the MakerSpace have been cleaned, updated, and improved.
- A patron is working on a science project with a bunch of students and is making notebooks for the instructions. The notebooks had a square indentation. We measured it perfectly and cut out a wooden piece with a logo/image. It fits perfectly and looks great!



- Patron used our vinyl cutter to create custom notebooks for a birthday party. This is an example of using two different colors on each notebook.



- A patron made this jigsaw puzzle by using their kid's class picture. They gave it to the teacher of the class who is in her first year of teaching.



- Our MakerSpace Assistant Kerstin has figured out how to use the embroidery machine to create small little plushies! Small dust sprites from the film “Spirited Away” and a cute kitty!



- Two laser engraver projects from a patron done the same day. The first is a black stone plate. They took an old greeting card and we scanned the message and engraved it on the plate. The wooden serving plate is a family tree. Our patron took the time to paint all of the leaves on the tree. It looks amazing.



- We still seem to be growing each month. We were shocked that March was our second busiest month ever with **900** on our tally sheet.
- Our expanded evening hours are going well. This has also helped to contribute to our numbers. In March, we had 47 visitors over 16 evenings in our 6pm-8pm time slot. That's an average of about 3 visitors per evening. We've also noticed a trend that almost never do our patrons cancel their 6pm appointments. While we haven't been super busy during the evening hours we think the hours are appreciated by our patrons.

Patron Services Report

Stephanie Keough, Head of Patron Services

- Claudette, Elizabeth, and Ryan P attended virtual First Amendment Audit training through RAILS.
- Stephanie & Lance attended the virtual Chicago-land Circ Managers meeting.
- The new automatic door into the PS workroom takes some of the labor out of pushing a full cart or bin.
- Ran the annual patron purge report and purged 900 patrons as well as \$482.11 from 16 patron accounts.

Support Services Report

Pam Skittino, Head of Support Services

- Pam attended the IUG (Innovative Users Group) conference in Detroit, Michigan and co-presented "Exploring Aspen Discovery" with Alex Vancina and Tim Mayse-Lellig from Helen Plum Public Library.
- Discover Books closed - they handled discarded materials that couldn't be used by the Friends. Pam and Tom are actively seeking another company.

Youth Services Report

Melissa Stoeger, Assistant Director of Adult & Youth Services

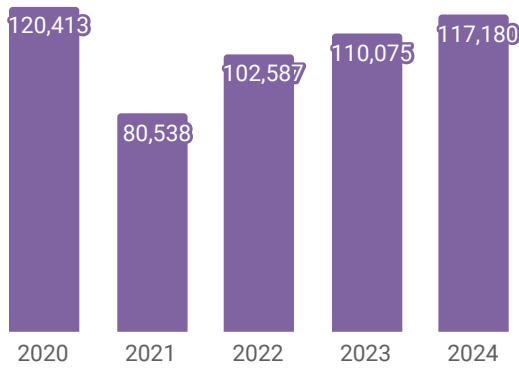
- The booths in Teen were reupholstered and are a much better match with the new vibrant colors in the space.
- Emily completed First Aid and AED safety training.
- Kary received emails from two parents of our Creative Clubhouse attendees.
 - “Thank you for all your efforts into the classes, and caring and patience you show the kids and community. We appreciate you and your hard work!”
 - He is having such a great time in creative clubhouse! Thank you for always expanding his horizons!”
- We had 61 attendees for our Solar Eclipse party. We gave out eclipse glasses to all the attendees. One of our staff member’s son attended the party and couldn’t stop talking about it.
- Our Percy Jackson Escape Room had a total of 37 attendees.
- With funding from the Friends of the Library, we are offering a series of programs from the Kohl’s Children’s Museum. This month we offered two in this series, a program on Vibrations and H2O Art. We had 19 and 40 attend these programs.
- 1,064 patron questions
- 13 Personalized Picks
- 41 in-person programs with 892 attendees
- 4 Passive programs with 54 participation
- 7 Outreach events with 281 attendees
- We are preparing for Summer Reading!
- We are pulling out popular non-fiction series for easier access

Deerfield Public Library

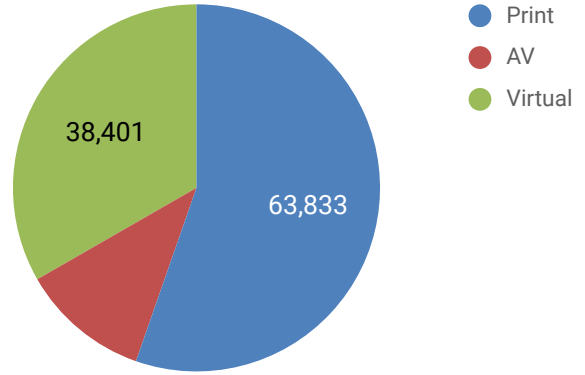
March 2024 Statistics

25

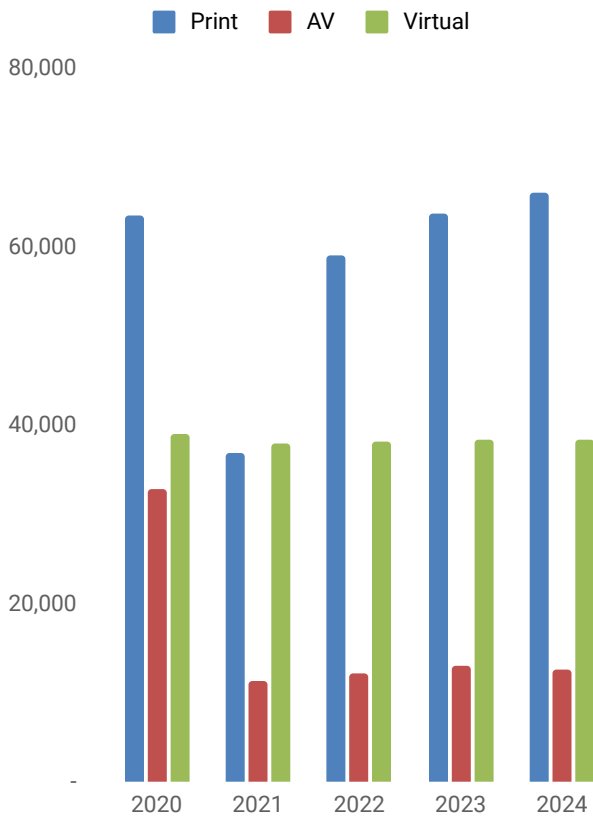
Total Circulation YTD



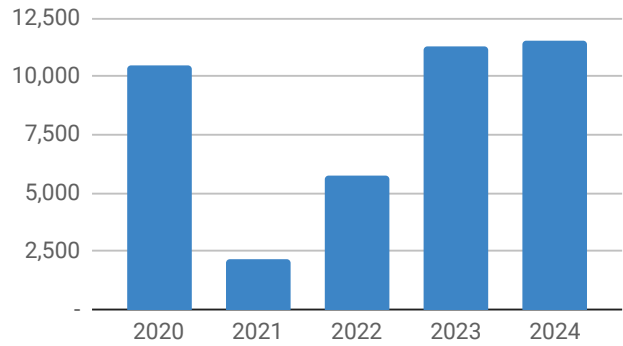
Circulation by Type YTD



Circ Trends by Type YTD



Questions Answered YTD

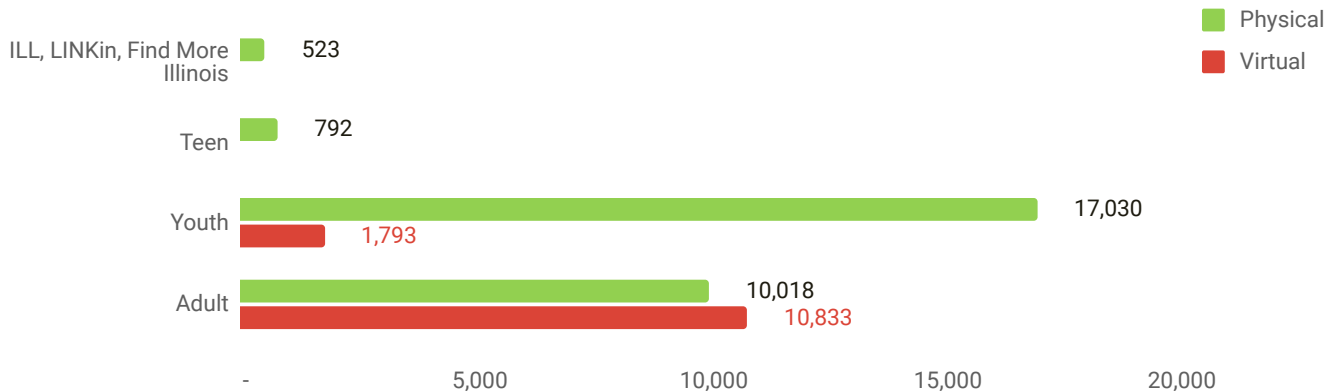


Resident Library Cards



Valid Cards 11,372
Added this month 80

Circulation by Collection



Deerfield Public Library

March 2024 Statistics

26

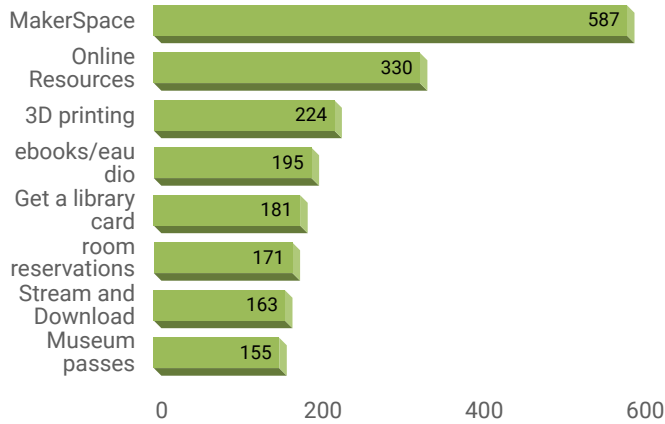
*Statistics for asynchronous program viewings on YouTube, Twitch, and TikTok are not included in this attendance count

Program Attendance*

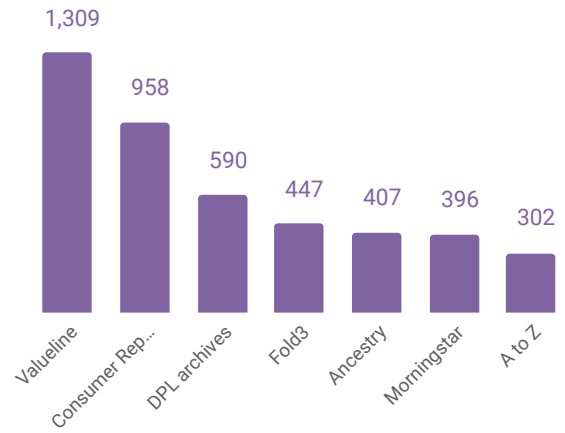
Passive Active



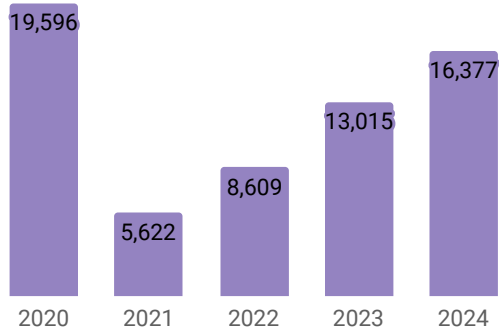
Most Popular Webpages



Most popular databases - February



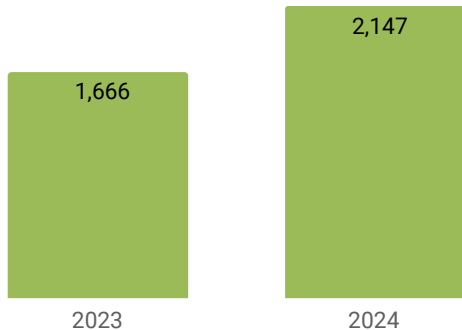
Monthly Library Visits



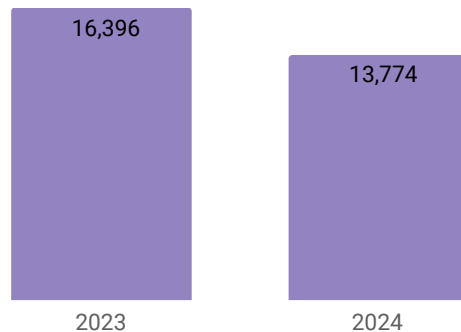
Total Door Count



Public Computer Sessions YTD



Wireless Sessions YTD





MAR 2024 SOCIAL



15+
followers



33+
subscribers



16+
followers



4,017
accts reached



14,429
views



2,369
video & live views



245
accts engaged



148,680
impressions



56
accts engaged

Top Posts



5,177 views, 162 engaged

Top Posts



484 views, 1 watch hour

Top Posts



303 views, 14 engaged



1,182 views, 92 engaged



427 views, 2.1 watch hours



294 views, 12 engaged

DPL Strategic Plan Update



April 2024

ACCOMPLISHMENTS

On which goals and strategies have you made tangible progress?



Goal 1

Refresh the library's building interior to attract new patrons, expand opportunity to use the library space, and most effectively use available physical space.

- Created a new, welcoming front desk and fresh fireplace seating space
- We have new, updated seating in our lower level by the study rooms and in the Quiet Room.
- Refreshed all of the study rooms with new paint, sound proofing, and new chairs.
- We repainted Youth Services and the Teen space with more vibrant, child-friendly colors and added new, colorful carpet tiles. We replaced furniture in the Preschool Pavilion and refreshed the booths in the Teen space. A new gaming table was added to the Teen space, as well as additional shelving to accommodate a growing collection and allow for better display of new materials.
- A new shelving system was added to the Library of Things to provide better access to items.
- We replaced worn furniture in the fireplace area and reupholstered the seating in the cafe for a fresh look.
- Ordered new displays for the Adult collections.
- Expanded the hours of operation of the MakerSpace.



Goal 2

Strengthen targeted marketing and communications efforts that build upon the community's existing awareness of what the library has to offer.

- Communications Manager has developed a new DPL style guide for staff to use to provide a cohesive look to our materials and strengthen brand recognition within the community.



Goal 3

Optimize library offerings to increase their accessibility and efficacy within the lives of patrons.

- We are increasing the items in the Library of Things collection and have added an Accessibility section, which includes Memory Kits, adaptive technology, and games in braille.
- We added Aspen Discovery to the library's catalog to help ease searching for our community.
- We increased our budget for ebooks and e-audiobooks, in order to meet the increase in demand and reduce the wait time on popular titles.
- Adult Services introduced a year long program called Deerfield Votes: Last Book Standing and Deerfield Votes: Last Movie Standing.
- In the Preschool Pavilion we put in new furniture that is more child-friendly, and allows for grown-ups to sit comfortably with children and read. We also added a light table as another opportunity for children to play and learn. In response to the popularity of our storytimes, we increased the number of sessions offered, and moved to a ticketed system (instead of advanced registration) to address patron dissatisfaction over access.
- We increased our services to homebound patrons, added a Memory Cafe for adults with dementia and their caregivers, and continue to offer regular programming for adults with disabilities.
- We hosted family friendly programs such as the first ever Haunted Library, Gingerbread Houses, and a number of music programs. In addition, we relaxed the age limits for storytimes, encouraging more participation.



Goal 4

Expand internal capacity to continually improve library services for the Deerfield community.

- Managers and assistant managers completed safety, CPR and first aid training in March 2024.
- Adult Services and Youth Services staff have been cross-trained in order to allow for continued service in the event of a staffing emergency.
- All Adult and Youth Services staff have set continuing education requirements, including safety training.
- We created a full time Inclusion Coordinator position to improve library accessibility and coordinate library services to underserved adult populations in Deerfield, especially Deerfield patrons who are homebound, senior citizens, and persons with disabilities.
- We added additional part-time employees in Youth Services to help meet the increased demand for storytimes and other programming.
- Youth Services, Adult Services and the MakerSpace collaborated on an all ages, after hours Haunted Library which resulted in over 200 attendees.



IN PROGRESS

What actions are your team taking that are currently in progress?



- The AV in the Meeting Rooms is being updated in the next month.
- Staff are investigating ways to improve staff work spaces.
- Communications and Patron Services staff are working to develop “Welcome Packets” for new DPL card holders, further strengthening our Library’s marketing and communications efforts.

WHAT’S NEXT

What actions do you plan to take during the next six months to support the goals and strategies in the strategic plan?

- Work with MakerSpace staff to create guides for equipment in the MakerSpace.

WHAT REQUIRES ADDITIONAL RESOURCES?

Which strategies require additional resources, staff capacity, or other support to accomplish?
What is your timeline, if known?



Training

We will provide safety and AED training to all of our PICs in the next six months.

In order for staff to better understand the Library's purchasing policies, we will provide training for all purchasers in the next two months.



Development

In the next six months, MakerSpace staff will work with Communications staff to develop instructional videos.

In the next six months, we will improve the staff desk in the MakerSpace.



To: Board of Trustees
Re: Non-Resident Fee Card Participation
Date: April 17, 2024

Annually, the DPL Board of Trustees opts to participate in the Illinois State Library Non-Resident Fee Card Program. The Secretary of State's office defines a non-resident as "a person who resides outside the taxing area of a public library" [23 Ill. Adm. Code 3030.10] (www.cyberdriveillinois.com/departments/library/libraries/nonresident.html)" This program allows those residents not served by a library AND attend Deerfield schools to purchase a library card. The calculation is based on equalized assessed value (EAV).

Deerfield Library uses a formula calculated in the Administrative Code to determine the cost for a library card. In 2023, we sold 47 fee cards. Offering Non-Resident Library Cards helps us be responsive to the needs of our extended community.

The Board needs to make a motion to continue to participate in this program.

For more information, please see:

RAILS Non Resident Card Participation

<https://railslibraries.org/unserved>

Secretary of State, Illinois State Library

<http://www.cyberdriveillinois.com/departments/library/libraries/nonresident.html>



Deerfield Public Library Board Resolution

April 17, 2024

RESOLUTION

NON-RESIDENT FEE CARDS

Whereas the mission of the Deerfield Public Library is to provide our community with open access to the world of information and ideas, encouraging lifelong learning and personal growth in a welcoming environment, and

Whereas the Deerfield Public Library Board of Trustees interprets “community” broadly, and

Whereas the residents of nearby unincorporated areas wish to access library services, and

Whereas the Deerfield Public Library Board of Trustees wishes to provide non-residents access to the library services provided by Deerfield Public Library, as allowed by Illinois law,

Now, therefore, the Deerfield Public Library Board of Trustees hereby resolves that

Local non-residents, who live in un-served areas, may purchase library series for a fee equitable to that paid in taxes by residents of the Village of Deerfield, using the tax-formula basis, as allowed by Illinois law, and

The Reaching Across Illinois Libraries System (RAILS) will be notified of the same.

The Trustees further resolve to review this decision annually.

Be it resolved that the Effective Date of this resolution shall be May 1, 2024 and shall be in force and effective on this day.

I, Ken Abosch, Secretary of the Board of Trustees of the Deerfield Public Library, do certify that the foregoing resolution was duly passed and adopted by the Board of Trustees of the Deerfield Public Library at the regular meeting held on April 17, 2024 at 6:30 p.m.

Board Secretary _____
Ken Abosch

Board President _____
Luisa Ellenbogen

Board Treasurer _____
Seth Schriftman