

**DEERFIELD PUBLIC LIBRARY BOARD OF TRUSTEES  
MEETING AGENDA  
920 Waukegan Road, Deerfield, IL, Board Room  
Wednesday, June 17, 2026, 6:30 PM**

1. ROLL CALL & CALL TO ORDER
  - A. Swearing in of Newly Appointed Board Member
  - B. Signing of Oath of Office
2. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD & CORRESPONDENCE
3. APPROVAL OF MINUTES
  - A. May 20, 2026 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. Director Goals (ACTION)
6. OLD BUSINESS
  - A. Family Days Parade (DISCUSSION)
  - B. Library HVAC Project Update (DISCUSSION)
7. NEW BUSINESS
  - A. Motion from Executive Session (ACTION)
8. OTHER
9. 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
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 2026 Library Board Meetings: July 15, August 19, September 16

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

The Deerfield Public Library is subject to the requirements of the Americans with Disabilities Act. Any person needing accommodation for a disability in order to attend a meeting at the Library should contact the Library Director by email at [amy@deerfieldlibrary.org](mailto:amy@deerfieldlibrary.org).

**DEERFIELD PUBLIC LIBRARY BOARD OF TRUSTEES**  
**REGULAR MEETING MINUTES**  
**May 20, 2026**

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: President - Luisa Ellenbogen, Ken Abosch - Secretary, Seth Schriftman - Treasurer, Stephanie Brand, Josh Charlson, and Emily Fry.

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

A. Election of New Officers

Ms. Luisa Ellenbogen asked for the election of new officers beginning with the President.

Ms. Ellenbogen had submitted her name for nomination as President.

MOTION: Mr. Seth Schriftman made a motion that the Board suspend Article IV, Section IX of the Bylaws of the Deerfield Public Library Board of Trustees in order to nominate Luisa Ellenbogen for another term as President. Mr. Josh Charlson seconded the motion.

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

The motion was approved.

MOTION: Mr. Schriftman made a motion to elect Ms. Ellenbogen as President, seconded by Mr. Ken Abosch.

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

The motion was approved.

Mr. Abosch had submitted his name for nomination as Secretary.

MOTION: Mr. Schriftman made a motion to elect Mr. Abosch to serve as Secretary, seconded by Ms. Emily Fry.

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

The motion was approved.

Mr. Schriftman had submitted his name for nomination as Treasurer.

MOTION: Mr. Abosch made a motion to elect Mr. Schriftman as Treasurer, seconded by Mr. Charlson.

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

The motion was approved.

B. Appointments to Board Committees

Ms. Ellenbogen discussed the List of Board of Trustees Committees.

Deerfield Public Library							
List of Board of Trustee Committees							
As of 5/20/2026							
			Building	Finance	Policy	Memorials	Human Relations
Board Officers:							
President	Luisa	Ellenbogen	X	X	X	X	X
Secretary	Ken	Abosch		X			Chair
Treasurer	Seth	Schriftman	Chair	Chair			X
Board Members:							
	Stephanie	Brand			Chair	X	
	Josh	Charlson	X	X	X		
	Emily	Fry			X	Chair	
	Susan	Jans Blumenfeld	X			X	

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

None.

## 3. APPROVAL OF MINUTES

### A. April 30, 2026 Regular Meeting (ACTION)

MOTION: Mr. Abosch made a motion to approve the April 30, 2026 Regular Meeting minutes as corrected, seconded by Mr. Schriftman.

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

The motion was approved.

### B. April 30, 2026 Executive Session (ACTION)

MOTION: Mr. Schriftman made a motion to approve the April 30, 2026 Executive Session minutes, seconded by Mr. Charlson.

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

The motion was approved.

### C. May 13, 2026 Special Meeting (ACTION)

MOTION: Mr. Abosch made a motion to approve the May 13, 2026 Special Meeting minutes, seconded by Mr. Charlson.

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

The motion was approved.

### D. May 13, 2026 Executive Session (ACTION)

MOTION: Mr. Schriftman made a motion to approve the May 13, 2026 Executive Session minutes as corrected, seconded by Ms. Fry.

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

The motion was approved.

## 4. TREASURER REPORT

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

Mr. Schriftman presented the April Financials.

MOTION: Mr. Charlson made a motion to approve the April Financials, seconded by Ms. Fry.

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

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 April, which included:

AP Checks 15318-15355 + 23 ACHs, WinTrust	\$ <u>78,894.66</u>
The total amount presented for approval	\$ 78,894.66

MOTION: Mr. Charlson made a motion to approve the list of checks and payments for approval, seconded by Ms. Fry.

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

The motion was approved.

5. LIBRARY DIRECTOR'S REPORT

A. Director Goals

Ms. Amy Falasz-Peterson provided an update on the Director's report. She requested that board members send her t-shirt size and quantity requests for the July 4 parade. She invited the board to the Summer Reading Kick Off Party on Saturday, June 6 at 10 am. The Library is contributing a scrapbook to the America250 Village time capsule, which will be buried on July 10, 2026.

The Board shared feedback regarding the proposed Director Goals. Ms. Falasz-Peterson will provide an updated version of the goals for board approval at the June 17, 2026 meeting.

6. OLD BUSINESS

A. Library HVAC Project Update (DISCUSSION)

Ms. DeCorrevont provided an update on the Library's HVAC project. Subcontractors are completing final walkthroughs this week. The HVAC project will be up for board approval in June.

7. NEW BUSINESS

None.

8. OTHER

None.

9. ADJOURNMENT

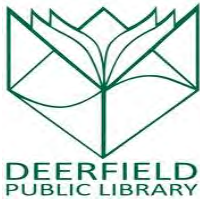
MOTION: At 7:47 p.m., Mr. Schriftman made a motion to adjourn the meeting, seconded by Ms. Fry.

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

The motion was approved.

---

Ken Abosch, Secretary

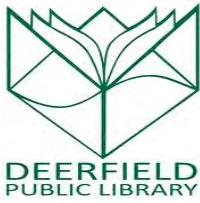


# Deerfield Public Library

## Balance Sheet DPL 2026

As of May 31, 2026

	TOTAL
<b>Assets</b>	
<b>Current Assets</b>	
<b>Bank Accounts</b>	
11000 Cash and Investments - General	\$0.00
11100 General Operating - WinTrust	525,245.60
11200 Payroll - WinTrust	179,506.54
11300 E-Pay - WinTrust	33,477.65
11400 Deposits - Bank Financial	57,520.63
11500 Petty Cash - Bank Financial	1,705.14
11600 Max-Safe Wintrust	2,549,033.61
11900 Petty Cash	400.00
<b>Total for 11000 Cash and Investments - General</b>	<b>\$3,346,889.17</b>
14100 PMA Financial Services	
10-1410 PMA Reserve Fund	1,463,595.15
<b>Total for 14100 PMA Financial Services</b>	<b>\$1,463,595.15</b>
<b>Total for Bank Accounts</b>	<b>\$4,810,484.32</b>
<b>Other Current Assets</b>	
15100 Property Taxes Receivable	4,607,500.00
<b>Total for Other Current Assets</b>	<b>\$4,607,500.00</b>
<b>Total for Current Assets</b>	<b>\$9,417,984.32</b>
<b>Fixed Assets</b>	
<b>19000 Capital Assets</b>	
19050 Capital Assets -Not Depreciated	
19100 Land	65,493.00
<b>Total for 19050 Capital Assets -Not Depreciated</b>	<b>\$65,493.00</b>
19200 Capital Assets - To Depreciate	
19210 Building	13,197,410.12
19300 Equipment	
19301 Equip - Phone System	33,636.00
19302 Equip - Automation System	309,361.00
19303 Equip - RFID	433,659.00
19304 Equip - Vehicle	23,432.00
19310 Furniture	883,919.00
<b>Total for 19300 Equipment</b>	<b>\$1,684,007.00</b>
<b>Total for 19200 Capital Assets - To Depreciate</b>	<b>\$14,881,417.12</b>
19220 Accumulated Depreciation	-6,738,472.00
<b>Total for 19000 Capital Assets</b>	<b>\$8,208,438.12</b>
<b>Total for Fixed Assets</b>	<b>\$8,208,438.12</b>

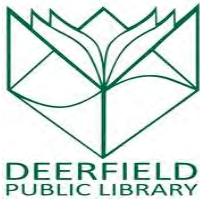


# Deerfield Public Library

## Balance Sheet DPL 2026

As of May 31, 2026

	TOTAL
<hr/>	
Other Assets	
15110 Deferred Outflows of Resources	1,369,971.74
15120 Deferred Outflows of Resources - OPEB	280,991.00
<b>Total for Other Assets</b>	<b>\$1,650,962.74</b>
<b>Total for Assets</b>	<b>\$19,277,385.18</b>
<hr/>	
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable	
21000 Accounts Payable	404,748.03
<b>Total for Accounts Payable</b>	<b>\$404,748.03</b>
Other Current Liabilities	
22000 Payroll Liabilities	\$0.40
22100 Salaries Payable	93,828.00
22300 Withholdings	<b>-\$27,472.83</b>
<b>Total for 22000 Payroll Liabilities</b>	<b>\$66,355.57</b>
25000 Deferred Inflows of Resources	\$50,472.44
25100 Deferred Property Taxes	4,607,500.00
<b>Total for 25000 Deferred Inflows of Resources</b>	<b>\$4,657,972.44</b>
25110 Unearned Property Taxes	683,950.00
25500 Deferred Inflows of Resources - OPEB	190,039.00
26300 Net Pension liability	1,655,529.00
<b>Total for Other Current Liabilities</b>	<b>\$7,253,846.01</b>
<b>Total for Current Liabilities</b>	<b>\$7,658,594.04</b>
Long-term Liabilities	
25300 Change in Due to Village	455,000.00
26000 Noncurrent Liabilities	
26009 Compensated Absences	94,591.00
26100 Other Postemployment Benefits	572,518.00
26200 Due to Village - Long Term Debt	3,164,849.74
<b>Total for 26000 Noncurrent Liabilities</b>	<b>\$3,831,958.74</b>
<b>Total for Long-term Liabilities</b>	<b>\$4,286,958.74</b>
<b>Total for Liabilities</b>	<b>\$11,945,552.78</b>
Equity	
31000 Opening Bal Equity	-683,950.00
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	-125,988.90



# Deerfield Public Library

## Balance Sheet DPL 2026

As of May 31, 2026

	TOTAL
33000 Investment in Capital Assets	\$9,205,858.12
33050 Debt Related to Capital Assets	-4,218,449.74
<b>Total for 33000 Investment in Capital Assets</b>	<b>\$4,987,408.38</b>
32000 Fund Balance, Beginning	2,235,760.52
Net Income	-1,541,057.35
<b>Total for Equity</b>	<b>\$7,331,832.40</b>
<b>Total for Liabilities and Equity</b>	<b>\$19,277,385.18</b>



# Deerfield Public Library

## Budget vs. Actuals: Budget 2026 - FY26 P&L

January - May, 2026

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Income</b>				
41000 Taxes				
41100 Property Tax	861,319.69	5,079,900.00	-4,218,580.31	16.96 %
41200 Replacement Tax	26,958.88	55,000.00	-28,041.12	49.02 %
60-4110 Property Taxes - Debt Service 2021		690,450.00	-690,450.00	
<b>Total 41000 Taxes</b>	<b>888,278.57</b>	<b>5,825,350.00</b>	<b>-4,937,071.43</b>	<b>15.25 %</b>
42000 Fees & Fines				
42100 Material Fees	4,057.30	5,500.00	-1,442.70	73.77 %
42200 Non-Resident Fees	3,190.71	6,000.00	-2,809.29	53.18 %
42300 Printing/Copying Fees	3,043.92	4,500.00	-1,456.08	67.64 %
<b>Total 42000 Fees &amp; Fines</b>	<b>10,291.93</b>	<b>16,000.00</b>	<b>-5,708.07</b>	<b>64.32 %</b>
43000 Investment Income				
43100 Interest - General	51,074.11	70,000.00	-18,925.89	72.96 %
43200 Interest - Reserve	75,131.65	25,000.00	50,131.65	300.53 %
<b>Total 43000 Investment Income</b>	<b>126,205.76</b>	<b>95,000.00</b>	<b>31,205.76</b>	<b>132.85 %</b>
44000 Grants				
44100 State Grant				
44150 Per Capita Grant		25,000.00	-25,000.00	
<b>Total 44100 State Grant</b>		<b>25,000.00</b>	<b>-25,000.00</b>	
<b>Total 44000 Grants</b>		<b>25,000.00</b>	<b>-25,000.00</b>	
45000 Gifts and Contributions				
45100 General Donations	414.75	500.00	-85.25	82.95 %
45500 Friends Contributions	870.00	10,000.00	-9,130.00	8.70 %
<b>Total 45100 General Donations</b>	<b>1,284.75</b>	<b>10,500.00</b>	<b>-9,215.25</b>	<b>12.24 %</b>
<b>Total 45000 Gifts and Contributions</b>	<b>1,284.75</b>	<b>10,500.00</b>	<b>-9,215.25</b>	<b>12.24 %</b>
49000 Miscellaneous Revenue				
49009 Miscellaneous	2,819.88	1,000.00	1,819.88	281.99 %
49065 Sale of Surplus Materials	85.86	500.00	-414.14	17.17 %
<b>Total 49000 Miscellaneous Revenue</b>	<b>2,905.74</b>	<b>1,500.00</b>	<b>1,405.74</b>	<b>193.72 %</b>
<b>Total Income</b>	<b>\$1,028,966.75</b>	<b>\$5,973,350.00</b>	<b>\$ -4,944,383.25</b>	<b>17.23 %</b>
<b>GROSS PROFIT</b>	<b>\$1,028,966.75</b>	<b>\$5,973,350.00</b>	<b>\$ -4,944,383.25</b>	<b>17.23 %</b>
<b>Expenses</b>				
50000 General Expenses				
51000 Personnel Expenses				
51100 Salaries	1,187,919.96	3,096,720.00	-1,908,800.04	38.36 %
51200 FICA	87,720.80	236,899.00	-149,178.20	37.03 %
51300 Health/Misc Benefits	162,307.15	471,979.00	-309,671.85	34.39 %
51400 Pension Contribution	89,302.24	227,052.00	-137,749.76	39.33 %
51500 Other Benefits	5,363.84	10,000.00	-4,636.16	53.64 %



# Deerfield Public Library

## Budget vs. Actuals: Budget 2026 - FY26 P&L

January - May, 2026

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
51600 Staff Enrichment	2,733.46	5,000.00	-2,266.54	54.67 %
<b>Total 51000 Personnel Expenses</b>	<b>1,535,347.45</b>	<b>4,047,650.00</b>	<b>-2,512,302.55</b>	<b>37.93 %</b>
52000 Facility Expenses				
52100 Interior Facility Maintenance	25,816.32	60,000.00	-34,183.68	43.03 %
52200 Facility Equipment Maintenance	9,807.60	100,000.00	-90,192.40	9.81 %
52300 Exterior Building Maintenance	8,494.69	28,000.00	-19,505.31	30.34 %
52400 Utilities				
52410 Water	1,496.43	4,000.00	-2,503.57	37.41 %
52430 Telephone - Voice	6,212.37	20,000.00	-13,787.63	31.06 %
52440 Data Lines	5,158.60	15,000.00	-9,841.40	34.39 %
<b>Total 52400 Utilities</b>	<b>12,867.40</b>	<b>39,000.00</b>	<b>-26,132.60</b>	<b>32.99 %</b>
52500 Minor Furnishings & Equipment	2,519.73	20,000.00	-17,480.27	12.60 %
<b>Total 52000 Facility Expenses</b>	<b>59,505.74</b>	<b>247,000.00</b>	<b>-187,494.26</b>	<b>24.09 %</b>
53000 Library Materials				
53100 Periodicals	7,018.86	17,000.00	-9,981.14	41.29 %
53200 Adult Materials-Books				
53221 Books - Adult Non-Fiction	13,821.01	40,000.00	-26,178.99	34.55 %
53222 Books-Adult Fiction	20,027.14	52,000.00	-31,972.86	38.51 %
<b>Total 53200 Adult Materials-Books</b>	<b>33,848.15</b>	<b>92,000.00</b>	<b>-58,151.85</b>	<b>36.79 %</b>
53300 Audio Visual Materials				
53320 Audio Visual - Adult	17,499.34	54,000.00	-36,500.66	32.41 %
53340 Audio Visual - Youth	3,495.58	9,000.00	-5,504.42	38.84 %
<b>Total 53300 Audio Visual Materials</b>	<b>20,994.92</b>	<b>63,000.00</b>	<b>-42,005.08</b>	<b>33.33 %</b>
53400 Youth Materials-Books				
53241 Books - Youth & Teens	18,881.25	65,000.00	-46,118.75	29.05 %
53550 Literacy Support - Youth	359.57	2,000.00	-1,640.43	17.98 %
<b>Total 53400 Youth Materials-Books</b>	<b>19,240.82</b>	<b>67,000.00</b>	<b>-47,759.18</b>	<b>28.72 %</b>
53501 Electronic Resources				
53500 E-Resources	151,466.57	325,000.00	-173,533.43	46.61 %
<b>Total 53501 Electronic Resources</b>	<b>151,466.57</b>	<b>325,000.00</b>	<b>-173,533.43</b>	<b>46.61 %</b>
53600 Non-Traditional Resources	1,507.53	11,000.00	-9,492.47	13.70 %
<b>Total 53000 Library Materials</b>	<b>234,076.85</b>	<b>575,000.00</b>	<b>-340,923.15</b>	<b>40.71 %</b>
54000 Library Programs				
54100 Admin Programs	1,213.57	5,000.00	-3,786.43	24.27 %
54150 Outreach Programs	366.72	4,000.00	-3,633.28	9.17 %
54210 Adult Programs	16,187.81	28,000.00	-11,812.19	57.81 %
54400 Youth Programs	14,555.92	28,000.00	-13,444.08	51.99 %
54500 MakerSpace Programs	1,281.75	3,000.00	-1,718.25	42.73 %
<b>Total 54000 Library Programs</b>	<b>33,605.77</b>	<b>68,000.00</b>	<b>-34,394.23</b>	<b>49.42 %</b>



# Deerfield Public Library

## Budget vs. Actuals: Budget 2026 - FY26 P&L

January - May, 2026

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
55000 Technology				
55350 Software & Licenses	196,842.54	220,000.00	-23,157.46	89.47 %
55360 IT Support	31,487.56	125,000.00	-93,512.44	25.19 %
55400 New Projects/equip				
56440 IT Equipment	2,697.07	45,000.00	-42,302.93	5.99 %
<b>Total 55400 New Projects/equip</b>	<b>2,697.07</b>	<b>45,000.00</b>	<b>-42,302.93</b>	<b>5.99 %</b>
55440 MakerSpace Equipment	5,905.17	10,000.00	-4,094.83	59.05 %
<b>Total 55000 Technology</b>	<b>236,932.34</b>	<b>400,000.00</b>	<b>-163,067.66</b>	<b>59.23 %</b>
56000 Professional/Contractual Svcs				
56009 Other Office Support	3,515.05	9,000.00	-5,484.95	39.06 %
56100 Insurance		48,000.00	-48,000.00	
56200 Postage	3,663.02	8,000.00	-4,336.98	45.79 %
56300 Professional Printing Services	9,948.88	20,000.00	-10,051.12	49.74 %
56500 Professional Admin Services	11,875.00	25,000.00	-13,125.00	47.50 %
56550 Cataloging Service		19,250.00	-19,250.00	
56555 Professional Outreach Services	599.03	5,000.00	-4,400.97	11.98 %
<b>Total 56500 Professional Admin Services</b>	<b>12,474.03</b>	<b>49,250.00</b>	<b>-36,775.97</b>	<b>25.33 %</b>
56700 Travel for Library Services	151.15	500.00	-348.85	30.23 %
<b>Total 56000 Professional/Contractual Svcs</b>	<b>29,752.13</b>	<b>134,750.00</b>	<b>-104,997.87</b>	<b>22.08 %</b>
56400 Supplies				
56410 General Operating Supplies	3,070.67	14,500.00	-11,429.33	21.18 %
56420 Processing Supplies	7,489.85	25,000.00	-17,510.15	29.96 %
<b>Total 56400 Supplies</b>	<b>10,560.52</b>	<b>39,500.00</b>	<b>-28,939.48</b>	<b>26.74 %</b>
57000 Training/Development Expenses				
56600 Dues & Memberships	2,156.00	9,000.00	-6,844.00	23.96 %
57100 Training & Education	15,277.00	30,000.00	-14,723.00	50.92 %
57200 Training Travel	68.29	7,000.00	-6,931.71	0.98 %
<b>Total 57000 Training/Development Expenses</b>	<b>17,501.29</b>	<b>46,000.00</b>	<b>-28,498.71</b>	<b>38.05 %</b>
<b>Total 50000 General Expenses</b>	<b>2,157,282.09</b>	<b>5,557,900.00</b>	<b>-3,400,617.91</b>	<b>38.81 %</b>
61000 Capital Expenses				
61100 Facility Improvements	310,913.64	1,850,000.00	-1,539,086.36	16.81 %
<b>Total 61000 Capital Expenses</b>	<b>310,913.64</b>	<b>1,850,000.00</b>	<b>-1,539,086.36</b>	<b>16.81 %</b>
70000 Debt Service				
60-7010 Debt Service 2021 Interest (Payments)	80,225.00	160,450.00	-80,225.00	50.00 %
60-7020 Debt Service 2021 Principal (Payments)		530,000.00	-530,000.00	
<b>Total 70000 Debt Service</b>	<b>80,225.00</b>	<b>690,450.00</b>	<b>-610,225.00</b>	<b>11.62 %</b>
<b>Total Expenses</b>	<b>\$2,548,420.73</b>	<b>\$8,098,350.00</b>	<b>\$ -5,549,929.27</b>	<b>31.47 %</b>
<b>NET OPERATING INCOME</b>	<b>\$ -1,519,453.98</b>	<b>\$ -2,125,000.00</b>	<b>\$605,546.02</b>	<b>71.50 %</b>



# Deerfield Public Library

## Budget vs. Actuals: Budget 2026 - FY26 P&L

January - May, 2026

---

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
NET INCOME	\$ -1,519,453.98	\$ -2,125,000.00	\$605,546.02	71.50 %

---

---



# Master Total Portfolio Report

Report as of 5/31/2026

PTMA Financial Solutions  
 2135 City Gate Lane  
 7th Floor  
 Naperville, IL 60563  
 Phone: 630-657-6400  
 Fax: 630-718-8701

## Deerfield Public Library (80226-0102 - Reserve Fund)

Type	Holding ID	Settle Date	Maturity	FDIC #	Instrument	Cost	Par-Val/Mat. Val	Rate
ISC		05/31/2026			ISC Balance	\$4,998.52	\$4,998.52	
CD	CD-1384770-1	07/31/2025	07/31/2026	58626	GBank	\$240,100.00	\$249,879.27	4.073
CD	CD-1385269-1	08/11/2025	08/11/2026	19899	KS StateBank	\$240,100.00	\$249,852.86	4.062
CD	CD-1386381-1	08/25/2025	08/24/2026	29147	NorthEast Community Bank	\$170,000.00	\$176,728.81	3.969
CD	CD-1400730-1	04/09/2026	04/09/2027	3661	Union National Bank and Trust Company of Elgin	\$230,000.00	\$238,788.30	3.821
CD	CD-1403583-1	05/19/2026	05/18/2028	33686	Bank Hapoalim B.M.	\$137,200.00	\$148,176.00	4.000
CD	CD-1403584-1	05/19/2026	05/18/2028	57512	Western Alliance Bank	\$231,400.00	\$249,911.87	4.000
CD	CD-1403585-1	05/19/2026	05/18/2028	34519	Merrick Bank	\$231,400.00	\$249,911.83	4.000
					<b>Sub Totals →</b>	<b>\$1,485,198.52</b>	<b>\$1,568,247.46</b>	
					<b>Totals →</b>	<b>\$1,485,198.52</b>	<b>\$1,568,247.46</b>	

**Time and Dollar Weighted Average Portfolio Yield:** 3.98%

**Weighted Average Portfolio Maturity:** 376.31 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	99.68	\$1,563,248.94	Certificate of Deposit
ISC	0.32	\$4,998.52	ISC Account

### Index

**Cost** is comprised of the total amount you paid for the investment (including any fees and commissions) plus any reinvested dividends.

**Rate** is the average monthly yield for pool 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/Shares** is the amount received at maturity for fixed rate investments or the balance at statement date for pool 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" for fixed term investments or the balance at statement date for pool investments.

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

**PAYMENT DETAILS  
for June 17, 2026 Board Meeting**



SUMMARY		TOTAL
11500 Bank Financial Petty Cash		0.00
11300 WinTrust E Pay		0.00
11100 WinTrust General Operating	Check# 15356-15386 + 22 ACHs	530,966.20
<b>TOTAL Payments to Approve</b>		<b>\$530,966.20</b>

Date	Check#	Vendor	Memo	Amount	Account#	Account Description
<b>11100 WinTrust General Operating -2997</b>				<b>\$530,966.20</b>	<b>TOTAL GENERAL OPERATING</b>	
05/20/2026	15356	Mina Pinson	Hebrew Bilingual Storytime 06/03	150.00	54400	Youth Programs
05/20/2026	15357	Showcases	Audiobook albums and a few sleeves	51.92	56420	Processing Supplies
05/20/2026	15358	James Martin Associates, Inc.	Mulch Installation	2,300.00	52300	Exterior Building Maintenance
05/20/2026	15359	Grace Bono	Tuition Reimbursement 2026 Spring - G.Bono	1,506.75	57100	Training & Education
05/20/2026	15360	J & L LIGHTING LLC	LED Light bulbs for the library (48)	907.20	52100	Interior Facility Maintenance
05/20/2026	15361	Record Information Services	Public Record Website Subscription 2026	575.00	53500	E-Resources
05/20/2026	15362	Thomas Klise/Crimson Multimedia	Video games	185.43	53320	Audio Visual - Adult
05/20/2026	15363	APF Entertainment/Another Pretty Face	SRP Kickoff 06/06 - Airbrush Tattoo Artist & Photobooth	1,125.00	54400	Youth Programs
05/20/2026	15364	Kerstin Vossberg	Tuition Reimbursement for Spring 2026 - K.Vossberg	1,506.75	57100	Training & Education
05/20/2026	15365	News-Sun	26 Weeks Saturday Only start 05/09/26	188.99	53100	Periodicals
05/20/2026	15366	Diverse Foresight, Inc	Bilingual Storytime 06/06	150.00	54400	Youth Programs
05/20/2026	15367	Vogue Printers	Browsing Newsletter	4,820.81	56300	Professional Printing Services
05/20/2026	15368	BBKY, LLC	Outdoor Family Yoga 06/15 & 07/13	500.00	54400	Youth Programs
05/20/2026	15369	Fox Valley Fire & Safety Company, Inc.	Fire Alarm Radio Monitoring Quarterly Lease - 2026 MAY	228.00	52200	Facility Equipment Maintenance
05/20/2026	15370	Tom Walsh	Tuition Reimbursement for Spring 2026 - T. Walsh	1,275.00	57100	Training & Education
05/20/2026	15371	HR Source	Annual Membership Dues (through June 30, 2027)	1,655.00	56500	Professional Admin Services
06/03/2026	15372	Thomson Reuters-West	2026 Subscriptions - IL Court Rules & Procedure: Circuit Court Vol. III + IIIA	1,116.00	53221	Books - Adult Non-Fiction
06/03/2026	15373	Kanopy Inc.	Pay Per Use Program	647.00	53500	E-Resources
06/03/2026	15374	Andertoons LLC	Learn to draw with Professional cartoonist Mark Anderson! June 19: Space Plants	262.50	54400	Youth Programs
06/03/2026	15375	Abigail Frank	Tuition Reimbursement Fall 2025 + Spring 2026	5,250.00	57100	Training & Education
06/03/2026	15376	Library Ideas, LLC	Acquisitions for AV-Youth	274.90	53340	Audio Visual - Youth
06/03/2026	15377	Midwest Tape	Acquisitions for AV, Processing Supplies & Cataloging Service - 2026 MAY	2,781.35	53320-56550	Multiple
06/03/2026	15378	Chase Sachs	Reimbursement for Homebound services 2026 01/28-05/29	47.49	56700	Travel for Library Services
06/03/2026	15379	Midwest Tape	Hoopla Subscription - 2026 MAY	5,032.87	53500	E-Resources
06/03/2026	15380	Complete Cleaning Company, Inc.	Monthly Cleaning Services for Library	2,640.00	52100	Interior Facility Maintenance
06/03/2026	15381	Blythe Martin Productions, Inc	Miss Jamie's Garden Friends music show	450.00	54400	Youth Programs
06/03/2026	15382	RAILS	OverDrive Consortium Fee 7/1/26-6/30-27	7,638.46	53500	E-Resources
06/03/2026	15383	Innovative Interfaces, Inc.	Sierra Success Bundle - 07/01/26-06/30/27 - Year 4 of 5	121,956.81	55350	Software & Licenses
06/03/2026	15384	Today's Business Solutions, Inc.	Annual Support & Maintenance - 06/21/26-06/20/27	2,826.90	55360	IT Support
06/03/2026	15385	HR Source	Public Library Supplemental Report Participant 2026	225.00	56500	Professional Admin Services
06/03/2026	15386	Illinois Library Association	Illinois Libraries Present Season 6	1,900.00	54210	Adult Programs
05/21/2026	ACH052126-1	Otis Elevator Company	Fuel and logistics impact fee for maintenance service contract	175.00	52200	Facility Equipment Maintenance
05/21/2026	ACH052126-2	AT&T 831-001-5315-777	Internet 2026 05/07-06/06	814.58	52440	Data Lines
05/21/2026	ACH052126-3	OverDrive, Inc.	eBooks - 2026 MAY	3,015.91	53500	E-Resources
05/21/2026	ACH052126-4	Cintas Corporation	Replenish bathroom + 1st aid supplies	1,010.03	52100	Interior Facility Maintenance
05/21/2026	ACH052126-5	Clean Art Works, Inc.	Clean Inside & Out of All Library & Offices Windows	1,460.00	52300	Exterior Building Maintenance
05/21/2026	ACH052126-6	AT&T 831-001-5315-569	Phone lines for elevators and areas of rescue 2026 05/07-06/06	264.67	52430	Telephone - Voice

**PAYMENT DETAILS**  
for June 17, 2026 Board Meeting



SUMMARY		TOTAL
11500 Bank Financial Petty Cash		0.00
11300 WinTrust E Pay		0.00
11100 WinTrust General Operating	Check# 15356-15386 + 22 ACHs	530,966.20
<b>TOTAL Payments to Approve</b>		<b>\$530,966.20</b>

Date	Check#	Vendor	Memo	Amount	Account#	Account Description
05/21/2026	ACH052126-7	De Lage Landen Financial Services, Inc.	Monthly Lease (5) Copiers & Printers 2026 MAY	1,088.93	55360	IT Support
05/21/2026	ACH052126-8	Terminix Anderson	Pest Management - 2026 MAY	80.83	52100	Interior Facility Maintenance
05/21/2026	ACH052126-9	FIRST COMMUNICATIONS LLC	Phone service - 2026 MAY	967.70	52430	Telephone - Voice
05/28/2026	ACH052826	Citi Costco Visa	Credit Card purchases - 2026 MAY	2,614.70	20015-20016	Multiple
05/29/2026	ACH052926	Village of Deerfield	Library Debt Service Payment	80,225.00	60-7010	Debt Service Interest
06/01/2026	ACH060126-1	Village of Deerfield	Water & Sewer - Acct#615368	165.93	52410	Water
06/01/2026	ACH060126-2	Village of Deerfield	Water & Sewer - Acct#615365	177.65	52410	Water
06/02/2026	ACH060226	Amazon	Amazon purchases - 2026 MAY	3,651.95	52100-56555	Multiple
06/04/2026	ACH060426	Comcast Business	Internet services 2026 05/16-06/15	217.14	52440	Data Lines
06/04/2026	ACH060426-2	OverDrive, Inc.	eBooks - 2026 MAY	8,989.56	53500	E-Resources
06/04/2026	ACH060426-3	Cintas Corporation	Mats for the Library Monthly Lease for (3) AED Devices	482.21	52100	Interior Facility Maintenance
06/04/2026	ACH060426-4	Culligan Quench	Water Cooler & Keurig Quarterly Rent: 2026 06/01-08/31	287.07	52200	Facility Equipment Maintenance
06/04/2026	ACH060426-5	Johnson Controls Building Solutions, LLC	Staff lounge thermostat repair	234,957.13	52200	Facility Equipment Maintenance
06/04/2026	ACH060426-6	Ingram Library Services LLC	Acquisitions for Books, AV, and Processing Supplies - 2026 MAY	9,450.47	53221-56420	Multiple
06/04/2026	ACH060426-7	Baker Tilly US, LLP	Audit Services - 2025	7,000.00	56500	Professional Admin Services
06/08/2026	ACH061026	FNBO Mastercard	CC Charges 2026 MAY	3,694.61	20001-20014	Multiple

**Amazon Purchases by Department  
for June 17, 2026 Board Meeting**



<u>Department</u>	<u>Account user</u>	<u>G/L Account</u>	<u>Total</u>
Administration	Katerina Schroeder	54150 Outreach Programs	8.92
		56555 Professional Outreach Services	53.15
	Katerina Schroeder Total		62.07
	Lucille Bondad	56410 General Office/Operating Supplies	236.99
	Lucille Bondad Total		236.99
	Martin Ruiz	52100 Interior Facility Maintenance	47.41
		52200 Facility Equipment Maintenance	13.49
		52300 Exterior Building Maintenance	79.89
		56410 General Office/Operating Supplies	188.41
	Martin Ruiz Total		329.20
<b>Administration Total</b>			<b>\$628.26</b>
Adult Services	Anne Jamieson	54210 Adult Programs	17.99
	Anne Jamieson Total		17.99
	Melissa Stoeger	56410 General Office/Operating Supplies	36.98
	Melissa Stoeger Total		36.98
	Sam Rosen	53320 Audio Visual - Adult	11.12
		53600 Library of Things	391.15
	Sam Rosen Total		402.27
	Stevie	53221 Books - Adult Non-Fiction	136.63
		53222 Books - Adult Fiction	275.92
	Stevie Total		412.55
<b>Adult Services Total</b>			<b>\$869.79</b>
IT/MakerSpace	Grace Bono	51600 Staff Enrichment	-31.79
		54210 Adult Programs	22.29
		54500 MakerSpace Programs	120.95
		55440 MakerSpace Equipment	23.01
	Grace Bono Total		134.46
	Kerstin Vossberg	55440 MakerSpace Equipment	15.19
	Kerstin Vossberg Total		15.19
	Stephanie Mided	54500 MakerSpace Programs	78.10
		55440 MakerSpace Equipment	15.99
	Stephanie Mided Total		94.09
	Steve Wuehr	56440 New Projects / IT Equipment	158.64
	Steve Wuehr Total		158.64
	Ted Gray	55440 MakerSpace Equipment	449.74
	Ted Gray Total		449.74
<b>IT/MakerSpace Total</b>			<b>\$852.12</b>

Youth Services	Dylan Grube	54400 Youth Programs	493.93
	Dylan Grube Total		493.93
	Emily Koch	51600 Staff Enrichment	31.88
		53241 Books - Youth & Teens	48.67
		54400 Youth Programs	105.19
	Emily Koch Total		185.74
	Emily Muszynski	54400 Youth Programs	488.32
	Emily Muszynski Total		488.32
	Kary Henry	54150 Outreach Programs	21.74
	Kary Henry Total		21.74
	Megan Sanks	53241 Books - Youth & Teens	12.49
		54400 Youth Programs	38.02
	Megan Sanks Total		50.51
	Noreen Trotsky	53600 Library of Things	61.54
	Noreen Trotsky Total		61.54
<b>Youth Services Total</b>			<b>\$1,301.78</b>
<b>Grand Total</b>			<b>\$3,651.95</b>

**Credit Card Transactions by Account Holder  
for June 17, 2026 Board Meeting**



SUMMARY		TOTAL
20001-20014	FNBO Mastercard	3,694.61
20015-20016	Citi Costco Visa	2,614.70
<b>20000</b>	<b>TOTAL Credit Cards Payable</b>	<b>\$6,309.31</b>

Date Posted	Vendor	Memo	Amount	Account
<b>FNBO Mastercard Statement Closing Date</b>		<b>June 8, 2026</b>	<b>\$3,694.61</b>	<b>TOTAL FNBO</b>
<b>20001 - Admin Director - 4734</b>				
5/12/2026	MAILCHIMP *MISC ATLANTA GA USA	E-Newsletter Mailing Monthly Subscription	87.75	54150 Outreach Programs
5/19/2026	Spotify P427823492 New York NY USA	Monthly Subscription	21.99	54400 Youth Programs
	<b>20001</b>	<b>Admin Total</b>	<b>\$109.74</b>	
<b>20003 - Info Technology (IT) - 5382</b>				
5/11/2026	RESOUND.FM PEWEE VALLEY KY USA	Podcast Editing Service	15.00	55350 Software & Licenses
5/12/2026	WASABI TECHNOLOGIES BOSTON MA USA	Storage for Remote Backup	33.25	55350 Software & Licenses
5/22/2026	T38Fax.com 00 OF 00 Conshohocken PA USA	Admin office fax line	9.67	55350 Software & Licenses
5/22/2026	Adobe San Jose CA USA	Creative Cloud Pro for Communications	34.99	55350 Software & Licenses
6/2/2026	Adobe San Jose CA USA	Adobe Stock for Communications	29.99	55350 Software & Licenses
6/2/2026	ADOBE *ADOBE 4085366000 CA USA	Creative Cloud Pro for Communications	34.99	55350 Software & Licenses
6/2/2026	LIBERATED SYNDICATION 4126210902 PA USA	Podcasting Hosting	25.00	55350 Software & Licenses
	<b>20003</b>	<b>IT Total</b>	<b>\$182.89</b>	
<b>20007 - Adult Services - 2368</b>				
5/11/2026	AMERICAN LIBRARY ASSOC CHICAGO IL USA	ALA Conference Session: CORE3/Capital Improvements Project Management (M.Stoeger)	279.00	57100 Training & Education
5/12/2026	Disney Plus 8889057888 CA USA	Roku Monthly Subscription	19.99	53500 E-Resources
5/15/2026	Netflix.com Los Gatos CA USA	Roku Monthly Subscription	26.99	53500 E-Resources
5/21/2026	APPLE.COM/BILL CUPERTINO CA USA	Roku Monthly Subscription	12.99	53500 E-Resources
5/21/2026	APPLE.COM/BILL CUPERTINO CA USA	Roku Monthly Subscription	12.99	53500 E-Resources
5/27/2026	ZOOM.COM 888-799-9666 SAN JOSE CA USA	Monthly Subscription	95.99	55350 Software & Licenses
6/2/2026	Netflix.com Los Gatos CA USA	Roku Monthly Subscription	26.99	53500 E-Resources
6/4/2026	Disney Plus 8889057888 CA USA	Roku Monthly Subscription	19.99	53500 E-Resources
6/4/2026	DISNEY PLUS BURBANK CA USA	Roku Monthly Subscription	19.99	53500 E-Resources
	<b>20007</b>	<b>Adult Services Total</b>	<b>\$514.92</b>	
<b>20008 - Adult Services AM - 2959</b>				
5/19/2026	IL FORNO PIZZA & PASTA DEERFIELD IL USA	SEC - Pizza Party	117.76	51600 Staff Enrichment

**Credit Card Transactions by Account Holder  
for June 17, 2026 Board Meeting**



SUMMARY		TOTAL
20001-20014	FNBO Mastercard	3,694.61
20015-20016	Citi Costco Visa	2,614.70
<b>20000</b>	<b>TOTAL Credit Cards Payable</b>	<b>\$6,309.31</b>

5/21/2026	WALGREENS #5045 DEERFIELD IL USA	SEC - Retirement cards for staff	13.57	51600 Staff Enrichment
6/4/2026	Kindle Svcs*Y73FH0OV3 SEATTLE WA USA	Kindle E-book	14.99	53500 E-Resources
	<b>20008</b>	<b>Adult Coord Total</b>	<b>\$146.32</b>	
<b>20009 - Communications - 3361</b>				
6/8/2026	4IMPRINT, INC OSHKOSH WI USA	SRP - Prizes (wallet, spinner, planter)	1,348.70	54400 Youth Programs
	<b>20009</b>	<b>Communications Total</b>	<b>\$1,348.70</b>	
<b>20010 - Adult Prog Coord - 2491</b>				
5/18/2026	SEEDSAVERSEX* 5633825990 IA USA	Refund for sales tax	-1.55	54210 Adult Programs
5/18/2026	SEEDSAVERSEX* 5633825990 IA USA	Refund for sales tax	-28.28	54210 Adult Programs
5/27/2026	CS *STARBUCKS GC PORTLAND ME USA	Prize for Eurovision Competition winner	15.00	54210 Adult Programs
5/29/2026	SP EEBOO NEW YORK NY USA	Puzzle prizes for summer Speed Puzzling program.	126.54	54210 Adult Programs
6/2/2026	HCM*L W BRISTOL CLASSI BRISTOL TN USA	Pins for the Adult Reading Program	495.18	54210 Adult Programs
	<b>20010</b>	<b>Adult Prog Coord Total</b>	<b>\$606.89</b>	
<b>20011 - Youth Prog Coord - 4053</b>				
5/18/2026	OTC BRANDS *OTC BRAND OMAHA NE USA	Bookmarks and headbands for Multicultural Family night at area schools	61.94	54150 Outreach Programs
5/19/2026	TARGET 00011684 HIGHLAND PARKIL USA	Supplies: Toddler Prom	51.55	54400 Youth Programs
5/19/2026	TARGET 00011684 HIGHLAND PARKIL USA	Supplies: Toddler Prom	-60.15	54400 Youth Programs
5/19/2026	TARGET 00011684 HIGHLAND PARKIL USA	Supplies: Toddler Prom	60.15	54400 Youth Programs
5/19/2026	FIVEBELOW.COM 18444523 PHILADELPHIA PA USA	SRP Prizes	318.45	54400 Youth Programs
5/22/2026	MICHAELS #9490 IRVING TX USA	SRP - Prizes and t-shirts	57.51	54400 Youth Programs
6/5/2026	Etsy.com*KnitKnotKraft BROOKLYN NY USA	SRP - digital cross stitch pattern	3.45	54400 Youth Programs
	<b>20011</b>	<b>Youth Prog Coord Total</b>	<b>\$492.90</b>	
<b>20012 - Youth Services AM - 3333</b>				
5/15/2026	ROSATIS PIZZA - DEERFI DEERFIELD IL USA	Pizza for MAB	33.49	54400 Youth Programs
5/18/2026	DEERFIELDS CS DEERFIELD IL USA	SEC - cupcakes and cake for staff retirement party	90.95	51600 Staff Enrichment
5/22/2026	JEWEL OSCO 3459 HIGHLAND PARKIL USA	SEC - gluten free cupcakes for staff retirement party	12.99	51600 Staff Enrichment
5/29/2026	THRIFT BOOKS GLOBAL, L 2532752241 WA USA	Books for Summer Teen Book Bunch	102.06	54400 Youth Programs
6/5/2026	DEERFIELDS CS DEERFIELD IL USA	SEC - Donuts for Donut Day	52.76	51600 Staff Enrichment

**Credit Card Transactions by Account Holder  
for June 17, 2026 Board Meeting**



SUMMARY		TOTAL
20001-20014	FNBO Mastercard	3,694.61
20015-20016	Citi Costco Visa	2,614.70
<b>20000</b>	<b>TOTAL Credit Cards Payable</b>	<b>\$6,309.31</b>

Date Posted	Vendor	Memo	Amount	Account
	<b>20012</b>	<b>Youth Coord Total</b>	<b>\$292.25</b>	
<b>Citi Costco Visa Statement Closing Date</b>		<b>May 26, 2026</b>	<b>\$2,614.70</b>	<b>TOTAL CITI</b>
<b>20015 - Citi Maintenance AM - 9694</b>				
4/23/2026	THE HOME DEPOT #1926 DEERFIELD IL	Planters and flowers for around the library	109.92	52300 Exterior Building Maintenance
4/24/2026	THE HOME DEPOT #1926 DEERFIELD IL	Planters and flowers for around the library	103.70	52300 Exterior Building Maintenance
5/6/2026	THE HOME DEPOT #1926 DEERFIELD IL	Planter + paint for bollards	56.41	52300 Exterior Building Maintenance
5/9/2026	COSTCO WHSE #1074 METTAWA IL	Wellness Committee - snacks and beverages for Vision Board program	52.45	51600 Staff Enrichment
5/20/2026	THE HOME DEPOT #1926 DEERFIELD IL	Supplies for repainting and sealing bollards	65.20	52300 Exterior Building Maintenance
5/23/2026	THE HOME DEPOT #1926 DEERFIELD IL	Sealant for bollards	19.94	52300 Exterior Building Maintenance
	<b>20015</b>	<b>Citi Maintenance Total</b>	<b>\$407.62</b>	
<b>20016 - Citi Admin Finance - 5667</b>				
4/27/2026	SQ *THE WILD ROASTER gosq.com IL	Coffee for patrons for National Library Week 04/19-4/25	242.25	54100 Admin Programs
5/8/2026	QUILL CORPORATION quill.com SC	Supplies - DPL branded payroll envelopes	101.98	56410 General Office/Operating Supplies
5/9/2026	QUILL CORPORATION quill.com SC	Supplies - cardstock	49.28	56410 General Office/Operating Supplies
5/11/2026	OTC BRANDS *OTC BRANDS 800-2280475 NE	July 4 parade giveaways	415.78	54100 Admin Programs
5/14/2026	CAFE ZUPAS CAFEZUPAS.COMUT	IGFOA event lunch	218.66	54100 Admin Programs
5/14/2026	M13 GRAPHICS 847-310-1913 IL	SRP Stickers	208.65	54400 Youth Programs
5/14/2026	M13 GRAPHICS 847-310-1913 IL	Library Joy stickers	165.58	56300 Professional Printing Services
5/14/2026	M13 GRAPHICS 847-310-1913 IL	SRP - Reading Logs	692.92	54400 Youth Programs
5/19/2026	ILLINOIS GOVERNMENT FINAN630-942-6587 IL	GASB 34 Training 6/5/26 - K.DeCorrevont	30.00	57100 Training & Education
5/22/2026	STAPLS7680447355000001 877-8267755 MI	Supplies - copy paper	81.98	56410 General Office/Operating Supplies
	<b>20016</b>	<b>Citi Admin Total</b>	<b>\$2,207.08</b>	

## Director's Report: May 2026

### 2026-2028 Strategic Plan Goals:

- Goal 1** - Deliver Responsive Programs and Resources that Meet the Diverse Needs of the Community
- Goal 2** - Strengthen Marketing, Outreach, and Partnerships to Demonstrate the Library's Value
- Goal 3** - Create Welcoming, Inspiring, and Accessible Library Spaces
- Goal 4** - Enhance Internal Workplace Culture to Foster Staff Growth and Engagement

### FYI

- At this meeting, the Board will seat our newest board member. In addition, the Board will conduct the semi-annual review of Executive Session minutes.
- As we discussed at the May meeting, the Board will vote on my goals. These were sent as a separate attachment.
- The Board will receive an update on the Library HVAC project.
- The Policy Committee is meeting on **Thursday, July 2, 2026** at 5:30 pm.
- The America250 Time Capsule will be buried on **Friday, July 10, 2026** at 10 am outside Village Hall. Please let me know if you are available to attend.
- On May 28, I attended a meeting with representatives from Deerfield taxing bodies at Village Hall. This group gets together on a monthly basis. Our next meeting is scheduled for July 14.
- Parade details and t-shirts will be shared with participants prior to July 4.

### Personnel

The library did have internal promotions.

- 2 Patron Services Assistants moved into part-time 25-hour roles on April 24.

The library did have one separation in May.

- Youth Services Librarian retired on May 21.

## DEPARTMENT REPORTS

### Adult Services Report

#### Melissa Stoeger, Assistant Director of Adult & Youth Services

*Written by Anne Jamieson, Adult Services Assistant Manager*

- Our highest attendance at a program in May was Outbound Choral's A Capella performance on Saturday, May 9th, presented in partnership with the Deerfield Fine Arts Committee - **109 people** attended! **Goal 1**
- The Seed Library continues to thrive - 271 patrons have picked up 696 seed packets. Jasmine H., Sam R., and Kelly G. worked together to put together 75 bundles containing 435 packets of seeds. **Goal 1**

- Jasmine also attended a Seed Library Conference on Saturday, May 16th to get ideas from other libraries that have Seed Libraries on how to sustain success.

Goal 4 ▾

- Our “Ask a Master Gardener” series of programs, presented in partnership with the Illinois Extension Offices of Lake and McHenry Counties, allowed patrons to come and ask gardening questions. With two sessions in April and May, 37 patrons took advantage of the master gardener’s expertise to get their questions answered. Goal 1 ▾
- We are at 91 total patrons registered for the Adult “Grow With Us” year-long reading program. These patrons have read a total of 127 books so far, and 1 patron has already finished the program! Goal 1 ▾
- Chase S. toured the new Deerfield Supportive Living and had a conversation with the executive director about how the library could partner with them to provide services to new residents. Goal 2 ▾
- Jasmine H. is finishing up her Sustainable Libraries course taken through the ALA by turning in her final project about sustainable initiatives DPL has championed. Goal 4 ▾
- Members of the Adult Services department have been participating in the Job Shadowing program put together by HR - Chase S. was shadowed by Stuart O. from Support Services and Jasmine H. shadowed Kary H. from Youth Services. Goal 4 ▾
- The Museum Adventure Pass program saw high usage in May, with **25 patrons** checking out passes. The most requested pass was the Chicago Botanic Gardens. Goal 1 ▾



## Finance & Operations Report

### Kelly DeCorrevont, Head of Finance

- Abby hosted a Deerfield Wellness Vision Board event on May 12.
- Library check runs were completed on May 6 and May 20, and payroll was processed on May 7 and May 20.
- Kelly attended the monthly IGFOA PEC meeting on May 13. **Goal 4** ▾
- Kelly hosted an IGFOA event From Finance Leader to Finance Director: Readiness & Strategy for Local Government at the Library on May 14. **Goal 4** ▾
- Staff met weekly with JCI throughout May to review progress on the HVAC project. **Goal 3** ▾
- The Library is currently reviewing its Purchasing Policy.
- The Library was closed on Sunday, May 24 & Monday, May 25
- We had our All-Staff meeting on May 28. Created a Purchasing Quick Reference Guide for library staff. **Goal 4** ▾
- Annual Traliant Staff training has been sent out due June 26. Specifically Preventing Workplace Harassment and Bystander Intervention. **Goal 4** ▾
- May was Mental Health Awareness Month. We shared resources through our employee assistance program, TELUS Health.
- Take Your Coworker to Work Day, our new Job Shadowing program is underway. We have had 7 sessions take place. **Goal 4** ▾

## Communications & Marketing Report

### Katerina Schroeder, Communications & Marketing Manager

- After several conversations with Weblinx, we have made some changes to improve the website. These changes have already improved the loading speed on the backend when updating webpages. **Goal 2** ▾
- We are submitting a DPL Scrapbook for the America250 Time Capsule (set to be buried on July 10 at 10:00 am). We created a template and started creating a scrapbook of the Library today. **Goal 2** ▾
- We wanted to have a better idea of staff email metrics for Shelf Life. We uploaded individual staff emails and created a staff list within MailChimp for future email use. **Goal 4** ▾
- We are contributing items for the Deerfield Pride farmer's market, so we ordered Library Joy rainbow stickers and asked a few librarians to help us create pride-themed booklists to turn into bookmarks.
- We filmed bits of the SRP video between April and May. We wrapped up the filming in mid-May and were able to have the video finished before Memorial Weekend. You can view it [here on YouTube](#). **Goal 2** ▾
- We held another Centennial meeting where we discussed our current status on programs and outreach.

## IT Report

### Steve Wuehr, Head of IT

**Implementation of PINS** - A collaborative effort is underway to roll out the implementation of pins for patron access to our catalog. Up until now, the library has been using a combination of barcode/name to authenticate patrons. Most 3rd party vendors are expecting barcode/pin as the authentication method and with the upcoming upgrade to the LINKin consortia catalog, implementation of pins is now required. We are in the early stages of planning out what that process would look like.

**Cybersecurity Awareness Training** - On June 1st we started our Q2 training for staff. There are 3 short training modules designed to help keep staff informed of the latest cybersecurity trends. Staff have throughout the month of June to complete the training. [Goal 4](#)

**Wireless Access Point Replacements** - In 2022 we replaced a majority of our APs as they had reached their end of support from the manufacturer and were several generations behind in wireless technology. At that time we kept two of the newer APs that were more modern and had continued support. Those two APs are now nearing the end of support and we will be replacing them in the weeks ahead.

## MakerSpace Report

### Ted Gray, MakerSpace Manager

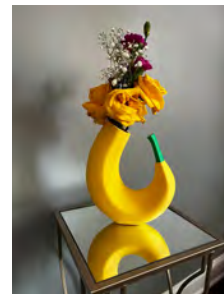
- Kerstin went out with Chase to visit Gidwitz retirement home for a remote event featuring the MakerSpace. She brought along a 3D printer and showed them how it worked. [Goal 1](#) [Goal 2](#)
- We have learned that May is one of our busiest months of the year because of the end of school. We are the one stop shop for creating gifts for teachers and coaches and graduating students. [Goal 3](#)
- Warm weather is hitting us again so we need to remind patrons that the MakerSpace requires closed toe shoes.
- We had a delightful collaborative program with Adult Services where we did Hydro Dipped fans. Thank you Jasmine in Adult Services for working with us on this program.
- As per the Strategic Plan we are working on having more Family programs during the summer. These will be programs where an adult will be accompanying a child and doing the project together. [Goal 1](#)
- June is also gearing up to be a busy month. It is Camp month in June. We personalize a bunch of duffle bags and backpacks for the occasion.



- One of our fun programs in May was making Sublimation Wind Spinners. We had some great designs from our patrons. [Goal 1](#)



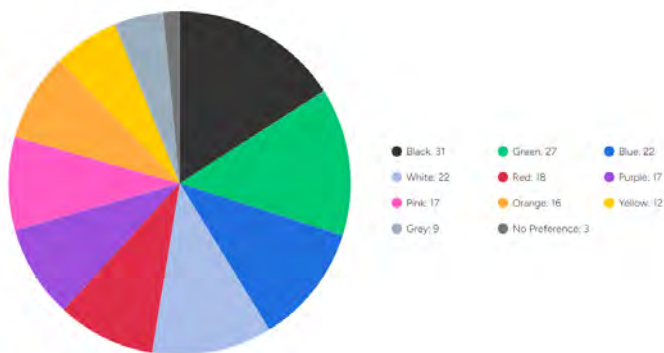
It seems like our embroidery machine has been hugely popular recently. These are a set of personalized napkins.



One of our staff members made a bunch of banana vases for a bachelorette party. We think they look amazing! [Goal 1](#)

### Interesting Statistics

- In May, we had 228 walk-in appointments. 106 were booked appointments for DPL cardholders. 122 were walk-in appointments.
- Our monthly 3D print color report. Black was the most popular color for 3D prints in May! Replacing Blue, which was the most popular color for several months in a row.



## Patron Services Report

### Stephanie Keough, Head of Patron Services

- We had three curbside appointments in May from three different patrons. [Goal 1](#)
- We had 21 outside group meeting room reservations. (23 in 2025)
- We are currently at 22 fee cards from 12 households totalling \$6018 in revenue. This revenue is down from about 53% last year when we had 45 fee cards from 23 households, totalling \$12,887. Unfortunately, a few families have not renewed their cards and we don't know why. [Goal 2](#)
- Patron Services has taken advantage of the time we have right after monthly All Staff meetings to shelf read and clean sections of the Library as a group. Between April and May we have worked in adult non-fiction from the 3300s all the way to the travel wall. We have only a small amount of adult non-fiction left, and I expect we'll finish that over the next week or two. [Goal 3](#)

- We're excited to welcome Aram H. to the Patron Services department beginning Monday, 6/8. Aram will be our new 15-hour Patron Services Assistant. **Goal 4**

## Support Services Report

### Tom Walsh, Support Services Manager

- Trisha R. has continued to learn more about the Acquisitions Assistant role. She has been submitting orders to Ingram and Midwest Tape and inspecting the orders as they come in. She has gotten more involved with withdrawals, fund tracking, and Aspen catalog maintenance. **Goal 4**
- In May, one major department focus was preparing books for the new Illinois state award nominee display. (These are the books that were nominated for the Caudill, Bluestem, and Monarch awards). Trisha helped organize and label those items. **Goal 1**
- Tom has been communicating with representatives of LINKin libraries in anticipation of the new LINKin catalog. The new catalog will definitely require patron PINs, so Tom, Steve Wuehr, and others have been researching how to implement that. We have told the LINKin group that we are aiming for September 29 as our date to enable PINs. **Goal 1**
- Most of the department has completed their latest Triliant training (8 hours altogether). **Goal 4**
- In May, we added 1296 new physical items and withdrew 642 print and 126 media/LOT items. We also repaired 44 items and reprocessed 5 items. **Goal 1**
- Here is an example of a consortial system (Long Island Link) using a Vega catalog: <https://lilink.na5.iivega.com/>. The new LINKin catalog would look like this.

## Youth Services Report

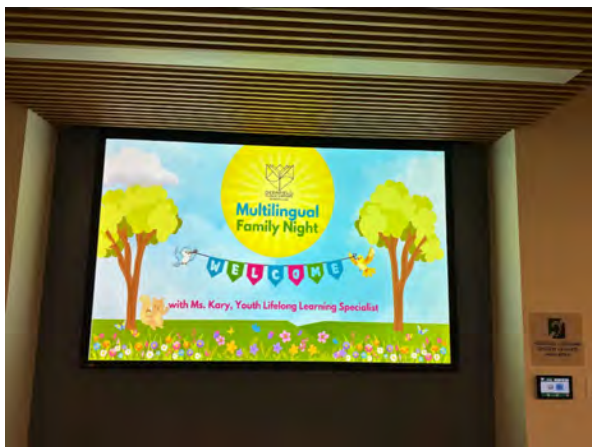
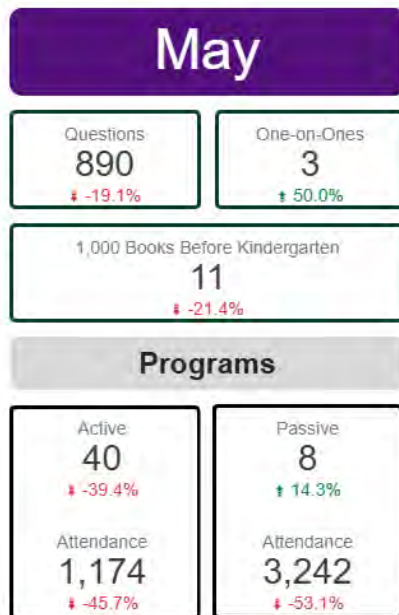
### Melissa Stoeger, Assistant Director of Adult & Youth Services

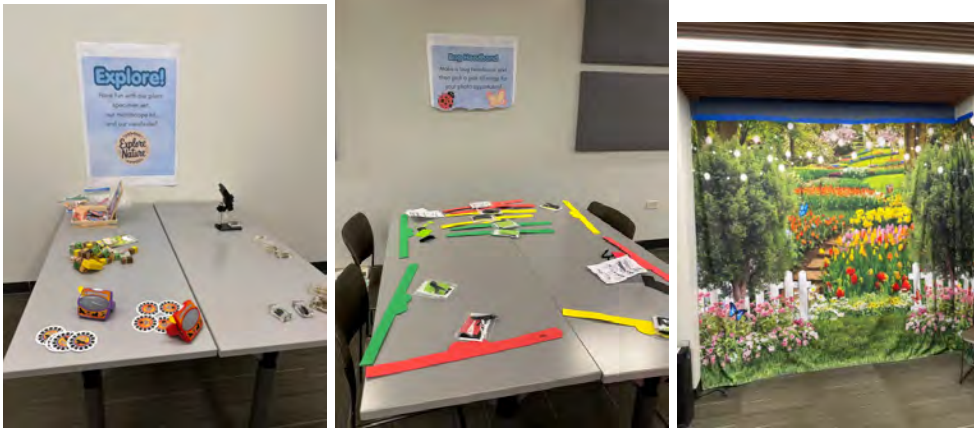
*Written by Emily Koch, Youth Services Assistant Manager*

- To celebrate International Migratory Bird Day on Saturday, May 9 we held two bird programs with special guests, with a total of over 70 participants. Kim White, the Natural Naturalist, brought seven of her birds for a Storytime and a presentation on bird behavior. The patrons in attendance listened to *Don't let the Pigeon Drive the Bus!* and then got to pet a live pigeon! **Goal 1**
- Kary H. hosted the annual Multilingual Family Night in partnership with the DPS109 schools. Multilingual teachers from all 4 elementary schools we serve invited families of their students to come to the library for an evening of fun! 40 attendees did a variety of activities, took photos, and heard Kary tell them about all the things the library has to offer. Kary received this email from one of the teachers: "Seriously, everything was perfect! The students were all engaged and had so much fun. Loved the variety of activities and how it was great for ALL ages. Thank you so much Kary for planning such an amazing event!" **Goal 2**
- Our collection has received some good attention this month. Kary H. did a plethora of booktalks for 5th graders at the four DPS109 schools. After she came back from the last one, she noticed that 9 of the 14 books she promoted had already been checked out by

patrons, with at least 6 of them having multiple holds as well. We also saw an uptick of requests for Mystery Reader books (when a parent signs up to be the surprise guest to read a book to their kids' class). We have a binder that we keep recommendations in that are sorted by grade and help narrow down choices. A parent came in to ask for the binder specifically, saying "[My older son] wanted to help me pick books to be the mystery reader for [my younger son]. He wanted me to read the same ones I read for his class 3 years ago, but we couldn't remember which. But I knew they'd be in this binder! Glad to know we picked good books 3 years ago!" **Goal 2** **Goal 3**

- Emily M. hosted our first Toddler Prom for 25 attendees! She set up the youth programming room with a photo backdrop, baby pools with balls, juice boxes (punch), and played some kids music hits. A patron called near the end of the day to rave about how great Em was and how much they enjoyed toddler prom this morning. She said it was her first time coming to an event here and that they are excited to come back for storytimes this Summer! **Goal 1**





Pictures from the Multilingual Family Night that Kary H. hosted for D109 families.



Patrons enjoying the Wonder of Birds for International Migratory Bird Day.

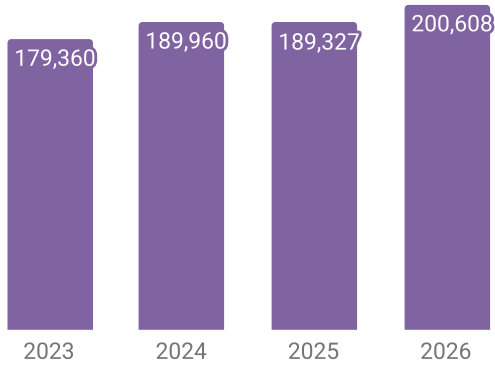


# Deerfield Public Library

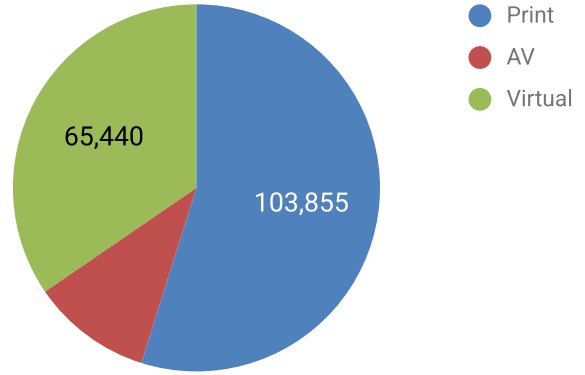
May 2026 Statistics

29

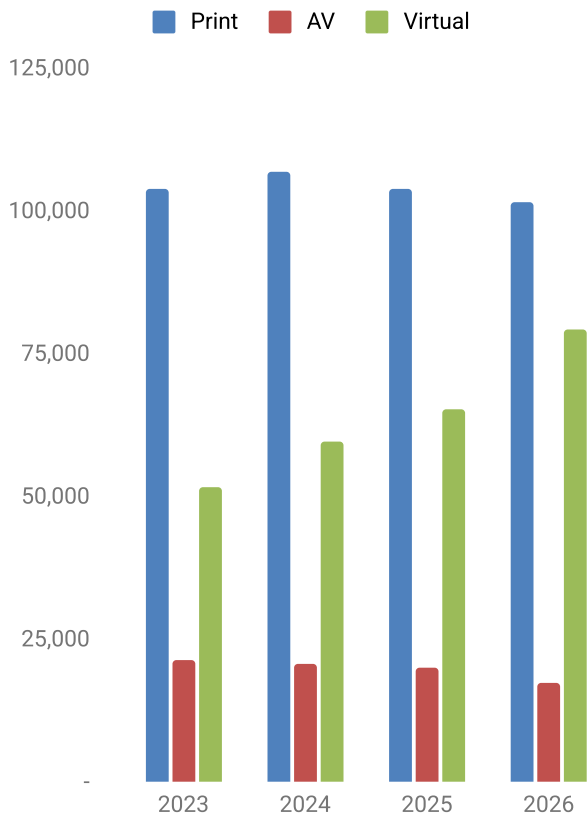
## Total Circulation YTD



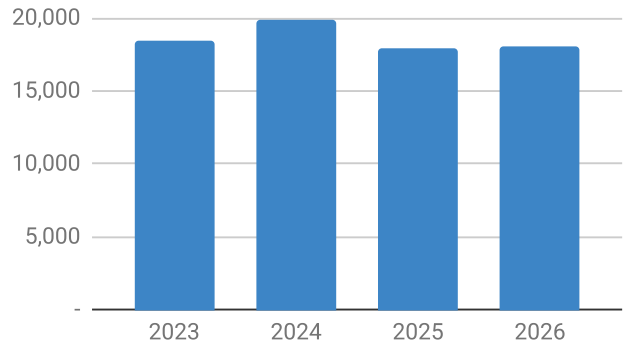
## Circulation by Type YTD



## Circ Trends by Type YTD



## Questions Answered YTD

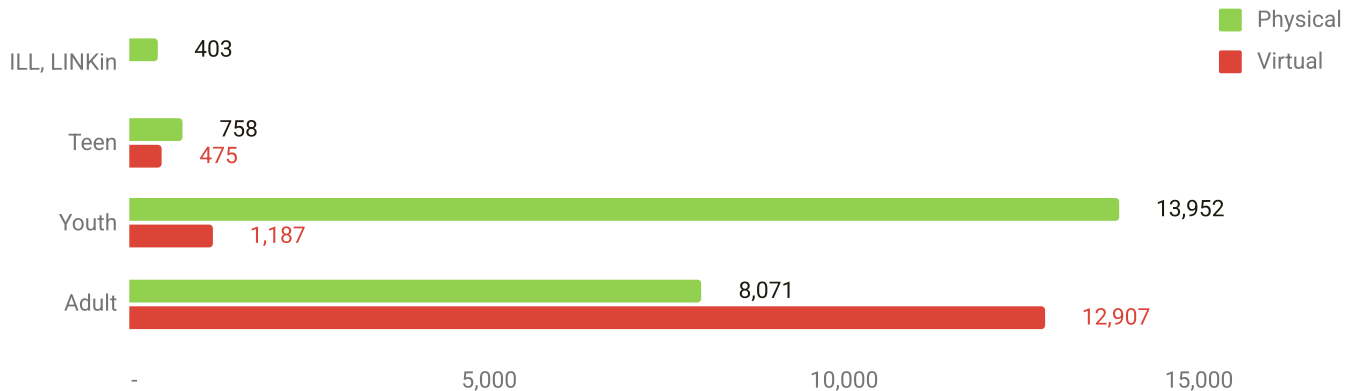


## Resident Library Cards



Valid Cards 12,837  
 Added this month 62

## Circulation by Collection



# Deerfield Public Library

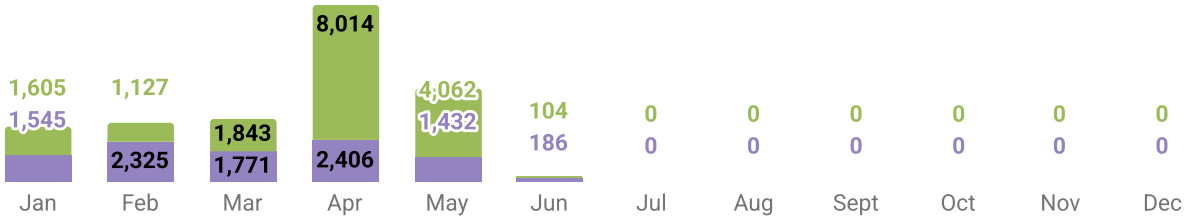
May 2026 Statistics

30

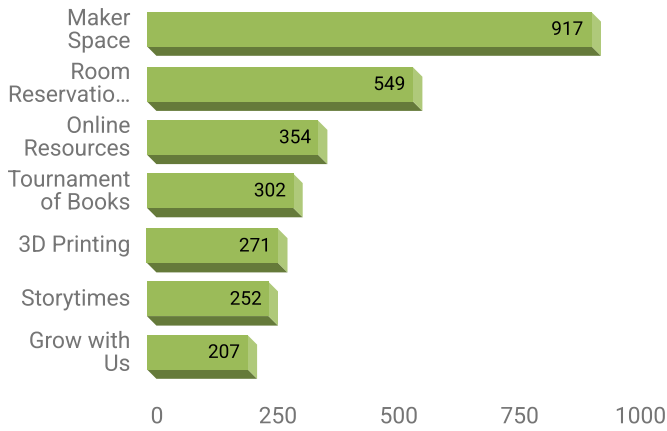
\*Statistics for asynchronous program viewings on YouTube, Twitch, and TikTok are not included in this attendance count

## Program Attendance\*

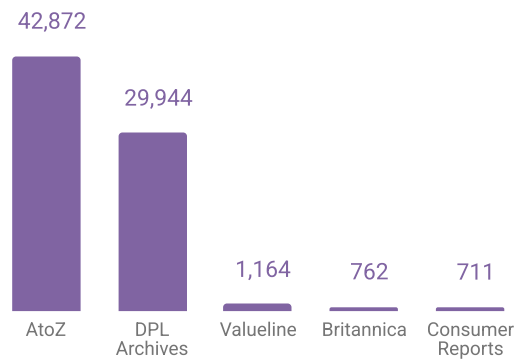
Passive Active



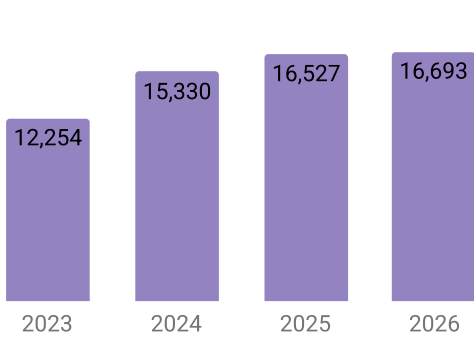
## Most Popular Webpages



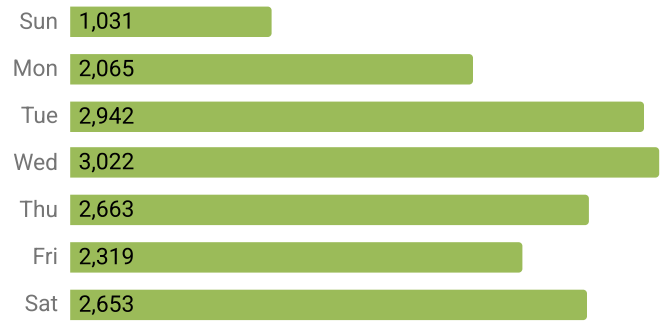
## Most popular databases - April



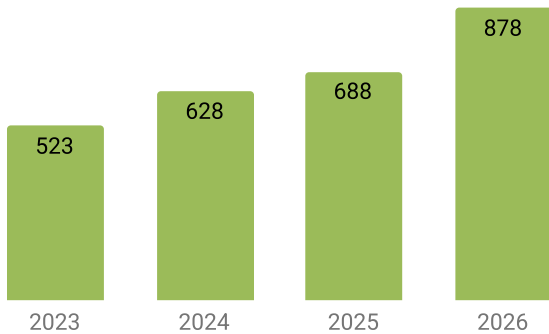
## Monthly Library Visits



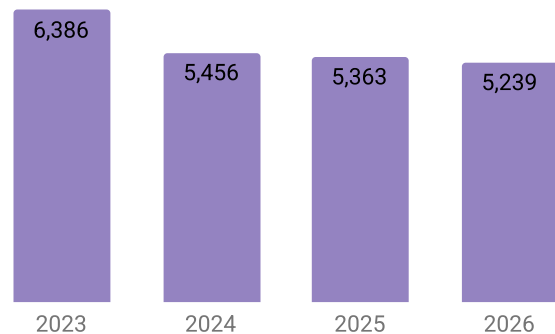
## Total Door Count



## Public Computer Sessions YTD



## Wireless Sessions YTD



# MAY EMAIL MARKETING REPORT

*DPL's Bi-monthly Newsletter*

## May 11, 2026 *Off the Shelf Metrics*

In our first newsletter of the month, we announced the arrival of the Summer Browsing; it included information about the upcoming Summer Reading Program events and adult summer programs. With the Digital Library Protections Act heading to the Senate, we provided a brief dive into House Bill 5236, what it is, what it means, and what patrons can do to get involved.

OPEN RATE

19.2% (760)

CLICK RATE

3.8% (151)

UNSUBSCRIBE RATE

0.20% (8)

DELIVERY RATE

99.4%



New Subscribers



Unsubscribes



## May 26, 2026 *Off the Shelf Metrics*

With the long weekend, a week of little programs, and knowing school was letting out the following week, we kept this OTS short. We encouraged patrons to kick off their summer with our SRP Kickoff Party, shared who won this year's Tournament of Books, and posted Spring reading recommendations with our Selections, Selections Jr., and Preschool Pages.

OPEN RATE

24.8% (988)

CLICK RATE

2.4% (96)

UNSUBSCRIBE RATE

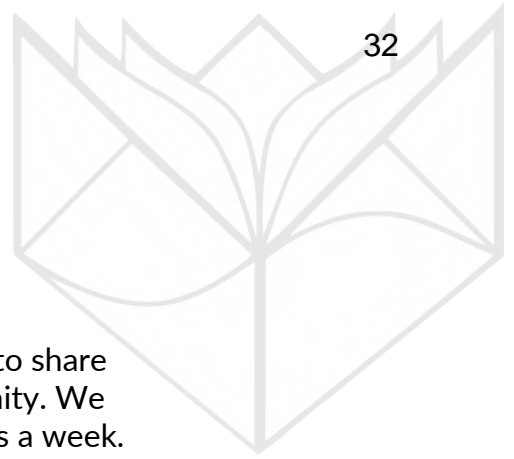
0% (0)

DELIVERY RATE

99.9%



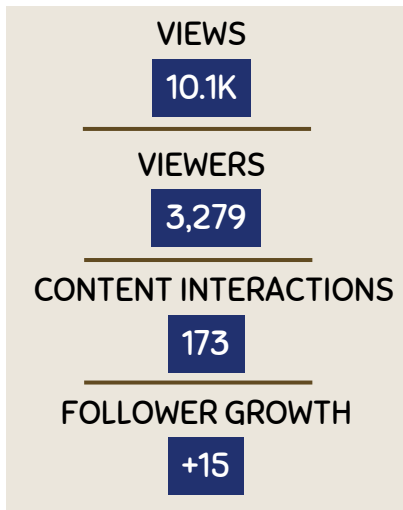
# MAY SOCIAL MEDIA REPORT



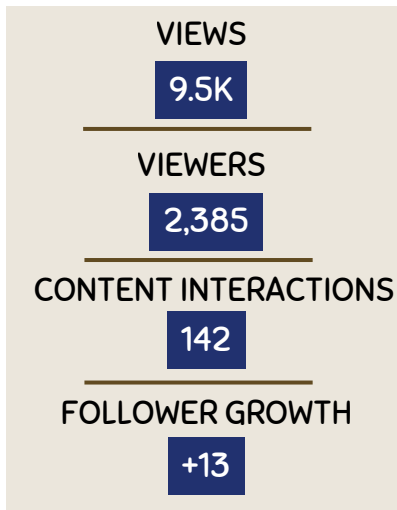
## DPL Metrics on Facebook & Instagram

The Communications Department utilizes Facebook and Instagram to share the library's story, promote programs, and engage with our community. We use a variety of photos and videos and often aim for 2-3 social posts a week.

### FACEBOOK – MAY



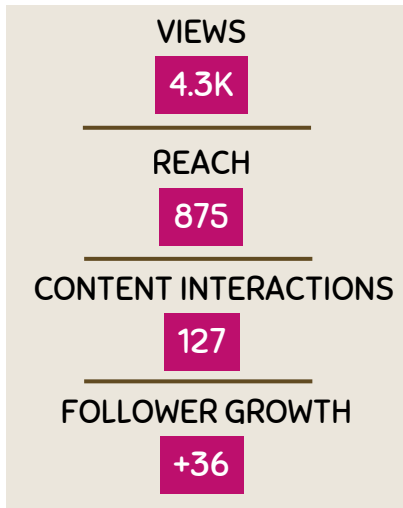
### LAST MONTH



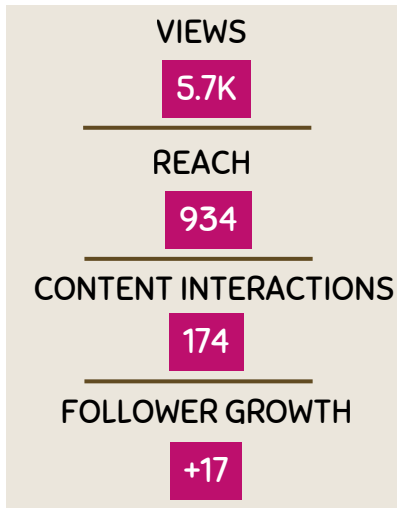
COMPARED TO



### INSTAGRAM – MAY



### LAST MONTH



COMPARED TO



May was a busy month, gearing up for the Summer Reading Program and working with community partners for America250 celebrations. We did capture kiddos making Bee Hotels in our youth programming room. They taped paper tubes together into a cup for bees to get some R&R. We shared a fun Instagram Reel with board member Emily Fry, announcing that Summer Browsing has hit doorsteps and registration is around the corner.

Deerfield Public Library  
 #strip.it Original audio  
 What's everyone reading???  
 ... See more