

**DEERFIELD PUBLIC LIBRARY BOARD OF TRUSTEES
MEETING AGENDA
920 Waukegan Road, Deerfield, IL, Meeting Room
Wednesday, October 19, 2022, 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. September 19, 2022 Regular Meeting (ACTION)
4. TREASURER REPORT
 - A. September Financials: Balance Sheet, Revenue & Expenses (ACTION)
 - B. List of Checks and Payments for Approval (ACTION)
 - C. FY 2023 Budget & 2022 Levy Request (ACTION)
5. STAFF PRESENTATION: Judy Hoffman, Outreach Coordinator
6. VILLAGE LIAISON REPORT
7. LIBRARY DIRECTOR'S REPORT
 - A. New Library Website Demo
8. OLD BUSINESS
 - A. Library Strategic Planning: Survey Information
9. NEW BUSINESS
 - A. Holiday Party Plan
 - B. FY 2023 Per Capita Grant Application: Standards Review Chapters 1-6 (DISCUSSION)
10. OTHER
11. 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
12. 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 2022 Library Board Meetings: October 19, November 16, December 21

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

DEERFIELD PUBLIC LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES
September 21, 2022

1. ROLL CALL & CALL TO ORDER

President Ken Abosch called the meeting to order at 6:30 p.m., in the meeting room, 920 Waukegan Road, Deerfield, IL.

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

Staff: Amy Falasz-Peterson, Library Director; Kelly DeCorrevont, Business Manager; Melissa Stoeger, Assistant Director of Adult and Youth Services and Jasmine Hosein, Administrative Associate.

Bill Seiden, Village Liaison.

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

None.

3. APPROVAL OF MINUTES

A. August 17, 2022 Regular Session Meeting (ACTION)

MOTION: Mr. Seth Schriftman made a motion to approve the August 17, 2022 Regular Meeting minutes, seconded by Ms. Emily Wallace.

Vote: 4 Yes – Ken Abosch, Luisa Ellenbogen, Seth Schriftman and Emily Wallace.

1 Abstain - Kyle Stone

The motion was approved.

B. August 17, 2022 Executive Session Meeting (ACTION)

MOTION: Mr. Kyle Stone made a motion to approve the August 17, 2022 Executive Meeting minutes, seconded by Ms. Wallace.

Vote: 5 Yes – Ken Abosch, Luisa Ellenbogen, Seth Schriftman, Kyle Stone and Emily Wallace.

The motion was approved.

4. TREASURER REPORT

Mr. Schriftman presented the Library financials.

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

MOTION: Mr. Stone made a motion to approve the August Financials, seconded by Ms. Wallace.

Vote: 5 Yes – Ken Abosch, Luisa Ellenbogen, Seth Schriftman, Kyle Stone and Emily Wallace.

The motion was approved.

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

Mr. Schriftman discussed the outstanding list of checks to be approved for payment for August, which included:

-Petty Cash, Checks 722	\$	51.70
-Electronic Payments, 3 ACHs, WinTrust	\$	151.70
-AP Checks 13249-13298, 11 ACHs, WinTrust	\$	<u>133,639.56</u>
The total amount presented for approval	\$	133,842.96

MOTION: Mr. Stone made a motion to approve the List of Checks and Payments for Approval, seconded by Ms. Wallace.

Vote: 5 Yes – Ken Abosch, Luisa Ellenbogen, Seth Schriftman, Kyle Stone and Emily Wallace.

The motion was approved.

5. VILLAGE LIAISON REPORT

Mr. Bill Seiden gave the Village report.

6. LIBRARY DIRECTOR'S REPORT

A. Library Strategic Planning: Survey Information

Ms. Amy Falasz-Peterson went over the community survey response. The library had a nice turnout with 527 responses. Many of the responses were positive. Mr. Abosch requested that this topic be included on the next agenda as well.

Ms. Falasz-Peterson reported that Ms. Melissa Stoeger's job title had been updated to Assistant Director of Adult & Youth Services. Ms. Falasz-Peterson reported that the statistics were included in the packet. Finally, she reminded the Board that there are three seats for re-election on the April 4, 2023 election. Interested parties can pick up their packets at the Village of Deerfield.

7. OLD BUSINESS

A. Farmer's Market September 24, 2022

Ms. Falasz-Peterson confirmed Board Member attendance at the Farmer's Market on Saturday September 24 from 7:45 am to 12:30 pm. The attending members will receive further information from Ms. Falasz-Peterson.

8. NEW BUSINESS

A. 2023 Board Dates (ACTION)

MOTION: Mr. Schriftman made the motion to accept the proposed 2023 Board Meeting Dates, seconded by Ms. Wallace.

Vote: 5 Yes - Ken Abosch, Luisa Ellenbogen, Seth Schriftman, Kyle Stone and Emily Wallace.

The motion was approved.

B. 2023 Holidays/Closures (ACTION)

MOTION: Mr. Schriftman made the motion to accept the proposed 2023 DPL Holiday Library Closure Dates, seconded by Mr. Stone.

Vote: 5 Yes - Ken Abosch, Luisa Ellenbogen, Seth Schriftman, Kyle Stone and Emily Wallace.

The motion was approved.

C. LED Lighting Proposal Update (ACTION)

Ms. Kelly DeCorrevont detailed the LED Lighting Proposal including cost, rebates from ComEd, and the benefits of switching from fluorescents to LEDs.

MOTION: Mr. Schriftman made the motion to accept the LED Lighting proposal, seconded by Mr. Stone.

Vote: 5 Yes - Ken Abosch, Luisa Ellenbogen, Seth Schriftman, Kyle Stone and Emily Wallace.

The motion was approved.

9. OTHER

10. ADJOURNMENT

At 7:29 p.m., Mr. Schriftman made a motion to adjourn the meeting, seconded by Ms. Wallace.

Vote: 5 Yes – Ken Abosch, Seth Schriftman, Luisa Ellenbogen, Kyle Stone and Emily Wallace.

The motion was approved.

Luisa Ellenbogen, Secretary

Deerfield Public Library

Balance Sheet

As of September 30, 2022

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
11000 Cash and Investments - General	0.00
11100 General Operating - WinTrust	871,626.32
11200 Payroll - WinTrust	33,886.84
11300 E-Pay - WinTrust	22,161.45
11400 Deposits - Bank Financial	84,856.69
11500 Petty Cash - Bank Financial	2,431.56
11600 Max-Safe Wintrust	4,804,365.67
11900 Petty Cash	574.00
Total 11000 Cash and Investments - General	5,819,902.53
14100 PMA Financial Services	
10-1410 PMA Reserve Fund	1,656,500.03
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	1,656,500.03
Total Bank Accounts	\$7,476,402.56
Accounts Receivable	
15120 Property Tax Receivable - 2013	0.00
Total 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	280.00
15400 Accrued Revenue - General	0.00
Total Other Current Assets	\$5,070,734.80
Total Current Assets	\$12,547,137.36

Deerfield Public Library

Balance Sheet

As of September 30, 2022

	TOTAL
Fixed Assets	
19000 Capital Assets	
19050 Capital Assets -Not Depreciated	
19100 Land	65,493.00
19150 Construction In Progress	0.00
Total 19050 Capital Assets -Not Depreciated	65,493.00
19200 Capital Assets - To Depreciate	
19210 Building	13,197,410.12
19300 Equipment	
19301 Equip - Phone System	33,636.00
19302 Equip - Automation System	309,361.00
19303 Equip - RFID	433,659.00
19304 Equip - Vehicle	23,432.00
19310 Furniture	883,919.00
Total 19300 Equipment	1,684,007.00
Total 19200 Capital Assets - To Depreciate	14,881,417.12
19220 Accumulated Depreciation	-5,242,342.00
Total 19000 Capital Assets	9,704,568.12
Total Fixed Assets	\$9,704,568.12
Other Assets	
15110 Deferred Outflows of Resources	656,318.74
15120 Deferred Outflows of Resources - OPEB	257,403.00
19900 Due From Other Activity	0.00
Total Other Assets	\$913,721.74
TOTAL ASSETS	\$23,165,427.22
<hr/>	
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
21000 Accounts Payable	53,607.60
Total Accounts Payable	\$53,607.60
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	0.00
22200 Deferred Compensation	0.00
22300 Withholdings	18,098.13

Deerfield Public Library

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Balance Sheet

As of September 30, 2022

	TOTAL
Total 22000 Payroll Liabilities	18,098.53
22395 FSA Payable	367.93
23000 Due to Village - Short Term	0.00
24000 Accrued Expenses	0.00
24100 Collection on behalf of Friends	0.00
Total 24000 Accrued Expenses	0.00
25000 Deferred Inflows of Resources	1,158,598.44
25100 Deferred Property Taxes	4,386,500.00
Total 25000 Deferred Inflows of Resources	5,545,098.44
25110 Unearned Property Taxes-2011a	683,950.00
25120 Unearned Prop Taxes -20132	0.00
25500 Deferred Inflows of Resources - OPEB	82,772.00
25902 Unearned Impact Fee - AMLI Proj	0.00
26300 Net Pension liability	147,698.00
29000 Due To Other Activity Bank Acct	0.00
Total Other Current Liabilities	\$6,477,984.90
Total Current Liabilities	\$6,531,592.50
Long-Term Liabilities	
26000 Noncurrent Liabilities	
26009 Compensated Absences	83,463.00
26100 Other Postemployment Benefits	607,165.00
26200 Due to Village - Long Term Debt	5,429,999.74
Total 26000 Noncurrent Liabilities	6,120,627.74
Total Long-Term Liabilities	\$6,120,627.74
Total Liabilities	\$12,652,220.24
Equity	
31000 Opening Bal Equity	0.00
32000 Fund Balance, Beginning	4,370,605.25
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	369,975.10
33000 Investment in Capital Assets	10,203,278.12
33050 Debt Related to Capital Assets	-6,969,999.74
Total 33000 Investment in Capital Assets	3,233,278.38
Net Income	79,688.50
Total Equity	\$10,513,206.98
TOTAL LIABILITIES AND EQUITY	\$23,165,427.22

Deerfield Public Library

Budget vs. Actuals: Budget 2022 - FY22 P&L

January - September, 2022

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
41000 Taxes				
41100 Property Tax	3,678,254.82	4,387,720.00	-709,465.18	83.83 %
41200 Replacement Tax		25,000.00	-25,000.00	
60-4110 Property Taxes - Debt Service 2021		683,950.00	-683,950.00	
Total 41000 Taxes	3,678,254.82	5,096,670.00	-1,418,415.18	72.17 %
42000 Fees & Fines				
42100 Material Fees	2,849.51	10,000.00	-7,150.49	28.50 %
42200 Non-Resident Fees	5,210.08	5,000.00	210.08	104.20 %
42300 Printing/Copying Fees	3,352.69	4,000.00	-647.31	83.82 %
Total 42000 Fees & Fines	11,412.28	19,000.00	-7,587.72	60.06 %
43000 Investment Income				
43100 Interest - General	34,241.84	5,000.00	29,241.84	684.84 %
43200 Interest - Reserve	5,467.95	5,000.00	467.95	109.36 %
Total 43000 Investment Income	39,709.79	10,000.00	29,709.79	397.10 %
44000 Grants				
44100 State Grant				
44150 Per Capita Grant	28,314.10	20,000.00	8,314.10	141.57 %
Total 44100 State Grant	28,314.10	20,000.00	8,314.10	141.57 %
Total 44000 Grants	28,314.10	20,000.00	8,314.10	141.57 %
45000 Gifts and Contributions				
45100 General Donations	126.14	500.00	-373.86	25.23 %
45500 Friends Contributions	12,408.04	5,000.00	7,408.04	248.16 %
Total 45100 General Donations	12,534.18	5,500.00	7,034.18	227.89 %
Total 45000 Gifts and Contributions	12,534.18	5,500.00	7,034.18	227.89 %
49000 Miscellaneous Revenue				
49009 Miscellaneous	89.71	500.00	-410.29	17.94 %
49065 Sale of Surplus Materials	328.62	500.00	-171.38	65.72 %
Total 49000 Miscellaneous Revenue	418.33	1,000.00	-581.67	41.83 %
Uncategorized Income		145,000.00	-145,000.00	
Total Income	\$3,770,643.50	\$5,297,170.00	\$ -1,526,526.50	71.18 %
GROSS PROFIT	\$3,770,643.50	\$5,297,170.00	\$ -1,526,526.50	71.18 %
Expenses				
50000 General Expenses				
51000 Personnel Expenses				
51100 Salaries	1,886,767.23	2,359,500.00	-472,732.77	79.96 %
51200 FICA	143,028.58	180,570.00	-37,541.42	79.21 %
51300 Health/Misc Benefits	250,069.18	353,400.00	-103,330.82	70.76 %
51400 Pension Contribution	173,452.02	226,000.00	-52,547.98	76.75 %
51500 Other Benefits	4,579.50	9,000.00	-4,420.50	50.88 %
51600 Staff Enrichment	943.75	4,000.00	-3,056.25	23.59 %

Deerfield Public Library

Budget vs. Actuals: Budget 2022 - FY22 P&L

January - September, 2022

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Total 51000 Personnel Expenses	2,458,840.26	3,132,470.00	-673,629.74	78.50 %
52000 Facility Expenses				
52100 Interior Facility Maintenance	43,226.12	60,000.00	-16,773.88	72.04 %
52200 Facility Equipment Maintenance	72,840.35	60,000.00	12,840.35	121.40 %
52300 Exterior Building Maintenance	14,391.69	20,000.00	-5,608.31	71.96 %
52400 Utilities				
52410 Water	1,869.29	3,000.00	-1,130.71	62.31 %
52430 Telephone - Voice	10,391.99	15,000.00	-4,608.01	69.28 %
52440 Data Lines	8,158.41	28,000.00	-19,841.59	29.14 %
Total 52400 Utilities	20,419.69	46,000.00	-25,580.31	44.39 %
52500 Minor Furnishings & Equipment	19,194.86	20,000.00	-805.14	95.97 %
Total 52000 Facility Expenses	170,072.71	206,000.00	-35,927.29	82.56 %
53000 Library Materials				
53100 Periodicals	4,816.22	16,500.00	-11,683.78	29.19 %
53200 Adult Materials-Books				
53221 Books - Adult Non-Fiction	27,350.04	40,000.00	-12,649.96	68.38 %
53222 Books-Adult Fiction	31,216.63	60,000.00	-28,783.37	52.03 %
Total 53200 Adult Materials-Books	58,566.67	100,000.00	-41,433.33	58.57 %
53300 Audio Visual Materials				
53320 Audio Visual - Adult	39,394.34	65,000.00	-25,605.66	60.61 %
53340 Audio Visual - Youth	8,910.53	15,000.00	-6,089.47	59.40 %
Total 53300 Audio Visual Materials	48,304.87	80,000.00	-31,695.13	60.38 %
53400 Youth Materials-Books				
53241 Books - Youth & Teens	34,514.69	70,000.00	-35,485.31	49.31 %
53550 Literacy Support - Youth	1,016.76	4,000.00	-2,983.24	25.42 %
Total 53400 Youth Materials-Books	35,531.45	74,000.00	-38,468.55	48.02 %
53501 Electronic Resources				
53500 E-Resources	236,583.21	295,000.00	-58,416.79	80.20 %
Total 53501 Electronic Resources	236,583.21	295,000.00	-58,416.79	80.20 %
53600 Non-Traditional Resources	5,747.93	10,000.00	-4,252.07	57.48 %
Total 53000 Library Materials	389,550.35	575,500.00	-185,949.65	67.69 %
54000 Library Programs				
54100 Admin Programs	483.17	4,000.00	-3,516.83	12.08 %
54150 Outreach Programs	1,193.66	1,500.00	-306.34	79.58 %
54210 Adult Programs	18,653.08	25,000.00	-6,346.92	74.61 %
54400 Youth Programs	17,557.26	28,000.00	-10,442.74	62.70 %
Total 54000 Library Programs	37,887.17	58,500.00	-20,612.83	64.76 %
55000 Technology				
55350 Software & Licenses	225,549.52	190,000.00	35,549.52	118.71 %
55360 IT Support	76,912.63	110,000.00	-33,087.37	69.92 %
55400 New Projects/equip				

Deerfield Public Library

Budget vs. Actuals: Budget 2022 - FY22 P&L

January - September, 2022

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
56440 IT Equipment	50,962.45	75,000.00	-24,037.55	67.95 %
Total 55400 New Projects/equip	50,962.45	75,000.00	-24,037.55	67.95 %
Total 55000 Technology	353,424.60	375,000.00	-21,575.40	94.25 %
56000 Professional/Contractual Svcs				
56009 Other Office Support	8,578.96	10,000.00	-1,421.04	85.79 %
56100 Insurance	34,272.00	50,000.00	-15,728.00	68.54 %
56200 Postage	5,599.03	8,250.00	-2,650.97	67.87 %
56300 Professional Printing Services	12,101.25	16,000.00	-3,898.75	75.63 %
56500 Professional Admin Services	18,820.28	21,000.00	-2,179.72	89.62 %
56550 Cataloging Service	19,545.58	22,000.00	-2,454.42	88.84 %
56555 Professional Outreach Services	4,847.00	5,500.00	-653.00	88.13 %
Total 56500 Professional Admin Services	43,212.86	48,500.00	-5,287.14	89.10 %
56700 Travel for Library Services		1,000.00	-1,000.00	
Total 56000 Professional/Contractual Svcs	103,764.10	133,750.00	-29,985.90	77.58 %
56400 Supplies				
56410 General Operating Supplies	5,844.07	15,000.00	-9,155.93	38.96 %
56420 Processing Supplies	20,016.18	23,000.00	-2,983.82	87.03 %
Total 56400 Supplies	25,860.25	38,000.00	-12,139.75	68.05 %
57000 Training/Development Expenses				
56600 Dues & Memberships	5,767.46	8,000.00	-2,232.54	72.09 %
57100 Training & Education	13,263.85	25,000.00	-11,736.15	53.06 %
57200 Training Travel	85.82	6,000.00	-5,914.18	1.43 %
Total 57000 Training/Development Expenses	19,117.13	39,000.00	-19,882.87	49.02 %
Total 50000 General Expenses	3,558,516.57	4,558,220.00	-999,703.43	78.07 %
61000 Capital Expenses				
61100 Facility Improvements	5,463.43	50,000.00	-44,536.57	10.93 %
Total 61000 Capital Expenses	5,463.43	50,000.00	-44,536.57	10.93 %
70000 Debt Service				
60-7010 Debt Service 2021 Interest (Payments)	126,975.00	253,950.00	-126,975.00	50.00 %
60-7020 Debt Service 2021 Principal (Payments)		430,000.00	-430,000.00	
Total 70000 Debt Service	126,975.00	683,950.00	-556,975.00	18.56 %
Total Expenses	\$3,690,955.00	\$5,292,170.00	\$ -1,601,215.00	69.74 %
NET OPERATING INCOME	\$79,688.50	\$5,000.00	\$74,688.50	1,593.77 %
NET INCOME	\$79,688.50	\$5,000.00	\$74,688.50	1,593.77 %



Master Total Portfolio Report

Report as of 9/30/2022

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		09/30/2022			ISC Balance	\$18,156.25	\$18,156.25	
CD	CD-292662-1	11/29/2021	11/29/2022	31840	FINANCIAL FEDERAL BANK	\$249,500.00	\$249,999.00	0.200
SEC	SEC-50883-1	02/25/2022	02/24/2023	33682	STATE BANK INDIA	\$247,195.56	\$247,000.00	0.770
SEC	SEC-51368-1	03/14/2022	03/14/2023	34519	MERRICK BANK	\$52,041.44	\$52,000.00	0.720
SEC	SEC-51366-1	03/16/2022	03/16/2023	33124	GOLDMAN SACHS BANK USA	\$98,077.80	\$98,000.00	0.770
SEC	SEC-50455-1	02/11/2022	08/11/2023	18569	PEOPLES STATE BANK WISC	\$100,044.68	\$100,000.00	0.570
SEC	SEC-50454-1	02/09/2022	02/09/2024	33124	GOLDMAN SACHS BANK USA	\$150,000.00	\$150,000.00	1.000
SEC	SEC-50882-1	02/18/2022	02/20/2024	35141	BMW BANK NORTH AMERICA	\$248,245.14	\$248,000.00	1.150
SEC	SEC-51365-1	03/16/2022	03/18/2024	33954	CAPITAL ONE BANK USA NA	\$247,000.00	\$247,000.00	1.600
SEC	SEC-52553-1	05/04/2022	05/06/2024	4297	CAPITAL ONE NA	\$246,239.16	\$246,000.00	2.600
Sub Totals →						\$1,656,500.03	\$1,656,155.25	
Totals →						\$1,656,500.03	\$1,656,155.25	

Time and Dollar Weighted Average Portfolio Yield: 1.49%

Weighted Average Portfolio Maturity: 353.90 Days

Note: Weighted Yield & Weighted Average Portfolio Maturity are calculated using "Market Value" and are only based on the fixed rate investments.

Portfolio Summary

Type	Allocation (%)	Allocation (\$)	Description
CD	15.46	\$249,999.00	Certificate of Deposit
SEC	83.42	\$1,348,743.75	Securities
ISC	1.12	\$18,156.25	ISC Account

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

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

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

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

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

Deerfield Public Library
Schedule of Changes in Investments - 3rd Quarter of Fiscal Year 2022
 July 1 and September 30, 2022

	Beginning July 1, 2022	Increase / (Decrease)	Ending September 30, 2022
For General Operations			
Money Market Accounts			
Wintrust General OP/AP	877,094	(5,468)	871,626
Wintrust Max Safe MM	4,299,072	505,294	4,804,366
PMA Securities & Savings	-	-	-
	<u>5,176,166</u>	<u>499,826</u>	<u>5,675,992</u>
For Reserves			
Money Market Accounts			
PMA Investments	1,606,963	49,537	1,656,500
	<u>1,606,963</u>	<u>49,537</u>	<u>1,656,500</u>
Investments*, Grand Total	<u>\$ 6,783,130</u>	<u>\$ 549,362</u>	<u>\$ 7,332,492</u>

*This report does not include cash held for immediate use, such as the petty cash accounts, the payroll account, or the e-pay account. At the end of the period, the summed balance of money held in these other accounts is:

\$143,337

Total cash deposits: \$7,475,829

Deerfield Public Library					
Check Detail					
For the Regular Board Meeting on October 19, 2022					
Summary					Amount
11300 WinTrust E Pay	3 ACHs				\$132.20
11100 WinTrust General Operating	Check Num 13299 - 13361, 8 ACHS				\$84,415.81
Total Payments to Approve					\$84,548.01
Date	Num	Vendor	Memo	Amount	Account Num
11300 WinTrust E Pay -8926					
10/3/2022	ACH	Heartland Payment Systems	Merchant CC Processing Fees	71.69	56009
10/4/2022	ACH	Chase Paymentech	Merchant CC Processing Fees	35.11	56009
10/4/2022	ACH	PayPal, Inc.	Merchant CC Processing Fees	25.40	56009
Total for 11300 WinTrust E Pay -8926				132.20	
11100 WinTrust General Operating -2997					
9/21/2022	13299	Stevens Chemical Company	Paper Towels, Bath Tissue, Paper Plates, Hand Soap	543.45	52100
9/21/2022	13300	OverDrive, Inc.	eBooks - September 2022	5,059.44	53500
9/21/2022	13301	Sikich LLP	Annual Firewall Security Suite & Annual Renewal of Warranty of Patron Server	4,131.00	55350
9/21/2022	13302	Andertoons LLC	Weird World of Monsters Drawing Class	300.00	54400
9/21/2022	13303	Atomatic Mechanical Services, Inc.	Diagnosis of ACCU3 Error Code & Replace Ignition Control Module	1,779.50	52200
9/21/2022	13304	Stephen Quandt	The Dogs of Chernobyl: Virtual Program	225.00	54210
9/21/2022	13305	Jim Gibbons Historical Presentations	The Life of Queen Elizabeth II Program	275.00	54210
9/21/2022	13306	Information Today, Inc.	Marketing Library Services Subscription Renewal - 6 Months	99.95	53100
9/21/2022	13307	Kanopy Inc.	Pay Per Use Program	374.00	53500
9/21/2022	13308	Peerless Network, Inc.	Phone Support Maintenance 9/15/22-10/14/22	1,335.95	52430
9/21/2022	13309	BMW Plumbing, Inc.	Clogged Staff Lounge Kitchen Sink	213.00	52100
9/21/2022	13310	Natasha Lehrer Lewis Art	(2) Programs: Needle Felt Owls, Wet Felted Ghosts, Shipping of Kits for Programs	930.00	54400
9/21/2022	13311	Jez Layman	Finger Knitting 101 Program	400.00	54210
9/21/2022	13312	Lechner and Sons	Lobby Mats 9/20/22	114.41	52100
9/21/2022	13313	Product LLC	MasterPlan Schemes	2,000.00	56500
9/21/2022	13314	Findaway World LLC	Acquisitions for Wonderbooks Youth Av - Sept 2022	280.95	53340
9/21/2022	13315	Madeline Dahlman	Book Discussion w/Madeline Dahlman	200.00	54210
10/5/2022	13316-13338	Voided Checks	Voided Checks Due to Misprint	0.00	N/A
10/5/2022	13339	ACC Business	Internet Service 8/11/22-9/10/22	902.22	52440
10/5/2022	13340	Anderson Pest Solutions	Pest Management-September 2022	71.40	52100
10/5/2022	13341	Atomatic Mechanical Services, Inc.	Repairs for ACCU-1 & ACCU-3 Units	7,520.22	52200
10/5/2022	13342	Baker & Taylor	Books, AV, Processing Supplies - September 2022	22.71	53221
10/5/2022	13343	Baker Tilly US, LLP	Audit Services - 2021	1,158.00	56500
10/5/2022	13344	Best Quality Cleaning	Monthly Cleaning & Credit from Stopping Mid Day Disinfection Service - October 2022	1,834.10	52100
10/5/2022	13345	CDW Government, Inc.	(2) Chromeboxes for Digital Signage & Patron Catalog & (1) License for Chromebox	646.72	56440
10/5/2022	13346	Demco, Inc.	Tape for Support Services	751.78	56420
10/5/2022	13347	Gary Midkiff and Company	Virtual Great Decisions Program 10/18/22	215.00	54210
10/5/2022	13348	Ingram Library Services LLC	Acquisitions for Books, AV, and Processing Supplies - September 2022	11,501.48	53221, 53222, 53241, 53320, 53340, 54210, 56420
10/5/2022	13349	Kanopy Inc.	Pay Per Use Program	301.00	53500
10/5/2022	13350	Karla G. Alba	Tacos & Tequila Program - 10/13/22	250.00	54210
10/5/2022	13351	Lechner and Sons	Lobby Mats 10/04/22	114.41	52100
10/5/2022	13352	Library Ideas, LLC	Acquisitions for AV - Youth - September 2022	306.40	53340
10/5/2022	13353	LIMRiCC	Unemployment Insurance Consortium - 2022 Q3	289.50	51500

10/5/2022	13354	Marquee Movie Presentations, LLC	The GodFather - The Story Behind the Story Program	200.00	54210
10/5/2022	13355	Mechanic Shop Femme, Inc	Virtual: "So, You Want to Buy an Electric Car?" Program - 10/12/22	350.00	54210
10/5/2022	13356	Midwest Tape	Hoopla Subscription - September 2022	3,418.95	53500
10/5/2022	13357	Midwest Tape 2000007021	Acquisitions for AV, Processing Supplies & Cataloging Service - September 2022	5,131.98	53320, 53340, 56420, 56550
10/5/2022	13358	OverDrive, Inc.	eBooks - September 2022	11,643.52	53500
10/5/2022	13359	Sikich LLP	StorageCraft Cloud Storage & Automation Support for Servers & Workstations - October 2022	6,580.00	55350, 55360
10/5/2022	13360	State Industrial Products	Air Care Program	191.60	52100
10/5/2022	13361	Suburban Elevator Company	Preventative Maintenance Quarterly	207.84	52200
9/21/2022	ACH	Quadient Leasing USA, Inc.	Postage Added to Meter in Patron Services	400.00	56200
9/26/2022	ACH	Wex Health, Inc.	FSA Monthly Fees-September 2022	54.90	51500
10/3/2022	ACH	Village of Deerfield	Water & Sewer-August 2022	126.19	52410
10/3/2022	ACH	Village of Deerfield	Water & Sewer-August 2022	106.74	52410
10/4/2022	ACH	Comcast Cable	Patron Internet Service 9/16/22-10/15/22	334.05	52440
10/5/2022	ACH	Google, Inc.	Google Apps - October 2022	1,053.00	55350
10/10/2022	ACH	Amazon	Invoice #: 1TG9-QG13-KQJQ Invoice Date: 10/01/2022 for September 2022 Credit Memo#: 1VL4-KHJC-GW6J- September 2022	5,014.82	51600, 52100, 52500, 53221, 53241, 53320, 53550, 53600, 54210, 54400, 56410, 56440
10/12/2022	ACH	First Bank Mastercard	September 2022 Credit Card Payment	5,455.63	20001-20014
Total for 11100 WinTrust General Operating -2997				84,415.81	

Deerfield Public Library
Credit Card Transactions by Account Holder
As of 10/11/2022
Presented for Approval October 2022

	Date	Num	Vendor	Memo	Amount	Account Description
20000 Credit Cards Payable						
20001 Admin - 4734						
	10/11/2022	AD 09/09/22	MailChimp	E-Newsletter Mailing September 2022	69.99	Outreach Programs
	10/11/2022	AD 09/15/22	Spotify	Spotify for iPads Monthly Subscription	15.99	Youth Programming
Total for 20001 Admin - 4734					85.98	
20002 Business Office - 1381						
	10/11/2022	BO 09/07/22	Vista Print	New Business Cards - M. Stoger & Custom Stamp	53.39	General Operating Supplies
	10/11/2022	BO 09/09/22	Quill	Binder Clips & Post It Notes	39.84	General Operating Supplies
	10/11/2022	BO 09/14/22	Whole Foods	Goodies for Staff Farewell	11.98	Staff Enrichment
	10/11/2022	BO 09/27/22	Travelers	Payment for Treasurer Bond	2,307.00	Insurance
	10/11/2022	BO 09/29/22	Panera Bread	Food for All Staff Meeting 9/28/22	75.98	Admin Programs
Total for 20002 Business Office - 1381					2,488.19	
20003 Info Technology (IT) - 5382						
	10/11/2022	IT 09/10/22	Adobe	Staff Creative Cloud All Apps Monthly Subscription	54.99	Software & Licenses
	10/11/2022	IT 09/22/22	Adobe	IT Staff Creative Cloud Monthly Subscription	52.99	Software & Licenses
	10/11/2022	IT 09/30/22	Deerfield Public Library	Testing of Self Checkouts	0.30	Material Fees
	10/11/2022	IT 10/01/22	Liberated Syndication	Podcasting Hosting	20.00	Software & Licenses
	10/11/2022	IT 10/02/22	GoDaddy	One Year Website Certificate Renewal	249.99	Software & Licenses
Total for 20003 Info Technology (IT) - 5382					378.27	
20004 Facilities - 1382						
	10/11/2022	FC 10/04/22	Home Depot	Light Bulbs for Refrigerators	9.94	Facility Equipment Maintenance
	10/11/2022	FC 10/05/22	Foundations	Drop In Baby Change Station for YSD Restroom	75.00	Interior Facility Maintenance
Total for 20004 Facilities - 1382					84.94	
20005 Patron Services - 7279						
	10/11/2022	PS 09/28/22	Cafe Zupas	Lunch for All Staff Meeting 09/28/22	401.64	Admin Programs
Total for 20005 Patron Services - 7279					401.64	
20006 Support Services - 4206						
	10/11/2022	SS 09/11/22	IniSev Ltd - Follow-It	Monthly Service Fee to Convert RSS Feeds to Emails	3.00	Software & Licenses
	10/11/2022	SS 09/21/22	Paypal - IniSev	Prepaid rest of the year fee to Convert RSS Feeds to Emails	30.00	Software & Licenses
Total for 20006 Support Services - 4206					33.00	
20007 Adult Services - 2368						
	10/11/2022	AS 09/07/22	UWCC Registration	Online Class - Youth Services 101 - M. Stoeger	350.00	Training & Education
	10/11/2022	AS 09/10/22	Apple	Roku Monthly Subscription - Apple TV - Addtl 3 Rokus Purchased	4.99	E-Resources
	10/11/2022	AS 09/10/22	Apple	Roku Monthly Subscription - Apple TV - Addtl 3 Rokus Purchased	4.99	E-Resources
	10/11/2022	AS 09/14/22	Netflix	Roku Monthly Subscription	19.99	E-Resources
	10/11/2022	AS 09/17/22	Netflix	Roku Monthly Subscription	19.99	E-Resources
	10/11/2022	AS 09/18/22	Disney Plus	Roku Monthly Subscription	13.99	E-Resources
	10/11/2022	AS 09/19/22	Apple	Roku Monthly Subscription - Apple TV	4.99	E-Resources
	10/11/2022	AS 09/19/22	Apple	Roku Monthly Subscription - Apple TV	4.99	E-Resources
	10/11/2022	AS 09/20/22	Apple	Roku Monthly Subscription - Apple TV	4.99	E-Resources
	10/11/2022	AS 09/23/22	Hulu	Roku Monthly Subscription	6.99	E-Resources
	10/11/2022	AS 09/27/22	EventBrite	Training: "How to Build an Antiracist Library Culture" - C.Bueno	304.44	Training & Education
	10/11/2022	AS 09/30/22	Netflix	Roku Monthly Subscription	19.99	E-Resources
	10/11/2022	AS 10/03/22	DisneyPlus	Roku Monthly Subscription	7.00	E-Resources
	10/11/2022	AS 10/03/22	DisneyPlus	Roku Monthly Subscription	13.99	E-Resources
	10/11/2022	AS 10/06/22	Library Works	Training: "Mastering Uncomfortable Conversations with Library Visitors" - M. Stoeger	49.00	Training & Education
Total for 20007 Adult Services - 2368					830.33	
20009 Outreach Coord - 2042						
	10/11/2022	OC 09/06/22	Jewel - Osco	Supplies for Memory Cafe	54.74	Outreach Programs
	10/11/2022	OC 08/09/22	Twinkl	Membership for downloads for Promotion Supplies	5.00	Membership & Dues
Total for 20009 Outreach Coord - 2042					59.74	
20010 Adult Prog Coord - 5416						
	10/11/2022	APC 09/18/22	Apple	Roku Monthly Subscription - Apple TV - Addtl 3 Rokus Purchased	4.99	E-Resources
	10/11/2022	APC 09/21/22	Kahoot	Annual Subscription	240.00	Adult Programming

	10/11/2022	APC 09/23/22	Zoom	Monthly Subscription	54.99	Adult Programming
Total for 20010 Adult Prog Coord - 5416					299.98	
20011 Youth Prog Coord - 1971						
	10/11/2022	YPC 10/04/22	St. Gregory's Church	Pumpkins for Youth Programs	132.50	Youth Programming
	10/11/2022	YPC 10/04/22	St. Gregory's Church	Pumpkins for SEC	25.00	Staff Enrichment
	10/11/2022	YPC 10/04/22	Dollar Tree	Halloween Decoration Supplies	5.00	Youth Programming
Total for 20011 Youth Prog Coord - 1971					162.50	
20012 Youth Coord - 1259						
	10/11/2022	YC 09/21/22	American Library Association	Renewal of ALA & ALSC Membership - Henry	91.00	Membership & Dues
	10/11/2022	YC 10/01/22	Matterport	Monthly Subscription	9.99	Software & Licenses
Total for 20012 Youth Coord - 1259					100.99	
20014 MakerSpace - 2311						
	10/11/2022	MS 09/07/22	Luizbot	3D Printer Tool Head	507.02	IT Equipment
	10/11/2022	MS 10/05/22	Joann	Fall Colored Felt for MakerSpace	23.05	IT Equipment
Total for 20014 MakerSpace - 2311					530.07	
Total for 20000 Credit Cards Payable					5,455.63	

To: Board of Trustees
Re: FY 2023 Budget & 2022 Levy Request
Date: October 19, 2022

The Finance Committee met on October 12, 2022 and recommended the following Proposed FY 2023 Budget for approval at the regular Board meeting.

This budget draft includes a 0% levy increase and a reduced Facility Improvement budget from \$700,000 to \$500,000. We received an update from the architect and the Phase 1 interior project costs are projected at \$371,698. We opted to remove the exterior facility improvements at this time. We are proposing a \$788,780 transfer from reserves to fund our Facility Improvement projects and our increase in Operating Expenses.

	Account Number	Description	FY 2022	PYE 2022	PYE 2022 - FY 2022	FY 2023	Proposed FY 2023 - FY 2022	% Change FY 2022 - Proposed FY 2023
Operating Revenue								
	41100	Property Tax	4,387,720.00	4,385,000.00	-2,720.00	4,387,720.00	0.00	0.00%
	41200	Replacement Tax	25,000.00	25,000.00	0.00	25,000.00	0.00	0.00%
	42100	Material Fees	10,000.00	10,000.00	0.00	10,000.00	0.00	0.00%
	42200	Non-Resident Fees	5,000.00	5,000.00	0.00	5,000.00	0.00	0.00%
	42300	Printing/Copying Fees	4,000.00	4,000.00	0.00	4,000.00	0.00	0.00%
	44150	Per Capita Grant	20,000.00	22,781.25	2,781.25	20,000.00	0.00	0.00%
	44009	Other Operating Grants	0.00	0.00	0.00	0.00	0.00	
	45500	Friends Contributions	5,000.00	12,000.00	7,000.00	10,000.00	5,000.00	100.00%
	45100	General Donations	500.00	100.00	-400.00	500.00	0.00	0.00%
	43100	Interest	5,000.00	23,000.00	18,000.00	10,000.00	5,000.00	100.00%
	49009	Miscellaneous	500.00	250.00	-250.00	500.00	0.00	0.00%
	49065	Sale of Surplus Materials	500.00	400.00	-100.00	500.00	0.00	0.00%
		Transfer from Reserve	145,000.00	145,000.00	0.00	788,780.00	643,780.00	
		Total Operating Revenue	4,463,220.00	4,632,531.25	24,311.25	5,262,000.00	653,780.00	17.90%
Operating Expenses								
	51100	Salaries	2,359,500.00	2,359,500.00	0.00	2,430,250.00	70,750.00	3.00%
	51200	FICA	180,570.00	180,570.00	0.00	186,000.00	5,430.00	3.01%
	51300	Health/Misc Benefits	353,400.00	353,400.00	0.00	387,000.00	33,600.00	9.51%
	51400	Pension Contribution	226,000.00	226,000.00	0.00	221,000.00	-5,000.00	-2.21%
	51500	Other Benefits	9,000.00	9,000.00	0.00	9,000.00	0.00	0.00%
	51600	Staff Enrichment	4,000.00	4,000.00	0.00	4,000.00	0.00	0.00%
		Total Personnel	3,132,470.00	3,132,470.00	0.00	3,237,250.00	104,780.00	3.34%
	52100	Interior Facility Maintenance	60,000.00	60,000.00	0.00	60,000.00	0.00	0.00%
	52300	Exterior Building Maintenance	20,000.00	20,000.00	0.00	30,000.00	10,000.00	50.00%
	52200	Facility Equipment Maintenance	60,000.00	80,000.00	20,000.00	80,000.00	20,000.00	33.33%
		Total Repairs & Maintenance	140,000.00	160,000.00	20,000.00	170,000.00	30,000.00	21.43%
	52410	Water	3,000.00	3,000.00	0.00	3,000.00	0.00	0.00%
	52430	Telephone - Voice	15,000.00	15,000.00	0.00	23,000.00	8,000.00	53.33%
	52440	Data Lines	28,000.00	17,000.00	-11,000.00	17,000.00	-11,000.00	-39.29%
		Total Utilities	46,000.00	35,000.00	-11,000.00	43,000.00	-3,000.00	-6.52%
	52500	Minor Furnishings & Equipment (<25,000)	20,000.00	20,000.00	0.00	25,000.00	5,000.00	25.00%
		Total Minor Furnishings & Equipment	20,000.00	20,000.00	0.00	25,000.00	5,000.00	25.00%
	53100	Periodicals	16,500.00	10,000.00	-6,500.00	15,500.00	-1,000.00	-6.06%
	53221	Books - Adult Non-Fiction	40,000.00	30,000.00	-10,000.00	40,000.00	0.00	0.00%
	53222	Books - Adult Fiction	60,000.00	40,000.00	-20,000.00	60,000.00	0.00	0.00%
	53241	Books - Youth & Teens	70,000.00	50,000.00	-20,000.00	73,000.00	3,000.00	4.29%
	53320	Audio Visual - Adult	65,000.00	65,000.00	0.00	64,000.00	-1,000.00	-1.54%
	53340	Audio Visual - Youth	15,000.00	12,000.00	-3,000.00	12,000.00	-3,000.00	-20.00%
	53500	E-Resources	295,000.00	295,000.00	0.00	295,000.00	0.00	0.00%
	53550	Literacy Support - Youth	4,000.00	2,000.00	-2,000.00	2,000.00	-2,000.00	-50.00%
	53600	Library Of Things	10,000.00	8,000.00	-2,000.00	14,000.00	4,000.00	40.00%
		Total Library Materials	575,500.00	512,000.00	-63,500.00	575,500.00	0.00	0.00%
	54100	Admin Programs	4,000.00	3,000.00	-1,000.00	4,000.00	0.00	0.00%
	54150	Outreach Programs	1,500.00	1,500.00	0.00	1,250.00	-250.00	-16.67%
	54210	Adult Programs	25,000.00	25,000.00	0.00	25,000.00	0.00	0.00%
	54400	Youth Programs	28,000.00	25,000.00	-3,000.00	25,000.00	-3,000.00	-10.71%
	NEW	MakerSpace Programs				10,000.00	10,000.00	
		Total Library Programs	58,500.00	54,500.00	-4,000.00	65,250.00	6,750.00	11.54%
	55350	Software & Licenses	190,000.00	230,000.00	40,000.00	230,000.00	40,000.00	21.05%
	55360	IT Support	110,000.00	110,000.00	0.00	142,000.00	32,000.00	29.09%
	56440	IT Equipment	75,000.00	75,000.00	0.00	63,000.00	-12,000.00	-16.00%
	NEW	MakerSpace Equipment				10,000.00		
		Total Library Technology	375,000.00	415,000.00	40,000.00	445,000.00	70,000.00	18.67%
	56009	Other Office Support	10,000.00	10,000.00	0.00	10,000.00	0.00	0.00%
	56100	Insurance	50,000.00	40,000.00	-10,000.00	40,000.00	-10,000.00	-20.00%
	56200	Postage	8,250.00	8,000.00	-250.00	8,250.00	0.00	0.00%
	56300	Professional Printing Services	16,000.00	15,500.00	-500.00	16,000.00	0.00	0.00%
	56550	Cataloging Service	22,000.00	22,000.00	0.00	22,000.00	0.00	0.00%
	56500	Professional Admin Services	21,000.00	21,000.00	0.00	21,000.00	0.00	0.00%
	56555	Professional Outreach Services	5,500.00	5,500.00	0.00	6,750.00	1,250.00	22.73%

	Account Number	Description	FY 2022	PYE 2022	PYE 2022 - FY 2022	FY 2023	Proposed FY 2023 - FY 2022	% Change FY 2022 - Proposed FY 2023
	56700	Travel for Library Services	1,000.00	250.00	-750.00	1,000.00	0.00	0.00%
		Total Professional and Operating Services	133,750.00	122,250.00	-11,500.00	125,000.00	-8,750.00	-6.54%
	56410	General Operating Supplies	15,000.00	14,000.00	-1,000.00	14,000.00	-1,000.00	-6.67%
	56420	Processing Supplies	23,000.00	23,000.00	0.00	23,000.00	0.00	0.00%
		Total Supplies	38,000.00	37,000.00	-1,000.00	37,000.00	-1,000.00	-2.63%
	56600	Dues & Memberships	8,000.00	8,000.00	0.00	8,000.00	0.00	0.00%
	57100	Training & Education	25,000.00	20,000.00	-5,000.00	25,000.00	0.00	0.00%
	57200	Training Travel	6,000.00	500.00	-5,500.00	6,000.00	0.00	0.00%
		Total Professional Dev't	39,000.00	28,500.00	-10,500.00	39,000.00	0.00	0.00%
	61100	Facility Improvements	50,000.00	50,000.00	0.00	500,000.00	450,000.00	900.00%
	61200	Capital Equipment	0	0	0.00	0.00	0.00	
		Total Capital Outlay	50,000.00	50,000.00	0.00	500,000.00	450,000.00	
		Total Operating Expenses	4,608,220.00	4,566,720.00	-41,500.00	5,262,000.00	653,780.00	14.19%
Non Operating Activity								
	43200	Interest - Reserve	5,000.00	20,000.00	15,000.00	10,000.00	5,000.00	100.00%
	42901	Impact Fees		0.00	0.00		0.00	
	62000	Special Capital Projects		0.00	0.00		0.00	
		Total Revenue & Other Sources	5,000.00	20,000.00	15,000.00	10,000.00	5,000.00	100.00%
	60-4110	Debt Service 2021 Taxes Received	683,950.00	367,630.00	-316,320.00	687,450.00	3,500.00	0.51%
	60-4310	Debt Service 2021 Investment Income	0.00	0.00	0.00	0.00	0.00	
		Total Revenue & Other Sources	683,950.00	367,630.00	-316,320.00	687,450.00	3,500.00	0.51%
	60-7010	Debt Service 2021 Interest (Payments)	253,950.00	87,630.00	-166,320.00	232,450.00	-21,500.00	-8.47%
	60-7020	Debt Service 2021 Principal (Payments)	430,000.00	280,000.00	-150,000.00	455,000.00	25,000.00	5.81%
		Total Expenses & Other Uses	683,950.00	367,630.00	-316,320.00	687,450.00	3,500.00	0.51%

DEERFIELD PUBLIC LIBRARY
2022 Levy for Calendar Year 2023
Budget Summary

	Proposed 2023 BUDGET	Proposed December 2022 LEVY
DEERFIELD PUBLIC LIBRARY		
GENERAL OPERATIONS		
Personnel Services	3,237,250	3,237,250
Other Services	695,500	-
Contractual Services	510,250	510,250
Commodities	819,000	639,000
Total General Operations	<u>5,262,000</u>	<u>4,386,500</u>
 CAPITAL IMPROVEMENTS		
Capital Outlay	<u>-</u>	<u>-</u>
 DEBT SERVICE		
GO Series 2021	687,450	687,450
Total Debt Service	<u>687,450</u>	<u>687,450</u>
 Total - All Library	 <u><u>5,949,450</u></u>	 <u><u>5,073,950</u></u>
 DEERFIELD PUBLIC LIBRARY - Summary		
General Operations	5,262,000	4,386,500
Capital Improvements	-	-
Debt Service 2021 Series	687,450	687,450
Total - All Library	<u><u>5,949,450</u></u>	<u><u>5,073,950</u></u>

Director's Report: October 2022

FYI

- Judy Hoffman, Outreach Coordinator, will give a presentation about our Memory Cafe program.
- Steve Wuehr, Head of IT, will demonstrate our new website. The new site is scheduled to go live on October 18, 2022.
- I will share additional information about the Strategic Planning project with the board under my report.
- Under New Business, I will share my thoughts about a Holiday Party on **Friday, January 20, 2023**.
- In addition, the Board will have an Executive Session to finish their semi-annual review of previously closed minutes.
- Article of Interest:
 - Who knew historic flutes could bring together two pop culture icons, Librarian of Congress [Carla Hayden](#) and popular musician Lizzo?
 - Information about the two candidates for Illinois Secretary of State. The Secretary of State serves as the State Librarian. The [questionnaire](#) was provided by the Illinois Library Association.
 - This [WGN story](#) showcases increasing threats of violence directed to library staff, including at libraries in the Chicago area. Situations like this have prompted the American Library Association to write a [Letter of Concern](#) to the FBI.

Personnel

- In September the library had 2 separations
 - Patron Services Assistant on September 16
 - Library Aide on September 27
- In September the library filled 0 positions
- [The library has 5 positions open](#)

DEPARTMENT REPORTS

Adult Services Report

Melissa Stoeger, Assistant Director of Adult & Youth Services

- Chase has been getting more patrons signed up for homebound delivery and making more frequent deliveries. Homebound patrons are also checking out more items than they have in the past. He also offered a walk-in tech help at Gidwitz senior living center and helped several people with various technology questions, from how to use their phone, how to download Libby and even how to use Uber and Lyft.

- Vicki partnered with Ted in the MakerSpace to offer a tour to a group from the North Suburban Special Recreation Association. We had 19 attendees who got to see how all of our machines work and make their own crafts. Everyone had a great time and we look forward to having them back again.
- Anne and Andrew have been working with Steve to get the Adult Services web pages updated and ready for the new website launch.
- “Wow! Thank you for being so accessible. This is awesome.” - Joe H., NSSRA supervisor during DPL MakerSpace tour and demonstration.
- “I'm impressed Alexa plays your interviews new and past ones. It's so fun to call them up! You have really done so much for the library and its communities.” Email from patron to Dylan about the podcast.
- “The stained glass window program last evening was excellent. Can hardly wait to go explore some of the buildings we learned about!” Email from patron to Jamie about Michigan Avenue Stained Glass program.
- “Hey Vicky, Thank you for all the wonderful work you've done over the years for Tom and all the other special people around Deerfield.” email from caregiver of one of our PLACE program attendees.
- 1,131 Patron Questions
- 17 Library Lifelines and 5 one on ones
- 26 Books to Go
- 21 “live” programs with 307 attendees. 4 passive programs with 142 participants. (Both up from last month)
- Patrons read 14,462 “miles” for Read Around the World in September. (Up from last month)
- 420 Podcast listens
- 489 Study Room reservations (up from last month)
- 10,119 total YouTube views

Business Office Report

Kelly DeCorrevont, Business Manager

- Cheryl and Kelly completed Library check runs on September 7 and September 21
- Mira and Kelly completed Library payrolls on September 1, September 15 and September 29
- Attended the Finance Committee Meeting on September 7 and September 21
- Kelly attended the area wide Business Managers meeting on September 22
- Mira and Kelly attended the Village Wellness committee meeting on September 27
- Hosted Business Office check ins weekly on Wednesdays in September
- All library staff were assigned Bystander Intervention: Extended Edition 2022 training on September 6
- We had our Annual Wellness Screening event on October 7. All Library Staff (including Part Time) were eligible for Flu Shots this year.

IT Report

Steve Wuehr, Head of IT

- **Security Awareness Training**
 - Q3 training is complete as staff completed security training centered on social media awareness and personal and mobile device security. Phishing campaigns continue at regular intervals and include emails based on relevant topics of the day. Q4 training will implement a unified reported system for suspicious messages, along with additional information on identifying the difference between spam and phishing, and how to report each type of message.
- **Door Access Control**
 - Quotes for adding additional doors to the Door Access Control system have been received and we are in the process of evaluating those now in order to determine next steps. There was an issue in September with the reader at the staff entrance that was attributed to a bad control board on the system. The reader was moved to a spare port on another board, but any expansion of the system will require that we replace the bad board.
- **Website Refresh**
 - Many thanks to staff members Anne Jamieson, Andrew Brown and Emily Koch for their assistance in getting the new site ready to launch. While they were hard at work helping to coordinate updates of content to the site for Adult and Youth Services I was working with the developers to ensure all of the back end tasks were completed. Launch is planned for October 18th.
- **Computer Refresh**
 - Adult Services replacement machines have arrived and Ryne is working on getting those machines ready for staff. These machines will mark a shift to cloud based file storage with Google to ensure files are always accessible, secure and backed up, regardless of where staff may be with their device.

MakerSpace Report

Ted Gray, MakerSpace Manager

- Finalizing Winter Programming. Coordinating with Youth and Adult regarding both programming and setting up special events.
- We created a sign and had everything set up for patrons to do a drop in project in the MakerSpace. Three people have come in during the last week to make a Tortilla warmer.
- We bought a new sewing machine based on a recommendation from Grace. The Singer Heavy Duty looks like a great basic sewing machine and is great for teaching. We would like to purchase more and start sewing classes.
- We had a great event with Kary Henry and her Homeschool group. We made stickers together and dog tags!
- Grace is very interested in setting up a Cosplay club. We're starting to take names of patrons who are interested.

- We are thinking of and developing more drop in programming ideas.
- Did a really neat sublimation printing project with a patron. This patron paints dog portraits. We took a picture of one of her paintings and put it on a coffee mug using the sublimation printer and then put a phrase on the other side of the mug. They look fantastic!



- We had a young patron who seems to be obsessed with Star Wars. Almost every day during the month of September he sent in a small file of a clone trooper to be printed out on our 3D printers. We wonder what he is doing with this now army of clone troopers?!
- Our Tortilla warmers program was a great success. One of the nice things about it was that it taught basic sewing skills and was easy for both a beginner and more experienced sewers.



- Six months in a row now when our numbers have been over 200. We're starting to see a number of repeat visitors.

Outreach Report

Judy Hoffman, Outreach Coordinator

- **Dementia Friendly Community/Memory Cafe:** For our September Memory Cafe, we had 14 attendees. We had a Trivia Game as the activity, and it provided an opportunity for lots of conversation.

- **Farmers Market:** The Library was present at the Farmers Market twice in September. On September 10, I was at the Market along with Melissa Stoeger. We were staffing the Market's Children's Activity booth. DPL Youth Services provided 100 Grab & Go kits. We had an opportunity to chat with lots of visitors, and the kits were gone in just two hours! On September 24, the Board spent the morning visiting with attendees.
- **CEL Dusters:** We were excited to welcome back our volunteers from the Center for Enriched Living on September 12. They are once again helping us keep the library's shelves dust-free. They come every Monday at 10:30 a.m. Typically there are six volunteers accompanied by two CEL staff members. After dusting, they relax and often are reading books discovered during their dusting.
- In September, we had 18 meeting room reservations. A few of those groups are going to switch to Zoom for November-April. These are primarily groups with senior age members, and a good number are "snowbirds."
- E-newsletter: The e-news continues to have an excellent open rate: September 15 (57%); September 29 (56%). Following there are measurable upticks in program registration, and the monthly *Selections* (Staff recommendations) continues to be very popular, with the highest open rate of each issue.

Patron Services Report

Sayaka Suzuki, Patron Services Manager

- During the month of September we had 10,210 library visits, about 1,000 less than our visits in August.
- During the month of September we had 24,258 physical items that circulated including renewals, which is less than the number circulated in August.
- We fulfilled 14 curbside pickup appointments.
- We scheduled 4 virtual appointments for library card renewals.

Support Services Report

Pam Skittino, Head of Support Services

- Reloaded the patron records for Deerfield patrons who haven't moved with the address verified and Geocoded.
- Continued to troubleshoot and adjust settings for Find More Illinois
- Continued updating: picture book call numbers and labels - More than 1,100 books were relabeled in the new style and an additional 62 books were reclassified to have categories and were then relabeled.

Youth Services Report

Melissa Stoeger, Assistant Director of Adult & Youth Services

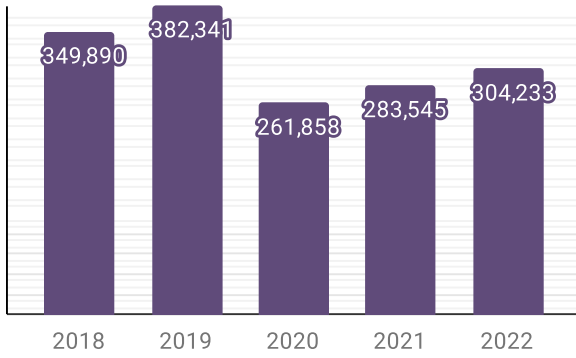
- Emily K. was selected to work on the Diverse BookFinder project. This project is funded by a grant from the Institute of Museum and Library Services and is staffed by librarians throughout the nation. Over the next year, they will be reading and coding books with BIPOC characters to create an online searchable database to facilitate the discovery of multicultural books.
- Emily K. has been working hard with Steve to help get the YS web pages ready for the new website launch.
- Our outdoor storytimes have been very popular with attendance usually in the 40s, and one session had 66 attendees!
- Kary is back in person in the schools for outreach. In September she had 6 off-site visits with 50 children. We do have some schools who have decided they prefer virtual visits, so Kary will be doing both, depending on the schools' preference.
- Melissa attended the Deerfield Farmers Market and handed out 100 grab-and-go craft kits for kids. (We gave out another 148 in the library during the month.)
- A mom approached Noreen after the Pirate storytime, saying how great it was, so Noreen signed her up for the other 2 character storytimes this session. Then told her all about the other storytime options this session, and she mentioned coming to some of our virtual storytimes last year and said they were fantastic, and that she really appreciated having it as an option when everything was still closed.
- A patron came in and complimented the baby book and picture book selections. When Dylan told them that Ms. Megan and Ms. Noreen buy those books, she said she remembers Megan from her virtual storytimes!
- A woman called asking about some of our programs. She then said, "I just have to let you know, my granddaughter loves getting things out of the green box outside in front. I have things hanging all over my place. You all do such a great job."
- An elementary school student walked past the picture book display, came back to the desk, and excitedly announced, "That's my holiday!" When I asked him for clarification, he said, "You have a book on Diwali. We celebrate that! That's my holiday!" He was very proud to have seen that book on display! - KH 9/22
- 707 patron questions (slightly down from last month)
- 16 Personalized Picks and 11 Baby Book Bundles
- 18 in-person programs with 424 attendees
- 7 Passive programs with 289 participation
- 11 Outreach programs to 387 children
- 301 Stay and Play kit checkouts (down from last month)

Deerfield Public Library

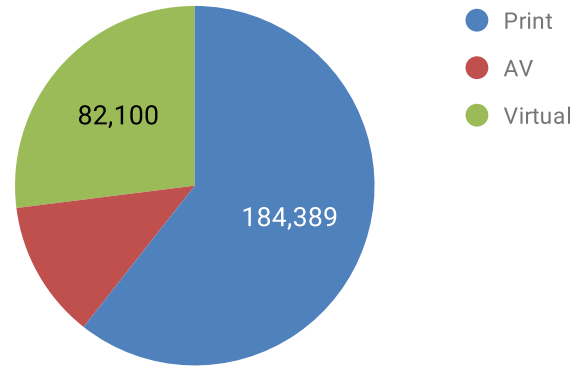
September 2022 Statistics

28

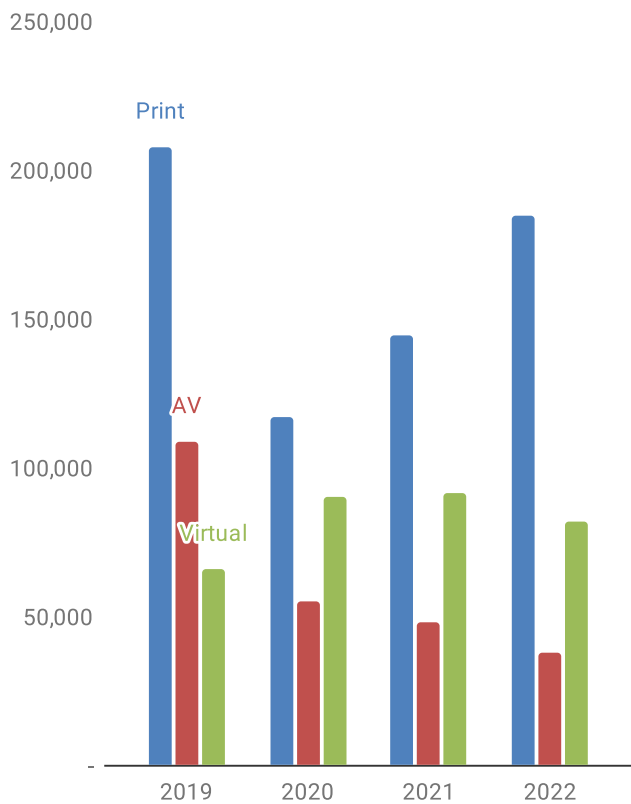
Total Circulation YTD



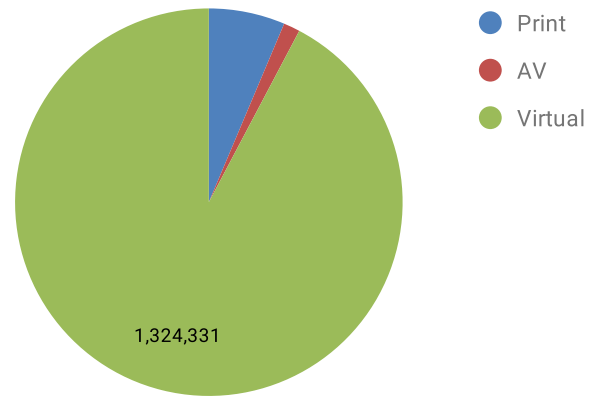
Circulation by Type YTD



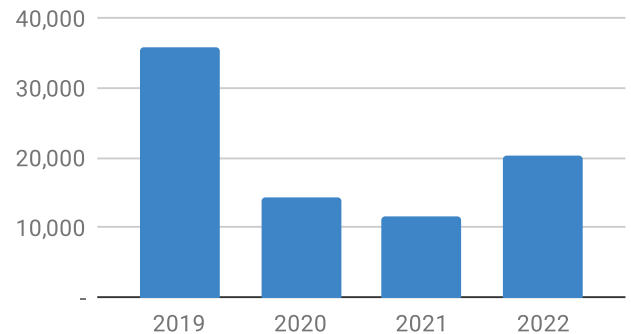
Circ Trends by Type YTD



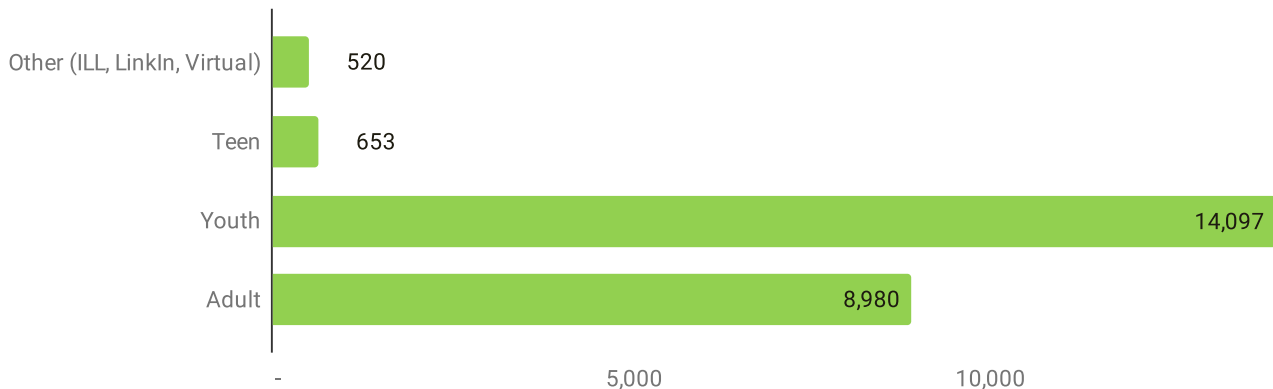
Collection by Type - September



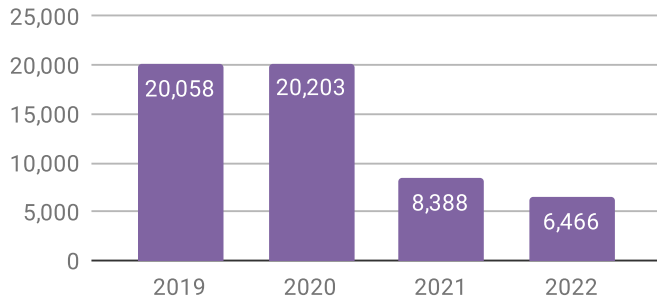
Questions Answered YTD



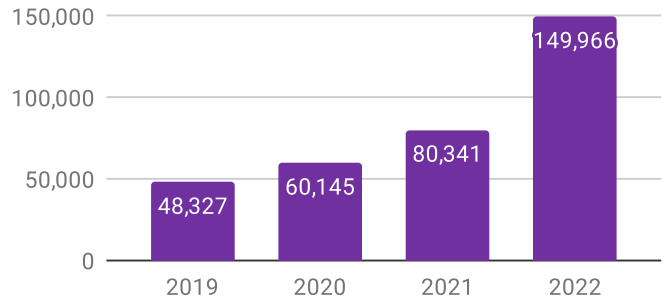
Circulation by Collection



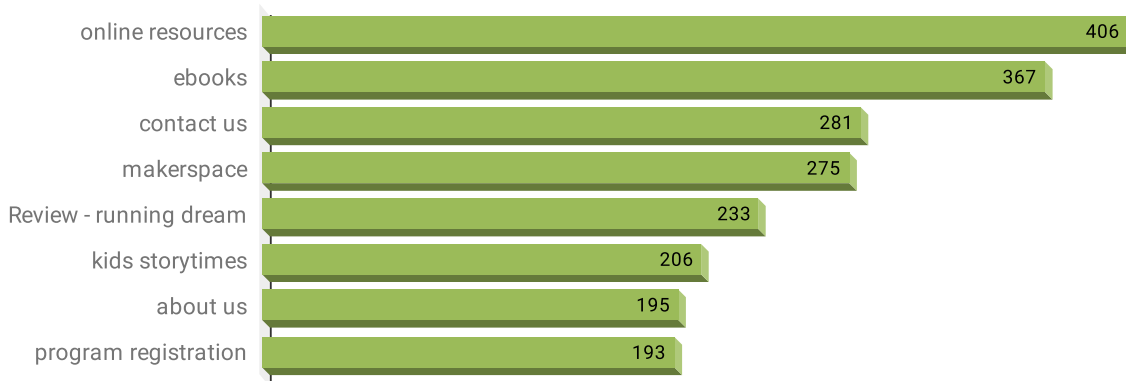
Active Program Attendance YTD



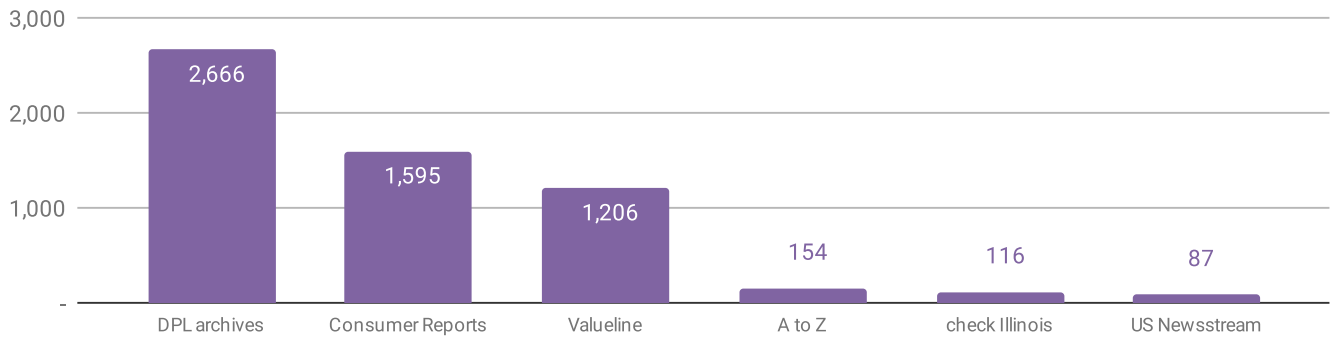
Passive program attendance YTD



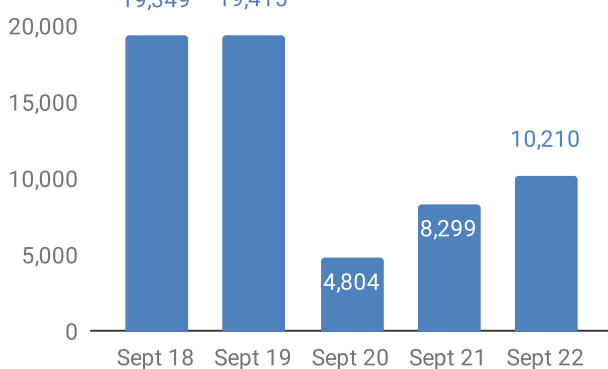
Most Popular Webpages



Most popular databases - August



Monthly Library Visits



Average Daily Attendance



To: Board of Trustees
Re: FY 2023 Per Capita Grant Application: Standards Review, Chapters 1-6
Date: October 19, 2022

At the October and November board meetings, we will review and discuss the Illinois Public Library Standards Checklists as part of our FY2023 Per Capita grant application. For the October meeting, we will review the checklists for the first six chapters. The checklists are included after this memo in the packet.

These chapters cover:

Chapter 1	Core Standards
Chapter 2	Governance & Administration
Chapter 3	Personnel
Chapter 4	Access
Chapter 5	Building Infrastructure & Maintenance
Chapter 6	Safety

In addition to these essential standards, listed below are standards that have been enhanced and defined.

Illinois Public Library Core Standards

- Core 1 The library provides uniformly gracious, friendly, timely, and reliable service to all users.
- Core 2 The library is established and operates in compliance with Chapter 75 of the *Illinois Compiled Statutes*.
- Core 3 The library is governed by a board of trustees elected or appointed and constituted in compliance with the relevant sections of Chapter 75 of the *Illinois Compiled Statutes*.
- Core 4 The library complies with all other state and federal laws that affect library operations. (See Appendix A)
- Core 5 The library adopts and adheres to the principles set forth in the American Library Association's (ALA) *Library Bill of Rights* and other ALA intellectual freedom statements and interpretations.
- Core 6 The library adopts and adheres to the *Code of Ethics of the American Library Association*. The library adopts and adheres to the *Public Library Trustee Ethics Statement*, developed by United for Libraries, a division of ALA.
- Core 7 The board of trustees adopts written bylaws that outline the board's purpose and operational procedures and address conflict-of-interest issues. (See Appendix C)
- Core 8 The board of trustees appoints a qualified librarian as library administrator and delegates active management of the library to the library administrator. (For the purposes of this document, a qualified librarian is a person holding a Master of Library Science (MLS), Master Science in LIS, Master of Library and Information Science (MLIS), or other comparable degree from an ALA-accredited program and/or actively participates in continuing education opportunities each year offered by the Illinois State Library, regional library systems, and the Illinois Library Association. Library boards and communities should strive to have a minimum of one staff member holding an ALA-accredited master's degree.)
- Core 9 The board of trustees meets regularly, in accordance with the *Illinois Compiled Statutes*, with the library administrator in attendance. All board meetings and board committee meetings shall comply with the *Open Meetings Act*.
- Core 10 The board of trustees has exclusive control of the expenditure of all monies collected, donated, or appropriated for the library fund and all property owned by the library.
- Core 11 The library has a board-approved written budget. The budget is developed annually by the library administrator and the board with input from the staff.
- Core 12 The board of trustees annually determines if the library's revenues are sufficient to meet the needs of the community. If the revenues are not sufficient, the board of trustees will take action to increase the library's revenues.
- Core 13 The library has a board-approved mission statement, a long-range/strategic plan, disaster prevention and recovery plan, collection management policy, personnel policy, technology plan, and other policies as appropriate to the library's operation and regularly updates and maintains them as appropriate. (See Appendices F and H)

- Core 14 The library administrator presents written monthly reports, including statistics, on library operations to the board of trustees. In addition, monthly fiscal reports are presented by the library administrator and/or the library board treasurer.
- Core 15 The board of trustees annually reviews the performance of the library administrator.
- Core 16 The library is a member of an Illinois regional library system, fulfills the membership requirements of its system, is a responsible partner in the Illinois Library and Information Network (ILLINET), and participates in resource sharing through interlibrary loan and reciprocal borrowing.
- Core 17 The library provides access to resource sharing databases, participates in resource sharing by entering the library's collections into a regional, statewide, or national database, and actively promotes resource sharing via interlibrary loan and reciprocal borrowing.
- Core 18 The library utilizes a variety of methods to communicate with its community.
- Core 19 The library is located in a facility designed or renovated for library purposes and complies with all applicable local, state, and federal codes.
- Core 20 A library is open a minimum of fifteen hours per week according to the *Illinois Administrative Code* [23 Ill. Adm. Code 3030.110].
- Core 21 As a baseline, the library appropriates money to major budget categories (personnel, benefits, library materials, other operating expenditures) using the *Illinois Public Library Annual Report* statewide percentages analysis.
- Core 22 The library board and staff promote the collections and services available to its community.
- Core 23 At least every five years, and more frequently if necessary, the library conducts a review to determine if the library is providing facilities, collections and services in a quantity, at a time, and in a manner that meets the needs of the community.

Governance and Administration Checklist

- Library has an elected or appointed board of trustees.
- Library has a qualified library administrator.
- Library administrator files an *Illinois Public Library Annual Report (IPLAR)* with the Illinois State Library.
- Library administrator prepares monthly reports (including statistics) of operations and services for the board's review.
- Library administrator and/or library board treasurer prepares monthly fiscal reports for the board's review.
- Library has a mission statement and a long-range/strategic plan.
- Library maintains an understanding of the community by surveys, hearings, and other means.
- Library board reviews library policies on a regular basis.
- Library board members participate in local, state, regional, and national decision making that will benefit libraries.
- Library develops an orientation program for new board members.
- Library board members attend local, regional, state, and national conferences pertinent to libraries when fiscally possible.
- Library keeps adequate records of library operations and follows proper procedures for disposal of records.
- Library complies and keeps current with appropriate Illinois and federal laws pertaining to public libraries.
- Library has a board-approved set of written bylaws that govern the conduct of the board of trustees and its relationship to the library and staff.
- Library maintains insurance covering property and liability, including volunteer liability.
- Library has a written succession plan focused on both internal and external talent development to fill anticipated needs for library leadership and other key personnel.

Personnel Checklist

- Library has a board-approved personnel policy.
- Library has staffing levels that are sufficient to carry out the library's mission.
- Library has job descriptions and a salary schedule for all library positions. The job descriptions and salary schedule are periodically reviewed and revised as needed.
- Library's hiring practices are in compliance with EEOC guidelines and the Americans with Disabilities Act.
- Library salaries and fringe benefits account for up to 70 percent of total operations budget.
- Library gives each new employee a thorough orientation.
- Library evaluates staff annually.
- Library staff and administration attend local, regional, state, and national conferences as well as training workshops and seminars where feasible.
- Library provides staff access to library literature and other professional development materials.
- Public library trustees and administrators are aware of federal, state, and local statutes and regulations relevant to personnel administration.
- The library complies with state and federal laws that affect library operations.

Access Checklist

- The library provides the right amount of space of the right kind to meet the provisions of its long-range/strategic plan.
- At least once every five years, the board directs a review of the library's long-term space needs.
- The staff are familiar with the requirements contained in the *Americans with Disabilities Act (ADA)* and work to address deficiencies in order to provide universal access to all patrons.
- The library, including branches or other service points, is located at a site that is determined to be most convenient for the community.
- The library provides adequate, safe, well-lighted, and convenient parking during all hours of service.
- The library has the minimum required number of parking spaces.
- The library's entrance is easily identified, clearly visible, and well lighted.
- The library has an identifying sign clearly visible from the street. Additional signs guide users from arterial streets to the library.
- The library has adequate internal signage.
- The library's lighting levels comply with lighting standards.
- All signage is in compliance with applicable federal, state, and local regulations.
- The library building supports the implementation of current and future telecommunications and electronic information technologies.
- The library has sturdy and comfortable furnishings in sufficient quantity to meet user needs.
- Space is allocated for child and family use with furniture and equipment designed for use by children.
- The library has enough shelving and other types of display and storage to provide patrons with easy access to all materials.
- Shelving in the areas serving young children is scaled to their needs.

Appendix K (Facility Management Checklists)

Ongoing Building Maintenance Checklist

- The library building should be maintained in a clean and sanitary condition at all times. Cleaning schedule can depend on frequency of use, and other factors.
- Elevators should be maintained at least annually, and should comply with applicable codes for safety.
- Roofs should be maintained at least twice a year or more frequently if required by the warranty. Additional inspection and maintenance work should be performed after every occasion where a contractor performs work on the roof (e.g., a rooftop chiller is replaced).
- The building facade should be inspected once a year.
- Parking lot resealing and restriping should be performed every one to three years.
- HVAC systems should be inspected and maintained at least twice a year (before summer and winter).
- Alarm system should be checked for proper operation at least once a year.
- Lighting should be inspected and replaced at least once every three months, unless they are inspected on a regular basis by the building staff. In some cases, defective lights must be replaced immediately. This includes exit lights, parking lot lights, and building exterior lights.
- Emergency lighting should be checked once a month.
- Sprinkler systems should be inspected as required by code, but at least once per year.
- Automatic doors should be inspected, adjusted and lubricated as required by code, but at least once every 6 months. Such doors may require more frequent work depending on traffic.
- Plumbing—Toilets, domestic water heater, and faucets: These systems should be maintained at least twice per year, including rodding of drain lines. Many components such as toilets may require maintenance on an as-needed basis. Sump pumps and back-up systems should be checked more frequently.
- Landscaping should be maintained weekly during season, and at least twice per year for cleanup, trimming, etc.
- Landscaping sprinklers should be checked and maintained twice a year.
- Carpet mats should be vacuumed on a regular basis, and shampooed at least once per year. Worn, loose, or torn carpeting should be replaced on an as-needed basis.
- Hard surface flooring should receive thorough cleaning and/or polishing once per year.
- Window cleaning should be performed at least once per year.

- Parking garages should be inspected and cleaned on an annual basis. Cleaning should include power washing to remove salt and other deposits.
- Other unique features, such as fountains, fireplaces, indoor planters, etc. should also be maintained on an as-required basis.
- Emergence generators should be checked for proper operation every week, and serviced as required by manufacturer.
- Snow removal should be performed on an as-needed basis (either self-performed or contracted).
- Egress paths should be checked once a month to ensure they are maintained open and free of obstructions.
- Electrical and mechanical rooms should be checked twice per year to ensure they are kept clean and clear of obstructions to reach the equipment.

Building Periodic Repair Checklist

- Tuck pointing of masonry: On an as-needed basis.
- Sealant repairs (window perimeters, masonry joints, etc.): On a three-to-five year interval.
- Interior painting and wall coverings: On an as-needed basis.
- Exterior painting including steel members that may corrode such as railings, etc.: Typically, once every three to five years.
- Wood and trim components: On an as-needed basis.
- Exterior and Interior Signage: Evaluate the appropriateness and condition of your signage once a year.
- Windows: Replace broken seals broken glass, caulking and glazing as needed.
- Parking lot: Perform patching, sidewalk repairs such as mud jacking, curb repairs, etc. as needed.
- Landscaping: Inspect trees and sod replacement every one to two years.
- Graffiti removal: Perform on an as-needed basis.
- Fencing repairs and painting: Perform on an as-needed basis. Painting is typically required every three to five years.
- Hardware: Items such as door knobs, locks, etc. should be repaired on an as-needed basis.

Capital Project Checklist

*Warranties and professional consultation should determine capital project items.

- Parking lot reconstruction (not routine sealing)
- Re-roofing
- Window replacement
- HVAC equipment replacement
- Lighting replacements and upgrades
- Building additions
- Interior remodeling (carpeting, walls, furnishings, etc.)
- Utility infrastructure including electrical feeds, cabling, fiber optics, generators, IT infrastructure, technology upgrades
- Major facade repairs
- Major code upgrades

Capital Asset Plan Item List

*Any item that is not accounted for in library operating budget should be on this list.

- Building structure
- Site elements such as parking lots, paving, site furnishings and signs
- HVAC systems
- Plumbing
- Elevators
- Building envelope including facade, windows, and roofs
- Furnishings

Environmentally Friendly Components

*The best time to upgrade for energy code conformance is when a library does replacement of library systems.

- Roof
- Mechanical systems
- Windows
- Library façade repair or replacement
- Lighting/LED
- Low-flow/water saving

Safety Checklist

- The library provides a list of emergency call numbers at all staff phones in the library.
- The library has a floor plan that shows entrances, exits, location of emergency supplies, fire alarms, and fire extinguishers.
- The library has an emergency manual and disaster plan.
- The library provides emergency training for staff, including fire and tornado drills, use of fire extinguishers, and location of the first aid kit, NARCAN® kit, and an automated external defibrillator.
- The library provides a call list and contact information that is reviewed biannually.
- Emergency medical supplies are stored in a designated location and are accessible to staff.
- Emergency equipment such as electric, gas and water switches, fire extinguishers, and fire alarms are noted on a library floor plan and are tested biannually.
- A prioritization list shows what should be salvaged in order of importance.
- A building safety checklist includes daily, weekly, quarterly, semi-annual, and annual safety procedures.
- A procedure exists for letting staff know when it is unsafe to enter the building.
- The library has a designated tornado shelter.
- Emergency exits and evacuation routes out of the library and to the tornado shelter are clearly marked. Fire extinguishers are clearly marked.
- The library provides adequate security for staff, users, and collections.
- The library has a strong relationship with local police and community safety personnel and communicates with them on a regular basis about safety issues affecting the library.
- At least two people (one of whom may be a volunteer) shall be on duty during all open hours of operation.
- Copies of the emergency manual and disaster plan are provided to community safety personnel.
- A policy for security camera usage has been adopted and signage is posted.