

**DEERFIELD PUBLIC LIBRARY BOARD OF TRUSTEES
MEETING AGENDA
920 Waukegan Road, Deerfield, IL, Meeting Room
Wednesday, May 15, 2024, 6:30 PM**

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

1. ROLL CALL & CALL TO ORDER
 - A. Election of New Officers
 - B. Appointments to Board Committees
2. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD & CORRESPONDENCE
3. APPROVAL OF MINUTES
 - A. April 17, 2024 Regular Meeting (ACTION)
 - B. April 17, 2024 Executive Session (ACTION)
4. TREASURER REPORT
 - A. Monthly Financials: Balance Sheet, Revenue & Expenses (ACTION)
 - B. List of Checks and Payments for Approval (ACTION)
5. STAFF PRESENTATION, Vicki Karlovsky, Memory Cafe
6. LIBRARY DIRECTOR'S REPORT
7. OLD BUSINESS
8. NEW BUSINESS
 - A. Director Goals
9. OTHER
10. ADJOURNMENT

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

Upcoming 2024 Library Board Meetings: June 19, July 17, August 21

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

ELECTION OF NEW OFFICERS

Board Position

1 message

Luisa Ellenbogen <lellenbogen@deerfieldlibrary.org>
To: Amy Falasz-Peterson <afalasz-peterson@deerfieldlibrary.org>

Thu, May 2, 2024 at 3:53 PM

Amy,

Having served as a President of the Deerfield Public Library for the past year, I have enjoyed representing the Library in the greater community and working with the Board of Directors and the Board to promote the mission of the library. I would like to continue providing my skills and insight in this capacity and am submitting my name for the Presidency.

Regards,

Luisa Ellenbogen

Board Officer Nomination

1 message

Ken Abosch <kabosch@deerfieldlibrary.org>
To: Amy Falasz-Peterson <afalasz-peterson@deerfieldlibrary.org>

Thu, Apr 18, 2024 at 10:54 AM

Hi Amy,

I would like to place my name in nomination for Board Secretary for the next board officer term.

Thank you for your consideration.

Ken

Board Treasurer Interest - 2024-25 Board Year

1 message

Schriftman, Seth <Seth.Schriftman@illinois.gov>
To: Amy Falasz-Peterson <afalasz-peterson@deerfieldlibrary.org>
Cc: Kelly Decorrevont <kdecorrevont@deerfieldlibrary.org>

Wed, Apr 17, 2024 at 8:59 AM

Good morning, Amy and Kelly.

I am expressing my interest in being Board Treasurer at DPL for next year. Thanks!

Seth

Seth J. Schriftman | Deputy General Counsel

Illinois Department of Revenue

555 W. Monroe St., Ste. 1100, Chicago, IL 60661

(312) 814-3522 | seth.schriftman@illinois.gov



CONFIDENTIALITY NOTICE: The contents of this email (including attachments) may contain confidential taxpayer information belonging to the Illinois Department of Revenue, privileged attorney-client communications, or privileged attorney work product. The information contained in this email (including attachments) is only for the intended recipient. If you are not the named or intended recipient, you are hereby notified that any disclosure, copying, distribution or other use of this information is strictly prohibited by law. If you have received this transmission in error, please contact the sender immediately and promptly destroy the electronic message, attachments, and any copies. Receipt by unintended recipients does not waive the attorney-client privilege or attorney work product privilege or any other exemption from disclosure.

State of Illinois - CONFIDENTIALITY NOTICE: The information contained in this communication is confidential, may be attorney-client privileged or attorney work product, may constitute inside information or internal deliberative staff communication, and is intended only for the use of the addressee. Unauthorized use, disclosure or copying of this communication or any part thereof is strictly prohibited and may be unlawful. If you have received this communication in error, please notify the sender immediately by return e-mail and destroy this communication and all copies thereof, including all attachments. Receipt by an unintended recipient does not waive attorney-client privilege, attorney work product privilege, or any other exemption from disclosure.

To: Board of Trustees
Re: Committee Assignments
Date: May 15, 2024

As the Board discussed earlier this year, the new committee structure will be implemented at the May 15 meeting. For the purposes of moving forward, we know we are eliminating the Long Range Plan and Board Relations committees.

Here's a summary of the conversations around committee structure.

- All committees will only have 3 members
- One board member can be the chair of no more than 2 committees
- Human Relations Committee membership will be limited to Board Officers

In preparation for the May meeting, please take a few minutes to review the current committee list and determine which committees you may be interested in.

Deerfield Public Library
List of Board of Trustee Committees
As of 5/17/2023

			<u>Building</u>	<u>Board Relations</u>	<u>Finance</u>	<u>Policy</u>	<u>Memorials</u>	<u>Long-Range</u>	<u>Human Relations</u>
Board Officers:									
President	Luisa	Ellenbogen	X	X	X	X	X	Chair	X
Secretary	Ken	Abosch		X				X	Chair
Treasurer	Seth	Schriftman	X		Chair		X	X	X
Board Members:									
	Mike	Goldberg	Chair	Chair		Chair	X	X	
	Howard	Handler	X		X	X		X	
	Emily	Wallace					Chair	X	X
	Stephanie	Brand				X		X	X

The President of the Board and the Library Director are Ex-officio members of all committees.

BUILDING

This committee examines issues facing the building, remodeling, furniture, cleaning, and so forth. It has been called in the past to review, prepare, and oversee special projects such as the Library's ten-year remodeling plan.

BOARD RELATIONS

This committee oversees the Trustee orientation, ethics issues, and the Board self-review.

FINANCE

This committee has the fiduciary responsibility for the Library finances, such as preparing the budget, reviewing finances, and overseeing the levy preparation.

HUMAN RELATIONS

This committee reviews employee benefits, personnel policies, and oversees other human resource issues.

LONG RANGE PLANNING - COMMITTEE OF THE WHOLE

This committee generates and analyzes future plans including additional space needs, and automation.

MEMORIALS COMMITTEE

This committee provides recommendations for properly and uniformly honoring those who serve the Library, considering the criteria, ways to honor, and how to honor.

POLICY COMMITTEE

This committee reviews all policies that do not fall specifically under another specific committee, such as finance policies handled by the Finance Committee, making recommendations to the Board for policy changes.

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

1. ROLL CALL & CALL TO ORDER

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

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

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

Also in attendance, Stuart Babendir, Representative from the Friends of the Library.

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

None.

Mr. Stuart Babendir reported on the Friends of the Library, including the first “Deerfield Dines Out” fundraiser which was held during National Library Week. The Friends of the Library recently approved of the following items on the “Wish List” including Welcome Packets, QPAD, and Summer Reading Program sponsorship. Their next meeting will be on June 24, 2024 at 7 p.m.

3. APPROVAL OF MINUTES

A. March 20, 2024 Regular Meeting (ACTION)

MOTION: Mr. Seth Schriftman made a motion to approve the March 20, 2024 Regular Meeting minutes, seconded by Ms. Emily Wallace.

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

The motion was approved.

B. March 20, 2024 Executive Session Meeting (ACTION)

MOTION: Mr. Schriftman made a motion to approve the March 20, 2024 Executive Session Meeting minutes with the correction, seconded by Ms. Wallace.

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

The motion was approved.

4. TREASURER REPORT

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

Mr. Schriftman gave the financial report.

MOTION: Mr. Josh Charlson made a motion to approve the March Financials, seconded by Ms. Wallace.

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

The motion was approved.

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

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

-Bank Financial Petty Cash, Check Num 763	\$	69.61
-Electronic Payments, 2 ACHs, WinTrust	\$	35.00
-AP Checks 14298-14350, 13 ACHs, WinTrust	\$	<u>125,287.51</u>
The total amount presented for approval	\$	125,392.12

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

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

The motion was approved.

5. LIBRARY DIRECTOR'S REPORT

A. Reminder: Officer Elections in May

Ms. Amy Falasz-Peterson asked that interested Board members email her by May 1. The Board will elect their officers and do their committee assignments at the May meeting.

B. Strategic Plan Update

Ms. Falasz-Peterson reported that former Board member, Tom Parfitt, passed away. Mr. Parfitt served on the board from 1968-1993. Ms. Falasz-Peterson reported on the monthly statistics. The Board will be at the Farmers Market on September 21. The Deerfield Fine Arts Commission Art Reception will be at the Library on May 21, 2024 at 6 p.m.

6. OLD BUSINESS

A. Family Days (DISCUSSION)

The Board determined that they will participate in this year's Deerfield Family Days Parade.

7. NEW BUSINESS

A. Non-Resident Fee Card Participation (ACTION)

Ms. Ellenbogen presented the Non-Resident Fee Card Participation resolution.

MOTION: Mr. Abosch made a motion to approve the non-resident fee card resolution, seconded by Mr. Schriftman.

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

The motion was approved.

B. Motion Based on Executive Session (ACTION)

MOTION: Mr. Schriftman made a motion to approve a base salary increase of \$7,833 and a bonus award of \$5,000 for Amy Falasz-Peterson for her achievements over the 2023/2024 performance year. Mr. Charlson seconded the motion.

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

The motion was approved.

8. OTHER

None.

At 7:16 p.m., Mr. Schriftman made a motion to enter into Executive Session.

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

The motion was approved.

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

The Board returned to open session at 8:49 p.m.

10. ADJOURNMENT

At 8:50 p.m., Mr. Schriftman made a motion to adjourn the meeting, seconded by Ms. Wallace.

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

The motion was approved.

Ken Abosch, Secretary

Deerfield Public Library

Balance Sheet
As of April 30, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
11000 Cash and Investments - General	0.00
11100 General Operating - WinTrust	922,059.54
11200 Payroll - WinTrust	149,972.06
11300 E-Pay - WinTrust	1,052.88
11400 Deposits - Bank Financial	3,912.03
11500 Petty Cash - Bank Financial	2,796.37
11600 Max-Safe Wintrust	2,301,950.65
11900 Petty Cash	574.00
Total 11000 Cash and Investments - General	3,382,317.53
14100 PMA Financial Services	2,229,772.79
Total Bank Accounts	\$5,612,090.32
Accounts Receivable	
15120 Property Tax Receivable - 2013	27.50
Total Accounts Receivable	\$27.50
Other Current Assets	
12101 Inventory Asset	0.00
15000 Other Current Assets	0.00
15010 Receivables	4.80
15100 Property Taxes Receivable	4,386,500.00
15110 Property Tax Receivable - 2011A	683,950.00
15121 Property Tax Receivable - 2013	0.00
15200 Due from Village of Deerfield	0.00
15300 Prepaid Expenses	0.00
15400 Accrued Revenue - General	0.00
Total Other Current Assets	\$5,070,454.80
Total Current Assets	\$10,682,572.62

Deerfield Public Library

Balance Sheet
As of April 30, 2024

	TOTAL
Fixed Assets	
19000 Capital Assets	
19050 Capital Assets -Not Depreciated	
19100 Land	65,493.00
19150 Construction In Progress	0.00
Total 19050 Capital Assets -Not Depreciated	65,493.00
19200 Capital Assets - To Depreciate	
19210 Building	13,197,410.12
19300 Equipment	
19301 Equip - Phone System	33,636.00
19302 Equip - Automation System	309,361.00
19303 Equip - RFID	433,659.00
19304 Equip - Vehicle	23,432.00
19310 Furniture	883,919.00
Total 19300 Equipment	1,684,007.00
Total 19200 Capital Assets - To Depreciate	14,881,417.12
19220 Accumulated Depreciation	-6,239,762.00
Total 19000 Capital Assets	8,707,148.12
Total Fixed Assets	\$8,707,148.12
Other Assets	
15110 Deferred Outflows of Resources	377,678.74
15120 Deferred Outflows of Resources - OPEB	283,312.00
19900 Due From Other Activity	0.00
Total Other Assets	\$660,990.74
TOTAL ASSETS	\$20,050,711.48
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
21000 Accounts Payable	47,646.28
Total Accounts Payable	\$47,646.28
Credit Cards	\$ -85.41
Other Current Liabilities	
21055 Other Current Payables	0.00
21500 Retainage	0.00
22000 Payroll Liabilities	0.40
22100 Salaries Payable	67,367.09
22200 Deferred Compensation	0.00
22300 Withholdings	-1,493.08

Deerfield Public Library

Balance Sheet
As of April 30, 2024

	TOTAL
Total 22000 Payroll Liabilities	65,874.41
22395 FSA Payable	-1,672.60
23000 Due to Village - Short Term	0.00
24000 Accrued Expenses	0.00
25000 Deferred Inflows of Resources	1,813,735.44
25100 Deferred Property Taxes	4,386,500.00
Total 25000 Deferred Inflows of Resources	6,200,235.44
25110 Unearned Property Taxes-2011a	683,950.00
25120 Unearned Prop Taxes -20132	0.00
25500 Deferred Inflows of Resources - OPEB	211,999.00
25902 Unearned Impact Fee - AMLI Proj	0.00
26300 Net Pension liability	-1,254,070.00
29000 Due To Other Activity Bank Acct	0.00
Total Other Current Liabilities	\$5,906,316.25
Total Current Liabilities	\$5,953,877.12
Long-Term Liabilities	
26000 Noncurrent Liabilities	
26009 Compensated Absences	44,673.00
26100 Other Postemployment Benefits	519,480.00
26200 Due to Village - Long Term Debt	4,058,599.74
Total 26000 Noncurrent Liabilities	4,622,752.74
Total Long-Term Liabilities	\$4,622,752.74
Total Liabilities	\$10,576,629.86
Equity	
31000 Opening Bal Equity	0.00
32000 Fund Balance, Beginning	3,429,759.20
32100 Fund Balance 2011-A	-43,738.95
32110 Fund Balance-2013	-36,910.41
32120 Fund Balance _ Res	2,540,309.11
32130 Fund Balance LT Debt Acct Grp	420,397.10
33000 Investment in Capital Assets	10,203,278.12
33050 Debt Related to Capital Assets	-5,598,599.74
Total 33000 Investment in Capital Assets	4,604,678.38
Net Income	-1,440,412.81
Total Equity	\$9,474,081.62
TOTAL LIABILITIES AND EQUITY	\$20,050,711.48

Deerfield Public Library

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

January - April, 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
41000 Taxes				
41100 Property Tax	350,939.19	4,607,500.00	-4,256,560.81	7.62 %
41200 Replacement Tax		75,000.00	-75,000.00	
60-4110 Property Taxes - Debt Service 2021		689,700.00	-689,700.00	
Total 41000 Taxes	350,939.19	5,372,200.00	-5,021,260.81	6.53 %
42000 Fees & Fines				
42100 Material Fees	1,949.35	5,000.00	-3,050.65	38.99 %
42200 Non-Resident Fees	3,572.00	5,000.00	-1,428.00	71.44 %
42300 Printing/Copying Fees	1,905.68	4,000.00	-2,094.32	47.64 %
Total 42000 Fees & Fines	7,427.03	14,000.00	-6,572.97	53.05 %
43000 Investment Income				
43100 Interest - General	54,690.58	75,000.00	-20,309.42	72.92 %
43200 Interest - Reserve	29,657.87	25,000.00	4,657.87	118.63 %
Total 43000 Investment Income	84,348.45	100,000.00	-15,651.55	84.35 %
44000 Grants				
44100 State Grant				
44150 Per Capita Grant		25,000.00	-25,000.00	
Total 44100 State Grant		25,000.00	-25,000.00	
Total 44000 Grants		25,000.00	-25,000.00	
45000 Gifts and Contributions				
45100 General Donations	450.22	500.00	-49.78	90.04 %
45500 Friends Contributions	9,500.00	10,000.00	-500.00	95.00 %
Total 45100 General Donations	9,950.22	10,500.00	-549.78	94.76 %
Total 45000 Gifts and Contributions	9,950.22	10,500.00	-549.78	94.76 %
49000 Miscellaneous Revenue				
49009 Miscellaneous	9,278.35	1,000.00	8,278.35	927.84 %
49065 Sale of Surplus Materials	122.17	500.00	-377.83	24.43 %
Total 49000 Miscellaneous Revenue	9,400.52	1,500.00	7,900.52	626.70 %
Uncategorized Income		332,000.00	-332,000.00	
Total Income	\$462,065.41	\$5,855,200.00	\$ -5,393,134.59	7.89 %
GROSS PROFIT	\$462,065.41	\$5,855,200.00	\$ -5,393,134.59	7.89 %
Expenses				
50000 General Expenses				
51000 Personnel Expenses				
51100 Salaries	982,685.55	2,700,000.00	-1,717,314.45	36.40 %
51200 FICA	72,243.84	206,640.00	-134,396.16	34.96 %
51300 Health/Misc Benefits	145,766.30	425,000.00	-279,233.70	34.30 %
51400 Pension Contribution	65,789.50	221,860.00	-156,070.50	29.65 %
51500 Other Benefits	3,296.70	9,000.00	-5,703.30	36.63 %
51600 Staff Enrichment	282.00	5,000.00	-4,718.00	5.64 %

Deerfield Public Library

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

January - April, 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Total 51000 Personnel Expenses	1,270,063.89	3,567,500.00	-2,297,436.11	35.60 %
52000 Facility Expenses				
52100 Interior Facility Maintenance	11,825.81	66,000.00	-54,174.19	17.92 %
52200 Facility Equipment Maintenance	44,579.98	100,000.00	-55,420.02	44.58 %
52300 Exterior Building Maintenance	6,434.20	30,000.00	-23,565.80	21.45 %
52400 Utilities				
52410 Water	1,249.60	4,000.00	-2,750.40	31.24 %
52430 Telephone - Voice	5,664.27	21,000.00	-15,335.73	26.97 %
52440 Data Lines	4,486.69	15,000.00	-10,513.31	29.91 %
Total 52400 Utilities	11,400.56	40,000.00	-28,599.44	28.50 %
52500 Minor Furnishings & Equipment	10,710.15	25,000.00	-14,289.85	42.84 %
Total 52000 Facility Expenses	84,950.70	261,000.00	-176,049.30	32.55 %
53000 Library Materials				
53100 Periodicals	5,399.80	15,500.00	-10,100.20	34.84 %
53200 Adult Materials-Books				
53221 Books - Adult Non-Fiction	12,420.50	40,000.00	-27,579.50	31.05 %
53222 Books-Adult Fiction	14,997.44	59,000.00	-44,002.56	25.42 %
Total 53200 Adult Materials-Books	27,417.94	99,000.00	-71,582.06	27.69 %
53300 Audio Visual Materials				
53320 Audio Visual - Adult	14,547.81	59,000.00	-44,452.19	24.66 %
53340 Audio Visual - Youth	2,545.57	10,000.00	-7,454.43	25.46 %
Total 53300 Audio Visual Materials	17,093.38	69,000.00	-51,906.62	24.77 %
53400 Youth Materials-Books				
53241 Books - Youth & Teens	17,279.39	72,000.00	-54,720.61	24.00 %
53550 Literacy Support - Youth	269.82	2,000.00	-1,730.18	13.49 %
Total 53400 Youth Materials-Books	17,549.21	74,000.00	-56,450.79	23.72 %
53501 Electronic Resources				
53500 E-Resources	135,893.73	304,000.00	-168,106.27	44.70 %
Total 53501 Electronic Resources	135,893.73	304,000.00	-168,106.27	44.70 %
53600 Non-Traditional Resources	3,417.30	14,000.00	-10,582.70	24.41 %
Total 53000 Library Materials	206,771.36	575,500.00	-368,728.64	35.93 %
54000 Library Programs				
54100 Admin Programs	1,454.27	5,000.00	-3,545.73	29.09 %
54150 Outreach Programs	721.66	2,000.00	-1,278.34	36.08 %
54210 Adult Programs	10,283.47	25,000.00	-14,716.53	41.13 %
54400 Youth Programs	9,688.21	25,000.00	-15,311.79	38.75 %
54500 MakerSpace Programs	1,117.95	1,500.00	-382.05	74.53 %
Total 54000 Library Programs	23,265.56	58,500.00	-35,234.44	39.77 %
55000 Technology				
55350 Software & Licenses	193,362.80	220,000.00	-26,637.20	87.89 %
55360 IT Support	32,232.17	125,000.00	-92,767.83	25.79 %
55400 New Projects/equip				

Deerfield Public Library

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

January - April, 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
56440 IT Equipment	3,718.96	60,000.00	-56,281.04	6.20 %
Total 55400 New Projects/equip	3,718.96	60,000.00	-56,281.04	6.20 %
55440 MakerSpace Equipment	2,846.57	8,500.00	-5,653.43	33.49 %
Total 55000 Technology	232,160.50	413,500.00	-181,339.50	56.15 %
56000 Professional/Contractual Svcs				
56009 Other Office Support	1,816.04	9,000.00	-7,183.96	20.18 %
56100 Insurance		44,000.00	-44,000.00	
56200 Postage	1,787.51	7,500.00	-5,712.49	23.83 %
56300 Professional Printing Services	5,665.13	19,250.00	-13,584.87	29.43 %
56500 Professional Admin Services	7,665.94	25,000.00	-17,334.06	30.66 %
56550 Cataloging Service	1,882.18	22,000.00	-20,117.82	8.56 %
56555 Professional Outreach Services	2,233.47	8,750.00	-6,516.53	25.53 %
Total 56500 Professional Admin Services	11,781.59	55,750.00	-43,968.41	21.13 %
56700 Travel for Library Services	69.61	500.00	-430.39	13.92 %
Total 56000 Professional/Contractual Svcs	21,119.88	136,000.00	-114,880.12	15.53 %
56400 Supplies				
56410 General Operating Supplies	4,761.65	15,000.00	-10,238.35	31.74 %
56420 Processing Supplies	6,102.03	24,500.00	-18,397.97	24.91 %
Total 56400 Supplies	10,863.68	39,500.00	-28,636.32	27.50 %
57000 Training/Development Expenses				
56600 Dues & Memberships	2,683.00	8,000.00	-5,317.00	33.54 %
57100 Training & Education	16,293.20	25,000.00	-8,706.80	65.17 %
57200 Training Travel	2,061.45	6,000.00	-3,938.55	34.36 %
Total 57000 Training/Development Expenses	21,037.65	39,000.00	-17,962.35	53.94 %
Total 50000 General Expenses	1,870,233.22	5,090,500.00	-3,220,266.78	36.74 %
61000 Capital Expenses				
61100 Facility Improvements	32,245.00	50,000.00	-17,755.00	64.49 %
Total 61000 Capital Expenses	32,245.00	50,000.00	-17,755.00	64.49 %
70000 Debt Service				
60-7010 Debt Service 2021 Interest (Payments)		209,700.00	-209,700.00	
60-7020 Debt Service 2021 Principal (Payments)		480,000.00	-480,000.00	
Total 70000 Debt Service		689,700.00	-689,700.00	
Total Expenses	\$1,902,478.22	\$5,830,200.00	\$ -3,927,721.78	32.63 %
NET OPERATING INCOME	\$ -1,440,412.81	\$25,000.00	\$ -1,465,412.81	-5,761.65 %
NET INCOME	\$ -1,440,412.81	\$25,000.00	\$ -1,465,412.81	-5,761.65 %



Master Total Portfolio Report

Report as of 4/30/2024

PMA Financial Network
 2135 CityGate Lane
 7th Floor
 Naperville, IL 60563
 Phone: 630-657-6400
 Fax: 630-718-8701

Deerfield Public Library (80226-102 - Reserve Fund)

Type	Holding ID	Settle Date	Maturity	FDIC #	Instrument	Cost	Par-Val/Mat. Val	Rate
ISC		04/30/2024			ISC Balance	\$39,279.37	\$39,279.37	
SEC	SEC-52553-1	05/04/2022	05/06/2024	4297	CAPITAL ONE NA	\$246,239.16	\$246,000.00	2.600
CD	CD-1346595-1	02/14/2023	08/07/2024	57993	ServisFirst Bank	\$232,950.00	\$249,516.72	4.807
CD	CD-1352513-1	08/18/2023	08/19/2024	5496	Cornerstone Bank	\$100,000.00	\$105,402.44	5.373
CD	CD-295000-1	10/19/2022	10/18/2024	9450	FIRST BANK OF OHIO	\$228,000.00	\$248,029.80	4.393
SEC	SEC-56853-1	10/21/2022	10/21/2024	3511	WELLS FARGO BANK NA	\$249,692.54	\$249,000.00	4.355
CD	CD-1358956-1	02/20/2024	02/18/2025	57512	Western Alliance Bank	\$225,000.00	\$236,228.15	5.004
CD	CD-1360059-1	03/21/2024	03/21/2025	34742	EagleBank	\$165,000.00	\$173,451.30	5.122
CD	CD-1360060-1	03/21/2024	03/21/2025	29209	NexBank	\$235,000.00	\$246,707.35	4.982
SEC	SEC-63364-1	02/21/2024	05/15/2025		US TREASURY N/B	\$50,811.72	\$52,000.00	4.678
CD	CD-1358957-1	02/20/2024	08/11/2025	4185	First Priority Bank	\$225,000.00	\$241,110.96	4.833
CD	CD-1360723-1	04/16/2024	10/08/2025	31840	Financial Federal Bank	\$232,800.00	\$249,883.06	4.960
Sub Totals →						\$2,229,772.79	\$2,336,609.15	
Totals →						\$2,229,772.79	\$2,336,609.15	

Time and Dollar Weighted Average Portfolio Yield: 4.86%

Weighted Average Portfolio Maturity: 258.39 Days

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

Portfolio Summary

Type	Allocation (%)	Allocation (\$)	Description
SEC	23.33	\$544,620.44	Securities
CD	74.99	\$1,750,329.78	Certificate of Deposit
ISC	1.68	\$39,279.37	ISC Account

Index

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

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

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

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

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

Deerfield Public Library					
Check Detail					
For Board Meeting on May 15, 2024					
Summary					Amount
11500 Bank Financial Petty Cash	Check Num 764				\$25.06
11300 WinTrust E Pay	2 ACHs				\$247.95
11100 WinTrust General Operating	Check Num 14351-14392, 12 ACHS				\$216,704.73
Total Payments to Approve					\$216,977.74
Date	Num	Vendor	Memo	Amount	Account Num
11500 Bank Financial Petty Cash -1537					
04/22/2024	764	Stephanie Keough	Mileage Reimbursement for Training at Morton Grove Library: I'm A Manager, Now What	25.06	57200
Total for 11500 Bank Financial Petty Cash -1537				25.06	
11300 WinTrust E Pay -8926					
04/26/2024	ACH	Square	Net of Refund to Patron for Mis-Calc of Non-Resident Fee 04/25/24 & Sales from 04/24/24 less fees	237.95	42200
05/03/2024	ACH	Chase Paymentech	Merchant CC Processing Fees	10.00	56009
Total for 11300 WinTrust E Pay -8926				247.95	
11100 WinTrust General Operating -2997					
04/24/2024	14351	OverDrive, Inc.	eBooks - April 2024	2,905.19	53500
04/24/2024	14352	Rotary Club of Deerfield	Dues & Luncheon - Qtr 1 2024	460.00	56600
04/24/2024	14353	Carol Stream Public Library	Reimburse for lost book "The School for Good Mothers: a Novel" due to BCQ Error	15.26	53222
04/24/2024	14354	Cintas Corporation	AED Training for Staff, Refill of First Aid, Bathroom & Sanitizing Station supplies, Mats for the Library	1,977.33	52100, 56410, 57100
04/24/2024	14355	Illinois Library Association	2024 ILA Marketing Forum Mini-Conference - 05/17/24 - S. Scaletta	65.00	57100
04/24/2024	14356	Sarah Abu-Absi	Intro to Forest Therapy at Ryerson Woods - 05/15/24	300.00	54210
04/24/2024	14357	Atomatic Mechanical Services, Inc.	Repair Issues with Air Handler	840.00	52200
04/24/2024	14358	CDW Government, Inc.	Mounting for New Security Camera on North Side of Library looking over parking lot	110.73	56440
04/24/2024	14359	Jim Gibbons Historical Presentations	Chicago's Former Mayor, Richard J. Daley - 05/16/24	300.00	54210
04/24/2024	14360	Johnson Controls	Service for Valent AHU Supply Fan Alarm	2,414.50	52200
04/24/2024	14361	ACCO Brands USA LLC	Fix Laminator	157.00	56009
04/24/2024	14362	Peerless Network, Inc.	Phone Support Maintenance 4/15/24-5/14/24	1,132.13	52430
04/24/2024	14363	Andrea Pracht	DIY Kombucha Program - 05/22/24	200.00	54210
04/24/2024	14364	Kelly DeCorrevont	Tuition Reimbursement - Strategic Mgmt, Corporate Risk Mgmt and Finance - DeCorrevont & Mileage Reimbursement for HR Training	5,061.51	57100, 57200
04/24/2024	14365	Mira Desai	Mileage Reimbursement for HR Training - Desai	40.87	57200
04/24/2024	14366	Thomas Interiors	Final Install Fee for 2023 Furniture that arrived in April 2024	1,155.00	52500
04/24/2024	14367	Anderson Pest Solutions	Pest Management - April 2024	71.40	52100
04/24/2024	14368	FSS Technologies LLC	Burglar Alarm System Quarterly Maintenance Fee	120.00	52200
04/24/2024	14369	Demco, Inc.	Bookmarks & Sticky Mosaic Posters	1,179.45	54400
04/24/2024	14370	Innovative Interfaces, Inc.	Annual Fees for Sierra Syndetics Unbound, Sierra/Encore Annual Software Agreement, Resource Sharing - Returnables (INN-Reach)	116,022.62	55350
05/08/2024	14371	Midwest Tape 2000007021	Acquisitions for AV, Processing Supplies & Cataloging Service - April 2024	3,815.31	53320, 53340, 56420, 56550
05/08/2024	14372	Baker Tilly US, LLP	Audit Services - 2023	4,500.00	56500
05/08/2024	14373	Lake County Collector	RE: West Fork Drainage - Tax Year 2023	160.90	56009
05/08/2024	14374	OverDrive, Inc.	eBooks - April 2024	9,116.22	53500
05/08/2024	14375	HR Source	Membership Renewal 6/2024 thru 6/2025	1,500.00	56600
05/08/2024	14376	Ingram Library Services LLC	Acquisitions for Books, AV, and Processing Supplies - April 2024	14,284.67	53221, 53222, 53241, 53320, 54210, 54400, 56420

05/08/2024	14377	AV Techsource, Inc.	Provide Audio & Control programming for the new AV upgrades for the Meeting Rooms	6,457.00	55350
05/08/2024	14378	Cintas Corporation	Mats for the Library, AED Training, Monthly Lease for (3) AED Devices	1,910.21	52100, 52200, 57100
05/08/2024	14379	ACC Business	Internet Service 03/11/24-04/10/24	902.22	52440
05/08/2024	14380	CDW Government, Inc.	New Security Camera for Quiet Room	369.43	56440
05/08/2024	14381	Complete Cleaning Company, Inc.	Monthly Cleaning Services for Library	2,640.00	52100
05/08/2024	14382	Hawk Masonry	Install Brick Veneer under Windows outside of Youth Programming Room Windows.	3,200.00	61100
05/08/2024	14383	Quadient Leasing USA, Inc.	Postage Machine Quarterly Lease: 3/2/2024 - 6/1/2024	221.67	56200
05/08/2024	14384	Gary Midkiff and Company	Virtual Great Decisions Program 05/21/24	215.00	54210
05/08/2024	14385	Tom Walsh	Tuition Reimbursement - Cataloging & Classification - Walsh	1,275.00	57100
05/08/2024	14386	Demco, Inc.	Tape Order & Shipping Labels for ILL Packages	2,192.39	56420
05/08/2024	14387	Playaway Products LLC	Acquisitions for Wonderbooks Youth Av - April & May 2024	916.84	53340
05/08/2024	14388	Suburban Elevator Company	Annual Elevator Testing	490.00	52200
05/08/2024	14389	Kanopy Inc.	Pay Per Use	442.00	53500
05/08/2024	14390	Midwest Tape	Hoopla Subscription - April 2024	4,779.89	53500
05/08/2024	14391	Fox Valley Fire & Safety Company, Inc.	Fire Alarm Radio Monitoring Quarterly Lease - May 2024	228.00	52200
05/08/2024	14392	Showcases	Launchpad Case - Orange & DVD & Blu-Ray Cases	186.99	56420
04/22/2024	ACH	AT&T	Voice Lines: 03/28/24-04/27/24	286.18	52430
04/25/2024	ACH	Wex Health, Inc.	FSA Monthly Fees - April 2024	54.90	51500
05/01/2024	ACH	Village of Deerfield	Water & Sewer - March 2024	137.81	52410
05/01/2024	ACH	Village of Deerfield	Water & Sewer - March 2024	116.55	52410
05/01/2024	ACH	Amazon	Invoice #: 1CN3-NDG3-FPQC Invoice Date: 05/01/2024 for April 2024 Credit Memo#: 1Y66-YKRM-K9XY - April 2024	3,771.99	52100, 52200, 52500, 53221, 53222, 53320, 53600, 54210, 54400, 54500, 56410, 56420, 55440, 56440, 57100
05/03/2024	ACH	De Lage Landen Financial Services, Inc.	Monthly Lse for 7 Copiers and 3 Printers - May 2024	1,808.72	55360
05/04/2024	ACH	Comcast Cable	Patron Internet Service 4/16/24-5/15/24	222.29	52440
05/05/2024	ACH	Google, Inc.	Google Apps - May 2024	1,126.68	55350
05/06/2024	ACH	Citi Credit Card	April 2024 Credit Card Payment - Costco	85.41	20015-20016
05/09/2024	ACH	First Bank Mastercard	April 2024 Credit Card Payment	9,798.97	20001-20014
05/09/2024	ACH	USPS	Postage for Summer '24 Browsing	1,144.50	56200
05/09/2024	ACH	Johnson Controls	HVAC Compressor Troubleshooting	3,819.00	52200
Total for 11100 WinTrust General Operating -2997				216,704.73	

Deerfield Public Library
Credit Card Transactions by Account Holder
As of 5/08/2024
Presented for Approval May 15, 2024

Date	Num	Vendor	Memo	Amount	Account Description
20000 Credit Cards Payable					
20001 Admin - 4734					
05/08/2024	AD 04/09/24	MailChimp	E-Newsletter Mailing Monthly Subscription	75.00	Outreach Programs
05/08/2024	AD 04/15/24	Spotify	Spotify for iPads Monthly Subscription	16.99	Youth Programming
05/08/2024	AD 04/24/24	Husky Furniture	Reference Desk & Front Desk Chairs (7)	4,721.58	Minor Furnishings
05/08/2024	AD 05/03/24	Egg Harbor Cafe	Amy's Review Lunch Discussion	47.10	Admin Programs
05/08/2024	AD 05/03/24	Amazon	Annual Prime Membership	1,299.00	Other Office Support
Total for 20001 Admin - 4734				6,159.67	
20002 Business Office - 1381					
05/08/2024	BO 04/14/24	Quill	Copier Paper (4 Boxes)	159.96	General Operating Supplies
05/08/2024	BO 04/14/24	Staples	Refund for Returned Double Sided Tape	-30.27	General Operating Supplies
05/08/2024	BO 04/16/24	Rosati's Pizza	Pizzas for Purchasing Training	180.69	Training & Education
05/08/2024	BO 04/17/24	Mariano's	Drinks for AED Training	19.96	Training & Education
05/08/2024	BO 04/29/24	Library Works	Webinars (2): "Build Better Working Relationships at your Library & Increasing Library Workplace Engagement and Satisfaction" - K. DeCorrevont	98.00	Training & Education
05/08/2024	BO 05/01/24	VistaPrint	Business Cards for Adult Programmer J. Hosein	27.98	General Operating Supplies
Total for 20002 Business Office - 1381				456.32	
20003 Info Technology (IT) - 5382					
05/08/2024	IT 04/07/24	Resound	Podcast Editing Service	15.00	Software & Licenses
05/08/2024	IT 04/08/24	Wasabi Technologies	Storage for Remote Backup	41.34	Software & Licenses
05/08/2024	IT 04/08/24	Go Daddy	Certificate Renewal of Innovative Servers	199.98	Software & Licenses
05/08/2024	IT 04/09/24	Adobe	Staff Creative Cloud All Apps Monthly Subscription	54.99	Software & Licenses
05/08/2024	IT 04/24/24	Siwvl Inc.	Swivl Robot for Hybrid Meetings to replace old camera	1,146.00	IT Equipment
05/08/2024	IT 05/01/24	Google	Monthly Charge for Library Board Voicemail	14.21	Telephone - Voice
05/08/2024	IT 05/01/24	Liberated Syndication	Podcasting Hosting	20.00	Software & Licenses
05/08/2024	IT 05/06/24	Today's Business Solutions	Fee for Public Use of Fax Machine	36.03	IT Support
Total for 20003 Info Technology (IT) - 5382				1,527.55	
20004 Facilities - 1382					
05/08/2024	FC 04/04/24	Home Depot	Supplies: Caulk to reseal toilets to wall, sink plunger, sink aerator for Meeting Room C	44.51	Interior Facility Maintenance
05/08/2024	FC 04/05/24	Blind Parts.com	Part to fix shades on West side of building	17.97	Interior Facility Maintenance
05/08/2024	FC 04/16/24	Home Depot	55 Gallon Trash Bags for Library	24.97	Interior Facility Maintenance
05/08/2024	FC 05/04/24	Home Depot	Supplies for HVAC Repair on Rooftop	61.12	Facility Equipment Maintenance
Total for 20004 Facilities - 1382				148.57	
20007 Adult Services - 2368					
05/08/2024	AS 04/08/24	Disney Plus	Roku Monthly Subscription	14.99	E-Resources
05/08/2024	AS 04/14/24	Netflix	Roku Monthly Subscription	22.99	E-Resources
05/08/2024	AS 04/19/24	Apple	Roku Monthly Subscription - Apple TV	9.99	E-Resources
05/08/2024	AS 04/19/24	Apple	Roku Monthly Subscription - Apple TV	9.99	E-Resources
05/08/2024	AS 04/19/24	Library Works	Webinar: "Helping Serve the Neurodiverse in Your Library Community" M. Stoeger	49.00	Training & Education
05/08/2024	AS 04/23/24	Zoom	Monthly Subscription	55.99	Adult Programming
05/08/2024	AS 04/30/24	Netflix	Roku Monthly Subscription	22.99	E-Resources
05/08/2024	AS 05/01/24	Amazon	Kindle E-Books	15.99	E-Resources
05/08/2024	AS 05/01/24	Amazon	Kindle E-Books	11.99	E-Resources
05/08/2024	AS 05/01/24	Amazon	Kindle E-Books	13.99	E-Resources
05/08/2024	AS 05/01/24	Amazon	Kindle E-Books	12.99	E-Resources
05/08/2024	AS 05/01/24	Amazon	Kindle E-Books	14.99	E-Resources
05/08/2024	AS 05/03/24	Disney Plus	Roku Monthly Subscription	14.99	E-Resources
Total for 20007 Adult Services - 2368				270.88	
20009 Outreach Coord - 5776					
05/08/2024	OC 05/03/24	VistaPrint	Vinyl Window Signs for Library Spaces: Baby Garden, Quiet Room, & Study Rooms	136.94	Minor Furnishings
Total for 20009 Outreach Coord - 5776				136.94	
20010 Adult Prog Coord - 2491					

05/08/2024	APC 04/15/24	Walgreens	Gifts for winners of Spelling Bee program	65.95	Adult Programming
05/08/2024	APC 04/19/24	Deerfield Italian Kitchen	Food & Drinks for Adult Horror Book Discussion	40.10	Adult Programming
05/08/2024	APC 04/30/24	Count.it	Subscription for Spring Step Challenge Program	79.80	Staff Enrichment
Total for 20010 Adult Prog Coord - 2491				185.85	
20011 Youth Prog Coord - 1971					
05/08/2024	YPC 04/12/24	Jewel-Osco	Supplies for KiDLS & Snacks for Book Club & Teen Finals	66.87	Youth Programming
05/08/2024	YPC 04/22/24	Walgreens	Gift Card for Summer Reading Logo Winner 2024	105.95	Youth Programming
05/08/2024	YPC 04/25/24	The UPS Store	Shipping Interactive Wall Fixture back to be Repaired	28.72	Postage
05/08/2024	YPC 04/26/24	Zoom	Annual Subscription	149.90	Youth Programming
Total for 20011 Youth Prog Coord - 1971				351.44	
20013 Teen Services - 6330					
05/08/2024	TS 04/09/24	Wizards of Coast	Dungeons & Dragons Subscription	27.50	Youth Programming
05/08/2024	TS 04/09/24	Wizards of Coast	Dungeons & Dragons Subscription	27.49	Adult Programming
05/08/2024	TS 04/10/24	Rosati's	Pizza for Teen Advisory Board 4/10/24	49.73	Youth Programming
Total for 20013 Teen Services - 6330				104.72	
20014 MakerSpace - 2311					
05/08/2024	MS 04/09/24	American Button	New Button Maker	289.55	MakerSpace Equipment
05/08/2024	MS 04/12/24	American Button	Button Supplies	71.53	MakerSpace Equipment
05/08/2024	MS 04/12/24	American Button	Button Supplies	27.48	Youth Programming
05/08/2024	MS 04/12/24	Dunkin' Donuts	Coffee for MakerSpace Group Meeting	33.98	Training & Education
05/08/2024	MS 04/12/24	Deerfield Bakery	Bakery Goods for MakerSpace Group Meeting	24.49	Training & Education
05/08/2024	MS 04/22/24	Dunkin' Donuts	Gift Card for H. Felix last day	10.00	Admin Programs
Total for 20014 MakerSpace - 2311				457.03	
Total for First Bank Card				9,798.97	
20015 Citi - Maintenance - 9694					
04/24/2024	FCC 04/02/24	Costco	C-Batteries for Automatic Soap Dispenser	17.99	Interior Facility Maintenance
04/24/2024	FCC 04/10/24	Costco	Drinks for Staff Purchasing & AED Trainings	47.45	Training & Education
04/24/2024	FCC 04/16/24	Costco	Biscoff Cookies (2) & Water for Program	19.97	Adult Programming
Total for 20015 Citi - Maintenance - 9694				85.41	
Total for Citi Costco Card				85.41	
Total for 20000 Credit Cards Payable				9,884.38	

Director's Report: May 2024

FYI

- We will choose officers at the May 15 meeting. Emails from Board members who indicated they were interested in serving in an office are included in your packet. In addition, we will also assign committees. I've included a memo and the current list in the packet for your review.
- The Deerfield Fine Arts Commission will host their annual reception on **Tuesday, May 21, 2024**. This event will take place at the Library from 6-8 pm.
- Food Truck Wednesdays in Deerfield are back this spring/summer!



- I will share my goals in a separate email prior to the meeting.
- Articles of Interest
 - Former board member Jean Reuther passed away on March 26, 2024. Her obituary can be found [here](#). Jean served on the board from 2015-2017.
 - This [article](#) highlights the trend of criminalizing librarians, both public and school librarians.
 - John Oliver covered book banning on a recent [show](#).

Personnel

- In April the library had 1 separation
 - Makerspace Assistant
- In April the library filled 1 position
 - Youth Services Assistant
- [The library had 2 positions open](#)
 - Makerspace Assistant
 - Library Aide

DEPARTMENT REPORTS

Adult Services Report

Melissa Stoeger, Assistant Director of Adult & Youth Services

- New furniture was installed in the open area in the middle of Adult Services. This space is already proving to be popular with patrons.
- We gave out a total of **1,000** pairs of solar eclipse glasses to patrons, program attendees, and outreach partners!
 - Vicki passed out glasses at one of her visits to the Center for Enriched Living and one of their supervisors emailed: "Vicki, thank you so much for the eclipse glasses! We had the best time with them. Everyone came outside and watched. Some people even went to the local park to watch the eclipse. They were so excited. I will send you some pictures! We had an amazing time. Thank you again!"
- Our most popular programs in April were Rain Gardens 101 and The Best Bicycle Trails in Illinois.
- The winner for April's Last Book Standing was *Olga Dies Dreaming* by Xochitl Gonzalez and the winner for April's Last Moving Standing was *Everything Everywhere All At Once*. We had a total of 29 votes.
- All of the Adult Services PICs (Person in Charge) were given CPR and AED training.
- Dylan's Classics Book Discussion is currently reading *The Master and Margarita* by Mikhail Bulgakov. Dylan received this email from one of the attendees: "Dylan...you had to do a remarkable amount of preparatory work and class design. I speak for others last night who were very grateful for your considerable efforts...Deerfield Library is so so fortunate to have you, and we all are grateful for this Classics Class."
- 2,064 Patron Questions
- 6 Library Lifelines and 9 One on Ones
- 1 exam proctored
- 25 Books to Go deliveries
- 25 live programs with 341 attendees. 6 passive programs with 1,073 participants
- 4 Outreach events with 60 participants
- 113 listens to the podcast
- 741 Study Room reservations (this number continues to increase)
- Jasmine and Anne are coordinating with Highland Park Public Library and Highwood Public Library to schedule a Juneteenth program.
- Vicki is working with Zoe on updating our Social Narratives for the website.

Business Office Report

Kelly DeCorrevont, Head of Finance

- Cheryl and Kelly attended Mastering Procurement Strategies webinar on April 4
- Completed new hire orientation on April 8
- Cheryl and Kelly processed library check runs on April 10 and April 23
- Mira and Kelly process library payroll on April 11 and April 25
- Cheryl and Kelly hosted two staff Budgeting and Purchasing trainings on April 16

- Library PICs(Person in Charge) and maintenance staff were AED/CPR/BBP trained on April 19 and April 25



- Mira and Kelly attended the [Altogether HR Conference](#) on April 18 in Naperville
- Kelly had the Library pre-renewal insurance meeting with Cook and Kocher on April 23
- We had our roof maintenance completed on April 24
- Kelly led the All Staff meeting on April 25

Communications & Outreach Report

Stephanie Scaletta, Communications & Outreach Manager

Summer Browsing 2024 - Spring Browsing has been delivered and registration for summer programs begins next week.

Promotion for Teen Summer Volunteers - hand-delivered flyers to 18 local businesses, strengthening community connections

Digital Marketing Plan Development with strategic goals and specification list

Summer Reading Promotion Development:

- Video production for school outreach – available online June 3, 2024
- T-shirts with logo design, stickers & bookmarks
- Digital marketing plan & production

Celebrating Asian American and Pacific Islander & Jewish American Heritage Month:

E-news promotion and book displays in Youth Services

https://catalog.deerfieldlibrary.org/?browseCategory=dpl_heritage_months&subCategory=dpl_arab_american_heritage_month_2024

Library of Things branding and signage updates

OUTREACH

- **Community Coordinators Meeting**
- **Community Relations Commission:** Interview of student member candidates conducted at the library May 2, 2024 - position rewarded May 14, 2024
- **DFAC Public Art Program:** Library Reception May 21, 2024
- **Summer Reading Program Video Promotion:** presented to D113 schools beginning June 3, 2024
- **Adaptive Arcade:** accessible video gaming open house sponsored by AbleGamers (with equipment coming soon to the LOT collection) July 13, 2024
- **Outdoor Games Day:** During Food Truck Wednesday on July 17, 2024 with Village of Deerfield

COMMUNICATIONS/MARKETING

- **Library signage** continuing updates within style guide branding
- **Summer Reading Program** ongoing promotions throughout the summer
- **MakerSpace Branding** updates

IT Report

Steve Wuehr, Head of IT

CyberSecurity Awareness Training

Q2 training is set to begin near the end of May. We select a few relevant topics each quarter as part of our ongoing cybersecurity training. This coincides with monthly phishing exercises.

Meeting Room Audiovisual Equipment

The meeting room project is complete and the system is operational. There were some delays in getting to the finish line, but now that it's done, we have a much simpler system to use that offers more features and better compatibility with modern devices. In order to ensure staff are comfortable in using the new system, we have conducted 25 individual training sessions on usage of the new system and created a reference manual for staff to consult as needed.

Hybrid Events

The library had previously been using a homegrown solution for offering events to both in person and online attendees during covid. In order to improve the quality of these events for virtual attendees we have purchased a system called a Swivl, which makes presenting the audio/video of a program to a patron attending virtually a much better experience. It was used for the first time with our May 1 program and it worked out great!

New Cameras

We have installed a new camera in the Quiet Room. We were able to use an existing data cable to provide connectivity to this new camera. Additionally, we are in the process of having an exterior parking lot camera installed. The cabling for this camera was completed with the Patron

Services workroom project and we are now in the process of getting pricing to have the camera installed on the exterior of the building.

Replacement Patron Computers

Work is progressing on replacing patron computers. Two new in library use patron laptops are being deployed for patron use and the remainder of the lab computers slated for replacement will be done over the summer. All new machines will be deployed with the Windows 11 OS since Windows 10 will stop receiving updates late in 2025.

Equipment Recycling

We have selected a recycling service called PC's for People to pick up our old technology equipment. They are an organization used by many area libraries and provide free pickup of old technology equipment. Their mission is to refurbish technology equipment and help low income individuals or organizations bridge the gap of digital inequity. PC's for people will assess, data-sanitize, and then refurbish equipment to be provided to families, individuals and nonprofits in need, or recycled (zero-landfill).

The equipment to be recycled is either broken or has outlived its useful life to the library as it will no longer run the required applications or support the Windows 11 operating system. In addition to receiving a certificate of data-sanitization from PCs for People, the IT department will ensure that any drive that leaves the building is properly erased before being donated.

MakerSpace Report

Ted Gray, MakerSpace Manager

- Our 3D printing on demand is now up and running! Patrons of all ages can now come into the MakerSpace and choose from nine different 3D prints that take less than 30 minutes to print. They can also choose from 4 different colors. We get it going for them and they can watch.
- Zach's second MakerSpace instructional video is done and up on the Deerfield Library YouTube channel. It is about bitmap tracing in InkScape and already has over 150 views.
- We hosted the RAILS Makerspace Discussion Group meeting on Friday April 12th. It was a really interesting meeting that included a presentation by Dr. Kyungwon Koh from the University of Illinois Champaign Urbana on her research on value and impact of public library makerspaces. Then we gave a tour of our MakerSpace and answered questions for about an hour afterwards.
- In the month of April we had our first ever advanced/intermediate series of sewing classes hosted by Grace. They ran once a night for four weeks. It was a smaller class of just six patrons but we had **100%** retention over the course of the classes.
- More video content for the YouTube channel.
- We have a fantastic event scheduled for May 4th. We have about 30 people signed up to come in over the course of the day to build Star Wars Lightsabers.
- This is one of the on demand 3D prints that patrons can now print. Our crocodile only takes about 20 minutes to print.



- This patron saw a clear Connect Four game on sale for about \$400. He looked at it and thought, "I could make that in the Deerfield Library MakerSpace myself!" So he designed it himself and brought in the acrylic and his files. It took a few hours but he was able to make it himself. It looks amazing!



- As mentioned before we did an advanced sewing class that lasted for four sessions over the month of April. This is what they made.



- Just an example of some sublimation luggage tags a patron made. She made the design herself and they turned out fantastic!



- Just a really nice laser engraved board that a patron made for a friend. They came up with the design. It looks great!



- Last April our number for the month was 343. This year our April tally was 748. So we've doubled the amount of patrons we helped from last year.

Patron Services Report

Stephanie Keough, Head of Patron Services

- Tyler Steinemann's last day is 5/23. He has been with the Patron Services department for nearly 5.5 years.
- We are interviewing candidates for the open aide position and look forward to having the position filled by the end of the month.
- 18 curbside appointments (we now only have *one* curbside parking spot)! 4 virtual card registrations.

Support Services Report

Pam Skittino, Head of Support Services

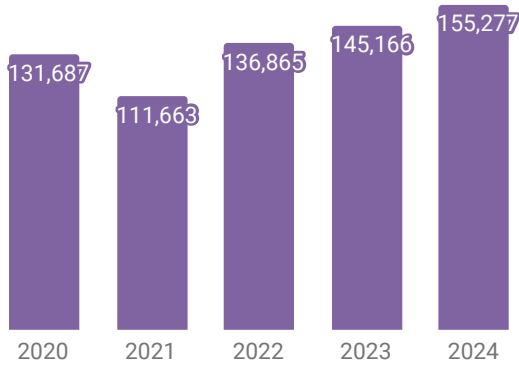
- Began using BSN Books (Crystal Lake, IL) to handle our library and friends discards
- Find More Illinois official withdrawal process has begun, we will stop offering the service to our patrons on June 1st.
- Pam judged the Adult Spelling Bee program, I think staff and patrons both enjoyed it.
- Minor adjustments were made to the display of categories and the author facet based on feedback from staff and patrons

Youth Services Report

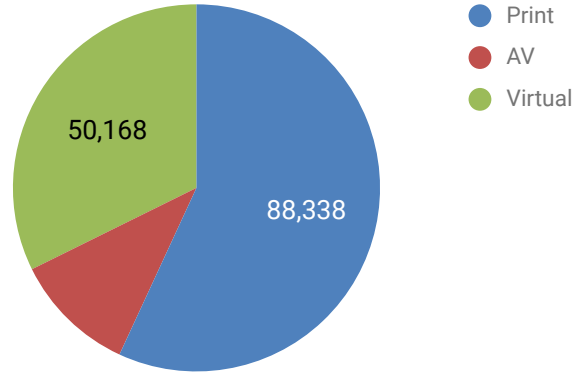
Melissa Stoeger, Assistant Director of Adult & Youth Services

- All of the Youth Services Person in Charge (PIC) received CPR and AED training.
- This year's Tournament of Books has received **13,253** votes so far!
- Megan created a sensory box for the Youth Program Room for program participants to use as needed.
- Our Teen Advisory Board voted to rename our summer reading volunteer program to STRIVE Volunteers. Emily and Dylan visited the DHS and the middle schools to give out applications. Cristina, Zoe and Steph went to several businesses and organizations throughout Deerfield to put up posters with application information.
- Emily held a Pop-up Poets Department program in the MakerSpace to celebrate the release of Taylor Swift's new album. **25** youths attended to make Taylor-related crafts.
- Our story times seem to have more attendance every month. Movin' and Groovin' had 72, 69, and 72 attendees respectively. Family Storytimes had a total of 55, 51 and 52 respectively. STEAM play times and baby lapsit are also getting great turnout.
- Megan and Noreen created 2 new picture book categories for Bluey and Gabby's Dollhouse to help patrons more easily find these favorites.
- 978 patron questions
- 13 Personalized Picks
- 32 in-person programs with 753 attendees
- 10 Passive programs with 13,508 participation
- 16 Outreach events with 542 attendees
- Summer Reading! (Starts June 8)
- Pulling out popular non-fiction series for easier access

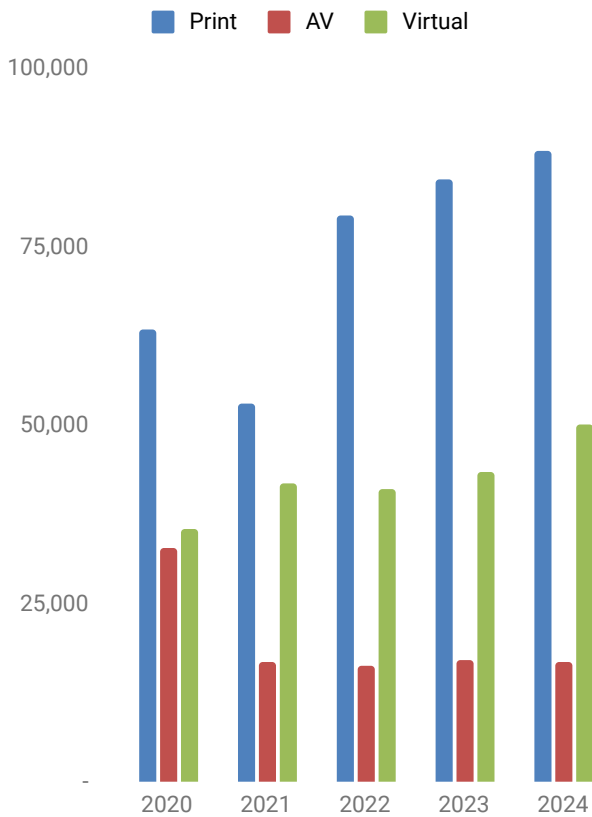
Total Circulation YTD



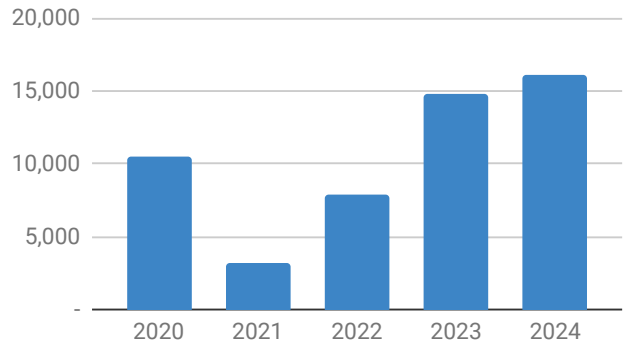
Circulation by Type YTD



Circ Trends by Type YTD



Questions Answered YTD

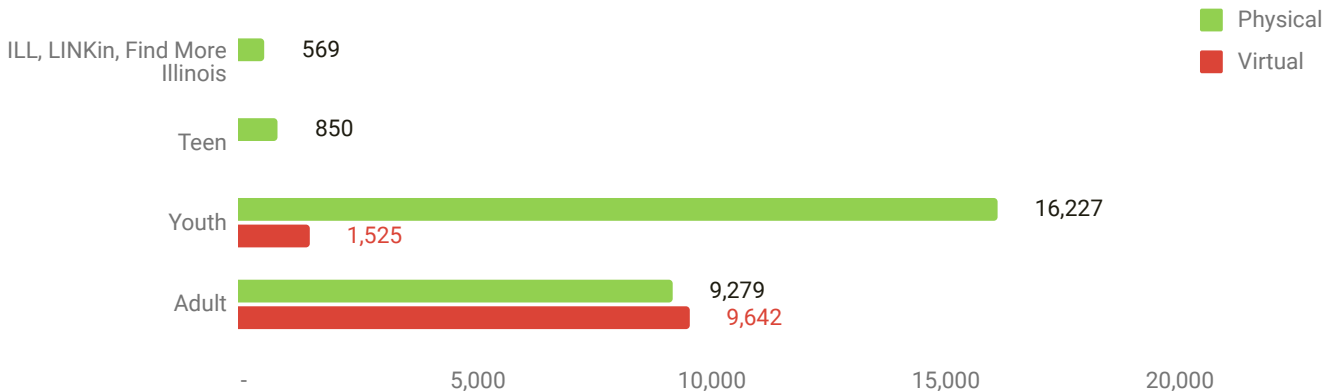


Resident Library Cards



Valid Cards Added this month: 11,444
76

Circulation by Collection



Deerfield Public Library

April 2024 Statistics

33

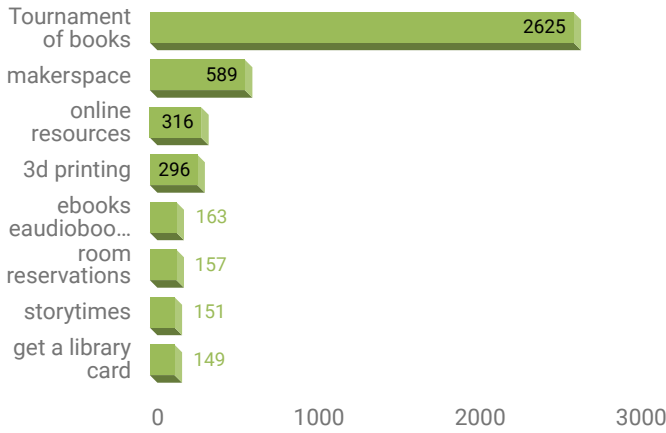
*Statistics for asynchronous program viewings on YouTube, Twitch, and TikTok are not included in this attendance count

Program Attendance*

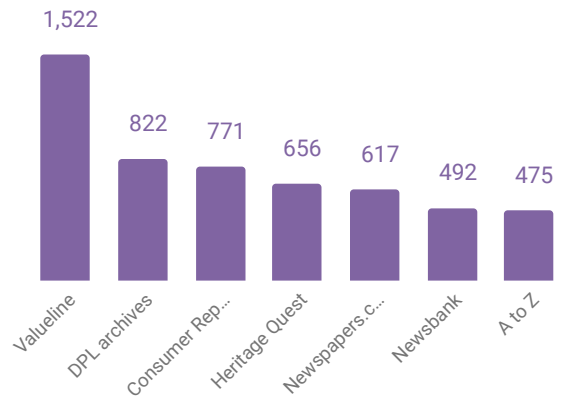
Passive Active



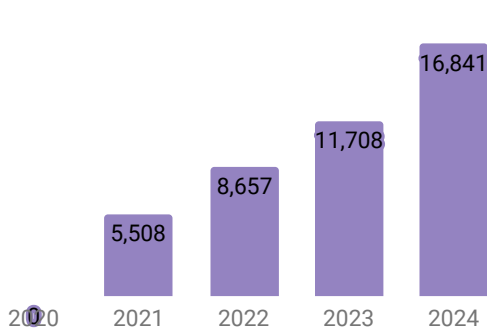
Most Popular Webpages



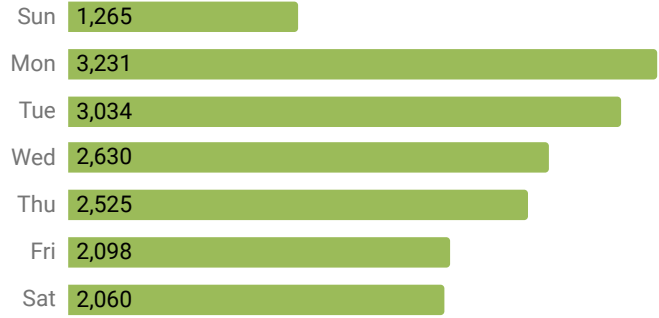
Most popular databases - March



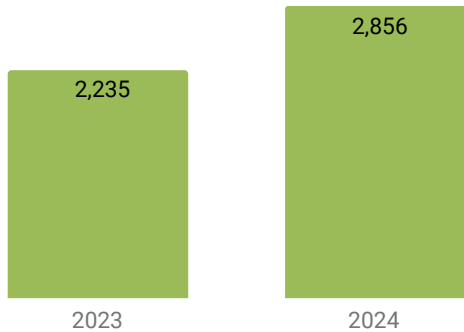
Monthly Library Visits



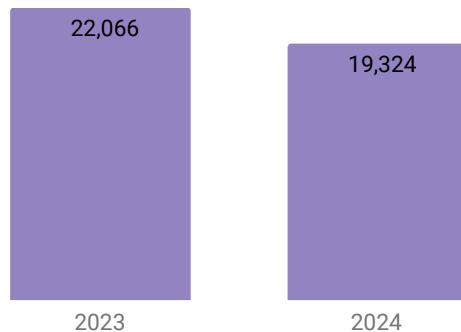
Total Door Count



Public Computer Sessions YTD



Wireless Sessions YTD





APR 2024 SOCIAL



10+
followers

33+
subscribers

2,234
page reach

2,424
accts reached

12,697
views

4,371
post reach

127
accts engaged

140,527
impressions

293
accts engaged

Top Posts



1,897 views, 66 engaged

Top Posts



298 views, 9.3 watch hours

Top Posts



1,114 reach, 114 engaged



409 reached, 24 engaged



236 views, 1.0 watch hour



486 reach, 14 engaged