

**DEERFIELD PUBLIC LIBRARY BOARD OF TRUSTEES  
MEETING AGENDA  
920 Waukegan Road, Deerfield, IL, Meeting Room  
Wednesday, June 19, 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](mailto: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. May 15, 2024 Regular Meeting (ACTION)
4. TREASURER REPORT
  - A. Monthly Financials: Balance Sheet, Revenue & Expenses (ACTION)
  - B. List of Checks and Payments for Approval (ACTION)
5. STAFF PRESENTATION, Kary Henry, Library & School Partnerships
6. FRIENDS OF THE LIBRARY REPORT
7. LIBRARY DIRECTOR'S REPORT
  - A. Confirm July Meeting Attendance
8. OLD BUSINESS
  - A. Family Days Participation Reminder
9. NEW BUSINESS
10. OTHER
11. 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: July 17, August 21, September 18

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

**DEERFIELD PUBLIC LIBRARY BOARD OF TRUSTEES**  
**REGULAR MEETING MINUTES**  
**May 15, 2024**

1. ROLL CALL & CALL TO ORDER

President Luisa Ellenbogen called the meeting to order at 6:50 p.m., in the Board Room, 920 Waukegan Road, Deerfield, IL.

Present Board Members: Luisa Ellenbogen- President, Seth Schriftman - Treasurer, Emily Wallace, Mike Goldberg and Josh Charlson.

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

A. Elections of New Officers

Ms. Luisa Ellenbogen asked for the election of new officers beginning with the President. Ms. Ellenbogen had submitted her name for nomination as President.

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

Vote: 4 - Yes Luisa Ellenbogen, Seth Schriftman, Emily Wallace, and Josh Charlson.

The motion was approved.

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

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

Vote: 4 - Yes Luisa Ellenbogen, Seth Schriftman, Emily Wallace, and Josh Charlson.

The motion was approved.

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

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

Vote: 4 - Yes Luisa Ellenbogen, Seth Schriftman, Emily Wallace, and Josh Charlson.

The motion was approved.

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

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

Vote: 4 - Yes Luisa Ellenbogen, Seth Schriftman, Emily Wallace, and Josh Charlson.

The motion was approved.

Mr. Mike Goldberg arrived at 6:50 p.m.

**B. Appointments to Board Committees**

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

<b>Deerfield Public Library</b>							
<b>List of Board of Trustee Committees</b>							
<b>As of 5/15/2024</b>							
			<u>Building</u>	<u>Finance</u>	<u>Policy</u>	<u>Memorials</u>	<u>Human Relations</u>
<b>Board Officers:</b>							
President	Luisa	Ellenbogen	X	X	X	X	X
Secretary	Ken	Abosch		X			Chair
Treasurer	Seth	Schriftman	Chair	Chair			X
<b>Board Members:</b>							
	Mike	Goldberg	X		X	X	
	Emily	Wallace	X			Chair	
	Stephanie	Brand			Chair	x	
	Josh	Charlson		X	x		

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

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

None.

**3. APPROVAL OF MINUTES**

**A. April 17, 2024 Regular Meeting (ACTION)**

MOTION: Mr. Schriftman made a motion to approve the April 17, 2024 Regular Meeting minutes, seconded by Ms. Wallace.

Vote: 5 - Yes Luisa Ellenbogen, Seth Schriftman, Emily Wallace, Mike Goldberg and Josh Charlson.  
The motion was approved.

**B. April 17, 2024 Executive Session Meeting (ACTION)**

MOTION: Mr. Schriftman made a motion to approve the April 17, 2024 Executive Session Meeting minutes, seconded by Ms. Wallace.

Vote: 5 - Yes Luisa Ellenbogen, Seth Schriftman, Emily Wallace, Mike Goldberg 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. Mike Goldberg made a motion to approve the April Financials, seconded by Ms. Wallace.

Vote: 5 - Yes Luisa Ellenbogen, Seth Schriftman, Emily Wallace, Mike Goldberg 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 April, which included:

-Bank Financial Petty Cash, Check Num 764	\$	25.06
-Electronic Payments, 2 ACHs, WinTrust	\$	247.95
-AP Checks 14351-14392, 12 ACHs, WinTrust	\$	<u>216,704.73</u>
The total amount presented for approval	\$	216,977.74

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

Vote: 5 - Yes Luisa Ellenbogen, Seth Schriftman, Emily Wallace, Mike Goldberg and Josh Charlson.  
The motion was approved.

5. STAFF PRESENTATION: Vicki Karlovsky, Memory Cafe

Ms. Vicki Karlovsky presented her work on The Memory Cafe, which is a program developed to support and connect those experiencing memory loss and their care partners. The Memory Cafe is typically held the first Wednesday of each month and will include a rotating theme or activity, and an opportunity to socialize with the other attendees.

6. LIBRARY DIRECTOR'S REPORT

Ms. Amy Falasz-Peterson shared that former board member Jean Reuther passed away in March. She shared the monthly stats. The program attendance is skewed due to our very popular Tournament of Books passive program. Ms. Falasz-Peterson reminded the board that the DFAC Art Show will be held at the Library on Tuesday, May 21 at 6 pm.

7. OLD BUSINESS

Ms. Falasz-Peterson reminded the board that they are scheduled to participate in the July 4 parade.

8. NEW BUSINESS

A. Director Goals

Ms. Falasz-Peterson provided Director Goals for the upcoming year and asked for input from the board.

9. OTHER

None.

10. ADJOURNMENT

At 7:41 p.m, Mr. Goldberg made a motion to adjourn the meeting, seconded by Ms. Wallace.

Vote: 5 - Yes Luisa Ellenbogen, Seth Schriftman, Emily Wallace, Mike Goldberg and Josh Charlson.  
The motion was approved.

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Ken Abosch, Secretary

## Deerfield Public Library

## Balance Sheet

As of May 31, 2024

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
11000 Cash and Investments - General	0.00
11100 General Operating - WinTrust	825,316.50
11200 Payroll - WinTrust	320,290.87
11300 E-Pay - WinTrust	1,781.43
11400 Deposits - Bank Financial	5,172.00
11500 Petty Cash - Bank Financial	2,604.26
11600 Max-Safe Wintrust	1,980,343.07
11900 Petty Cash	574.00
<b>Total 11000 Cash and Investments - General</b>	<b>3,136,082.13</b>
14100 PMA Financial Services	
10-1410 PMA Reserve Fund	2,234,687.18
14110 PMA General Fund	0.00
60-1440 PMA Debt Service	0.00
60-1441 PMA Debt Service 2	0.00
<b>Total 14100 PMA Financial Services</b>	<b>2,234,687.18</b>
<b>Total Bank Accounts</b>	<b>\$5,370,769.31</b>
Accounts Receivable	
15120 Property Tax Receivable - 2013	114.00
<b>Total Accounts Receivable</b>	<b>\$114.00</b>
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
<b>Total Other Current Assets</b>	<b>\$5,070,454.80</b>
<b>Total Current Assets</b>	<b>\$10,441,338.11</b>

## Deerfield Public Library

## Balance Sheet

As of May 31, 2024

	TOTAL
Fixed Assets	
19000 Capital Assets	
19050 Capital Assets -Not Depreciated	
19100 Land	65,493.00
19150 Construction In Progress	0.00
<b>Total 19050 Capital Assets -Not Depreciated</b>	<b>65,493.00</b>
19200 Capital Assets - To Depreciate	
19210 Building	13,197,410.12
19300 Equipment	
19301 Equip - Phone System	33,636.00
19302 Equip - Automation System	309,361.00
19303 Equip - RFID	433,659.00
19304 Equip - Vehicle	23,432.00
19310 Furniture	883,919.00
<b>Total 19300 Equipment</b>	<b>1,684,007.00</b>
<b>Total 19200 Capital Assets - To Depreciate</b>	<b>14,881,417.12</b>
19220 Accumulated Depreciation	-6,239,762.00
<b>Total 19000 Capital Assets</b>	<b>8,707,148.12</b>
<b>Total Fixed Assets</b>	<b>\$8,707,148.12</b>
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
<b>Total Other Assets</b>	<b>\$660,990.74</b>
<b>TOTAL ASSETS</b>	<b>\$19,809,476.97</b>

## Deerfield Public Library

## Balance Sheet

As of May 31, 2024

	TOTAL
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
21000 Accounts Payable	58,181.04
<b>Total Accounts Payable</b>	<b>\$58,181.04</b>
Credit Cards	<b>\$0.00</b>
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	0.00
22310 Federal Income Tax	-236.87
22320 Social Security	738.58
22330 Medicare	0.00
22340 Employer' s FICA	0.00
22350 State Income Tax	-2,265.69
22360 IMRF	534.35
22370 ICMA	70.67
22375 Vision	7,724.75
22380 Medical/Health	-45,708.90
22385 Dental	-4,661.82
22390 Life	6,852.94
22400 EAP	167.64
<b>Total 22300 Withholdings</b>	<b>-36,784.35</b>
<b>Total 22000 Payroll Liabilities</b>	<b>30,583.14</b>
22395 FSA Payable	-2,923.32
23000 Due to Village - Short Term	0.00
24000 Accrued Expenses	<b>0.00</b>
25000 Deferred Inflows of Resources	1,813,735.44
25100 Deferred Property Taxes	4,386,500.00
<b>Total 25000 Deferred Inflows of Resources</b>	<b>6,200,235.44</b>
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	<b>0.00</b>
<b>Total Other Current Liabilities</b>	<b>\$5,869,774.26</b>
<b>Total Current Liabilities</b>	<b>\$5,927,955.30</b>



## Deerfield Public Library

## Balance Sheet

As of May 31, 2024

	TOTAL
Long-Term Liabilities	
26000 Noncurrent Liabilities	
26009 Compensated Absences	44,673.00
26100 Other Postemployment Benefits	519,480.00
26200 Due to Village - Long Term Debt	4,058,599.74
<b>Total 26000 Noncurrent Liabilities</b>	<b>4,622,752.74</b>
<b>Total Long-Term Liabilities</b>	<b>\$4,622,752.74</b>
<b>Total Liabilities</b>	<b>\$10,550,708.04</b>
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
<b>Total 33000 Investment in Capital Assets</b>	<b>4,604,678.38</b>
Net Income	-1,655,725.50
<b>Total Equity</b>	<b>\$9,258,768.93</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$19,809,476.97</b>

## Deerfield Public Library

## Budget vs. Actuals: Budget 2024 - FY24 P&amp;L

January - May, 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Income</b>				
41000 Taxes				
41100 Property Tax	619,751.62	4,607,500.00	-3,987,748.38	13.45 %
41200 Replacement Tax		75,000.00	-75,000.00	
60-4110 Property Taxes - Debt Service 2021		689,700.00	-689,700.00	
<b>Total 41000 Taxes</b>	<b>619,751.62</b>	<b>5,372,200.00</b>	<b>-4,752,448.38</b>	<b>11.54 %</b>
42000 Fees & Fines				
42100 Material Fees	2,350.43	5,000.00	-2,649.57	47.01 %
42200 Non-Resident Fees	4,061.46	5,000.00	-938.54	81.23 %
42300 Printing/Copying Fees	2,569.72	4,000.00	-1,430.28	64.24 %
<b>Total 42000 Fees &amp; Fines</b>	<b>8,981.61</b>	<b>14,000.00</b>	<b>-5,018.39</b>	<b>64.15 %</b>
43000 Investment Income				
43100 Interest - General	64,272.11	75,000.00	-10,727.89	85.70 %
43200 Interest - Reserve	34,572.26	25,000.00	9,572.26	138.29 %
<b>Total 43000 Investment Income</b>	<b>98,844.37</b>	<b>100,000.00</b>	<b>-1,155.63</b>	<b>98.84 %</b>
44000 Grants				
44100 State Grant				
44150 Per Capita Grant		25,000.00	-25,000.00	
<b>Total 44100 State Grant</b>		<b>25,000.00</b>	<b>-25,000.00</b>	
<b>Total 44000 Grants</b>		<b>25,000.00</b>	<b>-25,000.00</b>	
45000 Gifts and Contributions				
45100 General Donations	845.96	500.00	345.96	169.19 %
45500 Friends Contributions	9,500.00	10,000.00	-500.00	95.00 %
<b>Total 45100 General Donations</b>	<b>10,345.96</b>	<b>10,500.00</b>	<b>-154.04</b>	<b>98.53 %</b>
<b>Total 45000 Gifts and Contributions</b>	<b>10,345.96</b>	<b>10,500.00</b>	<b>-154.04</b>	<b>98.53 %</b>
49000 Miscellaneous Revenue				
49009 Miscellaneous	9,278.35	1,000.00	8,278.35	927.84 %
49065 Sale of Surplus Materials	255.92	500.00	-244.08	51.18 %
<b>Total 49000 Miscellaneous Revenue</b>	<b>9,534.27</b>	<b>1,500.00</b>	<b>8,034.27</b>	<b>635.62 %</b>
Uncategorized Income		332,000.00	-332,000.00	
<b>Total Income</b>	<b>\$747,457.83</b>	<b>\$5,855,200.00</b>	<b>\$ -5,107,742.17</b>	<b>12.77 %</b>
<b>GROSS PROFIT</b>	<b>\$747,457.83</b>	<b>\$5,855,200.00</b>	<b>\$ -5,107,742.17</b>	<b>12.77 %</b>
<b>Expenses</b>				
50000 General Expenses				
51000 Personnel Expenses				
51100 Salaries	1,210,006.29	2,700,000.00	-1,489,993.71	44.82 %
51200 FICA	89,287.99	206,640.00	-117,352.01	43.21 %
51300 Health/Misc Benefits	162,696.22	425,000.00	-262,303.78	38.28 %
51400 Pension Contribution	81,151.59	221,860.00	-140,708.41	36.58 %
51500 Other Benefits	3,351.60	9,000.00	-5,648.40	37.24 %
51600 Staff Enrichment	397.75	5,000.00	-4,602.25	7.96 %

## Deerfield Public Library

## Budget vs. Actuals: Budget 2024 - FY24 P&amp;L

January - May, 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Total 51000 Personnel Expenses</b>	<b>1,546,891.44</b>	<b>3,567,500.00</b>	<b>-2,020,608.56</b>	<b>43.36 %</b>
52000 Facility Expenses				
52100 Interior Facility Maintenance	18,945.81	66,000.00	-47,054.19	28.71 %
52200 Facility Equipment Maintenance	49,606.56	100,000.00	-50,393.44	49.61 %
52300 Exterior Building Maintenance	10,094.20	30,000.00	-19,905.80	33.65 %
52400 Utilities				
52410 Water	1,503.96	4,000.00	-2,496.04	37.60 %
52430 Telephone - Voice	7,094.20	21,000.00	-13,905.80	33.78 %
52440 Data Lines	5,731.20	15,000.00	-9,268.80	38.21 %
<b>Total 52400 Utilities</b>	<b>14,329.36</b>	<b>40,000.00</b>	<b>-25,670.64</b>	<b>35.82 %</b>
52500 Minor Furnishings & Equipment	16,708.62	25,000.00	-8,291.38	66.83 %
<b>Total 52000 Facility Expenses</b>	<b>109,684.55</b>	<b>261,000.00</b>	<b>-151,315.45</b>	<b>42.02 %</b>
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	16,712.02	40,000.00	-23,287.98	41.78 %
53222 Books-Adult Fiction	19,633.53	59,000.00	-39,366.47	33.28 %
<b>Total 53200 Adult Materials-Books</b>	<b>36,345.55</b>	<b>99,000.00</b>	<b>-62,654.45</b>	<b>36.71 %</b>
53300 Audio Visual Materials				
53320 Audio Visual - Adult	19,777.04	59,000.00	-39,222.96	33.52 %
53340 Audio Visual - Youth	4,082.07	10,000.00	-5,917.93	40.82 %
<b>Total 53300 Audio Visual Materials</b>	<b>23,859.11</b>	<b>69,000.00</b>	<b>-45,140.89</b>	<b>34.58 %</b>
53400 Youth Materials-Books				
53241 Books - Youth & Teens	23,326.51	72,000.00	-48,673.49	32.40 %
53550 Literacy Support - Youth	269.82	2,000.00	-1,730.18	13.49 %
<b>Total 53400 Youth Materials-Books</b>	<b>23,596.33</b>	<b>74,000.00</b>	<b>-50,403.67</b>	<b>31.89 %</b>
53501 Electronic Resources				
53500 E-Resources	153,824.34	304,000.00	-150,175.66	50.60 %
<b>Total 53501 Electronic Resources</b>	<b>153,824.34</b>	<b>304,000.00</b>	<b>-150,175.66</b>	<b>50.60 %</b>
53600 Non-Traditional Resources	3,694.77	14,000.00	-10,305.23	26.39 %
<b>Total 53000 Library Materials</b>	<b>246,719.90</b>	<b>575,500.00</b>	<b>-328,780.10</b>	<b>42.87 %</b>
54000 Library Programs				
54100 Admin Programs	1,601.62	5,000.00	-3,398.38	32.03 %
54150 Outreach Programs	871.66	2,000.00	-1,128.34	43.58 %
54210 Adult Programs	15,727.64	25,000.00	-9,272.36	62.91 %
54400 Youth Programs	10,926.86	25,000.00	-14,073.14	43.71 %
54500 MakerSpace Programs	1,309.94	1,500.00	-190.06	87.33 %
<b>Total 54000 Library Programs</b>	<b>30,437.72</b>	<b>58,500.00</b>	<b>-28,062.28</b>	<b>52.03 %</b>
55000 Technology				
55350 Software & Licenses	194,820.79	220,000.00	-25,179.21	88.55 %
55360 IT Support	48,133.45	125,000.00	-76,866.55	38.51 %
55400 New Projects/equip				

## Deerfield Public Library

## Budget vs. Actuals: Budget 2024 - FY24 P&amp;L

January - May, 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
56440 IT Equipment	4,883.81	60,000.00	-55,116.19	8.14 %
<b>Total 55400 New Projects/equip</b>	<b>4,883.81</b>	<b>60,000.00</b>	<b>-55,116.19</b>	<b>8.14 %</b>
55440 MakerSpace Equipment	3,628.79	8,500.00	-4,871.21	42.69 %
<b>Total 55000 Technology</b>	<b>251,466.84</b>	<b>413,500.00</b>	<b>-162,033.16</b>	<b>60.81 %</b>
56000 Professional/Contractual Svcs				
56009 Other Office Support	3,157.43	9,000.00	-5,842.57	35.08 %
56100 Insurance		44,000.00	-44,000.00	
56200 Postage	3,582.40	7,500.00	-3,917.60	47.77 %
56300 Professional Printing Services	10,414.96	19,250.00	-8,835.04	54.10 %
56500 Professional Admin Services	9,495.94	25,000.00	-15,504.06	37.98 %
56550 Cataloging Service	1,978.78	22,000.00	-20,021.22	8.99 %
56555 Professional Outreach Services	3,958.47	8,750.00	-4,791.53	45.24 %
<b>Total 56500 Professional Admin Services</b>	<b>15,433.19</b>	<b>55,750.00</b>	<b>-40,316.81</b>	<b>27.68 %</b>
56700 Travel for Library Services	69.61	500.00	-430.39	13.92 %
<b>Total 56000 Professional/Contractual Svcs</b>	<b>32,657.59</b>	<b>136,000.00</b>	<b>-103,342.41</b>	<b>24.01 %</b>
56400 Supplies				
56410 General Operating Supplies	6,260.11	15,000.00	-8,739.89	41.73 %
56420 Processing Supplies	11,275.41	24,500.00	-13,224.59	46.02 %
<b>Total 56400 Supplies</b>	<b>17,535.52</b>	<b>39,500.00</b>	<b>-21,964.48</b>	<b>44.39 %</b>
57000 Training/Development Expenses				
56600 Dues & Memberships	4,183.00	8,000.00	-3,817.00	52.29 %
57100 Training & Education	21,093.57	25,000.00	-3,906.43	84.37 %
57200 Training Travel	2,218.20	6,000.00	-3,781.80	36.97 %
<b>Total 57000 Training/Development Expenses</b>	<b>27,494.77</b>	<b>39,000.00</b>	<b>-11,505.23</b>	<b>70.50 %</b>
<b>Total 50000 General Expenses</b>	<b>2,262,888.33</b>	<b>5,090,500.00</b>	<b>-2,827,611.67</b>	<b>44.45 %</b>
61000 Capital Expenses				
61100 Facility Improvements	35,445.00	50,000.00	-14,555.00	70.89 %
<b>Total 61000 Capital Expenses</b>	<b>35,445.00</b>	<b>50,000.00</b>	<b>-14,555.00</b>	<b>70.89 %</b>
70000 Debt Service				
60-7010 Debt Service 2021 Interest (Payments)	104,850.00	209,700.00	-104,850.00	50.00 %
60-7020 Debt Service 2021 Principal (Payments)		480,000.00	-480,000.00	
<b>Total 70000 Debt Service</b>	<b>104,850.00</b>	<b>689,700.00</b>	<b>-584,850.00</b>	<b>15.20 %</b>
<b>Total Expenses</b>	<b>\$2,403,183.33</b>	<b>\$5,830,200.00</b>	<b>\$ -3,427,016.67</b>	<b>41.22 %</b>
NET OPERATING INCOME	<b>\$ -1,655,725.50</b>	<b>\$25,000.00</b>	<b>\$ -1,680,725.50</b>	<b>-6,622.90 %</b>
NET INCOME	<b>\$ -1,655,725.50</b>	<b>\$25,000.00</b>	<b>\$ -1,680,725.50</b>	<b>-6,622.90 %</b>



# Master Total Portfolio Report

Report as of 5/31/2024

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

## Deerfield Public Library (80226-102 - Reserve Fund)

Type	Holding ID	Settle Date	Maturity	FDIC #	Instrument	Cost	Par-Val/Mat. Val	Rate
ISC		05/31/2024			ISC Balance	\$55,832.92	\$55,832.92	
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-1361138-1	05/06/2024	07/30/2025	61093	VIBRANT CREDIT UNION	\$234,600.00	\$249,853.12	5.268
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
<b>Sub Totals →</b>						<b>\$2,234,687.18</b>	<b>\$2,357,015.82</b>	
<b>Totals →</b>						<b>\$2,234,687.18</b>	<b>\$2,357,015.82</b>	

**Time and Dollar Weighted Average Portfolio Yield:** 4.94%

**Weighted Average Portfolio Maturity:** 275.86 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	84.93	\$2,000,182.90	Certificate of Deposit
SEC	12.69	\$298,943.91	Securities
ISC	2.37	\$55,832.92	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

<b>Deerfield Public Library</b>					
<b>Check Detail</b>					
<b>For Board Meeting on June 19, 2024</b>					
<b>Summary</b>					<b>Amount</b>
<b>11500 Bank Financial Petty Cash</b>	<b>Check Num 765-770</b>				<b>\$192.70</b>
<b>11100 WinTrust General Operating</b>	<b>Check Num 14393-14436, 14 ACHS</b>				<b>\$221,058.15</b>
<b>Total Payments to Approve</b>					<b>\$221,250.85</b>
<b>Date</b>	<b>Num</b>	<b>Vendor</b>	<b>Memo</b>	<b>Amount</b>	<b>Account Num</b>
<b>11500 Bank Financial Petty Cash -1537</b>					
05/16/2024	765	Claudette Ori	Travel Reimbursement Reaching Forward Conference 2024 -C. Ori	38.85	57200
05/21/2024	766	Kelly Geary	Travel Reimbursement Reaching Forward Conference 2024 - K. Geary	45.02	57200
05/23/2024	767	Stephanie Keough	Reimbursement for Food Staff Farewell - May 2024	35.95	51600
05/24/2024	768	Zoe Garden	Travel Reimbursement DigiMarCon Conference 05/23/24- Z. Garden	46.08	57200
05/28/2024	769	Stephanie Scaletta	Travel Reimbursement for DigiMarCon Conference 05/23/24 - S. Scaletta	26.80	57200
05/28/2024	770	VOID	VOID	0.00	VOID
<b>Total for 11500 Bank Financial Petty Cash -1537</b>				<b>192.70</b>	
<b>11100 WinTrust General Operating -2997</b>					
05/22/2024	14393	Brimar LED LLC	Light Bulbs for Building High Ceiling	528.50	52100
05/22/2024	14394	Graphic Solutions, Inc.	Browsing Summer 2024 Graphic Design	1,725.00	56555
05/22/2024	14395	Sentinel Technologies, Inc.	Automation Support for Servers & Workstations & Storage Back Up	4,739.20	55360
05/22/2024	14396	HR Source	Public Library Supplemental Report Participant 2024	150.00	56500
05/22/2024	14397	William Rainey Harper College	Harper's Back Porch Revue - 06/01/24	300.00	54210
05/22/2024	14398	OverDrive, Inc.	eBooks - May 2024	2,590.52	53500
05/22/2024	14399	Lake County Forest Preserve	Celebrating Cicadas Program - 06/06/24	80.00	54210
05/22/2024	14400	Storm Science, LLC	Severe Weather with Storm Science Program - 06/07/24	440.00	54210
05/22/2024	14401	Ancel, Glink, Diamond, Bush, DiCianni & Krafthefer, P.C.	Legal Fees - April 2024	180.00	56500
05/22/2024	14402	Cintas Corporation	Mats for the Library, Refill of First Aid Kit Supplies, Refill of Supplies for: Bathrooms & Sanitizing Stations	808.11	52100, 56410
05/22/2024	14403	Olsson Roofing Company, Inc.	Roof Maintenance Bi-Yearly - Spring 2024	1,400.00	52300
05/22/2024	14404	Judith S. Roin	Memory Café: Gentle Chair Yoga - 06/05/24	75.00	54150
05/22/2024	14405	Batavia Public Library District	Payment for Lost ILL book "The School for Good Mothers, a novel" due to BQC Error	20.26	53222
05/22/2024	14406	Grainger	Duct Insulation for Air Handler	440.40	52200
05/22/2024	14407	Peerless Network, Inc.	Phone Support Maintenance 5/15/24-6/14/24	1,132.13	52430
05/22/2024	14408	Cheryl Castle	Reimb for Food & Bev All Staff Mtg - 5/21/24	86.11	54100
05/22/2024	14409	Daniel Baer	QPAD Podcast: Pianist - 2024	400.00	54210
05/22/2024	14410	Lisa Hiton	QPAD 2024	3,100.00	54210
05/22/2024	14411	Mobile Beacon	IT WiFi Hotspot for Staff #1 of 2 - Renewal	120.00	52440
05/22/2024	14412	Anderson Pest Solutions	Pest Management - May 2024	71.40	52100
05/22/2024	14413	Uline, Inc.	Bags for Patron Services	199.48	56410
05/22/2024	14414	Clean Art Works, Inc.	Clean Inside & Out of All Library & Offices Windows - 05/14/24	1,380.00	52100
05/22/2024	14415	Thomson Reuters-West	Acquisitions for Books - V1 & V2 2023 Supplement to IL Compiled Statutes State Bar Edition 2022	118.00	53221
05/22/2024	14416	Vogue Printers	Summer 2024 Browsing Newsletter	4,749.83	56300
06/05/2024	14417	Midwest Tape 2000007021	Acquisitions for AV, Processing Supplies & Cataloging Service - May 2024	6,602.84	53320, 53340, 56420, 56550
06/05/2024	14418	Clarence Goodman	Emancipation to Inauguration: Chicago's Black Experience - 06/17/24	340.00	54210

06/05/2024	14419	Ingram Library Services LLC	Acquisitions for Books, AV, and Processing Supplies - May 2024	15,162.75	53221, 53222, 53241, 53320, 54210, 56420
06/05/2024	14420	OverDrive, Inc.	eBooks - May 2024	9,702.92	53500
06/05/2024	14421	RAILS	OverDrive Consortium Fee 7/1/24-6/30/25	7,587.52	53500
06/05/2024	14422	Andertoons LLC	Let's Draw Series - Spring 2024 (4 programs)	1,050.00	54400
06/05/2024	14423	Cintas Corporation	AED Devices (3) Lease, Mats for the Library	473.93	52100, 52200
06/05/2024	14424	ACC Business	Internet Service 04/11/24-05/10/24	902.22	52440
06/05/2024	14425	Complete Cleaning Company, Inc.	Carpet Cleaning and Monthly Cleaning Services	6,190.00	52100
06/05/2024	14426	Vivica Partners, LLC	Library Director Forum Training July 2024 to May 2025 - A. Falasz-Peterson	2,550.00	57100
06/05/2024	14427	Sentinel Technologies, Inc.	Automation Support for Servers & Workstations & Storage Back Up	4,681.71	55360
06/05/2024	14428	APF Entertainment/Another Pretty Face	Summer Reading Kickoff - Airbrush tattoo artist, balloon twister, and photobooth - 06/08/24	1,450.00	54400
06/05/2024	14429	Lake County Forest Preserve	Cicadas (2) & Animal Program (1) - 06/06/24	60.00	54400
06/05/2024	14430	Parties with Character	Summer Character Storytimes (6)	1,134.00	54400
06/05/2024	14431	Library Ideas, LLC	Acquisitions for AV - Youth - May 2024	479.27	53340
06/05/2024	14432	Kanopy Inc.	Pay Per Use Program	450.00	53500
06/05/2024	14433	Midwest Tape	Hoopla Subscription - May 2024	5,021.28	53500
06/05/2024	14434	Today's Business Solutions, Inc.	Annual Support & Maintenance - 2024	2,826.90	55360
06/05/2024	14435	Quench USA, Inc.	Water Cooler, Keurig Brewer Machine Qtrly Rent	383.94	52200
06/05/2024	14436	Madeline Dahlman	Book Discussion w/Madeline Dahlman - 06/13/24	200.00	54210
05/13/2024	ACH	Quadient Leasing USA, Inc.	Postage Added to Meter - 05/09/24	400.00	56200
05/23/2024	ACH	AT&T	Voice Lines: 04/28/24-05/27/24	283.59	52430
05/24/2024	ACH	Wex Health, Inc.	FSA Monthly Fees - May 2024	54.90	51500
05/28/2024	ACH	Citi Credit Card	May 2024 Credit Card Payment - Costco	934.86	20015-20016
05/31/2024	ACH	Village of Deerfield	Library Debt Service Payment	104,850.00	60-7010
06/03/2024	ACH	Village of Deerfield	Water & Sewer - April 2024	159.07	52410
06/03/2024	ACH	Village of Deerfield	Water & Sewer - April 2024	169.70	52410
06/03/2024	ACH	Amazon	Invoice #: 1GMH-RM4R-6DLD Invoice Date: 06/01/2024 for May 2024 Credit Memo#: 1KPG-NY3N-3QCK - May 2024	5,894.17	51600, 52100, 52200, 52500, 53221, 53222, 53241, 53320, 53600, 54210, 54400, 54500, 56410, 55440, 56440, 56555
06/04/2024	ACH	Comcast Cable	Patron Internet Service 5/16/24-6/15/24	222.29	52440
06/05/2024	ACH	Google, Inc.	Google Apps - June 2024	1,254.55	55350
06/05/2024	ACH	Thomas Interiors	Deposit 50% for Furniture for Addtl (4) Chairs & (1) Table for Quiet Room	1,983.24	52500
06/06/2024	ACH	De Lage Landen Financial Services, Inc.	Copiers (7) and Printers (3) Lease - June 2024	1,808.72	55360
06/06/2024	ACH	Library Furniture International	Signs for LOT Shelving	1,495.00	52500
05/09/2024	ACH	First Bank Mastercard	May 2024 Credit Card Payment	9,464.84	20001-20014
<b>Total for 11100 WinTrust General Operating -2997</b>				<b>221,058.15</b>	



**Deerfield Public Library**  
**Credit Card Transactions by Account Holder**  
**As of 6/07/2024**  
**Presented for Approval June 19, 2024**

	Date	Num	Vendor	Memo	Amount	Account Description
<b>20000 Credit Cards Payable</b>						
<b>20001 Admin - 4734</b>						
	06/07/2024	AD 05/07/24	HR Source	All Day Workshop Supervisory Fundamentals - M. Stoeger, E. Koch, A. Jamieson	945.00	Training & Education
	06/07/2024	AD 05/08/24	Uline	Shelving for IT for Server Room	233.82	Minor Furnishings
	06/07/2024	AD 05/09/24	MailChimp	E-Newsletter Mailing Monthly Subscription	75.00	Outreach Programs
	06/07/2024	AD 05/15/24	Spotify	Spotify for iPads Monthly Subscription	16.99	Youth Programming
	06/07/2024	AD 05/29/24	Sign Gypsies	SRP 2024 Lawn Signs	484.00	Professional Outreach Services
	06/07/2024	AD 06/01/24	Illinois Library Assoc.	IL Library Laws & Rules in Effect January 2024	30.00	Adult Non-Fiction
	06/07/2024	AD 06/04/24	B&H Photo	Ink Cartridges for MakerSpace Large Format Printer	550.80	MakerSpace Equipment
<b>Total for 20001 Admin - 4734</b>					<b>2,335.61</b>	
<b>20002 Business Office - 1381</b>						
	06/07/2024	BO 05/08/24	Staples	Supply Restock: Large Rubber Bands, Cardstock & Double Sided Tape	52.54	General Operating Supplies
	06/07/2024	BO 05/10/24	Intuit	Envelopes for A/P Checks (500)	127.49	General Operating Supplies
	06/07/2024	BO 05/13/24	Government Finance Officers Assoc.	Training: "Fiscal First Aid" - K. DeCorrevont	210.00	Training & Education
	06/07/2024	BO 05/15/24	VistaPrint	Additional Business Cards - S. Keough	27.98	General Operating Supplies
	06/07/2024	BO 05/22/24	Midwest Assoc. Public Procurement	MAPP Hiring Webinar - K. DeCorrevont	5.00	Training & Education
	06/07/2024	BO 05/30/24	Society For Human Resources	SHRM (2) Year Membership - K.DeCorrevont	475.00	Membership & Dues
<b>Total for 20002 Business Office - 1381</b>					<b>898.01</b>	
<b>20003 Info Technology (IT) - 5382</b>						
	06/07/2024	IT 05/07/24	Resound	Podcast Editing Service	15.00	Software & Licenses
	06/07/2024	IT 05/09/24	Wasabi Technologies	Storage for Remote Backup	37.76	Software & Licenses
	06/07/2024	IT 05/09/24	Adobe	Staff Creative Cloud All Apps Monthly Subscription	54.99	Software & Licenses
	06/07/2024	IT 05/11/24	Adobe	Creative Cloud All Apps Annual Subscription	419.88	Software & Licenses
	06/07/2024	IT 06/01/24	Google	Monthly Charge for Library Board Voicemail	14.21	Telephone - Voice
	06/07/2024	IT 06/01/24	Liberated Syndication	Podcasting Hosting	20.00	Software & Licenses
<b>Total for 20003 Info Technology (IT) - 5382</b>					<b>561.84</b>	
<b>20004 Facilities - 1382</b>						
	06/07/2024	FC 05/17/24	<a href="http://BlindParts.com">BlindParts.com</a>	Part to Fix Shade in Patron Services	43.43	Interior Facility Maintenance
	06/07/2024	FC 05/18/24	Home Depot	(4) Spray Bottles for Cleaning Solution for New Reference Desk Chairs	10.72	General Operating Supplies
	06/07/2024	FC 05/22/24	Ace Hardware	Rental of Scissor Lift for High Ceiling Cleaning & Changing Lights in Patron Services Area	300.00	Interior Facility Maintenance
	06/07/2024	FC 05/23/24	Webstaurant Store	Supplies: Hot Cups, Lids and Sleeves	154.84	General Operating Supplies
	06/07/2024	FC 05/25/24	Home Depot	Supplies to clean meeting room sinks & Plexiglass for YSD Sign	35.66	General Operating Supplies
	06/07/2024	FC 06/01/24	Home Depot	Wood to Fix Curtain, Screws, Masking Tape & Rollers to Paint	54.36	Interior Facility Maintenance
	06/07/2024	FC 06/04/24	Home Depot	Light Diffuser & Knife to Cut Diffuser for Restrooms	33.66	Interior Facility Maintenance
<b>Total for 20004 Facilities - 1382</b>					<b>632.67</b>	
<b>20005 Patron Services - 8030</b>						
	06/07/2024	PS 05/23/24	Whole Foods	Food for Staff Farewell - Tyler S.	25.99	Staff Enrichment
<b>Total for 20005 Patron Services - 8030</b>					<b>25.99</b>	
<b>20006 Support Services - 1166</b>						
	06/07/2024	SS 05/24/24	The Library Store	Library of Things Bags (100)	1,128.85	Processing Supplies
<b>Total for 20006 Support Services - 1166</b>					<b>1,128.85</b>	

**Deerfield Public Library**  
**Credit Card Transactions by Account Holder**  
**As of 6/07/2024**  
**Presented for Approval June 19, 2024**

	Date	Num	Vendor	Memo	Amount	Account Description
<b>20007 Adult Services - 2368</b>						
	06/07/2024	AS 05/08/24	Disney Plus	Roku Monthly Subscription	14.99	E-Resources
	06/07/2024	AS 05/13/24	Roku - HBO MAX	Roku Annual Subscription	99.99	E-Resources
	06/07/2024	AS 05/14/24	Netflix	Roku Monthly Subscription	22.99	E-Resources
	06/07/2024	AS 05/16/24	Library Works	Training: "Up or Out: Smarter Ways to Get Library Employees Back on Track" - M. Stoeger	49.00	Training & Education
	06/07/2024	AS 05/18/24	Target	Nintendo Switch Video Game - "Paper Mario The Thousand Year Door"	59.99	Adult AV
	06/07/2024	AS 05/19/24	Apple	Roku Monthly Subscription - Apple TV	9.99	E-Resources
	06/07/2024	AS 05/19/24	Apple	Roku Monthly Subscription - Apple TV	9.99	E-Resources
	06/07/2024	AS 05/23/24	Zoom	Monthly Subscription	55.99	Adult Programming
	06/07/2024	AS 05/30/24	Netflix	Roku Monthly Subscription	22.99	E-Resources
	06/07/2024	AS 06/03/24	Amazon	Kindle E-Books	14.99	E-Resources
	06/07/2024	AS 06/03/24	Amazon	Kindle E-Books	14.99	E-Resources
	06/07/2024	AS 06/03/24	Amazon	Kindle E-Books	14.99	E-Resources
	06/07/2024	AS 06/03/24	Amazon	Kindle E-Books	15.99	E-Resources
	06/07/2024	AS 06/03/24	Amazon	Kindle E-Books	11.99	E-Resources
	06/07/2024	AS 06/03/24	Amazon	Kindle E-Books	12.99	E-Resources
	06/07/2024	AS 06/03/24	Disney Plus	Roku Monthly Subscription	14.99	E-Resources
	06/07/2024	AS 06/04/24	Target	Bins purchased for LOT Section	60.00	Non-Traditional Resources
<b>Total for 20007 Adult Services - 2368</b>					<b>506.85</b>	
<b>20009 Outreach Coord - 5776</b>						
	06/07/2024	OC 05/07/24	DigiMarCon	Digital Marketing Conference 05/23/24 - S. Scaletta & Z. Garden	911.88	Training & Education
	06/07/2024	OC 05/10/24	VistaPrint	Magnets for Homebound Delivery Packets	66.98	Professional Outreach Services
	06/07/2024	OC 05/20/24	Ultimate Screen Print	Summer Reading Program 2024 T-Shirts for Staff	421.00	Staff Enrichment
	06/07/2024	OC 05/22/24	VistaPrint	Summer Reading Program 2024 Stickers	285.60	Youth Programming
	06/07/2024	OC 05/23/24	Soldier Field	Parking for Digital Marketing Conference - 05/23/24	30.00	Training Travel
<b>Total for 20009 Outreach Coord - 5776</b>					<b>1,715.46</b>	
<b>20010 Adult Prog Coord - 2491</b>						
	06/07/2024	APC 05/10/24	Village of Rosemont	Parking for Reaching Forward '24 Conference 05/10/24 - J. Hosein	15.00	Training Travel
	06/07/2024	APC 05/24/24	Jewel-Osco	Popsicles for Staff	7.98	Staff Enrichment
	06/07/2024	APC 05/28/24	Walgreens	Pop for Trivia Night	15.99	Adult Programming
	06/07/2024	APC 05/29/24	American Library Assoc.	Webinar: "Host a Repair Cafe in your Library"	79.00	Training & Education
	06/07/2024	APC 05/29/24	Shake Shack	Gift Cards for 1st Place Trivia Winners	100.00	Adult Programming
	06/07/2024	APC 05/30/24	Taco Vida	Gift Cards for 3rd Place Trivia Winners	40.00	Adult Programming
	06/07/2024	APC 05/30/24	Egg Harbor	Gift Cards for 2nd Place Trivia Winners	60.00	Adult Programming
	06/07/2024	APC 05/30/24	Michael's	Supplies for Craft Connection & Halloween pins	84.73	Adult Programming
	06/07/2024	APC 05/31/24	Michael's	Supplies for Craft Connection & Halloween pins	33.98	Adult Programming
	06/07/2024	APC 05/31/24	The Insect Asylum	Plaster Cicadas to Promote Cicada programs & "Cicada Parade" on Social Media	32.96	Youth Programming
	06/07/2024	APC 05/31/24	The Insect Asylum	Plaster Cicadas to Promote Cicada programs & "Cicada Parade" on Social Media	32.96	Adult Programming
<b>Total for 20010 Adult Prog Coord - 2491</b>					<b>502.60</b>	
<b>20011 Youth Prog Coord - 1971</b>						
	06/07/2024	YPC 05/16/24	Michael's	Summer Reading Program 2024 Prizes	121.90	Youth Programming
	06/07/2024	YPC 05/17/24	Five Below	Summer Reading Program 2024 Prizes	138.85	Youth Programming
	06/07/2024	YPC 05/17/24	Five Below	Summer Reading Program 2024 Prizes	346.45	Youth Programming
	06/07/2024	YPC 05/16/24	Lakeshore Learning Mat'l	Backpacks for New Baby Bundles	119.00	Literacy Support

**Deerfield Public Library**  
**Credit Card Transactions by Account Holder**  
**As of 6/07/2024**  
**Presented for Approval June 19, 2024**

	Date	Num	Vendor	Memo	Amount	Account Description
	06/07/2024	YPC 05/16/24	Lakeshore Learning Mat'l	Outreach Activities: Counting Keys & "What Goes Together?" Activity Box	102.96	Youth Programming
	06/07/2024	YPC 05/23/24	Jewel-Osco	Snacks for Teen Finals Study Room, Gift Cards & Kites for SRP Prizes, and sunscreen	272.81	Youth Programming
	06/07/2024	YPC 05/30/24	Oriental Trading	Craft Supplies, Grab & Go Kits, Summer Window Decor, Juneteenth, Cardboard cutouts	54.99	Youth Programming
<b>Total for 20011 Youth Prog Coord - 1971</b>					<b>1,156.96</b>	
<b>Total for First Bank Card</b>					<b>9,464.84</b>	
<b>20015 Citi - Maintenance - 9694</b>						
	05/24/2024	FCC 04/24/24	Costco	Gas for Library Vehicle	48.76	Facility Equipment Maintenance
	05/24/2024	FCC 04/24/24	Costco	\Vacuums (2) for Maintenance Dept.	849.98	Minor Furnishings
	05/24/2024	FCC 04/24/24	Costco	Food for All Staff 4/25/24 used \$50 Costco gift card	4.14	Admin Programs
	05/24/2024	FCC 05/17/24	Costco	Dish Soap & Paper Towels for cleaning new chairs	31.98	General Operating Supplies
<b>Total for 20015 Citi - Maintenance - 9694</b>					<b>934.86</b>	
<b>Total for Citi Costco Card</b>					<b>934.86</b>	
<b>Total for 20000 Credit Cards Payable</b>					<b>10,399.70</b>	

## Director's Report: June 2024

### FYI

- Kary Henry from Youth Services will give a presentation on our partnerships with the Deerfield area schools.
- We will also have a representative from the Friends of the Library at the meeting.
- The Memorials Committee is scheduled to meet immediately prior to the regular meeting.
- For your information, I have included our Per Capita grant award letter. We were awarded **\$28,506.06** to supplement our collection.
- Articles of Interest
  - This [article](#) from NPR seeks to answer the question...what is a book ban?
  - This [article](#) covers which states have passed legislation banning book bans.

### Personnel

- In May the library had 4 separations
  - Patron Services Assistants
  - Library Aide
  - Adult Services Assistant
- In May the library filled 2 positions
  - Makerspace Assistant
  - Library Aide
- [The library had 1 position open](#)
  - Patron Services Assistant

## DEPARTMENT REPORTS

### Adult Services Report

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

- Anne spoke at the Deerfield Memorial Day ceremony about the history of Deerfield's veterans.
- Vicki had two visits to the Center for Enriched Living to provide technology instruction.
- Vicki attended a meeting at Village Hall with community partners to discuss the West Deerfield Township Dementia Friendly initiative.
- Melissa, Vicki, Anne, Stevie, Sam and Jasmine all attended a training *Helping Serve the Neurodiverse in Your Library Community*.
- Sent from a patron who recently moved: "I will miss you all. I used the Deerfield library all the time you were all so helpful. I will miss you." -GM
- "Vicki, On behalf of West Deerfield Township and Deerfield Rotary, thanks so much for your work and leadership with the Memory Cafe. It is such an important part of the community - a real shining star." -RL
- We finished the first half of the year for the Last Book Standing and Last Movie Standing tournaments. *The Seed Keeper* by Diane Wilson and *Everything Everywhere All At Once* were the winners. They will go up against the winners of the second half of the year in November.
- 1,531 Patron Questions

- 8 Library Lifelines and 8 One on Ones
- 30 Books to Go deliveries
- 21 live programs with 385 attendees. 4 passive programs with 142 participants
- 4 Outreach events with 138 participants
- 281 listens to the podcast
- 724 Study Room reservations
- Based on patron feedback, we ordered additional furniture for the Quiet Room to offer additional seating options.
- Jasmine and Anne are coordinating with Highland Park Public Library and Highwood Public Library to schedule a Juneteenth program.
- Vicki is working with Able Gamers for an Adaptive Arcade program in July.

## Business Office Report

### Kelly DeCorrevont, Head of Finance

- Cheryl and Kelly processed library check runs on May 8 and May 22
- Mira and Kelly processed payroll on May 9 and May 23
- All carpets were cleaned in the library on May 11 and May 12
- Mira and Kelly attended the Friends of the Chicago River at the annual Chicago River Workday in Deerfield on May 11. People came together from our community to volunteer by removing litter/weeds and planting trees at our local neighborhood Briarwood Park.



- The Library had air conditioning repairs completed in May
- The building windows were washed inside and out on May 14
- Two new hot water heaters were installed on May 16
- Mira attended HR Source webinars on FLSA Rules on May 14 and Upskilling on May 23
- We had our all staff meeting on May 21
- Our staff enjoyed the Wellness Committee Wastewater Treatment Plant tour on May 22



- Tony and Martin completed high ceiling cleaning and light repairs in first floor on May 22

## Communications & Outreach Report

**Stephanie Scaletta, Communications & Outreach Manager**

### HIGHLIGHTS:

#### **Summer Reading Promotion Development:**

- Website blog, social media calendar, video production and launch, printed materials design and production

#### **Outreach**

- **Community Dementia Meeting at Village Hall:** May 16
  - Library staff presented marketing materials to attendees including Memory Cafe and Memory Kit literature and programming information
- **Celebrating Pride Month:** Queer Poem-a-Day beginning June 1
- **Juneteenth Proclamation:** Presented to library staff by the village board June 3
- **SRP Promotional Video:** Premieres online on June 7
- **SRP Social Engagement Campaign:** [#SummerAtDPL](#) June 8-June 15
- **Social:** Library of Things – Hobbies promotion

#### **Training and Cont. Education:**

- **ILA Marketing Forum:** May 17
- **DigiMarCon:** May 23

### UPCOMING PROJECTS & EVENTS:

#### **OUTREACH**

- **Homebound Delivery Welcome Bags: launching June**
- **Adaptive Arcade:** accessible video gaming open house sponsored by AbleGamers (with equipment coming soon to the LOT collection) July 13
- **Outdoor Games Day:** During Food Truck Wednesday July 17
- **Library Card Sign-up Month:** Open House and Welcome Campaign launch

#### **COMMUNICATIONS/MARKETING**

- **Digital Marketing Plan** development and implementation
- **Library signage** continuing updates within style guide branding
- **MakerSpace Branding** updates

## IT Report

**Steve Wuehr, Head of IT**

### Current Projects

- **CyberSecurity Awareness Training**
  - Q2 training is currently underway. This quarter our training is centered around web browser based attacks and AI.
- **ADA Compliance**
  - We are in the early stages of understanding how upcoming ADA compliance laws will impact library service offerings and are investigating changes we may need to make to things like our website and other patron-facing services. The early part of

this process involves attending information sessions that outline the changes, what the library needs to do to be in compliance and also connect with other libraries to learn how they are adapting to these new laws.

- **Bibliotheca**

- Steve has spent time this month working with Bibliotheca, our vendor for self check, RFID and sorter technology. The goal is to get the latest version of the applications used by library staff along with installation and migration instructions in order to make the upgrade process for the remaining staff computers as seamless as possible for staff, resulting in the least amount of disruption and possible downtime at the patron service desks.

### Upcoming / Ongoing Projects

- **Replacement of Patron Computers**

- We have ordered the remainder of the replacement computers for patron use. Additionally, work has begun on developing a replacement plan for the service desk computers throughout the building. We will be working on ordering machines and accessories necessary to upgrade the computers and improve the overall appearance of the technology at the service desks by purchasing small form factor PCs and mounting them underneath the desks to get them off the floor and out of the way.

- **Office Cleanup/Reorganization**

- With the equipment recycling now complete, we have spent some time cleaning the workroom and server room areas, adding shelving, cleaning out old items no longer needed and moving things around in order to be better organized.

- **Replacement Firewall**

- Work has begun on planning for the need to replace our firewall. Our existing firewall is approaching 10 years old and this will be the last year we are able to purchase a support agreement. I am currently exploring upgrade options with the manufacturer that provide discount incentives for purchasing an upgraded firewall.

### **MakerSpace Report**

#### **Ted Gray, MakerSpace Manager**

- Our 3D printing on demand has been very popular since we've set it up. We ended up doing 35 prints in May. We have four different colors available and nine different prints to choose from. The quickest one takes about 13 minutes and the longest one about a half an hour.
- We had a young patron build an amazing full size mask using our 3D printers. Each piece was so large that we needed to charge him for them but he happily paid. Then he glued it all together and painted it. It looks fantastic!



- We had a month of very successful and well received programs. Zach led a program where patrons used felt cut in the laser engraver to make little mini felt flowers.

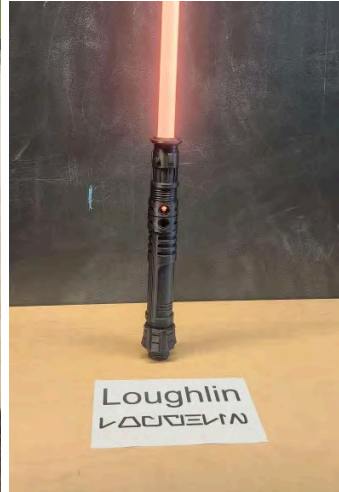


Kerstin led a program where our library patrons made laser engraved clocks. All of the designs were created by our patrons. They look amazing!



Grace led a May the 4th event where our patrons were able to choose different premade 3D printed parts to create their own lightsabers. It was appointment only and each family got a time slot. We only had one patron not make it. Everyone else showed up for their appointments and had an amazing experience.





### Upcoming Projects

- We're working with our Communications Department to develop new signage for the MakerSpace that keeps in line with the new branding.
- We're continuing to work with IT on updates. We should be getting a new PC for the Digital Media Lab and we're working on standardizing our font libraries.

### Neat projects

Here are some of the magnificent projects our patrons worked on in May.

- We're getting really good at sublimation printing. It is a bit of a skill. This is a sublimation tumbler that looks great. It wrapped all the way around and you barely see the seam.



- This patron designed a pattern based on the Louis Vuitton design but with symbols that meant a lot to a friend. He used the laser engraver to print the pattern on a piece of leather that he plans on sewing onto a travel bag.



- We did a lot of end of year gifts for teachers in May. This parent had all the kids in the class sign a sheet of paper. We scanned it and then used the sublimation printer to put all the signatures on the back of a small travel bag.



- This patron made a set of four glasses with different logos from the University of Colorado for a family member who went there.



- This patron found a note from their grandfather who served in WW2. We scanned the signature, digitized it, and then used the embroidery machine to embroider the signature on a shirt!



- A nice Mother's Day gift from May. Our patron scanned their handwriting saying "Love you" with their name and then had their sister do the same. It made Mom cry!



### Interesting Statistics

- We had **94** visitors in the MakerSpace in May who were there in the evenings between 6pm and 8pm. These are all folks who may have not been able to make it before we extended our hours. It's also the largest total we've had yet for that time slot. When we started our extended hours in January we averaged around 30 to 40 visitors for the first few months. So the trend is that we're getting busier in the evenings.

### Patron Services Report

#### Stephanie Keough, Head of Patron Services

- 3 staff members attended the 2024 Reaching Forward conference in Rosemont on 5/10.
- We now have three PS Assistants who work on Sundays as their regular shift, no longer necessitating signing up for Sunday shifts.
- **18** curbside appointments (we now only have *one* curbside parking spot)!
- 4 virtual card registrations.

### Support Services Report

#### Pam Skittino, Head of Support Services

- Find More Illinois is officially off.
- Pam attended the following virtual Aspen webinars:
  - Aspen Gathering - where we find out what updates are being released this month;
  - Aspen LiDA - implementation training for our new app (coming soon)
  - Aspen Sierra - a group that just started up with a Sierra-based user focus
  - Aspen for catalogers
  - Aspen community
- Pam participated in two virtual meetings with Innovative Execs for the Sierra MEEP process - to decide which enhancements will be added to Sierra in a year
- Sierra and Encore were both updated to the latest releases and tested.
- Pam attended the virtual RAILS Tech Services meeting

### Youth Services Report

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

##### Highlights

- This year's Tournament of Books received a total of **23,639 votes!** The winners are as follows:
  - Picture Books: the *Bluey* books by various authors
  - Early Readers: the *Elephant & Piggie* books by Mo Willems
  - Chapter Books: *The Wild Robot* by Peter Brown
  - Series: the *Percy Jackson & the Olympians* series by Rick Riordan
  - Comic Books: the *Big Nate* comic book series by Lincoln Peirce
  - Manga: *Kirby Manga Mania* by Hirokazu Hikawa
  - Non-fiction: the *Weird but True* series by National Geographic

Teen: the *Hunger Games* series by Suzanne Collins

- Kary had 26 outreach visits to 715 kids. Several of her visits were to talk about our Summer Reading Program. She collaborated with staff from the schools, the youth services department, and Zoe to create a fantastic SRP video, which was shown at the schools: <https://www.youtube.com/watch?v=dCLw17TMqto&t=1s>
- Our Crafternoon Make Your Own Fidget was our most popular in-library program in May, with 45 kids attending.

### **Interesting Statistics**

- 797 patron questions
- 3 Personalized Picks
- 19 in-person programs with 314 attendees
- 8 Passive programs with 10,590 participation
- 26 Outreach events with 715 attendees



## OFFICE OF THE SECRETARY OF STATE

ALEXI GIANNOULIAS • Secretary of State and State Librarian

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June 3, 2024

Ms. Amy Falasz-Peterson, Director  
Deerfield Public Library  
920 Waukegan Road  
Deerfield, Illinois 60015-3018

Dear Ms. Falasz-Peterson:

I am pleased to award the Deerfield Public Library a Fiscal Year 2024 Public Library Per Capita grant in the amount of \$28,506.06.

This grant support is provided pursuant to Title 23 Ill. Adm. Code 3035.115; Public Library Per Capita and Equalization Aid Grants.

As Secretary of State and State Librarian, I commend you for taking advantage of this grant that will greatly benefit your community. The Illinois State Library staff and I are committed to ensuring that all Illinois residents have fair and equitable access to library services.

Should you have any questions regarding this award, please contact the Illinois State Library at 217-524-8836.

Sincerely,

A handwritten signature in black ink that reads "Alexi Giannoulis".

Alexi Giannoulis, Secretary of State  
and State Librarian

cc: Board President, Deerfield Public Library

AG:isl

### Juneteenth Proclamation

**WHEREAS**, Our country is made up of people from every nation on earth, who are declared equal not only in freedom but also in justice, both of which are essential for a healthy human civilization; and

**WHEREAS**, Our nation was conceived on July 4th, 1776 with the Declaration of Independence, the classic statement being: “We hold these truths to be self-evident, that all men are created equal, that they are endowed by their Creator with certain unalienable Rights, that among these are Life, Liberty and the pursuit of Happiness”; and

**WHEREAS**, At 2:00 p.m. on New Year’s Day, January 1, 1863, using his war powers as President, Abraham Lincoln signed the Emancipation Proclamation, providing that all persons held as slaves within any State or designated part of a State “shall be then, thenceforward, and forever free;” and

**WHEREAS**, The Emancipation Proclamation made the permanent abolition of slavery a Union war aim and provided the legal framework for the emancipation of nearly all four million slaves as the Union armies advanced; and

**WHEREAS**, Hearing of the Proclamation, many slaves escaped to Union lines as the army units moved south; and

**WHEREAS**, On June 19, 1865, almost 2 ½ years later, Major General Gordon Granger arrived in Galveston, Texas, and announced the end of both the Civil War and slavery, with this announcement: “The people of Texas are informed that, in accordance with a proclamation from the Executive of the United States, all slaves are free. This involves an absolute equality of personal rights and rights of property, between former masters and slaves and the connection heretofore existing between them, becomes that between employer and hired labor. The Freedmen are advised to remain at their present homes and work for wages. They are informed that they will not be allowed to collect at military posts; and they will not be supported in idleness either there or elsewhere”; and

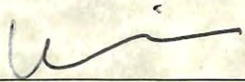
**WHEREAS**, Texans began the celebration of Juneteenth in 1866, with community events such as parades, cookouts, prayer gatherings, musical performances and historical cultural readings; some communities purchased land for Juneteenth celebrations, such as Emancipation Park in Houston, TX; and as freed families emigrated from Texas to other parts of the United States, they carried the Juneteenth celebration with them; and

**WHEREAS**, in 2021, the State of Illinois made Juneteenth an official State holiday.

**NOW, THEREFORE**, I, Mayor Daniel C. Shapiro, do hereby proclaim June 19th, 2024, as Juneteenth in the Village of Deerfield.

Proclaimed this 3rd day of June, 2024.



  
 Daniel C. Shapiro, Mayor



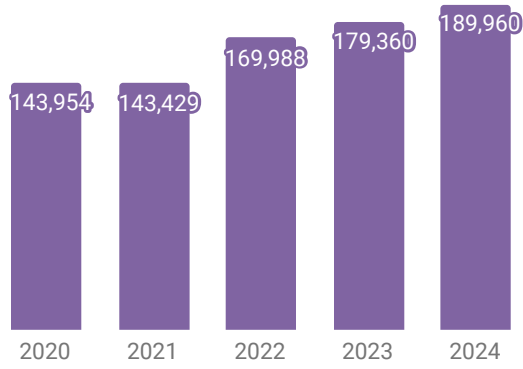
VILLAGE OF DEERFIELD

# Deerfield Public Library

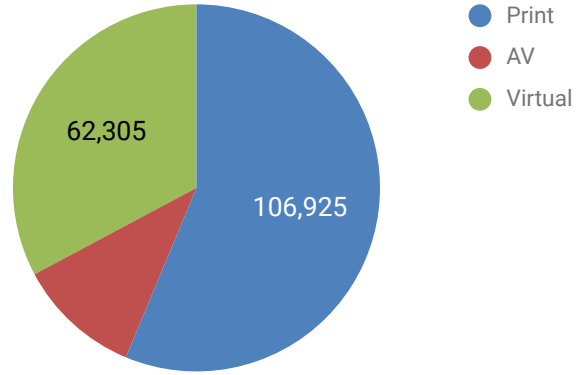
May 2024 Statistics

32

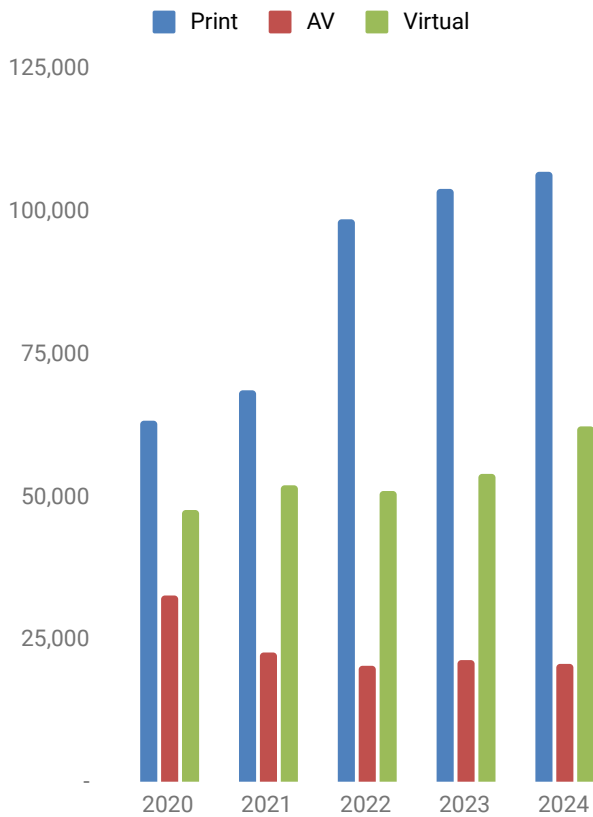
## Total Circulation YTD



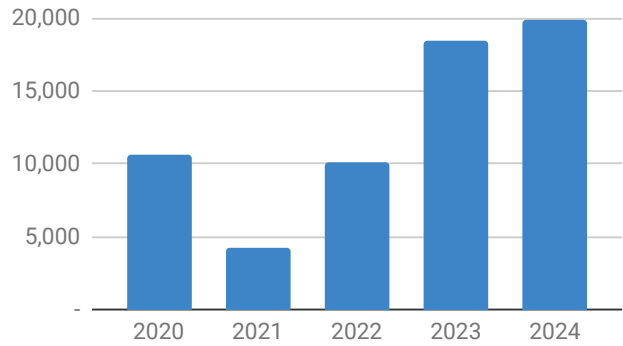
## Circulation by Type YTD



## Circ Trends by Type YTD



## Questions Answered YTD

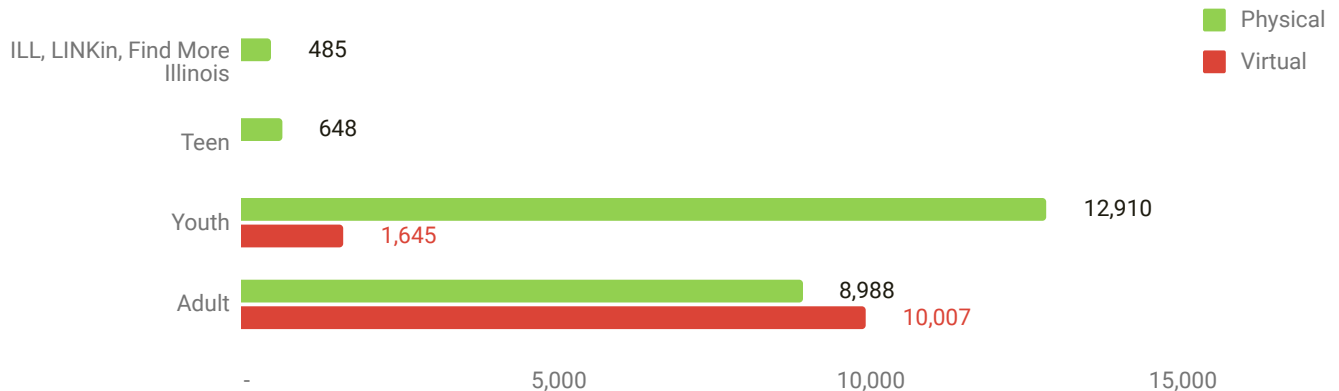


## Resident Library Cards



Valid Cards 11,486  
 Added this month 65

## Circulation by Collection





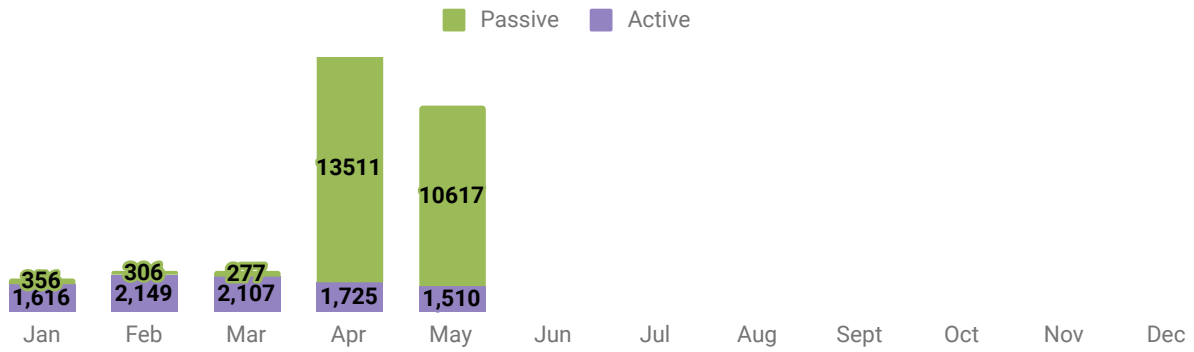
# Deerfield Public Library

May 2024 Statistics

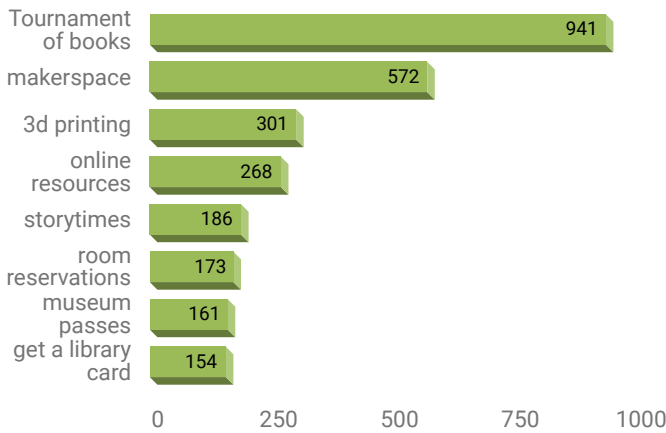
33

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

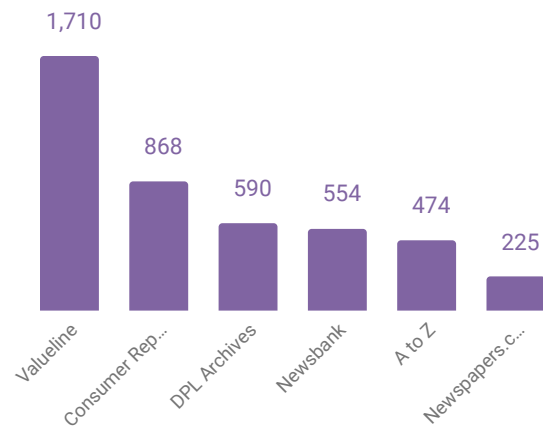
## Program Attendance\*



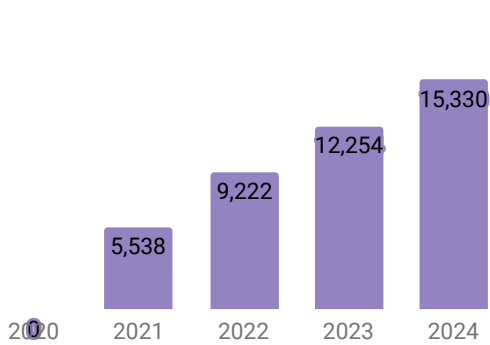
## Most Popular Webpages



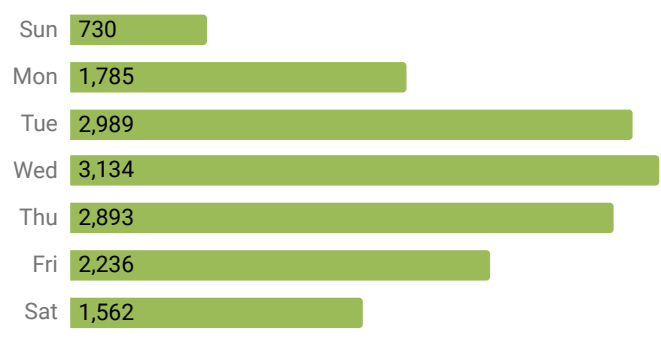
## Most popular databases - April



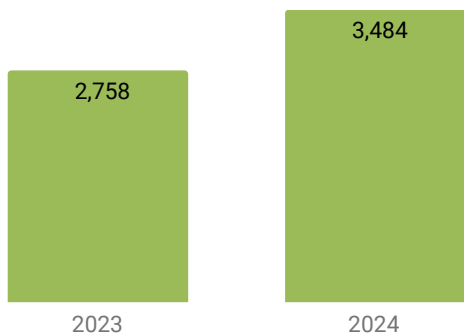
## Monthly Library Visits



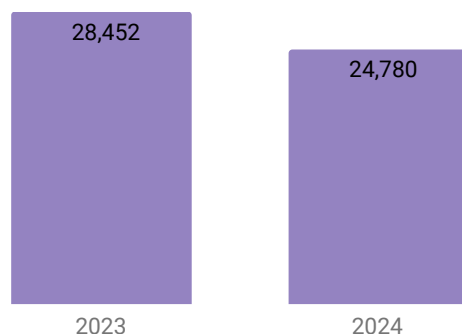
## Total Door Count



## Public Computer Sessions YTD



## Wireless Sessions YTD





# MAY 2024 SOCIAL



**11+**  
followers



**28+**  
subscribers



**14+**  
followers



**1,610**  
accts reached



**13,842**  
views



**1,815**  
video & live views



**151**  
accts engaged



**145,696**  
impressions



**145**  
accts engaged

## Top Posts



1,675 views, 119 engaged

## Top Posts



448 views, 2.4 watch hours

## Top Posts



939 views, 91 engaged



593 views, 38 engaged



422 views, 1.4 watch hours



169 views, 45 engaged