

**DEERFIELD PUBLIC LIBRARY BOARD OF TRUSTEES
MEETING AGENDA
920 Waukegan Road, Deerfield, IL, Meeting Room
Wednesday, July 17, 2024, 6:30 PM**

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

1. ROLL CALL & CALL TO ORDER
2. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD & CORRESPONDENCE
3. APPROVAL OF MINUTES
 - A. June 19, 2024 Regular Meeting (ACTION)
4. TREASURER REPORT
 - A. Monthly Financials: Balance Sheet, Revenue & Expenses (ACTION)
 - B. List of Checks and Payments for Approval (ACTION)
 - C. FY 2023 Audit Presentation
5. FRIENDS OF THE LIBRARY REPORT
6. LIBRARY DIRECTOR'S REPORT
 - A. Staff Survey Report
7. OLD BUSINESS
8. NEW BUSINESS
 - A. Acceptance of FY 2023 Audit (ACTION)
 - B. Acceptance of Memorials Committee Recommendations (ACTION)
 - C. Insurance Renewal (ACTION)
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: August 21, September 18, October 16

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

DEERFIELD PUBLIC LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES
June 19, 2024

1. ROLL CALL & CALL TO ORDER

Secretary Ken Abosch called the meeting to order at 6:31 p.m., in the Board Room, 920 Waukegan Road, Deerfield, IL.

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

Staff: Amy Falasz-Peterson, Library Director, Melissa Stoeger, Assistant Director of Adult and Youth Services, Kelly DeCorrevont, Head of Finance, and Kary Henry, School Outreach Coordinator.
The motion was approved.

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

None.

3. APPROVAL OF MINUTES

A. May 15, 2024 Regular Meeting (ACTION)

MOTION: Mr. Seth Schriftman made a motion to approve the May 15, 2024 Regular Meeting minutes, seconded by Mr. Mike Goldberg.

Vote: 6 - Yes Ken Abosch, Seth Schriftman, Emily Wallace, Mike Goldberg, 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. Goldberg made a motion to approve the May Financials, seconded by Ms. Emily Wallace.

Vote: 6 - Yes Ken Abosch, Seth Schriftman, Emily Wallace, Mike Goldberg, 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 May, which included:

-Bank Financial Petty Cash, Check Num 765-770	\$	192.70
-AP Checks 14393-14436, 14 ACHs, WinTrust	\$	<u>221,058.15</u>

Vote: 6 - Yes Ken Absoch, Seth Schriftman, Emily Wallace, Mike Goldberg, Stephanie Brand and Josh Charlson.

The motion was approved.

Ken Abosch, Secretary

Deerfield Public Library

Balance Sheet

As of June 30, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
11000 Cash and Investments - General	0.00
11100 General Operating - WinTrust	833,039.47
11200 Payroll - WinTrust	298,878.05
11300 E-Pay - WinTrust	3,068.42
11400 Deposits - Bank Financial	5,685.91
11500 Petty Cash - Bank Financial	2,604.78
11600 Max-Safe Wintrust	3,614,837.92
11900 Petty Cash	574.00
Total 11000 Cash and Investments - General	4,758,688.55
14100 PMA Financial Services	
10-1410 PMA Reserve Fund	2,235,879.25
14110 PMA General Fund	0.00
60-1440 PMA Debt Service	0.00
60-1441 PMA Debt Service 2	0.00
Total 14100 PMA Financial Services	2,235,879.25
Total Bank Accounts	\$6,994,567.80
Accounts Receivable	
15120 Property Tax Receivable - 2013	1,519.99
Total Accounts Receivable	\$1,519.99
Other Current Assets	
12101 Inventory Asset	0.00
15000 Other Current Assets	0.00
15010 Receivables	4.80
15100 Property Taxes Receivable	4,607,500.00
15200 Due from Village of Deerfield	0.00
15300 Prepaid Expenses	0.00
15400 Accrued Revenue - General	0.00
Total Other Current Assets	\$4,607,504.80
Total Current Assets	\$11,603,592.59

Deerfield Public Library

Balance Sheet

As of June 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	1,369,971.74
15120 Deferred Outflows of Resources - OPEB	280,991.00
19900 Due From Other Activity	0.00
Total Other Assets	\$1,650,962.74
TOTAL ASSETS	\$21,961,703.45

Deerfield Public Library

Balance Sheet

As of June 30, 2024

	TOTAL
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
21000 Accounts Payable	63,084.58
Total Accounts Payable	\$63,084.58
Credit Cards	\$0.00
Other Current Liabilities	
21055 Other Current Payables	0.00
21500 Retainage	0.00
22000 Payroll Liabilities	0.40
22100 Salaries Payable	67,367.09
22200 Deferred Compensation	0.00
22300 Withholdings	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	7,979.47
22380 Medical/Health	-45,708.90
22385 Dental	-4,789.18
22390 Life	6,835.12
22400 EAP	185.46
Total 22300 Withholdings	-36,656.99
Total 22000 Payroll Liabilities	30,710.50
22395 FSA Payable	-3,135.47
23000 Due to Village - Short Term	0.00
24000 Accrued Expenses	0.00
25000 Deferred Inflows of Resources	50,472.44
25100 Deferred Property Taxes	4,607,500.00
Total 25000 Deferred Inflows of Resources	4,657,972.44
25110 Unearned Property Taxes-2011a	683,950.00
25120 Unearned Prop Taxes -20132	0.00
25500 Deferred Inflows of Resources - OPEB	190,039.00
25902 Unearned Impact Fee - AMLI Proj	0.00
26300 Net Pension liability	1,655,529.00
29000 Due To Other Activity Bank Acct	0.00
Total Other Current Liabilities	\$7,215,065.47
Total Current Liabilities	\$7,278,150.05

Deerfield Public Library

Balance Sheet

As of June 30, 2024

	TOTAL
Long-Term Liabilities	
25300 Change in Due to Village	455,000.00
26000 Noncurrent Liabilities	
26009 Compensated Absences	94,862.00
26100 Other Postemployment Benefits	572,518.00
26200 Due to Village - Long Term Debt	4,544,999.74
Total 26000 Noncurrent Liabilities	5,212,379.74
Total Long-Term Liabilities	\$5,667,379.74
Total Liabilities	\$12,945,529.79
Equity	
31000 Opening Bal Equity	-683,950.00
32000 Fund Balance, Beginning	3,794,805.20
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	-126,259.90
33000 Investment in Capital Assets	9,205,858.12
33050 Debt Related to Capital Assets	-5,598,599.74
Total 33000 Investment in Capital Assets	3,607,258.38
Net Income	-35,339.77
Total Equity	\$9,016,173.66
TOTAL LIABILITIES AND EQUITY	\$21,961,703.45

Deerfield Public Library

Budget vs. Actuals Report

January - June, 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
41000 Taxes				
41100 Property Tax	1,952,443.23	4,607,500.00	-2,655,056.77	42.38 %
41200 Replacement Tax		75,000.00	-75,000.00	
60-4110 Property Taxes - Debt Service 2021	689,700.00	689,700.00	0.00	100.00 %
Total 41000 Taxes	2,642,143.23	5,372,200.00	-2,730,056.77	49.18 %
42000 Fees & Fines				
42100 Material Fees	3,013.34	5,000.00	-1,986.66	60.27 %
42200 Non-Resident Fees	4,625.48	5,000.00	-374.52	92.51 %
42300 Printing/Copying Fees	2,809.62	4,000.00	-1,190.38	70.24 %
Total 42000 Fees & Fines	10,448.44	14,000.00	-3,551.56	74.63 %
43000 Investment Income				
43100 Interest - General	76,376.93	75,000.00	1,376.93	101.84 %
43200 Interest - Reserve	35,764.33	25,000.00	10,764.33	143.06 %
Total 43000 Investment Income	112,141.26	100,000.00	12,141.26	112.14 %
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	2,375.96	500.00	1,875.96	475.19 %
45500 Friends Contributions	9,500.00	10,000.00	-500.00	95.00 %
Total 45100 General Donations	11,875.96	10,500.00	1,375.96	113.10 %
Total 45000 Gifts and Contributions	11,875.96	10,500.00	1,375.96	113.10 %
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 %
Total 49000 Miscellaneous Revenue	9,534.27	1,500.00	8,034.27	635.62 %
Uncategorized Income		332,000.00	-332,000.00	
Total Income	\$2,786,143.16	\$5,855,200.00	\$ -3,069,056.84	47.58 %
GROSS PROFIT	\$2,786,143.16	\$5,855,200.00	\$ -3,069,056.84	47.58 %
Expenses				
50000 General Expenses				
51000 Personnel Expenses				
51100 Salaries	1,434,917.41	2,700,000.00	-1,265,082.59	53.15 %
51200 FICA	105,801.95	206,640.00	-100,838.05	51.20 %
51300 Health/Misc Benefits	196,573.88	425,000.00	-228,426.12	46.25 %
51400 Pension Contribution	96,355.70	221,860.00	-125,504.30	43.43 %
51500 Other Benefits	3,775.39	9,000.00	-5,224.61	41.95 %
51600 Staff Enrichment	764.71	5,000.00	-4,235.29	15.29 %

Deerfield Public Library

Budget vs. Actuals Report

January - June, 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Total 51000 Personnel Expenses	1,838,189.04	3,567,500.00	-1,729,310.96	51.53 %
52000 Facility Expenses				
52100 Interior Facility Maintenance	22,302.60	66,000.00	-43,697.40	33.79 %
52200 Facility Equipment Maintenance	62,689.49	100,000.00	-37,310.51	62.69 %
52300 Exterior Building Maintenance	10,094.20	30,000.00	-19,905.80	33.65 %
52400 Utilities				
52410 Water	1,832.73	4,000.00	-2,167.27	45.82 %
52430 Telephone - Voice	8,525.26	21,000.00	-12,474.74	40.60 %
52440 Data Lines	6,855.71	15,000.00	-8,144.29	45.70 %
Total 52400 Utilities	17,213.70	40,000.00	-22,786.30	43.03 %
52500 Minor Furnishings & Equipment	25,082.20	25,000.00	82.20	100.33 %
Total 52000 Facility Expenses	137,382.19	261,000.00	-123,617.81	52.64 %
53000 Library Materials				
53100 Periodicals	5,408.90	15,500.00	-10,091.10	34.90 %
53200 Adult Materials-Books				
53221 Books - Adult Non-Fiction	19,819.51	40,000.00	-20,180.49	49.55 %
53222 Books-Adult Fiction	24,227.80	59,000.00	-34,772.20	41.06 %
Total 53200 Adult Materials-Books	44,047.31	99,000.00	-54,952.69	44.49 %
53300 Audio Visual Materials				
53320 Audio Visual - Adult	23,451.09	59,000.00	-35,548.91	39.75 %
53340 Audio Visual - Youth	4,772.61	10,000.00	-5,227.39	47.73 %
Total 53300 Audio Visual Materials	28,223.70	69,000.00	-40,776.30	40.90 %
53400 Youth Materials-Books				
53241 Books - Youth & Teens	27,531.98	72,000.00	-44,468.02	38.24 %
53550 Literacy Support - Youth	388.82	2,000.00	-1,611.18	19.44 %
Total 53400 Youth Materials-Books	27,920.80	74,000.00	-46,079.20	37.73 %
53501 Electronic Resources				
53500 E-Resources	180,047.73	304,000.00	-123,952.27	59.23 %
Total 53501 Electronic Resources	180,047.73	304,000.00	-123,952.27	59.23 %
53600 Non-Traditional Resources	4,689.55	14,000.00	-9,310.45	33.50 %
Total 53000 Library Materials	290,337.99	575,500.00	-285,162.01	50.45 %
54000 Library Programs				
54100 Admin Programs	1,652.46	5,000.00	-3,347.54	33.05 %
54150 Outreach Programs	946.66	2,000.00	-1,053.34	47.33 %
54210 Adult Programs	17,717.93	25,000.00	-7,282.07	70.87 %
54400 Youth Programs	22,595.88	25,000.00	-2,404.12	90.38 %
54500 MakerSpace Programs	1,781.27	1,500.00	281.27	118.75 %
Total 54000 Library Programs	44,694.20	58,500.00	-13,805.80	76.40 %
55000 Technology				
55350 Software & Licenses	196,622.97	220,000.00	-23,377.03	89.37 %
55360 IT Support	55,077.78	125,000.00	-69,922.22	44.06 %
55400 New Projects/equip				

Deerfield Public Library

Budget vs. Actuals Report

January - June, 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
56440 IT Equipment	6,349.80	60,000.00	-53,650.20	10.58 %
Total 55400 New Projects/equip	6,349.80	60,000.00	-53,650.20	10.58 %
55440 MakerSpace Equipment	4,503.30	8,500.00	-3,996.70	52.98 %
Total 55000 Technology	262,553.85	413,500.00	-150,946.15	63.50 %
56000 Professional/Contractual Svcs				
56009 Other Office Support	3,195.53	9,000.00	-5,804.47	35.51 %
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	14,124.94	25,000.00	-10,875.06	56.50 %
56550 Cataloging Service	2,172.06	22,000.00	-19,827.94	9.87 %
56555 Professional Outreach Services	4,698.49	8,750.00	-4,051.51	53.70 %
Total 56500 Professional Admin Services	20,995.49	55,750.00	-34,754.51	37.66 %
56700 Travel for Library Services	69.61	500.00	-430.39	13.92 %
Total 56000 Professional/Contractual Svcs	38,257.99	136,000.00	-97,742.01	28.13 %
56400 Supplies				
56410 General Operating Supplies	7,872.41	15,000.00	-7,127.59	52.48 %
56420 Processing Supplies	16,720.01	24,500.00	-7,779.99	68.24 %
Total 56400 Supplies	24,592.42	39,500.00	-14,907.58	62.26 %
57000 Training/Development Expenses				
56600 Dues & Memberships	5,118.00	8,000.00	-2,882.00	63.98 %
57100 Training & Education	23,953.05	25,000.00	-1,046.95	95.81 %
57200 Training Travel	2,248.20	6,000.00	-3,751.80	37.47 %
Total 57000 Training/Development Expenses	31,319.25	39,000.00	-7,680.75	80.31 %
Total 50000 General Expenses	2,667,326.93	5,090,500.00	-2,423,173.07	52.40 %
61000 Capital Expenses				
61100 Facility Improvements	49,306.00	50,000.00	-694.00	98.61 %
Total 61000 Capital Expenses	49,306.00	50,000.00	-694.00	98.61 %
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	
Total 70000 Debt Service	104,850.00	689,700.00	-584,850.00	15.20 %
Total Expenses	\$2,821,482.93	\$5,830,200.00	\$ -3,008,717.07	48.39 %
NET OPERATING INCOME	\$ -35,339.77	\$25,000.00	\$ -60,339.77	-141.36 %
NET INCOME	\$ -35,339.77	\$25,000.00	\$ -60,339.77	-141.36 %



Master Total Portfolio Report

Report as of 6/30/2024

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		06/30/2024			ISC Balance	\$57,024.99	\$57,024.99	
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
Sub Totals →						\$2,235,879.25	\$2,358,207.89	
Totals →						\$2,235,879.25	\$2,358,207.89	

Time and Dollar Weighted Average Portfolio Yield: 4.95%

Weighted Average Portfolio Maturity: 245.85 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	84.88	\$2,000,182.90	Certificate of Deposit
SEC	12.70	\$299,244.61	Securities
ISC	2.42	\$57,024.99	ISC Account

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

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

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

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

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

Deerfield Public Library					
Check Detail					
For Board Meeting on July 17, 2024					
Summary					Amount
11500 Bank Financial Petty Cash	Check Num 771				\$21.98
11100 WinTrust General Operating	Check Num 14437-14487, 12 ACHS				\$115,194.65
Total Payments to Approve					\$115,216.63
Date	Num	Vendor	Memo	Amount	Account Num
11500 Bank Financial Petty Cash -1537					
07/11/2024	771	Megan Sanks	Reimburse for purchasing (2) 20lb bags of rice for Baby Book Bunch Activity	21.98	54400
Total for 11500 Bank Financial Petty Cash -1537				21.98	
11100 WinTrust General Operating -2997					
06/19/2024	14437	Baker Tilly US, LLP	Audit Services - 2023	1,500.00	56500
06/19/2024	14438	James Martin Associates, Inc.	Summer Container Display - 2024	880.00	52300
06/19/2024	14439	4imprint	Summer Reading Program 2024 - Giveaways for Promotion & Prizes	1,801.61	54400
06/19/2024	14440	Leslie Goddard	Silent Spring & the Birth of the Modern Ecology Movement Program - 07/02/24	400.00	54210
06/19/2024	14441	Johnson Controls	Remaining Balance for Replace & Install (2) Hot Water Heaters	13,861.00	61100
06/19/2024	14442	Charmm'd Foundation	Coaching Sessions for E. Koch & M. Stoeger	819.00	57100
06/19/2024	14443	Kroll LLC	Asset and Inventory Appraisal	2,700.00	56500
06/19/2024	14444	EBSCO Industries Inc., dba Ebsco Information Services	USA Today: The Nations Paper & Account Credit Applied to Total	9.10	53100
06/19/2024	14445	OverDrive, Inc.	eBooks - June 2024	3,296.27	53500
06/19/2024	14446	KI	New MakerSpace Office Chair for New Desk	774.00	52500
06/19/2024	14447	Rotary Club of Deerfield	Dues & Luncheon - Qtr 2 2024	460.00	56600
06/19/2024	14448	Ancel, Glink, Diamond, Bush, DiCianni & Krafthefer, P.C.	Legal Fees - May 2024	60.00	56500
06/19/2024	14449	Cintas Corporation	Mats for the Library, Refill of First Aid Kit Supplies & Bathrooms & Sanitizing Stations	752.32	52100, 56410
06/19/2024	14450	Intentional Energy 3, LLC	Envelope Journal Making Program - 07/16/24	390.00	54210
06/19/2024	14451	Thomas Interiors	Remaining Balance of Add'l Chairs by Fireplace	2,262.75	52500
06/19/2024	14452	Thomson Reuters-West	Acquisitions for Books - Court Rules & Procedures IL, VOL I-III A	920.00	53221
06/19/2024	14453	Peerless Network, Inc.	Phone Support Maintenance 6/15/24-7/14/24	1,132.13	52430
06/19/2024	14454	Evan Z. Haller	Music at the Blissful Concerts (2) on 06/27/24	750.00	54400
06/19/2024	14455	Spoon Man Inc.	"Spoon Man" Interactive Family Show - 06/17/24	400.00	54400
06/19/2024	14456	Anderson Pest Solutions	Pest Management - June 2024	71.40	52100
06/19/2024	14457	Playaway Products LLC	Acquisitions for Wonderbooks Youth Av - June 2024	171.97	53340
06/19/2024	14458	Demco, Inc.	New Chairs (4) for Study Area under LL Stairs & by Meeting Rooms	703.91	52500
06/19/2024	14459	Madeline Dahlman	Book Discussion w/Madeline Dahlman - 07-11-24	200.00	54210
07/10/2024	14460	Midwest Tape 2000007021	Acquisitions for AV, Processing Supplies & Cataloging Service - June 2024	3,952.87	53320, 53340, 56420, 56550
07/10/2024	14461	Baker Tilly US, LLP	Audit Services - 2023	1,869.00	56500
07/10/2024	14462	OverDrive, Inc.	eBooks - June 2024	10,060.53	53500
07/10/2024	14463	Chinese Intercultural, LLC	Presentation: Eggroll, Stir Fry & Rice: The Hidden Meanings in Chinese Food - 07/25/24	280.00	54210
07/10/2024	14464	Greg Alexander	Professor Moptop Presents: The Beatles After The Break Up - 07/23/24	300.00	54210
07/10/2024	14465	Ingram Library Services LLC	Acquisitions for Books, AV, and Processing Supplies - June 2024	14,132.79	53221, 53222, 53241, 53320, 54400, 56420
07/10/2024	14466	Burgeon Group, LLC	Hickory Dickory Dock Clock 15" Panel for Youth	823.00	52500
07/10/2024	14467	SmartDeploy, LLC	SmartDeploy Pro Subscription	2,256.00	55360
07/10/2024	14468	A Freedom Flag Co.	Flags for Flag Pole (3)	261.70	52300
07/10/2024	14469	Cintas Corporation	Mats for the Library, Refill of First Aid Kit Supplies, Skill Test for On-Line CPR/AED Training	561.25	52100, 56410, 57100

07/10/2024	14470	Johnson Controls	Replace Belt on the Heat Recovery Wheel, Replace Fan Blade & Wiring in Air Handler, Replace Inverter Compressor in ACCU-4	10,149.43	52200
07/10/2024	14471	Tee Jay Service Company, Inc.	Service Call for Investigating Issue with Front Door Unlocking Mechanism	360.00	52200
07/10/2024	14472	ACC Business	Internet Service 05/11/24-06/10/24	902.22	52440
07/10/2024	14473	Perspectives, LTD	EAP Services: 7/1/24-12/31/24	1,664.00	51500
07/10/2024	14474	Marcive, Inc.	Authority Processing - June 2024	133.08	56550
07/10/2024	14475	Sentinel Technologies, Inc.	Automation Support for Servers & Workstations & Storage Back Up	4,688.33	55360
07/10/2024	14476	Complete Cleaning Company, Inc.	Monthly Cleaning Services for Library	2,640.00	52100
07/10/2024	14477	Orland Park Public Library	Lost ILL	50.00	42100
07/10/2024	14478	Ancel, Glink, Diamond, Bush, DiCianni & Krafthefer, P.C.	Legal Fees - June 2024	60.00	56500
07/10/2024	14479	Lenovo Inc.	New Monitors designed for new computers in Support Services & PS Workroom	1,428.00	56440
07/10/2024	14480	Strictly Self Defense, LLC	Basic Self Defense Program - 09/23/24 (Deposit)	99.00	54210
07/10/2024	14481	EnvisionWare, Inc.	RFID Tags Annual Supply	2,894.40	56420
07/10/2024	14482	LLD Electric Co.	Replacement of Surge Protection Device	1,910.00	52200
07/10/2024	14483	Kanopy Inc.	Pay Per Use Program	480.00	53500
07/10/2024	14484	Midwest Tape	Hoopla Subscription - June 2024	4,517.20	53500
07/10/2024	14485	Demco, Inc.	Rolls of Laminate for Support Services	262.67	56420
07/10/2024	14486	Suburban Elevator Company	Preventative Maintenance Quarterly	255.03	52200
07/10/2024	14487	LIMRiCC	Unemployment Insurance Consortium - 2024 Q2	368.89	51500
06/21/2024	ACH	AT&T	Voice Lines: 05/28/24-06/27/24	284.72	52430
06/25/2024	ACH	Wex Health, Inc.	FSA Monthly Fees - June 2024	54.90	51500
06/27/2024	ACH	Citi Credit Card	June 2024 Credit Card Payment - Costco	512.89	20015-20016
07/01/2024	ACH	Village of Deerfield	Water & Sewer - May 2024	169.70	52410
07/01/2024	ACH	Village of Deerfield	Water & Sewer - May 2024	127.18	52410
07/01/2024	ACH	Amazon	Invoice #: 1QM9-YKJY-MJG6 Invoice Date: 07/01/2024 for June 2024 Credit Memo#: 179T-WH6C-9K11 - June 2024	4,333.99	51600, 52200, 52500, 53241, 53320, 53550, 53600, 54210, 54400, 54500, 56410, 56420, 55440, 56440, 56555, 61100
07/03/2024	ACH	De Lage Landen Financial Services, Inc.	Copiers (7) and Printers (3) Lease - July 2024	1,808.72	55360
07/04/2024	ACH	Comcast Cable	Patron Internet Service 6/16/24-7/15/24	222.29	52440
07/05/2024	ACH	Google, Inc.	Google Apps - July 2024	1,254.55	55350
07/08/2024	ACH	De Lage Landen Financial Services, Inc.	Copiers (7) and Printers (3) Lease - June 2024 *Re-issued payment due to vendor processing error	1,808.72	55360
07/10/2024	ACH	First Bank Mastercard	June 2024 Credit Card Payment	2,622.14	20001-20014
07/11/2024	ACH	USPS	Annual Bulk Mail Permit Fee - 2024	320.00	56200
Total for 11100 WinTrust General Operating -2997				115,194.65	

Deerfield Public Library
Credit Card Transactions by Account Holder
As of 7/09/2024
Presented for Approval July 17, 2024

	Date	Num	Vendor	Memo	Amount	Account Description
20000 Credit Cards Payable						
20001 Admin - 4734						
	07/09/2024	AD 06/09/24	MailChimp	E-Newsletter Mailing Monthly Subscription	75.00	Outreach Programs
	07/09/2024	AD 06/15/24	Spotify	Spotify for iPads Monthly Subscription	16.99	Youth Programming
Total for 20001 Admin - 4734					91.99	
20002 Business Office - 1381						
	07/09/2024	BO 06/06/24	HR Source	Training: "HR Roundtable" M. Desai	280.00	Training & Education
	07/09/2024	BO 06/16/24	Staples	Epson Ink Maintenance Box for MakerSpace Large Format Printer	41.28	MakerSpace Equipment
	07/09/2024	BO 06/27/24	Vista Print	Reorder of MakerSpace Business Cards & Staff	88.95	General Operating Supplies
	07/09/2024	BO 06/29/24	Staples	Refill Supplies: Pens (3) & Erasers	47.59	General Operating Supplies
20002 Business Office - 1381					457.82	
20003 Info Technology (IT) - 5382						
	07/09/2024	IT 06/07/24	Resound	Podcast Editing Service	15.00	Software & Licenses
	07/09/2024	IT 06/09/24	Adobe	Staff Creative Cloud All Apps Monthly Subscription	59.99	Software & Licenses
	07/09/2024	IT 06/11/24	Wasabi Technologies	Storage for Remote Backup	36.70	Software & Licenses
	07/09/2024	IT 07/01/24	Google	Monthly Charge for Library Board Voicemail	14.21	Telephone - Voice
	07/09/2024	IT 07/01/24	Liberated Syndication	Podcasting Hosting	20.00	Software & Licenses
	07/09/2024	IT 07/07/24	Resound	Podcast Editing Service	15.00	Software & Licenses
Total for 20003 Info Technology (IT) - 5382					160.90	
20004 Facilities - 1382						
	07/09/2024	FC 06/20/24	Home Depot	Mobile Hose Reel for Landscape Watering	129.00	Exterior Facility Maintenance
	07/09/2024	FC 06/20/24	Home Depot	Supplies for Landscape Room Shelving	24.09	Interior Facility Maintenance
	07/09/2024	FC 06/21/24	Webstaurant Store	Refill Supplies: Plates for Staff Lounge	67.10	General Operating Supplies
	07/09/2024	FC 06/28/24	Home Depot	Supplies for Gas Line Roof Project	22.90	Exterior Facility Maintenance
Total for 20004 Facilities - 1382					243.09	
20005 Patron Services - 8030						
	07/09/2024	PS 06/11/24	University of Wisconsin-Madison	Back In Circulation 2024 Conference - S. Keough	341.38	Training & Education
Total for 20005 Patron Services - 8030					341.38	
20006 Support Services - 1166						
	07/09/2024	SS 06/07/24	Marriott Hotel - Racine Arch	Hotel for WILIUG Conference 2024 - P. Skittino	122.04	Training Travel
	07/09/2024	SS 06/15/24	American Library Association	Renewal of ALA Membership - P. Skittino	162.00	Membership & Dues
	07/09/2024	SS 06/27/24	OLAC Inc.	OLAC Conference 2024 - P. Skittino	50.00	Training & Education
Total for 20006 Support Services - 1166					334.04	
20007 Adult Services - 2368						
	07/09/2024	AS 06/08/24	Disney Plus	Roku Monthly Subscription	14.99	E-Resources
	07/09/2024	AS 06/13/24	Whole Foods	Flowers for QPAD/Classics Book Discussion: The Wild Iris	17.98	Adult Programming
	07/09/2024	AS 06/14/24	Netflix	Roku Monthly Subscription	22.99	E-Resources
	07/09/2024	AS 06/19/24	Apple	Roku Monthly Subscription - Apple TV	9.99	E-Resources
	07/09/2024	AS 06/19/24	Apple	Roku Monthly Subscription - Apple TV	9.99	E-Resources
	07/09/2024	AS 06/22/24	American Library Association	Trauma-Informed Supervision for Library Leaders - M. Stoeger	129.00	Training & Education
	07/09/2024	AS 06/23/24	Zoom	Monthly Subscription	55.99	Adult Programming
	07/09/2024	AS 06/27/24	Target	Purchase Luigi's Mansion - Nintendo Switch Game	59.99	Adult AV
	07/09/2024	AS 06/30/24	Netflix	Roku Monthly Subscription	22.99	E-Resources
	07/09/2024	AS 07/02/24	Amazon	Kindle E-Books	14.99	E-Resources
	07/09/2024	AS 07/02/24	Amazon	Kindle E-Books	15.99	E-Resources
	07/09/2024	AS 07/03/24	Disney Plus	Roku Monthly Subscription	14.99	E-Resources

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Date	Num	Vendor	Memo	Amount	Account Description
07/09/2024	AS 07/03/24	Amazon	Kindle E-Books	14.99	E-Resources
07/09/2024	AS 07/03/24	Game Stop	Replacement of Lost Video Game	49.92	Adult AV
07/09/2024	AS 07/03/24	Game Stop	Refund of Sales Tax	-2.94	Adult AV
Total for 20007 Adult Services - 2368				451.85	
20009 Outreach Coord - 5776					
07/09/2024	OC 06/06/24	Canva	Membership Fee for Amy Falasz-Peterson, to be reversed next month	44.79	Professional Admin Services
07/09/2024	OC 06/10/24	Ultimate Screen Print	Summer Reading Program 2024 T-Shirts for Staff	85.00	Staff Enrichment
07/09/2024	OC 06/18/24	Deerfield Bakery	Gift Cards for SRP Social Engagement Campaign	25.00	Professional Outreach Services
Total for 20009 Outreach Coord - 5776				154.79	
20010 Adult Prog Coord - 2491					
07/09/2024	APC 06/07/24	Dunkin' Donuts	Donuts for National Donut Day for Staff	31.98	Staff Enrichment
Total for 20010 Adult Prog Coord - 2491				31.98	
20011 Youth Prog Coord - 1971					
07/09/2024	YPC 06/04/24	Oriental Trading	Craft Supplies, Grab & Go Kits, Summer Window Decor, Juneteenth, Cardboard cutouts	165.50	Youth Programming
07/09/2024	YPC 06/14/24	Event Combo	Litapalooza Conference 2024 - C. Bueno & A. Lathan	67.72	Training & Education
07/09/2024	YPC 06/20/24	Whole Foods	Snacks for Comic Book Club	16.47	Youth Programming
Total for 20011 Youth Prog Coord - 1971				249.69	
20012 Youth Coord - 1259					
07/09/2024	YC 06/24/24	Flannel Board Fun	Three Felt Dolls Felt Board Activity Set	36.00	Literacy Support - Youth
Total for 20012 Youth Coord - 1259				36.00	
20013 Teen Services - 6330					
07/09/2024	TS 06/11/24	Dollar Tree	Pool Noodles for Giant Bead Lizard at Bead Animals program	6.25	Youth Programming
07/09/2024	TS 06/13/24	Event Combo	YA Midwest Conference 2024 - E. Koch & D. Grube	46.30	Training & Education
07/09/2024	TS 06/25/24	Whole Foods	Drinks & Snacks for Book Club	16.06	Youth Programming
Total for 20013 Teen Services - 6330				68.61	
Total for First Bank Card				2,622.14	
20015 Citi - Maintenance - 9694					
06/26/2024	FCC 05/24/24	Costco	(2) Copier Paper, AA Batteries	95.97	General Operating Supplies
06/26/2024	FCC 05/24/24	Costco	Drinks & Snacks for Programming	95.66	Adult Programming
06/26/2024	FCC 06/13/24	Costco	(4) Copier Paper	155.96	General Operating Supplies
06/26/2024	FCC 06/25/24	Costco	Gas for Library Vehicle	42.00	Facility Equipment Maintenance
06/26/2024	FCC 06/25/24	Costco	Drinks & Snacks for Programming	72.46	Adult Programming
06/26/2024	FCC 06/25/24	Costco	Food for All Staff 06/26/2024	50.84	Admin Programs
Total for 20015 Citi - Maintenance - 9694				512.89	
Total for Citi Costco Card				512.89	
Total for 20000 Credit Cards Payable				3,135.03	

Director's Report: July 2024

FYI

- Best looking bunch at the Deerfield July 4 Parade! 🎉



- DPL will be sharing some of our Library of Things collection at the [Food Trucks](#) immediately before our meeting. Stop by and say hi to the staff!
- The Policy Committee will meet at 5:30 pm before our regularly scheduled meeting.
- At last month's meeting, there was some question if the Open Meetings Act had been updated. From our research, it has not. It seems as though there was legislation to update it but it did not pass. We will continue to monitor these types of bills as they are presented in the Illinois legislature.
- Our auditors will be present at the meeting to share the findings of the FY2023 Audit.
- For your information, I've included (as a separate attachment) the presentation on the results of the first half of our monthly engagement surveys. I will touch on the highlights at our board meeting.
- We will discuss the recommendations from the June Memorials Committee Meeting.
- I have included a thank you letter from West Deerfield Township regarding our donation drive in June.
- Articles of Interest
 - This [article](#) highlights the increasing costs of digital resources.
 - This [article](#) shares ways different libraries support their staff.

Personnel

- In June the library had 0 separations
- In June the library filled 4 positions
 - Library Aide
 - Makerspace Assistant
 - Patron Services Assistants
- [The library had 1 position open](#)
 - Adult Services Assistant

DEPARTMENT REPORTS

Adult Services Report

Melissa Stoeger, Assistant Director of Adult & Youth Services

Highlights

- This was our fourth year of hosting Queer Poem a Day. We had 20 episodes with **1,517** listens (so far)!
 - A tweet from one of the poets, Jason B. Crawford: “Not to be obnoxious but I had a little poem drop today with @QueerPoemADay and I’ve never been more excited in my life, if you can please give it a listen.”
 - Email from *New Yorker* poetry critic Dan Chiasson on the Louise Glück program: “Guys—beautiful work, perfect event. I was really moved all throughout! Are you posting? I will amplify if so, or post it myself? I’m honored & touched you featured me that way!! Xo Dan”
 - Email from Louise Glück program participant: “Dylan and thank you, Lisa, for giving all of us listeners/viewers last night the gift of hearing Louise Glück’s works read with insight and emotion. I feel as if one needs to marinate in her capacity to be transcendent. Last night was that experience. And thank you for your organizational efforts "extraordinaire.”
- Vicki recently updated the Library’s social stories on our website. In June she hosted two groups from the Center for Enriched Living on Library tours and received this email from one of the CEL staff members:
 - "We read your adult social story before coming in today and it was really helpful. Thank you for having that available." - Staff from CEL
- Anne and Jasmine coordinated with Highland Park Public Library and Highwood Public Library to host a Juneteenth event. Clarence Goodman presented “Emancipation to Inauguration: Chicago's Black Experience.” The program was offered in person and virtually and we had a total of 52 attendees.
- Cicadas were on everyone’s minds in June! Seventeen adults attended Celebrating Cicadas and 306 people participated in our cicada scavenger hunt around the library.
- *Malibu Rising* by Taylor Jenkins Reid won for June’s Last Book Standing. *The Fabelmans* won for June’s Last Movie Standing.

Interesting Statistics

- 1,589 Patron Questions
- 11 Library Lifelines and 8 One on Ones
- **34** Books to Go deliveries
- 23 live programs with 251 attendees. **24** passive programs with **1,877** participants
- 5 Outreach events with 47 participants
- **1,602** listens to the podcast
- 598 Study Room reservations

Projects

- Based on patron feedback, we ordered additional furniture for the Quiet Room to offer additional seating options.
- Vicki is working with Able Gamers for an Adaptive Arcade program in July.

- Due to continued increase in attendance, Vicki is planning for a second session of Memory Cafe in the Fall.
- Haunted Library will be back! October 25th.

Business Office Report

Kelly DeCorrevont, Head of Finance

- Cheryl and Kelly processed library check runs on June 5 and June 19
- Mira and Kelly processed payroll on June 6 and June 20
- June was a strong month for staff enrichment at DPL
 - We had our 2024 Spring Step Challenge. Together we took 7.9 million steps!
 - Jasmine and Cristina coordinated cicada fun with origami, plaster and buttons
 - We coordinated SRP Social, T-Shirts, Survival Kits and a survey



- We had therapy dogs from Bellosa Counseling for staff on June 18 and the West Deerfield Township food pantry donation drive from June 1 to June 19



- We finalized the 2023 audit with library auditors in June
- Kelly attended the MAPP Hiring webinar on June 13
- Kelly attended the GFOA Fiscal First Aid trainings on June 25 and June 26
- Maintenance staff are preparing for the front landscaping project to be completed in July



- We are also working on updating the building alarm system and will be finalizing in July

Communications & Outreach Report

Stephanie Scaletta, Communications & Outreach Manager

Summer Reading Promotion Development:

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

Building a Communications Photo Library:

- Updating photography at library programs and events for use in marketing materials

Outreach

- **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:** Premiered online on June 7
- **SRP Social Engagement Campaign:** [#SummerAtDPL](#) June 8-June 15
- **Social:** Highlighting June STATS:
 - DPL TikTok hits 1000 followers
 - Highest engagement: [#SummerAtDPL](#) campaign
 - Most likes: SRP Video and Kickoff photos

Training and Cont. Education:

- **Library Works Webinar:** Proven Strategies for Library Outreach and Programming

UPCOMING PROJECTS & EVENTS:

OUTREACH

- **Adaptive Arcade:** accessible video gaming open house sponsored by AbleGamers July 13
- **Outdoor Games Day:** During Food Truck Wednesday July 17
- **Library Card Sign-up Month:** Scavenger Hunt September 3 - 15
- **Farmer's Market:** September 7

COMMUNICATIONS/MARKETING

- **Fall Browsing** in homes August 8
- **Digital Marketing Plan** development and implementation
- **MakerSpace Branding** launching July

IT Report

Steve Wuehr, Head of IT

Bibliotheca

We have continued conversations with Bibliotheca, our vendor for self check, RFID and sorter technology. Our security gates are nearing end of life and will need to be replaced before that happens. While they have not officially announced an end date for the gates, we need to start planning for replacement in the next 12-18 months. Our existing gates predate the building renovation.

Replacement Computers

We are in the process of identifying the remaining staff computers that have reached the end of life. These machines are approaching 10 years old and will not run Windows 11 and they need to be replaced. We have started replacing machines in Support Services and will be working on back offices and services desks next. We have about 10 staff machines remaining to replace. The information desk computer was replaced with a much smaller form factor computer which provides a cleaner looking installation that takes up less space. The remainder of the replacement patron computers have arrived and we are starting work on getting them ready for deployment.

Upcoming Projects

Windows 11

As we replace aging computers with new ones, we are upgrading the Operating Systems to Windows 11 in anticipation of Windows 10 reaching the end of support in the next 18 months. Once we have completed the replacement computers we will begin to focus on a plan to upgrade the remainder of the computers to Windows 11. Most of these machines already support Windows 11 and will only require us to perform an upgrade to the Operating System as opposed to purchasing new computers.

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.

Replacement Firewall

We have identified an upgrade path that will allow us to trade up our existing firewall appliance to a newer model at a reduced cost. Currently, we are exploring the possibility of having a secondary firewall appliance configured to act as a spare, ready to take over if there is a hardware issue with the primary appliance. Having a single firewall appliance presents a fairly significant single point of failure and now is the time to explore whether or not having a spare device makes sense.

MakerSpace Report

Ted Gray, MakerSpace Manager

- Something we started at the beginning of the year has become a monthly tradition that our patrons seem to really enjoy. We started printing out a large format poster of really neat patron projects from the previous month. It's a great way to promote our large format printer and show our patrons all the awesome things they can do in the MakerSpace. We've found that our patrons are thrilled when their projects are featured on the poster. One patron said, "I won the contest!"
- IT upgraded our Digital Media Lab computer. We're now running Windows 11 and all of the software has been updated. The transition was completely seamless. Thank you IT!
- We had another successful month of programs in the MakerSpace. Some of the highlights included a New Sew Pride Quilt, Father's Day Leather Keychains, and Eco-Printing.



Neat projects

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

- Sublimation T-Shirts made for a bridal shower party.



- A sublimation toddler T-Shirt that a Dad made for his son. They were going up to Milwaukee for Summerfest to see their favorite band!.



- A laser engraved board with a star map for a summer getaway house.



- Kerstin used the embroidery machine to make an awesome car pillow! She took the cover off and embroidered her design, put it back on and it looks fantastic!



- Zach made a take home project for patrons in June. They were able to make a little planter made from our laser engraver. A patron sent us pictures of how well theirs worked out.



- The MakerSpace has just been busy. Our tally sheet for June was 832 making June our 3rd busiest month ever. Almost holiday levels. Last year in June our tally was a total of 508 for the month. This is a 64% increase over last year.

Patron Services Report

Stephanie Keough, Head of Patron Services

- No laptops were checked out in June! 10 curbside appointments. 1 virtual appointment.
- Youth and teen checkouts went up from 13,658 in May to 17,697 in June. Hurray for Summer Reading!
- 12 meeting room bookings in June.

Support Services Report

Pam Skittino, Head of Support Services

- Pam attended the following virtual Aspen webinars and/or meetings:
 - Aspen Gathering - where we find out what updates are being released this month;
 - Aspen for catalogers
- 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, voting has been opened to Sierra users as of July 5th.
- Pam gave two presentations at the WILIUG conference in Racine, Wisconsin: LX Starter and Aspen Discovery.
- Support Services began a project to re-label physical materials with appropriate diacritics (accents, tilde, macron, etc.) and/or transliterations, [the process of transferring a word from the alphabet of one language to another], on the spine label as well as in the catalog. We will continue to provide both the original language characters and the transliterated characters where possible. For the most part, Google translate does very well in assisting with this task.
 - Example: Russian title and transliterated title.
 - "Курск" :|б 20 лет спустя : тайны, скрытые под водой /|с Игорь Курдин.

■ "Kursk" :|b 20 let spustia : tařny, skrytye pod vodoř

- Fremont Library was discarding an array of adult World Language materials which we were able to pick up. This allows us to add quite a few Russian, Korean and Polish titles to our collection.

Youth Services Report

Melissa Stoeger, Assistant Director of Adult & Youth Services

Highlights

- Our summer reading program, Adventure Begins at Your Library got off to a great start!
 - Kary and Cristina visited 4 of the elementary schools to talk about summer reading and saw a total of **1,866** kids.
 - SRP kickoff day was June 8th. We had a balloon artist, face painting and a photo booth. 130 kids participated in these activities. We had **739** kids sign up for the program (Birth-PreK: 154, K-5: 446, Teen:139) and 160 have already been logging activities.
 - We had 39 teens sign up to be Strive Volunteers and assist with the program. In June they volunteered a total of 326 hours. The teens have been great this year!
 - Our [summer reading video](#) was written and directed by Kary and edited by Zoe. It had 186 views. We also put up a yard sign in the front of the library and a tube dude for kickoff. We also purchased an inflatable T-Rex costume that Cristina has used to help promote the program in videos and at school visits.
 - From a parent: "This [summer reading] program is amazing! We came for the kick-off last week and wow! The tattoo artist and everything else going on... my kids had a blast!"
- For Pride Month, 15 people attended a Pride family storytime. 18 people participated in our Pride scavenger hunt. We also gave out small Pride flags and received numerous comments from adults and kids about how much they loved and appreciated the flags. Dylan and Emily also led a Lavender Lit book discussion for teens. The program lasted 30 minutes longer than expected because the teens didn't want to end!
- In conjunction with our adult Juneteenth program, we gave out 30 Juneteenth-themed craft kits for kids.
- We added drawing tablets in the preschool pavilion. One parent asked us where he could get one because he thought they were such a great idea.



Interesting Statistics

- 1,562 patron questions

- 8 Personalized Picks
- 29 in-person programs with 725 attendees
- 11 Passive programs with 633 participation
- 9 Outreach events with 1,971 attendees

Projects on the horizon

- Haunted Library on October 25th!

Some pictures from the Summer Reading Program.





JUNE 2024 SOCIAL



7,002
page reach



55+
subscribers



27+
followers



7,047
post reach



27,284
views



6,386
video & live views



684
accts engaged



176,064
impressions



271
accts engaged

Top Posts



1,011 post reach, 37 engaged

Top Posts



11,909 views,
42 watch hours

Top Posts



4,552 views, 148 engaged



634 views, 117 engaged



614 views, 1 watch hour



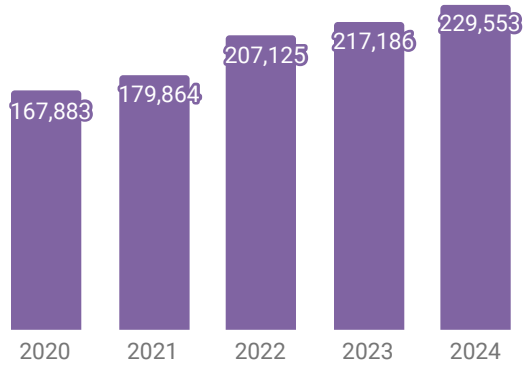
344 views, 56 engaged

Deerfield Public Library

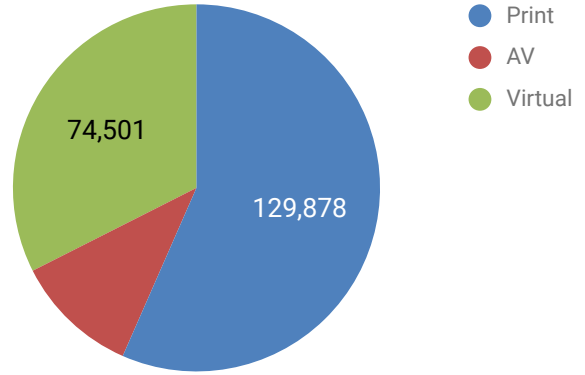
June 2024 Statistics

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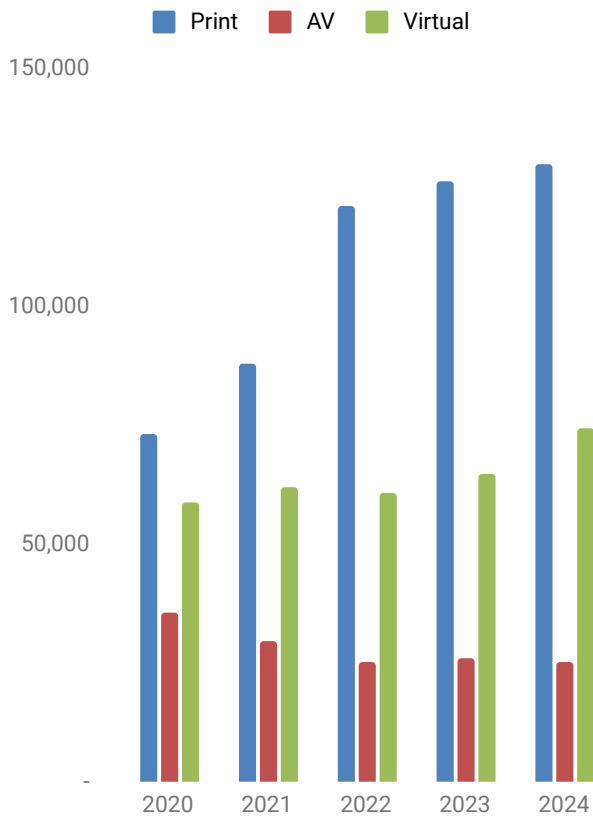
Total Circulation YTD



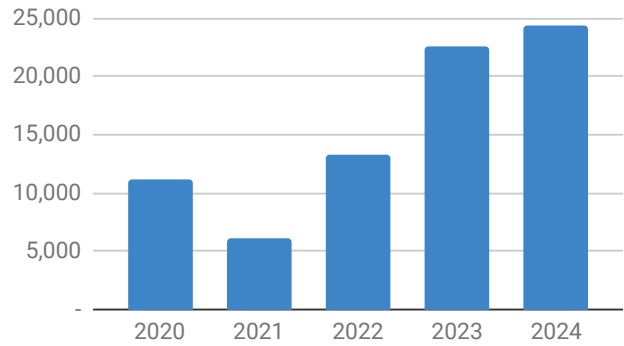
Circulation by Type YTD



Circ Trends by Type YTD



Questions Answered YTD



Resident Library Cards



Valid Cards 11,466
 Added this month 100

Circulation by Collection



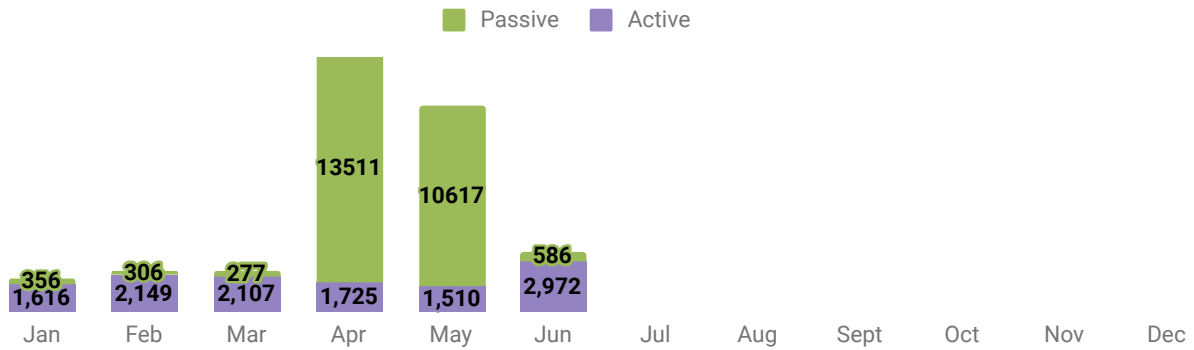
Deerfield Public Library

June 2024 Statistics

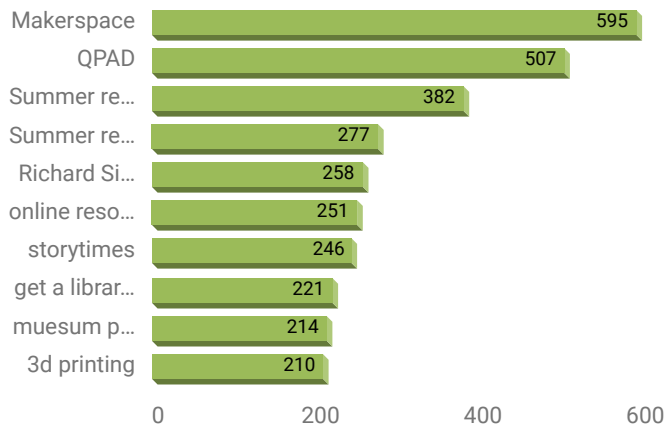
30

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

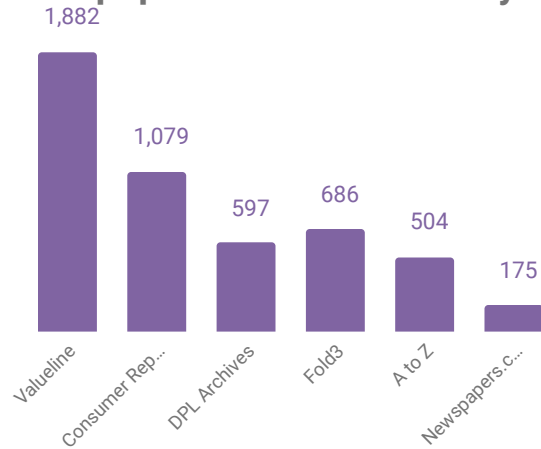
Program Attendance*



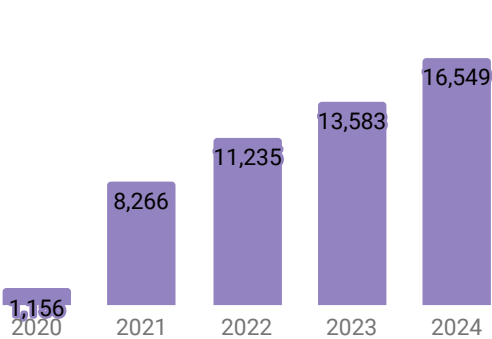
Most Popular Webpages



Most popular databases - May



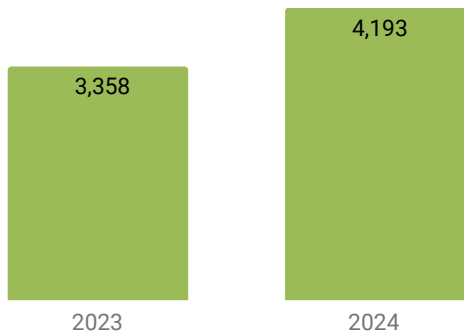
Monthly Library Visits



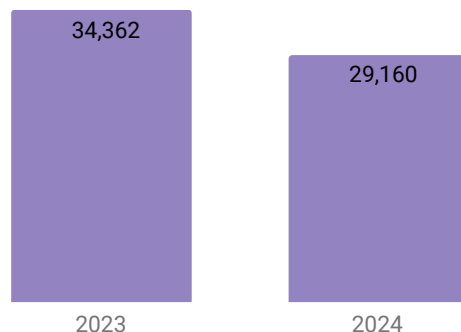
Total Door Count

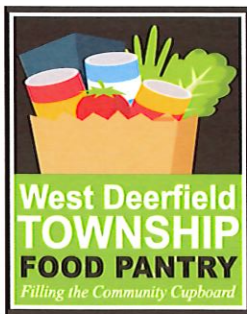


Public Computer Sessions YTD



Wireless Sessions YTD





June 26, 2024

Deerfield Public Library
Attn: Mira DeSai
920 Waukegan Road
Deerfield IL 60015

Dear Ms. DeSai and Deerfield Public Library,

Thank you for your wonderful donation of six large boxes of food to the West Deerfield Township Food Pantry on June 25, 2024. These items will certainly be enjoyed and appreciated by our client this summer.

As you may know, the number of people relying on the Food Pantry has increased substantially during the last few years. Senior citizens, singles, and families all rely on the Pantry for food and basic household necessities. Your contribution is especially timely, as donations tend to decline during the summer months.

We are grateful for the library's consistent support of the West Deerfield Township Food Pantry and commitment to assisting our most vulnerable neighbors. Please extend my thanks to Tony Keaton and Martin Ruiz for delivering the items to the Township center yesterday.

On behalf of those who will benefit from your kindness, please accept my deepest gratitude.

Sincerely,

Alyson M. Feiger
Township Supervisor