

**DEERFIELD PUBLIC LIBRARY BOARD OF TRUSTEES
MEETING AGENDA
920 Waukegan Road, Deerfield, IL, Meeting Room
Wednesday, August 21, 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. July 17, 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. LIBRARY DIRECTOR'S REPORT
 - A. Finance Committee Dates Reminder
6. OLD BUSINESS
 - A. Farmers Market Planning
7. NEW BUSINESS
 - A. Board Bylaws (ACTION)
 - B. Circulation Policy (ACTION)
 - C. MakerSpace Use Policy (ACTION)
 - D. Patron Behavior Policy (ACTION)
 - E. Public Comment Policy (ACTION)
 - F. Security Camera Policy (ACTION)
 - G. Social Media Policy (ACTION)
 - H. Study Room Policy (ACTION)
8. OTHER
9. 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: September 18, October 16, November 20

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

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

1. ROLL CALL & CALL TO ORDER

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

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

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

Guests: Cindy Park from Baker Tilly and Judy Geuder from Friends of the Library

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

None.

3. APPROVAL OF MINUTES

A. June 19, 2024 Regular Meeting (ACTION)

MOTION: Mr. Seth Schriftman made a motion to approve the June 19, 2024 Regular Meeting minutes, seconded by Mr. Mike Goldberg.

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

The motion was approved.

4. TREASURER REPORT

C. FY 2023 Audit Presentation

Ms. Cynthia Park, Senior Audit Supervisor provided the FY 2023 audit presentation.

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

Mr. Schriftman gave the financial report.

MOTION: Mr. Goldberg made a motion to approve the June Financials, seconded by Ms. Emily Wallace.

Vote: 6 - Yes Luisa Ellenbogen, 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 June, which included:

-Bank Financial Petty Cash, Check Num 771	\$	21.98
-AP Checks 14437-14487, 12 ACHs, WinTrust	\$	<u>115,194.65</u>
The total amount presented for approval	\$	115,216.63

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

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

The motion was approved.

5. FRIENDS OF THE LIBRARY REPORT

Ms. Judy Geuder provided the Friends of the Library update.

6. LIBRARY DIRECTOR’S REPORT

A. Staff Survey Report

Ms. Falasz-Peterson provided an update on the staff survey report.

7. OLD BUSINESS

The Board had a discussion regarding Deerfield Family Days.

8. NEW BUSINESS

A. Acceptance of FY 2023 Audit (ACTION)

MOTION: Mr. Goldberg made a motion to approve the FY 2023 Audit, seconded by Mr. Charlson.

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

The motion was approved.

B. Acceptance of Memorials Committee Recommendations (ACTION)

MOTION: Mr. Goldberg made a motion to approve the list of additions from the Memorials Committee, seconded by Mr. Schriftman.

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

The motion was approved.

C. Insurance Renewal (ACTION)

MOTION: Mr. Goldberg made a motion to approve the Lists of Checks and Payments, seconded by Mr. Schriftman.

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

The motion was approved.

9. OTHER

10. ADJOURNMENT

At 7:20 p.m, Mr. Goldberg made a motion to adjourn the meeting, seconded by Ms. Wallace.

Vote: 6 - Yes Luisa Ellenbogen, 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 July 31, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
11000 Cash and Investments - General	0.00
11100 General Operating - WinTrust	809,509.37
11200 Payroll - WinTrust	323,034.08
11300 E-Pay - WinTrust	5,862.11
11400 Deposits - Bank Financial	36,731.35
11500 Petty Cash - Bank Financial	2,583.37
11600 Max-Safe Wintrust	3,388,713.48
11900 Petty Cash	574.00
Total 11000 Cash and Investments - General	4,567,007.76
14100 PMA Financial Services	2,237,052.18
Total Bank Accounts	\$6,804,059.94
Accounts Receivable	
15120 Property Tax Receivable - 2013	42.99
Total Accounts Receivable	\$42.99
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	\$11,411,607.73
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

Deerfield Public Library

Balance Sheet
As of July 31, 2024

	TOTAL
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	\$21,769,718.59
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
21000 Accounts Payable	61,650.73
Total Accounts Payable	\$61,650.73
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	8.50
22310 Federal Income Tax	-259.38
22320 Social Security	738.58
22330 Medicare	0.00
22340 Employer' s FICA	0.00
22350 State Income Tax	-2,274.97
22360 IMRF	534.35
22370 ICMA	70.67
22375 Vision	8,234.19
22380 Medical/Health	-45,708.90
22385 Dental	-4,916.54
22390 Life	6,817.30
22400 EAP	203.28
22401 IDEN PROTEC	8.50
Total 22300 Withholdings	-36,544.42

Deerfield Public Library

Balance Sheet
As of July 31, 2024

	TOTAL
Total 22000 Payroll Liabilities	30,823.07
22395 FSA Payable	-2,901.12
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	\$7,215,412.39
Total Current Liabilities	\$7,277,063.12
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	\$12,944,442.86
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	-226,237.70
Total Equity	\$8,825,275.73
TOTAL LIABILITIES AND EQUITY	\$21,769,718.59

Deerfield Public Library

Budget vs. Actuals Report

January - July, 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
41000 Taxes				
41100 Property Tax	2,160,638.64	4,607,500.00	-2,446,861.36	46.89 %
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	2,850,338.64	5,372,200.00	-2,521,861.36	53.06 %
42000 Fees & Fines				
42100 Material Fees	3,338.94	5,000.00	-1,661.06	66.78 %
42200 Non-Resident Fees	6,308.46	5,000.00	1,308.46	126.17 %
42300 Printing/Copying Fees	3,638.95	4,000.00	-361.05	90.97 %
Total 42000 Fees & Fines	13,286.35	14,000.00	-713.65	94.90 %
43000 Investment Income				
43100 Interest - General	92,064.31	75,000.00	17,064.31	122.75 %
43200 Interest - Reserve	36,937.26	25,000.00	11,937.26	147.75 %
Total 43000 Investment Income	129,001.57	100,000.00	29,001.57	129.00 %
44000 Grants				
44100 State Grant				
44150 Per Capita Grant	28,506.06	25,000.00	3,506.06	114.02 %
Total 44100 State Grant	28,506.06	25,000.00	3,506.06	114.02 %
Total 44000 Grants	28,506.06	25,000.00	3,506.06	114.02 %
45000 Gifts and Contributions				
45100 General Donations	1,837.46	500.00	1,337.46	367.49 %
45500 Friends Contributions	9,500.00	10,000.00	-500.00	95.00 %
Total 45100 General Donations	11,337.46	10,500.00	837.46	107.98 %
Total 45000 Gifts and Contributions	11,337.46	10,500.00	837.46	107.98 %
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	\$3,042,004.35	\$5,855,200.00	\$ -2,813,195.65	51.95 %
GROSS PROFIT	\$3,042,004.35	\$5,855,200.00	\$ -2,813,195.65	51.95 %
Expenses				
50000 General Expenses				
51000 Personnel Expenses				
51100 Salaries	1,664,446.58	2,700,000.00	-1,035,553.42	61.65 %
51200 FICA	122,671.71	206,640.00	-83,968.29	59.36 %
51300 Health/Misc Benefits	230,460.04	425,000.00	-194,539.96	54.23 %
51400 Pension Contribution	111,710.11	221,860.00	-110,149.89	50.35 %
51500 Other Benefits	5,494.29	9,000.00	-3,505.71	61.05 %
51600 Staff Enrichment	911.38	5,000.00	-4,088.62	18.23 %

Deerfield Public Library

Budget vs. Actuals Report

January - July, 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Total 51000 Personnel Expenses	2,135,694.11	3,567,500.00	-1,431,805.89	59.87 %
52000 Facility Expenses				
52100 Interior Facility Maintenance	25,402.46	66,000.00	-40,597.54	38.49 %
52200 Facility Equipment Maintenance	84,004.00	100,000.00	-15,996.00	84.00 %
52300 Exterior Building Maintenance	23,407.80	30,000.00	-6,592.20	78.03 %
52400 Utilities				
52410 Water	2,129.61	4,000.00	-1,870.39	53.24 %
52430 Telephone - Voice	9,956.33	21,000.00	-11,043.67	47.41 %
52440 Data Lines	7,980.22	15,000.00	-7,019.78	53.20 %
Total 52400 Utilities	20,066.16	40,000.00	-19,933.84	50.17 %
52500 Minor Furnishings & Equipment	25,169.10	25,000.00	169.10	100.68 %
Total 52000 Facility Expenses	178,049.52	261,000.00	-82,950.48	68.22 %
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	23,180.17	40,000.00	-16,819.83	57.95 %
53222 Books-Adult Fiction	29,654.60	59,000.00	-29,345.40	50.26 %
Total 53200 Adult Materials-Books	52,834.77	99,000.00	-46,165.23	53.37 %
53300 Audio Visual Materials				
53320 Audio Visual - Adult	27,933.19	59,000.00	-31,066.81	47.34 %
53340 Audio Visual - Youth	5,195.46	10,000.00	-4,804.54	51.95 %
Total 53300 Audio Visual Materials	33,128.65	69,000.00	-35,871.35	48.01 %
53400 Youth Materials-Books				
53241 Books - Youth & Teens	30,988.93	72,000.00	-41,011.07	43.04 %
53550 Literacy Support - Youth	484.79	2,000.00	-1,515.21	24.24 %
Total 53400 Youth Materials-Books	31,473.72	74,000.00	-42,526.28	42.53 %
53501 Electronic Resources				
53500 E-Resources	193,759.08	304,000.00	-110,240.92	63.74 %
Total 53501 Electronic Resources	193,759.08	304,000.00	-110,240.92	63.74 %
53600 Non-Traditional Resources	5,983.51	14,000.00	-8,016.49	42.74 %
Total 53000 Library Materials	322,588.63	575,500.00	-252,911.37	56.05 %
54000 Library Programs				
54100 Admin Programs	3,652.46	5,000.00	-1,347.54	73.05 %
54150 Outreach Programs	1,021.66	2,000.00	-978.34	51.08 %
54210 Adult Programs	19,043.26	25,000.00	-5,956.74	76.17 %
54400 Youth Programs	25,239.97	25,000.00	239.97	100.96 %
54500 MakerSpace Programs	1,884.29	1,500.00	384.29	125.62 %
Total 54000 Library Programs	50,841.64	58,500.00	-7,658.36	86.91 %
55000 Technology				
55350 Software & Licenses	198,795.13	220,000.00	-21,204.87	90.36 %
55360 IT Support	62,138.14	125,000.00	-62,861.86	49.71 %
55400 New Projects/equip				

Deerfield Public Library

Budget vs. Actuals Report

January - July, 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
56440 IT Equipment	12,156.70	60,000.00	-47,843.30	20.26 %
Total 55400 New Projects/equip	12,156.70	60,000.00	-47,843.30	20.26 %
55440 MakerSpace Equipment	4,889.35	8,500.00	-3,610.65	57.52 %
Total 55000 Technology	277,979.32	413,500.00	-135,520.68	67.23 %
56000 Professional/Contractual Svcs				
56009 Other Office Support	6,905.08	9,000.00	-2,094.92	76.72 %
56100 Insurance	43,406.00	44,000.00	-594.00	98.65 %
56200 Postage	3,902.40	7,500.00	-3,597.60	52.03 %
56300 Professional Printing Services	10,414.96	19,250.00	-8,835.04	54.10 %
56500 Professional Admin Services	14,229.73	25,000.00	-10,770.27	56.92 %
56550 Cataloging Service	2,253.26	22,000.00	-19,746.74	10.24 %
56555 Professional Outreach Services	6,314.50	8,750.00	-2,435.50	72.17 %
Total 56500 Professional Admin Services	22,797.49	55,750.00	-32,952.51	40.89 %
56700 Travel for Library Services	127.30	500.00	-372.70	25.46 %
Total 56000 Professional/Contractual Svcs	87,553.23	136,000.00	-48,446.77	64.38 %
56400 Supplies				
56410 General Operating Supplies	10,568.36	15,000.00	-4,431.64	70.46 %
56420 Processing Supplies	18,841.58	24,500.00	-5,658.42	76.90 %
Total 56400 Supplies	29,409.94	39,500.00	-10,090.06	74.46 %
57000 Training/Development Expenses				
56600 Dues & Memberships	5,280.00	8,000.00	-2,720.00	66.00 %
57100 Training & Education	25,592.45	25,000.00	592.45	102.37 %
57200 Training Travel	2,507.22	6,000.00	-3,492.78	41.79 %
Total 57000 Training/Development Expenses	33,379.67	39,000.00	-5,620.33	85.59 %
Total 50000 General Expenses	3,115,496.06	5,090,500.00	-1,975,003.94	61.20 %
61000 Capital Expenses				
61100 Facility Improvements	49,395.99	50,000.00	-604.01	98.79 %
Total 61000 Capital Expenses	49,395.99	50,000.00	-604.01	98.79 %
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	\$3,269,742.05	\$5,830,200.00	\$ -2,560,457.95	56.08 %
NET OPERATING INCOME	\$ -227,737.70	\$25,000.00	\$ -252,737.70	-910.95 %
NET INCOME	\$ -227,737.70	\$25,000.00	\$ -252,737.70	-910.95 %



Master Total Portfolio Report

Report as of 7/31/2024

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		07/31/2024			ISC Balance	\$58,197.92	\$58,197.92	
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
Sub Totals →						\$2,237,052.18	\$2,359,380.82	
Totals →						\$2,237,052.18	\$2,359,380.82	

Time and Dollar Weighted Average Portfolio Yield: 4.96%

Weighted Average Portfolio Maturity: 214.85 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	84.82	\$2,000,182.90	Certificate of Deposit
SEC	12.71	\$299,721.78	Securities
ISC	2.47	\$58,197.92	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 August 21, 2024					
Summary					Amount
11100 WinTrust General Operating				Check Num 14488-14529, 14 ACHS	\$161,544.70
Total Payments to Approve					\$161,544.70
Date	Num	Vendor	Memo	Amount	Account Num
11100 WinTrust General Operating -2997					
07/24/2024	14488	OverDrive, Inc.	eBooks - July 2024	2,953.02	53500
07/24/2024	14489	CDW Government, Inc.	UPS Replacement Battery	691.76	56440
07/24/2024	14490	Cintas Corporation	Refill of Supplies for: Bathrooms & Sanitizing Stations	722.38	56410
07/24/2024	14491	SenSource, Inc.	People Counters - Annual Fee	396.00	55350
07/24/2024	14492	Travelers	Government Crime Insurance - Annual	1,521.00	56100
07/24/2024	14493	Utica National Insurance Group	*Auto Insurance, Commercial Package, Commercial Umbrella: Policies - Annual	38,572.00	56100
07/24/2024	14494	Michelle Rene Petersen Enterprises	Presenter for All Staff Meeting 09/25/24 - "Delivering on Yes/No Who but How Combo w/ Challenging Situation Scenarios"	2,000.00	57100
07/24/2024	14495	State Industrial Products	Drain Treatment Solution	281.94	52100
07/24/2024	14496	Empathy Studios, LLC	Annual Membership - Ryan Dowd Homeless Training	649.00	57100
07/24/2024	14497	LaCrosse Electric Co.	Install Security Camera on North Parking Lot	560.00	55360
07/24/2024	14498	Johnson Controls	ACCU-1 Temperature Sensor, ACCU-3 & 4 Compressor Refrigerant Cleanup Alternative, ACCU-1 Alt Compressor EEV	10,482.00	52200
07/24/2024	14499	Peerless Network, Inc.	Phone Support Maintenance 7/15/24-8/14/24	1,132.14	52430
07/24/2024	14500	Lenovo Inc.	New Replacement Computers for Patrons (5)	4,245.00	56440
07/24/2024	14501	Anderson Pest Solutions	Pest Management - July 2024	71.40	52100
07/24/2024	14502	Nelson Fire Protection	Annual Fire Sprinkler Inspection 7/12/24	720.00	52200
07/24/2024	14503	Team One Repair, Inc.	Non-Sticky & Sticky Receipt Paper	1,575.00	56410
07/24/2024	14504	FSS Technologies LLC	Burglar Alarm System Quarterly Maintenance Fee	120.00	52200
08/07/2024	14505	Midwest Tape 2000007021	Acquisitions for AV, Processing Supplies & Cataloging Service - July 2024	4,423.70	53320, 53340, 56420, 56550
08/07/2024	14506	James Martin Associates, Inc.	New Landscape by DPL Sign on Waukegan & Ground Cover & Gravel by Library	12,900.00	52300
08/07/2024	14507	Andertoons LLC	Let's Draw Series - Summer 2024	1,050.00	54400
08/07/2024	14508	Ingram Library Services LLC	Acquisitions for Books, AV, and Processing Supplies - July 2024	14,105.94	53221, 53222, 53241, 53320, 54210, 54400, 55350, 56420
08/07/2024	14509	OverDrive, Inc.	eBooks - July 2024	5,439.00	53500
08/07/2024	14510	Gary Midkiff and Company	Great Decisions Program 08/20/24	215.00	54210
08/07/2024	14511	Blissful Light LLC	Sound Bath: Mindfulness & Meditation Program - 08/24/24	200.00	54210
08/07/2024	14512	Johnson Controls	Replace ACCU-3 Compressor	8,891.00	52200
08/07/2024	14513	Lake County Forest Preserve	Cicadas & Animal Programs	120.00	54400
08/07/2024	14514	Parties with Character	Final Payment for (3) Summer Character Storytimes	378.00	54400
08/07/2024	14515	ACC Business	Internet Service 06/11/24-07/10/24	902.22	52440
08/07/2024	14516	Kohl Children's Museum of Greater Chicago	Kohl's Children Museum Professional Development for (4) YSD Staff	76.00	57100
08/07/2024	14517	Graphic Solutions, Inc.	Browsing Fall 2024 Graphic Design	1,625.00	56555
08/07/2024	14518	Karolyn Henry	Reimbursement for Mileage for going out to schools Q2 2024 & for Inclusive Classroom Libraries Event 07/26/24	128.57	56700, 57200
08/07/2024	14519	Megan Sanks	Reimbursement for Mileage for Inclusive Classroom Libraries Event 07/26/24	66.10	57200
08/07/2024	14520	Mobile Beacon	WiFi Hotspot Renewal - for (5) Hotspots	600.00	53600
08/07/2024	14521	CDW Government, Inc.	Part & Power Supply for Firewall	2,402.40	56440
08/07/2024	14522	Cintas Corporation	Mats for the Library, Monthly Lease for (3) New AED Devices, Refill of First Aid Kit Supplies	506.20	52100, 52200, 56410

08/07/2024	14523	Sentinel Technologies, Inc.	Automation Support for Servers & Workstations & Storage Back Up	4,691.64	55360
08/07/2024	14524	Complete Cleaning Company, Inc.	Monthly Cleaning Services for Library	2,640.00	52100
08/07/2024	14525	Quadient Leasing USA, Inc.	Postage Machine Quarterly Lease: Q3 2024	221.67	56200
08/07/2024	14526	Hawk Masonry	Sealant Applied Around Metal Pieces on Soffit on North & South Side of Library	2,400.00	61100
08/07/2024	14527	Demco, Inc.	Book Covers, Laminate, & Book Glue	124.04	56420
08/07/2024	14528	Kanopy Inc.	Pay Per Use Program	432.00	53500
08/07/2024	14529	Midwest Tape	Hoopla Subscription - July 2024	4,745.42	53500
07/15/2024	ACH	Hireology, Inc.	Hireology Services - Annual Fee	3,609.00	56009
07/17/2024	ACH	Cook & Kocher Insurance Group, Inc.	Cyber Liability Policy	3,313.00	56100
07/23/2024	ACH	AT&T	Voice Lines: 06/28/24-07/27/24	284.72	52430
07/25/2024	ACH	Wex Health, Inc.	FSA Monthly Fees - June 2024	54.90	51500
08/01/2024	ACH	Village of Deerfield	Water & Sewer - May 2024	148.44	52410
08/01/2024	ACH	Village of Deerfield	Water & Sewer - May 2024	137.81	52410
08/04/2024	ACH	Comcast Cable	Patron Internet Service 7/16/24-8/15/24	222.31	52440
08/05/2024	ACH	De Lage Landen Financial Services, Inc.	Copiers (7) and Printers (3) Lease - August 2024	1,808.72	55360
08/05/2024	ACH	Google, Inc.	Google Apps - August 2024	1,254.55	55350
08/06/2024	ACH	Trakstar	Trakstar Perform Review Software - Year 1 of 3	5,299.00	56500
08/06/2024	ACH	Amazon	Invoice #: 1KLH-1LDL-7DXT Invoice Date: 08/01/2024 for July 2024 Credit Memo#: 14FR-47QJ-6Q1D - July 2024	4,147.85	52300, 52500, 53221, 53222, 53241, 53320, 53550, 53600, 54210, 54400, 54500, 56410, 56420, 55440, 56440, 56555
08/07/2024	ACH	USPS	Bulk Mailing Postage for Fall Browsing 2024	1,169.69	56200
08/09/2024	ACH	Quadient	Postage Added to Patron Services Machine	400.00	56200
08/12/2024	ACH	First Bank Mastercard	July 2024 Credit Card Payment	3,718.17	20001-20014
Total for 11100 WinTrust General Operating -2997				161,544.70	

Deerfield Public Library
Credit Card Transactions by Account Holder
As of 8/08/2024
Presented for Approval August 21, 2024

	Date	Num	Vendor	Memo	Amount	Account Description
20000 Credit Cards Payable						
20001 Admin - 4734						
	08/08/2024	AD 07/09/24	MailChimp	E-Newsletter Mailing Monthly Subscription	75.00	Outreach Programs
	08/08/2024	AD 07/10/24	DBR Chamber of Commerce	Small Business Luncheon hosted by Senator Julie Morrison 07/25/24 (4)	160.00	Memberships & Dues
	08/08/2024	AD 07/15/24	Spotify	Spotify for iPads Monthly Subscription	19.99	Youth Programming
Total for 20001 Admin - 4734					254.99	
20002 Business Office - 1381						
	08/08/2024	BO 07/16/24	SweetGreens	Lunch for Winning Team of Staff Step Challenge	23.25	Staff Enrichment
	08/08/2024	BO 07/17/24	Quill	Refill of Supplies: (4) Pkgs of Heavy Duty Staples	54.88	General Operating Supplies
	08/08/2024	BO 07/25/24	Intuit	Reorder of AP Checks	351.77	General Operating Supplies
	08/08/2024	BO 07/29/24	Deerfield Park District	Pickleball Court Reservation for Staff - 08/30/24	120.00	Staff Enrichment
	08/08/2024	BO 07/30/24	Illinois Library Association	Renewal of ILA Membership - K. DeCorrevont	40.00	Memberships & Dues
	08/08/2024	BO 07/30/24	When 2 Work	Annual Subscription	618.00	Other Office Support
	08/08/2024	BO 07/31/24	VistaPrint	Additional Business Cards for S.Scaletta	34.98	General Operating Supplies
	08/08/2024	BO 08/02/24	Dos Amigos Mexican Restaurant	SEC Staff Lunch - 08/01/24	241.95	Staff Enrichment
Total for 20002 Business Office - 1381					1,484.83	
20003 Info Technology (IT) - 5382						
	08/08/2024	IT 07/09/24	Adobe	Staff Creative Cloud All Apps Monthly Subscription	59.99	Software & Licenses
	08/08/2024	IT 07/09/24	Wasabi Technologies	Storage for Remote Backup	35.64	Software & Licenses
	08/08/2024	IT 07/23/24	Adobe	Creative Cloud All Apps Annual Subscription Acct#2	419.88	Software & Licenses
	08/08/2024	IT 07/26/24	Today's Business Solutions	Fee for Public Use of Fax Machine	40.32	IT Support
	08/08/2024	IT 07/30/24	Faronics Technologies	Deep Freeze Security Software Renewal for Patron Machines	388.50	IT Support
	08/08/2024	IT 08/01/24	Google	Monthly Charge for Library Board Voicemail	14.30	Telephone - Voice
	08/08/2024	IT 08/01/24	Liberated Syndication	Podcasting Hosting	20.00	Software & Licenses
Total for 20003 Info Technology (IT) - 5382					978.63	
20004 Facilities - 1382						
	08/08/2024	FC 07/12/24	Home Depot	Materials to Refinish Front Library Benches	79.21	Exterior Facility Maintenance
	08/08/2024	FC 07/17/24	Home Depot	Return of supply not needed	-4.37	Exterior Facility Maintenance
	08/08/2024	FC 07/17/24	Home Depot	Stain for Front Benches, Hose, Sprinklers	58.40	Exterior Facility Maintenance
	08/08/2024	FC 07/23/24	ABT Electronics	Portable A/C Unit for Board Room	310.70	Minor Furnishings
	08/08/2024	FC 07/23/24	Home Depot	A/C Hose for Portable A/C Unit for Board Room	34.96	Minor Furnishings
	08/08/2024	FC 07/27/24	JC Licht	Paint for Offices	112.20	Interior Facility Maintenance
Total for 20004 Facilities - 1382					591.10	
20006 Support Services - 1166						
	08/08/2024	SS 07/16/24	Paypal - WILIUG	Annual WILIUG Membership Renewal	41.88	Memberships & Dues
	08/08/2024	SS 08/05/24	Innovative Users Group (IUG)	Annual IUG Membership Renewal	125.00	Memberships & Dues
Total for 20006 Support Services - 1166					166.88	
20007 Adult Services - 2368						
	08/08/2024	AS 07/13/24	Disney Plus	Roku Monthly Subscription	14.99	E-Resources
	08/08/2024	AS 07/14/24	Netflix	Roku Monthly Subscription	22.99	E-Resources
	08/08/2024	AS 07/19/24	Apple	Roku Monthly Subscription - Apple TV	9.99	E-Resources
	08/08/2024	AS 07/19/24	Apple	Roku Monthly Subscription - Apple TV	9.99	E-Resources
	08/08/2024	AS 07/23/24	Zoom	Monthly Subscription	55.99	Adult Programming
	08/08/2024	AS 07/30/24	Netflix	Roku Monthly Subscription	22.99	E-Resources
	08/08/2024	AS 08/01/24	Whole Foods	Meeting Snacks	6.48	Training & Education
	08/08/2024	AS 08/03/24	Disney Plus	Roku Monthly Subscription	14.99	E-Resources

Deerfield Public Library
Credit Card Transactions by Account Holder
As of 8/08/2024
Presented for Approval August 21, 2024

Date	Num	Vendor	Memo	Amount	Account Description
08/08/2024	AS 08/03/24	Amazon	Kindle E-Books	14.99	E-Resources
08/08/2024	AS 08/03/24	Amazon	Kindle E-Books	14.99	E-Resources
08/08/2024	AS 08/03/24	Amazon	Kindle E-Books	14.99	E-Resources
08/08/2024	AS 08/03/24	Amazon	Kindle E-Books	15.99	E-Resources
Total for 20007 Adult Services - 2368				219.37	
20009 Outreach Coord - 5776					
08/08/2024	OC 07/15/24	Event Brite	Training: "Marketing & Outreach Strategies to Engage Your Community" - S. Scaletta	209.94	Training & Education
08/08/2024	OC 07/24/24	Canva	Reversal of Membership Fee for Amy Falasz-Peterson charged last month	-44.79	Professional Admin Services
08/08/2024	OC 07/24/24	Canva	Reversal of Prorated Annual Prorated Subscription	-366.78	Professional Admin Services
Total for 20009 Outreach Coord - 5776				-201.63	
20013 Teen Services - 6330					
08/08/2024	TS 08/01/24	American Library Association	Renewal of ALA & YALSA Membership	224.00	Memberships & Dues
Total for 20013 Teen Services - 6330				224.00	
20014 MakerSpace - 2311					
Total for First Bank Card				3,718.17	
Total for Citi Costco Card				0.00	
Total for 20000 Credit Cards Payable				3,718.17	

Director's Report: August 2024

FYI

- At this month's meeting, the Board will approve the recommended changes to a number of policies. The draft policies and memo will be a separate attachment.
- We will discuss the September 21 Farmers Market.
- The Finance Committee met on August 7, 2024 to review the first draft of the FY 2025 budget.
- The filing dates for the 2025 elections have been changed. This [article](#) has more information.
- Articles of Interest
 - https://www.ala.org/news/2024/07/new-public-library-technology-survey-report-details-digital-equity-roles?_zs=18fvg1&_zl=r19i9

Personnel

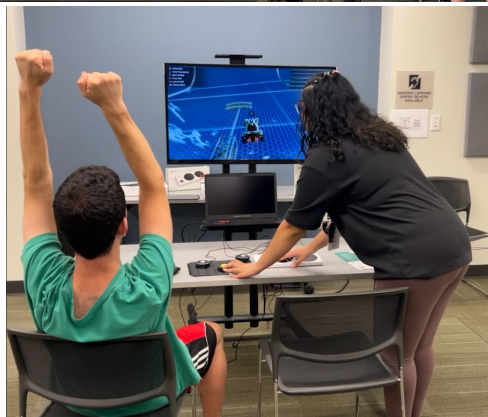
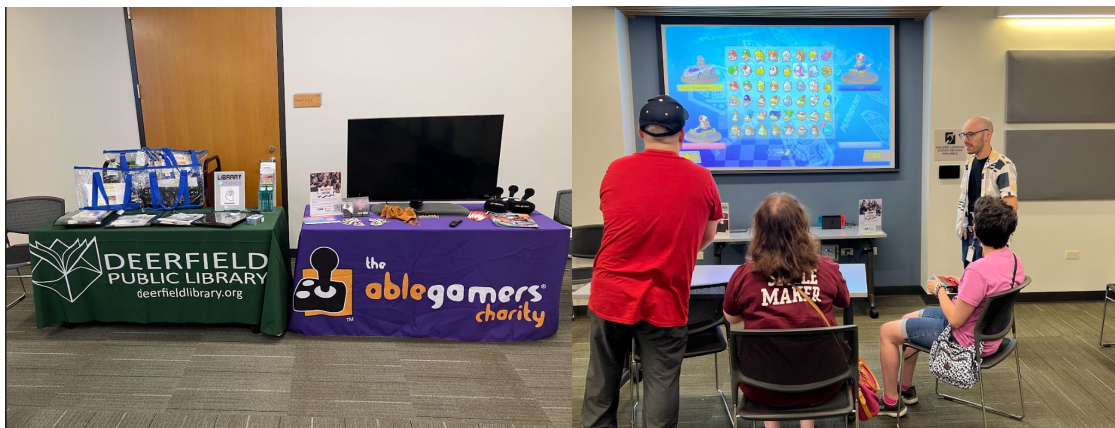
- In July the library had 0 separations
- In July the library filled 0 positions
- [The library had 1 position open](#)
 - Adult Services Assistant

DEPARTMENT REPORTS

Adult Services Report

Melissa Stoeger, Assistant Director of Adult & Youth Services

- Vicki Karlovsky coordinated an Adaptive Arcade Open House with [AbleGamers](#) Charity, which is an organization dedicated to improving accessibility in the video game space, enabling more people with disabilities to be able to play video games. We set up stations for the Nintendo Switch, Playstation and XBox with various adaptive controllers for people to try. Staff members were able to teach patrons how to use various controllers, and the representative from AbleGamers was on hand to help suggest options. The MakerSpace assisted by showing patrons how they could print adaptive controls at the library! We had 31 attendees, and it was such a positive experience for everyone involved. We had so many positive comments from attendees and AbleGamers that we hope to make this an annual event. To our knowledge, this type of event has never been done by a library before, and Vicki has begun receiving calls from other libraries wanting to replicate the event.



- 1,014 Patron Questions
- 7 Library Lifelines and 3 One on Ones
- **33** Books to Go deliveries
- 21 live programs with 272 attendees. 6 passive programs with 105 participants
- 1 Outreach events with 15 participants
- **694** Study Room reservations
- **37** Museum Passes!


Business Office Report

Kelly DeCorrevont, Head of Finance

- Cheryl and Kelly processed library check runs on July 10 and July 24
- Mira and Kelly processed payroll on July 2 and July 18
- Met with insurance company for a renewal meeting on July 1
- Met with fixed asset appraisal company on July 9 to start our project
- Seth and Kelly met on July 15 to discuss library finances
- Martin refinished our two benches outside the front door at the library
- We had our policy committee meeting prior to the regular board meeting on July 17
- Mira organized a Hydration Wellness Challenge for all staff, which kicked off on July 8. Participants enjoyed fantastic incentives from local Deerfield businesses, including Tropical Smoothie, Sweetgreen, Mario Tricoci, CorePower Yoga, CycleBar, Athleta, and healthy snack baskets provided by Whole Foods, Jewel-Osco, and Mariano's. A big thank you to our local businesses for sponsoring the event, and a special shoutout to

Cheryl for securing these great partnerships!

HYDRATION TRACKER

Week :		Month :	
Day	No Sugar Beverage 5 points/per day	Your Own Water Bottle 5 points/per day	Water tracker Each drop = 1 cup of water Max 8 points
Mon	<input type="text"/>	<input type="text"/>	

- Mira coordinated a volunteer event at Bernie's Book Bank for staff on July 25



- We attended the DBR Chamber event on July 25
- The front landscaping project was completed in July

Communications & Outreach Report

Stephanie Scaletta, Communications & Outreach Manager

- **Outdoor Games Day:**
 - Well received by the community with over 120 engagements and 6 new card sign-ups
 - Highlighted the Library of Things collection
- **Adaptive Gaming Open House**
 - Promotion and outreach support
- **Social: Highlighting July STATS:**
 - Highest engagement:
 - Facebook: Ravinia Tickets: over 300
 - Instagram/Tik Tok/YouTube: Baby Olympics video over 70,000 views
 - Most likes:
 - Facebook: AbleGamers Open House - 37
 - Instagram: Outdoor Games Day photos & recap - 41
- **Teacher and Parent Events District 109:** August 15, August 29
- **Library Card Sign-up Month:** Scavenger Hunt September 3 - 15
- **Farmer's Market:** September 7
- **Haunted Library:** October 25

IT Report

Steve Wuehr, Head of IT

RFID Gates

We continue to explore options for replacement security gates. We met with the current vendor, Bibliotheca, as well as a second vendor, FE Technologies to discuss new gates.

Replacement Computers

We have received replacement machines for service desks and back offices. These will replace machines that are now over 10 years old.

Alarm Replacement

Working with Admin, we assisted in the replacement of the building security system. The old system was past its useful life and was starting to exhibit technical problems which were difficult to fix due to the lack of available replacement parts. The new system provides for better management and better security.

Windows 11

We continue to replace aging computers with new machines running Windows 11. Once those machines have been replaced we will begin scheduling upgrades for the remainder of the machines in the building to ensure we are upgraded before October 2025.

Patron Catalog Stations

Our dedicated catalog stations in the library have been using a homegrown app for access for nearly a decade. It's served the library well, unfortunately, the technology behind this app is being retired in early 2025 and we will need to develop a new solution. We're in the process of testing a new solution now and plan to have our catalog stations switched over before the existing solution stops working early next year.

MakerSpace Report

Ted Gray, MakerSpace Manager

- On Saturday July 13, we helped out with the Adaptive Gaming/Able Gaming event. Zach had a table set up with one of our 3D printers and talked to our patrons about adaptive devices that we were able to print for them. By all accounts it was a great event!



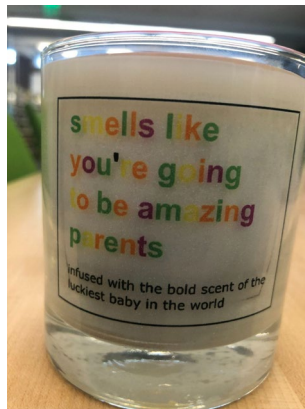
- We had another successful month of programs in the MakerSpace. Some of the highlights included Embroidering Monograms on Beach Towels, and our very popular Pet Pillow program.



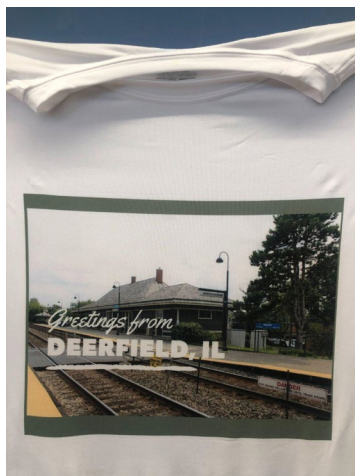
- We'll be starting a pilot program on September 1, where only DPL library card holders will be able to make appointments in the MakerSpace. All patrons will be welcome on a walk in basis still, but appointments will be reserved for the Deerfield cardholders.

Here are some of the fantastic projects our patrons worked on in July.

- We made a Sublimation sticker that we could put on this candle.



- Another Sublimation project. A T-Shirt we made for a T-Shirt Demo class. We used our nice DSLR camera to take a picture of the train station and then created a Postcard design in Canva.



- This patron made a big sign using our laser engraver. Each name is actually two pieces of wood that we lined up together.



- It seems like our embroidery machine has been very popular over the past several months. This patron embroidered cherries on their shorts.



- This patron used the laser engraver to make a set of custom mugs.



- Another embroidery project. We helped a patron make a patch that she then sewed on a backpack.



- A set of custom wooden boards made in our laser engraver.



- We have a patron who has been designing and developing his own board game over the past year. He's been using our 3D printers to design and print out the board and pieces. He's finally almost done with his prototype.



- We do water bottles almost every day but I think this one turned out really well. Good font choice!



Patron Services Report

Stephanie Keough, Head of Patron Services

- 2 virtual signup appointments. 7 Curbside appointments.
- Overhauling how we do shelf reading, involving assistants and aides alike.

Support Services Report

Pam Skittino, Head of Support Services

- Pam and Tom attended the following virtual Aspen events:
 - Aspen Gathering - where we find out what updates are being released this month; Aspen for catalogers, Aspen for Sierra, Aspen community and Aspen academy

- Pam watched the RAILS webinar - Making your website more accessible
- Pam and Tom watched Sierra 6.2 webinar - this is a new release that we will install later this year.
- Hold cancellation notices were moved from the old “printed on a typewriter” format to a modern HTML format.
- The Aspen top menu was enhanced, including a “New Title Lists” button so patrons can locate staff created lists with ease. These changes also appear in the LiDA app, which we will be releasing later this year. The app is an option for patrons as the catalog itself features responsive design and will optimize itself depending on the device being used.

Youth Services Report

Melissa Stoeger, Assistant Director of Adult & Youth Services

- Summer reading ended on August 4th. We had an excellent turnout this year. A total of **852** kids signed up and 411 completed the program for a **48% finish rate** (we had a 41% finish rate in 2023, 33% in 2022 and 31% in 2021)! In addition, our finish rate for birth-preK was 51% and teens was 59%--our highest rates ever!
- Over the summer we've had a Find Peter (a Squishmallow Pig) game. The pig is hidden in a new place every day somewhere in Youth Services and kids who find him earn a temporary tattoo. We had 362 kids participate in finding Peter in July. We get so many comments about how much the kids love finding Peter. Kids come regularly to look for him and don't want to leave until he's been found!
- In 2022, we began holding a yearly voting contest to adopt an endangered animal through the World Wildlife Federation. Last year we had 452 votes. This year we had a total of **783**! The winner was the [Vaquita](#).



- We held a Baby Olympics in July and had **42** participants!





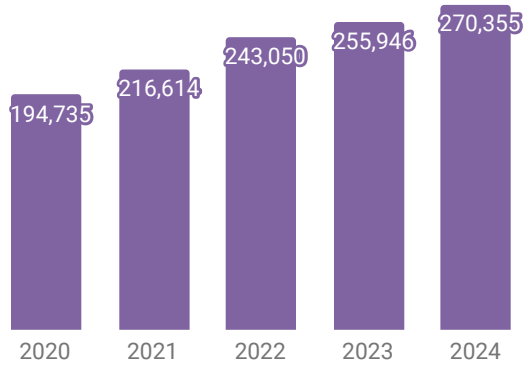
- 1,239 patron questions
- 4 Personalized Picks
- 22 in-person programs with 504 attendees
- 14 Passive programs with 1,476 participation
- 60 hours of Continuing Education!

Deerfield Public Library

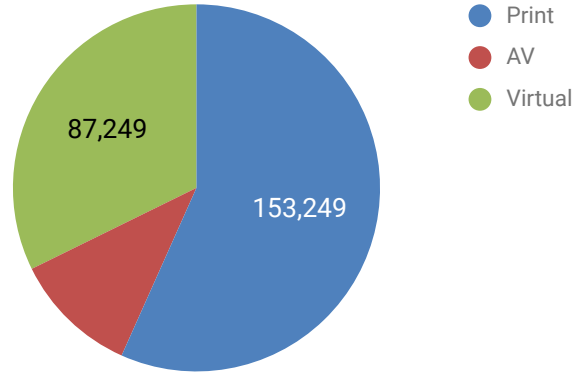
July 2024 Statistics

26

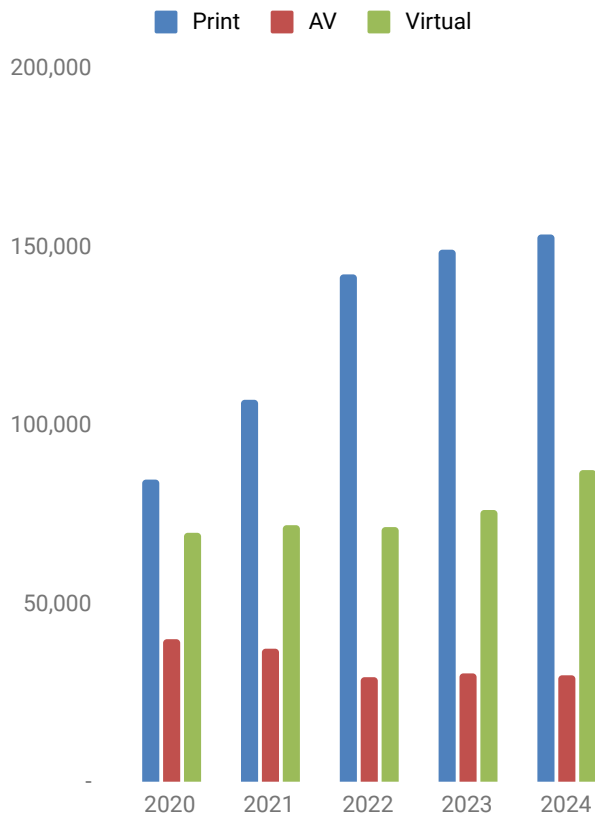
Total Circulation YTD



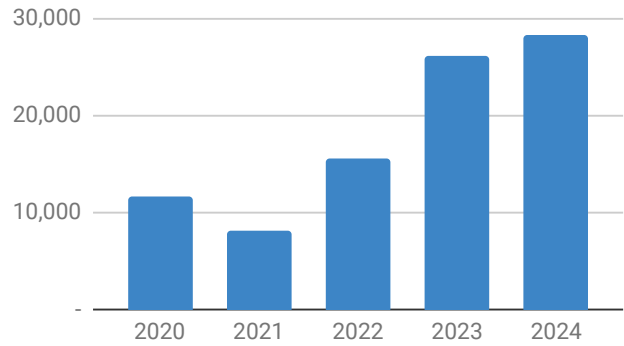
Circulation by Type YTD



Circ Trends by Type YTD



Questions Answered YTD

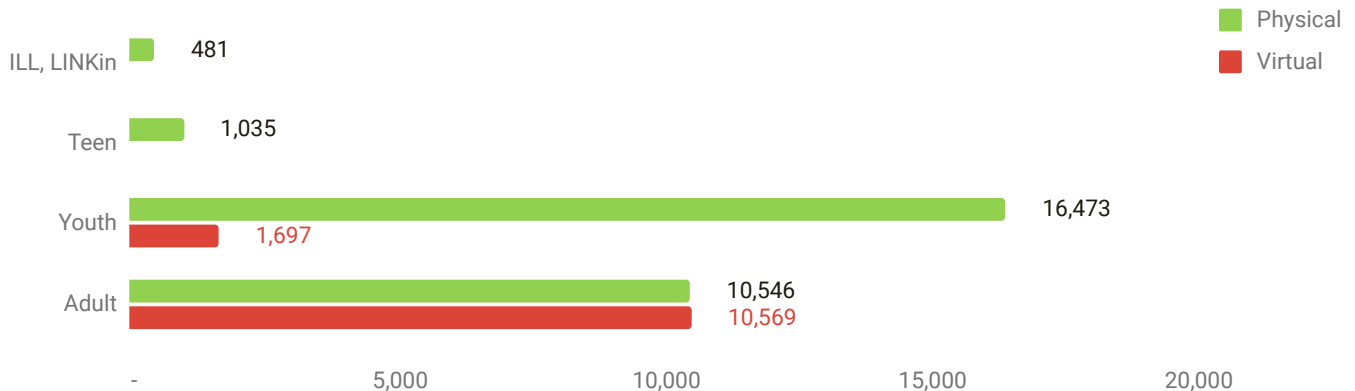


Resident Library Cards



Valid Cards 11,543
 Added this month 106

Circulation by Collection



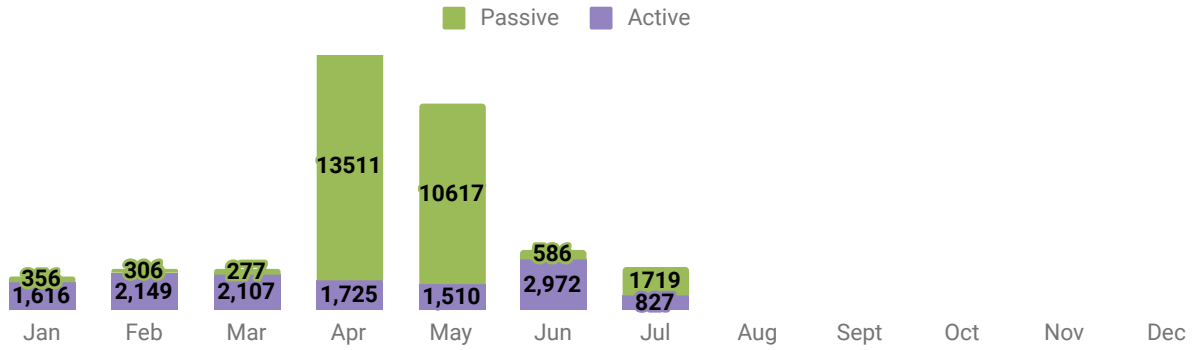
Deerfield Public Library

July 2024 Statistics

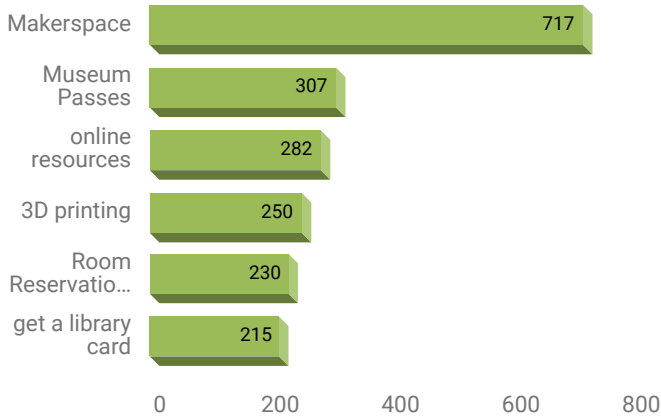
27

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

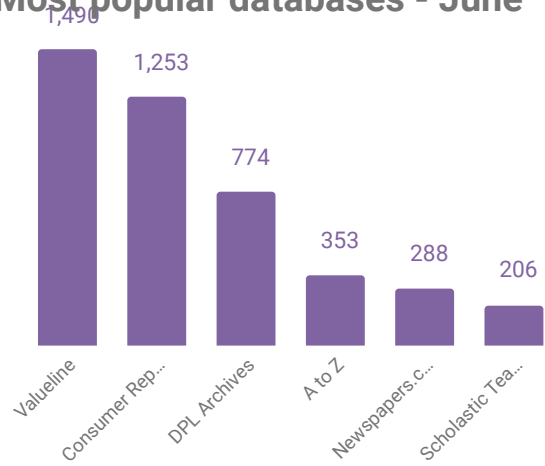
Program Attendance*



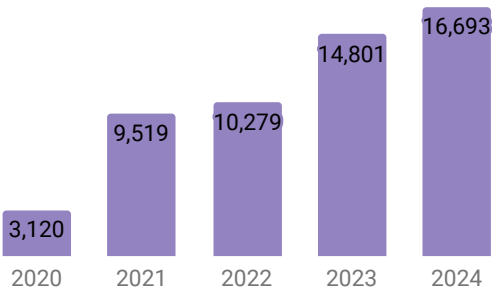
Most Popular Webpages



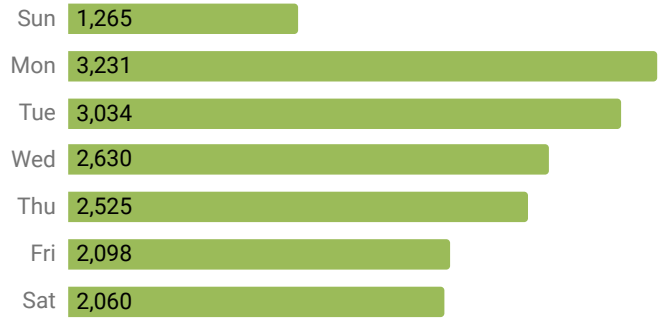
Most popular databases - June



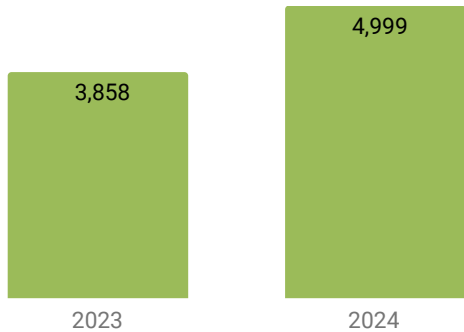
Monthly Library Visits



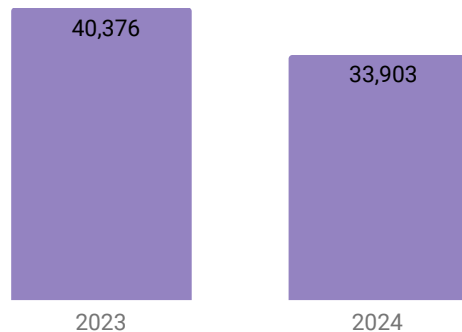
Total Door Count



Public Computer Sessions YTD



Wireless Sessions YTD





JULY 2024 SOCIAL



5+
followers



49+
subscribers



12+
followers



41,195
accts reached



65,804
views



21,622
video & live views



395
accts engaged



197,356
impressions



530
accts engaged

Top Posts



24,938 views, 108 engaged

Top Posts

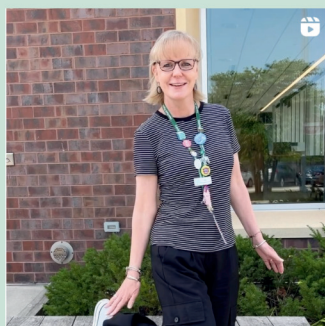


26,667 views, 126 watch hours

Top Posts



24,041 views, 467 engaged



6,676 views, 209 engaged



12,848 views, 63 watch hours



16,521 views, 174 engaged