

**DEERFIELD PUBLIC LIBRARY BOARD OF TRUSTEES  
MEETING AGENDA  
920 Waukegan Road, Deerfield, IL, Meeting Room  
Wednesday, September 18, 2024, 6:30 PM**

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

1. ROLL CALL & CALL TO ORDER
2. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD & CORRESPONDENCE
3. APPROVAL OF MINUTES
  - A. August 21, 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. Proposed FY 2025 Budget & 2024 Levy Request (DISCUSSION)
5. STAFF PRESENTATION: Steph Scaletta, Communications & Outreach Manager
6. LIBRARY DIRECTOR'S REPORT
7. OLD BUSINESS
  - A. Farmers Market Final Planning
8. NEW BUSINESS
  - A. 2025 Board Dates (ACTION)
  - B. 2025 Holidays/Closed Dates (ACTION)
9. OTHER
10. EXECUTIVE SESSION 5 ILCS 120/2 c (21) Semi-Annual Review of Historical Minutes both written and recorded of previous meetings held in Executive Session
11. ADJOURNMENT

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

Upcoming 2024 Library Board Meetings: October 16, November 20, December 18

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

**DEERFIELD PUBLIC LIBRARY BOARD OF TRUSTEES**  
**REGULAR MEETING MINUTES**  
**August 21, 2024**

1. ROLL CALL & CALL TO ORDER

Treasurer Seth Schriftman called the meeting to order at 6:30 p.m., in the Board Room, 920 Waukegan Road, Deerfield, IL.

Present Board Members: Seth Schriftman - Treasurer, 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.

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

None.

3. APPROVAL OF MINUTES

A. July 17, 2024 Regular Meeting (ACTION)

MOTION: Mr. Mike Goldberg made a motion to approve the July 17, 2024 Regular Meeting minutes, seconded by Mr. Josh Charlson.

Vote: 4 - Yes Seth Schriftman, 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 July Financials, seconded by Mr. Charlson.

Vote: 4 - Yes Seth Schriftman, 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 July, which included:

-AP Checks 14488-14529, 14 ACHs, WinTrust	\$ <u>161,544.70</u>
The total amount presented for approval	\$ 161,544.70

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

Vote: 4 - Yes Seth Schriftman, Mike Goldberg, Stephanie Brand and Josh Charlson.  
The motion was approved.

5. LIBRARY DIRECTOR'S REPORT

A. Finance Committee Dates Reminder

Ms. Falasz-Peterson stated that the next Finance Committee meeting is scheduled for September 18 at 5:30 p.m. Starting on August 20, the Village of Deerfield will have candidate nomination papers available in the Clerk's Office for the April 1, 2025 Consolidated Election. Petition forms may be picked up during regular business hours at the village hall. We have two Library Trustee 6-year terms up for election. We had a wonderful library program on Saturday, July 13. Ms. Vicki Karlovsky, our Inclusion Coordinator facilitated the Adaptive Gaming open house. Big shout out to our staff from different departments ensuring this program was a success. Summer reading ended on August 4 and we had an excellent turnout this year. A total of 852 kids signed up and 411 completed the program for a 48% finish rate. The Haunted Library program is scheduled for October 25.

6. OLD BUSINESS

A. Farmers Market Planning

The Board will be at Deerfield Farmers Market on September 21.

7. NEW BUSINESS

The Policy Committee recommends the following policies be approved by the full Board.

A. Board Bylaws (ACTION)

MOTION: Mr. Goldberg made a motion to approve the Board Bylaws, seconded by Ms. Stephanie Brand.

Vote: 4 - Yes Seth Schriftman, Mike Goldberg, Stephanie Brand and Josh Charlson.  
The motion was approved.

B. Circulation Policy (ACTION)

MOTION: Mr. Goldberg made a motion to approve the Circulation Policy, seconded by Mr. Charlson.

Vote: 4 - Yes Seth Schriftman, Mike Goldberg, Stephanie Brand and Josh Charlson.  
The motion was approved.

C. MakerSpace Use Policy (ACTION)

MOTION: Mr. Goldberg made a motion to approve the MakerSpace Use Policy, seconded by Mr. Charlson.

Vote: 4 - Yes Seth Schriftman, Mike Goldberg, Stephanie Brand and Josh Charlson.  
The motion was approved.

D. Patron Behavior Policy (ACTION)

MOTION: Mr. Goldberg made a motion to approve the Patron Behavior Policy, seconded by Mr. Charlson.

Vote: 4 - Yes Seth Schriftman, Mike Goldberg, Stephanie Brand and Josh Charlson.

The motion was approved.

E. Public Comment Policy (ACTION)

MOTION: Mr. Goldberg made a motion to approve the Public Comment Policy, seconded by Ms. Brand.

Vote: 4 - Yes Seth Schriftman, Mike Goldberg, Stephanie Brand and Josh Charlson.

The motion was approved.

F. Security Camera Policy (ACTION)

MOTION: Mr. Goldberg made a motion to approve the Security Camera Policy, seconded by Mr. Charlson.

Vote: 4 - Yes Seth Schriftman, Mike Goldberg, Stephanie Brand and Josh Charlson.

The motion was approved.

G. Social Media Policy (ACTION)

MOTION: Mr. Goldberg made a motion to approve the Social Media Policy, seconded by Mr. Charlson.

Vote: 4 - Yes Seth Schriftman, Mike Goldberg, Stephanie Brand and Josh Charlson.

The motion was approved.

H. Study Room Policy (ACTION)

MOTION: Mr. Goldberg made a motion to approve the Study Room Policy, seconded by Mr. Charlson.

Vote: 4 - Yes Seth Schriftman, Mike Goldberg, Stephanie Brand and Josh Charlson.

The motion was approved.

8. OTHER

9. ADJOURNMENT

At 6:58 p.m, Mr. Goldberg made a motion to adjourn the meeting, seconded by Mr. Schriftman.

Vote: 4 - Yes Seth Schriftman, Mike Goldberg, Stephanie Brand and Josh Charlson.

The motion was approved.

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Ken Abosch, Secretary



## Deerfield Public Library

Balance Sheet  
As of August 31, 2024

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
11000 Cash and Investments - General	0.00
11100 General Operating - WinTrust	963,426.75
11200 Payroll - WinTrust	179,414.89
11300 E-Pay - WinTrust	7,415.06
11400 Deposits - Bank Financial	47,601.33
11500 Petty Cash - Bank Financial	2,583.92
11600 Max-Safe Wintrust	3,103,490.06
11900 Petty Cash	574.00
<b>Total 11000 Cash and Investments - General</b>	<b>4,304,506.01</b>
14100 PMA Financial Services	2,260,415.51
<b>Total Bank Accounts</b>	<b>\$6,564,921.52</b>
Accounts Receivable	\$0.00
Other Current Assets	
12101 Inventory Asset	0.00
15000 Other Current Assets	0.00
15010 Receivables	4.80
15100 Property Taxes Receivable	4,607,500.00
15200 Due from Village of Deerfield	0.00
15300 Prepaid Expenses	0.00
15400 Accrued Revenue - General	0.00
<b>Total Other Current Assets</b>	<b>\$4,607,504.80</b>
<b>Total Current Assets</b>	<b>\$11,172,426.32</b>
Fixed Assets	
19000 Capital Assets	
19050 Capital Assets -Not Depreciated	
19100 Land	65,493.00
19150 Construction In Progress	0.00
<b>Total 19050 Capital Assets -Not Depreciated</b>	<b>65,493.00</b>
19200 Capital Assets - To Depreciate	
19210 Building	13,197,410.12
19300 Equipment	
19301 Equip - Phone System	33,636.00
19302 Equip - Automation System	309,361.00
19303 Equip - RFID	433,659.00
19304 Equip - Vehicle	23,432.00
19310 Furniture	883,919.00
<b>Total 19300 Equipment</b>	<b>1,684,007.00</b>

## Deerfield Public Library

Balance Sheet  
As of August 31, 2024

	TOTAL
<b>Total 19200 Capital Assets - To Depreciate</b>	<b>14,881,417.12</b>
19220 Accumulated Depreciation	-6,239,762.00
<b>Total 19000 Capital Assets</b>	<b>8,707,148.12</b>
<b>Total Fixed Assets</b>	<b>\$8,707,148.12</b>
Other Assets	
15110 Deferred Outflows of Resources	1,369,971.74
15120 Deferred Outflows of Resources - OPEB	280,991.00
19900 Due From Other Activity	<b>0.00</b>
<b>Total Other Assets</b>	<b>\$1,650,962.74</b>
<b>TOTAL ASSETS</b>	<b>\$21,530,537.18</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
21000 Accounts Payable	56,682.34
<b>Total Accounts Payable</b>	<b>\$56,682.34</b>
Credit Cards	
20000 Credit Cards Payable	-331.74
<b>Total Credit Cards</b>	<b>\$ -331.74</b>
Other Current Liabilities	
21055 Other Current Payables	0.00
21500 Retainage	0.00
22000 Payroll Liabilities	0.40
22100 Salaries Payable	67,367.09
22200 Deferred Compensation	0.00
22300 Withholdings	-1,587.94
<b>Total 22000 Payroll Liabilities</b>	<b>65,779.55</b>
22395 FSA Payable	-2,435.65
23000 Due to Village - Short Term	0.00
24000 Accrued Expenses	<b>0.00</b>
25000 Deferred Inflows of Resources	50,472.44
25100 Deferred Property Taxes	4,607,500.00
<b>Total 25000 Deferred Inflows of Resources</b>	<b>4,657,972.44</b>
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	<b>0.00</b>
<b>Total Other Current Liabilities</b>	<b>\$7,250,834.34</b>
<b>Total Current Liabilities</b>	<b>\$7,307,184.94</b>

## Deerfield Public Library

Balance Sheet  
As of August 31, 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
<b>Total 26000 Noncurrent Liabilities</b>	<b>5,212,379.74</b>
<b>Total Long-Term Liabilities</b>	<b>\$5,667,379.74</b>
<b>Total Liabilities</b>	<b>\$12,974,564.68</b>
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
<b>Total 33000 Investment in Capital Assets</b>	<b>3,607,258.38</b>
Net Income	-495,540.93
<b>Total Equity</b>	<b>\$8,555,972.50</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$21,530,537.18</b>

## Deerfield Public Library

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

January - August, 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Income</b>				
41000 Taxes				
41100 Property Tax	2,360,613.91	4,607,500.00	-2,246,886.09	51.23 %
41200 Replacement Tax	50,666.32	75,000.00	-24,333.68	67.56 %
60-4110 Property Taxes - Debt Service 2021	689,700.00	689,700.00	0.00	100.00 %
<b>Total 41000 Taxes</b>	<b>3,100,980.23</b>	<b>5,372,200.00</b>	<b>-2,271,219.77</b>	<b>57.72 %</b>
42000 Fees & Fines				
42100 Material Fees	3,719.57	5,000.00	-1,280.43	74.39 %
42200 Non-Resident Fees	7,526.76	5,000.00	2,526.76	150.54 %
42300 Printing/Copying Fees	4,329.09	4,000.00	329.09	108.23 %
<b>Total 42000 Fees &amp; Fines</b>	<b>15,575.42</b>	<b>14,000.00</b>	<b>1,575.42</b>	<b>111.25 %</b>
43000 Investment Income				
43100 Interest - General	106,874.15	75,000.00	31,874.15	142.50 %
43200 Interest - Reserve	60,300.59	25,000.00	35,300.59	241.20 %
<b>Total 43000 Investment Income</b>	<b>167,174.74</b>	<b>100,000.00</b>	<b>67,174.74</b>	<b>167.17 %</b>
44000 Grants				
44100 State Grant				
44150 Per Capita Grant	28,506.06	25,000.00	3,506.06	114.02 %
<b>Total 44100 State Grant</b>	<b>28,506.06</b>	<b>25,000.00</b>	<b>3,506.06</b>	<b>114.02 %</b>
<b>Total 44000 Grants</b>	<b>28,506.06</b>	<b>25,000.00</b>	<b>3,506.06</b>	<b>114.02 %</b>
45000 Gifts and Contributions				
45100 General Donations	1,837.46	500.00	1,337.46	367.49 %
45500 Friends Contributions	19,518.27	10,000.00	9,518.27	195.18 %
<b>Total 45100 General Donations</b>	<b>21,355.73</b>	<b>10,500.00</b>	<b>10,855.73</b>	<b>203.39 %</b>
<b>Total 45000 Gifts and Contributions</b>	<b>21,355.73</b>	<b>10,500.00</b>	<b>10,855.73</b>	<b>203.39 %</b>
49000 Miscellaneous Revenue				
49009 Miscellaneous	9,278.35	1,000.00	8,278.35	927.84 %
49065 Sale of Surplus Materials	320.54	500.00	-179.46	64.11 %
<b>Total 49000 Miscellaneous Revenue</b>	<b>9,598.89</b>	<b>1,500.00</b>	<b>8,098.89</b>	<b>639.93 %</b>
Uncategorized Income		332,000.00	-332,000.00	
<b>Total Income</b>	<b>\$3,343,191.07</b>	<b>\$5,855,200.00</b>	<b>\$ -2,512,008.93</b>	<b>57.10 %</b>
<b>GROSS PROFIT</b>	<b>\$3,343,191.07</b>	<b>\$5,855,200.00</b>	<b>\$ -2,512,008.93</b>	<b>57.10 %</b>
<b>Expenses</b>				
50000 General Expenses				
51000 Personnel Expenses				
51100 Salaries	2,013,480.15	2,700,000.00	-686,519.85	74.57 %
51200 FICA	148,323.42	206,640.00	-58,316.58	71.78 %
51300 Health/Misc Benefits	281,218.70	425,000.00	-143,781.30	66.17 %
51400 Pension Contribution	134,841.82	221,860.00	-87,018.18	60.78 %
51500 Other Benefits	5,549.19	9,000.00	-3,450.81	61.66 %
51600 Staff Enrichment	2,925.05	5,000.00	-2,074.95	58.50 %

## Deerfield Public Library

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

January - August, 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Total 51000 Personnel Expenses</b>	<b>2,586,338.33</b>	<b>3,567,500.00</b>	<b>-981,161.67</b>	<b>72.50 %</b>
52000 Facility Expenses				
52100 Interior Facility Maintenance	28,484.78	66,000.00	-37,515.22	43.16 %
52200 Facility Equipment Maintenance	103,957.00	100,000.00	3,957.00	103.96 %
52300 Exterior Building Maintenance	24,663.45	30,000.00	-5,336.55	82.21 %
52400 Utilities				
52410 Water	2,415.86	4,000.00	-1,584.14	60.40 %
52430 Telephone - Voice	11,402.53	21,000.00	-9,597.47	54.30 %
52440 Data Lines	9,104.75	15,000.00	-5,895.25	60.70 %
<b>Total 52400 Utilities</b>	<b>22,923.14</b>	<b>40,000.00</b>	<b>-17,076.86</b>	<b>57.31 %</b>
52500 Minor Furnishings & Equipment	29,161.75	25,000.00	4,161.75	116.65 %
<b>Total 52000 Facility Expenses</b>	<b>209,190.12</b>	<b>261,000.00</b>	<b>-51,809.88</b>	<b>80.15 %</b>
53000 Library Materials				
53100 Periodicals	5,962.93	15,500.00	-9,537.07	38.47 %
53200 Adult Materials-Books				
53221 Books - Adult Non-Fiction	26,218.80	40,000.00	-13,781.20	65.55 %
53222 Books-Adult Fiction	33,938.49	59,000.00	-25,061.51	57.52 %
<b>Total 53200 Adult Materials-Books</b>	<b>60,157.29</b>	<b>99,000.00</b>	<b>-38,842.71</b>	<b>60.76 %</b>
53300 Audio Visual Materials				
53320 Audio Visual - Adult	31,735.82	59,000.00	-27,264.18	53.79 %
53340 Audio Visual - Youth	5,461.02	10,000.00	-4,538.98	54.61 %
<b>Total 53300 Audio Visual Materials</b>	<b>37,196.84</b>	<b>69,000.00</b>	<b>-31,803.16</b>	<b>53.91 %</b>
53400 Youth Materials-Books				
53241 Books - Youth & Teens	34,718.38	72,000.00	-37,281.62	48.22 %
53550 Literacy Support - Youth	519.77	2,000.00	-1,480.23	25.99 %
<b>Total 53400 Youth Materials-Books</b>	<b>35,238.15</b>	<b>74,000.00</b>	<b>-38,761.85</b>	<b>47.62 %</b>
53501 Electronic Resources				
53500 E-Resources	213,557.64	304,000.00	-90,442.36	70.25 %
<b>Total 53501 Electronic Resources</b>	<b>213,557.64</b>	<b>304,000.00</b>	<b>-90,442.36</b>	<b>70.25 %</b>
53600 Non-Traditional Resources	6,693.39	14,000.00	-7,306.61	47.81 %
<b>Total 53000 Library Materials</b>	<b>358,806.24</b>	<b>575,500.00</b>	<b>-216,693.76</b>	<b>62.35 %</b>
54000 Library Programs				
54100 Admin Programs	3,652.46	5,000.00	-1,347.54	73.05 %
54150 Outreach Programs	1,096.66	2,000.00	-903.34	54.83 %
54210 Adult Programs	21,260.47	25,000.00	-3,739.53	85.04 %
54400 Youth Programs	25,711.54	25,000.00	711.54	102.85 %
54500 MakerSpace Programs	2,059.09	1,500.00	559.09	137.27 %
<b>Total 54000 Library Programs</b>	<b>53,780.22</b>	<b>58,500.00</b>	<b>-4,719.78</b>	<b>91.93 %</b>
55000 Technology				
55350 Software & Licenses	200,585.19	220,000.00	-19,414.81	91.18 %
55360 IT Support	71,046.90	125,000.00	-53,953.10	56.84 %
55400 New Projects/equip				

## Deerfield Public Library

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

January - August, 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
56440 IT Equipment	30,854.35	60,000.00	-29,145.65	51.42 %
<b>Total 55400 New Projects/equip</b>	<b>30,854.35</b>	<b>60,000.00</b>	<b>-29,145.65</b>	<b>51.42 %</b>
55440 MakerSpace Equipment	5,538.89	8,500.00	-2,961.11	65.16 %
<b>Total 55000 Technology</b>	<b>308,025.33</b>	<b>413,500.00</b>	<b>-105,474.67</b>	<b>74.49 %</b>
56000 Professional/Contractual Svcs				
56009 Other Office Support	7,682.77	9,000.00	-1,317.23	85.36 %
56100 Insurance	43,406.00	44,000.00	-594.00	98.65 %
56200 Postage	5,693.76	7,500.00	-1,806.24	75.92 %
56300 Professional Printing Services	15,164.79	19,250.00	-4,085.21	78.78 %
56500 Professional Admin Services	19,117.16	25,000.00	-5,882.84	76.47 %
56550 Cataloging Service	2,440.52	22,000.00	-19,559.48	11.09 %
56555 Professional Outreach Services	6,489.48	8,750.00	-2,260.52	74.17 %
<b>Total 56500 Professional Admin Services</b>	<b>28,047.16</b>	<b>55,750.00</b>	<b>-27,702.84</b>	<b>50.31 %</b>
56700 Travel for Library Services	145.39	500.00	-354.61	29.08 %
<b>Total 56000 Professional/Contractual Svcs</b>	<b>100,139.87</b>	<b>136,000.00</b>	<b>-35,860.13</b>	<b>73.63 %</b>
56400 Supplies				
56410 General Operating Supplies	12,549.04	15,000.00	-2,450.96	83.66 %
56420 Processing Supplies	20,329.96	24,500.00	-4,170.04	82.98 %
<b>Total 56400 Supplies</b>	<b>32,879.00</b>	<b>39,500.00</b>	<b>-6,621.00</b>	<b>83.24 %</b>
57000 Training/Development Expenses				
56600 Dues & Memberships	5,870.88	8,000.00	-2,129.12	73.39 %
57100 Training & Education	25,808.87	25,000.00	808.87	103.24 %
57200 Training Travel	2,747.15	6,000.00	-3,252.85	45.79 %
<b>Total 57000 Training/Development Expenses</b>	<b>34,426.90</b>	<b>39,000.00</b>	<b>-4,573.10</b>	<b>88.27 %</b>
<b>Total 50000 General Expenses</b>	<b>3,683,586.01</b>	<b>5,090,500.00</b>	<b>-1,406,913.99</b>	<b>72.36 %</b>
61000 Capital Expenses				
61100 Facility Improvements	51,795.99	50,000.00	1,795.99	103.59 %
<b>Total 61000 Capital Expenses</b>	<b>51,795.99</b>	<b>50,000.00</b>	<b>1,795.99</b>	<b>103.59 %</b>
70000 Debt Service				
60-7010 Debt Service 2021 Interest (Payments)	104,850.00	209,700.00	-104,850.00	50.00 %
60-7020 Debt Service 2021 Principal (Payments)		480,000.00	-480,000.00	
<b>Total 70000 Debt Service</b>	<b>104,850.00</b>	<b>689,700.00</b>	<b>-584,850.00</b>	<b>15.20 %</b>
<b>Total Expenses</b>	<b>\$3,840,232.00</b>	<b>\$5,830,200.00</b>	<b>\$ -1,989,968.00</b>	<b>65.87 %</b>
NET OPERATING INCOME	<b>\$ -497,040.93</b>	<b>\$25,000.00</b>	<b>\$ -522,040.93</b>	<b>-1,988.16 %</b>
NET INCOME	<b>\$ -497,040.93</b>	<b>\$25,000.00</b>	<b>\$ -522,040.93</b>	<b>-1,988.16 %</b>



# Master Total Portfolio Report

Report as of 8/31/2024

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		08/31/2024			ISC Balance	\$23,511.25	\$23,511.25	
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
CD	CD-1366521-1	08/14/2024	05/12/2025	57993	ServisFirst Bank	\$241,000.00	\$249,916.29	4.983
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-1366720-1	08/19/2024	08/19/2025	1373	BOM Bank	\$150,000.00	\$157,045.40	4.697
CD	CD-1360723-1	04/16/2024	10/08/2025	31840	Financial Federal Bank	\$232,800.00	\$249,883.06	4.960
<b>Sub Totals →</b>						<b>\$2,260,415.51</b>	<b>\$2,376,736.68</b>	
<b>Totals →</b>						<b>\$2,260,415.51</b>	<b>\$2,376,736.68</b>	

**Time and Dollar Weighted Average Portfolio Yield:** 4.95%

**Weighted Average Portfolio Maturity:** 233.41 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	86.38	\$2,052,225.43	Certificate of Deposit
SEC	12.63	\$300,148.39	Securities
ISC	0.99	\$23,511.25	ISC Account

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

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

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

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

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



Deerfield Public Library					
Check Detail					
For Board Meeting on September 18, 2024					
Summary					Amount
11100 WinTrust General Operating Check Num 14530-14573, 12 ACHS					\$123,147.28
Total Payments to Approve					\$123,147.28
Date	Num	Vendor	Memo	Amount	Account Num
<b>11100 WinTrust General Operating -2997</b>					
08/21/2024	14530	Tee Jay Service Company, Inc.	Replaced Potted Circuit Breaker & Solenoid on Front Door that releases when badge is scanned	1,845.00	52200
08/21/2024	14531	OverDrive, Inc.	eBooks - August 2024	7,352.36	53500
08/21/2024	14532	CDW Government, Inc.	New Firewall Appliance, License Component for Firewall Configuration, Renewal Service for Mgmt of (1) of Library's UPS units	7,099.31	56440
08/21/2024	14533	Cintas Corporation	Refill of Supplies for: Bathrooms & Sanitizing Stations, Refill of First Aid Kit Supplies	1,063.35	56410
08/21/2024	14534	KI	Filing Cabinet Section of New MakerSpace Desk	235.56	52500
08/21/2024	14535	Peerless Network, Inc.	Phone Support Maintenance 8/15/24-9/14/24	1,132.31	52430
08/21/2024	14536	Bulldog Security & Communications Systems, Inc.	Install New Upgraded Hardwired Security System & Annual Monitoring Fee	5,810.00	52200
08/21/2024	14537	Lenovo Inc.	New Computers for Service Desks, Patron Services Workroom & Part-Time Reference Office	7,450.00	56440
08/21/2024	14538	Cristina Bueno	Mileage Reimbursement for Summer Travel for Training & Library School visits/programs	203.21	57200
08/21/2024	14539	Fox Valley Fire & Safety Company, Inc.	Fire Alarm Radio Monitoring Quarterly Lease - August 2024	228.00	52200
08/21/2024	14540	Lake County Forest Preserve	Dinosaur Discovery & Tales Programs (08/13/24 & 08/22/24)	120.00	54400
08/21/2024	14541	Anderson Pest Solutions	Pest Management - August 2024	71.40	52100
08/21/2024	14542	Village of Deerfield	Elevator Inspection 2024	150.00	52200
08/21/2024	14543	Vogue Printers	Fall 2024 Browsing Newsletter	4,749.83	56300
09/05/2024	14544	Midwest Tape 2000007021	Acquisitions for AV, Processing Supplies & Cataloging Service - August 2024	3,601.64	53320, 53340, 56420, 56550
09/05/2024	14545	KI	New MakerSpace Desk	3,205.84	52500
09/05/2024	14546	Cintas Corporation	Mats for the Library (2), Refill of First Aid Kit Supplies, Monthly Lease for (3) New AED Devices	599.15	52100, 52200, 56410
09/05/2024	14547	Jayne Herring	Fused Glass Suncatcher Program - 09/17/24	475.00	54210
09/05/2024	14548	Historic Voices	Lighthouses of Lake Michigan program - 09/18/24	250.00	54210
09/05/2024	14549	Tee Jay Service Company, Inc.	Investigate Issue with Front Door Unlocking & Locking Mechanism not working correctly all the time.	360.00	52200
09/05/2024	14550	Gary Midkiff and Company	Great Decisions Program 09/17/24	215.00	54210
09/05/2024	14551	Ingram Library Services LLC	Acquisitions for Books, AV, and Processing Supplies - August 2024	11,964.84	53221, 53222, 53241, 53320, 56420
09/05/2024	14552	Kimberly I. McIver	Singing Bird & Importance of Native American Women in Illinois History Program - 09/19/24	400.00	54210
09/05/2024	14553	OverDrive, Inc.	eBooks - August 2024	7,186.83	53500
09/05/2024	14554	Strictly Self Defense, LLC	Basic Self Defense Program - 09/23/24 (Remaining Bal)	250.00	54210
09/05/2024	14555	Sentinel Technologies, Inc.	Annual Warranty Renewal	1,979.58	55360
09/05/2024	14556	RAILS	Creative Bug Subscription - 10/1/24 to 09/30/25	660.00	53500
09/05/2024	14557	Baker & Taylor	Youth AV - August 2024	157.34	53340
09/05/2024	14558	CDW Government, Inc.	Replacement Security Cameras	1,477.72	56440
09/05/2024	14559	Pam Skittino	Reimbursement for Mileage to WILIUG Conference 2024	54.81	57200
09/05/2024	14560	ACC Business	Internet Service 07/11/24-08/10/24	902.22	52440
09/05/2024	14561	Johnson Controls	Replace ACCU-3 Slave 2 HP Sensor, Investigate Issue with Drain Pan leaking onto Youth Reference Desk, Valent A/C Circuit 1	11,168.50	52200
09/05/2024	14562	Sarah Abu-Absi	Forest Therapy at Ryerson Woods - 09/27/24	300.00	54210
09/05/2024	14563	Marcive, Inc.	Authority Processing - August 2024	136.86	56550

09/05/2024	14564	Complete Cleaning Company, Inc.	Monthly Cleaning Services for Library	2,640.00	52100
09/05/2024	14565	Tom Walsh	Tuition Reimbursement - Course: Leadership, Marketing, & Strategic Communication - LIS707	1,275.00	57100
09/05/2024	14566	Mobile Beacon	Hotspot Renewals for LOT (3) & Staff HotSpot Renewal (1)	480.00	52440, 53600
09/05/2024	14567	Showcases	Audiobook Cases	52.30	56420
09/05/2024	14568	Pioneer Press	Deerfield Review Thursday Only (4 Copies) Subscription Renewal 52 weeks	104.00	53100
09/05/2024	14569	Quench USA, Inc.	Water Cooler & Keurig Qtrly Rent: 09/01/2024-11/30/2024	276.00	52200
09/05/2024	14570	Kanopy Inc.	Pay Per Use	471.00	53500
09/05/2024	14571	Midwest Tape	Hoopla Subscription - August 2024	4,631.47	53500
09/05/2024	14572	Madeline Dahlman	Book Discussion w/Madeline Dahlman - 09-12-24	200.00	54210
09/05/2024	14573	IHLS - OCLC	OCLC Annual Service Fee - 2025	16,626.28	56550
08/19/2024	ACH	United Way of Metro Chicago	Staff Volunteer - Hygiene Product Pack Event - United Way - 8/14/24	1,599.48	51600
08/19/2024	ACH	Illinois Department of Employment Services	Late Fee	115.00	56009
08/22/2024	ACH	AT&T	Voice Lines: 07/28/24-08/27/24	299.59	52430
08/26/2024	ACH	Wex Health, Inc.	FSA Monthly Fees - August 2024	54.90	51500
09/03/2024	ACH	Village of Deerfield	Water & Sewer - July 2024	127.18	52410
09/03/2024	ACH	Village of Deerfield	Water & Sewer - July 2024	159.07	52410
09/04/2024		Comcast Cable	Patron Internet Service 8/16/24-9/15/24	222.31	52440
09/04/2024	ACH	Citi Credit Card	August 2024 Credit Card Payment	331.74	20015-20016
09/04/2024	ACH	De Lage Landen Financial Services, Inc.	Monthly Lse for 7 Copiers and 3 Printers - September 2024	1,808.72	55360
09/04/2024	ACH	Amazon	Invoice #: 1NN9-DNHM-LNRY Invoice Date: 09/01/2024 for August 2024 Credit Memo#: 1FPL-HHLT-L193 - August 2024	4,919.88	52100, 52200, 52500, 53221, 53222, 53241, 53320, 53600, 54210, 54400, 54500, 56410, 56420, 55440, 56440, 56555
08/05/2024	ACH	Google, Inc.	Google Apps - September 2024	1,254.55	55350
08/10/2024	ACH	First Bank Mastercard	August 2024 Credit Card Payment	2,643.15	20001-20014
<b>Total for 11100 WinTrust General Operating -2997</b>				<b>123,147.28</b>	

**Deerfield Public Library**  
**Credit Card Transactions by Account Holder**  
**As of 9/09/2024**  
**Presented for Approval September 18, 2024**

Date	Num	Vendor	Memo	Amount	Account Description
<b>20000 Credit Cards Payable</b>					
<b>20001 Admin - 4734</b>					
09/09/2024	AD 08/09/24	MailChimp	E-Newsletter Mailing Monthly Subscription	75.00	Outreach Programs
09/09/2024	AD 08/15/24	Spotify	Spotify for iPads Monthly Subscription	19.99	Youth Programming
09/09/2024	AD 09/05/24	Image Specialties	New Engraved Leaves & Donation Plates for Donation Tree & Front Benches	118.00	General Operating Supplies
<b>Total for 20001 Admin - 4734</b>				<b>212.99</b>	
<b>20002 Business Office - 1381</b>					
09/09/2024	BO 08/14/24	Ramen Time	Lunch for Staff Volunteer Event - 8/14/24	62.15	Staff Enrichment
09/09/2024	BO 08/15/24	HR Source	Training: "Employee Handbook: Are You Up to Date" 9/12/24 - M. Desai	150.00	Training & Education
<b>Total for 20002 Business Office - 1381</b>				<b>212.15</b>	
<b>20003 Info Technology (IT) - 5382</b>					
09/09/2024	IT 08/07/24	Resound	Podcast Editing Service	15.00	Software & Licenses
09/09/2024	IT 08/09/24	Wasabi Technologies	Storage for Remote Backup	37.08	Software & Licenses
09/09/2024	IT 08/09/24	Adobe	Staff Creative Cloud All Apps Monthly Subscription	59.99	Software & Licenses
09/09/2024	IT 08/12/24	Go Daddy	Renewal of Security Certificate for our VPN	209.97	IT Support
09/09/2024	IT 09/01/24	Google	Monthly Charge for Library Board Voicemail	14.30	Telephone - Voice
09/09/2024	IT 09/01/24	Liberated Syndication	Podcasting Hosting	20.00	Software & Licenses
<b>Total for 20003 Info Technology (IT) - 5382</b>				<b>356.34</b>	
<b>20004 Facilities - 1382</b>					
09/09/2024	FC 09/05/24	Webstaurant Store	Supplies: 10oz Hot Cups & Lids	88.27	General Operating Supplies
<b>Total for 20004 Facilities - 1382</b>				<b>88.27</b>	
<b>20007 Adult Services - 2368</b>					
09/09/2024	AS 08/08/24	Disney Plus	Roku Monthly Subscription	14.99	E-Resources
09/09/2024	AS 08/08/24	HBO Max	Roku Monthly Subscription	99.99	E-Resources
09/09/2024	AS 08/14/24	Netflix	Roku Monthly Subscription	22.99	E-Resources
09/09/2024	AS 08/19/24	Apple	Roku Monthly Subscription - Apple TV	9.99	E-Resources
09/09/2024	AS 08/19/24	Apple	Roku Monthly Subscription - Apple TV	9.99	E-Resources
09/09/2024	AS 08/22/24	Panera	Gift Card for Trivia Winner	16.00	Adult Programming
09/09/2024	AS 08/23/24	Zoom	Monthly Subscription	55.99	Adult Programming
09/09/2024	AS 08/30/24	Netflix	Roku Monthly Subscription	22.99	E-Resources
09/09/2024	AS 09/03/24	Disney Plus	Roku Monthly Subscription	14.99	E-Resources
<b>Total for 20007 Adult Services - 2368</b>				<b>267.92</b>	
<b>20009 Outreach Coord - 5776</b>					
09/09/2024	OC 08/22/24	VistaPrint	Printed Stickers with DPL Logo	101.59	Professional Outreach Services
09/09/2024	OC 08/23/24	Oriental Trading Co.	Custom Crayon Boxes for Farmer's Market	14.99	Professional Outreach Services
<b>Total for 20009 Outreach Coord - 5776</b>				<b>116.58</b>	
<b>20010 Adult Prog Coord - 2491</b>					
09/09/2024	APC 08/09/24	Deerfield Italian Kitchen	Apps for Horror Book Discussion	64.46	Adult Programming
09/09/2024	APC 08/14/24	Lola Crow Cross Stitch	Cross Stitch Pattern for Haunted Library	16.00	Adult Programming
09/09/2024	APC 08/21/24	Shake Shack	Gift Cards for Trivia Winners	40.00	Adult Programming
09/09/2024	APC 08/22/24	Taco Vida	Issue with website	15.00	Adult Programming
09/09/2024	APC 08/22/24	Panera	Gift Cards for Trivia Winners	40.00	Adult Programming
09/09/2024	APC 08/22/24	Panera	Gift Cards for Trivia Winners	48.00	Adult Programming
09/09/2024	APC 08/29/24	Taco Vida	Credit for Issue with website	-15.00	Adult Programming
<b>Total for 20010 Adult Prog Coord - 2491</b>				<b>208.46</b>	
<b>20011 Youth Prog Coord - 1971</b>					
09/09/2024	YPC 08/12/24	Museum of Science	SRP 2024 Prize for Patron	195.00	Youth Programming

Deerfield Public Library						
Credit Card Transactions by Account Holder						
As of 9/09/2024						
Presented for Approval September 18, 2024						
Date	Num	Vendor	Memo	Amount	Account Description	
09/09/2024	YPC 08/13/24	World Wildlife Fund	Adoption for Winnings Animals from SRP Voting	120.00	Youth Programming	
09/09/2024	YPC 08/13/24	Chicago Botanic Garden	SRP 2024 Prize for Patron	199.00	Youth Programming	
09/09/2024	YPC 08/13/24	Chicago Botanic Garden	SRP 2024 Prize for Patron	199.00	Youth Programming	
09/09/2024	YPC 08/14/24	IL Forno Pizza	Pizza for "Welcome to Middle School" program	90.57	Youth Programming	
09/09/2024	YPC 08/16/24	Oriental Trading Co.	Supplies for Grab & Go Kits and DOT Week Program	92.89	Youth Programming	
09/09/2024	YPC 08/16/24	Chicago Botanic Garden	SRP 2024 Prize for Patron	199.00	Youth Programming	
09/09/2024	YPC 08/23/24	Premier Showcase	Chicago Showcase 2024 - C. Bueno	20.00	Training & Education	
09/09/2024	YPC 09/05/24	Party City	Webbing Fabric & Hanging Spider Decor for Haunted Library	25.48	Youth Programming	
<b>Total for 20011 Youth Prog Coord - 1971</b>				<b>1,140.94</b>		
<b>20012 Youth Coord - 1259</b>						
09/09/2024	YC 08/29/24	American Library Association	Training: "Here Comes Kindergarten: How Public Libraries Can Promote School Readiness"- K. Henry	39.50	Training & Education	
<b>Total for 20012 Youth Coord - 1259</b>				<b>39.50</b>		
<b>Total for First Bank Card</b>				<b>2,643.15</b>		
<b>20015 Citi - Maintenance - 9694</b>						
08/26/2024	FCC 08/08/24	Home Depot	Supplies for Quiet Room Booth Repair & Sandpaper to Refinish 2nd Bench from Front of Library	36.85	Interior Facility Maintenance	
08/26/2024	FCC 08/08/24	Costco	Gas for Library Vehicle	36.00	Facility Equipment Maintenance	
08/26/2024	FCC 08/08/24	Costco	Copier Paper (3) & Paper Plates for Staff Lounge	132.96	General Operating Supplies	
08/26/2024	FCC 08/09/24	Home Depot	PVC Couplings & Tool for HVAC Repair	49.22	Facility Equipment Maintenance	
08/26/2024	FCC 08/21/24	Home Depot	Supplies for HVAC	20.40	Facility Equipment Maintenance	
08/26/2024	FCC 08/21/24	Home Depot	Return PVC Cutter	-16.63	Facility Equipment Maintenance	
08/26/2024	FCC 08/23/24	Home Depot	Mulch, Dirt & (6) Plants for Front of the Library Landscape	72.94	Exterior Facility Maintenance	
<b>Total for 20015 Citi - Maintenance - 9694</b>				<b>331.74</b>		
<b>Total for Citi Costco Card</b>				<b>331.74</b>		
<b>Total for 20000 Credit Cards Payable</b>				<b>2,974.89</b>		

	Account Number	Description	FY 2024	PYE 2024	PYE 2024 - FY 2024	FY 2025	Proposed FY 2025 - FY 2024	% Change FY 2024 - Proposed FY 2025
<b>Operating Revenue</b>								
	41100	Property Tax	4,607,500.00	4,607,500.00	0.00	4,838,000.00	230,500.00	5.00%
	41200	Replacement Tax	75,000.00	75,000.00	0.00	75,000.00	0.00	0.00%
	42100	Material Fees	5,000.00	4,000.00	-1,000.00	5,000.00	0.00	0.00%
	42200	Non-Resident Fees	5,000.00	6,000.00	1,000.00	5,000.00	0.00	0.00%
	42300	Printing/Copying Fees	4,000.00	4,000.00	0.00	4,000.00	0.00	0.00%
	44150	Per Capita Grant	25,000.00	25,000.00	0.00	25,000.00	0.00	0.00%
	44009	Other Operating Grants	0.00	0.00	0.00	0.00	0.00	0.00%
	45500	Friends Contributions	10,000.00	10,000.00	0.00	10,000.00	0.00	0.00%
	45100	General Donations	500.00	500.00	0.00	500.00	0.00	0.00%
	43100	Interest	75,000.00	75,000.00	0.00	75,000.00	0.00	0.00%
	49009	Miscellaneous	1,000.00	1,000.00	0.00	1,000.00	0.00	0.00%
	49065	Sale of Surplus Materials	500.00	500.00	0.00	500.00	0.00	0.00%
		Transfer from Reserve	332,000.00	332,000.00	0.00	600,000.00	268,000.00	
		<b>Total Operating Revenue</b>	<b>5,140,500.00</b>	<b>5,140,500.00</b>	<b>0.00</b>	<b>5,639,000.00</b>	<b>498,500.00</b>	<b>9.70%</b>
<b>Operating Expenses</b>								
	51100	Salaries	2,700,000.00	2,950,000.00	250,000.00	3,036,000.00	336,000.00	12.44%
	51200	FICA	206,640.00	206,640.00	0.00	232,254.00	25,614.00	12.40%
	51300	Health/Misc Benefits	425,000.00	425,000.00	0.00	440,396.00	15,396.00	3.62%
	51400	Pension Contribution	221,860.00	221,860.00	0.00	222,600.00	740.00	0.33%
	51500	Other Benefits	9,000.00	9,000.00	0.00	10,000.00	1,000.00	11.11%
	51600	Staff Enrichment	5,000.00	5,000.00	0.00	5,000.00	0.00	0.00%
		<b>Total Personnel</b>	<b>3,567,500.00</b>	<b>3,817,500.00</b>	<b>250,000.00</b>	<b>3,946,250.00</b>	<b>378,750.00</b>	<b>10.62%</b>
	52100	Interior Facility Maintenance	66,000.00	66,000.00	0.00	66,000.00	0.00	0.00%
	52200	Facility Equipment Maintenance	100,000.00	110,000.00	10,000.00	112,000.00	12,000.00	12.00%
	52300	Exterior Building Maintenance	30,000.00	30,000.00	0.00	30,000.00	0.00	0.00%
		<b>Total Repairs &amp; Maintenance</b>	<b>196,000.00</b>	<b>206,000.00</b>	<b>10,000.00</b>	<b>208,000.00</b>	<b>12,000.00</b>	<b>6.12%</b>
	52410	Water	4,000.00	4,000.00	0.00	4,000.00	0.00	0.00%
	52430	Telephone - Voice	21,000.00	21,000.00	0.00	20,000.00	-1,000.00	-4.76%
	52440	Data Lines	15,000.00	15,000.00	0.00	15,000.00	0.00	0.00%
		<b>Total Utilities</b>	<b>40,000.00</b>	<b>40,000.00</b>	<b>0.00</b>	<b>39,000.00</b>	<b>-1,000.00</b>	<b>-2.50%</b>
	52500	Minor Furnishings & Equipment (<25,000)	25,000.00	25,000.00	0.00	25,000.00	0.00	0.00%
		<b>Total Minor Furnishings &amp; Equipment</b>	<b>25,000.00</b>	<b>25,000.00</b>	<b>0.00</b>	<b>25,000.00</b>	<b>0.00</b>	<b>0.00%</b>
	53100	Periodicals	15,500.00	15,500.00	0.00	17,000.00	1,500.00	9.68%
	53221	Books - Adult Non-Fiction	40,000.00	40,000.00	0.00	40,000.00	0.00	0.00%
	53222	Books - Adult Fiction	59,000.00	50,000.00	-9,000.00	56,000.00	-3,000.00	-5.08%
	53241	Books - Youth & Teens	72,000.00	60,000.00	-12,000.00	70,000.00	-2,000.00	-2.78%
	53320	Audio Visual - Adult	59,000.00	59,000.00	0.00	56,000.00	-3,000.00	-5.08%
	53340	Audio Visual - Youth	10,000.00	10,000.00	0.00	8,000.00	-2,000.00	-20.00%
	53500	E-Resources	304,000.00	304,000.00	0.00	312,000.00	8,000.00	2.63%
	53550	Literacy Support - Youth	2,000.00	2,000.00	0.00	2,000.00	0.00	0.00%
	53600	Library Of Things	14,000.00	14,000.00	0.00	12,000.00	-2,000.00	-14.29%
		<b>Total Library Materials</b>	<b>575,500.00</b>	<b>554,500.00</b>	<b>-21,000.00</b>	<b>573,000.00</b>	<b>-2,500.00</b>	<b>-0.43%</b>
	54100	Admin Programs	5,000.00	5,000.00	0.00	7,500.00	2,500.00	50.00%
	54150	Outreach Programs	2,000.00	2,000.00	0.00	4,000.00	2,000.00	100.00%
	54210	Adult Programs	25,000.00	25,000.00	0.00	25,000.00	0.00	0.00%
	54400	Youth Programs	25,000.00	25,000.00	0.00	25,000.00	0.00	0.00%
	54500	MakerSpace Programs	1,500.00	1,500.00	0.00	3,000.00	1,500.00	100.00%
		<b>Total Library Programs</b>	<b>58,500.00</b>	<b>58,500.00</b>	<b>0.00</b>	<b>64,500.00</b>	<b>6,000.00</b>	<b>10.26%</b>
	55350	Software & Licenses	220,000.00	220,000.00	0.00	220,000.00	0.00	0.00%
	55360	IT Support	125,000.00	125,000.00	0.00	125,000.00	0.00	0.00%
	56440	IT Equipment	60,000.00	60,000.00	0.00	60,000.00	0.00	0.00%
	55440	MakerSpace Equipment	8,500.00	8,500.00	0.00	10,000.00	1,500.00	17.65%
		<b>Total Library Technology</b>	<b>413,500.00</b>	<b>413,500.00</b>	<b>0.00</b>	<b>415,000.00</b>	<b>1,500.00</b>	<b>0.36%</b>
	56009	Other Office Support	9,000.00	9,000.00	0.00	9,000.00	0.00	0.00%
	56100	Insurance	44,000.00	44,000.00	0.00	48,000.00	4,000.00	9.09%
	56200	Postage	7,500.00	7,500.00	0.00	8,000.00	500.00	6.67%
	56300	Professional Printing Services	19,250.00	19,250.00	0.00	19,250.00	0.00	0.00%
	56550	Cataloging Service	22,000.00	22,000.00	0.00	21,000.00	-1,000.00	-4.55%
	56500	Professional Admin Services	25,000.00	25,000.00	0.00	25,000.00	0.00	0.00%
	56555	Professional Outreach Services	8,750.00	8,750.00	6,750.00	7,000.00	-1,750.00	-20.00%
	56700	Travel for Library Services	500.00	500.00	0.00	500.00	0.00	0.00%
		<b>Total Professional and Operating Services</b>	<b>136,000.00</b>	<b>136,000.00</b>	<b>0.00</b>	<b>137,750.00</b>	<b>1,750.00</b>	<b>1.29%</b>
	56410	General Operating Supplies	15,000.00	15,000.00	0.00	16,500.00	1,500.00	10.00%
	56420	Processing Supplies	24,500.00	23,000.00	-1,500.00	23,000.00	-1,500.00	-6.12%
		<b>Total Supplies</b>	<b>39,500.00</b>	<b>38,000.00</b>	<b>-1,500.00</b>	<b>39,500.00</b>	<b>0.00</b>	<b>0.00%</b>
	56600	Dues & Memberships	8,000.00	8,000.00	0.00	9,000.00	1,000.00	12.50%
	57100	Training & Education	25,000.00	25,000.00	0.00	25,000.00	0.00	0.00%
	57200	Training Travel	6,000.00	6,000.00	0.00	7,000.00	1,000.00	16.67%

	Account Number	Description	FY 2024	PYE 2024	PYE 2024 - FY 2024	FY 2025	Proposed FY 2025 - FY 2024	% Change FY 2024 - Proposed FY 2025
		<b>Total Professional Dev't</b>	<b>39,000.00</b>	<b>39,000.00</b>	<b>0.00</b>	<b>41,000.00</b>	<b>2,000.00</b>	<b>5.13%</b>
	61100	Facility Improvements	50,000.00	50,000.00	0.00	150,000.00	100,000.00	200.00%
	61200	Capital Equipment	0.00			0.00	0.00	
		<b>Total Capital Outlay</b>	<b>50,000.00</b>	<b>50,000.00</b>	<b>0.00</b>	<b>150,000.00</b>	<b>100,000.00</b>	
		<b>Total Operating Expenses</b>	<b>5,140,500.00</b>	<b>5,378,000.00</b>	<b>237,500.00</b>	<b>5,639,000.00</b>	<b>498,500.00</b>	
<b>Non Operating Activity</b>								
	43200	Interest - Reserve	25,000.00	25,000.00	0.00	25,000.00	0.00	0.00%
	42901	Impact Fees		0.00	0.00		0.00	
	62000	Special Capital Projects		0.00	0.00		0.00	
		<b>Total Revenue &amp; Other Sources</b>	<b>25,000.00</b>	<b>25,000.00</b>	<b>0.00</b>	<b>25,000.00</b>	<b>0.00</b>	<b>0.00%</b>
	60-4110	Debt Service 2021 Taxes Received	689,700.00	367,630.00	-322,070.00	699,200.00	9,500.00	1.38%
	60-4310	Debt Service 2021 Investment Income	0.00	0.00	0.00	0.00	0.00	
		<b>Total Revenue &amp; Other Sources</b>	<b>689,700.00</b>	<b>367,630.00</b>	<b>-322,070.00</b>	<b>689,700.00</b>	<b>0.00</b>	<b>0.00%</b>
	60-7010	Debt Service 2021 Interest (Payments)	209,700.00	87,630.00	-122,070.00	219,200.00	9,500.00	4.53%
	60-7020	Debt Service 2021 Principal (Payments)	480,000.00	280,000.00	-200,000.00	480,000.00	0.00	0.00%
		<b>Total Expenses &amp; Other Uses</b>	<b>689,700.00</b>	<b>367,630.00</b>	<b>-322,070.00</b>	<b>699,200.00</b>	<b>9,500.00</b>	<b>1.38%</b>

## Director's Report: September 2024

### FYI

- The Finance Committee is meeting immediately before the regular board meeting to review the proposed FY2025 Budget.
- The Board will conduct the Semi-Annual Review of Executive Session Minutes at the meeting.
- The Board will finalize the plans for the September 21 Farmers Market.
- Reminder that the Library will be closed all day on September 25, 2024 for staff training.
- We received some additional seating for the Quiet Room, including chairs for the booth tables. So far, our patrons seem pleased with the additions.
- Articles of Interest
  - <https://www.msn.com/en-us/news/us/major-publishers-sue-florida-over-unconstitutional-book-ban-law/ar-AA1pF8LN>
  - [https://www.mylibraryis.org/agencies\\_of\\_impact\\_text](https://www.mylibraryis.org/agencies_of_impact_text)

### Personnel

- In August, the library had one separation: a Library Aide on August 12.
- The library filled one position in August: an Adult Services Assistant on August 2.
- There were no open positions at the library during the month.

## DEPARTMENT REPORTS

### Adult Services Report

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

- Vicki and Sam hosted a classic film discussion for August's Memory Cafe. 25 people attended!
- We received lots of great feedback from our Adaptive Arcade in July. Vicki received the following email from Keshet Jewish day school: "Your game day was such a hit! Every single one of our members came back and called their family members to tell them how much fun they had. We have a very diverse group - men, women, some very set in their ways. So, for everyone to have such a great time is really surprising. I don't know what you did but I hope you do it again."
- Our most attended program at the library in August was Trivia Night. 41 people attended.
- On Wednesday, August 28th, many residents of Deerfield were without power and internet connection due to the previous night's storm. All of our seating and study rooms were heavily utilized the entire day. We were happy that our new seating configurations were so useful to the community!
- *Remarkably Bright Creatures* by Shelby Van Pelt won for August's Last Book Standing. *Fargo* won for August's Last Movie Standing.
- 1,593 Patron Questions
- 9 Library Lifelines and One on Ones
- 31 Books to Go deliveries

- 18 live programs with 196 attendees. 4 passive programs with 88 participants.
- 598 Study Room reservations
- **47 Museum Passes!**
- Our database statistics are slightly lower this month because we are still awaiting data from a couple of our databases.
- Haunted Library will be back on October 25, 2024.

## Business Office Report

### Kelly DeCorrevont, Head of Finance

- Cheryl and Kelly processed library check runs on August 7 and 21.
- Mira and Kelly handled payroll on August 1, 15, and 29.
- We are obtaining quotes for a lawn sprinkler system.
- New hire orientation was completed on August 2.
- Martin, our Maintenance Associate, has now been with us full-time for six months.
- Steve and Kelly are working on gathering quotes for a printer/copier lease.
- The Finance Committee meeting took place on August 7.
- We are meeting with EAP providers and plan to implement services starting January 1.
- HVAC systems were serviced throughout August.
- A new building security alarm system was installed on August 12 and 13.
- Staff participated in a volunteer event with United Way on August 13, where we enjoyed giving back by assembling hygiene kits.
- Work on the FY2025 budget draft is ongoing in August.
- An all-staff meeting was held on August 29.
- The Staff Enrichment Committee organized Pickleball at the SACHS Center August 30.





## Communications & Outreach Report

### Stephanie Scaletta, Communications & Outreach Manager

- **Fall Browsing 2024:** This issue features Library Card Sign-Up Month & Scavenger Hunt, the Haunted Library event, programs for Adults and Youth Sept. - Dec. 2024

**Food Truck Wednesday:** Outreach attended this Village event on 8/21 with Youth Services and hosted a craft with prize giveaways. We worked with roughly 60 families and interacted with over 100 people. Visitors were also invited to the YS Movie Night at the library following the event. This was also our highest social engagement for the month - Food Truck Wednesday Craft: 419 reach, 67 engaged



### Marketing/Outreach

- Forum attendance - **Insights & Strategies to Advance Program Marketing**, Northbrook Public Library 8/1
- **Community Relations Committee** meeting - detailed review of demographic data on the Village by the Chicago Metropolitan Agency for Planning 8/13
- **Rotary Meeting** - attendance 8/15
- Promotional planning for **Library Card Sign-Up Month**
- Bi-monthly **eNews** with library and community programs and events
- **Digital marketing schedule** for social media

### UPCOMING PROJECTS:

- Library Card Sign-up Month **Scavenger Hunt** 9/3-9/15
- **Farmers Market** library attendance 9/7
- **Hispanic Heritage Month**, promotion and programming 9/15-10/15
- **Outdoor Movie Night** 9/30

## IT Report

**Steve Wuehr, Head of IT**

### Current Projects

#### **Replacement Computers**

We will begin work on the last remaining staff computer replacements. These are the machines located at the service desks in the building.

#### **Firewall Replacement**

The project is getting started to replace our firewall. Along with the hardware refresh we will be adding redundancy as well. The goal is to have the new hardware up and operational before November 17 which is the date the support agreement on the existing hardware expires. There will be some downtime when we schedule the cutover, we will schedule this off hours to limit the disruption.

#### **Replacement Cameras**

We have started the process of replacing our existing security cameras. Most of the cameras are at the end of support and should be replaced as a best security practice. We have already replaced 3 cameras and will be working to replace the remaining cameras in the next few months.

#### **Networking Diagrams and Documentation**

We are getting started on creating some updated network documentation. We will be going through the building to create documentation telling us which devices are connected to which network ports in the building. As we get ready to replace our aging network switches this information will help us with the migration to new switches.

### Upcoming / Ongoing Projects

#### **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.

#### **ADA Compliance**

We continue to follow the updates to the upcoming changes to ADA compliance laws. As things become clearer in the months ahead we will gain a better understanding of what changes we will need to make to our website and other patron-facing services.

#### **Patron Catalog Stations**

As we continue to move toward the end of support for our homegrown app for our library catalog access stations, we continue to work on a replacement that will meet our needs into the future. Hopefully we'll be able to have our first test station up and running in the next month or two for live testing with patrons.

## MakerSpace Report

### Ted Gray, MakerSpace Manager

- Registration for Fall programs was on Wednesday August 14th. Our classes all filled up quickly. We are once again running a lottery for almost all of our Fall programs. We've found that the lottery works really well for making our registrations a little more fair. We're seeing some of the same people in our classes but a lot of new faces as well.
- We had an explosion of people coming in during August to put names on water bottles. Apparently we were the subject of a post that went viral on the Deerfield Mom's Group on Facebook.
- Zach completed another [video](#). This time it's all about sublimation printing in the MakerSpace.
- To prepare for the Haunted Library Kerstin laser engraved a wooden tray to make a tarot card holder for readings.



- Someone's 75th birthday is coming up! So their daughter made some customized party favors in the MakerSpace using the laser engraver.



- We used the vinyl cutter and heat transfer vinyl to create custom drink holders for a bachelorette party.



- Our embroidery machine has been busy recently. This is a very nice example of a flower embroidered on a bag.



- A custom made kid's sweatshirt with a fleece applique.





- One of the many water bottles we did in August. This one had butterflies and stars wrapped all the way around it.



- Another one of our August water bottles. We thought this one turned out really well.



- A custom made concert T-Shirt



- We had our second busiest month ever in August with **979** visits. The only time we went over 1K on our tally sheet was in December of last year. Last August, our tally sheet was at 618. We saw a **58%** increase this year.

## Patron Services Report

### Stephanie Keough, Head of Patron Services

- Running a new process where we do not have aides on Sundays. Assistants are getting cross-trained to do some of the work, but no substantial shelving will happen on this day.
- We had the opportunity to attend two open houses at Shepard Middle School with the Youth Department; signing up over **90** teachers and parents for cards.
- Seven curbside appointments (from five different patrons!)
- Still working through shelf reading and working to implement a consistent process

## Support Services Report

### Pam Skittino, Head of Support Services

- Staff 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, Aspen for Sierra, Aspen community, and Aspen academy.
- Worked through most of our Sierra DVD/Blu-ray titles to ensure that the title field could be used to differentiate different versions of the same movie and wouldn't group them together accidentally. Example: Little Mermaid live-action vs. Little Mermaid Disney animation vs. other versions.
- Staff participated in the United Way Hygiene kit project.
- Pam worked with Chase to add access to the Statewide EBSCO databases in Aspen
- In August, Support added 1,049 new physical items and withdrew 1,886 physical items. We also repaired 95 items.
- We re-cataloged/re-labeled more than 220 titles this month to ensure that names and words were represented appropriately; mostly by adding diacritical marks (where missing) to our records and spine labels. Example author names include John Le Carré, Matt de la Peña, and Melissa Müller.

## 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!
  - **Update:** there were 248 kids that signed up and logged some activities but didn't finish. That's still 29%, so add that to the 48% that finished and it's 77% that participated in total.
- 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. Peter was found 203 times in August, which means that he was found a total of 745 times over the course of the summer! He was very popular, with several regular patrons finding him nearly every day.
- Cristina Bueno joined Stephanie Scaletta and Zoe Garden at the August Food Truck Wednesday event. They brought a variety of yard games from the Library of Things, and

a craft to promote the Family Movie Night at the library later that evening. They talked with at least 100 people! (Pictures are earlier in the report)

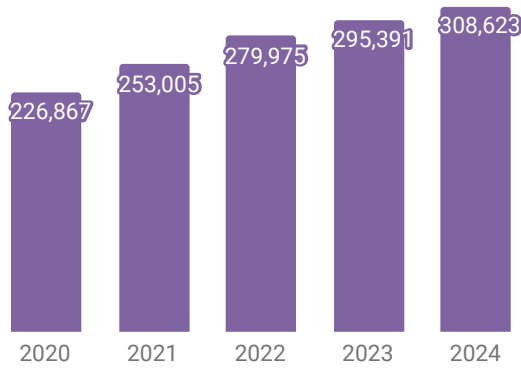
- Kary Henry and Emily Koch joined Patron Services staff, Claudette Ori, Kelly Geary Lance Higginbotham for two outreach events at Shepard Middle School. On August 15, they attended a teacher institute day for all of District 109, where we signed up educators for their teacher cards that we provide through our intergovernmental agreement. Then on August 29, they attended the Shepherd Open House for parents of middle school students to meet their teachers. They signed students and parents both up for cards, and promoted upcoming fall programs for middle schoolers. They signed up **over 100** people between the two events.
- LEGO Club is one of our most popular programs, with over 30 people attending both sessions in August. This month, we put the patron's creations in the display case entering the Youth Department to be admired by people throughout the month.
- 949 patron questions
- 7 Personalized Picks
- 11 in-person programs with 182 attendees
- 5 Passive programs with 334 participation
- 44.5 hours of Continuing Education
- Haunted Library on October 25th!
- Early Comics subsection in the juvenile comics

# Deerfield Public Library

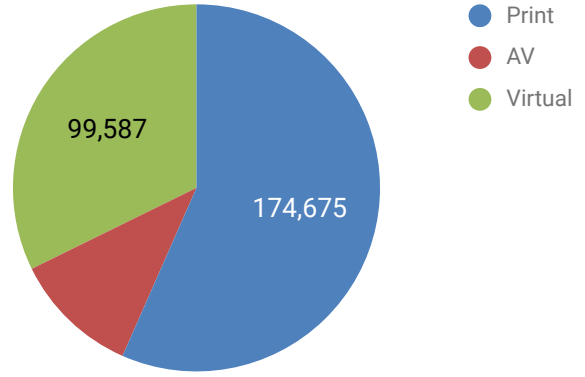
August 2024 Statistics

28

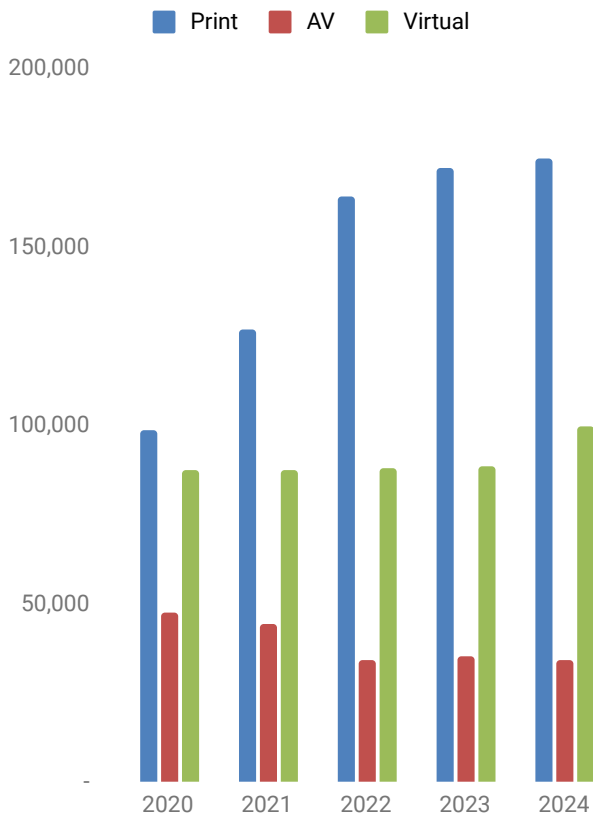
## Total Circulation YTD



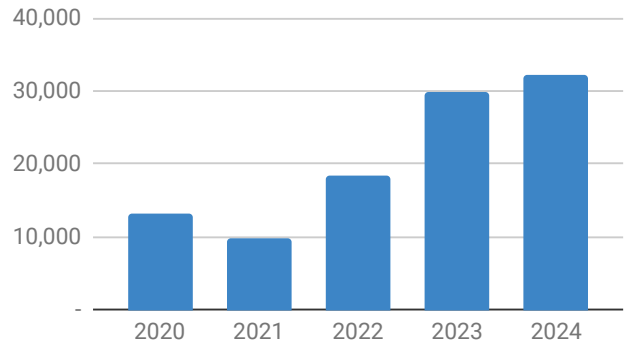
## Circulation by Type YTD



## Circ Trends by Type YTD



## Questions Answered YTD



## Resident Library Cards



Valid Cards 11,755  
 Added this month 152

## Circulation by Collection





# Deerfield Public Library

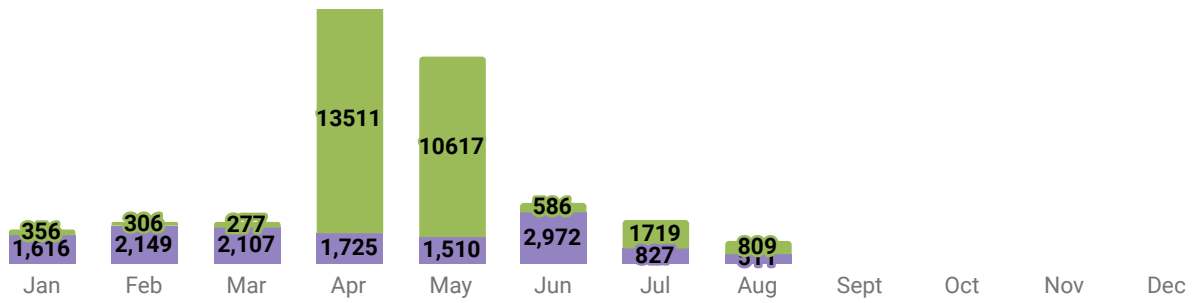
August 2024 Statistics

29

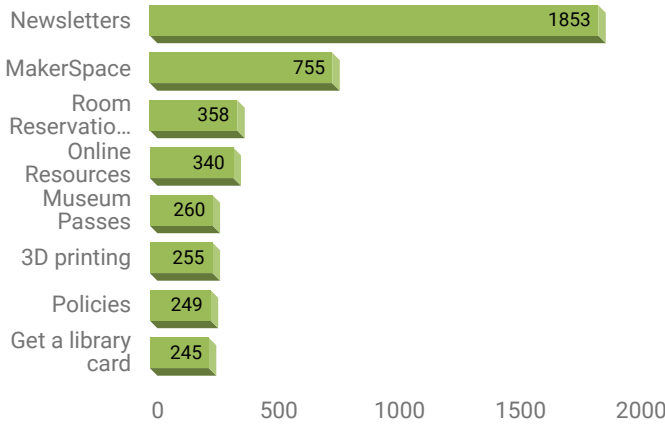
\*Statistics for asynchronous program viewings on YouTube, Twitch, and TikTok are not included in this attendance count

## Program Attendance\*

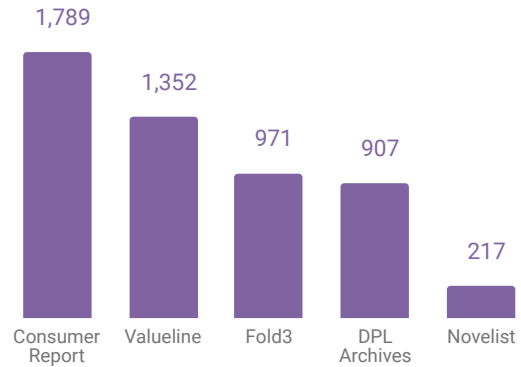
Passive Active



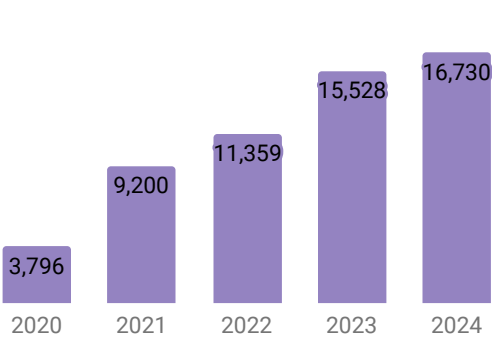
## Most Popular Webpages



## Most popular databases - July



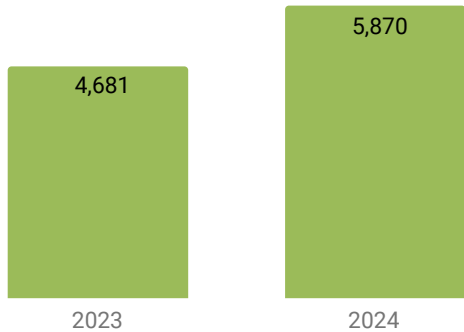
## Monthly Library Visits



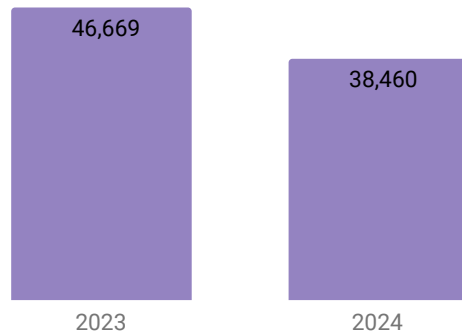
## Total Door Count



## Public Computer Sessions YTD



## Wireless Sessions YTD





# AUGUST 2024 SOCIAL



**3,444**  
page reach



**27+**  
subscribers



**18+**  
followers



**4,717**  
post reach



**31,722**  
views



**25,916**  
video & live views



**792**  
accts engaged



**290,999**  
impressions



**727**  
accts engaged

## Top Posts



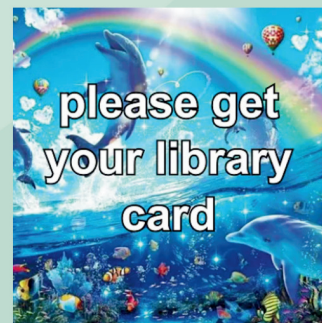
2,365 reach, 573 engaged

## Top Posts



3,082 views,  
12 watch hours

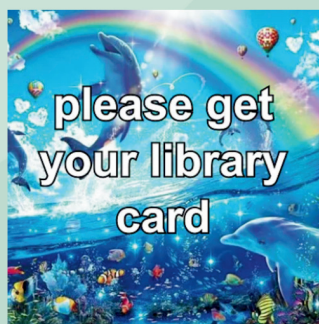
## Top Posts



2,027 views, 279 engaged



419 reach, 67 engaged



1,066 views, 2 watch hours



691 views, 46 engaged

**To: Library Board of Trustees**  
**Re: 2025 Proposed Holidays Closures and Board Meeting Dates**  
**Date: September 18, 2024**

I've included the proposed 2025 Holidays Closures. The document is included in the packet and remains the same holiday closures we had in 2024.

In addition, we will approve the 2025 Board Meeting dates. The Board generally meets the third Wednesday of the month at 6:30 pm unless otherwise noted.

## Deerfield Public Library 2025 Holiday Closures

### **New Year's Eve and New Year's Day**

Tuesday, December 31, 2024 – Close at 3 p.m.

Wednesday, January 1, 2025 – Closed

### **Martin Luther King Jr. Day**

Monday, January 20, 2025 – Closed

### **Easter Day**

Sunday, April 20, 2025 – Closed

### **Memorial Day**

Sunday, May 25, 2025 – Closed

Monday, May 26, 2025 – Closed

### **Independence Day**

Thursday, July 3, 2025 – Close at 3 p.m.

Friday, July 4, 2025 – Closed

### **Labor Day**

Sunday, August 31, 2025 – Closed

Monday, September 1, 2025 – Closed

### **Thanksgiving Eve and Thanksgiving Day**

Wednesday, November 26, 2025 – Close at 3 p.m.

Thursday, November 27, 2025 – Closed

### **Christmas Eve and Christmas Day**

Wednesday, December 24, 2025 – Closed

Thursday, December 25, 2025 – Closed

### **New Year's Eve and New Year's Day**

Wednesday, December 31, 2025 – Close at 3 p.m.

Thursday, January 1, 2026 – Closed

## **Deerfield Public Library 2025 Regular Board Meetings**

The general practice of the Library Board of Trustees is to hold regular Library Board meetings on the 3rd Wednesday of each month at 6:30 pm. This practice may be changed due to a lack of a quorum or to avoid conflict with a holiday. The following meeting schedule is planned for the calendar year 2025.

January 15, 2025

February 19, 2025

March 19, 2025

April 16, 2025

May 21, 2025

June 18, 2025

July 16, 2025

August 20, 2025

September 17, 2025

October 15, 2025

November 19, 2025

December 17, 2025

Notice and agendas of all Board meetings, committee meetings, and/or Special Board meetings will be posted in the Library, on the Library website, and at the Village Hall at least 48 hours before that meeting is to be held.

The meetings listed above are scheduled to be held at the Deerfield Public Library, 920 Waukegan Road, Deerfield, Illinois.