

**DEERFIELD PUBLIC LIBRARY BOARD OF TRUSTEES  
MEETING AGENDA  
920 Waukegan Road, Deerfield, IL, Meeting Room  
Wednesday, October 16, 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. September 18, 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 (ACTION)
5. STAFF PRESENTATION: Stephanie Keough, Head of Patron Services
6. LIBRARY DIRECTOR'S REPORT
7. OLD BUSINESS
  - A. Farmer's Market Recap (DISCUSSION)
8. NEW BUSINESS
  - A. Employee Handbook Updates (ACTION)
  - B. Meeting Room Policy Update (ACTION)
9. OTHER
10. ADJOURNMENT

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

Upcoming 2024 Library Board Meetings: November 20, December 18

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

**DEERFIELD PUBLIC LIBRARY BOARD OF TRUSTEES**  
**REGULAR MEETING MINUTES**  
**September 18, 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, Ken Abosch - Secretary, 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. August 21, 2024 Regular Meeting (ACTION)

MOTION: Mr. Seth Schriftman made a motion to approve the August 21, 2024 Regular Meeting minutes, seconded by Mr. Josh Charlson.

Vote: 6 - Yes Luisa Ellenbogen, Ken Abosch, 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. Mike Goldberg made a motion to approve the August Financials, seconded by Mr. Charlson.

Vote: 6 - Yes Luisa Ellenbogen, Ken Abosch, 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 August, which included:

-AP Check Num 14530-14573, 12 ACHS	\$	123,147.28
The total amount presented for approval	\$	123,147.28

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

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

The motion was approved.

5. STAFF PRESENTATION: Stephanie Scaletta, Communications & Outreach Manager  
Ms. Stephanie Scaletta provided a presentation on Communications and Outreach at the Library. Ms. Scaletta shared information about the Summer Reading Program and how we are using social media to target the Deerfield community specifically.

6. LIBRARY DIRECTOR'S REPORT

A. Finance Committee Dates Reminder

Ms. Falasz-Peterson reminded the Board of the upcoming Finance Committee dates. Ms. Falasz-Peterson reported that over 300,000 items were checked out and 22 outside groups booked the meeting rooms.

7. OLD BUSINESS

A. Farmers Market Planning

8. NEW BUSINESS

A. 2025 Board Dates (ACTION)

MOTION: Mr. Schriftman made a motion to approve the 2025 Board Dates, seconded by Mr. Goldberg.

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

The motion was approved.

B. 2025 Holidays/Closed Dates (ACTION)

MOTION: Mr. Schriftman made a motion to approve the 2025 Holidays/Closed Dates, seconded by Mr. Goldberg.

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

The motion was approved.

9. OTHER

Ms. Brand discussed the DPS109 and their Anxious Generation initiative.

MOTION: Mr. Schriftman made a motion to go into Executive Session at 7:25 p.m. seconded by Mr. Abosch.

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

The motion was approved.

10. EXECUTIVE SESSION 5 ILCS 120/2 c (21) Semi-Annual Review of Historical Minutes both written and recorded of previous meeting held in Executive Session

The Board returned to Open Session at 7:53 p.m.

MOTION: Mr. Schriftman made a motion to open 3 sets of minutes 2/21/2024, 3/20/2024, 4/17/2024 seconded by Ms. Brand.

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

The motion was approved.

11. ADJOURNMENT

At 7:55 p.m, Mr. Goldberg made a motion to adjourn the meeting, seconded by Ms. Brand.

Vote: 6 - Yes Luisa Ellenbogen, Ken Abosch, 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 September 30, 2024

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
11000 Cash and Investments - General	0.00
11100 General Operating - WinTrust	984,575.51
11200 Payroll - WinTrust	254,557.17
11300 E-Pay - WinTrust	8,646.39
11400 Deposits - Bank Financial	48,018.11
11500 Petty Cash - Bank Financial	2,584.45
11600 Max-Safe Wintrust	4,321,809.35
11900 Petty Cash	574.00
<b>Total 11000 Cash and Investments - General</b>	<b>5,620,764.98</b>
14100 PMA Financial Services	
10-1410 PMA Reserve Fund	2,261,465.38
14110 PMA General Fund	0.00
60-1440 PMA Debt Service	0.00
60-1441 PMA Debt Service 2	0.00
<b>Total 14100 PMA Financial Services</b>	<b>2,261,465.38</b>
<b>Total Bank Accounts</b>	<b>\$7,882,230.36</b>
Accounts Receivable	<b>\$0.00</b>
Other Current Assets	
12101 Inventory Asset	0.00
15000 Other Current Assets	0.00
15010 Receivables	4.80
15100 Property Taxes Receivable	4,607,500.00
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>\$12,489,735.16</b>

## Deerfield Public Library

## Balance Sheet

As of September 30, 2024

	TOTAL
Fixed Assets	
19000 Capital Assets	
19050 Capital Assets -Not Depreciated	
19100 Land	65,493.00
19150 Construction In Progress	0.00
<b>Total 19050 Capital Assets -Not Depreciated</b>	<b>65,493.00</b>
19200 Capital Assets - To Depreciate	
19210 Building	13,197,410.12
19300 Equipment	
19301 Equip - Phone System	33,636.00
19302 Equip - Automation System	309,361.00
19303 Equip - RFID	433,659.00
19304 Equip - Vehicle	23,432.00
19310 Furniture	883,919.00
<b>Total 19300 Equipment</b>	<b>1,684,007.00</b>
<b>Total 19200 Capital Assets - To Depreciate</b>	<b>14,881,417.12</b>
19220 Accumulated Depreciation	-6,239,762.00
<b>Total 19000 Capital Assets</b>	<b>8,707,148.12</b>
<b>Total Fixed Assets</b>	<b>\$8,707,148.12</b>
Other Assets	
15110 Deferred Outflows of Resources	1,369,971.74
15120 Deferred Outflows of Resources - OPEB	280,991.00
19900 Due From Other Activity	0.00
<b>Total Other Assets</b>	<b>\$1,650,962.74</b>
<b>TOTAL ASSETS</b>	<b>\$22,847,846.02</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
21000 Accounts Payable	51,781.25
<b>Total Accounts Payable</b>	<b>\$51,781.25</b>
Credit Cards	<b>\$0.00</b>
Other Current Liabilities	
21055 Other Current Payables	0.00
21500 Retainage	0.00
22000 Payroll Liabilities	0.40
22100 Salaries Payable	67,367.09
22200 Deferred Compensation	0.00
22300 Withholdings	-1,360.96

## Deerfield Public Library

## Balance Sheet

As of September 30, 2024

	TOTAL
<b>Total 22000 Payroll Liabilities</b>	<b>66,006.53</b>
22395 FSA Payable	-2,085.18
23000 Due to Village - Short Term	0.00
24000 Accrued Expenses	0.00
24100 Collection on behalf of Friends	0.00
<b>Total 24000 Accrued Expenses</b>	<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	0.00
<b>Total Other Current Liabilities</b>	<b>\$7,251,411.79</b>
<b>Total Current Liabilities</b>	<b>\$7,303,193.04</b>
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>\$12,970,572.78</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	825,759.81
<b>Total Equity</b>	<b>\$9,877,273.24</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$22,847,846.02</b>

## Deerfield Public Library

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

January - September, 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Income</b>				
41000 Taxes				
41100 Property Tax	4,062,017.11	4,607,500.00	-545,482.89	88.16 %
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>4,802,383.43</b>	<b>5,372,200.00</b>	<b>-569,816.57</b>	<b>89.39 %</b>
42000 Fees & Fines				
42100 Material Fees	4,312.70	5,000.00	-687.30	86.25 %
42200 Non-Resident Fees	8,237.61	5,000.00	3,237.61	164.75 %
42300 Printing/Copying Fees	4,645.37	4,000.00	645.37	116.13 %
<b>Total 42000 Fees &amp; Fines</b>	<b>17,195.68</b>	<b>14,000.00</b>	<b>3,195.68</b>	<b>122.83 %</b>
43000 Investment Income				
43100 Interest - General	123,800.57	75,000.00	48,800.57	165.07 %
43200 Interest - Reserve	61,350.46	25,000.00	36,350.46	245.40 %
<b>Total 43000 Investment Income</b>	<b>185,151.03</b>	<b>100,000.00</b>	<b>85,151.03</b>	<b>185.15 %</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	1,837.56	500.00	1,337.56	367.51 %
45500 Friends Contributions	19,518.27	10,000.00	9,518.27	195.18 %
<b>Total 45100 General Donations</b>	<b>21,355.83</b>	<b>10,500.00</b>	<b>10,855.83</b>	<b>203.39 %</b>
<b>Total 45000 Gifts and Contributions</b>	<b>21,355.83</b>	<b>10,500.00</b>	<b>10,855.83</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>\$5,064,190.92</b>	<b>\$5,855,200.00</b>	<b>\$ -791,009.08</b>	<b>86.49 %</b>
<b>GROSS PROFIT</b>	<b>\$5,064,190.92</b>	<b>\$5,855,200.00</b>	<b>\$ -791,009.08</b>	<b>86.49 %</b>
<b>Expenses</b>				
50000 General Expenses				
51000 Personnel Expenses				
51100 Salaries	2,242,316.30	2,700,000.00	-457,683.70	83.05 %
51200 FICA	165,131.82	206,640.00	-41,508.18	79.91 %
51300 Health/Misc Benefits	315,016.19	425,000.00	-109,983.81	74.12 %
51400 Pension Contribution	150,309.31	221,860.00	-71,550.69	67.75 %
51500 Other Benefits	5,823.54	9,000.00	-3,176.46	64.71 %
51600 Staff Enrichment	2,987.20	5,000.00	-2,012.80	59.74 %



## Deerfield Public Library

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

January - September, 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Total 51000 Personnel Expenses</b>	<b>2,881,584.36</b>	<b>3,567,500.00</b>	<b>-685,915.64</b>	<b>80.77 %</b>
52000 Facility Expenses				
52100 Interior Facility Maintenance	31,626.03	66,000.00	-34,373.97	47.92 %
52200 Facility Equipment Maintenance	116,346.25	100,000.00	16,346.25	116.35 %
52300 Exterior Building Maintenance	27,177.45	30,000.00	-2,822.55	90.59 %
52400 Utilities				
52410 Water	2,702.11	4,000.00	-1,297.89	67.55 %
52430 Telephone - Voice	12,841.74	21,000.00	-8,158.26	61.15 %
52440 Data Lines	10,355.02	15,000.00	-4,644.98	69.03 %
<b>Total 52400 Utilities</b>	<b>25,898.87</b>	<b>40,000.00</b>	<b>-14,101.13</b>	<b>64.75 %</b>
52500 Minor Furnishings & Equipment	31,279.87	25,000.00	6,279.87	125.12 %
<b>Total 52000 Facility Expenses</b>	<b>232,328.47</b>	<b>261,000.00</b>	<b>-28,671.53</b>	<b>89.01 %</b>
53000 Library Materials				
53100 Periodicals	6,244.88	15,500.00	-9,255.12	40.29 %
53200 Adult Materials-Books				
53221 Books - Adult Non-Fiction	30,608.33	40,000.00	-9,391.67	76.52 %
53222 Books-Adult Fiction	38,664.78	59,000.00	-20,335.22	65.53 %
<b>Total 53200 Adult Materials-Books</b>	<b>69,273.11</b>	<b>99,000.00</b>	<b>-29,726.89</b>	<b>69.97 %</b>
53300 Audio Visual Materials				
53320 Audio Visual - Adult	35,083.28	59,000.00	-23,916.72	59.46 %
53340 Audio Visual - Youth	5,754.64	10,000.00	-4,245.36	57.55 %
<b>Total 53300 Audio Visual Materials</b>	<b>40,837.92</b>	<b>69,000.00</b>	<b>-28,162.08</b>	<b>59.19 %</b>
53400 Youth Materials-Books				
53241 Books - Youth & Teens	40,545.26	72,000.00	-31,454.74	56.31 %
53550 Literacy Support - Youth	519.77	2,000.00	-1,480.23	25.99 %
<b>Total 53400 Youth Materials-Books</b>	<b>41,065.03</b>	<b>74,000.00</b>	<b>-32,934.97</b>	<b>55.49 %</b>
53501 Electronic Resources				
53500 E-Resources	233,938.18	304,000.00	-70,061.82	76.95 %
<b>Total 53501 Electronic Resources</b>	<b>233,938.18</b>	<b>304,000.00</b>	<b>-70,061.82</b>	<b>76.95 %</b>
53600 Non-Traditional Resources	7,601.26	14,000.00	-6,398.74	54.29 %
<b>Total 53000 Library Materials</b>	<b>398,960.38</b>	<b>575,500.00</b>	<b>-176,539.62</b>	<b>69.32 %</b>
54000 Library Programs				
54100 Admin Programs	3,769.62	5,000.00	-1,230.38	75.39 %
54150 Outreach Programs	1,171.66	2,000.00	-828.34	58.58 %
54210 Adult Programs	22,267.79	25,000.00	-2,732.21	89.07 %
54400 Youth Programs	28,066.83	25,000.00	3,066.83	112.27 %
54500 MakerSpace Programs	2,801.58	1,500.00	1,301.58	186.77 %
<b>Total 54000 Library Programs</b>	<b>58,077.48</b>	<b>58,500.00</b>	<b>-422.52</b>	<b>99.28 %</b>
55000 Technology				
55350 Software & Licenses	201,971.81	220,000.00	-18,028.19	91.81 %
55360 IT Support	77,737.37	125,000.00	-47,262.63	62.19 %
55400 New Projects/equip				

## Deerfield Public Library

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

January - September, 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
56440 IT Equipment	30,906.31	60,000.00	-29,093.69	51.51 %
<b>Total 55400 New Projects/equip</b>	<b>30,906.31</b>	<b>60,000.00</b>	<b>-29,093.69</b>	<b>51.51 %</b>
55440 MakerSpace Equipment	6,108.55	8,500.00	-2,391.45	71.87 %
<b>Total 55000 Technology</b>	<b>316,724.04</b>	<b>413,500.00</b>	<b>-96,775.96</b>	<b>76.60 %</b>
56000 Professional/Contractual Svcs				
56009 Other Office Support	7,739.53	9,000.00	-1,260.47	85.99 %
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	27,205.91	25,000.00	2,205.91	108.82 %
56550 Cataloging Service	19,121.40	22,000.00	-2,878.60	86.92 %
56555 Professional Outreach Services	6,707.45	8,750.00	-2,042.55	76.66 %
<b>Total 56500 Professional Admin Services</b>	<b>53,034.76</b>	<b>55,750.00</b>	<b>-2,715.24</b>	<b>95.13 %</b>
56700 Travel for Library Services	145.39	500.00	-354.61	29.08 %
<b>Total 56000 Professional/Contractual Svcs</b>	<b>125,184.23</b>	<b>136,000.00</b>	<b>-10,815.77</b>	<b>92.05 %</b>
56400 Supplies				
56410 General Operating Supplies	14,211.26	15,000.00	-788.74	94.74 %
56420 Processing Supplies	22,340.87	24,500.00	-2,159.13	91.19 %
<b>Total 56400 Supplies</b>	<b>36,552.13</b>	<b>39,500.00</b>	<b>-2,947.87</b>	<b>92.54 %</b>
57000 Training/Development Expenses				
56600 Dues & Memberships	5,870.88	8,000.00	-2,129.12	73.39 %
57100 Training & Education	27,622.37	25,000.00	2,622.37	110.49 %
57200 Training Travel	2,780.78	6,000.00	-3,219.22	46.35 %
<b>Total 57000 Training/Development Expenses</b>	<b>36,274.03</b>	<b>39,000.00</b>	<b>-2,725.97</b>	<b>93.01 %</b>
<b>Total 50000 General Expenses</b>	<b>4,085,685.12</b>	<b>5,090,500.00</b>	<b>-1,004,814.88</b>	<b>80.26 %</b>
61000 Capital Expenses				
61100 Facility Improvements	49,395.99	50,000.00	-604.01	98.79 %
<b>Total 61000 Capital Expenses</b>	<b>49,395.99</b>	<b>50,000.00</b>	<b>-604.01</b>	<b>98.79 %</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>\$4,239,931.11</b>	<b>\$5,830,200.00</b>	<b>\$ -1,590,268.89</b>	<b>72.72 %</b>
NET OPERATING INCOME	<b>\$824,259.81</b>	<b>\$25,000.00</b>	<b>\$799,259.81</b>	<b>3,297.04 %</b>
NET INCOME	<b>\$824,259.81</b>	<b>\$25,000.00</b>	<b>\$799,259.81</b>	<b>3,297.04 %</b>



# Master Total Portfolio Report

Report as of 9/30/2024

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

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

Type	Holding ID	Settle Date	Maturity	FDIC #	Instrument	Cost	Par-Val/Mat. Val	Rate
ISC		09/30/2024			ISC Balance	\$24,561.12	\$24,561.12	
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>\$2,261,465.38</b>	<b>\$2,377,786.55</b>	
<b>Totals →</b>						<b>\$2,261,465.38</b>	<b>\$2,377,786.55</b>	

**Time and Dollar Weighted Average Portfolio Yield:** 4.96%

**Weighted Average Portfolio Maturity:** 203.40 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	86.33	\$2,052,225.43	Certificate of Deposit
SEC	12.64	\$300,490.05	Securities
ISC	1.03	\$24,561.12	ISC Account

### Index

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

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

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

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

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

<b>Deerfield Public Library</b>					
<b>Check Detail</b>					
<b>For Board Meeting on October 16, 2024</b>					
<b>Summary</b>					<b>Amount</b>
<b>11300 WinTrust E Pay</b>	<b>1 ACHs</b>				<b>\$50.36</b>
<b>11100 WinTrust General Operating</b>	<b>Check Num 14574-14616, 10 ACHS</b>				<b>\$100,075.45</b>
<b>Total Payments to Approve</b>					<b>\$100,125.81</b>
<b>Date</b>	<b>Num</b>	<b>Vendor</b>	<b>Memo</b>	<b>Amount</b>	<b>Account Num</b>
<b>11300 WinTrust E Pay -8926</b>					
09/30/2024	ACH	Square	Refund from Patron Returning Lost Item	50.36	42100
<b>Total for 11300 WinTrust E Pay -8926</b>				<b>50.36</b>	
<b>11100 WinTrust General Operating -2997</b>					
09/24/2024	14574	James Martin Associates, Inc.	Storm Cleanup of Tree in North Parking Lot	1,100.00	52300
09/24/2024	14575	Sentinel Technologies, Inc.	Automation Support for Servers & Workstations & Storage Back Up	4,691.64	55360
09/24/2024	14576	Johnson Controls	Investigate Board Room Cooling Issue, ACCU-1 EEV 2, ACCU-4 Room Temperature Sensor	7,847.65	52200
09/24/2024	14577	OverDrive, Inc.	eBooks - September 2024	3,472.23	53500
09/24/2024	14578	Thomas Interiors	Final Payment for Furniture for Add'l (4) Chairs & (1) Table for Quiet Room	1,983.24	52500
09/24/2024	14579	Cross the Lilliebridge	Spooky Night Shadowbox Program - 10/10/24	180.00	54210
09/24/2024	14580	Cintas Corporation	Refill of Supplies for: Bathrooms & Sanitizing Stations & Mats for the Library	1,051.06	52100, 56410
09/24/2024	14581	Ancel, Glink, Diamond, Bush, DiCianni & Krafthefer, P.C.	Legal Fees - August 2024	288.75	56500
09/24/2024	14582	News-Sun	Lake County News-Sun (Mon-Sat) 1 Copy - 52 Weeks	450.03	53100
09/24/2024	14583	Anderson Pest Solutions	Pest Management - September 2024	71.40	52100
09/24/2024	14584	Product LLC	MakerSpace Desk, Admin Office Layouts, & Graphics Room Workroom Drawings	1,500.00	56500
09/24/2024	14585	Peerless Network, Inc.	Phone Support Maintenance 9/15/24-10/14/24	1,132.13	52430
09/24/2024	14586	National Museum of Mexican Art	Lecture on Mexican Art Program - 10/01/24	220.00	54210
09/24/2024	14587	Madeline Dahlman	Book Discussion w/Madeline Dahlman - 10-10-24	200.00	54210
10/09/2024	14588	Midwest Tape 2000007021	Acquisitions for AV, Processing Supplies & Cataloging Service - September 2024	3,368.92	53320, 53340, 56420, 56550
10/09/2024	14589	Baker & Taylor	Youth AV - September 2024	52.45	53340
10/09/2024	14590	Kroll LLC	Asset and Inventory Appraisal	6,300.00	56500
10/09/2024	14591	OverDrive, Inc.	eBooks - September 2024	10,985.21	53500
10/09/2024	14592	EBSCO Industries Inc., dba Ebsco Information Services	Rate Adjustment for Crochet World Subscription	5.51	53100
10/09/2024	14593	Great River Regional Library	Lost ILL Book - "I've Been Around"	17.95	42100
10/09/2024	14594	Ingram Library Services LLC	Acquisitions for Books, AV, and Processing Supplies - Sept 2024	16,112.21	53221, 53222, 53241, 53320, 54400, 56420
10/09/2024	14595	Tee Jay Service Company, Inc.	Fix Front Door Unlocking & Locking Mechanism not working correctly all the time.	2,620.00	52200
10/09/2024	14596	Johnson Controls	Board Room IDU Drain Pump, Replace Printed Circuit Board in the Board Room IDU, Diff credit transfer	3,281.22	52200
10/09/2024	14597	Mira Desai	Mileage Reimbursement for HR Training: Employee Handbook in Downers Grove on 09/12/24 - Desai	33.63	57200
10/09/2024	14598	ACC Business	Internet Service 08/11/24-09/10/24	907.96	52440
10/09/2024	14599	Cintas Corporation	Monthly Lease for (3) New AED Devices, Refill of First Aid Kit Supplies, Refill of Supplies for: Bathrooms & Sanitizing Stations, Mats for the Library	1,473.15	52100, 52200, 56410
10/09/2024	14600	Sentinel Technologies, Inc.	Automation Support for Servers & Workstations & Storage Back Up	4,671.78	55360
10/09/2024	14601	Complete Cleaning Company, Inc.	Monthly Cleaning Services for Library	2,640.00	52100
10/09/2024	14602	Gary Midkiff and Company	Great Decisions Program 10/15/24	215.00	54210

10/09/2024	14603	Marian McNair	Crystal Bowls Sound Meditation Program - 10/30/24	200.00	54210
10/09/2024	14604	Mosaic Players	(5) Lesbians Eating A Quiche Program - 10/23/24	500.00	54210
10/09/2024	14605	SCLS-Sustainable Libraries Initiative	Sustainable Libraries Initiative - Annual Membership	200.00	56600
10/09/2024	14606	Unique National Collections, Inc	NCOA Database Scrub (Geo Coding) for Patron Record	100.20	56550
10/09/2024	14607	Weblinx, Inc.	Annual Website Hosting & Maintenance fee for New DPL Website	750.00	55360
10/09/2024	14608	CDW Government, Inc.	Replacement Security Cameras	1,170.03	56440
10/09/2024	14609	BMW Plumbing, Inc.	Diagnose Issue with Drain on ACCU-2 Unit	289.00	52200
10/09/2024	14610	Ancel, Glink, Diamond, Bush, DiCianni & Krafthefer, P.C.	Legal Fees - September 2024	120.00	56500
10/09/2024	14611	Information Today, Inc.	Marketing Library Services Subscription Renewal - 6 issues	99.95	53100
10/09/2024	14612	Kanopy Inc.	Pay Per Use	381.00	53500
10/09/2024	14613	Midwest Tape	Hoopla Subscription - September 2024	4,686.17	53500
10/09/2024	14614	Suburban Elevator Company	Preventative Maintenance Quarterly	255.03	52200
10/09/2024	14615	News-Sun	Lake County News-Sun (Sat Only) 1 Copy - 52 Weeks	266.99	53100
10/09/2024	14616	LIMRiCC	Unemployment Insurance Consortium - 2024 Q3	214.55	51500
09/21/2024	ACH	AT&T	Voice Lines: 08/28/24-09/27/24	292.78	52430
09/25/2024	ACH	Wex Health, Inc.	FSA Monthly Fees - September 2024	59.80	51500
09/27/2024	ACH	Citi Credit Card	September 2024 Credit Card Payment	1,211.43	20015-20016
10/01/2024	ACH	Village of Deerfield	Water & Sewer - August 2024	180.33	52410
10/01/2024	ACH	Village of Deerfield	Water & Sewer - August 2024	169.70	52410
10/02/2024	ACH	De Lage Landen Financial Services, Inc.	Copier (7) and Printer (3) Lease October 2024	1,808.72	55360
10/04/2024	ACH	Comcast Cable	Patron Internet Service 9/16/24-10/15/24	252.31	52440
10/05/2024	ACH	Google, Inc.	Google Apps - October 2024	1,254.55	55350
10/07/2024	ACH	Amazon	Invoice #: 1MWV-T1G6-99JR Invoice Date: 10/01/2024 for September 2024 Credit Memo#: 1XCV-VLHY-DLKL Credit Memo Date: 10/01/24 for September 2024	5,359.94	51600, 52500, 53221, 53222, 53241, 53320, 53600, 54210, 54400, 54500, 56410, 55440, 56440
10/10/2024	ACH	First Bank Mastercard	September 2024 Credit Card Payment	3,379.85	20001-20014
<b>Total for 11100 WinTrust General Operating -2997</b>				<b>100,075.45</b>	

**Deerfield Public Library**  
**Credit Card Transactions by Account Holder**  
**As of 10/08/2024**  
**Presented for Approval October 16, 2024**

	Date	Num	Vendor	Memo	Amount	Account Description
<b>20000 Credit Cards Payable</b>						
<b>20001 Admin - 4734</b>						
	10/08/2024	AD 09/09/24	MailChimp	E-Newsletter Mailing Monthly Subscription	75.00	Outreach Programs
	10/08/2024	AD 09/15/24	Spotify	Spotify for iPads Monthly Subscription	19.99	Youth Programming
<b>Total for 20001 Admin - 4734</b>					<b>94.99</b>	
<b>20002 Business Office - 1381</b>						
	10/08/2024	BO 09/15/24	Staples	Toner Refill for Printer - C. Castle	97.37	General Operating Supplies
<b>20002 Business Office - 1381</b>					<b>97.37</b>	
<b>20003 Info Technology (IT) - 5382</b>						
	10/08/2024	IT 09/08/24	Resound	Podcast Editing Service	15.00	Software & Licenses
	10/08/2024	IT 09/09/24	Wasabi Technologies	Storage for Remote Backup	37.00	Software & Licenses
	10/08/2024	IT 09/09/24	Adobe	Staff Creative Cloud All Apps Monthly Subscription	59.99	Software & Licenses
	10/08/2024	IT 09/10/24	<a href="http://Monoprice.com">Monoprice.com</a>	Network Patch Cables for Re-Cabling Network Rack in Server Room	475.42	IT Equipment
	10/08/2024	IT 10/01/24	Google	Monthly Charge for Library Board Voicemail	14.30	Telephone - Voice
	10/08/2024	IT 10/01/24	Liberated Syndication	Podcasting Hosting	20.00	Software & Licenses
<b>Total for 20003 Info Technology (IT) - 5382</b>					<b>621.71</b>	
<b>20004 Facilities - 1382</b>						
	10/08/2024	FC 09/11/24	Highland Park Ford	Oil Change on Library Vehicle	55.37	Facility Equipment Maintenance
	10/08/2024	FC 09/18/24	Axis Portable Air	Day Rental of Portable A/C for Board Room	546.16	Interior Facility Maintenance
	10/08/2024	FC 09/24/24	Jewel-Osco	All-Staff Meeting Food 09/25/24	30.60	Admin Programs
<b>Total for 20004 Facilities - 1382</b>					<b>632.13</b>	
<b>20007 Adult Services - 2368</b>						
	10/08/2024	AS 09/08/24	Disney Plus	Roku Monthly Subscription	14.99	E-Resources
	10/08/2024	AS 09/09/24	Amazon	Kindle E-Books	14.99	E-Resources
	10/08/2024	AS 09/09/24	Amazon	Kindle E-Books	14.99	E-Resources
	10/08/2024	AS 09/09/24	Amazon	Kindle E-Books	14.99	E-Resources
	10/08/2024	AS 09/14/24	Netflix	Roku Monthly Subscription	22.99	E-Resources
	10/08/2024	AS 09/19/24	Apple	Roku Monthly Subscription - Apple TV	9.99	E-Resources
	10/08/2024	AS 09/19/24	Apple	Roku Monthly Subscription - Apple TV	9.99	E-Resources
	10/08/2024	AS 09/23/24	Zoom	Monthly Subscription	55.99	Adult Programming
	10/08/2024	AS 09/23/24	Colorado Library Consortium (CLIC)	CLEL Conference 2024 - M. Sanks	35.00	Training & Education
	10/08/2024	AS 09/30/24	Netflix	Roku Monthly Subscription	22.99	E-Resources
	10/08/2024	AS 09/30/24	Deerfield Bakery	Cupcakes for Wedding Shower	70.80	Staff Enrichment
	10/08/2024	AS 10/01/24	Amazon	Kindle E-Books	13.99	E-Resources
	10/08/2024	AS 10/01/24	Amazon	Kindle E-Books	14.99	E-Resources
	10/08/2024	AS 10/01/24	Amazon	Kindle E-Books	14.99	E-Resources
	10/08/2024	AS 10/01/24	Amazon	Kindle E-Books	14.99	E-Resources
	10/08/2024	AS 10/01/24	Amazon	Kindle E-Books	14.99	E-Resources
	10/08/2024	AS 10/03/24	Target	"The Legend of Zelda: Echoes of Wisdom" Nintendo Switch (2)	129.58	Adult AV
	10/08/2024	AS 10/03/24	Disney Plus	Roku Monthly Subscription	14.99	E-Resources
<b>Total for 20007 Adult Services - 2368</b>					<b>506.23</b>	
<b>20009 Outreach Coord - 5776</b>						
	10/08/2024	OC 09/24/24	VisPronet	Outdoor Banner & Frame Post	225.85	Outreach Programs
<b>Total for 20009 Outreach Coord - 5776</b>					<b>225.85</b>	
<b>20010 Adult Prog Coord - 2491</b>						
	10/08/2024	APC 09/27/24	Kahoot	Annual Subscription	240.00	Adult Programming

**Deerfield Public Library**  
**Credit Card Transactions by Account Holder**  
**As of 10/08/2024**  
**Presented for Approval October 16, 2024**

Date	Num	Vendor	Memo	Amount	Account Description
<b>Total for 20010 Adult Prog Coord - 2491</b>				<b>240.00</b>	
<b>20011 Youth Prog Coord - 1971</b>					
10/08/2024	YPC 09/09/24	Porpoise Conservation Society	Symbolic Adoption of the Porpoise for the Summer Reading Animal Votes Winner	30.00	Youth Programming
10/08/2024	YPC 09/13/24	Oriental Trading Co.	Supplies for Haunted Library & Grab & Go Kits	503.69	Youth Programming
10/08/2024	YPC 09/27/24	Mexican Art Museum	Parking for LACONI event	12.00	Training Travel
<b>Total for 20011 Youth Prog Coord - 1971</b>				<b>545.69</b>	
<b>20012 Youth Coord - 1259</b>					
10/08/2024	YC 10/01/24	American Library Association	Renew ALA/ALSC Memberships - K. Henry	93.00	Membership & Dues
<b>Total for 20012 Youth Coord - 1259</b>				<b>93.00</b>	
<b>20013 Teen Services - 6330</b>					
10/08/2024	TS 09/11/24	Rosati's Pizza	Pizza for Teen Advisory Board 09/11/24	51.23	Youth Programming
<b>Total for 20013 Teen Services - 6330</b>				<b>51.23</b>	
<b>20014 MakerSpace - 2311</b>					
10/08/2024	MS 09/09/24	American Button	Button Supplies	107.20	MakerSpace Equipment
10/08/2024	MS 09/13/24	Bambulab	Supplies: Filament & Glue for 3D Printer	96.95	MakerSpace Equipment
10/08/2024	MS 09/27/24	Quilter's Heaven	Embroidery Hoop	67.50	MakerSpace Equipment
<b>Total for 20014 MakerSpace - 2311</b>				<b>271.65</b>	
<b>Total for First Bank Card</b>				<b>3,379.85</b>	
<b>20015 Citi - Maintenance - 9694</b>					
09/25/2024	FCC 08/28/24	Costco	Food & Water for All Staff Meeting 08/29/24	59.69	Admin Programs
09/25/2024	FCC 08/29/24	Home Depot	Wood & Screws to Repair Damaged Fence	41.06	Exterior Facility Maintenance
09/25/2024	FCC 09/13/24	Home Depot	Swiffer Mop & Refills for Staff Bathrooms & Light Bulb Changer Pole	83.84	Interior Facility Maintenance
09/25/2024	FCC 09/14/24	Costco	Gas for Library Vehicle	31.25	Facility Equipment Maintenance
09/25/2024	FCC 09/14/24	Costco	Pop & Chips for All Staff Meeting on 09/25/24	57.47	Admin Programs
09/25/2024	FCC 09/14/24	Costco	Cases of Copier Paper (3)	116.97	General Operating Supplies
09/25/2024	FCC 09/18/24	Highland Park Ford	Rear Brakes replaced on Library Vehicle	492.15	Facility Equipment Maintenance
<b>Total for 20015 Citi - Maintenance - 9694</b>				<b>882.43</b>	
<b>20016 Citi - Admin - 5667</b>					
08/26/2024	ACC 09/05/24	HR Source	Employment Law Conference 2024	329.00	Training & Education
<b>Total for 20016 Citi - Admin - 5667</b>				<b>329.00</b>	
<b>Total for Citi Costco Card</b>				<b>1,211.43</b>	
<b>Total for 20000 Credit Cards Payable</b>				<b>4,591.28</b>	



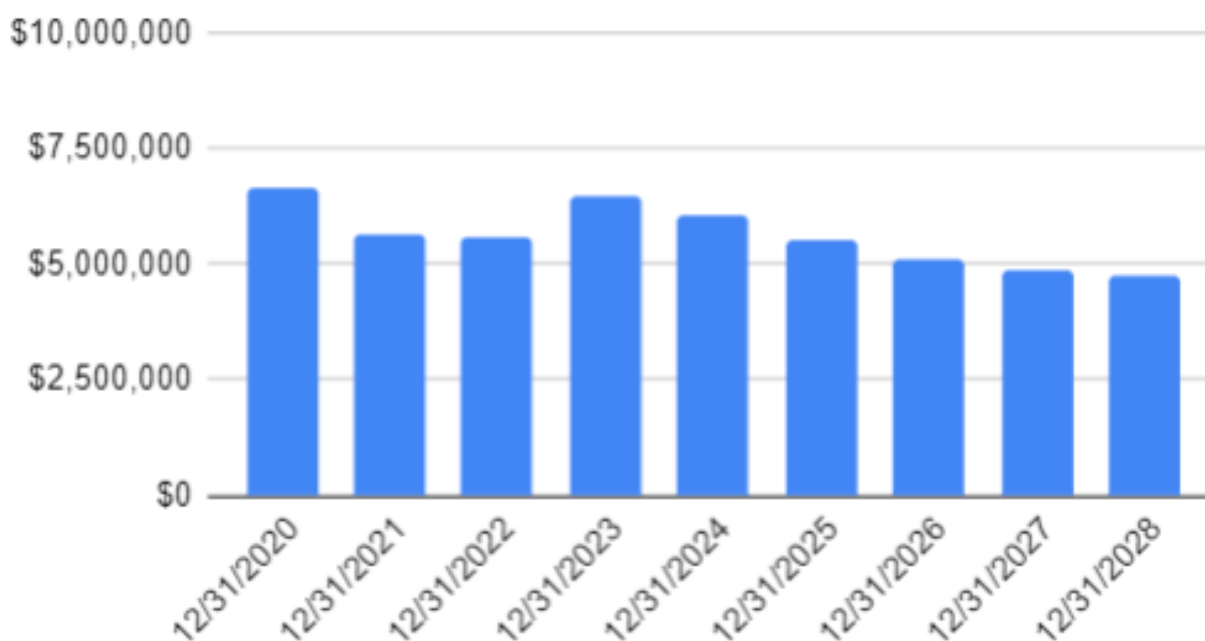
**To: Board of Trustees**  
**Re: FY2025 Proposed Budget Information**  
**Date: October 16, 2024**

The Finance Committee convened three times to prepare a budget recommendation for this meeting. The proposed FY 2025 budget includes a 5% levy increase and a \$600,000 transfer from reserves.

Personnel remains our largest expense, reflecting our commitment to retaining top talent by offering competitive wages.

Additionally, the Finance Committee requested a history of the library’s fund balance and projections through 2028, which assume a 5% annual increase in property tax revenue.

### Library Reserve Balance History and Projections



	12/31/2020	12/31/2021	12/31/2022	12/31/2023	12/31/2024	12/31/2025	12/31/2026	12/31/2027	12/31/2028
<b>MaxSafe Account</b>	\$4,594,444	\$4,738,925	\$3,427,920	\$4,296,378	\$4,053,252	\$3,693,177	\$3,397,737	\$3,251,923	\$3,161,303
<b>Reserve Fund</b>	\$2,065,610	\$899,001	\$2,163,646	\$2,200,115	\$2,026,626	\$1,846,589	\$1,698,868	\$1,625,961	\$1,580,651
<b>Total:</b>	<b>\$6,660,054</b>	<b>\$5,637,926</b>	<b>\$5,591,566</b>	<b>\$6,496,493</b>	<b>\$6,079,878</b>	<b>\$5,539,766</b>	<b>\$5,096,605</b>	<b>\$4,877,884</b>	<b>\$4,741,954</b>

The Finance Committee recommends the proposed 2025 budget for approval at the October 16 regular Board meeting. This information will also be shared with the Village. Library Board members will attend the Village meetings on Monday, November 4, and Monday, November 18, at 7:30 p.m. to address any questions the Village trustees may have regarding the Library’s budget.

	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	30,000.00	5,000.00	25,000.00	0.00	0.00%
		<b>Total Minor Furnishings &amp; Equipment</b>	<b>25,000.00</b>	<b>30,000.00</b>	<b>5,000.00</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%
		<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>

	Account Number	Description	FY 2024	PYE 2024	PYE 2024 - FY 2024	FY 2025	Proposed FY 2025 - FY 2024	% Change FY 2024 - Proposed FY 2025
	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>5,383,000.00</b>	<b>242,500.00</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	689,700.00	0.00	690,700.00	1,000.00	0.14%
	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>689,700.00</b>	<b>0.00</b>	<b>690,700.00</b>	<b>1,000.00</b>	<b>0.14%</b>
	60-7010	Debt Service 2021 Interest (Payments)	209,700.00	209,700.00	0.00	185,700.00	-24,000.00	-11.44%
	60-7020	Debt Service 2021 Principal (Payments)	480,000.00	480,000.00	0.00	505,000.00	25,000.00	5.21%
		<b>Total Expenses &amp; Other Uses</b>	<b>689,700.00</b>	<b>689,700.00</b>	<b>0.00</b>	<b>690,700.00</b>	<b>1,000.00</b>	<b>0.14%</b>

## Director's Report: October 2024

### FYI

- We will have Stephanie Keough, Head of Patron Services, give a presentation on the Patron Services department at the meeting.
- We will spend time reviewing the September 21 Farmers Market appearance.
- In addition, we will approve recommended changes to the Meeting Room Policy at this meeting.
- Articles of Interest
  - <https://www.nationalbook.org/2024-national-book-awards-finalists-announced/>
  - <https://spectrum.ieee.org/chatgpt-reliability>

### Personnel

- In September, the library had one separation: Communication Coord on September 26.
- There were no filled positions at the library during the month.
- There were no open positions at the library during the month.

## DEPARTMENT REPORTS

### Adult Services Report

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

- Anne Jamieson, Assistant Manager, wrote this report.
- 32 people joined us virtually for the Lighthouses of Michigan (and the Great Lakes) Program!
- We got positive feedback from a patron who attended the Forest Therapy program on Friday, 9/27 - "thank you for getting me away from my computer and into the nature surrounding our community"
- A patron who attended the Deerfield Historical Cemetery tour put on by Anne on Saturday 9/21 sent in this comment on the tour: Thanks again for a GREAT tour. We enjoyed learning more about Deerfield history and this landmark. You brought knowledge, humor, and entertainment to the tour."
- Lake Forest College's review of Lois Baer Barr's new book quoted [the Deerfield Public Library podcast](#). The podcast episode also has **107** downloads since its release on 9/12!
- Starting at the all day staff training, we have begun cross-training Youth and Patron Services staff to help out at the Adult Services as needed.
- 1,488 Patron Questions
- 0 Library Lifelines and 1 One-on-One
- 33 Books to Go Deliveries
- 17 live programs with 200 attendees. 4 passive programs with 141 participants.
- 628 Study Room Reservations
- 10 Museum Passes

- Haunted Library will be held Friday, October 25th. **We have 292 people registered!**
- The 2025 year-long adult reading program is being finalized - our theme will be "Read for the Stars"

## Business Office Report

### Kelly DeCorrevont, Head of Finance

- We completed library check runs on September 5 and September 24
- Staff Enrichment Committee met on September 4
- We completed the recurring SmartProcure FOIA request on September 5
- TELUS Health All Clients: Creating Positive Work Environments training on September 6
- We processed payrolls on September 12 and September 26
- TELUS Health All Clients: De-Escalation for Managers training on September 20
- We had preventative maintenance for the roof on September 20
- All Day All Staff Meeting on September 25
- We had Finance Committee meetings on September 19 and September 30
- We had a Human Relations Committee meeting on September 30

## Communications & Outreach Report

### Stephanie Scaletta, Communications & Outreach Manager

**Library Card Sign-Up Month Scavenger Hunt:** In September, we organized a scavenger hunt to promote LCSM and highlight our library resources, services, and departments. This library-wide initiative proved to be a successful way to enhance customer service, improve patron experience, and foster community engagement. We received 59 entries for the prize drawing, and the winner of the Amazon Kindle Paperwhite was a new resident and cardholder.

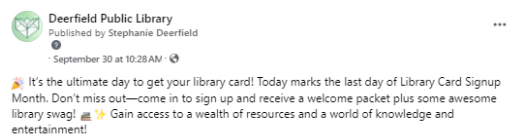
**Library Card Sign-Up Month Welcome Initiative:** Throughout September, we highlighted the many benefits of having a library card and enhanced our welcome packets with new swag, including lanyards and stickers. This initiative helped lead to **126** new card sign-ups this month.

**Farmers Market Attendance:** On September 7, Outreach and YS participated in the Farmers Market, where we hosted a craft project and a Spin-the-Wheel activity with exciting prize giveaways. These activities were a hit, drawing in attendees of all ages. We also took the opportunity to promote our upcoming Haunted Library event and fall programs.

### Marketing/Outreach

- Promotional planning for **Library Card Sign-Up Month**
- Promotional planning for **Haunted Library**, including outdoor banner signage in front of the library parking lot
- **Digital marketing schedule** for social media
- **Social Highlight** for September: **Library Card Sign-up Month:** 544 audience reach, 17 engagements

- **Winter 2024 Browsing:** This season, we're highlighting several key offerings, including the Adult Year-long Reading Challenge, Homebound Services, E-Resources, and our Podcast.
- **Adult Reading Challenge - Read for the Stars:** We will be promoting the program and creating eye-catching printed materials to enhance engagement.
- **DPL Podcast Promotion:** Local author Richard Powers, Pulitzer Prize winner, joins us to discuss his upcoming novel, *Playground*.



## IT Report

### Steve Wuehr, Head of IT

#### Replacement Computers

Work has started on getting the remaining service desk machines replaced with new hardware. The goal is to have these machines replaced by Thanksgiving.

#### Firewall Replacement

Progress continues to be made on our firewall replacement. The new hardware is in the network rack and the initial configuration steps have been completed. We are in the process of moving the main configuration over from the existing firewall.

#### Replacement Cameras

Four cameras have been replaced and we are getting ready to start work on the remainder of the replacements in the coming weeks.

#### Networking Diagrams and Documentation

We have completed the documentation of our network wiring and are now in the process of using that information to help clean up some of the cabling in the server room. Having this information allows us to ensure we're purchasing appropriately sized hardware and will make the eventual replacement of network switches easier to accomplish.

#### Windows 11

We continue to replace aging computers with new machines running Windows 11. These replacements are necessary because the hardware will not support Windows 11 due to the age of the machines. Additionally, we have a plan in place for upgrading computers that are capable of running Windows 11 but still have Windows 10 installed.

#### Patron Catalog Stations

Testing continues on a replacement for our in house catalog station. Thanks to assistance from Support Services we have identified and corrected a few issues with our new setup. We're still on track to be able to replace the existing solution when it is officially retired.

## MakerSpace Report

### Ted Gray, MakerSpace Manager

- We had our first month of only allowing DPL card holders to make appointments in the MakerSpace. It seems to have been a very smooth transition. The MakerSpace is still almost always booked for every appointment.
- For the Haunted Library event on Oct 25th we'll be closing for the day and all MakerSpace employees will be scheduled from 12-8pm that Friday.
- We got a new main desk for the MakerSpace. We love our new desk!

- We rearranged the DML and moved the set of shelves that were under the desk to the desktop. It makes it much easier for our patrons to reach the buttons.

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

- A cork board of the world that we laser engraved so Johnny can keep track of all the places he's traveled to.



- These are for Halloween. The kids wanted to dress up as their favorite candy!



- A Very handsome dog model showing off an embroidered bandana!





- This patron is making homemade armor to wear to the Ren Faire. They designed the pieces themselves and used our laser engraver to cut them and put designs on them.



- A denim jean jacket that a patron made to wear to a Taylor Swift concert



- A super special birthday T-shirt for Chloe! Made with heat transfer vinyl on our vinyl cutter.



- After looking closer at our tally sheet for August and accounting for all of the 3D prints it turned out that we did go over **1,000** for the month. August ended up being our *second busiest month ever* only surpassed by last December during the holiday season.

Our tally sheet for September of 2023 was at 489. Our tally sheet for September of 2024 was at 790. A 61% increase. It seems like this percentage increase has been fairly consistent over the past few months, approximately a 60% increase from last year.

## Patron Services Report

### Stephanie Keough, Head of Patron Services

- Assistants received some cross-training in the Adult Services department to help with additional tasks.

- Elizabeth represented us (with the Board) at the Farmer's Market during the Harvest Festival and signed up six new patrons for Library cards. Between Library Signup Month and this outreach, it was a great month for signups (126).
- Eleven curbside appointments from six different patrons. One new user of the curbside service let a staff member know that he really appreciates the service. He walks with a cane these days, and it takes him longer to walk into the Library. He really likes being able to get his holds brought to his car.

## Support Services Report

### Pam Skittino, Head of Support Services

- Pam and/or Tom 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.
  - Pam attended several sessions at the "Unlocking the Future: AI Innovations in Libraries" virtual event. The event even included a session given by NASA! If you are interested, the sessions are available at no cost until the end of the year at <https://bywatersolutions.com/news/-ai-conference-recap>
- Stuart created the new Early Comics genre label for a new collection. We will move some existing items into this collection as time allows.
- Tom is learning the Unique Change of Address service that allows our Adult Resident cards to remain valid as they are verified to still live at their address on file. 10,020 Adult Resident cardholder addresses were sent for verification, 93 people moved out of state, 208 people moved in state but out of Deerfield, and 84 people moved within Deerfield.
- In September, Support added **1,134** new physical items and withdrew 988 physical items. We also repaired 60 items. This is the beginning of the fall publishing season which means there will be a plethora of books being released by big name authors. Place your holds now!
- We recataloged/re-labeled more than 230 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

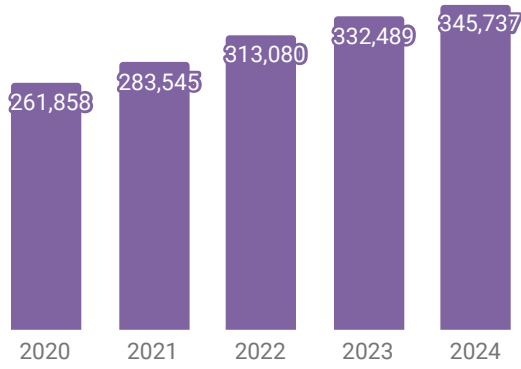
### Melissa Stoeger, Assistant Director of Adult & Youth Services

- This month's report was written by Emily Koch, Assistant Manager
- Deerfield Public Library and Highland Park Public Library partnered together to do a beach clean up at Rosewood beach in Highland Park, participating in the International Coastal Cleanup day. Alice Herz organized this through the Alliance of the Great Lakes, which provided supplies to track data about what kind of garbage was picked up. The EcoKids (a monthly program run by Alice) helped by preparing the clipboards with the tally sheets. They had 39 people come, and picked up almost 30 lbs of garbage!

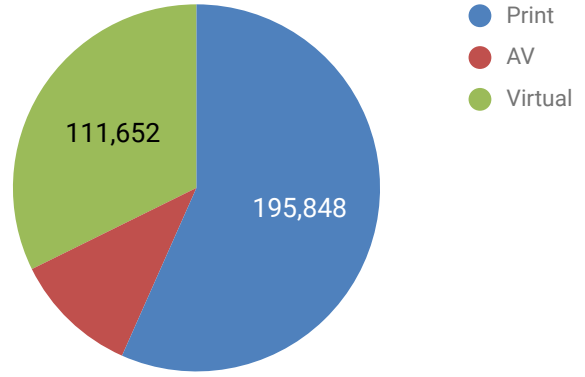


- Noreen Trotsky put together an interactive obstacle course on the floor of the Youth Department. Kids were given different prompts, like to hop from one lily pad to another or tiptoe around a sleeping lion, that took them throughout a few different areas of the department. It was very popular, with 157 kids trying it. One patron remarked, "That was the perfect thing to get the wiggles out!"
- Storytimes started back up in the library in September. Staff offer a lot of different options! Megan Sanks does Moving and Grooving, a movement based storytime on Tuesdays, for ages 0-5. Sean Collins and Emily Koch each do a traditional Family Storytime on Wednesdays and Thursdays, for ages 0-5. Kary Henry does Creative Clubhouse, a weekly Thursday afternoon storytime and craft for elementary age kids. Megan also does Baby Lapsit on Fridays, geared towards babies 0-18 months old. Andrea Lathan does one monthly Monday evening storytime, Storytime Under The Stars, for elementary age kids. Cristina Bueno and Megan Sanks also do a bi-monthly Sensory Storytime, for children ages 2-6 that may have differing sensory needs. Storytime attendees made up 409 of Youth Service's program attendee statistics this month!
- Kary Henry, Megan Sanks, Cristina Bueno, and Emily Koch attended a professional development opportunity at the Kohl's Children Museum. The topic was "Sparking Curiosity Through Scientific Play," and they learned about different techniques to get kids to think scientifically while they are playing.
- 840 patron questions
- 5 Personalized Picks
- 35 in-person programs with 596 attendees
- 10 Passive programs with 433 participation
- 30 hours of Continuing Education
- Haunted Library on October 25th!
- Kary Henry will be going to DPS109's Multilingual Family Night this month

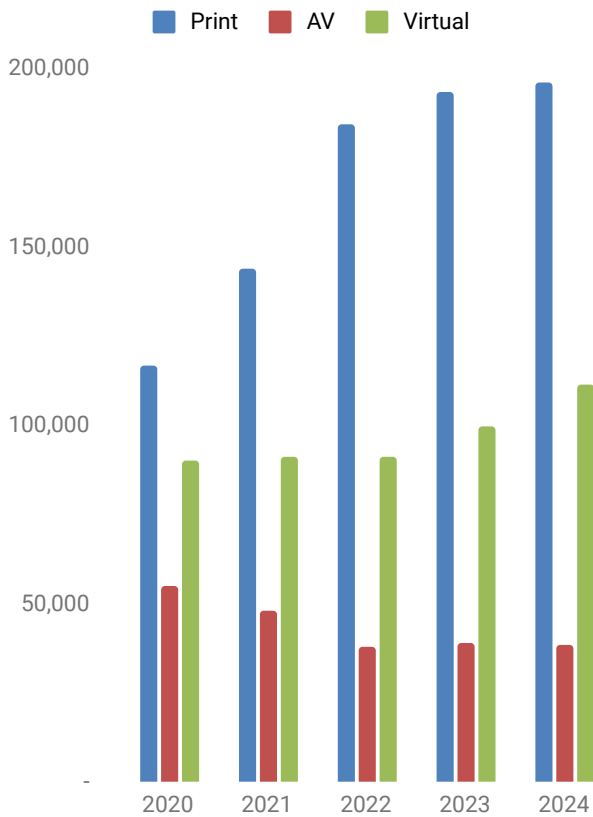
## Total Circulation YTD



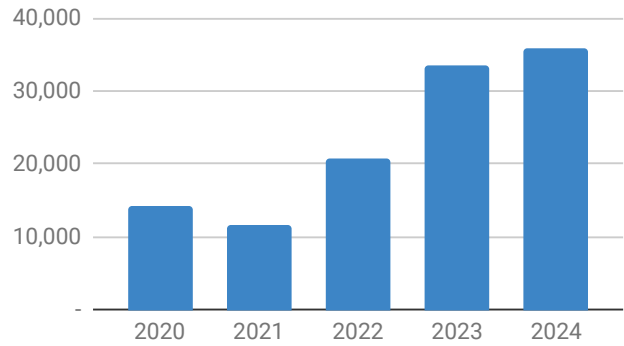
## Circulation by Type YTD



## Circ Trends by Type YTD



## Questions Answered YTD

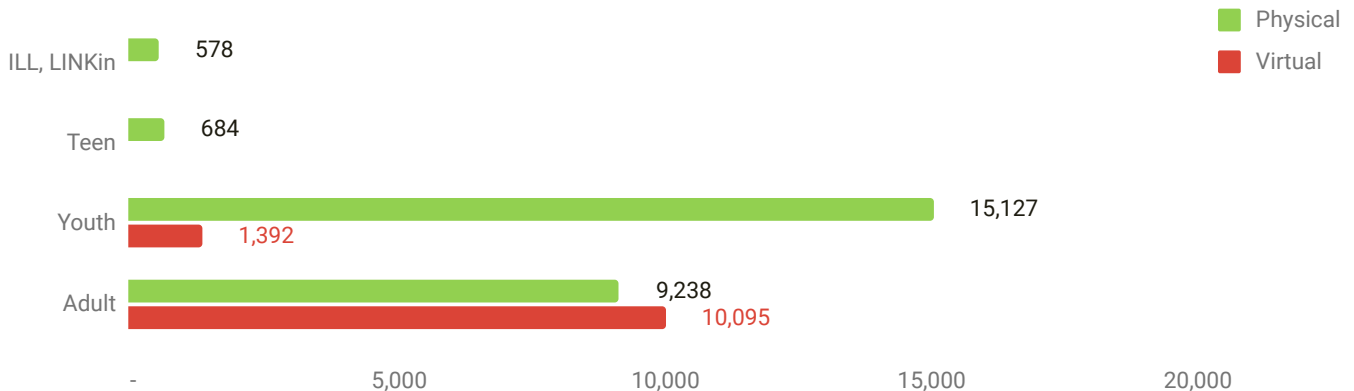


## Resident Library Cards



Valid Cards 11,850  
 Added this month 99

## Circulation by Collection



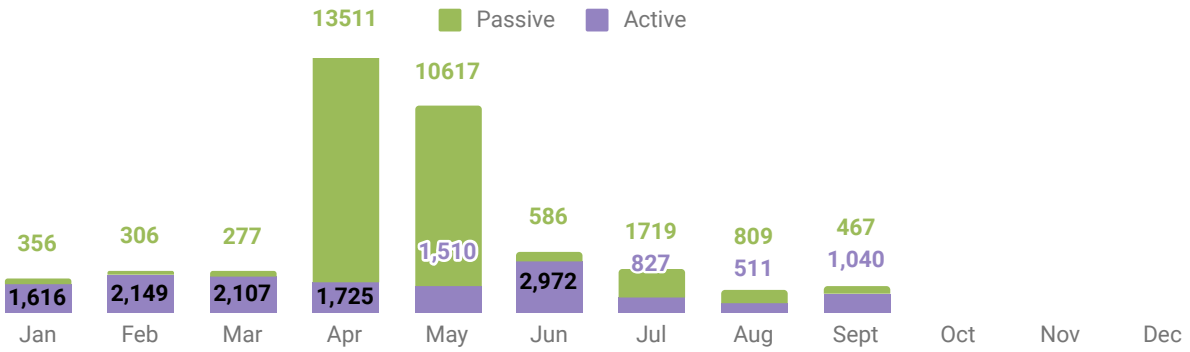
# Deerfield Public Library

September 2024 Statistics

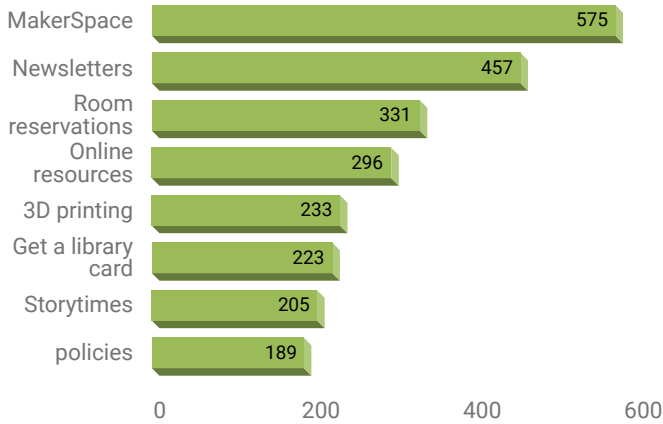
30

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

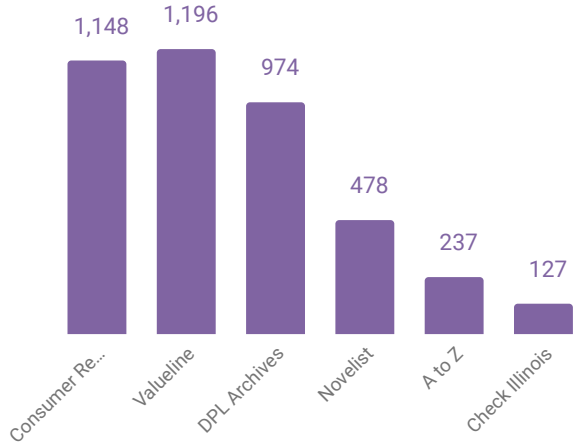
## Program Attendance\*



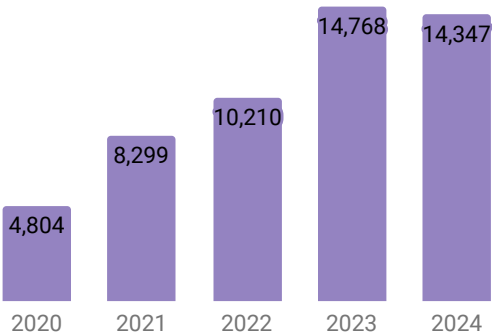
## Most Popular Webpages



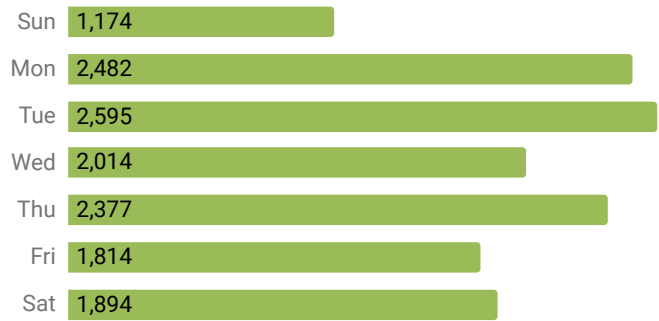
## Most popular databases - August



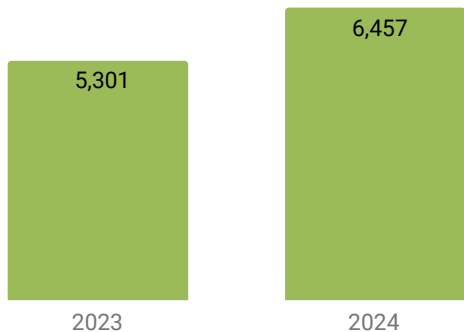
## Monthly Library Visits



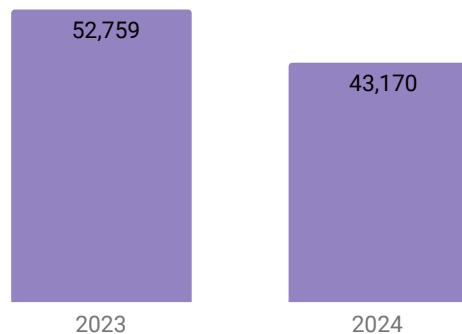
## Total Door Count



## Public Computer Sessions YTD



## Wireless Sessions YTD





# SEPT 2024 SOCIAL



**17+**  
new followers

**72+**  
new subscribers

**18+**  
new followers

**1,565**  
post reach

**34,885**  
views

**2,351**  
video & live views

**298**  
accts engaged

**290,999**  
impressions

**727**  
accts engaged

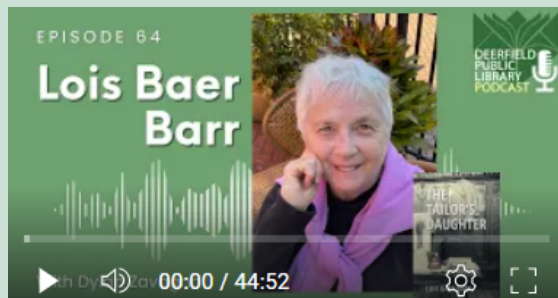
## Top Posts

## Top Posts

## Top Posts



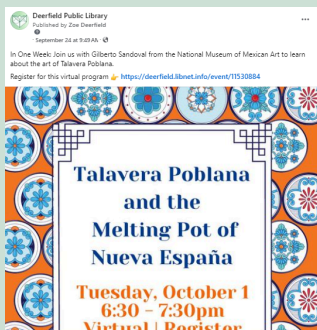
544 reach, 17 engaged



31 views, 2.4 watch hours



334 views, 31 engaged



694 reach, 14 engaged



29 views, 2.2 watch hours



249 views, 24 engaged

**To: Board of Trustees**  
**Re: Proposed Updates to Employee Handbook**  
**Date: October 16, 2024**

The HR Committee met on September 30 to review proposed updates to the Employee Handbook. This memo outlines the changes the Committee recommends be approved by the full board.

Throughout the document, we have recommended updating some “will” to “may”.

On page 2, we have updated the “Welcome Letter” to employees because it has been some time since we updated it.

On page 4, table of contents, employee acknowledgement form has been added.

On page 22, we have added language under Sexual Harassment/Discrimination based on legal recommendations.

On page 25-27, we have updated the language under the Illegal Drugs/Alcohol Policy based on legal recommendations. On page 28, we have added more language about Workplace Violence to include language that the Library will not tolerate these types of threats from third party vendors or receiving electronic/telephone threats.

On page 45, we added updated language about access to personnel files based on legal recommendations.

On page 61, we are proposing to update the vacation time accrual for staff. We want people to earn more time off in less time. This would be an additional benefit and incentive for our employees to foster a work/life balance, making DPL an awesome place to work.

On page 63, we are proposing two changes to our Holidays. We propose adding two floating holidays for PT25 and Full-Time employees to use throughout the calendar year. According to the latest HR Source Public Library Survey, many area libraries offer 10 or more paid holidays.

Offering floating holidays will provide greater flexibility and inclusivity for employees who observe different religious holidays. If a holiday falls on a day where an employee is regularly scheduled to work then they may be paid for those hours.

On page 68, we have added Occupational Injury language, mirroring the Village of Deerfield’s language.

Finally, on page 73-75, we have updated the VESSA language to reflect the new language of law.



**To: Board of Trustees**  
**Re: Meeting Room Policy Updates**  
**Date: October 16, 2024**

We have some recommended changes for our Meeting Room Policy. The changes have been reviewed by the Library's attorney. The attorney had some recommended language clean up, which is reflected in the document we have shared. Most significantly, we have added language under "Application Procedure" that the Library may charge for costs related to safety and security of the library staff and patrons.

We ask that the Board approve these changes to the Meeting Room Policy.

## Deerfield Public Library Meeting Room Policy

In keeping with the American Library Association's Library Bill of Rights, the Deerfield Public Library makes its meeting rooms available as "designated and limited forums" for meetings and programs conducted by not-for-profit groups on subjects of educational, civic or cultural interest.

Meeting rooms are available free of charge on a equitable first-come, first-served basis regardless of the beliefs or affiliations of individuals or groups requesting their use, and regardless of age, sex, race, religion, national origin, disability, or other protected status.¶

Programs, classes or other activities presented by the Library take precedence over non-Library use of the meeting rooms.

### GUIDELINES FOR ELIGIBILITY

Meeting rooms are available for non-profit community, civic, cultural, educational organizations whose members are primarily from Deerfield and ~~nearby communities~~ – including local governmental agencies, organizations and elected officials.

Although civic organizations, including political organizations, may be eligible to use a meeting room, political rallies are prohibited.

The person representing the non-profit community civic, cultural, educational or governmental organization in the application process must:

- be at least 18 years of age and in attendance at the meeting.
- be a Deerfield Public Library cardholder. Exceptions: Tax-supported agencies (government, education, social services).
- sign an agreement to be responsible for the use of the room.

Meeting rooms are **not** available for

- commercial use, including non-Library sponsored seminars, workshops and lectures presented by members of private, for-profit law firms, financial advisors, real-estate agencies, health care providers, or others, including dance and music teachers for non-Library sponsored recitals or for private tutoring sessions;
- social gatherings, private events or fund-raising activities.

All meetings must be **free and open to the public**.

The Library Director makes the final decisions regarding eligibility.

### MEETING ROOM USE

Groups and individuals may not schedule meeting rooms less than seven (7) days in advance and beyond 60 days in advance. **The Library is unable to accept reservations for a series of meetings which would designate the Library as a regular meeting place for any organization. This includes reservations for consecutive daily meetings.**

### **Hours of Availability**

Meetings may start no sooner than one half hour after the Library opens and must end no later than 15 minutes before the Library closes. Rooms must be completely vacated 15 minutes before closing. **When scheduling a meeting room, time for set up and clean up must be included in the reserved time period.**

### **Setup**

Please be sure to request all room set-up arrangements and equipment at time of application. Although we always try to be flexible, Library staff may not be available to rearrange the room or set up equipment at time of the meeting. **Please note, the Library is unable to provide technical setup or support on Sundays.**

**Library staff are not available to assist any group to carry supplies to and from the meeting rooms.**

We ask that you clean up after yourselves and leave the meeting room in the same condition as you found it. The Library reserves the right to charge the group if additional cleaning or repairs are needed.

Please refrain from taping anything to the meeting room walls and using craft supplies like glitter, glue or paint without prior approval.

### **Refreshments**

- Groups may serve simple snacks (pantry items only).
- Coffee or tea must be in ready-to-serve containers. No electric pots allowed.
- All drinks must be in lidded cups or bottles.

### **Meeting Room Equipment**

A full list of available equipment is on the Application Form. Wi-Fi is available throughout the Library.:

The Library does not supply computers, nor can Library staff be responsible for setting up and synching up Power Point or similar presentations.

The Library is unable to provide storage of supplies before or after the meeting or between sessions.

### **MEETING PUBLICITY**

Any publicity or announcements including email blasts, e-invites and other electronic communication promoting a meeting being held in the Library must contain the following disclaimer: **The Deerfield Public Library provides meeting space as a community service. Neither the Library nor the Board sponsors or endorses these events or the presenting individuals or organizations.** There must be no implication that the Library sponsors the organization or endorses its activities, or the viewpoints expressed by participants.

Signs must be displayed only **inside** the meeting room and handouts are to be distributed only inside the meeting room.

The name, mailing address, website, telephone, ~~FAX number~~, URL or email address of the Deerfield Public Library cannot be used by the organization for correspondence or conducting business of any kind. Any packages received at this address will be returned as "Addressee unknown."

Permission to use Library meeting rooms does not in any way constitute an endorsement by the Library of an organization, its activities, or the viewpoints expressed by the meeting presenters or participants.

### **USER RESPONSIBILITIES**

Users of the Meeting Rooms are expected to conform with all Deerfield Public Library Patron Policies concerning excessive noise and maintain orderly conduct before, during, and after the meeting.

~~All meetings held in the Library must be free.~~ No collection of money including memberships, admission fees, donations, sales, or fundraising may take place during the meeting or in the Library before or after the meeting.

~~Meetings must include at least one adult (18 or older) who will be responsible for the use of the room.~~ Groups holding meetings for children, or with many children present such as Scout meetings, must provide adequate supervision.

In accordance with the Library's Unattended Children Policy, adults attending meetings may not leave children eight years of age and younger unattended. Children must be accompanied and directly supervised by a responsible caregiver who assumes full accountability for the children's safety and behavior in the Library.

### **APPLICATION PROCEDURE**

There is no charge for the use of the Library's meeting rooms, **except that the Library may charge the Applicant for costs related to security and related services to protect the safety of the Library and staff, patrons, and others where the Library Director determines that such additional services are necessary. The determination of the scope of security or other services needed and the selection of the services provider is in the sole discretion of the Library Director.**

**Applicants may also be asked to provide proof of adequate insurance (naming the Library as an additional insured) and/or a security plan when deemed necessary or appropriate by the Library Director in the Director's sole discretion. Failure or refusal to comply with any request of the Library Director or staff prior to or during a reservation may result in cancellation of the reservation or suspension of Meeting Room privileges.**

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Only requests at least seven (7) days in advance of requested dates will be processed.

No reservations can be processed without an **APPLICATION FORM** on file. The application can be accessed on the Library's website ([deerfieldlibrary.org/services](http://deerfieldlibrary.org/services), and click on "Study and Meeting Rooms". Submission instructions are on the application.)

**No group may transfer a reservation to another group.**

Applications are reviewed and notice of approval or denial is **usually** given within three (3) business days of receipt of ~~the~~ **a completed application, including provision of insurance, a security plan, and security fee, where required by the Library Director.** Please note that submitting an application does not guarantee approval or use of the room. Library personnel will do everything possible to facilitate the application process, but no event will go on the calendar until a completed application form is approved and on file.

Notify the Library of cancellations at least 24 hours in advance of the meeting. If the Library is not notified, there will be a \$50 fee added to the account of the DPL cardholder that made the reservation.

The Library reserves the right to cancel the use of the meeting room and cannot be responsible for cancellations due to weather, loss of power, or other conditions.

The Library reserves the right to waive application requirements.

### **LIBRARY'S AUTHORITY**

The Library reserves the right to approve meeting room eligibility, assess or waive fees, and cancel or reschedule meetings without cause, reason, or liability. Programs, classes or other activities presented by the Library take precedence over non-Library use of the meeting rooms.

An organization's failure to abide by the rules regulating the use of the Library's meeting rooms or the Deerfield Public Library Patron Policy may result in cancellation or refusal of future reservations.

~~Content Activities of conducted in non-Library sponsored meetings held at the Deerfield Public Library is may be protected by the First Amendment of the United States Constitution. Speech not protected by the First Amendment, including but not limited to obscenity, incendiary and defamatory speech, is prohibited.~~

### **LIABILITY**

The organization agrees to indemnify, ~~and~~ hold harmless, **and defend the** Deerfield Public Library and its Board of Trustees ~~plus the Village of Deerfield and its officials~~ for any and all liability arising from use of premises.

The organization's representative agrees to pay for all damages and losses associated with the meeting as regards the Library building, contents, and equipment.

The Library is not responsible for the equipment, materials or personal possessions of anyone attending the meeting.

### **ADA COMPLIANCE**

The Deerfield Public Library is committed to providing reasonable accommodations for patrons with physical, learning, mental health and/or other types of disabilities. Accommodations for patrons with disabilities shall be made in consultation with Library Staff.

**Approved October 17, 2018**

**Revised August 24, 2023**

**Revised October 16, 2024**