

**DEERFIELD PUBLIC LIBRARY BOARD OF TRUSTEES
MEETING AGENDA
920 Waukegan Road, Deerfield, IL, Meeting Room
Wednesday, November 20, 2024, 6:30 PM**

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

1. ROLL CALL & CALL TO ORDER
2. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD & CORRESPONDENCE
3. APPROVAL OF MINUTES
 - A. September 18, 2024 Executive Session (ACTION)
 - B. October 16, 2024 Regular Meeting (ACTION)
4. TREASURER REPORT
 - A. Monthly Financials: Balance Sheet, Revenue & Expenses (ACTION)
 - B. List of Checks and Payments for Approval (ACTION)
5. LIBRARY DIRECTOR'S REPORT
 - A. Holiday Party Information
 - B. Staff Survey Information
6. OLD BUSINESS
7. NEW BUSINESS
 - A. FY2025 Per Capita Grant Requirements Discussion
8. OTHER
9. ADJOURNMENT

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

Upcoming 2024 Library Board Meetings: December 18

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

DEERFIELD PUBLIC LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES
October 16, 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 and Stephanie Brand.

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

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

None.

5. STAFF PRESENTATION: Stephanie Keough, Head of Patron Services

Ms. Stephanie Keough provided a presentation on the Patron Services department.

3. APPROVAL OF MINUTES

A. September 18, 2024 Regular Meeting (ACTION)

MOTION: Mr. Schriftman made a motion to approve the September 18, 2024 Regular Meeting minutes, seconded by Ms. Stephanie Brand.

Vote: 4 - Yes Luisa Ellenbogen, Ken Abosch, Seth Schriftman and Stephanie Brand.

The motion was approved.

4. TREASURER REPORT

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

Mr. Schriftman gave the financial report.

MOTION: Mr. Ken Abosch made a motion to approve the September Financials, seconded by Ms. Brand.

Vote: 4 - Yes Luisa Ellenbogen, Ken Abosch, Seth Schriftman and Stephanie Brand.

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 September, which included:

-E Pay 1 ACH	\$	50.36
-AP Check Num 14574-14616, 10 ACHS	\$	<u>100,075.45</u>

10. ADJOURNMENT

At 7:58 p.m, Mr. Schriftman made a motion to adjourn the meeting, seconded by Mr. Abosch.

Vote: 4 - Yes Luisa Ellenbogen, Ken Abosch, Seth Schriftman and Stephanie Brand.

The motion was approved.

Ken Abosch, Secretary

Deerfield Public Library

Balance Sheet

As of October 31, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
11000 Cash and Investments - General	0.00
11100 General Operating - WinTrust	824,193.91
11200 Payroll - WinTrust	233,960.66
11300 E-Pay - WinTrust	10,064.64
11400 Deposits - Bank Financial	49,320.22
11500 Petty Cash - Bank Financial	2,585.00
11600 Max-Safe Wintrust	4,563,816.34
11900 Petty Cash	574.00
Total 11000 Cash and Investments - General	5,684,514.77
14100 PMA Financial Services	
10-1410 PMA Reserve Fund	2,282,019.74
Total 14100 PMA Financial Services	2,282,019.74
Total Bank Accounts	\$7,966,534.51
Accounts Receivable	
15120 Property Tax Receivable - 2013	999.45
Total Accounts Receivable	\$999.45
Other Current Assets	
15010 Receivables	4.80
15100 Property Taxes Receivable	4,607,500.00
Total Other Current Assets	\$4,607,504.80
Total Current Assets	\$12,575,038.76
Fixed Assets	
19000 Capital Assets	
19050 Capital Assets -Not Depreciated	
19100 Land	65,493.00
Total 19050 Capital Assets -Not Depreciated	65,493.00
19200 Capital Assets - To Depreciate	
19210 Building	13,197,410.12
19300 Equipment	
19301 Equip - Phone System	33,636.00
19302 Equip - Automation System	309,361.00
19303 Equip - RFID	433,659.00
19304 Equip - Vehicle	23,432.00
19310 Furniture	883,919.00
Total 19300 Equipment	1,684,007.00

Deerfield Public Library

Balance Sheet

As of October 31, 2024

	TOTAL
Total 19200 Capital Assets - To Depreciate	14,881,417.12
19220 Accumulated Depreciation	-6,239,762.00
Total 19000 Capital Assets	8,707,148.12
Total Fixed Assets	\$8,707,148.12
Other Assets	
15110 Deferred Outflows of Resources	1,369,971.74
15120 Deferred Outflows of Resources - OPEB	280,991.00
Total Other Assets	\$1,650,962.74
TOTAL ASSETS	\$22,933,149.62
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
21000 Accounts Payable	52,604.82
Total Accounts Payable	\$52,604.82
Other Current Liabilities	
22000 Payroll Liabilities	0.40
22100 Salaries Payable	67,367.09
22300 Withholdings	-3,124.79
Total 22000 Payroll Liabilities	64,242.70
22395 FSA Payable	-1,662.71
25000 Deferred Inflows of Resources	50,472.44
25100 Deferred Property Taxes	4,607,500.00
Total 25000 Deferred Inflows of Resources	4,657,972.44
25110 Unearned Property Taxes-2011a	683,950.00
25500 Deferred Inflows of Resources - OPEB	190,039.00
26300 Net Pension liability	1,655,529.00
Total Other Current Liabilities	\$7,250,070.43
Total Current Liabilities	\$7,302,675.25
Long-Term Liabilities	
25300 Change in Due to Village	455,000.00
26000 Noncurrent Liabilities	
26009 Compensated Absences	94,862.00
26100 Other Postemployment Benefits	572,518.00
26200 Due to Village - Long Term Debt	4,544,999.74
Total 26000 Noncurrent Liabilities	5,212,379.74
Total Long-Term Liabilities	\$5,667,379.74
Total Liabilities	\$12,970,054.99

Deerfield Public Library

Balance Sheet

As of October 31, 2024

	TOTAL
Equity	
31000 Opening Bal Equity	-683,950.00
32000 Fund Balance, Beginning	3,794,805.20
32100 Fund Balance 2011-A	-43,738.95
32110 Fund Balance-2013	-36,910.41
32120 Fund Balance _ Res	2,540,309.11
32130 Fund Balance LT Debt Acct Grp	-126,259.90
33000 Investment in Capital Assets	9,205,858.12
33050 Debt Related to Capital Assets	-5,598,599.74
Total 33000 Investment in Capital Assets	3,607,258.38
Net Income	911,581.20
Total Equity	\$9,963,094.63
TOTAL LIABILITIES AND EQUITY	\$22,933,149.62

Deerfield Public Library

Budget vs. Actuals: Budget 2024 - FY24 P&L

January - October, 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
41000 Taxes				
41100 Property Tax	4,484,903.73	4,607,500.00	-122,596.27	97.34 %
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 %
Total 41000 Taxes	5,225,270.05	5,372,200.00	-146,929.95	97.26 %
42000 Fees & Fines				
42100 Material Fees	4,940.71	5,000.00	-59.29	98.81 %
42200 Non-Resident Fees	9,118.87	5,000.00	4,118.87	182.38 %
42300 Printing/Copying Fees	5,465.59	4,000.00	1,465.59	136.64 %
Total 42000 Fees & Fines	19,525.17	14,000.00	5,525.17	139.47 %
43000 Investment Income				
43100 Interest - General	142,931.72	75,000.00	67,931.72	190.58 %
43200 Interest - Reserve	81,904.82	25,000.00	56,904.82	327.62 %
Total 43000 Investment Income	224,836.54	100,000.00	124,836.54	224.84 %
44000 Grants				
44009 Other Operating Grants	1,500.00		1,500.00	
44100 State Grant				
44150 Per Capita Grant	28,506.06	25,000.00	3,506.06	114.02 %
Total 44100 State Grant	28,506.06	25,000.00	3,506.06	114.02 %
Total 44000 Grants	30,006.06	25,000.00	5,006.06	120.02 %
45000 Gifts and Contributions				
45100 General Donations	2,837.65	500.00	2,337.65	567.53 %
45500 Friends Contributions	19,518.27	10,000.00	9,518.27	195.18 %
Total 45100 General Donations	22,355.92	10,500.00	11,855.92	212.91 %
Total 45000 Gifts and Contributions	22,355.92	10,500.00	11,855.92	212.91 %
49000 Miscellaneous Revenue				
49009 Miscellaneous	1,886.32	1,000.00	886.32	188.63 %
49065 Sale of Surplus Materials	320.54	500.00	-179.46	64.11 %
Total 49000 Miscellaneous Revenue	2,206.86	1,500.00	706.86	147.12 %
Total Income	\$5,524,200.60	\$5,523,200.00	\$1,000.60	100.02 %
GROSS PROFIT	\$5,524,200.60	\$5,523,200.00	\$1,000.60	100.02 %
Expenses				
50000 General Expenses				
51000 Personnel Expenses				
51100 Salaries	2,465,958.25	2,700,000.00	-234,041.75	91.33 %
51200 FICA	181,623.10	206,640.00	-25,016.90	87.89 %
51300 Health/Misc Benefits	347,652.53	425,000.00	-77,347.47	81.80 %
51400 Pension Contribution	165,317.77	221,860.00	-56,542.23	74.51 %
51500 Other Benefits	6,948.34	9,000.00	-2,051.66	77.20 %
51600 Staff Enrichment	4,303.02	5,000.00	-696.98	86.06 %

Deerfield Public Library

Budget vs. Actuals: Budget 2024 - FY24 P&L

January - October, 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Total 51000 Personnel Expenses	3,171,803.01	3,567,500.00	-395,696.99	88.91 %
52000 Facility Expenses				
52100 Interior Facility Maintenance	28,334.04	66,000.00	-37,665.96	42.93 %
52200 Facility Equipment Maintenance	121,079.86	100,000.00	21,079.86	121.08 %
52300 Exterior Building Maintenance	28,686.55	30,000.00	-1,313.45	95.62 %
52400 Utilities				
52410 Water	3,052.14	4,000.00	-947.86	76.30 %
52430 Telephone - Voice	14,280.96	21,000.00	-6,719.04	68.00 %
52440 Data Lines	11,515.29	15,000.00	-3,484.71	76.77 %
Total 52400 Utilities	28,848.39	40,000.00	-11,151.61	72.12 %
52500 Minor Furnishings & Equipment	33,335.97	25,000.00	8,335.97	133.34 %
Total 52000 Facility Expenses	240,284.81	261,000.00	-20,715.19	92.06 %
53000 Library Materials				
53100 Periodicals	6,654.37	15,500.00	-8,845.63	42.93 %
53200 Adult Materials-Books				
53221 Books - Adult Non-Fiction	34,419.47	40,000.00	-5,580.53	86.05 %
53222 Books-Adult Fiction	43,101.65	59,000.00	-15,898.35	73.05 %
Total 53200 Adult Materials-Books	77,521.12	99,000.00	-21,478.88	78.30 %
53300 Audio Visual Materials				
53320 Audio Visual - Adult	42,172.78	59,000.00	-16,827.22	71.48 %
53340 Audio Visual - Youth	6,895.39	10,000.00	-3,104.61	68.95 %
Total 53300 Audio Visual Materials	49,068.17	69,000.00	-19,931.83	71.11 %
53400 Youth Materials-Books				
53241 Books - Youth & Teens	46,959.15	72,000.00	-25,040.85	65.22 %
53550 Literacy Support - Youth	1,705.55	2,000.00	-294.45	85.28 %
Total 53400 Youth Materials-Books	48,664.70	74,000.00	-25,335.30	65.76 %
53501 Electronic Resources				
53500 E-Resources	251,656.56	304,000.00	-52,343.44	82.78 %
Total 53501 Electronic Resources	251,656.56	304,000.00	-52,343.44	82.78 %
53600 Non-Traditional Resources	8,612.70	14,000.00	-5,387.30	61.52 %
Total 53000 Library Materials	442,177.62	575,500.00	-133,322.38	76.83 %
54000 Library Programs				
54100 Admin Programs	4,528.26	5,000.00	-471.74	90.57 %
54150 Outreach Programs	1,472.51	2,000.00	-527.49	73.63 %
54210 Adult Programs	25,106.67	25,000.00	106.67	100.43 %
54400 Youth Programs	31,909.57	25,000.00	6,909.57	127.64 %
54500 MakerSpace Programs	2,955.83	1,500.00	1,455.83	197.06 %
Total 54000 Library Programs	65,972.84	58,500.00	7,472.84	112.77 %
55000 Technology				
55350 Software & Licenses	203,358.35	220,000.00	-16,641.65	92.44 %
55360 IT Support	86,984.41	125,000.00	-38,015.59	69.59 %
55400 New Projects/equip				

Deerfield Public Library

Budget vs. Actuals: Budget 2024 - FY24 P&L

January - October, 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
56440 IT Equipment	35,538.69	60,000.00	-24,461.31	59.23 %
Total 55400 New Projects/equip	35,538.69	60,000.00	-24,461.31	59.23 %
55440 MakerSpace Equipment	6,659.59	8,500.00	-1,840.41	78.35 %
Total 55000 Technology	332,541.04	413,500.00	-80,958.96	80.42 %
56000 Professional/Contractual Svcs				
56009 Other Office Support	8,192.42	9,000.00	-807.58	91.03 %
56100 Insurance	43,406.00	44,000.00	-594.00	98.65 %
56200 Postage	5,915.43	7,500.00	-1,584.57	78.87 %
56300 Professional Printing Services	15,164.79	19,250.00	-4,085.21	78.78 %
56500 Professional Admin Services	27,325.91	25,000.00	2,325.91	109.30 %
56550 Cataloging Service	19,294.40	22,000.00	-2,705.60	87.70 %
56555 Professional Outreach Services	8,332.45	8,750.00	-417.55	95.23 %
Total 56500 Professional Admin Services	54,952.76	55,750.00	-797.24	98.57 %
56700 Travel for Library Services	145.39	500.00	-354.61	29.08 %
Total 56000 Professional/Contractual Svcs	127,776.79	136,000.00	-8,223.21	93.95 %
56400 Supplies				
56410 General Operating Supplies	16,857.01	15,000.00	1,857.01	112.38 %
56420 Processing Supplies	24,157.99	24,500.00	-342.01	98.60 %
Total 56400 Supplies	41,015.00	39,500.00	1,515.00	103.84 %
57000 Training/Development Expenses				
56600 Dues & Memberships	6,163.88	8,000.00	-1,836.12	77.05 %
57100 Training & Education	27,657.37	25,000.00	2,657.37	110.63 %
57200 Training Travel	2,981.05	6,000.00	-3,018.95	49.68 %
Total 57000 Training/Development Expenses	36,802.30	39,000.00	-2,197.70	94.36 %
Total 50000 General Expenses	4,458,373.41	5,090,500.00	-632,126.59	87.58 %
61000 Capital Expenses				
61100 Facility Improvements	49,395.99	50,000.00	-604.01	98.79 %
Total 61000 Capital Expenses	49,395.99	50,000.00	-604.01	98.79 %
70000 Debt Service				
60-7010 Debt Service 2021 Interest (Payments)	104,850.00	209,700.00	-104,850.00	50.00 %
60-7020 Debt Service 2021 Principal (Payments)		480,000.00	-480,000.00	
Total 70000 Debt Service	104,850.00	689,700.00	-584,850.00	15.20 %
Total Expenses	\$4,612,619.40	\$5,830,200.00	\$ -1,217,580.60	79.12 %
NET OPERATING INCOME	\$911,581.20	\$ -307,000.00	\$1,218,581.20	-296.93 %
NET INCOME	\$911,581.20	\$ -307,000.00	\$1,218,581.20	-296.93 %

Master Total Portfolio Report

Report as of 10/31/2024

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		10/31/2024			ISC Balance	\$51,808.02	\$51,808.02	
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
CD	CD-1370288-1	10/22/2024	04/14/2026	3719	American Commercial Bank & Trust, National Association	\$235,400.00	\$249,904.36	4.172
CD	CD-1370289-1	10/22/2024	04/14/2026	68187	Baxter Credit Union	\$235,600.00	\$249,903.04	4.092
Sub Totals →						\$2,282,019.74	\$2,407,811.05	

Totals →						\$2,282,019.74	\$2,407,811.05	
-----------------	--	--	--	--	--	-----------------------	-----------------------	--

Time and Dollar Weighted Average Portfolio Yield: 4.64%

Weighted Average Portfolio Maturity: 287.07 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	95.71	\$2,304,003.03	Certificate of Deposit
SEC	2.14	\$51,529.77	Securities
ISC	2.15	\$51,808.02	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

Deerfield Public Library					
Check Detail					
For Board Meeting on November 20, 2024					
Summary					Amount
11500 Bank Financial Petty Cash		Check Num 773			\$51.32
11100 WinTrust General Operating		Check Num 14617-14655, 10 ACHS			\$87,958.43
Total Payments to Approve					\$88,009.75
Date	Num	Vendor	Memo	Amount	Account Num
11500 Bank Financial Petty Cash -1537					
11/08/2024	773	Kelly DeCorrevont	Mileage Reimbursement - Employment Law Conference 11/7/24	51.32	57200
Total for 11500 Bank Financial Petty Cash -1537				51.32	
11100 WinTrust General Operating -2997					
10/24/2024	14617	The New York Times	Large Type Weekly Subscription Renewal Annual	182.00	53100
10/24/2024	14618	OverDrive, Inc.	eBooks - October 2024	2,427.26	53500
10/24/2024	14619	Olsson Roofing Company, Inc.	Roof Maintenance Bi-Annual Fall 2024	1,400.00	52300
10/24/2024	14620	Rebecca Spectre Magic LLC	Haunted Library Magic Shows 10/25/24	950.00	54210
10/24/2024	14621	Tee Jay Service Company, Inc.	Repair to Front Main Door	540.00	52200
10/24/2024	14622	ACCO Brands USA LLC	Supplies: Laminator Rolls (4)	195.39	56410
10/24/2024	14623	Stephanie Keough	Mileage Reimbursement - Circ Conference '24 Madison, WI	188.27	57200
10/24/2024	14624	APF Entertainment/Another Pretty Face	Haunted Library Airbrush tattoo artist, balloon twister, and photo-booth 10/25/24	1,450.00	54400
10/24/2024	14625	Incrediblebats, Inc.	Haunted Library Creature Open House (Bats, Rat, Snakes, Spiders and Sloth) 10/25/24	900.00	54400
10/24/2024	14626	Peerless Network, Inc.	Phone Support Maintenance 10/15/24-11/14/24	1,132.14	52430
10/24/2024	14627	Auden Granger	Collage Round Table Presentation - 11/01/24	225.00	54210
10/24/2024	14628	Cintas Corporation	Mats for the Library	86.24	52100
10/24/2024	14629	Anderson Pest Solutions	Pest Management - October 2024	71.40	52100
10/24/2024	14630	Playaway Products LLC	Acquisitions for Wonderbooks Youth AV - October 2024	448.92	53340
10/24/2024	14631	Madeline Dahlman	Book Discussion w/Madeline Dahlman - 11/14/24	200.00	54210
11/06/2024	14632	Midwest Tape 2000007021	Acquisitions for AV, Processing Supplies & Cataloging Service - October 2024	5,889.75	53320, 53340, 56420, 56550
11/06/2024	14633	Ingram Library Services LLC	Acquisitions for Books, AV, and Processing Supplies - Oct 2024	16,246.71	53221, 53222, 53241, 53320, 54210, 56420
11/06/2024	14634	OverDrive, Inc.	eBooks - October 2024	9,941.71	53500
11/06/2024	14635	Rotary Club of Deerfield	Dues & Luncheon - Qtr 3 2024	460.00	56600
11/06/2024	14636	Cintas Corporation	Monthly Lease for (3) AED Devices, Refill of First Aid Kit Supplies, Refill of Bathroom Supplies	1,365.07	52200, 56410
11/06/2024	14637	Baker & Taylor	Youth AV - October 2024	415.42	53340
11/06/2024	14638	ACC Business	Internet Service 09/11/24-10/10/24	907.96	52440
11/06/2024	14639	Graphic Solutions, Inc.	Browsing Winter 2024-2025 Graphic Design	1,625.00	56555
11/06/2024	14640	Today's Business Solutions, Inc.	Fee for Public Use of Fax Machine	214.44	55360
11/06/2024	14641	School Library Journal	School Library Journal - Digital Edition Subscription	136.99	53100
11/06/2024	14642	Apple Inc.	Replacement I-Pads (2)	1,076.00	56440
11/06/2024	14643	CDW Government, Inc.	Replacement Receipt Printers for Patron Services	481.38	56440
11/06/2024	14644	Johnson Controls	Replace ACCU-3 Slave Bridge Diode	533.51	52200
11/06/2024	14645	Quadient Leasing USA, Inc.	Postage Machine Quarterly Lease: 9/2/2024 - 12/1/2024	221.67	56200
11/06/2024	14646	Sentinel Technologies, Inc.	Automation Support for Servers & Workstations & Storage Back Up	4,665.16	55360
11/06/2024	14647	Complete Cleaning Company, Inc.	Monthly Cleaning Services for Library	2,640.00	52100
11/06/2024	14648	Judith S. Roin	Mindfulness & Meditation Yoga - 11/22/24	75.00	54210
11/06/2024	14649	Very Smart People, LLC	Staying Private Online Presentation - 11/25/24	200.00	54210
11/06/2024	14650	Lenovo Inc.	Replacement Computer - Facilities	755.00	56440

11/06/2024	14651	Kanopy Inc.	Pay Per Use	468.00	53500
11/06/2024	14652	Midwest Tape	Hoopla Subscription - October 2024	4,666.55	53500
11/06/2024	14653	Esscoe LLC	Security Software Maintenance Agreement - Annual	882.00	56440
11/06/2024	14654	Vogue Printers	Winter 2024-2025 Browsing Newsletter	4,754.83	56300
11/06/2024	14655	Demco, Inc.	Sensory Wall Activities (3)	1,185.78	53550
10/25/2024	ACH	Wex Health, Inc.	FSA Monthly Fees - October 2024	59.80	51500
10/25/2024	ACH	Citi Credit Card	October 2024 Credit Card Payment	6,071.49	20015-20016
11/01/2024	ACH	Village of Deerfield	Water & Sewer - September 2024	180.33	52410
11/01/2024	ACH	Village of Deerfield	Water & Sewer - September 2024	148.44	52410
11/01/2024	ACH	De Lage Landen Financial Services, Inc.	Copier (7) and Printer (3) Lease November 2024	1,808.72	55360
11/04/2024	ACH	Comcast Cable	Patron Internet Service 10/16/24-11/15/24	252.31	52440
11/04/2024	ACH	Amazon	Invoice #: 1Y4D-1GRJ-Q91L Invoice Date: 11/01/2024 for October 2024 Credit Memo#: 1L73-7DH4-NR3H Credit Memo Date: 11/01/24 for October 2024	5,169.54	51600, 52300, 52500, 53222, 53241, 53320, 53550, 53600, 54210, 54400, 54500, 56410, 56420, 55440, 56440
11/05/2024	ACH	Google, Inc.	Google Apps - November 2024	1,254.55	55350
11/06/2024	ACH	USPS	Bulk Mailing Postage for Winter Browsing 2024-2025	1,169.78	56200
11/08/2024	ACH	First Bank Mastercard	October 2024 Credit Card Payment	1,638.92	20001-20014
Total for 11100 WinTrust General Operating -2997				87,958.43	

Deerfield Public Library
Credit Card Transactions by Account Holder
As of 11/07/2024
Presented for Approval November 20, 2024

	Date	Num	Vendor	Memo	Amount	Account Description
20000 Credit Cards Payable						
20001 Admin - 4734						
	11/07/2024	AD 10/07/24	Amazon	Refund of Prime Membership due to ILA	-740.25	Other Office Support
	11/07/2024	AD 10/09/24	MailChimp	E-Newsletter Mailing Monthly Subscription	75.00	Outreach Programs
	11/07/2024	AD 10/15/24	Spotify	Spotify for iPads Monthly Subscription	19.99	Youth Programming
	11/07/2024	AD 11/02/24	Illinois Library Association	ILA Legislative Breakfast Registration 12/4/24	55.00	Training & Education
	11/07/2024	AD 11/04/24	Jewel-Osco	Treats for Staff on Election Day	43.75	Admin Programs
	11/07/2024	AD 11/05/24	DBR Chamber of Commerce	Attendees for 2024 Annual Holiday Luncheon (3)	165.00	Training & Education
Total for 20001 Admin - 4734					-381.51	
20002 Business Office - 1381						
	11/07/2024	BO 10/23/24	VistaPrint	Business Cards Chase S. & Melissa S.	37.97	General Operating Supplies
	11/07/2024	BO 10/24/24	Intuit	Quickbooks Annual Subscription	374.11	Other Office Support
Total for 20002 Business Office - 1381					412.08	
20003 Info Technology (IT) - 5382						
	11/07/2024	IT 10/07/24	Resound	Podcast Editing Service	15.00	Software & Licenses
	11/07/2024	IT 10/08/24	Wasabi Technologies	Storage for Remote Backup	35.77	Software & Licenses
	11/07/2024	IT 11/01/24	Google	Monthly Charge for Library Board Voicemail	14.35	Telephone - Voice
	11/07/2024	IT 11/01/24	Liberated Syndication	Podcasting Hosting	20.00	Software & Licenses
	11/07/2024	IT 11/02/24	Adobe	Monthly Charge for Adobe Stock Images for Communication's Use	29.99	Software & Licenses
	11/07/2024	IT 11/06/24	Apple	Developer Account for Mobile App	105.19	Software & Licenses
Total for 20003 Info Technology (IT) - 5382					220.30	
20005 Patron Services - 8030						
	11/07/2024	PS 10/08/24	Concourse Hotel	Lodging for Back in Circulation Conference - S. Keough	302.62	Training Travel
Total for 20005 Patron Services - 8030					302.62	
20007 Adult Services - 2368						
	11/07/2024	AS 10/08/24	Disney Plus	Roku Monthly Subscription	14.99	E-Resources
	11/07/2024	AS 10/14/24	Netflix	Roku Monthly Subscription	22.99	E-Resources
	11/07/2024	AS 10/18/24	Target	Super Mario Nintendo Switch Games	119.98	Adult AV
	11/07/2024	AS 10/19/24	Apple	Roku Monthly Subscription - Apple TV	9.99	E-Resources
	11/07/2024	AS 10/19/24	Apple	Roku Monthly Subscription - Apple TV	9.99	E-Resources
	11/07/2024	AS 10/23/24	Zoom	Monthly Subscription	63.99	Adult Programming
	11/07/2024	AS 10/30/24	Target	Sales Tax Refund	-19.20	Adult AV
	11/07/2024	AS 10/30/24	Netflix	Roku Monthly Subscription	22.99	E-Resources
	11/07/2024	AS 11/03/24	Disney Plus	Roku Monthly Subscription	16.99	E-Resources
	11/07/2024	AS 11/03/24	Target	Mario & Luigi Brotherhood-Nintendo Switch Games	119.98	E-Resources
	11/07/2024	AS 11/05/24	PBS WTTW	Annual Roku Subscription	60.00	E-Resources
Total for 20007 Adult Services - 2368					442.69	
20009 Outreach Coord - 5776						
	11/07/2024	OC 10/31/24	Library Works	Communications & Marketing Training	49.00	Training & Education
Total for 20009 Outreach Coord - 5776					49.00	
20010 Adult Prog Coord - 2491						
	11/07/2024	APC 10/07/24	Michael's	Haunted Library Supplies	41.00	Adult Programming
	11/07/2024	APC 10/10/24	Lego	Haunted Library Prizes Barn Lego Sets	44.97	Adult Programming
	11/07/2024	APC 10/11/24	Deerfield Italian Kitchen	Food for Horror Book Discussion	23.00	Adult Programming
	11/07/2024	APC 10/25/24	Walgreens	Haunted Library Candy	57.65	Adult Programming
	11/07/2024	APC 10/25/24	Walgreens	Haunted Library Candy	57.65	Youth Programming
	11/07/2024	APC 10/31/24	Walgreens	Return	-23.24	Adult Programming
	11/07/2024	APC 10/31/24	Walgreens	Return	-23.24	Youth Programming

Deerfield Public Library
Credit Card Transactions by Account Holder
As of 11/07/2024
Presented for Approval November 20, 2024

	Date	Num	Vendor	Memo	Amount	Account Description
Total for 20010 Adult Prog Coord - 2491					177.79	
20011 Youth Prog Coord - 1971						
	11/07/2024	YPC 10/09/24	Oriental Trading	Crafts for Dia De Muertos Storytime, English Learners Family Night & Haunted Library	53.73	Youth Programming
	11/07/2024	YPC 10/12/24	Amazon	Issue with DVD working for Program so purchased thru Amazon Prime Video	3.99	Youth Programming
	11/07/2024	YPC 10/16/24	St. Gregory's Church	Haunted Library Pumpkins	203.00	Youth Programming
	11/07/2024	YPC 10/21/24	Jewel-Osco	Candy for Haunted Library Game & Snacks for YAB & Book Discussions	54.51	Youth Programming
	11/07/2024	YPC 10/30/24	Target	Supplies for Taste Test Program	15.73	Youth Programming
	11/07/2024	YPC 10/30/24	Target	Planner for M. Sanks	19.99	General Operating Supplies
	11/07/2024	YPC 10/31/24	Teachers Pay Teachers	Digital Files for Kids Spanish Bingo Games	15.00	Youth Programming
Total for 20011 Youth Prog Coord - 1971					365.95	
20013 Teen Services - 6330						
	11/07/2024	TS 10/09/24	Rosati's Pizza	Pizza for Teen Advisory Board 10/09/24	50.00	Youth Programming
Total for 20013 Teen Services - 6330					50.00	
Total for First Bank Card					1,638.92	
20015 Citi - Maintenance - 9694						
	10/24/2024	FCC 10/11/24	Home Depot	Flowers for Front of the Library	87.16	Exterior Facility Maintenance
	10/24/2024	FCC 10/11/24	Home Depot	Container for Flowers for the Front of the Library	21.94	Exterior Facility Maintenance
	10/24/2024	FCC 10/18/24	Webstaurant Store	Supplies: Hot Cups, Sleeves, and Plates	134.83	General Operating Supplies
	10/24/2024	FCC 10/22/24	Costco	Food for All Staff Meeting 10/23/24	95.51	Admin Programs
	10/24/2024	FCC 10/22/24	Costco	Supplies: Copier Paper (2) & Forks	92.97	General Operating Supplies
Total for 20015 Citi - Maintenance - 9694					432.41	
20016 Citi - Admin - 5667						
	10/24/2024	ACC 09/25/24	Upper Crust Bagels	Bagels for All Staff Meeting 09/25/24	107.52	Admin Programs
	10/24/2024	ACC 09/25/24	Cafe Zupas	Food for All Staff Meeting 09/25/24	457.13	Admin Programs
	10/24/2024	ACC 09/25/24	Jewel-Osco	Desserts for All Staff Meeting 09/25/24	25.98	Admin Programs
	10/24/2024	ACC 09/26/24	Deerfield Bakery	Donuts for Staff Last Day	41.90	Admin Programs
	10/24/2024	ACC 09/27/24	Pinstripes	Deposit for Staff Holiday Party 01/10/25	900.80	Staff Enrichment
	10/24/2024	ACC 10/05/24	Staples	Payroll Envelopes	244.37	General Operating Supplies
	10/24/2024	ACC 10/07/24	The Library Store	Table for Lower Level Paperback Section	1,093.19	Minor Furnishings
	10/24/2024	ACC 10/07/24	Demco	Chairs (4) for New Table Lower Level	723.91	Minor Furnishings
	10/24/2024	ACC 10/14/24	Ultimate Screen Print	Quarter Zips & Fleece for Staff	596.50	Staff Enrichment
	10/24/2024	ACC 10/15/24	AT&T	Paid Adjusted Oct Invoice due to error in billing	292.78	Telephone - Voice
	10/24/2024	ACC 10/16/24	Headspace	Renewal of Annual Subscription	1,065.00	Other Benefits
	10/24/2024	ACC 10/23/24	The Library Store	Liftgate Needed for Delivery of Table	90.00	Minor Furnishings
Total for 20016 Citi - Admin - 5667					5,639.08	
Total for Citi Costco Card					6,071.49	
Total for 20000 Credit Cards Payable					7,710.41	

Director's Report: November 2024

FYI

- As part of the annual Per Capita Grant application, I'll provide a brief overview of the Library's progress towards meeting the Standards for Illinois Libraries to the Board.
- I will provide an update on the completed Staff Survey.
- Articles of Interest:
 - It's that time of the year when we start seeing "Best of" Lists. Here's [one](#) for the best books of 2024.

Personnel

- In October, the library had one separation: a Patron Services Assistant on October 31.
- Two positions were filled during the month, including a Finance Associate and a Digital Communications Associate.
- By the end of October, there were no open positions at the library.

DEPARTMENT REPORTS

Adult Services Report

Melissa Stoeger, Assistant Director of Adult & Youth Services

- Written by Anne Jamieson, Assistant Manager of Adult Services
- The Haunted Library was a huge success! We had **402** patrons of all ages attend.
- Vicki went to the Patty Turner Center for "Digital Drop In" on 10/15 and helped **26** people with their technology questions.
- Deerfield Patch wrote an article about the DPL Podcast's interview of Richard Powers, which came out in September.
<https://patch.com/illinois/deerfield/deerfield-library-podcast-features-pulitzer-prize-winning-author>
- We had multiple positive comments from patrons regarding our tour of the Water Reclamation District, with people complimenting the wide range of programming we provide for patrons.
- Anne spoke at the Rotary Club meeting on 10/3 about veterans in the Deerfield Historical Cemetery.
- 1,557 Patron Questions
- 11 Library Lifelines and 6 One-on-Ones
- 24 Books to Go Deliveries
- 23 live programs with 626 attendees. 1 passive program with 13 participants.
- 721 Study Room Reservations
- 17 Museum Passes

Business Office Report

Kelly DeCorrevont, Head of Finance

- We completed library check runs on October 9 and October 24
- Staff Enrichment Committee met on October 3
- We processed payrolls on October 10 and October 24
- We had our annual wellness screening day on October 16 and had 10 participants
- Talent Trends HR Source webinar on October 17
- All Staff Meeting on October 23
- Tony and Kelly met Johnson Controls on October 21 to discuss our account and plans moving forward
- Completed interviews for the Finance Associate position
- Attended the awesome Haunted Library event on October 25



- Staff and Board please RSVP to the DPL Holiday Party by Monday, November 25

Communications and Outreach Report

Stephanie Scaletta, Communications & Outreach Manager



HIGHLIGHTS:

Haunted Library - Promotion and Outreach

Support: Leading up to and during the month of October, the Haunted Library event was promoted through outreach events, social media marketing and printed materials including an outdoor banner. The initiative was a success, bringing in over 400 community members and patrons. Feedback from attendees was overwhelmingly positive, with many citing the event as a highlight of the fall season.

In addition to bringing in a large crowd, the initiative helped raise awareness of the library's programs and services, fostering deeper connections with the community. Overall, the event not only met but exceeded expectations in terms of community engagement, participation, and outreach effectiveness, setting a strong foundation for future events and initiatives.

[Community Corner](#)

Deerfield Library Podcast Features Pulitzer Prize-Winning Author

Richard Powers, who grew up in Evanston, won the 2019 Pulitzer Prize for Fiction for "The Overstory."

 Eric DeGrecie, Patch Staff

Posted Fri, Oct 11, 2024 at 8:54 am CT



Podcast: Richard Powers - Promotion and Outreach Support:

The initiative has proven to be highly successful in terms of both **community engagement** and **brand building** for the library. By offering access to exclusive interviews with prominent authors like Richard Powers, we are able to foster a deeper connection between the library and the broader cultural conversation. The success of this initiative also underscores the potential of digital platforms in reaching new audiences, enhancing the library's role as a community hub for intellectual and creative exploration.

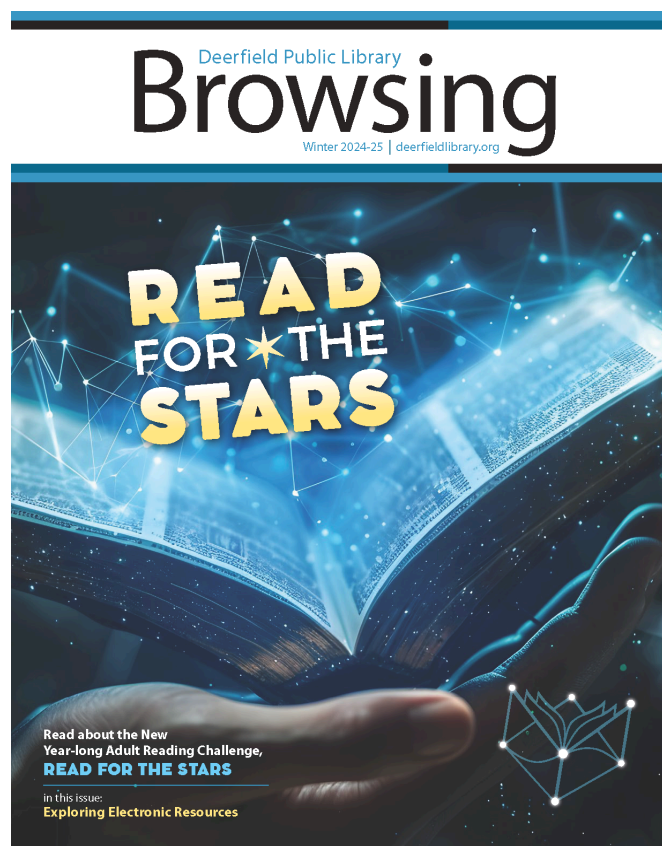
This edition of the DPL Podcast was provided to news outlets through a press release and featured in [the Deerfield Patch](#) on Friday, October 11, 2024.



Homebound Services: As part of our ongoing efforts to ensure equitable access to library resources for all members of the community, we are implementing a targeted outreach plan to engage our homebound patrons. This includes mailing a personalized **survey** to each individual who is currently registered as homebound, asking for their input on library services and resources they would find most beneficial. The survey will be sent with a **prepaid return envelope**, making it easy

and cost-free for patrons to share their preferences.

By collecting valuable feedback and providing convenient options for ongoing engagement, this initiative aims to increase homebound patron satisfaction, encourage greater participation, and build stronger connections with this important segment of our community.



Browsing Winter 2024-25: In this issue of the **Deerfield Public Library Newsletter**, we are excited to share a variety of initiatives and opportunities designed to enhance your library experience throughout the year. Featured prominently are:

- **Year-long Adult Reading Challenge: Read for the Stars**
This fun and engaging challenge invites adults to explore a wide range of genres and authors as they "read for the stars" in their reading journey.
- **Exploring Electronic Resources**
This month, we're highlighting the library's vast collection of **electronic resources**. From e-books and audiobooks to research databases, streaming services, and online learning platforms, we'll show you how to get the most out of our digital offerings.
- **Homebound Services**
For patrons who are unable to visit the

library in person, we are spotlighting our **Homebound Services**, which provide a

convenient way for you to access books, movies, and more, delivered right to your doorstep. We are also launching a new initiative that includes a **survey** to gather feedback on how we can better serve our homebound patrons.

- **Library Programming and Events**

Our library programming continues to grow with exciting events, workshops, and guest speakers. This December, we're hosting a special podcast book discussion with Pulitzer Prize-winning author **Richard Powers**, where he discusses his new novel *Playground*.

UPCOMING PROJECTS:

- **Adult Reading Challenge - Read for the Stars:** Promotion of the program with eye-catching printed materials to enhance engagement, including prizes and giveaways.
- **Electronic Resources** - Marketing materials and supporting promotional initiatives to highlight digital resources.

IT Report

Steve Wuehr, Head of IT

Current Projects

Replacement Computers

We have replaced 6 of the last 10 machines needing replacement. The remainder will be replaced in the next couple of weeks.

Firewall Replacement

We are anticipating a cutover to our new firewalls on Monday evening, 11/18, after the library closes for the day. The new hardware will replace a nearly 10 year old appliance with a new primary and failover firewall.

Replacement Cameras

There are now 9 newer, supported cameras installed and 6 remaining to be replaced.

Communico

We are working with staff on making improvements to the meeting room reservation process.

Upcoming / Ongoing Projects

RFID Gates

We continue to explore options for replacement security gates. We are discussing options on how to best proceed going forward.

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. The upgrade process has also started on newer machines capable of running Windows 11.

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.

Mobile App

We are exploring options for upgrading/replacing our existing mobile app with a new option.

Switch Replacements

We will be starting the process of replacing our aging network switches with newer models.

ISP Upgrade

The library is looking into options to replace our old phone lines with a new digital solution. The existing phone lines in use are for our fax machine, elevators and area of rescue and we need to replace them with a digital solution. AT&T has a solution that would allow us to replace the old phone lines as well as one of our internet circuits with a faster grade of service at a lower overall cost. We are in the early stages of mapping out what that migration would look like.

MakerSpace Report**Ted Gray, MakerSpace Manager**

- We are working on establishing a few updated rules regarding appointment times for the laser engraver. We want to create a way of scheduling appointments just for the laser engraver and how to handle any waiting lists.
- We had a great time in October celebrating Halloween! We used the actual MakerSpace much more effectively this year during the Haunted Library event. Then we had a successful MakerSpace Halloween Open House on Halloween itself.

Projects on the horizon

- The holidays are coming. We expect that over the next few weeks/months we will get busier and busier. That is our main focus at the moment. We've gone through and done some ordering of supplies to make sure we're prepared.

Neat projects

- We ran a very successful program in early October where we made sublimation cutting boards. Everyone who participated emailed us pictures beforehand. Each cutting board was unique and they all turned out fantastic!



- A homemade Dog Man costume for Halloween!



- A laser engraved Chicago cutting board.



- A patron's brother bought a vineyard in Northern California. Our patron created matching glasses and a cutting board with the logo of the wine.



- This Deerfield Mom was running the Chicago Marathon. She made a custom T-Shirt and Onesie for her kids to root for her!



- An applique patch that we created for a toddler chair.



- Our embroidery machine just passed a lifetime of **4 million stitches** (in about a year! WOW). Our patrons LOVE our new embroidery machine.

Patron Services Report

Stephanie Keough, Head of Patron Services

- Keeping up with shelving is keeping us on our toes! Meeting room reservations require lots of attention! We had **24** outside groups use the meeting room last month.
- Nine members of our department (about half) celebrated October anniversaries!
- 10 curbside appointments from four patrons

Support Services Report

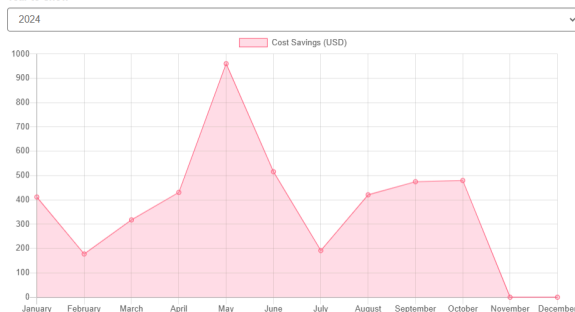
Pam Skittino, Head of Support Services

- The new Aspen release gave us access to a **Library Savings** feature. This feature was turned on and it will now display your approximate savings from November 2023 to present, if you have opted in to reading history!

You are saving \$709.88 with what is currently checked out from the library and you have saved \$4,618.98 by checking out the materials in your reading history from the library.

Monthly Savings

Year to Show



- The Operating Systems on our hosted Sierra and Encore servers were updated
- In October, Support added **1,369** new physical items and withdrew **1,561** physical items. We also repaired 69 items.
- We recataloged/relabelled more than 183 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 and to break out Early Comics from our Youth collection.

Youth Services Report

Melissa Stoeger, Assistant Director of Adult & Youth Services

- This report was written by Emily Koch, Assistant Manager of Youth Services.
- The second annual Haunted Library library program was extremely successful, with over 400 attendees. Every area of the library was utilized for the after-hours event, planned and executed by Cristina Bueno and Jasmine Hosein. There was a plethora of activities and crafts, a “not-so-spooky” storytime hosted by our Megan Sanks, a costume contest, laser engraved pumpkins in the Makerspace, and each study room was decorated by a different staff member on a unique theme. There also were very popular vendors hired, such as a photo booth photographer, a magician, a balloon artist, a face painter, and live animals from Incredible Bats. Participants were given a check list of activities when they

entered, and if they participated in a certain number, they received a prize. The activities made up 1,146 of our active program statistics, and 212 of our passive program statistics this month! We have had more positive comments from attendees than we can count, many saying this is their favorite program of the year.

- Kary Henry hosted her annual DPS 109 Multilingual Family Night at the library. She partners with the elementary schools that we serve to invite their multilingual students and their families to enjoy an evening of library activities. This year she did activities based around being a superhero. She had 65 people attend and received comments like "Thank you so much for planning such an AMAZING event." "So far, all the students I've seen today were like 'Last night was so fun!'" and "You always do a fabulous job and I'm looking forward to next year!" from the teachers who partnered with Kary.
- Emily Koch created a new sub-section of the juvenile comic book collection: Early Comics. These comics are shorter and at an earlier reading level, similar to our Early Readers or Early Chapter Books. Emily realized they were difficult to find interspersed between the other comics, so she identified the series and then worked with Support Services to recatalog the collection. Stuart Osakada designed a new sticker to add to their spine label to denote the new sub-category. The section is at the start of the juvenile comics collection, near the juvenile magazines. It became available on October 29 and had 7 circulations in the last 3 days of October.
- Youth staff launched some new baby bundle backpacks, which are backpacks we put together with books and other resources on a certain topic. These ones are "Big Topics for Big Kids" bundles, which are geared towards kids 3+ years old, and help caregivers discuss topics in an age developmentally appropriate way. The five new kits are about climate change, race, gender, love & families, and consent. Each kit has been checked out at least once since we premiered them in October! We've gotten comments on them like "Are these new? These are so cool!" and "This will be better for when my granddaughter is a bit older, but these are wonderful."
- 981 patron questions
- 4 Personalized Picks
- 58 in-person programs with 2,217 attendees
- 9 Passive programs with 443 participation
- 28 hours of Continuing Education



27



INTEGRATE
DEERFIELD

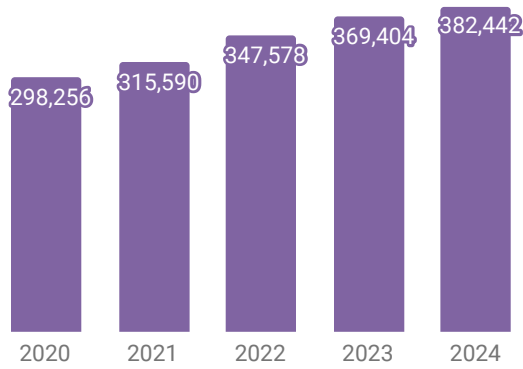


Deerfield Public Library

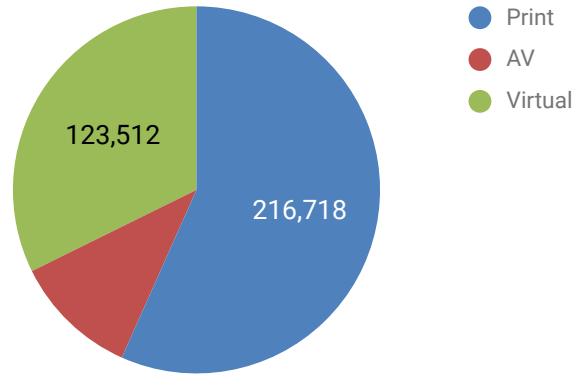
October 2024 Statistics

28

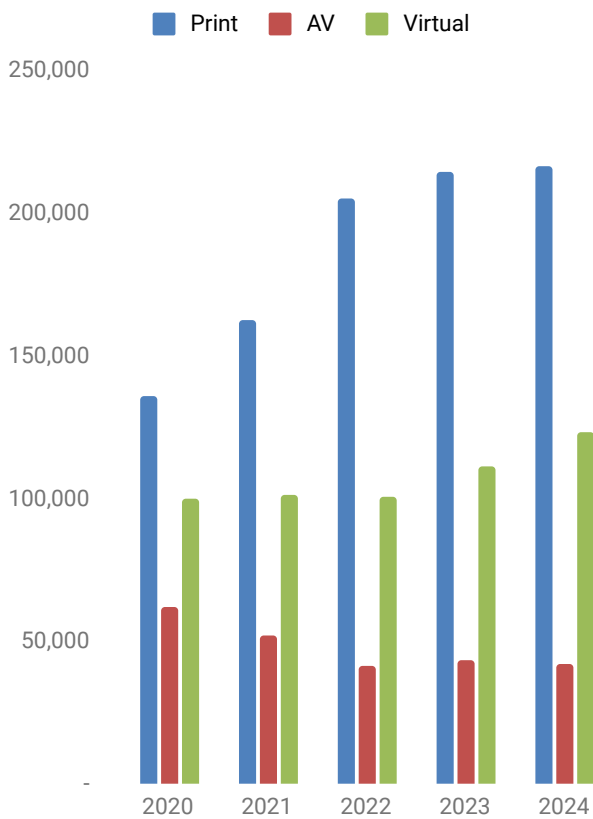
Total Circulation YTD



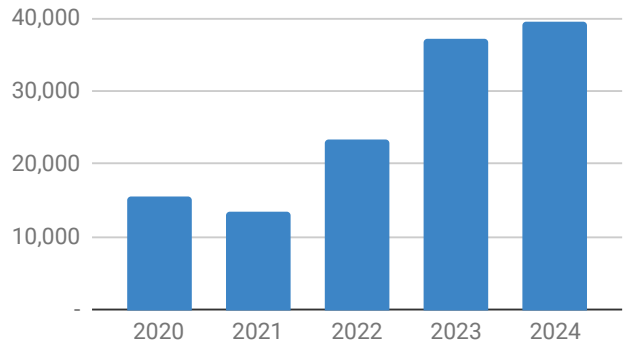
Circulation by Type YTD



Circ Trends by Type YTD



Questions Answered YTD

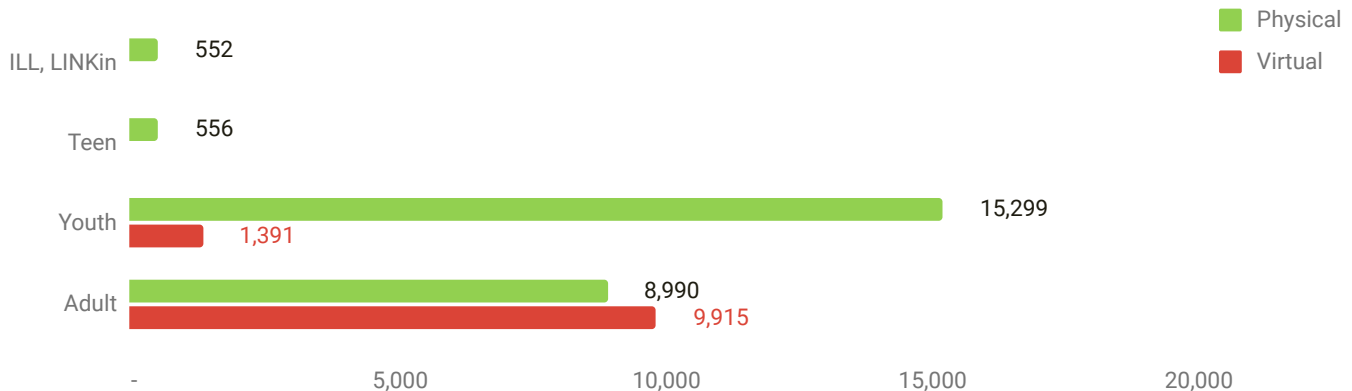


Resident Library Cards



Valid Cards 11,625
 Added this month 58

Circulation by Collection

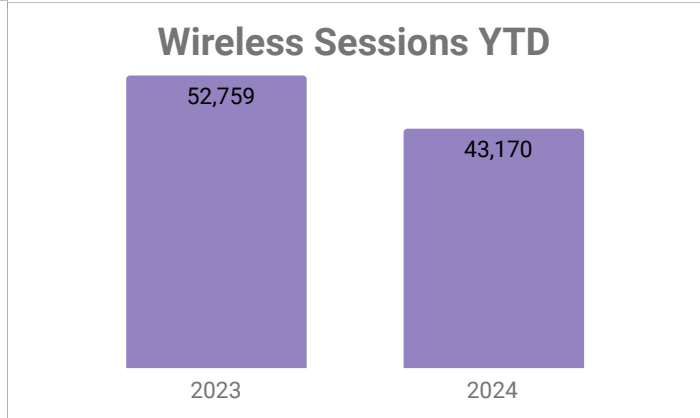
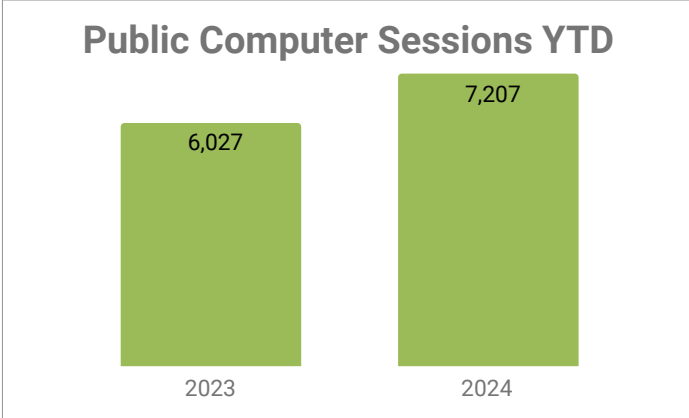
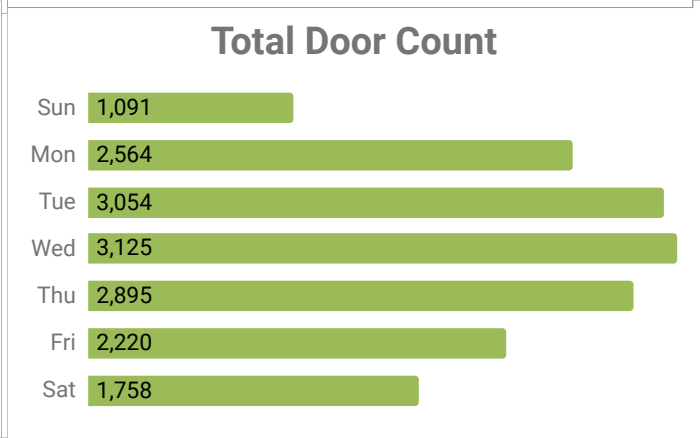
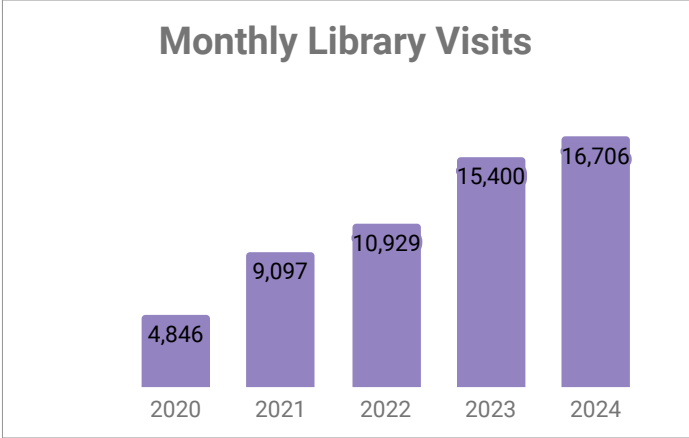
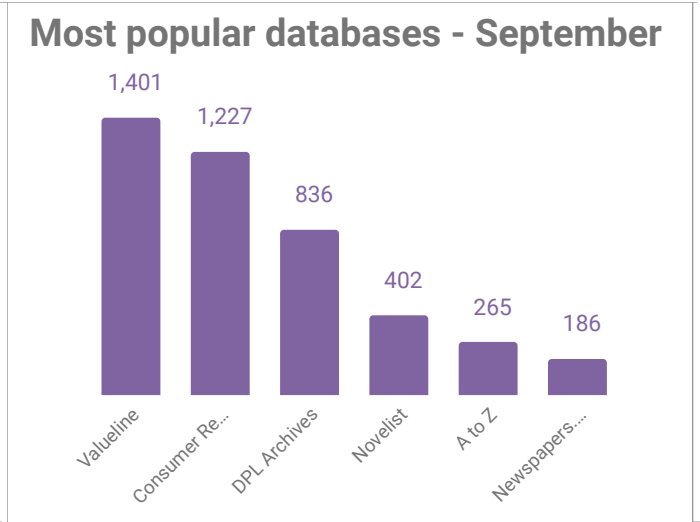
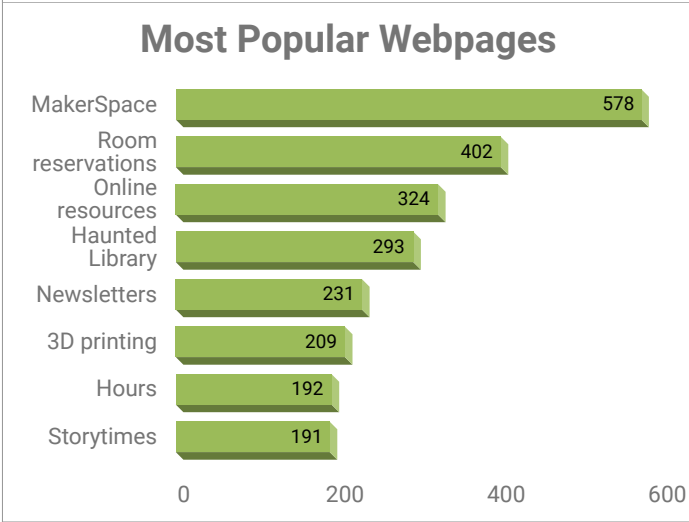
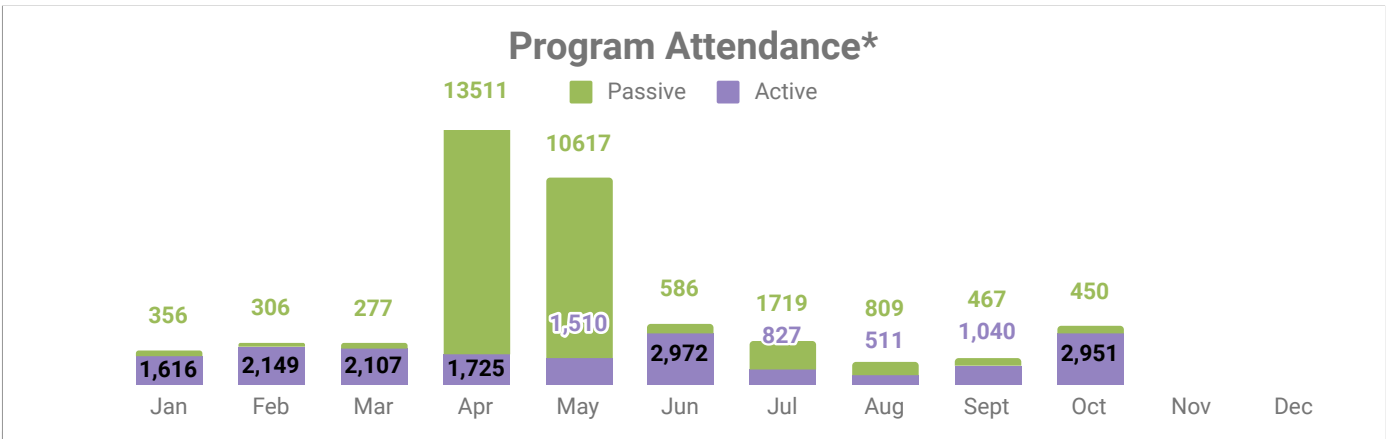


Deerfield Public Library

October 2024 Statistics

29

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

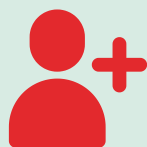




OCTOBER 2024 SOCIAL



13+
new followers



48+
new subscribers



15+
new followers



672
post reach



22,100
views



426
post reach



719
impressions



508.3
watch hours



109
visits

Top Posts

Top Posts

Top Posts



672 reach, 719 impressions



261 views, 58 watch hours



426 views, 53 engaged



525 reach, 58 engaged



18 views, 1.0 watch hours



323 views, 364 impressions

To: Board of Trustees
Re: FY 2025 Per Capita Grant Application: Standards Review, Chapters 1-13
Date: November 20, 2024

At the October and November board meetings, we will review and discuss the Illinois Public Library Standards Checklists as part of our FY2025 Per Capita grant application. The checklists are included after this memo.

Chapter 1	Core Standards
Chapter 2	Governance & Administration
Chapter 3	Personnel
Chapter 4	Access
Chapter 5	Building Infrastructure & Maintenance
Chapter 6	Safety:
Chapter 7	Collection Management
Chapter 8	System Member Responsibilities & Resource Sharing
Chapter 9	Public Services: Reference & Readers Advisory Services
Chapter 10	Programming
Chapter 11	Youth/Young Adult Services
Chapter 12	Technology
Chapter 13	Marketing, Promotion & Collaboration