

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

Residents wishing to share thoughts about any matter concerning the Library may do so by submitting an email to amy@deerfieldlibrary.org 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. November 20, 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
6. OLD BUSINESS
 - A. Holiday Party Reminder
7. NEW BUSINESS
 - A. Strategic Plan Update
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 2025 Library Board Meetings: January 15, February 19, March 19

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

DEERFIELD PUBLIC LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES
November 20, 2024

1. ROLL CALL & CALL TO ORDER

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

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

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

A Deerfield resident attended the meeting to share her concerns about the Library's meeting room policy, as well as the Library's ADA policies. The Board thanked her for the comments.

3. APPROVAL OF MINUTES

A. September 18, 2024 Executive Session (ACTION)

Moved to the next meeting.

B. October 16, 2024 Regular Meeting (ACTION)

MOTION: Mr. Seth Schriftman made a motion to approve the October 16, 2024 Regular Meeting minutes, seconded by Mr. Mike Goldberg.

Vote: 5- Yes Luisa Ellenbogen, Seth Schriftman, Mike Goldberg, Josh Charlson and Emily Wallace. The motion was approved.

4. TREASURER REPORT

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

Mr. Schriftman gave the financial report.

MOTION: Mr. Goldberg made a motion to approve the October Financials, seconded by Mr. Josh Charlson.

Vote: 5- Yes Luisa Ellenbogen, Seth Schriftman, Mike Goldberg, Josh Charlson and Emily Wallace. 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 October, which included:

-Petty Cash Check Num 773	\$	51.32
-AP Check Num 14617-14655, 10 ACHS	\$	<u>87,958.43</u>
The total amount presented for approval	\$	88,009.75

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

Vote: 5- Yes Luisa Ellenbogen, Seth Schriftman, Mike Goldberg, Josh Charlson and Emily Wallace.
The motion was approved.

5. LIBRARY DIRECTOR'S REPORT

A. Holiday Party Information

B. Staff Survey Information

Ms. Amy Falasz-Peterson provided an update and discussed the staff survey results. In addition, she reminded the Board to RSVP for the annual Holiday Party. Ms. Falasz-Peterson shared that the second annual Haunted Library had over 400 attendees. Staff from all departments participated and it was a very enjoyable evening. Finally, Ms. Falasz-Peterson shared that we added two additional tables on the lower level to provide more seating. We moved the paperbacks along the wall by the Administration offices.

6. OLD BUSINESS

7. NEW BUSINESS

A. FY2025 Per Capita Grant Requirements Discussion

Ms. Falasz-Peterson discussed the FY2025 Per Capita Grant Application. The checklists were reviewed by the Board.

8. OTHER

Ms. Falasz-Peterson shared Ms. Stephanie Brand's report from the DPS 109 Community Committee. The Library is hosting a program highlighting "The Anxious Generation" on December 11, 2024. Ms. Ellenbogen shared her experiences at the Annual Deerfield Elected Body dinner.

9. ADJOURNMENT

At 7:24 p.m, Mr. Goldberg made a motion to adjourn the meeting, seconded by Mr. Schriftman.

Vote: 5- Yes Luisa Ellenbogen, Seth Schriftman, Mike Goldberg, Josh Charlson and Emily Wallace.
The motion was approved.

Ken Abosch, Secretary

Deerfield Public Library

Balance Sheet

As of November 30, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
11000 Cash and Investments - General	0.00
11100 General Operating - WinTrust	589,412.61
11200 Payroll - WinTrust	209,762.10
11300 E-Pay - WinTrust	10,460.81
11400 Deposits - Bank Financial	54,303.85
11500 Petty Cash - Bank Financial	2,485.05
11600 Max-Safe Wintrust	3,883,515.06
11900 Petty Cash	574.00
Total 11000 Cash and Investments - General	4,750,513.48
14100 PMA Financial Services	
10-1410 PMA Reserve Fund	2,282,932.43
14110 PMA General Fund	0.00
60-1440 PMA Debt Service	0.00
60-1441 PMA Debt Service 2	0.00
Total 14100 PMA Financial Services	2,282,932.43
Total Bank Accounts	\$7,033,445.91
Accounts Receivable	
15120 Property Tax Receivable - 2013	0.00
Total Accounts Receivable	\$0.00
Other Current Assets	
12101 Inventory Asset	0.00
15000 Other Current Assets	0.00
15010 Receivables	4.80
15100 Property Taxes Receivable	4,607,500.00
15200 Due from Village of Deerfield	0.00
15300 Prepaid Expenses	0.00
15400 Accrued Revenue - General	0.00
Total Other Current Assets	\$4,607,504.80
Total Current Assets	\$11,640,950.71

Deerfield Public Library

Balance Sheet

As of November 30, 2024

	TOTAL
Fixed Assets	
19000 Capital Assets	
19050 Capital Assets -Not Depreciated	
19100 Land	65,493.00
19150 Construction In Progress	0.00
Total 19050 Capital Assets -Not Depreciated	65,493.00
19200 Capital Assets - To Depreciate	
19210 Building	13,197,410.12
19300 Equipment	
19301 Equip - Phone System	33,636.00
19302 Equip - Automation System	309,361.00
19303 Equip - RFID	433,659.00
19304 Equip - Vehicle	23,432.00
19310 Furniture	883,919.00
Total 19300 Equipment	1,684,007.00
Total 19200 Capital Assets - To Depreciate	14,881,417.12
19220 Accumulated Depreciation	-6,239,762.00
Total 19000 Capital Assets	8,707,148.12
Total Fixed Assets	\$8,707,148.12
Other Assets	
15110 Deferred Outflows of Resources	1,369,971.74
15120 Deferred Outflows of Resources - OPEB	280,991.00
19900 Due From Other Activity	
19960 Gen - due from 2011A	0.00
19961 Gen - Due from 2013	0.00
60-1011 Debt Service Due from Genl	0.00
61-1011 2013-Due from Genl	0.00
Total 19900 Due From Other Activity	0.00
Total Other Assets	\$1,650,962.74
TOTAL ASSETS	\$21,999,061.57

Deerfield Public Library

Balance Sheet

As of November 30, 2024

	TOTAL
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
21000 Accounts Payable	40,544.27
Total Accounts Payable	\$40,544.27
Credit Cards	
20000 Credit Cards Payable	20.99
Total Credit Cards	\$20.99
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	-35,986.63
Total 22000 Payroll Liabilities	31,380.86
22395 FSA Payable	-1,606.53
23000 Due to Village - Short Term	0.00
24000 Accrued Expenses	0.00
25000 Deferred Inflows of Resources	50,472.44
25100 Deferred Property Taxes	4,607,500.00
Total 25000 Deferred Inflows of Resources	4,657,972.44
25110 Unearned Property Taxes-2011a	683,950.00
25120 Unearned Prop Taxes -20132	0.00
25500 Deferred Inflows of Resources - OPEB	190,039.00
25902 Unearned Impact Fee - AMLI Proj	0.00
26300 Net Pension liability	1,655,529.00
29000 Due To Other Activity Bank Acct	0.00
Total Other Current Liabilities	\$7,217,264.77
Total Current Liabilities	\$7,257,830.03
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	\$12,925,209.77

Deerfield Public Library

Balance Sheet

As of November 30, 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	22,338.37
Total Equity	\$9,073,851.80
TOTAL LIABILITIES AND EQUITY	\$21,999,061.57

Deerfield Public Library

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

January - December 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
41000 Taxes				
41100 Property Tax	4,525,016.57	4,607,500.00	-82,483.43	98.21 %
41200 Replacement Tax	62,757.76	75,000.00	-12,242.24	83.68 %
60-4110 Property Taxes - Debt Service 2021	689,700.00	689,700.00	0.00	100.00 %
Total 41000 Taxes	5,277,474.33	5,372,200.00	-94,725.67	98.24 %
42000 Fees & Fines				
42100 Material Fees	5,659.48	5,000.00	659.48	113.19 %
42200 Non-Resident Fees	10,183.75	5,000.00	5,183.75	203.68 %
42300 Printing/Copying Fees	5,874.03	4,000.00	1,874.03	146.85 %
Total 42000 Fees & Fines	21,717.26	14,000.00	7,717.26	155.12 %
43000 Investment Income				
43100 Interest - General	159,811.74	75,000.00	84,811.74	213.08 %
43200 Interest - Reserve	82,817.51	25,000.00	57,817.51	331.27 %
Total 43000 Investment Income	242,629.25	100,000.00	142,629.25	242.63 %
44000 Grants				
44100 State Grant				
44150 Per Capita Grant	28,506.06	25,000.00	3,506.06	114.02 %
Total 44100 State Grant	28,506.06	25,000.00	3,506.06	114.02 %
Total 44000 Grants	28,506.06	25,000.00	3,506.06	114.02 %
45000 Gifts and Contributions				
45100 General Donations	3,087.65	500.00	2,587.65	617.53 %
45500 Friends Contributions	22,917.27	10,000.00	12,917.27	229.17 %
Total 45100 General Donations	26,004.92	10,500.00	15,504.92	247.67 %
Total 45000 Gifts and Contributions	26,004.92	10,500.00	15,504.92	247.67 %
49000 Miscellaneous Revenue				
49009 Miscellaneous	1,806.32	1,000.00	806.32	180.63 %
49065 Sale of Surplus Materials	579.69	500.00	79.69	115.94 %
Total 49000 Miscellaneous Revenue	2,386.01	1,500.00	886.01	159.07 %
Total Income	\$5,598,717.83	\$5,523,200.00	\$75,517.83	101.37 %
GROSS PROFIT	\$5,598,717.83	\$5,523,200.00	\$75,517.83	101.37 %
Expenses				
50000 General Expenses				
51000 Personnel Expenses				
51100 Salaries	2,688,916.95	2,700,000.00	-11,083.05	99.59 %
51200 FICA	198,354.10	206,640.00	-8,285.90	95.99 %
51300 Health/Misc Benefits	363,392.18	425,000.00	-61,607.82	85.50 %
51400 Pension Contribution	180,215.18	221,860.00	-41,644.82	81.23 %
51500 Other Benefits	7,008.14	9,000.00	-1,991.86	77.87 %
51600 Staff Enrichment	4,451.66	5,000.00	-548.34	89.03 %
Total 51000 Personnel Expenses	3,442,338.21	3,567,500.00	-125,161.79	96.49 %

Deerfield Public Library

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

January - December 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
52000 Facility Expenses				
52100 Interior Facility Maintenance	33,963.80	66,000.00	-32,036.20	51.46 %
52200 Facility Equipment Maintenance	126,412.17	100,000.00	26,412.17	126.41 %
52300 Exterior Building Maintenance	30,385.29	30,000.00	385.29	101.28 %
52400 Utilities				
52410 Water	3,762.83	4,000.00	-237.17	94.07 %
52430 Telephone - Voice	15,950.18	21,000.00	-5,049.82	75.95 %
52440 Data Lines	12,927.87	15,000.00	-2,072.13	86.19 %
Total 52400 Utilities	32,640.88	40,000.00	-7,359.12	81.60 %
52500 Minor Furnishings & Equipment	34,864.87	25,000.00	9,864.87	139.46 %
Total 52000 Facility Expenses	258,267.01	261,000.00	-2,732.99	98.95 %
53000 Library Materials				
53100 Periodicals	17,782.27	15,500.00	2,282.27	114.72 %
53200 Adult Materials-Books				
53221 Books - Adult Non-Fiction	36,347.74	40,000.00	-3,652.26	90.87 %
53222 Books-Adult Fiction	45,011.82	59,000.00	-13,988.18	76.29 %
Total 53200 Adult Materials-Books	81,359.56	99,000.00	-17,640.44	82.18 %
53300 Audio Visual Materials				
53320 Audio Visual - Adult	46,773.19	59,000.00	-12,226.81	79.28 %
53340 Audio Visual - Youth	7,540.77	10,000.00	-2,459.23	75.41 %
Total 53300 Audio Visual Materials	54,313.96	69,000.00	-14,686.04	78.72 %
53400 Youth Materials-Books				
53241 Books - Youth & Teens	49,936.50	72,000.00	-22,063.50	69.36 %
53550 Literacy Support - Youth	1,817.15	2,000.00	-182.85	90.86 %
Total 53400 Youth Materials-Books	51,753.65	74,000.00	-22,246.35	69.94 %
53501 Electronic Resources				
53500 E-Resources	273,813.55	304,000.00	-30,186.45	90.07 %
Total 53501 Electronic Resources	273,813.55	304,000.00	-30,186.45	90.07 %
53600 Non-Traditional Resources	11,862.29	14,000.00	-2,137.71	84.73 %
Total 53000 Library Materials	490,885.28	575,500.00	-84,614.72	85.30 %
54000 Library Programs				
54100 Admin Programs	4,802.23	5,000.00	-197.77	96.04 %
54150 Outreach Programs	1,622.51	2,000.00	-377.49	81.13 %
54210 Adult Programs	28,486.97	25,000.00	3,486.97	113.95 %
54400 Youth Programs	35,474.10	25,000.00	10,474.10	141.90 %
54500 MakerSpace Programs	3,173.64	1,500.00	1,673.64	211.58 %
Total 54000 Library Programs	73,559.45	58,500.00	15,059.45	125.74 %
55000 Technology				
55350 Software & Licenses	206,467.97	220,000.00	-13,532.03	93.85 %
55360 IT Support	102,859.57	125,000.00	-22,140.43	82.29 %
55400 New Projects/equip				
56440 IT Equipment	46,058.82	60,000.00	-13,941.18	76.76 %

Deerfield Public Library

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

January - December 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Total 55400 New Projects/equip	46,058.82	60,000.00	-13,941.18	76.76 %
55440 MakerSpace Equipment	7,509.18	8,500.00	-990.82	88.34 %
Total 55000 Technology	362,895.54	413,500.00	-50,604.46	87.76 %
56000 Professional/Contractual Svcs				
56009 Other Office Support	7,932.17	9,000.00	-1,067.83	88.14 %
56100 Insurance	43,406.00	44,000.00	-594.00	98.65 %
56200 Postage	7,485.21	7,500.00	-14.79	99.80 %
56300 Professional Printing Services	19,919.62	19,250.00	669.62	103.48 %
56500 Professional Admin Services	28,023.41	25,000.00	3,023.41	112.09 %
56550 Cataloging Service	19,476.80	22,000.00	-2,523.20	88.53 %
56555 Professional Outreach Services	8,332.45	8,750.00	-417.55	95.23 %
Total 56500 Professional Admin Services	55,832.66	55,750.00	82.66	100.15 %
56700 Travel for Library Services	145.39	500.00	-354.61	29.08 %
Total 56000 Professional/Contractual Svcs	134,721.05	136,000.00	-1,278.95	99.06 %
56400 Supplies				
56410 General Operating Supplies	18,533.50	15,000.00	3,533.50	123.56 %
56420 Processing Supplies	25,191.19	24,500.00	691.19	102.82 %
Total 56400 Supplies	43,724.69	39,500.00	4,224.69	110.70 %
57000 Training/Development Expenses				
56600 Dues & Memberships	6,723.88	8,000.00	-1,276.12	84.05 %
57100 Training & Education	27,926.37	25,000.00	2,926.37	111.71 %
57200 Training Travel	3,335.49	6,000.00	-2,664.51	55.59 %
Total 57000 Training/Development Expenses	37,985.74	39,000.00	-1,014.26	97.40 %
Total 50000 General Expenses	4,844,376.97	5,090,500.00	-246,123.03	95.17 %
61000 Capital Expenses				
61100 Facility Improvements	49,467.86	50,000.00	-532.14	98.94 %
Total 61000 Capital Expenses	49,467.86	50,000.00	-532.14	98.94 %
70000 Debt Service				
60-7010 Debt Service 2021 Interest (Payments)	209,700.00	209,700.00	0.00	100.00 %
60-7020 Debt Service 2021 Principal (Payments)	480,000.00	480,000.00	0.00	100.00 %
Total 70000 Debt Service	689,700.00	689,700.00	0.00	100.00 %
Total Expenses	\$5,583,544.83	\$5,830,200.00	\$ -246,655.17	95.77 %
NET OPERATING INCOME	\$15,173.00	\$ -307,000.00	\$322,173.00	-4.94 %
NET INCOME	\$15,173.00	\$ -307,000.00	\$322,173.00	-4.94 %



Master Total Portfolio Report

Report as of 11/30/2024

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		11/30/2024			ISC Balance	\$52,720.71	\$52,720.71	
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 →						\$2,282,932.43	\$2,408,723.74	
Totals →						\$2,282,932.43	\$2,408,723.74	

Time and Dollar Weighted Average Portfolio Yield: 4.62%

Weighted Average Portfolio Maturity: 257.07 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	95.67	\$2,304,003.03	Certificate of Deposit
SEC	2.14	\$51,611.02	Securities
ISC	2.19	\$52,720.71	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 December 18, 2024					
Summary					Amount
11500 Bank Financial Petty Cash	Check Num 772, 774				\$94.68
11100 WinTrust General Operating	Check Num 14656-14688, 10 ACHS				\$678,812.18
Total Payments to Approve					\$678,906.86
Date	Num	Vendor	Memo	Amount	Account Num
11500 Bank Financial Petty Cash -1537					
11/25/2024	772	Noreen Trotsky	Reimbursement for Food & Balloons purchased for KiDLS & Taste Test Challenge programs	48.65	54400
12/05/2024	774	Noreen Trotsky	Reimbursement for food for cocoa bar for Staff Enrichment	46.03	51600
Total for 11500 Bank Financial Petty Cash -1537				94.68	
11100 WinTrust General Operating -2997					
11/20/2024	14656	EBSCO Industries Inc., dba Ebsco Information Services	Magazine Subscriptions Annual Renewal 2025	10,438.90	53100
11/20/2024	14657	OverDrive, Inc.	eBooks - November 2024	3,322.95	53500
11/20/2024	14658	Andertoons LLC	Let's Draw Series - Fall 2024	1,050.00	54400
11/20/2024	14659	Cintas Corporation	Mats for the Library	86.24	52100
11/20/2024	14660	North Central O Gaugers	Holiday Train Run with North Central program 12/7/24	650.00	54210, 54400
11/20/2024	14661	CDW Government, Inc.	(2) Replacement Receipt Printers for Patron Services Credit Memo Applied for Returned Printers Replacement Security Cameras	4,021.83	56440
11/20/2024	14662	Deerfield High School	DHS Chamber Orchestra Holiday Concert Program on 12/08/24	200.00	54210
11/20/2024	14663	Greg Alexander	Professor Moptop Presents: Holiday Music - 12/12/24	300.00	54210
11/20/2024	14664	Apple Inc.	New Computer for P/T Communication Associate	1,722.00	56440
11/20/2024	14665	Ancel, Glink, Diamond, Bush, DiCianni & Krafthefer, P.C.	Legal Fees - October 2024	180.00	56500
11/20/2024	14666	Johnson Controls	Replace Valent OA Damper Actuator	2,706.83	52200
11/20/2024	14667	Peerless Network, Inc.	Phone Support Maintenance 11/15/24-12/14/24	1,132.13	52430
11/20/2024	14668	Fox Valley Fire & Safety Company, Inc.	Fire Alarm Radio Monitoring Quarterly Lease - November 2024	228.00	52200
11/20/2024	14669	Education Empowerment Partners, PLLC	Book Discussion: "Anxious Generation" 12/11/24	200.00	54210
11/20/2024	14670	Eugene Flynn	Presentation: Exploring Croatia - 12/16/24	200.00	54210
11/20/2024	14671	Michael Dylan Maysick	Diaspora Dinners Program - 12/18/24	400.00	54210
11/20/2024	14672	Anderson Pest Solutions	Pest Management - November 2024	71.40	52100
11/20/2024	14673	Playaway Products LLC	Acquisitions for Wonderbooks Youth AV - November 2024	222.96	53340
11/20/2024	14674	KnowBe4, Inc.	IT Security Training and Testing	4,116.42	55360
12/04/2024	14675	Midwest Tape 2000007021	Acquisitions for AV, Processing Supplies & Cataloging Service - November 2024	2,700.93	53320, 53340, 56420, 56550
12/04/2024	14676	Sentinel Technologies, Inc.	Annual Warranty Renewal for Servers	4,955.02	55360
12/04/2024	14677	Tee Jay Service Company, Inc.	Repair to Front Main Door -Bottom & Top Latch	1,774.00	52200
12/04/2024	14678	Midwest Tape	Hoopla Subscription - November 2024	4,902.90	53500
12/04/2024	14679	OverDrive, Inc.	eBooks - November 2024	13,121.27	53500
12/04/2024	14680	Ingram Library Services LLC	Acquisitions for Books, AV, and Processing Supplies - NOV 2024	7,358.98	53221, 53222, 53241, 53320, 56420
12/04/2024	14681	Cintas Corporation	Replenish First Aid and Bathroom Supplies Monthly Lease for (3) New AED Devices Mats for the Library	1,394.69	52100, 52200, 56410
12/04/2024	14682	ACC Business	Internet Service 09/11/24-10/10/24	907.96	52440
12/04/2024	14683	Marcive, Inc.	Authority Processing - November 2024	119.40	56550
12/04/2024	14684	Complete Cleaning Company, Inc.	Monthly Cleaning Services for Library	2,640.00	52100
12/04/2024	14685	H2I Group, Inc.	Laser Engraver Supplies MakerSpace	244.93	55440

12/04/2024	14686	Kanopy Inc.	Pay Per Use	472.00	53500
12/04/2024	14687	Quench USA, Inc.	Water Cooler & Keurig Qtrly Rent: 12/01/2024-02/28/2025	276.00	52200
12/04/2024	14688	RAILS	Communico Cloud Platform 01/01/25-12/31/25	7,500.00	55350
11/25/2024	ACH	Wex Health, Inc.	FSA Monthly Fees - November 2024	59.80	51500
11/25/2024	ACH	Village of Deerfield	Library Debt Service Payment	584,850.00	60-7020
12/02/2024	ACH	Village of Deerfield	Water & Sewer - October 2024	212.22	52410
12/02/2024	ACH	Village of Deerfield	Water & Sewer - October 2024	169.70	52410
12/03/2024	ACH	De Lage Landen Financial Services, Inc.	Copier (7) and Printer (3) Lease December 2024	1,808.72	55360
12/03/2024	ACH	Amazon	Invoice #: 1NVW-HMVW-DYL6 Invoice Date: 12/01/2024 for November 2024 Credit Memo#: 1VCD-DPGN-DN6D Credit Memo Date: 12/01/24 for November 2024	4,975.24	51600, 52300, 52500, 53221, 53222, 53320, 53600, 54210, 54400, 54500, 56410, 55440, 56440, 61100
12/04/2024	ACH	Comcast Cable	Patron Internet Service 11/16/24-12/15/24	252.31	52440
12/04/2024	ACH	Citi Credit Card	November 2024 Credit Card Payment	2,133.36	20015-20016
12/05/2024	ACH	Google, Inc.	Google Apps - December 2024	1,254.55	55350
12/11/2024	ACH	First Bank Mastercard	November 2024 Credit Card Payment	3,478.54	20001-20014
Total for 11100 WinTrust General Operating -2997				678,812.18	

Deerfield Public Library
Credit Card Transactions by Account Holder
As of 12/09/2024
Presented for Approval December 18, 2024

	Date [1]	Num [2]	Vendor	Memo	Amount	Account Description
20000 Credit Cards Payable						
20001 Admin - 4734						
	12/09/2024	AD 11/09/24	MailChimp	E-Newsletter Mailing Monthly Subscription	75.00	Outreach Programs
	12/09/2024	AD 11/15/24	Spotify	Spotify for iPads Monthly Subscription	19.99	Youth Programming
Total for 20001 Admin - 4734					94.99	
20002 Business Office - 1381						
	12/09/2024	BO 11/14/24	Intuit	Discount for Quickbooks Annual Subscription	-266.57	Other Office Support
20002 Business Office - 1381					-266.57	
20003 Info Technology (IT) - 5382						
	12/09/2024	IT 11/12/24	Resound	Podcast Editing Service	15.00	Software & Licenses
	12/09/2024	IT 11/13/24	Wasabi Technologies	Storage for Remote Backup	36.78	Software & Licenses
	12/09/2024	IT 11/13/24	Hesk - Paypro US	Help Desk Cloud Software Subscription- Annual	199.00	Software & Licenses
	12/09/2024	IT 11/14/24	Apple	Sales Tax Credit	-6.19	Software & Licenses
	12/09/2024	IT 11/21/24	Otter.AI	Meeting Notes Sharing Application - Subscription	99.99	Software & Licenses
	12/09/2024	IT 12/01/24	Google	Monthly Charge for Library Board Voicemail	14.35	Telephone - Voice
	12/09/2024	IT 12/01/24	Liberated Syndication	Podcasting Hosting	20.00	Software & Licenses
	12/09/2024	IT 12/02/24	Adobe	Monthly Charge for Adobe Stock Images for Communication's Use	29.99	Software & Licenses
	12/09/2024	IT 12/04/24	Monoprice	Cabling for Server Room	341.49	IT Equipment
	12/09/2024	IT 12/05/24	Apple	Apple Pencil for Communications/Marketing	69.00	IT Equipment
	12/09/2024	IT 12/05/24	B&H Photo	Rail Kit for Network Attached Storage Device	97.48	IT Equipment
Total for 20003 Info Technology (IT) - 5382					916.89	
20007 Adult Services - 2368						
	12/09/2024	AS 11/06/24	Library Journal	Digital Subscription Access	290.00	Periodicals
	12/09/2024	AS 11/08/24	Disney Plus	Roku Monthly Subscription	16.99	E-Resources
	12/09/2024	AS 11/09/24	Bloomberg	Annual Bloomberg Business Week Subscription - Print & Online	399.00	Periodicals
	12/09/2024	AS 11/11/24	Target	Lego Adventures Video Games (2)	119.98	Adult AV
	12/09/2024	AS 11/14/24	Netflix	Roku Monthly Subscription	22.99	E-Resources
	12/09/2024	AS 11/19/24	Apple	Roku Monthly Subscription - Apple TV	9.99	E-Resources
	12/09/2024	AS 11/19/24	Apple	Roku Monthly Subscription - Apple TV	9.99	E-Resources
	12/09/2024	AS 11/21/24	Deerfield Bakery	Cupcakes for C. Bueno last day	60.00	Staff Enrichment
	12/09/2024	AS 11/23/24	Zoom	Monthly Subscription	15.99	Adult Programming
	12/09/2024	AS 11/25/24	Target	Nintendo Switch Game - Super Mario Party Jamboree	59.99	Adult AV
	12/09/2024	AS 11/30/24	Netflix	Roku Monthly Subscription	22.99	E-Resources
	12/09/2024	AS 12/01/24	Acorn TV	Annual Subscription	79.99	E-Resources
	12/09/2024	AS 12/03/24	Disney Plus	Roku Monthly Subscription	16.99	E-Resources
	12/09/2024	AS 12/04/24	Target	Nintendo Switch Game - It Takes Two	35.98	Adult AV
	12/09/2024	AS 12/06/24	Chicago Books & Journal	2025 Early Literacy Calendar	29.76	Literacy Support Youth
	12/09/2024	AS 12/06/24	Illinois Library Association	Renewal of ILA Membership - M. Sanks	100.00	Memberships & Dues
Total for 20007 Adult Services - 2368					1,290.63	
20009 Outreach Coord - 5776						
	12/09/2024	OC 12/05/24	M13 Graphics	Booklets for Adult Reading Program: "Read for the Stars"	527.15	Adult Programming
Total for 20009 Outreach Coord - 5776					527.15	
20010 Adult Prog Coord - 2491						
	12/09/2024	APC 11/12/24	Five Below	Gingerbread House Test Sample for Program	5.00	Adult Programming
	12/09/2024	APC 11/14/24	Michael's	Gingerbread Houses for Program	199.80	Adult Programming

Deerfield Public Library
Credit Card Transactions by Account Holder
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	Date [1]	Num [2]	Vendor	Memo	Amount	Account Description
	12/09/2024	APC 11/16/24	Panera	Gift Cards Prizes for Trivia Winners	130.00	Adult Programming
Total for 20010 Adult Prog Coord - 2491					334.80	
20011 Youth Prog Coord - 1971						
	12/09/2024	YPC 11/05/24	Party City	Eye Masks for program	25.50	Youth Programming
	12/09/2024	YPC 11/06/24	Oriental Trading	Crafts for Grab & Go	51.94	Youth Programming
	12/09/2024	YPC 11/12/24	Walmart	Mason Jars for Galaxy Jars program	22.88	Youth Programming
	12/09/2024	YPC 11/19/24	Walmart	Gingerbread house kits & supplies	155.90	Youth Programming
	12/09/2024	YPC 11/20/24	Walmart	Gingerbread house kits & supplies	99.40	Youth Programming
	12/09/2024	YPC 11/15/24	Oriental Trading	Crafts for Grab & Go	147.82	Youth Programming
Total for 20011 Youth Prog Coord - 1971					503.44	
20013 Teen Services - 6330						
	12/09/2024	TS 11/05/24	Jewel-Osco	Drinks & Snacks for "Lavender Lit"	11.49	Youth Programming
	12/09/2024	TS 11/13/24	Rosati's	Pizza for Teen Advisory Board 11/13/24	65.72	Youth Programming
Total for 20013 Teen Services - 6330					77.21	
Total for First Bank Card					3,478.54	
20015 Citi - Maintenance - 9694 [3]						
	11/26/2024	FCC 11/08/24	Costco	Gas for Library Vehicle	29.99	Facility Equipment Maintenance
	11/26/2024	FCC 11/08/24	Costco	Copier Paper (2), Vinegar & Batteries	122.86	General Operating Supplies
	11/26/2024	FCC 11/16/24	Costco	Returned Batteries	-20.99	General Operating Supplies
	11/26/2024	FCC 11/19/24	Home Depot	AA Batteries, Cleaning Supplies for Sinks & Carpet	34.48	Interior Facility Maintenance
	11/26/2024	FCC 11/21/24	Shell Oil	Gas for Snowblower	5.99	Facility Equipment Maintenance
	11/26/2024	FCC 11/21/24	Home Depot	Ice Melt for Sidewalks	109.67	Exterior Facility Maintenance
	11/26/2024	FCC 11/23/24	Costco	Food & Drinks for All Staff Meeting - 11/26/24	51.54	Admin Program
Total for 20015 Citi - Maintenance - 9694					333.54	
20016 Citi - Admin - 5667 [4]						
	11/26/2024	ACC 10/25/24	Rosati's Pizza	Pizza for Haunted Library for Staff on 10/25/24	178.68	Admin Program
	11/26/2024	ACC 11/04/24	The Library Store	Table for LL by Study Rooms	968.36	Minor Furnishings
	11/26/2024	ACC 11/05/24	The Library Store	Liftgate Service needed for Table Delivery	90.00	Minor Furnishings
	11/26/2024	ACC 11/15/24	AT&T	Paid Adjusted Nov Invoice due to error in billing	292.78	Telephone - Voice
	11/26/2024	ACC 11/20/24	B&H Photo	Epson Ink Cartridges for MakerSpace Large Format Printer	270.00	MakerSpace Equipment
Total for 20016 Citi - Admin - 5667					1,799.82	
Total for Citi Costco Card					2,133.36	
Total for 20000 Credit Cards Payable					5,611.90	

Director's Report: December 2024

FYI

- On December 4, I attended the annual Illinois Library Association (ILA) Legislative Breakfast. We are fortunate to live in a state that protects the freedom to read. In addition, our local legislators **ARE** library users. I have included the handout from the breakfast in the packet.
- I will provide an update on the Library's progress on the Strategic Plan at the meeting.
- Articles of Interest:
 - Another [article](#) that lists the best books of 2024!

Personnel

- The library experienced one staff departure, the Youth Programming Coordinator, on November 26.
- We welcomed our new Finance Associate on November 18.
- There were no open positions at the library by the end of the month.

DEPARTMENT REPORTS

Adult Services Report

Melissa Stoeger, Assistant Director of Adult & Youth Services

- Written by Anne Jamieson, Assistant Manager of Adult Services
- The winning titles for the 2024 Adult Reading/Viewing Program, Last Book Standing, were:
 - Book: *Remarkably Bright Creatures* by Shelby Van Pelt
 - Movie: *Everything Everywhere All at Once*
- Kary Henry in Youth visiting the schools caused our database usage to jump! Culturegrams, a subset of Proquest, had **7,957 uses** in November!
- 32 people attended our "Trivia! At the Disco" event.
- We got a nice thank you note from a patron who we helped with a local history question - he was looking for information on a former DHS football coach, Tony Kambich, and he took the articles we found for him to an event honoring him.
- 1,317 Patron Questions
- 3 Library Lifelines and 7 One-on-Ones
- 27 Books to Go Deliveries
- 12 live programs with 131 attendees. 1 passive program with 20 participants.
- 704 Study Room Reservations
- 7 Museum Passes
- The theme for the 2025 Adult Reading/Viewing Program is "Read to the Stars." Find out more and register online on our website.

<https://www.deerfieldlibrary.org/read-for-the-stars/>

Business Office Report

Kelly DeCorrevont, Head of Finance

- Processed library check runs on November 6 and November 20.
- Completed payroll processing on November 7 and November 21.
- Kelly attended an Employment Law conference on November 7.
- Hosted the TELUS Health webinar *Making Time Work for You* on November 13.
- Conducted a new hire orientation on November 18.
- Coordinated insurance open enrollment for staff, with 2025 forms due by November 21. Staff can enroll in Retirement Savings accounts with MissionSquare at any time throughout the year.
- We had our monthly All-Staff meeting on November 26.
- Supported managers in completing annual staff reviews in November.

Communications & Outreach Report

Stephanie Scaletta, Communications & Outreach Manager

Adult Reading Challenge: Read for the Stars

- Print materials planning and coordination
- Digital and social media calendar of posts

Native American Heritage Month

- Promotional coordination on website, social media

Outreach

- **Community Relations Committee** Meeting 11/12
 - Mr. Steckling from District 109 presented on initiatives and the book, "Parenting In The New Age of Teen Anxiety" by Dr. John Duffy, who spoke at Highland Park High School on November 19, 2024
- Coordinated **book donations** with Support Services to:
 - Little Free Libraries
 - North Shore Senior Center Library [pictured below right]
- Library hosted **Rotary** speaker at 11/21 meeting [pictured below left]
 - Herb Washington CEO - **Center for Enriched Living** - www.ExperienceCEL.org
 - Herb Washington is a seasoned executive with over 27 years of experience in the social services non-profit sector, specializing in support for individuals with intellectual and developmental disabilities. He holds a B.S. in Psychology and has dedicated more than 12 years to executive leadership roles. Since 2023, Herb has served as the CEO of CEL, where he continues to drive the organization's mission forward.
 - *CEL provides valuable programs and services for teens, adults, and seniors with intellectual and developmental disabilities (IDD).*



Social: Highlighting November STATS:

- Highest engagement:
 - **Take a Break at the Library** - Holiday Weekend 11/29
 - Facebook: 544 reach - 556 impressions - 48 engaged
 - Instagram: 229 reach - 232 impressions - 17 interactions

IT Report

Steve Wuehr, Head of IT

Replacement Computers

We are nearing the end of our PC replacement cycle. We have a couple of machines left to replace in the next few weeks and we will be shifting our focus to finishing the Windows 11 upgrades on machines that were not part of the replacement cycle.

Firewall Replacement

After a last minute delay we successfully replaced our nearly 10 year old firewall with a new high availability pair of appliances on Thursday 11/21. We had everything staged and ready to go and were able to initiate the cutover at 9:15pm on 11/21, check connectivity and test that the high availability configuration is working as expected. Our systems were all back online by 11pm and ready for opening on Friday morning. Now that the hardware has been replaced we are starting the process of examining our firewall rules and settings, making changes as necessary.

Replacement Cameras

We have two cameras remaining to replace. One exterior and one interior. These require some additional planning to replace given their locations.

KnowBe4 Training

Staff recently completed our end of year Cybersecurity Awareness training. We will launch a new set of training materials in the first quarter of 2025.

ADA Compliance

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

Mobile App

We will be starting the process of replacing our mobile app with a new app designed by our catalog partner, Aspen. This will provide a more seamless experience for our patrons on their mobile devices.

Switch Replacements

We will be looking into replacement of our switch infrastructure in 2025. Our existing switches are now 10 years old and are at the end of support.

Door Access Control

We will be exploring an upgrade to our door access system to a new software product. We have to replace the server running the existing software so this marks a good time to evaluate our options. Any change in software will be compatible with the existing door access control hardware we currently have.

MakerSpace Report

Ted Gray, MakerSpace Manager

- To better accommodate our patrons over the holidays we made some changes to how we handle appointments in the MakerSpace. We provided one hour laser appointments instead of the usual 90 minute appointment. We've gotten great feedback from our patrons so far about this process. Because there are more appointment times available, patrons have found it easier to make appointments. We've found that we can be more flexible for our patrons.
- The MakerSpace Networking Group met at the Elk Grove Public Library on Friday November, 8.
- All of our Winter programs filled up right away. We ran the lottery for every single one.
- The MakerSpace will be closed January 2 and January 3. We'll be doing a deep clean and reordering supplies. We also are planning on visiting several MakerSpaces in the area to see how they do things and see if we can get any good ideas.

Neat projects

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

- We had a patron who used a picture of their cat in our embroidery digitizing software. Embroidered cat dish towels.



- A pickleball wooden board and matching cheese knives!



- Grandma made some embroidered hats for her granddaughter. Granddaughter was happy to be a model and show off her cool new hat!



- A collection of spoons a patron made for all of her friends who cook in our laser engraver.



- This is a really good example of using our embroidery machine to create applique letters. Nana is done with applique and then the names below are done with traditional embroidery.



- A patron asked if we could embroider some shrimp on some shorts. We said “Sure!”.



- A homemade whiskey decanter customized in our laser engraver.



- We cohosted an event with the Youth department and kids and teens made sublimation tote bags. They used sublimation markers to draw their own designs. We loved this one.



- Our favorite male model dog showing off his beautiful home made coat that was sewn here in the MakerSpace.



- An embroidered hat for a concert. Baby Metal is cool!



Interesting Statistics

- In November 2023, we had 767 visits. This year in November 2024, we were at 936 visits, which is a 22% increase.

Patron Services Report

Stephanie Keough, Head of Patron Services

- Still adjusting the workflow on Mondays regarding shelving.
- We had 21 meeting room reservations in November.
- 10 curbside appointments from four patrons (just like last month).

Support Services Report

Pam Skittino, Head of Support Services

- Attended the following virtual Aspen webinars:
 - Aspen Gathering
- Pam and Anne met to review database changes for our 2025 statistics
- In November, the Support department added 1,134 new physical items and withdrew 1,120 physical items. We also repaired 35 items.
- We recataloged/re-labeled more than 320 titles this month, adding diacritical marks (where missing) to our records and spine label; breaking out Early Comics from our Youth collection; and adding a location for New video games.
- Pam is the interim selector for the Youth Library of Things (LOT) collection
- Since the majority of our online resource records are now loaded only in Aspen, the following record sets were updated: Gale General One File, Kanopy, Tumblebooks, Peterson's Test and Career Prep, and Biography: In Context. One new resource, Comics Plus, was added for the first time.

Youth Services Report

Melissa Stoeger, Assistant Director of Adult & Youth Services

- Written by Emily Koch, Assistant Manager of Youth Services
- Megan Sank's Moving and Grooving Storytime continues to be one of our most popular offerings, with a record of **76** attendees during one session this month! She received the

compliment, "You have such a wonderful smile and such great, infectious energy!" from an attendee. Her Baby Lapsit has also been steadily growing in popularity. In the middle of the November sessions, a Deerfield resident brought her friend in to attend baby lap sit with the friend's granddaughter. The friend was so impressed with our library in general, and left saying "I love this library! It's so welcoming and you are all so friendly! We'll definitely be back."

- Megan Sank's Native American and Indigenous Heritage Month scavenger hunt throughout the Youth Department was a hit this month, with 33 passive participants. One patron said "This is such a great way for my daughter to practice writing! I'm going to send a picture of her sheet to her teacher, I think she'll be proud of her."
- Kary Henry received this compliment from the teachers at Christian Beginnings preschool, where she does monthly storytimes: "Thank you so very much for the awesome classroom visit this morning. Both classes have just raved about how much they enjoyed the time. We teachers talked about how perfect your book and activities really worked for our group."
- Emily Koch's new Early Comic Books section has been immediately popular! There were 119 circulations during November. One patron was very excited about it and told us "My neighbor told me about a new comic book section!"

Interesting Statistics

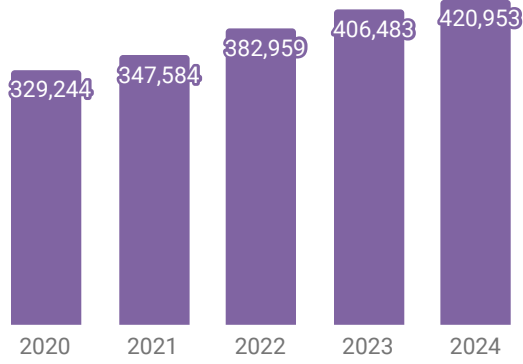
- 939 patron questions
- 4 Personalized Picks
- 35 in-person programs with 713 attendees
- 7 Passive programs with 284 participation
- 20.5 hours of Continuing Education

Deerfield Public Library

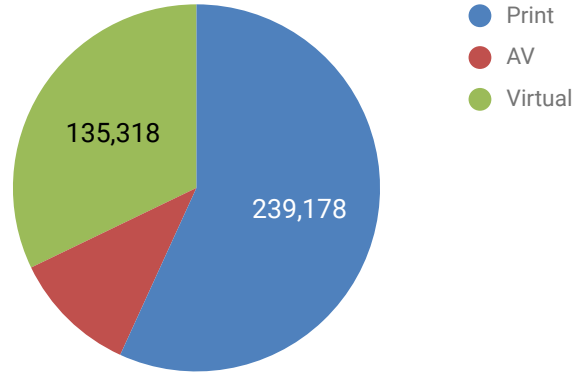
November 2024 Statistics

25

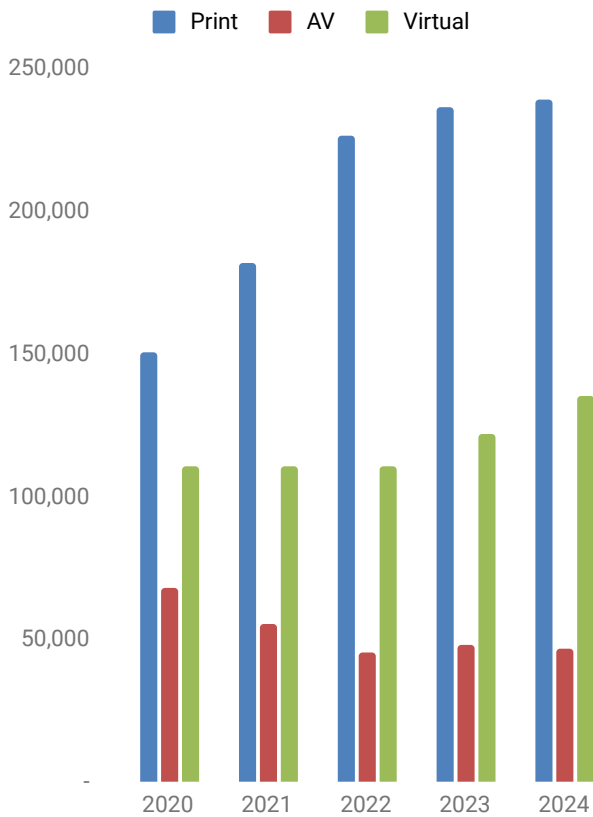
Total Circulation YTD



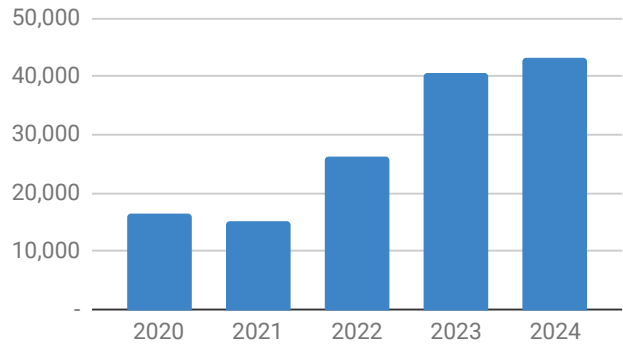
Circulation by Type YTD



Circ Trends by Type YTD



Questions Answered YTD

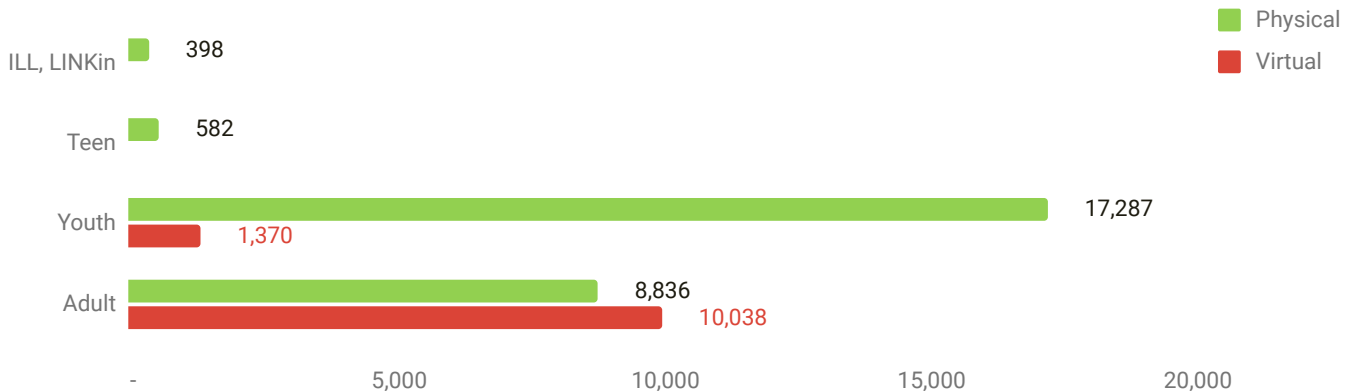


Resident Library Cards



Valid Cards 11,687
 Added this month 54

Circulation by Collection

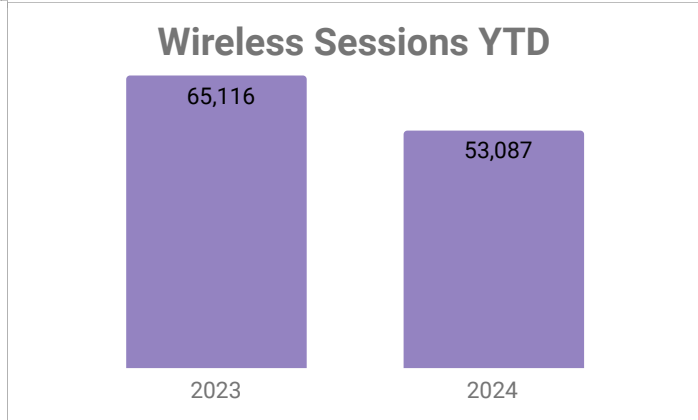
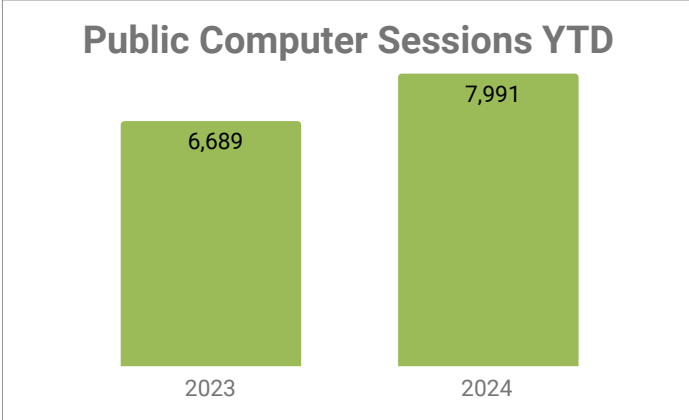
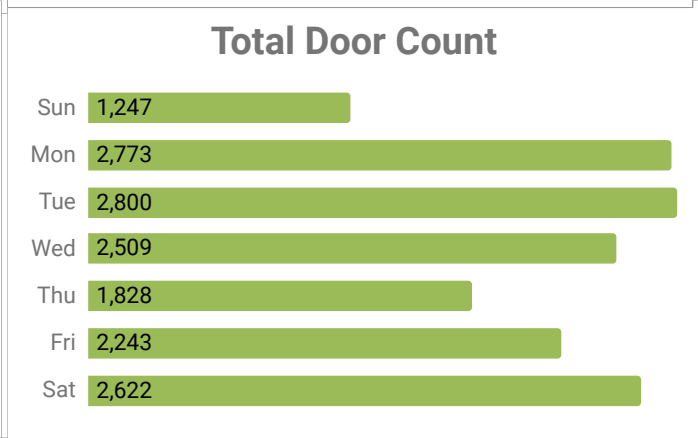
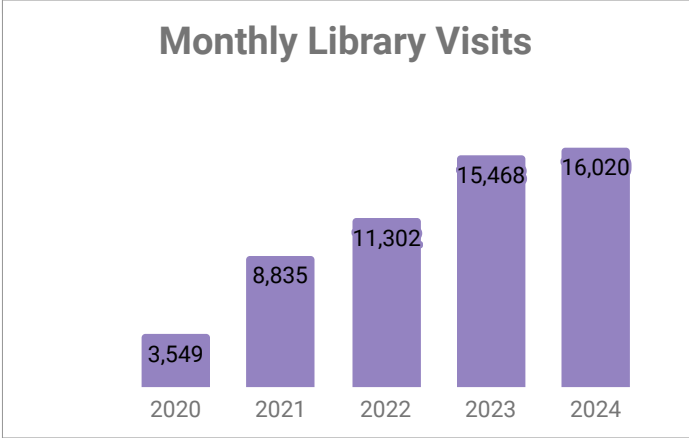
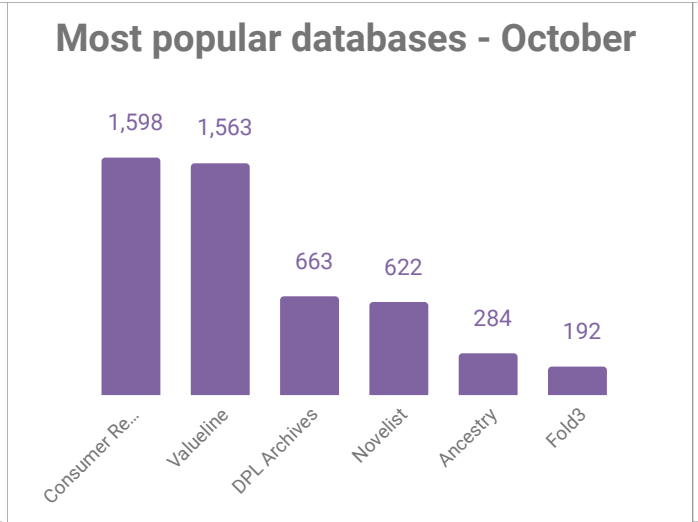
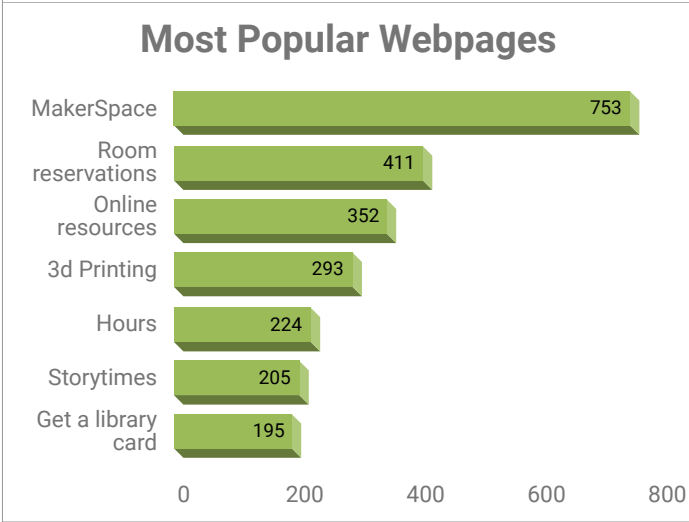
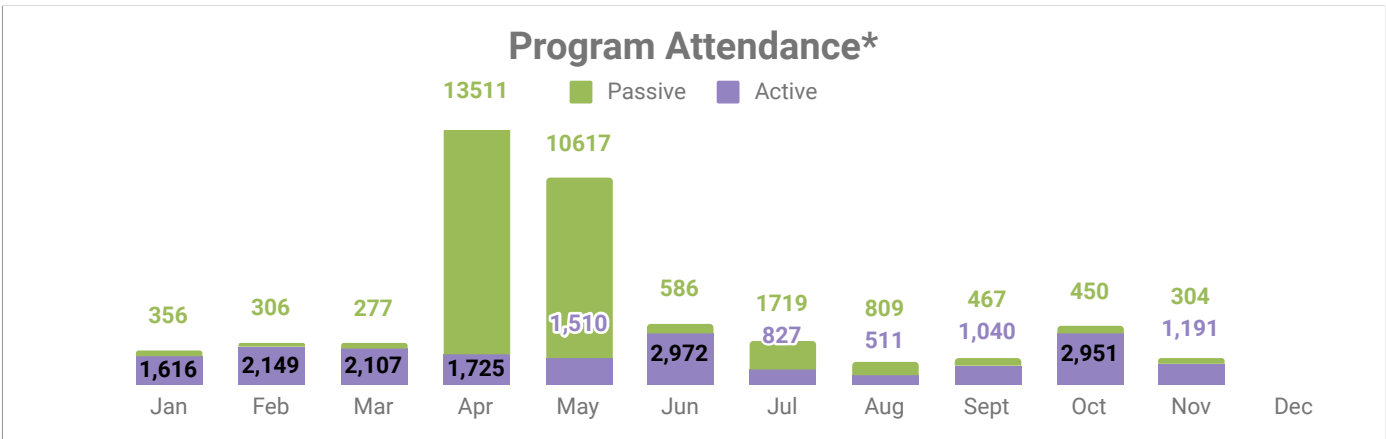


Deerfield Public Library

November 2024 Statistics

26

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





NOVEMBER 2024 SOCIAL



5+
new followers

52+
new subscribers

10+
new followers

2623
post reach

22,524
views

601
post reach

377
engagement

611.8
watch hours

68
visits

Top Posts

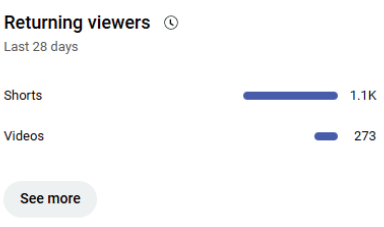
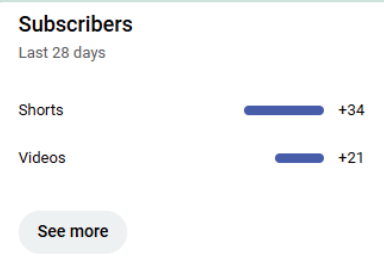
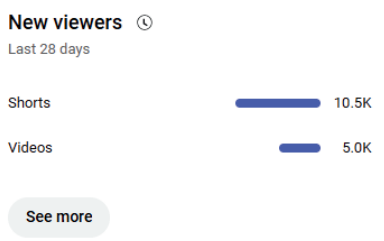


544 reach, 556 impressions
48 engaged

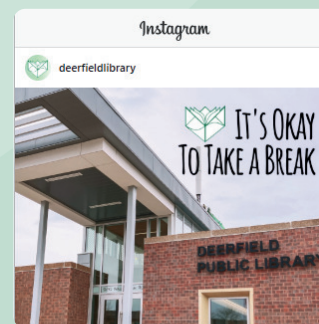


335 reach, 355 impressions
18 engaged

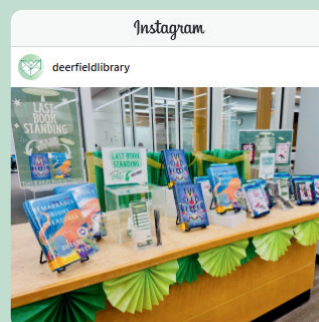
Performance



Top Posts



229 reach, 232 impressions
17 interactions



181 reach, 188 impressions
18 interactions



The State of Illinois School Libraries

*Every student succeeds with
licensed librarians*



AISLE

Association of Illinois School
Library Educators

 www.aisled.org
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RECENT LEGISLATION

- **License to Read Act** provides that the State Librarian may negotiate with publishers of eBooks and audiobooks on behalf of libraries.
- **Banning Book Bans** requires libraries to adhere to the ALA's Library Bill of Rights and to create written policies against the practice of banning books in order to qualify for state grants.
- **Media Literacy** requires every public high school to include in its curriculum a unit of instruction on media literacy; sets forth what topics the unit of instruction shall include.

STUDENTS SUCCEED WITH LICENSED LIBRARIANS

In Illinois and across the country, the majority of elementary and high schools that have a physical library are not staffed by those who have earned library certification from an accredited academic institution.

AISLE and its partners will propose the creation of the 'Licensed School Librarian Task Force' which will be filed for the Illinois General Assembly Spring 2025. The goal of this task force is to make legislative recommendations on how to ensure that Illinois K-12 schools consider, budget for, and employ licensed school librarians in future academic years using the state and local resources available to them.

THE SLATE PROJECT

In response to large gaps in the data representing Illinois school libraries discovered by the [SLIDE Project](#), RAILS launched the School Library Data Project in January 2022 and created the [SLATE database \(School Library Advocacy Through Education\)](#). This database allows users to look at individual schools or districts and find statistics about their library programs, including the collection size, dollars spent, and number of licensed librarians employed. Visit SLATE using the QR code.



In cooperation with our state partners



Illinois Library Association





Federal Funding for Libraries in Illinois: IMLS/LSTA

Administered through the Institute of Museum and Library Services (IMLS), the Library Services and Technology Act (LSTA), the only federal program that exclusively covers services and funding for libraries, provided \$5.8 million for Illinois Libraries in FY2023 under the Grants to States Program. **Please support LSTA funding in the FY2025 federal budget.**

In FY2023 this funding impacted Illinois libraries through:

Efficiently Sharing Resources: 10.7 million items were transferred among more than 1,700 public, school, academic, and special libraries in Illinois. LSTA-supported resource sharing allowed for an average of 3,809 delivery stops to be made during each week of the fiscal year through ground delivery services provided by the regional library systems. No one library can own everything; and sharing resources between libraries benefits library users across the entire state.

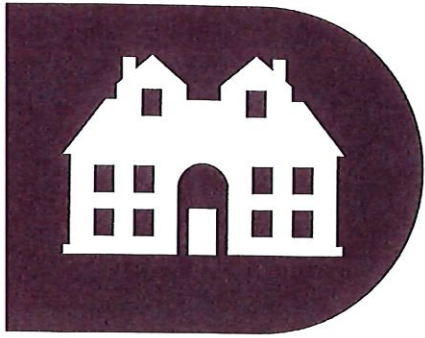
Additionally, through subscriptions for WorldCat Discovery/FirstSearch services Illinois libraries conducted 1,260,073 citation searches between July 1, 2022 and June 30, 2023 to serve their library patrons and support their library operations. Academic and college libraries constituted (17.99%) 226,765 of searches; public libraries (62.14%) 783,042; K-12 school libraries (18.08%) 227,865 and special libraries such as medical, law, corporate, and government (1.7%) 22,401. Use of these services allows libraries to identify and access the resources that are required to meet the expectations of their patrons.

Project Next Generation Grants: This initiative is designed to educate at-risk students and bridge the digital divide. Public libraries work closely with their school districts to identify needs; since its 2000 inception, thousands of teens have benefited. In FY2023, 30 libraries received more than \$500,000 in funding to enhance students' abilities to deal with life experiences, develop critical thinking skills, and prepare for the future. The program is designed to immerse students in learning while providing access to computers, software, and technologies. The Peoria Public Library received \$12,500 to implement a Project Next Generation program at its Lincoln Branch. Other communities benefitting from this program included Normal for a program entitled, "Code Club"; Highwood for "STEAM Powered Teens"; and Chicago Ridge for "You Can Be – Dream Big at Your Library."

Professional Development: The Illinois Library Association receives funding from the Illinois State Library and partners with the Reaching Across Illinois and the Illinois Heartland library systems to provide library leadership training for library directors, those who are brand new or those newer to the position, via "Directors' University." These programs enable library leaders to make the most out of local tax dollars which support the bulk of public library operations in this state.

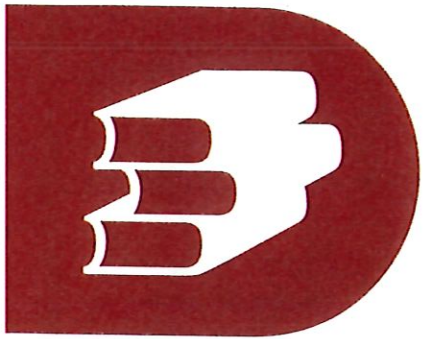
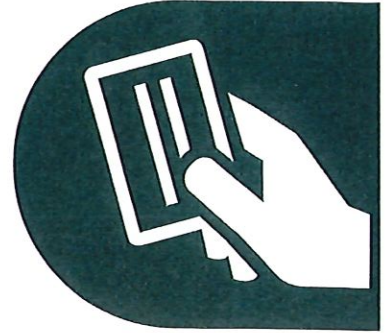
Questions? Contact Executive Director Cynthia Robinson, crobinson@ila.org, 312-644-1897

Illinois Public Libraries by the Numbers FY2022³⁰



Illinois has **640** Public libraries with a service area population of **11,795,276**.*

4,018,681 Illinois residents have library cards, about **33%**.



Illinoisans checked out **90,669,914** materials – that's **6** per resident.

E-books, e-audiobooks, and e-videos were downloaded **16,761,285** times.



Illinois residents visited libraries **36,250,320** times.

4,091,202 Illinoisans attended **217,940** library programs either in person or virtually.



Illinois residents connected to library Wi-Fi **23,701,627** times.

Illinois libraries do all this for only **\$70** per person!



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**1 Million Illinois residents do not have public library services.*



Illinois Library Association LIBRARY LEGISLATIVE MEETUPS

104th Illinois General Assembly

| 2025 Spring Session |

Fund Libraries

Fully fund Fiscal Year 2026 state appropriations for the Illinois Secretary of State's grant programs, equalization grants, and per capita grants for public libraries, school libraries, and library systems. Approve appropriations for the Illinois State Library and higher education institutions including state university and community college academic libraries for the benefit of students, their families, and our communities. Increase the per capita and per student grant rates for public libraries and school libraries, respectively, to keep pace with increased expenses libraries will incur throughout the year.

Compensation Reporting Requirements

Since 2012, the Illinois General Assembly has required Illinois Municipal Retirement Fund (IMRF) participating employers to post within six business days of approving its budget employee information for those who earn a total compensation package of at least \$75,000. IMRF employers are also required to publicly post proposed compensation packages for any person who will earn at least \$150,000 for at least six days prior to an employer approving an employee compensation package. This proposal seeks to amend the Open Meetings Act to adjust current statutory dollar amounts for posting purposes to \$125,000 and \$200,000, respectively, to account for inflation and reduce small public employer administrative burdens.

Libraries Connected Broadband

The Illinois Century Network provides a geographically diverse and redundant connection ensuring high availability of internet access to the public. This proposal, in part, amends the Illinois Century Network Act to establish schools and libraries as primary anchor institutions for purposes of connection to this high-speed internet network.

Licensed School Librarians Task Force

The Association of Illinois School Library Educators (AISLE) and its partners will propose the creation of the "Licensed School Librarian Task Force" to make legislative recommendations on how to ensure Illinois public elementary and high schools consider, budget appropriate resources for, and employ Licensed School Librarians in future academic years from state and local resources available to them.



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Strategic Plan Update



ACCOMPLISHMENTS

On which goals and strategies have you made tangible progress?

GOAL

01

Refresh the library's building interior to attract new patrons, expand opportunity to use the library space, and most effectively use available physical space.

- Updated MakerSpace Desk
- Updated MakerSpace area for maximum efficiency
- Updated exterior landscaping
- Updated alarm system
- Relocated adult paperbacks to the back wall. This allowed us to remove some shelving to add two additional work tables for the public.

GOAL

02

Strengthen targeted marketing and communications efforts that build upon the community's existing awareness of what the library has to offer.

- Communications has worked with Patron Services to provide Welcome Packets to new cardholders
- Hosted Library Card Sign-up Month Scavenger Hunt highlighting 5 departments and services including LOT and the MakerSpace
- Participation in Food Truck Wednesday showcasing games from the LOT collection, marketing materials, card signups and program promotion

Optimize library offerings to increase their accessibility and efficacy within the lives of patrons.

- Finalized the AV upgrades in the meeting room
- Updated year long Adult Services Reading program
- Updated library app
- Added new online resources, like ComicsPlus
- Provided a survey for our homebound patrons to improve this service
- Added more events for the Haunted Library to ensure that our community really enjoyed the event. This year, we had over 400 attendees.

Expand internal capacity to continually improve library services for the Deerfield community.

- Patron Services staff have been cross trained, along with Youth and Adult Services staff
- Evaluated staffing to ensure maximum efficiency while meeting the needs of the community
- Updated the Library's firewall to ensure continued integrity of Library's cyber infrastructure

IN PROGRESS

What actions are your team taking that are currently in progress?

- *Evaluate staffing levels regularly to ensure they align with the needs of our community*
- *Launching a new EAP for staff*

WHAT'S NEXT?

What actions do you plan to take during the next six months to support the goals and strategies in the strategic plan?

- *In the next six months, the Library will introduce a new app for our patrons*
- *In the next six months, the Library will evaluate staff work spaces*

REQUIRES ADDITIONAL RESOURCES

Which strategies require additional resources, staff capacity, or other support to accomplish? What is your timeline, if known?

- *In the next six months, we will evaluate the Graphics Lab*
- *In the next six months, we will update the accessibility in the Library*