

**DEERFIELD PUBLIC LIBRARY BOARD OF TRUSTEES  
MEETING AGENDA  
920 Waukegan Road, Deerfield, IL, Board Room  
Wednesday, January 15, 2025, 6:30 PM**

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

1. ROLL CALL & CALL TO ORDER
2. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD & CORRESPONDENCE
3. APPROVAL OF MINUTES
  - A. December 18, 2024 Regular Meeting (ACTION)
4. TREASURER REPORT
  - A. Monthly Financials: Balance Sheet, Revenue & Expenses (ACTION)
  - B. List of Checks and Payments for Approval (ACTION)
5. LIBRARY DIRECTOR'S REPORT
6. OLD BUSINESS
7. NEW BUSINESS
  - A. Non-Resident Fee Card Information (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 2025 Library Board Meetings: February 19, March 19, April 16

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

**DEERFIELD PUBLIC LIBRARY BOARD OF TRUSTEES**  
**REGULAR MEETING MINUTES**  
**December 18, 2024**

1. ROLL CALL & CALL TO ORDER

Secretary Ken Abosch called the meeting to order at 6:30 p.m., in the Board Room, 920 Waukegan Road, Deerfield, IL.

Present Board Members: Ken Abosch - Secretary, Seth Schriftman - Treasurer, Stephanie Brand, Josh Charlson and Emily Wallace.

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

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

3. APPROVAL OF MINUTES

A. September 18, 2024 Executive Session (ACTION)

MOTION: Mr. Seth Schriftman made a motion to approve the September 18, 2024 Executive Session Meeting minutes, seconded by Ms. Emily Wallace.

Vote: 5- Yes Ken Abosch, Seth Schriftman, Stephanie Brand, Josh Charlson and Emily Wallace.  
The motion was approved.

B. November 20, 2024 Regular Meeting (ACTION)

MOTION: Mr. Schriftman made a motion to approve the November 20, 2024 Regular Meeting minutes, seconded by Mr. Josh Charlson.

Vote: 5- Yes Ken Abosch, Seth Schriftman, Stephanie Brand, Josh Charlson and Emily Wallace.  
The motion was approved.

4. TREASURER REPORT

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

Mr. Schriftman gave the financial report.

MOTION: Ms. Wallace made a motion to approve the November Financials, seconded by Mr. Abosch.

Vote: 5- Yes Ken Abosch, Seth Schriftman, Stephanie Brand, 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 November, which included:

-Petty Cash Check Num 772, 774	\$	94.68
-AP Check Num 14656-14688, 10 ACHS	\$	<u>678,812.18</u>
The total amount presented for approval	\$	678,906.86

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

Vote: 5- Yes Ken Abosch, Seth Schriftman, Stephanie Brand, Josh Charlson and Emily Wallace.

The motion was approved.

#### 5. LIBRARY DIRECTOR'S REPORT

Ms. Amy Falasz-Peterson presented the monthly statistics, noting that the library has been especially busy this week, with many students using the space to study. In fact, every available seat was occupied throughout the week.

She also reported on her attendance at the Illinois Library Association's annual legislative breakfast earlier this month. It is encouraging to have legislators who are both library users and strong supporters.

Ms. Stephanie Brand inquired about the Youth Services Programming Coordinator position. The library plans to post the opening for this role in January.

#### 6. OLD BUSINESS

##### A. Holiday Party Reminder

#### 7. NEW BUSINESS

##### A. Strategic Plan Update

Ms. Falasz-Peterson provided an update on the Strategic Plan, highlighting several accomplishments. These include the completion of the seating upgrade and the updated landscaping. Our partnership with the Village on Food Truck Wednesdays was a notable success, and we hope to continue this collaboration in 2025.

Additionally, our Inclusion Coordinator submitted a proposal to present at the annual American Library Association conference in June, focusing on the Adaptive Arcade program. Staff members have also undergone cross-training to deepen their understanding of each department's work.

As 2025 marks the final year of the current Strategic Plan, we will begin developing the next plan in the second half of the year.

8. OTHER

9. ADJOURNMENT

At 7:10 p.m, Mr. Schriftman made a motion to adjourn the meeting, seconded by Ms. Wallace.

Vote: 5- Yes Ken Abosch, Seth Schriftman, Stephanie Brand, Josh Charlson and Emily Wallace.

The motion was approved.

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Ken Abosch, Secretary

## Deerfield Public Library

## Balance Sheet

As of December 31, 2024

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
11000 Cash and Investments - General	0.00
11100 General Operating - WinTrust	1,013,382.64
11200 Payroll - WinTrust	393,944.90
11300 E-Pay - WinTrust	12,977.11
11400 Deposits - Bank Financial	55,584.82
11500 Petty Cash - Bank Financial	2,354.10
11600 Max-Safe Wintrust	2,937,345.88
11900 Petty Cash	574.00
<b>Total 11000 Cash and Investments - General</b>	<b>4,416,163.45</b>
14100 PMA Financial Services	2,283,132.16
<b>Total Bank Accounts</b>	<b>\$6,699,295.61</b>
Accounts Receivable	\$0.00
Other Current Assets	
12101 Inventory Asset	0.00
15000 Other Current Assets	0.00
15010 Receivables	4.80
15100 Property Taxes Receivable	4,607,500.00
15200 Due from Village of Deerfield	0.00
15300 Prepaid Expenses	0.00
15400 Accrued Revenue - General	0.00
<b>Total Other Current Assets</b>	<b>\$4,607,504.80</b>
<b>Total Current Assets</b>	<b>\$11,306,800.41</b>
Fixed Assets	
19000 Capital Assets	
19050 Capital Assets -Not Depreciated	
19100 Land	65,493.00
19150 Construction In Progress	0.00
<b>Total 19050 Capital Assets -Not Depreciated</b>	<b>65,493.00</b>
19200 Capital Assets - To Depreciate	
19210 Building	13,197,410.12
19300 Equipment	
19301 Equip - Phone System	33,636.00
19302 Equip - Automation System	309,361.00
19303 Equip - RFID	433,659.00
19304 Equip - Vehicle	23,432.00
19310 Furniture	883,919.00
<b>Total 19300 Equipment</b>	<b>1,684,007.00</b>

## Deerfield Public Library

## Balance Sheet

As of December 31, 2024

	TOTAL
<b>Total 19200 Capital Assets - To Depreciate</b>	<b>14,881,417.12</b>
19220 Accumulated Depreciation	-6,239,762.00
<b>Total 19000 Capital Assets</b>	<b>8,707,148.12</b>
<b>Total Fixed Assets</b>	<b>\$8,707,148.12</b>
Other Assets	
15110 Deferred Outflows of Resources	1,369,971.74
15120 Deferred Outflows of Resources - OPEB	280,991.00
19900 Due From Other Activity	<b>0.00</b>
<b>Total Other Assets</b>	<b>\$1,650,962.74</b>
<b>TOTAL ASSETS</b>	<b>\$21,664,911.27</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
21000 Accounts Payable	29,486.94
<b>Total Accounts Payable</b>	<b>\$29,486.94</b>
Credit Cards	<b>\$0.00</b>
Other Current Liabilities	
21055 Other Current Payables	0.00
21500 Retainage	0.00
22000 Payroll Liabilities	0.40
22100 Salaries Payable	67,367.09
22200 Deferred Compensation	0.00
22300 Withholdings	<b>-35,866.13</b>
<b>Total 22000 Payroll Liabilities</b>	<b>31,501.36</b>
22395 FSA Payable	-1,199.42
23000 Due to Village - Short Term	0.00
24000 Accrued Expenses	<b>0.00</b>
25000 Deferred Inflows of Resources	50,472.44
25100 Deferred Property Taxes	4,607,500.00
<b>Total 25000 Deferred Inflows of Resources</b>	<b>4,657,972.44</b>
25110 Unearned Property Taxes-2011a	683,950.00
25120 Unearned Prop Taxes -20132	0.00
25500 Deferred Inflows of Resources - OPEB	190,039.00
25902 Unearned Impact Fee - AMLI Proj	0.00
26300 Net Pension liability	1,655,529.00
29000 Due To Other Activity Bank Acct	<b>0.00</b>
<b>Total Other Current Liabilities</b>	<b>\$7,217,792.38</b>
<b>Total Current Liabilities</b>	<b>\$7,247,279.32</b>

## Deerfield Public Library

## Balance Sheet

As of December 31, 2024

	TOTAL
Long-Term Liabilities	
25300 Change in Due to Village	455,000.00
26000 Noncurrent Liabilities	
26009 Compensated Absences	94,862.00
26100 Other Postemployment Benefits	572,518.00
26200 Due to Village - Long Term Debt	4,544,999.74
<b>Total 26000 Noncurrent Liabilities</b>	<b>5,212,379.74</b>
<b>Total Long-Term Liabilities</b>	<b>\$5,667,379.74</b>
<b>Total Liabilities</b>	<b>\$12,914,659.06</b>
Equity	
31000 Opening Bal Equity	-683,950.00
32000 Fund Balance, Beginning	3,794,805.20
32100 Fund Balance 2011-A	-43,738.95
32110 Fund Balance-2013	-36,910.41
32120 Fund Balance _ Res	2,540,309.11
32130 Fund Balance LT Debt Acct Grp	-126,259.90
33000 Investment in Capital Assets	9,205,858.12
33050 Debt Related to Capital Assets	-5,598,599.74
<b>Total 33000 Investment in Capital Assets</b>	<b>3,607,258.38</b>
Net Income	-301,261.22
<b>Total Equity</b>	<b>\$8,750,252.21</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$21,664,911.27</b>

## Deerfield Public Library

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

January - December 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Income</b>				
41000 Taxes				
41100 Property Tax	4,560,077.26	4,607,500.00	-47,422.74	98.97 %
41200 Replacement Tax	65,797.24	75,000.00	-9,202.76	87.73 %
60-4110 Property Taxes - Debt Service 2021	689,700.00	689,700.00	0.00	100.00 %
<b>Total 41000 Taxes</b>	<b>5,315,574.50</b>	<b>5,372,200.00</b>	<b>-56,625.50</b>	<b>98.95 %</b>
42000 Fees & Fines				
42100 Material Fees	6,018.22	5,000.00	1,018.22	120.36 %
42200 Non-Resident Fees	10,932.49	5,000.00	5,932.49	218.65 %
42300 Printing/Copying Fees	6,267.93	4,000.00	2,267.93	156.70 %
<b>Total 42000 Fees &amp; Fines</b>	<b>23,218.64</b>	<b>14,000.00</b>	<b>9,218.64</b>	<b>165.85 %</b>
43000 Investment Income				
43100 Interest - General	173,310.82	75,000.00	98,310.82	231.08 %
43200 Interest - Reserve	83,017.24	25,000.00	58,017.24	332.07 %
<b>Total 43000 Investment Income</b>	<b>256,328.06</b>	<b>100,000.00</b>	<b>156,328.06</b>	<b>256.33 %</b>
44000 Grants				
44100 State Grant				
44150 Per Capita Grant	28,506.06	25,000.00	3,506.06	114.02 %
<b>Total 44100 State Grant</b>	<b>28,506.06</b>	<b>25,000.00</b>	<b>3,506.06</b>	<b>114.02 %</b>
<b>Total 44000 Grants</b>	<b>28,506.06</b>	<b>25,000.00</b>	<b>3,506.06</b>	<b>114.02 %</b>
45000 Gifts and Contributions				
45100 General Donations	3,087.65	500.00	2,587.65	617.53 %
45500 Friends Contributions	22,917.27	10,000.00	12,917.27	229.17 %
<b>Total 45100 General Donations</b>	<b>26,004.92</b>	<b>10,500.00</b>	<b>15,504.92</b>	<b>247.67 %</b>
<b>Total 45000 Gifts and Contributions</b>	<b>26,004.92</b>	<b>10,500.00</b>	<b>15,504.92</b>	<b>247.67 %</b>
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 %
<b>Total 49000 Miscellaneous Revenue</b>	<b>2,386.01</b>	<b>1,500.00</b>	<b>886.01</b>	<b>159.07 %</b>
<b>Total Income</b>	<b>\$5,652,018.19</b>	<b>\$5,523,200.00</b>	<b>\$128,818.19</b>	<b>102.33 %</b>
<b>GROSS PROFIT</b>	<b>\$5,652,018.19</b>	<b>\$5,523,200.00</b>	<b>\$128,818.19</b>	<b>102.33 %</b>
<b>Expenses</b>				
50000 General Expenses				
51000 Personnel Expenses				
51100 Salaries	2,907,505.35	2,700,000.00	207,505.35	107.69 %
51200 FICA	214,592.99	206,640.00	7,952.99	103.85 %
51300 Health/Misc Benefits	394,028.70	425,000.00	-30,971.30	92.71 %
51400 Pension Contribution	194,790.10	221,860.00	-27,069.90	87.80 %
51500 Other Benefits	10,830.46	9,000.00	1,830.46	120.34 %
51600 Staff Enrichment	6,296.64	5,000.00	1,296.64	125.93 %
<b>Total 51000 Personnel Expenses</b>	<b>3,728,044.24</b>	<b>3,567,500.00</b>	<b>160,544.24</b>	<b>104.50 %</b>



## Deerfield Public Library

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

January - December 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>52000 Facility Expenses</b>				
52100 Interior Facility Maintenance	34,136.28	66,000.00	-31,863.72	51.72 %
52200 Facility Equipment Maintenance	143,064.31	100,000.00	43,064.31	143.06 %
52300 Exterior Building Maintenance	31,139.53	30,000.00	1,139.53	103.80 %
52400 Utilities				
52410 Water	3,762.83	4,000.00	-237.17	94.07 %
52430 Telephone - Voice	17,096.68	21,000.00	-3,903.32	81.41 %
52440 Data Lines	13,835.83	15,000.00	-1,164.17	92.24 %
<b>Total 52400 Utilities</b>	<b>34,695.34</b>	<b>40,000.00</b>	<b>-5,304.66</b>	<b>86.74 %</b>
52500 Minor Furnishings & Equipment	34,864.87	25,000.00	9,864.87	139.46 %
<b>Total 52000 Facility Expenses</b>	<b>277,900.33</b>	<b>261,000.00</b>	<b>16,900.33</b>	<b>106.48 %</b>
<b>53000 Library Materials</b>				
53100 Periodicals	17,930.77	15,500.00	2,430.77	115.68 %
53200 Adult Materials-Books				
53221 Books - Adult Non-Fiction	37,854.45	40,000.00	-2,145.55	94.64 %
53222 Books-Adult Fiction	46,875.78	59,000.00	-12,124.22	79.45 %
<b>Total 53200 Adult Materials-Books</b>	<b>84,730.23</b>	<b>99,000.00</b>	<b>-14,269.77</b>	<b>85.59 %</b>
53300 Audio Visual Materials				
53320 Audio Visual - Adult	50,302.83	59,000.00	-8,697.17	85.26 %
53340 Audio Visual - Youth	9,343.90	10,000.00	-656.10	93.44 %
<b>Total 53300 Audio Visual Materials</b>	<b>59,646.73</b>	<b>69,000.00</b>	<b>-9,353.27</b>	<b>86.44 %</b>
53400 Youth Materials-Books				
53241 Books - Youth & Teens	53,224.98	72,000.00	-18,775.02	73.92 %
53550 Literacy Support - Youth	1,980.75	2,000.00	-19.25	99.04 %
<b>Total 53400 Youth Materials-Books</b>	<b>55,205.73</b>	<b>74,000.00</b>	<b>-18,794.27</b>	<b>74.60 %</b>
53501 Electronic Resources				
53500 E-Resources	297,828.08	304,000.00	-6,171.92	97.97 %
<b>Total 53501 Electronic Resources</b>	<b>297,828.08</b>	<b>304,000.00</b>	<b>-6,171.92</b>	<b>97.97 %</b>
53600 Non-Traditional Resources	14,650.74	14,000.00	650.74	104.65 %
<b>Total 53000 Library Materials</b>	<b>529,992.28</b>	<b>575,500.00</b>	<b>-45,507.72</b>	<b>92.09 %</b>
<b>54000 Library Programs</b>				
54100 Admin Programs	4,859.64	5,000.00	-140.36	97.19 %
54150 Outreach Programs	1,697.51	2,000.00	-302.49	84.88 %
54210 Adult Programs	29,004.04	25,000.00	4,004.04	116.02 %
54400 Youth Programs	36,057.68	25,000.00	11,057.68	144.23 %
54500 MakerSpace Programs	3,255.32	1,500.00	1,755.32	217.02 %
<b>Total 54000 Library Programs</b>	<b>74,874.19</b>	<b>58,500.00</b>	<b>16,374.19</b>	<b>127.99 %</b>
<b>55000 Technology</b>				
55350 Software & Licenses	206,569.18	220,000.00	-13,430.82	93.90 %
55360 IT Support	112,179.96	125,000.00	-12,820.04	89.74 %
55400 New Projects/equip				
56440 IT Equipment	55,741.26	60,000.00	-4,258.74	92.90 %

## Deerfield Public Library

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

January - December 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Total 55400 New Projects/equip</b>	<b>55,741.26</b>	<b>60,000.00</b>	<b>-4,258.74</b>	<b>92.90 %</b>
55440 MakerSpace Equipment	7,767.58	8,500.00	-732.42	91.38 %
<b>Total 55000 Technology</b>	<b>382,257.98</b>	<b>413,500.00</b>	<b>-31,242.02</b>	<b>92.44 %</b>
56000 Professional/Contractual Svcs				
56009 Other Office Support	8,247.83	9,000.00	-752.17	91.64 %
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	19,608.86	22,000.00	-2,391.14	89.13 %
56555 Professional Outreach Services	8,443.18	8,750.00	-306.82	96.49 %
<b>Total 56500 Professional Admin Services</b>	<b>56,075.45</b>	<b>55,750.00</b>	<b>325.45</b>	<b>100.58 %</b>
56700 Travel for Library Services	216.88	500.00	-283.12	43.38 %
<b>Total 56000 Professional/Contractual Svcs</b>	<b>135,350.99</b>	<b>136,000.00</b>	<b>-649.01</b>	<b>99.52 %</b>
56400 Supplies				
56410 General Operating Supplies	19,744.90	15,000.00	4,744.90	131.63 %
56420 Processing Supplies	26,043.12	24,500.00	1,543.12	106.30 %
<b>Total 56400 Supplies</b>	<b>45,788.02</b>	<b>39,500.00</b>	<b>6,288.02</b>	<b>115.92 %</b>
57000 Training/Development Expenses				
56600 Dues & Memberships	7,372.88	8,000.00	-627.12	92.16 %
57100 Training & Education	30,678.87	25,000.00	5,678.87	122.72 %
57200 Training Travel	3,351.77	6,000.00	-2,648.23	55.86 %
<b>Total 57000 Training/Development Expenses</b>	<b>41,403.52</b>	<b>39,000.00</b>	<b>2,403.52</b>	<b>106.16 %</b>
<b>Total 50000 General Expenses</b>	<b>5,215,611.55</b>	<b>5,090,500.00</b>	<b>125,111.55</b>	<b>102.46 %</b>
61000 Capital Expenses				
61100 Facility Improvements	49,467.86	50,000.00	-532.14	98.94 %
<b>Total 61000 Capital Expenses</b>	<b>49,467.86</b>	<b>50,000.00</b>	<b>-532.14</b>	<b>98.94 %</b>
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 %
<b>Total 70000 Debt Service</b>	<b>689,700.00</b>	<b>689,700.00</b>	<b>0.00</b>	<b>100.00 %</b>
<b>Total Expenses</b>	<b>\$5,954,779.41</b>	<b>\$5,830,200.00</b>	<b>\$124,579.41</b>	<b>102.14 %</b>
NET OPERATING INCOME	<b>\$ -302,761.22</b>	<b>\$ -307,000.00</b>	<b>\$4,238.78</b>	<b>98.62 %</b>
NET INCOME	<b>\$ -302,761.22</b>	<b>\$ -307,000.00</b>	<b>\$4,238.78</b>	<b>98.62 %</b>



# Master Total Portfolio Report

Report as of 12/31/2024

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		12/31/2024			ISC Balance	\$52,920.44	\$52,920.44	
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
<b>Sub Totals →</b>						<b>\$2,283,132.16</b>	<b>\$2,408,923.47</b>	
<b>Totals →</b>						<b>\$2,283,132.16</b>	<b>\$2,408,923.47</b>	

**Time and Dollar Weighted Average Portfolio Yield:** 4.60%

**Weighted Average Portfolio Maturity:** 226.07 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	95.66	\$2,304,003.03	Certificate of Deposit
SEC	2.15	\$51,714.00	Securities
ISC	2.20	\$52,920.44	ISC Account

### Index

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

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

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

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

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

<b>Deerfield Public Library</b>					
<b>Check Detail</b>					
<b>For Board Meeting on January 15, 2025</b>					
<b>Summary</b>					<b>Amount</b>
<b>11500 Bank Financial Petty Cash</b>	<b>Check Num 775-777</b>				<b>\$111.19</b>
<b>11300 WinTrust E Pay</b>	<b>1 ACH</b>				<b>\$13.98</b>
<b>11100 WinTrust General Operating</b>	<b>Check Num 14689-14762, 11 ACHS</b>				<b>\$165,520.36</b>
<b>Total Payments to Approve</b>					<b>\$165,645.53</b>
<b>Date</b>	<b>Num</b>	<b>Vendor</b>	<b>Memo</b>	<b>Amount</b>	<b>Account Num</b>
<b>11500 Bank Financial Petty Cash -1537</b>					
12/23/2024	775	Karolyn Henry	Mileage Reimbursement 08/15/24 to 12/17/24	71.49	56700
12/23/2024	776	Wendy Moskovitz	Patron Reimbursement for an item that was paid for and later found	13.95	42100
01/06/2025	777	Vincent Angermeier	Patron Refund for Lost Audiobook	25.75	42100
<b>Total for 11500 Bank Financial Petty Cash -1537</b>					<b>111.19</b>
<b>11300 WinTrust E Pay -8926</b>					
01/08/2025	ACH	Square SQ	Patron Refund due to System Error (Double Charged)	13.98	42100
<b>Total for 11300 WinTrust E Pay -8926</b>					<b>13.98</b>
<b>11100 WinTrust General Operating -2997</b>					
12/18/2024	14689	James Martin Associates, Inc.	Winter Container Display - 2024	790.00	52300
12/18/2024	14690	Cintas Corporation	Mats for the Library	172.48	52100
12/18/2024	14691	OverDrive, Inc.	eBooks - December 2024	3,219.24	53500
12/18/2024	14692	Mobile Beacon	WiFi Hotspot Renewal - for (5) Hotspots by Serial #'s	600.00	53600
12/18/2024	14693	Petty Cash Box	Replenish Petty Cash Box to get back \$100	58.62	54400, 54500, 57200
12/18/2024	14694	CDW Government, Inc.	Network Switches (3) for Server Room	11,427.40	56440
12/18/2024	14695	Sentinel Technologies, Inc.	Firewall Upgrade	4,995.00	55360
12/18/2024	14696	Ancel, Glink, Diamond, Bush, DiCianni & Kraethefer, P.C.	Legal Fees - November 2024	517.50	56500
12/18/2024	14697	DBR Chamber of Commerce	Membership Dues - 2025	299.00	56600
12/18/2024	14698	Johnson Controls	ACCU 3 Unit 3 Leak Repair	10,828.97	52200
12/18/2024	14699	Tom Walsh	Tuition Reimbursement - Course: Metadata for Digital Resources LIS882.01	1,275.00	57100
12/18/2024	14700	Peerless Network, Inc.	Phone Support Maintenance 12/15/24-01/14/25	1,132.15	52430
12/18/2024	14701	Anderson Pest Solutions	Pest Management - December 2024	71.40	52100
12/18/2024	14702	Heather Lynn Braoudakis	Welcome Winter - 01/15/25	150.00	54210
12/18/2024	14703	RAILS	Udemy 12/02/24-12/31/25 and ComicsPlus 11/15/24-12/31/25	3,521.38	53500
12/18/2024	14704	Playaway Products LLC	Acquisitions for Wonderbooks Youth Av - December 2024	1,461.76	53340
12/18/2024	14705	Zoobean Inc.	Beanstack Subscription 01/01/25-12/31/25	957.00	53500
12/18/2024	14706	Madeline Dahlman	Book Discussion w/Madeline Dahlman - 01/09/25	200.00	54210
12/31/2024	14707	Otis Elevator Company	Elevator Maintenance Service 2024-2025	2,336.04	52200
12/31/2024	14708	Johnson Controls	Finding the Leak for ACCU 3 Unit	2,126.50	52200
12/31/2024	14709	Cintas Corporation	Replenish First Aid Kit & Bathroom Supplies	744.28	56410
12/31/2024	14710	ShoutBomb LLC	Text Messaging Service 2025	612.00	55350
12/31/2024	14711	Grace Bono	Tuition Reimbursement for Fall 2024 & Fall 2024 - LIS 500 & 507	1,477.50	57100
12/31/2024	14712	ACC Business	Internet Service 11/11/24-12/10/24	907.96	52440
12/31/2024	14713	Encyclopedia Britannica, Inc.	Britannica Online Library Edition - 2025	1,000.00	53500
12/31/2024	14714	Libraries First	Museum Adventure Pass Program 2025	225.00	53500
01/08/2025	14715-14738	VOID	Voided checks due to printing error	0.00	N/A
01/08/2025	14739	Midwest Tape 2000007021	Acquisitions for AV, Processing Supplies & Cataloging Service - December 2024	3,557.76	53320, 53340, 56420, 56550
01/08/2025	14740	Sentinel Technologies, Inc.	Automation Support for Servers & Workstations & Storage Back Up	9,320.39	55360
01/08/2025	14741	OverDrive, Inc.	eBooks - December 2024	15,025.91	53500
01/08/2025	14742	Ingram Library Services LLC	Acquisitions for Books, AV, and Processing Supplies - DEC 2024	7,648.65	53221, 53222, 53241, 53320, 56420

01/08/2025	14743	Andertoons LLC	Let's Draw Series - Winter/Spring 2025 (1/31, 2/28, 3/7, 4/11)	1,050.00	54400
01/08/2025	14744	Catherine Grafton	Basic Embroidery Stitches	350.00	54210
01/08/2025	14745	David Martin	Miscellany and Mirth of the Midwest	400.00	54210
01/08/2025	14746	EBSCO Industries Inc., dba Ebsco Information Services	Novelist K-8 Plus, Novelist Plus, Novelist Select, & ConsumerReports.org Subscription Renewal 01/01/25-12/31/25	5,516.00	53500
01/08/2025	14747	Schaumburg Township District Library	Post Election Update w/Paul Lisnek	92.59	54210
01/08/2025	14748	RAILS	Swank - Movie License Fee - 2025	448.00	55350
01/08/2025	14749	Cintas Corporation	Mats for the Library, Monthly Lease for (3) AED Devices	477.74	52100
01/08/2025	14750	Marcive, Inc.	Authority Processing - December 2024	60.66	56550
01/08/2025	14751	AtoZdatabases	Subscription Renewal 01/01/25-12/31/25	2,750.00	53500
01/08/2025	14752	Complete Cleaning Company, Inc.	Monthly Cleaning Services for Library	2,640.00	52100
01/08/2025	14753	Infobase	Issues & Controversies Online Subscription Renewal - 2025	1,154.99	53500
01/08/2025	14754	Kanopy Inc.	Pay Per Use Program	616.00	53500
01/08/2025	14755	Midwest Tape	Hoopla Subscription - December 2024	5,053.44	53500
01/08/2025	14756	Gale Cengage Learning	Gale Courses, Petersons, Bio in Context & OneFile Subscriptions Renewal 01/01/25-12/31/25	15,726.72	53500
01/08/2025	14757	ProQuest, LLC	Fold3 Library Edition, Newspapers.com-World Collection, U.S. Newsstream Online Subscription 2025	12,529.98	53500
01/08/2025	14758	Scholastic Library Publishing	Scholastic Go & Teachables Subscription Renewal 1/1/25-12/31/25	5,050.00	53500
01/08/2025	14759	Suburban Elevator Company	Preventative Maintenance Quarterly	255.03	52200
01/08/2025	14760	Creative Empire LLC dba Mango Languages	Mango Conversations and American Sign Language Subscriptions Renewal 01/01/25-12/31/25	4,141.68	53500
01/08/2025	14761	Morningstar Inc.	Investment Center Subscription Renewal 01/01/25-01/01/26	3,140.00	53500
01/08/2025	14762	LIMRiCC	Unemployment Insurance Consortium - 2024 Q4	146.02	51500
12/23/2024	ACH	AT&T	Voice Lines: 11/28/24-12/27/24	215.61	52430
12/26/2024	ACH	Wex Health, Inc.	FSA Monthly Fees - December 2024	59.80	51500
12/31/2024	ACH	Citi Credit Card	December 2024 Credit Card Payment	3,470.07	20015-20016
01/02/2025	ACH	Village of Deerfield	Water & Sewer - November 2024	169.70	52410
01/02/2025	ACH	Village of Deerfield	Water & Sewer - November 2024	148.44	52410
01/04/2025	ACH	Comcast Cable	Patron Internet Service 12/16/24-01/15/25	252.31	52440
01/06/2025	ACH	De Lage Landen Financial Services, Inc.	Copier (7) and Printer (3) Lease January 2025	1,808.72	55360
01/06/2025	ACH	Amazon	Invoice #: 17K9-1V9W-FWFC Invoice Date: 01/01/25 for DEC 2024	5,015.43	52200, 52300, 53221, 53222, 53320, 53600, 54210, 54400, 54500, 55440, 56410, 56440
01/05/2025	ACH	Google, Inc.	Google Apps - January 2025	1,254.55	55350
01/09/2025	ACH	First Bank Mastercard	December 2024 Credit Card Payment	1,831.99	20001-20014
01/09/2025	ACH	TELUS Health	EAP Services 01/01/25-12/31/25	3,036.00	51500
<b>Total for 11100 WinTrust General Operating -2997</b>				<b>165,520.36</b>	

**Deerfield Public Library**  
**Credit Card Transactions by Account Holder**  
**As of 12/30/2024**  
**Presented for Approval January 15, 2025**

	Date	Num	Vendor	Memo	Amount	Account Description
<b>20000 Credit Cards Payable</b>						
<b>20001 Admin - 4734</b>						
	12/30/2024	AD 12/09/24	MailChimp	E-Newsletter Mailing Monthly Subscription	75.00	Outreach Programs
	12/30/2024	AD 12/15/24	Spotify	Spotify for iPads Monthly Subscription	19.99	Youth Programming
	12/30/2024	AD 01/07/25	American Library Association	Renew ALA - AFP	350.00	Dues & Memberships
<b>Total for 20001 Admin - 4734</b>					<b>444.99</b>	
<b>20002 Business Office - 1381</b>						
	12/30/2024	BO				
<b>20002 Business Office - 1381</b>					<b>0.00</b>	
<b>20003 Info Technology (IT) - 5382</b>						
	12/30/2024	IT 12/07/24	Resound	Podcast Editing Service	15.00	Software & Licenses
	12/30/2024	IT 12/08/24	Wasabi Technologies	Storage for Remote Backup	36.22	Software & Licenses
	12/30/2024	IT 01/02/25	Adobe	Monthly Charge for Adobe Stock Images for Communication's Use	29.99	Software & Licenses
	12/30/2024	IT 12/17/24	Apple	Keyboard for New Communications Associate	99.00	IT Equipment
	12/30/2024	IT 12/17/24	Apple	Mouse for New Communications Associate	79.00	IT Equipment
	12/30/2024	IT 12/01/24	Google	Monthly Charge for Library Board Voicemail	14.35	Telephone - Voice
	12/30/2024	IT 12/01/24	Liberated Syndication	Podcasting Hosting	20.00	Software & Licenses
<b>Total for 20003 Info Technology (IT) - 5382</b>					<b>293.56</b>	
<b>20007 Adult Services - 2368</b>						
	12/30/2024	AS 12/06/24	Lakeshore Learning	Early Literacy Materials	120.94	Youth Literacy Support
	12/30/2024	AS 12/08/24	Disney Plus	Roku Monthly Subscription	16.99	E-Resources
	12/30/2024	AS 12/09/24	Walgreens	Hot chocolate	9.64	Adult Programming
	12/30/2024	AS 12/14/24	Netflix	Roku Monthly Subscription	22.99	E-Resources
	12/30/2024	AS 11/19/24	Apple	Roku Monthly Subscription - Apple TV	9.99	E-Resources
	12/30/2024	AS 11/19/24	Apple	Roku Monthly Subscription - Apple TV	9.99	E-Resources
	12/30/2024	AS 11/23/24	Zoom	Monthly Subscription	15.99	Adult Programming
	12/30/2024	AS 01/07/25	HBR	HBR Subscription Renewal	148.50	Periodicals
	12/30/2024	AS 12/30/24	Netflix	Roku Monthly Subscription	22.99	E-Resources
	12/30/2024	AS 01/03/25	Disney Plus	Roku Monthly Subscription	16.99	E-Resources
	12/30/2024	AS 01/03/25	Jewel	Supplies for Cupcake Wars	70.33	Youth Programming
	12/30/2024	AS 01/06/25	Uppercust Bagels	Bagels for Staff last day	72.83	Staff Enrichment
<b>Total for 20007 Adult Services - 2368</b>					<b>538.17</b>	
<b>20008 Youth Services - 0579</b>						
	12/30/2024	YS			0.00	
<b>Total for 20008 Youth Services - 0579</b>					<b>0.00</b>	
<b>20009 Outreach Coord - 5776</b>						
	12/30/2024	OC 12/07/24	Egg Harbor	Lunch for New Communications Associate	57.41	Admin Programs
	12/30/2024	OC 12/11/24	Vispronet	Outdoor Banner for Promoting Adult Reading Challenge	110.73	Professional Outreach Services
	12/30/2024	OC 12/11/24	M13 Graphics	Add'l Booklets for Adult Reading Program: "Read for the Stars"	124.31	Adult Programming
<b>Total for 20009 Outreach Coord - 5776</b>					<b>292.45</b>	
<b>20010 Adult Prog Coord - 2491</b>						
	12/30/2024	APC 12/17/24	Jewel Osco	Candy and frosting gingerbread houses	55.14	Adult Programming
	12/30/2024	APC 12/17/24	Jewel Osco	Return	-25.53	Adult Programming
<b>Total for 20010 Adult Prog Coord - 2491</b>					<b>29.61</b>	
<b>20012 Youth Coord - 1259</b>						
	12/30/2024	YC 12/11/24	Michael's	2025 Planner for Staff	20.99	General Operating Supplies
	12/30/2024	YC 12/11/24	JoAnn's	Make and Take Night	60.96	Youth Programming

**Deerfield Public Library**  
**Credit Card Transactions by Account Holder**  
**As of 12/30/2024**  
**Presented for Approval January 15, 2025**

Date	Num	Vendor	Memo	Amount	Account Description
12/30/2024	YC 01/07/25	Michael's	Felting Kits for Adult Spring Program	83.04	Adult Programming
<b>Total for 20012 Youth Coord - 1259</b>				<b>164.99</b>	
<b>20013 Teen Services - 6330</b>					
12/30/2024	TS 12/11/24	Rosati's	Pizza for Teen Advisory Board 12/11/24	68.22	Youth Programming
<b>Total for 20013 Teen Services - 6330</b>				<b>68.22</b>	
<b>Total for First Bank Card</b>				<b>1,831.99</b>	
<b>20015 Citi - Maintenance - 9694</b>					
12/26/2024	FCC 12/03/24	Home Depot	Pallet of ice melt/salt	599.00	Exterior Facility Maintenance
12/26/2024	FCC 12/04/24	Home Depot	Oil for snow blower and electrical cover for IT	17.00	Facility Equipment Maintenance
12/26/2024	FCC 12/05/24	Home Depot	Poinsettias and paint tools for office paint	68.20	General Operating Supplies
12/26/2024	FCC 12/10/24	Costco	Copier paper and hand lotion	127.96	General Operating Supplies
12/26/2024	FCC 12/11/24	Costco	New tires and installation for Library vehicle	755.70	Facility Equipment Maintenance
12/26/2024	FCC 12/12/24	Webstaurant Store	Supplies: Hot Cups for Staff Lounge	53.60	General Operating Supplies
12/26/2024	FCC 12/18/24	Home Depot	HVAC drip pan restoration	76.46	Facility Equipment Maintenance
<b>Total for 20015 Citi - Maintenance - 9694</b>				<b>1,697.92</b>	
<b>20016 Citi - Admin - 5667</b>					
12/26/2024	ACC 12/02/24	Positive Promotions	Socks and Shirts for Staff	597.85	Other Benefits
12/26/2024	ACC 12/17/24	Pinstripes	Holiday Party for Staff	1,174.30	Staff Enrichment; Other Benefits
<b>Total for 20016 Citi - Admin - 5667</b>				<b>1,772.15</b>	
<b>Total for Citi Costco Card</b>				<b>3,470.07</b>	
<b>Total for 20000 Credit Cards Payable</b>				<b>5,302.06</b>	



## Director's Report: January 2025

### FYI

- Welcome to 2025! At the meeting, we will have a discussion about Non-Resident Fee Cards. I will provide the most current statistics at the meeting.
- The Friends of the Library will host their first meeting of 2025 on Monday, January 27, 2024, 7 pm, Board Room.
- Article of Interest:
  - This [article](#) from *American Libraries* highlights the biggest news in libraries in 2024.
  - This [article](#) highlights a new Texas library that is serving as an anchor for a new town center.

### Personnel

- In December, the library had no separations.
- We welcomed our new Digital Communications Associate on December 6.
- 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, Adult Services

- **809** patrons came in to see the Trains on Saturday, December 7th and 74 came to see the Deerfield High School Chamber Orchestra perform holiday music the next day on Sunday, December 8th. A regular patron commented "It's wonderful that the library is so jam-packed today!"
- Chase is now delivering to our homebound patrons twice a month (the 1st and 3rd Friday of each month) and he had 34 deliveries in December!
- We got a compliment on how we handle our study rooms from a patron that loves that the library provides him a distraction-free environment to work.
- As of the end of December, we already have about 50 people signed up for our year-long Adult Reading program, *Read for the Stars*. You can find out more about the program on [our website](#).
- We had almost 100,000 circulations in Libby in 2024 - we finished the year with 98,419. Hoopla had 27,658 circulations in 2024
- Adult and Teen have been experimenting with Libby's new "Cost Per Circ" feature, and it's been a game changer in allowing an expanded collection for less money than purchasing all copies outright.
- 1,553 Patron Questions
- 6 One-on-Ones
- 34 Books to Go Deliveries
- 15 live programs with 994 attendees

- 557 Study Room Reservations
- 14 Museum Passes

## Finance & Operations Report

### Kelly DeCorrevont, Head of Finance

- Processed library check runs on December 4, December 18 and December 31.
- Completed payroll processing on December 5, December 19 and December 31.
- Attended the DBR Chamber event on December 5.
- Thank you to Martin and Tony for working with Johnson Controls and getting the heat back up and running in the building during the first week in December.
- Two letters went out to staff in December. First one on December 16 with vacation accrual information and the second one on December 23 with new rate information.
- Kelly attended a Women's Public Finance Network event on December 11.
- Conducted a new hire orientation on December 6.
- The New Year is an excellent opportunity to review your retirement account contributions. Sent out 457 and Roth IRA information to staff on December 26.

## Communications & Outreach Report

### Stephanie Scaletta, Communications & Outreach Manager

#### Adult Year-long Reading Challenge: Read for the Stars

Promotion coordination for the **Adult Year-long Reading Challenge, "Read for the Stars"**  
*This program encourages community engagement and lifelong learning through a reading initiative.*

#### Key Components of the Campaign:

- **Outdoor Banner:** A large format vinyl banner promoting the challenge was installed in a high-traffic area outside the main library parking lot featuring the program's title, a tagline inviting participation, and QR code for easy access to registration



- **Webpage for Registration:** A dedicated webpage was developed to streamline participant registration and provide easy access to program resources

- **Social Media Engagement:**
  - Tailored posts across platforms to generate excitement and share details
  - Instagram Reel showcasing "Reach for the Stars"
  - Social media engagement increased by 25% compared to November, attributed in part to this campaign.
- **Reading Theme Booklet:** Production and print coordination on a booklet design  
This resource includes:
  - Curated book lists organized by monthly themes.
  - Personalized reading suggestions for different genres and interests.
  - Guidelines for tracking progress in the challenge.

### **Branding and New Team Member**

- Welcomed Steffanie Pisula as the new Digital Communications Associate, bringing expertise in digital communication and graphic design to help elevate Library communications and marketing
- Continued work on branding application to posters, library signage and digital media to ensure a consistent and professional look throughout library materials and support the Library Style Guide, created in 2024

### **Promotion of Family Events**

- Promotion for the **Winter Wonderland Holiday Trains** and **DHS Chamber Holiday Concert** in collaboration with the Village and Deerfield Neighbors, strengthening cross-community engagement

### **Social Media Stats**

- **Top Posts**
  - Facebook: **EcoKids** - 2,487 reach | 2,527 impressions | 14 interactions
  - Instagram: **DPL Podcast** - 296 reach | 362 impressions | 29 interactions

### **Outreach Activities**

- Support of the **Memory Cafe** assisting with a winter-themed craft
- Attended the **DBR Chamber Holiday Lunch** building connections with community partners
- Attended the **Board and Commission Appreciation Party** hosted by Mayor Daniel C. Shapiro, where the Board of Trustees expressed appreciation for our outreach service to the residents of the Village of Deerfield in 2024

### **Looking Ahead**

- **Spring Browsing 2025** will hit homes on February 6, highlighting ways to save with your Library card, National Library Week and announcing the new Library app along with featured spring program and events
- Promotion for the **Local Author Showcase** on January 11, featuring a meet-and-greet with 6 local authors showcasing their latest work
- Promotion for **Black History Month** featuring book displays and book and media resource lists for Youth and Adult

## IT Report

### Steve Wuehr, Head of IT

- **Current Projects**

- **Windows 11 Upgrades**

- Work will continue on upgrading existing Windows 10 computers to Windows 11. Windows 10 will be at the end of life in October so we're working now to get ahead of these required upgrades.

- **Sever Replacements**

- We will be starting work on replacing existing servers that are aging with newer hardware and configurations. First up we will be working to retire our existing on premise file and print server with a new virtual server. This will allow us to upgrade the OS of our file and print server as well as reduce our footprint of physical servers to be maintained.

- **Ongoing Projects**

- **KnowBe4 Training**

- Our new Q1 set of training materials will launch for staff the first week of February. Each quarter we pick from a catalog of training materials for staff to use to brush up on their cybersecurity best practices.

- **RFID Gates**

- With our upcoming renewal with bibliotheca we have decided to forgo renewal of our 10+ year old security gates.

- **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**

- Work is getting underway on development of a new mobile app.

- **Switch Replacements**

- We have procured some of the hardware necessary to start replacing network switches. The project will begin with documentation of everything that is currently connected to the existing hardware, mapping locations and configurations in order to plan for the replacement of the network hardware.

- **Copiers**

- We are starting the process of evaluating companies for copier/printer leasing. Our current lease is coming to an end in May and we need to start the process of planning for the replacement of those devices now. The goal is to provide reliable technology on par with what we have now and is also less expensive than the current lease.

## MakerSpace Report

### Ted Gray, MakerSpace Manager

- Our separate laser engraver appointments worked out really well. We were able to have seven appointments/day instead of the normal 3 or 4. The appointments were shorter but we were able to fit more people in so we were able to meet the needs of more of our patrons.
- Once again we could feel the difference in the MakerSpace over the holiday season. We're just busier than at any other time during the year it seems. We helped so many people make custom holiday gifts.
- After the busy holiday season we'll be closing the MakerSpace for two days after the New Year. Jan 2nd and Jan 3rd. 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. We have visits on Jan 3rd to see the Winnetka Public Library Makerspace in the morning and then the new space in Schaumburg in the afternoon.
- We've had feedback from some patrons that it can be hard for working adults to attend our programs that run from 4:30-6pm. We're working on offering some classes that begin at 6pm to better accommodate working patrons.
- One of the popular items over the holidays is to embroider Christmas stockings.



- This is a metal wallet that we engraved a picture of a car on. We used the Photo VR software to digitize the image. The patron designed and printed out on a 3D printer the bracket that it is being held in.



- Our examples of sublimation pet pillows are always popular. This patron made one as a gift for the holidays.





- Matching wooden cutting boards and cheese knives made in our laser engraver..



- Zach ran a very successful program on making laser engraved LED light stands. This patron made one for her granddaughter.



- It's hard to see the scale on this but these are big huge wood letters that a patron cut out on the laser engraver.



- Our total from December 2023 - 1,042
- Our total from December 2024 - 1,047

- Our totals in December from last year to this year are almost identical. However, we all felt in the MakerSpace like it was a much more controlled chaos compared to last year. With the way we set up our laser engraver appointments we felt like we were able to accommodate more patrons. In 2023 we felt like we had more disappointed visitors than this year. In 2023 many of that total were folks calling and coming in and being told that there were no appointments available. In 2024 were we able to give our patrons more options and there was more availability.

## Patron Services Report

### Stephanie Keough, Head of Patron Services

- We registered twelve new patrons on Saturday, 12/7 "Train Day." Train Day traffic gave us a boost, as we were averaging 3-4 signups on Saturdays during the whole month.
- 15 meeting room reservations in December
- 9 curbside appointments from three different patrons
- 40 fee cards (20 households) currently totaling \$11,182.96

## Support Services Report

### Pam Skittino, Head of Support Services

- In December, Support added 834 new physical items and withdrew 866 physical items. We also repaired 63 items.
- We recataloged/relabelled more than 100 titles this month, adding diacritical marks (where missing) to our records and spine label
- Youth series relabeling
- Revising all Encore based record procedures - ongoing
- LiDA app - under contract
- Accessibility project for catalog and app
- World Languages/diacritics - ongoing
- Read Along collection shift and relabeling

## Youth Services Report

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

Written by Emily Koch, Assistant Manager of Youth Services

- At least **112 teens** utilized the Teens Finals Study Lounge during the week before and during finals! Dylan Grube set up the youth programming room with study supplies, fidget toys and other stress relievers, and a variety of snacks and drinks for the teens to enjoy. They garnered suggestions from the Teen Advisory Board on what snacks to get - several teens in the lounge praised the Caprisuns, which were a TAB suggestion. Dylan provided a survey for the teens to fill out and got 10 responses! There were 2 fantastic comments: "It's the best thing ever 10/5 do recommend" and "You guys are great!!!" with hearts as the dots on the exclamation points.

- Gingerbread houses remain one of our most popular programs, with 64 people coming to the family session that Melissa Stoeger ran.
- Kary Henry saw 499 students over 14 outreach visits, which is a lot considering that she didn't have any after December 17 when break started. She received this compliment from the Wilmot school librarian: "I wanted to take a quick moment to thank you so much for all the outreach you have done for Wilmot. My students have been so motivated by your book talks and read alouds and truly, it is inspiring them as readers. I created a display of the 3, 4, and 5 grade books you did and they were all checked out within a few hours."
- Emily Koch collaborated with Kerstin Vossberg for two Holiday Gifts programs in the Makerspace. They did one for kids grades 1-3 and another for tweens grades 4-6, and had almost 100% attendance in both sessions. One kid free drew this to subliminate onto a totebag for his parent:



- 984 patron questions
- 6 Personalized Picks/Teacher Requests
- 8 in-person programs with 166 attendees
- 8 Passive programs with 450 participation
- 14.5 hours of Continuing Education

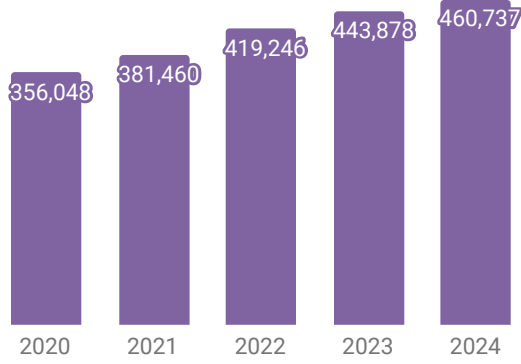


# Deerfield Public Library

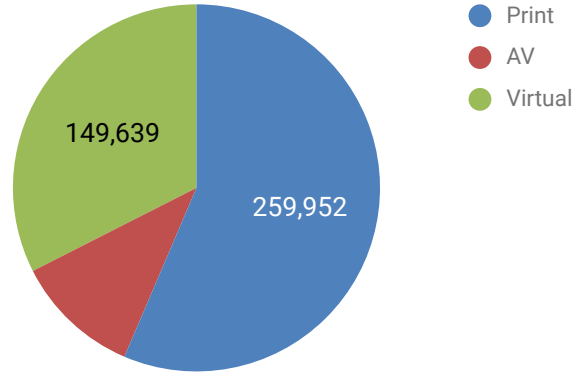
December 2024 Statistics

25

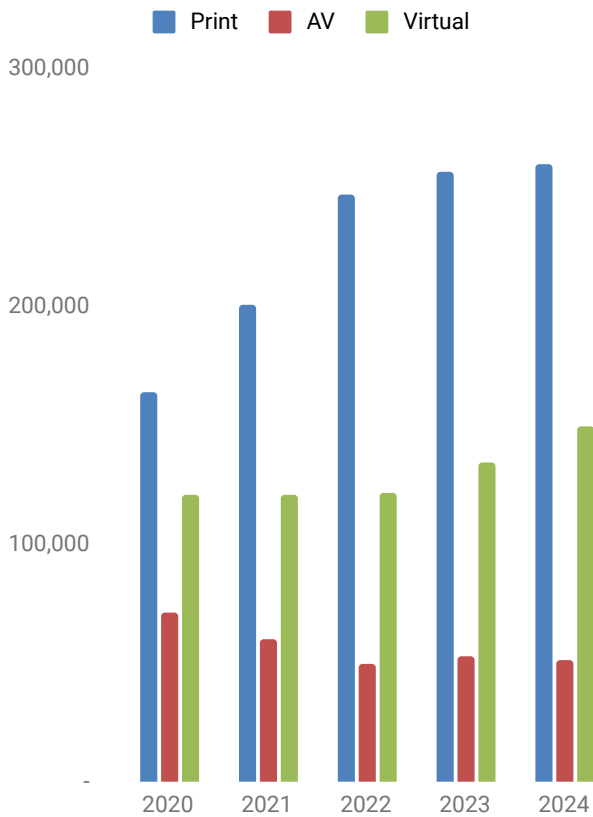
## Total Circulation YTD



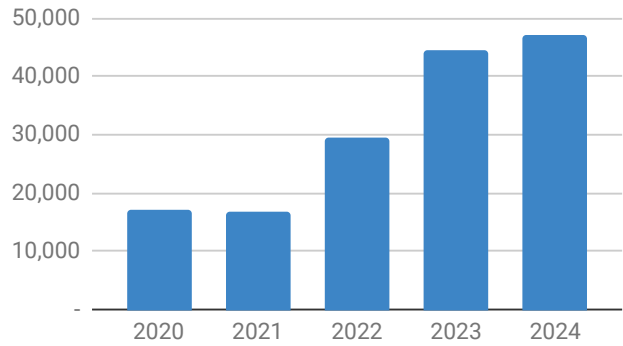
## Circulation by Type YTD



## Circ Trends by Type YTD



## Questions Answered YTD

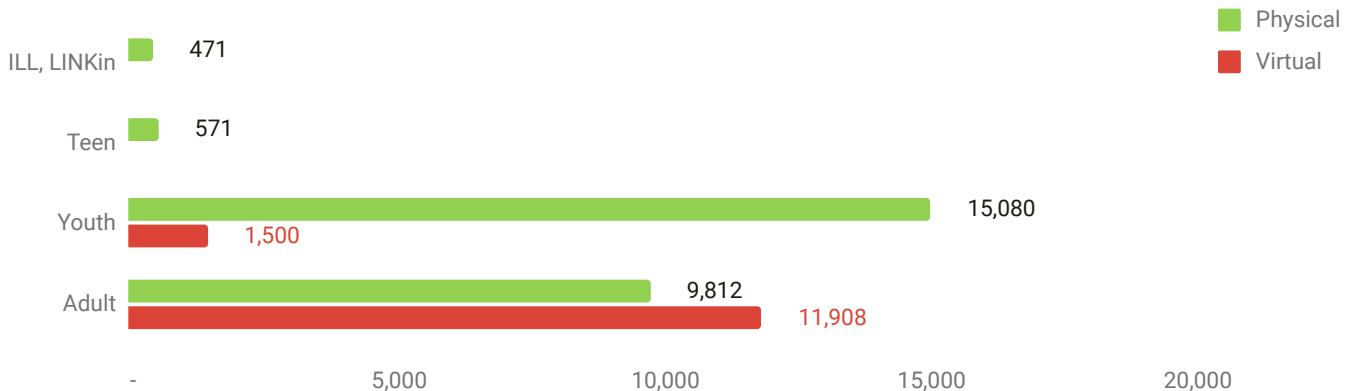


## Resident Library Cards



Valid Cards Added this month: 11,764  
70

## Circulation by Collection

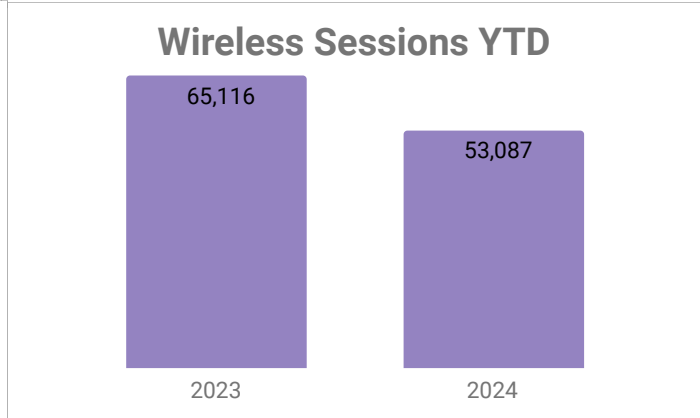
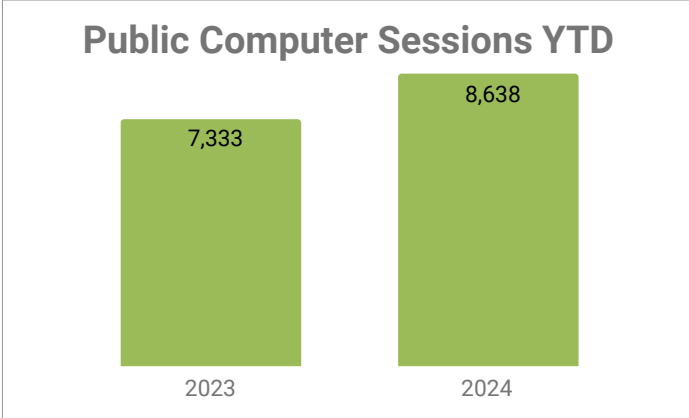
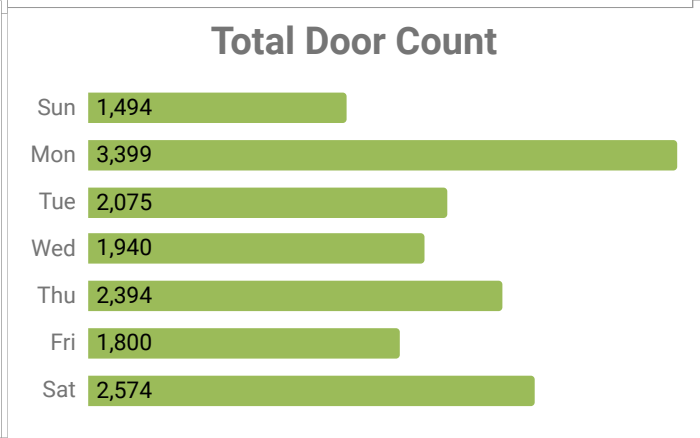
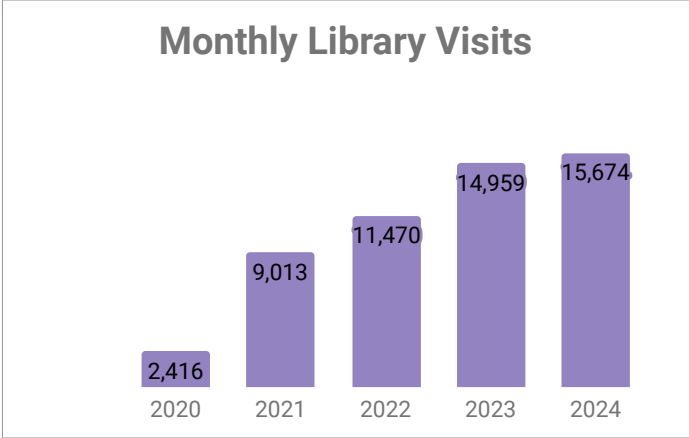
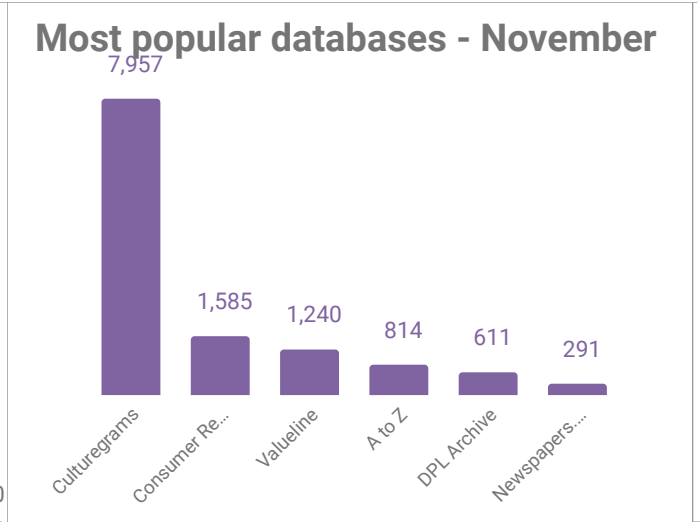
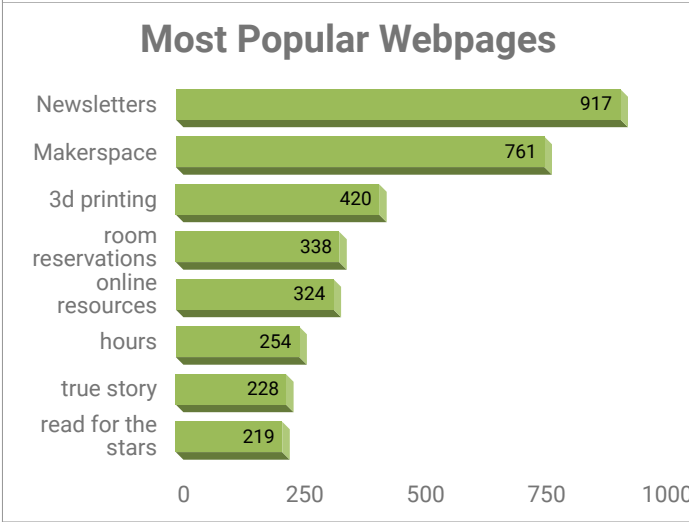
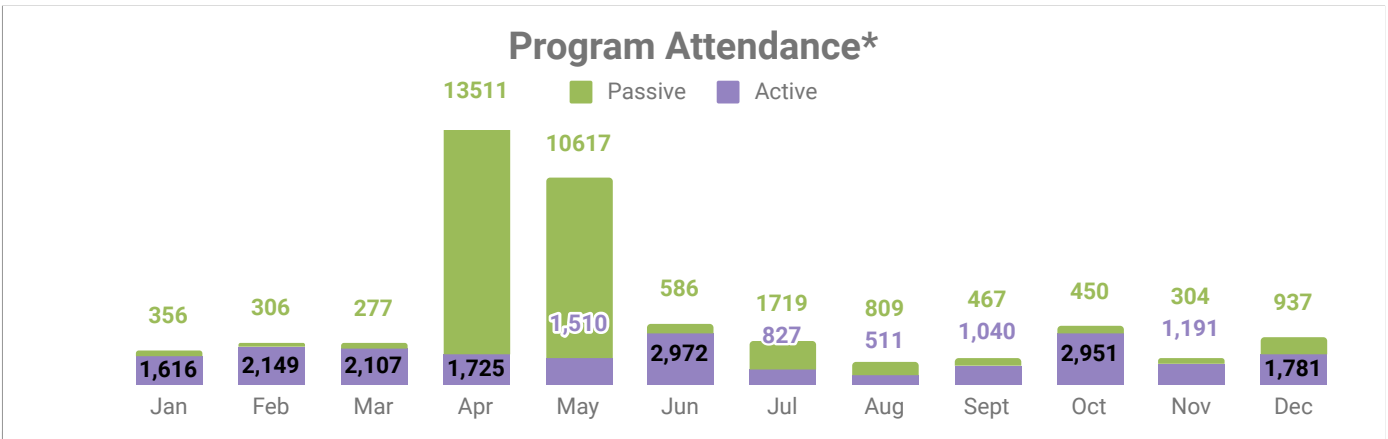


# Deerfield Public Library

December 2024 Statistics

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





# DECEMBER 2024 SOCIAL



**6+**  
new followers

**46+**  
new subscribers

**14+**  
new followers

**4469**  
post reach

**21,089**  
views

**747**  
post reach

**99**  
interactions

**690.4**  
watch hours

**75**  
visits

## Top Posts

### EcoKids

EcoKids Academy at the Library - November Recap  
In November, kids in grades 3-8 had fun making terrariums while learning creative ways to conserve and preserve our planet. 🌱  
Check out their eco-friendly creations! 🌿  
St... See more



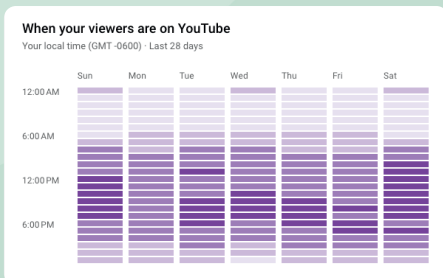
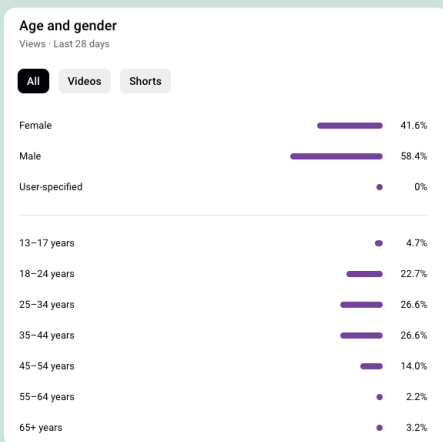
2,487 reach, 2,527 impressions  
14 interactions

### Library of Things



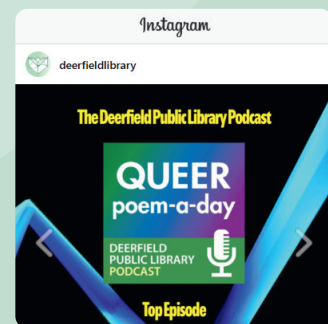
411 reach, 431 impressions  
14 interactions

## Performance



## Top Posts

### DPL Podcast



296 reach, 362 impressions  
29 interactions

### Library of Things



239 reach, 236 impressions  
26 interactions