

DEERFIELD PUBLIC LIBRARY BOARD OF TRUSTEES
920 WAUKEGAN ROAD, DEERFIELD, IL 60015
REGULAR MEETING AGENDA
August 15, 2018, 6:30 PM

1. ROLL CALL & CALL TO ORDER
2. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD & CORRESPONDENCE
3. APPROVAL OF MINUTES
 - A. June 20, 2018 Executive Session Meeting (ACTION)
 - B. July 18, 2018 Regular Meeting (ACTION)
4. TREASURER REPORT
 - A. List of Checks and Payments for Approval (ACTION)
5. VILLAGE LIAISON REPORT
6. FRIENDS OF THE LIBRARY REPORT
7. LIBRARY DIRECTOR'S REPORT
 - A. Collaborative Workspace Virtual Presentation
8. OLD BUSINESS
9. NEW BUSINESS
10. OTHER
11. ADJOURNMENT

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

Upcoming Library Board Meetings: September 12, October 17 at 6:30 p.m.

*All topics on the agenda are potential action items.

**DEERFIELD PUBLIC LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES
July 18, 2018**

1. ROLL CALL & CALL TO ORDER

President 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 – President, Maureen Wener – Secretary, Seth Schriftman – Treasurer, Mike Goldberg, Howard Handler and Luisa Ellenbogen.

Guest: Susannah Baney, Baker Tilly

Staff: Amy Falasz-Peterson, Library Director, Kelly DeCorrevont, Business Manager

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

None.

3. APPROVAL OF MINUTES

A. June 20, 2018 Regular Session Meeting (ACTION)

MOTION: Mr. Schriftman made a motion to approve the June 20, 2018 Regular Session Meeting minutes, seconded by Mr. Goldberg.

Vote: 5 Yes – Ken Abosch, Maureen Wener, Seth Schriftman, Mike Goldberg and Luisa Ellenbogen.
The motion was approved.

1 Abstain: Howard Handler

B. June 20, 2018 Executive Session Meeting (ACTION)

Postponed to next meeting.

4. TREASURER REPORT

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

Mr. Schriftman presented the Financials.

MOTION: Mr. Abosch made a motion to approve the June Financials, seconded by Mr. Schriftman.

Vote: 6 Yes – Ken Abosch, Maureen Wener, Seth Schriftman, Mike Goldberg, Howard Handler and Luisa Ellenbogen.

The motion was approved.

B. List of Checks and Payments for Approval (ACTION)

Mr. Schriftman presented the outstanding list of checks to be approved for payment, which included:

-Electronic Payments, 4 ACHs, WinTrust	\$ 126.35
-Petty Cash Checks 625, 1 ACH, Bank Financial	\$ 64.87
-AP Checks 10164-10233-10295, 11 ACHs, WinTrust	<u>\$ 112,154.18</u>
The total amount presented for approval	\$ 112,345.40

DPL Board of Trustees
 Regular Meeting Minutes
 July 18, 2018

MOTION: Ms. Wener made a motion to approve the June list of checks and payments, seconded by Mr. Goldberg.

Vote: 6 Yes – Ken Abosch, Maureen Wener, Seth Schriftman, Mike Goldberg, Howard Handler and Luisa Ellenbogen.

The motion was approved.

C. Presentation of the 2017 Audit

Ms. Susannah Baney with Baker Tilly presented the Library 2017 Audit. Mr. Handler requested a copy of the Communications to the Board.

5. VILLAGE LIAISON REPORT

Ms. Amy Falasz-Peterson gave the Village Report in Mr. Bill Seiden's absence.

6. LIBRARY DIRECTOR'S REPORT

A. July 4 Parade Discussion

Mr. Abosch thanked the Board Members for attending the July 4 Parade. The Board requested that we have more bags to hold the candy in for next year's distribution.

Ms. Falasz-Peterson announced that the Adult Services Department won the ILA Readers Service Advisory Award for the year long "Read Without Boundaries" program. The Board will be at the Farmers Market on September 29. Ms. Ellenbogen, Mr. Schriftman, and Ms. Wener are available to work the booth.

Ms. Falasz-Peterson reported that the Library will be discontinuing Notary Services after September 1.

7. OLD BUSINESS

A. Collaborative Workspace

Ms. Falasz-Peterson discussed how staff would present a Virtual Tour to the Board of neighboring library collaborative workspaces. Mr. Abosch thought in the interest of time the Virtual Tour would work best. Library Staff met with the Architect on Monday. Mr. Abosch discussed that it is important to be aware of the appearance of this space and to have it look professional. Ms. Ellenbogen discussed that seating is also a priority.

8. NEW BUSINESS

A. Acceptance of 2017 Audit (ACTION)

MOTION: Ms. Wener made a motion to approve the 2017 Audit, seconded by Mr. Schriftman.

Vote: 6 Yes – Ken Abosch, Maureen Wener, Seth Schriftman, Mike Goldberg, Howard Handler and Luisa Ellenbogen.

The motion was approved.

B. Insurance Renewal (ACTION)

MOTION: Mr. Handler made a motion to approve the Insurance Renewal, seconded by Mr. Goldberg.

DPL Board of Trustees
Regular Meeting Minutes
July 18, 2018

Vote: 6 Yes – Ken Abosch, Maureen Wener, Seth Schriftman, Mike Goldberg, Howard Handler and Luisa Ellenbogen.

The motion was approved.

C. Recommended Ban of Library Patrons (ACTION)

The Board discussed the two recommendations of library patron bans. The Board discussed the merits of each recommendation.

MOTION: Mr. Abosch made a motion to continue recommended ban of Library Patron 1, seconded by Mr. Schriftman.

Vote: 6 Yes – Ken Abosch, Maureen Wener, Seth Schriftman, Mike Goldberg, Howard Handler, and Luisa Ellenbogen.

The motion was approved.

MOTION: Ms. Wener made a motion to continue recommended ban of Library Patron 2, seconded by Mr. Schriftman.

Vote: 6 Yes – Ken Abosch, Maureen Wener, Seth Schriftman, Mike Goldberg, Howard Handler, and Luisa Ellenbogen.

The motion was approved.

D. Meeting Room Policy Update (ACTION)

The Policy Committee will present the proposed updates to the Meeting Room Policy at a future Board Meeting.

9. OTHER

10. ADJOURNMENT

At 7:50 p.m., Mr. Goldberg made a motion to adjourn the meeting, seconded by Mr. Schriftman.

Vote: 6 Yes – Ken Abosch, Maureen Wener, Seth Schriftman, Mike Goldberg, Howard Handler and Luisa Ellenbogen.

The motion was approved.

Maureen Wener, Secretary

**Deerfield Public Library
Check Approval List
For the Regular Board Meeting on August 15, 2018**

Summary						
Wintrust-E-Pay Deposit 8926 - 4 ACHs						127.22
Wintrust-General AP 2997, Check #s 10296-10348, 12 ACHs						129,822.41
Total payments to approve						129,949.63
Date	Num	Vendor	Memo		Amount	Account Description
Wintrust E-Pay Deposit 8926						
08/06/2018	ACH	American Express Govt Svcs	Merchant CC Fees-August 2018		0.44	Other Office Support
08/03/2018	ACH	Chase Paymentech	Merchant CC Fees-August 2018		35.88	Other Office Support
08/03/2018	ACH	Chase Paymentech	Merchant CC Fees-August 2018		30.95	Other Office Support
08/03/2018	ACH	PayPal, inc.	Merchant CC Fees-August 2018		59.95	Other Office Support
Total E-Pay Deposit Amount						127.22
Wintrust-General AP 2997						
07/19/2018	10296	Ancel, Glink, Diamond, Bush, DiCianni & Krafthefer, P.C.	Legal Fees-June 2018		51.25	Professional Admin Services
07/19/2018	10297	First Bankcard	Falasz-Peterson CC Charges-June 2018	145.00		Admin - 4734
			DeCorrevont CC Charges-June 2018	1,367.57		Business Office - 1381
			Owen CC Charges-June 2018	706.42		Info Technology (IT) - 1158
			Keaton CC Charges-June 2018	105.91		Facilities - 1382
			Suzuki CC Charges-June 2018	192.00		Patron Svc-7222
			Skittino CC Charges-June 2018	415.95		Support Services - 4206
			Steiner CC Charges-June 2018	27.98		Adult Services - 1931
			Anthony CC Charges-June 2018	1,826.91		Youth Services - 6162
			Hoffman CC Charges-June 2018	799.23		Outreach Coord - 5394
			Palecek CC Charges-June 2018	419.20		Adult Prog Coord - 7013
			van Goethem CC Charges-June 2018	69.25		Youth Prog Coord - 1510
			Henry CC Charges-June 2018	273.36		Youth Coord - 1750
			sub-total		6,348.78	
07/19/2018	10298	Garvey's Office Products	Pens, Highlighters, Post-its, Copy Paper, File Folders, Binder		283.83	General Office/Operating Supplies
07/19/2018	10299	IHLS - OCLC	Annual Fee FY2019		14,412.16	Cataloging Service
07/19/2018	10300	James Marlin Associates, Inc.	Summer Container Display		360.00	Exterior Building Maintenance
07/19/2018	10301	Johnson Controls	Backup Battery for Building Automation System		188.73	Facility Equipment Maintenance
07/19/2018	10302	Lauterbach & Amen, LLP c/o LIMRiCC-UCCA	Unemployment Insurance Consortium - 2018 Q2		430.82	Misc Ben: EAP & FSA
07/19/2018	10303	Lechner and Sons	Lobby Mats 7/17/18		82.95	Interior Facility Maintenance
07/19/2018	10304	Melissa Stoeger	Prizes for Thinks & Drinks Trivia 7/11/18		170.00	Adult Programs
07/19/2018	10305	OverDrive, Inc.	eBooks-July 2018		305.87	E-Resources
07/19/2018	10306	Sikich LLP	Automation Support for Servers & Workstations-August 2018		5,802.32	IT (Automation) Support
07/19/2018	10307	Spring Air Filter, Inc.	Filters for Air Handler		297.00	Facility Equipment Maintenance
07/19/2018	10308	TBS - Today's Business Solutions, Inc.	Cost Per Fax Program (187) Q1 2018	29.92		IT (Automation) Support
		TBS - Today's Business Solutions, Inc.	Cost Per Fax Program (259) Q2 2018	41.44		IT (Automation) Support
			sub-total		71.36	
07/26/2018	10309	Anderson Pest Solutions	Pest Management-July 2018		66.00	Interior Facility Maintenance
07/26/2018	10310	Associated Agencies, Inc.	Cyber Insurance 8/1/18-7/31/19	2,361.49		Insurance
		Associated Agencies, Inc.	Executive Risk Insurance 8/1/18-7/31/19	10,852.00		Insurance
		Associated Agencies, Inc.	Treasurer Bond 8/1/18-7/31/19	2,000.00		Insurance
			sub-total		15,213.49	
07/26/2018	10311	Best Quality Cleaning, Inc.	Cleaning Service-August 2018		2,125.00	Interior Facility Maintenance
07/26/2018	10312	Blue Wire Communications, Inc.	Phone Support Quarterly Maintenance Charge: 7/1/18-9/30/18		552.90	IT (Automation) Support
07/26/2018	10313	Findaway World, LLC	Acquisitions for AV-July 2018		59.49	AV - Youth
07/26/2018	10314	Garvey's Office Products	Paper, Mailers, Sharpener	113.32		General Office/Operating Supplies
		Garvey's Office Products	Work Chair Mesh Back (2)	472.92		Minor Furnishings & Equipment
			sub-total		586.24	
07/26/2018	10315	Graphic Solutions, Inc.	Browsing Fall 2018 Design		892.00	Professional Outreach Services
07/26/2018	10316	Hanover Insurance Group	Package Insurance 8/1/18-7/31/19	21,925.00		Insurance
			Auto Insurance 8/1/18-7/31/19	1,675.00		Insurance
			Umbrella Insurance 8/1/18-7/31/19	3,750.00		Insurance
			sub-total		27,350.00	

**Deerfield Public Library
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Date	Num	Vendor	Memo	Amount	Account Description
07/26/2018	10317	Petty Cash Box	Supplies for 7/12 Program-Shapiro, Dish Soap-Park, Cotton Balls for August Drop In Craft-Shapiro; Paperbacks Program 7/18-Michael	49.75	Youth Programs, General Office/Operating Supplies, Youth Programs, Youth Programs
07/26/2018	10318	Quill	Study Room Markers, Pens, Staple Removers	56.65	General Office/Operating Supplies
			Quill	64.51	General Office/Operating Supplies
			sub-total	121.16	
08/15/2018	10319	Anderson Pest Solutions	Pest Management-August 2018	66.00	Interior Facility Maintenance
08/15/2018	10320	Baker & Taylor 40015242	Acquisitions for Books - July 2018; Acquisitions for Processing Supplies - July 2018	116.58	Books - Adult Fiction; Books - Adult Non-Fiction; Books - Youth & Teens; Processing Supplies
08/15/2018	10321	Baker & Taylor C0233663-Continuations	Acquisitions for Books - July 2018; Acquisitions for Processing Supplies - July 2018	1,167.04	Books - Adult Fiction; Processing Supplies
08/15/2018	10322	Baker & Taylor L046292-Adult Bks	Acquisitions for Books - July 2018; Acquisitions for Processing Supplies - July 2018	3,956.36	Books - Adult Non-Fiction; Processing Supplies
08/15/2018	10323	Baker & Taylor L411843 Teen	Acquisitions for Books - July 2018; Acquisitions for Processing Supplies - July 2018	337.76	Books - Youth & Teens; Processing Supplies
08/15/2018	10324	Baker & Taylor L4291172	Acquisitions for Books - July 2018; Acquisitions for Processing Supplies - July 2018	936.89	Books - Adult Fiction; Processing Supplies
08/15/2018	10325	Baker & Taylor L4304752 - Adt Audiobooks	Acquisitions for AV - July 2018; Acquisitions for Processing Supplies - July 2018	142.74	AV - Adult; Processing Supplies
08/15/2018	10326	Baker & Taylor L4305252 Unprocessed	Acquisitions for Books - July 2018	392.85	Books - Adult Fiction; Youth Programs
08/15/2018	10327	Baker & Taylor L510347-Juv Bks	Acquisitions for Books - July 2018; Acquisitions for Processing Supplies - July 2018	3,730.63	Books - Youth & Teens; Processing Supplies
08/15/2018	10328	Baker & Taylor L524397 - Adult Fiction	Acquisitions for Books - July 2018; Acquisitions for Processing Supplies - July 2018	5,925.66	Books - Adult Fiction; Processing Supplies
08/15/2018	10329	Baker & Taylor L535153-Aud Bks	Acquisitions for AV - July 2018; Acquisitions for Processing Supplies - July 2018	559.38	AV - Adult; AV - Youth; Processing Supplies
08/15/2018	10330	Baker & Taylor L544890	Acquisitions for Books - July 2018; Acquisitions for Processing Supplies - July 2018	99.19	Books - Youth & Teens; Processing Supplies
08/15/2018	10331	Brimar LED LLC	Light Bulbs for Building (50)	298.75	Interior Facility Maintenance
08/15/2018	10332	David Wylly	Take the Confusion Out of Medicare Program on 9/12/18	150.00	Adult Programs
08/15/2018	10333	Esscoe, LLC	Serviced Fire System Strobe Light on 6/29, 7/23	713.38	Facility Equipment Maintenance
08/15/2018	10334	Findaway World, LLC	Acquisitions for AV-July 2018	233.70	AV - Youth
08/15/2018	10335	First Point Mechanical Services LLC	HVAC Preventative Maintenance Qtrly	2,997.00	Facility Equipment Maintenance
08/15/2018	10336	Fremont Public Library	Lake County Fair Booth	63.00	Outreach Programs
08/15/2018	10337	FSS Technologies LLC	Burglar Alarm System Quarterly Maintenance Fee	120.00	Facility Equipment Maintenance
08/15/2018	10338	Garvey's Office Products	Work Chair Mesh Back	221.46	Minor Furnishings & Equipment
08/15/2018	10339	IL Department of Innovation & Technology	Staff Internet Services thru 7/31/2018	450.00	Data Lines
08/15/2018	10340	James Martin Associates, Inc.	Landscape Management-August 2018	490.00	Exterior Building Maintenance
08/15/2018	10341	Johnson Controls Security Solutions	New Server for Building Automation System	5,982.62	Facility Equipment Maintenance
08/15/2018	10342	Lechner and Sons	Lobby Mats 7/31/18	82.95	Interior Facility Maintenance
08/15/2018	10343	Make Magazine	Subscription Renewal 2018-2019	34.95	Periodicals
08/15/2018	10344	Midwest Tape 2000007021	Acquisitions for AV - July 2018; Acquisitions for Processing Supplies - July 2018	5,340.93	AV - Adult; AV - Youth; Processing Supplies
08/15/2018	10345	Mobile Beacon	Patron Hotspots (4), Annual Service Fee	999.96	New Projects / IT Equipment
08/15/2018	10346	OverDrive, Inc.	eBooks-July 2018	7,007.19	E-Resources

**Deerfield Public Library
Check Approval List
For the Regular Board Meeting on August 15, 2018**

Date	Num	Vendor	Memo	Amount	Account Description
		OverDrive, Inc.	eBooks-July 2018	2,232.06	E-Resources
			sub-total		
				9,239.25	
08/15/2018	10347	Quill	Envelopes, Post-It Notes	50.44	General Office/Operating Supplies
08/15/2018	10348	Scalambrino & Arnoff, LLP	Legal Fees - July 2018	40.00	Professional Admin Services
07/16/2018	ACH	Amazon	Acquisitions for AV-July 2018	63.98	AV- Adult
			Program Supplies	18.87	Youth Programs
			Acquisitions for Books-July 2018 Refund	(14.00)	Books-Adult Fiction
			Acquisitions for Discovery Kits-July 2018	31.70	Books - Youth & Teens
			Patron Book Discussion 2018	212.70	Adult Programs
			Staff Book Discussion 2018	212.70	Staff Enrichment
			Program Supplies	26.55	Youth Programs
			Acquisitions for Discovery Kits-July 2018	43.98	Books - Youth & Teens
			Acquisitions for Books-July 2018	49.16	Books - Adult Non-Fiction
			Acquisitions for Books-July 2018	27.97	Books-Adult Fiction
			Acquisitions for Books-July 2018	12.33	Books-Adult Fiction
			Acquisitions for Books-July 2018	7.99	Books-Adult Fiction
			Acquisitions for Books-July 2018	32.98	Books - Adult Non-Fiction
			Acquisitions for Books-July 2018	35.64	Books-Adult Fiction
			Summer Reading Program Prize	50.00	Adult Programs
			Summer Reading Program Prize	75.99	Adult Programs
			Acquisitions for Books-July 2018	14.41	Books-Adult Fiction
			Acquisitions for Books-July 2018	95.97	AV- Adult
			Acquisitions for AV-July 2018	96.04	AV- Adult
			Acquisitions for Books-June 2018 Refund	(15.04)	Books-Adult Fiction
			Book Buddies Program Supplies	38.87	Youth Programs
			Luggage Locks	11.99	Youth Programs
			Luggage Locks-Refund	(11.99)	Youth Programs
			Acquisitions for Books-July 2018	50.97	Books - Adult Non-Fiction
			Acquisitions for AV-June 2018	179.64	AV- Adult
			Acquisitions for AV-June 2018	47.93	AV- Adult
				1,397.33	
07/30/2018	ACH	Amazon	Dungeons & Dragons-Supplies	28.41	Youth Programs
			Acquisitions for Books-July 2018	15.99	Books-Adult Fiction
			Acquisitions for Books-July 2018	79.98	AV- Adult
			Velcro for Toy Bucket	15.22	General Office/Operating Supplies
			Acquisitions for Board Games-July 2018	13.00	Youth Programs
			Google Cardboard VR Headsets	100.00	New Projects / IT Equipment
			WiFi Hot Spot for Computer Lab	1,143.00	New Projects / IT Equipment
			3D Printer Filament, External Hard Drive, Chromebox	559.90	New Projects / IT Equipment
			Pre-K Pavilion Supplies	14.24	Literacy Support - Youth
			HDMI Cables	139.99	New Projects / IT Equipment
			Pre-K Pavilion Supplies	58.76	Literacy Support - Youth
			Acquisitions for AV-July 2018	71.97	AV- Adult
			Acquisitions for AV-July 2018	23.99	AV- Adult
				2,264.45	
08/21/2018	ACH	AT&T-847 945-3318 026 6	Voice Lines: 6/29/18-7/28/18	666.83	Telephone - Voice
08/21/2018	ACH	AT&T 847 945-3372-943-5	Data Lines: 6/29/18-7/28/18	526.26	Data Lines
08/10/2018	ACH	AT&T 847-R16-2339 021 5	Voice Lines: 7/16/18-8/15/18	815.55	Telephone - Voice
08/10/2018	ACH	AT&T-R16-0685 123 3	Optiman Phone Data: 7/16/18-8/15/18	2,248.16	Data Lines
08/04/2018	ACH	Comcast Cable	Patron Internet Service: 7/16/18-8/15/18	125.98	Data Lines
07/25/2018	ACH	Discovery Benefits, Inc.	FSA Monthly Fees-July 2018	54.90	Other Benefits
08/07/2018	ACH	Google, Inc.	Google Apps - July 2018	455.00	Software & Licenses
08/01/2018	ACH	Heartland Payment Systems	Merchant CC Fees - July 2018	180.20	Other Office Support
08/01/2018	ACH	Village of Deerfield	Water & Sewer-June 2018	151.62	Water
08/01/2018	ACH	Village of Deerfield	Water & Sewer-June 2018	175.56	Water
			Total Wintrust-General AP 2997	\$ 129,822.41	
			Grand Total	\$ 129,949.63	

Deerfield Public Library
Credit Card Transactions by Account as of July 9, 2018
Presented for Approval August 2018

Date	Num	Name	Memo	Amount	Account
20001 Admin - 4734					
07/09/2018	AD 6/9/18	Il Forno Pizza and Pasta	Summer Reading Program Kick-off 6/9-Pizza	104.69	Admin Programs
07/09/2018	AD 6/9/18	Mail Chimp	E-Newsletter Mailing - June 2018	30.00	Outreach Programs
07/09/2018	AD 6/9/18	Dunkin' Donuts	Summer Reading Program Kick-off 6/9-Snacks	10.31	Admin Programs
Total for 20001 Admin - 4734				145.00	
20002 Business Office - 1381					
07/09/2018	BO 6/23/18	Intuit, Inc.	Quickbooks Online Subscription - June 2018	50.00	Software & Licenses
07/09/2018	BO 6/26/18	Jewel-Osco	All-Staff Meeting 6/27/18 - Food	51.24	Admin Programs
07/09/2018	BO 6/15/18	Walgreens	Step Challenge Prizes-Headphones, Amazon Gift Cards	74.98	Staff Enrichment
07/09/2018	BO 6/13/18	Daily Endorphin	Staff Step Challenge-6 Weeks	105.30	Staff Enrichment
07/09/2018	BO 6/6/18	Branders	Tote Bags (100) - Refund	(15.90)	Staff Enrichment
07/09/2018	BO 6/7/18	SHRM-Society Human Resource Mgmt	SHRM Membership-DeCorrevont	209.00	Dues & Memberships
07/09/2018	BO 6/13/18	Management Association	HR Roundtable Series 2018-2019 for Libraries-DeCorrevont	250.00	Training & Education
07/09/2018	BO 6/6/18	Illinois Government Finance Officers Association	Webinar-Internal Controls for Small Staffs and Small Governments-DeCorrevont	55.00	Training & Education
07/09/2018	BO 6/6/18	Vistaprint	Business Cards - Higginbotham	21.97	General Office/Operating Supplies
07/09/2018	BO 6/15/18	Whole Foods Market	Step Challenge Prizes-Gift Cards	20.00	Staff Enrichment
07/09/2018	BO 6/20/18	Whole Foods Market	Board Meeting 6/20-Food	16.99	Admin Programs
07/09/2018	BO 6/8/18	American Library Association	Membership Renewal-Wener	118.00	Dues & Memberships
07/09/2018	BO 6/26/18	Management Association	Job Descriptions Training 7/24-Park, Payne	390.00	Training & Education
07/09/2018	BO 6/22/18	Vistaprint	Address Labels	22.30	General Office/Operating Supplies
07/09/2018	BO 6/25/18	Vistaprint	Address Labels-Tax Refund	(1.31)	General Office/Operating Supplies
Total for 20002 Business Office - 1381				1,367.57	
20003 Info Technology (IT) - 1158					
07/09/2018	IT 6/10/18	Adobe Systems	Staff Creative Cloud Subscription - June 2018	56.30	Software & Licenses
07/09/2018	IT 6/11/18	Nexcess Net	Website Hosting	29.85	IT (Automation) Support
07/09/2018	IT 6/13/18	Orbotix (Sphero, Inc.)	Sphero Robots for Youth Services (2)	259.98	Youth Programs
07/09/2018	IT 6/12/18	Ableton	Media Lab Software Upgrade	229.00	Software & Licenses
07/09/2018	IT 6/14/18	eBay	Meeting Room Audio Extractor	49.30	New Projects / IT Equipment
07/09/2018	IT 6/22/18	Survey Monkey	Patron Survey Software	37.00	Software & Licenses
07/09/2018	IT 7/4/18	Rise Vision	Digital Signage	19.00	Software & Licenses
07/09/2018	IT 6/14/18	Rise Vision	Digital Signage	1.00	Software & Licenses
07/09/2018	IT 7/1/18	Libsyn Podcasting Service	Podcast Hosting	15.00	Software & Licenses
07/09/2018	IT 6/10/18	MCPProhosting	Minecraft Hosting	9.99	Software & Licenses
Total for 20003 Info Technology (IT) - 1158				706.42	
20004 Facilities - 1382					
07/09/2018	FC 6/26/18	Anderson Lock	Locker Key Replacement in Patron Services	13.17	Interior Facility Maintenance
07/09/2018	FC 6/25/18	Home Depot	Step Ladder and Foil Tape	44.86	Facility Equipment Maintenance
07/09/2018	FC 6/13/18	Anderson Lock	Locker Key Replacements in Patron Services (12)	47.88	Interior Facility Maintenance
Total for 20004 Facilities - 1382				105.91	
20005 Patron Svc-7222					
07/09/2018	PS 7/2/18	American Library Association	Membership Renewal-Suzuki	192.00	Dues & Memberships
Total for 20005 Patron Svc-7222				192.00	
20006 Support Services - 4206					
07/09/2018	SS 6/21/18	ELM USA, Inc.	Disc Cleaner Supplies	465.95	Processing Supplies
07/09/2018	SS 6/20/18	WILLIUG	Refund for Webinar	(50.00)	Training & Education
Total for 20006 Support Services - 4206				415.95	
20007 Adult Services - 1931					
07/09/2018	AS 6/30/18	Netflix	Subscription - July 2018	13.99	E-Resources
07/09/2018	AS 6/14/18	Netflix	Subscription - June 2018	13.99	E-Resources
Total for 20007 Adult Services - 1931				27.98	
20008 Youth Services - 6162					
07/09/2018	YS 6/6/18	Amazon	Prime Membership - refunded	(93.06)	Dues & Memberships
07/09/2018	YS 6/21/18	Lakeshore Learning	Rugs for Story Time (2), Program Decorations	1,117.77	Literacy Support - Youth, Youth Programs

Deerfield Public Library
Credit Card Transactions by Account as of July 9, 2018
Presented for Approval August 2018

Date	Num	Name	Memo	Amount	Account
20008 Youth Services - 6162 Continued					
07/09/2018	YS 6/26/18	Management Association	Don't Lose Them at Hello: Employee Onboarding 7/18 - Anthony	195.00	Training & Education
07/09/2018	YS 6/29/18	Apple itunes Store	Song for Storytimes	3.18	Youth Programs
07/09/2018	YS 6/8/18	Roti	SRP After Hours Decorations in Youth Dept on 6/9 - Food	151.25	Admin Programs
07/09/2018	YS 6/25/18	American Library Association	ALSC 2018 National Institute Registration-Gall	400.00	Training & Education
07/09/2018	YS 6/6/18	Kaplan Early Learning Company	Story Time Supplies	52.77	Youth Programs
Total for 20008 Youth Services - 6162				1,826.91	
20009 Outreach Coord - 5394					
07/09/2018	OC 4/17/18	Fast Signs	New Plate for Spongberg Painting	29.00	Minor Furnishings & Equipment
07/09/2018	OC 6/13/18	American Library Association	Membership Renewal-Hoffman	50.00	Dues & Memberships
07/09/2018	OC 6/7/18	Spangler Candy	Parade Giveaways - 4th of July	562.14	Professional Printing Services
07/09/2018	OC 6/20/18	Fast Signs	Large Signs - 4th of July	139.09	Admin Programs
07/09/2018	OC 6/27/18	DBR Chamber of Commerce	Networking Event 7/19-Hoffman	19.00	Training & Education
Total for 20009 Outreach Coord - 5394				799.23	
20010 Adult Prog Coord - 7013					
07/09/2018	APC 6/29/18	Amazon	Acquisitions for Kindle Books-June 2018	14.99	Books-Adult Fiction
07/09/2018	APC 6/6/18	Party City	Summer Reading Program Supplies	11.96	Adult Programs
07/09/2018	APC 6/14/18	Joann Fabric	Fabric for Give Back Event: Blanketed By Love	168.56	Adult Programs
07/09/2018	APC 6/14/18	Fast Signs	Large Sign for WWII Program	30.75	Adult Programs
07/09/2018	APC 6/21/18	Office Max/Office Depot	Journals, Giveaways for Read Without Boundaries	30.55	Adult Programs
07/09/2018	APC 6/26/18	Adult Reading Round Table	Hosting Author Events at Your Library Workshop 7/24-Palecek	20.00	Adult Programs
07/09/2018	APC 6/14/18	Amazon	Acquisitions for Kindle Books-June 2018	3.49	Books-Adult Fiction
07/09/2018	APC 6/29/18	Amazon	Acquisitions for Kindle Books-June 2018	14.99	Books-Adult Fiction
07/09/2018	APC 6/29/18	Amazon	Acquisitions for Kindle Books-June 2018	14.99	Books-Adult Fiction
07/09/2018	APC 6/29/18	Amazon	Acquisitions for Kindle Books-June 2018	14.99	Books-Adult Fiction
07/09/2018	APC 6/29/18	Amazon	Acquisitions for Kindle Books-June 2018	14.99	Books-Adult Fiction
07/09/2018	APC 7/29/18	Amazon	Acquisitions for Kindle Books-June 2018	14.99	Books-Adult Fiction
07/09/2018	APC 6/29/18	Amazon	Acquisitions for Kindle Books-June 2018	13.99	Books-Adult Fiction
07/09/2018	APC 6/29/18	Amazon	Acquisitions for Kindle Books-June 2018	13.99	Books-Adult Fiction
07/09/2018	APC 6/29/18	Amazon	Acquisitions for Kindle Books-June 2018	9.99	Books-Adult Fiction
07/09/2018	APC 6/29/18	Amazon	Acquisitions for Kindle Books-June 2018	13.99	Books-Adult Fiction
07/09/2018	APC 6/29/18	Amazon	Acquisitions for Kindle Books-June 2018	13.99	Books-Adult Fiction
07/09/2018	APC 6/29/18	Amazon	Acquisitions for Kindle Books-June 2018	12.99	Books-Adult Fiction
Total for 20010 Adult Prog Coord - 7013				419.20	
20011 Youth Prog Coord - 1510					
07/09/2018	YPC 6/22/18	Walgreens	Gift Card for Homeschool Survey, Batteries	50.98	Youth Programs
07/09/2018	YPC 7/3/18	Target	Supplies for Record Breaker Program	18.27	Adult Programs
Total for 20011 Youth Prog Coord - 1510				69.25	
20012 Youth Coord - 1750					
07/09/2018	YC 6/21/18	Walgreens	DIY Paper Circuit Art Program 6/25 Supplies	53.97	Youth Programs
07/09/2018	YC 6/15/18	Heinen's	Book Bites Program 6/15-Snacks	39.90	Youth Programs
07/09/2018	YC 6/15/18	ALA Store	Acquisitions for Books-June 2018	64.56	Books - Youth & Teens
07/09/2018	YC 6/15/18	American Library Association	Acquisitions for Books - June 2018 Tax Refund	(5.07)	Books - Youth & Teens
07/09/2018	YC 6/15/18	Walgreens	Gift Cards for Teen Summer Reading Program	120.00	Youth Programs
Total for 20012 Youth Coord - 1750				273.36	
Total for 20000 Credit Cards Payable				6,348.78	

Director's Report August 2018

FYI

- We received our FY18 State Per Capita grant of \$22,781.25 on July 30, 2018.
- We will approve the July & August Financial Statements at the September Board Meeting.
- The Park District will once again host a joint board reception on either Thursday, October 11 or Thursday, October 25. This 90 minute event gives the board members of the various Deerfield taxing bodies the opportunity to network and hear updates about what is happening in each of their entities. This year, each entity will be billed for their dinners. I will confirm the date and ask for a final count when I receive the date.
- The Park District is updating the playground at Jewett Park. There will be about 6 less spaces in the parking lot along the park until the work is completed, most likely October.
- At this meeting, we will take a virtual tour of some neighboring makerspaces.

Interesting Articles on Current Library Trends

Listed below are some articles that may be of interest for review:

- <https://theoutline.com/post/5409/library-exercise-programs-chair-yoga-pilates-tai-chi?zd=1&zi=g6di4ehc>: This article outlines how libraries are serving the needs in their communities for teaching fitness classes. While this is not something that I would necessarily advocate for our community, it illustrates how public libraries adapt to serve the needs of their communities.
- <https://www.engadget.com/2018/08/03/more-states-join-lawsuit-to-keep-3d-printed-gun-plans-off-the-in/>: This article references the recent news story about how a company was able to share plans to print a 3D gun on the internet. Right now, DPL 3D printing policy states that a staff member has to approve to release the submitted print jobs and we simply do not allow for printing of weapons.

Personnel

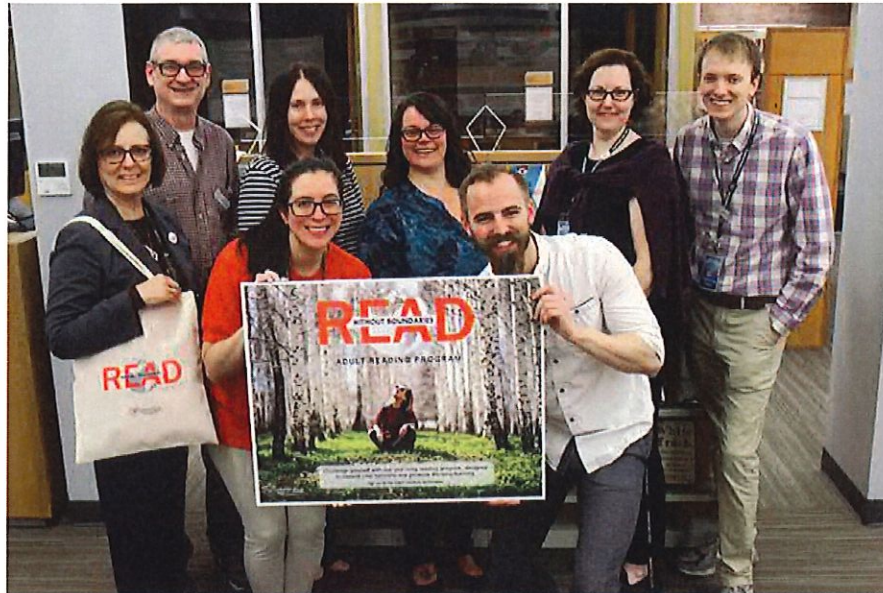
- In July the library had 0 separations
- In July the library filled 3 positions
 - Patron Services Associate on July 13
 - Patron Services Assistant (2) on July 13
- The library has 3 positions open
 - Library Aide (3)

DEPARTMENT REPORTS

Adult Services Report

Claire Steiner, Head of Adult Services

- **ADULT SERVICES WON THE ILLINOIS LIBRARY ASSOCIATION READERS' ADVISORY SERVICE AWARD FOR 2018 for our Read Without Boundaries program. (This is a huge deal for the staff!)**



- Ted's WWII Radio Hour had 53 attendees- the largest program of the month.
- Melissa hosted a trivia program for the Chamber of Commerce with a terrific turnout and great feedback from participants.
- Notary services ending on September 1
- Next Fight to Integrate Deerfield staff planning meeting will be held the 3rd week of August. Presenter dates have been finalized.
- Novelist Select will be getting a makeover
- Read Without Boundaries stats for the month of July: 16 new sign-ups, 37 badges completed. Total for the year: 160 participants, 376 badges completed
- Books to Go had 21 participants in July
- 13 Programs, 263 participants
- 284 podcast downloads in July, 82 for the July episode.
- YouTube video views were up 16.98% this month.
- (From staff member to John) Gordie Kaplan came to the library to let me know how much he enjoyed your presentation at SRC today. He said you were incredibly knowledgeable, patient, and tailored the program to fit your audience.
- A patron let me know that Jacob was very helpful today. The patron said that Jacob helped him in the media section, and the Patron was very impressed with him. :)

Business Office Report


Kelly DeCorrevont, Business Manager

- Administration continues to work on revising DPL Job Descriptions for each library department
- Attended ALA LLAMA Community of Practice on Practical Management session July 9
- Attended the HR Roundtable Meeting at Palatine Public Library on July 11
- Staff Enrichment is coordinating DPL Staff Yoga. This runs from July 11 to September 6
- Managers had a Collaborative Work Space Meeting with Product Architecture & Design on July 16
- Attended the DBR Chamber of Commerce Young Professionals Event on July 19
- Attended the RAILS Conducting an Effective Workplace Investigation webinar on July 24
- Administrative Assistants attended the Job Descriptions: Why, What and How? Training on July 24
- Met with Finance Director at Village of Deerfield to start 2019 Budget Prep on July 25
- Attended the ALA LLAMA Practical Magic Motivation/Engagement session on July 26

IT & Social Media Report

Tom Owen, Head of IT

- A new WiFi access point was placed near the lower level study rooms to provide greater coverage as mobile device usage increases within the library.
- A new server for the building facilities software was setup and Johnson Controls transferred configurations to the machine for added redundancy and allowing for software upgrades that weren't possible on our old hardware.
- The IT department visited Northbrook's new technology space and will be visiting Winnetka the week of the 12th.
- We are in the process of migrating from a 3rd party backup service for our Google Apps platform to the Google branded "Vault" which provides similar but enhanced services.
- New password policies are rolling out, and we are working with Patron Services to determine the best methods for securing staff computers in public areas with minimal impact to patron experience.

 **Deerfield Public Library**
Published by Sophia Deerfield LP | July 16 at 12:47 PM

We are excited to announce that the Deerfield Public Library Adult Services Department has been named the recipient of the 2018 Illinois Library Association Readers' Advisory Service Award! The department was selected for the Read Without Boundaries initiative.

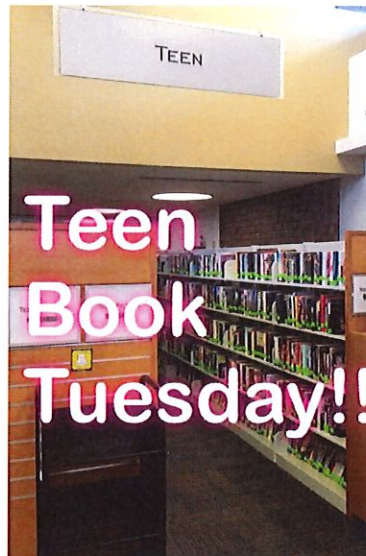
We are so proud that our Adult Services team has been recognized for the creation of this innovative and impactful adult reading program. Never too late to sign-up for this year-long program!

More info about Read Without Boundaries: <https://deerfieldlibrary.org/read-without-boundaries/>

More about the award: <https://www.ilal.org/about/awards/2018-award-winners>



- When we announced that Adult Services won an award, we received an outpouring of support. The post reached 1505 people, received 170 reactions, 18 comments, and 7 shares.



- We post a lot of recommendations, which sometimes we call "Teen Book Tuesday." The books recommended are usually new books and books on display in the Teen Space.

Outreach Report

Judy Hoffman, Outreach Coordinator

- PR / [Like, share, retweet: Deerfield public agencies turn to social media to share information](#) (July 16)
- New Partnership: [Family Service of Lake County](#) shared information about their services in our lobby, and have provided a variety of handouts for patrons.
- Farmers Market - staff booth & storytelling (July 28): By invitation, Meg Anthony was one of the featured presenters at the Farmers Market. Her special presentation of Japanese stories

was a big hit. In between story sessions, we shared info at a tent set up for us by the Fair. The summer reading lists, especially the graphic novel recommendations, were very popular pick-ups.

- Walk, Ride, Roll Deerfield Park District (August 26), Farmers Market Library Trustees (September 29); Illinois Library Association Conference presentation with Vicki Karlovsky and Julia Fredericks on "Creative Services for Patrons with Different-abilities" (October 9)

Patron Services Report

Sayaka Suzuki, Patron Services Manager

- Nathan Theborge (Interlibrary Loan Supervisor and former DPL employee) and Hope Mozo (Circulation Supervisor) at Trinity's Roling Library came to visit DPL on July 2nd to look at Sierra. Lance showed them our dummy patron account and collection information, and Nathan showed his RBP patron account to Hope as well. Their library is looking into other options to replace their database, and they were very grateful for Lance's informational presentation.
- Emily Compton-Dzak, Assistant Director and Head of Adult Services (also former DPL Adult Services Manager), of Winnetka-Northfield Public Library District, contacted me on July 25th for advice and suggestions about hiring and doing skills test on candidates. I gave her a list of my interview questions along with many suggestions.
- We recently placed an order for library cards from a new vendor, LUCAS color cards

Support Services Report

Pam Skittino, Head of Support Services

- Tom Walsh completed his Cataloging for Non-Catalogers Course
- We had our second highest month of the year for cataloging print books!
- Worked with Adult Services staff to inventory barcoded items from the archive; we did not find many of the items that were missing from the reference collection
- Created and released a New Titles list
https://dpl-catalogserver.deerfieldlibrary.org/screens/newacq_w-feeds.html
- Updated most catalog records to point to https instead of http (some vendors not ready yet)
- Pam worked at the Lake County Libraries booth at the Lake County Fair
- Removed the limit for Discovery Kits
- So far this year we have reduced our Media collection by 4,568 items and Print collection by 785 items (more items withdrawn than added) while increasing our circulation from 223,099 YTD 2017 to 231,197 YTD in 2018.

2018

Processed Media	2,860
Withdrawn Media	7,428
Processed Print	9,487
Withdrawn Print	10,272

Youth Services Report

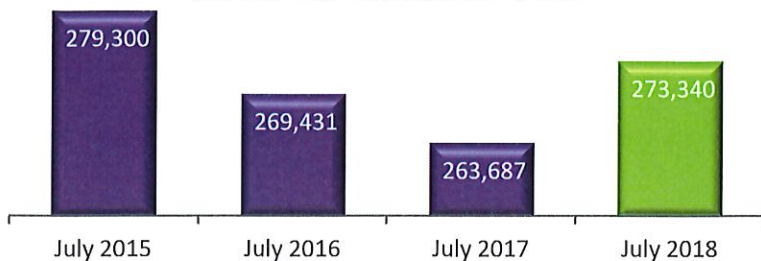
Meg Anthony, Head of Youth Services

- From a patron regarding a Time Travelers Program: "My kids have such a great time. They were so excited about their dragons! This is the highlight of their week! Thanks so much!"
- We have seen a lot of interest in the Museum Passes this summer. 31 Passes have been checked-out since June 1st to the following museums: Air Classic Museum of Aviation, Brookfield Zoo, Chicago Botanic Garden, Legoland Discovery Center.
- From Elisa: Sometimes we create innovative spine labels/records (instead of authors' last names) to organize books relating to popular characters or topics ("STAR WARS," "PAW PATROL," "SUPERHEROES," etc.) Recently we added a few additional topics for picture books like "GRIEF," "BABY," "POTTY," "SEPARATION," and "BULLYING." These mini-collections are not intended to cover everything relating to each topic; but, they serve as a great starting place for patrons coming in looking for a picture book on one of those subjects specifically. Like our "STAR WARS" or "SUPERHEROES" books, all of these books will be shelved by keyword and then by title, exactly as they would be if the authors of those books happened to have "GRIEF" or "SUPERHEROES" as their last names.
- Nina will be exploring using Google to text Teens to remind them about their volunteering shifts, upcoming programs, etc. We have found that teens are not responsive to emails or phone calls, and are looking forward to trying this new means of communication with them.

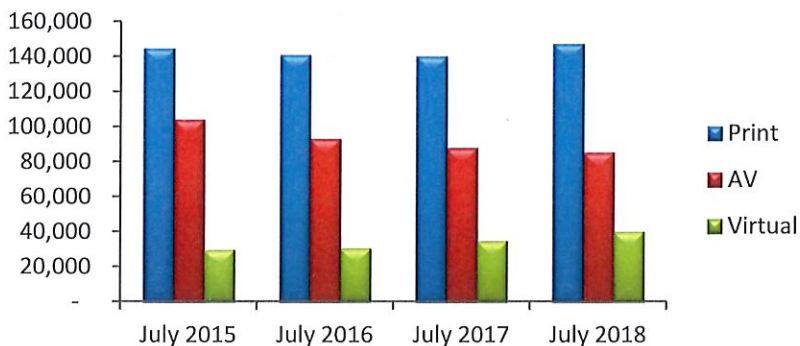
Deerfield Public Library

July 2018 Statistics

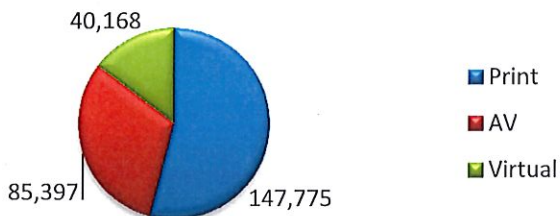
Total Circulation YTD



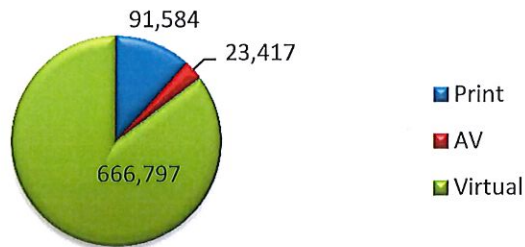
Circ Trends by Type YTD



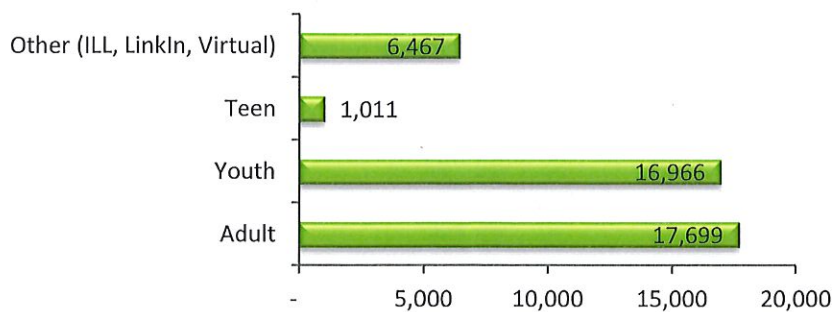
Circulation by Type YTD



Collection by Type - July



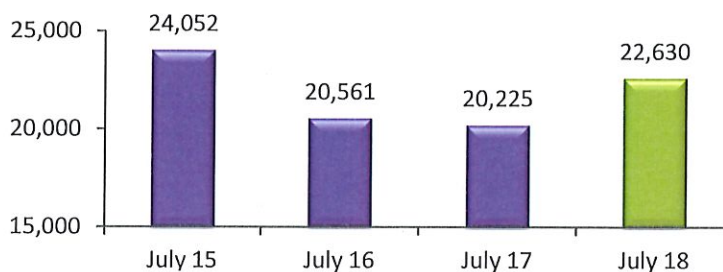
Circulation by Collection



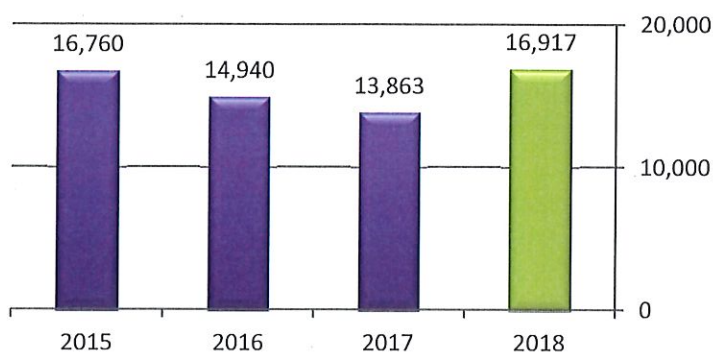
Deerfield Public Library

July 2018 Statistics

Monthly Library Visits

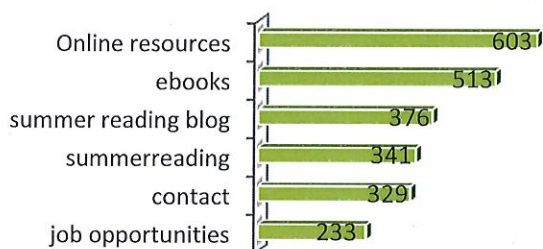


Program Attendance YTD

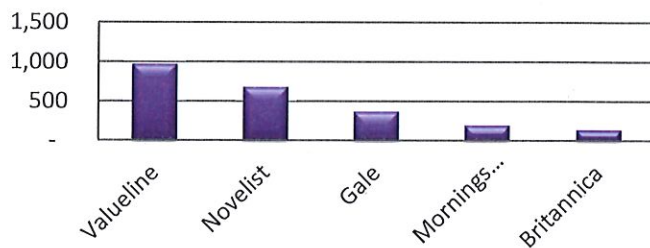


Most Popular Webpages*

*Excludes the home page



Most popular databases July 2018



Average Daily Attendance

