

Deerfield Public Library Board of Trustees
920 Waukegan Road, Deerfield, IL 60015
Regular Meeting Agenda – BOARD PACKET INDEX
November 20, 2019, 6:30 PM

Packet
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Upcoming Library Board Meetings: December 18 at 6:30 p.m.

DEERFIELD PUBLIC LIBRARY BOARD OF TRUSTEES
920 WAUKEGAN ROAD, DEERFIELD, IL 60015
REGULAR MEETING AGENDA
November 20, 2019, 6:30 PM

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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: December 18 at 6:30 p.m.

Upcoming Village Board Budget Hearing: November 18 at 7:30 p.m.

*All topics on the agenda are potential action items.

DEERFIELD PUBLIC LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES
October 16, 2019

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, Luisa Ellenbogen, Kyle Stone, and Mike Goldberg.

Village: Bill Seiden

Staff: Amy Falasz-Peterson, Library Director, Kelly DeCorrevont, Business Manager, Melissa Stoeger, Head of Adult Services.

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

3. PRESENTATION BY ADULT SERVICES MANAGER, Melissa Stoeger

Ms. Amy Falasz-Peterson introduced Ms. Melissa Stoeger, Head of Adult Services. Ms. Stoeger discussed the Adult Services Department. Ms. Stoeger shared the new media desk is here, LOT items new location and the popular hot spots. Ms. Maureen Wener asked Ms. Stoeger about partnering with the local schools to provide additional access. A new database at the library went live today called CreativeBug. The Local History Archives usage has gone up due to Browsing highlighting the yearbooks. Dylan recently presented at Northwestern on Fight to Integrate Deerfield.

Mr. Kyle Stone asked Ms. Stoeger if there have been any surprises in her new role. Ms. Stoeger didn't realize how many little questions she answers daily.

Mr. Abosch asked Ms. Stoeger if there was a list available for the LOT collection. Ms. Stoeger stated we are working on updating the website and how you can search the catalog.

Ms. Falasz-Peterson thanked Ms. Stoeger for her presentation.

4. APPROVAL OF MINUTES

A. September 18, 2019 Regular Session Meeting (ACTION)

MOTION: Mr. Seth Schriftman made a motion to approve the September 18, 2019 Regular Session Meeting minutes as amended, seconded by Mr. Stone.

Vote: 6 Yes –Ken Abosch – President, Maureen Wener – Secretary, Seth Schriftman – Treasurer, Luisa Ellenbogen, Kyle Stone and Mike Goldberg.

The motion was approved.

DPL Board of Trustees
 Regular Meeting Minutes
 October 16, 2019

5. TREASURER REPORT

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

Mr. Schriftman presented the Financials.

MOTION: Ms. Wener made a motion to approve the September Financials, seconded by Mr. Mike Goldberg.

Vote: 6 Yes –Ken Abosch – President, Maureen Wener – Secretary, Seth Schriftman – Treasurer, Luisa Ellenbogen, Kyle Stone and Mike Goldberg.

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, 3 ACHs, WinTrust	\$	126.16
-Petty Cash Checks 672-674, Bank Financial	\$	88.22
-AP Checks 11205-11250, 11 ACHs, WinTrust	\$	<u>326,306.79</u>
The total amount presented for approval	\$	326,619.03

MOTION: Mr. Stone made a motion to approve the September list of checks and payments, seconded by Mr. Goldberg.

Vote: 6 Yes –Ken Abosch – President, Maureen Wener – Secretary, Seth Schriftman – Treasurer, Luisa Ellenbogen, Kyle Stone and Mike Goldberg.

The motion was approved.

C. Proposed FY 2020 Budget & 2019 Levy Request (ACTION)

MOTION: Mr. Abosch made a motion to approve the FY 2020 Budget & 2019 Levy Request, seconded by Ms. Wener.

Vote: 6 Yes –Ken Abosch – President, Maureen Wener – Secretary, Seth Schriftman – Treasurer, Luisa Ellenbogen, Kyle Stone and Mike Goldberg.

Mr. Schriftman announced that the Village Meetings will be held on November 4 and November 18.

6. VILLAGE LIAISON REPORT

Mr. Bill Seiden gave the Village report.

7. LIBRARY DIRECTOR'S REPORT

A. Fine Free Information

DPL Board of Trustees
Regular Meeting Minutes
October 16, 2019

The Board continued their ongoing conversation about fine free.

8. OLD BUSINESS

A. MakerSpace Update

Ms. Falasz-Peterson gave the MakerSpace update. After the meeting the Board will take a tour. Ms. Falasz-Peterson discussed the Public Grand Opening potential date. The Board provided Saturday, November 9 as their first choice and Saturday, November 23 as their second choice. Ms. Falasz-Peterson reported that November 11 is the last Friends of the Library meeting for the year.

Ms. Ellenbogen asked Ms. Falasz-Peterson to check our Insurance regarding our new MakerSpace and to invite the press to our Grand Opening.

9. NEW BUSINESS

A. FY 2020 Per Capita Grant Requirements: Standards: Review Chapter 3

B. FY 2020 Per Capita Education Requirement: DPLA and IDA

Ms. Falasz-Peterson discussed the FY 2020 Per Capita Grant Requirements.

10. OTHER

11. ADJOURNMENT

At 7:34 p.m., Mr. Goldberg made a motion to adjourn the meeting, seconded by Mr. Schiftman.

Vote: 5 Yes –Maureen Wener, Seth Schriftman, Luisa Ellenbogen, Kyle Stone and Howard Handler.
The motion was approved.

Maureen Wener, Secretary

Deerfield Public Library

BALANCE SHEET

As of October 31, 2019

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
11000 Cash and Investments - General	0.00
11100 General Operating - WinTrust	360,582.79
11200 Payroll - WinTrust	90,507.36
11300 E-Pay - WinTrust	14,752.61
11400 Deposits - Bank Financial	61,239.28
11500 Petty Cash - Bank Financial	1,786.03
11600 Max-Safe Wintrust	2,836,653.89
11900 Petty Cash	574.00
11901 Petty Cash - Gift Card	0.00
Total 11900 Petty Cash	574.00
Total 11000 Cash and Investments - General	3,366,095.96
12000 Cash and Investments - Reserve	0.00
13000 Cash & Invest - Other	0.00
14100 PMA Financial Services	
10-1410 PMA Reserve Fund	2,904,429.17
14110 PMA General Fund	1,785,382.92
60-1440 PMA Debt Svc 2011a GO	56.08
60-1441 PMA Debt Svc 2013 GO	58.24
Total 14100 PMA Financial Services	4,689,926.41
Total Bank Accounts	\$8,056,022.37
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	4,386,500.00
15110 Property Tax Receivable - 2011A	363,330.00
15115 Property tax receivable -2013A	0.00
15121 Property Tax Receivable - 2013	364,301.00
15200 Due from Village of Deerfield	0.00
15300 Prepaid Expenses	141,048.13
15400 Accrued Revenue - General	0.00
15400.9 Accrued Rev - Reserve	0.00
Total Other Current Assets	\$5,255,183.93
Total Current Assets	\$13,311,206.30
Fixed Assets	
19000 Capital Assets	
19050 Capital Assets -Not Depreciated	

	TOTAL
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	-3,746,212.00
Total 19000 Capital Assets	11,200,698.12
Total Fixed Assets	\$11,200,698.12
Other Assets	
15110 Deferred Outflows of Resources	945,981.74
19900 Due From Other Activity	0.00
Total Other Assets	\$945,981.74
TOTAL ASSETS	\$25,457,886.16
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
21000 Accounts Payable	47,343.02
Total Accounts Payable	\$47,343.02
Credit Cards	
	\$0.00
Other Current Liabilities	
21055 Other Current Payables	0.00
21500 Retainage	0.00
22000 Payroll Liabilities	0.40
22100 Salaries Payable	11,406.90
22200 Deferred Compensation	0.00
22300 Withholdings	0.00
22310 Federal Income Tax	36.52
22320 Social Security	738.58
22330 Medicare	0.00
22340 Employer' s FICA	0.00
22350 State Income Tax	-1.55
22360 IMRF	3,946.31
22370 ICMA	0.11
22380 Medical/Health	-42,503.19
22385 Dental	21,181.08
22390 Life	-545.89
Total 22300 Withholdings	-17,148.03
Total 22000 Payroll Liabilities	-5,740.73
22395 FSA Payable	-1,191.83

	TOTAL
23000 Due to Village - Short Term	0.00
24000 Accrued Expenses	25,336.12
24100 Collection on behalf of Friends	0.00
Total 24000 Accrued Expenses	25,336.12
25000 Deferred Inflows of Resources	29,497.44
25100 Deferred Property Taxes	4,386,500.00
Total 25000 Deferred Inflows of Resources	4,415,997.44
25110 Unearned Property Taxes-2011a	726,210.00
25120 Unearned Prop Taxes -20132	1,421.00
25902 Unearned Impact Fee - AMLI Proj	0.00
26300 Net Pension liability	1,490,392.00
29000 Due To Other Activity Bank Acct	0.00
Total Other Current Liabilities	\$6,652,424.00
Total Current Liabilities	\$6,699,767.02
Long-Term Liabilities	
26000 Noncurrent Liabilities	
26009 Compensated Absences	88,352.75
26100 Other Postemployment Benefits	105,733.00
26200 Due to Village - Long Term Debt	7,862,418.00
Total 26000 Noncurrent Liabilities	8,056,503.75
Total Long-Term Liabilities	\$8,056,503.75
Total Liabilities	\$14,756,270.77
Equity	
31000 Opening Bal Equity	0.00
32000 Fund Balance, Beginning	2,911,754.24
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	-950,128.90
33000 Investment in Capital Assets	12,699,530.12
33050 Debt Related to Capital Assets	-7,862,418.00
Total 33000 Investment in Capital Assets	4,837,112.12
Net Income	1,443,218.18
Total Equity	\$10,701,615.39
TOTAL LIABILITIES AND EQUITY	\$25,457,886.16

Deerfield Public Library

BUDGET VS. ACTUALS: BUDGET 2019 - FY19 P&L

January - October, 2019

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
41000 Taxes				
41100 Property Tax	4,279,636.38	4,387,720.00	-108,083.62	97.54 %
41200 Replacement Tax	30,523.61	25,000.00	5,523.61	122.09 %
60-4110 Property Taxes - Debt 2011A	363,330.00	363,330.00	0.00	100.00 %
60-4111 Property Taxes - Debt 2013	364,301.26	364,301.26	0.00	100.00 %
Total 41000 Taxes	5,037,791.25	5,140,351.28	-102,560.01	98.00 %
42000 Fees & Fines				
42100 Fees Fines & Penalties	29,078.75	50,000.00	-20,921.25	58.16 %
42200 Non-Resident Fees	5,296.73	7,000.00	-1,703.27	75.67 %
42300 Printing/Copying Fees	9,337.12	8,000.00	1,337.12	116.71 %
Total 42000 Fees & Fines	43,712.60	65,000.00	-21,287.40	67.25 %
43000 Investment Income				
43100 Interest - General	54,227.79	15,000.00	39,227.79	361.52 %
43200 Interest - Reserve	38,515.32	30,000.00	8,515.32	128.38 %
Total 43000 Investment Income	92,743.11	45,000.00	47,743.11	206.10 %
44000 Grants				
44100 State Grant				
44109 Other State Grant		5,000.00	-5,000.00	
44150 Per Capita Grant	22,781.25	10,000.00	12,781.25	227.81 %
Total 44100 State Grant	22,781.25	15,000.00	7,781.25	151.88 %
Total 44000 Grants	22,781.25	15,000.00	7,781.25	151.88 %
45000 Gifts and Contributions				
45100 General Donations	870.32	500.00	370.32	174.06 %
45500 Friends Contributions	13,261.47	10,000.00	3,261.47	132.61 %
Total 45100 General Donations	14,131.79	10,500.00	3,631.79	134.59 %
Total 45000 Gifts and Contributions	14,131.79	10,500.00	3,631.79	134.59 %
49000 Miscellaneous Revenue				
49009 Miscellaneous	390.79	500.00	-109.21	78.16 %
49065 Sale of Surplus Materials	184.94	500.00	-315.06	36.99 %
Total 49000 Miscellaneous Revenue	575.73	1,000.00	-424.27	57.57 %
Total Income	\$5,211,735.73	\$5,276,851.26	\$ -65,115.53	98.77 %
GROSS PROFIT	\$5,211,735.73	\$5,276,851.26	\$ -65,115.53	98.77 %
Expenses				
50000 General Expenses				
51000 Personnel Expenses				
51100 Salaries	1,780,732.80	2,223,828.00	-443,095.20	80.08 %
51200 FICA	130,676.44	170,099.00	-39,422.56	76.82 %
51300 Health/Misc Benefits	208,650.78	347,159.00	-138,508.22	60.10 %
51400 Pension Contribution	148,843.29	242,382.00	-93,538.71	61.41 %
51500 Other Benefits	4,726.50	9,752.00	-5,025.50	48.47 %

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
51600 Staff Enrichment	3,361.40	5,000.00	-1,638.60	67.23 %
Total 51000 Personnel Expenses	2,276,991.21	2,998,220.00	-721,228.79	75.94 %
52000 Facility Expenses				
52100 Interior Facility Maintenance	39,418.65	55,000.00	-15,581.35	71.67 %
52200 Facility Equipment Maintenance	44,112.89	45,000.00	-887.11	98.03 %
52300 Exterior Building Maintenance	14,038.77	10,000.00	4,038.77	140.39 %
52400 Utilities				
52410 Water	2,769.45	3,000.00	-230.55	92.32 %
52430 Telephone - Voice	15,127.77	15,000.00	127.77	100.85 %
52440 Data Lines	33,548.91	28,000.00	5,548.91	119.82 %
Total 52400 Utilities	51,446.13	46,000.00	5,446.13	111.84 %
52500 Minor Furnishings & Equipment	5,076.22	25,000.00	-19,923.78	20.30 %
Total 52000 Facility Expenses	154,092.66	181,000.00	-26,907.34	85.13 %
53000 Library Materials				
53100 Periodicals	5,138.24	20,000.00	-14,861.76	25.69 %
53200 Adult Materials-Books				
53221 Books - Adult Non-Fiction	36,829.09	55,000.00	-18,170.91	66.96 %
53222 Books-Adult Fiction	51,919.34	76,500.00	-24,580.66	67.87 %
Total 53200 Adult Materials-Books	88,748.43	131,500.00	-42,751.57	67.49 %
53300 Audio Visual Materials				
53320 Audio Visual - Adult	50,387.21	80,000.00	-29,612.79	62.98 %
53340 Audio Visual - Youth	16,459.67	22,500.00	-6,040.33	73.15 %
Total 53300 Audio Visual Materials	66,846.88	102,500.00	-35,653.12	65.22 %
53400 Youth Materials-Books				
53241 Books - Youth & Teens	60,540.73	70,000.00	-9,459.27	86.49 %
53550 Literacy Support - Youth	1,476.74	2,500.00	-1,023.26	59.07 %
Total 53400 Youth Materials-Books	62,017.47	72,500.00	-10,482.53	85.54 %
53501 Electronic Resources				
53500 E-Resources	256,925.79	235,000.00	21,925.79	109.33 %
Total 53501 Electronic Resources	256,925.79	235,000.00	21,925.79	109.33 %
53600 Non-Traditional Resources	6,873.18	10,000.00	-3,126.82	68.73 %
Total 53000 Library Materials	486,549.99	571,500.00	-84,950.01	85.14 %
54000 Library Programs				
54100 Admin Programs	1,914.50	4,000.00	-2,085.50	47.86 %
54150 Outreach Programs	810.69	2,500.00	-1,689.31	32.43 %
54210 Adult Programs	18,014.43	22,000.00	-3,985.57	81.88 %
54400 Youth Programs	26,544.03	25,000.00	1,544.03	106.18 %
Total 54000 Library Programs	47,283.65	53,500.00	-6,216.35	88.38 %
55000 Automation				
55350 Software & Licenses	194,509.34	190,000.00	4,509.34	102.37 %
55360 IT Automation Support	89,487.68	85,000.00	4,487.68	105.28 %
55400 New Projects/equip				
56440 New Projects / IT Equipment	96,025.20	135,000.00	-38,974.80	71.13 %
Total 55400 New Projects/equip	96,025.20	135,000.00	-38,974.80	71.13 %
Total 55000 Automation	380,022.22	410,000.00	-29,977.78	92.69 %
56000 Professional/Contractual Svcs				
56009 Other Office Support	6,013.15	15,000.00	-8,986.85	40.09 %

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
56100 Insurance	42,600.43	50,000.00	-7,399.57	85.20 %
56200 Postage	5,118.68	8,500.00	-3,381.32	60.22 %
56300 Professional Printing Services	12,208.62	24,000.00	-11,791.38	50.87 %
56500 Professional Admin Services	29,696.10	25,000.00	4,696.10	118.78 %
56550 Cataloging Service	17,800.55	34,000.00	-16,199.45	52.35 %
56555 Professional Outreach Services	5,579.00	5,000.00	579.00	111.58 %
Total 56500 Professional Admin Services	53,075.65	64,000.00	-10,924.35	82.83 %
56700 Travel for Library Services	196.43	1,500.00	-1,303.57	13.10 %
Total 56000 Professional/Contractual Svcs	119,212.96	163,000.00	-43,787.04	73.14 %
56400 Supplies				
56410 General Office/Operating Supplies	8,465.75	16,000.00	-7,534.25	52.91 %
56420 Processing Supplies	28,345.94	13,000.00	15,345.94	218.05 %
Total 56400 Supplies	36,811.69	29,000.00	7,811.69	126.94 %
57000 Training/Development Expenses				
56600 Dues & Memberships	6,159.46	8,000.00	-1,840.54	76.99 %
57100 Training & Education	15,656.80	25,000.00	-9,343.20	62.63 %
57200 Training Travel	5,302.56	10,000.00	-4,697.44	53.03 %
Total 57000 Training/Development Expenses	27,118.82	43,000.00	-15,881.18	63.07 %
Total 50000 General Expenses	3,528,083.20	4,449,220.00	-921,136.80	79.30 %
61000 Capital Expenses				
61100 Facility Improvements	146,618.72	400,000.00	-253,381.28	36.65 %
Total 61000 Capital Expenses	146,618.72	400,000.00	-253,381.28	36.65 %
70000 Debt Service				
60-7010 Debt Service 2011A Interest	49,165.00	98,330.00	-49,165.00	50.00 %
60-7011 Debt Service 2013 Interest	44,650.63	89,301.26	-44,650.63	50.00 %
60-7020 Debt Service 2011A Principal		265,000.00	-265,000.00	
60-7021 Debt Service 2013 Principal		275,000.00	-275,000.00	
Total 70000 Debt Service	93,815.63	727,631.26	-633,815.63	12.89 %
Total Expenses	\$3,768,517.55	\$5,576,851.26	\$ -1,808,333.71	67.57 %
NET OPERATING INCOME	\$1,443,218.18	\$ -300,000.00	\$1,743,218.18	-481.07 %
NET INCOME	\$1,443,218.18	\$ -300,000.00	\$1,743,218.18	-481.07 %

Deerfield Public Library
Financial Variance Report
For the Month of October 2019

Presented at the Regular Board Meeting – November 20, 2019

October completes the tenth month of the 2019 Fiscal Year. The benchmark used to evaluate financial activity year to date is 83%.

GENERAL OPERATIONS – REVENUES

By the end of October, the Library received 5,037,791 in property tax distributions, which is 98% of the annual budget. The Library has collected 43,713 in Charges for Services, which is 67% of the annual budget. The Library received a Total Income of 5,211,736 or 99% of the annual budget.

GENERAL OPERATIONS - EXPENSES

By the end of October, the Personnel Expense is 2,276,991 or 76% of the annual budget. The Facility Expense is 154,093 or 85% of the annual budget. The Library Materials Expense is 486,550 or 85% of the annual budget. The Library Program Expense is 47,284 or 88% of the annual budget. The Automation Expense is 380,022 or 93% of the annual budget. The Professional/Contractual Services Expense is 119,213 or 73% of the annual budget. The Supplies Expense is 36,812 or 127% of the annual budget. The Training/Development Expense is 27,119 or 63% of the annual budget. The Facility Improvement Expense is 146,619 or 37% of the annual budget. Total Library Expenses is 3,768,518 or 68% of the annual budget.

NON-OPERATING ACTIVITIES

When the Library receives property tax distributions, the funds are distributed to the General and Debt Service accounts.



Master Total Portfolio Report

As of: 10/31/19

PMA Financial Network
2135 CityGate Lane
7th Floor
Naperville, Illinois 60563
Telephone . 630-657-6400
Facsimile . 630-718-8701

DEERFIELD PUBLIC LIBRARY / GENERAL (11660-101)

4794

Type	Trans	SEQ	Purchase	Maturity	FDIC #	Instrument	Par-Val/Mat. Val.	Original Cost	Rate
SDA					7213	Savings Deposit Account - CITIBANK	\$448,953.81	\$448,953.81	
CD	263178	1	11/08/18	11/08/19	57552	FIRST CAPITAL BANK	\$249,561.00	\$243,000.00	2.700
CD	263179	1	11/08/18	11/08/19	5384	FIRST COMMUNITY BANK / FIRST NB OF BEEMER	\$249,542.78	\$243,000.00	2.693
CD	264728	1	01/08/19	01/08/20	26499	AMERICAN NB OF MINNESOTA	\$102,650.00	\$100,000.00	2.650
CD	266006	1	02/19/19	02/19/20	33539	PREFERRED BANK	\$205,201.92	\$200,000.00	2.601
CD	272720	1	06/18/19	06/17/20	57968	SONABANK	\$204,978.05	\$200,000.00	2.489
CD	274591	1	07/24/19	07/23/20	57742	MAINSTREET BANK	\$204,341.58	\$200,000.00	2.171
DTC	43105	1	10/05/18	10/05/20	57565	2.9% - UBS BANK USA	\$150,000.00	\$150,429.11	2.753
Subtotal -->							\$1,815,229.14	\$1,785,382.92	

DEERFIELD PUBLIC LIBRARY / RESERVE FUND (11660-102)

4943

Type	Trans	SEQ	Purchase	Maturity	FDIC #	Instrument	Par-Val/Mat. Val.	Original Cost	Rate
SDA					7213	Savings Deposit Account - CITIBANK	\$390,856.64	\$390,856.64	
DTC	41067	1	11/15/17	11/15/19	4297	1.75% - Capital One, National Association Certificate of Deposit	\$53,000.00	\$53,086.79	1.666
DTC	41068	1	11/16/17	11/18/19	32992	1.8% - Morgan Stanley Bank, National Association Certificate of Deposit	\$247,000.00	\$247,469.09	1.703
DTC	41473	1	01/19/18	01/21/20	27314	2.1% - Synchrony Bank / GE Capital Retail Bank Certificate of Deposit	\$100,000.00	\$100,188.10	2.004
DTC	41472	1	01/24/18	01/24/20	33124	2.25% - Goldman Sachs Bank USA Certificate of Deposit	\$200,000.00	\$200,573.02	2.103
DTC	42257	1	05/04/18	05/04/20	7213	2.75% - CITIBANK NA	\$61,000.00	\$61,173.34	2.603
DTC	42258	1	05/03/18	05/04/20	34221	2.7% - MORGAN STANLEY PVT BANK	\$246,000.00	\$246,453.86	2.605
CD	269630	1	05/14/19	05/13/20	33653	BANK OF CHINA	\$213,463.61	\$207,977.21	2.638
CD	269631	1	05/14/19	05/13/20	34294	CFG COMMUNITY BANK	\$98,296.80	\$96,000.00	2.393
CD	258185	1	07/26/18	07/27/20	19899	KS STATEBANK / KANSAS STATE BANK OF MANHATTAN	\$209,568.34	\$199,000.00	2.627
CD	258186	1	07/26/18	07/27/20	3887	FIRST NATIONAL BANK	\$106,167.77	\$101,000.00	2.551
DTC	42690	1	07/31/18	07/31/20	22180	2.7% - UNITED BANKERS BANK	\$200,000.00	\$200,389.89	2.600
DTC	43330	1	11/23/18	11/23/20	7213	3.05% - CITIBANK NA	\$180,000.00	\$180,173.68	3.000
DTC	43331	1	11/21/18	11/23/20	57565	3.1% - UBS BANK USA	\$90,000.00	\$90,087.55	3.050
CD	265478	1	01/29/19	01/28/21	24045	PACIFIC WESTERN BANK	\$244,111.92	\$230,000.00	3.042
CD	274991	1	07/29/19	07/30/21	14445	FARMERS & MERCHANTS UNION BANK	\$249,253.51	\$239,000.00	2.139
DTC	44298	1	08/01/19	08/02/21	57803	2.1% - ALLY BANK	\$61,000.00	\$61,000.00	2.100
Subtotal -->							\$2,949,718.59	\$2,904,429.17	

DEERFIELD PUBLIC LIBRARY / 2011A BONDS DEBT SERVICE (11660-103)

4944

Type	Trans	SEQ	Purchase	Maturity	FDIC #	Instrument	Par-Val/Mat. Val.	Original Cost	Rate
SDA					7213	Savings Deposit Account - CITIBANK	\$56.08	\$56.08	
Subtotal -->							\$56.08	\$56.08	

DEERFIELD PUBLIC LIBRARY / 2013 BONDS DEBT SERVICE (11660-104)

5821

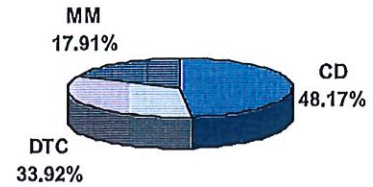
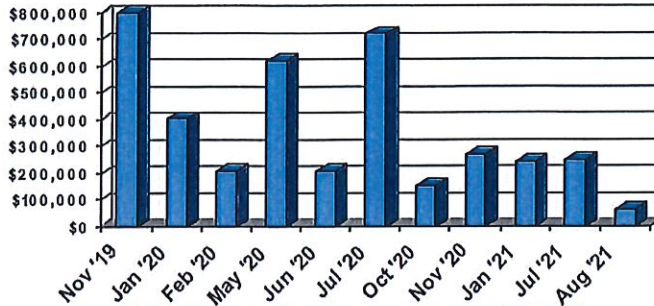
Type	Trans	SEQ	Purchase	Maturity	FDIC #	Instrument	Par-Val/Mat. Val.	Original Cost	Rate
SDA					7213	Savings Deposit Account - CITIBANK	\$58.24	\$58.24	
Subtotal -->							\$58.24	\$58.24	

Note: Weighted Yield & Weighted Average Portfolio Maturity are calculated only on the CD, CP, & SEC desk.

Total Amount -->	<u>\$4,765,062.05</u>	<u>\$4,689,926.41</u>
	<i>MM:</i>	17.91%
	<i>CD's:</i>	48.17%
	<i>CDR's:</i>	0.00%
	<i>DTC:</i>	33.92%
	<i>CP:</i>	0.00%
	<i>SEC:</i>	0.00%

Time and Dollar Weighted Portfolio Yield: 2.555 %

Weighted Average Portfolio Maturity: 225.35 Days



Portfolio Maturity Summary - Maturing \$/Month

Portfolio Allocation by Transaction Type

Rate and Yield as labeled on this statement. For certain investment products offered by PMA, the stated Rate may be the Bond Equivalent Yield (BEY), Yield to Maturity (YTM) or other calculation of yield offered on that product ("Rate"). For all fixed income investments included on this statement (investments other than liquid LGIP, money market or SDA products), the "Rate" is stated as of the purchase date. Time and Dollar Weighted Portfolio Yield only includes fixed income investments (investments other than liquid LGIP, money market or SDA products) and is calculated based on the "Rate" at the purchase date.

**Deerfield Public Library
Check Approval List
For the Regular Board Meeting on November 20, 2019**

Summary					
		Wintrust-E-Pay Deposit 8926 - 3 ACHs			126.30
		Bank Financial-Petty Cash Checks 1537- PC Ck, #675-677			83.20
		Wintrust-General AP 2997, Check #s 11251 -11319, 12 ACHs			741,780.59
			Total payments to approve		741,990.09
Date	Num	Vendor	Memo	Amount	Account Description
Wintrust E-Pay Deposit 8926					
11/05/2019	ACH	Chase Paymentech	Merchant CC Fees-November 2019	35.40	Other Office Support
11/05/2019	ACH	Chase Paymentech	Merchant CC Fees-November 2019	30.95	Other Office Support
11/05/2019	ACH	PayPal, Inc.	Merchant CC Fees-November 2019	59.95	Other Office Support
			Total E-Pay Deposit Amount	126.30	
Bank Financial Petty Cash Checks 1537					
10/11/2019	675	Vicki Karlovsky	Registration Reimbursement C2E2 2/28-3/1/20 Karlovsky	38.60	Training & Education
10/17/2019	676	Anne Jamieson	Registration Reimbursement C2E2 2/28-3/1/20 Jamieson	38.60	Training & Education
10/17/2019	677	Hall Pass	Background Check-Cozzini	6.00	Other Office Support
			Total Petty Cash Checks Amount	83.20	
Wintrust-General AP 2997					
10/17/2019	11251	Blue Rose Company	Fun with Fluid Painting Program on 11/4/19	150.00	Youth Programs
10/17/2019	11252	De Lage Landen Financial Services, Inc.	Monthly Lse for 7 Coplers and 3 Printers- October 2019	1,223.31	IT Automation Support
10/17/2019	11253	Deerfield High School	DHS Chamber Orchestra Holiday Concert Program on 12/15/19	150.00	Adult Programs
10/17/2019	11254	First Bank Mastercard	Falasz-Peterson CC Charges-September 2019	379.94	Admin - 4734
			DeCorrevont CC Charges-September 2019	372.27	Business Office - 1381
			Owen CC Charges-September 2019	764.17	Info Technology (IT) - 1158
			Keaton CC Charges-September 2019	90.27	Facilities - 1382
			Skittino CC Charges-September 2019	102.60	Support Services - 4206
			Stoeger CC Charges-September 2019	1,405.24	Adult Services - 2368
			Anthony CC Charges-September 2019	455.47	Youth Services - 6162
			Hoffman CC Charges-September 2019	387.95	Outreach Coord - 2042
			Gehin CC Charges-September 2019	167.19	Adult Prog Coord - 1227
			vanGoethem CC Charges-September 2019	47.05	Youth Prog Coord - 1510
			Henry CC Charges-September 2019	119.21	Youth Coord - 9533
			sub-total	4,291.36	
10/17/2019	11255	Garvey's Office Products	Post-its, Rubberbands, Markers, Highlighters, Tape	25.90	General Office/Operating Supplies
10/17/2019	11256	Haldeman-Homme, Inc.	Laser Engraver-To be reimbursed by Friends	22,309.00	New Projects / IT Equipment
10/17/2019	11257	Karina Guico	Make It! Paper Quilling Program 12/18/19	400.00	Adult Programs
10/17/2019	11258	LIMRICC-UJGA	Unemployment Insurance Consortium-2019 Q3	438.45	Other Benefits
10/17/2019	11259	North Central O Gaugers	Winter Wonderland Train Program 12/5/17	600.00	Adult Programs
10/17/2019	11260	Petty Cash Box	Postage-Park; RWB Prizes-Stoeger; Supplies for DIY Rainbow Program 10/17/19-Trotsky	37.63	Postage; Adult Programs; Youth Programs
10/17/2019	11261	Quill Corporation	Planners, Labels, Post-Its, Tabs	117.72	General Office/Operating Supplies
		Quill Corporation	Large Digital Cardstock	87.75	General Office/Operating Supplies
			sub-total	205.47	
10/17/2019	11262	Sikich LLP	StorageCraft Cloud Storage-November 2019	400.00	Software & Licenses
		Sikich LLP	Automation Support for Servers & Workstations-November 2019	5,256.07	IT Automation Support
			sub-total	5,656.07	
10/17/2019	11263	State Industrial Products	Air Care Program	175.10	Interior Facility Maintenance
10/17/2019	11264	Suburban Elevator Company	Full Maintenance 8 Hours: 10/2019-12/2019	189.37	Facility Equipment Maintenance
10/17/2019	11265	Today's Business Solutions, Inc.	Cost Per Fax Program (297)	47.52	IT Automation Support

**Deerfield Public Library
Check Approval List
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Date	Num	Vendor	Memo	Amount	Account Description
10/25/2019	11266	Anderson Pest Solutions	Pest Management-August 2019	67.98	Interior Facility Maintenance
10/25/2019	11267	Apple Books	Acquisitions for Books-October 2019	338.15	Books - Youth & Teens
10/25/2019	11268	Chicago Tribune	Print & Digital Subscription Renewal thru 5/9/20	364.00	Periodicals
10/25/2019	11269	Council of State Governments	Book of the States 2019 Hardcover Edition	112.50	Books - Adult Non-Fiction
10/25/2019	11270	FSS Technologies LLC	Burglar Alarm System Quarterly Maintenance Fee	120.00	Facility Equipment Maintenance
10/25/2019	11271	Gale Cengage Learning	eBooks-October 2019	192.28	E-Resources
10/25/2019	11272	Image Systems & Business Solutions, LLC	Base Rate 10/19/19-1/18/20; BW & Color Copies Usage 7/19/19-10/18/19	2,008.17	IT Automation Support
10/25/2019	11273	Jill A Gordon	Staff Yoga-6 Classes	300.00	Staff Enrichment
10/25/2019	11274	Lechner and Sons	Lobby Mats 10/22/19	87.10	Interior Facility Maintenance
10/25/2019	11275	LLD Electric Co.	Youth Services Data Ports	292.00	Facility Improvements
10/25/2019	11276	Nina Michael	Travel Reimbursement ILA Conference 10/22-Michael	62.69	Training & Education; Training Travel
10/25/2019	11277	Pam Skittino	Mileage Reimbursement AHML Meeting 10/18, MPL Meeting 10/4-Skittino	90.62	Training Travel
10/25/2019	11278	Postmaster (USPS)	Winter Browsing 2019 - Postage Replenishment Permit #196	1,000.00	Postage
10/25/2019	11279	RAILS	Gale Virtual Reference Library Annual Platform Hosting Fee 9/29/19-9/28/20	82.50	E-Resources
10/25/2019	11280	Team One Repair, Inc.	Sticky Receipt Paper	319.20	General Office/Operating Supplies
10/25/2019	11281	Village of Deerfield	Elevator Inspection 2019	300.00	Facility Equipment Maintenance
11/20/2019	11282	Amy Falasz-Peterson	Mileage Reimbursement 10/22-10/24/19-Falasz-Peterson	162.52	Training Travel
		Amy Falasz-Peterson	Mileage Reimbursement 11/11/19-Falasz-Peterson	15.37	Travel for Library Services
			sub-total	177.89	
11/20/2019	11283	Ancel, Glink, Diamond, Bush, DiCianni & Krafthefer, P.C.	Legal Fees-October 2019	307.50	Professional Admin Services
11/20/2019	11284	Baker & Taylor C0233663-Continuations	Acquisitions for Books & Processing Supplies-October 2019	369.42	Books-Adult Fiction; Processing Supplies
11/20/2019	11285	Baker & Taylor L046292-Adult Bks	Acquisitions for Books & Processing Supplies-October 2019	3,217.60	Books-Adult Non-Fiction; Books-Adult Fiction; Processing Supplies
11/20/2019	11286	Baker & Taylor L411843 Teen	Acquisitions for Books & Processing Supplies-October 2019	639.24	Books - Youth & Teens; Processing Supplies
11/20/2019	11287	Baker & Taylor L413389 BTNC	Acquisitions for Books & Processing Supplies-October 2019	15.13	Books - Youth & Teens; Processing Supplies
11/20/2019	11288	Baker & Taylor L4291172	Acquisitions for Books & Processing Supplies-October 2019	1,783.30	Books-Adult Fiction; Processing Supplies
11/20/2019	11289	Baker & Taylor L4304752 - Adt Audlobooks	Acquisitions for AV & Processing Supplies-October 2019	206.62	AV-Adult; Processing Supplies
11/20/2019	11290	Baker & Taylor L4305242	Acquisitions for Books & Processing Supplies-October 2019	168.68	Books-Adult Fiction; Books-Youth & Teens; Processing Supplies
11/20/2019	11291	Baker & Taylor L4305252 Unprocessed	Acquisitions for Books-October 2019	34.02	Books-Adult Fiction
11/20/2019	11292	Baker & Taylor L510347-Juv Bks	Acquisitions for Books & Processing Supplies-October 2019	5,644.73	Books - Youth & Teens; Processing Supplies
11/20/2019	11293	Baker & Taylor L524397 - Adult Fiction	Acquisitions for Books & Processing Supplies-October 2019	2,106.76	Books-Adult Fiction; Processing Supplies
11/20/2019	11294	Baker & Taylor L535153-Aud Bks	Acquisitions for AV & Processing Supplies-October 2019	104.19	AV-Adult; Processing Supplies
11/20/2019	11295	Call One	Phone Support Maintenance 10/15/19-11/14/19	1,596.54	IT Automation Support
11/20/2019	11296	De Lage Landen Financial Services, Inc.	Monthly Lse for 7 Copiers and 3 Printers-November 2019	1,223.31	IT Automation Support
11/20/2019	11297	EnvisionWare, Inc.	RFID Sting Ray Tags (6,000)	3,091.00	Processing Supplies
11/20/2019	11298	First Point Mechanical Services, LLC	HVAC Preventative Maintenance Qtrly	1,250.00	Facility Equipment Maintenance
11/20/2019	11299	Fox Valley Fire & Safety	Fire Extinguishers Annual Maintenance	1,022.05	Facility Equipment Maintenance

**Deerfield Public Library
Check Approval List
For the Regular Board Meeting on November 20, 2019**

Date	Num	Vendor	Memo	Amount	Account Description
11/20/2019	11300	Garvey's Office Products	Paper, Batteries, Post-It, White Out	271.46	General Office/Operating Supplies
		Garvey's Office Products	Envelopes, Batteries, Water, Markers, Tape, Rubberbands	178.60	General Office/Operating Supplies
			sub-total	450.06	
11/20/2019	11301	Graphic Solutions, Inc.	Browsing Winter 2019-2020 Design	1,386.00	Professional Outreach Services
11/20/2019	11302	Hoopla	Subscription-October 2019	3,522.81	E-Resources
11/20/2019	11303	IL Department of Innovation & Technology	Staff Internet Services thru 9/30/2019	450.00	Data Lines
11/20/2019	11304	Jewett Park Community Center	Joint Board Reception-3 Attendees	45.00	Admin Programs
11/20/2019	11305	Lechner and Sons	Lobby Mats 10/8/19	87.10	Interior Facility Maintenance
		Lechner and Sons	Lobby Mats 11/5/19	87.10	Interior Facility Maintenance
			sub-total	174.20	
11/20/2019	11306	Library Furniture International, Inc.	MakerSpace Tables & Cabinet	7,168.00	Facility Improvements
11/20/2019	11307	Madeline Dahlman	Book Discussion on 12/12/19	200.00	Adult Programs
11/20/2019	11308	Melissa Stoeger	Mileage Reimbursement ILA Conference 10/22 Stoeger	65.54	Training Travel
11/20/2019	11309	Michael Maysick	Modern Hannukah Cooking Program 12/2/19	200.00	Adult Programs
11/20/2019	11310	Midwest Tape 2000007021	Acquisitions for AV, Processing Supplies & Cataloging Service-October 2019	4,088.00	AV-Adult; AV-Youth; Processing Supplies; Cataloging Service
11/20/2019	11311	Midwest Tape 2000011435	Acquisitions for Processing Supplies-October 2019	359.88	Processing Supplies
11/20/2019	11312	OverDrive, Inc.	eBooks-October 2019	2,348.76	E-Resources
		OverDrive, Inc.	eBooks-October 2019	4,342.89	E-Resources
		OverDrive, Inc.	eBooks-October 2019	3,203.69	E-Resources
			sub-total	9,895.34	
11/20/2019	11313	Product LLC	Completion of MakerSpace	2,900.00	Professional Admin Services
11/20/2019	11314	Quill Corporation	CD Binder	17.07	General Office/Operating Supplies
		Quill Corporation	Doorstops, Storage Bin, Envelopes	179.82	General Office/Operating Supplies
		Quill Corporation	Tape Dispenser	5.27	General Office/Operating Supplies
		Quill Corporation	Marker Holder	12.14	General Office/Operating Supplies
		Quill Corporation	Ink Pads	13.88	General Office/Operating Supplies
		Quill Corporation	Marker Holder-Return	-12.14	General Office/Operating Supplies
			sub-total	216.04	
11/20/2019	11315	Scalambrino & Arnoff, LLP	Legal Fees-October 2019	264.00	Professional Admin Services
11/20/2019	11316	Showcases	Blu-Ray and DVD Cases	37.75	Processing Supplies
11/20/2019	11317	Sikich LLP	Directory Restructuring	1,720.00	New Projects/IT Equipment
11/20/2019	11318	State Industrial Products	Air Care Program	175.10	Interior Facility Maintenance
		State Industrial Products	Air Care Program	175.10	Interior Facility Maintenance
			sub-total	350.20	
11/20/2019	11319	Warehouse Direct, Inc.	Sealant (24)	415.93	Interior Facility Maintenance
10/21/2019	ACH	Amazon	Acquisitions for LOT Items-October 2019	62.99	Non-Traditional Resources
			Acquisitions for LOT Items-October 2019	29.99	Non-Traditional Resources
			Acquisitions for LOT Items-October 2019	22.98	Non-Traditional Resources
			Acquisitions for AV-October 2019	39.99	AV - Adult
			Acquisitions for AV-October 2019	74.64	AV - Adult
			MakerSpace Supplies	87.44	New Projects / IT Equipment
			MakerSpace Supplies	89.82	New Projects / IT Equipment
			Acquisitions for Books-October 2019	19.99	Books - Adult Non-Fiction
			Storage Bins	66.98	Non-Traditional Resources
			Supplies for Game Night Display 11/7/19	17.09	Adult Programs
			Acquisitions for LOT Items-October 2019	10.80	Non-Traditional Resources
			Acquisitions for AV-October 2019	79.98	AV - Adult
			Acquisitions for LOT Items -October 2019	254.55	Non-Traditional Resources
			Acquisitions for Books-October 2019	71.29	Books - Adult Non-Fiction
			MS Computer Speakers	57.58	New Projects / IT Equipment

**Deerfield Public Library
Check Approval List
For the Regular Board Meeting on November 20, 2019**

Date	Num	Vendor	Memo	Amount	Account Description
			Drop-In Craft Supplies	14.90	Youth Programs
			Drop-In Craft Supplies	13.98	Youth Programs
			Cash Drawer	41.29	General Office/Operating Supplies
			Sofa for Staff Breakroom	781.36	Minor Furnishings & Equipment
			Acquisitions for LOT Items-October 2019	21.98	Non-Traditional Resources
			Acquisitions for AV-October 2019	137.48	AV - Adult
			Program Supplies	33.97	Youth Programs
			Acquisitions for AV-October 2019	32.88	AV - Adult
			Wipes	33.48	General Office/Operating Supplies
			Acquisitions for Books-October 2019	32.51	Books - Youth & Teens
			Acquisitions for AV-October 2019	39.95	AV - Adult
			Acquisitions for AV-October 2019	59.99	AV - Adult
			Roku Player (3)	89.97	Non-Traditional Resources
			Acquisitions for LOT Items-October 2019	173.48	Non-Traditional Resources
			Large Format Printer Paper	86.93	New Projects / IT Equipment
			Single Arm Monitor Stand	164.12	New Projects / IT Equipment
			Wipes, Markers	29.62	General Office/Operating Supplies
			Business Cards Organizer	41.97	General Office/Operating Supplies
			Acquisitions for LOT Items-October 2019	18.89	Non-Traditional Resources
			Supplies for Sewing Machine	26.23	New Projects / IT Equipment
			Large Format Printer Paper	86.93	New Projects / IT Equipment
			Cash Drawer	104.17	General Office/Operating Supplies
			MakerSpace Trash Bins	77.08	New Projects / IT Equipment
			sub-total	3,129.25	
11/04/2019	ACH	Amazon	Acquisitions for AV-October 2019 Refund	(0.11)	AV - Adult
			Acquisitions for AV-October 2019 Refund	(6.11)	AV - Adult
			Acquisitions for AV-November 2019 Refund	(0.01)	AV - Adult
			Acquisitions for AV-November 2019 Refund	(0.04)	AV - Adult
			Acquisitions for LOT Items-October 2019	87.00	Non-Traditional Resources
			Acquisitions for AV-October 2019	59.99	AV - Adult
			Acquisitions for AV-October 2019	113.83	AV - Adult
			Laptop Dock	30.28	New Projects / IT Equipment
			Acquisitions for AV-October 2019	59.99	AV - Adult
			Laser Engraver Supplies	72.90	New Projects / IT Equipment
			Acquisitions for Books-November 2019	14.11	Books - Youth & Teens
			Acquisitions for Books-November 2019	11.52	Books - Youth & Teens
			Acquisitions for LOT Items-November 2019	75.53	Non-Traditional Resources
			Acquisitions for AV-October 2019	374.38	AV - Adult
			MakerSpace Acrylics	22.17	New Projects / IT Equipment
			Acquisitions for AV-October 2019	29.99	AV - Adult
			Acquisitions for AV-October 2019	89.98	AV - Adult
			Acquisitions for LOT Items-October 2019	199.00	Non-Traditional Resources
			Laser Engraver Supplies	139.86	New Projects / IT Equipment
			Acquisitions for LOT Items-November 2019	51.74	Non-Traditional Resources
			Acquisitions for AV-October 2019	37.98	AV - Adult
			AR Sandbox Supplies	19.47	New Projects / IT Equipment
			Acquisitions for Books-October 2019	16.87	Books - Youth & Teens
			Acquisitions for AV-October 2019	39.99	AV - Adult
			MakerSpace Acrylics	67.50	New Projects / IT Equipment
			Acquisitions for Books-October 2019	8.95	Books - Youth & Teens
			Acquisitions for Books-October 2019	21.53	Books - Youth & Teens
			Acquisitions for Books-October 2019	12.00	Books - Youth & Teens
			Acquisitions for Books-October 2019	21.87	Books - Youth & Teens
			Acquisitions for AV-October 2019	59.99	AV - Adult
			KIDLS Program Supplies	28.40	Youth Programs
			SEC Supplies	24.94	Staff Enrichment

**Deerfield Public Library
Check Approval List
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Date	Num	Vendor	Memo	Amount	Account Description
			Acquisitions for AV-October 2019	139.92	AV - Adult
			Acquisitions for AV-October 2019	39.99	AV - Adult
			Mouse Pads	15.96	General Office/Operating Supplies
			Acrylics	30.99	General Office/Operating Supplies
			Monitor Stand	57.98	New Projects / IT Equipment
			Storage Bins	7.99	General Office/Operating Supplies
			Acquisitions for AV-October 2019	59.96	AV - Adult
			sub-total	2,138.28	
11/22/2019	ACH	AT&T-847 945-3318 026 6	Voice Lines: 9/29/19 - 10/28/19	432.19	Telephone - Voice
11/22/2019	ACH	AT&T 847 945-3372-943-5	Data Lines: 9/29/19 - 10/28/19	212.11	Data Lines
11/11/2019	ACH	AT&T-R16-0685 123 3	Optiman Phone Data: 9/17/19 - 10/16/19	2,267.46	Data Lines
11/04/2019	ACH	Comcast Cable	Patron Internet Service 9/16/19-10/15/19	157.95	Data Lines
10/25/2019	ACH	Discovery Benefits, Inc.	FSA Monthly Fees -October 2019	54.90	Other Benefits
11/01/2019	ACH	Google, Inc.	Google Apps - November 2019	492.57	Software & Licenses
11/01/2019	ACH	Hearland Payment Systems	Merchant CC Fees - November 2019	255.29	Other Office Support
11/20/2019	ACH	Village of Deerfield	Debt Service 2011A Interest	49,165.00	Debt Service 2011A Interest
			Debt Service 2013 Interest	44,650.63	Debit Service 2013 Interest
			Debt Service 2011A Principal	265,000.00	Debt Service 2011A Principal
			Debt Service 2013 Principal	275,000.00	Debit Service 2013 Principal
			sub-total	633,815.63	
11/01/2019	ACH	Village of Deerfield	Water & Sewer - September 2019	177.87	Water
11/01/2019	ACH	Village of Deerfield	Water & Sewer - September 2019	143.99	Water
			Total Wintrust-General AP 2997	741,780.59	
			Grand Total	741,990.09	

Deerfield Public Library
Credit Card Transactions by Account as of October 08, 2019
Presented for Approval November 2019

Date	Num	Name	Memo	Amount	Account Description
20001 Admin - 4734					
10/08/2019	AD 9/9/19	Mail Chimp	E-Newsletter Mailing - September 2019	50.00	Outreach Programs
10/08/2019	AD 9/11/19	Hulu	Subscription for Roku - September 2019	11.99	E-Resources
10/08/2019	AD 9/11/19	Hulu	Subscription for Roku - September 2019	11.99	E-Resources
10/08/2019	AD 9/12/19	Hulu	Subscription for Roku - September 2019	11.99	E-Resources
10/08/2019	AD 9/14/19	Netflix	Subscription for Roku-September 2019	15.99	E-Resources
10/08/2019	AD 9/18/19	Hulu	Subscription for Roku - September 2019	11.99	E-Resources
10/08/2019	AD 9/30/19	Netflix	Subscription for Roku-September 2019	15.99	E-Resources
10/08/2019	AD 10/4/19	Illinois Library Association	Conference Registration 2019-Falasz-Peterson	250.00	Training & Education
Total for 20001 Admin - 4734				379.94	
20002 Business Office - 1381					
10/08/2019	BO 9/9/19	Jewel-Osco	SEC Supplies; Food-All Staff Meeting 9/10/19	64.41	Staff Enrichment; Admin Programs
10/08/2019	BO 9/9/19	Gaylord Bros., Inc.	Archival Box (5)	80.55	General Office/Operating Supplies
10/08/2019	BO 9/11/19	Vistaprint	Business Cards - Higginbotham	36.59	General Office/Operating Supplies
10/08/2019	BO 9/9/19	Vistaprint	Business Cards - Sachs	34.74	General Office/Operating Supplies
10/08/2019	BO 9/19/19	HR Source	Cannabis in the Workplace Training - DeCorrevont	125.00	Training & Education
10/08/2019	BO 10/1/19	Amazon	Acquisitions for Kindle Books-October 2019	14.99	E-Resources
10/08/2019	BO 10/1/19	Amazon	Acquisitions for Kindle Books-October 2019	15.99	E-Resources
Total for 20002 Business Office - 1381				372.27	
20003 Info Technology (IT) - 1158					
10/08/2019	IT 9/6/19	Epson Store	Large Format Printer Ink	436.56	New Projects / IT Equipment
10/08/2019	IT 9/10/19	Adobe Systems Inc.	Staff Creative Cloud Subscription-September 2019	56.30	Software & Licenses
10/08/2019	IT 9/11/19	Nexcess Net	Web Hosting	29.85	Software & Licenses
10/08/2019	IT 9/12/19	Rise Vision	Digital Signage	10.00	Software & Licenses
10/08/2019	IT 9/13/19	MCPProHosting	Minecraft Server	9.99	Software & Licenses
10/08/2019	IT 9/20/19	Parallax	People Counter Sensor	38.58	New Projects / IT Equipment
10/08/2019	IT 9/22/19	Survey Monkey	Patron Survey Software	37.00	Software & Licenses
10/08/2019	IT 9/25/19	Adobe Systems Inc.	Tax Refund	(3.19)	Software & Licenses
10/08/2019	IT 9/25/19	Adobe Systems Inc.	Tax Refund	(10.05)	Software & Licenses
10/08/2019	IT 9/25/19	Adobe Systems Inc.	Tax Refund	(22.49)	Software & Licenses
10/08/2019	IT 9/26/19	Adobe Systems Inc.	Tax Refund	(82.46)	Software & Licenses
10/08/2019	IT 9/30/19	Facebook, Inc.	DPL Marketing	30.09	New Projects / IT Equipment
10/08/2019	IT 10/1/19	Libsyn Podcasting Service	Podcast Hosting	15.00	Software & Licenses
10/08/2019	IT 10/2/19	Desert Newco, LLC dba GoDaddy.com, LLC	SSL Certificate Renewal	199.99	Software & Licenses
10/08/2019	IT 10/3/19	Rise Vision	Digital Signage	19.00	Software & Licenses
Total for 20003 Info Technology (IT) - 1158				764.17	
20004 Facilities - 1382					
10/08/2019	FC 9/18/19	Home Depot	Blts, Fasteners, Pail, Screws	24.24	Interior Facility Maintenance
10/08/2019	FC 9/25/19	Home Depot	Painting Supplies	45.27	Interior Facility Maintenance
10/08/2019	FC 9/27/19	Home Depot	Masks for Youth Services	20.76	Interior Facility Maintenance
Total for 20004 Facilities - 1382				90.27	

Deerfield Public Library
Credit Card Transactions by Account as of October 08, 2019
Presented for Approval November 2019

Date	Num	Name	Memo	Amount	Account Description
20006 Support Services - 4206					
10/08/2019	SS 9/17/19	Innovative Users Group	Membership Renewal - Sklttino	100.00	Dues & Memberships
10/08/2019	SS 9/25/19	Deerfield Public Library	Testing Self-Check Machines	0.20	Fees Fines & Penalties
10/08/2019	SS 9/25/19	Deerfield Public Library	Testing Self-Check Machines	0.20	Fees Fines & Penalties
10/08/2019	SS 9/25/19	Deerfield Public Library	Testing Self-Check Machines	0.20	Fees Fines & Penalties
10/08/2019	SS 9/25/19	Deerfield Public Library	Testing Self-Check Machines	1.00	Fees Fines & Penalties
10/08/2019	SS 9/25/19	Deerfield Public Library	Testing Self-Check Machines	1.00	Fees Fines & Penalties
Total for 20006 Support Services - 4206				102.60	
20007 Adult Services - 2368					
10/08/2019	AS 9/6/19	American Library Association	Membership 2019 - Sachs	53.00	Dues & Memberships
10/08/2019	AS 9/6/19	American Library Association	Webinar:Understanding Trauma-Informed Approaches in Public Libraries-Stoeger	129.00	Training & Education
10/08/2019	AS 9/5/19	American Library Association	E-Course Rethinking Library Instruction:Libraries as Social Learning-Jamieson	173.64	Training & Education
10/08/2019	AS 9/6/19	American Library Association	E-Course Rethinking Library Instruction:Libraries as Social Learning-Sachs	173.64	Training & Education
10/08/2019	AS 9/12/19	Illinois Library Association	Conference Registration 2019 - Stoeger	200.00	Training & Education
10/08/2019	AS 9/6/19	American Library Association	Tax Refund	(16.14)	Training & Education
10/08/2019	AS 9/17/19	American Library Association	Tax Refund	(16.14)	Training & Education
10/08/2019	AS 9/17/19	Airbnb, Inc.	ALA Midwinter Conference 1/23-1/26/20 Lodging-Jamieson	374.24	Training Travel
10/08/2019	AS 9/17/19	American Airlines	ALA Midwinter Conference 1/23-1/26/20 Airfare-Jamieson	294.60	Training Travel
10/08/2019	AS 9/23/19	Warehouse Eatery	Food - Books w/a Twist 9/23/19	39.40	Adult Programs
Total for 20007 Adult Services - 2368				1,405.24	
20008 Youth Services - 6162					
10/08/2019	YS 9/12/19	Nintendo	Teen Space Switch Add-ons	22.99	Youth Programs
10/08/2019	YS 9/15/19	Spotify	Subscription for iPads - September 2019	14.99	Youth Programs
10/08/2019	YS 9/16/19	Illinois Library Association	Conference Registration 2019 - Frederick	150.00	Training & Education
10/08/2019	YS 9/23/19	American Library Association	Acquisitions for Books-September 2019; Teen Poster	45.72	Books - Youth & Teens; Youth Programs
10/08/2019	YS 9/28/19	American Library Association	Tax Refund	(3.23)	Books - Youth & Teens
10/08/2019	YS 10/3/19	Illinois Library Association	Conference Registration 2019-Michael	225.00	Training & Education
Total for 20008 Youth Services - 6162				455.47	
20009 Outreach Coord - 2042					
10/08/2019	OC 09/06/19	Canva	Graphic Design Resource	103.60	General Office/Operating Supplies
10/08/2019	OC 9/11/19	Fast Signs	MakerSpace Construction Poster	30.75	Professional Printing Services
10/08/2019	OC 9/14/19	Illinois Library Association	Conference Registration 2019 - Hoffman	150.00	Training & Education
10/08/2019	OC 10/6/19	Canva	Graphic Design Resource	103.60	General Office/Operating Supplies
Total for 20009 Outreach Coord - 2042				387.95	

Deerfield Public Library
Credit Card Transactions by Account as of October 08, 2019
Presented for Approval November 2019

Date	Num	Name	Memo	Amount	Account Description
20010 Adult Prog Coord - 1227					
10/08/2019	APC 9/9/19	Oriental Institute Programs at University of Chicago	Administrative Fee for Mystery Cults Program 2/10/20	25.00	Adult Programs
10/08/2019	APC 9/25/19	Jewel-Osco	Food-Motown Lunch 'n Learn 9/26/19	65.63	Adult Programs
10/08/2019	APC 9/26/19	Walgreens	Food-Motown Lunch 'n Learn 9/26/19	18.86	Adult Programs
10/08/2019	APC 9/27/19	Fast Signs	Sherlock Holmes Poster	30.75	Adult Programs
10/08/2019	APC 10/2/19	Hobby Lobby	Display Supplies	26.95	Adult Programs
Total for 20010 Adult Prog Coord - 1227				167.19	
20011 Youth Prog Coord - 1510					
10/08/2019	YPC 9/16/19	Home Depot	Program Supplies	4.98	Youth Programs
10/08/2019	YPC 9/16/19	Jewel-Osco	Program Supplies	14.98	Youth Programs
10/08/2019	YPC 10/1/19	Michaels	Storytime Supplies	11.48	Youth Programs
10/08/2019	YPC 10/1/19	Jewel-Osco	Program Supplies	3.98	Youth Programs
10/08/2019	YPC 10/1/19	Jewel-Osco	Program Supplies	11.63	Youth Programs
Total for 20011 Youth Prog Coord - 1510				47.05	
20012 Youth Coord - 9533					
10/08/2019	YC 9/16/19	Illinois School Library Media Association	Illinois Readers' Choice Voting Registration Fee	30.00	Youth Programs
10/08/2019	YC 9/12/19	Walgreens	Food-Teen Program 9/12/19	33.45	Youth Programs
10/08/2019	YC 9/12/19	Gamestop	Giftcards for Teen Program	30.00	Youth Programs
10/08/2019	YC 9/18/19	Deerfields Bakery	Food - Outreach Meeting 9/18/19	10.76	Outreach Programs
10/08/2019	YC 9/25/19	Mr. Jon & Friends	Acquisitions for Books - September 2019	15.00	Books - Youth & Teens
Total for 20012 Youth Coord - 9533				119.21	
Total for 20000 Credit Cards Payable				4,291.36	

Director's Report November 2019

FYI

- We have confirmed that **January 24 is our Holiday Party at the Deerfield Golf Club.**
- We received 3 FOIA requests this month.
- We are looking forward to our MakerSpace grand opening on **Saturday, November 23 from 11 am- 1 pm.** We plan to have staff members stationed by the equipment for demonstrations. The space will remain open that day until 4 pm. Regular staffed hours will begin on Monday, November 25.
- Baker & Taylor, our main source of printed library materials, is expressing a slow down. The Library is not receiving any of our orders. This delay means that some of our collection funds will go unspent this year through no fault of our own. Baker & Taylor is working to resolve this issue but the slow down is being experienced by libraries in the area.

Interesting Articles on Current Library Related Trends

Articles that may be of interest for review:

- <https://americanlibrariesmagazine.org/2019/11/01/advocacy-tips-from-alas-policy-corp-s/> This is timely considering I've included information from the Trustee Facts File about advocacy for libraries.
- <https://www.educationdive.com/news/to-feed-todays-on-demand-students-colleges-turn-to-robots-and-mobile-ap/566944/> I was at a meeting in which we discussed the possibility of libraries delivering materials to patrons almost immediately. Now, colleges are turning to robots to deliver food on demand!

Personnel

- In October the library had 0 separations
- In October the library filled 3 positions
 - MakerSpace Assistant on October 18
 - Patron Services Assistant on November 4
 - Library Aide on November 5
- The library has 2 positions open
 - Adult Services Librarian
 - Youth Services Associate

DEPARTMENT REPORTS

Adult Services Report

Melissa Stoeger, Head of Adult Services



AS staff on Halloween!

- Added Creative Bug to our database collection.
- Moved all LOT items and Discovery Kits to the magazine area. All items are now on the shelves for patrons to check out. New signage coming soon.
- We are adding lots of cool new items to the LOT like Star Wars drones, 14 foot blow up screen for your backyard to go w/the LED projectors, metal detector, Garmin GPS for hiking/biking and we are replacing all of the Rokus with the new models.
- We hosted a second session of our Watercolor program due to high demand.
- Melissa (and Claire) presented a program on RWB at the ILA conference.
- Vicki had 3 outreach programs for CEL and 4 outreach programs for NSSRA.
- Melissa, Lance and Sayaka implemented new check-in procedures for LOT items at the new combined Media Desk.
- Our Local History archive now has 2,137 items digitized and we had 355 visitors this month.
- 24 programs, 381 participants (not including RWB)
- RWB has 287 participants with a total of 643 completed challenges
- 20 BTG patrons
- 7 One-on-ones
- 4 Exams proctored
- 153 podcast downloads in September
- YouTube views were 2,715
- 15 active users on Creative Bug (first month)
- Finalizing banner sign for LOT.
- Working with Amy VG and Elisa from Youth Services on upcoming combined programs-Sherlock Holmes Escape Room and Book a Bookworm

Business Office Report

Kelly DeCorrevont, Business Manager

- Attended HR Roundtable meeting at Palatine Public Library on October 2
- Staff Enrichment Committee met on October 3 and October 31 to discuss recent and upcoming staff events
- DPL staff volunteered at Bernie's Book Bank on October 10



- We had an All Staff Meeting on October 15
- Attended HR Source webinar: Cannabis in the Workplace on October 15
- We had our Wellness Screening Day at the Village and offered free flu-shots to all staff on October 16
- Attended LLAMA PAM meeting on October 17
- Attended LLAMA Leadership Orientation webinar on October 18
- Attended LLAMA webinar: The Road to Success is Not a Straight Line on October 30

IT & Social Media Report

Tom Owen, Head of IT

- Our laser engraver has been installed and the IT department has been trained on how to use it. It was the final piece of large equipment to be installed in the space before our grand opening. The laser has already become a favorite among staff and we have used it to create signage for the MakerSpace and are experimenting with different materials to prepare for patron projects.
- The IT department gave tours of the new space to staff so that all staff members are able to answer basic patrons questions about what the space is and how it functions. We are currently offering specialized training on the equipment to staff all this week so that they are able to directly assist patrons and lead programming that revolves around the space and equipment.
- In addition to preparing for the grand opening, we also had 4 new selfcheck machines installed. The new machines are faster and more secure, and provide a more open atmosphere in the lobby because of their pedestal design.
- The IT department is planning to replace 3 UPS battery backups in the server room in the next coming weeks. This will require IT staff to stay after hours and power down all on-site servers. Patron access to the catalog and online services will not be impacted. The UPS provides us roughly 7 minutes of battery power to equipment in the server

room in the event of a power outage. This allows us to either smoothly transition to generator power or allows us to safely power equipment down. Current batteries are end of life and failed during the laser power outage.



Deerfield Public Library

Published by Sophia Deerfield [?] · October 28 at 2:24 PM · 🌐

...

We've already received questions about MakerSpace's embroidery machine, so we know you folks are excited about it! Here's a sweater we spruced up with one of the preset embroidery patterns on our machine.



●

Staff worked on a Halloween costume using the new equipment in the MakerSpace and recording it to share.

Outreach Report

Judy Hoffman, Outreach Coordinator

- PR (WLS-TV): [Indoor Halloween activities](#) (October 31)
- PR (Patch): [Halloween 2019 Activities in the Deerfield Area](#) (October 31)
- Graphic Design Refresh: Ongoing
- Census 2020: general internal/external communications

Patron Services Report

Sayaka Suzuki, Patron Services Manager

- MakerSpace cash handling training was done by Sayaka on October 2 with IT staff.
- Throughout the month, Patron Services worked with Adult Services to ensure smooth transition and workflow for the combined Media desk. We also worked on the new check in and shelving procedures together for LOT items.
- On October 30, Sayaka participated in the LLAMA Webinar, *The Road to Success is Not a Straight Line*.

Support Services Report

Pam Skittino, Head of Support Services

- Pam attended the annual LINKin meeting at Arlington Heights
- Pam attended the WILIUG fall meeting
- Board games moved from three weeks to seven days
- Tom W. volunteered at Bernie's book bank
- All five attended the Makers Space training

Youth Services Report

Meg Anthony, Head of Youth Services



- YS staff on Halloween!
- 10/10: A grandparent who brings a little one to Julia's Baby Lapsit stopped by the YS desk today and said that Julia is the absolute best. She said she's a teacher and Julia's the best storytime person she's ever seen! –Nina Michael
- Due to demand, we offered 3 additional sessions of popular programs in October. This includes: 3D Design & Print, Pumpkin Painting, and Pumpkins & Stories.
- This is the time of year when we plan for next year's budget breakdown—the collection-specific allocations within the Youth Materials Budget. We will have an additional \$5k next year, which we plan to spend on additional copies of popular titles. This will be similar to the Lucky Duck collection that Adult has, but without the special colleWe are currently finalizing our spring programs, as those will be due to Judy Hoffman while I am away over the holidays.

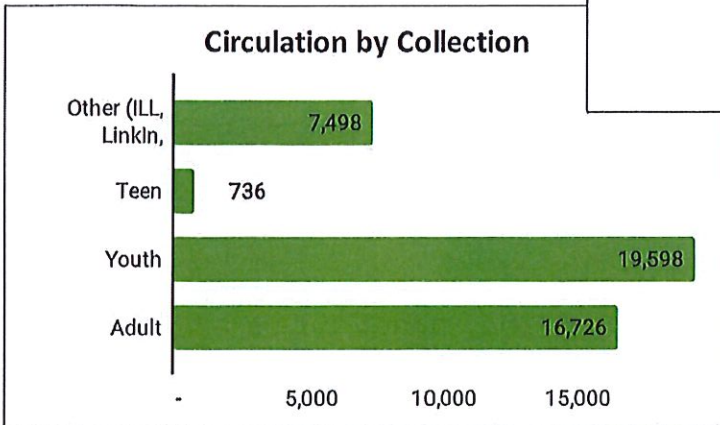
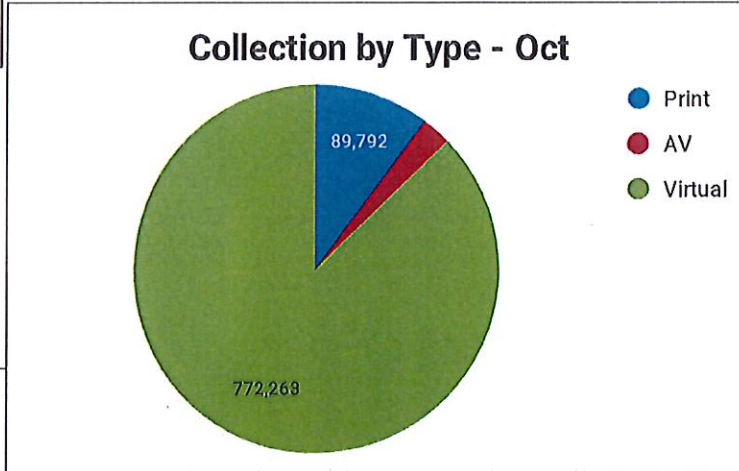
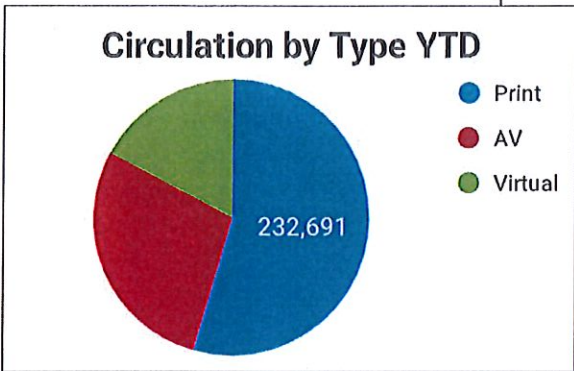
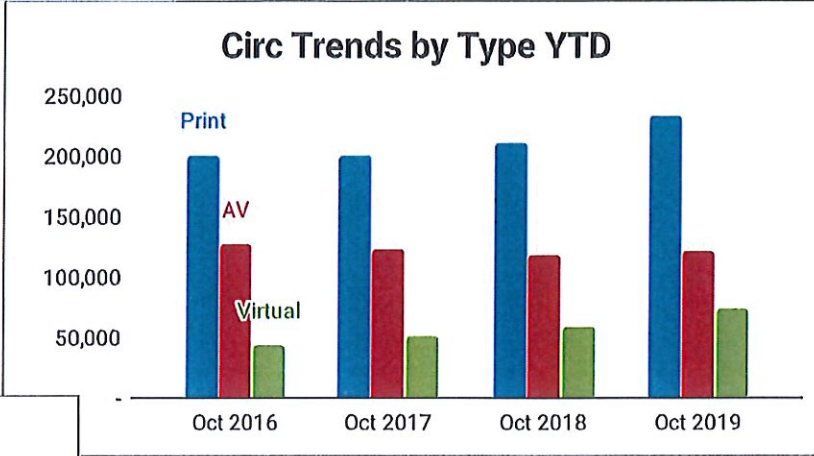
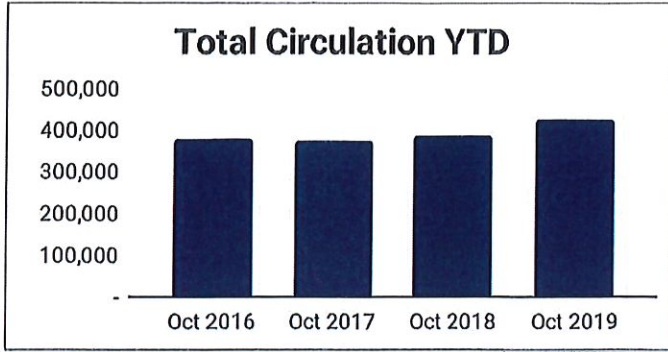
MakerSpace Grand Opening Information



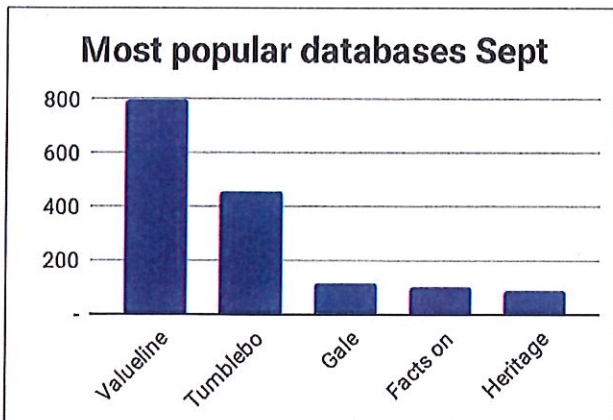
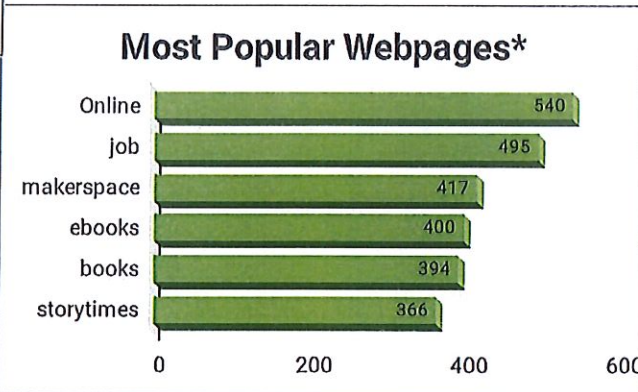
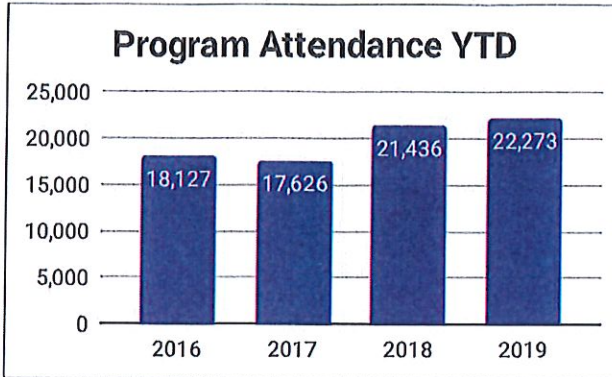
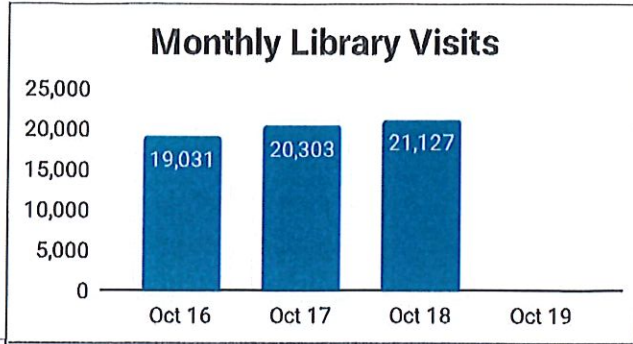
Saturday, November 23, 2019 11-1

Staff will be available to show the equipment and demo projects. The space will remain open its normal hours, until 4 pm that day.

Regularly staffed hours begin Monday, November 25. The space will be staffed Monday - Thursday, 10 am - 7 pm and Saturdays, 10 am - 4 pm.



Gate counter delay in processing information
no library visit count at this time



Gate counter delay in processing information
No average daily attendance counts at this time

To: Board of Trustees
Re: FY 20 Per Capita Grant Requirements
Date: November 20, 2019

Each year, the Illinois State Library offers libraries an opportunity to apply for a Per Capita grant. The funding formula is population based. In 2019, the Library received \$22,781.25.

At last month's meeting, the Board reviewed a number of the requirements for the FY 20 Per Capita grant application. This month, I have included information about the Trustee Facts File. The topics included in the Trustee Facts File cover fundraising, advocacy, public relations and continuing education. The appendices cover the ALA Right to Read. Please review chapters 11-appendices (pages 52-106) of the Trustee Facts File, linked here:

<https://www.cyberdriveillinois.com/departments/library/libraries/pdfs/trusteefacts.pdf>

Here are some comments about the requirements.

- We have an outstanding relationship with the Friends of the Library. They have donated over \$30,000 this year alone to the library. Most recently, they funded the laser engraver for the new MakerSpace.
- We have good working relationships with our local elected officials. It helps that most of them are library users.
- We work hard to promote our library programs using a variety of resources. This includes our local newspaper and our social media channels.

To: Board of Trustees
Re: Approval of Unattended Children & Vulnerable Adults & Collection Development Policy Changes
Date: November 20, 2019

The Policy Committee met on October 18, 2019. They recommend that the Board approves the following changes. Both policies are included in the packet for your review.

Approval of Unattended Children & Vulnerable Adults Policy

We have added language to our Unattended Children Policy to include Vulnerable Adults. We have included a definition of what a Vulnerable Adult is. In addition, we have reduced the time that staff waits with an unattended child from 30 minutes to 15 minutes.

Approval of Changes to Collection Development Policy

Staff recommended changes to the Collection Development Policy. Staff recommended changing he/she to "the library user". In addition, we added language regarding our Local History collection.

DRAFT

Deerfield Public Library

Unattended Children and Vulnerable Adults Policy

The Deerfield Public Library strives to provide a welcoming and safe environment for all visitors.

While the Library is especially concerned for the safety of children and vulnerable adults on Library property, the Library does not act in loco parentis (in place of parents), and Library staff are unable to provide parental-type oversight or guidance to children or vulnerable adults. A parent, legal guardian, teacher, custodian, or caregiver is responsible for monitoring the activities and managing the behavior of children and vulnerable adults during their Library visits.

A vulnerable adult who reasonably appears functionally, mentally, or physically unable to care for themselves and should not be left alone in the Library including at programs. This includes adults who need staff help beyond assistance with normal Library services.

Staff cannot assist with tasks related to personal care.

Children 8 years of age and younger must be accompanied and directly supervised at all times by a parent or other responsible caregiver. Older children are welcome to use the Library independently, however, responsibility for minors using the Library rests with the parent/guardian. Children are subject to Library rules and policies regarding behavior.

Some Library programs require the caregiver to accompany the child during the program. For all other library programs, caregivers of children eight years of age and younger must remain in the Library and readily available.

The Deerfield Public Library staff is committed to helping patrons with activities related to the Library. However, staff cannot, nor is it their responsibility to serve as babysitters, teachers, or disciplinarians.

The Library is an open, public building, and the well-being and safety of young children left alone or unattended is a serious concern. During Library hours, when the safety of an unattended child or vulnerable adult is in doubt, Library staff will attempt to contact the caregiver before calling 911. In the case of an immediate safety concern, staff will contact 911 immediately, and then attempt to contact the caregiver. Staff will stay with the person until help arrives.

In the event that a child under the age of 13 or a vulnerable adult is still at the Library after the Library closes to the public, the Person In Charge and at least one other staff member will wait up to 15 minutes before contacting 911. For their protection, children under the age of 13 and vulnerable adults not picked-up 15 minutes after the Library closes, will be placed in police custody for their protection. Attempts will be made during that 15 minutes to reach a caregiver or parent, but in no instance will staff take anyone home. If at any time staff are concerned for the safety of the child or vulnerable adult, they will contact 911 immediately.

Deerfield Public Library Collection Development Policy

Purpose

As a source of open access to the world of information and ideas, the Deerfield Public Library collects, organizes, and lends print and non-print materials as well as electronic resources that encourage lifelong learning and personal growth. The materials collection is a major asset of the Deerfield Public Library. Within budget, the Library provides a general collection of reliable materials that includes both basic works of permanent value and materials of current interest. The selection of library materials and electronic resources is based on the needs of all residents and reflects the Library's core role as a popular materials library for all ages. Materials are selected on the basis of the content and quality of the work as a whole. The Library seeks to maintain the democratic principles expressed in the Library Bill of Rights, and the Freedom to Read and Freedom to View statements (See Appendix I).

The Library Board delegates responsibility for selection of the Library's collection to the Library Director. Under the guidance of the Library Director, Library staff members with at least a Masters' level education in Library Science or equivalent experience select new materials and make decisions regarding material retention in accordance with the following policy.

Materials Selection

The Deerfield Public Library collects materials in a variety of formats (print, audiovisual, physical and digital) which are of permanent value, of contemporary significance, or of special interest to the community.

Selection is a critical and interpretive process. Professional or otherwise credentialed reviews are the principal tool used in the selection of library materials. Staff members selecting library materials are also assisted by bibliographic review publications, authoritative discussions of the subject, publisher and vendor advertising and demonstrations, and requests of Library patrons.

In selecting materials for the Deerfield Public Library, the following criteria will be used as they apply:

- A. Comprehensiveness and depth of treatment
- B. Artistic presentation
- C. Relevance to current and anticipated community needs, as well as long-term significance or interest
- D. Authority, competence, reputation, and purpose of the author and/or publisher

- E. Currency and accuracy of the information
- F. Local significance of the author or topic
- G. The work's reflection of diverse viewpoints.
- H. The cost of the item.

The Library seeks to meet the needs of the total community, recognizing that some materials may be considered controversial to some patrons. It is the responsibility of individual library users to choose materials which suit their tastes and needs. Therefore, the Library's collection will represent the broad scope of materials available.. Selection of materials for adults will not be inhibited by the possibility that such materials may be accessible to minors. Decisions relating to a minor's choice of materials are ultimately the responsibility of the minor's parent or legal guardian.

Replacements

In cases where there is sufficient community interest or item availability, designated selectors may purchase replacement copies of lost, worn, or damaged items. A replacement copy will contain the same intellectual content but may not be the same edition or format as the original.

Gifts and Donations

Gifts to the collection can be made in the form of money or actual materials. Gifts of books and other materials may be accepted by the Library with the understanding that they will be considered for addition to the collection in accordance with the Materials Selection section of this policy. Donations must be outright and unconditional. Gift plates and letters of acknowledgement are appropriate stipulations by a donor, but other requirements may not be honored. All gifts that become part of the general collection are subject to the Materials Retention section of this policy, and the designated selectors will determine appropriate circulation procedures. The Library reserves the right to sell or otherwise dispose of gift materials not added to the collection.

Reconsideration of Materials

The selection of materials is predicated on the Library user's right to access materials and the Library user's freedom from censorship by others. Selections are made based on the merits of the work in relation to the fulfillment of the Library mission and the materials selection portion of this policy. The addition of an item to the collection in no way represents an endorsement by the Library of any theory, idea, or policy contained in it.

The Library recognizes that some materials address issues that some individuals may find controversial. No item, however, will be removed from the collection for the sole reason that the

philosophy, perspective, ideas, or view contained in the item is opposed by the individual requesting reconsideration.

A Deerfield Public Library cardholder may request reconsideration of any material as follows:

- Discussion with the manager of the department in which the material is located
- If not satisfied, discussion with the Library Director, and,
- If not satisfied, completion of a Request for Reconsideration which will be given to the Library Board of Trustees (see Appendix II for form)

The Board of Trustees will make a ruling on whether the material in question will be retained, relocated, or removed and the patron requesting reconsideration will be notified as to the decision within a reasonable amount of time. The material in question will remain in the collection pending the decision of the Library Board of Trustees.

Retention of Collections

In order to retain relevant and reliable collections, in the space available, librarians must regularly evaluate and withdraw materials. Materials are withdrawn when they are no longer of value to the community using criteria that include, but are not limited to, lack of interest, poor condition, unnecessary duplication, or inaccurate or outdated information. Withdrawn materials are saved for Friends or Library book sales, donated to other institutions, or discarded. The Library does not make arrangements to sell or give withdrawn materials directly to specific patrons.

Adopted April 14, 2010

Local History Collection

The Local History Collection is a non-circulating specialized collection that aims to preserve materials that document the history of Deerfield and make materials available to researchers and the general public both at the library and online. The major emphasis of the collection is information pertaining to Deerfield, with a secondary emphasis on the surrounding areas, including Bannockburn and Riverwoods as well as Lake County in general.

Works are collected if they are relevant to the history and culture of Deerfield and/or the surrounding areas, and may include both print and electronic formats. Resources include high school yearbooks, telephone directories, published books and unpublished manuscripts, newspaper archives, and primary source materials. These items are preserved by various methods as necessary. Preservation methods are determined by the staff member in charge of the collection.

Items and papers originally owned and used by local residents will be considered for the collection if the items contain local information that is otherwise unavailable or hold great

historical significance to the community. Donors to the collection are required to sign a Gift Agreement with the Library (see Appendix).

Items in the Local History Collection are withdrawn based on the guidelines in the Gift Agreement, if there are multiple copies, or the condition is so poor that repairing is not cost effective.

Local Authors' Works

Local authors are defined as writers who currently reside or have spent a significant part of their lives in Deerfield or the adjacent towns. Pending evaluation, the Library may accept one donated copy of a local author's work and place it in the Local Author section if it is an Adult book or in the appropriate Youth or Teen collection, if it is a Youth or Teen book. All donated works are subject to the same criteria for removal as other materials. Items requested by the author to be purchased by the Library are subject to the same collection development criteria as any other work. If an item is considered relevant to local history, it may be placed with the Local History Collection instead of the Local Author Collection.

Self-Published Titles

Self-published titles that are not included in the Local Author or Local History categories are held to the same criteria as any other work the Library evaluates for the collection.

Adopted April 2015

[Appendix I: Library Bill of Rights, and the Freedom to Read and Freedom to View statements](#)

[Appendix II: Request for Reconsideration of Library Materials Form](#)

Revised: November 20, 2019