

DEERFIELD PUBLIC LIBRARY BOARD OF TRUSTEES
VIRTUAL MEETING MINUTES
April 15, 2020

1. ROLL CALL & CALL TO ORDER

President Ken Abosch called the meeting to order at 6:30 p.m., virtually and by phone: 1-517-345-9451
Access code: 599 871 314. Residents wishing to share thoughts about any matter concerning the Library may do so by submitting an email to amy@deerfieldlibrary.org prior to the meeting.

Present Board Members: Ken Abosch – President, Maureen Wener – Secretary, Seth Schriftman – Treasurer, Mike Goldberg, Luisa Ellenbogen, Howard Handler and Kyle Stone.

Village: Bill Seiden

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

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

No public comment but there were several additional, unidentified people on the call.

3. APPROVAL OF MINUTES

A. February 19, 2020 Regular Meeting (ACTION)

MOTION: Ms. Maureen Wener made a motion to approve the February 19, 2020 Regular Meeting minutes, seconded by Mr. Seth Schriftman.

Vote: 7 Yes – Ken Abosch – President, Maureen Wener – Secretary, Seth Schriftman – Treasurer, Mike Goldberg, Luisa Ellenbogen, Howard Handler and Kyle Stone.

The motion was approved.

4. TREASURER REPORT

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

Mr. Schriftman presented the Financials and the Budget Update: COVID-19 Impact. We can anticipate that there will be an impact on the Library finances in the future. Ms. Kelly DeCorrevont met with Mr. Eric Burk from the Village of Deerfield on April 10 to discuss the potential impact.

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

Vote: 7 Yes – Ken Abosch – President, Maureen Wener – Secretary, Seth Schriftman – Treasurer, Mike Goldberg, Luisa Ellenbogen, Howard Handler and Kyle Stone.

The motion was approved.

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

DPL Board of Trustees
 Virtual Meeting Minutes
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Mr. Schriftman presented the outstanding list of checks to be approved for payment, which included:

-Electronic Payments, 3 ACHs, WinTrust	\$ 127.27
-Petty Cash Checks 682-687, Bank Financial	\$ 218.42
-AP Checks 11443-11521, 12 ACHs, WinTrust	<u>\$ 122,309.68</u>
The total amount presented for approval	\$ 122,655.37

MOTION: Mr. Schriftman made a motion to approve the February and March list of checks and payments, seconded by Mr. Abosch.

Vote: 7 Yes – Ken Abosch – President, Maureen Wener – Secretary, Seth Schriftman – Treasurer, Mike Goldberg, Luisa Ellenbogen, Howard Handler and Kyle Stone.

The motion was approved.

5. Village Liaison Report

Mr. Bill Seiden gave the Village Report.

6. LIBRARY DIRECTOR'S REPORT

A. COVID-19 Library Response Report

Ms. Amy Falasz-Peterson gave the Library Director's Report. The Library has quickly pivoted our service model to deliver library services virtually. Library staff were able to facilitate this change quickly and efficiently. Ms. Falasz-Peterson is very proud of the work everyone across the library has done in the past month. The library has virtual programming for youth and adult patrons. We have an online reference chat feature on the library website and are continuously developing new digital content. Library staff are developing a plan for a phased in return to the building.

B. Budget Update: COVID-19 Impact

The Board discussed the potential financial impact that the pandemic will have. The Library is 98% property tax funded. The library can expect to see a delay in our property tax distributions. We have seen an increase in our spending for e-resources and a decrease in our Fines and Fees.

7. OLD BUSINESS

Nothing to report at this time.

8. NEW BUSINESS

A. Non-Resident Fee Card Participation (ACTION)

MOTION: Ms. Wener made a motion to approve the Non-Resident Fee Card Participation, seconded by Mr. Mike Goldberg.

Vote: 7 Yes – Ken Abosch – President, Maureen Wener – Secretary, Seth Schriftman – Treasurer, Mike Goldberg, Luisa Ellenbogen, Howard Handler and Kyle Stone.

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The motion was approved.

B. Officer Interest

The Board will host their officer elections at the May meeting. Agreeing that during this time, they should suspend their by-laws and allow the officers to continue in their current roles. The Board asked Ms. Falasz-Peterson to craft a board agenda reflective of this plan.

C. Motion Based on Executive Session (ACTION)

MOTION: Ms. Wener made a motion to approve the increase compensation of Director by 4.25%, seconded by Mr. Goldberg.

Vote: 7 Yes – Ken Abosch – President, Maureen Wener – Secretary, Seth Schriftman – Treasurer, Mike Goldberg, Luisa Ellenbogen, Howard Handler and Kyle Stone.

9. OTHER

At 7:18 p.m. the Board moved into Executive Session.

10. EXECUTIVE SESSION 5 ILCS 120/2 c 1 to discuss the self evaluation and compensation of the Library Director

At 9:10 p.m. the Board moved into Open Session.

11. ADJOURNMENT

At 9:13 p.m., Mr. Goldberg made a motion to adjourn the meeting, seconded by Mr. Schriftman.

Vote: 7 Yes – Ken Abosch – President, Maureen Wener – Secretary, Seth Schriftman – Treasurer, Mike Goldberg, Luisa Ellenbogen, Howard Handler and Kyle Stone.

The motion was approved.

Maureen Wener, Secretary

Deerfield Public Library

BALANCE SHEET

As of April 30, 2020

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
11000 Cash and Investments - General	0.00
11100 General Operating - WinTrust	452,722.83
11200 Payroll - WinTrust	120,383.97
11300 E-Pay - WinTrust	15,252.77
11400 Deposits - Bank Financial	6,909.24
11500 Petty Cash - Bank Financial	1,210.10
11600 Max-Safe Wintrust	1,396,480.53
11900 Petty Cash	574.00
11901 Petty Cash - Gift Card	0.00
Total 11900 Petty Cash	574.00
Total 11000 Cash and Investments - General	1,993,533.44
12000 Cash and Investments - Reserve	0.00
13000 Cash & Invest - Other	0.00
14100 PMA Financial Services	
10-1410 PMA Reserve Fund	2,461,344.80
14110 PMA General Fund	1,286,283.28
60-1440 PMA Debt Svc 2011a GO	0.00
60-1441 PMA Debt Svc 2013 GO	0.00
Total 14100 PMA Financial Services	3,747,628.08
Total Bank Accounts	\$5,741,161.52
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	123,935.53
15400 Accrued Revenue - General	0.00
15400.9 Accrued Rev - Reserve	0.00
Total Other Current Assets	\$5,238,071.33
Total Current Assets	\$10,979,232.85
Fixed Assets	
19000 Capital Assets	
19050 Capital Assets -Not Depreciated	
19100 Land	65,493.00
19150 Construction In Progress	0.00

Deerfield Public Library

BALANCE SHEET

As of April 30, 2020

	TOTAL
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	-4,244,922.00
Total 19000 Capital Assets	10,701,988.12
Total Fixed Assets	\$10,701,988.12
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	\$22,627,202.71
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
21000 Accounts Payable	48,727.86
Total Accounts Payable	\$48,727.86
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	17,317.06
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	-366.79
22370 ICMA	0.11
22380 Medical/Health	-76,922.55
22385 Dental	31,451.12

Deerfield Public Library

BALANCE SHEET

As of April 30, 2020

	TOTAL
22390 Life	-895.37
Total 22300 Withholdings	-45,959.93
Total 22000 Payroll Liabilities	-28,642.47
22395 FSA Payable	-2,681.19
23000 Due to Village - Short Term	0.00
24000 Accrued Expenses	31,480.90
24100 Collection on behalf of Friends	0.00
Total 24000 Accrued Expenses	31,480.90
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	\$6,634,177.68
Total Current Liabilities	\$6,682,905.54
Long-Term Liabilities	
26000 Noncurrent Liabilities	
26009 Compensated Absences	106,059.00
26100 Other Postemployment Benefits	105,733.00
26200 Due to Village - Long Term Debt	7,134,787.00
Total 26000 Noncurrent Liabilities	7,346,579.00
Total Long-Term Liabilities	\$7,346,579.00
Total Liabilities	\$14,029,484.54
Equity	
31000 Opening Bal Equity	0.00
32000 Fund Balance, Beginning	2,510,618.10
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	-7,134,787.00
Total 33000 Investment in Capital Assets	5,564,743.12
Net Income	-987,173.90
Total Equity	\$8,597,718.17
TOTAL LIABILITIES AND EQUITY	\$22,627,202.71

Deerfield Public Library

BUDGET VS. ACTUALS: BUDGET 2020 - FY20 P&L

January - April, 2020

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
41000 Taxes				
41100 Property Tax	282,009.80	4,387,720.00	-4,105,710.20	6.43 %
41200 Replacement Tax		25,000.00	-25,000.00	
60-4110 Property Taxes - Debt 2011A		363,030.00	-363,030.00	
60-4111 Property Taxes - Debt 2013		363,801.26	-363,801.26	
Total 41000 Taxes	282,009.80	5,139,551.26	-4,857,541.46	5.49 %
42000 Fees & Fines				
42100 Fees Fines & Penalties	6,094.98	25,000.00	-18,905.02	24.38 %
42200 Non-Resident Fees	408.14	7,000.00	-6,591.86	5.83 %
42300 Printing/Copying Fees	2,012.95	8,000.00	-5,987.05	25.16 %
Total 42000 Fees & Fines	8,516.07	40,000.00	-31,483.93	21.29 %
43000 Investment Income				
43100 Interest - General	16,671.78	45,000.00	-28,328.22	37.05 %
43200 Interest - Reserve	7,869.96	40,000.00	-32,130.04	19.67 %
Total 43000 Investment Income	24,541.74	85,000.00	-60,458.26	28.87 %
44000 Grants				
44100 State Grant				
44150 Per Capita Grant		10,000.00	-10,000.00	
Total 44100 State Grant		10,000.00	-10,000.00	
Total 44000 Grants		10,000.00	-10,000.00	
45000 Gifts and Contributions				
45100 General Donations	27.05	500.00	-472.95	5.41 %
45500 Friends Contributions		10,000.00	-10,000.00	
Total 45100 General Donations	27.05	10,500.00	-10,472.95	0.26 %
Total 45000 Gifts and Contributions	27.05	10,500.00	-10,472.95	0.26 %
49000 Miscellaneous Revenue				
49009 Miscellaneous	447.65	500.00	-52.35	89.53 %
49065 Sale of Surplus Materials		500.00	-500.00	
Total 49000 Miscellaneous Revenue	447.65	1,000.00	-552.35	44.77 %
Total Income	\$315,542.31	\$5,286,051.26	\$ -4,970,508.95	5.97 %
GROSS PROFIT	\$315,542.31	\$5,286,051.26	\$ -4,970,508.95	5.97 %
Expenses				
50000 General Expenses				
51000 Personnel Expenses				
51100 Salaries	654,680.37	2,288,000.00	-1,633,319.63	28.61 %
51200 FICA	48,237.93	175,000.00	-126,762.07	27.56 %
51300 Health/Misc Benefits	82,016.16	342,000.00	-259,983.84	23.98 %
51400 Pension Contribution	74,199.61	227,970.00	-153,770.39	32.55 %
51500 Other Benefits	1,228.46	9,000.00	-7,771.54	13.65 %
51600 Staff Enrichment	614.90	5,000.00	-4,385.10	12.30 %

Deerfield Public Library

BUDGET VS. ACTUALS: BUDGET 2020 - FY20 P&L

January - April, 2020

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Total 51000 Personnel Expenses	860,977.43	3,046,970.00	-2,185,992.57	28.26 %
52000 Facility Expenses				
52100 Interior Facility Maintenance	12,272.57	60,000.00	-47,727.43	20.45 %
52200 Facility Equipment Maintenance	20,535.29	45,000.00	-24,464.71	45.63 %
52300 Exterior Building Maintenance	8,892.23	10,000.00	-1,107.77	88.92 %
52400 Utilities				
52410 Water	1,013.79	3,000.00	-1,986.21	33.79 %
52430 Telephone - Voice	3,853.36	15,000.00	-11,146.64	25.69 %
52440 Data Lines	14,408.77	28,000.00	-13,591.23	51.46 %
Total 52400 Utilities	19,275.92	46,000.00	-26,724.08	41.90 %
52500 Minor Furnishings & Equipment	69.95	25,000.00	-24,930.05	0.28 %
Total 52000 Facility Expenses	61,045.96	186,000.00	-124,954.04	32.82 %
53000 Library Materials				
53100 Periodicals	3,244.78	17,500.00	-14,255.22	18.54 %
53200 Adult Materials-Books				
53221 Books - Adult Non-Fiction	6,861.15	45,000.00	-38,138.85	15.25 %
53222 Books-Adult Fiction	9,235.44	66,500.00	-57,264.56	13.89 %
Total 53200 Adult Materials-Books	16,096.59	111,500.00	-95,403.41	14.44 %
53300 Audio Visual Materials				
53320 Audio Visual - Adult	12,903.02	75,000.00	-62,096.98	17.20 %
53340 Audio Visual - Youth	2,891.06	22,500.00	-19,608.94	12.85 %
Total 53300 Audio Visual Materials	15,794.08	97,500.00	-81,705.92	16.20 %
53400 Youth Materials-Books				
53241 Books - Youth & Teens	12,528.90	75,000.00	-62,471.10	16.71 %
53550 Literacy Support - Youth	124.30	2,500.00	-2,375.70	4.97 %
Total 53400 Youth Materials-Books	12,653.20	77,500.00	-64,846.80	16.33 %
53501 Electronic Resources				
53500 E-Resources	147,636.81	260,000.00	-112,363.19	56.78 %
Total 53501 Electronic Resources	147,636.81	260,000.00	-112,363.19	56.78 %
53600 Non-Traditional Resources	2,424.52	7,500.00	-5,075.48	32.33 %
Total 53000 Library Materials	197,849.98	571,500.00	-373,650.02	34.62 %
54000 Library Programs				
54100 Admin Programs	542.37	4,000.00	-3,457.63	13.56 %
54150 Outreach Programs	179.97	1,500.00	-1,320.03	12.00 %
54210 Adult Programs	4,013.79	25,000.00	-20,986.21	16.06 %
54400 Youth Programs	4,586.96	25,000.00	-20,413.04	18.35 %
Total 54000 Library Programs	9,323.09	55,500.00	-46,176.91	16.80 %
55000 Automation				
55350 Software & Licenses	73,348.53	190,000.00	-116,651.47	38.60 %
55360 IT Automation Support	42,647.62	85,000.00	-42,352.38	50.17 %
55400 New Projects/equip				

Deerfield Public Library

BUDGET VS. ACTUALS: BUDGET 2020 - FY20 P&L

January - April, 2020

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
56440 New Projects / IT Equipment	15,009.75	100,000.00	-84,990.25	15.01 %
Total 55400 New Projects/equip	15,009.75	100,000.00	-84,990.25	15.01 %
Total 55000 Automation	131,005.90	375,000.00	-243,994.10	34.93 %
56000 Professional/Contractual Svcs				
56009 Other Office Support	2,522.28	10,000.00	-7,477.72	25.22 %
56100 Insurance		45,000.00	-45,000.00	
56200 Postage	2,258.10	8,250.00	-5,991.90	27.37 %
56300 Professional Printing Services	3,643.75	20,000.00	-16,356.25	18.22 %
56500 Professional Admin Services	2,080.00	25,000.00	-22,920.00	8.32 %
56550 Cataloging Service	224.82	27,000.00	-26,775.18	0.83 %
56555 Professional Outreach Services	1,435.00	5,000.00	-3,565.00	28.70 %
Total 56500 Professional Admin Services	3,739.82	57,000.00	-53,260.18	6.56 %
56700 Travel for Library Services	133.66	1,000.00	-866.34	13.37 %
Total 56000 Professional/Contractual Svcs	12,297.61	141,250.00	-128,952.39	8.71 %
56400 Supplies				
56410 General Office/Operating Supplies	8,011.51	12,000.00	-3,988.49	66.76 %
56420 Processing Supplies	4,669.85	30,000.00	-25,330.15	15.57 %
Total 56400 Supplies	12,681.36	42,000.00	-29,318.64	30.19 %
57000 Training/Development Expenses				
56600 Dues & Memberships	1,691.00	8,000.00	-6,309.00	21.14 %
57100 Training & Education	5,875.75	25,000.00	-19,124.25	23.50 %
57200 Training Travel	1,354.13	8,000.00	-6,645.87	16.93 %
Total 57000 Training/Development Expenses	8,920.88	41,000.00	-32,079.12	21.76 %
Total 50000 General Expenses	1,294,102.21	4,459,220.00	-3,165,117.79	29.02 %
61000 Capital Expenses				
61100 Facility Improvements	8,614.00	60,000.00	-51,386.00	14.36 %
Total 61000 Capital Expenses	8,614.00	60,000.00	-51,386.00	14.36 %
70000 Debt Service				
60-7010 Debt Service 2011A Interest		93,030.00	-93,030.00	
60-7011 Debit Service 2013 Interest		83,801.26	-83,801.26	
60-7020 Debt Service 2011A Principal		270,000.00	-270,000.00	
60-7021 Debit Service 2013 Principal		280,000.00	-280,000.00	
Total 70000 Debt Service		726,831.26	-726,831.26	
Total Expenses	\$1,302,716.21	\$5,246,051.26	\$ -3,943,335.05	24.83 %
NET OPERATING INCOME	\$ -987,173.90	\$40,000.00	\$ -1,027,173.90	-2,467.93 %
NET INCOME	\$ -987,173.90	\$40,000.00	\$ -1,027,173.90	-2,467.93 %

Deerfield Public Library
Financial Variance Report
For the Month of April 2020

Presented at the Regular Board Meeting – May 20, 2020

April completes the fourth month of the 2020 Fiscal Year. The benchmark used to evaluate financial activity year to date is 33%.

GENERAL OPERATIONS – REVENUES

By the end of April, the Library received 282,010 in property tax distributions, which is 5% of the annual budget. The Library has collected 8,516 in Charges for Services, which is 21% of the annual budget. The Library received a Total Income of 315,542 or 6% of the annual budget.

GENERAL OPERATIONS - EXPENSES

By the end of April, the Personnel Expense is 860,977 or 28% of the annual budget. The Facility Expense is 61,046 or 33% of the annual budget. The Library Materials Expense is 197,850 or 35% of the annual budget. The Library Program Expense is 9,323 or 17% of the annual budget. The Automation Expense is 131,006 or 35% of the annual budget. The Professional/Contractual Services Expense is 12,298 or 9% of the annual budget. The Supplies Expense is 12,681 or 30% of the annual budget. The Training/Development Expense is 8,921 or 22% of the annual budget. The Facility Improvement Expense is 8,614 or 14% of the annual budget. Total Library Expenses is 1,302,716 or 25% 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: 04/30/20

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	\$854.17	\$854.17	
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
CD	280930	1	02/25/20	02/24/21	57512	WESTERN ALLIANCE BANK / TORREY PINES BANK	\$249,081.70	\$245,000.00	1.666
CD	280931	1	02/25/20	02/24/21	58716	THIRD COAST BANK, SSB	\$248,950.01	\$245,000.00	1.612
CD	280932	1	02/25/20	02/24/21	4256	FIRST NATIONAL BANK / THE FIRST, NA	\$248,943.62	\$245,000.00	1.610
Subtotal -->							\$1,307,149.13	\$1,286,283.28	

DEERFIELD PUBLIC LIBRARY / RESERVE FUND (11660-102)

4943

Type	Trans	SEQ	Purchase	Maturity	FDIC #	Instrument	Par-Val/Mat. Val.	Original Cost	Rate
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
SDA					7213	Savings Deposit Account - CITIBANK	\$1,942.00	\$1,942.00	
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 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 AND 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
DTC	45406	1	11/22/19	11/22/21	35141	1.7% - BMW BANK NORTH AMERICA	\$150,000.00	\$150,000.00	1.700
DTC	45405	1	11/27/19	11/29/21	33682	1.85% - STATE BANK OF INDIA	\$150,000.00	\$150,147.27	1.800
DTC	46304	1	03/05/20	03/07/22	32992	1.6% - MORGAN STANLEY BANK NA	\$247,000.00	\$247,000.00	1.600
Subtotal -->							\$2,507,803.95	\$2,461,344.80	

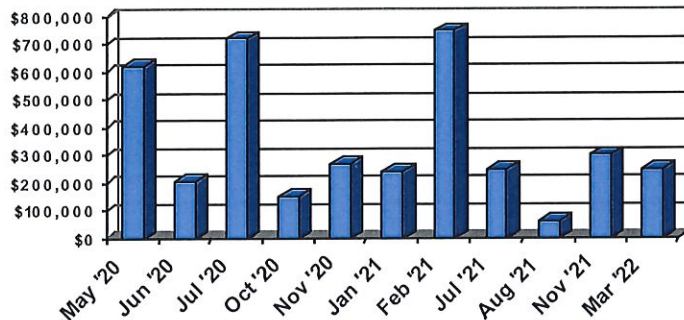
Note: Weighted Yield & Weighted Average Portfolio Maturity are calculated only on the CD, CP, & SEC desk.

Total Amount --> \$3,814,953.08 \$3,747,628.08

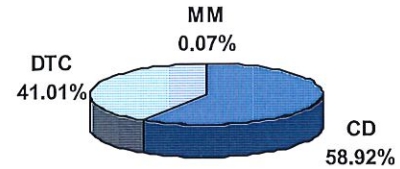
Time and Dollar Weighted Portfolio Yield: 2.004 %

Weighted Average Portfolio Maturity: 244.55 Days

MM: 0.07%
 CD's: 58.92%
 CDR's: 0.00%
 DTC: 41.01%
 CP: 0.00%
 SEC: 0.00%



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 May 20, 2020**

Summary						
						126.00
						90,701.22
				Total payments to approve		90,827.22
Date	Num	Vendor	Memo		Amount	Account Description
Wintrust-E Pay Deposit 8926						
05/05/2020	ACH	Chase Paymentech	Merchant CC Fees-May 2020		35.10	Other Office Support
05/05/2020	ACH	Chase Paymentech	Merchant CC Fees-May 2020		30.95	Other Office Support
05/05/2020	ACH	PayPal, Inc.	Merchant CC Fees-May 2020		59.95	Other Office Support
			Total E-Pay Deposit Amount		126.00	
Wintrust-General AP 2997						
04/16/2020	11612	Anderson Pest Solutions	Pest Management-April 2020		67.98	Interior Facility Maintenance
04/16/2020	11613	De Lage Landen Financial Services, Inc.	Monthly Lse for 7 Copiers and 3 Printers-April 2020		1,223.31	IT Automation Support
04/16/2020	11614	First Bank Mastercard	Falasz-Peterson CC Charges-March 2020	91.97		Admin - 4734
			DeCorrevont CC Charges-March 2020	60.64		Business Office - 1381
			Owen CC Charges-March 2020	2,086.44		Info Technology (IT) - 1158
			Suzuki CC Charges-March 2020	(299.80)		Patron Svc-7222
			Skittino CC Charges-March 2020	(385.00)		Support Services - 4206
			Stoeger CC Charges-March 2020	824.95		Adult Services - 2368
			Anthony CC Charges-March 2020	608.07		Youth Services - 6162
			Hoffman CC Charges-March 2020	237.95		Outreach Coord - 2042
			Henry CC Charges-March 2020	40.00		Youth Coord - 1259
			sub-total		3,265.22	
04/16/2020	11615	IL Department of Innovation & Technology	Staff Internet Services thru 2/29/2020		450.00	Data Lines
04/16/2020	11616	Ill. Dept. of Employment Security	UI Late Fee		295.00	Other Office Support
04/16/2020	11617	Lechner and Sons	Lobby Mats 3/24/20		91.46	Interior Facility Maintenance
04/16/2020	11618	LIMRICC-UCGA	Unemployment Insurance Consortium - 2020 Q1		1,530.27	Other Benefits
04/16/2020	11619	Quadient Finance USA, Inc.	Replenish Funds in Postage Machine-March 2020		400.00	Postage
04/16/2020	11620	State Industrial Products	Air Care Program		175.10	Interior Facility Maintenance
04/16/2020	11621	Stevens Chemical Company	Towel Rolls, Tissue, Trash Liners, Wipes, Break Room Supplies		599.41	Interior Facility Maintenance
04/16/2020	11622	Suburban Elevator Company	Full Maintenance 8 Hours: 4/2020-6/2020		195.05	Facility Equipment Maintenance
05/20/2020	11623	A Freedom Flag Co.	Large Snaphooks (4)		35.95	Facility Equipment Maintenance
05/20/2020	11624	Baker Tilly Virchow Krause, LLP	Audit Services - 2019		5,000.00	Professional Admin Services
05/20/2020	11625	Best Quality Cleaning	Cleaning Service-April 2020		1,575.00	Interior Facility Maintenance
05/20/2020	11626	Call One	Phone Support Maintenance 2/15/20-3/14/20	1,806.02		IT Automation Support
		Call One	Phone Support Maintenance 4/15/20-5/14/20	1,382.74		IT Automation Support
			sub-total		3,188.76	
05/20/2020	11627	CDW Government, Inc.	IT Laptops		2,210.18	New Projects / IT Equipment
05/20/2020	11628	Chicago Tribune Company, LLC	Print & Digital Subscription Renewal thru 10/18/20	104.00		Periodicals
		Chicago Tribune Company, LLC	Print & Digital Subscription Renewal thru 10/25/20	364.00		Periodicals
			sub-total		468.00	
05/20/2020	11629	Duff & Phelps, LLC	Asset and Inventory Appraisal		4,550.00	Professional Admin Services
05/20/2020	11630	First Bank Mastercard	Falasz-Peterson CC Charges-April 2020	2,826.11		Admin - 4734
			Owen CC Charges-April 2020	496.45		Info Technology (IT) - 1158
			Stoeger CC Charges-April 2020	215.89		Adult Services - 2368

Date	Num	Vendor	Memo	Amount	Account Description
			Anthony CC Charges-March 2020	117.74	Youth Services - 6162
			Hoffman CC Charges-March 2020	103.60	Outreach Coord - 2042
			Gehin CC Charges-April 2020	30.00	Adult Prog Coord - 1227
			sub-total	3,789.79	
05/20/2020	11631	First Point Mechanical Services, LLC	HVAC Preventative Maintenance Qtrly	1,250.00	Facility Equipment Maintenance
05/20/2020	11632	FSS Technologies LLC	Burglar Alarm System Quarterly Maintenance Fee	120.00	Facility Equipment Maintenance
05/20/2020	11633	Gale Cengage Learning	eBooks-April 2020	192.28	E-Resources
		Gale Cengage Learning	eBooks-May 2020	192.28	E-Resources
			sub-total	384.56	
05/20/2020	11634	Graphic Solutions, Inc.	Browsing Summer 2020 Graphic Design	540.00	Professional Outreach Services
05/20/2020	11635	Hall Pass	Background Check- Alegria, Bueno, Crabb	18.00	Other Office Support
05/20/2020	11636	IL Department of Innovation & Technology	Staff Internet Services thru 3/31/2020	450.00	Data Lines
05/20/2020	11637	Image Systems & Business Solutions, LLC	Base Rate 4/19/20-7/18/20; BW & Color Copies Usage 1/19/20-4/18/20	1,463.29	IT Automation Support
05/20/2020	11638	Innovative Interfaces, Inc.	Sierra Success Bundle Upgrade Services-Load Scheduler Implementation	225.00	Software & Licenses
		Innovative Interfaces, Inc.	Sierra Success Bundle Upgrade Services-Online Patron Registration	1,020.00	Software & Licenses
			sub-total	1,245.00	
05/20/2020	11639	James Martin Associates, Inc.	Landscape Management 2020 Season Prepay	3,979.40	Exterior Building Maintenance
05/20/2020	11640	Jessica Mlinaric	Virtual Secret Chicago Program 5/6/20	150.00	Adult Programs
05/20/2020	11641	John Hopkins University Press	The Bulletin of the Center for Children's Books (Print) Renewal 2020	125.00	Periodicals
05/20/2020	11642	Lake County Collector	RE: Tax Re: West Fork Drainage	42.00	Other Office Support
		Lake County Collector	RE: Tax Re: West Fork Drainage	35.30	Other Office Support
		Lake County Collector	RE: Tax Re: West Fork Drainage	48.70	Other Office Support
		Lake County Collector	RE: Tax Re: West Fork Drainage	34.40	Other Office Support
			sub-total	160.40	
05/20/2020	11643	Libraries First	Careers College Annual Subscription 7/1/20-6/30/21	1,633.00	E-Resources
05/20/2020	11644	Midland Paper Company	Masks and Gloves for Staff	3,348.12	General Office/Operating Supplies
		Midland Paper Company	Hand Sanitizers	795.84	General Office/Operating Supplies
			sub-total	4,143.96	
05/20/2020	11645	OverDrive, Inc.	eBooks-April 2020	5,358.74	E-Resources
		OverDrive, Inc.	eBooks-April 2020	4,073.66	E-Resources
		OverDrive, Inc.	eBooks-April 2020	6,106.34	E-Resources
			sub-total	15,538.74	
05/20/2020	11646	RAILS	Communico Cloud Platform 2020	7,500.00	E-Resources
		RAILS	OverDrive Consortium 7/1/20-6/30/21	5,333.50	E-Resources
			sub-total	12,833.50	
05/20/2020	11647	Sikich LLP	Annual HP Desktop Warranty Renewal	1,403.00	New Projects / IT Equipment
		Sikich LLP	StorageCraft Cloud Storage-May 2020	400.00	Software & Licenses
		Sikich LLP	Automation Support for Servers & Workstations-May 2020	6,000.00	IT Automation Support
		Sikich LLP	Sonic Wall VPN License	309.00	New Projects / IT Equipment
			sub-total	8,112.00	
05/20/2020	11648	State Industrial Products	Air Care Program	175.10	Interior Facility Maintenance
05/20/2020	11649	Susan Maddox	Virtual Cooking Program 5/7/20	300.00	Adult Programs
05/04/2020	ACH	Amazon	Acquisitions for AV-March 2020 Refund	(63.76)	AV - Adult
			Acquisitions for AV-March 2020 Refund	(19.99)	AV - Adult
			Acquisitions for AV-March 2020 Refund	(149.97)	AV - Adult

Date	Num	Vendor	Memo	Amount	Account Description
			Acquisitions for AV-March 2020 Refund	(29.88)	AV - Adult
			Acquisitions for AV-April 2020 Refund	(99.88)	AV - Adult
			Tripod for Virtual Programs	29.99	Youth Programs
			Virtual Program Supplies	20.95	Youth Programs
			MakerSpace Sewing Supplies	20.98	New Projects / IT Equipment
			Virtual Storytime Supplies	45.50	Youth Programs
			Tripod for Virtual Programs	34.98	Youth Programs
			Button Elastic Band	52.38	New Projects / IT Equipment
			Virtual Storytime Supplies	16.00	Youth Programs
			Virtual Storytime Supplies	15.25	Youth Programs
			Virtual Storytime Supplies	24.74	Youth Programs
			Wifi Hotspot Power Cord	12.88	New Projects / IT Equipment
			Virtual Storytime Supplies	38.90	Youth Programs
			Virtual Storytime Supplies	16.59	Youth Programs
			Transparency Film	12.99	New Projects / IT Equipment
			Masks and Wipes	3,846.72	General Office/Operating Supplies
			Tripod for Virtual Programs	29.99	Youth Programs
			sub-total	3,855.36	
05/22/2020	ACH	AT&T-847 945-3318 026 6	Voice Lines: 4/28/20-5/27/20	982.73	Telephone - Voice
05/22/2020	ACH	AT&T 847 945-3372-943-5	Data Lines: 4/28/20-5/27/20	613.36	Data Lines
05/12/2020	ACH	AT&T-R16-0685 123 3	Optiman Phone Data: 4/16/20-5/15/20	2,267.46	Data Lines
05/04/2020	ACH	Comcast Cable	Patron Internet Service 4/16/20-5/15/20	157.98	Data Lines
03/25/2020	ACH	Discovery Benefits, Inc.	FSA Monthly Fees-March 2020	59.80	Other Benefits
05/07/2020	ACH	Google, Inc.	Google Apps-May 2020	559.60	Software & Licenses
05/01/2020	ACH	Heartland Payment Systems	Merchant CC Fees-May 2020	193.50	Other Office Support
05/01/2020	ACH	Village of Deerfield	Water & Sewer-March 2020	153.00	Water
05/01/2020	ACH	Village of Deerfield	Water & Sewer-March 2020	126.00	Water
			Total Wintrust-General AP 2997	90,701.22	
			Grand Total	90,827.22	

Deerfield Public Library
Credit Card Transactions by Account as of April 08, 2020
Presented for Approval May 2020

Date	Num	Name	Memo	Amount	Account Description
20000 Credit Cards Payable					
20001 Admin - 4734					
04/08/2020	AD 3/9/20	Mail Chimp	E-Newsletter Mailing-March 2020	59.99	Outreach Programs
04/08/2020	AD 3/30/20	Netflix	Subscription for Roku-March 2020	15.99	E-Resources
04/08/2020	AD 3/14/20	Netflix	Subscription for Roku-March 2020	15.99	E-Resources
Total for 20001 Admin - 4734				91.97	
20002 Business Office - 1381					
04/08/2020	BO 3/11/20	Vistaprint	Business Cards-Bueno	36.59	General Office/Operating Supplies
04/08/2020	BO 4/1/20	Indeed	Facility Custodian Job Post	24.05	Professional Admin Services
Total for 20002 Business Office - 1381				60.64	
20003 Info Technology (IT) - 1158					
04/08/2020	IT 3/06/20	Taco Bell	Mistake-Will Reimburse Via Check	6.94	Other Office Support
04/08/2020	IT 3/10/20	Dream Host	MakerSpace Domain/Hosting	6.00	New Projects / IT Equipment
04/08/2020	IT 3/08/20	Playstation (Sony Entertainment Network)	Playstation Subscription	65.99	Software & Licenses
04/08/2020	IT 3/09/20	Deerfield Public Library	Testing Credit Card Terminals	0.20	Fees Fines & Penalties
04/08/2020	IT 3/10/20	Adobe Systems Inc.	Staff Creative Cloud Subscription-March 2020	56.30	Software & Licenses
04/08/2020	IT 3/11/20	Inventables	Laser Cutter Wood Supplies	49.79	New Projects / IT Equipment
04/08/2020	IT 3/11/20	Terracycle	3D Printer Filament Recycling	85.00	New Projects / IT Equipment
04/08/2020	IT 3/11/20	Nexcess Net	Web Hosting	29.85	IT Automation Support
04/08/2020	IT 3/13/20	MCPProHosting	Minecraft Server	9.99	Software & Licenses
04/08/2020	IT 3/13/20	Audimute	Meeting Room Acoustic Panels	480.00	New Projects / IT Equipment
04/08/2020	IT 3/20/20	Jimmy Johns	On-Site Staff Lunch	54.14	Admin Programs
04/08/2020	IT 3/20/20	Grub Hub	On-Site Staff Lunch	45.00	Admin Programs
04/08/2020	IT 3/22/20	Survey Monkey	Patron Survey Software	37.00	Software & Licenses
04/08/2020	IT 3/26/20	Mobile Beacon	WiFi Hotspots	360.00	New Projects / IT Equipment
04/08/2020	IT 3/30/20	Haldeman-Homme, Inc.	Laser Cutter Air Filters	650.00	New Projects / IT Equipment
04/08/2020	IT 4/01/20	Libsyn Podcasting Service	Podcast Hosting	15.00	Software & Licenses
04/08/2020	IT 4/01/20	HESK	DPL Help Desk Remote Access	21.24	Software & Licenses
04/08/2020	IT 4/01/20	Google, Inc.	Google Apps-April 2020	25.00	Software & Licenses
04/08/2020	IT 4/03/20	Rise Vision	Digital Signage	50.00	Software & Licenses
04/08/2020	IT 4/07/20	First Bank Mastercard	Overlimit Fee-To be refunded	39.00	Other Office Support
Total for 20003 Info Technology (IT) - 1158				2,086.44	
20005 Patron Svc-7222					
04/08/2020	PS 3/11/20	Deerfield Public Library	Testing Online	0.20	Fees Fines & Penalties
04/08/2020	PS 3/19/20	Illinois Library Association	Reaching Forward Conference Registration 2020-Ori, Alcantar Refund	(300.00)	Training & Education
Total for 20005 Patron Svc-7222				(299.80)	
20006 Support Services - 4206					
04/08/2020	SS 3/19/20	Innovative Users Group	Registration for Conference 4/16-4/18/20-Skittino Refund	(385.00)	Training & Education
Total for 20006 Support Services - 4206				(385.00)	

Date	Num	Name	Memo	Amount	Account Description
20007 Adult Services - 2368					
04/08/2020	AS 3/06/20	Adult Reading Round Table	Membership Renewal-Stoeger	15.00	Dues & Memberships
04/08/2020	AS 3/06/20	Target	Prize for Read Without Boundaries	25.00	Adult Programs
04/08/2020	AS 3/10/20	American Library Association	Membership Renewal-Stoeger	148.00	Dues & Memberships
04/08/2020	AS 3/09/20	American Library Association	Conference Registration 6/26-6/30/20-Stoeger	363.00	Training & Education
04/08/2020	AS 3/09/20	American Library Association	Conference Registration 6/26-6/30/20-Jamieson	363.00	Training & Education
04/08/2020	AS 3/19/20	Illinois Library Association	Reaching Forward Conference Registration 2020-Rosen Refund	(150.00)	Training & Education
04/08/2020	AS 3/23/20	Hulu	Subscription for Roku-March 2020	5.99	E-Resources
04/08/2020	AS 3/24/20	Zoom Video Communications Inc.	Subscription-March 2020	14.99	Adult Programs
04/08/2020	AS 3/02/20	Amazon	Acquisitions for Kindle Books-March 2020	9.99	E-Resources
04/08/2020	AS 3/02/20	Amazon	Acquisitions for Kindle Books-March 2020	9.99	E-Resources
04/08/2020	AS 4/02/20	Disney Plus	Subscription for Roku-March 2020	7.00	E-Resources
04/08/2020	AS 4/02/20	Disney Plus	Subscription for Roku-March 2020	12.99	E-Resources
Total for 20007 Adult Services - 2368				824.95	
20008 Youth Services - 6162					
04/08/2020	YS 3/11/20	Displays2go	Replacement Sign Holders	61.15	General Office/Operating Supplies
04/08/2020	YS 3/17/20	Spotify	Subscription for iPads-March 2020	14.99	Youth Programs
04/08/2020	YS 3/17/20	Nintendo	Teen Space Switch Add-ons	37.18	Youth Programs
04/08/2020	YS 3/27/20	Parties with Characters	"Elsa" Live Performance on 4/3/20	60.00	Youth Programs
04/08/2020	YS 3/27/20	Bubble Wonders	Geoff Akins' Bubble Wonder Virtual Performance Fee	440.00	Youth Programs
04/08/2020	YS 3/31/20	Party City	Tax Refund	(5.25)	Youth Programs
Total for 20008 Youth Services - 6162				608.07	
20009 Outreach Coord - 2042					
04/08/2020	OC 3/06/20	Canva	Graphic Design Resource	103.60	General Office/Operating Supplies
04/08/2020	OC 3/6/20	Fast Signs	Census Signage	30.75	Professional Printing Services
04/08/2020	OC 4/06/20	Canva	Graphic Design Resource	103.60	General Office/Operating Supplies
Total for 20009 Outreach Coord - 2042				237.95	
20012 Youth Coord - 1259					
04/08/2020	YC 03/23/20	Rebecca Caudill Young Reader's Book Award	Caudill Book Award Voter Site Registration	10.00	Youth Programs
04/08/2020	YC 3/23/20	Illinois School Library Media Association	AISLE Readers Choice Registration	30.00	Youth Programs
Total for 20012 Youth Coord - 1259				40.00	
Total for 20000 Credit Cards Payable				3,265.22	

Director's Report May 2020

FYI

- I've included the comments from residents that I would normally share during the meeting in this packet. I'm happy that most of the comments we've received have been positive.
- At this meeting, the Board will re elect their current officers. This will be done at the beginning of the meeting following a motion and majority vote to suspend the bylaws. Then, the board will vote to retain their current officers.
- Deerfield Mayor Rosenthal has postponed this year's Family Days, July 3-4.
- This year's Farmers Market will be moved to Park Avenue to provide for easier crowd control. Additionally, no community groups or entertainment will be present at the markets this year.

Personnel

- In April the library had 0 separations
- In April the library filled 1 position
 - Youth Services Librarian scheduled to start June 26
- The library has 0 positions open

DEPARTMENT REPORTS

Adult Services Report

Melissa Stoeger, Head of Adult Services

- Hosted the first virtual art program (Animal Drawing) which had 14 attendees
- Dylan's Online Classics Book Discussion had 16 attendees
- Dylan's 1918 Pandemic podcast episode had 87 listens
- Vicki conducted 17 Library Lifeline
- Dylan edited 9 videos for the YouTube channel
- We added the chat feature to the website to provide another option for patrons to reach us. To date, we have answered 21 real time chats
- The AS department wrote 4 blog posts: Library Lifelines, Adult Virtual Resources, What are we Reading, and Tiger King read/watch alike.
- The AS department had a total of 48 hours of continuing education with various webinars and online classes!
- Received and responded to 57 emails
- 17 Library Lifelines
- 3 virtual programs and 4 passive virtual programs offered for a total of 71 participants.
- E-Resources checkouts have all increased by quite a bit. Hoopla (3249), Overdrive (5,836), Kanopy (870).
- 245 podcast downloads

- 7,042 YouTube Views (way up!)
- Databases that have seen significant increases: Careers College, Global and HHistorical Newstream, Heritage Quest, Scholastic and Tumblebooks.
- CreativeBug usage was down this month. Unsure of the reason, especially since we promoted it quite a bit this month.

Business Office Report

Kelly DeCorrevont, Business Manager

- HR rolled out required staff trainings with online training vendor, Traliant on April 1
- Attended the areawide library HR Roundtable meeting on April 1
- We processed library payrolls on April 2,16,30 and ran library check runs on April 9,14
- Attended Top 10 Tips to Run Effective Virtual Meeting webinar on April 7
- Attended our first Virtual All Staff Meeting on April 8. We had an attendance record with 50 participants!
- Hosted Business Office Virtual Meetings weekly on Wednesdays in April
- Staff Enrichment Committee met virtually on April 23
- Sent out Accrual Balance Letters to eligible staff on April 24
- Purchased PPE supplies like masks, gloves and hand sanitizer on April 20-27
- We had our first Virtual Staff Yoga on April 24 and had 10 attendees
- Completed Annual Evaluations for direct reports on April 28

IT & Social Media Report

Tom Owen, Head of IT

- We have increased the number of available concurrent connections to the VPN, and are in the process of simplifying the login process for staff.
- The MakerSpace staff are completing sewn masks using the CDC recommended design that will be sent to staff. We hope to have all masks completed and shipped out soon.
- We continue to print face shields using our 3D printers, but are waiting on the buttonhole elastic to arrive to be able to complete the assembly. Once we have a batch of masks fully completed we will connect with Daniel Kim at Deerfield High School to have our masks included in donations.
- Tom is moving documents from our local file server into shared Google Drives, allowing staff easier access to files remotely. Currently, the Adult Services drive has been migrated and is being tested by two staff members.
- Increased security measures including multi-factor authentication for department heads are being rolled out, and new "work from home" training has been sent to staff.

Outreach Report

Judy Hoffman, Outreach Coordinator

- PR / Deerfield Patch (4/4) [DPL Offers Virtual Check-in Sessions with Senior Citizens](#)
- PR / Deerfield Patch (4/20): [DPL Encourages Quarantine Reading with At-home Book Bingo](#)
- PR / Deerfield Patch (4/21) [DPL Offers Content Related to "Tiger King"](#)
- PR / Deerfield Patch (4/28) [DPL Provides At-home Entertainment](#)
- When staff contacted patrons to cancel May meetings, responses were positive. A number are meeting via Zoom, and no one seems to be in a rush to congregate in person.
- Meeting Room cancellations (COVID): 28
- E-newsletter: In May, transitioning from monthly to semi-monthly (twice a month)
- Summer Reading Program 2020: Revamping for transition to virtual SRP. Developing new promotion and incentive options.

Patron Services Report

Sayaka Suzuki, Patron Services Manager

- Patron Services joined the online chat feature to answer Patron Services related questions.
- Over 60 people have registered for library cards using the online registration feature.

Support Services Report

Pam Skittino, Head of Support Services

- Extended due dates
- USPS mail still being held at the post office; UPS began testing for routing to library on a specific day in preparation to reopen
- Completed the Dublin Core to MARC template to have our Omeka archive records also appear in the Encore catalog (the crosswalk has already been shared with Woodstock library)

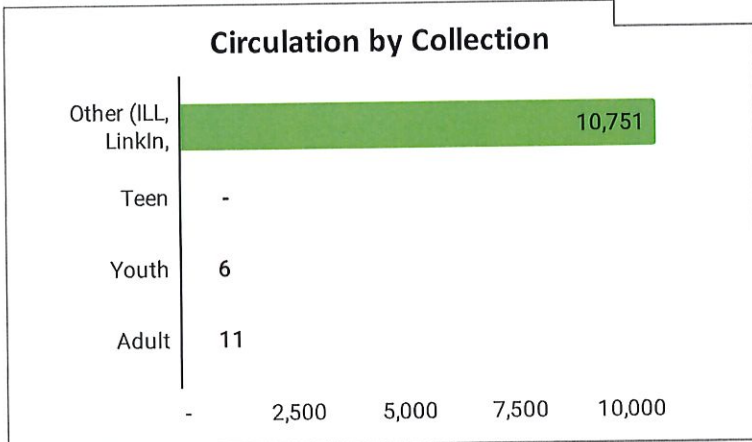
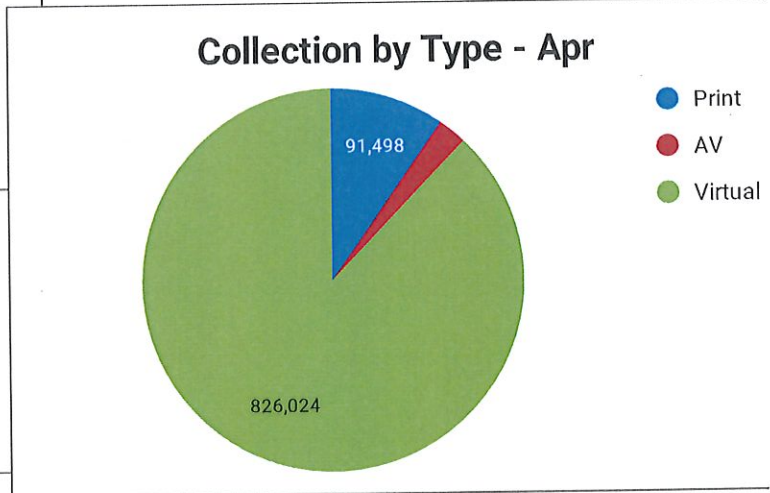
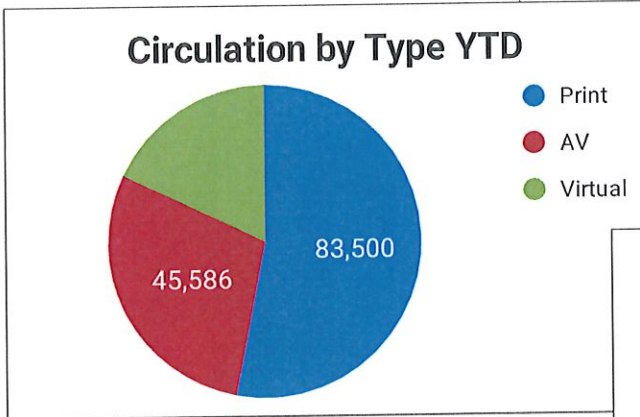
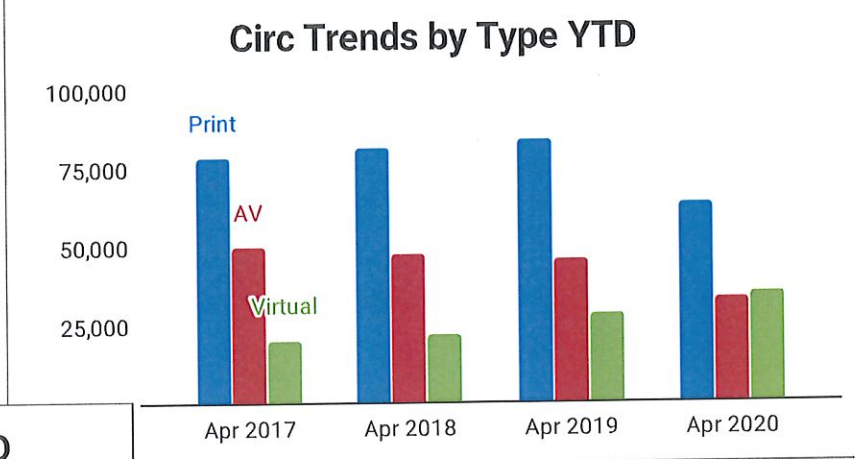
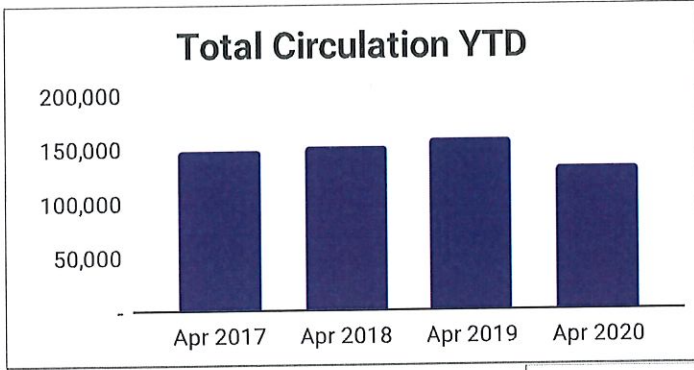
Youth Services Report

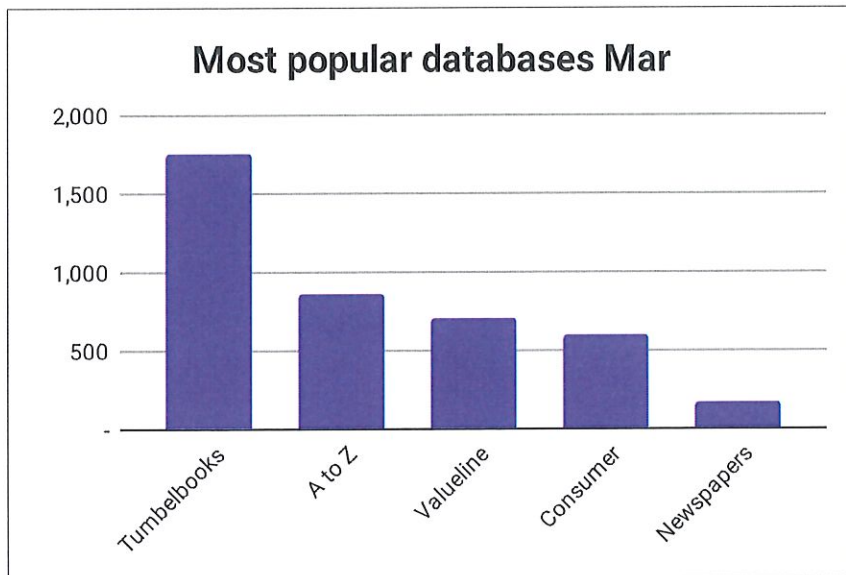
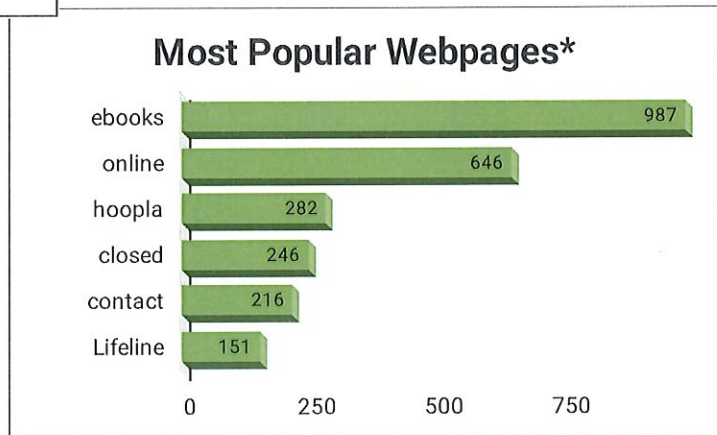
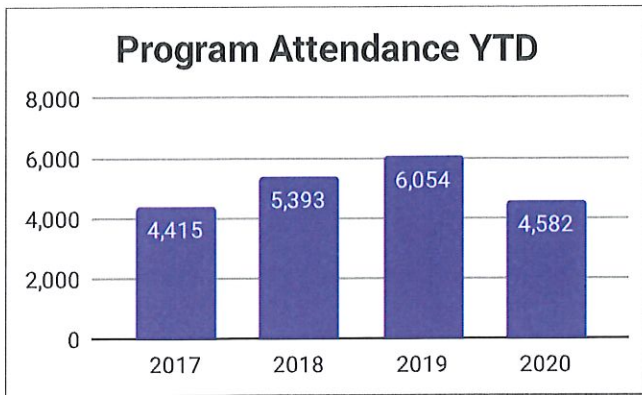
Meg Anthony, Head of Youth Services

- We wrote 3 children's blog posts and 1 teen DPL Blog post in April.
 - At-Home Teen Book Bingo (Nina)
 - KiDLS & Little KiDLS Online: Whoosh! Things that Fly! (Noreen)
 - Kanopy Kids: Entertainment for your Kiddos (Noreen)
 - Virtual Drop-In Craft: Recreate Your Favorite Book Cover (Kary)
- Youth & Teen made 12 Instagram posts in April.
- There were 20 Kids/Teen related Facebook posts in April.
- Kary hosted 4 virtual Preschool Outreach Storytimes in April, the last of which was 'live'. Those got a whopping 2,204 views!
- Julie's Drop-In Storytime got 932 views!
- Cristina, our new Youth Programming Coordinator, organized 3 outside presenters for April: Snow Queen 'live' (59 views), Geoff Akins Bubble Wonder (206 views), and Jodi Koplín's Jiggle Jams (47 views).
- Kary finished the ALA *Stories, Songs, and Stretches* class. After teaching 3 programs, she will be a certified instructor.
- Kary continues to participate in the weekly ECEDS (Early Childhood Educators for Deerfield Schools) Zoom meetings. These have been extraordinarily helpful in understanding the needs of our community partners, and how we can best help them during this time.
- Per the Illinois State Library guidelines, we are tracking *views* instead of *viewers* for our virtual programs where it is not possible to obtain an exact headcount. Going forward, this will make it challenging to compare to previous statistics, but it also doesn't accurately capture participation. When a preschool aged child views one of our online storytimes, they clearly got to it with the help of a grown-up. Did the grown-up join them for storytime? Did a sibling, or the whole family? We cannot know fully how many participated in some of our virtual programs, but I would like for us to think of each view as equal to at least 2 people, because that is probably the most accurate representation.
- Now that staff are becoming more comfortable with pre-recorded virtual storytimes, we are looking forward to trying some 'live' ones! You will begin to see more of these on Facebook Live.

Deerfield Public Library

April 2020 Statistics





To: Board of Trustees
Re: COVID-19 Library Response Report
Date: May 20, 2020

Background

While the library building has remained closed to the public, the library continues to provide services to our community. The Library continues to work with our local government partners. When the Governor announced his Restore Illinois plan, public libraries were not explicitly listed in the lists of essential businesses. We have planned for a phased reopening which is included in this packet. The Illinois Library Association issued a statement on May 11, 2020 (see: <https://www.ila.org/advocacy/covid-19-resources>) in which the Association recommends that each public library look at a variety of factors before opening. Library staff have been working on this plan. This document will outline the work we have been doing since the April Board Meeting.

Providing Virtual Services

As reported last month, DPL's energetic and enthusiastic staff were able to quickly pivot and provide a number of programs and services virtually for our patrons. These programs have stemmed from an interactive storytime with some favorite characters, including the Snow Queen. Our Youth Services staff is scheduling story times. Our Adult Services staff have held art programs and book discussions. There was a learning curve to get staff comfortable filming themselves.

Our e-resources have been used heavily. We have seen an increase in ebook circulation across the board. We observed an increase in usage of our Kanopy resource after we published a blog post on the subject.

In addition to providing programming and materials, staff has continued to work to find ways to engage with the community through personal connection. Staff has been responsive to emails and replying to any reference chats. Youth Services staff continue to meet with their community connections through online meeting platforms. Adult Services staff created a Library Lifeline program to engage with adults who rely on the Library for social interaction. When we closed, we moved a wifi hotspot closer to the parking lot and since then, there have been 166 unique devices that have logged sessions. We have been listed on a website which is a resource the Governor's Office released as a tool to help people find WiFi hotspots:
<http://illinois.maps.arcgis.com/apps/webappviewer/index.html?id=23e8046edd2940bc8ad3ad1725e47cd0>

People can type in their location and see us as a drive up hotspot.

Staffing

As reported at the April meeting, staff have continued to be paid for their normally scheduled hours. They have attended over 300 hours of continuing education webinars and done other

duties as assigned by library supervisors. All departments are meeting regularly with their staff. We are maintaining our regular All Staff Meeting schedule. Our Staff Enrichment Committee has created "virtual hangouts" for staff to check in on each other and say "hi". As we begin to look forward to returning to the building, we anticipate more staff will be able to be more fully engaged with their regular library responsibilities.

Managers are working on the best way to schedule staff in the building to ensure that we are abiding by proper social distancing guidelines while still delivering customer service. We have learned that there are some roles in the library that can be done easily at home. Others require more time in the building.

Future Planning

As with many aspects of dealing with a global pandemic, the information we have changes rapidly. The Managers have been working on the draft Reopening Plan, which is included as a separate document in the board packet. In addition, a supplemental Curbside Delivery plan is also included in the packet.

The Patron Services staff have remained abreast of the latest and varying recommendations on how long materials should be quarantined before the items can be reshelfed. IMLS is partnering with Batelle to perform a scientific study on the Coronavirus and the impact the virus has on library materials. As such, the recommendations for the safe handling of materials is still under investigation. Without hard scientific data to show otherwise, we are planning for a 7 day quarantine of returned library material. We intend to use the Meeting Rooms to house the materials and staff will have a system in place to know when each pile of books and other materials are able to be shelved. We intend to open the book returns to begin accepting returns on a limited basis. This is to ensure that we have the staff available to empty the book drops and to not overwhelm the space available. Please note, we currently have over 20,000 items checked out from the Library.

I've included information about our planned Curbside Delivery service as well. We anticipate offering this service after the Governor has released the current Stay at Home order and has declared our area safe to move to Phase III of his plan. The Library will continue to offer virtual services and is committed to bringing staff safely into the building. I anticipate that we will be open limited hours in Phase IV of his plan.

Returning to Work

As you'll see outlined in the Draft Plan for Reopening, the library staff will be expected to return to work on a rotation when we begin accepting returns and offering curbside delivery. We are working to source the appropriate PPE for staff during this time. We have created an inventory of the items we have on hand while continuing to add to our inventory. The MakerSpace staff have made fabric, reusable masks for each staff member. In addition, we have cleaned our building thoroughly with our regular cleaning company. We have an inventory of approved cleaner and are investigating a special monthly disinfection of surfaces in the building.

To: Board of Trustees
Re: Library Finances and Tax Payment Deadlines
Date: May 20, 2020

Kelly, Business Manager met with Seth, Library Board Treasurer on May 8, 2020 to discuss the Library finances and the potential future impact. We discussed the FY19 Library Audit which is currently being conducted.

We also wanted to provide an update on tax payment deadlines to the Board prior to the Board Meeting.

On May 12, 2020, the Lake County Board passed an ordinance that provides for an alternative property tax payment plan due to the economic disruptions caused by the Covid-19 virus. Under this ordinance, property owners may choose to make their tax payments under the following schedule without facing a tax penalty:

- 50% of first installment by June 8
- 50% (remainder) of first installment by August 7
- 50% of second installment by September 8
- 50% (remainder) of second installment by November 9

The Treasurer's Office believes that while this will delay some collections, we will still be able to collect and distribute a majority of the first installment in June 2020. Entities should expect slightly smaller distributions than normal in May and June, and slightly larger distributions in July and August.

The Library continues to value the importance of our Reserve Funds and being fiscally responsible. Based on the Fund Balance policy, if the Library experiences a delay in property tax distributions, our General Reserve Fund will allow the Library to continue to operate for three to six months at current budget levels. The Library's Capital Reserve Fund is an assigned fund balance to be used for capital purchases and/or unanticipated shortfalls of an emergency nature.

DRAFT

DPL Reopening Plan

Introduction

The global health crisis of COVID-19 forced our library to close our doors temporarily. While the building has been physically closed to the public, the library staff have been actively providing library services for the Deerfield community.

The health and safety of our staff and patrons remains the guiding principle in the implementation of this phased plan.

We realize that when we physically return to the library, we will face new challenges to providing our services. We know that immediately upon our return to the building, the library will not operate as it did prior to the closing. We face many uncertainties when it comes to planning our reopening. These include:

- When this phased approach to services begins
- How long each phase will last
- Whether we will have to go back to an earlier phase
- Whether we receive additional guidance from our local government units when it is considered safe to reopen

This plan responds to that reality by outlining proposed stages to reopen our facilities and to reintroduce people to our physical spaces, our materials, and in-person services with new health and safety protocols in place. Given the ever-changing nature of this current situation, we have also added that our assumptions include the potential for reversion to earlier phases if new infections occur and government mandates to shelter are reinstated. This document, therefore, will continue to be developed as we learn more and is subject to change.

Phase I: Allow Staff in the Building

- The Library building remains closed to the public but staff continues to provide virtual services
- The building is reopened for limited staff to come to work to do the following tasks:
 - Business Office tasks (payroll, check runs)
 - Facility tasks
 - IT tasks
 - Support Services tasks (accepting deliveries, processing and ordering materials)
 - Patron Services tasks
- During this time, staff will begin accepting returns in the book drop only at specific hours.
- Staff will continue to follow CDC guidelines for workplaces.
- For staff to work in the building, they **MUST** maintain a 6 foot distance from their coworkers. A face covering should be worn while working in the Library. The Library has a supply of face masks, gloves, and cleaner. There will be a supply of masks and gloves at each service desk. In addition, each desk will have a supply of cleaning supplies.
- Any staff entering the building must inform their manager and the director of their intention to be in the building. A record will be kept of who is in the building at all times.
- Facility staff begin to install sneeze guards at service points. In addition, directional markings will be added to the floor to indicate the direction of foot traffic, specifically in stacks.
- Regular cleaning resumes and work with a local company to provide a disinfecting service monthly during this time

Phase II: Limited Services: Curbside Pickup & Accepting Returns

- Repeat the same procedures as in Phase I
- Library will continue to accept returns in the outside book drops during the times that we are providing curbside pickup during the day. These hours will be determined by staff.
- Collection Limits placed on high touch items: LOT (except hotspots, kindles, roku), baby bundles, board games, discovery kits and Baby Board Books will not be available for checkout
- In addition to accepting returns in the book drop, staff may begin offering curbside pickup for library materials, including holds. This assumes that the Library has the appropriate materials to ensure the safety of the staff. Additionally, this assumes that we know the appropriate levels of quarantine for library materials. Staff will use library provided single use bags to deposit materials in patron cars.
- Regular mail deliveries resume. Ordering materials resumes.
- The building remains open for staff

Phase III: Moderate Staff & Services

- Repeat the same procedures from previous phases
- Continue curbside delivery and accepting returns
- Regular consistent collection work can begin

- Staffing will be done on a departmental basis and should reflect recommended physical distancing guidelines. Staffing should be staggered to ensure safety of the staff

Phase IV: Building Opened Limited Hours

- Repeat the same procedures from previous phases
- Special hours for vulnerable populations
- Homebound services resume in accordance with our community partners at Assisted Living Facilities
- Preschool outreach will resume to coincide with the school year
- Building is open for limited hours with limited services: Parts of the Library will not be accessible to patrons including Youth Services Department (Staff will be available to answer questions and gather materials), computer lab study rooms, quiet room, general seating, office supplies, fidget box, MakerSpace and in person one on ones
- No public meetings are allowed
- Continue virtual programming and limited in person programming
- Staffing plans remain staggered

Phase V: Building Open Regular Hours

- Repeat the same procedures from previous phases
- Special hours for vulnerable populations
- Physical distancing measures in place for the library patrons
- Staggered staffing
- No public meetings allowed
- Continue virtual programming and limited in person programming
- Begin accepting donations for the Friends book sale

Phase VI: Pre-Pandemic Levels of Service

- Repeat the same procedures from previous phases
- All staff are working normal hours of operation
- All programs return to pre-COVID levels
- Outside meeting room reservations allowed

PHYSICAL DISTANCING IN THE BUILDING

- Patrons will be expected to wear masks at all times while in the library. Patrons will be expected to maintain a 6 foot distance between other patrons and staff.
- Computers will be placed in-service/out-of-service so that there is a 2 (or 3) -computer gap in between users.
- Patrons will be asked to wipe down computer keyboards, mice, and surrounding table surfaces with antiseptic wipes after each use using the provided wipes.
- Patrons will be expected to wipe down self-check with antiseptic wipes after each use.
- Staff will wipe down service desks at intervals throughout the day.
- Staff will wipe down staff phones, computers, and mice with antiseptic wipes between shifts.
- Staff will self regulate to limit contact in the Breakroom. Only 4 staff will be allowed at a time.
- Marks on floor for social distancing while standing in line and for maintaining appropriate distance from service desks and at key intervals throughout the library
- All soft seating, toys, and ipads are removed
- Select collections (LOT, Baby Bundles, Board Books) will be unavailable
- All the table chairs are removed to ensure social distancing when the Library initially reopens. As time passes, more seating will be available for patrons.
- Doors are left open whenever possible to allow people to pass through without touching
- Hand sanitizer stands are placed at key areas throughout the library
 - Staff Door
 - By each Service Desk
 - At stairs

STAFF SAFETY

- Staff will be provided masks to wear when in the building. Staff will be expected to maintain a 6 foot distance among other staff members. Staff will be expected to wear masks.
- Clean your hands often. Wash your hands with soap and water, vigorously rubbing together front and back for 20 seconds. Or use alcohol-based hand sanitizers, rubbing hands until they are dry.
- Clean shared surfaces and equipment often. Use disinfectants to clean commonly touched items such as doorknobs, faucet handles, copy machines, desktops, handrails, microwave buttons, keyboards, and elevator buttons.
- Stay home when you are sick. When you are sick or have flu symptoms, stay home, get plenty of rest, check with a health care provider as needed, and notify the Business Office as necessary
- Avoid meeting people face-to-face. Staff are encouraged to use the telephone, online conferencing, e-mail, or instant messaging to conduct business as much as possible, even when participants are in the same building. Unavoidable in-person meetings should be short, in a large meeting room where people can sit at least six feet from each other; avoid shaking hands.
- Eliminate unnecessary travel and cancel or postpone nonessential meetings, gatherings, workshops and training sessions.
- Do not congregate in work rooms, staff rooms or other areas where people socialize. Keep six feet apart when possible.
- Staff members who have tested positive for COVID-19, may be asked to submit a doctor's note indicating they are fit to return to duty prior to returning to the library.

COMMUNICATIONS PLAN

- Work with staff to communicate changes to service
 - Regular social media outlets
 - Website
 - Blog post
- Draft Talking points for each phase
- Add additional signage for parking lot

To: Board of Trustees
Re: DPL Curbside Pickup Procedures (Proposed)
Date: May 20, 2020

Background

The Library staff is actively looking for ways to engage the public in a safe manner and feel that Curbside Pickup will be a good step to introduce as the Library gears up to reopen to the public. The managers have worked to develop the draft plan that is outlined below.

Who: All Deerfield residents with Deerfield Public Library cards.

*Patrons may pick-up items on behalf of another Deerfield Public Library patron, such as a neighbor or family member they don't live with, homebound, etc.

*Reciprocal borrowers will not be included at this time.

What: Books, movies, CDs, magazines, limited LOT.

*Curbside pickup will be limited to 10 items per person.

*New DVDs and Lucky Ducks will be holdable.

*Kindles, Rokus and Hotspots will continue to be available.

*Baby Bundles and most LOT items, including board games, will not be available.

*DVD and video game limits will be increased to 20 to accommodate items that are quarantined and not checked back in right away.

When: TBD, by appointment only. Patrons will sign up for an open time slot via the website/Communico Curbside feature.

*Time slots will be 15 min long with a second 15 minute slot blocked as a buffer.

*If a patron does not make it during their time slot, they can sign up for a second time slot. If they miss the second time slot, their items will be returned to the shelf or to the next person on hold.

*If a patron is picking up items for another family member or neighbor, they must indicate all names for pickup in the Curbside notes section.

Where: 6 parking spaces will be designated for curbside pickup. Each parking space will have a sign with the parking space # and the number to call the library.

*Signs will state patrons should stay in their cars and open their trunks; returns will not be taken from the cars.

*Patrons must place all returns in the returns bin.

How:

(NOTE: Staff will be required to wear PPE when gathering items, placing holds and delivering to cars and practice social distancing.)

-We will begin TBD with a period of Returns Only for one week. During this time patrons will be asked to return checked out items during the designated Returns Hours TBD. Items will be immediately placed in quarantine for TBD days.

*Signs on return bins will state that items will not be checked in for TBD days due to quarantine.

-After a one week period of returns, we will offer a soft launch for patrons who currently have items on the hold shelf. We will email all patrons with items on the hold shelf with a link to schedule a pick up time. Soft launch will last one week. After, we will open up curbside to the rest of DPL patrons.

-Patrons will place holds for items through the library's catalog online.

*Patrons can email reference@deerfieldlibrary.org to ask for an item(s) to be placed on hold and AS staff will place the hold for the patron.

*At this time, due to limited staffing, we cannot take calls from patrons requesting holds be placed for them.

*At this time, due to limited staffing, we cannot respond to requests for reading/viewing recommendations. Patrons will have to place holds on specific titles.

*We are unable to get materials from other libraries at this time.

*We are unable to fulfill requests for print jobs, faxes, scans, etc.

-Pick lists are run at the beginning of the day and between breaks in curbside delivery. TBD

-Staff members will gather all materials from their designated section on a cart and place the cart outside the PS office. Staff members in the PS office will take the cart into the office, pop the holds and place items on the holds shelf. Patrons will receive the automatic message that their hold is available. Patrons will then go to the website and sign up for a time slot using Communico Curbside.

*We will change the automated hold notice to include a link to schedule a pickup time.

*Patrons who do not receive email notifications will have to be called and scheduled for a pickup time.

-Each morning, a staff member(s) will review the patrons scheduled for pickup. Those items will be retrieved from the hold shelf, checked out to that patron, bagged, labeled, and placed in a waiting area.

*Curbside website will include a note field asking the patron to identify all people they are picking up materials for.

-When the patron arrives at the library during their designated time slot, they will park in the designated numbered parking space. The patron will call the library and give their name and parking spot number. Patrons will be asked to open their trunk. The staff member taking the call will give the information to the runner, who will retrieve the items from the waiting area and deliver it to the patron's trunk.

*We will not accept drive-ups for items that are listed as ON SHELF. Items must be placed on hold in advance and patrons must have received notification that their hold is ready and signed up for a time slot.

*Staff members will not retrieve returns from a patron's car. Returns must be placed in the bins.

-Upon re-entering the library, staff members should remove and dispose of their gloves in the garbage can provided in the vestibule and use the restroom to wash their hands.

NEEDED

- PPE; staff training on using PPE
- Garbage can in vestibule
- Bags for checkouts (currently have 2 boxes of 500 each)
- Numbered signs for parking lot (include phone number and verbage to stay in car)
- Signage on Door
- Signage for Returns bins
- Publicity on Website, FB, Instagram, Eblast
- Change wording on Shoutbomb and enotifications
- Change hold limit to 10
- Make DVDs and Lucky Ducks holdable
- Alert Deerfield Police Department when we go live.

Additional Comments/Things to Investigate

- How many staff are needed for this? What do their shifts look like? Will we be using the "team a/b/c" concept?
 - 1-2 PS staff to answer phones
 - AS/YS staff to help gather materials/ runners?
 - Additional PS staff to empty book drop/check out materials?
- Where do fines fit in? Are we going to start charging fines when we begin curbside? Our fines income will be down even more significantly than we budgeted.

Patron Information for website/social media

Follow these steps to pick up library materials.

1. Place items on hold.
 - Use our website to search the catalog for items and place a hold by clicking on "Request It" and enter your library card number.

2. Wait for confirmation that your items are ready for pickup and schedule an appointment.
 - You will be notified by email when your items are available for pick-up. Your notification will include a link to schedule your pick up time. Click on the link and select a pick up time.
 - If you are picking up materials for multiple family members, please list the names of all pickups in the notes section when scheduling your appointment.

3. Curbside pickup:
 - When you arrive at the library, please park in the numbered parking space you reserved.
 - Call the library at 847-945-3311 and give your name and parking spot number. Please have your trunk open. *If you do not have a cell phone, please call the library before you leave and provide your estimated arrival time.
 - Items will be checked out to you, placed in a bag with the receipt.
 - A staff member will bring your items out to your car and place them in the trunk. Please do not exit your vehicle.

Please Note:

- In order to support social distancing efforts, the library is operating with a very limited staff. Staff will fulfill your holds as quickly as possible, however wait times may be longer than usual.
- If you have materials to return, they should be placed in the book drop. Staff members will not remove books from car trunks.
- There will be a delay from when you drop off returns and when they get checked in for quarantine purposes.
- Because we are working with limited staff, we ask that you limit the total number of items requested to **10** per card holder at this time.
- Some of our items, such as Baby Bundles, Discovery Kits, board games and certain Library of Things items will not be available at this time. (Kindles, Rokus, and Hotspots will still be available for check out.)
- The library is not accepting book donations at this time.
- If you are sick, or are in a household with someone who is sick, we ask that you refrain from using this service.

Q: How long will you hold my items?

Your items will be held for 3 days. On the day of your scheduled pickup, the items will be checked out to you. If you do not pick up your items at your scheduled pickup, you may reschedule once. If the second pickup is missed, items will be returned.

Q: What if I'm early or late for my pickup window?

Early: Your items will not be ready or available until the appointed time. Do not park in your designated spot until your pickup window opens.

Late: You will need to reschedule your pickup by calling the library.

Q: When are my items due back?

Item due dates will vary depending on item type and are calculated based on checkout date. Please check the receipt included with your items to find exact due dates. You can renew items through our online catalog.

Q: How do I return my library materials?

Please return items to the outside book drop at the location of your choice. Please do not leave returned items anywhere other than the book drop. If you find the outside book drop full, do not leave items outside or attempt to force items through. You do not need to make an appointment to return items.

Q: What if I can't return items, or if the item is oversized?

Oversized items that do not fit in the return bins are not due at this time. Please hold on to those items until we are able to accept returns in the library. You will not be charged fines on those items. If you are unable to return other items to the library, please call or email the library.

Q: Can I get items from other libraries or Interlibrary Loan?

No. At this time we are not able to get items through our courier or Interlibrary Loan lending systems.

Q: What precautions are in place to keep this as safe as possible?

While we cannot be certain library items are 100% virus-free, we are following CDC recommendations, and we are taking precautions to prevent cross-contamination. Library materials are quarantined for **TBD** hours before being re-shelved. Please do not use cleaners or disinfectants on library materials.

We are also following social distancing guidelines in the building as well as limiting the number of staff present. Staff are required to wear masks while working. We are also limiting the number of pickups per pickup window to prevent large gatherings.