# DEERFIELD PUBLIC LIBRARY BOARD OF TRUSTEES
# MEETING AGENDA
## 920 Waukegan Road, Deerfield, IL, Meeting Room
## Wednesday, September 22, 2021, 6:30 PM

**Residents wishing to share thoughts about any matter concerning the Library may do so by submitting an email to amy@deerfieldlibrary.org prior to the meeting.**

1. ROLL CALL & CALL TO ORDER

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

3. APPROVAL OF MINUTES
   - A. August 18, 2021 Regular Meeting (ACTION)

4. TREASURER REPORT
   - A. Financials: Balance Sheet, Revenues & Expenses (ACTION)
   - B. List of Checks and Payments for Approval (ACTION)
   - C. Proposed FY 2022 Budget & 2021 Levy Request (DISCUSSION)

5. VILLAGE LIAISON REPORT

6. LIBRARY DIRECTOR'S REPORT

7. OLD BUSINESS

8. NEW BUSINESS
   - A. Approval of Proposed 2022 Holidays (ACTION)
   - B. Approval of Proposed Employee Handbook Updates (ACTION)
   - C. Approval of DPL Website Redesign Quote (ACTION)
   - D. Approval of Quiet & Respite Room Flooring Upgrade (ACTION)
   - E. Approval of Automated Materials Handler Sorter Update Quote (ACTION)

9. OTHER

10. ADJOURNMENT

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

Upcoming 2021 Library Board Meetings: October 20, November 17, December 15

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

**DEERFIELD PUBLIC LIBRARY BOARD OF TRUSTEES**
**REGULAR MEETING MINUTES**
**August 18, 2021**

1. ROLL CALL & CALL TO ORDER

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

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

Emily Wallace called in to listen to the meeting.

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

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

None.

3. APPROVAL OF MINUTES

A. July 21, 2021 Regular Session Meeting (ACTION)

MOTION: Mr. Mike Goldberg made a motion to approve the July 21, 2021 Regular Meeting minutes, seconded by Mr. Howard Handler.

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

The motion was approved.

B. July 21, 2021 Executive Session Meeting (ACTION)

MOTION: Mr. Kyle Stone made a motion to approve the July 21, 2021 Executive Meeting minutes, seconded by Mr. Seth Schriftman.

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

The motion was approved.

4. TREASURER REPORT

Mr. Schriftman discussed that the Finance Committee met today to discuss the 2022 draft Library Budget. Mr. Schriftman presented the July financials.

Ms. Ellenbogen requested a financial snapshot of our investments in general and capital over the last 5 years. Mr. Handler had a question about the Fund Balance Policy and requested library staff to present the balances at next month's meeting.

DPL Board of Trustees
Regular Meeting Minutes
August 18, 2021

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

MOTION: Mr. Stone made a motion to approve the July Financials seconded by Mr. Goldberg.

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

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 | $ 125.98 |
| -AP Checks 12596-12653, 10 ACHs, WinTrust | $ 142,199.98 |
| The total amount presented for approval | $ 142,325.96 |

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

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

The motion was approved.

5. STAFF PRESENTATION: Heather McCammond-Watts, Head of Youth Services

Ms. Heather McCammond-Watts presented to the Board on recent and upcoming events and materials in the Youth Services Department. The Board was very happy to learn more about the ongoing EDI audit of our collection. Ms. Luisa Ellenbogen asked if they have received any feedback. Ms. McCammond-Watts stated that the Youth department has received positive feedback so far from patrons. Mr. Abosch thanked Ms. McCammond-Watts and complimented on the fantastic work the department has done.

6. VILLAGE LIAISON REPORT

None.

7. LIBRARY DIRECTOR'S REPORT

Ms. Falasz-Peterson provided the Director's Report and Library updates. The Friends of the Library will meet at 7 p.m. on August 23, 2021. Harriet Rosenthal's Garden Dedication is scheduled for 10 a.m. on September 18, 2021. The invitation is included in the packet. Mr. Absoch asked staff to investigate the outdoor space attached to the Quiet Room. Mr. Absoch asked staff to consider adding DPL branding to the craft kits for patrons.

DPL Board of Trustees
Regular Meeting Minutes
August 18, 2021

8. OLD BUSINESS

A. Discussion Board Meeting Times & Location

The Board discussed the plan to continue to meet in person for regular board meetings.

B. Reminder: Committee "Charters"

The Board discussed the Committee Charters listed on the committee list.

9. NEW BUSINESS

A. Acceptance of the Proposed 2022 Board Meeting Dates (ACTION)

MOTION: Mr. Schriftman made a motion to approve the 2022 Board Meeting Dates, seconded by Mr. Goldberg.

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

The motion was approved.

B. Approval of Youth Services Shelving (ACTION)

MOTION: Mr. Schriftman made a motion to approve the Youth Services Shelving Quote, seconded by Ms. Ellenbogen.

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

The motion was approved.

10. OTHER

Mr. Schriftman asked if the Library had received any additional applications for the Memorial Tree. Ms. Falasz-Peterson reported that we had not since the first round of applicants. The application is on the library's website and we have previously promoted this.

Mr. Abosch wanted to recognize Mr. Walter Roth, who worked for Executive Service Corporation. Mr. Roth helped the Library with their first strategic plan and Mr. Abosch learned that he recently passed away.

A. Reminder: Building Committee Meeting is on August 26 at 6:00 p.m.

The Building Committee will meet on August 26.

11. ADJOURNMENT

At 7:41 p.m., Mr. Goldberg made a motion to adjourn the meeting, seconded by Mr. Schriftman.

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

The motion was approved.

_____

Luisa Ellenbogen, Secretary

# Director's Report: September 2021

**FYI**

- This weekend is the Harvest Fest. The Harriet Rosenthal Garden Dedication is scheduled for **Saturday, September 18, 2021 at 10 a.m**.
- The Finance Committee will meet at 5:30 p.m. to review the FY 2022 Budget.
- We returned to a mask requirement on August 2 which was announced on our social media. For most of this pandemic, our community has been supportive of our masking requirements. However, in the past week, we have two instances of patrons who have not complied with our rules.

We shared our updated mask requirement. The post reached 653 people and received 61 engagements, which is a 9.3% engagement rate.

- Articles of Interest:
  - https://www.publishersweekly.com/pw/by-topic/industry-news/publisher-news/article/87306-the-book-biz-tries-to-avoid-supply-chain-disruptions.html
  - https://www.ala.org/news/state-americas-libraries-report-2021

**Personnel**

- In August the library had 1 separation
  - Administrative Assistant on August 17
- In August the library filled 1 position
  - Support Services Clerk on August 25
- The library has 1 position open
  - Youth Services Associate

# DEPARTMENT REPORTS

**Adult Services Report**

Melissa Stoeger, Head of Adult Services

- Dylan created an updated version of our Libby tutorial video.
- New additions to the Library of Things: voice amplifier, Chess set with timer
- A patron stopped at the Media desk to say thank you to the Library for "making people wear masks." (8/10/21)
- Another patron stopped in to tell us how much he loved his Personalized Picks from Dylan and how great he thinks the service is! (8/23/2021)
- “Thank you for making this program available through the library [Black Sox, Bill Goats and Monsters of the Midway]. Clarence Goodman was marvelous. I would love for the library to make it possible for the Murder, Mayhem & The Mob to be presented by Clarence in the future.”
- “Thanks once again for all the programs you are offering through the library. I have to say, we found last night’s speaker to be wonderful! He was informative and enthusiastic. I know you talked about having him back and my husband’s eyes went up at the mention of programs on the mob and true crimes. We hope to see him again.” (Black Sox, Billy Goats and Monsters of the Midway)
- The Backyard Movie Bundle YouTube video is now up to 7.8K views! It is now the 4th most watched video on the Deerfield YouTube page in only three months.
- 1,068 Patron Questions
- 16 Library Lifelines
- 18 Books to Go
- 3 programs for Center for Enriched Living (46 total attendees)
- 4 Personalized Picks
- 14 live programs with 209 attendees and 14 passive programs with 245 attendees
- 486 listens to the podcast
- 207 Study Room reservations
- Proctored 1 exam
- Our database statistics are up quite a bit this month, largely due to Ancestry use.
- We sent one volume of the Deerfield Reviews to the Crowley Company to test their digitization process. Initial results of the digitization look good. We are waiting to check the condition it is returned in before we proceed with sending additional volumes.
- Jamie is preparing the technology for offering hybrid in-person/virtual programs in the fall.
- We have ordered an adult Launchpad to test out to see if it might be useful for adults with memory issues.
- Melissa and Vicki are working on creating Memory Kits for adults with dementia and Alzheimer’s.
- Vicki is working with Judy to partner with the Township on creating a Memory Cafe for adults with memory disabilities.

**Business Office Report**

Kelly DeCorrevont, Business Manager

- Completed check runs on August 3, August 12 and August 31
- Mira and Kelly completed payroll processing on August 5 and August 19
- Met with managers to discuss the 2022 library budget and specific line item updates
- Shared an Employer Quarantine Chart with managers on August 19. It explains what to do when exposed to COVID and when to quarantine.
- Attended the virtual DPL All Staff Meeting on August 24
- Completed a New Hire Orientation on August 25
- Whistleblower Compliance Policy was shared with all staff on August 26
- Created a Trakstar Perform account on August 27. We will be using Trakstar to complete our annual employee reviews and self evaluations this year. Merit increases will go into effect on January 1, 2022. This is a change from previous years on May 1.
- The Staff Enrichment Committee concluded the DPL Step into Summer Challenge this year on August 30. Congratulations to the winning team Quietly Competitive with a total of 839,015 average steps per teammate! This was a 12 week staff step challenge.
- Posted the Accounts Payable Associate job on August 31

**IT Report**

Tom Owen, Head of IT

- Our faulty UPS battery backup devices have been successfully replaced. We installed two new units providing redundant power for critical servers and an equally balanced load across the equipment. The installation resulted in downtime of less than 15 minutes and proved itself effective during power outages on September 7th.
- The department has been focused on creating updated and comprehensive documentation about the library's IT infrastructure. This includes verifying current inventory for accuracy and network data such as VLAN information and port configuration on our switches.
- Meeting Room AV technology has been tested and verified to be working ahead of the return of in-person programming. We are still researching vendors and solutions for updating technology in the meeting rooms to make sure it is reliable as equipment ages and becomes obsolete.
- The MakerSpace is open for regular hours and we have been accommodating patrons with both scheduled appointments and walk-in projects. There are a number of drop-in programs planned for the Fall season created with the intent of drawing more patrons into the space and increasing awareness of our services.

**Outreach Report**

Judy Hoffman, Outreach Coordinator

- Masks required for patrons and staff at Deerfield Library: Patch (8/2)
- Thanks to work across local groups, Deerfield designated as Dementia Friendly Community: Deerfield Review (8/3)
- Deerfield Public Library: Latin Hip Hop as a new poetry: Patch (8/9)
- Grant awarded to Deerfield Public Library: Patch (8/27)
- DPL supplied the West Deerfield Township Food Pantry with approximately 100 children's picture books recently withdrawn from the collection. Outreach and Patron Services coordinated the timing on the processing, and Tony/Facilities delivered the books. These books are very popular with the Pantry clients. We will continue to provide these books ongoing.
- Memory Cafe: Plans are moving forward to launch the Memory Cafe at the library, in-person, starting November 3. Masks required, and attendance limited to accommodate safe distancing. CJE SeniorLife/Weinberg Community will be co-sponsor with DPL. The cafe will be scheduled for the first Wednesday of the month, 10:00 a.m.
- Community Relations Commission: This group has continued to stay active through the pandemic. Briefly, meetings went back to in-person, but have returned to Zoom. Planning for the structure of a new Community Kindness Award program is advancing. Also, guidelines are being finalized for applications for DHS student representatives on the Commission.
- Deerfield Fine Arts Commission: This group has been inactive since June 2020. We return to meeting (via Zoom) on September13. One item up for review are new student mural designs for the east-facing wall of the AT&T building on Deerfield Road.

**Patron Services Report**

Sayaka Suzuki, Patron Services Manager

- The Virtual Patron Library Card registration information was updated on the website. We are no longer posting specific hours for appointments.
- Curbside hours for appointments were updated on the website. We removed specific time slots on the home page, and expanded the hours to Monday through Friday from 10 a.m. to 2 p.m. However, we are accepting requests during the entire library business hours including same day requests.
- During the month of August we had 9,200 library visits.
- During the month of August we had 26,897 physical items that circulated including renewals.
- The average per day for curbside pickup appointments for the month of August was 3.1. We did a total of 68 curbside pickup appointments.
- The average per day for the Virtual Patron Library Card registration for the month of August was 0.48. We did a total of 12 virtual appointments.

**Support Services Report**

Pam Skittino, Head of Support Services

- Baby Books became holdable
- Tom Walsh updated all of our circulation loan rules to reflect the new Circulation Policy that went into effect on Sept 1st.
- A manga collection was started for Teen and Children's
- Pam attended a virtual Tech Services meeting
- Aurora Public Library will be joining the LINKin group by November
- Pam created and shared directions for LINKin libraries to sync their material formats with the LINKin server - this is initially done during setup but if it isn't maintained, materials could be displaying the incorrect item type icons (a book graphic instead of a DVD graphic, etc.)
- The login page for EZProxy was updated to add our logo and update the wording.

**Youth Services Report**

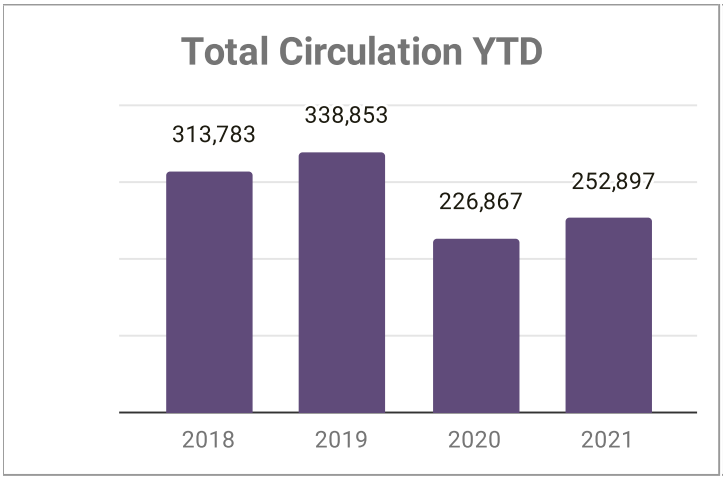
Heather McCammond-Watts, Head of Youth Services

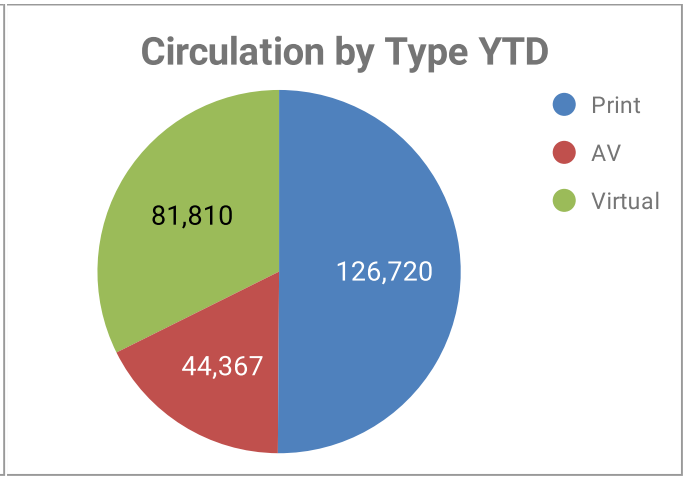
- We are interviewing candidates for the part-time YS Associate position.
- Fall registration is going very well and several programs are already full.
- Our Grab & Go bags continue to be a big hit with patrons of all ages.
- We unveiled both a teen and kids manga collection due to popular requests.
- Mariel has updated the teen portion of our website with lots of new content/book lists.
- We coordinated with AS to launch a teen-adult photography scavenger hunt.
- We held a joint program with area libraries to host popular children's author, Dan Santat.
- Kary is working with Wilmette Library for a national ABOS conference presentation
- Launching a new Connections newsletter for early childhood educators
- Picture Book Park Diversity Audit and Browsing categories project
- Planning outreach to the preschools, elementary, middle, and high schools

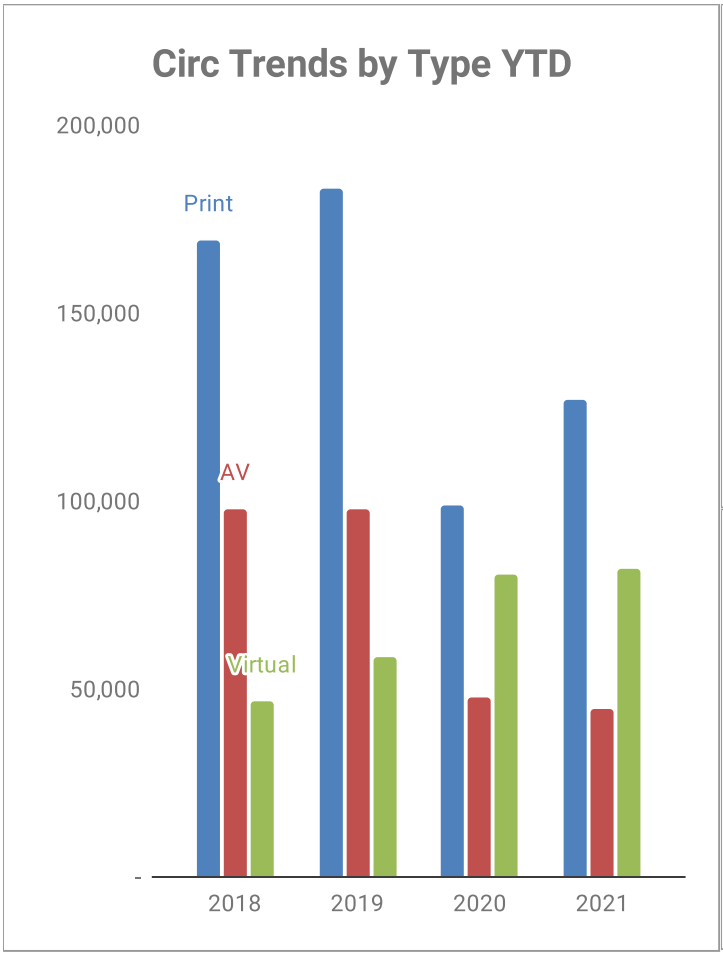
We shared an animation that a teen patron made for a Summer Reading badge. The tweet received 780 impressions, received 89 views, 17 total engagements, and had a 2.1% engagement rate.

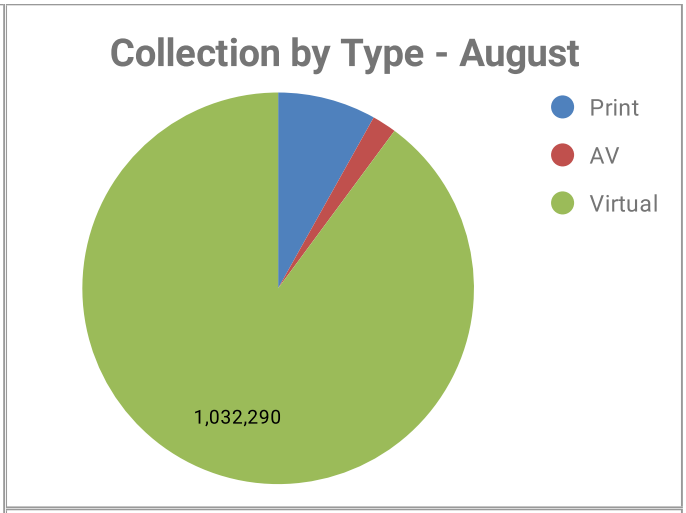
| Program Title | Program Outcomes |
|---|---|
| Virtual Treehouse: Theater Games | Creative thinking, SEL skills, family fun |
| Picnic Stories & Campfire Stories | Literacy development, book discovery, pleasure reading, family time |
| Family KiDLS | Critical thinking, creativity, STEM skills |
| Stories in the Wild: Outdoor Storytimes | Literacy development, social support, play based learning, family time |
| Grab & Go Kits Kids | Creativity, hands-on learning |
| Grab & Go Kits Teen | Creativity, self expression |
| Back to School Scavenger Hunt | Critical thinking, puzzles |
| Author Dan Santat event | Literacy development, author visit |
| Jackbox Games | Creativity, hands-on fun, community building, cooperative problem solving |

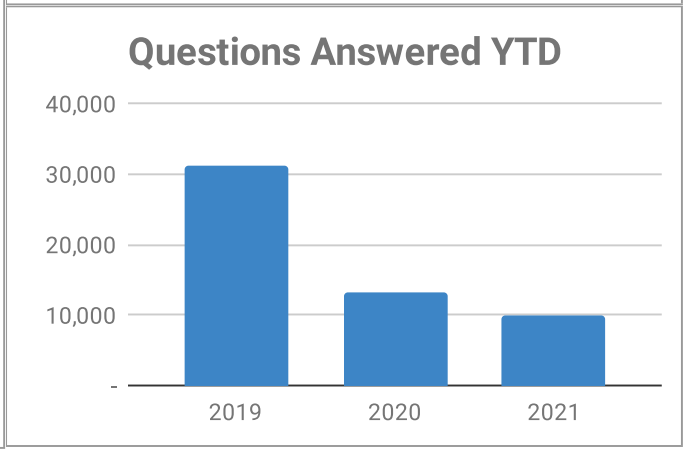
- *Thank you for offering so many fun things for the kids, especially now."*
- *"Thank you Ms Kary for the outreach information. We really enjoyed the video sessions last year, this offered our class quite a bit of flexibility. Your topics are always so spot on. Whatever you offer we will be more than happy to participate."*
- Patron moving: *"We can never thank you enough. We feel blessed to know you all!"*
- Personalized Picks: *"I am so grateful to have so many wonderful choices. This service is VERY MUCH appreciated and I have since told three other parents about it."*
- Teens opening the Grab and Go kits and exclaiming, *"Cool stuff!"*
- A librarian at the Kinsman Free Public Library asked how Megan designed the *Choose Your Own Story: Pete the Cat Mystery.* She plans to create a similar program.
- A tween was so happy that his favorite series (Splatoon) was all checked out because it meant other kids were enjoying them!
- Watching all of the adorable kiddos get so excited over Penelope the Pig's new home! Kids want to pet her or take pictures with her. She really adds to their library experience.
- An 8th grader comes in looking for mysteries and has seemingly read them all. She takes all my recommendations and gushes about the ones she liked. She's wonderful!

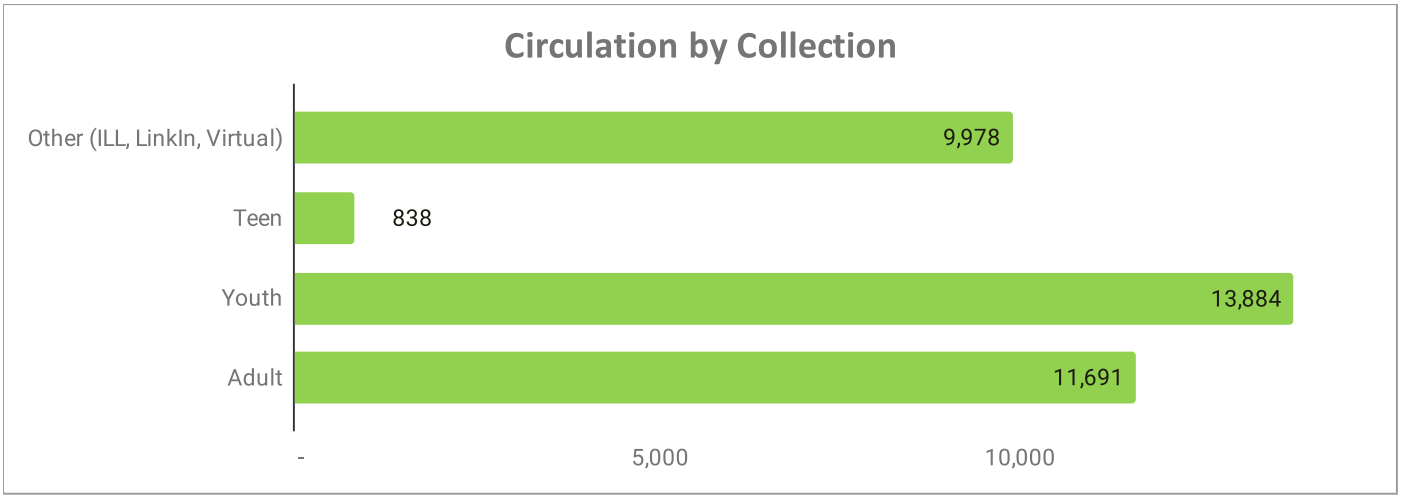

Total Circulation YTD
313,783
338,853
226,867
252,897
2018
2019
2020
2021


Circulation by Type YTD
Print
AV
Virtual
81,810
126,720
44,367


Circ Trends by Type YTD
200,000
150,000
100,000
50,000
-
Print
AV
Virtual
2018
2019
2020
2021

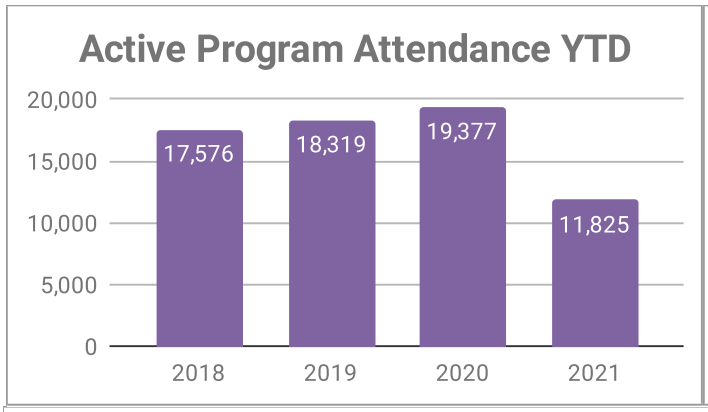

Collection by Type - August
Print
AV
Virtual
1,032,290

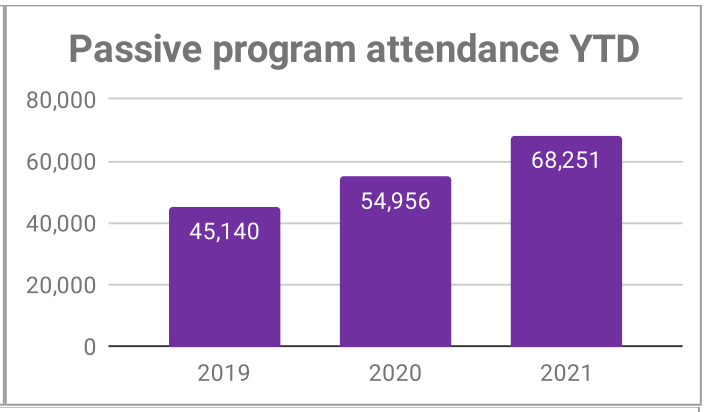

Questions Answered YTD
40,000
30,000
20,000
10,000
-
2019
2020
2021

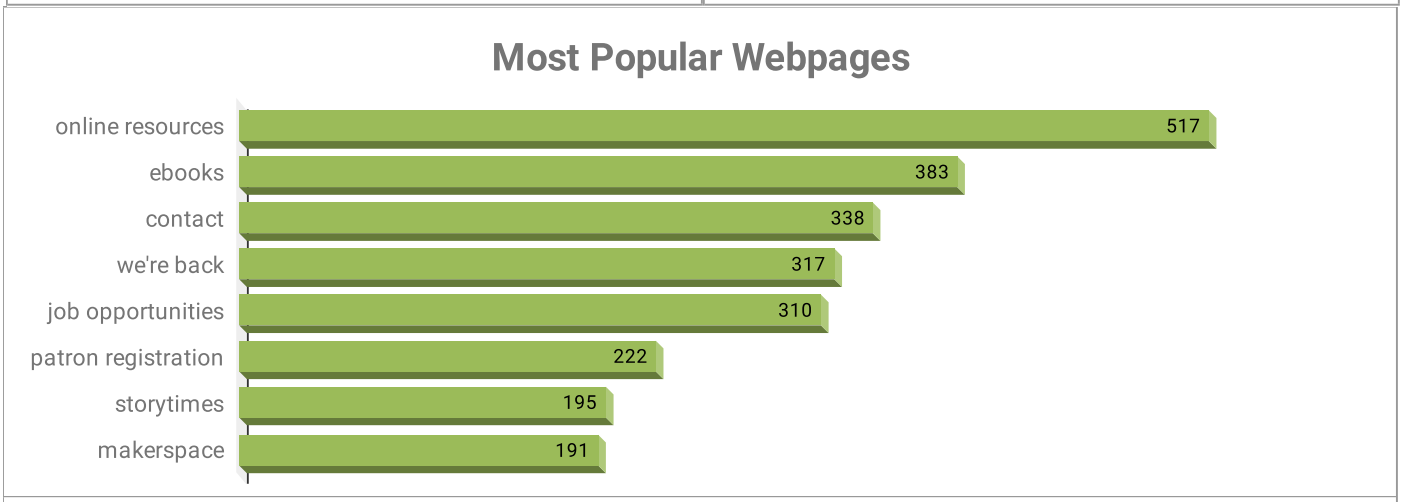

Circulation by Collection
Other (ILL, LinkIn, Virtual)
9,978
Teen
838
Youth
13,884
Adult
11,691
-
5,000
10,000

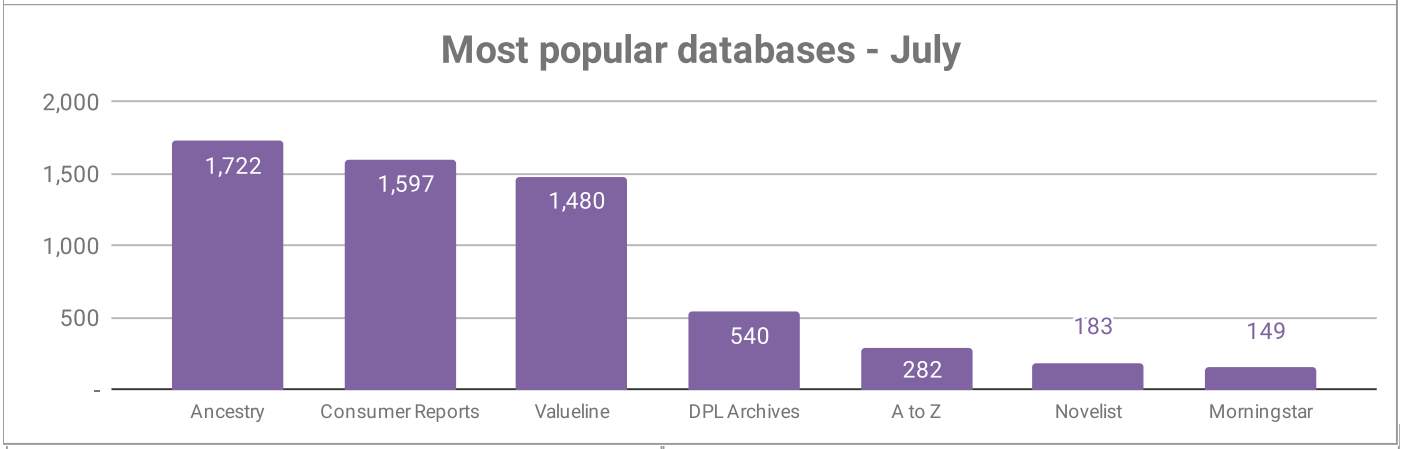
# Deerfield Public Library

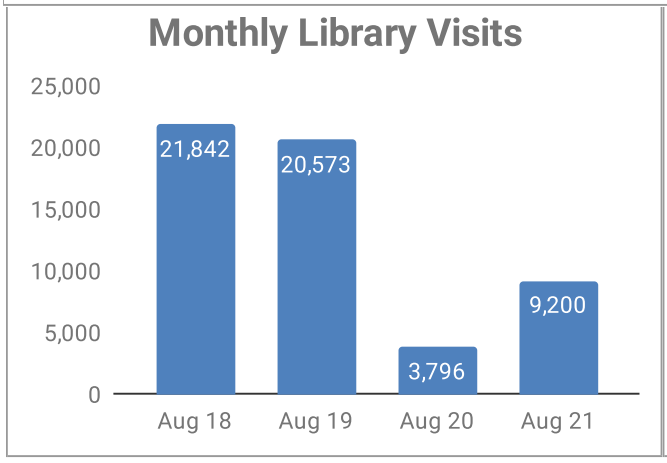
August 2021 Statistics

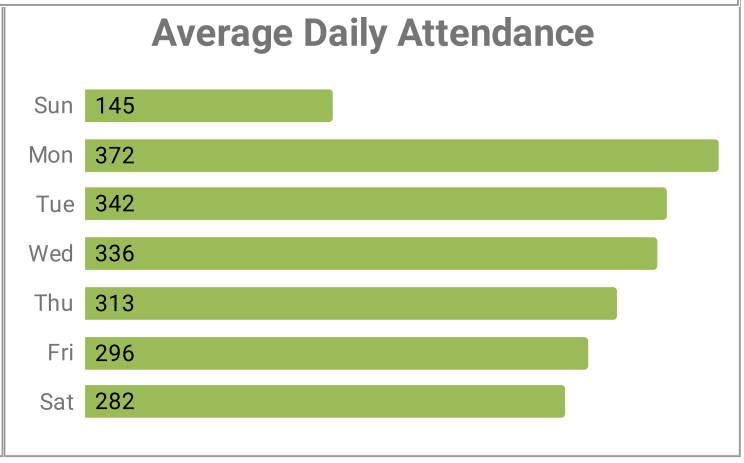


**To: Human Relations Committee**
**Re: Library Closures & Holiday List Proposal**
**Date: September 8, 2021**

**Background**
The Library's EDI team reached out to me with the following proposal regarding the Library's Closures and Holidays. I am happy to present it to the committee for consideration.

**Proposal**
The Equity, Diversity and Inclusivity (EDI) team consists of one or more staff members from each department in the Library. The team's goal is to examine the Library's physical space, materials, processes and procedures from an EDI perspective and make suggestions that will make the library a more equitable, diverse and inclusive place for patrons and staff.

The EDI team examined the Library Holiday Closure Dates. Based on this, the EDI team has the following suggestions for the Board's Human Relations Committee to consider.

1. We suggest that the Library close on Martin Luther King Day. MLK Day is held on the third Monday of January every year and is a Federal holiday. MLK Day is seen as a day to celebrate equal rights for all Americans, regardless of racial, gender, ethnic, religious, or other backgrounds. The Library is committed to being a place that welcomes diversity and inclusion. Choosing to recognize this holiday would send a message that we honor and celebrate these values. We propose that instead of closing on Presidents' Day, we close the Library on MLK Day. This would not increase the number of paid holidays we offer staff.

2. We suggest that the Library close on Juneteenth (Sunday, June 19, 2022). Juneteenth became a federally recognized holiday in 2021. Like MLK Day, recognizing Juneteenth would send a message that we honor and celebrate this important holiday. This would add an additional paid holiday we offer staff.

3. The Library currently recognizes the Christmas and Easter holidays; however, it does not recognize the holidays of any other religions. Currently, staff members who observe other religious holidays have to use personal time or go unpaid to take time off to observe their holidays. The EDI Team proposes that staff members be given a paid floating religious holiday to use for personal religious observance. Providing a paid floating religious holiday shows that the Library respects and honors the religious beliefs of all staff members.

We appreciate the Board's consideration of this proposal.

**Deerfield Public Library EDI team**
- Heather McCammond-Watts, Cristina Bueno (Youth Services)
- Melissa Stoeger, Anne Jamieson, Dylan Zavagno (Adult Services)
- Stephanie Keough, Patricia Gil (Patron Services)
- Tom Walsh (Support Services)
- Sophia Phillips (Information & Technology)

# Deerfield Public Library
# 2021 Holiday Closures

**New Year's Eve and Day**
Thursday, December 31, 2020 – Close at 3 p.m.
Friday, January 1, 2021 – Closed

**President's Day**
Monday, February 15, 2021 – Closed

**Easter Day**
Sunday, April 4, 2021 – Closed

**Memorial Day**
Monday, May 31, 2021 – Closed

**Independence Day**
Saturday, July 3, 2021 – Close at 3 p.m.
Sunday, July 4, 2021 – Closed

**Labor Day**
Monday, September 6, 2021 – Closed

**Thanksgiving Eve and Thanksgiving Day**
Wednesday, November 24, 2021 – Close at 3 p.m.
Thursday, November 25, 2021 – Closed

**Christmas Eve Day, and Christmas Day**
Friday, December 24, 2021 – Closed
Saturday, December 25, 2021 – Closed

**New Year's Eve and New Year's Day**
Friday, December 31, 2021 – Close at 3 p.m.
Saturday, January 1, 2022 – Closed

# Deerfield Public Library
# Proposed 2022 Holiday Closures

**New Year's Eve and Day**
Friday, December 31, 2021 – Close at 3 p.m.
Saturday, January 1, 2022 – Closed

**Martin Luther King Jr. Day** ***proposed change to swap President's Day & MLK Day**
Monday, January 17, 2022 – Closed

**Easter Day**
Sunday, April 17, 2022 – Closed (not paid)

**Memorial Day**
Monday, May 30, 2022 – Closed

**Juneteenth**
Sunday, June 19, 2022- Closed

**Independence Day**
Sunday, July 3, 2022 – Closed ***traditionally close at 3 pm, we recommend not opening from 1-3 pm. unpaid**
Monday, July 4, 2022 – Closed

**Labor Day**
Monday, September 6, 2022 – Closed

**Thanksgiving Eve and Thanksgiving Day**
Wednesday, November 23, 2022 – Close at 3 p.m.
Thursday, November 24, 2022 – Closed

**Christmas Eve Day, and Christmas Day**
Saturday, December 24, 2021 – Closed
Sunday, December 25, 2021 – Closed

**New Year's Eve and New Year's Day**
Saturday, December 31, 2022 – Close at 3 p.m.
Sunday, January 1, 2023 – Closed

**To: Board of Trustees**
**Re: Proposed Updates to Library Employee Handbook**
**Date: September 22, 2021**

The Library staff periodically reviews the Employee Handbook to offer suggestions to improvements and ensure that we are in compliance with the most current laws. The Employee Handbook was thoroughly reviewed in March 2020 and approved by the Board in August 2020.

Since the Human Relations Committee is meeting this September, we wanted to maximize our time together and suggest updates to the Employee Handbook. Some are grammatical in nature. The Employee Handbook is included as a separate attachment. The changes are listed in red in the body of the Handbook. The more substantive changes are highlighted below.

We propose updating the Handbook to remove the phrase “sleeveless shirts” under Dress Code. There are many tops available that are sleeveless and perfectly acceptable to wear in a professional setting.

We have updated the Employee Sick Line number to reflect the main phone number 847-945-3311.

We deleted a sentence under Tuition Reimbursement that reserves the right for the Library to garnish wages.

We have two new vendor names under FSA and Deferred Compensation Information. We updated from Discovery Benefits to WEX for Flexible Spending Accounts and Mission Square Retirement from ICMA-RC.

The Paid Staff Holidays list may be updated based on the decisions the Board makes regarding the 2022 Proposed Holidays. In addition to the proposed holidays, the recommendation from the Human Relations Committee to add one personal day to the existing Personal Time Chart has been updated in the Handbook.

Lastly, we updated the Exit Interview language to reflect the electronic form that we share.

The Human Relations Committee reviewed these changes at their September 8 meeting and recommended that the full Board approve them at the September 22 board meeting.

**To:** **Board of Trustees**
**Re:** **DPL Website Redesign**
**Date:** **September 22, 2021**

Tom Owen, IT Manager, has reached out to two prominent local web design firms soliciting quotes for our website redesign project. The Library's current website was last overhauled in 2014. As the Library has grown and expanded our services, our current website has become cluttered and difficult to navigate. In addition, we want to update the website to make sure that it is ADA compliant. Working with a professional web designer will help us achieve these goals.

Both firms have been used by area libraries to update their websites. Tom communicated with both regarding our goals for the project which include creating a more accessible website, better organization of our content and menus, and creating a more mobile friendly experience. Weblinx has been creating business websites since 2001. They have completed a number of local area library websites including Crystal Lake and Waukegan who referred us to their services. Their proposal for our project can be found here, and the scope as described comes to $14,000

Glantz Design was founded in 2008 and was referred to us by Evanston Public LIbrary. Their proposal for our project can be found here, and the scope as described comes to $52,650.

After reviewing both proposals and company portfolios, Tom has recommended that we work with Weblinx on our website redesign project. The scope outlined in their proposal is more in-depth and better focuses on our goals. The portfolio of library websites they have completed are also closer aligned with our desired final outcome. We have budgeted this project in this year's budget to come from the New Projects line.

**To: Board of Trustees**
**Re: Quiet & Respite Room Flooring Upgrade**
**Date: September 22, 2021**

The Building Committee met on August 26, 2021 to review proposed updates to the Quiet Room and Respite Rooms in the lower level of the Library. The Committee recommended that the Board approve the flooring upgrade quote for both spaces, which is included in the packet. The Committee also discussed some furniture upgrades. I am still working with Product Architecture + Design to get a final quote to replace some Quiet Room chairs.

With the help of Product Architecture + Design, we have found a replacement flooring for the carpet in that space. The flooring looks similar to what is installed in the MakerSpace. We want to make sure that we keep the integrity of the Quiet Room and this particular flooring has a soundproofing backing. The product is from Shaw.

We anticipate that the flooring installation will take approximately 5 days to complete. During the time of the flooring installation, the Quiet Room will remain closed.

In addition, we obtained a quote from Johnson Flooring, to add carpeting in the Respite Room. The Respite Room is the room located adjacent to the Meeting Rooms. It is a very small, harshly lit underutilized room. We have found carpet that we would like to add to the space. I've attached a quote from Johnson Floor Company for the carpeting. Once the carpeting is installed, we will promote this space as a respite for staff and patrons.

The committee recommended that the full board approve the flooring quote at the September regular board meeting.

Standard Proposal

# JOHNSON FLOOR COMPANY, INC.

9690 W. 55th Street • Countryside, IL 60525 • 708-354-5510 • Fax 708-354-9205

Amy Falasz-Peterson
Library Director
Deerfield Public Library
920 Waukegan Road
Deerfield, IL

Date: July 7th, 2021
Owner: Same
Location: Quiet Study and Green Room

Operation: Carpet Tile, Resilient Flooring, Demo, Floor Prep, Wall Base

See: Proposal

We agree to furnish labor and material to install new floor finishes at the location stated above. Pricing has been separated by individual rooms, with work detailed accordingly in the area below. Both prices include the removal of the existing carpet tile and the installation of new wall base along the perimeter. Prior to the installation of new resilient flooring, the existing subfloor in the "Quiet Room" is to be prepared with a double skim coat of cement-based floor patch. Exclusions to pricing are included and detailed in the area below. All labor is figured at regular working time.

**Quiet Room (LVT + Demo + Wall Base + Floor Prep)** .....**$12,416.00**
LVT-1: Shaw *Soundscape*, all colors, 6" x 48" luxury vinyl tile (LVT)
B-1: Tarkett *Vinyl Base*, 4", cove profile, all colors
Removal of existing carpet tile
The application of a double skim coat of cement-based floor patch

**Green Room (Carpet Tile + Demo + Wall Base)** .....**$990.00**
CPT-1: Bentley *4SST6 Salt Creek*, color: 402033 Strange Rumblings, 18" x 36", Affirma Hardback carpet backing
B-1: Tarkett *Vinyl Base*, 4", toeless profile, all colors
Removal of existing carpet tile

**Exclusions**
Any and all work involving initial floor maintenance
Any and all work being done at an overtime rate
The moving of large furniture
Any and all work involving moisture mitigation of the existing subfloor

If this proposal is acceptable, please sign one copy and return to our office. Thank you.

Michael Johnson

**NOTE:** Payment in full is expected upon satisfactory completion of the work described above unless prior written arrangements have been made.

**FOR TERMS AND CONDITIONS, PLEASE SEE REVERSE SIDE**

**To: Board of Trustees**
**Re: Automated Materials Handler Sorter Update Quote**
**Date: September 22, 2021**

Our current sorter was installed in 2013 when the Library completed the renovation project. As with most technology, it is now reaching the end of its working life. Right now, there is a very limited market for used equipment after 8 years to recoup losses.

Our vendor, Bibliotheca 3 M, is moving away from a direct sales for equipment model to a Solution as Service Plan (SaaS Plan). This new solution means that we will be eligible for upgrades and is considered a lease. The Solution as Service Plan (SaaS Plan) includes equipment and service and maintenance. To purchase the AMH outright would cost $168,603 and our service/maintenance plan would be $227,444 for a total of $396,047 over 8 years. The SaaS Plan is $292,416.88. The cost savings to the Library through this plan is over $100,000 during the lifetime of the contract. This information is included in the packet. The equipment will replace our current equipment and be in the same configuration that it currently is. The newer model is faster and quieter.

We have budgeted accordingly and this will come out of the Software & Licenses budget line.

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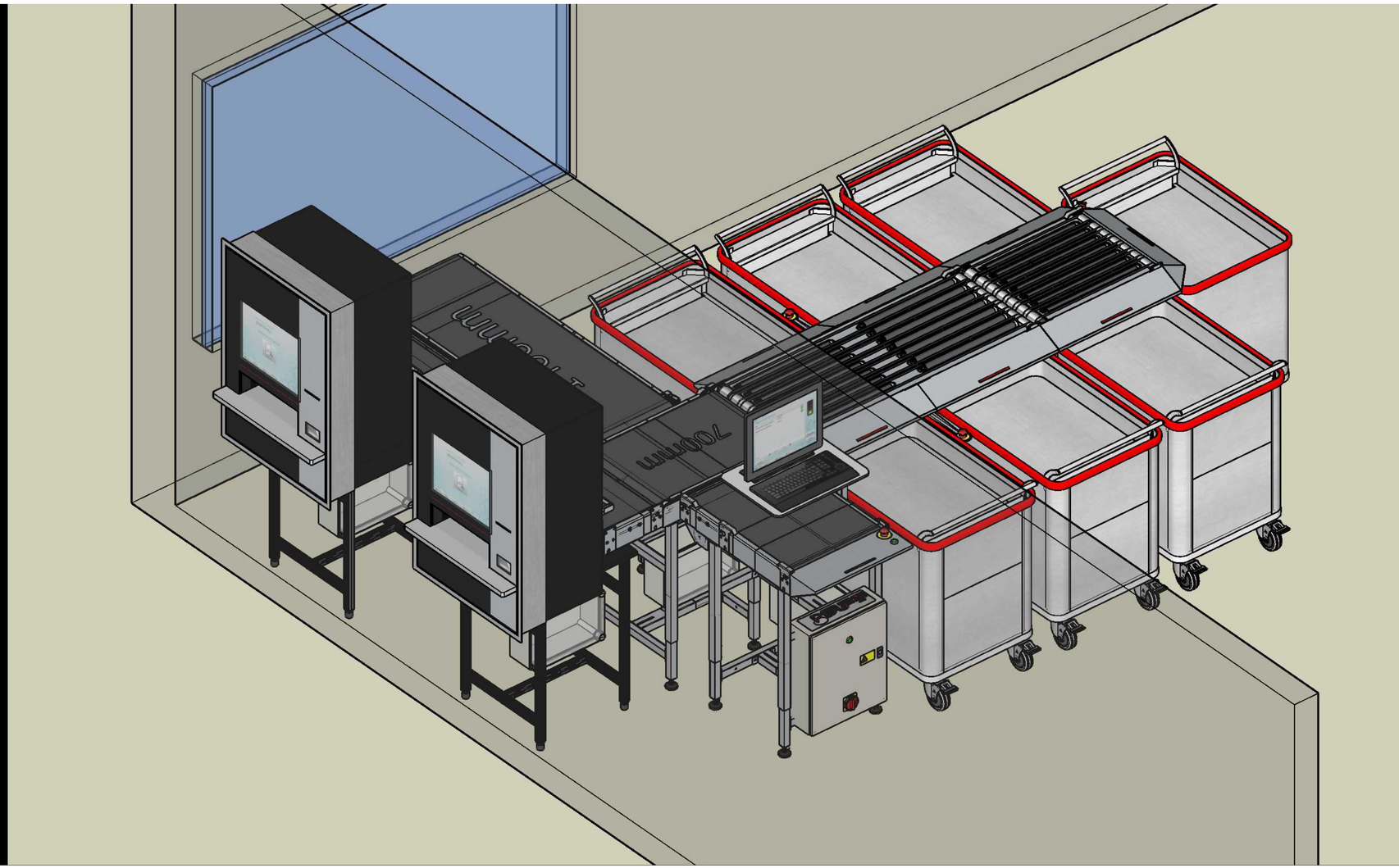
# Deerfield Public Library

SaaS Proposal for Replacement AMH & Gates

5/13/2021



# Solution as a Service

## Why Solution as a Service

- Libraries began adopting Software as a Service (SaaS) as early as 2005 for ILS.
- Real mass ILS SaaS adoption occurred between 2009-2016
- Libraries have taken advantage of Hardware as a Service for public and staff PCs
- Private and public industry have adopted “Anything as a Service” as a common business model, leveraging OPEX vs. CAPEX

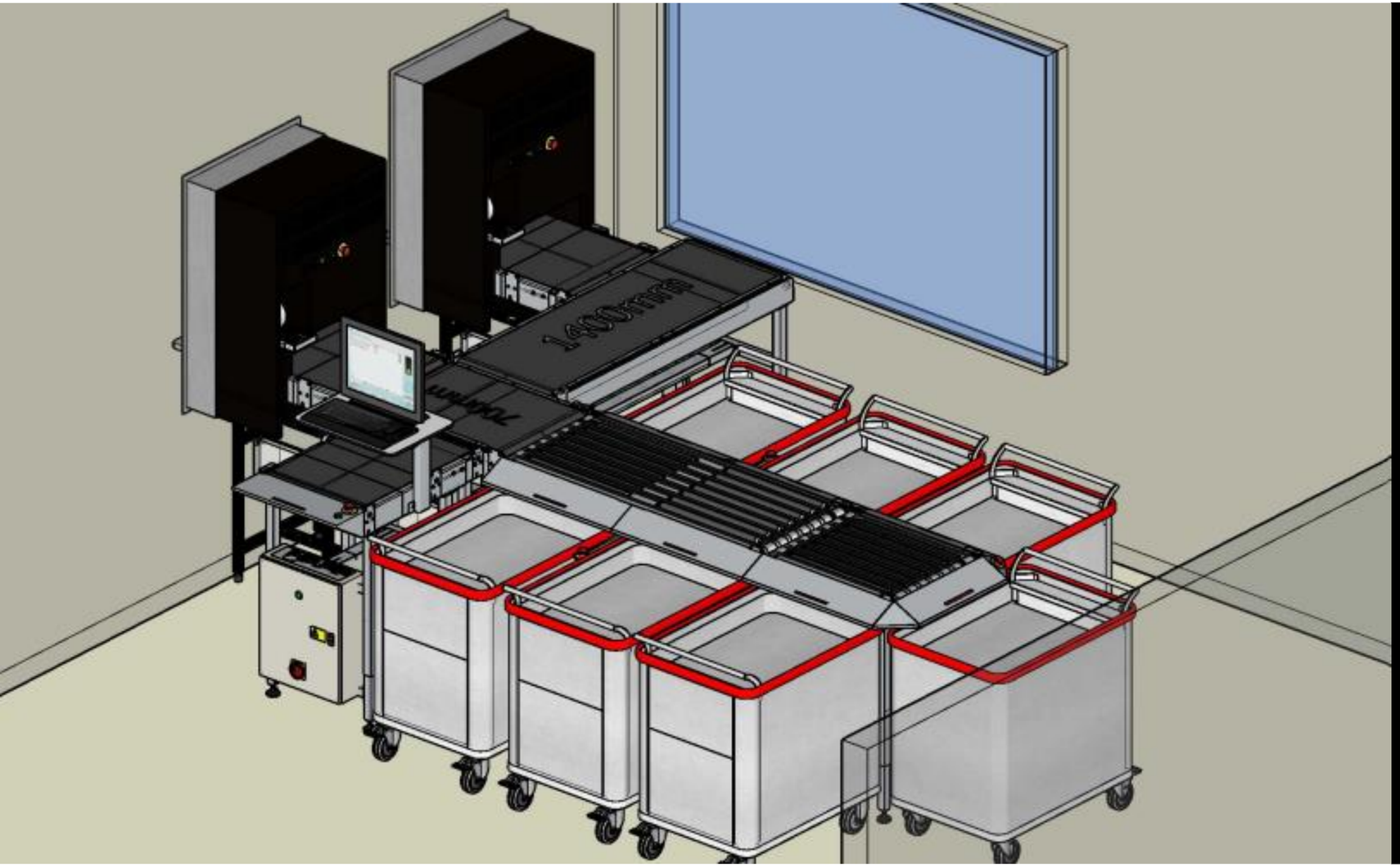
# Solution as a Service

## Benefits of Solution as a Service for a library

- Predictable operating budget line item over the term
- Planned technology obsolescents
- Commitment to stay current with innovation
- No concerns about software upgrades, support, service and maintenance over the term

# Solution as a Service

- Latest generation of Automated Materials Handling System
  - 2 patron induction points
  - 1 staff induction point
  - 7 sort destinations
  - 1 advanced software
  - 7 large bins
- RFID gate 2 aisle direct mount, with staffConnect gate software
- LibraryConnect Devices management layer software



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# Solution as a Service

## RFID GATES AND AMH SYSTEM

| Term | Current Srvc Plan | Future Saas Plan |
|---|---|---|
| Year 1 | $24,684 | $38,293 |
| Year 2 | $25,671 | $38,293 |
| Year 3 | $26,698 | $38,293 |
| Year 4 | $27,766 | $38,293 |
| Year 5 | $28,877 | $38,293 |
| Year 6 | $30,032 | $38,293 |
| Year 7 | $31,233 | $38,293 |
| Year 8 | $32,482 | $38,293 |
| **TOTAL** | **$227,444*** | **$306,344** |
| | | |
| Difference = | $78,900 | |

*Current Plan is service pricing only, does not include capital purchase of new equipment