

**DEERFIELD PUBLIC LIBRARY BOARD OF TRUSTEES
MEETING AGENDA
920 Waukegan Road, Deerfield, IL, Board Room
Wednesday, November 15, 2023, 5:30 PM**

1. ROLL CALL & CALL TO ORDER
2. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD & CORRESPONDENCE
3. APPROVAL OF MINUTES
 - A. October 24, 2023 Regular Meeting (ACTION)
4. TREASURER REPORT
 - A. Monthly Financials: Balance Sheet, Revenue & Expenses (ACTION)
 - B. List of Checks and Payments for Approval (ACTION)
 - C. Bank Account Changes (DISCUSSION)
5. VILLAGE LIAISON REPORT
6. LIBRARY DIRECTOR'S REPORT
 - A. Building Updates Report
 - B. Staff Holiday Party
7. OLD BUSINESS
8. NEW BUSINESS
 - A. FY 2024 Per Capita Grant Application Standards Review (DISCUSSION)
9. OTHER
10. EXECUTIVE SESSION 5 ILCS 120/2(c)(3):The selection of a person to fill a public office, as defined in the OMA, including a vacancy in a public office, when the public body is given the power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance.
11. ADJOURNMENT

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

Upcoming Board Meetings: December 20

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

DEERFIELD PUBLIC LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES
October 24, 2023

1. ROLL CALL & CALL TO ORDER

President Luisa Ellenbogen called the meeting to order at 6:31 p.m., in Meeting Room A, 920 Waukegan Road, Deerfield, IL.

Present Board Members: Luisa Ellenbogen- President, Seth Schriftman - Treasurer, Ken Abosch - Secretary, Mike Goldberg, and Stephanie Brand.

Staff: Amy Falasz-Peterson, Library Director; Melissa Stoeger, Assistant Director of Adult and Youth Services, and Jasmine Hosein, Administrative Associate.

Bill Seiden, Village Liaison.

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

None.

3. APPROVAL OF MINUTES

A. September 20, 2023 Regular Meeting (ACTION)

MOTION: Mr. Mike Goldberg made a motion to approve the September 20, 2023 Regular Meeting minutes, seconded by Mr. Seth Schriftman.

Vote: 5 Yes Luisa Ellenbogen, Seth Schriftman, Ken Abosch, Mike Goldberg, and Stephanie Brand.
The motion was approved.

4. TREASURER REPORT

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

Mr. Schriftman presented the monthly financial report.

MOTION: Mr. Goldberg made a motion to approve the September Financials, seconded by Mr. Ken Abosch.

Vote: 5 Yes Luisa Ellenbogen, Seth Schriftman, Ken Abosch, Mike Goldberg, and Stephanie Brand.
The motion was approved.

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

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

- Petty Cash, Check Num 750 - 751, Bank Financial	\$	75.00
-Electronic Payments, 4 ACHs, WinTrust	\$	160.79

-AP Checks 13967 - 14010, 11 ACHs, WinTrust	\$ <u>116,280.72</u>
The total amount presented for approval	\$ 116,516.51

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

Vote: 5 Yes Luisa Ellenbogen, Seth Schriftman, Ken Abosch, Mike Goldberg, and Stephanie Brand.
The motion was approved.

C. Proposed FY 2024 Budget & 2023 Levy Request (ACTION)

MOTION: Mr. Goldberg made a motion to approve the proposed FY 2024 Budget & 2023 Levy Request, seconded by Mr. Abosch.

Vote: 5 Yes Luisa Ellenbogen, Seth Schriftman, Ken Abosch, Mike Goldberg, and Stephanie Brand.
The motion was approved.

5. VILLAGE LIAISON REPORT

Mr. Bill Seiden gave the Village report.

6. LIBRARY DIRECTOR'S REPORT

Ms. Amy Falasz-Peterson gave the Director's report including the Library is on track to surpass 2019, pre-pandemic numbers both in person and circulation.

7. OLD BUSINESS

A. Patron Ban Update (ACTION)

MOTION: Mr. Schriftman made a motion to extend the patron ban until January 1, 2028, seconded by Mr. Goldberg.

Vote: 5 Yes Luisa Ellenbogen, Seth Schriftman, Ken Abosch, Mike Goldberg, and Stephanie Brand.
The motion was approved.

B. Building Update: Bid Acceptance (ACTION)

MOTION: Mr. Schriftman made a motion to accept the building update bid in the amount of \$315,095.23, seconded by Mr. Abosch.

Vote: 5 Yes Luisa Ellenbogen, Seth Schriftman, Ken Abosch, Mike Goldberg, and Stephanie Brand.
The motion was approved.

8. NEW BUSINESS

A. Board Vacancy Update (Discussion)

The Board discussed the vacancy and the interview process to fill the open position. The Board determined that they will begin the regular November meeting an hour earlier and will review and

discuss the applicants. The Board will have had the opportunity to review the applicants and reflect on what they envision for the future.

B. Employee Handbook Updates (ACTION)

MOTION: Mr. Schriftman made a motion to approve the proposed Employee Handbook Updates, seconded by Mr. Abosch.

Vote: 5 Yes Luisa Ellenbogen, Seth Schriftman, Ken Abosch, Mike Goldberg, and Stephanie Brand.
The motion was approved.

9. OTHER

None.

10. ADJOURNMENT

At 7:24p.m, Mr. Goldberg made a motion to adjourn the meeting, seconded by Mr. Abosch.

Vote: 5 Yes Luisa Ellenbogen, Seth Schriftman, Ken Abosch, Mike Goldberg, and Stephanie Brand.
The motion was approved.

Ken Abosch, Secretary

Deerfield Public Library

Balance Sheet

As of October 31, 2023

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
11000 Cash and Investments - General	0.00
11100 General Operating - WinTrust	854,937.12
11200 Payroll - WinTrust	143,886.38
11300 E-Pay - WinTrust	33,084.97
11400 Deposits - Bank Financial	59,775.95
11500 Petty Cash - Bank Financial	2,380.62
11600 Max-Safe Wintrust	4,690,328.51
11900 Petty Cash	574.00
Total 11000 Cash and Investments - General	5,784,967.55
14100 PMA Financial Services	
10-1410 PMA Reserve Fund	2,194,084.60
14110 PMA General Fund	0.00
60-1440 PMA Debt Service	0.00
60-1441 PMA Debt Service 2	0.00
Total 14100 PMA Financial Services	2,194,084.60
Total Bank Accounts	\$7,979,052.15
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	830,518.00
15121 Property Tax Receivable - 2013	0.00
15200 Due from Village of Deerfield	0.00
15300 Prepaid Expenses	0.00
15400 Accrued Revenue - General	0.00
Total Other Current Assets	\$5,217,022.80
Total Current Assets	\$13,196,074.95

Deerfield Public Library

Balance Sheet

As of October 31, 2023

	TOTAL
Fixed Assets	
19000 Capital Assets	
19050 Capital Assets -Not Depreciated	
19100 Land	65,493.00
19150 Construction In Progress	0.00
Total 19050 Capital Assets -Not Depreciated	65,493.00
19200 Capital Assets - To Depreciate	
19210 Building	13,197,410.12
19300 Equipment	
19301 Equip - Phone System	33,636.00
19302 Equip - Automation System	309,361.00
19303 Equip - RFID	433,659.00
19304 Equip - Vehicle	23,432.00
19310 Furniture	883,919.00
Total 19300 Equipment	1,684,007.00
Total 19200 Capital Assets - To Depreciate	14,881,417.12
19220 Accumulated Depreciation	-5,741,052.00
Total 19000 Capital Assets	9,205,858.12
Total Fixed Assets	\$9,205,858.12
Other Assets	
15110 Deferred Outflows of Resources	377,678.74
15120 Deferred Outflows of Resources - OPEB	283,312.00
19900 Due From Other Activity	
19960 Gen - due from 2011A	606,085.00
19961 Gen - Due from 2013	0.00
60-1011 Debt Service Due from Genl	0.00
61-1011 2013-Due from Genl	0.00
Total 19900 Due From Other Activity	606,085.00
Total Other Assets	\$1,267,075.74
TOTAL ASSETS	\$23,669,008.81

Deerfield Public Library

Balance Sheet

As of October 31, 2023

	TOTAL
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
21000 Accounts Payable	66,760.74
Total Accounts Payable	\$66,760.74
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	63,496.63
22200 Deferred Compensation	0.00
22300 Withholdings	0.00
22310 Federal Income Tax	-236.87
22320 Social Security	738.58
22330 Medicare	0.00
22340 Employer' s FICA	0.00
22350 State Income Tax	-2,265.69
22360 IMRF	12,766.77
22370 ICMA	70.67
22375 Vision	6,391.88
22380 Medical/Health	-30,493.38
22385 Dental	-3,051.59
22390 Life	6,962.21
22400 EAP	87.00
Total 22300 Withholdings	-9,030.42
Total 22000 Payroll Liabilities	54,466.61
22395 FSA Payable	-1,815.78
23000 Due to Village - Short Term	0.00
24000 Accrued Expenses	0.00
25000 Deferred Inflows of Resources	1,813,735.44
25100 Deferred Property Taxes	4,386,500.00
Total 25000 Deferred Inflows of Resources	6,200,235.44
25110 Unearned Property Taxes-2011a	683,950.00
25120 Unearned Prop Taxes -20132	0.00
25500 Deferred Inflows of Resources - OPEB	211,999.00
25902 Unearned Impact Fee - AMLI Proj	0.00
26300 Net Pension liability	-1,254,070.00
29000 Due To Other Activity Bank Acct	0.00
Total Other Current Liabilities	\$5,894,765.27
Total Current Liabilities	\$5,961,526.01

Deerfield Public Library

Balance Sheet

As of October 31, 2023

	TOTAL
Long-Term Liabilities	
26000 Noncurrent Liabilities	
26009 Compensated Absences	94,707.00
26100 Other Postemployment Benefits	519,480.00
26200 Due to Village - Long Term Debt	4,746,049.74
Total 26000 Noncurrent Liabilities	5,360,236.74
Total Long-Term Liabilities	\$5,360,236.74
Total Liabilities	\$11,321,762.75
Equity	
31000 Opening Bal Equity	0.00
32000 Fund Balance, Beginning	4,412,524.82
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	370,363.10
33000 Investment in Capital Assets	10,203,278.12
33050 Debt Related to Capital Assets	-6,286,049.74
Total 33000 Investment in Capital Assets	3,917,228.38
Net Income	1,187,470.01
Total Equity	\$12,347,246.06
TOTAL LIABILITIES AND EQUITY	\$23,669,008.81

Deerfield Public Library

Budget vs. Actuals: Budget 2023 - FY23 P&L

January - October, 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
41000 Taxes				
41100 Property Tax	4,537,900.84	4,387,720.00	150,180.84	103.42 %
41200 Replacement Tax	76,511.13	25,000.00	51,511.13	306.04 %
60-4110 Property Taxes - Debt Service 2021	687,450.00	687,450.00	0.00	100.00 %
Total 41000 Taxes	5,301,861.97	5,100,170.00	201,691.97	103.95 %
42000 Fees & Fines				
42100 Material Fees	3,586.92	10,000.00	-6,413.08	35.87 %
42200 Non-Resident Fees	8,304.40	5,000.00	3,304.40	166.09 %
42300 Printing/Copying Fees	4,668.18	4,000.00	668.18	116.70 %
Total 42000 Fees & Fines	16,559.50	19,000.00	-2,440.50	87.16 %
43000 Investment Income				
43100 Interest - General	148,724.56	10,000.00	138,724.56	1,487.25 %
43200 Interest - Reserve	30,438.30	10,000.00	20,438.30	304.38 %
Total 43000 Investment Income	179,162.86	20,000.00	159,162.86	895.81 %
44000 Grants				
44100 State Grant				
44150 Per Capita Grant	28,314.10	20,000.00	8,314.10	141.57 %
Total 44100 State Grant	28,314.10	20,000.00	8,314.10	141.57 %
Total 44000 Grants	28,314.10	20,000.00	8,314.10	141.57 %
45000 Gifts and Contributions				
45100 General Donations	10,027.75	500.00	9,527.75	2,005.55 %
45500 Friends Contributions	8,480.86	10,000.00	-1,519.14	84.81 %
Total 45100 General Donations	18,508.61	10,500.00	8,008.61	176.27 %
Total 45000 Gifts and Contributions	18,508.61	10,500.00	8,008.61	176.27 %
49000 Miscellaneous Revenue				
49009 Miscellaneous	2,381.57	500.00	1,881.57	476.31 %
49065 Sale of Surplus Materials	332.71	500.00	-167.29	66.54 %
Total 49000 Miscellaneous Revenue	2,714.28	1,000.00	1,714.28	271.43 %
Total Income	\$5,547,121.32	\$5,170,670.00	\$376,451.32	107.28 %
GROSS PROFIT	\$5,547,121.32	\$5,170,670.00	\$376,451.32	107.28 %
Expenses				
50000 General Expenses				
51000 Personnel Expenses				
51100 Salaries	2,227,130.20	2,430,250.00	-203,119.80	91.64 %
51200 FICA	164,827.21	186,000.00	-21,172.79	88.62 %
51300 Health/Misc Benefits	269,576.95	387,000.00	-117,423.05	69.66 %
51400 Pension Contribution	149,140.34	221,000.00	-71,859.66	67.48 %
51500 Other Benefits	6,389.20	9,000.00	-2,610.80	70.99 %
51600 Staff Enrichment	2,741.42	4,000.00	-1,258.58	68.54 %
Total 51000 Personnel Expenses	2,819,805.32	3,237,250.00	-417,444.68	87.10 %

Deerfield Public Library

Budget vs. Actuals: Budget 2023 - FY23 P&L

January - October, 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
52000 Facility Expenses				
52100 Interior Facility Maintenance	55,132.29	60,000.00	-4,867.71	91.89 %
52200 Facility Equipment Maintenance	108,792.94	80,000.00	28,792.94	135.99 %
52300 Exterior Building Maintenance	19,782.07	30,000.00	-10,217.93	65.94 %
52400 Utilities				
52410 Water	3,047.06	3,000.00	47.06	101.57 %
52430 Telephone - Voice	15,638.28	23,000.00	-7,361.72	67.99 %
52440 Data Lines	11,361.27	17,000.00	-5,638.73	66.83 %
Total 52400 Utilities	30,046.61	43,000.00	-12,953.39	69.88 %
52500 Minor Furnishings & Equipment	11,212.07	25,000.00	-13,787.93	44.85 %
Total 52000 Facility Expenses	224,965.98	238,000.00	-13,034.02	94.52 %
53000 Library Materials				
53100 Periodicals	6,787.24	15,500.00	-8,712.76	43.79 %
53200 Adult Materials-Books				
53221 Books - Adult Non-Fiction	32,487.24	40,000.00	-7,512.76	81.22 %
53222 Books-Adult Fiction	41,484.87	60,000.00	-18,515.13	69.14 %
Total 53200 Adult Materials-Books	73,972.11	100,000.00	-26,027.89	73.97 %
53300 Audio Visual Materials				
53320 Audio Visual - Adult	42,854.82	64,000.00	-21,145.18	66.96 %
53340 Audio Visual - Youth	5,822.47	12,000.00	-6,177.53	48.52 %
Total 53300 Audio Visual Materials	48,677.29	76,000.00	-27,322.71	64.05 %
53400 Youth Materials-Books				
53241 Books - Youth & Teens	44,392.22	73,000.00	-28,607.78	60.81 %
53550 Literacy Support - Youth	907.41	2,000.00	-1,092.59	45.37 %
Total 53400 Youth Materials-Books	45,299.63	75,000.00	-29,700.37	60.40 %
53501 Electronic Resources				
53500 E-Resources	261,486.13	295,000.00	-33,513.87	88.64 %
Total 53501 Electronic Resources	261,486.13	295,000.00	-33,513.87	88.64 %
53600 Non-Traditional Resources	8,022.02	14,000.00	-5,977.98	57.30 %
Total 53000 Library Materials	444,244.42	575,500.00	-131,255.58	77.19 %
54000 Library Programs				
54100 Admin Programs	4,087.23	4,000.00	87.23	102.18 %
54150 Outreach Programs	1,119.40	1,250.00	-130.60	89.55 %
54210 Adult Programs	25,663.27	25,000.00	663.27	102.65 %
54400 Youth Programs	24,388.46	25,000.00	-611.54	97.55 %
54500 MakerSpace Programs	1,309.84	10,000.00	-8,690.16	13.10 %
Total 54000 Library Programs	56,568.20	65,250.00	-8,681.80	86.69 %
55000 Technology				
55350 Software & Licenses	205,673.68	230,000.00	-24,326.32	89.42 %
55360 IT Support	113,568.15	142,000.00	-28,431.85	79.98 %
55400 New Projects/equip				
56440 IT Equipment	28,723.20	63,000.00	-34,276.80	45.59 %

Deerfield Public Library

Budget vs. Actuals: Budget 2023 - FY23 P&L

January - October, 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Total 55400 New Projects/equip	28,723.20	63,000.00	-34,276.80	45.59 %
55440 MakerSpace Equipment	8,532.76	10,000.00	-1,467.24	85.33 %
Total 55000 Technology	356,497.79	445,000.00	-88,502.21	80.11 %
56000 Professional/Contractual Svcs				
56009 Other Office Support	9,460.97	10,000.00	-539.03	94.61 %
56100 Insurance	40,026.00	40,000.00	26.00	100.07 %
56200 Postage	5,801.26	8,250.00	-2,448.74	70.32 %
56300 Professional Printing Services	12,769.00	16,000.00	-3,231.00	79.81 %
56500 Professional Admin Services	24,397.63	21,000.00	3,397.63	116.18 %
56550 Cataloging Service	19,249.39	22,000.00	-2,750.61	87.50 %
56555 Professional Outreach Services	7,222.00	6,750.00	472.00	106.99 %
Total 56500 Professional Admin Services	50,869.02	49,750.00	1,119.02	102.25 %
56700 Travel for Library Services	95.11	1,000.00	-904.89	9.51 %
Total 56000 Professional/Contractual Svcs	119,021.36	125,000.00	-5,978.64	95.22 %
56400 Supplies				
56410 General Operating Supplies	10,617.34	14,000.00	-3,382.66	75.84 %
56420 Processing Supplies	18,763.34	23,000.00	-4,236.66	81.58 %
Total 56400 Supplies	29,380.68	37,000.00	-7,619.32	79.41 %
57000 Training/Development Expenses				
56600 Dues & Memberships	6,791.88	8,000.00	-1,208.12	84.90 %
57100 Training & Education	21,555.09	25,000.00	-3,444.91	86.22 %
57200 Training Travel	4,800.42	6,000.00	-1,199.58	80.01 %
Total 57000 Training/Development Expenses	33,147.39	39,000.00	-5,852.61	84.99 %
Total 50000 General Expenses	4,083,631.14	4,762,000.00	-678,368.86	85.75 %
61000 Capital Expenses				
61100 Facility Improvements	161,295.17	500,000.00	-338,704.83	32.26 %
Total 61000 Capital Expenses	161,295.17	500,000.00	-338,704.83	32.26 %
70000 Debt Service				
60-7010 Debt Service 2021 Interest (Payments)	116,225.00	232,450.00	-116,225.00	50.00 %
60-7020 Debt Service 2021 Principal (Payments)		455,000.00	-455,000.00	
Total 70000 Debt Service	116,225.00	687,450.00	-571,225.00	16.91 %
Total Expenses	\$4,361,151.31	\$5,949,450.00	\$ -1,588,298.69	73.30 %
NET OPERATING INCOME	\$1,185,970.01	\$ -778,780.00	\$1,964,750.01	-152.29 %
NET INCOME	\$1,185,970.01	\$ -778,780.00	\$1,964,750.01	-152.29 %



Master Total Portfolio Report

Report as of 10/31/2023

PMA Financial Network
 2135 CityGate Lane
 7th Floor
 Naperville, IL 60563
 Phone: 630-657-6400
 Fax: 630-718-8701

Deerfield Public Library (80226-102 - Reserve Fund)

Type	Holding ID	Settle Date	Maturity	FDIC #	Instrument	Cost	Par-Val/Mat. Val	Rate
ISC		10/31/2023			ISC Balance	\$94,507.76	\$94,507.76	
SEC	SEC-50454-1	02/09/2022	02/09/2024	33124	GOLDMAN SACHS BANK USA	\$150,000.00	\$150,000.00	1.000
SEC	SEC-50882-1	02/18/2022	02/20/2024	35141	BMW BANK NORTH AMERICA	\$248,245.14	\$248,000.00	1.150
SEC	SEC-51365-1	03/16/2022	03/18/2024	33954	CAPITAL ONE BANK USA NA	\$247,000.00	\$247,000.00	1.600
CD	CD-1347127-1	03/20/2023	03/19/2024	58816	Royal Business Bank	\$160,000.00	\$168,538.95	5.337
CD	CD-1348129-1	04/17/2023	04/16/2024	34607	First Internet Bank of Indiana	\$237,450.00	\$249,887.55	5.253
SEC	SEC-52553-1	05/04/2022	05/06/2024	4297	CAPITAL ONE NA	\$246,239.16	\$246,000.00	2.600
CD	CD-1346595-1	02/14/2023	08/07/2024	57993	ServisFirst Bank	\$232,950.00	\$249,516.72	4.807
CD	CD-1352513-1	08/18/2023	08/19/2024	5496	Cornerstone Bank	\$100,000.00	\$105,402.44	5.373
CD	CD-295000-1	10/19/2022	10/18/2024	9450	FIRST BANK OF OHIO	\$228,000.00	\$248,029.80	4.393
SEC	SEC-56853-1	10/21/2022	10/21/2024	3511	WELLS FARGO BANK NA	\$249,692.54	\$249,000.00	4.355
Sub Totals →						\$2,194,084.60	\$2,255,883.22	

Totals →						\$2,194,084.60	\$2,255,883.22	
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Time and Dollar Weighted Average Portfolio Yield: 3.96%

Weighted Average Portfolio Maturity: 215.97 Days

Note: Weighted Yield & Weighted Average Portfolio Maturity are calculated using "Market Value" and are only based on the fixed rate investments.

Portfolio Summary

Type	Allocation (%)	Allocation (\$)	Description
SEC	50.20	\$1,125,048.82	Securities
CD	45.58	\$1,021,375.46	Certificate of Deposit
ISC	4.22	\$94,507.76	ISC Account

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

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

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

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

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

Deerfield Public Library					
Check Detail					
For Board Meeting on November 15, 2023					
Summary					Amount
11300 WinTrust E Pay	3 ACHs				\$203.81
11100 WinTrust General Operating	Check Num 14011-14057, 12 ACHS				\$236,684.23
Total Payments to Approve					\$236,888.04
Date	Num	Vendor	Memo	Amount	Account Num
11300 WinTrust E Pay -8926					
11/01/2023	ACH	Heartland Payment Systems	Merchant CC Processing Fees	114.83	56009
11/03/2023	ACH	Chase Paymentech	Merchant CC Processing Fees	63.28	56009
11/03/2023	ACH	Paypal	Merchant CC Processing Fees	25.70	56009
Total for 11300 WinTrust E Pay -8926				203.81	
11100 WinTrust General Operating -2997					
10/18/2023	14011	Product LLC	Construction, Furniture & Workroom Design & Documents	12,571.81	61100
10/18/2023	14012	The New York Times	Large Type Weekly Subscription Renewal 10/02/23-09/29/24	166.40	53100
10/18/2023	14013	Weblinx, Inc.	Annual Website Hosting & Maintenance fee for New DPL Website	650.00	55360
10/18/2023	14014	Rotary Club of Deerfield	Dues & Luncheon - Qtr 3 2023	460.00	56600
10/18/2023	14015	OverDrive, Inc.	eBooks - October 2023	2,686.46	53500
10/18/2023	14016	CDW Government, Inc.	Meeting Room Refresh & MakerSpace Charging Stations	12,776.90	56440, 61100
10/18/2023	14017	Des Plaines Glass Company	Replace (2) Glass Portions behind Media Desk	1,060.00	61100
10/18/2023	14018	Ancel, Glink, Diamond, Bush, DiCianni & Krafthefer, P.C.	Legal Fees-September 2023	56.25	56500
10/18/2023	14019	Incrediblebats, Inc.	Creature Open House for Haunted Library	800.00	54400
10/18/2023	14020	AV Techsource, Inc.	Consult to Design AV System for Meeting Rooms	4,650.00	55360
10/18/2023	14021	Atomatic Mechanical Services, Inc.	Replacing (2) Valent Fan Motors, Furnish & Install DOAS Retro-Fit Controller, ACCU-2 Repair Leak at Valve	26,440.00	52200
10/18/2023	14022	Lechner and Sons	Lobby Mats 10/17/23	123.15	52100
10/18/2023	14023	Chicago Tribune Company, LLC	Classified Listing for Legal Notice of Construction being done at the Library - 2023	104.57	56500
10/18/2023	14024	Peerless Network, Inc.	Phone Support Maintenance 10/15/23-11/14/23	1,132.13	52430
10/18/2023	14025	Anderson Pest Solutions	Pest Management - October 2023	71.40	52100
10/18/2023	14026	Sikich LLP	Automation Support for Servers & Workstations & Storage Cloud Backup - November 2023	6,965.00	55360
10/18/2023	14027	Pioneer Press	Deerfield Review Thursday Only (4 Copies) Annual Payment	106.00	53100
10/18/2023	14028	ThermFlo, Inc.	Labor & Replacement Parts for Generator Tune Up	5,997.00	52200
10/18/2023	14029	News-Sun	Lake County News-Sun (Mon-Sat) 1 Copy & 1 extra copy Sat Only - Annual Payment	614.64	53100
10/18/2023	14030	FSS Technologies LLC	Burglar Alarm System Quarterly Maintenance Fee	120.00	52200
10/18/2023	14031	Madeline Dahlman	Book Discussion w/Madeline Dahlman - 11-9-23	200.00	54210
11/08/2023	14032	Atomatic Mechanical Services, Inc.	ACCU-3 Slave Repairs, Service Call to Investigate Issues with unit	9,466.00	52200
11/08/2023	14033	Midwest Tape 2000007021	Acquisitions for AV, Processing Supplies & Cataloging Service - October 2023	6,151.12	53320, 53340, 56420, 56550
11/08/2023	14034	Ingram Library Services LLC	Acquisitions for Books, AV, and Processing Supplies - October 2023	14,683.91	53221, 53222, 53241, 53320, 53340, 56420
11/08/2023	14035	OverDrive, Inc.	eBooks - October 2023	9,899.70	53500
11/08/2023	14036	Stevens Chemical Company	Hand Towel, TP, Tissues, Sanitizer Wipes, Napkins, Trash Liners, Paper Plates, Hand Soap, Sanitizer Cleaner, Spray Bottles (2)	1,774.33	52100
11/08/2023	14037	Scalambrino & Arnoff, LLP	Legal Fees - October 2023	80.00	56500
11/08/2023	14038	ByWater Solutions, LLC	Aspen Catalog	11,600.00	55350
11/08/2023	14039	Jarrett Dapier	Haunted Library Skeleton (2) Storytimes with Author Jarrett Dapier	300.00	54400

11/08/2023	14040	Suffolk Cooperative Library System	Sustainable Libraries Initiative - Annual Membership	200.00	56600
11/08/2023	14041	North Central O Gaugers	Holiday Train Run with North Central program 12/2/23	600.00	54210, 54400
11/08/2023	14042	Claudia Moffat	Make A Toothbrush Rug Program (2 Classes): 11/18/23	600.00	54210
11/08/2023	14043	Gerald W. Savage	The Reintroduction of the Native Americans into Illinois - 11/08/23	284.06	54210
11/08/2023	14044	ACC Business	Internet Service 09/11/23-10/10/23	902.22	52440
11/08/2023	14045	State Industrial Products	Air Care Program	197.34	52100
11/08/2023	14046	Cintas Corporation	First Aid Supplies & Cabinets, Monthly Lease for (3) New AED Devices	1,387.02	52200, 56410
11/08/2023	14047	Graphic Solutions, Inc.	Browsing Winter 2023-2024 Graphic Design	1,985.00	56555
11/08/2023	14048	Quadient Leasing USA, Inc.	Postage Machine Quarterly Lease: 9/2/2023-12/1/2023	221.67	56200
11/08/2023	14049	Gary Midkiff and Company	Virtual Great Decisions Program 11/21/23	215.00	54210
11/08/2023	14050	Lechner and Sons	Lobby Mats 10/31/23	123.15	54210
11/08/2023	14051	Johnson Floor Company, Inc.	Replace Linoleum on Youth 1/2 Wall by Bathrooms	9,390.00	61100
11/08/2023	14052	Best Quality Cleaning	Monthly Cleaning - November 2023	3,500.00	52100
11/08/2023	14053	KnowBe4, Inc.	Fee for Add'l Licenses Needed for Cyber Security & Phishing Test Platform for Staff	142.50	55350
11/08/2023	14054	Demco, Inc.	Classification Labels, CD Album Pages & Book Tape	232.83	56420
11/08/2023	14055	Kanopy Inc.	Pay Per Use Program	534.00	53500
11/08/2023	14056	Midwest Tape	Hoopla Subscription - October 2023	4,304.17	53500
11/08/2023	14057	Clean Art Works, Inc.	Clean all Northside Windows - Inside & Out & Stain Removal - 11/2/23	470.00	52300
10/23/2023	ACH	AT&T	Voice Lines: 08/29/23-09/28/23	350.13	52430
10/23/2023	ACH	Quadient Leasing USA, Inc.	Postage Added to Meter in Patron Services - 10/19/23	400.00	56200
10/25/2023	ACH	Wex Health, Inc.	FSA Monthly Fees - October 2023	54.90	51500
11/01/2023	ACH	Village of Deerfield	Water & Sewer - September 2023	204.43	52410
11/01/2023	ACH	Village of Deerfield	Water & Sewer - September 2023	173.77	52410
11/01/2023	ACH	Amazon	Invoice #: 1XQK-FPCX-67KX Invoice Date: 11/01/2023 for October 2023 Credit Memo#: 1YVX-Q7NV-9MD4 - October 2023	5,271.19	51600, 53222, 53241, 53320, 53600, 54210, 54400, 54500, 56009, 56410, 55440, 56440, 61100
11/02/2023	ACH	De Lage Landen Financial Services, Inc.	Monthly Lse for 7 Copiers and 3 Printers - November 2023	1,808.72	55360
11/04/2023	ACH	Comcast Cable	Patron Internet Service 10/16/23-11/15/23	210.94	52440
11/06/2023	ACH	Google, Inc.	Google Apps - November 2023	1,107.00	55350
11/07/2023	ACH	Thomas Interiors	Deposit for Upper Level Renovation Furniture (50%)	62,977.62	61100
11/09/2023	ACH	USPS	Bulk Mailing Postage for Winter '23-'24 Browsing	1,134.62	56200
11/09/2023	ACH	First Bank Mastercard	October 2023 Credit Card Payment	5,995.18	20001-20014
Total for 11100 WinTrust General Operating -2997				236,684.23	

Deerfield Public Library
Credit Card Transactions by Account Holder
As of 11/08/2023
Presented for Approval November 15, 2023

	Date	Num	Vendor	Memo	Amount	Account Description
20000 Credit Cards Payable						
20001 Admin - 4734						
	11/08/2023	AD 10/09/23	MailChimp	E-Newsletter Mailing Monthly Subscription	69.00	Outreach Programs
	11/08/2023	AD 10/15/23	Spotify	Spotify for iPads Monthly Subscription	16.99	Youth Programming
Total for 20001 Admin - 4734					85.99	
20002 Business Office - 1381						
	11/08/2023	BO 10/09/23	Grainger	Menstrual Supplies that were delayed in shipping	108.92	General Operating Supplies
	11/08/2023	BO 10/14/23	Quill	Copier Paper Restock	159.96	General Operating Supplies
	11/08/2023	BO 10/17/23	Grainger	Menstrual Supplies that were delayed in shipping	108.92	General Operating Supplies
	11/08/2023	BO 10/27/23	Quill	High Absorbency Towels for MakerSpace	36.95	General Operating Supplies
	11/08/2023	BO 10/27/23	Library Works	Training: "Creating Fundable Grant Proposals in Libraries" - J. Hosein	49.00	Training & Education
	11/08/2023	BO 10/27/23	Headspace	Headspace for Work Annual Membership	1,012.92	Other Benefits
Total for 20002 Business Office - 1381					1,476.67	
20003 Info Technology (IT) - 5382						
	11/08/2023	IT 10/07/23	Adobe	Renewal for All Staff (3 of 3)	359.13	Software & Licenses
	11/08/2023	IT 10/08/23	Wasabi Technologies	Storage for Remote Backup	32.91	IT Support
	11/08/2023	IT 10/09/23	Adobe	Staff Creative Cloud All Apps Monthly Subscription	54.99	Software & Licenses
	11/08/2023	IT 10/11/23	Deerfield Public Library	Test for New Square Terminal for Patron Services	0.25	Fines & Fees
	11/08/2023	IT 10/12/23	Omni Concepts	Spare Wall Key for Meeting Rooms	80.91	Interior Facility Maintenance
	11/08/2023	IT 10/12/23	B&H Photo	Replacement Hardware for AV Refresh in Meeting Rooms	613.94	Facility Improvements
	11/08/2023	IT 10/13/23	B&H Photo	Assisted Listening Device Receiver Replacement for Meeting Rooms	261.00	IT Equipment
	11/08/2023	IT 10/20/23	B&H Photo	Assisted Listening Device Receiver Replacement for Meeting Rooms & Charger for Devices	1,608.75	IT Equipment
	11/08/2023	IT 10/30/23	Deerfield Public Library	Test for Remapping MakerSpace Square Terminal	0.25	Fines & Fees
	11/08/2023	IT 11/01/23	Google	Monthly Charge for Library Board Voicemail	14.27	Telephone - Voice
	11/08/2023	IT 11/01/23	Liberated Syndication	Podcasting Hosting	20.00	Software & Licenses
Total for 20003 Info Technology (IT) - 5382					3,046.40	
20004 Facilities - 1382						
	11/08/2023	FC 10/19/23	Home Depot	Screws for Handrails	5.52	Interior Facility Maintenance
Total for 20004 Facilities - 1382					5.52	
20007 Adult Services - 2368						
	11/08/2023	AS 10/08/23	Disney Plus	Roku Monthly Subscription	12.99	E-Resources
	11/08/2023	AS 10/12/23	JoAnn's	Fabric for Escape Room for Haunted Library	44.97	Youth Programming
	11/08/2023	AS 10/14/23	Netflix	Roku Monthly Subscription	19.99	E-Resources
	11/08/2023	AS 10/19/23	Apple	Roku Monthly Subscription - Apple TV	6.99	E-Resources
	11/08/2023	AS 10/19/23	Apple	Roku Monthly Subscription - Apple TV	6.99	E-Resources
	11/08/2023	AS 10/30/23	Netflix	Roku Monthly Subscription	19.99	E-Resources
	11/08/2023	AS 11/03/23	Disney Plus	Roku Monthly Subscription	14.99	E-Resources
	11/08/2023	AS 11/03/23	Event Brite	Adult Reading Round Table Conference 2023 - T.Rigsby	100.00	Training & Education
Total for 20007 Adult Services - 2368					226.91	
20010 Adult Prog Coord - 5416						
	11/08/2023	APC 10/12/23	Walgreens	Candy for guessing game for Haunted Library	31.96	Adult Programming
	11/08/2023	APC 10/23/23	Zoom	Monthly Subscription	55.99	Adult Programming
	11/08/2023	APC 11/03/23	Jewel - Osco	Desserts for Lunch & Learn - Joni Mitchell Tribute Program 11/3/23	46.95	Adult Programming
Total for 20010 Adult Prog Coord - 5416					134.90	
20011 Youth Prog Coord - 1971						
	11/08/2023	YPC 10/06/23	St. Gregory's Church	Mini Pumpkins for Haunted Library (200)	200.00	Youth Programming

11/08/2023	YPC 10/07/23	Oriental Trading Co.	Haunted Library & Crafts for Grab & Go	211.75	Youth Programming
11/08/2023	YPC 10/13/23	St. Gregory's Church	Extra Mini Pumpkins for Haunted Library	30.00	Youth Programming
11/08/2023	YPC 10/25/23	Wyndham Hotel	Lodging & Parking for ILA Conference 2023 - C. Bueno	145.66	Training Travel
Total for 20011 Youth Prog Coord - 1971				587.41	
20012 Youth Coord - 1259					
11/08/2023	YC 10/13/23	Target	Cleaning supplies for Haunted Library Face Painting Station	21.36	Youth Programming
11/08/2023	YC 10/18/23	JoAnn's	T-Shirts for Sublimation program	61.82	Youth Programming
Total for 20012 Youth Coord - 1259				83.18	
20013 Teen Services - 6330					
11/08/2023	TS 10/11/23	Rosati's Pizza	Food for Teen Advisory Board 10/11/23	54.23	Youth Programming
11/08/2023	TS 10/12/23	Urban Native Era	Hummingbird Stickers for Oct Teen Book Bunch	27.59	Youth Programming
11/08/2023	TS 10/12/23	Amtrak	Amtrak Tickets for YALSA Conference 11/10/23 - D. Grube & E. Koch	160.00	Training Travel
11/08/2023	TS 10/25/23	Target	Prizes for Youth Program	41.38	Youth Programming
11/08/2023	TS 11/01/23	DN Decorlance	Bluey Family Cutout Sign for Youth Dept (4ft)	65.00	Literacy Support - Youth
Total for 20013 Teen Services - 6330				348.20	
Total for 20000 Credit Cards Payable				5,995.18	

To: Board of Trustees
Re: Proposed change from Bank Financial to JP Morgan Chase
Date: November 15, 2023

Over the course of the last year, the library has encountered multiple instances of discrepancies in coin counts, frequent bank staff turnover, and restrictive business hours, when dealing with Bank Financial. In light of this, we recommend switching to a different bank that offers improved customer service and greater convenience for our Daily Deposit and Petty Cash Checking accounts.

In this transition, our Board Officers will actively participate in the account setup process. Library staff recommend that we transition these accounts in December 2023 from Bank Financial to JP Morgan Chase.

Director's Report: November 2023

FYI

- The Board will have an Executive Session to review the board vacancy applications. This information will be sent as a separate attachment.
- As part of the annual Per Capita Grant application, I'll provide a brief overview of the Library's progress towards meeting the Standards for Illinois Libraries.
- Our beloved Communications & Outreach Coordinator, Judy Hoffman, will be retiring on December 1, 2023. We will miss her!
- I am happy to announce that Stephanie Scaletta will be joining the staff as our new Communications & Outreach Manager. She starts on November 27, 2023.
- Our Haunted Library on October 13 was such a success!



- Staff in the Halloween Spirit!

Deerfield Public Library
Published by Zoe Deerfield · October 31 at 2:50 PM · 🌐

Happy Halloween from DPL 🍎 🍂 🎃 🧛

Articles of Interest

- [7 Surprising Ways](#) This article highlights some interesting ways public libraries can save you money!

Personnel

- In October the library had 0 separations
- In October the library filled 2 positions
 - Library Aide on October 18
 - MakerSpace Assistant on October 30
- [The library had 1 position open](#)

DEPARTMENT REPORTS

Adult Services Report

Melissa Stoeger, Assistant Director of Adult & Youth Services

- Our biggest program for October was the Haunted Library, which was an after hours event on Friday, 10/13. We spent months preparing for this event and had a great turnout and reception from patrons. We had 217 people attend.
- Our Lunchtime Listens on Twitch have been very popular this month. Anne and Cristina have been reading Frankenstein over the course of the month. We had a total of 179 people attend the sessions, with one session getting 48 attendees! We also had a total of 124 people watch the recordings.
- We had 16 people attend our Take a Minute for Medicare program, and another 48 watch the recording. Jamie received this nice comment from an attendee:

- “The speaker seemed excellent. Very knowledgeable and thoughtful in her presentation. I wish I could have stayed longer, but I am grateful for the recording. Thanks for everything.”
- Vicki had 11 attendees for her PLACE program “Festival of Frights.” She got this nice email from a parent:
 - “Thank you for your Zooms. S really enjoys them.”
- 2,161 Patron Questions
- 6 Library Lifelines, 8 in library One on Ones
- 5 exams proctored
- 27 Books to Go deliveries
- 32 live programs with 706 attendees. 18 passive programs with 494 participants.
- 175 total podcast listens
- 727 Study Room reservations (way up!)
- Database usage is still way up (12,197 uses), mainly due to over use of Culturegrams
- Last month our digital magazine use doubled from 237 to 476. This month our usage jumped all the way up to **1,088**.

Business Office Report

Kelly DeCorrevont, Head of Finance

- Completed new hire orientations on October 2, October 3, October 18 and October 30.
- Attended a Deerfield Wellness Committee meeting on October 3.
- Cheryl and Kelly completed check runs on October 4 and October 18.
- The ½ wall refresh was started on October 3 and is now complete in Youth Services.
- Mira and Kelly completed payroll on October 12 and October 26.
- Attended the MakerSpace Assistant Interviews on October 10.
- We had our Annual Wellness Screening and Flu Shots on October 18.
- Cheryl attended Investigating Fraud training at Arlington Heights PD on October 18.
- We sent out annual review information to eligible employees on October 25.
- [October is Breast Cancer Awareness Month](#). The Wellness Committee hosted a well attended Breast Cancer Awareness session on October 25.

IT Report

Steve Wuehr, Head of IT

Makerspace

MakerSpace has received new replacement laptops along with a new charging cart. The new devices are better equipped to run the applications used for MakerSpace programs and the new cart allows for better ventilation, allowing us to have the device on while being charged, making updates easier. We are still awaiting one new laptop for our new Makerspace Assistant, Kerstin. That machine will be configured and deployed once it arrives.

Credit Card Payments

We have completed our transition to Square for accepting payments of fees. We have retired the credit card terminals on the self check units which will result in a reduction in recurring charges while not adversely impacting the patron experience.

Meeting Room Audiovisual Equipment

We are in the process of procuring new hardware to refresh the AV technology in the meeting rooms. Along with aligning the system design with how the rooms are utilized, a refresh of the hardware will improve reliability of the system. Along with the replacement of existing hardware, we will also be adding the ability to wirelessly share a laptop or other presentation device with the projectors in the space. We have recently completed the purchase and installation of new Assisted Listening Devices for hard of hearing patrons. These new devices are easier to use and integrate with newer style hearing aids.

Equipment Recycling

We will be working with a local electronics recycler to dispose of old and broken computer hardware. This will consist of several 7+ year old desktop computers, several broken monitors, several broken printers and other smaller items that have outlived their useful life. This recycler offers reduced/free pickup of many items for education and governmental bodies. The timeline for this is before the end of the year.

Door Access Control

The hardware is now available to the library and has been received by our vendor. We will be scheduling the replacement of the existing boards soon.

Server Replacement

We will be looking to purchase a new server in the near future. The only change here is that we now believe we will be able to replace three existing servers with this single new piece of hardware. This will allow us to consolidate the maintenance costs for three pieces of hardware down to one, which, over the life of the server will result in a savings to the library.

Support Services Workstations

With Makerspace now complete, we will be working with Support Services to replace their workstations next. They will be the first department in the library to transition from Windows 10 to Windows 11.

MakerSpace Report

Ted Gray, MakerSpace Manager

- The MakerSpace Assistant position was posted and we received over 20 applicants. Kerstin graduated with a civil engineering degree and recently worked full time at the LaPorte Indiana Library Makerspace. She comes to us with extensive Makerspace experience and has already given us some great new ideas. We're looking forward to having Kerstin as part of our team and taking the Makerspace to the next level.
- The Haunted Library event was great! The MakerSpace hosted the pumpkin carving and for a few days we had a 150 pound pumpkin in the room. We created over 70 grab bags full of MakerSpace goodies and they were all gone by the end of the night. All of the MakerSpace staff stayed for the evening and contributed to help make it a success.
- The new MakerSpace laptops have arrived as well as the new cabinet. IT is working on getting everything set up for us. We can't wait to get them!

- Working on a proposal to extend the hours of the MakerSpace. Our plan is to do a trial run of expanded hours in late Nov/early Dec when it's at the peak Holiday season busy time. Then go back to the current hours for the end of the month, and then roll out the new expanded hours in the new year.
- We would like to create instructional materials for all of the devices in the MakerSpace. We are starting to plan what we would like to accomplish during the first week of January when we plan on closing the MakerSpace for a week. Lots of cleaning up and organizing and planning.
- It was a MakerSpace wedding! We had a couple do a lot of prep work for their wedding here in the MakerSpace. Table numbers, lanterns, and signage.



- Grace created this trophy for the Haunted Library costume contest. Zach made all of the rest. MakerSpace table with grab bags ready to go!



- We made laser engraved luggage tags for a patron.



- For some reason it seems like “coach” bottles have been big recently. If you coach a team in Deerfield you’re going to end up with a personalized water bottle!



- A cute little pumpkin onesie! This was done with our sublimation printer. Full color.



- We have a patron who owns a campground in Minnesota. They’ve been making new signage in our MakerSpace with a rustic look.



- We helped put together a few Halloween costumes. Here are matching wizard robes.



- This patron created custom T-Shirts for their bridal party. She created a logo, had it turned into an embroidery file on Etsy and then brought the file into the MakerSpace. She made around 20 T-Shirts and they turned out great!



- We have another parent starting to prepare for their child's Bar Mitzvah. We love it when patrons plan in advance! Our patron created a logo and etched it onto an acrylic block.



- We've really been looking at our attendance at our programs and what sort of programs seem to be the most popular. We've found that crafting programs where people make things seem to be the most popular whereas the more lecture based technology programs aren't as popular. While October is a small sample size the numbers seem to back this up.
- We had three programs in October that required registration.
Total spots in all three programs: 34
Total attendance: 30 for an 88% attendance rate which is really great.
- However two of the classes were crafting classes. In those classes we had 20 total spots and 20 patrons attended for a 100% attendance rate.

Outreach Report

Judy Hoffman, Outreach Coordinator

- **Launch of New Meeting Room Reservation Platform:** We have transitioned our online meeting room reservations from a Google form to Communico Reserve. This user-friendly platform will improve the experience for patrons with the ability to immediately see availability of dates, and auto-reply messages to confirm receipt of the request and again when approved or declined.
- **Rotary Presentation:** Approximately three times a year, the Library is scheduled to provide a speaker for the weekly Rotary meeting. On October 26, I presented an overview of the changes in library services over the past decade, at DPL and libraries throughout the nation.
- **Media Coverage / WGN Radio WGN Radio (October 27):** [Deerfield Public Art showcases works from local artists](#). Interview with Jeff Marks, chair of the Deerfield Fine Arts Commission. The involvement of DPL is included throughout the interview.

Patron Services Report

Stephanie Keough, Head of Patron Services

- We welcomed our new Library Aide on October 18.

Support Services Report

Pam Skittino, Head of Support Services

- Created a new purchase alert for On Order titles so the selectors would know EVERY On Order title that has holds
- Lynn and Stuart worked at the Haunted Library
- Pam watched the recording of the WILIUG conference
- Pam started a Data Studio class that will go through 2024.

Youth Services Report

Melissa Stoeger, Assistant Director of Adult & Youth Services

- Programs
 - The Haunted Library program was a huge success. We offered pumpkin decorating, face painting, storytimes, games, escape rooms and a costume contest. The most popular event by far was the Creepy Creatures Meet and Greet, where attendees got to interact with snakes, rats, skunks and a sloth! We received a lot of positive comments from patrons about how much fun they had and how well run the event was.
 - Other popular events this month were Drawing Haunted Houses and Dia de Los Muertos storytime.
 - Storytime moved back inside for the winter and we had 62 attendees at the first indoor storytime.

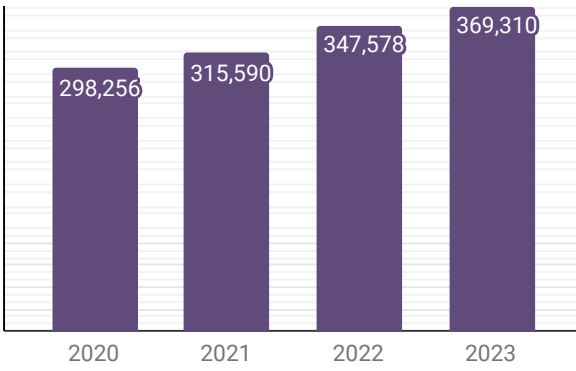
- Outreach
 - Kary had 16 visits with Deerfield schools and saw 413 kids! Several teachers reached out to say thank you and how much their kids enjoyed the storytimes.
- Displays
 - We had some fun displays in YS this month. We had a Freedom to Read display, to which a young girl commented that she had just learned about banned books in her DPS 109 school. We also had a Taylor Swift display that caught the eye of a parent who took pictures to show her daughter.
- Collection
 - A teacher from another town asked if we had lesson plan materials. Emily showed her our parent teacher collection and she instantly found something she was excited about. She commented on how well our library is organized.
- 1,013 patron questions
- 4 Personalized Picks
- 29 in-person programs with 1,072 attendees
- 13 Passive programs with 520 participation
- 16 Outreach events with 413 attendees

Deerfield Public Library

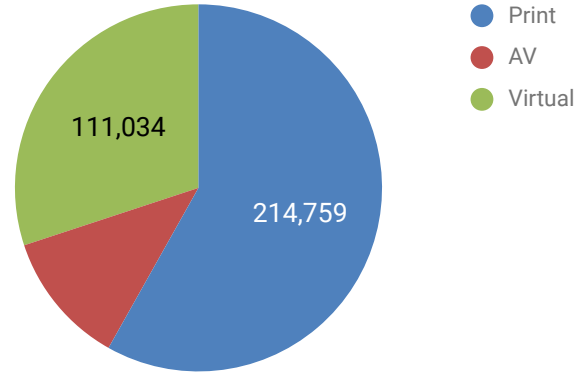
October 2023 Statistics

29

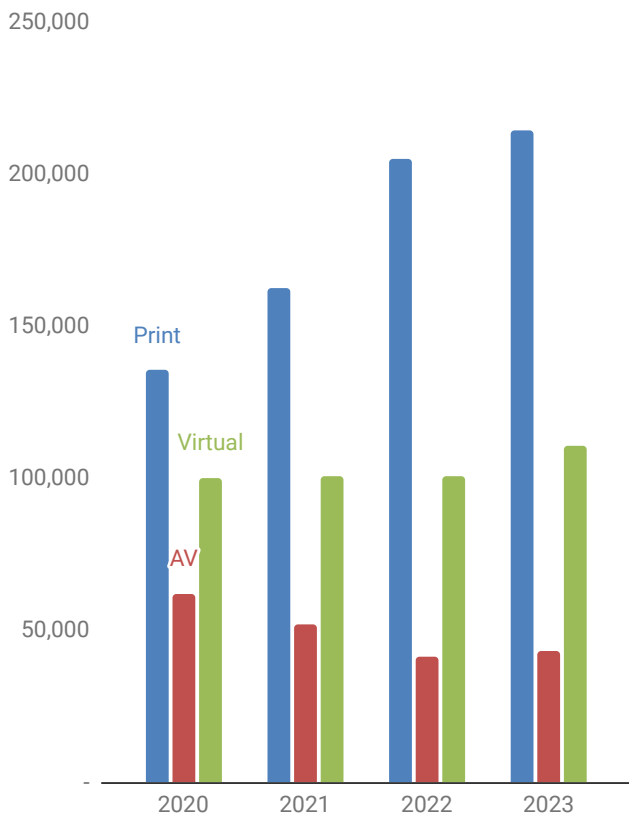
Total Circulation YTD



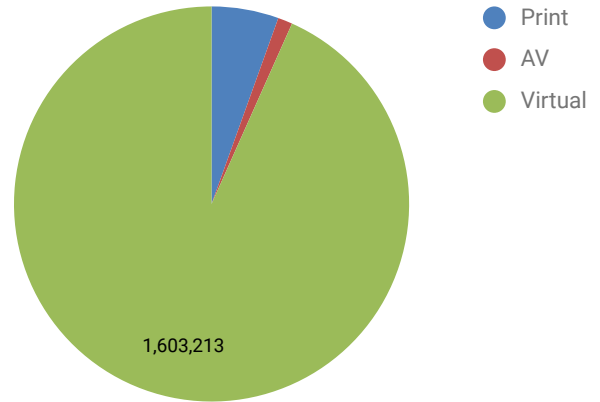
Circulation by Type YTD



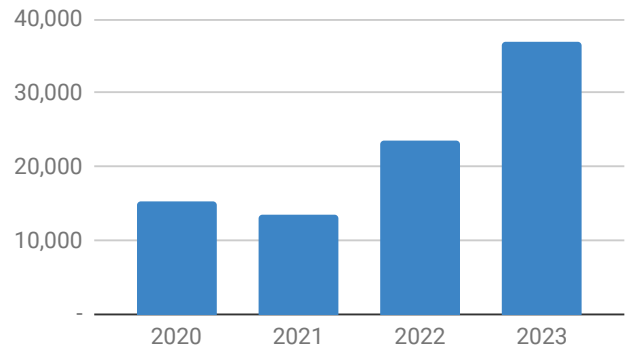
Circ Trends by Type YTD



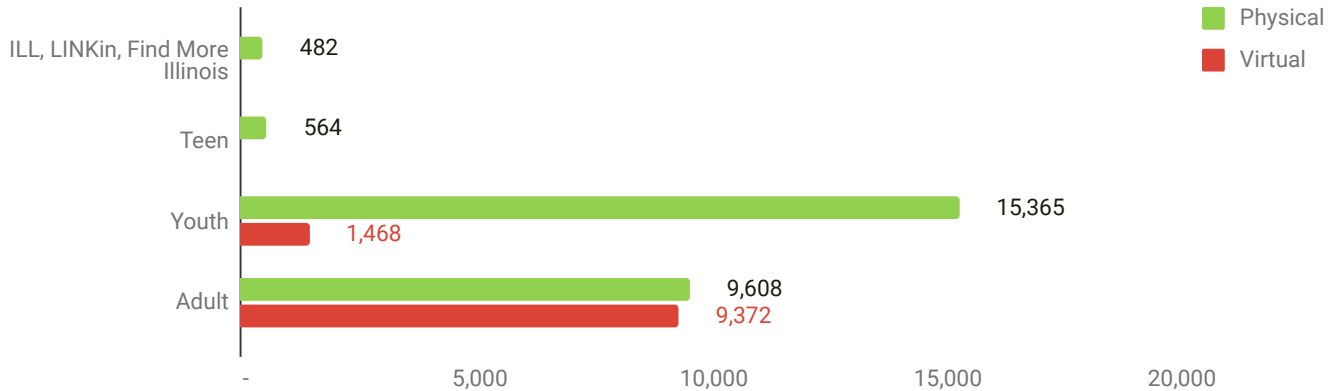
Collection by Type - October



Questions Answered YTD



Circulation by Collection



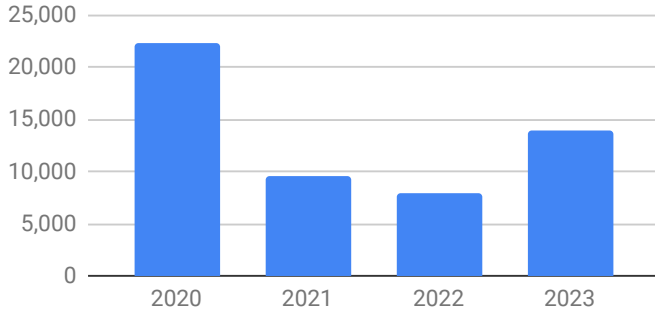
Deerfield Public Library

October 2023 Statistics

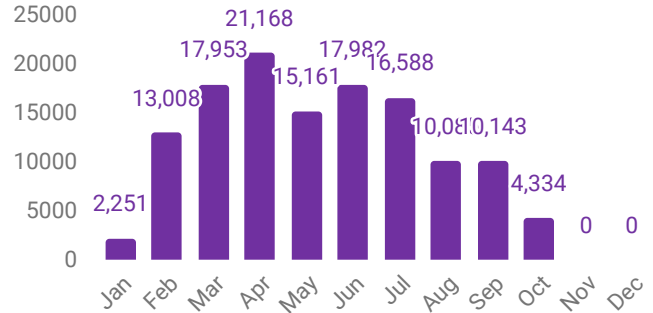
30

**Virtual passive program numbers are tallied in the month following their release; in Feb the Jan #'s will be accurate

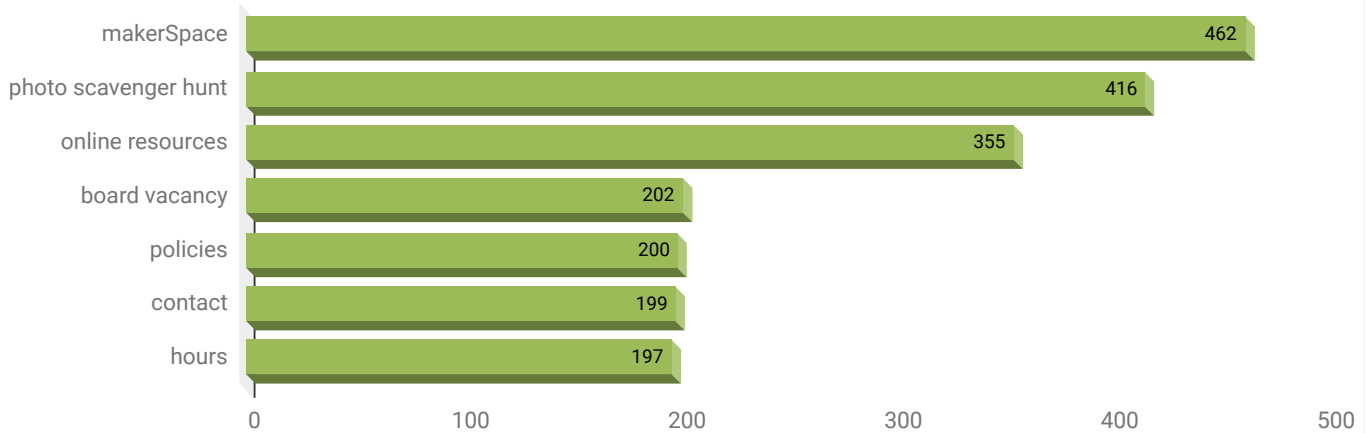
Active Program Attendance YTD



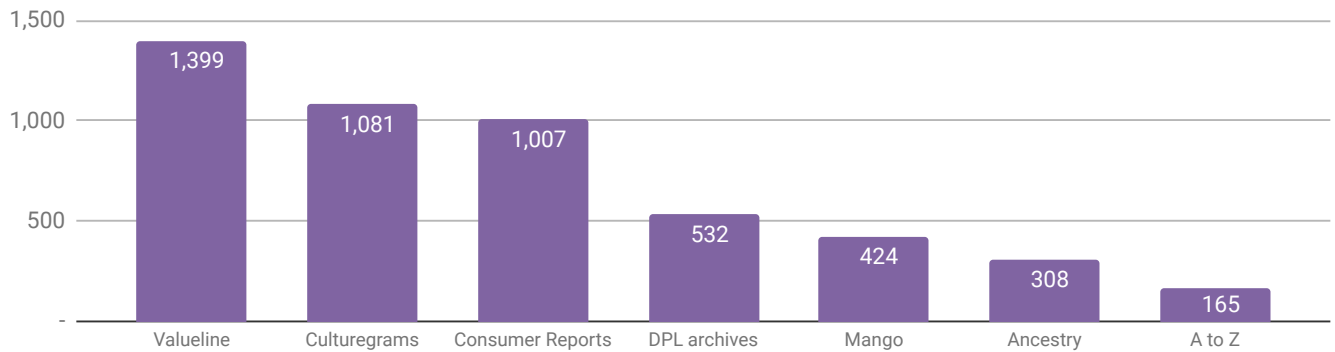
Passive Program Attendance 2023 **



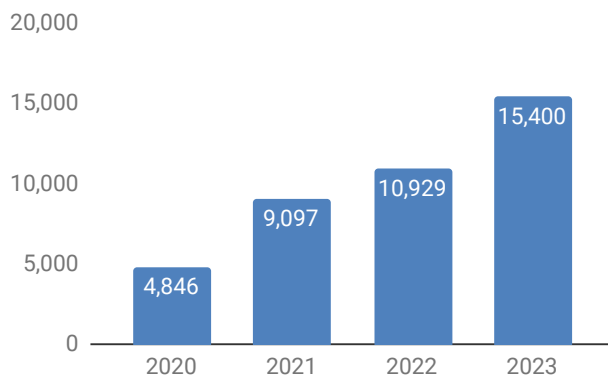
Most Popular Webpages



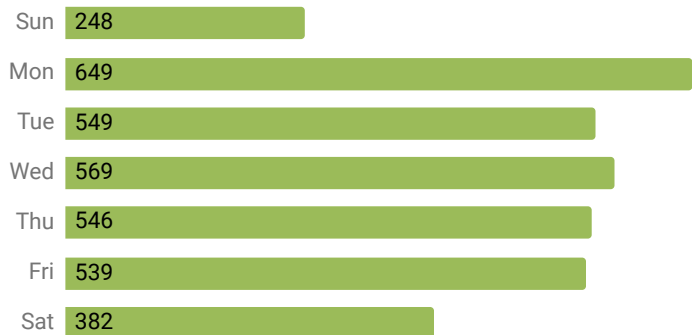
Most popular databases - September



Monthly Library Visits



Average Daily Attendance



To: Board of Trustees
Re: FY 2024 Per Capita Grant Application: Standards Review, Chapters 1-13
Date: November 15, 2023

At the October and November board meetings, we will review and discuss the Illinois Public Library Standards Checklists as part of our FY2024 Per Capita grant application. The checklists are included after this memo in the packet.

Chapter 1	Core Standards
Chapter 2	Governance & Administration
Chapter 3	Personnel
Chapter 4	Access
Chapter 5	Building Infrastructure & Maintenance
Chapter 6	Safety:
Chapter 7	Collection Management
Chapter 8	System Member Responsibilities & Resource Sharing
Chapter 9	Public Services: Reference & Readers Advisory Services
Chapter 10	Programming
Chapter 11	Youth/Young Adult Services
Chapter 12	Technology
Chapter 13	Marketing, Promotion & Collaboration

In addition to these essential standards, listed below are standards that have been enhanced and defined.

Illinois Public Library Core Standards

- Core 1 The library provides uniformly gracious, friendly, timely, and reliable service to all users.
- Core 2 The library is established and operates in compliance with Chapter 75 of the *Illinois Compiled Statutes*.
- Core 3 The library is governed by a board of trustees elected or appointed and constituted in compliance with the relevant sections of Chapter 75 of the *Illinois Compiled Statutes*.
- Core 4 The library complies with all other state and federal laws that affect library operations. (See Appendix A)
- Core 5 The library adopts and adheres to the principles set forth in the American Library Association's (ALA) *Library Bill of Rights* and other ALA intellectual freedom statements and interpretations.
- Core 6 The library adopts and adheres to the *Code of Ethics of the American Library Association*. The library adopts and adheres to the *Public Library Trustee Ethics Statement*, developed by United for Libraries, a division of ALA.
- Core 7 The board of trustees adopts written bylaws that outline the board's purpose and operational procedures and address conflict-of-interest issues. (See Appendix C)
- Core 8 The board of trustees appoints a qualified librarian as library administrator and delegates active management of the library to the library administrator. (For the purposes of this document, a qualified librarian is a person holding a Master of Library Science (MLS), Master Science in LIS, Master of Library and Information Science (MLIS), or other comparable degree from an ALA-accredited program and/or actively participates in continuing education opportunities each year offered by the Illinois State Library, regional library systems, and the Illinois Library Association. Library boards and communities should strive to have a minimum of one staff member holding an ALA-accredited master's degree.)
- Core 9 The board of trustees meets regularly, in accordance with the *Illinois Compiled Statutes*, with the library administrator in attendance. All board meetings and board committee meetings shall comply with the *Open Meetings Act*.
- Core 10 The board of trustees has exclusive control of the expenditure of all monies collected, donated, or appropriated for the library fund and all property owned by the library.
- Core 11 The library has a board-approved written budget. The budget is developed annually by the library administrator and the board with input from the staff.
- Core 12 The board of trustees annually determines if the library's revenues are sufficient to meet the needs of the community. If the revenues are not sufficient, the board of trustees will take action to increase the library's revenues.
- Core 13 The library has a board-approved mission statement, a long-range/strategic plan, disaster prevention and recovery plan, collection management policy, personnel policy, technology plan, and other policies as appropriate to the library's operation and regularly updates and maintains them as appropriate. (See Appendices F and H)

- Core 14 The library administrator presents written monthly reports, including statistics, on library operations to the board of trustees. In addition, monthly fiscal reports are presented by the library administrator and/or the library board treasurer.
- Core 15 The board of trustees annually reviews the performance of the library administrator.
- Core 16 The library is a member of an Illinois regional library system, fulfills the membership requirements of its system, is a responsible partner in the Illinois Library and Information Network (ILLINET), and participates in resource sharing through interlibrary loan and reciprocal borrowing.
- Core 17 The library provides access to resource sharing databases, participates in resource sharing by entering the library's collections into a regional, statewide, or national database, and actively promotes resource sharing via interlibrary loan and reciprocal borrowing.
- Core 18 The library utilizes a variety of methods to communicate with its community.
- Core 19 The library is located in a facility designed or renovated for library purposes and complies with all applicable local, state, and federal codes.
- Core 20 A library is open a minimum of fifteen hours per week according to the *Illinois Administrative Code* [23 Ill. Adm. Code 3030.110].
- Core 21 As a baseline, the library appropriates money to major budget categories (personnel, benefits, library materials, other operating expenditures) using the *Illinois Public Library Annual Report* statewide percentages analysis.
- Core 22 The library board and staff promote the collections and services available to its community.
- Core 23 At least every five years, and more frequently if necessary, the library conducts a review to determine if the library is providing facilities, collections and services in a quantity, at a time, and in a manner that meets the needs of the community.

Governance and Administration Checklist

- Library has an elected or appointed board of trustees.
- Library has a qualified library administrator.
- Library administrator files an *Illinois Public Library Annual Report (IPLAR)* with the Illinois State Library.
- Library administrator prepares monthly reports (including statistics) of operations and services for the board's review.
- Library administrator and/or library board treasurer prepares monthly fiscal reports for the board's review.
- Library has a mission statement and a long-range/strategic plan.
- Library maintains an understanding of the community by surveys, hearings, and other means.
- Library board reviews library policies on a regular basis.
- Library board members participate in local, state, regional, and national decision making that will benefit libraries.
- Library develops an orientation program for new board members.
- Library board members attend local, regional, state, and national conferences pertinent to libraries when fiscally possible.
- Library keeps adequate records of library operations and follows proper procedures for disposal of records.
- Library complies and keeps current with appropriate Illinois and federal laws pertaining to public libraries.
- Library has a board-approved set of written bylaws that govern the conduct of the board of trustees and its relationship to the library and staff.
- Library maintains insurance covering property and liability, including volunteer liability.
- Library has a written succession plan focused on both internal and external talent development to fill anticipated needs for library leadership and other key personnel.

Personnel Checklist

- Library has a board-approved personnel policy.
- Library has staffing levels that are sufficient to carry out the library's mission.
- Library has job descriptions and a salary schedule for all library positions. The job descriptions and salary schedule are periodically reviewed and revised as needed.
- Library's hiring practices are in compliance with EEOC guidelines and the Americans with Disabilities Act.
- Library salaries and fringe benefits account for up to 70 percent of total operations budget.
- Library gives each new employee a thorough orientation.
- Library evaluates staff annually.
- Library staff and administration attend local, regional, state, and national conferences as well as training workshops and seminars where feasible.
- Library provides staff access to library literature and other professional development materials.
- Public library trustees and administrators are aware of federal, state, and local statutes and regulations relevant to personnel administration.
- The library complies with state and federal laws that affect library operations.

Access Checklist

- The library provides the right amount of space of the right kind to meet the provisions of its long-range/strategic plan.
- At least once every five years, the board directs a review of the library's long-term space needs.
- The staff are familiar with the requirements contained in the *Americans with Disabilities Act (ADA)* and work to address deficiencies in order to provide universal access to all patrons.
- The library, including branches or other service points, is located at a site that is determined to be most convenient for the community.
- The library provides adequate, safe, well-lighted, and convenient parking during all hours of service.
- The library has the minimum required number of parking spaces.
- The library's entrance is easily identified, clearly visible, and well lighted.
- The library has an identifying sign clearly visible from the street. Additional signs guide users from arterial streets to the library.
- The library has adequate internal signage.
- The library's lighting levels comply with lighting standards.
- All signage is in compliance with applicable federal, state, and local regulations.
- The library building supports the implementation of current and future telecommunications and electronic information technologies.
- The library has sturdy and comfortable furnishings in sufficient quantity to meet user needs.
- Space is allocated for child and family use with furniture and equipment designed for use by children.
- The library has enough shelving and other types of display and storage to provide patrons with easy access to all materials.
- Shelving in the areas serving young children is scaled to their needs.

Appendix K (Facility Management Checklists)

Ongoing Building Maintenance Checklist

- The library building should be maintained in a clean and sanitary condition at all times. Cleaning schedule can depend on frequency of use, and other factors.
- Elevators should be maintained at least annually, and should comply with applicable codes for safety.
- Roofs should be maintained at least twice a year or more frequently if required by the warranty. Additional inspection and maintenance work should be performed after every occasion where a contractor performs work on the roof (e.g., a rooftop chiller is replaced).
- The building facade should be inspected once a year.
- Parking lot resealing and restriping should be performed every one to three years.
- HVAC systems should be inspected and maintained at least twice a year (before summer and winter).
- Alarm system should be checked for proper operation at least once a year.
- Lighting should be inspected and replaced at least once every three months, unless they are inspected on a regular basis by the building staff. In some cases, defective lights must be replaced immediately. This includes exit lights, parking lot lights, and building exterior lights.
- Emergency lighting should be checked once a month.
- Sprinkler systems should be inspected as required by code, but at least once per year.
- Automatic doors should be inspected, adjusted and lubricated as required by code, but at least once every 6 months. Such doors may require more frequent work depending on traffic.
- Plumbing—Toilets, domestic water heater, and faucets: These systems should be maintained at least twice per year, including rodding of drain lines. Many components such as toilets may require maintenance on an as-needed basis. Sump pumps and back-up systems should be checked more frequently.
- Landscaping should be maintained weekly during season, and at least twice per year for cleanup, trimming, etc.
- Landscaping sprinklers should be checked and maintained twice a year.
- Carpet mats should be vacuumed on a regular basis, and shampooed at least once per year. Worn, loose, or torn carpeting should be replaced on an as-needed basis.
- Hard surface flooring should receive thorough cleaning and/or polishing once per year.
- Window cleaning should be performed at least once per year.

- Parking garages should be inspected and cleaned on an annual basis. Cleaning should include power washing to remove salt and other deposits.
- Other unique features, such as fountains, fireplaces, indoor planters, etc. should also be maintained on an as-required basis.
- Emergence generators should be checked for proper operation every week, and serviced as required by manufacturer.
- Snow removal should be performed on an as-needed basis (either self-performed or contracted).
- Egress paths should be checked once a month to ensure they are maintained open and free of obstructions.
- Electrical and mechanical rooms should be checked twice per year to ensure they are kept clean and clear of obstructions to reach the equipment.

Building Periodic Repair Checklist

- Tuck pointing of masonry: On an as-needed basis.
- Sealant repairs (window perimeters, masonry joints, etc.): On a three-to-five year interval.
- Interior painting and wall coverings: On an as-needed basis.
- Exterior painting including steel members that may corrode such as railings, etc.: Typically, once every three to five years.
- Wood and trim components: On an as-needed basis.
- Exterior and Interior Signage: Evaluate the appropriateness and condition of your signage once a year.
- Windows: Replace broken seals broken glass, caulking and glazing as needed.
- Parking lot: Perform patching, sidewalk repairs such as mud jacking, curb repairs, etc. as needed.
- Landscaping: Inspect trees and sod replacement every one to two years.
- Graffiti removal: Perform on an as-needed basis.
- Fencing repairs and painting: Perform on an as-needed basis. Painting is typically required every three to five years.
- Hardware: Items such as door knobs, locks, etc. should be repaired on an as-needed basis.

Capital Project Checklist

*Warranties and professional consultation should determine capital project items.

- Parking lot reconstruction (not routine sealing)
- Re-roofing
- Window replacement
- HVAC equipment replacement
- Lighting replacements and upgrades
- Building additions
- Interior remodeling (carpeting, walls, furnishings, etc.)
- Utility infrastructure including electrical feeds, cabling, fiber optics, generators, IT infrastructure, technology upgrades
- Major facade repairs
- Major code upgrades

Capital Asset Plan Item List

*Any item that is not accounted for in library operating budget should be on this list.

- Building structure
- Site elements such as parking lots, paving, site furnishings and signs
- HVAC systems
- Plumbing
- Elevators
- Building envelope including facade, windows, and roofs
- Furnishings

Environmentally Friendly Components

*The best time to upgrade for energy code conformance is when a library does replacement of library systems.

- Roof
- Mechanical systems
- Windows
- Library façade repair or replacement
- Lighting/LED
- Low-flow/water saving

Safety Checklist

- The library provides a list of emergency call numbers at all staff phones in the library.
- The library has a floor plan that shows entrances, exits, location of emergency supplies, fire alarms, and fire extinguishers.
- The library has an emergency manual and disaster plan.
- The library provides emergency training for staff, including fire and tornado drills, use of fire extinguishers, and location of the first aid kit, NARCAN® kit, and an automated external defibrillator.
- The library provides a call list and contact information that is reviewed biannually.
- Emergency medical supplies are stored in a designated location and are accessible to staff.
- Emergency equipment such as electric, gas and water switches, fire extinguishers, and fire alarms are noted on a library floor plan and are tested biannually.
- A prioritization list shows what should be salvaged in order of importance.
- A building safety checklist includes daily, weekly, quarterly, semi-annual, and annual safety procedures.
- A procedure exists for letting staff know when it is unsafe to enter the building.
- The library has a designated tornado shelter.
- Emergency exits and evacuation routes out of the library and to the tornado shelter are clearly marked. Fire extinguishers are clearly marked.
- The library provides adequate security for staff, users, and collections.
- The library has a strong relationship with local police and community safety personnel and communicates with them on a regular basis about safety issues affecting the library.
- At least two people (one of whom may be a volunteer) shall be on duty during all open hours of operation.
- Copies of the emergency manual and disaster plan are provided to community safety personnel.
- A policy for security camera usage has been adopted and signage is posted.

- The library board of trustees ensures that the library has a publicly funded budget to purchase materials. The minimum annual expenditure for materials for any size library should be a minimum of 8 to 12 percent of the operating budget.
- Library budgets should put priority on purchasing materials that best serve their community.
- The library has a written collection development policy approved by the board.
- Materials are cataloged according to standard library practices utilizing MARC 21, AACR2 Rules, Sears/LC subject headings, and RDA.
- Library collections are evaluated annually to measure the effectiveness of community use of the collection and weeded if deemed appropriate.
- The library considers forming a cooperative collection plan with other libraries in close proximity to one another.

Collection Management

- The library strives to complement its print collection by purchasing electronic materials and making them available to patrons through a variety of methods.
- The library publicizes and promotes interlibrary loan to its patrons.
- Library staff is trained in and follows policies and procedures related to the ILLINET *Interlibrary Loan Code* and the ALA *Interlibrary Loan Code*. Libraries agree to be responsible borrowers and lenders.

System Member Responsibilities and Resource Sharing Standards

1. Public library staff and library board members are aware of the services offered by the regional library systems and the Illinois State Library. Public libraries are charged with the responsibility to promote statewide cooperative services in addition to their own local services.
2. All Illinois public libraries agree to make their resources, information, and expertise available via interlibrary loan, reciprocal borrowing, and other formal cooperative agreements; and participate in system delivery.
3. All Illinois public libraries abide by the ILLINET *Interlibrary Loan Code* as well as other formal regional/consortial agreements.
4. Public library directors, library staff, and library board members actively participate as members of boards, committees, task forces, advisory councils, etc., at various levels, including the regional library system, the Illinois State Library, and the Illinois Library Association. Participants should bring a regional and statewide perspective that envisions all types of libraries, not just their local library and library type issues.
5. All public libraries, in cooperation with regional library systems and the Illinois State Library, share the responsibility for promoting statewide tax-supported public library service for every Illinois resident.
6. Every public library has a responsibility to offer its residents quality library services; therefore, any legally established public library that currently does not meet the eligibility requirements for Illinois State Library/Illinois Office of the Secretary of State grants should work in cooperation with its regional library system regarding grant eligibility and compliance.

System Member Responsibilities and Resource Sharing Checklist

- Library staff and library board members are aware of the services offered by the regional library systems and the Illinois State Library. The library promotes statewide cooperative services in addition to their own local services.
- Library resources, information, and expertise are available via interlibrary loan, reciprocal borrowing, and other formal cooperative agreements; and the library participates in system delivery.
- The library abides by the ILLINET *Interlibrary Loan Code* as well as other formal regional/consortial agreements.
- The library administrator, library staff, and library board members actively participate as members of boards, committees, task forces, advisory councils, etc., at various levels, including the regional library system, the Illinois State Library, and the Illinois Library Association, and bring a regional and statewide perspective that envisions all types of libraries, not just their local library and library type issues.
- The library, in cooperation with regional library systems and the Illinois State Library, promotes statewide tax-supported public library service for every Illinois resident.
- If a legally established public library currently does not meet the eligibility requirements for Illinois State Library/Illinois Office of the Secretary of State grants, the library should work in cooperation with its regional library system regarding grant eligibility and compliance.

15. The library provides a variety of services to meet the needs of patrons who have challenges with disabilities, language, and literacy.
16. The library provides staff trained in reference service to meet the needs of patrons who have challenges with disabilities, language, and literacy.
17. The library participates in interlibrary loan and resource sharing to help provide accurate and timely reference service.

Reference Service Checklist

- All basic services are available when the library is open.
- The library has a reference service policy.
- The library provides staff trained in reference service to meet the needs of patrons who have challenges with disabilities, language, and literacy.
- The library participates in interlibrary loan and resource sharing to help provide accurate and timely reference service.
- The library is aware of the importance of accuracy in reference service and relies on information sources of demonstrated currency and authority.
- The library supports training in the use of technologies necessary to access electronic resources, including training for persons with disabilities in the use of adaptive equipment and software.
- The library provides easy access to accurate and up-to-date community information.
- The library provides current issues of at least one community or local newspaper and retains hard copy or online back issues for a minimum of six months.
- The library provides access to local ordinances or codes of all municipalities within its service boundaries.
- The library provides access to local and state maps.
- The library provides access to the minutes of local government meetings. These include but are not limited to municipal (village, township, or city) and school board meetings.
- The library provides voter information, including precinct boundaries and location of polling places.
- The library provides information about local history and events.
- The library has at least one current reference resource for each subject area.
- Staff has access to a telephone or computer to receive and respond to requests for information and materials and to contact other agencies for information.
- Staff members are encouraged to attend at least one relevant continuing education event each year.
- The library evaluates its reference service on an annual basis.

Reader's Advisory Service Checklist

- All basic services are available when the library is open.
- The library has competently trained staff that has thorough knowledge of popular authors and titles.
- The library maintains a well-rounded collection of both fiction and nonfiction titles.
- The library participates in interlibrary loan and resource sharing to help provide accurate and timely reader's advisory service.
- The library maintains a basic collection of reader's advisory reference materials.
- All staff members attend at least one relevant continuing education event each year.
- Staff members who are responsible for reader's advisory service in their library join at least one community organization, club, or council.
- Staff members who are responsible for reader's advisory service in their library attend at least one workshop, reading roundtable, or continuing education event.
- The library accepts and responds to reader's advisory requests received in person, on the phone, or electronically.

Programming Checklist

- Library programs are provided free of charge, or on a cost recovery basis.
- Library programs are located in a physically accessible location.
- Provisions are made, as needed, to enable persons with disabilities to participate in the program. The availability of these provisions is noted with other information about the program.
- The library considers community demographics, special populations, and the availability of programming from other social, cultural, and recreational organizations in the community when planning and evaluating programs.
- The library presents educational, cultural, and recreational programs that reflect community needs and interests.
- Programming is designed to address the diversity within the community, to increase the awareness and use of library resources and services, and to attract new users.
- The library provides outreach programs to specific populations who cannot visit the library.
- The library has programming that seeks to serve children and their caregivers.
- The library has programming that seeks to serve young adults.
- The library has programming that seeks to serve adults and senior citizens.
- The library provides programs on library instruction for all ages. This includes online catalog and online database training opportunities.
- The library is encouraged to partner with other organizations to offer programs.

Youth/Young Adult Services Checklist

- All basic youth services are available when the library is open.
- The library provides staff trained in serving youth.
- The library has policies towards serving youth which it reviews at least every two years, and youth staff have input in these policy revisions and creations.
- The library actively promotes respect for diversity and creates an inclusive, welcoming, and respectful library atmosphere for all patrons.
- The library provides staff trained in assisting youth with disabilities, language, and literacy barriers.
- The library provides staff trained to assist youth with adaptive equipment and software as needed to for accessibility of resources.
- The library strives to eliminate barriers of service for youth, including regularly reviewing any content restrictions, library card requirements, and Internet policies.
- The library regularly, and at least annually, evaluates its services for youth with regard to popularity, effectiveness, accuracy, timeliness, and patron ease. The library seeks input from staff serving youth—as well as the community—regarding these services.
- The library provides programming for youth which is developmentally appropriate and meets the needs of the community.
- The library's programming is designed to reflect the needs and interests of youth in the community.
- Library programs are provided free of charge or on a cost-recovery basis.
- The library makes provisions that enable persons with disabilities to attend programming, and lists these provisions with other programming information.
- The library considers community demographics, special populations, and the availability of resources from social, cultural, and recreational organizations in the community when planning and evaluating library services for youth.
- The library strives to partner with youth-facing organizations in the community.
- The library provides youth with research and information literacy instruction through tours, training sessions, and one-on-one interactions.
- The library has staff who have knowledge of popular authors, titles, and resources to provide these services.
- Youth staff have access to a telephone and computer to receive and respond to requests for information and to contact other agencies.
- Youth staff responsible for collection management have access to review journals and tools specifically targeting youth materials.

- The library includes at least one current resource created and intended for youth for each subject area. Electronic resources also fulfill this requirement.
- The library provides computer access for all youth, and provides guidance on digital literacy and technology use to youth.
- The library provides outreach services towards youth to increase awareness of services, attract new users, and reach underserved populations.
- The library strives to partner with and support local schools, including private schools and homeschoolers.
- Staff members are encouraged to attend as many continuing education workshops and events as possible to stay current on trends and best practices for serving youth.
- The library provides a space specifically for use by children and families.
- The shelving used for housing children's materials is appropriately sized to allow for easier access.
- The library provides early literacy programming, including regular story time, for children and families.
- The library provides programming which facilitates play and fun for children and families.
- The library provides toys and interactive materials for use in the library, during programs, and/or at home that facilitate play, fun, and imagination.
- The library provides a summer reading opportunity to encourage reading and learning during the summer.
- The library provides a welcoming environment for young adults both individually and in groups.
- The library provides developmentally appropriate programming for young adults that encourage self-identity and positive interactions while providing opportunities to socialize and have fun.
- The library provides materials both physical and digital for young adults that are intended for them.
- The library partners with young adults in the community to provide opportunities for leadership such as a young adult (or teen) advisory board, volunteer group, or other formal or informal opportunities.

- Based on local technology planning, the library ensures adequate technological access and maintains appropriate hardware/software that effectively accommodates both library operations and patron needs.
- The library has:
 - a telephone, with a listing in the phone book;
 - a telephone voice mail and/or answering machine;
 - a fax and/or scanner;
 - a photocopier;
 - effective Internet access with sufficient capacity to meet the needs of both the staff and the public;
 - library and/or departmental email accounts for patron communication with the library (the library email account is reviewed and responded to during library hours);
 - an *Americans with Disabilities Act* (ADA) compliant library website that is updated at least monthly;
 - up-to-date computers for staff and public access with sufficient capacity to meet needs;
 - up-to-date printers for staff and public access with sufficient capacity to meet needs;
 - up-to-date antivirus and Internet security software protection installed on every library computer;
 - up-to-date Internet browsers, web applications, and plug-ins;
 - a valid email address, accessible via the library's website, for the library administrator; and
 - a website that includes basic library information such as hours, location, contact, official name of library, and content required by the *Open Meetings Act*.

Technology

- The library provides a sufficient number of patron-accessible workstations/devices on a per capita basis.
- The wait time for patron workstations does not exceed 15 to 30 minutes.
- The library annually evaluates and, if necessary, updates its Internet connectivity options for service impact and cost-effectiveness.
- The library provides 24/7 remote access to library services and resources through:
 - a web-accessible library catalog;
 - an Americans with Disabilities Act (ADA) compliant library website that is updated at least monthly;
 - appropriate regional, state, national, and international bibliographic databases;
 - other authenticated electronic resources that are available for direct patron use; and
 - virtual reference service, and/or text messaging services, and/or a library email account.
- The library staff must be:
 - computer literate;
 - trained to use and assist patrons in the use of electronic resources and materials; and
 - accessible via email and/or through messaging services.
- The library provides or partners with other community agencies to offer its patrons instruction (workshops, classes) in the use of computers, email, productivity software, and the Internet.
- The library provides web links and access to regional and/or statewide initiatives including:
 - regional library system consortial web-based catalogs;
 - the CARLI academic library catalog (I-Share);
 - Illinois State Library-sponsored databases/e-resources;
 - other electronic collections as available; and
 - virtual reference service.
- As an equal partner in resource sharing, the library inputs and makes its collection holdings accessible for resource sharing within a regional, statewide, national, and/or international database.
- The library has a board-adopted Internet acceptable use policy.
- The Internet acceptable use policy is reviewed annually.
- The library budgets for ongoing technology needs including but not limited to: hardware and software purchases, upgrades, ongoing maintenance, services, and connectivity.
- The library maintains, troubleshoots, repairs, and replaces computer hardware and software. This ongoing maintenance is handled by trained library staff and/or via a contractual service agreement with an appropriate service provider.

- The library develops and updates, at regular intervals, a long-range/strategic plan for its future technology needs. The plan is based on community needs and priorities.
- The library continuously strives to improve its technological services, resources, and access. An ongoing planning cycle includes a needs assessment that examines current and emerging technologies and service enhancements including but not limited to:
 - wireless access (Wi-Fi);
 - Internet connectivity upgrades sufficient for patron and staff use;
 - networking (local area vs. wide area);
 - library Intranet;
 - an *Americans with Disabilities Act* (ADA) compliant library website that is updated at least monthly, highlights library services and programs, includes hyperlinks, is mobile compatible, and is interactive;
 - patron self-checkout functionality;
 - new technologies/potential services; for example, social networking, makerspace, and mobile apps;
 - current and functional meeting room technology;
 - adaptive technologies that accommodate service needs for persons with disabilities and special populations, including but not limited to: accessible computer hardware, deaf interpreters, language translators, open captioning; and
 - ongoing staff continuing education/training related to all aspects of technological services.
- The library protects the integrity, safety, and security of its technological environment.
- The library's automated catalog and its components comply with current state, national, and international standards.
- The library is aware of E-rate discounts (telecommunications/connectivity services and/or Internet access) as available through the Schools and Libraries Program of the Universal Service Fund, administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC).

- The library has a communications plan that supports the library's long-range/strategic plan.
- The library staff and trustees participate in two or more cooperative activities with other community organizations.
- The library's services and programs are promoted in the community. Check the applicable publicity methods.
 - flyers
 - brochures
 - website
 - newsletter
 - posters
 - banners
 - displays
 - podcasting
 - presentations
 - speeches
 - billboards
 - other
- The library maintains at least one social media account.
- The library invites local, state, and federal officials to visit the library.
- The library's website is updated at least monthly.
- The board, administration, and staff conduct an annual library walk-through.
- The board, administration, and appropriate staff visit other libraries.
- The budget includes funds for public relations and marketing activities.
- The library's promotional methods and services are ADA compliant.
- A designated staff member coordinates the library's marketing efforts.

Marketing, Promotion, and Collaboration

- The library's staff receives customer service and marketing training.
- The library's orientation for staff and trustees includes the library's public relations, customer service philosophy, library history, funding sources, and long-range/strategic plan.
- The library surveys patrons and the community to judge awareness of the library's programs and services.