DEERFIELD PUBLIC LIBRARY BOARD OF TRUSTEES
920 WAUKEGAN ROAD, DEERFIELD, IL 60015
REGULAR MEETING AGENDA
Wednesday, November 14, 2018, 6:30 PM

1. ROLL CALL & CALL TO ORDER

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

3. STAFF PRESENTATION: Fight to Integrate Deerfield

4. APPROVAL OF MINUTES
   - A. October 17, 2018 Regular Meeting (ACTION)

5. TREASURER REPORT
   - A. Financials: Balance Sheet, Revenues & Expenses (ACTION)
   - B. List of Checks and Payments for Approval (ACTION)

6. VILLAGE LIAISON REPORT

7. LIBRARY DIRECTOR'S REPORT
   - A. Holiday Party Date Confirmation

8. OLD BUSINESS
   - A. Collaborative Work Space Update
   - B. Librarian in the Lobby: Possible Dates

9. NEW BUSINESS

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

11. OTHER

12. ADJOURNMENT

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

Upcoming Library Board Meetings: December 19 at 6:30 p.m.
Upcoming Village Board Budget Hearings: November 19 at 7:30 p.m.

*All topics on the agenda are potential action items.

DEERFIELD PUBLIC LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES
October 17, 2018

1. ROLL CALL & CALL TO ORDER

Present Ken Abosch called the meeting to order at 6:45 p.m., in the Board Room, 920 Waukegan Road, Deerfield, IL.

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

Village Liaison: Mr. Bill Seiden

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. September 12, 2018 Regular Session Meeting (ACTION)

MOTION: Mr. Seth Schriftman made a motion to approve the August 15, 2018 Regular Session Meeting minutes, seconded by Mr. Mike Goldberg.

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

4. TREASURER REPORT

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

Mr. Schriftman presented the Financials.

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

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

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

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

-Electronic Payments, 4 ACHs, WinTrust	$	126.79
-Petty Cash Checks 627-630, Bank Financial	$	152.53
-AP Checks 10409-10470, 13 ACHs, WinTrust	$	93,936.74
The total amount presented for approval	$	94,216.06

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

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

C. Proposed FY 2019 Budget & 2018 Levy Request (ACTION)

Mr. Schriftman thanked the library staff for their hard work on the budget planning. Mr. Schriftman reported that the library is seeking a 2.5% increase which is different than last year's 4.8% increase. The Collaborative Workspace project will be funded from the library reserves.

Mr. Abosch asked for clarification regarding Village Meetings dates and times. Ms. DeCorrevont will circulate the IMRF Rate change explanation to the whole board after the meeting.

MOTION: Mr. Goldberg made a motion to approve the Proposed FY 2019 Budget & 2018 Levy Request, seconded by Mr. Schriftman.

Vote: 4 Yes –Ken Abosch, Maureen Wener, Seth Schriftman, Mike Goldberg.
1 No – Howard Handler.
The motion was approved.

5. VILLAGE LIAISON REPORT

Mr. Bill Seiden gave the Village Report.

6. LIBRARY DIRECTOR'S REPORT

A. Strategic Plan Update

Ms. Amy Falasz-Peterson reported on the progress of the strategic plan. Ms. Falasz-Peterson stated that the staff will begin planning the Holiday Party at the Park District. The possible dates would be January 11 or 25, 2019. Ms. DeCorrevont will contact the Park District to check availability for Holiday Party.

Ms. Falasz-Peterson reported that our new library app will be available in November. This will tie into our new calendar roll out as well. The IT and Adult Services staff are working collaboratively on creating videos for patrons on how to use the new features.

The Adult and Youth Services staff continues to work on the collaborative programming for the 2019 Fight to Integrate Deerfield.

Ms. Falasz-Peterson shared some of the feedback from the Farmer's Market. Ms. Wener suggested that the staff provide an iPad next year so the board could show some of the features on the website.

Ms. Falasz-Peterson shared that a member of the public called Board Members because he was concerned about the library's study room policy. He was concerned about the first come first serve nature of the policy. He was appreciative that the board members and the director followed up to him. Ms. Falasz-Peterson reported that she spoke with staff on the policy. While the study rooms are very busy from about 2:30 pm- 7 pm, they had not noticed anyone taking advantage of the policy. There isn't a problem of the rooms being reserved and then sitting vacant for extended periods of time. And, the staff doesn't monitor what is being done in the rooms because there is an element of some privacy. Ms. Falasz-Peterson indicated she would call the patron back after the board meeting.

Mr. Goldberg asked to update his contact telephone number on the website.

Mr. Handler commented that the Accessibility Page on the website looks nice and suggested that staff add a telephone number. Ms. Falasz-Peterson thanked him for his suggestion. Mr. Handler asked how the library staff equity, diversity and inclusion relates to staff or patrons. Ms. Falasz-Peterson indicated that it is primarily focused on staff now and in turn it will influence some of the training, purchasing, or programming decisions that staff make moving forward.

7. OLD BUSINESS

A. Collaborative Work Space Update (DISCUSSION)

Ms. Falasz-Peterson reported that she will be setting up an additional meeting with the architect to discuss the next steps on the design process.

8. NEW BUSINESS

A. Approval of Meeting Room Policy (ACTION)

Ms. Falasz-Peterson reported that the Policy Committee met on 9/17 and that they recommend the policy that was included in the packets for approval.

Mr. Handler had two corrections: to add an additional bullet point and to mirror the Unattended Child policy language.

MOTION: Mr. Schriftman made a motion to approve the Meeting Room Policy with the proposed changes, seconded by Mr. Handler.

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

B. FY 2019 Per Capita Grant Requirement: Standards: Review Chapter 8 (DISCUSSION)

Ms. Falasz-Peterson reported that we received funds in 2018 to supplement funds for our collection. Ms. Falasz-Peterson highlighted points from the Standards for Illinois Libraries, Chapter 8.

C. FY 2019 Per Capita Grant Requirement: Trustee Facts File Review (DISCUSSION)

Ms. Falasz-Peterson reported on the Trustee Facts Files review.

9. OTHER

10. ADJOURNMENT

At 7:32 p.m., Mr. Goldberg made a motion to adjourn the meeting, seconded by Mr. Schriftman.

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

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Maureen Wener, Secretary

Deerfield Public Library

BALANCE SHEET

As of October 31, 2018

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
11000 Cash and Investments - General	0.00
11100 General Operating - WinTrust	624,276.73
11200 Payroll - WinTrust	146,783.02
11300 E-Pay - WinTrust	12,650.14
11400 Deposits - Bank Financial	3,473.12
11500 Petty Cash - Bank Financial	1,061.13
11600 Max-Safe Wintrust	2,545,629.26
11900 Petty Cash	**574.00**
Total 11000 Cash and Investments - General	**3,334,447.40**
12000 Cash and Investments - Reserve	**0.00**
13000 Cash & Invest - Other	**0.00**
14100 PMA Financial Services	
10-1410 PMA Reserve Fund	2,851,602.13
14110 PMA General Fund	1,748,316.67
60-1440 PMA Debt Svc 2011a GO	56.08
60-1441 PMA Debt Svc 2013 GO	58.24
Total 14100 PMA Financial Services	**4,600,033.12**
Total Bank Accounts	**$7,934,480.52**
Accounts Receivable	
15120 Property Tax Receivable - 2013	0.00
Total Accounts Receivable	**$0.00**
Other Current Assets	
12101 Inventory Asset	0.00
15000 Other Current Assets	0.00
15010 Receivables	4.80
15100 Property Taxes Receivable	4,279,340.00
15110 Property Tax Receivable - 2011A	362,880.00
15115 Property tax receivable -2013A	0.00
15121 Property Tax Receivable - 2013	364,702.00
15200 Due from Village of Deerfield	0.00
15300 Prepaid Expenses	51,149.69
15400 Accrued Revenue - General	0.00
15400.9 Accrued Rev - Reserve	0.00
Total Other Current Assets	**$5,058,076.49**
Total Current Assets	**$12,992,557.01**
Fixed Assets	
19000 Capital Assets	
19050 Capital Assets -Not Depreciated	
19100 Land	65,493.00
19150 Construction In Progress	0.00

	TOTAL
Total 19050 Capital Assets -Not Depreciated	**65,493.00**
19200 Capital Assets - To Depreciate	
19210 Building	13,197,410.12
19300 Equipment	
19301 Equip - Phone System	33,636.00
19302 Equip - Automation System	309,361.00
19303 Equip - RFID	433,659.00
19304 Equip - Vehicle	23,432.00
19310 Furniture	883,919.00
Total 19300 Equipment	**1,684,007.00**
Total 19200 Capital Assets - To Depreciate	**14,881,417.12**
19220 Accumulated Depreciation	-3,247,502.00
Total 19000 Capital Assets	**11,699,408.12**
Total Fixed Assets	**$11,699,408.12**
Other Assets	
15110 Deferred Outflows of Resources	945,981.74
19900 Due From Other Activity	**0.00**
Total Other Assets	**$945,981.74**
TOTAL ASSETS	**$25,637,946.87**
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
21000 Accounts Payable	48,164.28
Total Accounts Payable	**$48,164.28**
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	10,670.10
22200 Deferred Compensation	0.00
22300 Withholdings	0.00
22310 Federal Income Tax	36.52
22320 Social Security	729.58
22330 Medicare	0.00
22340 Employer' s FICA	0.00
22350 State Income Tax	-1.55
22360 IMRF	25,269.54
22370 ICMA	0.00
22380 Medical/Health	11,424.13
22385 Dental	-167.62
22390 Life	-20.76
Total 22300 Withholdings	**37,269.84**
Total 22000 Payroll Liabilities	**47,940.34**
22395 FSA Payable	6.23
23000 Due to Village - Short Term	0.00
24000 Accrued Expenses	-30,547.46

	TOTAL
24100 Collection on behalf of Friends	0.00
Total 24000 Accrued Expenses	**-30,547.46**
25000 Deferred Inflows of Resources	29,497.44
25100 Deferred Property Taxes	4,279,340.00
Total 25000 Deferred Inflows of Resources	**4,308,837.44**
25110 Unearned Property Taxes-2011a	362,880.00
25120 Unearned Prop Taxes -20132	364,702.00
25902 Unearned Impact Fee - AMLI Proj	0.00
26300 Net Pension liability	1,490,392.00
29000 Due To Other Activity Bank Acct	**0.00**
Total Other Current Liabilities	**$6,544,210.55**
Total Current Liabilities	**$6,592,374.83**
Long-Term Liabilities	
26000 Noncurrent Liabilities	
26009 Compensated Absences	87,839.00
26100 Other Postemployment Benefits	105,733.00
26200 Due to Village - Long Term Debt	8,590,000.00
Total 26000 Noncurrent Liabilities	**8,783,572.00**
Total Long-Term Liabilities	**$8,783,572.00**
Total Liabilities	**$15,375,946.83**
Equity	
31000 Opening Bal Equity	0.00
32000 Fund Balance, Beginning	2,924,810.73
32100 Fund Balance 2011-A	-43,738.95
32110 Fund Balance-2013	-36,910.41
32120 Fund Balance _ Res	2,540,309.11
32130 Fund Balance LT Debt Acct Grp	-950,128.90
33000 Investment in Capital Assets	12,699,530.12
33050 Debt Related to Capital Assets	-8,590,000.00
Total 33000 Investment in Capital Assets	**4,109,530.12**
Net Income	1,718,128.34
Total Equity	**$10,262,000.04**
TOTAL LIABILITIES AND EQUITY	**$25,637,946.87**

Deerfield Public Library

BUDGET VS. ACTUALS: BUDGET 2018 - FY18 P&L

January - October, 2018

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
41000 Taxes				
41100 Property Tax	4,216,198.71	4,279,340.00	-63,141.29	98.52 %
41200 Replacement Tax	27,809.45	25,000.00	2,809.45	111.24 %
60-4110 Property Taxes - Debt 2011A	362,880.00	362,880.00	0.00	100.00 %
60-4111 Property Taxes - Debt 2013	364,702.00	364,702.00	0.00	100.00 %
Total 41000 Taxes	**4,971,590.16**	**5,031,922.00**	**-60,331.84**	**98.80 %**
42000 Fees & Fines				
42100 Fees Fines & Penalties	37,514.00	55,000.00	-17,486.00	68.21 %
42200 Non-Resident Fees	7,242.03	7,000.00	242.03	103.46 %
42300 Printing/Copying Fees	8,785.43	8,000.00	785.43	109.82 %
Total 42000 Fees & Fines	**53,541.46**	**70,000.00**	**-16,458.54**	**76.49 %**
43000 Investment Income				
43100 Interest - General	34,702.81	6,000.00	28,702.81	578.38 %
43200 Interest - Reserve	40,719.49	10,000.00	30,719.49	407.19 %
Total 43000 Investment Income	**75,422.30**	**16,000.00**	**59,422.30**	**471.39 %**
44000 Grants				
44100 State Grant				
44150 Per Capita Grant	36,931.87	10,000.00	26,931.87	369.32 %
Total 44100 State Grant	**36,931.87**	**10,000.00**	**26,931.87**	**369.32 %**
Total 44000 Grants	**36,931.87**	**10,000.00**	**26,931.87**	**369.32 %**
45000 Gifts and Contributions				
45100 General Donations	293.89	500.00	-206.11	58.78 %
45500 Friends Contributions	12,003.25	5,000.00	7,003.25	240.07 %
Total 45100 General Donations	**12,297.14**	**5,500.00**	**6,797.14**	**223.58 %**
Total 45000 Gifts and Contributions	**12,297.14**	**5,500.00**	**6,797.14**	**223.58 %**
49000 Miscellaneous Revenue				
49009 Miscellaneous	3,133.55	500.00	2,633.55	626.71 %
49065 Sale of Surplus Materials	628.72	1,000.00	-371.28	62.87 %
Total 49000 Miscellaneous Revenue	**3,762.27**	**1,500.00**	**2,262.27**	**250.82 %**
Total Income	**$5,153,545.20**	**$5,134,922.00**	**$18,623.20**	**100.36 %**
GROSS PROFIT	**$5,153,545.20**	**$5,134,922.00**	**$18,623.20**	**100.36 %**
Expenses				
50000 General Expenses				
51000 Personnel Expenses				
51100 Salaries	1,680,329.73	2,158,755.00	-478,425.27	77.84 %
51200 FICA	123,176.27	164,384.00	-41,207.73	74.93 %
51300 Health/Misc Benefits	202,025.85	333,116.00	-131,090.15	60.65 %
51400 Pension Contribution	182,804.13	256,833.00	-74,028.87	71.18 %
51500 Other Benefits	4,156.66	9,752.00	-5,595.34	42.62 %
51600 Staff Enrichment	2,156.96	6,500.00	-4,343.04	33.18 %

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Total 51000 Personnel Expenses	**2,194,649.60**	**2,929,340.00**	**-734,690.40**	**74.92 %**
52000 Facility Expenses				
52100 Interior Facility Maintenance	37,269.58	55,000.00	-17,730.42	67.76 %
52200 Facility Equipment Maintenance	49,827.73	37,000.00	12,827.73	134.67 %
52300 Exterior Building Maintenance	8,365.13	8,000.00	365.13	104.56 %
52400 Utilities				
52410 Water	1,792.66	3,000.00	-1,207.34	59.76 %
52430 Telephone - Voice	14,532.76	14,000.00	532.76	103.81 %
52440 Data Lines	27,003.74	24,000.00	3,003.74	112.52 %
Total 52400 Utilities	**43,329.16**	**41,000.00**	**2,329.16**	**105.68 %**
52500 Minor Furnishings & Equipment	17,420.97	22,500.00	-5,079.03	77.43 %
Total 52000 Facility Expenses	**156,212.57**	**163,500.00**	**-7,287.43**	**95.54 %**
53000 Library Materials				
53100 Periodicals	4,285.81	20,000.00	-15,714.19	21.43 %
53200 Adult Materials-Books				
53221 Books - Adult Non-Fiction	35,771.48	55,000.00	-19,228.52	65.04 %
53222 Books-Adult Fiction	48,893.73	76,500.00	-27,606.27	63.91 %
Total 53200 Adult Materials-Books	**84,665.21**	**131,500.00**	**-46,834.79**	**64.38 %**
53300 Audio Visual Materials				
53320 Audio Visual - Adult	56,245.89	80,000.00	-23,754.11	70.31 %
53340 Audio Visual - Youth	10,979.49	22,500.00	-11,520.51	48.80 %
Total 53300 Audio Visual Materials	**67,225.38**	**102,500.00**	**-35,274.62**	**65.59 %**
53400 Youth Materials-Books				
53241 Books - Youth & Teens	49,827.02	70,000.00	-20,172.98	71.18 %
53550 Literacy Support - Youth	1,960.69	2,500.00	-539.31	78.43 %
Total 53400 Youth Materials-Books	**51,787.71**	**72,500.00**	**-20,712.29**	**71.43 %**
53501 Electronic Resources				
53500 E-Resources	194,643.95	215,000.00	-20,356.05	90.53 %
Total 53501 Electronic Resources	**194,643.95**	**215,000.00**	**-20,356.05**	**90.53 %**
Total 53000 Library Materials	**402,608.06**	**541,500.00**	**-138,891.94**	**74.35 %**
54000 Library Programs				
54100 Admin Programs	3,285.90	4,000.00	-714.10	82.15 %
54150 Outreach Programs	912.34	2,500.00	-1,587.66	36.49 %
54210 Adult Programs	12,821.74	20,000.00	-7,178.26	64.11 %
54400 Youth Programs	15,741.55	25,000.00	-9,258.45	62.97 %
Total 54000 Library Programs	**32,761.53**	**51,500.00**	**-18,738.47**	**63.61 %**
55000 Automation				
55350 Software & Licenses	211,084.79	180,000.00	31,084.79	117.27 %
55360 IT Automation Support	94,010.84	80,000.00	14,010.84	117.51 %
55400 New Projects/equip				
56440 New Projects / IT Equipment	59,784.52	135,000.00	-75,215.48	44.28 %
Total 55400 New Projects/equip	**59,784.52**	**135,000.00**	**-75,215.48**	**44.28 %**
Total 55000 Automation	**364,880.15**	**395,000.00**	**-30,119.85**	**92.37 %**
56000 Professional/Contractual Svcs				
56009 Other Office Support	4,917.45	16,500.00	-11,582.55	29.80 %
56100 Insurance	41,190.49	50,000.00	-8,809.51	82.38 %
56200 Postage	4,748.27	8,500.00	-3,751.73	55.86 %

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
56300 Professional Printing Services	13,401.30	18,000.00	-4,598.70	74.45 %
56500 Professional Admin Services	15,844.25	30,000.00	-14,155.75	52.81 %
56550 Cataloging Service	15,950.56	15,000.00	950.56	106.34 %
56555 Professional Outreach Services	5,334.46	5,000.00	334.46	106.69 %
Total 56500 Professional Admin Services	**37,129.27**	**50,000.00**	**-12,870.73**	**74.26 %**
56700 Travel for Library Services	91.42	1,000.00	-908.58	9.14 %
Total 56000 Professional/Contractual Svcs	**101,478.20**	**144,000.00**	**-42,521.80**	**70.47 %**
56400 Supplies				
56410 General Office/Operating Supplies	7,825.21	17,000.00	-9,174.79	46.03 %
56420 Processing Supplies	27,298.86	26,000.00	1,298.86	105.00 %
Total 56400 Supplies	**35,124.07**	**43,000.00**	**-7,875.93**	**81.68 %**
57000 Training/Development Expenses				
56600 Dues & Memberships	5,556.90	7,500.00	-1,943.10	74.09 %
57100 Training & Education	13,072.49	25,000.00	-11,927.51	52.29 %
57200 Training Travel	10,241.53	7,000.00	3,241.53	146.31 %
Total 57000 Training/Development Expenses	**28,870.92**	**39,500.00**	**-10,629.08**	**73.09 %**
Total 50000 General Expenses	**3,316,585.10**	**4,307,340.00**	**-990,754.90**	**77.00 %**
61000 Capital Expenses				
61100 Facility Improvements	22,489.08	90,000.00	-67,510.92	24.99 %
Total 61000 Capital Expenses	**22,489.08**	**90,000.00**	**-67,510.92**	**24.99 %**
70000 Debt Service				
60-7010 Debt Service 2011A Interest	51,440.00	102,880.00	-51,440.00	50.00 %
60-7011 Debit Service 2013 Interest	47,350.63	94,702.00	-47,351.37	50.00 %
60-7020 Debt Service 2011A Principal		260,000.00	-260,000.00	
60-7021 Debit Service 2013 Principal		270,000.00	-270,000.00	
Total 70000 Debt Service	**98,790.63**	**727,582.00**	**-628,791.37**	**13.58 %**
Total Expenses	**$3,437,864.81**	**$5,124,922.00**	**$ -1,687,057.19**	**67.08 %**
NET OPERATING INCOME	**$1,715,680.39**	**$10,000.00**	**$1,705,680.39**	**17,156.80 %**
NET INCOME	**$1,715,680.39**	**$10,000.00**	**$1,705,680.39**	**17,156.80 %**

Deerfield Public Library

Financial Variance Report
For the Month of October 2018

Presented at the Regular Board Meeting – November 14, 2018

October completes the tenth month of the 2018 Fiscal Year. The benchmark used to evaluate financial activity year to date is 83%.

GENERAL OPERATIONS – REVENUES

By the end of October, the Library received 4,971,590 in property tax distributions, which is 99% of the annual budget. The Library has collected 53,541 in Charges for Services, which is 76% of the annual budget. The Library received a Total Income of 5,153,545 or 100% of the annual budget.

GENERAL OPERATIONS - EXPENSES

By the end of October, the Personnel Expense is 2,194,650 or 75% of the annual budget. The Facility Expense is 156,213 or 96% of the annual budget. The Library Materials Expense is 402,608 or 74% of the annual budget. The Library Program Expense is 32,762 or 64% of the annual budget. The Automation Expense is 364,880 or 92% of the annual budget. The Professional / Contractual Services Expense is 101,478 or 70% of the annual budget. The Supplies Expense is 35,124 or 82% of the annual budget. The Training / Development Expense is 28,871 or 73% of the annual budget. The Facility Improvement Expense is 22,489 or 25% of the annual budget. Total Library Expenses is 3,437,865 or 67% of the annual budget.

NON-OPERATING ACTIVITIES

When the Library receives property tax distributions, the money received in the General Fund will be distributed to the Debt Service Accounts.

PMA FINANCIAL NETWORK

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

Master Total Portfolio Report

As of: **10/31/18**

DEERFIELD PUBLIC LIBRARY / GENERAL (11660-101) 4794

Type	*Trans*	*SEQ*	*Purchase*	*Maturity*	*FDIC #*	*Instrument*	*Par-Val/Mat. Val.*	*Original Cost*	*Rate*
SDA					7213	Savings Deposit Account - CITIBANK	$208,287.56	$208,287.56	
CD	248255	1	11/07/17	11/07/18	57552	FIRST CAPITAL BANK	$249,972.80	$246,400.00	1.450
CD	248256	1	11/07/17	11/07/18	34982	LANDMARK COMMUNITY BANK	$246,586.56	$243,200.00	1.393
CD	249874	1	01/05/18	01/07/19	34294	CFG COMMUNITY BANK	$101,711.83	$100,000.00	1.703
CD	250866	1	02/14/18	02/14/19	33653	BANK OF CHINA	$101,890.56	$100,000.00	1.891
CD	250867	1	02/14/18	02/14/19	57512	WESTERN ALLIANCE BANK / TORREY PINES BANK	$101,890.00	$100,000.00	1.890
CD	253368	1	05/09/18	05/09/19	33653	BANK OF CHINA	$102,235.42	$100,000.00	2.235
CD	255228	1	06/11/18	06/11/19	58203	NEWBANK, NA	$102,242.50	$100,000.00	2.243
CD	255961	1	06/19/18	06/18/19	57968	SONABANK	$204,572.45	$200,000.00	2.293
CD	257857	1	07/23/18	07/23/19	57742	MAINSTREET BANK	$204,759.24	$200,000.00	2.380
DTC	43105	1	10/05/18	10/05/20	57565	2.9% - UBS BANK USA	$150,000.00	$150,429.11	2.753
						Subtotal -->	**$1,774,148.92**	**$1,748,316.67**	

DEERFIELD PUBLIC LIBRARY / RESERVE FUND (11660-102) 4943

Type	*Trans*	*SEQ*	*Purchase*	*Maturity*	*FDIC #*	*Instrument*	*Par-Val/Mat. Val.*	*Original Cost*	*Rate*
SDA					7213	Savings Deposit Account - CITIBANK	$236,124.38	$236,124.38	
CD	233338	1	11/01/16	11/13/18	110	Bank OZK	$102,923.92	$101,224.19	0.830
DTC	38805	1	11/10/16	11/13/18	57803	1.25% - Ally Bank Certificate of Deposit	$200,000.00	$200,197.83	1.200
DTC	39166	1	01/25/17	01/25/19	33954	1.55% - Capital One Bank (usa), National Association Certificate of Deposit	$248,000.00	$248,000.00	1.550
DTC	39170	1	02/01/17	02/01/19	3511	1.55% - Wells Fargo Bank, NA - Sd Certificate of Deposit	$54,000.00	$54,000.00	1.550
DTC	39520	1	05/03/17	05/03/19	27471	1.55% - American Express Bank, Fsb Certificate of Deposit	$248,000.00	$248,409.11	1.466
DTC	39521	1	05/10/17	05/10/19	3511	1.6% - Wells Fargo Bank, NA - Sd Certificate of Deposit	$54,000.00	$54,157.68	1.450
DTC	40087	1	07/26/17	07/26/19	5649	1.7% - Discover Bank Certificate of Deposit	$247,000.00	$247,000.00	1.700
DTC	40086	1	07/28/17	07/29/19	3511	1.7% - Wells Fargo Bank, NA - Sd Certificate of Deposit	$53,000.00	$53,154.84	1.550
DTC	41067	1	11/15/17	11/15/19	4297	1.75% - Capital One, National Association Certificate of Deposit	$53,000.00	$53,086.79	1.666
DTC	41068	1	11/16/17	11/18/19	32992	1.8% - Morgan Stanley Bank, National Association Certificate of Deposit	$247,000.00	$247,469.09	1.703
DTC	41473	1	01/19/18	01/21/20	27314	2.1% - Synchrony Bank / GE Capital Retail Bank Certificate of Deposit	$100,000.00	$100,188.10	2.004
DTC	41472	1	01/24/18	01/24/20	33124	2.25% - Goldman Sachs Bank USA Certificate of Deposit	$200,000.00	$200,573.02	2.103
DTC	42257	1	05/04/18	05/04/20	7213	2.75% - CITIBANK NA	$61,000.00	$61,173.34	2.603
DTC	42258	1	05/03/18	05/04/20	34221	2.7% - MORGAN STANLEY PVT BANK	$246,000.00	$246,453.86	2.605
CD	258185	1	07/26/18	07/27/20	19899	KS STATEBANK / KANSAS STATE BANK OF MANHATTAN	$209,568.34	$199,000.00	2.627
CD	258186	1	07/26/18	07/27/20	3887	FIRST NATIONAL BANK	$106,167.77	$101,000.00	2.551
DTC	42690	1	07/31/18	07/31/20	22180	2.7% - UNITED BANKERS BANK	$200,000.00	$200,389.89	2.600
						Subtotal -->	**$2,865,784.41**	**$2,851,602.12**	

DEERFIELD PUBLIC LIBRARY / 2011A BONDS DEBT SERVICE (11660-103) 4944

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

DEERFIELD PUBLIC LIBRARY / 2013 BONDS DEBT SERVICE (11660-104) 5821

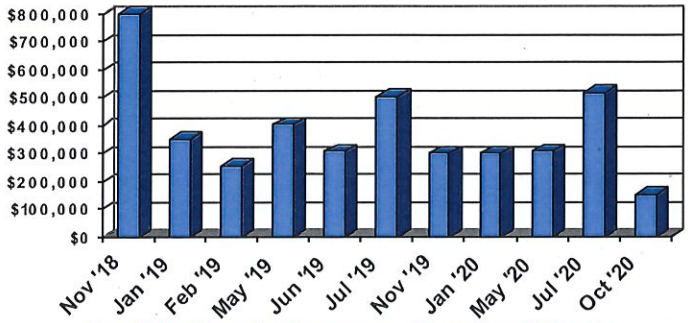
Type	Trans SEQ	Purchase	Maturity	FDIC #	Instrument	Par-Val/Mat. Val.	Original Cost	Rate
SDA				7213	Savings Deposit Account - CITIBANK	$58.24	$58.24	
					Subtotal -->	$58.24	$58.24	
					Total Amount -->	$4,640,047.65	$4,600,033.11	

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

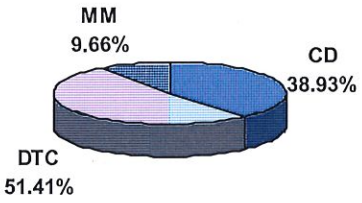
Time and Dollar Weighted Portfolio Yield: 2.265 %

Weighted Average Portfolio Maturity: 284.62 Days

MM:	9.66%
CD's:	38.93%
CDR's:	0.00%
DTC:	51.41%
CP:	0.00%
SEC:	0.00%



Portfolio Maturity Summary - Maturing $/Month



Portfolio Allocation by Transaction Type

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

Deerfield Public Library
Check Approval List
For the Regular Board Meeting on November 14, 2018

Summary						
	Wintrust-E-Pay Deposit 8926 - 4 ACHs				126.81	
	Bank Financial-Petty Cash Checks 1537- PC Ck, #631-636				179.54	
	Wintrust-General AP 2997, Check #s 10471 -10530, 12 ACHs				81,561.69	
			Total payments to approve		81,868.04	
Date	**Num**	**Vendor**	**Memo**		**Amount**	**Account Description**
Wintrust E-Pay Deposit 8926						
11/05/2018	ACH	American Express Govt Svcs	Merchant CC Fees-November 2018		0.26	Other Office Support
11/05/2018	ACH	Chase Paymentech	Merchant CC Fees-November 2018		35.65	Other Office Support
11/05/2018	ACH	Chase Paymentech	Merchant CC Fees-November 2018		30.95	Other Office Support
11/05/2018	ACH	PayPal, Inc.	Merchant CC Fees-November 2018		59.95	Other Office Support
			Total E-Pay Deposit Amount		126.81	
Bank Financial Petty Cash Checks 1537						
10/05/2018	631	Kary Henry	Mileage for Outreach - Henry		26.92	Travel for Library Services
10/16/2018	632	Nina Michael	Family Tech Night Program 10/16 - Batteries		35.98	Youth Programs
10/13/2018	633	Melissa Stoeger	Mileage - Adult Reading Round Table Mtg 10/4 - Stoeger		39.79	Training Travel
10/23/2018	634	Kelly DeCorrevont	Mileage - Training 10/23 - DeCorrevont		28.12	Training Travel
11/01/2018	635	Hall Pass	Background Check - Cadet, Witherell		12.00	Other Office Support
10/30/2018	636	Kay Palecek	Mileage - PULSE Mtg 10/15 - Palecek		36.73	Training Travel
			Total Petty Cash Checks Amount		179.54	
Wintrust-General AP 2997						
10/18/2018	10471	Amy Falasz-Peterson	Mileage Reimbursement ILA Conference 10/9-10/11 - Falasz-Peterson		188.57	Training Travel
10/18/2018	10472	Ancel, Glink, Diamond, Bush, DiCianni & Krafthefer, P.C.	Legal Fees-September 2018		2,306.25	Professional Admin Services
10/18/2018	10473	Anderson Pest Solutions	Pest Management-October 2018		67.98	Interior Facility Maintenance
10/18/2018	10474	Ideahappy	Read Without Boundaries Logo Revisions		75.00	Adult Programs
10/18/2018	10475	Deerfield Park District	Joint Board Reception - 4 Attendees		48.00	Admin Programs
10/18/2018	10476	First Bank Mastercard	Falasz-Peterson CC Charges - September 2018	130.00		Admin - 4734
			DeCorrevont CC Charges - September 2018	255.00		Business Office - 1381
			Owen CC Charges - September 2018	1,373.71		Info Technology (IT) - 1158
			Keaton CC Charges - September 2018	10.41		Facilities - 1382
			Skittino CC Charges - September 2018	458.85		Support Services - 4206
			Steiner CC Charges - September 2018	812.72		Adult Services - 1931
			Anthony CC Charges - September 2018	1,147.28		Youth Services - 6162
			Hoffman CC Charges - September 2018	100.29		Outreach Coord - 5394
			Palecek CC Charges - September 2018	1,149.20		Adult Prog Coord - 7013
			van Goethem CC Charges - September 2018	193.11		Youth Prog Coord - 1510
			Henry CC Charges - September 2018	782.73		Youth Coord - 1750
			sub-total		6,413.30	
10/18/2018	10477	Gale Group/Cengage Learning	eBooks - October 2018	334.40		E-Resources
		Gale Group/Cengage Learning	eBooks - October 2018	182.88		E-Resources
			sub-total		517.28	
10/18/2018	10478	Hoffman, Judy	Mileage Reimbursement ILA 2018 - Hoffman		196.20	Training Travel
10/18/2018	10479	Hoopla	Subscription - September 2018		2,895.52	E-Resources
10/18/2018	10480	Julia Frederick	Meals, Mileage, & Parking Reimbursement - ILA Conference 10/9-10/10 - Frederick		231.89	Training & Education; Training Travel
10/18/2018	10481	Kary Henry	Hotel Reimbursement ILA Conference 10/9-10/11 - Henry		834.40	Training Travel
10/18/2018	10482	Marcive Incorporated	Authority Processing - September 2018		52.02	Processing Supplies
10/18/2018	10483	Sarah Dennis	Equity, Diversity, & Inclusion Presentation - All Staff Mtg 10/24/18		200.00	Admin Programs
10/18/2018	10484	Sikich LLP	Automation Support for Servers & Workstations - November 2018		5,518.24	IT Automation Support
10/18/2018	10485	State Industrial Products	Air Care Program		170.00	Interior Facility Maintenance
10/18/2018	10486	Stevens Chemical Company	Paper Towels, Bath Tissue, Cups, Heavy Duty Liners, Trash Bags, Cutlery	515.01		Interior Facility Maintenance
		Stevens Chemical Company	Paper Towels, Bath Tissue, Facial Tissue, Cups, Soap, Heavy Duty Liners	445.98		Interior Facility Maintenance
			sub-total		960.99	
11/02/2018	10487	Amy vanGoethem	Mileage & Meals - ILA Conference 10/9-10/11 - vanGoethem		216.89	Training Travel; Training & Education
11/02/2018	10488	Apple Inc.	Staff iPhone		999.00	New Projects / IT Equipment
11/02/2018	10489	Best Quality Cleaning, Inc.	Cleaning Service - November 2018		2,125.00	Interior Facility Maintenance
11/02/2018	10490	Findaway World, LLC	Acquisitions for AV - October 2018	297.44		AV - Youth
		Findaway World, LLC	Acquisitions for AV - November 2018	140.22		AV - Youth
			sub-total		437.66	

Deerfield Public Library
Check Approval List
For the Regular Board Meeting on November 14, 2018

Date	Num	Vendor	Memo		Amount	Account Description
11/02/2018	10491	FSS Technologies LLC	Burglar Alarm System Quarterly Maintenance Fee		120.00	Facility Equipment Maintenance
11/02/2018	10492	Graphic Solutions, Inc.	Browsing Winter 2018-2019 Design		1,338.00	Professional Outreach Services
11/02/2018	10493	Ill. Dept. of Employment Security (IDES)	Fee - August 2018		85.00	Other Office Support
11/02/2018	10494	Madeline Dahlman	Book Discussion on 9/13/18 - Reissue		100.00	Adult Programs
11/02/2018	10495	Melissa Stoeger	Mileage, Parking, & Meals - ILA Conference 10/9-10/11 - Stoeger		252.96	Training Travel; Training & Education
11/02/2018	10496	OverDrive, Inc.	eBooks - October 2018	2,266.29		E-Resources
		OverDrive, Inc.	eBooks - October 2018 Refund	(9.25)		E-Resources
			sub-total		2,257.04	
11/14/2018	10497	Apple Inc.	Youth iPads (4)		1,316.00	New Projects / IT Equipment
11/14/2018	10498	Baker & Taylor 40015242	Acquisitions for Books & Processing Supplies - October 2018		108.23	Books-Adult Fiction; Processing Supplies
11/14/2018	10499	Baker & Taylor C0233663-Continuations	Acquisitions for Books & Processing Supplies - October 2018		406.17	Books-Adult Fiction; Books - Youth & Teens; Processing Supplies
11/14/2018	10500	Baker & Taylor L046292-Adult Bks	Acquisitions for Books & Processing Supplies - October 2018		3,909.48	Books - Adult Non-Fiction; Processing Supplies
11/14/2018	10501	Baker & Taylor L411843 Teen	Acquisitions for Books & Processing Supplies - October 2018		998.29	Books - Youth & Teens; Processing Supplies
11/14/2018	10502	Baker & Taylor L413389 BTNC	Acquisitions for Books & Processing Supplies - October 2018		31.15	Books - Youth & Teens;Processing Supplies
11/14/2018	10503	Baker & Taylor L4291172	Acquisitions for Books & Processing Supplies - October 2018		2,121.22	Books-Adult Fiction; Processing Supplies
11/14/2018	10504	Baker & Taylor L4304752 - Adt Audiobooks	Acquisitions for AV & Processing Supplies - October 2018		216.85	Audio Visual - Adult;Processing Supplies
11/14/2018	10505	Baker & Taylor L4305252 Unprocessed	Acquisitions for Books - October 2018		40.74	Books-Adult Fiction
11/14/2018	10506	Baker & Taylor L510347-Juv Bks	Acquisitions for Books & Processing Supplies - October 2018		7,291.35	Books - Youth & Teens;Processing Supplies
11/14/2018	10507	Baker & Taylor L524397 - Adult Fiction	Acquisitions for Books & Processing Supplies - October 2018		3,421.37	Books-Adult Fiction; Processing Supplies
11/14/2018	10508	Baker & Taylor L535153-Aud Bks	Acquisitions for AV & Processing Supplies - October 2018		1,051.92	Audio Visual - Adult; Audio Visual - Youth; Processing Supplies
11/14/2018	10509	Baker & Taylor L544890	Acquisitions for Books - October 2018		7.94	Books - Youth & Teens
11/14/2018	10510	Brimar LED LLC	Light Bulbs for Building (90)		540.60	Interior Facility Maintenance
11/14/2018	10511	Garvey's Office Products	Envelopes, Paper, Highlighters, Pens, Post-its, Binders, Batteries		220.33	General Office/Operating Supplies
11/14/2018	10512	Grainger	Roof Drain Plugs		47.10	Facility Equipment Maintenance
11/14/2018	10513	IL Department of Innovation & Technology	Staff Internet Services thru 10/31/2018		450.00	Data Lines
11/14/2018	10514	Image Systems & Business Solutions, LLC	Base Rate 10/19/18-1/18/19; BW & Color Copies Usage 7/19/18-10/18/18		2,854.90	IT Automation Support
11/14/2018	10515	James Martin Associates, Inc	Landscape Management - November 2018		490.00	Exterior Building Maintenance
11/14/2018	10516	John Newton & Associates, LTD	Customer Service Presentation - All Staff Mtg 11/29/18		500.00	Training & Education
11/14/2018	10517	KB Nutrition Consulting	Menu Planning Workshop Program on 11/15/18		100.00	Adult Programs
11/14/2018	10518	LACONI, Inc.	Annual Library Membership 1/1/19-12/31/19		100.00	Dues & Memberships
11/14/2018	10519	Lechner and Sons	Lobby Mats 10/23/18	82.95		Interior Facility Maintenance
		Lechner and Sons	Lobby Mats 11/6/18	82.95		Interior Facility Maintenance
			sub-total		165.90	
11/14/2018	10520	LIMRICC-UCGA	Unemployment Insurance Consortium - 2018 Q3		374.90	Other Benefits
11/14/2018	10521	Marcive Incorporated	Authority Processing - October 2018		63.30	Processing Supplies
11/14/2018	10522	Midwest Tape 2000007021	Acquisitions for AV & Processing Supplies - October 2018		6,694.73	Audio Visual - Adult; Audio Visual - Youth; Processing Supplies
11/14/2018	10523	OverDrive, Inc.	eBooks - October 2018	7,009.18		E-Resources
		OverDrive, Inc.	eBooks - October 2018	1,269.30		E-Resources
			sub-total		8,278.48	
11/14/2018	10524	Petty Cash Box	Paper Plates - Drop-in Craft October - Shapiro; Snacks & Drinks - Book Bites Program 10/10 - Trotsky; SEC Supplies - Tablecovers - Park; Snacks & Drinks - Monster-ology Program 10/25 - Gall; Mileage - Find More Illinois Mtg 10/22 - Ori		61.30	Youth Programs; Youth Programs; Staff Enrichment; Youth Programs; Training Travel
11/14/2018	10525	Postmaster (USPS)	Spring Browsing 2019-Postage Replenishment Permit #196		1,000.00	Postage
11/14/2018	10526	Quill Corporation	Dry Erase Markers, Binders, Tape, Post-its	94.41		General Office/Operating Supplies
		Quill Corporation	Stamp Ink Cartridges (2)	13.54		General Office/Operating Supplies
			sub-total		107.95	
11/14/2018	10527	RAILS	Gale Virtual Reference Library Annual Platform Hosting Fee 9/29/18-9/28/19		82.50	E-Resources

Deerfield Public Library
Check Approval List
For the Regular Board Meeting on November 14, 2018

Date	Num	Vendor	Memo		Amount	Account Description
11/14/2018	10528	Stevens Chemical Company	Paper Towels, Bath Tissue, Facial Tissue, Cups, Soap, Wipes, Heavy Duty Liners		455.34	Interior Facility Maintenance
11/14/2018	10529	Village of Deerfield	Fuel for Library Vehicle & Garage Fees - Jan 2018, May 2018, Aug 2018	110.08		Facility Equipment Maintenance
11/14/2018	10530	Village of Deerfield	NWQ Traffic Study Participation	375.00		Professional Admin Services
			sub-total		485.08	
10/22/2018	ACH	Amazon	Acquisitions for AV - October 2018	95.98		AV - Adult
			LED Pens - Refund	(20.99)		Adult Programs
			Acquisitions for AV - October 2018	155.98		AV - Adult
			Acquisitions for AV - October 2018	179.97		AV - Adult
			Acquisitions for AV - October 2018	19.40		AV - Adult
			Acquisitions for AV - October 2018	20.99		AV - Adult
			Program Supplies	26.97		Adult Programs
			Acquisitions for AV - October 2018	34.42		AV - Adult
			Acquisitions for AV - October 2018	24.00		AV - Youth
			Give Thanks Staff Activity Supplies	52.97		Staff Enrichment
			3D Printer Filament Supplies	29.95		New Projects / IT Equipment
			Teen Space Wall Decals	17.99		Minor Furnishings & Equipment
			Acquisitions for Books - October 2018	29.99		Books - Adult Non-Fiction
			Chromebook	373.95		New Projects / IT Equipment
			3D Printer Filament	21.99		New Projects / IT Equipment
			Acquisitions for AV - October 2018	95.98		AV - Adult
			Tape Dispenser - Tax Refund	(0.83)		Processing Supplies
			Acquisitions for Board Games - October 2018	160.11		Books - Youth & Teens
			Instrument Cables	32.97		New Projects / IT Equipment
			Materials for Baby Bundles	42.16		Books - Youth & Teens
			Keyboard Cleaner	5.99		General Office/Operating Supplies
			Program Supplies	46.68		Youth Programs
			HDMI to VGA Adapter - Tax Refund	(2.50)		New Projects / IT Equipment
			Materials for Baby Bundles	8.22		Books - Youth & Teens
			Materials for Baby Bundles	20.31		Books - Youth & Teens
			Tape Dispenser and Packing Tape	26.02		Processing Supplies
			Acquisitions for AV - October 2018	22.97		AV - Adult
			Patron Laptop Cart	431.63		New Projects / IT Equipment
			Multi-Surface Wipes	119.99		General Office/Operating Supplies
			Acquisitions for AV - October 2018 Refund	(27.95)		AV - Adult
			sub-total		2,045.31	
11/05/2018	ACH	Amazon	Acquisitions for Board Games - October 2018	141.15		Books - Youth & Teens
			Acquisitions for AV - October 2018	32.95		AV - Adult
			Program Supplies	22.99		Youth Programs
			Acquisitions for Books - October 2018	9.78		Books - Adult Non-Fiction
			Acquisitions for Books - October 2018	13.95		Books-Adult Fiction
			Acquisitions for AV - October 2018	95.98		AV - Adult
			Acquisitions for AV - October 2018	149.97		AV - Adult
			Program Supplies - Refund	(11.95)		Youth Programs
			Acquisitions for AV - October 2018	119.92		AV - Adult
			Replacement Games & Name Tags	92.45		Youth Programs
			Acquisitions for AV - October 2018	421.56		AV - Adult
			Program Supplies	49.72		Youth Programs
			Acquisitions for AV - October 2018	127.96		AV - Adult
			Lenovo Chargers (2)	93.10		New Projects / IT Equipment
			Program Supplies	11.95		Youth Programs
			Program Supplies	15.98		Youth Programs
			CD Players & Earbuds (6)	131.94		New Projects / IT Equipment
			Acquisitions for AV - October 2018	58.98		AV - Adult
			sub-total		1,578.38	
11/23/2018	ACH	AT&T-847 945-3318 026 6	Voice Lines: 10/28/18-11/27/18		765.49	Telephone - Voice
11/23/2018	ACH	AT&T 847 945-3372-943-5	Data Lines: 10/28/18-11/27/18		507.83	Data Lines
11/10/2018	ACH	AT&T 847-R16-2339 021 5	Voice Lines: 10/16/18-11/15/18		818.69	Telephone - Voice
11/10/2018	ACH	AT&T-R16-0685 123 3	Optiman Phone Data: 10/16/18-11/15/18		2,252.45	Data Lines
11/04/2018	ACH	Comcast Cable	Patron Internet Service 10/16/18-11/15/18		125.96	Data Lines
10/25/2018	ACH	Discovery Benefits, Inc.	FSA Monthly Fees - October 2018		54.90	Other Benefits
11/06/2018	ACH	Google, Inc.	Google Apps - November 2018		364.83	Software & Licenses
11/01/2018	ACH	Heartland Payment Systems	Merchant CC Fees - November 2018		168.24	Other Office Support
11/01/2018	ACH	Village of Deerfield	Water & Sewer-September 2018		127.68	Water
11/01/2018	ACH	Village of Deerfield	Water & Sewer-September 2018		151.62	Water
			Total Wintrust-General AP 2997		81,561.69	
			Grand Total		**81,868.04**	

Deerfield Public Library
Credit Card Transactions by Account as of October 10, 2018
Presented for Approval November 2018

Date	Num	Name	Memo	Amount	Account Description
20001 Admin - 4734					
10/10/2018	AD 9/8/18	Illinois Library Association	Acquisitions for Books - September 2018	70.00	Books - Adult Non-Fiction
10/10/2018	AD 9/9/18	Mail Chimp	E-Newsletter Mailing - September 2018	30.00	Outreach Programs
10/10/2018	AD 10/9/18	Mail Chimp	E-Newsletter Mailing - October 2018	30.00	Outreach Programs
Total for 20001 Admin - 4734				**130.00**	
20002 Business Office - 1381					
10/10/2018	BO 10/5/18	Illinois Government Finance Officers Association	What Employees Tell Us They Want in a Leader 10/18 Webinar - DeCorrevont	55.00	Training & Education
10/10/2018	BO 9/23/18	Intuit, Inc.	Quickbooks Online Subscription - September 2018	50.00	Software & Licenses
10/10/2018	BO 10/4/18	Management Association	Safety Briefing for Libraries 10/23 Training - DeCorrevont	150.00	Training & Education
Total for 20002 Business Office - 1381				**255.00**	
20003 Info Technology (IT) - 1158					
10/10/2018	IT 9/10/18	Adobe Systems Inc.	Staff Creative Cloud Subscription - September 2018	56.30	Software & Licenses
10/10/2018	IT 9/10/18	MCProHosting	Minecraft Hosting	9.99	Software & Licenses
10/10/2018	IT 9/18/18	Markertek Video Supply	Meeting Room HDMI Extender	523.22	New Projects / IT Equipment
10/10/2018	IT 9/11/18	Potbelly	To be refunded	8.96	Other Office Support
10/10/2018	IT 9/8/18	LinkedIn	IT Training	29.99	Training & Education
10/10/2018	IT 9/11/18	Nexcess Net	Web Hosting	29.85	Software & Licenses
10/10/2018	IT 9/10/18	Walgreens	To be refunded	8.24	Other Office Support
10/10/2018	IT 9/13/18	Potbelly	Refund	(0.35)	Other Office Support
10/10/2018	IT 10/4/18	Rise Vision	Digital Signage	19.00	Software & Licenses
10/10/2018	IT 10/4/18	Decorative Films	Privacy Screens	15.25	New Projects / IT Equipment
10/10/2018	IT 10/2/18	Desert Newco, LLC dba GoDaddy.com, LLC	SSL Certificate Renewal	169.99	Software & Licenses
10/10/2018	IT 10/1/18	Libsyn Podcasting Service	Podcast Hosting	15.00	Software & Licenses
10/10/2018	IT 9/28/18	Wondershare	Video Conversion Software	4.95	Software & Licenses
10/10/2018	IT 9/28/18	Wondershare	Video Conversion Software	39.95	Software & Licenses
10/10/2018	IT 9/20/18	TechSoup	Patron Laptop Anti-Virus Subscription	24.00	Software & Licenses
10/10/2018	IT 10/7/18	Adobe Systems Inc.	Staff Creative Cloud Annual Renewal	382.37	Software & Licenses
10/10/2018	IT 9/22/18	Survey Monkey	Patron Survey Software	37.00	Software & Licenses
Total for 20003 Info Technology (IT) - 1158				**1,373.71**	
20004 Facilities - 1382					
10/10/2018	FC 10/4/18	Home Depot	Adhesive for Box Boards, Hose for Carpet Extractor	10.41	Facility Equipment Maintenance
Total for 20004 Facilities - 1382				**10.41**	
20006 Support Services - 4206					
10/10/2018	SS 9/15/18	American Library Association	Acquisitions for Books - September 2018	41.68	Books - Adult Non-Fiction
10/10/2018	SS 9/13/18	American Library Association	Acquisitions for Books - September 2018	51.30	Books - Adult Non-Fiction
10/10/2018	SS 9/18/18	American Library Association	Acquisitions for Books - September 2018	49.49	Books - Adult Non-Fiction
10/10/2018	SS 9/13/18	American Library Association	Acquisitions for Books - September 2018	316.38	Books - Adult Non-Fiction
Total for 20006 Support Services - 4206				**458.85**	

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Date	Num	Name	Memo	Amount	Account Description
20007 Adult Services - 1931					
10/10/2018	AS 9/23/18	Michaels	Program Supplies	79.74	Adult Programs
10/10/2018	AS 9/20/18	American Library Association	Midwinter Conference Registration 2018 - Jamieson	245.00	Training & Education
10/10/2018	AS 9/14/18	Netflix	Subscription - September 2018	13.99	E-Resources
10/10/2018	AS 9/19/18	Illinois Library Association	Conference Registration 2018 - Steiner	175.00	Training & Education
10/10/2018	AS 9/11/18	Barnes & Noble Inc.	Acquisitions for Books - September 2018	240.00	Books - Adult Non-Fiction
10/10/2018	AS 9/30/18	Netflix	Subscription - October 2018	13.99	E-Resources
10/10/2018	AS 9/11/18	Amazon Audible	3-Month Gold Gift Membership	45.00	Adult Programs
Total for 20007 Adult Services - 1931				**812.72**	
20008 Youth Services - 6162					
10/10/2018	YS 9/30/18	Oriental Trading	Kids' Spy Book Discussion Supplies	42.45	Youth Programs
10/10/2018	YS 9/24/18	Bureau of Education & Research	What's New in Children's Books Workshop 12/10/18 - Shapiro	269.00	Training & Education
10/10/2018	YS 8/21/18	Illinois School Library Media Association	AISLE Conference Registration 2018 - Michael	220.00	Training & Education
10/10/2018	YS 9/26/18	Domino's Pizza	Teen Volunteer Pizza Party 9/26	29.75	Youth Programs
10/10/2018	YS 9/21/18	Illinois School Library Media Association	AISLE Conference Registration 2018 - Henry	220.00	Training & Education
10/10/2018	YS 9/24/18	Bureau of Education & Research	What's New in Children's Books Workshop 12/10/18 - Trotsky	269.00	Training & Education
10/10/2018	YS 9/29/18	Dan's Vending Service, Inc.	Youth Music Program 9/29/18 - Water	1.60	Youth Programs
10/10/2018	YS 9/29/18	Laura Doherty	Acquisitions for AV - September 2018	40.00	Audio Visual - Youth
10/10/2018	YS 9/25/18	LACONI, Inc.	Service Design for Libraries Workshop 11/16 - Anthony	25.00	Training & Education
10/10/2018	YS 9/30/18	Therapy Shoppe	Program Supplies	30.48	Youth Programs
Total for 20008 Youth Services - 6162				**1,147.28**	
20009 Outreach Coord - 5394					
10/10/2018	OC 9/6/18	DBR Chamber of Commerce	Networking Event 9/14/18 - Hoffman	13.00	Training & Education
10/10/2018	OC 10/8/18	Granite City Food & Brewery	Meals - ILA Conference 10/8	87.29	Training & Education
Total for 20009 Outreach Coord - 5394				**100.29**	
20010 Adult Prog Coord - 7013					
10/10/2018	APC 9/11/18	Michaels	Harry Potter Escape Room Supplies	31.84	Adult Programs
10/10/2018	APC 9/17/18	Hobby Lobby	Fall Wreath Program Supplies	20.93	Adult Programs
10/10/2018	APC 10/6/18	Amazon	Acquisitions for Kindle Books - October 2018	14.99	Books-Adult Fiction
10/10/2018	APC 9/9/18	Amazon	Acquisitions for Kindle Books - September 2018	7.99	Books-Adult Fiction
10/10/2018	APC 9/9/18	Amazon	Acquisitions for Kindle Books - September 2018	14.99	Books-Adult Fiction
10/10/2018	APC 9/9/18	Amazon	Acquisitions for Kindle Books - September 2018	14.98	Books-Adult Fiction
10/10/2018	APC 9/9/18	Amazon	Acquisitions for Kindle Books - September 2018	9.99	Books-Adult Fiction
10/10/2018	APC 9/9/18	Amazon	Acquisitions for Kindle Books - September 2018	12.99	Books-Adult Fiction
10/10/2018	APC 9/17/18	Smoothfoam Online	Fall Wreath Program Supplies	37.22	Adult Programs

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20010 Adult Prog Coord - 7013 (Continued)					
10/10/2018	APC 9/26/18	Walgreens	Gift Cards for Emmys Contest; Gift Cards for Staff Emmys Contest	60.00	Adult Programs; Staff Enrichment
10/10/2018	APC 9/9/18	Amazon	Acquisitions for Kindle Books - September 2018	12.99	Books-Adult Fiction
10/10/2018	APC 10/6/18	Amazon	Acquisitions for Kindle Books - October 2018	13.99	Books-Adult Fiction
10/10/2018	APC 9/11/18	Target	Program Supplies	32.92	Adult Programs
10/10/2018	APC 9/11/18	Target	Program Supplies	1.24	Adult Programs
10/10/2018	APC 10/7/18	Amazon	Acquisitions for Kindle Books - October 2018 Refund	(8.99)	Books-Adult Fiction
10/10/2018	APC 10/7/18	Amazon	Acquisitions for Kindle Books - October 2018	13.97	Books-Adult Fiction
10/10/2018	APC 10/7/18	Amazon	Acquisitions for Kindle Books - October 2018	8.99	Books-Adult Fiction
10/10/2018	APC 10/6/18	Amazon	Acquisitions for Kindle Books - October 2018	10.97	Books-Adult Fiction
10/10/2018	APC 10/6/17	Amazon	Acquisitions for Kindle Books - October 2018	13.99	Books-Adult Fiction
10/10/2018	APC 10/6/18	Amazon	Acquisitions for Kindle Books - October 2018	14.99	Books-Adult Fiction
10/10/2018	APC 10/6/18	Amazon	Acquisitions for Kindle Books - October 2018	14.99	Books-Adult Fiction
10/10/2018	APC 10/6/18	Amazon	Acquisitions for Kindle Books - October 2018	14.99	Books-Adult Fiction
10/10/2018	APC 10/6/18	Amazon	Acquisitions for Kindle Books - October 2018	13.99	Books-Adult Fiction
10/10/2018	APC 9/9/18	Amazon	Acquisitions for Kindle Books - September 2018	11.99	Books-Adult Fiction
10/10/2018	APC 9/9/18	Amazon	Acquisitions for Kindle Books - September 2018	14.99	Books-Adult Fiction
10/10/2018	APC 9/9/18	Amazon	Acquisitions for Kindle Books - September 2018	9.99	Books-Adult Fiction
10/10/2018	APC 9/24/18	Fast Signs	Signs (3)	90.50	Adult Programs
10/10/2018	APC 9/9/18	Amazon	Acquisitions for Kindle Books - September 2018	13.99	Books-Adult Fiction
10/10/2018	APC 9/10/18	Amazon	Acquisitions for Kindle Books - September 2018	14.99	Books-Adult Fiction
10/10/2018	APC 9/9/18	Amazon	Acquisitions for Kindle Books - September 2018	9.99	Books-Adult Fiction
10/10/2018	APC 9/9/18	Amazon	Acquisitions for Kindle Books - September 2018	14.99	Books-Adult Fiction
10/10/2018	APC 9/9/18	Amazon	Acquisitions for Kindle Books - September 2018	11.99	Books-Adult Fiction
10/10/2018	APC 9/9/18	Amazon	Acquisitions for Kindle Books - September 2018	12.99	Books-Adult Fiction
10/10/2018	APC 10/7/18	Amazon	Acquisitions for Kindle Books - October 2018	12.99	Books-Adult Fiction
10/10/2018	APC 10/6/18	Amazon	Acquisitions for Kindle Books - October 2018	14.99	Books-Adult Fiction
10/10/2018	APC 10/6/18	Amazon	Acquisitions for Kindle Books - October 2018	14.99	Books-Adult Fiction
10/10/2018	APC 10/6/18	Amazon	Acquisitions for Kindle Books - October 2018	12.99	Books-Adult Fiction

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Date	Num	Name	Memo	Amount	Account Description
20010 Adult Prog Coord - 7013 (Continued)					
10/10/2018	APC 10/6/18	Amazon	Acquisitions for Kindle Books - October 2018	8.98	Books-Adult Fiction
10/10/2018	APC 10/6/18	Amazon	Acquisitions for Kindle Books - October 2018	13.99	Books-Adult Fiction
10/10/2018	APC 10/7/18	Amazon	Acquisitions for Kindle Books - October 2018	13.99	Books-Adult Fiction
10/10/2018	APC 10/11/18	Party City	Harry Potter Escape Room Supplies	15.92	Adult Programs
10/10/2018	APC 9/19/18	Sweetwater Sound	Microphone	449.00	Adult Programs
Total for 20010 Adult Prog Coord - 7013				**1,149.20**	
20011 Youth Prog Coord - 1510					
10/10/2018	YPC 9/19/18	Eventbrite	Puttin on the Hits!: Incorporating Music and Finding Your Voice in Story Time 9/21/18 - Frederick	44.28	Training & Education
10/10/2018	YPC 10/8/18	Domino's Pizza	Teen Pizza & Paperbacks 10/8/18	42.75	Youth Programs
10/10/2018	YPC 10/3/18	Smile Makers	Program Prizes & Stickers	106.08	Youth Programs
Total for 20011 Youth Prog Coord - 1510				**193.11**	
20012 Youth Coord - 1750					
10/10/2018	YC 9/26/18	Panera	Meals - ALSC 2018 National Institute 9/26 - Gall, Henry	23.81	Training & Education
10/10/2018	YC 9/17/18	Dick's Sporting Goods, Inc.	Program Supplies	9.98	Youth Programs
10/10/2018	YC 9/24/18	Michaels	Program Supplies	5.30	Youth Programs
10/10/2018	YC 9/29/18	Jimmy Johns	Meals - ALSC 2018 National Institute 9/29 - Gall, Henry	17.36	Training Travel
10/10/2018	YC 9/28/18	Panera	Meals - ALSC 2018 National Institute 9/28 - Henry	10.47	Training & Education
10/10/2018	YC 9/27/18	Panera	Meals - ALSC 2018 National Institute 9/27 - Henry	12.07	Training & Education
10/10/2018	YC 9/29/18	Hilton Hotels and Resorts	Hotel - ALSC 2018 National Institute 9/26-9/28 - Henry	595.74	Training & Education
10/10/2018	YC 10/1/18	Michaels	Program Supplies	13.00	Youth Programs
10/10/2018	YC 9/28/18	Hilton Hotels and Resorts	Meals - ALSC 2018 National Institute 9/28 - Henry	8.00	Training & Education
10/10/2018	YC 10/2/18	American Library Association	Membership Renewal - Henry	87.00	Dues & Memberships
Total for 20012 Youth Coord - 1750				**782.73**	
Total for 20000 Credit Cards Payable				**6,413.30**	

Director's Report November 2018

FYI

- The Board will have an opportunity at this meeting for a mid-year goals update for feedback only. This information will be included separately from the packet.
- The NW Quadrant working group has started to meet again. This group has been meeting for a few years to discuss some of the challenges and opportunities we face as we share parking. The group's purpose is to establish guidelines for use and work to further make this area of Deerfield downtown as a community gathering point. The group will meet on December 3 next and we'll bring our opinions on what the focus should be in the upcoming year.
- Upcoming Events: December 7 & 8 is the Village's Winter Wonderland.
- We have confirmed with the Golf Club that our Holiday Party will be on **Friday, January 25, 2019**. Please mark your calendars and don't forget to RSVP.
- We attended the Village of Deerfield Board of Trustees Meeting on November 5 for the budget hearing. The tax levy hearing will be held on November 19.
- **Staff Presentation**: Claire Steiner and Dylan Zavango will present on the upcoming project Fight to Integrate Deerfield. 2019 marks the 60th Anniversary of the Deerfield Integrated Housing Case. The Library is sponsoring Library- wide programs and exhibits in the first quarter of 2019 to mark this anniversary.

Interesting Articles on Current Library Related Trends

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

- https://www.chicagobotanic.org/calendar/event/library_talks_laura_ingalls_wilder_marta_mcdowell The Chicago Botanic Garden has a special exhibit now through January 13, 2019 on Laura Ingalls Wilder and her relationship with the frontier landscape.
- https://americanlibrariesmagazine.org/2018/11/01/by-the-numbers-picture-book-month/ November is picture book month! This short article features stats on picture books. "The Book With No Pictures" by BJ Novak *is* still a favorite read in our household.
- https://www.engadget.com/2018/10/29/google-home-disney-books/ In case you use Google Home, you can now read along to certain books. Google Home will play story enhancements while you read your story.

Personnel

- In October the library had 2 separations
  - Youth Librarian on October 5
  - Patron Services Assistant on October 19
- In October the library filled 1 position
  - Library Aide on October 8
- The library has 1 position open
  - Patron Services Assistant

DEPARTMENT REPORTS

Adult Services Report

Claire Steiner, Head of Adult Services

- Vicki hosted several tours for patrons from the NSSRA.
- Dylan and Vicki gave presentations at ILA in Peoria.
- The ILA/ARRT award for Readers Advisory Service was presented at the ILA awards luncheon. Dylan, Vicki, Melissa, Amy, and Claire were in attendance.

Pictured: Melissa receiving the award.

- The Harry Potter Escape Rooms were a HUGE success. This program was a collaboration with Youth Services and took place after-hours on a Friday. It went very well and staff received lots of positive feedback. A big portion of attendance came from the elusive 20s and 30s crowd.

- *A student of Anne's sent her a picture of her 3-D project in her autumnal display.*

- RE: Our programs for special needs adults: "I received this email last week, and actually met with her to discuss options. I will be providing a modified one-on-one for them both on Wednesday, and they will be attending my PLACE program on Saturday. I just thought it was very cool to get the referral from another library! There has definitely been an increase in inquiries lately, so I guess the word is getting out. Anyway, just wanted to pass this along!"
- During our digital drop in at the Patty Turner Center, we got seven different patrons who expressed their love of the library and the fact that we go out into the community to do assistance. One patron requested "more beer at the library."
- "Vicki is doing so wonderful with her tour. As expected, of course, but it's so nice to witness. Bright spot in trying times. She just finished demonstrating the self-check. Now they're doing the returns and book sorter. I'm so glad she's part of AS."
- While on the desk, an elderly patron asked for assistance with the accent rules for Koine Greek. I was excited because I have taken a few years of Koine Greek, and though I have not retained as much as I would like, I was still able to assist her with the accents and translations.--Chase
- A gentleman came up to the Multimedia desk and asked who orders the Music CDs. He wanted to tell them that they had great taste and they were doing a great job. Situations like this are always a little embarrassing for me as I was the one sitting there and I'm the one who orders the CDs. In this case I said, "I'm actually this one who orders the CDs for the library." He said once again, "Well you're doing a fantastic job. You've got a bunch of great stuff here." I said "Thank you very much!" -- Ted
- A patron came up to the desk and let me know that she moved here after her husband died and we "saved her life" with our excellent collection and programming. She's a regular at Melissa's book discussions.
- Read Without Boundaries stats for the month of : 0 new sign-ups, 32 badges completed. Total for the year: 171 participants, 552 badges completed
- Books to Go had a record-breaking 26 participants in October
- 11 Programs, 206 participants- not including RWB
- 183 podcast downloads in October, 55 for the October episode.
- YouTube views were 2200 for October with a total watchtime of 4500 minutes
- Local History website ready to launch in November.
- Library of Things collection is gearing up for launch in November. This collection was created to create a centralized spot for non-traditional library items. It will be displayed front and center in Media once procedures are solidified. Items available will be Rokus, HotSpots, Kindles, telescopes, CD players, and eventually the discovery kits from Youth Services. This collection is a collaboration of Youth Services and Adult Services, but will be displayed together for a more streamlined patron experience.

Business Office Report

Kelly DeCorrevont, Business Manager

- Attended the HR Roundtable Meeting at Palatine Public Library on October 3
- We had our Staff Wellness Screening and Flu Shot Day at the Village on October 3
- Staff Enrichment Committee met on October 4 to discuss upcoming staff events
- Attended the DBR Chamber Event on October 9
- Attended the IGFOA What Employees Tell Us They Want in a Leader Webinar on October 18
- Attended the HR Source Safety Briefing for Libraries Training on October 23
- Attended the GFOA All the Latest: New Best Practices Webinar on October 23
- We had our All Staff Meeting on October 24. Our EDI Group at DPL hosted Sarah Dennis. Her presentation was an introduction to concepts of equality, diversity, and inclusion and included vocabulary suggestions for staff.
- Attended the RAILS Succession Planning: Setting up the Organization for Success for Years to Come training on October 30.

IT & Social Media Report

Tom Owen, Head of IT

- Our new mobile app is live! We are planning to announce and promote the new app starting this week. You can find download links at https://deerfieldlibrary.org/app
- All of the HDMI receivers and senders in the meeting rooms have been replaced with new more reliable hardware. Two of the three meeting room projectors have been replaced as well, using new models that project using lasers over traditional bulbs which use less power and do not need to be replaced.
- Our digital archive of local historical documents will be going on in the coming days. This has been a cross departmental collaboration between Ryne Mante (who build and configured the servers) and Anne Jamieson of Adult Services who has scanned over 1000 documents so far.
- Communico will be our official event calendar starting 11/7 assuming all goes well with the final data import, and first patron registrations will open on 11/14 for the winter programming season.
- We're analyzing website analytics to determine most / leased used pages, and how we can improve our navigation and organization of web content.

Outreach Report

Judy Hoffman, Outreach Coordinator

- ILA Annual Conference (October 9): Presentation with Vicki Karlovsky and Julia Frederick on "Creative Services for Patrons with Different-abilities." Topic was a big draw, with SRO attendance.
- Lake County Forest Preserve District: As coordinator of the Lake Co. Libraries Marketing Group, Judy arranged for a tour of the new Dunn Museum for our members. This was followed by a meeting with three staff from the LCFPD. Based on previous discussions, the LCFPD staff presented us with a draft document listing low-cost public programs for libraries, as well as free consulting services on select topics to library administration. We are excited to provide feedback, and upon revision, will share with all Lake Co. libraries.
- PR / From sculpture to photography, Deerfield displays new batch of public art (October 2)

- PR / Deerfield's Historic Village gives residents a trip back in time (October 9)
- ILA Conference program feedback: After the presentation, Judy had discussion with two library colleagues that have family members with intellectual disabilities. Both noted that their home libraries do not have any programs for their family members, and were interested in sharing our information with those libraries.
- Lake County Forest Preserve / Dunn Museum: At our meeting, we learned that the Dunn (formerly the Discovery Museum) is one of only 4% of museums with accreditation from the American Alliance of Museums. It is not a children's museum, but very children friendly.
- As part of the team working on the promotion for the Fight to Integrate Deerfield 60 Year Reflection initiative, happy to report that the brochure is almost complete and will be in-hand from the printer late November. The introduction of the initiative will be in the Winter *Browsing* (arriving in homes around November 9). Finalizing the media plan, and will begin outreach to select outlets at the beginning of December.

Patron Services Report

Sayaka Suzuki, Patron Services Manager

- The standardized temporary solution for "Non-traditional" item (things like board games and Discovery kits) returns started on October 1st. The Library Aides pick up the items from the Information desk during their 1pm, 4pm, and 7pm book drops, and then distribute them to either the Youth Services desk or the Media desk accordingly.
- Long time employee Sara Kaplan's retirement party on Wednesday, October 17th went well. There was a big staff turn out, and Sara expressed appreciation for the event.
- Assistant Manager supervised the successful swapping of 1,100 new bookends with the defective ones.

Support Services Report

Pam Skittino, Head of Support Services

- Pam attended the LINKin Group meeting
- Pam watched the Find More Illinois webinar
- Discover books will no longer pay us for our discards we started using Better World Books. We received 20% of the price they get for our books, we pre-scan our best books so we know what they believe they will be able to sell. What doesn't go to BWB will still go to Discover Books.
- Baker & Taylor is running slow so the library hasn't received all the Tuesday release titles on schedule; we catalog and process them as they arrive

Youth Services Report

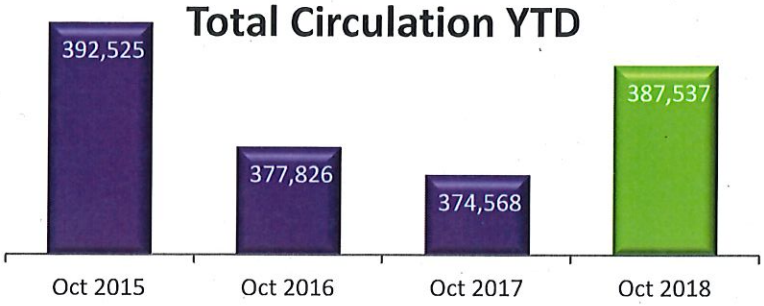
Meg Anthony, Head of Youth Services

- Kary Henry and Amy vanGoethem presented together about their programs for Homeschool families at the Illinois Library Association Annual Conference in Peoria on October 9.
- Julia Frederick, Vicky Karlovsky, and Judy Hoffman presented together at the ILA Annual Conference on the topic of their programs and services for people with special needs.
- Meg Anthony hosted a regional meeting of youth managers at the Deerfield Public Library on Friday, October 19.
- Elisa Gall participated in several virtual ALSC meetings.
- Elisa booked and introduced the speaker for the All Staff Meeting on October 24. The topic of the presentation/training session was equity, diversity, and inclusion.
- Amy vanGoethem and Nina Michael collaborated with Adult Services staff to present a series of Harry Potter themed escape rooms for teens and adults on October 19. It was a lot of fun and a huge success!
- Kary Henry and Amy vanGoethem collaborated with Dylan Zavagno to offer a kid-friendly version of Dylan's Deerfield Train Station tour to the homeschool and other families. There was great turnout for, and participation in both tours on October 23 and 27.
- In response to a reminder email, that registration for the second session of storytimes would be starting soon, one parent replied to Noreen Trotsky: "Thanks for the heads up. I just registered for Leah H. She loves the class! Thanks again!"
- Julia Frederick received a lovely email from a parent after the pumpkin painting program last week! Translated it says: Hello Julia!!!! Your Spanish is excellent, I love it!!! We'll keep seeing each other at the library, the second home of my sons. Regards, Luisa Fernanda
- Kary Henry's blog post titled "Children's Librarians are Experts at Displays" for the Association for Library Service to Children (ALSC) went live last month, but also got picked up by AL Direct, which was pretty exciting! The blog manager, Mary Voors, emailed Kary about that as well: "Kary - Woo-Hoo! CONGRATULATIONS!"Your piece was picked up by American Libraries Direct; check it out at https://ala-publishing.informz.net/informzdataservice/onlineversion/ind/bWFpbGluZ2luc3RhbmNlaWQ9ODA2MjE3MyZzdWJzY3JpYmVyaWQ9MTAyNjYxNzg0NA==
- The game choices at the gaming station in Teen will be updated shortly.
- As we approach the end of the fiscal year, staff will spend more time on weeding.
- Meg Anthony, Amy vanGoethem, and Nina Michael will soon be meeting with Judy Hoffman and selected staff from Adult Services to begin planning for Summer Reading 2019. The statewide theme for next year will be: It's Showtime At Your Library!
- We will soon be launching a new online resource: TumbleMath. TumbleBooks is currently one of our most popular online resources, and we expect this new offering to do well, too. It was selected after Youth Services staff had a month-long free trial of the resource. Kary Henry will be promoting it heavily to local educators and the homeschool families as well.

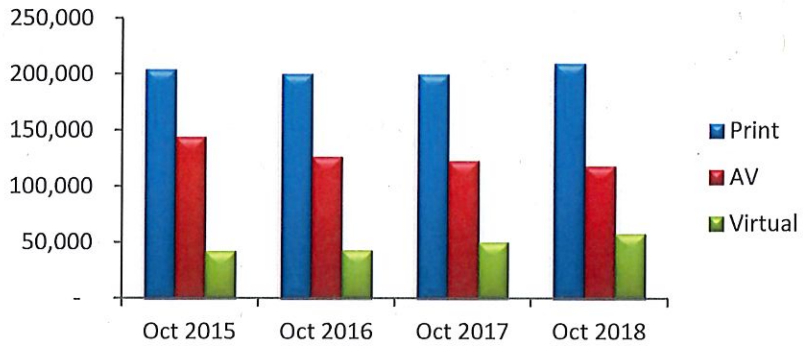
Deerfield Public Library

October 2018 Statistics

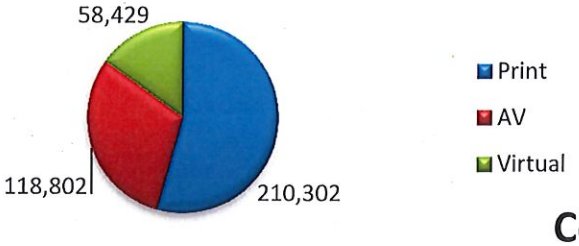
Total Circulation YTD



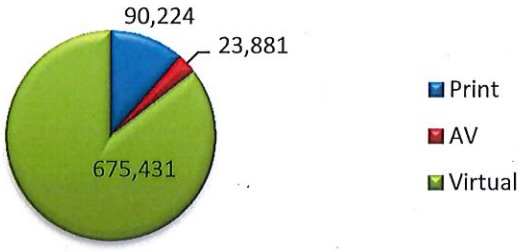
Circ Trends by Type YTD



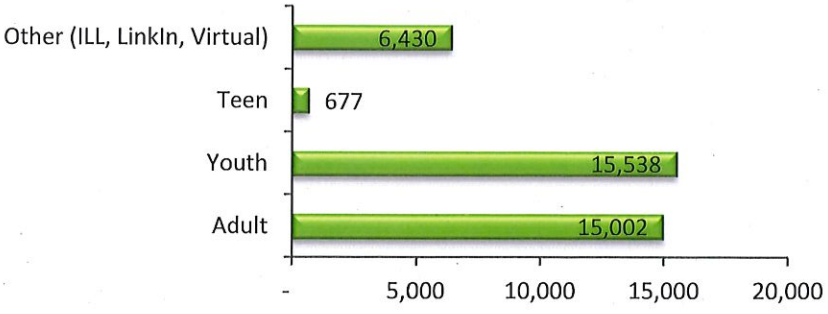
Circulation by Type YTD



Collection by Type - Oct



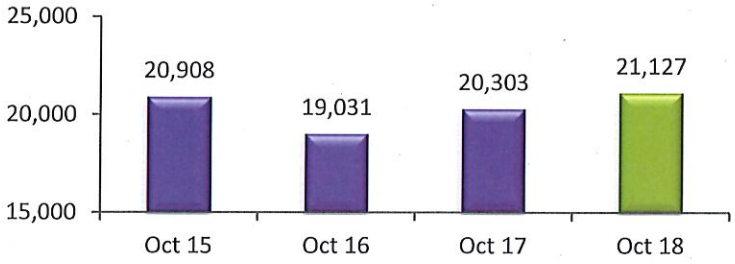
Circulation by Collection



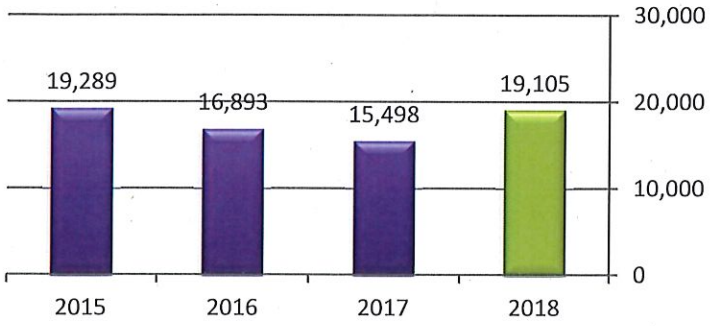
Deerfield Public Library

October 2018 Statistics

Monthly Library Visits

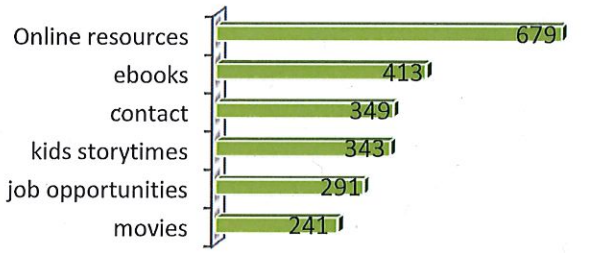


Program Attendance YTD

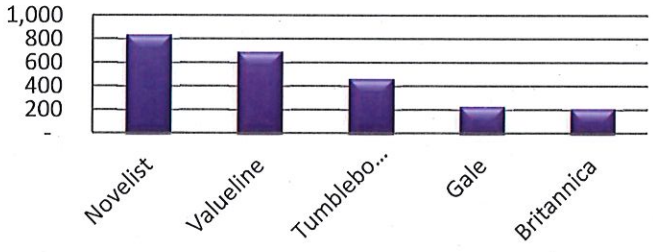


Most Popular Webpages*

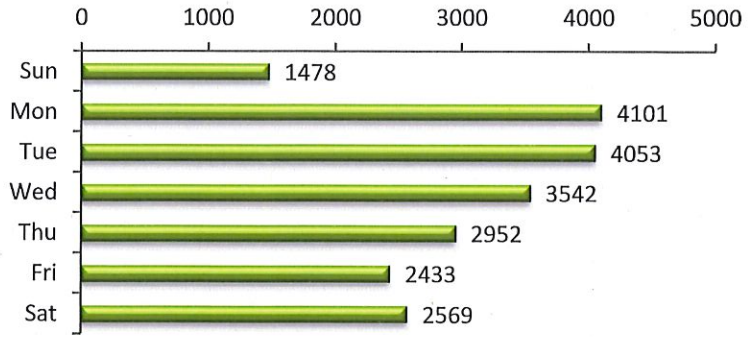
*Excludes the home page



Most popular databases Sept 2018



Average Daily Attendance



To: Board of Trustees
Re: Collaborative Workspace (CWS) Update
Date: November 14, 2018

The library managers met with the design team on November 6 to see some colorful renderings of their vision for our new Collaborative Workspace.

As they showed us earlier in the year, they've arranged the room in two distinct, yet cohesive, parts. The larger part when you'd walk in, is the maker space. This is the space that would encourage collaborative work among our patrons. We'd be updating the flooring but using our existing ceiling. The colors presented are meant to differentiate the space. As a patron moves around the corner, they'll encounter the programming space. This space is a dedicated space for library staff to develop programs for our community.

In the coming weeks, they'll be dropping off some tables and chairs for staff to try out for comfort level and to make sure that the tables suit our needs.

They'll be developing the technical drawings based on our recommendations of what equipment we plan to include in the space.

Based on our most recent meeting, they believe the schedule could look something like this: I've invited them to attend our December 19 board meeting to show design. They're confirming that the date and time work with their schedule. Provided they attend the December meeting, we'd be bidding the project in January, with an approval of bids at your February board meeting. Construction typically starts a few months after bids are awarded.

To: Board Members
Date: November 14, 2018
Re: Librarian/Trustee in the Lobby

Earlier this year, the board indicated that there was some interest in bringing back the Librarian/Trustee in the Lobby program that the Board had done many years ago.

I met with our Outreach Coordinator Judy Hoffman to develop some possible dates and times for this event, as well as a promotion strategy. We would recommend scheduling the event for 10:30 a.m. to 12:00 p.m. on a Saturday morning.

The following dates were chosen with the intent to avoid holiday weekends:

- Saturday, February 9
- Saturday, February 23
- Saturday, March 16

We would plan to promote the Trustee/Librarian in the Lobby with the DPL website blog, social media, a lobby poster and, if publication schedules coincide, the Library's monthly e-newsletter and *Browsing*.

Our Fight to Integrate Deerfield (FID) programming will be our primary promotion focus early January to the beginning of May. The only minor promotion conflict would be a recommended large lobby poster, as there is only room for one due to traffic flow.

How many seats would you like to be set up? Will two board members be available at all times? As we do for our Tech Help Drop-ins, we will set up a table in front of the AV collection. I intend to be present as well.

I'd ask that the Board come prepared to discuss their availability for the proposed dates and time.