

DEERFIELD PUBLIC LIBRARY BOARD OF TRUSTEES
920 WAUKEGAN ROAD, DEERFIELD, IL 60015
REGULAR MEETING AGENDA
Wednesday, December 19, 2018, 6:30 PM

1. ROLL CALL & CALL TO ORDER
2. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD & CORRESPONDENCE
3. PRESENTATION BY PRODUCT ARCHITECTURE & DESIGN
4. APPROVAL OF MINUTES
 - A. November 14, 2018 Regular Meeting (ACTION)
 - B. November 14, 2018 Executive Session Minutes (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. Staff Presentation: Library Calendar
 - B. Strategic Plan Quarterly Update
8. OLD BUSINESS
 - A. Collaborative Work Space Update
9. NEW BUSINESS
 - A. 2019 Staff Engagement Survey Questions
10. Executive Session 5 ILCS 120/2 c (21) Semi-Annual Review of Historical Minutes both written and recorded of previous meetings held in Executive Session
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: January 16, 2019, 6:30 pm

*All topics on the agenda are potential action items.

**DEERFIELD PUBLIC LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES
November 14, 2018**

1. ROLL CALL & CALL TO ORDER

Secretary Maureen Wener called the meeting to order at 6:30 p.m., in the Board Room, 920 Waukegan Road, Deerfield, IL.

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

Village Liaison: Mr. Bill Seiden

Staff: Amy Falasz-Peterson, Library Director, Kelly DeCorrevont, Business Manager, Claire Steiner, Head of Adult Services, Dylan Zavagno, Adult Services Virtual Instruction and eResource Coordinator.

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

None.

Ms. Wener moved the Treasurer Report before the staff presentation as Mr. Seth Schriftman has to leave the meeting early.

5. TREASURER REPORT

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

Mr. Schriftman presented the Financials.

MOTION: Mr. Kyle Stone made a motion to approve the October Financials, seconded by Mr. Mike Goldberg.

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

The motion was approved.

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

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

-Electronic Payments, 4 ACHs, WinTrust	\$ 126.81
-Petty Cash Checks 631-636, Bank Financial	\$ 179.54
-AP Checks 10471-10530, 12 ACHs, WinTrust	<u>\$ 81,561.69</u>
The total amount presented for approval	\$ 81,868.04

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

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

The motion was approved.

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Ms. Luisa Ellenbogen thanked Ms. Kelly DeCorrevont for answering her budget vs. actual questions earlier in the day.

3. STAFF PRESENTATION: Fight to Integrate Deerfield

Ms. Claire Steiner, Head of Adult Services introduced the presentation and Mr. Dylan Zavagno, Adult Services Virtual Instruction and eResource Coordinator. The Fight to Integrate Deerfield series of programs and exhibits marks the 60 year anniversary of the fight over a local integrated housing project that was blocked by residents.

Mr. Zavagno discussed his collaboration with Deerfield High School with their AP English curriculum and discussion. Students will have a final project to reflect on the Deerfield History. In addition to the programs, the Library collects and preserves local history. Staff was able to digitize the historical documents so everyone has access. One can learn more information on deerfieldlibrary.org/RID.

Mr. Zavagno asked the Board if they had any questions. Ms. Ellenbogen said she noticed that all of these programs are under Adult Programs and that she is so impressed. Mr. Stone complimented Mr. Zavagno on the Fight to Integrate Deerfield Logo. Ms. Wener said that this is an amazing program series and how interesting the presentation was.

Ms. Steiner announced to the Board that Anne Jamieson, Technology & Education Library and Chase Sachs, Adult Services Associate were a huge help with this project and the website.

The Board thanked Mr. Zavagno and Ms. Steiner for all of their hard work.

Mr. Schriftman left the meeting.

Mr. Handler stepped out.

4. APPROVAL OF MINUTES

A. October 17, 2018 Regular Session Meeting (ACTION)

MOTION: Mr. Goldberg made a motion to approve the October 17, 2018 Regular Session Meeting minutes, seconded by Ms. Ellenbogen.

Vote: 3 Yes –Maureen Wener, Luisa Ellenbogen, Mike Goldberg.

1 Abstain – Kyle Stone

The motion was approved.

6. VILLAGE LIAISON REPORT

Mr. Bill Seiden gave the Village Report.

7. LIBRARY DIRECTOR'S REPORT

A. Holiday Party Date Confirmation

Ms. Falasz-Peterson confirmed the Holiday Party date is January 25, 2019 and asked that the board RSVP. Ms. Falasz-Peterson shared information about the library's new app. Ms. Falasz-Peterson will share the board's comments with the IT Department. Mr. Handler asked if the Board would have more information about any major decisions regarding the Northwest Quadrant working group. Ms. Falasz-

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Peterson reported that the group has been meeting for quite some time and right now, no major decisions have been made. Mr. Seiden commented that the group has been meeting since 2001.

8. OLD BUSINESS

A. Collaborative Work Space Update

Ms. Falasz-Peterson shared an updated floor plan. Ms. Falasz-Peterson has invited the architect to come to the December meeting but hasn't been able to confirm that information. She will also ask for their recommendation regarding a General Contractor or Construction Manager decision.

B. Librarian in the Lobby: Possible Dates

The Board discussed the interest and possible interest for doing such an event. The board decided to call it Trustee in the Lobby and host one event on Saturday, February 23, 2019 from 10:30-12 pm.

9. NEW BUSINESS

None.

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

Ms. Wener made a motion to into Executive Session at 7:53 pm. Mr. Goldberg seconded.

Vote: 5 Yes –Maureen Wener, Luisa Ellenbogen, Mike Goldberg, Howard Handler and Kyle Stone.

The motion was approved.

11. OTHER

12. ADJOURNMENT

At 8:27 p.m., Mr. Goldberg made a motion to adjourn the meeting, seconded by Mr. Stone.

Vote: 5 Yes –Maureen Wener, Luisa Ellenbogen, Mike Goldberg, Howard Handler and Kyle Stone.

The motion was approved.

Maureen Wener, Secretary

Deerfield Public Library

BALANCE SHEET

As of November 30, 2018

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
11000 Cash and Investments - General	0.00
11100 General Operating - WinTrust	615,240.19
11200 Payroll - WinTrust	108,067.89
11300 E-Pay - WinTrust	12,954.75
11400 Deposits - Bank Financial	5,618.50
11500 Petty Cash - Bank Financial	941.32
11600 Max-Safe Wintrust	1,600,708.47
11900 Petty Cash	574.00
11901 Petty Cash - Gift Card	0.00
Total 11900 Petty Cash	574.00
Total 11000 Cash and Investments - General	2,344,105.12
12000 Cash and Investments - Reserve	0.00
13000 Cash & Invest - Other	0.00
14100 PMA Financial Services	
10-1410 PMA Reserve Fund	2,864,485.01
14110 PMA General Fund	1,756,048.60
60-1440 PMA Debt Svc 2011a GO	56.08
60-1441 PMA Debt Svc 2013 GO	58.24
Total 14100 PMA Financial Services	4,620,647.93
Total Bank Accounts	\$6,964,753.05
Accounts Receivable	
15120 Property Tax Receivable - 2013	180.00
Total Accounts Receivable	\$180.00
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	\$12,023,009.54
Fixed Assets	
19000 Capital Assets	
19050 Capital Assets -Not Depreciated	

	TOTAL
19100 Land	65,493.00
19150 Construction In Progress	0.00
Total 19050 Capital Assets -Not Depreciated	65,493.00
19200 Capital Assets - To Depreciate	
19210 Building	13,197,410.12
19300 Equipment	
19301 Equip - Phone System	33,636.00
19302 Equip - Automation System	309,361.00
19303 Equip - RFID	433,659.00
19304 Equip - Vehicle	23,432.00
19310 Furniture	883,919.00
Total 19300 Equipment	1,684,007.00
Total 19200 Capital Assets - To Depreciate	14,881,417.12
19220 Accumulated Depreciation	-3,247,502.00
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	\$24,668,399.40
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
21000 Accounts Payable	89,706.63
Total Accounts Payable	\$89,706.63
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	12,222.25
22370 ICMA	0.00
22380 Medical/Health	-159.24
22385 Dental	-757.41
22390 Life	-309.33
Total 22300 Withholdings	11,760.82
Total 22000 Payroll Liabilities	22,431.32
22395 FSA Payable	1,621.09

	TOTAL
23000 Due to Village - Short Term	0.00
24000 Accrued Expenses	-30,547.46
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	\$6,520,316.39
Total Current Liabilities	\$6,610,023.02
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	\$15,393,595.02
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	730,932.68
Total Equity	\$9,274,804.38
TOTAL LIABILITIES AND EQUITY	\$24,668,399.40

Deerfield Public Library

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

January - November, 2018

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
41000 Taxes				
41100 Property Tax	4,267,031.46	4,279,340.00	-12,308.54	99.71 %
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	5,022,422.91	5,031,922.00	-9,499.09	99.81 %
42000 Fees & Fines				
42100 Fees Fines & Penalties	40,524.99	55,000.00	-14,475.01	73.68 %
42200 Non-Resident Fees	7,900.38	7,000.00	900.38	112.86 %
42300 Printing/Copying Fees	9,673.38	8,000.00	1,673.38	120.92 %
Total 42000 Fees & Fines	58,098.75	70,000.00	-11,901.25	83.00 %
43000 Investment Income				
43100 Interest - General	46,681.89	6,000.00	40,681.89	778.03 %
43200 Interest - Reserve	53,602.37	10,000.00	43,602.37	536.02 %
Total 43000 Investment Income	100,284.26	16,000.00	84,284.26	626.78 %
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	294.70	500.00	-205.30	58.94 %
45500 Friends Contributions	12,003.25	5,000.00	7,003.25	240.07 %
Total 45100 General Donations	12,297.95	5,500.00	6,797.95	223.60 %
Total 45000 Gifts and Contributions	12,297.95	5,500.00	6,797.95	223.60 %
49000 Miscellaneous Revenue				
49009 Miscellaneous	3,130.55	500.00	2,630.55	626.11 %
49065 Sale of Surplus Materials	628.72	1,000.00	-371.28	62.87 %
Total 49000 Miscellaneous Revenue	3,759.27	1,500.00	2,259.27	250.62 %
Total Income	\$5,233,795.01	\$5,134,922.00	\$98,873.01	101.93 %
GROSS PROFIT	\$5,233,795.01	\$5,134,922.00	\$98,873.01	101.93 %
Expenses				
50000 General Expenses				
51000 Personnel Expenses				
51100 Salaries	1,923,124.30	2,158,755.00	-235,630.70	89.08 %
51200 FICA	140,939.47	164,384.00	-23,444.53	85.74 %
51300 Health/Misc Benefits	232,506.84	333,116.00	-100,609.16	69.80 %
51400 Pension Contribution	209,524.74	256,833.00	-47,308.26	81.58 %
51500 Other Benefits	4,586.46	9,752.00	-5,165.54	47.03 %
51600 Staff Enrichment	2,172.96	6,500.00	-4,327.04	33.43 %

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Total 51000 Personnel Expenses	2,512,854.77	2,929,340.00	-416,485.23	85.78 %
52000 Facility Expenses				
52100 Interior Facility Maintenance	44,792.84	55,000.00	-10,207.16	81.44 %
52200 Facility Equipment Maintenance	60,552.18	37,000.00	23,552.18	163.65 %
52300 Exterior Building Maintenance	10,977.42	8,000.00	2,977.42	137.22 %
52400 Utilities				
52410 Water	2,071.96	3,000.00	-928.04	69.07 %
52430 Telephone - Voice	16,116.94	14,000.00	2,116.94	115.12 %
52440 Data Lines	29,889.98	24,000.00	5,889.98	124.54 %
Total 52400 Utilities	48,078.88	41,000.00	7,078.88	117.27 %
52500 Minor Furnishings & Equipment	18,077.90	22,500.00	-4,422.10	80.35 %
Total 52000 Facility Expenses	182,479.22	163,500.00	18,979.22	111.61 %
53000 Library Materials				
53100 Periodicals	15,055.10	20,000.00	-4,944.90	75.28 %
53200 Adult Materials-Books				
53221 Books - Adult Non-Fiction	39,398.78	55,000.00	-15,601.22	71.63 %
53222 Books-Adult Fiction	54,326.06	76,500.00	-22,173.94	71.01 %
Total 53200 Adult Materials-Books	93,724.84	131,500.00	-37,775.16	71.27 %
53300 Audio Visual Materials				
53320 Audio Visual - Adult	64,804.92	80,000.00	-15,195.08	81.01 %
53340 Audio Visual - Youth	13,208.20	22,500.00	-9,291.80	58.70 %
Total 53300 Audio Visual Materials	78,013.12	102,500.00	-24,486.88	76.11 %
53400 Youth Materials-Books				
53241 Books - Youth & Teens	62,476.46	70,000.00	-7,523.54	89.25 %
53550 Literacy Support - Youth	2,011.43	2,500.00	-488.57	80.46 %
Total 53400 Youth Materials-Books	64,487.89	72,500.00	-8,012.11	88.95 %
53501 Electronic Resources				
53500 E-Resources	211,696.38	215,000.00	-3,303.62	98.46 %
Total 53501 Electronic Resources	211,696.38	215,000.00	-3,303.62	98.46 %
Total 53000 Library Materials	462,977.33	541,500.00	-78,522.67	85.50 %
54000 Library Programs				
54100 Admin Programs	3,392.44	4,000.00	-607.56	84.81 %
54150 Outreach Programs	942.34	2,500.00	-1,557.66	37.69 %
54210 Adult Programs	15,844.05	20,000.00	-4,155.95	79.22 %
54400 Youth Programs	16,882.46	25,000.00	-8,117.54	67.53 %
Total 54000 Library Programs	37,061.29	51,500.00	-14,438.71	71.96 %
55000 Automation				
55350 Software & Licenses	211,636.91	180,000.00	31,636.91	117.58 %
55360 IT Automation Support	100,823.41	80,000.00	20,823.41	126.03 %
55400 New Projects/equip				
56440 New Projects / IT Equipment	61,932.16	135,000.00	-73,067.84	45.88 %
Total 55400 New Projects/equip	61,932.16	135,000.00	-73,067.84	45.88 %
Total 55000 Automation	374,392.48	395,000.00	-20,607.52	94.78 %
56000 Professional/Contractual Svcs				
56009 Other Office Support	5,311.53	16,500.00	-11,188.47	32.19 %
56100 Insurance	41,190.49	50,000.00	-8,809.51	82.38 %
56200 Postage	5,148.27	8,500.00	-3,351.73	60.57 %

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
56300 Professional Printing Services	17,549.45	18,000.00	-450.55	97.50 %
56500 Professional Admin Services	24,040.93	30,000.00	-5,959.07	80.14 %
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	45,325.95	50,000.00	-4,674.05	90.65 %
56700 Travel for Library Services	165.37	1,000.00	-834.63	16.54 %
Total 56000 Professional/Contractual Svcs	114,691.06	144,000.00	-29,308.94	79.65 %
56400 Supplies				
56410 General Office/Operating Supplies	8,359.44	17,000.00	-8,640.56	49.17 %
56420 Processing Supplies	29,813.15	26,000.00	3,813.15	114.67 %
Total 56400 Supplies	38,172.59	43,000.00	-4,827.41	88.77 %
57000 Training/Development Expenses				
56600 Dues & Memberships	6,137.90	7,500.00	-1,362.10	81.84 %
57100 Training & Education	13,555.42	25,000.00	-11,444.58	54.22 %
57200 Training Travel	12,343.88	7,000.00	5,343.88	176.34 %
Total 57000 Training/Development Expenses	32,037.20	39,500.00	-7,462.80	81.11 %
Total 50000 General Expenses	3,754,665.94	4,307,340.00	-552,674.06	87.17 %
61000 Capital Expenses				
61100 Facility Improvements	23,243.08	90,000.00	-66,756.92	25.83 %
Total 61000 Capital Expenses	23,243.08	90,000.00	-66,756.92	25.83 %
70000 Debt Service				
60-7010 Debt Service 2011A Interest	102,880.00	102,880.00	0.00	100.00 %
60-7011 Debit Service 2013 Interest	94,701.26	94,702.00	-0.74	100.00 %
60-7020 Debt Service 2011A Principal	260,000.00	260,000.00	0.00	100.00 %
60-7021 Debit Service 2013 Principal	270,000.00	270,000.00	0.00	100.00 %
Total 70000 Debt Service	727,581.26	727,582.00	-0.74	100.00 %
Total Expenses	\$4,505,490.28	\$5,124,922.00	\$ -619,431.72	87.91 %
NET OPERATING INCOME	\$728,304.73	\$10,000.00	\$718,304.73	7,283.05 %
NET INCOME	\$728,304.73	\$10,000.00	\$718,304.73	7,283.05 %

Deerfield Public Library
Financial Variance Report
For the Month of November 2018

Presented at the Regular Board Meeting – December 19, 2018

November completes the eleventh month of the 2018 Fiscal Year. The benchmark used to evaluate financial activity year to date is 91.6%.

GENERAL OPERATIONS – REVENUES

By the end of November, the Library received 5,022,423 in property tax distributions, which is 99% of the annual budget. The Library has collected 58,099 in Charges for Services, which is 83% of the annual budget. The Library received a Total Income of 5,233,795 or 101% of the annual budget.

GENERAL OPERATIONS - EXPENSES

By the end of November, the Personnel Expense is 2,512,855 or 86% of the annual budget. The Facility Expense is 182,078 or 111% of the annual budget. The Library Materials Expense is 462,977 or 85% of the annual budget. The Library Program Expense is 37,061 or 72% of the annual budget. The Automation Expense is 374,392 or 94% of the annual budget. The Professional / Contractual Services Expense is 114,691 or 76% of the annual budget. The Supplies Expense is 38,172 or 88% of the annual budget. The Training / Development Expense is 32,037 or 81% of the annual budget. The Facility Improvement Expense is 23,243 or 26% of the annual budget. Total Library Expenses is 4,505,490 or 88% 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.



Master Total Portfolio Report

As of: 11/30/18

PMA Financial Network, Inc.

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

DEERFIELD PUBLIC LIBRARY / GENERAL (11660-101)

4794

Type	Trans	SEQ	Purchase	Maturity	FDIC #	Instrument	Par-Val/Mat. Val.	Original Cost	Rate
SDA					7213	Savings Deposit Account - CITIBANK	\$219,619.49	\$219,619.49	
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
CD	263178	1	11/08/18	11/08/19	57552	FIRST CAPITAL BANK	\$249,561.00	\$243,000.00	2.700
CD	263179	1	11/08/18	11/08/19	5384	FIRST COMMUNITY BANK / FIRST NB OF BEEMER	\$249,542.78	\$243,000.00	2.693
DTC	43105	1	10/05/18	10/05/20	57565	2.9% - UBS BANK USA	\$150,000.00	\$150,429.11	2.753
Subtotal -->							\$1,788,025.27	\$1,756,048.60	

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	\$280,168.06	\$280,168.06	
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
DTC	43330	1	11/23/18	11/23/20	7213	3.05% - CITIBANK NA	\$180,000.00	\$180,173.68	3.000
DTC	43331	1	11/21/18	11/23/20	57565	3.1% - UBS BANK USA	\$90,000.00	\$90,087.55	3.050
Subtotal -->							\$2,876,904.17	\$2,864,485.01	

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

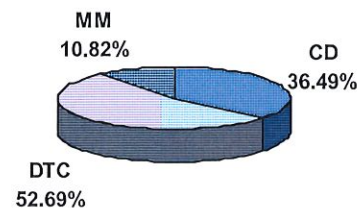
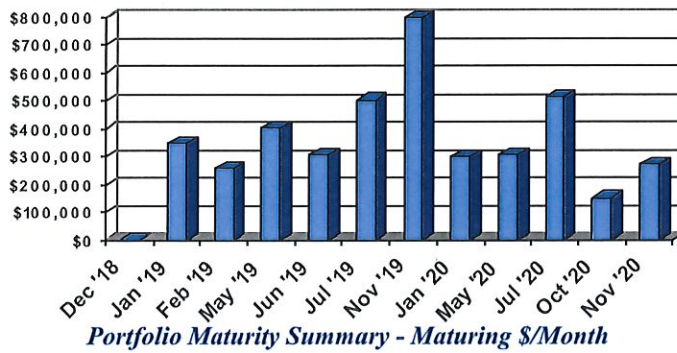
Type	Trans	SEQ	Purchase	Maturity	FDIC #	Instrument	Par-Val/Mat. Val.	Original Cost	Rate
SDA					7213	Savings Deposit Account - CITIBANK	\$58.24	\$58.24	
Subtotal -->							\$58.24	\$58.24	
Total Amount -->							\$4,665,043.76	\$4,620,647.93	

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

Time and Dollar Weighted Portfolio Yield: 2.436 %

Weighted Average Portfolio Maturity: 348.68 Days

MM: 10.82%
 CD's: 36.49%
 CDR's: 0.00%
 DTC: 52.69%
 CP: 0.00%
 SEC: 0.00%



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 December 19, 2018

Summary						
Wintrust-E-Pay Deposit 8926 - 4 ACHs						126.45
Bank Financial-Petty Cash Checks 1537- PC Ck, #637-639, 641						113.95
Bank Financial Deposits 1545, 1 ACH						91.03
Wintrust-General AP 2997, Check #s 10531 -10596, 14 ACHs						754,844.25
Total payments to approve						755,175.68
Date	Num	Vendor	Memo	Amount	Account Description	
Wintrust E-Pay Deposit 8926						
11/05/2018	ACH	American Express Govt Svcs	Merchant CC Fees-December 2018	0.09	Other Office Support	
11/05/2018	ACH	Chase Paymentech	Merchant CC Fees-December 2018	35.46	Other Office Support	
11/05/2018	ACH	Chase Paymentech	Merchant CC Fees-December 2018	30.95	Other Office Support	
11/05/2018	ACH	PayPal, Inc.	Merchant CC Fees-December 2018	59.95	Other Office Support	
Total E-Pay Deposit Amount						126.45
Bank Financial Petty Cash Checks 1537						
11/01/2018	637	Pam Skittino	Prize for Collection HQ Biggest Improvement Challenge	28.00	Training & Education	
11/09/2018	638	Hall Pass	Background Check - Coffill	6.00	Other Office Support	
11/14/2018	639	Kary Henry	Mileage - Outreach & Professional Development - Henry	73.95	Travel for Library Services	
12/06/2018	641	Hall Pass	Background Check - Steinemann	6.00	Other Office Support	
Total Petty Cash Checks Amount						113.95
Bank Financial Deposits 1545						
11/27/2018	ACH	Deluxe	Bank Deposit Slips	91.03	General Office/Operating Supplies	
Total Bank Financial Deposit Amount						91.03
Wintrust-General AP 2997						
11/15/2018	10531	Anderson Pest Solutions	Pest Management - November 2018	67.98	Interior Facility Maintenance	
11/15/2018	10532	Claire Steiner	Mileage - ILA Conference 10/9-10/10 - Steiner	211.46	Training Travel	
11/15/2018	10533	De Lage Landen	Monthly Lse for 7 Copiers and 3 Printers - November 2018	1,223.31	IT Automation Support	
11/15/2018	10534	Deerfield High School	DHS Chamber Orchestra Holiday Concert Program on 12/16/18	150.00	Adult Programs	
11/15/2018	10535	Demco, Inc.	Book Labels, Book Tape	138.53	Processing Supplies	
11/15/2018	10536	Esscoe, LLC	Serviced Transformer Power Supply on 11/5	310.00	Facility Equipment Maintenance	
11/15/2018	10537	First Bank Mastercard	Falasz-Peterson CC Charges - October 2018	900.74	Admin - 4734	
			DeCorrevont CC Charges - October 2018	87.84	Business Office - 1381	
			Owen CC Charges - October 2018	1,363.26	Info Technology (IT) - 1158	
			Skittino CC Charges - October 2018	150.08	Support Services - 4206	
			Steiner CC Charges - October 2018	1,042.31	Adult Services - 1931	
			Anthony CC Charges - October 2018	676.11	Youth Services - 6162	
			Hoffman CC Charges - October 2018	411.67	Outreach Coord - 5394	
			Palecek CC Charges - October 2018	(51.35)	Adult Prog Coord - 7013	
			van Goethem CC Charges - October 2018	386.35	Youth Prog Coord - 1510	
			Henry CC Charges - October 2018	38.75	Youth Coord - 1750	
sub-total				5,005.76		
11/15/2018	10538	First Point Mechanical Services, LLC	HVAC Preventative Maintenance Qtrly	1,950.00	Facility Equipment Maintenance	
11/15/2018	10539	Fox Valley Fire & Safety	Fire Extinguishers Annual Maintenance	375.65	Facility Equipment Maintenance	
11/15/2018	10540	Glass Management Services, Inc.	Replace Broken Window	3,919.13	Interior Facility Maintenance	
11/15/2018	10541	Otis Elevator Company	Elevator Service inspection 2018-2019	1,670.85	Facility Equipment Maintenance	
11/15/2018	10542	Premium Concepts	Reading Without Boundaries Program - Wee Plant Kits (65)	191.35	Adult Programs	
11/15/2018	10543	Product Architecture + Design	Design for Collaborative Workspace	3,056.68	Professional Admin Services	
11/15/2018	10544	Warehouse Direct, Inc.	Liquid Ice Melt	214.54	Exterior Building Maintenance	
12/19/2018	10545	Animal Quest Entertainment, Inc.	Animal Quest Program on 2/16/19 Deposit	100.00	Youth Programs	
12/19/2018	10546	Anne Jamieson	Frames for FID & Local History Wall Exhibit (34)	292.66	Minor Furnishings & Equipment	
12/19/2018	10547	Baker & Taylor 40015242	Acquisitions for Books & Processing Supplies - November 2018	259.66	Books - Youth & Teens; Processing Supplies	
12/19/2018	10548	Baker & Taylor C0233663-Continuations	Acquisitions for Books & Processing Supplies - November 2018	657.99	Books-Adult Fiction; Processing Supplies	
12/19/2018	10549	Baker & Taylor L046292-Adult Bks	Acquisitions for Books & Processing Supplies - November 2018	3,212.00	Books - Adult Non-Fiction; Processing Supplies	
12/19/2018	10550	Baker & Taylor L411843 Teen	Acquisitions for Books & Processing Supplies - November 2018	464.00	Books - Youth & Teens; Processing Supplies	
12/19/2018	10551	Baker & Taylor L413389 BTNC	Acquisitions for Books & Processing Supplies - November 2018	10.30	Books - Youth & Teens; Processing Supplies	
12/19/2018	10552	Baker & Taylor L4291172	Acquisitions for Books & Processing Supplies - November 2018	1,589.02	Books-Adult Fiction; Processing Supplies	

Deerfield Public Library
Check Approval List
For the Regular Board Meeting on December 19, 2018

Date	Num	Vendor	Memo	Amount	Account Description
12/19/2018	10553	Baker & Taylor L4304752 - Adt Audiobooks	Acquisitions for AV & Processing Supplies - November 2018	138.74	AV - Adult; Processing Supplies
12/19/2018	10554	Baker & Taylor L4305252 Unprocessed	Acquisitions for Books - November 2018	26.86	Books-Adult Fiction
12/19/2018	10555	Baker & Taylor L510347-Juv Bks	Acquisitions for Books & Processing Supplies - November 2018	11,958.33	Books - Youth & Teens; Processing Supplies
12/19/2018	10556	Baker & Taylor L524397 - Adult Fiction	Acquisitions for Books & Processing Supplies - November 2018	3,242.86	Books-Adult Fiction; Processing Supplies
12/19/2018	10557	Baker & Taylor L535153-Aud Bks	Acquisitions for AV & Processing Supplies - November 2018	1,994.55	AV - Adult; Processing Supplies
12/19/2018	10558	Baker & Taylor L544890	Acquisitions for Books - November 2018	35.39	Books - Youth & Teens
12/19/2018	10559	Bennett & Brosseau Roofing Inc.	Roof Inspection and Repair on 10/23/18	853.00	Exterior Building Maintenance
		Bennett & Brosseau Roofing Inc.	Roof Inspection and Repair on 10/19/18	672.00	Exterior Building Maintenance
			sub-total	1,525.00	
12/19/2018	10560	Best Quality Cleaning	Cleaning Service - December 2018	2,125.00	Interior Facility Maintenance
12/19/2018	10561	Brimar LED LLC	Light Bulbs for Building (100)	525.25	Interior Facility Maintenance
12/19/2018	10562	Book Page, Inc.	Subscription 2019	528.00	Periodicals
12/19/2018	10563	Carey Electric Contracting, Inc.	Install New Outlet in Quiet Room on 10/1/18	754.00	Facility Improvements
		Carey Electric Contracting, Inc.	Serviced Lamps and Ballasts on 10/2/18	550.00	Interior Facility Maintenance
			sub-total	1,304.00	
12/19/2018	10564	Chicago Tribune	Print & Digital Subscription Renewal thru 6/10/19	325.00	Periodicals
12/19/2018	10565	Creative Graphics Management	FID Brochures (3,000)	2,922.00	Adult Programs
12/19/2018	10566	Creekside Printing	Browsing Winter 2018 - 2019	4,115.00	Professional Printing Services
12/19/2018	10567	De Lage Landen	Monthly Lse for 7 Copiers and 3 Printers - December 2018	1,223.31	IT Automation Support
12/19/2018	10568	Deerfield Rotary Club	Dues and Meals - Q3	156.00	Dues & Memberships
		Deerfield Rotary Club	Dues and Meals - Q2	150.00	Dues & Memberships
		Deerfield Rotary Club	Dues and Books	175.00	Dues & Memberships
			sub-total	481.00	
12/19/2018	10569	Demco, Inc.	Whiteboard Erasers (10)	57.85	General Office/Operating Supplies
12/19/2018	10570	Design To 4C, Inc.	Design for FID Brochure	2,078.00	Professional Admin Services
12/19/2018	10571	Dewberry Engineers Inc.	Capital Replacement Study Work Performed thru 10/26/18	4,660.00	Professional Admin Services
12/19/2018	10572	Dig Magazine	Subscription Renewal 2019	21.95	Periodicals
12/19/2018	10573	EBSCO Information Services	Magazine Subscriptions Annual Renewal 2019	10,450.91	Periodicals
		EBSCO Information Services	Magazine Subscriptions - Price Adjustment	(28.57)	Periodicals
			sub-total	10,422.34	
12/19/2018	10574	Findaway World, LLC	Acquisitions for AV - November 2018	46.74	AV - Youth
12/19/2018	10575	First Point Mechanical Services, LLC	ACCU 3 EXV Repair on 11/6/18-11/9/18	4,076.59	Facility Equipment Maintenance
12/19/2018	10576	Garvey's Office Products	Batteries, Post-Its, Copy Paper, Cardstock, File Dividers	243.73	General Office/Operating Supplies
12/19/2018	10577	Grainger	Lithium Batteries for Radio (6)	318.00	Facility Improvements
12/19/2018	10578	Hoopla	Subscription - August 2018	3,290.52	E-Resources
		Hoopla	Subscription - November 2018	3,298.10	E-Resources
			sub-total	6,588.62	
12/19/2018	10579	Lechner and Sons	Lobby Mats 11/20/18	82.95	Interior Facility Maintenance
		Lechner and Sons	Lobby Mats 12/4/18	82.95	Interior Facility Maintenance
			sub-total	165.90	
12/19/2018	10580	Marcive Incorporated	Authority Processing - November 2018	49.44	Processing Supplies
12/19/2018	10581	Melissa Stoeger	Gingerbread Houses (15)	99.00	Adult Programs
12/19/2018	10582	Midwest Tape 2000007021	Acquisitions for AV & Processing Supplies - November 2018	8,465.18	AV - Adult; AV - Youth; Processing Supplies
12/19/2018	10583	Neofunds by Neopost	Replenish Funds in Postage Machine - November 2018	400.00	Postage
12/19/2018	10584	Nina Michael	Gingerbread Program Supplies	73.27	Youth Programs
12/19/2018	10585	Otis Elevator Company	Elevator Service Inspection 2018-2019	1,917.36	Facility Equipment Maintenance
12/19/2018	10586	OverDrive, Inc.	eBooks - November 2018	1,444.72	E-Resources
		OverDrive, Inc.	eBooks - November 2018	4,751.95	E-Resources
		OverDrive, Inc.	eBooks - November 2018	4,239.16	E-Resources
			sub-total	10,435.83	
12/19/2018	10587	Quench USA, Inc.	Water Cooler Qtrly Rent: Dec 2018 - Feb 2019	108.00	Facility Equipment Maintenance

**Deerfield Public Library
Check Approval List
For the Regular Board Meeting on December 19, 2018**

Date	Num	Vendor	Memo	Amount	Account Description
12/19/2018	10588	Quill Corporation	Labels	26.99	General Office/Operating Supplies
		Quill Corporation	Water Bottles	18.18	General Office/Operating Supplies
		Quill Corporation	Binders, Wipes, Post-Its, Pens	129.21	General Office/Operating Supplies
		Quill Corporation	Calendar	17.42	General Office/Operating Supplies
		Quill Corporation	Velcro Squares, Band-Aids, Calendar	36.69	General Office/Operating Supplies
			sub-total		228.49
12/19/2018	10589	Rowman and Littlefield Publishing Group	Acquisitions for Books - November 2018	127.06	Books - Adult Non-Fiction
12/19/2018	10590	Scalambrino & Arnoff, LLP	Legal Fees - November 2018	480.00	Professional Admin Services
12/19/2018	10591	SE Inc.	Sidewalk Snow Shoveling, Salt 11/15-11/16/18	125.10	Exterior Building Maintenance
		SE Inc.	Sidewalk Snow Shoveling, Salt 11/9/18	195.10	Exterior Building Maintenance
		SE Inc.	Sidewalk Snow Shoveling, Salt 11/17/18	62.55	Exterior Building Maintenance
		SE Inc.	Sidewalk Snow Shoveling, Salt 11/25-11/26/18	430.30	Exterior Building Maintenance
		SE Inc.	Sidewalk Snow Shoveling, Salt 11/28-11/29/18	125.10	Exterior Building Maintenance
			sub-total		938.15
12/19/2018	10592	Sea Beast Puppet Company	Fantastic Puppets & How to Make Them Program on 11/10/18	450.00	Youth Programs
12/19/2018	10593	Sikich LLP	Automation Support for Servers & Workstations - December 2018	5,589.26	IT Automation Support
		Sikich LLP	Server Configuration	538.50	New Projects / IT Equipment
			sub-total		6,127.76
12/19/2018	10594	Spring Air Filter, Inc	Filters for Air Handler	424.00	Facility Equipment Maintenance
12/19/2018	10595	State Industrial Products	Air Care Program	170.00	Interior Facility Maintenance
12/19/2018	10596	Team One Repair, Inc.	Sticky Receipt Paper	319.20	General Office/Operating Supplies
11/19/2018	ACH	Amazon	Acquisitions for AV - November 2018	143.97	AV - Adult
			First Aid Kit	11.49	General Office/Operating Supplies
			Acquisitions for AV - November 2018	24.49	AV - Adult
			Youth Nintendo Switch	311.99	New Projects / IT Equipment
			Patron Headphones (12)	149.40	New Projects / IT Equipment
			Acquisitions for Books - November 2018	92.96	Books - Adult Non-Fiction
			Acquisitions for Books - November 2018	193.42	Books - Adult Non-Fiction
			Baby Cloths, Clothing	39.75	Literacy Support - Youth
			Acquisitions for AV - November 2018	95.99	AV - Adult
			Newborn Bib	10.99	Literacy Support - Youth
			Acquisitions for AV - October 2018	95.98	AV - Adult
			Acquisitions for AV - November 2018	63.98	AV - Adult
			Acquisitions for Books - November 2018	56.39	Books - Youth & Teens
			Sharpie Markers	15.45	Processing Supplies
			Sharpie Markers	17.05	Processing Supplies
			Acquisitions for AV - November 2018	10.69	AV - Adult
			Acquisitions for AV - November 2018	138.74	AV - Adult
			Planner	29.99	General Office/Operating Supplies
			Velcro Fasteners	28.25	Processing Supplies
			Acquisitions for Board Games - November 2018	32.98	Books - Youth & Teens
			Acquisitions for AV - November 2018	39.90	AV - Adult
			Acquisitions for AV - October 2018	18.88	AV - Adult
			Acquisitions for AV - October 2018	22.99	AV - Adult
			Charger Hub	129.00	New Projects / IT Equipment
			Acquisitions for Books - November 2018	23.60	Books - Youth & Teens
			sub-total		1,798.32
12/04/2018	ACH	Amazon	Acquisitions for AV - November 2018 Refund	(27.40)	AV - Adult
			Acquisitions for AV - November 2018 Refund	(58.49)	AV - Adult
			Acquisitions for AV - November 2018 Refund	(59.38)	AV - Adult
			Program Supplies	18.90	Youth Programs
			Video Projector	77.98	New Projects / IT Equipment
			USB Cables for Hotstops	9.99	New Projects / IT Equipment
			Calendar	19.69	General Office/Operating Supplies
			Acquisitions for AV - November 2018	59.38	AV - Adult
			Self-Sealing Laminating Pouches	27.40	General Office/Operating Supplies
			Acquisitions for AV - November 2018	96.00	AV - Adult
			Acquisitions for AV - November 2018	58.49	AV - Adult
			Acquisitions for Books - November 2018	130.95	Books - Youth & Teens
			Bookcase (2)	52.18	New Projects / IT Equipment
			PA System	299.99	New Projects / IT Equipment
			PA System	22.90	New Projects / IT Equipment
			Program Supplies	54.92	Youth Programs
			Acquisitions for AV - November 2018 Refund	(2.49)	AV - Adult
			HDMI Switch	21.59	New Projects / IT Equipment
			Interactive Projector	118.98	New Projects / IT Equipment
			Interactive Projector	115.93	New Projects / IT Equipment
			Switch Controller	69.00	New Projects / IT Equipment

**Deerfield Public Library
Check Approval List
For the Regular Board Meeting on December 19, 2018**

Date	Num	Vendor	Memo	Amount	Account Description
			Device Cases	68.96	New Projects / IT Equipment
			Acquisitions for AV - November 2018	153.49	AV - Adult
			Mini Projectors	166.28	New Projects / IT Equipment
			Acquisitions for Books - November 2018	19.89	Books - Youth & Teens
			Disposable Shoe Covers	11.59	General Office/Operating Supplies
			Acquisitions for AV - November 2018	26.79	AV - Adult
			Acquisitions for Books - November 2018	62.83	Books - Youth & Teens
			Multi-Surface Wipes	119.99	General Office/Operating Supplies
			sub-total	1,736.33	
12/22/2018	ACH	AT&T-847 945-3318 026 6	Voice Lines: 11/28/18-12/27/18	720.32	Telephone - Voice
12/22/2018	ACH	AT&T 847 945-3372-943-5	Data Lines: 11/28/18-12/27/18	508.31	Data Lines
12/12/2018	ACH	AT&T 847-R16-2339 021 5	Voice Lines: 11/16/18-12/15/18	818.09	Telephone - Voice
12/12/2018	ACH	AT&T-R16-0685 123 3	Optiman Phone Data: 11/16/18-12/15/18	2,252.45	Data Lines
12/04/2018	ACH	Comcast Cable	Patron Internet Service 11/16/18-12/15/18	125.96	Data Lines
11/25/2018	ACH	Discovery Benefits, Inc.	FSA Monthly Fees - November 2018	54.90	Other Benefits
12/06/2018	ACH	Google, Inc.	Google Apps - December 2018	367.66	Software & Licenses
12/03/2018	ACH	Heartland Payment Systems	Merchant CC Fees - December 2018	164.47	Other Office Support
12/03/2018	ACH	Mail Finance (Neopost USA Inc.)	Postage Machine Quarterly Lease: 9/2018 - 11/2018	209.85	Postage
12/01/2018	ACH	Village of Deerfield	Debt Service 2011A Principal	260,000.00	Debt Service 2011A Principal
			Debt Service 2011A Interest	51,440.00	Debt Service 2011A Interest
			Debt Service 2013 Principal	270,000.00	Debt Service 2013 Principal
			Debt Service 2013 Interest	47,350.63	Debt Service 2013 Interest
			sub-total	628,790.63	
12/03/2018	ACH	Village of Deerfield	Water & Sewer-October 2018	151.62	Water
12/03/2018	ACH	Village of Deerfield	Water & Sewer-October 2018	111.72	Water
			Total Wintrust-General AP 2997	754,844.25	
			Grand Total	755,175.68	

Deerfield Public Library
Credit Card Transactions by Account as of November 7, 2018
Presented for Approval December 2018

Date	Num	Name	Memo	Amount	Account Description
20001 Admin - 4734					
11/07/2018	AD 10/9/18	Peoria Civic Center	Parking - ILA Conference 10/9 - Falasz-Peterson	7.00	Training Travel
11/07/2018	AD 10/10/18	Panera	Meals - ILA Conference 10/10 - Falasz-Peterson	13.10	Training & Education
11/07/2018	AD 10/9/18	Mail Chimp	E-Newsletter Mailing - October 2018	30.00	Outreach Programs
11/07/2018	AD 10/11/18	Peoria Civic Center	Parking - ILA Conference 10/11 - Falasz-Peterson	7.00	Training Travel
11/07/2018	AD 10/10/18	Peoria Civic Center	Parking - ILA Conference 10/10 - Falasz-Peterson	7.00	Training Travel
11/07/2018	AD 10/11/18	Embassy Suites	Hotel - ILA Conference 10/8-10/10 - Falasz-Peterson	836.64	Training Travel
Total for 20001 Admin - 4734				900.74	
20002 Business Office - 1381					
11/07/2018	BO 10/23/18	Mariano's	Food - All Staff Meeting 10/24/18	27.84	Admin Programs
11/07/2018	BO 10/16/18	Mariano's	Food - Retirement Party 10/17/18	10.00	Staff Enrichment
11/07/2018	BO 10/23/18	Intuit, Inc.	Quickbooks Online Subscription - October 2018	50.00	Software & Licenses
Total for 20002 Business Office - 1381				87.84	
20003 Info Technology (IT) - 1158					
11/07/2018	IT 10/31/18	TechSoup	Microsoft Office for Patron Laptops	174.00	New Projects / IT Equipment
11/07/2018	IT 10/22/18	Kano Computing, LTD.	Harry Potter Kano Coding Kit	107.99	New Projects / IT Equipment
11/07/2018	IT 11/4/18	Rise Vision	Digital Signage	19.00	Software & Licenses
11/07/2018	IT 10/30/18	Markertek Video Supply	Meeting Room HDMI Extenders	831.25	New Projects / IT Equipment
11/07/2018	IT 11/1/18	Libsyn Podcasting Service	Podcast Hosting	15.00	Software & Licenses
11/07/2018	IT 10/22/18	Survey Monkey	Patron Survey Software	37.00	Software & Licenses
11/07/2018	IT 10/10/18	Adobe Systems Inc.	Staff Adobe Creative Cloud	56.30	Software & Licenses
11/07/2018	IT 10/10/18	MCPProHosting	Minecraft Hosting	9.99	Software & Licenses
11/07/2018	IT 10/31/18	Markertek Video Supply	Meeting Room HDMI Extenders	19.85	New Projects / IT Equipment
11/07/2018	IT 10/26/18	Envato Market	DPL Website Theme	23.88	New Projects / IT Equipment
11/07/2018	IT 10/16/18	Sticker Mule	DPL Stickers for Patron Laptops	69.00	New Projects / IT Equipment
Total for 20003 Info Technology (IT) - 1158				1,363.26	
20006 Support Services - 4206					
11/07/2018	SS 10/19/18	American Library Association	Acquisitions for Books - October 2018	102.09	Books - Adult Non-Fiction
11/07/2018	SS 10/16/18	LACONI, Inc.	Tech Services Section: 21st Century Cataloging 11/2 - Skittino, Ansary	30.00	Training & Education
11/07/2018	SS 11/1/18	American Library Association	Acquisitions for Books - October 2018	17.99	Books - Adult Non-Fiction
Total for 20006 Support Services - 4206				150.08	
20007 Adult Services - 1931					
11/07/2018	AS 10/23/18	Gamestop.com	Adaptive Controller	106.24	New Projects / IT Equipment
11/07/2018	AS 10/17/18	Fast Signs	Wall Map Deposit	364.27	Minor Furnishings & Equipment
11/07/2018	AS 10/8/18	Mark Twain Hotel	Hotel - ILA Conference 10/8-10/9 - Zavagno	262.20	Training Travel
11/07/2018	AS 10/23/18	Jewel-Osco	Harry Potter Escape Room Supplies	92.84	Youth Programs
11/07/2018	AS 10/30/18	Netflix	Subscription - November 2018	13.99	E-Resources
11/07/2018	AS 10/19/18	Il Forno Pizza and Pasta	Food - Harry Potter Escape Room	63.43	Admin Programs
11/07/2018	AS 10/14/18	Netflix	Subscription - October 2018	13.99	E-Resources
11/07/2018	AS 10/9/18	Mark Twain Hotel	Hotel - ILA Conference 10/8-10/9 - Steiner	125.35	Training Travel
Total for 20007 Adult Services - 1931				1,042.31	

Deerfield Public Library
Credit Card Transactions by Account as of November 7, 2018
Presented for Approval December 2018

Date	Num	Name	Memo	Amount	Account Description
20008 Youth Services - 6162					
11/07/2018	YS 10/12/18	American Library Association	Acquisitions for Books - October 2018; Posters and Bookmarks	198.59	Books - Youth & Teens; Youth Programs
11/07/2018	YS 10/22/18	Barnes & Noble Inc.	Materials for Baby Bundles	27.78	Books - Youth & Teens
11/07/2018	YS 10/11/18	Illinois Library Association	Summer Reading 2019 Planning Resources	36.25	Youth Programs
11/07/2018	YS 10/15/18	PayPal, Inc.	Acquisitions for Books - October 2018	20.00	Books - Youth & Teens
11/07/2018	YS 10/29/18	Home Depot	Pumpkin Painting Supplies	121.80	Youth Programs
11/07/2018	YS 10/29/18	Barnes & Noble Inc.	Tax Refund	(1.88)	Books - Youth & Teens
11/07/2018	YS 10/19/18	American Library Association	Tax Refund	(16.70)	Books - Youth & Teens
11/07/2018	YS 10/19/18	Upper Crust Bagels	Food - Youth Managers Networking Mtg 10/19	25.27	Admin Programs
11/07/2018	YS 10/23/18	American Library Association	Midwinter Conference 2019 Registration - Gall	245.00	Training & Education
11/07/2018	YS 10/24/18	Celestron	Eye Pieces for Telescopes	20.00	AV - Youth
Total for 20008 Youth Services - 6162				676.11	
20009 Outreach Coord - 5394					
11/07/2018	OC 10/26/18	Fast Signs	Poster for 1,000 Books Before Kindergarten Reading Program	33.15	Professional Printing Services
11/07/2018	OC 10/30/18	DBR Chamber of Commerce	Community Networking Event 10/30 - Hoffman, Falasz-Peterson	70.00	Training & Education
11/07/2018	OC 10/10/18	Marriott Hotel & Resorts	Hotel - ILA Conference 10/8-10/9 - Hoffman	287.50	Training Travel
11/07/2018	OC 10/9/18	Jonah's Seafood House	Meals - ILA Conference 10/9 - Hoffman	21.02	Training & Education
Total for 20009 Outreach Coord - 5394				411.67	
20010 Adult Prog Coord - 7013					
11/07/2018	APC 11/4/18	Amazon	Acquisitions for Kindle Books - November 2018	13.99	Books-Adult Fiction
11/07/2018	APC 11/5/18	Amazon	Acquisitions for Kindle Books - November 2018	14.99	Books-Adult Fiction
11/07/2018	APC 10/10/18	Walgreens	Gift Cards for Trivia	180.00	Adult Programs
11/07/2018	APC 11/4/18	Amazon	Acquisitions for Kindle Books - November 2018	14.99	Books-Adult Fiction
11/07/2018	APC 11/4/18	Amazon	Acquisitions for Kindle Books - November 2018	14.99	Books-Adult Fiction
11/07/2018	APC 11/4/18	Amazon	Acquisitions for Kindle Books - November 2018	13.99	Books-Adult Fiction
11/07/2018	APC 10/10/18	Sweetwater Sound	Microphone - Refund	(449.00)	Adult Programs
11/07/2018	APC 10/28/18	Home Depot	Harry Potter Escape Room Supplies	27.96	Adult Programs
11/07/2018	APC 11/4/18	Amazon	Acquisitions for Kindle Books - November 2018	14.99	Books-Adult Fiction
11/07/2018	APC 10/23/18	Party City	Harry Potter Escape Room Supplies	45.89	Youth Programs
11/07/2018	APC 11/4/18	Amazon	Acquisitions for Kindle Books - November 2018	12.89	Books-Adult Fiction
11/07/2018	APC 11/4/18	Amazon	Acquisitions for Kindle Books - November 2018	14.99	Books-Adult Fiction
11/07/2018	APC 11/4/18	Amazon	Acquisitions for Kindle Books - November 2018	13.99	Books-Adult Fiction
11/07/2018	APC 11/4/18	Amazon	Acquisitions for Kindle Books - November 2018	13.99	Books-Adult Fiction
Total for 20010 Adult Prog Coord - 7013				(51.35)	

Deerfield Public Library
Credit Card Transactions by Account as of November 7, 2018
Presented for Approval December 2018

Date	Num	Name	Memo	Amount	Account Description
20011 Youth Prog Coord - 1510					
11/07/2018	YPC 10/9/18	Smile Makers	Tax Refund	(6.22)	Youth Programs
11/07/2018	YPC 10/11/18	Embassy Suites	Hotel - ILA Conference 10/9-10/10 - vanGoethem	333.76	Training Travel
11/07/2018	YPC 10/10/18	Peoria Civic Center	Parking - ILA Conference 10/10 - vanGoethem	7.00	Training Travel
11/07/2018	YPC 10/26/18	Goodwill	Program Supplies	13.70	Youth Programs
11/07/2018	YPC 10/9/18	Panera	Meals - ILA Conference 10/9 - vanGoethem, Henry, Frederick	38.11	Training & Education
Total for 20011 Youth Prog Coord - 1510				386.35	
20012 Youth Coord - 1750					
11/07/2018	YC 10/9/18	Walmart	Supplies - ILA Conference 10/9 - Henry	20.82	Training & Education
11/07/2018	YC 10/9/18	Jonah's Seafood House	Meals - ILA Conference 10/9 - Henry	16.88	Training & Education
11/07/2018	YC 10/14/18	Apple itunes Store	Song App	1.05	Youth Programs
Total for 20012 Youth Coord - 1750				38.75	
Total for 20000 Credit Cards Payable				5,005.76	

Director's Report December 2018

FYI

- Our Holiday Party will be on **Friday, January 25, 2019**. Please mark your calendars!
- I have invited Tom Owen, Head of IT, to attend the meeting to demo the new library calendar.
- Registration has opened for the Annual ILA Legislative Meet Ups. As it has been in the past, the breakfast is scheduled for President's Day, February 18, 2019. Julie Morrison and Brad Schneider usually attend, and I would not be surprised to see Bob Morgan in attendance. Please let me know if you are interested in attending. For more information, please see: <https://www.ila.org/events/legislative-meet-ups>,
- The Policy Committee will be meeting at a yet to be determined meeting in January. I'm waiting for some Collection Policy updates from managers before I present them to the committee.
- Under New Business, the Board will discuss the Staff Survey questions. The current questions are included in the packet. This discussion will be led by the Board Secretary.
- This month, the Board will conduct its semi-annual review of executive session minutes.

Interesting Articles on Current Library Related Trends

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

- <https://www.npr.org/templates/transcript/transcript.php?storyId=669704214> This is an NPR story about what people are grateful for. It turns out many people that responded are grateful for public libraries.
- <https://www.buzzfeednews.com/article/ariannarebolini/how-public-libraries-make-your-life-better> In keeping with the above theme, here's an article about how public libraries have affected people's lives.
- <https://americanlibrariesmagazine.org/2017/06/01/library-of-things/> I found this 2017 article while reading another article on the concept of "Library of Things". I enjoyed seeing the unique items other public libraries check out. We have a growing collection of "Library of Things" that are available for check out.
- I've included some information on a RAILS webinar about providing accessibility services to patrons with special needs. We provide sensory kits at desks and targeted programming. In addition, we provide staff training for employees to learn more on the subject.
- <https://www.railslibraries.info/news/156159>: This podcast by RAILS shares the story of the Westmont Public Library and their collection of "Library of Things": non-traditional items that are available for checkout. Our collection continues to grow!

Personnel

- In November the library had 0 separations
- In November the library filled 1 position
 - Patron Services Assistant on November 20
- The library has 2 positions open
 - Human Resources Associate
 - Patron Services Assistant

DEPARTMENT REPORTS

Adult Services Report

Claire Steiner, Head of Adult Services

- The local history archive is now live and accessible by the public. We've had 116 sessions so far. (<https://deerfieldlibrary.org/fid/>)
- FID events were announced and the brochures arrived. Promotion began in the beginning of November when a podcast interview featured on NPR.
- Staff presented to the board and held 2 lunch and learns for staff to become familiar with the FID project.
- The Classics Book Discussion (a new quarterly program this year) completed their Fall "Big Read" of *Middlemarch* where they met for three months in a row to tackle a big book. Comment cards at the end of the program were very enthusiastic, averaging a rating of 9.7 out of 10 and many comments about wanting to meet more frequently and for longer!
- This is a long one, but definitely something to think about: I (Ted) was sitting at the AS desk on a Monday morning when a caretaker came in with a group of young adults with developmental disabilities. We know this caretaker and group well because we see them every week and we said hello. One of the young adults was very excited this morning because he had been trying to clear up the problems with his library card for weeks it seemed. He is a reciprocal borrower and he had fines at his home library. He was very excited because he had paid his fines at his home library and he wanted to be able to check things out here at Deerfield. Because he was a reciprocal borrower our Patron Assistant (Sam) did what he was supposed to do and called our patrons home library to make sure he was in good standing. Sam made the call and everything was fine at the home library. He told our patron that he could set him up here at Deerfield. Our patron was beaming with joy! He was so excited about being able to use our library again. But when Sam checked our system we had a problem. It turned out that this patron had borrowed four or five movies about three years ago and had turned them in three days late. He owed us \$42 in fines. So he couldn't check anything out. He was devastated. He walked away from the desk clearly very upset. I turned to Sam and told him that I thought this was a clear case where we should think about waiving those fines. He should call Sayaka and explain the situation and see if she could do something. He had returned the movies but just returned them a few days late. It was three years ago at this point. Sayaka agreed to waive the fines and we told our patron. He was absolutely thrilled! He was so excited to be able to use our library again! He went upstairs to Youth and came back down so he could show us what he checked out. The Audiobook of Harry Potter and The Prisoner of Azkaban. He was beaming. He gave Sam and I a big handshake and thanked us for helping him. It was a reminder that the simple act of being able to check out something can be a really big deal for some people.
- I just got a HUG from a patron because she was so excited that we had this British TV series that she started watching on a plane but didn't get to see the whole thing. She was telling me about it and how much she loved it but thought she was going to have to pay to get the rest of the episodes, but I looked it up and we had it and she was SUPER excited!
- Two more young women were in here this morning and while they were looking at the new CDs one of them noticed the signs about the Rokus and Kindles and she said You check out Rokus?!?! I said yes. She said that was amazing and the Kindles too and she always forgets how much stuff the library has. And her friend, who said this is the best library ever, reminded her that we also had TV shows, so she asked if we had Westworld and we did and she was really excited!
- Kanopy is going to be added to our digital offerings in January

- New items being added to LOT, including a preloaded Super Nintendo model. We think it will be a huge hit with 20s and 30s.
- FID launch in January
- New podcast guests for 2019 are being booked.
- Read Without Boundaries Volume 2 will be starting on January 1.

Business Office Report

Kelly DeCorrevont, Business Manager

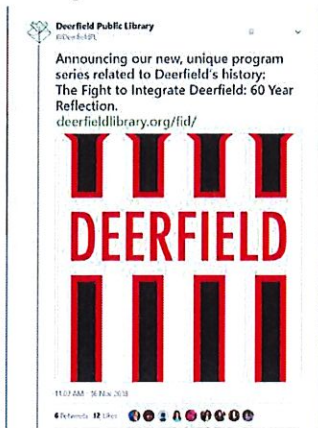
- Open Enrollment for Library benefits and insurance is during the month of November. All-Staff had the opportunity to elect into Flexible Spending Accounts. Full-time staff have the opportunity to elect into Insurance for the 2019 calendar year
- The Library Director, Business Manager and Board Treasurer attended the Village of Deerfield Board Meetings on November 5 and November 19. Both the Library 2019 budget and 2018 levy were accepted and approved
- Library Managers met on for a Collaborative Work Space Design Meeting on November 6
- Adult Services hosted two Lunch & Learn Fight to Integrate Deerfield for staff. I attended the November 12 session. It was a great opportunity to educate staff on the 2019 library programming and events
- Library Director and Business Manager attended the 2019 Benefits Open Enrollment Meeting at the Village of Deerfield on November 15
- Attended the ALA LLAMA LOMS PAM Regular Monthly Meeting on November 15
- Staff Enrichment Committee met on November 15 to discuss our recent and upcoming staff events
- Head of Adult Services and Business Manager are working to update the Library's When To Work account. We will have each Library Department use whentowork.com for 2019 staff scheduling purposes
- We had our All-Staff Meeting on Customer Service presented by John Newton on November 29.

IT & Social Media Report

Tom Owen, Head of IT

- Our servers hosting the digital archives of local historical documents are live at <https://archives.deerfieldlibrary.org/>. There are currently 1422 digitized documents online.
- The IT department has started hosting regular tech drop-in programs designed to introduce patrons to technology related services available to them. We have held two 3D printer related drop-ins so far, each around 2 hours in length. We logged 40 patron interactions during those sessions. Future drop-in topics include highlighting the digital media lab capabilities and demoing our augmented reality sandbox.
- We have begun software updates and installations to enhance patron privacy when using library computers. This includes installing browser add-ons that limit data trackers and block ads to provide safer and more secure internet browsing.
- We're analyzing website analytics to determine most / least used pages, and how we can improve our navigation and organization of web content.

- Starting in January we will begin using a new security / IT training platform designed to educate users on phishing and intrusion tactics.
- We created a twitter thread to let our followers know about our new program series, The Fight to Integrate Deerfield. The first tweet in the thread is to the left, and the rest of the thread is to the right. The initial tweet received 1,251 impressions and 35 total engagements.



- We promoted our new app on facebook and boosted the post. It reached a total of 1,223 people and received 194 engagements. The ad itself reached 908 people and received 83 link clicks.
- November is Picture Book Month! So Kary from Youth Services came up with 30 days worth of picture books for us to tweet out. These went over really well, and we even caught the attention of a few of the Authors!



Outreach Report

Judy Hoffman, Outreach Coordinator

- PR (11/5): [Several Deerfield taxing bodies plan levy increases next year](#)
- PR (11/9): [As part of ongoing accessibility effort, Deerfield Library offers sensory kits](#)
- PR (11/12): [Candidates for local boards seek caucus backing in Deerfield, Riverwoods](#)
- PR (11/15): [Why is Deerfield \(still\) so white?](#)
- Brochure for Fight to Integrate Deerfield (FID): 60 Year Reflection was delivered as scheduled on November 29. Targeted distribution will start mid-December, with acceleration in January.
- For FID: Coordination and promotion for January 21 event, and PR for overall initiative.
- Coordination with Village for community "Give Where You Live" on January 21

Patron Services Report

Sayaka Suzuki, Patron Services Manager

- The first Patron Services department meeting this year happened in November. Staff from Support Services and Youth Services covered the service desks for the department during the meetings.
- Patron Services took over the door signs for closings including late openings and early closings.
- Patron Services is also now responsible for processing payments for 3D objects, as well as handing them out to the patrons. Procedures have been created, and it will be implemented starting December 3.
- Staff is currently researching good bookends.

Support Services Report

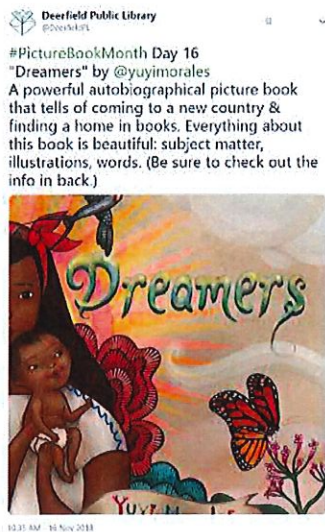
Pam Skittino, Head of Support Services

- Worked with Sayaka to update the days closed table for 2019
- Updated Encore links to point to Communico app and event calendar
- Released the WorldCat Discovery catalog for ILL - <https://deerfieldpl.on.worldcat.org/discovery>
- Pam watched OCLC Macros webinar
- Pam and Tom attended the FID Lunch and Learn
- Pam attended WILIUG at Gateway Technical College in Racine (past-chair)
- Abbreviated names on hold wrappers to enhance patron privacy
- Started configuration for Find More Illinois shared catalog (live in February 2019)

Youth Services Report

Meg Anthony, Head of Youth Services

- Nina Michael and Kary Henry presented with Andrea Trudeau, LMC Director at Shepard Middle School, about their collaboration at the Association of Illinois School Library Educators (AISLE) Conference in Tinley Park on November 2.
- In celebration of Picture Book Month, Kary Henry and Sophia Philips tweeted a different picture book every single day in November! (Check-out #PictureBookMonth)



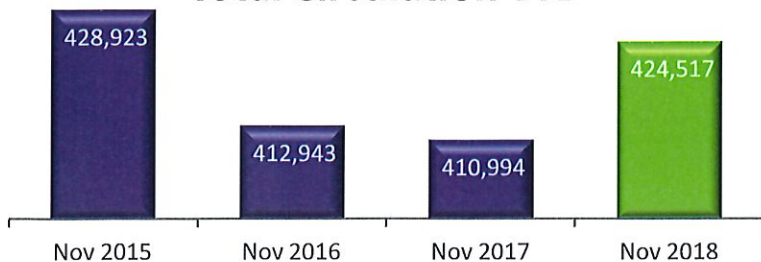
1,559 Impressions and 25 engagements, including a retweet by the author!

- Nina Michael presented about Teen materials (fiction/nonfiction/audiobooks) at the department's November meeting. Nina shared favorite sources for book reviews, as well as updates about trends in Teen publishing. We all shared and then discussed recent Teen books that we read.
- Nina Michael hosted a group of about 15 students from the DHS child development class on November 13. Each of the students had a specific topic that they were interested in, and Nina pulled 50+ books covering the variety of topics, to serve as a starting point for their research.
- Julia Frederick coordinated and led the Illinois Lapsit Leaders group meeting at the Glen Ellyn Public Library on November 14.
- Noreen Trotsky and Nina Michael attended the Baker & Taylor Title Talks at the Gail Borden Public Library in Elgin on November 15.
- Elisa continued teaching the children's programming class at the School of Information Studies at Dominican. Julia Frederick spoke to her class about serving patrons with special needs on November 20.
- Kary visited over 300 children on her outreach visits in the first week of December!
- IT purchased 4 new iPads to replace the 5+ year old ones that we had been lending for in-house use. We have received the new iPads, and Julia Frederick is working to update them with new apps. We plan to make them available again in the New Year.
- The Youth Board Games will shift to the Multimedia area in January. After the move, the Youth Board Games will no longer be kept in tote bags. Instead they will be bound with four-sided rubber bands. The Youth Board Games will also be interfiled with the Adult Board Games. A sticker with FAQs, such as target age group and number of players, etc., will be added to the exterior of all Board Games.

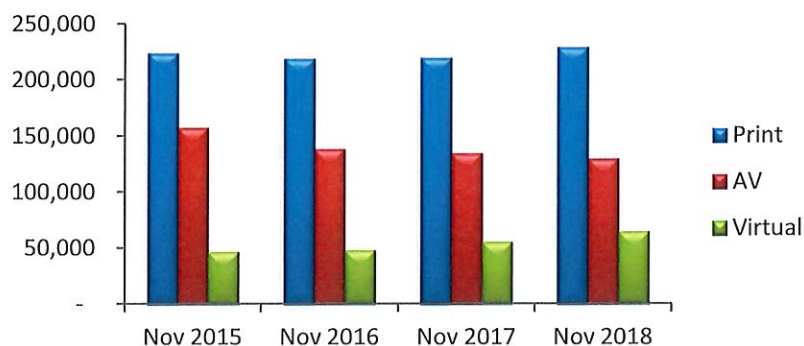
Deerfield Public Library

November 2018 Statistics

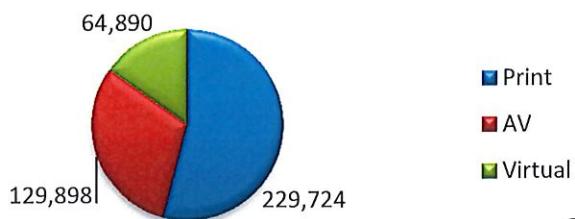
Total Circulation YTD



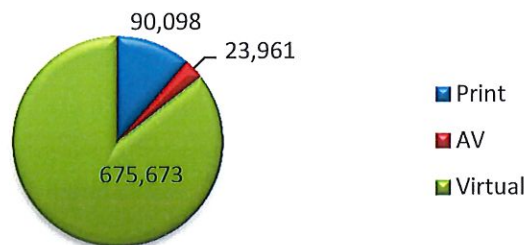
Circ Trends by Type YTD



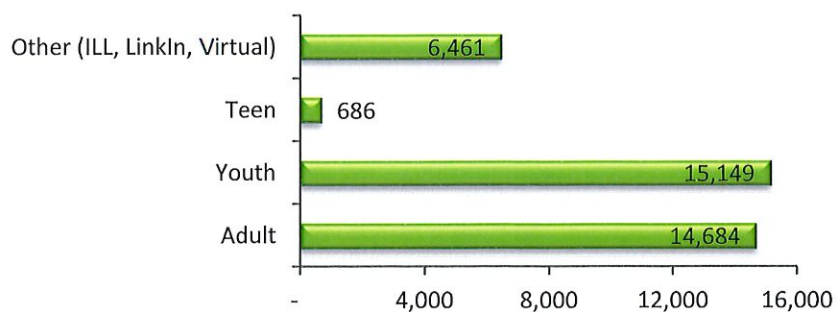
Circulation by Type YTD



Collection by Type - Nov



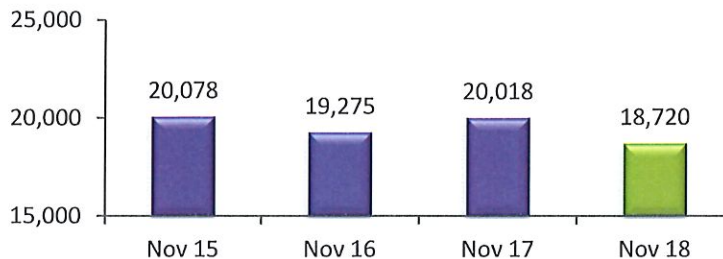
Circulation by Collection



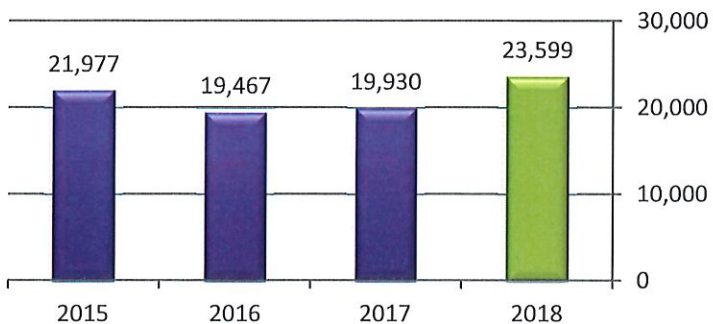
Deerfield Public Library

November 2018 Statistics

Monthly Library Visits

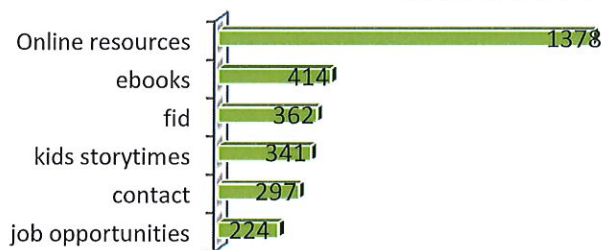


Program Attendance YTD

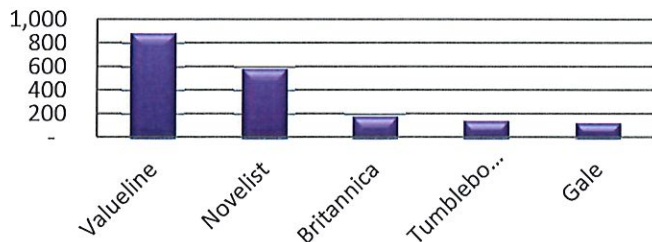


Most Popular Webpages*

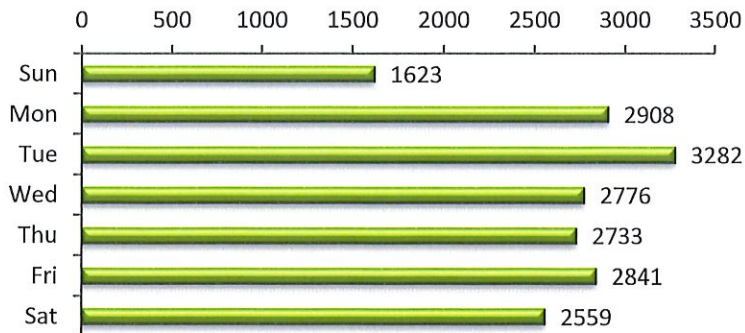
*Excludes the home page



Most popular databases Oct 2018



Average Daily Attendance



To: Board of Trustees
Date: December 19, 2018
Re: FY 2018 Strategic Plan Update Q4

We have now completed year two of our Strategic Plan. I am excited on the progress we have made at the library year to date. We look forward to 2019 and completing our goals.

In 2018, our focus has been on developing a Collaborative Work Space and other "maker" related programs and offerings. We know that our maker programs are popular. The Board has approved the Collaborative Workspace and approved a transfer from the library's reserve funds to fund the project. Since the Board's approval, the managers have worked with the architects to develop a space that meets our needs. In addition, the IT Department has started Tech Drop-Ins to promote the library equipment we have. By having these tech drop ins, we are also subtly promoting the concept of a Collaborative Workspace.

We continue to work cross departmentally to promote the variety of library's services and materials. Examples include the upcoming Fight to Integrate Deerfield (FID) programming and the Library of Things (LOT) collections. This has been an innovative way to have staff from multiple departments work together on unique library projects.

This fall, I worked with our Facility Supervisor and the original building architects to create our Capital Replacement Plan. Building architects and engineers evaluated our original systems. They commended us on our commitment to maintenance programs in place for our HVAC system, as well as our roofing system. Based on their evaluations, the plan calls for major spending in the next 15-20 years. This document is a living document and we are committed to maintaining the document with current information.

The Strategic Plan serves as a guide for the staff as we continue to develop programs and offer services to the community. It's important for the Deerfield Public Library to remain relevant to our community and continue to evolve.

2018 Q4 Strategic Plan Progress Update

Strategic Initiative A: Quick, easy access to services and materials

Goal 1: Provide quick and easy access to an increased variety of materials, both print and electronic, so that busy patrons can utilize the Library and its services in the shortest amount of time possible.

<u>Potential Activity</u>	<u>Timeline</u>	<u>2018 Q4 Progress</u>
Decrease hold times for both print and electronic books, and increase awareness of new titles through displays in high-traffic areas.	2017	ONGOING
Investigate adding a means to self-check in lower level of Library.	2017	COMPLETED
Create a Library Concierge (customized bundles and displays provided by a librarian) for patrons who have limited time.	By 2018	Multiple displays throughout the library on topics of interest.
Provide easy and intuitive access to eResources, along with in-depth instructional videos on how to use them.	By 2019	ONGOING IT and Adult Services are working collaboratively to create an instructional video for the new calendar.
Determine need for a secondary reference access point (stationary or roving) on the main level of the Library.	By 2018	Staff is investigating rearrangement of the department. (also see Strategic Initiative C, Goal 2, Activity 4)

2018 Q4 Strategic Plan Progress Update

Strategic Initiative B: Educational and entertainment materials and programs for all ages

Goal 1: Adults and children will find a variety of educational and entertaining materials and programs at the Library.

Potential Activity	Timeline	2018 Q4 Progress
<p>Develop in-house surveys to explore interest in programming topics for:</p> <ul style="list-style-type: none"> a. Adults b. Parents with children (babies to 5th grade) c. Teens (6th grade to 12th grade) <p>Investigate simultaneous programs for children and adults.</p>	2017	<p>ONGOING</p> <p>Youth is crafting their survey but from statistics, we know that programming attendance is up. Staff consistently evaluates programming.</p>
<p>Explore new partnerships for programs with community groups and libraries.</p>	2018	<p>ONGOING</p>
<p>Enhance current collections (e.g., popular materials) and develop new collections (e. g., Local History).</p>	2019	<p>ONGOING</p> <p>Cross departmental collaboration to create a new Library of Things collection which includes Rokus, Wi Fi Hotspots, CD players, Telescopes, Discovery Kits, and the ever popular board games. Since this is a new collection, staff from different departments work together to develop the most appropriate use and suggested policies.</p>

2018 Q4 Strategic Plan Progress Update

Review and refresh Library community partnerships.	2017	ONGOING
Evaluate all programs to ensure consistency with survey results.	2018	ONGOING

Strategic Initiative C: Comfortable, adaptable interior spaces

Goal 1: Patrons will discover a welcoming, comfortable environment that encourages learning and connecting.

Potential Activity	Timeline	2018 Q4 Progress
Reconfigure Adult Services reference collection space to improve seating options.	2018	This will begin after the CWS is completed.
Define a space for elementary school students by reconfiguring the Youth Services area	2017-2018	COMPLETED
Refresh the Preschool Pavilion.	2017-2019	ONGOING FY19 budget includes money to keep the creative play items fresh.
Develop a space plan to accommodate a makerspace.	2017	ONGOING Staff has developed a plan and a budget for a new, interactive Collaborative Workspace.
Explore repurposing the magazine alcove.	2017	Staff continues to explore how to most efficiently use this space.

2018 Q4 Strategic Plan Progress Update

Strategic Initiative C: Comfortable, adaptable interior spaces

Goal 2: Patrons will find improved signage and displays to locate information and services quickly and easily.

<u>Potential Activity</u>	<u>Timeline</u>	<u>2018 Q4 Progress</u>
Expand display and promotional space to highlight features and services: Increase Adult and Youth material displays and signage in lobby areas.	2019	Continue to promote programs and displays in the library. Examining adding additional signage by the vending area in the lobby.
Expand display and promotional space to highlight features and services; Provide centralized areas for Library and community information.	2018	COMPLETED
Expand display and promotional space to highlight features and services: Analyze signage to improve consistency, wayfinding and Library promotions.	2019	This project will coincide with any type of space reconfiguration.
Examine (media) desk placement on first floor.	2017	See also Strategic Initiative A, Goal 1

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Strategic Initiative D: Technology enhancements and improvements

Goal 1: Patrons will discover enhanced technology for creativity, entertainment, and collaboration throughout Library facilities.

<u>Potential Activity</u>	<u>Timeline</u>	<u>2018 Q4 Progress</u>
Research potential makerspace equipment by coordination with local entities (i.e., District 109 and 113).	2017	COMPLETED
Increase the level of technology available to patrons with makerspace equipment services.	2017	ONGOING In addition to the growing popularity of our 3D printing programs, Adult Services staff recently completed the Fight to Integrate Deerfield (FID) archives. This robust and informative webpage has a wealth of information about this aspect of Deerfield's history. (www.deerfieldlibrary.org/fid)
Research new software and devices to provide expanded access to online resources and activities, such as eLibrary cards and MacBooks.	2018	ONGOING Our new calendar and app went live. Response has been positive.

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Goal 2: The Library will better utilize existing digital resources to support lifelong learning and personal growth.

<u>Potential Activity</u>	<u>Timeline</u>	<u>2018 Q4 Progress</u>
Evaluate usage and need of current and potential online services and resources.	2019	Ongoing review by staff
Enhance use of digital marketing to encourage utilization of existing services.	2017-2018	Ongoing review by staff

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Internal Initiatives:

Internal Initiatives describe the conditions that the Library will have to achieve or enhance in order to deliver effective services to the public. These initiatives address the library's infrastructure and operations. Through careful consideration, the committee determined that these topics were of greatest significance to execute the plan with the highest level of success.

Marketing and Public Relations

<u>Potential Activity</u>	<u>Timeline</u>	<u>2018 Q4 Progress</u>
Promote Library services through a variety of print, electronic, media, and word of mouth opportunities.	2017-2019	Work in progress
Develop and distribute a Point of Service Marketing plan that supports the Library in its efforts to deliver services.	2017-2019	We have been working to develop integrated marketing campaigns for programs. We will implement these ideas in 2019 when we promote our Fight to Integrate Deerfield (FID) programming. (It's the 60th Anniversary of the Deerfield Integration case in 2019)
Determine whether additional staff is needed to support goals.	2017-2019	We will continue to examine staffing to ensure we are able to implement the plan.

Training and Staff Development

<u>Potential Activity</u>	<u>Timeline</u>	<u>2018 Q4 Progress</u>
Recruit, hire, train and deploy staff that provides the highest quality customer service for all Library users.	2017-2019	Internal goal for 2019 includes streamlining hiring processes; open HR Associate position that will facilitate the process; departments

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		are creating introductions to include in New Hire packets; managers are working on Customer Service Standards to share key highlights of our organizational culture.
Administration will evaluate budget and staffing alignment to reflect the community needs and wants.	2017-2019	Increased Personnel costs moderately to account for potential additional staff
Evaluate and align staff spaces: to support goals and provide improved/consistent customer service: Protect and stabilize Library computers by right-sizing air conditioner/dehumidifier in server room.	2017	COMPLETED
Evaluate and align staff spaces: to support goals and provide improved/consistent customer service: Explore staff environment needs to encourage comfort and productivity.	2017-2019	Discussions with architect regarding potential collaborative workspace and how the placement may impact Youth Services staffing areas.
Evaluate and align staff spaces: to support goals and provide improved/consistent customer service: Explore repurposing graphics lab and extra offices.	2017-2019	Graphics Lab is serving as a staging/shelving area for our Library of Things collection.

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Operational Efficiencies

<u>Potential Activity</u>	<u>Timeline</u>	<u>2018 Q4 Progress</u>
Initiate a review of potential integrated Library systems, catalogs and circulation services.	2017 (Review)	COMPLETED
Develop a Building Maintenance Schedule	2017-2019	COMPLETED Administration and Facilities Department worked with the original building architects to develop a Capital Replacement Plan. It was a relatively simple process and we know that we have another 15-20 years to plan for and budget for large expenses. In addition, Administration plans to conduct an Asset Appraisal Project after the CWS is completed.

Safety

<u>Potential Activity</u>	<u>Timeline</u>	<u>2018 Q4 Progress</u>
Install bollards near front entry to protect pedestrians (and staff).	2017-2018	COMPLETED
Investigate additional signage to improve traffic flow.	2017	There's not much more that can be done.
Reconfigure/replace entry door to allow safer access and security.	2019	No direct impact on FY 2018 budget

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Exterior Improvements

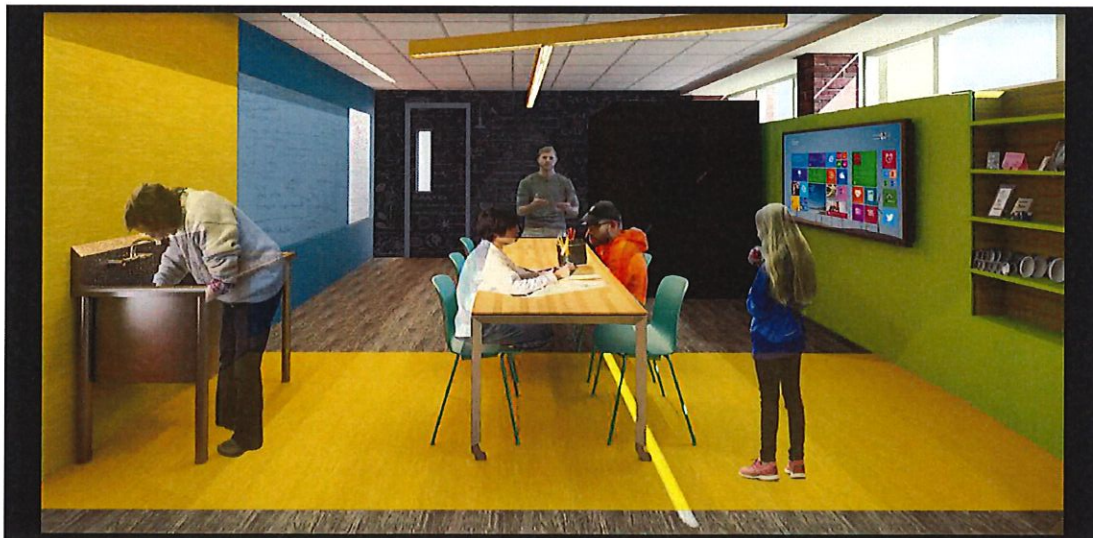
<u>Potential Activity</u>	<u>Timeline</u>	<u>2018 Q4 Progress</u>
Investigate permanent and temporary outdoor seating.	2017	With the upcoming Jewett Park renovation, there will be additional seating in the park.
Explore 24/7 access lockers for Library materials pick up.	2017	Staff continues to evaluate options for a new project/idea.
Explore a partnership for a bicycle repair tower.	2017	Staff continues to evaluate options for a new project/idea.

To: Board of Trustees
Date: December 19, 2018
Re: Collaborative Workspace Update

The management staff has met with the architectural team to develop the design below. The architects will be at the December board meeting to share more views of the design, possible materials, and information about the cost estimate and the project timeline.



This image shows the proposed space looking in from the AV collection.



This image shows the dedicated programming space. The yellow material is a vinyl floor covering that extends up the wall to provide a backsplash for the sink.



This image shows the flexible programming space with the tables, chairs and storage along the walls.

The original color choice was much bolder than this. Staff preferred the blues, greens and yellows that are depicted in this image. Early on, the managers felt that the functionality of the space was exactly what we were looking for in terms of dedicated programming space and flexible space. We have updated the color scheme to feel more like the rest of the library.

In addition, we had six test chairs available for staff to sit in and try out for the month of November. I created a google form for all staff to respond. We had a small but passionate response and have narrowed it down to two chairs.

I reviewed board minutes from the previous conversations about the Collaborative Workspace. At the September 12 meeting, there was a motion to approve the CWS Project. It passed 4-1 no -1 abstention. At the October 17 meeting, the Board passed the the FY19 Budget, which included the transfer from Capital Reserve to fund the CWS Project.

Staff has a suggested list of equipment, some of which we have already purchased. We intend to place the Collaborative Workspace job posting as we move closer to the date of construction.

I look forward to hearing the board's feedback about the new color scheme.

At the meeting the architects will outline the next steps for us and be available to answer any questions.

To: Board of Trustees
Re: 2019 Staff Engagement Survey Questions
Date: December 19, 2018

Maureen has asked that I include the questions and instructions that the Board has used in the biannual Staff Engagement Survey. There are 25 questions that will be emailed to all staff to fill out anonymously in the first quarter of 2019. The responses will be compiled and shared with the Director, Board President and Board Secretary. I will share the information with the Board in the spring. The information gleaned from the survey will be helpful in planning for the future.

Please review the questions and bring any suggestions to the December meeting.

Welcome, and thank you for participating in this survey. For your convenience, here are answers to some of the questions you may have before you complete the survey:

- There are 25 questions in the survey, so please answer them all. Adding comments for each question is optional and encouraged.
- There is also space at the end of the survey for general comments.
- It will take approximately 10 to 15 minutes to complete the survey depending upon the length of your comments.
- No email or IP addresses are being collected for this survey. We want your opinion, not your identification.
- Because no individual or departmental data are being collected, the results will be compiled as a whole, not by individual or by department.
- All written comments will also be combined as described below, to further protect privacy.

Once the survey ends, the results will be accessed by Maureen Wener, Library Board Secretary, who is the only person with password access to the survey. NOTE – Results are shared only in aggregate, not by individual survey.

- A summary of the key concepts and themes from the comments will be created and shared, along with the numeric and graphed results, with managers and staff members.
- Staff members and managers will then develop plans for improving any areas of concern that may be identified through the survey process, and the progress on these plans will be reported to the Board and all staff members.

1. I know what is expected of me at work.
2. I have the materials and equipment I need to do my work right.
3. At work, I have the opportunity to do what I do best every day.
4. I have received recent recognition or praise for doing good work.
5. My supervisor/manager or someone at work seems to care about me as a person
6. There is someone at work who encourages my development.
7. At work, my opinions seem to count.
8. The mission/purpose of my organization makes me feel my job is important.
9. My co-workers are committed to doing quality work.
10. In the last six months, someone at work has talked to me about my progress.
11. This last year, I have had the opportunity at work to learn and grow.
12. In this organization better performers can receive better pay.
13. In this organization, people cannot get away with poor performance.
14. I learn more through official communications (e.g. memos, department meetings, etc.) than I do from other employees.
15. There are opportunities for advancement in this organization.
16. My work area is well designed for my job.
17. Compared with other organizations in this area, pay here is competitive.
18. This organization communicates well with employees.
19. I understand how my work impacts the organization's goals
20. Employees treat each other with respect
21. This organization operates smoothly and efficiently
22. My supervisor/manager effectively addresses poor performance.
23. My Supervisor treats me with respect
24. My perception is that I am paid fairly and comparably to other people in this organization.
25. Please add any other comments you wish in the space below. (The box will expand to any size needed.)