

**DEERFIELD PUBLIC LIBRARY BOARD OF TRUSTEES**  
**920 WAUKEGAN ROAD, DEERFIELD, IL 60015**  
**REGULAR MEETING AGENDA**  
**July 18, 2018, 6:30 PM**

1. ROLL CALL & CALL TO ORDER
2. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD & CORRESPONDENCE
3. APPROVAL OF MINUTES
  - A. June 20, 2018 Regular Meeting (ACTION)
  - B. June 20, 2018 Executive Session Meeting (ACTION)
4. TREASURER REPORT
  - A. Financials: Balance Sheet, Revenues & Expenses, Quarterly Report (ACTION)
  - B. List of Checks and Payments for Approval (ACTION)
  - C. Presentation of the 2017 Audit
5. VILLAGE LIAISON REPORT
6. LIBRARY DIRECTOR'S REPORT
  - A. July 4 Parade Discussion
7. OLD BUSINESS
  - A. Collaborative Workspace
8. NEW BUSINESS
  - A. Acceptance of 2017 Audit (ACTION)
  - B. Insurance Renewal (ACTION)
  - C. Recommended Ban of Library Patrons (ACTION)
  - D. Meeting Room Policy Update (ACTION)
9. OTHER
10. ADJOURNMENT

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

Upcoming Library Board Meetings: August 15, September 12 at 6:30 p.m.

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

## Deerfield Public Library

## List of Board of Trustees

As of 6/20/2018

## Committees:

			<u>Board</u>				<u>Long-</u>	<u>Human</u>
			<u>Building</u>	<u>Relations</u>	<u>Finance</u>	<u>Policy</u>	<u>Range</u>	<u>Relations</u>
Board Officers:								
President	Ken	Abosch	X	X	X	X	X	Chair
Secretary	Maureen	Wener			X	X	Chair	x
Treasurer	Seth	Schriftman	X		Chair			X

## Board Members:

Mike	Goldberg	Chair	Chair		Chair	X	X	
Howard	Handler	X		X	X		X	
Luisa	Ellenbogen		X	X			X	
Kyle	Stone	X			X		X	

The President of the Board and the Library Director are Ex-officio members of all committees.

**BUILDING**

This committee examines issues facing the building, remodeling, furniture, cleaning, and so forth. It has been called in the past to review, prepare, and oversee special projects such as the Library's ten-year remodeling plan.

**BOARD RELATIONS**

This committee oversees the Trustee orientation, ethics issues, and the Board self-review.

**FINANCE**

This committee has the fiduciary responsibility for the Library finances, such as preparing the budget, reviewing finances, and overseeing the levy preparation.

**HUMAN RELATIONS**

This committee reviews employee benefits, personnel policies, and oversees other human resource issues.

**LONG RANGE PLANNING - COMMITTEE OF THE WHOLE**

This committee generates and analyzes future plans including additional space needs, and automation.

**MEMORIALS COMMITTEE**

This committee provides recommendations for properly and uniformly honoring those who serve the Library, considering the criteria, ways to honor, and how to honor.

**POLICY COMMITTEE**

This committee reviews all policies that do not fall specifically under another specific committee, such as finance policies handled by the Finance Committee, making recommendations to the Board for policy changes.

**DEERFIELD PUBLIC LIBRARY BOARD OF TRUSTEES**  
**REGULAR MEETING MINUTES**  
**June 20, 2018**

1. ROLL CALL & CALL TO ORDER

President Maureen Wener called the meeting to order at 6:00 p.m., in the Board Room, 920 Waukegan Road, Deerfield, IL.

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

Guests: Tiffany Nash and Dan Pohrte, Product Architecture and Design

Staff: Amy Falasz-Peterson, Library Director, Kelly DeCorrevont, Business Manager and Tom Owen, Head of IT.

VILLAGE LIAISON REPORT

Mr. Bill Seiden gave the Village Update.

A. Election of new officers

Ms. Wener reviewed the process for taking nominations and voting for the Board's officers. Ms. Wener asked if anyone else wanted to submit his or her name for President, and there was no request to do so.

MOTION: Ms. Wener made motion to elect Ken Abosch as President. Mr. Seth Schriftman seconded.

Vote: 5 Yes - Maureen Wener, Ken Abosch, Seth Schriftman, Mike Goldberg and Kyle Stone.  
The motion was approved.

Ms. Wener asked if anyone else wanted to submit his or her name for Secretary, and there was no request to do so.

MOTION: Mr. Ken Abosch made a motion to elect Maureen Wener as Secretary. Mr. Mike Goldberg seconded.

Vote: 5 Yes - Maureen Wener, Ken Abosch, Seth Schriftman, Mike Goldberg and Kyle Stone.  
The motion was approved.

Ms. Wener asked if anyone else wanted to submit his or her name for Treasurer, and there was no request to do so.

MOTION: Mr. Abosch made a motion to elect Seth Schriftman as Treasurer. Mr. Goldberg seconded.

Vote: 5 Yes - Maureen Wener, Ken Abosch, Seth Schriftman, Mike Goldberg and Kyle Stone.  
The motion was approved.

Ms. Wener turned the meeting over to Mr. Abosch. Mr. Abosch thanked Ms. Wener for her last two years as Board President.

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B. Appointments to Board Committee for 2018-19

Ms. Wener removed herself from the Board Relations committee. Ms. Amy Falasz-Peterson will confirm with the other Board Members not in attendance as to their committee preference. The Board President and Library Director are Ex-officio members of all committees. The members then discussed membership for the committees as follows:

Committee	Chair	Other Committee Members			
Building	Mike Goldberg	Ken Abosch	Seth Schriftman	Howard Handler	Kyle Stone
Board Relations	Mike Goldberg	Ken Abosch	Luisa Ellenbogen		
Finance	Seth Schriftman	Ken Abosch	Maureen Wener	Howard Handler	Luisa Ellenbogen
Policy	Mike Goldberg	Ken Abosch	Maureen Wener	Howard Handler	Kyle Stone
Memorials	Maureen Wener	Ken Abosch	Mike Goldberg		
Long Range	Ken Abosch	Committee of the Whole			
Human Relations	Ken Abosch	Maureen Wener			

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

3. PRESENTATION BY PRODUCT ARCHITECTURE & DESIGN

Ms. Falasz-Peterson introduced Mr. Tom Owen, Head of IT, and Ms. Tiffany Nash and Mr. Dan Pohrte with Product Architecture & Design. They gave a presentation on the proposed Collaborative Workspace that the management staff has worked on this calendar year.

Mr. Abosch asked if we would still be able to have computer classes. Mr. Owen explained the classes can be held in the Collaborative Workspace.

Mr. Goldberg asked about the AV Space G2 Plan.

Mr. Schriftman and Mr. Kyle Stone discussed upstairs is more visible. Ms. Wener asked Mr. Owen to discuss the advantages and disadvantages of a bigger space and smaller space. Mr. Owen replied that with a larger space, there would be more opportunity for smaller groups using the space at the same time and multi-tasking. Mr. Owen reported that the computer lab's peak usage is 28%.

Mr. Abosch requested that staff schedule tours of other libraries with this type of flexible space as he has come around to the idea. Ms. Wener stated that the Board should think of this as flexible space. The Board agreed to continue to pursue this idea. The Board would like to know more about the vision of the space as well as the potential costs.

4. APPROVAL OF MINUTES

A. May 16, 2018 Regular Session Meeting (ACTION)

MOTION: Mr. Schriftman made a motion to approve the May 16, 2018 Regular Session Meeting minutes, seconded by Mr. Stone.

Vote: 5 Yes - Maureen Wener, Ken Abosch, Seth Schriftman, Mike Goldberg and Kyle Stone.  
 The motion was approved.

B. May 16, 2018 Executive Session Meeting (ACTION)

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MOTION: Mr. Schriftman made a motion to approve the May 16, 2018 Executive Session Meeting minutes, seconded by Mr. Stone.

Vote: 5 Yes - Maureen Wener, Ken Abosch, Seth Schriftman, Mike Goldberg and Kyle Stone.  
 The motion was approved.

5. TREASURER REPORT

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

Mr. Schriftman presented the Financials.

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

Vote: 5 Yes - Maureen Wener, Ken Abosch, Seth Schriftman, Mike Goldberg 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	\$	127.64
-Petty Cash Checks 624, 1 ACH, Bank Financial	\$	87.90
-AP Checks 10164-10232, 13 ACHs, WinTrust	\$	92,080.62
The total amount presented for approval	\$	92,296.16

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

Vote: 5 Yes - Maureen Wener, Ken Abosch, Seth Schriftman, Mike Goldberg and Kyle Stone.  
 The motion was approved.

6. VILLAGE LIAISON REPORT

This report was moved to the beginning of the meeting.

7. LIBRARY DIRECTOR'S REPORT

A. Strategic Plan Update

B. July 4 Parade

Library staff will email the July 4 parade instructions to Board Members when we receive them. The Library ordered double the amount of candy for this year's parade.

Ms. Falasz-Peterson reported that staff continue to review the Library Strategic Plan. We are waiting to determine space reallocations as we continue to move forward.

Our new Patron Services Manager, Sayaka Suzuki, started on June 1, 2018. She immediately began addressing the issue of turnover in Patron Services 15 hour/week positions. In addition, the Administration staff has begun working on updating our library job descriptions.

8. OLD BUSINESS

None

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9. NEW BUSINESS

A. Adoption of Prevailing Wage Ordinance (ACTION)

MOTION: Mr. Goldberg made a motion to approve the Prevailing Wage Ordinance, seconded by Mr. Stone.

Vote: 5 Yes - Maureen Wener, Ken Abosch, Seth Schriftman, Mike Goldberg and Kyle Stone.  
The motion was approved.

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

At 7:22 p.m., Mr. Goldberg moved to enter into Executive Session to discuss the Semi-Annual Review of Historical Minutes. Mr. Schriftman seconded.

Vote: 5 Yes - Maureen Wener, Ken Abosch, Seth Schriftman, Mike Goldberg and Kyle Stone.  
The motion was approved.

11. OTHER  
None

12. ADJOURNMENT

At 7:37 p.m., The Board resumed open session.

MOTION: Mr. Schriftman made a motion to open 4/18/18 and 3/21/18 closed minutes to open minutes. Ms. Wener seconded.

Vote: 5 Yes - Maureen Wener, Ken Abosch, Seth Schriftman, Mike Goldberg and Kyle Stone.  
The motion was approved.

At 7:38 p.m., Mr. Goldberg made a motion to adjourn the meeting, seconded by Mr. Schriftman.

Vote: 5 Yes - Maureen Wener, Ken Abosch, Seth Schriftman, Mike Goldberg and Kyle Stone.  
The motion was approved.

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Maureen Wener, Secretary

## Deerfield Public Library

## BALANCE SHEET

As of June 30, 2018

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
11000 Cash and Investments - General	0.00
11100 General Operating - WinTrust	428,121.25
11200 Payroll - WinTrust	145,985.64
11300 E-Pay - WinTrust	11,229.99
11400 Deposits - Bank Financial	56,670.09
11500 Petty Cash - Bank Financial	1,420.51
11600 Max-Safe Wintrust	2,026,961.74
11900 Petty Cash	574.00
11901 Petty Cash - Gift Card	0.00
<b>Total 11900 Petty Cash</b>	<b>574.00</b>
<b>Total 11000 Cash and Investments - General</b>	<b>2,670,963.22</b>
12000 Cash and Investments - Reserve	0.00
13000 Cash & Invest - Other	0.00
14100 PMA Financial Services	
10-1410 PMA Reserve Fund	2,607,497.68
14110 PMA General Fund	1,742,188.78
60-1440 PMA Debt Svc 2011a GO	56.08
60-1441 PMA Debt Svc 2013 GO	58.24
<b>Total 14100 PMA Financial Services</b>	<b>4,349,800.78</b>
<b>Total Bank Accounts</b>	<b>\$7,020,764.00</b>
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
<b>Total Other Current Assets</b>	<b>\$5,058,076.49</b>
<b>Total Current Assets</b>	<b>\$12,078,840.49</b>
Fixed Assets	
19000 Capital Assets	
19050 Capital Assets -Not Depreciated	
19100 Land	65,493.00
19150 Construction In Progress	0.00

	TOTAL
<b>Total 19050 Capital Assets -Not Depreciated</b>	<b>65,493.00</b>
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
<b>Total 19300 Equipment</b>	<b>1,684,007.00</b>
<b>Total 19200 Capital Assets - To Depreciate</b>	<b>14,881,417.12</b>
19220 Accumulated Depreciation	-3,247,502.00
<b>Total 19000 Capital Assets</b>	<b>11,699,408.12</b>
<b>Total Fixed Assets</b>	<b>\$11,699,408.12</b>
Other Assets	
15110 Deferred Outflows of Resources	945,981.74
19900 Due From Other Activity	0.00
<b>Total Other Assets</b>	<b>\$945,981.74</b>
<b>TOTAL ASSETS</b>	<b>\$24,724,230.35</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
21000 Accounts Payable	72,793.41
<b>Total Accounts Payable</b>	<b>\$72,793.41</b>
Credit Cards	<b>\$0.00</b>
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	0.00
22330 Medicare	0.00
22340 Employer' s FICA	0.00
22350 State Income Tax	-1.55
22360 IMRF	11,974.80
22370 ICMA	0.00
22380 Medical/Health	-159.24
22385 Dental	-734.28
22390 Life	-237.45
<b>Total 22300 Withholdings</b>	<b>10,878.80</b>
<b>Total 22000 Payroll Liabilities</b>	<b>21,549.30</b>
22395 FSA Payable	-990.06
23000 Due to Village - Short Term	0.00
24000 Accrued Expenses	-30,547.46



	TOTAL
24100 Collection on behalf of Friends	0.00
<b>Total 24000 Accrued Expenses</b>	<b>-30,547.46</b>
25000 Deferred Inflows of Resources	29,497.44
25100 Deferred Property Taxes	4,279,340.00
<b>Total 25000 Deferred Inflows of Resources</b>	<b>4,308,837.44</b>
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
<b>Total Other Current Liabilities</b>	<b>\$6,516,823.22</b>
<b>Total Current Liabilities</b>	<b>\$6,589,616.63</b>
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
<b>Total 26000 Noncurrent Liabilities</b>	<b>8,783,572.00</b>
<b>Total Long-Term Liabilities</b>	<b>\$8,783,572.00</b>
<b>Total Liabilities</b>	<b>\$15,373,188.63</b>
Equity	
31000 Opening Bal Equity	0.00
32000 Fund Balance, Beginning	2,924,754.64
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
<b>Total 33000 Investment in Capital Assets</b>	<b>4,109,530.12</b>
Net Income	807,226.11
<b>Total Equity</b>	<b>\$9,351,041.72</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$24,724,230.35</b>

## Deerfield Public Library

## BUDGET VS. ACTUALS: BUDGET 2018 - FY18 P&amp;L

January - June, 2018

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Income</b>				
41000 Taxes				
41100 Property Tax	2,161,909.13	4,279,340.00	-2,117,430.87	50.52 %
41200 Replacement Tax		25,000.00	-25,000.00	
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 %
<b>Total 41000 Taxes</b>	<b>2,889,491.13</b>	<b>5,031,922.00</b>	<b>-2,142,430.87</b>	<b>57.42 %</b>
42000 Fees & Fines				
42100 Fees Fines & Penalties	22,599.62	55,000.00	-32,400.38	41.09 %
42200 Non-Resident Fees	7,200.35	7,000.00	200.35	102.86 %
42300 Printing/Copying Fees	5,011.25	8,000.00	-2,988.75	62.64 %
<b>Total 42000 Fees &amp; Fines</b>	<b>34,811.22</b>	<b>70,000.00</b>	<b>-35,188.78</b>	<b>49.73 %</b>
43000 Investment Income				
43100 Interest - General	14,157.31	6,000.00	8,157.31	235.96 %
43200 Interest - Reserve	23,714.04	10,000.00	13,714.04	237.14 %
<b>Total 43000 Investment Income</b>	<b>37,871.35</b>	<b>16,000.00</b>	<b>21,871.35</b>	<b>236.70 %</b>
44000 Grants				
44100 State Grant				
44150 Per Capita Grant	14,150.62	10,000.00	4,150.62	141.51 %
<b>Total 44100 State Grant</b>	<b>14,150.62</b>	<b>10,000.00</b>	<b>4,150.62</b>	<b>141.51 %</b>
<b>Total 44000 Grants</b>	<b>14,150.62</b>	<b>10,000.00</b>	<b>4,150.62</b>	<b>141.51 %</b>
45000 Gifts and Contributions				
45100 General Donations	264.45	500.00	-235.55	52.89 %
45500 Friends Contributions	12,003.25	5,000.00	7,003.25	240.07 %
<b>Total 45100 General Donations</b>	<b>12,267.70</b>	<b>5,500.00</b>	<b>6,767.70</b>	<b>223.05 %</b>
<b>Total 45000 Gifts and Contributions</b>	<b>12,267.70</b>	<b>5,500.00</b>	<b>6,767.70</b>	<b>223.05 %</b>
49000 Miscellaneous Revenue				
49009 Miscellaneous	3,133.65	500.00	2,633.65	626.73 %
49065 Sale of Surplus Materials	437.14	1,000.00	-562.86	43.71 %
<b>Total 49000 Miscellaneous Revenue</b>	<b>3,570.79</b>	<b>1,500.00</b>	<b>2,070.79</b>	<b>238.05 %</b>
<b>Total Income</b>	<b>\$2,992,162.81</b>	<b>\$5,134,922.00</b>	<b>\$ -2,142,759.19</b>	<b>58.27 %</b>
<b>GROSS PROFIT</b>	<b>\$2,992,162.81</b>	<b>\$5,134,922.00</b>	<b>\$ -2,142,759.19</b>	<b>58.27 %</b>
<b>Expenses</b>				
50000 General Expenses				
51000 Personnel Expenses				
51100 Salaries	1,027,245.99	2,158,755.00	-1,131,509.01	47.59 %
51200 FICA	75,110.51	164,384.00	-89,273.49	45.69 %
51300 Health/Misc Benefits	129,980.70	333,116.00	-203,135.30	39.02 %
51400 Pension Contribution	112,196.42	256,833.00	-144,636.58	43.68 %
51500 Other Benefits	1,842.50	9,752.00	-7,909.50	18.89 %
51600 Staff Enrichment	1,061.64	6,500.00	-5,438.36	16.33 %

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Total 51000 Personnel Expenses</b>	<b>1,347,437.76</b>	<b>2,929,340.00</b>	<b>-1,581,902.24</b>	<b>46.00 %</b>
52000 Facility Expenses				
52100 Interior Facility Maintenance	22,754.68	55,000.00	-32,245.32	41.37 %
52200 Facility Equipment Maintenance	27,868.75	37,000.00	-9,131.25	75.32 %
52300 Exterior Building Maintenance	5,770.13	8,000.00	-2,229.87	72.13 %
52400 Utilities				
52410 Water	777.98	3,000.00	-2,222.02	25.93 %
52430 Telephone - Voice	8,614.12	14,000.00	-5,385.88	61.53 %
52440 Data Lines	13,149.12	24,000.00	-10,850.88	54.79 %
<b>Total 52400 Utilities</b>	<b>22,541.22</b>	<b>41,000.00</b>	<b>-18,458.78</b>	<b>54.98 %</b>
52500 Minor Furnishings & Equipment	15,884.00	22,500.00	-6,616.00	70.60 %
<b>Total 52000 Facility Expenses</b>	<b>94,818.78</b>	<b>163,500.00</b>	<b>-68,681.22</b>	<b>57.99 %</b>
53000 Library Materials				
53100 Periodicals	3,324.62	20,000.00	-16,675.38	16.62 %
53200 Adult Materials-Books				
53221 Books - Adult Non-Fiction	18,926.32	55,000.00	-36,073.68	34.41 %
53222 Books-Adult Fiction	23,161.90	76,500.00	-53,338.10	30.28 %
<b>Total 53200 Adult Materials-Books</b>	<b>42,088.22</b>	<b>131,500.00</b>	<b>-89,411.78</b>	<b>32.01 %</b>
53300 Audio Visual Materials				
53320 Audio Visual - Adult	31,647.87	80,000.00	-48,352.13	39.56 %
53340 Audio Visual - Youth	5,669.78	22,500.00	-16,830.22	25.20 %
<b>Total 53300 Audio Visual Materials</b>	<b>37,317.65</b>	<b>102,500.00</b>	<b>-65,182.35</b>	<b>36.41 %</b>
53400 Youth Materials-Books				
53241 Books - Youth & Teens	27,001.27	70,000.00	-42,998.73	38.57 %
53550 Literacy Support - Youth	220.22	2,500.00	-2,279.78	8.81 %
<b>Total 53400 Youth Materials-Books</b>	<b>27,221.49</b>	<b>72,500.00</b>	<b>-45,278.51</b>	<b>37.55 %</b>
53501 Electronic Resources				
53500 E-Resources	123,389.02	215,000.00	-91,610.98	57.39 %
<b>Total 53501 Electronic Resources</b>	<b>123,389.02</b>	<b>215,000.00</b>	<b>-91,610.98</b>	<b>57.39 %</b>
<b>Total 53000 Library Materials</b>	<b>233,341.00</b>	<b>541,500.00</b>	<b>-308,159.00</b>	<b>43.09 %</b>
54000 Library Programs				
54100 Admin Programs	1,894.67	4,000.00	-2,105.33	47.37 %
54150 Outreach Programs	681.76	2,500.00	-1,818.24	27.27 %
54210 Adult Programs	7,913.35	20,000.00	-12,086.65	39.57 %
54400 Youth Programs	12,112.62	25,000.00	-12,887.38	48.45 %
<b>Total 54000 Library Programs</b>	<b>22,602.40</b>	<b>51,500.00</b>	<b>-28,897.60</b>	<b>43.89 %</b>
55000 Automation				
55350 Software & Licenses	210,764.20	180,000.00	30,764.20	117.09 %
55360 IT Automation Support	58,519.90	80,000.00	-21,480.10	73.15 %
55400 New Projects/equip				
56440 New Projects / IT Equipment	37,011.93	135,000.00	-97,988.07	27.42 %
<b>Total 55400 New Projects/equip</b>	<b>37,011.93</b>	<b>135,000.00</b>	<b>-97,988.07</b>	<b>27.42 %</b>
<b>Total 55000 Automation</b>	<b>306,296.03</b>	<b>395,000.00</b>	<b>-88,703.97</b>	<b>77.54 %</b>
56000 Professional/Contractual Svcs				
56009 Other Office Support	3,092.62	16,500.00	-13,407.38	18.74 %
56100 Insurance		50,000.00	-50,000.00	
56200 Postage	2,738.42	8,500.00	-5,761.58	32.22 %

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
56300 Professional Printing Services	8,684.19	18,000.00	-9,315.81	48.25 %
56500 Professional Admin Services	11,231.75	30,000.00	-18,768.25	37.44 %
56550 Cataloging Service	1,538.40	15,000.00	-13,461.60	10.26 %
56555 Professional Outreach Services	3,104.46	5,000.00	-1,895.54	62.09 %
<b>Total 56500 Professional Admin Services</b>	<b>15,874.61</b>	<b>50,000.00</b>	<b>-34,125.39</b>	<b>31.75 %</b>
56700 Travel for Library Services	64.50	1,000.00	-935.50	6.45 %
<b>Total 56000 Professional/Contractual Svcs</b>	<b>30,454.34</b>	<b>144,000.00</b>	<b>-113,545.66</b>	<b>21.15 %</b>
56400 Supplies				
56410 General Office/Operating Supplies	4,227.57	17,000.00	-12,772.43	24.87 %
56420 Processing Supplies	14,655.98	26,000.00	-11,344.02	56.37 %
<b>Total 56400 Supplies</b>	<b>18,883.55</b>	<b>43,000.00</b>	<b>-24,116.45</b>	<b>43.92 %</b>
57000 Training/Development Expenses				
56600 Dues & Memberships	4,278.96	7,500.00	-3,221.04	57.05 %
57100 Training & Education	6,166.65	25,000.00	-18,833.35	24.67 %
57200 Training Travel	6,284.82	7,000.00	-715.18	89.78 %
<b>Total 57000 Training/Development Expenses</b>	<b>16,730.43</b>	<b>39,500.00</b>	<b>-22,769.57</b>	<b>42.36 %</b>
<b>Total 50000 General Expenses</b>	<b>2,070,564.29</b>	<b>4,307,340.00</b>	<b>-2,236,775.71</b>	<b>48.07 %</b>
61000 Capital Expenses				
61100 Facility Improvements	18,521.12	90,000.00	-71,478.88	20.58 %
<b>Total 61000 Capital Expenses</b>	<b>18,521.12</b>	<b>90,000.00</b>	<b>-71,478.88</b>	<b>20.58 %</b>
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	
<b>Total 70000 Debt Service</b>	<b>98,790.63</b>	<b>727,582.00</b>	<b>-628,791.37</b>	<b>13.58 %</b>
<b>Total Expenses</b>	<b>\$2,187,876.04</b>	<b>\$5,124,922.00</b>	<b>\$ -2,937,045.96</b>	<b>42.69 %</b>
NET OPERATING INCOME	<b>\$804,286.77</b>	<b>\$10,000.00</b>	<b>\$794,286.77</b>	<b>8,042.87 %</b>
NET INCOME	<b>\$804,286.77</b>	<b>\$10,000.00</b>	<b>\$794,286.77</b>	<b>8,042.87 %</b>

**Deerfield Public Library**  
Financial Variance Report  
For the Month of June 2018

Presented at the Regular Board Meeting – July 18, 2018

June completes the sixth month of the 2018 Fiscal Year. The benchmark used to evaluate financial activity year to date is 50%.

**GENERAL OPERATIONS – REVENUES**

By the end of June, the Library received 2,889,491 in property tax distributions, which is 57% of the annual budget. The Library has collected 34,871 in Charges for Services, which is 50% of the annual budget. The Library received a Total Income of 2,992,163 or 58% of the annual budget.

**GENERAL OPERATIONS - EXPENSES**

By the end of June, the Personnel Expense is 1,347,438 or 46% of the annual budget. The Facility Expense is 94,819 or 58% of the annual budget. The Library Materials Expense is 233,341 or 43% of the annual budget. The Library Program Expense is 22,602 or 44% of the annual budget. The Automation Expense is 306,296 or 78% of the annual budget. The Professional / Contractual Services Expense is 30,454 or 21% of the annual budget. The Supplies Expense is 18,884 or 44% of the annual budget. The Training / Development Expense is 16,730 or 42% of the annual budget. The Facility Improvement Expense is 18,521 or 21% of the annual budget. Total Library Expenses is 2,187,876 or 43% 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.

**Deerfield Public Library**  
Schedule of Changes in Investments - 2nd Quarter of Fiscal Year 2018  
 April 1 and June 30, 2018

	Beginning April 1, 2018	Increase / (Decrease)	Ending June 30, 2018
<b>For General Operations</b>			
Money Market Accounts			
Wintrust General OP/AP	432,681	(2,455)	430,226
Wintrust Max Safe MM	594,088	1,432,874	2,026,962
PMA Securities & Savings 9% in MM; 41.25% CD; 49.75% DTC	PMA Avg= 1.920% 1,737,910	4,279	1,742,189
Total Investments For Operations	<u>2,764,679</u>	<u>1,434,698</u>	<u>4,199,377</u>
<b>For Reserves</b>			
Money Market Accounts			
PMA Investments 9% in MM; 41.25% CD; 49.75% DTC	PMA Avg= 1.920% 2,594,089	13,409	2,607,498
Total Investments For Reserves	<u>2,594,089</u>	<u>13,409</u>	<u>2,607,498</u>
<b>For Debt Service</b>			
PMA Investments      2011A Debt Service	56	-	56
PMA Investments      2013 Debt Service	58	-	58
Total Investments For Debt Service	<u>114</u>	<u>-</u>	<u>114</u>
Investments*, Grand Total	<u>\$ 5,358,882</u>	<u>\$ 1,448,107</u>	<u>\$ 6,806,989</u>

\*This report does not include cash held for immediate use, such as the petty cash accounts, the payroll account, or the e-pay account. At the end of the period, the summed balance of money held in these other accounts is:

\$236,314

Total cash deposits:      \$7,043,303



# Master Total Portfolio Report

As of: 07/03/18

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

## DEERFIELD PUBLIC LIBRARY / GENERAL

4794

Type	Trans	SEQ	Purchase	Maturity	FDIC #	Instrument	Par-Val/Mat. Val.	Original Cost	Rate
SDA					7213	Savings Deposit Account - CITIBANK	\$202,441.25	\$202,441.25	
CD	243110	1	07/21/17	07/23/18	57807	QUONTIC BANK, FSB	\$202,639.39	\$200,000.00	1.313
DTC	40819	1	09/29/17	09/28/18	19048	1.5% - Compass Bank Certificate of Deposit	\$150,000.00	\$150,147.53	1.400
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
<b>Subtotal --&gt;</b>							<b>\$1,766,182.76</b>	<b>\$1,742,188.78</b>	

## DEERFIELD PUBLIC LIBRARY / RESERVE FUND

4943

Type	Trans	SEQ	Purchase	Maturity	FDIC #	Instrument	Par-Val/Mat. Val.	Original Cost	Rate
SDA					7213	Savings Deposit Account - CITIBANK	\$189,467.98	\$189,467.98	
CD	228691	1	07/25/16	07/25/18	14445	FARMERS & MERCHANTS UNION BANK	\$101,883.46	\$100,000.00	0.942
CD	228692	1	07/26/16	07/26/18	19899	KS STATEBANK / KANSAS STATE BANK OF MANHATTAN	\$207,006.38	\$202,941.85	1.002
CD	233338	1	11/01/16	11/13/18	110	BANK OF THE OZARKS	\$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
<b>Subtotal --&gt;</b>							<b>\$2,612,281.74</b>	<b>\$2,607,497.68</b>	

## 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	
<b>Subtotal --&gt;</b>							<b>\$56.08</b>	<b>\$56.08</b>	

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SEC Transactions -&gt; PMA Securities, Inc. is affiliated with Prudent Man Advisors, Inc. Member: FINRA, SIPC.

Note: (CD - Certificates of Deposit) (CP - Commercial Paper) (SEC - Government Securities) (MMA - Money Market Account) (TS - Term Series)

DEERFIELD PUBLIC LIBRARY / 2013 BONDS DEBT SERVICE

5821

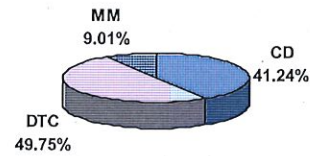
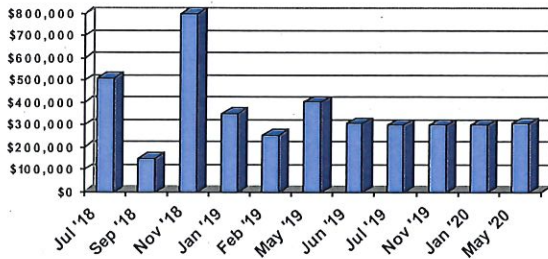
Type	Trans	SEQ	Purchase	Maturity	FDIC #	Instrument	Par-Val/Mat. Val.	Original Cost	Rate
SDA					7213	Savings Deposit Account - CITIBANK	\$58.24	\$58.24	
<b>Subtotal --&gt;</b>							<b>\$58.24</b>	<b>\$58.24</b>	
<b>Total Amount --&gt;</b>							<b>\$4,378,578.82</b>	<b>\$4,349,800.78</b>	

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

Time and Dollar Weighted Portfolio Yield: 1.920 %

Weighted Average Portfolio Maturity: 284.41 Days

MM: 9.01%  
 CD's: 41.24%  
 CDR's: 0.00%  
 DTC: 49.75%  
 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 July 18, 2018**

<b>Summary</b>						
Wintrust-E-Pay Deposit 8926 - 4 ACHs						126.35
Bank Financial-Petty Cash Checks 1537- PC Ck, #625						64.87
Wintrust-General AP 2997, Check #s 10233-10295, 11 ACHs						112,154.18
<b>Total payments to approve</b>						<b>112,345.40</b>
Date	Num	Vendor	Memo		Amount	Account Description
<b>Wintrust E-Pay Deposit 8926</b>						
07/05/2018	ACH	American Express Govt Svcs	Merchant CC Fees-July 2018		0.03	Other Office Support
07/03/2018	ACH	Chase Paymentech	Merchant CC Fees-July 2018		35.42	Other Office Support
07/03/2018	ACH	Chase Paymentech	Merchant CC Fees-July 2018		30.95	Other Office Support
07/03/2018	ACH	PayPal, Inc.	Merchant CC Fees-July 2018		59.95	Other Office Support
<b>Total E-Pay Deposit Amount</b>						<b>126.35</b>
<b>Bank Financial Petty Cash Checks 1537</b>						
06/20/2018	625	Laurel Shapiro	Supplies for Drop-in Craft Programs		64.87	Youth Programs
<b>Total Petty Cash Checks Amount</b>						<b>64.87</b>
<b>Wintrust-General AP 2997</b>						
06/21/2018	10233	Blackstone Publishing	Acquisitions for AV-June 2018		7.95	AV - Adult
06/21/2018	10234	First Bankcard	Falasz-Peterson CC Charges-May 2018	101.83		Admin - 4734
			DeCorrevont CC Charges-May 2018	1,062.35		Business Office - 1381
			Owen CC Charges-May 2018	517.47		Info Technology (IT) - 1158
			Keaton CC Charges-May 2018	107.93		Facilities - 1382
			Skittino CC Charges-May 2018	122.89		Support Services - 4206
			Steiner CC Charges-May 2018	634.85		Adult Services - 1931
			Anthony CC Charges-May 2018	1,165.42		Youth Services - 6162
			Hoffman CC Charges-May 2018	93.57		Outreach Coord - 5394
			Palecek CC Charges-May 2018	408.63		Adult Prog Coord - 7013
			van Goethem CC Charges-May 2018	359.00		Youth Prog Coord - 1510
			Henry CC Charges-May 2018	255.40		Youth Coord - 1750
sub-total					4,829.34	
06/21/2018	10235	First Point Mechanical Services LLC	Spare Condenser Fan Motor for AHU		845.00	Facility Equipment Maintenance
06/21/2018	10236	Freedom Flag Co.	Flags for Flag Pole		217.95	Facility Equipment Maintenance
06/21/2018	10237	Gale Group/Cengage Learning	eBooks-June 2018	174.52		E-Resources
		Gale Group/Cengage Learning	eBooks-June 2018	174.52		E-Resources
sub-total					349.04	
06/21/2018	10238	IL Department of Innovation & Technology	Staff Internet Services thru 5/31/2018		450.00	Data Lines
06/21/2018	10239	Innovative Interfaces, Inc.	SIP2 Interface Maintenance Annual Renewal		255.15	Software & Licenses
06/21/2018	10240	Johnson Controls Security Solutions	Alarm System 7/1/18-9/30/18		288.00	Facility Equipment Maintenance
06/21/2018	10241	Lechner and Sons	Lobby Mats 6/19/18		82.95	Interior Facility Maintenance
06/21/2018	10242	Postmaster (USPS)	Fall Browsing-Postage Replenishment Permit #196		900.00	Postage
06/21/2018	10243	Premium Concepts, Inc.	Reading Without Boundaries Program Giveaways-Magnetic Notepads (125)	206.24		Adult Programs
		Premium Concepts, Inc.	Reading Without Boundaries Program Giveaways-Globe Stress Balls (150)	225.45		Adult Programs
		Premium Concepts, Inc.	Summer Reading Program Giveaways-Socks (120)	685.18		Adult Programs
		Premium Concepts, Inc.	Reading Without Boundaries Program Giveaways-Purple Sticky Books (100)	214.84		Adult Programs
sub-total					1,331.71	
06/21/2018	10244	Quill	Pens, White Out		61.13	General Office/Operating Supplies
06/21/2018	10245	Sikich LLP	Automation Support for Servers & Workstations-July 2018		5,802.32	IT Automation Support
06/21/2018	10246	Thomson Reuters	Acquisitions for Books - IL Court Rules & Procedures 2018, IL Comp State Bar V1-10 2017		577.00	Books - Adult Non-Fiction
06/21/2018	10247	Brian Michalski	Vagabonding for Kids Program on 6/20/18		215.00	Youth Programs
06/21/2018	10248	Brimar LED LLC	Light Bulbs for Building (75)		459.00	Interior Facility Maintenance
06/21/2018	10249	Innovative Interfaces, Inc.	Cloud Backup for Sierra and Encore Servers: 6/1/18-5/31/19 - Yr 3 of 3		4,285.00	Software & Licenses

**Deerfield Public Library  
Check Approval List  
For the Regular Board Meeting on July 18, 2018**

Date	Num	Vendor	Memo	Amount	Account Description
07/18/2018	10250	Baker & Taylor 40015242	Acquisitions for Books - June 2018; Acquisitions for Processing Supplies - June 2018	135.69	Books - Adult Fiction; Books - Adult Non-Fiction; Processing Supplies
07/18/2018	10251	Baker & Taylor C0233663-Continuations	Acquisitions for Books - June 2018; Acquisitions for Processing Supplies - June 2018	589.20	Books - Adult Fiction; Processing Supplies
07/18/2018	10252	Baker & Taylor L046292-Adult Bks	Acquisitions for Books - June 2018; Acquisitions for Processing Supplies - June 2018; Title Source Agreement 8/1/2018-7/31/2019	7,465.87	Books - Adult Non-Fiction; Processing Supplies; Software & Licenses
07/18/2018	10253	Baker & Taylor L411843 Teen	Acquisitions for Books - June 2018; Acquisitions for Processing Supplies - June 2018	529.35	Books - Youth & Teens; Processing Supplies
07/18/2018	10254	Baker & Taylor L413389 BTNC	Acquisitions for Books - June 2018; Acquisitions for Processing Supplies - June 2018	85.78	Books - Youth & Teens; Processing Supplies
07/18/2018	10255	Baker & Taylor L4291172	Acquisitions for Books - June 2018; Acquisitions for Processing Supplies - June 2018	988.00	Books - Adult Fiction; Processing Supplies
07/18/2018	10256	Baker & Taylor L4304752 - Adt Audiobooks	Acquisitions for AV - June 2018; Acquisitions for Processing Supplies - June 2018	123.54	AV - Adult; Processing Supplies
07/18/2018	10257	Baker & Taylor L4305252 Unprocessed	Acquisitions for Books - June 2018	28.64	Books - Adult Fiction
07/18/2018	10258	Baker & Taylor L510347-Juv Bks	Acquisitions for Books - June 2018; Acquisitions for Processing Supplies - June 2018	5,642.04	Books - Youth & Teens; Processing Supplies
07/18/2018	10259	Baker & Taylor L524397 - Adult Fiction	Acquisitions for Books - June 2018; Acquisitions for Processing Supplies - June 2018	6,067.32	Books - Adult Fiction; Processing Supplies
07/18/2018	10260	Baker & Taylor L535153-Aud Bks	Acquisitions for AV - June 2018; Acquisitions for Processing Supplies - June 2018	709.86	AV - Adult; AV - Youth; Processing Supplies
07/18/2018	10261	Baker & Taylor L544890	Acquisitions for Books - June 2018; Acquisitions for Processing Supplies - June 2018	665.72	Books - Youth & Teens; Processing Supplies
07/18/2018	10262	Baker Tilly Virchow Krause, LLP	Audit & AFR Services-2017	1,542.00	Professional Admin Services
07/18/2018	10263	Best Quality Cleaning, Inc.	Cleaning Service-July 2018	2,125.00	Interior Facility Maintenance
07/18/2018	10264	Bolly DanceFit	Hooray for Bollywood! - Let's Dance Program on 7/28/18	200.00	Youth Programs
07/18/2018	10265	Capstone Press, Inc.	Acquisitions for Books - June 2018	697.61	Books - Youth & Teens
		Capstone Press, Inc.	Acquisitions for Books - June 2018	618.70	Books - Youth & Teens
			sub-total	1,316.31	
07/18/2018	10266	Chicago Sun Times	Subscription Renewal Sunday Edition: 8/5/18-8/4/19	130.00	Periodicals
07/18/2018	10267	Child's World	Acquisitions for Books - June 2018	361.05	Books - Youth & Teens
07/18/2018	10268	De Lage Landen	Monthly Lse for 7 Copiers & 3 Printers - July 2018	1,223.31	Automation Support
07/18/2018	10269	Demco, Inc.	Support Services Supplies	253.87	Processing Supplies
07/18/2018	10270	Elisa Gall	Travel Reimbursement ALA Conference 6/22-6/26-Gall	599.75	Training Travel; Training & Education
07/18/2018	10271	Findaway World, LLC	Acquisitions for AV - June 2018	352.68	AV - Youth
07/18/2018	10272	Gale Group/Cengage Learning	eBooks-June 2018	304.10	E-Resources
07/18/2018	10273	Garvey's Office Products	Tape, Calendar, Envelopes	159.30	General Office/Operating Supplies
07/18/2018	10274	Hoopla	Subscription-June 2018	2,799.00	E-Resources
07/18/2018	10275	IL Department of Innovation & Technology	Staff Internet Services thru 6/30/2018	450.00	Data Lines
07/18/2018	10276	Innovative Interfaces, Inc.	Sierra and Encore Hardware Migration to Hosted Sierra Public Success Hosted Bundle 2018-2019 Year 1 of 5	6,600.00	Software & Licenses
		Innovative Interfaces, Inc.		20,351.65	Software & Licenses
			sub-total	26,951.65	
07/18/2018	10277	James Martin Associates, Inc.	Landscape Management-July 2018	490.00	Exterior Building Maintenance
07/18/2018	10278	Jennifer Herrick	Summer Reading Design-Variou (Reissue)	412.50	Professional Admin Services
07/18/2018	10279	Lake County News-Sun	Subscription Renewal Saturday Edition through 8/3/19	145.60	Periodicals
07/18/2018	10280	Lechner and Sons	Lobby Mats 7/3/18	82.95	Interior Facility Maintenance
07/18/2018	10281	Management Association	2018 Laconi Library Survey	100.00	Dues & Memberships
07/18/2018	10282	Marcive Incorporated	Authority Processing-June 2018	351.53	Processing Supplies
07/18/2018	10283	Meintzer Concrete Construction Co. Inc.	Gravel Installation 4/5/18	575.00	Facility Improvements
07/18/2018	10284	Midwest Tape 2000007021	Acquisitions for AV - June 2018; Acquisitions for Processing Supplies - June 2018	4,517.54	AV - Adult; AV - Youth; Processing Supplies
07/18/2018	10285	Neofunds by Neopost	Replenish Funds in Postage Machine-May 2018	400.00	Postage

**Deerfield Public Library  
Check Approval List  
For the Regular Board Meeting on July 18, 2018**

Date	Num	Vendor	Memo	Amount	Account Description
07/18/2018	10286	OverDrive, Inc.	eBooks-June 2018	2,597.90	E-Resources
		OverDrive, Inc.	eBooks-June 2018	4,541.53	E-Resources
		OverDrive, Inc.	eBooks-June 2018	1,643.17	E-Resources
			sub-total	8,782.60	
07/18/2018	10287	Peachstate Hobby Distribution	Acquisitions for Board Games-June 2018	502.85	AV - Adult
07/18/2018	10288	Perspectives, LTD	EAP Services: 7/1/18-12/31/18	1,663.74	Other Benefits
07/18/2018	10289	Premium Concepts	First Library Card Case (1,000)	429.87	Professional Printing Services
07/18/2018	10290	Quill	July 4th-Water	149.38	Admin Programs
07/18/2018	10291	Rosen Publishing	Acquisitions for Books - June 2018	282.75	Books - Youth & Teens
07/18/2018	10292	State Industrial Products	Fragrance Pak	217.21	Interior Facility Maintenance
07/18/2018	10293	Stevens Chemical Company	Bath Tissue, Cups, Liners, Gloves	379.36	Interior Facility Maintenance
		Stevens Chemical Company	Paper Towels, Bath Tissue, Hand Towels, Tissues, Soap	383.66	Interior Facility Maintenance
			sub-total	763.02	
07/18/2018	10294	Suburban Elevator Company	Full Maintenance 8 Hours: 7/2018-9/2018	184.75	Facility Equipment Maintenance
07/18/2018	10295	United Services by Permaco, Inc.	Window Board Up Services	438.64	Interior Facility Maintenance
06/26/2018	ACH	Amazon	Acquisitions for AV-June 2018	66.45	AV - Adult
			Blocks for Preschool Pavilion	39.98	Literacy Support - Youth
			Footies for Adults in Baby Garden	10.61	General Office/Operating Supplies
			Craft Supplies	44.99	Youth Programs
			Post-its, Tabs	23.30	General Office/Operating Supplies
			Staff Enrichment Supplies	17.88	Staff Enrichment
			Staff Enrichment Supplies	17.26	Staff Enrichment
			Vacuums (2)	179.98	Minor Furnishings & Equipment
			Acquisitions for Books-May 2018 Refund	(9.95)	Books - Youth & Teens
			Cables, Hard Drives	111.87	New Projects / IT Equipment
			Acquisitions for Books-June 2018	11.26	Books - Adult Non-Fiction
			Acquisitions for Board Games-June 2018	72.19	Books - Youth & Teens
			Mini Flashlight Keychain	6.95	Adult Programs
			Gaming Desktop Computer	449.98	New Projects / IT Equipment
			Book Safe (4)	39.76	Adult Programs
			Luggage Locks, Antique Keys, Diary (4), Harry Potter Map (3)	145.41	Adult Programs
			Ethernet Adapter, Surge Protector (3)	93.99	New Projects / IT Equipment
			Acquisitions for Books-June 2018	11.50	Books-Adult Fiction
			KVM Console for Server Room	607.97	New Projects / IT Equipment
			Acquisitions for Books-June 2018 Refund	(9.84)	Books-Adult Fiction
			KVM Console USB Adapter	49.95	New Projects / IT Equipment
			KVM Console w/Display & Keyboard for Server Room	790.00	New Projects / IT Equipment
			Journal (2), Harry Potter Map	78.77	Adult Programs
			Acquisitions for AV-June 2018	130.25	AV - Adult
			Multi-Surface Wipes	28.71	General Office/Operating Supplies
			Acquisitions for AV-June 2018	8.38	AV - Adult
			sub-total	3,017.60	
06/21/2018	ACH	AT&T-847 945-3318 026 6	Voice Lines: 5/28/18-6/27/18	703.35	Telephone - Voice
06/21/2018	ACH	AT&T 847 945-3372-943-5	Data Lines: 5/28/18-6/27/18	472.65	Data Lines
07/12/2018	ACH	AT&T 847-R16-2339 021 5	Voice Lines: 6/16/18-7/15/18	813.23	Telephone - Voice
07/12/2018	ACH	AT&T-R16-0685 123 3	Optiman Phone Data Lines: 6/16/18-7/15/18	2,798.49	Data Lines
07/04/2018	ACH	Comcast Cable	Patron Internet Service: 6/16/18-7/15/18	125.98	Data Lines
06/25/2018	ACH	Discovery Benefits, Inc.	FSA Monthly Fees-June 2018	54.90	Other Benefits
07/06/2018	ACH	Google, Inc.	Google Apps - July 2018	455.00	Software & Licenses
07/02/2018	ACH	Heartland Payment Systems	Merchant CC Fees - July 2018	180.20	Other Office Support
07/02/2018	ACH	Village of Deerfield	Water & Sewer-May 2018	151.62	Water
07/02/2018	ACH	Village of Deerfield	Water & Sewer-May 2018	135.66	Water
			<b>Total Wintrust-General AP 2997</b>	<b>\$ 112,154.18</b>	
			<b>Grand Total</b>	<b>\$ 112,345.40</b>	

**Deerfield Public Library**  
**Credit Card Transactions by Account as of June 7, 2018**  
**Presented for Approval July 2018**

Date	Num	Name	Memo	Amount	Account
<b>20001 Admin - 4734</b>					
06/07/2018	AD 5/30/18	Roti	Ellen's Retirement Lunch - 5/30	71.83	Admin Programs
06/07/2018	AD 5/9/18	Mail Chimp	E-Newsletter Mailing - May 2018	30.00	Outreach Programs
<b>Total for 20001 Admin - 4734</b>				<b>101.83</b>	
<b>20002 Business Office - 1381</b>					
06/07/2018	BO 5/29/18	Vistaprint	Business Cards - Higginbotham, Suzuki	67.19	General Office/Operating Supplies
06/07/2018	BO 5/7/2018	Starbucks	Meal Reimbursement GFOA Conference - DeCorrevont	3.00	Training & Education
06/07/2018	BO 5/22/18	Marpac Corp	White Noise Machine - Patron Services	49.95	General Office/Operating Supplies
06/07/2018	BO 5/16/18	Jewel-Osco	All-Staff Meeting 5/17/18 - Food	45.90	Admin Programs
06/07/2018	BO 5/31/18	Mariano's	Cake - Retirement 5/31/18	34.00	Staff Enrichment
06/07/2018	BO 5/10/18	Anthonino's	Meal Reimbursement GFOA Conference-DeCorrevont	18.91	Training & Education
06/07/2018	BO 5/8/18	Adriana's	Meal Reimbursement GFOA Conference - DeCorrevont	15.96	Training & Education
06/07/2018	BO 6/5/18	Brander's	Tote Bags (100)	159.00	Staff Enrichment
06/07/2018	BO 5/10/18	Marriott Hotel & Resorts	Lodging GFOA Conference- DeCorrevont	618.44	Training Travel
06/07/2018	BO 5/23/18	Intuit, Inc.	Quickbooks Online Subscription - May 2018	50.00	Software & Licenses
<b>Total for 20002 Business Office - 1381</b>				<b>1,062.35</b>	
<b>20003 Info Technology (IT) - 1158</b>					
05/10/2018	IT 5/10/18	Adobe Systems Inc.	Staff Creative Cloud Subscription-May 2018	53.11	Software & Licenses
05/10/2018	IT 5/10/18	MCPProHosting	Minecraft Hosting	9.99	Software & Licenses
05/14/2018	IT 5/14/18	Rise Vision	Digital Signage	1.00	Software & Licenses
05/22/2018	IT 5/22/18	Survey Monkey	Patron Survey Software	37.00	Software & Licenses
06/07/2018	IT 5/12/18	Adobe Systems Inc.	Staff Creative Cloud Annual Renewal	382.37	Software & Licenses
06/07/2018	IT 6/4/18	Rise Vision	Digital Signage	19.00	Software & Licenses
06/07/2018	IT 6/1/18	Libsyn Podcasting Service	Podcast Hosting	15.00	Software & Licenses
<b>Total for 20003 Info Technology (IT) - 1158</b>				<b>517.47</b>	
<b>20004 Facilities - 1382</b>					
05/30/2018	FC 5/30/18	Jiffy Lube	Oil Change for Library Vehicle	69.99	Facility Equipment Maintenance
06/01/2018	FC 6/1/18	Home Depot	Painting Supplies	37.94	Interior Facility Maintenance
<b>Total for 20004 Facilities - 1382</b>				<b>107.93</b>	
<b>20006 Support Services - 4206</b>					
06/07/2018	SS 5/11/18	American Library Association	Membership Renewal-Skittino	140.00	Dues & Memberships
06/07/2018	SS 5/11/18	WILIUG	Membership Renewal-Skittino	41.46	Dues & Memberships
06/07/2018	SS 5/29/18	WILIUG	Conference Registration 2018-Skittino	20.88	Training & Education
06/07/2018	SS 5/13/18	UPS	Shipping to Return Book	10.96	Processing Supplies
06/07/2018	SS 5/16/18	American Library Association	Acquisitions for Books-June 2018 Refund	(90.41)	Books - Adult Non-Fiction
<b>Total for 20006 Support Services - 4206</b>				<b>122.89</b>	
<b>20007 Adult Services - 1931</b>					
06/07/2018	AS 5/10/18	Warehouse Eatery	Game Night 5/10 - Food & Prizes	360.00	Adult Programs
06/07/2018	AS 5/16/18	Illinois Library Association	ILA Membership Renewal-Steiner	200.00	Dues & Memberships
06/07/2018	AS 5/21/18	Panera	Book Discussion - Food	29.27	Adult Programs
06/07/2018	AS 5/10/18	New York Times	Large Type Weekly Subscription 5/07/18-6/03/18	17.60	Periodicals
06/07/2018	AS 5/14/18	Netflix	Subscription - May 2018	13.99	E-Resources
06/07/2018	AS 5/30/18	Netflix	Subscription - May 2018	13.99	E-Resources
<b>Total for 20007 Adult Services - 1931</b>				<b>634.85</b>	

**Deerfield Public Library**  
**Credit Card Transactions by Account as of June 7, 2018**  
**Presented for Approval July 2018**

Date	Num	Name	Memo	Amount	Account
<b>20008 Youth Services - 6162</b>					
06/07/2018	YS 5/14/18	Amazon	Prime Membership - to be refunded	99.00	Dues & Memberships
06/07/2018	YS 5/14/18	American Library Association	Membership Renewal 2019-Frederick	263.00	Dues & Memberships
06/07/2018	YS 5/8/18	Cheap Tickets	Travel Reimbursement ALA Conference-6/22-6/27-Gall	14.98	Training Travel
06/07/2018	YS 5/8/18	Container Store	Story Time Crafts and Supplies	66.81	General Office/Operating Supplies
06/07/2018	YS 5/18/18	Demco, Inc.	Floor Chairs for Preschool Pavilion	167.18	Books - Youth & Teens
06/07/2018	YS 5/18/18	Demco, Inc.	Bookmarks	24.76	Youth Programs
			sub-total	191.94	
06/07/2018	YS 5/8/18	Il Forno Pizza and Pasta	TAB Pizza Party 5/8-Food	51.35	Youth Programs
06/07/2018	YS 6/2/18	Lakeshore Learning	Rhythm Activity Kit (2)	80.48	Books - Youth & Teens
06/07/2018	YS 5/8/18	Spirit Airlines	Travel Reimbursement ALA Conference 6/22-6/27-Gall	311.38	Training Travel
06/07/2018	YS 6/5/18	Stick Together Products, LLC	Summer Reading Program Stickers	36.50	Youth Programs
06/07/2018	YS 5/30/18	Strawbees	Maker Kits (2)	49.98	Audio Visual - Youth
<b>Total for 20008 Youth Services - 6162</b>				<b>1,165.42</b>	
<b>20009 Outreach Coord - 5394</b>					
06/07/2018	OC 5/21/18	Fast Signs	Book Discussion Signs, Summer Reading Poster	93.57	Adult Programs, Professional Printing Services
<b>Total for 20009 Outreach Coord - 5394</b>				<b>93.57</b>	
<b>20010 Adult Prog Coord - 7013</b>					
06/07/2018	APC 5/24/18	Ken's Quick Print, Inc.	Forms for 2018 Summer Reading Program Registration	97.75	Adult Programs
06/07/2018	APC 5/9/18	Amazon Audible	Audible Subscription Refund	(14.95)	Adult Programs
06/07/2018	APC 6/3/18	Amazon	Acquisitions for Kindle Books-June 2018	9.32	Books-Adult Fiction
06/07/2018	APC 6/4/18	Amazon	Acquisitions for Kindle Books-June 2018	10.99	Books-Adult Fiction
06/07/2018	APC 6/4/18	Amazon	Acquisitions for Kindle Books-June 2018	12.99	Books-Adult Fiction
06/07/2018	APC 6/4/18	Amazon	Acquisitions for Kindle Books-June 2018	12.99	Books-Adult Fiction
06/07/2018	APC 6/4/18	Amazon	Acquisitions for Kindle Books-June 2018	12.99	Books-Adult Fiction
06/07/2018	APC 6/4/18	Amazon	Acquisitions for Kindle Books-June 2018	12.99	Books-Adult Fiction
06/07/2018	APC 6/7/18	ACLU Official Store	Prizes for Reading Without Boundaries	55.27	Adult Programs
06/07/2018	APC 5/31/18	Hobby Lobby	Supplies for Fall Wreath Program	52.62	Adult Programs
06/07/2018	APC 5/10/18	Fast Signs	Large Sign for Drop-In Tech Help	30.75	Adult Programs
06/07/2018	APC 6/4/18	Amazon	Acquisitions for Kindle Books-June 2018	14.99	Books-Adult Fiction
06/07/2018	APC 6/4/18	Amazon	Acquisitions for Kindle Books-June 2018	14.99	Books-Adult Fiction
06/07/2018	APC 6/4/18	Amazon	Acquisitions for Kindle Books-June 2018	14.99	Books-Adult Fiction
06/07/2018	APC 6/4/18	Amazon	Acquisitions for Kindle Books-June 2018	14.99	Books-Adult Fiction
06/07/2018	APC 6/3/18	Amazon	Acquisitions for Kindle Books-June 2018	13.99	Books-Adult Fiction
06/07/2018	APC 6/4/18	Amazon	Acquisitions for Kindle Books-June 2018	13.99	Books-Adult Fiction
06/07/2018	APC 6/4/18	Amazon	Acquisitions for Kindle Books-June 2018	13.99	Books-Adult Fiction
06/07/2018	APC 6/3/18	Amazon	Acquisitions for Kindle Books-June 2018	12.99	Books-Adult Fiction
<b>Total for 20010 Adult Prog Coord - 7013</b>				<b>408.63</b>	
<b>20011 Youth Prog Coord - 1510</b>					
06/07/2018	YPC 5/23/18	Displays2go	Summer Reading - Raffle Boxes, Signholders	59.14	Youth Programs
06/07/2018	YPC 5/6/18	Geddes School Supplies	Summer Reading Program Prizes	299.86	Youth Programs
<b>Total for 20011 Youth Prog Coord - 1510</b>				<b>359.00</b>	
<b>20012 Youth Coord - 1750</b>					
06/07/2018	YC 5/10/18	Heinen's	Supplies for Home School Program	149.85	Youth Programs
06/07/2018	YC 5/7/18	Home Depot	Supplies for Home School Program	8.81	Youth Programs
06/07/2018	YC 5/17/18	PayPal, Inc.	Rebecca Caudill Young Readers' Book Award Voting Site Registration Fee	10.00	Youth Programs
06/07/2018	YC 5/17/18	Illinois School Library Media Association	Illinois Readers' Choice Awards Voting Site Registration Fee	30.00	Youth Programs
06/07/2018	YC 5/7/18	Michaels	Supplies for Home School Program	50.75	Youth Programs
06/07/2018	YC 5/10/18	Walgreens	Supplies for Home School Program	5.99	Youth Programs
<b>Total for 20012 Youth Coord - 1750</b>				<b>255.40</b>	
<b>Total for 20000 Credit Cards Payable</b>				<b>4,829.34</b>	

## Director's Report July 2018

### FYI

- Great job at this year's parade! It was definitely a hot day! Our gate count for the day was 481. By comparison, we had approximately 700 people on July 4, 2017.
- The Policy Committee is meeting at 6 pm on July 18, 2018 to discuss some recommended staff changes to the Meeting Room Policy.
- For your review, we have included the Board Committee list in the packet. Please let staff know if there are any corrections.
- The auditor will be here to present the FY2017 Audit. An electronic copy will be included in the emailed packet.
- After an almost two year pilot test, we have decided to stop offering notary services to the public, effective September 1, 2018. It's no longer a good fit for our staff. We started the service to fill a need for the community, however, there are now a number of available options for people.
- The Friends of the Library will meet at their regularly scheduled meeting is July 23, 7 pm.
- On Saturday, July 7, 2018, a patron hit a handicapped parking sign. We have removed the post and will be replacing the sign soon.
- There was a broken window in the lobby above the Friends of the Library book sale. This was a double paned window that cracked on the inside. We have boarded it up and have ordered a replacement double pane of glass, which is a custom piece of glass.

### Interesting Articles on Current Library Trends

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

- <https://americanlibrariesmagazine.org/blogs/the-scoop/ala-alsc-respond-laura-ingalls-wilder-award-name-change/> One of our Youth Services Librarians sits on this committee.
- <https://americanlibrariesmagazine.org/blogs/the-scoop/2018s-top-tech-trends/> This article from American Libraries focuses on the top tech trends, based on a program at the 2018 American Library Association conference.

### Personnel

- In June the library had 2 separations
  - Patron Services Manager on June 1
  - Patron Services Assistant on June 19
- In June the library filled 0 positions
- The library has 2 positions open
  - Patron Services Assistant
  - Patron Services Associate

## DEPARTMENT REPORTS

### Adult Services Report

Claire Steiner, Head of Adult Services

- Claire held two new training sessions for Library PICs
- We received our new Art Shay photographs, courtesy of the Friends of the Library
- Vicki led three programs at the Center for Enriched Living
- Ted is teaming up with Nina from Youth to promote Tuesday New Movie Night to teens



- Read Without Boundaries stats: 148 enrollees, 306 badges awarded
- Books to Go had 23 participants in June. The average is 14-18, so this was a big jump
- 15 Programs, 211 participants
- 112 podcast downloads, 57 for the June episode
- YouTube video views were up 14% again this month
- The Fight to Integrate Deerfield initiative continues
  - Dylan is working on booking panel members and more programs
  - Anne working on digitization of historical documents
  - Ted working on digitization of historical videos
- SRP launched on June 9. Adult Services gave out DPL socks
  - The grand prize drawing is for a Kindle eReader and Amazon gift cards
- Claire, Melissa and Kay met to establish a new circulating Kindle, featuring self-pub titles
- Melissa and Kay are developing new kits for memory care patients, featuring books, games, and puzzles

### Business Office Report

Kelly DeCorrevont, Business Manager

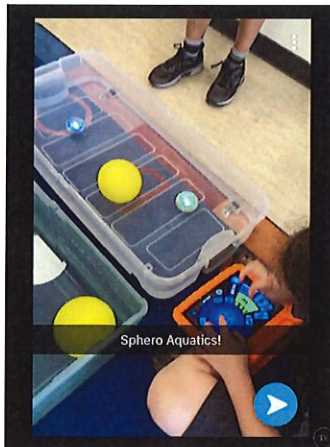
- Attended the HR Roundtable Meeting at Palatine Public Library on June 6
- Attended the IGFOA Webinar on Internal Controls for Small Staffs and Small Govts on June 7
- Attended the Discovery Benefits Webinar on Benefits Plan Closings on June 12
- Attended the DPL Person In Charge Training on June 22
- Attended the Village of Deerfield IPBC Wellness Meeting on June 26

- All-Staff Meeting on June 27. We discussed EDI, IT Security and On The Job Behavior
- Staff Enrichment is coordinating the DPL Step Into Summer Challenge 2018. This runs from June 4 to July 15. We have 26 staff members participating!

## IT & Social Media Report

Tom Owen, Head of IT

- We're preparing to transition from Demco / Evanced / Boopsie to Communico products prior to fall program registration (August 15th). This includes our mobile app and program registration calendar.
- We recently completed a round of prints for a young (high school aged) entrepreneur who is developing a custom lacrosse helmet. He used our printers to create multiple proofs of his product.
- We're (still) working with Sikich to plan for a move from off-site backups moving from our current tape solution to cloud storage. This introduces a new cost but is a much more reliable backup solution and greatly decreases downtime in the event of a disaster recovery situation.
- The IT department will be implementing new password guidelines library wide and user account guidelines for Patron Services to improve security.
- We launched DPL on Snapchat on June 5. In our first month, we had 37 followers. Below are some of the highlights:



- We had video from our teen program "Sphero Aquatics" on our Snap Story. You can see the views our story got that day to the left.
- In June, we promoted our Summer Reading Program and Kick-Off day on our social media channels. Promotion included a Facebook event page, the Summer Reading video, use of our Summer Reading logo on our profile, pictures from kick-off day, and going live on Facebook from the kick-off. Our reach was 1,223.





**Deerfield Public Library**

Published by Sophia Deerfield [?] · June 8 at 2:30 PM · 🌐

Where will reading take you this summer? This year, all of the Deerfield Public Schools District 109 schools will be working together to see if they will earn a gold, silver, or bronze medal! The adventure begins tomorrow, June 9, at our Summer Reading Kick-Off Day from 9AM - 5PM!



- We promoted Summer Reading Kick Off Day with a facebook live post. Our reach was 1,207.



**Deerfield Public Library** was live.

Published by Sophia Deerfield [?] · June 9 at 12:02 PM · 🌐

LIVE from our Summer Reading Kick-off Day! Check out what we have going on 🤩



## Outreach Report

Judy Hoffman, Outreach Coordinator

- PR / [Deerfield Public Library Set to Kick-off Summer Reading Program](#), June 4)
- Shepard School / Summer Reading window pixel art (June 4) : Back by popular demand, Shepard School 7th grade students installed pixel art designs on our north, east and west windows. This was an activity of their community service day. A cross-departmental DPL team created an instructional video for the students, and with supplied design concepts, they

showed up for a 90 minute installation event. Again, many positive comments from our patrons.

- Summer Reading Program Kick-off Day (June 9): Proud to serve as one of the "air-traffic controllers" for our busiest day of the year. It's a well-oiled machine, thanks to expert planning from every department, and overall, it appeared to be a positive experience for our patrons.
- Meeting rooms reservations: 47, including new groups: Adler University / Masters Project (Deerfield resident, multiple sessions),-North Suburban Book Group (similar name to another book group that uses DPL rooms), and DHS Spanish 3 review session
- Farmers Market Storytime (July 28); Lake Co. Fair/Lake Co. Libraries (July 29); Farmers Market Library Trustees (September 29); Illinois Library Association Conference presentation with Vicki Karlovsky and Julia Frederick on "Creative Services for Patrons with Different-abilities" (October 9)

### **Patron Services Report**

Sayaka Suzuki, Patron Services Manager

- Sayaka's first Monthly Report!
- A standardized service desk schedule has been established, and will be implemented as soon as the 3 open positions are filled and they are trained.
- Currently researching other vendors for library cards, and posted a request on the Circulation Manager's blog.

### **Support Services Report**

Pam Skittino, Head of Support Services

- Pam chaired the WILIUG (Wisconsin/Illinois Innovative Users Group) Spring Conference. It was attended by 32 different libraries who use Sierra, Millennium, Polaris and VTLIS software.
- Pam presented "Moving to Hosted" about our move from Sierra and Encore servers in our library to Amazon Web Servers at WILIUG.
- Pam attended a follow-up session on Python (programming language) and rolled out her first python script for staff - which sends the selectors automated weekly emails about items that have hit or exceeded our holds to copies ratio.
- Support Services began a 14 month long project to document/update our procedures - we'll be working on one format a month until we're done!
- Just 164 items left to check for Project Yuck! (Checking the condition of all the items with condition notes in Sierra)

## Youth Services Report

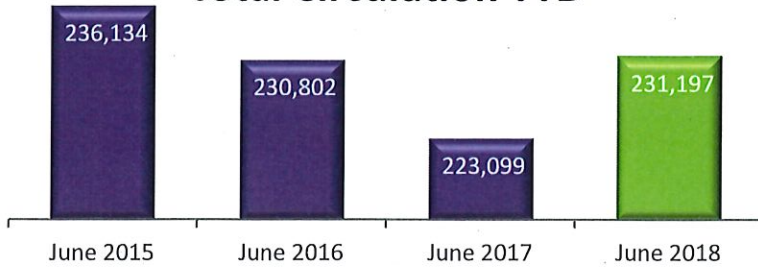
Meg Anthony, Head of Youth Services

- Amy vanGoethem, Kary Henry and Judy Hoffman hosted 7th graders from Shepard Middle School on June 4. They came before the Library opened to install their Post-It-Note artwork. The artwork will be on display for the duration of the Summer Reading Program, and is visible on the windows facing Jewett Park, the north parking lot, and Waukegan Road.
- Youth Services stayed after hours on Friday, June 8 to decorate for Summer Reading Program, which kicked-off on Saturday, June 9.
- Nina Michael, Laurel Shapiro, Elisa Gall and Kary Henry participated in Summer Reading promotional visits to the DPS109 schools organized by Kary Henry, School Outreach Coordinator. Part of their presentations included showing the promotional video created by Amy vanGoethem, Sophia Phillips and Kary Henry. They reached 2,266 students with their presentations!
- Summer Reading Kick Off day was a success! 854 kids and teens signed up on June 9.
- We received a lot of positive feedback about the prizes related to the Summer Reading Program this year. From the beach towels for the first 500 registrants, to the midway and finale raffle prizes, kids and adults have been excited about the selection of reading rewards this year.

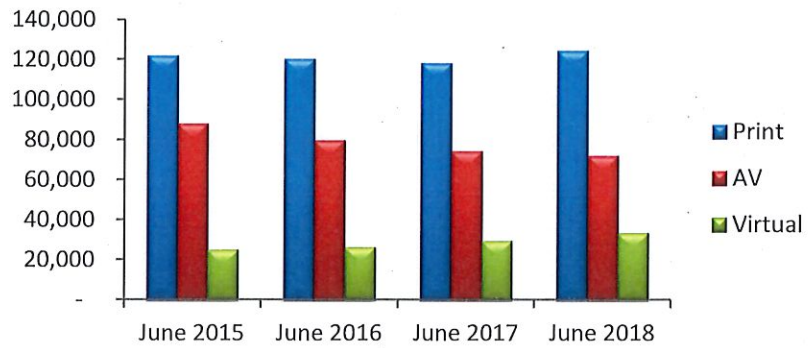
# Deerfield Public Library

June 2018 Statistics

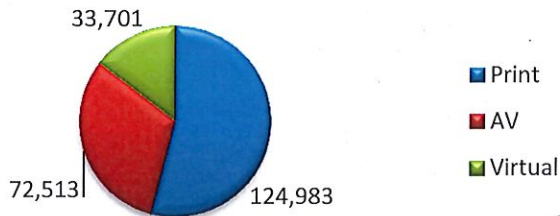
## Total Circulation YTD



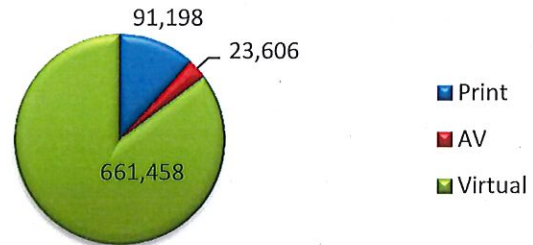
## Circ Trends by Type YTD



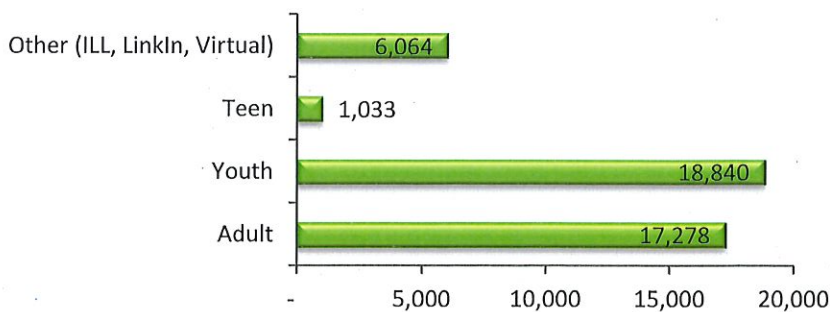
## Circulation by Type YTD



## Collection by Type - June



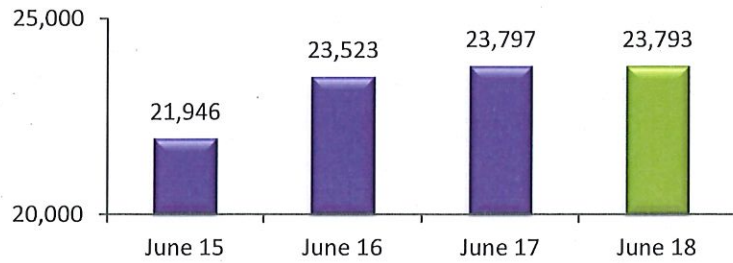
## Circulation by Collection



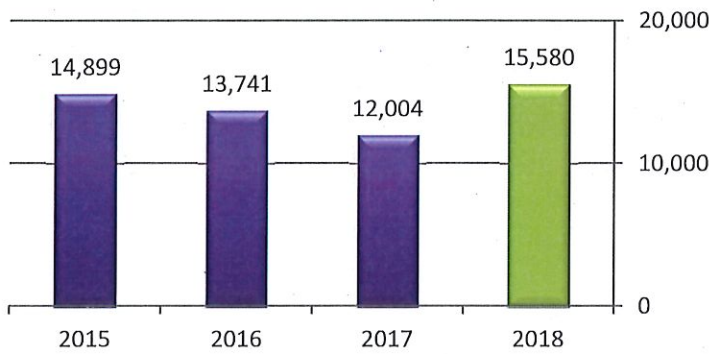
# Deerfield Public Library

June 2018 Statistics

## Monthly Library Visits

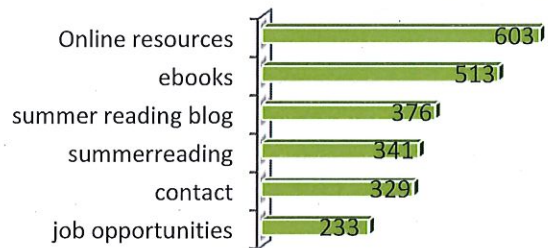


## Program Attendance YTD

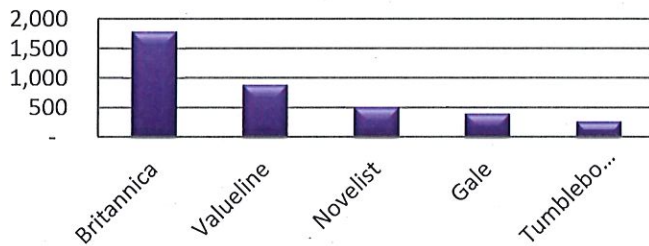


## Most Popular Webpages\*

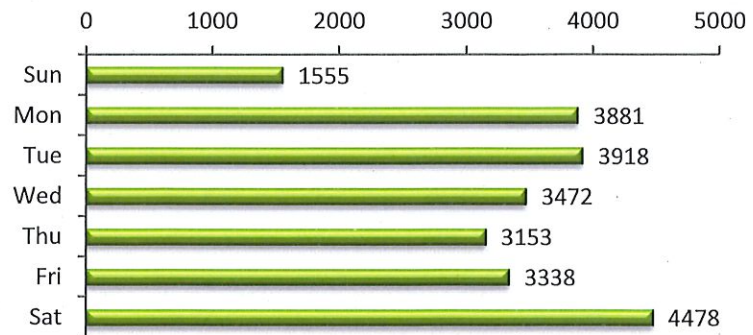
\*Excludes the home page



## Most popular databases May 2018



## Average Daily Attendance



**To: Board of Trustees**  
**Date: July 18, 2018**  
**Re: Information on Collaborative Workspaces**

Staff will be creating a virtual tour of our neighboring library's collaborative workspaces. In addition, Board members will be encouraged to schedule individual tours of the spaces.

I've included this document to share more information about the trend of collaborative workspaces in general as well as in public libraries. Listed below are links to several articles that I thought would be of interest to the Board as we continue this conversation:

<https://www.ims.gov/assets/1/AssetManager/Makerspaces.pdf>

<http://ideas.demco.com/blog/makerspace-survey-contest-winner-announced/>

<https://www.urbanlibraries.org/member-resources/makerspaces-in-libraries>

<https://library-maker-culture.weebly.com/what-are-they.html>

#### **Staff Vision:**

- Goal: To create a collaborative workspace to provide patrons a space to work together using various forms of technology
- Staff envisions the space to be a collaborative workspace with an amount of "high tech" things (like our 3d printer)
- We envision a flexible space with moveable & configurable tables and chairs.
- While there will be established programs developed by at least one part time 25 hour person that would report to the IT Manager but would be expected to collaborate with other departments.

#### **Equipment:**

We have several ideas of equipment to purchase. Keep in mind that we have already purchased small equipment like a 3D printer and several maker kits.

#### **Furnishings:**

Counter along the wall for most of the equipment, which would be housed in the room:



(Indian Trails Library, Wheeling, IL)

Flexible collapsible tables w/tables

- Moveable chairs
- Dedicated staff workstation

Staffing:

FY 2018 Budget included money for a PT Makerspace Attendant

- Part of the IT Dept but would work with staff in AS and YS to develop and implement programs
- Will be in charge of processing payment for prints, etc.

Location in Library:

To be determined; currently looking at the space that houses CDs/other media. We are seriously considering this space because we have recently weeded the media collection using our Collection HQ numbers; saw a 5% decrease in circulation of all AV in the past year. Since January 2018, we've weeded 6,223 items, of which 5,685 were adult items. Using this space would provide a large footprint to complete this project. BUT, would require a reconfiguration of the space AND we'd need to allow for access to the Friends closet.

# Deerfield Public Library

## Executive Summary

### July 2018

In 2018, we performed a selective remarketing of the library insurance program and achieved favorable results. Most incumbent carriers still provided the broadest coverage at the most competitive pricing. There were the following changes in cost:

- Auto increase of \$75 – The Market is experiencing an increase overall due to adverse loss ratios
- Umbrella decrease of \$57 – we attempted to offset the Auto increase

Coverage changes if approved would be:

- Add Flood to the collection for full Value - \$1,420 Increase
- Change Cyber Carriers, better coverage, lower cost - \$2,279 decrease

For Future Consideration:

- Business continuation Plan
- Review of Cyber policy as respects patrons



# Deerfield Public Library

Insurance Proposal

August 1, 2018 - August 1, 2019



**ASSOCIATED AGENCIES, INC.**

*Full Service Insurance Since 1890*

**Presented by:**

**Karen Z. Vacko, Executive Vice President**

*Associated Agencies, Inc.*

1701 Golf Road

Three Continental Towers, Suite 700

Rolling Meadows, IL 60008

Phone 847-427-8400 Fax 847-427-3430

*Information contained in this proposal is descriptive only. The precise coverage afforded is subject to the terms, conditions, and exclusions of the policies issued.*