

**DEERFIELD PUBLIC LIBRARY BOARD OF TRUSTEES**  
**920 WAUKEGAN ROAD, DEERFIELD, IL 60015**  
**REGULAR MEETING AGENDA**  
**Wednesday, January 16, 2019, 6:30 PM**

1. ROLL CALL & CALL TO ORDER
2. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD & CORRESPONDENCE
3. APPROVAL OF MINUTES
  - A. December 19, 2018 Regular Meeting (ACTION)
  - B. December 19, 2018 Executive Session Minutes (ACTION)
4. TREASURER REPORT
  - A. Financials: Balance Sheet, Revenues & Expenses, Quarterly Investment Report, Year End Payroll Liability (ACTION)
  - B. List of Checks and Payments for Approval (ACTION)
5. VILLAGE LIAISON REPORT
6. FRIENDS OF THE LIBRARY REPORT
7. LIBRARY DIRECTOR'S REPORT
8. OLD BUSINESS
  - A. Collaborative Work Space Update
9. NEW BUSINESS
  - A. RFQ for Construction Manager Services (ACTION)
10. OTHER
11. ADJOURNMENT

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

Upcoming Library Board Meetings: February 20, 2019, 6:30 pm

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

**DEERFIELD PUBLIC LIBRARY BOARD OF TRUSTEES  
REGULAR MEETING MINUTES  
December 19, 2018**

1. ROLL CALL & CALL TO ORDER

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

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

Village Liaison: Mr. Bill Seiden

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

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

None.

4. APPROVAL OF MINUTES

A. November 14, 2018 Regular Session Meeting (ACTION)

MOTION: Mr. Seth Schriftman made a motion to approve the November 14, 2018 Regular Session Meeting minutes, seconded by Mr. Stone.

Vote: 6 Yes – Ken Abosch, Maureen Wener, Seth Schriftman, Luisa Ellenbogen, Howard Handler, Kyle Stone.

The motion was approved.

B. November 14, 2018 Executive Session Meeting (ACTION)

MOTION: Mr. Schriftman made a motion to approve the November 14, 2018 Executive Session Meeting minutes, seconded by Mr. Stone.

Vote: 6 Yes – Ken Abosch, Maureen Wener, Seth Schriftman, Luisa Ellenbogen, Howard Handler, Kyle Stone.

The motion was approved.

3. PRESENTATION BY PRODUCT ARCHITECTURE & DESIGN

Ms. Tiffany Nash and Mr. Dan Pohrte from Product Architecture & Design presented an updated floor plan and color scheme for the proposed Collaborative Workspace. In addition, they presented a suggested timeline for the project and recommended that the Board approve an RFQ for Construction Manager services at the January meeting.

The Board commented on the color scheme and appreciated how it was compatible with the current color scheme. They also commented on the use of different materials.

Ms. Nash answered several questions about the difference between a Construction Manager and a General Contractor. Mr. Handler asked what the cost would be for a Construction Manager. Ms. Nash suggested approximately \$25-30,000. Ms. Nash anticipates that this will be a one to two month project. In addition, they'd recommend part time supervision in the RFQ as our project is not big enough to

require full time supervision. The Board had suggestions on how to communicate this project. Ms. Falasz-Peterson reported that she will work with staff to develop a communication plan.

Ms. Falasz-Peterson reported that the RFQ approval will be on the January Board Agenda. Mr. Abosch thanked Product Architecture & Design. Mr. Handler stepped out of the meeting.

5. TREASURER REPORT

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

Mr. Schriftman presented the Financials.

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

Vote: 5 Yes – Ken Abosch, Maureen Wener, Seth Schriftman, Luisa Ellenbogen, 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: Ms. Wener made a motion to approve the November list of checks and payments, seconded by Mr. Stone.

Vote: 5 Yes – Ken Abosch, Maureen Wener, Seth Schriftman, Luisa Ellenbogen, Kyle Stone.  
The motion was approved.

Mr. Handler returned.

6. VILLAGE LIAISON REPORT

Mr. Bill Seiden gave the Village Report.

7. LIBRARY DIRECTOR'S REPORT

A. Staff Presentation: Library Calendar

Mr. Tom Owen, Head of IT, gave a demonstration of the library's new app and calendar. Mr. Owen stated that our calendar, app, and digital signage are now streamlined through one vendor. He indicated that the company is responsive to feedback and there will be updates. Mr. Owen stated that you'd update your app as you would any other app you use. Mr. Owen shared that you can link all your family library cards together and have them on your app on your phone. We launched the app in mid-November and have had over 300 installs.

Ms. Falasz-Peterson reminded the Board that the Art Shay Photography Reception will be held on Monday January 21, 2019 at 5 pm. Mr. Stone commented that he enjoyed the different department reports and were especially riveted by one of the positive customer service stories shared this month.

DPL Board of Trustees  
Regular Meeting Minutes  
December 19, 2018

Ms. Falasz-Peterson reported on the progress of the Strategic Plan. She shared the information about the Capital Replacement Plan, which will be helpful in future years for budget planning. She will share the document with the board.

8. OLD BUSINESS

A. Collaborative Work Space Update

This was moved to the beginning of the meeting.

9. NEW BUSINESS

A. 2019 Staff Engagement Survey Questions

Ms. Wener stated that the survey will be sent to staff in the first quarter of 2019. She asked for any suggestions on the questions. The Board decided to remove the phrase "or someone" and keep it as "my manager" in questions 5, 6, 10, 22, 23.

11. OTHER

Mr. Handler asked the Board if they would ever consider developing a green-type policy and think about what the Library is doing to reduce our footprint. Mr. Abosch asked what other libraries are doing about it. Ms. Falasz-Peterson will investigate and report back to the Board at an upcoming Board Meeting. Mr. Seiden asked if there was any other insight the Board would be interested in from a Village perspective. Mr. Abosch suggested a broader picture of the Village's vision communicated to the Library.

At 8:09 pm, Mr. Schriftman made a motion to enter Executive Session for the semi-annual historical review of Executive Session minutes. Mr. Handler seconded.  
All voted yes.

10. EXECUTIVE SESSION 5 ILCS 120/2 c 1 (21) Semi-Annual Review of Historical Minutes both written and recorded of previous meetings held in Executive Session.

At 8:26 p.m., the Board moved back to the open meeting.

Ms. Wener made a motion to open the 6/20/2018 and 11/14/2018 minutes, seconded by Ms. Ellenbogen.

Vote: 6 Yes – Ken Abosch, Maureen Wener, Seth Schriftman, Luisa Ellenbogen, Howard Handler, Kyle Stone.

The motion was approved.

12. ADJOURNMENT

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

Vote: 6 Yes – Ken Abosch, Maureen Wener, Seth Schriftman, Luisa Ellenbogen, Howard Handler, Kyle Stone.

The motion was approved.

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Maureen Wener, Secretary

# Deerfield Public Library

## BALANCE SHEET

As of December 31, 2018

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
11000 Cash and Investments - General	0.00
11100 General Operating - WinTrust	508,025.61
11200 Payroll - WinTrust	146,162.71
11300 E-Pay - WinTrust	13,139.18
11400 Deposits - Bank Financial	8,006.65
11500 Petty Cash - Bank Financial	913.81
11600 Max-Safe Wintrust	1,303,756.41
11900 Petty Cash	<b>574.00</b>
<b>Total 11000 Cash and Investments - General</b>	<b>1,980,578.37</b>
12000 Cash and Investments - Reserve	0.00
13000 Cash & Invest - Other	0.00
14100 PMA Financial Services	
10-1410 PMA Reserve Fund	2,865,913.85
14110 PMA General Fund	1,756,819.29
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>4,622,847.46</b>
<b>Total Bank Accounts</b>	<b>\$6,603,425.83</b>
Accounts Receivable	<b>\$0.00</b>
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>\$11,661,502.32</b>
Fixed Assets	
19000 Capital Assets	
19050 Capital Assets -Not Depreciated	
19100 Land	65,493.00
19150 Construction In Progress	0.00
<b>Total 19050 Capital Assets -Not Depreciated</b>	<b>65,493.00</b>
19200 Capital Assets - To Depreciate	

	TOTAL
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>\$24,306,892.18</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
21000 Accounts Payable	34,383.01
<b>Total Accounts Payable</b>	<b>\$34,383.01</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	729.58
22330 Medicare	0.00
22340 Employer' s FICA	0.00
22350 State Income Tax	-1.55
22360 IMRF	10,724.83
22370 ICMA	0.00
22380 Medical/Health	2,177.88
22385 Dental	-661.64
22390 Life	-323.08
<b>Total 22300 Withholdings</b>	<b>12,682.54</b>
<b>Total 22000 Payroll Liabilities</b>	<b>23,353.04</b>
22395 FSA Payable	-2,274.82
23000 Due to Village - Short Term	0.00
24000 Accrued Expenses	-30,547.46
24100 Collection on behalf of Friends	0.00
<b>Total 24000 Accrued Expenses</b>	<b>-30,547.46</b>

	TOTAL
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>\$6,517,342.20</b>
<b>Total Current Liabilities</b>	<b>\$6,551,725.21</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>\$15,335,297.21</b>
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
<b>Total 33000 Investment in Capital Assets</b>	<b>4,109,530.12</b>
Net Income	427,723.27
<b>Total Equity</b>	<b>\$8,971,594.97</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$24,306,892.18</b>

# Deerfield Public Library

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

January - December 2018

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Income</b>				
41000 Taxes				
41100 Property Tax	4,267,031.46	4,279,340.00	-12,308.54	99.71 %
41200 Replacement Tax	34,141.61	25,000.00	9,141.61	136.57 %
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>5,028,755.07</b>	<b>5,031,922.00</b>	<b>-3,166.93</b>	<b>99.94 %</b>
42000 Fees & Fines				
42100 Fees Fines & Penalties	44,373.15	55,000.00	-10,626.85	80.68 %
42200 Non-Resident Fees	7,900.38	7,000.00	900.38	112.86 %
42300 Printing/Copying Fees	10,195.83	8,000.00	2,195.83	127.45 %
<b>Total 42000 Fees &amp; Fines</b>	<b>62,469.36</b>	<b>70,000.00</b>	<b>-7,530.64</b>	<b>89.24 %</b>
43000 Investment Income				
43100 Interest - General	50,501.51	6,000.00	44,501.51	841.69 %
43200 Interest - Reserve	55,031.21	10,000.00	45,031.21	550.31 %
<b>Total 43000 Investment Income</b>	<b>105,532.72</b>	<b>16,000.00</b>	<b>89,532.72</b>	<b>659.58 %</b>
44000 Grants				
44100 State Grant				
44150 Per Capita Grant	36,931.87	10,000.00	26,931.87	369.32 %
<b>Total 44100 State Grant</b>	<b>36,931.87</b>	<b>10,000.00</b>	<b>26,931.87</b>	<b>369.32 %</b>
<b>Total 44000 Grants</b>	<b>36,931.87</b>	<b>10,000.00</b>	<b>26,931.87</b>	<b>369.32 %</b>
45000 Gifts and Contributions				
45100 General Donations	797.10	500.00	297.10	159.42 %
45500 Friends Contributions	12,003.25	5,000.00	7,003.25	240.07 %
<b>Total 45100 General Donations</b>	<b>12,800.35</b>	<b>5,500.00</b>	<b>7,300.35</b>	<b>232.73 %</b>
<b>Total 45000 Gifts and Contributions</b>	<b>12,800.35</b>	<b>5,500.00</b>	<b>7,300.35</b>	<b>232.73 %</b>
49000 Miscellaneous Revenue				
49009 Miscellaneous	3,329.55	500.00	2,829.55	665.91 %
49065 Sale of Surplus Materials	628.72	1,000.00	-371.28	62.87 %
<b>Total 49000 Miscellaneous Revenue</b>	<b>3,958.27</b>	<b>1,500.00</b>	<b>2,458.27</b>	<b>263.88 %</b>
<b>Total Income</b>	<b>\$5,250,447.64</b>	<b>\$5,134,922.00</b>	<b>\$115,525.64</b>	<b>102.25 %</b>
<b>GROSS PROFIT</b>	<b>\$5,250,447.64</b>	<b>\$5,134,922.00</b>	<b>\$115,525.64</b>	<b>102.25 %</b>
<b>Expenses</b>				
50000 General Expenses				
51000 Personnel Expenses				
51100 Salaries	2,085,026.44	2,158,755.00	-73,728.56	96.58 %
51200 FICA	152,672.71	164,384.00	-11,711.29	92.88 %
51300 Health/Misc Benefits	264,684.83	333,116.00	-68,431.17	79.46 %
51400 Pension Contribution	225,575.68	256,833.00	-31,257.32	87.83 %
51500 Other Benefits	6,305.10	9,752.00	-3,446.90	64.65 %
51600 Staff Enrichment	3,687.38	6,500.00	-2,812.62	56.73 %



	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Total 51000 Personnel Expenses</b>	<b>2,737,952.14</b>	<b>2,929,340.00</b>	<b>-191,387.86</b>	<b>93.47 %</b>
52000 Facility Expenses				
52100 Interior Facility Maintenance	48,684.39	55,000.00	-6,315.61	88.52 %
52200 Facility Equipment Maintenance	61,552.18	37,000.00	24,552.18	166.36 %
52300 Exterior Building Maintenance	11,671.23	8,000.00	3,671.23	145.89 %
52400 Utilities				
52410 Water	2,335.30	3,000.00	-664.70	77.84 %
52430 Telephone - Voice	17,655.35	14,000.00	3,655.35	126.11 %
52440 Data Lines	33,676.70	24,000.00	9,676.70	140.32 %
<b>Total 52400 Utilities</b>	<b>53,667.35</b>	<b>41,000.00</b>	<b>12,667.35</b>	<b>130.90 %</b>
52500 Minor Furnishings & Equipment	21,089.20	22,500.00	-1,410.80	93.73 %
<b>Total 52000 Facility Expenses</b>	<b>196,664.35</b>	<b>163,500.00</b>	<b>33,164.35</b>	<b>120.28 %</b>
53000 Library Materials				
53100 Periodicals	16,025.18	20,000.00	-3,974.82	80.13 %
53200 Adult Materials-Books				
53221 Books - Adult Non-Fiction	42,620.69	55,000.00	-12,379.31	77.49 %
53222 Books-Adult Fiction	59,239.55	76,500.00	-17,260.45	77.44 %
<b>Total 53200 Adult Materials-Books</b>	<b>101,860.24</b>	<b>131,500.00</b>	<b>-29,639.76</b>	<b>77.46 %</b>
53300 Audio Visual Materials				
53320 Audio Visual - Adult	72,513.29	80,000.00	-7,486.71	90.64 %
53340 Audio Visual - Youth	14,357.49	22,500.00	-8,142.51	63.81 %
<b>Total 53300 Audio Visual Materials</b>	<b>86,870.78</b>	<b>102,500.00</b>	<b>-15,629.22</b>	<b>84.75 %</b>
53400 Youth Materials-Books				
53241 Books - Youth & Teens	68,139.16	70,000.00	-1,860.84	97.34 %
53550 Literacy Support - Youth	2,011.43	2,500.00	-488.57	80.46 %
<b>Total 53400 Youth Materials-Books</b>	<b>70,150.59</b>	<b>72,500.00</b>	<b>-2,349.41</b>	<b>96.76 %</b>
53501 Electronic Resources				
53500 E-Resources	226,613.99	215,000.00	11,613.99	105.40 %
<b>Total 53501 Electronic Resources</b>	<b>226,613.99</b>	<b>215,000.00</b>	<b>11,613.99</b>	<b>105.40 %</b>
<b>Total 53000 Library Materials</b>	<b>501,520.78</b>	<b>541,500.00</b>	<b>-39,979.22</b>	<b>92.62 %</b>
54000 Library Programs				
54100 Admin Programs	3,444.47	4,000.00	-555.53	86.11 %
54150 Outreach Programs	1,012.34	2,500.00	-1,487.66	40.49 %
54210 Adult Programs	17,714.57	20,000.00	-2,285.43	88.57 %
54400 Youth Programs	17,795.63	25,000.00	-7,204.37	71.18 %
<b>Total 54000 Library Programs</b>	<b>39,967.01</b>	<b>51,500.00</b>	<b>-11,532.99</b>	<b>77.61 %</b>
55000 Automation				
55350 Software & Licenses	219,031.00	180,000.00	39,031.00	121.68 %
55360 IT Automation Support	108,429.69	80,000.00	28,429.69	135.54 %
55400 New Projects/equip				
56440 New Projects / IT Equipment	65,204.57	135,000.00	-69,795.43	48.30 %
<b>Total 55400 New Projects/equip</b>	<b>65,204.57</b>	<b>135,000.00</b>	<b>-69,795.43</b>	<b>48.30 %</b>
<b>Total 55000 Automation</b>	<b>392,665.26</b>	<b>395,000.00</b>	<b>-2,334.74</b>	<b>99.41 %</b>
56000 Professional/Contractual Svcs				
56009 Other Office Support	6,343.08	16,500.00	-10,156.92	38.44 %
56100 Insurance	41,190.49	50,000.00	-8,809.51	82.38 %
56200 Postage	5,358.12	8,500.00	-3,141.88	63.04 %

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
56300 Professional Printing Services	17,580.20	18,000.00	-419.80	97.67 %
56500 Professional Admin Services	30,383.93	30,000.00	383.93	101.28 %
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 %
<b>Total 56500 Professional Admin Services</b>	<b>51,668.95</b>	<b>50,000.00</b>	<b>1,668.95</b>	<b>103.34 %</b>
56700 Travel for Library Services	187.01	1,000.00	-812.99	18.70 %
<b>Total 56000 Professional/Contractual Svcs</b>	<b>122,327.85</b>	<b>144,000.00</b>	<b>-21,672.15</b>	<b>84.95 %</b>
56400 Supplies				
56410 General Office/Operating Supplies	10,153.37	17,000.00	-6,846.63	59.73 %
56420 Processing Supplies	31,510.50	26,000.00	5,510.50	121.19 %
<b>Total 56400 Supplies</b>	<b>41,663.87</b>	<b>43,000.00</b>	<b>-1,336.13</b>	<b>96.89 %</b>
57000 Training/Development Expenses				
56600 Dues & Memberships	6,941.90	7,500.00	-558.10	92.56 %
57100 Training & Education	14,805.42	25,000.00	-10,194.58	59.22 %
57200 Training Travel	13,524.40	7,000.00	6,524.40	193.21 %
<b>Total 57000 Training/Development Expenses</b>	<b>35,271.72</b>	<b>39,500.00</b>	<b>-4,228.28</b>	<b>89.30 %</b>
<b>Total 50000 General Expenses</b>	<b>4,068,032.98</b>	<b>4,307,340.00</b>	<b>-239,307.02</b>	<b>94.44 %</b>
61000 Capital Expenses				
61100 Facility Improvements	29,558.08	90,000.00	-60,441.92	32.84 %
<b>Total 61000 Capital Expenses</b>	<b>29,558.08</b>	<b>90,000.00</b>	<b>-60,441.92</b>	<b>32.84 %</b>
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 %
<b>Total 70000 Debt Service</b>	<b>727,581.26</b>	<b>727,582.00</b>	<b>-0.74</b>	<b>100.00 %</b>
<b>Total Expenses</b>	<b>\$4,825,172.32</b>	<b>\$5,124,922.00</b>	<b>\$ -299,749.68</b>	<b>94.15 %</b>
NET OPERATING INCOME	<b>\$425,275.32</b>	<b>\$10,000.00</b>	<b>\$415,275.32</b>	<b>4,252.75 %</b>
NET INCOME	<b>\$425,275.32</b>	<b>\$10,000.00</b>	<b>\$415,275.32</b>	<b>4,252.75 %</b>

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

Presented at the Regular Board Meeting – January 16, 2019

December completes the twelfth month of the 2018 Fiscal Year. The benchmark used to evaluate financial activity year to date is 100%.

**GENERAL OPERATIONS – REVENUES**

By the end of December, the Library received 5,028,755 in property tax distributions, which is 100% of the annual budget. The Library has collected 62,469 in Charges for Services, which is 89% of the annual budget. The Library received a Total Income of 5,250,448 or 102% of the annual budget.

**GENERAL OPERATIONS - EXPENSES**

By the end of December, the Personnel Expense is 2,737,952 or 93% of the annual budget. The Facility Expense is 196,664 or 120% of the annual budget. The Library Materials Expense is 501,521 or 93% of the annual budget. The Library Program Expense is 39,967 or 78% of the annual budget. The Automation Expense is 392,665 or 99% of the annual budget. The Professional / Contractual Services Expense is 122,328 or 85% of the annual budget. The Supplies Expense is 41,664 or 97% of the annual budget. The Training / Development Expense is 35,272 or 89% of the annual budget. The Facility Improvement Expense is 29,558 or 33% of the annual budget. Total Library Expenses is 4,825,172 or 94% of the annual budget.

**NON-OPERATING ACTIVITIES**

When the Library receives property tax distributions, the funds are distributed to the General and Debt Service accounts.

**Deerfield Public Library**  
**Schedule of Changes in Investments - 4th Quarter of Fiscal Year 2018**  
October 1 and December 31, 2018

	<u>Beginning</u> <u>October 1, 2018</u>	<u>Increase /</u> <u>(Decrease)</u>	<u>Ending</u> <u>December 31, 2018</u>
<b>For General Operations</b>			
Money Market Accounts			
Wintrust General OP/AP	460,557	89,323	549,880
Wintrust Max Safe MM	2,832,934	(1,529,178)	1,303,756
PMA Securities & Savings <small>10.86% in MM; 36.47% CD; 52.67% DTC</small>	1,747,926	8,893	1,756,819
PMA Avg= 2.458%			
Total Investments For Operations	<u>5,041,417</u>	<u>(1,430,962)</u>	<u>3,610,455</u>
<b>For Reserves</b>			
Money Market Accounts			
PMA Investments <small>10.86% in MM; 36.47% CD; 52.67% DTC</small>	2,850,082	15,832	2,865,914
PMA Avg= 2.458%			
Total Investments For Reserves	<u>2,850,082</u>	<u>15,832</u>	<u>2,865,914</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>\$ 7,891,613</u>	<u>\$ (1,415,130)</u>	<u>\$ 6,476,483</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:

\$188,582

Total cash deposits: \$6,665,065



# Master Total Portfolio Report

As of: 12/31/18

**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	\$220,390.18	\$220,390.18	
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
<b>Subtotal --&gt;</b>							<b>\$1,788,795.96</b>	<b>\$1,756,819.29</b>	

## 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	\$281,596.90	\$281,596.90	
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
<b>Subtotal --&gt;</b>							<b>\$2,878,333.01</b>	<b>\$2,865,913.85</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>	

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>	

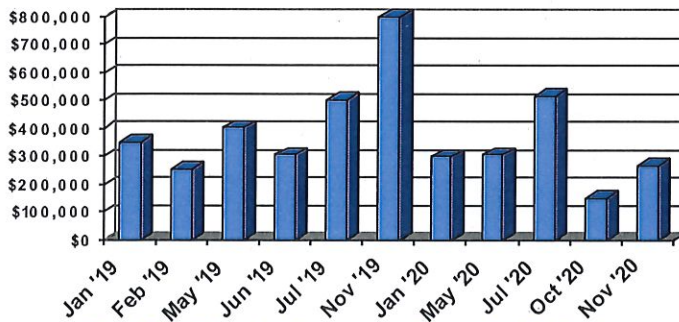
Note: Weighted Yield & Weighted Average Portfolio Maturity are calculated only on the CD, CP, & SEC desk.

**Total Amount -->** \$4,667,243.29      \$4,622,847.46

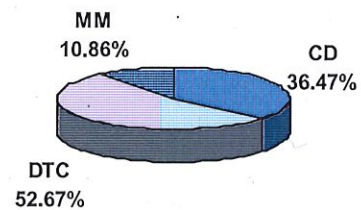
**Time and Dollar Weighted Portfolio Yield:** 2.458 %

**Weighted Average Portfolio Maturity:** 317.68 Days

**MM:** 10.86%  
**CD's:** 36.47%  
**CDR's:** 0.00%  
**DTC:** 52.67%  
**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**  
**End of Year Liability for Accrued Payroll and Compensated Absences**  
**As of December 31, 2018**

Library management is required to report the payroll liabilities to the Library Board as of the close of the fiscal year and this information is to be included in the minutes. The Library's total payroll liability for the fiscal year ending December 31, 2018 is \$165,388. This is more than the amount reported as of 12/31/2017 (\$165,521) because of additional staff that have accrued sick-leave payout. \$148,284 is current and is expected to be paid out within the next year, and \$17,104 is a long-term liability.

The payroll liability consists of two parts: 1) the accrued payroll liability, which is wages and taxes not paid as of December 31<sup>st</sup>, and 2) compensated absences still outstanding.

*1. Accrued Payroll Liability*

This is the amount due to employees for work completed. For example, if there are four days from the end of December included in the second pay check in January, the pay for those four days is the Library's 'accrued payroll liability' at 12/31. All of this part of the liability is current and it is paid out quickly in January.

The pay checks dated 01/04/2019 included work from 12/14/2018 through 12/27/2018 and the amount owed for those 14 days was \$79,870. (See <sup>(a)</sup> in the formula below.)

*2. Compensated Absences Liability*

'Compensated Absences Liability' is for the leave time earned, payable, and not yet used by employees. It is the sum of all leave earned (such as vacation, personal days, and holidays), plus the sick days that are eligible to be paid out upon termination if the employee (who must have been hired before 1/1/2008) and at least 55 years in age. The Library has 37 employees eligible for leave benefits and 1 of those is also eligible for the sick days payout benefit.

The total amount owed for all compensated absences is \$85,518. \$68,414 of this is expected to be paid out within a short time and is a current liability<sup>(b)</sup>. It includes the entire amount due for known upcoming separations, plus 80% of the amount due to all other employees. The remaining amount, \$17,104, is a long-term liability<sup>(c)</sup> and is an estimate of the leave time that will be carried over for use farther into the future.

**Payroll Liability at 12/31/2018**

<i>Accrued Payroll Liability</i>	<u>\$79,870</u> <sup>(a)</sup>
<i>Compensated Absences Liability</i>	
Current-expected payout within next 12 months	\$68,414 <sup>(b)</sup>
Long term	<u>17,104</u> <sup>(c)</sup>
Liability for compensated absences	<u>\$85,518</u>
 Total Payroll Liability	 <u>\$165,388</u>

**Deerfield Public Library  
Check Approval List  
For the Regular Board Meeting on January 16, 2019**

Summary						
Wintrust-E-Pay Deposit 8926 - 4 ACHs						126.28
Bank Financial-Petty Cash Checks 1537- PC Ck, #641						21.64
Wintrust-General AP 2997, Check #s 10597 -10682, 12 ACHs						227,374.08
<b>Total payments to approve</b>						<b>227,522.00</b>
Date	Num	Vendor	Memo	Amount	Account Description	
<b>Wintrust E-Pay Deposit 8926</b>						
01/07/2019	ACH	American Express Govt Svcs	Merchant CC Fees-January 2019	0.05	Other Office Support	
01/03/2019	ACH	Chase Paymentech	Merchant CC Fees-January 2019	35.33	Other Office Support	
01/03/2019	ACH	Chase Paymentech	Merchant CC Fees-January 2019	30.95	Other Office Support	
01/03/2019	ACH	PayPal, Inc.	Merchant CC Fees-January 2019	59.95	Other Office Support	
<b>Total E-Pay Deposit Amount</b>				<b>126.28</b>		
<b>Bank Financial Petty Cash Checks 1537</b>						
12/15/2018	641	Kary Henry	Mileage Reimb. - Outreach	21.64	Travel for Library Services	
<b>Total Petty Cash Checks Amount</b>				<b>21.64</b>		
<b>Wintrust-General AP 2997</b>						
12/20/2018	10597	Anderson Pest Solutions	Pest Management - December 2018	67.98	Interior Facility Maintenance	
12/20/2018	10598	Blue Wire Communications, Inc.	Phone Support Quarterly Maintenance Charge: 10/1/18-12/31/18	552.90	IT Automation Support	
12/20/2018	10599	Deerfield Golf Club	Deerfield Library Trivia Night 7/11/18	180.00	Adult Programs	
		Deerfield Golf Club	Deerfield Library Trivia Night 10/10/18	180.00	Adult Programs	
sub-total				360.00		
12/20/2018	10600	Dewberry Engineers Inc.	Capital Replacement Study Work Performed thru 11/30/18	1,165.00	Professional Admin Services	
12/20/2018	10601	Findaway World, LLC	Acquisitions for AV - December 2018	954.89	AV - Adult	
12/20/2018	10602	First Bank Mastercard	Falasz-Peterson CC Charges - November 2018	1,172.33	Admin - 4734	
			DeCorrevont CC Charges - November 2018	2,632.21	Business Office - 1381	
			Owen CC Charges - November 2018	1,666.83	Info Technology (IT) - 1158	
			Keaton CC Charges - November 2018	92.14	Facilities - 1382	
			Suzuki CC Charges - November 2018	222.09	Patron Svc-7222	
			Skittino CC Charges - November 2018	118.54	Support Services - 4206	
			Steiner CC Charges - November 2018	1,960.48	Adult Services - 1931	
			Anthony CC Charges - November 2018	238.57	Youth Services - 6162	
			Hoffman CC Charges - November 2018	35.00	Outreach Coord - 5394	
			Palecek CC Charges - November 2018	1,447.94	Adult Prog Coord - 7013	
			van Goethem CC Charges - November 2018	237.33	Youth Prog Coord - 1510	
			Henry CC Charges - November 2018	51.31	Youth Coord - 1750	
sub-total				9,874.77		
12/20/2018	10603	Gale/Cengage Learning	eBooks - December 2018	8,996.74	E-Resources	
12/20/2018	10604	Garvey's Office Products	Copy Paper, Cardstock, Mailers, Markers, Rubberbands	380.29	General Office/Operating Supplies	
12/20/2018	10605	Grainger	Cordless Heat Gun for Bookdrops	335.00	Facility Improvements	
12/20/2018	10606	IL Department of Innovation & Technology	Staff Internet Services thru 11/30/2018	450.00	Data Lines	
12/20/2018	10607	Lechner and Sons	Lobby Mats 12/18/18	82.95	Interior Facility Maintenance	
12/20/2018	10608	OverDrive, Inc.	eBooks - December 2018	1,228.83	E-Resources	
12/20/2018	10609	Peachstate Hobby Distribution	Acquisitions for Board Games - December 2018	444.90	AV - Adult	
12/20/2018	10610	Petty Cash Box	Gingerbread House Program Supplies - Palecek; Mileage Reimb. Circulation Managers Mtg - Suzuki	62.15	Adult Programs; Training Travel	
12/20/2018	10611	Product Architecture + Design	Design for Collaborative Workspace	3,000.00	Professional Admin Services	
12/20/2018	10612	Sikich LLP	Remote Server Management Pack	373.00	Software & Licenses	
12/20/2018	10613	State Industrial Products	Air Care Program	170.00	Interior Facility Maintenance	
12/20/2018	10614	Stevens Chemical Company	Paper Towels, Bath Tissue, Hand Towels, Paper Plates, Heavy Duty Liners	377.74	Interior Facility Maintenance	
12/20/2018	10615	Warehouse Direct, Inc.	Floor Mat	200.10	Interior Facility Maintenance	
12/28/2018	10616	Bridgeall Libraries Limited	Collection HQ - Annual Subscription 2019	6,240.00	Software & Licenses	
12/28/2018	10617	Chicago Sun Times	Subscription Renewal 7-Days: 1/21/19-1/20/20	415.68	Periodicals	
12/28/2018	10618	Findaway World LLC	Acquisitions for AV - December 2018	50.99	AV - Adult	
		Findaway World LLC	Acquisitions for AV - December 2018	79.99	AV - Adult	
		Findaway World LLC	Acquisitions for AV - December 2018	1,295.26	AV - Adult	
		Findaway World LLC	Acquisitions for AV - December 2018	84.99	AV - Youth	
sub-total				1,511.23		
12/28/2018	10619	First Point Mechanical Services, LLC	Expansion Valve	485.88	Facility Equipment Maintenance	
12/28/2018	10620	Grainger	Disposable Gloves, Batteries	79.40	Interior Facility Maintenance	



**Deerfield Public Library  
Check Approval List  
For the Regular Board Meeting on January 16, 2019**

Date	Num	Vendor	Memo	Amount	Account Description
<b>Wintrust-General AP 2997 (Continued)</b>					
12/28/2018	10621	IL Department of Innovation & Technology	Staff Internet Services thru 12/31/2018	450.00	Data Lines
12/28/2018	10622	Johnson Controls Security Solutions	Alarm System 1/1/19-3/31/19	309.60	Facility Equipment Maintenance
		Johnson Controls Security Solutions	Alarm System 10/1/18-12/31/18 Billing Adjustment	21.60	Facility Equipment Maintenance
			sub-total	331.20	
12/28/2018	10623	Madeline Dahlman	Book Discussion on 1/10/19	200.00	Adult Programs
12/28/2018	10624	Perspectives, LTD	EAP Services: 1/1/19-6/30/19	1,663.74	Other Benefits
12/28/2018	10625	Rowman and Littlefield Publishing Group	Acquisitions for Books - December 2018	195.88	Books - Adult Non-Fiction
12/28/2018	10626	Sikich LLP	Automation Support for Servers & Workstations - January 2019	5,830.07	IT Automation Support
01/16/2019	10627	Anderson Lock	Repair Lock Admin Door	195.00	Interior Facility Maintenance
01/16/2019	10628	Animal Farm Music LLC	Musical Concert Program on 1/19/19	500.00	Youth Programs
01/16/2019	10629	AtoZdatabases	Subscription Renewal 2019	2,860.00	E-Resources
01/16/2019	10630	Baker & Taylor 40015242	Acquisitions for Books & Processing Supplies - December 2018	72.27	Books-Adult Fiction; Books - Youth & Teens; Processing Supplies
01/16/2019	10631	Baker & Taylor C0233663-Continuations	Acquisitions for Books & Processing Supplies - December 2018	480.18	Books - Adult Fiction; Books - Youth & Teens; Processing Supplies
01/16/2019	10632	Baker & Taylor L046292-Adult Bks	Acquisitions for Books & Processing Supplies - December 2018	3,805.84	Books - Adult Non-Fiction; Books - Adult Fiction; Processing Supplies
01/16/2019	10633	Baker & Taylor L411843 Teen	Acquisitions for Books & Processing Supplies - December 2018	278.49	Books - Youth & Teens; Processing Supplies
01/16/2019	10634	Baker & Taylor L413389 BTNC	Acquisitions for Books & Processing Supplies - December 2018	73.80	Books - Youth & Teens; Processing Supplies
01/16/2019	10635	Baker & Taylor L4291172	Acquisitions for Books & Processing Supplies - December 2018	541.91	Books - Adult Fiction; Processing Supplies
01/16/2019	10636	Baker & Taylor L4304752 - Adt Audiobooks	Acquisitions for AV & Processing Supplies - December 2018	272.89	AV - Adult; Processing Supplies
01/16/2019	10637	Baker & Taylor L4305252 Unprocessed	Acquisitions for Books - December 2018	79.36	Books - Adult Fiction
01/16/2019	10638	Baker & Taylor L510347-Juv Bks	Acquisitions for Books & Processing Supplies - December 2018	4,213.27	Books - Youth & Teens; Processing Supplies
01/16/2019	10639	Baker & Taylor L524397 - Adult Fiction	Acquisitions for Books & Processing Supplies - December 2018	2,600.08	Books-Adult Fiction; Processing Supplies
01/16/2019	10640	Baker & Taylor L535153-Aud Bks	Acquisitions for AV, Books, & Processing Supplies - December 2018	247.45	AV - Adult; AV - Youth; Books - Youth & Teens; Processing Supplies
01/16/2019	10641	Baker Tilly Virchow Krause, LLP	Audit Services 2018	1,250.00	Professional Admin Services
01/16/2019	10642	Best Quality Cleaning	Cleaning Service - January 2019	2,125.00	Interior Facility Maintenance
01/16/2019	10643	Bibliotheca, LLC	Support and Maintenance Renewal 2/24/19-2/23/20	43,804.10	Software & Licenses
01/16/2019	10644	Blue Wire Communications, Inc.	Phone Support Quarterly Maintenance Charge: 1/1/19-3/31/19	552.90	IT Automation Support
01/16/2019	10645	Carrie Schloss	Instapot Program 2/2/19	150.00	Adult Programs
01/16/2019	10646	Christine Thornton	Galaxy Silhouettes Program on 1/31/19	300.00	Youth Programs
01/16/2019	10647	Consumer Checkbook (Ctr for the Study of Services)	Checkbook.org Online Access 1/1/19-1/1/20	450.00	E-Resources
01/16/2019	10648	De Lage Landen	Monthly Lse for 7 Copiers and 3 Printers - January 2019	1,223.31	IT Automation Support
01/16/2019	10649	Dylan Zavagno	Tuition Reimbursement - Survey Course - Zavagno	1,027.50	Training & Education
01/16/2019	10650	EBSCO Information Services	Novelist K-8 Plus, Novelist Plus, Novelist Select, & ConsumerReports.org Subscription Renewal 2019	4,600.00	E-Resources
01/16/2019	10651	Encyclopedia Britannica, Inc.	Britannica Online Library Edition 2019	720.00	E-Resources
01/16/2019	10652	First Point Mechanical Services, LLC	Installation of New Heater Unit	5,662.00	Facility Improvements
01/16/2019	10653	For The Love of Tidy	KonMari 101: Tidy Your Home. Change Your Life Program on 1/30/19	250.00	Adult Programs

**Deerfield Public Library  
Check Approval List  
For the Regular Board Meeting on January 16, 2019**

Date	Num	Vendor	Memo	Amount	Account Description
<b>Wintrust-General AP 2997 (Continued)</b>					
01/16/2019	10654	Gale/Cengage Learning	eBooks - January 2019	686.40	E-Resources
		Gale/Cengage Learning	Gale Biography in Context Subscription Renewal 2019	2,168.08	E-Resources
		Gale/Cengage Learning	General One File Subscription Renewal 2019	4,653.04	E-Resources
		Gale/Cengage Learning	Gale Courses Unlimited Subscription 2019	5,209.31	E-Resources
		Gale/Cengage Learning	eBooks - January 2019	182.88	E-Resources
		Gale/Cengage Learning	eBooks - January 2019	182.88	E-Resources
			sub-total	13,082.59	
01/16/2019	10655	Hoopla	Subscription	3,271.70	E-Resources
		Hoopla	Subscription	3,573.28	E-Resources
			sub-total	6,844.98	
01/16/2019	10656	Infobase	Issues & Controversies Online & Today's Science Online Subscription Renewal 2019	1,847.14	E-Resources
01/16/2019	10657	Lechner and Sons	Lobby Mats 1/1/19	82.95	Interior Facility Maintenance
01/16/2019	10658	Madeline Dahlman	Book Discussion on 2/14/19	200.00	Adult Programs
01/16/2019	10659	Mango Languages	Little Pim Subscription Renewal 2019	1,529.17	E-Resources
		Mango Languages	Mango Conversations Subscription Renewal 2019	3,059.44	E-Resources
			sub-total	4,588.61	
01/16/2019	10660	Manufacturers' News, Inc.	IL Services Directory 2019	226.90	Books - Adult Non-Fiction
01/16/2019	10661	Marcive Incorporated	Authority Processing - December 2018	59.40	Processing Supplies
01/16/2019	10662	Midwest Tape 2000007021	Acquisitions for AV & Processing Supplies - December 2018	6,078.51	AV - Adult; AV - Youth; Processing Supplies
01/16/2019	10663	Midwest Tape 2000011435	Acquisitions for Processing Supplies - December 2018	9.99	AV - Adult
01/16/2019	10664	Molly Page	100 Things to do Before You Die Program on 2/27/19	166.00	Adult Programs
01/16/2019	10665	Morningstar Inc.	Investment Center Subscription Renewal 2019	2,531.00	E-Resources
01/16/2019	10666	Newsbank	Deerfield Review (IL), America's News by Newsbank Subscription Renewal 2019	5,712.00	E-Resources
01/16/2019	10667	OverDrive, Inc.	eBooks - December 2018	1,412.75	E-Resources
		OverDrive, Inc.	eBooks - December 2018	3,175.37	E-Resources
			sub-total	4,588.12	
01/16/2019	10668	Premium Concepts, Inc.	Black Bistro Mugs (72)	348.70	Adult Programs
		Premium Concepts, Inc.	Red Spiral Notebooks (100)	254.50	Adult Programs
			sub-total	603.20	
01/16/2019	10669	ProQuest, LLC	HNP Chicago Tribune Subscription Renewal 2019	2,943.20	E-Resources
		ProQuest, LLC	Ancestry Library Subscription Renewal 2019	1,560.00	E-Resources
		ProQuest, LLC	Heritage Quest Online, Culturegrams Online, Global Newsstream Subscription Renewals 2019	14,088.88	E-Resources
			sub-total	18,592.08	
01/16/2019	10670	RAILS	Communico Cloud Platform 2019	7,500.00	Software & Licenses
01/16/2019	10671	Recorded Books, Inc.	eMagazines Subscription Renewal 2019	7,966.60	E-Resources
		Recorded Books, Inc.	Zinio Multi Access Database Renewal 2019	2,000.00	E-Resources
		Recorded Books, Inc.	eMagazines Subscription Renewal 2019	708.67	E-Resources
			sub-total	10,675.27	
01/16/2019	10672	Rosen Publishing	Acquisitions for Books - December 2018	570.35	Books - Youth & Teens
01/16/2019	10673	Scholastic Library Publishing	Scholastic Teachables Subscription Renewal 2019	730.00	E-Resources
01/16/2019	10674	SE Inc.	Sidewalk Salting 12/28/18	97.55	Exterior Building Maintenance
		SE Inc.	Sidewalk Salting 1/1/19	201.43	Exterior Building Maintenance
		SE Inc.	Sidewalk Salting 1/2/19	111.33	Exterior Building Maintenance
			sub-total	410.31	
01/16/2019	10675	ShoutBomb LLC	Text Messaging Service 2019	402.00	Software & Licenses
01/16/2019	10676	Stevens Chemical Company	Paper Towels, Bath Tissue, Soap, Trash Liners	314.42	Interior Facility Maintenance
		Stevens Chemical Company	Paper Towels, Bath Tissue, Tissue, Soap	380.05	Interior Facility Maintenance
			sub-total	694.47	
01/16/2019	10677	Suburban Elevator Company	Full Maintenance 8 Hours: 1/2019 - 3/2019	189.37	Facility Equipment Maintenance
01/16/2019	10678	Svet International Publishing	Russian Newspaper Subscription Renewal 2019	100.00	Periodicals

**Deerfield Public Library  
Check Approval List  
For the Regular Board Meeting on January 16, 2019**

Date	Num	Vendor	Memo	Amount	Account Description
<b>Wintrust-General AP 2997 (Continued)</b>					
01/16/2019	10679	Theresa Murphy	Pastel Portraits Program on 2/20/19	300.00	Adult Programs
01/16/2019	10680	Tumbleweed Press Inc.	Tumblemath Subscription 1 Month	125.00	E-Resources
		Tumbleweed Press Inc.	TumblePlatinum and Tumblemath Subscription Renewal 2019	3,841.65	E-Resources
			sub-total	3,966.65	
01/16/2019	10681	Value Line Publishing, LLC	Research Center Online Subscription Renewal 2019-2021	5,500.00	E-Resources
01/16/2019	10682	William Hazelgrove	Wright Brothers, Wrong Story Program on 1/24/19	250.00	Adult Programs
12/17/2018	ACH	Amazon	Acquisitions for AV - December 2018	19.99	AV - Adult
			Extension Cords for Nintendo Systems	21.98	New Projects / IT Equipment
			Carrying Cases for Nintendo Systems	39.58	New Projects / IT Equipment
			3D Printer Filament	22.99	New Projects / IT Equipment
			Acquisitions for Books - December 2018	21.96	Books - Youth & Teens
			Power Adapter	13.99	New Projects / IT Equipment
			Acquisitions for AV - December 2018	95.98	AV - Adult
			Vesa Hardware	8.99	New Projects / IT Equipment
			Acquisitions for Books - December 2018	129.75	Books - Adult Non-Fiction
			Acquisitions for AV - December 2018	29.99	AV - Adult
			Acquisitions for Board Games - December 2018	34.97	Youth Programs
			Acquisitions for Books - December 2018	38.08	Books-Adult Fiction
			Acquisitions for AV - December 2018	95.99	AV - Adult
			sub-total	574.24	
12/30/2018	ACH	Amazon	Acquisitions for AV - December 2018	20.03	AV - Adult
			Acquisitions for Books - December 2018	89.76	Books - Youth & Teens
			Acquisitions for Books - December 2018	19.95	Books-Adult Fiction
			Charger Hub	36.99	New Projects / IT Equipment
			Acquisitions for Books - December 2018	68.48	Books - Youth & Teens
			sub-total	235.21	
01/22/2019	ACH	AT&T-847 945-3318 026 6	Voice Lines: 11/29/18-12/28/18	720.32	Telephone - Voice
01/22/2019	ACH	AT&T 847 945-3372-943-5	Voice Lines: 11/29/18-12/28/18	506.76	Data Lines
01/11/2019	ACH	AT&T 847-R16-2339 021 5	Voice Lines: 11/17/18-12/16/18	818.09	Telephone - Voice
01/11/2019	ACH	AT&T-R16-0685 123 3	Optiman Phone Data: 11/17/18-12/16/18	2,252.45	Data Lines
01/04/2019	ACH	Comcast Cable	Patron Internet Service 12/16/18-01/15/19	125.96	Data Lines
12/25/2018	ACH	Discovery Benefits, Inc.	FSA Monthly Fees - December 2018	54.90	Other Benefits
01/07/2019	ACH	Google, Inc.	Google Apps - January 2019	370.00	Software & Licenses
01/02/2019	ACH	Hearland Payment Systems	Merchant CC Fees - January 2019	175.35	Other Office Support
12/03/2018	ACH	Village of Deerfield	Water & Sewer-November 2018	103.74	Water
12/03/2018	ACH	Village of Deerfield	Water & Sewer-November 2018	119.70	Water
			<b>Total Wintrust-General AP 2997</b>	<b>227,374.08</b>	
			<b>Grand Total</b>	<b>227,522.00</b>	

**Deerfield Public Library**  
**Credit Card Transactions by Account as of December 07, 2018**  
**Presented for Approval January 2019**

Date	Num	Name	Memo	Amount	Account Description
<b>20000 Credit Cards Payable</b>					
<b>20001 Admin - 4734</b>					
12/07/2018	AD 11/09/18	Jewel-Osco	Food - Lunch 'n Learn on Fight to Integrate Deerfield on 11/12 & 11/14	30.33	Staff Enrichment
12/07/2018	AD 11/09/18	Mail Chimp	E-Newsletter Mailing - November 2018	35.00	Outreach Programs
12/07/2018	AD 11/20/18	Ultimate Screen Printing	DPL Fleece Blankets (100)	825.00	Staff Enrichment
12/07/2018	AD 12/03/18	DBR Chamber of Commerce	Membership 2019	282.00	Dues & Memberships
<b>Total for 20001 Admin - 4734</b>				<b>1,172.33</b>	
<b>20002 Business Office - 1381</b>					
12/07/2018	BO 11/13/18	Ultimate Screen Printing	DPL Polo & Fleece Clothing Order (24)	597.00	Staff Enrichment
12/07/2018	BO 11/15/18	School's In, LLC	Table Top Display Case - Adult Services	1,842.61	Minor Furnishings & Equipment
12/07/2018	BO 11/23/18	Intuit, Inc.	Quickbooks Online Subscription - November 2018	60.00	Software & Licenses
12/07/2018	BO 11/28/18	Mariano's	Food - All Staff Meeting 11/29/18	32.60	Admin Programs
12/07/2018	BO 12/05/18	GovHR USA	Job Posting 30 Days	100.00	Professional Admin Services
<b>Total for 20002 Business Office - 1381</b>				<b>2,632.21</b>	
<b>20003 Info Technology (IT) - 1158</b>					
12/07/2018	IT 11/07/18	Overnight Prints	ADP Promotional Bookmarks	64.92	New Projects / IT Equipment
12/07/2018	IT 11/08/18	Sweetwater Sound	Microphone for Meeting Room	495.08	New Projects / IT Equipment
12/07/2018	IT 11/08/18	Telestream	Screen Recording Software	49.00	Software & Licenses
12/07/2018	IT 11/10/18	MCPProHosting	Minecraft Hosting	9.99	Software & Licenses
12/07/2018	IT 11/10/18	Adobe Systems Inc.	Staff Creative Cloud Subscription - November 2018	56.30	Software & Licenses
12/07/2018	IT 11/13/18	Rise Vision	Digital Signage	1.00	Software & Licenses
12/07/2018	IT 11/13/18	Secure Entertainment	Security Case for Nintendo Switch	114.90	New Projects / IT Equipment
12/07/2018	IT 11/15/18	Nayax	Testing Credit Card Terminal	1.00	Fees Fines & Penalties
12/07/2018	IT 11/20/18	Hewlett-Packard Company	Server Rack Mount	238.26	New Projects / IT Equipment
12/07/2018	IT 11/20/18	Square Hardware	Square Register	465.38	New Projects / IT Equipment
12/07/2018	IT 11/21/18	Deerfield Public Library	Testing Self-Check Machines	1.00	Fees Fines & Penalties
12/07/2018	IT 11/22/18	Survey Monkey	Patron Survey Software	37.00	Software & Licenses
12/07/2018	IT 11/30/18	Facebook, Inc.	DPL Mobile App Marketing	100.00	New Projects / IT Equipment
12/07/2018	IT 12/01/18	Libsyn Podcasting Service	Podcast Hosting	15.00	Software & Licenses
12/07/2018	IT 12/03/18	Rise Vision	Digital Signage	18.00	Software & Licenses
<b>Total for 20003 Info Technology (IT) - 1158</b>				<b>1,666.83</b>	
<b>20004 Facilities - 1382</b>					
12/07/2018	FC 11/12/18	Home Depot	Batteries, Adhesive, Rubber Hose Washers, Nozzle Pack, Water Can	56.26	Interior Facility Maintenance; Facility Equipment Maintenance
12/07/2018	FC 12/3/18	Home Depot	Salt	35.88	Exterior Building Maintenance
<b>Total for 20004 Facilities - 1382</b>				<b>92.14</b>	
<b>20005 Patron Svc-7222</b>					
12/07/2018	PS 11/8/18	Il Forno Pizza and Pasta	Food - PS Dept Meeting 11/8/18	69.51	Staff Enrichment
12/07/2018	PS 11/8/18	Jewel-Osco	Food - PS Dept Meeting 11/8/18	15.98	Staff Enrichment
12/07/2018	PS 11/19/18	Il Forno Pizza and Pasta	Food - PS Dept Meeting 11/19/18	125.02	Staff Enrichment
12/07/2018	PS 11/19/18	Jewel-Osco	Food - PS Dept Meeting 11/19/18	11.58	Staff Enrichment
<b>Total for 20005 Patron Svc-7222</b>				<b>222.09</b>	
<b>20006 Support Services - 4206</b>					
12/07/2018	SS 11/21/18	American Library Association	Acquisitions for Books - November 2018	83.69	Books - Adult Non-Fiction
12/07/2018	SS 11/19/18	C2E2	Registration 3/22-3/24 - Walsh	34.85	Training & Education
<b>Total for 20006 Support Services - 4206</b>				<b>118.54</b>	

**Deerfield Public Library**  
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Date	Num	Name	Memo	Amount	Account Description
<b>20007 Adult Services - 1931</b>					
12/07/2018	AS 11/06/18	Fast Signs	Wall Map	364.26	Minor Furnishings & Equipment
12/07/2018	AS 11/07/18	The New York Times	Large Type Weekly Subscription 10/22-11/18/18	26.40	Periodicals
12/07/2018	AS 11/27/18	Airbnb, Inc.	Hotel ALA Midwinter Conference 1/24-1/30 - Jamieson	912.64	Training Travel
12/07/2018	AS 11/12/18	United Airlines	Airfare ALA Midwinter Conference 1/24-1/30 - Jamieson	252.40	Training Travel
12/07/2018	AS 11/14/18	Netflix	Subscription - November 2018	13.99	E-Resources
12/07/2018	AS 11/23/18	C2E2	Registration 3/22-3/24 - Gray	34.85	Training & Education
12/07/2018	AS 11/28/18	Airbnb, Inc.	Lodging ALA Midwinter Conference on 1/24/19-1/30/19 Jamieson - Refund	(20.05)	Training & Education
12/07/2018	AS 11/28/18	American Library Association	Membership Renewal - Jamieson	362.00	Dues & Memberships
12/07/2018	AS 11/30/18	Netflix	Subscription - December 2018	13.99	E-Resources
<b>Total for 20007 Adult Services - 1931</b>				<b>1,960.48</b>	
<b>20008 Youth Services - 6162</b>					
12/07/2018	YS 11/09/18	American Library Association	Acquisitions for Books - November 2018, Posters & Bookmarks	126.12	Books - Youth & Teens; Youth Programs
12/07/2018	YS 11/15/18	Demco, Inc.	Calendar, Bookmarks	112.45	Youth Programs; General Office/Operating Supplies
<b>Total for 20008 Youth Services - 6162</b>				<b>238.57</b>	
<b>20009 Outreach Coord - 5394</b>					
12/07/2018	OC 11/06/18	DBR Chamber of Commerce	Community Networking Event 12/6 - DeCorrevont	35.00	Training & Education
<b>Total for 20009 Outreach Coord - 5394</b>				<b>35.00</b>	
<b>20010 Adult Prog Coord - 7013</b>					
12/07/2018	APC 11/15/18	Warehouse Eatery	Food & Prizes - Game Night 11/15	360.00	Adult Programs
12/07/2018	APC 11/11/18	Amazon	Acquisitions for Kindle Books - November 2018	7.59	Books-Adult Fiction
12/07/2018	APC 11/11/18	Amazon	Acquisitions for Kindle Books - November 2018	13.96	Books-Adult Fiction
12/07/2018	APC 11/13/18	Amazon	Acquisitions for Kindle Books - November 2018	14.99	Books-Adult Fiction
12/07/2018	APC 11/15/18	World Wide Stereo	Reading Without Boundaries Program Prize - Echo Show	95.61	Adult Programs
12/07/2018	APC 11/16/18	Michaels	Gingerbread House Kit Refund	(5.00)	Adult Programs
12/07/2018	APC 11/27/18	Michaels	Gingerbread House Kit	10.00	Adult Programs
12/07/2018	APC 11/23/18	Foreign Policy Assoc / Great Decisions	Great Decisions Guide Books (17) & DVD	505.84	Adult Programs
12/07/2018	APC 11/27/18	Abraham Lincoln Presidential Library & Museum	Reading Without Boundaries Program - Jumbo Penny Coin	139.60	Adult Programs
12/07/2018	APC 12/01/18	Amazon	Acquisitions for Kindle Books - December 2018	9.36	Books-Adult Fiction
12/07/2018	APC 12/01/18	Amazon	Acquisitions for Kindle Books - December 2018	12.99	Books-Adult Fiction
12/07/2018	APC 12/01/18	Amazon	Acquisitions for Kindle Books - December 2018	13.99	Books-Adult Fiction
12/07/2018	APC 12/01/18	Amazon	Acquisitions for Kindle Books - December 2018	13.99	Books-Adult Fiction
12/07/2018	APC 12/01/18	Amazon	Acquisitions for Kindle Books - December 2018	13.99	Books-Adult Fiction
12/07/2018	APC 12/01/18	Amazon	Acquisitions for Kindle Books - December 2018	14.99	Books-Adult Fiction
12/07/2018	APC 12/01/18	Amazon	Acquisitions for Kindle Books - December 2018	14.99	Books-Adult Fiction

**Deerfield Public Library**  
**Credit Card Transactions by Account as of December 07, 2018**  
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Date	Num	Name	Memo	Amount	Account Description
<b>20010 Adult Prog Coord - 7013 (Continued)</b>					
12/07/2018	APC 12/01/18	Amazon	Acquisitions for Kindle Books - December 2018	14.99	Books-Adult Fiction
12/07/2018	APC 12/01/18	Amazon	Acquisitions for Kindle Books - December 2018	14.99	Books-Adult Fiction
12/07/2018	APC 12/01/18	Amazon	Acquisitions for Kindle Books - December 2018	14.99	Books-Adult Fiction
12/07/2018	APC 12/01/18	Amazon	Acquisitions for Kindle Books - December 2018	14.99	Books-Adult Fiction
12/07/2018	APC 12/01/18	Amazon	Acquisitions for Kindle Books - December 2018	14.99	Books-Adult Fiction
12/07/2018	APC 12/02/18	Amazon	Acquisitions for Kindle Books - December 2018	14.99	Books-Adult Fiction
12/07/2018	APC 12/01/18	Amazon	Acquisitions for Kindle Books - December 2018	15.33	Books-Adult Fiction
12/07/2018	APC 12/01/18	Amazon	Acquisitions for Kindle Books - December 2018	15.85	Books-Adult Fiction
12/07/2018	APC 12/03/18	Amazon	Acquisitions for Kindle Books - December 2018	11.99	Books-Adult Fiction
12/07/2018	APC 12/03/18	Amazon	Acquisitions for Kindle Books - December 2018	11.99	Books-Adult Fiction
12/07/2018	APC 12/01/18	Amazon	Acquisitions for Kindle Books - December 2018	13.99	Books-Adult Fiction
12/07/2018	APC 12/03/18	Amazon	Acquisitions for Kindle Books - December 2018	13.99	Books-Adult Fiction
12/07/2018	APC 12/03/18	Amazon	Acquisitions for Kindle Books - December 2018	11.99	Books-Adult Fiction
12/07/2018	APC 12/03/18	Amazon	Acquisitions for Kindle Books - December 2018	11.99	Books-Adult Fiction
12/07/2018	APC 12/03/18	Amazon	Acquisitions for Kindle Books - December 2018	13.99	Books-Adult Fiction
<b>Total for 20010 Adult Prog Coord - 7013</b>				<b>1,447.94</b>	
<b>20011 Youth Prog Coord - 1510</b>					
12/07/2018	YPC 11/05/18	Jewel-Osco	Food - Game Night on 11/5	21.97	Youth Programs
12/07/2018	YPC 11/12/18	Technochic	LED Paper Flowers Kit	55.36	Youth Programs
12/07/2018	YPC 11/16/18	Michaels	Gingerbread Program Supplies	160.00	Youth Programs
<b>Total for 20011 Youth Prog Coord - 1510</b>				<b>237.33</b>	
<b>20012 Youth Coord - 1750</b>					
12/07/2018	YC 11/6/18	Michaels	Homeschool Program Supplies	12.80	Youth Programs
12/07/2018	YC 12/3/18	Target	Homeschool Program Supplies	21.61	Youth Programs
12/07/2018	YC 12/4/18	Target	Homeschool Program Supplies	16.90	Youth Programs
<b>Total for 20012 Youth Coord - 1750</b>				<b>51.31</b>	
<b>Total for 20000 Credit Cards Payable</b>				<b>9,874.77</b>	

# Director's Report January 2019

## FYI

- Our Holiday Party will be on **Friday, January 25, 2019**.
- I wanted to remind the Board of the Annual ILA Legislative Meet Ups. 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>
- Our first Fight to Integrate Deerfield (FID) event will be held on Monday, January 21 from 5-6:30 p.m. It's our Art Shay Photography Reception. Adult Services staff have put up a historical display in the lower level, which includes some rarely seen photographs from Art Shay's personal archives.
- The Friends of the Library's next meeting is Monday, January 28 at 7 p.m. A representative from the Friends will be at the January Board Meeting.
- For your convenience, I've included the 2019 Regular Board Meeting Dates in the packet.
- The Policy Committee will meet on January 30, 2019.
- Please refer to the separate memo on the Construction Manager process for an update on the Collaborative Workspace project.

## Interesting Articles on Current Library Related Trends

Interesting article that may be of interest for review:

- [https://www.stitcher.com/podcast/this-american-life/e/57945408?autoplay=true&refid=asi\\_eml](https://www.stitcher.com/podcast/this-american-life/e/57945408?autoplay=true&refid=asi_eml)  
This podcast episode highlights the uniqueness of libraries. This podcast is an hour long and is a testament to the power of libraries.

## Personnel

- In December the library had 1 separation
  - Patron Services Assistant on December 21
- In December the library filled 0 positions
- The library has 2 positions open
  - Patron Services Assistant
  - Human Resources Associate

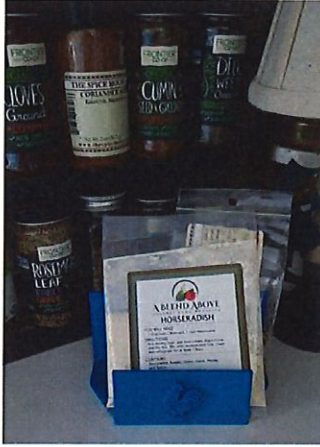
## DEPARTMENT REPORTS

### Adult Services Report

Claire Steiner, Head of Adult Services

- Anne was approved to present at the ALA Midwinter Conference in Seattle. She will be presenting on local history archiving with Omeka, a free online resource used to digitize collections.

- DHS finals were switched to December this year. We had a successful finals week with hundreds of students using the library for their studying needs.
- The Patty Turner Center Tech Help Drop-in had 24 participants.
- CEL outreach had 19 participants this month.
- *A patron who was in my (Anne) 3D print mail holder class sent me a picture of the holder in action as a place to keep spices!*



- Read Without Boundaries stats for the month of : 8 new sign-ups, 124 badges completed. Total for the year: 181 participants, 736 badges completed
- 8 Programs, 127 participants- not including RWB
- We had 55 page views on our local history website this month.
- Kanopy is a new streaming service that offers streaming video of award winning films and documentaries. We will launch it to the public at the end of January.
- Staff will be applying to do a program on our award winning Read Without Boundaries (RWB) Program at ILA in 2019.

## Business Office Report

Kelly DeCorrevont, Business Manager

- Met with PMA Representatives on December 4 with Library Director to discuss our current accounts and PMA updates and changes in 2019
- Attended the DBR Chamber Holiday Annual Luncheon on December 6
- Library Auditors were on site December 11 & 12 completing interim fieldwork
- Head of Adult Services hosted a When to Work demo for Managers on December 17
- Library Managers met on December 18. We toured the LFI showroom in Northbrook
- Completed Phone Interviews for the HR Associate position on December 17 - 19
- Attended the ALA LLAMA LOMS PAM Regular Monthly Meeting on December 20
- Staff Enrichment Committee met on December 20 to discuss our upcoming staff events

## IT & Social Media Report

Tom Owen, Head of IT

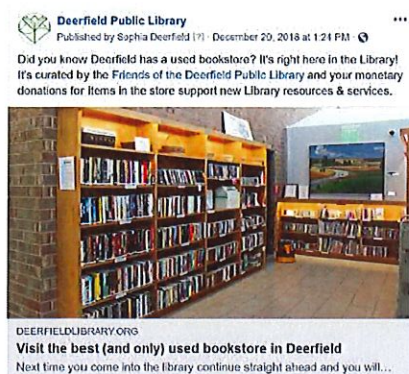
- The IT department is taking a new backup solution online that eliminates physical backup tapes, instead we are backing up data to local network storage devices, which are then replicated to a cloud solution. In the event that a physical server fails, we can boot up a virtual version of that server in the cloud until the physical server is restored greatly reducing downtime in the event of a failure.



- Our 3D printers have been going non-stop, with many impressive and fun print jobs being submitted by patrons. One highlight is a drone submitted by an engineering student.
- We are continuing 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.
- Starting this month we will begin using a new security / IT training platform called KnowB4, designed to educate users on phishing and intrusion tactics.
- Servers running Windows Server 2008 will be updated to the most recent versions to maintain reliability and stay in support windows offered by Microsoft. This includes a critical backup domain controller, which when upgraded will also increase wireless security.



When IT had a 3D printing drop in, we tweeted it out to let people know about it. The post reached 1,512 and received 53 total engagements.



We shared a blog post reminding our followers about the Friends of the Library's Book store. The post reached 534 people and received 29 reactions and 5 comments.

## Outreach Report

Judy Hoffman, Outreach Coordinator

- PR (12/18): [Need last minute gift ideas? The Deerfield Public Library can help](#)
- PR (12/19): [Library board one of few contested races in the Deerfield area](#)
- PR (12/31): [Deerfield librarians reveal most popular books of 2018](#)
- Rotary "Coat off Your Back": Once again, the Library was the leading collection location for donations in Deerfield.
- Toys for Tots: Once again, week after week of a collection box overflowing with donations. We work in partnership with the Deerfield Police on behalf of the Marines.
- New Volunteer: We created and filled a new volunteer position for Support Services. The volunteer sorts and coordinates the distribution of weeded books for recycling.

- Meeting rooms reservations: 32
- **Projects on the horizon:**
  - Fight to Integrate Deerfield: coordination and promotion for January 21 event and PR for overall initiative.
  - Deerfield High School: Launch competition for design of the 2019 Summer Reading Program logo. We will again be working with students from the AP Graphic Design class.

### **Patron Services Report**

Sayaka Suzuki, Patron Services Manager

- We are currently in the process of resolving an issue with a vendor that sold defective bookends. Staff is researching other bookend options.
- The transition from IT to Patron Services for processing payments for 3D objects was successful. This was implemented on December 3rd.
- One 15 hour Patron Services Assistant position is open. Interviews are finished and are in the process of making a decision.

### **Support Services Report**

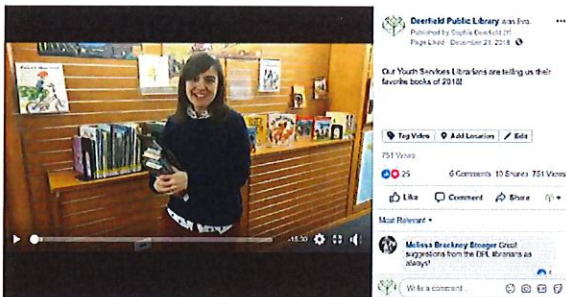
Pam Skittino, Head of Support Services

- Started configuration for Find More Illinois shared catalog (live in February 2019)
- In the Encore "Collection" facet, streaming music and streaming video were moved out of the Adult Books entry and into the DVD/Blu-ray or Music facets.
- Pam Skittino won a scholarship to IUG in Phoenix in May 2019 - it covers main conference registration and four nights of hotel.
- Planned Sierra update did not succeed due to interdependencies between Sierra and Encore releases. The Sierra update has been rescheduled for January 8th.
- Upcoming projects:
  - Find More Illinois training and implementation(February)
  - Sierra updates (January)
  - Encore updates (February)

## Youth Services Report

Meg Anthony, Head of Youth Services

- The Youth Services Department met as a group on Wednesday, December 5. Jimmy Gonzalez (IT) led a 45-minute 3D Printer training session, which was followed by our usual meeting.
- Just before winter break, the wooden structure in the Preschool Pavilion that had been a play veterinary clinic, was converted to a play grocery store. Kary Henry conceived of the idea, created all of the related signage, and selected the various grocery items for purchase. Patrons have been absolutely thrilled with the new toys! Youth staff have even observed little ones using the shopping carts to gather their books for check-out. It's been great to see the adults and children engaging around the new grocery store.
- There have been over 30 people in the room for the drop-in storytime on Wednesday mornings, and while it's fantastic that so many people are interested in attending drop-in storytime, it's becoming a more chaotic experience than we would like. We are considering adding another morning storytime to accommodate the demand-- in addition to the afternoon drop-in storytime, and possibly an evening drop-in storytime. Hopefully this will give people more options to attend, and make for a better experience in each of the storytimes.
- Laurel Shapiro and Nina Michael are preparing for Martin Luther King Jr. give-back day (1/21) projects at Village Hall. They are working together to help families write cards, make blankets, and stuff socks for different veterans' organizations.
- Elisa Gall and Nina Michael were invited to present a diversity training session to the Youth Services staff at the Milwaukee Public Library on Thursday, February 7.
- Elisa Gall will be attending the American Library Association Midwinter Conference in Seattle at the end of January. She has various meetings and obligations related to her seat on the Board of and Education Committee of the Association for Library Service to Children, as well as the Board of the Coretta Scott King Award.

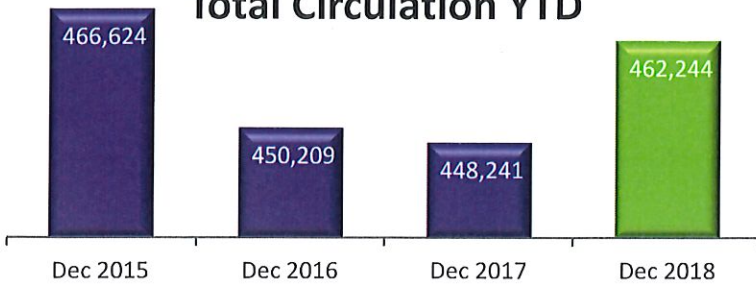


- We went live on Facebook from Youth Services so our youth librarians could share their favorite books of 2018! The post reached 1,357 people and received 101 reactions, 12 comment, and 10 shares. The video received 751 views.

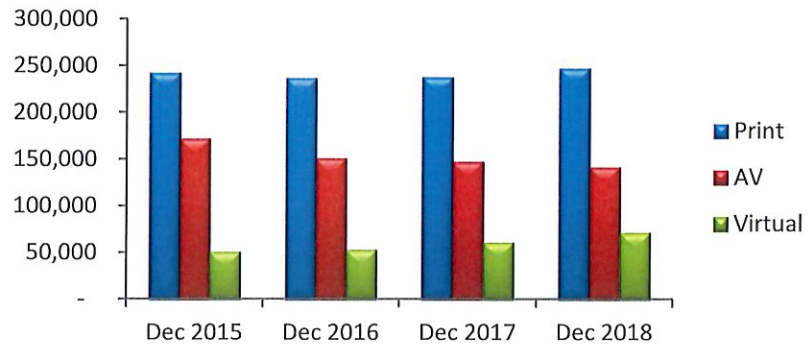
# Deerfield Public Library

December 2018 Statistics

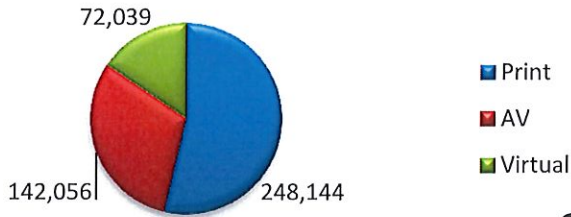
## Total Circulation YTD



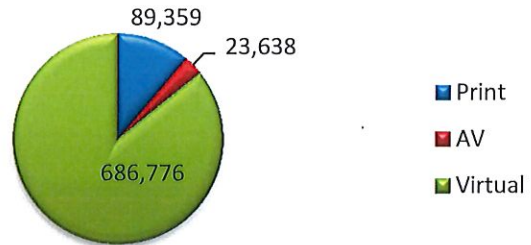
## Circ Trends by Type YTD



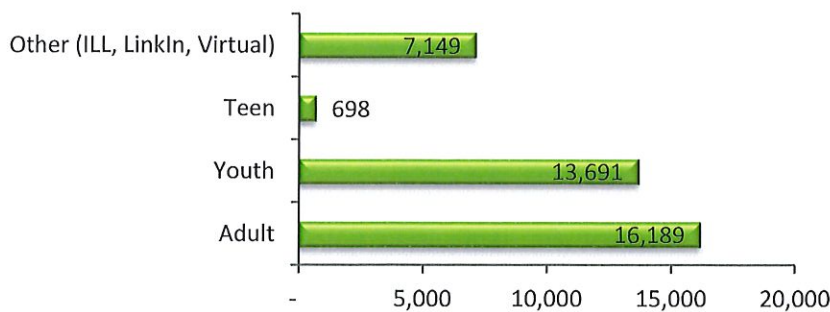
## Circulation by Type YTD



## Collection by Type - Dec



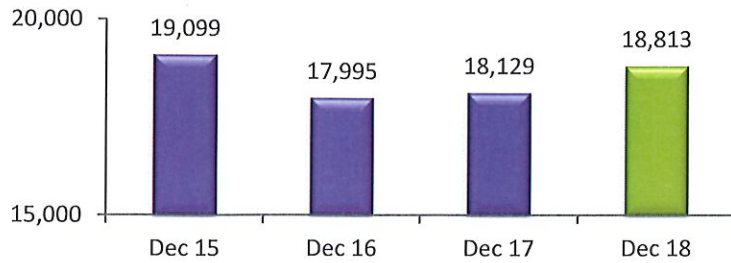
## Circulation by Collection



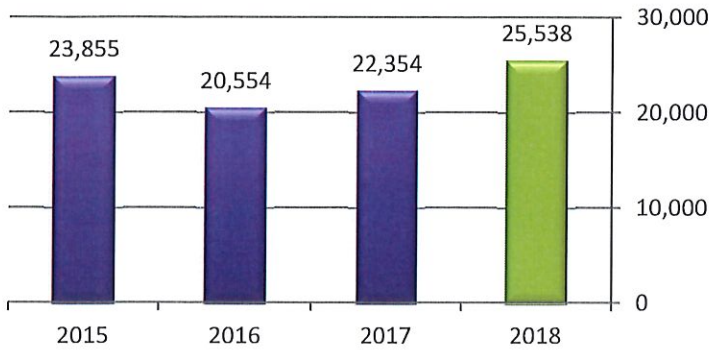
# Deerfield Public Library

December 2018 Statistics

## Monthly Library Visits



## Program Attendance YTD

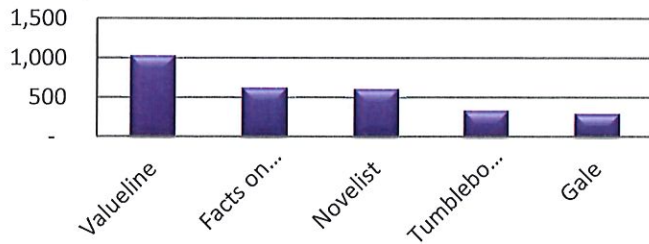


## Most Popular Webpages\*

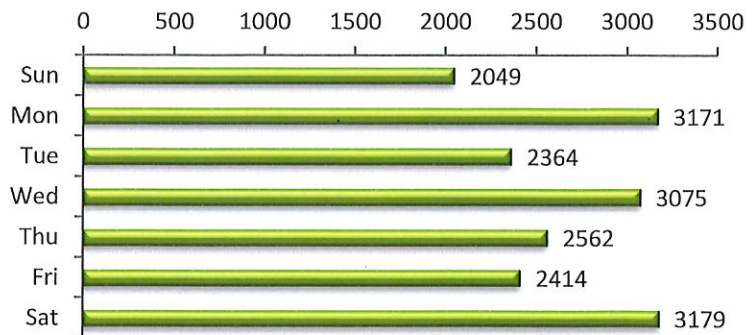
\*Excludes the home page



## Most popular databases Nov 2018



## Average Daily Attendance



2019  
Deerfield Public Library  
Board of Trustees  
**Annual Calendar of Regular Board Meetings**

The general practice of the Library Board of Trustees is to hold regular Library Board meetings on the 3rd Wednesday of each month. This practice may be changed due to a lack of a quorum or to avoid conflict with a holiday. The following meeting schedule is planned for calendar year 2019.

January 16, 2019

February 20, 2019

March 20, 2019

April 17, 2019

May 15, 2019

June 19, 2019

July 17, 2019

August 21, 2019

September 18, 2019

October 16, 2019

November 20, 2019

December 18, 2019

Notice and agendas of all Board meetings, committee meetings, and/or Special Board meetings will be posted in the Library, on the Library web site, and at the Village Hall at least 48 hours before that meeting is to be held.

The meetings listed above are scheduled to be held in the Library Board Room at the Deerfield Public Library, 920 Waukegan Road, Deerfield, Illinois.

**To: Board of Trustees**  
**Re: CWS Update/RFQ for Construction Manager Services**  
**Date: January 16, 2019**

At the December Board Meeting, we had a presentation on the status of the Collaborative Workspace. This month, the Board will review and approve the RFQ for Construction Manager Services for the Collaborative Workspace Project.

There is a project timeline included. Based on the timeline, the Library will receive candidate information and I will develop a short list of candidates for the Board to interview. At the February 20 Meeting, the Board will interview 2-3 candidates. I recommend we start our February Board Meeting at 6:00 p.m.

Here are some topics to think about for our discussion at the January Board Meeting:

- The architects are available to attend the February Meeting when we interview Construction Manager candidates.
- There is no additional professional fee for this. Does the Board have a preference for the interview process?
- Upon RFQ approval, we will publish a legal notice in the Deerfield Review. Interested candidates will send their information to the Library Director and I will review and invite candidates for an interview.
- The architectural drawings are nearly complete. The architects will be engaging an engineer for the technical drawings of the project.

**Possible Motion:**

**Move that the Library issue the RFQ for Construction Manager Services for the Collaborative Workspace project.**

The Board of Library Trustees of the  
Deerfield Public Library  
Deerfield, IL

## **Request for Qualifications for Construction Management Services Renovation Project**

The Board of Library Trustees of the Deerfield Public Library is soliciting qualifications from professional firms to provide construction management services for renovation of the existing library located 920 Waukegan Rd., Deerfield, IL 60015.

Consideration will be limited to firms which have demonstrated successful experience in the provision of construction management services of a similar scope for a public library or other public sector owner and are encouraged to apply.

### **Project Description**

The Deerfield Public Library seeks to complete an interior renovation to the existing library. The library will remain open during construction which will be completed in one phase. The Construction Manager will be required to work closely with the owner/library personnel to develop and maintain a workable schedule to minimize public inconvenience during construction.

### **Scope of Service**

The Construction Manager selected will work in cooperation with the Architect to realize the goals of the library in an expeditious and economical manner. Construction Manager services shall include but are not limited to:

- Pre-Construction: Establishment and review of project cost estimate for the duration of the design process and final verification prior to bid. The CM will also be responsible for establishing and maintaining the master project schedule throughout the project.
- Bidding: Preparation and coordination of the bid documents and manuals, public bid announcement and pre bid walk through, Obtaining and opening bids along with recommendation of award in a manner consistent with requirements for public libraries under applicable statutes; and obtaining all required permits with the Village of Deerfield.



- Construction: On site supervision and project management including scheduling, coordination and quality control, scheduling and coordination of bi-weekly construction meetings with owner/architect, obtaining all required inspections with the Village of Deerfield, coordination of all shop drawings and material submittals between architect and subcontractors, submittal and management of all payment applications including all lien waivers, change orders, etc , final punch list and project close out including all manuals and documentation. Note that due to project size, only firms who are able and willing to utilize part-time supervision will be considered if the schedule exceeds 1 month.

### **Expected Schedule issuing**

RFQ issued	January 21, 2019
RFQ proposals received	February 11, 2019 @ 1pm
CM Interviews at Library	February 20, 2019
Library Board Approval	TBD
Project construction Start (Tentative)	June 2019
Project Completion (Tentative)	July/August 2019

### **Submittal Requirements/Statement of Qualifications**

Submittals containing the information described below should be mailed or delivered to:

Deerfield Public Library  
Attn: Amy E. Falasz-Peterson, Library Director - Construction Manager - RFQ  
920 Waukegan Rd., Deerfield, IL 60015.

**RFQ are due no later than 1 p.m. on February 11,2019 at the Library.**

Faxed or emailed proposals will not be accepted.

Please contact Tiffany Nash, product architecture+design, (312) 202-0701, [tnash@product-architects.com](mailto:tnash@product-architects.com) with any additional questions regarding the renovation project.

Proposals will be taken under advisement and reviewed by the library staff following the submittal deadline. There will be no public opening or review.

#### 1. Information about the Firm

- Firm name, address and telephone number
- Primary contact name with email and telephone number
- Brief history of the Firm
- Information about workload and availability

#### 2. Qualifications of the individual(s) who will work on the renovation project

- Identify and provide resumes for the person(s) who will be assigned to this project and describe their respective roles and responsibilities and should also be present if selected for the **February 20** interviews:
  - Project Manager
  - On-Site Superintendent
- 3. Representative projects
  - Discuss your Firm's experience with completing projects on-time and within budget as the Construction Manager.
- 4. Project Approach
  - Briefly describe your Firm's experience and knowledge of the Construction Manager's role in a library project. Describe your understanding of the Deerfield Public Library project and how your services would contribute to it. Please include a general description of the project schedule/timeline including a tentative bid date of **March 18, 2019**.

### **Selection Process**

1. **Submittal Requirements/Statement of Qualifications.** The library staff will review and evaluate materials submitted prior to the deadline.
2. **Selection.** The library will shortlist firms for interviews and a single candidate will be selected and recommended to the board of trustees for final candidate evaluation. The staff will consider the responsiveness of the materials submitted, qualifications, ability of professional personnel, past record and experience, performance data, ability to meet time and budgetary requirements, workload, availability, and other factors deemed relevant by the Board.
3. **Acceptance/Rejection of Proposals.** The Board of Library Trustees reserves the right to reject any or all proposals. The Board of Library Trustees reserves the right to select a Construction Manager in the best interest of the library and at the sole discretion of the Board.

January 9, 2019

# Project Schedule:

## Deerfield Public Library: Interior Renovation Project

Following is a proposed schedule for the renovation project at the Deerfield Public Library. The schedule is based on a February 20, 2019 approval of construction manager. Construction Documents will be complete in mid-March for bidding purposes. In addition, we have a three month bid and award process prior to the start of construction.

### CM RFQ

- January 21, 2019 Issue RFQ for Construction Manager
- February 20, 2019: Interviews and selection of Construction Manager at Board Meeting

### Construction Documents:

- March 1, 2019: 90% Construction Documents due to CM pricing update
- March 18, 2019: Issue for Bid

### Bid:

- April 8, 2019: Bids are due
- April 17, 2019: Board Meeting to Approve Bids

### Construction

- June 10, 2019: Start of Construction (Anticipated to either be compressed to 1 month duration or to utilize part-time supervision for 2 month duration)

### *Deerfield Public Library Board Meetings for reference*

- *January 16, 2019*
- *February 20, 2019*
- *March 20, 2019*
- *April 17, 2019*
- *May 15, 2019*
- *June 19, 2019*
- *July 17, 2019*
- *August 21, 2019*

**Legal Notice**  
**Advertisement for Request for Qualifications**

**INVITATION TO SUBMIT QUALIFICATIONS FOR CONSTRUCTION  
MANAGEMENT SERVICES**

The Deerfield Public Library is accepting sealed responses from interested Construction Management firms for the interior renovation project at the existing Library facility located at 920 Waukegan Road, Deerfield, IL 60015. The full RFQ and additional project information can be obtained by contacting Tiffany Nash at [tnash@product-architects.com](mailto:tnash@product-architects.com). Sealed submissions are due no later than 1pm, February 11, 2019 at the Library, attn: Amy E. Falasz-Peterson, Library Director. Emailed or Faxed submissions will not be accepted. Interviews will be conducted on February 20, 2019 time TBD.