

**DEERFIELD PUBLIC LIBRARY BOARD OF TRUSTEES**  
**920 WAUKEGAN ROAD, DEERFIELD, IL 60015**  
**REGULAR MEETING AGENDA**  
**Wednesday, March 20, 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. February 20, 2019 Regular Meeting (ACTION)
  - B. February 20, 2019 Special Committee Meeting (ACTION)
  - C. March 6, 2019 Special Committee Meeting (ACTION)
4. TREASURER REPORT
  - A. Financials: Balance Sheet, Revenues & Expenses (ACTION)
  - B. List of Checks and Payments for Approval (ACTION)
5. VILLAGE LIAISON REPORT
6. LIBRARY DIRECTOR'S REPORT
  - A. National Library Week Plans
  - B. Strategic Plan Q1 Report
7. OLD BUSINESS
  - A. Collaborative Work Space Update
8. NEW BUSINESS
  - A. Trustee in the Lobby Report
  - B. Staff Salary Recommendations
  - C. Approval of CM Recommendation (ACTION)
9. EXECUTIVE SESSION 5 ILCS 120/2 c 1 to discuss the self evaluation and compensation of the Library Director
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: April 17, 2019, 6:30 pm

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

**DEERFIELD PUBLIC LIBRARY BOARD OF TRUSTEES  
REGULAR MEETING MINUTES  
February 20, 2019**

1. ROLL CALL & CALL TO ORDER

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

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

Village Liaison: Mr. Bill Seiden

Staff: Amy Falasz-Peterson, Library Director, Kelly DeCorrevont, Business Manager, Meg Anthony, Head of Youth Services, Amy van Goethem, Youth Programming Coordinator, Julia Frederick, Youth Services Librarian.

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

Kathryn Hall, Deerfield Resident, thanked the board for letting her speak. She wanted to tell the Board that she appreciates the diverse programming for all ages at DPL. It's good to bring in a lot of different viewpoints and to engage in meaningful dialogue. This will give the opportunity for people to talk about different issues. The library is a safe space, thank you so much.

DZ, Deerfield Resident, echoed the comments made by Ms. Hall. This is so exciting that we are having the Drag Queen Story Hour. The LGBT community exists in Deerfield. Thanks to the Library for putting on this program to validate all of us.

Mr. Kyle Stone arrived at 6:05 p.m.

Mr. Abosch introduced Ms. Meg Anthony and the Youth Services Department Staff. The purpose of the Drag Queen Story Hour is to provide patrons a positive role model. We want all patrons to feel welcome at the library and embrace differences. Ms. Anthony stated that in the spring there would be 11 weekly story times to meet the needs of the community.

Mr. Howard Handler was surprised and impressed with the registrations which were mainly all Deerfield residents and families.

Mr. Abosch discussed the cost of the program is \$150. We have been receiving comments that have been mostly favorable and have far exceeded the negative.

Ms. Luisa Ellenbogen stated overall, the program is very diverse and this is an important issue to discuss. The feedback received was that is very progressive. We should have programs for everyone in the community. Ms. Ellenbogen thanked the staff for bringing this program to the Library.

Ms. Maureen Wener stated that the library is supposed to open your eyes. Ms. Wener is very proud of the library staff.

Mr. Seth Schriftman wanted to commend our library for having this opportunity. Mr. Schriftman expressed his appreciation to the staff.

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Mr. Kyle Stone wanted to commend the seriousness of the development of the program. Mr. Stone has confidence and faith in the work the staff has done.

3. APPROVAL OF MINUTES

A. January 16, 2019 Regular Session Meeting (ACTION)

MOTION: Mr. Schriftman made a motion to approve the January 16, 2019 Regular Session Meeting minutes, seconded by Mr. Stone.

Vote: 7 Yes – Ken Abosch, Maureen Wener, Seth Schriftman, Mike Goldberg, Luisa Ellenbogen, Howard Handler, Kyle Stone.

The motion was approved.

4. TREASURER REPORT

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

Mr. Schriftman presented the Financials.

MOTION: Mr. Goldberg made a motion to approve the January Financials, seconded by Mr. Handler.

Vote: 7 Yes – Ken Abosch, Maureen Wener, Seth Schriftman, Mike Goldberg, Luisa Ellenbogen, Howard Handler, 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	\$ 126.89
-Petty Cash Checks 642-647, Bank Financial	\$ 211.66
-AP Checks 10683-10769, 12 ACHs, WinTrust	<u>\$ 109,079.33</u>
The total amount presented for approval	\$ 109,417.88

MOTION: Ms. Wener made a motion to approve the February list of checks and payments, seconded by Ms. Ellenbogen.

Vote: 7 Yes – Ken Abosch, Maureen Wener, Seth Schriftman, Mike Goldberg, Luisa Ellenbogen, Howard Handler, Kyle Stone.

The motion was approved.

5. VILLAGE LIAISON REPORT

Mr. Bill Seiden gave the Village Report.

6. LIBRARY DIRECTOR'S REPORT

- A. IPLAR Highlights – Ms. Falasz-Peterson reported on our IPLAR (Illinois Public Library Annual Report) statistics. We saw an increase in the number of programs we offered and our Wi-Fi use sessions. Ms. Falasz-Peterson be submitting this report to the State Library. We are meeting with Public Works to investigate our water issues in the library building. The snow melted and we are experiencing water damage again. Mr. Abosch asked Ms. Falasz-Peterson to continue

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the process of exploring the Library Journal Star Rating after the conversation at the Board meeting.

- B. Trustee in the Lobby: February 23, 2019 – The Board will be at the Library from 10:30-12, Board members will be at the table near the library self-checks to be available for the public to ask questions. Mr. Goldberg is glad we are doing this.

7. OLD BUSINESS

- A. Collaborative Workspace Update

Mr. Abosch discussed this will be included in the next meeting.

8. NEW BUSINESS

- A. Policy Committee Report  
I. Circulation Policy Updates

The Policy Committee met on February 11, 2019 and recommended that the entire board approve the proposed additional language to the Circulation Policy.

MOTION: Mr. Stone made a motion to approve the proposed changes to the Circulation Policy, seconded by Mr. Handler.

Vote: 7 Yes – Ken Abosch, Maureen Wener, Seth Schriftman, Mike Goldberg, Luisa Ellenbogen, Howard Handler, Kyle Stone.

The motion was approved.

9. OTHER

- A. Reminder: Director Annual Review Process Begins in March

10. ADJOURNMENT

At 6:31 p.m., Mr. Goldberg made a motion to adjourn the meeting, seconded by Mr. Schriftman.

Vote: 7 Yes – Ken Abosch, Maureen Wener, Seth Schriftman, Mike Goldberg, Luisa Ellenbogen, Howard Handler, Kyle Stone.

The motion was approved.

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Maureen Wener, Secretary

**DEERFIELD PUBLIC LIBRARY BOARD OF TRUSTEES  
SPECIAL COMMITTEE MEETING MINUTES  
February 20, 2019**

1. ROLL CALL & CALL TO ORDER

Secretary Maureen Wener called the meeting to order at 6:32 p.m., in the Board Room, 920 Waukegan Road, Deerfield, IL.

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

Tiffany Nash – Product Architect and Design

Staff: Amy Falasz-Peterson, Library Director, Kelly DeCorrevont, Business Manager

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

None.

3. NEW BUSINESS

A. Review & Discussion of CM Qualifications (ACTION)

The Special Committee reviewed and discussed the Construction Management Qualifications received. The Library received five qualified applicants. The general information about the company, as well as their suggested approach was emailed to the committee. Ms. Amy Falasz-Peterson showed the Board Members the packets the Library received. Ms. Tiffany Nash said she had received 12 inquiries about the project. Several of them had conflicts on the project size or timing. Ms. Nash spoke to her experience with each of the companies that submitted proposals. The following companies submitted proposals: Shales McNutt Construction, Pacific Construction Services, W. B. Olson, Leopardo and Boller.

Mr. Seth Schriftman commented on the first two and said they seem to be the most Deerfield-centric. He liked how they emphasized important things like do not disturb the library operations. Also, sticking close to the timeline and budget.

Ms. Maureen Wener started the review of the Interview Questions. The Special Committee reviewed the questions included and discussed questions to add.

Ms. Luisa Ellenbogen asked are we going to meet the person will be in charge and suggested to bring in the proposed Superintendent. The Board will express not to switch that person out. Staff will add language to Question 1 under Project Team/Experience.

Mr. Mike Goldberg discussed the experience with our last Construction Manager during the 2013 renovation project.

Mr. Kyle Stone and Ms. Wener suggested adding a question on have you done a similar in scope job. Staff will add an additional question under Project Team/Experience.

Mr. Goldberg suggested adding a final question. Why should we hire you?

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Ms. Wener discussed the importance of discussing what other jobs are you doing that will affect our project. Staff will add language to Question 3 under Project Team/Experience.

Ms. Wener recommended adding two questions under Construction Process. What does clean up look like every day on site and how do you deal with warranty issues post construction?

Mr. Goldberg recommended adding one question under Cost Estimating. How do you handle payment for services?

Ms. Ellenbogen asked to reword question 1 under Cost Estimating. What is your experience cost estimating the library renovations?

Ms. Nash indicated that this would be a way to establish a relationship for smaller projects in the future and suggested adding a question about warranty. Ms. Nash discussed how Product Architecture & Design and the Construction Manager are equal partners. They will decide how many formal meetings to have.

The Special Committee confirmed that March 6 at 6 pm would be the Special Meeting for interviews. Ms. Falasz-Peterson will email the sub-committee the full list of updated interview questions.

MOTION: Mr. Goldberg made a motion to interview Shales McNutt, Pacific and W.B. Olson for Construction Manager Services, seconded by Mr. Stone.

Vote: 4 Yes – Maureen Wener, Mike Goldberg, Luisa Ellenbogen, Kyle Stone.  
The motion was approved.

4. OTHER

5. ADJOURNMENT

At 7:25 p.m., Mr. Goldberg made a motion to adjourn the meeting, seconded by Ms. Ellenbogen.

Vote: 4 Yes – Maureen Wener, Mike Goldberg, Luisa Ellenbogen, Kyle Stone.  
The motion was approved.

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Maureen Wener, Secretary

**DEERFIELD PUBLIC LIBRARY BOARD OF TRUSTEES  
SPECIAL COMMITTEE MEETING MINUTES  
March 6, 2019**

1. ROLL CALL & CALL TO ORDER

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

Present Board Members: Committee: Maureen Wener – Secretary, Mike Goldberg, Luisa Ellenbogen and Kyle Stone.

Staff: Amy Falasz-Peterson, Library Director, Kelly DeCorrevont, Business Manager

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

None.

3. NEW BUSINESS

A. Interviews for CM (ACTION)

The Special Committee began the interviews for the Construction Management Services.

Ms. Wener thanked representatives from Shales McNutt: John Shales and Jason Perkunas, the proposed on-site Project Manager. Shales McNutt shared information about their approach to projects. Ms. Wener asked questions about the company's approach to CM at Risk or as Agent, budgeting, phasing the project. The Committee thanked Mr. Shales and Mr. Perkunas for their time.

Ms. Falasz-Peterson walked them out and gathered the second interview representatives.

Ms. Wener welcomed Pacific Construction Services, represented by Justin Pathmann and Chad Sibigroth. Mr. Pathmann is the potential project manager and Mr. Sibigroth is the potential site supervisor. Mr. Pathmann shared information about their approach to projects. Ms. Wener asked questions about the company's approach to CM at Risk or as Agent, budgeting, phasing the project. The Committee thanked Mr. Pathmann and Mr. Sibigroth.

Ms. Falasz-Peterson walked them out and gathered the third interview representatives.

Ms. Wener welcomed W. B. Olson Construction Services, represented by John Esmer, Scott Olson and Mike Rivard. Mr. Esmer explained W. B. Olson's approach to projects. Ms. Wener asked questions about the company's approach to CM at Risk or as Agent, budgeting, phasing the project. Mr. Goldberg asked why they hadn't done a makerspace project yet. Mr. Larson stated that they have done many interesting projects and they're following the directions on the architectural drawings. The Committee thanked Mr. Esmer, Mr. Larson and Mr. Rivard.

Upon discussion, the Committee asked Ms. Falasz-Peterson to call the Highland Park Library Director and the Deerfield Park District to inquire about their experience working with W. B. Olson. Ms. Wener asked for input from the Board about who to recommend since there were three qualified candidates. Mr. Stone stated that his preference is for Shales McNutt but he fully supports the Committee decision.

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MOTION: Ms. Wener made a motion to W.B. Olsen as CM for Makerspace Project pending Ms. Falasz-Peterson's follow up with references. Mr. Goldberg seconded.

Vote: 4 Yes – Maureen Wener, Mike Goldberg, Luisa Ellenbogen, Kyle Stone.  
The motion was approved.

4. OTHER

5. ADJOURNMENT

At 8:34 p.m., Mr. Goldberg made a motion to adjourn the meeting.

Vote: 4 Yes – Maureen Wener, Mike Goldberg, Luisa Ellenbogen, Kyle Stone.  
The motion was approved.

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Maureen Wener, Secretary



## Deerfield Public Library

## BALANCE SHEET

As of February 28, 2019

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
11000 Cash and Investments - General	0.00
11100 General Operating - WinTrust	407,791.67
11200 Payroll - WinTrust	133,267.57
11300 E-Pay - WinTrust	13,600.86
11400 Deposits - Bank Financial	12,316.56
11500 Petty Cash - Bank Financial	568.00
11600 Max-Safe Wintrust	732,038.66
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>1,300,157.32</b>
12000 Cash and Investments - Reserve	0.00
13000 Cash & Invest - Other	0.00
14100 PMA Financial Services	
10-1410 PMA Reserve Fund	2,876,340.52
14110 PMA General Fund	1,763,879.42
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>4,640,334.26</b>
<b>Total Bank Accounts</b>	<b>\$5,940,491.58</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>\$10,998,568.07</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>\$23,649,957.93</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
21000 Accounts Payable	34,559.74
<b>Total Accounts Payable</b>	<b>\$34,559.74</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	10,797.40
22370 ICMA	0.11
22380 Medical/Health	1,838.64
22385 Dental	-696.20
22390 Life	-323.08
<b>Total 22300 Withholdings</b>	<b>12,381.42</b>
<b>Total 22000 Payroll Liabilities</b>	<b>23,051.92</b>
22395 FSA Payable	-1,548.62
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	<b>0.00</b>
<b>Total Other Current Liabilities</b>	<b>\$6,517,767.28</b>
<b>Total Current Liabilities</b>	<b>\$6,552,327.02</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>\$15,335,899.02</b>
Equity	
31000 Opening Bal Equity	0.00
32000 Fund Balance, Beginning	3,352,363.81
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	-663,365.87
<b>Total Equity</b>	<b>\$8,308,058.91</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$23,643,957.93</b>

## Deerfield Public Library

BUDGET VS. ACTUALS: AS OF 2/28/19

January - February, 2019

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Income</b>				
41000 Taxes				
41100 Property Tax	24,249.16	4,387,720.00	-4,363,470.84	0.55 %
41200 Replacement Tax		25,000.00	-25,000.00	
60-4110 Property Taxes - Debt 2011A		363,330.00	-363,330.00	
60-4111 Property Taxes - Debt 2013		364,301.26	-364,301.26	
<b>Total 41000 Taxes</b>	<b>24,249.16</b>	<b>5,140,351.26</b>	<b>-5,116,102.10</b>	<b>0.47 %</b>
42000 Fees & Fines				
42100 Fees Fines & Penalties	7,849.97	50,000.00	-42,150.03	15.70 %
42200 Non-Resident Fees		7,000.00	-7,000.00	
42300 Printing/Copying Fees	1,841.65	8,000.00	-6,158.35	23.02 %
<b>Total 42000 Fees &amp; Fines</b>	<b>9,691.62</b>	<b>65,000.00</b>	<b>-55,308.38</b>	<b>14.91 %</b>
43000 Investment Income				
43100 Interest - General	11,095.81	15,000.00	-3,904.19	73.97 %
43200 Interest - Reserve	10,426.67	30,000.00	-19,573.33	34.76 %
<b>Total 43000 Investment Income</b>	<b>21,522.48</b>	<b>45,000.00</b>	<b>-23,477.52</b>	<b>47.83 %</b>
44000 Grants				
44100 State Grant				
44109 Other State Grant		5,000.00	-5,000.00	
44150 Per Capita Grant		10,000.00	-10,000.00	
<b>Total 44100 State Grant</b>		<b>15,000.00</b>	<b>-15,000.00</b>	
<b>Total 44000 Grants</b>		<b>15,000.00</b>	<b>-15,000.00</b>	
45000 Gifts and Contributions				
45100 General Donations	28.60	500.00	-471.40	5.72 %
45500 Friends Contributions		10,000.00	-10,000.00	
<b>Total 45100 General Donations</b>	<b>28.60</b>	<b>10,500.00</b>	<b>-10,471.40</b>	<b>0.27 %</b>
<b>Total 45000 Gifts and Contributions</b>	<b>28.60</b>	<b>10,500.00</b>	<b>-10,471.40</b>	<b>0.27 %</b>
49000 Miscellaneous Revenue				
49009 Miscellaneous	358.40	500.00	-141.60	71.68 %
49065 Sale of Surplus Materials		500.00	-500.00	
<b>Total 49000 Miscellaneous Revenue</b>	<b>358.40</b>	<b>1,000.00</b>	<b>-641.60</b>	<b>35.84 %</b>
<b>Total Income</b>	<b>\$55,850.26</b>	<b>\$5,276,851.26</b>	<b>\$ -5,221,001.00</b>	<b>1.06 %</b>
<b>GROSS PROFIT</b>	<b>\$55,850.26</b>	<b>\$5,276,851.26</b>	<b>\$ -5,221,001.00</b>	<b>1.06 %</b>
<b>Expenses</b>				
50000 General Expenses				
51000 Personnel Expenses				
51100 Salaries	320,742.99	2,223,828.00	-1,903,085.01	14.42 %
51200 FICA	23,329.95	170,099.00	-146,769.05	13.72 %
51300 Health/Misc Benefits	46,286.74	347,159.00	-300,872.26	13.33 %
51400 Pension Contribution	28,369.91	242,382.00	-214,012.09	11.70 %

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
51500 Other Benefits	386.07	9,752.00	-9,365.93	3.96 %
51600 Staff Enrichment	1,348.87	5,000.00	-3,651.13	26.98 %
<b>Total 51000 Personnel Expenses</b>	<b>420,464.53</b>	<b>2,998,220.00</b>	<b>-2,577,755.47</b>	<b>14.02 %</b>
52000 Facility Expenses				
52100 Interior Facility Maintenance	6,817.19	55,000.00	-48,182.81	12.39 %
52200 Facility Equipment Maintenance	7,761.40	45,000.00	-37,238.60	17.25 %
52300 Exterior Building Maintenance	5,978.30	10,000.00	-4,021.70	59.78 %
52400 Utilities				
52410 Water	478.80	3,000.00	-2,521.20	15.96 %
52430 Telephone - Voice	3,101.71	15,000.00	-11,898.29	20.68 %
52440 Data Lines	7,280.47	28,000.00	-20,719.53	26.00 %
<b>Total 52400 Utilities</b>	<b>10,860.98</b>	<b>46,000.00</b>	<b>-35,139.02</b>	<b>23.61 %</b>
52500 Minor Furnishings & Equipment	629.70	25,000.00	-24,370.30	2.52 %
<b>Total 52000 Facility Expenses</b>	<b>32,047.57</b>	<b>181,000.00</b>	<b>-148,952.43</b>	<b>17.71 %</b>
53000 Library Materials				
53100 Periodicals	2,635.44	20,000.00	-17,364.56	13.18 %
53200 Adult Materials-Books				
53221 Books - Adult Non-Fiction	6,765.79	55,000.00	-48,234.21	12.30 %
53222 Books-Adult Fiction	9,935.05	76,500.00	-66,564.95	12.99 %
<b>Total 53200 Adult Materials-Books</b>	<b>16,700.84</b>	<b>131,500.00</b>	<b>-114,799.16</b>	<b>12.70 %</b>
53300 Audio Visual Materials				
53320 Audio Visual - Adult	9,414.53	80,000.00	-70,585.47	11.77 %
53340 Audio Visual - Youth	2,368.19	22,500.00	-20,131.81	10.53 %
<b>Total 53300 Audio Visual Materials</b>	<b>11,782.72</b>	<b>102,500.00</b>	<b>-90,717.28</b>	<b>11.50 %</b>
53400 Youth Materials-Books				
53241 Books - Youth & Teens	11,263.29	70,000.00	-58,736.71	16.09 %
53550 Literacy Support - Youth	718.45	2,500.00	-1,781.55	28.74 %
<b>Total 53400 Youth Materials-Books</b>	<b>11,981.74</b>	<b>72,500.00</b>	<b>-60,518.26</b>	<b>16.53 %</b>
53501 Electronic Resources				
53500 E-Resources	113,050.54	235,000.00	-121,949.46	48.11 %
<b>Total 53501 Electronic Resources</b>	<b>113,050.54</b>	<b>235,000.00</b>	<b>-121,949.46</b>	<b>48.11 %</b>
53600 Non-Traditional Resources		10,000.00	-10,000.00	
<b>Total 53000 Library Materials</b>	<b>156,151.28</b>	<b>571,500.00</b>	<b>-415,348.72</b>	<b>27.32 %</b>
54000 Library Programs				
54100 Admin Programs	457.69	4,000.00	-3,542.31	11.44 %
54150 Outreach Programs	178.53	2,500.00	-2,321.47	7.14 %
54210 Adult Programs	3,083.19	22,000.00	-18,916.81	14.01 %
54400 Youth Programs	3,077.15	25,000.00	-21,922.85	12.31 %
<b>Total 54000 Library Programs</b>	<b>6,796.56</b>	<b>53,500.00</b>	<b>-46,703.44</b>	<b>12.70 %</b>
55000 Automation				
55350 Software & Licenses	52,985.15	190,000.00	-137,014.85	27.89 %
55360 IT Automation Support	16,623.71	85,000.00	-68,376.29	19.56 %
55400 New Projects/equip				
56440 New Projects / IT Equipment	4,573.80	135,000.00	-130,426.20	3.39 %
<b>Total 55400 New Projects/equip</b>	<b>4,573.80</b>	<b>135,000.00</b>	<b>-130,426.20</b>	<b>3.39 %</b>
<b>Total 55000 Automation</b>	<b>74,182.66</b>	<b>410,000.00</b>	<b>-335,817.34</b>	<b>18.09 %</b>

	TOTAL			% OF BUDGET
	ACTUAL	BUDGET	OVER BUDGET	
56000 Professional/Contractual Svcs				
56009 Other Office Support	1,507.99	15,000.00	-13,492.01	10.05 %
56100 Insurance		50,000.00	-50,000.00	
56200 Postage	1,409.78	8,500.00	-7,090.22	16.59 %
56300 Professional Printing Services	4,189.00	24,000.00	-19,811.00	17.45 %
56500 Professional Admin Services	1,671.60	25,000.00	-23,328.40	6.69 %
56550 Cataloging Service	1,751.28	34,000.00	-32,248.72	5.15 %
56555 Professional Outreach Services	1,310.00	5,000.00	-3,690.00	26.20 %
<b>Total 56500 Professional Admin Services</b>	<b>4,732.88</b>	<b>64,000.00</b>	<b>-59,267.12</b>	<b>7.40 %</b>
56700 Travel for Library Services	34.48	1,500.00	-1,465.52	2.30 %
<b>Total 56000 Professional/Contractual Svcs</b>	<b>11,874.13</b>	<b>163,000.00</b>	<b>-151,125.87</b>	<b>7.28 %</b>
56400 Supplies				
56410 General Office/Operating Supplies	858.22	16,000.00	-15,141.78	5.36 %
56420 Processing Supplies	7,409.63	13,000.00	-5,590.37	57.00 %
<b>Total 56400 Supplies</b>	<b>8,267.85</b>	<b>29,000.00</b>	<b>-20,732.15</b>	<b>28.51 %</b>
57000 Training/Development Expenses				
56600 Dues & Memberships	1,365.00	8,000.00	-6,635.00	17.06 %
57100 Training & Education	5,459.76	25,000.00	-19,540.24	21.84 %
57200 Training Travel	1,288.16	10,000.00	-8,711.84	12.88 %
<b>Total 57000 Training/Development Expenses</b>	<b>8,112.92</b>	<b>43,000.00</b>	<b>-34,887.08</b>	<b>18.87 %</b>
<b>Total 50000 General Expenses</b>	<b>717,897.50</b>	<b>4,449,220.00</b>	<b>-3,731,322.50</b>	<b>16.14 %</b>
61000 Capital Expenses				
61100 Facility Improvements	1,273.00	400,000.00	-398,727.00	0.32 %
<b>Total 61000 Capital Expenses</b>	<b>1,273.00</b>	<b>400,000.00</b>	<b>-398,727.00</b>	<b>0.32 %</b>
70000 Debt Service				
60-7010 Debt Service 2011A Interest		98,330.00	-98,330.00	
60-7011 Debit Service 2013 Interest		89,301.26	-89,301.26	
60-7020 Debt Service 2011A Principal		265,000.00	-265,000.00	
60-7021 Debit Service 2013 Principal		275,000.00	-275,000.00	
<b>Total 70000 Debt Service</b>		<b>727,631.26</b>	<b>-727,631.26</b>	
<b>Total Expenses</b>	<b>\$719,170.50</b>	<b>\$5,576,851.26</b>	<b>\$ -4,857,680.76</b>	<b>12.90 %</b>
NET OPERATING INCOME	\$ -663,320.24	\$ -300,000.00	\$ -363,320.24	221.11 %
NET INCOME	\$ -663,320.24	\$ -300,000.00	\$ -363,320.24	221.11 %

**Deerfield Public Library**  
Financial Variance Report  
For the Month of February 2019

Presented at the Regular Board Meeting – March 20, 2019

February completes the second month of the 2019 Fiscal Year. The benchmark used to evaluate financial activity year to date is 16.6%.

**GENERAL OPERATIONS – REVENUES**

By the end of February, the Library received 24,249 in property tax distributions, which is less than 1% of the annual budget. The Library has collected 9,692 in Charges for Services, which is 15% of the annual budget. The Library received a Total Income of 55,850 or 1% of the annual budget.

**GENERAL OPERATIONS - EXPENSES**

By the end of February, the Personnel Expense is 420,465 or 14% of the annual budget. The Facility Expense is 32,048 or 18% of the annual budget. The Library Materials Expense is 156,151 or 27% of the annual budget. The Library Program Expense is 6,797 or 13% of the annual budget. The Automation Expense is 74,183 or 18% of the annual budget. The Professional/Contractual Services Expense is 11,874 or 7% of the annual budget. The Supplies Expense is 8,268 or 29% of the annual budget. The Training/Development Expense is 8,113 or 19% of the annual budget. The Facility Improvement Expense is 1,273 or less than 1% of the annual budget. Total Library Expenses is 719,170 or 13% 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.



# Master Total Portfolio Report

As of: 02/28/19

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	\$227,450.31	\$227,450.31	
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
CD	264728	1	01/08/19	01/08/20	26499	AMERICAN NB OF MINNESOTA	\$102,650.00	\$100,000.00	2.650
CD	266006	1	02/19/19	02/19/20	33539	PREFERRED BANK	\$205,201.92	\$200,000.00	2.601
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>\$1,798,215.62</b>	<b>\$1,763,879.42</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	\$364,023.57	\$364,023.57	
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
CD	265478	1	01/29/19	01/28/21	24045	PACIFIC WESTERN BANK	\$244,111.92	\$230,000.00	3.042
<b>Subtotal --&gt;</b>							<b>\$2,902,871.60</b>	<b>\$2,876,340.52</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>	

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

5821

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



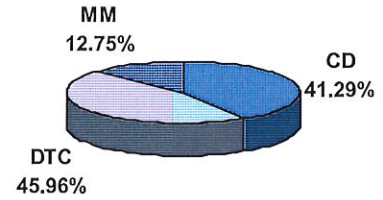
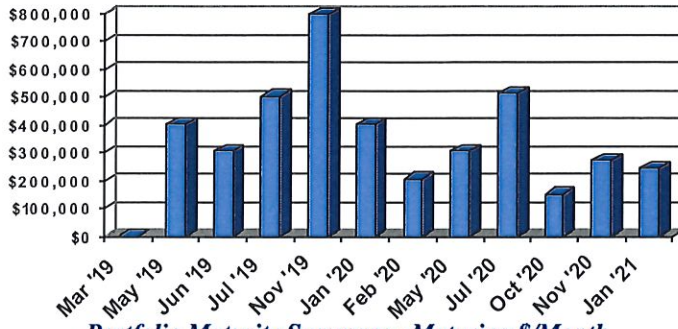
Note: Weighted Yield & Weighted Average Portfolio Maturity are calculated only on the CD, CP, & SEC desk.

Total Amount --> \$4,701,201.54      \$4,640,334.26

Time and Dollar Weighted Portfolio Yield: 2.573 %

Weighted Average Portfolio Maturity: 332.81 Days

MM: 12.75%  
 CD's: 41.29%  
 CDR's: 0.00%  
 DTC: 45.96%  
 CP: 0.00%  
 SEC: 0.00%



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

**Deerfield Public Library  
Check Approval List  
For the Regular Board Meeting on March 20, 2019**

<b>Summary</b>						
<b>Wintrust-E-Pay Deposit 8926 - 4 ACHs</b>						<b>126.12</b>
<b>Bank Financial-Petty Cash Checks 1537- PC Ck, #649-650</b>						<b>134.35</b>
<b>Wintrust-General AP 2997, Check #s 10770 -10824, 13 ACHs</b>						<b>70,215.74</b>
<b>Total payments to approve</b>						<b>70,476.21</b>
<b>Date</b>	<b>Num</b>	<b>Vendor</b>	<b>Memo</b>		<b>Amount</b>	<b>Account Description</b>
<b>Wintrust E-Pay Deposit 8926</b>						
03/05/2019	ACH	American Express Govt Svcs	Merchant CC Fees - March 2019		0.22	Other Office Support
03/05/2019	ACH	Chase Paymentech	Merchant CC Fees - March 2019		35.00	Other Office Support
03/05/2019	ACH	Chase Paymentech	Merchant CC Fees - March 2019		30.95	Other Office Support
03/05/2019	ACH	PayPal, Inc.	Merchant CC Fees - March 2019		59.95	Other Office Support
<b>Total E-Pay Deposit Amount</b>						<b>126.12</b>
<b>Bank Financial Petty Cash Checks 1537</b>						
02/11/2019	649	Kelly DeCorrevont	Training 2/6, 2/12, 2/15/19 Mileage - DeCorrevont		68.02	Training Travel
02/20/2019	650	Noreen Trotsky	Food - Teen Pizza and Paperbacks 2/19/19		66.33	Youth Programs
<b>Total Petty Cash Checks Amount</b>						<b>134.35</b>
<b>Wintrust-General AP 2997</b>						
02/21/2019	10770	Anderson Pest Solutions	Pest Management - February 2019		67.98	Interior Facility Maintenance
02/21/2019	10771	EBSCO Information Services	New York Times Book Review: 2/2019-2/2020 - Rate Adjustment	12.26		Periodicals
		EBSCO Information Services	Financial Times Subscription 5/2019-4/2020	414.93		Periodicals
		EBSCO Information Services	Rate Adjustment - Refund	(58.15)		Periodicals
sub-total						369.04
02/21/2019	10772	Garvey's Office Products	Stapler, Kcups, Post-Its, Tape, Marker, Envelopes		190.23	General Office/Operating Supplies
02/21/2019	10773	Grainger	Vacuum		239.22	Minor Furnishings & Equipment
02/21/2019	10774	IL Department of Innovation & Technology	Staff Internet Services thru 1/31/2019		450.00	Data Lines
02/21/2019	10775	Karen M. Chan	Credit History, Credit Score & I.D. Theft Prevention Programs on 3/30/19		475.00	Adult Programs
02/21/2019	10776	SE Inc.	Sidewalk Shoveling, Salting 1/28/19	257.65		Exterior Building Maintenance
		SE Inc.	Sidewalk Shoveling, Salting 2/5-2/6/19	222.65		Exterior Building Maintenance
		SE Inc.	Sidewalk Shoveling, Salting 2/11-2/12/19	355.20		Exterior Building Maintenance
		SE Inc.	Sidewalk Shoveling, Salting 2/10/19	222.65		Exterior Building Maintenance
		SE Inc.	Sidewalk Shoveling, Salting 2/13/19	222.66		Exterior Building Maintenance
sub-total						1,280.81
02/21/2019	10777	Town Square Publications	DBR Community Guide Ad		295.00	Admin Programs
02/21/2019	10778	Mayur Patel	Draq Queen Story Hour Program on 3/9/19		150.00	Youth Programs
02/21/2019	10779	Sikich LLP	Automation Support for Servers & Workstations - March 2019		5,610.62	IT Automation Support
03/06/2019	10780	Amy Roost	Fight to Integrate Deerfield: 60 Year Reflection Panel Discussion on 3/12/19		500.00	Adult Programs
03/06/2019	10781	Angelle K. Smith-Taylor	Fight to Integrate Deerfield: 60 Year Reflection Panel Discussion on 3/12/19		500.00	Adult Programs
03/06/2019	10782	Best Quality Cleaning	Cleaning Service - March 2019		2,125.00	Interior Facility Maintenance
03/06/2019	10783	Findaway World LLC	Acquisitions for AV - February 2019		50.99	AV - Youth
03/06/2019	10784	Lechner and Sons	Lobby Mats 2/26/19		82.95	Interior Facility Maintenance
03/06/2019	10785	OverDrive, Inc.	eBooks - February 2019	4,204.58		E-Resources
		OverDrive, Inc.	eBooks - February 2019	5,019.75		E-Resources
		OverDrive, Inc.	eBooks - February 2019	897.91		E-Resources
sub-total						10,122.24
03/06/2019	10786	RAILS	Find More Illinois Implementation Fee 3/2019-6/2019		1,483.33	Software & Licenses
03/06/2019	10787	Scalambrino & Arnoff, LLP	Legal Fees - February 2019		400.00	Professional Admin Services

**Deerfield Public Library  
Check Approval List  
For the Regular Board Meeting on March 20, 2019**

Date	Num	Vendor	Memo	Amount	Account Description
03/06/2019	10788	SE Inc.	Sidewalk Shoveling, Salting 2/17/19-2/18/19	570.40	Exterior Building Maintenance
		SE Inc.	Sidewalk Shoveling, Salting 2/19/19	97.55	Exterior Building Maintenance
		SE Inc.	Sidewalk Shoveling, Salting 2/20/19	222.65	Exterior Building Maintenance
		SE Inc.	Sidewalk Shoveling, Salting 2/26/19	222.65	Exterior Building Maintenance
		SE Inc.	Sidewalk Shoveling, Salting 2/27/19	62.55	Exterior Building Maintenance
			sub-total		1,175.80
03/06/2019	10789	Showcases	DVD Cases (300)	330.00	Processing Supplies
03/06/2019	10790	Trisha Rigsby	HarperCollins Romance Conference Registration 4/5/19-4/7/19 - Rigsby	160.41	Training & Education
03/20/2019	10791	Allie Pleiter	How to Write When Everything Goes Wrong Program on 4/9/19	350.00	Adult Programs
03/20/2019	10792	Anderson Pest Solutions	Pest Management - March 2019	67.98	Interior Facility Maintenance
03/20/2019	10793	Apple Inc.	Youth iPads (5)	1,995.00	New Projects / IT Equipment
03/20/2019	10794	Baker & Taylor 40015242	Acquisitions for Books & Processing Supplies - February 2019	92.66	Books-Adult Fiction; Books - Youth & Teens; Processing Supplies
03/20/2019	10795	Baker & Taylor C0233663- Continuations	Acquisitions for Books & Processing Supplies - February 2019	178.41	Books-Adult Fiction; Processing Supplies
03/20/2019	10796	Baker & Taylor L046292-Adult Bks	Acquisitions for Books & Processing Supplies - February 2019	3,936.19	Books - Adult Non-Fiction; Processing Supplies
03/20/2019	10797	Baker & Taylor L411843 Teen	Acquisitions for Books & Processing Supplies - February 2019	697.82	Books - Youth & Teens; Processing Supplies
03/20/2019	10798	Baker & Taylor L413389 BTNC	Acquisitions for Books & Processing Supplies - February 2019	5.33	Books - Youth & Teens; Processing Supplies
03/20/2019	10799	Baker & Taylor L4291172	Acquisitions for Books & Processing Supplies - February 2019	1,010.61	Books-Adult Fiction; Processing Supplies
03/20/2019	10800	Baker & Taylor L4304752 - Adt Audiobooks	Acquisitions for AV & Processing Supplies - February 2019	79.65	AV - Adult; Processing Supplies
03/20/2019	10801	Baker & Taylor L4305252 Unprocessed	Acquisitions for Books and Teen Programs - February 2019	183.21	Books-Adult Fiction; Youth Programs
03/20/2019	10802	Baker & Taylor L510347-Juv Bks	Acquisitions for Books & Processing Supplies - February 2019	3,160.58	Books - Youth & Teens; Processing Supplies
03/20/2019	10803	Baker & Taylor L524397 - Adult Fiction	Acquisitions for Books & Processing Supplies - February 2019	4,298.82	Books-Adult Fiction; Processing Supplies
03/20/2019	10804	Baker & Taylor L535153-Aud Bks	Acquisitions for AV, Books, & Processing Supplies - February 2019	194.54	AV - Adult; AV - Youth
03/20/2019	10805	Carole Stephens	Macaroni Soup Program on 3/16/19	614.00	Youth Programs
03/20/2019	10806	De Lage Landen Financial Services, Inc.	Monthly Lse for 7 Copiers and 3 Printers - March 2019	1,223.31	IT Automation Support
03/20/2019	10807	First Bank Mastercard	Falasz-Peterson CC Charges - February 2019	67.89	Admin - 4734
			DeCorrevont CC Charges - February 2019	439.48	Business Office - 1381
			Owen CC Charges - February 2019	206.46	Info Technology (IT) - 1158
			Keaton CC Charges - February 2019	118.97	Facilities - 1382
			Suzuki CC Charges - February 2019	159.69	Patron Svc-7222
			Skittino CC Charges - February 2019	491.31	Support Services - 4206
			Steiner CC Charges - February 2019	980.21	Adult Services - 1931
			Anthony CC Charges - February 2019	467.62	Youth Services - 6162
			Hoffman CC Charges - February 2019	140.50	Outreach Coord - 5394
			Palecek CC Charges - February 2019	299.00	Adult Prog Coord - 7013
			Henry CC Charges - February 2019	(268.14)	Youth Coord - 9533
			sub-total		3,102.99
03/20/2019	10808	Gale/Cengage Learning	eBooks - February 2019	418.00	E-Resources
03/20/2019	10809	Garvey's Office Products	Wipes	37.00	General Office/Operating Supplies
		Garvey's Office Products	Planner, Copy Paper, Payroll Envelopes, Staples, Rubberbands	225.08	General Office/Operating Supplies
			sub-total		262.08
03/20/2019	10810	IL Department of Innovation & Technology	Staff Internet Services thru 2/28/2019	450.00	Data Lines
03/20/2019	10811	Jill A Gordon	Staff Yoga - 6 Classes	300.00	Staff Enrichment
03/20/2019	10812	Lechner and Sons	Lobby Mats 3/12/19	82.95	Interior Facility Maintenance
03/20/2019	10813	Madeline Dahlman	Book Discussion on 4/11/19	200.00	Adult Programs
03/20/2019	10814	Marcive, Inc.	Authority Processing Annual Fee 2020, Authority Processing - February 2019	1,638.60	Cataloging Service
03/20/2019	10815	Midwest Tape 2000007021	Acquisitions for AV, Processing Supplies, & Cataloging Service - February 2019	5,631.55	AV - Adult; AV - Youth; Processing Supplies; Cataloging Service

**Deerfield Public Library  
Check Approval List  
For the Regular Board Meeting on March 20, 2019**

Date	Num	Vendor	Memo	Amount	Account Description
03/20/2019	10816	Oriental Trading	Welcome Bag Pencils - Friends to reimburse	126.41	Youth Programs
03/20/2019	10817	Quench USA, Inc.	Water Cooler Qtrly Rent: Mar 2019 - May 2019	108.00	Facility Equipment Maintenance
03/20/2019	10818	Sikich LLP	Annual HP Desktop Warranty Renewal	1,382.00	Software & Licenses
03/20/2019	10819	State Industrial Products	Air Care Program	170.00	Interior Facility Maintenance
03/20/2019	10820	Stevens Chemical Company	Paper Towels, Bath & Facial Tissue, Paper Plates & Lids, Trash Liners, Dishwash Soap, Sanitizer Wipes	578.52	Interior Facility Maintenance
03/20/2019	10821	Team One Repair, Inc.	Sticky Receipt Paper	638.40	General Office/Operating Supplies
03/20/2019	10822	Therm Flo, Inc.	Generator Service Agreement 4/1/19-3/31/20	2,685.00	Facility Equipment Maintenance
03/20/2019	10823	Village of Deerfield	Semi-Annual Elevator Inspection	43.70	Facility Equipment Maintenance
03/20/2019	10824	Warehouse Direct, Inc.	Digester Cleaner (12)	200.00	Interior Facility Maintenance
		Warehouse Direct, Inc.	Silicone Lubricant	121.55	Interior Facility Maintenance
			sub-total	321.55	
02/25/2019	ACH	Amazon	Media Lab USB	7.64	New Projects / IT Equipment
			Acquisitions for Books - February 2019	5.99	Books - Youth & Teens
			Acquisitions for AV - February 2019	379.81	AV - Adult
			Acquisitions for AV - February 2019	29.99	AV - Adult
			3D Printer Filament	24.88	New Projects / IT Equipment
			Stickers	18.78	Youth Programs
			Acquisitions for Books - February 2019	13.49	Books-Adult Fiction
			Grammy Contest - Bluetooth Speaker Prize	43.90	Adult Programs
			Acquisitions for AV - February 2019	38.99	AV - Adult
			Acquisitions for Books - February 2019	84.00	Books-Adult Fiction
			Acquisitions for AV - February 2019	12.94	AV - Adult
			Acquisitions for Books - February 2019	13.88	Books-Adult Fiction
			Command Strips	22.57	General Office/Operating Supplies
			Acquisitions for AV - February 2019	33.29	AV - Adult
			Acquisitions for AV - February 2019	27.00	AV - Adult
			Square Felt	9.50	New Projects / IT Equipment
			Jar, Printmaking Sheets, Screw Set	45.63	New Projects / IT Equipment
			Tea Lights, Dessert Cups	40.98	Youth Programs
			Command Strips	9.99	General Office/Operating Supplies
			Sample Cups	40.48	Adult Programs
			Acquisitions for AV - February 2019	119.98	AV - Adult
			Microscope Kit (2)	16.50	Books - Youth & Teens
			Games (2)	39.98	Literacy Support - Youth
			Puzzles, Games (24)	464.03	Literacy Support - Youth
			Acquisitions for AV - February 2019 Refund	(3.23)	AV - Adult
			sub-total	1,540.99	
03/11/2019	ACH	Amazon	Youth iPad Cases (5)	57.40	New Projects / IT Equipment
			Acquisitions for AV - March 2019	119.98	AV - Adult
			Acquisitions for AV - March 2019	18.96	AV - Adult
			Acquisitions for AV - March 2019	27.48	AV - Adult
			Multi-Surface Wipes for YSD	64.03	General Office/Operating Supplies
			Nintendo Switch Controller	28.99	New Projects / IT Equipment
			IT SD Card (2)	92.00	New Projects / IT Equipment
			Mounting Tape Squares	10.59	New Projects / IT Equipment
			Roku Express Player	29.00	New Projects / IT Equipment
			Acquisitions for AV - February 2019	119.97	AV - Adult
			Acquisitions for AV - February 2019	37.99	AV - Adult
			Acquisitions for AV - February 2019	119.98	AV - Adult
			Acquisitions for AV - February 2019	77.84	AV - Adult
			Wooden Train Track Set	7.49	Literacy Support - Youth
			Acquisitions for Board Games - February 2019	28.35	Books - Youth & Teens
			FIDO IT Key	39.99	New Projects / IT Equipment
			sub-total	880.04	

**Deerfield Public Library  
Check Approval List  
For the Regular Board Meeting on March 20, 2019**

<b>Date</b>	<b>Num</b>	<b>Vendor</b>	<b>Memo</b>	<b>Amount</b>	<b>Account Description</b>
03/25/2019	ACH	AT&T-847 945-3318 026 6	Voice Lines: 1/29/19-2/28/19	731.49	Telephone - Voice
03/25/2019	ACH	AT&T 847 945-3372-943-5	Voice Lines: 1/29/19-2/28/19	544.43	Data Lines
03/14/2019	ACH	AT&T 847-R16-2339 021 5	Voice Lines: 1/17/19-2/16/19	829.27	Telephone - Voice
03/14/2019	ACH	AT&T-R16-0685 123 3	Optiman Phone Data: 1/17/19-2/16/19	2,264.15	Data Lines
03/04/2019	ACH	Comcast Cable	Patron Internet Service 2/16/19-3/15/19	127.94	Data Lines
02/25/2019	ACH	Discovery Benefits, Inc.	FSA Monthly Fees - February 2019	54.90	Other Benefits
03/06/2019	ACH	Google, Inc.	Google Apps - March 2019	375.00	Software & Licenses
03/01/2019	ACH	Heartland Payment Systems	Merchant CC Fees - March 2019	176.34	Other Office Support
03/04/2019	ACH	Mail Finance (Neopost USA Inc.)	Postage Machine Quarterly Lease: 12/2018-2/2019	209.85	Postage
03/01/2019	ACH	Village of Deerfield	Water & Sewer-January 2019	84.75	Water
03/01/2019	ACH	Village of Deerfield	Water & Sewer-January 2019	110.11	Water
			<b>Total Wintrust-General AP 2997</b>	70,215.74	
			<b>Grand Total</b>	<b>70,476.21</b>	

**Deerfield Public Library**  
**Credit Card Transactions by Account as of February 06, 2019**  
**Presented for Approval March 2019**

Date	Num	Name	Memo	Amount	Account Description
<b>20000 Credit Cards Payable</b>					
<b>20001 Admin - 4734</b>					
02/06/2019	AD 1/9/19	Mail Chimp	E-Newsletter Mailing - January 2019	35.00	Outreach Programs
02/06/2019	AD 1/10/19	Illinois Library Association	Membership Renewal - Falasz-Peterson	250.00	Dues & Memberships
02/06/2019	AD 1/10/19	Illinois Library Association	Membership Renewal for Deerfield Public Library	300.00	Dues & Memberships
02/06/2019	AD 1/22/19	Illinois Library Association	Legislative Meet-ups 2019 - Falasz-Peterson	30.00	Training & Education
<b>Total for 20001 Admin - 4734</b>				<b>615.00</b>	
<b>20002 Business Office - 1381</b>					
02/06/2019	BO 1/7/19	Intuit, Inc.	Envelopes (1000), 1099 Kit (50) - Tax Refund	(16.00)	General Office/Operating Supplies
02/06/2019	BO 1/9/19	Intuit, Inc.	Check Stock (1000) - Tax Refund	(20.50)	General Office/Operating Supplies
02/06/2019	BO 1/10/19	HR Source	Altogether HR 2019 Conference - DeCorrevont	445.00	Training & Education
02/06/2019	BO 1/11/19	Postmaster (USPS)	Postage	9.78	Postage
02/06/2019	BO 1/14/19	Jewel-Osco	Water Bottles	18.00	General Office/Operating Supplies
02/06/2019	BO 1/15/19	American Library Association	Membership Renewal - DeCorrevont	160.00	Dues & Memberships
02/06/2019	BO 1/16/19	Candy Warehouse	Staff Appreciation 2/14	55.37	Staff Enrichment
02/06/2019	BO 1/18/19	Office Max/Office Depot	1099 Kit	15.20	General Office/Operating Supplies
02/06/2019	BO 1/18/19	Illinois Government Finance Officers Association	IGFOA Government Accounting Seminar 2/12/19 - DeCorrevont	110.00	Training & Education
02/06/2019	BO 1/21/19	Jewel-Osco	All Staff Mtg 1/23/19 - Food	43.06	Admin Programs
02/06/2019	BO 1/21/19	WhenToWork, Inc.	Online Scheduling - Upgrade Employee Level	70.00	Other Office Support
02/06/2019	BO 1/23/19	Displays2go	Ballot Box	64.94	General Office/Operating Supplies
02/06/2019	BO 1/23/19	Brodart Co.	Stool (2)	207.35	Minor Furnishings & Equipment
<b>Total for 20002 Business Office - 1381</b>				<b>1,162.20</b>	
<b>20003 Info Technology (IT) - 1158</b>					
02/06/2019	IT 1/10/19	MCPProHosting	Minecraft Server	9.99	Software & Licenses
02/06/2019	IT 1/10/19	Adobe Systems Inc.	Staff Creative Cloud Subscription - January 2019	56.30	Software & Licenses
02/06/2019	IT 1/14/19	Ikea	TV Furniture for YSD	103.56	New Projects / IT Equipment
02/06/2019	IT 1/22/19	Survey Monkey	Patron Survey Software	37.00	Software & Licenses
02/06/2019	IT 1/31/19	Facebook, Inc.	DPL Marketing	100.00	New Projects / IT Equipment
02/06/2019	IT 2/1/19	Libsyn Podcasting Service	Podcast Hosting	15.00	Software & Licenses
02/06/2019	IT 2/3/19	Rise Vision	Digital Signage	19.00	Software & Licenses
<b>Total for 20003 Info Technology (IT) - 1158</b>				<b>340.85</b>	
<b>20004 Facilities - 1382</b>					
02/06/2019	FC 1/18/19	Home Depot	Salt	35.88	Exterior Building Maintenance
<b>Total for 20004 Facilities - 1382</b>				<b>35.88</b>	
<b>20005 Patron Svc-7222</b>					
02/06/2019	PS 1/10/19	Gallup, Inc	Clifton Strengths Access	19.99	Training & Education
02/06/2019	PS 1/15/19	Asian/Pacific Amer Librarians Assoc	Membership Renewal - Suzuki	20.00	Training & Education
02/06/2019	PS 1/22/19	Jewel-Osco	Patron Svcs Dept Meeting 1/22/19 - Food	27.50	Staff Enrichment
<b>Total for 20005 Patron Svc-7222</b>				<b>67.49</b>	
<b>20006 Support Services - 4206</b>					
02/06/2019	SS 2/2/19	American Library Association	Acquisitions for Books - February 2019	71.99	Books - Adult Non-Fiction
<b>Total for 20006 Support Services - 4206</b>				<b>71.99</b>	
<b>20007 Adult Services - 1931</b>					
02/06/2019	AS 1/10/19	Fast Signs	Wall Map Exhibit Decals	101.79	Minor Furnishings & Equipment
02/06/2019	AS 1/11/19	Hulu	Subscription for Roku - January 2019	11.99	E-Resources
02/06/2019	AS 1/11/19	Hulu	Subscription for Roku - January 2019	11.99	E-Resources
02/06/2019	AS 1/12/19	Hulu	Subscription for Roku - January 2019	11.99	E-Resources

**Deerfield Public Library**  
**Credit Card Transactions by Account as of February 06, 2019**  
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Date	Num	Name	Memo	Amount	Account Description
<b>20007 Adult Services - 1931 Continued</b>					
02/06/2019	AS 1/14/19	Netflix	Subscription - January 2019	13.99	E-Resources
02/06/2019	AS 1/17/19	The Great Frame Up	Mat for Framed FID Photo	26.00	Adult Programs
02/06/2019	AS 1/18/19	Hulu	Subscription for Roku - January 2019	11.99	E-Resources
02/06/2019	AS 1/21/19	Gallup, Inc	Clifton Strengths Access	19.99	Training & Education
02/06/2019	AS 1/21/19	Warehouse Eatery	Books w/a Twist 1/21/19 - Food	32.69	Adult Programs
02/06/2019	AS 1/24/19	Lyft	ALA Midwinter 1/24/19 Travel - Jamieson	36.86	Training Travel
02/06/2019	AS 1/25/19	Amazon Go	ALA Midwinter 1/25/19 Meal - Jamieson	31.79	Training & Education
02/06/2019	AS 1/29/19	Airbnb, Inc.	ALA Midwinter Conference 1/30-1/31/19 Lodging - Jamieson	130.88	Training Travel
02/06/2019	AS 1/30/19	Netflix	Subscription - February 2019	13.99	E-Resources
02/06/2019	AS 1/30/19	Amazon Go	ALA Midwinter 1/30/19 Meal - Jamieson	15.53	Training & Education
02/06/2019	AS 1/31/19	The New York Times	Large Type Weekly Subscription 1/14-2/10/19	26.40	Periodicals
02/06/2019	AS 1/31/19	Lyft	ALA Midwinter 1/31/19 Travel - Jamieson	50.80	Training Travel
02/06/2019	AS 2/2/19	Rootstech	Conference Registration 2019 - Jamieson	129.00	Training & Education
02/06/2019	AS 2/2/19	American Library Association	Membership Renewal - Zavagno	166.00	Dues & Memberships
<b>Total for 20007 Adult Services - 1931</b>				<b>843.67</b>	
<b>20008 Youth Services - 6162</b>					
02/06/2019	YS 1/9/19	American Library Association	Conference Registration 6/20-6/25/19 - Gall	270.00	Training & Education
02/06/2019	YS 1/11/19	American Library Association	Membership Renewal - Anthony	270.00	Dues & Memberships
02/06/2019	YS 1/29/19	Apple itunes Store	Book App	4.24	Youth Programs
02/06/2019	YS 1/11/19	Apple itunes Store	Book App	14.88	Youth Programs
02/06/2019	YS 1/14/19	American Library Association	Budget & Finance Online Course 2/4-3/17/19 - Anthony	350.00	Training & Education
02/06/2019	YS 1/11/19	American Library Association	Webinar: Cultural Competence in Library Services to Children - Anthony	195.00	Training & Education
02/06/2019	YS 1/19/19	Apple itunes Store	Book App	4.24	Youth Programs
02/06/2019	YS 1/19/19	American Girl	Snow Day 1/19/19 - All Staff Pizza	119.63	Admin Programs
02/06/2019	YS 1/19/19	American Girl	Acquisitions for Books - January 2019	12.73	Books - Youth & Teens
02/06/2019	YS 1/11/19	Apple itunes Store	Book App	4.24	Youth Programs
<b>Total for 20008 Youth Services - 6162</b>				<b>1,244.96</b>	
<b>20009 Outreach Coord - 5394</b>					
02/06/2019	OC 1/9/19	Illinois Library Association	Legislative Meet-ups 2019 - Hoffman	30.00	Training & Education
02/06/2019	OC 1/18/19	Jewel-Osco	Art Shay Reception 1/21 - Food	67.28	Outreach Programs
<b>Total for 20009 Outreach Coord - 5394</b>				<b>97.28</b>	
<b>20010 Adult Prog Coord - 7013</b>					
02/06/2019	APC 1/12/19	Amazon	Acquisitions for Kindle Books - January 2019	12.99	E-Resources
02/06/2019	APC 1/29/19	Amazon	Acquisitions for Kindle Books - January 2019	9.99	E-Resources
02/06/2019	APC 2/2/19	Amazon	Acquisitions for Kindle Books - February 2019	12.99	E-Resources
02/06/2019	APC 2/2/19	Amazon	Acquisitions for Kindle Books - February 2019	12.99	E-Resources
02/06/2019	APC 2/3/19	Amazon	Acquisitions for Kindle Books - February 2019	14.99	E-Resources
02/06/2019	APC 2/2/19	Amazon	Acquisitions for Kindle Books - February 2019	11.99	E-Resources
02/06/2019	APC 1/25/19	Michaels	Candy Bags, Frame for Read Without Boundaries Vol. 2 Program Prize	24.47	Adult Programs
02/06/2019	APC 2/2/19	Amazon	Acquisitions for Kindle Books - February 2019	9.99	E-Resources
02/06/2019	APC 2/2/19	Amazon	Acquisitions for Kindle Books - February 2019	5.99	E-Resources
02/06/2019	APC 2/2/19	Amazon	Acquisitions for Kindle Books - February 2019	7.49	E-Resources

**Deerfield Public Library**  
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Date	Num	Name	Memo	Amount	Account Description
<b>20010 Adult Prog Coord - 7013 Continued</b>					
02/06/2019	APC 2/2/19	Amazon	Acquisitions for Kindle Books - February 2019	8.99	E-Resources
02/06/2019	APC 2/2/19	Amazon	Acquisitions for Kindle Books - February 2019	9.01	E-Resources
02/06/2019	APC 2/2/19	Amazon	Acquisitions for Kindle Books - February 2019	9.99	E-Resources
02/06/2019	APC 2/3/19	Amazon	Acquisitions for Kindle Books - February 2019	9.99	E-Resources
02/06/2019	APC 2/3/19	Amazon	Acquisitions for Kindle Books - February 2019	9.99	E-Resources
02/06/2019	APC 2/2/19	Amazon	Acquisitions for Kindle Books - February 2019	9.99	E-Resources
02/06/2019	APC 1/29/19	Amazon	Acquisitions for Kindle Books - January 2019	9.99	E-Resources
02/06/2019	APC 2/2/19	Amazon	Acquisitions for Kindle Books - February 2019	10.99	E-Resources
02/06/2019	APC 2/2/19	Amazon	Acquisitions for Kindle Books - February 2019	11.98	E-Resources
02/06/2019	APC 1/14/19	Amazon	Acquisitions for Kindle Books - January 2019	11.99	E-Resources
02/06/2019	APC 2/2/19	Amazon	Acquisitions for Kindle Books - February 2019	12.45	E-Resources
02/06/2019	APC 1/12/19	Amazon	Acquisitions for Kindle Books - January 2019	12.99	E-Resources
02/06/2019	APC 2/2/19	Amazon	Acquisitions for Kindle Books - February 2019	12.99	E-Resources
02/06/2019	APC 2/3/19	Amazon	Acquisitions for Kindle Books - February 2019	12.99	E-Resources
02/06/2019	APC 2/2/19	Amazon	Acquisitions for Kindle Books - February 2019	14.81	E-Resources
02/06/2019	APC 2/3/19	Amazon	Acquisitions for Kindle Books - February 2019	14.99	E-Resources
02/06/2019	APC 2/2/19	Amazon	Acquisitions for Kindle Books - January 2019	14.99	E-Resources
02/06/2019	APC 2/5/19	Amazon	Acquisitions for Kindle Books - February 2019	14.99	E-Resources
<b>Total for 20010 Adult Prog Coord - 7013</b>				<b>337.99</b>	
<b>20011 Youth Prog Coord - 1510</b>					
02/06/2019	YPC 1/10/19	Paper Mart	Book BFF Supplies	74.22	Youth Programs
02/06/2019	YPC 1/11/19	Apple itunes Store	Book App	4.25	Youth Programs
02/06/2019	YPC 1/15/19	Walgreens	Homeschool Program Supplies	2.89	Youth Programs
<b>Total for 20011 Youth Prog Coord - 1510</b>				<b>81.36</b>	
<b>20012 Youth Coord - 9533</b>					
02/06/2019	YC 1/27/19	Bed, Bath & Beyond	Fraud Charge - to be reversed	600.00	Other Office Support
02/06/2019	YC 1/22/19	Michaels	KiDLS Supplies	15.90	Youth Programs
<b>Total for 20012 Youth Prog Coord - 9533</b>				<b>615.90</b>	
<b>Total for 20000 Credit Cards Payable</b>				<b>5,514.57</b>	



## Director's Report March 2019

### FYI

- Statements of Economic Interest are due to the Lake County Clerk's Office by **May 1, 2019**.
- National Library Week is April 7-13. In the past, the Board has provided pizza and bagels for the staff. Generally, this happens mid-week, when we are most fully staffed. Would the Board be interested in continuing this tradition?
- Under New Business, I've invited the trustees who were here for Trustee in the Lobby to briefly share their experience.
- I have some information for this year's Farmers Market. At this time, they are only scheduling **one market date** for each organization. The Market runs June 15-October 12. Youth Services is scheduled to do a storytime at the Farmers Market on July 20. The always popular Harvest Fest is September 28 (Rosh Hashanah starts Sunday evening) We need to provide a 1st and 2nd choice on dates. Dates to avoid are July 6 (Independence Day Weekend), August 31 (Labor Day weekend). Let's plan to discuss possible first and second choices at the meeting.
- Executive Session materials will be emailed separately.

### Interesting Articles on Current Library Related Trends

Interesting article that may be of interest for review:

- <https://www.citylab.com/design/2019/02/american-public-library-history-cities-visual-journalism/582991/> I came across this visual history of public libraries and thought I'd share.
- <https://www.nytimes.com/2019/03/02/nyregion/new-york-library-books.html> Interesting perspective on how books are selected to the NY Public Library.

### Personnel

- In February the library had 0 separations
- In February the library filled 0 positions
- The library has 3 positions open
  - Library Aide
  - Library Aide
  - Makerspace Assistant

## DEPARTMENT REPORTS

### Adult Services Report

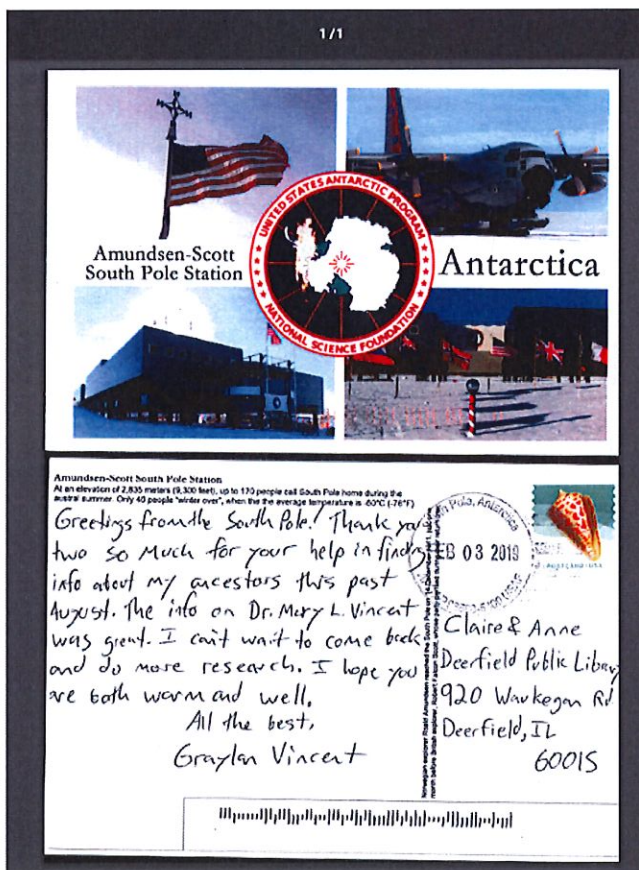
Claire Steiner, Head of Adult Services

- There were 29 participants at February's digital drop-in at PTC.
- Dylan and Anne ventured out to schools to present on FID. Dylan also presented at Rotary.
- Anne completed a web archiving course at the University of Wisconsin.
- FID had two programs in February- a book discussion and a movie discussion. They were facilitated by Dylan and Ted. Both had a great turnout and resulted in even more sign-ups for later FID programs.

- Our first Lunch and Learn program was beyond capacity. This was a partnership with Patty Turner Center.
- Ghost Hunting Kit added to LOT (Library of Things)



- Dylan got a heartwarming call from a passionate library volunteer in Aurora, Colorado. This volunteer was looking for ways to educate the population in nursing homes about library ebooks and audiobooks after he discovered them in his own stint in a recovery facility. He asked to use our popular "eTutor" videos to supplement his teaching and wanted tips on spreading the word about how amazing library services are. We said of course and we will keep in touch!
- Read Without Boundaries stats for the month of : 68 enrolled, 45 badges  
Total for year to date: 68/79
- We had 192 users and 273 sessions on our local history website this month.
- 25 BTG patrons
- 5 one-on-ones
- 2 Proctors
- 14 Programs, 324 participants- not including RWB
- 280 podcast downloads in February, 69 for the February episode.
- Vetting new databases for technology instruction
- YouTube views were 2600 for February with a total watchtime of 5200 minutes
- The postcard below is from a patron we helped last summer with some genealogy research. He lives in Antarctica and sent us a thank-you postcard from there. We couldn't believe it!



## Business Office Report

Kelly DeCorrevont, Business Manager

- Attended the HR Roundtable Meeting at Palatine Public Library on February 6
- Attended IGFOA Governmental Accounting Seminar at NIU Naperville on February 12
- Kelly and Esther attended the Illinois Records Retention Meeting at Barrington Area Library on February 15
- Esther Park attended the WDT Food Pantry Service Project on February 12
- Deerfield Wellness Committee hosted a Lunch and Learn presentation on "Resilience & Thriving: The Secret Power of Stress on February 20
- Attended the LLAMA LOMS PAM Regular Monthly Meeting on February 21
- DPL Staff Enrichment Committee met on February 21 to discuss upcoming staff events
- Deerfield Wellness Committee met on February 26 to discuss upcoming staff events
- Attended the DPL Lunch and Learn on Unattended Children and Code Adam on February 27
- We had our All Staff Meeting on February 28. We had Center for Enriched Living (CEL) present on Development Disabilities and Communication

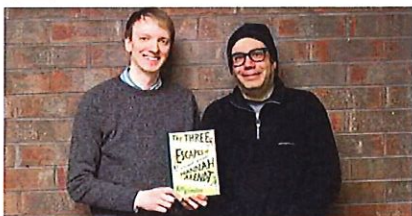
## IT & Social Media Report

Tom Owen, Head of IT

 **Deerfield Public Library**  
Published by Sophia Deerfeld · February 7 at 12:02 PM

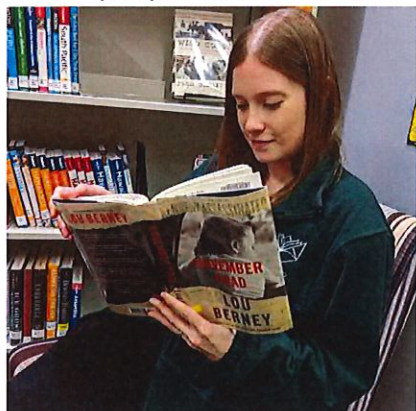
In our new podcast episode, we talk to cartoonist & author Ken Krimstein. Ken is a cartoonist for The New Yorker & other publications and grew up in Deerfield!

Hear how he became a cartoonist & about his recent book, "The Three Escapes of Hannah Arendt," a comics biography of the Jewish-German philosopher.



DEERFIELDLIBRARY.ORG  
Cartoonist Ken Krimstein discusses new book on DPL Podcast

- The new podcast episode received a lot of attention on Facebook. The post reached 975 people and received 67 reactions, 4 comments, and 4 shares.



 deerfieldlibrary

deerfieldlibrary #adultservicesreads  
"November Road" by Lou Berney. A dark and mesmerizing tale of deception, hope, sacrifice, and redemption. Set against the backdrop of the JFK assassination, a multi-ethnic mob lieutenant in flight for his life meets a housewife on the run with her two young daughters. Part fast-paced thriller and part historical fiction, with deeply compelling characters and page-turning suspense. Recommended for fans of Dennis Lehane, James Ellroy, and John Hart.  
Wick

#deerfieldlibrary #novemberroad  
#louberney #recommendedreads  
#readingrecommendations  
#reading #read #readersonly  
#bookstagram #getyourreading  
#libraryofinstagram #brandia #brandia

👍 🗨️ 📌

Liked by systelibrary and 45 others

11:44 AM '22

Add a comment...

- #AdultServicesReads is a new weekly book recommendation series on Instagram to go along side our weekly #YouthBookSpotlight series. The posts include a picture of a staff member reading a book and blurb about the book. Since starting this series, these photos have been some of our most popular posts! We're working on varying the poses for the photos.

## Outreach Report

Judy Hoffman, Outreach Coordinator

- We have negotiated with a new vendor for our quarterly newsletter print production, reducing costs by 12.5%. The newsletter will be printed on FSC-certified paper. The cost reduction is actually a little higher, as the previous vendor did not provide a quote for production with FSC-certified paper, but did note that cost would be greater.
- Meeting rooms reservations: 48
  - New groups: North Shore Birth Workers; Central Rowhomes Assoc.
- We know summer is on the way because we are deep into activities for the Summer Reading Programs: Logo design (Deerfield HS); Pixel window art (Shepard Middle School); Kick-off Day (June 8).
- Browsing newsletter: Continuing gradual update to design. A year ago we created a new masthead. Next step is changing font style from serif to sans serif.

## Patron Services Report

Sayaka Suzuki, Patron Services Manager

- On February 1st, Glenn Kahmann, Manager of Library Services for College of Lake County contacted Sayaka about circulation related questions and policy.
- On February 4th, staff submitted the IPLAR- Illinet Interlibrary Loan and Reciprocal Borrowing Statistical Survey FY2018.
- On February 7th, Lance, Claudette, Alan, and I participated in the Find More Illinois training. It was hands-on, informative, and we are all excited about this new opportunity. If enough libraries participate in this, we will no longer need OCLC.
- The Friends of the Library approved my request for a new table near the sorter. The one that we currently have is in bad shape, so I was very excited to hear the good news. The table will be purchased from Library Furniture International. The color of the table will match the table at the self checkout stations, and the "Returns" sign that is above the sorter.
- The 175 wire book supports from Library Furniture International arrived, and they are now on the shelf. The bookends from The Library Store are continuing to fall apart, and we received refunds for 200 bookends.

## Support Services Report

Pam Skittino, Head of Support Services

- Limited staff training for Find More Illinois shared catalog (live for limited staff in February 2019, all staff in March 2019, patrons first quarter 2019)
- Tom Walsh attended the WDT Food Pantry Service Project on February 12
- Alison Ansary and Pam Skittino watched a webinar on Cataloging Non-Traditional Resources
- Tom Walsh created new location codes for the Library of Things items
- Find More Illinois implementation for patrons (First quarter)
- Auto-renewals (April 1st)
- Tom and Pam enrolled in 6-week RDA for Books online class

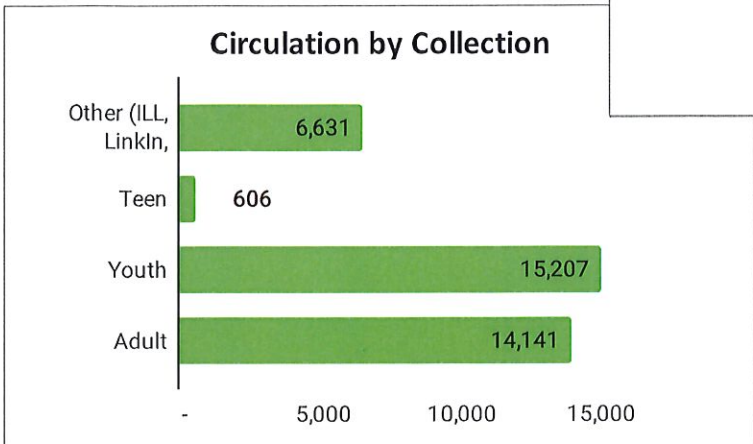
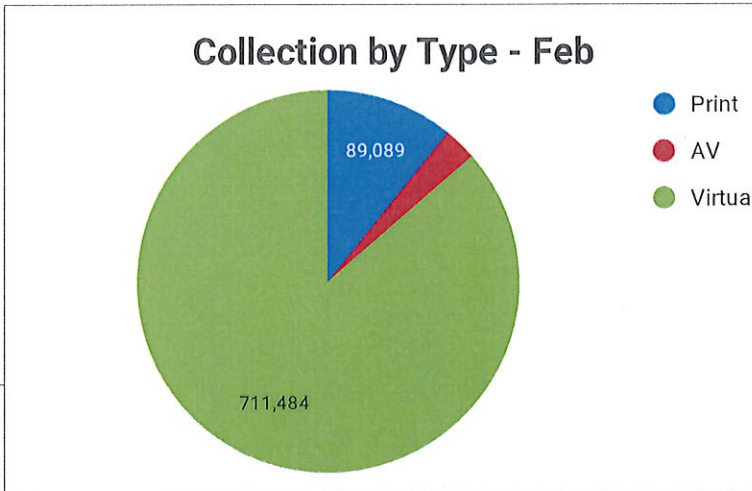
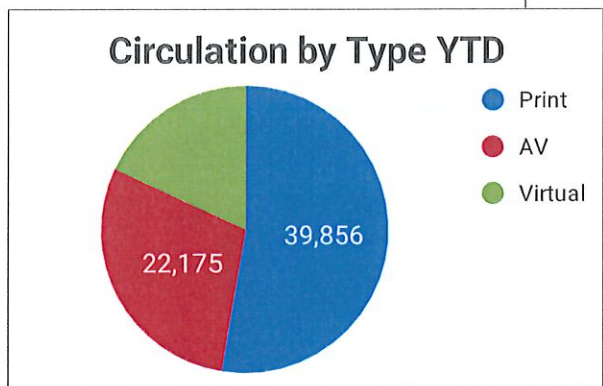
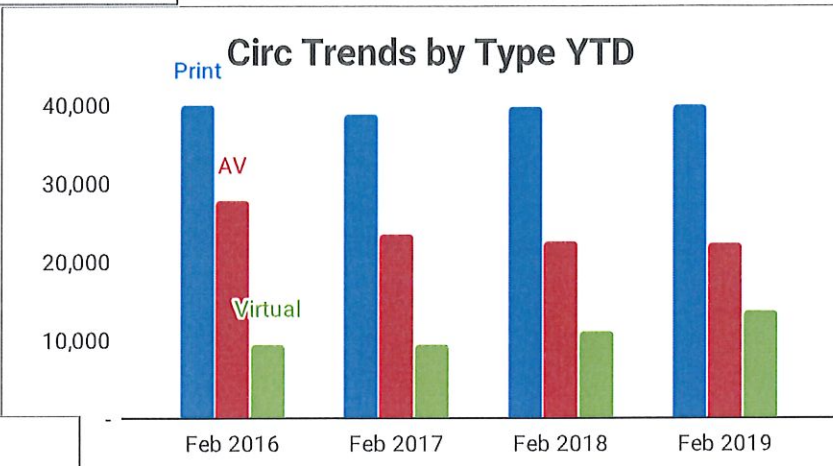
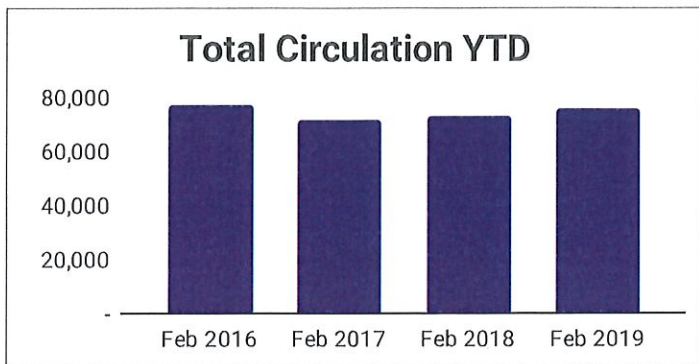
## Youth Services Report

Meg Anthony, Head of Youth Services

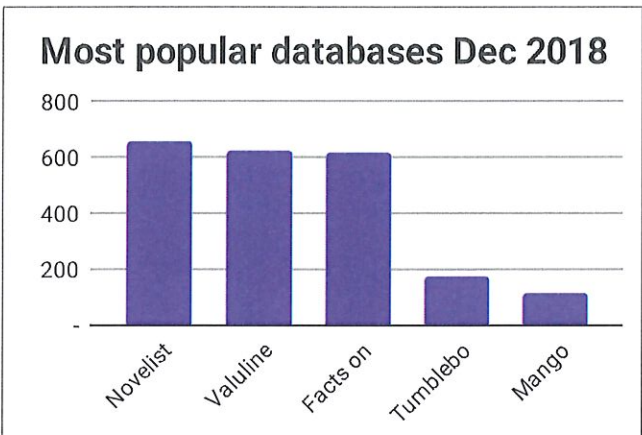
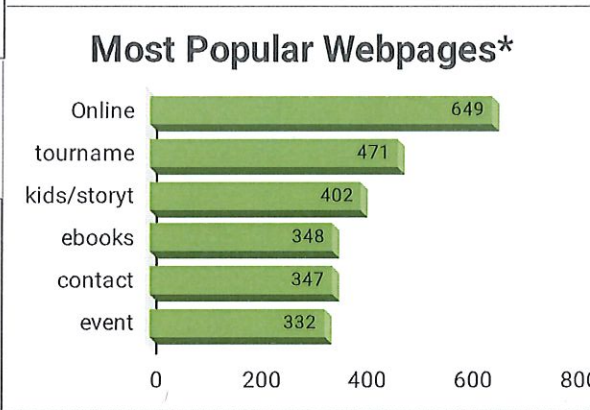
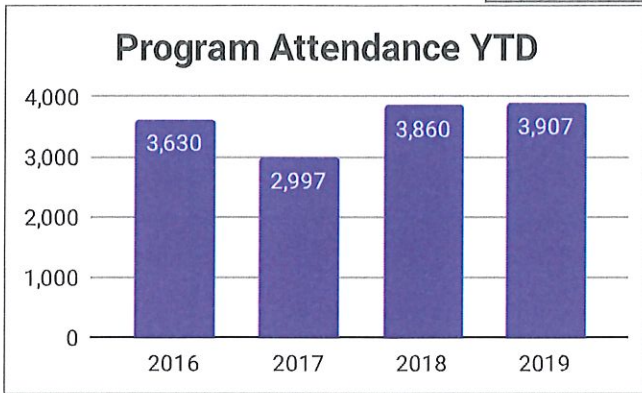
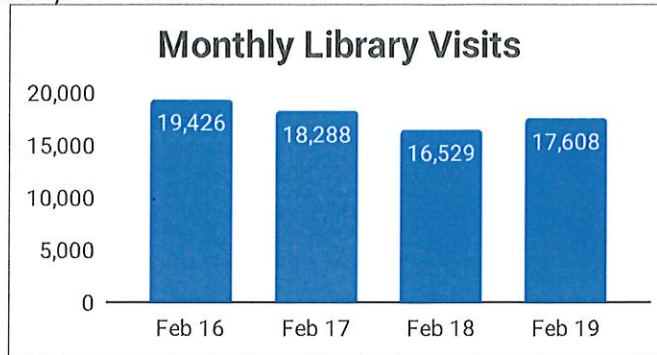
- Inspired by the success of the Adult Services table-in-the-Lobby, tech-help programs, Youth Services will have a “Discovery Kit Drop-In” on Monday, March 18.
- Kary Henry will be presenting at the Illinois Youth Services Institute in Bloomington-Normal on Thursday, March 21.
- With \$5,000 in support from the Friends, who agreed to sponsor the “Welcome Bag” project, Laurel Shapiro and Amy van Goethem are moving forward with designing the logo for the canvas bags. Board books and pencils have been ordered, and we expect that the first round of bags will be available by May.
- *The compliments keep rolling in for Julia. Linda Trytek, who used to teach music at the Park District Preschool and is now in the Hummers and Strummers (and took the photo of the sunflower in our department), attended Julia's Ukulele Singalong program.*



- *I chatted with Linda after the program, and Linda said the following: "I'm in awe. Julia was spot-on perfect. She knew how to read the room and keep the kids engaged. Her talent was amazing." We all knew that, of course, but it's always nice to hear it from another professional.*
- One of our ongoing challenges has been maintaining order within the Holiday Book collection. The holidays had been arranged in calendar order, however we know that some holidays move within the calendar year, from year to year. In an effort to be more equitable, the Holiday Books are now arranged in alphabetical order. We ordered shelf-clip dividers to help indicate the various holidays. This should help with discoverability—and help staff know where to shelve them.
- Meg Anthony led a Lunch & Learn on “Unattended Children and Code Adam” for interested staff on Wednesday, February 27.



## February 2019 Statistics



**To: Board of Trustees**  
**Date: March 20, 2019**  
**Re: FY 2019 Strategic Plan Update Q1**

Library staff continue to plan their activities around the Strategic Plan. It's hard to imagine that we are in the final year of the plan and look forward to the completion of our space reconfiguration.

We have made progress on the Library's new plans for the Collaborative Workspace. Our drawings are nearly complete and we are in the process of approving a Construction Manager. We anticipate that we will be in the space in Q3 this year.

We continue to seek new ways to improve our programming. Our Fight to Integrate Deerfield programming has been a very positive experience for staff and the community. Our panel discussion on March 12 had over 160 registrants. We know that our community continues to seek new programming experiences. Youth Services recently completed a survey about programming as well. We will be offering 11 story times a week in the spring. In addition, patrons who took that survey indicated they were interested in more STEM related programming. Finally, Youth Services developed a program called Drag Queen Story Hour as a way to promote the idea of inclusivity. This was another incredibly popular program with 80 people registered and an additional 12 on the waitlist.

We are excited and eager to work in the new Collaborative Workspace. During 2019, we will begin the process of developing a new Strategic Plan to guide us in our planning.



## 2019 Q1 Strategic Plan Progress Update

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

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

<u>Potential Activity</u>	<u>Timeline</u>	<u>2019 Q1 Progress</u>
Decrease hold times for both print and electronic books, and increase awareness of new titles through displays in high-traffic areas.	2017	<b>ONGOING</b>
Investigate adding a means to self-check in lower level of Library.	2017	<b>COMPLETED</b>
Create a Library Concierge (customized bundles and displays provided by a librarian) for patrons who have limited time.	By 2018	<b>ONGOING</b> Multiple displays throughout the library on topics of interest that change regularly.
Provide easy and intuitive access to eResources, along with in-depth instructional videos on how to use them.	By 2019	<b>ONGOING</b> We recently added a new resource, Kanopy and developed a video explaining how to use it: <a href="https://deerfieldlibrary.org/kanopy/">https://deerfieldlibrary.org/kanopy/</a>
Determine need for a secondary reference access point (stationary or roving) on the main level of the Library.	By 2018	<b>ONGOING</b> Staff is investigating rearrangement of the department. (also see Strategic Initiative C, Goal 2, Activity 4)

## 2019 Q1 Strategic Plan Progress Update

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

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

<b>Potential Activity</b>	<b>Timeline</b>	<b>2019 Q1 Progress</b>
Develop in-house surveys to explore interest in programming topics for: <ol style="list-style-type: none"> <li>Adults</li> <li>Parents with children (babies to 5<sup>th</sup> grade)</li> <li>Teens (6<sup>th</sup> grade to 12<sup>th</sup> grade)</li> </ol> Investigate simultaneous programs for children and adults.	2017	<b>ONGOING</b> 2018 Year End Stats indicate that the programming statistics were up. YS will have 11 weekly storytimes, beginning this spring to meet demand and interest.
Explore new partnerships for programs with community groups and libraries.	2018	<b>ONGOING</b>
Enhance current collections (e.g., popular materials) and develop new collections (e. g., Local History).	2019	<b>ONGOING</b> Staff recently recommended changes and updates to our Circulation Policy to reflect some of our new collections. In addition, the Adult Services Department work on the Fight to Integrate Deerfield archives is top notch.
Review and refresh Library community partnerships.	2017	<b>ONGOING</b>

## 2019 Q1 Strategic Plan Progress Update

### Strategic Initiative C: Comfortable, adaptable interior spaces

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

<u>Potential Activity</u>	<u>Timeline</u>	<u>2019 Q1 Progress</u>
Reconfigure Adult Services reference collection space to improve seating options.	2018	This will begin after the CWS is completed.
Define a space for elementary school students by reconfiguring the Youth Services area	2017-2018	<b>COMPLETED</b>
Refresh the Preschool Pavilion.	2017-2019	<b>ONGOING</b> FY19 budget includes money to keep the creative play items fresh.
Develop a space plan to accommodate a makerspace.	2017	<b>ONGOING</b> In Q1, the Board established a subcommittee to interview and recommend a CM for the project. Staff has posted the Assistant position for the space. We anticipate construction to begin late spring/early summer.
Explore repurposing the magazine alcove.	2017	<b>ONGOING</b> This will tie into the redesign plans.

## 2019 Q1 Strategic Plan Progress Update

### Strategic Initiative C: Comfortable, adaptable interior spaces

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

<u>Potential Activity</u>	<u>Timeline</u>	<u>2019 Q1 Progress</u>
Expand display and promotional space to highlight features and services: Increase Adult and Youth material displays and signage in lobby areas.	2019	<b>ONGOING</b> Staff evaluated adding signage by the cafe and felt it was not a great spot to promote programming.
Expand display and promotional space to highlight features and services;  Provide centralized areas for Library and community information.	2018	<b>COMPLETED</b>
Expand display and promotional space to highlight features and services: Analyze signage to improve consistency, wayfinding and Library promotions.	2019	<b>ONGOING</b> This project will coincide with any type of space reconfiguration.
Examine (media) desk placement on first floor.	2017	<b>ONGOING</b> See also Strategic Initiative A, Goal 1

## 2019 Q1 Strategic Plan Progress Update

### Strategic Initiative D: Technology enhancements and improvements

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

<b>Potential Activity</b>	<b><u>Timeline</u></b>	<b><u>2019 Q1 Progress</u></b>
Research potential makerspace equipment by coordination with local entities (i.e., District 109 and 113).	2017	<b>COMPLETED</b>
Increase the level of technology available to patrons with makerspace equipment services.	2017	<b>ONGOING</b>
Research new software and devices to provide expanded access to online resources and activities, such as eLibrary cards and MacBooks.	2018	<b>ONGOING</b>

## 2019 Q1 Strategic Plan Progress Update

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

<b>Potential Activity</b>	<b>Timeline</b>	<b>2019 Q1 Progress</b>
Evaluate usage and need of current and potential online services and resources.	2019	<b>ONGOING</b> Ongoing review by staff
Enhance use of digital marketing to encourage utilization of existing services.	2017-2018	<b>ONGOING</b> Ongoing review by staff

## 2019 Q1 Strategic Plan Progress Update

### Internal Initiatives:

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

### Marketing and Public Relations

Potential Activity	Timeline	2019 Q1 Progress
Promote Library services through a variety of print, electronic, media, and word of mouth opportunities.	2017-2019	<p><b>ONGOING</b> The Library is consistently looking for new ways to promote services. We use social media and have had a positive response with that.</p>
Develop and distribute a Point of Service Marketing plan that supports the Library in its efforts to deliver services.	2017-2019	<p><b>ONGOING</b> The Library's promotion of the Fight to Integrate Deerfield incorporated many of these strategies. We've been pleased with the response for this series.</p>
Determine whether additional staff is needed to support goals.	2017-2019	<p><b>ONGOING</b> We will continue to examine staffing to ensure we are able to implement the plan.</p>

## 2019 Q1 Strategic Plan Progress Update

### Training and Staff Development

<u>Potential Activity</u>	<u>Timeline</u>	<u>2019 Q1 Progress</u>
Recruit, hire, train and deploy staff that provides the highest quality customer service for all Library users.	2017-2019	<p><b>ONGOING</b> Staff developed Customer Service Standards that encourage a level of excellence in the library. In addition, we have implemented department tours which encourage new hires to really understand how each department works together towards a common goal.</p>
Administration will evaluate budget and staffing alignment to reflect the community needs and wants.	2017-2019	<p><b>ONGOING</b> Increased Personnel costs moderately to account for additional library staff</p>
Evaluate and align staff spaces: to support goals and provide improved/consistent customer service:  Protect and stabilize Library computers by right-sizing air conditioner/dehumidifier in server room.	2017	<p><b>COMPLETED</b></p>
Evaluate and align staff spaces: to support goals and provide improved/consistent customer service:  Explore staff environment needs to encourage comfort and productivity.	2017-2019	<p><b>ONGOING</b> Discussions with architect regarding potential collaborative workspace and how the placement may impact Youth Services staffing areas.</p>
Evaluate and align staff spaces: to support goals and provide improved/consistent customer service:	2017-2019	<p><b>ONGOING</b> Graphics Lab is serving as a staging/shelving area for our Library of Things collection.</p>



## 2019 Q1 Strategic Plan Progress Update

Explore repurposing graphics lab and extra offices.		<p><b>ONGOING</b> We repurposed an underused space by the Graphics Lab. Right now, that houses the Youth Program Coordinator. It will also house the CWS Assistant.</p>
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### Operational Efficiencies

<u>Potential Activity</u>	<u>Timeline</u>	<u>2019 Q1 Progress</u>
Initiate a review of potential integrated Library systems, catalogs and circulation services.	2017	<b>COMPLETED</b>
Develop a Building Maintenance Schedule	2017-2019	<b>COMPLETED</b>

### Safety

<u>Potential Activity</u>	<u>Timeline</u>	<u>2019 Q1 Progress</u>
Install bollards near front entry to protect pedestrians (and staff).	2017-2018	<b>COMPLETED</b>
Investigate additional signage to improve traffic flow.	2017	There's not much more that can be done.
Reconfigure/replace entry door to allow safer access and security.	2019	Staff is assessing the possible reconfiguration.

## 2019 Q1 Strategic Plan Progress Update

### Exterior Improvements

<u>Potential Activity</u>	<u>Timeline</u>	<u>2019 Q1 Progress</u>
Investigate permanent and temporary outdoor seating.	2017	With the upcoming Jewett Park renovation, there will be additional seating in the park.
Explore 24/7 access lockers for Library materials pick up.	2017	Staff continues to evaluate options for a new project/idea.
Explore a partnership for a bicycle repair tower.	2017	Staff continues to evaluate options for a new project/idea.

**To: Board of Trustees**  
**Date: March 20, 2019**  
**Re: Suggested Salary Range Increases, 2019-2020**

The management team will begin the annual staff review process this month, with reviews and evaluations to be completed by end of April. Salary ranges and merit increases will go in effect on May 1, 2019.

The Business Manager and I have reviewed the salary ranges and possible rate adjustments. I am recommending a 1.5% global increase in range, as indicated by the Salary Range Document included in the packet. We have updated the positions listed in the document, bringing the Custodian position to Assistant 1. We also have increased the minimum salary for Page to \$10 in keeping with the upcoming minimum wage increase. (Minimum Wage will be \$10/hour beginning July 1, 2020).

The management team regularly analyzes the ranges to be competitive with other local libraries. I have reviewed the salary range data for similar positions. Based on the most current information, our ranges remain competitive with other libraries in the area.

This year, I recommend a 1-3% merit increase for annual staff reviews. This is in line with the proposed increases at other area libraries, as well as national trends.

Deerfield Public Library

RANGE INCREASES

1.50% = global increase in range

1.50% = global increase in range

Pay Grades		05/01/18 - 04/30/19 Ranges				06/01/19 - 04/30/20 Ranges					
		\$ Increase	Percent Increase	Per Hour Ranges	Annual Salary	Percent Range	\$ Increase	Percent Increase	Per Hour Ranges	Annual Salary	Percent Range
1	Director	Set by Board				Set by Board					
2	Assistant Director										
3	MLS Department Heads										
	Base - Minimum	0.47	1.5%	\$31.62	\$61,653.64	0.47	1.5%	\$32.09	\$62,578.44		
	Midpoint	0.60	1.5%	\$40.31	\$78,596.02	0.60	1.5%	\$40.91	\$79,774.96		
	Base - Maximum	0.72	1.5%	\$48.99	\$95,538.40	0.73	1.5%	\$49.73	\$96,971.47		
	Spread			\$17.38				\$17.64		55.0%	
4	Non-MLS Managers										
	Base - Minimum	0.42	1.5%	\$28.30	\$55,181.49	0.42	1.5%	\$28.72	\$56,009.21		
	Midpoint	0.53	1.5%	\$36.08	\$70,362.34	0.54	1.5%	\$36.62	\$71,417.77		
	Base - Maximum	0.65	1.5%	\$43.86	\$85,523.39	0.66	1.5%	\$44.52	\$86,806.24		
	Spread			\$15.56				\$15.79		55.0%	
5	Librarians										
	Base - Minimum	0.24	1.5%	\$24.78	\$48,321.00	0.24	1.5%	\$25.00	\$48,750.00		
	Midpoint	0.30	1.5%	\$30.74	\$59,943.00	0.30	1.5%	\$31.00	\$60,450.00		
	Base - Maximum	0.36	1.5%	\$36.96	\$72,072.00	0.36	1.5%	\$37.50	\$73,125.00		
	Spread			\$12.18				\$12.50		50.0%	
7	Asst. Manager & Coordinators										
	Base - Minimum	0.31	1.5%	\$20.65	\$40,257.95	0.31	1.5%	\$20.95	\$40,861.81		
	Midpoint	0.38	1.5%	\$25.81	\$50,332.33	0.39	1.5%	\$26.20	\$51,087.31		
	Base - Maximum	0.46	1.5%	\$30.99	\$60,426.50	0.46	1.5%	\$31.45	\$61,332.90		
	Spread			\$10.34				\$10.50		50.1%	
8	Associate										
	Base - Minimum	0.28	1.5%	\$19.23	\$37,506.79	0.29	1.5%	\$19.52	\$38,069.39		
	Midpoint	0.36	1.5%	\$24.04	\$46,868.64	0.36	1.5%	\$24.40	\$47,571.67		
	Base - Maximum	0.43	1.5%	\$28.85	\$56,250.29	0.43	1.5%	\$29.28	\$57,094.04		
	Spread			\$9.61				\$9.76		50.0%	
9	Assistant 1 / paras / Clerk II / Custodian										
	Base - Minimum	0.24	1.5%	\$16.41	\$32,004.47	0.25	1.5%	\$16.66	\$32,484.54		
	Midpoint	0.30	1.5%	\$20.51	\$40,000.64	0.31	1.5%	\$20.82	\$40,600.65		
	Base - Maximum	0.36	1.5%	\$24.62	\$48,016.61	0.37	1.5%	\$24.99	\$48,736.85		
	Spread			\$8.21				\$8.33		50.0%	
10	Clericals / Page II										
	(Clerk, Technician, Aide)	Base - Minimum	0.19	1.5%	\$12.96	\$25,275.02	0.28	1.5%	\$13.25	\$25,829.65	
		Midpoint	0.24	1.5%	\$16.20	\$31,588.83	0.30	1.5%	\$16.50	\$32,179.66	
		Base - Maximum	0.29	1.5%	\$19.44	\$37,902.64	0.44	1.5%	\$19.88	\$38,763.68	
		Spread			\$6.48				\$6.63	50.1%	
11	Page (Seasonal Page)										
	Base - Minimum	0.14	1.5%	\$9.53	\$18,585.16	0.47	1.5%	\$10.00	\$19,507.43		
	Midpoint	0.18	1.5%	\$11.92	\$23,236.40	0.59	1.5%	\$12.50	\$24,384.44		
	Base - Maximum	0.21	1.5%	\$14.30	\$27,887.63	0.69	1.5%	\$15.00	\$29,241.95		
	Spread			\$4.77				\$4.99		49.9%	

**To: Board of Trustees**  
**Date: March 20, 2019**  
**Re: Approval of CM Recommendation**

On March 6, 2019, the Special Committee of the Board met to interview three qualified candidates for the Construction Manager role for the upcoming Collaborative Workspace project. The Special Committee agreed that they would be interested in working with W.B. Olson. W. B. Olson is a medium sized company that is interested to work with local libraries, as well as with Product Architecture & Design.

I have requested a cost estimate from two of the interviewees which I will share with the Board when I receive them.